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1. Introduction

All Event programmes follow the same layout and method of data entry.

Only shaded cells (grey or yellow) can be edited. Each programme has its own Custom event menu (e.g. U15B Pentathlon) that is used to navigate within and between programmes, print results, print field cards, print lane draws, etc.... This can be accessed from the Top menu bar (Excel 2003 & earlier) or the Add-in tab (Excel 2007 & later) or from the right mouse click menu (all versions of excel, by right clicking on the main spreadsheet window, not menu area).

Macros MUST be enabled for the programmes to work.

Excel 2003 and Earlier:-

To check/change your macro security level open Excel and select the Tools > Macro > Security Menu option.

Either Medium or Low must be selected. When Medium is selected you will be given the option to Enable or Disable Macros when opening each programme. Low is not recommended.

Excel 2007 and later:-

Save the Result Programme(s) in a trusted location.

To create a trusted location click the **Microsoft Office Button** , and then click **Excel Options**.

Click **Trust Center**, click **Trust Center Settings**, and then click **Trusted Locations**. Click **Add new location**.

(Note: It is recommended that you don't make your entire Documents or My Documents folder a trusted location. Create a subfolder within Documents or My Documents, and make only that folder a trusted location.)

In the **Path** box, type the name of the folder that you want to use as a trusted location, or click **Browse** to locate the folder.

If you want to include subfolders as trusted locations, select the **Subfolders of this location are also trusted** check box.

In the **Description** box, type what you want to describe the purpose of the trusted location & Click **OK**.

{Hint – in Excel 2007 & later save as 'Excel Macro-Enabled Workbook' to decrease the file size}

Check www.CheshireAA.com/CE/Multi-Events_results_programmes.aspx for the latest version of the programmes.

2. Programme set-up

From the Custom Event menu select View > Declarations and Set-up to access the declarations and set-up page.

N.B. The Programme set-up can be changed at any time before or during the meeting. The details common to all programmes can be automatically entered into all files in use using the CE Programme Set-up file, see details below.

Meeting Details (Required)

The Meeting Title, Date and Venue are required data as these are included on the printouts and are used for creating the results files.

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- The Meeting Title must be exactly the same on all age group programmes in use to amalgamate the results output as this is used to identify the results file.
- Enter the event start date in dd/mm/yy format. For 2-day events the end date will automatically appear below the entered start date.
- Within the main meeting you have the option to define up to 5 sub competitions. It is recommended to keep the sub competition names short. Each sub competition defined will add a new column to the results summary page. You can also select the number of medals to be awarded in the sub competition and these will be highlighted on the summary page, if left blank it will be assumed to be 3.

Event Best Performer		Level																														
		10.7	6.95	13.45	2	48.5	14.4	44.35	4.7	58.25	3.49.3																					
AAA G1																																
AAA G2																																
AAA G3																																
No.	Name	Club / Team	Nat	DOB	1	2	3	4	5	Score	100m	LJ	Shot	HJ	400m	Hurdles	Discus	PV	Javelin	1500m	Age on 31-Dec-2006	Athlete Declared	Hurdles Heat	100 Heat	400 Heat	Shot Pool	Long Jump Pool	High Jump Pool	Discus Pool	Pole Vault Pool	Javelin Pool	
1021	Richard Allan	Australia	AUS	01/12/1979						10.71	7.48	14.48	2.05	43.10	15.17	48.17	4.50	55.48	5.00.2	27.0m 30d	27y 0m 30d	y										
1036	Jason Dudley	Australia	AUS	10/11/1984						11.23	7.33	15.11	2.00	43.50	14.50	49.68	5.00	68.96	5.03.2	23y 1m 21d	23y 1m 21d	y										
1056	Matthew McEwen	Australia	AUS	18/01/1974						10.83	7.23	15.08	2.07	48.94	14.84	44.98	4.80	61.60	4.37.8	35y 2m 15d	35y 2m 15d	y										
1345	Dean Macey	England	ENG	12/02/1977						10.59	7.77	15.77	2.25	45.21	14.34	48.34	4.80	64.62	4.26.0	29y 0m 19d	29y 0m 19d	y										
1482	Dale Garland	Guernsey	GUE	13/10/1980						7.71	11.00	6.80	10.85	1.98	45.83	14.30	31.88	3.75	63.37	4.24.00	26y 3m 18d	26y 3m 18d	y									
1562	Maurice Smith	Jamaica	JAM	28/03/1980																	26y 3m 3d	26y 3m 3d	y									
1750	Guillaume Thierry	Martinus	MRI	15/03/1986						11.34	6.99	14.80	1.83	52.99	15.81	43.38	4.20	50.08	5.05.8	20y 3m 18d	20y 3m 18d	y										
1945	Erent Nevzjak	New Zealand	NZL	31/01/1985						11.13	7.07	14.37	1.96	49.56	14.69	41.66	4.70	51.59	4.40.8	23y 1m 0d	23y 1m 0d	y										
1907	Jora Singh	India	IND	20/02/1979																	27y 10m 18d	27y 10m 18d	y									
1784	Lee Okoroako	Nigeria	NGR	12/03/1975						10.40	7.29	12.31	2.03	49.00							31y 3m 18d	31y 3m 18d	y									
1821	Brendan McCoville	Northern Ireland	NIR	03/01/1979						11.34	6.87	13.00	2.03	43.48							27y 1m 28d	27y 1m 28d	y									

Results Configuration (Optional)

- Within the main meeting it is possible to have a team competition. Select Y/N from the 'Team Results' drop down list, and if selecting Y also select the number of athletes to count in a team (3, 4, 5, or 6, default = 3). The team results will be displayed and printed below the individual results on the results summary page. *(Note: Only 1 team per team/club will be calculated automatically, if a B, C, etc.. team is entered you will need to manually change the Club / Team name on the declaration page, e.g. England → England "B")*
- It is possible to calculate team positions based on the first part (e.g. 3 characters) of the entered Club/Team name, e.g. ENG/Macclesfield. Enter the number of character to use as the team name in the Team name length box. *(Note: For uneven length team names append spaces to make up to the maximum length e.g. ENG /Macclesfield)*
- Select Y/N from the 'Display Nationality' drop down list. If Y is selected, an additional column will be displayed (if YoB not displayed, same column used) on the results summary page, with the text entered in NAT column. *(Note: This does not have to be Nationality, you could enter County, Area, etc...)*
- Select Y/N from the 'Display YoB' drop down list. If Y is selected, an additional column will be displayed (if Nationality not displayed, same column used) on the results summary page with the 4-digit year of birth displayed, as entered in the DOB column.

