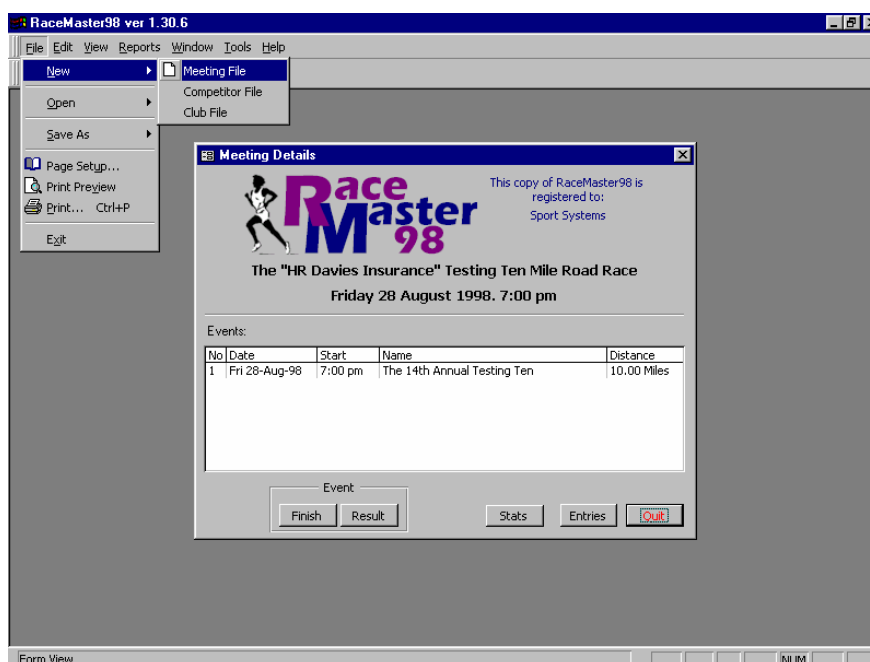


How to...

Set up a meeting with a Single Race

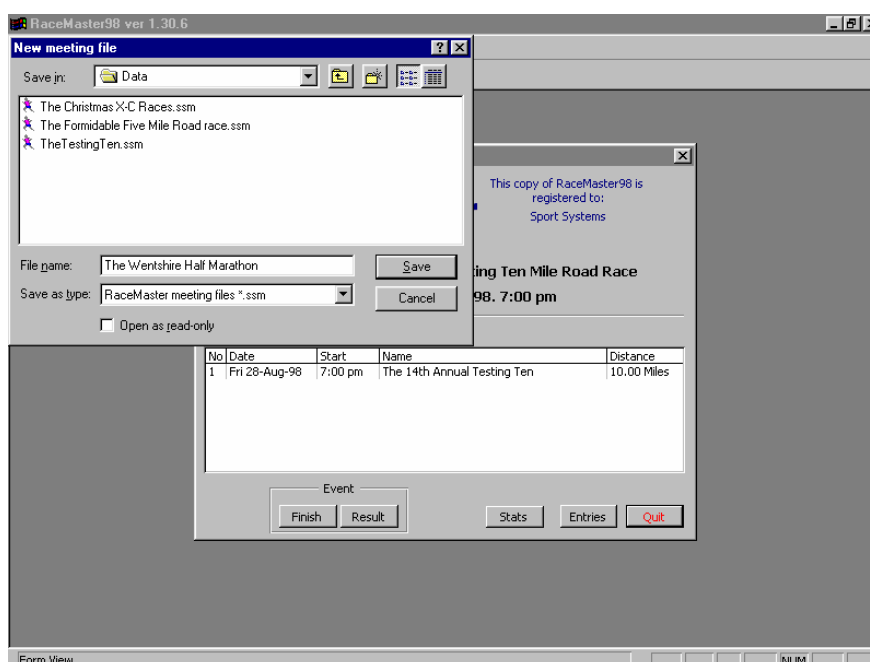
RaceMaster98 is a very powerful and flexible product which can cater for nearly every conceivable requirement for Road, Cross Country and Fell Races. If your need is to use it for a single race, then here's how to do it.

Firstly, create a "New Meeting".



Now use a meaningful file name...

Complete the meeting details as shown below.



Meeting Options

Options

Details

Data File: C:\My Documents\The Formidable Five Mile Road race.ssm

Created by: Sport Systems

Name: The "JD Howard Limited" Formidable Five

Date: Saturday 12 December 1998 Time: 12:00 am

Qualification Date: Saturday 12 December 1998

Type: Single event meeting

New Entry: Automatically entered in all events

Report bottom line text

The next Testing Ten is on 27th August 1999

Delete Edit Add Categories... Save Cancel

Once the various details have been entered, you can then define the meeting categories by clicking on the "Categories" button.

Category Definition

Categories

0	All Competitors
1	Senior Men
2	Vet Men
3	Senior Ladies
4	Vet Ladies
100	All Ladies
101	All Men

Definition

Name: Vet Ladies

Number: 4

Age

Minimum: 35

Maximum:

Gender

Male

Female

Don't Care

Included Options

Size of prize list: 4

Qualification Date:

Require Any All

Delete Add Save Cancel

Set each category as you wish. The "All Competitors", "All Ladies" and "All Men" Categories are provided as standard. You can define categories according to your needs. For example, if you wish to offer prizes for Vet Men (40-49) and Vet Men (50+) then you can. Just define each category as above.

