

Adding and editing entries

TAF3 allows you to enter or import athletes entries in different ways.

You can enter entries manually, download them from Seltecs online entry system LA.Net or the Swiss alabus system, or import files from external systems. This could be CSV/Excel files or XML files.

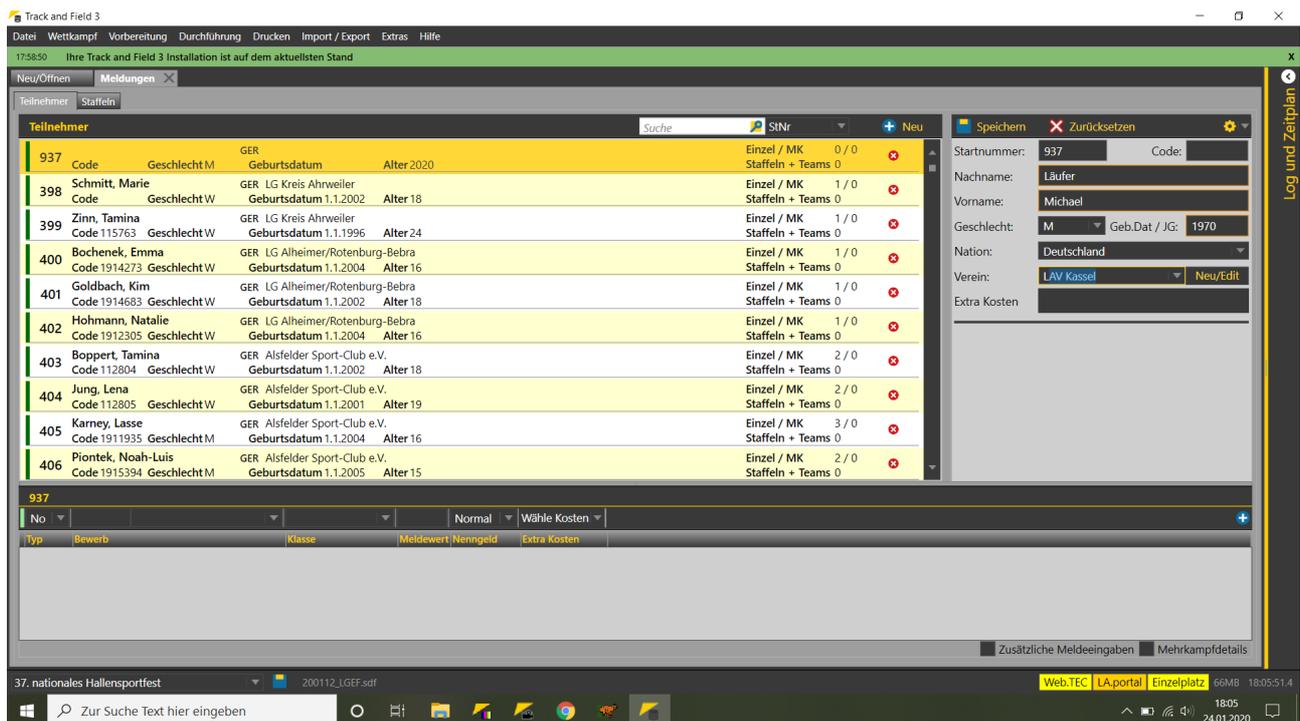
Adding entries manually

Single event entries

If you (have to) enter the messages manually, you can do this completely manually.

Click on "new" on the tab "Preparation" → "Entries" and now you can enter and save last and first name, gender, year of birth, and club of the competitor.

TAF will offer you a selection of clubs that match the letters that you have already entered. This means that if you enter e.g. "LG", you will be offered all club names beginning with "LG".

