

# Surrey League Website Manual

## Instructions for race organisers

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### Executive Summary

These notes are to help meeting organisers use this system to manage matches. They will be updated prior to each match.

Doing the results can be a huge and daunting task. This is particularly true with joint Ladies and Mens fixtures. With a mix of inaccurate declarations and a few errors in the timing or position-recording, whoever volunteers to take it all home can be stuck all weekend, and then spend the next week dealing with emails from everyone about misspellings, kids in the wrong age groups, unknown athletes and so on. The best you can hope for is that the team scores were roughly right on the first pass.

We're hoping to make it much faster by

1. Having accurate, pre-checked names and ages for all the athletes
2. Getting at least 75% of the declarations typed in by team managers before the race, instead of by the organiser that night
3. working out all the scores instantly
4. capturing results in real time.
5. letting more than one person share and check the work

The website and tools within can do a lot to save you time. However, they are new, there will be bugs from time to time, and you can't always rely on the internet. So it's very important that you use the traditional means of recording what happens: at least two independent position-recorders, at least two timekeepers, and if possible a video of the finish.

This started out as a hobby project in 2014-15 season. It's now one of the prototypes for a new project - OpenTrack - which we are building to help make many events in athletics easier to organise and manage. Your help and feedback are greatly appreciated.

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## **1. Introduction**

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Here are the key things organisers of meetings need to know.

### **1.1. Get in touch**

If you're organising the match, tell us, as early in the season as possible. There are a few volunteers working on this system, and we will not magically appear at your event ready to do everything. But we can explain how it works, train you, and even help find people who can help with the results. But....not on race day.

### **1.2. Decide who is going to do what**

Most clubs have someone who is good with numbers and spreadsheets to sort out the results. There are quite a few people in IT or accountancy.

Because we're doing things with mobile screens and apps, you may be able to find people willing to spend half an hour at the race entering declarations and capturing results. Identify them early, preferably not on race day, and people can then practice what they are going to do.

### **1.3. Getting access**

To prepare results or record finish line data, you need an account on <http://surreyleague.org/> with either "superuser" or "results" permissions. Create your account if you don't have one, then send an email to [info@surreyleague.org](mailto:info@surreyleague.org) telling us who you are and what you want to do, and we'll give you permission.

Ideally, if you are organising a match, get in touch with a couple of weeks to go, and we will arrange some proper training. We can do shared-screen calls.

### **1.4. Practicing**

We have a separate test server which you can safely play on. It's also possible to use a special "Fake Race" to practice recording finish positions.

## 2. Understanding the Declarations

The biggest time-saving comes from having accurate declarations. It currently works differently for different groups:

- Ladies (adult and girls) keep race numbers for the whole season. So their numbers live in the athlete database and there is no “declaration” as such.
- Men live in the athlete database, without numbers. A separate declaration is prepared for each race, just like the paper ones.
- The male Young Athletes race (30min before the Senior Men in Division 1) does not yet support online declarations. We'll get there for January. Sorry, boys.

We'll explain this quickly with pictures.

The screenshot shows a navigation bar with the 2XU logo, Men, Ladies, Clubs, a Facebook icon, More ..., and a user dropdown for Roger Report-Labber. Below the navigation is a section titled "Clubs and Teams" with a "Downloads" link. The main content is a table of clubs, each with a code, name, manager(s), and runner statistics (count and range). The columns include: Code, Name, Managers, Runners (w/ DOB), Ladies div., and Mens div.

Code	Name	Managers	Runners		
			(w/ DOB)	Ladies div.	Mens div.
262	26.2 RRC	(Moustafa Fawzy)	151 (2781-2820)	2 (2781-2820)	3 (400-449)
BAR	Barnes Runners	(Jenni Cunniffie, Josh Ord-Hume)	36 (2000-2030)	2 (2000-2030)	4 (500-549)
BAW	British Airways	(Clara Halket, Neil Frediani)	48 (2031-2060)	2 (2031-2060)	4 (550-599)
BEL	Belgrave Harriers	(Will Cockerell, Gus Upton)	100 (1001-1060)	1 (1001-1060)	1 (1-99)

Illustration 1: Club list

Let's look at one club

The screenshot shows the "Croydon Harriers" club page. The top navigation bar includes "Clubs / Croydon Harriers". The left sidebar has "Notes for starters" and a "97 members" summary with "Ladies (35)" and "Mens (62)". The right sidebar has "Club information" with details about the club's division, league, and managers. The main content area displays a table of club members with columns: First Name, Last Name, D.O.B, 2nd Claim, No., EA Reg, Po10, and a status column. Each member row has a "Click to edit" link.

