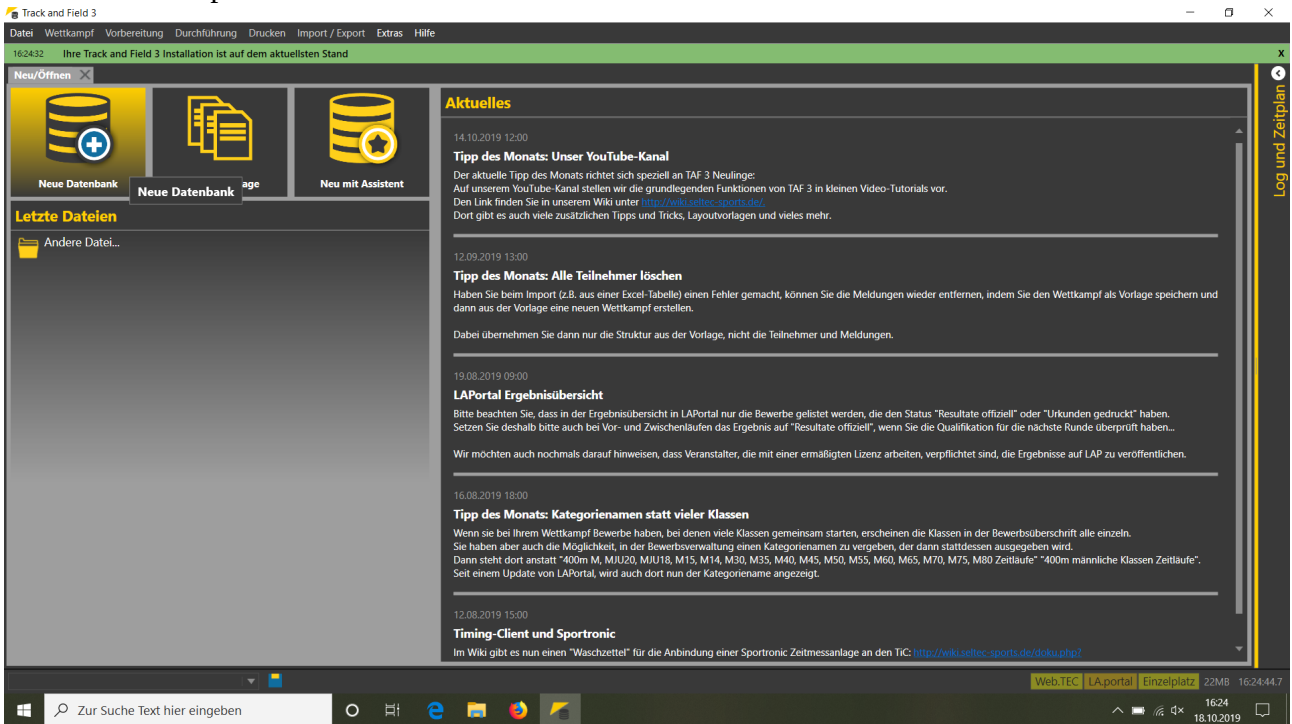


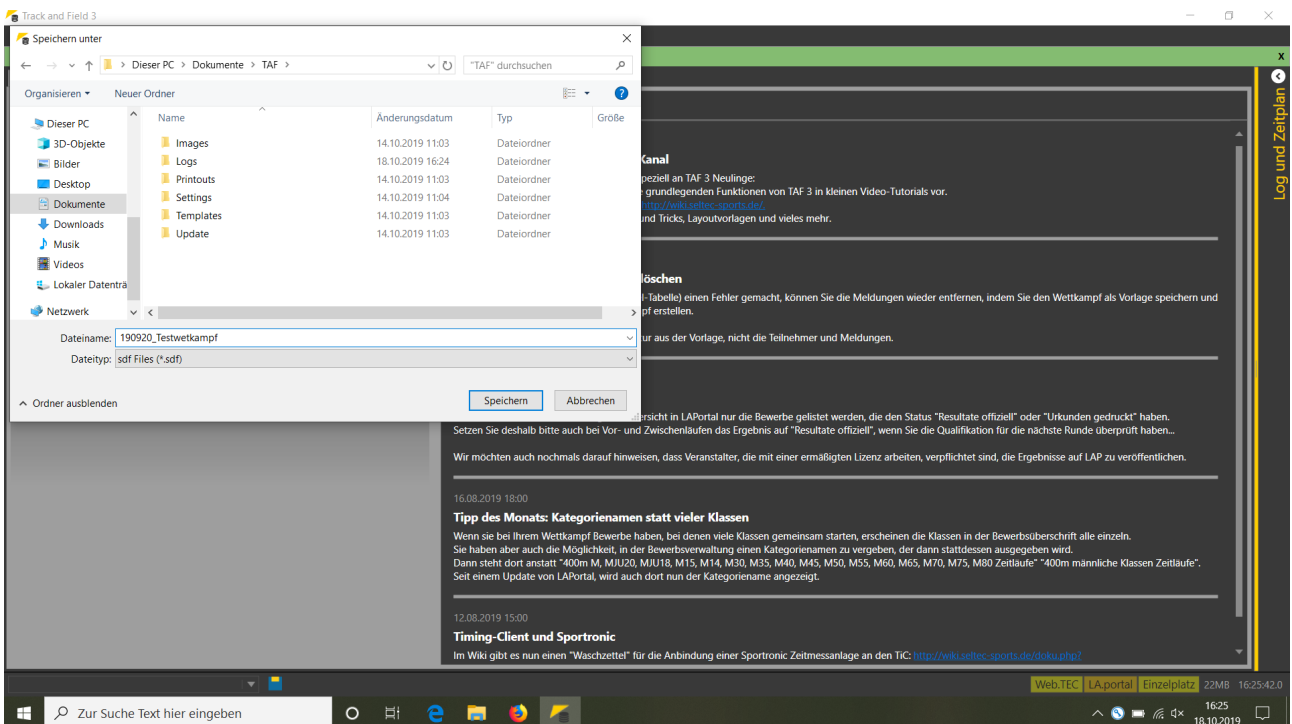
Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

If you want to create a new competition with TAF3, you have to create a new database first, using **File → New / Open**.



To do so, select a (local) storage location. We recommend the TAF directory within your document folder.



Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

TAF3 stores all information related to a competition in this file. This means that after editing, you can copy it to a memory stick or send it by mail so that it can be edited on another computer.

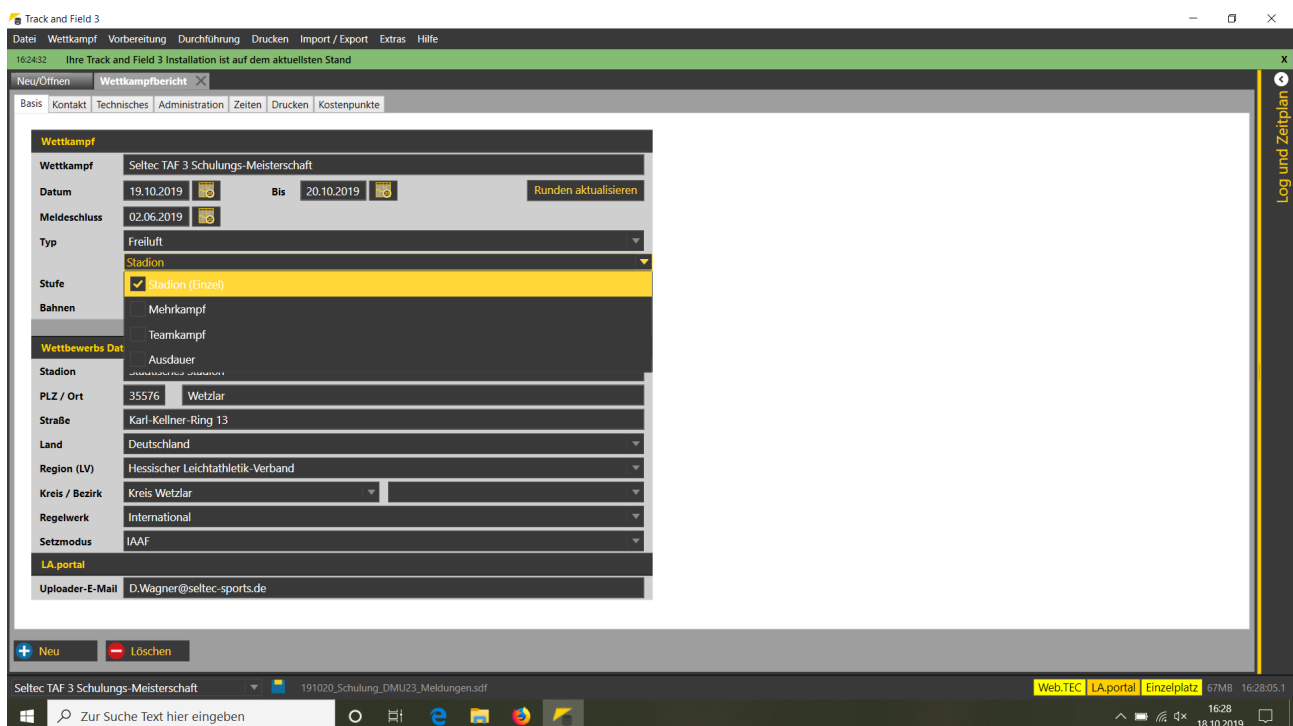
After TAF3 has finished setting up the database structure, you will be forwarded to the “competition report” page.

