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## Preamble

This is specifically for Park Races. Parts of it may be applicable to some other events. A Trail Challenge manual is to be produced – it will have much in common with this.

Assumptions:

- No pre-entries
- Expected entry numbers will not overload a single Registration/Download station
- Refreshments are not needed
- Public toilets are available
- Start-clocks are not needed
- Full-size control code numbers are not required

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## Manpower

- Planner/organiser
  - Obtains land permission, or confirms that it has been done, at least eight weeks in advance. (Some LAs have long lead times for booking.)
  - Organizes (or confirms) registration/download venue and social venue, which may be the same.
  - Plans the courses, exports certain files as detailed below, organises manpower, sets the controls out on the day and clears them after the race.
  - Probably needs a control-hanging assistant
  - A controller/vetter could be useful
- SI chief
  - Sets up hardware and software
  - Manages registration, download and results
  - Puts results on various websites, or passes them to others who can do so.
  - Needs at least one assistant (i.e. two on registration/download at any one time)
- Starter
- Greeter/explainer

Any of these could have deputies so that they get a run.

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## Equipment

### ***Controls:***

SI boxes (new-style, BSF8) – numbered 171 → 250

these will need synchronising with a TimeMaster (which requires a coupling rod)

+ glass-fibre canes and kites (with punches attached)

+ purple Off-stick

NB 1: these units are woken with a standard dibber.

NB 2: you may want to attach controls to railings, etc. in this case dispense with canes/stakes and use cable-ties to attach the SI unit and the flag; take scissors to cut them free afterwards.

### ***Registration and Download:***

Laptop (the SI chief will need to set up the event in AutoDownload)

Epson TMT printer (USB) for splits + spare paper rolls

SI Master unit(s) (USB) – you may want two if you are going to try uploading and

downloading at the same time. (See below.)

Mains voltage is required for laptop and printer, so bring a multi-outlet powerstrip

If mains electricity is not available you can use a battery & inverter - instructions below)

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## Other Equipment

### ***You will need:***

- Maps (Planner gets these printed either by Print5 or locally)
- Club dibbers for hire/loan
- Cash float
- Boxes for collecting money and returned dibbers
- Sundry stationery (e.g. pens, paper, tape, blu-tak)

### ***You may also want:***

- Start banner – this needs 3 pigtail-posts (tread-ins) to hold it up if no trees/railings available
- Finish feather-flag – 2 available (may need mallet)
- First Aid kit
- Map bags if not using waterproof paper
- Mallet/hammer for getting stakes, etc into hard ground
- Tent, if no cover is available for download/results
- Tape/Streamers – if route to start/from finish not obvious
- Tape for run-in or for start line if needed
- Club feather-flag (may need mallet)
- Direction signs
- Spare compasses (if any) for loan – also possibly whistles

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## Pre-Event Setup by SI chief

For the sake of tidiness, please create a folder in the SI Results folder for your event and keep all event-specific files in it.

### ***Archive on Laptop***

Having an up-to-date archive installed potentially saves time in typing in competitors' details.

Obtain a new copy of the archive from [www.sportident.co.uk](http://www.sportident.co.uk)

- go to Competitor Archives,
- choose Club (SLOW)
- enter password (contained in ARCHIVE\_PWD.txt on the desktop of each laptop)
- choose the first format listed (i.e. "... For AutoDownload)
- save it in a suitable location

Now launch AutoDownload,

- choose SI-Card Archive
- choose Import AutoDownload File
- click the browse button ("...") to locate the file you just saved
- choose Membership type = "BOF"
- click Import

### **Information needed from Planner**

The Planner needs to export the following files from OCAD and pass them to the SI chief, who may deal with uploading them or may pass them on to the webmaster and/or RouteGadget uploader as appropriate.

- Map exported as jpeg – for RouteGadget
- Courses exported as XML – for RouteGadget and for setting up the event in AutoDownload.

More detailed instructions on producing these exports appear further down.

The SI chief will also need to know the earliest possible punch time; if in doubt allow a margin of error. (*NB if you get it wrong you can change it later without loss of data.*)

### **Event settings in AutoDownload**

- Launch Autodownload.
- Click Add Event
- Enter name and date of event
- Choose Event type as “BOF local”
- Earliest punch time – just needs to be earlier than any possible punch in the event, but not more than 12 hours before the last possible punch. It can be adjusted later without loss of data.
- Under Splits Advertising enter anything that you want to appear as a footer on the splits printout.
- Now import the course data received from the Planner
  - Click Course
  - Click Import/Export XML courses
  - Choose Import
  - Probably best to check “Ignore Class information...”
  - Click “...” to browse to the file
  - Click Start and wait for progress bar to complete

## **At the event**

### **Controls**

#### **Synchronising**

NB this can be done just before the event or a couple of days beforehand – but not much earlier as the internal clocks may drift by up to a second a day. It could be done by the Planner, or by the Equipment Officer on collection if not too far in advance.

- Use purple off-stick to wake (blue) TimeMaster and shift it into Extended Master mode (dib repeatedly and watch the LCD)
  - NB Extended mode synchronises and clears backup memory – *important for Safety Check* – TimeMaster mode only synchronises.
- Drop coupling stick downwards through hole in TimeMaster
- Dib end of coupling stick into each control in turn, waiting for a double beep in response. This leaves the units awake – switch them off (with the purple off-stick) if not using immediately.

