Computer task list for DEE SEEvents with SI using Autodownload

This document aims to list the computer and computer-related tasks for a DEE Summer Evening Event (SEE) using SI punching and Autodownload (AD) Version 2. It can also be used for Local events with EOD. Badge events, pre-entry events, and schools events use different options within Autodownload, but this document will still be useful for many of the tasks.

There are 3 columns:

1. Task. This identifies **what** has to be done. It mostly does not attempt to describe **how** to do it (other than who does it and on what system), except for Autodownload tasks, which are described in some detail. Even more detail on Autodownload tasks is available in the document Autodownload Mini Reference for DEE SEEs.doc.

2. Responsible. This is the role name of the person who carries out the task (e.g. Organiser, SI Coordinator, etc.). In some cases, where this is currently always one individual, they are named. The Organiser and the SI Coordinator may of course choose to allocate tasks differently, depending on the skills and experience of the individuals doing the jobs. The usual roles are:

SI Coordinator	Works with Organiser to find SI team. Sets up event in AD, connects and tests network, supervises SI team at event. Handles queries, changes to control numbers, checks that all starters have finished. Takes backups during event. Responsible for quality of data entry and results. Optionally, uploads results direct to web site.
SI Team 1st shift: 1 + coordinator 2nd shift: 2	Process hire card entries and download. Handle changes to controls. One of the 2 members of the 2nd shift team should be sufficiently experienced to deputise for the SI Coordinator. All get a run.
Planner	As far as SI is concerned, provides course data to SI Coordinator and to RouteGadget Input.
Computer Equipment Holder	Chris Calow. Holds SI equipment; but it may be best to transfer equipment directly between Summer Evening Events.
Web team	Bob Elmes or Martin Pickering Set up event directory with placeholder files for results on web site; create links from Home and Results pages to event

	results files.
RouteGadget input	Bob Elmes

3. Using What System. What system the task is carried out on. E.g. Web (on the www), SI Config (for programming boxes), Autodownload.

Bob Elmes

Task	Responsible	Using what system
Allocate roles to people		
Get SI Coordinator	Sheila Hills (for SEEs)	At planning stage for SEEs
Get SI team	Organiser (consulting SI Coordinator)	Event minus 6 weeks. Note – SI Coordinator needs to be involved in selecting SI team. Need to select SI team before looking for other helpers.
Agree who will upload results to web	SI Coordinator	**Event minus 1 week** Talk to web team – agree who will upload results to web – can be a member of the web team, but better if it is the SI Coordinator.
Set up the event in Autodownload (AD)		
Set up event in Autodownload (sufficient detail follows to enable you to do this. It is very easy.)	SI Coordinator in liaison with Planner	**Event minus 1 week** Autodownload. Can be done on SI Coordinator's PC, then transferred to event PC (usu. by memory stick). Planner supplies course data to SI Coordinator: OCAD9 export xml file; OCAD8 export course data; or control description sheets.
Steps within Autodownload: Add Event		Name: name of event, e.g. Delamere North *Autodownload will automatically insert the DEE club name on splits and reports.* Date: date of event Event Type: BOF Local Start Time Precedence: Punching Start Epoch (hh:mm:ss): set to a time outside the range of this event (9:00:00 should cover everything except a night event). Print splits automatically on download: tick. Splits Advertising: put the extra text that you want on the splits printouts <SAVE>
Add courses		Planned with OCAD9 (preferred method): Courses | Import/Export XML Courses Planned with OCAD8: Import Courses from OCAD 8 Manually: For each course, Add Course <SAVE> select course and use Add Control to add all the controls

Task	Responsible	Using what system
Programme the Clear, Check, Start and Finish boxes	Planner (if necessary assisted by SI Coordinator or Computer Equipment Holder)	*Assuming all new BSF7/8 controls are used:* Programming not necessary unless box function or number has been changed. For every event: clear the backup memory (and reset the time) on these boxes using SI-Master station in EXT MA mode. Satisfy yourself that batteries are OK for all controls.
Programme the Control boxes	Planner (if necessary assisted by SI Coordinator)	*Assuming all new BSF7/8 controls are used:* Programming not necessary unless box function or number has been changed. Monthly, or at **any** event using borrowed control boxes, or the time on the SI-Master has been changed: clear the backup memory (and reset the time) on these boxes using SI-Master station in EXT MA mode. Optionally, you can do this for every event (has the benefit of clearing backup memory).
Prepare web pages for results	Web team	DEE web site – put links to placeholders
Check networking at home	SI Coordinator	**Event minus 1 day** 3 Laptops, router, laser printer, splits printer, USB master stations, SI cards
Event Day		
Set up tunnel tent	Best with 4 people: Organiser, SI Coordinator, 2 others	Tunnel tent
Set up generator	SI Coordinator	Generator, Petrol, Surge Protector Check it's full
Set up and check network at event	SI Coordinator	3 Laptops, router, laser printer, splits printer, 2 x USB master stations, SI cards
Check SI boxes are operating (and replace with spares as necessary)	Planner / Controller	SI card

