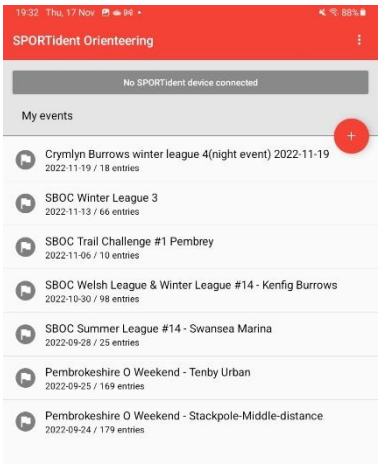
Using the Sportident App.

The club uses this to run our local club events. It provides registration, download and results functions including live Results and race analysis. It is loaded onto each tablet and is simple to use whilst giving competitors a good experience. It requires the Event to be set up in advance to make the on the day organisation more straight forward. **Make sure the Tablet is fully charged before each Event**.

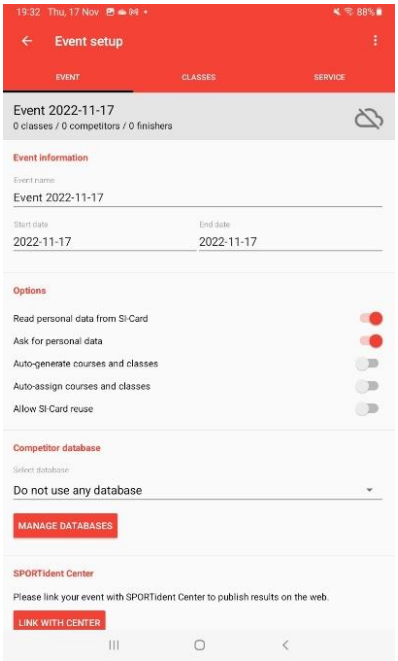
1. Setting up the Event.

a. Event Details.

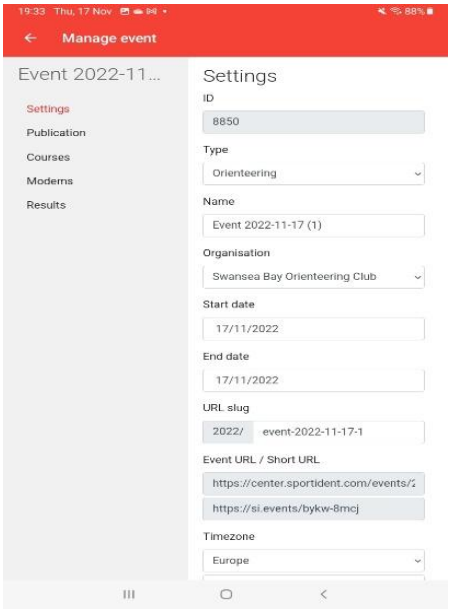


- Open Sportident App on the Tablet
- The first screen is called My Events and will display all recent events. Press the + to add an event. Then choose the type of event in the Pop-up box. Normally a **Competition**.
- The next screen is called **Event Setup** and allows you to enter details about the event, the courses and the links with other functions of the App.

b. Managing the Event Details



- Firstly, press the **Event tab** you can insert the Event title, and dates and to set some basic functions. Switch on **Options 1, 2**, and **4** and **5** if you have a large number of Hire Dibbers being reused.
- If you wish to select the existing SBOC Competitor Database, then select it where it asks you to **select database** and press the small black down arrow to bring up the options.
- The **MANAGE DATABASE** button is used to delete existing databases or to create a link to a new imported database if you want to link to a different database of competitors.
- The **LINK WITH CENTRE** button ensures your event is then linked to the Race Centre for Live Results Display.
- Then the **MANAGE EVENT** button comes live and if you press that it will take you to additional screens where core data is input.



