# Chicago Area Orienteering Club

Race Day Instructions for Sport Software
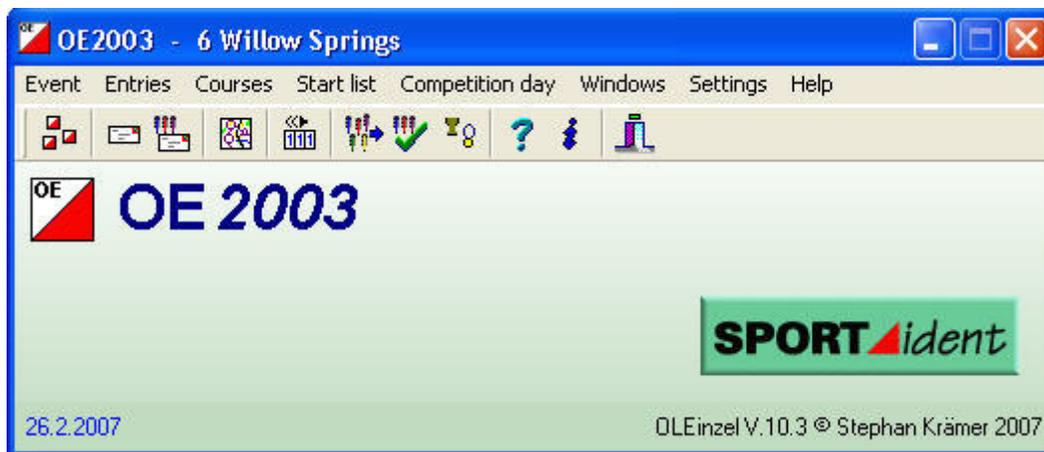
Introduction

This guide is for use by Meet Directors and Course Setters from the Chicago Area Orienteering Club (CAOC) to prepare and use the Sport Software applications for a standard orienteering event.

The assumption is that the laptop in use has already been loaded with the appropriate software. If this is not the case then refer to the E-Punch Installation and Maintenance manual for instructions on what software is required and how it is downloaded and installed.

This guide is in 3 parts. Part 1 is the preparation of the event, which can be done at any time once the courses have been set and the control order is known. Part 2 details the steps taken on race day to run the event as well as the process of producing race results. Part 3 covers setting up e-punching for orienteering events that are not being run as standard "point to point" courses.

Part 1 – Preparing the Event

The following instructions are based on the assumption that the event is a single-stage point-to-point event. I.e. a normal Sunday event for CAOC, which requires the use of OE2003. For a non-standard format (e.g. the Goat or a Box section) the variations are at the end of this section.

From the **Start** button of the computer launch **OE2003** and follow these steps in order.

Creating an Event

1. Open the **Event** menu and select **New.**

2. Enter a name for the event, the date of the event in the format **mm/dd/yy**, and zero '**0**' for the time.

3. Click the **Settings** ⚙ Settings button and ensure that both check-marks are in place for the **Time Taking** section. This is a vital step and must not be missed.
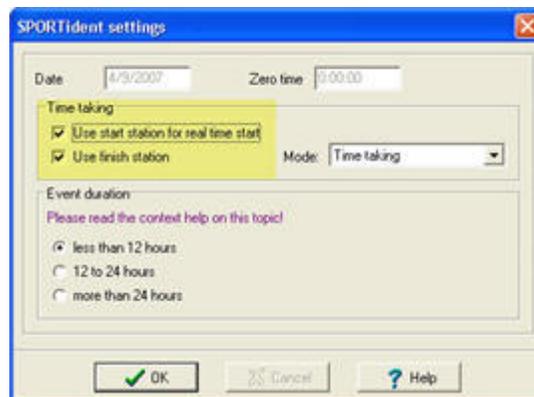
4. Once the event has been created its name will be displayed in the OE2003 title bar. If the software is shut down, and then re-launched, it will return to this event.

5. To manage a different event open the **Event** menu and click **Select**. Highlight the desired event and click **OK**.

6. To delete an event open the **Event** menu and click **Delete**. Highlight the event to be deleted and click **OK**. While this may be useful when test events are created to learn the software, it is not advised under normal conditions as a deleted event cannot be retrieved.

7. The same steps are taken to open one of the two demonstration events that are pre-loaded in the software. This can be useful to see examples of how events can be organized.

Establishing a club

1. Open the **Entries** menu and select **Clubs**.

2. A window will open with a blank line entry numbered '0' with 'Vakant' as the City. This is a default that must not be removed or changed.

