MAROC

Computing Guide for running an event

Document History		
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09-Oct-13	Keith Roberts	Rewrite for new MAROC laptop and OE2010, based on previous MAROC PC Instructions originally authored by Graeme Verra and updated by others, plus Craig Chapman's 'Easy Guide' and Rob Hickling's GRAMPs notes.
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14-Dec-17	Keith Roberts	Updated how to get maroc.event.pc gmail password and name of the MAROC Junior badge coordinator.

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1 Introduction

The MAROC DELL Latitude E6430 comes with all the software you need to run an orienteering event already installed. This includes Condes for planning events and OE2010 for running events. This guide focuses on the use of OE2010 and the running of events.

1.1 OE2010

It is useful to have a basic understanding about how OE2010 handles events.

An event has a number of courses each made up of a number of controls. Each course is associated with one or more entry classes. Local and district events are typically "colour coded events" where there is one entry class per course and they both share the same name, e.g. Brown, Blue, Green, etc. For national events, the entry classes are usually based on age group, e.g. M45, W21, etc. For these events, more than one age group may be associated with the same course. This guide concentrates on what is involved in running the simpler colour coded local and regional events.

The event planner defines the courses and the associated controls within Condes. The planner may also define classes within Condes and their associated courses, however this is not usual. This guide assumes that the planner has not defined classes within Condes. The details of the courses are exported from Condes and imported to OE2010.

There are two ways that a competitor's start time can be determined when running in an event. Either the competitor punches a start control using the timing brikke and the start time will be read from the brikke, or the competitor starts at a predetermined 'start time' in which case there is no start control to punch. Events in OE2010 can be configured to use predetermined start times, however this guide assumes that punching starts are being used. Timed starts are only used at some national level events.

The above is only for background, if it doesn't make sense yet, don't worry, the guide will take you through using OE2010 to run an event. The guide is broken down into sections for what to do before the event, what to do at the event, and what to do after the event.

The guide makes extensive use of YouTube video clips that show the use of the OE2010 software. Click on the YouTube icon to view the video.

The videos are also stored on the MAROC DELL Latitude E6430 in the Videos subfolder of the folder in which this guide is stored. Look out for the name of the video after the video icon.

2 Before the event

2.1 Get familiar with folders to be used

The documents generated and used in running an event are stored in the "Event Files" subfolder of the MAROC user's Documents folder.

C:\Users\MAROC\Documents\Event Files

There is a separate subfolder for each event.

Video: 00_Folders_Used.wmv

2.2 Set up new event folder

First thing to do when setting up a new event is to create a new subfolder in the Event Files subfolder to store all the documents that you will use and generate in running the event.

Video: 10_Setup_New_Event_Folder.wmv

2.3 Set up new event

Setting up a new event in OE2010 involves:

- providing some details of the event, and the timing system to be used
  - OE2010: Event / New, Event / Settings
- importing the course information previously exported from Condes
  - OE2010: Courses / Import
- defining the entry classes
  - OE2010: Entries / Edit [Classes]
- associating the entry classes with the courses
  - OE2010: Courses / Classes

Ask the planner for the "course data XML" from Condes, then you can set up the event.

Video: 20_Setup_New_Event.wmv

2.4 Early Email Entries (EEEs)

It is not required to offer Early Email Entries for an event, however it is recommended to do so as it expedites registration on the day for those who have submitted an EEE, and it reduces the burden on the registration and computing team on the day. Details for arranging and communicating EEEs are included in the appendix.

2.4.1 Add early email entries

Early email entries can be added as soon as they are received by email. Two methods are described below.

2.4.1.1 Adding entries from the archive

Where a runner's details are already in the archive of runners (this is populated with data from the BOF membership database), then the runner can be selected from the archive and then their course selected.

- OE2010: Entries / Entries of the day

Video: 30_EEE_Entries_From_Archive.wmv

2.4.1.2 Adding entries manually

Where a runner's details are not in the archive of runners, it is necessary to enter the runner's details manually.