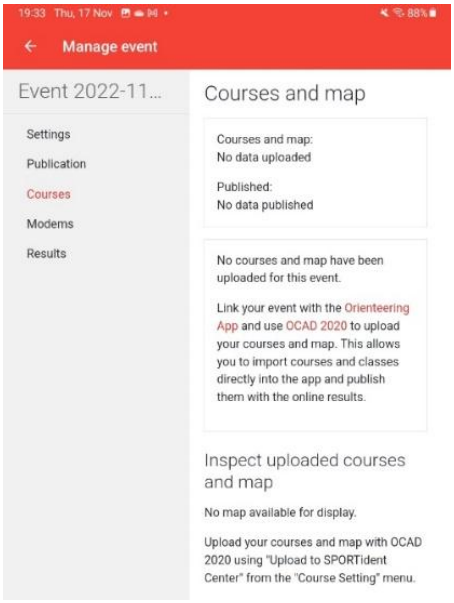
- The next screen is the **Manage Event** screen and under the heading **Settings** is where you need to provide information that allows the event to be displayed in the Race centre. It autofills some fields such as titles, the organisation (Club Name), the URL link name, but the location, location coordinates and the map name need to be completed.

- Press on the little map icon and zoom into the location and press the screen to fix the coordinates.

- The URL link is the link to the Event on live Results and should be sent to the Webmaster for uploading onto the Website for Live Results to be accessed from there.

- Scroll down and press **Save** once completed.

Now select **Courses** option from the Menu on left of the screen to do the import the courses

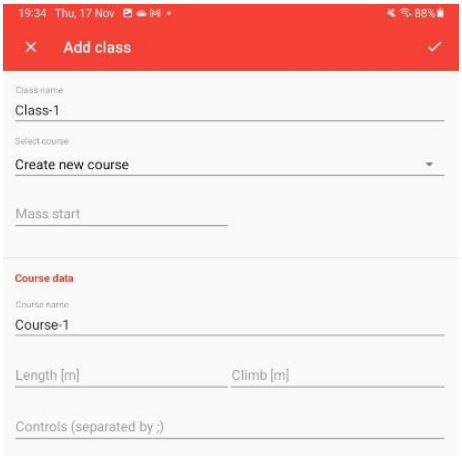


- The courses are imported from OCAD and loads the maps, courses and all the control codes for each course. This avoids any manual entering. However, it can only be imported from OCAD. So, if you have used PurplePen for your course design, you have to export an XML 3.0 file from the PurplePen file and send that to an OCAD person to upload into OCAD and then import into the event.

- The map will be visible, and the courses listed under the Class dropdown.

- If you wish to enter the courses Manually then from the Event Setup screen, press the **Classes Tab** and press the + to add your courses.

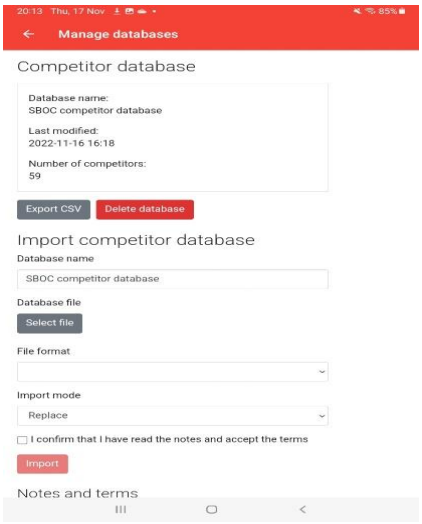
- Note Class means Course and course length and climb are in m not km.



- Follow the instructions for each field and press tick at the top of page to save.

- Repeat for each course.

c. Setting up Competitor database



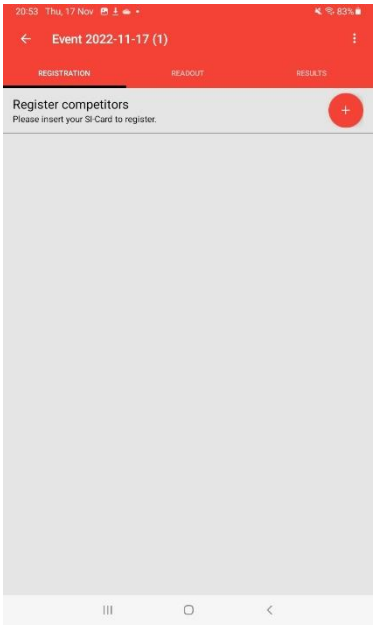
- If you want to change the linked database, press MANAGE DATABASE and it takes you to the Managing Databases Screen. A Competitor database provides the Sportident App with the details of everyone entered so when they download the correct details are pulled through to the results. It can also allow Competitors to be registered before the event or on the day.
- With a large number of entrants, it is better to register them before the day. Use the "SBOC Competitor Database" already in the system Dropdown as the default.
- Or use the Pre-Entries System to export "**Start list for Sportident orienteering App.**
- This is emailed to you and you can email it to the Tablet using **SwanseaBayOC@gmail** address
- Then it can be downloaded onto the Tablet and imported into your event