3. Click the **Create Club** button [icon] and enter the following:

    a. Club Name – **CAOC**
    b. City – **Chicago**

4. Click the **Refresh table** button [icon] ,then **Yes** on the **Save modifications** message.

5. Finally click the **Close form** [icon] button.
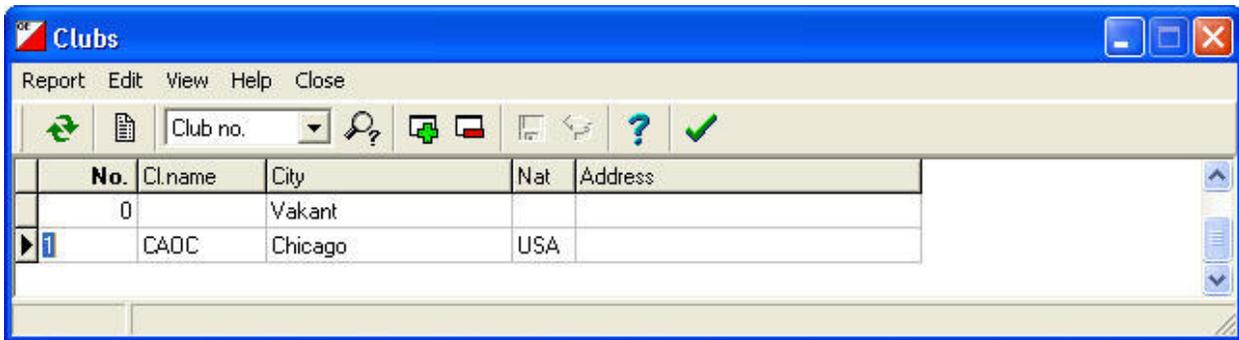
Note: If guests from other clubs arrive at an event be sure to add their home club's details appropriately. There is an **Add Club** button [icon] in the **Entries** window for quickly creating a new club.

Creating Entry classes

The term "classes" appears in 2 areas within Sport Software. Entry Classes refers to age classes that are normally found at A-Meets and above. The Long class name is used when results are printed but the Short name allows for faster data entry when adding competitors. For CAOC purposes the course colors can be entered instead.

1. From the **Entries** menu select **Classes**.

2. Enter the following:

    a. No – 1
    b. Short – **Red**
    c. Long – **Red**

d. Press **Enter** on the keyboard.

3. A message will appear asking for confirmation that "This class will not pay any start fee?" Click **Yes**.

4. Repeat for **Green** and **Orange** as necessary.

5. Click the **Refresh table** button ,then **Yes** on the **Save modifications** message.

6. Finally click the **Close form** button.
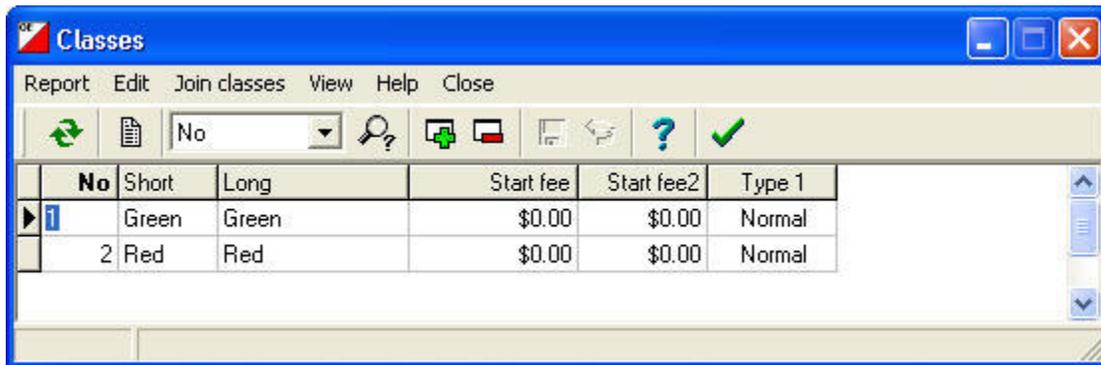
Recording Controls

Before the courses can be designed, the software must have the control numbers being used.

1. From the **Courses** menu select **Controls**.

2. Enter the control number of the first control in the **No** field. "Control" and "Control 1" will appear in the same line.

3. Press **Enter** on the keyboard.

4. A second row appears with the next sequential number.

    Note: The CAOC inventory of e-punch equipment shows that the numbering system for the controls starts at 31. There is no need to use this control, or to enter the controls in any particular order. However, as will be seen below, the Controls window will automatically assume that controls are being entered in order, so, to speed up the process, it is recommended to enter them in numerical order.

5. Press **Enter** repeatedly and a new row will appear with the control numbers incrementing automatically. Take care to ensure that no numbers are missed or unnecessary controls entered.

6. When the last required number appears click the **Refresh table** button then **Yes** on the **Save modifications?** message.

7. Click the **Close** button.

Notes:

- A safe way to ensure that the correct controls are entered is to use the master control description printout from OCAD.

