

EPunch Responsibilities

- Make sure the course setter or event director gets the controls in advance (Encourage them to pick them up at the previous meet.)
- Send directions to the course setter or event director on how to use the TimeMaster to synchronize the controls.
- Make sure that the battery is charged (it takes about four days to fully charge.)
- Set up event in the laptop before the event
 - Use OE 2003 for single day events
 - Use MT 2003 for multiday events.
 - Use OE Score for Score-O events
- Bring all equipment to the event in the morning
- Set up the EPunch station
- Set up the laptop to enter runners before they run, and download results after they run.
- Periodically print out and post results
- Print Individual and Overall Results
- After the start closes, read the Check units to make sure you have entered everyone who started a course.
- Near course closing time, print a Missing Runners report to see how many people are still out.
- After 2pm, close the EPunch station.
- Change to “disq” anyone who returned after the course closing time.
- Change to “dnf” anyone who missed more than one control without punching an incorrect control in its place.
- Print out a final copy of results for the event director
- Create a text file of results for emailing to the BayONet.
- Create a .csv file for posting to Winsplits and emailing to Tapio for RouteGadget.
- Create a backup file for the whole event.
- Pack up the equipment.
- If any equipment is broken, or any supplies are missing, or if there are any changes to make to the Archive, contact the EPunch Director.

Icons used by the software.

- Green check mark closes form. Identical to using X in upper right corner of window.
- Green arrow that reverses direction, called "Restore Record" is more commonly called "Cancel" in most software, and basically cancels any input that has been put in a record. The SI software automatically creates a new record which has to be cancelled before can you leave that form to do anything else.
- Saving record input is inconsistent in program. Sometimes it is automatic, other times you are warned whether you want to save it or not, and other times, there is no warning, and the input is lost unless you save it before you go to a new record or function. If in doubt, click on "Enter" or the "Save" icon (Blue floppy disk), before moving to a different function.
- Double green arrow forming a circle ("Refresh Table"). This saves data to server and refreshes all tables, so that you can see any new input from other networked computers or results of runners who have downloaded since last result report was created. If you can't find a record or result that you are sure has been entered, refresh the table and see if you can find it.
- If you need to enter data and it hasn't given you an empty row, click on the icon of a box with a plus sign.
- Courses vs. Classes. At most of our meets, the course and class are the same (Green, Blue, etc.) however, some course setters will have one course with several classes. For example, the red course could have runners from the Female21 and Male35 classes. Classes can also be divided by sex- such as Female Red and Male Red. At B meets, it is up to the course setter. At A meets, they have to follow USOF guidelines.

Before the Event

1) Create a New Event

- a) Open OE2003 using the icon on the Desktop
- b) Go to Event-New.
- c) Enter Name of Event, Date (mm/dd/yy), Zero Time
 - i) Zero time should be two hours before the first runner is going to start. (usually 07:00:00 – 7am)
- d) Click Sportident button for settings
 - i) Check box "Use Start station for real time start"
 - ii) Leave check in box "Use finish station."
 - iii) Mode should be "Time taking."
 - iv) Click OK to close window and save changes.
 - v) Click Ok to finish creating a new event.

2) Enter Classes- from archive or manually

The current archive should already be in the Archive folder of OE 2003.

a) Importing classes from archive.

- i) In OE2003, go to Event/Archive/Import/Classes/Copy.
- ii) Go to Entries/Classes. You should see the classes.
- iii) Enter start fee for each class, if it isn't already there. If you are not using the program to invoice people or clubs, any number can be entered. I use \$1.00.
- iv) Delete any unneeded classes by going to Entries-Classes, selecting the class to delete, and clicking the box with a red minus sign to delete the class.
- v) Manually add any non-standard classes using the instructions in section 2b below, "Manually entering classes."

b) Manually entering classes

Used when you have non-standard classes, or to add/delete classes after Section 2a

- i) Go to Entries/Classes
- ii) Select View, and uncheck all items.
- iii) You should have 4 fields, No., Short name, Long name, Start Fee
- iv) Have list available with all classes. Enter all classes even though you may not expect any entries.
 - Enter the following Classes: 1 White, 2 Yellow, 3 Orange, 4 Long Orange, 5 Brown, 6 Green, 7 Red, 8 Blue.
 - If you use different numbers, then you will have to manually enter each person's course.
 - Enter a short name for each course.
 - For start fee, anything is ok- I just put 1.
- v) After last class has been entered and saved, a new empty row will be created. Click on green curving arrow to "restore record" or cancel input of new record.

