SYO SI Workshop

Topics Covered

- Types of SI Boxes & Cards
- Tasks before the day
    - Preparing boxes
    - Setting up the event in the software
    - Importing Entries
- On the day tasks
    - Setting up the hardware
    - Entering competitors
    - Downloading Results
    - Dealing with Problems
- Post Event Tasks
    - Preparing & Uploading Results
    - Setting up Route Gadget

Types of SI Boxes – Series 7 & 8

- Series 8 – Small Red Boxes.
- Series 7 – Larger clear boxes
- Can handle all types of SI card and are used at all our events
- Are 'always on' - you do not need to program when they should switch on and off. Instead they are on a low power setting until first use. The first use will take longer as the unit powers up to operational power.
- They will then remain at the higher power output for the time specified to be on when programming. Each time an SI card is read the timer is reset.
- SIAC radio is only on in high power mode. The timer is not reset during a SIAC registration so the on time must be longer unless there is going to be a high number of non-SIAC punches at the control site.

SI Hardware

Types of SI Boxes – Series 4, 5 & 6

- These have replaceable batteries but can only be used with the older series 5 & 6 SI cards. We normally don't use these any more unless it is a particular dodgy area. If we do use them then we have to make sure everyone has a compatible SI card – which we do by having a series 4, 5 or 6 box as the check box

Special SI Boxes

- There are some SI boxes that have special tasks
  - Time Master Station These are series 8 boxes used as clears but can also be used to synchronise the stations without needing a computer
  - Series 7 download stations
    - USB – We have 2 that are normally used for download
    - Serial (RS232) – We have 4 that can be used for download stations with an RS232 – USB convertor or as the control box for radio controls.
  - Series 8 Download Stations
    - Like the series 7 ones but have no battery
  - Series 7 Printout Stations
    - We have 2 that are used with the training kit
  - Series 8 SRR Stations
    - Like a standard BSF8 box but has a SIAC radio, when a non-SIAC punch is made the punch is transmitted on the radio to be picked up by a SIAC dongle e.g. at a radio control.

Types of SI Card

- https://www.sportident.co.uk/information_sheets/SPORTident-CardComparison.PDF
- SYO have around 100 Series 5 & 8 hire cards and 10 series 9 for hire when courses have more than 30 controls.
- If we need to offer SIAC hire then we borrow them from DVO and the SOA.

Programming SI Boxes

Programming Boxes – Series 7 & 8 only

- Boxes are programmed before an event to
  - Synchronise the time in all boxes
  - Check the battery life, box type, control code, time on etc.
- Before a level A, B or C event the boxes should be programmed using a computer. This is done using SportIdent Config+ software.
- Each box can be programmed as Clear, Check, Start, Finish or Control. So it is important that they are set correctly and they are checked once programming is completed.

Programming Boxes

- Start SportIdent Config+
  - Select the com port and 'Remote'
- Place an SI box on the master station with a coupling stick.
- Select Settings. This reads the current values from the box
- If necessary change the number, type and operating time and click apply.
- Check the Battery voltage, there is a minimum value depending on the event. Clear, Check or Start can use boxes with voltages above 3.05V
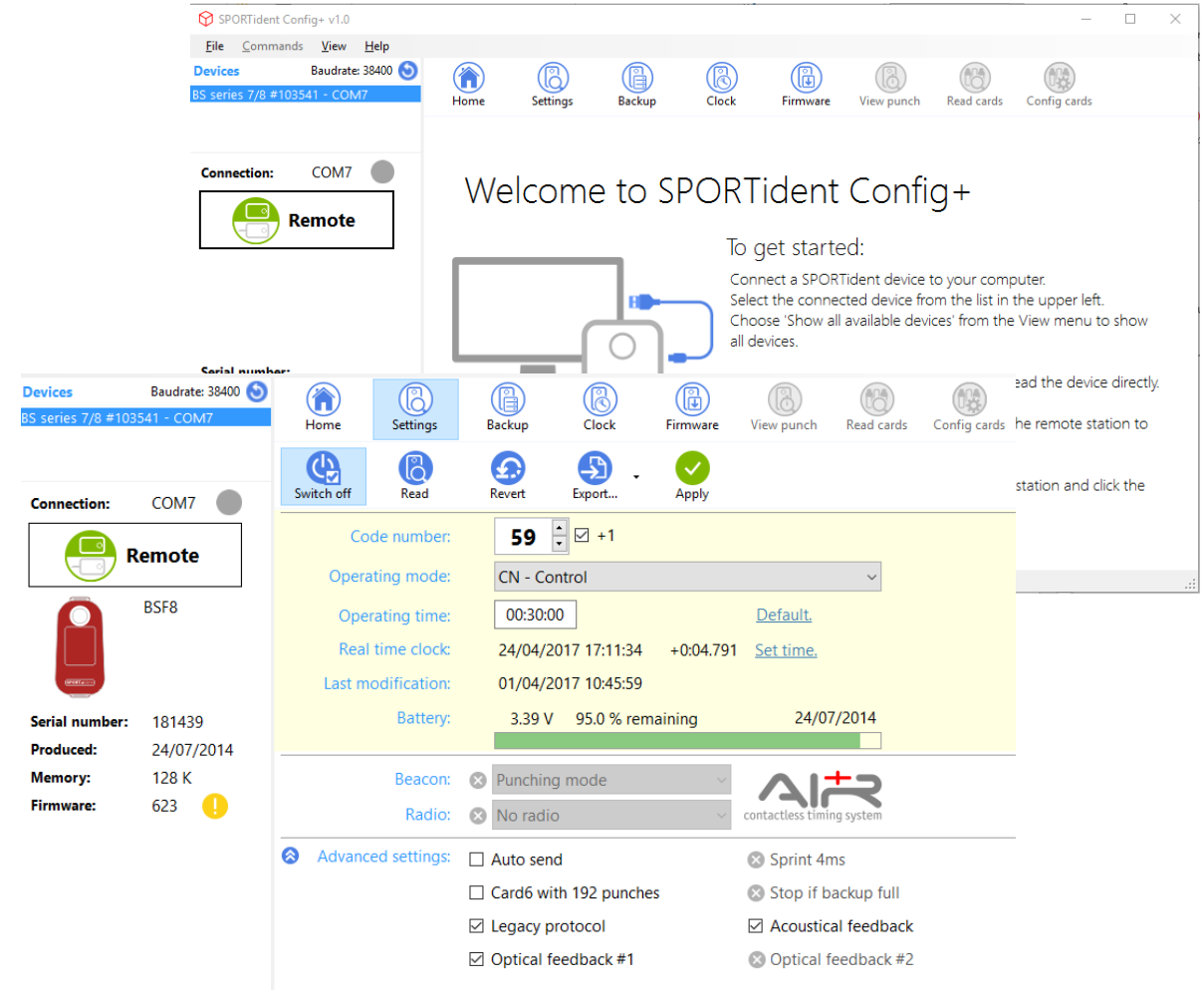
SIAC – SI Air things to know!

- The control is continually sending out a radio signal with the control ID and a time, this has a range of about 50cm

- When a SIAC comes in range it picks up this signal and registers the control number and time, beeps and flashes.

- No record of the SIAC is written the to the controls memory

- The radio in the SIAC is switched on by the check box.

