

These guidelines for the IT setup of the Victorian Club Relays were prepared assuming use of the following software:

- Course setting in Condes version 9 – section 1 - clubs have own licences
- Event entries and results in Australian Eventor – section 2 - organiser has Event Manager access for their club
- On the day event file in OS2010 latest version – section 3 - Orienteering Victoria licence – contact Ian Dodd (ovsi@iinet.net.au)
- Interface between Eventor and OS2010 with Eventor Manager – section 5 - contact Ian Dodd (ovsi@iinet.net.au)

Section 1 - Course Setting in Condes – for the course setter and controller

For Club Relays, set FOUR courses only; ONE course per class.

Do not set a separate course for the E-Mixed class, as this is made up of one leg from each of B, C and D.

Recommendation: label courses numerically, ie 1, 2, 3, 4 – to avoid confusion with the alphabetical labelling of the course variations. Courses are assigned to the corresponding classes as part of the setup of the OS2010 event software – *refer section 3*.

Variations

Variations are used in Relay course setting in Condes, to create splits or forks on specific legs, and prevent following or pack running. Do NOT set a separate course to cover each variation; this creates problems in the OS2010 software, which expects to use variations.

For example, Course 4 has 10 legs. On three of those legs, competitors split up and go to three different controls, to break them up. This occurs on legs 1, 3, and 8. All other legs are the same for everyone. Each variation is assigned a series of letters. A different letter is assigned to each individual control in the variation, so if on leg 3, runners can go to one of 3 controls, the letters assigned are ABC. *Refer illustration below, showing all variations on the course.*

If there are 3 legs on the course with a variation, Condes assigns all 27 possible 3-way combinations of ABC (AAA, ABB, ABC, BCA etc). If there are 4 variations in the course, but still 3 controls per split, there are 81 possible variations (AAAA, ABBB, ABCB etc).

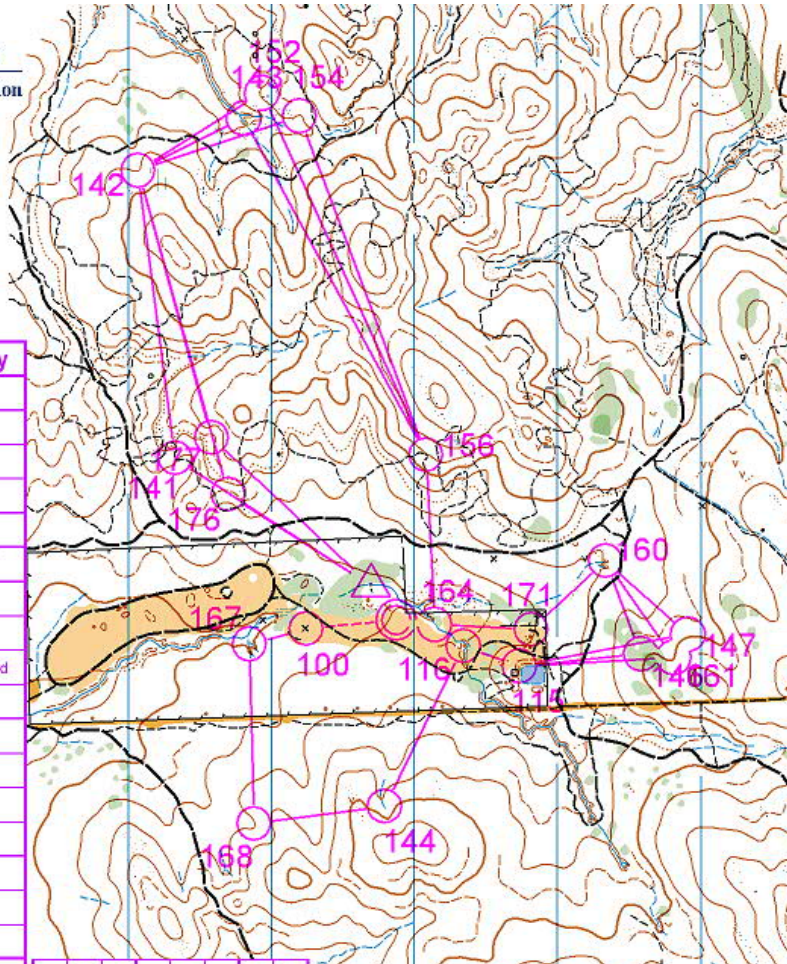
However, to avoid printing 27 (or 81) different maps, select only a few variations to use. It is usually sufficient to choose three variations per course. For convenience, choose AAA, BBB and CCC (or AAAA, BBBB, CCCC etc). *Refer to section 3 on how to select and assign variations to competitors within OS2010.*



