

Final preparations

Now your database contains the participants and their entries. What remains to be done before the competition starts?

- Your participants must (may have to?) be assigned start numbers,
- If necessary and depending on the type of event, registration cards have to be printed
- Entry fees must be set and
- entry fee receipts and entry lists as well as
- lists of participants must be printed.

Finally, the event should be published on LAPortal.

The creation of a layout for a certificate should not be forgotten in the preparation for the competition, which is why we deal with it here as the conclusion of the third part.

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BIBs

Once all participants have been registered, the bib numbers can be assigned.

The corresponding functionality can be found under "Preparation" → "bib numbers".

First of all, you define the sorting order that the bib numbers should follow. Since this is important for further functions and printouts, a certain stringency should be used here.

The following has proved successful

- state (if your competitors belonging to different states)
- city
- club name
- name (of the athlete).

Then registration cards, entry fee receipts and lists can also be printed out in by this order and there are no problems while preparing the "bags" for the clubs...

The screenshot shows the 'Track and Field 3' software interface. At the top, there is a menu bar with options: Datei, Wettkampf, Vorbereitung, Durchführung, Drucken, Import / Export, Extras, Hilfe. Below the menu bar, there is a 'Startnummern' (Bib Numbers) section with a 'Startnummern offiziell' checkbox checked. A 'Sortierung:' (Sorting) dropdown menu is open, showing a list of criteria: Keine, Absteigend, Geburtsjahr, Nation, Region (Verein), Vereinsname, Ort (Verein), Klasse, Team Name, Team Bewerb. The main area displays a table of participants with columns: StNr, Name, Geschlecht, Jahr, Nation, Region, Verein, and Ort. The table contains 27 rows of participant data. At the bottom, there are buttons for 'Alle auswählen', 'Beginn StNr', 'Zuweisen', and 'Fehlende StNr'. The status bar at the very bottom shows '52 Deutsche Jugendhallenmeisterschaften U20', '20200215_DJHM.pdf', 'Web.TEC | LA.portal | Einzelplatz | 88MB | 19:40:07.8'.

To sort, select the corresponding criteria in the pull-down menu.

If the first criterion is selected, the list of participants is sorted accordingly and the pull-down menu for the next criterion...

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If no club locations are stored after the entry download, you can use the function "Generate club location" from the toolbox in the Extras menu to create them.

Afterwards, you should check the locations under "Preparation" → "Clubs".

The screenshot displays the Seltec Track and Field 3 software interface. The main window shows a list of clubs with columns for name, code, state, country, and number of participants. A 'Toolbox' window is open over the list, with the 'Generiere Vereins-Ort' option highlighted. The right sidebar shows a form for editing club details, including name, address, and phone number.

Name	Code	Land	Teilnehmer
1. LAV Rostock	Code 98	MV GER	7 Teilnehmer
1. SV Kraftverkehr Heiligenstadt	Code 190	TH GER	1 Teilnehmer
1.FC Kaiserslautern	Code 0234	PF GER	3 Teilnehmer
1.VfL FORTUNA Marzahn	Code 1125	BE GER	10 Teilnehmer
ABC Ludwigshafen	Code 0131	PF GER	1 Teilnehmer
AG Hamburg West	Code 1009	HH GER	1 Teilnehmer
ART Düsseldorf	Code 20018	NO GER	3 Teilnehmer
ASC Darmstadt	Code 0658	HE GER	3 Teilnehmer
ASV Duisburg	Code 10017	NO GER	1 Teilnehmer
ASV Erfurt	Code 57	TH GER	4 Teilnehmer
ASV Köln	Code 30078	NO GER	15 Teilnehmer
ASV Ludwigsburg-Oßweil	Code 2135	WÜ GER	1 Teilnehmer
Barsbütteler SV	Code 1102	HH GER	1 Teilnehmer
Berliner TSC	Code 1121	BE GER	1 Teilnehmer
Bremer LT	Code 59	BR GER	1 Teilnehmer