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- Select Y/N from the 'Display event rankings' drop down list. If Y is selected the results summary page will show the athletes ranking in each event and their total score ranking after each event.
- Select Y/N from the 'Print track summary' drop down list. If Y is selected, when track results are printed they will be printed as entered (by heat) and in event position order.
- Select Y/N from the 'Print Summary on A3' drop down list. If Y is selected a printer setup box will appear, select A3 your printer to be used and click OK. This will automatically add the printer name to the A3 Printer box.
- A custom results page footer e.g. 'sponsored by xxxx' can be added by entering the desired text in the box below the event order configuration.
- Select 1, 2, 3 or 4 copies of Track Draws, Jumps Cards, Throws Cards and Blank Field cards to be printed by default, if left blank it will be assumed to be 1.
(*Note: Only 1 copy of wind speed cards will be printed*)

Additional Masters & Ultra Multi-Events Programme Results Configuration:

- Select By Category Score, By Category & Score, By Standard score from the Summary Sort drop down list (Category Score – all athletes ranked as a single competition, Category & Score – Each age category ranked separately, Standard Score – all athletes ranked according to standard scoring {Ultra Multi-events only}).

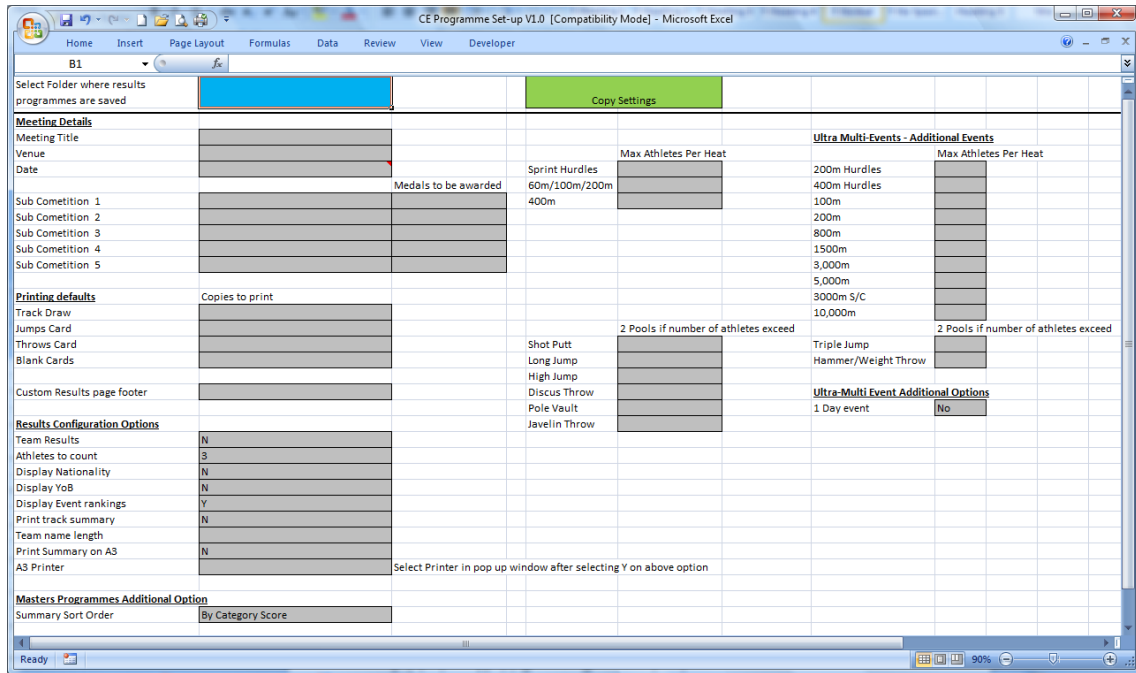
Statistics Configuration (Optional)

- Up to 5 achievement levels for the event score can be defined. Enter the score required to achieve a level and a short text description of the level (e.g. 2600, AAA G1). The highest level achieved will be displayed under the total score on the results summary page. (*Note: For Masters results this applies to the standard score. A single achievement level can be defined for the age graded score – see [section 2.3](#)*)
{*Hint – You can define 2 levels for a single score e.g. AAA G1 & CBP, see screen shot above*}
- A CBP for each of the 5 sub competitions can be entered and if beaten this will be displayed on the results summary page under the sub competition ranking.
- Individual event best performances can be defined and if any event bests are entered for the meeting (underneath athletes personal bests) and bettered then an ^ will be displayed next to the result on the results summary.
(*Note: An ^ will be displayed for all athletes whose results better the event best*)
- Up to 5 achievement levels for individual events can be defined. Enter the performance required to achieve a level and a short text description of the level (e.g. 12.0, AAA G1). The highest level achieved will be displayed on the event results page only.

Multi programme Set-up with CE Programme Set-up file

- In the CE Programme Set-up file click on the blue box to display the folder select screen, select the folder where all results files in use are saved and click OK.
(*Note: Other files can be in this folder, they will be ignored by the set-up file*)
- Enter all meeting details and configuration options that you require, noting that some options only apply to masters results programmes or ultra multi-events programmes.
(*Note: 1 day events, e.g. Pentathlon that occur on 2nd day will need the date correcting in the event result file.*)
- Click on green copy settings box to add all entered details in to results files. Set-up complete message will be displayed when finished.

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2.1 Indoor Multi-Events Event selection

For Indoor pentathlon programmes 60m, 800m or 1000m can be selected as the 5th event. (Note: It is not essential to enter results in the event order displayed on the results summary)

From the Custom Event menu select View > Declarations and Set-up to access the declarations and set-up page.

Select 60m or 800/1000m as required from the Event 5 drop down list. This will automatically update the results summary page and Custom Event menu links. (Note: 1000m is only available for U20, Senior and Masters Men Programmes)

2.2 Result Entry Configuration

For field events you have the option to enter (and print) the best attempt only or all attempts.

To set all field events to use Best Only/Full Entry select Result Entry Configuration > Best Only/Full Entry – All Field on the Custom Event menu as required. (Note: current selection is indicated by , if 2 are displayed it means 2 different options have been selected for events individually)

Individual Field events result entry can also be configured from the Custom Event menu, select Result Entry Configuration > {Event} – Full Entry/Best Only entry as required.

