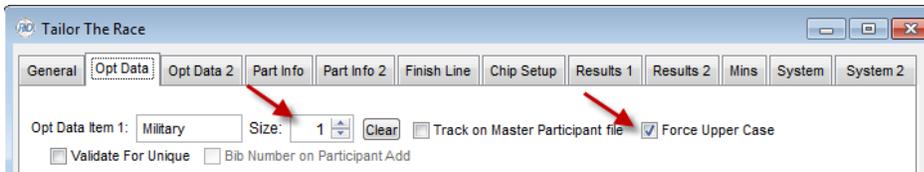


# "How To" Guide

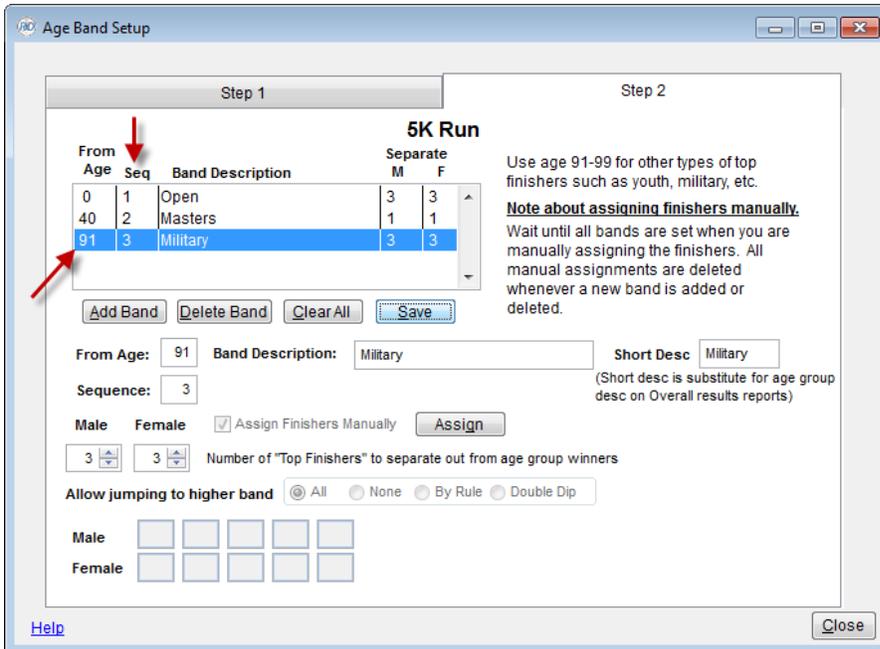
## Special Top Finisher Categories

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.

Update Race Participants

Bib No: 1 (F1) Participant ID: 4855 Dup

Last Name: Aguirre First Name: Paula

Address: 1423 Garza Ave. Copy Last Addr 1 SK Run

City: Dallas State: TX Zip: 75216 Gender: F Birthdate: 04/26/1991 Age: 22

T-Shirt: W Telephone: 214-562-2290 s-mail: paula\_aguirre09@yahoo.com

Age Group: Female 20 to 24

Division: 1

Military: Y

Deposit Information

Date: 01/08/2014 Amount: 0.00 Check No:

Finish Results

Change Reset Delete Close

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.

Set Data to be Selected

Data Selection Criteria: (dbl Click to Remove)

Select All

Criteria: Military

Question Box

Specify a "From" and "To" value. This will be used to limit the selection based on values of Military within this range.

From: Y To: N

OK Cancel

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

All segments or single segment? All Single

Enter Range of Finish Positions to Print: 1 To 99999

Pick Up Where Last Report Ended Small Font HTML

Include: Both Male Only Female Only Split report by gender

Intermed No pa Keep Auto G

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

Race Date		Park 2 Park		5K Run						
January 22, 2014		<u>Military Finishers</u>								
<b>Female</b>										
Place	Name	Bib No	Age Gnd	AG Place	Rank	Time	Rank	Time	Chip Time	Gun Time
1	Paula Aguirre	1	22	F 5 20-24	34	4:16.7	109	23:56.1	28:12.9	28:17.1
2	Olga Vides	196	35	F 18 35-39	194	5:35.5	154	25:15.4	30:50.9	34:59.6
3	Pauline Newton	177	39	F 19 35-39	436	6:20.3	137	24:37.7	30:58.0	33:17.5
4	Tanya Brooks	205	41	F 35 40-44	687	7:20.9	222	26:33.0	33:54.0	37:27.0
5	Cathy Fletcher	238	55	F 15 55-59	414	6:16.9	377	29:37.5	35:54.4	38:56.6

Race Date		Park 2 Park		5K Run						
January 22, 2014		<u>Military Finishers</u>								
<b>Male</b>										
Place	Name	Bib No	Age Gnd	AG Place	Rank	Time	Rank	Time	Chip Time	Gun Time
1	Jacob Sanzone	61	15	M 15 15-19	311	5:44.6	289	26:01.2	31:45.8	32:04.4
2	Dwight Murr	11	42	M 43 40-44	414	6:09.9	365	28:15.5	34:25.4	38:12.8
3	David Allsup	183	57	M 30 55-59	512	7:14.4	500	36:23.8	43:38.3	46:35.4

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

Wait until all bands are manually assigned. Manual assign whenever a new band is deleted.

From Age: 91 Band Description: Military (SR det)

Sequence: 3

Male Female  Assign Finishers Manually **Assign**

Bib No	Last Name	First Name	Gender
1	Aguirre	Paula	F
177	Newton	Pauline	F
196	Vides	Olga	F
183	Allsup	David	M
11	Murr	Dwight	M
61	Sanzone	Jacob	M

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

Race Date		Park 2 Park		5K Run					
January 22, 2014		<u>Age Group Results</u>							
<b>Female Open Winners</b>									
Place	Name	Bib No	Age	Pos	Time	Pos	Time	Chip Time	Gun Time
1	Kim Rogers-Tracy	1042	36	1	3:09.0	1	16:30.0	19:39.0	19:39.0
2	Camley Graham	2183	17	2	3:13.4	2	16:32.0	19:45.4	19:45.4
3	Chantal Halldorson	2519	39	3	3:14.0	3	16:53.8	20:07.9	20:07.9
<b>Female Masters Winners</b>									
Place	Name	Bib No	Age	Pos	Time	Pos	Time	Chip Time	Gun Time
1	Lisa Kuehne	2772	44	1	3:25.5	1	18:06.9	21:32.5	21:32.5
<b>Female Military Winners</b>									
Place	Name	Bib No	Age	Pos	Time	Pos	Time	Chip Time	Gun Time
1	Paula Aguirre	1	22	1	4:21.0	1	23:56.1	28:17.1	28:17.1
2	Pauline Newton	177	39	2	6:20.3	2	24:37.7	30:58.0	33:17.5
3	Olga Vides	196	35	3	9:44.1	3	25:15.4	34:59.6	34:59.6