SportsTrak

Sports Carnival Management System

Tutorial

by Tom Carswell of CaRob Computing

Contents

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
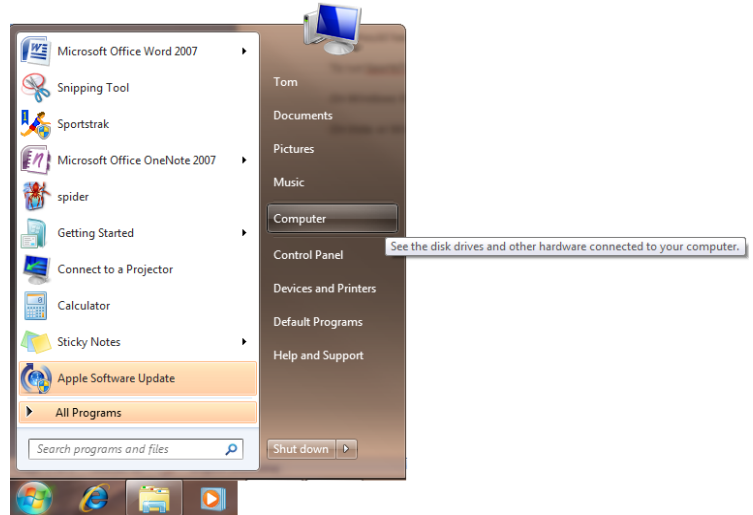
Setting up for this tutorial

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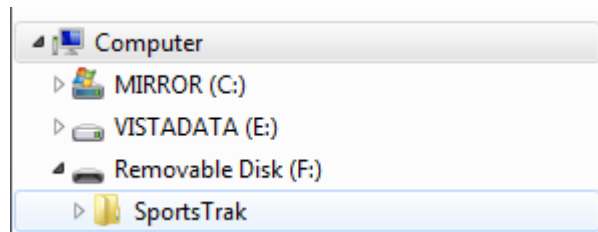
On Vista or Windows 7 it is *Start, Computer (right)*

Open *Computer*, then *Removable Disk*

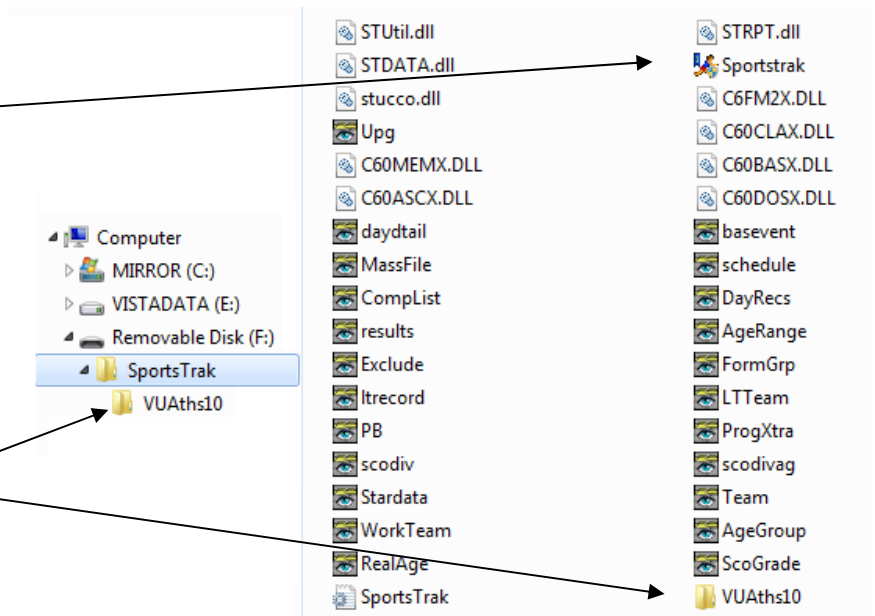(it may be E: or some other drive letter)

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*

Computer
▷ MIRROR (C:)
▷ VISTADATA (E:)
◢ Removable Disk (F:)
▷ SportsTrak

Expand	
Groove Folder Synchronization	▶
Open in new window	
Scan for Viruses...	
Share with	▶
Restore previous versions	
Combine supported files in Acrobat...	
Format...	
Copy	
Paste	
Rename	
New	▶
Properties	
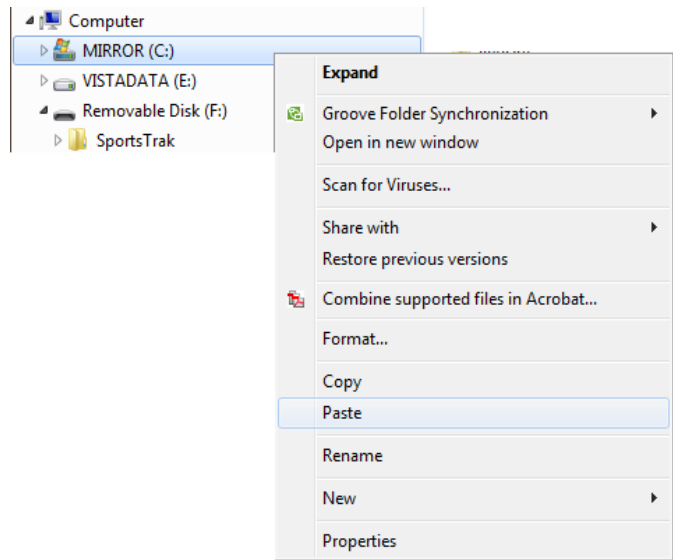
Data Location – a key concept

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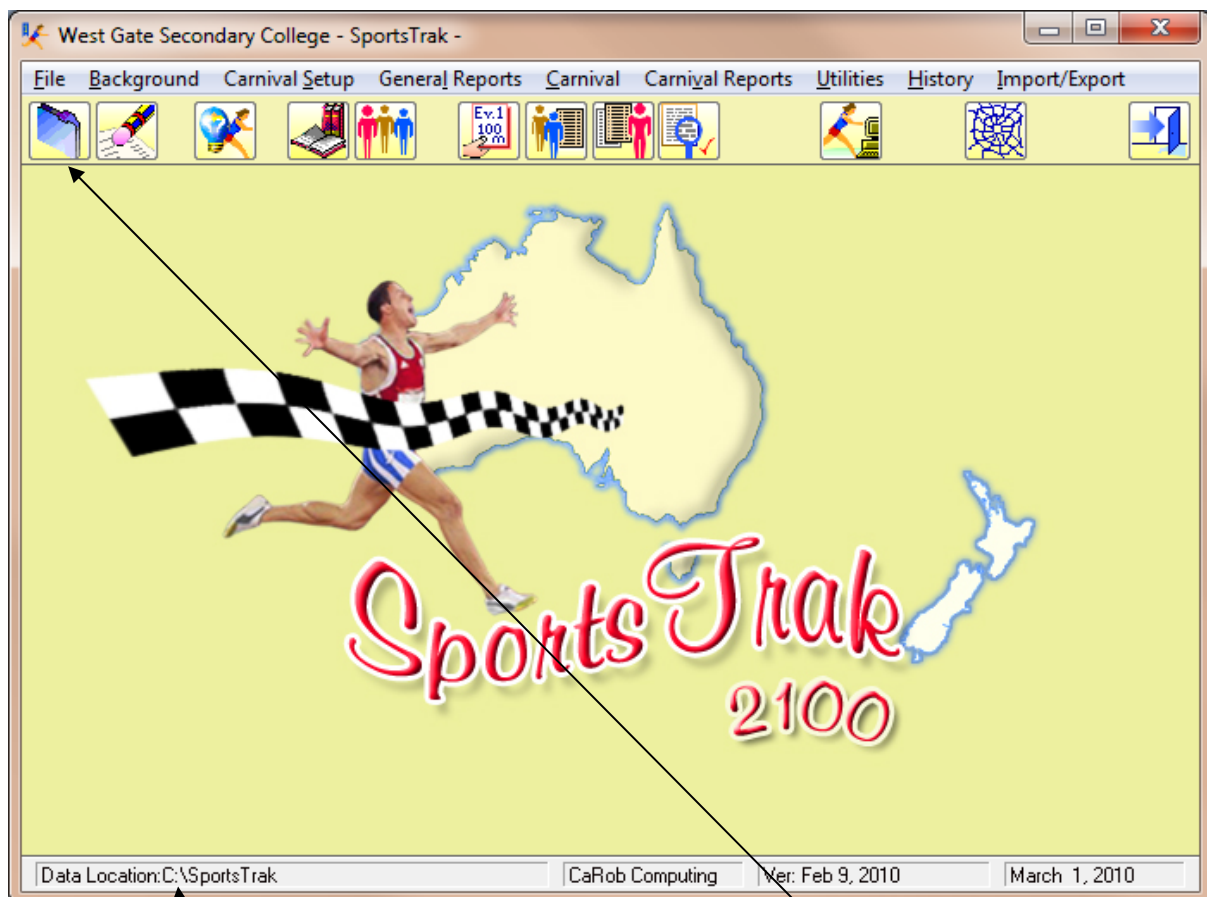Each separate carnival has its own folder.

- 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.
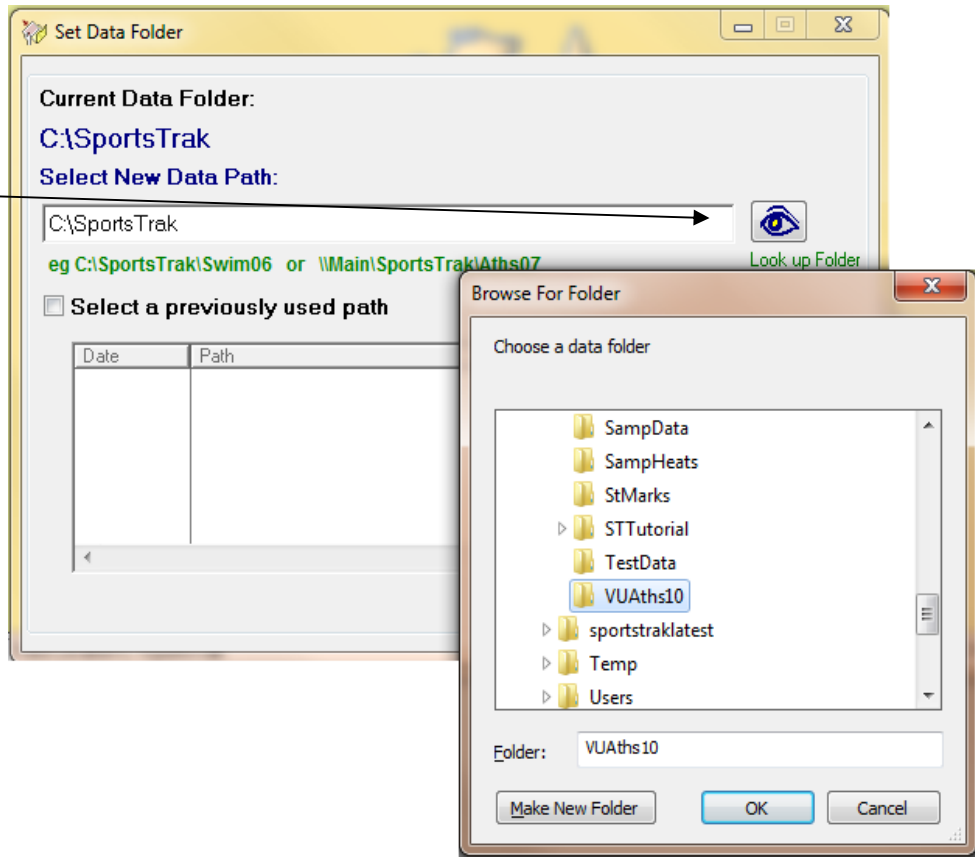
Click the Blue Folder

