This document describes the setup and scoring processes employed when scoring a cross country race with Race Director.
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Intro
The purpose of this document is to guide you through the basics of scoring a cross country race with Race Director. This guide assumes that you are using standard US high school or college cross country scoring – which almost always scores through 5 positions with 7 positions displacing. The scenario shown is fairly complicated (but not that uncommon) to show how to effectively take advantage of some Race Director features that help with this type of team scoring. It is assumed that you are experienced with scoring standard races with Race Director.

Gender in RD Cross Country
For middle school, high school and college cross country, coed teams are never allowed since this is so unfair to females. Occasionally, in elementary cross country, teams with a mixture of boys and girls is desired. See Appendix C for instructions on how to score coed teams. The rest of this document assumes that cross country scoring will always automatically separate male and female results – even when you register both genders on the same team – which is very often the case.

Division Setup
Create a division for each race that you will score. In this example, there are 5 races, so we set up 5 divisions for scoring. In cross country, it is often desirable to not designate the division when you register the participants. Instead, we want to have the finish line the person crosses determine which division (or race) the participant is entered in. This is especially true for situations where there is a varsity and a junior varsity race. It is advantageous to not require the coach to pre-determine who will run for the varsity and who will run as JV. To accommodate this, set up an additional division for registering the participants. In this example, it is division 3 – but it can be any division number. It’s a good idea to set the name of this division to the name of the race. Here is the division setup for this race:
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If your situation has only one race, you need to set up one division – and setting up the division with a blank name helps eliminate some redundancy in the headings of the reports you run.
If the race (division) is a race for only participants of a single gender, use the "Update Age Group" button and set the Division Limits accordingly.

With this setting, when you import results for this division and some of the results are for females, you'll get a prompt like this -
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Team Setup

In Tailor -> Teams, you must begin by setting up Team Classifications. Use the Update Classifications button for this. Team classifications have to do with school size. Often, there is only one classification. If this is the case, add a single classification (use classification code “A”, for example) and leave the description blank.

If the event will include schools of different size and you will want these schools scored separately, set up a classification for each school size. In this example, there were Division I schools and Division II schools – so we setup up classifications “A” and “B”. The code does not matter – we could have just as well used codes “1” and “2”.

Once the race is scored, you are able to show results reports by the team classification. As an alternative, you also have the choice of combining all team classifications on a single report to see the results for all teams scored without regard to school size.
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Next, return to the Tailor -> Teams screen and use the Add button to set up each team. The best way to do this is to associate no meaning to the team number. Start with 1 and continue upward as you get registrations from each school. The only information needed as you set up a team is team number, team classification code and team name. Below is the list of teams set up for this race. You will notice that some are Division I teams (A) and some are Division II (B). **Note:** you only need one team per school. All cross country reporting automatically creates separate reports by gender if you have both genders competing in the same race.

**Sequence List by Team Name** – use this setting (just above the team list) if you want the list ordered by the team name. This will also impact how the list shows up in the drop-down control that you see on the screen where you enter participants.

**Do Not Score Setting** – you will notice that this setting is available as you set up each team. It is rarely used. Use this setting only for a team that wants to visit your race, but do not wish to be scored. If this is the case, you can temporarily disable the setting and print a set of results reports that includes the team for the coach to review. But, activating this setting will keep everyone on the team off of the results reports.
Race Tailoring Options
There are a few key settings in Tailor -> Options that are critical for cross country. First, there is not a standard Race Director field for the grade a participant is in. Often, you want this shown on results reports. To set up a field for this, we’ll use an Optional Data Field. These are set up on the Opt Data tab. The entry below will work for this purpose.

This setting will open up Grade on the participant entry screen when you have it in minimum field mode. For cross country, age never comes into play. To make participant entry and importing simpler, make sure this is set.
Next, if your event has multiple races, you have set up a division for each race. The settings below are very important for the scoring – they indicates that we’ll have a separate finish line for each division and we have it set to expect all of the registrations to be done into division 3 – the Default Division. When you have this setting for a race, participants must either already be registered into the division we expect they will race in or they must be in the Default Division. When you process the results for a specific division and you process someone that is registered in a different division, you will get an error prompt – unless they are in the Default Division.

Note: Once results have been entered, this setting cannot be changed.

Finally, the settings below for the Results 2 tab are all relevant to cross country scoring. The settings shown here are the most standard. All other settings are for unusual situations and are covered on the Help that is accessed from this screen.

Minimum to score as 5 and Maximum to count of 7 is the most standard settings in all US states for both high school and college cross country.
Participant Data Entry

If you use the participant data entry screen in Update -> Participants to enter participant data, the example below shows the only participant data that is needed for cross country.

