

MeetPro – Day of Event Results and Meet Management

By Emily Kydd

Welcome all to this manual on the track meet management software MeetPro. My name is Emily Kydd and I have been using MeetPro for just over a year now, and while it's a user friendly and intuitive program, like many programs I find the Help resources to be fairly lacking. I'm by no means a tech wizard, just a millennial with generationally appropriate computer aptitude, a longstanding knowledge of track and field, and an eerie ability to two-finger type.

This manual will attempt to fill in the gaps on how to actually use MeetPro on the day of your track meet as well as how to create the reports you may need following the track meet. By now you should have read my manual on creating a new track meet in MeetPro and successfully imported all of your meet entries. Many of the functions of the day of results management are quite repetitive, though I'll try to cover some of the curveballs that are typical in my experience as a Competition Secretary.

Anything I do in my own practice of entry and results management is just that, my own and it's based on my local track scene's needs. You may need to do something different, more or less. I have no affiliation with MeetPro, and if there are any updates or major changes after February 2019, this manual cannot speak to them.

So disclaimer aside, let's get started!

1. Start of Day Paperwork

As a Competition Secretary, I typically arrive at the track an hour before the first event. The main reason for being there early is to make sure all of the morning track events have their paperwork, as do the morning field events. If you are able to do some of this printing at home, that's great, but there will still need to be some changes to do in the morning.

The first morning of the meet is inevitably the busiest with the most people needing things at the same time. What "I" need to do and not what other people think I need to do for them is:

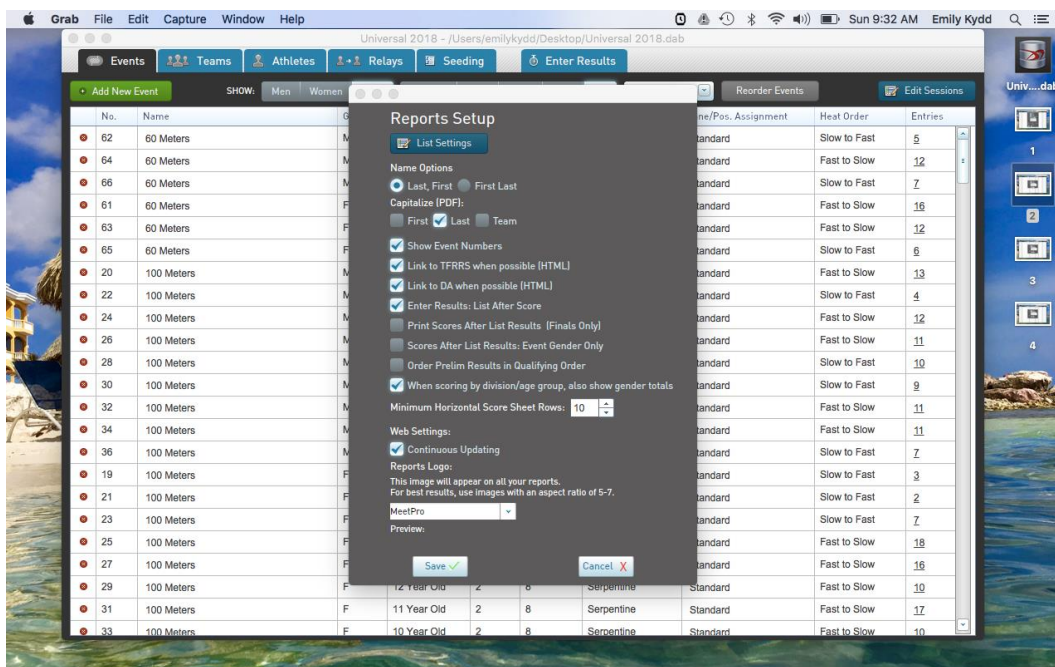
- Help set up my computer and printer station if it's not already done.
- Print out the start lists to be posted on a wall somewhere.
- Print out the Finish Line sheets (3 sets-one for Marshalling, one for the Announcer, and one for the Finish Line Chief) for the track events. I typically only do the first morning worth of events to save time and limit squawking in the immediate; the rest can be printed as the day progresses especially if the meet is taking late entries.

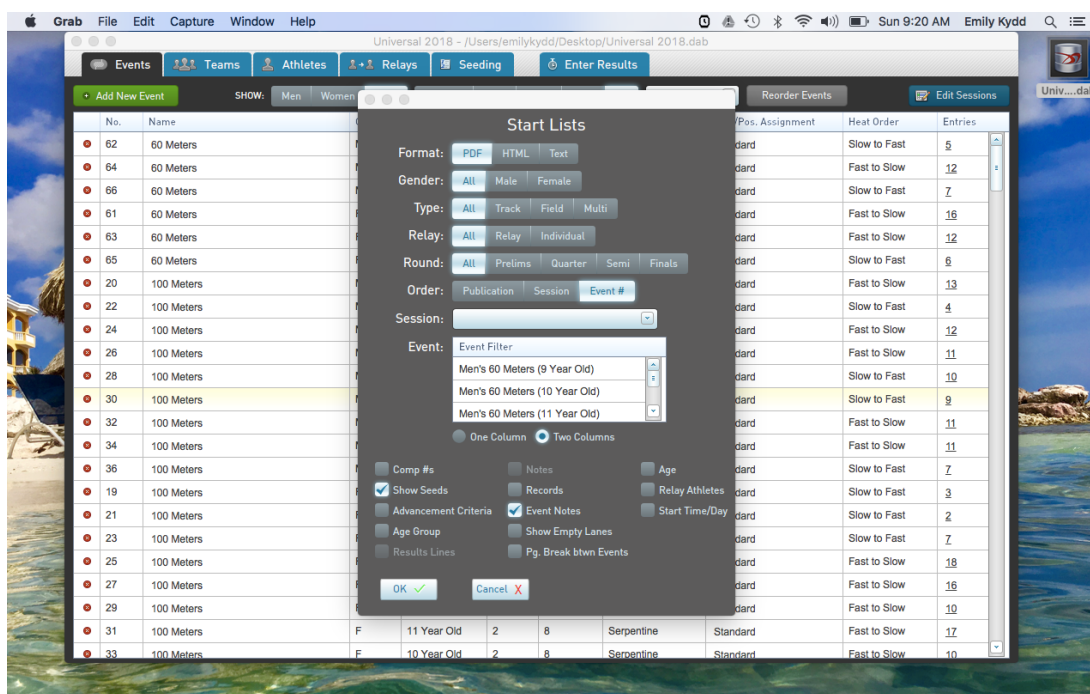
- Print out the Horizontal Field events Score sheets,(normally two sets, especially for long jump and triple jump as one official will record the results and one will record the wind reading) for the entire day.
- Print out the Vertical Field event score sheets (again, typically two sets) for the whole day so
- Without fail, officials/meet organizers will ask me to print out meet schedules because they did not bring their own.

Depending on which events start when, I'll prioritize which of these tasks I do first to last. If the field doesn't start for another hour, but track is marshalling now, track clearly will take priority. I will try to get a tea and go to the bathroom before events actually commence because who knows when I'll next get a break.

All of these tasks need to be done in MeetPro, so I will fire up my database, get it connected to the printer (and the photo finish software system but that's for later), and get to destroying the environment!

Most of what I need for this start of meet paperwork I can find in the **Reports** menu of MeetPro's top menu bar. Before I print anything off, I'll check my Reports Settings, the first option in the Reports Menu. This is where I can determine what I want these reports to look like and how much or little information I want included. Play around with these setting as you wish, but I typically have the Last Name first and have it capitalized. It's easier for the officials to see it this way. I also always have Event Numbers, as that is how we order the meet and identify events. Also important, I have a number either 10 or less for the Minimum Horizontal Score Sheet Rows. I believe the default is 15, which means it you only have 7 people in a long jump event, it will produce a score sheet with the 7 names and then 8 extra blank rows. This will produce a second unneeded page. Ugh. So much waste.

