

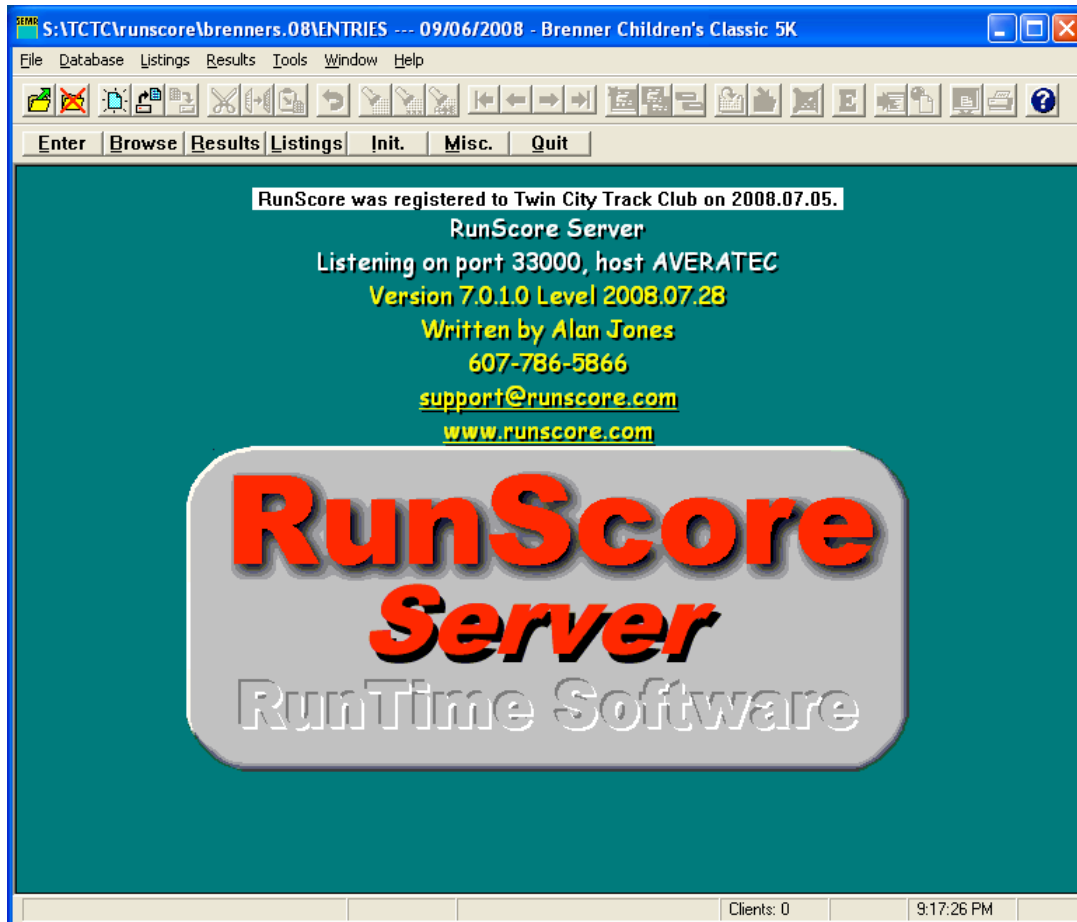
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Using Runscore

If you are running on one of the Club's IBM laptops, no installation is necessary. Click on the Runscore icon on the desktop to start Runscore Server.

Note: The database contained on the RunScore CD-ROM or laptop is the property of the Twin City Track Club and is provided as a convenience to our race organizers. You are entitled to export your own entries, but any use of the database for mailing or other promotional purposes is strictly prohibited.

RunScore will present you with its opening screen.



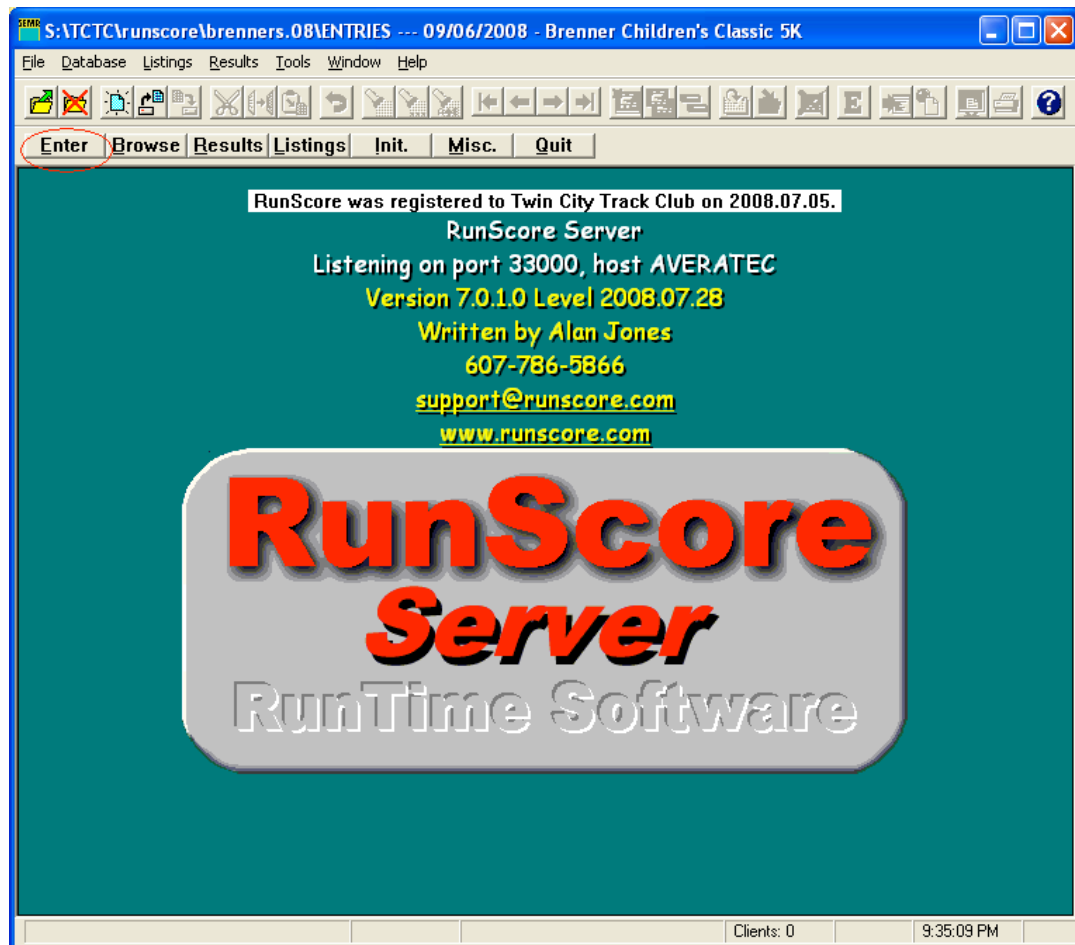
If you do not see a screen that matches the display above you clicked on the wrong icon. Exit the program and look for an icon that says SERVER.

Select the proper race from the File menu by selecting Open Race and navigating to the proper **entries.frm** file that was supplied on the CD-ROM or the laptop directory.

Selecting the file will send you to the main menu; pressing ESC will return you to Windows. It is important to remember that RunScore only saves the updates you made when you return to this screen. *Do not* turn off your computer with RunScore still running or you will lose your newly entered data.

Normally the path will match the race name and year. For example, the Ardmore race is 2008 is Ardmore.08. You will be told which path is correct when you pick up the laptop. This will normally be the top race on the File menu.

If you press ENTER, RunScore will read in the data you selected and send you to the Main Menu:



At this point you are only interested in selection E, or Enter/Edit Names. This will give you a screen that looks like:

S:\TCTC\runscore\brenners.08\ENTRIES --- 09/06/2008 - Brenner Children's Classic 5K

File Database Listings Results Tools Window Help

Enter Browse Results Listings Init. Misc. Quit

Enter/Edit Names

BIB [] CHIPNUM [] USATF []

FIRST NAME [] MIDDLE NAME []

LAST NAME [] SUFFIX []

NICKNAME []

ADDRESS []

CITY [] STATE NC ZIP [] - []

BIRTHDATE [] AGE [] Gender [] TSHIRT [] WEIGHT []

EMAIL []

PHONE (336) - []

CLUB [] RUNNERID []

ELIGIBLE Y DQ N SURVIVOR N

ENTRY DATE [] ENTRY FEE []

TIME [] PACE [] PLACE []

DIV [] DIV PLACE [] DIV TOTAL []

AGE GRADED [] SEX PLACE [] SEX TOTAL []

PERCENT []

Entries: 554 Records: 49460

F3: Search F4: Update F7: Ditto Alt-F7: Ditto Field F8: Next Number F9: New Record F12: Save

Clients: 0 9:29:46 PM

You have two options at this point, you can search to see if the person's demographic information is already in the database, or you can key in a new record. Most of the runners in the area are already in the database, so its best to try to search first.

