



Hulp dokumente om makliker te werk.
Documents to assist and explain procedures.



Event list compilation.

If the program is the same as a previous meeting or with only small deviations from a previous meeting, the previous meeting can be restored using the **Activate** page and the **Restore** option. The **Settings** is then used to modify the meeting information. Delete all the teams and you can make a first backup for the new meeting.

New meeting event list.

You must have the list on paper.

Clear	Remove any list entries to start a new list.
New Event	Add events to the list.
Move Event(s)	This is used to move events up or down in the list.
Delete	Delete an event not required.
Renumber	Renumber the event list. Normally after a deletion or if events were moved.
Modify	To change the gender, type of event or the level of the event.
Order	Change the display order for checking purposes.
Save	Must be used after modifications before ending this option.
Reload	Reload the list to the last saved version if an error was made.

To modify an existing list, use the **Move**, **Delete**, **New Event** and **Renumber** options.



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If the new meeting is totally different start by selecting the **Clear** option to remove the previous event list.

Use the **New Event** option to compile the list.

The screenshot shows a form with the following fields and options:

- Number:** Input field with '1'.
- Sub:** Input field.
- Time:** Input field with '08:00'.
- Day:** Dropdown menu with '1'.
- Gender:** Radio buttons for 'Male' (selected) and 'Female'.
- Age:** Dropdown menu with '6'.
- Event:** Dropdown menu with '60m'.
- Level:** Dropdown menu with 'Finaal'.
- Participation point:** Input field.
- Field events (A.B):** Input field.
- Events:** Radio buttons for 'All' (selected) and 'Official'.

Buttons and instructions on the right:

- Move data to program list** button.
- End of new Events** button.
- Text: "Complete the event data and then use the 'Move' option to transfer the data. On completion of all new events, use the ..."

The event number starts at 1 and will add 1 for each new event.

Sub is used if the same event for more than 1 age group is done at the same time. This is normally for very long distances or field events with only a small number of athletes.

Use a, b, etc. as sub such as 3a B 19 3000m walk and 3b B 17 3000m walk

Time is the actual time of the event or the start time of a block of events.

Day remains 1 except if you have selected to use more than 1 day and it was recorded in the Settings option. Then use the corresponding day number. Event number don't restart with 1 for the second day, it continues from the last number of the previous day.

Gender is obvious.

Age must be selected from the drop-down and not typed.

Event will be a list of all available events for the selected gender and age. Select the specific event from the drop-down list. **Do not type the event.**

Level is the current level of the event. The level order is Heat → Quarter-Final → Semi-Final → Final

At most school meetings there are only finals and at higher level meetings Semi-Finals. In SA there are no meetings with heat as this is only used if there are more than 72 athletes in the same event.

Quite often an event only has a final but athletes run in 2 or 3 races, also called heats but this is not the Heat level, it is a Final with more than one race.

Participation point is used for field events with more than one venue for the same event such as Long jump A and B.



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Move data to program list completes each entry in the list. The next number will be displayed.

If you are finished or have to stop entering data, use **End of new Events** and then you **MUST** use the **Save** option to make all changes permanent.

The entered list may be displayed as below.

Compile			Print			Analyze		
No	Sub	Time	Gender	Age	Event	Level	Where	Day
7		07:45	Female	11	LJ	Finaal	A	1
8		07:45	Male	11	LJ	Finaal	B	1
9		07:45	Female	12	SP - 3 kg	Finaal	A	1
10		07:45	Male	12	SP - 3 kg	Finaal	B	1
11		07:45	Female	13	HJ	Finaal	A	1
12		07:45	Male	13	HJ	Finaal	B	1
13		08:00	Male	14	3000m	Finaal		1
14		08:00	Male	15	3000m	Finaal		1
15		08:00	Male	16	3000m	Finaal		1
16		08:00	Male	17	3000m	Finaal		1
17		08:00	Male	18	3000m	Finaal		1
18		08:00	Male	19	3000m	Finaal		1

To correct errors, first use the **End of new Events** followed by **Save**. You can correct any event using the **Modify** option.

Compile			Print			Analyze			Records			Import/Export			Create Program		
No	Sub	Time	Gender	Age	Event	Level	Where	Day	Number	Sub	Time	Day	Apply the modifications and then select the Complete option				
7		07:45	Female	11	LJ	Finaal	A	1	11		07:45	1	<input type="radio"/> Male <input checked="" type="radio"/> Female Age: 13 Event: HJ Level: Finaal Participation point: A Field events (A.B) <input type="radio"/> All <input type="radio"/> Official <input type="button" value="Complete"/>				
8		07:45	Male	11	LJ	Finaal	B	1									
9		07:45	Female	12	SP - 3 kg	Finaal	A	1									
10		07:45	Male	12	SP - 3 kg	Finaal	B	1									
11		07:45	Female	13	HJ	Finaal	A	1									
12		07:45	Male	13	HJ	Finaal	B	1									
13		08:00	Male	14	3000m	Finaal		1									
14		08:00	Male	15	3000m	Finaal		1									
15		08:00	Male	16	3000m	Finaal		1									
16		08:00	Male	17	3000m	Finaal		1									
17		08:00	Male	18	3000m	Finaal		1									
18		08:00	Male	19	3000m	Finaal		1									

Change what is required as for a new event and then click on **Complete**.

Changes on event number, sub or time can be done directly on the event list. Other changes (Gender, Age, Event, Level) must be done using the **Modify** option.

To remove an event, click on the event and then on **Delete**. You will be asked to confirm with **Yes**.

To move 1 or more events, kliek on **Move Event(s)** and the do the following:

- 1 Click on the event to be moved.
- 2 Click on the event it must move to.

Repeat this until all has been moved to the correct order of events.

This option is required if you have changed event numbers or added events that must not be at the end of the list.

After any delete or move the event number will be out of sequence. Use the **Renumber** option to correct it.

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