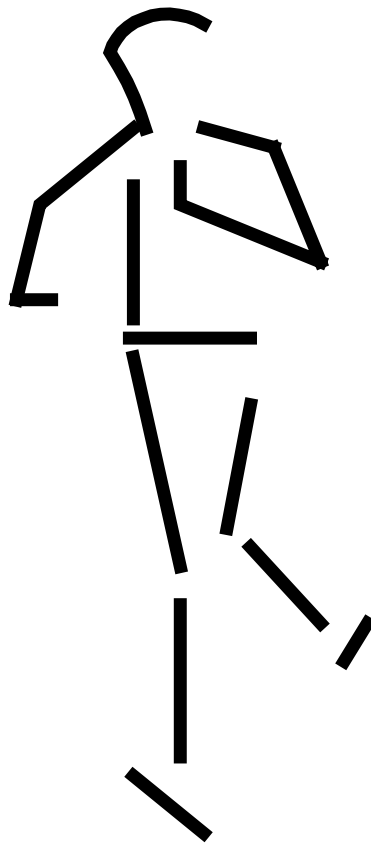


RaceTrak[®]

Race Management Software Users' Manual Addendum



RACETRAK



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RaceTrak Version 5.a

Introduction

Since RaceTrak's initial development in 1995, the underlying premise of RaceTrak® Management Software© has been to provide total race management from race inception to conclusion, with three key objectives:

- Make the scoring of races quick and easy
- Provide accurate results
- Retain complete histories of all runners, races, and results in a single database

We believe that we have achieved the above objectives, and we continue to upgrade and enhance the RaceTrak product with these objectives in mind.

RaceTrak Version 5.a is the most powerful version of RaceTrak released, and leverages the existing data structures and design to provide increased functionality to RaceTrak users.

This document is an addendum to the RaceTrak User's Manual, and should be stored with the User's Manual. As an addendum, it does not repeat information contained in the User's Manual, and instead, focuses on the changed or new features in the RaceTrak upgrade.

What's New in RaceTrak

Many changes have been added to RaceTrak since the last major release in November 2000. A summary of new and enhanced features follows.

Added capability to import files from Online Registration services such as Active, DoIt, and SignMeUpSports.

Added direct communications with Chronomix 737 and TimeTech Sprint 8 timing devices to allow the fast import of times into RaceTrak.

Added Scroll Down and Scroll Up buttons to allow Reconcile device and bib sub forms to be scrolled simultaneously.

Added capability to print your organization name on reports. Please see the Program Setup Screen section for information on how to set up your Program Information to reflect your organization's name on most RaceTrak reports.

Made numerous programming changes to speed RaceTrak forms and re-display data more quickly.

Added export of Club Member data in RRCA format.

Sped import of chip file data from 15-20 times per second to 2,500 times per second. ChampionChip and Winning Time Chip users will notice "quick" import selections in drop-down lists in addition to former selections.

Added new race clone capability to allow user selective copying of previous race's data to a new race.

Enhanced many RaceTrak screens to extend field lengths and display more data.

Added delete capability to remove unwanted races, which formerly required removal of related race data first.

Sped up Registration process that was a little sluggish when customized screens were used.

Added capability to load lap times in the Reconciliation Load/Merge process.

Added new feature to allow Bibs to be re-assigned alphabetically, by team, or by input order.

Added elapsed time reporting for Triathlon and other multiple event races to calculate the elapsed time between events (as opposed to only showing cumulative times as under former version).

Added many new reports.

And More! - Numerous other improvements are available in RaceTrak, and many more are planned in the coming months.

RaceTrak Files

RaceTrak includes many files, each providing a specific purpose. The RaceTrak_05.mde (and the related RaceTrak_05.mdb) and RaceTrak_Data_05.mdb files are the heart and soul of RaceTrak. RaceTrak_05.mde is the main RaceTrak program that includes all screens, queries, reports, and programs. RaceTrak_Data_05.mdb contains all data; this file should be backed up frequently onto diskette. Please refer to the RaceTrak DataBase Administration section for backup instructions.

The most important RaceTrak files are listed below.

- RaceTrak_05.mde - Main RaceTrak file (read-only) that contains screens, reports, and programs.
- RaceTrak_05.mdb – Uncompiled version of RaceTrak_05.mde program file.
- RaceTrak_Data_05.mdb – RaceTrak database that contains all race-related data. Frequently back up this file.
- RaceTrak_Sample_05.mdb – copy of shipped RaceTrak_Data_05.mdb file containing a sample file.
- RaceTrak_Conversion_98_to_05.mdb – RaceTrak conversion program utilized to convert previous RaceTrak 98 version data to RaceTrak 05 data formats.
- RaceTrak_Empty_05.mdb – an empty copy RaceTrak_Data_05.mdb file used to convert earlier versions of RaceTrak.
- RaceTrak_Data_05_Tutorial.mdb – a RaceTrak file with 25 runners and a scored race. The default database for RaceTrak Demo users.
- RaceTrak_Quick_Start_Tutorial.ppt - a Microsoft PowerPoint file available on your CD that provides a walkthrough of RaceTrak's most commonly used features. Please see Installation section below.
- 3 of 9 Bar Code fonts – licensed c39ei.ttf and c39fi.ttf bar code fonts shipped with RaceTrak.
- PostNet Zip Code Font – shareware uspsttf.ttf font that must be registered after 30 days of use.
- Read_Taz.txt – licensing information file for use of PostNet Zip Code Font (uspsttf.ttf).
- Timetest.txt file – Time Machine text file for testing import of file.
- ChipTestFinishTime.txt file - sample ChampionChip text file of finish times for testing import of file.
- ChipTestStartTime.txt file - sample ChampionChip text file of start times for testing import of file.
- Chiptest.ges file – sample ChampionChip file with chip numbers (and dummy times) for associating with bibs.
- ChipTest.csv file – sample ChampionChip file with chip numbers only for associating with bibs.
- Chiptest.asc file – sample ChampionChip file with chip numbers and bib numbers for associating with bibs.
- WinningTimeBibChipTest.txt - sample Winning Time file with chip numbers for associating with bibs.
- WinningTimeResultsTest.txt - sample Winning Time results file.
- Wrkgrp.exe – allows management of database network privileges.
- System.mdw – workgroup file that networked systems share.
- RaceTrak Icons – icon files that open RaceTrak and perform maintenance functions.
- RaceTrak_User_Manual_05.doc – RaceTrak User's Manual in MS Word format.
- RaceTrak_User_Manual_05_Addendum.doc – RaceTrak User's Manual Addendum in MS Word format.
- RaceTrak_05_Help.hlp – RaceTrak online help system.
- RaceTrak_05.ini – RaceTrak_05 initialization file that finds the location of RaceTrak_Data_05.mdb file.

Installation

Installation Overview

Before performing any installation activities, current RaceTrak users should back up their RaceTrak_05.mde and RaceTrak_Data_05.mdb files. Label and store these files in a safe location.

The complete RaceTrak system is shipped on a single CD in two separate components:

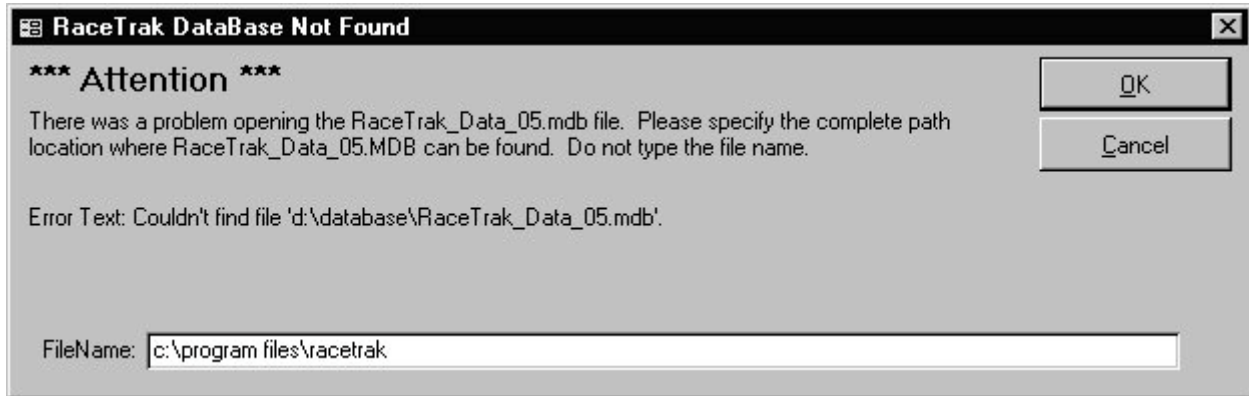
RaceTrak

MultiTimer (requires an unzipping program)

The RaceTrak component includes two major database files, RaceTrak_05.mde and RaceTrak_Data_05.mdb. RaceTrak_05.mde is the RaceTrak application file and contains all RaceTrak screens, queries, reports, and associated programs. RaceTrak_Data_05.mdb is the RaceTrak data file and stores data pertaining to runners, races, registration, awards, and all other RaceTrak data. The RaceTrak component also contains the bar code fonts that are required to produce bar code labels.