The Long & Triple Jump wind speed entry option automatically changes based on the selection to print or not print wind speed reading cards when printing Long & Triple Jump field cards (see [section 5.1](#) for printing instructions). To change the configuration manually, select the Result Entry Configuration > {Event} – Wind Speed Entry/ No Wind Speed menu option as required.

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If any entered data will be lost when changing the result page configuration you will receive a warning asking if you want to continue. Click Yes/No as required.

By default the distance event results entry page shows a restricted number of rows per heat (number depends on the distance), but up to 16 results can be entered for each heat. From the Custom Event menu select Result Entry Configuration > {Distance} – Show all result entry rows to show all 16 rows.

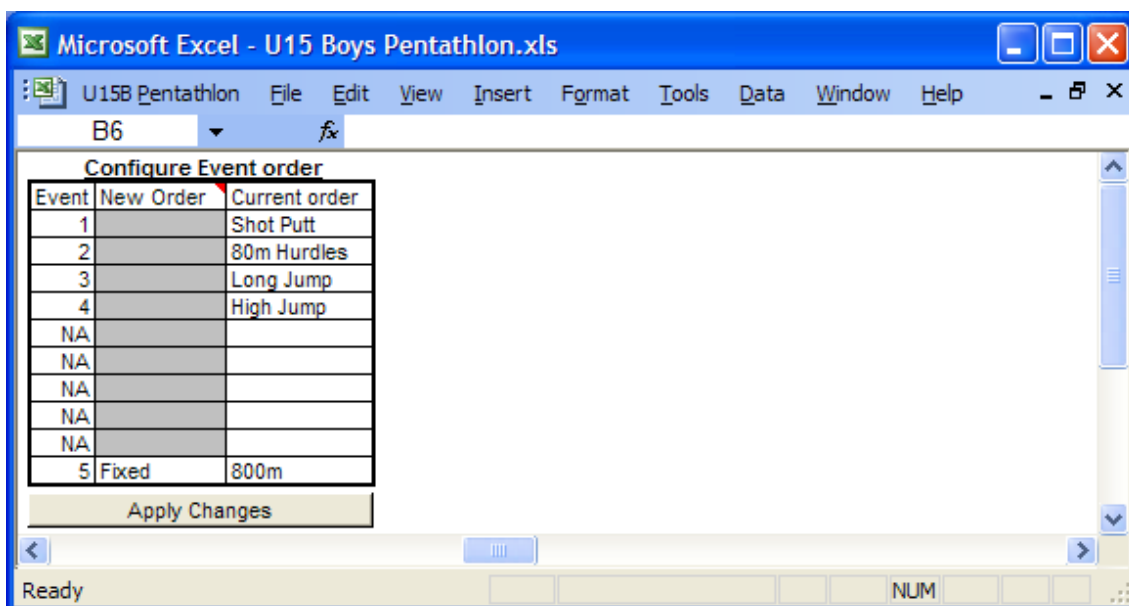
(Note: When the distance event results are printed or viewed the display returns to the default rows, plus any additional rows with data in)

2.2.1 Configure Event Order

To Change the event order select Result Entry Configuration > Change Event Order on the Custom Event menu.

Select each event (except distance event) from the drop down list once in the New Order column against the event number.

When all events have been selected in the desired order, click on the Apply Changes button.



2.3 Configure Masters Age Factors & Implements

To change the Age category event age factors, implement weights, hurdle distances and age graded achievement level select Result Entry Configuration > Age Factor and implements on the Custom Event menu.

Age Category	Event Age Factors										Throwing Implement Weights			Distance (m)	Age Graded Score	Level e.g. NR
	100m	LJ	SP	HJ	400m	Hurdles	Discus	PV	Javelin	1500m	Shot Weight (Kg)	Weight (Kg)	Weight (g)			
M100	0.242	11.93	5.898	3.5	0.242	0.323	6.233	6.14	13.64	0.242	3	1	400	80		
M95	0.493	4.613	3.4663	2.663	0.319	0.478	3.974	4.093	5.672	0.318	3	1	400	80		
M90	0.576	3.044	2.4544	2.207	0.436	0.615	2.916	3.07	3.581	0.442	3	1	400	80		
M85	0.832	2.355	1.8998	1.966	0.527	0.738	2.303	2.56	2.616	0.548	3	1	400	80		
M80	0.689	2.051	1.7816	1.81	0.608	0.861	1.903	2.233	2.061	0.624	3	1	400	80		
M75	0.742	1.855	1.5043	1.676	0.664	0.944	1.622	1.98	2.01	0.669	4	1	500	80		
M70	0.788	1.693	1.3017	1.561	0.732	0.994	1.413	1.779	1.746	0.723	4	1	500	80		
M65	0.812	1.557	1.4719	1.461	0.792	0.833	1.251	1.614	1.65	0.754	5	1	600	100		
M60	0.837	1.441	1.2703	1.373	0.817	0.902	1.123	1.478	1.48	0.785	5	1	600	100		
M55	0.863	1.342	1.2736	1.295	0.843	0.909	1.098	1.363	1.406	0.818	6	1.5	700	100		
M50	0.892	1.255	1.1468	1.225	0.872	0.975	1	1.264	1.279	0.855	6	1.5	700	100		
M45	0.922	1.179	1.1131	1.162	0.902	0.917	1.05	1.179	1.228	0.895	7.26	2	800	110		
M40	0.955	1.111	1.0271	1.106	0.935	0.956	1	1.105	1.128	0.939	7.26	2	800	110		
M35	0.989	1.051	1	1.055	0.97	1	1	1.039	1.043	0.987	7.26	2	800	110		
M	1	1	1	1	1	1	1	1	1	1	7.26	2	800	110		

Reset Values to

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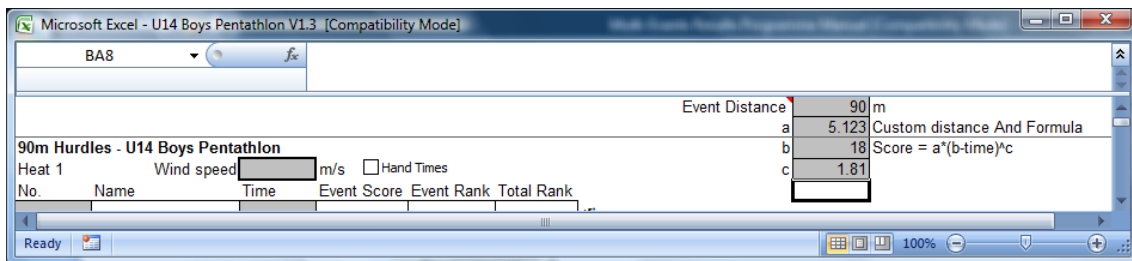
Default values are set to the WMA (www.world-masters-athletics.org) 2006 tables or IAUM (www.icosathlon.net/www.icosathlon.com) for ultra multi-events. Click Reset Values to Defaults button to restore values, indicated by top left heading. To update values (new tables, etc...) enter new values as required, top left heading will then change to 'Custom table'.