Enter the details about your event there:

Name, date, competition type and location information.

Depending on the type of competition you select here, different tabs will later be offered to you (under Competition → Competition setup) to edit further event details.

Only the event types, which match your loaded license, are displayed.



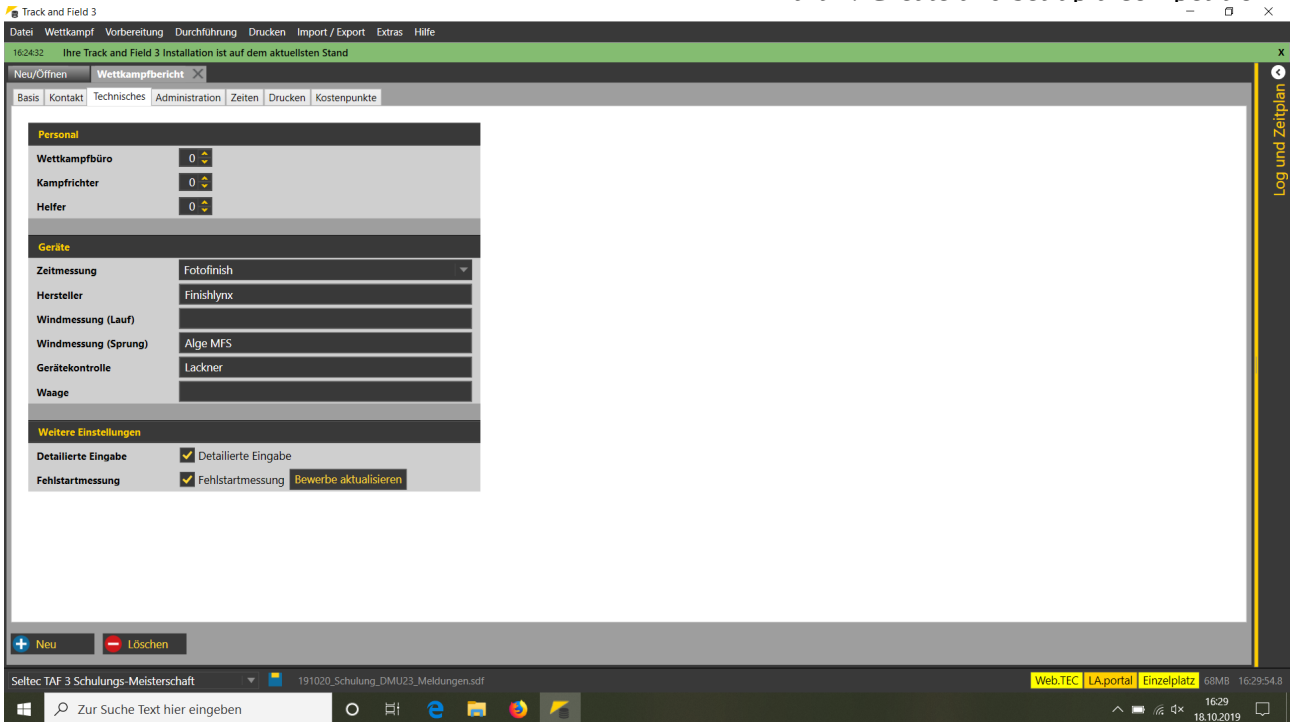
The other tabs in this menu item are used to store information for the event report, but in some cases also have an impact on the execution of the competition.

The selection of the timing system used (under “Technical”) determines how times are interpreted in the data acquisition. With “manual timing”, only 1/10 seconds can be recorded.

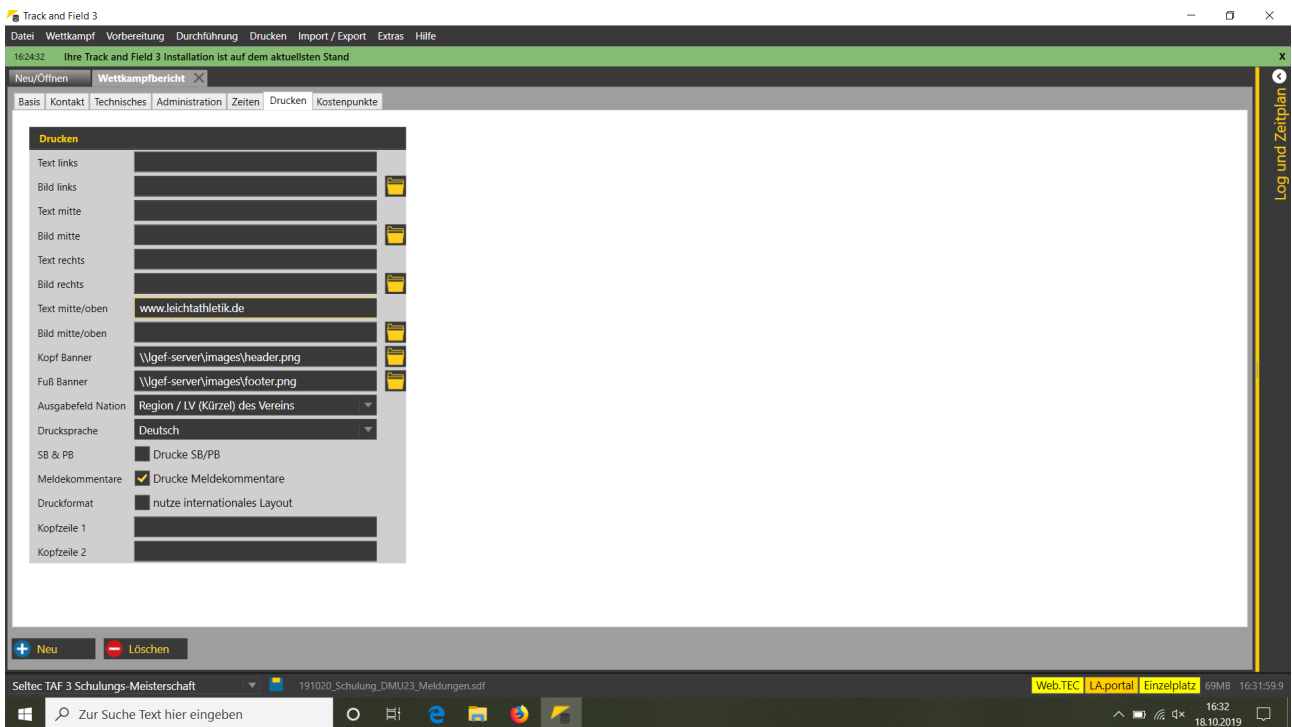
Among other things, at “Times” you may store the registration card delivery times, which can then also be printed on the card itself.

