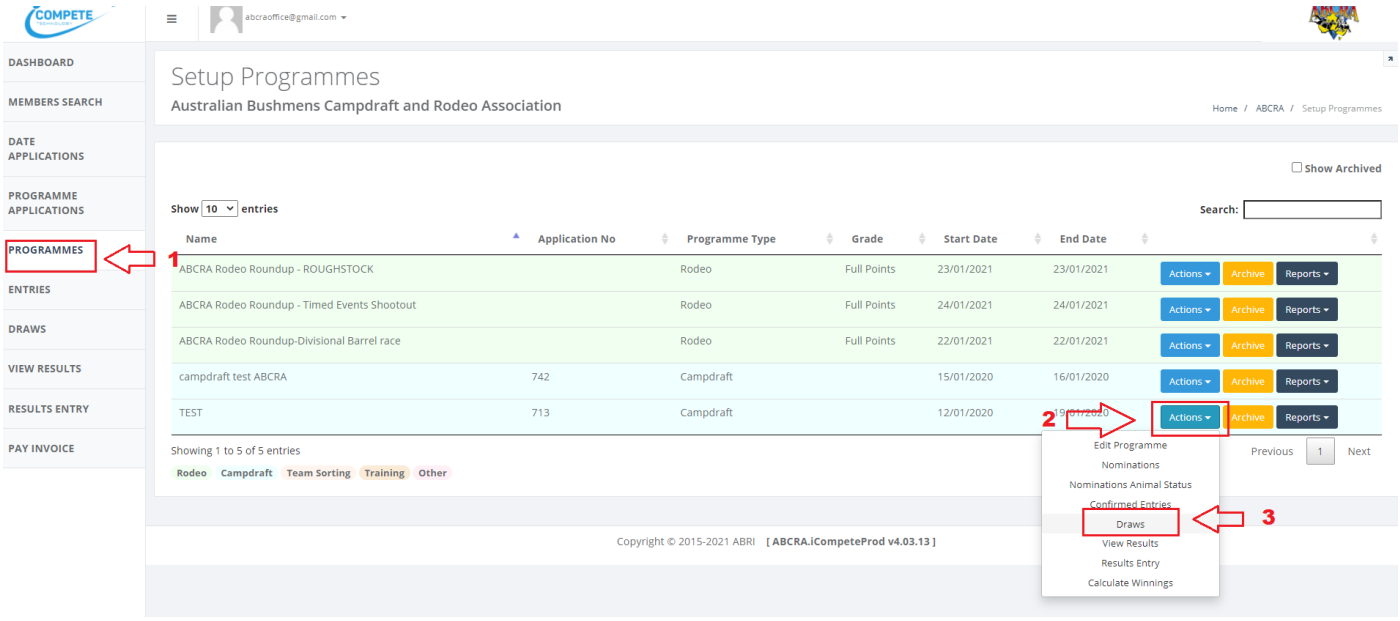
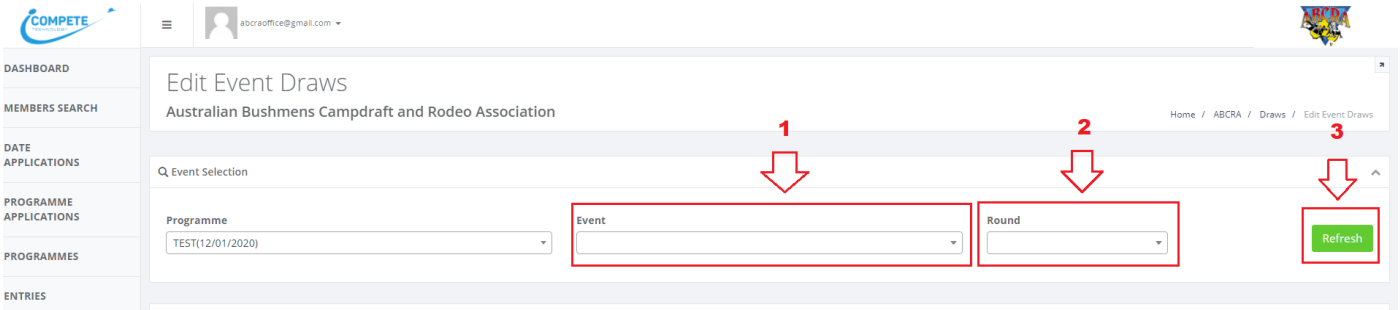
ENTERING A "RUN OFF" RESULT

When two competitors are on an equal top score, a "Run Off"is required to determine the winner. Use the following steps to record the scores.

1. Select **PROGRAMMES** (1), Select **ACTIONS** on appropriate Program (2), select **DRAWS** (3)



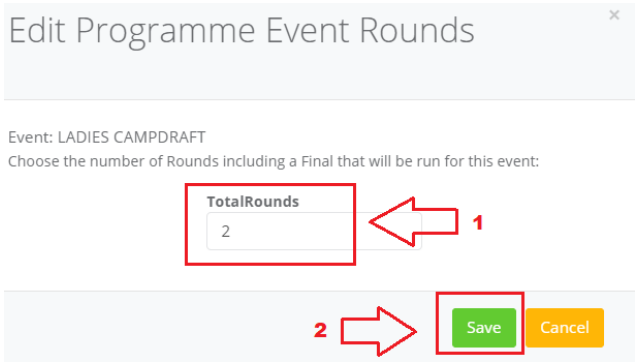
2. Select **EVENT**, Select the last number **ROUND,** Click **REFRESH**
   NB: Sometimes it may be necessary to select round one and REFRESH before the following round numbers will appear in drop down menu.