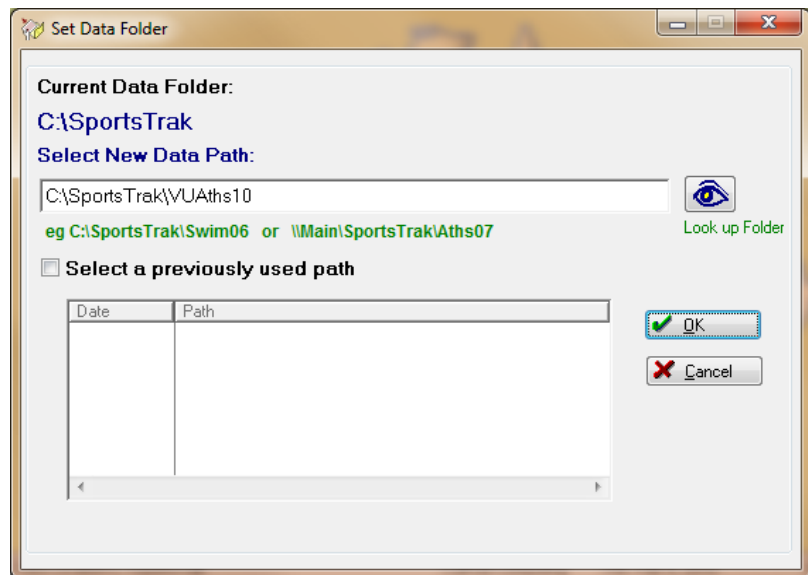This allows you to change the folder SportsTrak is working on.

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)
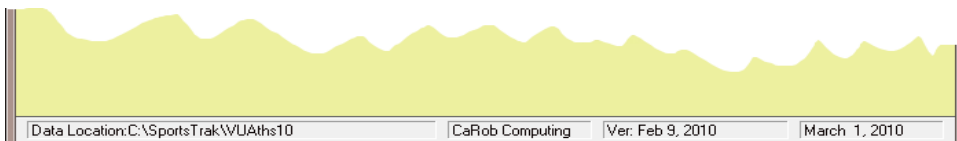
Click OK when highlighted

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:

Aths2004
Aths2005
Aths2006
Aths2009
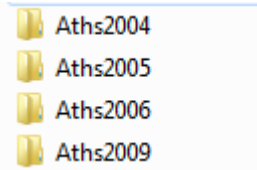
In the example above, it is very easy to get ready for 2010. The Aths2009 folder can be copied and renamed to Aths2010. In SportsTrak, results and students are emptied out, some dates are changed, and you are just about set up for that year.

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.

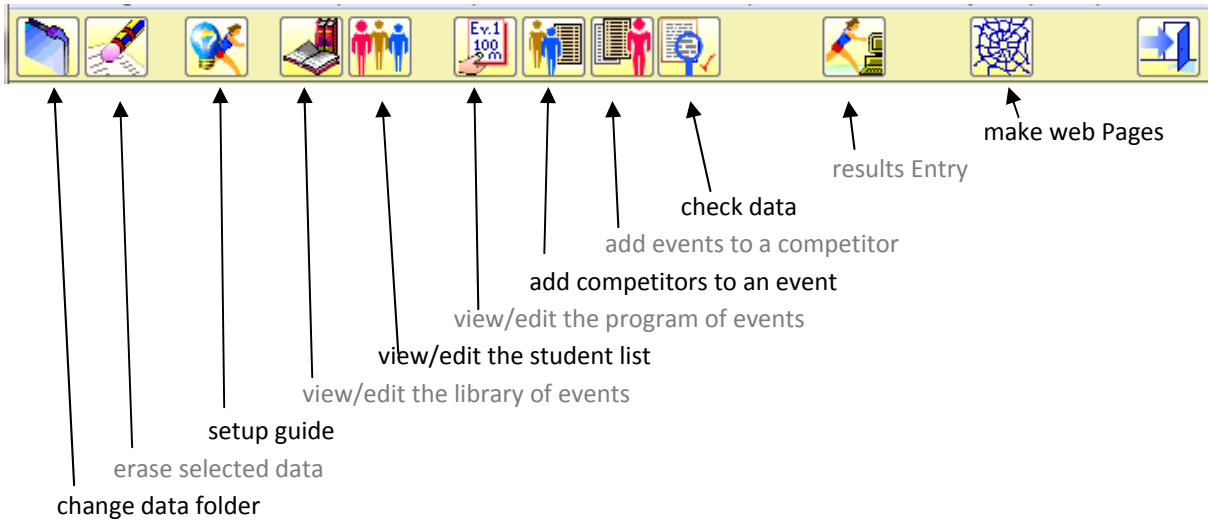|	
Background	- settings that don't change very often
Carnival Setup	- options or activities that may need changing for each carnival
General Reports	- any print-out relating to the setup of the carnival, the program, competitor lists etc.
Carnival	- Results entry
Carnival Reports	- and print-out relating 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
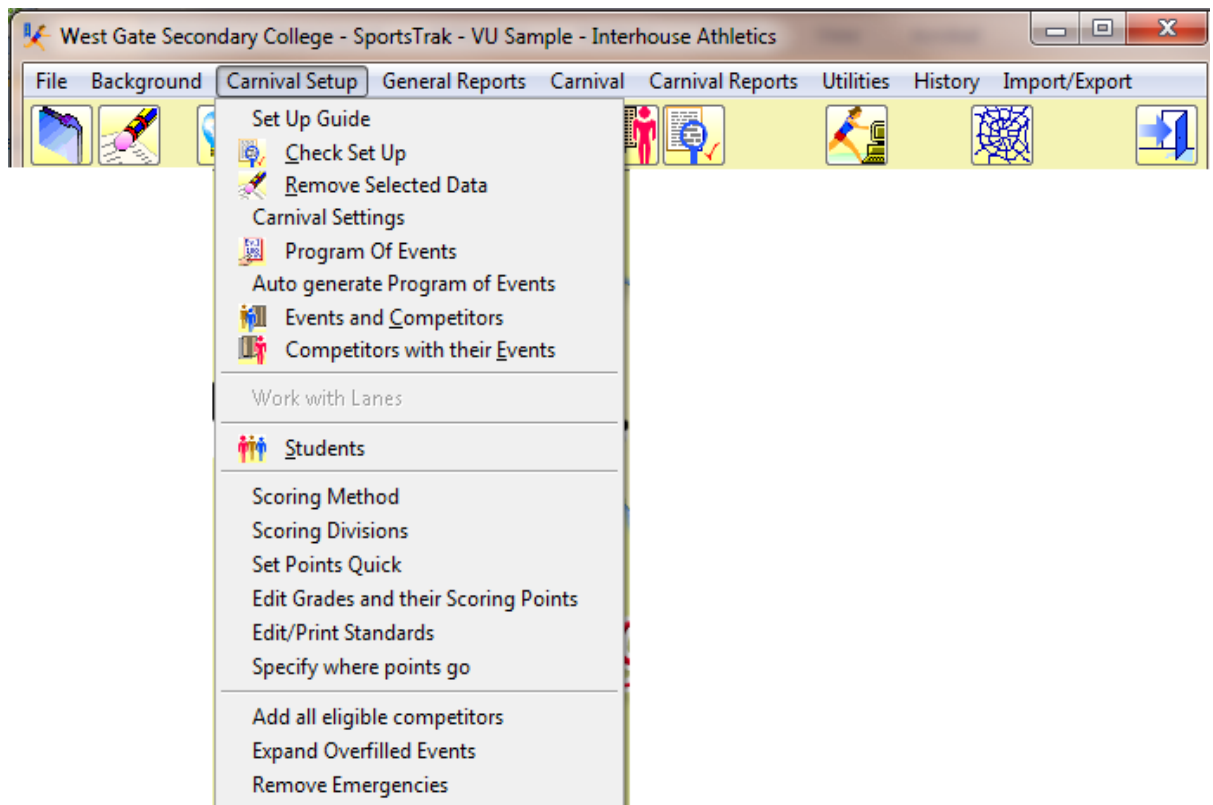
Unless you are experienced with SportsTrak, the menus can be confusing because there are just so many options. Which are critical, which are optional? For this reason we recommend that users follow the Setup Guide when setting up a carnival.

