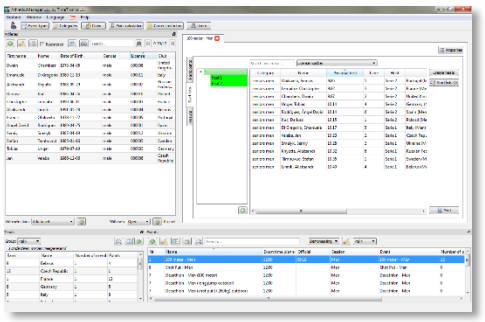
TimeTronics

Manual AthleticsManager

Installer & General Guidelines



SPORT TIMING SYSTEMS

2019v1

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Manual AthleticsManager

Welcome to the "AthleticsManager" user manual.

May we recommend you to gently browse through the entire manual first, just to have an initial idea of how the book is structured. As we can't possibly explain all details simultaneously, this might help you a bit in understanding and tracing things back. Of course, the table of contents will also help you in doing so.

Please note that all pictures are examples, the delivered version can be different than shown in this manual please inform yourself before purchase.

AthleticsManager's functionality is extended by the software products *PostgreSQL* and *LibreOffice*, property of *PostgreSQL Global Development Group* and *The Document Foundation* respectively. *AthleticsManager* uses icons of the *Silk* and *Fugue* icon sets.

If you, after reading this document, have any further question regarding the operation or service of this or any other TimeTronics equipment, please contact your local distributor or TimeTronics directly, by email: info@timetronics.be, or call us at +32 (0) 14 23 19 11.

Please also contact us if you have any remarks or advice regarding this user manual: info@timetronics.be

Good luck with AthleticsManager and thank you for your confidence in the TimeTronics products and services.

The editors

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1. Introduction

The administration during an athletics meet can rapidly extend to immense proportions. To simplify this, a first version of the computer application *MeetManager* was developed in 1995. Meanwhile, that application has been fully rewritten from the ground up, and therefore renamed to AthleticsManager, to make athletics administration even faster, handier, and more optimal for you, the user.

This manual starts off by listing the different steps you have to carry out to prepare *AthleticsManager* for use in the field. Next, we take a look at preliminary administration, in which you will learn how to set up correctly a meet, and how to add events. In the chapter after that, you will learn how you can easily add competitors to the meet, and how you can enter event results.

To prepare for these tasks, the introduction chapter briefly shows you how *AthleticsManager* fits in between other *TimeTronics* products, which terms are used in *AthleticsManager* (and their meanings), and to finalize a short overview of the main interface elements.

1.1 Overview

AthleticsManager can receive data from other *TimeTronics* products, like *MacFinish*. These data are first processed, and then saved in *AthleticsManager*. The data can then be exported or viewed on different outputs: csv, html, and in the future on equipment like *ScoreBoard* or on television screens.

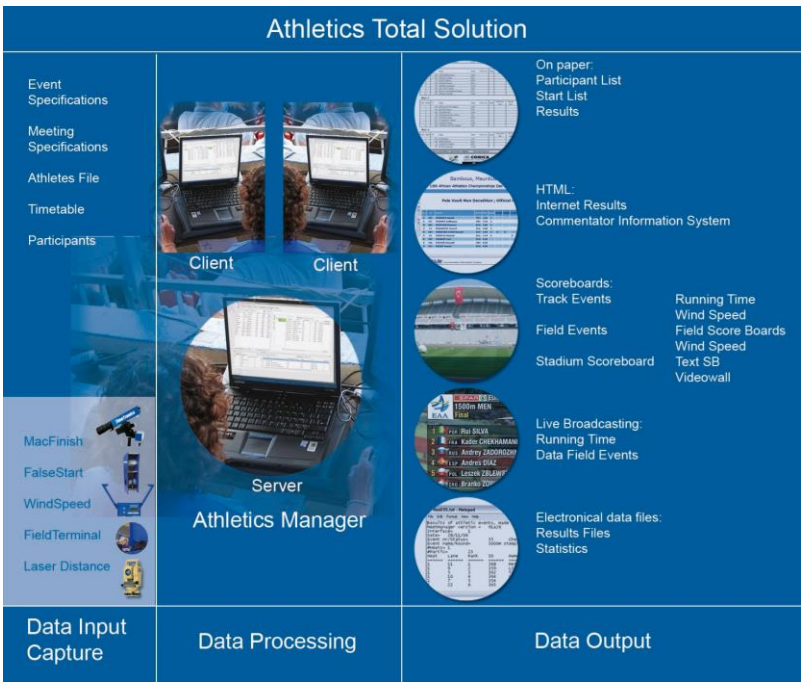


Figure 1: Data is being entered in input equipment (left), then processed by AthleticsManager (center) and next exported to output equipment (right)

1.2 Used terminology

It is very important to agree on a uniform terminology when processing large quantities of data. The figure should provide an explanation of which terms *AthleticsManager* uses internally, and how these relate to each other. The table below should provide clarity on the used terms.

English	Description
Meet	Collection of events.
Event	Part of a meet in which competitors can participate.
Combined events	Collection of track and field events.
Heat	Collection of participants that compete to each other in 1 heat, e.g. to divide participants over an event with limited lanes.
Group	Collection of participants that compete to one another in 1 group, e.g. to divide participants over a field event with limited places OR Collection of teams.
Club	Organization of athletes OR grouping of athletes from 1 region.
Team	Collection of athletes competing in this meet, often based on clubs.
Session	Purely logical grouping of events, for easier event management.
Category	Classification of an athlete OR classification of a participation OR classification-restriction of an event.

Table 1: Used terminology – description

1.3 Scope of the application

AthleticsManager is all about the management of a single meet, through manipulation of its events, and subdivision in sessions, categories, heats and teams. The rectangle with the bold blue border in figure shows which athletics elements are managed in *AthleticsManager*.

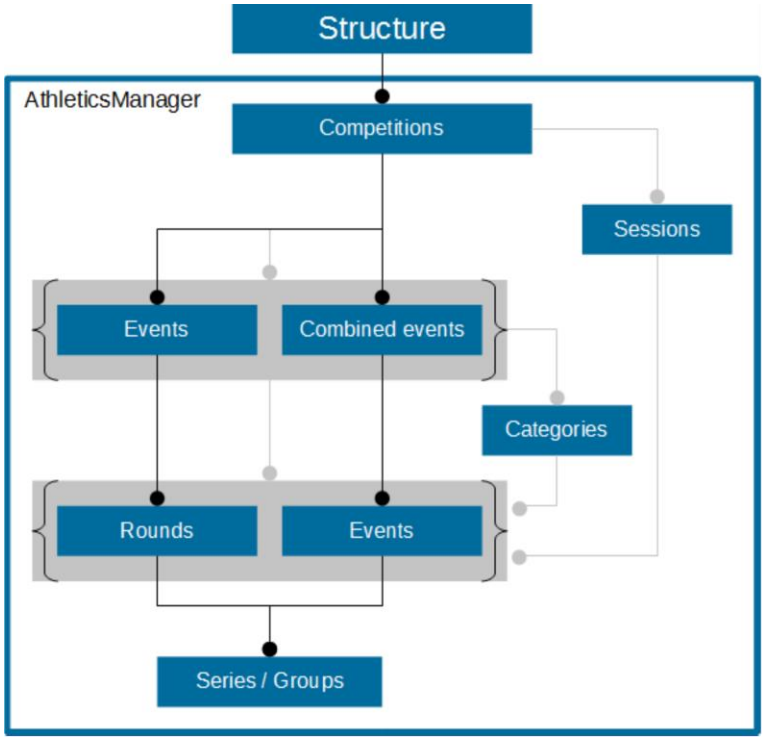


Figure 2: Terminology and structure in AthleticsManager

1.4 Overview of the interface elements

The interface of *AthleticsManager* consists of 5 main interface elements: the superuser bar, the athlete's panel, the events panel, the team's panel and the events manager.

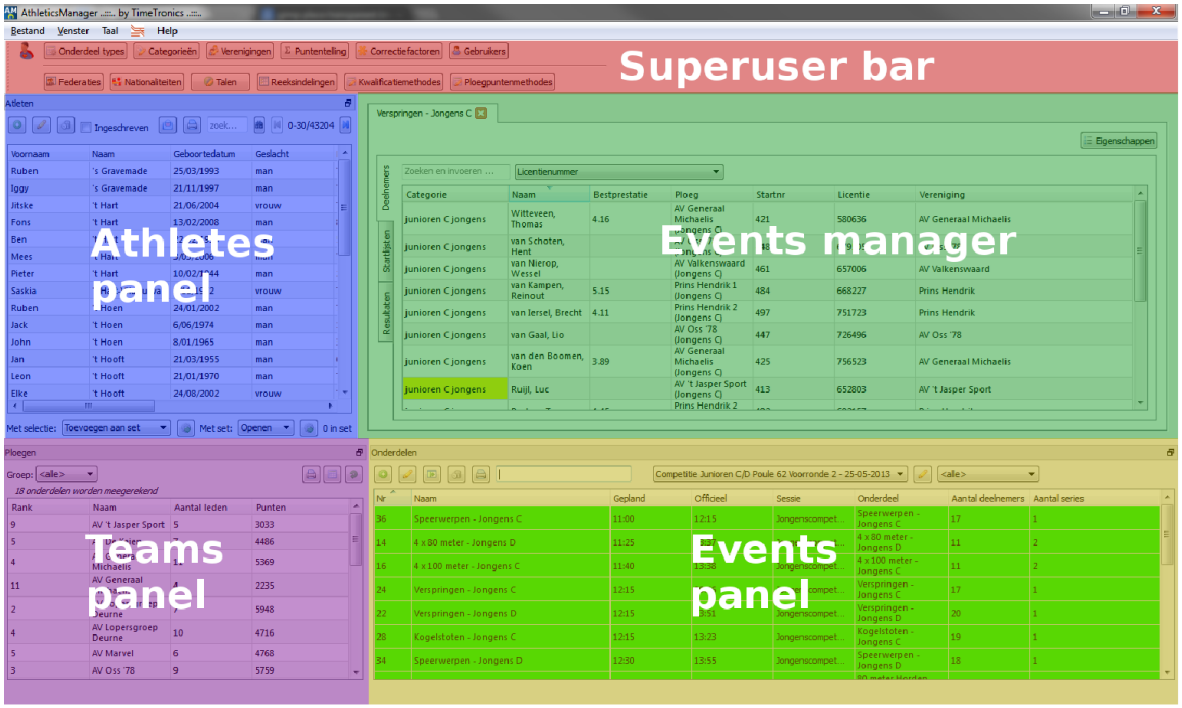


Figure 3: Elements of the AthleticsManager interface

Attention: The interface might be set up differently on your system, but all the displayed interface elements are present.

1.5 Printing settings

Throughout the application are buttons to print the corresponding list (usually next to or below the button). You can print through the menu **File > Print**, or by clicking on the different print icons in the different panels. A special printing dialogue opens with a list of settings specifically for *AthleticsManager*. Depending on the content that is to be printed and your print order, the listed settings will vary.

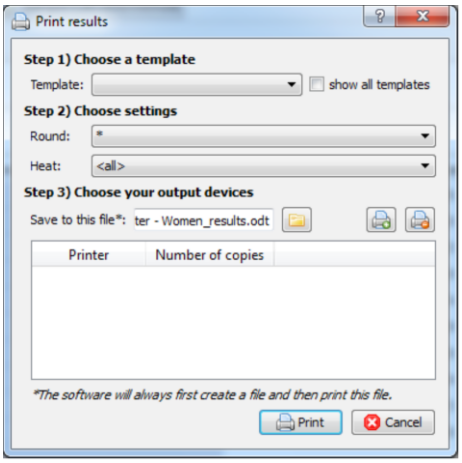


Figure 4: Example of a printing dialogue

- **Template**
  The printing template that you wish to use for this print. You can create print templates yourself if you have background knowledge of AthleticsManager and LibreOffice. We have hidden this function behind a password to avoid mistakes. If you are interested in this option please send a contact request to info@timetronics.be If you have a license which is part of a national purchase organised by your federation please contact your federation helpdesk. Enable **Show all templates** to display all installed printing templates, not just the compatible ones.

- **Settings – Round**
  Select the round you wish to print, or **<all>** for all of them.

- **Settings – Heat**
  Select the heat you wish to print, or **<all>** for all of them.

- **Settings – Session**
  Select the session you wish to print, or **<all>** for all of them.

- **Settings – Sort by**
  Select the field by which you would like to sort. This function is only visible if you give the print order through the menu **File > Print**. If you print by using the print icons in the different windows, you will not have this possibility.

- **Save to this file**
  The location where the printing file will be saved. During printing, the data will be filled in at the correct fields in the print template, which results in a new file. This file will be saved on the location you indicate here. ADVANTAGE; If desired, you can use this "Opendoc" file to make late changes to the layout, by adding or removing or changing some elements, before you send this file to the printer. Just open the file in Openoffice or Libreoffice, make the changes, and print the modified file.

- **Printer**
  A list of the selected printers to which you would like to send the print order. Use the buttons on the right side above the list to add or remove printers. You can set the number of copies as well.

---

2. AthleticsManager Setup

A few simple installation steps have to be followed to get *AthleticsManager* ready for use. After that, the application needs a connection with an *AthleticsManager* database, by which the user profiles have to be set correctly (in the database).

2.1 System requirements

Minimum specifications:

Operating system Windows XP SP3 or later*
CPU Single Core (1 GHz)
Memory 512 MB RAM
Disk space 16 GB
Screen size 15,4" (800 x 600 px)

Recommended specifications:

Operating system Windows XP SP3 or later*
CPU Dual Core (2 GHz)
Memory 2 GB RAM (800 MHz)
Disk space 100 GB SATA (7200 rpm)
Screen size 15,4" (1280 x 1024 px)

Ideal specifications:

Operating system Windows 7 (Professional or Ultimate)*
CPU Quad Core (2,4 GHz)
Memory 4 GB DDR3 RAM (1333 MHz)
Disk space 100 GB SSD
Screen size 17" (1280 x 1024 px)

* AthleticsManager is a 32-bits application, but works also on a 64-bits platform.

2.2 AthleticsManager installer

2.2.1 Installer

We have 2 types of installers, a standard version which includes all components and a LITE version

AthleticsManager installer contains:

- AthleticsManager Server
- AthleticsManager Client
- AthleticsManager PostgresSQL Database Engine
- LibreOffice
- XML Creator
- Serial to MacFinish 6.x

AthleticsManager installer LITE contains:

- AthleticsManager Server
- AthleticsManager Client
- AthelticsManager PostgresSQL Database Engine

A window opens up, where you can choose which parts you wish to install. For further detailed information please jump to paragraph 2.2.2

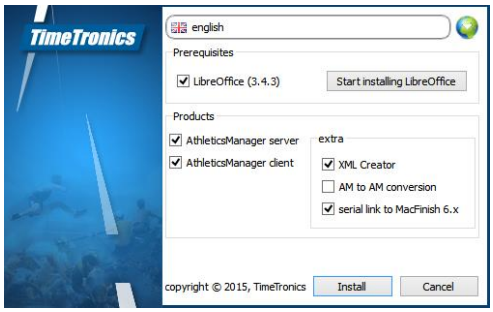


Figure 5: Installation overview window

Note: Neither PostgreSQL nor LibreOffice are products of TimeTronics. We are not responsible for any internal problems that might arise due to PostgreSQL or LibreOffice.

2.2.2 Options of the AthleticsManager Installer

2.2.2.1 Choose Install Language

2.2.2.2 Prerequisites

LibreOffice will be installed when you check this box. AthleticsManager needs LibreOffice for printing services.

2.2.2.3 Choose which products to install

2.2.2.3.1 AthleticsManager server

If you plan on using the server-client functionality, you will need the *AthleticsManager Server*. Just one computer in the network needs an *AthleticsManager Server*. By selecting this option, you also automatically mark the *PostgreSQL* database software for installation.

2.2.2.3.2 AthleticsManager client

The *AthleticsManager Client* can be installed on multiple computers. They need to be in the same local network as the *AthleticsManager Server*, please mark *LibreOffice* for installation.

2.2.2.4 Choose the extra features to install

2.2.2.4.1 XML Creator

Please note that this feature is not available in the LITE version.

XML Creator will allow you to build your own feeds. All information is send through this feature in a structured way. Please note that this option is for more advanced users only.

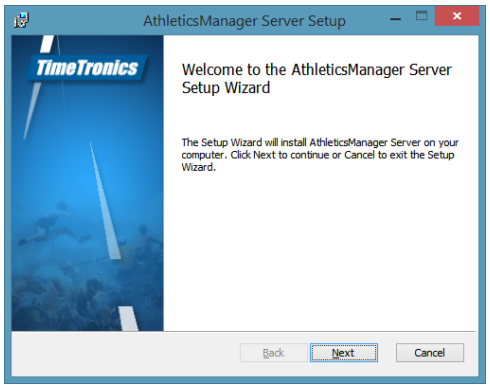
2.2.2.4.2 Serial to MacFinish 6.x

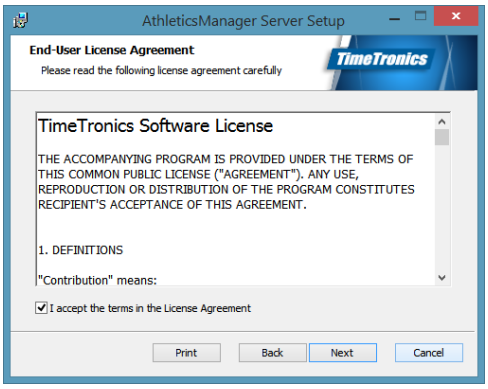
Please note that this feature is not available in the LITE version

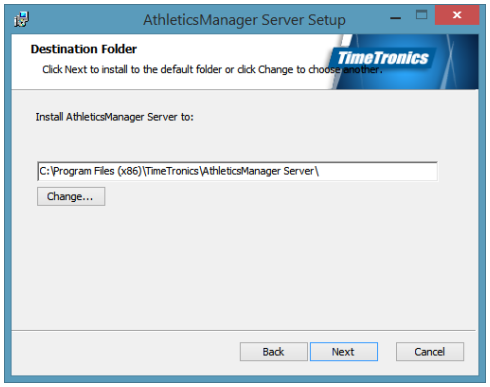
If you use MacFinish 6.x software you can exchange information with AthleticsManager (results and start list) using this feature. Please note that MacFinish 7.x and 8.x are using

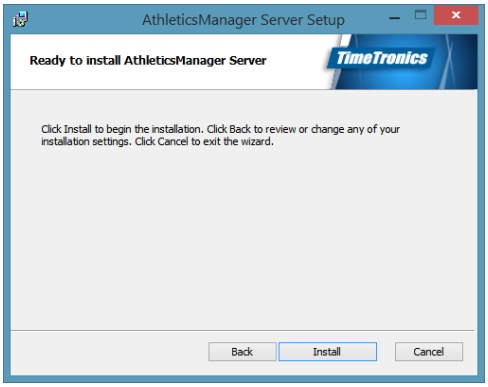
a **network** connection for a link to AthleticsManager, and therefore do NOT need this option.

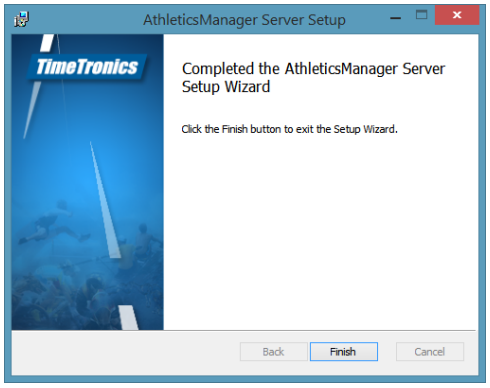
2.2.3 Installation Windows for AthleticsManager server



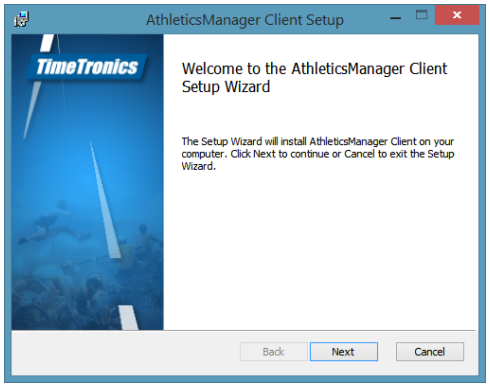


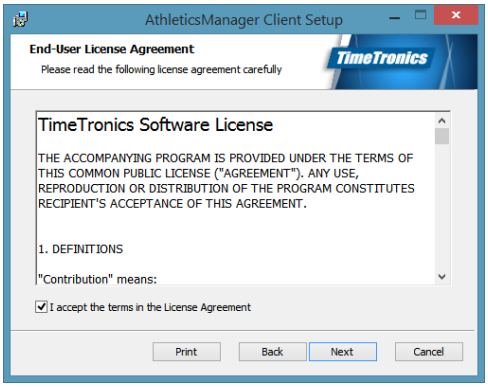


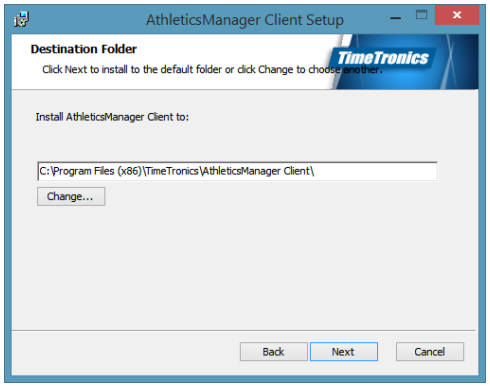


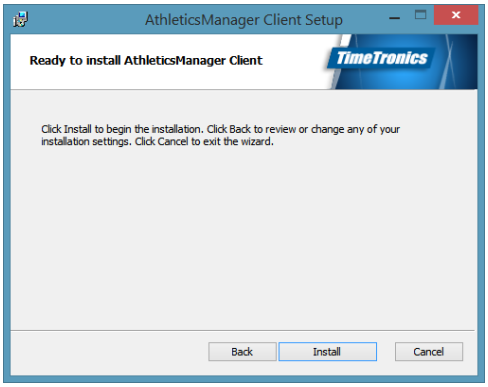


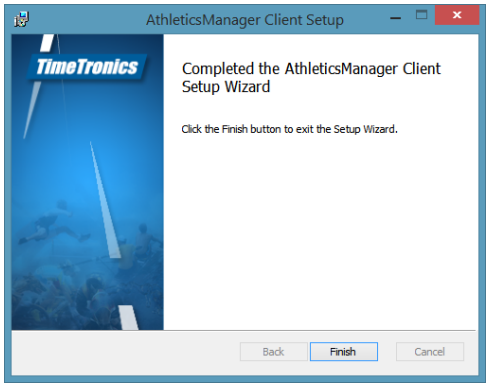
2.2.4 Installation Windows for AthleticsManager client





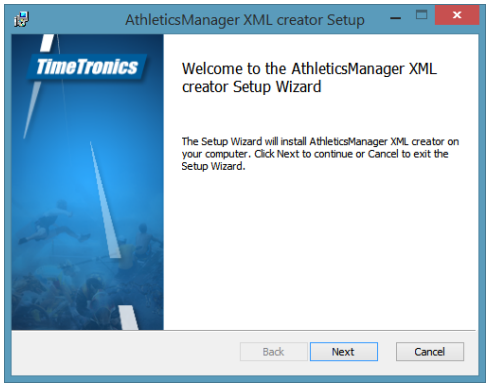


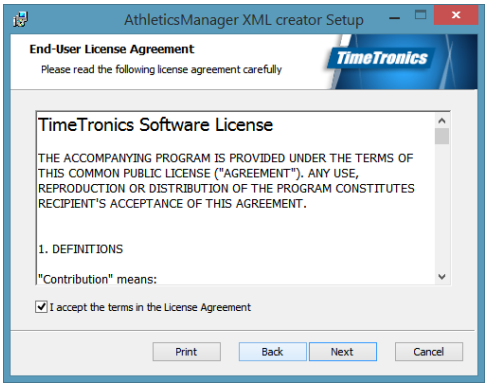


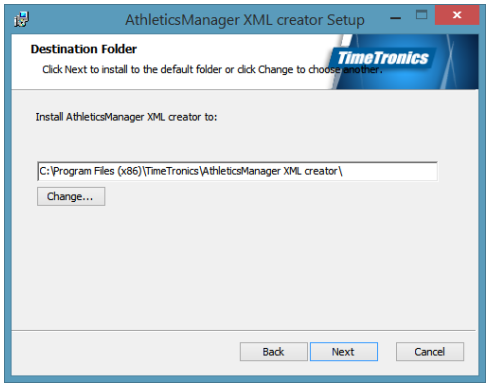


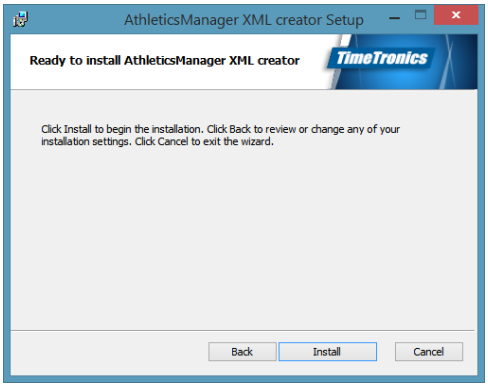
2.2.5 Installation Windows for AthleticsManager XML Creator

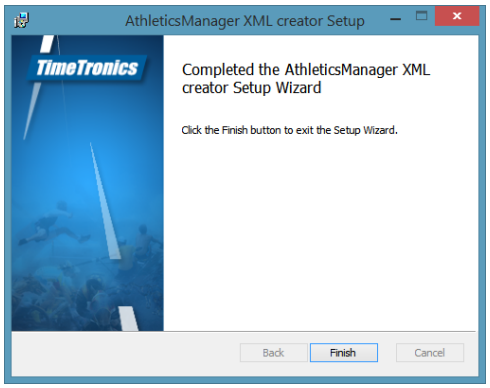
Please note that this feature is not available in the LITE version.











