

*A*thletics
*I*nformation
*M*anagement
*S*ystem

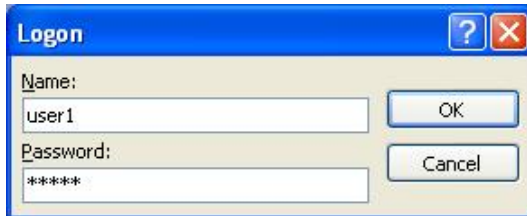
**Age Group Managers
User Guide**

Release Version 1.0
15 September 2007

1.1 AIMS Login

1.1.1 User Group and Password

When AIMS is started the first thing the user sees is the dialogue box for User Group and Password. This allows the user to enter the User Group and associated password that grants read, update delete and change privileges.



The 'Logon' dialog box has a blue title bar with a question mark and a close button. It contains two text input fields: 'Name:' with 'user1' entered, and 'Password:' with '*****' entered. There are 'OK' and 'Cancel' buttons to the right of each field.

1.1.2 Database Password

Following entry of the User Group and Password, the user will be prompted for a database password.



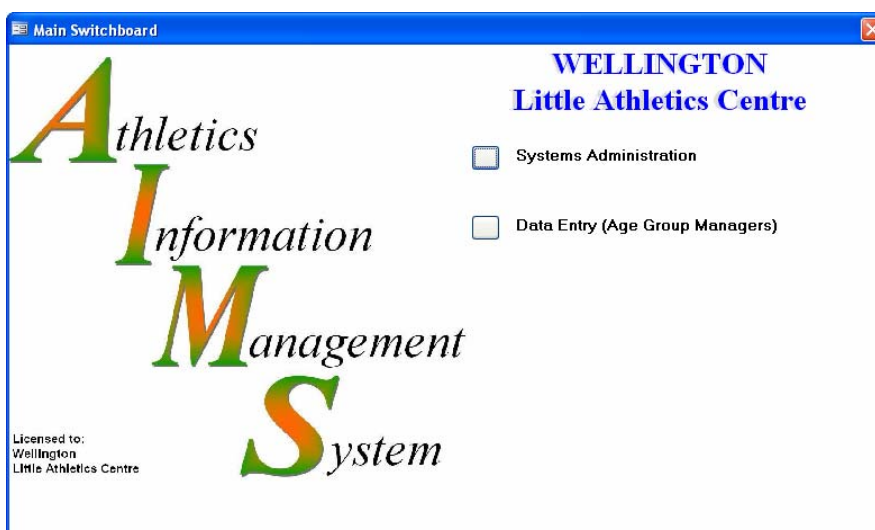
The 'Password Required' dialog box has a blue title bar with a question mark and a close button. It contains a single text input field with the label 'Enter database password:'. There are 'OK' and 'Cancel' buttons at the bottom.

After entry of the database password the Switchboard (Main Menu) will be displayed.

1.2 Menu Structure

The AIMS Switchboard will automatically load after entry of User password and Database password. The switchboard has buttons that you can click to open forms and reports (or open other switchboards that contain additional forms and reports).

A purpose built menu structure has been developed for Age Group Managers and focuses on the functionality required for data entry and validation.



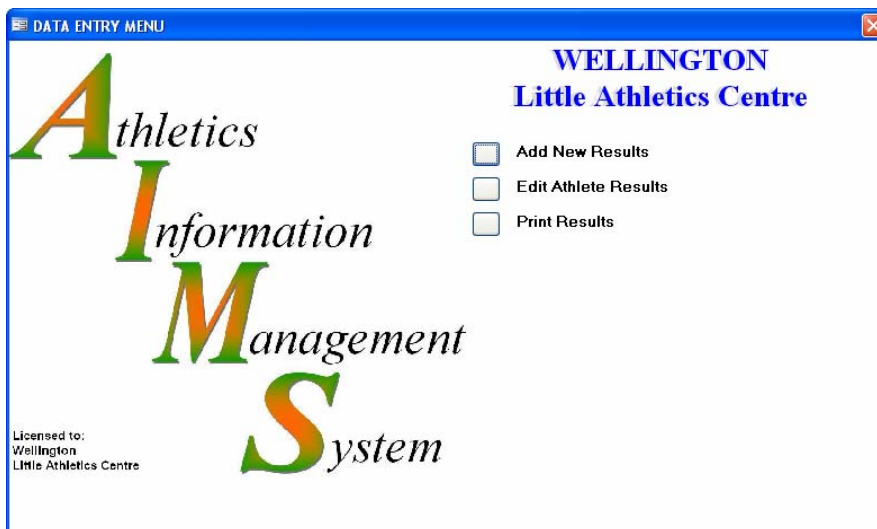
The 'Main Switchboard' window has a blue title bar. On the left, the text 'Athletics Information Management System' is displayed in a large, stylized font. On the right, the text 'WELLINGTON Little Athletics Centre' is displayed. Below this, there are two menu items, each with a checkbox: 'Systems Administration' and 'Data Entry (Age Group Managers)'. At the bottom left, it says 'Licensed to: Wellington Little Athletics Centre'.