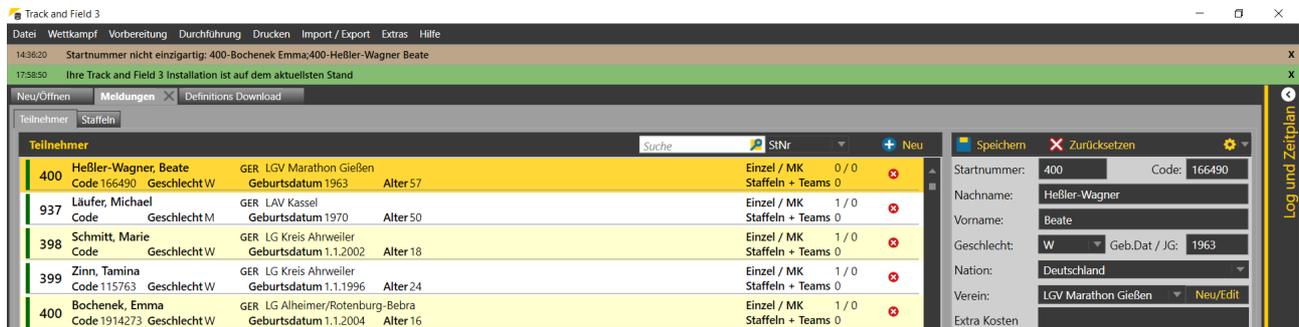


Adding a competitor manually

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Teil 2: Entries

When you enter a new athlete, the bib number shown is the current largest number, incremented by one. The number can be changed manually. If the number already exists, a warning is displayed.