2.2.6 Installation Windows for AthleticsManager to MacFinish 6.x Serial

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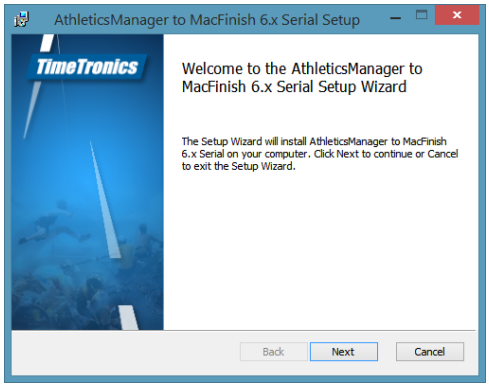
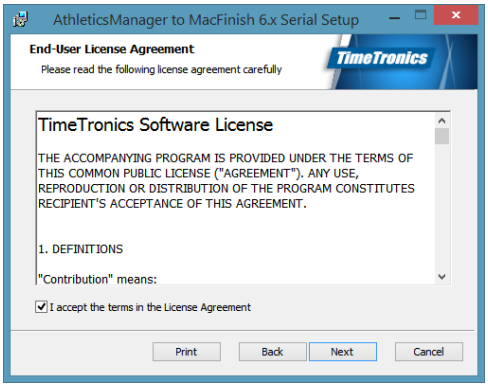
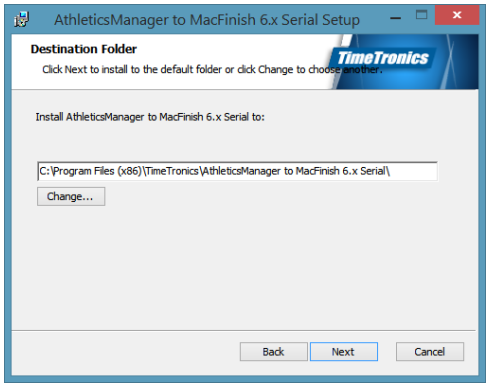
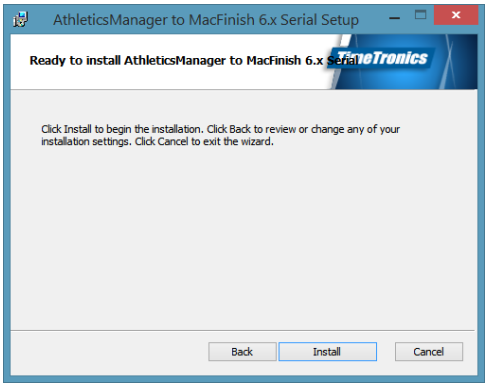
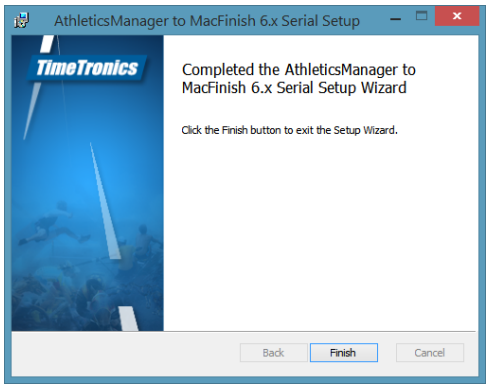










2.3 Database

A correct database is automatically loaded in the database service after installation of the server. If you wish to use the server-client environment, be sure the server's database service is running when starting the *AthleticsManager Client*. Starting or stopping the database service can be done through the appropriate button in the *AthleticsManager Server* (as administrator).

Note: The database can be emptied using an AthleticsManager Client*, through the menu item* ***Clear*** *in the menu* ***File****. You need to be logged in as a user (profile) with sufficient privileges for this though (e.g. superuser).*

2.4 Firewall

When you use a client – server setup you have to configure your firewall.

Clients have to authenticate to the server first, and are only then able to communicate with the database of the *PostgreSQL server*.

If you are using the default *Windows Firewall*, you will receive a notification at the first start of one of the applications (client or server). Simply click on **Allow access**, and the correct firewall rules will be added to *Windows Firewall*.

The same principle will probably apply for other firewall software. If no message requesting access appears, you will need to enter the correct firewall rules manually. To do this, please refer to your firewall software's manual.

The required firewall rules for correct functionality of *AthleticsManager* are listed the table here below. The rules in italic are defaults on most firewalls and will probably not need to be set explicitly.

Application	Protocol / Port	Direction
AthleticsManager Server	UDP/1217	In
AthleticsManager Client	UDP/1218	In
PostgreSQL	TCP/5432	In
AthleticsManager Server	*/*	*Out*
AthleticsManager Client	*/*	*Out*
PostgreSQL	*/*	*Out*

Table 2: Required firewall rules for AthleticsManager.

The installer of AthleticsManager server will execute a batch file to include the PostgreSQL database application to the incoming Windows firewall rules. The file is also available in the installation folder (postgres_firewall_rule.bat).

2.5 Client / Server environment

The server application coordinates the traffic between the clients and the database. Multiple clients (both *AthleticsManager Client* and for example *MacFinish*) communicate with the *AthleticsManager Server* for exchanging data. This communication happens over a local area network. If all clients and the server are present on one system, a local area network is not required, as all the pieces of software communicate over the loopback interface (IP 127.0.0.1).

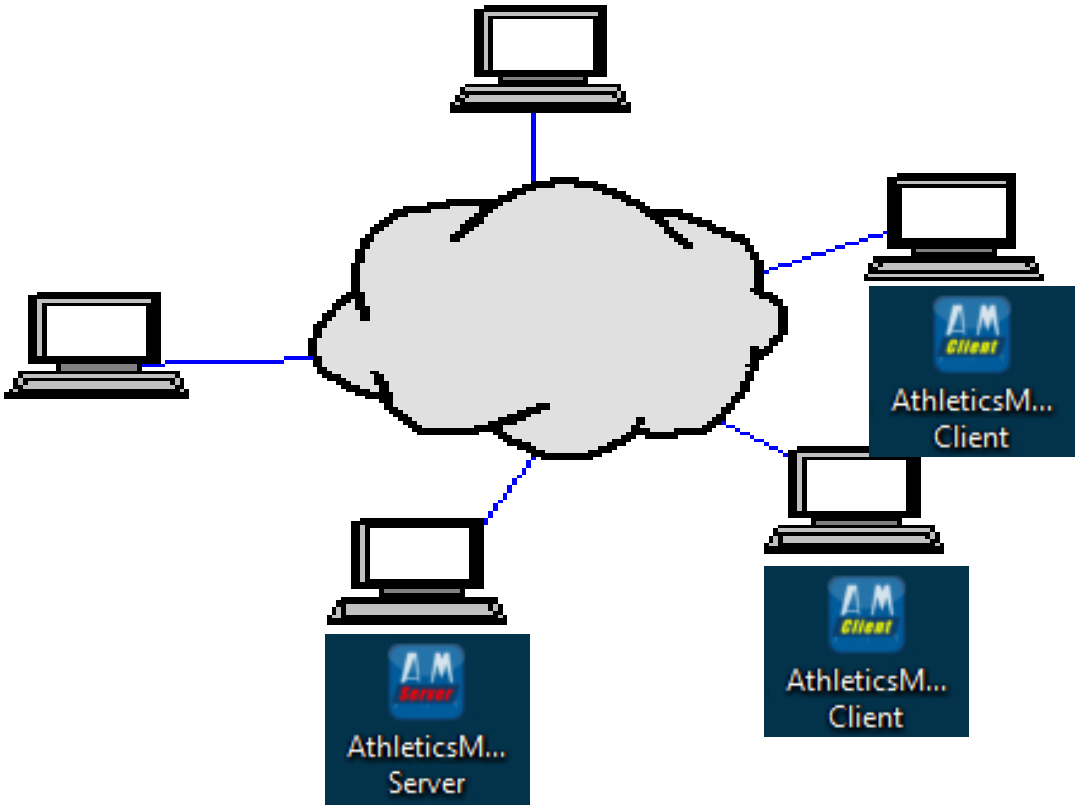


Figure 6: Client / Server environment

The status of the database service is displayed in the *AthleticsManager Server* interface. When active, the *AthleticsManager* database can be backed up and restored quickly and easily (file format .amb). You can also automatically zip this backup database or load a zipped database direct into the *AthleticsManager Server*. The zipped .amb file takes only approx. 10% of the standard .amb files

By minimizing the *AthleticsManager Server* window, it will remain active in the system tray.

Because the server application manages the back-end database, this application needs administrator privileges. This should be set up correctly during installation, but if this is not the

case, you can change this very easily: right-click an *AthleticsManager Server* shortcut (like one on your desktop), and select **Properties** from the context menu. The properties window appears. Click on the **Advanced-**button and check **Run as administrator**. Press **OK** in all windows you have opened.

The client application works by simply choosing a server or a local database from the combo box. Update this list by pressing **[F5]**. Running multiple clients is possible, up to a maximum that your license key allows. These can then communicate with the server over a local area network.

2.6 Uninstall

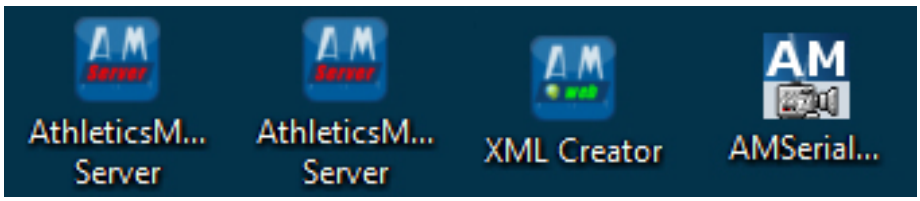
You can use '*Windows*' default program management utility available in the control panel. You have to search for the following programs:

- AthleticsManager Server
- AthleticsManager Client
- AthleticsManager PostgresSQL Database Engine

---

3. AthleticsManager general info

On your desktop you will find now different icons depending on the options you have chosen to install.

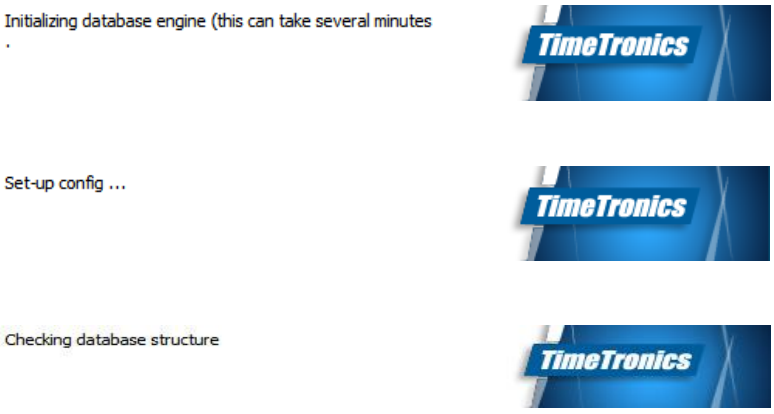


3.1 AthleticsManager Server

3.1.1 Start AthleticsManager server

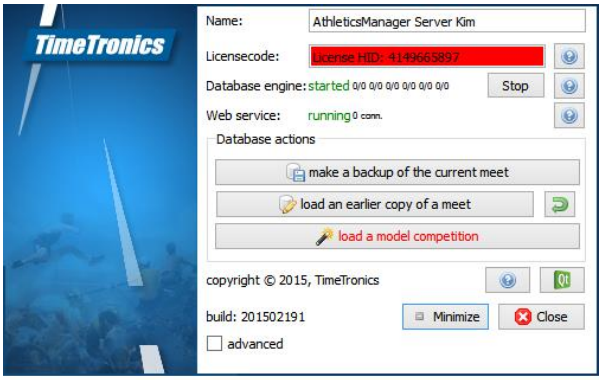
Click on the following icon to start the server:

The first initialization will take several minutes, you will see different messages.



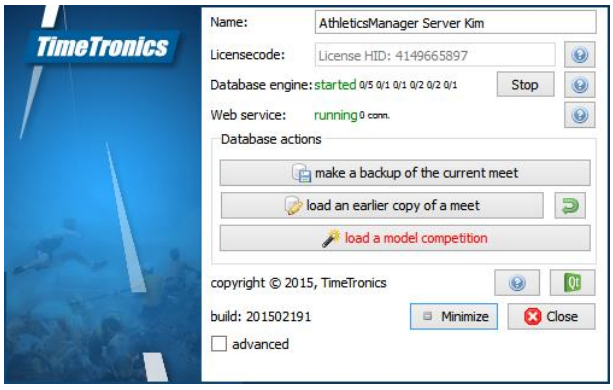
3.1.2 Name of AthleticsManager server

Here you can change the name of your server. Later you will need this name to see to which server you want to connect with the client.



3.1.3 License code

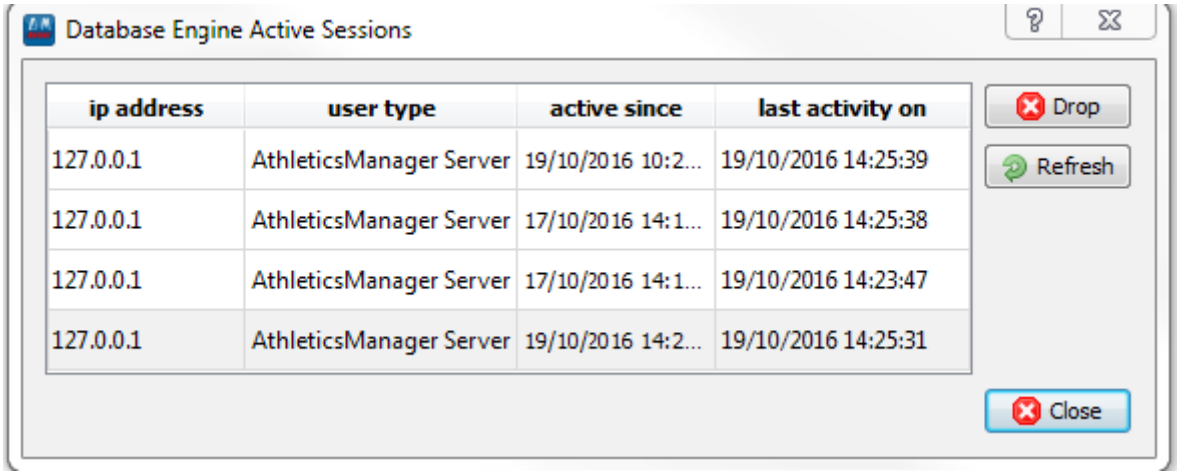
If you connect a valid dongle (=USB-license key) to your computer or type the correct license number in case of federation contract then the "Licensecode" field will be shown in white color.



3.1.4 Database engine

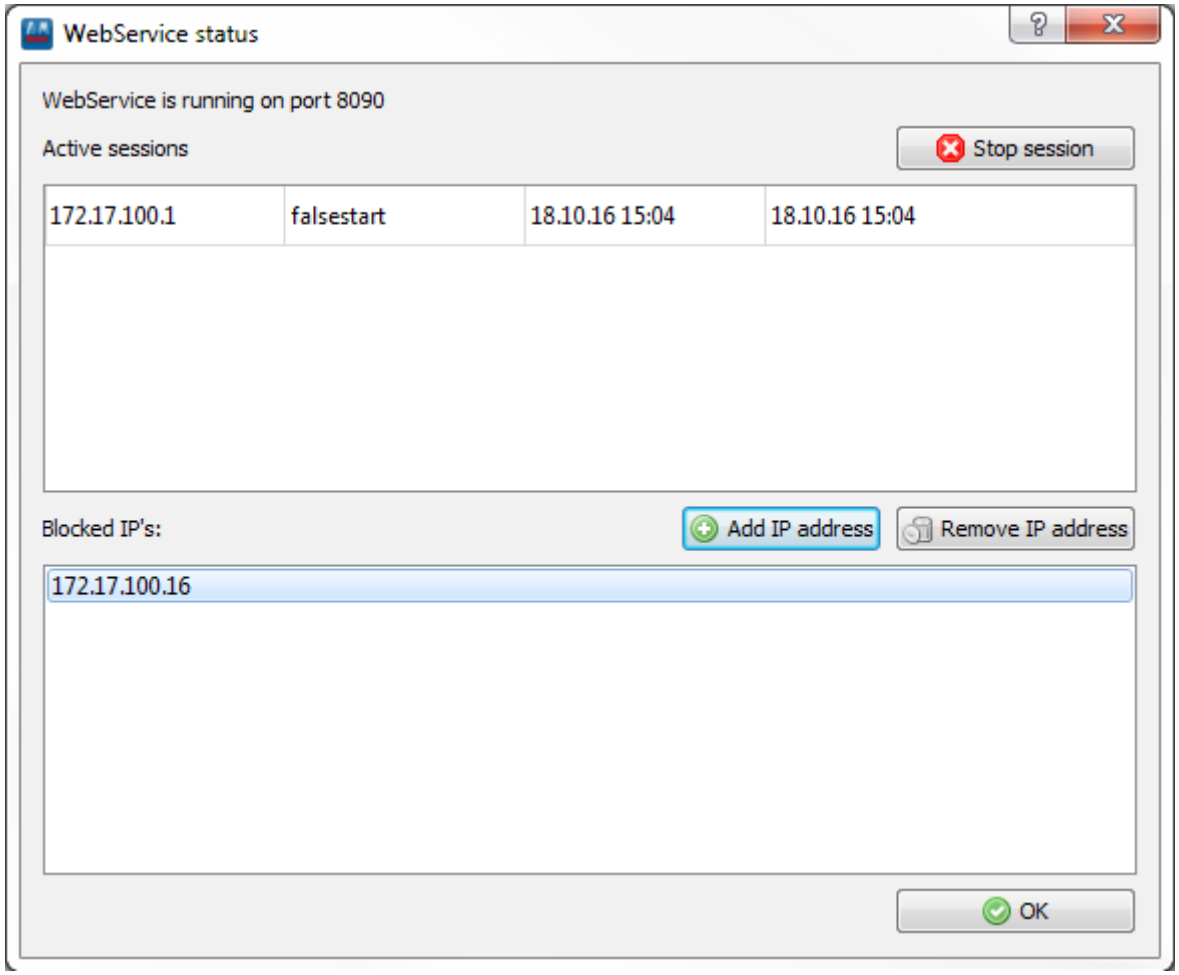
By clicking on the info button next at the database engine row, you will get an overview of the active database engine sessions.

The window gives you an overview of all active connections to the database.



3.1.5 Web service

By clicking on the info button next at the web service row, you will get an overview of the active web service sessions.



When a client wants to make use of the web service of the server, it needs to make a connection to the web service. First the client needs to find the server. It will send a search request on the

network. The server shall handle this request by first checking if your registration license is allowed to make a connection to this client. If it is allowed, it shall then answer the client with an encrypted message.

From this point the client knows the ip address of the server and can make an HTTP request to the webserver. It therefore will create a session ID with the servers ip address, username, password (encrypted ofcourse) and GUID. The session ID is then added in the header of the HTTP request and sent. All this is done automatically. A user simply has to wait until the client has detected the server to start.

The web service will receive the HTTP request and check if the session ID is valid. Afterwards it shall post the answer to the client. Checking for a valid session ID means decrypting the username and password of the request and comparing them. All new valid sessions will be stored in the active sessions table of the web service status window.

As described before the webservice runs on port 8090. A client can interact with the web service by initiating a request on http://*servername or ip address*:8090/

Handled get requests of the web service

- competitions (get all competitions)
- events/competition_id (get all events from a specific competition)
- participations/heat_id (get all participant from a specific heat of an event)
- results/heat_id (get results from a specific heat)
- ahletes (get athlete based on offset or search value)
- fieldtablet/action (get info of field tablet app. Action can be version, size, hash or download)
- whatishappening (get entries of live events)

Handled post request of the web service

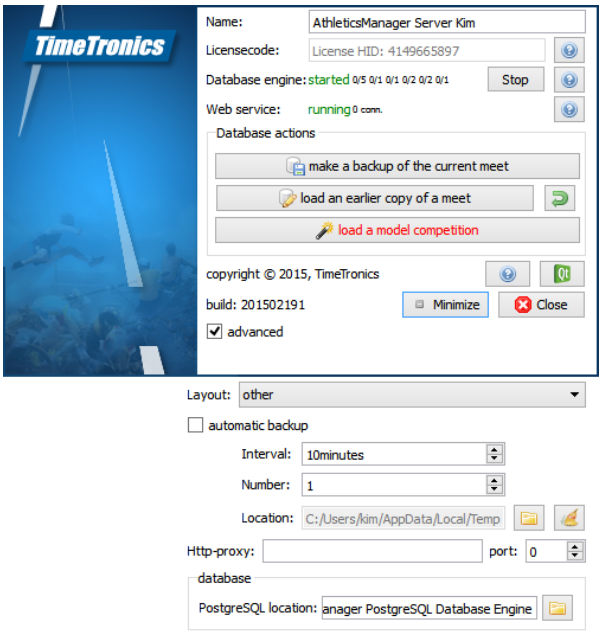
- update_participation (update the participation table and others)
- new_result (add new result to the results table)
- update_result (update result of the results table)
- delete_result (delete result from the results table)
- new_whatishappening (insert new entry in the whatishappening table)

For each of these post types a list of parameters can be appended. This is not documented as it would take us to far.

This window has some extra functionality to clear an active session or to block connections from a specific ip address (in case somebody is harassing you).

3.1.6 Advanced

If you click on "advanced" some new options will be shown. You can choose between the different national federations or **if your federation is not listed, choose others in the layout dropdown list**. In this case most common used IAAF setting will be used.



3.1.6.1 Automatic backup

You can select to automatically backup the database. You can specify the interval time, the number of backups you want to be stored on the hard disk and the location of the backup.

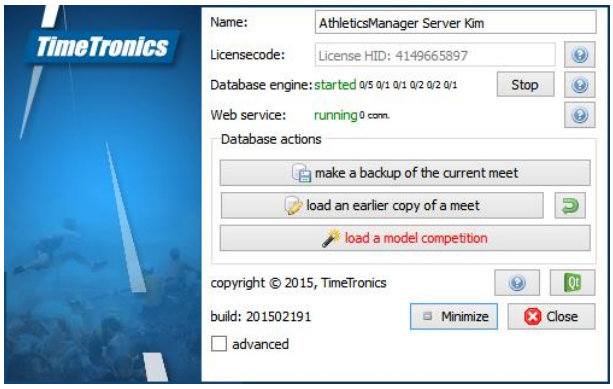
3.1.6.2 Proxy

If a customer wants to use his own network to run AthleticsManager on, it is plausible that he uses a proxy server for security reasons. In this case you can set the name or ip address of the proxy server and its port number so AtheleticsManager can reach online sources to update his (local) database.

3.1.6.3 Database

The last option to set in the advanced window is the location of the Postgres database. In 99.99 % of the cases you should not mess with this.

3.1.7 Database actions



3.1.7.1 Make a backup of current meet

Using the *AthleticsManager Server*, you can make backups of the meet's database. These backups can then later be restored in this or another *AthleticsManager Server*.

The **Undo**-button (the one with the turning arrow), restores the database to the status just before the last restored database. So, if you were using **My competition v1.amb** first, and then restore **My competition v2.amb**, possibly make some changes, and press the **Undo-**button, the database will be back to right before you loaded **My competition v2.amb**, so the database will contain **My competition v1.amb** again.

3.1.7.2 Load an earlier copy of a meet

With this functionality you can load the backup meet database of the previous step

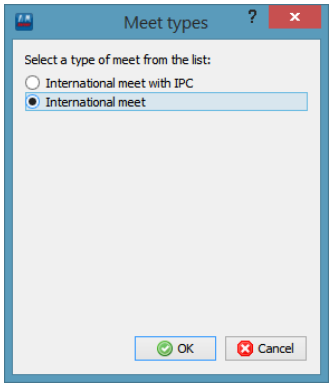
3.1.7.3 Load a model competition

3.1.7.3.1 Load a model competition (with server layout "federation"

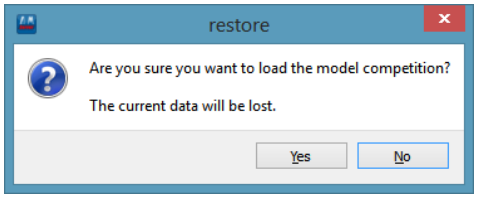
You will get a choice of model competitions which are specially defined by/for your federation. Please choose the right competition you want to prepare.

