- •**N**etwork
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- •**S**ystem

NARS User Documentation, Dec 2012.

Contents

1. Introduction

Welcome to the Network Athletics Recording System (NARS).

NARS provides a fast, efficient way for recording and distributing athletics centre data. NARS is a multi-user system, so it allows the onerous task of maintaining a centre's data to be shared amongst any number of people. Also, because NARS is web based, centre data becomes easily accessible to team managers, and other administrators. The data becomes available to everybody as soon as it is entered.

NARS uses a fast, efficient, SQL database for storing data. The database ensures that references within the data always remain valid (ie it uses referential integrity). For example, you cannot delete a suburb if some athletes are linked to that suburb. An SQL database ensures that your data can easily be maintained and will be compatible with future changes in software.

As athletic centres use varying methods for calculating points and providing results and information, NARS alows for different points systems to be added and other customised parameters. This ensures the functionality of NARS will fit well with existing practices as well as providing new features.

Fig.1 Shows the main layout of the screen. At the top, right, are some global links to your centre's web site, this Help information, and Logout.

Across the top of the screen is the system main menu, which remains available in all sub screens.

At the right of the main menu is a **Search** field. The search field allows you to seach for athletes either by surname, or number. You may enter one or more characters for the surname, and all surnames beginning with the character/s entered will be displayed.

Down the left side of the screen are **Section Buttons**. These vary depending upon the currently displayed screen function. At the bottom of the Section Buttons is usually some hints relating to the current screen.

The rest of this help documentation describes the various functions provided by NARS.

1.1 Printing Reports

All printing functionality for NARS is controlled by your Browser (eg Internet Explorer, Firefox), so the actual formatting may vary slightly from Browser to Browser. NARS has been tested with both Firefox and Internet Explorer.

The Browser is used to control:

- which pages of a report are printed
- which printer the report is sent to
- what orientation the pages are printed (landscape or portrait)
- Margins, Headers, Footers
- Print Preview

Usually, the Browser's default options are suitable. One exception is High Jump recording sheets can be printed in Landscape mode.

1.2 Report Options

When a menu item is selected to print a report a Report Options screen is quite often displayed. This screen consists of two parts- Sort Order, and Filters. The Sort Order determines the order in which records are displayed. For example, an athletes report may be sorted first by Age, and secondly by Surname (names are always sorted by surname then first name). In this example you would put the number 1 in the Age field, and the number 2 in the Surname field. When a sort field is left blank it means that no sorting is done using that parameter.

The Filters determines which records should be included in a report. For example, you may just want to look at the Under 12 Boys. In this example you would select U12 in the Age field, and M (Male) in the Gender field. When a filter field is left blank it means that all records for that parameter will be displayed.

Each report may have different sorting and filtering parameters.

1.3 How Data Is Organised (Terminology)

NARS organises information using the following terms:

- **Season** - Eg Starts 1st October and runs until 30th September (may include Summer and Winter seasons).
- **Meeting** - Normally a sports meeting for athletes is held each Saturday morning, but other days may also be scheduled.
- **Event** - A particular type of athletics sport (eg 100m sprint).
- **Program** - A list of events that are scheduled for a particular meeting.
- **Points Method** - Each meeting can be allocated a different points method. The points method is a way in which scores are accumulated by an athlete, in order to facilitate a competition between athletes. Awards can be given to athletes with the most points. Points can be for performance, attendance, improvement, etc.
- **Levels**- Used by a points method in determining points to be allocated on a performance basis.
- **Athlete** - An athlete is catagorised into Team, Gender, Age, Registered (or not). Each athlete competes during the season and gets results recorded for each event they participate in. A Team is a method of grouping athletes to make organising them easier. Reports and most functions in NARS can be performed for a particular team. This allows for team managers, and inter-team competitions. For example, the team with the most points could win an award at the end of a season.

1.4 General Procedure

Start Of Season

At the start of a season you should make a final Backup of the previous season, then perform the End Of Season Function. The End of Season Function removes old data and upgrades age groups of athletes and unregisters all athletes. A Numbers report can be printed to assist in re-registrations and allocation of new registration numbers.

During Season

Prior to a meeting the system administrator needs to create a new meeting record, then recording sheets can be printed for that meeting. During the meeting, recording sheets are filled in with results. After the meeting (or after a recording sheet has been completed) results are entered into NARS. After all results for a meeting are entered into NARS then reports can be printed (eg Newspaper report), and stickers can be printed for handing out at the next meeting.

End Of Season

At the end of the season a Points Report is printed to assist in determining awards, and Season Certificates are printed for handing out to each athlete.

