



AutoDownload Guide v4

Contents

AutoDow	vnload Guide v4	1
1. Intro	oduction	
2. Setu	p and Navigation	3
2.1	Screen Layout	
2.2	Help	4
2.3	Licence Key	4
2.4	User Interface Options	4
2.5	Database	5
2.6	Printing	6
3 Arcl	hive	
4 Crea	ating a New Event	
4.1	Step 1 – Basic Details	
4.2	Steps 2+	
4.3	Classes	
5 Cou	rses	
5.1	Course Setup	
5.1.	•	
5.1.2	2 Controls on a Course	
5.1.3	3 Classes	
5.1.4	4 Timeouts	
5.1.5	5 Lateness Penalties	
5.1.0	6 Award Levels	
5.1.7	7 Variations (Courses with Loops)	
5.1.8		
5.1.9		
5.2	Control Master List	
	Printing Course Setup	
	Copying Courses	
	Deleting Courses	
	ies	
	Pre-entries	
6.1.	1 XML	
6.1.2	2 CSV	
6.1.3		
	Entries on the Day	
6.2.	•	
6.2.2		
6.2.3	5 5	
	Re-using SI-Cards	
	Hire Cards	
	Punch Registration	
	Punch entry check	
	Start Times	
	vnload	
	Noad Guide Version 4	Page 1 of 60
	nloadGuide_v4.docx	





7.1 SI-Cards Downloads	. 29
7.1.1 Automatic, Reject on Download	.33
7.1.2 Downloading Pairs/Teams	. 34
7.2 Print/Master Station Downloads	. 34
7.3 SiConfig/SiConfigPlus Downloads	.35
7.4 SRR Dongle Downloads	
8 Results	.36
9 Safety Check	.37
10 Data Collection	.37
11 Backing Up and Restoring Events	. 38
11.1 Backups	. 38
11.2 Restore Backup	. 39
12 Trouble Shooting – On the Day Problems	.40
12.1 Updating/Searching for Entries	.40
12.2 Manually Disqualifying a Competitor	.41
12.3 Making a Competitor Non-Competitive	.41
12.4 Lost SI-Card	
12.5 Failed or Missing Controls	.43
12.5.1 Control Missing/Not Working for whole event	.43
12.5.2 Control Missing/Not Working for part of the event	.43
12.5.3 Replacing a Control	.47
12.6 Crediting (and Deleting) Punches	.47
12.6.1 Crediting a punch	.49
12.6.2 Deleting a punch	.51
12.7 SI-Card Downloaded against the Wrong Competitor	. 52
12.7.1 Swap Download	.52
12.7.2 Delete Download	
12.8 Reports and Tools to help check the results	. 53
12.8.1 Unclassified Report	
12.8.2 Allocated Start Reports	. 54
13 Other	.55
13.1 Mini Mass (Wave) Starts	. 55
13.2 Manual Bonuses and Penalties	.56
13.2.1 Manual Adjustment	.57
13.2.2 Import Adjustments	.57
13.3 Planners SI-Cards	.58
13.4 Sub-Stage Reporting	.58
13.4.1 Setting up Sub-Stage Reporting	. 59
13.4.2 Sub-Stage Results	.60





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

Autodownload	Event List		🗐 Hel	p 🗎 Full
nu vuonnoud	Name	Date	Series	^
© SPORTident UK Ltd 2015	↔ Christmas Novelty	28-Dec-2014		
v2 534 1161 2348	Tour de Helvellyn	20-Dec-2014		-
SQL Server: localhost	Compass Sport Cup Final	14-Dec-2014		=
Database: events2014	Compass Sport Cup Final - Class Based	14-Dec-2014		
-		30-Nov-2014		
Database Settings	lonestar Granite Enduro	15-Nov-2014		
Licensing	Penmachno MTB Enduro	15-Nov-2014		
User Interface Options	CCAR Round 2 - Blackwater Challenge	15-Nov-2014		
Printer Settings	+ Hecklers Round 1 (2014)	09-Nov-2014		
	SES Rd 6 Dudes of Hazzard Enduro	09-Nov-2014		
SI-Card Archive	➡ EBDA Desert Challenge 2014	07-Nov-2014		
Add Event	EBDA Desert Challenge 2014 - Copy	07-Nov-2014		
Add Multi-Stage Event	Red Bull Robin Hood	01-Nov-2014		
Restore Event or Multi-Stage	Davagh Night Rider Enduro	01-Nov-2014		
	ENVE Victorian Gravity Enduro Series #2 Barjarg	26-Oct-2014	Alpine Series 2014/15	
Relay Tools	Scottish Enduro Series Round 5 - Innerleithen	19-Oct-2014		
Series Results Calculator	Stritish Fell And Hill Relay Champs	19-Oct-2014		
Reset Printout Station	Rielder Enduro	19-Oct-2014		
Restore IOF XML Backup	Somby Dunes Level B	05-Oct-2014		
	SEARmanagh Endurance Adventure Race	05-Oct-2014		
Create SI-Card List	Afusion Enduro1 #4 - Quantocks	05-Oct-2014		
Create SI-Card List (SiAC)	🌳 lan Hodgson Mountain Relay	05-Oct-2014		
D Exit	PMBA Enduro Series #5 - Lee Quarry & Cockhill	05-Oct-2014		
	Killamey Adventure Race	04-Oct-2014		-

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

User Interface Options - AutoDo	wnload from SPORTident - SPORTident l	JK			
Autodownload	User Interface Options		🗐 Help	🔚 Save	🖹 Full
Auvaluation	Prevent keyboard shortcuts?				
© SPORTident UK Ltd 2014	Align buttons Left?				
v2.521.1058.2141 SQL Server: localhost	Toolbar Type:	Description			-
Database: events2014	Show old SPORTident Hardware?				
û υρ	View Restriction:				•
Exit					

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.



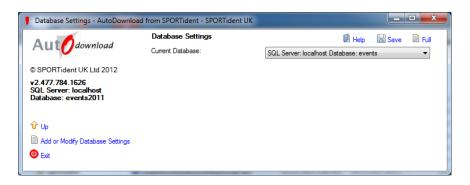


2.5 Database

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.

Add or Modify Database Settings	- AutoDownload from SPORTident - SPORTident UK		
Autodownload	Add or Modify Database Settings	🗐 Help	🖹 Full
 ▲ Lip download © SPORTident UK Ltd 2012 v2.477.784.1626 SQL Server: localhost Database: events 	 \$QL Server: localhost Database: events \$QL Server: server Database: jk2012 \$QL Server: localhost Database: events2012 \$QL Server: localhost Database: events2011 \$QL Server: localhost Database: events2010 \$QL Server: localhost Database: events2010 \$QL Server: localhost Database: events2010 \$QL Server: localhost Database: jk2011 \$QL Server: server Database: jk2011 \$QL Server: dellxps Database: jk2011 \$QL Server: helvellyn Database: events2011 \$QL Server: helvellyn Database: events2012 \$QL Server: server Database: boc2012 \$QL Server: localhost Database: liveeventmonitor \$QL Server: server Database: jk2010 \$QL Server: dellxps Database: boc2012 	创 Help	Full
	•	_	,





>> Modify Database Settings

Autodownload	Modify Database Settings	🗐 Help 🔛 Save 🗯 Delete 📄 Full 🛍 Copy
© SPORTident UK Ltd 2012	Data Client:	
v2.477.784.1626 SQL Server: localhost	Server:	SQL Server
Database: events	Port:	1433
մ՝ Սթ	Database:	events
🕑 Exit	Usemame:	sa
	Password:	•••••

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

A	Printer Settings	🗐 Help 🔛 Save 🗎 Full
Aut Odownload	Default Printer:	HP Officejet 4500 G510g-m (Windows)
© SPORTident UK Ltd 2012	Splits Printer:	EPSON TM-T88V Receipt (Windows) [Narrow]
v2.477.784.1626 SQL Server: localhost Database: events	Certificate Printer:	HP Officejet 4500 G510g-m (Windows)
û Up		

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.