The "Size of Prize List" lets you enter the number of prizes you wish to award in each category. This information is used in producing the "Race Directors Prize List Report" which significantly speeds up your ability to conduct the Prize Presentation at the end of the event.

The "Qualification Date" is the date used to calculate each Athletes age and therefore the category which an athlete will fall into. If the above field is not used, the "Race Date" will automatically be used. However, in Continental

Europe, it is common to evaluate categories based on an Athletes age on the 1st January each year. In the UK some Junior, Boys', Colts categories are calculated for Cross Country events using a September date. Finally, click the "Save" and then "Close" buttons.

Now complete the "Event Details" to define the Single race as seen below.

Event Details

Events

Definition

Number: 1 Name: 5 Mile Race

Date: Saturday 12 December 1998 Time: 12:00 am

Type: Running Event: Non-standard distance

Distance: 50 metres

55 metres

60 metres

100 metres

200 metres

300 metres

400 metres

Result Confirmed:

Delete

The drop-down menu for "Event" allows you to select the Event Distance. For 5 Miles, select "Non-standard distance" and then enter "5" for distance and select "Miles" as the measurement. As you scroll down you will see that there are standard distances such as 5,000 Meters, 10 Miles, Half Marathon etc. Now click on "Save" and "Close" buttons.

The "Meeting Details" screen is now displayed. From here you can firstly select "Entries" to enter Competitor Details, then select "Finish" to enter finishing Times and Positions. The "Results" button will enable you to review print and export Race Results.

Meeting Details

This copy of RaceMaster98 is registered to: Sport Systems

Race Master 98

The "JD Howard Limited" Formidable Five

Saturday 12 December 1998. 12:00 am

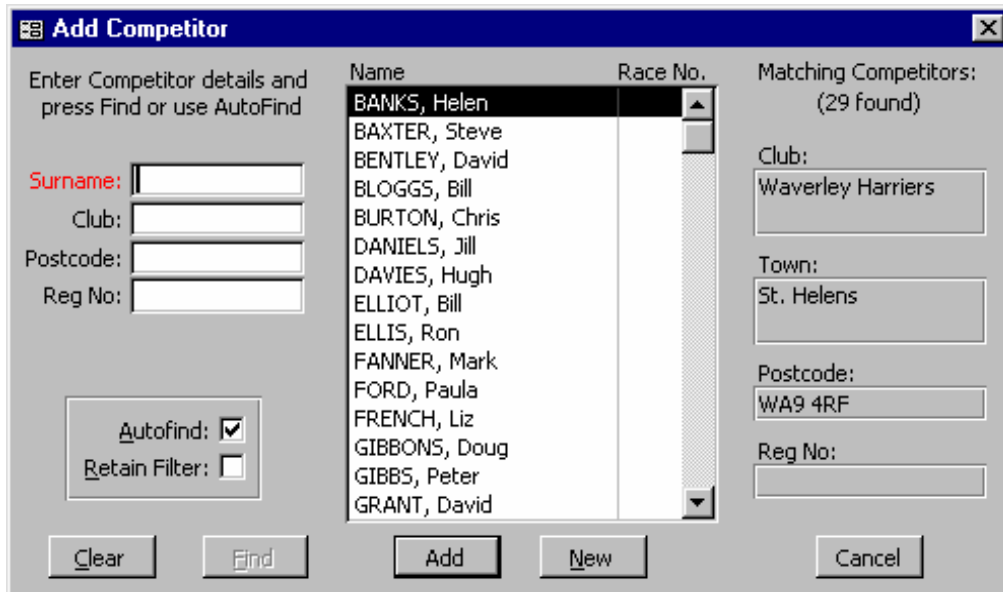
Events:

No	Date	Start	Name	Distance
1	Sat 12-Dec-98	12:00 am	5 Mile Race	5.00 Miles

Event

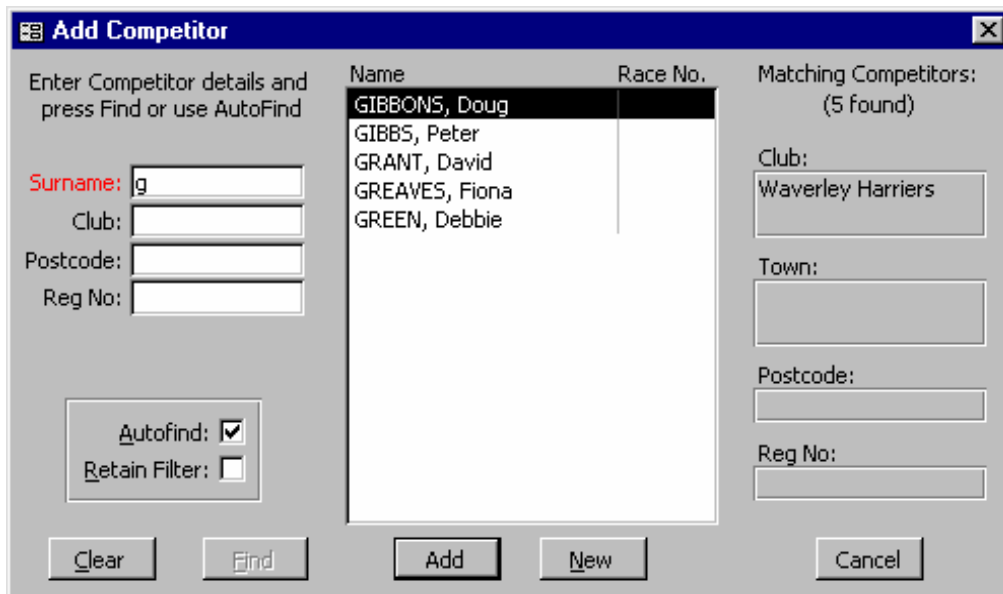
Finish Result Stats Entries Quit

Select "Entries" from the screen above.



