

Notes to E-Meet Volunteers

Using Ór at NEOC Meets

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Notes to Volunteers

(Using Ór at a NEOC meet)

Overview: The Day of the Meet

(busy meets will require two volunteers – one to manage runners, one to enter info)

- Collect a Safety Card from each runner and verify that it is legible and complete.
- Instruct runner to Clear and Check, then direct them to Start.
- Use Ór on the laptop to record information from each Safety Card, and to download results from each runner's finger-stick after finish.
Try to get Safety Card info entered before runners finish – it will avoid some problems.
- Use the thermal printer to give each runner a copy of his/her splits.
- Copy runner's finish time to his/her Safety Card, then hang the card on the results string.
- Compose a Results page for the website (or e-mail the results files to the Results Coordinator).

Before the first start

Set up the gear

1. Set up the laptop where it will be safe from rain, and near the Start and Finish (if possible).
2. If you have access to a power outlet, there is a power-strip in the backpack. Otherwise, you might want to have a car nearby in case you need to use the cigarette-lighter adapter.
3. Turn on the laptop and start Ór.
4. Plug the orange download box (stored in the backpack) into one of the USB ports on the laptop. Near the top of the Ór window, set “Com Port” to “COM3”. The text next to “Com Port” will change from red “Connecting” to green “Open” (after about 10 seconds). (Do not unplug the download station while Ór is running.)
5. Click File > Import > Competition... and select the data file you prepared earlier.
6. In the blue printer case, find the thermal printer, paper tape, and download box velcro-ed to the orange board. Place the orange board near the laptop. Check that the download box is plugged into the printer.
7. Take a roll of printer paper. “Thread” it under the hinge edge of the printer's paper hatch and out the opposite side of the hatch.
8. Find the purple “Clear Backup” stick, tethered by a string to the printer rig. Dip it into the printer's download box to erase any old downloads. (DO NOT do this during your event!)
9. Verify that the printer is connected properly. Dip any finger-stick into the printer's download box. Even if the stick has been cleared, it should print a few lines.
10. Clip a Clear and Check control onto the orange board for this purpose (in the “Start box”), and set it out in front of the laptop.
11. Before the first starter, use a purple “Clear Backup” key (in the blue box with the SI-Master) to clear the Start control(s) you'll be using for your meet. (This will enable Ór to read the “started” runners later in the meet, and give you a list of who is still out.)

During the Meet

Collect a Safety Card from each runner

NEW ENGLAND ORIENTEERING CLUB		
Safety Card		
COMPLETE LEGIBLY AND GIVE TO STARTER		
SI CARD (FINGER STICK) #	APPROX. START TIME	
NAME(S)		
O-CLUB or Affiliation		
COURSE	TIME	MIN : SEC

- Collect the runner's Safety Card. Verify that the Safety Card is legible and complete. For groups, note the number of people; e.g. “Team Greyhound (4)” or “Joe Needle +2”.
- Instruct the runner to **Clear** and **Check** his/her stick, then direct him/her to the Start.
- E-punch runners can usually self-start. Request runners on the same course to wait a couple of minutes, then self-start.
- Remind newbies to punch Start before running off, and to return for download when done (even if abandoning the event!).
- Enter info from the Safety Cards in **Ór** (next page).
Try to get Safety Card info entered before runners finish – it will avoid some problems.

Enter info from Safety Cards into Ór

In the upper-left part of the Ór window:

The screenshot shows the 'Ór - Prospect Hill' application window. At the top, there is a menu bar with 'File', 'Edit', 'Internet', 'Tools', and 'Help'. Below the menu bar, there is a 'Com Port' dropdown menu set to 'COM3' and a green 'Open' button. The main area of the window is dominated by a dialog box titled 'Add New Competitor'. This dialog has three tabs: 'Details', 'Extras', and 'Score'. The 'Details' tab is selected. Inside the 'Details' tab, there are several input fields: 'SI Number' (a text box), 'Name' (a text box), 'Course' (a dropdown menu set to '[None]'), 'Club' (a dropdown menu set to '[None]' with a '+' button to its right), 'Class' (a dropdown menu set to '[None]'), 'N/C' (a checkbox), and 'ID' (a text box). There is also a 'Rented' checkbox. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons. Below the dialog, there are 'Entries' and 'Results' tabs. The 'Results' tab is active, showing a table with columns: 'R', 'SI Num', 'Name', 'Club', 'Class', and 'Cour'.