- OE2010: Entries / Entries of the day

Video: 40_EEE_Entries_Manually.wmv

2.4.1.3 Entries for shadowed runners, pairs, or family groups

If a runner is being shadowed or running in a pair or in a family group, then this should be recorded in the entry as follows:

- If being shadowed, add " (s)" after the runner's surname in their entry
- If running in a pair, add "(p)" after the runners' surnames in each of their entries
- If running in a family group, and "(f)" after the runners' surnames in each of their entries
- In all cases, check the box in the column headed 'nc' to show the runner as being non-competitive

2.4.2 Print list of early entries for use on the day

Once all of the early email entries have been entered for the event, it is necessary to print off two copies of the EEEs arranged in alphabetical name order. One copy will be used by the registration team to mark off those runners who have submitted EEEs as they register to collect their brikke, and the other copy will be used by the download team to determine the runner's start number when they download.

UPDATE: The list of EEEs is only a partial start list as it does not include runners who enter on the day. As such, the list of EEEs should not be sent to the start(s) and should only be used at registration and download. All runners should report to registration, even those with their own brikkes, and

therefore registration should have the full list of runners who have gone out i.e. those scored off on the EEE list plus those entered on the day.

- OE2010: Start list / Individuals

Video: 50_EEE_Print_Entries.wmv

3 At the event

3.1 Setting up

The following describes the steps to follow when setting up at the event.

3.1.1 Attach and test download unit and splits printer

The download unit and Splits Printer (SPRT) are plugged in to the labelled USB connectors on the right hand side of the MAROC DELL Latitude E6430 laptop. Unlike the old MAROC laptop where it didn't matter which you plugged in first, **with the MAROC DELL Latitude E6430 laptop it is critically important which order things are done in:**

1. **Power up the laptop and wait until windows is fully started**
2. **Plug in the download unit to the USB port closest to the front on the right hand side of the laptop**
3. **Plug in the splits printer to the USB port in the middle of the three ports on the right hand side of the laptop**

If plugged in in the wrong order then OE2010 will not recognise the download unit and splits printer correctly.

Video: 60_Test_Download_Unit_And_Splits_Printer.wmv

3.1.2 Network laptops

The number of laptops required to support an event depends on the type and scale of the event. For a local level D event, it is perfectly feasible to run the event on the MAROC DELL Latitude E6430 laptop by itself. For a district level C event, it is recommended to use two laptops (typically the MAROC DELL Latitude E6430 and the old MAROC laptop) to allow two downloads. If it is desired to provide 'real time' results then a third laptop (the SOA laptop) may also be used. Details of how to set up and use multiple laptops is included in the appendix.

3.1.2.1 Connect to OE2010 on another laptop

When using multiple laptops, it is necessary to have OE2010 installed on each laptop. OE2010 is already installed on the MAROC DELL Latitude E6430, the old MAROC laptop, and the SOA laptop. It is also permissible to install OE2010 on your own laptop and use that. The OE2010 event database resides on the MAROC DELL Latitude E6430. It is necessary when using multiple laptops to connect each of the other laptops to the event database on the MAROC DELL Latitude E6430.

- OE2010: Event / Select, then click on the folder to the right of the event folder name and browse the Network to find the MAROC-E6430 laptop. Browse further below that and finally select the folder “C:\SportSoftware\OE2010\EventData”.

3.2 Add entries on the day

3.2.1.1 Adding entries from the archive

Where a runner’s details are already in the archive of runners (this is populated with data from the BOF membership database), then the runner can be selected from the archive and then their course selected.

- OE2010: Entries / Entries of the day

Video: 70_EOD_Entries_From_Archive.wmv

3.2.1.2 Adding entries manually

Where a runner’s details are not in the archive of runners, it is necessary to enter the runner’s details manually.

- OE2010: Entries / Entries of the day

Video: 80_EOD_Entries_Manually.wmv

3.2.1.3 Entries for shadowed runners, pairs, or family groups

If a runner is being shadowed or running in a pair or in a family group, then this should be recorded in the entry as follows:

- If being shadowed, add “ (s)” after the runner’s surname in their entry
- If running in a pair, add “(p)” after the runners’ surnames in each of their entries
- If running in a family group, and “(f)” after the runners’ surnames in each of their entries
- In all cases, check the box in the column headed ‘nc’ to show the runner as being non-competitive

3.3 Change a runner’s entry details, e.g. selected course

It may be necessary to change a runner’s entry details. A typical example of this is when a runner submits an EEE requesting one course, then chooses to run a different course on the day of the event.