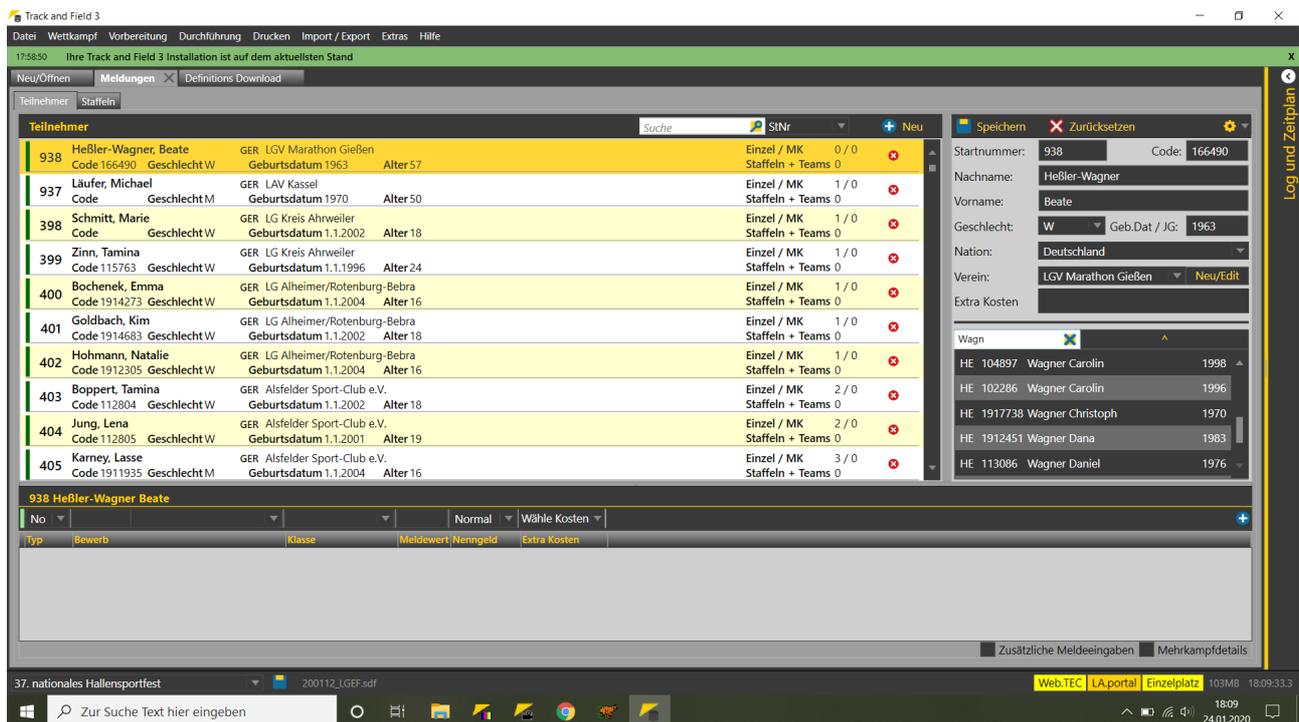


Warning for existing bib number on top of the window (dark red line)

If you already downloaded the athletes master data from "Tools" → "Definitions Download", TAF displays a search field "Master data search" under the athlete name detail window.

There it is possible to search for the athlete by name or by license number, select him/her and then accept him/her by confirming with RETURN or by clicking on the name with the mouse.

REMARK: This feature is only available at countries, where TAF has access to the athletes master data.



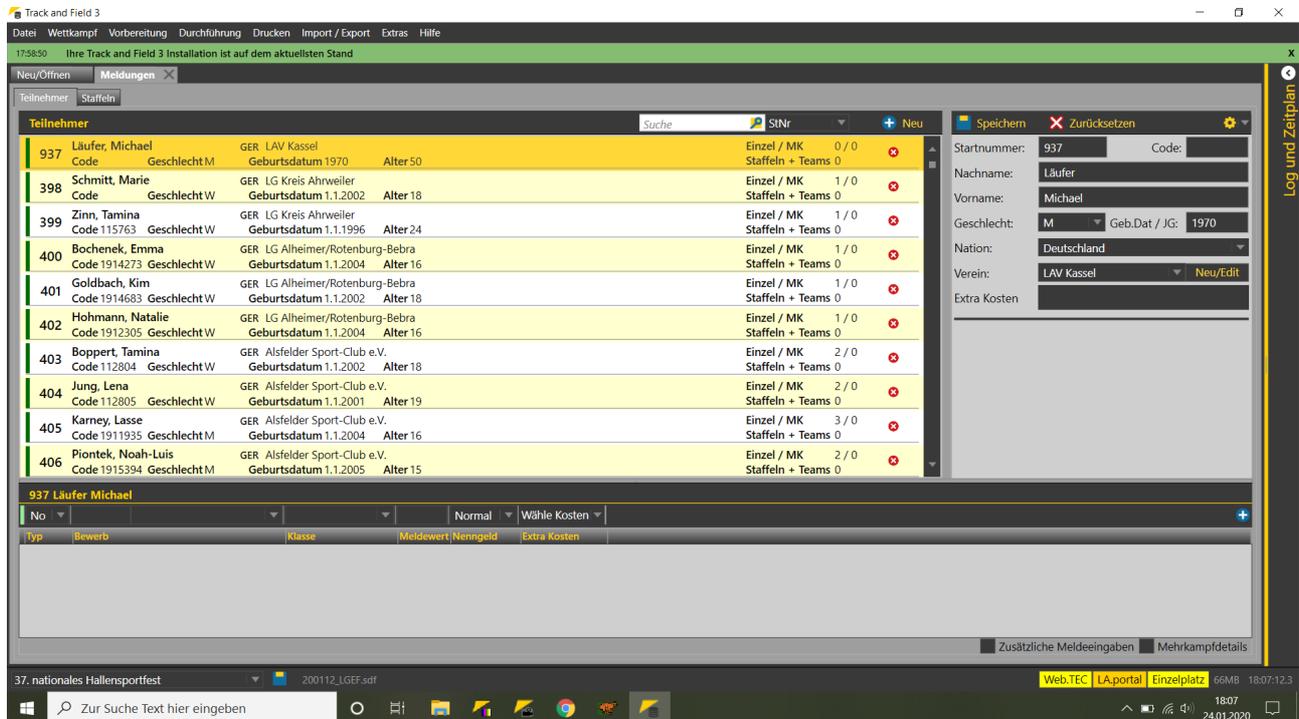
Selecting athlete by name from master data file

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In both cases, after saving or accepting the data, the entry area in the lower part of the TAF window is filled with the data of this athlete.

