**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.