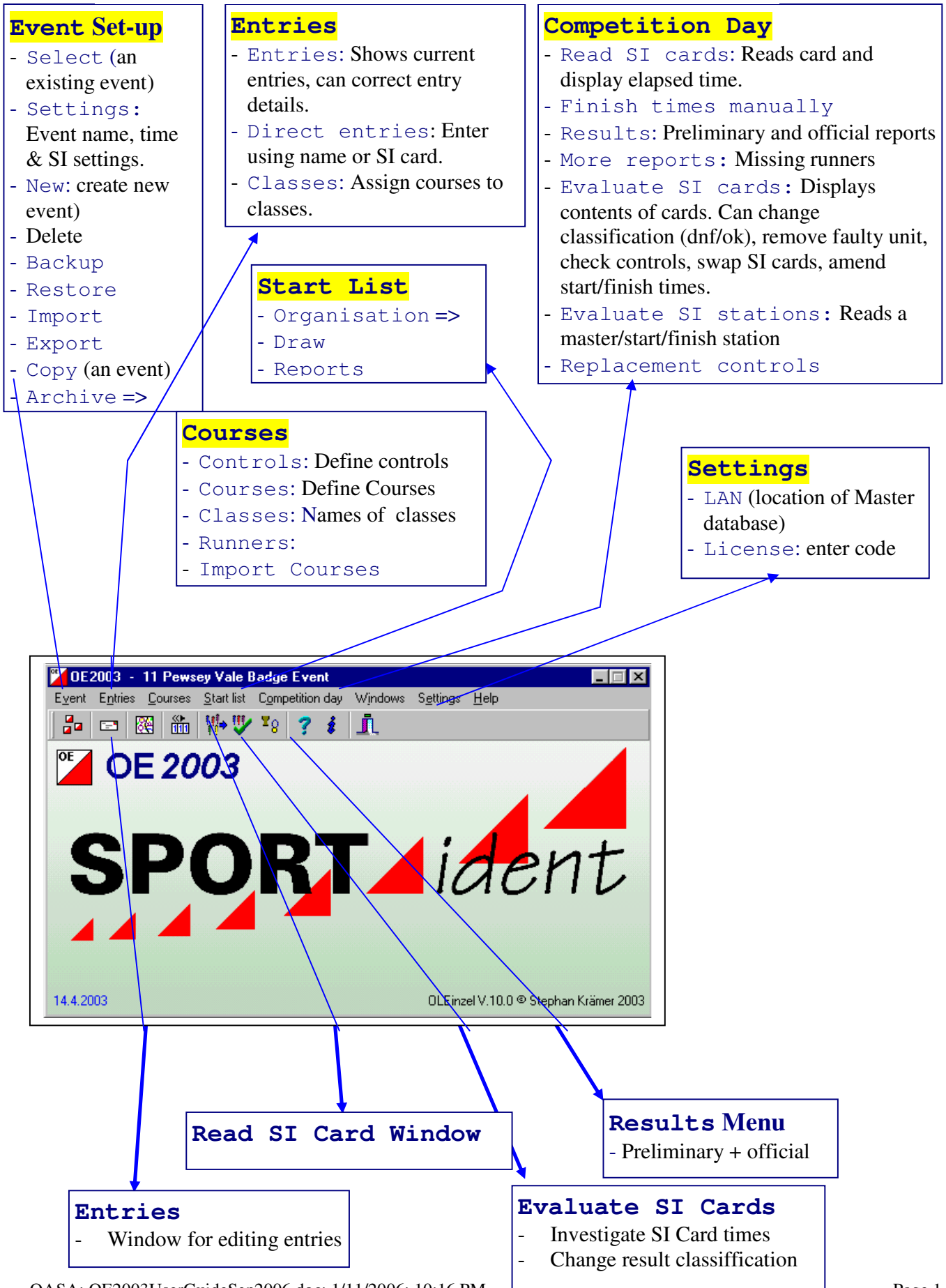


# OE2003 Single Event Main Menu



# 1. START: Inputting Competitor's Course Details

## 1.1 Entries Manually Using Archive

Access via the **Entries**→**Direct** Entries Menu

Direct entries [Insert]

Create club Club from the archive Show archive table Edit View SPORTident Log window Help Close

Name from SI card Names Surname First name Time format HH:MM:SS real clock time

Stno Name YB S Club Class Start SI card Rented Start fee Paid

SI card Surname First name Club YB S Class

Start time Start number Rented Paid Use start fee 2 Start fee \$0.00

Address

Modified <F4>: Switch to archive

- Select **Show archive table** so that table of previous participants is opened

Archive

Insert into the event Search View Help Close

Name Quick search Smi

Surname	First name	YB	Club	SI card	Address
Slattery	Andrew	86	TT SA	407986	Andrew Slattery, 42
Smernik	Kara		NONE --		
Smernik	Ron		NONE --		
Smith	Barb		YA SA		
Smith	Heather	68	TT SA	407903	Heather Smith, 7A E
Smith	Helen	42	TT SA	407985	Helen Smith, 45 Te
Smith	Ian	40	TT SA		Ian Smith, 11 Rushl

<Enter>, <Dblclick>: Insert runner into the event

- Enter first few letters of entrants surname in **Quick Search** box in Archive window, the person or someone similar will then be highlighted. NOTE: The data must be sorted using **Name**.
- Alternatively, you can extract data from archive using SI number. This will not work for competitors with rented SI cards.
- Double click required name and the details will be transferred to the entries screen
- Check that details are correct ie SI Card no, name, club.
- If the person does not own an SI card or details of the number are not in database, then the number will need to be entered.
- Select appropriate course.