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2. Registrations

2.1 List

List all athletes in the system, both registered and un-registered (those that were registered last season, but have not yet registered this season). Athletes are listed alphabetically. As with all NARS screens that display multiple rows (records*), navagation links appear at the top of the list. The navagation links allow you to move between pages of records. The links are:

- First - Move to the first page of records.
- Previous - Move to the previous page of records.
- Next - Move to the next page of records.
- Last - Move to the last page of records.

*Note: Often within NARS you will see the term 'record'. A record is a database term meaning one row of information. Don't confuse this with the athletic type of record, which also appears in NARS.

Each row displays a summary of an individual athlete. You can view complete details for an athlete by clicking on the associated **Edit** link.

You can view all results for an athlete by clicking on the associated **Results** link, or view Personal Best results by clicking the **PBs** link.

The list of athletes displayed can be filtered by entering part of a surname into the **Search** field (top right of screen). For example, if you entered "sm" then you will get a list of all athletes whos surname begin with SM, eg Smith, Smythe, Small, Smart, etc. If you enter an

athlete number into the **Search** field you will be taken directly to that athlete's details. If the number is not used then you will get the Add New Athlete form.

2.2 Add New

Add a new athlete to the system. This function displays a blank form for completing the details of a new athlete registration. For new athletes that have brother or sister already registered, use the **Add Sibling** button to partially complete the form details.

This form is the same form used when updating an existing athlete's details (by using **Edit** on the registration list screen).

No changes are made until the **Save Record** button (at the bottom of the screen) is clicked.

When adding new athletes into NARS it is a good idea to firstly enter the new athlete's number into the **Search** field. This will automatically put you into the Add New athlete form, but if the number is already being used then it will display the existing athlete's details.

2.3 Numbers Report

The numbers report is used at the beginning of the season so that athletes can be allocated a unique registration number. It allows previously registered athletes to keep the same number, and shows what numbers are available for allocating to new athletes. A print out of this report is given to who ever is managing the allocation of athlete numbers. The range of numbers printed on the report can be varied by going to Details - Teams.

2.4 Summary Report

This report shows the quantity of athletes registered in each team, and for each age group. It also shows the quantities of athletes not re-registered for this season.

2.5 Address Report

Shows some athlete details along with the athlete's address.

2.6 Phone/Email Report

Shows some athlete details along with the athlete's Telephone, Mobile, and Email.

2.7 Medical

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Team/Registered/Age/Gender, sorting order, and pressing **Submit** you will get a Medical report. This report shows athlete's medical details and contact telephone numbers.

You may wish to provide your First Aid person a copy of this report.

2.8 Athlete Details

A special Options screen is displayed to allow specific details to be printed. You can specify what athlete details you want on the report (ie what columns) by ticking the appropriate checkboxes. After selecting columns, Team/Registered/Age/Gender, and sorting order, and pressing **Submit** you will get an Athlete Details report.

2.9 Patches

This function provides printing of athlete patches. These patches can be used as a temporary athlete patch if for some reason a patch or patches are not available.

2.10 Parent Duty

The Parent Duty screen allows a record to be kept of dates that parents register for duty. This is a filtered list of parent1 names of registered athletes, where duplicates of Parent1Name + Telephone are filtered. The dates displayed correspond to current and past meeting dates. Changes are automatically saved.
A left Section Button allows you to display a printable report of the parent duty records.

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3. Results

3.1 Entry

An Options screen is displayed to allow a specific event's results to be entered. After selecting the appropriate Meeting/Event/Age/Gender and pressing submit you will be presented with a screen similar to the corresponding recording sheet (hopefully athletes will be listed in the same order - which by default is by Number). By keeping the recording sheet in the same order as the results entry form you greatly simplify the process of transcribing the result values.

Note: If the event is not included in the program for that meeting then a warning message is displayed.

You can now transfer the written information from the recording sheet to the Results Entry form. When completed click Save Results, at the bottom of the form. You can now go on to the next recording sheet.

Only one result per event may be recorded per athlete, per meeting. This is to prevent duplication of results.

Results may easily be deleted by displaying the appropriate Results Entry screen, then delete the data in the fields you do not wish to keep, then click Save Results.

No Jump, No Throw, Disqualified, and Did Not Finish, may be entered with the following terms respectively- NJ, NT, DISQ, DNF (this is not case sensitive).

Note: After saving results, if a result is equal to or better than a record, a message will be displayed. Records need to be entered into another section of NARS - see Records.