3.1.7.3.2 Load a model competition (with server layout "others")

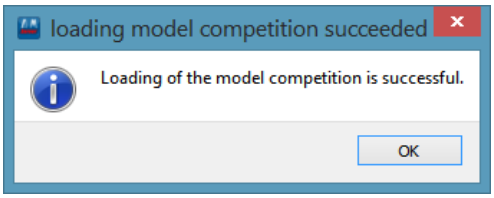
To start a new competition, you have to load a model competition. The list of model competition you can choose from is depending on the "Layout" you have selected under advanced. If you have chosen general than you will get 2 options.



You can choose International meet in case you do not IPC (Paralympics). You will get a warning message. If you want to start a new meet you can click yes. If not, please make first a backup of your meeting before continuing.



It will take a few minutes to install the model competition so please be patient till you get following message. (You will not have any progression feedback)



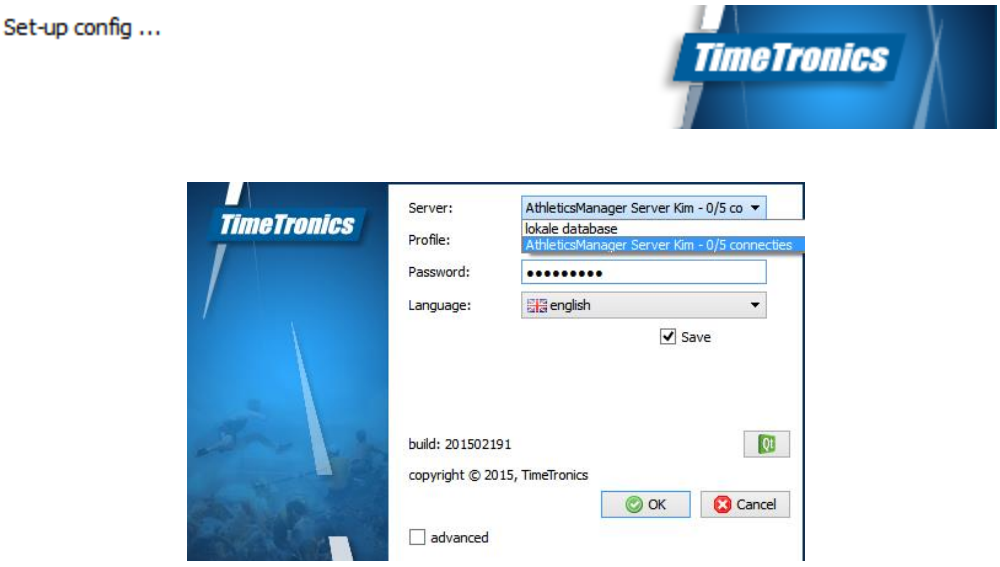
Be sure that you click on ok before continuing otherwise you will not have the right settings in your client afterwards

3.2 AthleticsManager client

3.2.1 Start AthleticsManager client

Click on the following icon to start the AM Client:

Choose the server to which your client has to connect.



3.2.2 User Profile

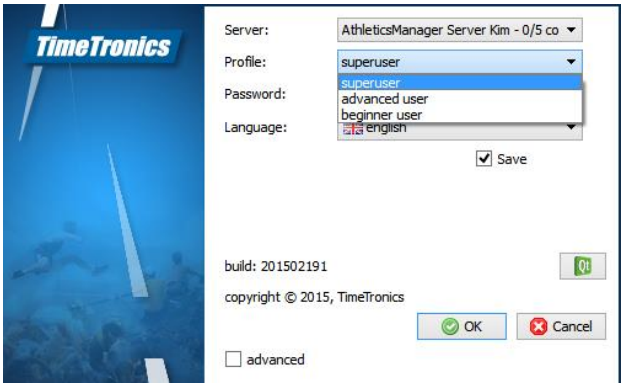
A user profile is a combination of a user (name), a password, and a collection of user privileges to certain parts of functionality in an *AthleticsManager Client*. When logging into a database, you need to provide the client with valid user login credentials. By default, three users exist:

User name	Default password	User privileges (description)
superuser	superuser	All privileges, can do anything.
advanced user	advanced	Can manage the meet, but cannot change any global settings.
beginner user		Can only change results.

Table 3: Description of user profiles.

These three user profiles are always available and cannot be removed. The password of the logged in user can be modified through the info-window in the menu **Help > About**. It is recommended to change all default passwords. Profiles and their passwords are saved when making a backup.

The superuser can add new and modify existing user profiles through the **Users-**window. More info about this can be found in the chapter 7.6 *User profiles*.



3.2.3 Advanced

If you click on advanced, you will see info at the print path. This means that all your settings are ok to print from the Client. If you see an empty field please go to the complete manual to get this setting properly done.

When installing the client, you are presented the option to install LibreOffice. This is a free word processing software that which is used for printing documents. The client will automatically find the location of the software (e.g. LibreOffice or OpenOffice) and set it in the print command text field.

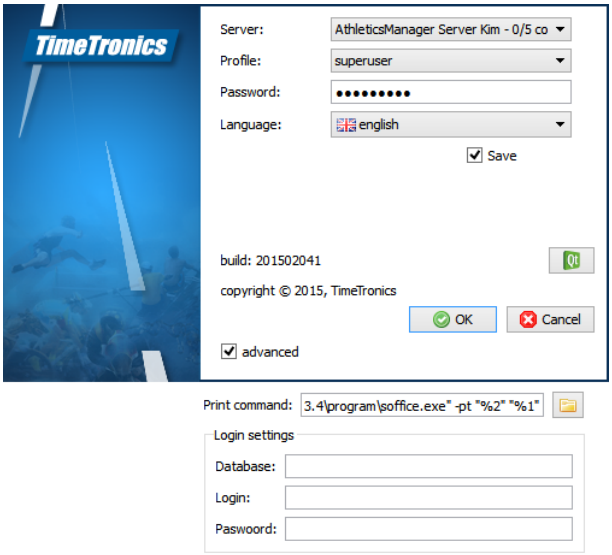
```
Print command: "C:\Program Files\OpenOffice.org 3\program\soffice.exe"
-pt "%2" "%1"

parameter 1: file name

parameter 2: printer name (retrieved by calling printer dialog)
```

You can set a new print command, if you want to use a different word processing software. We do not advice this.

The advanced login settings for the database are currently not used.



If you click on ok you will see the standard startup screen of the AthleticsManager Client.

3.2.4 Modifying interface

The interface of the client can be modified considerably, by moving around panels. By 'panel', we mean: a group of interface elements that are on one interface plane. Examples are the athlete's panel, the team's panel, etc. A panel can be moved around (by dragging its title bar) and scaled (by dragging the borders of a panel). Panels can also be grouped together, by moving them over each other. To switch grouped panels, simply switch between their tabs (below). To split them, you just have to drag a panel to another location.

Panels can be hidden and shown through the menu **Window > Panels** and enabling (show) or disabling (hide) a panel. The events manager and superuser bar are exceptions to this rule. The events manager is always visible (it takes up the leftover space), and the superuser bar can only be made visible by right-clicking on the menu bar and clicking **Superuser**. It can be hidden the same way.

There are different kinds of panels, each with their function and own way to move around:

- Most panels can be moved around by dragging the title bar of the panel, and dragging the panel to a desired location in the interface.

- The superuser bar is a special panel that can be moved by holding it on the left-hand side and then dragging it. This panel can be placed everywhere in the application, but we recommend you to place it on top or at the bottom of the application.

- The events manager is a panel that automatically adapts itself to fit in the leftover space not used by the other panels. As a result, it cannot directly be moved around.

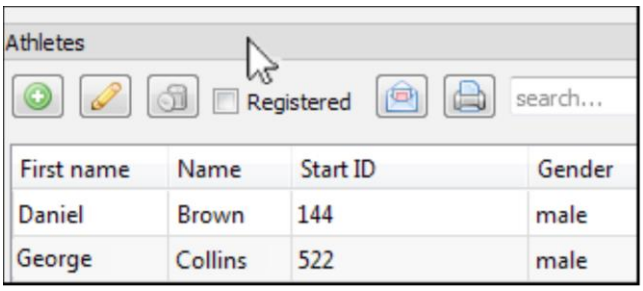


Figure 7: Possible point for dragging the athlete's panel.

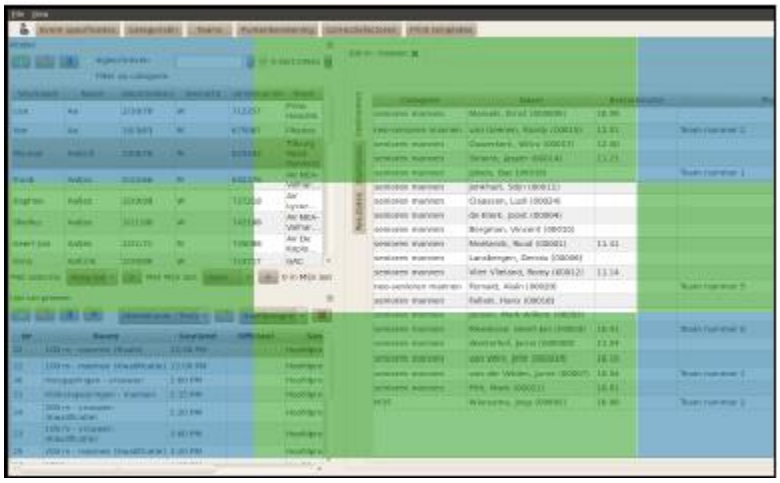


Figure 8: Possible locations of a 'regular' panel (blue and green).

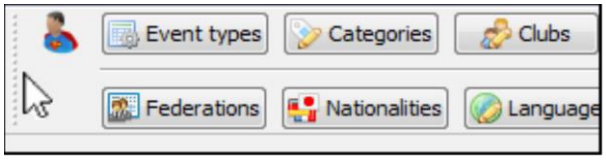


Figure 9: Dragging the superuser bar.

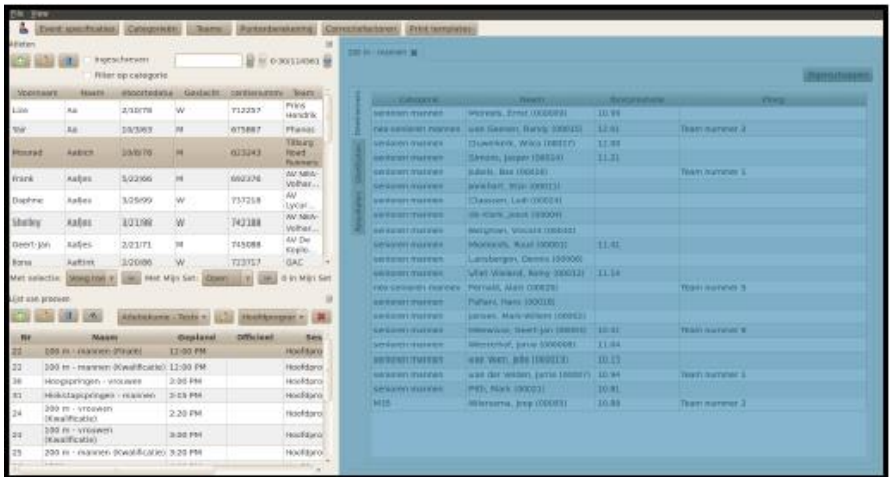


Figure 10: Possible location of the events manager.

Another possibility of modifying the look of the user-interface is by hiding/showing certain columns. *AthleticsManager* is host to a lot of tables, which might cause a bit of a visual data overflow. If that is the case, you can right-click the header of a column, and choose which columns you want to have shown (checked) or hidden (unchecked).

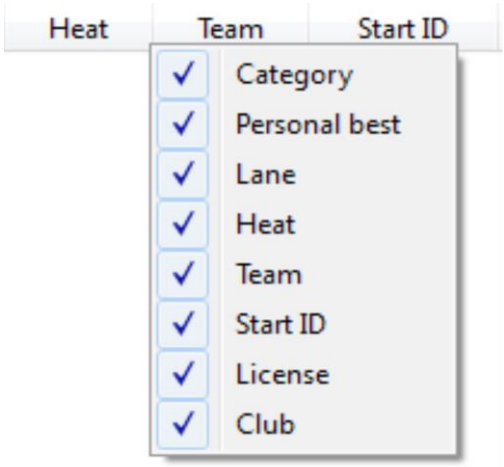


Figure 11: Possible columns in the Start lists-tab.

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4. AthleticsManager Preliminary administration

Before you start entering results, a lot of properties need to be set. When using model meets, these properties should be correctly set in advance. No harm on checking up though.

The meet properties are specific options for your meet. One of the tabs in the meet properties are the default properties for events. The options set here are copied as settings for **NEWLY** added events (not existing ones!). After all events have been added, and have the correct properties, you may start processing the registrations. Add athletes, in teams or not, as participant for one or more events.

4.1 Competition properties

We define a meet as a collection of events over a specific time span. This is used as a starting point for athletics administration. The meet properties window can be opened by clicking left top: File – Meeting General Properties. You may find it in the events panel, next to the name of the meet, recognizable by a pencil icon. A new window with 6 tabs appears.

4.1.1 General

The tab **General** contains a list of general properties.

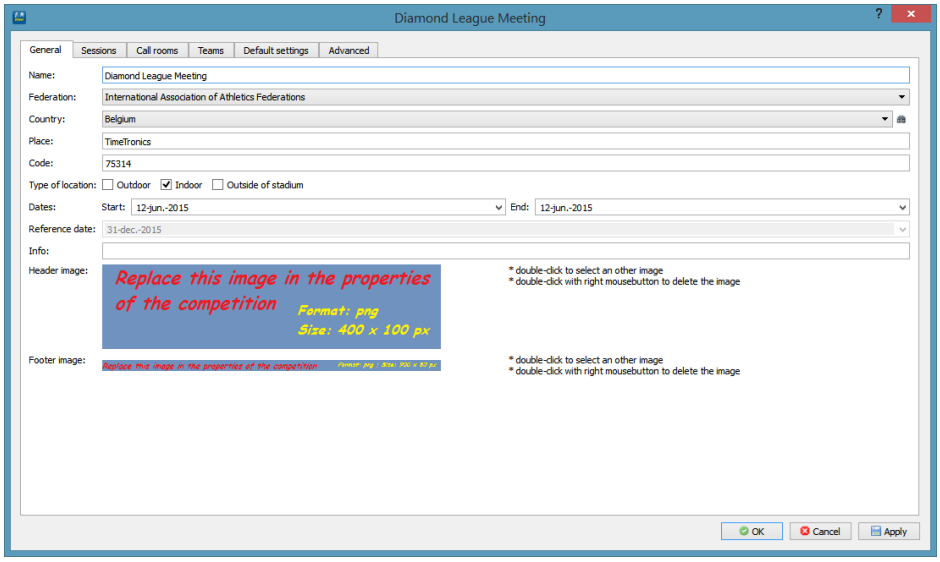


Figure 12: Meeting General Properties

- **Name**
  The name of the meet. ***(Required)***

- **Federation**
  The federation that hosts this meet. ***(Required)***

- **Country**
  The country that hosts this meet. ***(Required)***

- **Place**
  The place that hosts this meet. ***(Required)***

- **Code**
  An identifier code for this meet, for example the federation's unique ID for this meet, or an international ID code.

- **Type of location**
  Define if this is an **Outdoor**, **Indoor** or **Outside of stadium** meet.

- **Dates**
  The starting and ending dates of the meet. The input format depends on your system's locale. By clicking on the arrow on the right side, a pop-up calendar appears that aids you in easily selecting a date. It is very important that you set the correct dates, for the reference date can calculate the age categories with the correct dates. ***(Required)***

- **Reference date**
  Calculates the age categories of the athletes, based on the dates of the meet.

- **Info**
  Extra information you wish to save, like a description of the meet.

- **Header image**
  Add an image to be printed in the header. By double-clicking with the left mouse button in the grey zone, you can browse your pc and select the image. To remove the image, double- click with the right mouse button in the grey zone.

- **Footer image**
  Add an image to be printed in the footer. By double-clicking with the left mouse button in the grey zone, you can browse your pc and select the image. To remove the image, double- click with the right mouse button in the grey zone.

4.1.2 Sessions

For big meets, it is a pain to search a single event in the list of all the events of all days and all categories. That is why the concept of *sessions* was introduced in *AthleticsManager*. Essentially, sessions are nothing more than logical subdivisions of the events of a meet. They have no influence whatsoever on the point calculation.

Some examples on how you can classify events into sessions:

- A meet for men and women, can be classified into two sessions: **Men** and **Women**.
- A meet that lasts two days, can be classified into two sessions: **Competition Day 1** and **Competition Day 2**.
- A meet for two categories (e.g. Masters and Juniors), can be classified into two sessions: **Masters** and **Juniors**
- A meet that lasts two days, for two categories (ex. Masters and Juniors), and divided by gender (men and women), can be classified into eight sessions: **MM-D1, MM-D2, MW-D1, MW-D2, JM-D1, JM-D2, JW-D1 and JW-D2 (Masters Men – Day 1 / Juniors Women – Day 2)**.

The way you wish (or do not wish) to use sessions, is entirely up to you. The model meets already have some sessions sets, which we think will be the most useful for the average user experience and for that meet.

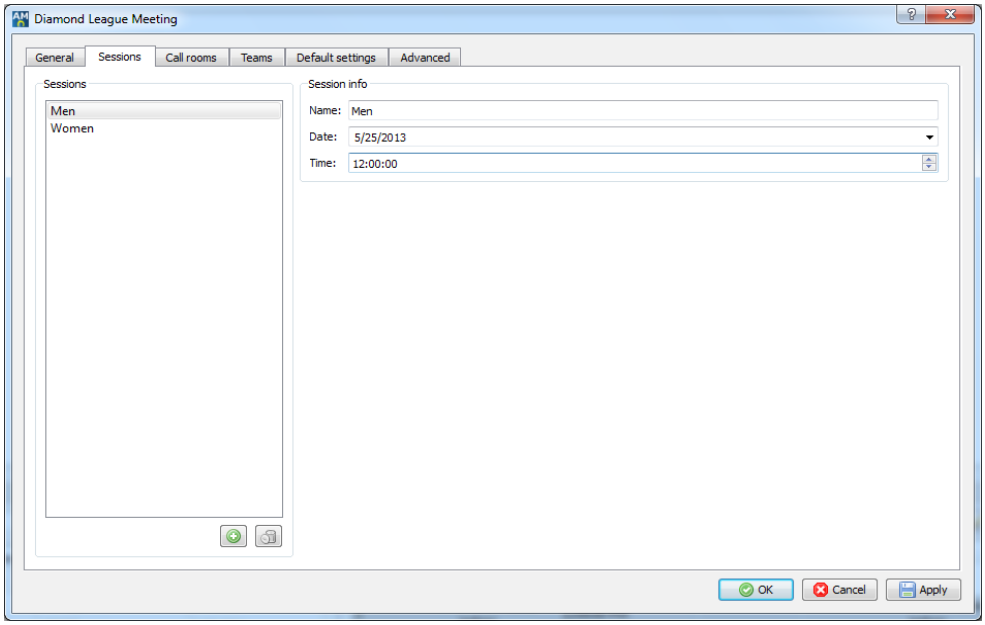


Figure 13: Modifying the sessions of an event

- **Sessions**
  A list of sessions for this meet. You can add and remove sessions using the buttons below the list.

- **Session info – Name**
  The name of the selected session. Do not leave this empty! *(Required)*

- **Session info – Date**
  The date when this session is to start. This can be useful for meets that last multiple days, and you wish to subdivide the meet into sessions by day. It is this value that will be used in the printing templates. *(Required)*

- **Session info – Time**
  The time when this session is to start. This can be useful to subdivide the meet into the morning, the afternoon, the evening, ... *(Required)*

Note: Keep an eye out that there are no sessions with an 'empty' name in your session list. You may recognize them by trying to click the entry right below your lowest session. If an empty field gets selected, remove it. Empty vertical spaces between sessions also indicate empty-named sessions. Although empty-named sessions work just fine, they may be confusing in your interface.

4.1.3 Call rooms

An optional, for now purely administrative function in *AthleticsManager*, is the use of *call rooms*. Before an event officially starts, an athlete can report to a call room. In future versions of *AthleticsManager*, this data can probably be exported to an external display device, like a screen, so competitors know where to report.

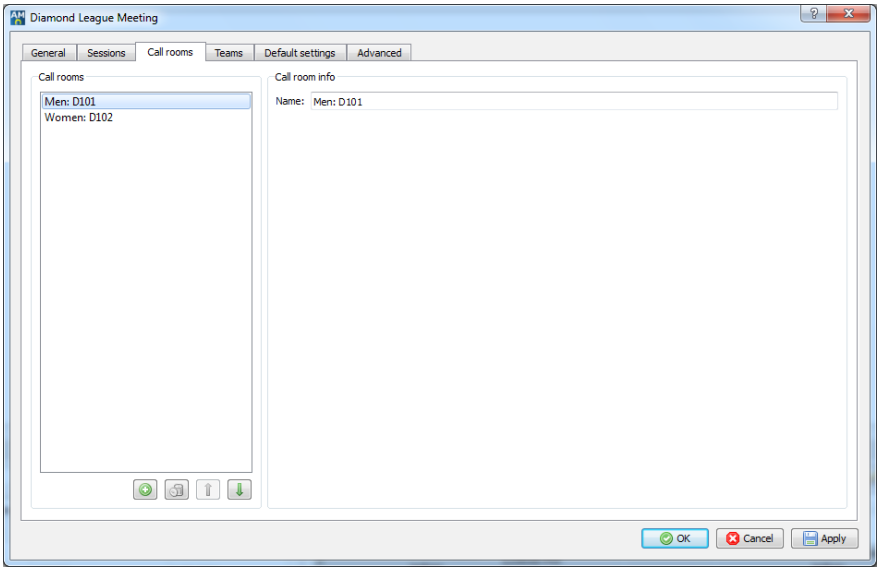


Figure 14: Example of call rooms

- **Call rooms**
  A list of call rooms for this meet. You can add and delete call rooms by using the buttons at the bottom.

- **Call room info – Name**
  The name of the concerning call room. *(Required)*

4.1.4 Teams

Here you make the teams, for meets in teams. There are some guidelines that have to be taking into account, to simplify the later processing.

A group is a collection of teams. Groups are, just as sessions, a purely logical category, but this time of teams instead of events. Every team that you create, must have a group to associate with. If you do not want to use separate groups, you can use a default name for the group (for example an empty name) and work with this.

A team is not the same as a club. One club can send multiple teams to a meet. Therefore, it is important to add in the group name a category and possibly even an increasing team number. This will be comprehensible through the examples. A final important option to note are the standard categories. These are used in two ways: a correct listing of possible events where an athlete can participate in, and an automatic team assignment of an athlete according to the club and category. This is explained in the note underneath subsection *4.3.4 Enrol an athlete into an event.*

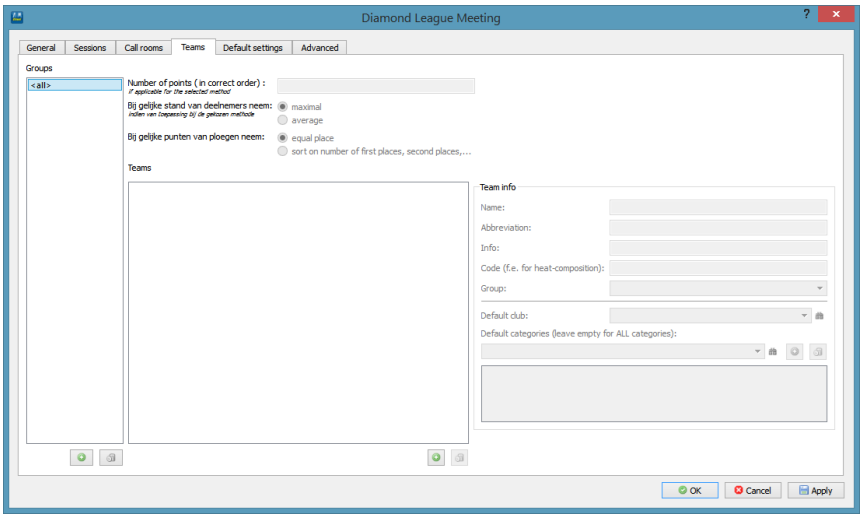


Figure 15: Change teams in a meet

- **Groups**

  A list of groups for this meet. You can add and delete groups by using the buttons at the bottom.

- **Number of points (in correct order)**

  The number of points that the teams get assigned, according to place, starting from the first place, and separated by semicolons. Example: 12;11;10;9;8.

- **In case of a tie take**

  If there is a tie, is it the maximum or the average of the points associated with these places that has to be used? Example: two teams both have the second place, will then either 11 (maximum) or 10,5 (average) points be used.

- **Teams**

  A list of teams for this meet. You can add or delete teams by using the buttons at the bottom.

- **Team info – Name**

  The name of the concerning team.

- **Team info – Abbreviation**

  The abbreviation that is given to this team.

- **Team info – Info**
  Extra field where you can add information about the team, for example a definition of the team.

- **Team info – Code**
  Identification code for for example heat classification. This is used to pass parameters to methods that require these.

- **Team info – Group**
  The group where this team belongs to.

- **Team info – Default club**
  The club from where the team is sent. If the **Name**-field matches with another club, then this club will automatically be selected.

- **Team info – Default categories**
  The categories that the members of this team should have. Do not forget to click on the **plus**-button after selecting a category. For several examples of entering the categories, see Appendix B.