- The Type, Description and C – H columns are for use when Sport Software is the source for the control description sheets. CAOC use OCAD to ensure that they are an exact match to the maps.

<u>Creating Courses</u>

1. From the **Courses** menu select **Courses**.

2. Enter **1** in the first field and the name of a course in the second field, i.e. **Red** or **Green**.

3. Enter the **Length** and **Climb**. This has no effect on the courses but will display in the results printouts.
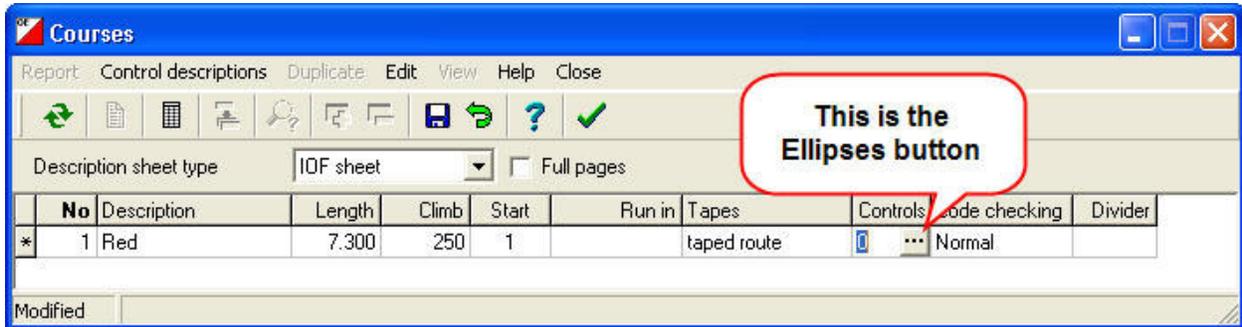
4. In the **Controls** column click the **Ellipses** button to open a window containing all available controls.

5. Pay close attention to the message that appears as the mouse passes over the left pane.
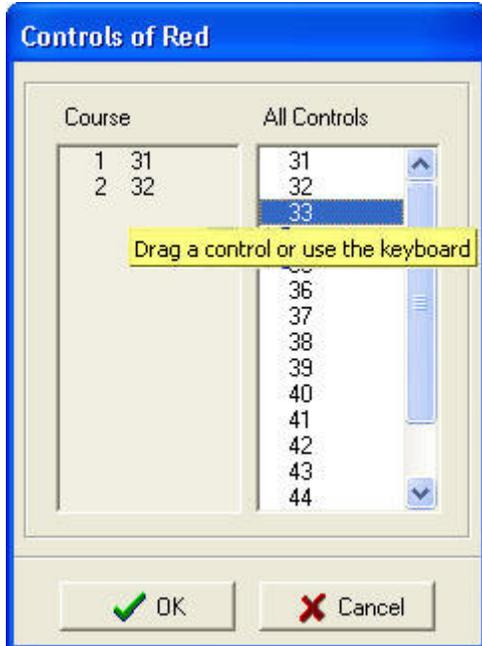
6. The 2 methods for entering the controls into a course are:

   a. Drag each control, in the correct order, from the right pane to the left pane.

   b. Highlight a control by clicking it then press the **Enter** key on the keyboard.

7. If a control is entered into a course by mistake then highlight the control (in the left pane) and press **Delete** on the keyboard.

8. In a long course the left pane may be filled with controls and be difficult to manage. Stretch the window vertically by dragging either the top or bottom with the mouse so that all controls are visible.

9. Click **OK** to save the course then repeat the steps for all other courses.

10. Click the **Close form** button.

Linking Entry Classes to Courses

The final step before starting to enter competitor's details is to link the entry classes to the courses. In an A-meet this would mean linking M21+ to Blue, F45 to Orange, etc. For CAOC club meets it can be confusing as both selections are based on the course color.

1. From the **Courses** menu select **Classes**.

2. Match each Entry Class with the corresponding Course and save the results.
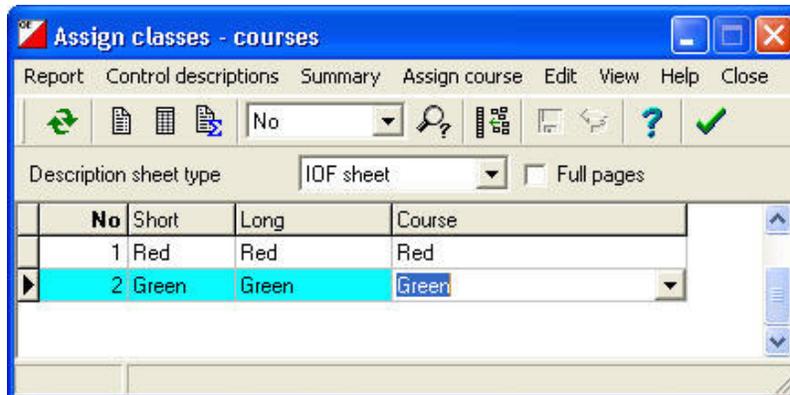
Part 2 – Race Day

The Course Setter is probably the first person to arrive in the woods on race day and it's this person's responsibility to ensure that all the control stations (including Clear, Check, Start and Finish) have their clocks synchronized.