- SIAC is switched off by the FINISH box or a box in SIAC OFF mode. (SI timing etc. also switch off a SIAC during download)

- Because no re

Programming Boxes

- The following table shows the operating time each control type should be programmed for:

	Codes	Level D	Level D SIAC	Level C & B (assuming SIAC)
Clear	1	5 mins	5 mins	5 mins
Check	2 - 30	5 mins	5 mins	5 mins
Start	2 - 30	5 mins	5 mins	5 mins
Control	BSF8 31 – 90 BSF7 100 - 130	30 mins (3.10V)	4 hours (3.15V)	8 hours (3.20V)
Finish	2 - 30	30 mins (3.10V)	2 hours (3.15V)	4 hours (3.20V)

Check the boxes are programmed correctly

- Set the mode to Direct and click read cards
  - You will probably get a message as shown – press OK
- Using an SI card dib controls clear, check, start, X controls (30 max), finish
- Download into SI config.
- Check the control codes are correct and times look OK.
- If using SIAC 'punch' clear, check, start, a few controls and finish.
- Turn off all the boxes you have just dibbed with the Service Off card
- **Re-program the master station making sure that 'Legacy Protocol' is enabled. (otherwise the station will not work with colour)**

Box Programming Steps & Checklist

- It would be good to have a checklist for this. Volunteers??

Event Setup

Overview of setting up an event

- Get the course information from the planner
- Get any entries from Fabian4
- Create the event in Colour
- Import courses
- Import entries

Getting the course Information

- Before you start you need the Planner to give you the course information, ideally in an export file from the event software so you can import it to save time and prevent errors.

- Needs to be in 'IOF XML' format.

- In Condes this is done using menu
Export -> Export Event Data ...
Pick file type IOF Version 3.0
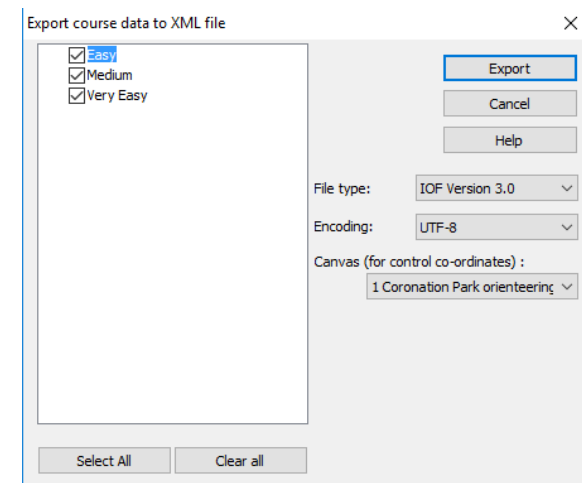
Colour Event Setup
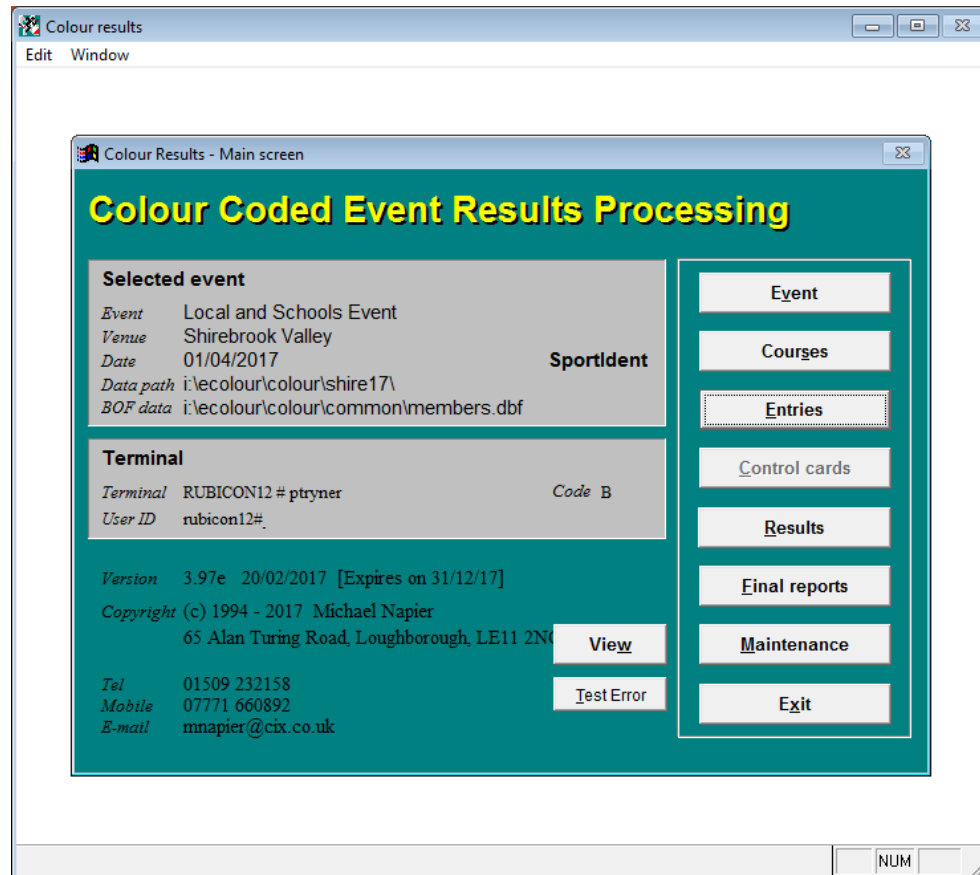
Event Setup

- In Colour navigate to a similar event and create a new event in the Events section using the New button

- You will be asked which values to inherit from the current event. Just click Apply

Event Setup

- Now fill out the details. When you get to the courses click Import and select the xml file that has the course data.

- Leave the rest of the settings as shown

- Once saved select 'Set this event as default…' this means that this event will be the one selected when the colour starts. Without doing this there is a risk that you will enter or download people into the wrong event
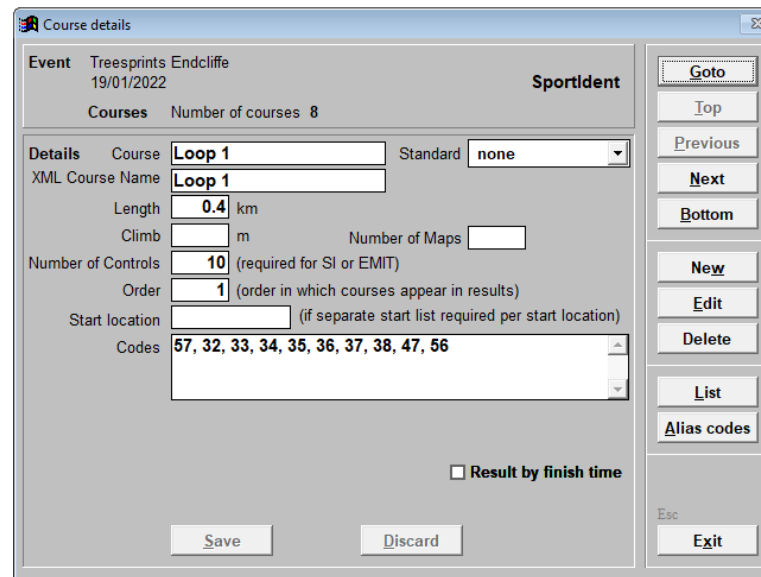
Events Settings