- OE2010: Entries / Edit [Competitors]

Video: 90_Change_Entry_Details.wmv

3.4 Normal downloads

In order to capture downloads into OE2010, the Read Chips window needs to be opened.

- OE2010: Competition day / Read chips

When runners who have been pre-entered from an EEE come to download, OE2010 will prompt for a start number when they place their brikke on the download unit. The start number is found from looking up the EEE start list. Once the start number has been entered, OE2010 prints the runner's splits.

When runners who have entered on the day come to download and place their brikke on the download unit, OE2010 prints the runner's splits immediately.

Video: A0_Normal_Downloads.wmv

3.5 Download problems

Sometimes downloads don't go as described above or the download shows one or more mispunches; the following sections cover the most common download problems. Download problems are resolved within the Evaluate Chips window.

- OE2010: Competition day / Evaluate chips

Video: A1_Download_Problems_Evaluate_Chips.wmv

3.5.1 Reprint split times

How to reprint a runner's split times after replacing the splits printer paper, after changing a runner's course, or after reinstating a runner, or any time splits need to be reprinted.

- OE2010: Competition day / Evaluate chips; Results sheets / Current competitor

Video: A2_Reprint_Split_Times.wmv

3.5.2 Prompted for a start number for an Entry On the Day (EOD) runner

This situation typically arises when the brikke number allocated to the EOD runner has been incorrectly entered into the list of entries.

- OE2010: Competition day / Evaluate chips; Edit / Move chip

Video: A3_Start_No_Prompt_For_EOD.wmv

3.5.3 Wrong start number entered and need to move splits to correct start number

If the download team mistype or enter the wrong start number for a runner who was pre-entered, then it is necessary to move the runner's results to the correct start number. There are two variations of this – the first when the mistyped entry number is the start number of another runner yet to download, and the second when the mistyped entry number is the start number of another runner who has already downloaded.

- OE2010: Competition day / Evaluate chips; Edit / Move chip

Video: A4_Mistype_Start_No_1.wmv

Video: A5_Mistype_Start_No_2.wmv

3.5.4 Brikke has been reused

UPDATE: It is possible that a brikke may be re-used, that is used by more than one runner. This may happen typically for one of two reasons:

1. The brikke has already been downloaded and instead of being collected in the 'used' brikke box has found its way back to registration and has been re-issued.
2. The number of runners at the event exceeds the number of available brikkes and a conscious decision is made to issue brikkes that have already been used.

In either case when the runner downloads OE2010 will show a dialogue box stating "This competitor has already a chip read. His chip will be overwritten." With the option to click "Yes" or "No". It is important to click "No" which prevents the previous competitor's results being overwritten. The current competitor's results will be placed into a 'Reserve'. The procedure to resolve this is exactly the same as when a competitor's start number has been mistyped i.e. it is necessary to more the splits from Reserve to the correct start number.

- OE2010: Competition day / Evaluate chips; Edit / Move chip

Video: A5_Mistype_Start_No_2.wmv

3.5.5 Switch results for two runners (i.e. between two brikkes)

This situation typically occurs when a family enters on the day of the event, are given their individually assigned brikkes at registration, but then the brikkes get mixed up and one family member uses another's assigned brikke and vice versa.

- OE2010: Competition day / Evaluate chips; Edit / Move chip

Video: A6_Switch_Results.wmv

3.5.6 Changing the runner's entry to reflect the course actually run

This can happen when a pre-entered runner chooses to run a different course on the day and the change isn't captured at the time in OE2010, or when a runner picks up a different map at the start and runs the different course.

- OE2010: Entries / Edit [Competitor]

Video: A7_Change_Entry_Details.wmv

3.5.7 Reinstate a runner

This may be necessary after a runner who has missed one or more punches convinces the download team and/or controller that they did visit the control sites and therefore should not be disqualified.

- OE2010: Competition day / Evaluate chips

Video: A8_Reinstate_Runner.wmv

3.5.8 Reset splits "paper size" when splits are followed by blank paper

Just occasionally the splits are printed out and followed by a considerable length of blank paper. The source paper setting for the splits printer needs to be reset to 'Cont. Feed – With Break'.