Remember that each piece of equipment has its own internal clock and these clocks have a tendency to drift away from each other. The standard time is controlled by a unique station known as the **SI Master**. It is blue in color and will never be attached to a stand. It will be stored with a purple card and a small metal rod known as the **Induction Coupling**.

The purple card is pre-loaded with a signal that gives it control over the SI Master, which in turn is programmed with multiple modes that are used to set the other stations to specific roles. Each time the card is inserted into the SI Master it changes it's mode through the sequence:

> SERVMT – Service Master
> TIMEMR – Time Master
> EXT MA – <u>Extended Time Master</u>
> Off

Most of the above is background information to give an understanding of what's being done and why. The procedure for synchronizing the control stations is as follows:

1. Lay out all the controls that are going to be used for the event, including the Clear, Check, Start and Finish controls.

2. Punch the SI Master with the purple stick to turn it on then punch it again to set it to Extended Time Master (**EXT MA**) mode. This will ensure that, as well as synchronizing the controls, the memory is cleared of all punches from other events, which is an essential step prior to any troubleshooting that may be required during this event.

3. Insert the Induction Coupling rod into the SI Master then, while holding the rod in place, put the SI Master on top of the control so that the rod is effectively punching the control. The normal beep will be heard when the coupling is complete and the control's clock has been updated.

4. Repeat this process on all controls then place them in location.

Meet Director

The Meet Director's priority is to have the Registration and Start areas set up in time for the arrival of the first runners and the Course Setters word that the courses are placed and the event can start.

The laptop being used should have all appropriate software installed and the event created following the instructions in Part 1.

The normal safeguards should be taken when setting up the E-Punch Start/Finish area:

- Ensure that the equipment is protected from any water and (as much as possible) dust.

- Connect all the components to the laptop except the download station, which should not be plugged into the laptop until the first competitor finishes. Its internal battery is in use for as long as it's plugged in so this will prolong it's life.

- Plug the laptop and printer power cords into the power-strip, which can be powered from either a local power source (only available at some forest preserves), the battery booster, or a vehicle through the Pocket Inverter and extension cord that should all be part of the E-Punch equipment inventory.

- Once the laptop has booted up launch OE2003 (or other appropriate program.)

Entering Competitor Information

1. From the **Entries** menu select **Entries**

2. After entering the first competitor the Start Number (Stno) will increment automatically. Enter the competitors Chip Number from their SI Card and their Last and First Names.

Hint: Using the **Tab** key on the keyboard is an easy way to move from field to field.

3. Year of Birth is not necessary and **Sex**, **Club** and **Class** can all be entered by pressing the first letter of the selection. E.g. to select Female press "**F**".

4. When the last field has been completed, and tab pressed, the "Save modifications?" message will appear. Click **OK** to complete the process and a new line will appear ready for the next competitor

Notes:

- The **Chip** column is for the serial number on the SI Card

- All other fields are self-explanatory but care should be taken with the **Sex** and **Class** fields as they will automatically carry forward the previous entry. So if a Male Green runner follows a Female Red runner through the Start then these fields will need to be changed.

Downloading Results

1. Plug the Download Station into an available USB port.

2. From the **Competition Day** menu select **Read Chips**.

3. If the **COM port not ready** message appears it's because the software hasn't recognized the port that the Download Station has been plugged into. Click **OK** to close the message then select **Port** from the **Chip System** menu.

4. In the **Port** field change the setting to the port that has **SPORTident USB to UART Bridge Controller** in its details.

5. For the label printer to produce splits the software must be set to print automatically when a download occurs. In the **Result sheets** field select **Automatic**.
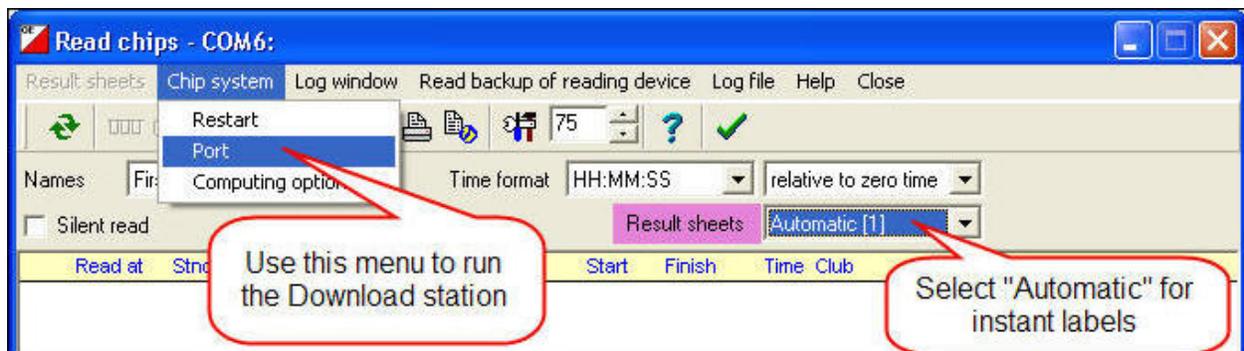
The Print Settings window will appear and must be checked carefully. Occasionally the label printer may lose its settings for the correct paper size and will try to print a 1m label for each runner.

