

HOW TO COMPLETE Joba ENTRY FORM:

Please use Caps Lock - all information in Capital Letters

Make use of the template supplied. Only original template spreadsheet documents (no word documents) will be accepted.

Fill in the following in each column:

Row 1: Column D:	Fill in your school or Club name																																																																									
Row 1: Column F:	Name of Team manager/ Athletics Official of School or Club																																																																									
Row 1: Column G:	Email address																																																																									
Row 1: Column H:	Cell number																																																																									
Row 2:	If you know your school abbreviation you can fill it in in Column C																																																																									
Row 3 and further	Do not try to delete any rows on the template. If you Cut and Paste, please paste as Value.																																																																									
Column A:	Leave as is.																																																																									
Column B:	Will automatically be completed.																																																																									
Column C:	Fill in abbreviation of school as supplied to you in yellow block. When entered, the school's abbreviation will appear downwards as well as in the next column.																																																																									
Column D:	As soon as you have entered at Column C, Column D will automatically be completed.																																																																									
Column E:	It is already completed and should not be changed.																																																																									
Column F:	First Name of the athlete																																																																									
Column G:	Surname of athlete																																																																									
Column H:	Complete ID or Passport number of athlete																																																																									
Column I:	Date of birth in the following format please: yyyy/mm/dd e.g. 2008/10/25																																																																									
Column J:	Registered ASA number of athlete																																																																									
Column K:	Demography of athlete	Use only B,W,C,I																																																																								
Column L:	Gender of athlete	Please use 1 for boys and 0 for girls Or M for male and F for Female																																																																								
Column M:	Age code: Only use the following: 06, 07, 08, 09, 10, 11, 12, 13 14, 15, 16, 17, 19, 99, 98. Compare with what is available on the programme for the event and use only age codes of available items on the programme	<table border="1"> <thead> <tr> <th>2022</th> <th></th> <th></th> <th></th> </tr> <tr> <th>Year of birth</th> <th>True Age</th> <th>Age code</th> <th>ASA Age Groups allocated</th> </tr> </thead> <tbody> <tr><td>2016</td><td>6</td><td>07</td><td>7 yrs</td></tr> <tr><td>2015</td><td>7</td><td>07</td><td>7 yrs</td></tr> <tr><td>2014</td><td>8</td><td>09</td><td>9 yrs</td></tr> <tr><td>2013</td><td>9</td><td>09</td><td>9 yrs</td></tr> <tr><td>2012</td><td>10</td><td>11</td><td>11 yrs</td></tr> <tr><td>2011</td><td>11</td><td>11</td><td>11 yrs</td></tr> <tr><td>2010</td><td>12</td><td>13</td><td>13 yrs</td></tr> <tr><td>2009</td><td>13</td><td>13</td><td>13 yrs</td></tr> <tr><td>2008</td><td>14</td><td>15</td><td>u/16 Sub-youth</td></tr> <tr><td>2007</td><td>15</td><td>15</td><td>u/16 Sub-youth</td></tr> <tr><td>2006</td><td>16</td><td>17</td><td>u/18 Youth</td></tr> <tr><td>2005</td><td>17</td><td>17</td><td>u/18 Youth</td></tr> <tr><td>2004</td><td>18</td><td>19</td><td>u/20 Junior</td></tr> <tr><td>2003</td><td>19</td><td>19</td><td>u/20 Junior</td></tr> <tr><td>2002</td><td>20+</td><td>99</td><td>Senior</td></tr> <tr><td>1987</td><td>35+</td><td>98</td><td>Master</td></tr> </tbody> </table>	2022				Year of birth	True Age	Age code	ASA Age Groups allocated	2016	6	07	7 yrs	2015	7	07	7 yrs	2014	8	09	9 yrs	2013	9	09	9 yrs	2012	10	11	11 yrs	2011	11	11	11 yrs	2010	12	13	13 yrs	2009	13	13	13 yrs	2008	14	15	u/16 Sub-youth	2007	15	15	u/16 Sub-youth	2006	16	17	u/18 Youth	2005	17	17	u/18 Youth	2004	18	19	u/20 Junior	2003	19	19	u/20 Junior	2002	20+	99	Senior	1987	35+	98	Master
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Columns N, Q, T, W, Z:	Items of athlete and make use of the following abbreviations please:		
	For Item use either Afrikaans or English code	Code	Alternative code
	100m	100	
	200m	200	
	400m	400	
	800m	800	
	1500m	1500	
	3000m	3000	
	5000m	5000	
	80m Hurdles	80H	
	90m Hurdles	90H	
	100m Hurdles	100H	
	110m Hurdles	110H	
	200m Hurdles	200H	
	300m Hurdles	300H	
	400m Hurdles	400H	
	1500m Steeple Chase	1500HIN	
	2000m Steeple Chase	2000HIN	
	3000m Steeple Chase	3000HIN	
	3000m Race Walk	3000ST	
	5000m Race Walk	5000ST	
	10000m Race Walk	10000ST	
	High Jump:	HS	HJ
	Long Jump:	VS	LJ
	Triple Jump:	DS	TJ
	Pole Vault:	PS	PV
	Shot Put	GS	SP
	Javelin:	SG	JAV
	Turbo Javelin	TJAV	TJAV
	Discus:	DG	DT
	Hammer Throw:	HG	HT
	4x100m Relay:	AFLOS	RELAY
	4x400m Relay:	4AFLOS	4RELAY
	1000m Medley Relay:	M1AFLOS	M1RELAY
Columns O, R, U, X, AA	Performance: The best time, distance, height of athlete without punctuation always to 2 decimals. Only if requested by organisers.	E.g 124 means 1,24 or 13456 means 1:34,56 Remember always to two decimals.	
	ENTRIES FOR RELAYS		
	It is not necessary to enter the athletes individually when they are entered for any other item		
Column F	Type the name of the school.		
Column G	Leave column open		
Column L	The gender of the team: Again 1 for boys and 0 for girls or M for Male or F for Female.		
Column M	Fill in the appropriate real age of the item		
Column N	Type in AFLOS or RELAY		