Video: A9_Reset_Splits_Paper_Size.wmv

3.6 Printing preliminary results

It may never be necessary to print preliminary results if showing 'live' results on a monitor or another laptop (section 3.1.3). However, preliminary results may be printed on the MAROC A4 printer at any time.

- OE2010: Results / Preliminary > Classes; Print

Video: B0_Print_Preliminary_Results.wmv

3.7 Checking for late finishers / missing runners

3.7.1.1 Note any runners who submitted EEEs and who have not started

If you have used Early Email Entries for the event, then before checking for late finishers / missing runners you should obtain the start list from registration with the EEE runners ticked off, and then update entries to show "Did Not Start" (dns) for those runners who entered but did not run.

- OE2010: Competition day / Evaluate chips

Video: B1_Note_EEE_Did_Not_Starts.wmv

3.7.1.2 Run missing runners report

The missing runners report shows those runners who have yet to download.

- OE2010: Competition day / Missing competitors

Video: B2_Missing_Runners_Report.wmv

3.8 Before shutting down the laptop at the event

3.8.1 Backup event before shutting down

For additional security it is highly recommended that a backup of the event database is made before shutting down the laptop. This backup provides security against later database corruption, and also allows the event, should you wish, to be restored on a different laptop running OE2010 for reviewing and publishing results. Backups should be saved in a subfolder of the event folder.

- OE2010: Event / Backup

Video: B3_Backup_Event.wmv

4 After the event

4.1 Backup event

If you have any further changes when reviewing the results and tidying up extraneous punches, then you should make a new backup of the event database on the MAROC laptop. You are also encouraged to copy the backup to an external device, such as a thumb drive.

4.1.1 On Laptop

- OE2010: Event / Backup

Video: B4_Backup_Event_Again.wmv

4.1.2 To external device

Video: B5_Copy_Backup_To_External_Device.wmv

4.2 Preparing results for publishing

Once the event is over, it is necessary to produce the results in various formats for publishing. All the PDFs and results files should be saved in the event folder.

4.2.1 Printing final results (optional)

Rarely is it necessary to print the final results as they are normally produced in PDF format and published.

- OE2010: Results / Official > Classes; Print

Video: C0_Print_Final_Results.wmv

4.2.2 Produce PDF of results for website

- OE2010: Results / Official > Classes; PDF

Video: C1_PDF_Of_Results.wmv

4.2.3 Produce PDF of results with split times for website

- OE2010: Results / Split times > Classes; PDF

Video: C2_PDF_Of_Results_With_Split_Times.wmv

4.2.4 Export results for publishing on BOF website

Results in CSV format with semi-colon as separator.

UPDATE: Results for publishing on BOF website should now be a full set of splits in CSV format with semi-colon as separator i.e. OE2010: Results / Split times > Classes; Export. The video is out of date!

- OE2010: Results / Official > Classes; Export

Video: C3_CSV_Of_Results.wmv

4.2.5 Export results with split times for uploading to Routegadget

Results in XML format.

UPDATE: Results with split times for uploading to Routegadget should now be a full set of splits in DSV format with semi-colon as separator i.e. OE2010: Results / Split time > Classes; Export. The video is out of date! Note the same export file can be used for both publishing on BOF website, for uploading to Routegadget, and for uploading to WinSplits.

- OE2010: Results / Split times > Classes; Export

Video: C4_XML_Of_Results_With_Split_Times.wmv

4.2.6 Export results with split times for uploading to WinSplits

Results in CSV format with semi-colon as separator.

- OE2010: Results / Split times > Classes; Export

Video: C5_CSV_Of_Results_With_Split_Times.wmv

4.3 Publishing results

4.3.1 Publish event to Maroc website

The PDF of results (section 4.3.2) and the PDF of results with split times (section 4.3.3) should be send to the MAROC webmaster. This is currently Nick Collins.

4.3.2 Publish event to BOF website

The export of results for the BOF website (section 4.3.4) should be sent to Andy Tivendale.

4.3.3 Publish event to Routegadget

Follow the instructions in the separate document "Instructions for loading an event into Routegadget". You will need the exported results with split times (section 4.3.5).