The toolbar

Access to common activities

make web Pages

results Entry

check data

add events to a competitor

add competitors to an event

view/edit the program of events

view/edit the student list

view/edit the library of events

setup guide

erase selected data

change data folder

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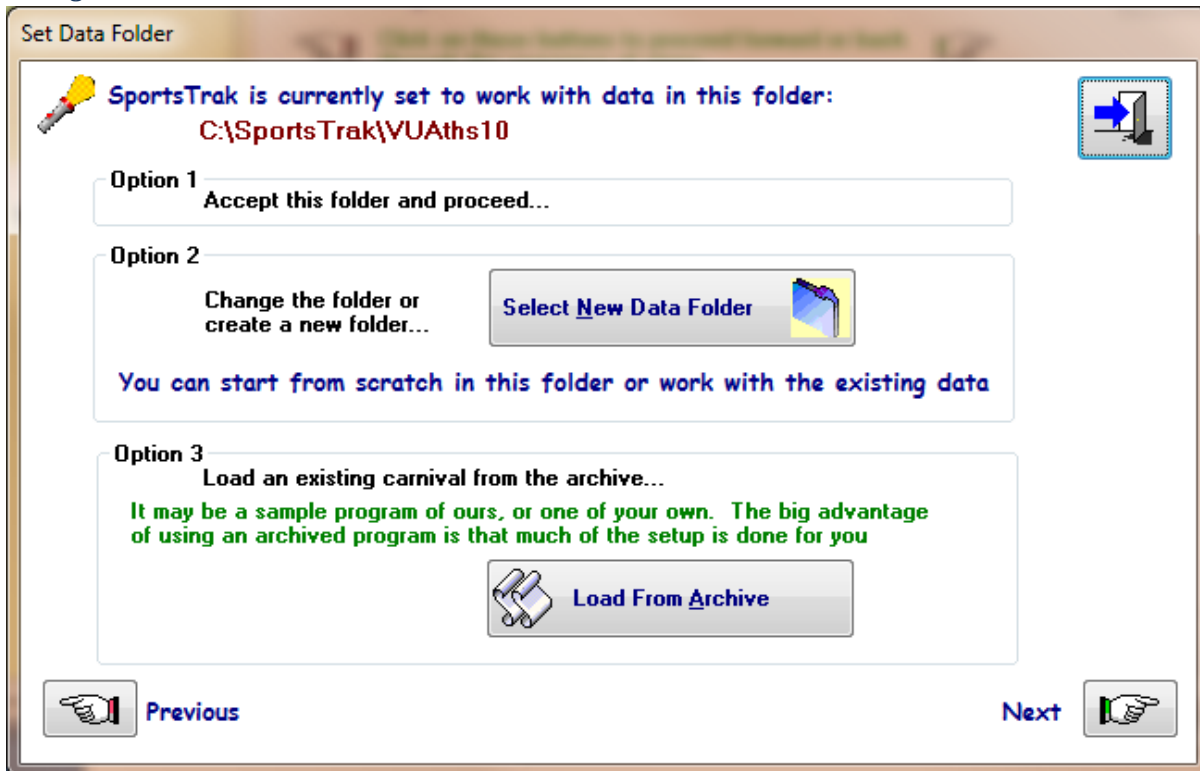
As you go through these setup windows, make sure you read them because they explain things as you go along. Quite a few of the steps may be jumped without doing anything.
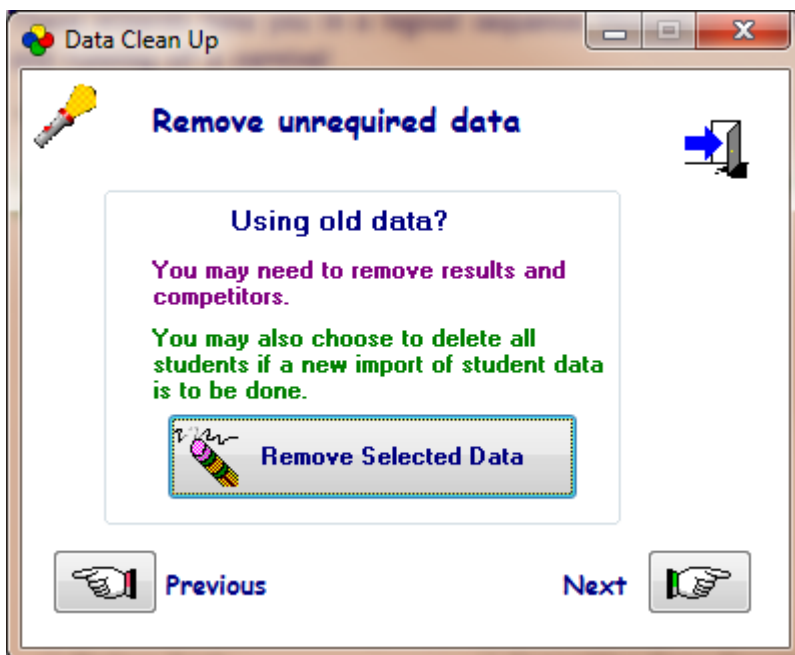
Setting Data Path

Set Data Folder

SportsTrak is currently set to work with data in this folder:
C:\SportsTrak\VUAths10

Option 1
Accept this folder and proceed...

Option 2
Change the folder or create a new folder...   Select New Data Folder

You can start from scratch in this folder or work with the existing data

Option 3
Load an existing carnival from the archive...
It may be a sample program of ours, or one of your own. The big advantage of using an archived program is that much of the setup is done for you

Load From Archive

Previous   Next

You probably have done this already a few pages back. It should say
C:\SportsTrak\VUAths10

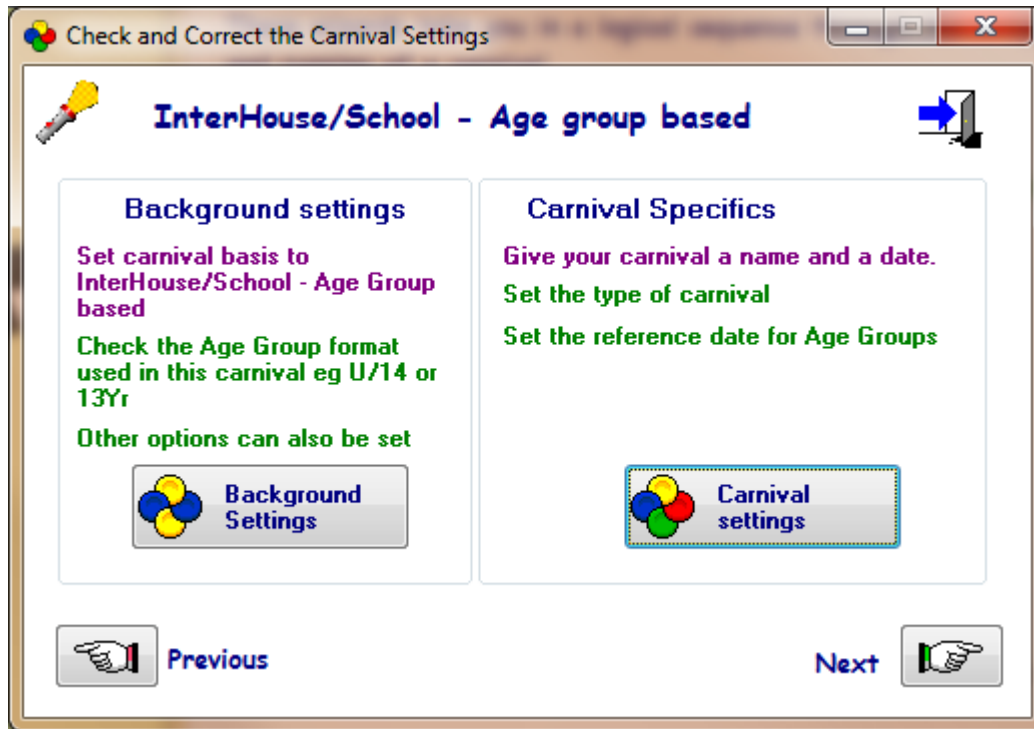If not, use the button on Option 2 to select the correct folder. If in doubt, re-read pages 4 on.

Click Next

Data Clean Up

Remove unrequired data

Using old data?

You may need to remove results and competitors.

You may also choose to delete all students if a new import of student data is to be done.

Remove Selected Data

Previous   Next
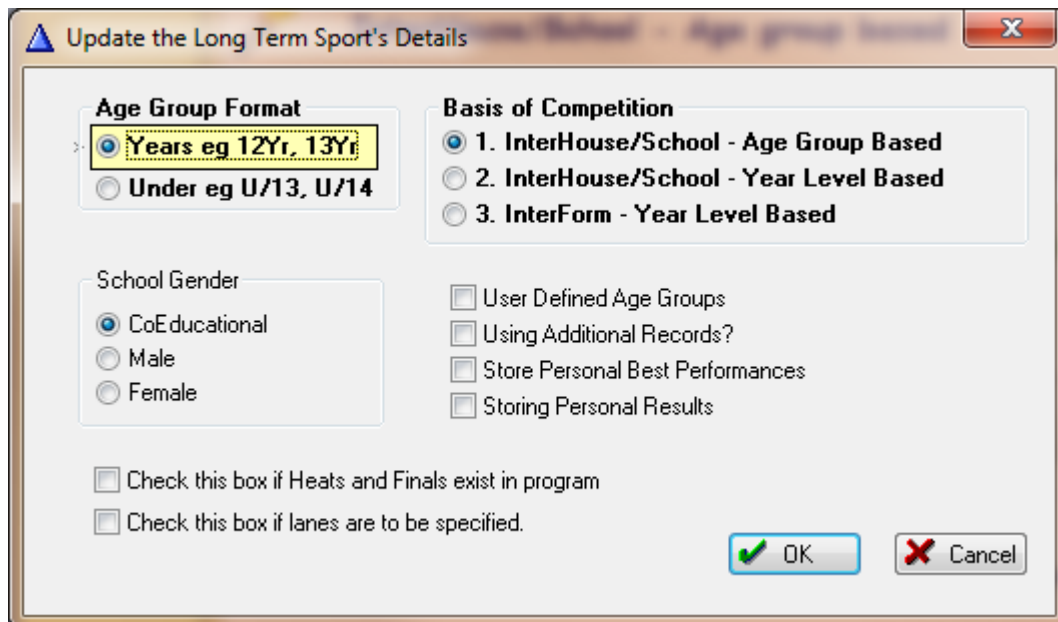
We don't need to do anything here.

Click Next

Carnival settings

Click Background Settings

Check that your data is as shown, then click OK

Click Carnival Settings (see next page)

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
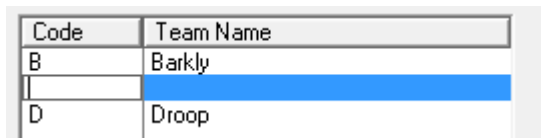
House Names and Codes

Click on Check Houses
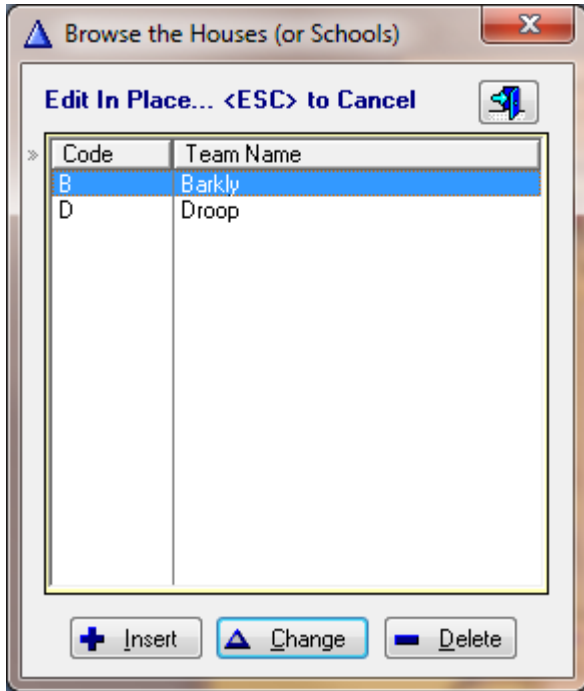
Only two of the four houses are there.

