

NOR SPORTIDENT (SI) SET UP PROCEDURE

SET UP – PRIOR TO THE EVENT (USUALLY THE WEEKEND BEFORE THE EVENT)

Switch on both computers.

Password is 'Norfolk 1' and 'Norfolk 2'.

Confirm that both laptops are fully charged (icons bottom left of screen). If not, place on charge.

Connect both laptops via LAN cable and connect to power.

Open Autodownload using shortcut on screen.

Enter Licence Key and 'Save'. Press 'Up' to return to Events List page.

Event

'Add Event'.

- Under 'Name' put location (i.e. Ken Hill) followed by date.
- In 'Event Template' choose 'Orienteering Local'.
- In 'Splits Advertising' put details of the next NOR event (this will be printed on each personal results download).
- Then 'Save'.

On the 'Events List' page click on your next event, followed by 'Refresh'.

Courses

Then to 'Courses' and then 'Import XML Courses'.

- 'Import/Export' select 'Import'.
- 'File Type' select 'Course Data'.
- Press 'Read File' and it should take you to computer/C:/Users/Downloads where you select the pre-saved file (i.e. Ken Hill Courses).
- Then 'Read File', which should take a short while to import.
- Then 'Up' and 'Up' again, taking you to the 'Event Overview' page.
- Press 'Refresh' and the courses should then show up in the event. (Just check to ensure that the courses have been downloaded properly by clicking on one of the courses).

(The Planner should be asked to send the courses to you, in xml format (which can be exported direct from their OCAD software), by the weekend before the event.)

**THIS IS ALL THAT IS REQUIRED TO PREPARE FOR AN EVENT.
HOWEVER, THE FOLLOWING ACTIONS SHOULD ALSO BE CARRIED
OUT PRIOR TO THE EVENT:**

SI Card Archive

(These actions should be done as late as possible before the event, in order to ensure that the latest SI Card Archive is active on the laptops. You should also carry out this action separately on each laptop, **without the LAN cable being connected.**)

Go to Sportident UK 'Downloads Page' page and confirm that all the latest softwares are up to date.

Go to Sportident UK 'Competitors Archives/SI Card Archives' page. Club is '**NOR**' and password is '**norfolk**'.

Choose option 'Download SI-card Archive File for Autodownload' press 'Download'.

Return to Autodownload.

- Go to 'SI Card Archive', then 'Import Autodownload File'.
- Look for download in Computer/Users/norfolkorienteeing/Downloads/'filename' (i.e. sicardArchive_20150330) press 'Open'.
- Membership Type is 'BOF', followed by 'Read File'.
- When Autodownload message asks for Import press 'Yes'. This may take a few minutes to download.
- When 'Results for import of Archive' message comes up press 'OK'.

Backup

Set up Backup file by creating a folder for the current event in the C:\ drive (i.e. C:\NOR Events 2015\Ken Hill.

You should attempt to backup the event at roughly hourly intervals during its course.

- Select 'Backup Event' and then select the filename that you have already created above.
- Call the file 'Backup' and press 'Save'.
- Then press 'Write File'.

DURING THE EVENT

To download Controller's Dibbers before the event starts:

On the 'Event Overview' page go to 'Download'.

- Select 'SI-card Data Dump'
- 'Refresh COM Port List'.
- Select appropriate COM Port from the drop down list.

- Press 'Connect' (this takes a few seconds).
 - Get the Controller to insert SI Cards in the Download box.
- Printouts should follow.

Entries

On the 'Event Overview' page go to 'Entries'.

- 'Add Entries'.
- Enter SI card number from Registration Card followed by 'Search' **(This should bring up the full details of the competitor, but CHECK in case the person has recently bought the SI card or has borrowed it, or if it is a hire card).**
- Select the 'Course' using the down arrow.
- Then press 'Save'.

Download

On the 'Event Overview' page go to 'Downloads'.

- Under 'SI-Card Downloads' select 'Automatic, Manual On Error' (3rd option). It should automatically go to 'Automatic, Manual On Error' page.
- Select 'COM Port' from drop down menu.
- Press 'Connect'.

BE AWARE THAT YOU CAN RUN MULTIPLE VERSIONS OF AUTODOWNLOAD ON ONE COMPUTER. IT IS SUGGESTED THAT ONE VERSION BE ON THE 'ENTRIES' PAGE AND ANOTHER ON THE 'DOWNLOADS' PAGE. THIS WAY YOU CAN CONTINUE TO ADD ENTRIES WHILST MONITORING DOWNLOADS.

Safety Check

Once starts have finished the Start SI box should be brought to the SI tent.

The magnetic pole should be placed in the Download SI box and the Start SI box mated with it.

From 'Event Overview' page select 'Safety Check'

- Select 'Read Hardware (Slave).
- 'Refresh COM Port List'.
- 'Connect'.
- 'Start'.

Once you have done this you can take the Start SI box and magnetic pole off the Download SI box.

You will then get a list of competitors who have not yet downloaded. The list will show; SI Card Number, name, start time and course. This will change with every download until finally everybody is accounted for.

Live Results

At about the time that you are carrying out the safety check you should consider turning Norfolk 2 around and using it as Live Results monitor.

On the 'Event Overview' page;

- Select 'Results'
- 'Live Results'.
- 'Start'.

Problems During the Event

Refer to the Autodownload Guide, a copy of which is in the laptop bag. The latest version can be downloaded from the Sportident UK download page.

Closing Down the Event

Once all the competitors are accounted for do a final backup (see above).