Enter the age graded score required to achieve a level and a short text description of the level (e.g. 6600, NR). If achieved the level will be displayed under the category score on the results summary page.

2.4 Configurable Event Score Formulas


For U14 & U16 Outdoor programmes the hurdles distance and scoring formula are configurable and all events scoring formulas in U11 programmes are configurable.

On the event result entry page enter the hurdles distance (if applicable) and enter constants a, b and c to be used in scoring calculation (Track – $a*(b-\text{time in sec})^c$, Jumps $a*(\text{Distance in cm})^c$, Throws $a*(\text{Distance in m})^c$).



2.5 Zoom

To quickly change the viewing zoom level on all pages select the Zoom > Set Zoom to xx% on the Custom Event menu.

The current selection is indicated by .

3. Declarations

From the Custom Event menu select View > Declarations and Set-up to access the declarations and set-up page.

Enter each athletes Number (No.), Name, Club/Team, Nationality/County, etc.. (if required) and Date of Birth (DOB).

(Note: Once an athletes DOB has been entered their age on the appropriate cut off date will be displayed and a warning will be displayed if the athlete is not eligible for the age group. In Masters programmes the athletes category will be automatically calculated)

If any sub-competitions have been defined (see [section 2](#)), type or select "Y" for each sub-competition the athlete is entered in. Leave Blank or select "N" if the athlete is not entered in the sub-competition.

For an athlete to be included in Track draws, Field cards and the results summary "Y" **MUST** be selected or typed in the Athlete declared column, if this is not completed it

will be automatically be completed after the 1st event for all athletes entered on results page. Leave Blank or select “N” if the athlete does not start the competition.


(Note: Once the competition has started an athlete will no longer appear on Track draws or Field cards if they do not start any event or withdraw (DNS or WD selected – see sections [4](#) & [5](#))

3.1 Athlete Personal Bests

If any personal bests (total score and individual event) are entered for an athlete then an * will be displayed next to the result on the results summary if a personal best is achieved.

Personal Bests can also be used for assigning athletes to heats & pools. *(See section [4.1](#) & [5.1](#))*

3.2 Printing Declarations

From the Custom Event menu select Print Declarations .

(Note: Cell shading is removed before printing)

4. Track Events

Note: Set copies of track draws to be printed on the declarations and set-up page

4.1 Printing Lane Draws (Automatically Completed)

From the Custom Event menu select View > Declarations and Set-up to access the declarations and set-up page. Select or enter 4 – 8 in the ‘Max athletes per heat’ box.

(Note: Only applies to short track events. If left blank 6 will be used)

(Note2: For long track events athletes are automatically assigned to heats based on their position after the penultimate event, with the top athletes in the last heat.)

(Note 3: For Masters programmes athletes will be sorted by age category)

From the Custom Event menu select Print Lane Draws > {Event}.

If results have already been entered for an event, you will get a prompt asking if you want to print the lane draw.

When lane draws are printed, only declared athletes (‘Y’ selected in the Athlete declared column – see [section 3](#)) will be printed, except when no athletes are declared, you will get the option to print all entered athletes.

4.1.1 Printing Lane Draws – Short Track Events – Hurdles & 60m to 400m (Manually Completed)

Athletes can be manually assigned to heats by selecting 1 – 13 in the heat column. If manual assignment is used then any declared athletes without a heat assigned will be assigned automatically to even out the number of athletes in each heat.

If manual heat assignment is not used, athletes will be put into heats based on any entered PB’s (Fastest athletes in the last heat). Any declared athletes without a PB entered will be assigned according to their current position to even out the number of athletes in each heat.

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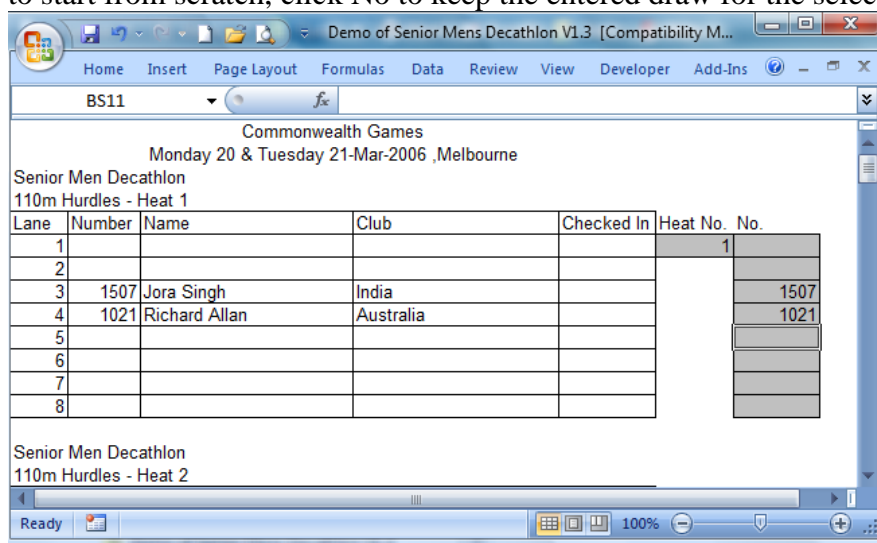
If no PB's are entered and no heats manually assigned athletes will be assigned to heats based on their current position.

When printing, if more athletes have been assigned to a heat than defined in the 'Max athletes per heat' box you will be asked to change the heat assignments or increase the maximum per heat. If the highest manually assigned heat number is greater than the number of required heats it will automatically be changed to the highest unused heat number. If there are no unused heats within the number of required heats these athletes will be split to even out the number of athletes in each heat.

You can also do a full manual set-up and assign athletes to lanes.

From the Custom Event menu select Print Lane Draws > Manual {Event} Draw Set-up

If a manual set-up exists you will be asked if you want to Clear current draw, click Yes to start from scratch, click No to keep the entered draw for the selected event.



