

Use of Orienteering Organizer:

New Meet:

Class name has to be up to 6 characters (can be changed if needed)

Club 3 characters

Competitor name up to 25 characters

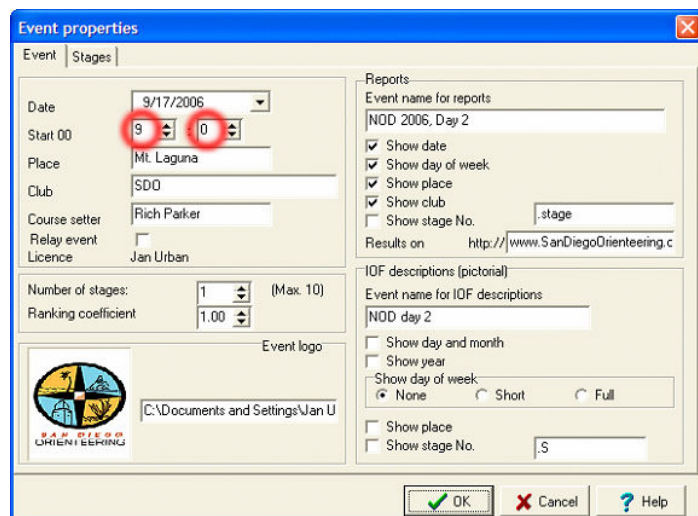
File->New event

The Event properties window will open. (Also accessible through **Options->Event**)

Set Date.

Set Start 00 so that it is before the earliest actual start time (Times will be calculated from there, so if Start 00 is set at 10:00, time 11:24 will later be seen as 84.00.)

Set Club and Course Setter and, for multi-day events, Number of stages.



In Reports section, enter an event names and other information you want to be included in printed reports and exports.

Options->Course Setting

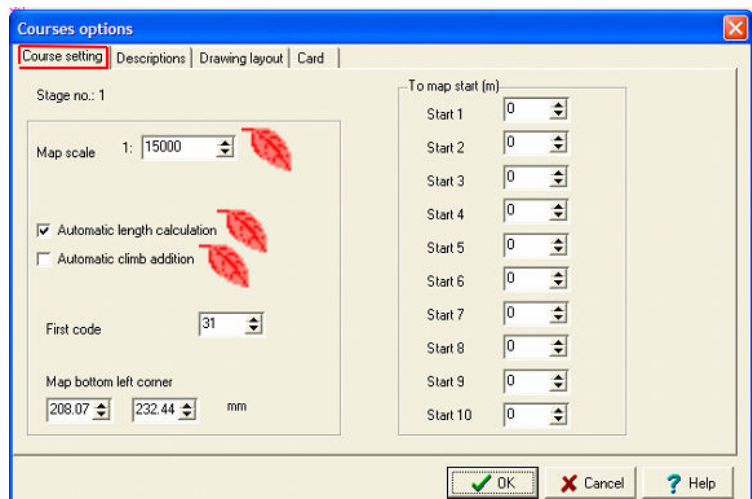
The Courses options window will open. In 1st tab (Course Setting) – set map scale. If you want to enter distance and climb for courses manually, turn off automatic calculation.

Options->Event administration

The second Event properties window will open.

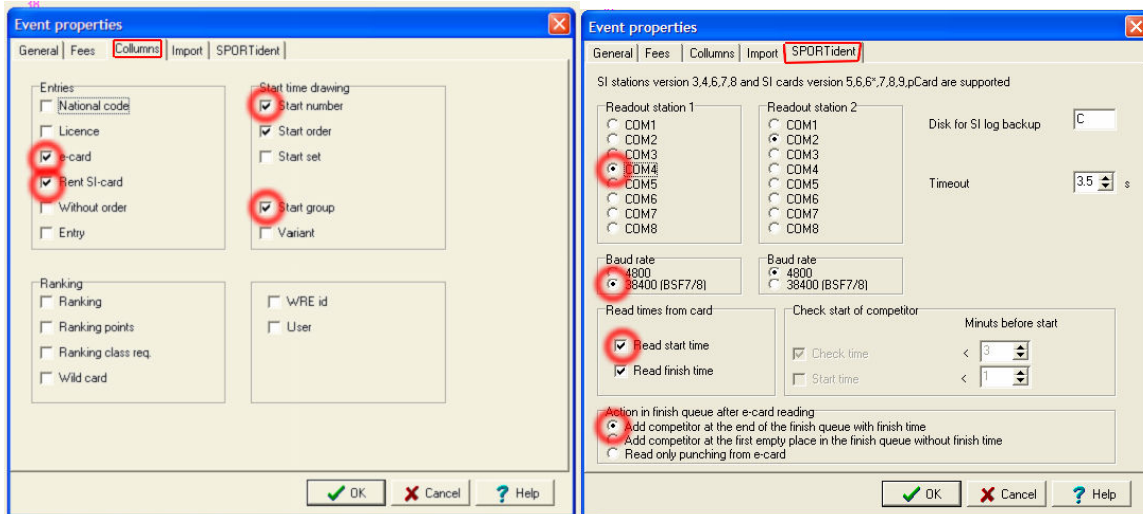
Tab General: in the Electronic punching section select Sport Ident

