

Orienteering SA: Guidelines for using SportIdent Equipment

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A) BEFORE THE EVENT:

- **Collect the equipment** during the week prior to the event.
- Orienteering SA equipment is held by Robin & Adrian Uppill, 11 Nicolle St, Hawthorndene ph 8278 3017 email: aruppill@chariot.net.au
- *Collect Club computer.*

Computing	Laptop Computers x 2	OSA and club laptop computers. Even if only one is used it is wise to have a spare on hand.
	Crossover Ethernet cable	Connects two PCs directly
	Hub + Cat 6 Ethernet cables Netgear N600 Dual Band Gigabit Router	Major event with more than 2 computers
SI Equipment	Master Station 2x USB	Reads SI cards and programs SI Units
	Control Units (8 in small box) BSF7 for full SI event Note: Training/School Kits must remain together: separate documentation is available	The following are already set up: Two Starts, two Finishes, Two Clear, Two Check. 120 units with pre-set Control Numbers 101 – 220 (101-190 labled) 15 in each of 4 kits Kit 1 101-115 Kit 2 51-69 Kit 3 121-135 Kit 4 151-165
	SI Toolkit	ON, OFF, coupling stick and allen key.
	Software	Copy on Memory Stick with OSA Computer. This seems to be missing
Printing	Thermal Printer and paper in box	Epson TM For splits. See Appendix A for instructions
	Inkjet	Canon Pixma TS 5060
	Ink cartridges	Check there are spare cartridges, should be in box.
	Paper	Essential: Club to supply own
Power	Inverter	Converts 12Volt battery to 240 AC to power for PCs and Printer.
	Power Board	For computers and printers. Use surge protected board first in line from power source. If using generator start it before connecting to surge board.
	Extension cords	Handy if emergency battery source (e.g. car) is remote from computers
	Phillips head screwdriver	Useful if you need to change leads on inverter to connect to car battery. Take care to connect red to + & black to -
Miscellaneous	At least 8 Stands with Signs	Stands to place SI units on with labels.
Hire SI Sticks total = 72	Series 405601-405640 (22)	Missing: 601,603,605,607,610,615,616,619,620,621,623,628,630,632,637,638
	Series 405641-405680 (31)	Missing: 642, 643,646, 647, 653,658,660,671,680
	Series 405681-405700 (19)	Missing: 684
Training Kits 1-4	Total = 158	See separate documentation for details

- **Check that all batteries** are fully charged (lithium battery, laptop batteries)
- Do **mock setup at home** to make sure everything is working OK. Connect everything up before turning anything on. Connect USB Master to server Note: *Even when you do this once you start to programme*

master you may find it necessary to disconnect and then re-connect USB adapter at computer end. Both activity buttons should show green in software. If not go into port settings and select appropriate setting.

- The port number may vary between computers. The advantage of doing the mock set up is that both computers will remember all these settings on the day.
- **Connect two computers** using Ethernet cross over cable
- **Turn computer, which is to be server on first.** This is the computer that contains the event data files and will usually be the club computer. It is usually **preferable to use the server for SI card download.** This way finish times can continue to be taken in the event of a networking problem. Make sure it is shared so that it can be accessed by the OSA computer as well.
- **Second computer (usually OSA computer) to be used for data entry and printing results.** It needs to be set-up to read database on Master Computer as follows. From menu of **OE2010** select Event->**Select** . Click on the folder and search the network for the Event Data folder within OE2010 on the server. From control panel > printers ensure that there is a printer connection to the club computer.

Master Stations: Can be connected to either computer. Suggest connect USB Master to club computer.

- Settings for New Main SI Station (BSF7). Connected usually to Com 5 or 7 with USB connection. This may vary on different computers.

Background re Software:

In most cases only the first two programmes are used. The others may only be found on the OSA laptop.