The Min button at the top of this screen is useful for eliminating all of the other standard entry fields. Age can be left blank.

More often, you will be importing participants based on either a spreadsheet provided by the coach or a spreadsheet you receive from an online registration source. See the chapter about importing participant data in Help -> Tutorial for general instructions on how to import participant data.

Requirement Specific to Cross Country when Importing Participant Data

There needs to be a column in your participant data for these data elements:

- First Name
- Last Name
- Gender
- Team Number
- Grade (optional)
- Bib Number (optional)
- Division (optional)

Team – See the Help on the import screen for options on how you identify team when you import participant data.
Bib Number – If there is no column for bib number, the last step of the import process will let you establish the beginning bib number for the imported participants and all other participants imported will be numbered sequentially.

Division – Most often, you will be importing everyone into the Default Division (see above). If this is the case (or if your race has only one division), the division is set on the final import prompt and that division applies to everyone in the import spreadsheet. You only need to map a spreadsheet column to Division if the data within the imported file has participants that need to be imported into separate divisions. For example, in this event there was a middle school race. So, we registered all of the high school athletes into the default division and the middle school athletes into the middle school division. If a school sent their data for both middle school and high school in the same spreadsheet, a column in the spreadsheet would be needed to indicate the race.

Pre-Race Reports / Labels
Next, we will see some Race Director capabilities that will help with preparing a team packet for each team.

Labels
Use the menu Reports -> Labels / Export. First, to produce a single label for each team to apply to the packet that will be given to each coach, set it up like below:
Next, to print the labels to affix to the participant bibs, use these settings:
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Team Roster
To create a team roster – with each team printing on a separate page, go to Reports -> Reports -> Team Reports -> Team Packet Report and set it up like below. The result will be a single page that can be inserted into each team packet along with the bibs.

![Team Packet Report]

1. **Primary Report Sequence**
   - Option: Team Name
   - Option: Team No

2. **Sequence within team**
   - Option: Bib No
   - Option: Name

3. **Enter Range of Team Classes to Print**
   - 0 To Z

4. **Enter Range of Teams to Print**
   - 1 To 9999

5. **Names**
   - Option: First / Last
   - Option: Last / First

6. **Show**
   - E Mail in place of City / State
   - Replace Age with Grade on report
   - Show Age
   - Show Team No.
   - Do Not Show T-Shirt

7. **Data Select**
8. **Run Report**
9. **Close**
Results Entry
This section assumes that you have selected the option in Tailoring where you have separate finish lines by division. If that is not the case, then the way you enter results for cross country is no different than you do for any other race.

Results Entry Testing – It is very important that you test the results entry process – especially for your first event using this scoring method. If your event has multiple races and you are using the default division process, any testing you do will be moving participants from the default division into the scoring division. After you have some actual team participant data entered and you are ready to perform a results entry test, use File -> Backup to make a backup of your race with all of your participant data assigned to the default division. Perform your results entry tests and try the results reports. Then, to return all of the participants back to the default division, use File -> Restore.

Pull Tag Scoring
As you process results, you must always specify which division the results are for. For pull tag scoring, when you run any of the options under the Enter Results menu, you will be initially presented with a screen similar to the one shown below – which is how you select the division the results are for.

![Enter Results Example]

As you process the bib numbers into the Place Entry screen, participants that are registered into the Default Division will be automatically switched into the division you are processing. If you attempt to process a bib number for someone who is in any other division besides the division you are scoring or the Default Division, you will receive an error prompt.

For this race, you can see by opening the Adjustment screen, we have a completely different set of results for the Varsity Boys race and the Varsity Girls race.
Chip Scoring

As you process results, you must always specify which division the results are for. For chip scoring, when you go to Enter Results -> Chip Results, you will see this control – which is how you select the division the results are for.

As you import the chip results, participants that are registered into the Default Division will automatically switched into the division you are processing. If you attempt to process a bib number for someone who is in any other division besides the division you are scoring or the Default Division, you will receive an error prompt.

For this race, you can see by switching this setting, we have a completely different set of results for the Boys race and the Girls race.
Notice that each division (race) has its own Gun Time and Time Filter settings. As you switch back and forth between the races, these settings are remembered. The Time Filter is especially important - make sure this range of times narrows the imported results to only those who are finishing for this race.

**Important Note:** It is very important in a setting like this that you only get true race reads from your chip system. For example, if a runner who will be doing the JV race later in the day is allowed to wander close enough to the finish line during the Varsity race for their chip to be read, the import will automatically put them into the Varsity race. You will most likely not notice this until this same chip is read when you score the JV race and you receive an error prompt since the participant is no longer in the default division. If you have a coaches meeting before the race, be sure it’s communicated that the finish area is off limits. Also, assign volunteers to police the finish line area.