- If there is a score course check the Score Courses option

- If the competitors should start at their pre-entry time check 'Timed' as well as 'Punch'

- If there are courses with butterfly loops check 'Butterflies'

Check Courses

- Once you have imported the courses use the courses button to check them and modify any settings e.g. if a course is a score course

Score Courses

- Set the time limit and penalty per minute

- Need to set the points for each control. Note that the points will be the same for that control on ALL courses (they default to 10 points)
  - Points Button
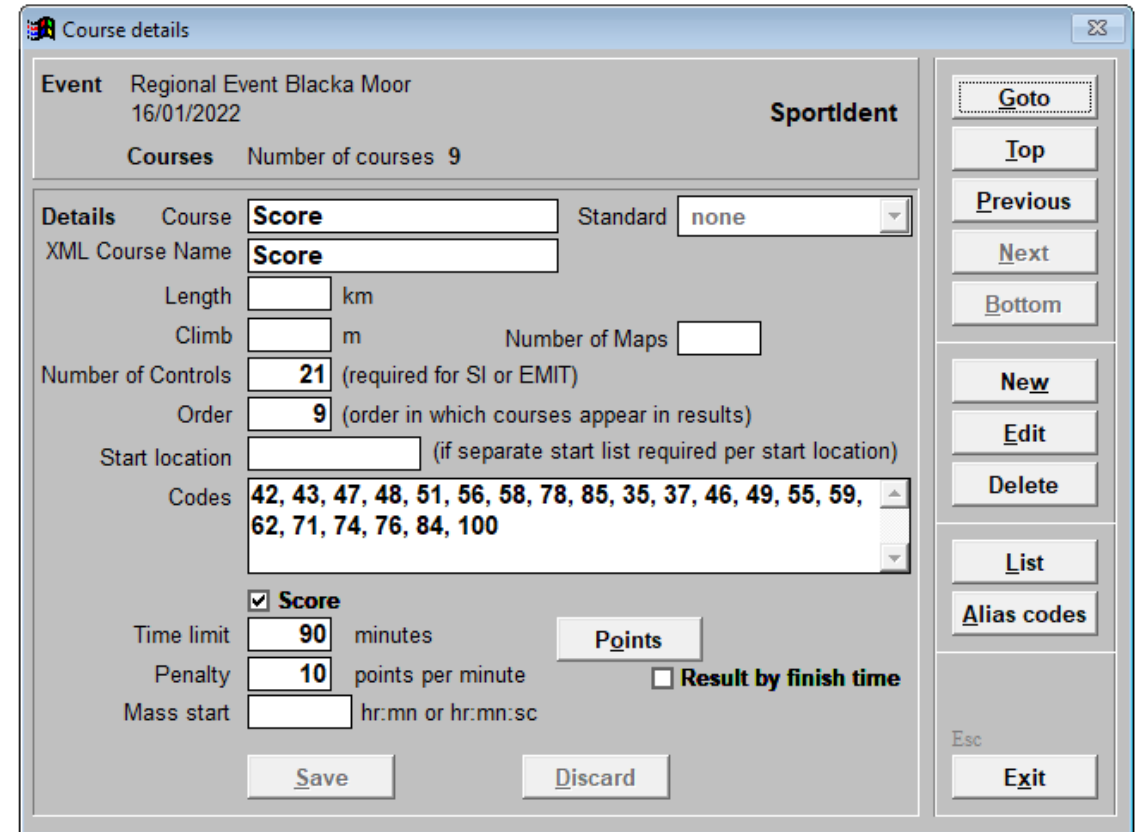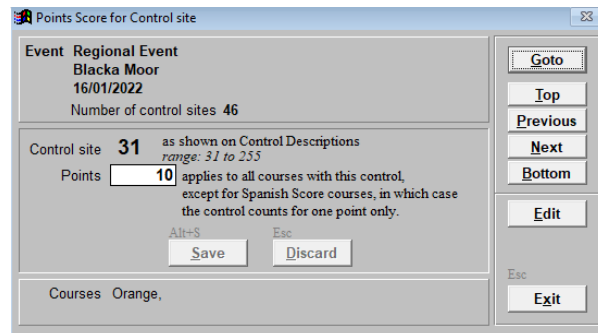
Updating the member database

- The software holds a database of members. This is a combination of British Orienteering members and our schools league runners.

- When entering the BO number or SI number the system searches for a matching record and uses the data.

- We periodically download the latest membership records from British Orienteering (Pete & Martin have access) and upload to the system

- After uploading we also then need to add back in the schools entries using the Refresh DB button on the Schools Entry web page

Importing Entries

- Entries can be downloaded from Fabian4 as a csv. However the format is not quite right for Colour. There is an excel spreadsheet that has the formulas set up to format the information
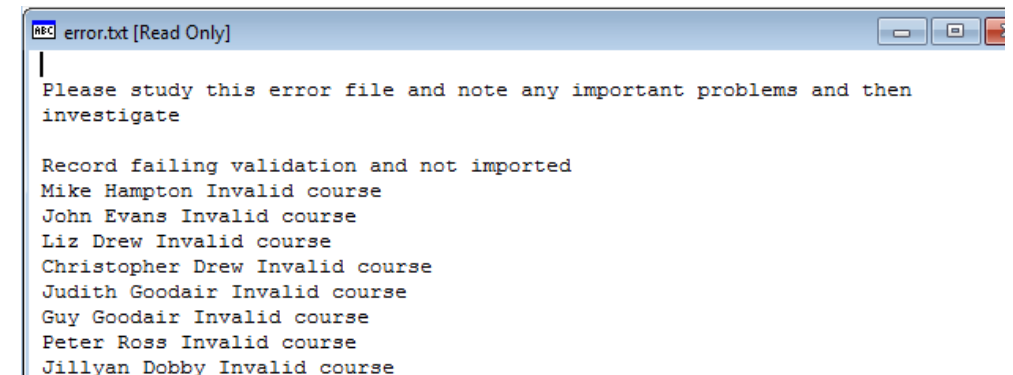
- Past the data into the importFromFabian sheet

- Copy columns A – J from the import sheet into a new spreadsheet and save as CSV

Importing Entries

- In Colour -> Entries select Utilities -> Import Entries from CSV

- Browse and select the csv file

- Hopefully the system will report the number of entries that can be imported and any that can't.

- I would recommend you only say yes once all entries are valid.

- If you say no it will list the invalid records and what the problem is

Import entries

2 valid records to be imported.
70 invalid records detected.
Details of invalid records will be given shortly.
Do you wish to import the valid records now?