4.1.5 Default settings

The values in the tab **Default settings** are used as predefined properties when adding **new** events. They have no effect on existing events! In other words, the values that you set here will be copied to the properties of **new** events, but not to the existing events.

These default properties are extensively discussed in section *4.2 Competition events.*

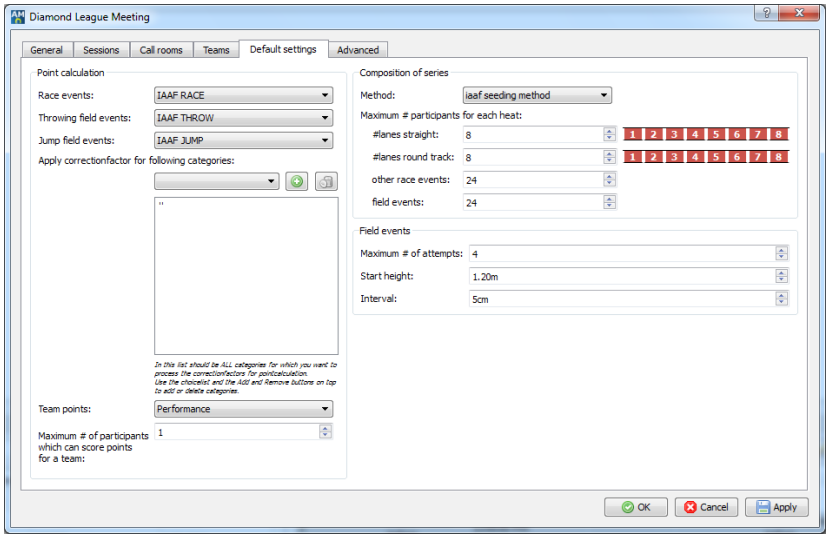


Figure 16: Default settings for new events

4.1.6 Advanced

The tab **Advanced** contains some various options that are applicable to the meet.

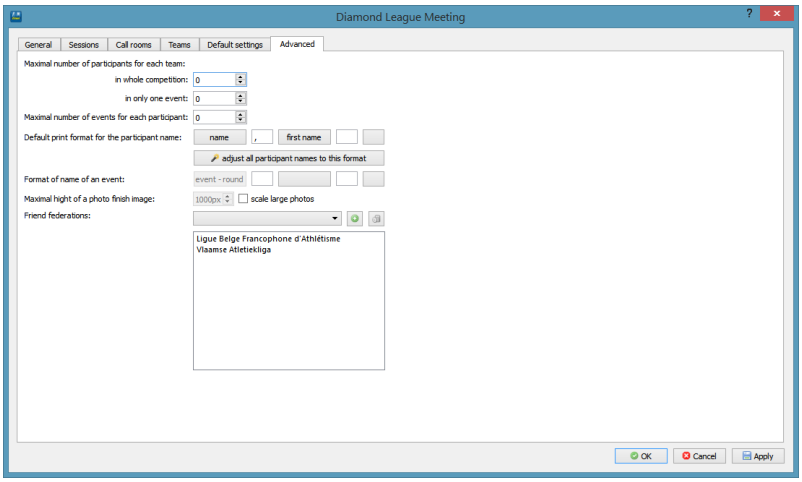


Figure 17: Advanced settings of the meet

- **Maximal number of participants for each team – in whole competition**
  Limiting value for the number of team members who can participate in the meet. *(0 for infinite)*

- **Maximal number of participants for each team – in only one event**
  Limiting value for the number of team members who can participate in one (single) event. *(0 for infinite)*

- **Maximal number of events for each participant**
  Limiting value for the number of events in which one participant can take part. *(0 for infinite)*

- **Default print format for the participant name**
  When adding athletes as participants, their displayed name is adjusted to this size (for print-outs etc). Click on the buttons to switch between variables. Use the text fields to modify the separations (space, commas etc).

4.2 Competition events

A meet consists of multiple events. With events, there is a difference between a 'single event' (for example multiple rounds) and 'combined events', consisting of multiple events (where the rounds are individual events). The figure here below shows how this works internally in *AthleticsManager*. This is to let the database function more optimally.

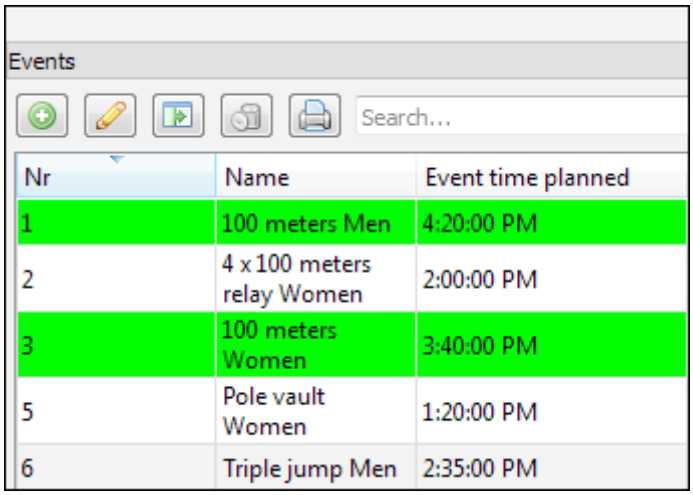


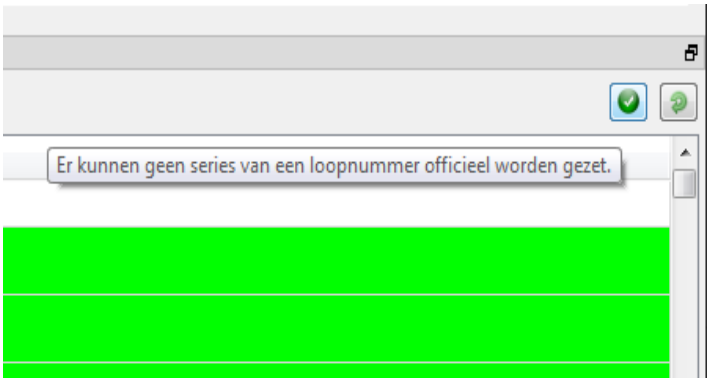
Figure 18: List of events in the Events panel

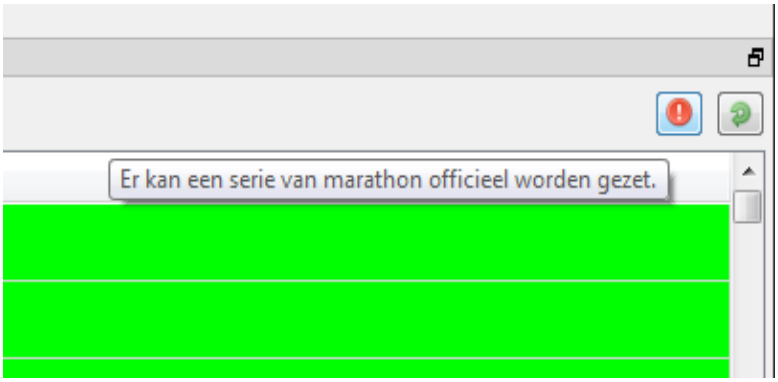
You can find the events of the meet in the events panel, which is always present in the interface. The buttons on the left-hand side in the events panel are used to modify the events. Their functions should speak for themselves: **New event, Event properties, Open event (in the event administrator), Delete event, Print list of events**. Next to this you also have the meet buttons, which we have already discussed in a previous chapter.

The table that stands underneath this, consists a lot of columns. An explanation:

- **Nr**
  An administrative number of the event. This number is an administrative help for anyone who is involved with the administration of the meet.

On the right side of the window, next to the refresh button, there is a button that will indicate if a round or heat can possibly be set official. AM will inspect all events that are not set official and notify the AM operator if any results were received. The button will be green if all events that have results are set official. The button will be red if there is an event that has results that is not yet set official.





This feature can be handy for track events when working with MacFinish. If MacFinish has send its results to the AM Server, the AM Client operator will be notified by this button that the race is finished.

Note: The set official button can only be used for track events.

- **Name**
  The **Name-**field contains the name of the event. For a single event with multiple rounds, the round name stands between brackets. For combined events, the event name stands between brackets.

- **Event time planned**
  The time when this event or this round is scheduled.

- **Official**
  The time when this event or round is made official.

- **Session**
  The session to which this event belongs.

- **Event**
  The event to which this round belongs OR the combined events to which this event belongs.

- **Number of participants**
  The number of participants that is registered for this event or this round.

- **Number of heats**
  The number of heats for track events or the amount of groups for field events, into which this event or this round is divided.

- **Background colour**
  The background colour of a row symbolizes the status of the event or the round.
  - **White** : Waiting for participants.
  - **Grey** : Waiting for results.
  - **Light blue** : Event has started.
  - **Yellow** : Results are available.
  - **Green** : Results are official.
  - **Red** : Results are corrected after making official.

*Note: When all sessions are shown, and you have sorted by **Event time planned**, then first the date and time of the sessions are considered, and secondly the time of **Event time planned**.*

4.2.1 General

When you add a new event, or you modify an existing event, a window with two tab pages will open: The event properties. This window consists of two tab pages: **General** and **Rounds**. The **General**-tab applies for all types of events and contains general settings for this event.

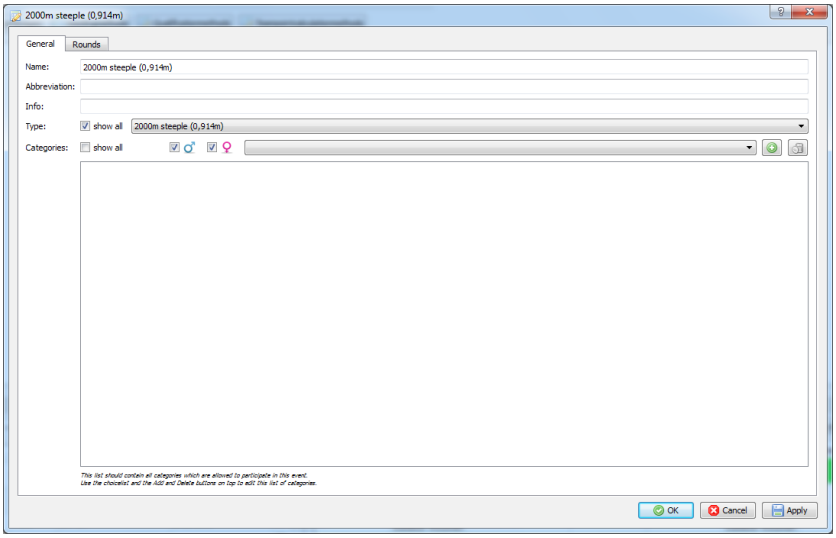


Figure 19: General properties of an event

- **Name**
  The name of the event. ***(Required)***

- **Abbreviation**
  The abbreviation of the event.

- **Info**
  An info field for the event. This field can contain for example a definition of the event.

- **Type**
  The event type. This list contains all event types that are determined in section *7.1 Event types.* ***(Required)***

- **Categories**
  The categories which this event is meant for. This way incorrect participations can be noticed more quickly. When no categories are listed, then all the categories are permitted. Use the check boxes on the left of the combo box to filter the listed categories.

*Note: The check boxes **Show all** for both **Type** as **Categories** show or hide extra choices in the combo box next to it.*

4.2.2 Rounds

With combined events this tab page contains a list of the combined events. In the other case you will find here a list of the rounds of a "normal" event. By default, one round is created by the software: with the default name "*". This is useful for meets of which the events contains no rounds. *Note; The name "*" will never be printed on a participant or result sheet. Any other round name will be printed, if used in the print layout.* If you would like to change the number of rounds or the name of the round(s), you can add, delete and reorder the rounds here, by using the buttons at the bottom of the list. For EACH round you can separately modify a lot of properties **(Details)**.

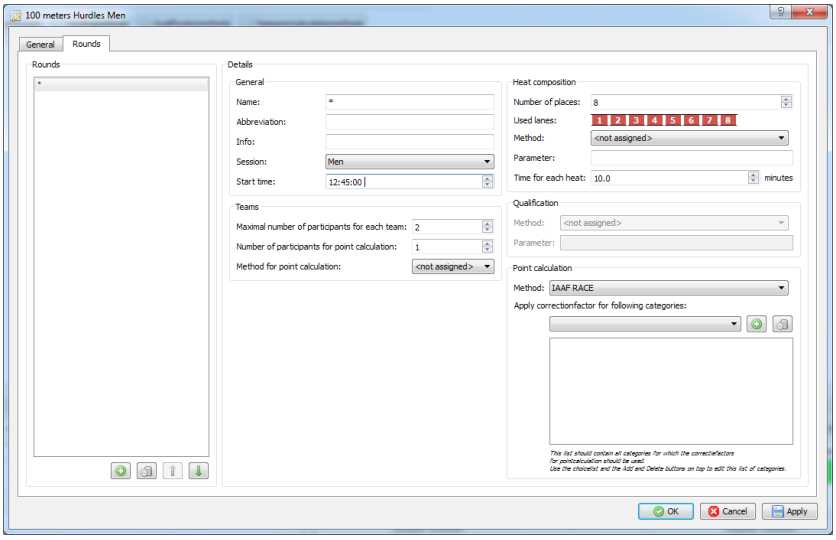


Figure 20: Modifying the round properties of an event

- **General – Name**
  The name of the round. *(Required)*

- **General – Abbreviation**
  The abbreviation of the round. With combined events, the abbreviation is used as the heading of the results table.

- **General – Info**
  An info field for the round. This field can for example contain a definition of the round, or the starting height of a high-jump competition.

- **General – Session**
  The session that belongs to this round. This list is filled with sessions defined in subsection *4.1.2 Sessions. (Required)*

- **General – Start time**
  The start time of this round. This value is shown in the list of events in the events panel.

- **Teams – Maximal number of participants for each team**
  Limiting value for the number of team members that is allowed to participate in this event.

- **Teams – Number of participants for point calculation**
  Limiting value for the number of team members of whom the points will count as team points. In other words: the points of the -n- highest scoring (according to place and result) participants from the same team count for team points.

- **Teams – Method for point calculation**
  The method how the team points are calculated. There are two possible methods by default. This list can be expanded by the personal methods of your federation.

  - **On place:**
    Team points are assigned according to the values in the field Amount of points in order and the chosen option for In case of a tie take, on the tab page Teams of the meet properties (see 4.1.4 Teams).

  - **On performance:**
    Team points are assigned according to the individual points, based on the performance. The possible correction factors are hereby also considered.

  - **<not assigned>:**
    No team points will be assigned, in other words, team points are not in effect here.

- **Field event – Start height** *(depending on event type)*
  The start height of high jump-events. This function is only visible for vertical length events. Format: 0.00m.

- **Field event – Interval** *(depending on event type)*
  The default value for the interval of sequential heights. This function is only visible for vertical length events. Format: 0.cm.

- **Field event – Number of attempts** *(depending on event type)*
  The number of attempts that can be done for this event. This function is only visible for events with multiple attempts.

- **Heat composition – Number of places**
  The number of available places in a heat or group. This is used for automatic heat or group composition.

- **Heat composition – Used lanes** *(only events that make use of lanes)*
  Only the selected lanes are used in the heat composition. Click to use (red) or to not use (grey) a lane.

- **Heat composition – Method**
  The way how the composition will be executed. There are two possible methods by default. This list can be expanded by the personal methods of your federation.

- **Heat composition – Parameter**
  A possible parameter that can be included in the heat composition method.

- **Heat composition – Time for each heat**
  An estimated duration per heat. With this the start time of every heat is automatically adjusted to the time of the last added heat, increased by the duration that is entered. For the first added heat, the start time of the round is used.

- **Qualification – Method**
  The way how the qualifications can be calculated by the AMsoftware. There is one possible method by default. This list can be expanded by the personal methods of your federation.
  - **[On place];[on time];**

  - **<not assigned>**
    First on place, then on time. The given parameters for this method are the number of participations that are qualified on place, and next the number on time, separated by a semicolon (**;**).

- **Qualification – Parameter**
  A parameter that has to be given with the chosen qualification method mentioned above. For example: 2;3. In this case, every 1st and 2nd athlete of each heat will be qualified, as

well as 3 other athletes that have the fastest time over all heats. This parameter is used for track events.

- **Point calculation – Method**
  The method for (individual) point calculation. There are four possible methods by default. This list can be expanded by the personal methods of your federation.
  - **IPC;**
  - **IAAF RACE;**
  - **IAAF JUMP;**
  - **IAAF THROW;**
  - **<not assigned>**

- **Point calculation – Apply correction factor for following categories**
  A list of the categories for which a correction factor should be applied to the performance, which will then be processed by the point calculation formula to form the total amount of points. The role of the correction factor in the point calculation formula is explained in subsection *6.2.1 Individual points*.

4.3 Participations

In this section it is important to make a difference between an athlete, a participant and a participation

- An athlete is the person as he/she is stored in the database.
- A participant is an athlete who takes part in the meet.
- A participation is a link between the participant(s) and an event of the meet.
  - Usually this is a single participation, so a participation is 1 participant
  - In case of relays this is a multiple participation, for example 4 participants is 1 participation.

Also the difference between a category of an athlete, team, event and participation is important. Depending on the event type, check-ups happen based on either the date of birth, or the year of birth.

- The category of an athlete depends on his/her age.
- The category of a team is adjustable per team and is especially for automatic addition of athletes as members.

- The category of an event is adjustable per event and makes sure that participants can only participate under certain categories. Only for the permitted categories (in other words the categories of an event), points are calculated.
- The category of a participation (below referred to as 'participation category') is the category that is used to process the participation in an event.

With this terminology in mind, you can get started with participation administration.

4.3.1 Creating athletes

You can create new athletes in the athlete's panel. On top of the panel you see different buttons to create or modify athletes. The **plus**-button on the left-hand side can be used to create new athletes. If you click hereupon, you will open a new window with three tabs: **General**, **This competition** and **Personal bests**.

The **General-**tab contains three parts: **General**, **Licenses** and **License details**.

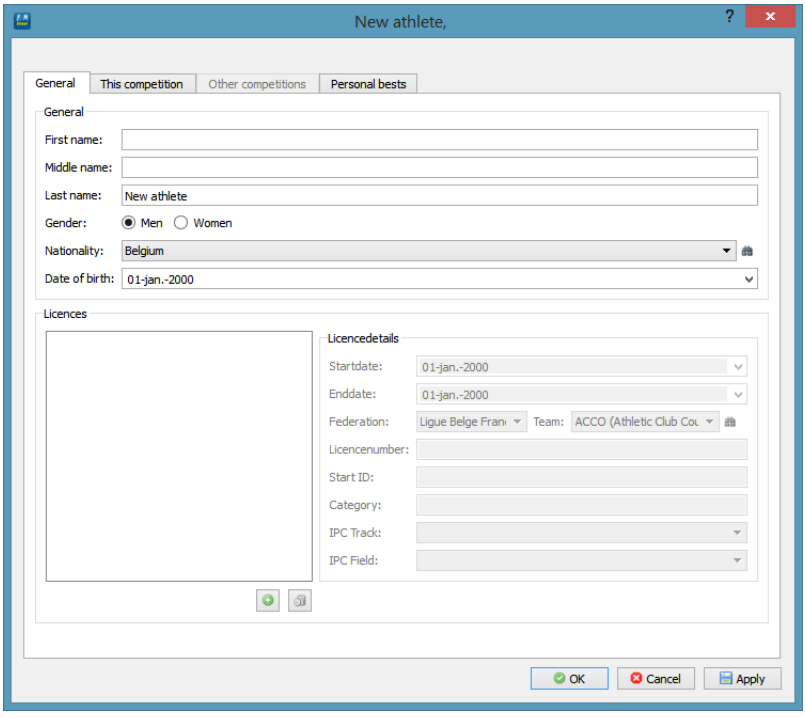


Figure 21: Tab New athlete – General

- **General – First name / Middle name / Name**
  The first name, possible middle name(s) and last name of the athlete.

- **General – Gender**

The gender of the athlete.

- **General – Nationality**
  The nationality of the athlete.

- **General – Date of birth**
  The date of birth of the athlete.

Licenses This field shows you the licenses of this athlete. To add a license, you first have to fill in the license details in the License details-part, after which you click on the plus-button under the licenses field. To delete any licenses, select the license in question and click on the trash-button.

- **License details – Start date / End date**
  The start date and end date of the athlete's license.

- **License details – Federation / Team**
  The federation and team to which the athlete belongs.

- **License details – License number**
  The license number of the subscription to the federation. This is thus the license number that was assigned during the subscription.

- **License details – Start ID**
  The fixed start ID that belongs to the subscription of the federation in question. This is thus the start ID that was assigned during the subscription.

- **License details – Category**
  The category that belongs to the athlete. This category is calculated based on the athlete's date of birth.

The second tab is the **This competition-**tab and contains one button: **Add <name> to current meeting**, where <name> is of course the name of the concerning athlete. If you add the athlete to the current meeting (by clicking on the button), the tab will show your more information, existing of two parts: **General** and **Participations**.

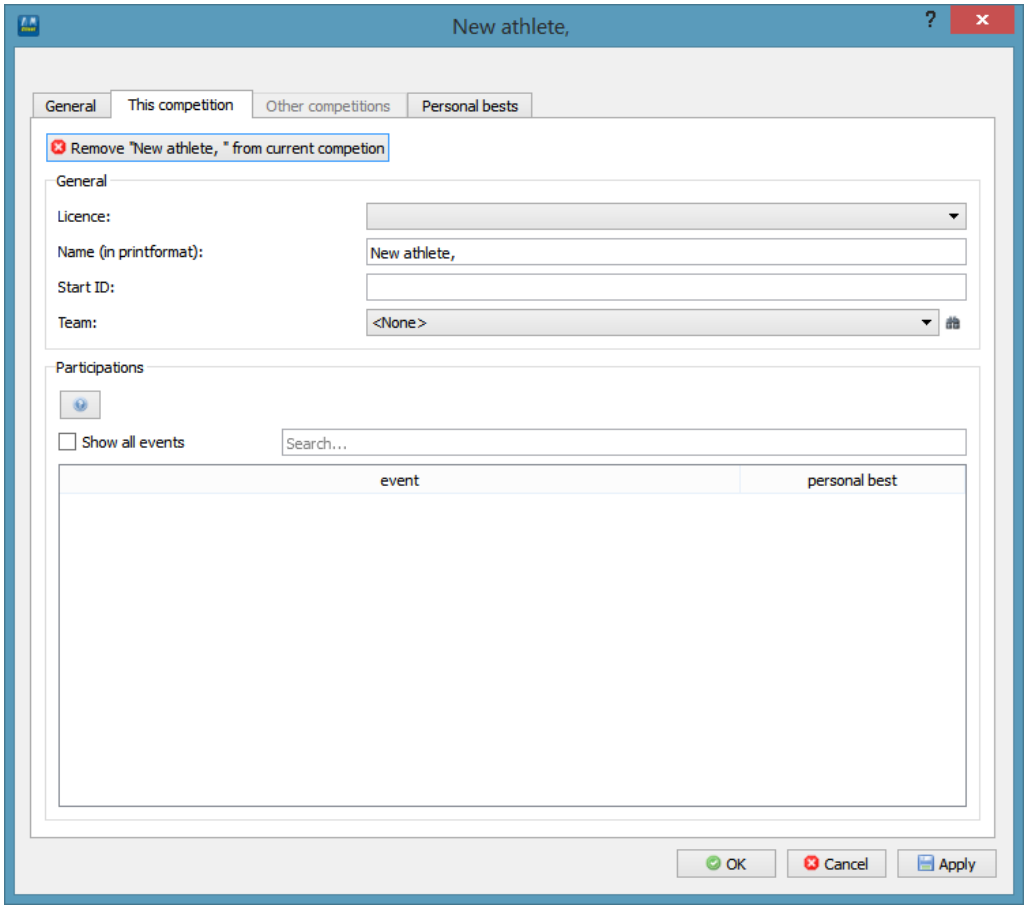


Figure 22: Tab add athlete in current meeting

On top of the tab you have the possibility to remove the athlete from the current meeting.

- **General – License**
  The license under which the athlete will participate in the meeting/event.

- **General – Name**
  The name of the athlete.

- **General – Start ID**
  This is the start ID that you can assign yourself. This can be a different number than the standard number that was assigned by the federation during the subscription (and which you entered in the previous tab).

- **General – Team**
  The athlete's team.

- **Participations**

  In this part you will see the events in which you would like the participant to participate. If you check the Show all events-check box, all events will be listed in order to select manually the events to participate in.

- **Personal best**

  Contains one part: Performance. In this tab you can enter the best performance per event (of the season / of the entire career). This performance will also be shown in the list of possible events in the This competition-tab.