**Ignore Other Divs Setting:** This setting just to the right of the Division selection is handy for races where you do not use the “Default Division” and have everyone pre-registered into the race that they will compete in. With this set, the import will completely ignore reads from participants who are registered into a division other than the division that you are currently scoring.

**Correcting Unintended Reads:** If you do have someone cross the finish line in the wrong race, use the "Overrides" button to clear the time. On this screen, use the "Add" button to add a zero time override for the bib number you want the result deleted for. You will be asked if you want this participant returned to the Default division. If you ever need to reverse the delete, you must first go to Update -> Participants and switch the participant back to the division the original result was for. Once you do this, you can go back to the override screen, select the override and delete it.
Reporting
Once results are entered and confirmed, results reports can be produced. The three most common reports for cross country are highlighted below. You can run these reports one at a time, or you can use the Combined Team Reports where any combination of these reports can be selected in a single run. For all reports, you have the option of generating a printed or HTML version.
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Cross Country Finish List
This list shows a list of finishers for the race in finish order sequence. This report is your best source for seeing how displacement rules impact the scoring. In the example below, we can see that Danielle was the 10th finisher overall, but since 2 TC Central runners are displaced, her scoring placement is 8th.

<table>
<thead>
<tr>
<th>Place</th>
<th>Score</th>
<th>Bib No</th>
<th>Name</th>
<th>Team</th>
<th>Grade</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>34</td>
<td>Molly Tompkins</td>
<td>TC Central</td>
<td>11</td>
<td>21:42.5</td>
<td>7:00/M</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>21</td>
<td>Kailie Mattarella</td>
<td>TC Central</td>
<td>10</td>
<td>21:42.6</td>
<td>7:00/M</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>23</td>
<td>Kendall Minor</td>
<td>TC Central</td>
<td>9</td>
<td>21:44.2</td>
<td>7:01/M</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>29</td>
<td>Molly Peregrine</td>
<td>TC Central</td>
<td>9</td>
<td>21:44.7</td>
<td>7:01/M</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>25</td>
<td>Katie Moses</td>
<td>TC Central</td>
<td>9</td>
<td>21:58.9</td>
<td>7:05/M</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>17</td>
<td>Olivia Labonte</td>
<td>TC Central</td>
<td>10</td>
<td>22:13.5</td>
<td>7:10/M</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>15</td>
<td>Samie Kaufman</td>
<td>TC Central</td>
<td>11</td>
<td>22:34.6</td>
<td>7:17/M</td>
</tr>
<tr>
<td>8</td>
<td>(&gt; 7)</td>
<td>38</td>
<td>Annica Wysocki</td>
<td>TC Central</td>
<td>11</td>
<td>22:41.2</td>
<td>7:18/M</td>
</tr>
<tr>
<td>9</td>
<td>(&gt; 7)</td>
<td>37</td>
<td>Abigail Woughter</td>
<td>TC Central</td>
<td>12</td>
<td>22:42.3</td>
<td>7:18/M</td>
</tr>
<tr>
<td>10</td>
<td>8</td>
<td>40</td>
<td>Danielle Brzezinski</td>
<td>TC West Titans</td>
<td>12</td>
<td>22:49.3</td>
<td>7:22/M</td>
</tr>
<tr>
<td>11</td>
<td>(&gt; 7)</td>
<td>26</td>
<td>Taylor Olson</td>
<td>TC Central</td>
<td>11</td>
<td>22:52.2</td>
<td>7:23/M</td>
</tr>
<tr>
<td>12</td>
<td>(&gt; 7)</td>
<td>27</td>
<td>Hayley Padden</td>
<td>TC Central</td>
<td>9</td>
<td>23:06.0</td>
<td>7:27/M</td>
</tr>
<tr>
<td>13</td>
<td>9</td>
<td>171</td>
<td>Megan Fischer</td>
<td>East Kentwood</td>
<td>9</td>
<td>23:13.6</td>
<td>7:28/M</td>
</tr>
</tbody>
</table>

This report is also where results for third party reporting systems such as TFRRS and Athletic.net are launched. See Appendix A for more information.
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Detail Team Report
This report is the best source for seeing the scoring details for each team. The scoring placements will be in agreement with the placements shown on the Cross Country Finish List.

