

AutoDownload Guide v4

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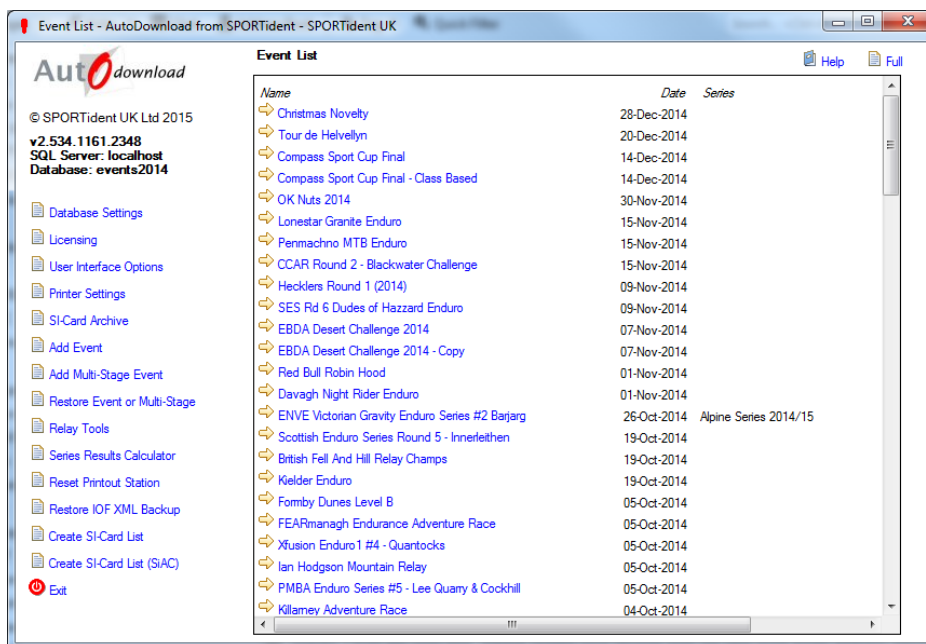
1. Introduction

This guide has been written to give an overview of AutoDownload explaining some of the basic settings. The guide covers setting up and running a simple single event. It does not cover using the relay, commentary, start time allocator, sprinter stations or multi-stage modules.

This guide has been written to complement and support the detailed help available within the application itself.

2. Setup and Navigation

2.1 Screen Layout



There are three sections to the screen. To the left is the navigation panel which gives you various options on where to go and what to do. At the top is the tool bar which includes relevant action buttons including a "Help" button to display help in a new window. The main panel is where the data relevant to the screen you are on is shown.

The navigation panel can be hidden by clicking the "Full" action button in the tool bar. To display the navigation panel again click the "Normal" button.

Once you start drilling down into an event an "Event Home" option appears at the top of the navigation panel. "Up" in the navigation panel takes you back up one level, NB don't forget to "Save" any changes before going "Up" as changes are not saved automatically.

The AutoDownload version number and the database connected to are displayed at the top of the navigation panel. Additionally if user access has been restricted this is also displayed. "View Restriction" is set in the "User Interface Options".

Multiple Windows

You can open as many instances of this program as you like, so you can have one open on each screen you need during the event.

2.2 Help

Help on using individual screens can be viewed by clicking on the “Help” button on the toolbar. Help opens in a new window.

2.3 Licence Key

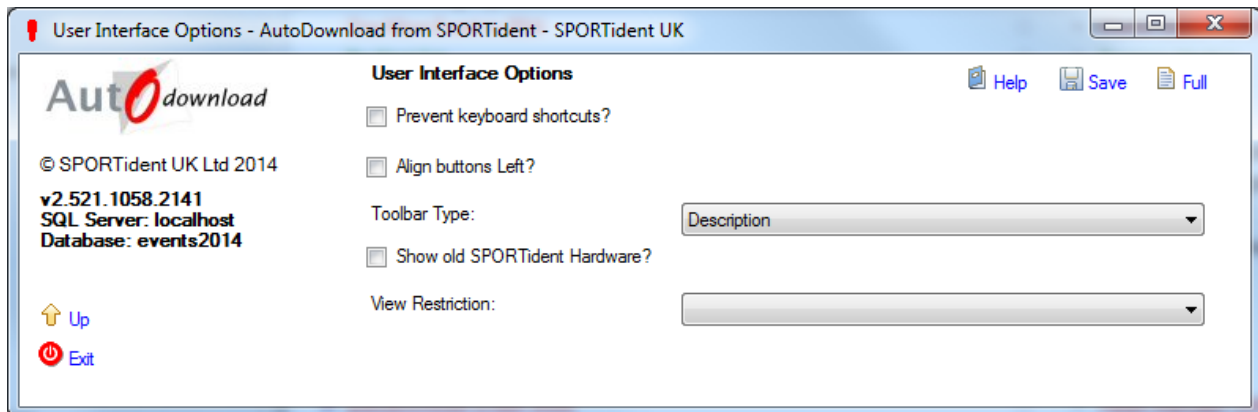
[Event List](#) >> [Licensing](#) >> [Add or Modify Licence Keys](#) >> [Add Licence Key](#)

To use AutoDownload you need to have a licence key. The key is used to determine which features of AutoDownload (e.g. Event Templates, Modules) are enabled. Licence keys have an expiry date. After that date old data can still be viewed but it is not possible to run new events.

The licence key needs to be applied to each database. Once the key has been added any computer can access database using AutoDownload.

2.4 User Interface Options

[Event List](#) >> [User Interface Options](#)



These settings apply at a user/computer level not at a Database level.

This screen allows you to:

- Stops keyboard shortcuts. By default these are turned on, but if you want to prevent them working select this option. It also includes back and next buttons on a five button mouse.
- Buttons in the main panel can also be aligned to the left instead of the right
- Configure the toolbar type for how much of the description you want to see.
- Show the old BS3/4/6 station options when connecting to SPORTident hardware. These stations are nearly obsolete and many users do not have any remaining so by default they are now hidden.
- View Restriction - Restrict user access to specific areas of AutoDownload.

2.5 Database

AutoDownload uses Microsoft's SQL Server database software. Installation of the database software is included in the AutoDownload Installation Instructions document.

All event (and archive) data is stored in a database.

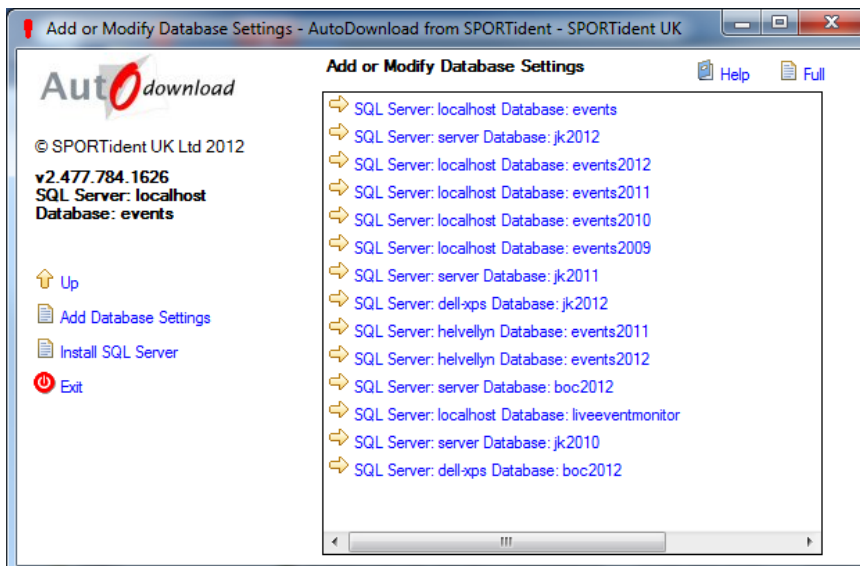
Event List >> Database Settings



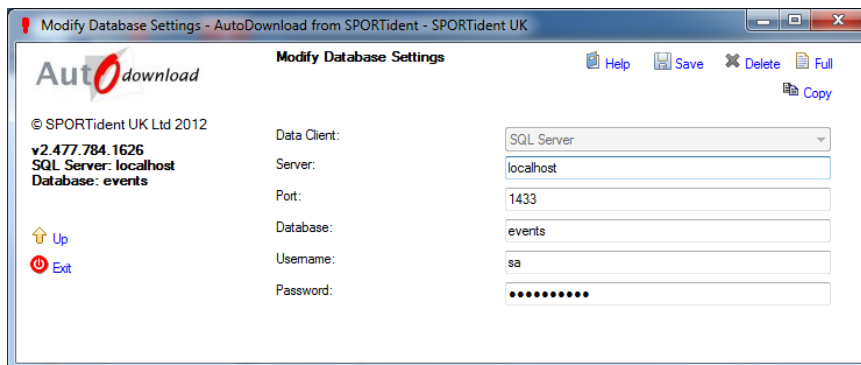
If multiple databases have been setup you will be prompted to select a database when AutoDownload is started. Select the database you wish to use and then click “Save”.

Event List >> Database Settings >> Add or Modify Database Settings

It is possible to add or modify database settings either by clicking on an existing database connection or “Add Database Settings” for a new connection.



>> *Modify Database Settings*

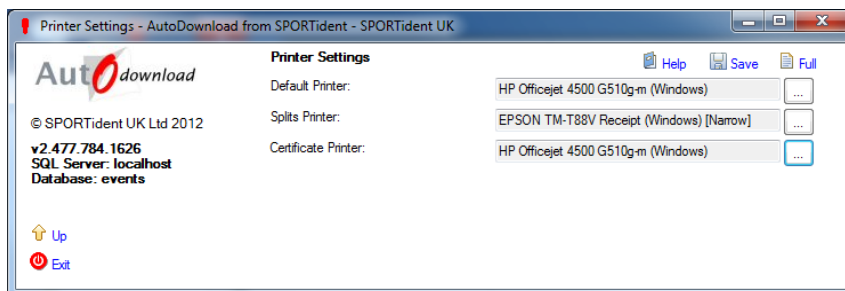


The server is the computer that the database is on. The server can be “localhost” if the database is on the same computer; or a computer name or IP addresses can be used to connect to databases on other computers.

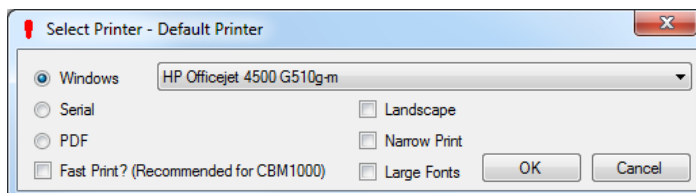
2.6 Printing

On any print screen it is possible to select the printer to use, however default printers can be set.

Event List >> Printer Settings



To change the printer (in either Printer Settings or when printing a report) click on the Ellipsis (...) button. This will open a “Select Printer” window.



AutoDownload supports three “types” of printers

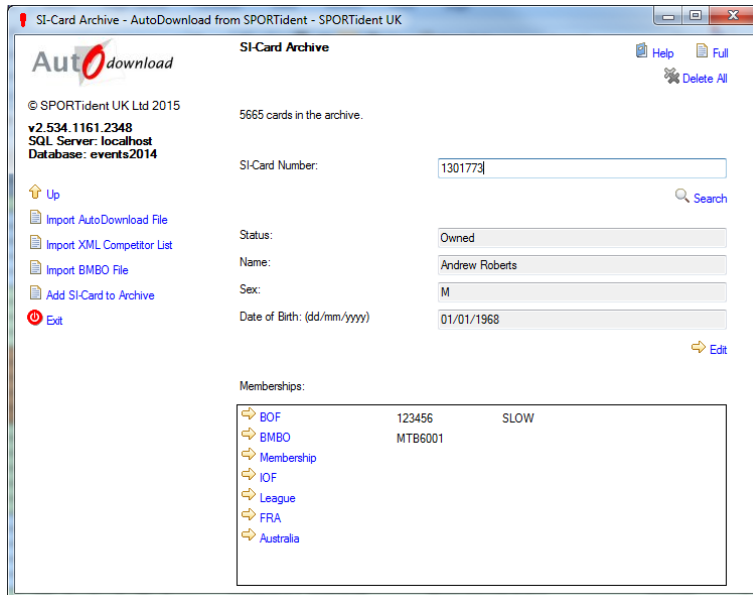
- Windows – these are printers set-up in Microsoft Windows, select the printer to use from the drop down list
- Serial – These are printers connected to the computer that don’t have a Windows Driver, e.g. a training/schools set printer such as a Able, Gebe or Martel printers . The COM port that the printer is attached to must be selected.
- PDF – Rather than print to paper a report is printed to a PDF file. A file name must be entered.

The landscape, narrow print and large font options are not available for all print jobs. If you wish to use these options they should be selected when selecting a printer to print a specific report. E.g

- Landscape - For the unclassified report – show all the competitors that have been disqualified and their checkpoint data
- Narrow Print – For Splits prints if using a till roll style of printer. If splits are to be printed onto A4/A5 paper then the narrow print option should not be selected.
- Large Font – For printing results or start lists for display

3 Archive

Event List >> SI-Card Archive



The archive allows you to store data about SI-Card ownership. This information can be used to:

- Automatically retrieve competitor information at download, removing the need to pre-register competitors when using the “AutoDownload Card Archive Match” option (set in Add/Modify Event – Step 2 – SPORTident Settings).
- Speed up data entry when manually adding entries.
- Identifying hire cards at download, so they can be collected in!
- Identify the owners of SI-Cards used at an event that have no entry information associated with them.

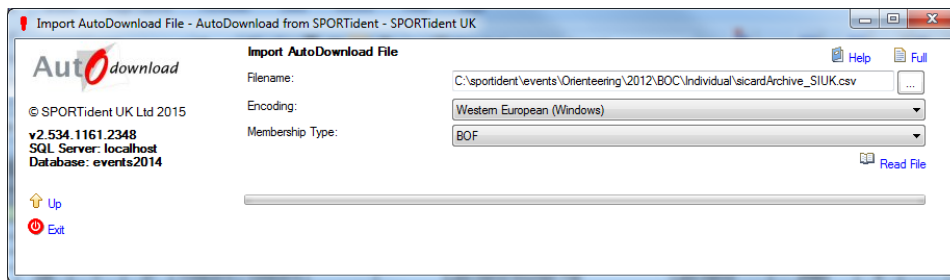
The archive is set-up and maintained at the database level, not at an event level. It is not mandatory to have an archive.

Each SI-Card has a status:

- Owned
- Hired – When a hire card is downloaded a message is displayed to alert the user that the card needs to be collected in.
- Lost – When a hire card is downloaded a message is displayed to alert the user that the card has been reported as lost.

Archive data can be imported, it is also possible to manually add and modify individual cards.

>> *Import AutoDownload File*



A sample CSV file, "AutoDownloadArchive.csv", can be found in the AutoDownload program files folder. To be valid (and import) each row must have a "Name" and either "CardNumber" or "MemberNo" or both. In the UK clubs can download a copy of the national SI-Card archive from the SPORTident website.

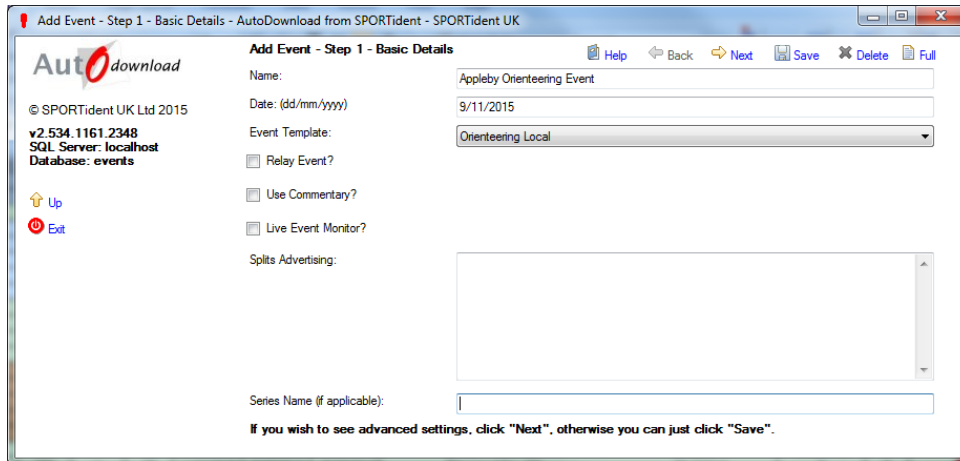
Each import will only overwrite card numbers contained in the files and will not remove any other card numbers from other imports.

You can also elect to "Delete All" to clear the entire archive, this is recommended if you are loading a full set of data as the process of adding a record is faster than updating existing records.

There are also options to load archive data supplied by other organisations, these include the IOF (XML Competitor List) and BMBO.

4 Creating a New Event

[Event List](#) >> [Add Event](#)



The add event wizard is used to create a new event. The wizard has multiple screens which can be viewed using the “Next” and “Back” buttons in the toolbar. Help is available on each step explaining what the various settings do.

4.1 Step 1 – Basic Details

The basic details are entered on step 1 and an event template is selected. The template sets defaults for many of the event settings (A table of default settings by template is included in the help for this screen). For many events only this first screen needs to be completed and it is possible to “Save” to create the event at this point.

4.2 Steps 2+

Changes to settings on these screens are rarely needed. It will only be necessary to change settings if the event needs to be configured differently from the template defaults. As a general principle the options become more advanced the further through the wizard you progress.

4.3 Classes

Is the event class based? The answer is dependent on whether competitors enter a specific class or a course. Additionally the format of the results needs to be considered.

Course Based

- Competitors enter a specific course irrespective of their category. E.g. At a mountain marathon competitors enter the course they wish to undertake.
- “Category Results” allow the top teams in each category on each course to be identified E.g. Top mixed team on the A course.
- In orienteering competitors have an age class, e.g. M40, but this is normally not the class that they run. At most events in the UK a competitor will choose which course to run, E.g. Brown. Local and Regional events are normally course based with Category Results used.

Class Based

- Competitors enter a specific class and that class is only available on one course. Classes must be unique within an event. E.g. At an orienteering event an M40 competitor enters the class M40S which is on course 10. Events such as the British Long Distance Orienteering Championships are class based.

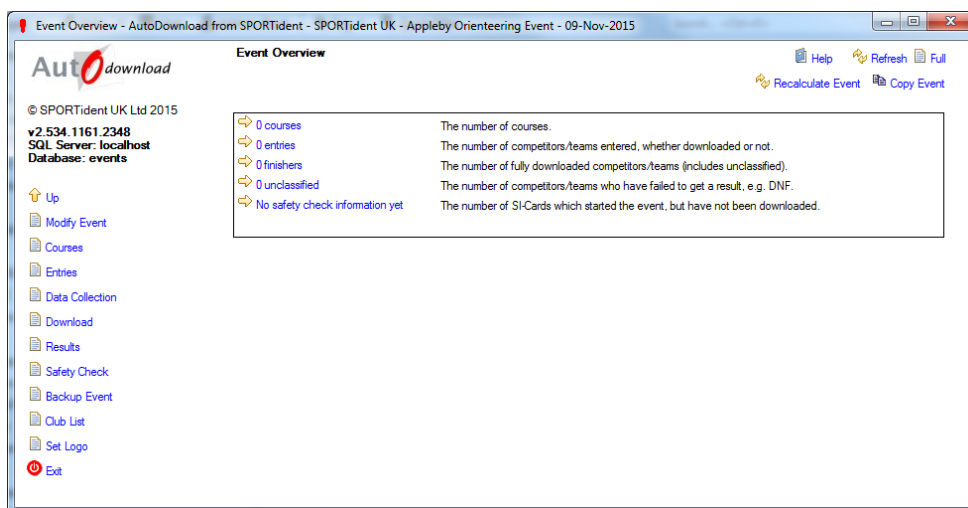
The “Use Classes” Setting is on Step 3 – Key Settings.