1. Enter the runner's finger-stick number (“SI Number”). Beware of transposing digits.
2. Press “Tab” to advance the cursor to the next input field.
 - If the stick is a NEOC loaner stick, the “Rented” checkbox will be checked, and the cursor will land in the “Name” field. Enter the runner's first and last names. For groups, enter at least one name and a count of others in the group (e.g., “Sue Loadstone +3”). Please check that your spelling is correct – this information will live on the website for years to come.
 - If the stick belongs to a runner who has registered it with NEOC, his/her name and club will fill-in automatically, and the cursor will land on the “Course” drop-down.
3. Select the runner's Course.
4. *Optional*: Select the runner's Club. If the club isn't in the pull-down list, click the “+” button to add it to the list, then select it from the list.
5. Click “OK.”

You may get a warning that the finger-stick has already been used by another runner. (This often happens with loaner sticks late in a meet.) Verify that the stick number is correct, and click “Yes” to re-use the stick.
6. File the Safety Card, by course in the start-card box.

Tips:

- “Alt-e” moves the cursor to the “SI Number” field, ready to Enter a new runner.
- Use “Tab” to move to the next field. The active field will have a (slightly) **bold** label.
- When a pull-down is active, hit the first letter of your choice to select it. For example, when “Course” is active, hit “O” to select “Orange.” Multiple hits will cycle through options having the same first letter. For example, when “Club” is active, hit “E” to step through EMPO, EOC, EOOC.

When a runner finishes, capture his/her finger-stick data

Every runner must download after leaving the course. (For safety, and other reasons.)

1. Dip the finger-stick in the orange download station until it beeps. The download will be reported at the top of the right-side window.

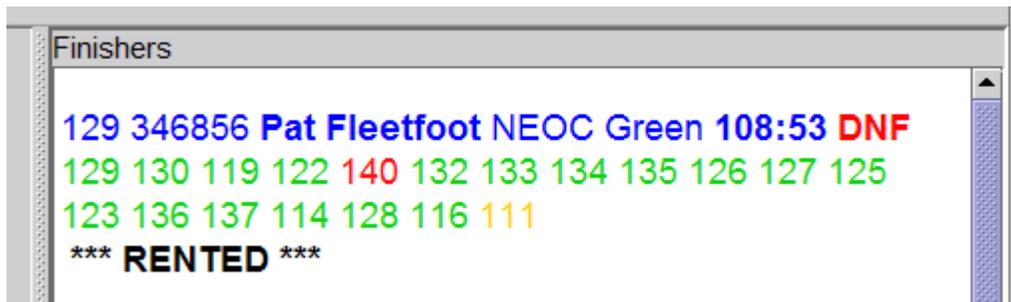
Look at this information before the runner walks away!!



2. Verify that the runner's name and time appear at the top of the right-side window (it could take a few seconds). If not, download again.
3. Repeat the displayed name to the runner.

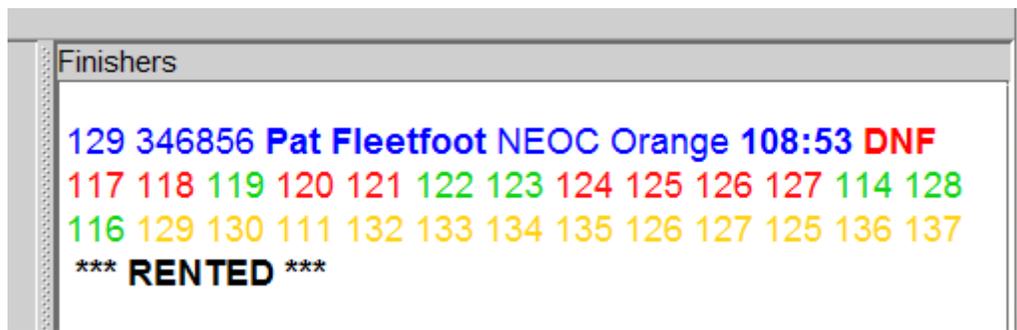
Note: **If the name is wrong**, then the previous user of that stick did not download:

- find the previous user of that stick in the list at left (sort the list by "SI Num"); previous user will have the same stick number and a Yellow or Red status.
 - double-click the previous user's name in the list
 - click the "Extras" tab
 - set "Status" to DNF
 - click "OK" to close the runner details
 - ask the current runner to download again (repeat from step 1.)
4. A list of control numbers may appear after the name: punched controls (in green), "extra controls" (in yellow), and missed controls (in red). "DNF" will appear in red if controls were missed.



