

CVR RunScore Training

1. Introduction:

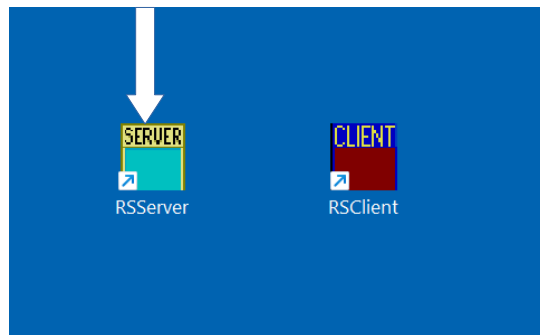
1. This outline is designed to be used both for formal in person training and for individual self teaching and practice after training.
2. Use the outline as a tutorial; it includes step-by-step instructions in each section.
3. Filled out race entry forms and results (finish times and bib numbers) are provided as handouts for use in training and practice after training with RunScore.

2. RunScore ICONS:

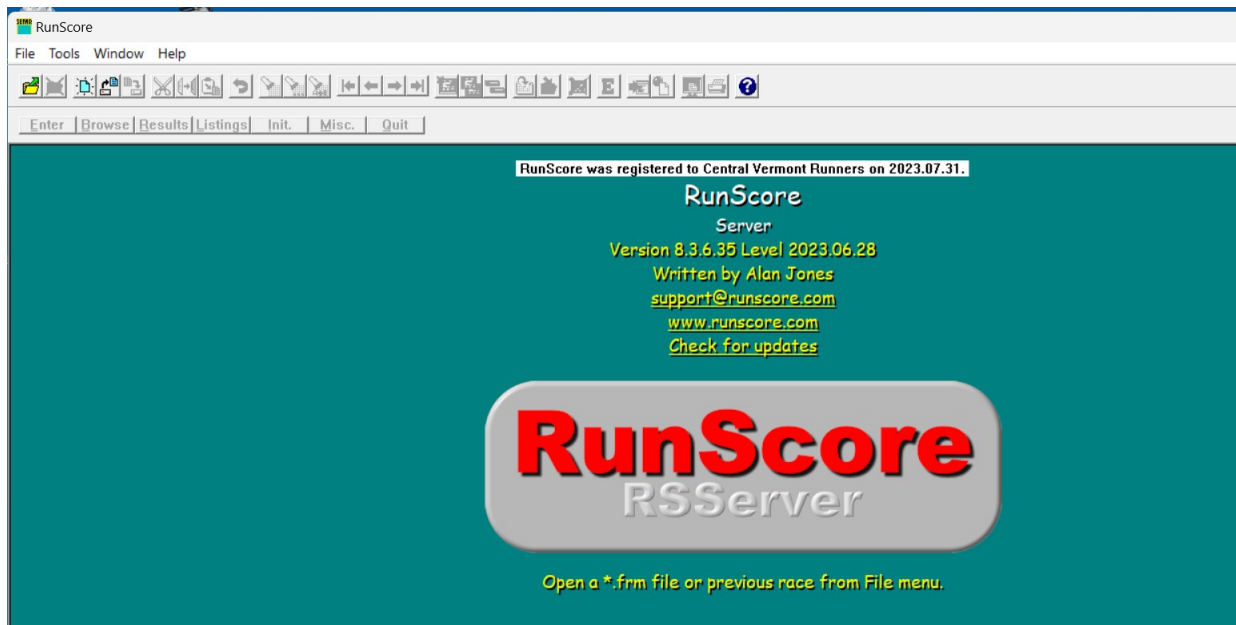
1. The RunScore installation puts two icons on the desktop: RServer and RClient.
2. Do not use the RunScore Client. It is used to connect multiple computers to a RunScore server. It is normally not used to time CVR races.

3. Start RunScore:

1. To launch RunScore, double click on the **RServer** icon on the desktop.



2. RunScore will open showing the RunScore logo and the top menu bars and toolbar.



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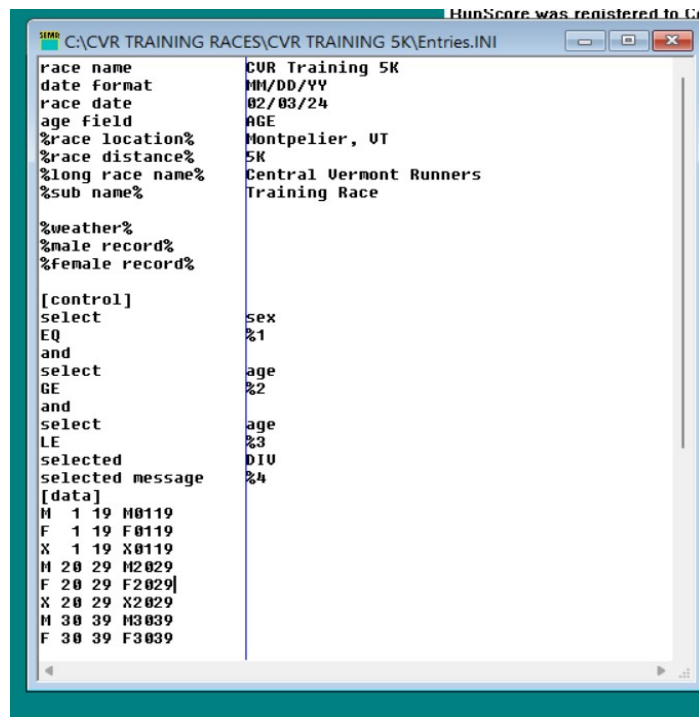
3. There are two menu bars separated by a toolbar.
4. Some functions are available in both menus.
5. You will use both the upper and lower menu bars for a typical race.
6. Lower menu bar buttons:
 1. **Enter:** enter bib number, racer name, age, etc.
 2. **Browse:** display and update race entries.
 3. **Results:** enter bib numbers and times.
 4. **Listings:** print results, etc.
 5. **Init.:** initialize results and timer equipment.
 6. **Misc.:** update entries.ini file
 7. **Quit:** close the race that is open.

4. Open the race:

1. In the top menu click: File/Open Race.
 1. In the left navigation section, click on **OS (C:)**
 2. Double click on the **CVR TRAINING RACES** folder.
 3. Double click on the **CVR TRAINING 5K** race folder.
 4. Double click on the 'Entries.frm' file.
2. The race will open, and the name of the race will now appear in the title bar at the top of the page.

5. Update the entries.ini file:

1. The entries.ini file contains the race name, the race date, and other fields that are used in the headings for several lists.
2. The race date in the file has to be updated each year.
3. Other fields may be updated as needed.
4. Open the entries.ini file:
 1. In the lower menu click: **Misc./Edit entries.ini update file...**
5. The entries.ini file will open in the editor.