6. The automatic print settings window should contain the following information:
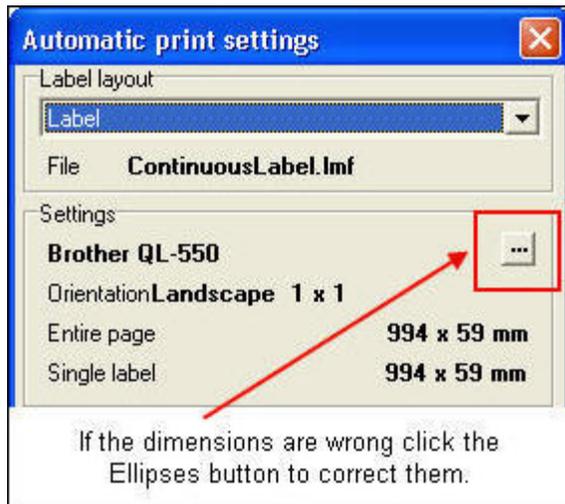
a. Label Layout – **Label**. The corresponding file should be called ContinuousLabel.lmf

Note: this is a custom designed file and will not be downloaded with the software. Contact the E-punch director to receive the file by e-mail.

b. Settings – **Brother QL-550, Landscape 1 x 1, 194 x 59 mm**

Step 2 is to click the **Printer** ellipses button in the Label Settings window below:

Step 3 is to click the **Properties** button in the Print Setup window below:
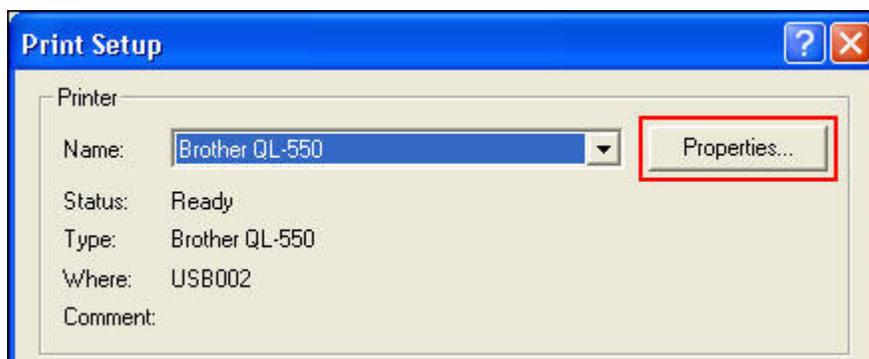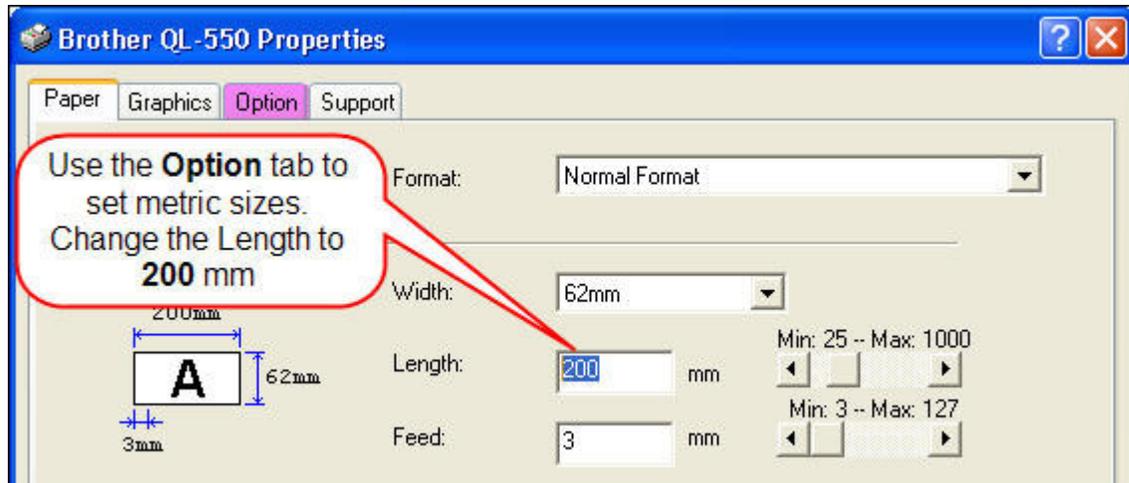
Finally:

    a. Check that the **Width** is 62mm. If metric measurements are not available, open the **Options** tab and select **mm**.

