

LCRK TIMING SYSTEM

USER GUIDE

Version 0.5

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Sections 1-4 cover the basic instructions.
Should be read in conjunction with Ian Wrenford's pages that cover common scenarios.

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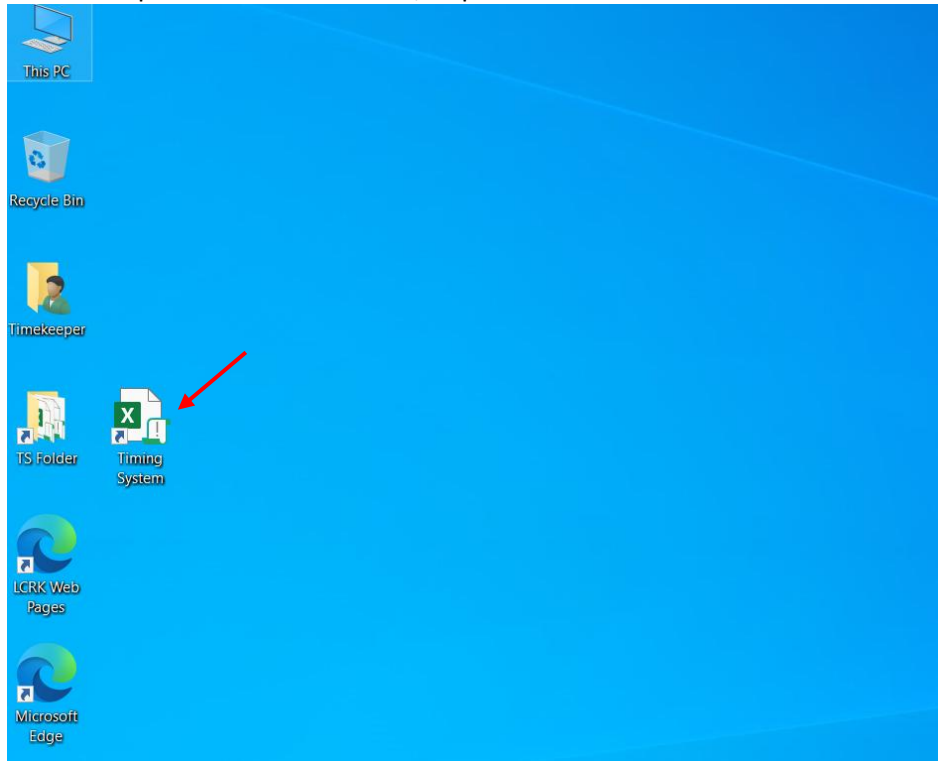
1. Getting started: Turning the computer on and starting the timing system

The system will typically be on when timekeepers arrive.

Turning the computer on:

- If the computer hasn't been turned on for you, turn it on and the initial screen will ask for the desktop password.
- See a user familiar with the system for the password; enter the password and press ENTER.

The desktop screen will then show, as per below:



- Double click on the TIMING SYSTEM icon to start the timing system.

2. The main timekeeping screen

When the timing system is started, the screen will show the main timekeeping page as per below. Please familiarise yourself with the purpose of each tab (See the descriptions in the boxes).

LCRK Timetrial, Wednesday 28 February 2024 - Standard Timetrial

Current Time: Thu 22 Feb 8:12:03 PM Registered: 0 DNF: 0

Start Time: Wed 28 Feb 6:25:00 PM Started: 0 Finished: 0

Time Clock: -142:12:57 Returned: 0 Out There: 0

Setup | Entry | Start | Timer | Edit | Result

Organisation: Lane Cove River Kayakers

Series: LCRK Timetrial

Date: 28-Feb-2024 ☐ Completed

Round: 9 Standard Timetrial

Timekeepers:

Comment:

Reset Start Clear Results Clear Entries Admin

Scroll Up Scroll Down + - M Backup Save & Quit

ENTRY, START & TIMER are the most important screens.

Generally you will not need to use this page. For admin only, & for entering t/keeper names.

Enter paddlers & to change a paddler's distance, start time or single/double.

Tick off each paddler when they start their timetrial.

Tick off each paddler when they pass under the bridge

Change (edit) a paddlers number, their time, or record a DNF.

Publish interim results on the club website.

For periodic saving of TT progress, results and changes.

3. Running the Timetrial

3a). The main screens *and the order they are typically used are:*

- The ENTRY screen (to enter paddlers for a timetrial or to change details)
- The START screen (to start paddlers off their particular start)
- The TIMER screen (to record paddlers as they pass under the bridge)

Publishing results, sending emails and updating Cup points are not critical so we will leave those for the time being; they can be handled by a member more familiar with the system later.

We'll now go through those main screens in a bit more detail.

3b). The ENTRY screen - HOW TO ENTER PADDLERS FOR A TIMETRIAL

The ENTRY screen is used to enter paddlers in the timetrial.

LCRK Timetrial, Wednesday 15 May 2024 - Reverse Timetrial

Current Time

Sun 12 May 12:11:57 PM

Registered

1

DNF

0

Start Time

Wed 15 May 6:25:00 PM

Started

0

Finished

0

Race Clock

-78:13:03

Returned

0

Out There

0

Setup

Entry

Start

Timer

Edit

Result

Number

116

Single

Double

i

Name

John Duffy

Member

Yes

Prepaid

Yes

Course

12R

Start

8

Change course, distance, start time

John Duffy: 12km Reverse Non-cup start group: 8

Up

Down

New

Delete

Publish

Scroll Up

Scroll Down

+

-

M

Backup

Save & Quit

Enter the number and press RETURN, or enter alpha number, press RETURN then enter their name.

