



SportsTrak

Sports Carnival Management System

Tutorial



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The aim of this tutorial

The aim of this tutorial is to enable you to gain confidence in using SportsTrak on a small fictitious carnival that still involves all the activities associated with a full carnival.

This tutorial will take you through the key steps in setting up and running an age group based house athletics program.

You will

- work through a setup guide that takes you through all the key steps to set up the program
- enter results and determine results as in Part 1 of this assignment
- make changes to results and re-determine the results
- Perform backups
- Get the data ready for next year



Setting up for this tutorial

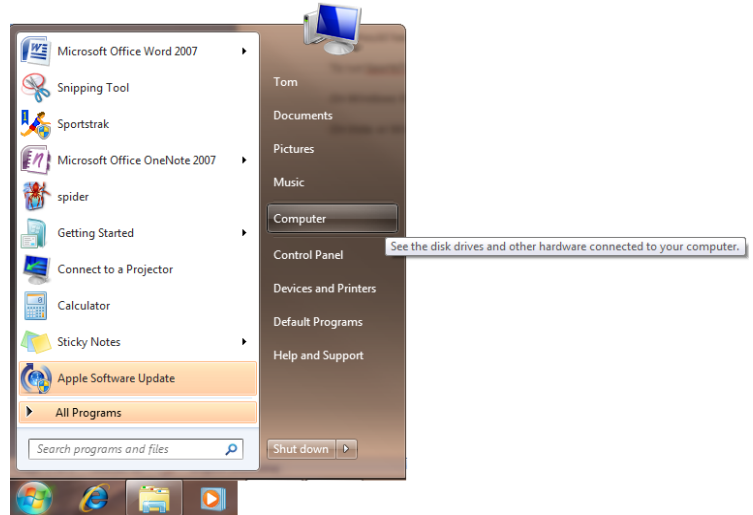
You should have a memory stick containing a folder named SportsTrak

Insert the stick into a USB port

View the contents of the stick

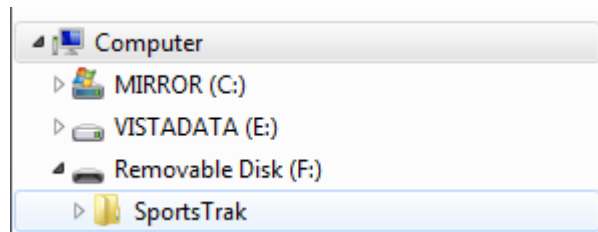
On Windows XP this would be *Start, My Computer*

On Vista or Windows 7 it is *Start, Computer (right)*



Open *Computer*, then *Removable Disk*

(it may be E: or some other drive letter)

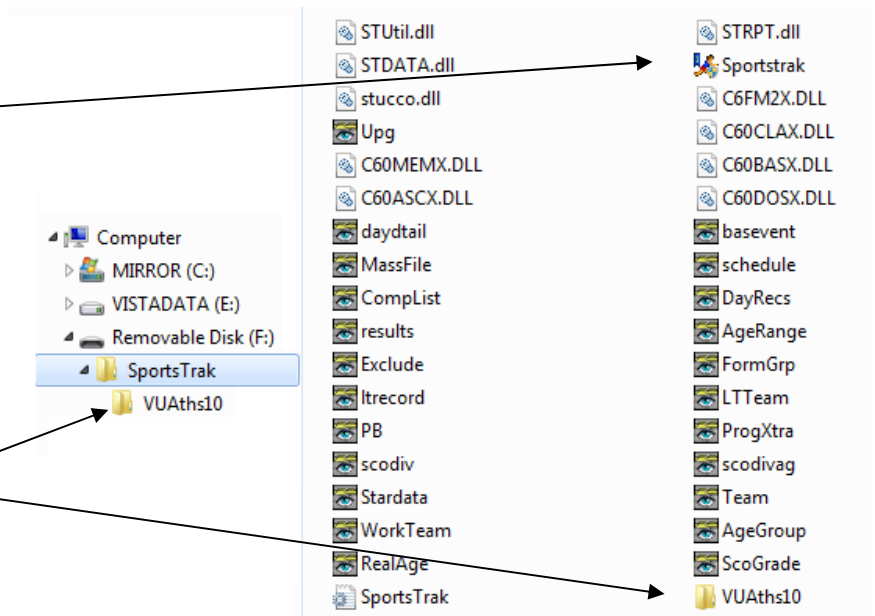


Open the SportsTrak folder

The file named SportsTrak is the program.

You may double-click it to run SportsTrak or make a shortcut to it from your desktop.

The folder named VUAths10 contains the data relating to the carnival we are working on.

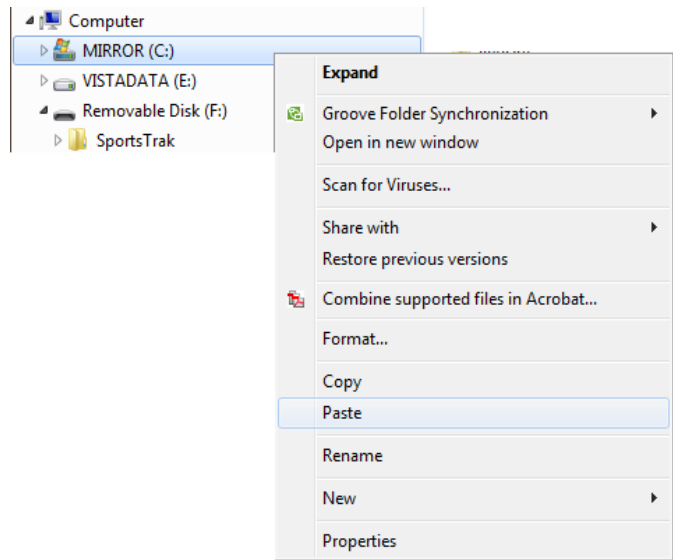




Copy it to your Hard Drive.

To do this, highlight the SportsTrak folder and go *Edit > Copy*

Then highlight C: drive and go *Edit > Paste*



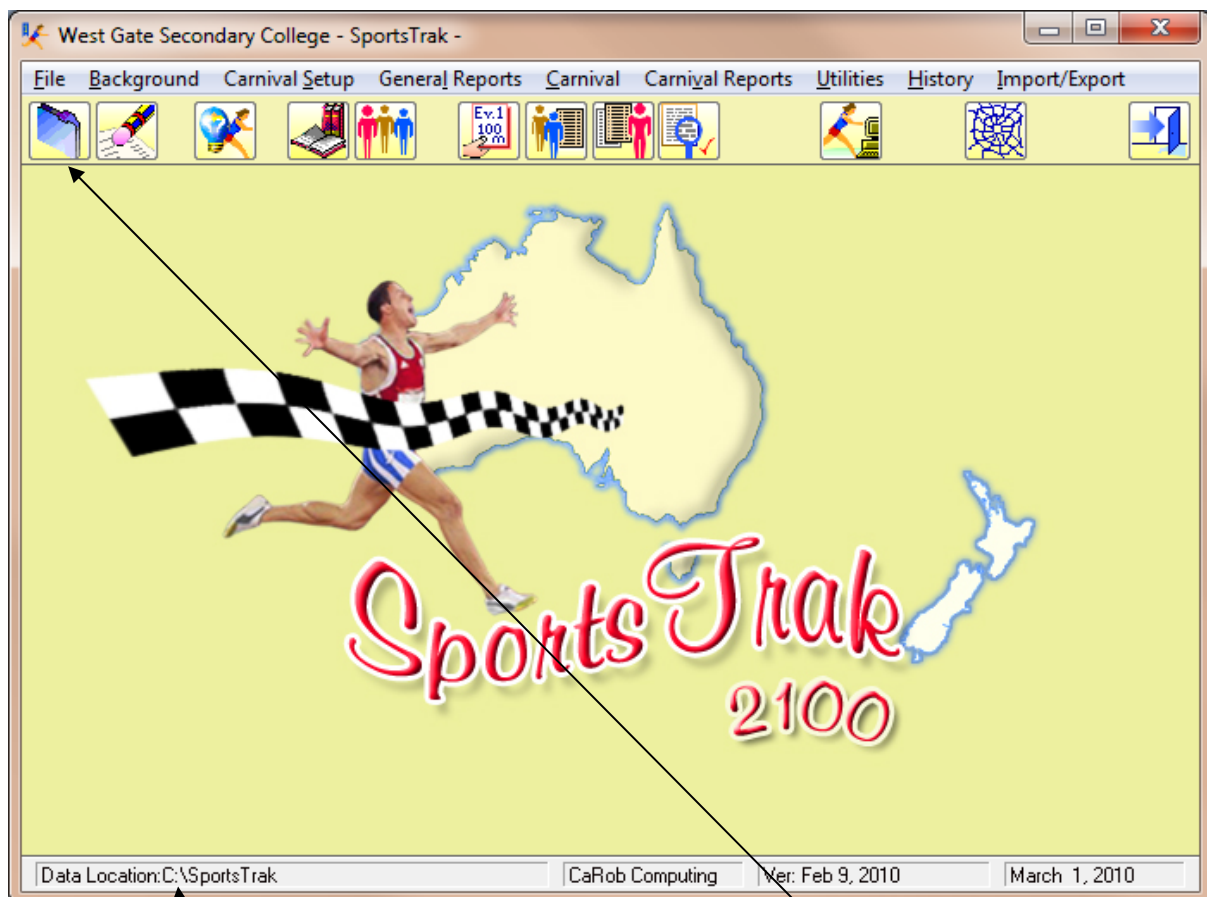


Data Location – a key concept

SportsTrak can work on many carnivals, but only one at a time.
Each separate carnival has its own folder.

- SportsTrak has to be told which folder to look at
- You need to know which folder SportsTrak is looking at
- You need to be able to change folders

Run SportsTrak by using your shortcut, or double-clicking on the SportsTrak program file (previous pages)



Notice the Data Location, in the case above it is C:\sportsTrak

This indicates that SportsTrak is going to read and write from that folder. However, generally we want each carnival in its own sub-folder so we change it.

We want to use the sub-folder named **VUaths10**, so we change using the blue folder button.

Click the Blue Folder

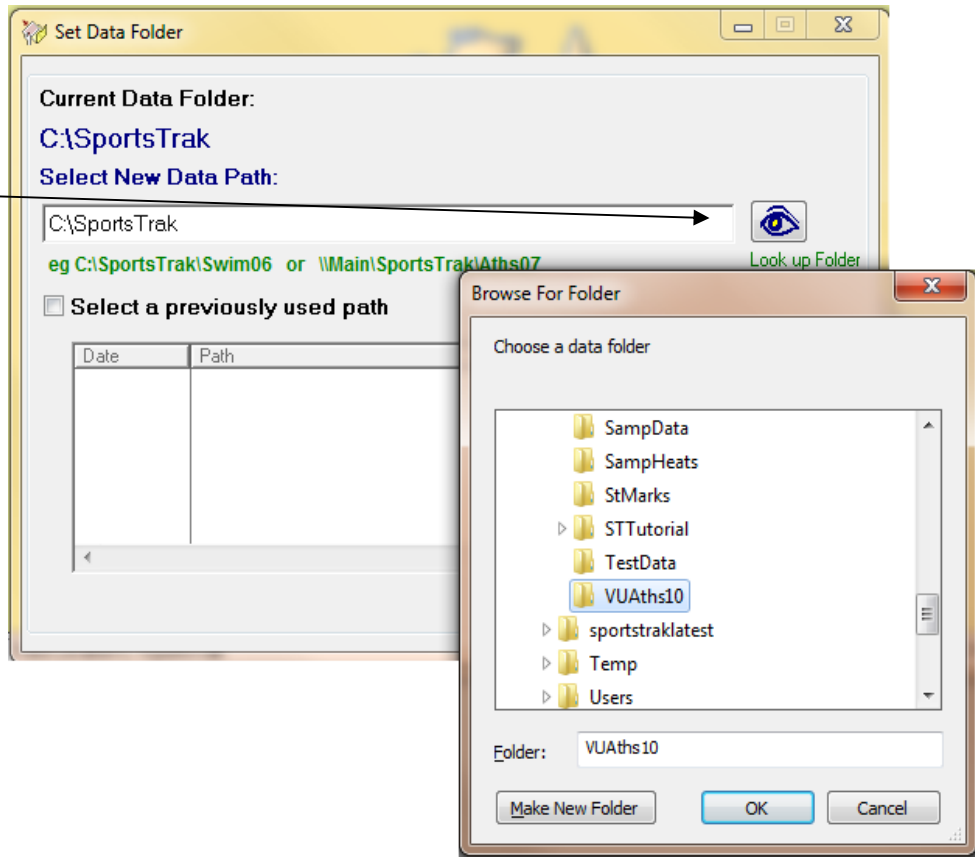


This allows you to change the folder SportsTrak is working on.

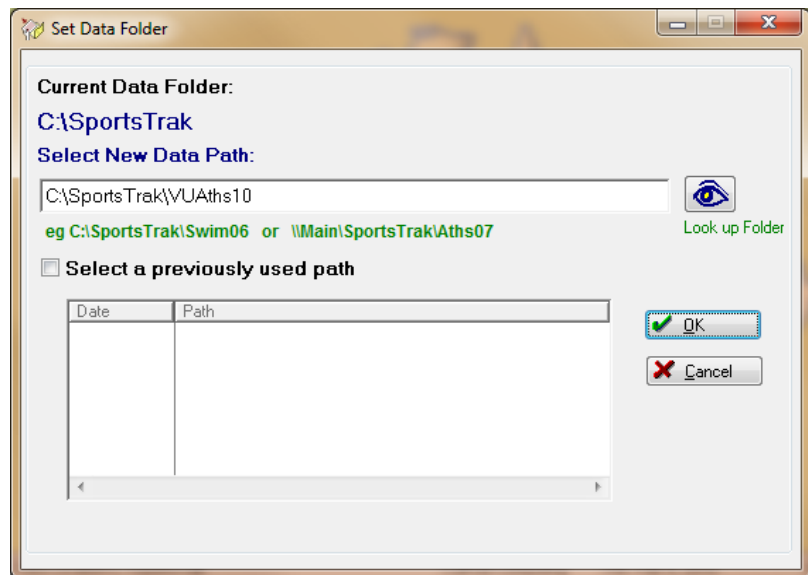
Use the eye button to look up the VUAths10 folder.

This will be in the SportsTrak folder on either the C: drive or your memory stick (E: or F: drive)

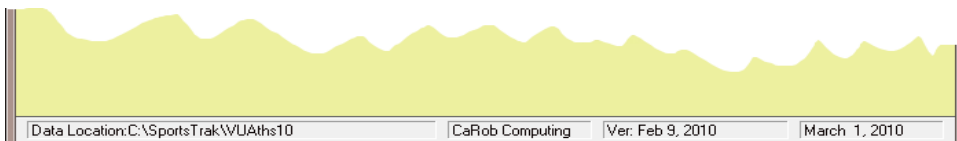
Click OK when highlighted



Click OK again when it looks right



You will now see the data location changed at the bottom of the SportsTrak screen.



This setting should not change now, but should be checked whenever you start a new session or change to a new computer



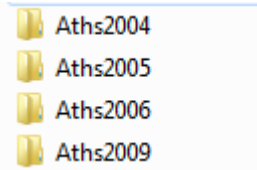
How SportsTrak works with data

SportsTrak is a computer program that reads data, displays it, lets you change it, makes calculations etc and re-writes the data.

It is similar to a spreadsheet except instead of one work sheet, SportsTrak uses 20 or 30 and they aren't usually displayed in the grid format of a spreadsheet.

SportsTrak works on one set of data at a time, each in its own folder. You are only using one set of data. In a school however, you may find data for different carnivals, each in its own folder.

For example:



In the example above, it is very easy to get ready for 2010. The Aths2009 folder can be copied and renamed to Aths2010. In SportsTrak, results and students are emptied out, some dates are changed, and you are just about set up for that year.



Getting around in SportsTrak

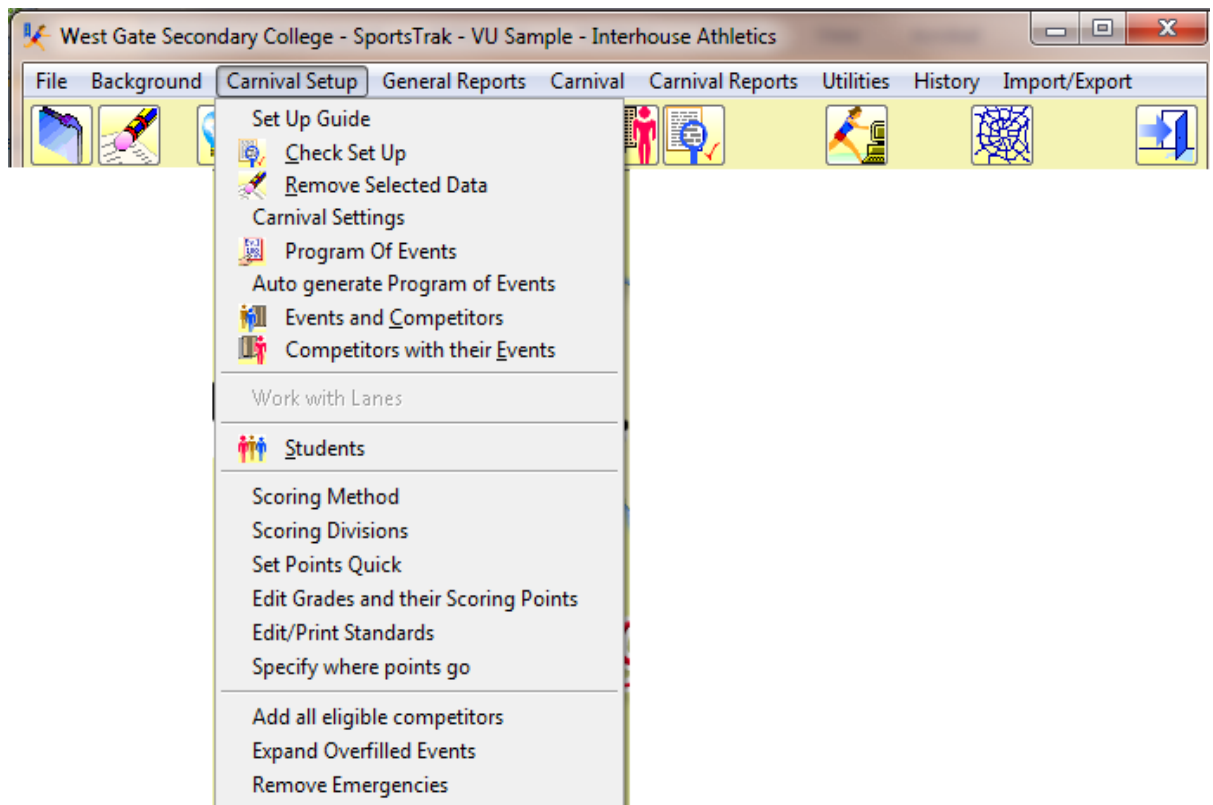
The menus

Everything that can be done in SportsTrak can be done via the menu options.