Yes   No
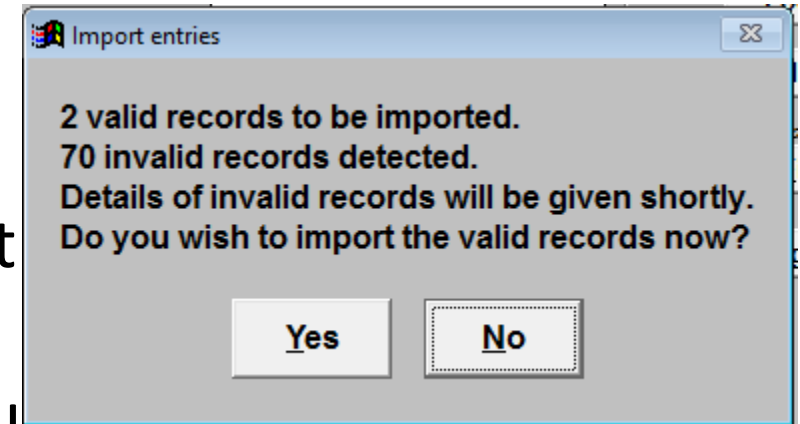
error.txt [Read Only]

Please study this error file and note any important problems and then investigate

Record failing validation and not imported
Mike Hampton Invalid course
John Evans Invalid course
Liz Drew Invalid course
Christopher Drew Invalid course
Judith Goodair Invalid course
Guy Goodair Invalid course
Peter Ross Invalid course
Jillyan Dobby Invalid course

On the day - Setup

What kit do you need

You are responsible for providing everything for the result service

- Power

- Download

- Results Display

What you need depends on

- Number of competitors and level of event

- Pre-entries vs Entry on the day

- If power is available

- What results display

What kit do you need

- Local event – pre-entered 100 – 150 entries
  - Laptop and backup
  - Splits printer and backup
- Schools event
  - 4 – 5 laptops, wireless router & backup
  - Large screen for display
  - 2 download stations
- Regional Event – 200 + entries
  - 3 laptops + wireless router and backup
  - Large screen for display
  - 2 download stations

Kit

- The main results box has everything for a local event
  - Server laptop (SYO4)
  - Splits Printer
  - Download box
  - Purple 'Service SI cards'
  - Coupling stick
  - Power strip (x4)
  - 2 x spare till rolls
- Small toolbox with backup download
  - Splits Printer
  - Download Box
  - 1 x spare till roll

Kit

- Laptop Bag
  - Wireless router & charger
  - Network cables
  - 2/3 laptops + chargers + mice
- Backup Stuff box
  - Wireless router & charger
  - Network cables
  - Download box
  - Tablets for Start clock (Oclock app)
- Loose Kit
  - Power strip

Power

- Mains Power available
  - Power extension cables – how far is the nearest plug and can you safely run a cable?
- No Mains Power
  - 12V battery and invertor
  - Backup invertor
  - 1 – 4 spare batteries
  - Jump Leads

Plug everything together

- If using multiple laptops you need to connect them via the router.
- SYO4 (the server) should be connected using a network cable
- Other laptops can be connected with a cable or to the SYO wifi network
- Connect splits printer and download box to each download station
- Make sure Colour is connected to the correct server directory
- Make sure Colour has the correct event set as default
- Make sure download stations are working and splits are printing

Connect Laptop to the network

- Plug the network cable into the laptop and router or connect laptop to SYO wifi

- Open a file browser on the laptop and check you can connect to [\\SYO4](#)

Check Colour is connected

- Colour should be set to use the server directory

Should be \\SYO4\ECOLOUR\Colour

Check Colour is connected

Check the right event is selected

- Pick the event

- If the 'Set this event as default on launch' is enabled click it. This means when you start colour this event will be used.

Setting up the download Station

- Plug the download box into the laptop
- Open Config+ to find out which port the box is associated with (Each box will be allocated a port on each laptop)

- In Colour go to Results and click on the button next to the com port to set the port.
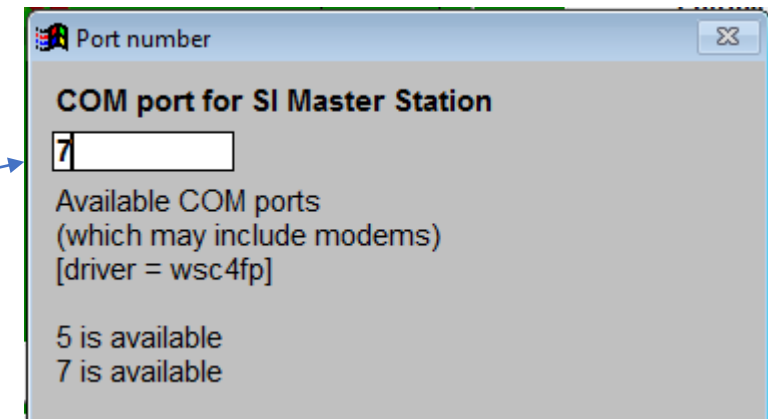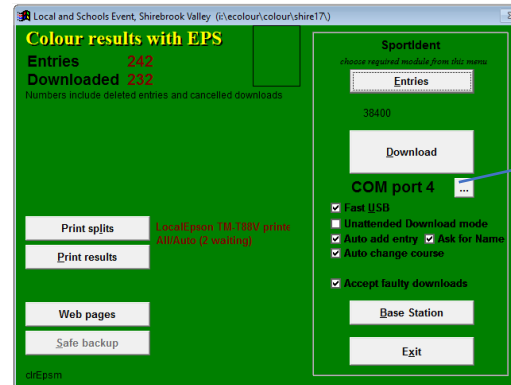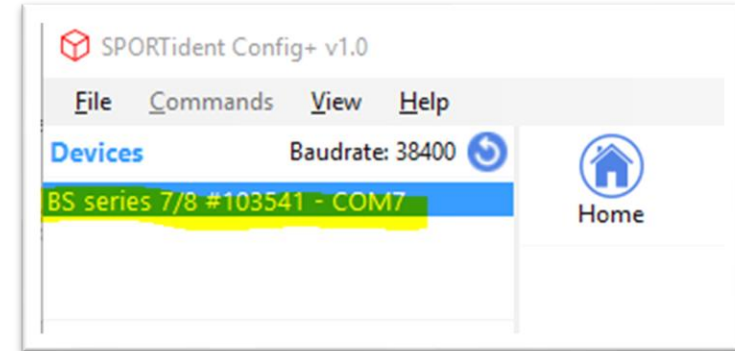
Other Download Settings

• For most events the other download settings should be as shown:
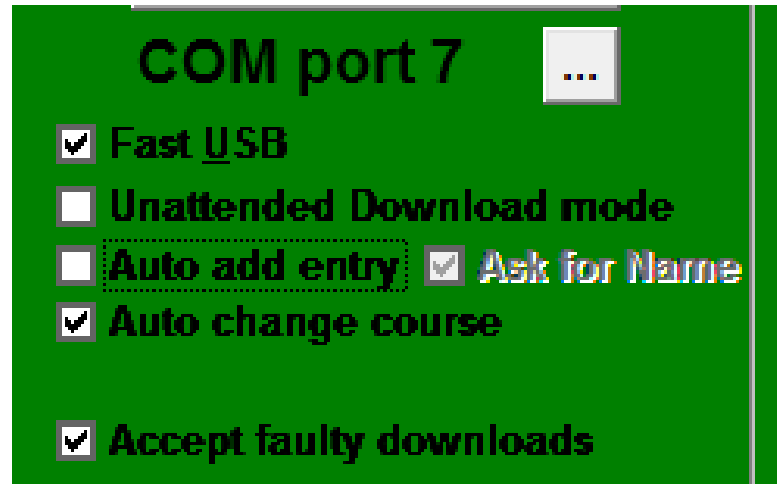
Printer Setup