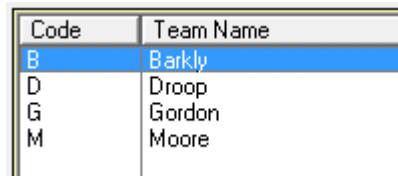We need to add Gordon and Moore

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:

Code	Team Name
B	Barkly
D	Droop
G	Gordon
M	Moore

Click the close button on the window

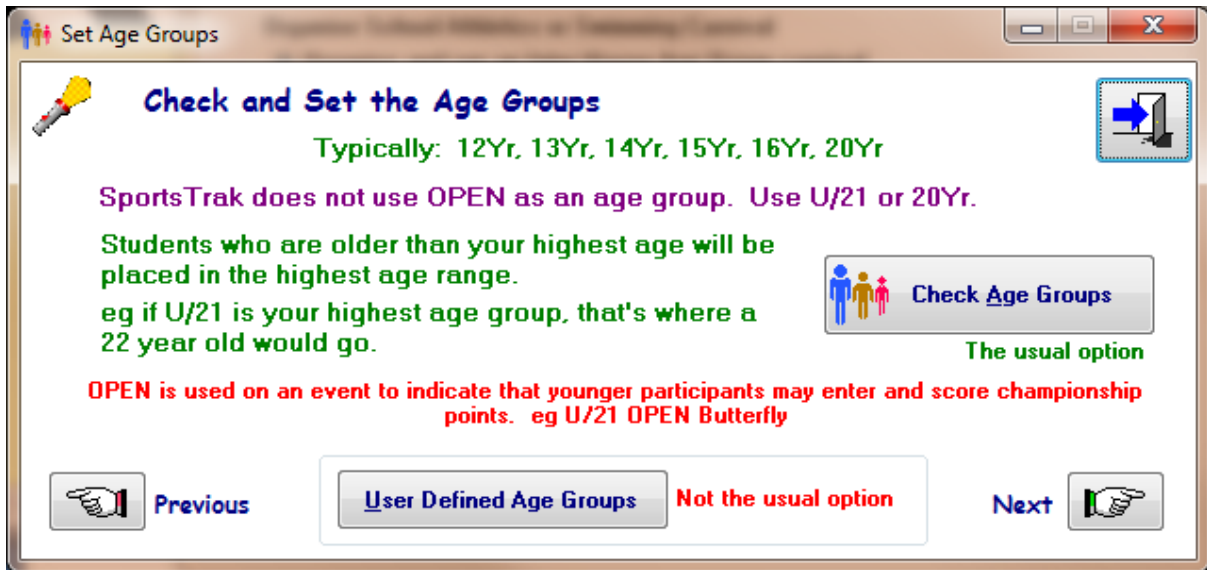Click Next on the Setup Guide

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

Check Form groups
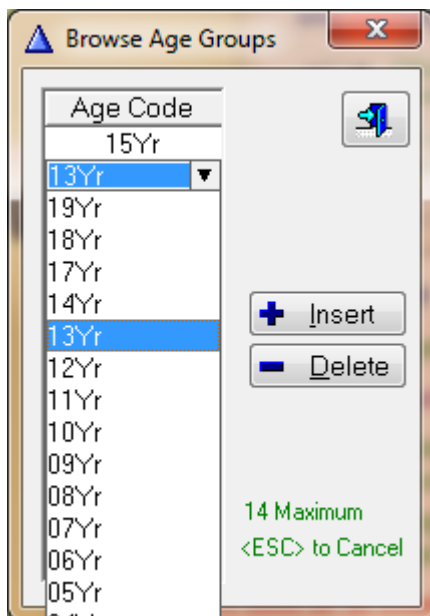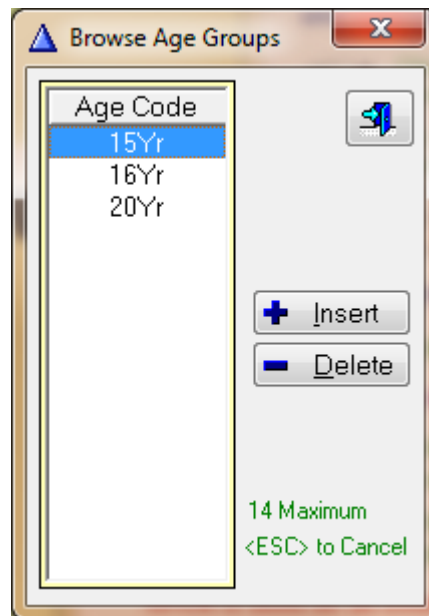We don't need these, so again *Click Next*
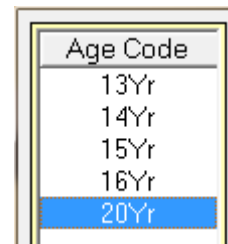
Setting the Age Groups

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
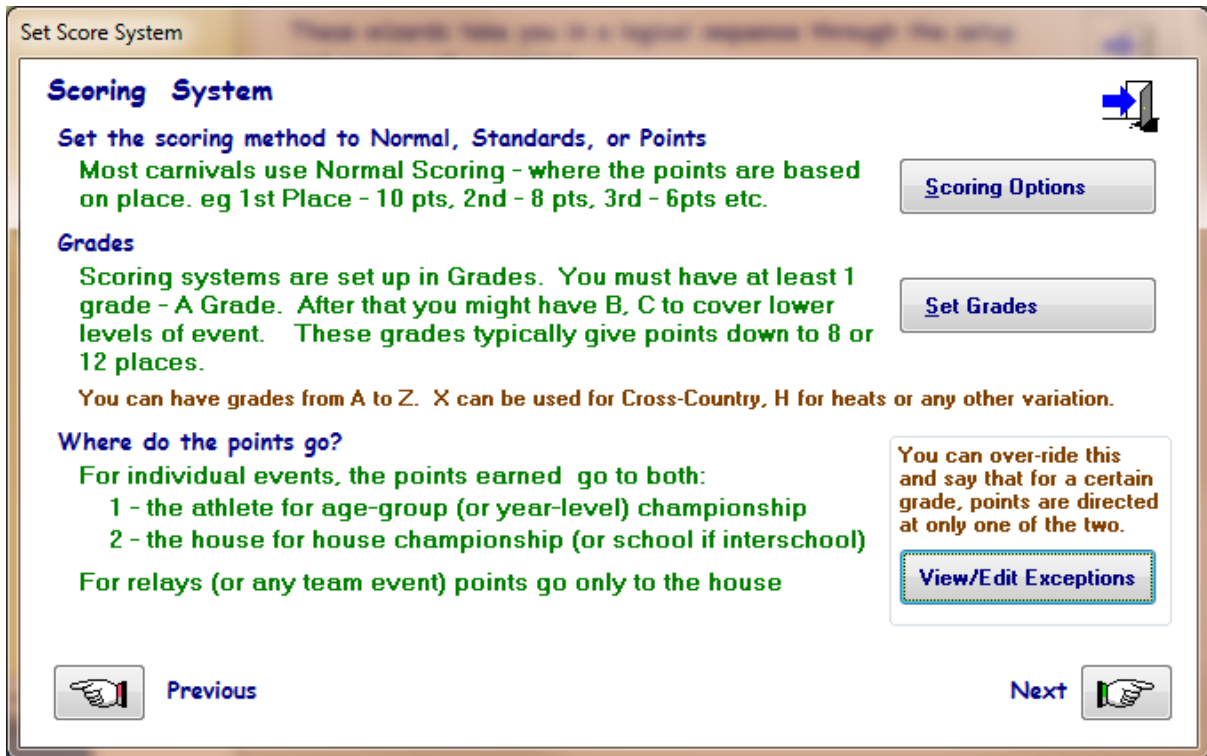

Make sure the age groups look like this. (We are not actually using 15Yr, 16Yr, or 20Yr in this activity)

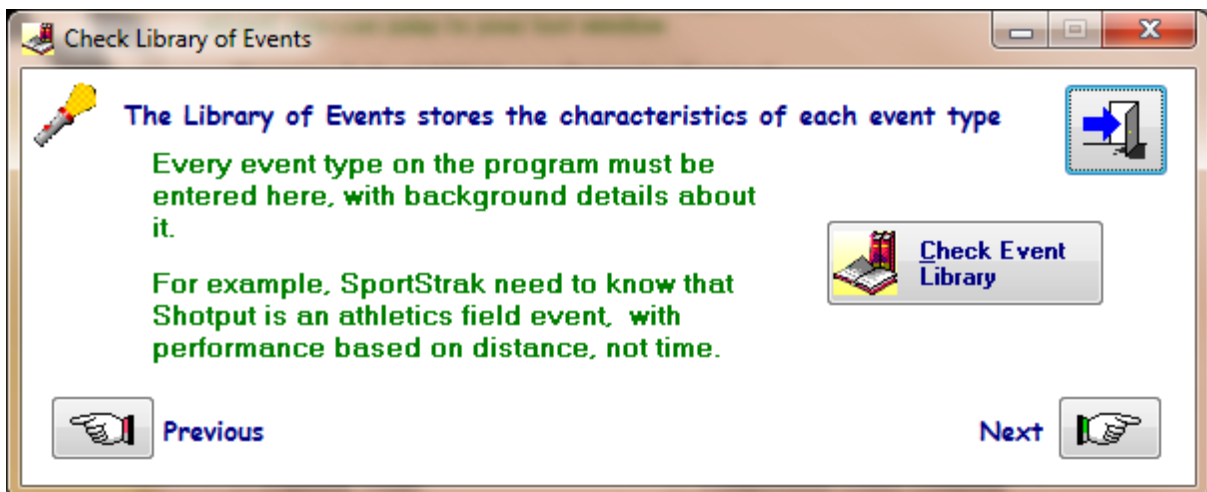*Close the window and go Next on the Setup Guide*