The Carnival Setup menu is shown expanded below.

Broadly, when getting set up for a carnival you work from left to right across the menus.

- Background - settings that don't change very often
- Carnival Setup - options or activities that may need changing for each carnival
- General Reports - any print-out relating to the setup of the carnival, the program, competitor lists etc.
- Carnival - Results entry
- Carnival Reports - and print-out relating to results
- Utilities - miscellaneous
- History - mainly long term records maintenance
- Import/Export - getting data into and out of SportsTrak. Usually by importing or exporting text files

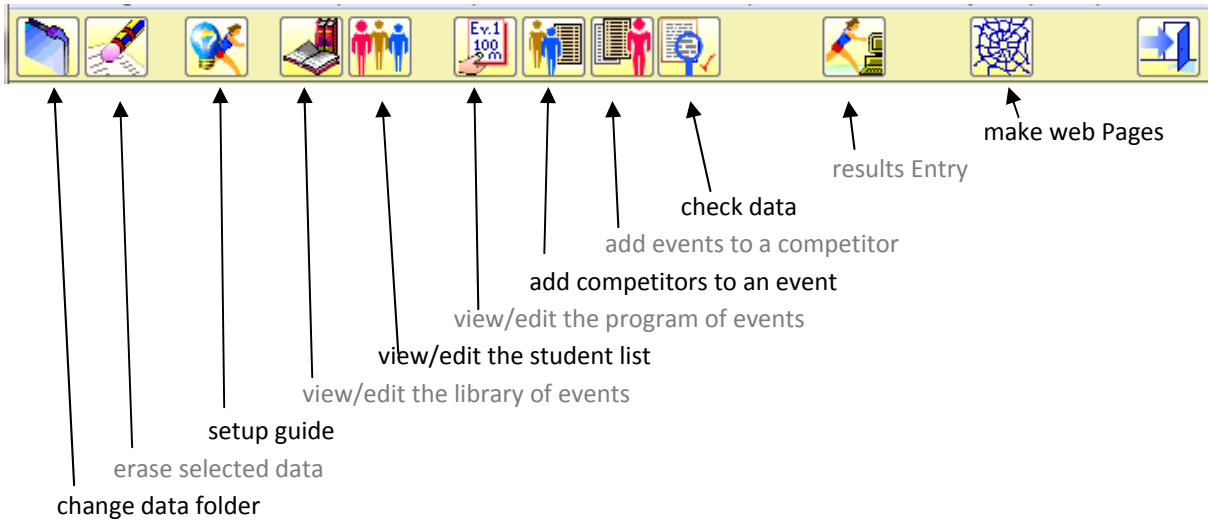


Unless you are experienced with SportsTrak, the menus can be confusing because there are just so many options. Which are critical, which are optional? For this reason we recommend that users follow the Setup Guide when setting up a carnival.



The toolbar

Access to common activities



Don't be afraid to try out different options. If you are about to do something destructive you will be asked first or prevented.

All reports print to screen where they may be viewed, then cancelled. You do not require a printer to be installed.



Working through the set up wizard

We are going to set SportsTrak up with this program, using the Setup Guide

VU Sample - Interhouse Athletics Program of Events

Event	Time	Record	Set by	
1 F 13Yr High Jump	9:30AM	1.47	LEE, Megan (M)	2004
2 M 14Yr Long Jump	9:30AM	5.18	LYONS, Simon (M)	2009
3 F 13Yr 100m	9:46AM	14.13	LEE, Megan (G)	2006
4 M 13Yr 100m	9:48AM	13.65	LYONS, Simon (D)	2008
5 F 14Yr 100m	9:50AM	13.85	HOGAN, Casey (M)	2009
6 M 14Yr 100m	9:52AM	12.69	LYONS, Simon (D)	2009
7 M 13Yr Long Jump	9:56AM	4.97	CARTER, John (B)	2008
8 M 14Yr High Jump	10:22AM	1.72	KINGSFORD Daniel (G)	2006
9 F 13Yr Long Jump	11:14AM	4.25	BASIC Fiona (B)	2003
10 F 14Yr Long Jump	11:41AM	4.65	SMITH, Kate (G)	2008
11 M 13Yr High Jump	11:55AM	1.52	TOMASETTI , Nigel (M)	2007
12 F 14Yr OPEN 1500m	1:07PM	5:46.95	KINGSFORD Anita (G)	2003
13 M 14Yr OPEN 1500m	1:07PM	4:43.10	CARTER, John (B)	2008
14 F 14Yr High Jump	1:21PM	1.45	SKINNER, Rhianna (G)	2005
15 F 13Yr 4 X 100m Relay	1:41PM	1:22.78	Moore (B)	2005
16 M 13Yr 4 X 100m Relay	1:45PM	1:17.56	Droop (D)	2007
17 F 14Yr 4 X 100m Relay	1:49PM	1:18.49	Droop (B)	2006
18 M 14Yr 4 X 100m Relay	1:53PM	1:03.62	Barkly (B)	2003



Click the setup guide button to bring up this window

The wizards or setup guides take you through steps to complete common functions in SportsTrak.

Select the option shown and click Start

What do you want to do?

These wizards take you in a logical sequence through the setup and running of a carnival

Click on these buttons to proceed forward or back through the sequence of steps.

SportsTrak saves your exit point on this computer. Next time you run the wizard, you can jump to your last window

Organise School Athletics or Swimming Carnival

- Organise and run an Inter-House Age Group carnival
- Organise and run an Inter-House Year Level carnival
- Organise and run a Form Based Carnival

Inter-School Carnival Activities

- Organise an Inter-School Carnival
- Prepare my Inter-School Squad based on my school's results
- Prepare my Inter-School Squad from scratch

Massed entry programs

- Run a school cross-country
- Perform Trials

Specialised Carnivals

- 5 Star Awards
- Competition Cross Country

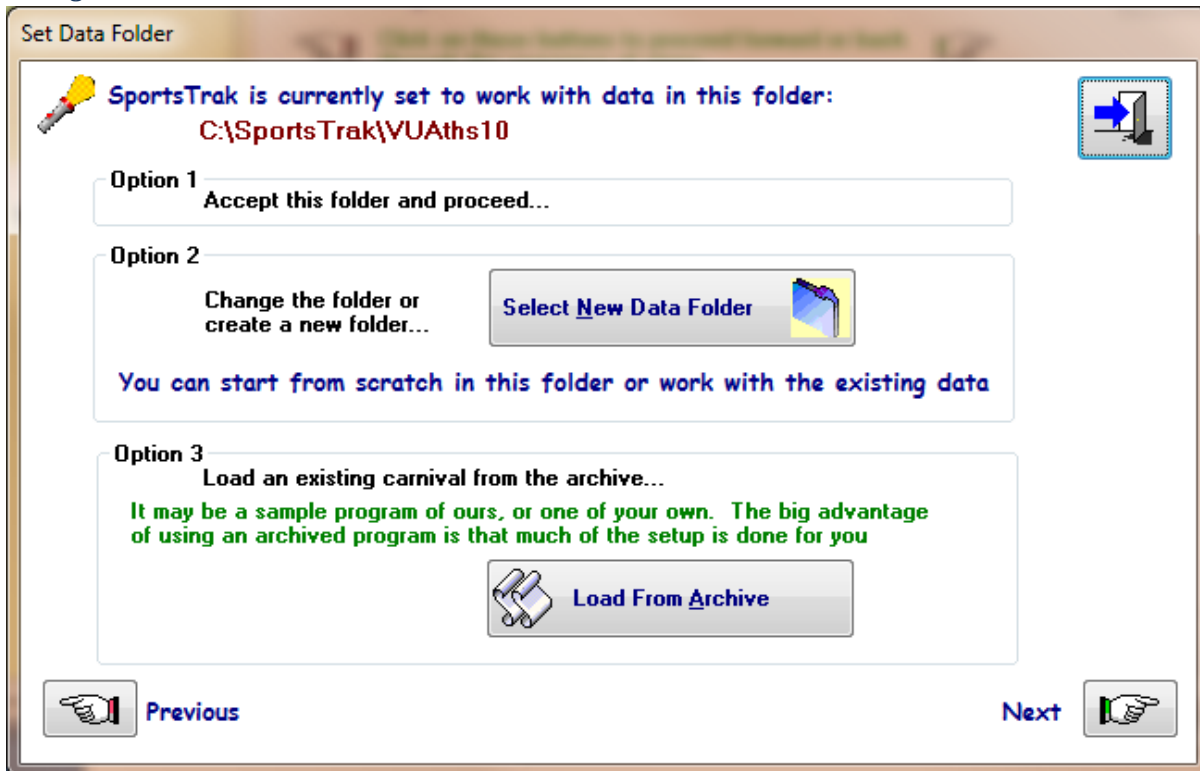
Jump to last visited window

Start



As you go through these setup windows, make sure you read them because they explain things as you go along. Quite a few of the steps may be jumped without doing anything.

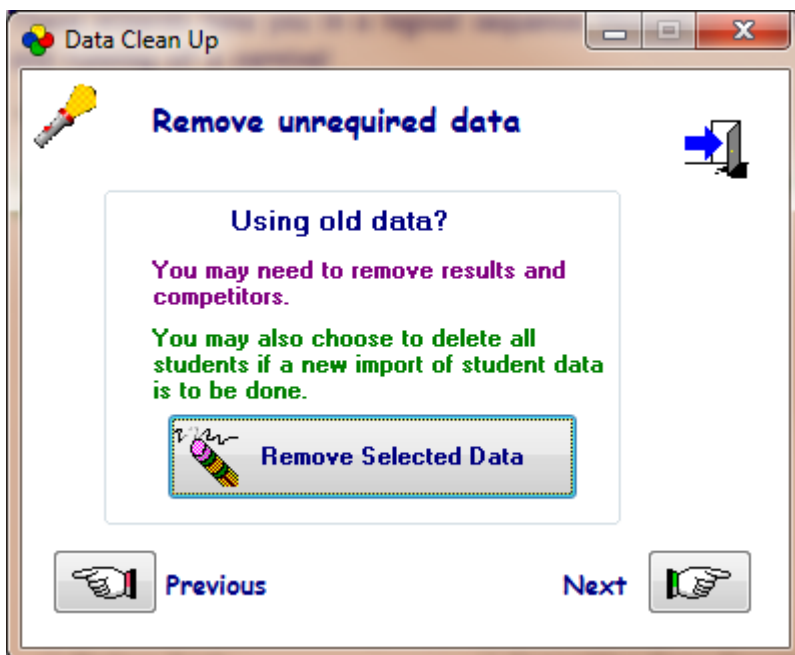
Setting Data Path



You probably have done this already a few pages back. It should say C:\SportsTrak\VUATHS10

If not, use the button on Option 2 to select the correct folder. If in doubt, re-read pages 4 on.

Click Next

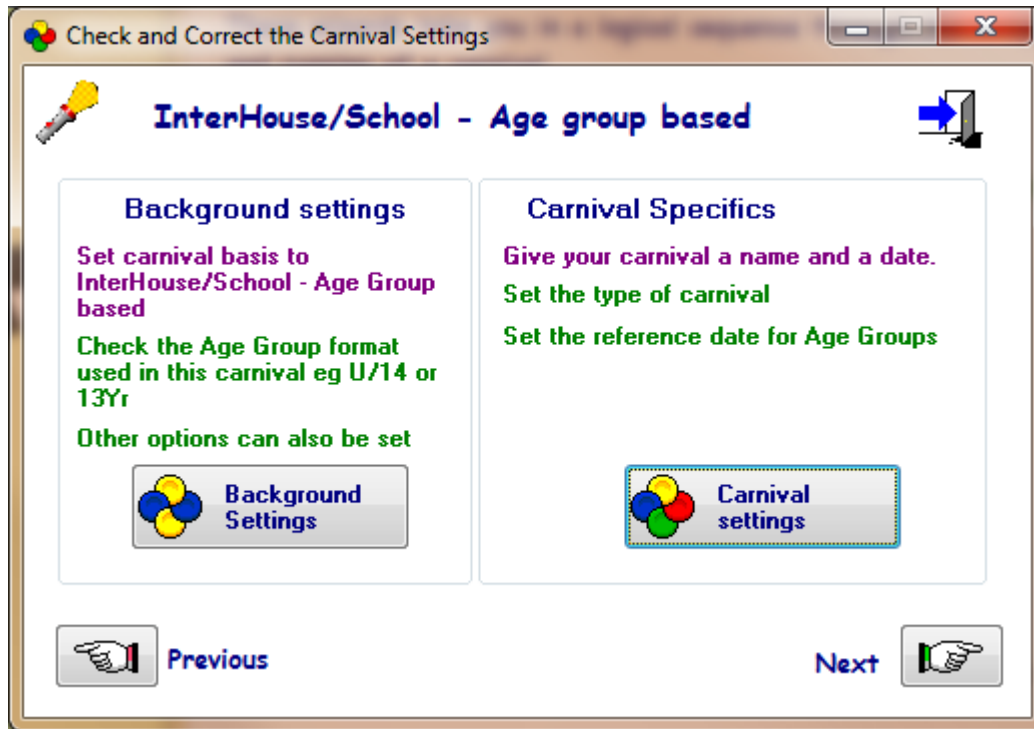


We don't need to do anything here.

Click Next

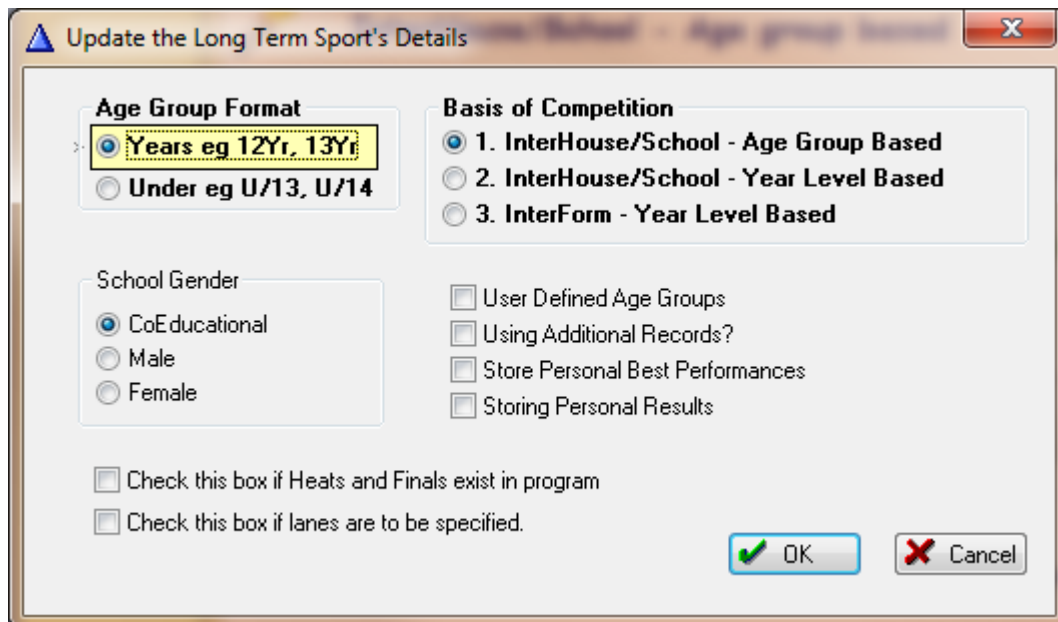


Carnival settings



Click Background Settings

Check that your data is as shown, then click OK



Click Carnival Settings (see next page)



Update Details of Current Carnival

Carnival Name:

OK Cancel

Carnival Type

Athletics Swimming X-Country

Day 1 dd/mm/yyyy

Number of Days

1 Day 2 Days 3 Days

Program contains A grade events only

Default Gender

Male Female

Reference Date for Age Group Calculation

Important **ONLY leave reference date field empty if this carnival is year level based, and the inter-school is also year level based; (or if using multiple reference dates).**

eg 30/04/2006

Use Multiple Reference Dates **Check this box if you wish to use different reference dates for different year levels or birth dates.**

Based On Students'

Year Level Birth Date **Go to Background > Multiple Reference Dates by DOB to enter them**

Change both dates to 2010 (even if you are doing this in 2011 or 2012, use 2010 because that is what the student data is based on)

Click OK to Accept

Click Next on the Setup Guide

House Names and Codes

Set up houses

Set House Names and Codes

As well as the house name, SportsTrak needs a code of up to 4 letters for each house.