You now can either enter the events abbreviation or to select the event from the pull-down menu.

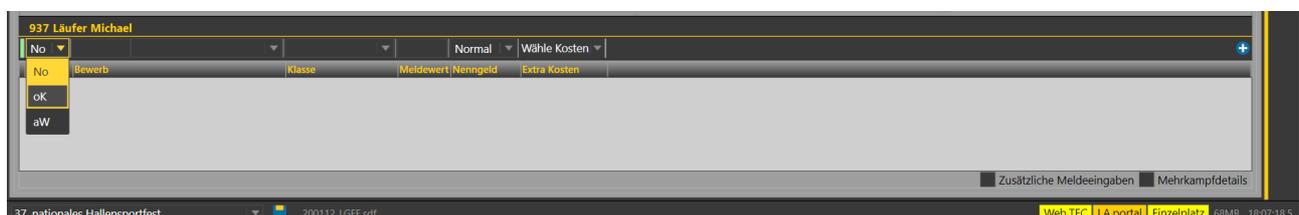


Athletes name and bib at the top of the entry form (bottom half of screen)

There are different types of entries in TAF.

„NO“ (for „normal“) is the default type. This means that you can enter entries in the athlete's age group.

If, for example, an U20 athlete is to be entered in the womens category, you have to change the entry type from "NO" to "OK" ("all right"). This way an athlete can be entered for all events of his/her gender. TAF does not check whether a start in the selected class/competition combination is permitted according to the rules! It is the responsibility of the user to check this.



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After entering an entry value (or a RETURN without a value having been entered), the process is completed, the entry moves down and is thus saved.

The same happens, if you click on the "+" sign at the end of the line.

If you mark the „additional information“ field on the top right, you can enter additional data, such as PB/SB or date and place for the entry value.

The screenshot shows a software interface for entering athlete data. At the top, the name '937 Läufer Michael' is displayed. Below this, there are several dropdown menus: 'No', 'Normal', and 'Wähle Kosten'. A table below these menus has columns for 'Typ', 'Bewerb', 'Klasse', 'Meldewert', 'Nenngeld', and 'Extra Kosten'. The first row of the table contains the following data: 'oK', 'Kugelstoß Männer', 'Männer', 'Normal', and 'Wähle Kosten'. At the bottom of the interface, there are buttons for 'Zusätzliche Meldeeingaben' and 'Mehrkampfdetails'. The footer of the interface shows '37. nationales Hallensportfest', '200112_LGEF.sdf', and 'Web.TEC | LA-portal | Einzelplatz | 67MB | 18:07:52.9'.

Depending on the type of competition, it may be useful to adjust the age group limits of the age groups at the competition settings and thus simplify the entry process.

For example, if your event only has competitions in the mens/womens classes, but not for masters, you can increase the upper limit for men and women from 29 to 99.

Now every athlete who belongs to the men/womens or masters classes can be entered with the type "norm" in the men/women class.