RaceMaster98 allows you to retain details of all athletes who have entered previous events thereby accumulating a Competitors Data file (see How to...Legal obligations on the RaceMaster98 CD).

This enables you to significantly speed up data entry, particularly with late entries where time is important. Say that you wish to enter David Grant in the 5 Mile Race.....enter the letter "G" (for Grant) in the "Surname" box.



Notice how RaceMaster98 has selected all Surnames in its database which begin with the letter "G". Now you can either type in more of the name or use the down arrow key on your keyboard to highlight David Grant. Note: This function only works when the "Autofind" box (on left of screen) is ticked.

Add Competitor

Enter Competitor details and press Find or use AutoFind

Surname:

Club:

Postcode:

Reg No:

Autofind:

Retain Filter:

Name	Race No.
GRANT, David	

Matching Competitors: (1 found)

Club:

Town:

Postcode:

Reg No:

Clear Find Add New Cancel

Notice how some key details are displayed on the right (Club, Town, Postcode and Reg No). This information helps you to ensure that you are selecting the right person.

Now you can either click the “Add” button or press the enter key to select David Grants details.

Entries

Surname: Reg.No:

First Name: Team:

Category:

Date of Birth:

Female?: Standard Category

Race Category:

Club: (select abbreviation or name)

Entered on: 13 September 1998

Events Entered

5 Mile Race

Options

Expected Time (HMMSS):

No Mail Race Number

Navigation:

View:

Entry:

Cancel

See how David Grants details are already included. All you have to do is add the “Expected Finish Time” (if required and/or provided) and the Competitors Race Number. Also, please note that you can enter the Athletes Registration

Number (Reg. No) which can also be used to select the correct athlete from the database.

To enter the details of a Competitor who is not on the database, click the “New” button and enter details. If you don’t have their date of birth, type in their age followed by a “Y” (i.e. 34Y).

You will notice that there is a button at the top right marked “Navigation” which, when clicked, changes from Standard to Fast and back. Use the “Standard” setting when you are entering “pre-race entries” and have the luxury of time to also include the address, phone and notes details. Use the “Fast” setting when you are entering “entries on the day” which allows you to enter only essential information.

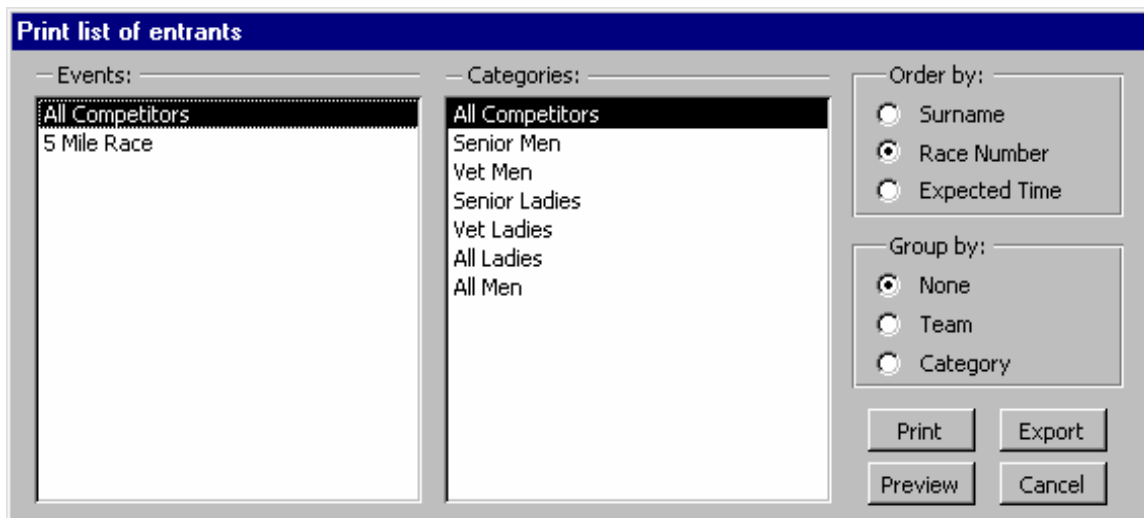
The screenshot shows a software window titled "Entries [Total: 16]". At the top, there are input fields for "Surname: Ford" and "Reg.No:". Below these are "First Name: Paula" and "Team: Tadworth AC". A "Navigation" button is set to "Standard".

The main area is divided into sections. On the left, there are tabs for "Category", "Address", "Phone...", and "Notes". Under "Category", there is a "Date of Birth" field with "23 April 1951", a "Female?" checkbox which is checked, a "Standard Category" dropdown set to "F45", and a "Race Category" dropdown set to "Vet Ladies". Below this is a "Club" field with a dropdown set to "Tad" and a text input field containing "Tadworth AC". A note below says "Entered on: 13 September 1998".

On the right, there is an "Events Entered" section showing "5 Mile Race". Below that is an "Options" section with a large empty text area. Further down is an "Expected Time (HMMSS):" field. At the bottom right, there is a "Race Number" field displaying "16" and a "Close" button.