Tab the cursor to the field you want to search on, usually the last name, and type the information to search for, and press F3. Remember that the search takes place on the field where the cursor is located, so do not tab to the next field before pressing F3. If the first record doesn't match, pressing F3 again will get the next record matching the data. A "Database Wrapped" message will be displayed when all records have been searched. If you pass someone and wish to go back, hold down the shift key and press F3 to search backwards.

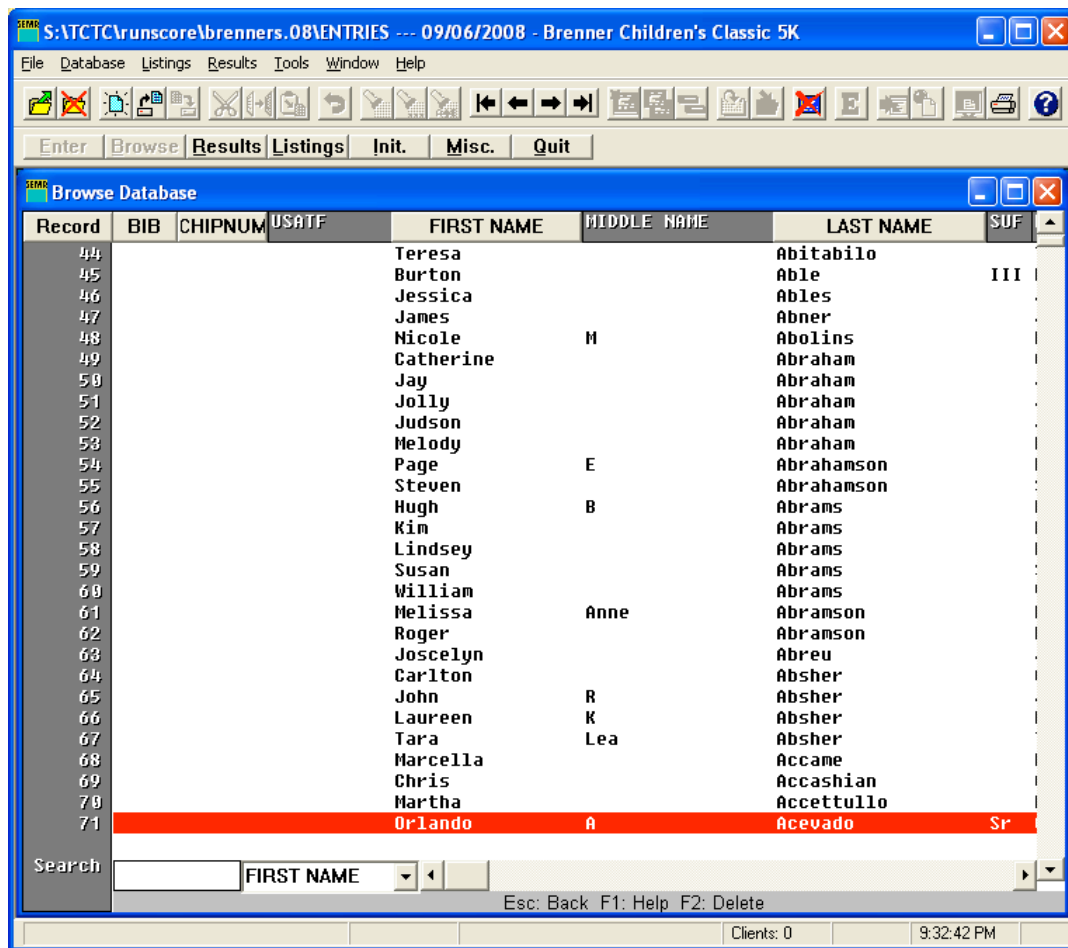
If you find a record matching your entrant, just tab to the BIB field, enter the Bib number, and press F4. You may wish to review any information on the record and correct it before pressing F4. If there are no matches, press F9 to clear all the data on the screen, enter the necessary fields, then press F12 to add the new record.

If you find a record that is similar to the one you need to add, such as a father or mother with the same address, you can press the F7 key to duplicate that record, update the necessary information, and press F12 to add it. *When editing a duplicated record, be sure to erase the number in the RUNNERID field.*

The important things to remember is the difference between an Add (F12) and an Update (F4). When you are typing in an entirely new Entrant use F12 after you have keyed in the information. If you are updating a record you previously entered or are changing a record you found via a search, use F4.

Note: Failure to use F12 on new records will result in lost data.

Sometimes it's faster to scroll through a list of names to select you want. This is particularly useful for last names like Johnson or Smith. To bring up a scrolling list select Database/Browse from the menu and the following screen will appear:



S:\TCTC\runscore\brenners.08\ENTRIES --- 09/06/2008 - Brenner Children's Classic 5K

File Database Listings Results Tools Window Help

Enter Browse Results Listings Init. Misc. Quit

Browse Database

Record	BIB	CHIPNUM	USATF	FIRST NAME	MIDDLE NAME	LAST NAME	SUF
44				Teresa		Abitabilo	
45				Burton		Able	III
46				Jessica		Ables	
47				James		Abner	
48				Nicole	M	Abolins	
49				Catherine		Abraham	
50				Jay		Abraham	
51				Jolly		Abraham	
52				Judson		Abraham	
53				Melody		Abraham	
54				Page	E	Abrahamson	
55				Steven		Abrahamson	
56				Hugh	B	Abrams	
57				Kim		Abrams	
58				Lindsey		Abrams	
59				Susan		Abrams	
60				William		Abrams	
61				Melissa	Anne	Abramson	
62				Roger		Abramson	
63				Joscelyn		Abreu	
64				Carlton		Absher	
65				John	R	Absher	
66				Laureen	K	Absher	
67				Tara	Lea	Absher	
68				Marcella		Accame	
69				Chris		Accashian	
70				Martha		Accettullo	
71				Orlando	A	Acevado	Sr

Search FIRST NAME

Esc: Back F1: Help F2: Delete

Clients: 0 9:32:42 PM

Use the up or down arrows or page up or down keys to navigate forward or backwards through the list. When the name you want is highlighted you can use Ctrl-Tab to go back to the update screen:

Enter/Edit Names

BIB CHIPNUM USATF

FIRST NAME MIDDLE NAME

LAST NAME SUFFIX

NICKNAME

ADDRESS

CITY STATE ZIP -

BIRTHDATE AGE Gender TSHIRT WEIGHT

EMAIL

PHONE

CLUB RUNNERID

ELIGIBLE ☒ Y ☐ DQ ☐ N SURVIVOR ☐ N

ENTRY DATE ENTRY FEE

TIME PACE PLACE

DIV DIV PLACE DIV TOTAL

AGE GRADED SEX PLACE SEX TOTAL

PERCENT

Entries: 554 Records: 49460 Curr Rec: 71

F3: Search F4: Update F7: Ditto Alt-F7: Ditto Field F8: Next Number F9: New Record F12: Save

Search FIRST NAME

Esc: Back F1: Help F2: Delete

Clients: 0 9:33:35 PM

Make the changes you desire just as when you search using the F3 method then press F4 to save your changes.

To score a race, all you really need is an entrant's bib number (BIB), name, age and sex. All other information is optional but desirable if you intend to publish results. It's best to enter all the data when handling preregistered runners and if you have time on race day. If you are pressed for time on race day enter the minimum information and fill in the rest before publishing the results. Fields such as TIME, PACE, and PLACE will be calculated after the race is complete, so there is no need to enter them.

When you are complete with the batch of entry forms, pressing Esc will return you to the previous menu. Once you are there press Esc until you are back at the main menu. All the data is now saved.

Data Entry Notes

Be sure to search for existing names before adding new information. Keep in mind that sometimes people use formal names and nicknames interchangeably, so pay attention to birth dates and addresses. The nickname field is very helpful in spotting these, so be on the lookout for William Smith if there's a Bill Smith, etc.