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

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*

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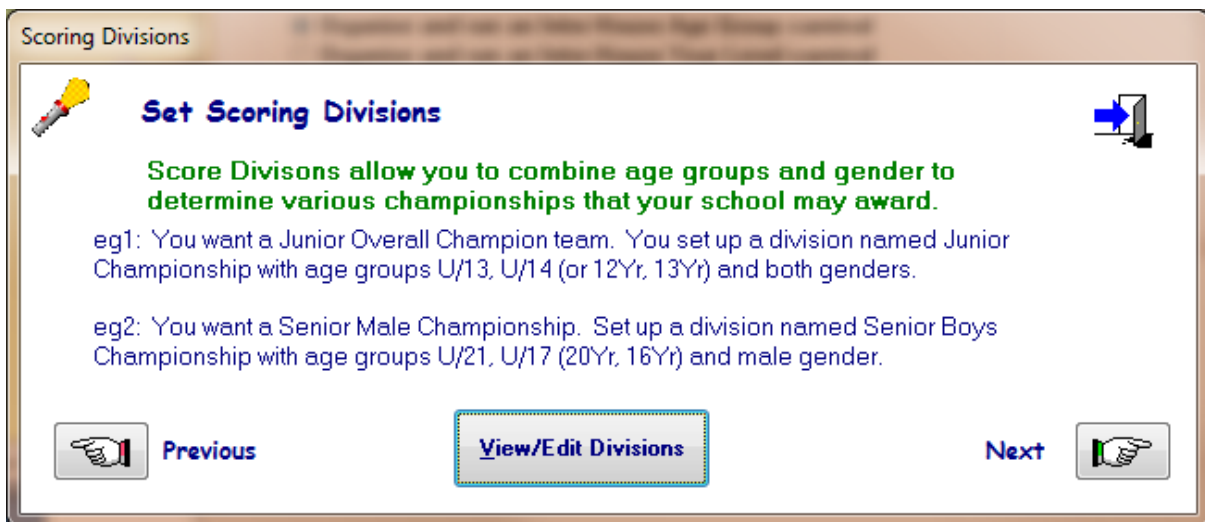
Click View/Edit Divisions
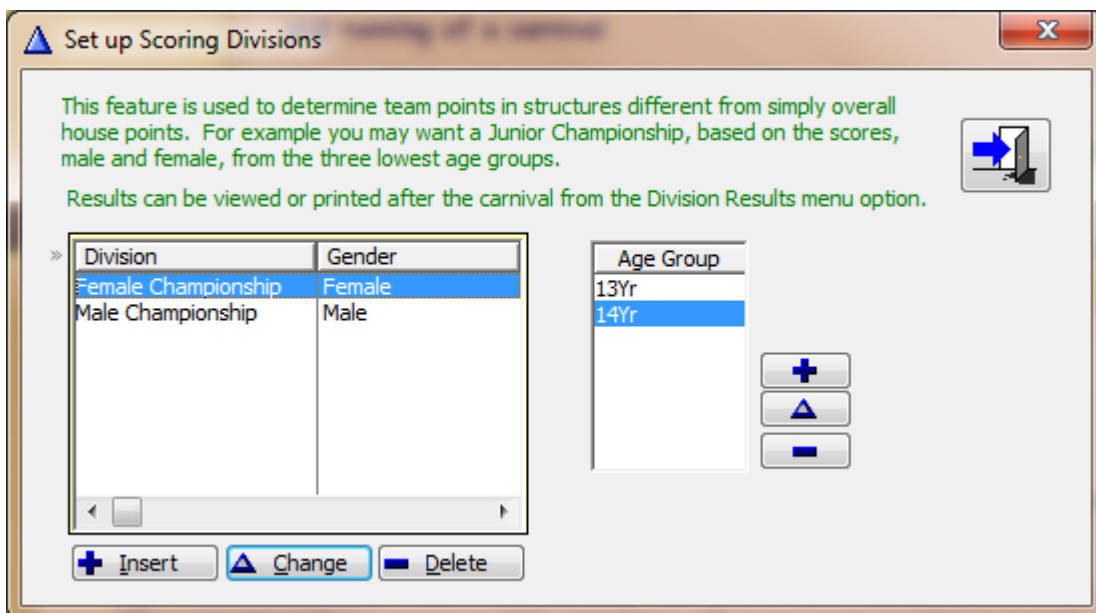
This data has already been set up with two divisions. One to produce a combined house score for female 13Yr and 14Yr, the other for male.

Close the window and Click Next on the Setup Guide

Create a Program of Events

Click Browse/Edit Program

This is also available directly from the toolbar button:

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	
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
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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
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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 [...]
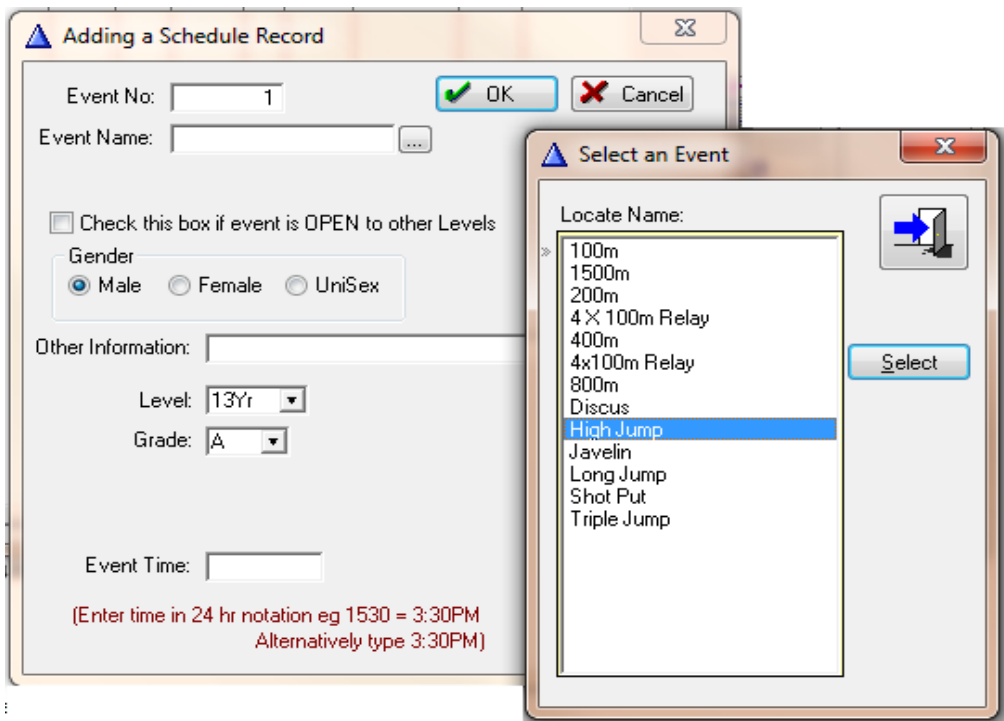
Be careful with Male or Female

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

Changing a Schedule Record

Event No: 12

Event Name: 1500m   ...

✔ OK   ✕ Cancel

Make sure the OPEN Check Box is ticked

☑ **Check this box if event is OPEN to other Levels**

Gender
○ Male   ● Female   ○ UniSex
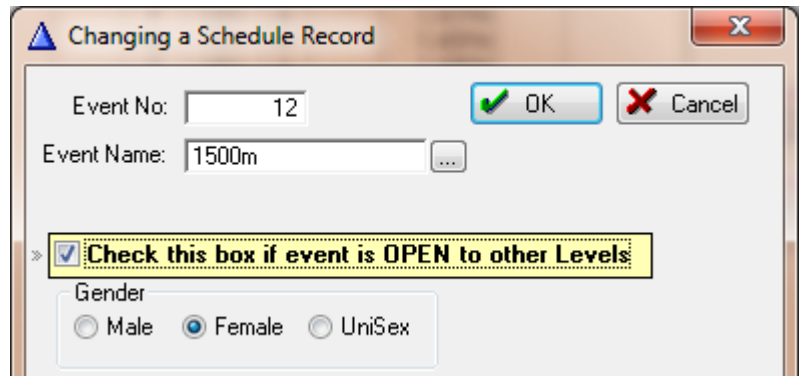
When complete, the table of events should appear like this...

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		

➕ Insert

△ Change

➖ Delete

🕐 Adjust Times

UP1
1
10

Close the window and go Next on the Setup Guide

Long Term Records

Click Browse/Edit Records

Most of our records are in, except for 1500m

Click Insert

Press <TAB> on Event Name to bring up the lookup table.
Select 1500m
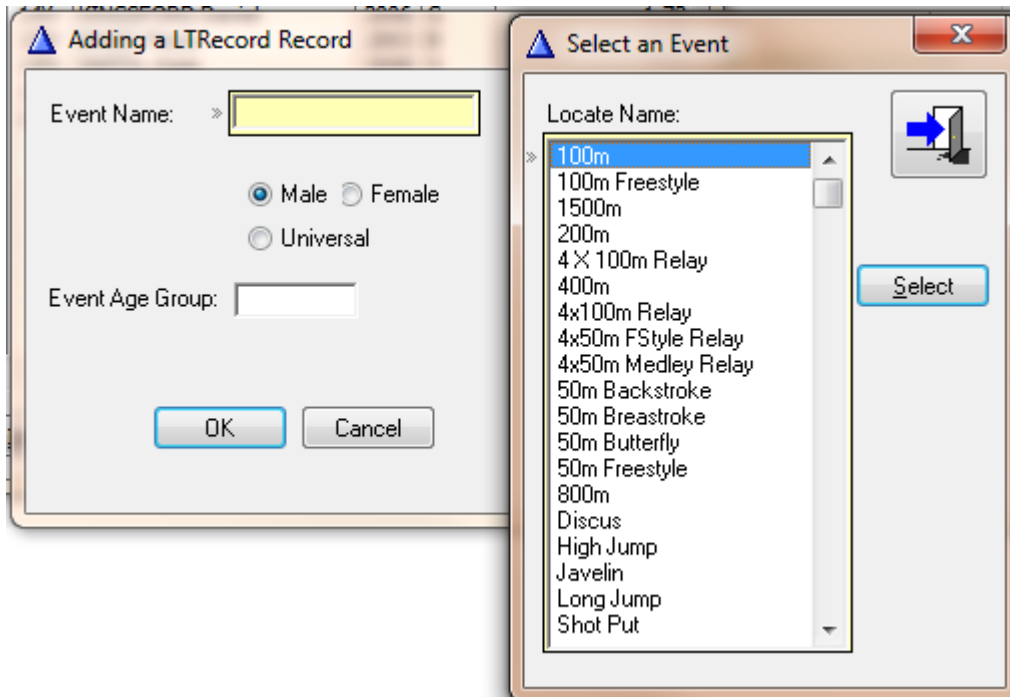
Complete each record as shown, clicking OK on each
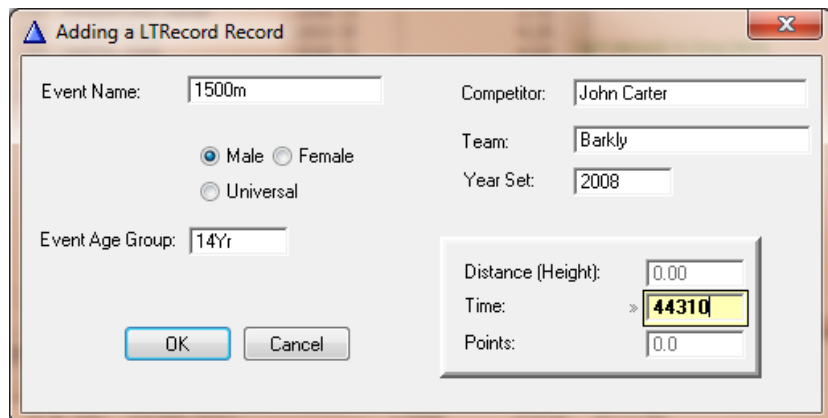
Enter times without punctuation
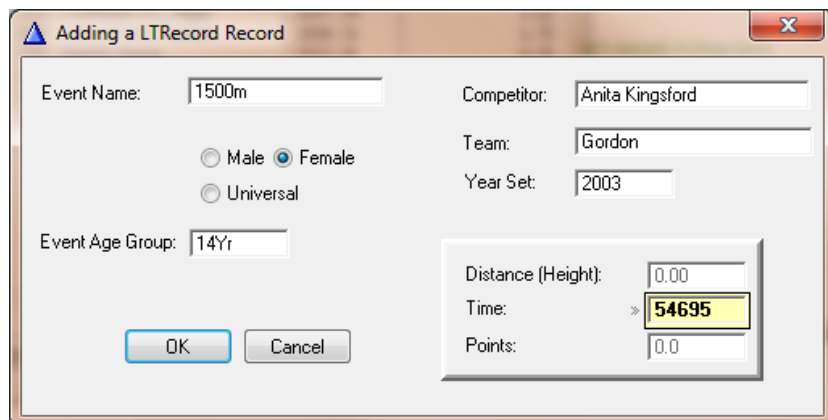
When complete, they should look like this in the table

