**The Lane Assignment Templates consist of 3 worksheets:**

 1. AM Sessions 1-3 – Relay Event, Lane assignments and staging information

 2. PM Sessions 1-2 - Relay Event, Lane Assignments and staging information

 3. Teams

 .

**The Field Event Templates consist of 9 worksheets:**

 1. LJ - Long Jump

 2. TJ - Triple Jump

 3. SP - Shot Put

 4. Jav & Discus - Javelin and Discus

 5. HJ 6th – High Jump 6th Grade

 6. HJ 5th – High Jump 5th Grade

 7. HJ 7th – High Jump 7th Grade

 8. HJ 8th – High Jump 8th Grade

 9. Teams

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

**Changes:**

There are only 6 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 tabs Grades 5th – 8th.

 a. Add the starting height for each grade and gender if desired. Default is what has been used in the past.

**Printing:**

Each sheet is set up and formatted to print.

Each field event sheet is set up to print in order of session.

**Suggested Number of Copies**:

**A. Lane Assignment Templates**

 All sheets will print on letter sized paper

 1. Morning Session 1-3 - 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

**B. Field Event Templates**

 All sheets 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, except the high jump tabs. Each High Jump tab will print 2 pages.

**C.** **Standard Track Exchange Zone Markings for Co-Ed Meet** - 12 minimum

 The workbook has 2 tabs – AM Sessions and PM Sessions

 All sheets will print on letter sized paper

 1. AM Sessions - 8 minimum

 4 copies - 1 Copy to each Relay Turn Folder for AM Session

 2 copies - 1 to Starter and 1 to Assistant starter

 2 copies to Meet Management

 Any extra as necessary

 2. PM Sessions - 8 minimum

 4 copies - 1 Copy to each Relay Turn Folder for PM Session

 2 copies - 1 to Starter and 1 to Assistant starter

 2 copies to Meet Management

 Any extra as necessary