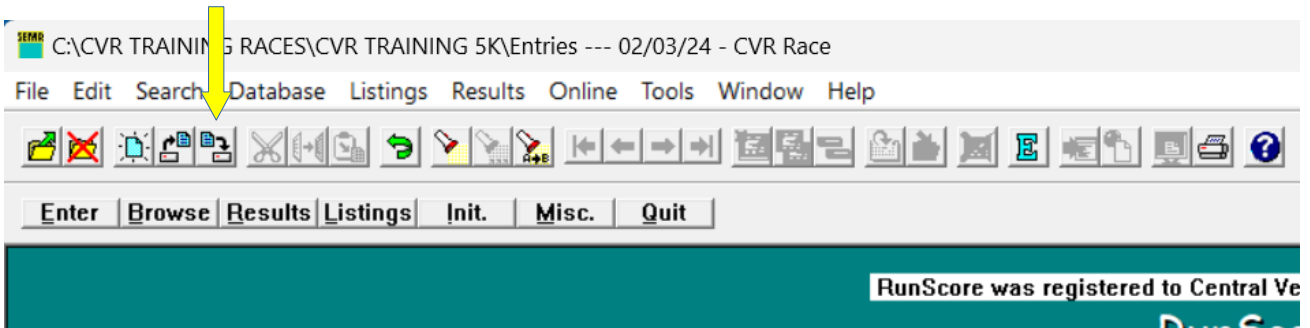
```
C:\CVR TRAINING RACES\CVR TRAINING 5K\Entries.INI
race name          CVR Training 5K
date format        MM/DD/YY
race date          02/03/24
age field          AGE
%race location%   Montpelier, UT
%race distance%   5K
%long race name%  Central Vermont Runners
%sub name%        Training Race

%weather%
%male record%
%female record%

[control]
select            sex
EQ                %1
and
select            age
GE                %2
and
select            age
LE                %3
selected          DIU
selected message  %4
[data]
M 1 19 M0119
F 1 19 F0119
X 1 19 X0119
M 20 29 M2029
F 20 29 F2029
X 20 29 X2029
M 30 39 M3039
F 30 39 F3039
```

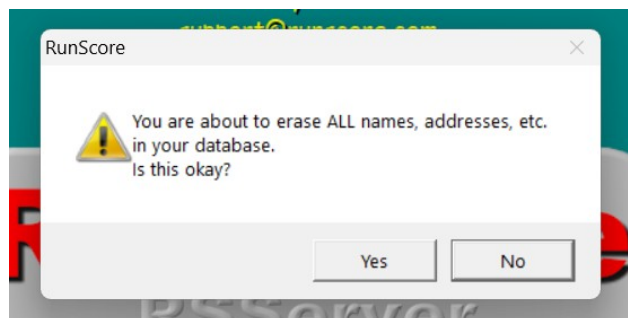
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6. Notice the vertical line that separates the **field names** on the left from the **data** in the fields on the right.
7. Update **ONLY** the following fields being careful to change only data to the right of the vertical divider.
 1. race name – This is a short name for your race; it is displayed at the top of the RunScore window. e.g.: Training 5K
 2. race date – The date of your race, mm/dd/yy, e.g.: 03/23/24
 3. %race location% - Your race location: e.g.: Montpelier High School
 4. %race distance% - Race distance: e.g.: 3.1 miles
 5. %long race name% - Full race name; this will appear at the top of the listings: e.g.: CVR Training 5K Race
 6. %sub name% - An additional line about your race. This will appear below the long race name. e.g.: Presented by Central Vermont Runners
8. Save your changes to the file.
 1. Click on the ‘down arrow’ icon as shown below to save the file.
 2. Close the file by clicking the X in the upper right corner if the file page.



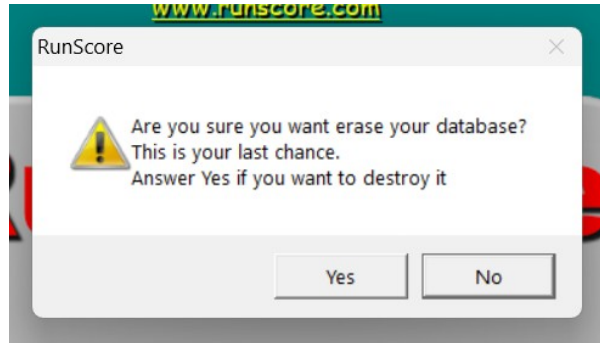
6. Clear existing race entries:

1. **Note:** You have the option to leave the entries database as it is and not delete last year’s names. Then, when you enter runners for a new race, the system will suggest names from the existing list to fill in the entry you are making. This can be confusing and may slow you down, especially when you are new to using RunScore. For training we will clear any entries that are in the database.
2. Click the ‘Browse’ button in the lower menu.
3. Confirm that the listing of the entries in last year’s race is displayed.
4. Close the Browse Database window by clicking the red X upper right.
5. In the top menu navigate to: **Tools/Enter/Edit names/Eraser ALL names**
 1. You will see a warning about erasing ALL names.

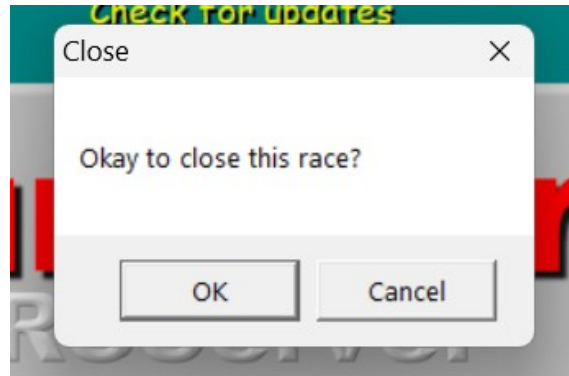


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2. Click Yes to continue.
3. You will see a warning about erasing the database.



4. Click Yes to continue.
5. You will see the following message:

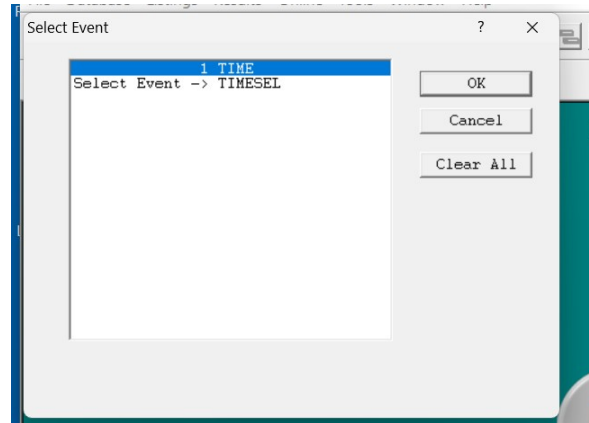


6. Click **OK** to close the race.
 1. **Note:** It is important to close the race to reset the file after having cleared the data.
7. Open the race again by clicking: File, Open Race, and double clicking the Entries.frm.
8. Click Browse again, and the Browse database list should be empty.
9. Close the Browse window.