Note: **If a DNF runner convinces you that a missing control was actually punched**, edit the downloaded data:

- double-click the runner name in the list at the left
- click the "Extras" tab
- click "Edit Punches"
- click the "Add xxx" button to add the missed control
- click "OK" to close the list of controls
- click "OK" to close the runner details



Note: If it looks like the runner missed a LOT of controls (red #s) or has a lot of “extra” controls (yellow #s), check that he/she was input as running the correct course. If the course is wrong:

- double-click the runner name in the list at the left
 - change the Course drop-down to the correct course
 - ask the runner to download again
5. If the runner's name does **not** appear at the top of the right-side window, check the window at the bottom-right. “Orphan” downloads will appear there. These are downloads from a finger-stick whose number is not found in Ór's list. Either his/her Safety Card info was not entered, or the stick number was mis-entered.
 - Look for the runner by name in Ór's list of runners. If you find it, double-click the name, and correct the stick number. Click “OK” to close the runner details window. The orphan download should disappear from the lower-right window.
 - If the runner did not register with Ór before running, enter his/her info as for a new runner, then have him/her download.
 6. *** RENTED *** will appear if the runner is using a loaner stick. Remind him/her to return it.
 7. The runner should download again to the thermal printer.
This gives the runner a copy of splits, and uses the printer's download box as a data backup.
 8. Record the finish time on the runner's Safety Card. Hang this card on the results string.

While the meet is in progress

- Whenever you have a lull in the action, make a safety backup of **Ór**'s data. Click File > Export > Competition... to save the event data. Save it to the same file you used earlier.
- Keep an eye on the battery level of the laptop. If it gets too low, there is a power adapter in the backpack that will let you plug the computer's power cord into a car's accessory outlet. This adapter has a 15-amp fuse to prevent overload of the car's circuits, and an automatic shut-off to keep it from draining the car's battery. If your car has a second, "accessory" lighter, use that.
- To see who is still on the course, download starts from the Start control(s) into **Ór**. (Note that this will not identify a runner who started, then left without downloading.)
 1. Use the gray coupling rod to connect the Start box to the download box.
 2. In **Ór**, click Tools > Read Start Unit
 3. After the Start box is read, the status indicator (colored dot in left column of runners list) will be updated.
 - Yellow = registered in **Ór**, but did not punch Start
 - Red = started, but did not yet download (still on course or went home)
 - Green = finished
 - Purple = finished, but DNF

At the end of the meet

- All of the colored dots in the left column of entrants should be either green (downloaded OK) or purple (downloaded DNF).
- Yellow and Red dots show runners who have not downloaded – they may still be in the woods, or they went home without downloading.
- Runner information might not have been entered in **Ór**. Use the Safety Cards to help you determine who might be out on the course.
- If you are certain that an entry does not belong in **Ór**'s list (e.g. a runner was entered twice), delete the extraneous entry: click the entry to select it, right-click the entry, click "Delete" in the pop-up menu.
- **When all runners are accounted for**, make a final backup of the **Ór** data (File > Export > Competition...), and shut down the laptop.
- Check that all finger-sticks have been returned.

NOTES

- The clock on the laptop is set to "military time." Do not change that setting.
- The laptop is set to a power-saver mode so the battery will last about 6 hours on a full charge. Please do not change that setting.
- After a long period of inactivity, the laptop will go to Sleep. Press the power button to log back in.
- Do not unplug the orange download station from the laptop while **Ór** is running. If you **MUST** unplug the download station, set the Com Port in **Ór**'s pull-down list to "none," then unplug the station. After re-connecting the station, don't forget to set **Ór**'s Com Port back to COM3. Note that this is a risky maneuver that may hose-up **Ór**.