The MultiTimer product is a freeware product that allows the PC to act a timer.

IMPORTANT! If you installed RaceTrak in a different directory than in the default, or if you ever move and/or rename the RaceTrak_Data_05.mdb file, the RaceTrak DataBase Not Found Screen is displayed.



To point correctly to the data, type the complete path for RaceTrak_Data_05.mdb (do not type the file name, RaceTrak_Data_05.mdb) and select OK. If the error continues, be sure to check that RaceTrak_Data_05.mdb exists and confirm its location. *Note: the data file name must be RaceTrak_Data_05.mdb for RaceTrak to use it.*

Installing RaceTrak – New Users

Please note that RaceTrak is a Windows product and as such, the programs must be set up in accordance with the instructions below.

1. Disable any virus-protection utilities.
2. Close any open applications.
3. Insert RaceTrak CD into the CD-ROM drive.
4. From the Start Menu, choose Run.
5. Type *d:\RaceTrak\Setup* (where "d" is the name of your CD-ROM drive).
6. Follow on-screen instructions.
7. ***On the Installation Options screen, select RaceTrak Program and Data Files.***
8. When installation is completed, a confirmation screen is displayed.

Installing RaceTrak – Upgrade for Current Users

Please note that RaceTrak is a Windows product and as such, the programs must be set up in accordance with the instructions below.

1. Backup your existing RaceTrak data file (RaceTrak_Data_05.mdb) which should be located in *c:\program files\racetrak*.
2. Disable any virus-protection utilities.
3. Close any open applications.
4. Insert RaceTrak CD into the CD-ROM drive.
5. From the Start Menu, choose Run.
6. Type *d:\RaceTrak\Setup* (where "d" is the name of your CD-ROM drive).
7. Follow on-screen instructions.
8. ***On the Installation Options screen, select RaceTrak Program Files Only.***

9. When installation is completed, a confirmation screen is displayed.

Installing MultiTimer Software

MultiTimer is a freeware program that allows the PC to act as a timer. One or more lanes can be set up simply by pressing a number for the desired lane. To capture times, operators simply press the space bar and a time is recorded. The data collected by MultiTimer can be saved to a file for import into RaceTrak. To install MultiTimer, an unzipping program is required.

An excellent zip program is WinZip by Nico Mak Computing, Inc., P.O. Box 540, Mansfield, CT 06268 whose home page is <http://www.winzip.com>. The cost of the software is approximately \$30.

To install MultiTimer:

1. Create a Program Files/MultiTimer directory.
2. Unzip the MultiTimer to the above directory.
3. Read the Readme.txt file in the above directory.

Using the Tutorial

The RaceTrak CD includes a Tutorial (located in the CD's Tutorial folder) that guides users through many of RaceTrak's most commonly used features.

Users who have Microsoft PowerPoint can run the Tutorial directly from the CD: from Windows Explorer, double-click on the RaceTrak_Quick_Start_Tutorial.ppt file.

Users who do not have PowerPoint can install the included PowerPoint Viewer (pngsetup.exe) on the CD. From Windows Explorer, double-click on pngsetup.exe and follow the onscreen instructions. The following files will be installed on your computer: playlist.lst, ppview.exe, and racetr~1.ppt.

Note that a Tutorial database with 25 pre-existing runners and one fully scored sample race is available to all users. Licensed RaceTrak users will find the following file in their c:\program files\racetrak directory (or wherever RaceTrak was installed): RaceTrak_Data_05_Tutorial.mdb. To use this file, please backup and rename the existing RaceTrak_Data_05.mdb file (e.g., RaceTrak_Data_05.mdb_Original) and then rename RaceTrak_Data_05_Tutorial.mdb to RaceTrak_Data_05.mdb. After completing the Tutorial, rename back to the original names.

Demo users should note that the sample file is already re-named so that above procedures can be skipped.

Manage Races

Race Management (to Manage an Existing Race) Screen

Once a new race has been saved in Mange Races, the Race Management (to Manage an Existing Race) Screen is available. This screen allows the update of race records and provides access to several additional race-related functions (Bibs, Waves, Awards, Special Categories, Specials, Series, Team Categories, Teams, Runner, and Chip Confirm). *In addition, the screen now includes two major new features available through command buttons: DELETE and CLONE.*

The Race Management (to Manage an Existing Race) Screen is accessed from the Race List (to Manage an Existing Race) Screen upon selecting **MANAGE**. This screen is also displayed immediately after creating and saving a new race.

Race Management

Race Sample for Clone 12/31/2001 10K Road Race

Race Name: Race Sample for Clone Race Date: 12/31/2001 Start Time: 8:00 AM 15

Race Desc: 10K Road Race Distance: 10K Abbrev:

Location: Columbia MD Auto Remove Incomplete Teams?:

Event Type:

Default Fee: \$0.00 Print Shirt Size On Labels?: Yes

Hotline: Fax:

Difficulty: Field Limit: 99,999

Memo:

Chip: Active YN:

Create Date: 1/2/2002 3:05:36 PM Modify Date: 1/16/2002 2:54:53 PM Double Click for Graphic

Bibs Award Mgt Race Div Race Split Special Cat Runner

Waves Special Series Team Cat Teams Chip Confirm

Delete Clone Close

Step By Step

Select one of the two new command buttons, NEW or CLONE.

NEW Command Buttons

DELETE (requires confirmation) and then deletes the displayed race and all “child” records relating to the race (e.g., bibs, registrants, specials, etc.). While registrant records are deleted, runner records remain in the system.

CLONE displays the Race Clone Screen.

Race Clone Screen

The Race Clone Screen allows the cloning of the current race into a new race. A variety of cloning options are available so that users can determine how much of a race they would like to clone. The screen below is displayed after selecting CLONE from Race Management (to Manage an Existing Race) Screen and displays the new race.

Be sure to make changes to the race on this screen *before* selecting SAVE if the third or fourth options (“Above Plus Registered Runners” or “Above Plus Runner Timed Results” are selected).

IMPORTANT! Please note that when re-registering the runners into the new race, RaceTrak will re-calculate the Age Race Day based on race date, so it is very important to change the race date before saving.

The Race Clone Screen is accessed from the Race Management (to Manage an Existing Race) Screen upon selecting CLONE.

2002 Run Through the Grapevine 11/2/2002 8k

Race Name: 2002 Run Through the Grapevine Race Date: 11/2/2002 Start Time: 10:00 AM 377

Race Desc: 8k Distance: Distance Abbrev: Abbrev

Location: Linganore Winecellars Auto Remove Incomplete Teams?: Y

Event Type: LD

Default Fee: \$0.00 Print Shirt Size On Labels?: Yes

Hotline: Hotline Fax: Fax

Difficulty: Very Challenging Field Limit: 99999

Memo: Memo

Chip: Chip Active YN:

Create Date: 2/5/2002 8:54:42 AM ModifyDate: ModifyDate Double Click for Graphic

Clone Options

- Basic: Bibs, Awards, Waves, Splits, Specials, Special Categories, Team Categories
- Above Plus Teams (not team registrants)
- Above Plus Registered Runners
- Above Plus Runner Timed Results (Results and Awards must be recalculated)
- None - Do Not Copy Any Related Data

Save Cancel

Step By Step

Update information as necessary to reflect the new race. Please provide enough data to distinguish the cloned race from the original.

When cloning a race, RaceTrak will re-calculate the Age Race Day based on race date, so it is very important to change the race date *before* saving.

The Race Name, Date, and Race Desc are required, and should be updated to reflect any changes from the former race.

Command Buttons

BASIC: BIBS, AWARDS, WAVES, SPLITS, SPECIALS, SPECIAL CATEGORIES, TEAM CATEGORIES allows users to copy the race data that is most commonly repeated from year to year. Please note that if any of this data is not desired, users can select “NONE – DO NOT COPY ANY RELATED DATA” and then manually add the data required. Also, please note that any bibs formerly reserved in the previous race will be reserved in the new race.