First Name	Last Name	D.O.B	2nd Claim	No.	EA Reg	Po10	
Jennifer	Beecroft	1986-01-30		2125	2709126		
Sarah	Bruce-Green	1978-08-04		2124	2667015		
Naomi	Carty	1998-04-23		2117	3129318		
Faith	Chen	2004-01-07		2101	3295415		
Anna	Corby	1997-08-26		2120	3446189		
Maria	David	1969-02-11	✓	2131	Click to edit		
Miriam	Da Costa	1972-06-21		2120	2810170		

Some important things about the database:

- for the Ladies races, we use the date of birth to prepare a start list. We work out if they are in the U13, U15/U17 or Senior race automatically. So if a girl is appearing as “unknown athlete” in the results, despite having the right number, fill in the right date of birth!
- Ladies have race numbers allocated. This can also be done with a click by a superuser, so if you get a few new ones while doing the results, and tell us what they were wearing, we can add them.
- Men don't have numbers, as they are allocated “per match”.

## 2.1. Men's Declarations

Mens captains declare online. If the athletes are entered, they don't have to type them in again, just choose them and show what number they are wearing.

The screenshot shows a web page for the 2XU website. At the top, there is a navigation bar with links for Men, Ladies, Clubs, a Facebook icon, More ..., and Roger Report-Labber. Below the navigation bar, the URL is shown as Men / Div 1 Match 2 / Senior Men scheduled. On the right, there is a Downloads link with a download icon. A message in a blue box says "Team managers, please click on your club below to declare. 93 runners declared so far". Below this, there is a section titled "Declare here:" with a table of clubs and their declarations. The table has columns for Club Name, Flag, and Number of Runners. The clubs listed are KEN (Kent AC), BEL (Belgrave Harriers), RAN (Ranelagh Harriers), H/W (Hercules Wimbledon), C/C (Clapham Chasers), SLH (South London Harriers), and THH (Thames Hare & Hounds). The THH row shows a dropdown menu with the value "n". At the bottom of the declaration table, there is a large orange "Recordings" button. To the left of the declaration table, there is a small image of people running.

Club	Number of Runners
KEN Kent AC	1
BEL Belgrave Harriers	1
RAN Ranelagh Harriers	29
H/W Hercules Wimbledon	22
C/C Clapham Chasers	0
SLH South London Harriers	30
THH Thames Hare & Hounds	n

Starting

## Declaration for Thames Hare & Hounds

0 runners declared so far, 47 available to choose from.

Edit

Name	Age Group	Wearing number
Your start list is empty. Please use the EDIT button above to add athletes to your start list		

Editing this gives a screen which is quite quick to work with, and designed to work on a phone.

## Declaration for Thames Hare & Hounds

0 runners declared so far, 47 available to choose from.

Name	Age Group	Number	X
Alcock, Dave	2C	801	
Bannister, Roger	?		

Done      Go to Club page

Number range is 800-899.  
Click to include a runner, then add their number.  
Click to remove a runner from the starting line.

Completed declarations can be seen by anyone, so you can spy on your rivals before the race!

## Declaration for Thames Hare & Hounds

3 runners declared so far, 47 available to choose from.

Name	Age Group	Wearing number	Edit
Dave Alcock	V35	801	
Ed Catmur	SEN	802	
Neil Chisholm	V40	803	

Team managers have access to declarations at any time, even after the race, in case they need to correct a mistake.

The meeting organisers can also use the declarations page. If someone hands in a paper declaration, hopefully it can be quickly keyed in while the race is underway, so it doesn't need to be taken home and done later.

### 3. Start Lists, Results and scoring

The results are calculated from three things:

1. Number allocations: e.g. we know that Thames Hare and Hounds are wearing 800-899. So even if we have no declarations at all, we can work out the points and the team scores
2. A start list, which is everyone who might be running the race. This can either be prepared offline by you and pasted in, or "pulled in" from the online declarations.
3. The "finish line data", a list of positions and times.

#### 3.1. Preparing the start list

To get ready, look in the right sidebar for the button saying 'Import Declarations', and click it. All the known runners will appear. The Start List grid is Excel-like – you can select everything with Ctrl-A, and copy and paste with Ctrl-C, so you can paste it out into your own scoring spreadsheet if you want, to take the data away with you.

If declarations or athlete data change, this needs to be clicked again before the results are updated. Typically, after a race there are a few athlete data issues which need fixing.