The system will automatically assign a start time based on the type of timetrial (cup v. non-cup night) and distance. But this can be overridden.

Press NEW when complete for a paddler.

Press DELETE when a paddler cancels their entrv.

Most paddlers will have preregistered (and been entered to the system) already. However those paddlers who come to the front desk at the shed, AND those who show up on the start line without prior notice (or courtesy of a very late pre-registration email response), will need to be entered via this screen.

This screen is also used to change a paddler's distance or start time.

1. Select the ENTRY tab
2. Type in:
 - boat number (hit Return)
 - their name (if they are not a member)
 - whether in a single or double (if a double, enter the 2nd paddler's name)
 - course (from drop down menu)
 - start time (from drop down menu)
3. Click on the New button when complete (or hit Return)

3c). The START screen

The timing system needs to be told when paddlers actually start.

The system will predict who is on each start through the starting time they nominated earlier, but the timekeeper has to confirm who actually starts in each wave because many paddlers take it upon themselves to choose a different start to what they nominated earlier or were advised of. This is done by "checking in" the boats predicted to start.

Based on the timekeeper's confirmation, the system will flag on each start the boats that did **not** start.

See the main screen below.

LCRK Timetrial, Wednesday 24 April 2024 - Standard Timetrial

Current Time: Thu 18 Apr 3:31:15 PM Registered: 6 DNF: 0

Start Time: Wed 24 Apr 6:25:00 PM Started: 0 Finished: 0

Race Clock: **-146:53:45** Returned: 0 Out There: 0

Setup | Entry | **Start** | Timer | Edit | Result

☐ Set Countdown ☐ Set Start Time

Set Start

0 Minute

6 Boats

Check-in

1 5 20 64 97 116

Missed Check-in

Scroll Up Scroll Down + - M Backup Save & Quit

Boats scheduled to start off the 0 minute start. Click on each boat to check-in, IF THEY LINE UP.

Boats will move to here if they miss their allocated start. Right click on them and change their start once known, or change to DNS. Start time can also be change thru ENTRY screen.

The system will list all boats to be checked in for each start.
To check in the boats:

- Move the cursor to each boat (the paddler's name will display) and click on each boat
 - The boat number will turn green
 - Green numbers will not show after the start time passes (after the start time passes, the next start times boats will display)
 - If a boat number was not clicked, it will move across to the Missed Check-in section

Typical problems

Make a written note of any issue or change that needs to be made or investigated. But remember, you don't have to make changes in the high pressure environment during the starts. Paddlers will yell out changes as if timekeepers have all the time in the world; leave the changes until after all paddlers have started or back at the shed.

Also see the laminated instructions prepared by Ian Wrenford that are with the blue timekeepers folder. Many scenarios below are covered in detail in Ian's laminated instructions.

Some typical scenarios and challenges are mentioned below.

- Paddlers starting without a number
- Boats that start earlier than their nominated start time or requests a change in distance
- Boats that miss check-in
- Paddlers who show up on a start time and have not registered
- For paddlers you check-in, but they held back from the start (eg. due to an equipment malfunction, a swim on the start line, etc.)
- Paddler requests a change in distance
- Paddler requests a DNF
- Paddler requests a time adjustment for assisting another paddler

Each of these scenarios is expanded more here.

3c(1) For paddlers starting without a number:

- If you happen to know their number, then use that number
- If you don't know their number, enter them with a "number" that fits their description, eg. GR (for green boat) or SKI (for ski); their name can be entered as "TBC" and this can be fixed later in the shed
- Firstly go to ENTER screen and enter them (number/distance/start time)
- Then go back to START screen and check them in
- Also Refer to laminated pages, "Late entrant at the start gate"

3c(ii) Boats that start earlier than their nominated start time, or requests a change in distance

- Remember this is not critical and can be adjusted back at the shed

- Else, go into ENTRY and change the start time, and/or distance

3c (iii) What to do for boats that Missed Check-in

Also refer to laminated pages.

Missed Check-in could be due to:

- The paddler was late for their start and is joining a later start
 - Refer to separate page of these instructions headed “A paddler Missed their Allocated Start”
- The timekeepers didn’t notice they started
 - Refer to separate page of these instructions headed “YOU missed a boat on their Allocated Start”
- The paddler is a no-show for the TT
 - “right click” on the boat number
 - Click DNS (referring to Did Not Start)
 - Click on SAVE

3c (iv) For paddlers who show up on a start time who have not registered, and therefore not in the system and so miss the above check-in:

- First – record their number on the start list, make a note they have to be added, and add in later.
- Second – at a suitable time after the starts have completed, go to ENTRY and enter the paddler.
- Then go to START and check them in by clicking on their number and pressing save.
- Also refer to laminated page, “Late entrant at the start gate”

3c (v) For paddlers you check-in, but they held back from the start (eg. due to an equipment malfunction, a swim on the start line, etc.)