4.3.4 Additional distribution of results by email

The PDF of results for the website (section 4.3.2) should also be emailed to the MAROC Junior badge coordinator. This is currently Scott Reynolds.

The export of results for the BOF website (section 4.3.4) should also be emailed to the MAROC League coordinator. This is currently Teresa Chapman.

5 Appendices

5.1 Early Email Entry

5.1.1 Arranging Early Email Entry

Include a request in the event details to email entries to EEE@marocscotland.org.uk by the appropriate deadline e.g. 4pm on the day prior to the event. See template below.

Let the MAROC Webmaster know if you want entries forwarded to your own email or to the default maroc.event.pc@gmail.com. The MAROC laptop is set up to access the latter account – you are encouraged to obtain the MAROC laptop in good time and to use default gmail account. The password for the gmail account is stored with the MAROC laptop or is available from the Computing Equipment Quartermaster.

5.1.2 Template for communicating Early Email Entry

"Early Email Entry" (EEE) System

If you think that you are probably coming to the event, and have a fair idea of which course you would like to run, please **email your name, BOF number, and course** to: EEE@marocscotland.org.uk, by 4pm on .....

To help us filter the emails, please include **EEE** in the subject line of the email.

For those who send in an early email entry, you just come along to registration at the event, pay for your run and pick up a timing brikke – there is no need to complete an entry slip. **A map will be reserved for you up until 12 noon** on Sunday.

Please note that this is **not** a full pre-entry. It's entirely on a "no obligation" basis and no charge will be made if you cannot come to the event. No money is being taken in advance. This is simply a way of simplifying and speeding up the process of runner registration.

If you change your mind, and decide on the morning of the event to run a different course, that's fine. Still come to registration, tell us what course you would like to run, and, if there is a map available, we will change your entry.

If something comes up and you cannot come to the event after all, that's absolutely fine too. There is no need to email to let us know, and no apologies or explanations are necessary!

Anyone who chooses not to make an early email entry will not be disadvantaged – everyone is still welcome to register for a course in the standard way on Sunday morning.