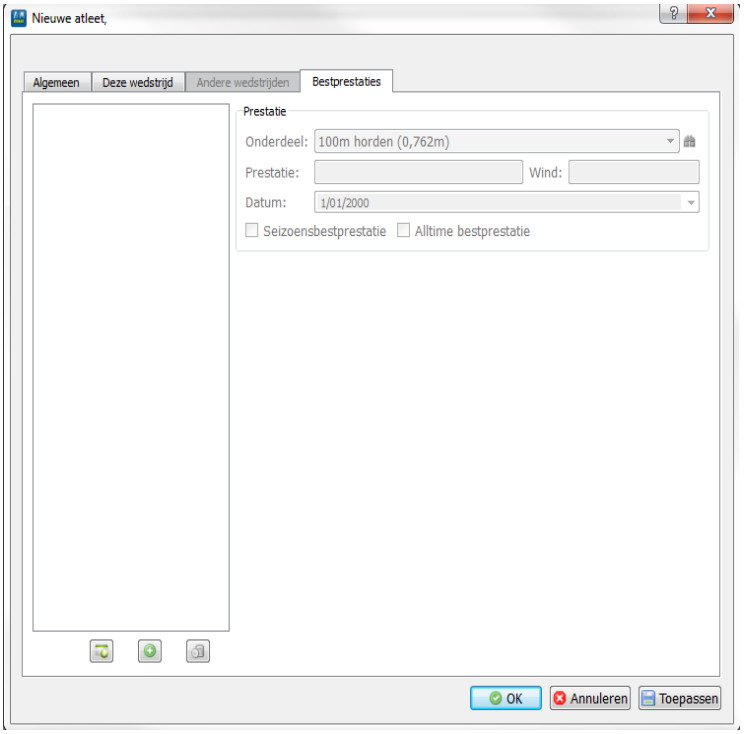


Figure 23: Tab New Athlete – Personal Bests

- **Performance – Event**

  The event for which you want to enter the best performance.

- **Performance – Performance**

  The result of the best performance.

- **Performance – Wind**

  If the wind could have influenced the performance, you can enter the wind velocity (by means of a wind measurement) here.

- **Performance – Date**
  The date of this best performance.

- **Performance – Seasons best/Alltime best**
  Here you can enter whether it was the best performance of the season or of his entire career.

- **Performance - All best performance button**
  By pushing this button, you will get a list of all events to which the participant is subscribed. You can then enter all best performances without having to look up the event first.

4.3.2 Athlete participation

Note: If you add an athlete directly as a member of a team, or you register the athlete immediately in an event, they automatically become a participant of the meet. The steps explained in this section will then occur automatically.

Imagine that you already know which athletes will participate, but you do not know yet in which team or in which events, then you can add an athlete to a meet, by following these steps:

- Search in the athlete's panel for the desired athlete. You can use a quick search for this (start typing in the search field) or an advanced search (button with binoculars-icon).

- As soon as you have found the athlete in the list, you open his or her properties. There are two ways to do this:
  - Right-click on the concerning athlete and choose Properties,
  - Or select the concerning athlete and then click on the button Modify athlete (pencil) on top of the athlete's panel.

- Go to the tab page **This competition**.

- Click on the button **Add <name> to the current competition**, where <name> is of course the name of the concerning athlete.

- The athlete is now a participant of the meet

4.3.3 Adding an athlete to a team

It is common that the athletes are registered per club. A club sends one or more teams, by means of lists with athletes. Make sure that the teams are created (see *4.1.4 Teams*) before continuing.

Attention: By teams we do not mean relay teams. These are explained in the next section.

- Open the team's panel and double-click on a team to open it.

- Choose the identification method to add an athlete:
  - by license number (default),
  - by start ID,
  - or by name.

- Then type in the search field (**Search and enter**) a search action and push **[Tab]**.

- Next to the combo box to select the type, there will be a second button, with the first search result. You can push once again on **[Tab]** to show a next search result (for example with athletes with the same name — with license numbers, there is normally only 1 result).

- Push **[Enter]** to confirm the current result.

*Note: You can also directly push **[Enter]**, without first pushing **[Tab]**. Then the first search result will be added immediately.*

4.3.4 Enrol an athlete into an event

Another possibility to add athletes to a meet, is by directly assigning them to an event. There are several methods to do this:

- **Double-clicking**
  - Open the event in which you want the athlete to participate.
  - Search for the desired athlete in the athlete's panel.
  - Double-click on the concerning athlete.

- **Multiple athletes simultaneously**
  - Open the event in which you want the athlete to participate.
  - Select the desired athlete in the athlete's panel.

- Choose at the bottom left in the athletes panel the action **Add to current event.**
- Click on the button right next to it to execute the action.

- **Typing**
  - Open the event in which you want the athlete to participate.
  - Open the **Participants** tab or the **Start lists-t**ab.
  - In the **Start lists-**tab you can choose in which round, event, heat or group you would like the athlete to participate in
  - Use the search field like in *4.3.3 adding an athlete to a team* to add an athlete.

- **Checking individual events**
  - Add the athlete like a participant of the meet, as described in *4.3.2 Athlete participations*, in which you check the events in the athlete's properties.
  - In the same tab page (**This competition**) you can find a list of events at the bottom. Check the desired events in the list.

Note: This list is based on the category of the athlete and the category/ies of the team of the athlete, no matter whether he is a member or not.

For example: An athlete with the category 'junioren C jongens', is member of the teams with the categories 'junioren A jongens', 'junioren B meisjes'. The event list in the athlete properties will then contain events with category 'junioren A jongens', 'junioren B meisjes' or 'junioren C jongens'.

*To deactivate this 'filter', check again **Show all events**.*

Note: If you already created teams, the application will try to assign the athlete automatically to the correct team. The application will first check whether there are any teams of which the default federation matches with the athlete's federation. If this is the case, the application will check the default categories of the team and the category of the athlete. If there is a match, the athlete will automatically become member of that team. If there are more matches, the application will pick the team that was created first.

Exception – Enrol an athlete into a relay event

In case of relay events, the participations are relay teams. Each time you enrol an athlete into a relay event, a window will pop up in which you can create new relay teams or select existing teams. You can enrol an athlete into a relay event by opening the relay event in the events

panel, and then adding the athlete (for example by double-clicking the athlete). Then this window will pop up.

To create new relay teams, you have to type the desired name and then click New. To pick an existing relay team, select the desired relay team in the list and click Select. Next the athlete will be added to the relay team in question, in that event.

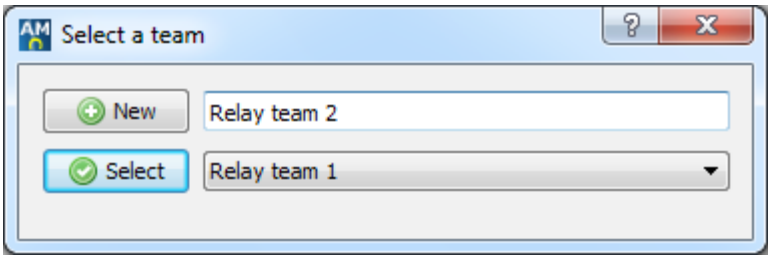


Figure 24: Creating or selecting a relay team

Editing an existing relay team can be done by double-clicking the team in the event in question. A window will pop up in which you can edit the name of the relay team, delete its members or rearrange the order of the athletes. Cursive names with a grey font are the reserves and will not be counted in the teampoints calculation. Removing a relay team is the same procedure as in an ordinary participation: select and push **[Delete]**.

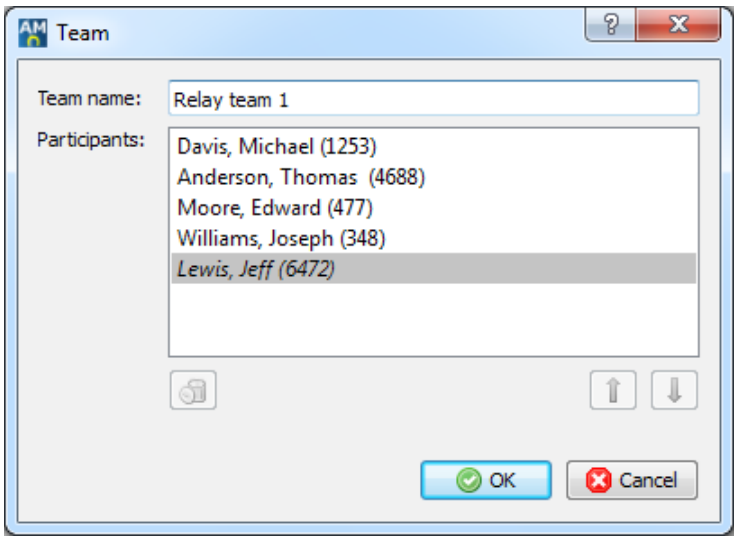


Figure 25: Modifying a relay team

4.3.5 Editing participation categories

As we mentioned in the first part of this section, the participation category is the category of the participation (both for an athlete and a relay team) which is taken into account in the point

calculation. You will find the participation category in the **Participants-**tab of an opened event, in the **Category-**column.

When enrolling an athlete into an event, the participation category will be equalized as much as possible to the athlete's category. If the athlete's category is not in the list of the permitted categories for this event, then the closest next category will be picked.

Example: An event has the following participation categories:

- Juniors C
- Juniors D

A 'junior C' athlete participates as a 'junior C'.
A 'junior D' athlete participates as a 'junior D'.
A 'pupil A' athlete participates as a 'junior D' athlete.
A senior athlete participates as senior (invalid category, no points will be calculated).

In the **Participants-**tab you see the categories in which the athletes participate. The font colour shows you the validity of the participation category:

- **White** Athlete participates in his own category.
- **Yellow** Athlete participates in another (higher age) category.
- **Red** Athlete participates in an invalid (lower age) category.

The participation category can always manually be 'overwritten':

- Right-click on the participation category you would like to modify.
- Go to the menu **Category** and select the valid participation category. (The categories listed are the categories of the event).

Attention: If a participation category is not accepted (and so marked in red), no points will be calculated for that participation.

4.4 Heat composition

The heat/group composition can be done in the **Start lists-**tab of an opened event. An automatic heat/group composition is based on the options that are set in the properties of an event, the round in question more specifically. Just click on the **Create Heats-**button. If any heats or groups have already been created, the application will ask you to overwrite these.

Manually creating or deleting heats/groups can be desirable. This can be done as follows:

- Left-click on the round of which you would like to modify the heats/groups. For the events without any rounds, this will be an asterisk (*).
- Click on the **plus**-button underneath the list to add a heat/group, or at the **trash**-button to delete a heat/group.

You can assign participations to a specific heat/group by selecting the round, right-clicking on the participation and then selecting a heat/group in the sub menu **Add to heat**. This is also possible with a selection of multiple participations.

Note: Heat composition is MANDATORY ! Even if you do not want heat/group compositions, we recommend you to create always 1 heat or group. This way the application can do its job correctly.

4.5 Assigning start ID's

You can assign start ID's by using the **Assign Start ID's-**button, which you find on the left-hand side of print button in the athletes panel. If you click on this button, a new window will appear where you can set the parameters.

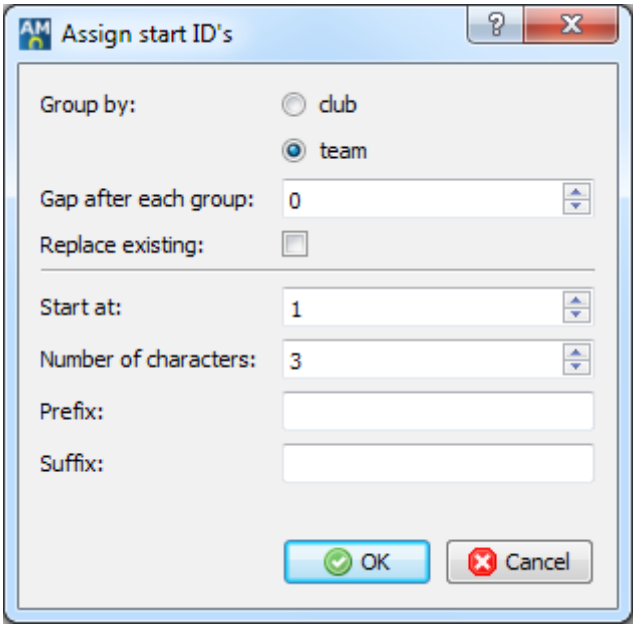


Figure 26: Assigning start ID's

- **Group by**
  Here you can choose whether you want to group the start ID's by club or by team. The advantage of this functionality is that the start ID's of the athletes that belong to one team/club will have a consecutive order.

- **Gap after each group**
  This option gives you the possibility to leave a gap between the numbers of two different teams/clubs, as spare numbers for later usage. In case you have some late additional inscriptions of a certain team, then these 'blank' numbers will be assigned to these late inscriptions. This way their numbers apply to the consecutive order of their team.

- **Replace existing**
  In case that some athletes already had a start ID (for instance because you started a previous meet), you can replace their numbers by new ones by checking the check box.

- **Start at**
  Start assigning ID numbers from a set number.

- **Number of characters**
  The number of characters that each ID number will contain. In this case, number 1 will be shown as 001 (3 characters).

- **Prefix**
  Enter the characters that you want to show before of the ID number, if desired.

- **Suffix**
  Enter the characters that you want to show after of the ID number, if desired.

4.6 Taking along competition files

You can easily make a backup of the competition by using *AthleticsManager Server*. This is in fact a backup of the database. Make sure that the database service is activated before making or loading a backup.

Click in the *AthleticsManager Server* on **Make a backup of the current meet**, select the location and choose a file name. You can for example copy this file to a safe location on your network or on a USB flash drive.

To work again with your backup (for example on another location), you have to click on **Load an earlier copy of a meet**. Select your backup and click **Open**.

When you want to mail a backup it is better to send a zip files instead of the .amb file due to the security setting of most computers.

To have an ideal workflow, follow these steps:

- Fill in all preliminary data in the meet at your home pc.
- Make a backup of this meet.
- Make sure that the external pc has installed all required aspects of *AthleticsManager*.
- Load the backup of the meet that you set in advance.
- Fill in, during the meet, the results and so on.
- Create a new backup of this meet.
- Load the meet again on your home pc, or copy the backup to a backup location

---

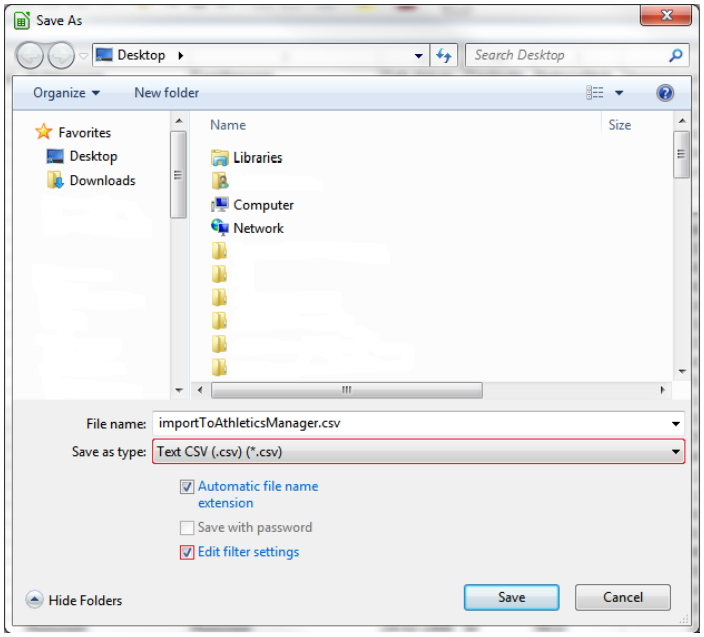
5. Import Athletes and Participants in AthleticsManager

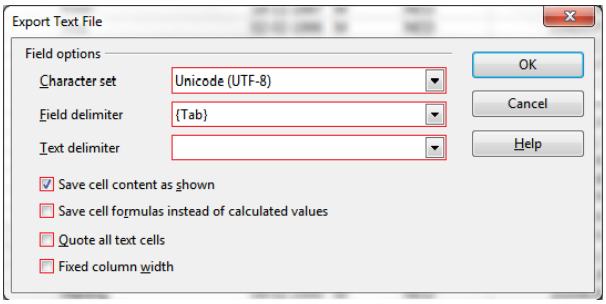
5.1 Description

This chapter describes the feature of TimeTronics' AthleticsManager to import athletes and participants from any structured text file.

5.2 About the Text file

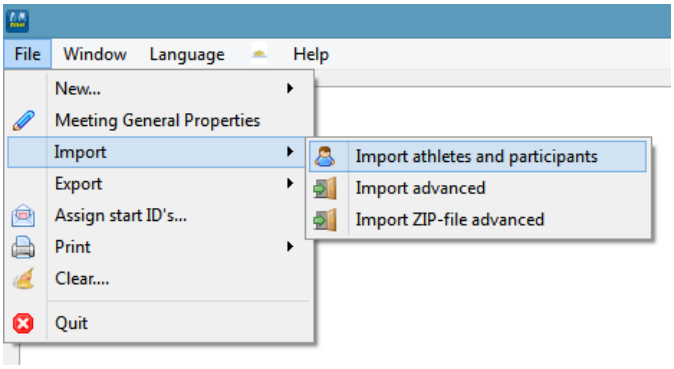
You need a structured text file, the most common type is a CSV-file (comma-separated values). Other files with tabulated data are fine as well. All spreadsheet software packages (like MS Excel, OO Calc, LibreOffice Calc, Apple Numbers, …) have a functionality to save the file as a structured text file. In the screenshot below, we will show you the *Save As* options from LibreOffice Calc.





5.3 Start the Import

The import can be started from menu File->Import->Import athletes and participants. If this menu is greyed-out, your user-profile has not sufficient rights to import athletes and participants.



5.4 Select the Text File and Its Properties

You start with opening a file with the button at the right-top of the import-window.

After the first lines of the file are loaded, try to find the correct settings for the separator and the text delimiter. To visualize a {tab}, AthleticsManager uses an arrow (→). If your text delimiter is different than a single (') or double quote (") or if you don't have a text delimiter, you can type over the value in the drop-down list.

If you have found the correct separator and text delimiter, continue with the character set. If you have no idea about the character set used for the text file, try to find some special characters (like é, å, ç, Š, ß, …) and try some character sets (UTF-8, windows-1252, ...).

The setting to skip some rows at the beginning of the file, is useful when you have a header row with labels for each column, but as these labels might be useful when selecting the type of content for each column, we will keep them visible for now.

If your file contains information regarding the gender of the athletes, you can define which values translate to *male* and which to *female*. If you don't specify anything, *m* and *M* will be translated to male, *f*, *F*, *w* and *W* will be translated to female. Unknown characters will be translated to female and if you don't specify a column for the athlete's gender, all athletes will be male.

Now we can start with selecting the type of content of each column. You do so by clicking on the column header and select the correct value from the pop-up menu.

These are all possible types:

- athlete information
  - primary key: useful if you want to specify a unique identification for each athlete yourself
  - firstname
  - last name
  - birthdate
  - birthdate by category (a name of a category will be translated to a birthdate)
  - gender
  - nationality (by name of the country or IAAF code)
  - bib number (same as in club information): will be used in the license and in the competition
  - license number (same as in club information)

- club information
  - name of the club
  - abbreviation of the name of the club
  - bib number (same as in athlete information): will be used in the license and in the competition
  - license number (same as in athlete information)

- event information
  - name of the event
  - number of the event

- personal best information
  - value of the personal best: a lot of possible formats or supported (1:23.45, 1.23.45, 1'23”45, 1m23, 1.23, …) even a mix of all these formats
  - date of the personal best
  - place where the personal best was achieved

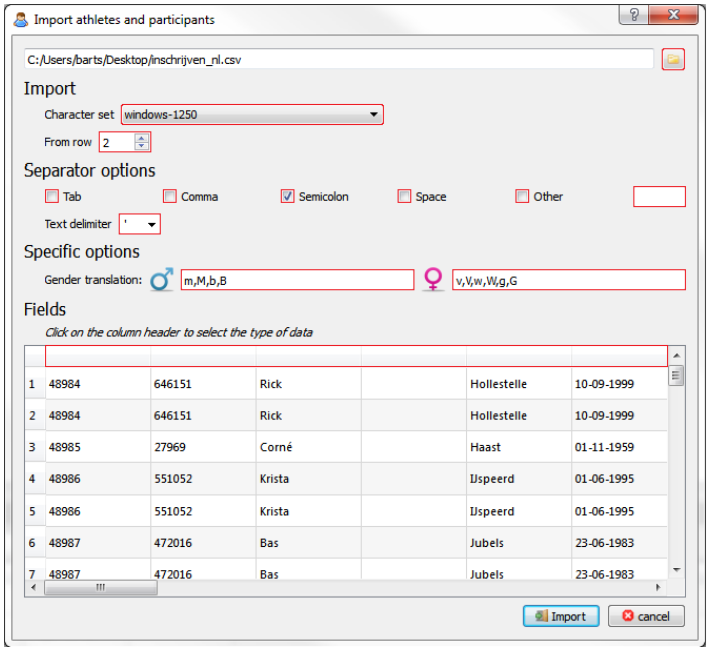
- competition team information
  - name of the competition team
  - abbreviation of the name of the competition team
  - name of the competition team group

- relay team information
    - name of the relay team
    - order in the relay team

Note that some values are pure for identification, e.g. you can only try to identify the correct event, you can't create a new event just by importing a text file. That is why you can only select one identification of an event.

Also note that you can only define a type of content once. E.g. no two columns can contain the firstname of an athlete.

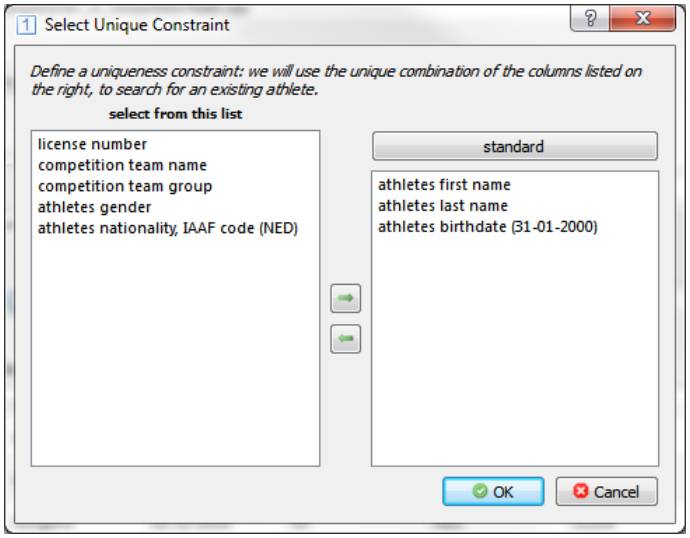
Now that we defined all columns, we can hide the rows with column labels, if we had any, by setting the correct value of rows to skip (*From row*).



5.5 Define the Unique Constraint

You can define the unique constraint yourself or ignore this step and be good with the default choice of AthleticsManager.

The unique constraint is the combination of columns the import feature will use to match an existing athlete with one row in the import file.

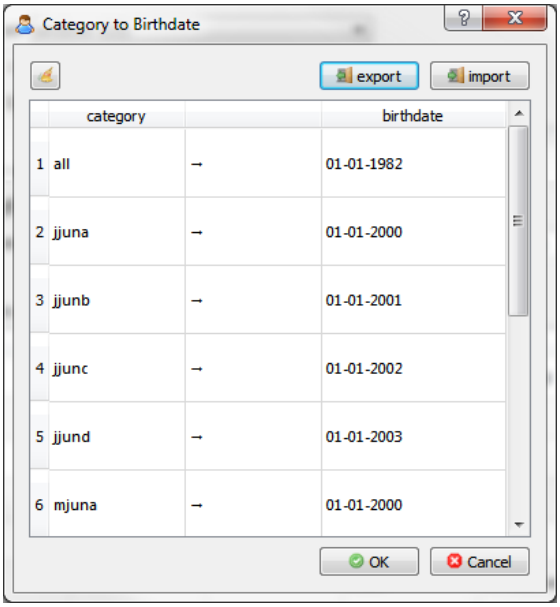


5.6 Translating Category Names to Birthdates

Sometimes you don't have information regarding birthdates of the athletes, but you know the (age) category they are in. The import feature can translate for you the name of the category to a birthdate.

If you selected the type of content *athlete information* > *birthdate by category name*, you will be presented with a window to build up a translation table between category names and birthdates. The window has also import/export functionalities. The syntax of the import file is:

```
category name {tab} birthdate in yyyy-MM-dd
e.g.
seniors men {tab} 1990-01-01
seniors women {tab} 1990-01-01
juniors men {tab} 1994-01-01
juniors women {tab} 1994-01-01
```

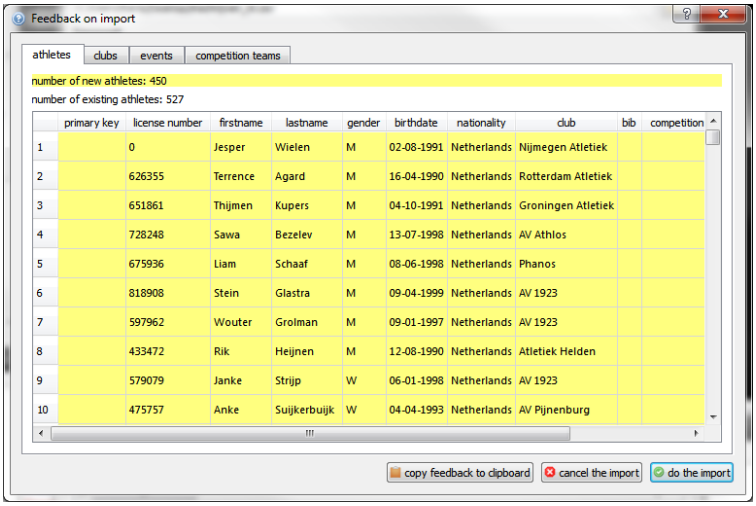


5.7 Inspect the Feedback

After you clicked on *Import* in the previous window, the text file is processed and you are presented with some feedback. Note that no changes have been written in AthleticsManagers database yet. You could copy the feedback to the clipboard, paste it in a file and manually inspect if you need to do some changes to your database before executing the import. Or you can use the feedback windows, provided by AthleticsManagers import feature.

