**The Lane Assignment Templates consist of 8 worksheets:**

 1. Morning Session 1-2: Lane assignments and staging information

 2. Afternoon Session 1-2: Lane Assignments and staging information

 3. Teams

 4. Track Markings-Info: race event information useful to meet management, starter, staging, and relay judges.

 5. AM Boys Event Sheets: Scoresheets for each Running Event for JV Boys, including prelims.

 6. AM Girls Event Sheets: Scoresheets for each Running Event for JV Girls, including prelims.

 7. PM Boys Event Sheets: Scoresheets for each Running Event for Varsity Boys, including prelims.

 8. PM Girls Event Sheets: Scoresheets for each Running Event for Varsity Girls, including prelims.

**The Field Event Templates consist of 6 worksheets:**

 1. Long Jump

 2. Triple Jump

 3. Shot Put

 4. Javelin and Discus

 5. High Jump

 6. Teams

 Each field event will have a summary of judging instructions on the top of each sheet.

 **Select the templates that correspond to the number of teams in the meet (6, 7, or 8).**

**The Traditional Meet Team Scoring Template consists of 6 worksheets:**

1. JV Boys Scoring

2. JV Girls Scoring

3. Varsity Boys Scoring

4. Varsity Girls Scoring

5. Total Team Scores

6. Teams

**This is used for electronic scoring on a computer. Scoring is identical to the divisional scoring formulas.**

**Changes:**

There are only 4 tabs that changes are allowed.

**A. Lane Assignments Template**

 1. Teams tab

 a. Change the abbreviations of participating teams that is highlighted in yellow.

**B. Field Events template**

 **1. Teams tab**

 a. Copy the highlighted teams from the Lane Assignment Teams tab and use the same order.

 **2. High Jump tab**

 a. Add the starting height for each grade and gender if desired. Default is blank.

**C. Traditional Meet Team Scoring Template**

a. Copy the highlighted teams from the Lane Assignment Teams tab and use the same order

 b. If there are less than 8 teams, fill in Team 7 and/or Team 8 with dashes.

**Printing:**

Each sheet is set up and formatted to print.

Each field event sheet is set up to print in order of session and sequence(rotation).

**Suggested Number of Copies**:

**A. Lane Assignment Templates**

 All sheets will print on letter sized paper

 **1. Morning Session 1-2 - 12 minimum**

 4 copies - 1 Copy to each Relay Turn Folder

 4 copies to staging folder

 2 copies - 1 to Starter and 1 to Assistant starter

 2 copies to Meet Management

 Any extra as necessary

 **2. Afternoon Session 1-2 - 12 minimum**

 4 copies - 1 Copy to each Relay Turn Folder

 4 copies to staging folder

 2 copies - 1 to Starter and 1 to Assistant starter

 2 copies to Meet Management

 Any extra as necessary

 **3. Track Markings-Info : 10 minimum**

 4 copies - 1 Copy to each Relay Turn Folder

 2 copies to staging folder

 2 copies - 1 to Starter and 1 to Assistant starter

 2 copies to Meet Management

 Any extra as necessary

 **4. AM Boys and Girls Event Sheets**

Lane Assignments for Finals from prelims are set up to seed lanes based on finish in each heat, not on time.

 Each sheet will print 6 pages.

 Print 1 copy and provide to the scorers.

 ***Note:*** Retain the prelim sheets at Divisionals as first place times in Prelims are used in record keeping.

 **5. PM Boys and Girls Event Sheets**

Lane Assignments for Finals from prelims are set up to seed lanes based on finish in each heat, not

 on time.

 Each sheet will print 9 pages.

 Print 1 copy and provide to the scorers.

 ***Note:*** Retain the prelim sheets at Divisionals as first place times in Prelims are used in record keeping.

**B. Field Event Templates**

 All sheets are formatted and will print on letter sized paper.

 Print 1 copy of each event tab and include the appropriate sheets in the Field Event folders for each morning and afternoon session.

 Each tab will print 8 pages.

**C. Traditional Meet Team Scoring Template**

Used for electronically scoring.

All sheets are formatted and will print on letter sized paper.

 The JV and Varsity Boys and Girls sheets will print 2 pages if printed.

 The Total Team Scores will print 1 page if printed.