Select Printer - Default Printer	×
Windows HP Officejet 4500 G510g-m	
Serial	Landscape
PDF	Narrow Print
Fast Print? (Recommended for CBM1000)	Large Fonts OK Cancel

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

SI-Card Archive - AutoDownload f	rom SPORTident - SPORTident U	JK	
Autodownload	SI-Card Archive		🖉 Help 📄 Full 💥 Delete All
© SPORTident UK Ltd 2015 v2.534.1161.2348 SQL Server: localhost Database: events2014	5665 cards in the archive. SI-Card Number:	1301773	
			Q Search
Import XML Competitor List	Status: Name:	Owned Andrew Roberts	
Add SI-Card to Archive	Sex: M Date of Birth: (dd/mm/yyyy) 01/01/1968		
		0.000,000	🗢 Edit
	Memberships:		
	⇔ BOF ⇔ BMBO ⇔ Membership ⇔ IOF ⇔ League ⇔ FRA ⇔ Australia	123456 SLOW MTB6001	

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 preregister 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

Import AutoDownload File - Aut	oDownload from SPORTident - SPORT	ïdent UK
Autodownload	Import AutoDownload File Filename:	Help Tul C:\sportident\vevents\Orienteering\2012\BOC\Individual\sicardArchive_SIUK.csv
© SPORTident UK Ltd 2015	Encoding:	Western European (Windows)
v2.534.1161.2348 SQL Server: localhost Database: events2014	Membership Type:	BOF Read File
℃up ❷ Ext		

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

Add Event - Step 1 - Basic Details -	- AutoDownload from SPORTident - SP	ORTident UK						• ×
Autodownload	Add Event - Step 1 - Basic Detail:	S	🗐 Help	Back	I Next	🔚 Save	X Delete	🗎 Full
Autodownload	Name:	Appleby Orienteering Ev	vent					
© SPORTident UK Ltd 2015	Date: (dd/mm/yyyy)	9/11/2015						
v2.534.1161.2348 SQL Server: localhost	Event Template:	Orienteering Local						•
Database: events	Relay Event?							
ပါ က	Use Commentary?							
🕘 Exit	Live Event Monitor?							
	Splits Advertising:							
								-
	Series Name (if applicable):	1						
	If you wish to see advanced setti	ngs, click "Next", oth	erwise you	ı can just o	lick "Save	e		
				-				

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

Aut O download	Event Overview	📓 Help – 🍫 Refresh 🗎 Full 🍫 Recalculate Event – 陥 Copy Event
SPORTident UK Ltd 2015 2.534.1161.2348	0 courses	The number of courses.
SQL Server: localhost Database: events	0 entries	The number of competitors/teams entered, whether downloaded or not.
	O finishers	The number of fully downloaded competitors/teams (includes unclassified).
up 1	0 unclassified	The number of competitors/teams who have failed to get a result, e.g. DNF.
Modify Event	No safety check information yet	The number of SI-Cards which started the event, but have not been downloaded.
Courses		
Entries		
Data Collection		
Download		
Results		
Safety Check		
Backup Event		
Club List		
Set Logo		
Exit		

"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. If 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 - AutoDownload from SPC	ORTident - SPORTident UK -	Appleby Orienteering Event	09-Nov-2015		a, classic			
SPORTident UK Ltd 2015	Courses							🛍 Help 📄 Full 🕅 Kall
v2.534.1161.2348 SQL Server: localhost Database: events	Name ⇔ Brown ⇔ Blue	<i>Checking</i> Linear Linear	<i>Distance/Climb</i> 15km 200m 10km 150m	<i>Controls</i> 10 6	Score Minutes	Start Time	<i>Start Name</i> Start Start	Entries 0 0
🕇 Event Home	Score	Score		7	120		Start	0
🕆 Up								
Add Course								
Import XML Courses								
Import Courses from OCAD 8								
Control Master List								
Import Award Levels								
Backup Courses								
Restore Courses								
Print Courses								
O Exit	•	III						F.

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

Autodownload	Add Course Name:	🗐 Help 🔛 Save 🗱 Delete 🗎 Fr Black
© SPORTident UK Ltd 2014	Course Checking:	Linear
v2.496.949.1928	Distance:	km 🗸
SQL Server: localhost Database: events	Climb:	m
	Score Minutes:	
ff Event Home	Mass Start Time: HH:MM:SS	
🕆 Up		
🕘 Exit		

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

Autodownload	Course E)etails					🗐 Help 📄 Ful
- u u u u u u u u u u u u u u u u u u u					Create Butterfly Variations	Create Figure of 8 Variations 🛚 🗎 Cop	y Course 🗎 Copy Variation
SPORTident UK Ltd 2014	Name:				Drange		
2.496.949.1928 QL Server: localhost	Course Ch	ecking:			inear		
atabase: events	Distance:			3	.21km		
Event Home	Climb:			1	10m		
Up	Mass Start	t Time: HH:	MM:SS				
Modify Course	Number	Publis	Publis F	Points	Control Type	Description	Electronic Code(s)
Add/Insert Control	🗢 s		S		Optional Linear		Start
Award Levels	⇒ 1	1	104		Mandatory Linear		104
		2	105		Mandatory Linear		105
Exit	⇒ 3	3	120		Mandatory Linear		120, 180
	⇒ 4	4	113		Mandatory Linear		113
	<⇒ 5	5	112		Mandatory Linear		112
	I => 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

Autodownload	Modify Control		🛍 Help 🔓	Save 🗶	Delete 📄 Fu
Autodownioad	Number:	3			
SPORTident UK Ltd 2015	Published Code:	103			
2.534.1161.2348 AL Server: localhost	Control Type:	Mandatory Linear			•
atabase: events	Published Number:	3			
Event Home	Description (Master):				
Up	Mode/Code 1	Control 👻	103		
Exit	Mode/Code 2	Control	156		
	Mode/Code 3	-			
	Mode/Code 4	-			
	Mode/Code 5	·			
	Leg Excluded from Total Time:	No			•
	Maximum Excluded Time: HH:MM:SS				
	Mass Restart Time: HH:MM:SS				
	Penalty for Missing: HH:MM:SS				
	Bonus for Visiting: HH:MM:SS				

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.

Autodownload	Course D)etails			* Create Butterfly Variations * Cre	ate Figure of 8 Variations 🗎	🖉 Help 📄 Fu Copy Course 🗎 Copy Variatio
SPORTident UK Ltd 2015 2 534 1161 2348	Name:			ſ	Blue		
2.534.1161.2348 QL Server: localhost atabase: events	Course Ch	ecking:			Linear		
	Distance:				10km		
Event Home	Climb:				150m		
t Up	Mass Start	Time: HH:	MM:SS				
Modify Course Add/Insert Control	Number ⇔ s	Publis	<i>Publis</i> S1	Points	Control Type Optional Linear	Description Start	Electronic Code(s) Start
Award Levels	I	1	101		Mandatory Linear		101
Exit	I = 2	2	102		Mandatory Linear		102
	⇒ 3	3	103		Mandatory Linear		103
	⇒ 4	4	104		Mandatory Linear		104
	⇒ 5	5	105		Mandatory Linear		105
	⇔ 6 ⇔ F	6	106 F1		Mandatory Linear Optional Linear	Finish	106 Finish

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





Click on the "To" control

A	Modify Control		🖄 Help	🔛 Save	X Delete	🗋 Full		
Autodownload	Number:	4						
© SPORTident UK Ltd 2015	Published Code:	104						
v2.534.1161.2348 SQL Server: localhost	Control Type:	Mandatory Linear				•		
Database: events	Published Number:	Published Number: 4						
ft Event Home	Description (Master):							
C Up	Mode/Code 1	Control	▼ 104					
O Ext	Mode/Code 2		•					
	Mode/Code 3		•					
	Mode/Code 4		•					
	Mode/Code 5		•					
	Leg Excluded from Total Time:	Excluded				•		
	Maximum Excluded Time: HH:MM:SS							
	Mass Restart Time: HH:MM:SS							
	Penalty for Missing: HH:MM:SS							
	Bonus for Visiting: HH:MM:SS							

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.

Autodownload	Course D)etails			-: Create Butterfly Variations -: C	Create Figure of 8 Variations	🙆 Help 📄 Ful Copy Course 🛸 Copy Variation			
SPORTident UK Ltd 2015	Name:			Ī	Stue					
QL Server: localhost latabase; events	Course Ch	ecking:		į.	inear					
Jacabase, evenus	Distance:			Ī	l0km					
ft Event Home	Climb:				150m					
Up Modify Course	Mass Start	Time: HH:	MM:SS							
Add/Insert Control	Number	Publis	Publis	Points	Control Type	Description	Electronic Code(s)			
Award Levels	🔷 s		S1		Optional Linear	Start	Start			
	₽ 1	1	101		Mandatory Linear		101			
D Ext	₽ 2	2	102		Mandatory Linear		102			
	⇒ 3	3	103		Mandatory Linear		103			
	⇔ 4	4	104		Mandatory Linear, Excluded		104			
	\$ 5	5	105		Mandatory Linear		105			
		6	106		Mandatory Linear		106			
	🗢 F		F1		Optional Linear	Finish	Finish			

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 cyclosportive 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).