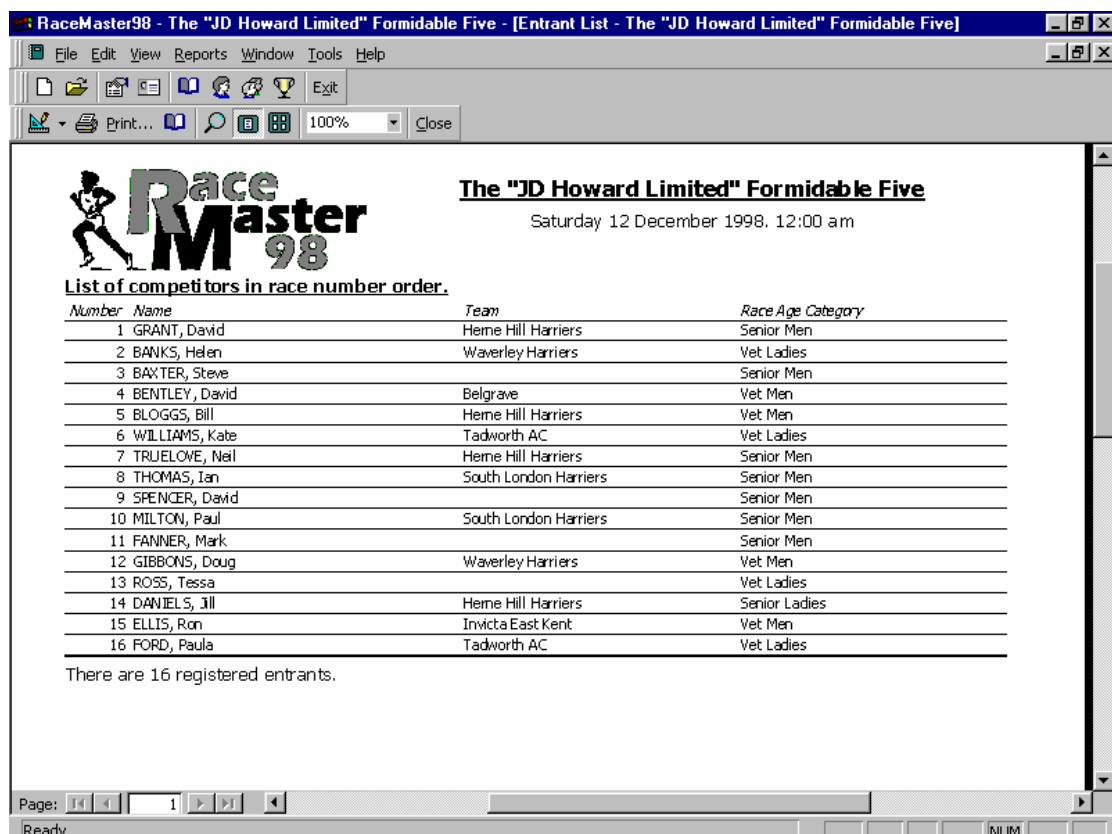
At the bottom left, there is a section titled "Enter race number to locate entrant" with several navigation buttons: a left arrow, a right arrow, a text input field, and a double right arrow.

To find details of a competitor who you have already entered, use the “Find” button (to search by Surname) or use the “Enter race number to locate entrant” box. The buttons to left and right of that box are used to move either to the first or last entrant (far left or right video buttons) or to move by single numbers (inner video buttons). To view and/or print Pre-Race Reports, click the “Reports” button and then select the type and style of report required (see screen below).



As you can see, you can select reports in Surname, Race Number of Expected Finish Time order and can be also grouped by Team or Category.

By clicking the "Preview" button, the selected report can be viewed on screen as seen below.

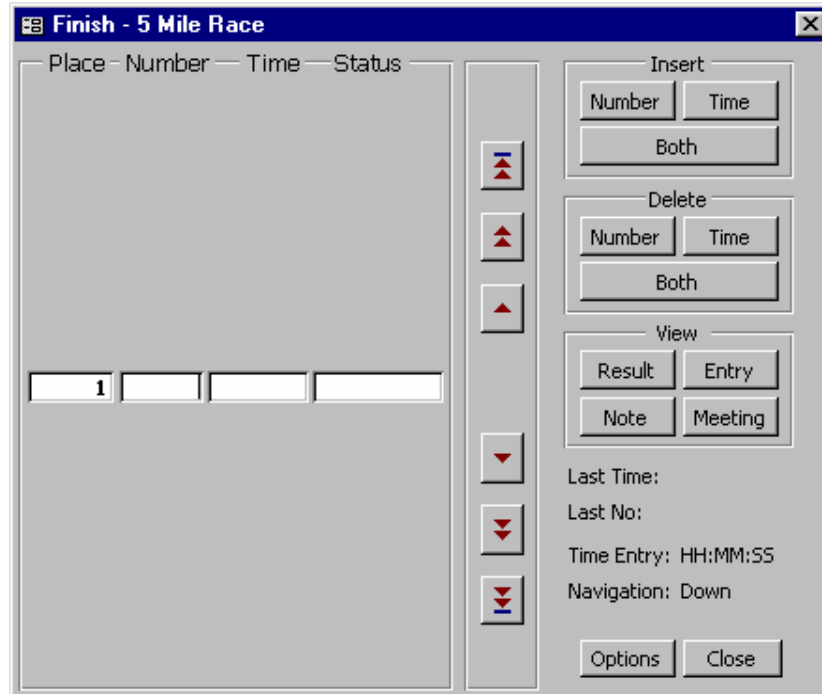


This report can then be printed if required.

