



# COMPUTER TEAM LEADERS' HANDBOOK

This document captures what it is that the Computer Team Leader needs to do and to give some practical instruction on how to do it.

Autodownload has full Help facilities activated by the F1 key. SportIdent UK also maintain an excellent handbook for Autodownload on their website.

A copy of the current version of this document is available on the CLOK website (in the Members Area, under Event Organisation Toolkit). Two printed copies are kept with the CLOK computers.

If you notice mistakes or worthwhile additions, please let us know so that the Master copy can be kept up to date.

**This is Version 1, August 2012**

## Contents

## Page

Team Leaders' Handbook.....	2
Checklist for Event.....	10
Appendix 1: The SI equipment.....	11
Appendix 2: Setting up an event in AutoDownload .....	13
Appendix 3: Preparing the SI boxes .....	18
Appendix 4: Updating the Autodownload Archive.....	25
Appendix 5: Setting up the Computer Station at an Event .....	27
Appendix 6: Running the Event on the Day.....	32
Appendix 7: Dealing with Download Problems .....	38
Appendix 8: Safety Issues.....	42
Appendix 9: Producing Results files from Autodownload.....	46
Appendix 10 : Using Print Station and Autodownload .....	47

This part of the footer shows the document version number

This part of the footer shows which part of the document you are in

# Team Leaders' Handbook

## Introduction

These days, running an orienteering event depends heavily on computers and electronic equipment. In particular:

Before the event:

- (a) The SI boxes have to be prepared (and to have the correct ID numbers).
- (b) The courses need to be entered into the Event Management software.

Either before the event or during the registration period at the event

- (c) The competitors' information needs to be entered into the Event Management Software.

During the event

- (d) There needs to be a facility for competitors to download their dibbers and receive print-outs of their split times.
- (e) Provisional results should be displayed during the event.
- (f) Towards the end of the event it will be necessary to check whether any competitors are still out in the competition area.

After the event

- (g) The results and split times need to be prepared for issuing.

The Computer Team Leader is the person charged with the responsibility for making all this happen. He or she has to obtain and set up the necessary equipment, consults with the organiser to recruit volunteers to man the computer station at the event, and resolve any problems (with the equipment, the software or the procedures) that arise during the event.

This document attempts to capture what it is that the Computer Team Leader needs to do and to give some practical advice on how to do it. Detailed information is held in one of the appendices listed at the back of this document. The various actions are collected into a checklist on the final page of this document.

SportIdentUK also maintain an excellent User Guide for Autodownload, available from their website. This supplements the comprehensive 'Help' facilities in Autodownload.

The documents are written assuming readers understand the rudiments of how orienteering events are organised and planned, and of how to operate windows-based PCs.

This is version 5 of these notes and has been re-written to cover AutoDownload. Please check the Event Organisation Toolkit area of the CLOK web site (at [www.clok.org.uk](http://www.clok.org.uk)) to see if there is a later version. The latest version of these notes should also be in the **Toolkit** folder on CLOK's Dell notebook computer.

## **1 Obtaining the SI Equipment.**

NEOA SI equipment is shared between NATO and CLOK. The CLOK part of this NEOA SI set is listed in Appendix 1, along with the CLOK-owned items. Equipment is usually held at the Archers' house. Extras can be borrowed from NATO for larger events. CLOK events use the CLOK computer equipment, also listed in Appendix 1, and stored at Archers' house.

**ACTION:** As soon as you've agreed to be the Computer Team Leader for an event and you think you will need extra kit (usually just boxes or dibbers), contact NATO and check that their SI equipment can be booked for your event. The best way to get hold of the NATO SI equipment is usually to arrange for someone to pick it up from whichever event is using it immediately before your event. And plan how it will be returned afterwards (maybe someone collecting at the end of your event).

**ACTION:** four weeks before the event, contact the Archers and make arrangements to get hold of the CLOK SI and computer equipment.

### **Stakes, kites and power source**

The Planner will arrange to get hold of the CLOK stakes and kites. It would be a good idea to check that he or she has made the necessary arrangements. More could be borrowed from NATO.

CLOK has a generator for power on the day; also a backup 12v battery. The Organiser will arrange to get this to the event.

## **2 Programming the SI Boxes**

**ACTION:** A couple of weeks before the event, contact the Planner and agree the arrangements for (a) programming the SI boxes, (b) when the older BSF6 boxes should switch on and off and (c) getting them to the Planner in time for him or her to put them out in the competition area.

At the same time, agree how the course definitions are going to be supplied. You will need these in order to set up the courses in the Event Management Software and also to decide which boxes to prepare. The simplest approach is for the Planner to send you the course files exported from the planning tools, either OCAD or Purple Pen

You will need to find out when the Planner is intending to start putting the SI boxes out in the competition area.

For a Sunday morning event, possible schedules are as follows:

- On Saturday afternoon / evening the Planner puts out all the stakes and kites except the ones that are going to be in exposed positions on paths, etc. The Controller checks that the stakes are in the right places.
- On Friday evening or Saturday afternoon / evening the Computer Team Leader programs the SI boxes and delivers them to the Planner.
- On Saturday afternoon or Sunday morning the Planner goes round and puts the SI boxes on to the stakes.

**ACTION:** About a week before the event, contact the Organiser and planner and agree the overall timetable for the event. At the same time, it is useful to agree the registration procedure. (See the second action in Section 5 below.)

Agree (i) when the accommodation for the computer station will be ready and (ii) when the computer system will be available for helpers' registration.

A typical timetable is as follows:

08:45	Computer station accommodation ready. Computer Team Leader starts setting up the computer station.
09:30	Computer station ready for helpers' registration.
10:00	First helper's start. Registration opens.
10:30	First start for normal competitors.
12:00	Registration closes.
12:30	Last start for normal competitors.
13:00	Last helper's start.
14:30	Courses close.

If only the newer 'BSF7' SI control boxes are being used, then they need "programming" to synchronize the time and to check the function and number is correctly set.

If some BSF6 SI boxes are being used for the event, then they need programming to be active at the relevant time. They need to wake up in time to allow "helpers' starts" at

the beginning of the event and to stay awake until at least the course closing time. It's simplest to program all the boxes to be awake for the same period of time, but you may decide to keep the Finish boxes awake for an extra hour after the course closing time so that late-finishing competitors at least get a total running time. For a major event, consult the Organiser to check whether there is any danger of the start times having to be put back because of logistical problems with the parking or the arrangements for transporting competitors to the Start. If there is, then consider keeping the boxes awake longer (e.g. for an extra hour) so that they will continue to operate for the full competition period even if the start times are delayed.

Typical "awake periods" for the various BSF6 SI boxes are as follows, but Switch On may need to be earlier if Planner/Controller want to check some boxes are working before the Start:

SI box duty	Switch on time	Switch off time
Check and Clear	Fifteen minutes before the first helper's start. E.g. 09:45	Fifteen minutes after the last helper's start. E.g. 13:15
Start	First helper's start. E.g. 10:00	Fifteen minutes after the last helper's start time. E.g. 13:15
All Controls	First helper's start. E.g. 10:00	Five minutes after the course closing time. E.g. 14:35
Finish	First helper's start. E.g. 10:00	Half an hour after the course closing time. E.g. 15:00

**ACTION:** At the appropriate time program the SI boxes and give them to the Planner.

You need to program:

- (a) The SI boxes being used on the courses.
- (b) The four extra SI boxes that can be used to replace any SI boxes that fail during the event.
- (c) Two each of Clear / Check / Start / Finish boxes. If possible, use BSF7 Start and Finish boxes as they are easier to download for safety checks, but use BSF6 Check and Clear boxes (to help identify runners using newer SI cards which are not compatible with BSF6 boxes).
- (d) Normally only one of each is used with the other set kept in reserve.
- (e) Agree if the Planner or the Organiser will put the Start and Finish boxes in position.

See Appendix 3 for detailed instructions on programming the SI boxes.

### **3 Setting Up the Event in Autodownload**

**ACTION:** A few days before the event, ask the Planner for a FINAL version of the course specification files.

**ACTION:** A few days before the event, set up a new event in AutoDownload (see appendix 2) and enter the course specifications.

### **4 Updating the Competitor Archive**

AutoDownload's archive is a database containing information about orienteers and their SI-cards. This is particularly useful during the entry process, because entering an SI-card number (either manually or by a "dibbing entry") brings up the competitor's name, club and age class, provided that the competitor's information in the archive is up to date.

Each of CLOK's two laptops has its own independent copy of the archive. For each event, only the copy of The Archive on the 'server' computer is active, but it is best to keep both copies up to date. The master copy of the competitor archive is kept on the SPORTident UK database, and the relevant information can be downloaded from the SPORTident UK web and imported into AutoDownload

Note that the archive does not need to be updated to account for age-class changes in January each year, as has been necessary in the past. AutoDownload calculates age classes based on the event date and competitor's year of birth

**ACTION:** During the week before the event, consider downloading an up to date copy of the competitor information from the SPORTident UK web site and use it to update the AutoDownload archives on the CLOK notebook computers. See Appendix 4 for details of how to do this.

### **5 Preparing the Computer Station for the Event**

**ACTION:** A couple of weeks before the event make arrangements to obtain the equipment that you will need for the Computer Station. See Appendix 1 for the list.

You will need:

- The SI equipment (excluding the SI boxes given to Planner).
- The SI cards for hire.
- The generator (or two "deep cycle" batteries or a mains power supply).

- Two or three laptops and associated equipment (including the router, various network cables and the USB flash memory stick).
- The Epson and/or Brother Splits printers and the inkjet printer.
- The box of sundries
- Ordinary paper (for printing out results).
- Sellotape & Scissors, pens & scrap paper.
- A supply of (a) Registration forms (b) the notice asking competitors to register their SI-cards via the SPORTident web site, and (c) the form to enable people without Internet access to register their SI-cards. Check in the SI sundries box
- Also, consider whether there are any signs that you might need.