- Plug the printer in to the laptop it should be recognised by windows and show as online when looking at devices & printers

- Colour needs to know which printers to use. This is available in Maintenance -> Printers

- If no A4 printer is used make sure no A4 printer is ticked

- You can check splits are printing ok from the results section using menu Splits -> Test Splits Print
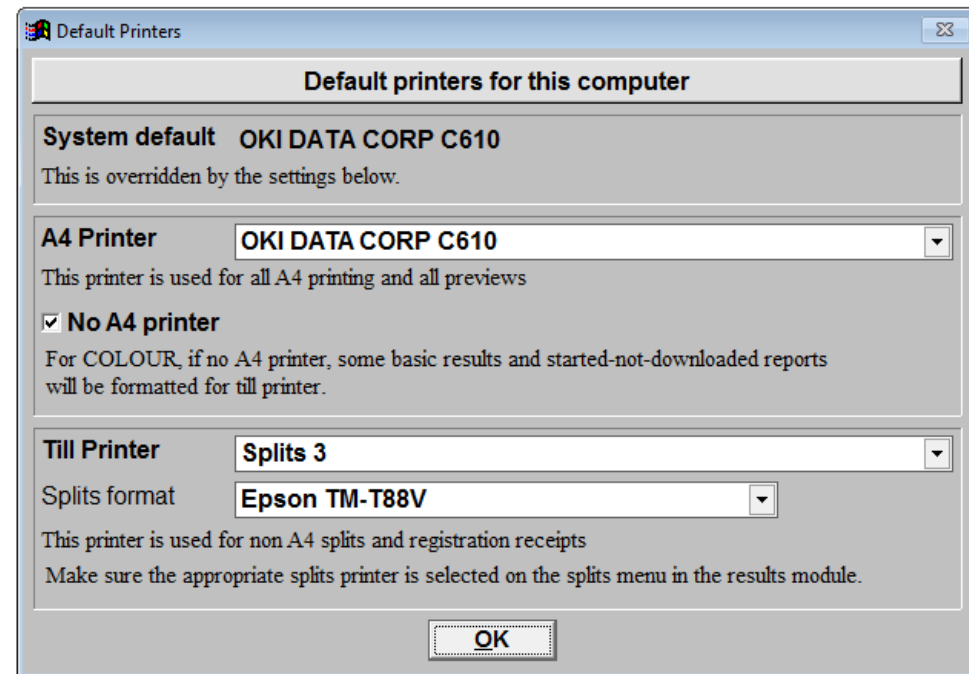
Final Test for download station

- Use a hire SI card to test the download, there won't be an entry for it but the card should download and when you cancel the match entry you should get splits printed.

Web Pages

- https://syo4/colour/admin.html

- Select the event
- Results – results display
- School Registration – initial registration
- Registration search – find a school registration
- Other buttons for post event results
- Missing Runner – shows the entries not yet downloaded
- Duplicate runs shows runners that have more than one run on the same course

Web Page Results

Standard results for the large monitor display.

White

	Name	Class	Club	Time
1	Hannah Chapman	G5	HATHERS	7:35
2	Jack Walwyn	B5	ECCLESA	7:36
3	Jasper Kerr	B5	CARFIEL	7:41
4	Beau Elliot	G5	RAINBOW	8:00
5	Alexander Lilley	B4	ABBEYLA	8:02
6	Louis Bryant	B5	HUNTERS	8:09
7	Thomas Anderson	B4	TOTLEYP	8:21
8=	Oliver Noon	B5	ECCLESA	8:52
8=	Art O'Toole	B4	KNAVESM	8:52
10	Leo Atkins	B5	WESTWAY	8:58
11	Alec Johnston	B4	HUNTERS	9:00
12	Oliver Fletcher	B3	ECCLESA	9:16
13	Katy Ash	G4	HUNTERS	9:26
14	Edwin Jones	B4	CARTERK	9:28
15	Esme Elliot	G4	RAINBOW	9:35
16	Kenzie Farnsworth	B5	ECCLESA	9:42
17	Eliza Jones	G5	CARTERK	9:43
18	Zac Garratt	B4	NETHERG	9:49
19	Jago Reynolds	B4	RENISHA	9:58
20	Pippa Spiers	G2	DORE	10:03
21	Finn Mackie	B4	GREYSTO	10:10
22	Liberty Noon	G2	ECCLESA	10:11
23	Emily Davison	G4	WESTWAY	10:12
24	Thomas Norman	B4	GREYSTO	10:14
25	Mattie Rothman	B2	DOBCROF	10:20
26	Dougal Dunningham Ward	B5	GREYSTO	10:23
27	Rowan Carr	B5	CARTERK	10:26
28	Isaac Pearce	B5	WESTWAY	10:37
29	Eliza Blue Elliott	G2	RAINBOW	10:38
30	Angelina Watson	G5	CARTERK	10:48
31	James Wallis	B5	-	10:55
32	Tilly Wainwright	G7	NETHERG	10:58

White continued...

	Name	Class	Club	Time
41	Joe Spiers	B3	DORE	12:20
42=	Mariana Garcia	G3	Ind	12:21
42=	Samuel Fixter-Wilson	B5	CARTERK	12:21
44	Eve Wainwright	G5	ABBEYLA	12:22
nc	Theodore Wheldon	B3	ECCLESA	12:26
45	Freya Johnston	G3	HUNTERS	12:30
46	Albi Riley	B5	CARTERK	12:46
47	Benjamin Dodd	B3	HALLAM	12:47
48=	Frederick Marsters	B3	OUGHTIB	12:48
48=	Laurie Dodd	BR	HALLAM	12:48
50	Ali Rothman	BR	DOBCROF	12:54
51	Evelyn Bedford	G5	WESTWAY	13:11
52	Edan Hayward	B5	WESTWAY	13:42
53	Daniel Anderson	B3	TOTLEYP	13:47
54	Oscar Stephens	B4	HUNTERS	14:14
55	Billy Clark	B4	CARTERK	14:21
56=	Toby Allison	B4	HUNTERS	14:23
56=	Kitty Cadman	G8	SILVERD	14:23
58	Thomas Dunningham Ward	B2	GREYSTO	14:34
59	Chris Hart	B1	-	14:35
60	Athelen Hayward	B2	-	14:36
61	Alice Bendrey	G6	DOBCROF	14:37
62	Owen Hayward	B3	WESTWAY	15:05
63	Rafe Cadman	B3	NETHERG	15:09
64	Maisie Clarke	G3	CARTERK	15:10
65	Philip Puckrin	M75	EBOR	15:13
66	Max Taylor	B6	DORE	15:36
67	Theodore Wheldon	B3	ECCLESA	15:46
68	Ben Noble	B3	WESTWAY	16:02
69	Douglas Noble	B2	WESTWAY	16:05
70	Mia Hart	G4	HUNTERS	16:07
	Alexander			

White continued...