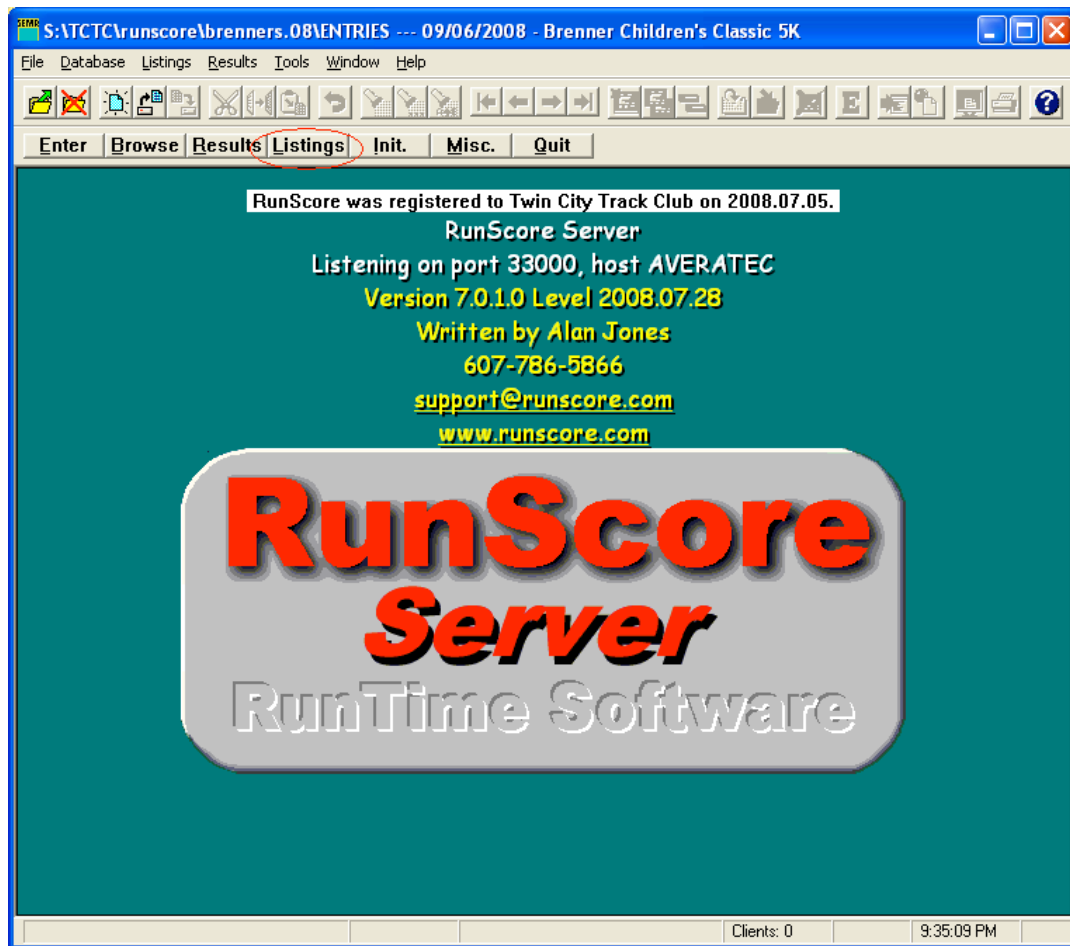
Don't use punctuation in names, so enter John T. Rockefeller as John in the first name, T in the middle name and Rockefeller is the last name. If you put nothing in the Nickname field it will be automatically filled with the first name.

Do not abbreviate Winston-Salem as W-S or Kernersville as Kvl. In addition, limit punctuation in addresses, so enter "123 Whatever St. Apt. #45" as "123 Whatever St Apt 45".

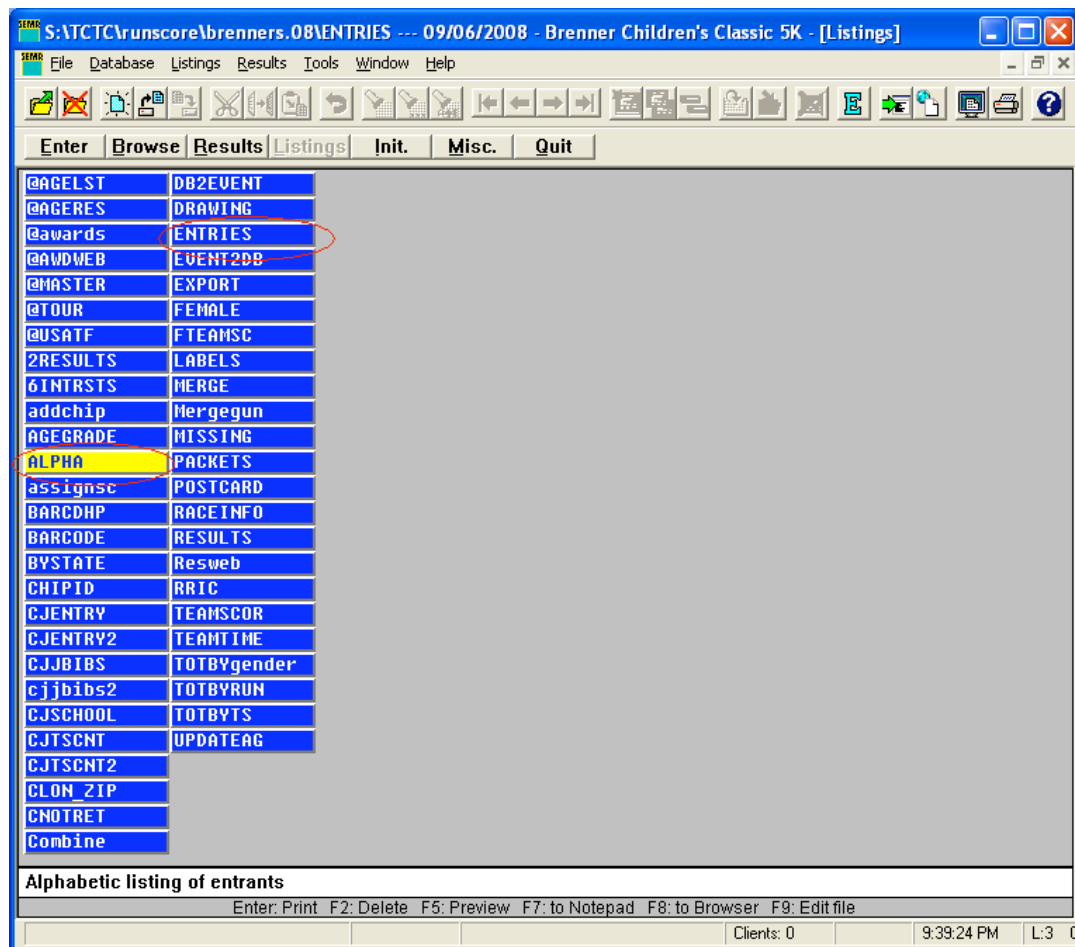
Runscore will look up the City and State if the ZIP code was previously entered. You can enter the ZIP code, press F4, and you'll see the city and state filled automatically if they were known.

If you get behind on race day remember you need only Name, Age, and Sex to score the race. It is best that you segregate those entry forms to make it easier to backfill the entries you entered minimal entered for.

Generating Runscore Reports




From the main menu, select the Print Listings (L) option, which will bring up a screen that looks like this:



The primary reports of interest before a race is scored are ALPHA and ENTRIES. ALPHA generates an alphabetical list of your entrants, and ENTRIES generates a list in Bib number order. On race day @AWARDS and RESULTS are the main reports used. @AWARDS generates the overall and age group awards and RESULTS generates the order of finish results. Tab to the report you desire and press either Enter to send the report directly to the printer, or right click to view it on the screen, or in a browser. You have the option to generate a report and place it in RunScore's internal editor. You can then save that report, and do additional formatting if desired.

The ALPHA report looks like this:

 S:\TCTC\runscore\beatheat.05\ENTRIES.frm (Preview)

Page 1

Zoom in Zoom out Close

ALPHABETIC LIST		Page 1
6th Annual Beat the Heat Family 5K FIVE KILOMETER ROAD RACE		
Winston-Salem, North Carolina - July 16th, 2005		
No.	Name	No. Name
358	James F Allen	28 Miguel E Cebollero
357	Ursula H Allen	29 Mike Chapman
304	John anderson	221 Jason M Chapple
213	Irene P Appgar	252 David Cherslydt
280	Brian Argotti	249 Sean D Childers
1	Brant H Armentrout	30 Kathryn Sarah Clewley
250	Jon Scott Arnold	238 Elizabeth L Clore
2	Russell L Ashburn	210 John J Coan
232	roger Bailey	372 Bailey Cobbs
264	Bill C Baldwin	31 John R Connor
3	Joseph T Barker	32 Pamela R Connor
4	David P Barkdale	33 Heather Covington
328	Liza A Baron	34 Rennie Covington
277	Amanda Bates	222 hannah cox
272	Tara D Beckner	294 Caitlin Crawford
5	Ally M Bennett	299 Patrick Crawford
6	Greg R Bennett	35 Lindsay D Creed
7	Will E Bennett	36 Tim K Crews
8	Jim Benson	37 Jim D Crotsa
9	Leslie Bergman	38 Wanda Cruise
348	Charles L Bevan	237 Jennifer C Backer
370	Donald G Blackmon	39 Rebecca Daniel
10	Randal G Boger	40 Steve Davidyak
11	Michael Boland	41 Cecil Manning Davis
12	Janet G Bonesteel	42 Jennie Davis
13	Erika M Borgerding	346 John Davis
14	Mary P Borgerding	43 Eddie Day
15	Michael F Borgerding	44 Jason Lee Deaton
16	Nicholas C Borgerding	235 glenn dennis
17	Stephen P Borgerding	216 Katherine C Didow
18	Teresa S Borgerding	45 Chris M Dinan
363	Teresa Ann Bowman	146 Kayla D Dixon
323	Dan G Bradley	365 Kayla D Dixon
296	Courtney Branch	229 Leigh Ann Dless
19	Emily J Branch	46 Heather F Doty
20	Adrian Lee Brewer	243 David Duggan
307	Kathie M Brisendine	47 Michael Jason Dunn
21	Jacqueline E Broach	48 Tiffany Jo Dunn
22	Betsy Browder	49 Ron G Dunsmore Jr
23	Mary Joan Bryan	50 Mark Tyler Dryer
24	Kenneth W Bush	51 Kara Earegood
25	Rae B Bush	52 Kara Sue Earegood
261	fred bushnell	53 Justin Edmonds
26	Jennifer Byrne	54 Justin T Edmonds
27	Mark T Campbell	334 Barbara E Fager
256	Edward A Carlson	337 Madeline Fager
207	Kelly K Carpenter	55 Gloria Paley
253	Aaron T Carr	56 Gloria M Paley
248	Suzanne Cashin	247 Lauren G Pallis
259	Kathryn Gooden Cates	57 Dylan W Ferris