2010 Hill and Bale Invitational

Girls
Record
Becca Addison - 18:33.0 (2008)
Grand Haven

Class - A Division I

<table>
<thead>
<tr>
<th>Bib No</th>
<th>Name</th>
<th>Grade</th>
<th>Overall Place</th>
<th>Cumulative Place</th>
<th>Time</th>
<th>Cumulative Time</th>
<th>Back</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team - 26 TC Central Trojans</td>
<td>Finish Position - 1</td>
<td>Team Score (places): 15</td>
<td>Average Time: 21:46.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Molly Tompkins</td>
<td>11</td>
<td>1</td>
<td>1</td>
<td>21:42.5</td>
<td>21:42.5</td>
<td>0:00.0</td>
</tr>
<tr>
<td>2</td>
<td>Katley Matiarella</td>
<td>10</td>
<td>2</td>
<td>3</td>
<td>21:42.6</td>
<td>43:25.2</td>
<td>0:00.1</td>
</tr>
<tr>
<td>3</td>
<td>Kendall Minor</td>
<td>9</td>
<td>3</td>
<td>6</td>
<td>21:44.2</td>
<td>1:05:09.5</td>
<td>0:01.6</td>
</tr>
<tr>
<td>4</td>
<td>Molly Peregrine</td>
<td>9</td>
<td>4</td>
<td>10</td>
<td>21:44.7</td>
<td>1:26:54.2</td>
<td>0:02.1</td>
</tr>
<tr>
<td>5</td>
<td>Katie Moses</td>
<td>9</td>
<td>5</td>
<td>15</td>
<td>21:58.9</td>
<td>1:48:53.2</td>
<td>0:16.3</td>
</tr>
<tr>
<td>6</td>
<td>Olivia Labonte</td>
<td>10</td>
<td>6</td>
<td>21</td>
<td>22:13.5</td>
<td>2:11:06.7</td>
<td>0:30.9</td>
</tr>
<tr>
<td>7</td>
<td>Sammie Kaufman</td>
<td>11</td>
<td>7</td>
<td>28</td>
<td>23:34.6</td>
<td>2:33:41.4</td>
<td>0:52.0</td>
</tr>
<tr>
<td>8</td>
<td>Annika Wyskochn</td>
<td>11</td>
<td>More Than 7</td>
<td></td>
<td>22:41.2</td>
<td>2:56:22.7</td>
<td>0:56.6</td>
</tr>
<tr>
<td>9</td>
<td>Abigail Woughter</td>
<td>12</td>
<td>More Than 7</td>
<td></td>
<td>22:42.3</td>
<td>3:19:05.0</td>
<td>0:59.7</td>
</tr>
<tr>
<td>10</td>
<td>Taylor Olson</td>
<td>11</td>
<td>More Than 7</td>
<td></td>
<td>22:52.2</td>
<td>3:41:57.2</td>
<td>1:09.6</td>
</tr>
</tbody>
</table>

Sure enough, here we see Danielle with scoring position 8th for TC West.

Summary Team Report
This report is the best summarization of all teams which can usually be shown on a single page.
## Cross Country Scoring

### 2010 Hill and Bale Invitational

#### Team Summary Results

**Girls**

**JV Girls**

### Class - A Division I

<table>
<thead>
<tr>
<th>Place</th>
<th>Team</th>
<th>Top 5 Places</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6*</th>
<th>7*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TC Central Trojans</td>
<td>15</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>TC West Titans</td>
<td>57</td>
<td>8</td>
<td>10</td>
<td>11</td>
<td>13</td>
<td>15</td>
<td>19</td>
<td>23</td>
</tr>
<tr>
<td>3</td>
<td>East Kentwood Falcons</td>
<td>97</td>
<td>9</td>
<td>12</td>
<td>21</td>
<td>25</td>
<td>30</td>
<td>31</td>
<td>34</td>
</tr>
<tr>
<td>4</td>
<td>Spring Lake</td>
<td>132</td>
<td>18</td>
<td>22</td>
<td>28</td>
<td>29</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Portage Central</td>
<td>137</td>
<td>16</td>
<td>24</td>
<td>26</td>
<td>32</td>
<td>39</td>
<td>41</td>
<td>45</td>
</tr>
<tr>
<td>6</td>
<td>Fremont Packers</td>
<td>144</td>
<td>14</td>
<td>20</td>
<td>27</td>
<td>40</td>
<td>43</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Whitehall Vikings</td>
<td>161</td>
<td>17</td>
<td>33</td>
<td>36</td>
<td>37</td>
<td>38</td>
<td>42</td>
<td>44</td>
</tr>
</tbody>
</table>

**Inc.**

- **Big Rapids Cardinals**: Only 4 finishers
  - Top 5 Times: 2:09:16.3
- **Ludington Orioles**: Only 2 finishers
  - Top 5 Times: 2:09:16.3
Appendix A - Third Party Results
Race Director supports output to the third party systems described below. The reporting requirement for these systems change every year. The reporting requirements are build into Race Director as soon as they are known and become available. Be sure you are always running the latest release of Race Director.