If an event is set up to use classes and entries are added then it is possible to turn classes off and entries are updated to show them as entering the course originally associated with the class they entered. HOWEVER the reverse is not possible, once entries have been added into a course based event classes cannot be turned on!

Once an event is saved it will appear in the “Event List”.

Click on the event name to go into the event.

>> *Event Overview*

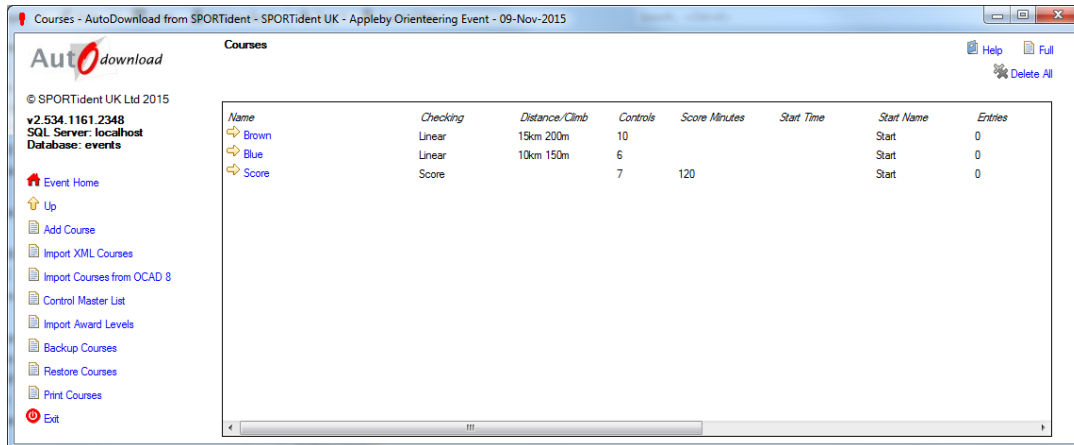


“Refresh” in the toolbar updates the event statistics displayed. They are not automatically updated to improve performance.

The event settings can be changed by selecting “Modify Event”. This will take you back into the event setup wizard. It is possible to change most event settings at any time however some changes may prompt you to “Recalc” the event. This means that the setting changed may affect the results of a competitor that has downloaded and their results need to be recalculated.

5 Courses

[Event List](#) >> [Event Overview](#) >> [Courses](#)



Courses can be added to an event manually (“Add Course”) or if a planning tool has been used which can create an XML course file the course data can be imported.

Courses can be modified by clicking on the course name.

Course Types supported by AutoDownload:

- Linear - Controls must be visited in a defined order.
- Score - Points are allocated to controls and competitors have a set time to "collect" as many points as possible. Penalties can be applied when the maximum time allowed is exceeded.
- Spanish Score - All controls must be visited but in any order.
- Linear With Free Order Sections - The course consists of sections where controls must be visited in order and sections where there is a group of controls that can be visited in any order ("Free Order Sections"). It is possible to define how many controls in a particular free order section must be visited e.g. 4 out of 5.
- Multi Discipline Score (MDS) - This is similar to a standard score course except that controls are allocated to "Disciplines" and a visit is only valid if the participant is deemed to be "in" the discipline associated with the control. Transition controls allow competitors to change discipline. e.g. The course has a bike section and a run section. Bike controls can only be visited when biking and run controls only when running. If a bike control is punched when the competitor is running it will not count and points will not be awarded.

5.1 Course Setup

[Event List](#) >> [Event Overview](#) >> [Courses](#) >> [Add Course](#)

Add the course name and the course checking type.

Score Minutes are required if a course checking type of Score or Multi Discipline Score has been selected.

If the event has a mass start then the mass start time should be entered for the course. The start time precedence (Add/Modify Event – Step 2 – SPORTident Settings) for the event needs to be set to “Mass Start”.

Click “Save” to save the course and return to the list of courses.

5.1.1 Course Details

[Event List](#) >> [Event Overview](#) >> [Courses](#) >> [Click on Course Name in list](#)

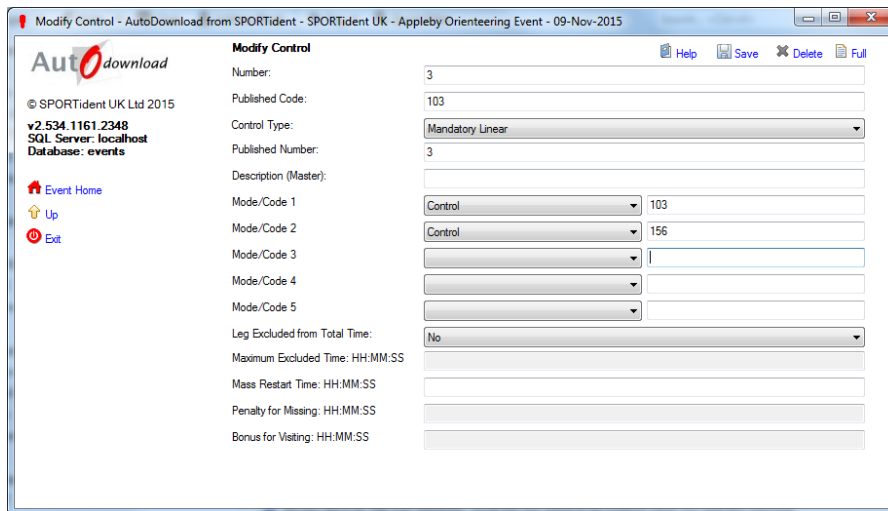
Number	Publis...	Publis...	Points	Control Type	Description	Electronic Code(s)
5		S		Optional Linear		Start
1	1		104	Mandatory Linear		104
2	2		105	Mandatory Linear		105
3	3		120	Mandatory Linear		120, 180
4	4		113	Mandatory Linear		113
5	5		112	Mandatory Linear		112
6	6		117	Mandatory Linear		117
7	7		108	Mandatory Linear, Excluded		108
8	8		153	Mandatory Linear		153
9	9		114	Mandatory Linear		114
10	10		111	Mandatory Linear		111
F	F			Optional Linear		Finish

Use “Modify Course” to change any of the details added when the course was created, e.g. to input a mass start time when known.

5.1.2 Controls on a Course

Use “Add/Insert Control” to add a control to the course or click on an existing control number to edit it.

[Event List](#) >> [Event Overview](#) >> [Courses](#) >> [Course Details](#) >> [Click on Control Number](#)



Enter/edit the details of this control and click "Save" when done. You can also delete using the action.

"Number" - the sequence number of the control on the course. This is used internally by the software and is not included on printouts or results, If you want to insert a control or reorder one you have already entered simply change the "Number" field and you will be prompted as to what to do when you save. The “number” for the start is “S” and the “number” for the finish is “F”

The "Published Code" is the checkpoint code, it can be numeric or alphanumeric e.g. 101 or AB. This is printed on the splits sprint rather than the electronic code.

The splitting of the published and electronic code allows a different code to be displayed to competitors (e.g. on splits printout) from the actual numbers used within the system.

If a unit fails before a race and is swapped for one with a different code you can change the "Electronic Code" but leave the "Published Code" as per the control descriptions. In a large event you may need to have two controls with the same electronic code in different parts of the forest but a different control code on the descriptions.

Control Types

Some control types are only valid for courses with certain "Course Checking" types.

- Mandatory Linear
- Optional Linear - Missing this control out will not result in disqualification. This can be used if a unit fails or goes missing mid-race and is not replaced, and the event is low-key enough not to require a manual punch check. Also it can be used for events such as fell races where manual checks are done on completion of the course. Making a control optional via the "Add/Modify Control" screen within a course will NOT make it optional on other courses. If you wish to make a control optional on all course it is on this should be done via the "Add/Modify Master Control" screen (see below).
- Optional Linear Time Penalty - If the control is missed the competitor will not be disqualified but is given a time penalty. For example rather than disqualifying a junior for missing a control at a schools event they are given a time penalty so that they still get an overall result.
- Optional Linear Time Bonus - If the control is visited by the competitor they will be given a time bonus. This can be used if you want some competitors to do a bonus loop on a course but wish to rank everyone on the course together, whether they did the bonus loop or not. In this instance the bonuses need to be greater than the time to get them!
- Mandatory Free Order
- Optional Free Order - Used for Score Courses
- Mandatory First
- Mandatory Last
- Transition - Only used in Multi Discipline Score to identify transition controls between disciplines. Transition Controls have zero score points.

The "Published Number" is normally the same as the "Number". You may want them to be different e.g. if you have road crossing controls which don't have control numbers. The published number is the sequence number that appears on a splits printout. Published numbers are not used for free order controls as obviously the sequence will vary competitor by competitor.

The "Description" is optional, 50 characters e.g. Road crossing. This is normally left blank for orienteering events.

The "Electronic Mode/Code" fields contain the SPORTident station modes and numbers. The Mode is the way a Control/Station is programmed e.g. Start, Control, Finish. E.g. Although a start station is normally programmed as a START it could be programmed as a CONTROL. Up to five electronic codes can be defined so if a unit fails mid way through a race you can replace it with another which will also be valid. Changing electronic codes updates the control on all courses where the control is used.

"Exclude split from Total Time" as it implies will exclude a competitor's time to get to this control from the previous one from their total time. This can be used for a timed out road crossing, or perhaps at the controller's discretion a leg maybe removed from the total time after an event due to vandalism or a control being misplaced.

"Maximum Excluded Time". If a leg is to be excluded a maximum can be set. See Timeouts below.

"Score Points" - Number of points gained for visiting a control. Only on "Score" and "Multi Discipline Score" courses

"Mass Restart Time" - Restart time of course. e.g. On an adventure race participants complete a bike section but then regroup to all start a kayaking section together. The "Mass Restart Time" for the kayak start control removes the need for any competitor to punch to start the kayak section.

"Penalty for Missing" is the time added to the competitor's race time if the control is not visited. Penalties can only be applied to optional controls.

"Bonus for Visiting" is the time deducted from the competitor's race time if the control is visited. Bonuses can only be applied to optional controls.

"Discipline" - The discipline the competitor must be doing for the control to count on a "Multi Discipline Score" course. If left blank the control will count when undertaking any discipline. If a transition control has a discipline then the competitor changes to that discipline, if blank then any discipline can be entered.

"Sub-Stages" - The sub-stage(s) to which this control belongs when sub-stage time reporting.

If you make a change to the course and there are finishers on it you will be given the option to recheck ("Recalc") whether they have completed the course correctly, given the new details. If you are making more than one change to the course with finishers it is suggested that you only say yes to rechecking when you have made the last change as the process may be slow.

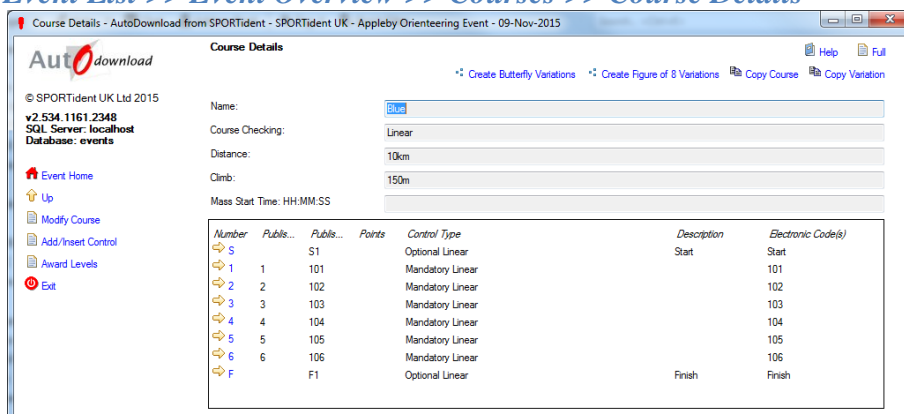
5.1.3 Classes

The option to add classes to a course is available in the menu if the event is class based (Add/Modify Event – Step 3 – Key Settings, Use Classes ticked). Class names must be unique within an event.

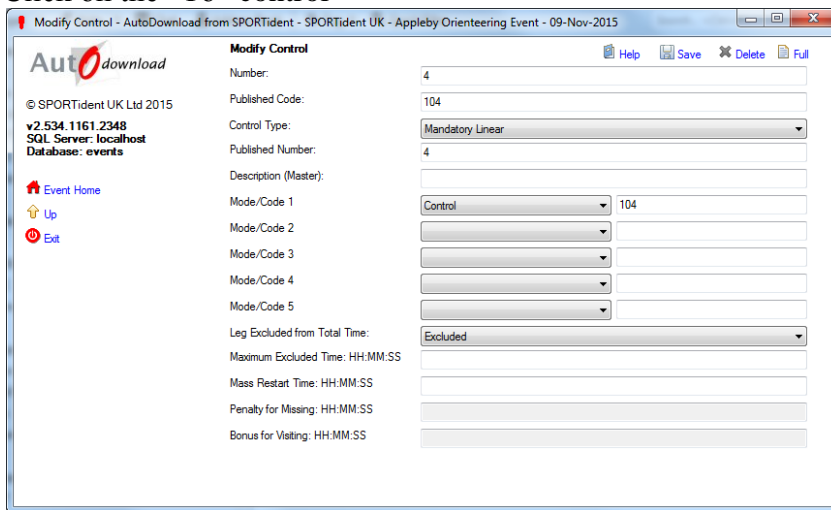
5.1.4 Timeouts

The time taken on individual legs can be excluded from a competitor's overall time e.g. for a road crossing.

[Event List](#) >> [Event Overview](#) >> [Courses](#) >> [Course Details](#)

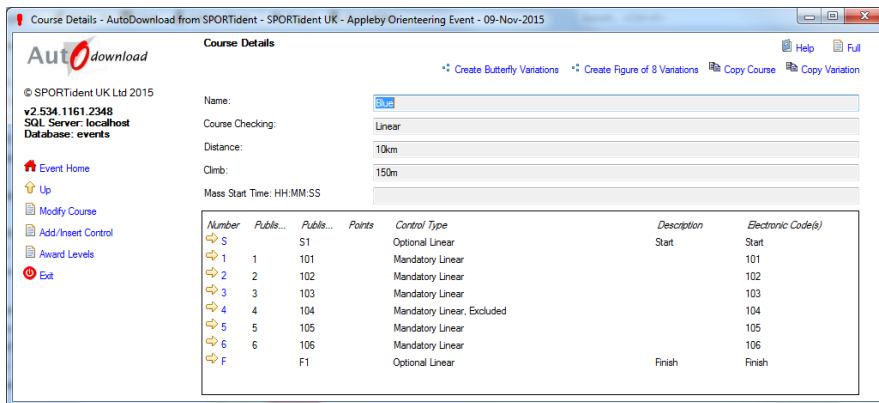


Click on the “To” control



Select “Exclude” and “Save”.

"Maximum Excluded Time". If a leg is to be excluded a maximum can be set. e.g. To allow a time out on a road crossing but setting a maximum time so that unnecessary resting is not allowed. If the maximum time is exceeded then the competitor is only credited with the maximum time.



5.1.5 Lateness Penalties

The option to add lateness penalties for Score and Multi Discipline Score courses is available in the menu. The help screens explain how to add penalties (or bonuses if a competitor finishes early having visited all controls).

5.1.6 Award Levels

Award levels can be set for some events. E.g. on a cyclo sportive if a competitor completes a course within 4 hours they are awarded a Gold standard. As well as manually inputting award level information for a course it is also possible to import award levels for all courses (option in the menu on the course list screen). The awards level is printed on splits prints and included in the results. The award level can also be included on certificates.

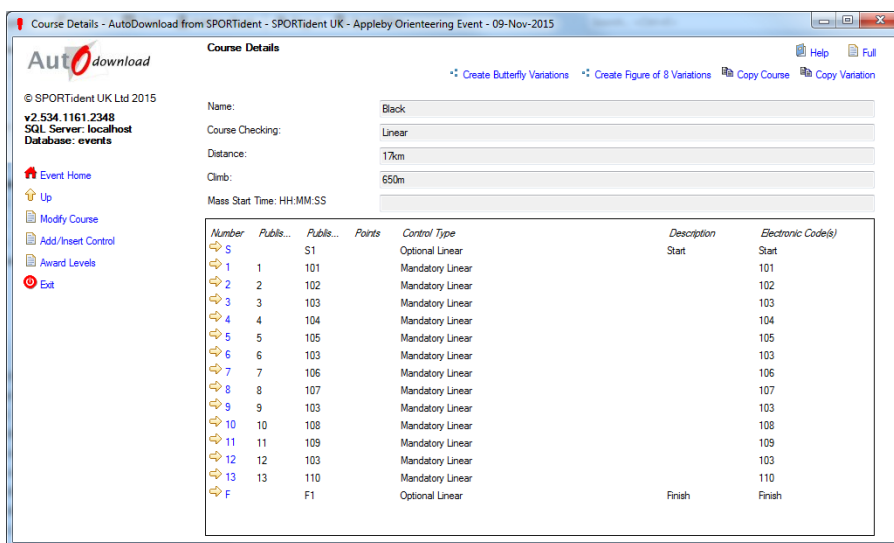
5.1.7 Variations (Courses with Loops)

Some courses are designed as a series of loops with competitors completing the loops in different sequences coming back to a common central control between loops. The two most common types of loop courses are Butterfly and Figure of Eight although more convoluted courses are also designed by planners!

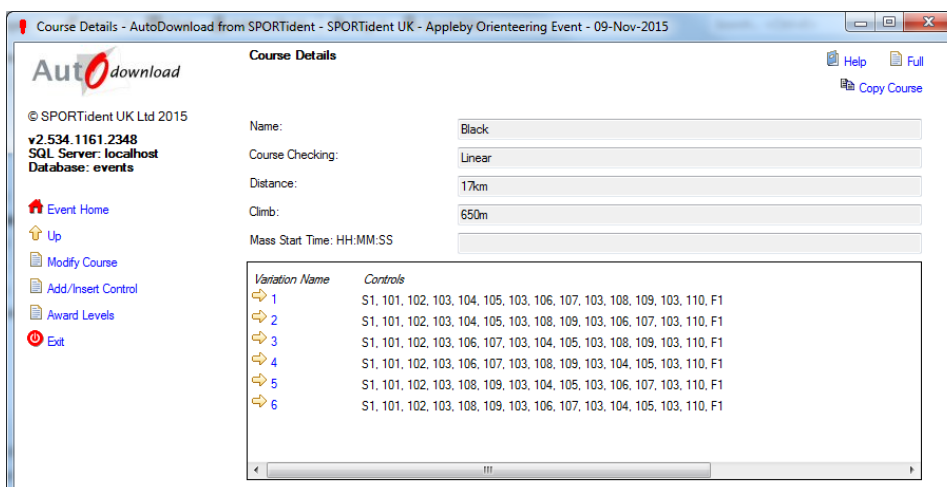
Variations can be setup for “Linear” or “Linear With Free Order Sections” courses.

Some planning software will create the necessary XML data to import into AutoDownload courses with loops. The following explains the process if adding courses manually.

