

2. Quick Guide for using OE2003 for Orienteering Events

These notes apply to setting up and running an Emit Orienteering Event, e.g. 'MarocWoods', as a typical local or district event, with colour coded courses such as W, Y, O, LG, G, Bl, Br.

1. Preliminaries

- 1.1 Create a new folder on the Maroc laptop c:\Eventfiles\YYMMDD MarocWoods

The date at the front of the name puts the folder list in date order

- 1.2 Use the Condes software to plan the event.

*Condes uses an OCAD .ocd map file for the event area.
Latest Version is 8.0, Maroc code from Graeme Verra*

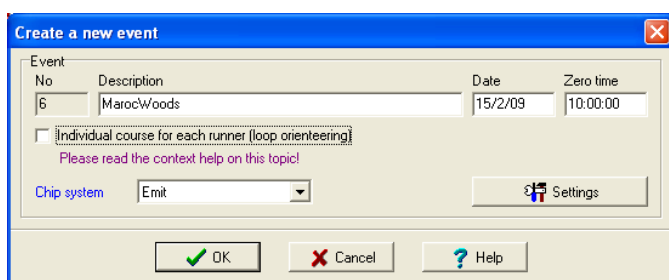
- 1.3 Create a Condes export file in XML format. This will be imported into OE2003. Ask the planner to send you this file. Alternatively the planner may send you the Condes file for the event and you can create the export XML file by ...

From the Condes menu bar, select Export: Export Event Data: IOF XML Format

2. Preparing the laptop for the Event (e.g. 5 days before the event)

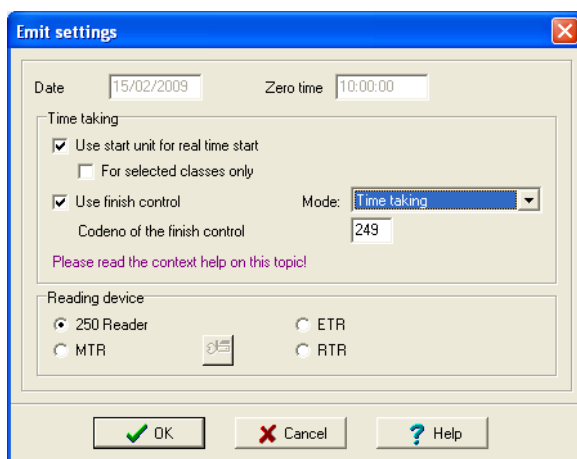
- 2.1 Open the OE2003 application on the Maroc laptop.

- 2.2 Create a new event. Event: New. Enter the event name in the Description field and the date of the event dd/mm/yy and make zero time 10:00:00 (or any time before the event starts). Change the chip system to EMIT.



Click Settings.

- Select 'start unit for real time start'
- Select 'mode - time taking'
- Select 'use finish control (specify the finish control code no: 249)
249 is the number of the 'Finish' control
- Select the planned brikke reading device, i.e. 250 Reader . This is the orange reader we connect to the PC



Click OK

Click OK

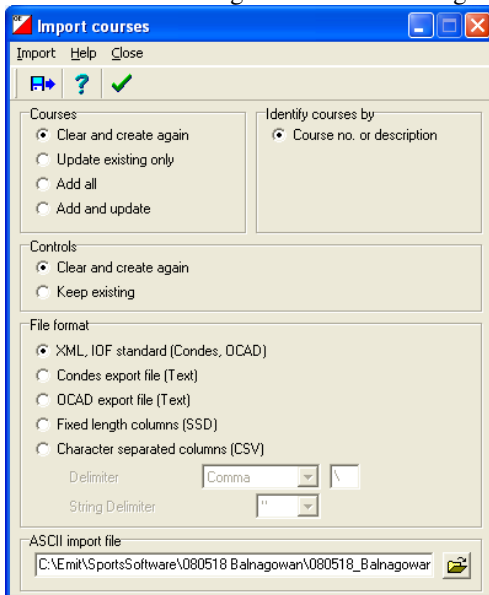
2.3 Import the XML Condes file using the OE2003 menu bar. Courses: Import Courses.