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition



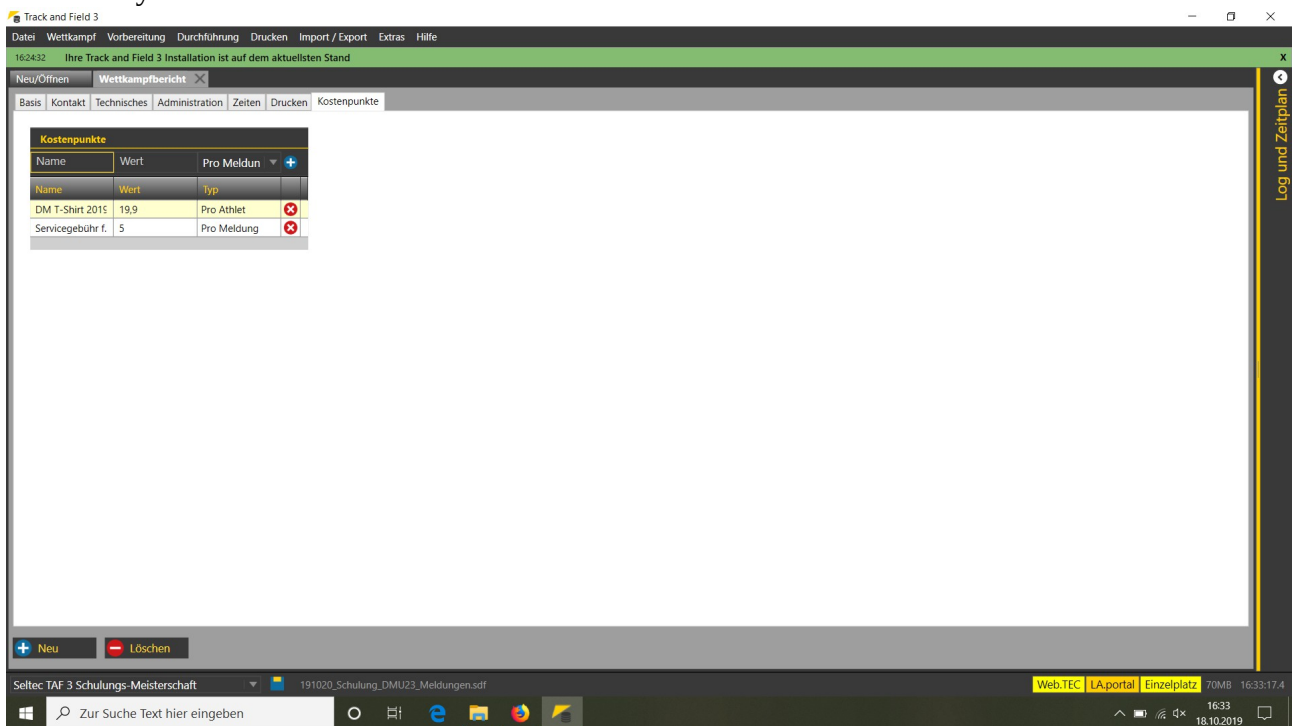
At the „Print“ tab, you can choose if and what graphics are printed at page header or footer or if you want to print additional entry information such as date and place for the entry value.



Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

At „Feeitems“, you can define products or services, which can be charged to the athlete in addition to the entry fee.



This could be either fees connected to the athlete or connected to a single entry.

For example a competition t-shirt could be an athlete related fee, a surcharge for a late entry would be an entry related fee.

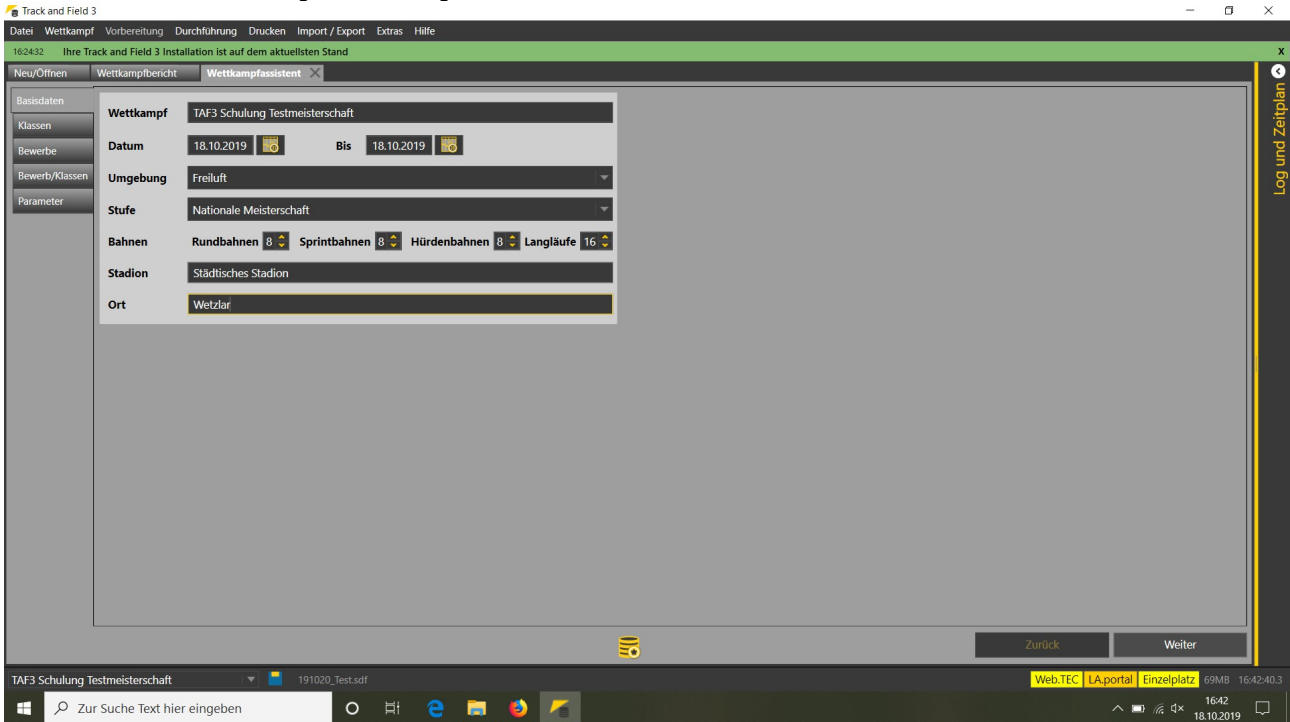
You must not enter all this information before the preparation of the competition, but before creating the bills.

Seltec Track and Field 3: Step by Step

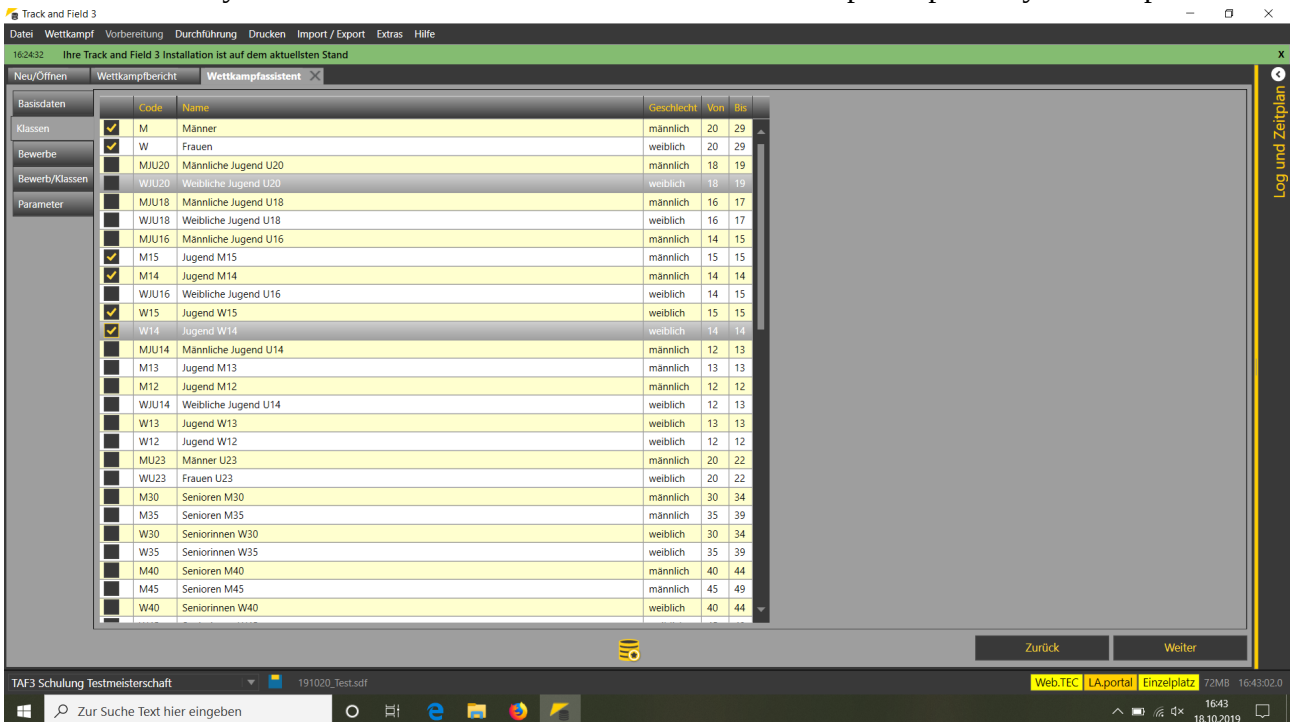
Part 1: Create and set up a competition

The next step is to create the framework of classes and competitions. The easiest and quickest way to do this is to use the wizard (Competition → Competition wizard).