A	Course E	Details						🖉 Help 🛛 🗎 Full	
Aut Odownload					Create Butterfly Variations	* Create Figure of 8 Variations	Copy Course	Copy Variation	
© SPORTident UK Ltd 2015	Name				lack				
2.534.1161.2348 GQL Server: localhost	Course Ch	ecking:			iacx				
Database: events	Distance:				17km				
Event Home	Climb:			6	50m				
û ^r Up	Mass Start	t Time: HH:	MM:SS						
Modify Course	Number	Publis	Publis	Points	Control Type	Description	Flectmo	ic Code(s)	
Add/Insert Control	⇔ s	7 0010	S1	1 01 10	Optional Linear	Start	Start	0 0000107	
Award Levels	⇒1	1	101		Mandatory Linear		101		
D Ext	$\Rightarrow 2$	2	102		Mandatory Linear		102		
	⇒ 3	3	103		Mandatory Linear		103		
	⇒ 4	4	104		Mandatory Linear		104		
	⇔ 5	5	105		Mandatory Linear		105		
		6	103		Mandatory Linear		103		
	⇔7	7	106		Mandatory Linear		106		
	🗢 8	8	107		Mandatory Linear		107		
	🤿 🤋	9	103		Mandatory Linear		103		
	🗢 10	10	108		Mandatory Linear		108		
	🗢 11	11	109		Mandatory Linear		109		
	🗢 12	12	103		Mandatory Linear		103		
	🗢 13	13	110		Mandatory Linear		110		
	🧇 F		F1		Optional Linear	Finish	Finish		

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.

Autodownload	Course Details			🖆 Help 📄 Full
© SPORTident UK Ltd 2015 • 2 534 1161 2348	Name:		Black	
SQL Server: localhost Database: events	Course Checking:		Linear	
	Distance:		17km	
ft Event Home	Climb:		650m	
🗘 Up 🗎 Modify Course	Mass Start Time: H	H:MM:SS		
Add/Insert Control	Variation Name ⇔ 1 ⇔ 2		, 104, 105, 103, 106, 107, 103, 108, 109, 103, 110, F1 , 104, 105, 103, 108, 109, 103, 106, 107, 103, 110, F1	
D Ext	 4) 3 4) 4 4) 5 4) 6 	S1, 101, 102, 103 S1, 101, 102, 103 S1, 101, 102, 103	106, 107, 103, 104, 105, 103, 108, 109, 103, 110, F1 106, 107, 103, 104, 105, 103, 104, 105, 103, 110, F1 108, 109, 103, 104, 105, 103, 106, 107, 103, 110, F1 108, 109, 103, 106, 107, 103, 104, 105, 103, 110, F1	
	4		m	•





3. 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).

Autodownload	Course \	ariation	Details			🗐 Help	Save X Delete Ful
© SPORTident UK Ltd 2015	Course Name:				ack		
SQL Server: localhost Database: events	Variation N	lame:		3			
_	Number	Publis	Publis	Points	Control Type	Description	Electronic Code(s)
Event Home	🗢 s		S1		Optional Linear	Start	Start
û ^r Up	⇒ 1	1	101		Mandatory Linear		101
Add/Insert Control	I => 2	2	102		Mandatory Linear		102
Ent	I => 3	3	103		Mandatory Linear		103
Ext	⇒ 4	4	106		Mandatory Linear		106
	<⇒ 5	5	107		Mandatory Linear		107
	⇒ 6	6	103		Mandatory Linear		103
	I (7	104		Mandatory Linear		104
	⇒ 8	8	105		Mandatory Linear		105
	و 🗢	9	103		Mandatory Linear		103
	🗢 10	10	108		Mandatory Linear		108
	🗢 11	11	109		Mandatory Linear		109
	I2	12	103		Mandatory Linear		103
	🗢 13	13	110		Mandatory Linear		110
	🗢 F		F1		Optional Linear	Finish	Finish

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

Autodownload	Course D	letails			Create Butterfly Variations	Create Figure of 8 Variations 🛍 Copy C	🗐 Help 📑 Fu burse 陥 Copy Variation			
SPORTident UK Ltd 2012 2.477.792.1646	Name:				c					
QL Server: server atabase: omm2010	Course Ch	ecking:			Linear With Free Order Sections					
	Distance:				35.000km					
Event Home	Climb:									
	Mass Start	Time: UU	MM-CC							
" Up	Mass Juli	nine. nn	MM.33							
Modify Course		Publis	Publis	Points	Control Type	Description	Electronic Code(s)			
Add/Insert Control	🧇 s		S1				Start			
Award Levels	I	1	BA		Mandatory Linear	Eastern Tor, NW	126			
Free Order Section Settings	I => 2		DB		Optional Free Order	Stream bend	177			
	I => 3		CZ		Optional Free Order	Ditch bend	175			
Exit	4		CH		Optional Free Order	Knoll, W side	158			
	4 5		CR		Mandatory Free Order	Tor, W side	168			
	🤿 <mark>6</mark>		BD		Optional Free Order	Enclosure, E side	129			
	I (7	CD		Mandatory Linear	Tunnel entrance	154			
	🗢 8		CL		Optional Free Order	Ditch bend	162			
	🤿 🤋		AO		Optional Free Order	Pond, E side	115			
	4 10		BC		Optional Free Order	Re entrant	128			
	🗢 11	11	CQ		Mandatory Linear	Tor, N side	167			
	🗢 12	12	CX		Mandatory Linear	Stream bend	173			
	🗢 13	13	DX		Mandatory Linear	NE Tor, W side	198			
	🗢 14	14	BM		Mandatory Linear	Tor, W side	137			
	🗢 15	15	DA		Mandatory Linear	Tor, W side	176			
	🗢 16	16	AB		Mandatory Linear	Track junction	102			
	🗢 F		F1				220			

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

A	Free Order Section Se	ttings		🗐 Help 🔛 Save 🗎 Fu		
Autodownload	Section Name	Total Controls	Optional Controls	Num Optional Required		
SPORTident UK Ltd 2012	Section A	5	4	3		
2.477.792.1646	Section B	3	3	2		
QL Server: server atabase: omm2010						
Event Home						
Up						

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

5.1.9 Multi-Discipline Score Courses

Autodownload	Course Details				Re c	🖄 Help 📄 I Copy Course 🗎 Copy Variati
SPORTident UK Ltd 2012 2.477.792.1646 QL Server: localhost	Name: Course Checking:			MDS Multi Discipline Score		
Database: events	Distance:		[viuiti Discipline Score		
Event Home	Climb: Score Minutes:					
ûr Up Èn Modify Course	Score Minutes: Mass Start Time: HI	H:MM:SS	[100		
Add/Insert Control	Number Publis ⇔ s	<i>Publis</i> S1	Points	Control Type	Description	Electronic Code(s) Start
Multi-Discipline Settings	$\begin{array}{c} 4 \\ 4 \\ 4 \\ 4 \\ 4 \\ 4 \\ 4 \\ 5 \end{array}$	101 102 103 104 105	10 5 20 0 50	Optional Free Order, Bike Optional Free Order, Bike Optional Free Order, Run Transition Optional Free Order, Swim	Bike 1 Bike 2 Run 1 Trans Swim	101 102 103 104 105
	↔ ↔ ↔ ↔ 8 ↔ 9	106 107 108 109	15 0 10 20	Optional Free Order, Bike Transition, Swim Optional Free Order, Run Optional Free Order	Bike 3 T Swim Run 2 Open	106 107 108 109
	⇔ 10 ⇔ F	110 F1	0	Transition, Run	T Run	110 Finish

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

A	Multi-Discipline Sett	ings		🗐 Help 🛛 📓 Save 📄 Fu
Autodownload	Section	Min Attempts	Max Attempts	Min Controls
SPORTident UK Ltd 2012	Bike	1	2	1
2.477.792.1646 QL Server: localhost	Run	1	1	1
atabase: events	Swim	1	1	1
Event Home Up Exit				tî Add ti Remov

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

Autodownload	Control Master L	ist		🕮 Help	🗎 Fi
Automicau	Published Code	Description	Electronic Code(s)	Courses	^
© SPORTident UK Ltd 2012	AA 🗢	W stream bend	101, 202	Long Score (17)	
v2.477.792.1646	AB	Track junction	102	B (8), C (16), D (8), Medium Score (25), Short Score (22)	E
SQL Server: server Database: omm2010	AD	Tor, E side	104	Elite (1)	
Database: omm2010	I AE	Bouldery spur	105	Short Score (16)	
	I AF	Stream	106	Elite (3)	
nt Event Home	🗢 AG	Ford	107	Medium Score (16)	
û 🗤	I 🖓 AI	Between buildings	109	D (4), Medium Score (11)	
Add Master Control	I AJ	Caim	110	Elite (10), Long Score (11)	
_	AK	Shallow re entrant	111	Long Score (24)	
😃 Exit	I AL	Stream	112	Medium Score (4)	
	AM 🗢	SE Crag	113	A (5), Long Score (12)	
	AO	Pond, E side	115	C (9) - Optional Free Order	
	I AP	Ruin	116	Elite (7), Long Score (2), Medium Score (1)	
	AQ	Stor, Sside	117	Medium Score (5)	
	I AR	E tor, E side	118	Medium Score (6)	
	🔿 AT	Re entrant	120	Long Score (4)	-

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.