- Alternatively, you can extract data from archive using SI number. This will not work for competitors with rented SI cards. Enter the SI card in the entries window and press <TAB> - if the SI card is in the archive, the details are transferred to the entries window. Check details and enter course as above
- 
- Tick rented box if person is renting an SI card.

**Direct entries [Insert]**

Create club Club from the archive Show archive table Edit View SPORTident Log window Help Close

78 ? ✓

Name from SI card Names Surname First name Time format HH:MM:SS real clock time

Stno	Name	YB	S	Club	Class	Start	SI card	Rented	Start fee	Paid

SI card 407985 Surname Smith First name Helen Club SA TT YB 42 S F Class W40A

Start time Start number  Rented  Paid Start fee \$0.00

Use start fee 2

Address Helen Smith, 45 Teringie Drive, , 5072, Teringie

Modified <F4>: Switch to archive

- After all details are entered and correct, hit **ENTER** key, this transfers details to entry window. Note: If you do not press the ENTER key the details will be overwritten by the next competitors details.
- Following shows a successfully entered competitor. If an error is made, it can be corrected using the **Entries->Entries** menu option, see later for a detailed description.

**Direct entries [Insert]**

Create club Club from the archive Show archive table Edit View SPORTident Log window Help Close

78 ? ✓

Name from SI card Names Surname First name Time format HH:MM:SS real clock time

Stno	Name	YB	S	Club	Class	Start	SI card	Rented	Start fee	Paid
	Spurling Milton	25	M	TT SA	M75A				\$0.00	X

SI card Surname First name Club SA TT YB S Class 0

Start time Start number  Rented  Paid Start fee \$0.00

Use start fee 2

Address

Modified

## 1.2 Entries Using SI Master Station

- Use the same screen as above. The participant is identified by the Master Station reading the SI card and retrieving the name associated with the SI card number from the archive. This will only work for those competitors who own SI cards.
- Ensure master station is connected and switched on
- To activate SI station, click **Green** button on toolbar, larger **Red** button at left top above window than turns green

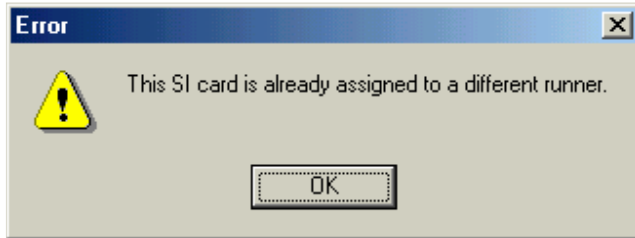
- If archive window is not open, select **Show archive table**
- When the SI card is inserted in Master Station, the SI number is entered in the **SI card** box.
- If the owner of this SI card is in database, their name and club information are retrieved. The only field that needs to be filled in is the **Class** (course) that the competitor wishes to do.
- If the SI card number is rented or not contained in the database, it is necessary to enter the competitor's **Name**, **Club**, **Rented** status and **Class** information.

### Status button of Master Station

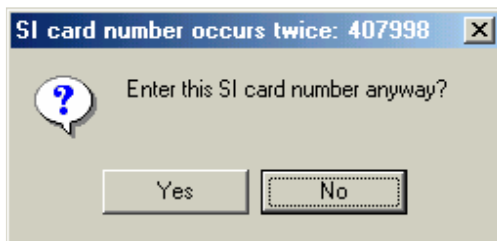
- Red if Master Station inactive
- Green if Master Station active

### 1.3 Entry With Duplicate SI Card Usage

- If the person is entering a second course using the same SI card, or a different person is using the same SI card, an error message displays as shown:



- Select **OK** and the following option is displayed:

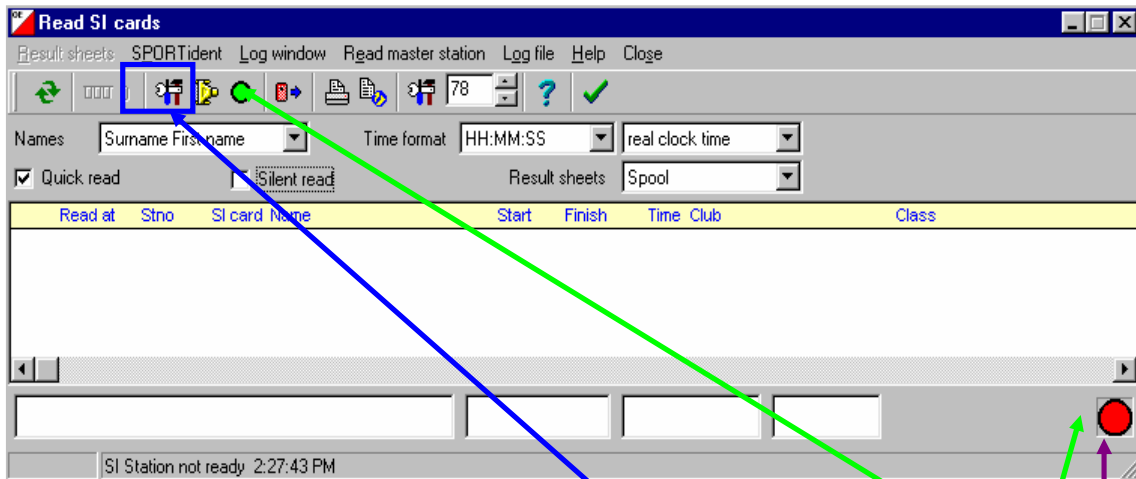


- Select **Yes** if you want the details to be accepted
- Details are then displayed as above
- Note that the system assigns each person a start number, to avoid these being duplicated **DO ALL ENTRIES ON ONE PC ONLY**