Lane	Number	Name	Club	Checked In	Heat No.	No.
1					1	
2						
3	1507	Jora Singh	India			1507
4	1021	Richard Allan	Australia			1021
5						
6						
7						
8						

Enter the 1st heat number (up to 5 heats can be printed per page). Enter the athletes numbers against the required lane and heat.

From the Custom Event menu select Print Lane Draws > Print Displayed Draw.

4.1.2 Printing Lane Draws – Long track events – 600m + (*Manually Completed*)

From the Custom Event menu select Print Lane Draws > Manual {Event} Draw Set-up

If a manual set-up exists you will be asked if you want to Clear current draw, click Yes to start from scratch, click No to keep the entered draw.

Enter the 1st heat number (up to 4 heats can be printed per page).

Enter the number of athletes in each heat (assigned in reverse rank order).

To start with the last placed athlete, leave Start Rank blank or to start with a different placed athlete, enter their position in the Start Rank box. The total number of athletes expected in the last event is displayed in the max rank box.

From the Custom Event menu select Print Lane Draws > Print Displayed Draw.

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Commonwealth Games Monday 20 & Tuesday 21-Mar-2006, Melbourne								
Senior Men Decathlon 1500m - Heat 1								
Lane	Number	Name	Club	Checked In	Total Score	Heat No.	No. Athletes	Start Rank
1	1750	Guillaume Thierry	Mauritius		6210	1	4	
2	1055	Matthew McEwen	Australia		6762	2		Max Rank 8
3	1021	Richard Allan	Australia		6892	3		
4	1482	Dale Garland	Guernsey		6652	4		
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Senior Men Decathlon 1500m - Heat 2					
Lane	Number	Name	Club	Checked In	Total Score
1	1846	Brent Newdick	New Zealand		6913
2	1035	Jason Dudley	Australia		7463
3	1562	Maurice Smith	Jamaica		7329
4	1345	Dean Macey	England		7426
5					

4.2 Result Entry – Short Track Events – Hurdles & 60m to 400m

From the Custom Event menu select View > {Event} Results Entry.

England Championships Sunday 01-July-2007, Birmingham						
80m Hurdles - U15 Boys Pentathlon						
Heat 1 Wind speed <input type="text" value="-1.2"/> m/s <input type="checkbox"/> Hand Times						
No.	Name	Time	Event Score	Event Rank		
86	J Bloggs	11.12	805	1	1 st	AAA G1
87	J Doe	11.23	792	2	2 nd	AAA G1
88	A Athlete	11.65	745	3	3 rd	AAA G1
89	B Smith	11.98	709	4	4 th	AAA G1
90	C Jones	12.03	703	5	5 th	AAA G2
91	D Johnson	12.09	697	6	6 th	AAA G2
92	E Willimas	12.64	639	7	7 th	AAA G3
93	F Peters	13.98	507	8	8 th	AAA G4

Select Hand Times check box per heat as appropriate (if changed from electronic to hand timing after times have been entered the 1/100th s will be hidden, but still available and the score will be calculated using the displayed time).

If a wind reading is available, enter it in the Wind reading box per heat in x.x or -x.x format.

Enter the athletes' number.

Enter time in SS.SS or SS.S format for electronic and hand timing respectively, or select DNS, DNF, DQ, WD from drop down list. If a partial time is entered it will automatically be zero filled, e.g. 12 → 12.00, 12.2 → 12.20, etc...

4.3 Result Entry – Long track events – 600m +

See [section 2.2](#) for details of configuring the result entry page.

From the Custom Event menu select View > {Event} Results Entry.

Select Hand Times check box per heat as appropriate (if changed from electronic to hand timing after times have been entered the 1/100th s will be removed).

Enter the athletes' number.

Enter time in M.SS.SS or M.SS.S format for electronic and hand timing respectively, or select DNS, DNF, DQ, WD from drop down list. If a partial time is entered it will automatically be zero filled, e.g. 2 → 2.00.00, 2.2 → 2.20.00, etc... (If ':' is typed this will automatically be replaced by '.').

5. Field Events

See [section 2.2](#) for details of configuring the entry of field event results.

Note: Set copies of field cards to be printed on the declarations and set-up page

5.1 Printing Field cards (Automatically Completed)

From the Custom Event menu select View > Declarations and Set-up to access the declarations and set-up page. Enter a value between 6 and 50 in the '2 Pools if No. Athletes exceeds:' box.

(Note: If left blank 19 will be used)

Athletes can be manually assigned to pools by selecting 1 or 2 in the pool column. If manual assignment is used then any declared athletes without a pool assigned will be assigned automatically to even out the number of athletes in each pool.

If manual pool assignment is not used athletes will be put into pools based on any entered PB's. Any declared athletes without a PB entered will be assigned automatically to even out the number of athletes in each pool.

If no PB's are entered and no pools manually assigned athletes will be assigned to pools based on their current position.

From the Custom Event menu select Print Field Cards > Print All/ {Event}.

(Note: Depending on the method of assigning athletes to pools there may be a delay before printing while the card is prepared)

(Note 2: For Masters programmes athletes will be sorted by age category for throwing events)

If results have already been entered for an event, you will get a prompt asking if you want to print the field card.

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When field cards are printed only declared athletes ('Y' selected in the Athlete declared column – see [section 3](#)) will be printed, except when no athletes are declared, you will get the option to print all entered athletes.

If no results have been entered for an event then the athletes No. And name will be pre-filled on the results page in the order they appear on the field card.

When printing Long & Triple Jump card(s) (Individually or Print All) you will be given the option to print wind-reading cards. The option selected for printing LJ & TJ wind cards will automatically change the result entry page configuration as appropriate, see [section 2.2](#) to change manually.

