

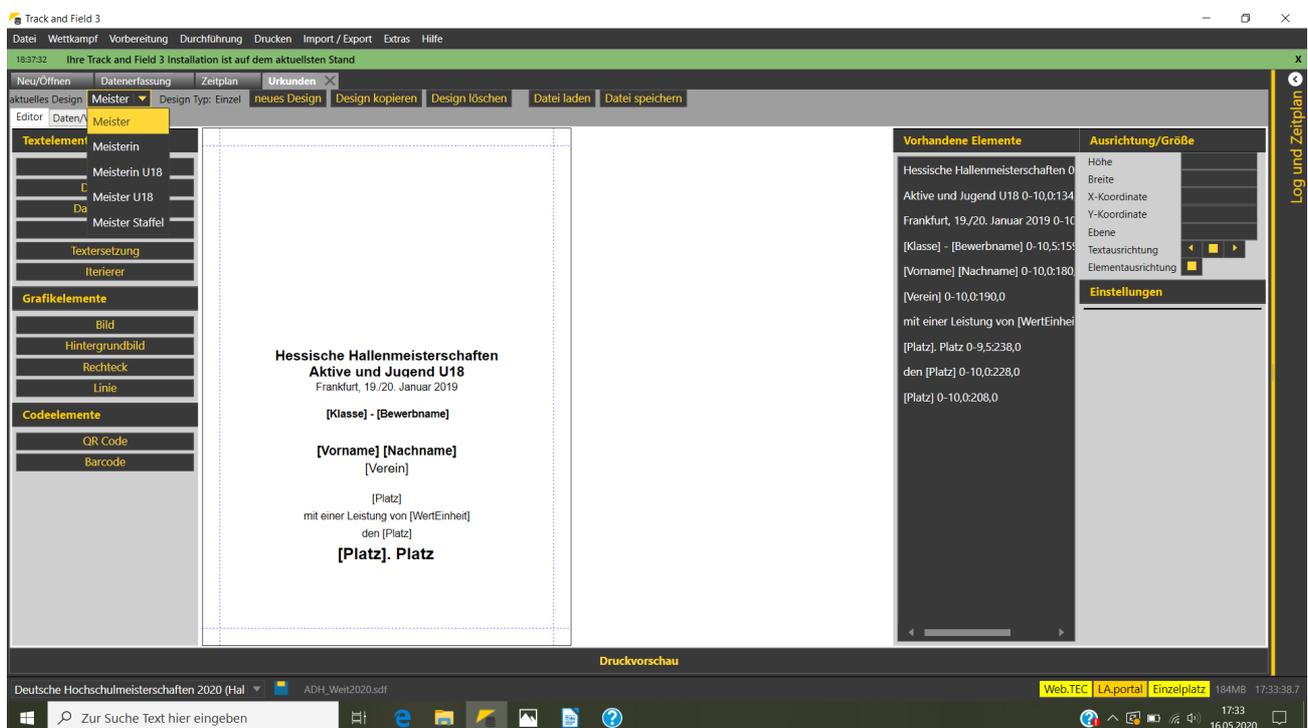
In some countries certificates are common at award ceremonies - in others not. If you do not need this feature, you can skip this part of our series...

You can start the printing of certificates after the data entry by either clicking on the certificate button in the entry window, by calling up the certificate printing via the context menu in the schedule or by selecting the event in the certificate module.

A prerequisite for displaying the certificates of the active event is that a certificate layout has been loaded and selected beforehand.

The creation of a certificate layout was described in part 3 of this series. This should be done and tested before the event.

After the certificate file has been loaded, you can select which of the layouts in it should be used. You may have a different layout for relays than for individual events.