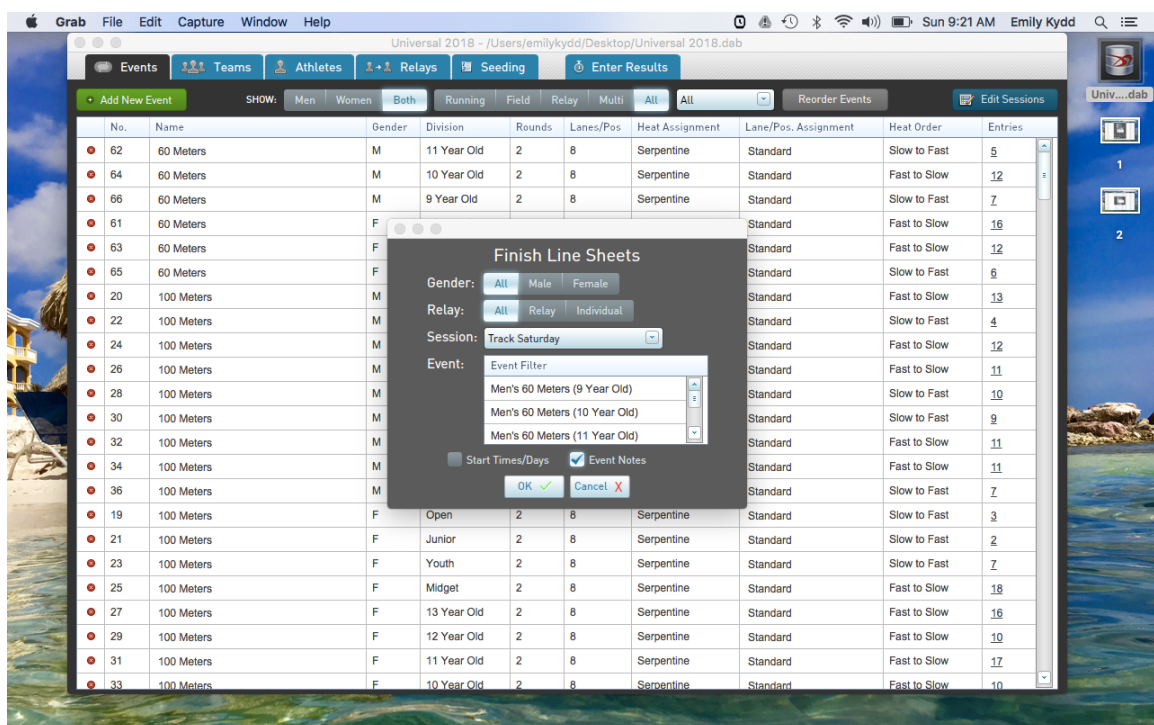




Next, I will print off **Start Lists** that can be posted for athletes and coaches to look at to see their heats and lane placements ahead of time. I print these off without page breaks between each event or that would be a serious waste of paper. I also make sure the **Start Time/Day** and **Age** are unchecked because having that information on the sheets lead to a whole litany of issues, none of which are actual problems.

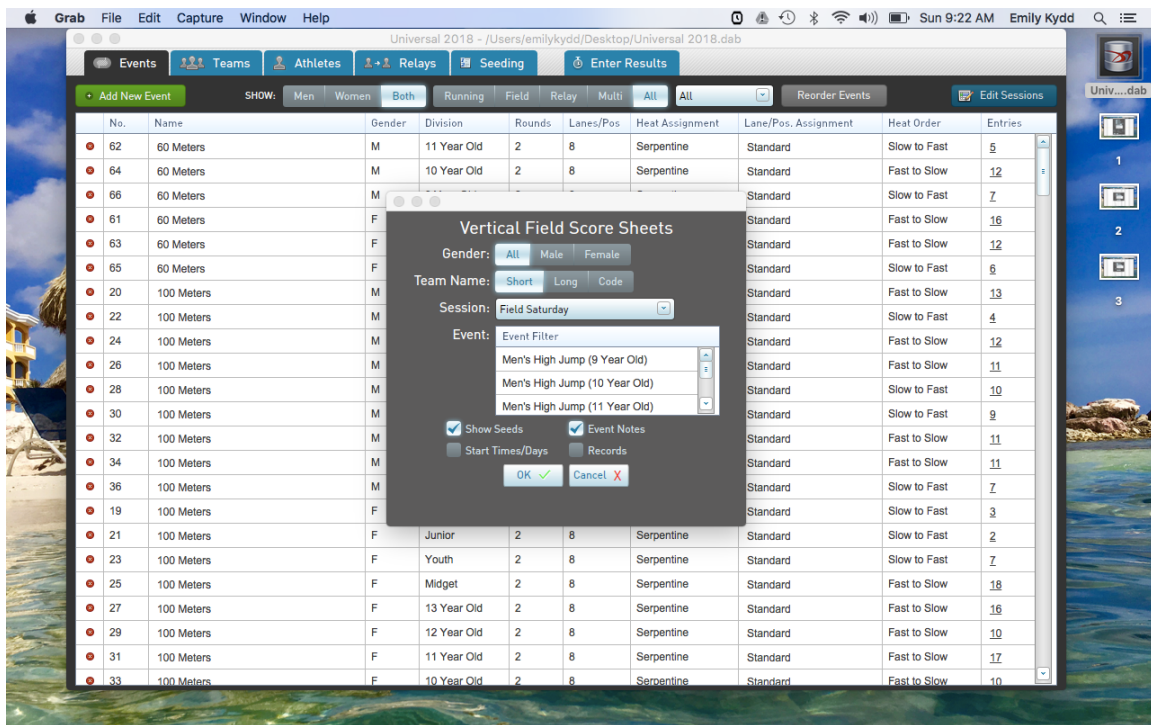
Once the inquisitive masses are satiated, depending on the schedule I will print off whatever the first event is. If the track starts first, then I will print off the morning event Finish Line Sheets for the track. I don't print off the entire day since those events are bound to change with late entries and scratches. The **Finish Line Sheets** can be found in **Reports>Score Sheets>Finish Line Sheets**. I again uncheck the **Start Time/Day**.

I can pick which events specifically I would like to print, typically I print out finish line sheets for up to 90 minutes ahead and print them as the day progresses. I normally will print out three sets of **Finish Line Sheets**: one for the marshalling official, one for the chief Track Referee, and one for the announcer. Depending on the meet, I may need more or less, so I ask the Meet Director specifically about how they want the paper flow to go. I hate wasting paper, so if I don't need to print sheets for the announcer, I won't!

