

These guidelines for the IT setup of the Australian Schools 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 state
- 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 Schools Relays, set FOUR courses only; ONE course per class – Senior Boys, Senior Girls, Junior Boys, Junior Girls.

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. 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 splits in the course, but still 3 controls per split, there are 81 possible variations (AAAA, ABBB, ABCB etc).

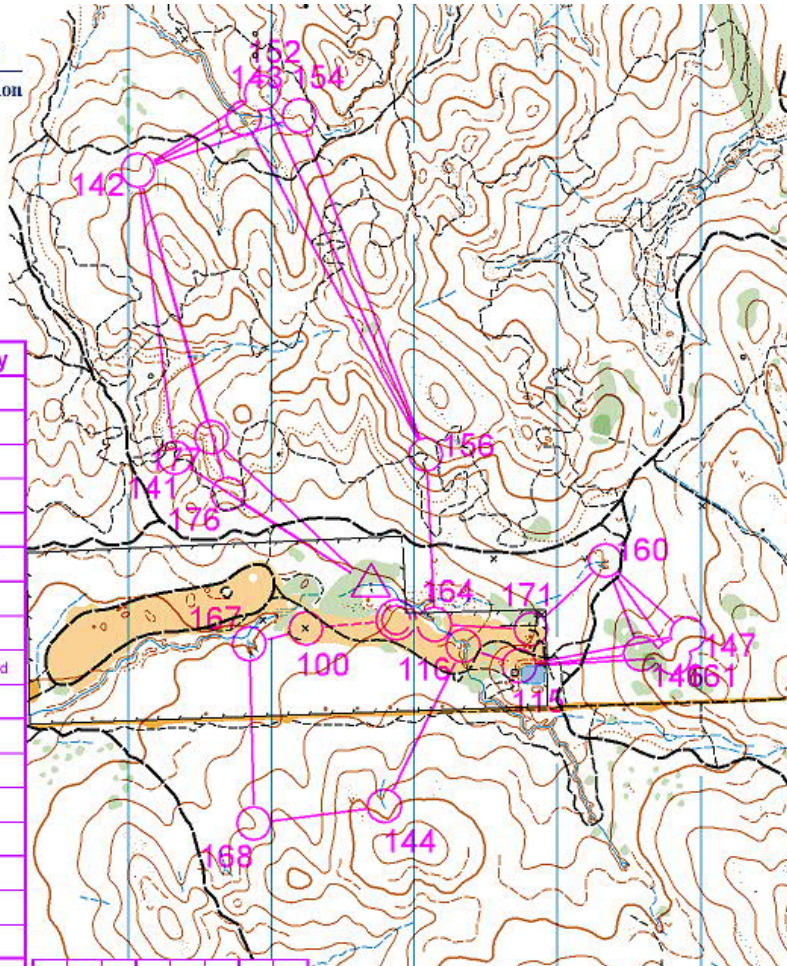
However, to avoid printing 27 (or 81) different maps, select only a few variations to use. It is usually sufficient to choose three variations per course. For convenience, choose AAA, BBB and CCC (or AAAA, BBBB, CCCC etc). *Refer to section 3 on how to select and assign variations to competitors within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

Note: for the 2015 Australian Carnival, the central organising team will create the Relay event in Eventor.

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 – Senior Boys, Senior Girls, Junior Boys, Junior Girls.

- ID – enter a number
- Name – name of the class
- Short name – enter abbreviated names eg SB, SG, JB, JG
- Legs – the number of runners in each team, ie 3 for Schools Relays
- Class type – choose from the dropdown list and pick the best fit (doesn't really matter what you choose)
- Sex – select as applicable
- Age – enter age limits as applicable
- 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 (with min/max ages added for each class):

ID	Name	Short name	Legs	Class type	Gender	Min age comp	Max age comp	Min age team	Max age team	Competitors per leg	Leg numbering	Receive	Sort	
1	Senior Boys	SB	3	Open A	all							<input checked="" type="checkbox"/>		Delete
2	Senior Girls	SG	3	Open A	all							<input checked="" type="checkbox"/>		Delete
3	Junior Boys	JB	3	Open A short	all							<input checked="" type="checkbox"/>		Delete
4	Junior Girls	JG	3	Open B	all							<input checked="" type="checkbox"/>		Delete

+ Add class

Services tab

None required

Entry fees and deadlines tab – only use if payment is via Eventor. If payment is outside Eventor, details not required

- Use Advanced Mode.
- Add the entry fee, and the To date by which entries must be made. Fees are per person, not per team.
- Apply the fees to all classes.
- 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 Junior	Classes using this fee A B C D E mixed
Fee 1.0 AUD	
From date EST/EDT	
To date 10/05/2015 00:00 EST/EDT	
From age To age 20	
Fee application order 1	
Delete	
+ 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 state 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 unless payments are being made via Eventor.