3) Entering Courses and Controls- from Condes or manually

a) Importing courses and controls from Condes

- i) If you have a .wcd file, use Condes to create a data export file
 - Open the .wcd file in Condes.
 - It will tell you that you don't have the .ocd map file- don't worry about it.
 - Go to File-Export Data-XML
 - Select courses that will have EPunch. Click Export.
 - Give name to file with .xml extension and Save it.
 - Close Condes.
- ii) Import Course Data
 - Open OE 2003. Import data by going to Courses/Import Courses
 - Under File format, choose XML
 - Enter name of data file created by Condes as XML import file or browse for the file by clicking on the yellow file folder icon. Click Open.
 - Click on the blue floppy icon to start the import.
 - Confirm Overwrite Courses- Yes
 - You will get a report of how many courses were imported and if there were any errors. Use the green check marks to close the windows.

- Go to Courses/Courses. Check that courses have been imported correctly.

b) Enter courses and controls manually if you don't have a .wcd file

- i) Entering Controls
 - In OE2003, Go to Courses/Controls
 - Enter the control numbers being used. The only information you need to enter is the control number. Type and Description will fill in automatically.
- ii) Entering Courses
 - Go to Courses/Courses
 - Enter course number
 - Enter Course name, e.g., blue, red, green, brown, orange, etc.
 - Enter Length in km
 - Enter Climb in meters
 - Enter Start if there is more than one start area. Otherwise, leave blank.
 - Enter length of run in (not essential).
- iii) Assign controls to courses
 - In Courses-courses, under Controls, click on 3 dots...
 - From All Controls column on right, drag number of first control to left in course column.
 - Then drag second control into course column.
 - Continue until all controls on course have been entered.
 - Click on Enter or hit blue Save icon.

4) Assigning courses to classes

- a) Go to Courses/Classes
- b) Select a class by clicking in that row, and from drop down list of courses, choose correct course, and hit Enter or click on blue Save icon.
- c) Repeat for all classes.

You are now ready for the event!

The Day of the Event

5) Entering Runners- using direct entries or manually

General comments: To search for a runner, choose sort order (input order, start number, name, club, class, SI card from unlabeled box in icon bar to the left of the magnifying glass.) Click on magnifying glass icon, and enter number or letters of record to be found.

a) Entering Runners automatically by uploading using Direct Entries

- i) Click on Entries-Direct Entries
- ii) Set the master control that you are using for direct entries
 - Click on the yellow serial port icon
 - Change the Port and Baud rate depending on the master unit you are using to upload (before they run). The port for each master unit differs for every machine.
- iii) You should have a green circle at the upper left corner of window. If not, try these methods until the circle turns from green to red:
 - Click on the green circle icon in the menu.
 - Make sure the SI station is turned on. If LCD screen isn't lit up, punch with a SI Card.
 - Make sure you set the port and Baud rate correctly and you are using the correct master unit.
 - Make sure master station is firmly connected.
 - Check to see if the USB-Serial adapter is loose.
- iv) Open the archive by going to Archive-Show Archive Table. The archive window has to be open in order for the names to pull from it automatically. (You can hide the Archive window under other windows.)
- v) Have the runner punch the "before you run" master unit.
- vi) If the SICard is in the archive, the card number, the runner's name and course will fill in automatically. Verify the course with the runner. Change any information that is incorrect.
- vii) If the SICard isn't in the archive, only the card number will appear. You will have to type in the name and other information.
- viii) A note about group names: If a group is running, enter in one of three ways- a team name in the last name field, last names only in both fields, or one full name in the first name field and a second full name in the last name field. Avoid using ampersand (&)- it doesn't print correctly.
- ix) Click "Rented" if the SICard is a rental card. (Numbers from 47001-47050, 600051-600075 and 336851-336875 are BAOC rental units.)
- x) Press enter to save the runner in the entries table.
- xi) If the next runner punches before you have pressed enter for the previous runner, it will overwrite the first runner's SICard number. Correct the SICard number, then save the information for the first runner by pressing enter. Load the second runner again.
- xii) To change any information for a person whose entry is already saved, find them in Entries-Entries and change it there.

b) Entering runners manually and using Archive

- i) Go to Entries/Entries
- ii) Under View, check SI card, and Rented.
- iii) Under Archive, check Show Archive Table. Archive table will appear.
- iv) Adjust window size of entry table and archive table so that both can be seen at the same time.
- v) Select sort order using Sort Order window (not labeled) of archive.
- vi) Find the person in the archive table and double click to add them to the event. Change any information necessary.
- vii) If the person isn't in the archive, enter him/her manually by typing and tabbing between fields. If you need an empty row, click on "Create New Competitor" icon, a green + in the middle of the icon bar.
- viii) Fill in the "Rented" field with an X if the SI card is rented. (Numbers from 47001-47050, 600051-600075 and 336851-336875 are BAOC rental units.)
- ix) Once all data is correct, hit Enter to save.
- x) To change entries that have already been saved, you may first have to click the curling green arrow to get out of the automatically created empty row. If you try to do something and it asks you "Save modifications?" this modification may be the empty row.
- xi) Repeat steps vi through x for next runner.

c) **Creating a new Club**

- i) In Entries-Entries, click on the Create New Club icon (a green + over an orange and white box)
- ii) The next available club number will be entered
- iii) Tab over to City (NOT Club Name) and enter initials of the club in the city field (LAOC, for example.) The City field is the only required field.
- iv) Click OK to save. You will be returned to Entries-Entries.