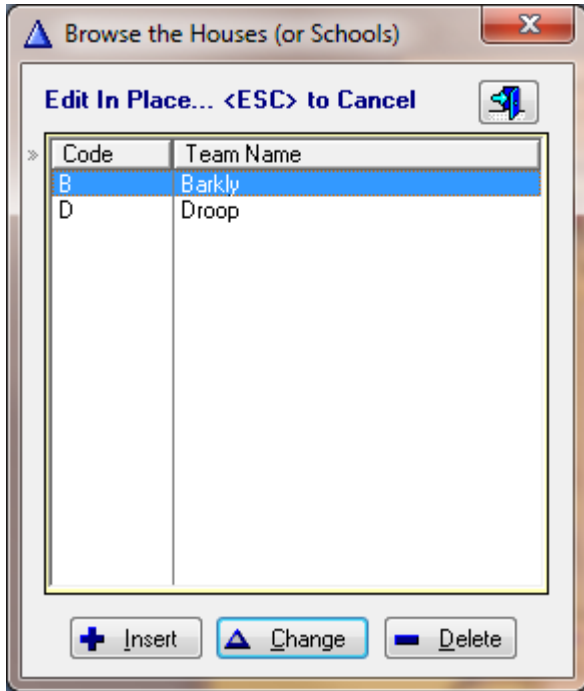
eg Murray M
Darling Da
Diamantina Di
Yarra Y

Check Houses

(For Inter-School, the houses are the participating schools)

Previous Next

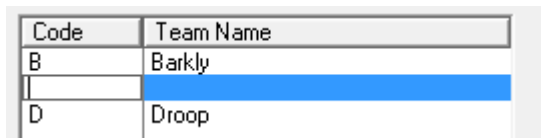
Click on Check Houses



Only two of the four houses are there.

We need to add Gordon and Moore

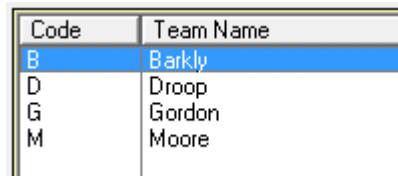
Click Insert



Enter G
press the Tab key <TAB>
enter Gordon

Click Insert again, repeat with M and Moore, press <ENTER> to accept it.
You may need to click <ESC> then to stop inserting

Make sure it now looks like this:



Click the close button on the window



Click Next on the Setup Guide

Check year levels

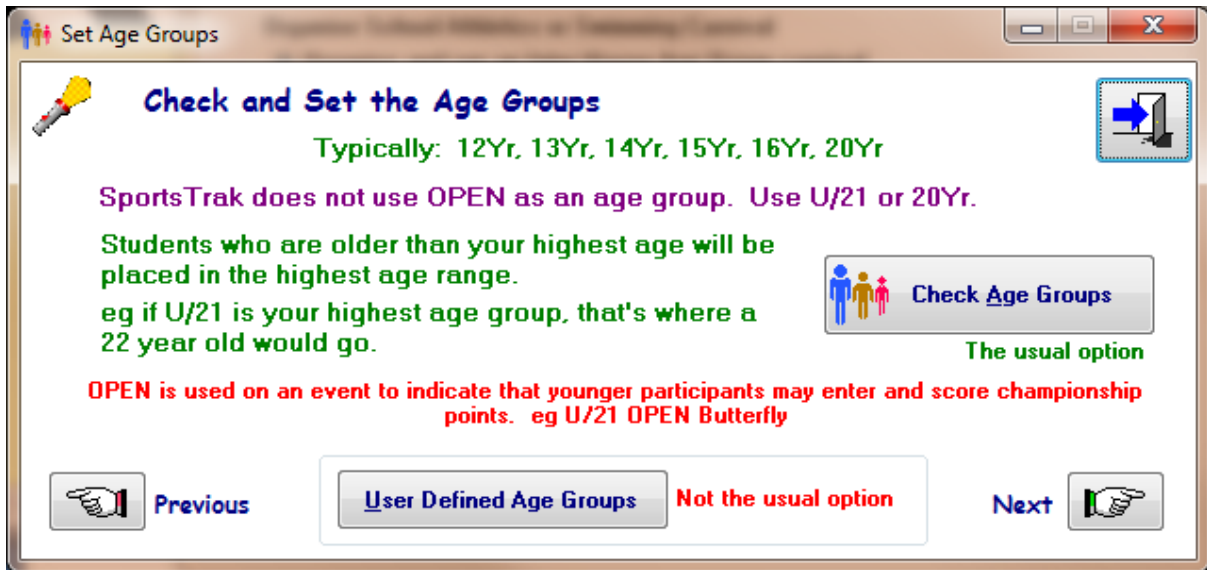
For an age group based carnival, this doesn't matter to us, so *Click Next*

Check Form groups

We don't need these, so again *Click Next*



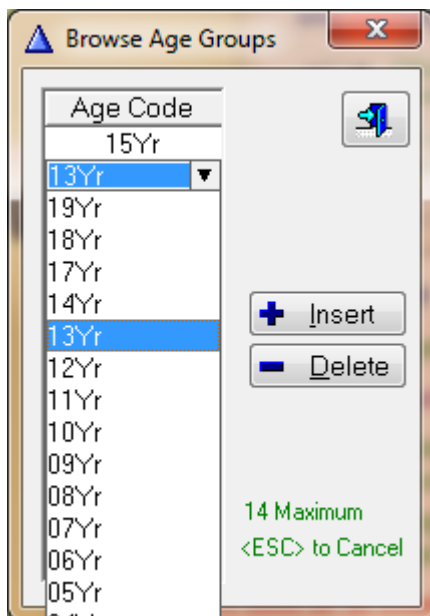
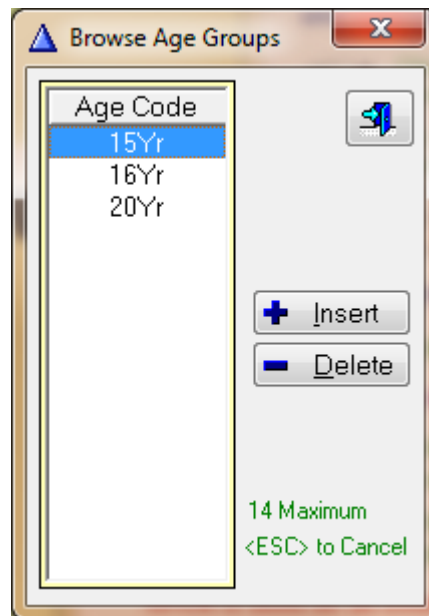
Setting the Age Groups



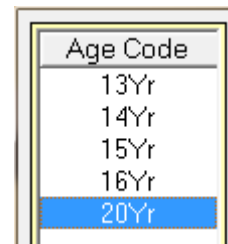
Click Check Age Groups

We are missing 15Yr and 20Yr, so Insert

The possible age groups are displayed in the drop down list. Select both 15Yr and 20Yr



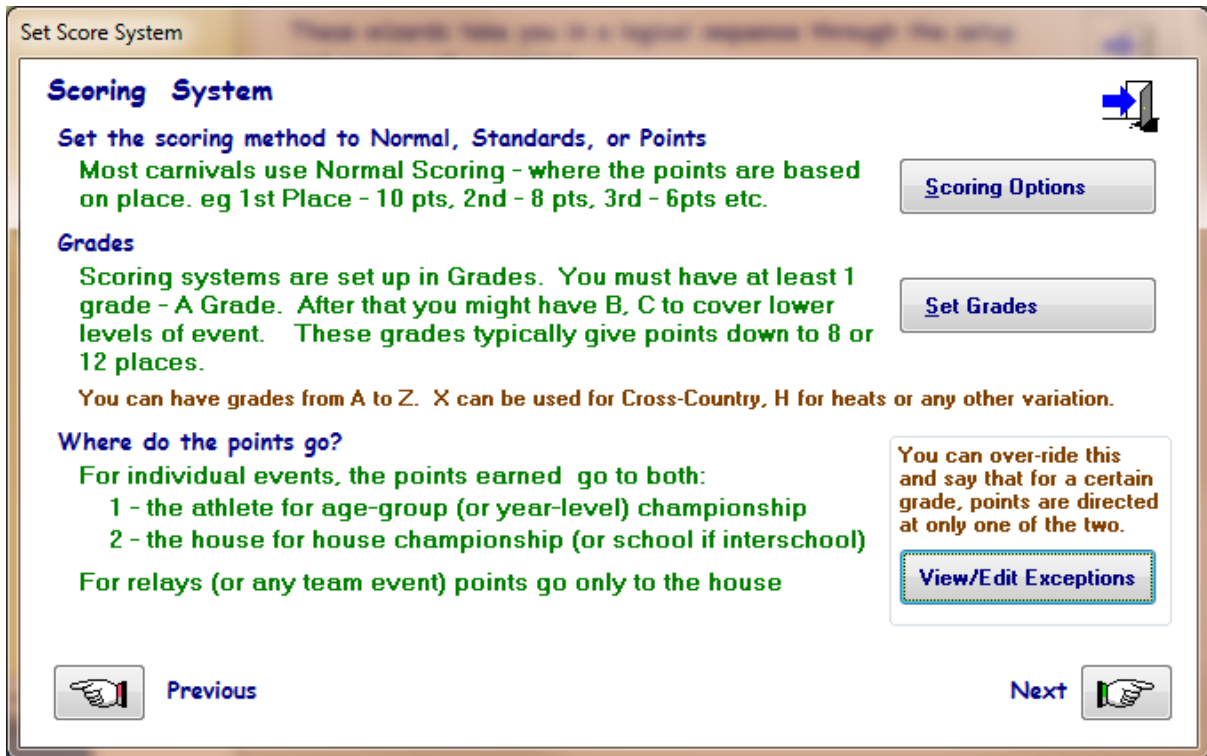
Make sure the age groups look like this. (We are not actually using 15Yr, 16Yr, or 20Yr in this activity)



Close the window and go Next on the Setup Guide



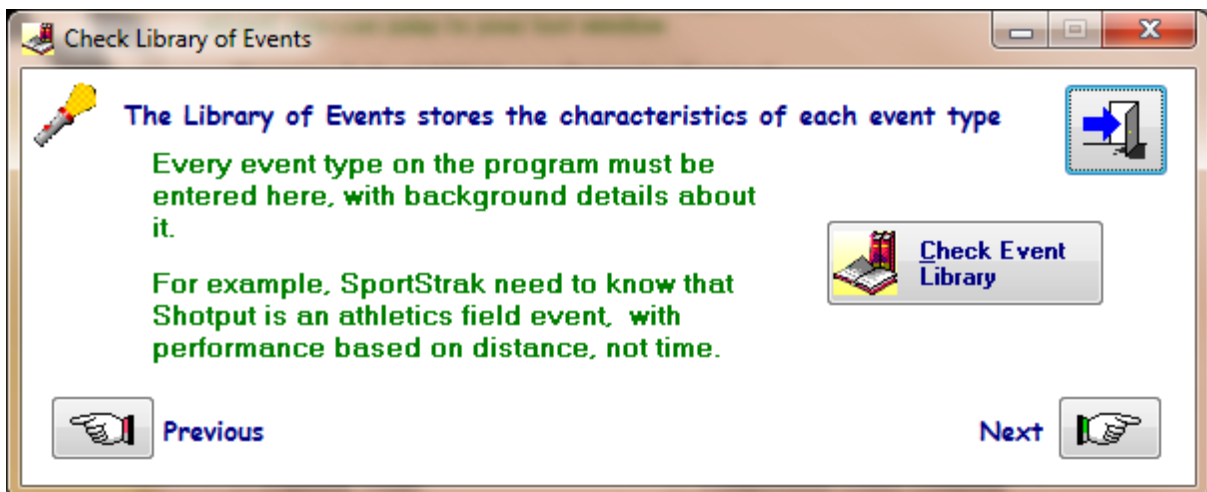
The Scoring System



These settings should be correct already. Just have a look at both Scoring Options and Set Grades. They are important to a carnival, but once set up, hardly ever change.

Click Next

Library of Events



This is important. Any possible event on your program of events must have its name entered here.

Click Check Event Library



View/Edit Library of Event Types

Locate by Event Name:

Event Name:	Type	Category	Units	Slip Format	Score Method
100m	Athletics	Individual	Time	Track	Normal
100m Freestyle	Swimming	Individual	Time	Track	Normal
200m	Athletics	Individual	Time	Track	Normal
4 X 100m Relay	Athletics	Team	Time	Track	Normal
400m	Athletics	Individual	Time	Track	Normal
4x100m Relay	Athletics	Team	Time	Track	Normal
4x50m FStyle Relay	Swimming	Team	Time	Track	Normal
4x50m Medley Relay	Swimming	Team	Time	Track	Normal
50m Backstroke	Swimming	Individual	Time	Track	Normal
50m Breastroke	Swimming	Individual	Time	Track	Normal
50m Butterfly	Swimming	Individual	Time	Track	Normal
50m Freestyle	Swimming	Individual	Time	Track	Normal
800m	Athletics	Individual	Time	Track	Normal
Discus	Athletics	Individual	Distance	Field	Normal
High Jump	Athletics	Individual	Distance	High	Normal
Javelin	Athletics	Individual	Distance	Field	Normal
Long Jump	Athletics	Individual	Distance	Field	Normal
Shot Put	Athletics	Individual	Distance	Field	Normal
Triple Jump	Athletics	Individual	Distance	Field	Normal

Buttons: + Insert, ▲ Change, - Delete, Print List

Note that this list has both Swimming and Athletics events.

An event must be in this list before it can go on the program

The details of each event tell SportsTrak how to score it, how to set up judges slips, how to measure performances and so on.

The list is missing the 1500m, so *Click Insert*

Enter 1500m (no space), ensure all other selections are as shown below, then *Click OK*

Event Type Will Be Added

Event Name: 1500m

Buttons: OK, Cancel

Carnival Type

- Athletics
- Swimming
- X-Country

Category

- Individual
- Team

Marshal Slip Format

- Track (or Pool)
- Field Event
- High Jump

Scoring Method

- Normal
- Standards
- Points

Unit

- Time
- Distance

Examples:

Javelin - Athletics Individual Field Normal Distance

100m Freestyle - Swimming Individual Track Normal Time

4x100m Relay - Athletics Team Track Normal Time

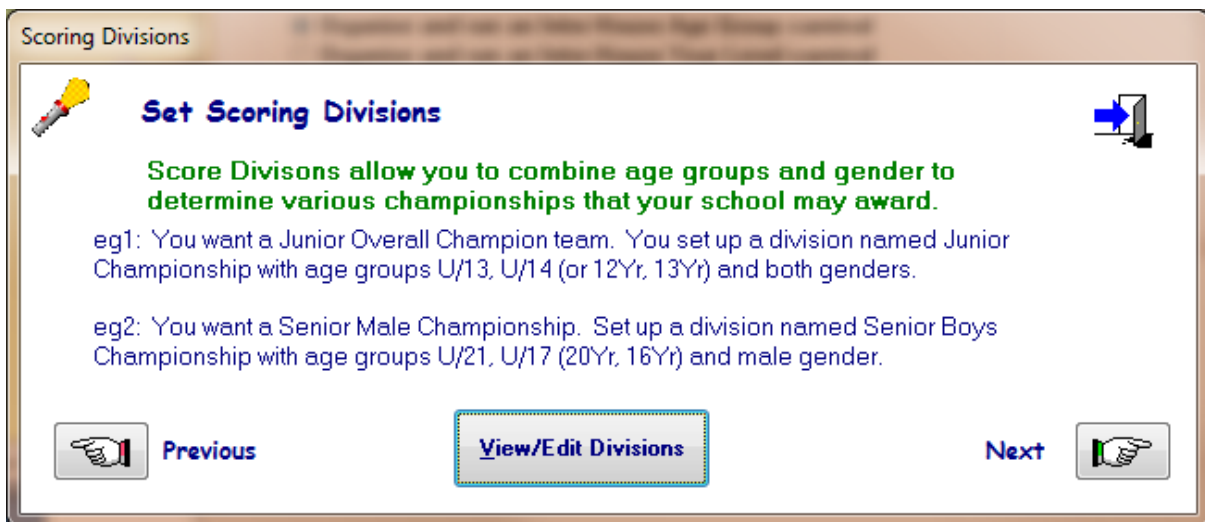
Do not add gender or age - simply the event name.

Click Next on the Setup Guide

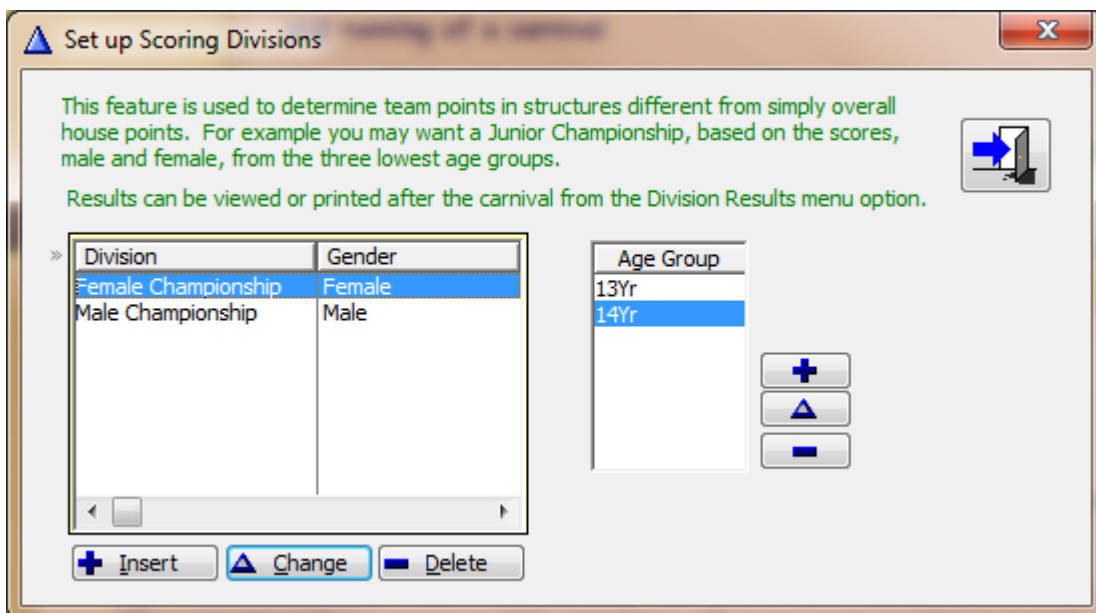


Scoring Divisions

Scoring divisions allow you to group different age groups so that you may display a combined house total after the carnival. They are usually not used, but are very useful if they are needed.



Click View/Edit Divisions



This data has already been set up with two divisions. One to produce a combined house score for female 13Yr and 14Yr, the other for male.