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 export entries (recommended – *refer section 5*).

Communication tab

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

OPENING THE ENTRIES

Entries should be opened soon after States are expected to select their teams (mid June). State team managers must use Eventor to enter their teams (ie no spreadsheets, emails, lists, phone calls etc).

ONLY STATE TEAM MANAGERS SHOULD INPUT ENTRIES. Individuals should NOT enter themselves.

- ❑ State team managers, or their delegates, need Entry Manager rights for their State in Eventor.
- ❑ When logging on, they need to select their State, rather than their Club, from the dropdown box under their name. This enables them to select any members of their State association.
- ❑ All selected team members will need to be registered in Eventor, as members of their State Association.
- ❑ States should contact their Eventor expert for assistance.

State team managers must nominate their initial team structures before the Entry deadline, ie the NUMBER of teams entered for their state. Team lineups do not need to be finalised at this stage, but team member names can be entered as soon as they are known.

The entry deadline for team structures should be a week prior to map printing, to allow time to assign course variations and determine map print numbers. After this time, no additional teams can be entered.

The deadline for final team lineups is set for the evening before the event. Provide a cutoff time, eg 8pm, that allows time to import the final runners names, and print team lists.

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

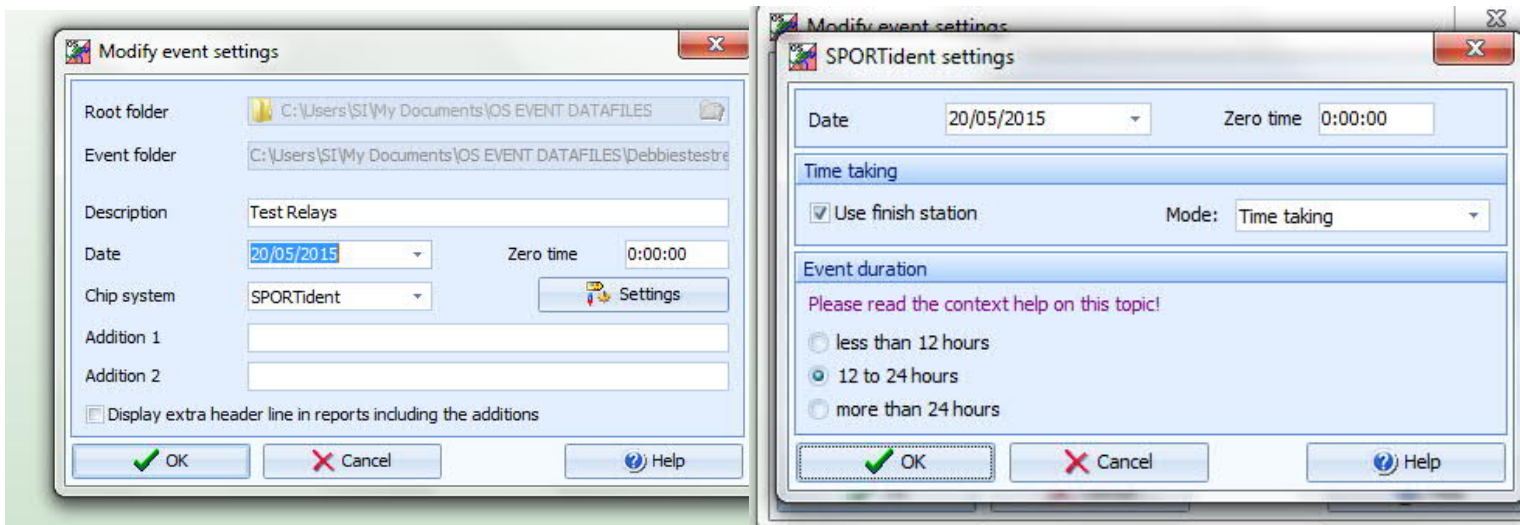
Note: pictorial examples are from an Australian Schools Relay and a Victorian Club Relay. Processes remain the same.

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

Create the 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.