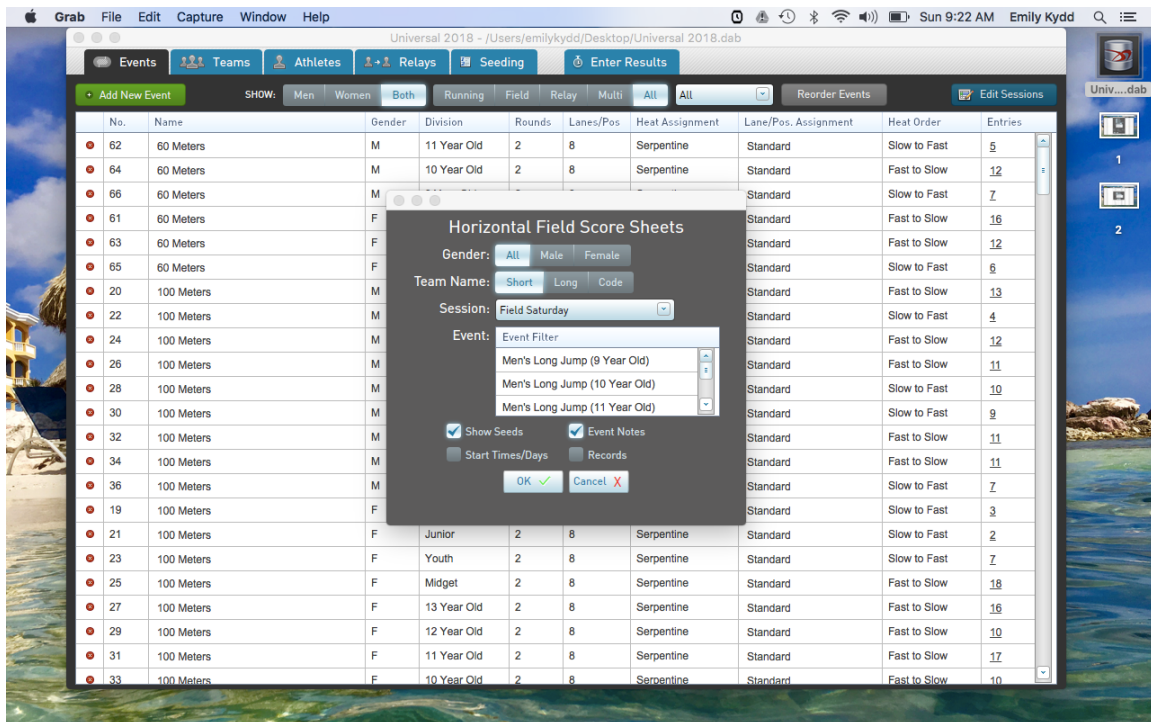


Once the track is in order, I'll turn to the field. I will usually print off the whole day for the field events. is for two reasons: 1) So officials don't need to come back between every event to get more sheets and 2) late entries into field events can just go straight to their field event and the field official can write their names and numbers onto the sheet themselves. I don't need to know about it. Though if those late entries do go through me, I still won't print off a whole new score sheet, I'll just tell the athlete, in a pseudo-Godfather type way, "Tell the official that Emily said you're good". It makes me feel both powerful and mysterious.

There are two types of field score sheets, the horizontal and the vertical. Vertical field events are considered any field event that goes up, so Pole Vault and High Jump. Oppositely, these sheets are always printed in landscape mode, since there are typically many more heights and jump that need to be on the sheet. I will print those off from the **Vertical Field Score Sheets** option. I will select either which events specifically I want to print off or select a session, like for **Field Saturday**. Oddly, the events do get printed off in weird orders, aka not in event number order, but I just let the field officials figure that out, it keeps them sharp.



The **Horizontal Field Score Sheet** options are exactly the same to the Vertical, and again I can select which events in particular I want (hold down the control key as you select to choose multiple at once) or the entire session.



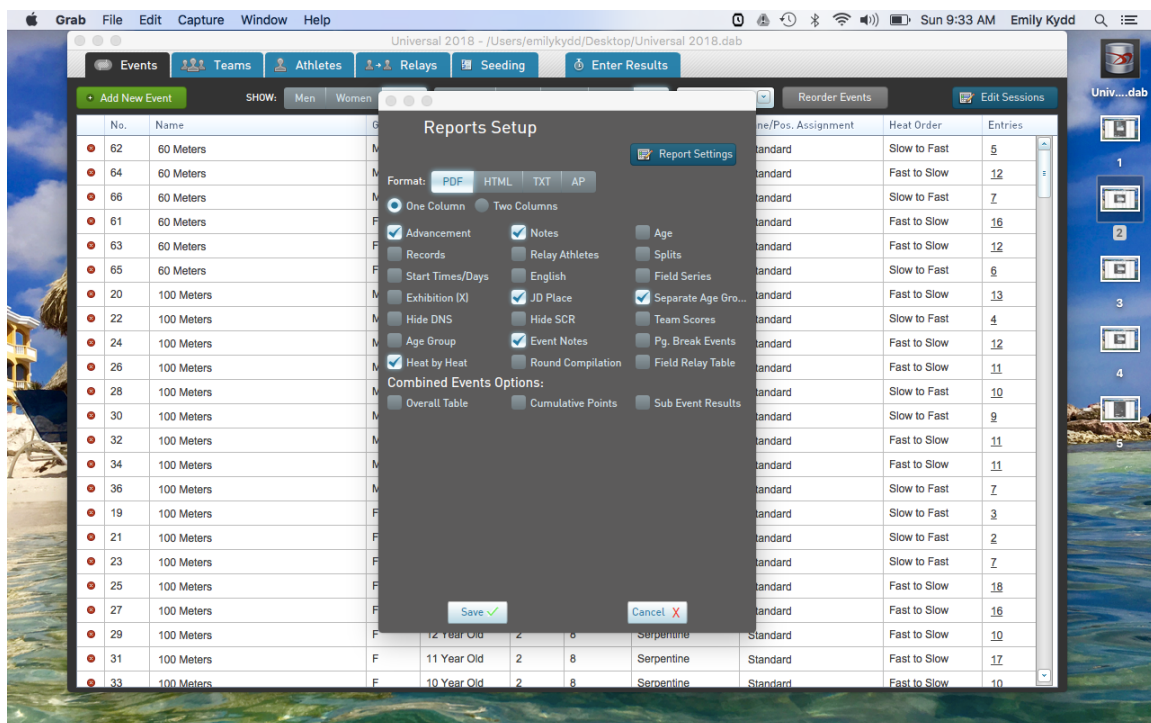
With all of these reports created, hopefully everyone will be happy with what they need and we are ready to start the day.

2. Results Entry – Track Events

When the track events are going, I rarely leave the computer, unless it's a 10,000 or a race walk, snore. This is because the track is continually producing results and I want to get them out as soon as possible and not get behind. This is particularly important if there are any events, typically sprints, with a preliminary heat and a final.

The results computer is hooked into the photo timing software, either through wireless or cord. This setup is typically looked after by the photo finish official. This means that for each track event, I merely have to fetch the results from the photo finish software and it populates the athletes results itself, no need for manual input. There is a setting where I can have MeetPro fetch results without me pushing the button, but I actually prefer to do it myself so I know that I've completed that event.

Before I process any results though, I'll go back into the Reports menu and back into Reports Settings. There is a blue box in this pop-up box called List Settings. This is where I can customize what my Results sheets are going to look like and what information is included on them. I can play around with this, but one thing I always want to have checked off is Team Scores. If the meet is being scored in any way, checking this box means that each event will have the running tally of team scores. Which means a massive amount of extra data at the bottom of each results page. This is not good.



I always check **JD Places**, (Judges Decision) which is something we will cover very soon...

During a track meet, I will spend most of my time in the black **Enter Results** tab of MeetPro. In this tab, I have all of the events, easily found by event number or name, I can also filter it down to just men or just women, only relay, run, or field, and down to the session. I will typically keep it on the sessions for that day, cutting the event list by half.

For this example, I am seeing the Midget Men 200M. I can see on the left side of the screen that there are two heats and in the main bulk of the screen how those heats are comprised. From this screen I can do many things.