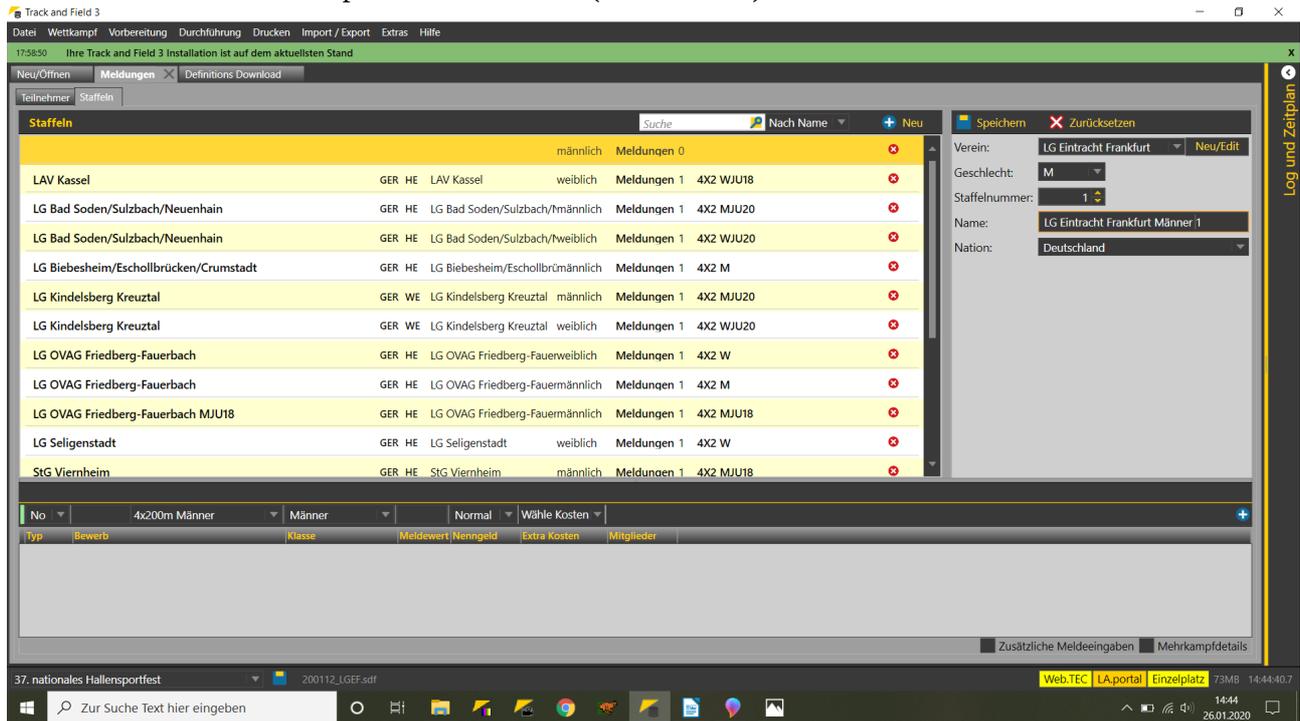
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Relays

When entering relay entries, enter the club name after clicking on "new" (or entering CTRL-N). TAF again offers you the already entered clubs for selection. Then you specify whether it is a relay for a female or male age group or a mixed one. Now enter the relay number (if there are several relays for this club in the same age group) and give the relay a name. There you can, for example, integrate the age group in order to create more clarity.

Translated with www.DeepL.com/Translator (free version)



After saving, you can now enter the entry in the lower part of the window. Since you have not yet defined an age group when creating the relay, you must now select one. Theoretically, you could assign several entries to a relay. However, we advise against this for reasons of clarity. So each relay has only one entry.



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Once the relay has been registered, you can add the relay participants. By clicking on the field showing the number of athletes currently assigned to the relay, you open the "Relay Participants Dialogue".

The screenshot displays the 'Relay Participants Dialogue' for 'LG Eintracht Frankfurt Männer 1'. The interface is divided into several sections:

- Left Panel:** A list of clubs, with 'LG Eintracht Frankfurt Männer 1' selected at the bottom.
- Top Center:** A header '0 / 4 Staffelteilnehmern zugewiesen' (0 / 4 relay participants assigned) above a large red area, likely representing the assigned participants.
- Right Panel:** A 'Verfügbare Teilnehmer' (Available Participants) list with columns for StNr, Name, and Alter. The list includes athletes like Lang Maximilian, Herbert Eric, Leissner Nicolas, etc.
- Bottom Center:** An 'Athleten Editor' (Athlete Editor) table with columns: Typ, Bewerb, Klasse, Meldewert, Nenngeld, Extra Kosten, Mitglieder. The 'Mitglieder' column shows '0 Mitglieder'.
- Right Side:** A form for participant details including Geschlecht (M), Staffelnummer (1), Name (LG Eintracht Frankfurt Männer 1), and Nation (Deutschland).