When presented with this menu, Age Group Managers are required to choose the second menu option.

1. ENTRY OF RESULTS DATA

The majority of work undertaken by centre officials each week when using AIMS is the entry of athlete results data. Given this is a labour intensive task a number of input screens have been developed to minimise the keystrokes needed to successfully enter results into the system.

The Results Menu should be used to call the appropriate input screen for the entry of new results or to amend results that have already been entered.



1.1 Add New Results

The first input screen to be completed by the user, identifies all the static information that will be required when storing individual athlete results. When the user selects the event, the system will return the input screen that best suits the data entry requirements.

Date 25/09/2007

Result Centre We

Gender

Age

Events

Exit

This field will default to today's date. If required type new date and press **Enter**
OR
Use drop down to select date

Default result centre will appear. This field is used to identify the venue.

Type **G** or **B** and press **Enter**
OR
Use drop down to select **Boys** or **Girls**

Type the Age Group and press **Enter**
OR
Use drop down to select the Age Group

Begin to type Event name. When it appears in full press **Enter**
OR
Use drop down to select Event name

The second screen is used to record athlete performances for the event selected on the previous screen.

Add Results

Girls Under 11 200 Metres

AthleteID

Performance

Placing

Heat

Media Result

Enter performance as 999.99
If athlete withdraws from competition
OR is disqualified

Begin to type Athlete name. When it appears in full press **Enter**
OR
Use drop down to select Athlete name

Enter athlete performance in required format.

Enter athlete placing in this event and press **Enter** (C = Competed is the default for athletes lower than 8th position.)
OR
Use drop down to select placing

Enter the number of the heat and press **Enter** (F = Final if event is a final)
OR
Use drop down to select heat

Enter the Media Result placing and press **Enter** (Only the first three places are published, four if there is a equal 3rd)
OR
Use drop down to select Media Result

1.1.1 Athlete:

This field has had a filter applied so that only athletes of the age and gender, as entered on the previous screen, can be selected. As you begin to type in the name of the athlete, the full name of any athlete matching the characters entered at that point will appear. When sufficient characters have been entered to identify a specific athlete, the user should press <Enter>.

1.1.2 Performance:

The best performance for the athlete should be entered into this field in the correct format. The format for Performance is as follows:

Measure	Event (Rule)
MM.MM	Field events (distances shall be recorded to the nearest 0.01metres) Eg. 5 Metres 87.8 centemetres is entered as 5.87 Disqualification, three fouls or withdrawal from event is entered as 0.00
SS.S	Sprint Events (<400M) (times shall be read to the next longer 1/10th of a second) Eg. 35.56 Seconds is entered as 35.5, (1 Minute 10.5 Seconds is entered as 70.5) Disqualification or withdrawal from event is entered as 9999.9
MMSS.S	Distance Events (times shall be read to the next longer 1/10th of a second) Eg. 2 Minutes 44.6 Seconds is entered as 244.6 Disqualification or withdrawal from event is entered as 9999.9

1.1.3 Placing:

Placing of athletes in both track and field events is required to be entered manually as this requires less data entry than that required if the system were to perform count-backs and record the decision of finish line judges.

As such, the user is required to enter Event Placing (Heats or Final) as determined by the officials conducting the event and recorded on the Event Sheet.

This system allows the placing of the first eight athletes in any event. Other athletes are placed as 'competed'. The following values can be entered in the Placing Field:

1=First, E1=Equal First, 2=Second, E2=Equal Second, 3=Third, E3=Equal Third, 4=Fourth, E4=Equal Fourth, 5=Fifth, E5=Equal Fifth, 6=Sixth, E6=Equal Sixth, 7=Seventh, E7=Equal Seventh, 8=Eighth, C=all remaining athletes not placed.

Notes on Equal Results

Horizontal Jumps and Throws

If there is a tie for a place on the best trial, the next best trial performance is used to determine the place.

High Jump

The number of trials to clear the last height determines the place. If this still results in a tie, the total number of foul jumps in the whole competition is used to determine the place.

Track

If two athletes have the same time, the place given by the judge will determine the higher place.