- Refer to laminated page, “You checked them in, but they held back from the start”

3c (vi) Paddler requests a change in distance

- Remember this is not critical and can be usually performed back at the shed
- Go to ENTRY screen
- Enter the paddlers number (and press RETURN)
- Change the distance from the drop down menu (and press NEW)

3c (vii) Paddler requests a DNF

- Remember this is not critical and can be adjusted back at the shed.
- Go to EDIT screen
- Enter the paddlers number (and press RETURN)
- Press RETURN and flag DNF and save
- Also refer to laminated page, “DNF”

3c (vii) Paddler requests a time adjustment

- Go to EDIT screen
- Enter the paddlers number (and press RETURN)
- Using the FINISH TIME field, scroll to adjust the minutes/seconds
- Press SAVE
- Also refer to laminated page, “Modifying time recorded ...”

3c (viii) Do these checks after all starts have completed

There will typically be a 10-15 minute lull after the last group starts.

This is a good time to:

- Back-up the system
- Make any updates you are comfortable in making from the above scenarios
- Compare the manual records of each start to what the system has recorded (what the system has recorded will be shown on the TIMER screen on the left hand side)

If updates to any distance, time, course, single v. double is made *after* results are published, then certain steps must be followed:

- **Advisable to do a SAVE & QUIT first (followed by restart)**
- **Go to SETUP and untick COMPLETED**
- **Make the change**
- **Go to RESULTS and republish web pages**
- **Go to SETUP and tick COMPLETED**
- **Re-run updates if necessary (see Section 6c.)**

3d. The TIMER screen

Insert a copy of the TIMER screen here when available.

3d(i) The purpose of the TIMER screen

After their start, whenever paddlers pass under the bridge the timekeeper is to record this fact and the system will know if this is simply a return or whether the paddler has crossed the finish line.

This is a safety feature of the system as it will tell timekeepers if a boat has “returned” for the first time or not, thereby notifying timekeepers if a missing boat is upstream or downstream.

3d(ii) How to record “RETURNING” paddlers

After the starts

- Regardless of whether paddlers are going upstream or downstream, regardless of doing 6km, 9km, or 12km, and regardless of normal course or reverse course, after paddlers start they will return under the starting bridge.
- Boats have to be ticked off in the system (using the TIMER screen) whenever they pass back under the bridge (this is a key safety feature of the timing system and lets the timekeepers know if a paddler is upstream or downstream)
- The system is smart enough to know if the paddler is simply passing under the bridge with more km's to go, or finishing

Through the TIMER screen, the timekeeper is to click on each boat that passes by. The boats will be in predictive order based on past TT's, however there will always be differences to this order.

- Go to TIMER tab
 - Tick off the paddlers as they pass under the bridge
 - The default tab shows boat numbers in expected order
 - Press the REFRESH button on the RHS to refresh the screen after each few
 - The screen will show the paddlers in green colour if they are due to pass under the bridge but are not finishing, and in brown colour if they are due to finish.
 - Together with the green or brown colour, the arrow beside the paddler will show you if the paddler is expected to pass going upstream or downstream.

A common issue that arises is when a block of boats passes under the bridge and the timekeeper cannot find each number to click on. This can be overcome by *pressing the spacebar instead of clicking on a boat number*. This way, the system still records a boat passed by but has to be told which boat it was. When there is a slight lull in activities, the timekeeper can then go and tell the system which boat it was by referencing the manual sheet.

See laminated instructions, "Fixed space barred boat numbers".

This is achieved by:

- Using the up-arrow or down-arrow on the keyboard:
 - On the left hand side of the screen, move to the rows that are blank (these blank rows are generated by the timekeeper pressing the spacebar)
 - Enter the boat number (do NOT press return)
 - Click on the UPDATE NUMBER tab

4. THE MAIN THINGS TO REMEMBER FOR A TIMETRIAL (INCLUDING THE MANUAL PAPERWORK)

Main things to remember when “under the bridge”:

- Always maintain the 2 key manual sheets
 - Sheet 1: The paddler numbers who start on each of the start times, eg. 0 minutes, 1 minute, 2 minutes, etc. See the example here:

Record All Boat Numbers – Every Start Time

31/1/

Start Time	Boat Numbers
0	97 158 91 50 28 146 59
1	163 21 70 20
2	3 19 122
3	36 87 80 11
4	—
5	92 46 16 45 136 160 56 117
6	139 H
7	124 12 144
8	116 47
9	65 35 131
10	129 51 24 86
11	1
12	133
13	28 4 143 13 26
14	
15	

- Sheet 2: The order of each boat that comes past the bridge regardless of direction. See the example here:

Boat Order						Date: 31/1
1 50	21 12	41 H	61 133	81 116 -	101	
2 28	22 144	42 3	62 4	82 47	102	
3 158	23 35	43 133	63 26	83 50	103	
4 20	24 86	44 131	64 143	84 28	104	
5	25					

- One assistant should have the role of calling out the numbers and a separate assistant should have the role of writing the numbers on these sheets
- **Make a written note of any issue or change that needs to be made or investigated**
 - Don't make any changes in the system in the high pressure times of the starts – leave the changes until after all paddlers have started (or later back at the shed if necessary)
- After busy periods, do a SAVE & QUIT (in bottom right hand corner of the SETUP screen), then restart the system

