

TRACK 2000 GOLD & MEET MANAGER CHEAT SHEET

This is intended as a *reminder / reference sheet* for running a *typical meet*. For details, see the user's guide that came with your software.

STARTING A NEW MEET

Start Meet steps

1. Click **Meet Entry** on the main menu.
2. Click **Add Meet** under **Full Results Meets**. The Meet Information screen will display with blank values. Fill in the appropriate fields, and click **OK** to begin the meet. *Note: The date cannot be changed once you've clicked OK!*

Click OK:



Select Teams and Events for the Meet

1. First, select the teams that will be at your meet by clicking **Select Teams** (see below, left).
2. The selected list of events for men and women appear in the *Men's Events* and *Women's Events* boxes. If these are incorrect, in the wrong order, or simply not there, click **Select Events at This Meet** to change (see below, right).

Click Select Teams



Click Select Events At This Meet



SELECT TEAMS

Select Teams steps

1. *Single-click* on the teams in the *left-side box* that you wish to add to the meet.
2. Click **Add Team(s)**.
3. Click the **x** in the upper right-hand corner to return to the main meet screen (above, right).

SELECT EVENTS

Select Events steps

1. *Single-click* the events in the *men's left-side box*, then click **Add Event(s)**. Repeat for women.
2. You may change the *order of events* if desired (this affects how they appear on the main meet screen above, and how events will print for meet results). To do so, *double-click* an event in the *Selected Events* box. Repeat for all events.

ENTER ATHLETES FOR SEEDING

Seeding Steps (Hand-enter entries)

1. Add the men's and women's **rosters** for the team you wish to process (options from the Main Menu).
2. Go into the meet.
3. Click **Team Super Seed** under **Men's Events** or **Women's Events**. See below:

Seeding Steps: Automatic Entries via Disk/Email

Several weeks before the meet, go to **Entries Options** from the Main Menu. **Create** the entries diskettes to send to visiting coaches, and send these with your coaches' meet packets. To receive entries (by diskette or email) go back into **Entries Options** and **Receive Entries**. To confirm the receive, go into the meet, click **Team Super Seed**, and review the entries.

Super Seed steps

1. Click on a **team** in the lower left to display their **roster**. The list of **events** for the meet appears in the top box.
2. **To enter an athlete** into his event, **single-click** an **empty slot** in the event. Then **single-click** the **name** in the roster list. If the athlete you want isn't on the roster, **double-click** an empty slot and add him.
3. A screen appears to type in a seed mark (optional).
4. There are **6 slots per event**. To increase or decrease that, click a different number in the **Slots per event** drop-down.
5. **To enter a team** into a relay, **double-click** on an empty relay slot. Type in an overall mark if desired. **You cannot enter team members on this screen** (use the individual seeding screen instead).

Click Team Super Seed

PRINT SEED LISTS/SCRATCH FORMS

Print forms steps

1. Once everyone is seeded, click **Pre-Meet Prints** under **Men's Events** or **Women's Events**.
2. Click **Print Initial Seeding for All Events** to print a **ranking list** of entries by event.
3. Click **Print Initial Entries by Team** to print the **scratch forms** for coaches. You have the option to print all teams at once (by **athlete** or by **event**), or to print teams individually.

Notes for Processing Scratches!

1. Draw up **field event flights** and print out the judges forms the **night before** the meet, as these forms are generally needed first thing in the morning (see next page for instructions). The judge can make scratches/additions on the form itself.
2. Process scratches for **races** on meet day, using the forms printed from the screen to the left. When a coach hands you his sheets, go into **Team Super Seed** and make the changes there (sheets are modeled after the Super Seed screen).
3. Draw up the **preliminary races** as soon as all scratches are processed, and send those forms out to the track. Draw up and print the other races **in the order they are needed** (see next page for instructions on all types of races).

SET UP HEATS/FLIGHTS

Go into the meet, and double-click an event.

Dbi-click an event:

Click Set Up Flights/Heats.

Individual Field Event

Generate 1st round or finals

Ed Team	Name	Num	Fl Team	Name	Sd Num
1 TAYLOR	Shepherd, Scott		1 HILLS	Bayer, Abe	8
2 OLIVET	Brom, Andre		1 RIO GRND	Roberts, Scott	7
3 HILLS	Hammerick, Marc		1 HILLS	Carver, Mate	6
4 ALBION	Owens, Jared		1 ALBION	Venegoni, Marc	5
5 ALBION	Venegoni, Marc		1 ALBION	Owens, Jared	4
6 HILLS	Carver, Mate		1 HILLS	Hammerick, Marc	3
7 RIO GRND	Roberts, Scott		1 OLIVET	Brom, Andre	2
8 HILLS	Bayer, Abe		1 TAYLOR	Shepherd, Scott	1

1. The system shows an event setup based on participants and current rules.
2. Pole Vault and High Jump have special hit-or-miss forms -- leave the default values for 1st round attempts at 0, # advancing at 0, and final round attempts at 99!
3. When setup is correct, click 1st Round or Finals under Generate New:

1. Click Print Judge's Form if everything is correct.
2. To move athletes around in the flight assignments list, *single-click* a name in the Master Seed List, *single-click* a flight slot, then click Move Athlete to Flight Slot.
3. To scratch an athlete, *single-click* their name in the Flight Assignments list, then click Scratch Athlete.
4. To change an athlete flight #, *double-click* his flight slot.