**ACTION:** About a week before the event, contact the Organiser and agree (a) the procedures for registration and download, and (b) the layout of Registration, Enquiries and the Computer Station (c) how many registration cards (for hired / borrowed SI cards) will be needed - about 50 so check the stock in the organiser's box & (d) the arrangements for getting them to the Registration point or Car Park officials

**The usual procedure for registration is as follows:**

All competitors come to a single Registration point at which they pay their entry fees and receive control descriptions or a paper slip - to guarantee a map at the Start.

(The alternative is to have two pay-points - one at the computer for own dibber people, and one for those hiring a dibber. The disadvantages are extra manpower, splitting up the CDs, and splitting families registering together).

**Then the Paymaster must make sure one of the following happens .....**

- Competitors using their own SI cards go to the computer station to do a "dibbing entry". If they do not appear on the archive, enter details manually on laptop. (Tell them to register on Sportident website)
- Competitors hiring SI cards must hand in a registration form as they receive their hired dibber and then go straight to the Start. **Registration Team check details are complete and legible and enter hire dibber number on form.**
- Competitors who have borrowed SI cards from other people also hand in a registration form at the Registration point and then go straight to the Start.
- Details from Registration forms are entered later on the computer by the SI team.

**ACTION:** A day or two before the event, consider testing the computer(s) that you will be using for the event. To do this you would need to do the following:

- (a) Check that the computers can talk to each other across the network.
- (b) Make sure that the AutoDownload software works across the network.

(c) Check that relevant computers can print to the splits printer.

(d) Test print for Results

## **6 The Computer Team.**

**ACTION:** About 2 - 4 weeks before the event, consult with the Organiser to recruit members of the Computer Team for the event. In addition to yourself as Computer Team Leader you may need:

- One volunteer for the early shift.
- One volunteer for the late shift.

If you are going to have a run, you will need to ensure that an extra volunteer on the late shift has sufficient experience to be able to deal with download problems. It is generally better for the Computer Team Leader to have a late run rather than an early one, because if the data entry is done correctly then there should be few problems during download.

## **7 Setting up the Computer Station**

**ACTION:** On the day of the event, get the Computer Station set up in time for helpers' registration (and at least half an hour before the start of the main Registration period). See **Appendix 4** for a detailed, step-by-step description of how to set up the Computer Station.

## **8 During the Event**

The Computer Manager is responsible for electronic events on the day. These are covered in more detail in the appendices.

**Appendix 6** Running the event on the day

**Appendix 7** Dealing with Download Problems

**Appendix 8** Safety issues and tracking missing competitors

## **9 Issuing Results after the Event**

These days, competitors expect the preliminary results and split times to be available on the host club's web site by the evening of the event, and we should try to meet that expectation.

**ACTION:** After the event, check through the results for missing information, misspellings, etc. and make any necessary corrections in the **Entries** table. Enter as many BO numbers as possible (from the Archive).

**ACTION:** Generate electronic copies of the results and send them to the CLOK Webmaster at [webmaster@cloak.org.uk](mailto:webmaster@cloak.org.uk).

See **Appendix 9** for a detailed explanation of how to generate the required files.

The Webmaster will also send the Results in a prescribed format to BO for the Rankings List within seven days.

**Alastair Mackenzie, 2007**  
**Updated Paul Thornton 2012**

### **Note to other orienteering clubs**

You are very welcome to use these notes as they stand, to adapt them for your own circumstances, or to extract relevant sections for inclusion in your own Organiser's Handbook. Where appropriate, a brief acknowledgement that the material originally came from CLOK would be appreciated. If you have any questions, comments or suggestions for improving these notes then please contact Alastair Mackenzie or Paul Thornton.

## Checklist for Event

- 4weeks	Arrange to get hold of the CLOK SI and computer equipment.	Appendix 1	
	If it's needed, contact NATO and check that their SI equipment can be booked for your event.	Appendix 1	
- 2weeks	Liaise with planner to receive initial course spec, box requirements and agree timetable for putting out boxes		
	Liaise with Organiser to agree registration procedure and layout, source of power, and recruitment of registration and computer team helpers.		
During the week preceding the event	Obtain computer and other equipment, and check consumables (ink, paper, forms)	Appendix 3	
	Receive FINAL course specs from planner		
	Prepare the SI boxes and give them to the planner	Appendix 3	
	Set up event in Autodownload and Create Backup	Appendix 2	
	Consider updating AutoDownload archive	Appendix 4	
	Consider testing full computer network before event		
On the day	Set up equipment in time for helpers first registration	Appendix 5	
	Run the event , deal with download problems	Appendices 6 & 7	
	Account for all competitors	Appendix 8	
Immediately after event	Tidy up entry data, and resolve any queries with organiser and controller.		
	Mail copies of "OE" and "Presentable" results files to webmaster	Appendix 9	
After event	Return equipment, noting anything damaged or missing and any consumables used.		

## **Appendix 1: The SI equipment**

### **Overview**

The NEOA owns a set of SI equipment for use by the Northeast clubs. In March 2010, the kit was split with each half being held by NATO and CLOK. Each kit is capable of supporting a Local Event without having to arrange borrowing. For Regional and larger events, either club can borrow the other half of the kit.

### **The main set of NEOA SI equipment held by CLOK (almost identical to that held by Nato)**

- 24 BSF6 control boxes (which require programming to switch on and off), normally numbered 131 - 154, together with 2 each of Clear, Check, Start and Finish boxes.
- 35 newer BSF7D control boxes (which come on with the first use), normally numbered 200 - 234, together with one each of Start and Finish, and a Clear in the Training Kit.
- 1 BSF6 master control box with USB connection.
- 2 BSF7 master boxes with USB connection.
- Training Set comprising
  - 1 BS8D blue master station that acts as both (i) a Clear station and (ii) a TimeMaster station.
  - 1 BSF7P printing station for downloading SI-cards and printing split times, with battery charger.
- Spare batteries for the SI boxes.
- 1 inverter for use with 12 volt battery.
- Surge-protected extension with 8 sockets.
- 15 metre heavy duty extension cable (3 sockets).
- Epson TM-T90 Receipt Printer (for printing split times) and spare paper.
- A tin box containing:-
  - A magnet (for waking up SI boxes).
  - 2 purple SI cards (for switching off Master and SI boxes).
  - 1 Allen key (for opening up the SI boxes to replace their batteries)
  - 2 inductive coupling sticks (for making the connection between a reader station and an SI box).
  - Spare seals, nuts and bolts for the SI boxes.
- 55 SI-cards (dibbers) for hiring out.

### Clok also has SI and computer equipment consisting of the following

- 3 laptops, all loaded with SI Manager, SI-Config, OE2003, AutoDownload
  - CLOK01, Dell (2006)
  - CLOK02 , Dell (2009)
  - CLOK03, Omnibook laptop
- Network hub, assorted cables.
- Dell A4 Printer
- Brother Splits printer (using sticky labels)
- Supply of registration cards and various paperwork
- Generator, and 1 heavy duty battery and charger

Note that **the Training Set** can be used without a computer.

- In TimeMaster mode, the master station can set the clocks in the other (version BSF7) boxes and can (optionally) clear the boxes' memories.
- The master station can be used to clear trainees' SI-cards.
- When the trainees return from their runs the printing station can download their SI-cards and print out their split times.

### Clok also has the following Planner's equipment

- 55 yellow lightweight stakes
- 50 loose punches for use with yellow stakes
- 60+ older (electric fencer style) stakes, with punches attached.
- 150 kites
- Approx 30 kites with letters on plus canes with punches (for events using control cards)
- Red & white tape and yellow & black tape
- 3 crates for stiles, and insulator pipe material to wrap round barbed wire.

## Appendix 2: Setting up an event in AutoDownload

Setting up the event comprises several stages:

- Basic Setup of the Event on the main computer
- Importing Course definitions
- Creating a backup

There are some specific features to be aware of when setting up a **Score Course**; these are described in Section 6 of this appendix

### 1 BASIC SETUP ON MAIN COMPUTER

This only needs to be done on the 'Server' computer.

There are several steps to setting up the basic data for an event. Most of the data needed to set up the event are taken from a 'template which is selected in step 1. Subsequent steps only change a few data items where those settings are not appropriate for our needs.

1. **Start Autodownload** and **select Add Event** from the navigation panel
2. Step 1 of the 'Add Event' screen will be displayed.
  - 2.1. Enter the **Event Name**, typically just the Name of the area. There is no need to include the word 'CLOK' nor the event date in the title; they are included automatically where needed.
  - 2.2. Enter the **Event Date**
  - 2.3. From the drop down list, select "**Orienteering Local** as the Event type"
  - 2.4. Add some words to appear at the foot of the splits printout in "Splits Advertising"  
(Results at [www.clok.org.uk](http://www.clok.org.uk))

**Add Event - Step 1 - Basic Details**

Name: Wykeham Avenue Sprint

Date: (dd/mm/yyyy) 1/7/2012

Event Template: Orienteering Local

Play Event?

Use Commentary?

Splits Advertising: Results at www.clok.org.uk

Series Name (if applicable):

If you wish to see advanced settings, click "Next", otherwise you can just click "Save".

3. Click **Next** to move to Step 2. Change 'Autodownload course match' to 'None'
4. Click **Save**. This completes the basic event setup and returns you to the event list.

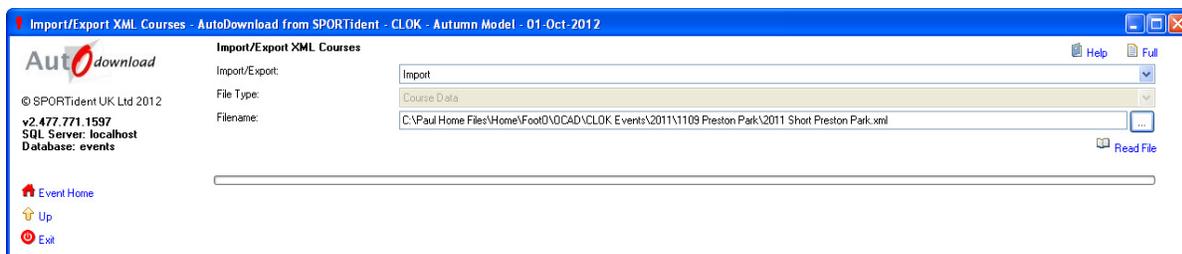
5. Double Click the Event Name. This will take you to the Event Overview for the event you have just set up.