5.8 Feedback on the Athletes

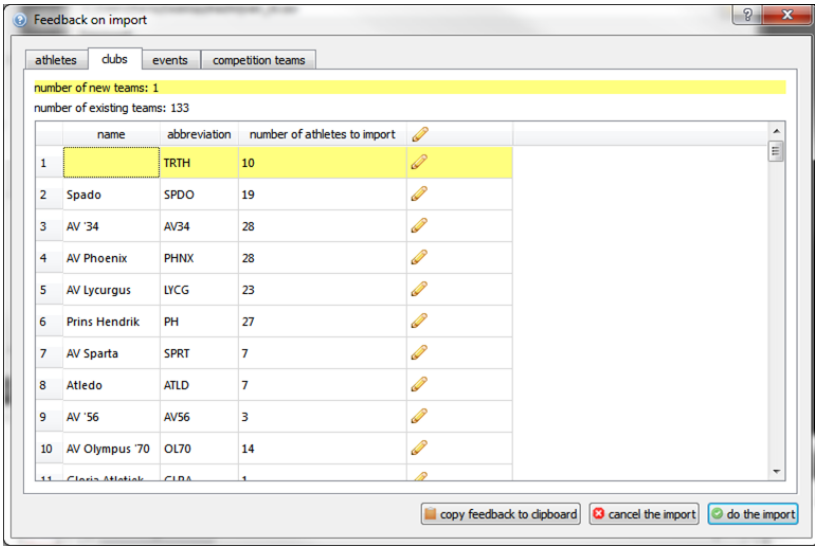
You can see the number of new athletes (yellow background) and the number of athletes, the import feature found a match for (white background). If you believe this feedback is not correct, you need to cancel the import, modify your text file or your AthleticsManager database and restart the import.



5.9 Feedback on the Clubs

In the feedback on the clubs, you can also see the number of new and already existing clubs. But here you can also force a match, change a match or even create the new club manually by clicking on the pencil in the right-most column.

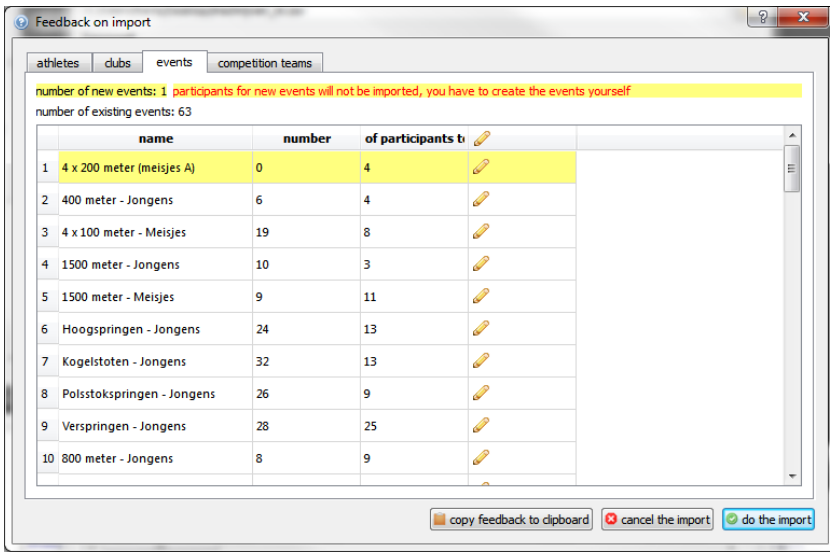
The new teams will be created for you automatically. The federation of the club will be the same as the federation of your current competition.



5.10 Feedback on the Events

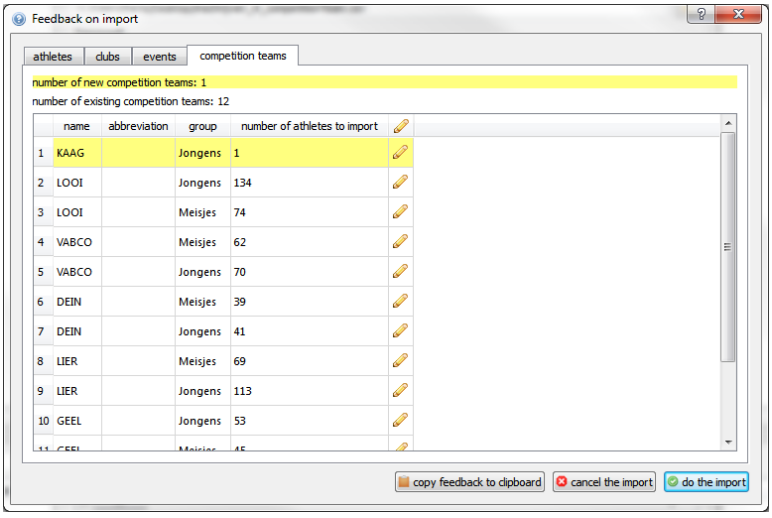
You will see the number of events which AthleticsManager could not match and the number of events matched correctly. You can force a match or even create new events by clicking on the pencil in the right-most column. Note that no events are created manually, so if there are events without a match, the participants will not be created (the athletes however will be created).

You will probably want all events to exist in your database before you do the import!



5.11 Feedback on the Competition Teams

The feedback of the competition teams is equal to that of the clubs, you have all chances to create new teams, force matches, … All competition teams without match, will be created automatically for you in the competition you are currently working in.



5.12 Finally Execute the Import

Just click on the button *do the import* and AthleticsManager will write all data to the database.

5.13 Remark 1: relay teams

The 'name of the relay team' and the 'order in the relay team' are two possible content types for a column in the file.

A note for relay teams is that you don't need one line for one relay team, but you need one line per athlete in the relay team.

An example for one relay team with 4 athletes (licensenumber;firstname;lastname;relay team name;order in relay team;event name):

```
120483;Kristel;Verbeke;ACK3;2;4x100_meter_girls
120827;Karen;Damen;ACK3;4;4x100_meter_girls
100479;Kathleen;Aerts;ACK3;1;4x100_meter_girls
142473;Josje;Huisman;ACK3;3;4x100_meter_girls
```

5.14 Remark 2: Application note: Inschrijven.nl

We would like to list some notes regarding the usage of export files from *inschrijven.nl* as the source for importing into AthleticsManager.

- The output file from *inschrijven.nl* is an Excel file (*.xls). You will have to save it as a structured text file.

- The output file from *inschrijven.nl* has no column for the lastname of an athlete. Instead, it is split into two columns, labeled *Tussenvoegsel* and *Achternaam*. You need to make an extra column and calculate the lastname. E.g. in OO Calc or LibreOffice calc, you could use the formula (where *Tussenvoegsel* is in column D and *Achternaam* is in column E):

  ```
  =TRIM(CONCATENATE($D1;" ";$E1))
  ```

- Athletes need to type in there licensenumber themselves, this is a major source of typos. So we would advice to use other columns than the licensenumber for the unique constraint. E.g. use a combination of firstname, lastname and birthdate.

- The output file from *inschrijven.nl* uses one single line for a relay team, with the participants in numerous syntaxes in a column at the end of the file. AthleticsManagers import feature cannot handle this syntax, so you need to either skip the import for relay events, or modify the import file to the correct syntax with one line per athlete in the relay team.

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6. Administration during the meet

Administration of a meet in progress happens mainly in the events administrator. Multiple events can be opened at the same time, and every individual event is divided into three vertical tab pages: **Participants**, **Start lists** and **Results**. You have various possibilities to manage or open an event, always starting from the events panel:

- Double-click on an event.
- Select an event and push **[Space]** or **[Enter].**
- Right-click on an event and choose **Work with <event name>**.

*Tip: To switch easily between open events, you can make use of the shortcut key **[Ctrl]** +**[Tab]**.*

6.1 Entering performances

There are different kinds of results:

- Time-related performances:
  - hand times, manual entry
  - electronic times, manual entry
  - electronic times, automatic entry (by using *MacFinish*)

- Metric performances:
  - distances, enter only the best result
  - distances, enter every attempt
  - heights, enter only the best result
  - heights, enter every attempt

- Invalid performances:
  - no result (NR)
  - disqualified (DIS)
  - did not start (DNS)

Every heat runs through a series of statuses. Depending on the status, the background colour of this heat will change. When all heats have reached a certain status, the round to which these heats belong, will take over their status.

Status (colour)	Description
Empty (white)	Contains no participations.
Waiting (grey)	Contains participations, but no results.
Started (light blue)	Event has started and results are being entered.
Results available (yellow)	All results are entered and the button Ready has been clicked.
Official (green)	The results are approved and the button Official has been clicked.
Corrected (red)	A result has been modified, although the results were already official.

Table 4: The possible statuses that a heat or group can run through

When entering the performances, you can make use of the **[Enter]**-key to confirm your entry and jump directly to the next (entry) field. By default this is the field directly below. By using the **[Tab]**-key, you can switch between the different code buttons to enter the result of an attempt.

You can also add a note to a performance, for extra information concerning this performance. This is useful in case of pointing to a specific rule for a disqualification for example. To add a note, right-click and choose **Add a note**. Fill in the note text and click **OK**. The note will appear in the tool tip of that performance.

It can sometimes occur that the points are not immediately calculated. You can then click on the button on the top right, with a green turning arrow, to recalculate the points.

6.1.1 Adding wind measurement

If you do a wind measurement by using a wind measurer (e.g. *WindSpeed*), you can import the results of it into *AthleticsManager*. This could be useful if you want to show whether the wind velocity could have influenced the final results or not. If you import the results into *AthleticsManager*, the results will be shown in a separate column named **Wind measurement**. This column is hidden by default, but can be shown by right-clicking on the column heading and choosing **Wind measurement.** The format is meter per second.

6.1.2 Entering hand times

When hand times have been used for the results, instead of electronic times, then they have to be filled in in the separate column **Hand timing**. This is necessary for the application to adjust the points calculation for hand times. The column is hidden by default, but can be shown by right-clicking on the column heading and choosing **Hand timing**.

6.1.3 Adding photofinish results

If you have photofinish results, by using for instance *MacFinish*, you can import the results into *AthleticsManager*. This way you do not have to enter the results manually. The column for the photofinish results is hidden by default, but can be shown by right-clicking on the column heading and choosing **Photofinish results**. If you have multiple results, because you used multiple photofinish cameras, you can send all results to *AthleticsManager*. These multiple results will then all be shown in the photofinish results-column, separated by a slash.

6.1.4 Adding reaction times

You can also import the reaction times of the athletes into *AthleticsManager*, after you have measured these by means of the *FalseStartIII* for instance. The column **Reaction times** is hidden by default, but can be shown by right-clicking on the column heading and choosing **Reaction times**. If you have multiple reaction times, because of a false start for instance, you can send all reaction times to *AthleticsManager*. These reaction times will then all be shown in the reaction times column, separated by a slash.

6.1.5 Entering electronic times manually

Entering electronic times manually can be done by selecting a performance field and starting to type. Valid characters are 0 up to 9 for numbers, **:** and **;** to distinguish hours/minutes/seconds, and **.** and **,** to distinguish seconds/milliseconds.

There is also a shorter version of entering times manually, in which the hours/minutes/seconds are automatically separated by a colon.
For example: entering '123.45' becomes '1:23.45'.

6.1.6 Entering electronic times automatically

It is possible to import electronic times automatically from MacFinish-compatible products into *AthleticsManager*.

6.1.7 Entering metric performances: Best performances vs All attempts

By default *AthleticsManager* is set to register all the attempts. You can modify this to enter only the best performance. You can switch between these two modes by using the button left on top in the **Results-**tab. When the icon stands on **n** (by default), you are in the mode to fill in **all**

attempts. In the other case the icon will stand on **1**, which indicates that only the **best** performance can be entered.

Entering only the best performance is the same as entering times in the performance field, but this time with metric data with meter as unit. Then the colon is not used here, but the decimal point still is.

When you enter all attempts, you get the possibility to switch between entry directions. As mentioned before, you can enter easily by using the **[Enter]**-key. By default the entry field jumps to the field directly underneath the current field. This is the vertical entry of performances, but also the horizontal entry is possible. To switch between entry directions, you click on the button at the top right, with a green arrow pointing below or to the right (not turning). If the arrow pointing below is visible, then the vertical entry is active. If the arrow pointing to the right is visible, then the horizontal entry is active.

6.1.8 Entering multiple distance attempts

*Note: Make sure that for this, you are in the **Enter all attempts-**mode, otherwise you cannot enter multiple attempts. You can find the attempts at the right in the list with results. It is possible that you first have to scroll to the right.*

The number of attempts that is shown here, can be modified in the round properties (on the right side of the tab in the **opened Event > Rounds > Field event**). The best attempt will automatically be filled in in the **Performance**-field.

You have three possible values for entering the performance of an attempt, plus possibly an entry field for wind measurement (depending on the event type). Possible values are metric values, '**X**', or '**-**'.

- The metric performance is the obtained distance in meter, to be entered with numeric keys (**[0]** up to **[9]**) and if necessary a decimal differentiator (**[.]** or **[,]**).
- The '**X**' stands for 'fail' and has to be entered by using the corresponding button or the shortcut keys **[X]** or **[*]**.
- The '**-**' stands for 'pass' and has to be entered by using the corresponding button or the shortcut key **[-]**.

6.1.9 Entering multiple height attempts

*Note: Make sure that for this, you are in the **Enter all attempts-**mode, otherwise you cannot enter multiple attempts. You can find the available heights at the right in the list with results. It is possible that you first have to scroll to the right.*

The height columns that are shown here, have to be added yourself by using the button **New height** at the top left. Adding **according to height** means that the entered height will stand on its linear place between the height columns.

Adding by **barrage** means that the entered height will be placed behind the height columns. By default the start height will be present as height column. The start height and the default interval with which the heights have to be incremented, are both adjustable in the round properties (on the right side of the tab in the opened **opened Event > Rounds > Field event**). The **Performance**-field will be filled in automatically with the highest reached height.

You have three possible values for entering the performance of a height attempt. Possible values are '**0**', '**X**', or '-'.

- The '**0**' stands for 'success' and has to be entered by using the corresponding button or the shortcut key **[0]**.

- The '**X**' stands for 'fail' and has to be entered by using the corresponding button or the shortcut keys **[X]** or **[*]**.

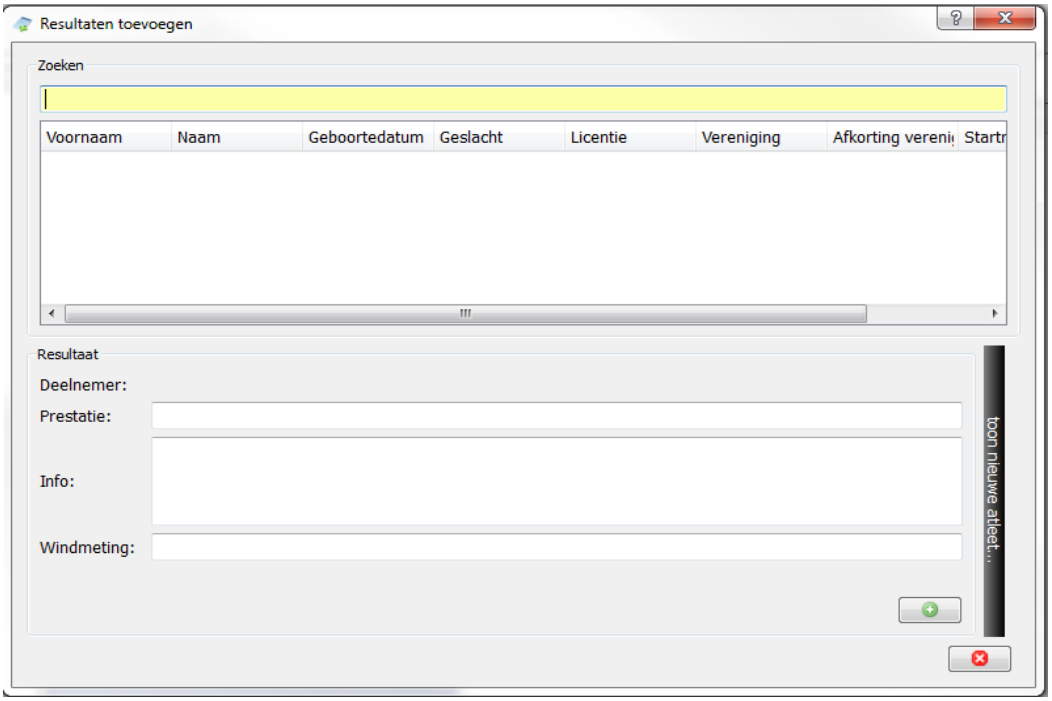
- The '**-**' stands for 'pass' and has to be entered by using the corresponding button or the shortcut key **[-]**.

Note: The barrage heights are not taken into account yet in the calculation of the place, so you have to modify the place manually (if necessary). This functionality is planned for a next version of AthleticsManager.

6.1.10 Entering invalid performances

When a participant had no result (NR), was disqualified (DIS), or did not start (DNS), then you can enter this by right-clicking on the performance field of that participant and choosing the desired option in the sub menu Use code.

6.1.11 Entering results (simple insertion)



In the results tab of an event, an extra button has been placed to add results in a simple and fast way. This mode bypasses all the steps in setting up an event where you should first add participants, next seed them in heats/groups and finally fill in the results. Here you can add a participant, seed it and fill in the result all in 1 step. You should keep in mind that the order of entering is also the ranking of the participants. This method of filling in results can be handy for e.g. a cross-country event.

Fill in the name, bib or license number of the participant in the search field. AM will present you the results in the table. Double-click on the correct participant so it gets filled in. Now press the + button to add the participant. If desired you can also add the performance, info and wind measurement of the result.

A faster way to enter the results would be by making use of the keyboard. After searching a participant, press [Tab] to enter the list. Move to the appropriate participant and press [Enter] to select the participant. Press again [Tab] to set the focus on the + button. After pressing [Enter], the participant is added to the results and the search field will get the focus back for searching a next participant.

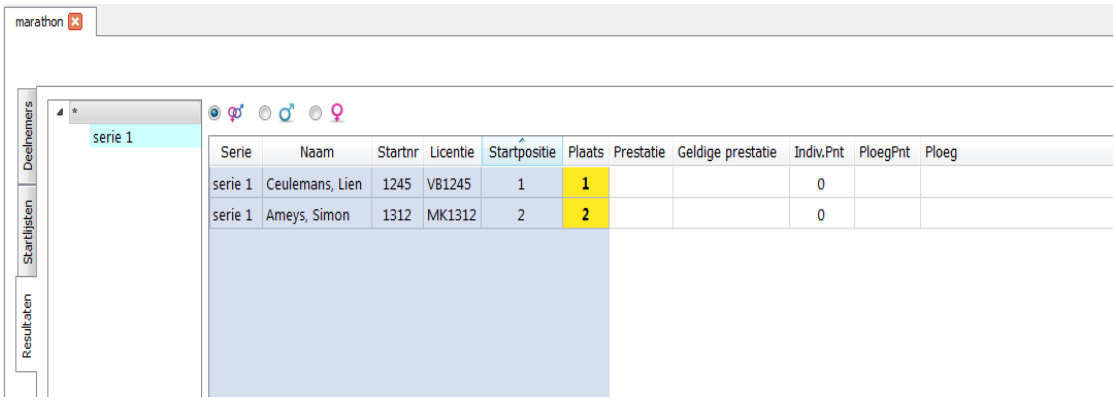
When a participant is not listed in the database, you can also add a new athlete in this window. Click on the new athlete button that will open some text fields to insert a new athlete to the database.

6.1.12 Entering penalties

When a participant has committed a penalty and the judges have given a penalty card, you can enter this by right-clicking on the performance field of that participant and choose the desired option in the sub menu 'Use penalty code'. You can choose a yellow card (YC), 2nd yellow so red card (YRC) or a red card (RC).You can also enter the reason for this penalty card. The card will be displayed at the end of participant's name. Hovering on the card will display the reason of the card and in which round the card was given.

The penalty can also be printed in the participations list and results list when the appropriate tag has been added to the template. Please check the printtemplate manual on our website for an extended list of all available printtemplate tags.

6.2 Universal and mixed events



An universal event is defined as en event where men and women participate together without a seperate classification of results. A mixed event is defined as en event where men and women participate together but with the possibility to have a seperate classification of results.

In AM, it is possible to add both men and women as participants to an event. If this is the case, the results tab will display a filter option to display the results of only male, only female or both participants. The ranking will be recalculated depending on the selected filter.
If you want to print a mixed event filtered on gender, the document will state that this is a partial result so you don't get confused about the full result.

6.3 Point calculation

Point calculation is necessary to obtain a ranking in combined events. Each result of an event corresponds to several points. The total points of all events will result in the end ranking of the combined event.

In extension point calculation can also be used to compare performances between athletes no matter the event type.

6.3.1 Individual points

The individual points are calculated based on an implemented formula. This formula is set in advance.

6.3.2 Team points

Next to the individual points you can find the team points. It depends on the round properties whether team points will be assigned to that participation or not. If you select **not assigned**, then no team points will be assigned.

The obtained points are only added to the subtotal of the team points of that team if the heat has the status 'official'. You can print the subtotal of the team points at all times by using the button **Print** in the teams panel.

6.4 Qualification rounds

If you have chosen a qualification method in the round properties, then the correct participations are automatically qualified for that round. The qualifications on place are indicated by a **Q** on the left side of the participation result. The qualifications on time are indicated by a **q**.
You can however still modify the qualifications, by right-clicking on the qualification field.

Once the results are official, you can go back to the tab page **Start lists**, select the concerning qualification round, and click on the button **Qualification**. The qualified participations are automatically transferred to the next round. You will still need to add heats!

6.5 Personalized menu

A personalized menu, in which every federation can use its own personalized functions, has been implemented in *AthleticsManager*. This menu is indicated by the logo of the federation. If you click on this menu, you will see the different functions.

---

7. Global settings

The global settings have already been set correctly by *TimeTronics*, for your user friendliness. It concerns mainly a digital collection of the rules and parameters that are used by the athletics federation of your region. Although these values are not visible for users by default, they are completely adjustable to your needs. You can use this for example by adding an own event type with your own chosen point calculation parameters.

Only a *superuser* has the privileges to change the global settings. This is set for safety reasons, so that **not everybody** can 'accidentally' or intentionally change the settings during the meet.

You can find all the global settings in the **superuser bar**. To make the superuser bar visible, see *3.2.4 Modifying interface.* There is a separate button per group settings: **Event types**, **categories**, **Clubs**, **Point calculation**, **Correction factors**, **Users**, **Federations**, **Nationalities**, **Languages**, **Seeding methods**, **Qualification methods**, **Teampoints calculationmethods**.

7.1 Event types

All normal event types are installed by default. You can however add new types, or modify or delete existing types. Examples of event types are: Discus 1.000kg, 110m Hurdles 0.914m, Javelin 600g, etc. The default event names that are being used, will only apply if no translation was entered. For each of these event types you can of course make a personalized translation.

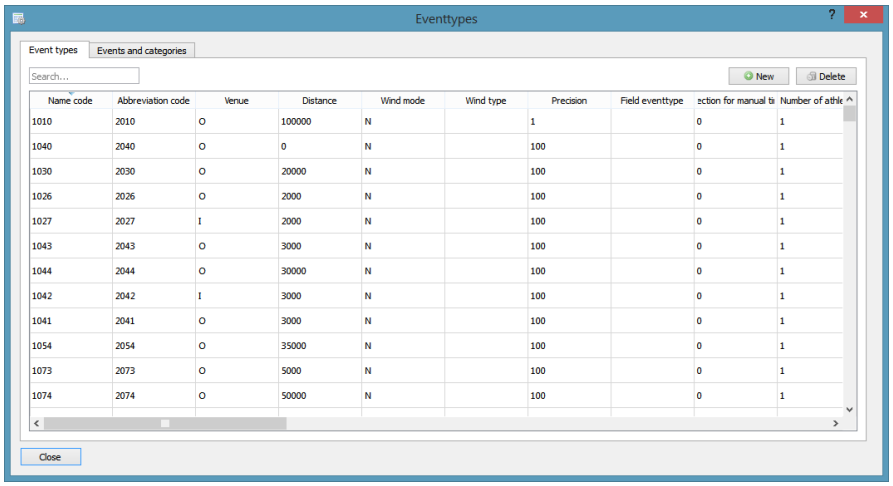


Table 5: Modify the event types in the Event types-window

- **Name code**

  An ID code that is used for translations of the full name of this event type.

- **Abbreviation code**
  An ID code that is being used for translations of the abbreviation of this event type.

- **Venue**
  Specifies if this is an indoor or outdoor event type. Possible values are I (indoor) and O (outdoor).

- **Distance**
  The distance as an integer for distance event types *(by default 0)*.

- **Wind mode**
  Specifies how the wind measurement has to be executed. Possible values are N (not), H (per heat) and I (per individual performance).

- **Wind type**
  The number of seconds (integer) that has to be measured for the wind measurement. Mostly this is one of these values: 5, 10 or 13.