Tab Columns : Select e-card, Rent SI-card, Start Number, Start group; The rest can be turned off



Tab Import -> Select SDO from the drop down menu

Tab SportIdent -> Select in the Readout Station 1 section **COM4**, and in Baud Rate section select **38400**. In the Read Timefrom card section select Read start time. (Read finish time should be selected by default, and should remain selected.)



Now the program is set and you can start with ...

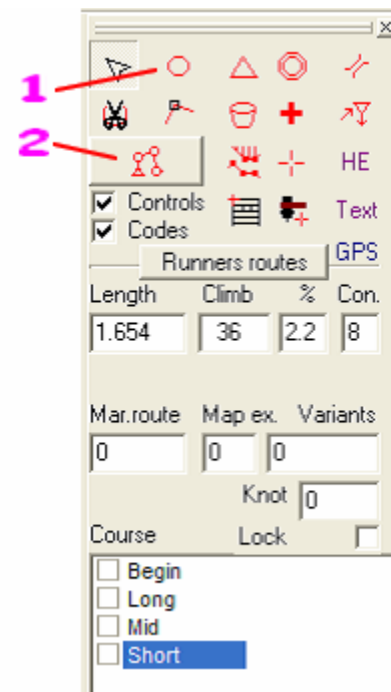
Courses:

Courses can be imported from OCAD through an XML file or other means, or can be built from scratch. (For XSL transformation sheets look in the folder Documents/XML transformation.)

The template for courses has to be a bitmap. It can be exported from OCAD. Make sure that it matches the scale you have set earlier in the Course Setting window.

File -> Open Template: Shift-F2 will zoom out and show the whole map.

From the right-hand toolbar select the *start*, *finish*, or *control* tool [1] and place them as you need. The program will start numbering controls from #31. It will skip some numbers which should not be used (e.g., 66 and 68). The automatic control # assigned can be overridden.



Select the Course tool [2]. Name the course. Stretch the line connecting start and finish to the control. It will add the control to the course. Add remaining controls in a similar fashion. You can also go to **Course Setting -> Set courses with Codes** and build courses there.

Classes:

Go to **Course Setting -> Classes...** and name Classes and assign courses to them. (Remember – 6 letters per class max!)

Set the names of classes, preferably as the first 5 letters of the name of the course + I (for individuals) or G (for groups).

Set Limit in tab Results to 180.

Import of competitors :

Import of competitors who pre-registered: A correctly formatted text file is required to import competitor information. A sample text file is shown below. (^ stands for space.) Club, Class, and Name are required fields and must be in that order in the text file. In the event that a competitor is not affiliated with a particular club, enter NOC (No Orienteering Club) in the club field area. The four letter club abbreviations can be entered. They will be truncated during import. Later on, the club will be assigned all the data by matching the list of the clubs. This list already contains all the regional clubs.


SDO^^BrownG^Veronica^Williams^^^^^^508906 any notes here
 LAOC^Redl^^^Joel^Thompson^^^^^^^^^^^^35456 any notes here
 NOC Redl Steve Moore any notes here

The formatting of the text file is very important. The Club must start the line. The Class must begin at the sixth character of the line, and the name must begin at the thirteenth character of the line. Spaces must be used to fill any unused positions.

The E-card number does not have to be entered, but if it is available, it should be entered starting at the thirty-seventh character of the line. Do not enter rental; just leave the space empty.

