# Race Day Instructions for E-Punching

### At Registration:

You are not required to utilize the EP system to run a course, as all EP controls have pin punches attached as the back-up to the electronic stations. However, your results will not be counted if you use pin punching on an electronic course.

If you do not have your own finger stick, you may rent one at registration for $5.00. After registering and paying your fees, you must go to the EP table. At the EP table you will be asked for your name, stick number and the course you are running. This information will be entered into the laptop and used to produce the final results for the event.

### At the Start Area:

The start area will be very close to the EP table. Place your finger stick in the unit marked "**Clear**", wait until it beeps and flashes, then remove your stick. This is known as "punching" the control and will take 3 or 4 seconds while any data from the previous event is removed from the stick.

Next punch the unit marked "**Check**", which will confirm that the finger stick is ready for use. This will be very fast, less than a second, and will be similar to the speed of the field controls.

When you are told to start, punch the "**Start**" control before heading out on your course. This records your **start time** on your finger stick. If a runner starting ahead of you is on the same course, give him or her at least a minute before you start.

### On the Course:

Visit each control in the proper order. Be sure to check that the control number on the unit matches the control number on your course clue sheet. **Punch** each control unit and wait until you hear a beep and see a flash on the unit. It should take less than a second.

If you punch a wrong control by mistake, or punch controls out of order, it does not matter as long as you eventually punch all of the controls in the proper order. For example, if you find and punch control #4 before control #3, it is okay as long as you then find #3 and punch it, and then **revisit** #4 and **re-punch** it before continuing on to #5. Also, it does not cause any problems if you happen to punch a control that is not on your course.

Most miss-punching happens at water stops because the runner is busy and forgets to punch the control.  Get into the habit of punching first and then getting water.  If you punch again before you leave it doesn't matter.  The second time stamp will overwrite the first one but the important thing is that the controls visited are still in order.

If there is no beep or flash, the unit may be malfunctioning; if so, punch the edge of your map with the pin punch attached to the control flag to prove that you visited the control.  If the control beeps 4 times it's an indication that the battery has dropped below 3V and needs to be replaced.  These occurrences (no beep or 4 beeps) are very rare but must be reported to the EP staff at the finish line.

### At the Finish:

Punch the **Finish** control at the Finish line. This writes the **finish time** on your finger stick and effectively stops the clock.  You now have time to catch your breath before downloading your results.

### After the Finish:

Go to the EP table (the same one you visited after Registration) and download your results. To do that, place your finger stick in the Download Station until it beeps (which can take several seconds while the data is being downloaded). You will be congratulated on completing the course correctly and will receive a printout of your splits, which can be attached to your map.

### Keep In Mind:

Be sure to **check in at the EP table whether or not you finish your course**, or if you decide not to go out on a course after you have

entered your name in the database. If you do not check in, you will be listed as a missing runner, and we will have to initiate a search for you.

Also, please be aware that **courses close at 2:00 P.M.** unless otherwise specifically stated in the event notes. You must be back at the EP table by 2:00 P.M. whether or not you have finished your course. The controls will start being removed at 2:00 P.M. Also, it is very discourteous to the organizers not to return by 2:00 P.M., because we start to worry whether you are lost or injured, and have to keep a group of orienteer's around to do a search party if you do not return.

## *Common mistakes:*

With a little care and attention to detail your race should be a trouble free experience that allows you to concentrate on orienteering. Experience has shown, however, that there are several common mistakes that occur:

- Not reporting to the EP table before starting.
    - When you attempt to download your results the software will not accept them as it will not recognize your details.  In the EP software each event is a fresh start, nothing is carried forward from previous events, so you must let the volunteer running the laptop have your information.  It is possible for your information to be entered after you finish, and you will have to download your data again, but this will cause a delay for other finishers.
- Not reporting to the EP table after finishing (whether or not you completed the course.)
    - The software includes a "missing runners" report that the Meet Director will use to determine if a search party needs to be sent out for a runner who may be injured.  Everyone leaving the woods, regardless of how many controls were visited, must report to the finish line.  This is standard practice for all courses, electronic or manual.
- Miss-punching (MSP)
    - This is the term used when controls have not been visited in the correct order or if one or more controls are missed out.  If missing a control was intentional, that's the runner's choice

on the understanding that their results will be classified as MSP.  However, if the intention is to complete the entire course, then all controls must be visited in the order listed on the map and the clue sheet.

- Incorrect details in the results
    - o At the end of the event the EP equipment is passed on to the next event's Meet Director/Course Setter team.  If there are any errors in your results it may take some time to have them corrected as the responsible Meet Director will no longer have the laptop to work with.  The print out of your splits will include all the information that displays in the final online results.  Please check it for accuracy before leaving the event and report any errors to the EP staff immediately. They will be able to correct it and provide you with a new printout if you download your data again.

This should be enough information for a runner to be confident of having a successful event.  For more detailed information on e-punching please refer to the article on Technical Details.