Close the window and Click Next on the Setup Guide



Create a Program of Events

Set Program of Events

Create or Edit the Program of Events

At minimum, an event requires a Time, a Number, Name (from the event library), Gender, Age (or Year), Scoring Grade (A, B etc) eg: 10:00AM 1 100m Butterfly F U/21 A

If you want younger competitors to legitimately enter (and score age group championship points), label it OPEN. eg: 10:00AM 1 100m Butterfly F U/21 A OPEN

First Time Users:
You should directly enter your main Athletics and Swimming programs into SportsTrak. After that, they can be re-used every year.

Any user:
If you imported a program from the repository, make you you check it here.
You may add non-event items on to the program... eg Assembly, Lunch,

Optional - if you have an existing program to modify

Work in Text (eg spreadsheet) **Import/Export Program**

Automatically generate a program
May not suit all, but worth a look if starting from scratch. **Autogenerate**

Previous **Next**

Click Browse/Edit Program

This is also available directly from the toolbar button:



Program of Events | **Additional Program Items**

Click on Headings to Sort

No.	Event Name	M/F	Level	Gr.	Time	Final	Day
1	High Jump	F	13Yr	A	9:30AM		
2	Long Jump	M	14Yr	A	9:30AM		
3	100m	F	13Yr	A	9:46AM		
4	100m	M	13Yr	A	9:48AM		
5	100m	F	14Yr	A	9:50AM		
6	100m	M	14Yr	A	9:52AM		
7	Long Jump	M	13Yr	A	9:56AM		
8	High Jump	M	14Yr	A	10:22AM		
9	Long Jump	F	13Yr	A	11:14AM		
10	Long Jump	F	14Yr	A	11:41AM		

+ Insert
▲ Change
- Delete
⌚ Adjust

The program is incomplete. You need to add events 11 to 18 shown next page.




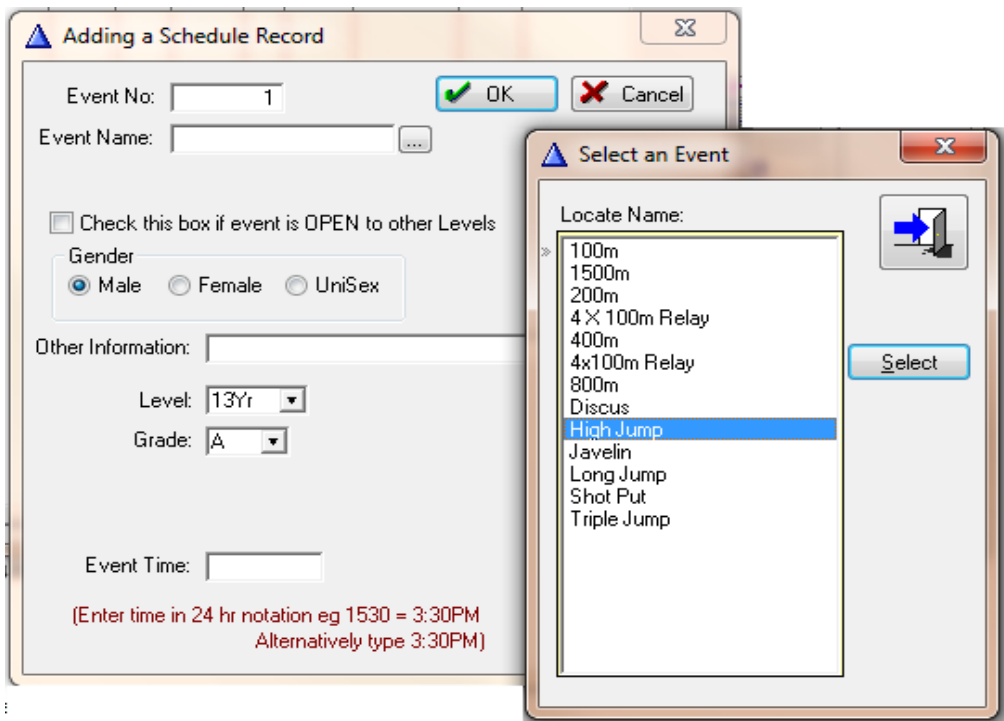
VU Sample - Interhouse Athletics Program of Events

Event	Time	Record	Set by	
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2 M 14Yr Long Jump	9:30AM	5.18	LYONS, Simon (M)	2009
3 F 13Yr 100m	9:46AM	14.13	LEE, Megan (G)	2006
4 M 13Yr 100m	9:48AM	13.65	LYONS, Simon (D)	2008
5 F 14Yr 100m	9:50AM	13.85	HOGAN, Casey (M)	2009
6 M 14Yr 100m	9:52AM	12.69	LYONS, Simon (D)	2009
7 M 13Yr Long Jump	9:56AM	4.97	CARTER, John (B)	2008
8 M 14Yr High Jump	10:22AM	1.72	KINGSFORD Daniel (G)	2006
9 F 13Yr Long Jump	11:14AM	4.25	BASIC Fiona (B)	2003
10 F 14Yr Long Jump	11:41AM	4.65	SMITH, Kate (G)	2008
11 M 13Yr High Jump	11:55AM	1.52	TOMASETTI , Nigel (M)	2007
12 F 14Yr OPEN 1500m	1:07PM	5:46.95	KINGSFORD Anita (G)	2003
13 M 14Yr OPEN 1500m	1:07PM	4:43.10	CARTER, John (B)	2008
14 F 14Yr High Jump	1:21PM	1.45	SKINNER, Rhianna (G)	2005
15 F 13Yr 4 X 100m Relay	1:41PM	1:22.78	Moore (B)	2005
16 M 13Yr 4 X 100m Relay	1:45PM	1:17.56	Droop (D)	2007
17 F 14Yr 4 X 100m Relay	1:49PM	1:18.49	Droop (B)	2006
18 M 14Yr 4 X 100m Relay	1:53PM	1:03.62	Barkly (B)	2003

Click Insert

Start at Event 11 and work through.

For the Event Name, use the ellipses button to look it up 



Be careful with Male or Female

All events are Grade A, which determines the points being scored for the event.

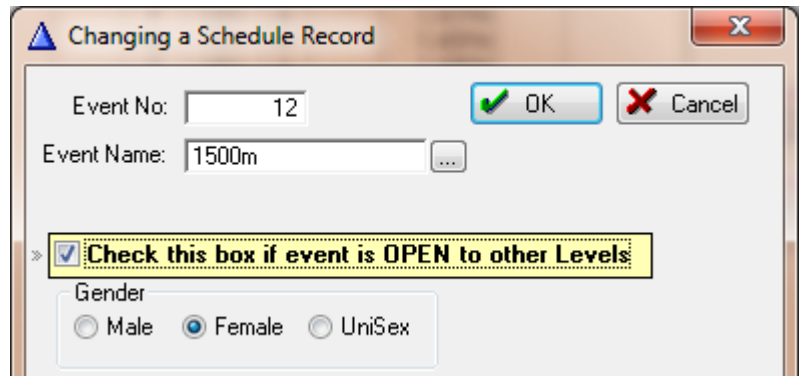
Enter times such as 9:30PM as 0930 in 24 hour notation. 1:07PM would be 1307

Click OK on each event when done.



Events 12 and 13

Make sure the OPEN Check Box is ticked



When complete, the table of events should appear like this...

Browse the Program of Events

Program of Events | Additional Program Items

Click on Headings to Sort

No.	Event Name	M/F	Level	Gr.	Time	Final	Day
1	High Jump	F	13Yr	A	9:30AM		
2	Long Jump	M	14Yr	A	9:30AM		
3	100m	F	13Yr	A	9:46AM		
4	100m	M	13Yr	A	9:48AM		
5	100m	F	14Yr	A	9:50AM		
6	100m	M	14Yr	A	9:52AM		
7	Long Jump	M	13Yr	A	9:56AM		
8	High Jump	M	14Yr	A	10:22AM		
9	Long Jump	F	13Yr	A	11:14AM		
10	Long Jump	F	14Yr	A	11:41AM		
11	High Jump	M	13Yr	A	11:55AM		
12	1500m	OPEN F	14Yr	A	1:07PM		
13	1500m	OPEN M	14Yr	A	1:07PM		
14	High Jump	F	14Yr	A	1:21PM		
15	4 X 100m Relay	F	13Yr	A	1:41PM		
16	4 X 100m Relay	M	13Yr	A	1:45PM		
17	4 X 100m Relay	F	14Yr	A	1:49PM		
18	4 X 100m Relay	M	14Yr	A	1:53PM		

Buttons: Insert, Change, Delete, Adjust Times, UP 1/10

Close the window and go Next on the Setup Guide



Long Term Records

Check Records

Check and Set Long Term Records

SportsTrak checks records during results entry and keeps track of broken or equalled records.

Records set during a carnival are saved in Records Set Today. After the carnival you need to move them into Long Term Records.

First Time Users:
You should directly enter your event records.

Other users:
Check your records here are correct. In particular check that Records Set Today have been moved to Long Term Records after your last carnival.
(The History menu has the option to move the day's records to long term)

Optional
Import existing records from text file

[Browse/Edit Records](#)

[Import Records](#)

[Previous](#) [Next](#)

Click Browse/Edit Records

Long Term Records

Locate by Event Name:
Sort on headers...

Event	M/F	Level	Competitor(s)	Year	Team	Performance
100m	F	13Yr	LEE, Megan	2006	G	14.13
100m	F	14Yr	HOGAN, Casey	2009	M	13.85
100m	M	13Yr	LYONS, Simon	2008	D	13.65
100m	M	14Yr	LYONS, Simon	2009	D	12.69
200m	F	13Yr	COOPER, Courtney	2003	D	29.68
200m	M	13Yr	LYONS, Simon	2008	D	28.62
4 X 100m Relay	F	13Yr	Moore	2005	B	1:22.78
4 X 100m Relay	F	14Yr	Droop	2006	B	1:18.49
4 X 100m Relay	M	13Yr	Droop	2007	D	1:17.56
4 X 100m Relay	M	14Yr	Barkly	2003	B	1:03.62
400m	F	13Yr	BASIC Fiona	2003	B	1:10.21
400m	M	13Yr	CARTER, John	2008	B	57.75
High Jump	F	13Yr	LEE, Megan	2004	M	1.47
High Jump	F	14Yr	SKINNER, Rhianna	2005	G	1.45
High Jump	M	13Yr	TOMASETTI , Nigel	2007	M	1.52
High Jump	M	14Yr	KINGSFORD Daniel	2006	G	1.72
Long Jump	F	13Yr	BASIC Fiona	2003	B	4.25
Long Jump	F	14Yr	SMITH, Kate	2008	G	4.65
Long Jump	M	13Yr	CARTER, John	2008	B	4.97
Long Jump	M	14Yr	LYONS, Simon	2009	M	5.18

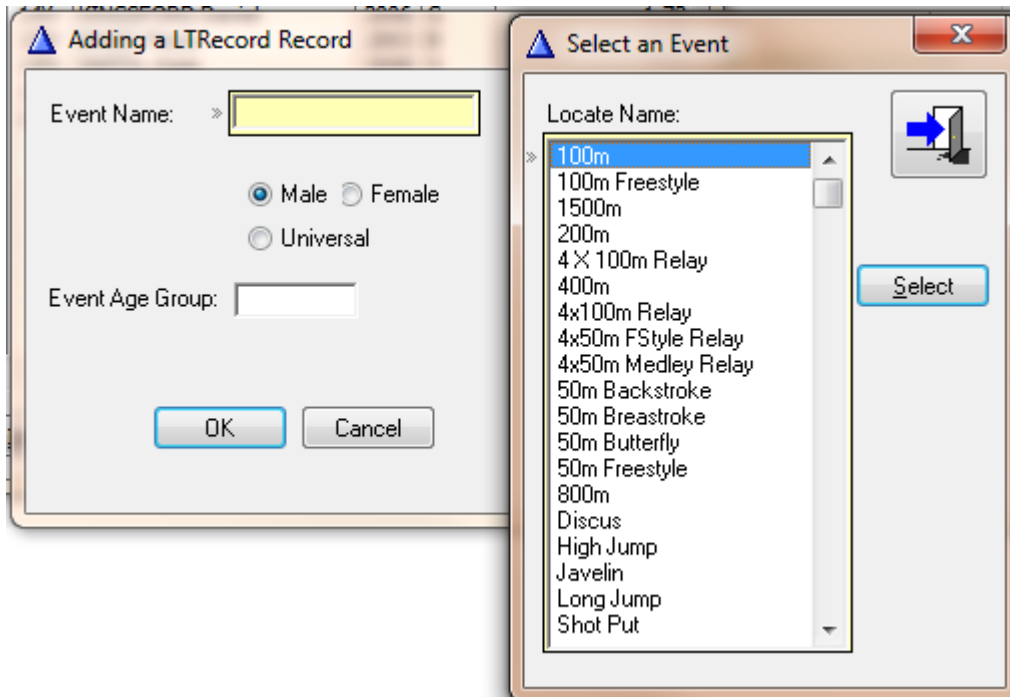
Most of our records are in, except for 1500m

Click Insert

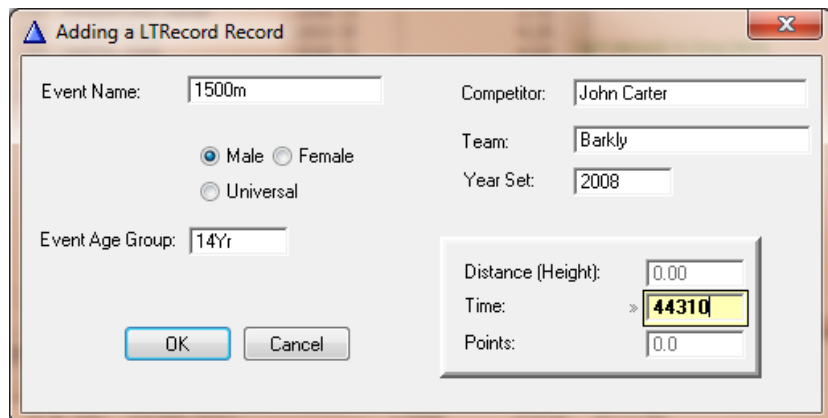


Press <TAB> on Event Name to bring up the lookup table.

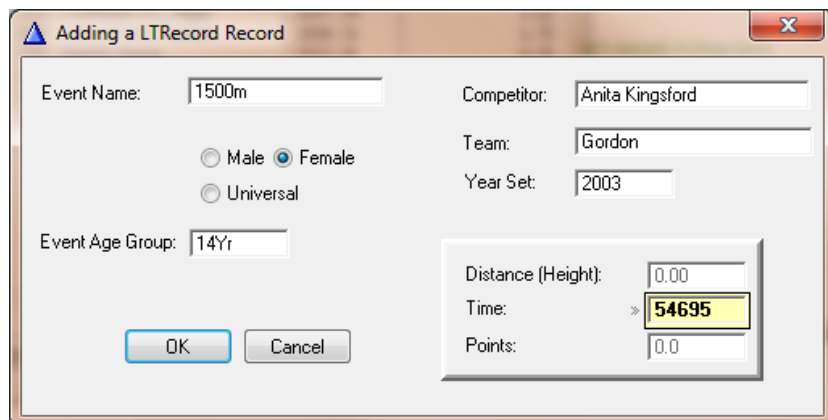
Select 1500m



Complete each record as shown, clicking OK on each



Enter times without punctuation



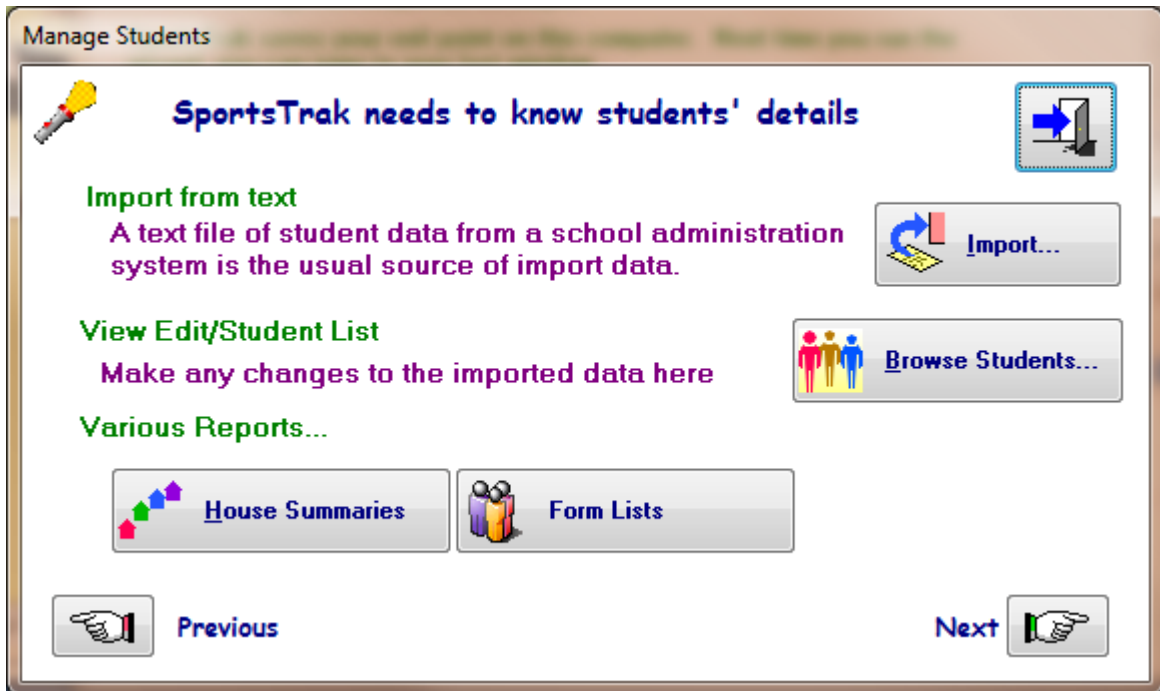
When complete, they should look like this in the table

1500m	F	14Yr	Anita Kingsford	2003	Gord	5:46.95
1500m	M	14Yr	John Carter	2008	Bark	4:43.10

Close the window and go Next on the Setup Guide



Student details



At the moment, there are no students. Click Browse Students and it should be empty

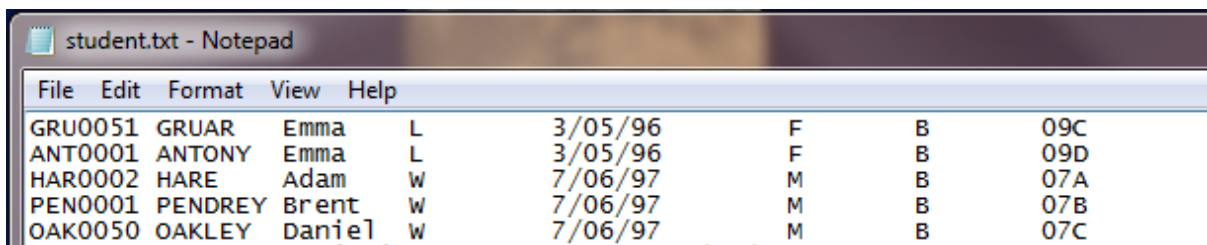
Students may be added to the table by entering their details one at a time. However, this is a pointless exercise when the data may be imported.