ABOVE PLUS TEAMS (NOT TEAM REGISTRANTS) copies above data plus previous teams. However, registrants for those teams are not copied.

ABOVE PLUS REGISTERED RUNNERS copies above data plus all registered runners (and their related records and data, including teams).

ABOVE PLUS RUNNER TIMED RESULTS copies above data plus the times and splits for all runners. Reconciliation data such as Device Times and Bib Scans are not copied, but the runners results and times are copied.

IMPORTANT! Race results and awards must be re-calculated.

NONE does not copy any related data (bibs, team categories, etc); only the basic race data is saved.

SAVE saves the current record (and related data as specified), and then displays the Race Management (to Manage an Existing Race) Screen.

CANCEL returns the user to the RaceTrak Menu Screen without saving the record. However, the newly created record was previously saved and it will remain on race lists.

Bib Generation Screen

The Bib Generation Screen contains two new command buttons to allow the re-assignment of bibs (alphabetically, by team, or by input order) and to allow reserved bibs to be unreserved. These new features were developed to support the new race cloning and data import functions:

When a race is cloned, reserved bibs are left reserved; however, users may want to re-specify which bibs to reserve.

When data is imported, it may not have bibs associated with runner data. This feature allows users to assign bib numbers to runner.

Bib	Rsvd	Division	Low Age	Hi Age	Sex	LoTime	HiTime	Wave	Chip	Hat Color	In Use	Used
1	<input checked="" type="checkbox"/>	Run	0	99	N	0:00:00	23:59:59				No	No
2	<input type="checkbox"/>	Run	0	99	N	0:00:00	23:59:59				No	Yes
3	<input type="checkbox"/>	Run	0	99	N	0:00:00	23:59:59				No	Yes
4	<input type="checkbox"/>	Run	0	99	N	0:00:00	23:59:59				No	Yes
5	<input type="checkbox"/>	Run	0	99	N	0:00:00	23:59:59				No	Yes

Step By Step

Select the command button required.

NEW Command Buttons

REASSIGN BIB opens the Registration Assign Bib Popup screen that allows users re-assign bib numbers to registered runners

UNRESERVE allows users un-reserve all bib numbers for the current race.

Registration Assign Bib Popup

In response to user requests, a new feature to allow the re-assignment of bibs has been developed. The Registration Assign Bib Popup Screen is accessed from the Bib Generation Screen. This screen will also be displayed at the end of the data import process if bibs have not been assigned to runners.

IMPORTANT! Users must be extremely careful when using this feature: if bibs have already been distributed, results could be impossible to calculate.

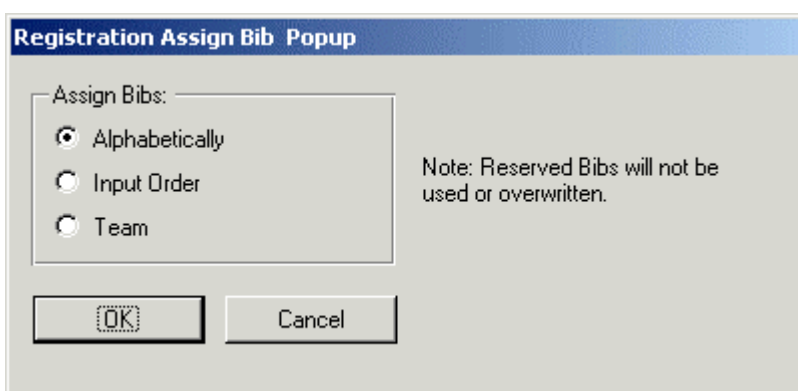
Bib re-assignment re-assigns new bib numbers to all runners EXCEPT for bibs that have been Reserved.

Users can re-assign bibs alphabetically, by input entry order, or grouped by Team within Team Category.

If chips have already been assigned to registered runners, they will NOT be changed.

Divisions will not be changed, but Waves and Hat Colors (if any) will be updated to reflect that of the Bib.

IMPORTANT! When re-assigning bibs, RaceTrak *does not* utilize any special setting for the distribution of bibs such as age ranges, gender ranges, or time ranges.



Step By Step

Select the re-assignment desired.

Command Buttons

OK initiates the re-assignment of bibs as specified.

CANCEL returns the user to the previous screen.

Results Processing

Timing Device Data Transfer Screen

While most RaceTrak users will be familiar with the basic functionality of the Timing Device Data Transfer Screen, the functionality has changed slightly to accommodate new timing devices. Formerly, a separate Visual Basic program (Race_Import_05.exe) was provided and had to be installed. In RaceTrak v5.a, this functionality has been moved directly into RaceTrak to provide a more seamless program.

The Timing Device Data Transfer Screen provides the capability to select either live or batch mode data transfer of data from external timing devices. RaceTrak now supports data transfers from Time Machines I and II, Chronomix 737, and TimeTech Sprint 8 timing devices.

IMPORTANT! RaceTrak ships with Communications Settings for the Time Machine only. If either the Chronomix 737 or TimeTech Sprint 8 are used, their settings must be defined as described in Communications Settings below.

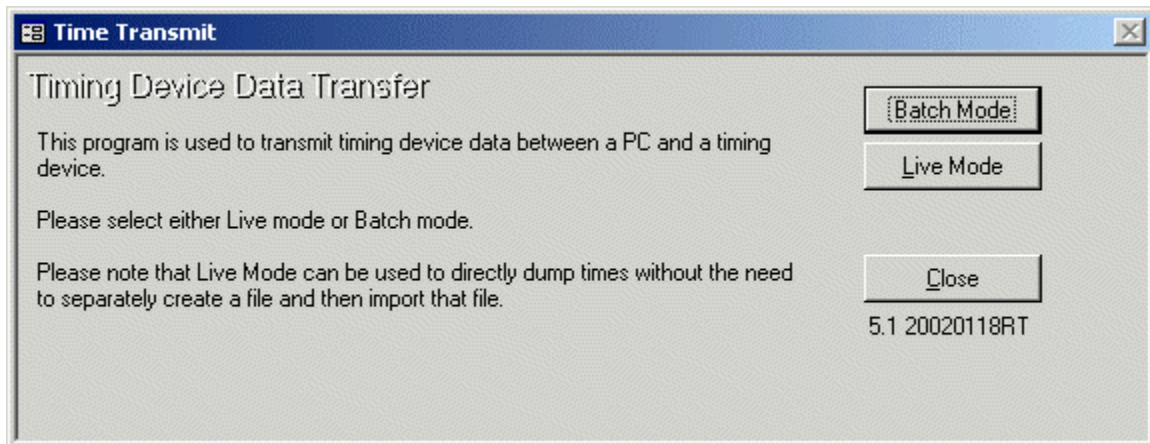
IMPORTANT! RaceTrak's Reconciliation function cannot be performed while Live Mode is being run. Therefore, a "suspend" mode is provided to allow users to suspend the Live Mode, perform reconciliation, and then re-start the Live Mode. To make sure that users cannot perform Reconciliation functions while data transfer is being performed, RaceTrak automatically flags the race as being in a "Race Import On" and/or a "Live Mode On" mode when data transmit functions are started. Under abnormal exits from the transmit program, RaceTrak cannot reset these values and users may need to manually override the settings as noted below.

In instances when the live mode and/or import functions are absolutely known to be not running, two RaceTrak fields may need to be restored through the Race Utility Screen. Carefully review the information that follows before changing these fields. RaceTrak's live mode process includes programmed restrictions that 1) only allow a single live mode to run at a time and 2) restrict access to the reconciliation process when live mode import data is being received. To restrict access, RaceTrak automatically sets the fields "Live Mode On?" and "Race Import On?" to "Yes" and when the particular function is terminated, the fields are changed to "No" so that a later session can be started. Under abnormal exits from RaceTrak while the live mode is running, these fields may not get refreshed to "No." Such abnormal exits would typically occur if power were lost or the system were shut off without properly exiting RaceTrak. Because the fields are not reset, a manual override capability has been provided to allow the changing of these fields in the Race Utility Screen. Therefore, in cases where the live mode is absolutely, positively known not to be running, change these values to "No." Note: Use standard Windows [ALT]+[TAB] to scroll through any open Windows.

IMPORTANT! The RaceTrak transfer process must be initiated *before* data is sent from external timing devices.

IMPORTANT! The RaceTrak transfer process for the TimeTech Sprint 8 supports Road Running Mode only.

The Timing Device Data Transfer Screen is accessed from the Race List (for Results Processing) Screen when Transmit is selected.



Step By Step

Select the function desired.