8/10/2005 4:19PM

The ENTRIES report shows more detail, and is formatted like this:

S:\TCTC\runscore\beatheat.05\ENTRIES.frm (Preview)

Page 1

Zoom in Zoom out Close

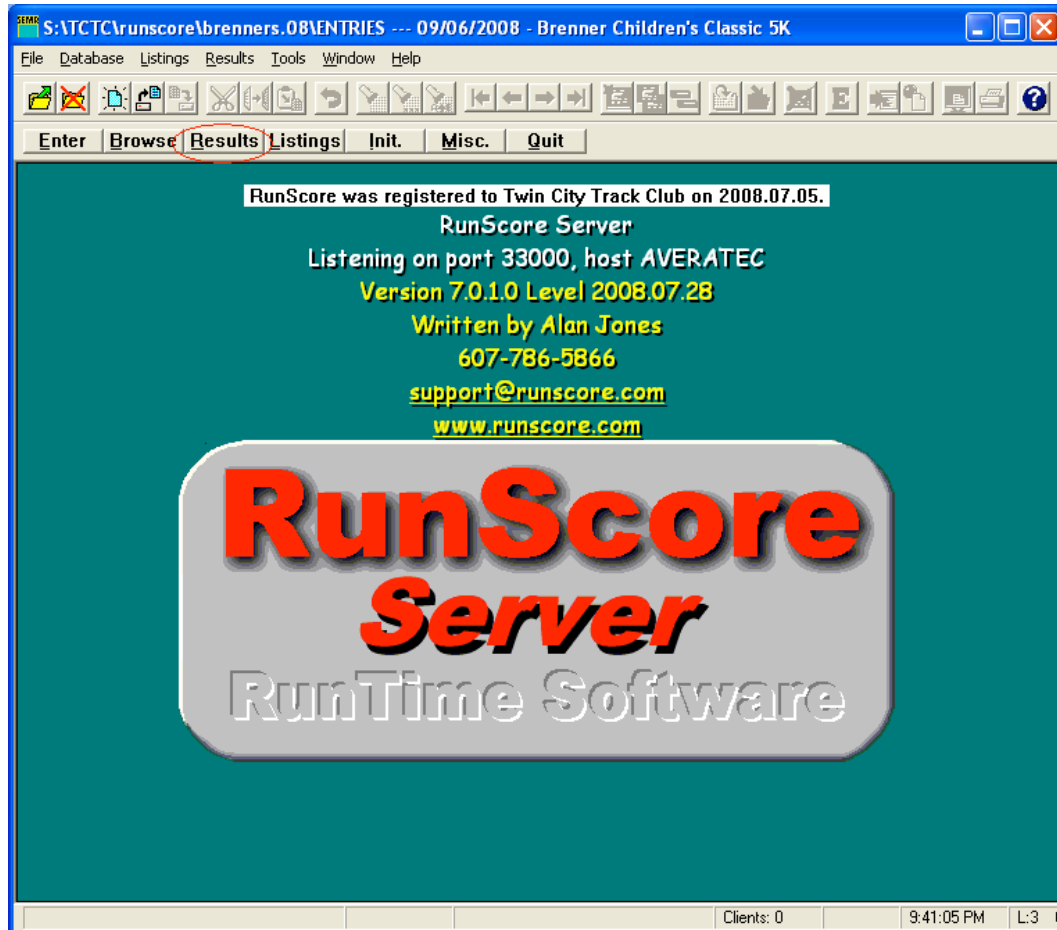
***** ENTRY LIST *****			
6th Annual Beat the Heat Family 5K			
FIVE KILOMETER ROAD RACE			

Winston-Salem, North Carolina - July 16th, 2005			
No.	Name	Age S City	St Club

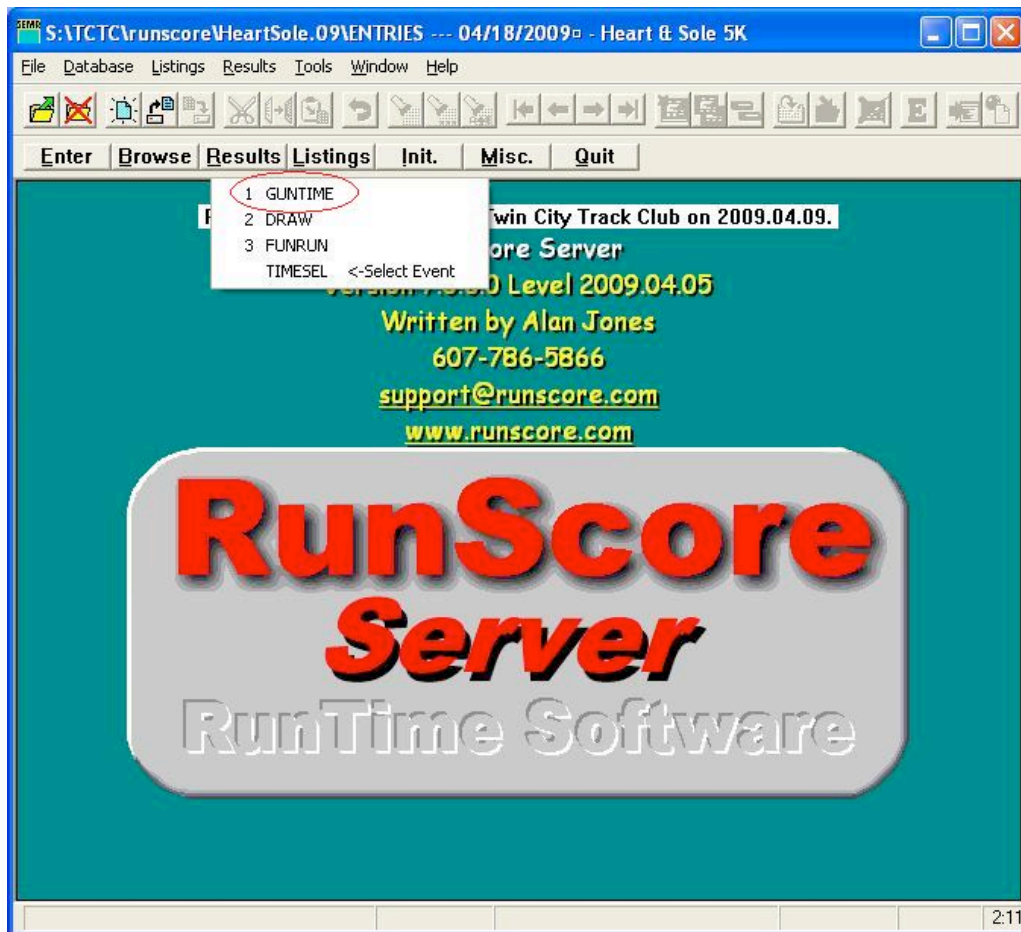
1	Bryant H Armentrout	33 M Winston Salem	NC TCTC
2	Russell L Ashburn	35 M Walkertown	NC
3	Joseph T Barker	16 M Lexington	NC
4	David P Barksdale	41 M Winston Salem	NC
5	Ally M Bennett	10 F King	NC
6	Greg R Bennett	49 M King	NC
7	Will E Bennett	15 M King	NC
8	Jim Benson	67 M Oil City	PA
9	Leslie Bergman	44 F Mocksville	NC
10	Randal G Boger	48 M Lewisville	NC
11	Michael Boland	30 M Clemmons	NC
12	Janet G Bonesteel	52 F Asheville	NC
13	Erika M Borgerding	22 F Winston Salem	NC
14	Mary P Borgerding	20 F Winston Salem	NC
15	Michael F Borgerding	49 M Winston Salem	NC
16	Nicholas C Borgerding	23 M Winston Salem	NC
17	Stephen P Borgerding	18 M Winston Salem	NC
18	Teresa S Borgerding	49 F Winston Salem	NC
19	Emily J Branch	15 F Advance	NC
20	Adrian Lee Brewer	49 M Winston Salem	NC TCTC
21	Jacqueline E Broach	41 F Winston Salem	NC TCTC
22	Betsy Browder	22 F Winston-salem	NC
23	Mary Joan Bryan	38 F Greensboro	NC
24	Kenneth W Bush	32 M Winston Salem	NC TCTC
25	Rae B Bush	36 F Winston Salem	NC TCTC
26	Jennifer Byrne	40 F Winston-salem	NC
27	Mark T Campbell	49 M Winston Salem	NC
28	Miguel E Cebollero	32 M Kernersville	NC
29	Mike Chapman	48 M Winston-Salem	NC
30	Kathryn Sarah Clewley	26 F Greensboro	NC
31	John R Connor	48 M Greensboro	NC
32	Pamela R Connor	48 F Greensboro	NC
33	Heather Covington	16 F Denton	NC
34	Ronnie Covington	48 M Denton	NC
35	Lindsay D Creed	42 M Kernersville	NC
36	Tim K Crews	21 M Lewisville	NC
37	Jim D Crotts	27 M Millers Creek	NC
38	Wanda Cruise	35 F King	NC
39	Rebecca Daniel	15 F King	NC
40	Steve Davidyak	31 M Hickory	NC
41	Cecil Manning Davis	36 M Winston-Salem	NC
42	Jennie Davis	24 M Greensboro	NC
43	Eddie Day	52 M East Bend	NC TCTC
44	Jason Lee Deaton	32 M Thomasville	NC
45	Chris M Dinan	40 M Winston Salem	NC TCTC
46	Heather P Doty	36 F Clemmons	NC
47	Michael Jason Dunn	31 M Clemmons	NC
48	Tiffany Jo Dunn	31 F Clemmons	NC
49	Ron G Dunsmore Jr	18 M Clemmons	NC
50	Mark Tyler Dwyer	26 M Greensboro	NC
8/10/2005 4:19PM			