5. Other less important timekeeper functions

- Enter the names of the timekeepers
 - Under SETUP tab
 - Enter the names of the timekeepers, separated by a comma “,”
 - Press RETURN when complete
 - If a name is not spelt correctly, that name will appear within brackets “()” – press M at the bottom of the screen and that will help you confirm the paddler’s name
- Entering a K4 crew
 - To enter the names
 - Enter the first name as you would for a singles paddler
 - Click on “double”
 - Where the name of the doubles partner would be entered, enter each of the remaining 3 paddlers but separate them by a forward slash “/”. For example; Tony Hystek/Alanna Ewin/Naomi Johnson .It is important names are spelt correct so on this screen you can press “M” (down the bottom) which can help you confirm the paddler’s name.
 - The distance to select is K4 (for normal timetrial) or **K4R** (for reverse night)
- Paddler requests a time adjustment for assisting another paddler
 - This is typically managed by those more familiar with the system
 - Do a SAVE & QUIT first, then restart
 - Go to EDIT screen
 - Adjust the “finish” time down the bottom and press SAVE when prompted
- TIME SHIFT adjustments
 - TIME SHIFT is used when a paddler’s start and finish times are both to be shifted to earlier or later (typically later)
 - This is typically restricted to Cup nights where faster paddlers are permitted to start off at 20 minutes or shortly after
 - The SHIFT is done automatically on Singles Cup nights
 - But the system prompts for permission to shift for each paddler and the timekeeper has to accept YES
 - The SHIFT is not done automatically on Doubles Cup nights
 - The timekeeper or expert can perform this shift back at the shed
 - Go to the EDIT screen
 - Press TIME SHIFT button
 - Enter the number of minutes to move out the paddler, eg. if they started 3 minutes earlier than their handicap, enter “3”
 - Press SAVE

6. End of timetrial administrative functions

These functions can be performed by the timekeepers or performed back at the shed by members more knowledgeable with the system.

First things; suggest do BACKUP (from the SETUP screen), and SAVE & QUIT (from the SETUP screen) followed by restarting the TT system.

6a). Publish results

After the TT has completed, in the main TT screen go to the RESULTS tab and click on PUBLISH RESULTS. To do this the computer must be connected to the internet via the LCRK modem or someone's smartphone. See a member who knows how to connect the computer to the appropriate device.

If sufficiently familiar with the system, review these results and identify unusual times or PBs and adjust/republish if necessary. Similarly adjustments may be required for rescues. Again, do a SAVE & QUIT (from the SETUP screen) followed by restarting the TT system if any adjustments were made.

After adjustments:

- do a SAVE from the SETUP screen (and restart the timing system)
- tick the COMPLETED box and accept the message that appears
- press ADMIN from the SETUP screen
- press POST TIMETRIAL and the following screen will appear: (see next page)

6b). Sending the email results

This can be performed by clicking on SEND EMAILS from the RESULTS screen, or via ADMIN/POST TIMETRIAL screen. *Outlook needs to be running in the background (under a separate tab) for these results emails to be sent. On the laptop, hold down CTRL, the windows icon, and left or right arrow to flick between tabs.*

6c). Final end of Timetrial Administrative functions

Other less urgent functions are typically performed by the system administrator or other member familiar with the system:

Admin ×

Pre-Timetrial | **Post-Timetrial** | Web | Email | Report |

Can be done as soon as all paddlers finish the event.

Send Emails
Recent Results

Publish web pages - must be done after timetrial is set to "Completed" on the "Setup" page.

Calendar	Club Ladder	Cup Points
Results	Club Championship	Records

Each function will take approximately one minute (except RECORDS). Do not proceed to another function until the system/publish message from the previous function confirms the previous function has completed/published and you have accepted that.

Tick the COMPLETED box (from the SETUP screen)

It is important the COMPLETED box is ticked (and the message accepted) before performing these remaining functions.

(i) CALENDAR

- updates the calendar for future date changes that the user has made in the TIMETRIALS excel tab (this is rare), updates the calendar for just-completed TT numbers, and updates the timekeeper names.

(ii) RESULTS

- updates each paddlers history for tonights TT

(iii) CLUB LADDER

- updates the paddler standings in the club ladder; fastest 3 12km paddles for the rolling 12 months for each paddler

(iv) CLUB CHAMPIONSHIP

- updates the paddler standings in the club championship; fastest 15 12km paddles for the year to date for each paddler

(v) CUP POINTS

- updates the 3 singles cups (12km, 9km, 6km) and doubles cup. Only has to be run after a cup night. This process does NOT update cup handicaps, that is done via the PRE-TIMETRIAL tab via SETUP/ADMIN.

(vi) RECORDS

- Do not run this. It is only to be run when it is obvious records have been broken as it takes a long time.