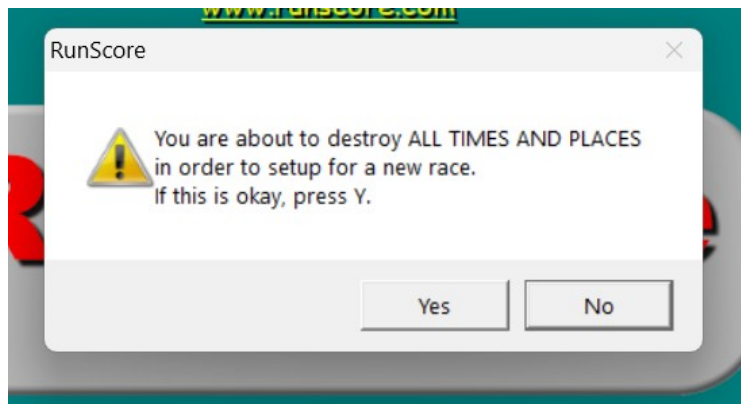
7. Initialize (Clear) results:

1. This step clears out all times and bib numbers from last year's race or from testing that you have done in preparation for this year's race.
2. You can do this step as often as necessary to clear bib numbers and times.
3. In the lower menu, click: **Init./Initialize Results**.

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4. The Select Event box shown above will be displayed.
5. Click the **Clear All** button.
6. You will see the following warning:



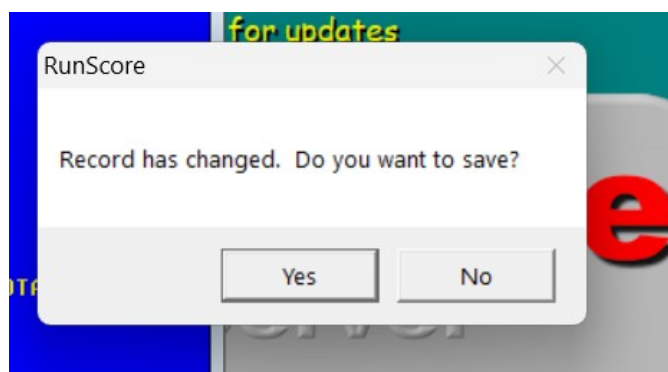
7. Click Yes to continue.
8. This will clear all bib numbers and times.
9. Click **Results/Time** to confirm that times and bib numbers have been cleared.
10. Close the Results window.

8. Enter runners for this year's race:

1. For a live race:
 1. Most of the CVR races allow pre-entry through RunSignup.
 2. Pre-race entries will be imported into RunScore before race day.
 3. Race day entries are entered manually into RunScore.
 4. Race day volunteers will write the bib number assigned to race day entries in the upper part of the form.
2. For this training we will use forms filled out to simulate race day entries.
3. Enter the forms:
 1. Click **Enter** in the lower menu.
 2. The **Enter/Edit Names** page will open.
 3. **Note:** The Sex, Club, and State fields are automatically converted to upper case.
 4. **Note:** The cursor will jump to the next field when a field is filled. If the text being entered does not fill the field, press the TAB key to advance to the next field.
 5. Do not enter all of the fields that are on the entry forms.
 1. Disregard the fields after State.
 2. Enter only the following fields from the forms:

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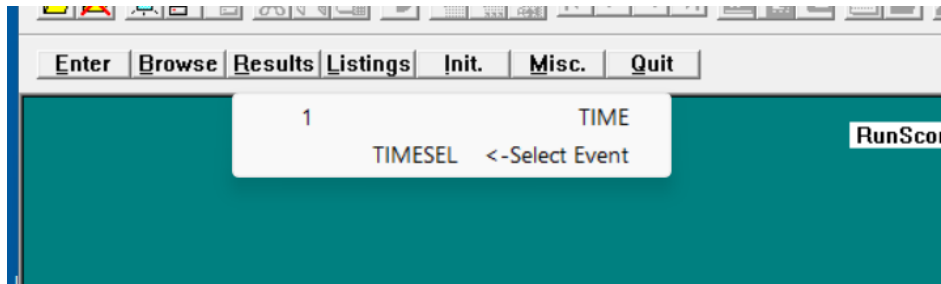
1. No. (race number)
 2. FIRST NAME
 3. LAST NAME
 4. SEX
 5. AGE
 6. Club
 1. If CVR is circled, enter **CVR** in the field.
 2. If No is circled or nothing is circled, leave the field blank.
 7. CITY
 8. STATE
6. Press the F12 function key to save the record. **The race number will be incremented**, and a blank Enter page will be displayed.
7. If you try to close the Enter page without having saved the last record, you will see the following warning:



1. If this happens, normally you should click Yes to save the record.
 2. The Enter window will close.
 3. Open it again to continue entering names.
8. The bib number will be **automatically incremented**.
1. Make sure that the form you are about to enter is for the next bib number in sequence.
 2. If the forms are out of order, find the right form for entry.
 3. Press **Tab** to move to the **First Name** field.
 4. Finish entering the form, press F12, and continue with the next form.
9. After every 5 or 6 forms:
1. Click **Browse** to check to see that all of the forms that have been entered are listed and everything looks OK.
 2. If you need make corrections:
 1. Double click on the row to be corrected.
 2. The Enter window will open.
 3. Make any necessary corrections and press F12 to save.
 4. **Check the next bib number. It may need to be changed.**
 3. Continue to enter names.
 4. When all the forms have been entered:
 1. Click F12 to save.
 2. Open the Browse window and make any necessary corrections by double clicking the row to be corrected, make the edits, and press F12 to save.
 3. Close the Browse window.

9. Times and Bib Numbers:

1. Bib numbers are always entered manually using the bib number sheets that are filled out at the finish line.
2. Times may be entered manually, or they may be uploaded from a connected TimeMachine timer.
3. For training we will enter bib numbers and times manually using the training handout.
4. To enter times or bib numbers manually:
 1. Click 'Results' on either menu bar.
 2. The TIME and TIMSEL sub-page will appear.