For High Jump a **Position** (placing) column is provided. This is only used when result values are equal. A lower number shows an athlete was placed better than an athlete with a higher number, with the same height value. You can leave the field blank if the placing was equal, or you could enter two equal placing numbers. The **Position** field is used when (equal) results are sorted by performance. The **Position** field is also used for position related points calculations.

3.2 Weekly Report

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing Submit you will get a results report for a specified meeting. This report shows athletes results as well as indicating if the result was a Personal Best.

3.3 Season Report

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Team/Event/Age/Gender, sorting order, and pressing Submit you will get a results report for the entire season. This report shows the same details as per the Weekly Results report.

3.4 Newspaper Report

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing Submit you will get a Newspaper report for a specified meeting. This report shows the best performance in each event, for each age group. It can be copied and pasted into a word document, edited as needed, then sent to a newspaper for publication. An option is provided to produce a compressed format report, which is generally what newspapers prefer for publication.

3.5 Recording Sheets

Recording Sheets are printed prior to a meeting and are used for recording the athlete results for each event. The recording sheet shows a list of athlete names, numbers, teams, and personal best results for the event, as well as providing a space for results to be written in.

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing Submit you will get a number of recording sheets printed for the specified meeting. Recording sheets are normally printed in athlete number order. This is to make transcribing from the recording sheet into NARS simple as the results entry screen is also in athlete number order. The transcriber can then just copy result values from top to bottom without having to keep searching for athlete names.

If no event is specified then all events for that meeting, as determined by the meetings program (see Details - Programs) , will be printed.

Recording sheets can be printed seperately for Male/Female so different coloured paper can be used for each, to help with colating sheets.

High jump recording sheets must be printed seperately, by selecting HJ in the Event field. This is to allow Landscape mode printing to be selected. For High Jump a PLace column is provided to allow for determining placings (positions) when height values are equal. You do not need to give every athlete a placing number, you only need to equal values a placing.

3.6 Grading Sheets

Grading Sheets are similar to recording sheets except athletes are printed in Personal Best order. This allows athletes to be grouped for race heats, or to assist coaches with training.

3.7 Stickers

Stickers are a method of providing positive feedback to athletes. They allow an athlete to keep track of their progress each week, and is fun for young athletes to stick into their results book (you can provide space in your Centre Book for this, or use the VLAA results books).

Stickers are printed after all results for a meeting have been entered, and can be handed out the following week.

			SCOTT ROUBIS 1585 U14 Magpies March 4, 2006			
Event	Performance	Notes	Standard	PB	Nxt Std	Points
100M	16.33 sec		RED	15.89 sec	15.50 sec	2
200M	34.45 sec		GREEN	33.82 sec	33.50 sec	2
80H	18.53 sec	PB	GREEN	18.53 sec	18.00 sec	5
TJ	7.47 m	PB	RED	7.47 m	7.51 m	7
TJAV	14.20 m	PB		14.20 m		5

Information that is printed on stickers includes:

- Athlete Details
- Event Details
- Performance
- Record/PB
- Standard Achieved
- Next Standard to aim for
- Points

3.8 Tickets

Tickets are an alternative to stickers. They provide the same information, except formatted differently. They use the standard VLAA style, and size, results ticket.

Tickets are printed two athletes per A4 page, and can print up to seven tickets per athlete per meeting.

3.9 Tickets-x9

Tickets-x9 are formatted for printing on pre-printed 3 x 3 ticket sheets. They use the standard VLAA pre-printed A4 3 x 3 ticket sheets.

3.10 Tickets-x18

Tickets-x18 are formatted to print 18 tickets per A4 sheet, in landscape mode. You should adjust the printer margins and scaling to ensure all data is printed correctly.

4. Details

All of the items in the details menu configure specific settings for NARS. These settings do not often require changes once set up. Each Details Item either displays a summary list of records, or (for items that do not have a large number of records) displays the details of individual records.

Record List
When a List of records is displayed you can **Edit** a specific records details, or use the **First/Previous/Next/Last** links to view a different Page of records. By using the **Edit** link you will be able to view/edit/delete an existing record. Use the left hand side Section Button to delete or insert a new record.

Individual Records
When individual records are displayed (eg Age Groups) the **First/Previous/Next/Last** links navigate the individual records. To update an existing record use the **Save Record** button after making changes. To insert a new record use the **Save as New Record** check box, and then click **Save Record**.

4.1 Age Groups

These define each age group you wish to have athletes in (usually Under 6 through Under 15). You may wish to have an Open age group (eg for Cross country), or an Inter-Aths age group.
The age group name describes what the age group is for (eg U6) and is used in many reports, so it is a good idea to keep it short.
For athlete age groups you must have 'Maximum Age' the same as 'Minimum Age', for example for U6, Maximum Age is 6 and Minimum Age is also 6.