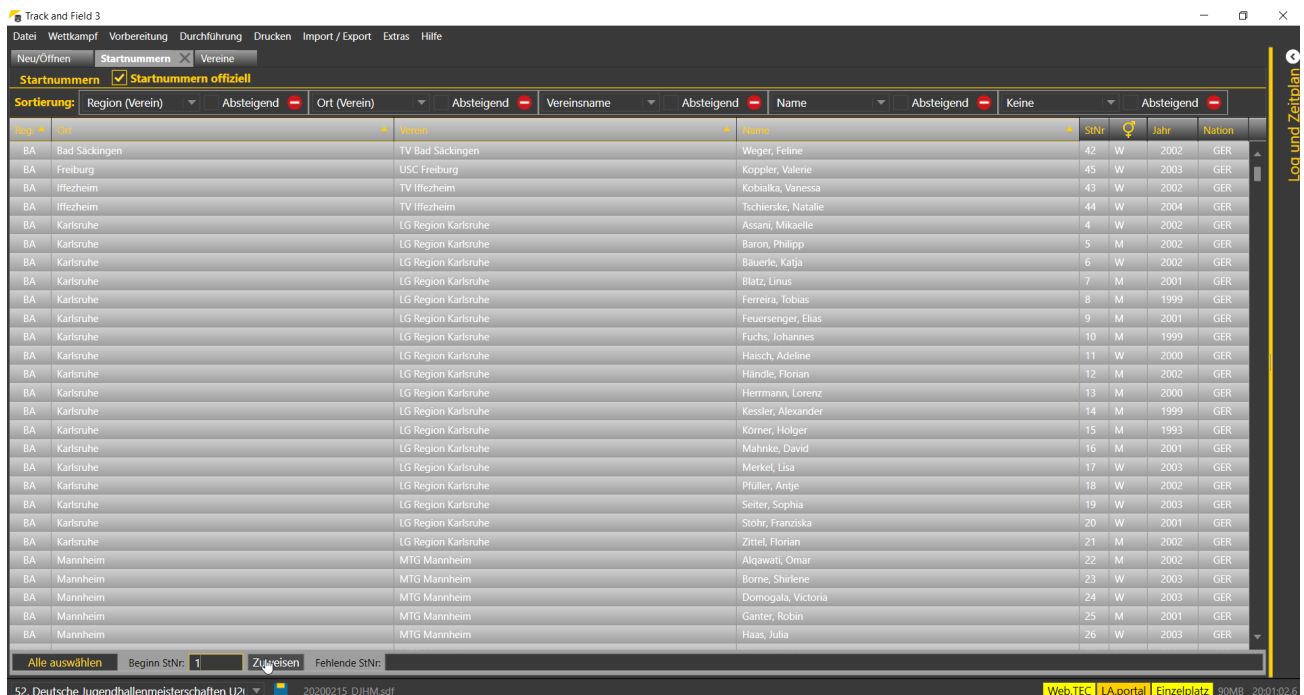
Once the list is sorted the way you want it, the next step is to mark all the athletes who are to receive a new number.

In the simplest case, this is ALL - and there is also a button for this case. Otherwise, the Windows rules for marking apply (click, shift-click, ctrl-click).

After the athletes have been selected, enter the first bib number and click on "Assign".

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The screenshot shows the 'Track and Field 3' software interface. The main window displays a table of athletes with columns for 'Region (Verein)', 'Ort (Verein)', 'Vereinsname', 'Name', 'Keine', and 'Absteigend'. The table is sorted by 'Absteigend' (descending). The 'Keine' column contains bib numbers, and the 'Absteigend' column contains 'GER'. The 'Beginn StNr:' field is set to '1', and the 'Fehlende StNr:' field is empty. The status bar at the bottom indicates 'S2. Deutsche Jugendhallenmeisterschaften U21' and '20200215 DJHM.sdf'.