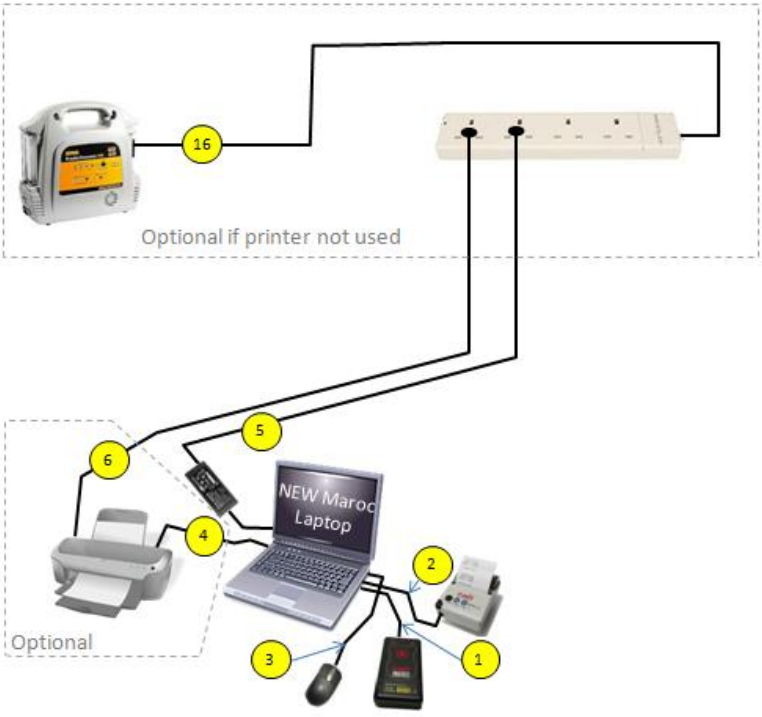
5.2 Using multiple laptops

5.2.1 Configurations

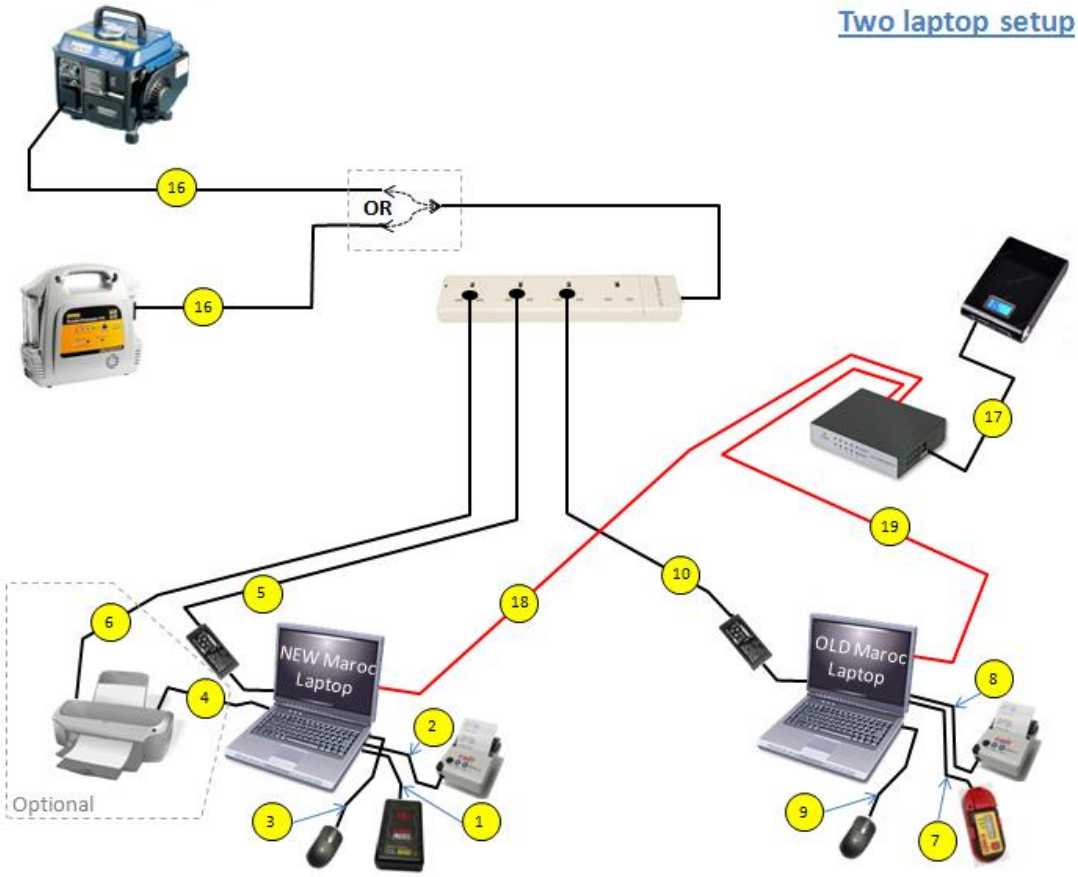
OE2010 is designed to operate on a network allowing multiple computers to share the same event database. This makes it possible to use multiple computers at an event, typically one for entries and queries, one or more for downloads, and one or more for results handling. It is not necessary to use more than one computer; many events can comfortably be run using just a single computer. In all cases it is recommended that the MAROC DELL Latitude E6430 be used as the 'master' computer hosting the shared database and with a download unit and splits printer attached. This allows the event to continue even if the network or other computers should fail for any reason.