3. Click on 'Time'
4. If times and/or bib numbers have already been entered for this race, they will be displayed.

Place	No.	Time	FIRST NAME	LAST NAME	S	AGE	ZIP	DIU
1:	1990	0:20:39.00	BEN	TASKA	M	34	05641	H3039
2:	1977	0:20:55.00	SEBASTIAN	MCCABE	M	23	05454	H2029
3:	1885	0:22:14.00	NICHOLAS	KIDDER	M	17	05679	H0119
4:	1979	0:23:51.00	LUKE	MILLER	M	28	05602	H2029
5:	1881	0:23:57.00	NAT	KATZ	M	44	05663	H4049
6:	1987	0:24:14.00	KYLE	PROTEAU	M	22	05641	H2029
7:	1869	0:24:32.00	SHAWN	GARDNER	M	60	75220	H6069
8:	1974	0:26:07.00	PETER	MAURIS	M	35	05641	H3039
9:	1870	0:26:10.00	MACK	GARDNER-HORSE	M	62		H6069
10:	1866	0:26:19.00	JIM	FLINT	M	64	05777	H6069
11:	1874	0:26:25.00	ADDIE	HEDGES	F	20	05602	F2029
12:	1973	0:28:13.00	BLAKE	MAGNER	M	37	05641	H3039
13:	1985	0:29:09.00	CHRISTINE	PENNEY	F	35	SE13 61	F3039
14:	1493	0:29:21.00	BILL	KATIGLE	M	53		H5059
15:	1624	0:29:22.00	FREYA	AEBI	F	13		F0119
16:	1494	0:30:07.00	JESSE	GARRETT	M	34		H3039
17:	1889	0:30:14.00	ASHTON	KIRDL	M	36	05679	H3039
18:	1639	0:30:24.00	MATTHEW	CALDWELL	M	35	05663	H3039
19:	2000	0:30:40.00	KIMBERLY	TILLATSON	F	40	05679	F4049
20:	1602	0:30:57.00	JOE	MERRILL	M	57		H5059
21:	1495	0:31:05.00	MATT	FRANCIS	M	34		H3039
22:	1642	0:31:06.00	MARZIE	CASH	F	31	05464	F3039
23:	1615	0:31:13.00	CHARLIE	KOLLING	M	11		H0119
24:	1487	0:31:17.00	DONNA	SHYVERS	F	65		F6069
25:	1877	0:31:23.00	THOMAS	HODGBOON	M	72	05843	H7079
26:	1633	0:31:59.00	ASHLEEN	BUCHANAN	F	32		F3039
27:	1868	0:32:04.00	JENNIFER	KATIGLE	F	53		F5059
28:	1992	0:32:17.00	CHRISTOPHER	ROSSEY	M	41	05663	H4049
29:	1610	0:32:56.00	PHILIP	KOLLING	M	38		H3039
30:	1875	0:33:01.00	HINDY	HEDGES	F	43	33919	F4049

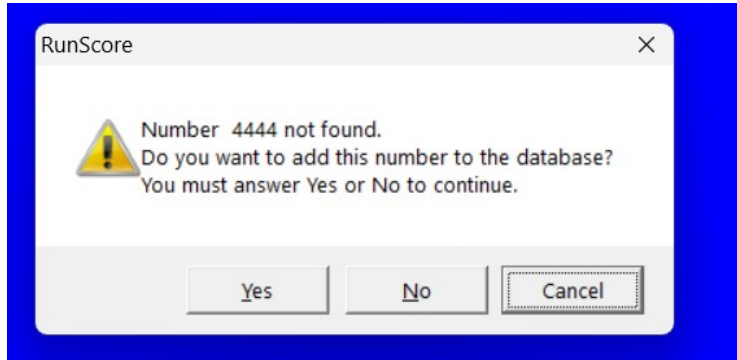
5. For training, any existing times and bib numbers should be cleared.
6. You can clear Results as often as necessary to remove bib numbers and times that you have entered for testing and practice.
7. To clear Results, follow the steps in **Section 7** above in this outline.
8. Continue after results have been cleared, if necessary.

10. Enter bib numbers:

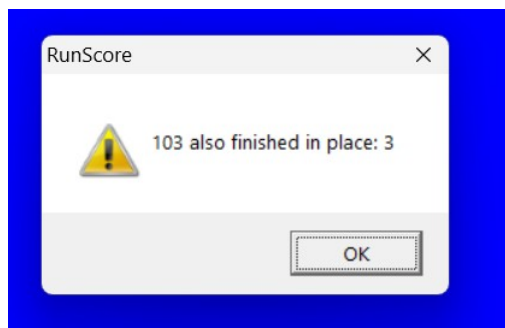
1. Click **Results/Time** to open the results page, if it is not already open.
2. Check your F3 and F4 keys:
 1. F3 should move the yellow cursor to the **No.** column.
 2. F4 should move the yellow cursor to the **Time** column.
3. Press F3 to enter bib numbers.

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1. The first field in the **NO.** column should be yellow.
 2. Enter the first bib number. It will be displayed in the bottom left corner of the page.
 3. Press Enter.
 4. The bib number will now be displayed in **Place #1**.
 5. The name and other data of the runner registered with this bib number will also be displayed.
 6. Continue to enter bib numbers.
4. If you enter an invalid number, you will get the following error message:



1. Usually you will have mistyped the number.
 1. If so, click **No** to rekey the number and continue.
 2. You will normally not answer Yes to this prompt, but if you know that this should be a valid bib number, enter Yes.
 1. Check with race day registration volunteers to confirm that the bib number is valid.
 3. The Enter page will be displayed. Enter the runner information, Save it, and return to entering bib numbers.
5. If you have a Zero bib number on the sheet for this finisher:
1. Enter 0 for an Unknown Runner.
 2. Once you know the correct bib number, you can come back and correct it.
6. If you enter a bib number that has already been entered, you will get the following message:

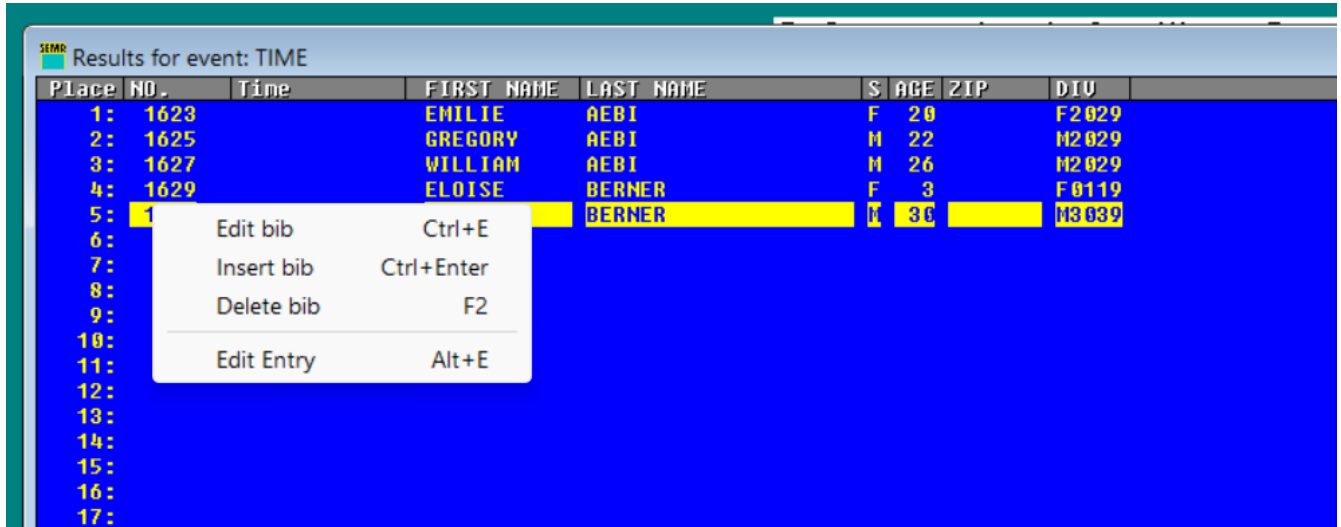


1. Check to see if you have mistyped the number.
2. If the number is a duplicate of an earlier entered number:
 1. Check the second set of bib numbers from the finish line.
 2. Correct the number on your sheet, if it was a mistake.
 3. If it is the same on both sheets,
 1. Make a note on the bib number sheet that the number is a duplicate.
 2. Enter 0 for an unknown runner.
7. Continue until you have finished entering bib numbers.
8. In an actual race situation, as each sheet of bib numbers is filled at the finish line, take the sheet to the computer and enter those bib numbers.

