

Computer task list for DEE SEE events using SiTiming

This document aims to list the computer and computer-related tasks for a DEE Summer Evening Event (SEE) SiTiming. It can also be used for Local and Regional events with EOD. Pre-entry events schools events use different options within SiTiming, 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 SiTiming tasks, which are described in some detail.
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 SiTiming, 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 Early: 1 + coordinator Late: Deputy coordinator	Process hire card entries and download. Handle changes to controls. All get a run.
Planner	As far as SI is concerned, provides course data to SI Coordinator and to RouteGadget Input.
Computer Equipment Holder	Duncan Harris. Holds SI equipment when not in use; but we usually transfer equipment directly between Summer Evening Events.
Web team	Bob Elmes. Set up event directory with placeholder files for results on web site; create links from Results .
RouteGadget input	Either Bob Elmes or (better) SI Coodinator

3. Using What System. What system the task is carried out on. E.g. Web (on the www), SiConfig+ (for programming boxes), SiTiming.

Task	Responsible	Using what system
Allocate roles to people		
Get SI Coordinator	Bob Elmes	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 SiTiming		
Set up event in SiTiming (sufficient detail follows to enable you to do this. It is very easy.)	SI Coordinator in liaison with Planner	Event minus 1 week SiTiming. Can be done on SI Coordinator's PC, then transferred to event PC (usu. by memory stick). Planner supplies CONDES coursedata file to SI Coordinator.
Steps within SiTiming: Add Single-Stage Event		Name: name of event, e.g. Bryn Alyn SEE <i>SiTiming will automatically insert the DEE club name on splits and reports.</i> Date: date of event Event Type: Orienteering Evening Event: tick for yes Click Next Splits Advertising: put the extra text that you want on the splits printouts <SAVE>
Add courses		Planned with CONDES: Courses Import XML Courses Classes Import Type: Create Default Classes

Task	Responsible	Using what system
Validate Event		SiTiming. On Event Overview screen, click Validate Event. It will probably display some errors which you don't need to worry about. Important: look for any message that says "No stop control" or "No RDO control". If this happens, you must manually add a download control to the Control Master List with settings: Published Code: RDO Description: Download Stop Control? Tick for Yes Suppress...? Tick for Yes Mode/Code 1: Read SI-Cards Mode/Code 2: Printout
Programme the Clear, Check, Start, Finish and all the Control boxes	Planner (if necessary assisted by SI Coordinator or Computer Equipment Holder)	For every event: synchronise the time and clear the backup memory using SI-Master station in EXT MA mode. Do this for all boxes, not just the ones you are using for your event: you might need to use one or more of the others for spares. Especially important to do this if using boxes from another club, or if any boxes have been lent out to another club. Satisfy yourself that batteries are OK for all controls.
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, 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, Drip Tray, Petrol, Surge Protector Check it's full
Set up and check network at event	SI Coordinator	3 Laptops, router, laser printer, splits printer, 3 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
<p>Receive hire card and “schools hire card” entries only from Registration; enter these runners into SiTiming.</p> <p>Do not enter runners with their own SI cards – these will be picked up at download.</p>	SI team	<p>SiTiming Entries Add Entry By Punch “Your master station’s time is ahead/behind” – answer No. Dib the hire SI-card If BOF Number is known, Enter BOF Number < Ctrl+F> (for Find) Name, Age Class, Club should appear <SAVE> If BOF Number not known or not a member, Enter Name, Age Class, Club <SAVE></p> <p>No need to enter Course (because it will be detected at download), but it won’t do any harm if you do enter it.</p>
Runners go out there and run		
Operate Download, and enter any runners whose SI cards are not recognised by SiTiming	SI team	SiTiming Data Collection Downloads Download SI-cards Download mode is Automatic, Manual on Error or Mispunch
Take regular backups	SI Coordinator / SI team	SiTiming Backup Event Backup type is Write Files Regularly File Name: use memory stick, in a pre-defined directory.
Sort out queries	SI Coordinator / SI team	SiTiming Entries
To replace a failed/missing control with another control box	Planner and SI Coordinator	SiTiming Courses Control Master List Select failed control Add replacement control as Mode/Control 2.
To exclude a failed/missing control from causing a mis-punch:	Planner and SI Coordinator	For each affected course: SiTiming Courses select course select control change Control Type to Optional Linear If the Organiser/Planner/Controller decide to exclude the leg time on the legs into and/.or out of a control, change Leg Excluded from Total Time to Excluded.
Display Live Results	SI team	Set up display monitor facing out of side of tunnel tent. SiTiming Results Scoreboard Number of panels: 2 Font size: 12 Select courses for each panel

Task	Responsible	Using what system
Check missing runners	SI team (& start helpers)	As soon as the start has closed: SiTiming Data Collection Collect Punches Read Punches (Slave) 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. If you want to find out what course a runner is out on, again 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 Duncan Harris for storage.
Take down tunnel tent	SI team 2 nd shift	and pass it on.

Event Day evening, or asap after that		
Format results for web	SI Coordinator	SiTiming Results HTML Results to create files for web Pages: according to taste and number of entries. URL to return from index page: point this to the entry in the Results page. Format is http://deeside-orienteeing-club.org.uk/results/yyyy/yymmddvenue/index.html .
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”)
Asap after Event Day		
Report any faults with SI/computer equipment	SI Coordinator / Organiser to Computer Equipment Holder (and next event team)	
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).