Command Buttons

BATCH MODE displays the Batch Mode Transfer Screen and closes the current screen.

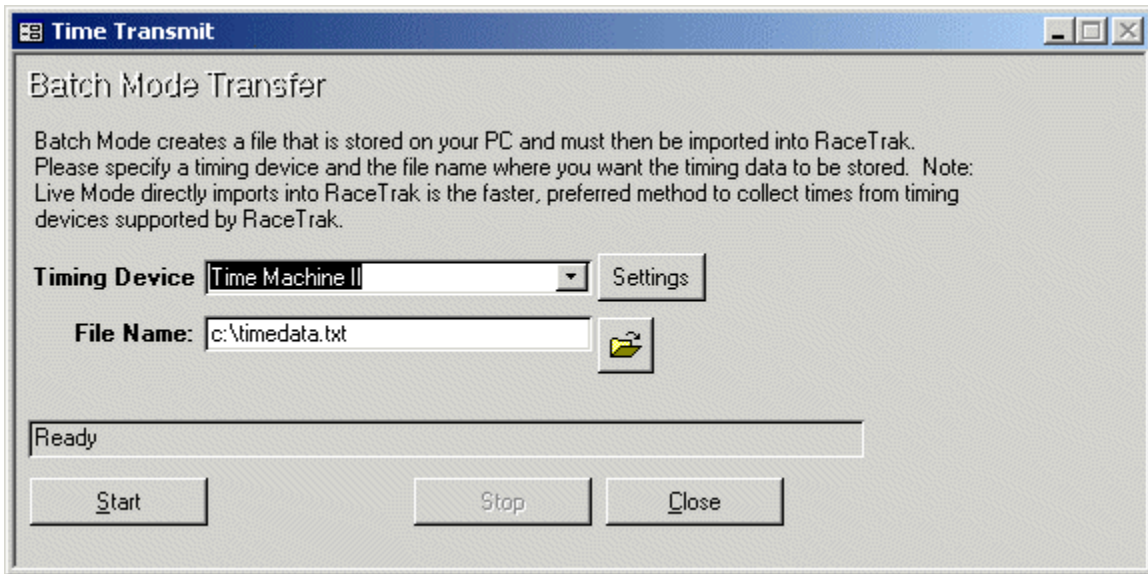
LIVE MODE displays the Live Mode Transfer Screen and closes the current screen.

CLOSE closes the current screen and returns the user to the Race List Screen.

Batch Mode Transfer Screen

Batch mode *transfers data* from the timing device to the PC, creating the file as specified. Import must be performed later to convert/import data into RaceTrak format. Please note that Batch Mode is only available for Time Machine, and is retained as a service for long-time RaceTrak customers. However, Live Mode can be performed for Time Machine, Chronomix 737, and TimeTech Sprint 8 timing devices either while the race is

being run or after the race has been completed. Because Live Mode eliminates the extra steps to create a file and then import this file into RaceTrak, Live Mode is the recommended and preferred method of obtaining data.



Step By Step

Be sure that a timing device is connected to the PC's serial port.

Type a file name and path for the file that RaceTrak will create. Note the file name for later use in import.

Select **START**.

Transmit data from the timing device.

As times are received from the timing device, they are displayed on the bottom of the screen.

When all data is transmitted, end the program by selecting **CLOSE**.

Command Buttons

SETTINGS displays Communications Settings Screen.

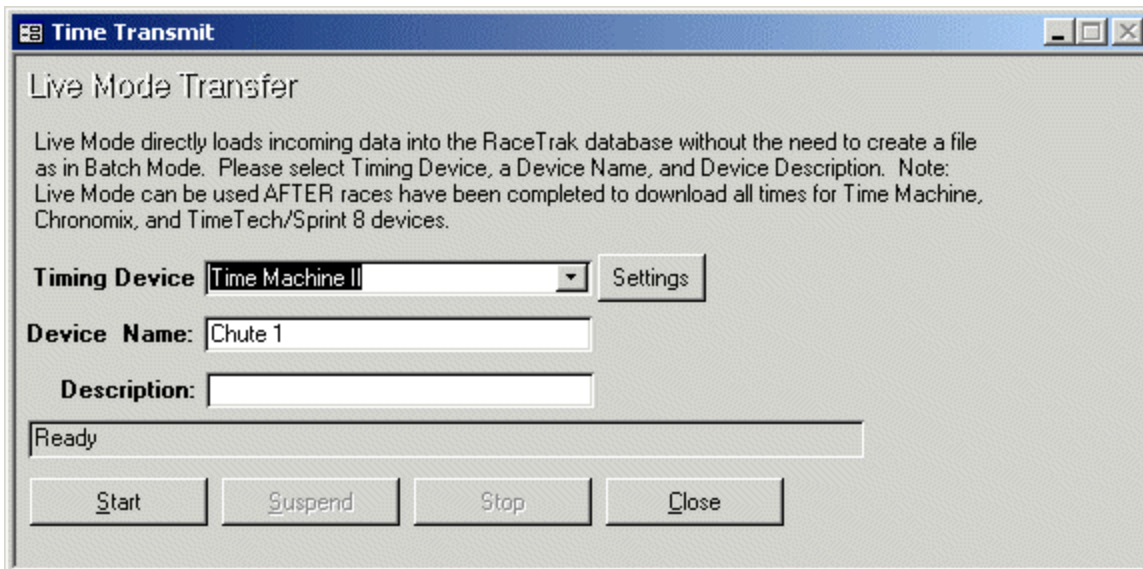
START initiates the batch transfer and creates a text file that must be converted to RaceTrak format with the Import function.

CLOSE ends the batch transfer process and closes the current screen.

Live Data Import Screen

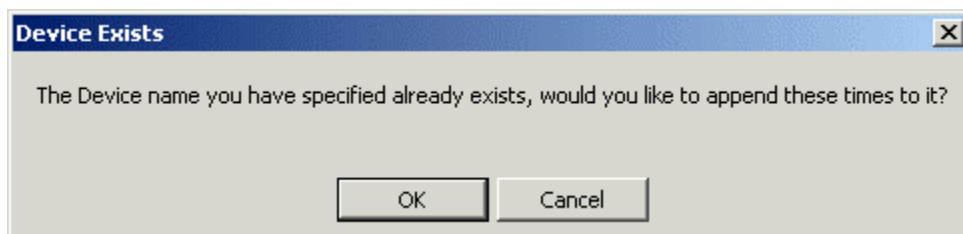
Live mode *transfers and converts/imports data* into RaceTrak format.

When users have a direct connect connection to the finish line, times are imported directly into RaceTrak as soon as they are taken. *Therefore, when using Live Mode, be sure to Minimize the screen rather than closing the screen if you need to continue time collection.*



The Live Data Import Screen provides input boxes to type a device name and description for the times being imported. When transmitting the data, specify a logical name (e.g., Main, Chute 1, Female, etc.) for the device.

When restarting a suspended live mode session, the following screen is displayed. If you wish to append the incoming times to the current file, select Yes. If you wish to start a new file, type No and the Live Data Import Screen is displayed for input of new device header information.



What RaceTrak does with incoming data. RaceTrak separates the incoming data into separate chutes as sent from the timing devices. For example, if five multiplexed Time Machines are used, RaceTrak will produce output files for each of the five chutes. If the timing device file does not specify a lane or chute, RaceTrak will import as Chute 99.

Step By Step

Type a device name and description.

Select **START**.

Transmit data from the timing device.

As times are received from the timing device, they are displayed on the bottom of the screen.

While live mode is actively transmitting and converting data, the Reconciliation process cannot be accessed. However, at any time the live mode can be suspended by selecting **SUSPEND**. When suspended, RaceTrak sends a "halt transmit" to the timing device, at which time reconciliation can commence. After performing reconciliation, the live mode can be restarted to pick up times from the point of the last transmit.

IMPORTANT! If live mode will be continued later, be sure only to suspend (and not **STOP** or **CLOSE**) the live mode process. To perform other processes while live mode is running or suspended, minimize the Live Mode Transfer Screen. Later, when live mode is to be restarted, be sure to maximize the form; RaceTrak allows only one transmit session to open at a time.