Region (Verein)	Ort (Verein)	Vereinsname	Name	Keine	Absteigend
BA	Bad Säckingen	TV Bad Säckingen	Weger, Feline	42	W
BA	Freiburg	USC Freiburg	Koppler, Valerie	45	W
BA	Iffezheim	TV Iffezheim	Kobialka, Vanessa	43	W
BA	Iffezheim	TV Iffezheim	Tschierske, Natalie	44	W
BA	Karlsruhe	LG Region Karlsruhe	Assani, Mikaelle	4	W
BA	Karlsruhe	LG Region Karlsruhe	Baron, Philipp	5	M
BA	Karlsruhe	LG Region Karlsruhe	Bäuerle, Katja	6	W
BA	Karlsruhe	LG Region Karlsruhe	Blatz, Linus	7	M
BA	Karlsruhe	LG Region Karlsruhe	Ferreira, Tobias	8	M
BA	Karlsruhe	LG Region Karlsruhe	Feuersenger, Elias	9	M
BA	Karlsruhe	LG Region Karlsruhe	Fuchs, Johannes	10	M
BA	Karlsruhe	LG Region Karlsruhe	Haeck, Adeline	11	W
BA	Karlsruhe	LG Region Karlsruhe	Händle, Florian	12	M
BA	Karlsruhe	LG Region Karlsruhe	Herrmann, Lorenz	13	M
BA	Karlsruhe	LG Region Karlsruhe	Kessler, Alexander	14	M
BA	Karlsruhe	LG Region Karlsruhe	Korner, Holger	15	M
BA	Karlsruhe	LG Region Karlsruhe	Mahnke, David	16	M
BA	Karlsruhe	LG Region Karlsruhe	Merkel, Lisa	17	W
BA	Karlsruhe	LG Region Karlsruhe	Pfütler, Antje	18	W
BA	Karlsruhe	LG Region Karlsruhe	Seiter, Sophia	19	W
BA	Karlsruhe	LG Region Karlsruhe	Stöhr, Franziska	20	W
BA	Karlsruhe	LG Region Karlsruhe	Zittel, Florian	21	M
BA	Mannheim	MTG Mannheim	Algawalt, Omar	22	M
BA	Mannheim	MTG Mannheim	Borne, Shirlene	23	W
BA	Mannheim	MTG Mannheim	Domogala, Victoria	24	W
BA	Mannheim	MTG Mannheim	Ganter, Robin	25	M
BA	Mannheim	MTG Mannheim	Haas, Julia	26	W

Now the marked athletes are getting new bib numbers. Starting with the number entered and continuing until all athletes have a number.

The system does not check whether the numbers have already been assigned!

It is possible to exclude individual (or several) numbers from the allocation.

These numbers are entered, separated by commas, in the field "Missing start numbers".

Registration cards

In Germany, registration cards are a common way of determining whether athletes are present on the day of the event and can be included in the start lists for their respective events.

For each event, the participant receives a card, which he or she then has to hand in at the "TIC" to confirm his or her participation.

With the help of our „Registration Manager“, the allocation of handed-in cards can be automated..