Close the window and go Next on the Setup Guide

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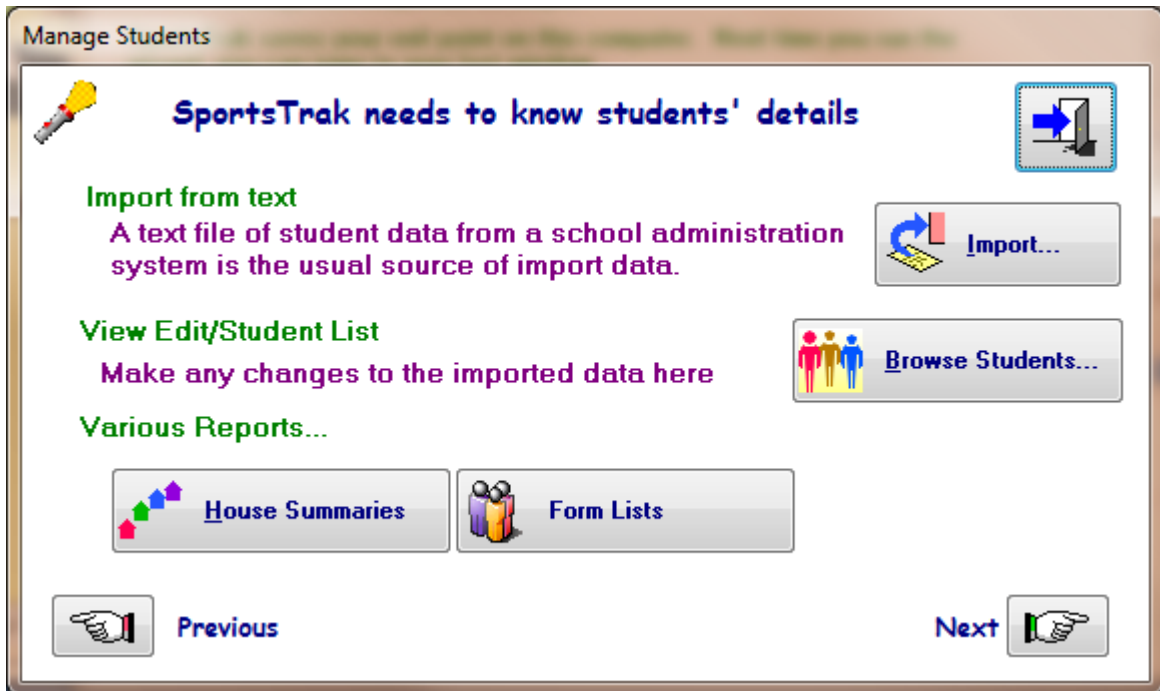
At the moment, there are no students. Click Browse Students and it should be empty

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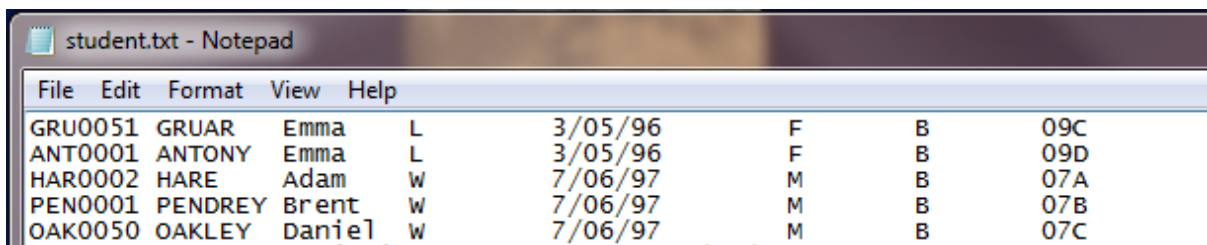
Each line has Student code, surname, first name, initial, DoB, Gender, House Code, YearForm.

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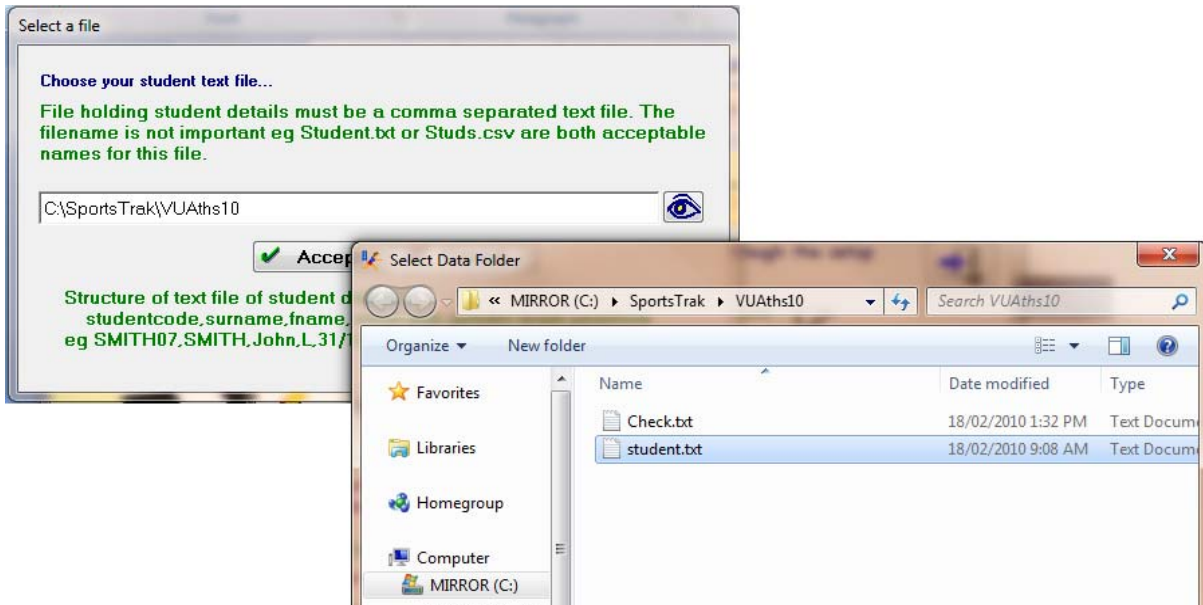
Then click Accept
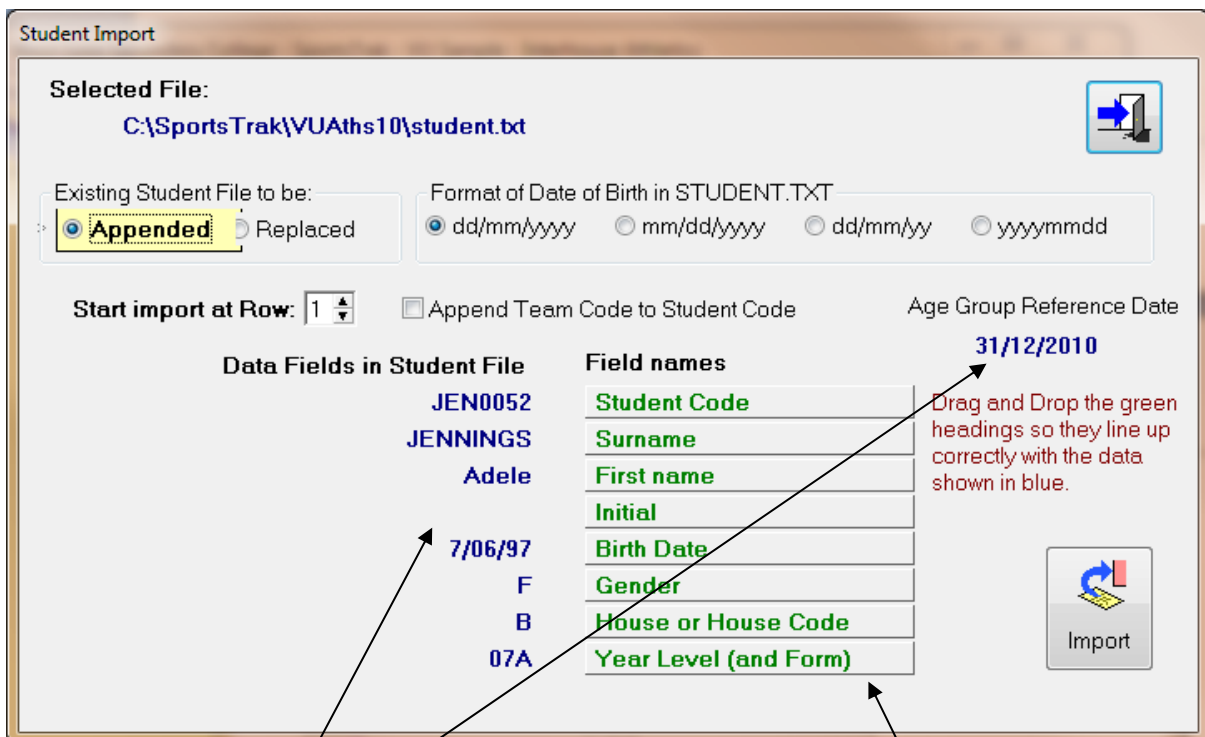
You can see that the first line of student data is being displayed against the expected headings. It all looks correct.

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

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

View/Edit Students — Locate by Surname (or the sort column): — 160 students — Sort on headings... — 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.
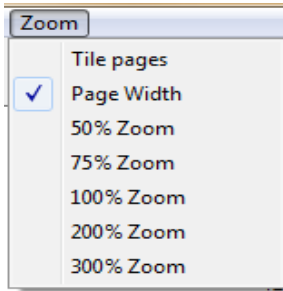
For example, this is the Numeric Team Summary under General Reports that is helpful for a coordinator to see and balance house numbers.