SportsTrak imports student data from a text file usually called *student.txt* or *student.csv*

All schools have an administration computer system that stores students' details, including house and data of birth. All such systems enable data to be exported to a plain text file.

The sport coordinator must coordinate with some-one who has the authority to access the administration data base and produce this text file.

Here are four lines of student data from such a text file, containing data that SportsTrak will import.



Each line has Student code, surname, first name, initial, DoB, Gender, House Code, YearForm.

This tutorial provides a sample student.txt with 160 students' details in it.

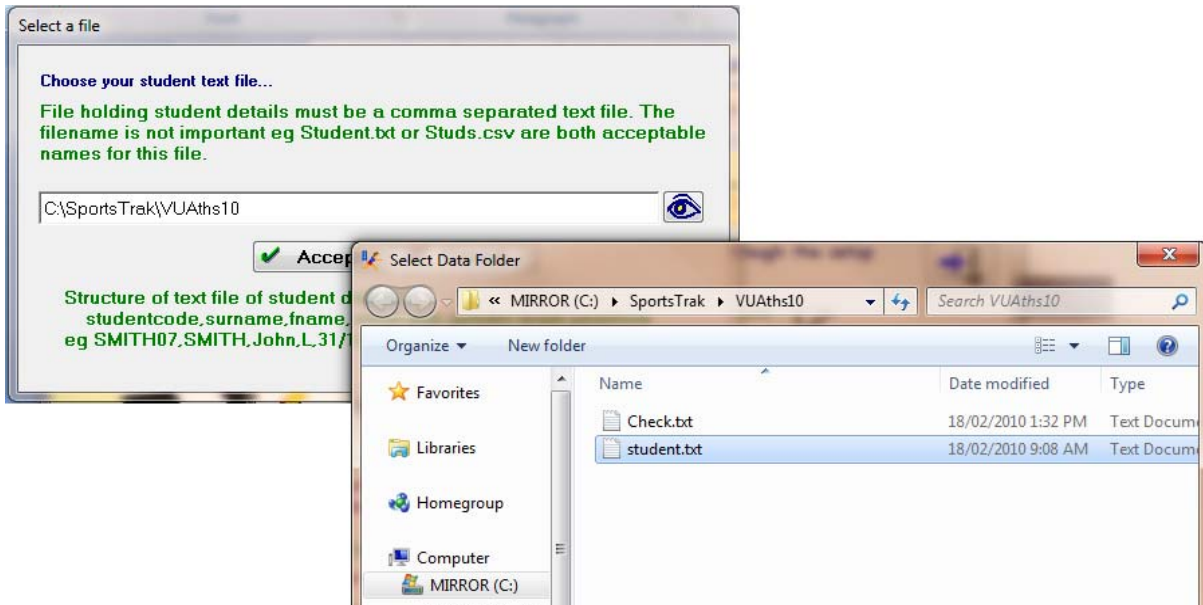
We are going to import this data. During import, SportsTrak calculates the student age group using the date of birth shown here, the reference date that you set previously, and the available age groups that you set up.

Click the Import button

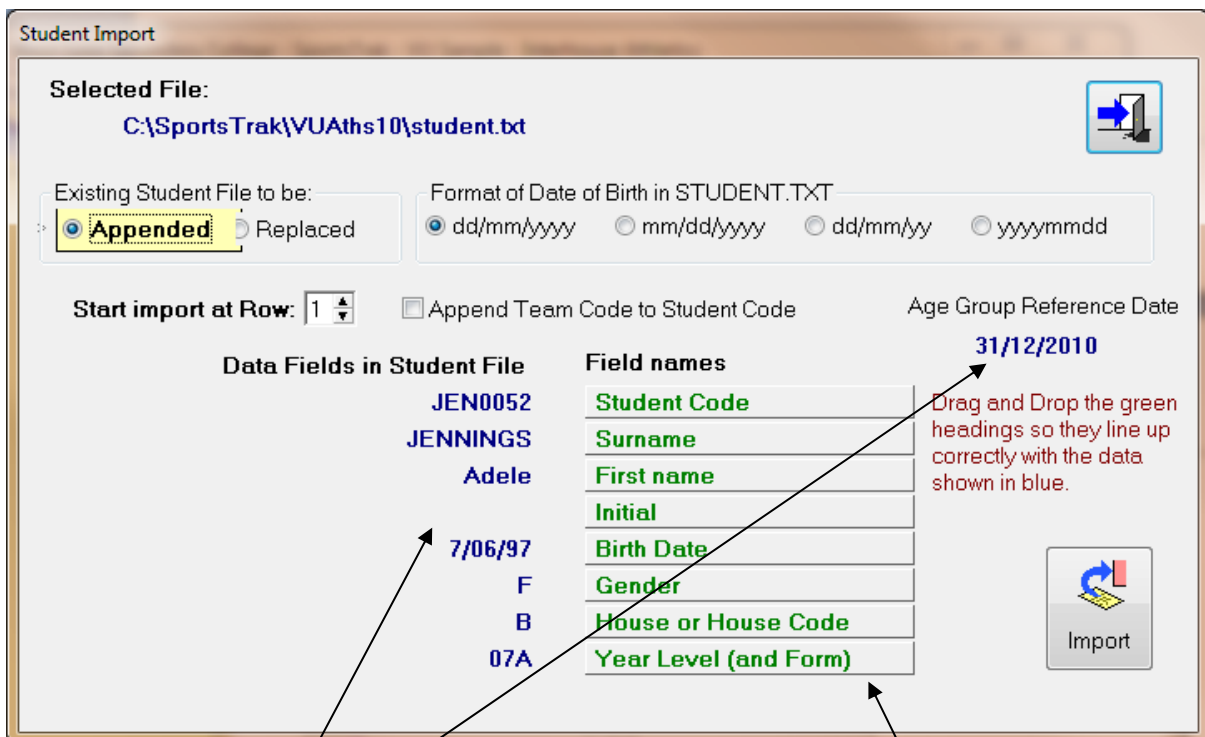


You are first prompted to select a text file with student data

Use the eye button to look up Student.txt in the VUATHS10 folder.



Then click Accept



You can see that the first line of student data is being displayed against the expected headings. It all looks correct.

Also, the reference date against which age groups are determined is displayed.

Click the Import button



In no time flat, you should see this message

End of Processing: 160 students added

Close the window, and click Browse Student on the setup guide window

View/Edit Students

Locate by Surname (or the sort column): 160 students

Sort on headings...

Code	Surname	Given	DoB	M/F	Team	Age Grp	Form	Yr Lvl	Points
ALB0001	ALBERT	Danielle	7/06/1997	F	D	13Yr	A	Yr07	0.0
ANN0001	ANNETT	Casey	7/06/1997	F	D	13Yr	F	Yr08	0.0
ANT0050	ANTONY	Adrian	3/05/1996	M	D	14Yr	B	Yr08	0.0
ANT0001	ANTONY	Emma	3/05/1996	F	B	14Yr	D	Yr09	0.0
ATC0001	ATCHISON	Alana	7/06/1997	F	G	13Yr	A	Yr07	0.0
BAK0051	BAKER	Amber-Louise	7/06/1997	F	B	13Yr	C	Yr07	0.0
BAL0001	BALL	Christopher	3/05/1996	M	D	14Yr	A	Yr09	0.0
BAR0056	BARBER	Ellen	3/05/1996	F	D	14Yr	B	Yr08	0.0
BAR0002	BARR	Alyce	3/05/1996	F	G	14Yr	E	Yr08	0.0
BAR0001	BARRY	Allan	3/05/1996	M	G	14Yr	F	Yr08	0.0
BEU0050	BEU	Catherine	7/06/1997	F	D	13Yr	B	Yr07	0.0
BOE0050	BOERSMA	Alexander	3/05/1996	M	D	14Yr	C	Yr08	0.0
BOL0001	BOLTE	Erin	7/06/1997	F	G	13Yr	A	Yr08	0.0
BOO0002	BOOTH	Danielle	3/05/1996	F	B	14Yr	D	Yr08	0.0
BOW0050	BOWERS	Cameron	3/05/1996	M	D	14Yr	E	Yr08	0.0
BOY0053	BOYD	Carly	3/05/1996	F	D	14Yr	A	Yr09	0.0
BRA0001	BRADSHAW	Charles	3/05/1996	M	D	14Yr	F	Yr08	0.0
BRO0052	BROWN	Adam	3/05/1996	M	G	14Yr	C	Yr09	0.0
BUC0002	BUCHANAN	Aaron	3/05/1996	M	B	14Yr	D	Yr09	0.0
BUR0053	BURNS	Cassandra	3/05/1996	M	M	14Yr	E	Yr08	0.0

Buttons: + Insert, ▲ Change, - Delete

You can see all the students with their age groups.



Preliminaries are now complete

At this stage

- All background data is correct: Scoring systems, house lists, dates, age groups
- The program of events is in
- Records are up to date
- Students have been imported

The Sport Coordinator can now produce a range of useful house summaries, program of events, and competitor nomination forms.

Essentially, the carnival can now run and have results entered, but it is preferable to pre-enter competitors into events. We do that next.

A word about reports

All reports display first as a Print Preview, not necessarily requiring a printer.

Reports can assemble information and display it in different ways, so they are often used even if you don't want to actually print anything.

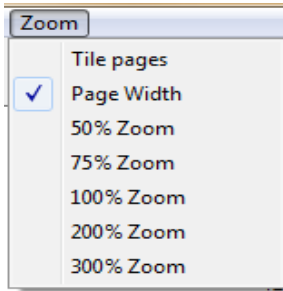
For example, this is the Numeric Team Summary under General Reports that is helpful for a coordinator to see and balance house numbers.

West Gate Secondary College
VU Sample - Interhouse Athletics 16/02/10
Numeric Team Summary

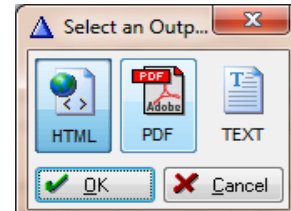
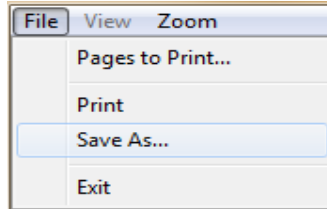
		12Yr	13Yr	14Yr	15Yr	16Yr	20Yr	Totals
Barkly	M	0	10	10	0	0	0	20
	F	0	10	10	0	0	0	20
		0	20	20	0	0	0	40
Droop	M	0	9	11	0	0	0	20
	F	0	10	10	0	0	0	20
		0	19	21	0	0	0	40
Gordon	M	0	10	10	0	0	0	20
	F	0	10	10	0	0	0	20
		0	20	20	0	0	0	40
Moore	M	0	11	9	0	0	0	20
	F	0	10	10	0	0	0	20
		0	21	19	0	0	0	40
Totals:	M	0	40	40	0	0	0	80
	F	0	40	40	0	0	0	80
		0	80	80	0	0	0	160



Reports can be zoomed into:



Reports can be saved in other formats:



Key Reports

One of the most useful printouts at this stage is the Blank Entry Sheet under Carnival Reports. It is a nomination sheet for students electing into events.

These are sent to house meetings and filled in as shown.

	1 High Jump A	3 100m A	9 Long Jump A	12 1500m A	15 4 X 100m Relay A														
Barkly 13Yr Female																			
BAKER, Amber-Louise		✓			✓														
CURTIS, Emma-Lee T																			
GOODRICK, Abby																			
JENNINGS, Adele			✓																
LENCH, Clare S				✓															
MCDOUGALL, Amy																			
OAKLEY, Alison S			✓		✓														
PHILLIPS, Erin T	✓				✓														
POLKINGHORNE, Carly S	✓																		
STEPHENS, Allison		✓			✓														

SportsTrak

They are then used to pre-enter students into events.

We don't actually use this method in this assignment because the data is not presented in this manner, but it is the best way in usual practice.

**Competitor Entry**

The coordinator has organised house meetings with competitor nomination forms. The following are the individual competitors who need to be entered into the events

Advance to the Competitor Entry window of the setup guide (next page)

1 F 13Yr High Jump A

CARR, Briohny M
COOK, Danielle
HILL, Emily M
KURTZE, Carla M
PHILLIPS, Erin T
POLKINGHORNE, Carly S
SPEERS, Alecia N
TRINNICK, Casey N

2 M 14Yr Long Jump A

BOWERS, Cameron M
BURNS, Casey J
CHESTER, Damien J
HOLLIS, Barry L
HOLMES, Damien J
MARSH, Brent L
MILLARD, Damien J
ROCHE, Damien J

3 F 13Yr 100m A

ATCHISON, Alana R
BAKER, Amber-Louise
BEU, Catherine
HILL, Emily M
MCDONALD, Chelsea
PETCH, Bridget R
STEPHENS, Allison

4 M 13Yr 100m A

GALL, Christopher P
HULLEY, Brent
KIRKPATRICK, Benjamin S
MARLOW, Cord T
NORMAN, Benjamin
ORCHARD, Daniel
STROM, Bradley
TWOMEY, Benjamin J. R

5 F 14Yr 100m A

BOOTH, Danielle L
CHAPMAN, Emma J
ELLWOOD, Frances J
GEORGIADIS, Amanda L
KOOP, Ami L
MERRETT, Dawn L
NORTON, Ashleigh K
O'NEIL, Alana M

6 M 14Yr 100m A

BALL, Christopher J
BARRY, Allan K
CHAPPLE, Carl J
CRAM, Bradley L
HOLMES, Damien J
HUNTER, Adam L
MCCURDY, Damon L
ROBERTSON, Christopher J

7 M 13Yr Long Jump A

DAVIS, Benjamin P
EVANS, Christopher S
KELLY, Corey
KING, Baden R
LOGAN, Christopher
NORMAN, Benjamin
ORCHARD, Daniel
SCHLEMMER, Daniel R

8 M 14Yr High Jump A

BOERSMA, Alexander M
BURNS, Casey J
CHAPPLE, Carl J
FROST, Clayton L
GREGORY, Adam K
O'CONNELL, Daniel M
SOLLY, Adam L
SPENCER, Brendan L

9 F 13Yr Long Jump A

BEU, Catherine
CARR, Briohny M
FOSTER, Erin P
JENNINGS, Adele
KURTZE, Carla M
MALSEED, Erin M
OAKLEY, Alison S
STEPHENSON, Emily M

10 F 14Yr Long Jump A

ELLWOOD, Frances J
FARLEY, Elizabeth L
GEORGIADIS, Amanda L
KOOP, Ami L
LIPSCOMBE, Erin L
MILLARD, Emma L
NESBIT, Fetima L
O'NEIL, Alana M

11 M 13Yr High Jump A

ELLIS, Daniel
GALL, Christopher P
HARE, Adam W
KING, Baden R
LIPPELGOES, Christopher
LOGAN, Christopher
MERRETT, Daniel T
RIETMAN, Daniel P

12 F 14Yr 1500m A

BEU, Catherine
BOOTH, Danielle L
CHAPMAN, Emma J
DICKINSON, Abby M
GRAHAM, Belinda L
KURTZE, Carla M
LENCH, Clare S
MALSEED, Erin M
REWELL, Emily K
ROBINSON, Amanda L
TALBOT, Brittany L
WYLLIE, Casey

13 M 14Yr 1500m A

BOWERS, Cameron M
CHESTER, Damien J
FROST, Clayton L
HULLEY, Brent
KING, Baden R
MAJSTOROVIC, Benjamin P
MARLOW, Cord T
MERRETT, Daniel T
MERRETT, Bradley J
MILLARD, Damien J
ORCHARD, Daniel
ROBERTSON, Christopher J

14 F 14Yr High Jump A

ELLWOOD, Frances J
GEORGIADIS, Amanda L
MALLEN, Emma L
MERRETT, Dawn L
MORROW, Alexandra L
PETTERSEN, Cara L
ROBERTSON, Angela M
ROSS, Agustiana M



Competitor Entry (cont)

Competitor Entry

You may pre-enter competitors into events (optional)

Pre-entry of competitors assists organisation:
 Students know which events they are in, judges' slips come pre-printed, the program can list competitors, and it assists results entry.

Competitor entry does not have to be done perfectly:
 SportsTrak easily accommodates variations if the actual competitors are not the same as were listed.

1. Blank Entry Sheets

Prints a tick sheet that can be used in house meetings for students to nominate into events

Entry Sheets

2. Enter Competitors

Either, find a competitor and add events, or find an event and add competitors

Can be done on a network by several workstations

Competitor

Event

To set lanes, use menu **Carnival Setup > View/Edit Lanes**

Previous **Next**

You may add events to each competitor or do it the other way around, add competitors to each event.

In a school, it is usually easiest to do the first method, but because we have competitors listed in each event (previous page) we will use the second method.

Click the Event button

The events are listed, each with no competitors.

