Appx 20.1   RESULTS ENTRY OPERATOR

Results entry operators will work in teams of two, entering results into the Meet Manager Program. Each pair should consist of either two adults, or one adult and one capable student.

Only long distance and field event results will be entered by results entry operators. Short track results are automatically transferred from the Photo Finish system into MM after each race.

1. Check the event number, event description, gender, age group, division and that the age group matches what is on the computer for that event.
2. Check if the event has a new record and advise the Results Manager.
3. If there is a disqualification, check that the DQ sheet has been attached.
4. Enter the data that is on the results sheet starting from the top.
5. Once data is entered, a 'call back' process must take place. The information that appears on the screen is to be checked against the results sheet starting with place number 1. Results entry operator (2) who has entered results will call back each place, name, competitor number, school and performance to results entry operator (1). Each entry must be checked thoroughly to ensure no errors have been made.
6. If all is correct, a printout is done and attached with a paper clip to the back of the original results sheet. This should then be placed in the 'ENTERED' tray for checking by the results ratifier.

Results entry operators must advise the Results Manager immediately should the following occur:
- Anything written on the results sheet is unclear.
- A competitor number does not match a name, or vice versa.
- A performance/result does not seem accurate.
- A record has been broken.

Appx 20.2   RESULTS RATIFIER

The main role of the **Results Ratifier** is to ensure that the computer printout of results from Meet Manager coincides with the raw data recorded on the results sheet for each event.

The **Results Ratifier** must check the following:
1. The event numbers coincide.
2. There is only one competitor from each school in each event.
3. Times/distances are entered accurately.
4. Placings are correct, especially if there is a disqualification.
4. Records have been verified and a verification form is attached to the results sheet.
5. Disqualifications have been registered on the results sheet and a DQ form is attached.

The checking process must include the use of a red pen. Once an event is checked thoroughly, the ratifier must sign the bottom of the results sheet and pass it to a student assistant who will mark the event as ratified on a program booklet.

Student assistants assigned to ratifiers are responsible for keeping results sheets in event order according to the event, i.e., Hurdles, 100m, 200m, 400m, 800m, 1500m, LJ, HJ, Discus, Javelin and Shot Put. keeping this order.