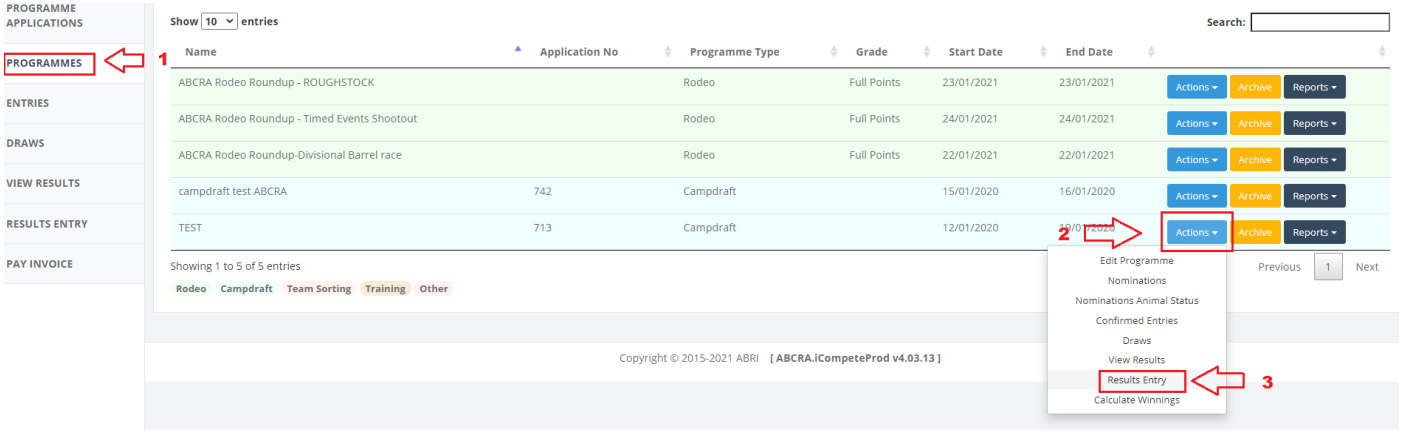
3. Select **EDIT EVENT ROUNDS**

ENTERING A "RUN OFF" RESULT

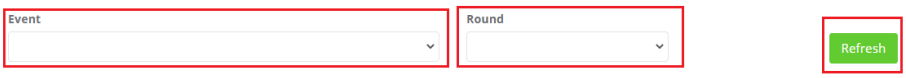
4. **ADD AN EXTRA ROUND** and select **SAVE**



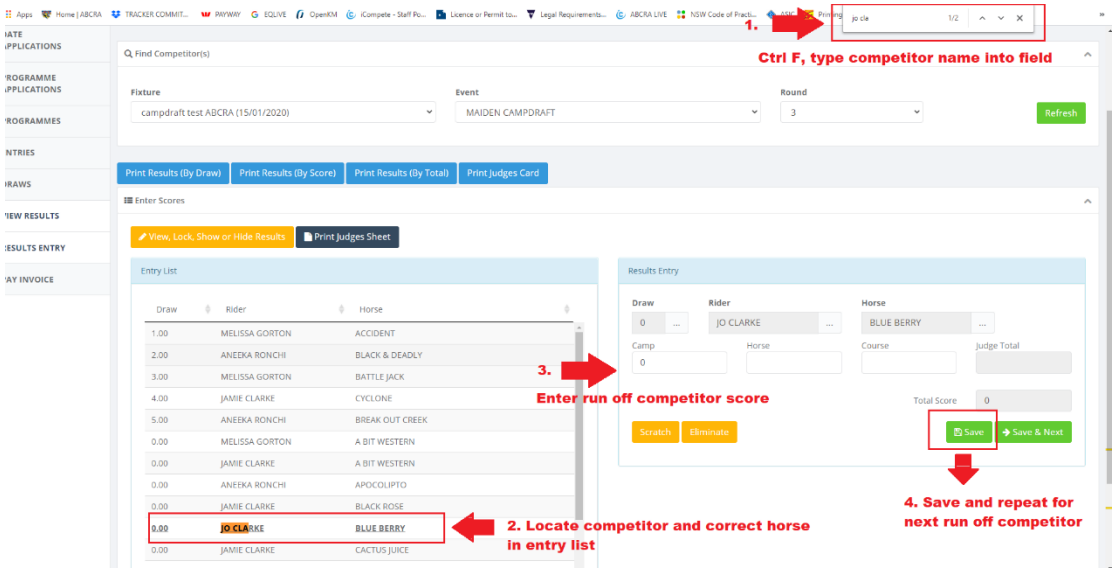
5. Go back to **RESULTS ENTRY** by selecting **PROGRAMMES, ACTIONS** on relevant program, **RESULTS ENTRY**



6. Select **EVENT, ROUND** (select new added round) & **REFRESH**
NB: Sometimes it may be necessary to select round one and REFRESH before the following round numbers will appear in rop down menu.

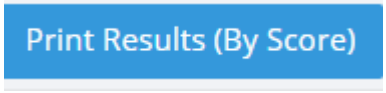


7. Use **CONTROL F,** to bring up the search bar in the top right corner. Type the **COMPETITOR NAME IN** (1) to **LOCATE (2)** competitor in Entry list **ENTER SCORE (3) & SAVE (4).** Repeat for next run off competitor.



ENTERING A "RUN OFF" RESULT

8. IDENTIFY your further placegetters using the results report by clicking the "Print results (by score)" button



9. Repeat step 7 for the other placegetters, recording a 0 score for that "run off round".
   This ensures all placegetters display on the final round results report, not just the Run Off competitors.