AutoDownload Guide



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



AutoDownload Guide



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

A	Add Entry		🗐 Help	🔡 Save	🗙 Delete	🗎 Ful
Aut Odownload	SI-Card Number:	1301773				
SPORTident UK Ltd 2012	BOF Number:	123456				
2.477.792.1646 QL Server: localhost	Name:	Andrew Roberts				
atabase: events					Q Search	(Archive)
Event Home	Age Class:	M40				
Up	Club:	SLOW				
Sex/Date of Birth	Registration Notes:					*
Exit	Course:	Black				•
	Manually Disqualify?					
	Non-Competitive?					

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" (Ctr+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.

Add Entry by Punch - AutoDownl	oad from SPORTident - SPORTident	UK - Appleby Orienteering Event - 09-May-2012	
Autodownload	Add Entry by Punch		🗐 Help 📄 Full
Autowniouu			* Refresh COM Port List
© SPORTident UK Ltd 2012	COM Port:		
v2.477.792.1646		COM9 (SPORTident USB to UART Bridge[1162])	•
SQL Server: localhost Database: events	Baud Rate:	4800 (Serial)	▼]
Database. events	SPORTident Hardware Type:	BS7 (A newer style station with an LCD screen und	emeath) 🔻
ft Event Home			* Connect
🐨 Up			
🕘 Exit			
-			

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 Guide Version 4 Page 26 of 60 AutoDownloadGuide_v4.docx





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 AutoDownload Guide Version 4 Page 29 of 60 AutoDownloadGuide_v4.docx





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.

Autodownload	Automatic SI-Card Dov	wnload, Manual on Error or Mispunch 🛛 📓 Help 📄 ** Refresh COM Port I
© SPORTident UK Ltd 2014 v2.496.949.1928 SQL Server: localhost Database: events	COM Port: Splits Printer: Interactively request hir	COM56 (SPORTident USB to UART Bridge[002094]) EPSON TM-T88IV Receipt (Windows) [Narrow] e cards to be returned?
 ✿ Event Home ♥ Up ♥ Evit 		+ª Conn

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.

Automatic si-Card Download, Mi	anual on Error or Mispunch - AutoDo	
Autodownload	Automatic SI-Card Download,	Manual on Error or Mispunch 🗐 Help 🗎 Full
/ d d		* Refresh COM Port List
© SPORTident UK Ltd 2012	COM Port:	COM9 (SPORTident USB to UART Bridge[1162])
v2.477.792.1646 SQL Server: localhost	Baud Rate:	4800 (Serial)
Database: events	SPORTident Hardware Type:	BS7 (A newer style station with an LCD screen underneath)
ft Event Home	Splits Printer:	EPSON TM-T88V Receipt (Windows) [Narrow]
Up	Interactively request hire cards to	b be returned?
o op o Ext		- Connect
		- Connect
	Name: Sam Smith Club [:] Bl	
	Age Class: W35 Course: Green Time: 37:14 Position: 1st out of	
	Age Class: W35 Course: Green Time: 37:14 Position: 1st out of	F 1 ass: W35 Course: Green Time: 37:14 Position: 1st out of 1

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.

Automatic SI-Card Download, Ma	anual on Error or Mispunch - AutoDo	wnload from SPORTident - SPORTident UK - Appleby Orienteer	• <u>×</u>
Autodownload	Automatic SI-Card Download,	e hep	🗎 Ful
		* Refresh COM	A Port List
© SPORTident UK Ltd 2012	COM Port:	COM9 (SPORTident USB to UART Bridge[1162])	T
v2.477.792.1646 SQL Server: localhost Database: events	Baud Rate:	4800 (Serial)	-
Database: events	SPORTident Hardware Type:	BS7 (A newer style station with an LCD screen underneath)	~
ft Event Home	Splits Printer:	EPSON TM-T88V Receipt (Windows) [Narrow]	
Û Up	Interactively request hire cards to	o be returned?	
() Exit		-:	Connect
	HIRE CARD - MDO	DC (2002282)	
	Name: Andrew Ro	horto	
	Club: SLOW	bens	
	Age Class: M45		
	Course: Green		
	Time: 52:51		
	Position: 2nd out	of 2	
	Name: Andrew Hoberts Club: SLO	W Age Class: M45 Course: Green Time: 52:51 Position: 2nd out of 2	
	٠		+





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.

	Download Details		Help	Save	🗶 Delete 📄 Ful
Aut Odownload	SI-Card Number:	1002627	es neip	LEI Jave	
SPORTident UK Ltd 2012	BOF Number:				
2.477.792.1646	Name:	Jane Jones			
QL Server: localhost atabase: events					Q Search (Archive
Event Home	Age Class:	W21			
Up	Club:				
Sex/Date of Birth	Registration Notes:				4
Exit	Course:	Blue			
	Start Time: HH:MM:SS	09:58:00			
	Time Taken: HH:MM:SS	00:43:54			
	Manually Disqualify?				
	Non-Competitive?				
	The composite.				
					Save
					Save
					🧇 Skij
	Course Match = 33%				
	m3-6				
) - SPORTident	IIK (·	1002	627)

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".

PAutomatic SI-Card Download, Ma	nual on Error or Mispunch - AutoDownl	oad from SPORTident - SPORTident UK - Apple
Autodownload	Automatic SI-Card Download, Ma	nual on Error or Mispunch 👔 Help 🗎 Full
		* Refresh COM Port List
© SPORTident UK Ltd 2012	COM Port:	COM9 (SPORTident USB to UART Bridge[1162])
v2.477.792.1646 SQL Server: localhost	Baud Rate:	4800 (Serial)
Database: events	SPORTident Hardware Type:	BS7 (A newer style station with an LCD screen underneath)
ft Event Home	Splits Printer:	EPSON TM-T88V Receipt (Windows) [Narrow]
tup	Interactively request hire cards to be	returned?
() Exit		= Connect
	Name: Jane Jones	
	Club:	
	Age Class: W21	
	Course: Blue Problem: m3-6	
	Problem: m3-0	
	Name: Jane Jones Club: Age Class: W	/21 Course: Blue Problem: m3-6
	<	
	· [- F





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:

Automatic SI-Card Download, R	eject on Error - AutoDownload from S	SPORTident - SPORTident UK - Appleby Orienteering
Autodownload	Automatic SI-Card Download,	. Reject on Error 👔 Help 🗎 Full
		* Refresh COM Port List
© SPORTident UK Ltd 2012 v2.477.792.1646	COM Port: Baud Bate:	COM9 (SPORTident USB to UART Bridge[1162])
SQL Server: localhost Database: events	SPORTident Hardware Type:	4800 (Serial) BS7 (A newer style station with an LCD screen underneath)
	Splits Printer:	EPSON TM-T88V Receipt (Windows) [Narrow]
ft Event Home	Interactively request hire cards to	o be returned?
() Exit		"i Connect
	There is an error.	Report to problems desk.
	•	4

The download is not saved.

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



AutoDownload Guide



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.

Automatic SI-Card Download, N		
Autodownload	Automatic SI-Card Download,	Manual on Error
Autownioud		* Refresh COM Port List
© SPORTident UK Ltd 2012	COM Port:	COM9 (SPORTident USB to UART Bridge[1162])
v2.477.792.1646 SQL Server: localhost	Baud Rate:	4800 (Serial)
Database: events	SPORTident Hardware Type:	BS7 (A newer style station with an LCD screen underneath)
	Splits Printer:	EPSON TM-T88V Receipt (Windows) [Narrow]
Event Home	Interactively request hire cards to	o be returned?
û Up		
D Exit		** Connect
	Name: Bill and Be Club:	'n
		'n
	Club:	'n
	Club: Age Class:	
	Club: Age Class: Course: Green	
	Club: Age Class: Course: Green	

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.





🕴 Automatic Master/Print, Manual on Error - AutoDownload from SPORTident - SPORTident UK - Appleby Orienteering Event - 09-Nov-2015			
Autodownload	Automatic Master/Print, Manual on Error		Help Full
© SPORTIdent UK Ltd 2015 v2.534.0.0 SQL Server: localhost Database: events tevent Home to Up Ext	Port: Master/Slave:	COM60 (SPORTident USB device[170591]) Master	▼ ▼ *i Connect

Select the COM Port.