On the first page, you will see the information about the event which you already entered on the "Basic" tab under Competition Report.



Under "Classes" you now select the classes that should be able to participate in your competition.



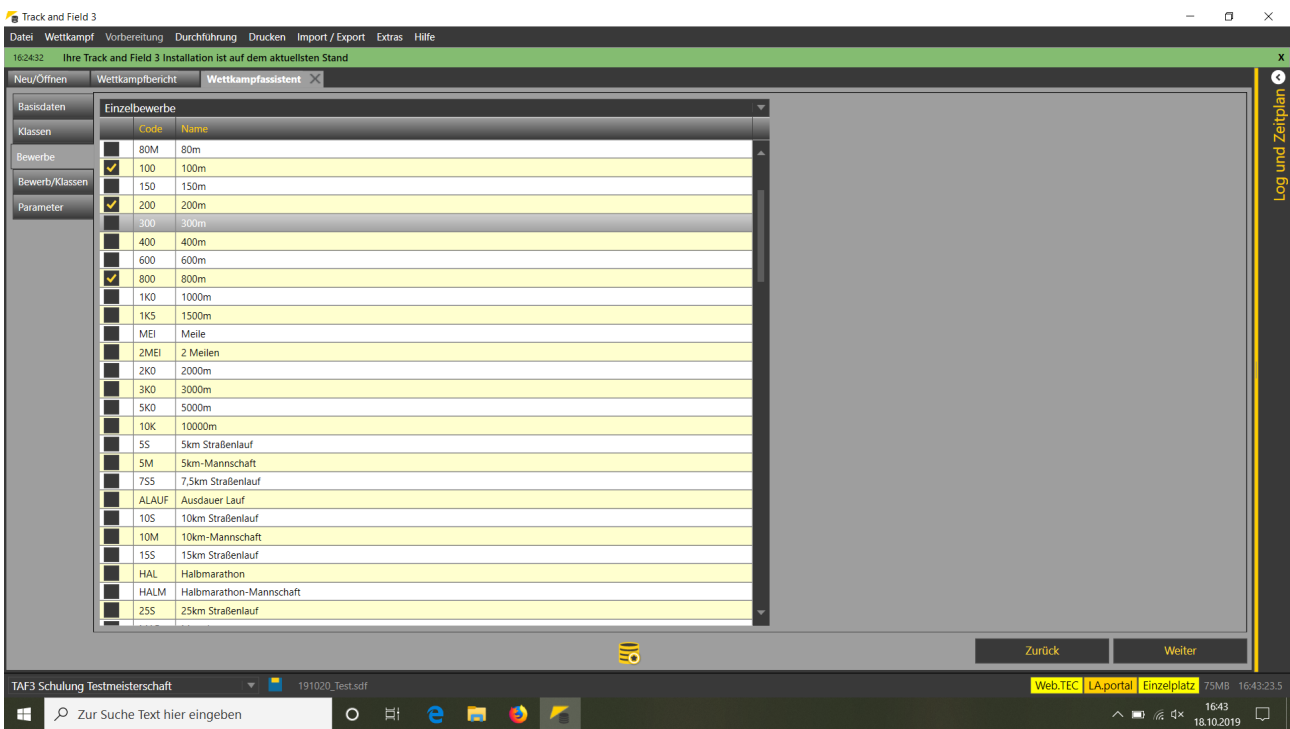
Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

Please note, the only classes, which are defined at the rule book can be chosen here.

If you want to make changes to the selected classes (e.g. changing the age-limits for the men and women so that the masters are automatically included there), you can do this later in the competition setup.

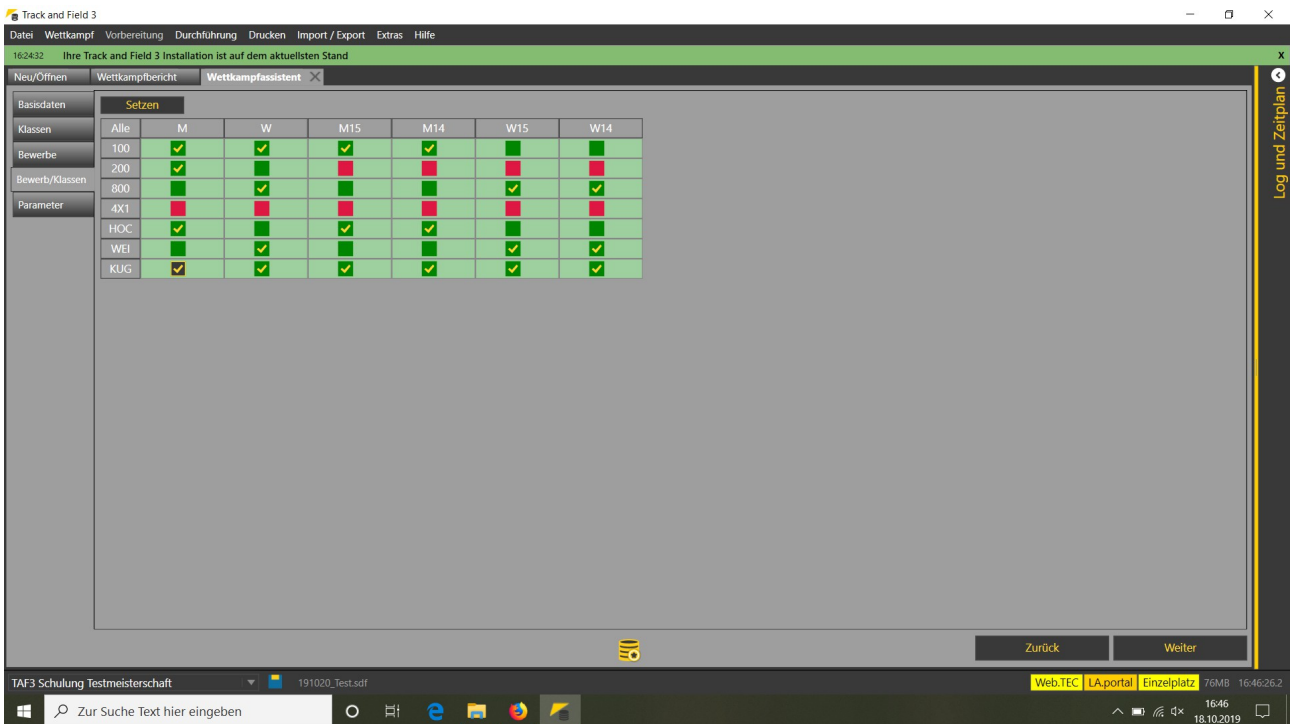
On the next page you then select the competitions for your competition.



Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

and one page further on you can then assign the competitions to the classes in a matrix.



Class/competition combinations that are not permitted according to the rule book are shown in red, the others in green. However, regardless of the colour of the field, you have the option of assigning a competition to a class.

Exceptions to this are the multi events in the assistant: Only those class/multi event combinations can be selected for which a definition of the partial events is stored. "Free" multi event be defined later in the competition setup.

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition



Finally, on the "Parameters" page you can define rounds for the different competitions in the classes and set their starting times.

You can use the wizard to create up to 3 rounds in a competition. For example, preliminary heats, intermediate heats and final over 100m. Or a qualification round in a technical event and its final. Competitions to which you do not assign anything at this point will keep the standard round and the standard time.