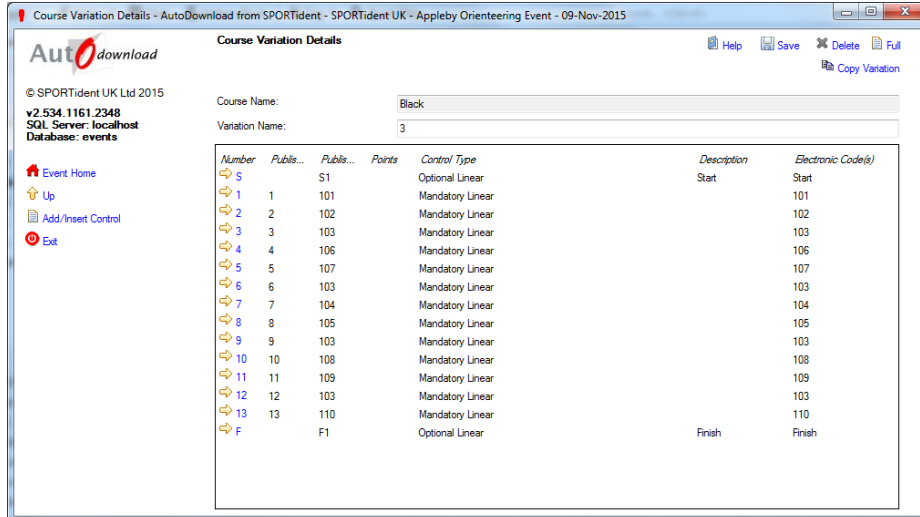
1. Create a course using one of the variants (one way of completing the course).



2. If your loop course is a standard butterfly or figure of eight style then click on the appropriate button on the tool bar to create the other possible variations. If not then “Copy Variation” to create another variation.

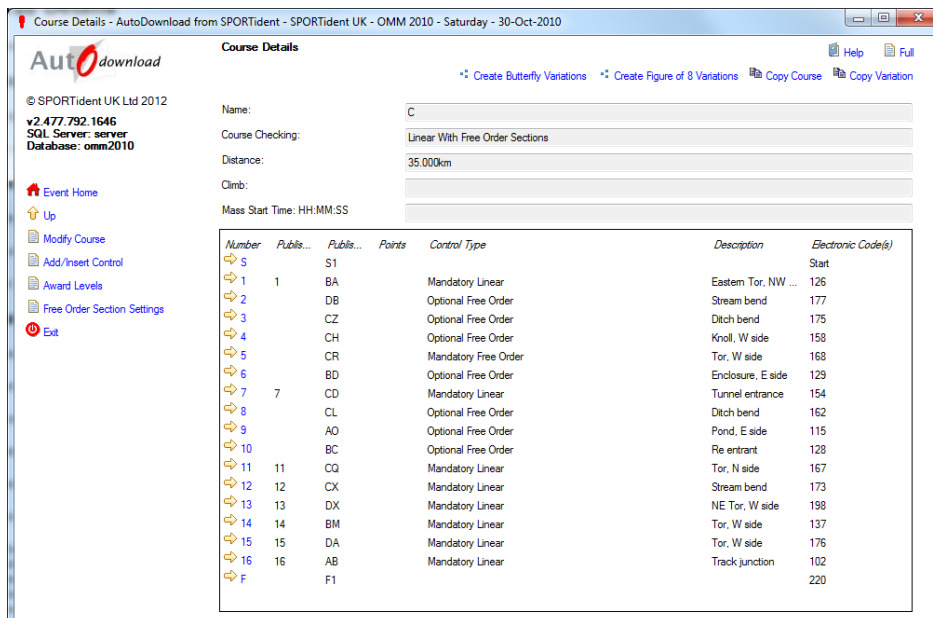


- On the Course Details screen all the variations are displayed rather than the course/control information. Click on the variant name to view and update the variation details as necessary (or to then delete a variant).



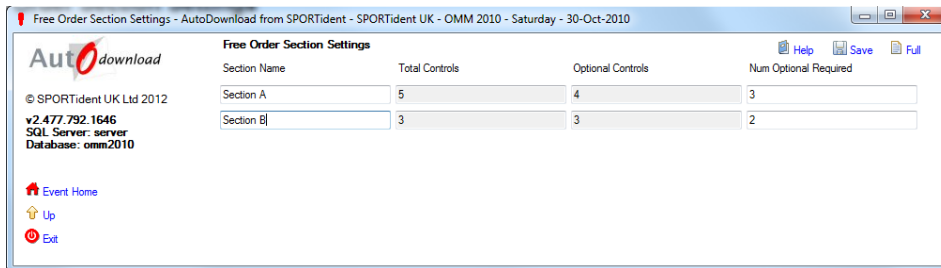
Note: Competitors are linked to a course NOT a variant, the assumption being that competitors will do the variation that they have the map for. If you want to check which variant each competitor actually completed this information is available in the “Variations Report”, an option on the Course Details menu.

5.1.8 Linear With Free Order Sections Courses



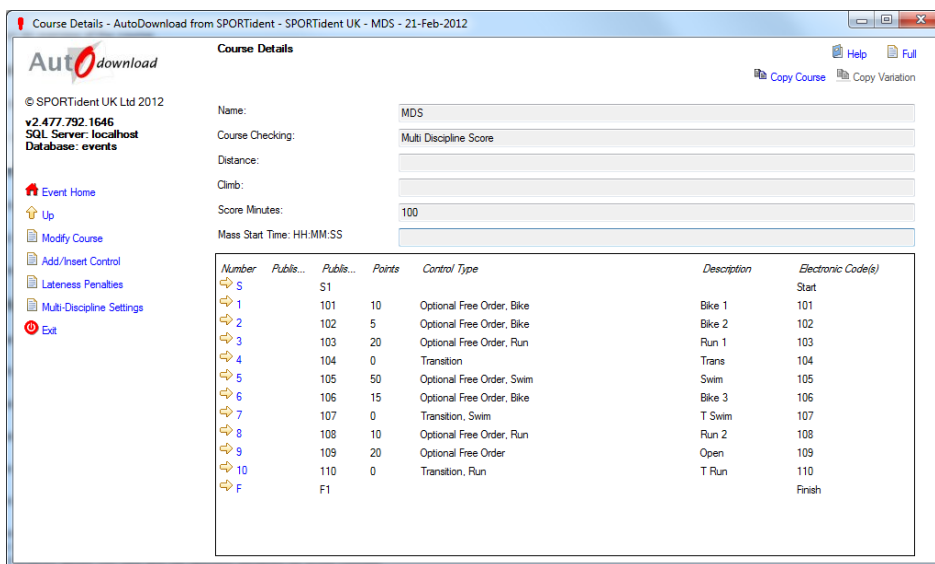
The above screen shot shows a course set-up to have two free order sections with a mandatory control between the two sections. Controls in a free order section can be a mixture of either optional or mandatory.

>> *Free Order Section Settings*



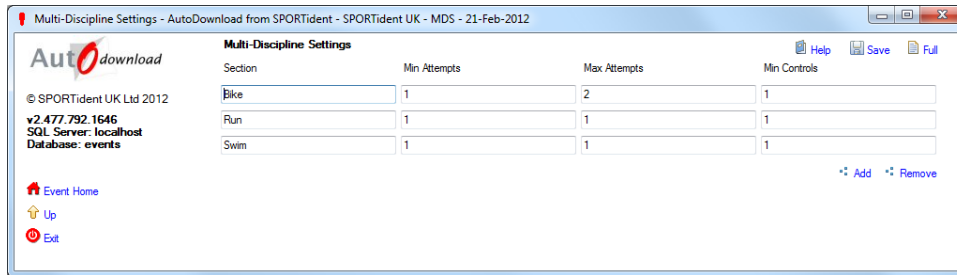
Sections can be named and the number of optional controls required specified.

5.1.9 Multi-Discipline Score Courses



The above screen shot shows the control information for a Multi Discipline Score course. As a score course the order of the controls is not important. Controls are either “Optional Free Order” or “Transition”. Score points are not awarded for visiting a transition control. Controls can be linked to a discipline. If an optional free order control is linked to a discipline then the visit to that control only counts if the competitor is deemed to be in that discipline e.g. you can’t visit a run control when you are biking. If a transition control has a discipline linked to it then on punching the transition the competitor enters that discipline. If the transition control does not have a discipline linked to it the next control punched determines the discipline that the competitor is on.

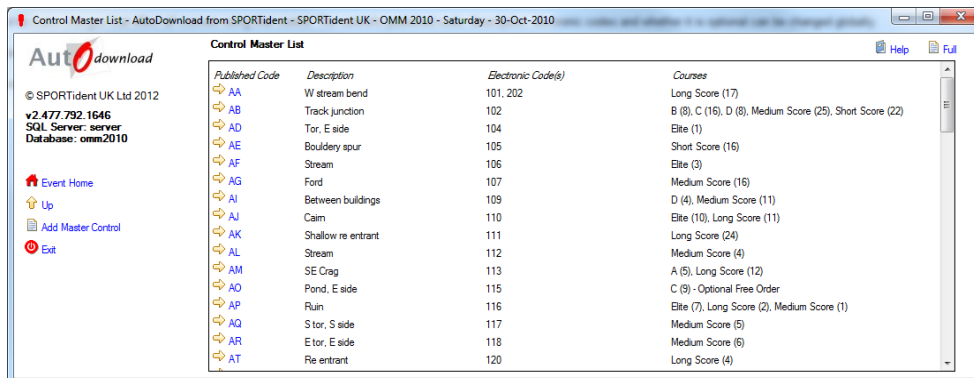
>> *Multi-Discipline Settings*



For each discipline the minimum and maximum number of times a competitor can attempt it and the minimum number of controls that must be visited can be set. This can be used to stop a competitor spending the whole event only doing one activity.

5.2 Control Master List

Event List >> Event Overview >> Courses >> Control Master List



The control master lists details all the controls used on the event. When a new control is added to a course the master list is automatically updated. There is NO need to create a master list of controls before setting up the courses.

Select a control to make changes that affect all courses using that control. The control's published code, description, electronic codes and whether it is optional can be changed globally. E.g. If a control goes missing then it can be made optional on all courses by updating the control master rather than by making it optional within each course.

5.3 Printing Course Setup

Event List >> Event Overview >> Courses >> Print Course

This option can be used to print out the course setup to check against any information supplied by the planner.

5.4 Copying Courses

If the event has courses that are similar it is possible to create a copy of a course within an event by going to the course details of an existing course and clicking the "Copy Course" button in the toolbar. The newly created course can then be modified as necessary.

It is also possible to copy courses between events e.g. the courses have not changed from last year's event and you don't want to type them all in again! The copy process is carried out by backing up the courses in the previous event (Menu option on the courses screen), this creates a small zip file. In the new event the restore courses option (Menu option on the courses screen) allows you to import the course data by selecting the zip file and clicking the "Read File" button. N.B. It is not possible to restore courses into an event that already contains course data.

5.5 Deleting Courses

Individual courses can be deleted by clicking the "Delete" button in the toolbar in the "Modify Course" screen.

A "Delete All" courses option is in the toolbar of the screen where all the courses are listed.

Warning: Deleting a course will also delete all the entries on that course.

6 Entries

AutoDownload provides a number of options for adding entries into an event. Entries can generally be split into two overall types, pre-entries and entries on the day.

6.1 Pre-entries

These are entries taken in advance of the event day and are often taken using an online entry system. The assumption is that data preparation is carried out using software outside of AutoDownload.

AutoDownload allows entry data to be imported in three different formats:

- XML
- CSV
- OE

6.1.1 XML

The International Orienteering Federation (IOF) defined an XML standard which includes entry and start time data. AutoDownload supports versions 2.0.3 and 3.0.

To import IOF XML Entry Data

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Import/Export Entries](#) >> [Import/Export XML Entries](#)

Please note that IOF XML 2.0.3 Entry Data does not include start times.

To import IOF XML Start Time Data

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Start Times](#) >> [Import/Export XML Start Times](#)

Please note that start times can only be imported if the start time precedence for the event includes “Allocated” i.e. the precedence is Strict Timed Start, Lazy Timed Start or Mini Mass Start. (Start time precedence is set in Add/Modify Event – Step 2 – SPORTident Settings)

6.1.2 CSV

This is the AutoDownload spreadsheet format for entries. A sample CSV file, "AutoDownloadEntries.csv", can be found in the AutoDownload program files folder.

The csv file has a header row and 36 columns. The columns must be kept in order. Not all columns may be relevant for your event:

- RaceNumber - whole numbers, can be blank if event does not use race numbers. If Bib Numbers are also required, for some or all competitors, then the Race Number should be followed by an underscore and then the Bib Number e.g. 123456_A101. Bib numbers can be alphanumeric max 10 characters.

- CardNumbers - whole numbers, the competitor's SI-Card number. For team events (e.g. pairs) multiple numbers can be entered with a "~" to separate them.
- MembershipNumbers - alphanumeric max 10 characters, for team events (e.g. pairs) multiple numbers can be entered with a tilde "~" to separate them. If you have more than one membership type e.g. BOF and IOF then you separate the sets using the ampersand "&". If there is more than one membership type applicable then the order must be the same as the order used in the event set-up.
- Name - alphanumeric max 50 characters, mandatory.
- AgeClass - alphanumeric max 5 characters, this is called category for some event types. For some category types the format is validated.
- Club - alphanumeric max 50 characters.
- Country - alphanumeric max 3 characters, only used for international event types.
- CourseClass - If known in advance enter the class for class based events or the course for course based events.
- StartTime - format "HH:MM:SS", only used when start times have been allocated. For some event types, e.g. orienteering start times must be unique on a course.
- StartTimePreference - only used when the AutoDownload start time allocator is to be used. Valid options are VeryEarly, Early, Middle, Late, VeryLate, Any, Manual and Punching.
- EnvelopeNumber - whole numbers, used to group entries together for use within the start time allocator.
- NonCompetitive - Y/N, if blank deemed to be competitive.
- Seeded - Y/N, if blank deemed not to be seeded, only used in the start time allocator.
- NotUsed1
- Handicap - whole numbers, only used for Mountain Marathons.
- RegistrationNotes - text to appear on registration sheets, max 200 characters.
- SiEntriesIDs – ID from online entries system
- Eligibility - up to 5 letters to identify eligibility in up to 5 "sub-competitions" as defined in the event set-up.
- SocialMedia - Facebook, Twitter, Attackpoint, Power of 10 and Instagram IDs for displaying on web pages.
- NotUsed4 to NotUsed10
- CustomField1 to CustomField10 – Used to record additional information about an entry (Custom Fields are set in Add/Modify Event – Step 8 – Eligibility and Custom Fields).

To import CSV Entries

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Import/Export Entries](#) >> [Import/Export CSV Entries](#)

An import mode must be selected which determines how the data is processed i.e. whether you wish to add new entries or update existing

6.1.3 OE

To import entries in the Sport Software OE20xx format

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Import/Export Entries](#) >> [Import OE File](#)

This format is supported as some online entry systems only provide data in this format.

6.2 Entries on the Day

These are entries that are only known about on the day of the event.

AutoDownload supports the following methods for entering competitors:

- Add Entry
- Add Entry by Punch
- On Download

If you do not have an Archive loaded (see above) and AutoDownload Card Archive Matching turned on (see adding entries at download below) you will have to enter/register all competitors before they download using one of the first two options.

If you do have AutoDownload Card Archive Matching turned on it is suggested you enter anybody who has hired a card, but it is not necessary to enter anyone at all. Also with AutoDownload Course Matching turned on there is no need to select a course as at download the punch data on the card will be compared to the course control data to identify the course undertaken.

6.2.1 Add Entry

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Add Entry](#)

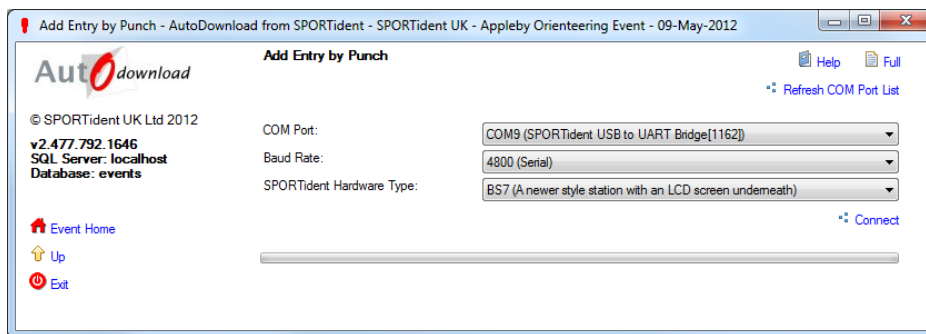
Enter the entry information and click “Save” (or Ctr+S if keyboard shortcuts are enabled). If you are using an archive then enter the SI-Card number or Membership Number or the person’s full

name and then “Search Archive” (Ctrl+F) and if an archive record is found any blank fields will be automatically populated, saving some typing!

6.2.2 Add Entry By Punch

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Add Entry by Punch](#)

This option can be used if the competitor is present with their SI-Card when the entry is to be added to the event.



Select the COM port, baud rate and hardware type then “Connect”. The “Connect” button goes grey when the connection is made.

Simply insert the SI-Card and the number will be returned to the entry screen. Any archive information relating to the SI-Card will be added to the entry. The master station must be in “Read SI Card” mode.

6.2.3 On Download

The main principle behind AutoDownload is why should you need to pre-enter people when the vast majority of competitors will have completed their course and their SI-Card is registered on the national database? AutoDownload will automatically detect during download all the details possible about a competitor.

AutoDownload is a two part process - the personal data retrieval and the course matching.

Personal Data Retrieval (Card Archive Matching)

Automatic personal data retrieval is done by using the national database of card numbers, loaded into the SI-Card Archive in AutoDownload (see above). If this fails then it is possible to manually retrieve a competitor's personal information by membership number (e.g. BOF number for UK orienteering) also held in the archive. It is suggested that hired cards are pre-entered on to the system (you can leave the course blank) to speed up download times.

Course Matching

Course matching is done by comparing the controls visited to the controls on a course. By doing this for all courses at the point of download it is possible to give a % match for each course.

AutoDownload will automatically select the best match as long as it is at least 85%. If there is a score course at the event and there is no other course match then this will be automatically selected if the finish time is within +5 or -5 minutes of the score course allowed time. If the event uses classes based on gender and age, once it has determined the course it will try and get the class on that course from the age and gender of the competitor.

Depending on the download mode selected (see Download section below) if there is “a problem” the computer user will be able to fix them straight away or may need to refer them to a “problem desk”.

By default when an event is created card archive matching and course matching are enabled. It is possible to disable them in the Modify Event – Step 2 – SPORTident Settings screen.

AutoDownload Card Archive Match is a tick box option.

AutoDownload Course Match has three options:

- None
- Classic – This is based on all controls on the course and is the normal one to select.
- Mandatory Only – This is used when courses have a number of optional controls which if not visited cause the 85% match criteria to fail.

It is possible to enter competitor details but not assign them to a course, thus using the course matching functionality but not the card archive match.

If an entry has an allocated course this will be used when downloading a card, course matching is only done if an entry has no course allocated!

6.3 Re-using SI-Cards

AutoDownload allows SI-Cards to be used multiple times during one event. For example when a competitor completes a course and enjoys it so much they want to then do another one they don't need to have another SI-Card but can reuse the one they already have.