5.1.1 Printing Field cards (Manually Completed)

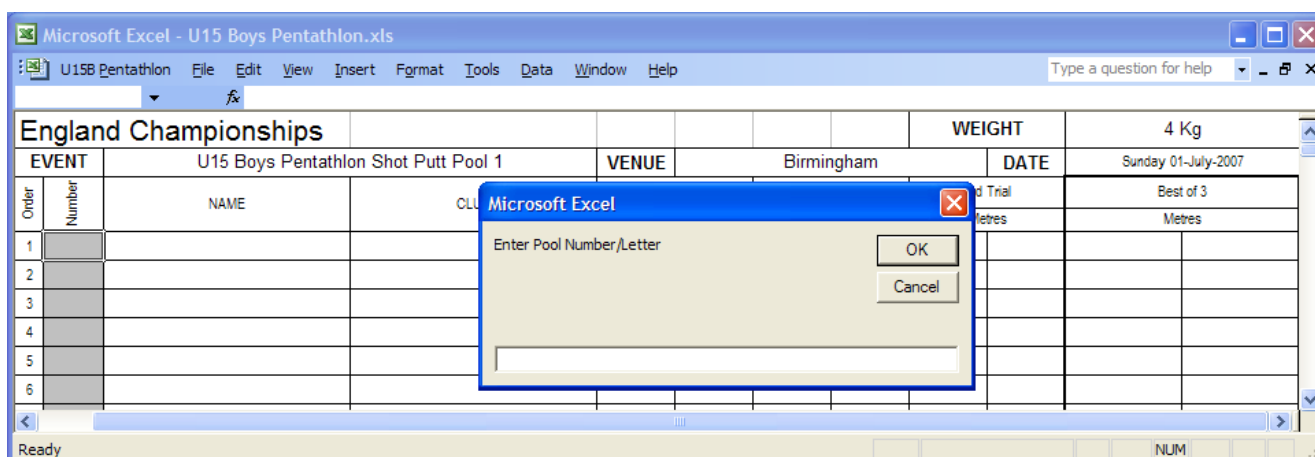
From the Custom Event menu select Print Field Cards > Manual Set-up – {Event}.

When Prompted by the message box enter the pool number/letter and click OK.

Enter athletes numbers in the grey cells.

From the Custom Event menu select Print Field Cards > Print Displayed Card.

{Hint – If combining age groups for field events they can be printed on the same card by entering all names on the declaration page but leaving 'Athlete declared' blank or N for the extra athletes so they do not appear on the summary}



5.1.2 Printing Blank Field cards

You also have the option to print blank field result and wind reading cards that will have the meeting title, date, etc.. on, but no names.

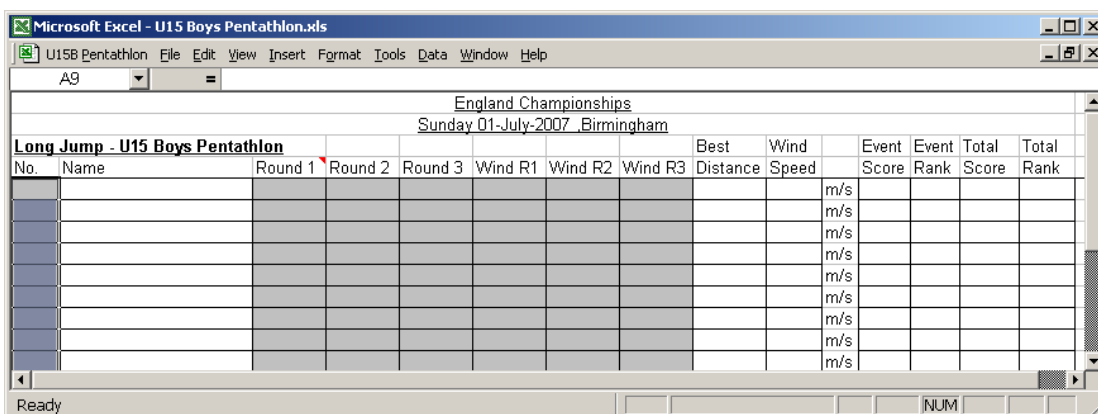
From the Custom Event menu select Print Field Cards > Blank {Event} Card / Blank Wind Reading Card.

5.2 Result Entry – Long Jump & Triple Jump

See [section 2.2](#) for details of configuring the result entry page.

From the Custom Event menu select View > {Event} Results entry.

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Enter the athletes' number (If not pre-filled by printing field cards).

Enter distance or select NJ, DNS, DQ, WD from the drop down list for the best attempt or rounds 1,2 & 3 depending on the option selected.

(Note: DNS, DQ, WD only need entering once if full entry is selected)

(Note2: Distances can be entered with or without a decimal point)

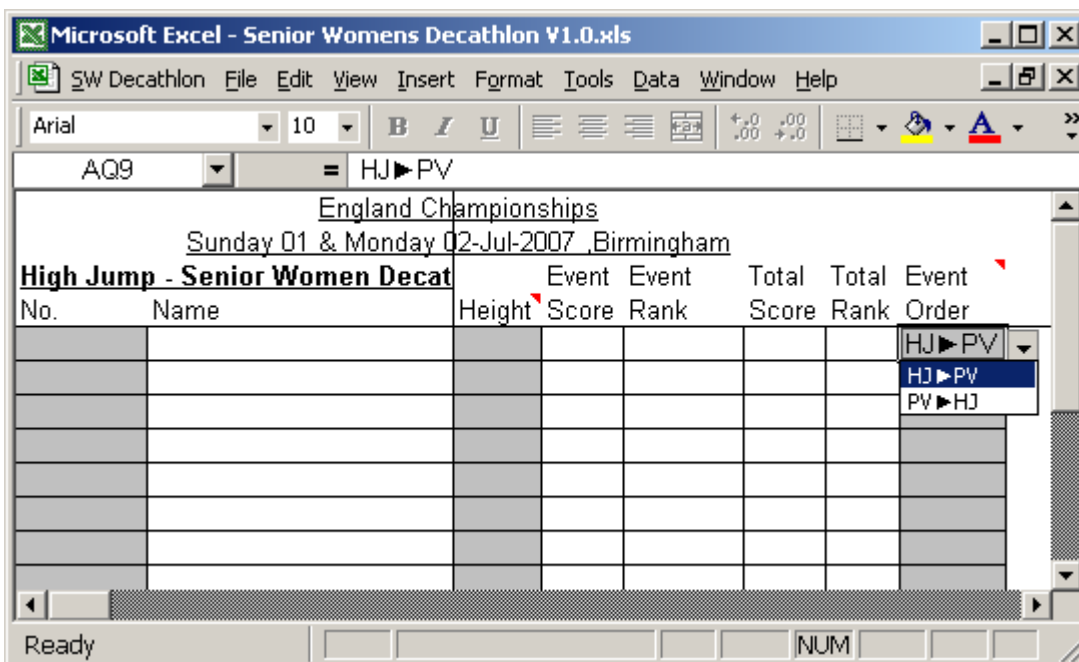
If wind speed entry is selected, enter wind reading in x.x or -x.x format for the best attempt or rounds 1,2 & 3 depending on the option selected.