Highlight each event in turn and click Restricted Lookup

Events and Competitors

Locate Event Number: 0

Event				
1 High Jump	F	13Yr	A	
2 Long Jump	M	14Yr	A	
3 100m	F	13Yr	A	
4 100m	M	13Yr	A	
5 100m	F	14Yr	A	
6 100m	M	14Yr	A	
7 Long Jump	M	13Yr	A	
8 High Jump	M	14Yr	A	
9 Long Jump	F	13Yr	A	
10 Long Jump	F	14Yr	A	
11 High Jump	M	13Yr	A	
12 1500m	OPEN	F	14Yr	A
13 1500m	OPEN	M	14Yr	A
14 High Jump	F	14Yr	A	
15 4 × 100m Relay	F	13Yr	A	
16 4 × 100m Relay	M	13Yr	A	
17 4 × 100m Relay	F	14Yr	A	
18 4 × 100m Relay	M	14Yr	A	

Sort on Headings

Name	Team	Lane		

Add or Remove Competitors

Restricted Look Up

Whole School Look Up

Add Teams

Print

Single Event and Competitors

Many Events and Competitors...

Flag as Emergency

Remove Competitor

Emerg/Performance



Restricted Lookup for Event 1

RESTRICTED LOOKUP FOR Event 1 - HIGH JUMP F 13Yr A

Sort on Headings or Locate by Surname: SPEERS

Stu Code	Surname(+)	Given	DOB	Team	Grp	Tag
ALB0001	ALBERT	Danielle	7/06/97	D	13Yr	<input type="checkbox"/>
ANN0001	ANNETT	Casey	7/06/97	D	13Yr	<input type="checkbox"/>
ATC0001	ATCHISON	Alana	7/06/97	G	13Yr	<input type="checkbox"/>
BAK0051	BAKER	Amber-Louise	7/06/97	B	13Yr	<input type="checkbox"/>
BEU0050	BEU	Catherine	7/06/97	D	13Yr	<input type="checkbox"/>
BOL0001	BOLTE	Erin	7/06/97	G	13Yr	<input type="checkbox"/>
CAI0050	CAIN	Amy	7/06/97	D	13Yr	<input type="checkbox"/>
CAR0006	CARR	Briohny	7/06/97	D	13Yr	<input checked="" type="checkbox"/>
COO0001	COOK	Danielle	7/06/97	D	13Yr	<input checked="" type="checkbox"/>
CUR0003	CURTIS	Emma-Lee	7/06/97	B	13Yr	<input type="checkbox"/>
FLO0001	FLORY	Crystel	7/06/97	M	13Yr	<input type="checkbox"/>
FOS0001	FOSTER	Erin	7/06/97	G	13Yr	<input type="checkbox"/>
GOO0050	GOODRICK	Abby	7/06/97	B	13Yr	<input type="checkbox"/>
HIL0002	HILL	Emily	7/06/97	M	13Yr	<input checked="" type="checkbox"/>
JEN0052	JENNINGS	Adele	7/06/97	B	13Yr	<input type="checkbox"/>
JON0001	JONES	Erica	7/06/97	G	13Yr	<input type="checkbox"/>
KUR0001	KURTZE	Carla	7/06/97	M	13Yr	<input checked="" type="checkbox"/>
LEN0001	LENCH	Clare	7/06/97	B	13Yr	<input type="checkbox"/>
MAL0002	MALSEED	Erin	7/06/97	G	13Yr	<input type="checkbox"/>
MCC0003	MCCARTHY	Anna	7/06/97	D	13Yr	<input type="checkbox"/>
MCD0050	MCDONALD	Chelsea	7/06/97	D	13Yr	<input type="checkbox"/>
MCD0004	MCDUGALL	Amy	7/06/97	B	13Yr	<input type="checkbox"/>
OAK0052	OAKLEY	Alison	7/06/97	B	13Yr	<input type="checkbox"/>
PET0052	PETCH	Bridget	7/06/97	G	13Yr	<input type="checkbox"/>
PHI0004	PHILLIPS	Erin	7/06/97	B	13Yr	<input checked="" type="checkbox"/>
POL0050	POLKINGHORNE	Carly	7/06/97	B	13Yr	<input checked="" type="checkbox"/>
RAY0001	RAY	Catherine	7/06/97	M	13Yr	<input type="checkbox"/>
ROB0051	ROBINSON	Angela	7/06/97	D	13Yr	<input type="checkbox"/>
SMI0007	SMITH	Carly	7/06/97	D	13Yr	<input type="checkbox"/>
SPE0001	SPEERS	Alecia	7/06/97	G	13Yr	<input checked="" type="checkbox"/>
STE0054	STEPHENS	Allison	7/06/97	B	13Yr	<input type="checkbox"/>
STE0052	STEPHENSON	Emily	7/06/97	M	13Yr	<input type="checkbox"/>
TRE0053	TRESTRAIL	Anne	7/06/97	M	13Yr	<input type="checkbox"/>
TRI0050	TRINNICK	Casey	7/06/97	G	13Yr	<input checked="" type="checkbox"/>
WAT0001	WATSON	Bianca	7/06/97	M	13Yr	<input type="checkbox"/>

Buttons: Cancel, Add tagged as competitors, Tag/UnTag, Double-Click or <SPACE> will Tag/Untag, UnTag All, Tag All

“Restricted” means that the table shows only those students eligible for that event. In this case, 13Yr Females.

Double Click on the competitors for the event.

Then click the Add tagged as Competitors button.

Locate Event Number: 0

Event	Team	Grp	A
1 High Jump	F	13Yr	A
2 Long Jump	M	14Yr	A
3 100m	F	13Yr	A
4 100m	M	13Yr	A
5 100m	F	14Yr	A
6 100m	M	14Yr	A
7 Long Jump	M	13Yr	A
8 High Jump	M	14Yr	A
9 Long Jump	F	13Yr	A
10 Long Jump	F	14Yr	A
11 High Jump	M	13Yr	A
12 1500m	OPEN	F 14Yr	A
13 1500m	OPEN	M 14Yr	A

Sort on Headings

Name	Team	Lane
CARR, Briohny M	D	
COOK, Danielle	D	
HILL, Emily M	M	
KURTZE, Carla M	M	
PHILLIPS, Erin T	B	
POLKINGHORNE, Carly S	B	
SPEERS, Alecia N	G	
TRINNICK, Casey N	G	

The tagged students are now in the event.

Continue this through events 1 to 14 using the competitor list provided above.



After Competitor Entry

(Repository: Restore VUATHs 2 for full competitor list)

You may now print a range of useful reports because SportsTrak now knows who is competing and in which events.

Some of these reports make organisational tasks easy, such as

- If this was an inter-school competition, a roll could be printed as a bus list
- House summaries can be made up for house coordinators
- List of non-competitors can be printed from which marshals etc can be drawn

Others are aimed directly at those with active involvement in the carnival, including

- Competitor listed program of events
- List of events for each competitor
- Marshal/Judges sheets

Take time now to explore the range of reports available under the General Reports menu



Results Entry Preamble

The usual approach on carnival day is to print out all of the Marshal/Judges Slips like Event 3 below.

Field Events

The sheets go to the marshal at the long jump pit etc, where they are filled in as students compete, and sent to the recording tent when completed

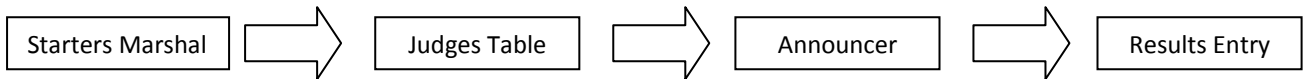
Track and Swimming events

The sheets go to the Starters Marshal.

The marshal checks for absent students or replacement students and amends the sheet.

The corrected sheets then are sent to the finish line where they are used by the judges to enter placings and performances. Usually only the first couple of performances are needed.

The sheets then go to the SportsTrak results recorders. They may also be used by announcers on the public address system.



**West Gate Secondary College
VU Sample - Interhouse Athletics**

Event: 3 F 13Yr 100m A 9:46AM

Record: 14.13 LEE, Megan, G, 2006

Lane	Competitor	Code	Team	Place	Time
	ATCHISON, Alana R	ATC0001	G	6	
	BEU, Catherine	BEU0050	D	1	14.00
	BAKER, Amber-Louise	BAK0051	B	3	
	HILL, Emily M	HIL0002	M	7	
	PETCH, Bridget R	PET0052	G	8	
	MCDONALD, Chelsea	MCD0050	D	1	14.00
	STEPHENS, Allison	STE0054	B	4	
	WATSON, E		M	5	

For this assignment, this is impractical as a way of showing results so we will use a simple list of results for each event (next 3 pages).



Results of Events

				Time/Dist
Event:	1	13Yr F	High Jump	A
1	KUR0001	KURTZE, Carla M	Moore	1.48
2	PHI0004	PHILLIPS, Erin T	Barkly	0.08
3	HIL0002	HILL, Emily M	Moore	0.07
4	TRI0050	TRINNICK, Casey N	Gordon	0.06
5	COO0001	COOK, Danielle	Droop	0.05
6	POL0050	POLKINGHORNE, Carly S	Barkly	0.04
Event:	2	14Yr M	Long Jump	A
1	HOL0001	HOLLIS, Barry L	Barkly	5.09
2	BOW0050	BOWERS, Cameron M	Droop	5.07
3	BUR0053	BURNS, Casey J	Moore	0.07
4	ROC0002	ROCHE, Damien J	Moore	0.06
5	HOL0003	HOLMES, Damien J	Droop	0.05
6	MAR0008	MARSH, Brent L	Barkly	0.04
7	CHE0001	CHESTER, Damien J	Gordon	0.03
8	MIL0059	MILLARD, Damien J	Gordon	0.02
Event:	3	13Yr F	100m	A
1	BEU0050	BEU, Catherine	Droop	14.00
1	MCD0050	MCDONALD, Chelsea	Droop	14.00
3	BAK0051	BAKER, Amber-Louise	Barkly	
4	STE0054	STEPHENS, Allison	Barkly	
5	WAT0004	WATSON, Erin M	Moore	
6	ATC0001	ATCHISON, Alana R	Gordon	
7	HIL0002	HILL, Emily M	Moore	
8	PET0052	PETCH, Bridget R	Gordon	
Event:	4	13Yr M	100m	A
1	ORC0050	ORCHARD, Daniel	Droop	14.00
2	KIR0052	KIRKPATRICK, Benjamin S	Gordon	14.20
3	HUL0050	HULLEY, Brent	Droop	
4	STR0050	STROM, Bradley	Moore	
5	GAL0001	GALL, Christopher P	Moore	
6	NOR0050	NORMAN, Benjamin	Barkly	
7	TWO0050	TWOMEY, Benjamin J. R	Gordon	
8	MAR0006	MARLOW, Cord T	Barkly	



Event:	5	14Yr F	100m	A		
1	BOO0002	BOOTH, Danielle L	Barkly	14.00		
2	NOR0052	NORTON, Ashleigh K	Droop	15.00		
3	ELL0001	ELLWOOD, Frances J	Droop			
4	MER0004	MERRETT, Dawn L	Barkly			
5	GEO0002	GEORGIADIS, Amanda L	Gordon			
6	CHA0002	CHAPMAN, Emma J	Moore			
7	KOO0001	KOOP, Ami L	Gordon			
8	O'N0051	O'NEIL, Alana M	Moore			

Event:	6	14Yr M	100m	A		
1	CHA0003	CHAPPLE, Carl J	Moore	13.00		
2	ROB0053	ROBERTSON, Christopher J	Moore	13.50		
3	BAL0001	BALL, Christopher J	Droop			
4	HOL0003	HOLMES, Damien J	Droop			
5	MCC0002	MCCURDY, Damon L	Barkly			
6	BAR0001	BARRY, Allan K	Gordon			

Event:	7	13Yr M	Long Jump	A		
1	KIN0056	KING, Baden R	Gordon	4.6		
2	ORC0050	ORCHARD, Daniel	Droop	4.2		
3	HAR0002	HARE, Adam W	Barkly	0.07		
4	DAV0001	DAVIS, Benjamin P	Moore	0.06		
5	KEL0054	KELLY, Corinne	Droop	0.05		
6	SCH0002	SCHLEMMER, Daniel R	Gordon	0.04		

Event:	8	14Yr M	High Jump	A		
1	BUR0053	BURNS, Casey J	Moore	1.7		
2	GRE0052	GREGORY, Adam K	Gordon	0.08		
3	SOL0001	SOLLY, Adam L	Gordon	0.07		
4	BOE0050	BOERSMA, Alexander M	Droop	0.06		
5	FRO0050	FROST, Clayton L	Barkly	0.05		

Event:	9	13Yr F	Long Jump	A		
1	BEU0050	BEU, Catherine	Droop	4.35		
2	KUR0001	KURTZE, Carla M	Moore	4		
3	OAK0052	OAKLEY, Alison S	Barkly	0.07		
4	JEN0052	JENNINGS, Adele	Barkly	0.06		
5	FOS0001	FOSTER, Erin P	Gordon	0.05		
6	STE0052	STEPHENSON, Emily M	Moore	0.04		
7	MAL0002	MALSEED, Erin M	Gordon	0.03		
8	CAR0006	CARR, Briohny M	Droop	0.02		



Event:	10	14Yr F	Long Jump	A		
1	ELL0001		ELLWOOD, Frances J	Droop		4.5
2	FAR0051		FARLEY, Elizabeth L	Barkly		0.08
3	GEO0002		GEORGIADIS, Amanda L	Gordon		0.07
4	LIP0050		LIPSCOMBE, Erin L	Moore		0.06
5	MAL0051		MALLEN, Emma L	Moore		0.05
6	KOO0001		KOOP, Ami L	Gordon		0.04
7	HAL0002		HALL, Emma K	Droop		0.03

Event:	11	13Yr M	High Jump	A		
1	KIN0056		KING, Baden R	Gordon		1.5
2	HAR0002		HARE, Adam W	Barkly		0.08
3	GAL0001		GALL, Christopher P	Moore		0.07
4	RIE0051		RIETMAN, Daniel P	Gordon		0.06
5	MER0001		MERRETT, Daniel T	Barkly		0.05
6	LIP0001		LIPPELGOES, Christopher	Droop		0.04
7	LOG0001		LOGAN, Christopher	Moore		0.03
8	ELL0003		ELLIS, Daniel	Droop		0.02

Event:	12	14Yr F	1500m	A		
1	BEU0050		BEU, Catherine	Droop		5:48.00
2	KUR0001		KURTZE, Carla M	Moore		5:50.00
3	LEN0001		LENCH, Clare S	Barkly		
4	MAL0002		MALSEED, Erin M	Gordon		
5	GRA0002		GRAHAM, Belinda L	Gordon		
6	DIC0002		DICKINSON, Abby M	Droop		
7	CHA0002		CHAPMAN, Emma J	Moore		
8	REW0001		REWELL, Emily K	Droop		
9	TAL0050		TALBOT, Brittany L	Barkly		
10	WYL0001		WYLLIE, Casey	Moore		
11	ROB0003		ROBINSON, Amanda L	Gordon		
12	BOO0002		BOOTH, Danielle L	Barkly		

Event:	13	14Yr M	1500m	A		
1	CHE0001		CHESTER, Damien J	Gordon		4:48.00
2	KIN0056		KING, Baden R	Gordon		
3	MAR0006		MARLOW, Cord T	Barkly		
4	MER0050		MERRETT, Bradley J	Moore		
5	HUL0050		HULLEY, Brent	Droop		
6	MER0001		MERRETT, Daniel T	Barkly		
7	FRO0050		FROST, Clayton L	Barkly		
8	ROB0053		ROBERTSON, Christopher J	Moore		
9	MIL0059		MILLARD, Damien J	Gordon		



Event:	14	14Yr F	High Jump	A		
1	MER0004		MERRETT, Dawn L		Barkly	1.4
2	ROS0001		ROSS, Agustiana M		Moore	0.08
3	MOR0004		MORROW, Alexandra L		Gordon	0.07
4	ELL0001		ELLWOOD, Frances J		Droop	0.06
5	MAL0051		MALLEN, Emma L		Moore	0.05
6	PET0002		PETTERSEN, Cara L		Barkly	0.04

Event:	15	13Yr F	4 X 100m Relay	A		
1			Gordon		Gordon	1:25.60
2			Barkly		Barkly	
3			Droop		Droop	
4			Moore		Moore	

Event:	16	13Yr M	4 X 100m Relay	A		
1			Gordon		Gordon	1:18.50
2			Moore		Moore	
3			Droop		Droop	
4			Barkly		Barkly	

Event:	17	14Yr F	4 X 100m Relay	A		
1			Moore		Moore	1:20.00
2			Gordon		Gordon	
3			Barkly		Barkly	
4			Droop		Droop	

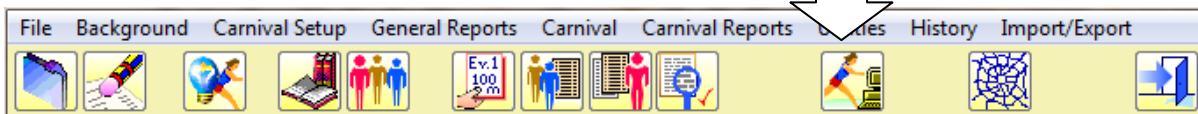
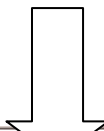
Event:	18	14Yr M	4 X 100m Relay	A		
1			Droop		Droop	1:05.00
2			Barkly		Barkly	
3			Gordon		Gordon	
4			Moore		Moore	



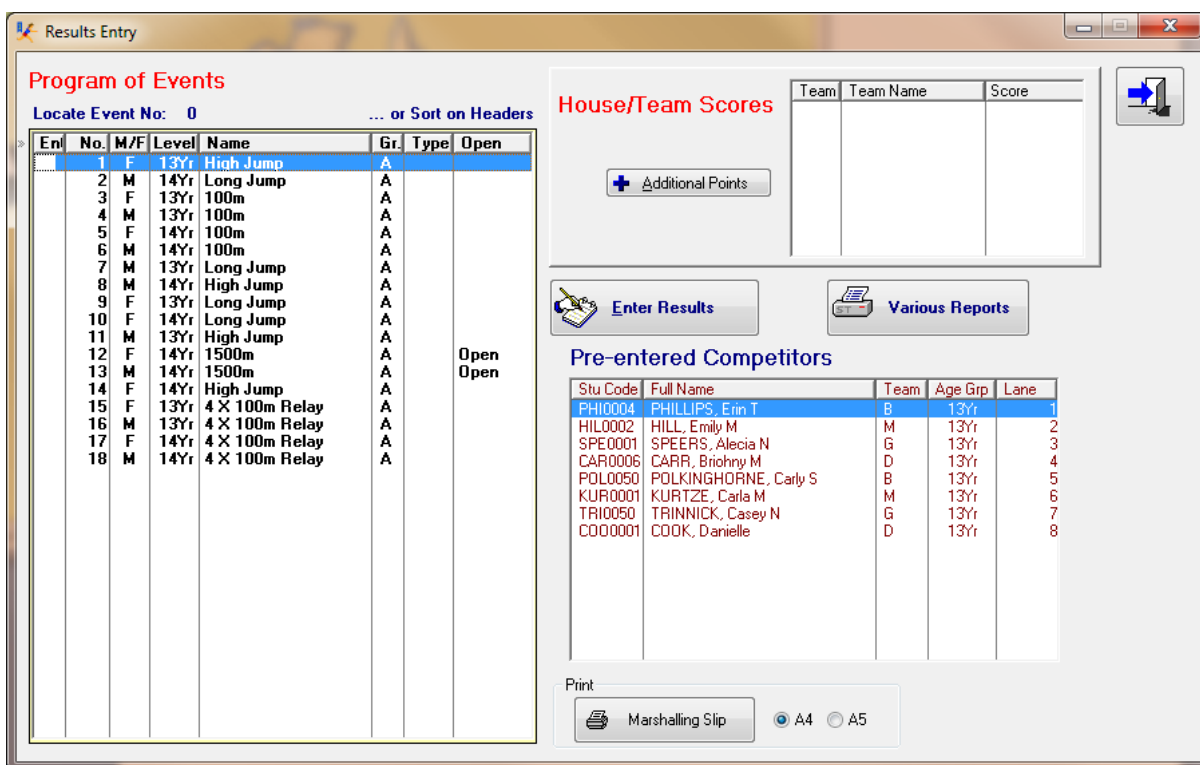
Performing Results Entry

At this stage we will leave the Setup Guide Wizard

Use the toolbar button shown



Prior to results entry, the Results entry window looks like this.