An SI-Card can only be allocated to one pre-entry at any time so that on download the competitor can be identified based on the SI-Card used and also so that the safety check functionality can identify who is outstanding. However once the card has been downloaded a new entry can be created for the same SI-Card to be used again.

6.4 Hire Cards

There is no tick box on an entry to identify the fact that a hire card has been issued, it works solely on the fact that SI-Card is marked as a hire card in the archive, so you should make sure your hire cards are added to the SI-Card archive. In the UK you can get us to add them to the master archive so when you download that master archive your hire cards are in it. When a hire card is downloaded a message is displayed to alert the user that the card needs to be collected in.

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Print Hire Cards](#)

The Print Hire Cards report lists all those entries with either no SI-Card allocated to them (and thus needing a hire card) or with a hire card allocated to them.

6.5 Punch Registration

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Registration](#) >> [Punch Registration](#)

It is possible to allocate SI-Cards to competitors on the day. Rather than pre-allocating all the hire cards to entries a proportion of which won't turn up to the event the SI-Cards are allocated to competitors as part of the registration process. The allocation can be based on either the competitor's race number (if the event is using race numbers) or name. The process involves the hire SI-Card being dipped in a master station programmed as either a Clear or Check in AutoSend mode, the competitor's race number or name (or part of) typed in and searching for the competitor. On confirming the competitor's details the SI-Card is allocated to the entry and then the SI-Card given to the competitor. Additionally the check/clear punch is added to the safety data for the event.

6.6 Punch entry check

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Punch Entry Check](#)

This screen enables you to check that competitors have been handed the SI-Card they have been allocated /entered with. The process involves the competitor dipping their SI-Card in a master station programmed as a Check in AutoSend mode the competitor's details are then displayed on the screen and can be confirmed by the competitor. If the details are wrong they can be corrected by modifying the entry in a different screen.

Additionally the check punch is added to the safety data for the event.

6.7 Start Times

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Start Times](#)

This menu of options including printing start lists will only be available if the event either has a start time precedence that includes "Allocated" or the "Use Start Time Allocator" option is enabled (Add/Modify Event – Step 6 – Start Times).

7 Download

[Event List](#) >> [Event Overview](#) >> [Download](#)

AutoDownload supports four different ways of retrieving (downloading) the punch data from within an SI-Card:

- SI-Card Downloads – Reading the SI-Card.
- Print/Master Station Downloads – Reading the backup memory of a station into which SI-Cards have been downloaded.
- SiConfig/SiConfigPlus Downloads – Importing an SI-Config or SI-Config+ csv format file of download data.
- SRR Dongle Downloads – Downloading SIAC cards using a dongle

Different download modes are available and the one to choose depends on the amount of interaction needed and the knowledge level of the person on download:

- "Manual" downloads allow you to confirm each download is the correct person.
- "Automatic, Manual on Error or Mispunch" downloads will automatically confirm any download which doesn't result in an error or a mispunch, but present the download to the screen in the same way as for Manual.
- "Automatic, Manual on Error" downloads will automatically confirm any download which doesn't result in an error, but present any error to the screen in the same way as for Manual.
- "Automatic, Reject on Error" will automatically confirm any download without an error, but reject any which do result in an error - a prompt is put on screen to report to problems desk, the download is not saved.
- "Automatic, Non-Stop" will default any missing information on an Error rather than stopping, this is perfect for downloading a print station after a simple event with only one course - after download you can correct names etc (if you use this on an event which has more than one course, be warned if the course cannot be determined it will pick one anyway!)

An Error will exist if AutoDownload cannot determine mandatory competitor details for the event e.g. Name, Course, Class for class based events, Race Number when race numbers are required, etc.

A mispunch exists when a competitor has not successfully completed their course.

7.1 SI-Cards Downloads

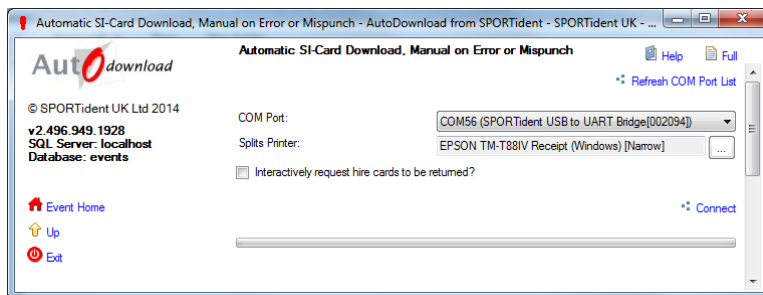
One of the first three modes; "Manual", "Automatic, Manual on Error or Mispunch" and "Automatic, Manual on Error" should be used when the user operating the download is expected to solve any problems as they occur. This is often the case if only one computer is being used for download.

"Automatic, Reject on Error" is designed to be used for large events (normally with everyone pre-entered) where multiple download computers are in use. The "front line" download computers process the vast majority of competitors and to keep the flow of competitors moving

and to avoid queues developing problems are sent to a problem desk with another download computer to be sorted out. This approach allows more inexperienced AutoDownload users to work the downloads as any problems are diverted to a more experienced user at the problem desk.

“Automatic, Non-Stop” allows, in theory, for a download to be setup and left unattended. Problems have to be resolved at a later time but this approach insures that all downloaded data is saved to the database.

Click on the download mode you wish to use e.g. Automatic, Manual on Error or Mispunch.



Select the COM Port.

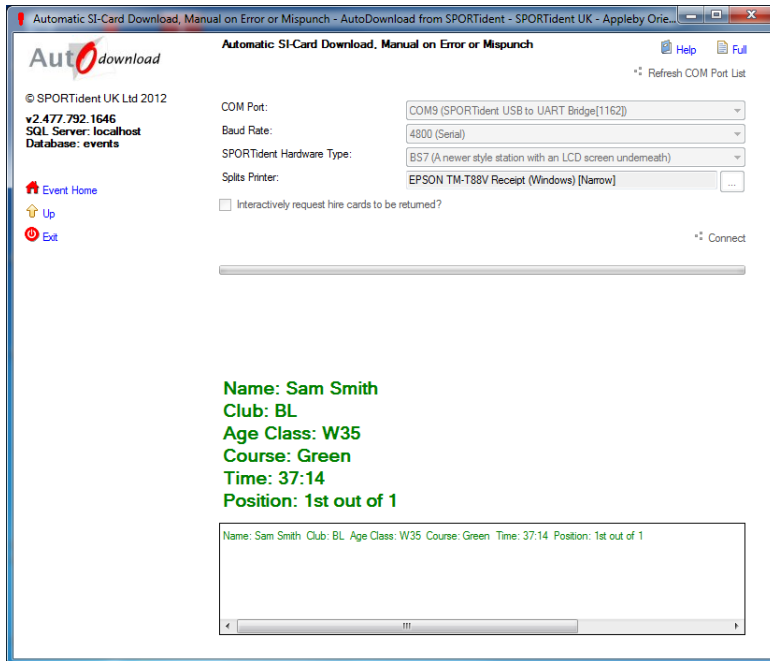
If the “Show old SPORTident Hardware” option is selected in the User Interface Options Then you will get additional option to select the hardware type.

Also if you wish to print splits automatically on download then also check that you have selected the correct printer, and have ticked the “Narrow” option in the printer settings if you are using a till roll printer.

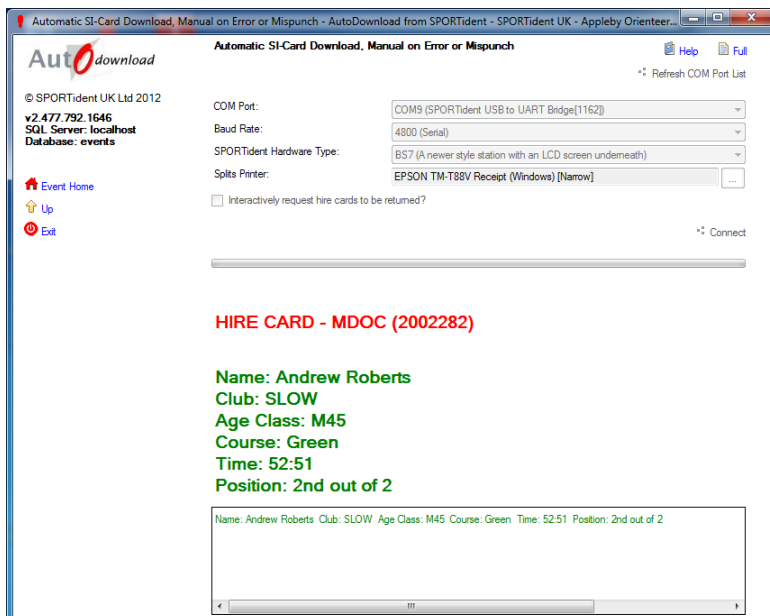
By default splits are printed automatically on download. This can be turned off in Modify Event – Step 5 – Download Options. On the same screen there is also the option to turn on (or off) the printing of position on the splits print.

Then “Connect”. The settings and the connect button will all grey out once the connection has been made and you can start downloading.

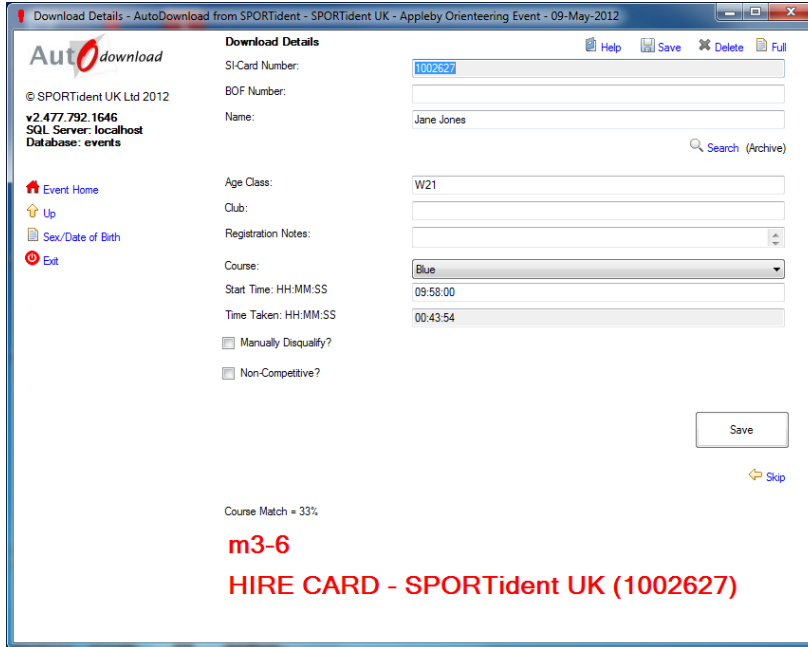
A **Green** message confirms that a competitor successfully completed their course.



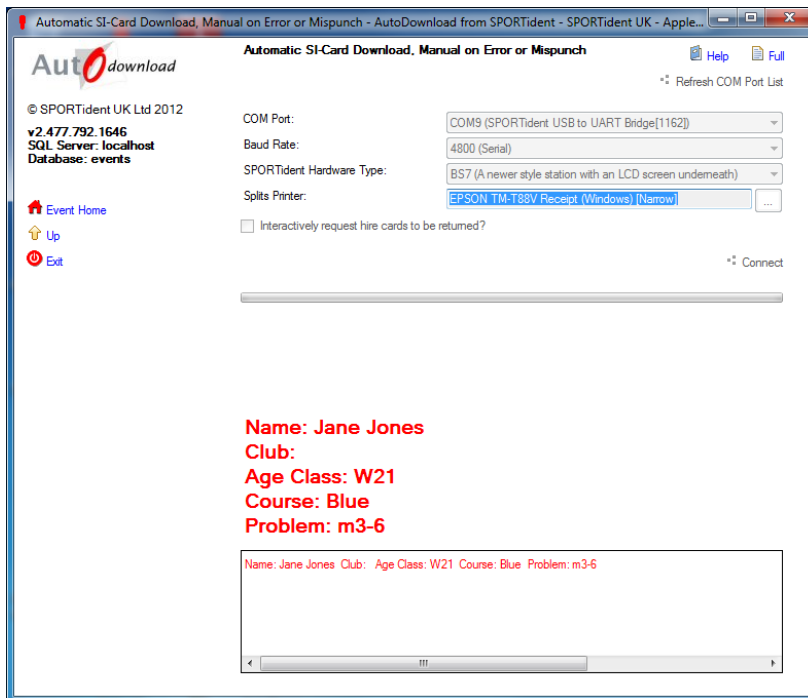
Hire Card Alerts appear in **Red**. Or if “Interactively request hire cards to be returned” is ticked then a pop up window alerts the user that a hire card has been downloaded.



In the mode “Automatic SI-Card Download, Manual on Error or Mispunch” if a competitors details cannot be found or they mispunch then when the SI-Card is downloaded the “Download Details” screen is opened.



This screen is similar to the add/modify entry screen. In this example the competitor missed controls 3 to 6. The details including course can be updated as necessary and then “Save”.



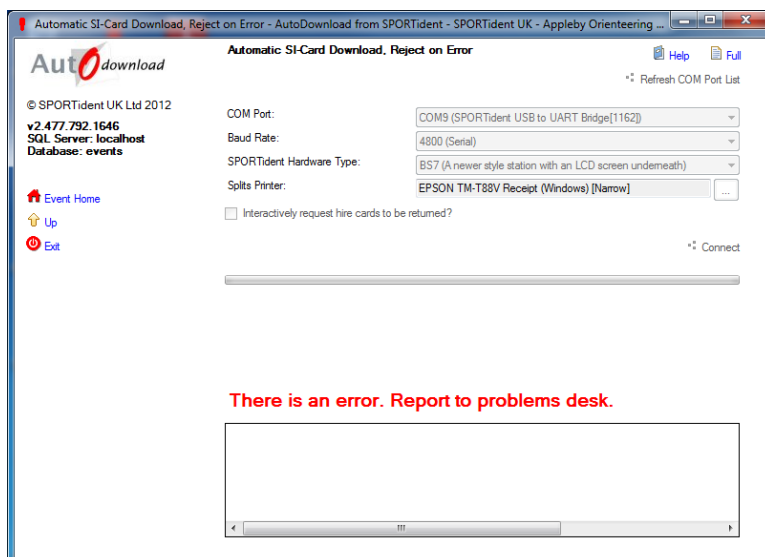
Red text means a problem!

“m” means missing control, “w” means the wrong control was visited. Other problems include “dns” for Did Not Start (i.e. did not punch at the start), “dnf” for Did Not Finish (i.e. did not punch the finish) and “rtd” for Retired (missed controls at the end of the course and did not punch the finish).

These different codes are the standard orienteering ones. If you wish to only class competitors as “DNF” irrespective of the reason they failed to complete the course then the “Disqualification Reason Model” (Add/Modify Event – Step 3 – Key Settings) can be changed from “Orienteering” to “DNF Only”.

7.1.1 Automatic, Reject on Download

If this option is used then if an error, such as the SI-Card details cannot be found, then the following message is displayed:

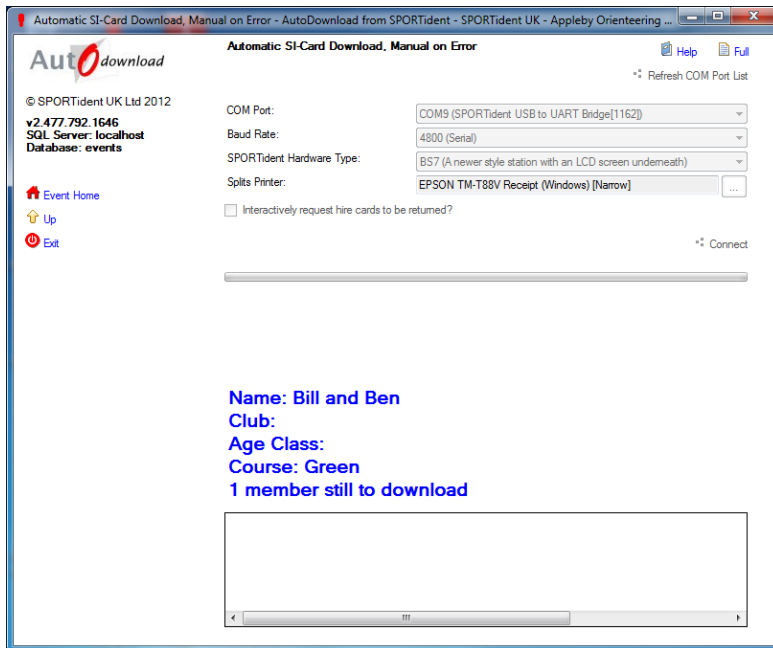


The download is not saved.

The entry details of the competitor need to be updated and the card downloaded again.

7.1.2 Downloading Pairs/Teams

If some competitors have entered as pairs/teams with an SI-Card each then they all need to be downloaded. Until the last SI-Card has been downloaded a **Blue** message gives competitor details and the number of members still to download. Splits prints are only printed when all cards have been downloaded.



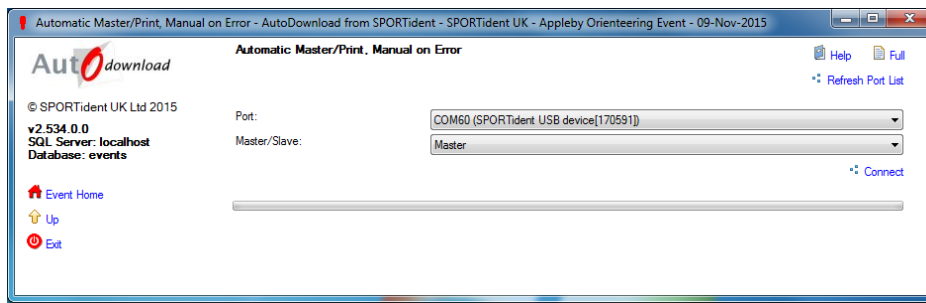
Once the last team member has downloaded then the competitor details will be displayed in **Green** if OK or **Red** if a problem in the same way as for an individual.

7.2 Print/Master Station Downloads

Rather than download SI-Cards directly into AutoDownload it is possible to read the backup memory of a master or print out station into which SI-Cards have been downloaded. For Example this approach can be followed if a computer is not taken to the event but a schools/training set is used at the finish.

Remember if this option is used the Master/Printout Station should have had its memory cleared before using it at the event so that there is no data in the station from previous events.

After the event the backup memory of the master/print out station can be downloaded into AutoDownload to correct any problems and produce full results for the event.



Select the COM Port.

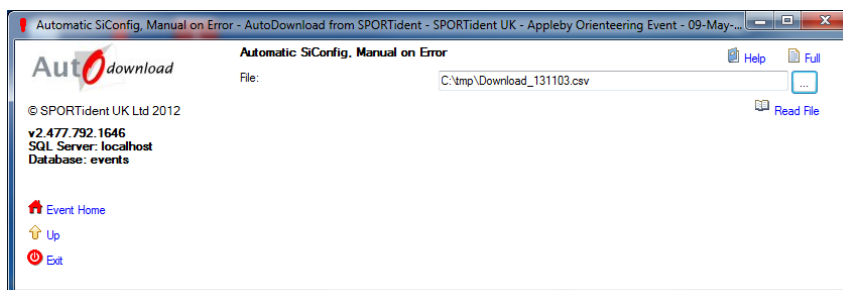
“Master” is to read a station connected directly to the computer, “Slave” is to read a station placed on top of the directly connected station.

Then “Connect” to read the data from the station.