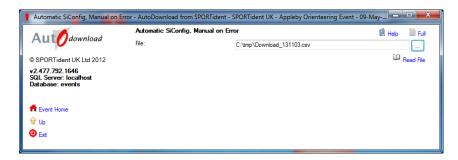
"Master" is to read a station connected directly to the computer, "Slave" is to read a station placed on top of the directly connected station.

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

Backup Event - AutoDownload f	rom SPORTident - SPORTident UK - Ap	pleby Orienteering Event - 09-Nov-2015	- D ×
Autodownload	Backup Event		🗐 Help 📄 Full
Autodownload	Filename:	E:\Appleby2015EventBackup.zip	
© SPORTident UK Ltd 2015			🚀 Write File
v2.534.0.0 SQL Server: localhost Database: events	Directory:		
ft Event Home	Timer for Exports (secs):		
🕆 Up			* Start
🕘 Exit			

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

Restore Event or Multi-Stage - Au	toDownload from SPORTident - SPORT	ident UK	
Autodownload	Restore Event or Multi-Stage		🗐 Help 🔋 Full
Autowniouu	Restore Type:	Insert	
© SPORTident UK Ltd 2014	Filename:	C:\tmp\Sportive2014EventBackup.zip	
v2.521.1058.2141 SQL Server: localhost Database: events			💷 Read File
 Op Evit 			

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**.



AutoDownload Guide



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.

Entries - AutoDownload from SPO	ORTident - SPORTident UK - Apple	by Orienteering Eve	ent - 09-May-2012	-			و ا	x
Autodownload	Entries					💥 Delete All	Help Remove All Dow	Full Full
© SPORTident UK Lid 2012 v2.477.782.1646 SolL.Server: Coalhost Database: events	Si-Card Number: Name: Cub: Downloaded only Unclassified only Sort By: Maximum Number to Return:	Andrew Name 50						•
Phrt Entities SI-Card Breakdown Unclassified Report Phrt Enty Check Phrt Hire Cards Advanced Std	Alame ⇔ Andrew Roberts	<i>SI-Card</i> 2002282	Age Class M45	<i>Club</i> SLOW	<i>Course</i> Green	Timo Takon 52:51	Start Time 10:02:00	Search

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

Autodownload	odownload View Entry						🖄 Help 📄 Ru 松 Recalculate Resu
SPORTident UK Ltd 2012	SI-Card Nu	mber(s):		2002282			
2.477.797.1657 QL Server: localhost Database: events	Membership	p Numbers:		BOF Number:			
	Name:			Martin Brick			
Event Home	Age Class:			M55			
Up	Club:						
Modify Entry	Start Time:	HH:MM:SS		10:05:00			
Edit Splits	Status:			Downloaded (17:	52:58)		
View Downloads	Course:			Green			
Swap Download	Result:			49:51			
Add Safety Comment	Manual Bor	nus/Penalty:					
Advanced	Registration	n Notes:					
Exit							Print Splits 📑 Positio
	Number	Code	Description	Leg	Total	Time of Day	
	s	S1	S1	0:00	0:00	10:05:00	Allocated
	1	101	(101)	49:49	49:49	10:54:49	
	2 F	102 F1	(102) (F1)	0:01	49:50 49:51	10:54:50 10:54:51	





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.

Modify Entry - AutoDownload f	rom SPORTident - SPORTident UK	- Appleby Orienteering Event - 29-May-2012	_	_		
Autodownload	Modify Entry		🗐 Help	🗟 Save	X Delete	Full
Autodownload	SI-Card Number:	2002282				
© SPORTident UK Ltd 2012	BOF Number:					
v2.477.797.1657 SQL Server: localhost	Name:	Martin Brick				
Database: events					Q Search	(Archive)
🕇 Event Home	Age Class:	M55				
û Up	Club:					
Sex/Date of Birth	Registration Notes:					*
🕘 Exit	Course:	Green				•
	Start Time: HH:MM:SS	10:05:00				
	Manually Disqualify?					
	Non-Competitive?					
	Course Match = 100%					
	HIRE CARE	D - MDOC (2002282)				

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



AutoDownload Guide



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

Lost SI-Card - AutoDownload fro	om SPORTident - SPORTident	t UK - Appleby Orienteering Event - 04-Dec-2014			х
Autodownload	Lost SI-Card		🗐 Help	🔚 Save 📄 Fu	II
Autowniouu	SI-Card Lost:	11137		•	
© SPORTident UK Ltd 2014					
v2.521.1058.2141 SQL Server: localhost Database: events					
ft Event Home					
பி பு					
🕘 Exit					

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.

Autodownload	View Entr	у					🗐 Help 📄 Ful	
© SPORTident UK Ltd 2012 v2.477.797.1657 SQL Server: localhost Database: events Event Home Up Modify Entry Edit Splite View Downloads Swap Download Add Safety Comment Advanced Ext	SI-Card Nut Membership Name: Age Class: Club: Start Time: Status: Course: Result: Manual Bor Registration	HH:MM:SS		11133 BOF Number: 123456 Andrew Roberts M45 SLOW 10 02:00 Downloaded (08:28:52) Green rd				
							👜 Print Splits 📑 Position	
	Number S 1 2 F	<i>Code</i> S1 101 102 F1	Description S1 (101) (102) (F1)	<i>Leg</i> 0:00	<i>Total</i> 0:00	Time of Day 10:02:00	Allocated	

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)

View Downloads - AutoDownload from	om SPORTident - SPORTident UK - A	opleby Orienteering Event - 07-Jun-2012	
Autodownload	View Downloads		🙆 Help 📄 Full
Autownioud	11137	Download: 08:28:52 (Lost Card)	* Remove Download
© SPORTident UK Ltd 2012			
v2.477.797.1657 SQL Server: localhost Database: events	11137		
ft Event Home			
ပါ ကို Up			
😃 Exit			
	•	m	Þ

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





Autodownload	Course E)etails					🗐 Help 📄 Fu
SPORTident UK Ltd 2012					Create Butterfly Var	iations "Create Figure of 8 Variations	Copy Course 🖻 Copy Variation
2.477.797.1657	Name:			E	Blue		
SQL Server: localhost Database: events	Course Ch	ecking:		L	inear		
Database. events	Distance:			1	l0km		
ft Event Home	Climb:			1	150m		
Û Up	Mass Start	Time: HH:	MM:SS				
Modify Course	Number	Publis	Publis	Points	Control Type	Description	Electronic Code(s)
Add/Insert Control	⇔ s	,	S1	1 00 100	Control 1990	2000,000	Start
Award Levels	I	1	101		Mandatory Linear		101
D Fxt		2	102		Mandatory Linear		102
- Ext	I => 3	3	103		Mandatory Linear		103
	⇒ 4	4	104		Mandatory Linear		104
	⇒ 5	5	105		Mandatory Linear		105
	🔷 F		F1				Finish

Click on the control to be made optional.

Modify Control - AutoDownload f	rom SPORTident - SPORTident UK - App	bleby Orienteering Event - 09-Nov-2015					
A	Modify Control			🗐 Help	🔚 Save	X Delete	🖹 Full
Autodownload	Number:	4					
© SPORTident UK Ltd 2015	Published Code:	104					
v2.534.0.0 SQL Server: localhost	Control Type:	Optional Linear					-
Database: events	Published Number:	4					
ft Event Home	Description (Master):						
℃ Up	Mode/Code 1	Control	v 10	04			
O CP O Exit	Mode/Code 2		•				
	Mode/Code 3		•				
	Mode/Code 4		•				
	Mode/Code 5		•				
	Leg Excluded from Total Time:	No					•
	Maximum Excluded Time: HH:MM:SS						
	Mass Restart Time: HH:MM:SS						
	Penalty for Missing: HH:MM:SS						
	Bonus for Visiting: HH:MM:SS						

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.