6) **Read SI Cards**

- i) Open the Competition Day-Read SI Cards window.
- ii) Set the master control that you are using for direct entries
 - Click on the yellow serial port icon
 - Change the Port and Baud rate depending on the master unit you are using for downloads (after runners return). The port for each master unit differs for every machine.
- iii) You should have a green circle at lower right corner of window, indicating that the master unit is ready. If not, try these methods until the big circle turns green:
 - Click on the small green circle icon in the menu.
 - Make sure the SI station is turned on. If LCD screen isn't lit up, punch with a SI Card.
 - Make sure you set the port and Baud rate correctly.
 - Make sure master station is firmly connected, including the USB-Serial adapter, if you are using one.
- iv) The automatic print window will open.
 - Set Result Sheet to "Automatic"
 - Set Label layout to SI Result Sheet.
 - Adjust the Printer to print 1 result per page (for third-cut paper). Click on the "... " next to the printer name. To print one result per page, change "Rows" to 1. Click OK.
 - Confirm that appropriate printer is in dialog box. If not, choose correct printer by clicking on 3 dots ... and then on drop down menu for printer.
- v) When a runner comes to download, tell him or her to punch in correct master unit until unit flashes and beeps. This may take 5 or 6 seconds. The unit only needs to beep once.
 - If runner punched all controls in correct order, the elapsed time is given.
 - If runner did not punch all controls in correct order, the computer displays "mp" meaning missing punch(es). The runner will still get a result printout showing splits.
 - If most or all of the controls are missing, ask the runner what course he or she was on. The runner may have been on a different course.
 - (a) If the runner was entered with the wrong course, go to Entries/Entries, and correct class of runner.
 - (b) Have runner reinsert SI card into master station. Say yes to overwrite previous results.

7) **Printing Event Results**

- a) Go to Competition Day-Results-
 - i) The SportIdent report shows splits
 - ii) The Official report shows overall times
- b) Choose results by course or class. Click Ok.
- c) You will see the splits.
- d) Click Print. Click Separate pages if you want a different page for each class/course. Click OK

8) Problems

a) Malfunctioning control units- Entering a control for one or all runners.

- i) If one runner says a unit did not beep, check the runner's map to see the manual backup control punch.
 - Go to Competition Day/Evaluate SI cards.
 - Find appropriate runner.
 - Under Actions, choose Insert control (this runner)
 - Enter the control number to be inserted and hit enter.
- ii) Alternatively, you can enter a malfunctioning control number for all runners. It will only enter for all runners who have already downloaded.
- iii) To create a split, you will have to manually create it in Competition Day/Evaluate SI Cards.

b) Substituting control units for malfunctioning units

- i) If a control unit is malfunctioning, it can be replaced by another unit.
- ii) Go to Competition Day/Replacement Controls
- iii) Enter the original code number of the control and the replacement code number.

c) Funny Control Numbers

- i) If the person says he visited all controls, but Competition Day-Evaluate SICards shows funny numbers, turn off the master unit by punching with the purple service/off stick. Then turn back on and read the card again.
- ii) If this doesn't work, close OE2003 and turn off the master unit. Then open the application again, reset the settings for the master unit (port and baud) and read the card again
- iii) If this still doesn't work, restart the computer, reset the settings for the master unit (port and baud) and read the card again.
- iv) As a last resort, manually enter the controls for that runner using Competition Day-Evaluate SI Cards.

d) Runner doing a second course

- i) If a runner tells you he has done or will do a second course, you need to change the SICard number for his first course after he has downloaded to protect it from being overwritten. This will prevent the first set of results from being overwritten when he downloads for the second course.
- ii) To do this, go to Entries-Entries. Find the person in the list. Change the SI card number for the first course (I add 9 before the original SI card number.) Save the changes.
- iii) Create a new entry for that person's second course. You may want to give an indication in the name field that this is their second course. (ie: Harvey – 2nd Course, Robert)

e) Master unit won't respond

- i) Try each of the following:
 - Click on the little green circle which should turn the unit on (indicated by the big green circle in the bottom right corner of many windows.
 - Check the connection, especially the USB to Serial connector.
 - Turn the master unit off and then on again using the purple Service Off stick

f) Runner didn't punch start

- i) If this is a B-meet or C-meet, I would enter the Check time or recorded start time into the start field.
- ii) At an A-meet, don't make any changes without the approval of the Event Director.

g) Runner didn't punch Finish

- i) Send him or her back to punch the finish control, then they should download their results again. You will need to say okay to overwrite their previous results.

h) A person wasn't entered in the event before downloading

- i) It will ask you if you want to put the results into Reserve.
 - Say No to reserve. Enter the person in the event. Save their entry. Then have him/her download results again.
 - If you say yes to Reserve, you will have to find "Reserve" in the Entries table, then change the name and course to match the person. Reprint splits from the Evaluate SI Cards window.