A new feature has been added to NARS that allows for mixed age events. Both recording sheets and results entry can be done combining a range of ages (Note: at this point results entry only checks for records at the upper age). To create a mixed age event, and schedule it

in a program, you can create an Age Group record that has a differing Max and Min Age, for example, you can create an age group called U13-15 and set Maximum Age to 15, and set Minimum Age to 13. You can now create a program with U13-15 events, and appropriate recording sheets and results entry is used.

4.2 Teams

Teams allow athletes to be grouped into managable numbers. Teams also allow for inter-team competition within the Centre. You can have as many teams as you like configured. Most reports can be printed for a given team.

4.3 Schools

Each athlete belongs to a specific school. Knowing which schools your athletes belong to helps with promoting your centre in your region, especially since a large number of athletes are recruited through advertising at schools. The Athlete Details Report can produce areport showing all athletes and which schools they attend.

4.4 Suburbs

Provides a list of suburbs athletes addresses can be linked to. Each suburb record also defines the postcode of the given suburb.

4.5 Events

A list of athletic events you wish to have athletes participating in. Each record defines the name of the event, an event code, and if the event is either 'Track' or 'Field'. All track type events are timed events, and all field type events are distance measured.

4.6 Points Methods

In NARS points methods are fully configurable. NARS allows you to create/save any number of different points methods. You can easily trial a new points method because NARS always calculates points dynamically, whenever a report is gernerated. As each meeting is linked to a points method you can configure all your meetings to use the same points method, or you can allocated different points methods to different meetings. How you allocate points is entirely up to you.

Points allocation in NARS is divided into five catagories, and within each catagory there are a number of options you can choose from, namely:

- Participation
  - Starting an event
  - Finishing an event
  - Competing in all events for the meeting
  - Attending a meeting (U6)
- Improvement
  - Getting a PB
  - Getting PBs for all events at a meeting

- Achievement
  - Points based on a Level Table
  - Place points
- Records
  - Getting a record
- Extra
  - Miscellaneous points

A typical points method may contain a combination of points from each catagory, giving a balanced approach to point scoring.

A Level Table (ie Details, Levels) is used to provide a look up method of allocating points, based on a particular performance. The way in which the look up values are used is based on the 'Level Table Usage' parameter. For setting up a Level Table refer to Levels.

Level Table Usage	
	How Level Table Points are awarded
No Level Points	The Level Table points are not used.
Level Points Every Time	Points are awarded for every event the athlete does.
Level Points First Time Only	Points are awarded only for the first time the athlete achieves the given level.
Level Points Best 3	Points are given for the best 3 performances of the season.
Level Points Best Only	Points are given for the best performance only.
Level Points PB Relative	Points are given for every event the athlete does. The Value field is not an absolute value, but an amount relative to the current PB of the athlete. For example, if you wanted to give 5 points for beating your PB by 2.5 or more secs, you would put 5 in the Points field and -2.5 in the Value field. Note: for timed events values are negative (-ve) as a better performance is relatively less than the current PB, and for field events the values would be positive.

Place points are allocated according to the placing an athlete comes, in a particular event. The points for each place position are specified in the ' Place Points List (1st, 2nd, 3rd, etc...)'. The way in which place points are given is based on the 'Place Points Usage ' parameter, which Can be one of:

Place Points Usage	
	How Place Points are awarded.
No Place Points	The Place Points are not used.
Place Points For Each Result	Points are awarded for every event the athlete does.
Place Points For	Points are given once, based on the average of the best 3

Average of Best 3	performances of the season.
Place Points For Best 3	Points are given for the best 3 performances of the season.

In some cases you may wish to manually allocated points, eg for athletes who attend an alternative meeting like State Finals. This is done by creating a points method with only the **EXTRA** points flag enabled, eg call this the **POINTS_EXTRA** method. You then create a meeting (eg 'State Finals - extra points') with the points method set to **POINTS_EXTRA**. Make sure the meeting is on a different date to other meetings. Then enter results into a recording sheet/s (use the **XTRA** event code) for that meeting, giving the required athletes a value equal to the points you wish them to get, eg 12m equals 12 points. The **XTRA** event is specially designed for giving extra points. **XTRA** does not produce PBs, and is excluded from some reports, eg Season Certificates, PB Report, etc.

4.7 Levels

Levels are specific performance related achievement standards. An example of this is when participating in 'Multi-Event' competition each athlete is given a number of points for each event, based on the level achieved.