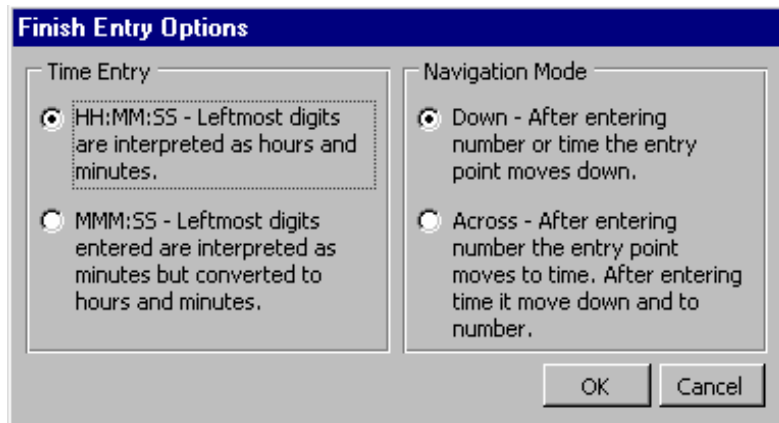
Now lets look at how to enter Finishing Positions and Times. From the Meeting Details screen, click on the “Finish” button.



The “Finish” screen has been designed for maximum efficiency and error trapping whilst not holding up the entry of results.

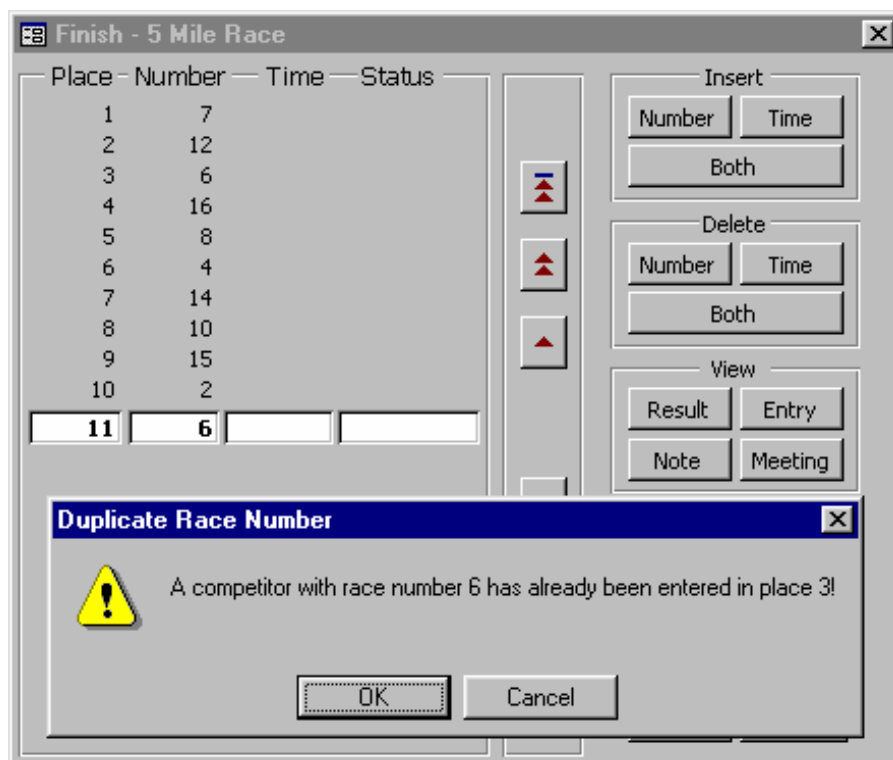


By way of explanation of the above screen, it will be useful to look at the “Options” by clicking on the button. See Options below:

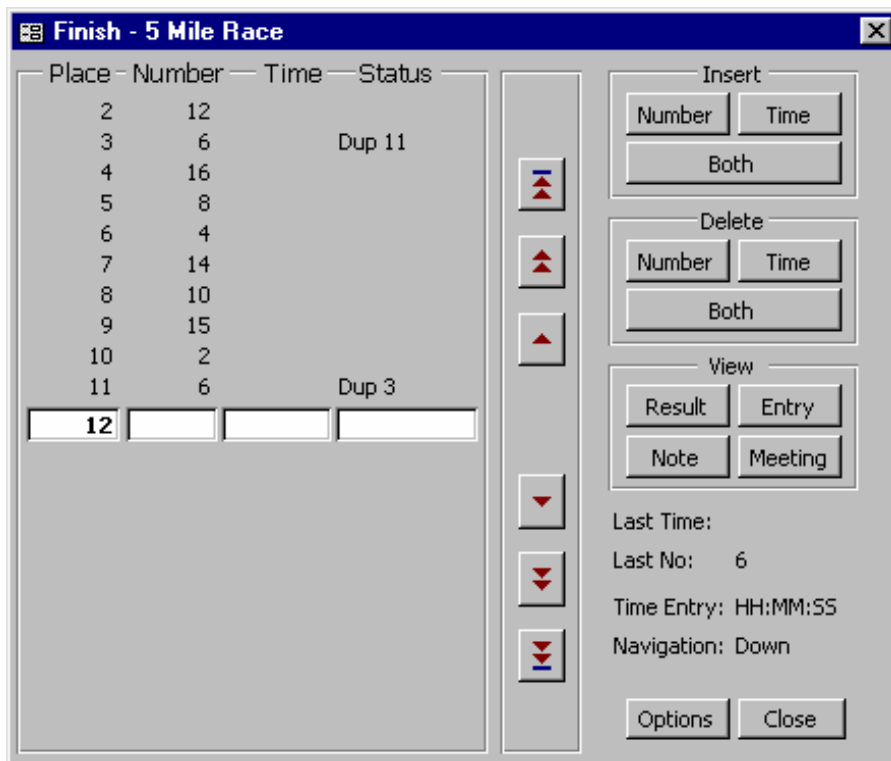


A short race will probably need the MMM:SS setting whilst a longer race (i.e. marathon) will require the HH:MM:SS setting. Additionally, you will probably choose to use the Navigate Down Mode which means that you will enter finishing positions one after the other and times one after the other from the recording sheets. However, if you need to enter Position / Time in that sequence, you can.

If you enter a duplicate Race Number, RaceMaster98 will identify the problem and warn you!

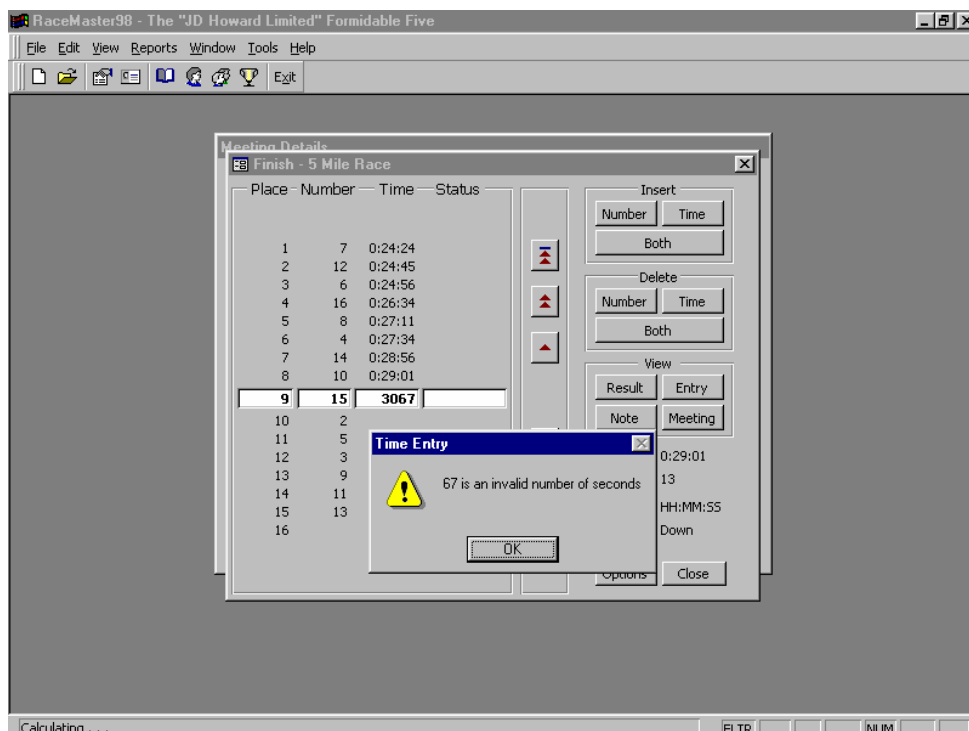


If you don't want to sort out the problem at that time, just click OK and both places will be marked for future reference (see below).



Note how the duplication is referenced in each position. When you go back and rectify the problem, the references automatically disappear.

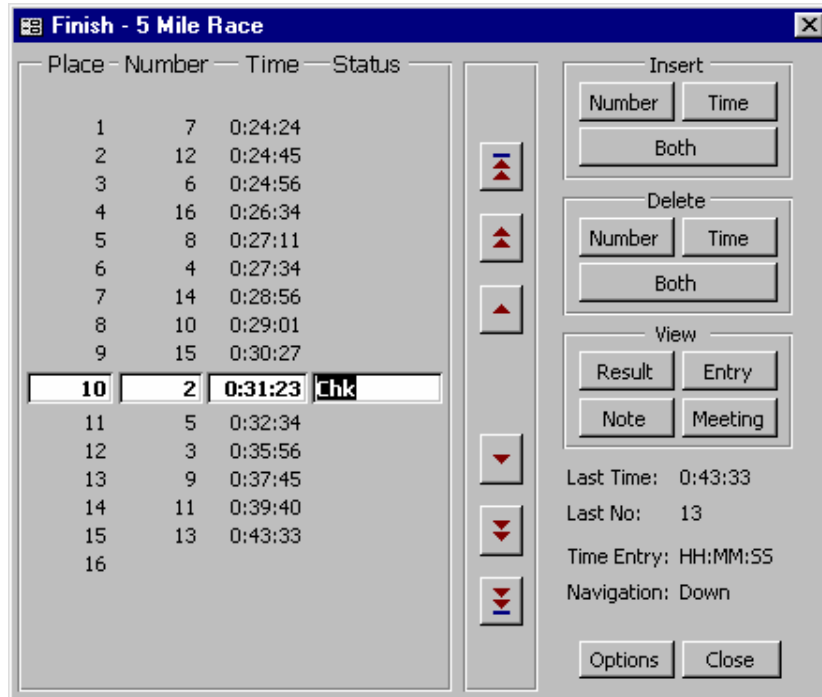
Now lets enter some finishing times. Use the Video buttons to position anywhere in the columns. The topmost arrow (button) will position you at position number 1.



