

# Instructions for Race Results

\***Primary computer has is HP 1.** This computer is where the **Runscore Server icon** is used, which can be found on the desktop.

\*If you are using 2 computers to enter registration information, the yellow cord is used to connect the 2 computers.

\*The second computer is the **Runscore Client** whose icon can be found on the desktop.

\*The Runscore client must connect the computer to the Runscore server. When the “connect to server” command appears, make sure IP address (found on the front of the primary computer is correct) and click “ok”.

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\*Once in Runscore, all the commands are at the bottom of screen.

\*Enter the last name of the registrant into the blank field.

\*Hit **F3** which will search the entire database for that runner. IF you hold down F3, you will scroll quickly through the database. If you pass the runner's name, you cannot go back and will have to go through all the runners who have the same last name.

- \*Once you have the runner you want, type in their bib number, which is the first cell. You must hit **F12** to save that runner's number for the race at hand.
- **F4** is used if runner already in Runscore and just adding number for race
- \*Hit **F9** which will clear the information and give you a clean cell to work from.
- For those who are more comfortable, you can click on the Browse tab at the top of the Runscore screen and search for runners more quickly that have common names like “Smith”. When browsing the database “esc” will merge information on the screen with RunScore

If you are using 2 computers to enter data, this info is automatically transferred to the primary database.

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In order to start results close the registration screen. Click on the “**results**” **tab** and select “**guntime**”. The screen where you will enter the bib numbers will appear. When you enter the numbers, they will appear at the bottom left of the screen and you must hit enter after each bib number. IF a *bandit* is identified, his/her number is **zero**. Periodically hit **F10** to save the information you have entered.

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When dumping time: Click on tab “init” and select “initialize external timer”. When the next screen appears, ensure that “1” is present in the **Port** Screen box. Then click “ok”. Now you are ready to deal with the Time Machine”

**Time Machines:** if you are brought a time machine that is still running, to stop it: hold down “start time” the hit “clear”. The cable goes into the Time Machine's RS232 and the computer's port.

1.Hit “set up”

2. press “0” key until “232 port” is shown in display
3. hit “enter”
4. “x-mit data” will be displayed
5. hit “enter”
6. “place” will be displayed
7. hit “enter 1” (if dumping times for a 2<sup>nd</sup> time, “place” will be the number you need to start with)
8. hit “enter”

Times will then be transmitted to the Runscore database. You should see the times appearing. Make sure the cursor is at the top of the page or you may not see the times.

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To print awards/ results:

Click on results tab. Click on “@award” which is about 4 tabs down on the left hand side. A right click will allow you to preview the results before you print them. A double left click will print the results. To print overall results, click on “@results” which is in the right had column. To preview,=single right click; to print=double click.

- If a race has a **raffle**: “MISC” tab. Simulate a race. Select “draw” for the day's event. Print *drawing* report.

**Changing awards field in case age groups are not correct:** “ MISC” tab. Then “entries.ini”

### **Other Troubleshooting Information:**

if the “guntime” comes up with previous week's results, to clear: “tools” then “initialize” then “results” then “clear all” (yes, really clear all)

if race is not on the desktop: open race then documents then “look for race”

Check the printers: both are labeled. Depending on what printer, check to see what the printer default is set as (no printing if default is not correct)

When scanning bib tags, call out the first few bib numbers and have someone check that the correct bib numbers are getting into the computer.

After entering all bib numbers and uploading time machine data, exit RunScore and then reopen it before creating the awards list.