There you can select athletes from the list of athletes already registered or enter new athletes in the "Athlete Editor".

You can filter the athletes in the list. By default, the filters are set to the class of the relay entry and the club of the currently active relay. However, you can also deactivate the filter for age, for example, to add U20 athletes to an mens relay team.

The filter for the club can be deactivated, e.g. for the registration of athletes already registered as individuals for the relay. The filter for gender makes it possible to select participants of a mixed relay.

Once all participants have been added, close the window by clicking on "Save and close".

Teams

Entries for teams are made in the same way as for relays.

I.e. you first enter the team, determine whether it is a male, female or mixed team and give the team a name.

Then you register this team for a team competition.

Please note that a registration and allocation is automatically made for any relay competitions in the team competition.

I.e. if you have defined in the event settings that a 4x100m relay and a 4x400m relay belong to your team event, 2 relays will automatically be created and entered when entering the entry.

Please also note that athletes who are to be scored for the team must be entered here with the participants and assigned to the team. This also applies to the relay teams.

If you notice during the competition that an athlete does not receive any points for his performance, he is most likely not assigned to a team.

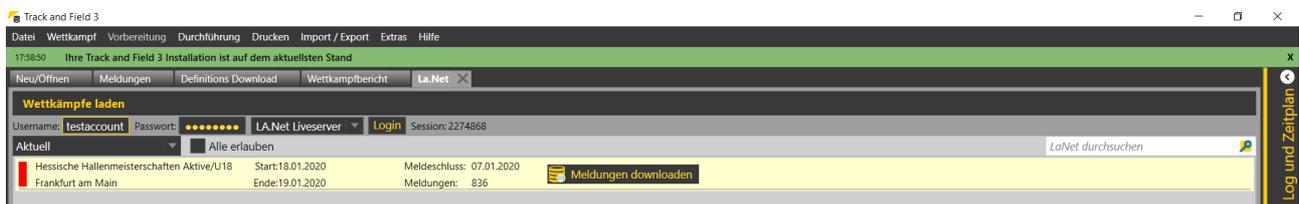
Importing online entries

In addition to entering the entries manually, you can also import them from various online entry systems into TAF3.

In Germany these are Seltecs LA.Net and LADV, in Switzerland Alabus. Messages can also be imported from Excel/CSV files if certain requirements are met.

To import messages from LA.Net, call up the corresponding dialogue via "Import/Export" → "LA.Net".

Log in here with your LA.Net credentials. Now you will be shown all events for download that you are allowed to access. With the help of a filter, you can choose whether only current events or also older events or events in the future are displayed.



Click on "Download entries" to start the transfer of the competition structure created in LA.Net and the entries stored there. If the "entry control" function at LA.Net is activated for your competition, you have to "confirm" the entries in LA.Net first.

Events and classes that are not stored already belonging to your competition are automatically set up during the import. Regardless of whether entries are available or not.

The entry import from LA.Net can be performed as often as desired. Existing messages are adapted during the download (e.g. changes to the entry performance).

If a message has been deleted in LA.Net, TAF does NOT notice this, the message remains in TAF.

Therefore, it has proven to be practicable to download the competition structure after the release of the online entries and to wait with the download of the entries until after the entry deadline.

The import of messages from LADV is done via the XML file provided by LADV...