- **Precision**
  Specifies the accuracy (decimal) of the performance. Possible values are 1 (integer), 10 (one tenth), 100 (one hundredth), 1,000 (one thousandth) and 10,000 (one ten thousandth).

- **Type of field event**
  Specifies the type of field event for this event type. Possible values are (no field event), H (horizontal field event) and V (vertical field event).

- **Correction for manual timing**
  The value that is added to the entered hand times to be used in the point calculation.

- **Number of athletes**
  The number of athletes that works together to accomplish a performance. This is by default 1, with a relay event this is usually 4.

- **Implement**
  The weight factor that has to be used in the calculation (in kilogram). The weight of the goods with throwing events is of importance here. Decimal values are possible.

- **Number of events for combined events**
  The number of events (integer) that this combined events- eventtype contains. Only applicable to combined events-eventtypes.

- **List of field events**
  Semicolon-separated list of event types that will be used as events for this combined events-eventtype. Only applicable to combined events-eventtypes.

- By double-clicking on the corresponding field in the **List of field events**-column or **Number of events for combined events**, you open a new window in which you can create new or modify existing combined events.

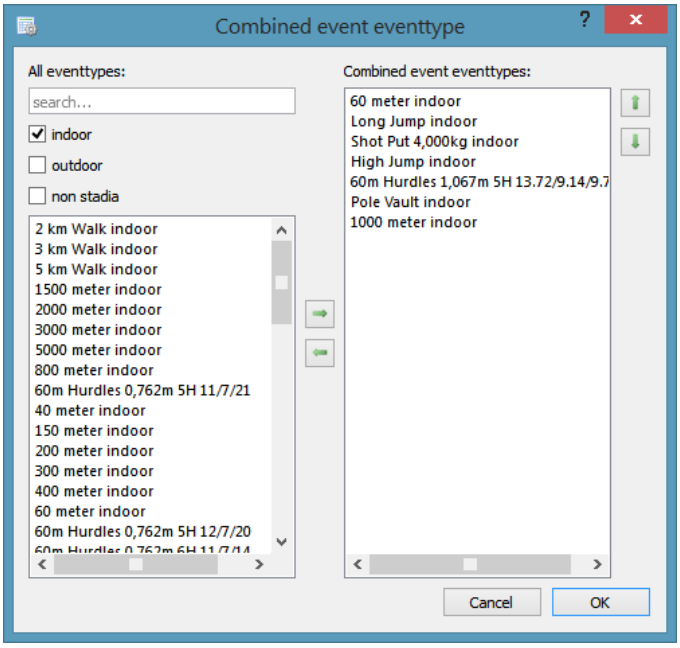


Figure 27: Configure or create a combined event

In this window you can add event types to your combined events by selecting the desired event in the left column, and then clicking on the right arrow. Deleting event types can be done by selecting the event type in the right column, and then clicking on the left arrow.

You can arrange the event order by using the arrows on the right-hand side of the window.

If you then click on **OK**, you will see the values in the **Event types-**window change.

- **Default name**
  The system name of this event type. If no translation for your defined language is entered, then the system name will be used.

- **Default abbreviation**
  The default abbreviation of this this event type. If no translation for the abbreviation of this event type is entered, the default abbreviation will be used.

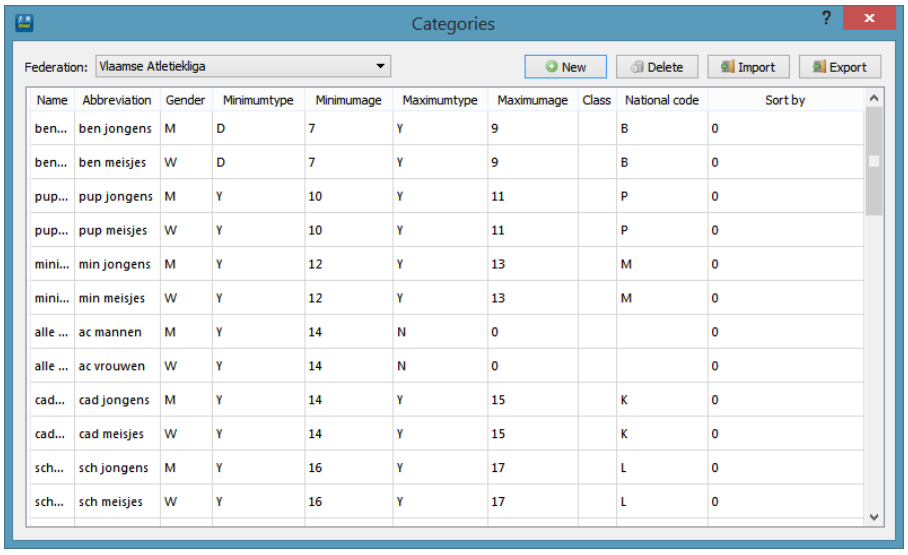
- **Sort**
  Specifies the method by which performances should be sorted. Possible values are **false** (descending) or **true** (ascending).

- **Name (*)**
  The name, translated into language *, for this event type.

- **Abbreviation (*)** T
  The abbreviation, translated into language *, for this event type.

7.2 Categories

The categories are defined in this window. The categories are grouped by federation. There has to be a separate category per gender, so for one age category there will always be two instances. For example: **Masters men** and **Masters women**.



Name	Abbreviation	Gender	Minimumtype	Minimumage	Maximumtype	Maximumage	Class	National code	Sort by
ben...	ben jongens	M	D	7	Y	9		B	0
ben...	ben meisjes	W	D	7	Y	9		B	0
pup...	pup jongens	M	Y	10	Y	11		P	0
pup...	pup meisjes	W	Y	10	Y	11		P	0
mini...	min jongens	M	Y	12	Y	13		M	0
mini...	min meisjes	W	Y	12	Y	13		M	0
alle ...	ac mannen	M	Y	14	N	0			0
alle ...	ac vrouwen	W	Y	14	N	0			0
cad...	cad jongens	M	Y	14	Y	15		K	0
cad...	cad meisjes	W	Y	14	Y	15		K	0
sch...	sch jongens	M	Y	16	Y	17		L	0
sch...	sch meisjes	W	Y	16	Y	17		L	0

Figure 28: Manipulate the categories in the window Categories

- **Name**

  The name of the category.

- **Abbreviation**

  The abbreviation of the category.

- **Gender**

  The gender of the category. Possible values are **M** for masculine and **W** for feminine.

- **Minimum/maximal type**

  The type that is used to check the age limit for minimum/maximum. Possible values are **N** (no minimum/maximum limit), **D** (limit control by date of birth) or **Y** (limit control by year of birth).

- **Minimum/maximal age**

  The value that is used to check the age limit for minimum/maximum.

7.3 Clubs

The athletic clubs are defined in this window. The clubs are grouped by federation.

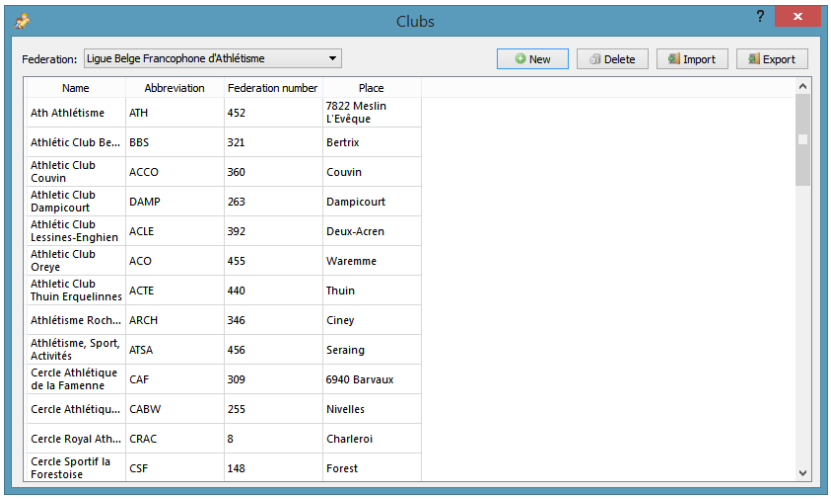


Figure 29: Club window

- **Name**

  The name of the club.

- **Abbreviation**

  The abbreviation of the club.

- **Federation number**
  The identification number under which the club is being registered by the federation.

- **Place**
  The home base of the club.

7.4 Point calculation

The point calculation rules are defined in this window. The rules are grouped by point calculation method. For an extensive definition of point calculation methodology, see section *6.2 Point calculation*.

There are 2 ways how points get calculated.

- using an algorithm
- using a lookup table

7.4.1 Using an algorithm

There are 4 methods predefined for performing the point calculation using an algorithm. The algorithm uses variables which will be retrieved from the point calculation parameters table and filled in the alg. These parameters are specific for event type and category.

Name	Algorithm
IAAF JUMP	INT(%1*POW(100*(%0-%2),%3))
IAAF RACE	INT(%1*(POW((%2-%0),%3)))
IAAF THROW	INT(%1*POW(%0-%2,%3))
IPC	INT(%1*E^(-E^(%2-%3*%0)))

Valid operations

- INT: Parse a string argument and return an integer
- POW(x, y): Returns *x* raised to the power *y*
- SQRT(x): Returns the square root of x
- E^:(x) Returns the *base-e exponential function, e to the power x*

Parameters

- %0: result * correction
- correction: parameter of recalculate results parameters table specific for event type and category
- %1: parameter 1 of the point calculation parameters table
- %2: parameter 2 of the point calculation parameters table
- %3: parameter 3 of the point calculation parameters table

7.4.2 Using a lookup table

For some event types and categories a lookup table is used to calculate the points of an athlete.

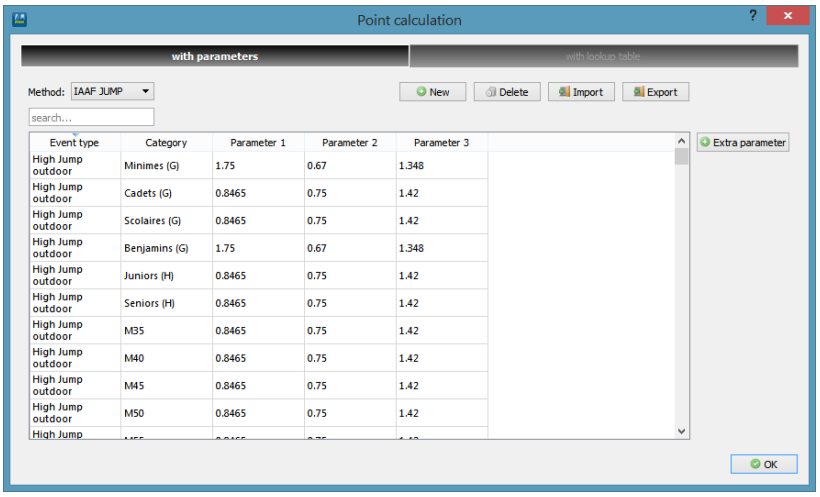


Figure 30: Point Calculation Window

- **Event type**

  The event type to which these rules should apply.

- **Category**

  The category to which these rules should apply.

- **Parameter -N-**

  The parameter values which will be entered in the internal point calculation algorithms.

7.5 Correction factors

The correction factors are defined in this window. The correction factors are grouped by federation. The correction factors are optionally used in the point calculation formula. For an extensive description of correction factors, see section 7.*4 Point calculation.*

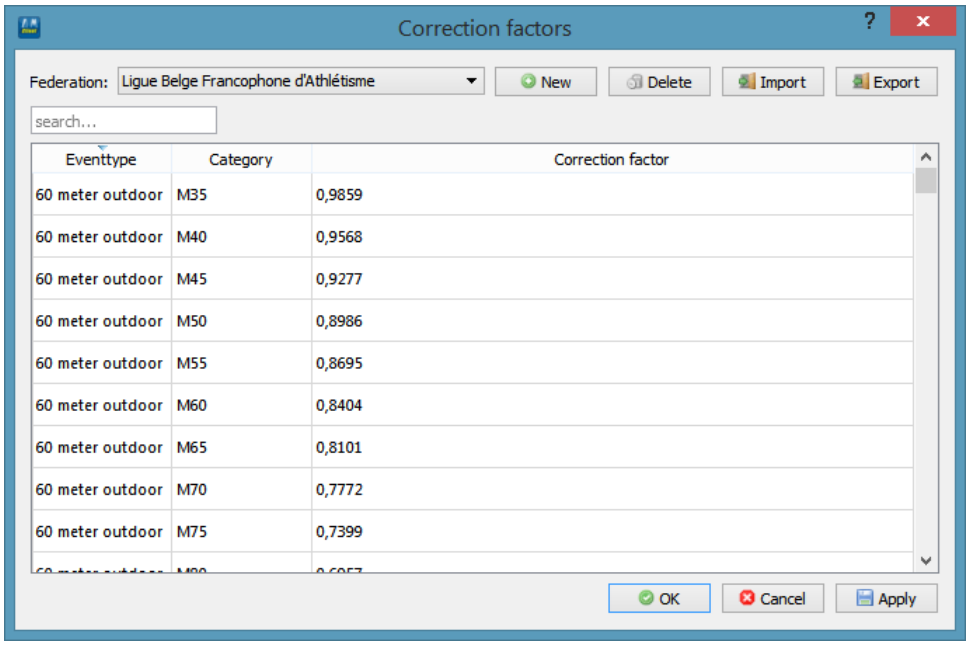


Figure 31: Correction factor window

- **Event type**

  The event type to which this correction factor should apply.

- **Category**

  The category to which this correction factor should apply.

- **Correction factor**

  The value of the correction factor. *(by default '1')*

7.6 User profiles

This window shows the different user profiles, with each their own specifications and privileges.

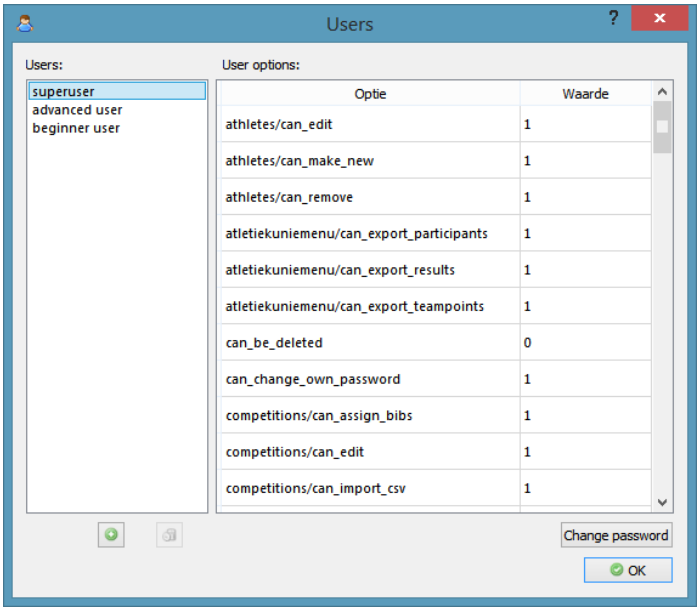


Figure 32: User Profile Window

In the left part (**Users**) you can see the existing users listed. Adding and deleting is possible through the according buttons at the bottom of this list. You can only add and delete users when you have the privileges for this. Only the superuser can do this by default. The superuser, advanced user and beginner user are always present and cannot be deleted. When you add a new user, the privileges of the current selected user will be copied to the new account.

In the right part (**User options**) you see a list of the user privileges. **0** means 'not allowed', **1** means 'allowed'.

You can use the button **Change password** to change the password for the current selected user. Unless you are a superuser, you do not need to enter an old password.

7.7 Federations

The different federations with each their own specifications are described in this window. You can add new or delete existing federations by using the buttons on the top right-hand side of the window.

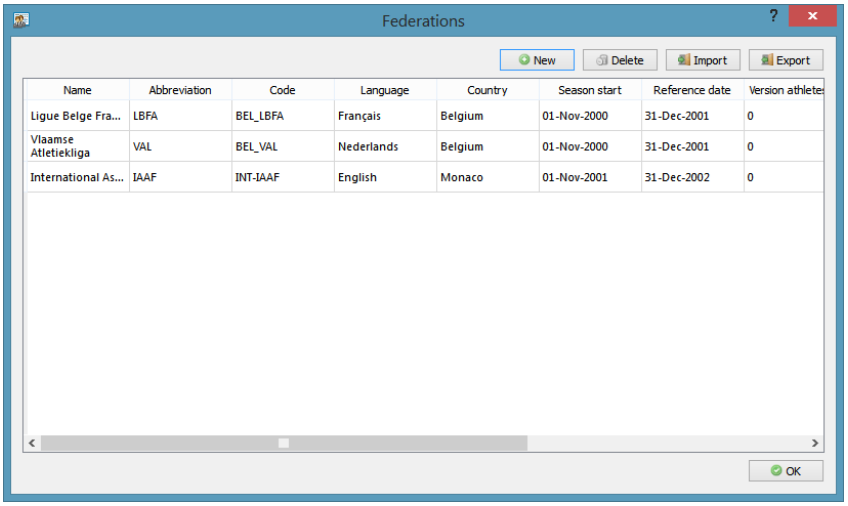


Figure 33: Federation Window

- **Name**
  The name of the federation.

- **Abbreviation**
  The abbreviation of the federation.

- **Code**
  A system code that is used for the federation.

- **Language**
  The language of the federation.

- **Country**
  The country of the federation.

- **Season start**
  The date of the start of the season. If an athlete participates in a meet after this date, then his/her category will be determined based on the athlete's age on the reference date.

- **Reference date**
  To determine the athlete's category, the category calculation will use the athlete's age on this date.

7.8 Nationalities

This window contains all nationalities with each their own code and specifications. You can add new or delete existing nationalities by using the buttons on the top right-hand side of the window.

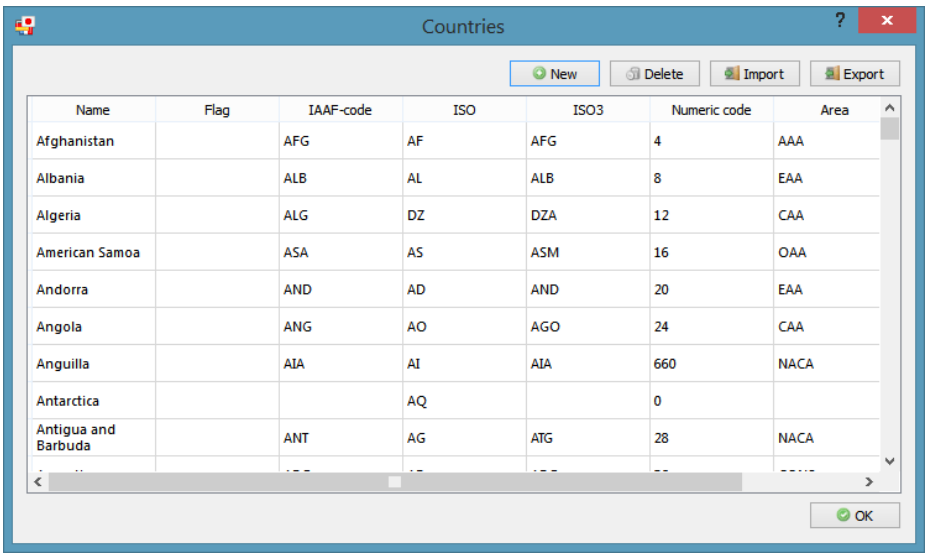


Figure 34: Country-window

- **Name**
  The name of the country.

- **Flag**
  The flag of the country.

- **ISO**
  An international code, consisting of two characters, that belongs to the country.

- **ISO3**
  An international code, consisting of three characters, that belongs to the country.

- **Numeric code**
  System code that is used by the application to define the country.

- **Area**
  The continental federation to which the country belongs.

7.9 Languages

This window contains the different languages that are implemented in *AthleticsManager*. You can add new or delete existing languages by using the buttons on the top right-hand side of the window.

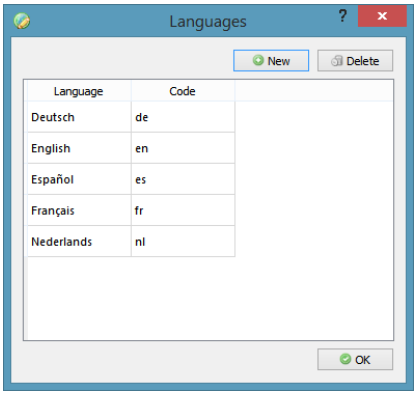


Figure 35: Modify the languages in the Languages-window

- **Language**
  The name of the language.

- **Code**
  An abbreviated code that is used for that language.

7.10 Seeding methods

This windows defines the different seeding methods. You can add new or delete existing methods by using the buttons on the top right-hand side of the window.

There are 3 seeding methods installed regarding the heat composition:

- IAAF seeding method
- on best performance
- not assigned (randomly divided)

A comprehensive explanation can be found in appendix C.

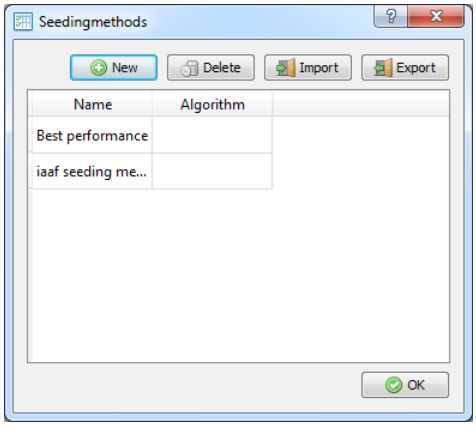


Figure 36: Modify the seeding methods in the Seeding methods-window

- **Name**
  The name of the method.

- **Algorithm**
  The formula of this method.

7.11 Qualification methods

This window defines the different qualification methods. You can add new or delete existing methods by using the buttons on the top right-hand side of the window.

There are 2 qualification methods possible:

- PLACE;TIME
- PRESTATION;MINIMUM_PARTICIPANTS

Qualification methods are stored in the database as also the parameters for the qualification method. It is possible to set a qualification method for each event and round or for a specific event or round.

Examples:

PLACE;TIME:
When place and time is chosen as qualification method and the parameters are set to 3;3 this means that the first 3 places of each heat will go to the next round but also the 3 best losing times.

PRESTATION;MINIMUM_PARTICIPANTS:

When prestation and minimum_participants is chosen (long jump) and the parameters are set to 6,5;8 this means that each participant with a result of at least 6,5 m will go to the next round and a minimum of 8 participants. In case only 6 athletes succeed in jumping more then 6.5 m, then the 2 best losing results will also go to the next round.

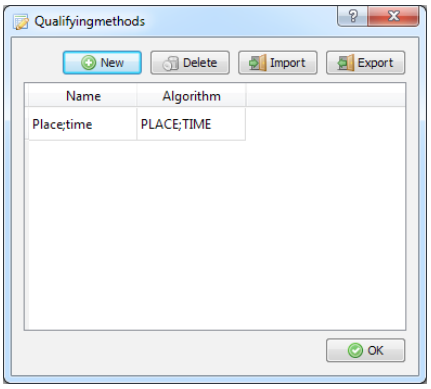


Figure 37: Modify the qualification methods in

- **Name**
  The name of the method.

- **Algorithm**
  The formula of this method.

7.12 Team point calculation methods

This window defines the different methods that are used to calculate team points. You can add new or delete existing methods by using the buttons on the top right-hand side of the window.

There are 4 team point calculation methods defined:

- RESULT
- PLACE
- MEDALS
- COMBINED

RESULT:

The team points are calculated based on the performance of an athlete. Using an algorithm or a lookup table the team gets points according the result.

PLACE:

Team points are given according the team settings in the competition properties window. By selecting a group you can set the team points according the ranking, how to calculate the team points in case of a tie of an athlete or a team.

MEDALS:

For each round, the team point medals 'G'(old), 'S'(ilver) and 'B'(ronze) are handed out.

COMBINED:

Team points will be calculated as if it was a combined event.

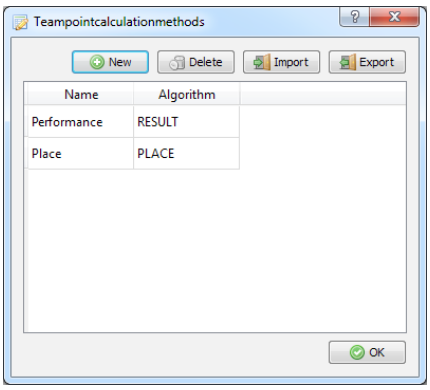


Figure 38: Modify the methods for team points calculation in the Teampointcalculationmethods-window

- **Name**
  The name of the method.

- **Algorithm**
  The formula of this method.

Appendix A: Personalised Menu

In this chapter you can find the personalised menu for AthleticsManager software. Please note that the explanation is only in the language requested by the specific organisation/Federation.

Atletiekunie-menu

Het Atletiekunie-menu is het gepersonaliseerde menu voor de Atletiekunie. Dit menu heeft het logo van de Atletiekunie, en bevat drie verschillende functies: exporteren (naar CSV-file), controleren van de wedstrijd en het afdrukken van startetiketten of diploma's.

Exporteren

In het Atletiekunie-menu kan u drie zaken exporteren: de deelnemers, de resultaten en de teampunten. Als u op één van deze mogelijkheden klikt, opent er een kader waar u de locatie kan kiezen naar waar u het bestand wil exporteren. Het formaat van dit bestand zal standaard een CSV-bestand zijn.

