

2018 RoadToNationals RQS Sheet Instructions

Introduction:

In an effort to minimize some of the effort required to fill out RQS score sheets, a system has been set up on RoadToNationals.com to automatically fill out the RQS sheets by pulling information directly from the database.

For the most part, it reduces the effort of the teams down to double checking that the information in the database is correct and signing that they have done so.

For the teams, the steps are as follows:

- 1) Log into the RTN admin site at: <https://www.roadtonationals.com/results/1974/>
- 2) On the Dashboard, in the panel labeled "RQS Calculations" click either of the RQS Calc buttons.
 - a) The Team RQS Calc button links directly to the team RQS sheet
 - b) The Individual RQS Calc button links to a page with links to each athlete's RQS sheets for each event and all around. Events in which an athlete has competed enough meets to calculate an RQS are highlighted in blue. They are also highlighted in different colors depending upon whether the sheet has been signed by the team or RSVC.
- 3) The RQS Calculation Sheet is very similar to the one we know and love but has some extra benefits of being web based and hooked up to the database.
 - a) The dates of each meet are links. Clicking on them allows the user to access both the signed score sheets in PDF format (and any other document that was uploaded for the meet) as well as the meet page on RoadToNationals.
 - b) All of the information is automatically entered through the database.
 - c) Away meets are marked in green
 - d) Scores that are used in the RQS calculation are marked with a " * ".
 - e) The score that serves as the tie-breaker is marked with "(tb)".
 - f) The score that was dropped is marked "(dropped)".
- 4) If a score is determined to be incorrect and not what is listed on the Official Score Sheet, simply notify RTN and we will resolve the score.
- 5) At the end of season, when all the scores are in and have been verified as correct by the team, the Head Coach or person designated to do so by the team will click the "Sign" button and sign the sheet as having been verified by the team.
- 6) Finally, the RSVC will also verify that the information is correct and click to sign as well.

The process for the RSVCs is only slightly different in that they have access to all of the teams in their region as well as several tools to keep track of results during season (the same tools they had last year).