(Typically the XML file will be supplied by the planner. For specific details of how to create the export file, see instructions for Routegadget, Appendix 3. Note, the same file is used both here and for loading Routegadget).

Use the browse option at the bottom of the window to locate the XML file.

XML contains all the course and controls data for the even

Use the default setting “Clear and create again” and for courses and controls (as shown below)



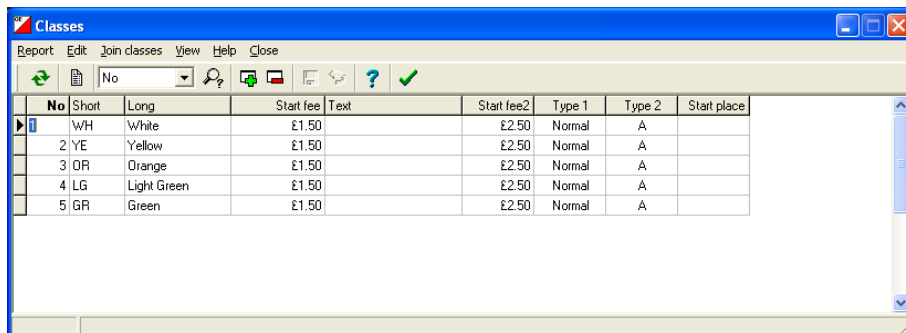
Click “Import”

Close new window that opens up after checking there are no errors.

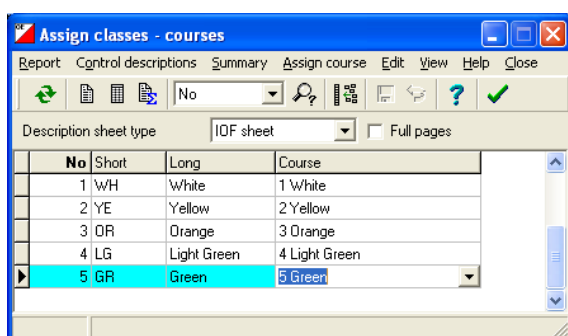
Close Import courses window

2.4 Under the OE2003 Menu bar Entries: Classes, set up the courses for the event. The start fees entry may be left as blank / zero as we do not use these to account for entries at events. The short code is typically two letters as shown, with BL for Blue and BR for Brown. The short code is used when entering runners at the event.

Click save (icon looks like floppy disk) for each entry. Close window when complete.



2.5 Under the OE2003 Menu bar Courses: classes assign each colour course to a race class, e.g.



Short and long names are what you entered in the previous screen, courses will be the names imported from Condes (in this case 1 White, but this may vary depending on what was used).

Close window

For a local or district event, each Course corresponds to the same Class. For a larger event, multiple classes (W14B, M60S etc.) might use the same course.

The event is now set up in OE2003. Well done!

2.6 Charge up the EPR-3 printer (overnight), charge up the Halfords power supply* (36 hours) for the laptop (24 hours), charge up the laptop, sort out registration slips etc. as per the Organiser's Manual from the website.

** the Halfords power supply should not be left in an uncharged state as it shortens its battery life, so please recharge after use as well.*

2.7 It is recommended to start the PC up the night before because if it has been left for sometime it may try to download virus updates and do a scan. Let it run for a while (on mains power) before shutting down again. Also turn off the wireless radio Fn-F2 if it is on (there is a green light on the top of the key board that comes on when it is on, toggle Fn-F2 to check if you are not sure. Turning it off saves power and lengthens the run time of the PC).

3. Using the Laptop at the Event

See '2a.Networking MAROC and SOA PC' if you are using two PCs

3.1 Plug in and start the laptop. The EPR-3 printer and the EMIT-250 brikke reader plug into the A and B USB ports as marked on the cables in the back of the laptop.

