

## 6. Check Runner Register Import

Name	Club	Area	Card	Gendertype	Rented card	Card owner/main user
Batts Lorraine	CLOK			Woman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Batts Phillip	CLOK		143848	Man	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Battson Elaine	LOK			Woman	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Enter your surname here and click on *Find* to check the import has worked

This adds a new person into the Runner Register.  
And this clears the whole register

## Enter Runners

### 7. Runners With Their Own Ecard

Click on the *Tools>Pre-entered Runners* drop down menu item, the screen at 8 opens. Then place the runner's Ecard on the 250 unit and this screen appears if they are in the *Master List*; if not, then enter as in the next section.

All you need to do is select the course they wish to run and click on the Add button

These are used when start times are allocated to all runners or for mass start events

### 8. Runners Without Their Own Ecard

Click on the *Tools>Pre-entered Runners* drop down menu item. The screen below opens:

CARD	NAME	CLUB	START TIME	ADDING TIME
Orange ...				
Blue 6.1 km				
Brown 8...				
Green 4...				

The add button calls up the add runner screen as below.  
The create list allows all today's runners to be exported to a text file for import on another day and the import allows units to turn up with a file of runner data

**Add pre-entered runners manually**

Runner data

Card:   Rented card

Card owner/main user

Running without card

Name:

- Newcomb Cfn D, 3REME
- Newcombe Fiona, MOR
- Newcombe Gillian, HALD
- Newcombe Jerry, BAOC
- Newdick Bill, RAFO

Additional information

Finish time from computer (mass start etc.)

Start time (hh.mm)

Label

No finish time

Add Cancel

Type in part of their name and press the down arrow key, a list will appear. Select the person you need

**Add pre-entered runners manually**

Runner data

Card:   Rented card

Card owner/main user

Running without card

Name:

Club:  Course:

Additional information

Finish time from computer (mass start etc.)

Start time (hh.mm)

Label

No finish time

Add Cancel

Once you have selected the runner as above, enter the Ecard number for their hire, tick the rented check box and select the course they are going to run.

Click on the Add button

Runners entered onto courses appear as below:

**Pre-entered runners (4 pcs)**

CARD	NAME	CLUB	START TIME	ADDING TIME
Orange ...				
123456L	Newcombe Jerry	BAOC		23.12.2013 18:16:16
Blue 6.1 km				
063326	Farrington Allan	BAOC		23.12.2013 18:15:53
Brown 8...				
143848	Batts Phillip	CLOK		23.12.2013 18:16:29
Green 4....				
076277	Smith Terry	SOC		23.12.2013 18:05:10

2 computers, settings

Activate the license...

License owner:

Server machine (finish)

Client machine (start)

IP-address:

Port:

Start function

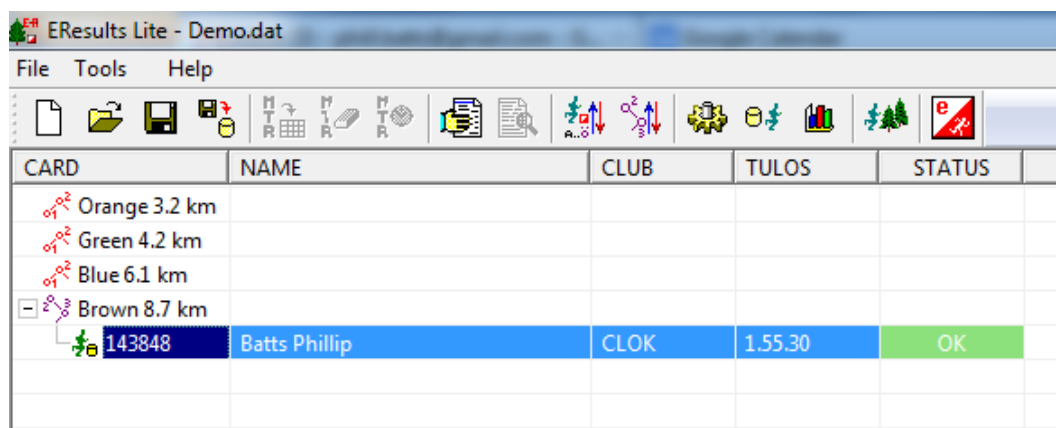
Runners can also be added by reading cards with 250-unit.