Firstly, I can import the results from the photo finish software using the **Get Event Results** button in the middle of the screen. This button can also be a drop down, asking me if I want to only get the individual **Heat Results**, or if I want to fetch the **Results from File**. This gets more complicated, and 99% of the time I'm simply clicking **Get Event Results**. MeetPro will import any results that are available for this event, whether all of the heats are done or not, it will bring what it has.

The screenshot shows the MeetPro software interface. The top menu bar includes 'Grab', 'File', 'Edit', 'Capture', 'Window', and 'Help'. The toolbar has tabs for 'Events', 'Teams', 'Athletes', 'Relays', 'Seeding', and 'Enter Results'. The 'Enter Results' tab is active. The main area is divided into three sections: 'Events', 'Filters', and a results table.

Events Table:

#	Gender	Division	Name	Round	Scored	Complete
90	M	11 Year Old	200 Meters	Final		
88	M	12 Year Old	200 Meters	Final		
86	M	13 Year Old	200 Meters	Final		
84	M	Midget	200 Meters	Final		<input checked="" type="checkbox"/>
82	M	Youth	200 Meters	Final		
80	M	Junior	200 Meters	Final		
78	M	Open	200 Meters	Final		
89	F	11 Year Old	200 Meters	Final		
87	F	12 Year Old	200 Meters	Final		

Filters:

Status	Gender	Session	Day	Type
Seeded	All	All		All
All	Men			
	Women			
		Field Saturday	1	Run
		Track Saturday	1	Relay
		Track Sunday	2	Field
		Field Sunday	2	

Results Table:

Lane	Comp #	Athlete	Age	Team	Seed	Result	HPL	PL	Note
1	50	Hussain, Kai	14	GOLDEN EARS ATHLETICS	NT	24.88	7	7	
2	854	Yoon, Kyuhyun	15	UNIVERSAL ATHLETICS CLUB	24.78	24.49	5	5	
3	651	Panesar, Harvir	15	KAJAKS TRACK & FIELD CLUB	23.80	23.85	3	3	
4	713	Jiang, Roy	15	OCEAN ATHLETICS	23.22	23.11	1	1	
5	829	Gibbs, Mitchell	15	UNIVERSAL ATHLETICS CLUB	23.45	23.80	2	2	
6	490	Hsu, Brandon	14	Burnaby Striders Track & Field Club	23.92	24.02	4	4	
7	831	Gill, Manav	14	UNIVERSAL ATHLETICS CLUB	24.97	DNS			
8	824	Chan, Nathan	15	UNIVERSAL ATHLETICS CLUB	25.01	24.62	6	6	

I can see all of the pertinent information for this event, who is in it, what their **Seed** time was, and then the **Result** time. **HPL** stands for **Heat Place** and **PL** stands for the overall **Placing** in all of the heats. As I bring in more heat results, those places will change.

Universal 2018 - /Users/emilykydd/Desktop/Universal 2018.dab

Events

#	Gender	Division	Name	Round	Scored	Complete
90	M	11 Year Old	200 Meters	Final		
88	M	12 Year Old	200 Meters	Final		
86	M	13 Year Old	200 Meters	Final		
84	M	Midget	200 Meters	Final		<input checked="" type="checkbox"/>
82	M	Youth	200 Meters	Final		
80	M	Junior	200 Meters	Final		
78	M	Open	200 Meters	Final		
89	F	11 Year Old	200 Meters	Final		
87	F	12 Year Old	200 Meters	Final		

Heat: + 1 2

Get Event Results List Seeding Score Sheet JD Places Wind +1.1

Lane	Comp #	Athlete	Age	Team	Seed	Result	HPL	PL	Note
1									
2	852	Virdi, Jasmeet	14	UNIVERSAL ATHLETICS CLU	27.91	28.21	6	13	
3	513	Tansky, Ethan	14	COMOX VALLEY COUGARS	26.45	26.22	2	9	
4	782	Kanulewa, Nigel	15	UNATTACHED BRITISH COL	25.92	26.43	3	10	
5	604	Underwood, Emmitt	15	GOLDEN EARS ATHLETICS	26.00	27.00	4	11	
6	821	Basra, Parmveer	14	UNIVERSAL ATHLETICS CLU	27.11	DNS			
7	498	Leong, Cooper	14	CHILLIWACK TRACK & FIEL	25.78	25.83	1	8	
8	41	Curtis, Alex	15	GOLDEN EARS ATHLETICS	NT	27.16	5	12	

If I need to Disqualify anyone based on the decision of the Track Referee I can manually delete their time, replace it with DQ, and type in the rule # into the **Notes** field. The Track Referee will give me some paperwork to go with this as backup. The finish software has also imported the **Wind Gauge** reading. Easy!

Universal 2018 - /Users/emilykydd/Desktop/Universal 2018.dab

Events

#	Gender	Division	Name	Round	Scored	Complete
189	M	Junior	Hammer	Final		<input checked="" type="checkbox"/>
191	M	Open	Hammer	Final		<input checked="" type="checkbox"/>
180	F	12 Year Old	Hammer	Final		<input checked="" type="checkbox"/>
182	F	13 Year Old	Hammer	Final		<input checked="" type="checkbox"/>
184	F	Midget	Hammer	Final		<input checked="" type="checkbox"/>
186	F	Youth	Hammer	Final		<input checked="" type="checkbox"/>
188	F	Junior	Hammer	Final		<input checked="" type="checkbox"/>
190	F	Open	Hammer	Final		<input checked="" type="checkbox"/>
225	M	10 Year Old	Javelin	Final		

Flight: + 1

Get Event Results List Seeding Score Sheet Field Series JD Places

Lane	Comp #	Athlete	Age	Team	Seed	Result	HPL	PL	Note
1	623	Bhandal, Jasmin	15	KAJAKS TRACK & FIELD CLUB	NM	37.28m	2	2	
2	626	Crego, Rylee	14	KAJAKS TRACK & FIELD CLUB	28.97m	DQ			158.3
3	52	Kolodko, Sasha	14	UNATTACHED BRITISH COLUMBIA	NM	37.51m	1	1	
4									
5									
6									
7									
8									
9									
10									
11									
12									

After all of the results for the event have been imported, I will click **List**, and a PDF will be created as the **Results** sheet for printing. The way I have my list

settings includes the **Section Results**. If this was a qualifying event, lowercase 'q's would appear beside the **Times** of the athletes who are advancing.

UNIVERSAL 2018
Surrey, BC
Bear Creek Park
2018-06-30 - 2018-07-01

MeetPro
OFFICIAL MEET REPORT
printed: 2019-02-17, 4:06 PM

RESULTS

#84 Men's 200 Meters (Midnet)

Pl.	Name	Team	Time	Note	H(P)
1	JIANG, Roy	OCEAN ATHLETICS	23.11	(+1.6)	2(1)
2	GIBBS, Mitchell	UNIVERSAL ATHLETICS C	23.80	(+1.6)	2(2)
3	PANESAR, Harvir	KAJAKS TRACK & FIELD	23.85	(+1.6)	2(3)
4	HSU, Brandon	Burnaby Striders Track & Fi	24.02	(+1.6)	2(4)
5	YOON, Kyuhyun	UNIVERSAL ATHLETICS C	24.49	(+1.6)	2(5)
6	CHAN, Nathan	UNIVERSAL ATHLETICS C	24.62	(+1.6)	2(6)
7	HUSSAIN, Kai	GOLDEN EARS ATHLETIC	24.88	(+1.6)	2(7)
8	LEONG, Cooper	CHILLIWACK TRACK & FI	25.83	(+1.1)	1(1)
9	TANSKY, Ethan	COMOX VALLEY COUGA	26.22	(+1.1)	1(2)
10	KARULETWA, Nigel	UNATTACHED BRITISH C	26.43	(+1.1)	1(3)
11	UNDERWOOD, Emmitt	GOLDEN EARS ATHLETIC	27.00	(+1.1)	1(4)
12	CURTIS, Alex	GOLDEN EARS ATHLETIC	27.16	(+1.1)	1(5)
13	VIRDI, Jasmeet	UNIVERSAL ATHLETICS C	28.21	(+1.1)	1(6)
	BASRA, Parmveer	UNIVERSAL ATHLETICS C	DNS		1
	GILL, Manav	UNIVERSAL ATHLETICS C	DNS		2