There are no house points. If there are results, the event has a green tick, and the table on the bottom right shows results.

Additional points is a way of adding bonus points to teams for non-event activities such as best dressed house. We don't use it here.

Print Marshalling slip is a convenience because often a marshal requests a replacement and this button saves going elsewhere within SportsTrak.

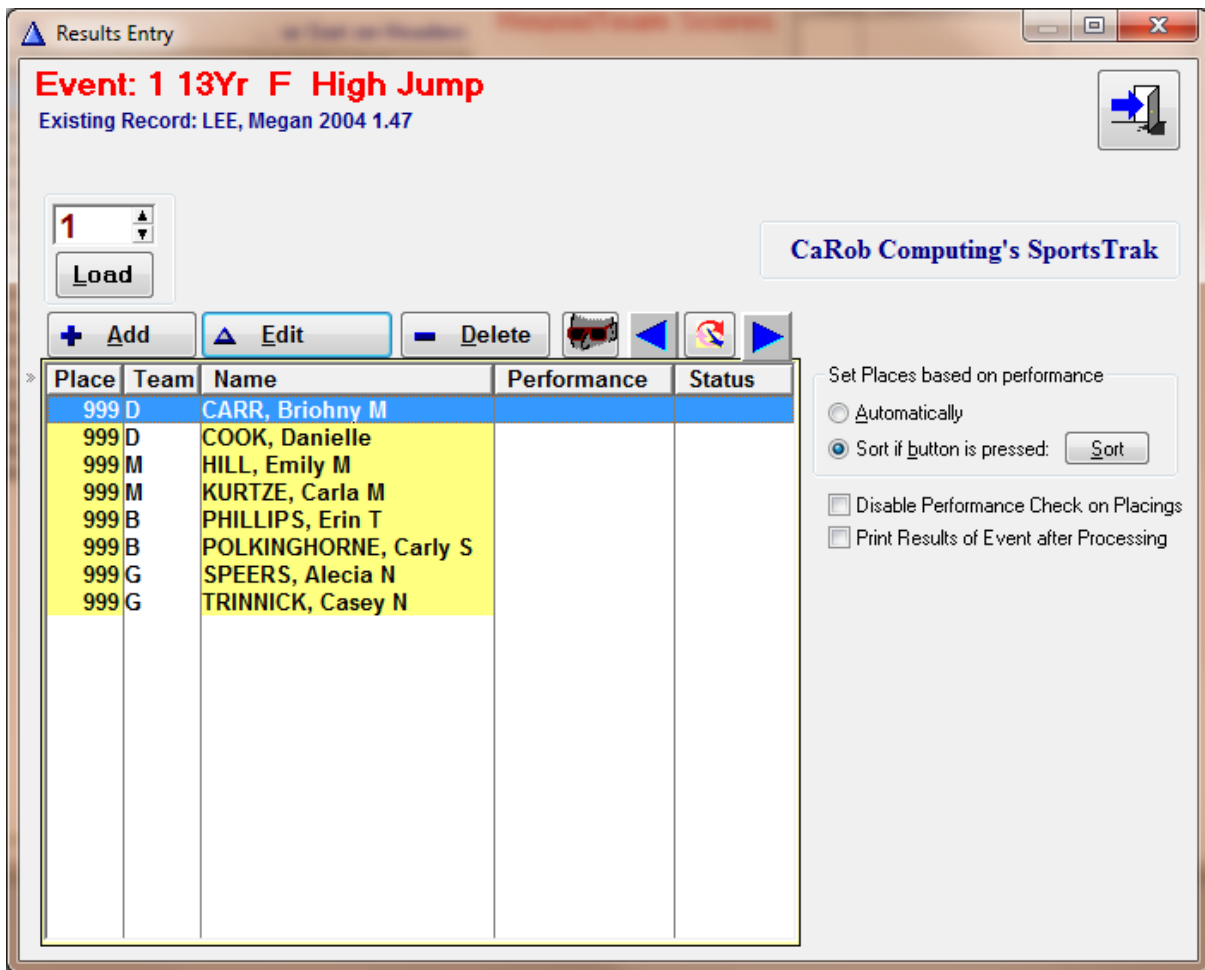
Various Reports is another convenience. It does the same as the menu reports, but saves leaving this area during the carnival.

Select event 1

Double Click the event or click *Enter Results* to edit an event's results.



This is the Results Entry window.



Important Points – Make sure you read the points below

All results for an event are entered in this window.

All pre-entered competitors are initially displayed with a placing of 999. If they do not compete, do not bother deleting them. 999 placings are simply ignored during processing.

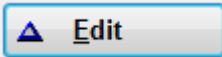
Each competitor must be given a place.


Each competitor may be given a performance, but it is not essential. Usually only the first couple of places.

You move on to other events using the Blue Arrows  or the Load button. 

Although buttons are provided to Add or Edit competitors, the **fastest way is to use the keyboard alone.**

<UP ARROW> or <DOWN ARROW> keys move up or down the list.

The <ENTER> key edits an entry, same as clicking 

The <INSERT> key adds a competitor not yet in the list, same as clicking 

The <ESC> key cancels any action, and closes any window.



Entering results for event 1.

Event:	1	13Yr F	High Jump	A		
1	KUR0001		KURTZE, Carla M		Moore	1.48
2	PHI0004		PHILLIPS, Erin T		Barkly	0.08
3	HIL0002		HILL, Emily M		Moore	0.07
4	TRI0050		TRINNICK, Casey N		Gordon	0.06
5	COO0001		COOK, Danielle		Droop	0.05
6	POL0050		POLKINGHORNE, Carly S		Barkly	0.04

Note: for field events, ignore performances such as .08. They are a mechanism of representing differences in placings when an actual performance is not entered.

Work through the results in place order from 1 to 6

Arrow down to first place, Carla Kurtze and press <ENTER>

Status: All Clear Did Not Start Did Not Finish Disqualified ✖

<ESC> to Cancel Event: 1 13Yr F High Jump

Place: Competitor: Distance: ✔ OK

KURTZE, Carla M **M**

Enter 1.48 for Distance, then press <ENTER>

Place	Team	Name	Performance	Status
1	M	KURTZE, Carla M	1.48	
999	D	CARR, Briohny M		
999	D	COOK, Danielle		
999	M	HILL, Emily M		
999	B	PHILLIPS, Erin T		
999	B	POLKINGHORNE, Carly S		
999	G	SPEERS, Alecia N		
999	G	TRINNICK, Casey N		

Second place is Erin Phillips. We don't want a performance.

<ARROW> to Erin, press <ENTER>

Status: All Clear Did Not Start Did Not Finish Disqualified ✖

<ESC> to Cancel Event: 1 13Yr F High Jump

Place: Competitor: Distance: ✔ OK

PHILLIPS, Erin T **B**

Press <ENTER> again without entering a distance.

1	M	KURTZE, Carla M	1.48
2	B	PHILLIPS, Erin T	

Work through the rest of the placings in order.



Ignore any competitors who have no result. Simply leave them with 999.

Place[+]	Team	Name	Performance
1	M	KURTZE, Carla M	1.48
2	B	PHILLIPS, Erin T	
3	M	HILL, Emily M	
4	G	TRINNICK, Casey N	
5	D	COOK, Danielle	
6	B	POLKINGHORNE, Carly S	
999	D	CARR, Briohny M	
999	G	SPEERS, Alecia N	

When finished with event 1, use the blue arrow to go to event 2.

The act of leaving an event causes all points to be calculated automatically.

Event 2 may be done the same as you did for event 1.

Event 3

This is a time based event. **Enter time performances without punctuation.**

Type 14.00 as 1400 and the decimal is automatically inserted 2 places from the right. Doing this for all times saves a lot of time.

Equal Places

This event also has **equal first**.

Press <ENTER> on McDonald, give her 1400 also and edit her place to 1

Complete Event 3 and work on through the rest.



Competitor is not in list

Event 7

Adam Hare in third place is not pre-entered.

Place	Team	Name	Performance
1	G	KING, Baden R	4.60
2	D	ORCHARD, Daniel	4.20
999	M	DAVIS, Benjamin P	
999	B	EVANS, Christopher S	
999	D	KELLY, Corinne	
999	M	LOGAN, Christopher	
999	B	NORMAN, Benjamin	
999	G	SCHLEMMER, Daniel R	

Press <INSERT> (or click Add)

Status: All Clear Did Not Start Did Not Finish Disqualified ✖

<ESC> to Cancel Event: 7 13Yr M Long Jump

Place: Competitor: Distance: ✔ OK

Locate the <TAB> key. (Left hand of keyboard, 4th row usually)

Press <TAB> <TAB>. That's twice.

This action forces a student lookup table.

▲ Select Student by Surname ✖

Locate on Surname: <ESC> to exit

Code	Name	Age	DoB	M/F	Team
SCH0002	SCHLEMMER, Daniel R	13Yr	7/06/1997	M	G
SHE0001	SHEPHERD, Emily K	14Yr	3/05/1996	F	M
SMI0005	SMITH, Brett J	14Yr	3/05/1996	M	M
SMI0007	SMITH, Carly	13Yr	7/06/1997	F	D
SOL0001	SOLLY, Adam L	14Yr	3/05/1996	M	G
SPE0001	SPEERS, Alecia N	13Yr	7/06/1997	F	G
SPE0050	SPENCER, Brendan L	14Yr	3/05/1996	M	B
SPR0001	SPRY, Hannah J	14Yr	3/05/1996	F	M
STE0054	STEPHENS, Allison	13Yr	7/06/1997	F	B
STE0052	STEPHENSON, Emily M	13Yr	7/06/1997	F	M
STE0050	STEVENSON, Ben L	14Yr	3/05/1996	M	B
STI0050	STIRLING, Daniel R	13Yr	7/06/1997	M	G
STO0001	STONEMAN, Adrian P	13Yr	7/06/1997	M	M
STR0050	STROM, Bradley	13Yr	7/06/1997	M	M
TAI0001	TAIT, Dale L	14Yr	3/05/1996	M	B
TAL0050	TALBOT, Brittany L	14Yr	3/05/1996	F	B
TAY0001	TAYLOR, Brooke L	14Yr	3/05/1996	F	B
TES0050	TESORIERO, Brodie	13Yr	7/06/1997	M	M
TRE0053	TRESTRAIL, Anne M	13Yr	7/06/1997	F	M
TRI0050	TRINNICK, Casey N	13Yr	7/06/1997	F	G
TWO0050	TWOMEY, Benjamin J. R	13Yr	7/06/1997	M	G
WAT0002	WATSON, Alicia M	14Yr	3/05/1996	F	M

Start typing HARE and the table will scroll to him.

Code	Name	Age	DoB	M/F	Team
HAR0002	HARE, Adam W	13Yr	7/06/1997	M	B



Press <ENTER> on Adam Hare

Status: All Clear Did Not Start Did Not Finish Disqualified

<ESC> to Cancel Event: 7 13Yr M Long Jump

Place: Competitor: Distance: OK

3 HAR0002 0.00

HARE, Adam W B

Press <ENTER> again without bothering with the distance.

1	G	KING, Baden R	4.60
2	D	ORCHARD, Daniel	4.20
3	B	HARE, Adam W	

In summary, if a competitor is not in the list

<INSERT>

<TAB>

<TAB>

Type first letters of student surname

<ENTER>

<ENTER>

Relays

We didn't bother pre-entering teams for the relays

When you get to events 15 to 18, the table is empty.

+ Add Edit Delete

Place	Team	Name	Performance	Status

Press <INSERT>

<TAB> to the Team field

Status: All Clear Did Not Start Did Not Finish Disqualified

<ESC> to Cancel Event: 15 13Yr F 4 X 100m Relay

Place: Team: Time: OK

1 [] 00:00.00

Browse the WorkTeam ...

Locate by Team Code: B

Code	Team Name
B	Barkly
D	Droop
G	Gordon
M	Moore

Select

Enter the team code. If you don't enter a valid code you will be forced to a lookup table.

Enter the time for Gordon as 12560

Press <ENTER> to accept.



Event 15 entered

Place	Team	Name	Performance
1	G	Gordon	1:25.60
2	B	Barkly	
3	D	Droop	
4	M	Moore	

Exit the Results Entry window

The main results window.

The screenshot shows the 'Results Entry' window. On the left, a 'Program of Events' table lists 18 events with green checkmarks in the 'Enl' column. Event 15 is highlighted. On the right, 'House/Team Scores' are shown in a table with columns for Team, Team Name, and Score. Below this are buttons for 'Additional Points', 'Enter Results', and 'Various Reports'. At the bottom right, a 'Results of event 15' table shows the performance of the four teams.

Enl	No.	M/F	Level	Name	Gr.	Type	Open
✓	1	F	13Yr	High Jump	A		
✓	2	M	14Yr	Long Jump	A		
✓	3	F	13Yr	100m	A		
✓	4	M	13Yr	100m	A		
✓	5	F	14Yr	100m	A		
✓	6	M	14Yr	100m	A		
✓	7	M	13Yr	Long Jump	A		
✓	8	M	14Yr	High Jump	A		
✓	9	F	13Yr	Long Jump	A		
✓	10	F	14Yr	Long Jump	A		
✓	11	M	13Yr	High Jump	A		
✓	12	F	14Yr	1500m	A		Open
✓	13	M	14Yr	1500m	A		Open
✓	14	F	14Yr	High Jump	A		
✓	15	F	13Yr	4 X 100m Relay	A		
✓	16	M	13Yr	4 X 100m Relay	A		
✓	17	F	14Yr	4 X 100m Relay	A		
✓	18	M	14Yr	4 X 100m Relay	A		

Team	Team Name	Score
D	Droop	196.0
M	Moore	192.0
G	Gordon	191.0
B	Barkly	185.0

Place	Name	Pts	Team	Performance	Rec	Status
1	Gordon	20.0	G	1:25.60		
2	Barkly	16.0	B			
3	Droop	12.0	D			
4	Moore	10.0	M			

(Repository: Restore VUATHs 3 for full competitor list)

All events with results have green ticks.

House scores are displayed in the table

Results of the highlighted event are shown

The *Various Reports* button gives you quick access to most of the reports that you would need for various results. (screen shot next page)

The reports are also available from the *Carnival Reports* menu

Take time now to explore the range of reports available under the Carnival Reports menu



Results Related Reports

These reports can be printed during or after results entry

1. Results of Events...	Results of selected events
2. Brief Team Scores	Team Results Summary
3. Team Results/Scores	Team Results - Level Breakdown
4. Champions Report	Highest scoring individuals by Level and Gender
5. Track & Field Champions	Champions based on Track and Champions based on Field events
6. Results of Best Individuals ...	The full results of the best few competitors at each level
7. Best Performers ...	Gives the best performers in events by level and gender
8. Records set today	Records set at this carnival
9. Division Results/Scores	If you have set up specialist score summaries
10. Participation Report	Percentage participation by House and Age Group
11. Non-participants Report	Students who were listed to compete but did not show in results
12. Results of selected individuals ...	Results for selected competitors
13. Individual Scores ...	Scores for all competitors
14. PB's Set Today	Personal Bests set at this carnival
15. Team Results (Track and Field)	Team Results - Level Breakdown - Track and Field

Overall House Scores use Report Button 3

Individual Champions use report 4. Also look at reports 5 and 6

Record Set Today use report 8

Results of Selected Individuals (below)

Select the student and make sure he is tagged.

Then click the Print button.

Competitors in Individual Events...