Task	Responsible	Using what system
Receive hire card and "schools hire card" entries **only** from Registration; enter these runners into Autodownload. **Do not enter runners with their own SI cards – these will be picked up at download.**	SI team	Autodownload | Add Entry Enter the fields: SiCard Number BOF Number (if applicable) Name Age Class Club <SAVE> No need to enter Course (because using the Autodownload feature), but it won't do any harm if you do enter it.
Runners go out there and run		
Operate Download, and enter any runners whose SI cards are not recognised by AD.	SI team	Autodownload | Download
Take backups every 15 minutes	SI Coordinator / SI team	Autodownload | Export XML Event Backup File Name: use memory stick, in a pre-defined directory, **with a new filename for each backup.**
Sort out queries	SI Coordinator / SI team	Autodownload | Entries
To replace a failed/missing control with another control box (probably not the way you would do it at an SEE):	Planner and SI Coordinator	Autodownload | Courses | Control Replacement

To exclude a failed/missing control from causing a mis-punch:	Planner and SI Coordinator	For each affected course:
		    Autodownload | Courses | select course | select control | tick the "Optional Control" box.
		    NB – leave the "Exclude Split from Total Time" box unticked, unless the Controller tells you to exclude that split.

Display Live Results	SI team	Set up DEE-PRIMROSE facing out of side of tunnel tent. Autodownload | Results | Live Results Podium places to fix: 0 Font size: 12
Print results for display (not necessary if using Live Results)	SI team	Autodownload | Results | Print Results Bigger events: print on the Lexmark Laser printer. Smaller events: print on the splits printer, in which case tick both the tick boxes "Narrow print" and "Fast print".

Task	Responsible	Using what system
Check missing runners	SI team (& start helpers)	As soon as the start has closed: Autodownload | Safety Check | Read Hardware Read all Clear, Check and Start stations. Then monitor the Safety Check screen, refreshing it as more runners download, until all runners are accounted for. If a Hire Card runner is still out and you want to know who they are, find their Entry Form.
Pass on the SI kit	SI Coordinator	Pass it on to the appropriate person: Next event Planner or SI Coordinator, or Chris Calow for storage.
Take down tunnel tent	SI team 2nd shift	and pass it on.

Event Day evening, or asap after that		
Format results for web	SI Coordinator	Autodownload | Results | HTML Results to create files for web
Email formatted results to web team (optional)	SI Coordinator	Email
Upload results to web	SI Coordinator or web team	DEE website Use any File Transfer Program to overwrite the placeholder files (the ones that say "Results will be here when they are available")
Calculate colour standard times	SI Coordinator	Autodownload | Results | Colour Standards Export Name the file "colourstandards.html"
Upload colour standard times to web	SI Coordinator or web team	DEE website Use any File Transfer Program to overwrite the placeholder colourstandards.html file.
Regional event – badge times		*Similar to the above 2 steps, but will calculate badge times rather than colour standards.*
Set up RouteGadget	Bob Elmes	Requires the following inputs: gif file of the background map (Planner) xml courses file from OCAD9 (Planner) Printed All-controls map (Planner) xml splits file (SI Coordinator)
Asap after Event Day		
Report any faults with SI/computer equipment	SI Coordinator / Organiser to Computer Equipment Holder (and next event team)	
Print results for runners who requested them	Organiser	DEE website or Autodownload *This step is becoming obsolete*
Post results to runners who requested them	Organiser	*This step is becoming obsolete*
Update DEE home page Last/Next Events	Web team	DEE website
Update Galoppen results	Galoppenmeister	Peter Hills does this using Ian Hills' Galoppen Meister software. Peter uploads results direct to web.
Add Officials' Comments	Organiser	Download skeleton Word file from Resources section of web site. Collate comments from self, Planner and Controller, and put into Word file. Convert Word file to pdf, and upload to web site (or get Web Team to do this step for you).