RE: PNS Awards Challenge Series

There are two types of awards swimmers are eligible to earn at PNS Challenge Series meets:

1. Place Ribbons (i.e. 1st – 8th) and Time Achievement Ribbons
2. Time Achievement Ribbons are awarded when a swimmer enters the meet with an "A" time and swims a "B" time.
    - Swimmers entry time is Bronze, finals swim time is Silver, Gold or PNS
    - Swimmers entry time is Silver, finals time is Gold or PNS
    - Swimmers entry time is Gold, finals time is PNS)

- Award labels are printed on standard one inch Avery labels (8160) to be stuck on plaques, ribbons, certificates, etc. The information on these Award Labels reflects a specific performance by an athlete or relay in a particular event.

- There are **two ways** to print Award Labels
    1. From the home page screen or the Run the meet Screen click Labels Menu, then click Awards Label
    2. From the Run the Meet Screen while you are running the Meet. There is one click Awards button choice or a hot key Ctrl-A that prints awards with one click. *(I do not suggest this option for Challenge Series meets)*

- **Place Ribbons**
    1. Bring up the Awards Label page
    2. Label Section (Laser 3x10)
    3. Award Type (Select ***Standard Award Label***)
    4. Sort by (Select ***Event Number***)
    5. Select next ***Event*** from the Event List to be printed
    6. Select ***Create Label*** (Located at top of screen)

- **Time Achievement Ribbons**
    1. Bring up the Awards Label page
    2. Label Section (Laser 3x10)
    3. Award Type (Select ***Time Standard Achievement***)
    4. Sort by (Select ***Team/Event***) (This helps speed up awards sorting).
    5. Select event from the Event List
    6. Select *Create Label* (Located at top of screen)

Track printed awards after the Place and Time Achievement Ribbons have been printed for an event:

1. Bring up the Awards Label page
2. Track the events that have had awards printed by clicking the ***check box in the Printed column*** at the right of each event. Those checked will also be highlighted in light blue.