#### **Waking the units**

Wake each unit with a standard dibber. It is probably best to wake them before setting them out - to make sure there are no duds!

#### **Control assembly**

Click the unit onto the baseplate – narrow end first is easier; lower the kite assembly onto the cane and hang it from the black hook.

*NB – if hanging controls from street furniture with cable ties make sure that the kite and the SI box are close together; I'd suggest hanging both from the same tie.*

## **Connecting up the hardware for Registration & Results**

- You need 2 outlets – I hope you remembered to bring a power strip!
- If using Battery:
  - Take dustcaps off battery terminals and keep safely
  - Connect crocodile clips to terminals
  - Switch on inverter
  - Connect power strip to inverter's output socket
  - (NB – protect from rain!)
- Connect laptop to power supply and switch it on
- Plug the 4-port USB hub into a USB socket
- (optional – connect mouse to hub)
- Connect the Epson TMT printer (for splits) to power supply
- Connect the Epson printer's USB lead to the USB hub
- Open printer, pull end of paper out a bit and close the printer lid to trap the end of the paper. (At end, reverse this so that the paper path has no paper in it.)
- Switch printer on – green LED if OK
- Connect download unit to the USB hub
- Launch AutoDownload and select your event

### **NB**

1. *You can have multiple AutoDownload windows open – simply launch it again for each window that you want, e.g. you might have an Entries window, a Download window, a Results window and a Safety Check window all open at the same time.*
2. *You can connect different Master units to different windows – e.g. use one window for Entry by Punch and another for Download simultaneously – you just have to keep track of which is which! (Caveat: I have only tested this with one USB unit and one Serial unit.)*
3. *In some circumstances – e.g. you have had to change the Earliest Punch Time – you may have to close and re-open windows before proceeding.*

## **Registration and Entry**

### **Preparation:**

- Go to Entries – Add Entry by punch
- Choose COM port and baud rate as appropriate (see under Download)
- Click Connect

### **Registering a competitor:**

- NB - A strategy for entering pairs needs to be established before the event.
- Issue loan dibber if needed
- Dib the competitor's dibber in the Download unit – this will start a new entry for that dibber number
- Details may autofill from archive (not always correctly) – otherwise type them in – be sure to include indication of age and sex, e.g. BOF class as this will be needed for prizegiving
- Select course
- Take payment

### **Download**

- From Event Overview choose Download
- In first box choose Automatic, Manual on Error (3rd option)
- Select COM port for your download unit – it should say “SPORTident USB to UART Bridge” for a USB unit

- (if you can't see the right options, make sure the box and printer are connected, then click Refresh COM port list)
- Baud rate should be 38400(USB) or 4800 (Serial)
- Select type of unit (BSM3,4,6 or BSM7,8)
- Select your splits printer by clicking the "...” button – the printer name should be something like TMT-88IV
- Finally, click connect

If all is well, inserting a dibber will result in splits being printed + messages on screen: either OK, or explaining mispunch, or highlighting borrowed SI card.

- Collect dibber if loaned/hired
- If there is an error, e.g. the card number has not been entered into this event, the system goes manual to allow you to correct the entry details and download again.

## **Safety Check**

### **Reading the Start, Check and Clear units**

As soon as the last starter has gone, grab these units and read them into the system as follows:

- In AutoDownload, go to Safety Check – Read Hardware
- Connect to download unit as described under Download above
- For each unit:
  - Drop thin end of coupling stick down through hole in unit
  - Dip coupling stick into download unit
  - Click Connect and wait until progress bar completes
- Put these units out of sight of anyone coming to download! (Danger of clearing SI-cards before downloading!) Even safer – turn them off with the purple off-stick.

### **Monitoring missing runners**

From Safety Check choose either Outstanding Competitors or Outstanding Summary by Course. Keep Planner informed.

## **Results**

### **Live Results**

This is an interesting option – not vital at a small event. Go to Results – Live Results and set up whatever parameters you choose for continuously updated scrolling results.

### **End of event**

Go to Results – Print Results

Choose printer

Check the Narrow Print checkbox (this is for till-roll printers like the Epson TMT)

Set whatever other parameters you want and click Print

### **After event**

You may choose to do this later at home.

The files needed for uploading to various websites are as follows, all available from the Results page:

- HTML Results – option: Each Course and Splits on separate pages – for sloweb
- Export OE splits – for WinSplits and SplitsBrowser
- Export for Routegadget – for RouteGadget

The following exports from OCAD are also needed (supplied by the Planner):

- A JPEG of the map:
  - Open the map file in OCAD
  - Choose File – Export
  - Choose (in RH panel) JPEG, resolution 150

- If you have only used part of the map choose Partial map and click “...” then “OK” to outline the part required
  - Click OK
  - A JPEG showing all the controls on the map – for manual lining up in RouteGadget
    - Open the course planning file in OCAD
    - Set view to All Controls + Preview
    - Export to JPEG as above
  - An XML export of the courses:
    - Open the courses file in OCAD
    - Choose Course – Export – Courses(XML)...
    - Click Save
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## Clearing Up

- Be aware that there is some danger of new-style units falling out of their clips while being carried – this is not a problem with old-style units.
- As a check, line up the units in numerical order as they come in – then you know if you’ve left one out.
- Switch them all off with a purple off-stick, to save battery life.
- TMT printer – you can leave the leads connected when you pack it away.