Instructions
for
Lower Age Group
Results program
UK youth development league

Contents:

Please note, these instructions are for use with Microsoft Office.

1. Match Recorder:

Ensure you are registered on your club's Team Managers' Portal as the Match Recorder (this is done on the team manager portal (see screen shot below).

2. **Contact all Clubs in Your Division:**
   Your club's YDL named contact has been sent details of all clubs within your division.
   a. Please make sure that visiting teams are given the absolute deadline for updating the portal. League Rules state that teams **MUST** be declared at least 24 hours prior to the match.

3. **Download the Results Software:**
   a. Create a new folder in your user area and name it 'YDL results 2024'.
   b. Go to the Host Club tab on your TM Portal, and you will see the LAG Results Software on the right-hand side of the page
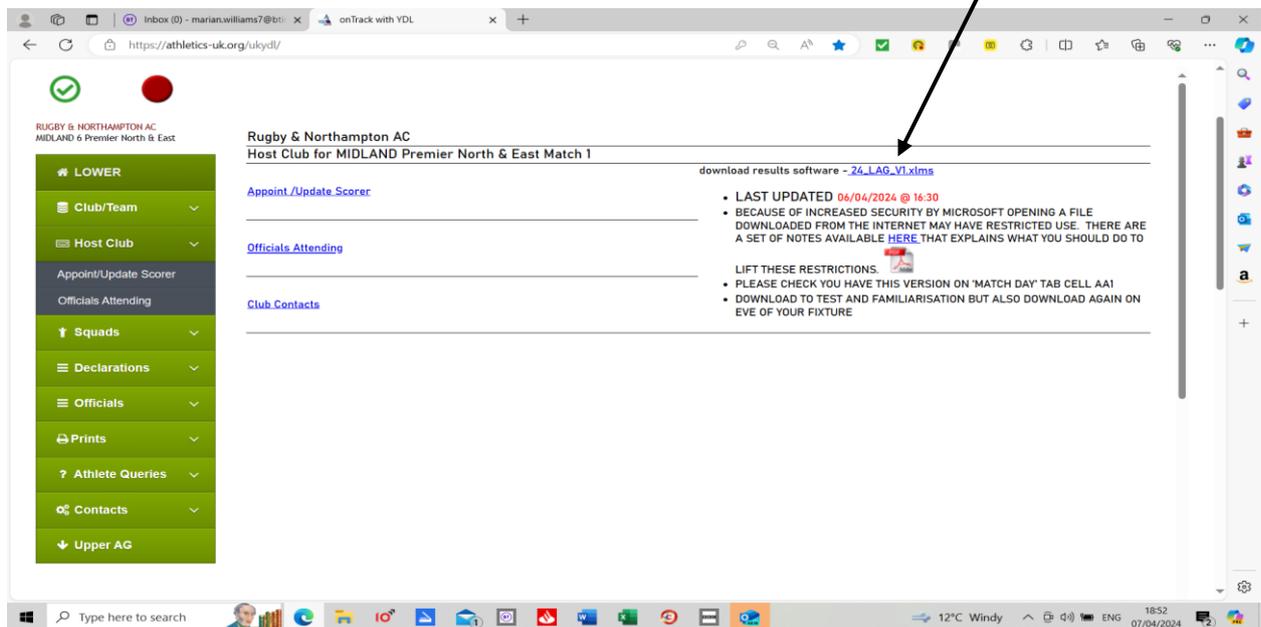
Save this file into the new folder you have created using a file name which identifies the match eg 'LAG Mids NE A'. Close the folder, then re-open it. This should now be ready for you to access the file safely.

4. **Using the Software**:
   a. Click on **Enable Editing.**
   b. Open the **'Match Day'**[red] tab.
   c. Use the drop-down menu to select the correct data for your match.

i. **Select Your Region**
   a. **Midland, North, South or Scotland**
ii. **Select Your Division**
iii. **Select P/Finish - YES or No**
iv. Check that the correct date, venue and host club are correct.
v. Competing clubs are listed

e. Keep the **Match Day** tab open.

Remember to Save Every Time You Enter Data or Make a Change

5. **Team Changes during the Match**:
   a. If an internet connection is available at the venue **use the refresh icon, throughout the day,** as this will automatically import changes made by team managers using the portal.
   b. If an internet connection is not available you will need to **refresh your data when you get back home** to pull through any changes made during the day.
   c. **Non-Scoring:**
      1. In many cases the non-scoring athletes are run in separate races from the scoring races. The athletes should wear the bib numbers as they appear on the portal.
      2. If non-scoring athletes are running in the same race as scoring competitors, then they will either need to wear a different bib number or you can mark the club bibs in such a way as to distinguish between scorers and non-scorers. If you chose to issue different numbers, you must keep a separate list of names, bib numbers, club name and event(s) because **the software can only accept club bib numbers into the results**.
      3. In the Lower Age Group, **two** U13 and **two** U15 athletes per gender per team will be allowed in the non-scoring 800m and 75m/100m events **ONLY.**

Remember to Save Every Time You Enter Data or Make a Change

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6. Printing Field Cards and Start lists:
   a. Open **Dashboard** tab
   b. To print field cards, click on the icon next to each event as you need them. You may wish to print them all at the start of the meeting, or to make sure you include any athlete changes, print the field cards up approx an hour before each event.