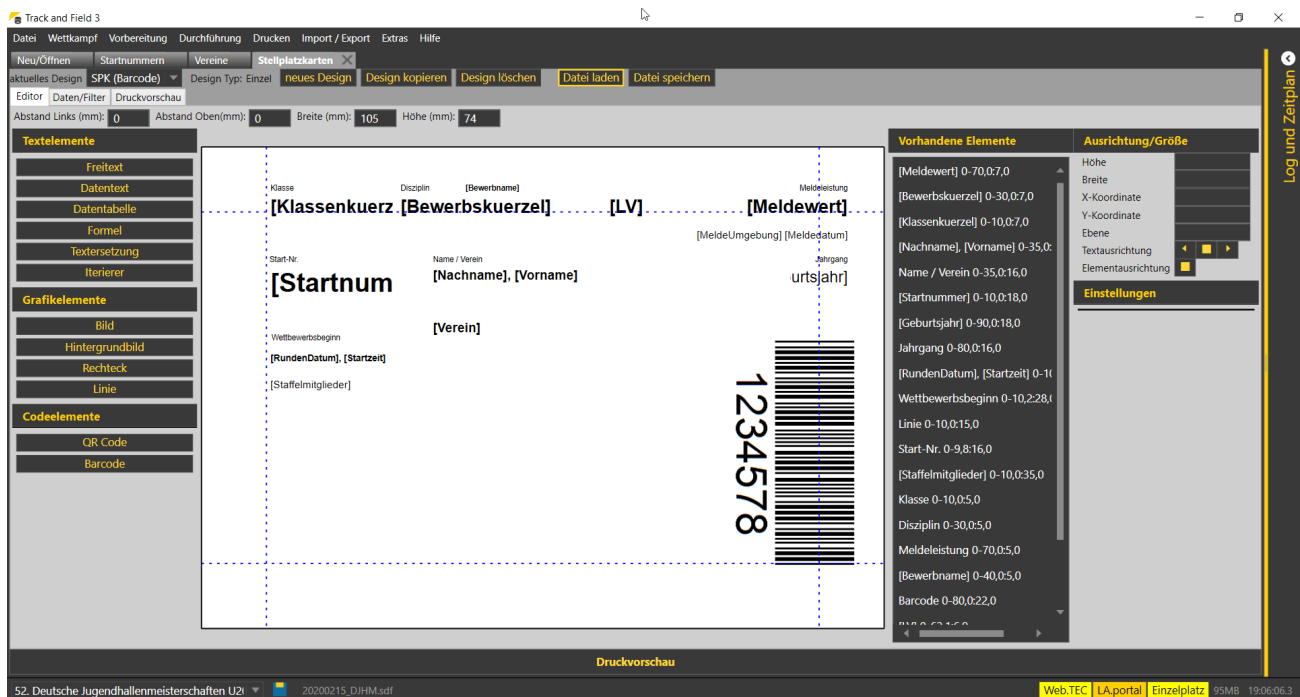
If you want to use registration cards, you have to print them after you have assigned the start numbers.

You can access the corresponding function via "Print" → "Registration cards".

When you first start, you will see the editor with an empty layout area. Here you can create your own card layout - or you can load the layout provided by us and adapt it to your needs if necessary. After clicking on "Load file" the Windows file dialogue opens and you click through to the directory "Documents" → "TAF" → "Layouts". There you should find a file containing ".regc" at the end of the file name.

Open it and the design "SPK" from this layout file should be displayed in the editor.

Using the pull-down menu "current design", you can select the designs "SPK QR code", "SPK receipt" and "SPK barcode".