SYSTEM ADMINISTRATION – NOT FOR TIMEKEEPERS

7. Administrative functions within the timing system – not for timekeepers

a). Setting up a Timetrial

- TTs have to be initially set up in excel; this should only be performed by the Administrator and is only required annually
 - This is typically performed 12 months in advance for a 12 month period
 - In the main TT screen, hover over the “X” in the top right hand corner of the main info box titled “LCRK Timetrial, Wednesday
 - It will turn red, click on “X”
 - A list of Excel tabs will appear at the bottom of the screen
 - Go to the TIMETRIALS tab
 - Data to be entered is self explanatory
 - Click on RUN to get back to the main TT screen
 - Go to SETUP screen
 - Press BACKUP, then SAVE & QUIT
- In the SETUP screen
 - Under the DATE scroll down menu, select the next trimetrial
 - Press RETURN
 - Ensure the “completed” box to the right of DATE changes to not ticked (the V from the recently completed TT will disappear)
 - Enter the timekeepers if known at this stage (keep in mind whatever you enter is bound to change)
 - Press SAVE & QUIT

b). Cancelling a timetrial

- This typically happens in an extreme weather event; and also around Christmas when there are no timetrials
 - In the main TT screen, hover over the “X” in the top right hand corner of the main info box titled “LCRK Timetrial, Wednesday
 - It will turn red, click on “X”
 - A list of Excel tabs will appear at the bottom of the screen
 - Go to the TIMETRIALS tab
 - In the TYPE column, enter CANCELLED
 - Click on RUN to get back to the main TT screen
 - Go to SETUP screen
 - Tick the COMPLETED box for that TT date
 - Press ADMIN
 - Go to POST TIMETRIAL
 - Click on CALENDAR to update and accept updates

- Click out of this screen
- Go back to SETUP screen
 - Go to Press BACKUP, then SAVE & QUIT

c). The Excel tabs within the timing system

The LCRK timing system is run on Excel. The Excel tabs that form the basis of the data and the system are explained in this section. A number of these require manual update from time to time, but not during a timetrial by the timekeepers.

- When a user exits from the main TT screen by pressing the red “X” on the main screen’s info box, a list of excel tabs will be shown along the bottom. These are described here.

Run	Config	Registrations	Numbers	Names	Members	Divisions	Courses	Fees	Timetrial	Entries	Intervals	Archive	Emails
-----	--------	---------------	---------	-------	---------	-----------	---------	------	-----------	---------	-----------	---------	--------

- RUN
 - Press this to start the running of the timing system
- CONFIG
 - Used to manage a number of configurable parameters
 - Pertinent parameters include:
 - The “subtotal points K1 (K2)” – this is the “best of X” number for singles and doubles cup nights; usually set to “9”, ie. best 9 of 12 cup nights
 - Timeshift Enable and Timeshift Start – permits the auto timeshift function for Singles Cup nights and allows paddlers whose handicap is 20 or more minutes to start off any time of 20 minutes or more
 - Zero Start – configures what time “zero” is; set at 6:25pm
- Registrations
 - Where manual updates are made to incorporate new and renewing members.
 - Go to the documentation section titled UPDATING THE SYSTEM FOR NEW OR RENEWING MEMBERS where this is explained in more detail
- Numbers
 - Where a manual override of racing numbers is done
 - If a number changes from one (non-renewed) paddler to a current member, it must be blanked out on this screen first
 - Then go into the paddler’s screen (via SETUP screen, then “M” tab down the bottom) and enter their number
- Names
 - This function allows a paddler to have a different name to their official name, eg. they may join via JustGo using “William” (and that will be in the REGISTRATIONS tab above) but they prefer to be known as “Bill”. This function will change their name to Bill on all entry screens, result screens and timing system emails

- Members
 - A list of existing members
 - No manual updates are required to this data; data is updated to here by the system after UPDATE MEMBERS LIST is run
- Divisions
 - A config file used for age and gender-based records
 - No manual updates are required.
- Courses
 - Used to calculate average speeds and order of boats.
 - No manual updates are required.
- Fees
 - A config file used to prompt payment for non-pre-paid paddlers.
 - No manual updates required as it does not impact timekeeping.
- Timetrials
 - A summary record of all timetrials ever run at LCRK (complete with date/time, type of TT, number of boats, and timekeepers) and those future TTs that have been scheduled (future TTs are usually manually entered for the year ahead at the start of the year).
 - The TTs scheduled for the future have the maximum number of paddlers per start group in Column I. When this number is reached no more entries can be assigned to that start group.
- Entries
 - Has the entries so far for the next TT.
 - No manual updates ever required.
- Intervals
 - Not used.
- Archive
 - A complete list of paddler times for every TT.
 - No manual updates ever required .
- Emails
 - Not apparently used.

9. The Pre Registration Process

This is typically initiated Monday pm but no problems at all if left until Tuesday pm; after Tuesday the troops become restless.

The laptop is typically left on for the extended process going through to Wednesday TT so connect the laptop to power (power cables are in the side zip). The modem needs to be charged also; connect it to the laptop (white modem will be in the side compartment).

Turn laptop on; p/word = lcrk (lower case).

After password entry, the screen displayed will be the LCRK desktop (takes about a minute).

*To send out emails, we need Outlook to be running, so start Outlook down the bottom of the screen. The Outlook icon may not be visible; position the cursor at the bottom of the screen to have Outlook and other icons become visible.