AutoDownload	X
This change requires	a recalc. Perform a recalc now?
	Yes No





Autodownload	Course E	Details			** Croste Putterfly Variations	* Consta Raum of 9 Visistiana	🖉 Help 🗎 F
© SPORTident UK Ltd 2012 (2.477.797.1657 SQL Server: localhost Database: events	Name: Course Ch Distance:	ecking:			* Create Butteriny Variations Blue Linear 10km	Greate rigule of 6 Vahalions	Copy Course Copy Variati
Event Home	Climb: Mass Start	Time: HH:	MM:SS		150m		
Modfy Course Add/Inset Control Marand Levels Stat	<i>Number</i> ⇔ S ⇔ 1 ⇔ 2 ⇔ 3 ⇔ 4 ⇔ 5 ⇔ F	Publis 1 2 3 4 5	Publis S1 101 102 103 104 105 F1	Points	Control Type Mandatory Linear Mandatory Linear Optional Linear Mandatory Linear	Description	<i>Bectronic Code(s)</i> Start 101 102 103 104 105 Pnish

12.5.2.2 Making a Control Optional for the Event

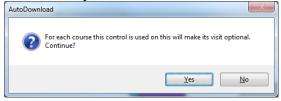
Event List >> Event Overview >> Courses >> Control Master List

Autodownload	Control Master List	Control Master List								
B SPORTICIENT UK Ltd 2012 12.477.797.1657 SGL Server: localhost Database: events ↓ Event Home ↓ Up Add Master Control ↓ Ext	Addished Code Description © 101 ⇒ ©> 102 ⇒ ©> 103 ⇒ ©> 104 ⇒ ©> 105 ⇒ ©> 106 ⇒ ©> 107 108 ©> 108 ⇒ ©> 109 ⇒ ©> 110 ⇒ ©> 51 ⇒	Electronic Code(s) 101 102 103 104 105 106 107 108 109 110 Frieh Start	Courses Black 1 (1), Black 2 (1), Black 3 (1), Black 4 (1), Black Black 1 (2), Black 2 (2), Black 3 (2), Black 4 (2), Black Black 1 (3), Black 1 (6), Black 1 (6), Black 4 (10), Blac Black 1 (5), Black 2 (6), Black 3 (7), Black 4 (10), Blac Black 1 (5), Black 2 (6), Black 3 (6), Black 4 (1), Blac Black 1 (5), Black 2 (10), Black 3 (10), Black 4 (6), Blac Black 1 (10), Black 2 (10), Black 3 (10), Black 4 (6), Blac Black 1 (11), Black 2 (13), Black 3 (10), Black 4 (6), Blac Black 1 (11), Black 2 (13), Black 4 (13), Black 4 (13), Black 1 (13), Black 2 (13), Black 3 (13), Black 4 (13), Black 1 (13), Black 2 (13), Black 3 (13), Black 4 (13), Black 1 (13), Black 2 (13), Black 3 (13), Black 4 (13), Black (5), Brown (5), Blue (5), Green (5), Score (5)							
	•	m	•							

Click on the control to be made optional.

Autodownload	Modify Master Control			()	 e 🗱 Delet Optional 📑	
© SPORTident UK Ltd 2012 (2.477.797.1657 GQL Server: localhost Database: events	Published Code: Description: X/Y				·	
ີ່ Event Home ບີ ປວ	Mode/Code 1 Mode/Code 2	Control	•	105		
9 Est	Mode/Code 3 Mode/Code 4					
	Mode/Code 5		•			

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.

AutoDownload	x
This change requires a recalc. Perform a recalc.	ilc now?
<u>Y</u> es	No

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

Autodownload	Course [)etails					🗐 He	
© SPORTident UK Ltd 2012 v2.477.797.1657 SQL Server: localhost Database: events	Name: Course Ch Distance:	ecking:		[*: Create Butterfly Variat Blue Linear 10km	ons *I Create Figure of 8 Variations	Ma Copy Course 세요 C	opy Variatio
n Event Home Îr Up	Climb: Mass Star	Time: HH:	:MM:SS		150m			
Modfy Course Add/heart Control Add/heart Control Anard Levels Est	$\begin{array}{c} \textit{Number} \\ \Rightarrow & S \\ \Rightarrow & 1 \\ \Rightarrow & 2 \\ \Rightarrow & 3 \\ \Rightarrow & 4 \\ \Rightarrow & 5 \\ \Rightarrow & F \end{array}$	Publis 1 2 3 4 5	Publis S1 101 102 103 104 105 F1	Points	Cantrol Type Mandatory Linear Mandatory Linear Mandatory Linear Optional Linear Mandatory Linear	Descaption	Electronic Code(s Start 101 102 103 104 105 Finish	e)

Click on the problem control

Modify Control - AutoDownload	from SPORTident - SPORTident UK - App	bleby Orienteering Event - 09-Nov-2015			x
Autodownload	Modify Control		🖄 Help	🗟 Save 🗱 Delete 🗎	Full
Autoaownioad	Number:	4			
© SPORTident UK Ltd 2015	Published Code:	104			
v2.534.0.0 SQL Server: localhost	Control Type:	Optional Linear			•
Database: events	Published Number:	4			
ft Event Home	Description (Master):				
℃ Lvent Home	Mode/Code 1	Control	104		
0 Ext	Mode/Code 2				
	Mode/Code 3				
	Mode/Code 4				
	Mode/Code 5				
	Leg Excluded from Total Time:	Excluded			•
	Maximum Excluded Time: HH:MM:SS				
	Mass Restart Time: HH:MM:SS				
	Penalty for Missing: HH:MM:SS				
	Bonus for Visiting: HH:MM:SS				

Select "Excluded" for "Exclude leg from total time" and "Save".

Repeat for the control after the problem control.





Autodownload	Course E)etails					🛍 Help 📄
					Create Butterfly Variations Creat	te Figure of 8 Variations 🛚 🛍 Cop	y Course 🗎 Copy Varial
SPORTident UK Ltd 2015	Name:						
.534.0.0					Brown		
AL Server: localhost tabase: events	Course Ch	ecking:			Linear		
	Distance:				15km		
Event Home	Climb:				200m		
Up	Mace Start	Time: HH:	MM·SS				
Modify Course	Mass Start		MM.33				
Add/Insert Control	Number	Publis	Publis	Points	Control Type	Description	Electronic Code(s)
	🗢 s		S1		Optional Linear	Start	Start
Award Levels		1	101		Mandatory Linear		101
Exit	🗢 2	2	102		Mandatory Linear		102
	I => 3	3	103		Mandatory Linear		103
	⇒ 4	4	104		Optional Linear, Excluded		104
	⇒ 5	5	105		Mandatory Linear, Excluded		105
	⇔ 6	6	106		Mandatory Linear		106
	➡ 7	7	107		Mandatory Linear		107
	⇔ 8	8	108		Mandatory Linear		108
	🗢 9	9	109		Mandatory Linear		109
	I0	10	110		Mandatory Linear		110
	⇒ F		F1		Optional Linear	Finish	Finish

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.

Autodownload	Modify Master Control		🖄 Help	Save X Delete Full
© SPORTident UK Ltd 2015 v2.534.0.0 SQL Server: localhost Database: events	Published Code: Description:	105		
	GPP Station Type/Number:		•	
🕇 Event Home	Mode/Code 1	Control	105	
🕆 Up	Mode/Code 2	Control	• 213	
🕑 Exit	Mode/Code 3		•	
	Mode/Code 4		•	
	Mode/Code 5		•	

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 >	> Eve	nt Overview	>>Entries	>> Search	<i>for Entry >></i>	View Entry
	1000 -					Joi Lini y >>	

Autodownload	View Entr	у					🖄 Help 📄
SPORTident UK Ltd 2012	SI-Card Nu	mber(s):		2002501			-
2.477.797.1657 QL Server: localhost	Membership	Numbers:		BOF Number:			
atabase: events	Name:			Jim South			
Event Home	Age Class:			M35			
° Up	Club:			WCOC			
Modify Entry	Start Time:	HH:MM:SS		15:00:00			
Edit Splits	Status:			Downloaded (498	5:54:49)		
View Downloads	Course:			Blue			
Swap Download	Result:			54:27; w3			
Add Safety Comment	Manual Bor	nus/Penalty:					
Advanced	Registration	Notes:					
Exit							🖹 Print Splits 📑 Posit
	Number	Code	Description	Leg	Total	Time of Day	
	S	S1	S1	0:00	0:00	15:00:00	Allocated
	1	101	(101)	53:47	53:47	15:53:47	
	2	103	(103)	0:13	54:00	15:54:00	
	•	105 102	(105) (102)		 54:14	15:54:14	
	F	F1	(F1)		54:14	15:54:27	

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

Click on "Edit Splits"

Autodownload	Edit S	plits						🗐 Help 📄 Full
Autownoud	Num	Code	Description	Leg	Tota/	Time of Day	w3; Time: 54:27	
© SPORTident UK Ltd 2012	s	S1	S1	0:00	0:00	15:00:00		
v2.477.797.1657	5.1	101	1 (101)	53:47	53:47	15:53:47		✓ Credit All Controls
SQL Server: localhost	2	103	2 (103)	0:13	54:00	15:54:00		
Database: events	* 3	105	3 (105)					
	10.5	102	102		54:14	15:54:14		
🕇 Event Home	10 F	F1	F1		54:27	15:54:27		
û Up								
🕑 Ext								

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.