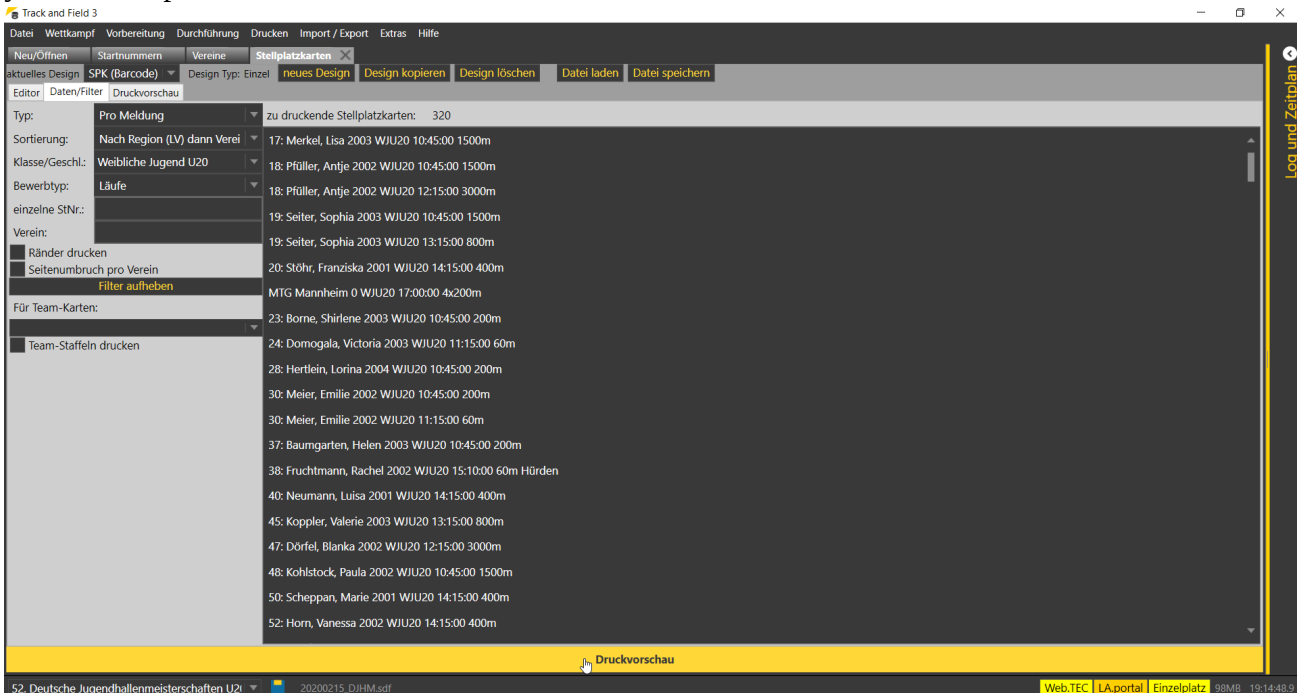
In the "Templates and Examples" section of the Wiki (<http://wiki.seltec-sports.de/doku.php?id=vorlagen>) you will find more layout files. Among others, the ones that have been used at German Championships in recent years. Both for printing 2x3 and 2x4 cards on an A4 sheet.

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The dimensions given above the layout window are correct for my printer - you may have to make an adjustment here so that the printout also prints all 4 cards correctly for you. This is due to the differences in the printable area of the various printers.

Once you have loaded the desired card layout, you can switch to "Data/Filter" to select which cards you want to print.



The first distinction you need to make: One card per entry or per athlete. The normal case is that you want to print one card per event for which the athlete is entered. So "per entry".

Once you have made this selection, TAF will show you the number of cards to be printed and also list the corresponding athletes.

Now you have to choose in which sort order the cards should be printed. E.g. "by bib number".

The next pull-down menu determines for which classes or groups of athletes the cards are to be printed. If you have different coloured cards for each age group, you can select the classes created in the competition individually here to then print e.g. the cards for the MJU18 on green paper, the WJU18 on yellow, the MJU20 on blue and the WJU20 on red. You can also print only female and male separately if you only have 2 colours.

Next, select for which competition types cards should be printed.

For German Championships, it is clear that there are cards for each competition that have to be handed in at the site. This is also the case at most state level championships in Germany.