## 2 IMPORTING COURSE DEFINITIONS

You should have received the course definitions from the planner in either 'XML' format (from Purple Pen or OCAD9) or in 'OCAD' format (from OCAD8). See Page 16 to see how this is done; you can e-mail those descriptions to the planner if he does not know.

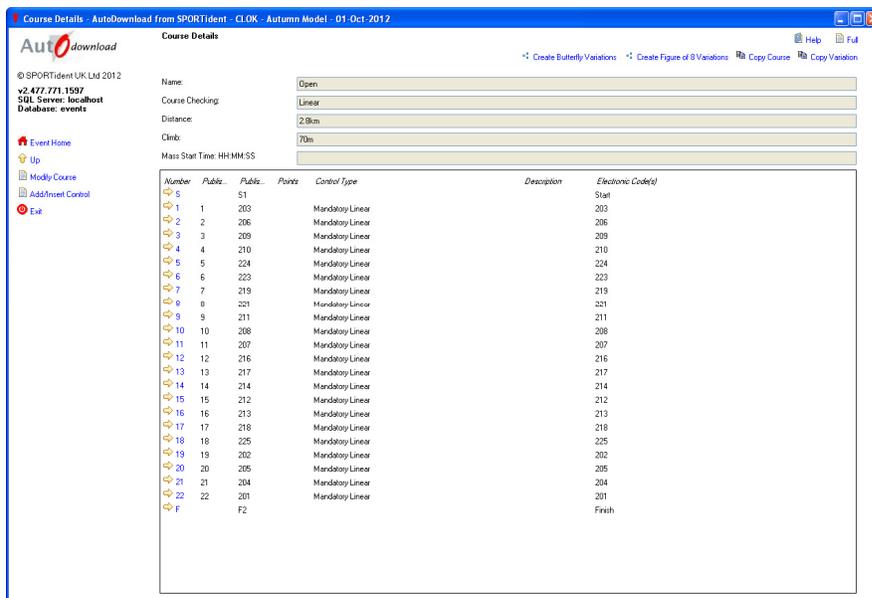
Put the file on a memory stick.

1. From the Navigation panel, select '**Courses**' to move to the courses menu
2. Click **Import / Export XML Courses** or **Import Courses from OCAD8** as



**appropriate**

3. Select '**Import**' from the drop down box.
4. **Specify the filename.** Simplest method is to click the button with three dots, and then navigate to the required file.
5. Click **Read File**. You'll be asked to confirm the operation, then the file will be imported and a success message displayed
6. In the navigation panel, Click **Up** to return to the courses menu. The imported courses will be listed.
7. Click on a course name and check that course definitions are displayed, for example like this:



8. In the Navigation Panel, Click **Event Home**

### 3 CREATING A BACKUP

It's a good idea to create a backup now, and create a folder to hold the backup. This is where you will back-up the event during the day.

1. Double click **Windows Explorer** on the Desktop.
2. Click on **My Computer / Event management documents / Clok Events / 2012**.
3. Highlight Clok Events. Click on **File / New/ Folder** on top line.
4. Name new folder with **place and date (yymmdd)** - same format as others.
5. Now highlight your event. Click on **File / new / folder** on top line.
6. Name new sub folder **Backup**. This is the location for your backup on the day.
7. Now, in Autodownload in the Event Overview Screen, select **Backup Event** from the Navigation Panel
8. Specify the filename and location created above and Click '**Write File**'
9. During the day do regular backups in a similar way. Click **Event Home** in the Navigation Panel.
10. You should also do a backup onto a memory stick in case the laptop fails.

### 4 EXPORTING CONTROL AND COURSE DEFINITIONS FROM OCAD8

This will normally be done by the planner

1. Start OCAD8 and open the OCAD course file.
2. File - export courses,. Check that the 'Courses' radio button is ticked, and click OK
3. A file selection window will appear. Specify a sensible file name and click 'Save'
4. Close down OCAD
5. Send the saved file to the Computer Team Leader.

## 5 EXPORTING CONTROL AND COURSE DEFINITIONS FROM PURPLE PEN

This will normally be done by the planner

1. Start PP and open the course file.
2. File - Create e-punch exchange file.
3. A file selection window will appear. Specify a sensible file name and click 'Save'
4. Close down PP
5. Send the saved file to the Computer Team Leader for your event.

## 6 CREATING A SCORE EVENT

1. From Event list, select **Add Event**
2. Insert Name, date, Event Template as **MBO Score**
3. Go to Step 2 and enter '**None**' for Autodownload course match
4. Step 3 select '**BOF**' for membership type
5. Click **Save**. The screen returns to Event Overview showing a new box saying Score Course No Penalties.
6. Click **Courses**, and click first course which opens **Course Details**. Click **Modify course**
7. For **Score Minutes** enter length of course in minutes (e.g. 40 or 60). Click **Save**.
8. On Course Details screen, click **Lateness Penalties** and then **Add Penalty**
9. Select **penalty** (or bonus), leave 'Seconds from' and 'Seconds to' blank, add **60** for seconds interval and a **number for points** lost per minute late (e.g. 5). (The

'Seconds To and From' allow you to apply progressive penalties, e.g. 5 points for 1-5 minutes and 10 points for 5-10 minutes' late. This is not usually used in Foot-O)

10. Click **Save**

11. **Repeat this for each course**, remembering to Save each time.

## Appendix 3: Preparing the SI boxes

### Compatibility

Use SI Config and a 'new' BSF7 master box attached to the CLOK01 or CLOK02 computers to programme 'new' BSF7 controls

Use SI Manager and an 'old' BSF6 master box attached to the CLOK01 computer to programme 'old' BSF6 controls

Other combinations of computers, master and control boxes may work intermittently but these are the combinations recommended by SportIdent.

### **Using SI-Config to programme new BSF7 SI boxes**

Follow this procedure for all BSF7 boxes to make sure the time matches the laptop time and, therefore, any older BSF6 boxes use at the same event. This procedure also clears any old information on the Start/Finish/Check/Clear boxes.

1. Sign on as *CLOKhelper*. Check time on laptop and correct if necessary.
  - Double click **SI-config** on the desktop. *SI-config Prepare Stations* window opens.
  - Connect a **BSF7 Master Box** to a USB port. Put on a control box via coupling stick
  - Click **Read**: a report will appear in right box - proceed to 2 & 3 below.
  - If the message **8002 Invalid port number** comes up, try clicking on *Port Settings* on top bar, and **OK** to whichever port number it shows. If that does not work, go to (4) below.
2. Check details in bottom half of screen (below **Write**) which you wish to enter:
  - **Code no** - put in the number of the box to be programmed, probably same as in Read above. After the first box, it moves on one number each time (but you can change it at any time)
  - **Working time** - currently set at 2 hours (you can only change this when no box is on)
  - **Date and time** - check these but they should be matching computer time - and therefore match the old boxes you will be programming.
  - **Operating mode** - select Control/Start/Finish/etcetera
  - **Turn off after write** - tick box.
3. Put control box on (no need to wake it up).
  - Click **READ** - it will read the contents (see the report in right panel)

- **Always**, in bottom half of panel, **check** that the code number and function are the same as on the box, or change if required
- Click **WRITE**. See events logged in Right panel.
- Remove box and continue with others.
- Note the number has moved on one digit.

Continue with the rest of the boxes.

#### 4. You may need to check the port setting. Sign on as Administrator (*Mike7Rickard*)

- Go to Start / Control Panel / System. Open *System Properties* and click *Hardware* tab. Open *Device Manager*.
- Expand *+Ports (COM & LPT)*. Look at SPORTident USB to UART Bridge Controller (COM ??). Note the COM port number ??? of this device \*\*
- Close all these windows and return to SI-Config page.
- Click *Program settings / Serial port*. This opens the list of COM ports - default seems to be COM3 (.....). Change 3 to the number above \*\*.
- Click OK and proceed as in paragraphs 2 and 3 above.

### Using SI Manager to programme 'old' BSF6 boxes.

First of all start **SIManager** on the CLOK01 laptop (the CLOK02 laptop will not connect to the older BSF6 master box) and enter the basic information about the event.

1. Sign on as *CLOKhelper* and Start **SIManager**.
2. Click on **Event** in the menu bar and then on **New** in the drop-down menu. This opens the **Create a new event** window.
3. Enter the same name, date and zero time (default is 08:00:00 before any competitors go out) as you used when you set up the event in Autodownload.  
**Note:** It is important that the same zero time is used in both SIManager and OE2003, and maybe for Autodownload too.
4. Click on **OK** to close the **Create a new event** window.

Next, get ready to program the SI boxes.

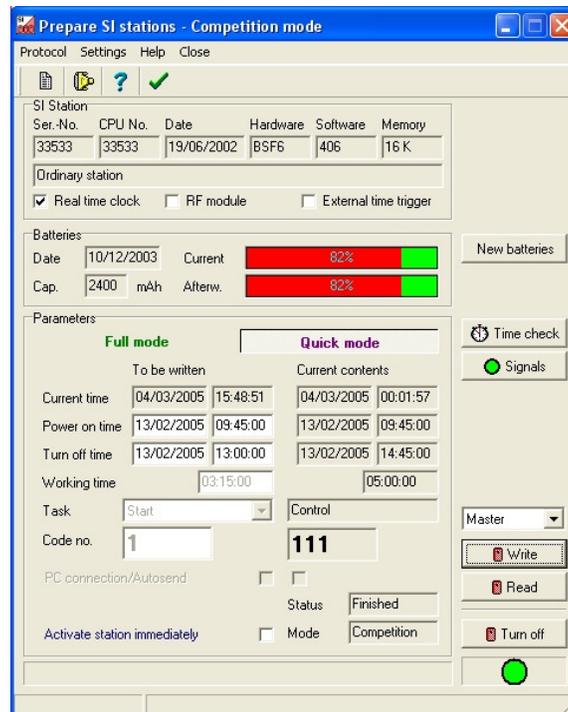
5. Connect an old v6 SI master control box to the computer via the USB cable.
6. Click on **SI stations** in the menu bar, then on **Prepare** in the drop-down menu, and then on **Competition mode**. This opens the **Prepare SI stations - Competition mode** window. A small window also pops up to ask you to check the PC clock.