- **SI Config+:** For use with master units & portable units.
- **OE2010:** To run a single event or with the OSA licence number entered multiple day events. Can be used for Start and Finish or with SI Units at controls. The archive manager is now built in to this programme as is the layout manager. Can be used for scatter events based on time.
- **OS2010:** To be used for relays & is installed on OSA computer. If you need it installed on your club computer (most have it already) check with Robin Uppill or myself for the licence code

- All SI software executables and working files are located as follows: (This may vary on some computers)

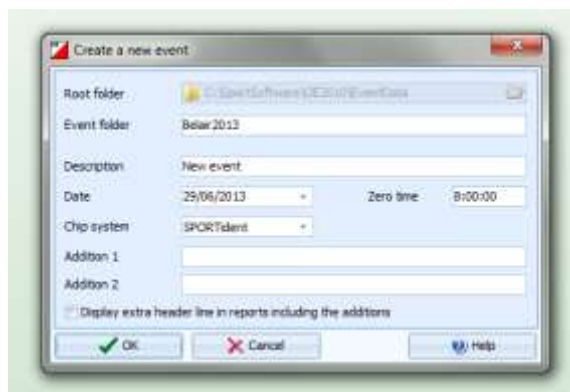
C:\SportSoftware

- The different SI programs are in sub directories.
- Following shows a typical directory structure:
 - **Archive:** Contains archive of SI card information. This is found in c:\SportSoftware\ArchiveDate and is now common to all Sport Software applications
 - **Backup:** When a backup is performed, data is written to c:\SportSoftware\OE2010\backup
- **OEScore2010** To be used for Score events. It is installed on OSA computer. If you need it installed on your club computer for an event check with Robin Uppill or myself for the licence code

Setting up an event:

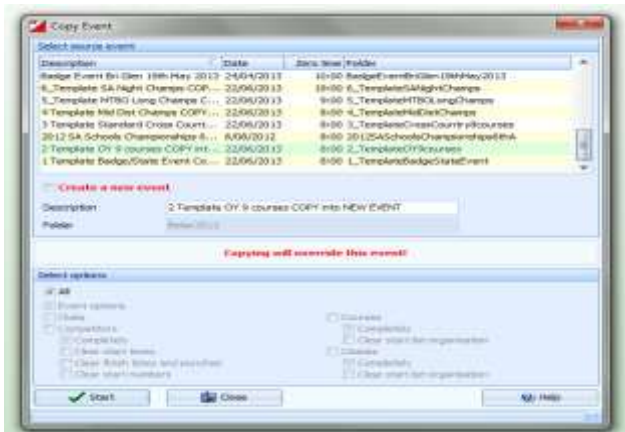
1. **Obtain course details from course setter** (course length & climb in metres)
2. **Set up event**

Setting up an event from template: in most cases this is the preferred option as it ensures compatibility with Eventor pre entries.



- **Open OE2010**
- Create a new event using **Event-> New**. Enter something suitable in Event Folder section. The rest will be overwritten shortly and so does not need to be correct.

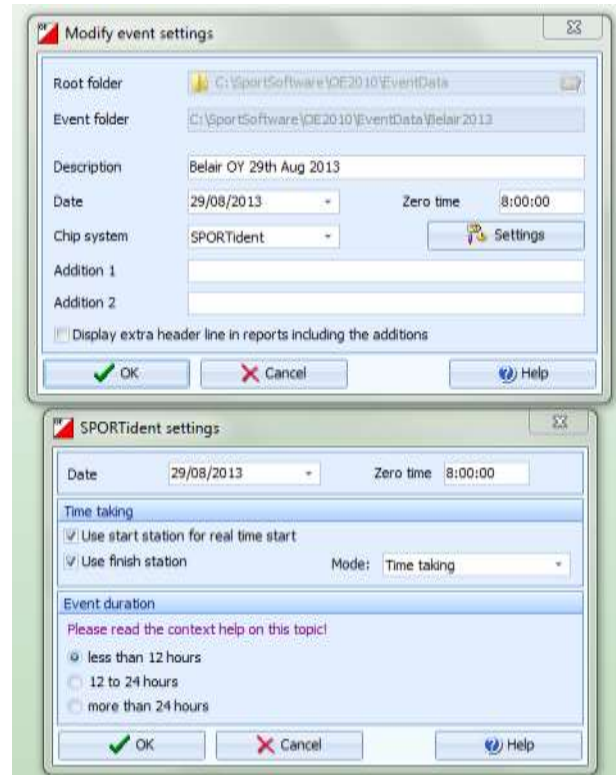
- Use **Event->copy**. Select desired template, tick **all**. Do not tick create a new event because you have already done this.