Land owner permission
must be obtained before
entering private property

All variations

Australian Schools Relay	
Junior Girls 4.0-4.2 km	
1	177 Gully (re-entrant)
1	176 Gully (re-entrant)
1	141 Track (path), Bend
2	142 Gully (re-entrant)
3	143 Erosion gully Erosion gully Junction
3	154 Gully (re-entrant) Shallow
3	152 Spur
4	156 Western Track (path), Bend
5	164 Watercourse
6	171 Track (path), W End, Refreshments
7	160 Northern Minor water channel, E End
8	147 Spur
8	161 Gully (re-entrant)
8	146 Spur
9	115 Earth wall, NW-corner
10	116 High point, W-side



Section 2 - Entries in Eventor – for the organiser

Make sure you have Event Management rights for your club in Eventor, which allows you to create new events. Ask your club's Eventor expert to assign this role to you. Then from the main menu, select the option to create a new club event in Eventor.

General information tab

- Add Event Name, Date, First Start.
- Tick the box for Discipline.
- Choose Relay for Event Form.
- Choose State Event for Event Classification.
- Provide website, contact details etc (note that a phone no is mandatory).
- Tick the box for Punching System.

In the Information box, provide details about entry fees, driving directions etc.

Organising clubs and officials tab

Add names of organiser, course planner and controller.

Arena tab

Mark the location of the event on the Google map.

Note: this is NOT a substitute for providing written directions on how to get to the event, within an information flyer. See *Documents and links* section.

Class Types tab

Do not alter

Classes tab



Create the Classes, using Victorian Club Relay classes: A, B, C, D, E (Mixed). Copy classes from a previous Relay event which used the same classes; or create classes as follows:

- ID – enter a number
- Name – name of the class, eg A
- Short name – same as above
- Legs – the number of runners in each team, eg 3 for Club Relays
- Class type – choose from the dropdown list and pick the best fit (doesn't really matter what you choose)
- Sex – select All – no requirement for same gender teams
- Age – leave blank, as there are no age restrictions
- Age for team – leave blank, as there are no team age restrictions
- Competitors per leg – leave blank
- Leg numbering – leave blank
- Receive – box should be ticked
- Sort – leave blank

Classes screen should look like this:

DROC Relays test event: Classes

 Copy classes from a previous event  Information

Id	Name	Short name	Legs	Class type	Sex	Min age comp	Max age comp	Min age team	Max age team	Competitors per leg	Leg numbering	Receive	Sort	
1	A	A	3	Open A	all							<input checked="" type="checkbox"/>		 Delete
2	B	B	3	Open A	all							<input checked="" type="checkbox"/>		 Delete
3	C	C	3	Open A short	all							<input checked="" type="checkbox"/>		 Delete
4	D	D	3	Open B	all							<input checked="" type="checkbox"/>		 Delete
5	E mixed	E mixed	3	Open A short	all							<input checked="" type="checkbox"/>		 Delete

Services tab

None required, unless charging to hire SI sticks. If so, Add Service, and provide details and fee.

Entry fees and deadlines tab

- Use Advanced Mode.
- Add an entry fee for adults and another for juniors, and the To date by which entries must be made. Fees are per person, not per team.
- There is no discount for club or OV members (as all competitors must be members).
- Apply the fees to all classes, as you may have adults and juniors in any class.
- Make sure to have different numbers in each of the Fee application order boxes (doesn't matter what the numbers are, as long as each differs from the others).

Fee name:


Fee:

From date:

To date:

From age: To age:

Fee application order:

 Delete

Classes using this fee:

- A
- B
- C
- D
- E mixed

Fee name:


Fee:

From date:

To date:


From age: To age:

Fee application order:

 Delete

Classes using this fee:

- A
- B
- C
- D
- E mixed

 Add fee

Documents and links tab

Upload documents created externally, eg instructions, course notes, information flyers etc about the event, as pdfs.