The level records are grouped by Table Number, where a specific table number would be used for a specific points method. For example you may have Table Number 1 set up for Multi-Event points scoring, and you may have Table Number 2 set up for your own centre points scoring. A Points Method can link to a specific Level Table number. The easiest way to setup your level tables is to use Import/Export Levels so you can edit the data in excel. This allows complex value calulations to be done with spreadsheet formulaes.

Values within the level tables are specified in an internal NARS format. For time values they are stored as m.sshh, ie minutes then after the decimal point seconds, followed by hundredths of seconds, for egample 12mins 45.78sec is stored as 12.4578. For distance values they are stored as you would expect, eg 10.68m is stored as 10.68.

The normal way to specify a level entry is to enter the table number, event, age, gender, level name (eg GREEN/RED/BRONZE/SILVER/GOLD for a five level system), the number of points (this may be a fixed value acording to the level name eg GOLD = 5 points), the value is the performance value an athlete must reach in order to get the specified points eg to get a GOLD level performance in 100m an U15 boy might need to get 13.40 sec or better, and gradient is normally left blank.

The Levels table can also be used to allocate performance points using a linear equation. For example, say you wanted to allocate points for discus, for U10 boys, where 2 points was given for every metre over 10 meters. This can be specified by the linear equation: Points = 2R - 20. (where R is the distance thrown in metres), eg a 15m throw would give 2 x 15 - 20 = 10 points.
The level table stores a linear equation (ie Points= ax + b) for each event/age/gender, where the gradient (a) is in the Gradient column, and the Offset (b) is stored in the Value column. The record you would put into a Level table would thus be:
Event = Discus, Age = U10, Gender = M, Value = -20, Gradient = 2.

4.8 Programs

Programs are a set of events scheduled for a given meeting. Your Centre must define a program to use for each meeting. This determines which events you run for which age groups at each meeting. Your Centre may decide to have three, or more programs for a season. It depends greatly on the number of athletes, the age of athletes, your facilities/resources, and the time you wish to run. A typical program may schedule five different events for each age group.

Each Program in NARS can have any number of events scheduled for each age group.

To create a New Program, press the Left Hand side **Add New Program** button. You then:

- Enter a program number (one you haven't already used), and a program name, eg 'Program 3 - walks', and press **Save Record**.
- Once saved you need to add some events to the program. Click (LHS) **Program List** to show the list of programs
- Click **Edit** to edit your newly created program.
- Click (LHS) **Add New Event**
- Select Age/Gender/EventCode, and click **Save Record**.
- Change Age/Gender/EventCode, and click **Save Record**, for the second and subsequent events.

Note: For Gender use 'Both' if you wish both Male and Female to do the event.

5. Records

5.1 List

An Options screen is displayed to allow specific details to be displayed. After selecting the appropriate Event/Age/Gender, sorting order, and pressing Submit you will get a list of records. You can limit the list to only records for this season by using the **This Season** checkbox.

From the Record List you can view/edit/delete a specific record by using the **Edit** link. Use the **First/Previous/Next/Last** navigation links to view another page of records.

Clicking **Edit** displays all details for the specific record. For track events Minutes/Seconds are displayed, and for Field events Metres are displayed. You can change any of these details then click **Save Record** to save changes. Parameters for records are:

- Event Code
- Age
- Gender
- Team
- First Name
- Surname

- Record Date - Date record was made
- Weight/Height - Weight for throw events (eg 0.5 kg discus), or Height for jump events (eg 0.6m hurdles), or leave blank
- Type - 'M'anual (ie hand timed races), or 'E'lectronic (ie timing gates used), 'D'ummy (value at which a record is flagged in Results Entry), or leave blank
- Venue - Optional location (Specified by a 'Suburb' record) at which the record was performed.
- Minutes - Optional minutes for track events, 1 through 99
- Seconds - seconds for track events, 0 through 59.99 (up to two decimal places)
- Metres - Distance for field events, 0 through 99.99 (up to two decimal places)

The record Type determines the priority of a record in NARS. The Centre record is determined by the 'Best' value of the highest priority record type. For example, all Electronic records are considered better than any Manual records. The following table shows the relative priorities. 'Dummy' type records allow you to set a benchmark that prevents a record being awarded until the dummy value is reached.

Record Type	Priority
Blank (default)	1
Electronic	2
Dummy	3
Manual	4

5.2 Add New

To add a new record enter all relevent details, some fields may be left blank, then press **Save Record**.

5.3 Report

An Options screen is displayed to allow specific details to be displayed. After selecting the appropriate Event/Age/Gender, sorting order, and pressing Submit you will get a list of records. You can limit the report to only records for this season by using the **This Season** checkbox.