1.1.4 Heat:

This field will only appear on track event screens. The user will be required to enter the Heat number (ie. 1,2,3,4) or "F" for Final

1.1.5 Media Result:

Media Result is used for publishing results in the newspaper. Only the first three results are published, except where there has been an equal third placing when four athlete results will be published. The following values can be entered in the Media Result Field:

1=First, E1=Equal First, 2=Second, E2=Equal Second, 3=Third, E3=Equal Third

If there are two or more heats, in determining the overall place for the media sheet, the fastest time over all heats will determine place. If more than one athlete has the same time, then the highest place over all heats shall be used to determine first place and so on.

Equal Placing in Media Result

If two athletes are awarded the same place, the second result entered must be entered as Equal (*Place Number*) eg if two athletes are awarded second in an event, the first is entered with Place = 2 and the second is entered as place=E2.

1.2 Add Athlete

When a new athlete or a visitor competes for the first time and has not been entered on the system, the user may add the athlete's name to the database simply by activating the Add Athlete command button (refer to Athlete Maintenance screen for details completing this form). On exiting the Add Athlete screen, the user will be returned to the Add Results screen to continue with data entry (this new athlete will now be available for selection).

1.3 Amending Athlete Results

Following initial entry of results data for a particular athlete, it may be necessary to make corrections. This screen allows changes to all result fields (ie. AthleteID to Result Centre).

The screenshot shows the 'Athletes' form with the following fields and annotations:

- Surname**: Red box, arrow pointing to the text box.
- Given Name**: Red box, arrow pointing to the text box.
- RegNo**: Text box.
- RegDate**: Text box.
- Centre**: Red box, arrow pointing to the dropdown menu.
- Club**: Text box with value 'We1', arrow pointing to the dropdown menu.
- Parents**: Text box.
- Address**: Text box.
- Suburb**: Text box with dropdown arrow.
- PostCode**: Text box with value '0'.
- Phone**: Text box, arrow pointing to the text box.
- Mobile**: Text box, arrow pointing to the text box.
- eMail**: Text box, arrow pointing to the text box.
- Date of Birth**: Text box.
- School**: Text box with value 'Unknown', arrow pointing to the dropdown menu.
- Gender**: Red box, arrow pointing to the dropdown menu.
- Age**: Red box, arrow pointing to the dropdown menu.
- Archive**: Text box with value 'No', arrow pointing to the dropdown menu.
- Cont Part Date**: Text box with value '01/10/2006'.
- Dual Reg**: Text box with value 'No', arrow pointing to the dropdown menu.
- New Reg**: Text box with value 'Yes', arrow pointing to the dropdown menu.
- Privacy**: Text box with value 'Yes', arrow pointing to the dropdown menu.

Annotations:

- Fields with a Red boarder indicates the field is mandatory and must be completed to establish an athlete on the database.
- Phone, Mobile, Email and School are optional fields. All other fields must be completed on athlete registration.

This screen is accessible through the Athlete Menu or Results Menu. The majority of athletes will be established on the database prior to registration, when the remaining personal information will be collected. Care should be taken to ensure the athlete name is spelled correctly to avoid duplication of athletes on the database.

1.3.1 Athletes Placed in Incorrect Age Group

It is possible, particularly in the first couple of weeks of competition, for new athletes to compete in the wrong age group. The correction of event results for athletes in the wrong age group can be undertaken in one of two ways. The two options are:

Delete all results, change the athlete's age group and re-enter results (This is the safest method of making corrections to the database for this type of error).

Change the athlete's Age Group, change the EventID for each event the athlete competed in whilst in the wrong age group. (This should only be attempted by the database administrator who is familiar with the table relationships)

2. EDIT ATHLETE RESULTS

Following initial entry of results data for a particular athlete it may be necessary to make corrections. This screen allows changes to all result fields (ie. AthleteID to Result Centre).

This flag is automatically set when athlete results are entered through the Add Results entry screen.

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2.1.1 Athletes Placed in Incorrect Age Group

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3. VALIDATION OF DATA ENTRY

3.1 Print Results

To assist Age Group Managers in the validation of results (following data entry), a summary results report for that meet can be produced and retained by the Age Group Manager for future reference.



The screenshot shows a window titled "ResultsWeekly : Form". It contains the following elements:

- Date:** A dropdown menu showing "10/02/2007".
- Gender:** A dropdown menu.
- Age:** A dropdown menu.
- Run Report:** A button.
- Update Triple Jump Mat Distance:** A button.
- Exit:** A button.

3.2 Update Triple Jump Mat Distance

This data entry requirement simply maintains the mat distance that should be used for each athlete when they next compete in this event. The Event Site Recorder will make changes to the Event Sheet that will be used to update the database. The mat distance is also used to order the athletes printed on the field sheets and assist the Age Group Manager and parents conduct the event in the most efficient manner.