Tag/Untag Competitors

Sort on Headers... or Locate Student by Code: hul

Code	Full Name	Level	Team	M/F	Evts	Relays	Points	Tag
GRE00	GREGORY, Adam K	14Yr	G	M	1	0	8.0	<input type="checkbox"/>
HAL00	HALL, Emma K	14Yr	D	F	1	0	2.0	<input type="checkbox"/>
HAR00	HARE, Adam W	13Yr	B	M	2	0	14.0	<input type="checkbox"/>
HIL00	HILL, Emily M	13Yr	M	F	2	0	8.0	<input type="checkbox"/>
HOL00	HOLLIS, Barry L	14Yr	B	M	1	0	10.0	<input type="checkbox"/>
HOL00	HOLMES, Damien J	14Yr	D	M	2	0	9.0	<input type="checkbox"/>
HUL00	HULLEY, Brent	13Yr	D	M	2	0	10.0	<input checked="" type="checkbox"/>
JEN00	JENNINGS, Adele	13Yr	B	F	1	0	5.0	<input type="checkbox"/>
KEL00	KELLY, Corey	13Yr	D	M	1	0	4.0	<input type="checkbox"/>
KIN00	KING, Baden R	13Yr	G	M	3	0	28.0	<input type="checkbox"/>
KIR00	KIRKPATRICK, Benjamin S	13Yr	G	M	1	0	8.0	<input type="checkbox"/>
KOO00	KOOP, Ami L	14Yr	G	F	2	0	5.0	<input type="checkbox"/>
KUR00	KURTZE, Carla M	13Yr	M	F	3	0	26.0	<input type="checkbox"/>
LEN00	LENCH, Clare S	13Yr	B	F	1	0	6.0	<input type="checkbox"/>
LIP00	LIPPELGOES, Christopher	13Yr	D	M	1	0	3.0	<input type="checkbox"/>
LIP00	LIPSCOMBE, Erin L	14Yr	M	F	1	0	5.0	<input type="checkbox"/>
LOG00	LOGAN, Christopher	13Yr	M	M	1	0	2.0	<input type="checkbox"/>
MAL00	MALSEED, Erin M	13Yr	G	F	2	0	7.0	<input type="checkbox"/>
MAL00	MALLEN, Emma L	14Yr	M	F	2	0	8.0	<input type="checkbox"/>



Changes to the Results

In Event 9, the name of the first and second placegetters have been interchanged accidentally on the results sheet. 1st place should have been Kurtze, 2nd place should have been Beu.

In Event 18, Barkly House passed the baton outside the interchange area and has been disqualified.

Make these changes in SportsTrak

For event 9

Call up Beu and Kurtze and correct their places and performances.

For event 18 you may either

- Delete Barkly from the results
- Or, Edit the Barkly result and flag it as DSQ

The screenshot shows a dialog box for editing a result. At the top, there is a 'Status' section with four radio buttons: 'All Clear', 'Did Not Start', 'Did Not Finish', and 'Disqualified'. The 'Disqualified' option is selected and highlighted in yellow. Below this, the event name is displayed as '<ESC> to Cancel Event: 18 14Yr M 4 X 100m Relay'. Underneath, there are input fields for 'Place' (containing the number '2') and 'Team' (containing the letter 'B'). To the right of these fields is a 'Time' field containing '99:99.02' and an 'OK' button with a green checkmark. At the bottom of the dialog, the name 'Barkly' is displayed in blue text, with a blue 'B' below it.

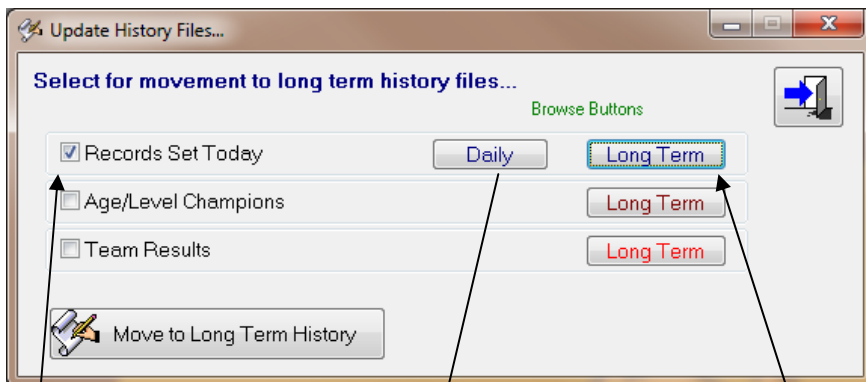
After this, click the Sort button to renumber the placings from 1,3,4 to 1,2,3



After the carnival – update the long term records

When all the results are entered and you are sure there will be no changes, it is important to update the long term records with those records broken during the carnival.

Go to History menu > Update History Files from Carnival Results...



Records set today is the most important. Tick it

Click the Daily Browse button. You will see records set at the carnival.

Event		Competitor	Performance
100m	F 13Yr	BEU, Catherine	14.00
100m	F 13Yr	MCDONALD, Chelsea	14.00
High Jump	F 13Yr	KURTZE, Carla M	1.48
Long Jump	F 13Yr	KURTZE, Carla M	4.35

Click the Long Term Button. You will see existing long term records, unchanged.

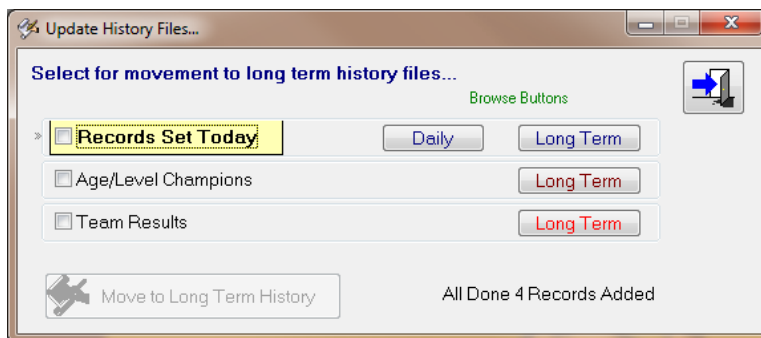
Click Move to Long Term History. Answer Yes to Are you sure?

The window now tells you that 4 records have been added

Click the Daily Button

Nothing there

Click Long Term



Event	M/F	Level	Competitor(s)	Year	Team	Performance
High Jump	F	13Yr	KURTZE, Carla M	2010	M	1.48
100m	F	13Yr	BEU, Catherine	2010	D	14.00
100m	F	13Yr	MCDONALD, Chelsea	2010	D	14.00
Long Jump	F	13Yr	KURTZE, Carla M	2010	M	4.35

The file has been updated.

That's it. This carnival is over as far as SportsTrak is concerned.



Follow-Up Activities

With a typical carnival, a lot of time is spent in setting up the program of events and related activities prior to entering competitors and results. This time should only be spent once. After that this carnival should be available to use next year as well, so we don't want to lose it.

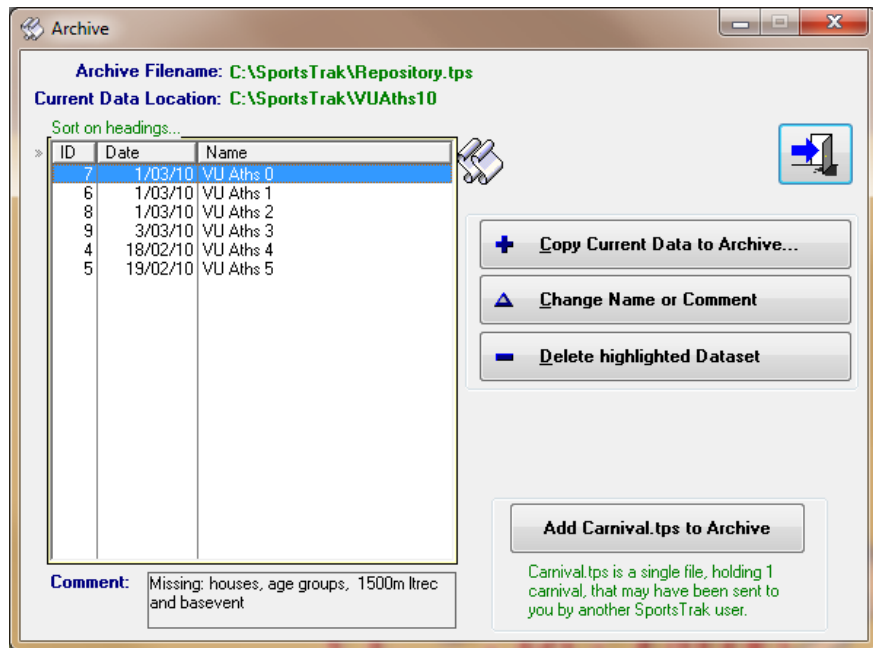
Internal Archive

SportsTrak can maintain copies of whole carnival data in an internal archive that can be retrieved any time.

Go to *Import/Export > Save to Archive*

Your screen probably has nothing in it.

The screen shot shows my computer as I created this tutorial. As I worked through the same activities as you have, I saved each stage into the archive and was able to return to that stage at any time.

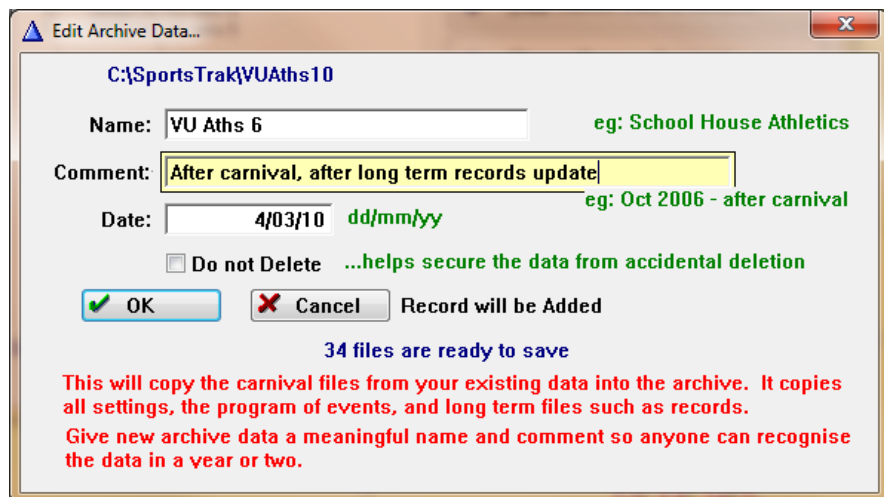


Click *Copy Current data to Archive*

Add a name.

Add a descriptive comment

Click *OK*



If you lose or damage some or all of this carnival, you may use the *Restore from Archive* utility.

Limitation to be aware of

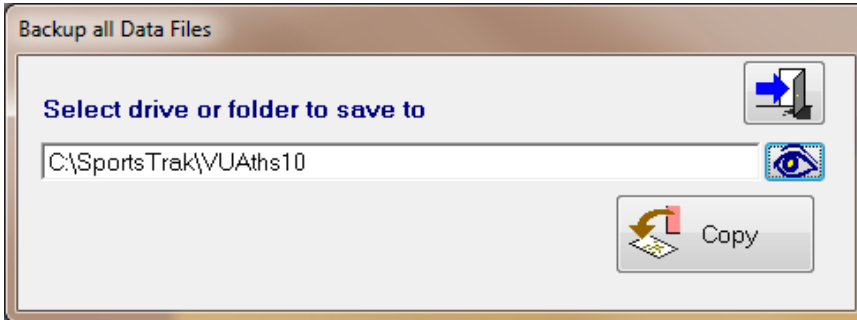
The archive (repository.tps) exists in your SportsTrak folder. If your machine is lost or folder deleted, the archive is gone. It is a good idea to make an external copy of Repository.tps (From SportsTrak folder)



Backing up data to another location

- It is good to have a simple backup of data.
- If you want to get data from one SportsTrak computer to another, you can do a data backup.
- If you want to save the data on a network server so it is not lost, you can do a data backup.

Import Export > Backup Data



Use the eye button to look up another folder. You can create another folder at this stage if it doesn't exist
 You can look up a network folder, so it's not just on your computer.

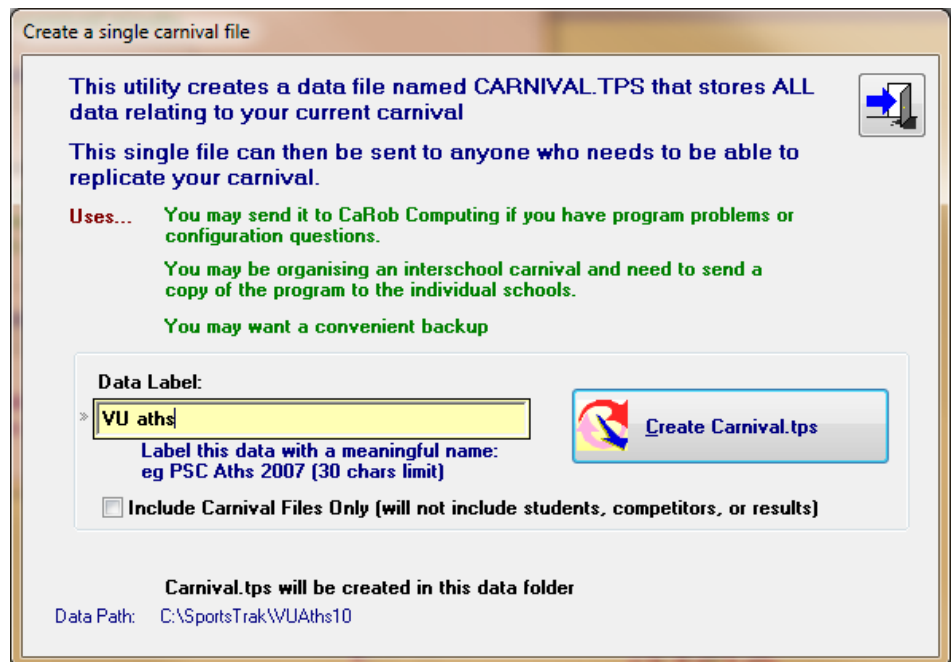
Sending data elsewhere

Import/ Export > Create Export File > Create Carnival.tps

This option saves all of your data to a single data file named **carnival.tps**.

This file is created in your data folder.

It is very convenient to attach to an email and send to another user, or even send to yourself as a backup.



If you have been sent a carnival.tps file, you may save it in your data folder and go to
Import/Export > Import a Carnival



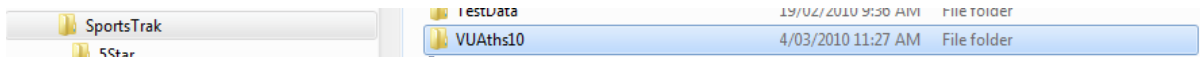
Preparing for Next Year

Make a copy of the VUATHs 10 folder as VUATHs 11

To do this:

Run Windows Explorer or My Computer

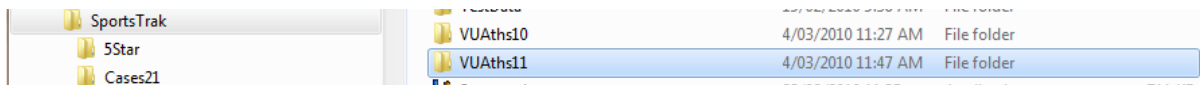
Find the VU Aths 10 folder



Copy it

Paste It

Rename it to VUATHs 11



Clean out 2010 competitors and results from VUATHs 11

To do this:

Run SportsTrak

Set the data path to VUATHs 11 using this button



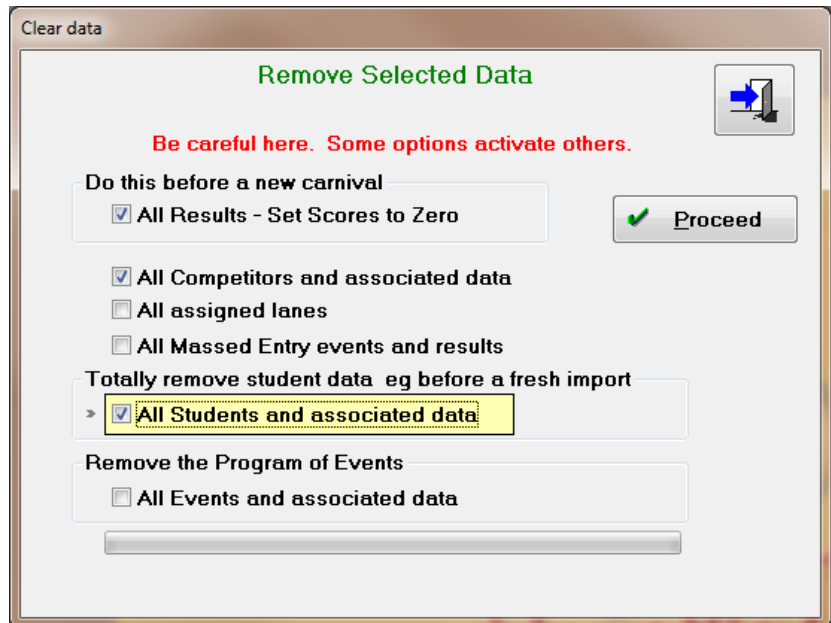
go to the Eraser button on the toolbar



Tick this option

Click Proceed

Answer yes to all the Are You Sure questions.





Set the 2011 dates

Go to Carnival Setup> Carnival Settings

Update Details of Current Carnival

Carnival Name:

OK Cancel

Carnival Type
 Athletics Swimming X-Country

dd/mm/yyyy
Day 1

Number of Days
 1 Day 2 Days 3 Days

Program contains A grade events only Check this box if Lanes are to be specified

Default Gender
 Male Female

Reference Date for Age Group Calculation
Important
eg 30/04/2006

ONLY leave reference date field empty if this carnival is year level based, and the inter-school is also year level based; (or if using multiple reference dates).

Use Multiple Reference Dates **Check this box if you wish to use different reference dates for different year levels or birth dates.**

Based On Students'
 Year Level Birth Date

Go to Background > Multiple Reference Dates by DOB to enter them

Change the dates to 2011

You may not know the date of the carnival at this stage but change it anyway. The important data is the reference date from which age groups are determined.

You are now set to go for 2011

After loading a fresh bunch of students, you can print nomination forms and go straight to the house meetings. Very little work!

Save this folder

You don't want to have to re-enter the program and do all the initial work again.

Use any of the techniques discussed in the previous pages to save this folder. Preferably in multiple locations; the Sport section of your network, your home computer, burn to CD etc.