3.2 For each person registering enter them into the PC. Use the OE2003 Menu bar Entries: Direct Entries. Click Archive: Show archive table, this brings up a list of most people who are BOF members (based on when the archive was last recreated).

Either select the person from the BOF archive database. You may search by name or Database id (this is the person's BOF number) and double click the entry or click insert to copy details to the Direct Entries screen (recommended when they are in the archive database), or it is possible input their details directly on the Direct Entries screen. If they are not in the archive database, enter their details directly into the Direct Entries window. Add in their issued Brikke number (written on the back of each Brikke, but typically written on the entry slip by the entries team, and Select their chosen class from the pick list. The click 'validate input and save' (the floppy disk icon).

Repeat the process for each person in the event. If you close the Direct Entries screen you can open it again, but people previously entered will not be shown. This is normal as it just shows a record of what you have been doing with the window open. Likewise if you are using two PCs to

enter registrations you will only see the people entered on each PC. To see all people entered use the Entries, Entries window (see below).

3.3 If you need to check an entry, or make a change, use the Entries: Entries menu. This also allows you to edit each entry if required.

3.4 Download the brikkes of finishers. (Note the entry windows can be open and the same time and you can add new entries whilst downloading brikkes for finishers.)

Download is done via the Competition Day: Read Chips menu. Ensure that the software is ready to read the Brikkes, with a green light showing on the bottom right of the window. Check that the print settings are 'MAROC EPR3 Splits'.

Write the finish time on each registration slip, keep track of who is left to finish.

3.5 Later on, results can be printed to the Canon A4 printer using the Competition Day: Results menu, (Preliminary) - print classes.

3.6 Late finishers may be checked using the Competition Day: More Reports: Missing Runners menu option. Use the icon on the report screen to update the report (two arrows in a circle) that saves closing the report and repeating the menu commands. The report can may to the printer if required.

4. After the Event

4.1 Before shutting down the PC at the use the backup command (Event: Backup) to make a copy of the event. If anything happens subsequently, you will be able to restore to this point. Note: the backup by default is held on the PC, it is possible to save the backup to another device like a memory stick to additionally protect against computer or hard disk problems. As a minimum, take the default options to save to the hard disk.

4.2 At home, you can now check the results to make sure there are no problems that were missed, e.g. runners who were disqualified because the course was wrong and because they appear to have missed controls and it has been agreed to reinstate them. Use 'help' in the program for more details on any specific menu option.

4.3 Create a .pdf file of the results for posting on the website. This is achieve using Cutepdf (Cutepdf appears as a printer in the printer list and has the function of creating a .pdf file that is saved to the PC disk) from the Competition Day: Results menu (Official, classes). Make sue 'How many runners' has 'All' selected and 'Exclude dns' is unticked . Create a PDF for both the Simple and Splits. The option to create split time report is, Result, SplitTimes, make sure 'all is select for runners but tick exclude dns this time. It is also best to create the split export file at this stage, see 4.4 for details.

In both case, save the files in the event folder set up in stage 1. Then email these to Cathy Verra for the Maroc website.

4.4 Under Results: Splits menu: Interface menu, select the export XML IOF Standard and save this file in the folder set up at stage 1. This file will be used later when setting up Routegadget.

4.5 Use the OCAD programme; export a gif format version of the OCAD map file for Routegadget.

4.6 Follow the separate RouteGadget User Guide.

Document Update record

Date	Who	Summary
April 08	John Mason	First version
26/5/08	Graeme	Additional comments added, extra stage for setting up classes
28/5/08	Graeme	Further additional comments, plus backup procedure and checking after the event
16/2/09	Graeme	Update based on feedback and reformat to add sub-heading for each stage of the before, during and after the event.
1/11/09	Graeme	Clarifications suggested by people who have used the guide