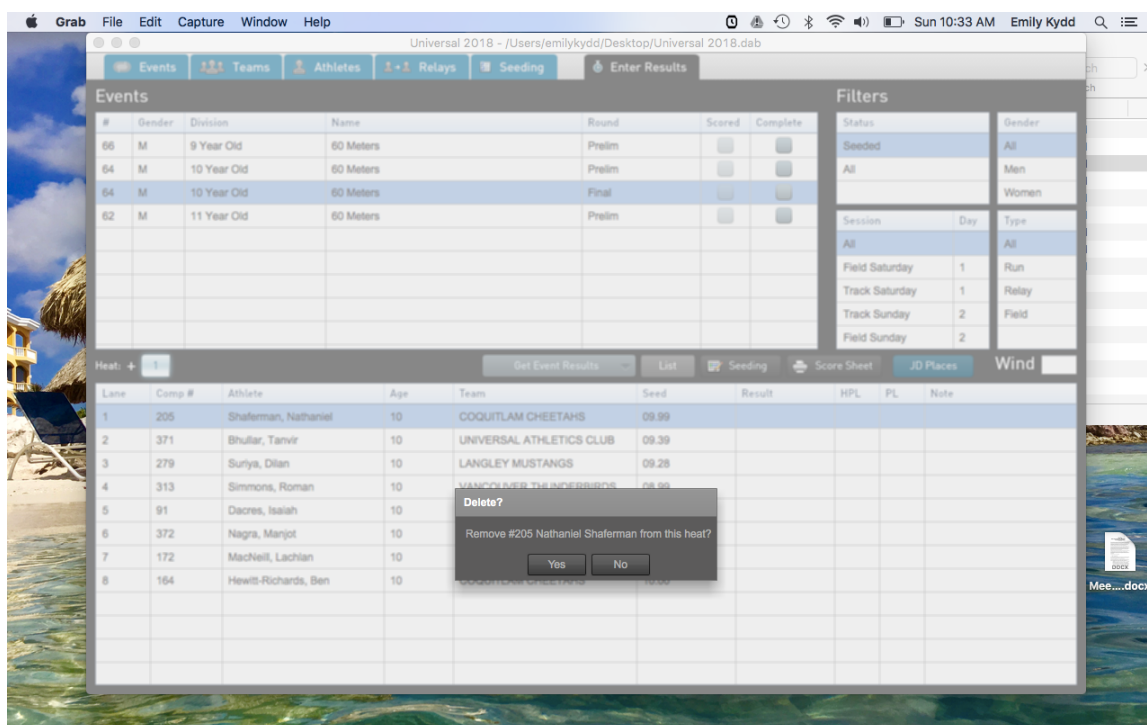
SECTION RESULTS

Pl.	Name	Team	Time	Note
Section 1 of 2				
1	LEONG, Cooper	CHILLIWACK TRACK & FI	25.83	Wind: (+1.1)
2	TANSKY, Ethan	COMOX VALLEY COUGA	26.22	

Typically, I will print out four copies of the results: one for me to keep in a binder at my desk, one for the announcer (but only if they're announcer results, if not, save the tree), one to be posted for public viewing, and one for the awards table. Ideally, I have a very quiet volunteer assigned to sit beside me and manage the paper coming out of the printer, but sometimes not. Also ideally, there will be a volunteer runner assigned to literally run the paper where it needs to go around the track. Sometimes if the runner goes rogue I run paper myself, and while I dig the workout, it's definitely not the best use of my time. If there was a DQ, I will staple the sheet that the Track Referee gave to me with the results sheet or my binder.

Other than producing results, the **Results** screen for any given event can do multiple things. I can jump directly to the **Seeding** for the event straight from the **Results** page. This is handy for adding athletes into the event, or moving the athletes lane assignments, be it at the whim of the Starter's Assistant or by logic. I can also **Scratch** athletes out of the event by simply double clicking on their name.

Additionally and even more useful, I can produce a score sheet (Finish line or field score sheet) directly from this page without going into the report by clicking **Score Sheet**. This is handy if I've just rearranged heats/lanes in the **Seeding** and I need to print off the new sheets for this event. I will need to print off each heat individually, but still.



When I'm finished processing the results for each event, I will manually check off the Complete box for this event in the list on the top of the screen. Then I can keep track of where I am and what still needs to be processed. This box does not check itself automatically, which originally I found annoying, but then I realized was good because it does make me think for a second or two.

3. Results Entry – Field Events

Results entry for the field events is more time consuming and requires more focus, because at this point, field events are still being recorded on those paper score sheets and that means I need to transfer the results from the paper to the program. There is functionality in MeetPro to send tablets out to the field events and for field officials to use the tablets and immediately upload the results to the software, but in this region we are not there yet. But oh that will be beautiful.

When I receive a score sheet from a field event, I try to do a couple of things right away. First, I make sure I can read the writing and that the official has “Placed” the athletes. I won't point fingers right now (I prefer to do that face to face), but if a score sheet is illegible or incomplete I will send it back to the official and make them fix it up. I have enough on my plate without having to translate pencil scratches or manually place 20 athletes because someone else didn't feel like it. This original score sheet is also the sheet I will go back to if there are any mistakes or appeals of the results, so this score sheet should be correct from the get go.

If there was a late entry into this event this is when I enter them into MeetPro. I can easily add the athlete in by typing in the **Competition #** into the competition # field, and MeetPro will fetch that athletes name and info.

Next I'll decide how lazy I'm going to be. If I'm super strapped for time, or if it's a pretty casual meet, I may just manually enter the best result for each athlete into their **Result** field and leave it at that. It's enough information for the MeetPro to place the athletes properly, and most people only care about their best mark anyways.

Once all of the results are manually inputted, I'll hit **List** and the results sheet will be produced like with the Track results. I'll take the original field score sheet and staple it to the copy I keep and put both into my results binder that stays at my desk.

The screenshot shows the 'Enter Results' window for the 'Long Jump' event. The window has a menu bar (Grab, File, Edit, Capture, Window, Help) and a toolbar with buttons for Events, Teams, Athletes, Relays, Seeding, and Enter Results. The main area is divided into three sections: Events, Filters, and a data table.

Events Section:

#	Gender	Division	Name	Round	Scored	Complete
201	M	12 Year Old	Long Jump	Final		

Filters Section:

Status	Gender
Seeded	All
All	Men
	Women

Session	Day	Type
All		All
Field Saturday	1	Run
Track Saturday	1	Relay
Track Sunday	2	Field
Field Sunday	2	

Data Table:

Lane	Comp #	Athlete	Age	Team	Seed	Result	HPL	PL	Note
1	351	Walker, Loch	12	NorWesters Track & Field Club	NM	4.12m	4	4	
2	167	Kanagawa, Niko	12	COQUITLAM CHEETAHS	NM	4.52m	1	1	
3	376	Kuku, Darin Esegemu	12	UNIVERSAL ATHLETICS CLUB	NM	3.99m	6	6	
4	29	Molina, Mark	12	VALLEY ROYALS TRACK & FIELD CI	NM	4.15m	3	3	
5	141	Aldaba, B. Jalen Benjamin	12	COQUITLAM CHEETAHS	NM	DNS			
6	443	O'Brien, Brendan	12	OCEAN ATHLETICS TRACK & FIELD	NM	3.80m	7	7	
7	28	Wright, Benjamin	12	VALLEY ROYALS TRACK & FIELD CI	4.42m	4.36m	2	2	
8									
9									
10									
11									
12									

If I only list the best result, it is more likely that I may have to use the **JD Places (Judges Decision)** function. This is the function of splitting ties, since MeetPro only has one number for each athlete, it can't do much else than tie them. Legitimate ties rarely happen in most field events except for the vertical events because we go deep and use either the second or third best marks or the amount of failed attempts in the vertical jumps to break the tie.