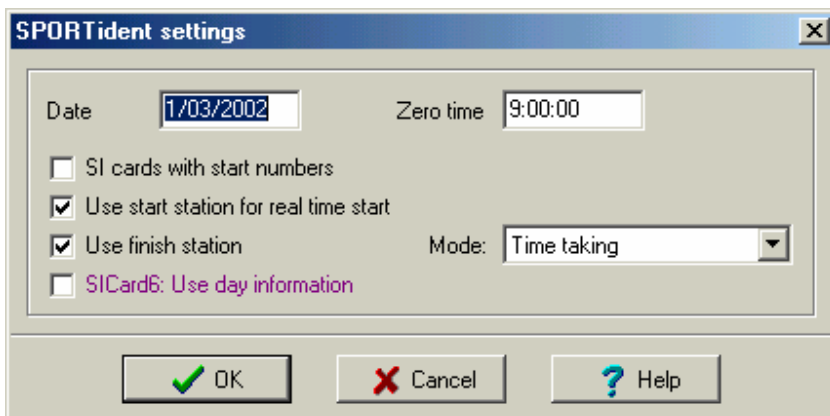
## 2 FINISH with Start & Finish Stations Only

### 2.1 Reading SI cards

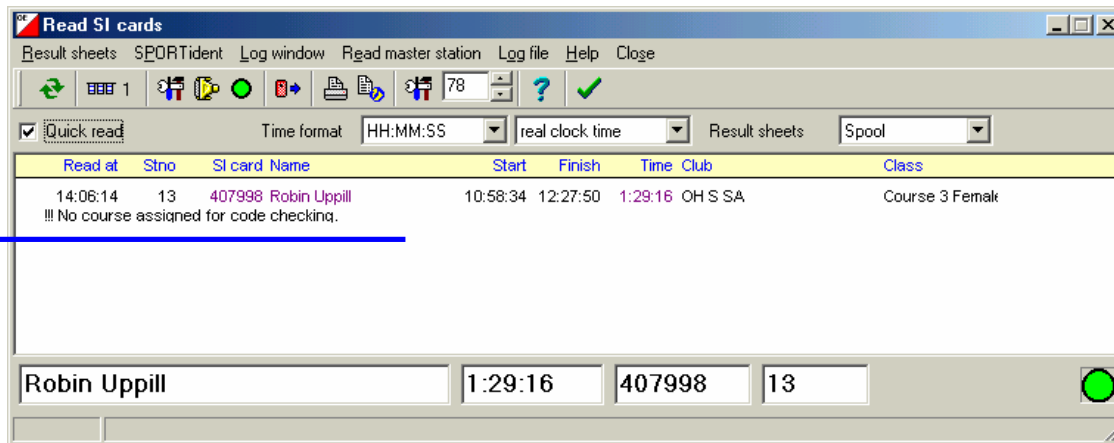
- Use **Competition Day**→**Read SI Cards** from the main menu, or short cut icon:



- Ensure SI Master station is connected and switched on, click small green button on toolbar to activate if required, button in bottom left should also be green
- For events with a Start and Finish station, check SPORTident settings using menu option **SPORTident**→**Computing options**, or use **icon**.
- Settings should be as below, date and zero time may differ for your event



- When competitor inserts card into Master Station, the **green** button will turn **purple** as details are read from card.
- Competitor results are then displayed in results window as below.
- Note if SI card is rented, a note to that effect is displayed below the result
- In this example as SI stations were not used on course, a note that **!!!No course is assigned for code checking** is also displays



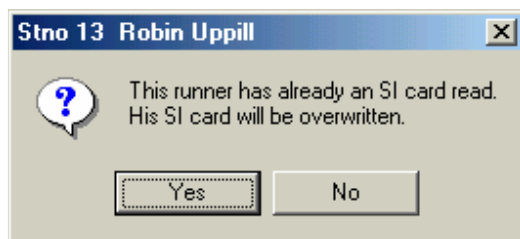
## Dealing with Problems

A new feature in OE2003 allows you to **click silent read on the Read SI cards screen**. In this mode, SI Cards which can't be assigned automatically, will be saved into a reserve place without any action necessary by the operator. Make a note of the details at the time and correct as time permits. Generally this option is not recommended. What follows assumes this option has not been selected.