	Name	Class	Club	Time
79	Benjamin Wallis	B1	NETHERG	17:02
80	Esther Savage	G4	HUNTERS	17:15
81	Max Alexander	B1	WHARNCL	17:24
82	Evie Alexander	B4	WHARNCL	17:36
83	Lucy Holt	G4	WESTWAY	19:00
84	Charlie Ward	B1	TOTLEY	19:51
85	Oscar Griffith	BR	Ind	19:52
86	Ada Fulson	GR	GRINDLE	20:06
87	Seb Choppin			20:13
88	Jude Ledger	B4	ECCLESA	24:14
89	Joseph Greenacre	B4	ECCLESA	24:19
mp	Sam Nolan	B5	ECCLESA	6:59
mp	Alice Taylor	G4	DORE	21:26
mp	Maisie Daws	G4	DORE	21:26

Yellow

	Name	Class	Club	Time
1	Lawrence Hodgson	B7	HIGHST	14:20
2	Jasper Kerr	B5	CARFIEL	15:28
3	Abigail Howsam	G7	MERCIA	16:47
4	Oliver Noon	B5	ECCLESA	18:52
5	Sophie Howsam	G6	ABBEYLA	19:24
6	Eliza Jones	G5	CARTERK	19:57
7	Imogen Lilley	G7	MEADOWH	20:33
8	Thomas Anderson	B4	TOTLEYP	20:54
9=	Art O'Toole	B4	KNAVESM	21:50
9=	Felix Woods	B6	STGILES	21:50
11	Sam Bell	B6	DOBCROF	22:03
12	Jack Baxter	B6	HUNTERS	22:14
13	Fred Garratt	B1	NETHERG	22:21
14	Dougal Dunningham Ward	B5	GREYSTO	22:58
15	Rory Keen	B7	SILVERD	23:14

Yellow continued...

	Name	Class	Club	Time
26	Oskar Woods	B7	STGILES	30:09
27	James Wallis	B5	-	30:22
28	Sam Kenneth	B5	NETHERG	30:47
29	Phoebe Kerr	G2	CARFIEL	31:55
30	Lucy-Laura Miller	G6	HUNTERS	31:58
31	Alec Johnston	B4	HUNTERS	32:03
32	Leo Hart	B6	HUNTERS	32:36
33	Edan Hayward	B5	WESTWAY	32:38
34	Leo Atkins	B5	WESTWAY	32:40
35	Dylan Johnston	B6	HUNTERS	33:25
36	Rose Tricklebank	G5	NETHERE	33:27
37	Anabelle Seymour	G5	SHEFHI	33:32
38=	Joseph McGowan	B6	DORE	34:02
38=	Max Taylor	B6	DORE	34:02
40	Cameron Daws	B6	DORE	34:15
41	Evelyn Bedford	G5	WESTWAY	34:20
42	Patrick Coefield	B7	NOTREDA	34:27
43	Philip Puckrin	M75	EBOR	35:36
44	Ben Fraser	B8	ECKINGT	39:30
45	Frederick Marsters	B3	OUGHTIB	49:39
46	Esme Craggs	G6	HUNTERS	53:43
47	Beatrice Bunting	GR	NETHERG	57:27
48	Dylan Wager	BR	Ind	57:42
49	Mya Wager	G1	TOTLEYP	57:43
50	Leonard McQuillin-Smith	B2	-	60:14
mp	Jack Walwyn	B5	ECCLESA	17:54
mp	Edwin Jones	B4	CARTERK	19:46
mp	Marek Pillay	B6	WESTWAY	22:31
mp	Milo Holdsworth	B5	GREYSTO	24:46
mp	Nedd Hunt	B5	BISHOPP	28:03

Orange

	Name	Class	Club	Time
1	Pasco Reynolds	B8	LADYMAN	22:09
2	Silas Lees	B9	HIGHST	26:23
3	Ella Baxter	G8	HIGHST	26:55
4	Caspar Reynolds	B9	LADYMAN	27:14
5	Walter Faulkner	B8	HIGHST	27:27
6	Oscar Peel	B8	TAPTON	27:38
7	Anna Todd	G9	SILVERD	28:17
8	Charlotte Chapman	G8	HOPEVAL	29:04
9	Beth Sykes	G8	HIGHST	29:14
10	Wilson Faulkner	B8	HIGHST	29:45
11	Hannah Chapman	G5	HATHERS	36:59
12	Oliver Maaranen	B9	TAPTON	39:28
13	Lydia Miller	G8	KINGED	40:15
14	Ellen Ash	G8	HIGHST	40:21
15	Rafferty Scrimshaw	B8	SILVERD	40:25
16	Fionn O'Toole	B8	MILLTHO	41:40
17	Elizabeth Medd	G9	SILVERD	43:48
18	Hugo Hurrell	B9	BIRKDAL	44:03
19	Finn Mackie	B4	GREYSTO	44:37
20	Lucy Bedford	G8	KINGED	44:39
21	Thomas Norman	B4	GREYSTO	44:40
22	William Westaway	B8	TAPTON	44:54
23	Flynn Rogers	B8	PENIST	47:28
24	Rowan Thomas Hanks	B7	CARFIEL	53:25
25	Ralph Coe	B5	TOTLEY	54:50
26	Jackie Butcher	W55	SYO	58:34
27	Ben Noble	B3	WESTWAY	58:37
28	Penny Bell	G8	HIGHST	66:45
29	Helen Elkington	W21	OD	78:06
30	Ben Summers	M14		81:34
31	Hugh Bedford	M45	IND	89:04

Light Green

	Name	Class	Club	Time
1	James Bryant	B10	HIGHST	31:2
2	Evan Jenkinson	B10	HIGHST	34:1
3	Lotte Sykes	G10	HIGHST	39:0
4	Maxwell Groom	B7	OUGHTIB	45:4
5	Olivia White	G10	SILVERD	47:5
6	Isaac Oliver	B10	HIGHST	49:5
7	Alice Pieters	G8	SHEFHI	52:0
8	Millie Norman	G11	HIGHST	52:3
9	Ciara Keen	G10	SILVERD	56:1
10	Lola Mead	G10	HIGHST	61:4
11	Ruth Yeomanson	G10	HIGHST	74:5
12	Janita Maaranen	W45	SYO	84:2
mp	Ann Waters			108:3
mp	Oliver Craggs	B10	HIGHST	57:5
mp	Sebastian Pugh	M35	SYO	67:3

Green

	Name	Class	Club	Time
1	Richard Hunt	M45	SYO	36:28
2	Kristian Groom	M45	SYO	38:12
3	Alex Forrest	M55	SYO	47:05
4	James Mead	M45	SYO	47:34
5	Rob Last	M60	SYO	53:20
6	Christopher Medd	M45		54:25
7	Richard Morris	M55	SYO	54:28
8	Chris ROBINSON	M40	SYO	60:36
9	Adam Kent	M50	SYO	68:44
10	Jane Candlish	W21	SYO	68:50
11	Derek Gale	M75	DVO	68:58
12	Judith Holt	W70	DVO	71:06
13	Colin Drury	M75	SYO	71:53
14	Malcolm Spencer	M65	DVO	72:31

Web Page Results – Settings

Cog in top right

If there are more results than will show on the screen change:

- Number of columns and/or font size

And / Or

- Select courses for the first and second screen, they will then alternate

Settings [Cancel] [Save]

Refresh Rate `30`
Scroll Rate `15`
Scroll Rows `20`
Filter Courses `No ∨`

First Screen Courses
- White
- Yellow
- Orange
- Light Green
- Green
- Blue

Second Screen Courses
- White
- Yellow
- Orange
- Light Green
- Green
- Blue

Number of Columns `6 ∨`
Font Size `100 ∨`
Show Messages `No ∨`

Web Page Online Results

Colour will try to upload results to the website each time it refreshes. To do this it needs:

- The server to have connection to the internet – connect the server to a wifi network

- The venue in the Colour event must match the venue set for the event on the SYO website.