Entering Results Data

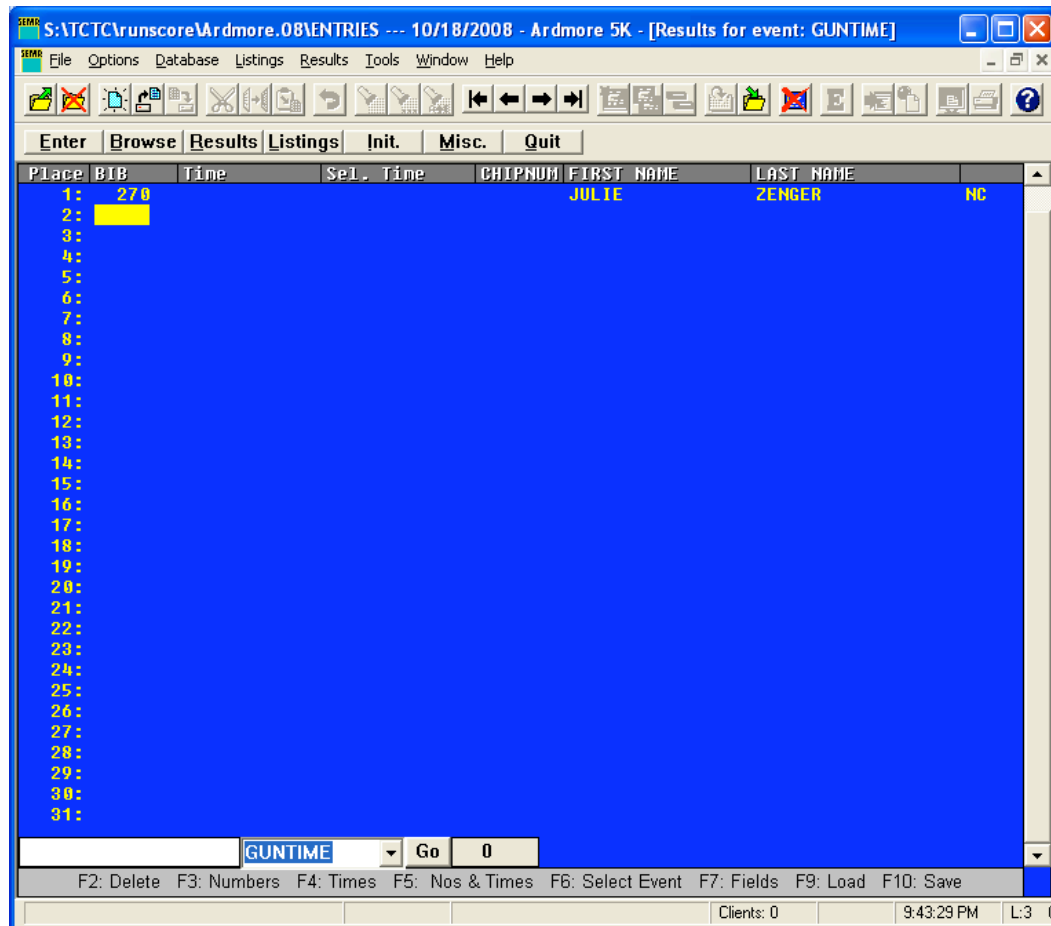
On race day when stringers start to come in you need to enter the bib numbers into the Results screen. RunScore will match the bib number to the individual and use the age and sex information to determine award categories. From the main menu:



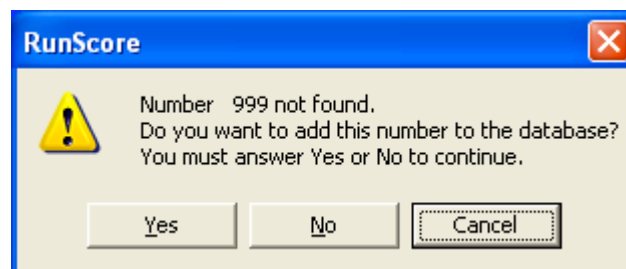
Select Enter / Edit Results (R). You will be presented with a pop-up to select an event.



For nearly all races results are entered into the GUNTIME event, so highlight that event and press enter. If you are not specifically told to use something other than GUNTIME you should be using GUNTIME. You will see a screen like this:



Start with the first stringer and start entering bib numbers, pressing enter after each number. If you enter a number that's not been entered you will receive an error message:



Double check the number you entered and be sure you read it correctly. If it's correct you will need to return to the Enter/Edit Names screen and enter the information from the tear-off. You will need to find the entry form later to backfill the missing address information. You can then return to the Enter/Edit Results screen and continue entering bibs. *If you come across a bandit tag on the stringer, enter the number "0". The "0" bib number is the only number that can be entered more than once.* Any other number entered more than once will generate an error that tells you the other finish position for that bib number. You will need to research the stringers to determine which number was miskeyed. If you mistype a number earlier in data entry simply highlight it, press F2 to delete it, enter the correct number and press enter. It's always good to verify against the stringer that you have placed the number in the correct location.

S:\TCTC\runscore\brenners.08\ENTRIES --- 09/06/2008 - Brenner Children's Classic 5K - [Results for e...