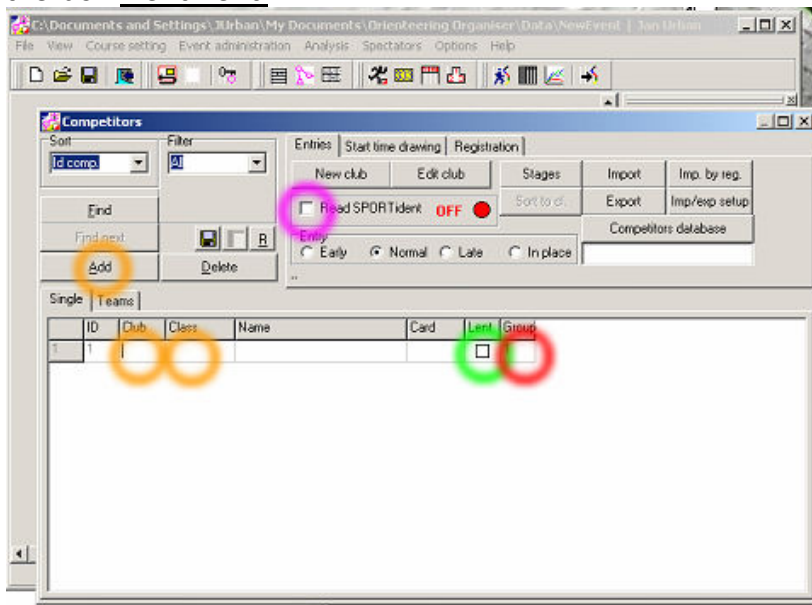
On the day of event:

Registration:

Open the Stat Queue (runner at the tool bar )
(If you did not do so already, connect the reading unit to the USB port.)

The Competitor window will open.
Select Read SPORTident box The red dot should turn green.

Click the Add button. A new line will appear; enter Club, Class, and Name.
(There is a bug in the program. If you try to enter a club or class that is not defined already, the program will ask you to choose from a table; at this point, the program sometimes freezes. Do not panic. Kill the program using Ctrl+Alt+Del and restart.) Place cursor over the Card field and click. Have the competitor put his card in the reading unit. The number will be read. If it is a rental card, click on the box Rent/Lent.




If the card was used already in this race, the program will make you aware of that fact with a dialog box reading: "Warning. Competitor ID 55 use e-card 123456. Write?" Click Yes in the dialog box and then change the number 1 in the Group column to 2, or 3 if it is third use of the card. This is important, as the ability to have multiple uses of a single card in a race is a recent modification of the program and error-checking for entered data has not yet been implemented. Failing to change the number in the Group column does not cause fatal problems, but it will cause problems!

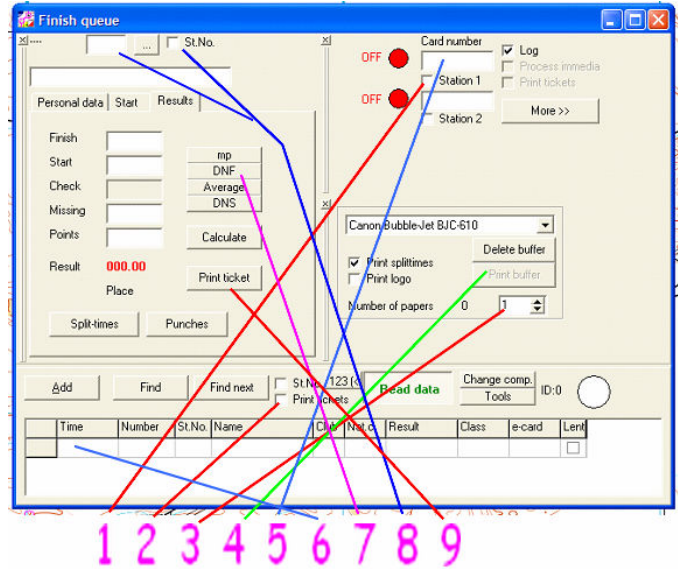
Go to the second tab (Start Time Drawing); find the competitor there (they are sorted by class) and enter his start number. Click to another field before you go back to first tab to make sure the information is updated.

You will need to click on the Read SPORTident box again (the red dot should turn green).

Finish – Download:

Open the finish queue by clicking the Finish Banner . The Finish queue window will open.