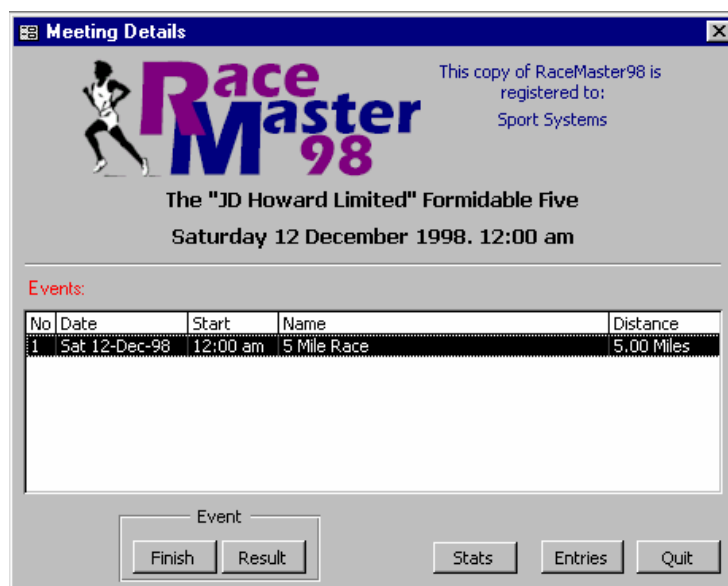
Again, RaceMaster98 will help you trap errors. In the above case, an invalid time.

Also, speed of entry can be achieved by only typing in the seconds if the minutes are the same. This greatly increases speed and reduces errors!

Also, Check times can be added by typing "C" in the Status box next to a position.



The most critical point in any meeting is to be able to conduct the prize presentation as soon and as accurately as possible. To do this, click on the view "Results" button.



Now click on the "Prizes" button.

RaceMaster98 - The "JD Howard Limited" Formidable Five - [Result - The 14th Annual Testing Ten (All Competitors)]

Pos'n	No	Time	Status	Name	Team	Cat
1	13	0:54:34		TRUELOVE, Neil	Herne Hill Harriers	SM
2	2	0:55:32		ELLIS, Ron	Invicta East Kent	M40
3	14	0:56:45		KESSEL, Bob	Waverley Harriers	SM
4	9	0:56:57		GIBBS, Peter	Herne Hill Harriers	SM
5	24	0:57:43		THOMAS, Ian	South London Harriers	SM
6	1	0:58:09		GRANT, David	Herne Hill Harriers	SM
7	10	0:59:01		SMITH, Ray	Invicta East Kent	M45
8	16	0:59:59		BURTON, Chris	Belgrave	M40
9	11	1:00:01		FANNER, Mark	Invicta East Kent	SM
10	17	1:01:04		DAVIES, Hugh	Woking AC	SM
11	15	1:02:46		SPENCER, David	Waverley Harriers	SM
12	6	1:03:32		FORD, Paula	Tadworth AC	F45
13	12	1:04:23		BAXTER, Steve		SM
14	23	1:04:26		MILTON, Paul	South London Harriers	SM
15	5	1:03:56		BANKS, Helen	Waverley Harriers	F50
16	22	1:04:53		GIBBONS, Doug	Waverley Harriers	M55
17	26	1:05:22		FRENCH, Liz	Tadworth AC	SF
18	25	1:06:23		PRICE, Selwyn	South London Harriers	SM
19	20	1:07:30		ROSS, Tessa		F35
20	29	1:07:34		LLOYD, Paul	Woking AC	SM
21	3	1:08:01		BLOGGS, Bill	Herne Hill Harriers	M45
22	8	1:09:00		JONES, Colin		SM

Categories: All Competitors, Senior Lady, Senior Men, Lady Vet, Male Vet (40-49), Wentshire County, Male Vet (50+), More...

Reports: Indiv., Team, Prizes, Stats

View: [Entry!], Finish, Meeting, Note

Refresh: Now, Auto, Close

Form View FLTR NUM

If this report (below) gives you the degree of detail that you need, then print it and hand it to the Race Director. You will now need the Team Prize results so click on the "Team" button.

RaceMaster98 - The "JD Howard Limited" Formidable Five - [Race Directors' Prize Presentation List]

The "HR Davies Insurance" Testing Ten Mile Road Race
The 14th Annual Testing Ten
Friday 28 August 1998. 7:00 pm

Race Directors' Prize Presentation List

All Competitors

Place	Time	Name	Team	Race Age Category	Race No	Race Place
1	0:54:34	TRUELOVE, Neil	Herne Hill Harriers	Senior Men	13	1
2	0:55:32	ELLIS, Ron	Invicta East Kent	Male Vet (40-49)	2	2
3	0:56:45	KESSEL, Bob	Waverley Harriers	Senior Men	14	3
4	0:56:57	GIBBS, Peter	Herne Hill Harriers	Senior Men	9	4
5	0:57:43	THOMAS, Ian	South London Harriers	Senior Men	24	5
6	0:58:09	GRANT, David	Herne Hill Harriers	Senior Men	1	6

There were 6 prize winners in the All Competitors category.

Senior Men

Place	Time	Name	Team	Race Age Category	Race No	Race Place
1	0:54:34	TRUELOVE, Neil	Herne Hill Harriers	Senior Men	13	1
2	0:56:45	KESSEL, Bob	Waverley Harriers	Senior Men	14	3
3	0:56:57	GIBBS, Peter	Herne Hill Harriers	Senior Men	9	4

There were 3 prize winners in the Senior Men category.