With the Judges Decision, I can manually type in a place for athletes. I don't have to do the entire group, just the two or three people who need to have the tie broken. In a perfect world, field officials will already have broken the ties on their paperwork, but if you're unsure, ask or make them break the tie!

#	Gender	Place	Heat	HPL	JPlace	Athlete	Team	Result	Attempt 1	Attempt 2	Attempt 3	Attempt 4	Attempt 5	Attempt 6
145	M	1	1	1		Wright, Benjamin	VALLEY ROYAL	4.73m	NM	NM	NM	NM	NM	NM
143	M	2	1	2		Molina, Mark	VALLEY ROYAL	4.44m	NM	NM	NM	NM	NM	NM
201	M	3	1	3		Kanagawa, Niko	COQUITLAM CH	4.09m	NM	NM	NM	NM	NM	NM
147	M	4	1	4	4	Walker, Loch	NorWesters Trac	3.77m	NM	NM	NM	NM	NM	NM
199	M	5	1	5	5	O'Brien, Brendan	OCEAN ATHLE	3.77m	NM	NM	NM	NM	NM	NM
207	M	6	1	6		Kuku, Darin Esegemu	UNIVERSAL AT	3.70m	NM	NM	NM	NM	NM	NM
196	F	7	1	7		Aidaba, B. Jalen Benji	COQUITLAM CH	3.58m	NM	NM	NM	NM	NM	NM
144	F													
142	F													

However, if there is a tie that the field official has identified and I have time then I may use the “Field Series.” This happens the most in the vertical events. The **Field Series** can be accessed from the events Results page. For each attempt, I can enter in the result, as well as enter **F** for foul and **P** for Pass. Use the Tab key to move to the next attempt.

Pos	Athlete	Team	Attempt 1	Attempt 2	Attempt 3	Attempt 4	Attempt 5	Attempt 6	Best
1	Bhandal, Jasmin	KAJAKS TRACK & FIELD CL	36.79m	37.00m	35.85m	37.98m	38.57m	FOUL	38.57m
2	Crego, Rylee	KAJAKS TRACK & FIELD CL							DQ
3	Kolodko, Sasha	UNATTACHED BRITISH CO							37.51m

With this information, MeetPro will select which is the best result for each athlete and place them accordingly. If there is a tie, MeetPro will look to the second best

attempt and break the tie automatically. After I get all of the results in, I will typically check my work by eye balling the list of best results on the right hand side of the screen with the score sheet. Typos happen, even to the best of us.

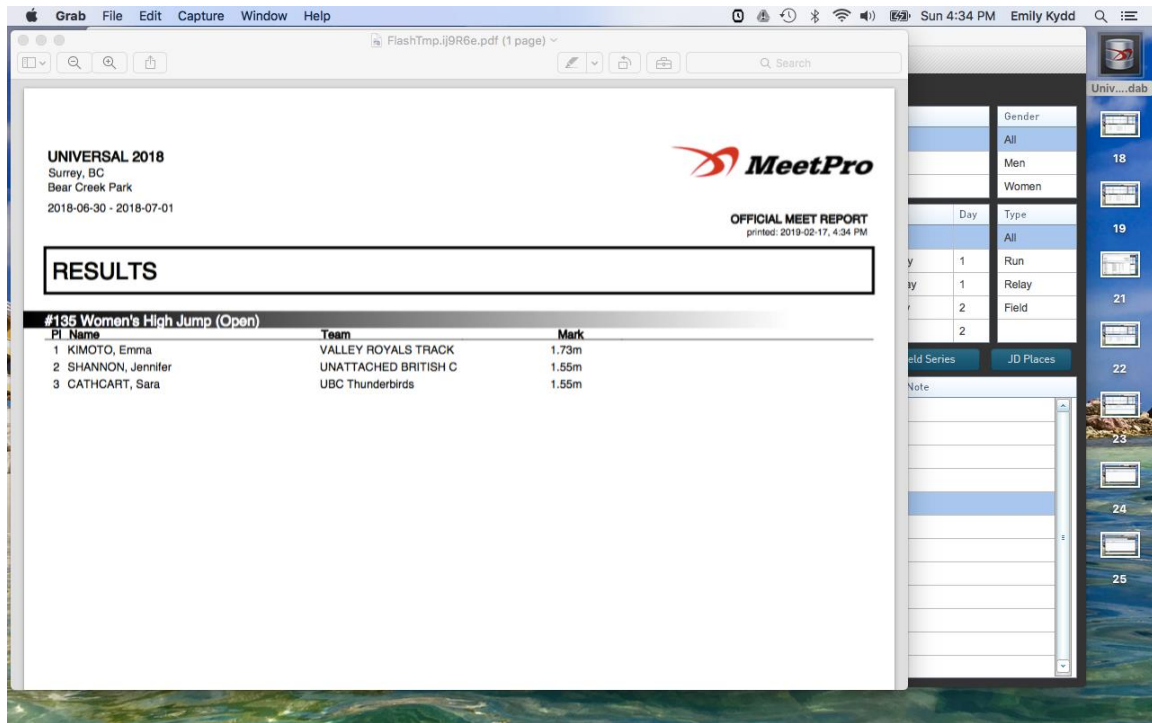
Horizontal events are quite straight forward, vertical field events are more complicated. Like with horizontal, I could just input the best results for each athlete and be done with it. Or I could open the field series and make the data more robust.

The **Field Series** for **Vertical Events** look different because I need to enter in the heights that were attempted. So starting with that, I'll type in the starting height as 1 at the top of my screen, and then proceed with all of the heights attempted up until the last failed height the winner attempted retired from the event. After all of the heights have been entered, I enter in the progression for each athlete with **O's for Successful Attempt, X's for Failed Attempts, and P for Passes**. It's important to get the attempted height for each athlete right, and make sure they go out at the right height. This task is probably the one that takes the most concentration of all of the day of event tasks, and will make my eyes cross the most frequently.

Pos	Athlete	Team	1.30m	1.35m	1.40m	1.45m	1.50m	1.55m	1.60m	1.65m	1.70m	1.73m	1.75m	Best
1	Cathcart, Sara	UBC Thunderbirds	O	XO	O	O	P	XXO	XXX					1.55m
2	Kimoto, Emma	VALLEY ROYALS TRA	P	P	P	P	P	P	O	XO	O	O	XXX	1.73m
3	Shannon, Jennifer	UNATTACHED BRITIS	P	P	P	O	O	XO	XXX					1.55m

Again, because I have recorded all of the failed attempts, MeetPro will be able to break any ties itself without me having to use a Judge's Decision. Like with the other field events, once I have all of my results input, I will double check the best results with the "Official" score sheet.

Under the List Settings, I can select to show the Field Series in the Results sheet or not. Typically I don't because it takes so much paper, but it is a definite possibility.