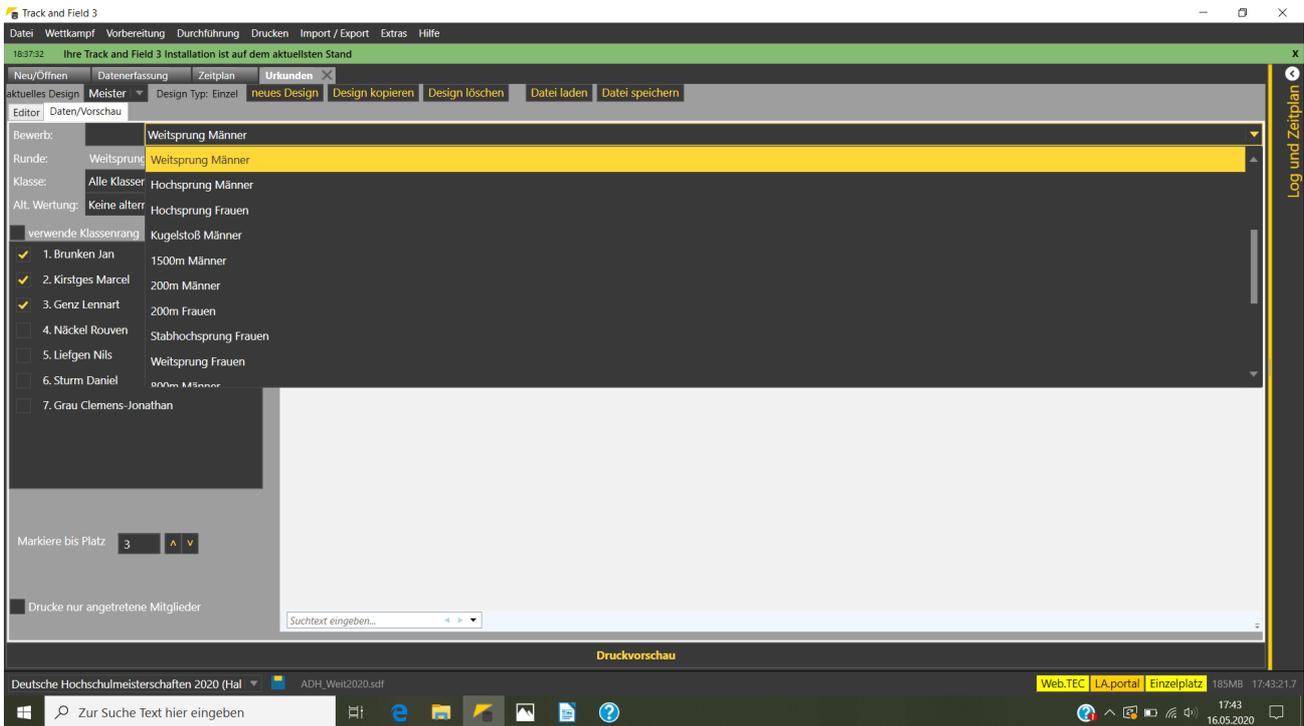


Layout selection in the certificate file: 5 layouts

In the certificate for the state Championships shown in the picture, there are 5 different layouts - one for each of the four age groups, so that the "champion text" is correctly printed on the certificate for the first place.

If the certificate printout is called up from the data entry or from the schedule, the corresponding event is already selected and the printout can be started immediately.

If you are already in the certificate printout, you first have to select the event from the pull-down menu in the tab "Data/Preview". If you enter the competition abbreviation in the search field, the content of the pull-down menu is limited to the competitions of the corresponding event.



Events to choose for printing certificates

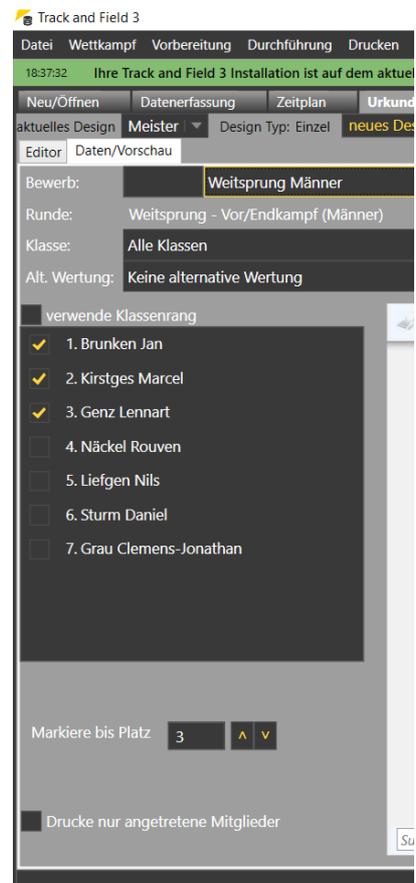
Once the competition has been selected, the placings are displayed on the left side.