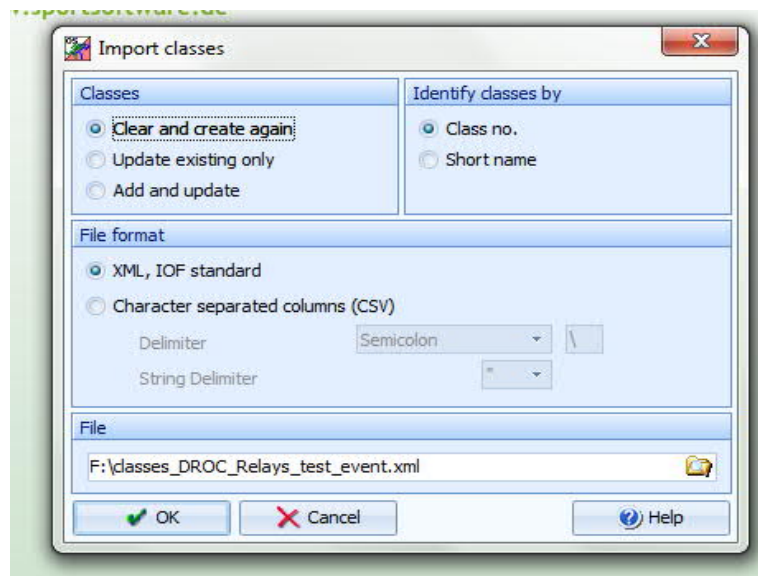
IOF XML version 3.0

Export event: xml | zip

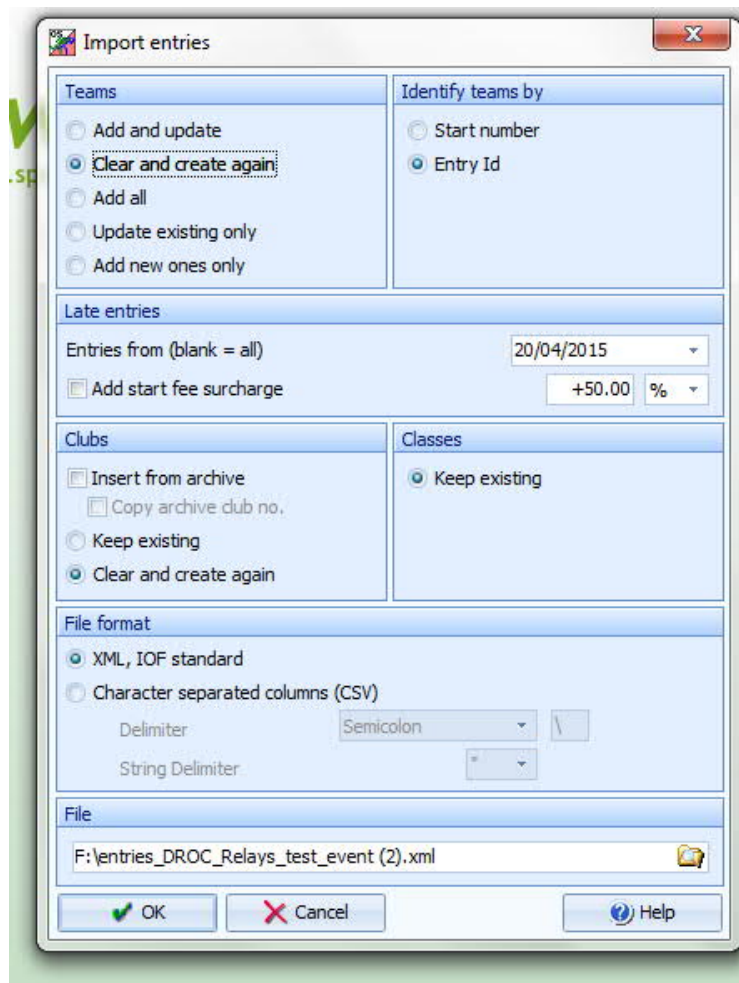
Export classes: xml | zip

Export entries : xml | zip dd/mm/yyyy hh:mm EST/EDT - dd/mm/yyyy hh:mm EST/EDT

- 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.

IMPORTANT: Ensure that the "club" shown for each team is the state association.

This will happen automatically if State team managers entered their teams as State teams rather than Club teams in Eventor. If not, you will need to manually edit the entries.

Teams								
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		
2	Dymowski	Alicia	F		
3	Hester	Andrew	M		

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. For Schools Relays, this will be the evening prior.