7. Check the PC clock. Do this by double clicking on the time in the bottom right hand corner of the desktop. **It should be the same as you used for SI-Config.**

The PC time will be downloaded to the SI boxes and they will use that calibration to determine when to wake up and when to switch off again.

To change the time, sign on as Administrator. Right click on time, click **Adjust date/Time**, change time and click **OK**.

8. Once you have checked the PC clock, click on **OK** to close the small pop-up window.



9. In the Prepare SI stations window, check that **Master** is selected (bottom right dropdown). If **Directly** is selected then SIManager will read from the memory of the reader station rather than the computer.
10. Insert an inductive coupling stick into the hole in the reader station.
11. Use the magnet to wake up the reader station.  
**Important note:** Whenever you use the magnet to wake up any SI box, check how many times the box beeps and flashes. The normal wake-up signal consists of two beeps. If the box beeps and flashes sixteen times then its battery is running low and should be replaced. (Also, if battery life "after programming" is more than 90% red, then change battery - see Section below)
12. Use the magnet to wake up an SI box.  
Remember to check how many times it beeps and flashes.

13. Place the SI box on top of the reader station so that the inductive coupling stick fits into the hole in the SI box.
14. Click on **Read**. The **SI station status** indicator in the bottom right hand corner of the window should turn violet and the progress bar along the bottom of the window should lengthen from left to right as the SI box memory is read. Once the read operation is complete the **SI station status** indicator should turn green. Right column shows results as *Current Contents*.

If the message *Com Port not ready* appears, click on **Port Settings / Ok**. If it still does not respond, you may need to go in as Administrator (see Point 4 on page 18)

Check that **Real time clock** is checked. (fourth line down)

15. Select **Quick mode**.

**IMPORTANT NOTE:** Make sure that you select **Quick mode** - unless you are intending to re-number SI boxes and/or allocate them to different duties.

**(SIManager defaults to Full mode.** If you forget to select Quick mode then you may find that you have accidentally re-numbered SI boxes or you may have changed them from, for example, Control to Finish station.)

See later in this appendix for notes on when and how to use Full mode.

16. Under **To be written** (Left column) check the date and time beside **Current time**. These should be correct as you have just set the time, but it's worth double checking.
17. Enter the desired **Power on date and time** and the **Turn off date and time**. (Ignore the right side "Current contents" at this time)
18. Double check these **Power on** and **Turn off** dates and times.  
Judging by my experience, once you've finished programming all the SI boxes you'll suddenly think "Did I put in the right date? What happens if I got the date wrong and none of the SI boxes wake up for the event?" Double checking the dates and times now will reassure you.
19. Click on **Write**. The **SI station status** indicator should turn violet and the progress bar should indicate the progress of the write operation. (Now check the *Current contents* in the right column are correct)
20. Once the write operation is complete, quickly run through the following checks:
  - If the "afterwards" battery drain is more than 90% then consider changing the battery in the SI box, even if it didn't beep 16 times when you woke it up.
  - Is the **Working time** correct?

- Is the **Task** correct?
- Is the **Code no.** correct?
- Is the **Status** shown as **Prepared**?

21. Remove the SI box from the reader station and put it in the "programmed boxes" area.

**Note:** Keep the programmed SI boxes separate from the ones waiting to be programmed. You really don't want to get them mixed up!

Now get your SI box programming production line working.

22. Use the magnet to wake up the next batch of SI boxes.

Remember to check the number of beeps and flashes as each box wakes up, and to set aside any that need new batteries. See later in this Appendix for instructions on replacing batteries. Click on **New Battery** when you first programme this new battery.

23. Put the next SI box on to the reader station. Click on **Read**.

24. Click on **Write**.

25. Once the write operation is finished, check the predicted "afterwards" battery drain, the task, the code no. and the status.

26. Take the SI box off the reader station and put it in the "programmed boxes" area.

Once all the SI boxes have been programmed:-

27. Use the "purple dibber" to switch off the reader station.

28. Close the **Prepare SI stations - Competition mode** window.

29. Close the **SPORTident Manager** window.

30. Pack up the SI boxes to give to the Planner.

At this point you'll suddenly question whether you put in the right **Power on** and **Turn off** dates and times. Aren't you glad that you double checked?

### Replacing the battery in a old BSF6 SI box

1. Use an Allen key to undo the four bolts that hold the two parts of the transparent case together.

**Note:** Be careful not to lose the nuts.

2. Prise apart the two parts of the case.

As the case comes apart, note the position of the two seals.

3. Note how the old battery fits into the case and how the connection is made.
4. Disconnect the old battery from the SI box and remove the battery.

**Note:** Keep the old batteries separate from the new ones and dispose of them safely in the Recycling.

5. Connect the new battery to the SI box and fit the battery into place.
6. Check the two seals.  
If necessary, remove the old seal and replace it with a new one from the tin box. This should only be necessary on rare occasions.
7. Put the case back together, checking that the seals are correctly seated.
8. Use an Allen key to do up the four bolts that hold the case together.
9. Wake up the SI box and place it over the inductive coupling stick on the reader station.
10. Click on **New batteries** in the **Prepare SI stations - Competition mode** window. This opens the **New batteries window**.
11. Check that:
  - The battery capacity is set at 2400 mAh
  - The consumption is set at 0%.
  - **New date** is selected.
12. Click on **OK** to close the **New batteries** window.
13. **Remember to program the SI box!**

### **Full Mode programming in SI Manager**

1. When SIManager is used in **Quick mode**, each SI box retains its existing code number and task.
2. When SIManager is used in **Full mode**, the code number and task specified in the left hand side of the **Prepare SI stations** window are written to the SI box, overwriting what was already there.
3. In most cases select **Quick mode**, because you do not want to change the SI boxes' code numbers and tasks. You just want to program them to wake up at a certain time and then switch off again after the appropriate interval. (In Quick mode, you will only be able to access dates and times on the left)

4. However, there may be occasions when you do need to change an SI box's code number and/or task. For example, if the Planner has used a given control number and the relevant SI box is missing or has failed then you will need to re-programme another SI box to act as that control.
5. **Important note: If you change an SI box's code number or task then always re-label the box immediately. The label on each box must reflect its internal code number and task.**
6. If you are programming more than one SI box in Full mode, then be aware that the code number in the left hand side of the **Prepare SI stations** window increments by one each time you write to an SI box.

### **Full Mode**

Starts at 101 on first box and automatically adds +1 for each box thereafter

Or else you can use it just to change one box number or the task on the left

**READ** - the box to be renumbered.

**CODE NUMBER** - type in the number required e.g. 160.

**TASK** - choose the required function from the drop down menu.

**WRITE** - to the box. The control number on the right will change to the new one = 160

(and the Code No will change to Control + 1 = 161 for example, for the next one)

## Appendix 4: Updating the Autodownload Archive

Competitors' information is available from an archive maintained by SportIdent UK. The central archive is updated as cards are purchased or reported lost. It includes hire cards. Having an up to date copy of the archive available simplifies taking entries at events.

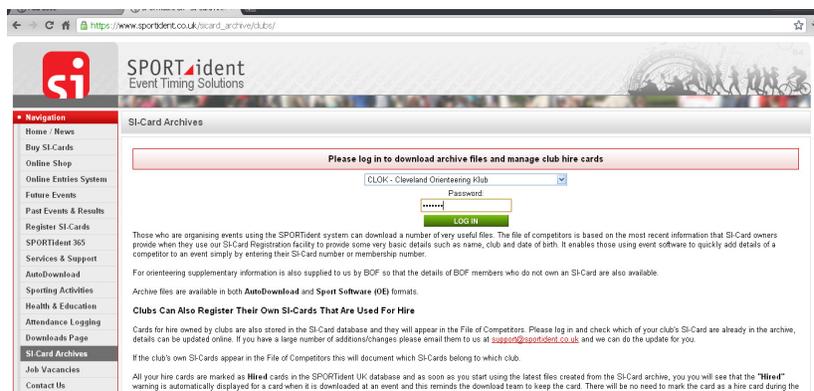
The Archive need only be available on the Autodownload 'Server' computer.

It is worthwhile downloading a fresh copy of the archive from time to time to keep up to date with new purchases. The operation takes only a couple of minutes.

The Archive doesn't contain the competitors' age class e.g. W35. Autodownload calculates the age class at the time of the event using the Birth year information from the archive. Therefore it is not necessary to update the archive in January each year for this reason.

This appendix describes how to download the competitor information from the SPORTident UK web site and import it into the Autodownload archive.

- 1 Go to the SPORTident UK web site at [www.sportident.co.uk](http://www.sportident.co.uk) on a computer with internet access (CLOK laptops do not have it)
- 2 In the menu-bar at the left hand side of the screen, click on **Competitor Archives**.
- 3 Select **CLOK - Cleveland Orienteering Klub** and enter the password ( which is Rickard)



- 4 In the next screen Select Download SI-Card Archive File for AutoDownload  
Click on the "Download" button and save the csv file to your local computer.
- 5 Now save the file to a memory stick and transfer the file from the memory stick to your event file in Windows/Clok events/year on the CLOK01 (or 02) laptop.

- 6 Import the archive file into Autodownload as follows:
  - a. In AutoDownload Top Menu, select "**SI-Card Archive > Import AutoDownload File**".
  - b. Browse to the file you have just downloaded, select a membership type of "**BOF**".
  - c. Select "**Read File**". The import process takes a few minutes.
  - d. Check that the import has worked by searching for yourself or another using the SI Card Archive Screen

## Appendix 5: Setting up the Computer Station at an Event

Password for Event Management Account is CLOKhelper.