4. Preliminary Results and Seeding for Finals

One of the tasks that are time sensitive and done on the fly is the Seeding for finals. Of course, I can't seed finals until after the preliminary heats, since I don't know who is going to advance. When I have an event that has two rounds, I pull in all of the results for the heats for that event. On the results sheet for the **Preliminary Round**, there will be lower case **q's** next to the qualifying times, aka, athletes who advanced to the final based on the advancement criteria I designated during the event creation stage. I get these results posted so that athletes know if they made the final or not, and so that everyone regardless of if they made the final can see their time.

Once I process the Results from the Prelim, and then I will go into the **Seeding** Tab, and there will be a new, unseeded event that has been created for me to Seed. This event will be the same name as the prelim, but it will be marked **Final** in the **Round** column. I will check the newly created **Final** event to seed.

Universal 2018 - /Users/emilykydd/Desktop/Universal 2018.dab

Events

#	Gender	Division	Name	Round	Scored	Complete
66	M	9 Year Old	60 Meters	Prelim	<input type="checkbox"/>	<input type="checkbox"/>
64	M	10 Year Old	60 Meters	Prelim	<input type="checkbox"/>	<input checked="" type="checkbox"/>
62	M	11 Year Old	60 Meters	Prelim	<input type="checkbox"/>	<input type="checkbox"/>

Filters

Status	Gender
Seeded	All
All	Men
All	Women

Session	Day	Type
All	All	All
Field Saturday	1	Run
Track Saturday	1	Relay
Track Sunday	2	Field
Field Sunday	2	

Heat: + 1 2

Get Event Results List Seeding Score Sheet Advancement JD Places Wind

Lane	Comp #	Athlete	Age	Team	Seed	Result	HPL	PL	Note
1									
2	313	Simmons, Roman	10	VANCOUVER THUNDERBIR	NT	8.99	1	1	
3	371	Bhullar, Tanvir	10	UNIVERSAL ATHLETICS CLL	NT	9.39	3	5	
4	86	Nickerson, Ryan	10	KAJAKS TRACK & FIELD CLL	08.93	10.22	6	9	
5	164	Hewitt-Richards, Ben	10	COQUITLAM CHEETAHS	09.44	10.00	5	8	
6	279	Suriya, Dilan	10	LANGLEY MUSTANGS	NT	9.28	2	3	
7	205	Shaferman, Nathaniel	10	COQUITLAM CHEETAHS	NT	9.99	4	7	
8									

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Seeding

Seed Selected SELECT: Unseeded All None Configure Prompts

Sel	Event #	Round	Status	Event	Gender	Division	Entries	SCR
<input type="checkbox"/>	66	Prelim	Seeded	Men's 60 Meters (9 Year Old)	M	9 Year Old	7	0
<input type="checkbox"/>	64	Prelim	Seeded	Men's 60 Meters (10 Year Old)	M	10 Year Old	12	0
<input checked="" type="checkbox"/>	64	Final	Un-Seeded	Men's 60 Meters (10 Year Old)	M	10 Year Old	8	0
<input type="checkbox"/>	62	Prelim	Seeded	Men's 60 Meters (11 Year Old)	M	11 Year Old	5	0
<input type="checkbox"/>	65	Prelim	Un-Seeded	Women's 60 Meters (9 Year Old)	F	9 Year Old	6	0
<input type="checkbox"/>	63	Prelim	Un-Seeded	Women's 60 Meters (10 Year Old)	F	10 Year Old	12	0
<input type="checkbox"/>	61	Prelim	Un-Seeded	Women's 60 Meters (11 Year Old)	F	11 Year Old	16	0
<input type="checkbox"/>	36	Prelim	Un-Seeded	Men's 100 Meters (9 Year Old)	M	9 Year Old	7	0
<input type="checkbox"/>	34	Prelim	Un-Seeded	Men's 100 Meters (10 Year Old)	M	10 Year Old	11	0
<input type="checkbox"/>	32	Prelim	Un-Seeded	Men's 100 Meters (11 Year Old)	M	11 Year Old	11	0
<input type="checkbox"/>	30	Prelim	Un-Seeded	Men's 100 Meters (12 Year Old)	M	12 Year Old	9	0
<input type="checkbox"/>	28	Prelim	Un-Seeded	Men's 100 Meters (13 Year Old)	M	13 Year Old	10	0
<input type="checkbox"/>	26	Prelim	Un-Seeded	Men's 100 Meters (Midget)	M	Midget	11	0
<input type="checkbox"/>	24	Prelim	Un-Seeded	Men's 100 Meters (Youth)	M	Youth	12	0
<input type="checkbox"/>	22	Prelim	Un-Seeded	Men's 100 Meters (Junior)	M	Junior	4	0
<input type="checkbox"/>	20	Prelim	Un-Seeded	Men's 100 Meters (Open)	M	Open	13	0
<input type="checkbox"/>	35	Prelim	Un-Seeded	Women's 100 Meters (9 Year Old)	F	9 Year Old	5	0
<input type="checkbox"/>	33	Prelim	Un-Seeded	Women's 100 Meters (10 Year Old)	F	10 Year Old	10	0
<input type="checkbox"/>	31	Prelim	Un-Seeded	Women's 100 Meters (11 Year Old)	F	11 Year Old	17	0
<input type="checkbox"/>	29	Prelim	Un-Seeded	Women's 100 Meters (12 Year Old)	F	12 Year Old	10	0
<input type="checkbox"/>	27	Prelim	Un-Seeded	Women's 100 Meters (13 Year Old)	F	13 Year Old	16	0
<input type="checkbox"/>	25	Prelim	Un-Seeded	Women's 100 Meters (Midget)	F	Midget	18	0

Filters:

Gender
All
Men
Women

Status
All
Seeded
Unseeded

Type
All
Run
Relay
Field

Name
All
1 Field Saturday
2 Track Saturday
3 Track Sunday

The seeding for the final is typically pretty straightforward, as MeetPro assigns lanes based on the preliminary times. I click the **Done** button, and go to the **Results** page and print off the **Score Sheet** for this event. I could also go to the **Reports** menu, but I find it's easier to use the Results tab.

The screenshot shows a software interface for managing track and field events. The main window is titled 'Seed Men's 60 Meters (10 Year Old) Final'. It has two main sections: 'Heats' on the left and 'Eligible Athletes' on the right.

Heats Section: Includes buttons for 'Add Heat' and 'Clear Empty Heats'. Below is a table with columns: Heat, Lane, Comp #, First Name, Last Name, Team Name, Age, Mark, and Convert... The table contains data for 8 heats.

Heat	Lane	Comp #	First Name	Last Name	Team Name	Age	Mark	Convert...
1	1	205	Nathaniel	Shaferman	COQUITLAM CHEETAHS	10	09.99	09.99
1	2	371	Tanvir	Bhullar	UNIVERSAL ATHLETICS CLUB	10	09.39	09.39
1	3	279	Dilan	Suriya	LANGLEY MUSTANGS	10	09.28	09.28
1	4	313	Roman	Simmons	VANCOUVER THUNDERBIRDS	10	08.99	08.99
1	5	91	Isaiah	Dacres	Air Blastoff Lions BC	10	09.02	09.02
1	6	372	Manjot	Nagra	UNIVERSAL ATHLETICS CLUB	10	09.36	09.36
1	7	172	Lachlan	MacNeill	COQUITLAM CHEETAHS	10	09.78	09.78
1	8	164	Ben	Hewitt-Richards	COQUITLAM CHEETAHS	10	10.00	10.00

Eligible Athletes Section: Includes an 'ATHLETE FILTER' and tabs for 'All Eligible', 'Entered', and 'Seeded'. Below is a table with columns: Heat/Lane, #, Athlete, Team, Age, and Seed. The table lists 18 athletes.