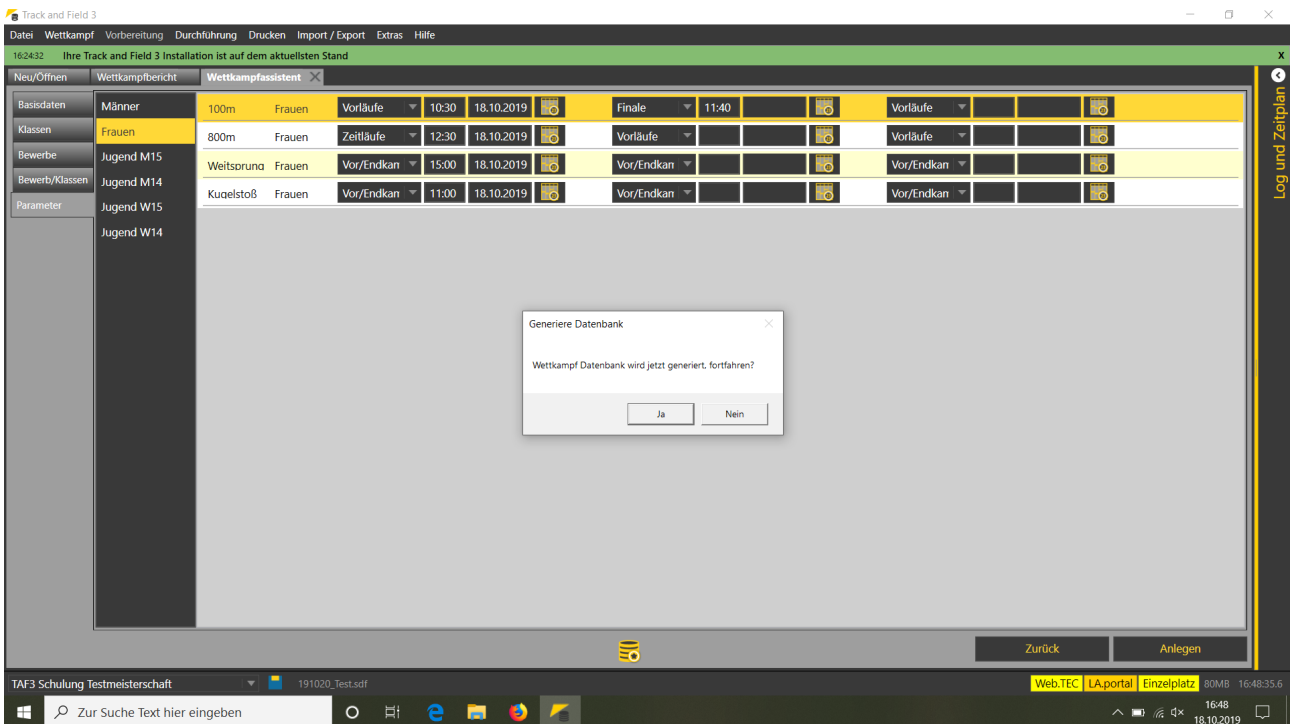
NOT assigning a round can be useful, for example, if you want to hold a masters competition and do not yet know how many entries you expect in which classes and which classes will finally compete together.

In this case, after entering the entries, you would then combine the competitions in such a way as seems reasonable according to the number of entries.

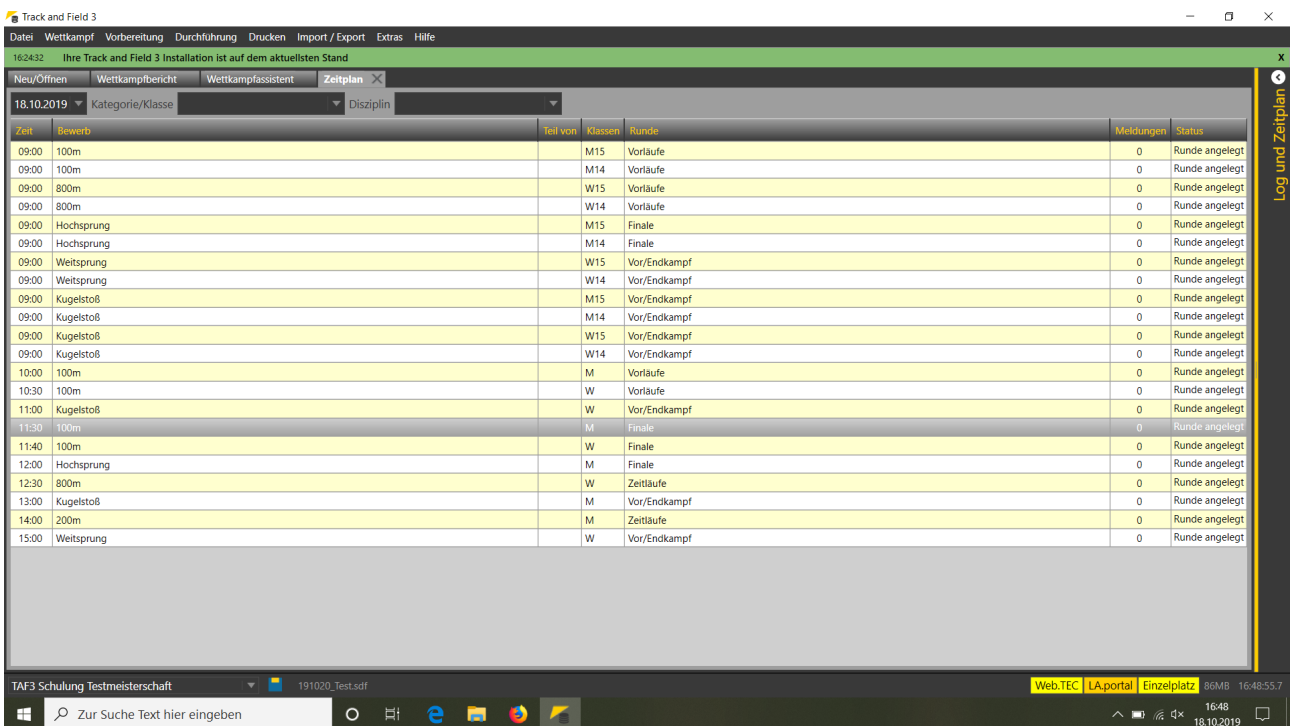
If you now close the wizard, the classes and competitions will be created and you can then only edit the competition "manually". Subsequent changes are no longer possible with the wizard.

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition



After completing the wizard, you will be shown the schedule.



Competitions to which you have not yet assigned a start time appear here with 09:00.

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

If you want to edit the start time, you can simply click in the column with the times and change the time there. If you want to move the competition to another event day or define the rounds, please click on it with the right mouse button.

Now a context menu appears where you can select "Competition settings".

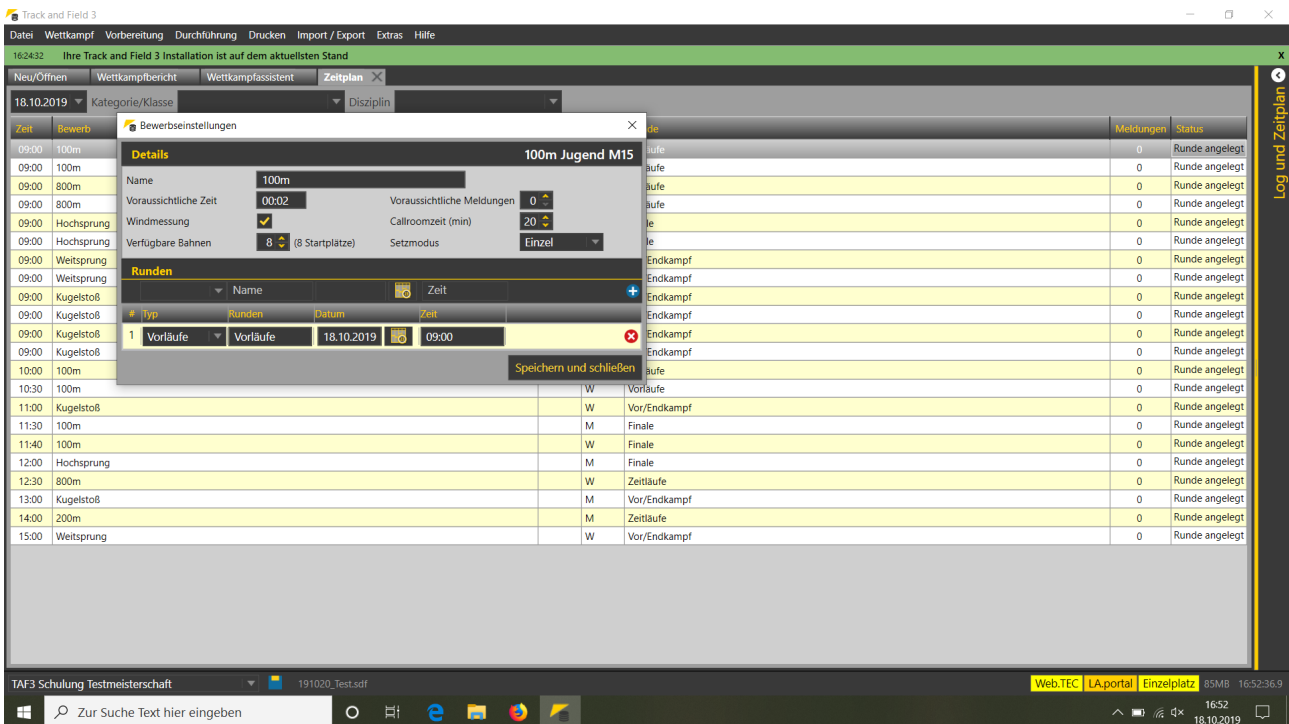
The screenshot shows the Seltec Track and Field 3 software interface. The main window displays a table with columns for 'Zeit' (Time), 'Bewerb' (Event), 'Teil von' (Part of), 'Klassen' (Classes), 'Runde' (Round), 'Meldungen' (Entries), and 'Status' (Status). A context menu is open over the table, listing various actions such as 'Bewerbseinstellungen', 'Startliste bearbeiten', 'Ergebnisse eingeben', 'Drucke Startliste', 'Drucke Wettkampfliste (Startliste)', 'Drucke Ergebnisliste', 'Drucke Urkunde', 'Runde angelegt', 'Meldungen erfasst', 'Startliste bearbeiten', 'Startliste gesetzt', 'Startliste offiziell', 'In Bearbeitung', 'Beendet', 'Resultate Offiziell', and 'Urkunde gedruckt'. The table shows events for 18.10.2019, including 100m, 800m, Hochsprung, Weitsprung, Kugelstoß, and M, W, and F rounds.