Create list... Import... Add... Quit

## Download Runners

### 9. Runners Who Registered Before Starting

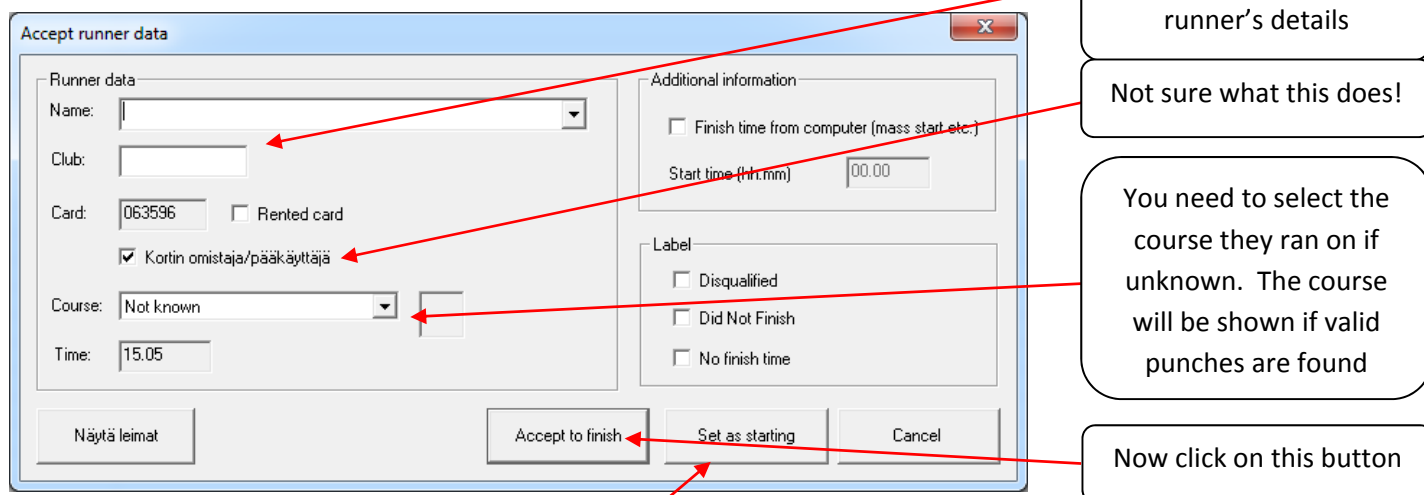
When an Ecard is placed on the 250 unit and the runner has completed a course successfully they automatically are entered as below.



CARD	NAME	CLUB	TULOS	STATUS
Orange 3.2 km				
Green 4.2 km				
Blue 6.1 km				
Brown 8.7 km				
143848	Batts Phillip	CLOK	1.55.30	OK

### 10. Runners Who Didn't Register Before Starting

When an unknown Ecard is placed on the 250 unit this dialog opens:



The dialog box 'Accept runner data' contains the following fields and options:

- Runner data:**
  - Name: [Dropdown menu]
  - Club: [Text field]
  - Card: 063596  Rented card
  - Kortin omistaja/pääkäyttäjä
  - Course: Not known [Dropdown menu]
  - Time: 15.05 [Text field]
- Additional information:**
  - Finish time from computer (mass start etc.)
  - Start time (hh:mm) 00.00 [Text field]
- Label:**
  - Disqualified
  - Did Not Finish
  - No finish time

Buttons at the bottom: Näytä leimat, Accept to finish, Set as starting, Cancel.

Callouts:

- Red arrow from 'Name' field to: You need to enter the runner's details
- Red arrow from 'Course' dropdown to: Not sure what this does!
- Red arrow from 'Course' dropdown to: You need to select the course they ran on if unknown. The course will be shown if valid punches are found
- Red arrow from 'Set as starting' button to: Now click on this button

### 11. Entering Runners Whilst Downloading

When placing an Ecard on the 250 unit the program is unsure if it is a download or an entry so the screen above opens. If you are entering a new runner who is hiring an Ecard the screen will be as above and needs the runner's details entering and the *Set as starting* button pressing.

Runners who are in the [Master List](#) will have their details shown in the screen above and only the course they want to run needs entering.

## 12. Resolving Miss Punches

This indicates if they punched correctly or not. An "OK" shows if a correct sequence of punches is found.

This means show the splits

Click on this button once finished

Order no	Control code	Punch code	Split time	Full time
10	230	230	00:37	08:08
-	-	231	01:06	09:14
11	232	232	00:57	10:11
-	-	233	00:35	10:46
-	-	234	00:31	11:17
-	-	235	00:31	11:48
-	-	236	00:22	12:10
-	-	243	00:31	12:41
-	-	239	01:27	14:08
12	240	240	00:30	14:38
-	-	249	00:27	15:05
13	241	-	-	-
14	242	-	-	-
15	233	-	-	-
16	249	-	-	-