7.3 SiConfig/SiConfigPlus Downloads

This option allows SI-Cards to be downloaded into SI-Config or SI-ConfigPlus and the data then saved to a CSV file. The CSV file of download data can then be imported into AutoDownload.

Once the CSV has been saved, in AutoDownload, browse to the file and “Read File” to import the download data.



This can be useful if the plan was to download master/printout stations but they were not cleared before the event. Instead of having to deal with all the downloads from previous events using AutoDownload the CSV created in SI-Config or SI-ConfigPlus can be edited in Excel with the rows at the top from the previous events deleted to leave only downloads from the current event.

7.4 SRR Dongle Downloads

For events using SPORTident’s contactless punching solution, Air+. An alternative way of downloading SIAC cards.

8 Results

[Event List](#) >> [Event Overview](#) >> [Results](#)

Results can be viewed on screen. There are a number of options for displaying/printing/exporting results depend on the licence and the event set-up:

- HTML Results – Generate results for a website.
- Print Results – Print out results for display.
- Live Results – Show up to date results on a computer screen to remove the need for printing results at the event.
- Export XML Results – To generate IOF XML result files.
- Processable CSV Results – Generate a CSV file with all the detailed results
- Presentable CSV Results – Generates a CSV file of the results
- Single Leg Times allows you to create html results for the time taken between 2 consecutive controls across all courses (e.g. last control to finish) or export the data to a csv text file.
- Sub-Stage Reporting - Print or create HTML sub-stage results (See information on Sub-Stage results below in the “Other” section of this guide.
- Inter-Club Results – Allows you to calculate results for inter-club orienteering and fell running competitions.

Orienteering Specific Result Options:

- Export OE File – To export results in the Sport Software OE20xx format required for software programs like WinSplits and SplitsBrowser. This is also the format for submitting UK orienteering results to BOF.
- Export for Routegadget – To create an IOF 2.0.3 XML or OE20xx format results file for importing into RouteGadget.
- Badge Time Export – Allows you to create a web page (html file) of BOF badge times.
- Colour Standards Export – Allows you to create a web page (html file) of BOF colour standards.
- Export UK Urban League Format

9 Safety Check

[Event List](#) >> [Event Overview](#) >> [Safety Check](#)

Safety monitoring (checking that all participants that started have reported to the finish and are accounted for) is performed by comparing the punch data read from the backup memory of SI-Stations (see Data Collection below) to downloaded SI-Cards.

An SI-Card (and hence a competitor) is deemed to be outstanding if there is a punch record from the backup memory of an SI-Station with a later time than the download time of the corresponding SI-Card.

The Safety Check is based on outstanding SI-Cards NOT outstanding entries. This is because the entry list may not be complete, For example the event may not be pre-registering competitors, or there may be SI-Card number errors in the entries, or a competitor (helper?) may start without filling in the paper work and hence doesn't have an entry.

Once you have downloaded all the stations you want to then you can view the simple count of outstanding on the screen, or visit "Outstanding Competitors" for a detailed list. Entry and archive data is used to provide competitor information about the outstanding SI-Card.

10 Data Collection

[Event List](#) >> [Event Overview](#) >> [Data Collection](#)

The Data Collection options provide a number of different ways of collection non downloaded punch data. Non downloaded punches are needed for the safety check or commentary if the event requires it.

You can get the punch data out of the stations in a number of ways:

- Read Punches (Slave)
- Read Punches (Master)
- Reading the backup memory of stations in SiManager, SiConfig or SiConfigPlus and then loading the created CSV into AutoDownload
- Read AutoSend Control / Read Radio Data to collect punch records "real time". These are normally used for commentary
- SMS Receiver / Eider Receiver to collect punches from GP Projects Osprey or Eider telemetry devices.

Data can be collected from as many stations as you want using any number of the above options. Non downloaded punches can be viewed in "Manage Punches".

If at any point you want to delete some or all of the non downloaded punches this can be done in the "Manage Punches" screen.

Note you can download as many stations as you want for safety data. It is recommended to download both the check and the start boxes so you capture those that didn't check, and any who didn't punch the start! You can also download clear boxes for an even more complete set of safety data. Downloading a control or a finish box will update the status of each outstanding card to show their last known whereabouts.

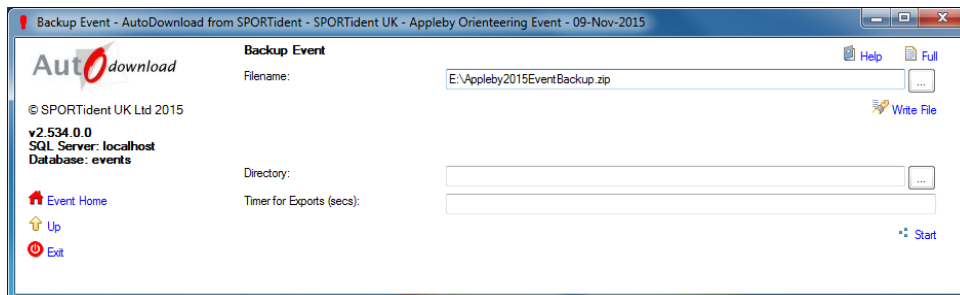
11 Backing Up and Restoring Events

11.1 Backups

During the event regular backups of the data should be done either onto a USB memory stick or onto a computer that is not holding the database if on a network. This will ensure that you have not lost everything if the computer dies!

Backups can be run at any time and Download, entry changes, etc do NOT have to be stopped while backing up.

[Event List](#) >> [Event Overview](#) >> [Backup Event](#)



Click on the Ellipsis (...) button and then navigate to the folder you want to create the backup in and give the backup a name, then “Write File” to create the backup.

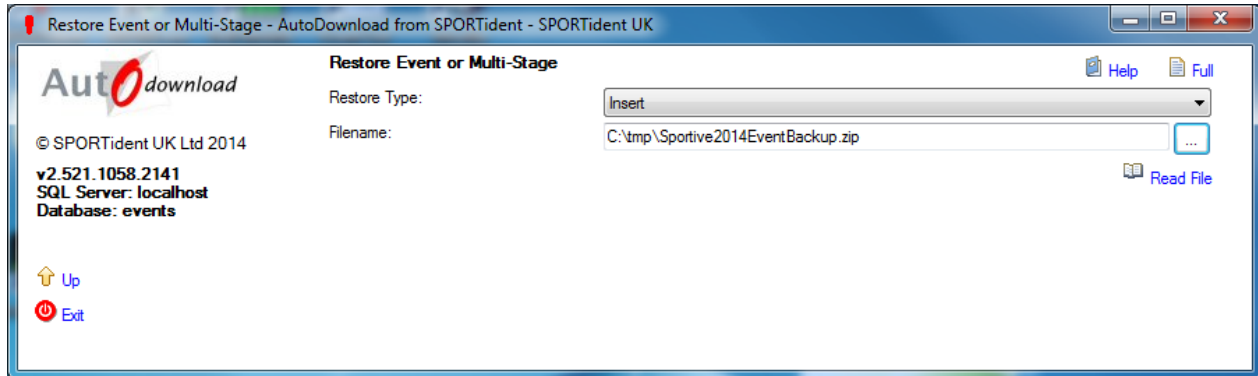
The backup process creates an XML file which is then zipped.

Never remember to take a backup? Then set up a backup process to run every n seconds. Select the directory (folder) for the backups to be saved to and the backup interval, then start. The time and name of the last backup file are displayed on the screen.

The backup file names created on a timer include a time stamped so they are not overwritten but you could get lots depending on the frequency of the backups and the duration of the event. Ideally the destination folder should be on a memory stick or the process should be run on a different computer on the network to the one with the database.

11.2 Restore Backup

[Event List >> Restore Event or Multi-Stage](#)



The restore process requires an XML backup file. Backup files are automatically zipped when created and either the zipped or unzipped file can be used to restore.

Restore Types:

- Insert - You cannot insert an event if it already exists in the database with this option.
- Insert Copy - Restores an event giving it a new ID. Useful if restoring a copy of a previous year's event that already exists in the database.
- Delete then Insert - Delete the existing copy of the event in the database and then restore the new version. This option is not allowed if a single event is being restored which exists within a multi-stage event in the same database.

Browse for the file and then click "Read File".

If you have a very old event backup which is in the IOF XML format use [Event List > Restore IOF XML Backup](#).

12 Trouble Shooting – On the Day Problems

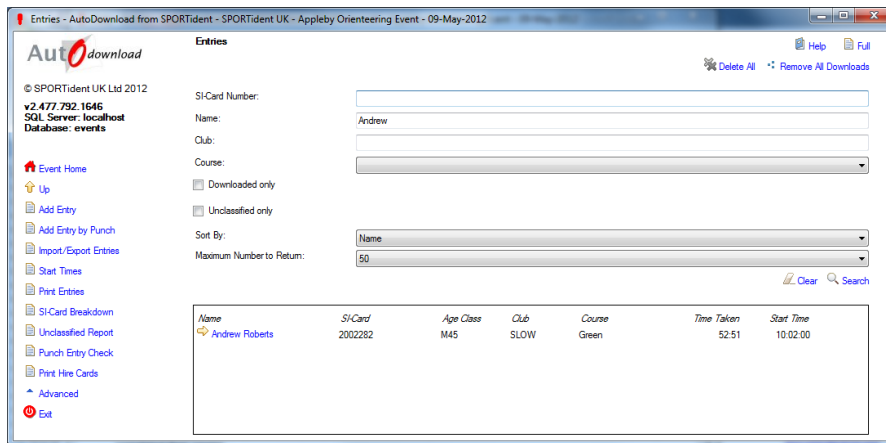
This section covers a number of problems that can occur during an event and how to solve them.

12.1 Updating/Searching for Entries

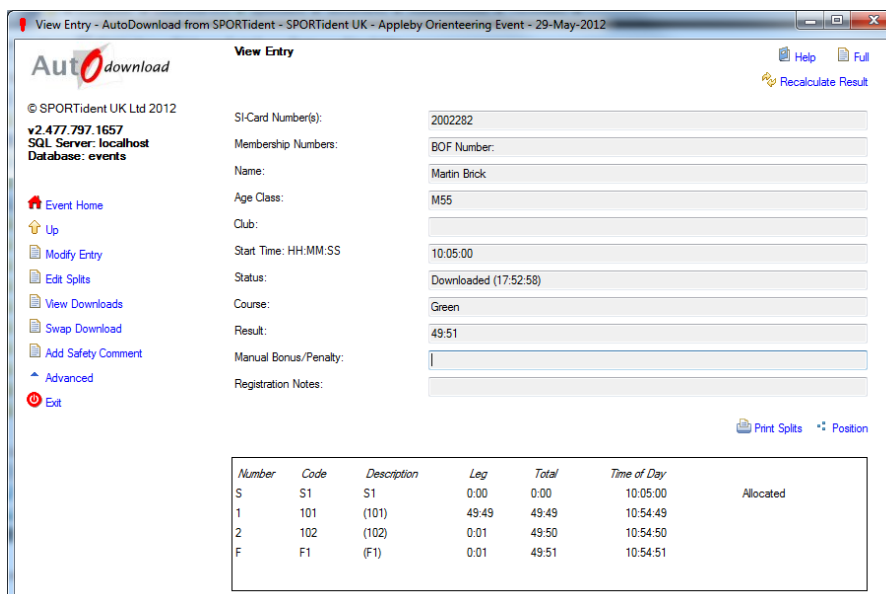
[Event List](#) >> [Event Overview](#) >> [Entries](#)

The main entries screen allows you to locate a competitor, either as an entry or as a finisher. Simply enter whichever of the selection fields you have, or leave everything blank for all competitors, and click "Search".

Note that the name search works on a part name. E.g. if you type in "Richard" you will get Richard Smith and Robert Richards; similarly type in the letter "a" and you will get anyone with that letter in their name. The searches are not case sensitive.

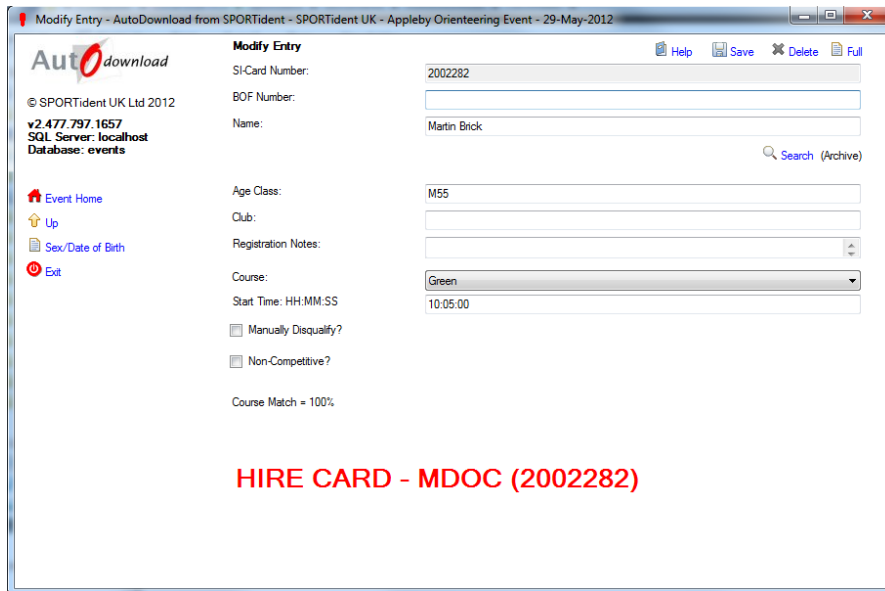


When the results list is displayed you can click on the competitor's name to view that competitor's entry/result.



Splits prints can be reprinted from this screen using the “Print Splits” option. If an event has certificates there will also be an option to reprint those.

To change details about the competitor click on “Modify Entry” in the menu.



Once the changes have been made click on “Save” in the tool bar. Click on “Up” in the menu if changes are not to be saved.

12.2 Manually Disqualifying a Competitor

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [View Entry](#) >> [Modify Entry](#)

If there is a need to manually disqualify a competitor e.g. because they have gone through an out of bounds area, then this can be done using the Modify Entry screen by ticking “Manually Disqualify” and then “Save”.

If a competitor does not complete their course correctly then they will automatically be disqualified there is no need to manually mark them as disqualified as well.

12.3 Making a Competitor Non-Competitive

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [View Entry](#) >> [Modify Entry](#)

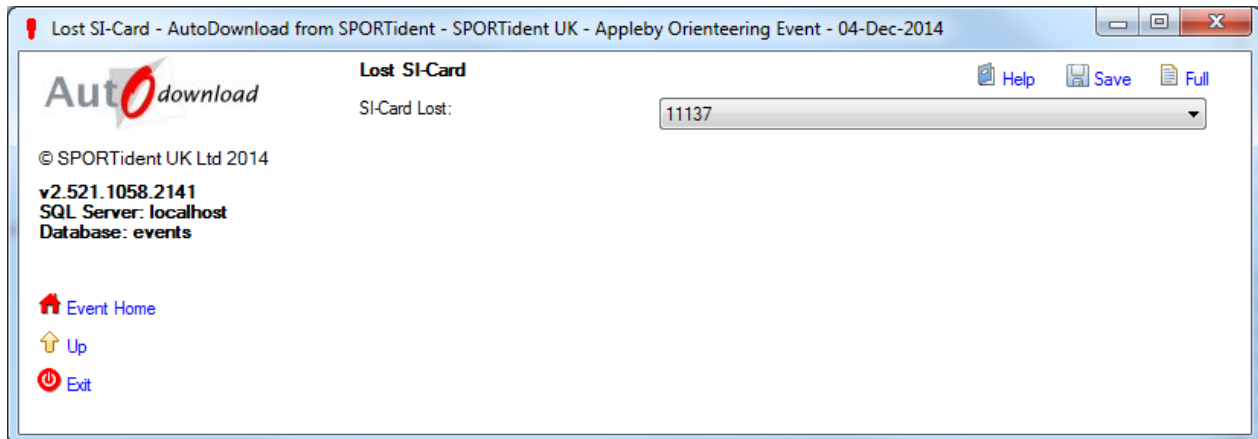
If there is a need to make a competitor non-competitive e.g. because they have prior knowledge of the course, then this can be done using the Modify Entry screen by ticking “Non-Competitive” and then “Save”.

The competitor will still be displayed in the results but with “n/c” rather than a position.

12.4 Lost SI-Card

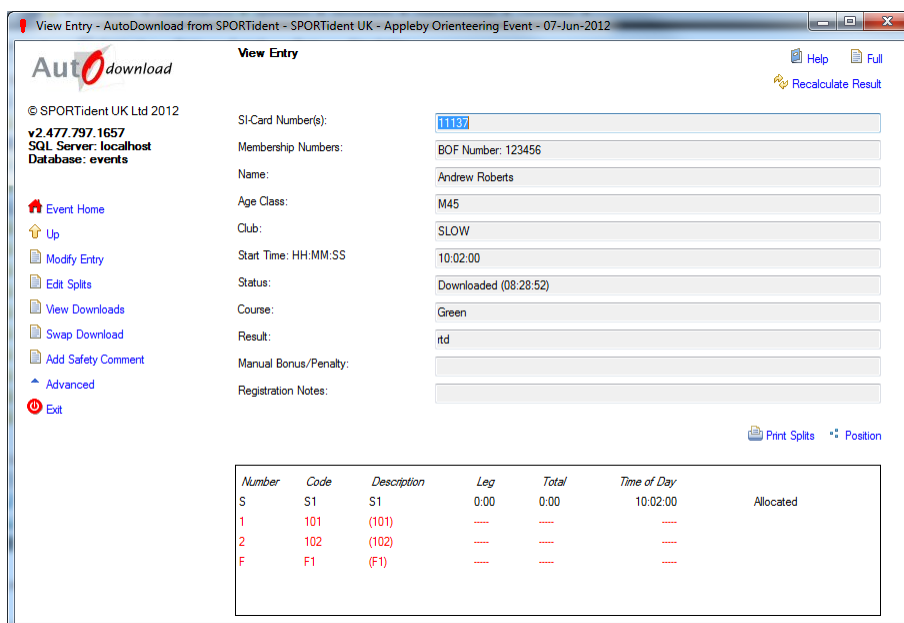
If a competitor turns up at the finish and reports that they have lost or broken their SI-Card this needs to be entered into AutoDownload. Firstly so that we know they are “safe” and that the Safety Check does not show them as outstanding. And secondly at some events there may be enough manual data in order to give them a result. Adding the manual data is covered in the Crediting section below.

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [View Entry](#) >> [Lost/Broken SI-Card](#)



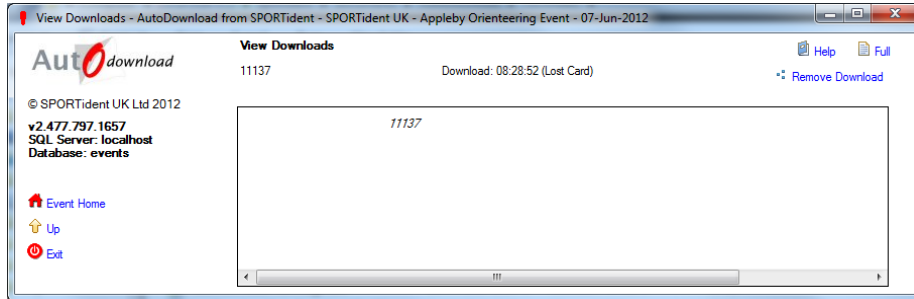
Note: An entry must have a course and an SI-Card number before you can mark it as lost. It may therefore be necessary to modify the entry to allocate it to a course (and add an SI-Card number) before you can mark the SI-Card as lost.