    b. Change the **Length** to 200mm. There is a default margin of 3 mm that reduces the actual label size to 194 mm. This is enough for courses with up to 24 controls.

    c. Click **OK** four times to return to the Direct Entries window.

    d. The Label layout should now be set correctly.

Missing Runners Report

As time moves closer to the point where the courses are due to close, and the control collection is about to begin, it is useful to analyze the database to identify which runners have not yet finished.

1. From the **Competition Day** menu select **More reports**.

2. In the More reports window select **Missing runners**.

3. When the **Select report** window opens it will display all runners who have been entered in to the event. They will all be highlighted a turquoise color, which is appropriate for the next step.

4. Click **OK** to display the actual Missing Runners report, which will contain a summary of the event and a list of those competitors that have not punched the **Finish control**. See next page for an example.

5. While this may normally be enough information to decide when control pick-up may commence, there may be times when it will be suspected that a runner didn't even start. In that situation a further report should be run that evaluates the data held in the actual Start control.

Evaluating Control Stations

This process will require the use of the Download station therefore all functions that also use this station must be closed. Typically that will be the Entries window and the Read Chips window.

The most value at a club event will probably be gained from downloading the Start station. However, should there be any questions about any of the controls, they can all be downloaded using this procedure.

Note: This process will only have any value if the controls were synched using the **Extended Time** setting on the SI Master. That is what will clear all old data and leave only the current event's data to be downloaded.

1. From the **Competition Day** menu select **Evaluate SI Stations**.

2. Click the **Read SI stations** button at the top of the window.

3. Ensure that the correct Com Port has been set and that the mode has been set to **Master**.

4. Mate a control to the download station click the **Read** button.
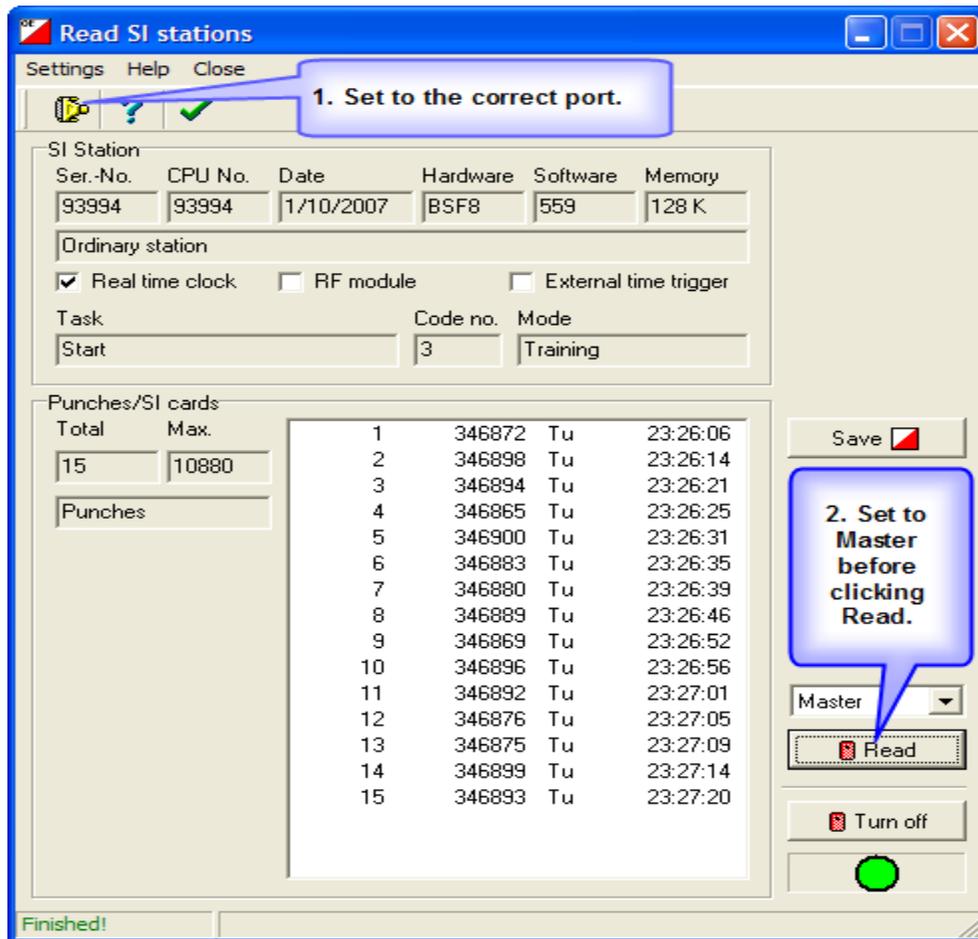
5. After several seconds there should be a listing of all punches that used the control, and the time the control was punched.