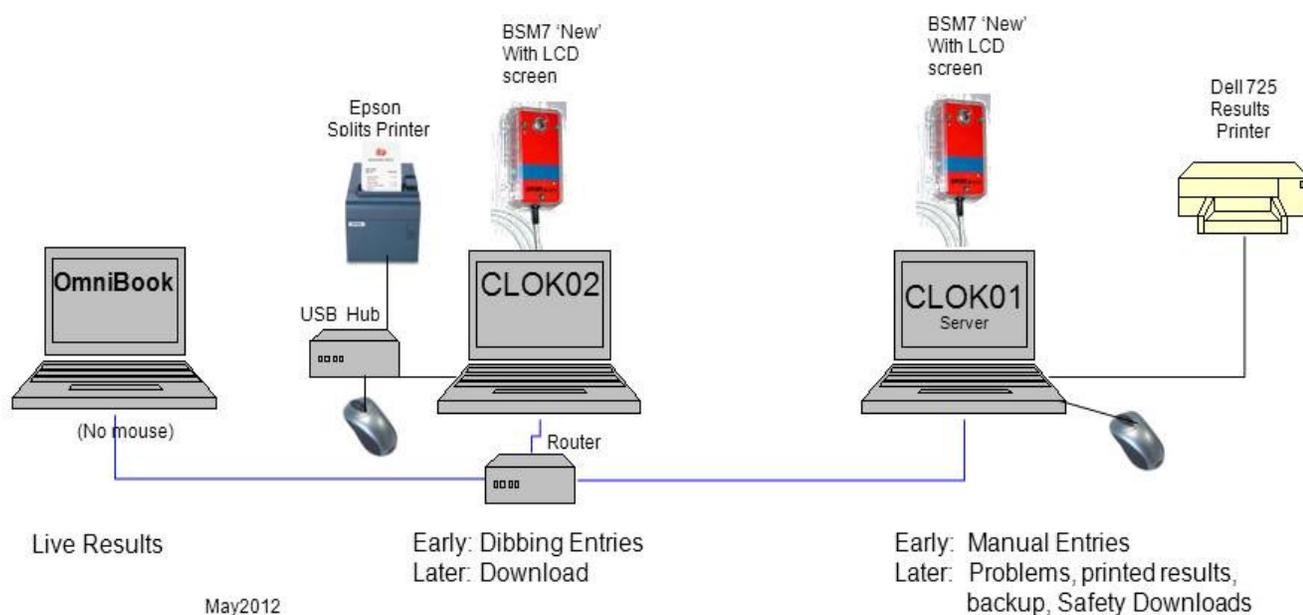
Password for Admin Account- only to be used very sparingly is - Mike7Rickard.

Password for any Autodownload Database (Archive) is - Rickard

This appendix describes how to set up the computers and associated equipment at an event.

The most common problem is that the computers refuse to talk to each other over the network, so the other computers cannot access the event database on the server computer. As far as we are aware, this problem has never arisen when the computer station has been set up exactly as described below.

The typical configuration for a local event is shown below and this is the one described. Of course others are possible.



### 1. Set up the Generator as the power supply (this may be done by the Organiser)

- Place the generator at a suitable location. It should be safely distant from the computer area.
- Check that oil (SAE30) and fuel (unleaded, octane 86+, capacity 2.7L) are filled up. Do not allow it to run out, so you may need to refill very carefully during a long operation - 3.5 hours without Econ switch, 5 hours with Econ. Ensure no appliances (3-pin plugs) are connected to it.

- Attach the supplied earth lead to earth terminal on generator and metal earth point in the ground (tent peg).
- Switch to ON (1) the air vent on fuel cap, (2) the fuel valve on one side of the machine, and (3) the engine switch on the other side. (Economy switch should be OFF). Pull the choke OUT fully if cold, leave IN if warm.
- Hold the generator firmly (with help), pull starting handle until you feel resistance, then pull sharply to start engine. Repeat if necessary up to 10 times until the engine fires.
- Push in the choke after a couple of minutes
- Switch the Economy switch to ON (this uses less fuel & is quieter, but is not good if bursts of power are needed).
- Make sure all appliances are turned off - now attach the 3-pin extension lead. Proceed to use the power.
- **TO SHUT DOWN at the end**, reverse this whole process. Then fill in the Log Book of hours used (for servicing records).

1. **OR Set up the Batteries** as the power supply.

- Place one of the batteries in a suitable location.
- Remove the terminal covers if necessary.
- Connect one of the NEOA converters to the battery terminals. **Make sure that you connect the inverter leads to the right terminals on the battery.** The red lead goes to the positive terminal and the black lead goes to the negative terminal.
- Plug the surge protection strip into the three-pin socket on the inverter.
- Switch on the inverter. The red light should come on and the fan should start.

2. Set up the **CLOK01 Dell computer**

- Insert the power supply connector into the socket at the back of the computer and plug the power supply in to the surge protection strip.
- Connect the mouse to one of the USB ports on the left hand side of the computer.
- Do not switch the computer on yet.

3. Set up the **CLOK02 Dell computer**.

- Insert the power supply connector into the socket on the right hand side of the computer and plug the power supply in to the surge protection strip.

- Connect the four-way USB adapter to one of the USB ports on the left hand side of the computer.
  - Connect the mouse to one of the USB ports on the USB adaptor
  - Do not switch the computer on yet.
4. Set up **CLOK03 Omnibook computer**
- Insert the power supply connector into the socket on the right hand side of the computer and plug the power supply in to the surge protection strip.
  - Do not switch the computer on yet.
5. Set up **the router**
- Insert the power supply connector into the 5 VDC socket on the right hand side of the router / print server.
  - Do not plug the power supply in to the surge protection strip yet.
6. **Connect** the computers to the Router.
- Use network cables to connect all Clok01 and Clok02 computers to the ports at the back of the router. It doesn't matter which computer gets connected to which port
  - Insert the network card into the slot on the right hand side of the Omnibook computer and a network cable to connect it to a port at the back of the router.



The back of the router

- 6 Set up the **CLOK Brother splits printer** or the **EPSON splits printer**.
- **Brother.** Plug the printer's three pin plug in to the surge protection strip
  - Connect the printer's USB cable to the 4-way USB adapter on CLOK02
  - **NEOA EPSON.** Plug the printer's three-pin plug in to the surge protection strip.
  - Connect the printer's USB cable to the 4-way USB adapter on CLOK02.
  - You must use both splits printers if using two master stations for download.
7. Set up **the Dell 725 ink-jet printer**, if required, for results

- Plug the printer's three-pin plug in to the surge protection strip.
  - Use the USB device cable to connect the printer to one of the USB ports on the CLOK01. The printer's USB port is bottom of the back right hand side.
8. Connect **master SI stations** to computers.
    - Connect a BSM7 master SI station to CLOK01 via USB connector
    - Connect a BSM7 master SI stations directly to CLOK02 via USB connector.
  9. **Power up the router.**
    - Plug the router's power supply unit in to the surge protection strip.  
The green POWER indicator at the front of the router should light. After a self-check process, during which various lights come on, the orange SYSTEM indicator at the front of the print server should start flashing.
  10. Switch on CLOK01 computer and sign in as **Event management** (password **CLOKhelper**)
    - The left hand pair of green indicators on the front of the print server should light.
    - Launch Autodownload and Select the relevant event from the event list.
  11. Switch on the CLOK02 computer and sign in as **Event management**.
    - The next pair of green indicators on the front of the print server should light.
  12. Switch on the CLOK03 computer and sign in as **Event management**.
    - The next pair of green indicators on the front of the print server should light.
  13. Check that the CLOK02 and CLOK03 computers can access the event data on the CLOK01 computer.
  14. Start up AutoDownload on the CLOK03 and CLOK02 computers. Select that day's event and then hit 'Refresh' or F5 to refresh. If you can see event statistics, all is ok.
  15. To test the splits printer, go to **Download** and then **SI-Card Data Dump**, connect to the SI Master station and insert any SI card. This will print out the contents of that SI card without recording it or its owner in the event.
- NOTE: the Planner or Controller may do this after checking controls.

**ACCESSING THE EVENTS DATABASE** from another computer. One computer on the Autodownload network acts as the Server. It holds the databases which all other computers access.

All of the CLOK computers can act as the server if needed. However the normal configuration is to operate CLOK01 as the server, and for all other computers to access the databases on CLOK01. Our copies of Autodownload are configured to do this automatically.

It may be necessary to alter this. For example, at a small event, it might be necessary to run Autodownload on CLOK02 alone. To achieve this, it must be configured to use the local copy of the event databases. Section 2.5 of the SportIdent User Guide describes how to do this. You will need the following configuration information:

**Server:** localhost **Database:** events **Username:** sa **Port:** 1433 **Password:** Rickard

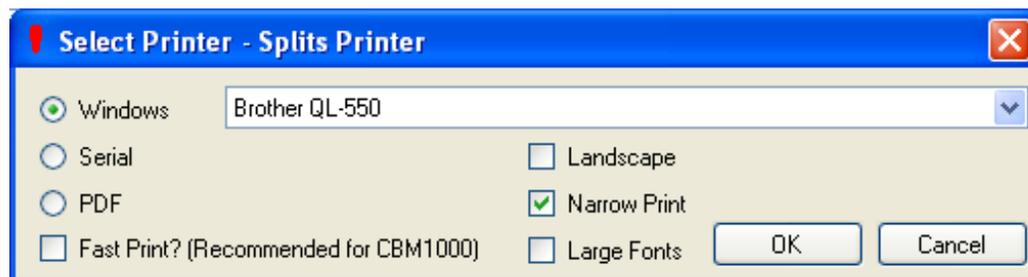
**Remember to switch the configuration on CLOK02 back to the original data after the event.**

## Splits Printer Configurations

These settings should already be configured on all CLOK computers. All that may be required for a particular event is to select which of the two printers is to be used. This is selected from 'Printer Settings' in the top menu.