The athletes for whom a certificate would be created in the current selection for the places to be printed are marked. These ticks can be changed manually so that certificates can also be created "out of sequence".

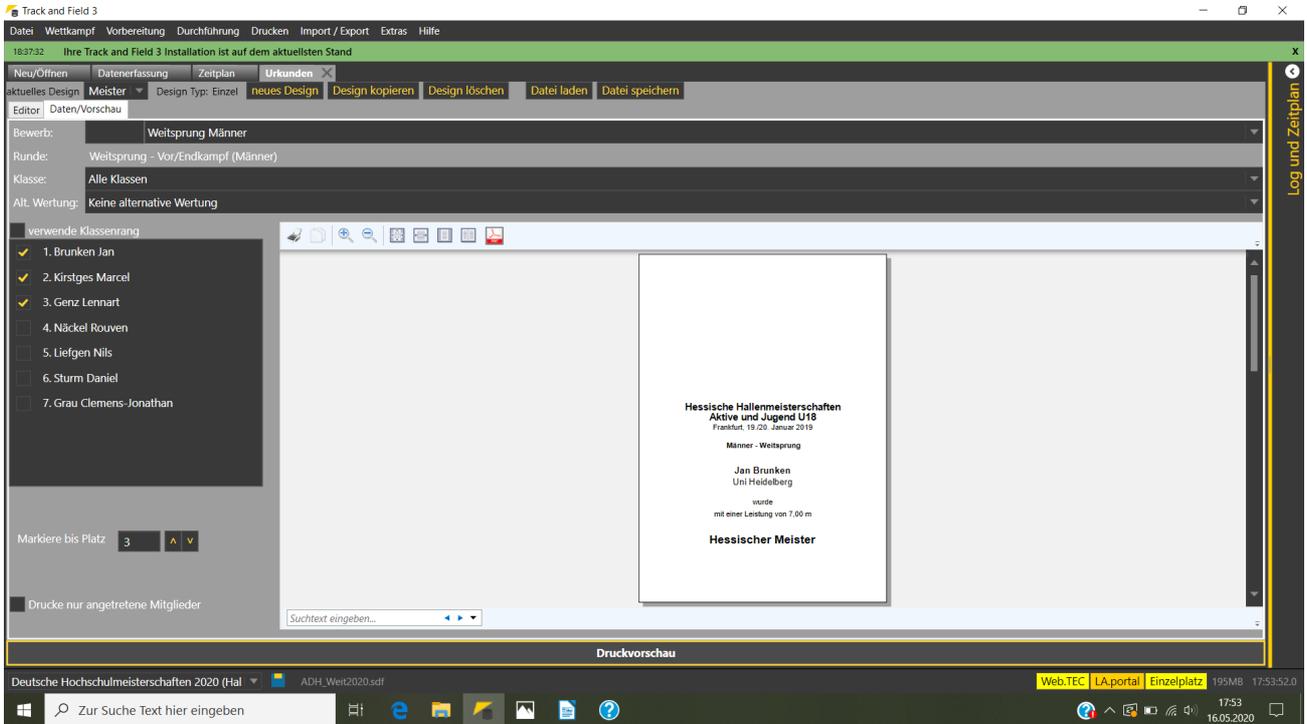
If a event contains several classes, it is possible to select whether certificates should be created for all classes or only for one of them. It is also possible to switch between the rank in the competition including all classes or the rank within the age group.

In the case of team competitions, you can also specify whether a certificate is to be created for all registered team members or only for the team members who have competed.

If you have created alternative classifications, you must select them in the corresponding pull-down menu to create their certificates. The team evaluations in combined events are treated like an alternative score. I.e. you select the heptathlon of the WJU18 and then the team classification as alternative classification.



Once you have selected the desired athletes in the desired classification, click on "Print preview" and the certificates will be created and displayed in the preview window.



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Now you can start printing by clicking on the printer symbol. After printing the certificate, the status of the round changes to "Certificate printed".