Wedstrijd controleren

Met behulp van deze knop kan u de applicatie doen controleren of de algemene parameters (3) niet overschreven zijn. De applicatie gaat dan controleren dat:
de teams niet meer deelnemers bevatten dan het maximum aantal deelnemers;
de atleten het maximum aantal toegestane onderdelen niet hebben overschreden;
de ploegen niet meer atleten hebben ingeschreven dan toegestaan voor een bepaald onderdeel.

Startetiketten afdrukken

Dit was tot voordien nog niet mogelijk, maar deze functie is ondertussen geïmplementeerd. Een kleine handleiding over het afdrukken van startetiketten vindt u in appendix F.

Diploma's afdrukken

Dit was tot voordien nog niet mogelijk, maar deze functie is ondertussen geïmplementeerd. Een kleine handleiding over het afdrukken van diploma's vindt u in appendix G.

LBFA-menu

The LBFA-menu is the personalised menu forr LBFA. The menu has tht logo of LBFA, and contains four different functions: Export to MRES, Export to XML, Upload to LBFA and Create your own combined event.

Export to MRES

An MRES file of the competition is created by using this function.

Export to XML

An XML file of the competition is created by using this function.

Upload to LBFA

With this function, you can upload the results of the competition to LFBA. Depending on some conditions, a print-out, MRES, XML and backup file is generated before these files will be uploaded to the LBFA server.

Create your own combined event

You can create your own combined event type by using this function. You will be presented a window where you have to select a combined event as a base for your own combined event. Next you need to select all desired settings of the new combined event (name, federation, categories, events, ..._).

VAL-menu

Het VAL-menu is het gepersonaliseerde menu voor de VAL. Dit menu heeft het logo van de VAL, en bevat vier verschillende functies: Export naar MRES, Export naar XML, Importeer atleten van SHIN en diploma's.

Export naar MRES

Met deze functie worden een MRES bestand van de wedstrijd gemaakt.

Export naar XML

Met deze functie worden een XML bestand van de wedstrijd gemaakt.

Importeer atleten van SHIN

Met deze functie kunt u atleten in AM Server importeren aan de hand van een SHIN bestand. Hiervoor selecteert u best de encodering CP-1252 zodat alle karakters correct in de database verschijnen.

Diploma's

Met deze functie kunt u diploma's afdrukken. Een kleine handleiding over het afdrukken van diploma's vindt u in appendix G.

Appendix B: Entering categories

Example 1:

Club AV1 sends out one mixed team of the Juniors category. The meet contains only juniors. The correct composition will be:

Name: AV1
Group: Juniors
Default club: AV1
Default categories:
• Juniors men
• Juniors women

Example 2:

Club AV2 sends out two teams of the juniors category. Men and women separately. The meet contains only juniors. The correct composition will be:

Name: AV2
Group: Juniors men
Default club: AV2
Default categories:
• Juniors men

Name: AV2
Group: Juniors women
Default club: AV2
Default categories:
• Juniors women

Example 3:

Club AV3 sends out five teams of Juniors and Masters category. Men and women separately, Juniors women has two teams. The meet contains both masters and juniors. The correct composition will be:

Name: AV3 MM
Group: Masters men
Default club: AV3
Default categories:
• Masters men

Name: AV3 MW
Group: Masters women
Default club: AV3
Default categories:
• Masters women

Name: AV3 JDM
Group: Juniors men
Default club: AV3
Default categories:
• Juniors men

Name: AV3 JDW 1
Group: Juniors women
Default club: AV3
Default categories:
• Juniors women

Name: AV3 JDW 2
Group: Juniors women
Default club: AV3
Default categories:
• Juniors women

Appendix C: Methods of heat composition

The heat compositions are based on an implemented method, which you can choose. There are two possible methods by default regarding the heat compositions:

- **iaaf seeding method**: Heat composition in which the participants with the best (rank 1) and poorest performances are divided over the different heats.

  For example: there are 12 participants and 4 available lanes. Then the heat composition will be as follows (the number defines the rank):
  - Heat A: 1, 6, 7, 12
  - Heat B: 2, 5, 8, 11
  - Heat C: 3, 4, 9, 10

- **on best performance**: Heat composition which groups together the participants with the best performances, the poorest performances, and in between. This way the participants will be more matched per heat.

  For example: there are 12 participants and 4 available lanes. Then the heat composition will be as follows (the number defines the rank):
  - Heat A: 12, 11, 10, 9
  - Heat B: 8, 7, 6, 5
  - Heat C: 4, 3, 2, 1

- **<not assigned>:** No specific method. The participants are randomly divided over the heats.

Note: Alternative seeding methods can be downloaded from our website. By using the seeding methods button in the superuser menu, you can load the alternative seeding method plugin into AthleticsManager Server. From that point, you can select the new seeding method in each event.

Appendix D: Entering electronic times automatically

In case you are using *MacFinish* product for electronic timing, you can export these data to the *AthleticsManager* database. To see which data is sent, you can open the *MacFinish* panel through the menu **Window > MacFinish**. You can still change received results if necessary by overtyping the concerning field.

To directly send electronic times from *MacFinish*, you need at last *MacFinish* version 6.x, 7.x or 8.x.

Set-up

The diagram below explains how the communication works between the different pieces of software and how your set-up has to be. The **COM**-connection works through a serial connection, the **UDP**-connections work through a network. There are various set-ups possible: you can install all software on one system or you can install the different software parts on different systems, according to your preference.

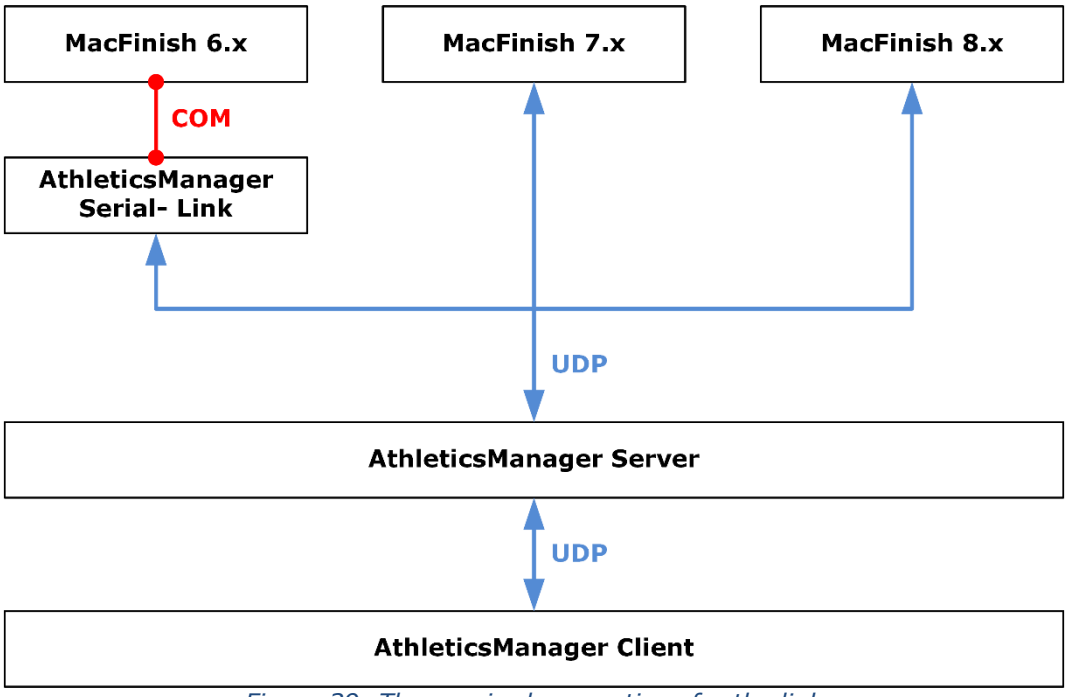


Figure 39: The required connections for the link

When you want to use MacFinish 6.x, you first start *AthleticsManager Serial-Link*, you choose a desired *AthleticsManager Server*, and the **COM**-port you want to use.

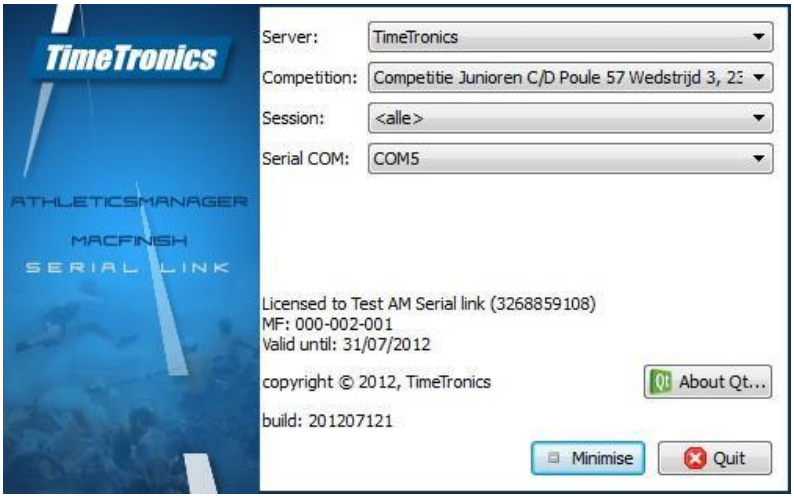


Figure 40: Use AthleticsManager Serial-Link to connect with MacFinish 6.x

The use of the electronic timing program is not discussed here. You can find an overview of how the communication works in *MacFinish 7.x and MacFinish* 8.x, via the direct link. For the MacFinish 6.x it is the same process, but then you select **Hytek compatible** as meetmanager.

Setting up *MacFinish* for use with *AthleticsManager*

First make sure that the *AthleticsManager Server* is running. Start *MacFinish*, and go to the menu **File > Preferences**. In the tab page **Meetmanager** you select the meetmanager **AthleticsManager**. Two new fields will appear: **Server** and **Competition**. For **Server** you choose the name that you gave your *AthleticsManager Server* (just like selecting in the *AthleticsManager Client*). For **Competition** you choose the meet name where you want to work with.

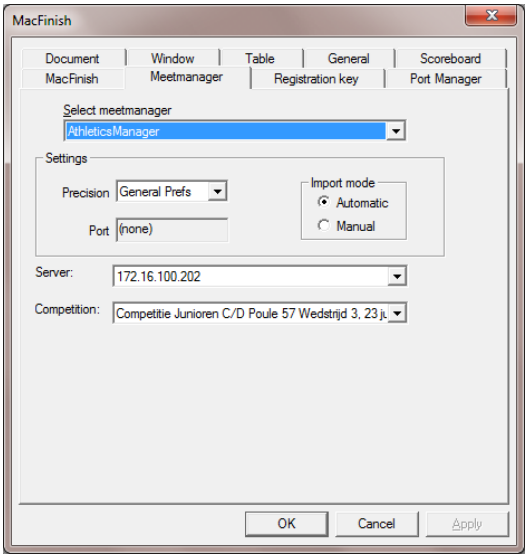


Figure 41: The properties in MacFinish to use AthleticsManager

Sending electronic times of *MacFinish* to *AthleticsManager*

Start just like you usually work with *MacFinish*. After you have made your photofinish image, the import dialogue window will automatically appear on your screen. If not, you click on the menu Document > Import. Choose the heat that belongs to this photofinish image. The participations are imported in *MacFinish* and the file name is automatically placed correctly. Place in *MacFinish* the time lines on the correct locations, so the electronic times are registered. When all the times are registered, you click in the menu on Document > Export. The electronic times are now exported to *AthleticsManager*.

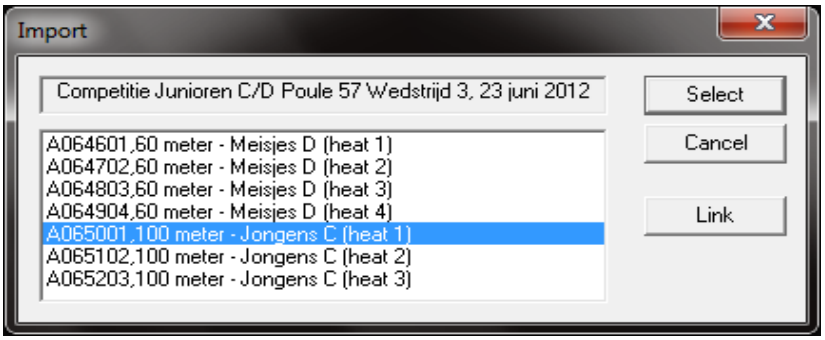
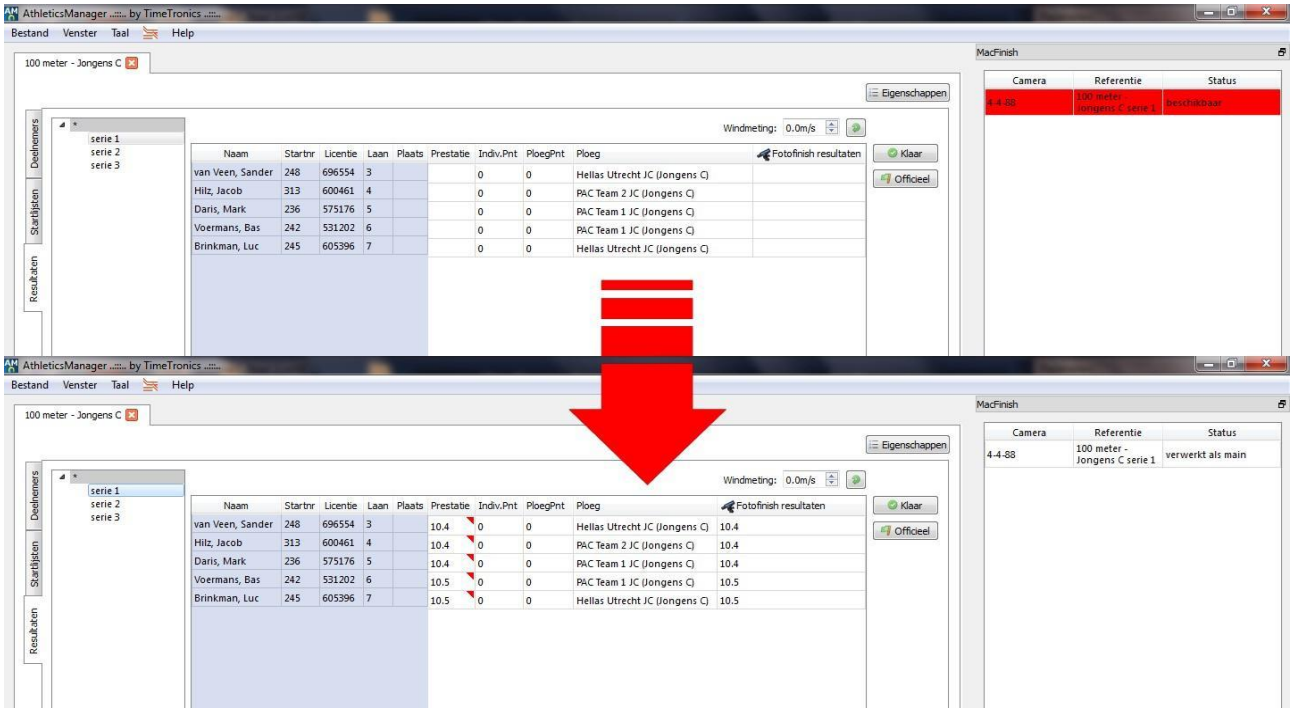


Figure 42: Dialogue window to import an AthleticsManager heat into MacFinish

When you had an opened *AthleticsManager Client*, you will first see a notification in the *MacFinish* panel that the electronic times are available. These will then be processed in a few seconds in the according heat.



Appendix E: Formula for point calculation

AthleticsManager calculates the points based on an implemented formula:

result= POINTSCALC(ROUND(prestation× correction))

result the result as individual points;
POINTSCALC the point calculation function;
ROUND the rounding function;
prestation the delivered performance (physical measurement result);
correction the correction factor which has to be multiplied with the performance if necessary.

The correction factor **Correction** depends on the participation category. The correction factor of that participation category is only taken into account, if the correction factor of that specific participation category is added in the round properties (**Properties > Point calculation**). In all other cases, this is simply the value '**1**'.

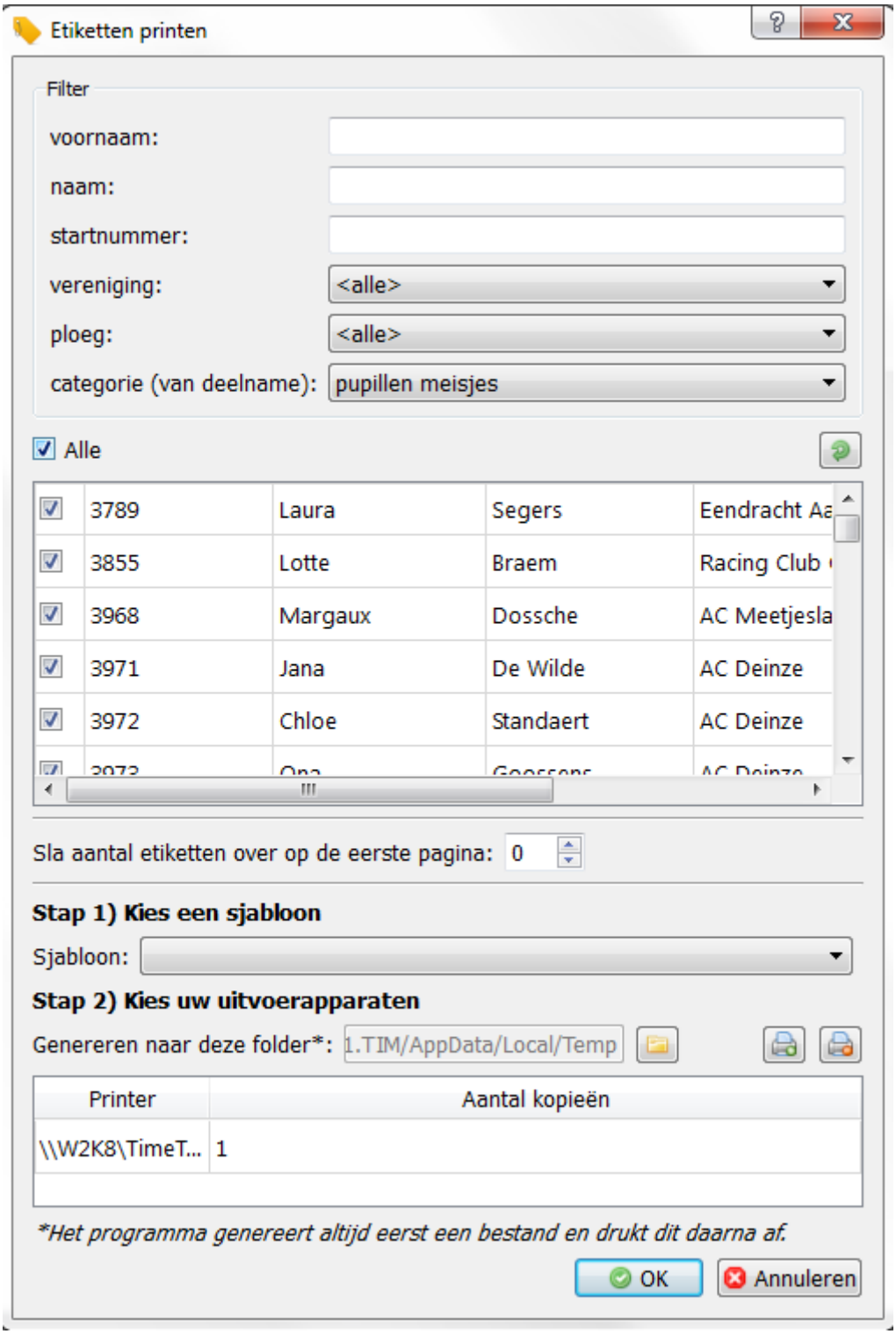
The rounding function **ROUND** depends on the precision of this event type. The dependencies of the correction factor have an indirect effect on the result of this function.

The point calculation function **POINTSCALC** depends on the event type (various formulas per event type), the participation category (various parameters per category for the formula of the event type) and the used point calculation method in the round properties. The dependencies of both the correction factor and the rounding function also have an indirect effect on the result of this function.

Appendix F: Startetiketten (BIB) afdrukken

Ga naar het logo van de federatie en kies Startetiketten afdrukken.

Je krijgt het onderstaande venster.



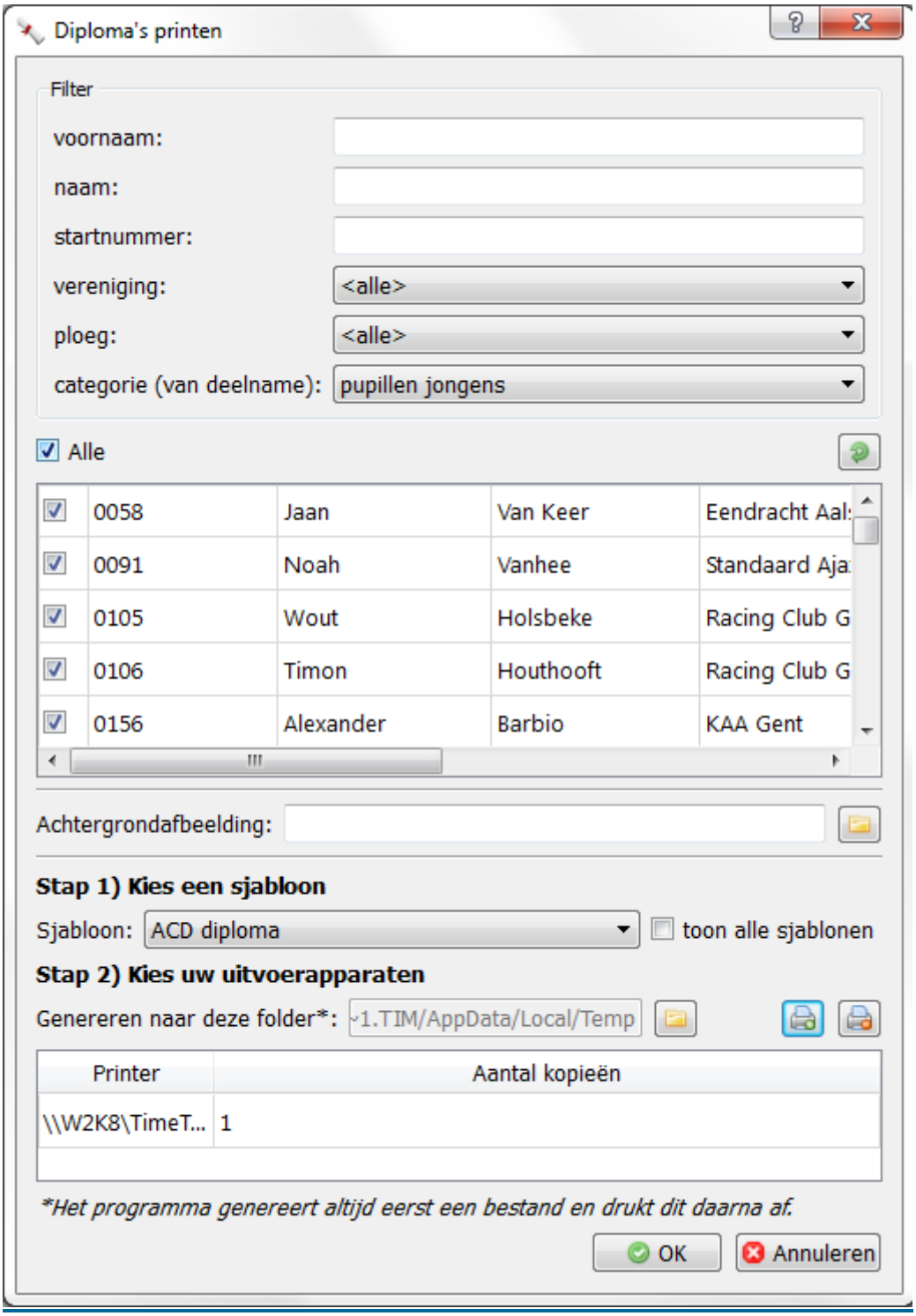
Je kan filters toepassen om te bepalen welke etiketten je wil printen. Zo kan je filteren op naam, startnummer, team, ploeg en categorie.
De gevonden deelnemers worden getoond in de tabel.
Vink daarna aan van welke deelnemers je de startetiketten wil afdrukken.

Selecteer het sjabloon dat je wil gebruiken voor de print-out. Daarna kan je nog een printer toevoegen en specifiëren hoeveel kopieën er moeten worden gemaakt. Standaard gaat de applicatie eerst een bestand genereren en daarna afdrukken.

Appendix G: Diploma's

Ga naar het logo van de federatie en kies Diploma's

Je krijgt het onderstaande venster.



Je kan filters toepassen om te bepalen welke etiketten je wil printen. Zo kan je filteren op naam, startnummer, team, ploeg en categorie.
De gevonden deelnemers worden getoond in de tabel.
Vink daarna aan van welke deelnemers je de diploma's wil afdrukken.

Selecteer het sjabloon dat je wil gebruiken voor de print-out. Daarna kan je nog een printer toevoegen en specifiëren hoeveel kopieën er moeten worden gemaakt. Standaard gaat de applicatie eerst een bestand genereren en daarna afdrukken.

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