Edit Splits - AutoDownload from			dent UK - Appleby	Orienteering	Event - 09-N	May-2012			- - X
Autodownload	Edit S	plits							🛍 Help 📄 Full
	Num	Code	Description	Leg	Total	Time of Day	w3; Time: 54:27		
© SPORTident UK Ltd 2012	14 S	S1	S1	0:00	0:00	15:00:00			Credit All Controls
v2.477.797.1657	5.1	101	1 (101)	53:47	53:47	15:53:47		•	Credit All Controls
SQL Server: localhost Database: events	2	103	2 (103)	0:13	54:00	15:54:00			
butubust. events	3	105	3 (105)				Time is:		
	127	102	102		54:14	15:54:14		Elapsed Time	•
ft Event Home	ti €	F1	F1		54:27	15:54:27	Control:	105	Ŧ
🕆 Up									
🕘 Exit							2002501		
							Punch Time: MMM:SS		
							Source:		
							Actions:		* Edit
									- Lux

Then click "Edit".

Autodownload	Edit Sp	olits						🙆 Help 📄
S SPORTident UK Ltd 2012 22 477, 797, 1657 SQL Server: localhost Jatabase: events	<i>Num</i> S 1 2 3 F	Code S1 101 103 105 102 F1	Description S1 1 (101) 2 (103) 3 (105) 102 F1	<i>Leg</i> 0:00 53:47 0:13	<i>Total</i> 0:00 53:47 54:00 54:14 54:27	<i>Time of Day</i> 15:00:00 15:53:47 15:54:00 1 <u>5:54:14</u> 15:54:27	w3; Time: 54:27 Time is: Control: 2002501	Bapsed Time 105 ✔ Cr
ûr Up ∭o Exit							Punch Time: MMM:SS Source:	• u
							Actions:	🗢 Cancel 📓 Upo

To credit without a time simply click "Credit".

Edit Splits - AutoDownload from	SPORTident	t - SPORTi	dent UK - Appleby	Orienteering	Event - 09-N	May-2012			x
Autodownload	Edit Sj	plits						🗐 Help 📄 Ful	
Autownioud	Num	Code	Description	Leg	Total	Time of Day	Time: 54:27		
© SPORTident UK Ltd 2012	* S	S1	S1	0:00	0:00	15:00:00		🖗 Revert to Download	
v2.477.797.1657	5.1	101	1 (101)	53:47	53:47	15:53:47		Revent to Download	1
SQL Server: localhost Database: events	2	103	2 (103)	0:13	54:00	15:54:00			
Durubuse: evenus	- 3	105	3 (105)	—	—		Time is:		1
	4.4	102	102		54:14	15:54:14		Elapsed Time 💌	1
ft Event Home	si €	F1	F1		54:27	15:54:27	Control:	105 👻	j j
🕆 Up									
🕘 Exit							2002501		
							Punch Time: MMM:SS		
							Source:	Manual	
							Actions:	ti Ede	t
1									

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".

Autodownload	Edit S	plits							🗐 Help 📄 Fu
Autoaownioad	Num	Code	Description	Leg	Total	Time of Day	Time: 54:27		
© SPORTident UK Ltd 2012	* s	S1	S1	0:00	0:00	15:00:00			<i>.</i>
v2.477.797.1657	5.1	101	1 (101)	53:47	53:47	15:53:47			💖 Revert to Download
SQL Server: localhost	2	103	2 (103)	0:13	54:00	15:54:00			
Database: events	- 3	105	3 (105)	0:20	54:20	15:54:20			
	4.5	102	102		54:14	15:54:14	Time is:	Elapsed Time	•
🕇 Event Home	14 F	F1	F1	0:07	54:27	15:54:27	Control:	105	-
🕆 Up									
🕲 Exit							2002501		
							Punch Time: MMM:SS	54:20	
							Source:	Manual	
							Actions:		+: Ed

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.

Edit Splits - AutoDownload from	Edit S		Jent OK - Appleby	Onenteening	Event - 05-iv	149-2012		🖾 Help	E Ful
Autownioud	Num	Code	Description	Leg	Total	Time of Day	Score: 20; Time: 53:27		
© SPORTident UK Ltd 2012	* s	S1	S1	0:00	0:00	15:01:00			
v2.477.797.1657	10	101	(101) (5)	52:47	52:47	15:53:47			
SQL Server: localhost Database: events	10	103	(103) (5)	0:13	53:00	15:54:00			
Database: events	-	102	(102) (10)	0:14	53:14	15:54:14			
	-	104							
ft Event Home	14	105							
û 🗤	12	106							
() Exit	10	107							
- Exit	19 F	F1	F1	0:13	53:27	15:54:27			

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

Autodownload	Edit S	plits							🗐 Help 📄 Fu
Autownoud	Num	Code	Description	Leg	Total	Time of Day	Score: 20; Time:	53:27	
© SPORTident UK Ltd 2012	14 S	S1	S1	0:00	0:00	15:01:00			
v2.477.797.1657 SQL Server: localhost	14	101 103	(101) (5) (103) (5)	52:47 0:13	52:47 53:00	15:53:47 15:54:00	Time is:	Elapsed Time	·
Database: events	4	102 104	(102) (10)	0:14	53:14	15:54:14	Control:	101	Ŧ
ft Event Home	4	105 106					2002501		
Bat	4 4 F	107 F1	F1	0:13	53:27	15:54:27	Punch Time: MMM:SS Source:	52:47 Electronic	
							Actions:		+: Edit 1↓ Insert Belov

The option "Insert Below" can then be clicked.





Autodownload	Edit S	plits							🖄 Help 📄 Fi
Autownicau	Num	Code	Description	Leg	Total	Time of Day	Score: 20; Time:	53:27	
© SPORTident UK Ltd 2012	t≣ s	S1	S1	0:00	0:00	15:01:00			
2.477.797.1657	1.1	101	(101) (5)	52:47	52:47	15:53:47	- ·		
SQL Server: localhost	14	103	(103) (5)	0:13	53:00	15:54:00	Time is:	Elapsed Time	
Database: events		102	(102) (10)	0:14	53:14	15:54:14	Control:	105	
		104							
🕇 Event Home		105					2002501		
û Up		106					2002301		🗸 Crea
		107					Punch Time: MMM:SS		
🕑 Exit	S F	F1	F1	0:13	53:27	15:54:27	Functi Time: MMM.33		
							Source:		
							Actions:		

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

Edit Splits - AutoDownload from	SPORTident	- SPORTio	dent UK - Appleby	Orienteering	Event - 09-N	1ay-2012		
Autodownload	Edit S	olits						🖄 Help 📄 Full
Autownioud	Num	Code	Description	Leg	Tota/	Time of Day	Score: 30; Time: 53:27	
© SPORTident UK Ltd 2012	** s	S1	S1	0:00	0:00	15:01:00		Revert to Download
v2.477.797.1657	14	101	(101) (5)	52:47	52:47	15:53:47		Revent to Download
SQL Server: localhost Database: events	1	105	(105) (10)					
Database. events	1	103	(103) (5)		53:00	15:54:00		
	12	102	(102) (10)	0:14	53:14	15:54:14		
ft Event Home	14	104						
பி பு		106						
O Exit	10	107						
	1.1	F1	F1	0:13	53:27	15:54:27		
1	L							

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".

Autodownload	Edit S	olits							🗐 Help 📄 Fu
	Num S	Code	Description	Leg	Total	Time of Day	Time: 54:27		
© SPORTident UK Ltd 2012	1	S1 101	S1	0:00 53:47	0:00 53:47	15:00:00 15:53:47			
v2.477.797.1657 SQL Server: localhost	• 2	101	1 (101) 2 (103)	0:13	53:47 54:00	15:54:00	Time is:	Elapsed Time	•
Database: events	+ 3	105	3 (105)	0:13	54:00	15:54:20	Control:	103	
	10.5	102	102		54:14	15:54:14			
ft Event Home	19 F	F1	F1	0:07	54:27	15:54:27	2002501		X Remove
🕆 Up									
😃 Exit							Punch Time: MMM:SS	54:00	
							Source:	Electronic	
							Actions:		🔶 Cancel 🛛 🔛 Update

Click on "Remove".





Autodownload	Edit S	plits						🙆 Help 📄 Full		
Autowniouu	Num	Code	Description	Leg	Tota/	Time of Day	m2; Time: 54:27			
© SPORTident UK Ltd 2012	** s	S1	S1	0:00	0:00	15:00:00		Conda All Combuly	Revert to Download	
v2.477.797.1657	11	101	1 (101)	53:47	53:47	15:53:47		 Credit All Controls 	Prevent to Download	
SQL Server: localhost Database; events	- 2	103	2 (103)							
	* 3	105	3 (105)		54:20	15:54:20	Time is:			
	19.1	102	102		54:14	15:54:14		Elapsed Time	•	
ft Event Home	r€ €	F1	F1	0:07	54:27	15:54:27	Control:	105	~	
🕆 Up		103	103			15:54:00				
😃 Exit							2002501			
							Punch Time: MMM:SS	54:20		
							Source:	Manual		
							Actions:		-: Edi	

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:

- a) 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 multistage event then aggregate results will be wrong.
- b) 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
- c) 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:
 - i. Delete the download (See below for details)
 - ii. Remove the SI-Card from the entry that has the SI-Card allocated to it, using the "Modify Entry" screen.
 - iii. Add the SI-Card to the correct entry using "Modify Entry".
 - iv. 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.