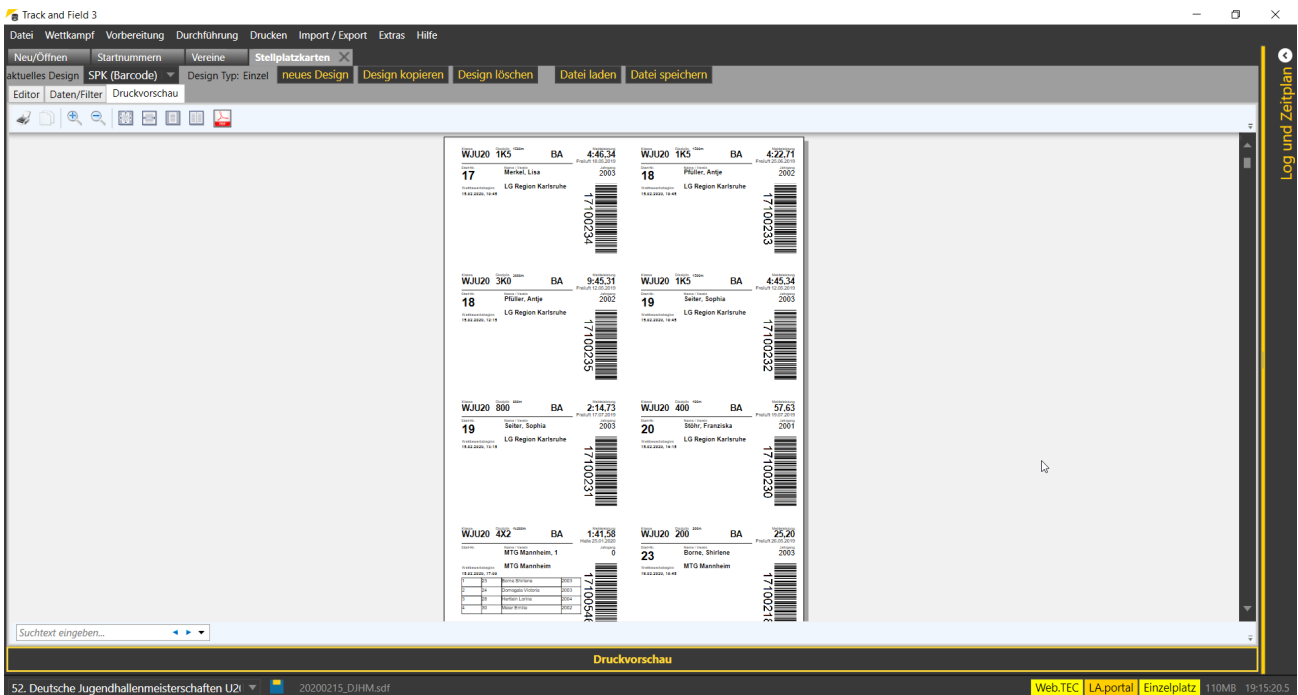
At many club level competitions, however, cards are only printed for the heats. This is done so that the individual heats can be set according to the entry times and so that empty lanes can be avoided. At these events, on the other hand, the lists for the technical events are usually drawn up with all the athletes registered for the event, without checking beforehand whether the athletes are actually there.

Now you have the option to generate a page break after each club and then you can create the print preview and output it to the printer of your choice.

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The page break after each club can be helpful when preparing the documents, as you then do not have to split the A4 sheets. On the other hand, more sheets are needed...



In the print preview you can now see whether the cards are displayed correctly and then start the printout on the printer.

If you write the registration cards in a PDF file, please make sure when printing this file that this printing is done 1:1 so that the cards are printed correctly.

You can also create personalised bib numbers from TAF using the registration card feature. You can find a corresponding layout file in the wiki.

Unfortunately, this currently only works for athletes competing in individual events, not for pure relay runners.

Fees

In order to be able to create entry receipts - covered in the next step - you must first determine which amount is due for which discipline and class.

To do this, go to "Competition" → "Entry fees".

Alle	M	W	MJU20	WJU20	MJU18	WJU18
60m			16,00	16,00		
200m			16,00	16,00		
400m			16,00	16,00		
800m			16,00	16,00		
1500m			16,00	16,00		
3000m			16,00	16,00		
60m Hürden			16,00	16,00		
4x200m			20,00	20,00		
3x800m		26,00				
3x1000m	26,00					
3000m Bahngelien				16,00		
5000m Bahngelien			16,00			
Hochsprung			16,00	16,00		
Stabhochsprung			16,00	16,00		
Weitsprung			16,00	16,00		
Dreisprung			16,00	16,00		
Kugelstoß			16,00	16,00		
Diskuswurf			14,00	14,00	14,00	14,00
Hammerwurf			14,00	14,00	14,00	14,00
Speerwurf			14,00	14,00	14,00	14,00

Depending on the entry fee structure of your competition, you have different possibilities to enter it. If all events in your competition cost the same in all classes, click on "All", then enter the fee and click on "Set".

If you have different fees for active, youth and pupils (e.g.), you can mark individual classes column by column and then assign the respective fees to them.