Relay tab

This is an additional screen that appears for Relay format events.

- The box labelled *Register Punching Card Numbers* is ticked.
- Put in a *Deadline for Team Lineup Submissions* – this is the date by which each club must submit the names of its team members. This can be several days after the entries deadline.
- *Deadline for Changing Number of Team Members* – do not use.
- *Require Team Contact Details* is ticked.

Payment tab

Not required, as clubs pay the organising club by bank transfer or at Registration on the day.

Provide payment information in the Instructions/Information flyer under *Documents and Links*.

Status tab

Open the entries when ready.

Data exchange tab

Use this function to export teams information into the OS2010 software. *Refer section 3.*

Or, use Eventor Manager to download entries (*recommended – refer section 5*).

Communication tab

Can be used to email selected or all participants before or after the event.

When entries are open, advise clubs of the correct entry procedure, fees and deadlines. For E (Mixed) teams, advise them of the running order that has been determined, so that they enter team members in the same order. This saves manual changes after importing entries into OS2010.

Section 3 – Setting up the event file using OS2010 Software – for the organiser

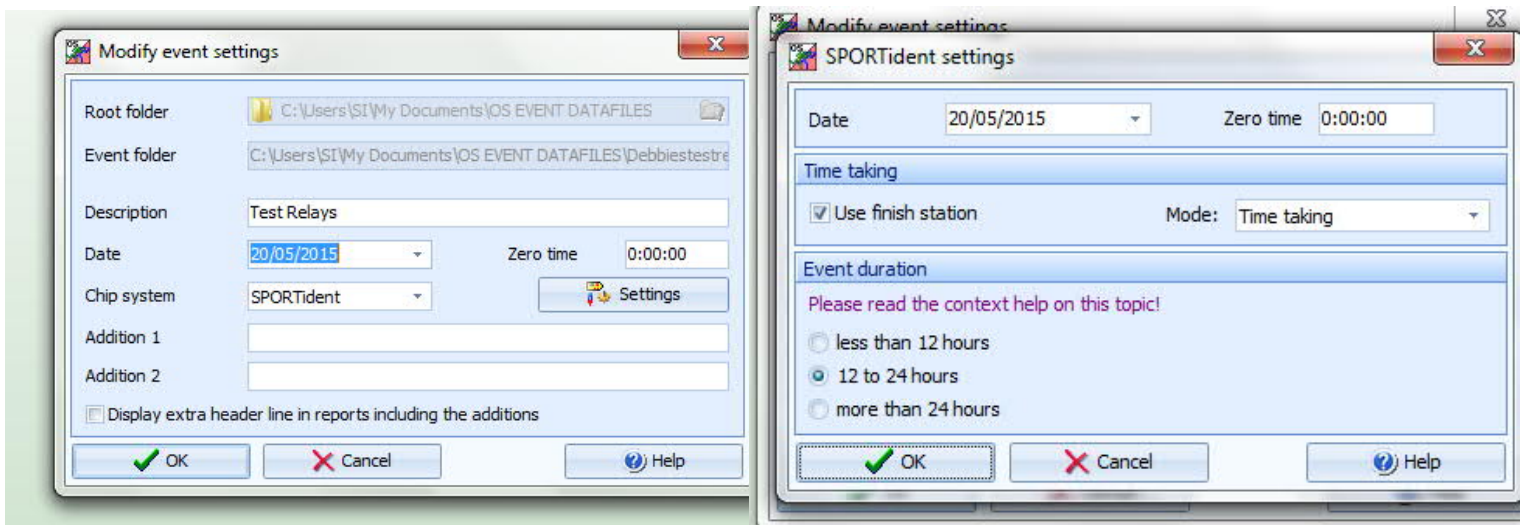
Note: some pictorial examples are from an Australian Schools relay rather than a club relay; process is the same.

It is important to check all settings before the event, especially the time settings mentioned below.

Create a new event, either from scratch or by copying a previous relay event that you know was set up correctly (Event/Copy)

EVENT SETTINGS

- Give the event a name and date
- Set *Zero time* as 0:00:00.



