

# Race Timing Advanced Topics

- **Introduction**
  - This outline covers overall race timing and RunScore specific topics that are beyond the scope of the tutorial used for the Introduction to RunScore training.
- **Setting up a race for the new year.**
  - Each RunScore race is stored in a separate directory.
  - Each race directory contains about 75 files.
  - Races are stored in the CVR laptop at: OS (C:)/RunScore CVR/race year
  - To create your race directory for the new year:
    - Copy the race folder from the prior year and paste it to the new year.
    - Rename the directory to reflect the new year.
- **Entering Race Day Entrants in RunScore.**
  - While entering race day entrants in RunScore, the database can occasionally become corrupted. The only way to know if this has happened is to open the entries database by clicking the 'Browse' button.
  - Note from John: I have not been able to reproduce this, and I don't know yet what causes it.
  - If the file is corrupted, the columns will be completely mis-aligned and **you may lose entries**.
  - **Important Recommendation:**
    - After every two or three entries, check the alignment of the entries by clicking Browse.
    - If the columns are mis-aligned:
      - Close the race.
      - Reopen the race and check the Browse button.
      - The columns should now be aligned again, **BUT** you may have lost entries.
      - Check the last entry and re-enter the entry forms, if necessary.
- **Importing entries from RunSignup.**
  - Most CVR races use RunSignup for online pre-registration.
  - Entries from RunSignup can be downloaded and imported into RunScore.
  - Downloading and Importing:
    - You as the timer or someone else that set up the race in RunSignup will have access to download a .csv file of all on-line entries.
      - Navigation in RunSignup:
        - Log in to RunSignup.
        - Click **My Races** and choose the race you want.
        - In the Race Dashboard on the left, click **Participants/View Participants**.
        - Click on Export Options to show the dropdown.
        - Choose 'Download All As CSV'
  - Open the downloaded .csv using a spreadsheet program such as Excel or LibreOffice.
    - Map the zip code field as text to preserve the leading zeroes.
    - Remove all unnecessary columns.
    - Keep the following columns:
      - Bib (if it has numbers filled in)
      - First Name
      - Last Name
      - EmailAddress
      - Street Address

- City
- State
- Zip Code
- Gender
- Age
- CVR member?
  - Use a formula to convert CVR Yes or No into a field named 'club' filled with 'CVR' for the Yes answers and blank for the No answers.

- **Do not keep date of birth; use age instead.** RunScore will not assign age groups normally using date of birth.

- Column names:

RunSignup column name	RunScore column name
Bib	no.
First Name	first name
Last name	last name
Email address	email
Street Address	address
City	city
State	state
Zip Code	zip
Gender	sex
Age	age
CVR member?	club

- Change the column headings to the RunScore column name.
- If your column names match the RunScore field names, RunScore will automatically fill its fields.
- Importing the entries.
  - In RunScore in the top menu bar:
    - Click File
      - In the dropdown, click Import.
      - Double click on your .csv file of entries.
      - If RunScore tries to import a column that does not match its field name, it will prompt for the matching field name.

- **Assign bib numbers.**

- Bib number range:
  - Either go to storage and get bib numbers for your race...
  - OR, if the race director has already picked up numbers, find out what range of bib numbers will be used.
- Recommended:
  - Assign bib numbers alphabetically.
    - If numbers are assigned alphabetically, you can do one number pickup list that can be used by race day volunteers to look up entries EITHER by name or by number.
- Bib number pickup list.
  - In RunScore
    - Click Listings:
      - Choose Alpha to print an alphabetic list
      - Choose Entries to print a list in bib number order.
  - You may want to create your own number pickup list using the file of entries downloaded from RunSignup.

- **Select times.**
  - Concept:
    - Normal race timing captures bib numbers and finishing times separately. Then bib numbers and finish times are entered into RunScore and matched up by the computer.
    - However, 'select times' (select meaning not **every** finishing time) are captured by recording **finishing time AND bib number together** at the moment the runner crosses the finish line.
    - Select times are very useful for solving problems with timing.
      - For example, if there is a different number of bib numbers and finish times recorded:
        - Select times can be used to focus on where the extra finishing time was recorded or where a bib number may have been missed.
  - Capturing select times:
    - Two TimeMachines or one TimeMachine and a Seiko timer will normally be used to record a time for every runner.
    - An additional TimeMachine may be used to capture select times.
    - The person recording select times should be told NOT to try to get a select time for every runner.
    - When several runners finish together, possibly only one select time can be recorded out of the group.
    - When there is more time between runners, more select times can be recorded. As many select times as possible should be recorded without affecting accuracy.
    - Recording a select time:
      - As the runner approaches the finish line, key in the bib number on the TM.
      - Press Enter as the runner crosses the line.
      - If you make a mistake keying the bib number before pressing Enter, press CLEAR to clear out the incorrect bib number.
      - If you realize that you entered a bib number incorrectly after pressing enter, make a mark on the printed tape next to the incorrect bib number.
- **Finish Line.**
  - Responsibilities as race timer:
    - To ensure the best possible results when timing a race:
      - Chute:
        - Set up a chute to control runners crossing the finish line.
        - The chute should be longer for shorter races with more runners.
        - Warn bib number writers that **No One** should be allowed past them until their bib number has been recorded.
      - Be sure that volunteers operating TimeMachines understand fully how to operate their timer.
      - Be sure that volunteers that are recording bib numbers know that **NO ONE** should be allowed past them without having their bib number recorded.
      - If possible, assign a volunteer to 'police' the finish line and chute.
        - Make sure runners don't go around the chute or leave the chute before having their bib number recorded.
        - Calm the people in the chute when there is a backup of runners waiting to have bib numbers recorded.
    - TimeMachines
      - Use two TM's to record **EVERY** runner that crosses the line.
      - Use a third TM to record select times, if possible.
    - Bib number sheets:
      - Set up **TWO** sets of bib number sheets with a clipboard and pencil.
      - Pencils work best when the weather is cold.
      - Be sure to have enough bib number sheets to handle the total number of runners in the race.
- **Results:**

- Once the race is over and you are at home, send results to the CVR Webmaster and to the Times Argus.
  - Steps to capture results:
    - In RunScore, use the Listings functions:
      - Display overall and age group results and choose 'send file to editor'.
      - Save the files as something like: race name-overall-yyyy.txt and race name-agegroup-yyyy.txt.
      - Send the two .txt files to the CVR Webmaster for posting to the website.
      - Send just the overall results file to Jamie Biggam at the Times Argus. ([jamie.biggam@timesargus.com](mailto:jamie.biggam@timesargus.com))