You can also do the same line by line, e.g. to enter a higher entry fee for relay teams.

The entry fee can also be set separately for individual eventa/class combinations by clicking and editing the corresponding field,

TAF 3 currently distinguishes between 3 different types of entry fees: "Normal" for entries entered manually or imported via CSV or LADV, "Increased" for entries entered after the entry deadline and which include a "late entry fee" and "Online" for entries that are transferred from LA.Net.

Please note that even if online entries do not receive a discount (or manual entries do not receive a surcharge), you must in any case deposit entry fees for both types, "Normal" and "Online", when transferring entries from LA.Net.

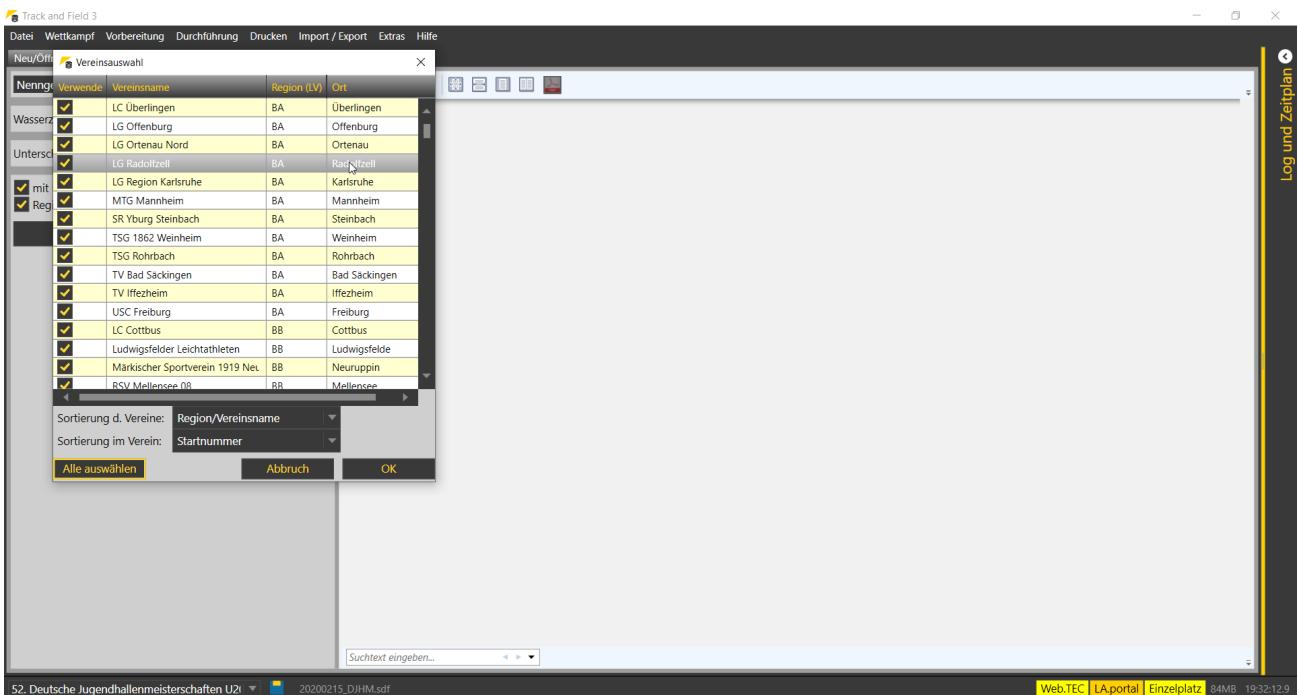
Entry fee lists and entry overviews

After the bib numbers have been assigned and the registration cards have been printed, the entry overviews and entry fee lists are still missing in order to be able to pack the bags with the entry documents for the clubs.

Both lists are created in a similar way via the menu item "Print" → "Lists".

After selecting "Entry fee list" or "Entry overview", you can select the clubs to be included in the list in the print preview (e.g. to print only one club that has subsequently changed).