For example to Set up AutoDownload to use the Brother printer:

2. In the Event List page, Select 'Printer Settings' from the navigation panel
3. Against Splits printer, click the box ( with three dots) at the right hand end of the line



4. In the Pop up box (shown above), select the Brother QL-550 printer is selected, check that only the 'Narrow Print' box is ticked, and Click OK
5. In the Printer Settings screen, Click Save

The configuration of the Brother splits printer is quite complex and particular settings must be used to make sure just enough paper is printed. For the record, this is how to set up the Windows Printer Driver for the Brother QL-550 Printer:

- a) In Windows, Navigate to the Printer Preferences (e.g. Start, Control Panel, Printers etc)
- b) IN the Brother QL-550 Printer Preferences, select the 'Paper' tab and set the Length to 300mm, i.e. longer than the longest set of splits you will have to print.
- c) In the 'Option' tab, tick the option to '**Trim Tape after data**'
- d) Click OK

## Appendix 6: Running the Event on the Day

### Useful Navigation Tips

**Event Overview** can be found at any time by clicking Event Home. Then click refresh at top Right. From here you can quickly move to Courses, current Entries, Finishers, and Outstanding Competitors.

**Multiple Windows:** On each computer, it is useful to run two instances of Autodownload each in separate windows. Simply open Autodownload a second time and click on that day's event. Different functions can be happening in each window. For example, 'Add Entry' + 'Add Entry by Punch', and 'Download' + 'Outstanding Competitors' are useful combinations of windows.

### Keyboard Shortcuts

F1	Help
F5	refresh
F11	Toggle Display Full Screen
CTRL+S	Save
CTRL+F	Find
CTRL+D	Delete
CTRL+N	Clear

## **1 Taking Entries**

### **2.1 Preparing to receive dibbing entries**

1. From the navigation panel, select "Entries" then 'Add Entry by Punch'.
2. From the 'COM Port' drop down list, select the port for the new master box attached to the computer Com?(Sportident USB to UART Bridge Controller).
3. For an old box, click **Refresh COM port list** and then select COM? (blank).
4. From the drop down list select Baud rate of 38400 and BS7 master box (or 4800 and BS6 for old box)
5. Click **Connect** and the details will go grey. You are ready to take dibbing entries.

## 2.2 Taking a "dibbing entry"

1. Ask the competitor to put his or her SI-card into the SI reader.
2. The computer will read the competitor's SI-card number and get the competitor's data - name, club and age class - from the archive.
3. Ask the competitor which course he or she wishes to enter. It is useful to take the opportunity to check that the competitor has picked up the correct SI card by using the competitor's name. For example, "Okay, John. Which course would you like to do?"

If the competitor is borrowing another's SI card, you must check the correct BO number is entered (the archive will have found the owner's number and that person will get the ranking points!)

4. Enter the appropriate course into the **Class** box using the drop-down menu or by beginning to type in the course name and pressing **Return**.
5. Click 'Save' or press CTRL+s to save the entry and check that the data entry field go blank. Screen returns to "add entry by punch" - take the next entry.
6. If the competitor's data did not come up then his or her SI-card is not in the archive. The appropriate response depends on how busy you are.
  - To do it right away, click **Up** then **Add entry**. Enter the competitor's name, BO number if known, club and age class into the computer plus their course from drop down menu. Then **Save**.
  - If a queue is building up then ask the competitor to go and fill in a registration form as if he or she was using a borrowed SI-card.

In either case, give the competitor a leaflet asking them to register their SI-card via the SPORTident UK web site, or give him a copy of the form for registering SI-cards and ask him or her to fill it in and hand it in later for us to do.

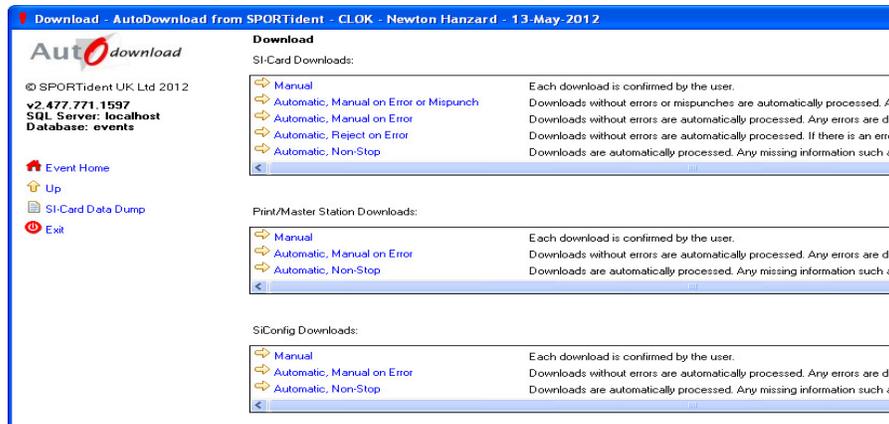
## 2.3 To put in an entry from a registration card:-

1. From the navigation panel, select "Entries" then 'Add Entry.
2. If the competitor has a BO membership number, type in either that number or their name. Either click 'search' or key 'CTRL+F' and relevant details should be retrieved from the Archive.
3. If they do not have a BO membership, type in their name, SI card number, age class and club. AD will automatically recognise any hired dibbers.
4. Select a course from the drop down list.

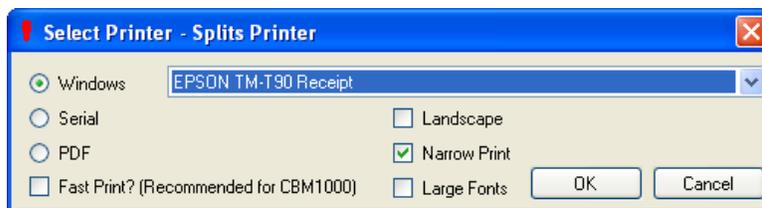
5. Either click 'Save' or key 'CTRL+S'

## 2 Download

To prepare to download competitors' SI-cards after their runs:-



1. Switch on the splits printer and check it has paper.
2. In the Autodownload Navigation Panel, select Download
3. There is a wide range of download options. From the SI-card Downloads box select "Automatic, Manual on error or mispunch"
4. Select the relevant COM port, a baud rate of 38400 and hardware type BS7. (If using an old box select baud rate 4800 and BS6 for hardware type). You may need to click *Refresh COM port list* to update the list.



Select the appropriate splits printer type.

For the EPSON TM-T90 Receipt, select (Windows) [Narrow Print], then click OK.

For the Brother Splits printer, select (Windows) [Narrow], then click OK.

5. Click the box for "Interactively request Hire Cards to be Returned"
6. Click 'Connect'. Screen will grey out. You are now ready to accept downloads
7. Ask the competitor to put their SI card in the SI Reader. If all is ok, the person's results will come up in red, and their splits will print.

8. NOTE: If in Step 3 above, you had selected "Automatic, Non-stop", Autodownload would select the most likely course, person, and details, and then saves & prints splits. It would do this even if the person had not gone through the entry process.
9. If there is any problem during download, the screen reverts to Download Details. Check all this with competitor (e.g. right course, right map, SI card number, controls in right order, etc). When ok, click SAVE. Screen reverts to active Download.
10. Other download problems are covered in appendix 7.

### **3 Live Results**

To Display results on a computer screen (eg Omnibook CLOK03 laptop) during the event:-

1. In Autodownload Navigation Panel, from the Event Overview click Results then 'Live Results'
2. In the Live Results Panel, increase the Font size to 10, ensure all classes are selected and click 'Start'. Results scroll through the pages at 10 sec intervals (or you can alter this).
3. Key F11 to display Full Screen
4. When needed, Key F11 to exit full screen and select 'Up' from the Navigation panel to return to the Results

### **4 Printing Results**

To print results during the event:-

1. Check that the Dell 725 inkjet printer is switched on and has ordinary paper in it. Click on the printer icon in the bottom right of the computer screen and check if there are any stored jobs in the print queue there - delete these if there are.
2. To preview Results before printing, go to Live Results as above.
3. From the Event Home Page, click Results then 'Print Results'
4. In the Print Results page, select the DELL 725 printer driver (if it isn't already), and select the 'Results Type' as Course Results and tick All Results.
5. Click Print or key CTRL+p

**(Important Historical note:** There appeared to be a conflict between the inkjet printer driver and the Splits printer driver when using OE2003. If you printed to the results printer from a computer that is also being used to print split times then the computer's print queue sometimes locks up. When this happens the only solution is to shut all the programs down and re-start the computer.

This has not happened with Autodownload and therefore appears to have been solved.

So, we recommend that you avoid printing results from the laptop that you are using to download competitors' SI-cards ..... or at least wait until there is a quiet period. )

## **5 Replacing a box that fails or goes missing**

When the Planner has had to put out a replacement control, proceed as follows:

In Autodownload Navigation Panel, from the Event Overview click Courses, then Control Master List. Click on the failed control number.

Beside Mode/Code 2, select control, start, etc (same as current one), and the new code in the right column. Click Save.

If this had to be done after the event has started, now click Event Home and then Recalculate Event. Click Yes to 'Recalc results of all finishers'. Ok to 'Recalc complete'. This will apply the change to all finishers after the box change.

Those who passed when the control was faulty or missing will have to be managed manually - see Appendix 7.

## **6 Regular Backup**

During the event it is important to backup the data at regular intervals. It is not necessary to stop other activity in order to do this.

1. In Autodownload Navigation Panel, from the Event Overview click 'Backup Event'.
2. Select the Directory and Filename which you set up previously (App 2), and click 'Write File'.
3. Return to Event Overview and return to normal business.
4. As a safety precaution (in case the main laptop fails) do a regular backup also to the Memory Stick attached to the CLOK01 laptop case handle.

## **7 Tidying up**

Before shutting down and packing away, it is useful to:

5. Correct any spelling mistakes for manually entered competitors, missing clubs, missing BO numbers.
6. Make a note of any queries or mispunches which have not yet been resolved.

7. Make a note of how many hired dibbers have been used (in Entries - SI Card Breakdown). Tell the organiser who will need this to complete the return to NEOA.
8. Make a final Backup to the laptop and to the memory stick.
9. Results: export the results to memory stick. This might save you having to re-start the computer again later to do so. See Appendix 9.
10. Make a note of any equipment damage, or things that have gone wrong.

## Appendix 7: Dealing with Download Problems

### Introduction

This note gives step-by-step instructions on dealing with the most common problems that are encountered during download at an orienteering event using SI punching.