Zeit	Bewerb	Teil von	Klassen	Runde	Meldungen	Status
09:00	100m		M15	Vorläufe	0	Runde angelegt
09:00	100m		M14	Vorläufe	0	Runde angelegt
09:00	800m		W15	Vorläufe	0	Runde angelegt
09:00	800m		W14	Vorläufe	0	Runde angelegt
09:00	Hochsprung		M15	Finale	0	Runde angelegt
09:00	Hochsprung		M14	Finale	0	Runde angelegt
09:00	Weitsprung		W15	Vor/Endkampf	0	Runde angelegt
09:00	Weitsprung		W14	Vor/Endkampf	0	Runde angelegt
09:00	Kugelstoß		M15	Vor/Endkampf	0	Runde angelegt
09:00	Kugelstoß		M14	Vor/Endkampf	0	Runde angelegt
09:00	Kugelstoß		W15	Vor/Endkampf	0	Runde angelegt
09:00	Kugelstoß		W14	Vor/Endkampf	0	Runde angelegt
10:00	100m		M	Vorläufe	0	Runde angelegt
10:30	100m		W	Vorläufe	0	Runde angelegt
11:00	Kugelstoß		W	Vor/Endkampf	0	Runde angelegt
11:30	100m		M	Finale	0	Runde angelegt
11:40	100m		W	Finale	0	Runde angelegt
12:00	Hochsprung		M	Finale	0	Runde angelegt
12:30	800m		W	Zeitläufe	0	Runde angelegt
13:00	Kugelstoß		M	Vor/Endkampf	0	Runde angelegt
14:00	200m		M	Zeitläufe	0	Runde angelegt
15:00	Weitsprung		W	Vor/Endkampf	0	Runde angelegt

In the window that now opens, you can define new rounds as well as change the date and time of rounds that have already been created.

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition



If you want to add classes and/or competitions now (or later), you can do so via "Competition → Competition Setup".

The tabs for classes and alternative scores are always visible. Events, multi events, multi event teams, endurance and team competitions are only active if the corresponding competition type is selected.

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

Classes can be added either by entering the class abbreviation ("M", "MJU20", "W30", "WKU10", depending on the settings and your countries rule book) or by selecting the corresponding class from the pull-down menu.

You can then adjust the name or the age limits and add the class.

The screenshot displays the 'Track and Field 3' software interface. The main window is titled 'Wettkampfeinrichtung' and contains several panels:

- Gewählte Klassen (Selected Classes):** A table with columns 'Name', 'Geschlecht', 'Von', 'Bis', and 'Kat'. It lists selected classes such as 'Männer' (Männlich, 20-29), 'Frauen' (Weiblich, 20-29), 'Jugend M15' (Männlich, 15-15), 'Jugend M14' (Männlich, 14-14), 'Jugend W15' (Weiblich, 15-15), and 'Jugend W14' (Weiblich, 14-14).
- Details:** A form for editing class details, including fields for 'Name', 'Geschlecht', 'Von', 'Bis', and 'Kategorien'.
- Verfügbare Klassen (Available Classes):** A larger table listing all available classes with columns for 'Code', 'Name', 'Geschlecht', 'Von', 'Bis', and 'Offiziel' (Official). It includes classes like 'Männer', 'Frauen', 'Männliche Jugend U20', 'Weibliche Jugend U20', 'Männliche Jugend U18', 'Weibliche Jugend U18', 'Männliche Jugend U16', 'Jugend M15', 'Jugend M14', 'Weibliche Jugend U16', 'Jugend W15', 'Jugend W14', 'Männliche Jugend U14', 'Jugend M13', 'Jugend M12', 'Weibliche Jugend U14', 'Jugend W13', 'Jugend W12', 'Männer U23', 'Frauen U23', and 'Senioren M30'.

The interface also shows a search bar at the top right of each table and a 'Log und Zeitplan' button on the right side. The Windows taskbar at the bottom indicates the system is running 'TAF3 Schulung Testmeisterschaft' and the date is 18.10.2019.

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

You can also add events either via the abbreviation or the selection from the menu. After you have added the event to the list, you can select the age groups that are to participate in this event on the right-hand side.

The screenshot shows the 'Bewerbe' (Events) list on the left and the 'Details' view for 'Hammerwurf' on the right. The 'Bewerbe' list includes various events like 100m, 200m, 30m Hürden, 35m Hürden, 50m Hürden, 60m Hürden, 80m Hürden, 100m Hürden, 110m Hürden, 200m Hürden, 300m Hürden, Hochsprung, Kugelstoß, 800m, Weitsprung, and Hammerwurf. The 'Details' view for 'Hammerwurf' shows the event name, duration (00:02), and various settings like 'Voraussichtliche Meldungen' (0), 'Callroomzeit (min)' (30), 'Punktewertung' (keine), and 'Medaillen-Event' (checked). The 'Klassen' (Classes) section is empty, and the 'Runden' (Rounds) section shows one round: 'Vor/Endkan' (Vor/Endkampf) on 18.10.2019 at 10:00.

Especially when many classes are competing together, it may be useful to give an "alternative category name". Thus the competition title "Hammer Throw W30,W35,W40,W45,W50,W55,W60" becomes "Hammer Throw Masters Women".

The screenshot shows the 'Bewerbe' (Events) list on the left and the 'Details' view for 'Hammerwurf' on the right. The 'Bewerbe' list includes various events like 100m, 200m, Hochsprung, Kugelstoß, 100m, 800m, Weitsprung, Kugelstoß, 100m, Hochsprung, Kugelstoß, 100m, Hochsprung, Kugelstoß, 800m, Weitsprung, Kugelstoß, 800m, Weitsprung, Kugelstoß, and Hammerwurf. The 'Details' view for 'Hammerwurf' shows the event name, duration (00:02), and various settings like 'Voraussichtliche Meldungen' (0), 'Callroomzeit (min)' (30), 'Punktewertung' (keine), and 'Medaillen-Event' (checked). The 'Klassen' (Classes) section shows two classes: 'WJU20 Weibliche Jugend U20' (4000g) and 'W Frauen' (4000g). The 'Runden' (Rounds) section shows one round: 'Vor/Endkan' (Vor/Endkampf) on 18.10.2019 at 15:00.

The rounds can then be defined at the bottom right.