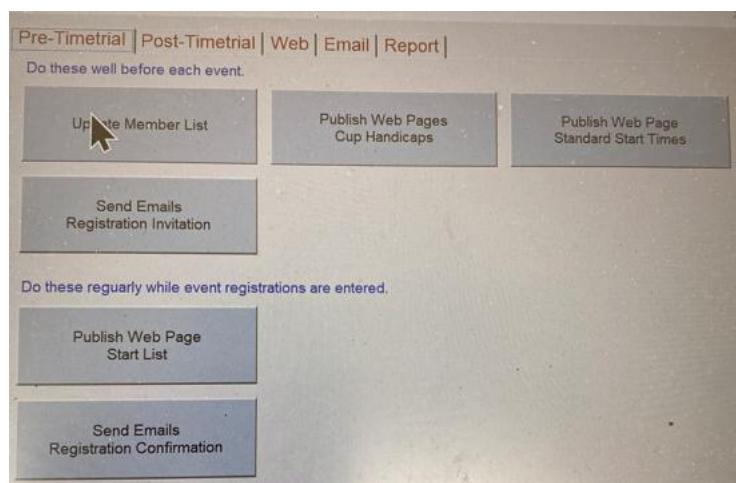
When Outlook is up for lcrkers@gmail.com, create a new tab for Nigel's system via CTRL+windows-icon+forward-arrow. So now there will be two screens running ... There will be a screen running with Outlook and a screen running for the TT system.

Before advancing with the pre-registration emails, in a 3rd tab verify whether the standard email for the week needs to be updated. The emails can be located in desktop/TS folder/emails. These emails typically only have to change if we want to add/remove the "lights and life jacket please" message or change the comments for the BBQ.

Double click on the excel sheet "Timing System". On the SETUP tab, the page for the most recent TT will be displayed. Advance the system to this week's TT by the drop down menu beside DATE. Make sure to press RETURN. This will result in the previous TT timkeepers dropping off and removing the tick for COMPLETED (alongside the date).

Accept YES to "overwrite existing archive".

Click on ADMIN button on bottom right hand corner. Go to the PRE TIMETRIAL tab in the next screen. This screen will display as:



Ignore the top functions of UPDATE MEMBER LIST, PUBLISH WEB PAGES CUP HANDICAPS and PUBLISH WEB PAGES STANDARD START TIMES. They are functions not necessarily critical for pre-registrations.

Select SEND EMAILS tab.

This will generate a screen message along the lines of “There are 129 emails waiting to be sent. Go to the email queue.” Press OK.

The first email ... to Warwick Sherwood ... will be displayed. Review the email to double check it is the right one for the TT, eg. if it is doubles night then the email should not refer to reverse night; very little chance of that ever happening. If there are any problems with the email, press DELETE ALL (or similar).

If emails are OK, then press **SEND ALL** tab. This will generate the email sending via Outlook.

There is a new issue (starting 2024) with Outlook in that the pre-registration emails will get stuck in the Outbox. To get around that, do a SAVE & QUIT from the timing system, and do a restart of the laptop. Then go back into Outlook, then go into the Outbox and the emails will start slowly flowing out of the Outbox. You will see the message down the bottom like ... sending 1 of 129 and this will slowly increase.

If you go back to the Outlook tab (via CTRL+windows-icon+back-arrow) and go into sent-mail, you will then see the mails clicking over after a synch.

As a precaution do not turn off the computer while emails are being sent. Wait 30 minutes or so (leave the computer running) then make sure there are no emails still waiting to be sent in the Outbox. Go into the timing system and press SAVE AND QUIT in the bottom right hand corner.

Turn off the computer/modem if you need to, or keep them running and they will go to sleep mode.

Entering the responses from paddlers

Turn on computer/modem.

In an Outlook tab, start Outlook from the bottom task list. This will take a minute or two to sync the inbox. (The Timing system should be started from its own separate tab. Keep both tabs running and flip between the two to check emails.)

Double click on the excel sheet "Timing System". The page for the next TT will be displayed. Go into ENTRY tab and enter responses (see ENTRY screen in section 3 of the main documentation on how to enter paddlers). Use the M button down the bottom to get paddler numbers if they don't supply number or they supply an incorrect number.

After you do a batch of entries, go to SETUP tab, go into ADMIN, do the PUBLISH WEB PAGE and SEND EMAILS (but must have Outlook running in a parallel tab first – see * above). When click on SEND EMAILS the system will first tell you how many "emails waiting to be sent". Press OK to this and then the system will show the first email to be sent. **Be sure to select SEND ALL.**

Click out of that screen (red X in top right hand corner) to get back to entering paddlers.

SAVE & QUIT from the main TT page after entering a batch and checking in Outlook that the emails were sent.

Check Junk e-mail folder to see if any paddler responses were directed there.

Last check is about 3:30pm on a Wednesday.

10. Updating the system for new or renewing members

This is a completely manual process involving making updates to a key excel spreadsheet within the timing system. It is performed whenever there are new members and whenever an existing member renews their membership.

Obtain the list of new or renewing members

This is obtained through downloading data from the PNSW JustGo system and the detailed procedures are not outlined here.

Update the timing system

From the desktop, double click on the TIMING SYSTEM icon to start the system.

The main screen will then be displayed:

LCRK Timetrial, Wednesday 28 February 2024 - Standard Timetrial

Current Time Thu 22 Feb 8:12:03 PM Registered 0 DNF 0

Start Time Wed 28 Feb 6:25:00 PM Started 0 Finished 0

Race Clock **-142:12:57** Returned 0 Out There 0

Setup | Entry | Start | Timer | Edit | Result

Organisation Lane Cove River Kayakers

Series LCRK Timetrial

Date 28-Feb-2024 ☐ Completed

Round 9 Standard Timetrial

Timekeepers

Comment

Reset Start Clear Results Clear Entries Admin

Scroll Up Scroll Down + - M Backup Save & Quit

Click on this X
(see next page)

Click on the X in the top right of the right hand box (see X on the prior page) and that will take you to the excel function. The bottom of the screen will display all the Excel tabs that underpin the TT system.