6. Click the **Save** button to display the runners names and other information.

Race Results

For most CAOC events there are 3 sets of results produced. For the website the **Standard** and **Extended** results are both posted. The Standard results show the elapsed time of each competitor punching the controls along with the split time of each individual leg. The Extended results add on the overall time behind the current leader as well as the overall time behind the winner of that leg with the runner's current position in the race for both instances.

The final set of results is for use with the RouteGadget website.

Results for the website:

1. From the **Competition Day** menu select **Results** and when the Results window opens select **Split Times**.

2. In the Select Report window select **Classes** for the Report Type and **Standard** for the Split Time Results. Both options are on the left side of the window. Then click **OK**.

3. In the results window now displayed select the **Publish** menu. Use the browse button at the end of the **File** field to specify the location for the file.
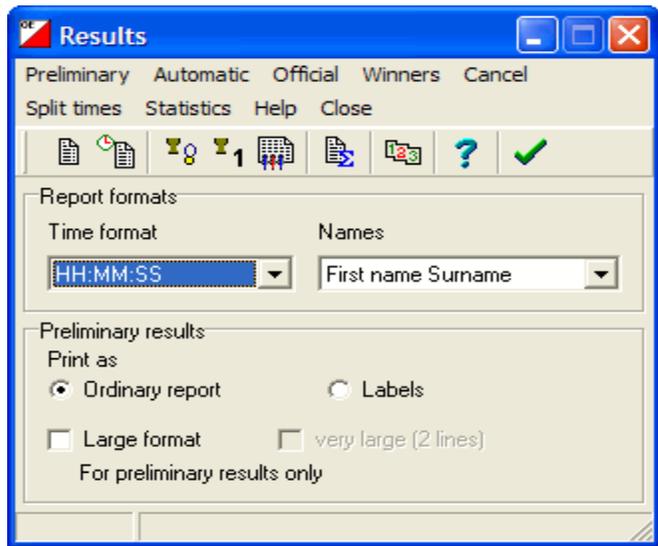
    a. To keep the results archive organized the recommended file structure is:

        My Documents\Epunch Results\20**\##20**\

        (where ** is the year's digit and ## would be an abbreviation for the site of the meet. E.g. 2008\WG2008 for Waterfall Glen)

    b. Using **Standard** as the file name will help the webmaster understand the file's contents.

4. To produce the Extended results close the Split Times Results window then select **Split Times** from the Results window again.

5. Follow steps 2 and 3 above (but select **Extended** in step 2) to produce the extended results, which are to be named **Extended.**

<u>Results for RouteGadget</u>

1. Follow steps 1 and 2 above as if producing standard results but in the results window select the **Interface** menu.

2. Check that the Save Report window has the **Character separated columns** option selected with a **Semicolon** delimiter and double quotes as the String Delimiter.
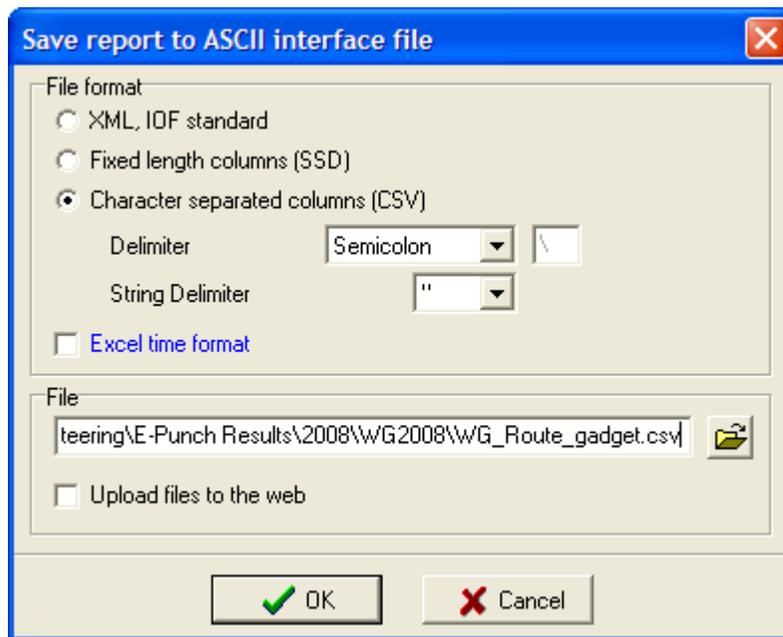
3. Save the file in the race folder with the race abbreviations and "RouteGadget" to help with it's identification.

