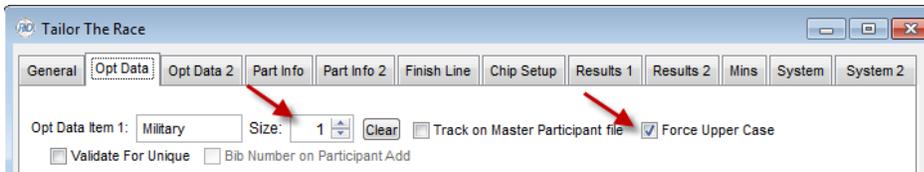# "How To" Guide
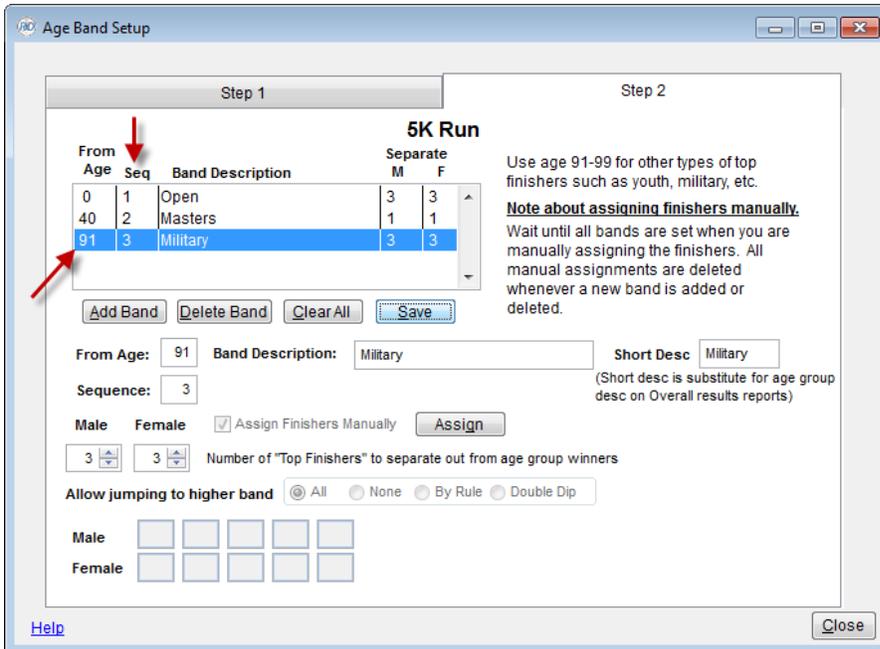
Special Top Finisher Categories

This document shows an example where there is a requirement to separate special categories of participants for awards. Most often, awards are based on top finisher categories (open, masters, etc) and age group winners. Occasionally, a race will require additional top finisher categories that are not related to the participants age. In this example, the race wanted to separate out the top 3 military participants in addition to the Open and Masters top finisher categories.

First, set up an optional data field to mark the participant as a part of the group you want to recognize. In this case, the entrant data will contain a "Y" for those in the military and this data field will be blank for everyone else.

When you set up the top finishers, use a starting age of 91-99 for these special top finisher categories. Notice that for any band in the 91-99 range, the "Assign Manually" setting is forced. Use the sequence to indicate the order you want the bands to appear at the top of the Age Group results report.

In Update -> Participants, make sure that everyone you want recognized is properly identified.

After results have been collected, use the Overall Results report to produce a list of Military finishers. To do so, use the "Data Select" button and select the Optional Data field for "Military" and use this as the selection criteria.

To see the results by gender, this is the best setting to use on the report -

In this example, these are the top 3 male and female finishers -

Return to the Top Finishers setup screen and use the "Assign" button to record the bib numbers -

When you produce an age group report for the 5K division, this is the result.