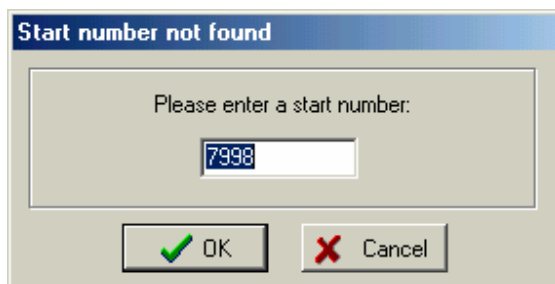
### 2.2 Runners entering two courses or same SI card being used twice

*Note that the following only works only if the previous result for this SI card is no longer displayed in the results window.*

- In the case where the competitor has entered two courses using the same SI card, or the same SI card has been used by more than one person, the following message is displayed

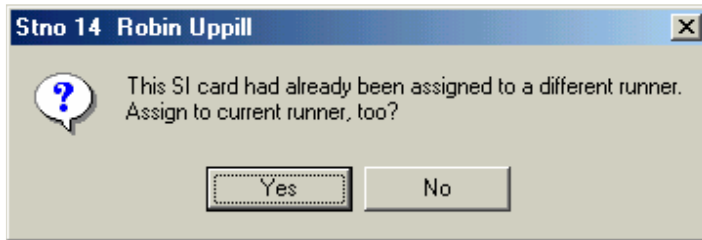


- Choose **No** if you do not want the previous result to be overwritten but want this result assigned to a different course or person
- (Choose **Yes** if you do want result to be overwritten)
- When **No** Is selected, the following screen is displayed

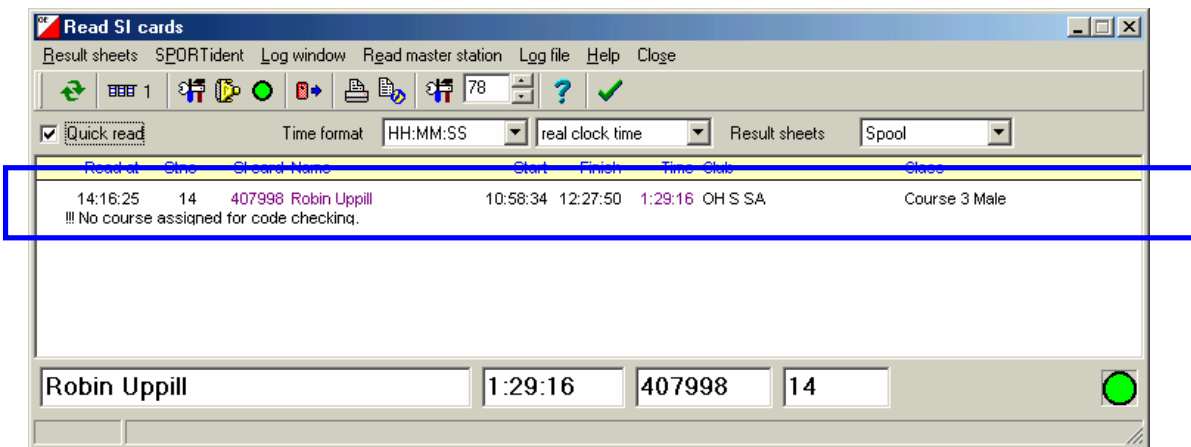


- You will need to enter the start number for the competitor (either same person on their second course or different person using same SI card)
- When start number entered, the following screen is displayed

To find out the Start Number see section below on editing event entries, or access entries via the **Entries->Entries** screen

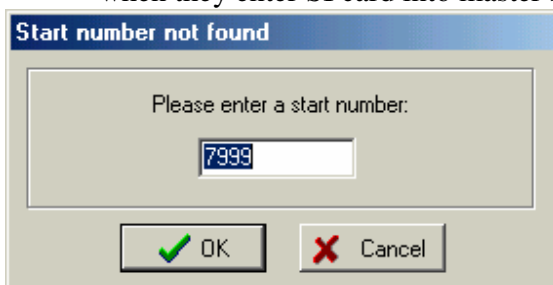


- Select **Yes** if you want this result assigned to the second runner, or runner doing a second course
- New result is then displayed

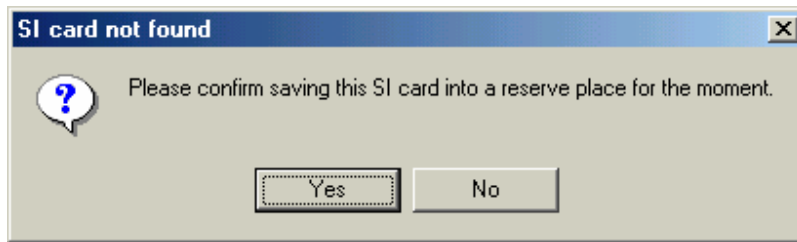


### 2.3 Runner finishing whose details have not been entered

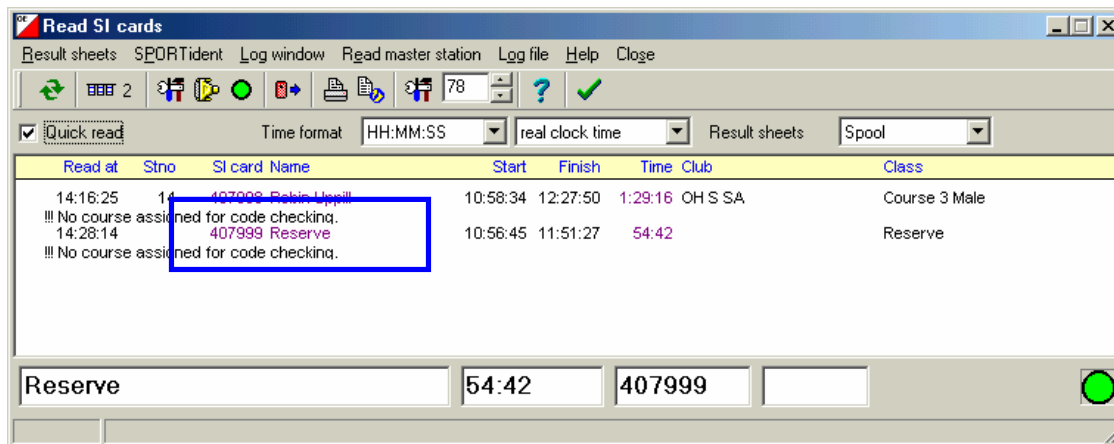
- When a runner finishes whose details have not been entered, the following message is displayed when they enter SI card into master station