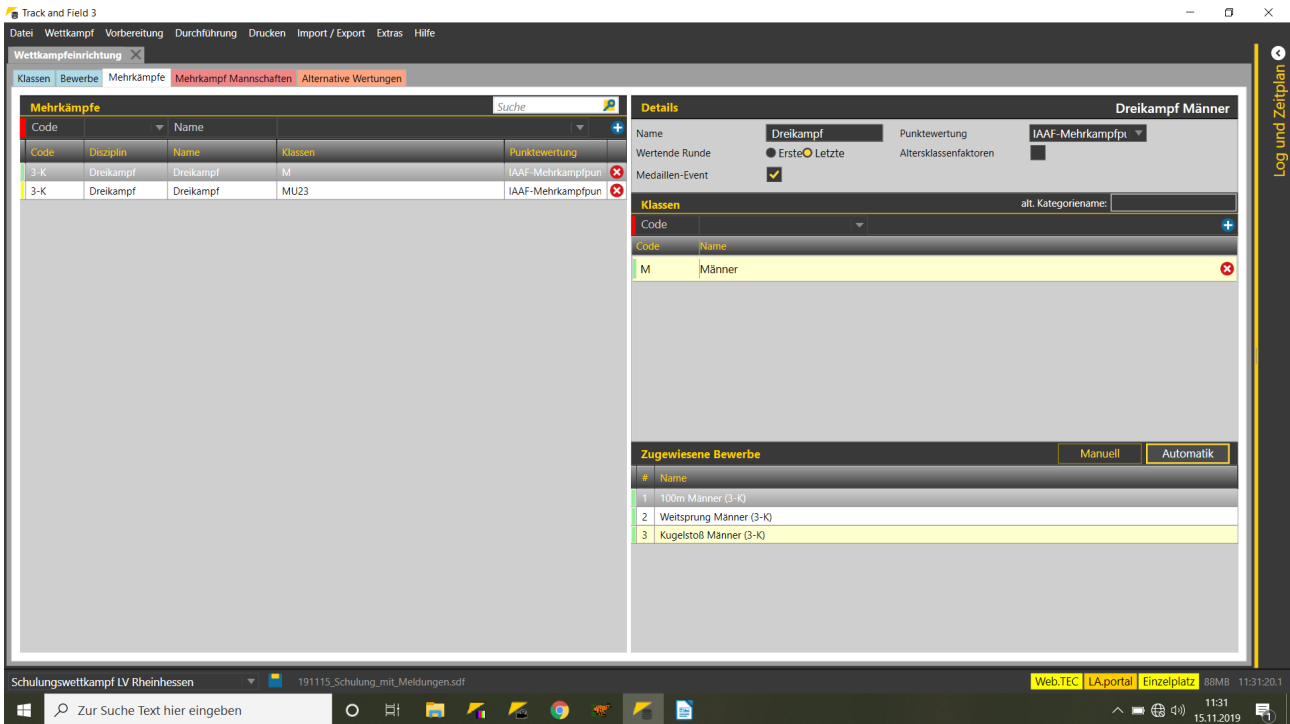
Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

Adding multi events works similarly: Enter the abbreviation or select the all-around competition from the list. Then select the class for the all-around on the right.

Finally, you have to assign the individual events to the all-around.

For the "standard multi events" the corresponding competitions are stored and can be assigned via the "Automatic" button.

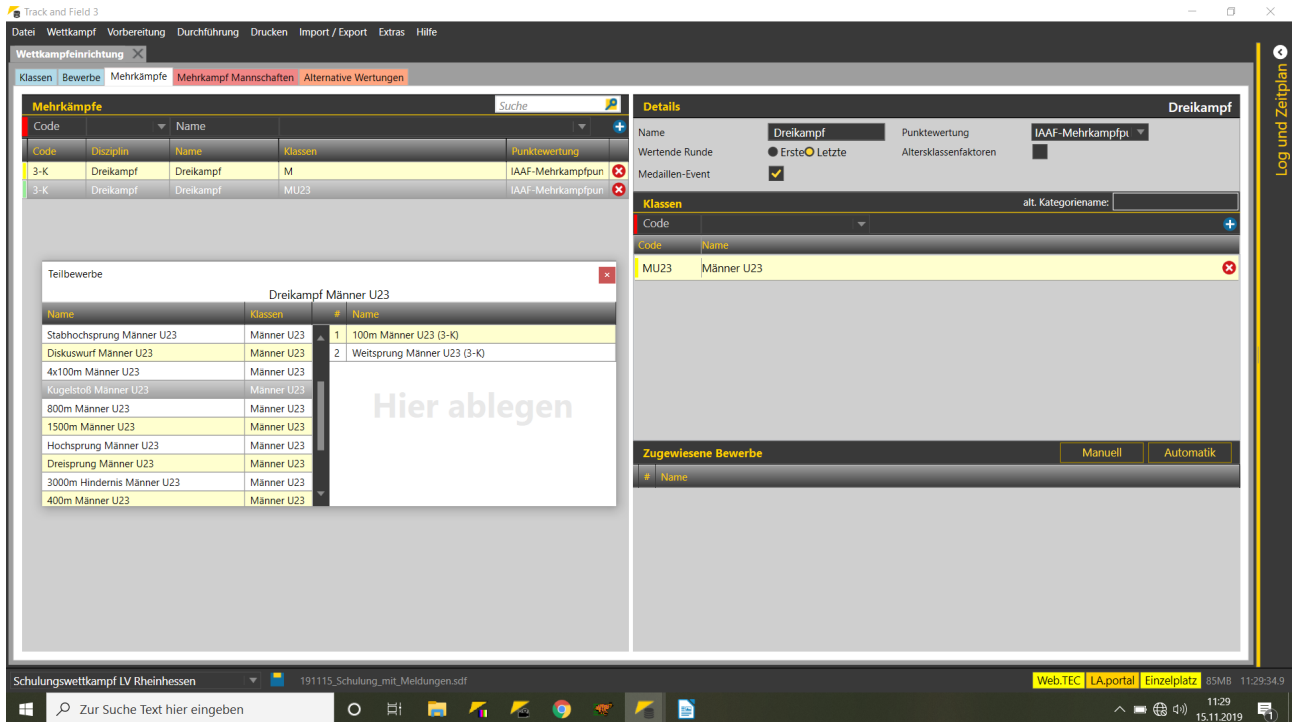


In this case, the sub events belonging to the multi event do not have to be created beforehand.

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

If you want to create a self-defined multi event, the sub events must first be created under "Events". Then they can be assigned to the multi event by clicking on the "Manual" button. The order in which the competitions are listed in the window on the right corresponds to the order in the multi event.



Please note that TAF does not check whether points or formulas are stored for a sub discipline in the selected scoring.

You may have to use a different scoring system or, if necessary, switch to ranking or cup points.

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

In the tab "multi event teams" you can select for which multi events a (joint) team evaluation should take place.

This can be defined for all classes (heptathlon team of W14/W15) as well as for all competitions (block competition team of BLW,BLS,BLL in M12/M13).

The screenshot displays the 'Mehrkampf Mannschaften' configuration window. The main table lists the team configuration:

Code	Disziplin	Name	Klassen	Gewertete Athleten
3-KM	Dreikampf-Männl	Dreikampf-Mannscha	M, MU23	3

The 'Bewerbe' section shows the following table:

Verwende	Code	Name	Disziplin
<input checked="" type="checkbox"/>	3-K	Dreikampf Männer	Dreikampf
<input checked="" type="checkbox"/>	3-K	Dreikampf Männer U23	Dreikampf

The 'Klassen' section shows the following table:

Code	Name	Jahr	
<input checked="" type="checkbox"/>	M	Männer	20
<input checked="" type="checkbox"/>	MU23	Männer U23	20