Male Vet (40-49)

Place	Time	Name	Team	Race Age Category	Race No	Race Place
1	0:55:32	ELLIS, Ron	Invicta East Kent	Male Vet (40-49)	2	2
2	0:59:01	SMITH, Ray	Invicta East Kent	Male Vet (40-49)	10	7
3	0:59:59	BURTON, Chris	Belgrave	Male Vet (40-49)	16	8

There were 3 prize winners in the Male Vet (40-49) category.

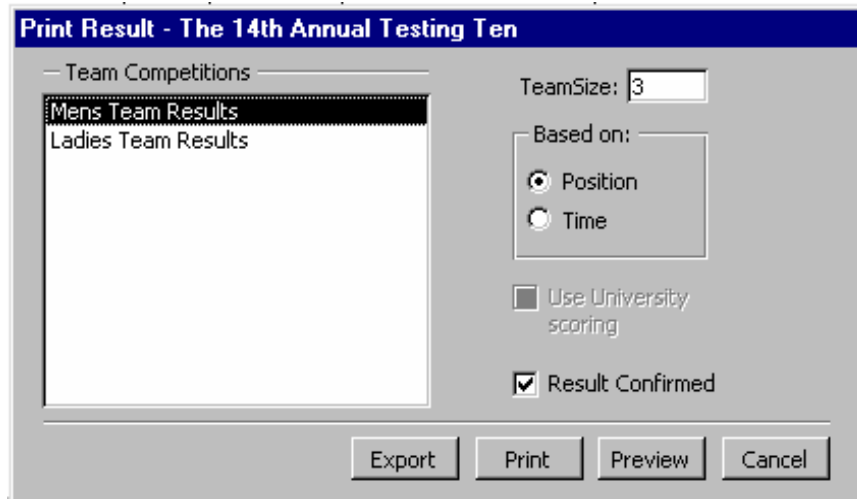
Male Vet (50+)

Place	Time	Name	Team	Race Age Category	Race No	Race Place
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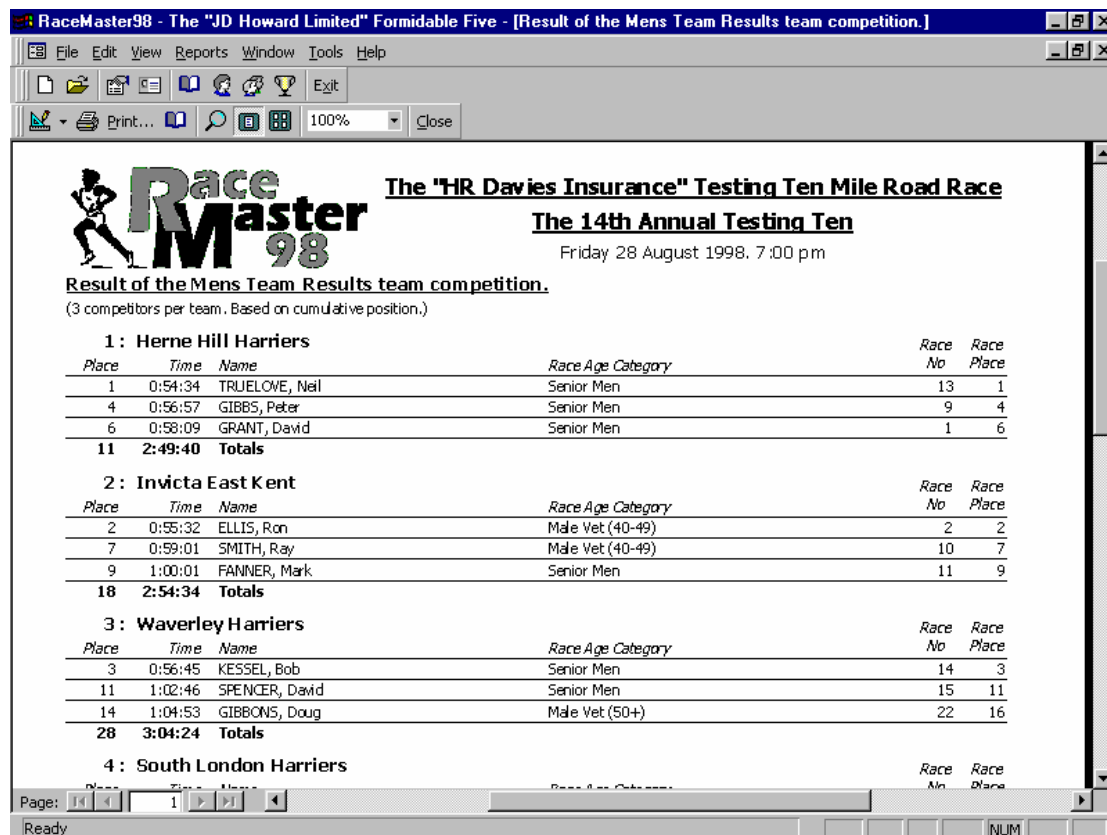
Page: 1 of 1

Ready NUM

Firstly, highlight the Team Results (either Mens or Ladies) and modify the number to score per team (or use 3). Now select the scoring basis (either on Race Position or Race Times). If the results have been confirmed, tick the box (until then ALL reports will print the word PROVISIONAL).



Now click "Preview".



Press the print button and pass the report to your Race Director and repeat the process for the Ladies team prizes.