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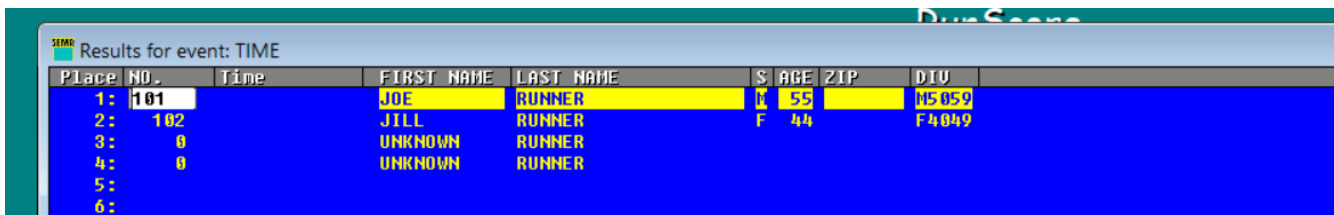
9. Delete, Edit or Insert bib numbers:

1. If you enter a **valid but incorrect** bib number, you can immediately delete or edit it and enter the correct number. This might happen if you skip a bib number on the sheet by mistake.
2. You may also need to insert a skipped bib number at some point.
3. To delete, edit or insert a bib number
 1. Click on the row to be changed. You can also use the up and down arrow keys to move to different rows.
 2. The row will be highlighted.
 3. Right Click on the bib number, and the Edit, Insert, Delete box will open



4. **Edit bib:**

1. Click **Edit bib**.
2. The bib number field will change to a white background.



3. Press Escape, if you want to cancel the edit.
4. Enter the correct bib number.
5. Press Enter.
6. The cursor will move down one row.
7. You can move to other rows to edit other bib numbers by using the up/down keys.

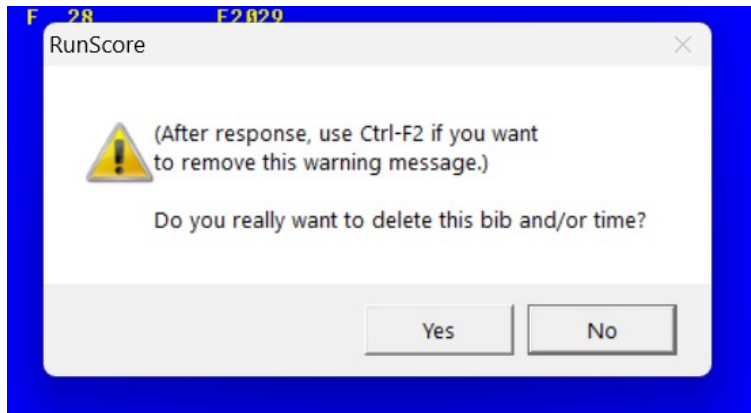
5. **Insert bib:**

1. Right click on the bib number **below** where you want to insert a number.
2. Click **Insert Bib**
3. A blank row will be inserted with the bib number field in a white background.
4. Enter the bib number to be inserted
5. Press Enter.
6. Press Escape to end Bib Insert.

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6. Delete bib:

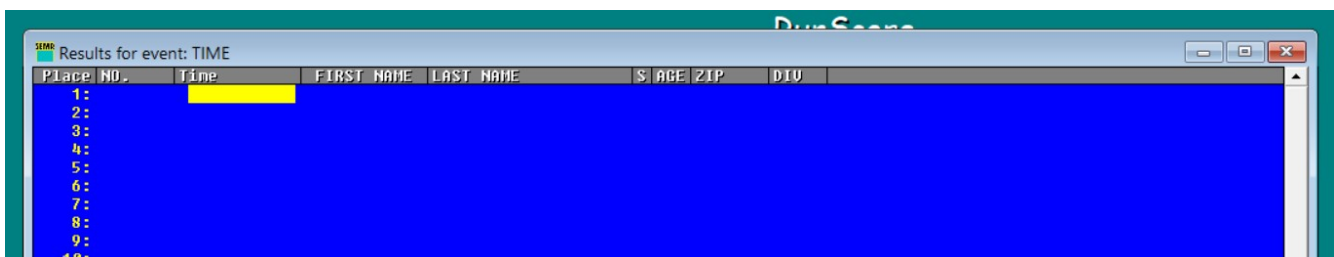
1. Right click on the bib number to be deleted.
2. Click Delete Bib
3. The following warning will be displayed:



4. Click Yes to continue or No to cancel the delete.
5. You can also **Edit Entry**.
 1. This will open the Entry page and allow you to change the person's information in the database.
 2. Press F12 when you have finished any edits.
 3. Close the Entry page and return to the Results page.
7. **Note:** Practice the Edit, Insert, and Delete functions.
 1. For example:
 2. Edit a bib number, re-type the number and save it.
 3. Delete a bib number.
 4. Then insert the bib number that you just deleted.
8. Be sure to press F10 when finished. The display will not change when you press F10 to save.

11. Enter times:

1. If the Results page is not open, click **Results/Time** to open the results page.
2. Bib numbers that were entered in Section 10 above should be displayed.
3. Find the times to be entered to the right of the bib numbers on the bib numbers/times handout.
4. The list of times is from a TimeMachine timer.
5. Press F4 to switch to Time entry. Make sure that the yellow cursor is highlighting the first cell in the **Time column**.

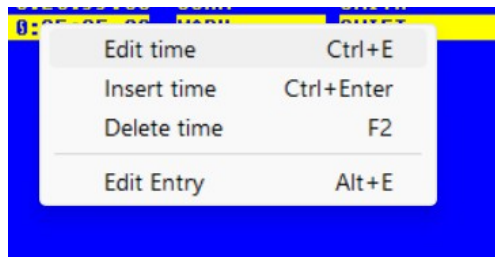


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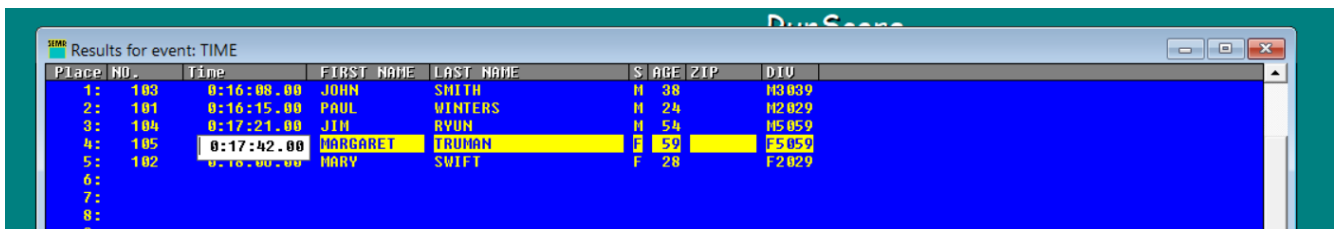
- Hours, minutes, and seconds are entered, NOT tenths.
- If there are only minutes and seconds for the time to be entered, nothing has to be entered for hours.
- You can enter times with a space instead of a colon between hours, minutes and seconds. So a time of 22:33 would be entered as: 22 space bar 33 and then press Enter.
- If the next time is also 22 minutes but with 44 seconds, you can enter just the 44 and press Enter. If you are timing a longer race with times over 1 hour, you can just enter minutes and seconds, if the hour has not changed.
- As you key the time, it will be displayed in the bottom left corner of the page. When you press Enter, the time will appear as the next time just above the yellow highlighted field in the upper part of the page.
- Press F10 occasionally to save your work. Nothing will change on the display when the save is done.
- Continue entering times...