End of Event Duties

- 9) **Entering data from Check or Start unit to determine who is running but not entered in the event database.**
- a) Close Read SI Card window.
 - b) Place Check unit on connecting bar on top of master station. If the check unit isn't already on, turn it on with a purple Service/Off stick.
 - c) Go to Competition Day/Evaluate SI stations/Read SI stations
 - d) Click Read button. It takes a while to read all of the SI card numbers in the unit.
 - e) If the units were all synchronized correctly using the Time Master in EXTMA mode, then only the punches from this day's event will appear. If the units were not synchronized in this way, then you will see punches from previous events, so it will probably not be worthwhile reading or saving this information.
 - f) Click Save to save the results.
 - g) You can read and save data from multiple units.
 - h) Close Read SI station window.
 - i) To find who started but isn't in the event database, look through the list at Competition Day-Evaluate SI Cards to see if any rows say "No runner found using this SI Card." These are the people who punched the Check unit but did not get entered in the event. Go to Report-punches-OK and print out the list. Find out who they are using the SI card number and enter them into the event manually.
 - j) To see who registered but didn't start, go to Competition Day/Evaluate SI Stations/Actions/Not started runners/Check station. You will get a report of the number of runners who punched the check station and the number of runners who have already downloaded and had their SI cards read. If any runners are in the database but did not punch the check unit, and therefore presumably did not start, they will be on the list. Print the report and go to Competition Day-Evaluate SI Cards to assign these runners DNS.

10) Missing Runners Report

This is a valuable report to determine who is still in the forest.

- a) Before running this report, you should have already used a check unit or registration or start list to make sure that all runners have been entered into the event database.
 - i) Go to Competition Day/More Reports/Missing Runners-OK.
 - ii) Run missing runners report to see who is still out in forest. Print report and cross people off as they are accounted for.

11) Modifying MP to DNF, DQ, etc.

- a) Go to Competition Day/Evaluate SI Cards/Reports/Wrong Punches/OK
- b) Print out report or write down start numbers
- c) To change results, go to Competition Day/Evaluate SI Cards.
- d) Find the person to change.
 - i) If there are one or more missing punches, change Class to "dnf." Press Enter.
 - ii) If the person punched a wrong unit, leave their result as "mp"
 - iii) Optional:
 - If the person returned after course closure time, change Class to "Disq." Press Enter.
 - If the person took more than three hours, change class to OT.

After the Event

12) Posting Event Results after the event

a) Text file for BayONet, webpage and bulletin

- i) Create a text file showing total times for each runner. Email to Chuck Spalding.
- ii) Go to Competition Day-Results-Official
- iii) Click OK.
- iv) Click Publish.
- v) Choose TXT
- vi) Give the file a name and location, such as c:\joegranttimes.txt
- vii) Click OK.
- viii) The file is now saved.
- ix) Find the file and email to Chuck. (cspalding3@earthlink.net)
- x) Paste the text file into an email and post on the BayONet.

b) WinSplits and RouteGadget file

- i) Create a splits file to post to WinSplits (.csv file) and for RouteGadget
- ii) Go to Competition Day-Results-SportIdent
- iii) Click Ok.
- iv) You will see the splits.
- v) Click Interface.
- vi) Choose Character separated columns-semicolon
- vii) Give the file a name, such as c:\joegrantsplits.csv
- viii) Click Ok.
- ix) The file is now saved.
- x) Go to <http://www.obasen.nu/winsplits/online/en/default.asp?ct=true>
- xi) Click on Upload Split Times
- xii) Follow instructions.
- xiii) You should then be able to see the splits in WinSplits.
- xiv) Send an email to the BayONet announcing that WinSplits are posted, and give the link.
- xv) Email the .csv file to Tapio at tapiokarras@comcast.net and tka@dp.com so he can set up RouteGadget.

13) Backup the Event

- a) Go to Event-Backup
- b) Create a location for the backup file.
- c) Click OK.
- d) After the file is saved, zip it and then email to Evan Custer (evancuster@comcast.net) and tgillis@stanford.edu