TFRRS (Direct Athletics)
Sending results data to TFRRS is done automatically through a direct integration with their server. It is expected that you've done the following prior to the execution of the race in Race Director.

1) Obtained a valid User ID and Password from TFRRS.
2) Logged into the TFRRS server and established your meet.
3) Created an Optional Data Field in Race Director to carry the participants personal TFRRS

For details about how to manage your meets at TFRRS, follow this link - [http://www.tfrrs.org/director_info.html?sport=xc](http://www.tfrrs.org/director_info.html?sport=xc)

IMPORTANT
When you publish results to the TFRRS system, any results previously posted are deleted. If you are scoring multiple races (divisions in RD) for a single TFRRS meet, it is important that you select all divisions and use the “Show Separately” option when sending data to TFRRS.

General Flow
DNS and DNF - Sending data to TFRRS on participants who Did Not Start or Did Not Finish is optional. Race Director will send this information if you are using the "Force DNS" or "Force DNF" setup on the Participant Info 2 tab in Tailor -> Options.

The TFRRS export is triggered from the Cross Country Finish list report by using this setting on the report prompt:
After the report is viewed or printed, you will be asked for the Race Director optional data field that you have defined as containing the participant's TFRRS number.

And then if you are ready to log into the TFRRS server to post results. **NOTE:** You will not receive the following prompt if it is detected that the computer you are using does not have an Internet connection.
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Log in using your TFRRS login credentials. The year supplied will prevent you from picking a race from a prior year by mistake. Only the races you have established for the year specified will be returned in the list of races for you to select from.

Next, you will see a list of the meets that are established on the TFRRS server for the User ID you are using to log in with.

Select the meet from the list provided and you will be given a prompt for details at the meet level. Once entered, these responses are remembered and automatically filled in the next time you do the upload cycle.
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Next, you will be given a prompt for each Race Director division that you selected when running the report. A TFRRS Race is the equivalent to the Race Director Division. Once entered, these responses are remembered and automatically filled in the next time you do the upload cycle for this RD Division.

Once results publishing begins, you'll see a message in the upper right-hand Race Director screen.
Sending results to the TFRRS Server...

And, when publishing ends, you'll be asked if you want to view the results as posted on the TFRRS server.

The final prompt informs you that the URL assigned to your meet's results is copied to your computer's clipboard. This is a convenience allowing you to paste this into an email or into a link you are creating for your website.
Appendix B - Cross Country Announcer Screen
The announcer function for Cross Country races is designed for connecting to a single chip reader. The display will show the finish list on the left and optionally the updated team scores on the right. Team scores are recalibrated with each new chip read.

Setup
The cross country displacement settings are copied from the Results 2 tab in Tailor -> Options. If you use Optional Data Field 1 for grade, you have the choice of showing it as a column in the finish list. Only a single gender can be selected. If the race has multiple Team Classifications, your choice will be to select all classifications or a single classification. If your race has only a single Team Classification, you'll not be bothered with making a selection. You also have the choice of selecting a single division or allowing all divisions to be in play.
Execution

The following screen shots will show examples of this process with some explanations of how scoring works. Connecting to the chip reader and setting the screen in Projection Mode is no different from how the standard Announcer screen works.

Here's how the screen will appear after the first read. Initially, all teams will score as incomplete and the score will be based on their actual finish place.

![Announcer Screen](image)

After a few more reads, we see how the team list is ordered first by the number of finishers and then by the score.

![Announcer Screen](image)

The 13th finisher will be from team White Cloud. Notice that prior to that read, the team score for White Cloud is based on their actual finish time.

![Announcer Screen](image)
Now that we have a complete team, we can begin using the "adjusted displacement finish place" for the team score. Immediately, the score for White Cloud is reduced to a perfect score.

After all finishers for this race pass, you see that only two teams have a complete score.
Appendix C – Coed Teams
Occasionally, when scoring cross country for elementary school ages, you will need to allow teams with both boys and girls. If this is the case, be sure to define each division as non-binary. This is done in the Age Group setup for each division.

When you use this setup, you will need to enter all participants with a male gender. When you produce any of the standard cross country reports, gender will never be referenced or shown. For example, in the team summary report, you would see “Boys” shown here if the division setup was something other than non-binary.