

Trackmate Entry Procedures 2010

For Holy Apostles Invitational Meet:

You will submit your entries using TrackMate 6.20.2 This is free software you may download from www.microsoft.com. Download the free version. The TrackMate software is designed to be used by non-licensees to allow a license holder to more efficiently schedule and run a meet. Once you have downloaded the software (a two to five minute download), you are ready to complete your entries for submission to me via e-mail.

Here is how the entry process will occur. First, download the software. Without having downloaded the software, much of the following explanation won't make a lot of sense.

Now that you have the software on your computer, you will be presented with a screen with several large buttons: "New Meet" "Help" "Save" "Divisions" etc. Click "New Meet." This will lead you through the steps of creating your portion of the meet.

First, name the Meet. Please use "HA Meet" followed by your school name, e.g. "St. Leonard."

If you have two teams they should be treated like two different schools, e.g. "Holy Apostles-White" and "Holy Apostles-Blue." When I receive the e-mails and download them, it will be easier for me to upload the information.

Next, you will be presented with a number of meet configuration screens and questions. Don't worry about the "tracking/scoring" questions or the "assignment/order" questions.

In the "entry limits" tab answer the questions as follows:

What is the maximum number of entries per school in each event?

ANSWER: 4 (Note: this is the max. number of entries in any one running event. However, in some events the max. is actually two. The software doesn't account for different entry levels in different running events. I will need you to do that manually.)

What is the max. number of RUNNING events per athlete? ANSWER: 3

What is the max. number of FIELD events per athlete? ANSWER: 2

What is the max. number of RELAY teams per school? ANSWER: 1

What is the Max. number of RELAY teams per school to score in an event? ANSWER: 1

What is the max. number TOTAL number of events per athlete? ANSWER: 4

Once you click through the meet configuration questions you will activate the other buttons on the screen, e.g., "Divisions" and "School."

First click "Divisions." Create the division or divisions that need to enter your team or teams: 5B, 5G, 6B, 6G, 7B, 7G, 8B, 8G.

Now **click the "Athletes"** button and enter the names of all of your athletes. Please enter first name First and second name second, e.g. John Sample

Next **click "Schools."** Enter your school name. For schools entering two teams, enter them as different schools: HA-White and HA-Blue. *PLEASE DO NOT COMBINE DIVISION AND SCHOOL IDENTIFICATION. The only divisions are 5B, 5G, 6B, etc. *Do not include a division when You are identifying your school, even if you are only submitting a single division, This is an entry mistake that is very hard to correct.**

Now go to **Setup** (at the top, to the right of file.)

Click Setup and Select add/edit event types. Delete the events that we will not have in this meet, such as 3200, hurdles and pole vault.

Delete 1600, Note: Do Not Enter Cross Country/Mile athletes in this data file.

See below for entering athletes in the Cross Country Meet/race in a separate entry file.

You will have to create one custom event: "Softball Throw" for 5th and 6th Graders.

Once you have created the divisions and school(s) and selected the proper events,
Click the "Athletes" button and enter the names of all of your athletes. The division and school will be listed at the top. Schools with two teams should make sure to assign the athletes to the correct team.
Note: Athletes can only compete on one team. If your school is entering two teams your athletes can **NOT** cross over from one team to the other.
(With some computers you can speed up this process by clicking "Add" and then leaving your cursor over the add button. Type the name and then hit "return" twice. The athlete will be added to the list and new add box put up to add another athlete.) Make sure that the athletes are on the correct team and in the correct division.

Once all of your athletes are entered, you can assign them to events.
Click the "Put People in Events" button. Choose the proper division, school and event. Then click "Add Entry." A new box will pop up with each of your athletes at that division. Double clicking an athlete will add them to the event.

Once you have put all of your athletes in all of the events,
Click the "Save" button and save your work. Again, it's best to name the file "HA Meet" and your school name. (As you proceed, it's probably good practice to save, even before you reach the end.)
When the entries are all complete, e-mail them to me with your file as an attachment.

Holy Apostles Cross Country Race:

This race is scored as a real Cross Country Meet with the scoring done in reverse when compared to regular meet scoring. e.g. "CC first place runner = 1 point, second place runner = 2 points, third place runner = 3 points, etc. As in Cross Country Meets, the lowest team point total is scored as the meet winner, because of the different scoring systems you have submit a separate entry file for the CC meet/race. "CC team" results will recorded into the HA Meet regular scoring. e.g. CC team first place = 10 points, CC team second place = 8 points, CC team third place = 6 points, ect.

Instructions for entering athletes in the Cross Country Race are similar to HA Meet entry instructions.

Start a new Meet. Please Name this file "HA Cross Country"
Name the meet/race, Please use "HA CC" followed by you're your school name,
e.g. "Holy Apostles." If you have two teams they should be treated like two different schools,
e.g. "Holy Apostles-White." and "Holy Apostles-Blue." See the information packet for complete event limits per athlete.

Grades eligible are 5th, 6th, 7th and 8th, both boys and girls.

Maximum number of athletes per grade is two (2).

Maximum number of athletes per Cross Country team is eight (8).

Next create "Divisions" Boys Meet and/or Girls Meet

Enter athletes' names, first name, last name followed by grade/gender. e.g. "John Sample 8B"

When your entry file is complete, e-mail it to me as an attachment. I will then be able to upload them to my software.

I expect this is a new process for some of you. If you have any questions, please feel free to call me.

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