### Recycling (Hired) SI CARDS

Any SI-card can be used for a second entry. Make sure that the card has been downloaded after the first use, and make a second entry as normal showing new details and/or course. The first entry will not be overwritten.

#### **DOWNLOAD PROBLEM#1**

**Problem**      **SI-card has been downloaded before: <card number>**

**Discussion**      The competitor may be downloading his or her SI card again in order to get another print-out of their split times. Splits can be reprinted from the Entries/select name from list/opens **View Entry** screen. Click Print splits. However, it could be that the person has run a second course, or they have borrowed this card from a previous runner. So, question the competitor to establish what may have happened.

**Action#1**      If this is the original competitor, allow a second download and results printout.

**Action#2**      If this is a second run or a different competitor, go to the Entries screen and make an entry for them first. Then allow the download checking the details of the person are correct.

#### **DOWNLOAD PROBLEM#2**

**Problem**      **Competitor downloads without an entry having been made. Autodownload automatically displays the 'Download Details' screen.**

**Discussion**      The Entries list does not contain this SI card number. It is likely that either (a) the competitor's details have not been entered into the system or (b) the competitor's SI card number or other details were mistyped when the entry details were being entered.

You can now investigate the problem immediately or pass it to a colleague.

Investigating immediately has the advantage that the competitor will get his or her split times and will know that the problem has been resolved.

However, if you are busy or unsure of how to carry out the investigation then it is better to defer it until later (Action#3)

**Action#1**      To look now, go to the Entries screen, check if the competitors name is in the list. If not, then insert this new entry onto the Download Details display. Click **SAVE**.

In the download details screen. Click 'Skip'

Now ask the competitor to download his or her SI card again.

Action#2

In the Entries screen, check to see if this competitor has been entered with another dibber number. If so, then modify the entry, and click SAVE.

In the download details screen. Click 'Skip'

Now ask the competitor to download his or her SI card again.

Action #3

Click on **Skip**

Arrange with the competitor to download elsewhere or for someone else in the results team to deal with the issue as above.

### DOWNLOAD PROBLEM#3

Problem

The computer indicates that the competitor has miss-punched several controls, but the competitor believes that he or she has punched correctly at all the controls on his or her course.

Discussion

Possible explanations are that the competitor (a) has used the wrong SI card (A#1), (b) has run the wrong course or (c) the course was mis-typed when the competitor's details were being entered into the computer.

Action#1

If the competitor has used the wrong SI card then it is likely that they have accidentally swapped SI cards with someone else. (Families sometimes end up using each other's SI cards by mistake.)

Find out who they have swapped SI cards with. Go to the Entries screen, click on the competitors name to display the View Entry Screen

In the Navigation Panel, select **Swap Download**.

In the Swap Download screen, click on the name of the competitor whose entry should be swapped with the competitor who is trying to download.

Click **Yes** to confirm. Return to Download screen and ask the competitor to download again.

Action #2

Ask the competitor to look at his or her map to check which course he or she has actually run. Check this against the course shown in the **Download Details** screen.

If the competitor has run the wrong course or the course was mis-typed when the competitor's details were being entered into the computer then go to Action #3.

Action #3

Click Skip in the Downloads screen. In the **Entries list**, find the competitor. Correct the course. Click Save.

Ask the competitor to download again so that they get a corrected print-out of their split times.

## DOWNLOAD PROBLEM#4

- Problem**      **The computer indicates that the competitor has mis-punched one control, but the competitor believes that he or she has punched correctly at that control.**
- Discussion**    The possible explanations are that the competitor (a) missed out the control, (b) punched at the control but removed his or her SI card too quickly and the punch has not been registered, or (c) punched at the wrong control. Alternatively (d) the control box has failed, or (e) the wrong control box has been put out at that site.
- The first thing to do is to find out which of the above things has occurred.
- If other competitors have completed the course successfully then you can rule out (d) and (e). Go to Action#1.
- If the competitor's split times show an extra punch at about the time that he or she should have punched the relevant control and if other competitors also have the same pattern of punching, then suspect (e) - it is likely that the wrong control box has been put out at that site. Go to Action #2.
- If the competitor's split times do not show an extra punch then suspect (d) but if subsequent competitors download successfully then you can rule out (d).
- If other competitors have the same control missing from their split times then it is likely that the control box has failed. In this case go to Action #3.
- Action#1**      The Planner or Controller should be able to show the competitor where he or she has actually gone, or what may have happened.
- Action #2**      Contact the Planner and/or Controller and inform them that it looks as if there are control boxes in the wrong places. (It is possible that two boxes have been accidentally swapped round when the SI boxes were being put out.) Suggest that the Planner or Controller might like to re-label the relevant boxes to prevent later competitors from being confused.
- Go to Action #6 to "allow" competitors who visited the controls (with the wrong numbers showing).
- If just one wrong control has been put out (perhaps wrongly programmed) go to Action#4 as for a faulty control.
- Action #3**      Contact the Planner and/or Controller and tell them that it looks as if a control box has failed or is faulty. If possible, the Planner or Controller will replace the faulty SI box with a spare - and tell you the new ID number.
- To change the course definitions to allow for a replacement control or to cover "swapped" controls, do the following:
- In the main Navigation Panel, click on **Courses**.
- In the Courses Screen, click on **Control Master List**. Click on one of the two controls. This opens the **Modify Master Control** screen.
- Add the second control code as *Mode/Code2*. Click Save.

If two controls had been swapped, repeat this sequence for the other wrong control.

Now, go to Action #4 and then Actions#5 and 6.

**Action #4** Because you have changed the course definitions in Autodownload, you have to ask the software to go back and re-evaluate the data from the SI cards that were downloaded before the changes were made. To do this:

In the Event Overview, Click **Recalculate Event**. Click yes to the confirmation question.

Now, to credit all earlier competitors with having visited the affected (faulty) control before it was changed go to Action#6

**Action #5** In the meantime, when competitors come to download, check whether they visited the affected control. (They should have used the pin punch to mark the edge of their maps, but it's generally okay to accept their word that they visited the control. Go to Action#6)

Note the name of any competitor who says that they did not visit the affected control. These will be marked as mis-punching.

**Action#6** Some early competitors will have been recorded as mis-punching before the control was changed. Consult the Controller - you can "allow" their punch individually, or make the control "optional" for all.

1. For individuals, go to the Event Overview and click on Entries. Click on the competitor name, then on Edit Splits. This opens a new window on the right. Click Edit. To remove this control from the competitor record, click Remove. (You can undo this by clicking Credit).

2. To make the control optional for all, go to Courses and click Control Master List. Click on the relevant control number. Now click Optional (at the top). Click yes to All courses and to Recalc.

## Appendix 8: Safety Issues

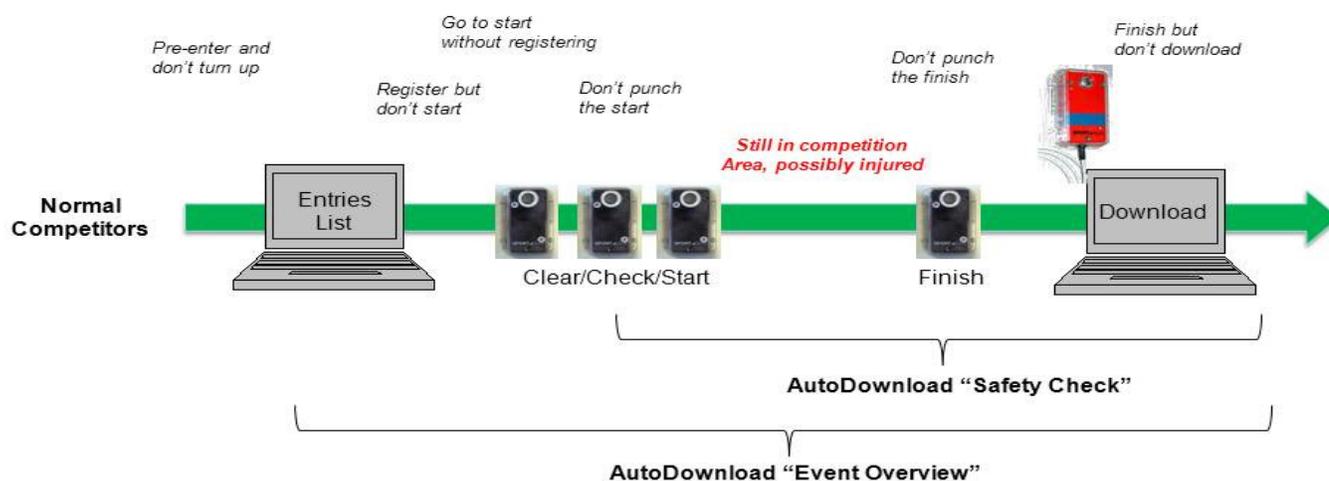
### Background

The organising club has a duty to take reasonable steps to ensure that no-one is left lost or lying injured in the competition area after an orienteering event.

There are some issues regarding the Planner, the Controller and anyone else who has gone out into the competition area after the event (e.g. to collect controls), but this note deals with missing competitors.

To fulfil this duty the organising club needs to account for everyone who has entered the event. We interpret this as including anyone who reasonably believes that they have entered the event and, further, anyone who has reported to a registration / entries facility and paid an entry fee could reasonably believe that they have entered the event. We assume the organising club is not responsible for accounting for anyone who has gone out into the competition area without entering the event.

The master list of the people who need to be accounted for is the entries list in the event software. We therefore need to ensure that the entries list includes everyone who reasonably believes that they have entered the event. Never delete anyone from the entries list unless you are very, very sure that the relevant entry is an error. In particular, you should never delete anyone from the entries list because you think that they haven't turned up at the event or that they haven't gone to the Start. If someone comes back to Registration and says that they're not going to go out on their course then they should be recorded as "did not start" but they should not be deleted from the entries list.