The event details, courses and competitor database and formatting should now be complete, and the System is ready to be used.

2. Competitor Registration and Course Assignment

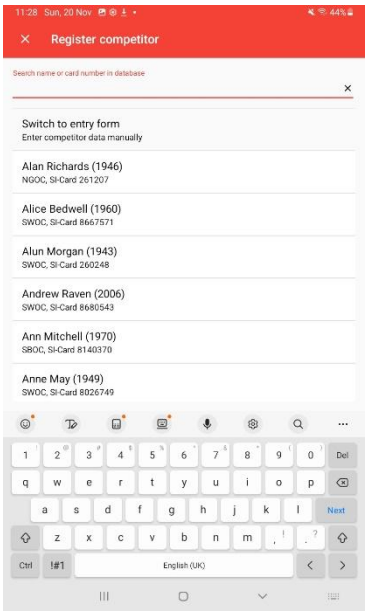
There are two choices for registering competitors and assigning courses.

a) Before the event if you have large numbers and want to keep on the day registration management easy, or
b) On the day registration if you have lower manageable numbers



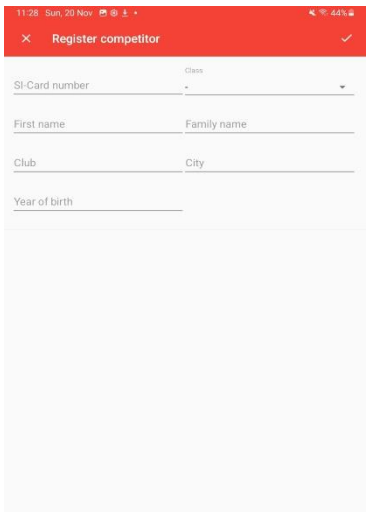
- From the event list select the event you wish to register Competitors onto.
- This takes you to the Event operation screen, which has three tabs at the top.
- REGISTRATION : READOUT : RESULTS.
- Select the Registration Tab.
- It gives you the option to Register a competitor and so Press the +
- This gives you the list of Competitors already listed in the Competitor database you linked this event to earlier.
- Up to this point is the same whether you want to do registration before the event or at the event
- The next section gives instructions for both options

a) Before the event



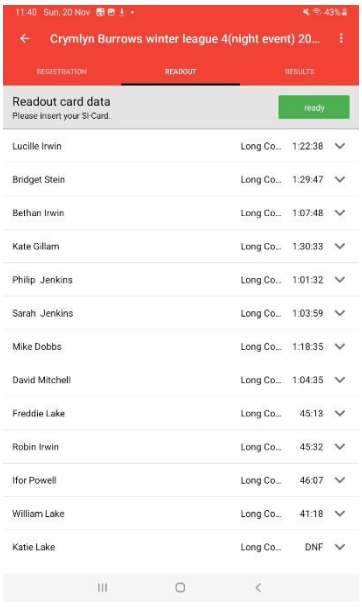
- Press the competitor you wish to Register, and this takes you to the Competitor Details form. This is complete apart from the Class (Course) you wish to assign to them.
- Select the course from the drop-down list of options and tick to save.
- The next screen shows the list of registered competitors.
- This means that when the runner downloads with their Registered Dibber, their details will automatically be pulled through and they will be placed onto the correct course.
- Use this option if you wish to change someone's course. Just register and assign the new course.

b) At the Event.

