

# TRACK 2000 GOLD 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

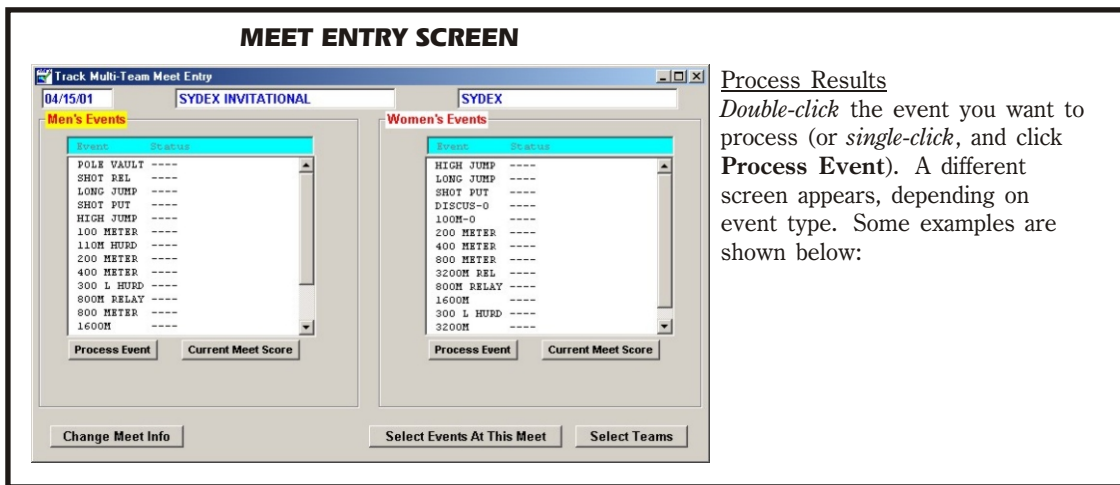
1. *Single-click* on the teams in the *left-side box* that you wish to add to the meet. They will be highlighted.
2. Click **Add Team(s)** to move the teams you have clicked on into the *Selected Teams* box.
3. Click the **x** in the upper right-hand corner to return to the main meet screen (above, right).

## SELECT EVENTS

### Select Events steps

1. *Single-click* the events in the *men's left-side box* that need to be added to the meet, then click **Add Event(s)**. They will appear in the *Selected Events* box. Repeat for women.
2. You may change the *order of events* if desired (this effects 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, and change the event order. Repeat for all events.

# PROCESSING RACE AND FIELD EVENT RESULTS



Process Results  
 Double-click the event you want to process (or *single-click*, and click **Process Event**). A different screen appears, depending on event type. Some examples are shown below:

## INDIVIDUAL FIELD EVENT

**POLE VAULT**

Event Result Control

Men's POLE VAULT

Attempts

Generate Finals from Attempts ==>>>

Finals

Add Change Remove

Add Change Remove

1. To add a new attempt, click **Add** - under *Attempts* if you will be entering in all the attempts for the event, or under *Finals* if you will be putting in just the best mark for each participant.

2. 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**.

Note: The **Generate Finals From Attempts** button is only used if you added all the preliminary attempts. It will automatically create the final result from those attempts.

## INDIVIDUAL RUNNING EVENT

**300M HURDLES**

Event Result Control

Men's 300 L HURD

Prelims

Quarts

Semis

Final Heats

Final Result

1. To add a new race, click **Add** under the appropriate heading: Prelims, Quarterlies, Semis, Final Heats, or Finals.

2. To change an existing race (you will see races listed in the appropriate box as you complete them), *double-click* it, or *single-click*, then click **Change**.

3. To delete a race, *single-click* it, then click **Remove**.

Note: The **Generate Finals from Heats** button is only used if you entered final heats for the race. It will automatically create the final result from those heats.

## RESULTS SCREEN

Event Results

RESULTS POLE VAULT Final# 01

Ref#	Ln/F	Team	Last	First	Mark	Tie	MF
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	GAJEENHIVE	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	
7							
8							
9							
10							
11							
12							

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
- MULLER, TACH

Add New Athlete

### Entering Results steps

Note: The example at left is for an individual field event. For the other event types (ind. races, relay races, fld. evt. relays), consult the manual.

1. Click on an empty slot in the results box (Ref# 1 is for the 1st place finisher, etc.).
2. Select the athlete's *team* from the drop-down to reveal the roster, then click the athlete *name* to put him into the slot.
3. A detail screen appears for you to type in the athlete mark. Do so, then click **OK**.
4. Repeat for all athletes in the event.
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.