File Options Database Listings Results Tools Window Help

Enter Browse Results Listings Init. Misc. Quit

Place	BIB	Time	CHIPNUM	FIRST NAME	LAST NAME	ST	ZIP	
388:	422	0:38:59.65	DA1MAFU	BECKY	HENDRICKSON	NC		62
389:	150	0:39:01.40	DM6FC9K	KATSUMORI	ISA	NC	27106	38
390:	111	0:39:34.55	DM9A2PG	DEETTE	GLASGO	NC	27028	23
391:	286	0:39:46.90	DX640X7	MEGAN	RUDDOCK	NC	27127	28
392:	475	0:39:48.80	DK5YTH7	JODIE	STACY	NC		35
393:	555	0:39:49.20	DA30H0K	TONY	GOINS	NC	27012	68
394:	316	0:39:58.80	DA1MY3C	RAMON	SMITH	NC	27106	47
395:	247	0:39:59.10	DA1W60N	BILL	PAGE	NC	27040	59
396:	176	0:40:06.55	DA1W5X	JENNIFER	KRAKENBERG	NC	27012	33
397:	489	0:40:18.35	BC03400	KATIE	BOLES	NC		24
398:	175	0:40:18.65	BC05369	STACY	KOLBASH	NC	27012	28
399:	476	0:40:25.75	BC05132	LYN	WILLIAMS	NC		28
400:	100	0:40:40.85	BC03469	SUZANNE	FERGUSON	NC	27103	33
401:	246	0:40:50.25	DX962NR	SARAH	PAGE	NC	27045	10
402:	232	0:41:35.35	BC05708	AMELIA	MAVARRO	NC	27106	22
403:	312	0:41:35.55	DA1M2NW	SUSAN	SMELCER	GA	30030	25
404:	10	0:41:36.55	DK5E50R	SHERRY	ALDRIDGE	NC	27106	37
405:	101	0:41:37.25	DX9TR77	ANGIE	FERREEE	NC	27106	37
406:	68	0:42:20.05	DA3PDTX	PHILLIP	COPE	NC	27012	39
407:	282	0:42:20.05	DA3P8X4	PAMELA	RIFE	NC	27012	39
408:	122	0:42:30.20	DK51AYC	DAVN	HAITHCOCK	NC	27041	34
409:	221	0:43:11.00	BC05440	ERIC	MONT	NC	28607	36
410:	22	0:43:21.65	DX96988	CAROBETH	BENNETT	NC	27284	52
411:	428	0:44:00.35	BC03453	ELSA	SABIO	NC	27106 2054	60
412:	298	0:45:53.35	DX9697K	JOAN	SEBASTIAN	NC	28277	56
413:	297	0:46:04.10	DM9A2M8	DANE	SEBASTIAN	NC	28277	58
414:	278	0:47:29.20	DA1MX04	EUGENIA	REYNOLDS	NC	27107	42
415:	57	0:47:29.55	DA3PWNK	ZOE	CHAMBERLAIN	NC	27012	9
416:	494	0:48:25.55	BC05131	KIMBERLY	BRUBAKER	NC	27265	39
417:	493	0:48:25.65	CH03927	DONNA	WELKER	NC	27407	35
418:								

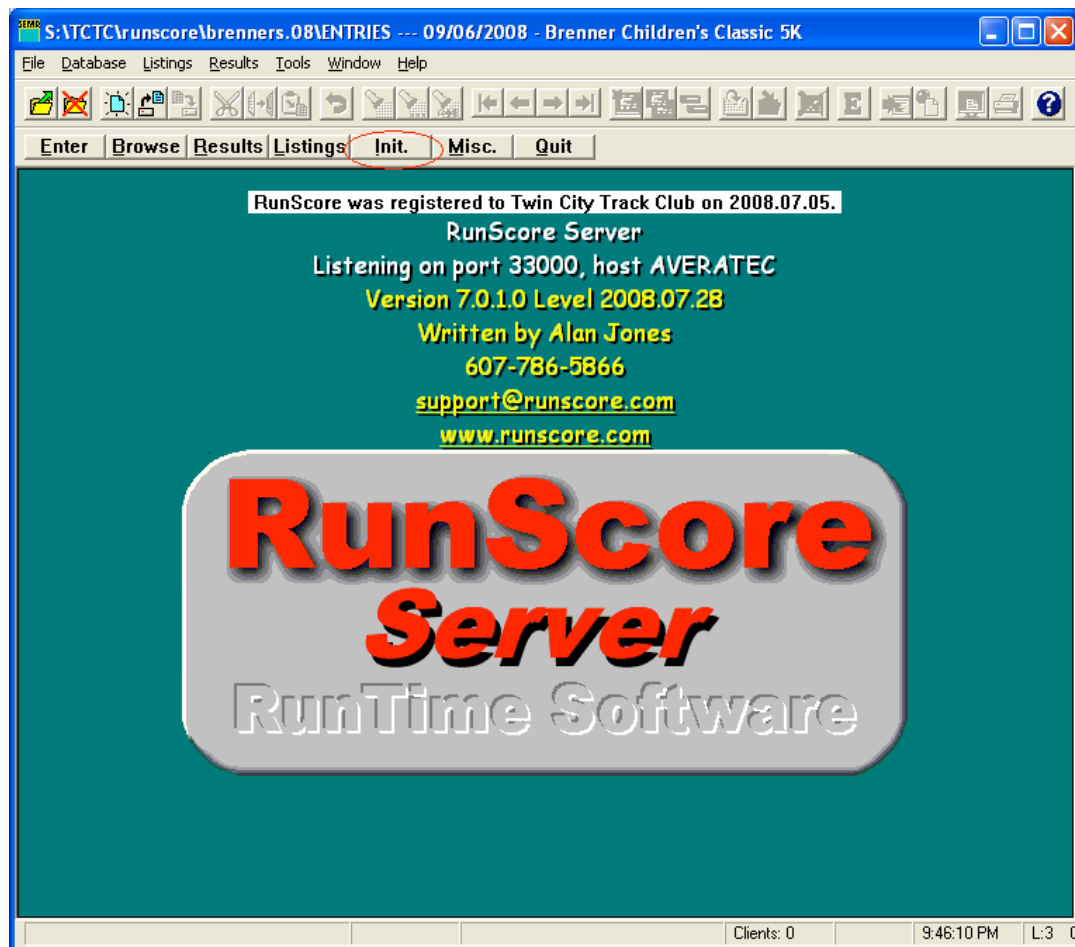
TIME Go 417

F2: Delete F3: Numbers F4: Times F5: Nos & Times F6: Select Event F7: Fields F9: Load F10: Save

Clients: 0 9:45:14 PM L:3

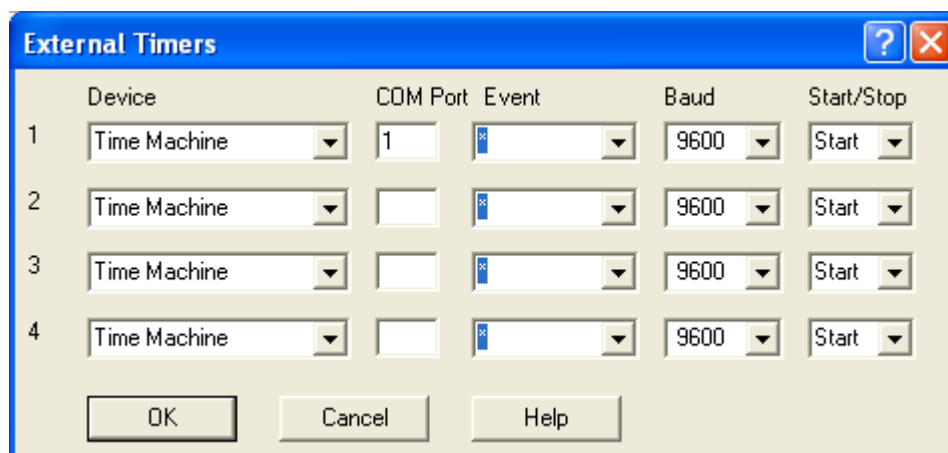
You will find that having a helper that counts the number of bibs on each stringer helps immensely. If you write the finish position on every 10 tear-offs and the first and last tear-off you can easily determine which stringer needs to be checked. This method also lets you verify that the number of tear-offs matches the number of bib numbers you have entered.

When the Time Machine is brought to you from the finish line after the last runner, you need to set up RunScore to accept data via the serial port. Find the cable that has a nine pin plug on one end and a phone plug on the other. Plug the phone plug into the RS232 port on the Time Machine. Plug the nine pin plug into the serial port on the computer. On the Club's IBM laptops there is only one serial port, but if you are using another machine you will need to make note of which port number you used. From the main menu select "I" for Initialization Functions.



You will be presented with a sub-menu selection for Initialize Results, Initialize External Timers, Initialize Push Button, Start Internal Timer.

Select **"Initialize External Timers"** for COM port Timer or Input Device and you'll see this screen:



If you are using the Club's IBM laptop you simply press OK. If you are using another computer you will need to change the COM Port field to match the port number you used. If you are using the Chronomix timer instead of the Time Machine change the Device field to Chronomix 737. When you are done select OK.