At the end of the event, most competitors will have returned from the competition area and downloaded their SI cards. However, there are a number of other possibilities as illustrated above, all of which can and have happened. Before leaving the event, the organising club needs to account for those competitors. This section describes the two facilities in Autodownload which assist with that accounting - the 'Event Overview' and the 'Safety Check'

## Checking Entrants via Event Overview

The Event Overview (or clicking Event Home) screen shows the number of entries and finishers. (see para.1)

**Be aware that you need to click REFRESH or key F5 in order to display up to date information**

**Event Overview**

- 3 courses
- 20 entries
- 17 finishers
- 1 unclassified
- No safety check information yet

The number of courses.  
The number of competitors/teams entered, whether downloaded or not.  
The number of fully downloaded competitors/teams (includes unclassified).  
The number of competitors/teams who have failed to get a result, e.g. DNF.  
The number of SI-Cards which started the event, but have not been downloaded.

Click on the number of entries to display the entries screen with the current list of entries.

In the Entries screen, make sure that the 'Downloaded only' box is NOT TICKED and click Search

Entrants who have not downloaded will not have a 'Time Taken'.

Set the 'sort by' field to 'Most Recent Download' and click Search. Entrants who have not downloaded will be at the bottom of this list.

Other 'sort by' searches can be done.

**Entries**

SI-Card Number:

Name:

Club:

Course:

Downloaded only

Unclassified only

Sort By: Most Recent Download

Maximum Number to Return: All

Name	SI-Card	Age Class	Club	Course	Time Taken
Tom Hodgson	235987	M16	CLOK	Long	67:52
Ian Hodgson	235990	M45	CLOK	Long	64:04
Eileen Bedwell	33264	w80	CLOK	Short	m5 m7-8 m10
Joan Selby	225745	w70	CLOK	Short	65:17
Debby Warren	12581	w45	NN	Long	63:13
Julian Warren	12504	M45	NN	Long	52:37
Barnaby Warren	221656	M16	NN	Long	49:47
Saskia Warren	223319	w12	NN	Short	59:09
Carolyn Pigby	438260	w45	CLOK	Long	67:51
Becky Bailey	436266	w18	CLOK	Short	57:24
Isla Mathieson	221408	w45	CLOK	Short	43:31
Marin Adamson	400050	M70	CLOK	Long	71:41
Richard Pigby	438254	M45	CLOK	Long	58:18
Alice Pigby	433132	w16	CLOK	Long	56:18
Paul Thornton	590904	M50	CLOK	Short	25:06
Aidan Pigby	433133	M14	CLOK	Long	43:16
Stephen Rlestonck	260196	M55	CLOK	Long	57:33
Peter Archer	24854	M65	CLOK	Short	
Jerry Thornton	503982	w21	CLOK	Long	
Linda Thornton	Hire	w55	CLOK	Short	

### Checking Non finishers using Safety Check

Autodownload Safety Check checks that all participants that started have reported to the finish and are accounted for. It compares the punch data read from the backup memory of SI-Stations (e.g. Start box, or any other control or Finish box) 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.

The normal process is to download the punches registered by the START box (es) and compare those with the competitors who have downloaded. If there continue to be discrepancies, the contents of any other SI box can be downloaded into the 'Safety Check' function in order to trace competitors through the clear, check, controls and finish.

### **Reading an SI Box into Safety Check**

Mount the SI box onto the download box using a connecting rod.

- In the Navigation Panel, select "**Safety Check**", and the "**Read Hardware (Slave)**"
- Select the appropriate COM port, baud rate of 38400 and Hardware type BS7
- Click "**Connect**"
- Click '**Start**'. Data from the SI box will be read in.
- Screen shows the report of entries. Click Ok. Then click Up.
- Now click Safety Summary. This displays all controls and competitors who went through any of the above downloaded boxes.
- Click Start box (S1, S2...). This lists all starters and start times.

### **Evaluating Safety Check Data.**

- Go to Event Home; click Refresh (top Right, or key F5).
- Click 'outstanding'. This goes to Safety Check screen.
- Click Outstanding Competitors. This lists all those outstanding. It can be sorted by Punch Time, SI Card, Age, etc so that you can evaluate risk of missing competitors. Click on competitor name to see their details and when they punched.
- Be aware that the Controller or the Planner might have punched at the Start (or any other) box during the process of checking the SI boxes for the event.
- If necessary, download the Finish box to find anyone who finished their course but never downloaded.

- If necessary, download the any control box to find anyone who finished their course but never downloaded.

## Appendix 9: Producing Results files from Autodownload

This appendix describes how to generate the results and split times file needed by the CLOK webmaster or another person to display results on the web.

Autodownload can generate results in several formats.

Two files need to be produced which the CLOK webmaster can use to load to Splitsbrowser, display results and split times on the CLOK website and to configure Routegadget.

1. One file is in OE CSV format, used to load to Splitsbrowser, winsplits, BO website and routegadget

- On the memory stick, create a directory to hold the results files.
- On the **Event Overview** screen, select **Results** from the left hand menu.
- On the **Results** Screen, Select **Export OE file** from the left hand menu
- **Enter a file name** in which to store the results (for example 'yymm Brierley OE').  
Tick the 'include DNF?' Box, then click **Write File**

2. The second file is in 'Presentable' format, used to display results on the CLOK website.

- On the **Event Overview** screen, select **Results** from the left hand menu
- On the **Results** Screen, select **Presentable CSV Results** from the left hand menu
- **Enter a file name** in which to store the results (for example 'yymm Brierley Presentable') then click **Write File**

3. Now, save both files again in to the event file on the CLOK01 laptop.

4. When you get home e-mail these two files to the Clok Webmaster as soon as possible.

5. If a person other than the Clok Webmaster is to upload the events to the web, you may need to send a different file also.

- On the **Results** screen, select **HTML results** and **Export type** as "One page for all results with separate pages for splits", and for **URL to return from index page** give that of the event details page  
([http://www.clok.org/Events2012/yymmdd\\_nameofevent.htm](http://www.clok.org/Events2012/yymmdd_nameofevent.htm))
- In **Directory**, enter a **file name** in which to store the results (for example 'yymm Brierley Presentable') then click **Write Files**.

# **Appendix 10 : Using Print Station and Autodownload**

## **1 Background**

It is possible to use only the 'print station' at the event itself. Competitors download to the print station and print their splits. Later, you can download results from the print station into a computer running Autodownload as if a computer had been at the event. Wherever possible, AD will identify entrants from their dibber number and the course from the sequence of controls. Minimal typing is needed.

The advantage is that a computer isn't needed at the event, for example at small or remote events.

The disadvantages are that any problem with the data or with operation of the print set might completely invalidate the results or lose them completely. This risk makes it inappropriate to use this for level C events and above. Also, remember that you will have to manually check that everyone is out of the competition area. Finally, people will have to check their splits for mispunches because the print station cannot check that.

This document is written for someone who is familiar with running events with Autodownload, which is described elsewhere.

## **2 Before the Event**

Print station. Make sure that:

- It is fully charged: this takes 4 hours.
- The backup memory is cleared by using the purple 'clear' backup dibber attached to the printout station.
- You have spare paper rolls.
- You have the hire dibbers
- You have a registration sheet to record entries.

For download to the computer later on, you will need:

- a BSF7 master station
- a computer with BSF7 SI master station driver, Autodownload and the Archive.
- The course definitions file (XML or OCAD) from the planner.

## **3 At the Event**

- Record entries on the registration sheet. It saves typing later on if anyone hiring a dibber can give you their BO number if they are a member.
- Make sure (mentioned above but repeated again because it is important) that the print station backup memory is cleared by using the purple 'clear' backup dibber attached to the printout station.
- Make sure everyone downloads after their run. Consider taking a second paper copy of their split times (or writing down their total time) when they download.

- Make people aware that they need to check their printouts for mispunches as the print station doesn't do this. Note down any you are told about.

#### 4 After the Event

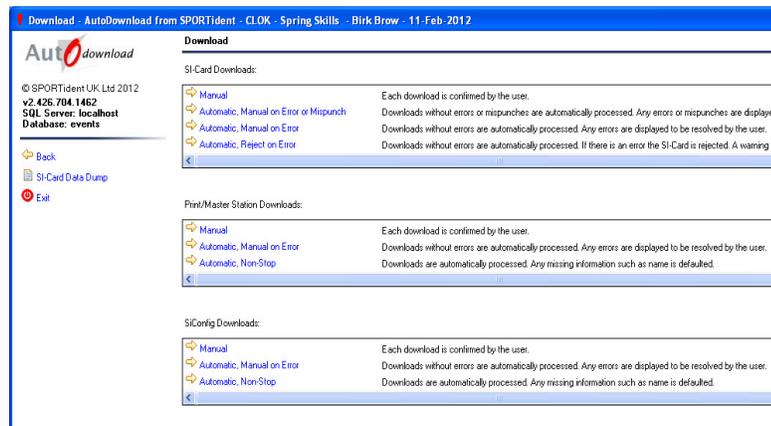
Configure the event and courses in Autodownload. This follows the normal process for the particular event except that the 'Autodownload' functions must be enabled. To do this, in 'Modify Event' step 2, make sure that 'Autodownload Course Match' is set to Classic, and that 'Autodownload Card Archive Match?' is ticked.

Add entries from hired dibbers. It's easier to make these entries (via 'Entries - Add Entry') for anyone hiring an SI card before trying to make the download from the Print Station. Don't bother to enter any one who owns their own dibbers; their data will be retrieved from the archive.

Download from the print station.

- Connect the master station to the computer and mate the printout station to it.

- In the AD Navigation Panel, select Download, and then from the 'Print/Master Station Downloads' sub-menu, select 'Automatic, Manual on error'



- In the next screen, select the Com Port, Baud 38400, BSF7 and then Slave from the dropdown menu. Click 'connect'
- 'Click' download'. The downloads will proceed as if dibbers were being downloaded directly to the computer

If there is some systematic problem with the download (for example everyone missing one control), it may be easier to delete all downloads and begin again after correcting that problem. There is a facility to delete all downloads or all entries although this must clearly be used very carefully.

To remove all entries: Entries - 'Delete All'

To remove all downloads: Entries - Advanced - 'Remove all Downloads'.

After downloads are complete, you can now process and publish the event results as normal.