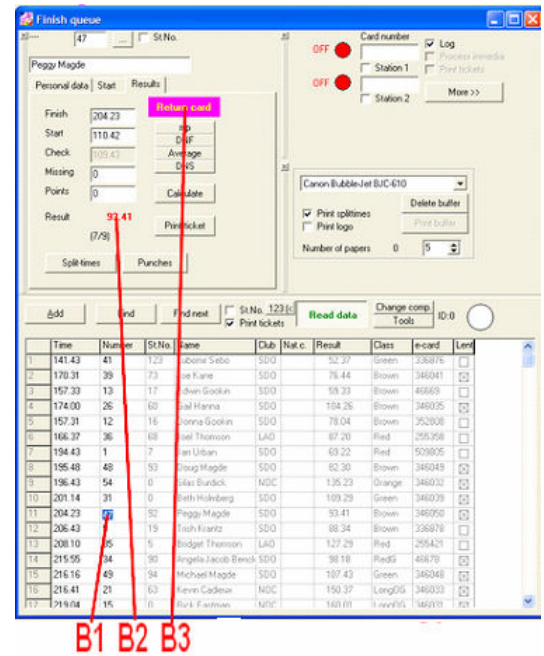
Select Station one [1]; the red OFF light will turn to Green (ON). (If you exit the window and return, it will stay on, unlike the registration queue [Competitors]). Select Print Tickets[2] if you want split time tickets to be sent to the printer automatically. Set the size of the buffer [3] in the Number of papers field. A good size is 4 for portrait or 5 for landscape. If there is somebody waiting for splits and no other runners are coming, press Print Buffer [4] for an immediate printout.




Ask the competitor to put his e-stick into the reading station and hold it there until a beep is heard. The light will turn yellow first and then will turn green. The card # will appear in the Card number box [5]. Also, a new line[6] will be added to the bottom of the finish queue and the left part of the window will be populated with data. It will show the result [B2] (finish time or MP). A warning box [B3] and sound will prompt you to retrieve rented e-sticks. If a competitor claims that he gave up, press the DNF button [7]; it will over-write the result time or MP with DNF.

You are ready for the next competitor.

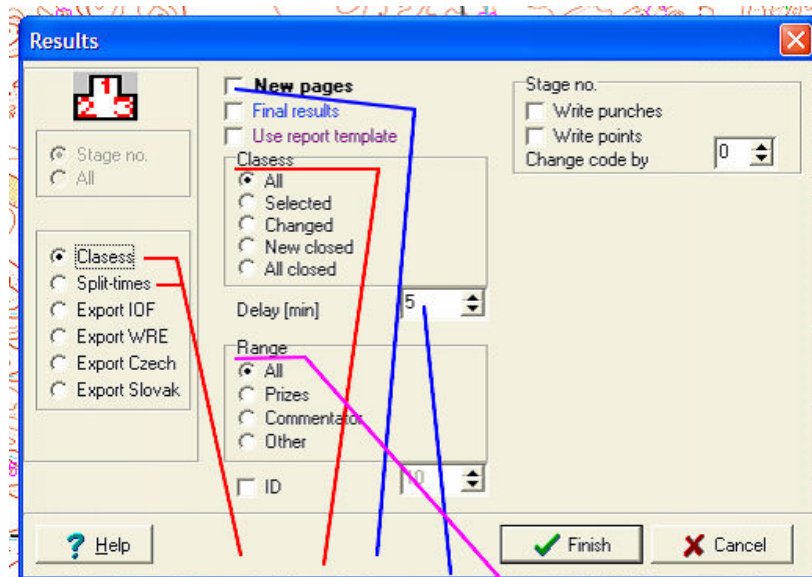
In case you need or want to see details of a runner or need to re-print the splits, click on the ID # of the competitor in the finish queue [B1] or enter his ID number or Start # (need to click the St. No. box [8]) on the top left. You can then see his split times or punches after



pressing the appropriate button (a new window will pop up), or send his splits to the printer buffer again, by pressing the Print Ticket Button [9].

If you want to **print results**, select the podium button () in the toolbar. The Results window will pop up.

Select Classes or Split-times in the left box [C1]. In the Classes section [C2] chose All or Selected (or Closed for classes with all runners finished already). If you chose the New Pages box [C3], each class will be printed on new page.



C1 C2 C3 C4 C5

When printing, choose Use report template in order to use a customized template that is best

suited for our club. In case you need to make other modifications to the template, they must be defined through **Options->Report format**. In case you modify the template file (report.ore), make sure that you save the original file under a different name.

Set Delay [C4] to the maximum reasonable time you expect runners to take to get from finish to download.

Set Range [C5] to All to print all results. In order to print a subset of the results, for instance, the top three positions in each class for the medals, select Other and enter the number of competitors starting from the top position you want to print.

Click Finish. A new window will pop up with a preview. Click the printer icon to print.

For export to the web, use Export HTM button.

For export of an XML file for download to other applications (WinSplits, RouteGadget), choose the Export IOF in the Results window, save as a text file (click the Export TXT button), and strip the header.

To print split times with places, choose from the main menu:

Event Administration->Calculation->Calculate split time places

Then print. Make sure that this step is completed at the end of the race before printing or exporting the final split times.