- Click on the Settings box.
- Tick *Use Finish Station* checkbox
- Select *Time Taking mode* (not Relay mode).

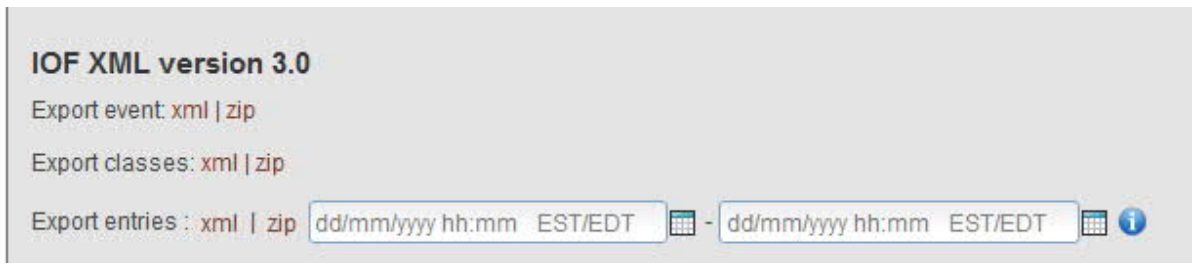
This mode records individual team members' times as well as the team's overall times. It assumes that the changeover area is BEFORE the finish punch. The individual leg times will be *roughly* correct providing that the distance between the changeover area and the finish line is the same as the distance between the changeover area and the graveyard/map collection area. Thus the runner finishes their leg at the same time as the next runner reaches the map pickup area to start their run.

- Event duration – select *12 to 24 hours*

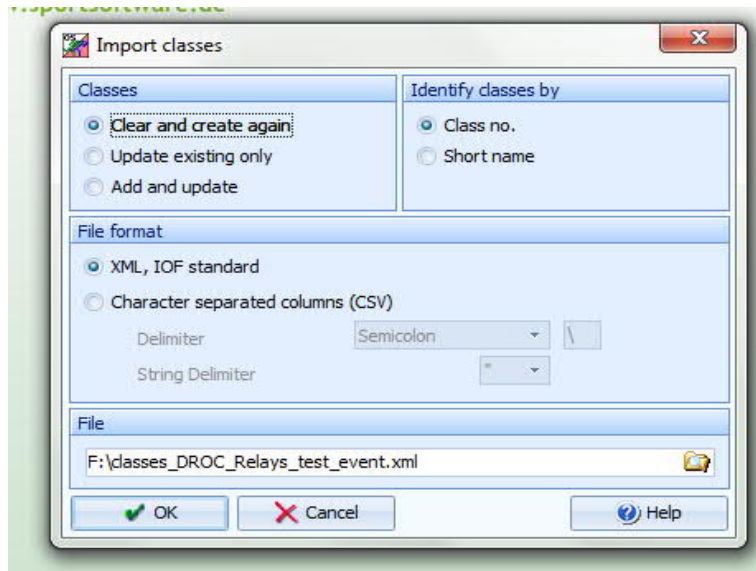
ENTRIES

Entries and classes are imported from Eventor, from the Data Exchange tab; or via Eventor Manager (*refer section 5*). This can be done as soon as team NUMBERS are finalised – names of team members are not required at this stage.

If using Data Exchange in Eventor, go to Event-Specific Downloads and use IOF XML 3.0. Export Classes, and save to your PC or USB. Export Entries, and save to your PC or USB.



- In OS2010, go to the Entries menu.
- Import Classes.
- Select Clear and Create Again.
- File format is XML.
- Browse to the file and click OK.
- Click OK to the "Are you sure you know what you're doing" message.
- Check the screen confirming that everything has imported.
- If the import contains errors, check your settings and try again.