- A directory needs to be setup on the SYO website for the results to be loaded. This can be done by picking a results file etc.

Web Page – Schools Registration

- Enter the ID, if it already exists the data will be shown
- If it is a new entry enter the values from the form and save
  - Then enter the result in colour

Web Page – Schools Registration Search

- Use it to find an entry and make modification

Normal Tasks

- Adding Entries
- Download
- Switching downloads between competitors

Adding Entries

- At a busy event getting the entries in can be the most critical task to making things run smoothly. At a schools event a white course runner may be downloading 10 minutes after registering. If their entry is not in the system or the SI card number is wrong it takes time to sort out, the download queue backs up and with SI cards not being re-cycled quickly the registration team runs out of hire cards…
    - Make sure the entry slips get to the result team quickly
    - Check the SI number is correctly entered
    - If the entry slips start to mount up make sure someone knows so they can either get another person to help out or manage the download queue

Adding Entries

- Entries will arrive on an entry form. The most important information is the SI card, this must be legible (and correct) on the form and entered correctly into the system

- Go to Colour -> Entries and select 'New'

- Enter the membership number (BO or Schools) or the SI number and the system will pull back data. If they are not in the database then you have to enter it all manually

- It is not critical for the course to be set but it does help when figuring out who is still out

Adding Entries

- Once saved you can see the information you have entered. It can be modified by pressing the entry button.

- Hit 'New' to enter another new entry. You can use the 'Alt' key plus 'w' to do this as well.

- Once you are used to it the shortcut keys can make data entry pretty fast

Finding Entries

- Often you are asked to find and entry. This could be to make a modification or check if they have downloaded
  - From the main screen click entries
  - Enter the persons name or SI number and hit enter or search.
  - If more than one hit is found you get a list where you select the record, otherwise it goes straight to the entry screen.

Download

- This can be run on the same computer as someone doing entries, it just needs to be a separate executable running. On SYO4 & 5 there are two ECOLOUR directories set up each with shortcuts so one can be used for entries and one for download.
  - Note that if you try to modify entries for a competitor that has downloaded on a computer that is running 2 colour applications it will crash. Just restart the program and check that the correct event is selected…
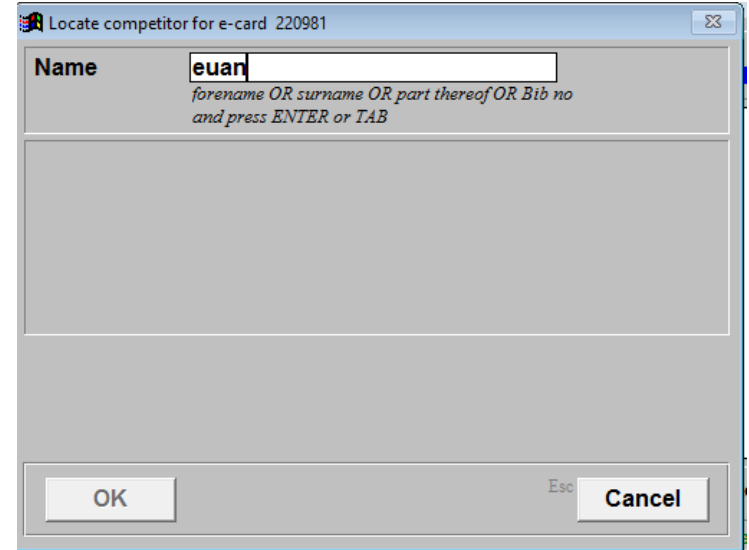
Download

- Before going to the download screen make sure the correct options are selected

- The download screen can sit happily in the background downloading competitors

- There should be someone on download duty who should make sure the hired SI cards are handed back and check that the record has matched up OK – you can ask the competitor to check their name is right
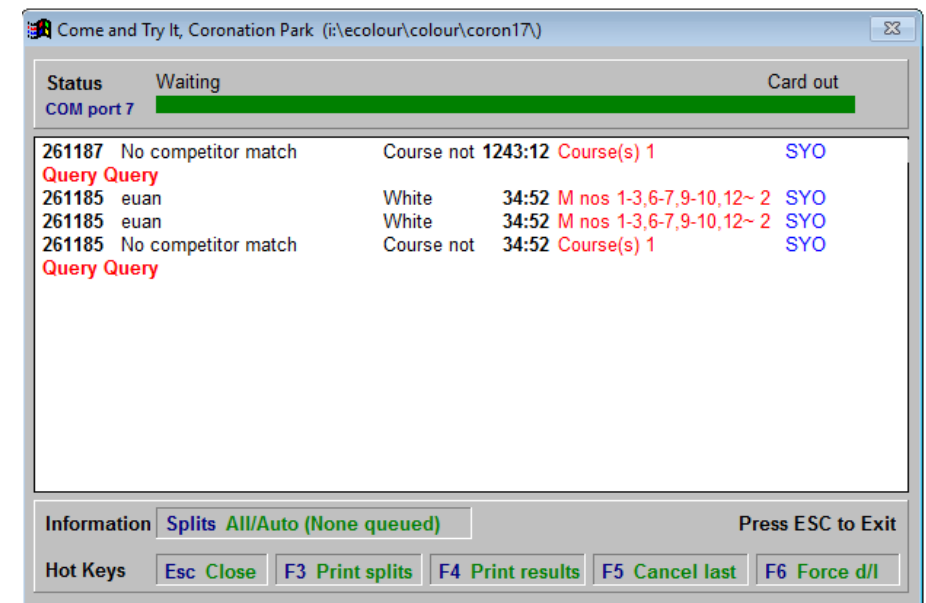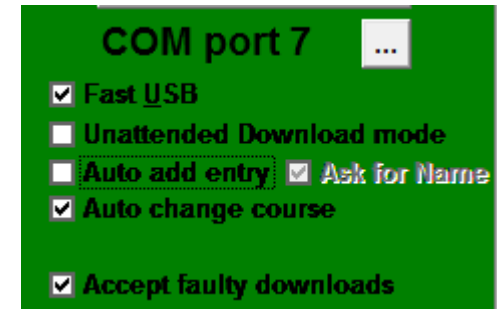
Download – non-matched entries

- If a competitor downloads and the SI card does not match an entry a search form is shown.

- Enter their name and select from the list. The system will then save the download to the competitor

- If there is no match just cancel – you get this message but just get them to go to the 'problem desk'

Locate competitor for e-card 220981

Name   euan

forename OR surname OR part thereof OR Bib no and press ENTER or TAB

OK   Esc   Cancel

Message

Unable to match e-card to an entry.
Probably mistyped e-card number.

Please ask competitor to fill in problem form, hand in hired e-card, and return later for splits.