TAF3 can import LADV files according to definition "V0.7". These bear this version in the file name. At "Import/Export" → "LADV" you can select the entry file via a file selection window and import it into TAF.

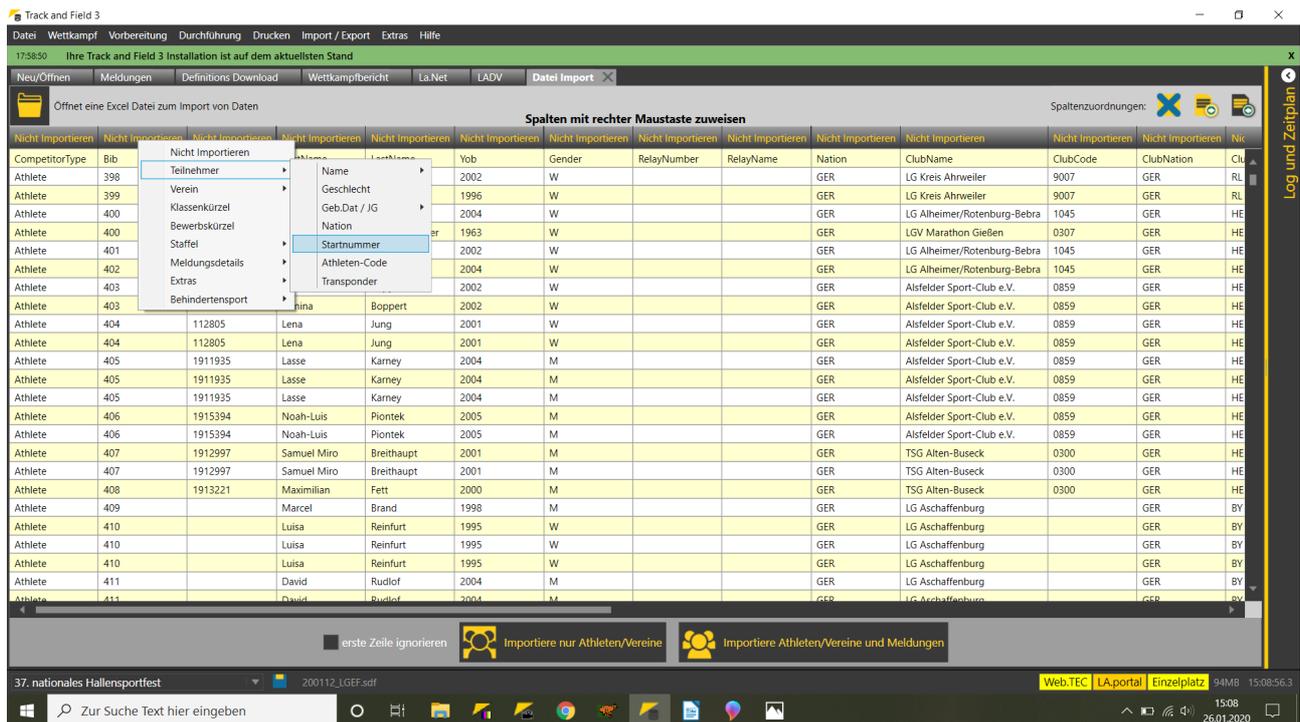
Any class/event combinations that do not exist in the competition will be newly created. Please note that the XML file (in the current version 0.7) only contains the events for which entries are available online.

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When importing entries from a CSV file, you must ensure that the file contains the athlete and club details as well as the class and event abbreviations so that an entry can be transferred. To create a sample file, load an existing competition and export the entries ("Import/Export" → "File Export"). A list of event abbreviations can be found in our Wiki.

Start the import via "Import/Export" → "File Import" and select the CSV file. Now you have to assign the individual columns of the file to the appropriate data fields in TAF3. You can save this assignment and load it again if necessary.



After completing this assignment, you can determine whether the first line should be ignored during the import (e.g. if there is a heading there) and then start the import.