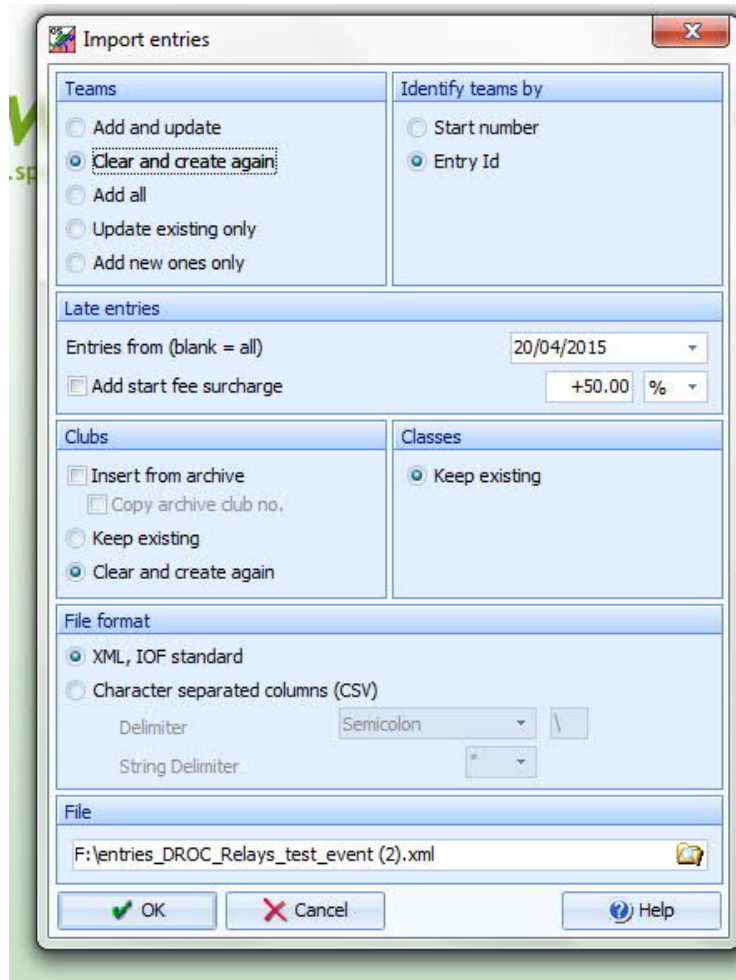


Next, Import Entries.

Follow the same process.

If this is the first import, select Clear and Create Again. If it's an update to a previous import, select the appropriate option.

Select *Identify Teams by Entry ID* (rather than start number).



To view the entries, go to Entries-Edit. The top section shows the teams that have been imported, and the bottom section shows the team members of the highlighted team. You can manually edit these entries to change running order, SI stick, name etc.

Input order	Start no	Class	Descr	Club	nc	Start fee	Text1
13	B	1	Orienteering Victoria		\$0.00		
14	E mixed	1	Orienteering Victoria		\$0.00		
15	C	2	Orienteering Victoria		\$0.00		
16	A	1	Orienteering Victoria		\$0.00		
17	D	1	Orienteering Victoria		\$0.00		
18	B	2	Orienteering Victoria		\$0.00		
19	E mixed	2	Orienteering Victoria		\$0.00		
20	C	1	Orienteering Victoria		\$0.00		

No	Surname	First name	Sex	Chipno	Rented
1	Chen	Peter	M		<input type="checkbox"/>
2	Dymowski	Alicia	F		<input type="checkbox"/>
3	Hester	Andrew	M		<input type="checkbox"/>

Note you can import classes and entries BEFORE team lineups are finalised on Eventor. This allows you to assign classes to courses, and distribute the course variations, before all runners' names are entered. For teams without names, you will see "N.N".

When all team members are finalised in Eventor, do a final export of entries.

In OS2010, choose Entries-Import Runners Names.

This will insert the name of each team member into the correct team, and retain the distribution of course variations previously done.

This can be done up until the evening prior to the event, as all you need to do at that stage is print team lists for Registration.

Team numbers

Choose a numbering system that make sense to you and to the competitors.

You can number teams within a course, eg A-9-2 designates Course A, team no 9, runner no 2; or just use team and leg number, eg 25-3 designates team 25, runner 3.

These numbers must be used consistently on team registration lists, chest numbers, and map numbers.

In Entries-Edit, use the Description column to manually enter the number of each team.

When all teams are finalised, print a report Entries By Clubs.

Provide a copy to each club at Registration, along with the chest numbers for each club.

COURSES AND DISTRIBUTIONS

Use this menu to assign a course to each class, then distribute a course variation to each runner.