Swap Download - AutoDownload	from SPORTident - SPORTident U	K - Appleby Oriente	ering Event - 09-Ma	y-2012				_ _ ×
A	Swap Download							🖄 Help 📄 Full
Autodownload	Swap Download for:	SI-Card: 2002	282 Entry:Andrew Re	berts (SLOW)	Green			
© SPORTident UK Ltd 2012								
v2.477.797.1657	Swap Download to:							
SQL Server: localhost Database: events	SI-Card Number:							
	Name:							
ft Event Home	Club:							
û Do	Course:	Green						•
🕚 Exit	Downloaded only							
	Unclassified only							
	Sort By:	Name						•
	Maximum Number to Return:	50						•
								🖉 Clear 🔍 Search
	Name	SI-Card	Age Class	Club	Course	Time Taken	Start Time	
	1↓ Martin Brick	11137	M55		Green		10:05:00	
	1↓ Andrew Roberts 1↓ Sam Smith	2002282	M45	SLOW	Green	52:51	10:02:00	
	l • ann annuñ	2002253	W35	BL	Green	37:14	10:04:00	
	5							

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

View Downloads - AutoDownloads			opleby Orienteering Event - 29-May-2012	
Auto	View Downl	oads		🗐 Help 📄 Full
Autodownload	2002501		Download: 16:47:16	** Remove Download
© SPORTident UK Ltd 2012				
v2.477.797.1657		2002501		
SQL Server: localhost Database: events	Clear	Tuesday 15:53:49		
	Check	Tuesday 15:53:49		
	101	Tuesday 15:53:47		
ft Event Home	103	Tuesday 15:54:00		
🗘 Up	102	Tuesday 15:54:14		
() Exit	Finish	Tuesday 15:54:27		

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 Mini Mass Start - AutoDow	nload from SPORTident - SPORTident	: UK - The Yomp Mountain C	hallenge - 03-Jun-2012		
Autodownload	Add Mini Mass Start	🔚 Save	🖹 Full		
Autodownioda	Mass Start Time: HH:MM:SS	8:00:04			
© SPORTident UK Ltd 2012	Wave Name:	Red			
v2.477.797.1657 SQL Server: localhost Database: events2012					
ft Event Home					
ပါ ကို Up					
🕘 Exit					

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

🕴 Mini-Mass Starts - AutoDownloa	d from SPORTident - SPORTident UK - The Yomp Mountain Challenge - 03-Jun-2012	
Autodownload	Mini-Mass Starts	🖆 Help 📄 Full 💥 Delete All
© SPORTident UK Ltd 2012 v2.477.797.1657 SQL Server: localhost Database: events2012	♥ 08:00:04 Red	
 n Event Home 		





Click	on	the	time	to	თი	to	the	mini	mass	start
CIICK	on	uie	ume	ω	go	ω	uic		mass	start

A	Mini Mass Start	🙆 Help	🗱 Delete 📄 Full
Aut Odownload	08:00:04		
© SPORTident UK Ltd 2012	Red		
v2.477.797.1657 SQL Server: localhost Database: events2012	73 punches		
🕇 Event Home			
🗘 Up			
Modify Mini Mass Start			
Read Hardware			
Read SiConfig/SiManager			
Add Mini-Mass Start Punch			
Add by Race Number			
Mini-Mass Start Competitors			
🕘 Exit			

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)

Manual Time Adjustment - Auto	Download from SPORTident - SPORTide	nt UK - Appleby Orienteerin	ng Event - 2	29-May-201	2	
Autodownload	Manual Time Adjustment		🖄 Help	🔚 Save	🗙 Delete	🖹 Full
Autodownload	Penalty/Bonus:	Penalty				•
© SPORTident UK Ltd 2012	Value: HH:MM:SS	00:10:00				
v2.477.797.1657 SQL Server: localhost Database: events						
ft Event Home						
🕆 Up						
Bxit						

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.

A	View Entr	y					🗐 н	elo 🗎 Fu	
Aut Odownload				Recalculate Resul					
SPORTident UK Ltd 2012	SI-Card Nur	nber(s):							
2.477.797.1657 QL Server: localhost	Membership			2002501					
SQL Server: localnost Database: events		numbers.		BOF Number:					
	Name:			Jane Blue					
Event Home	Age Class:			M45					
Up	Club:			MDOC					
Modify Entry	Start Time:	HH:MM:SS		15:01:00					
Edit Splits	Downloaded (16:47:16)								
View Downloads		Score							
Swap Download	Result:			30: 63:27					
Add Safety Comment	Manual Bor	us/Penalty:		10:00					
Advanced	Registration	-		10.00					
Exit	nogiatizitori	Notos.							
							兽 Print Splits	* Positio	
	Number	Code	Description	Leg	Total	Time of Day	Points		
	S	S1	S1	0:00	0:00	15:01:00		llocated	
	1	101	(101)	52:47	52:47	15:53:47	5		
	2	105	(105)				10		
	3	103	(103)		53:00	15:54:00	5		
	4	102	(102)	0:14	53:14	15:54:14	10		
	F	F1	(F1)	0:13	53:27	15:54:27	0		

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)





A	Import Manual Bonus/P	enalties Times	🛍 Help 🗎 Ful
Autodownload	Import File:	C:\tmp\ManualTimeAdjustments.csv	
SPORTident UK Ltd 2012	Key Used in File:	SI-Card	
2.477.797.1657 QL Server: localhost atabase: events			Read File
	List is:	Full List	•
Event Home	Results for import of Import M	anual Bonus/Penalties Times:	*
• Up	4 records processed 0 records imported		
Exit	4 records overwritten 0 records skipped		
	Import successful.		

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

Autodownload	Course [Details						🗐 Help 🛛 🗎 F
					* Create Butterfly Variations	** Create Figure of 8 Variations	Copy Course	Copy Variation
SPORTident UK Ltd 2015	Name:			POC	: KandQ			
.521.1065.2154				FUC	, Kandig			
L Server: localhost tabase: events2012	Course Ch	necking:		Line	ar			
	Distance:							
Event Home	Climb:							
Up	Mass Star	t Time: HH:	MM:SS					
Modify Course	Number	Publis	Publis Poi	ints	Control Type	Description	Electronic Cod	le(s)
Add/Insert Control	🗢 s		S1		Optional Linear	Start Section 1	Start	
Award Levels	I	1	102		Mandatory Linear, 1-Janet's Brae	End Section 1	102	
Set ETA Leg Times	I I I I I I I I I I I I I I I I I I I	2	103		Mandatory Linear, Excluded	Start Section 2	103	
	I I I I I I I I I I I I I I I I I I I	3	104		Mandatory Linear, 2-Kind of Blue	End Section 2	104	
Exit	4	4	105		Mandatory Linear, Excluded	Start Section 3	105	
	<₽ 5	5	106		Mandatory Linear, 3-John McEnroe	End Section 3	106	
	🤿 <mark>6</mark>	6	107		Mandatory Linear, Excluded	Start Section 4	107	
	I I I I I I I I I I I I I I I I I I I	7	108		Mandatory Linear, 4-The Wall	End Section 4	108	
	🗢 8	8	109		Mandatory Linear, Excluded	Start Section 5	109	
	و 🗢	9	110		Mandatory Linear, 5-Brown Trout	End Section 5	110	
	🗢 10	10	111		Mandatory Linear, Excluded	Start Section 6	111	
	🗢 F		F1		Optional Linear, 6-Big Exit	End Section 6	Finish	

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

A	Modify Control		🗐 Help	🔚 Save	🗱 Delete	🖹 Full
Autodownload	Number:	3				
SPORTident UK Ltd 2012	Published Code:	104				
2.477.797.1657 QL Server: localhost	Control Type:	Mandatory Linear				•
atabase: events2012	Published Number:	3				
	Description (Master):	End Section 2				
Event Home	Electronic Code 1:	104				
Up	Electronic Code 2:					
Exit	Electronic Code 3:					
	Electronic Code 4:					
	Electronic Code 5:					
	Exclude leg from total time?					
	Maximum Excluded Time: HH:MM:SS					
	Penalty for Missing: HH:MM:SS					
	Bonus for Visiting: HH:MM:SS					
	Sub-Stages	2-Kind of Blue				

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.