- Because they have not been entered, they will not have a start number, so choose CANCEL
- The following screen is then displayed



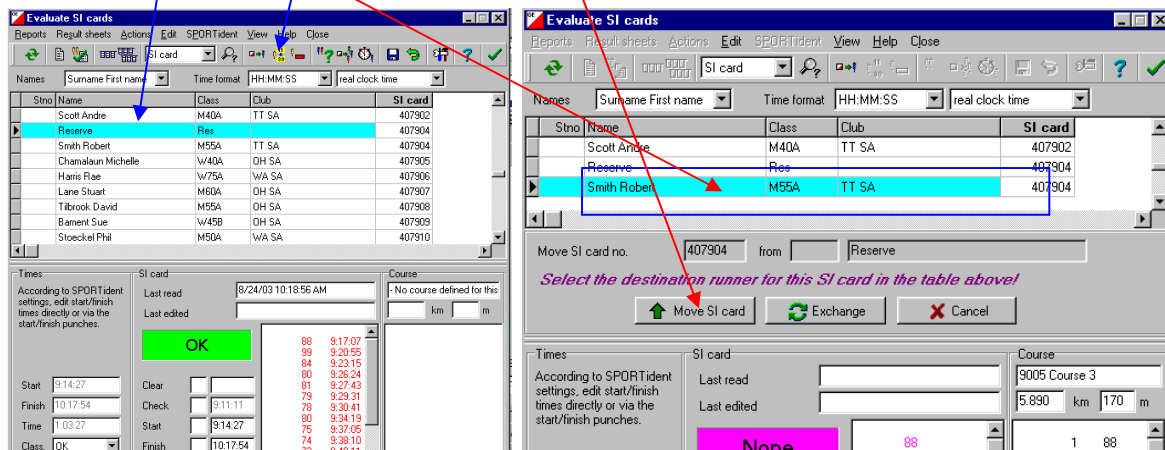
- If you wish to save result, then choose YES
- The result is added with the word Reserve instead of the runners name, and for the course as shown below



**NOTE:** If the competitor is entered after they have returned, it is very easy to transfer their Reserve SI card result using the **Evaluate SI Cards** screen. This is done using the **Assign current SI card to another runner** function. The steps are:

- Sort **Evaluate SI cards** screen by SI card.
- Find and select Reserve entry of competitor.
- Select **Assign current SI card to another runner** icon. The Reserve field is locked and it is possible to scroll for the competitors entry.
- Highlight competitor and select **Move SI card**.

It is possible to use this same technique to exchange SI card results



## 2.4 Editing Entries

- To edit the result ie assign Name, club and course, the screen accessible from **Entries->Entries** is used
- Find the appropriate entry (use the SI number) and edit details ie enter name, select club and course
- Hit enter when **ALL** details are complete, otherwise you will be asked to save changes.

The screenshot shows the 'Entries' application window with a menu bar (Reports, Edit, View, Club, Archive, Settings, SPORTident, Help, Close) and a toolbar. Below the toolbar, there are dropdowns for 'Name' and 'Time format' (set to HH:MM:SS) and a 'real clock time' dropdown. The main area contains a table with the following data:

Stno	SI card	Name	YB	Club	nc	Class	Start fee	Block
8	405609	Andrew Slattery	86	TT S SA		4M	\$5.00	
2	405604	Benjamin Lee	92	TJ S SA		1M	\$5.00	
9	405606	Bill Catchpoole		YA S SA		4M	\$5.00	
7	405603	Caroline Barnett		TT S SA		3F	\$5.00	
4	405601	Douglas Lee	58	TJ S SA		4M	\$5.00	
1	405605	George Reeves	36	TT S SA		4M	\$5.00	
6	407918	Katie Dose	85	TT S SA		4F	\$5.00	
10	407927	Maarten Nieuwenhoven	46	TT S SA		3M	\$5.00	
3	405602	Marices Lee	90	TJ S SA		2F	\$5.00	
	407999	Reserve				Res	\$0.00	
13	407998	Robin Uppill	54	OH S SA		3F	\$5.00	
14	407998	Robin Uppill	54	OH S SA		3M	\$5.00	
11	405616	Robyn Brown	53	TJ S SA		3F	\$5.00	
12	405620	Rory McComb	91	OH S SA		2M	\$5.00	

The entry for SI card 407999 is highlighted with a blue box. The status bar at the bottom shows '<F4>: Switch to archive'.