You will be returned to the menu and can start your download. If the clock is still running, on the Time Machine press and hold the START TIME button and press clear. Then press the SETUP button until you see RS232 displayed on the status screen, and then press Enter. When you see REXMIT DATA press enter, then press the "0" key until you see PLACE in the status window. Enter "1" as the starting place number and press Enter. You will then see numbers counting on the Time Machine window. When you return to the Enter/Edit Results screen, it will look like this:

Place	BIB	Time	Sel.	Time	FIRST NAME	LAST NAME	ST	ZIP
412:	107	0:38:47.90	0:38:47.71	MARCUS	CROTTS	NC	27106	
413:	103	0:39:05.90	0:39:05.83	KACI	CORRIER	NC	28144	
414:	97	0:39:10.76	0:39:10.74	HEATHER	COLEMAN	NC	27104	
415:	110	0:39:23.67		CAROL	CZERW	NC	27012	9416
416:	93	0:39:57.84	0:39:57.75	RAINY	CHEVNING	NC	27101	
417:	109	0:40:20.15	0:40:20.11	ALICIA	CZERW	NC	27012	
418:	246	0:42:43.32		ERICA	OGBURN	NC	27050	
419:	79	0:42:43.60	0:42:43.59	NICOLE	BRUMBAUGH	NC	27021	
420:	319	0:42:45.45		MOLLY	SWORDS	NC	27106	
421:	320	0:42:54.90	0:42:54.74	TINA	SWORDS	NC	27106	
422:	113	0:43:02.16	0:43:02.05	LOUISE	DAVIES	NC	27006	
423:	318	0:43:08.50		MARIA	SWORDS	NC	27106	
424:	321	0:43:11.48	0:43:11.55	WILLIAM	SWORDS	NC	27106	
425:	504	0:43:28.97	0:43:29.02	MARIA	JONES	NC	27127	
426:	141	0:43:41.59	0:43:41.65	SHON	GILMORE	NC	27012	
427:	398	0:44:15.81	0:44:15.86	ELSA	SABIO	NC	27106	2054
428:	324	0:44:28.93	0:44:28.88	BRIDGET	TAYLOR	NC	28213	
429:	135	0:45:34.24	0:45:34.20	JANE	FRAYTET	NC	28205	
430:	293	0:46:19.69	0:46:19.68	PRISCILLA	SCRIVEN	NC	27012	
431:	183	0:47:40.51		SHANNON	JONES	NC	27024	
432:	243	0:47:42.63		BOB	NORTON	NC	27101	
433:	227	0:47:43.89	0:47:43.61	ALLEN	MCDEVITT	NC	28621	
434:	380	0:48:27.99		ANNA	CRUZ	NC	27050	
435:	503	0:48:30.05	0:48:30.00	TRACY	WARD	NC	27127	
436:	500	0:48:52.83	0:48:52.81	ELISSA	BOLLING	NC	27516	
437:	559	0:48:53.15		LAURA	STYLES	NC	27262	
438:	309	0:51:00.00		GINA	STEWART	NC	27103	
439:	295	0:51:00.01		JENNIFER	SHEETS	NC	27023	
440:	353	0:55:00.00		MISTY	WOLFE	MS	27360	
441:	123	0:55:00.01		SARAH	DRAPER	NC	27107	
442:								

If you downloaded from the Time Machine that was collecting select times you will see them in the window. If you do not, press the F6 key to change the display to look like this:

S:\TCTC\runscore\beatheat.08\ENTRIES --- 07/19/2008 - Beat the Heat 5K - [Results for event: TIME]

File Options Database Listings Results Tools Window Help

Enter Browse Results Listings Init. Misc. Quit

Place	BIB	Time	FIRST NAME	LAST NAME	ST	ZIP	-	AGE	
412:	107	0:38:47.90	MARCUS	CROTTS	NC	27106		76	M L
413:	103	0:39:05.90	KACI	CORRIHER	NC	28144		27	F L
414:	97	0:39:10.76	HEATHER	COLEMAN	NC	27104		30	F M
415:	110	0:39:23.67	CAROL	CZERW	NC	27012	9416	56	F L
416:	93	0:39:57.84	RAINY	CHEWING	NC	27101		34	F M
417:	109	0:40:20.15	ALICIA	CZERW	NC	27012		17	F M
418:	246	0:42:43.32	ERICA	OCBURN	NC	27050		20	F S
419:	79	0:42:43.60	NICOLE	BRUMBAUGH	NC	27021		19	F S
420:	319	0:42:45.45	MOLLY	SWORDS	NC	27106		8	M M
421:	320	0:42:54.90	TINA	SWORDS	NC	27106		49	F S
422:	113	0:43:02.16	LOUISE	DAVIES	NC	27006		38	F L
423:	318	0:43:08.50	MARIA	SWORDS	NC	27106		9	F M
424:	321	0:43:11.48	WILLIAM	SWORDS	NC	27106		42	M X
425:	504	0:43:28.97	MARIA	JONES	NC	27127		52	F S
426:	141	0:43:41.59	SHON	GILMORE	NC	27012		32	F X
427:	398	0:44:15.81	ELSA	SABTO	NC	27106	2054	60	F M
428:	324	0:44:28.93	BRIDGET	TAYLOR	NC	28213		34	F X
429:	135	0:45:34.24	JANE	FRAYTET	NC	28205		61	F L
430:	293	0:46:19.69	PRISCILLA	SCRIVEN	NC	27012		28	F X
431:	183	0:47:40.51	SHANNON	JONES	NC	27024		39	F L
432:	243	0:47:42.63	BOB	NORTON	NC	27101		62	M X
433:	227	0:47:43.89	ALLEN	MCDEVITT	NC	28621		39	M L
434:	380	0:48:27.99	ANNA	CRUZ	NC	27050		7	F S
435:	503	0:48:30.05	TRACY	WARD	NC	27127		36	F X
436:	500	0:48:52.83	ELISSA	BOLLING	NC	27516		20	F S
437:	559	0:48:53.15	LAURA	STYLES	NC	27262		20	F S
438:	309	0:51:00.00	GINA	STEWART	NC	27103		32	F L
439:	295	0:51:00.01	JENNIFER	SHEETS	NC	27023		31	F L
440:	353	0:55:00.00	HISTY	WOLFE	MS	27360		28	F L
441:	123	0:55:00.01	SARAH	DRAPER	NC	27107		29	F 2
442:									

TIME Go 441

F2: Delete F3: Numbers F4: Times F5: Nos & Times F6: Select Event F7: Fields F9: Load F10: Save

Clients: 0 9:51:55 PM L:3

You should scroll to the bottom of the list by pressing Ctrl and the PgDn (Page Down) key. The number of times should match the number of bib numbers you have entered. If they do not, verify the count of the number of tear-offs with the count on the display. Go to the end of each stringer and verify that the place number and bib number match.

Updates Needed for Each Race

For each race, there are several files that need to be updated.

Entries.ini

This file contains a lot of the basic information about the event. Highlighted area will need updating for each event. You can edit this file from the Tools / Enter Edit/Names / Edit entries.ini menu selection. The areas highlighted in red are the portions that need to be updated with every race.

```

race name      Ardmore 5K
date format    MM/DD/YYYY
race date      10/18/2008
date of birth field birthdate
age field      AGE
Unregistered number 0
* Variables
%race location% Redeemer Church, Winston-Salem, NC
%race distance% 3.10659
%male record%   Record      0:15:35 by Justin Pfruender in 2005
%female record% Record      0:18:21 by Mully Nunn in 2004
%distance name% 5K
[control]
select         gender
EQ             %1
and
select         age
GE             %2
and
select         age
LE             %3
selected       DIV
selected message %4
[data]
M 1 12 M0112
F 1 12 F0112
M 13 19 M1319
F 13 19 F1319
M 20 24 M2024
F 20 24 F2024
M 25 29 M2529
F 25 29 F2529 <- this is gender, age range, division name
M 30 34 M3034
F 30 34 F3034
M 35 39 M3539
F 35 39 F3539
M 40 44 M4044
F 40 44 F4044
M 45 49 M4549
F 45 49 F4549
M 50 54 M5054
F 50 54 F5054
M 55 59 M5559
F 55 59 F5559
M 60 99 M6099
F 60 99 F6099
* Next section to add the registration date
[control]
Select         Bib

```

```

GT          0
and
Select      Entry Date
EQ
Selected     Entry Date
Selected Message %date%
[Data]
none
* Next section to add the registration fee
[control]
Select      Bib
GT          0
and
Select      Entry Date
LE          %1
And
Select      Entry Fee
EQ
Selected     Entry Fee
Selected Message %2%
[Data]
01/01/2000 20.00 <- First cost change
10/05/2008 20.00 <- Pre-registration deadline and price
10/18/2008 25.00 <- Race day price
* Next section to get rid of leading zeros
[control]
Select      AGE
EQ          %1
Selected     AGE
Selected Message %2
[data]
00 0
01 1
02 2
03 3
04 4
05 5
06 6
07 7
08 8
09 9
*Nick names
[Control]
Select      nickname
EQ
Selected     nickname
Selected Value first name
[Data]
none