To print all start lists, click on:
Printer icon **ALL TRACK EVENTS**
If you wish to print amended start lists, use the printer icon next to the relevant series of events.

7. Entering Results:
 a. **Format for Entering Track Results:**
   N.B. *Only use the tabs indicated below, you shouldn't try to use the other tabs*

   1. Open **Track 1** tab to enter results for all individual track events up to and **including 800m.**

Format for Entering Track Results Up to and Including 800m:

Remember if A and B races are run together, the athlete finishing ahead must be entered as the A athlete regardless of bib number.

    a. Type in the performance to 2 decimals places if Photofinish is used. eg **12.87**

    b. Type in the performance to 1 decimal place if Photofinish is not used. eg 12.9

    c. If a wind gauge is used,

        i. **please ensure wind speeds are recorded for each individual sprint race.**

        ii. **Enter negative wind speeds using the – key**

    d. For **300m & 400m** type in the performance as a two-digit number with one or two decimal places eg **67.43 (Do not use minutes:seconds)**

    e. **800m.**

Type in the performance as indicated below. e.g. **2.2124** [2.213 if hand times are used**]** *(no colon and no decimal point between the seconds)* this will automatically adjust for the printed results.
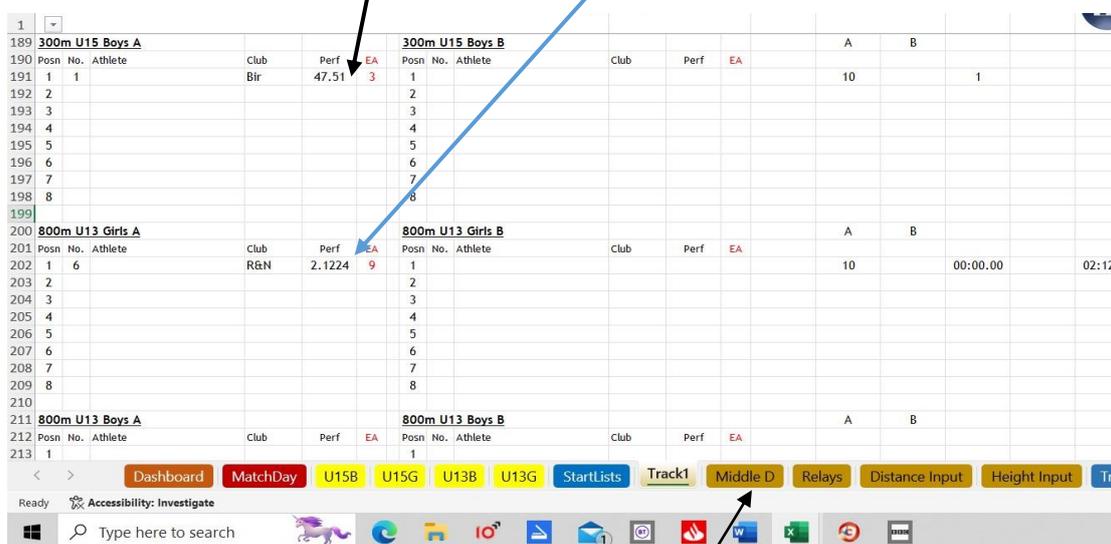
Non-scoring results **are also entered** on **the Track1 Tab.**

Type in the number as declared on the portal then enter the performance. If the athlete's name doesn't appear, then they may not have been declared – contact the relevant team manager and ask them to check, and update, their portal as necessary.
Enter the athlete's performance [and wind speed if recorded] using the formats above.

  2. For all track events **over 800m** open **Middle D** tab to enter results**.**
    Enter the athletes' bib numbers exactly as they appear on the track slip or Photofinish result

Format for Entering Track Results over 800m:

Type in the performance as indicated below.
eg **5.2181** [5.218 if hand times are used] *(no colon and no decimal point between the seconds)*
this will automatically adjust for the printed results.

Remember to Save Every Time You Enter Data or Make a Change

Format for Entering Relay results:

Open **Relays** tab to enter results for all relays.
Format for Entering Relay Results: 4 x 100m:
Type in the performance to 2 decimals places if Photofinish is used. Eg **46.71**
Type in the performance to 1 decimal place if Photofinish is not used. Eg **46.8**

4x 300m: Type in the performance as indicated below. eg **3.0751**
3.076 if hand times are used] *(no colon and no decimal point between the seconds)* - this will automatically adjust for the printed results.