Select the lost SI-Card, normally there will only be one unless it is a pairs plus event, then “Save”. Upon saving you are returned to the “View Entry” screen.



The competitor has a status of “Downloaded” but all the red text shows that there is no punch data. “Edit Splits” (menu option) allows you to credit missed controls, see Crediting below.

The card is shown as lost if downloads for the entry are viewed ([Event List >> Event Overview >> Entries >> View Entry >> View Downloads](#))



12.5 Failed or Missing Controls

During an event there may be a problem with a control station failing or it may go missing.

12.5.1 Control Missing/Not Working for whole event

For linear courses the best option is to delete the control from courses visiting it. For score based courses it will be necessary to manually credit competitors that prove that they visited the location. See Crediting below.

Controls are deleted from a course in the Modify Control screen ([Event List >> Event Overview >> Courses >> Click on Course >> Course Details >> Click on Control to be deleted](#)). The delete button is in the tool bar.

12.5.2 Control Missing/Not Working for part of the event

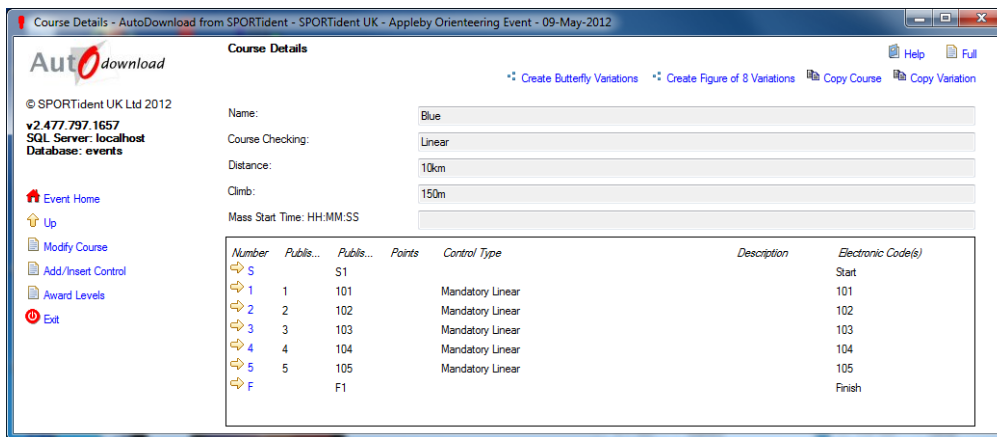
The event organiser should decide which of the following two options should be used:

- a) If it is possible for a competitor to prove that they visited the control location (e.g. Pin Punch or a Code Word recorded) then competitors should be individually credited with the control, see Crediting below.
- b) If it is not possible for competitors to prove that they visited the location, the volume of competitors is too high to manually credit them all or the organiser feels that they could not have possibly missed the control and wants to give everyone the benefit of the doubt then a mandatory control can be made optional. For score based courses it will be necessary to manually credit competitors that prove that they visited the location.

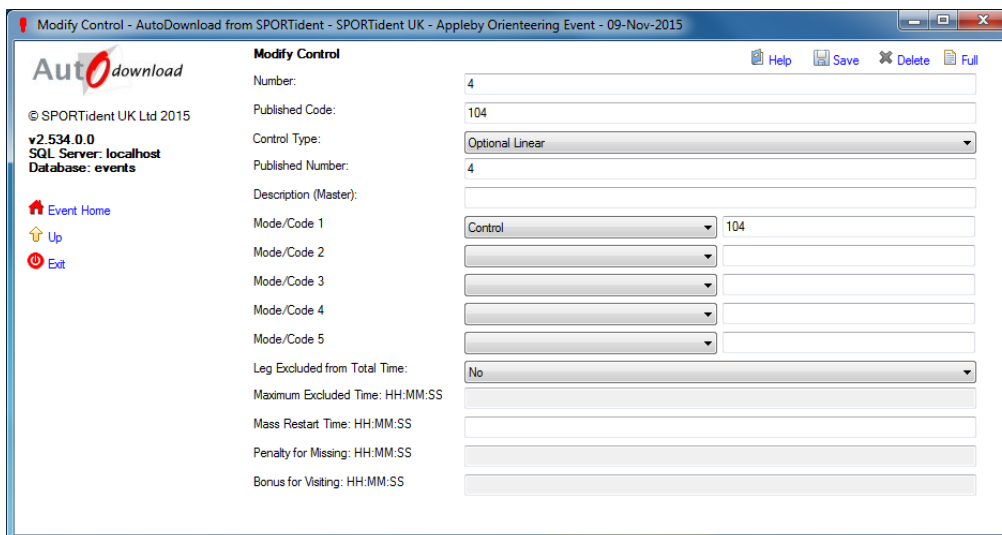
Controls can be made optional in two ways, either on a course by course basis or across the event as a whole.

12.5.2.1 Making a Mandatory Control Optional on a Course

[Event List >> Event Overview >> Courses >> Course Details](#)

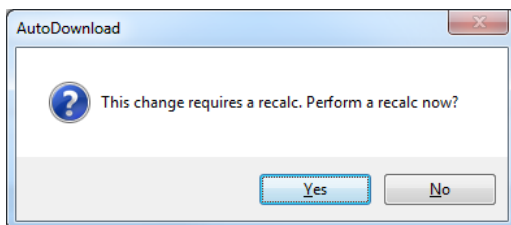


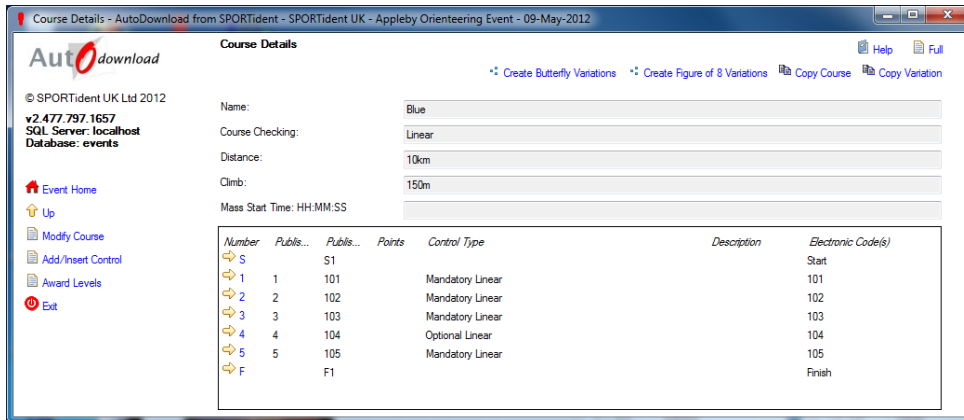
Click on the control to be made optional.



Change the Control Type to “Optional Linear” and “Save”.

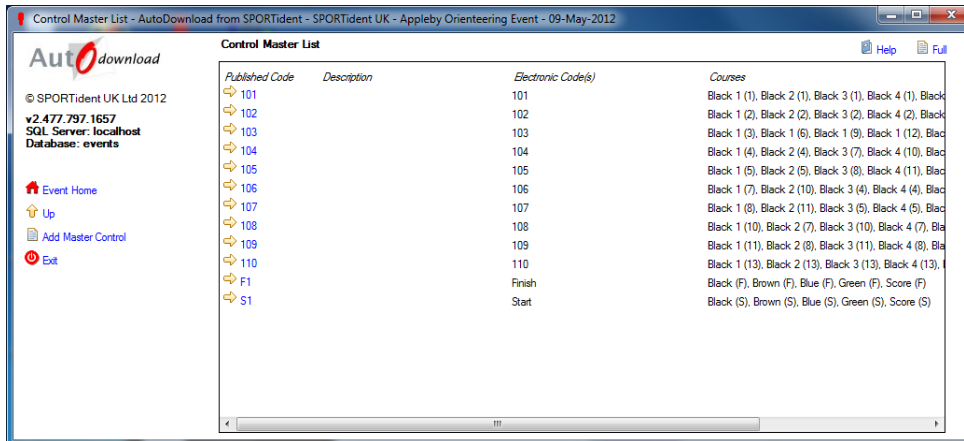
If you already have finishers then you will be prompted to recalculate the results as the change may affect competitors’ results.



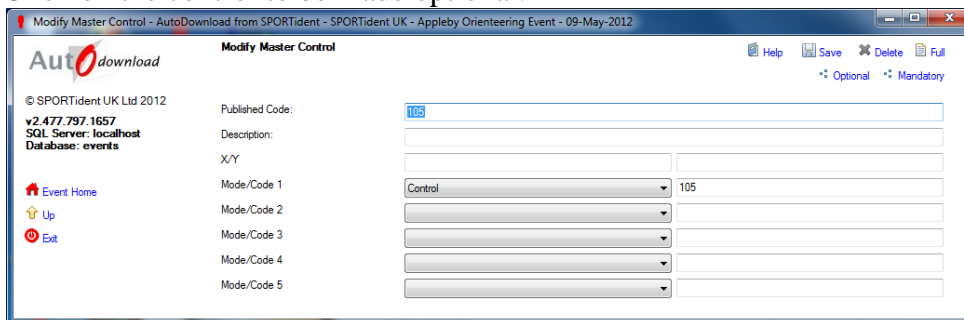


12.5.2.2 Making a Control Optional for the Event

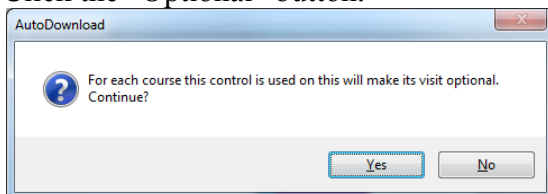
Event List >> Event Overview >> Courses >> Control Master List



Click on the control to be made optional.

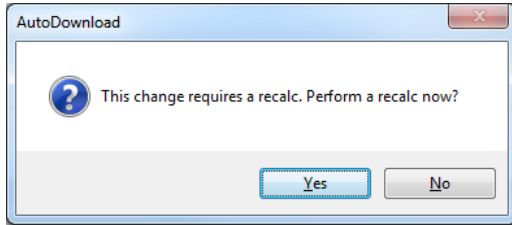


Click the "Optional" button.



Click "Yes".

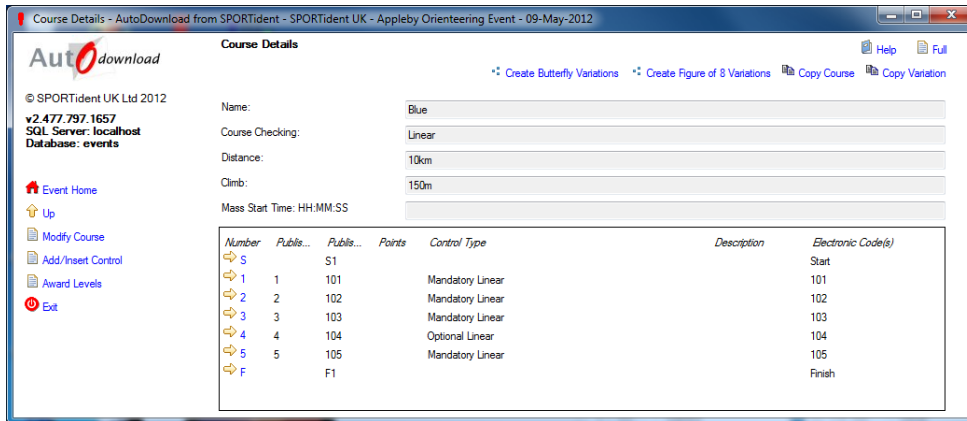
If you already have finishers then you will be prompted to recalculate the results as the change may affect competitors' results.



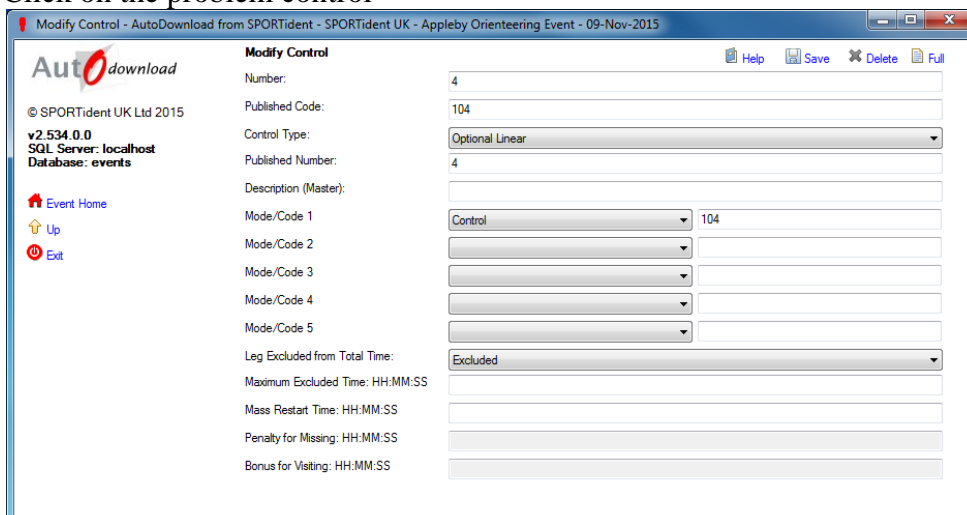
12.5.2.3 Excluding Legs Because of Missing Controls

If a control goes missing and some competitors lose time looking for it you may wish to exclude the legs to and from the missing control as a way of making the competition “fair”.

Event List >> Event Overview >> Courses >> Course Details

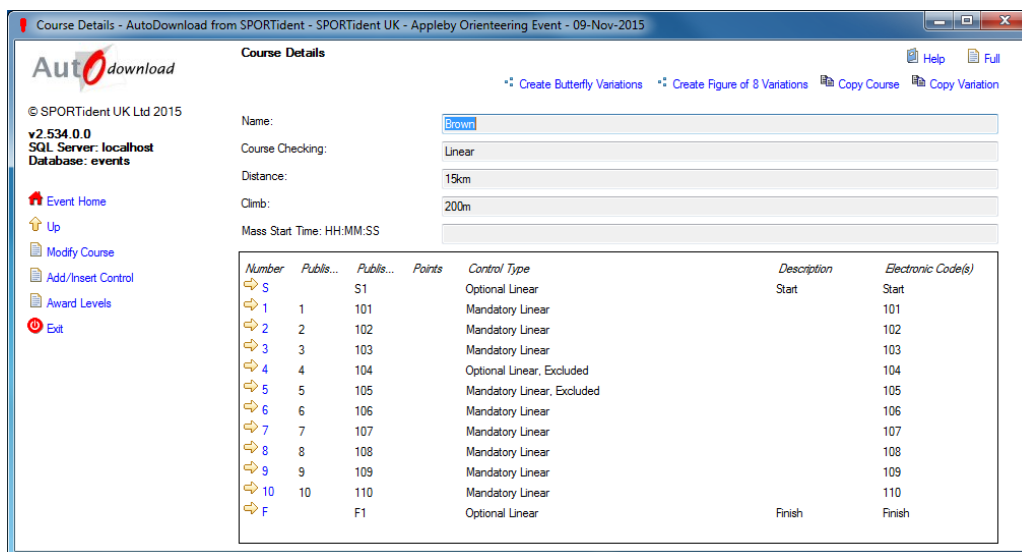


Click on the problem control



Select “Excluded” for “Exclude leg from total time” and “Save”.

Repeat for the control after the problem control.

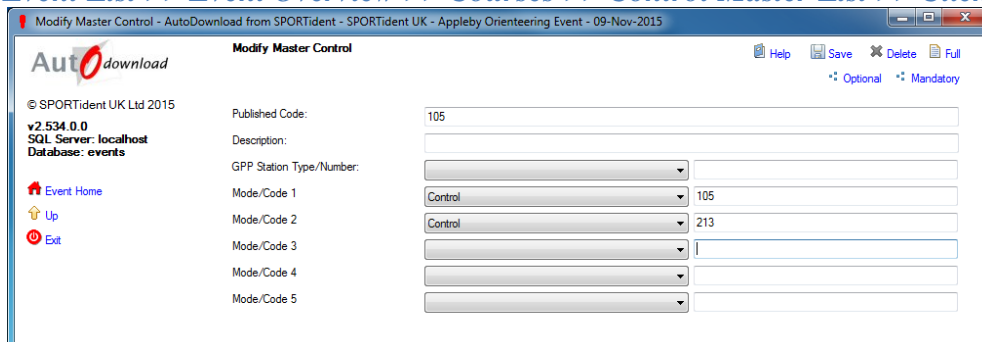


In the above example the time taken between controls 3 and 5 will be excluded from the competitor's overall time.

12.5.3 Replacing a Control

If a control goes missing or fails it may be necessary to put out a replacement control. Often the spare replacement controls have been pre-programmed and thus won't have the same electronic code as the one being replaced. If this is the case then the alternative electronic code must be added to the control in the control master.

[Event List >> Event Overview >> Courses >> Control Master List >> Click on Control](#)



Add a new Mode/Code line for the replacement SI-Station and "Save". All results and split times refer to the Published Code and not the Electronic Codes.

12.6 Crediting (and Deleting) Punches

There may be occasions when it is necessary to manually credit a competitor for visiting a control. A competitor can only be credited if their SI-Card has been downloaded.

If they have lost their SI-Card then it will be necessary to first manually mark them as downloaded (See Lost SI-Card above) first. It is possible via manual crediting to create an entire result for a competitor who has no SI-Card!

Event List >> Event Overview >> Entries >> Search for Entry >> View Entry

View Entry

SI-Card Number(s): 8002501

Membership Numbers: BOF Number:

Name: Jim South

Age Class: M35

Club: WCOC

Start Time: HH:MM:SS 15:00:00

Status: Downloaded (495:54:49)

Course: Blue

Result: 54:27; w3

Manual Bonus/Penalty:

Registration Notes:

Number	Code	Description	Leg	Total	Time of Day	Allocated
S	S1	S1	0:00	0:00	15:00:00	
1	101	(101)	53:47	53:47	15:53:47	
2	103	(103)	0:13	54:00	15:54:00	
3	105	(105)	---	---	---	
*	102	(102)	---	54:14	15:54:14	
F	F1	(F1)	---	54:27	15:54:27	

In this example the competitor has visited control 102 instead of 105.

Click on “Edit Splits”

Edit Splits

w3; Time: 54:27

✓ Credit All Controls

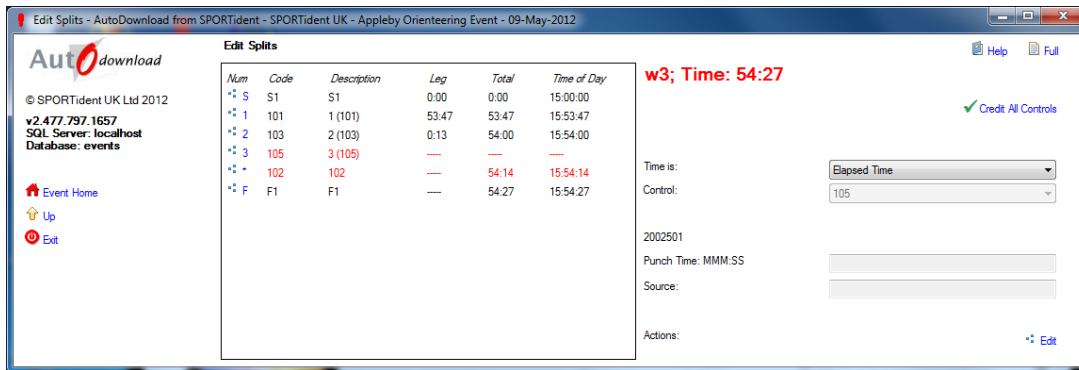
Num	Code	Description	Leg	Total	Time of Day
* S	S1	S1	0:00	0:00	15:00:00
* 1	101	1 (101)	53:47	53:47	15:53:47
* 2	103	2 (103)	0:13	54:00	15:54:00
* 3	105	3 (105)	---	---	---
* *	102	102	---	54:14	15:54:14
* F	F1	F1	---	54:27	15:54:27

Problems are in **Red**.