5.2.1.1 One laptop setup

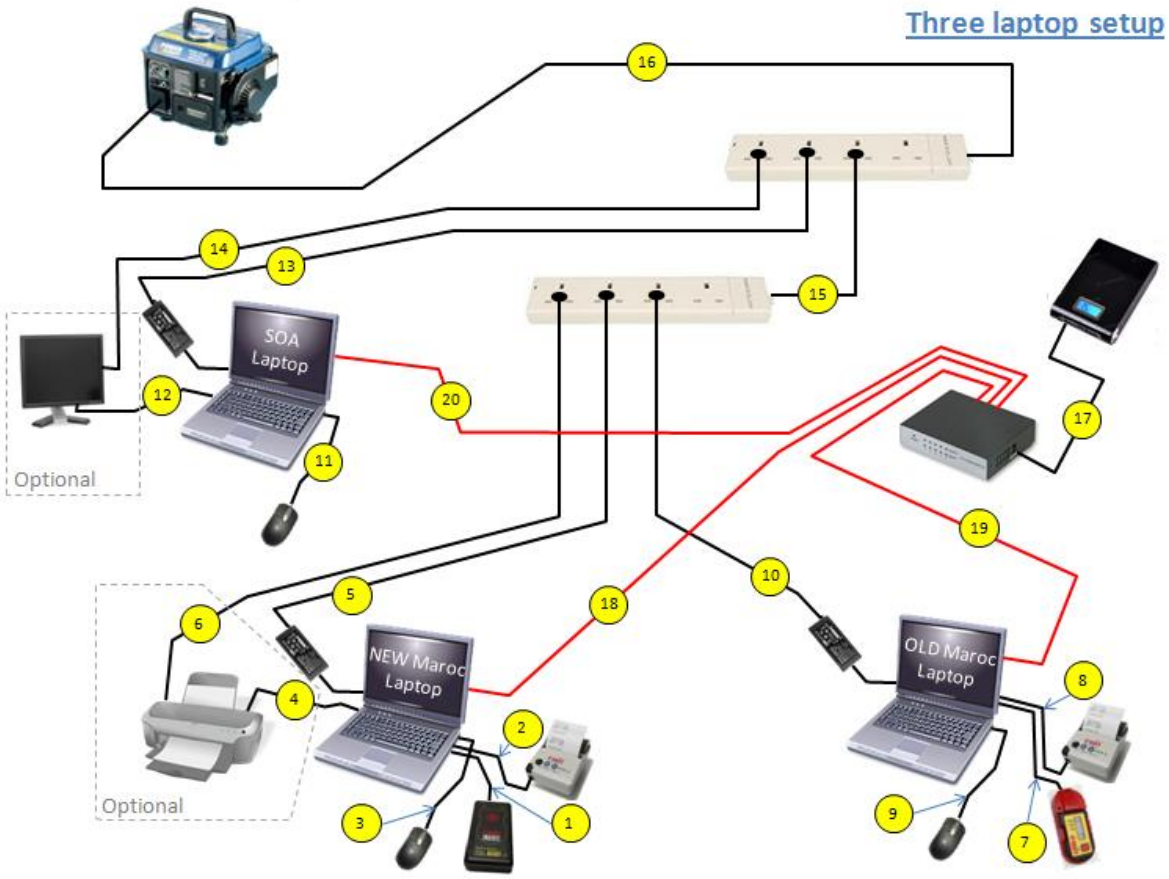
One laptop setup



5.2.1.2 *Two laptop setup*



5.2.1.3 *Three laptop setup*



5.2.2 Connections

1	New EMIT download unit to USB port on MAROC DELL Latitude E6430
2	New SPRT splits printer to USB port on MAROC DELL Latitude E6430
3	Mouse to USB port on MAROC DELL Latitude E6430
4	A4 printer USB connection to USB port on MAROC DELL Latitude E6430
5	MAROC DELL Latitude E6430 power connection to mains multiway connector
6	A4 printer power connection to mains multiway connector
7	Old EMIT download unit to USB port on MAROC DELL Inspiron 1501 (A-A)
8	Old EMIT EPR3 splits printer to UDB port on MAROC DELL Inspiron 1501 (B-B)
9	Mouse to USB port on MAROC DELL Inspiron 1501
10	MAROC DELL Inspiron 1501 power connection to mains multiway connector
11	Mouse to USB port on SOA DELL laptop
12	Monitor VGA connection to VGA output on SOA DELL laptop
13	SOA DELL laptop power connection to mains multiway connector
14	Monitor power connection to mains multiway connector
15	Daisy chain mains multiway connectors / connect two multiway connectors to extension cable
16	Mains multiway connector(s) (via extension cable) to Generator OR to Halfords battery pack
17	Network switch power connection to 5V USB battery pack
18	Network cable connection from MAROC DELL Latitude E6430 to network switch
19	Network cable connection from MAROC DELL Inspiron 1501 to network switch
20	Network cable connection from SOA DELL laptop to network switch