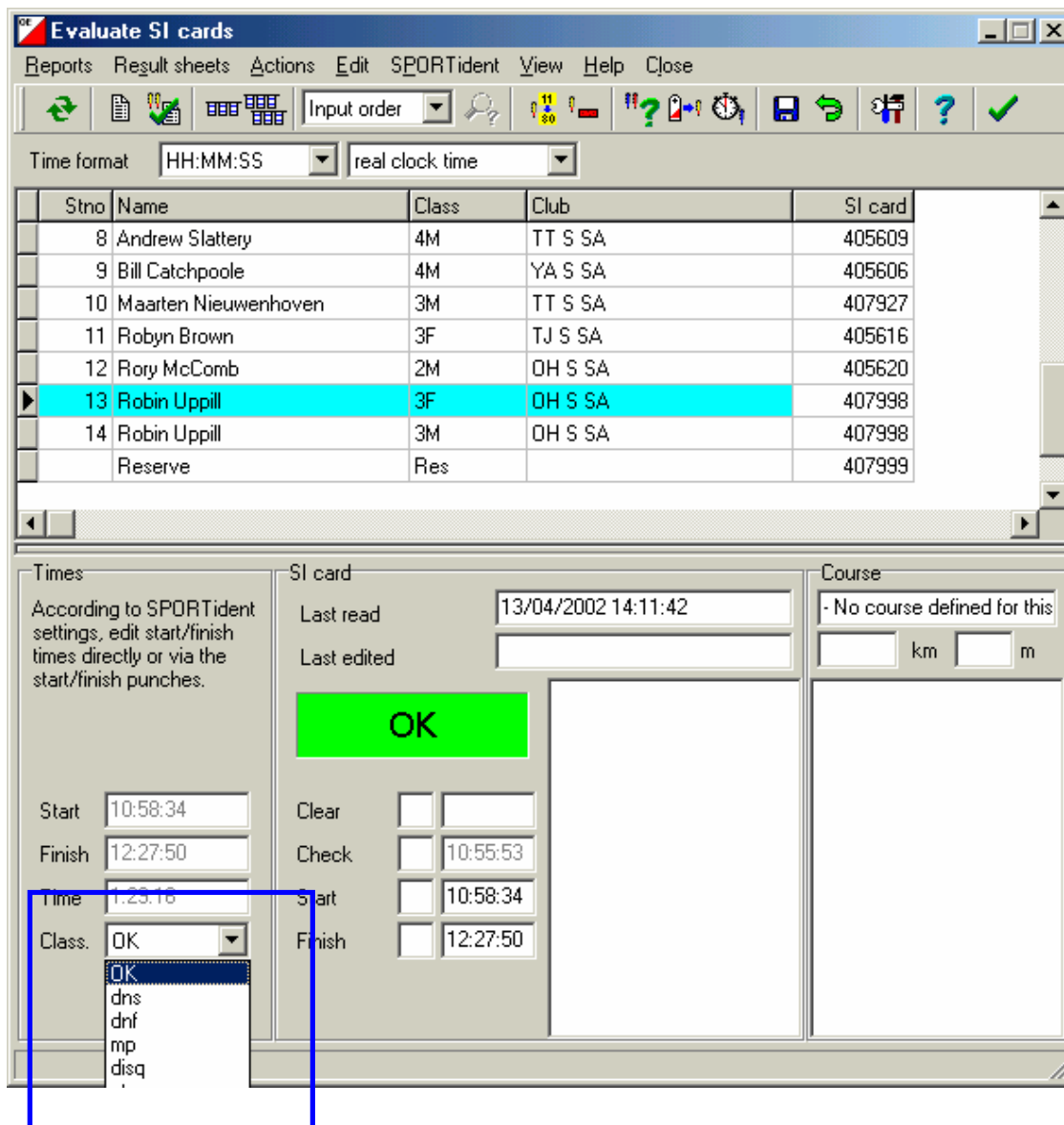
The screenshot shows the 'Entries' application window with the same table as above. The entry for SI card 407999 is highlighted with a blue box, and its 'nc' field is set to 'Res'. A blue box highlights the 'nc' field, and a callout box points to it with the following text:

SPORTident will not accept this entry unless a start number is assigned. You will need to give it an arbitrary start number. This problem can be avoided by hiding this field. See Section 3.

The status bar at the bottom shows 'Modified <F4>: Switch to archive'.

## 2.5 Editing SI Card Data

- A convenient way to inspect the information read from the SI card is to use the **Competition Day->Evaluate SI cards** screen. As described below, it is possible to edit the Start and Finish times and the competitors classification (DNF/OK/..). It is not possible to edit the entry information, this is covered in Section 2.4.
- *Note this window can be left open in the background and used to search for a runners Start No for those cases when a SI card has been used twice*



- On this screen times can be edited, and DNF's etc assigned
- Under the "Class" selection, if a runner has completed course, they are shown as OK. Select DNF if they need to be registered as a DNF.
- *Hit ENTER for any changes made to be recorded*
- The Start and Finish times can be edited in the appropriate input boxes in the centre bottom of the window
- *Again hit ENTER for any changes made to be recorded*

## 2.6 Event with SI Control Units

The following is a list of the items that should be covered.

- **Competition Day->Evaluate SI cards** screen.
- **Insert missing control for all runners.**
  - Adds control to all
- **Validate code checking**

## 3.0 General Tips

### 3.1 Refresh button

When runners come in, it is necessary to activate the refresh button to update reports.