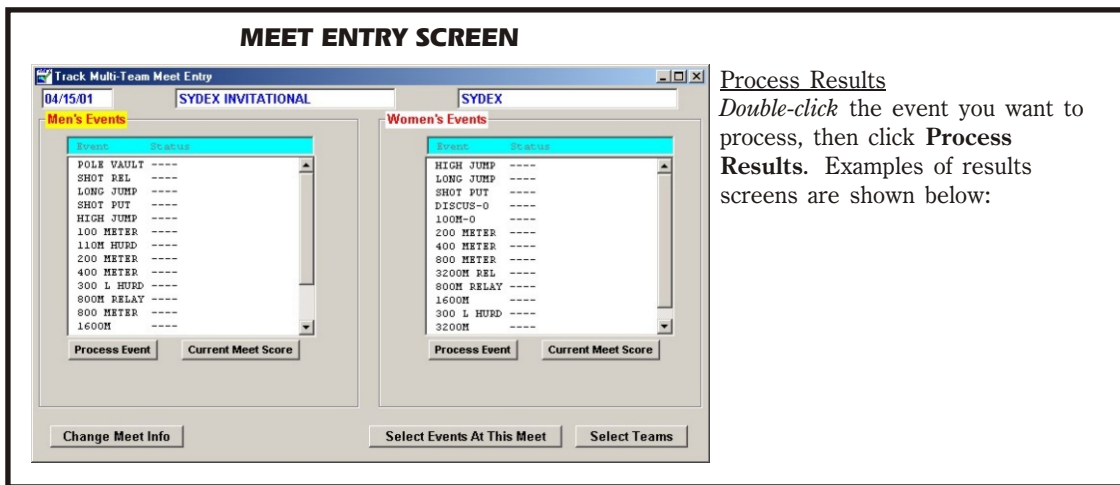
Lane Races (100, 200, hurdles, 400)

1. The system draws heats based on participants and current rules. Shorter races have prelims, longer races are run in final heats.
2. Make sure that the **number advancing** from preliminary races exactly fills the next round (see example above: prelims to finals).
3. When setup is correct, click the appropriate round (Prelims, Quarts, Semis, or Finals) under Generate New. Print several copies of the judge's form.

Alley Races (800 and longer)

1. Alley races are typically run as **Final Heats**.
2. Try to put as many athletes as possible into the **Fast Heat**, but do not overcrowd. You can have up to 20 alleys on the track (interpret as up to 20 athletes across the starting line, with athletes lined up behind them if needed).
3. Click **Finals** under Generate New. Print several copies of the judge's form.

PROCESS RESULTS



Process Results
Double-click the event you want to process, then click **Process Results**. Examples of results screens are shown below:

INDIVIDUAL FIELD EVENT

Event Result Control
Men's LONG JUMP

Attempts

Event	Status
Attempt 01 Generated	

Generate Finals from Attempts ==>>>

Finals

Event	Status

Buttons: Add, Change, Remove

1. You will see an attempt or final listed. Double-click it to enter results. Enter only the *best mark* for each athlete.
2. For events set up as attempts: after entering results, exit back to this screen, and click **Generate Finals from Attempts**. This creates the final result and scores the event.
3. To change an existing attempt (you will see attempts listed in the appropriate box as you complete them), *double-click* it, or *single-click*, then click **Change**.
3. To delete an attempt, *single-click* it, then click **Remove**.

INDIVIDUAL RUNNING EVENT

Event Result Control
Men's 300 L HURD

Prelims

Event	Status

Quarts

Event	Status

Semis

Event	Status

Final Heats

Event	Status
Heat 01	Done
Heat 02	Done
Heat 03	Done

Final Result

Event	Status
Final	Done

Buttons: Add, Change, Remove, Remember, Generate Finals from Heats

1. You will see races under the round you generated. Double-click the 1st one to begin.
2. For events with prelims or semis: after you've entered results for those races, exit back to the main meet screen, go to **Set Up Flights/Heats**, and generate the next round of races.
3. For events run as final heats: after entering results, exit back to this screen and click **Generate Finals from Heats**. This creates the final result and scores the event.
4. To delete a race, *single-click* it, then click **Remove**.

RESULTS SCREEN

Event Results
RESULTS POLE VAULT Final# 01

Plc#	Ln/F	Team	Last	First	Mark	Tie NP
1		HILLS HS	MCNEW	CASH	14'01.00"	4.29M
2		ALBION	CAMPBELL	JESSIE	13'00.00"	3.96M
3		HILLS HS	HARRIS	JEREMY	12'06.00"	3.81M
4		ALBION	GARDENHIVE	GREG	12'00.00"	3.65M
5		ALBION	CRUMBSY	DONNY	11'06.00"	3.50M
6		AA HURON	NORONHA	JASON	10'06.00"	3.20M

Buttons: Change Athlete, Remove Athlete, Resort, Clear No Marks, Print Event, Old-Style Results Entry

Add New Athletes To Event

Team: HILLS HS

Roster List

- BELL, JORDAN
- BUDD, RYAN
- DYE, SHANE
- GREENLEE, LAMONT
- HARRIS, JEREMY
- KAPUT, DAN
- KNAPP, ERIC
- LARUE, JASON
- MCNEW, CASH
- MILLER, TACH

Entering Results steps

1. Athletes appear in the same order as on the judge's form. Double-click the first athlete to type in the mark. Click OK to confirm. Repeat for all athletes.
2. You can alternatively click **Old-Style Results Entry** for the pre-2002 version results screen. It allows you to put all marks in on the same screen. Click *DONE* to return to this screen.
3. To scratch an athlete, single-click his name, then click **Remove Athlete**.
4. To make substitutions, single-click the athlete you want to replace. Click the sub's Team from the drop-down, and select his name from the roster list.
5. When finished, click **Print Event**. If this is the final results for an event, you will see an updated current score on the result.