IMPORTANT! TimeTech Sprint 8 users should note that if downloading times **AFTER** a race has been completed, the following steps should be performed:

- initiate RaceTrak timing by pressing the **START** button

- turn on and transmit TimeTech Sprint 8 Data in Road Racing Mode
- if data is not transferred from the TimeTech Sprint 8, please press RaceTrak **SUSPEND** button and then press RaceTrak **START** button

IMPORTANT! For the TimeTech Sprint 8, RaceTrak handles the data as follows:

Mode	Action	RaceTrak Result
Single-Lane Regular	Punch a time with plunger.	RaceTrak creates a Lane 1 and All times are input into Lane 1.
	Type a Bib Number and press ENTER.	Bib is held and added as the bib for the next time received.
	Press Lane 1.	Time is added into Lane 1.
Single-Lane Select	Punch a time with plunger.	RaceTrak creates a Lane for the input port of the plunger. For example, if the plunger is input port 3, the times from that plunger will go to Lane 3.
	Type a Bib Number and press ENTER.	RaceTrak creates a Lane “plus 10” for the input port of the plunger. For example, if user set select lane up to be lane 2, RaceTrak would store the times and bibs in Lane 12.
	Press Lane 1.	Time is added into Lane 1.
Multi-Lane Regular (not recommended)	Punch a time with plunger.	RaceTrak creates a Lane for the input port of the plunger. For example, if the plunger is input port 3, the times from that plunger will go to Lane 3. The last typed bib number will be added to this time.
	Type a Lane and Bib Number and press ENTER.	Bib is held and added as the bib for the next time received. Important: RaceTrak does not match the select lane to the time lane.
	Press Lane 1.	Time is added into Lane 1. The last typed bib number will be added to this time.
Multi-Lane Select	Punch a time with plunger.	RaceTrak creates a Lane for the input port of the plunger. For example, if the plunger is input port 3, the times from that plunger will go to Lane 3.
	Type a Lane and Bib Number and press ENTER.	RaceTrak creates a Lane “plus 10” for the input port of the plunger. For example, if user set select lane up to be lane 2, RaceTrak would store the times and bibs in Lane 12.
	Press Lane 1.	Time is added into Lane 1.

Command Buttons

SETTINGS displays Communications Settings Screen.

START initiates the live transfer and converts the incoming data into RaceTrak format directly into the RaceTrak database. Unlike batch mode transfer, the live mode transfer does not need to use the Import function.

SUSPEND suspends the live transfer process which can later be re-initiated by selecting START.

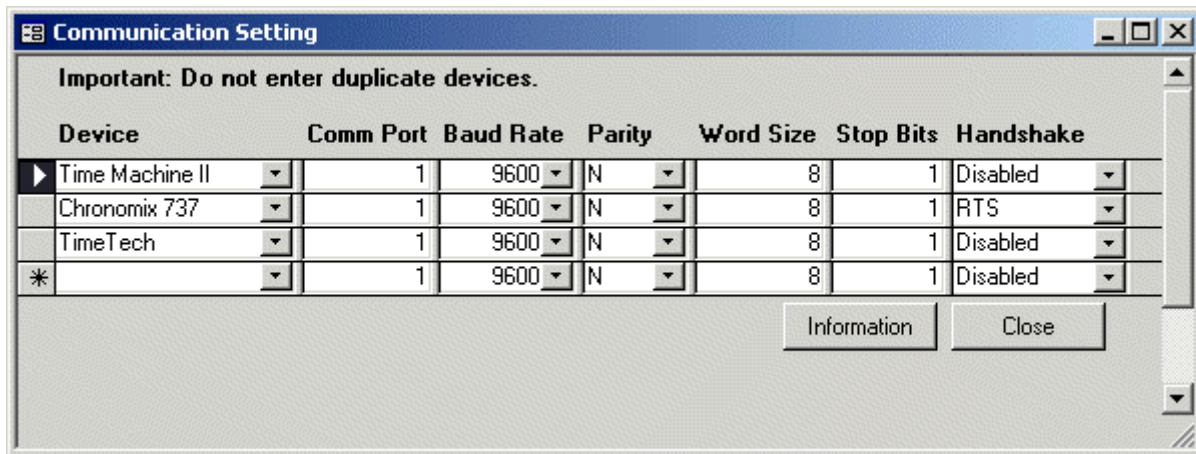
STOP ends the live transfer process.

CLOSE ends the transfer process and returns the Timing Device Data Transfer Screen.

Communications Settings

The Communications Settings Screen provides the capability to set up RaceTrak to interface with external timing devices. Settings are saved for future use.

The Communications Settings Screen is accessed from the Timing Device Data Transfer Screen when SETTINGS is selected.



Step By Step

Add or update the communications settings as required.

IMPORTANT! Each timing device should only be listed once. Be sure that there are no duplicates in the list.

Command Buttons

SAVE saves the current communications settings.

INFORMATION displays recommended default settings (which are shown above) for the timing devices.

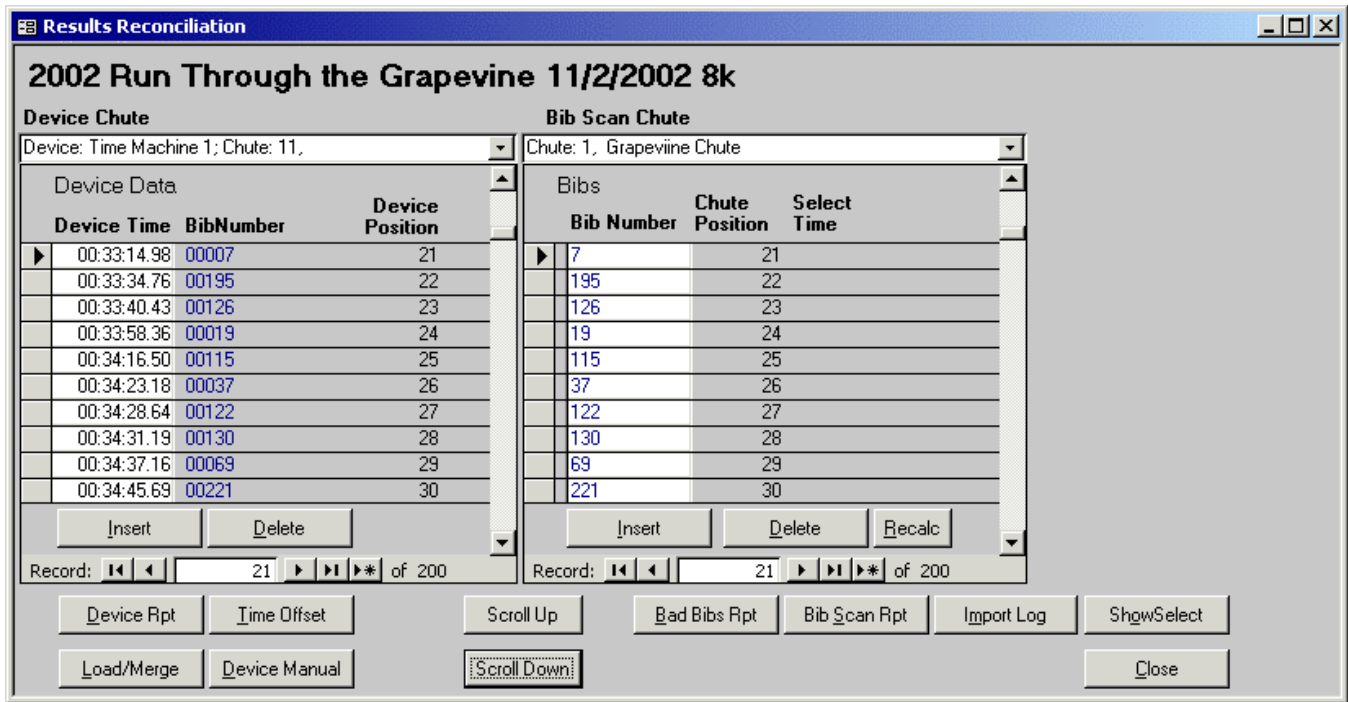
CANCEL cancels current changes, and Timing Device Data Transfer Screen is displayed.

Results Reconciliation Screen

The Results Reconciliation Screen is used to verify, correct, and load the device times and bib numbers.

The Results Reconciliation Screen now includes a SCROLL DOWN and SCROLL UP buttons that allows the two windows displayed to be scrolled simultaneously.

In addition, Results Reconciliation Screen now includes new functionality to load Lap Times when performing Load/Merge functions. Please see Command Button section below for details.



Step By Step

The Reconciliation screen now contains **SCROLL DOWN** and **SCROLL UP** buttons. These buttons are only available when both a Device Chute and Bib Scan Chute are specified.

Once the end of either Device Chute and Bib Scan Chute data is reached, the **SCROLL DOWN** will stop and alert the user that the end of the list has been reached.