Run	Config	Registrations	Numbers	Names	Members	Divisions	Courses	Fees	Timetrials	Entries	Intervals	Archive	Emails
-----	--------	---------------	---------	-------	---------	-----------	---------	------	------------	---------	-----------	---------	--------

Click on the REGISTRATIONS Excel tab. This where manual updates for renewing and new members are made.

○ Procedure is:

▪ For renewing members

- Go to their most recent row
- Insert a blank line after this most recent entry
- Copy their most recent entry to the blank line
- Colour the new row yellow (to make it easy to identify, via doing a data filter on the yellow colour)
- For column A (ParticipantID)
 - Add 1 to the number and increase the last alphabetic character by one character, eg. 1356d would change to 1357e
 - Rationale here is that the alpha character reflects the year, eg. JD uses “d” for updates made in 2023, “e” for updates made in 2024, and will use “f” for updates made in 2025; just makes it easy to identify
 - The increase by 1 for the numeric portion is just to be safe to ensure the system recognises the ID as higher, ie. more recent; in reality this may not need to be done.
- Update any columns for changes to email address, address, emergency contact
- Update column S to reflect the new membership expiry date, eg. change “Renewal of Membership + Pre-paid (to 30/6/2024)” to “Renewal of Membership + Pre-paid (to 30/6/2025)”
- Update column BE to reflect the date of their renewal – any date will suffice as long as it is not more recent than their renewal.

A	D	E	F	H	I	L	M	S	AC	BE
Participant	FirstName	LastName	DateOfBirth	Gender	Email	PhoneMob	AddressLine1	Payment Type	EmergencyContactName	PaymentDate
7080417d	John	Dxxx	xxx	Male	xxxx	xxxxxx	xxxxxx	Renewal of Membership + Pre-paid (to 30/6/2024)	xxxxx	11-Jun-2023 00:00

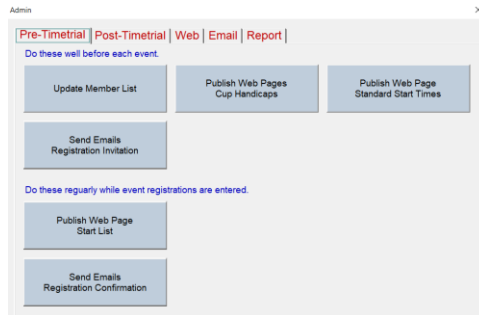
▪ For new members:

- Go to the bottom of the spreadsheet and enter the details for the new member (using the previous last row as a guide; best to copy the previous row)
- Colour the new row yellow (to make it easy to identify)
 - For column A, use ‘1e as the number (where e reflects new 2024 member, f reflects 2025, etc)
 - The remainder is the same process as above for renewing members, although for new members we typically enter “New Membership + Pre-paid (to 30/6/2025)”, with “new” flagging this is their first year of membership

▪ For all (renewing and new)

- Once the data is entered, then check it by filtering to present just the yellow rows (pay particular attention to the dates)

- The filtering options or yellow colours do not need to be removed, the TT system updates will default the spreadsheet to normal
- Once the data is checked, select the excel RUN tab at the bottom of the page
- This will return you to the main TT screen (SETUP screen)
- Select ADMIN
- Select the PRE TIMETRIAL option where this page will be displayed:

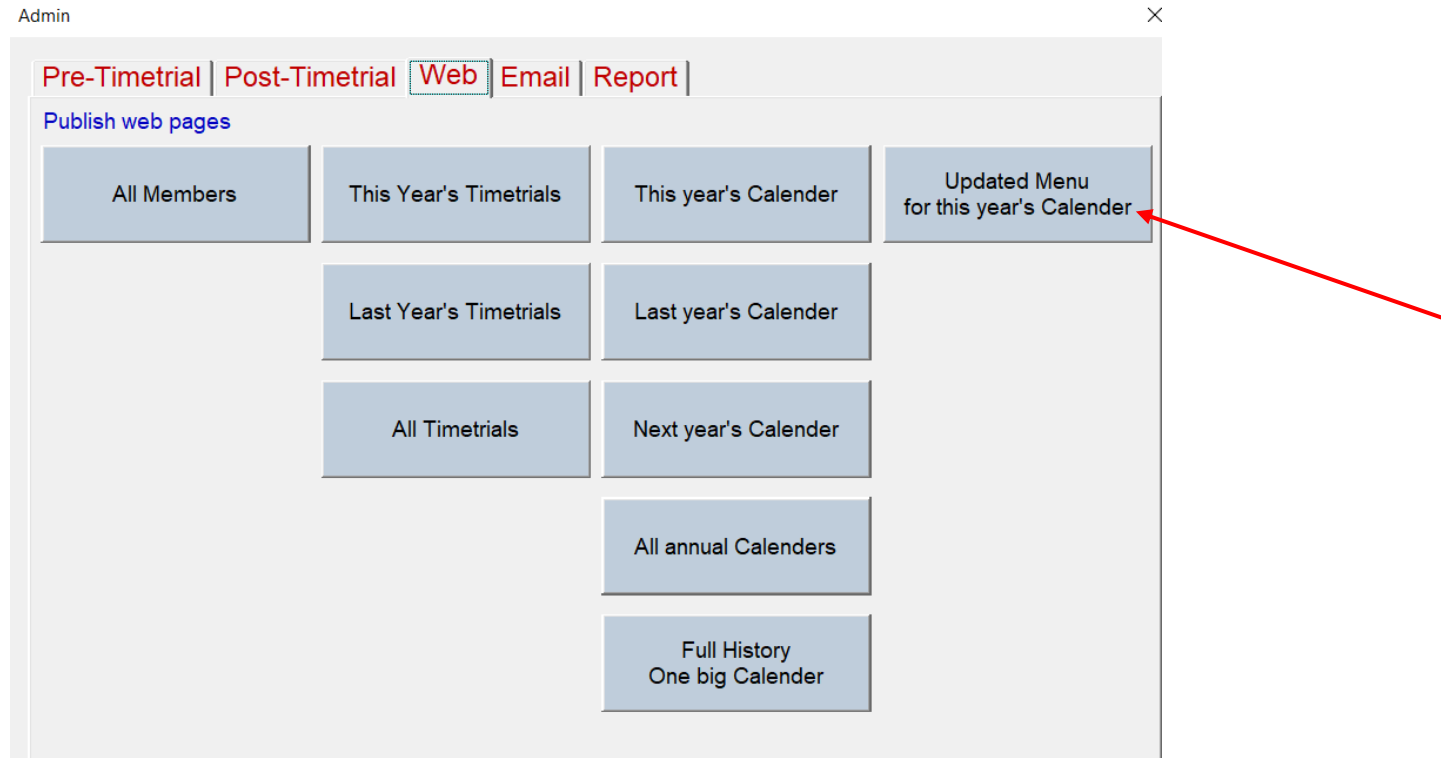


- Now we have to have the timing system accept the changes you made for renewing/new members above
 - Click on UPDATE MEMBER LIST
 - Click NO to the 1st question (Select a new RegisterNow spreadsheet? ... that is the old system so we select No for that file source)
 - Click YES to the 2nd question (If the Registrations worksheet has new entries ... always select Yes)
 - Wait ~30 seconds for the update to complete (a message of "Members update finished" will appear; click OK)
 - Best to then click on PUBLISH WEB PAGES CUP HANDICAPS to give any new members a Cup handicap, and complete this process. Takes about 1 minute.
 - Click out of this screen (via clicking the X in the top right hand corner) and get back to the SETUP screen
 - Click on M at the bottom of the SETUP screen and that takes you to a screen with details of whatever paddler whose name you enter
 - Enter some of the paddlers you added/changed to ensure the new dates reflected are correct, particularly EXPIRY DATE and PREPAID TIMETRIALS
 - Press SAVE & QUIT

11. Changes to make when going into a new year

a). To click over to the new year's calendar

In early January, go to SETUP/ADMIN/WEB and click on option "updated menu for this year's calendar. Members will then be able to see the new calendar on the internet.



b). To allocate racing numbers 1,2,3 to previous year's winners of Crudslime, Sugarloaf and Coffee Cups

- Exit from the main TT screen by pressing the red "X" on the main screen's info box, a list of excel tabs will be shown along the bottom.

Run	Config	Registrations	Numbers	Names	Members	Divisions	Courses	Fees	Timetrials	Entries	Intervals	Archive	Emails
-----	--------	---------------	---------	-------	---------	-----------	---------	------	------------	---------	-----------	---------	--------

- Go the NUMBERS tab
 - This is an excel spreadsheet of all members and their numbers.
 - Current holders of 1,2,3 will be in the first 3 rows; the "real" numbers for these paddlers will also be in this spreadsheet but on those rows their names will be enclosed in ().
- To create the new holders, follow these steps:
 - Identify the three rows with the names in brackets and remove the brackets (these are the previous winners and we need to revert them to their real numbers); no need to change the last column which indicates if they are a member or not
 - Enter the new winners of 1,2,3 in the first three rows; similarly there is no need to change the last column which indicates if they are a member or not
 - Find the rows representing the real numbers of these winners and change their name to one with brackets
 - Click on the RUN tab which takes you to the main screen
 - Do a SAVE & QUIT (simply to save changes in case of a later system error), then restart the system.
 - At this point the changes are made but we need to run a members update to flush the changes through the system.
 - When the main screen reappears, click on ADMIN
 - Click on PRE-TIMETRIAL
 - Click on UPDATE MEMBER LIST (from here we follow same instructions per section 11):
 - Click NO to the 1st question
 - Click YES to the 2nd question
 - Wait ~30 seconds for the update to complete (wait for the message "Members update finished")
 - Press SAVE & QUIT

12. Version control

V0.3.

- Sec9 (The Pre Registration Process) updated to make sure user selects SEND ALL for the pre registration email inviting paddlers to enter, and also the confirmation email. (SEND ALL as opposed to SEND)
- Added this section (version control)

V0.4.

- Added instructions into sec 11 on how to allocate numbers 1,2,3 to the winners of Crudslime, Sugarloaf and Coffee Cups.

V0.5.

- In Sec 9 (pre-registration), added a laptop restart is required in order to flush the sending of the pre-registration emails.