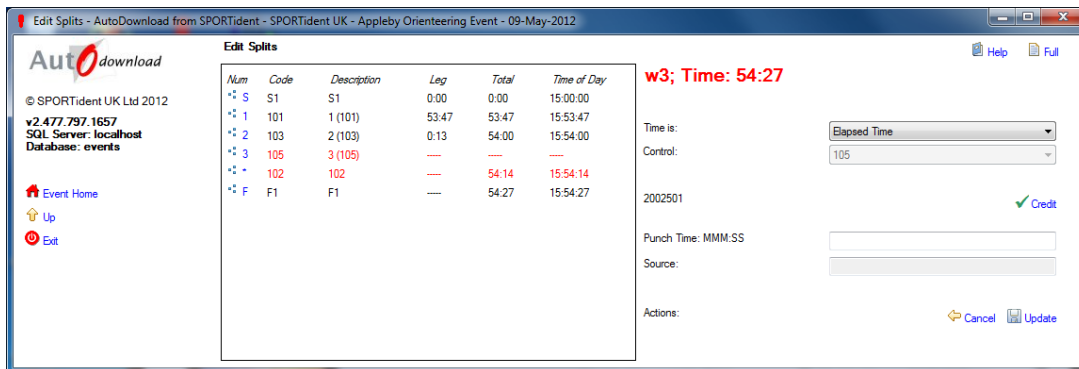
12.6.1 Crediting a punch

When crediting a start or finish then a time must be entered, for all other controls it is possible to credit with or without a time (The actual time may not be known and the time the control was visited may not actually affect the competitor's result and is therefore not essential).

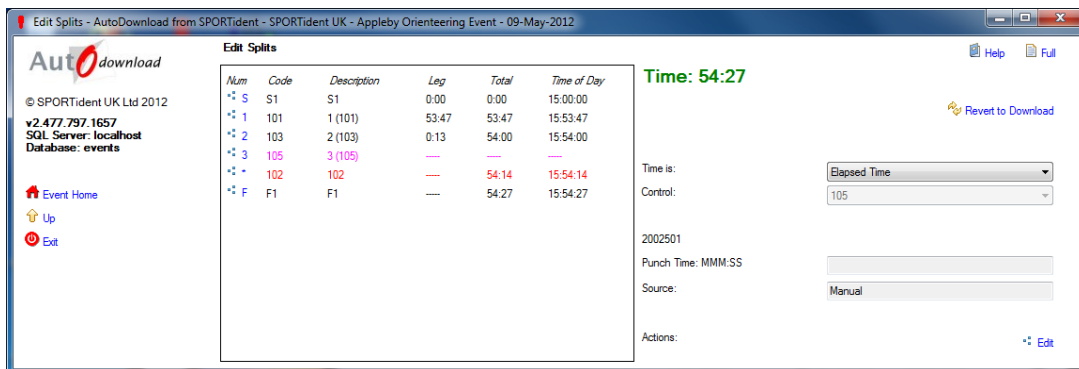
Click on the control number to be credited. This will display details about the control on the right side of the screen.



Then click "Edit".

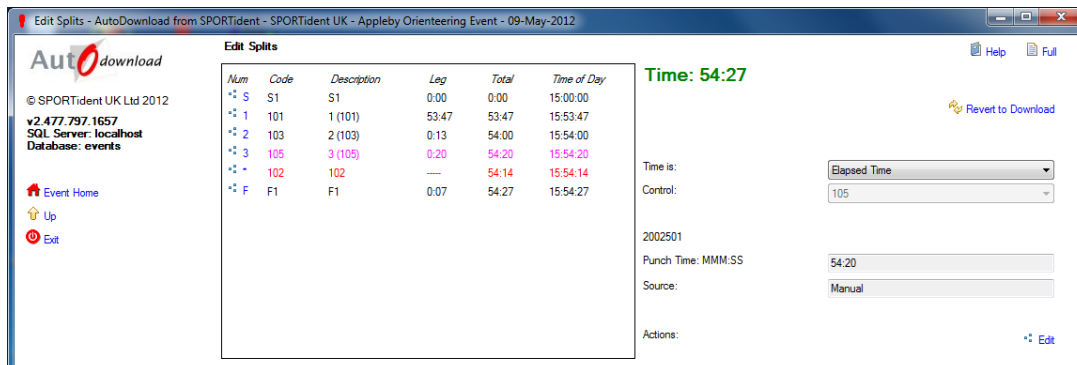


To credit without a time simply click "Credit".



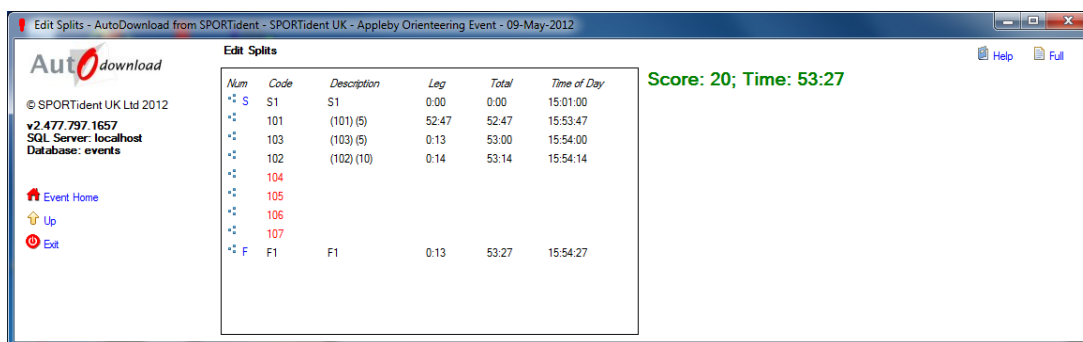
Manual times are shown in purple. By crediting the control the competitor has successfully completed the course and their time is now green.

To credit with a time select the control and then rather than clicking “Edit” select either “Elapsed Time”, “Leg Time” or “Time of Day”, enter a time and “Update”.

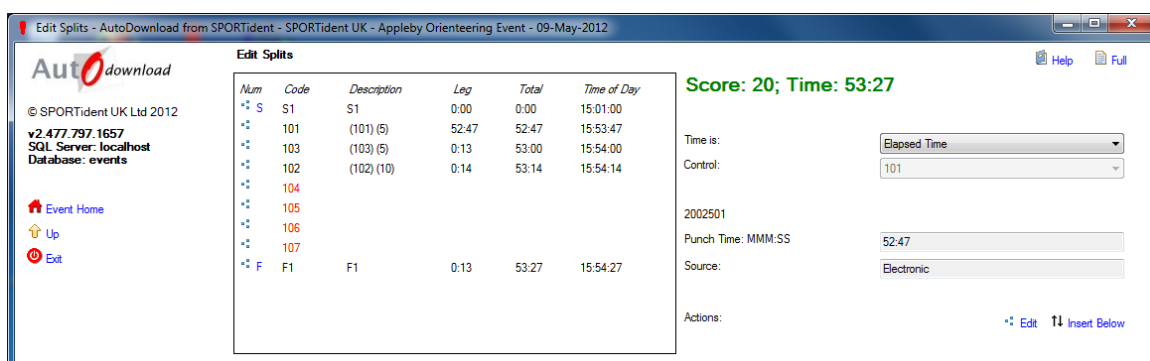


12.6.1.1 Crediting on a score course or a free order section on a linear course

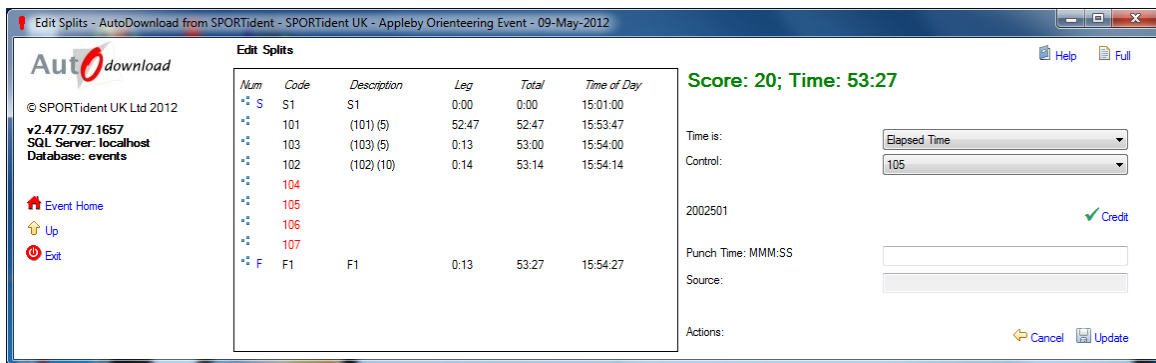
Controls which are free order can be credited in the same way as linear controls, as described above. However it is also possible to credit the control so that it appears in the correct order.



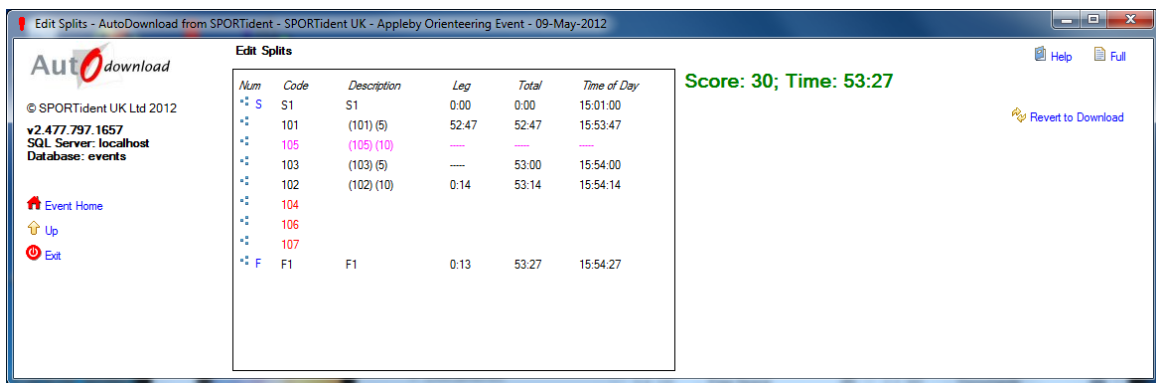
For example if control 105 was actually visited between control 101 and 103 then click on control 101.



The option “Insert Below” can then be clicked.



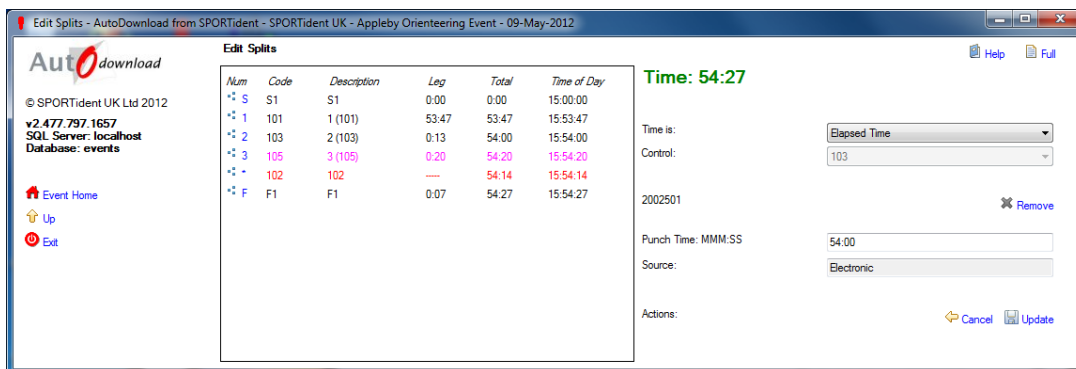
Select the control visited (105 in this example) and then credit with or without a time, as described above.



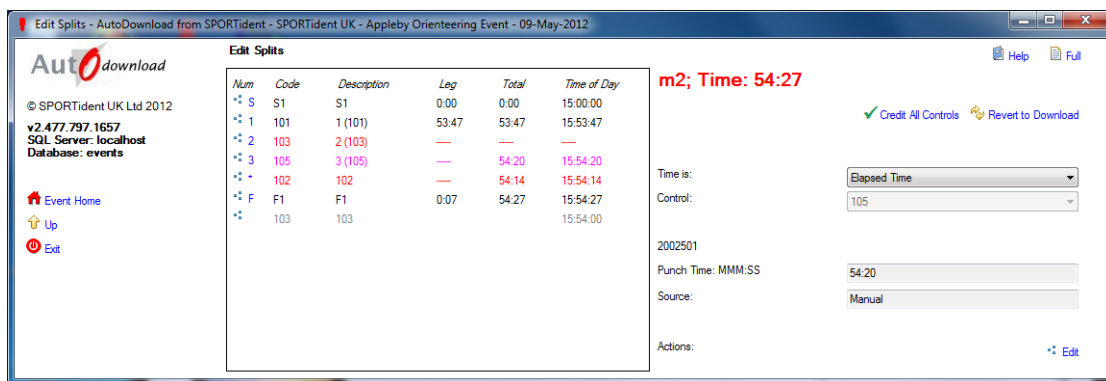
105 is now shown as having been visited between 101 and 103.

12.6.2 Deleting a punch

In the Edit Splits screen click on the control you wish to delete to get the details displayed on the right and then “Edit”.



Click on “Remove”.



If the original punch was electronic it is marked as deleted and appears in Grey (and can be restored later if necessary!). If the original punch was manual then the details are deleted.

“Credit All Controls” allows you to credit all mandatory controls on the course in one go. “Credit All” has to be enabled for the event (Add/Modify Event – Step 2 – SPORTident Settings).

“Revert to Download” allows you to get back to the original electronic downloaded data, helpful if you get into a mess!

12.7 SI-Card Downloaded against the Wrong Competitor

If a competitor uses an SI-Card allocated to another competitor and downloads then their details will be wrong!

There are three main options as to how to fix:

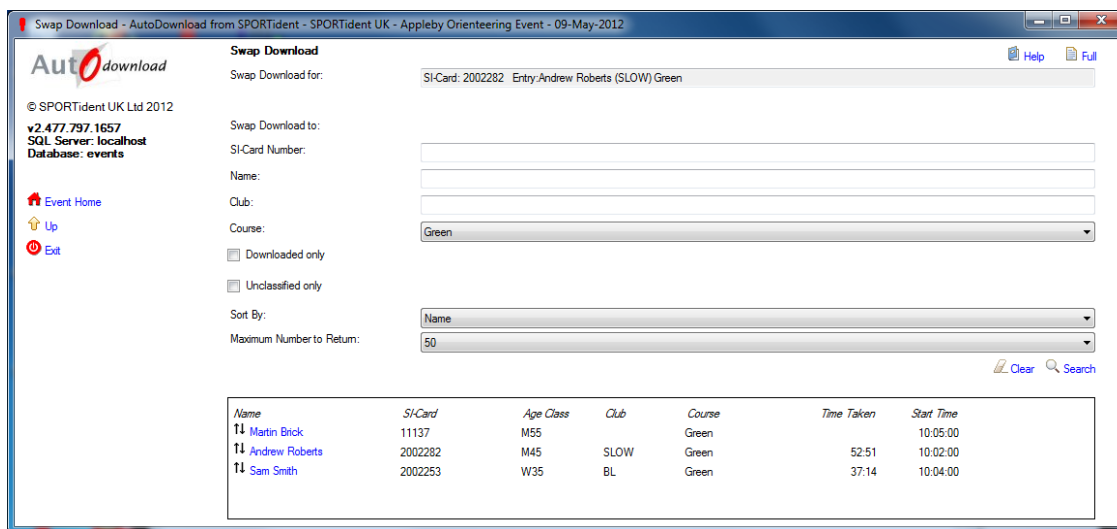
- Modify the competitor’s details for the SI-Card (See Updating Entries section above).
This is the best option when pre-entries have not been used. This option causes a problem if the competitor who has the SI-Card allocated to them is also at the event as their will be no entry information for them when they download! Also if the event is part of the multi-stage event then aggregate results will be wrong.
- Swap Downloads – Transfer the SI-Card to the correct entry. For pre-entry events this is the quickest and best option. See below for details
- Delete the download, correct the card numbers on the entries and re-download. This is the “manual” way of swapping SI-Cards. The following steps should be performed:
 - Delete the download (See below for details)
 - Remove the SI-Card from the entry that has the SI-Card allocated to it, using the “Modify Entry” screen.
 - Add the SI-Card to the correct entry using “Modify Entry”.
 - Download the SI-Card again.

12.7.1 Swap Download

The swap download option allows you to transfer an SI-Card with its associated download data from one competitor to another. It can only be used for entries with a single SI-Card, ie. Not for pairs or teams of 3 or more.

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [View Entry](#) >> [Swap Download](#)

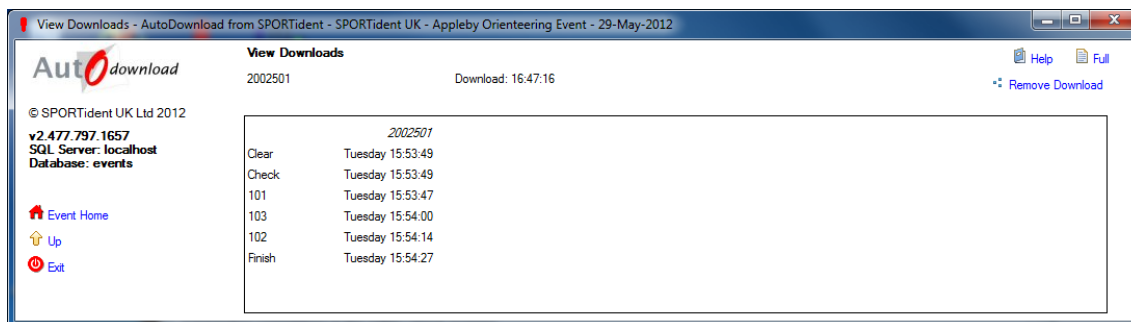
Navigate to the entry with the downloaded SI-Card and click “Swap Download” in the menu.



Find the competitor you wish to transfer the SI-Card/Download to. Use the filter and sort order options to help your “Search”. Then click on the name of the competitor you wish to transfer the Download to. You will then be prompted to confirm the swap. Note that if the entry you are transferring to has an SI-Card allocated to it or has been downloaded then those details will be swapped to the “from” entry.

12.7.2 Delete Download

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [View Entry](#) >> [View Downloads](#)



Navigate to the “View Downloads” for the entry with the download you wish to delete. Then click “Remove Download” for the SI-Card.

12.8 Reports and Tools to help check the results

There are a number of reports and tools available that can be used to check the results for any potential problems.

12.8.1 Unclassified Report

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Unclassified Report](#)

This screen, with print option, lists all competitors that have not successfully completed their course. It can be used to check for any problem controls that might need to be investigated further.