The controls visited are shown and colour coded to aid resolving a miss punch

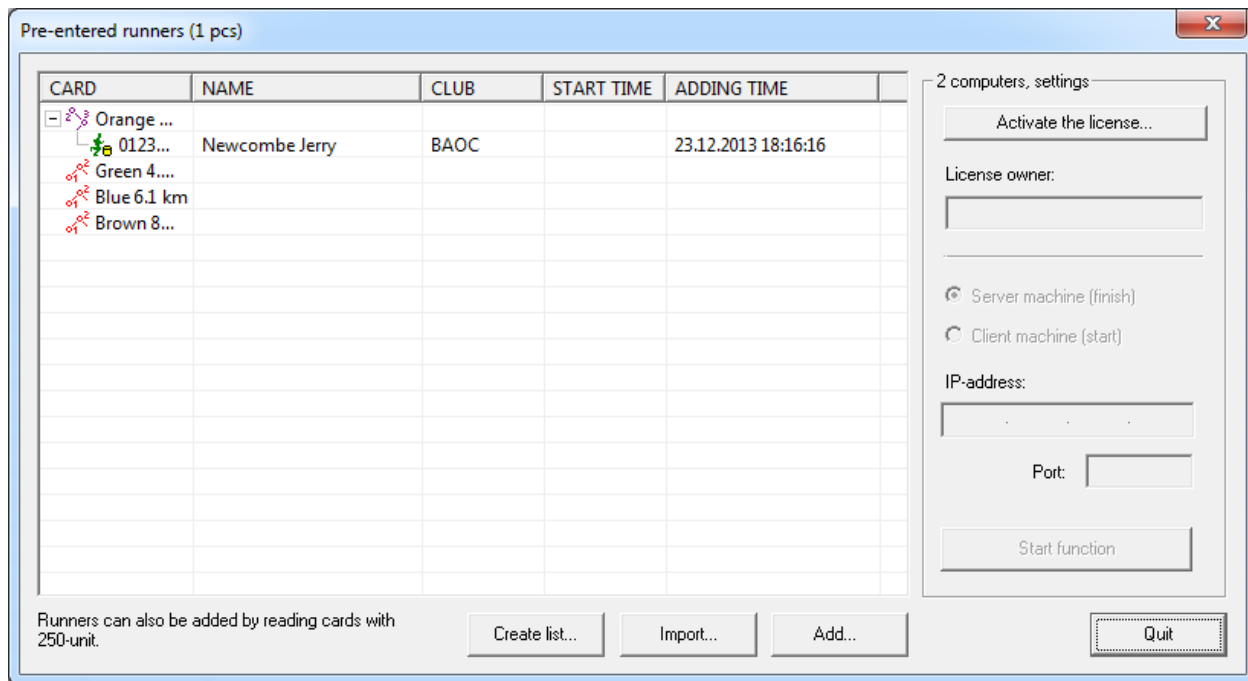
Select the appropriate status here

After clicking on the *Accept to finish* button where a runner isn't in the *Master List* and the Rented card check box is blank this window appears:

This helps you update the *Master List* with new runners who own their own Ecards

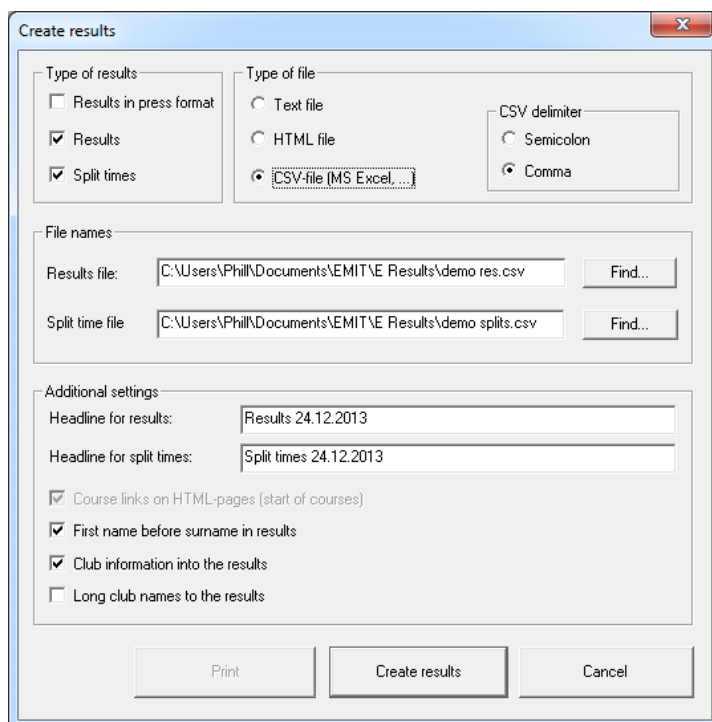
### 13. Runners not Finished

To see who is finished click on *Tools > Pre-entered Runners* and a screen appears to show those runners yet to download:



### 14. Results

To get your results click on *Tools > Results* and this screen appears



There are a variety of options here.  
The most flexible is the CSV.  
Remember to select comma so MS  
Excel puts each value in its own cell

### 15. Saving the Information.

Click on *Tools > Save* to be given the option of where to put the file containing all the records for this event.