5.3 Result Entry – High Jump & Pole Vault

See [section 2.2](#) for details of configuring the result entry page.

From the Custom Event menu select View > {Event} Results entry.

Enter the athletes' number (If not pre-filled by printing field cards).



If the High Jump and Pole Vault are run in the wrong order for some athletes (see [section 2.2.1](#) to change event order for all athletes) select HJ > PV or PV > HJ for each athlete completing events in the wrong order as appropriate in the 'Event order' column.

If the event order is different from the standard order then a marker will appear on the summary page.

(Note: You can leave the event order column blank if the athlete completes the events in the correct order)

5.3.1 Best Attempt Entry

Enter the best height cleared or select DNS, NHC, DQ, WD from the drop down list.

(Note: Heights can be entered with or without decimal point)

5.3.2 Full Result Entry

In the Heights attempted area enter the opening height in the top left grey cell (with red triangle) and all heights to the right will be automatically completed. If 1 or more heights are not used you can change any of the heights, as long as it is a valid height (i.e. multiple of 3 or 10cm as appropriate) and any heights to the right will be updated automatically. If any columns are hidden they will be shown after any height is edited.

(Note: Any unused height columns will be hidden when printed, re-select [Full entry configuration](#) to show all columns again)

Select attempt success/failure record (O, XO, XXX, etc...) or DNS, DQ, WD from the drop down list. The best height cleared will automatically be calculated and if no height is cleared (all X or -), NHC will automatically be recorded.

(Note: DNS, DQ, WD only need entering once)

(Note2: Heights can be entered with or without decimal point)

(Note3: Once an attempt record has been entered all athletes with no attempt record will be recorded as DNS until a record is entered)

To help identify the height and athlete selected the cells will be highlighted as illustrated below.

The screenshot shows an Excel spreadsheet titled 'U15B Pentathlon'. The main data area is for 'High Jump - U15 Boys Pentathlon' at the 'England Championships' on 'Saturday 01-July-2006' in 'Birmingham'. The spreadsheet has columns for 'No.', 'Name', and seven 'Heights attempted' (1.20, 1.23, 1.26, 1.29, 1.32, 1.35, 1.38, 1.41). The '1.29' column is highlighted in blue. To the right are columns for 'Best Height', 'Event Score', 'Event Rank', 'Total Score', and 'Total Rank'. A dropdown menu is visible in the '1.29' height cell, and another dropdown is visible in the 'Best Height' cell.

High Jump - U15 Boys Pentathlon		England Championships Saturday 01-July-2006, Birmingham							Best	Event	Event	Total	Total	
No.	Name	1.20	1.23	1.26	1.29	1.32	1.35	1.38	1.41	Height	Score	Rank	Score	Rank

5.4 Result Entry – Throws

See [section 2.2](#) for details of configuring the result entry page.

From the Custom Event menu select View > {Event} Results entry.

Enter the athletes' number (If not pre-filled by printing field cards – See [section 5.1](#))


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Enter distance or select NT, DNS, DQ, WD from the drop down list for the best attempt or rounds 1,2 & 3 depending on the option selected.

(Note: DNS, DQ, WD only need entering once if full entry is selected)

(Note 2: Distances can be entered with or without a decimal point)

(Note 3: If Full entry is selected you can enter the best result for round 1 and when printing the results page will be automatically configured to best only entry)



The screenshot shows a Microsoft Excel spreadsheet titled 'U15B Pentathlon'. The spreadsheet is for 'England Championships' on 'Sunday 01-July-2007, Birmingham'. The main heading is 'Shot Putt - U15 Boys Pentathlon'. The spreadsheet has the following columns: No., Name, Round 1, Round 2, Round 3, Best Distance, Event Score, Event Rank, Total Score, and Total Rank. The data area is currently empty.

6. Results

From the Custom Event menu select View > Results Summary to sort and display the current overall standings.

If wind readings are entered for all applicable events (Sprint Hurdles, 200m Hurdles, 100m, 200m, LJ, TJ) then a 'w' will appear after the total score if it is a wind assisted performance (i.e. 1 event greater than +4m/s and an average greater than +2m/s).

6.1 Results Printing

From the Custom Event menu select Print Results > Results Summary (Full, 1 copy)/Individual Results Only/Team Results Only/Results Summary (Full, multiple copies) /{Event}/Print All.

Selecting Print all will print the results summary (full) and all individual events that have had results entered.

Selecting Results Summary (Full, multiple copies) will give a message box asking for the number of copies to print, enter number and click OK.

From the Custom Event menu select Change Printer to change the default printer, then select the printer to be used on the Printer setup window then click OK.

If you have selected to print the summary on A3 paper but the selected printer is not available or is not an A3 printer the summary will print to the default printer.

All field event results will be sorted by event position prior to being printed. When printing track event results only the heats with results entered will be printed. If the Print track summary option is selected then track results will be printed as entered (by heat) and in event position order.

(Note: Cell shading is removed before printing)

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On the summary page you have the option to add notes against each athlete
(Note: Cell shading is removed before printing)