Heat/Lane	#	Athlete	Team	Age	Seed
	83	Bello, Jack	KAJAKS TRAC	10	
1/2	371	Bhullar, Tanvir	UNIVERSAL A1	10	NT
	124	Calogero, Massimo	ROYAL CITY T	10	
	306	Clarke, Elijah	VANCOUVER 1	10	
	149	Clarke, Keigan	COQUITLAM C	10	NT
1/5	91	Dacres, Isaiah	Air Blastoff Lion	10	8.75
	244	Dervina, Drin	NEW WEST SF	10	NT
	34	Franson, Charlie	VALLEY ROYA	10	
	366	Grewal, Jay	UNIVERSAL A1	10	
	82	Hamada, Tai	KAJAKS TRAC	10	
1/8	164	Hewitt-Richards, Ben	COQUITLAM C	10	9.44
	465	King, Charlie	OCEAN ATHLE	10	
	271	Longley, Chase	LANGLEY MUS	10	
1/7	172	MacNeill, Lachlan	COQUITLAM C	10	NT
	174	Magdalinski, Tyler	COQUITLAM C	10	
	254	Mazziotti, Max	Burnaby Strider	10	
1/6	372	Nagra, Manjot	UNIVERSAL A1	10	NT
	86	Nickerson, Ryan	KAJAKS TRAC	10	8.93
	186	Niven, Alexander	COQUITLAM C	10	
	183	Petriw, Dean	COQUITLAM C	10	

At the bottom of the 'Eligible Athletes' section is a green button labeled 'Add New Athlete'.

I print off three copies of the **Finals Finish Line Sheets**, one for the Marshal, one for the announcer, and one for the Track Referee.

Keeping up with seeding the finals is important because those finals can sneak up on you on the schedule, especially if there is a tight turn around. I typically go and seed the final as a part of processing the results from the preliminaries, instead of waiting until all prelims are done and then seeding all finals at once. But that's my preference and you can do it in whatever way brings you joy.

5. The Fly by the Seat Work

Most of what the Competition Secretary does at a track meet is process reports and results. But of course, this is a live event and things change. Maybe technology isn't working and I need to find a work around. Typically I work with the Photo Finish official on anything techy, but sometimes, the solution is something super cumbersome like copy and pasting results, or running flash drives back and forth.

The other main officials I will work with for the day of event will be the Starter's Assistant. I will typically have a radio in my ear, and I can work with the Starter's Assistant to either move athletes into different lanes, combine heats, collapse heats, scratch athletes etc. If the heats and the lane assignments are not correct in my software, the photo timer will have a hell of a time figuring out who is who when those athletes blast across the line. I will make these manipulations in the **Seeding** tab for any given event. I have also had the experience where after a very rainy morning, a bubble in lane two appeared along the 200m curve. That's a problem. So on the fly, I reseeded every 200M heat to take athletes out of lane

two. Many age groups had to have another heat added, so I had to manually reseed everyone. That was a fun experience. Said no one.

Most of the other work is done on the day of, such as late entries, adding athletes to relay teams, editing of athlete information, competition number assignment etc, can be learned in my MeetPro manual focusing on pre-meet creation.

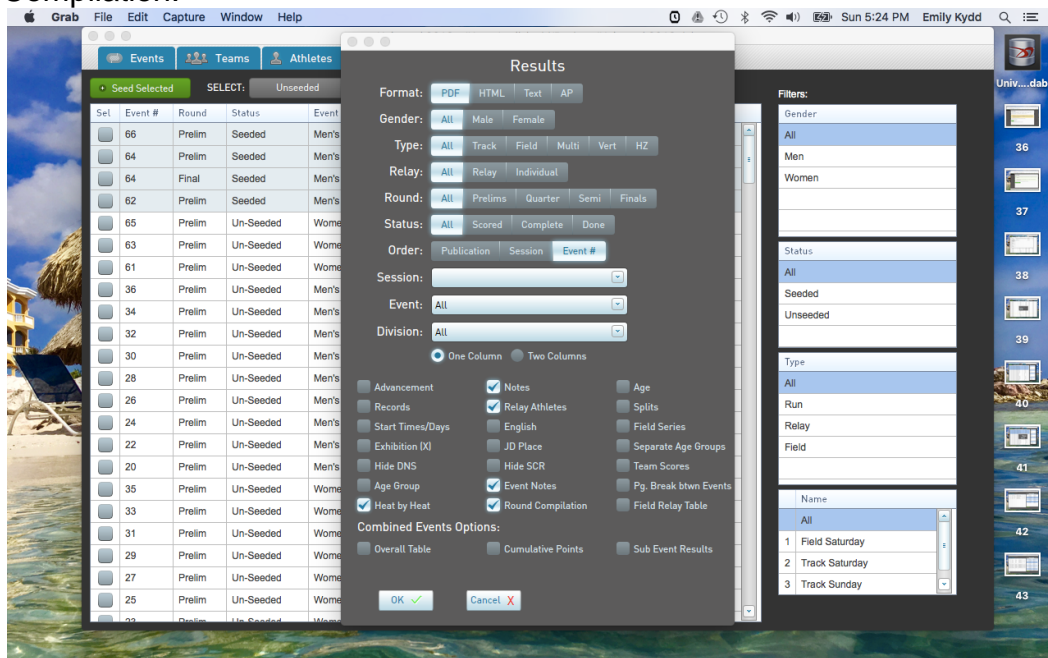
Some meets are scored. Throughout the day and definitely at the end of the day, the Meet Director will ask for the updated scores. This report can be found on the **Reports** menu in **Team Scores**.

6. Post-Meet Reports

By the end of the meet, my fingers are probably dead and I'm probably ready for a bottle of wine. But I try to do the post-meet reports as soon as possible after the meet so people have no reason to nag me. In British Columbia, our provincial Athletics body requires certain reports, so once I get home, I create the following reports and send them to BC Athletics and the Meet Director for their records:

- PDF of complete results
- Text file of complete results
- Excel file of Athlete list broken up by gender
- The MeetPro database backup file

The complete results can be produced from the **Reports** menu in MeetPro under **Results**. I print off a PDF and a Text version, one for better layout and one for easier copy and pasting respectively. The many options can be played with, but to make the results official, I definitely include Heat by Heat, Notes, and Round Compilation.



The **Athlete List** can be created in the **File Menu** of MeetPro. Click on **File > Export > Athletes**. This will create an Excel file of all of the athletes that can then be filtered down to whatever the person needs it to be.

The last document is a copy of the MeetPro database file itself. Bring all of these files as attachments into an email and that's the end of it!

7. Drink Wine!

Self-explanatory, but an important step.

I do hope this manual has been useful and informative for your use of MeetPro. There are many more functions in this program that I don't cover, and some of which I have never used, so play around and discover more for yourself. There are little things that you will learn along the way, like that you don't need to type in the period for a shot put thrown to 10.27, just type 1027 and MeetPro figures it out. But hey, I can't tell you everything right?!

For more information on my track meet routine (including helpful tips and some of my humble opinions), and a breakdown of my tasks before, during, and after a track meet as the Competition Secretary, please refer to my delightful and enlightening commentary of the role in my document **Entries and Results Management 101 – From the Secretariat's Seat**.

I have also created two companion manuals to this one, **TrackieReg – Creating a Meet Registration Site** and **MeetPro Pre-Meet Set-Up and Entry Import**, as well as a **Competition Secretary Checklist**.

Best of luck with your meet adventures!