First, make sure the course setter or controller has sent you the FINAL condex export (xml) file.

Import Courses, using the Condes export (XML) file.

Check that the correct course data has been entered, in Courses-Courses.

The top screen shows each course imported, and the bottom screen shows all of the available course variations.

Courses		Controls							
No /	Description	Start	Run in	Tapes	Simple	Variant	Parts	Comb.	
9001	Junior Boys		157	taped route	<input checked="" type="checkbox"/>	27	1	27	
9002	Junior Girls		157	taped route	<input checked="" type="checkbox"/>	27	1	27	
9003	Senior Boys		157	taped route	<input checked="" type="checkbox"/>	81	1	81	
>	9004 Senior Girls		157	taped route ▾	<input checked="" type="checkbox"/>	81	1	81	

No	Imported	Length	Climb	Controls
>	#1 AAAA	5.500	0	[16] 173 142 153 148 156 164 171 169 150 166 115 116 144 168
	#2 BAAA	5.500	0	[16] 172 142 153 148 156 164 171 169 150 166 115 116 144 168
	#3 CAAA	5.500	0	[16] 170 142 153 148 156 164 171 169 150 166 115 116 144 168
	#4 ABAA	5.475	0	[16] 173 142 162 148 156 164 171 169 150 166 115 116 144 168
	#5 BBAA	5.475	0	[16] 172 142 162 148 156 164 171 169 150 166 115 116 144 168
	#6 CBAA	5.475	0	[16] 170 142 162 148 156 164 171 169 150 166 115 116 144 168
	#7 ACAA	5.575	0	[16] 173 142 157 148 156 164 171 169 150 166 115 116 144 168
	#8 BCAA	5.575	0	[16] 172 142 157 148 156 164 171 169 150 166 115 116 144 168
	#9 CCAA	5.575	0	[16] 170 142 157 148 156 164 171 169 150 166 115 116 144 168
	#10 AARA	5.575	0	[16] 173 142 153 148 156 164 171 173 150 166 115 116 144 168

Next, assign courses to classes.

For each class listed, assign the corresponding course for that class.

If all runners in the team are on the same course, assign the course in the first column, and it will replicate in the other columns.

If runners are on different courses (ie MIXED class where one does A, one does B and one does C, change the courses in each column accordingly).

In the example below, the E (Mixed) class does one leg each of the other four courses. For the Victorian Relays, the assignment of E (Mixed) is Course 2, Course 3, Course 4. The organiser determines the order, but note that it will be the same order for every team. A recommended order is 4, 2, 3 (short, long, medium). It is not worth the considerable effort required to mix these up manually to provide a different running order for each team.

No / Short	Long	1	2	3
1 A	A	Senior Boys	Senior Boys	Senior Boys
2 B	B	Senior Girls	Senior Girls	Senior Girls
3 C	C	Junior Boys	Junior Boys	Junior Boys
4 D	D	Junior Girls	Junior Girls	Junior Girls
5 E mixed	E mixed	Senior Boys	Junior Girls	Junior Boys

COURSE DISTRIBUTIONS

Because you don't need all the possible variations, for simplicity only select the ones where each letter repeats, ie AAA, BBB, CCC etc.

Make a note of the NUMBER for each variation that you wish to use, ie AAA = #1, BBB = #14, C = #27 (if there are 3 variations); AAAA = #1; BBBB = #41, CCCC = #81 if there are 4 variations.

Go to Distribute Combinations. Enter a set of variation NUMBERS against each team; if there are three runners per team, the first does #1, the second does #41, the third does #81.

Mix up the order for the next team – use the same three variation NUMBERS, but in a different order. The end result will be that each runner in a team will do a different variation, and roughly one third of the runners on a particular leg will do each variation.

Input order	Start no /	Class /	Team	1	2	3
2	A	Dandenong Ranges Orienteering 2	#1 AAAA #41 BBBB #81 CCCC			
9	A	Dandenong Ranges Orienteering 1	#41 BBBB #1 AAAA #81 CCCC			
12	A	Dandenong Ranges Orienteering 3	#81 CCCC #41 BBBB #1 AAAA			
16	A	Orienteering Victoria 1	#1 AAAA #41 BBBB #81 CCCC			

For MIXED teams, assign variation 1 to all runners, as they are already doing different courses. Ensure that team members are listed in the correct running order.