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.

Team numbers

See appendix for numbering system used at Bushrangers Carnival 2009. You can make up your own system, but it needs to be logical and consistent. The system used in 2009 made it easy to check that all competitors were at the right graveyard pole, and that maps were in the right order.

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 State manager at Registration, along with the chest numbers for each State.

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 condes 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.

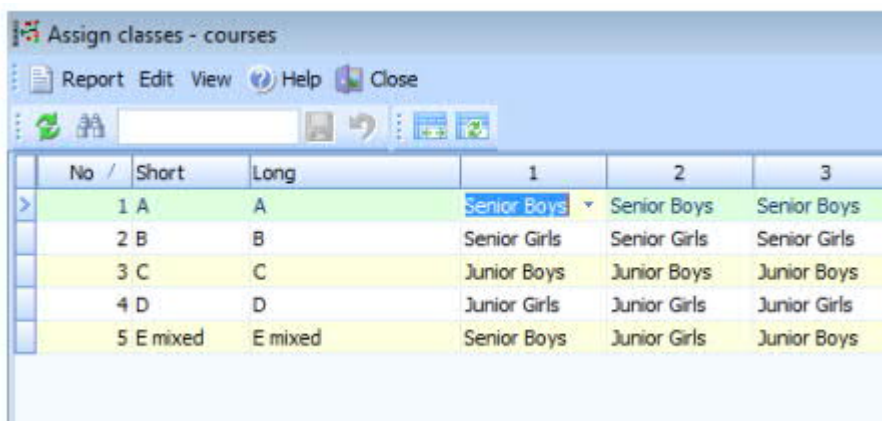
Courses		Controls							
No /	Description	Start	Run in	Tapes	Simple	Variant	Parts	Comb.	
9001	Junior Boys		157	taped route	<input checked="" type="checkbox"/>	27	1	27	
9002	Junior Girls		157	taped route	<input checked="" type="checkbox"/>	27	1	27	
9003	Senior Boys		157	taped route	<input checked="" type="checkbox"/>	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	AABA	5.525	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.



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, one for each runner.

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			

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 States may not be able to make up complete teams, and you may need to create composite teams comprising team members from another state. 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 9:30am enter 9:30
- 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. This will be done the evening prior to the event, after team lineups are finalised.

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. If you find errors on the day they can be corrected and the software will (usually) 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. Make sure that all competitors use the Clear and Check controls.

Section 4 - Assigning competitor, map and chest numbers (see also Appendix on final page)

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.

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@inet.net.au)

Resources

General assistance – Debbie Dodd, Kathy Liley, Jim Russell

OS2010 and Eventor Manager – Ian Dodd

Eventor – Craig Feuerherdt

APPENDIX – Team numbering for Australian Schools Relays 2009

RELAY TEAM NUMBERING

Every Class has 14 team numbers allocated, even though not all Classes will have 14 actual teams. The numbering has been set up for consistency across classes, so that each State has the same Team number for all its runners.

First digit indicates AGE CLASS / COURSE

- All Senior Boys numbers start with 1 –
- All Senior Girls numbers start with 2 –
- All Junior Boys numbers start with 3 –
- All Junior Girls numbers start with 4 –

Second digit indicates STATE the runner is representing:

- ACT – second digit is 1 or 2. Number 1 team is 1; number 2 team is 2
- NSW – second digit is 3 or 4. Number 1 team is 3; number 2 team is 4
- QLD – second digit is 5 or 6. Number 1 team is 5; number 2 team is 6
- SA – second digit is 7 or 8. Number 1 team is 7; number 2 team is 8
- TAS – second digit is 9 or 10. Number 1 team is 9; number 2 team is 10
- VIC – second digit is 11 or 12. Number 1 team is 11; number 2 team is 12
- WA – second digit is 13. Number 1 team is 13
- NZ – second digit is 14. Number 1 team is 14

COMPOSITE teams will be allocated spare “second team” numbers (2, 4, 6, 8, 10 or 12)

Third digit is the runner’s leg number.

So, for example, the second runner in the Tasmanian Junior Girls no 1 team is 4 – 9 – 2. The third runner in the NSW Senior Boys no 2 team is 1 – 4 – 3

At Start – make sure all first leg runners have third digit 1.

First row – all start with first digit 1

Second row – all start with first digit 2

Third row – all start with first digit 3

Fourth row – all start with first digit 4

Ask them to check the map numbers on the labels match their chest numbers.