5.4 Check Season

This report displays the season's best performances for each age/gender/event, and then compares these results to what is recorded in the Centre Records table. The **Check** column on the report shows:

- OK - if the best result is equal to what is in the Record table;
- NOT RECORDED! - if the best result has no corresponding age/gender/event in the Record table, or is better than the corresponding Record.

6. Meetings

6.1 List

From the Meetings List you can view/edit/delete a specific record by using the **Edit** link. Use the **First/Previous/Next/Last** navigation links to view another page of records (if any).

Clicking **Edit** displays all details for the specific meeting. You can change any of these details then click **Save Record** to save changes. Parameters for meetings are:

- Meeting Name (eg 'Week 10')
- Meeting Date
- Points Method - selects the method for calculating points for this meeting
- Program - selects the events program to use for this meeting when printing recording sheets and entering results
- Include in season points - Tick if this meeting should add to overall season points
- Display on Web Pages - Tick this box if you want this meeting to be shown on public web (eg results) pages.
- Championship Meeting - Tick this box if the meeting is a special meeting that allows athletes to select the events they will participate in. See Championships.
- Exclude PB Event List - A comma seperated list of events that, for this meeting, you do not want PBs allocated.

6.2 Add New

To add a new meeting enter all details, then press **Save Record**.

Include In Season Points option, when not ticked, can be used to exclude a given meeting from the Season Points report.

Display onWeb Pages option, when not ticked, is used to exclude a meeting from the list available on the public Web Results page, eg you may not want to display an XTRA points meeting.

6.3 Athletes Per Meeting

This is a report that shows how many athletes attended each meeting. For an athlete to have attended a meeting they must have performed in at least one event. Totals are shown for Boys, Girls, and Both.

6.4 Events Per Meeting

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing **Submit** you will get a report showing the number of events each athlete participated in for each meeting.

A report for the entire season is printed if no specific meeting is selected, otherwise events up to the specified meeting are shown.

As this report has a column for each meeting, the report may become too wide to fit on an A4 piece of paper. It is suggested you copy and paste the entire report into Excel to allow better customisation of printing. This allows the report column widths to be adjusted and also 'Fit To Page' printing can be performed.

6.5 Points Per Meeting

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing **Submit** you will get a report showing points per meeting for each athlete.

A report for the entire season is printed if no specific meeting is selected, otherwise meetings up to the specified meeting are shown.

As this report has a column for each meeting, the report may become too wide to fit on an A4 piece of paper. It is suggested you copy and paste the entire report into Excel to allow better customisation of printing. This allows the report column widths to be adjusted and also 'Fit To Page' printing can be performed.

6.6 PBs Per Meeting

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing **Submit** you will get a report showing PBs per meeting for each athlete.

A report for the entire season is printed if no specific meeting is selected, otherwise meetings up to the specified meeting are shown.

As this report has a column for each meeting, the report may become too wide to fit on an A4 piece of paper. It is suggested you copy and paste the entire report into Excel to allow better customisation of printing. This allows the report column widths to be adjusted and also 'Fit To Page' printing can be performed.

7. Reports

7.1 Points

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing **Submit** you will get a Points report. This report shows each athlete and the points they have accumulated for each points catagory. The points catagories, and number of points allocated, depends upon the Details - Points Method/s used.

A points report for the entire season is printed if no specific meeting is selected.

7.2 Points Per Event

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing **Submit** you will get a Points report. This report shows each athlete and the points they have accumulated for each points catagory. The points catagories, and number of points allocated, depends upon the Details - Points Method/s used.

A points report for the entire season is printed if no specific meeting is selected.

7.3 Season Certificates

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Team/Registered/Age/Gender, sorting order, and pressing **Submit** you will get season certificates generated.

Season certificates are handed out at the end of the season to all athletes. They provide a summary of best performances for the season. Details shown are:

- Athlete details,
- Event,
- Best Performance,
- Level achieved.

They are an excellent record of results for athletes to keep.

NARS generates the data for the certificates, but leaves the decoration (background) for you to provide on pre-printed paper. This allows for pre-printed colour certificates to be used. The pre-printed certificates would include your centre name, Logo, year, etc. You just need to leave space in the middle of the certificate for the data to be printed later. To adjust the location of data printing see Admin - SetUp.

7.4 Personal Best (PB) Report

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing **Submit** you will get a PB report. This report shows each athlete's Personal Best performances.

A PB report for the entire season is printed if no specific meeting is selected, otherwise PB's for the specific meeting are shown.

7.5 Personal Best (PB) Count Report

An Options screen is displayed to allow specific details to be printed.