Remember to Refresh the data regularly throughout the day.

Entering field events

Open **Distance Input** to enter results for all throws and long jump.

Enter the **best performance** from the field card for the athletes listed.
If two or more cells are highlighted this indicates equal performances.

From the field card:
  i. if two athletes are equal, add .001 to the higher placed athlete.
  ii. If there are two or more equal performances add .002, 001 etc
       eg for three equal performances of 41.22 – for the best of the three enter as 41.223, for the second-best enter as 41.222 and for the third best enter as 41.221

NB When the results have been picked up on the yellow age group tabs, the performances will show just the 2 decimal places, but they will have been sorted into the correct finishing positions using the third decimal place entered

Enter X in case of no jump or no throw, <u>but do NOT enter an X when no attempt has been made.</u>

Open **Height Input** to enter results for all high jumps and pole vaults.
b.

    i. Enter the **best performance** from the field card for the athletes listed.

    ii. For the height cards you will also need to enter the athletes **finishing positions** 1 to 10, 1 to 11, 1 to 12 etc depending on the number of athletes competing.

	B	C	D	E	F	G	H
19	16	--			.		
20							
21	U15 Boys Pole Vault						
22	Order	Posn	No.	Athlete	Club	Perf	
23	1		3		Stoke		
24	2	4	2		Charn	3.15	
25	3	1	6		R&N	3.30	
26	4	6.1	1		Bir	2.85	
27	5	6.2	5		Notts	2.85	
28	6	2	4		MMK	3.20	
29	7		7		SSH		
30	8		-				
31	9		33		Stoke		
32	10	3	22		Charn	3.15	
33	11	8	66		R&N	2.70	
34	12	5	11		Bir	3.00	
35	13		55		Notts		
36	14		44		MMK		
37	15		77		SSH		
38	16	--			.		
39							
40							

In the case of a tie, as indicated on the field card, you will need to enter the positions 1.1, 1.2 for athletes who tie in first place. 3.1,3.2,3.3 for athletes who tie in third place etc.

Enter X in case of no height achieved, <u>but do NOT enter an X when no attempt has been made.</u>

> **WHEN THE FIELD JUDGES COMPLETE THE FIELD CARDS, THEY ONLY NEED TO RANK THE PERFORMANCES 1 TO 8, 1 TO 9, 1 TO 10 etc DEPENDING ON THE NUMBER OF ATHLETES COMPETING. <u>THEY DO NOT NEED TO SPLIT THE A AND B ATHLETES.</u>**

<p align="center">ALWAYS REFRESH THE DATA AT THE END OF THE MATCH.</p>

8. On the Evening of the Match:

    a. You will need to email a **<u>pdf</u>** copy of the results to each team at the end of the match, you can do this using the PDF button on the MatchDay page. If you can't do this at the match, try to send it out as soon as you can *(this will allow team managers the opportunity to check results immediately after the match)*
Remind them to check their portals to make sure all their athletes are correctly declared.

    b. Also, you need to email the provisional results to the YDL webmaster: website@ukydl.org.uk and your **Area Coordinator**:

        i. Midland   vacancy   marian@ukydl.org.uk
        ii. North   Nicola Thompson   nicola@ukydl.org.uk
        iii. South   Stuart Horsewood   stuarthorsewood@ukydl.org.uk
        iv. Scotland   Leslie Roy   leslie@ukydl.org.uk

    c. Ask all team managers to check the results and notify you by lunch time of the next day of any errors.

    d. Refresh the data and amend the provisional results if errors have been highlighted by the **team managers**.

9. **By 09:00 the Tuesday After the Match:**
   a. Send the whole [amended] results program – **the Excel file, not the PDF**, to:
      i. **Power of Ten** — admin@thepowerof10.info
      ii. **Athletics Weekly** — results@athleticsweekly.com
      iii. **The YDL League Administrator** — marian@ukydl.org.uk
   b. **Once the results have been sent to Power of 10 and the League Administrator, please refer all further changes to the League Administrator** so that the paperwork can be checked to verify the changes.

10. **As soon as the results file has been sent to the League Administrator or within two Days of the Match:**
    a. **SEND ALL PAPERWORK to the League Administrator in the grey envelope provided.** (*This has been sent to your club's YDL contact)* **including;**
       i. **All field cards,**
       ii. **All top copies of track/Photofinish slips,**
       iii. **All officials signing in sheets,**
       iv. **All photography permission slips,**
    b. **Please Note**: It is **vital** that all paperwork is sent to the League Administrator in order to verify results.

11. If you have any problems with the results on match day,
    please WhatsApp Simon on 07507 853112
    (or contact the Administrator if needed – 07973 469180)

On behalf of the UK Youth Development League thank you for your help in producing accurate results. This is very much appreciated.