Once the start of either Device Chute and Bib Scan Chute data is reached, the **SCROLL UP** will stop and alert the user that the end of the list has been reached.

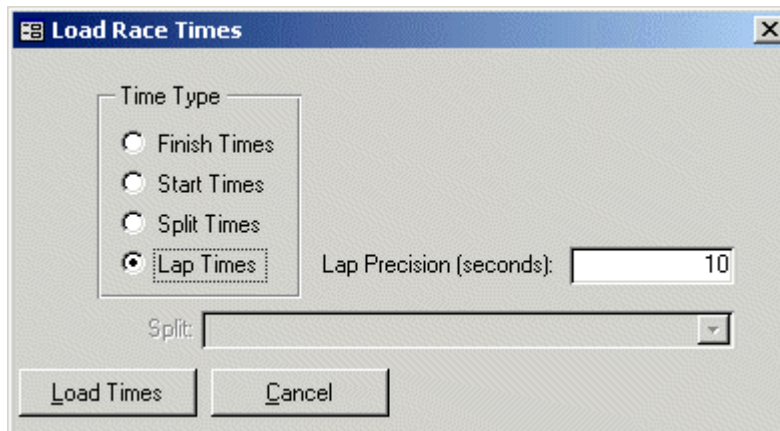
NEW Command Buttons

SCROLL DOWN allows the simultaneous scrolling down of time data and bib scan data.

SCROLL UP allows the simultaneous scrolling up of time data and bib scan data.

LOAD/MERGE merges the Device Data and Bibs, and loads this data into the database for further results processing (results are not official until Calculate Results has been performed in the Race Results Management Screen). Times can be loaded as Finish Times, Start Times, Split Times, and/or Lap Times. To load split or lap times, Race Split must be available (to create, go to Manage Races – Race Splits).

The new Lap Times features is intended for laps only and separate Start and Finish times must be collected.



RaceTrak processes lap times as follows: as each time is received, RaceTrak determines if there is runner registered with the bib or chip that accompanies the time. If a matching registrant is found, RaceTrak determines if the runner already has a split (e.g. lap). If the runner does not have a split, the time is added as the runner's first split. If the runner has a split, RaceTrak finds the highest split for that runner. If the incoming time is faster than that time, it will overwrite the split. If the time is slower and it is less than the Lap Precision seconds amount, it will be skipped. If the time is slower and it exceeds the Lap Precision seconds amount, it will be written as the next available split.

Manage Runners

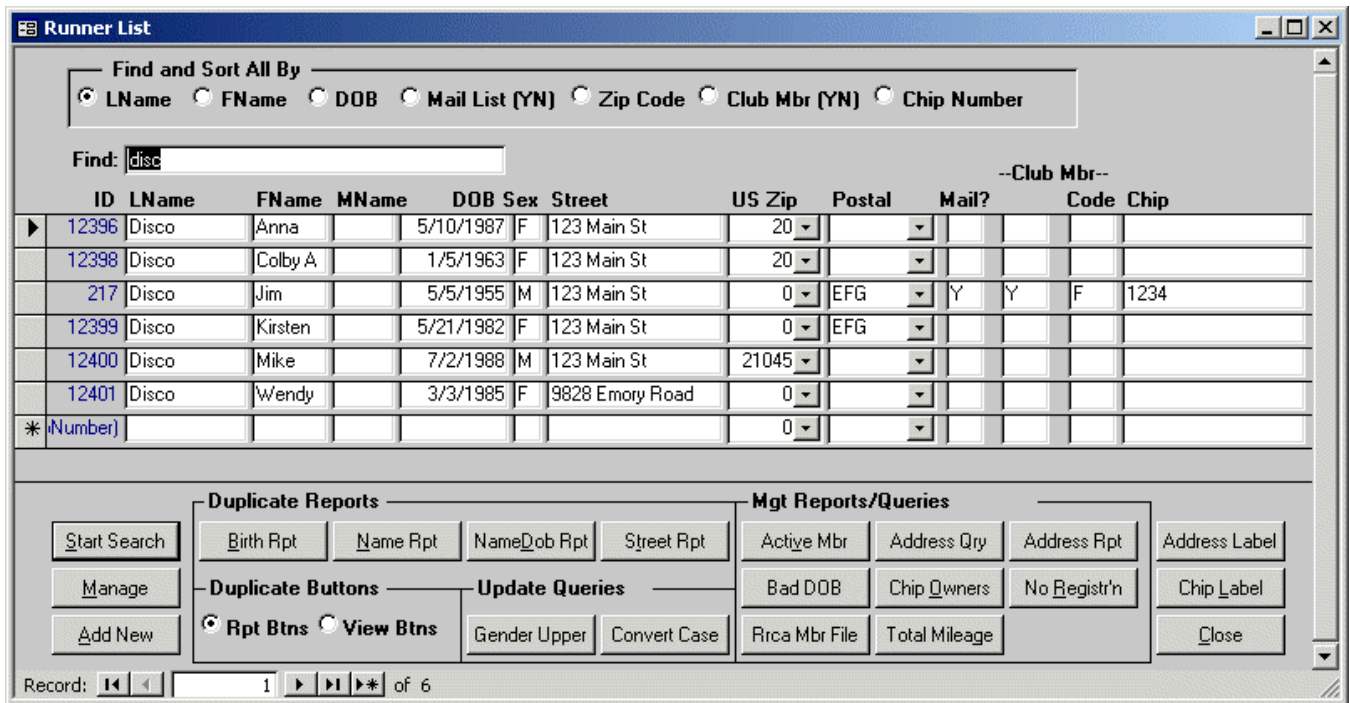
Runner List Screen

The Manage Runners module provides the capability to add and modify runners when registration is not desired nor necessary. In addition, any races in which the runner has participated are presented in this module.

RaceTrak now provides a new feature to allow club member data to be automatically copied to file in accordance with RRCA standards. RaceTrak will add an entry for each runner that is designated as ActiveClubMember = Y. Output is limited to individuals with valid US Zip Codes. In addition, a new procedure now allows RaceTrak users to update all gender codes (M, F, and U) in the database to upper case. Long time RaceTrak users will notice that screen command buttons have been repositioned, but nothing has been removed.

The Runner List Screen provides the capability to view, search, sort, manage, and report on existing runners in the database. The Runner List Screen also provides the capability to add new runners to the RaceTrak database.

The Runner List Screen is accessed from the RaceTrak Menu Screen upon selecting **MANAGE RUNNERS**.



Step By Step

The Runner List Screen displays an alphabetized summary list of all runners in the database.

Select RRCA MBR FILE to create a file for submission to RRCA.

Select GENDER UPPER to change all genders to upper case.

NEW Command Buttons

RRCA MBR FILE creates a file for submission to RRCA.

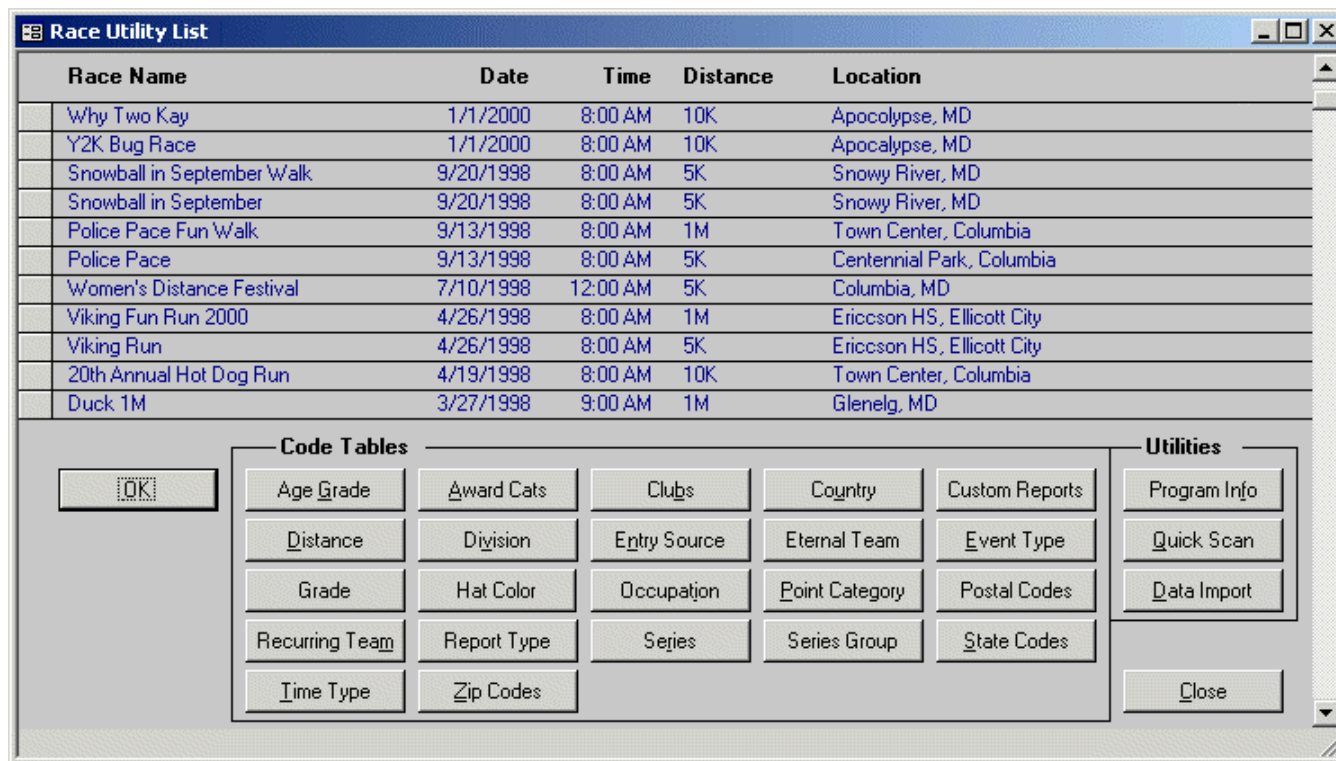
GENDER UPPER changes all gender codes in the database to upper case.