13. Correcting Time Entries:

- Click on the time to be corrected
- It will be highlighted in yellow.
- Now **right** click on the time to be corrected.
- The **Edit/Insert/Delete** box will open.



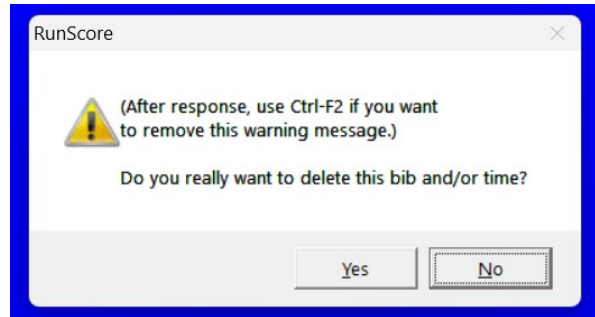
- You can then edit the time, insert a new time, or delete it.
- Edit the time:**
 - Click Edit time.
 - The time will now be highlighted in white.

A screenshot of the RunScore application showing a table of race results. The table has columns for Place, NO., Time, FIRST NAME, LAST NAME, S, AGE, ZIP, and DIV. The row for Margaret Truman is highlighted in yellow.

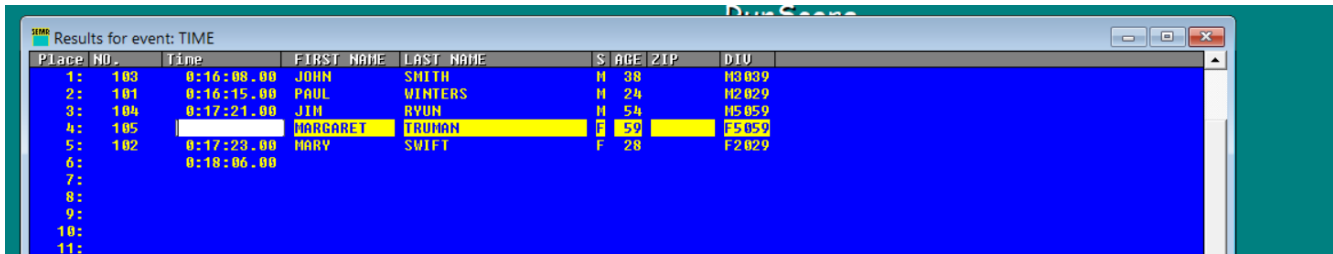
Place	NO.	Time	FIRST NAME	LAST NAME	S	AGE	ZIP	DIV
1:	103	0:16:08.00	JOHN	SMITH	M	38	103039	
2:	101	0:16:15.00	PAUL	WINTERS	M	24	102029	
3:	104	0:17:21.00	JIM	RYUN	M	54	105059	
4:	105	0:17:42.00	MARGARET	TRUMAN	F	50	105059	
5:	102	0:18:00.00	MARY	SWIFT	F	28	102029	
6:								
7:								
8:								
9:								

- Correct the time the using the arrow keys, the delete key, and the numbers.
- Press Enter.
- Delete a time:**
 - Click on the time to be deleted.
 - Right click and click Delete time.
 - The Delete bib/time warning will be displayed.

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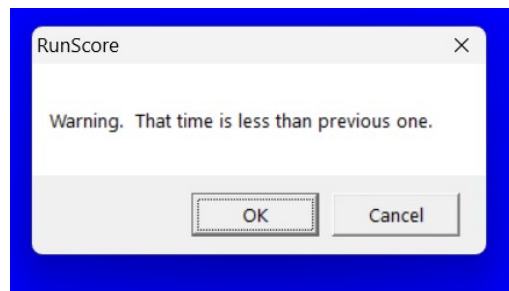


4. Click Yes to delete the time or No to escape.
 5. If you confirm the delete, all times will move up one cell.
- 8. Insert a time:**
1. Click on the time **Below** the cell where you want to insert a new time.
 2. Right click and click **Insert time**.
 3. An empty time cell will open in a white background.

A screenshot of the "RunScore" application showing a table of results for an event named "TIME". The table has columns for Place, NO., Time, FIRST NAME, LAST NAME, S, AGE, ZIP, and DTU. The data is as follows:

Place	NO.	Time	FIRST NAME	LAST NAME	S	AGE	ZIP	DTU
1:	103	0:16:08.00	JOHN	SMITH	M	38	H3039	
2:	101	0:16:15.00	PAUL	WINTERS	M	24	H2029	
3:	104	0:17:21.00	JIM	RYUN	M	54	H5059	
4:	105		MARGARET	TRUMAN	M	50	H5050	
5:	102	0:17:23.00	MARY	SWIFT	F	28	F2029	
6:		0:18:06.00						
7:								
8:								
9:								
10:								
11:								

4. Enter the new time.
 5. Press escape.
 6. All the times below the new time will be moved down.
 7. You can insert another time, if necessary.
 8. Click **Escape** to stop inserting.
 9. Press F10 when all times have been entered
 10. Close the Results page.
- 9. Possible insert error:**
1. **If you insert a time less than the previous one, you will see the following error box:**