### 3.2 Screen Format

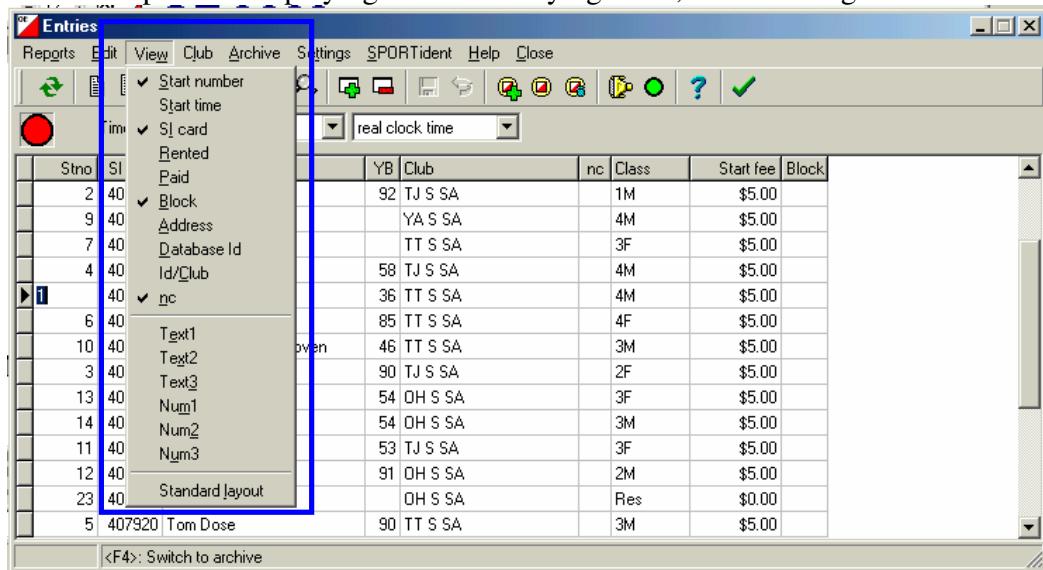
Many screens with lists eg

**Entries->Entries**

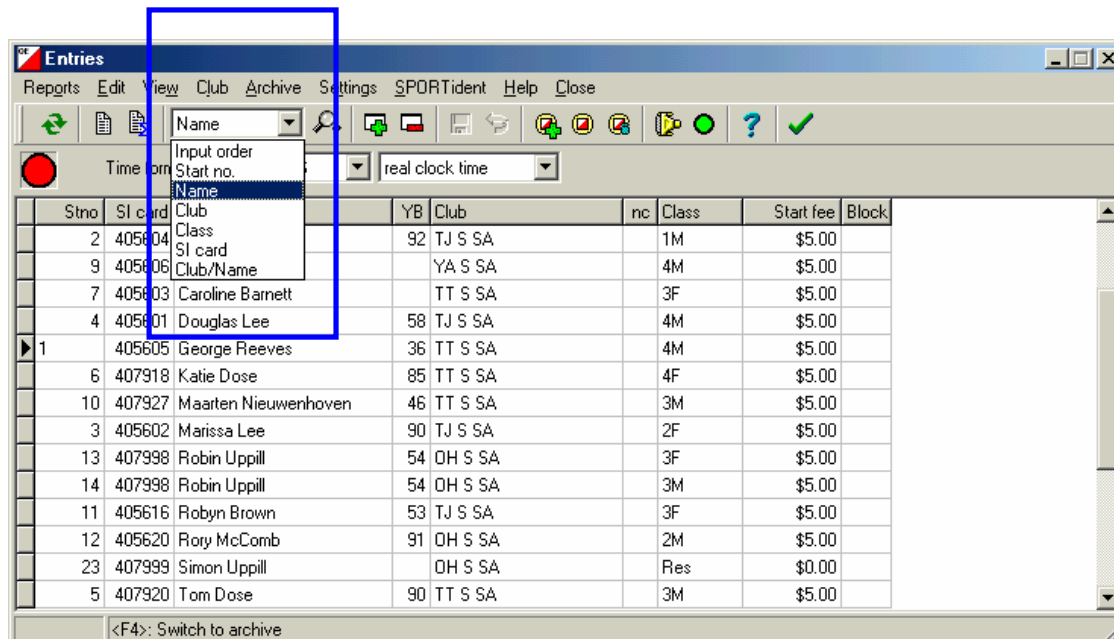
**Competition Day->Evaluate SI Cards**

**Archive window**

Have the option of displaying details in varying order, and choosing which columns are displayed.



- Under the **View** menu, select columns to be displayed
- Note the **View** menu is often disabled when data is being edited so you may need to close window and reopen in order to access it
- Note some fields are mandatory entries when they are displayed, so if data is not entered the message "**Input Not Complete**" may be displayed when an attempt is made to save data
- To change the order in which data is displayed select from the drop down list on the tool bar to define which field on which the data is to be sorted
- Note that if the Stno field is hidden, then Start Numbers are not assigned using Direct Entries. Sorting errors in entries sometimes requires the use of start numbers, so leaving this field displayed is preferred.



### 3.3 RECOVERING FROM A SERVER CRASH

These notes assume you have made at least one backup of the event onto the other computer. Ideally this should be done before the event starts and again once most entries are recorded.