OK
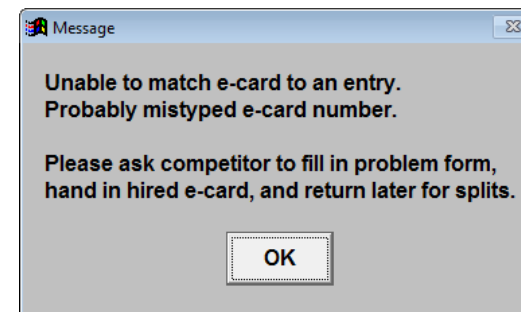
Download – Moving download data

- Sometime a download may not match up and you end up with an entry that says something like 'E-card 653262' or a competitor says that it isn't their name on the splits

- In this instance you need to 'Match' the record.
  - Locate the record using the entry search
  - Hit the Match button
  - Use Exchange to switch the download information to another entry
  - Enter some details about the record you want to exchange it with
  - The download data on the two records will be switched

Admin Tasks

- Missing / Broken SI boxes
- Reinstating a competitor (manual punch)
- No Start / Finish Punch

Missing / Broken controls

- If a control goes missing or is vandalised the planner will normally put another out in it's place. This will have a different control number and the planner will just write the correct control number on top of the box.

- Colour needs to know that another control code can be used – this is called adding an alias.
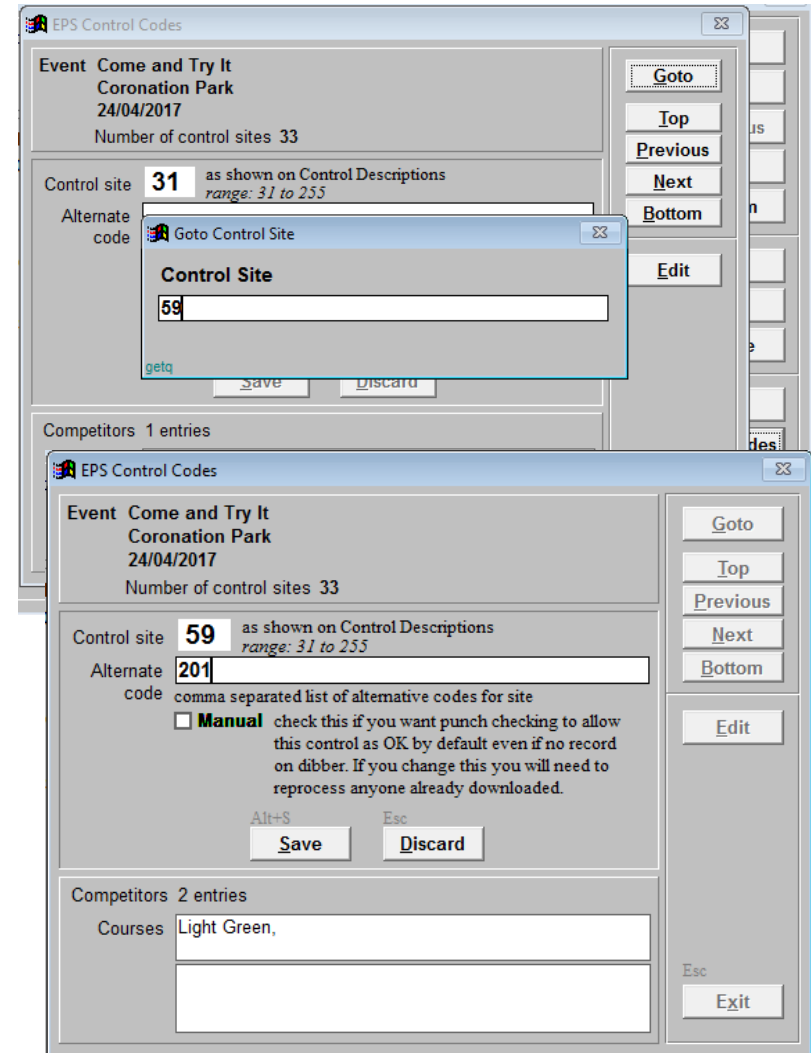
- Go to the course section and click the Alias Codes button.

Missing / Broken controls

- Click the Goto button and enter the code of the control you need to add the alias to.

- Add the additional control code

- If the box is not replaced then you should tick the Manual box and the control will be ignored from the course checking

Missing / Broken controls

- There are likely to be results in the system that need to be updated based on this change.

- In the results screen use the tools menu
  - Reprocess options are available use for course or all depending on how many courses are impacted

- This can be used for any other changes in the courses e.g. if a control number was wrong in the course or a timeout has changed
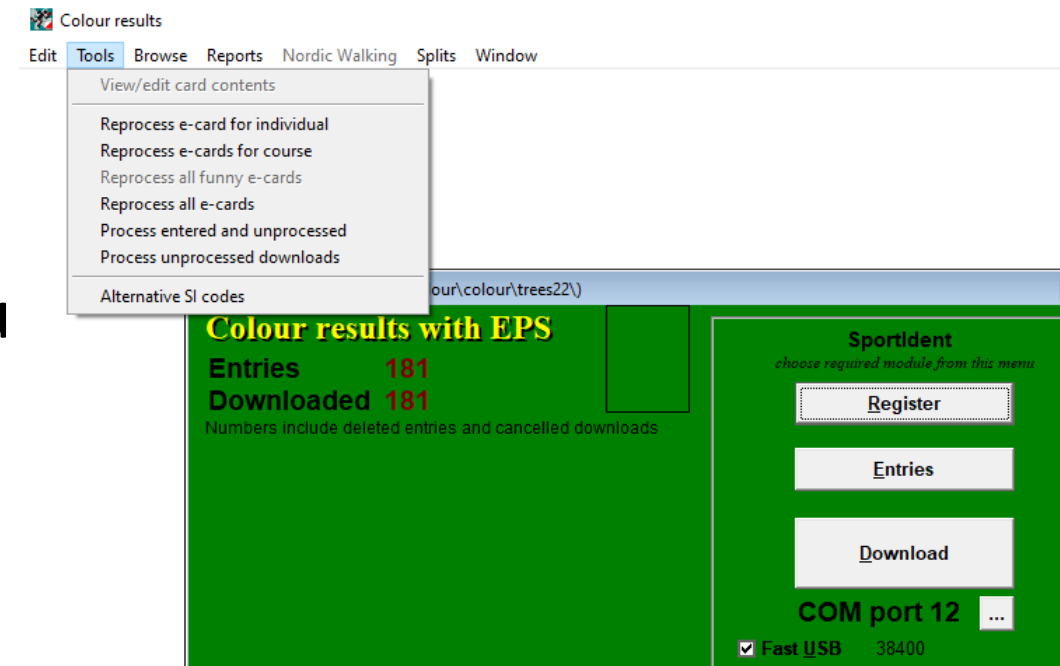
Re-instating a competitor - manual punch

- There may be times when a competitor needs to be re-instated because the box did not function when they were there.
  The decision to re-instate a competitor is the job of the organiser or controller, not the download team.

- Search for the competitor and on the entry screen select 'Punches'

- Here you can enter the number of the control site

No Start / Finish punch

- Occasionally someone fails to punch the start or finish.

- At level D events the start or finish time should just be added in.

- Search for the entry

- Click the review button

- Select Start / Finish and click insert

- Enter the time and click apply followed by Apply again