The sorting of the clubs should correspond to the sorting used for printing the start numbers and place cards.



Publish participant lists

After recording the entries, you should publish them on LAPortal to give the participants the possibility to check the recorded data.

To do this, click on "Extras" → "Publish on LAPortal". After a successful upload, you will be shown the URL that refers to the list of participants. You may then use this URL to link to the participant lists on your club's website.

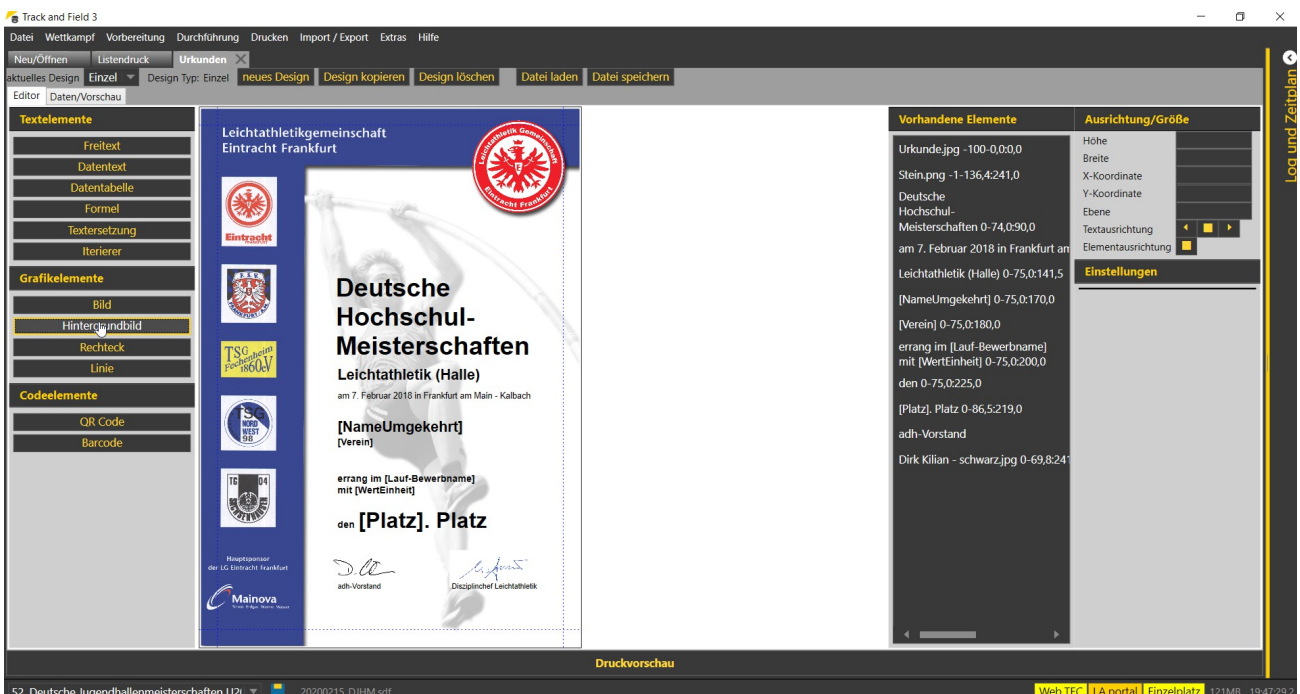
Certificate layout

If you want to hand out certificates to your competitors, you have to create a layout file. This should be done before the day of competition.

You can start creation or editing of certificates via "Print" → "Certificates". If you start with a blank page you have to add the correct variables or texts at the appropriate places.

Alternatively, you can open the sample certificates provided in the layouts directory ("Load file") and adapt your template accordingly.

One way to simplify the adaptation is to have a scan of your certificate and then load this file into the layout as a "background image".



Now the text elements can be moved appropriately. First roughly with the mouse, then with millimetre precision via the alignment on the right-hand side.

If the content fits the layout of the template, you can remove the background image again and then save the file.

This completes the preparation for the competition.