#### On other computer

- Event Restore -> Create New Event
- Connect Master Station to this computer
- Competition Day -> Read SI Cards -> Read Master Station -> select directly -> Read
- -> Save

The above steps insert the data from the Master Station into the event

- Any reserve place problems you may have previously dealt with will have to be re-fixed.
- Competitors not in archive and entered after your last backup will have to be re-entered and exchanged for reserve place.

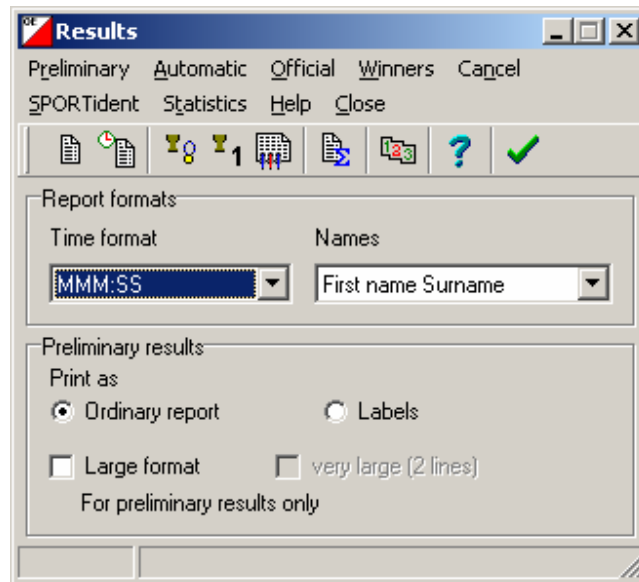
## 4.0 Printing Results

Use the menu Competition Day>Results.

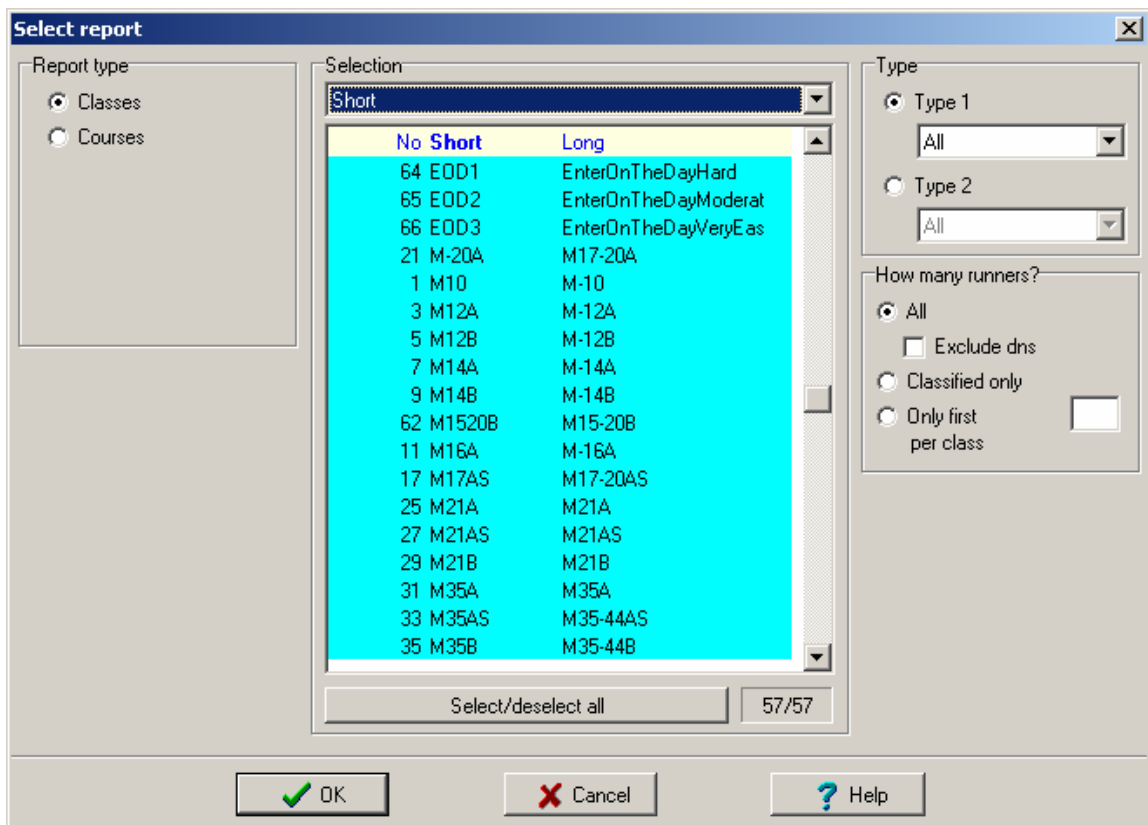
From here preliminary results can be printed, as well as full SI splits where applicable, final results and reports on "Missing Runners" (i.e. those not yet recorded as finished).

Window from which results can be printed allows

- Time format – chooses MMM:SS
- Ordinary report or Large Format – depends on the format applied in the results layout
- Order in which names displayed First Name – Surname or reverse)



The print window allows various result types to be printed. For official results the selections are as below. Note choosing “Short” prints the results with the classes in alphabetical order, choosing “No” prints them in the order they were entered into the event. The former is handy if classes were not always entered in the correct order.



The official results option allows a greater variety of result selections (e.g. place getters only).