Reports can be zoomed into:

Zoom
Tile pages
✓ Page Width
50% Zoom
75% Zoom
100% Zoom
200% Zoom
300% Zoom

Reports can be saved in other formats:

File	View	Zoom
Pages to Print...		
Print		
Save As...		
Exit		

Select an Outp...

HTML   PDF   TEXT

OK   Cancel
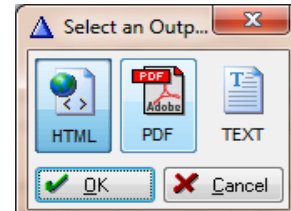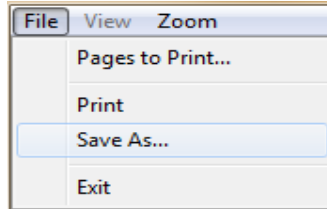
Key Reports

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.

Barkly
13Yr   Female

	1 High Jump A	3 100m A	9 Long Jump A	12 1500m A	15 4 X 100m Relay A										
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)

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

Restricted Lookup for Event 1

"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.

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.

Starters Marshal ⇒ Judges Table ⇒ Announcer ⇒ Results Entry
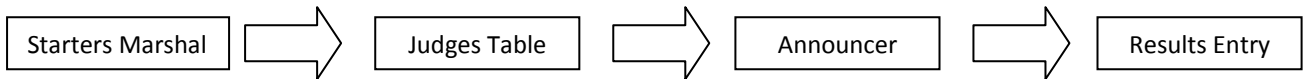
West Gate Secondary College
VU Sample - Interhouse Athletics

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**

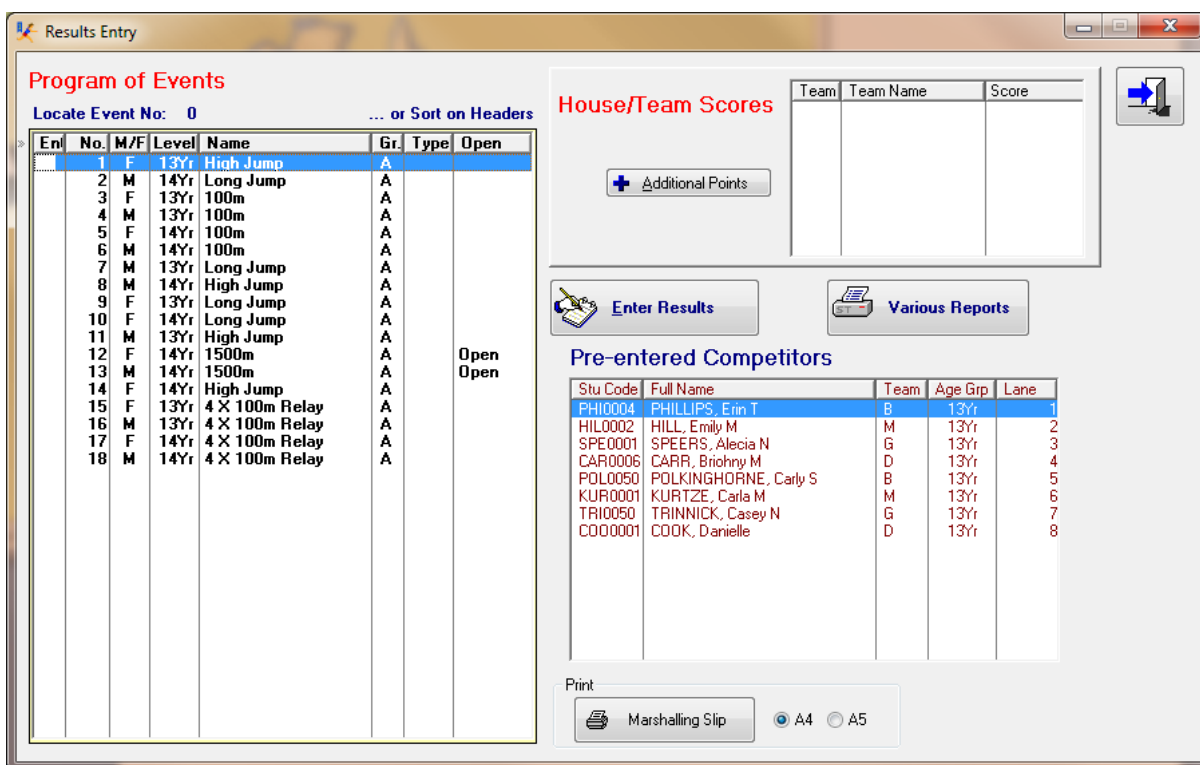|			
1	Droop	Droop	1:05.00
2	Barkly	Barkly	
3	Gordon	Gordon	
4	Moore	Moore	

Performing Results Entry

At this stage we will leave the Setup Guide Wizard

Use the toolbar button shown
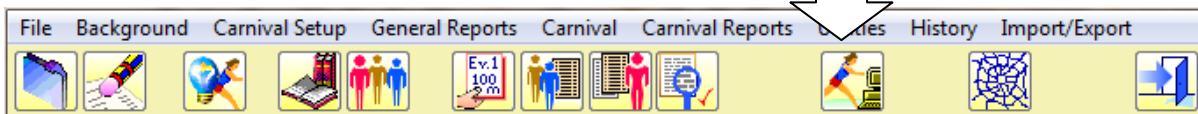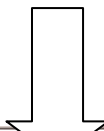
Prior to results entry, the Results entry window looks like this.

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.
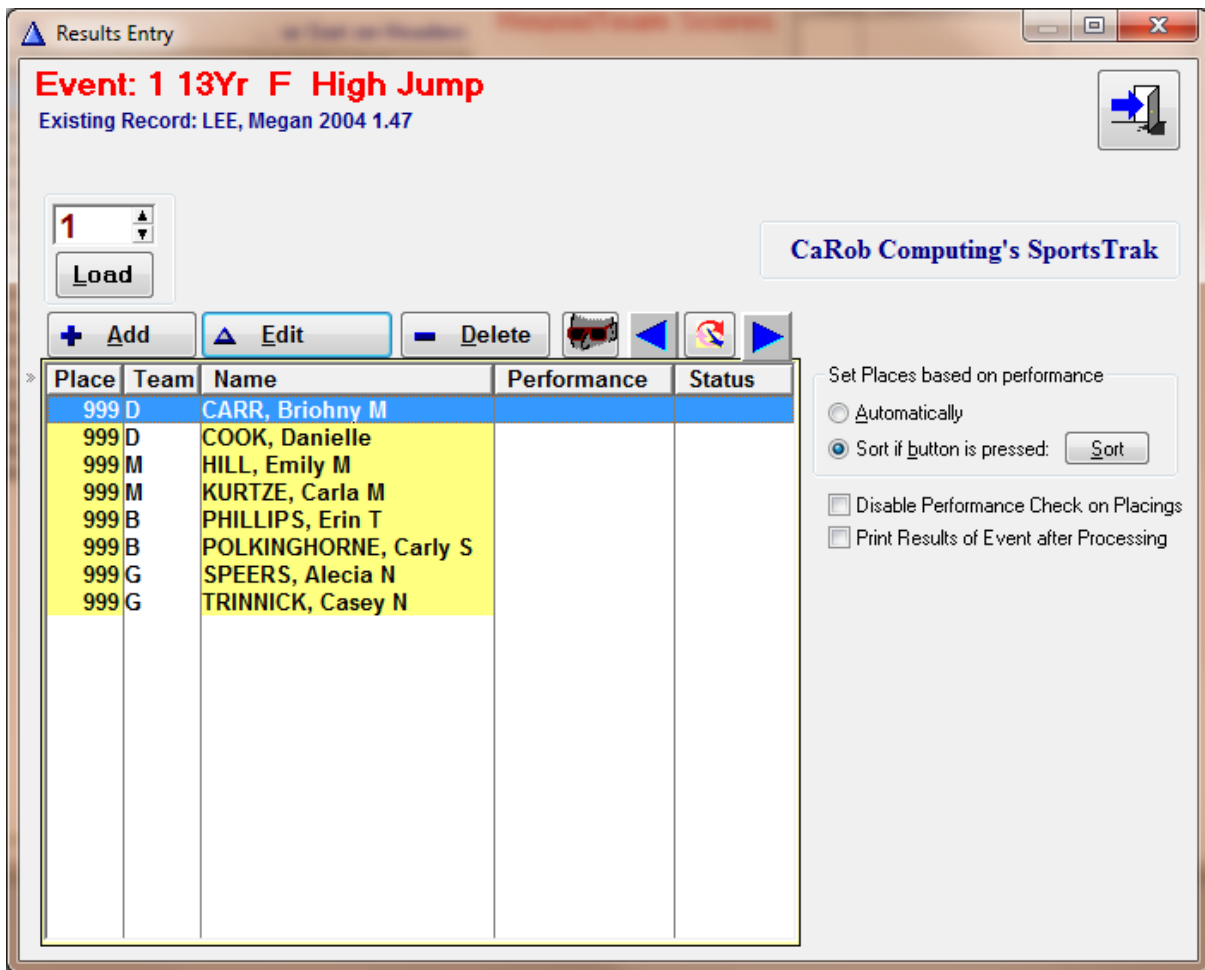
Important Points – Make sure you read the points below

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.
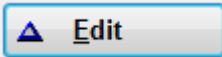
Each competitor must be given a place.

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. **Load**

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 △ **Edit**

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

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>

Enter 1.48 for Distance, the 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>

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.

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:
» [3]   <new>   Distance: [0.00]   ✔ 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.

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

Select Student by Surname
Locate on Surname: <ESC> to exit
Insert
Change
Delete
Select

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

Press <ENTER> again without bothering with the distance.

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.

Press <INSERT>
<TAB> to the Team field

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.

(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

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.