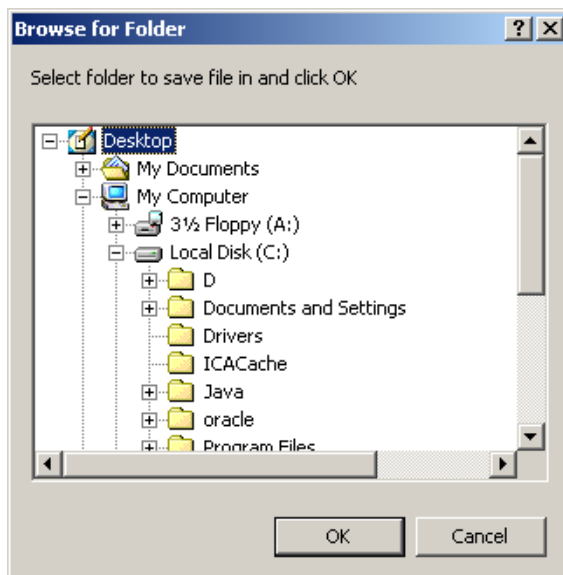
Pos	uk	No.	Name/Club	YoB	Total score	100m	Long Jump	Shot Putt	High Jump	400m	110m Hurdles	Discus	Pole Vault	Javelin	1500m	Notes						
1	1	1345	Dean Macey England	1977 ENG	8143 AAA G1	11.17 +0.1 m/s	823 (5) -0.2 m/s	7.28 1704 (2)	881 (2)	15.83 * 2545 (1)	841 (1) 3423 (1)	2.08 4255 (1)	878 (1)	49.63 832 (3)	14.94 857 (5)	46.76 803 (3)	4.70 819 (1)	56.93 692 (4)	4.34.22 717 (3)	8143		
2		1562	Maurice Smith Jamaica	1980 JAM	8074 AAA G1	10.81 +0.1 m/s	903 (1) +0.8 m/s	6.91 1695 (3)	792 (6)	15.09 2490 (2)	795 (2) PV>HJ 3204 (3)	1.90 4049 (3)	714 (4)	49.35 845 (2)	14.33 932 (1)	50.26 5857 (2)	4.40 PV>HJ 6588 (2)	731 (6)	60.20 7329 (3)	4.29.95 Day 2-4025	745 (2) 8074	
3		1035	Jason Dudley Australia	1984 AUS	8001 AAA G1	11.40 -1.9 m/s	774 (7) +0.6 m/s	7.27 1652 (6)	878 (3)	14.73 2425 (3)	773 (3) PV>HJ 3247 (2)	2.02 * 4068 (2)	822 (2)	49.86 821 (4)	14.71 865 (2)	50.10 * 5385 (3)	4.50 PV>HJ 6585 (3)	760 (3)	69.27 * 7463 (1)	878 (1)	5.03.82 Day 2-3933	538 (5) 8001
4		1846	Brent Newdick New Zealand	1985 NZL	7566 AAA G1	11.09 * +0.1 m/s	841 (4) +0.1 m/s	7.04 1664 (5)	823 (5)	13.41 2356 (4)	692 (6)	1.99 * 3150 (4)	794 (3)	50.68 821 (4)	14.87 * 3934 (5)	41.92 * 5503 (4)	4.70 6322 (4)	819 (1)	50.14 6913 (4)	591 (8)	4.44.41 Day 2-3632	653 (4) 7566
5	2	1482	Dale Garland Guernsey	1980 GUE	7413 AAA G2 *	10.94 * +0.1 m/s	874 (2) +0.2 m/s	7.36 * 1774 (1)	900 (1)	11.35 * 2341 (5)	567 (9)	1.90 3055 (5)	714 (4)	47.16 4005 (4)	14.75 * 4005 (4)	30.19 5353 (6)	4.10 * 5998 (7)	645 (8)	54.38 * 6652 (7)	654 (7)	4.27.54 Day 2-3408	761 (1) 7413
6		1021	Richard Allan Australia	1979 AUS	7367 AAA G2	11.03 +0.1 m/s	854 (3) +4.1 m/s	7.09 1689 (4)	835 (4)	12.63 2334 (6)	645 (8)	1.90 PV>HJ 3048 (6)	714 (4)	49.98 816 (5)	15.19 4691 (6)	44.89 5456 (5)	4.50 PV>HJ 6216 (5)	760 (3)	55.86 * 6892 (5)	676 (6)	5.15.26 Day 2-3503	475 (8) 7367
7		1055	Matthew McEwen Australia	1971 AUS	7277 AAA G2	11.16 +0.1 m/s	821 (6) +0.2 m/s	6.67 1557 (7)	736 (8)	14.42 2311 (7)	754 (4)	1.90 PV>HJ 3025 (7)	714 (4)	51.08 3790 (7)	15.07 4831 (7)	40.37 5303 (7)	4.50 PV>HJ 6093 (6)	760 (3)	57.42 6782 (6)	699 (3)	5.07.89 Day 2-3487	515 (7) 7277
8		1750	Guillaume Thierry Mauritius	1986 MRI	6746 AAA G3	11.63 -1.9 m/s	725 (10) +1.1 m/s	6.86 1506 (8)	781 (7)	13.68 2215 (8)	709 (5)	1.75 2800 (8)	585 (9)	53.27 3470 (8)	16.78 4117 (8)	43.60 4855 (8)	4.20 5528 (8)	673 (7)	56.25 * 6210 (8)	682 (5)	5.04.08 * Day 2-3276	536 (6) 6746
		1507	Jora Singh India	1979 IND	2600	11.61 -1.9 m/s	730 (9) +0.3 m/s	6.07 1332 (10)	602 (10)	12.85 1990 (9)	658 (7)	1.78 2600 (9)	610 (8)	DNS								
		1784	Lee Okoroafo Nigeria	1975 NGR	1458	11.57 -1.9 m/s	738 (8) +1.3 m/s	6.60 1458 (9)	720 (9)	DNS												
		1821	Brendan McConville Northern Ireland	1979 NIR	675	11.88 -1.9 m/s	675 (11)	DNS														
Pos Team					Team Score	Individual scores																
1 Australia					22645	8001	7367	7277														

7. File Management


7.1 Saving main programme

From the Custom Event menu select Save .

On the first occasion Save is selected you will get a Browse for Folder box. Select a folder to save the file in, click on folder to highlight it and click OK.



7.2 Creating a result File

From the Custom Event menu select Create results file .

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If this is the first results file for the meeting you will get a Browse for Folder box. Select a folder to save the file in, click on folder to highlight it and click OK.

If a result file exists and already has a sheet for the selected age group you will get the option to overwrite the existing data for the age group or add a new sheet or cancel the file creation/amendment.

(Note: There may be a delay while a search for an existing file is performed)

8. Help & Error Management

Where you see a red triangle in the top right of a cell (e.g.), hold the cursor over this cell to see a quick tip/information relating to that cell/column/sheet.

To view a brief set of instructions select Help from any of the Custom Event menus.

If an error occurs when selecting a menu option you will be taken to the 'Error handling' message.

If you are taken to the error handling message, or you do not get the expected result (e.g. HJ heights not automatically updated) manually select the workbook relating to the menu selected if required (minimise windows to find it), save using the Excel save option and repeat task or re-select the option that caused the error. If this does not resolve the problem save and close the workbook, and re-open it.

E-mail webmaster@cheshireaa.com to report any errors or request program changes/additions.

8.1 Printing problems

If you experience problems with printouts not fitting on a page, check that 'Actual Size' (or equivalent setting on non HP printers) is not selected.

Select File > Page Setup > Options > Effects tab, Select Print Document on and select A4 from the drop down list and check Scale to fit.