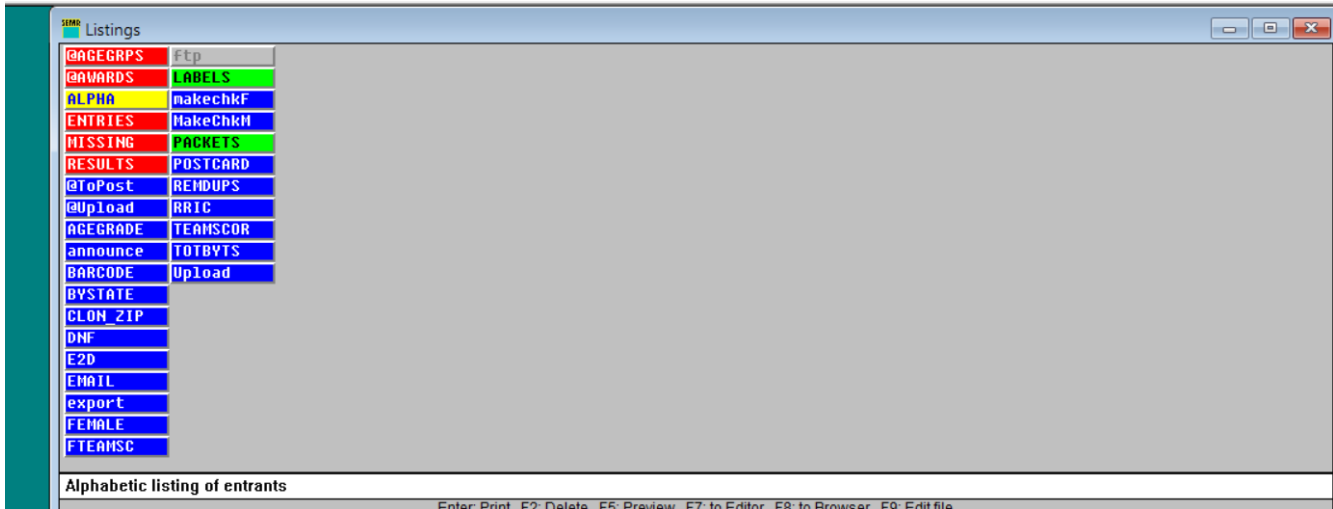
2. Click OK.
3. The incorrect time will be inserted, and a blank field with a white background will be inserted below the incorrect time.
4. Press the **escape key** to stop Insert.
5. Delete the incorrect time.
6. Insert the correct time.

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7. Press F10 to save.
8. Close the Results page.
9. **Note:** Practice the time Edit, Insert, and Delete functions.
 1. For example:
 2. Edit a time, re-type the time and save it.
 3. Insert a time.
 4. Delete the time just inserted.

14. Listings:

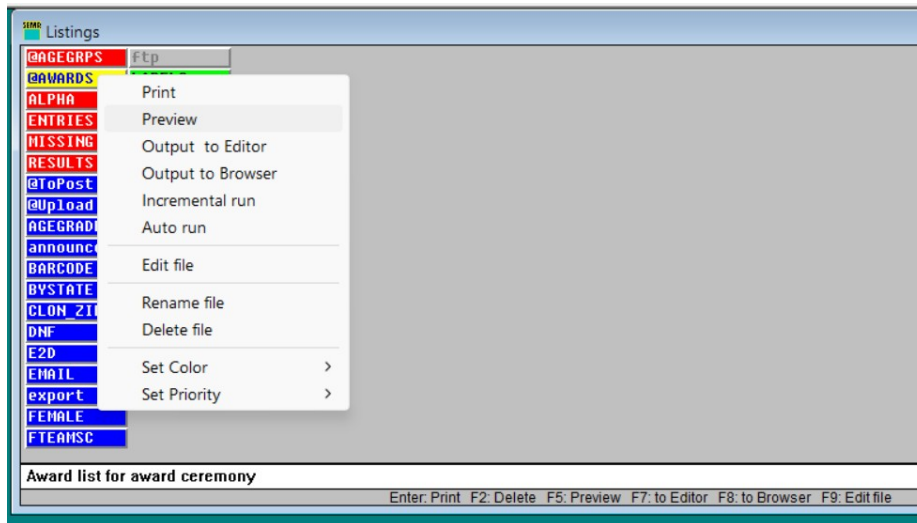
1. Click on **Listings** on the lower menu to see the dropdown for available lists.



2. The following listings are normally used for a race:
 1. @AGEGRPS – list of results by age group.
 2. @AWARDS – list of results with overall top finishers and age group top finishers. Overall winners will be removed from their age groups. This list can be used by the race director during the awards ceremony.
 3. ALPHA – an alphabetic list of Entries.
 4. ENTRIES – a numeric list of Entries.
 5. RESULTS – Overall results list.

CVR RunScore Training

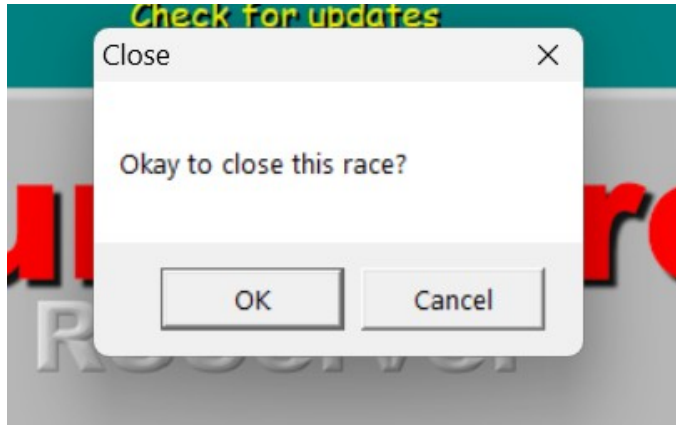
3. To display or print a list:
 1. Right click on the list that you want to display.
 2. The Options box opens.



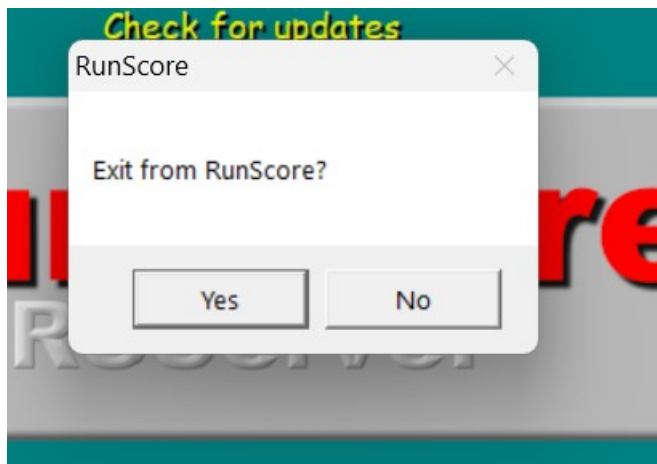
4. The common options used:
 1. Print – print the list now.
 2. Preview – display the list.
 1. There is a Print icon on the preview list page to print the list after viewing it.
 3. Output to editor – send the list to the default editor to be modified and saved as a .txt file.