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

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…
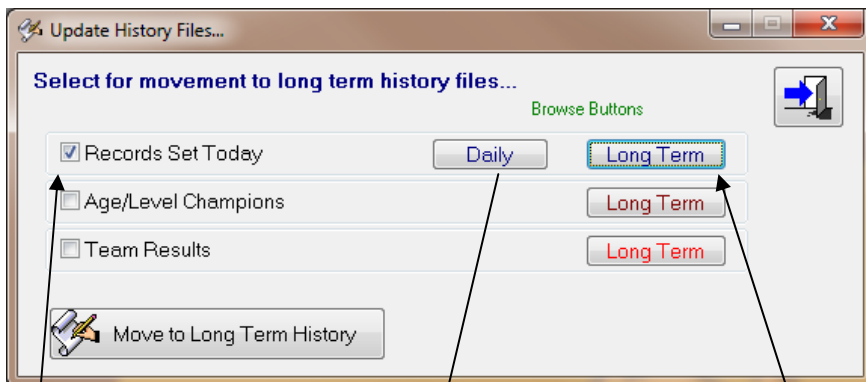
Records set today is the most important. Tick it

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

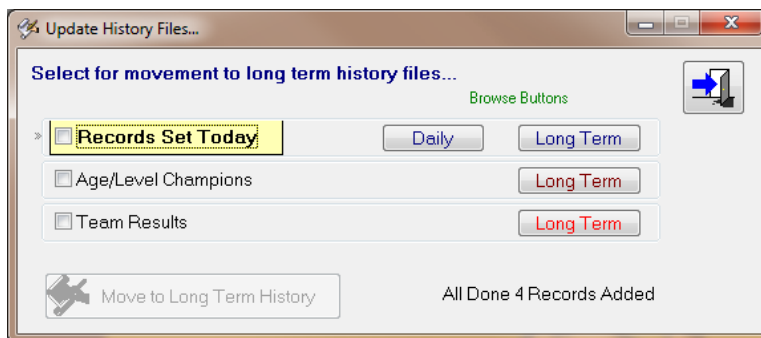*Click the Long Term Button.* You will see existing long term records, unchanged.

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)	'ear[-]	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

You 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.
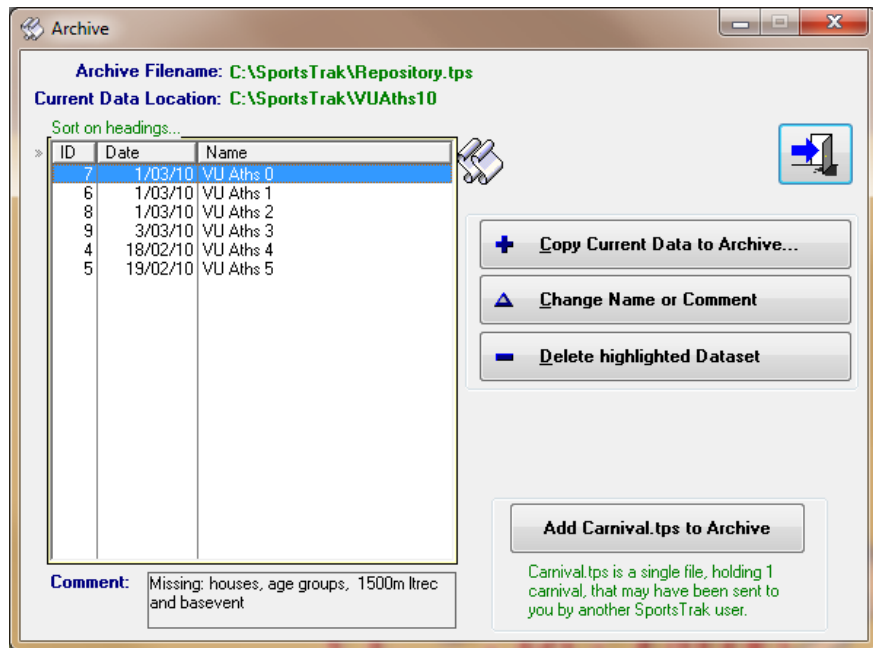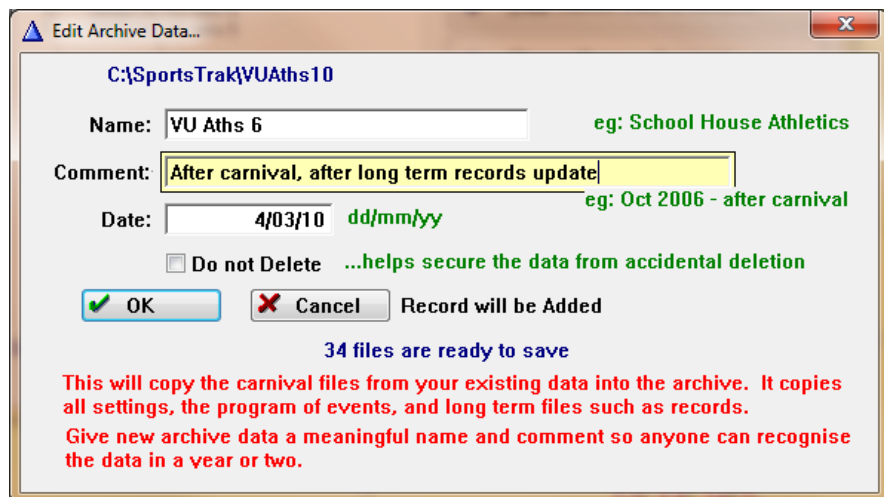
Click Copy Current data to Archive

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
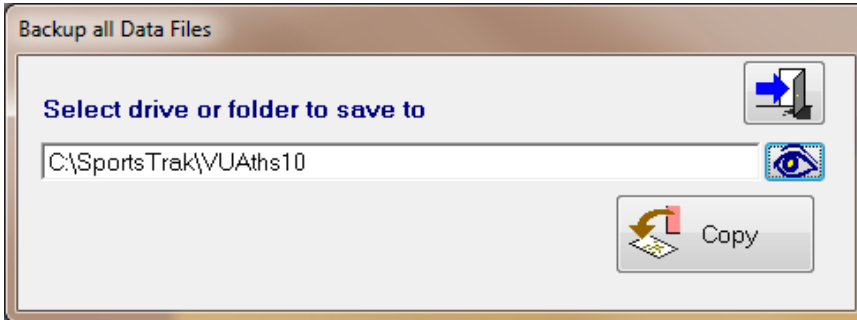
Use the eye button to look up another folder. You can create another folder at this stage if it doesn't exist

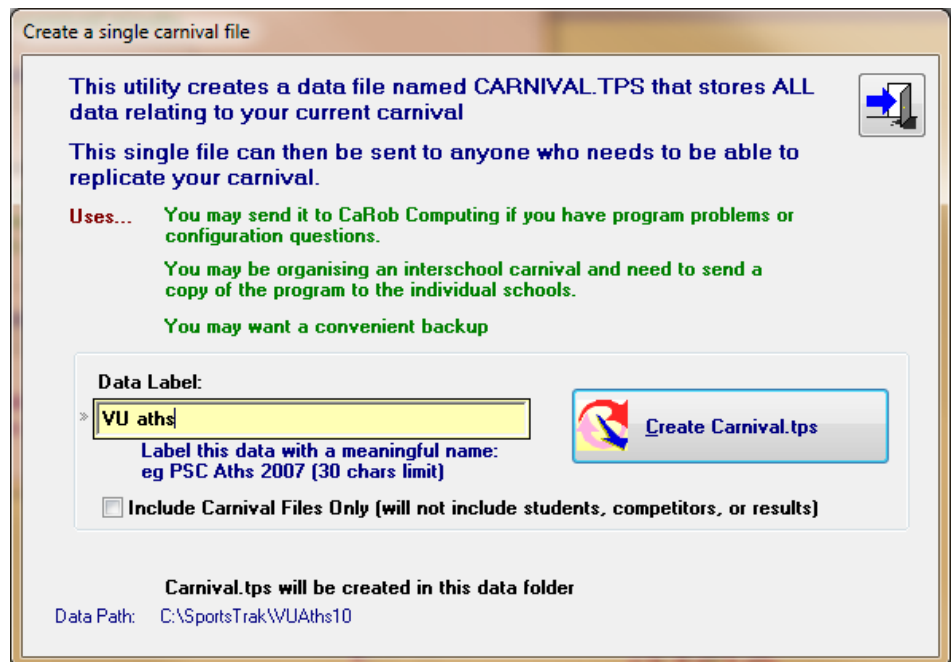You can look up a network folder, so it's not just on your computer.

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
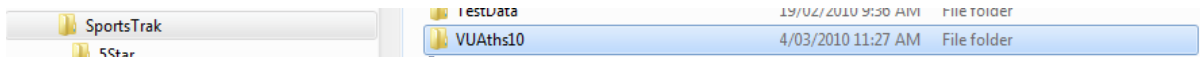*Import/Export > Import a Carnival*

Preparing for Next Year

Make a copy of the VUAths 10 folder as VUAths 11
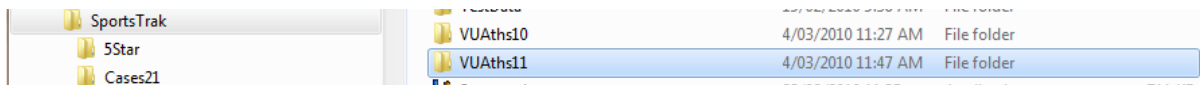
To do this:

Run Windows Explorer or My Computer

Find the VU Aths 10 folder

📁 SportsTrak			
📁 5Star			

📁 TestData	19/02/2010 9:50 AM	File folder	
📁 VUAths10	4/03/2010 11:27 AM	File folder	

Copy it
Paste It
Rename it to VUAths 11

📁 SportsTrak			
📁 5Star			
📁 Cases21			

📁 TestData			
📁 VUAths10	4/03/2010 11:27 AM	File folder	
📁 VUAths11	4/03/2010 11:47 AM	File folder	

Clean out 2010 competitors and results from VUAths 11

To do this:

Run SportsTrak

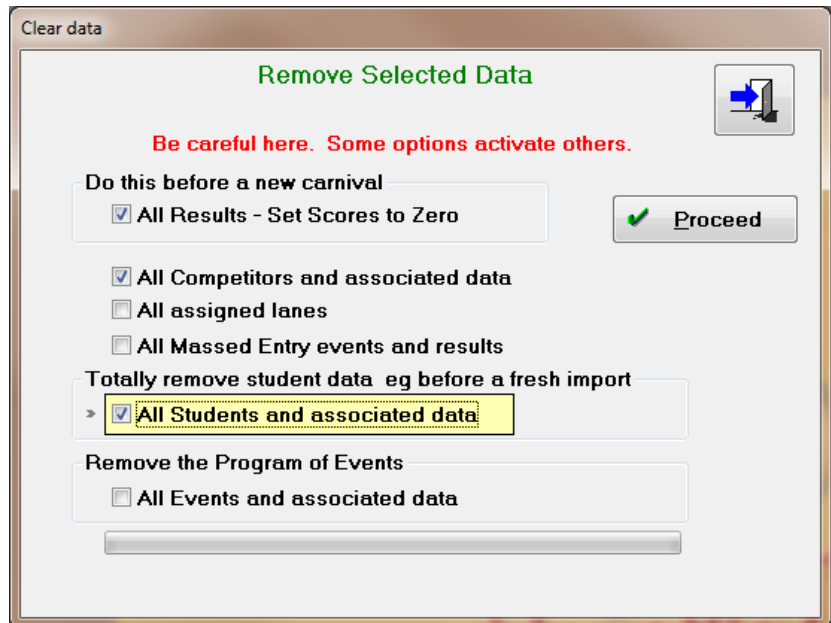Set the data path to VUAths 11 using this button

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

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.