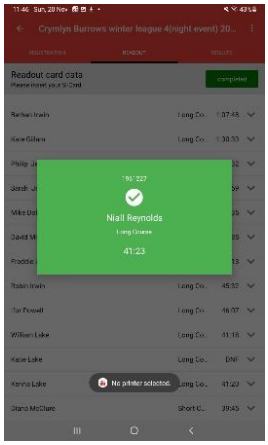


- Press the Switch to entry form option. This will take you to the blank Competitor Details screen. If the competitor puts their dibber into the reader, it should pull through their details from the database, if they are on it, and then you assign the Class (Course) to them. Then tick to save.
- If they are not on the system, you will have to fill in any missing information and assign the class and then tick to save.
- It's important to register people before they start as it makes Downloading very simple and allows you to select the Missing Runner option at any time to see whose still out on the course.
- You are now set to operate Download

3. Download



- From the event list select the event you wish to operate Download for.
- This takes you to the Event operation screen, which has three tabs at the top.
- **REGISTRATION: READOUT: RESULTS**.
- Insert the Download station into the tablet via the USB connection. Then select the Sportident App as the application and double click. The button at the top will turn green and say Ready. The download station light should also be lit.
- Select the **READOUT** tab and the Tablet is ready for the Event download.
- Get Competitor to insert dibber into the download station and wait till the box turns green and says completed.

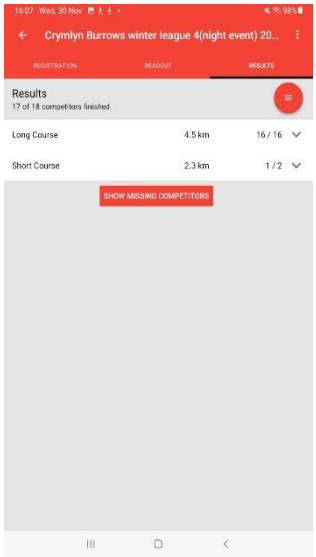


- There will be a green box if everything is OK or a red box if someone has mis-punched or is not registered or has a different dibber than on the system for some reason
- The latter can be solved by assigning the details to the dibber as seen on the right. Then the results and download should be accepted.

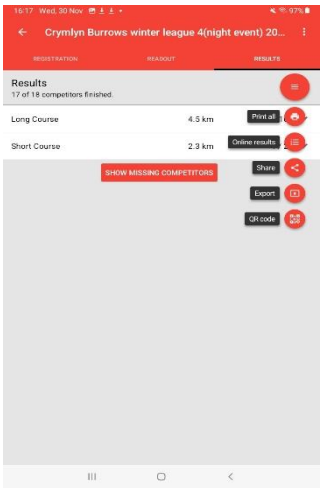


4. Results and publishing

The Sportident App instantly uploads to the Race centre if the Tablet is connected to a Wi-Fi or Mobile hotspot. Go to settings to link the tablet to the Wi-Fi or mobile phone. The Link to the results is provided in the Event Set Up details for the event and this should be provided to the Webmaster to upload onto the website. This can be done before the event if you want.



- For Live results on the day, press the **Results** Tab and this then displays the available courses and the number of finishers. Press on the course you want to look at to see the full list of results.
- The Results also has a button to **Show Missing Competitors**. This is particularly useful to see who is still out on the course or maybe didn't start. For larger events, it will be useful to check these against the start list to check that they started.
- Press the 3 bars in the Red circle for a pop up list of other functions. This is really useful and includes: Print results; View the Online Results; Share results via email; Export to other systems e.g. Routegadget; print a QR code for people to scan to view the online results.



- For export press the Export icon. This brings up a new screen with different options for managing the results. There are 3 Export options, but for a seamless import into Routegadget use the **Export CSV (OE2003; Windows-1252) option.**
- Once you have selected this, the next screen advises that the export file will be saved in the Downloads folder on the tablet. Press **CONFIRM.**
- To find this, come out of Sportident App and press the MyFiles icon on the home screen of the tablet. The Download Folder should be visible, and the export file saved within it. From there it can be emailed to the Routegadget Coordinator. The Online Results Analysis can be enhanced by publishing the OCAD File and Purple Pen files. See the section on importing courses for this. To publish the Maps, select the **Publish Maps** button on the Event Set up Page.

5. Finish

Once all competitors downloaded, results are published, and files exported to Routegadget the Event is finished.