12. Closing RunScore:

1. Close your race:
 1. In the upper menu click File/Close Race
 2. The OK to close race box will be displayed.



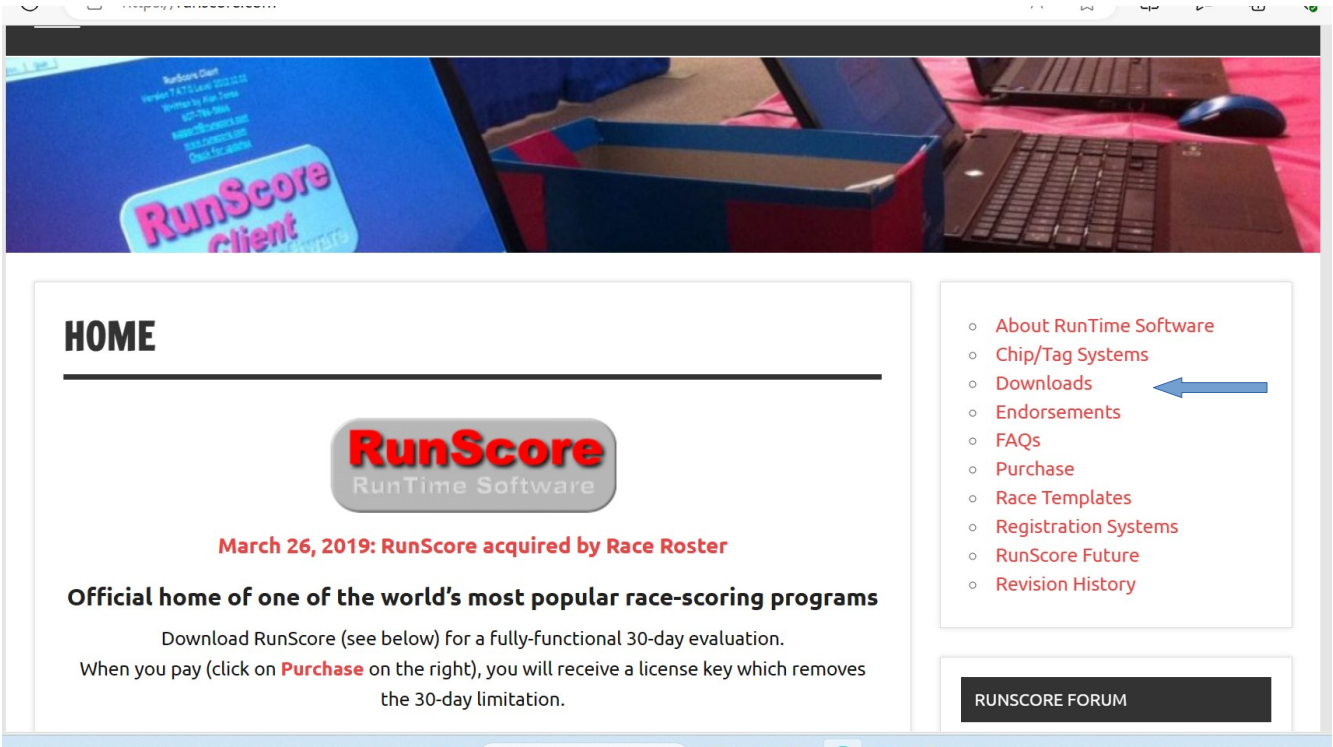
3. Click OK to close the race.
2. Close RunScore:
 1. Click the X in the upper right of the RunScore window.
 2. The Exit RunScore box will be displayed.



3. Click OK to close RunScore.

13. How to download RunScore:

1. RunScore runs only on Windows machines. It does not run on Macs, tablets, or phones.
2. Go to the RunScore website: runscore.com



3. Click **Downloads** in right navigation.

DOWNLOADS

These files are the full program files for **RunScore Server**, **RunScore Client**, and the last version of **RunScore for Windows** as well as the RunScore update. The “**RunScoreSetup.exe**” is the primary installation file to install both the **RunScore Server** and the **RunScore Client** into the RunScore directory. You can use the Custom option during installation to select which portions that you want to install and other choices. The “**RSClientSetup.exe**” file is a simple and smaller file to install just the Client on a machine to work with the Server.

We have removed the need for the RunScoreUpdate.exe. You will now only find RunScoreSetup.exe and RSClientSetup.exe on the RunScore website. To update your version of RunScore you can now just use the RunScoreSetup.exe and it will update your program. You will get a choice to reinstall sample races, you can choose not to install these if you would prefer a quicker install.

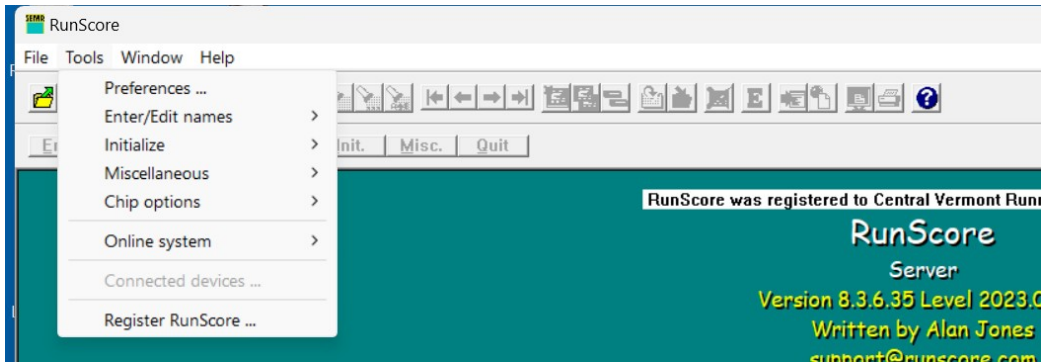
By downloading these files, you are agreeing to the RunScore Terms and Conditions.

Click [HERE](#) to read the agreement.

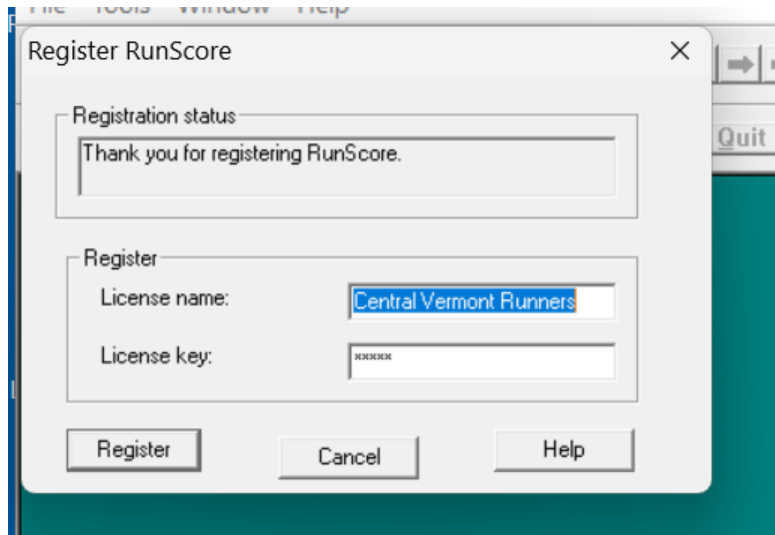
/ public /		
Last Modified	Size	Key
-----	0	past-versions/
2024-02-07T16:45:08.000Z	3.6 MB	RSClientSetup.exe
2024-02-07T16:45:12.000Z	10.5 MB	RunScoreSetup.exe

4. Click on the **RunScoreSetup.exe** link at the bottom.
5. The runscoresetup.exe file will be added to your Downloads folder.
6. In your downloads folder, double click runscoresetup.exe to run the install.
2. Register your copy of RunScore.
 1. You can use RunScore for 30 days without entering the license key, but it is recommended to register your copy now.
 2. To register RunScore:
 1. Open RunScore.
 2. Click on Tools in the upper menu.

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3. Click on Register RunScore.



4. Enter the CVR license key: 44745 in the License Key field.
5. Press Register to save the key.
6. RunScore is now registered.
7. A message confirming the registration should be displayed above the RunScore logo.