After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing **Submit** you will get a PB Count report. This report shows the number of PBs each athlete has obtained, up to a given date.

If no sort order is specified then the report is sorted by the number of PBs obtained.

A PB count report for the entire season is printed if no specific meeting is selected.

7.6 Check Age Groups

This report shows athletes that are not in the correct age group, according to their date of birth and the **Season Age Group Start Date**
(see Admin - SetUp). Ideally no athletes should appear in this report, but ocassionally some athletes may be put into a different age group due to various personal reasons. This report allows age group registration mistakes to be easily identified.

7.7 Results Not Programmed

This report shows recorded results that are not included in the program for the given meeting. These results are additional to the programmed events for the meeting.

7.8 Programmed No Results

This report shows programmed events that do not have any recorded results. This could be because the event was cancelled, or no athletes turned up for that event, or the event may not have been held yet.

8. Championships

Championship meetings are for special events, eg Open Days, where each athlete selects specific events to compete in. To create a Championship meeting you need to tick the meeting option 'Championship Meeting' when creating the meeting record (see Meetings). The program created for a Championship meeting specifies all events that are available for each age group, although when recording sheets are printed only those athletes that have specifically selected an event will be included on the recording sheet.
A (LHS) button on the Registration Update page, ie **Championships**, is used to specify what events the athlete wants to register for in any championship meeting. First, select the meeting date, then select from the drop down boxes the chosen events, and finally click Save.

8.1 Detail Report

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing **Submit** you will get a Championships Detail report. This report shows each athlete and the events they have selected for the given championship meeting.

8.2 Summary Report

An Options screen is displayed to allow specific details to be printed. After selecting the appropriate Meeting/Event/Age/Gender, sorting order, and pressing **Submit** you will get a Championships Summary report. This report shows the number of athletes enrolled for each event for the specified championship meeting.

9. Admin

All of the menu items in Admin can only be accessed by an 'Administrator' type operator (see Operator types for more information).

9.1 Setup

Setup allows system parameters to be configured, including Centre Number, address, licence key, and season age group start date.

Season Age Group Start Date is the date used to calculate athlete age groups . This is typically the 1st of October each year. You can either update this parameter when performing the End Of Season function, or in the System Setup screen.

Another important parameter here is **Enable DB Updates**, which can also be controlled when performing a Database upload/download.

Enable DB Updates when ticked allows normal operation of NARS. Updating, inserting and deleting of records is enabled. If this parameter is not ticked then all DB changes are inhibited, ie the database is put into a READ ONLY mode, or is 'Locked'.

If your centre operates two NARS systems (eg one on the web and one at your centre) then it would be normal to 'Lock' the system that is currently not being used so changes are only ever made to one system at a time, and Upload/Download function is used to bring the non-current system up to date.

Recording Sheet Blank Lines is the number of blank lines to print at the bottom of each recording sheet. These can be used for new athletes (especially at the start of a season) or visitors.

Certificate Top Blank Lines is the number of blank lines to print at the top of Season Certificates. This is used to adjust the vertical location at which text is printed on the blank certificates. A typical value is 7.

Results Web Report- Allow All when ticked allows all Age groups and Genders on the web results report (ie a BLANK option is enabled for the filters).

Sticker Message is a message that appears on the bottom of each sticker. This can be used for a sponsorship message/advert, eg "Proudly sponsored by Fred's Photos". This message is automatically overridden when a Birthday message is displayed.

SMS Provider Name is the domain name of your SMS provider, eg "transmitsms.com". When the Send SMS function is used an email for each athlete is sent to <Athlete Mobile Number>@<SMS Provider Name>, eg 0413123456@transmitsms.com.

Exclude 1st time PB when ticked will exclude the first time an event is done from being a personal best achievement. If not ticked then the first time an event is done will always result in a PB.

9.2 Import/Export

Import/Export is used to import and export data into and out of NARS in various formats. In most cases the export data format is the same as the corresponding import data format. When importing data into NARS you should always perform a Database Backup prior to the import in case any problems occur.
The formats that NARS exports are:

Athletes	Athlete data is exported in CSV format.
Records	Record data is exported in CSV format.
Results	Results data is exported in CSV format.
Track Data	Track data is exported in CSV format. This data is used as an import file by the NARS Barcoding system.

Field Data	Field data is exported in CSV format. This data is similar to the Track data except it contains field events.
VLAA Data	VLAA data is exported in CSV format. Used for importing into CLO.
Point Levels	Level data is exported in CSV format. Use this to allow editing of the Levels in Excel, then import the updated data using the Import function. Use the 'Delete ALL existing records' to completely replace the old Levels data with the new data.