```

@AWARDS.LST

The @AWARDS.LST can be editing by pressing F9 while selecting the report on the Listings menu.

```
* Award list for award ceremony
OVERHDR
*
* Change for number of overall male and female awards
OVERALL.RSM FEMALE F 3 <- 3 females overall
OVERALL.RSM MALE M 3
* Then exclude the same number
* Sex, Number to exclude, above what age
EXCLUDE.RSM F 3 1 <- Excluding top 3 females from age group awards, start at age 1
EXCLUDE.RSM M 3 1 <- Excluding top 3 males from age group awards, start at age 1
AGERES.RSM FEMALE F 1 12 3 <- Female 1-12 years, 3 deep
AGERES.RSM MALE M 1 12 3
AGERES.RSM FEMALE F 13 19 3
AGERES.RSM MALE M 13 19 3
AGERES.RSM FEMALE F 20 24 3
AGERES.RSM MALE M 20 24 3 "Form feed at end" <- Page eject after group
AGERES.RSM FEMALE F 25 29 3
AGERES.RSM MALE M 25 29 3
AGERES.RSM FEMALE F 30 34 3
AGERES.RSM MALE M 30 34 3
AGERES.RSM FEMALE F 35 39 3
AGERES.RSM MALE M 35 39 3 "Form Feed At End"
* Change for number of overall masters male and female awards
* MASOVER.RSM FEMALE F 1 <- Masters groups if needed, same as overall
* MASOVER.RSM MALE M 1
* MASHDR
* Change for number of overall masters to exclude from age-groups
* EXCLUDE.RSM F 1 40 <- Exclude 1 female over 40 from remaining age groups
* EXCLUDE.RSM M 1 40 <- Exclude 1 male over 40 from remaining age groups
AGERES.RSM FEMALE F 40 44 3
AGERES.RSM MALE M 40 44 3
AGERES.RSM FEMALE F 45 49 3
AGERES.RSM MALE M 45 49 3
AGERES.RSM FEMALE F 50 54 3
AGERES.RSM MALE M 50 54 3 "Form Feed At End"
AGERES.RSM FEMALE F 55 59 3
AGERES.RSM MALE M 55 59 3
AGERES.RSM FEMALE F 60 98 3
AGERES.RSM MALE M 60 98 3 "Form Feed At End"
* AGERES.RSM FEMALE F 70 98 1
* AGERES.RSM MALE M 70 98 1 "Form Feed At End"
```

Other Important Files

These files are all in the Runscore directory for the race, so if the local Runscore directory is C:\TCTC\RUNSCORE and the race name is Ardmore and the year is 2009, the full location would be C:\TCTC\RUNSCORE\Ardmore.09. If you cannot return the laptop promptly after the race you may be asked to email these files to the webmaster for posting results.

ENTRIES.DTA

This file is the master database that contains all the names and demographic information for race participants.

GUNTIME.FN2

This file contains the order of finish numbers for the GUNTIME event. Every bib number you key in on the results screen is stored here.

GUNTIME.TM4

This file contains the times dumped from the Time Machines or Chronomix for the GUNTIME event.

TIMESEL.FN2

This file contains the order of finish numbers for the TIMESEL event. These are the bib numbers keyed in on the Time Machine or Chronomix keypad and later dumped to the computer.

TIMESEL.TM4

This file contains the times dumped from the Time Machines or Chronomix for the TIMESEL event. These times were captured with each bib number that was entered on the keypad.

Things to check on Race Day

1. Talk to the registration people before they start registration and make sure they know to always write the name, age, and sex on the tear-offs themselves and make sure that the bib number is always written on the entry form
2. Open the @AWARDS.LST file and review it against the categories advertised by the race organizer. They should have been set up in advance, but verify nothing has changed.
3. Check the printer by printing out an ALPHA list.
4. Before you enter any results make sure that all the events are empty. Go to Results and select GUNTIME, check that no entries appear, and repeat that process for TIMESEL. If there is anything there first make sure you're in the correct race, and if so select the Init button, then Initialize Results, then Clear All.
5. Before the race starts verify with the Finish line crew that that the timer memories have been cleared.
6. When you're done with participant data entry open the ENTRIES list in the editor or print a copy, and scan to be sure that no entries are without an age or gender.

Common Problems

More times than bib numbers

Potential causes:

- Someone jumping out of the chute
- A missed bandit tag during entry
- A double punch by the timer
- Times not erased from previous race

The simplest way to solve this problem is to use the select times to determine where the finisher was missed. Read down through the finish times and select times to the point where they don't match.

If you have numbered the finish order on your stringers you can use that information to find the stringer where the finisher was missed. Read through the stringer and verify that all the finishers were entered. If not, position your cursor at the point of the missing entry, key in the new number, and press enter. Then double check the order of finish against the string to be sure it was placed in the correct location.

If you find there are no missed finishers, you will need to insert a bandit. Position your cursor at the location right before the select times start mismatching. Enter the bandit number "0", and verify that the select times and normal times match.

If there are a lot of extra times and few of the select times seem to line up chances are the results were not cleared from the timer before the new event started. Scroll through the list looking for a large drop in time, for example you'll see a 1:03:00 followed by a 0:17:45. Make note of the location where the 1:03:00 was, press F4 to switch to time enter mode, and type in @DEL 1 <location of 1:03:00>. So for example if the 1:03:00 was in location 153 you would key in @DEL 1 153. That will delete all the times from location 1 to location 153. If you have additional bib numbers to enter do not forget to press F3 to return to bib entry mode.

You may need to repeat this process in the TIMESEL event. Press F10 to force a save, and then exit the Results screen by pressing Esc, click the Results button and select the TIMESEL event from the drop down. Here you will

More bib numbers than times

Potential causes:

- A missed punch by the timer
- A missed bandit tag during entry
- A double punch by the timer

The simplest way to solve this problem is to use the select times to determine where the finish time was missed. You will need the printout from the backup to correct this.

Read down looking for where the select times no longer

Select times are descending, not ascending

Potential causes:

- Tear offs were put on the stringer face up, not face down

The almost always means that the tear-offs were put on the stringer face up, not face down. If there are intermittent reversals, chances are that finish line workers collected tear-offs in their hand face up, then placed them on the stringer face down. Hopefully the entire stringer was done in the wrong order as this is the easiest to correct.

A bunch of strange looking times when after dumping times to the computer

Potential causes:

- Results were not initialized in Runscore
- Previous times were not cleared from the Time Machine

All is not lost. When in Enter/Edit results press F4 to go into TIMES mode. Scroll down until you see times that match the tape for race day. Find the time number and in the bottom box where you entered bib numbers enter:

@DEL 1 <whatever the place number of the last bad time was>

You will see a bunch of times disappear. It is critical that you go into TIMES mode by pressing F4 before you do this or you'll delete all the bib numbers you just keyed in. Remember to press F3 to go back into NUMBERS mode before you enter in any more numbers.

For example, the last race has 253 finishers so the first time that matches the current days tape is in position 254. The command to delete all the times would be @DEL 1 253.

A stringer was entered in the wrong order

The most common cause of this is when multiple chutes are used, or when someone places the empty stringers in the wrong order.

Cannot figure out how to dump times to the computer

Reading the directions helps, but if even that fails you can print out the @AWARDS and that will give you all the awards without times. Make sure the timer on the Time Machine has been stopped, if you see it is still running times will not dump to the computer. Most road races are scored by finish place anyway so times aren't needed to score them. Times are just informational. Make sure the Time Machines aren't cleared and get the computer and time machines to someone that knows how to dump times.

Bib numbers were keyed into the wrong event

Correcting this will involve renaming some of the files in the event folder. First you need to determine what event you keyed the bib numbers into. Select "Results" from the menu and check every event listed. Note that there should be something in TIMESEL if select timing was used.

For example, if you accidentally keyed all the bibs into FUNRUN, but they were supposed to be in GUNTIME, then you need to open Windows Explorer and go to the folder where the race data is stored.

If the is the Ardmore race for 2009 it would be in : \TCTC\Runscore\Ardmore.09. You can also get the path by looking at the top of the window for Runscore. Before you start this process capture the folder path from the top of the Runscore window and get out of Runscore.

Navigate to that folder in Windows explorer. In that folder you will see a FUNRUN.FN2 and a GUNTIME.FN2. Rename GUNTIME.FN2 to GUNTIME.BAK (for safety) and rename FUNRUN.FN2 to GUNTIME.FN2. After you rename restart Runscore and go to Results and select GUNTIME. You should see bib numbers and times there now.

This process is somewhat more complicated if you keyed into TIMESEL. If you keyed 100 bib numbers into TIMESEL and then dumped the times from the timer the bib numbers keyed in during the select time process will be added to the end of the numbers you entered. You will spot this by knowing that that you keyed in 100 numbers, and you now see more than 100 in the TIMESEL event.

In this case you will need to exit Runscore, navigate to the proper folder as noted above, and rename GUNTIME.FN2 to GUNTIME.BAK (again for safety) then COPY TIMESEL.FN2 to GUNTIME.FN2. Go back into Runscore, go to Results, and select the TIMESEL event.

Printer won't print

After you check the obvious things, such as is the printer plugged into power and the USB cable is attached make sure the printer you are using is the default printer. The club uses two printers, a Canon and a Brother. If the last person used a different printer the default printer may be changed. Go to Start ->Printer and Faxes and select the icon for the printer you have plugged in. Right click on it and select "Set as Default Printer".