12.8.2 Allocated Start Reports

There are a series of reports that can be used to check whether competitors will allocated starts have started at the correct time.

12.8.2.1 Print Punching Start Report

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Start Times](#) >> [Print Punching Start Report](#)

For each competitor the report includes both their punching and allocated start times and identifies the one used when calculating their race time.

The report highlights any competitor that punches the start before their allocated time and the allocated time has been used because of the start time precedence selected. These competitors need their start time changed!

12.8.2.2 Print Punched Before Start Report

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Start Times](#) >> [Print Punched Before Start Report](#)

This prints a report of competitors who have visited a control before their start time. This should help to highlight anybody who started earlier than they were supposed to.

12.8.2.3 Print Check vs Allocated Report

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Start Times](#) >> [Print Check vs Allocated Report](#)

This prints a report of competitors who have punched the pre-start check box too early and therefore have potentially started early.

The report is intended to be used when the start process includes a "check" at say the -1 start box and no start punch as allocated start times are being used.

The report uses the check punch information from the downloaded SI-Cards not from reading SI-Stations.

The check punch time is compared to the allocated start time and if the punch time is greater than "n" minutes before then the competitor is included in the report as a potential early starter.

Competitors with no check punch time are also included in the report.

12.8.2.4 First Leg Times Export

[Event List](#) >> [Event Overview](#) >> [Entries](#) >> [Start Times](#) >> [First Leg Times Export](#)

This screen allows you to export the time each competitor took to compete their first leg. The data can then be reviewed in a spreadsheet and can act as an aid to indentifying competitors that may have started early.

13 Other

13.1 Mini Mass (Wave) Starts

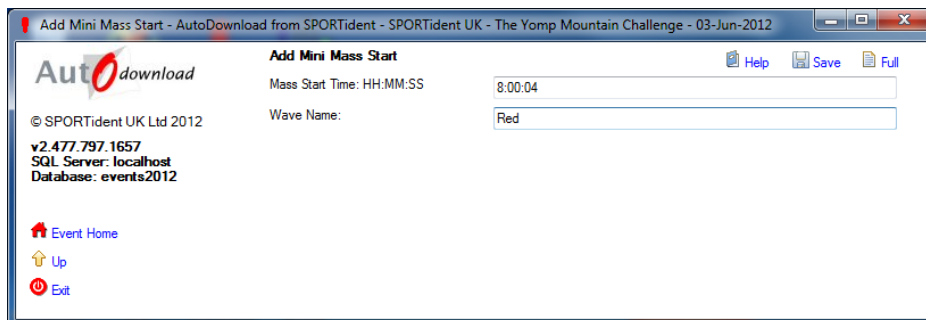
Mini Mass Starts are used when competitors on the same course are to be started in batches or at relays events where later leg competitors are started on mass rather than waiting for their previous leg competitor.

An event uses Mini Mass Starts if it's Start Time Precedence (set in Add/Modify Event – Step 2 – SPORTident Settings) is:

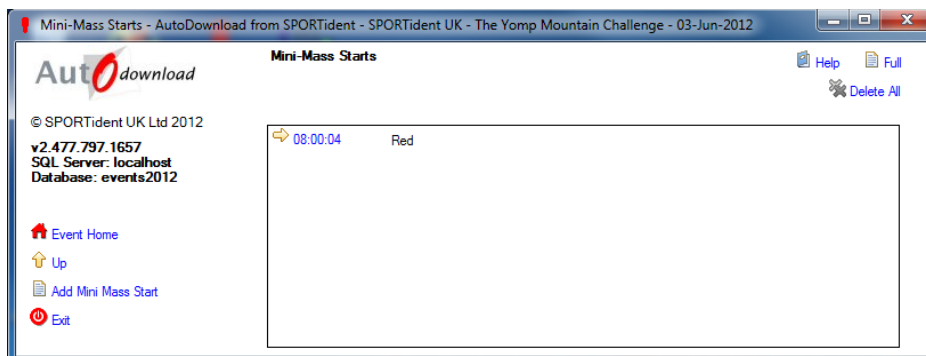
- Mini Mass Start;
- Strict Mini Mass Start; or
- Relay

SI-Controls programmed in “Check” mode should be prepared for each wave. All competitors that are to start in the wave should punch the check station to indicate that they are in the wave. A start official should then start everyone together, i.e. Shout “GO” and make a note of the start time.

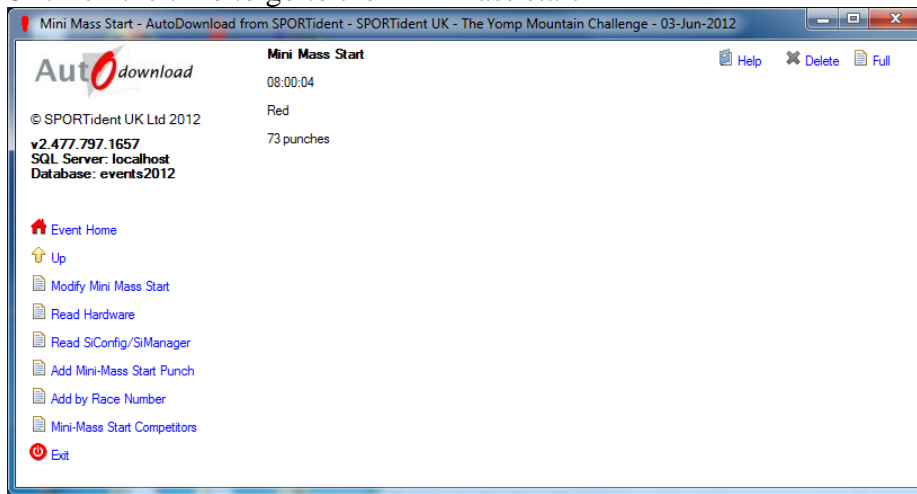
[Event List](#) >> [Event Overview](#) >> [Mini-Mass Starts](#) >> [Add Mini Mass Start](#)



Add a new mini mass start by entering a time, name (optional) and saving.



Click on the time to go to the mini mass start



This screen displays the Mini Mass Start Time, "Wave" name if it has been set and the number of participants (SI-Cards) in the wave.

To delete the Mini-Mass Start including all the SI-Card punches select "Delete" in the tool bar and then answer "Yes" to the "Delete this mini-mass-start?" question. You will then be given the option on whether you wish to delete all the punches as well.

To delete all the SI-Cards associated with the Mini-Mass Start without deleting the mini mass start itself select "Delete" in the tool bar and then answer "No" to the "Delete this mini-mass-start?" question. You will then be asked "Do you want to delete all the punches?" with the options of "Yes" or "No".

Navigation options:

- Modify Mini Mass Start allows you to modify an existing Mini Mass Start.
- Read Hardware allows you add SI-Cards to a Mini Mass start by reading in the "CHECK" SI-Stations
- Read SiConfig/SiManager allows you add SI-Cards to a Mini Mass start by importing a "SiConfig/SiManager" file
- Add Mini-Mass Start Punch allows a manual entry to be made to the mini-mass start using SI-Cards numbers
- Add by Race Number allows a manual entry to be made to the mini-mass start using competitors' Race Numbers
- Mini-Mass Start Competitors allows you to view and manage the SI-Cards in the Mini Mass Start

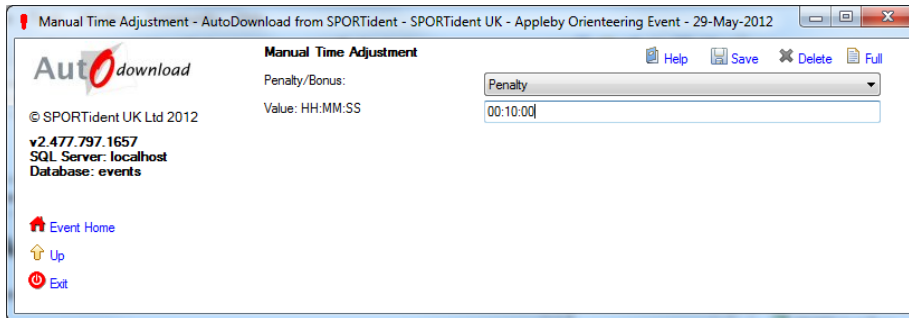
13.2 Manual Bonuses and Penalties

It may be necessary to apply manual bonuses or penalties to competitors. On time based courses e.g. Linear it is possible to apply time adjustments. For points based courses e.g. Score it is possible to apply both time and point based adjustments.

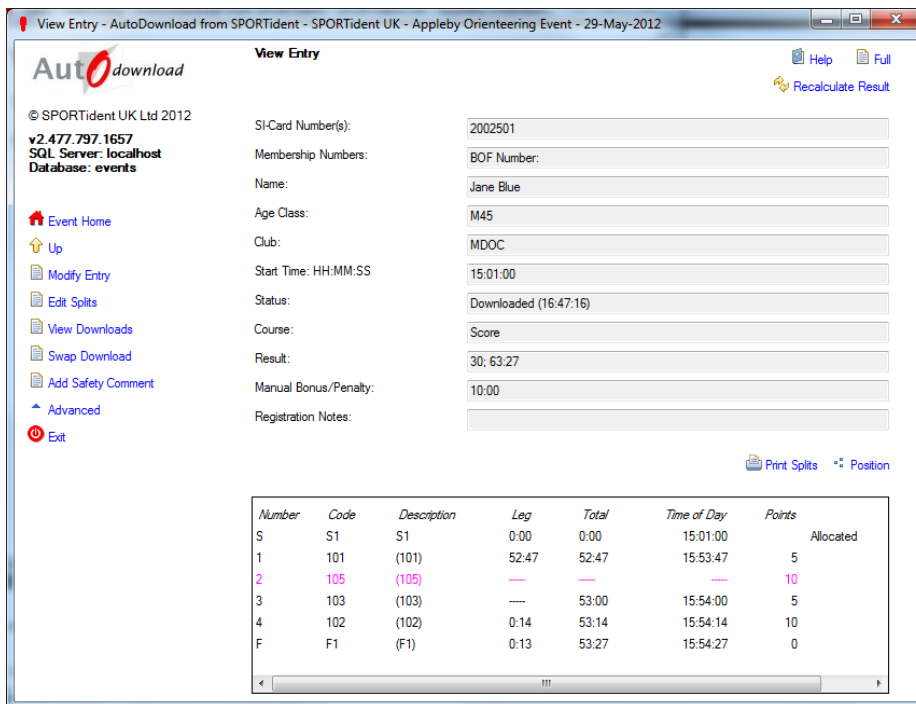
Adjustments can either be made to individual competitors or imported.

13.2.1 Manual Adjustment

Event List >> Event Overview >> Entries >> View Entry >> Manual Time Adjustment (or Manual Score Adjustment)



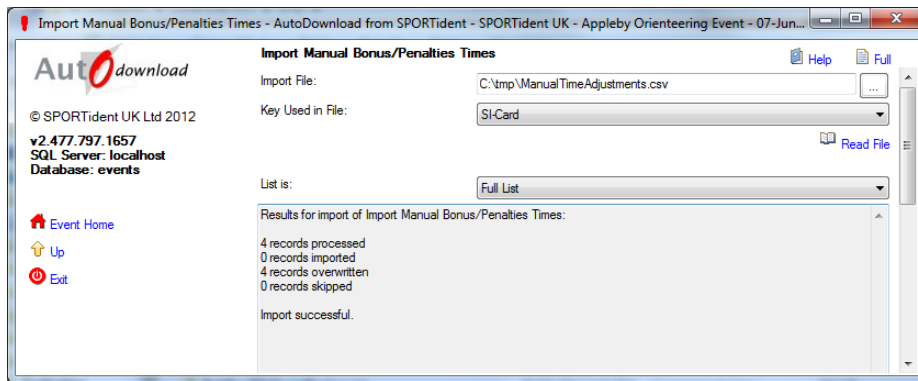
Select Penalty or Bonus and input the time (or score). The value is a net value so if you wish to apply more than one you need to do the maths first.



In this example a 10 minute penalty changes the overall time from 53:27 to 63:27.

13.2.2 Import Adjustments

Event List >> Event Overview >> Entries >> Import Manual Times (or Import Manual Points)



You can elect to find which entry to update by several different keys; SI-Card, race number or membership number(s).

The format of the file is a CSV with just two columns. The first is the key, and the second is the bonus or penalty. You should include column headers as the first row is not imported.

The sense (i.e. negative/positive) should be the same as which it will affect the result, e.g. for score course -ve means penalty i.e. reducing the score and for times -ve means bonus i.e. reducing the time.

It is possible to either import a "Full List" where any previous bonuses or penalties are overwritten or an "Additional" list where existing bonuses or penalties are added to.

13.3 Planners SI-Cards

Often course checkers, planners and controllers check/wake up controls and require a printout of the controls they have visited to confirm that the SI-Controls have the correct codes.

[Event List](#) >> [Event Overview](#) >> [Download](#) >> [SI-Card Data Dump](#)

The "SI-Card Data Dump" screen can be used to download a card without the need to setup a dummy entry.

All the data on the SI-Card is printed on the splits print.

The splits print shows the published code (as per the "Control Master"), electronic code of the SI-Station punched, control description if there is one and the time of day for each punch.

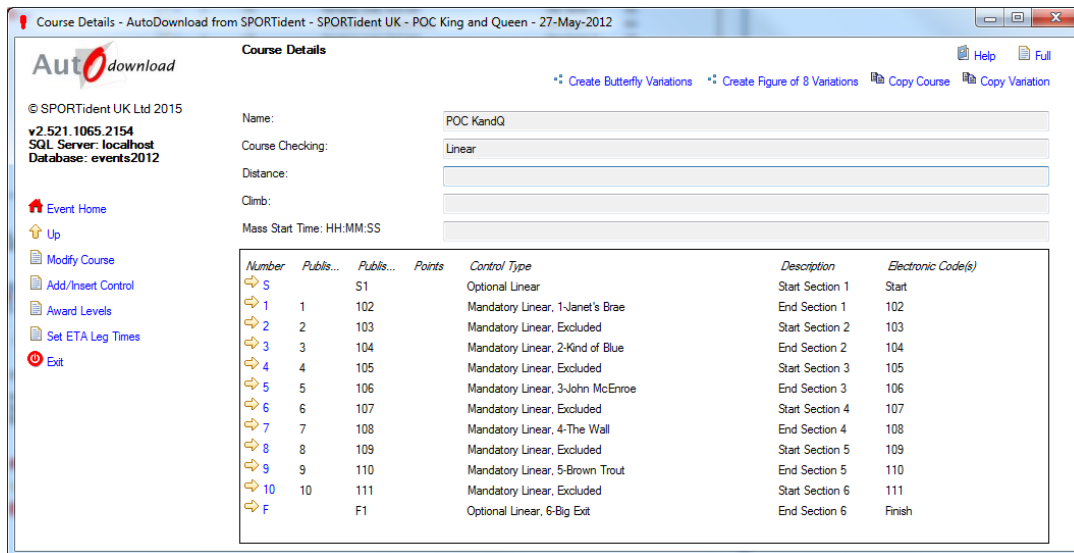
13.4 Sub-Stage Reporting

Sub-Stage Reporting is used to produce results for sections of a linear course. For example this may be required for Gravity Enduro cycling events where the course is actually a series of timed sections with timeouts in between and results by section are required (along with overall times), or Sub-Stage Reporting could also be used for duathlons to show results by discipline.

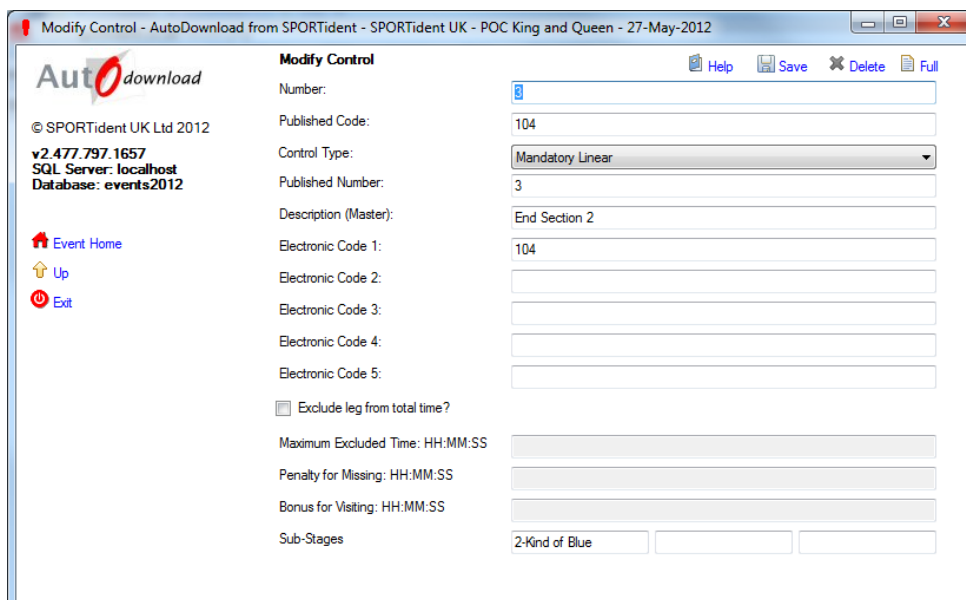
13.4.1 Setting up Sub-Stage Reporting

- i. Firstly Sub-Stage Reporting must be enabled for the event. Add/Modify Event – Step 4 – Results Options. Tick “Use Sub-Stage Reporting”.
- ii. Secondly setup which legs on a course are in which sub-stage.

Event List >> Event Overview >> Courses >> Click on Course Name in list



Click on the “To” control of the leg to be included in a sub-stage, for example number 3.



In this example this leg is on sub-stage “2-Kind of Blue”.

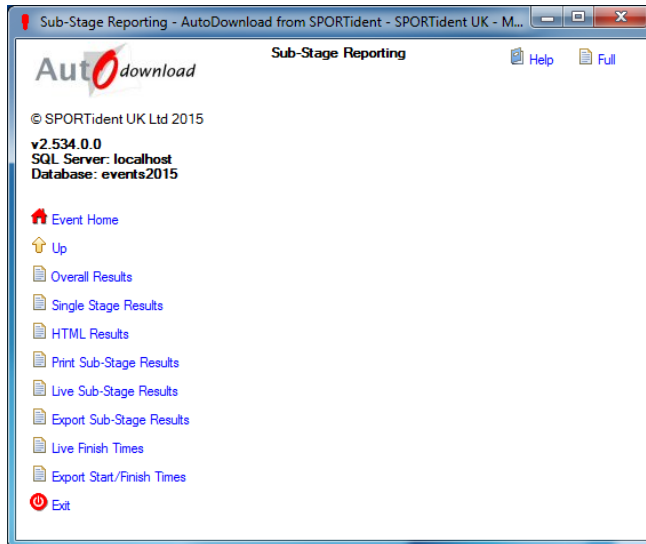
A leg can be in up to three different sub-stages. For example on a duathlon a leg may be in the running section but as an uphill leg is also included in a “King of the Mountains” result.

Multiple legs can all be in the same sub-section and can be from different parts of the course, all the legs in a sub-stage don't need to consecutive.

13.4.2 Sub-Stage Results

- i. Sub-Stage times are included on competitor's splits prints.
- ii. Sub-Stage Results can be produced as html web pages or printed.

Event List >> Event Overview >> Results >> Sub-Stage Reporting



Select the results format required from the menu.