- Change event name and date using **Event-**

ings. Make sure the date is mm/dd/yyyy Click **Settings** button and check setting are as shown

- Inspect classes using **Course->Classes** to ensure correct course class links.
- Inspect courses using **Courses->Courses**. Add correct distance and climb unless this is being imported from OCAD file later.



Setting up a full-SI event

Important Notes:

- **Well before the event ensure that course planner is aware of the limitations of SI cards.** The type 5 SI Cards that many currently use reserve in their memory a place for clear, start & finish and can store only 30 control records. (there are an additional 6 places to record that someone has visited a control but not record split times) **Allowing for mis-punches that also count no more than 28 controls should be used on any one course.**
- Ensure that the course planner sets up classes in the same format as [OSA Course Specifications](#). e.g. M35A, W55AS (This is the short format which is what OE2010 looks for when importing courses from OCAD or Purple Pen) This way the course/class information should match up exactly when you import it. Interestingly when uploading results later Eventor matches according to the long class name. All of this means it is essential to have a full match between OCAD/Purple Pen, OE2010 and Eventor. Using the supplied templates and template events is one way of ensuring this.
- When the course planner sets up courses in OCAD or Purple Pen **the standard numbering system must be used** (Course 1, Course 2 etc). This avoids losing the course class links when either importing competitors from Eventor or importing control codes from OCAD or Purple Pen

At this point you have the choice between entering the course and control information manually or

A. Importing the information directly from OCAD .

Important Note: Ensure course planner has arranged courses in numerical order (1,2,3 etc) before doing the export otherwise all the control codes will be reversed in the SI software & everyone will miss punch!. If necessary, this can easily be adjusted within the OCAD course listing. To produce this file in OCAD go to Course Setting -> Export

- Obtain an XML file from OCAD. XML is the standard IOF file format. Always select XML version 3.0
- Use **Courses -> Import** and for options as presented select :
 - courses : update existing
 - controls : clear and create again
- Identify courses by number
 - File format : XML
 - click on “Import” on top menu bar & check resultant report for errors.
- Inspect classes & courses again as above.

B. Exporting Courses to Sport Software from Purple Pen : As with OCAD it is essential that the courses are in numerical order. To adjust this in Purple Pen go to Course-> Course Order

- Go to File > Create Data Interchange File (IOF XML)
- This will generate an XML file

Open Sport Software and go to Courses > Import Courses and use the following options:

- Courses: Update Existing Only
- Controls: Clear and create again
- Identify courses by course number
- File format: XML xxxxxxxxxxxxxx

Make a Replacement Control Table

Note: From the start of 2019 this should no longer be necessary as most stands are not visibly numbered and the SI units from 101-200 are clearly labled on the top. SI units 201-220 are not labled on top and can be used as replacements where needed. For example suppose SI unit 105 failed during an event. This could be immediately replaced by unit 201 or any of the other spare unmarked units. A Transposition Table can be easily created to accommodate such a change.

Select **Competition Day -> Replacement Controls** to create this table.

“Original Control No.”	“Replacement Control No.”
105	201

Using OE2010 where one or more courses is a scatter course.

This is only useful where the result is still based on time but competitors can visit a fixed number of controls in any order. By default controls on a course must be done in a set order. To alter this for one or more courses go to Courses -> Courses.



No	Description	Length	Climb	Start	Run in	Tapes	Controls
1	1	21.700	1	429	taped route	[18]	104 102 103 106 107 108 109 110 111
2	2	16.800	2	429	taped route	[17]	118 104 103 102 101 106 107 108 109
3	3	16.000	1	408	taped route	[16]	101 103 118 106 116 120 107 108 109
4	4	14.200	1	429	taped route	[13]	102 103 118 106 107 115 114 112 109
5	Scatter nth	4.060	1	429	taped route	[6]	118 104 103 102 101 106

Click on the drop down menu under code checking and change to mixed. By adding a divider it is even possible to have a mixture of a line course and a scatter course. See the built in help to see how to do this.