 All results files should be e-mailed to the president and webmaster as soon as possible for uploading to the internet and RouteGadget.

Part 3 – Non Standard Events

Most non-standard events are managed in the alternative applications, which are **MT2003** for Multi-stage or Multi-day events and **OEScore 2003** for score events. Some events, however, are designed to give runners the option of either purposely missing controls (i.e. the annual Goat event) or a 'box' of controls may be set up where runners can choose the order in which they visit the controls.

For these styles of event a 'divisor' is used to separate the list of controls that must be taken in order from the controls that can be taken in any order. The divisor is a control number and must be the last control that will be taken in a specific order. Therefore it is usually the control number of the last control.

To show examples of how this works assume that the controls being used are 31, 32, 33, 34, 35, 36, 37, 38, 39, 40 with #31 being Control 1 and #40 being the last control.

Example 1 – The Goat

In this style of event the rules are that the first and last controls cannot be skipped but any 2 (non-consecutive) controls may be missed at each runner's discretion. To create this is OE2003:

1. Assuming that #31 is the first control and #40 is the last control, enter the controls in the order 31, 40 then 32 through 39.

2. In the **Code Checking** field (see bottom image) select **Mixed**

3. In the **Divider** field enter the number '40' as it is the last control that must be taken in order.

   - As each runner will purposely miss 2 controls the software must be set to not check the controls after the divisor (in this example from #32 - #39)

   - At download the results will be accepted but the label should be checked to confirm that no more than 2 controls were missed and that they were non-consecutive.
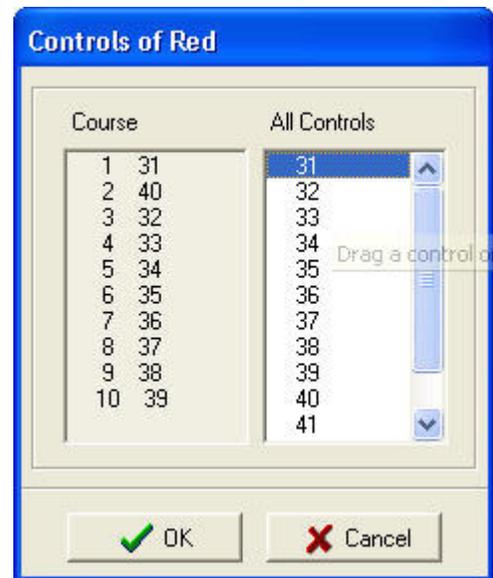
Example 2 – Box Orienteering

The purpose of a box of controls is to give runners more route choices, as each runner can visit the controls in any order they choose. The rule is that by the time the runner leaves the box they will have been to all the controls.

Using the same sequence of controls as above, and assuming that the controls in the box are numbers 34 through 37, the procedure is the same as for the Goat but in this case the controls would be listed in the order 31, 32, 33, 38, 39, 40, 34, 35, 36, 37.

All controls that must be visited in order (before and after the box) are listed first with the divisor control being the final control on the course. The controls that can be visited in any order are listed last.

Controls of Red

Course		All Controls
1	31	31
2	32	32
3	33	33
4	38	34
5	39	35
6	40	36
7	34	37
8	35	38
9	36	39
10	37	40

✓ OK   ✗ Cancel

Courses

Report   Control descriptions   Duplicate   Edit   View   Help   Close

Description sheet type   IOF sheet   ☐ Full pages
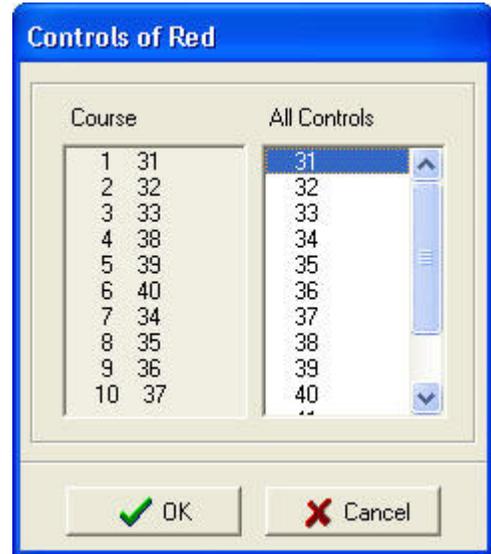
No	Description	Length	Climb	Start	Run in	Tapes	Controls	Code checking	Divider	
2	Green Goat	14.000	250	1		None	8 …	Mixed	40	
3	Red Goat	19.000	350	1		None	10 …	Mixed	40	