**Name:**  
Senior Men

**Status:**  
Scheduled

**Start list:**

	Number	Name	Club	Age Group	X1	X2
1	1	Paskar Owor	BEL	SEN		
2	120	Tim Alexander	KEN	V35		
3	300	Jonathan Cornish	H/W	SEN		
4	301	Ben Toomer	H/W	SEN		
5	302	Fred Slemeck	H/W	SFN		

**Network activity**

? = ? + ?  
Status: Ready

**Import Declarations**

This page shows all declared athletes who might be in the race.  
You can either prepare start lists offline and paste in (currently used for Boys race), or, if using our online

#### 3.2. Pasting or typing in results

Now imagine the race has finished, you have taken everything home and it's time to do the results. We now go to the tab marked "Results Entry".

It is possible to just key in the numbers of the finishers if you want. However, almost everyone prefers to use a spreadsheet for this, and paste in 'en masse'. You just need two columns, for numbers and times; times can be done later. To paste data in, click n the top left cell and use "Ctrl-V".

Men / 2015-16 / Div 1 Match 2 / Senior

Results Start List Results Entry Recordings

Name: Senior Men

Status: Scheduled

Results:

	Number	Time	Name	Club	Age Group	X1	X2	Comments
1	1							
2	801							
3	11							
4								

**Import Finish Data**

Officials use this form to enter race numbers and times. Times are optional and can be done later; they do not affect the results. There are two choices: key in or paste in. It will move all this text to a new page or a pop-up shortly.

- When you start the race...

Cancel Save

The other columns after the first two are for information only, as you might need to paste in results from another spreadsheet. They flash up names as you key them in.

Remember to hit the 'save' button after pasting or typing! The 'network monitor' in the top right corner confirms when things are saved (which is quite important in a windswept field).

### 3.3. Results

As soon as the start list and finish order are saved, the results are available, with team scores too!

Men / Div 1 Match 1 / Senior Men completed Downloads ↴

Results are available and have been checked by a match official

Teams Individual Start List PDF

**Match results**

Pos	Club	Points	Scores
1	KEN	218	3 4 5 6 11 20 35 43 44 47
2	SLH	321	9 21 23 26 31 37 38 39 41 56
...		- - -	- - -

The rest is just a matter of checking carefully.

If you make a mistake, you can move the mouse or your finger over any row to see correction tools; you can edit, delete or insert an extra row:

Div 1 Match 2 Senior Men / Obs					
1	[ 1 ]	Paskar Owor	BEL	25:06	
2	[ 801 ]	Dave Alcock	THH	0	
3	[ 101 ]			25:16	?
4	[ 201 ]			25:19	?
5	[ 802 ]	Ed Catmull	THH	25:00	

The system will also highlight "suspicious" stuff in pink – repeated or unexpected bib numbers, for example. The idea is that you keep recording, and sort it out later

Note that the times recorded are wrong, as the recorder is not at the finish line, but they are useful in case you need to work out "where things went wrong" and they will give people a rough time until the correct ones are pasted in. We're going to improve things later in the winter, so we can merge data with separate timekeepers.

### 3.4. Importing the observations

These "observations" do not go straight into the results, because we're planning on allowing for multiple observers and a cross-checking process in future. Instead, you need to click the "Import Finish Data" button on the right of the Results Entry page, then save that data.

The screenshot shows the 'Results Entry' section of a software interface. At the top left, a green box says 'Imported 5 positions/times'. Below it, there's a 'Network activity' section with icons for a blue square, a green square, and a red square, followed by the text 'Status: Ready'. In the center, there are sections for 'Name:' (set to 'Senior Men'), 'Status:' (set to 'In-progress'), and 'Results:' (a table with one row showing Number 1, Time 25:06). On the right, a large text box contains instructions about importing finish data, mentioning race numbers, times, and comments. The background features a blurred image of a running race.

Number	Time	Name	Club	Age Group	X1	X2	Comments
1	25:06						

We suggest someone else is doing this (with another phone or ipad) every 10-20 finishers. You can then keep an eye on the results page and shout out when the first few teams close, or let people watch on their own phones, even as people are finishing.

If there are mistakes, or you want to merge in the times later, we suggest copying the entire grid of numbers into your own spreadsheet, where you can reconcile the various clipboards and watches, then pasting back in the corrected series later on.

## **4. Video**

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A video of the finish line can resolve a lot of difficult issues. If someone misrecords a few positions, sometimes it's the only way to figure things out.

If you are going to record a video, then make sure you have a way to upload it to YouTube, and do so AS SOON AS POSSIBLE. If it's up there, then you won't personally have to answer all the queries. Send a link to [info@surreyleague.org](mailto:info@surreyleague.org) and we can actually make links from the results into the video, so you can click on an athlete to see them finish! If things do get messy, this will allow many people to check for inaccuracies and report them to you.