On completion, go to Reports and check the Course Distribution Overview. This will confirm that each runner has a different variation, and will list the controls they are expected to visit. You can also use Reports to check that variations have been evenly distributed.

Unofficial/Composite Teams

Some clubs may not be able to make up complete teams of three, and may ask to have club members added to another club's team if there are vacancies. You'll need to make these adjustments manually in OS2010 by editing entries

START LIST/ORGANISATION

- Start times must be set for each class.
- Go to *Start list/Organisation* and enter the mass *Start* time for each class.
- Make doubly sure the time is entered correctly as this has been a problem for a number of events!
- Use the following *Time format* settings: *HH:MM* and *real clock time*.
- If your race is to start at 1:30pm enter 13:30
- Go to *Late Start*.
- Enter the your best estimate of the second mass start time for all later leg runners (e.g. legs 2 and 3) that have yet to start by the nominated time.
- Allow a realistic time (e.g. 90-120 minutes). This can be adjusted on the day to the actual time they are sent off and can be a different time for each class if desired.

When completed, upload the start list to Eventor using the *Data Exchange* tab or Eventor Manager.

COMPETITION DAY

On the day, when runners are downloading, remember to set the *Read chips* screen *Time format* settings to *HH:MM:SS* and *real clock time*. Keep in mind that *all* the time settings mentioned above can affect the way the software records team times. Fortunately if you find an error on the day they can be altered and the software will (usually) then correctly recalculate all times to get the right result.

The software assumes that if a team member is still out by the time of the second mass start, all remaining runners for that team leave in that second mass start. However this may not be the case. If, for instance, a runner loses their SI stick they cannot download. The next runner may have left as soon as the first returned without their stick. Although the team is now disqualified the system does not know when the later runner left and will put them (wrongly) into the late mass start category. Fix this by manual entry of late start runners using the *Start list/Late start* function.

To print results during the event that show individual runners times, use the "Official" results option (not "Preliminary" as is done for normal events).

Other on-the-day functions (such as did-not-start runners and missing runner reports) are as per standard OE use.

Section 4 - Assigning competitor, map and chest numbers

This can be done after course variations are assigned, but before runner names are finalised. You should already have decided on your numbering system for competitors, eg A-12-3 (A class, team 12, leg 3).

Make sure you have a printout that shows each competitor number, and the corresponding course variation number. You can use the Course Distribution Overview report, and annotate it with the competitor numbers.

Competitor numbers are printed on chest numbers, which are handed out at Registration along with team registration lists.

Map numbering

Prepare a set of sticky labels with the competitor numbers printed clearly on them. These need to be large enough to be readable by competitors as they take their maps at the start of their run.

Sort printed maps into courses, and then into variations (the control descriptions on the map display this). Using your printout and labels, assign the correct competitor number to each map, and stick the corresponding label on the reverse.

CHECK, CHECK AND CHECK AGAIN – this is critical to ensure everyone gets the correct map.

On the day, CHECK and ask the controller to CHECK that the maps are in the right order.

Section 5 - Uploading results to Eventor – for the organiser

Use Eventor Manager to quickly and easily upload results from OS2010, into Eventor. The program will automatically select the correct format.

EVENTOR MANAGER

Eventor Manager is an interface program between Eventor and OE/OS2010. It allows direct download of classes and entries, and upload of start lists and results, with a couple of mouse clicks. Download and upload files are automatically formatted correctly so there is no need to save files in a particular format – it is all done for you by the program.

First, create the event in Eventor as above. Then, create the event file in OS2010.

Using Eventor Manager, establish a connection between the event in Eventor and in OS2010. Once connected, just click on the links to download or upload as required.

Tip: when searching for the event in OS2010, link to the DIRECTORY that the event file is in, rather than to the file itself.

For assistance to obtain and install Eventor Manager, contact Ian Dodd (ovsi@iinet.net.au)

Resources

General assistance – Debbie Dodd, Kathy Liley, Jim Russell

OS2010 and Eventor Manager – Ian Dodd

Eventor roles – Craig Feuerherdt