Utilities

Race Utility List Screen

The Race Utility List Screen provides the capability to access the appropriate screens that manage RaceTrak supporting tables. It also provides the capability to access utility functions for a specific race (by selecting OK).

The Race Utility List Screen is accessed from the RaceTrak Menu Screen upon selecting UTILITIES.



Step By Step

The Race Utility List screen now contains a DATA IMPORT button.

NEW Command Button

DATA IMPORT displays the Data Import Screen, which allows for import of data from external sources such as Online Registration Services.

Data Import Screen

The Data Import Screen provides the capability to access the appropriate screens that manage RaceTrak supporting tables. It also provides the capability to access utility functions for a specific race (by selecting OK).

The Data Import Screen is accessed from the RaceTrak Utility List Screen upon selecting DATA IMPORT.

The goal of the import is to allow the quick and accurate import of data so that races can be accurately scored. Many import files may contain data that RaceTrak does not need to score the race; these can be mapped to EntryMemo fields or to PersonMemo fields.

Important! Users should ALWAYS BACKUP RaceTrak_05_Data.mdb before starting the import process.

Before importing any file, please make sure the file satisfies the following requirements:

- At this time, import files must be in comma separated value format (CSV). Microsoft Excel allows files to be saved to this commonly used format.
- Import files must have headers.
- Import file header names should contain only letters, numbers, underscores, and dashes. Import file header names cannot contain pound sign (#) or apostrophes (') or quotes (").
- The import file cannot contain quotation marks. Please **remove all quotes** from the import file.
- The import file cannot contain data for more than one race. If it does, copies of the import file should be made, with each file cleaned up to limit to a single race.
- The import file cannot contain data for more than one division. If it does, copies of the import file should be made, with each file cleaned up to limit to a single division.

RaceTrak import handles two types of file inputs at this time: runner data and registrant data. Runner data includes only information specific to the runner while registrant data assumes that the user is importing the data into a specific race. As guidance, club membership lists would be classified as runner data while a download from an online service for a specific race would be considered registrant data.

When importing data please note the following general rules:

- Import can only be used when no other users are in RaceTrak.
- An error log is created that includes significant data conversion failures. Warnings indicate that non-critical data was not successfully imported. Critical notations indicate that either the person or registration for that person could not be completed and will need to manually reconciled.
- Except for three RaceTrak fields, all mappings are one-to-one between the Import Fields and the RaceTrak fields. The Amount, PersonMemo, and EntryMemo fields can have one or more Import associated with them. For example, import fields "note 1" and "note 2" can both be mapped to PersonMemo. If data already exists in the PersonMemo field, it will be appended.
- Certain characters may cause problems during the import process. We believe that we have accounted for most of these characters, quotation marks are problematic, so please remove all quotation marks from the import file. This can be performed after initial import by selecting VIEW IMPORT FILE and run a Find and Replace to remove all quotation (") marks.

When importing *runner* (e.g., person) data please note the following rules specific to the import of this data:

- When importing person data, if a match is found between the first name, last name, dob, and sex, the record is considered a match and the matched RaceTrak person record is used. Otherwise, a new person record is created. Therefore, if the import file does not include a DOB, all person records are added as new.
- The import program defaults to US Zip Code processing. If foreign postal codes are received, they are written to the "no zip" field to allow mailings, but do not use foreign postal code table data.
- First name and last must be in import file.
- If Person Sex is not in the import file, a value of U (for unknown) is written to the gender field for all runners.
- Because DOB should not be in future, RaceTrak subtracts 100 years if date greater than today when data is submitted with two digits only.

When importing *registrant* data please note the following rules specific to the import of this data:

- Above runner rules must be satisfied.
- A race must be specified.
- The import program defaults to the Run division when no division is specified.
- Please create a pool of bib numbers before importing data.
- When bib assignments are made the import program, the import program utilizes any "smart bib" settings and imports according to those rules. Further, the import will never use any bibs that have been previously assigned. The import will not assign reserved bibs unless the import file contains those bib numbers.

- If a DOB is available, RaceTrak will always automatically calculate the AgeRaceDay. Therefore, if AgeRaceDay is provided in the import file, it will be recalculated and overwritten by the RaceTrak import.
- When importing RaceFees, the fees are stored differently than under normal RaceTrak fee processing.
- When importing chip data for ChampionChip owners (to be mapped to DefaultChipNumber), RaceTrak removes non-standard ChampionChip characters (non-alphanumeric characters and I, J, L, O, Q, and U) and validates that the resulting chip is seven characters long (the ChampionChip standard).
- RaceTrak will not allow duplicate chips for Chip Owners (e.g., no two runners can share the same chip as specified in the runner's DefaultChipNumber field).
- RaceTrak will not allow duplicate chips within a given race.
- If your import mapping includes a mapping to DefaultChipNumber (e.g., ChampionChip chip owners), these chips (if valid and not duplicates) will be automatically assigned to their respective runners.
- The import program should NOT be used for importing bib chip files from the chip companies. Instead, use standard import programs under RaceTrak Manage Races – Bibs.
- AgeRaceDay cannot be less than 0 or greater than 150 and must be valid number. If data does not meet these rules, age is calculated as 0.
- If Team data is specified, a popup window will be presented and users must assign the team to a team category. Therefore, users must set up at least one Team Category before processing.
- When importing Club, Occupation, Country (Nationality), Grade, and EntryFormSource, if a new value is encountered it is automatically imported to RaceTrak. Therefore, it is important that RaceTrak values for these fields be provided to preclude two codes for the same value. For example, if RaceTrak contains 9, 10, 11, 12 for school grades, you would want online service to use these same values and not use FR, SO, JR, and SR as this results in two values for the same data.
- Be very careful if re-assigning bib numbers, and we strongly recommend that bib re-assignment only be performed BEFORE bib chips have been loaded.

Step By Step

Review the above information to make sure that data conforms to RaceTrak needs.

Backup your RaceTrak_Data_05.mdb file.

To speed processing, run Start - Programs – RaceTrak – Repair RaceTrak 05 and Repair RaceTrak 05 Data.

Find the .csv file to be imported and select an Import Type. Be careful not to re-import data previously imported.

Select **STEP 1 - IMPORT EXTERNAL DATA** to import the data into RaceTrak readable format. After the data is imported, users can view the import data.

If the Import File contains the *exact* same headings as a previously imported file, mapping may not be necessary.

If the Import File contains the new or different headings from a previously imported file, select **CLEAR SPEC** to clear the current specification.

Select a value from the left window (the import file) and a matching value on the right window (the RaceTrak field). Select **STEP 2 - MAP VALUES** to re-display the mapped value in the center window.

Note that most values are limited to one-to-one mapping.

Continue until all mappings are completed.

If a previous import has been performed, you may want to backup/move the error_log.txt file on your c:\ drive as this will be overwritten.

Make sure that data does not include quotation marks. Select **VIEW IMPORT FILE** and run a Find and Replace to remove all quotation (“) marks.

Select **STEP 3 - LOAD DATA** to begin the import process. An error log will be created on your c:\ drive, listing warning level and critical level (runner or registrant failed) errors.