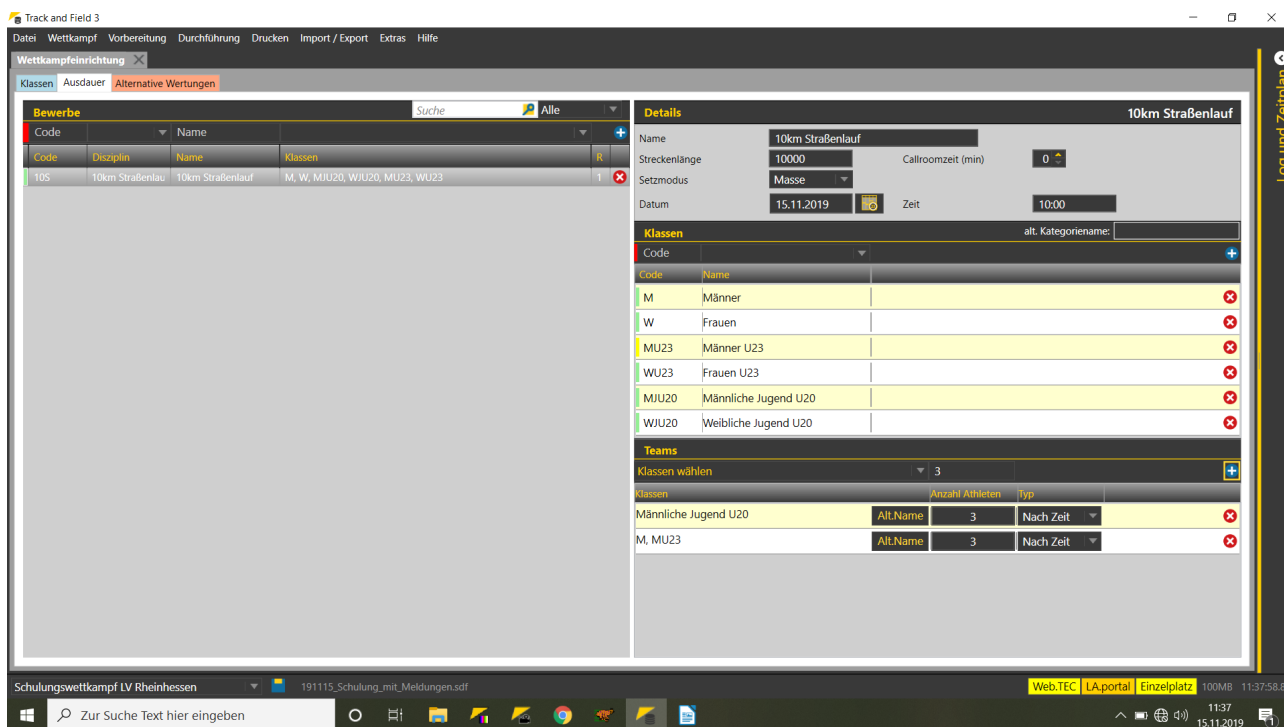
Team competitions are created in the same way as multi event competitions. Here, too, the button "Automatic" is available - but it may have no effect for your defined team event. It works only for team events, which are pre defined at the TAF database

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

The allocation of endurance events to the classes is done in the same way as for individual events. In addition to the predefined events (e.g. 10S or MAR), events with self-defined course lengths can also be selected here. If you select "run" as the event, you can assign a free name (eg "small round") and assign a free course length to the run.

You can create team classifications by selecting the classes that are to be evaluated together and defining the number of runners as well as the type of evaluation (according to rank or time).



In all defined events you can define "alternative classifications".

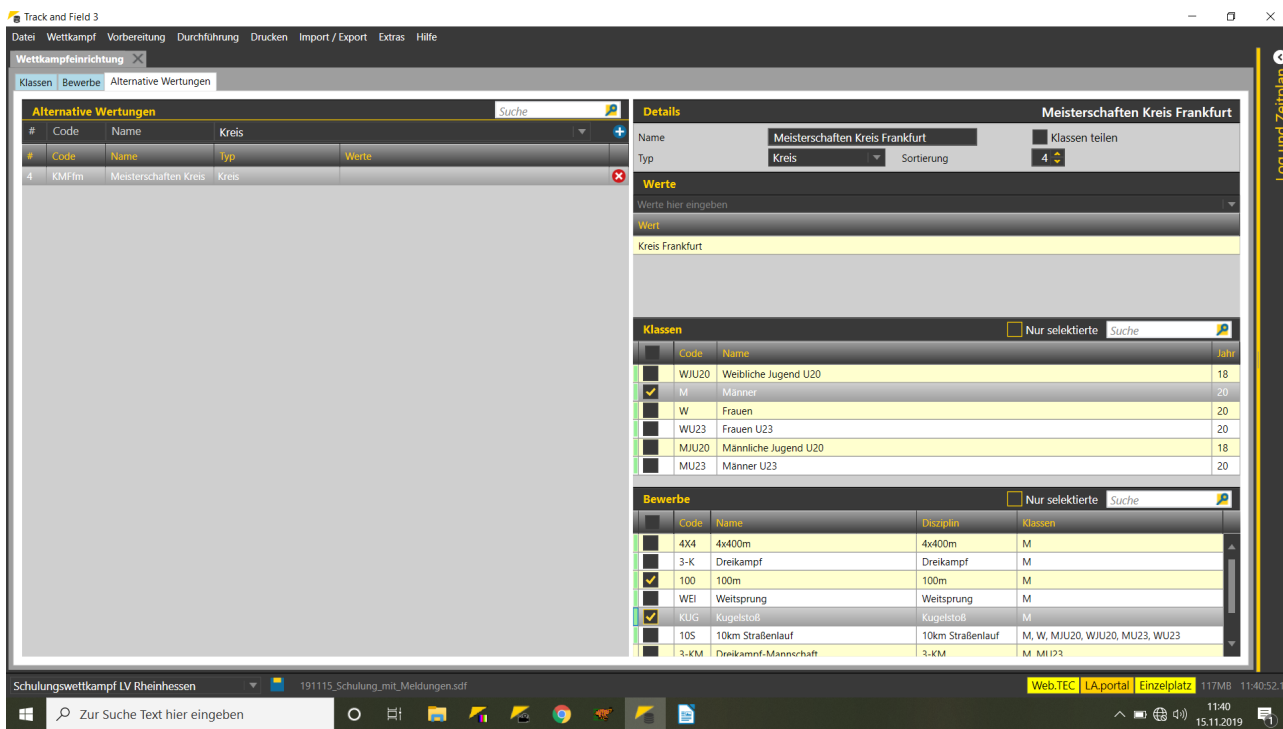
This can be, for example, a district championship classification within an open meeting and include all events and classes, or only a separate classification for a manually selected group of participants in an event (e.g. all squad members in a long jump).

First you have to give the classification an abbreviation and a name. Then select the type. For the types attached to the athlete's club (state, district, club), you must then select the comparison criterion on the right-hand side (e.g. select the circle from the list of circles and then confirm). The selected district is then displayed under the heading.

Now select the classes and competitions - and tick the appropriate box to determine whether the classes are to be evaluated together or separately.

Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition



Seltec Track and Field 3: Step by Step

Part 1: Create and set up a competition

The final point when creating the competition concerns the entry fees.

Here you can enter an entry fee for the individual (selected) competitions via the assignment in the matrix.

There are 3 entry fee types: "Normal", "Increased" and "Online".

The latter is currently only used in conjunction with Seltecs online registration tool LA.Net. The other two can be used for regular and late entries.

While entering an entry, you can then select the type of entry fee.

If you select whole columns or classes of the matrix, the same entry fee can be assigned to all competitions contained therein.

The screenshot shows the 'Nenn gelder' (Entry Fees) window in the Seltec Track and Field 3 software. The window title is 'Track and Field 3' and the menu bar includes 'Datei', 'Wettkampf', 'Vorbereitung', 'Durchführung', 'Drucken', 'Import / Export', 'Extras', and 'Hilfe'. The 'Wettkampfeinrichtung' (Competition Setup) tab is active, and the 'Nenn gelder' (Entry Fees) sub-tab is selected. The 'Typ' (Type) is set to 'Normal' and the 'Betrag' (Amount) is set to '20'. A 'Setzen' (Set) button is visible. A warning message states: 'Wichtig: LA.net 2 Meldungen werden mit Nenn gelbttyp Online angelegt. Bitte auch für Online-Typ Ihre Nenn gelder einstellen!' (Important: LA.net 2 entries will be created with the online entry type. Please also set your entry fees for the online type!).

	Alle	M	W	MU20	WJU20	MU23	WU23
100m						16,50	16,50
200m						16,50	16,50
400m						16,50	16,50
800m						16,50	16,50
1500m						16,50	16,50
5000m						16,50	16,50
10km Straßenlauf	20,00	20,00	20,00	20,00	20,00	20,00	20,00
100m Hürden						16,50	16,50
110m Hürden						16,50	16,50
400m Hürden						16,50	16,50
3000m Hindernis						16,50	16,50
4x100m						22,50	22,50
4x400m	22,50	22,50	16,50	16,50			
3x800m					16,50		22,50
3x1000m				16,50		22,50	
Hochsprung						16,50	16,50
Stabhochsprung						16,50	16,50
Weitsprung							16,50
Dreisprung						16,50	16,50
Kugelstoß							16,50
Diskuswurf						16,50	16,50
Hammerwurf						16,50	16,50
Speerwurf						16,50	16,50
Dreikampf	0,00					0,00	

The bottom of the screenshot shows the Windows taskbar with the search bar containing 'Zur Suche Text hier eingeben', the taskbar icons, and the system tray showing the date and time as 11:42 on 15.11.2019. The taskbar also displays 'Schulungswettkampf LV Rheinhessen' and '191115_Schulung_mit_Meldungen.sdf'. The system tray includes 'Web.TEC', 'LA.portal', 'Einzelplatz', '119MB', and '11:42 15.11.2019'.