To export data, first select the data type, then click **Export**.

The formats that NARS imports are:

Athletes	Athlete data is imported in CSV format. The athlete Number is used as the primary key and data will be updated if the athlete exists, or a new athlete will be created if the athlete number does not exist.
Records	Records data is imported in CSV format.
Results	Results data is imported in CSV format.
Clubs Online (VLAA Data)	CLO data is imported in CSV format. Both updating and new athlete creation will occur based on the athlete number.
Levels	Levels data is imported in CSV format.

To import data, first create an import data file in comma seperated value (CSV) format, then use **Browse** to select the file, then click **Import**.
You can completely replace the type of data you are importing by usine the '**Delete ALL existing records**' checkbox. Note: the Delete All function will not work if dependant data exists in the database, eg you cannot delete athletes if results exist. In some cases you can only use Delete All at the start of the season when no results exist.

Use the provided templates to help in creating an import file.

9.3 Upload/Download DB

This function is used to make a backup copy of the NARS database, which if needed can be restored at a later date. You should always make a final backup prior to performing the End Of Season process as this process is irreversible, and you may wish to examine data from a previous season. Backup files created by NARS are in SQL format, and can be read with a text editor, or even loaded into Excel. **(Warning: as NARS uses a relational database, and data records are linked, you should not try to alter the backup files without first consulting NARS system support.)**

Upload/Download DB can also be used for transferring data between two different NARS systems, eg a web based system and a Centre based system. The Lock/Unlock checkboxes are used to simplify this process. One system can easily be locked while the other is being used.

9.4 Operators

Each person who is to use NARS needs an operator login name and password. The NARS administrator maintains this list of operators.

From the Operators List you can view/edit/delete a specific record by using the **Edit** link. Use the **First/Previous/Next/Last** navigation links to view another page of operators (if any).

Clicking **Edit** displays all details for the specific operator. You can change any of these details then click **Save Record** to save changes. Parameters for operators are:

- First Name (eg 'John')
- Surname (eg 'Smith')
- Email - the operators email (eg 'jsmith@hotmail.com')
- Login Name - the name the operator keys in when logging into NARS (eg 'jsmith') - note this name must be unique
- Password - the password the operator keys in when logging into NARS (eg 'mypswd13')
- Type - operator type - determines what the operator is allowed to do within NARS (see below)

Each Operator is assigned a **Type** from the following list:

- admin - Access to all NARS functions
- gradingReport - Access only to Grading Sheets - eg allow coaches to print out grading sheets.
- pbReport - Access only to weekly PB report - eg allow team managers to print out PB reports.
- readOnly - No access to Admin menu, read only access elsewhere - eg allow President to view all reports.
- readOnlyAthletes - Read only access to all registration/athlete reports.
- recorder - No access to: Admin menu, points report, some Detail items.
- recorder-athletes - As per recorder, and no access to athlete personal details.
- recorder+points - As per recorder, but allowed access to points report.
- recorderThisWeek - As per recorder, but only allowed to enter results for the past week.

9.5 End of Season

At the end of each season (or just prior to starting a new season) this function is run to prepare NARS for the new season. Old, unwanted data is deleted, and athletes are moved up an age group, and unregistered. This function should only be run once per year, and you should make a backup of the database BEFORE you run this function!

Here is a detailed list of what happens:

- Unregistered athletes are deleted (depending upon years to keep option)
- Registered athletes become unregistered
- All athletes are moved up an age group (if no age groups above then athlete is deleted)
- All results are deleted
- All meetings are deleted

9.6 Email

This function allows administrators to email either all athletes (with email addresses), or all operators (with email addresses). Emails are sent to undisclosed recipients (ie BCC), with a FROM email address dependant on the currently logged in operator. A copy is also sent to the current operator as a reference copy. Only a single email is sent to duplicated email addresses. Athletes can have multiple email addresses seperated by either commas or semi-colans.

Four athlete filters can be used to limit the emails sent, ie to a specific Team, type of Registration, Age or Gender.

9.7 SMS

Also on the Email page is the facility to send an SMS message to those athletes with a mobile phone number. You need to specify the domain name of your SMS provider, eg "transmitsms.com" on the Admin, Setup page. An SMS is sent by combing the provider name with each mobile phone number (spaces are automatically removed from phone numbers). Athletes can have multiple mobile phone numbers seperated by either commas, semi-colans, or forward slashes (ie " , ; / ").

As per emails, four athlete filters can be used to limit the SMSs sent, ie to a specific Team, type of Registration, Age or Gender.