If teams are specified, you will be prompted to confirm any new teams and assign them to a valid RaceTrak team category.

Depending on the complexity and cleanliness of your import data, and your PC’s processor, RaceTrak will import between 1 and 5 records per second.

Command Buttons

STEP 1 - IMPORT EXTERNAL DATA imports a .csv file into a format that RaceTrak can read.

STEP 2 - MAP VALUES allows user to map fields in import file to their RaceTrak equivalent.

STEP 3 – LOAD DATA loads data into RaceTrak in accordance with mappings into RaceTrak fields.

VIEW IMPORT FILE displays the contents of the data from the .csv file.

CLEAR IMPORT SPEC clears the current mapping specification to allow the creation of a new spec.

CLOSE closes the current screen and returns to the Race Utility List Screen.

Program Setup Screen

The Program Setup Screen now provides the capability to update the owner information. When users specify an Organization Name, this name will automatically print in the footer area of most RaceTrak reports.

The Program Setup Screen is accessed from the Race Utility List Screen upon selecting **PROGRAM INFO**.

Step By Step

Type an Organization Name (e.g., Finish Line Managers, Howard County Striders, etc.) and this information will appear in the footer of most RaceTrak reports.

Command Buttons

OK saves the record and returns the user to the Race List Utility Screen.

CLOSE returns the user to the Race List Utility Screen.

Reports/Queries

Custom Reports

RaceTrak v5 provided the capability for users to utilize customized reports, which – once setup – are available for use in Reports/Queries.

To use these reports, go to Utilities - Custom Reports, and add the reports. Please consult the RaceTrak User's Manual for more information regarding the setup of reports. You will need to provide a name, description, MS Access Report Name, and Report Type. **Important:** the MS Access Report Name must *exactly* match the name provided below.

Many new custom reports are added throughout the year; please consult the readme.txt file for the latest reports.

- y_announcer_rpt – prints bib, name, and hometown in three columns on page. Sorted by bib number.
- y_announcer_team_category_rpt - prints bib, name, and team in three columns on page. Sorted by bib number, grouped by Team Category.
- y_race_team_roster_summary_label_rpt – intended as packaging labels for teams, prints team name, total team registrants, race name, team category, race date, and race distance on page label stock (30 per page). Sorted by team name, grouped by team category.
- yAge_Group_Results_rpt - prints (no preview) results in finish order and lists each runner's position in gender and in age group category. Note: age groups must be set up and this report does not distinguish between divisions.

- yAge_Group_Results_File_rpt - intended for file output (use yAge_Group_Results_rpt for printing). Provides preview of results in finish order and lists each runner's position in gender and in age group category. Note: age groups must be set up and this report does not distinguish between divisions.
- yAnnapolis10MAlphaGroupBySex_rpt - registered runners grouped by gender sorted by name.
- yAnnapolis10MMedical_rpt - registered runners with contact information sorted by name.
- yAnnapolis10MRegistrationShort2Column_rpt - registered runners in bib number order. Prints across two columns per page, with bib, name, hometown, sex, and age. Saves paper.
- yAnnapolisA10ChipLabel_rpt - used for chip packets, prints runner name and runner DOB in large bold font onto labels. Also prints runner bib, sex, and chip assigned to runner as well as address information. User selects sort order.
- yAnnapolisAllBibAllChipByBib_rpt - in 4 columns, lists the bibs and chips as *set up in the bib pool* for the race. Sorted by bib number. Used to match chips and bibs.
- yAnnapolisAllBibAllChipByChip_rpt - in 4 columns, lists the chips and bibs as *set up in the bib pool* for the race. Sorted by chip number. Used to match chips and bibs.
- yAnnapolisBibChipByBib_rpt - in 4 columns, lists the bibs and chips that have *been assigned to the runners* for the race. Sorted by bib number. If a runner owns his/her own chip, this chip will be listed.
- yAnnapolisBibChipByChip_rpt - in 4 columns, lists the chips and bibs as that have *been assigned to the runners* for the race. Sorted by chip number. If a runner owns his/her own chip, this chip will be listed.
- yAnnapolisRaceResultOverallAdjustedHotNoHeader_rpt - prints results in Adjusted time order in small font without any headers or footers. Used in large races to save paper; also a good report to use for file output.
- yAnnapolisRaceResultOverallHot_rpt - prints results in Finish (gun) time order in small font with headers or footers. Used in large races to save paper.
- yAnnapolisRaceResultOverallHotNoHeader_rpt - prints results in Finish (gun) time order in small font without any headers or footers. Used in large races to save paper; also a good report to use for file output.
- yAnnapolisRaceResultsBySexAdjustedHotNoHeader_rpt - prints results in Adjusted time order in small font without any headers or footers, grouping by gender. Used in large races to save paper; also a good report to use for file output.
- yBar_Code_Label_HS_rpt – prints runner name, bib number, team name, team category, and bar coded label on page label stock (30 per page), sorted in bib number order.
- yChipOwnerForRace_rpt - prints bib, name, address of runners who use their own chip in a race. Sorted by name.
- yClydes10KChipLabel_rpt – for chip races, prints labels with Runner Name, Bib, RaceChip, and Address. If runner using own chip, prints that chip in red (when color printers used).
- yNapaRegistrationAddress_rpt - prints registered runners with mailing addresses and phone numbers in name order. Uses smaller font to save paper.
- yNapaRegistrationAlphaPortraitSummary_rpt - prints registered runners with bib, name, sex, age, DOB, Hometown, Shirt Size, and Chip number. Sorts by name. Uses smaller font to save paper.
- yNapaRegistrationBib_rpt - prints registered runners with bib, name, sex, age, DOB, Hometown, Shirt Size, and registration notes. Sorts by name. Uses smaller font to save paper.
- yRace_No_Finish_Start_rpt - for chip races, prints name, hometown, sex, age, and bib number for all runners who: started but did not finish, finished but did not start, or no shows. Lists in name order.
- yRace_Result_Pace_rpt - results with Pace.
- yRaceResults_rpt - sample report of regular results included in RaceTrak sample files.
- yRaceTeamAllRunnerGrade_rpt - lists team runners and scholastic grades for school competitions. Sorts from first runner to last runner within a team category.
- yRaceTeamPointScoringGrade_rpt - lists team scores and scholastic grades for school competitions. Sorts by team score from lowest total team score to highest team score within a team category with all team members.
- yRaceTeamRosterGrade_rpt – lists team members with scholastic grade. Separates teams with a page break.
- yRaceTeamRosterGradeNoPageBreak_rpt – lists team members with scholastic grade. No page breaks between teams.
- yRegistration_Fee_Union_rpt – provides the total fee amount from RaceTrak's Registration total plus the total fee amount from data imported from online services.
- yRegistrationFeeDetailed_rpt - lists runner, gender, hometown, and total amount paid within a given race. Sorts by highest amount paid to determine largest donation for a given race.

- yTennessee_Person_Races_rpt - lists runners who have participated in three specific races. Not useful for most RaceTrak users.
- yUnused_Bib_Chip_Label_rpt – for chip races, prints unassigned bib numbers and their associated chips
- yWorldOfColorLabel_rpt - address labels that print in bib number order, listing the bib number, race abbreviation, and address data for all runners registered in the race.
- yWorldOfColorPlaceBibSexAge_rpt - companion report to yWorldOfColorLabel_rpt that prints in guntime order, the runner place, bib number, sex, and age race day across several columns.

Miscellaneous

Miscellaneous Changes

Numerous changes have been included in this version of RaceTrak. A summary of those changes not previously discussed is presented below.

- Many Yes/No entries have been changed to checkboxes, where a checkmark indicates Yes.
- On the Results Processing screen, a notes field is now available and is useful to describe any results anomalies (such as the reason why a runner was disqualified).
- The Results - Reconciliation Screen's Load/Merge program has been greatly sped up.
- New selections are available in the Results – Import screen to provide significantly faster import of both ChampionChip and Winning Time Chip data.
- The race numeric identifier has been added to the Manage Races – List Races Screen to better help users distinguish cloned races.

Known Issues

Please consult the readme.txt file for any issues that have surfaced since the publication of this addendum.

TimeTech Sprint 8 select bib numbers may get appended with an extra 0 when select bibs are recorded while transmit mode is suspended. For example, operator may type bib 88, but bib 880 will be presented.

This addendum depicts a folder in Transmit screen and Data Import screen. The control associated with these folders was broken, and will be corrected in a future version. It is currently hidden, and users must type the complete path and file name.