To get entries from Eventor:

- a) **Using Eventor Manager:**

This free utility can be downloaded from the Sport Software website. <http://www.sportsoftware.de/> This will only work if

you have a licensed copy of OE2010 on your computer and have admin access to Eventor. Contact Ken Thompson at itmanager@sa.orienteering.asn.au or Robin Uppill at technical@sa.orienteering.asn.au to arrange the latter or if there is a difficulty.

- Go to Event to select your event on both OE2010/OS2010 as well as on Eventor.
- To Download entries go Download and click entries.
- Under settings select Clubs..keep existing and under Classes ..keep existing. Suggest Competitors..Clear & Create again. With the other options there is a danger you will miss changes that a competitor may make on Eventor (eg changing their class)
- **To do this manually**_Go to Event Administration & load your event
- Select data exchange & download the entries from the Event specific downloads section using **xml version 3**
- In OE2010 go to entries -> import and **use the following settings**

Competitors: If you want to do entries in stages you may want to just select Add new ones or add & update only. That way any manual corrections you do are not lost. Generally speaking it is simpler to import them all at once using clear and create again.

Identify competitors by: Entry Id

Clubs: Tick insert from archive & tick copy archive club number

Tick keep existing

This step is critical because it translates the long names in Eventor to the correct club codes

Classes: Keep existing tick

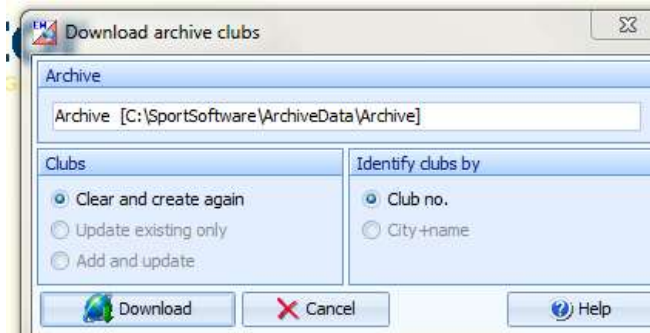
File format: tick XML

To Update the Archive using Eventor Manager

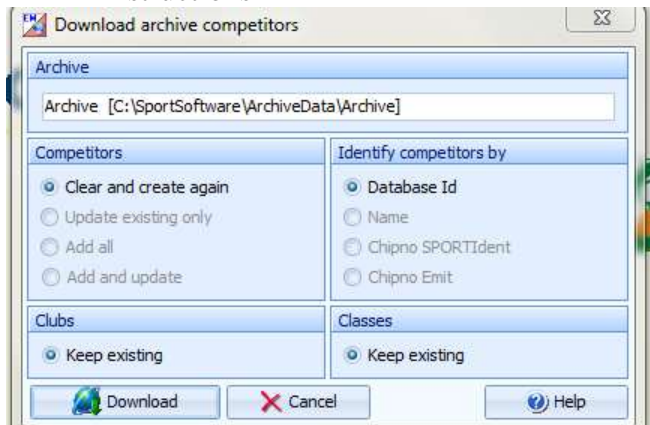
This should be done just before the event to ensure you can check whether or not an entrant is a member or not.

This put an up to the minute list of all Australian clubs and registered competitors in your archive

- Go to Archive -> Clubs. Make sure location is correct & click download & follow on screen instructions. .



- Go to Archive -> Competitors. Make sure location is correct & click download & follow on screen instructions



Essential Procedure: Get a safety list for the day from Eventor

The only problem with the Australian archive above is that it does not include any emergency contact information. For those who pre entered this information can be obtained from Eventor. This will only work if you have event admin access. (Robin or I can arrange this for you)

- Log on to Eventor
- Go to Administration -> Club's Events and select the event concerned
- Go to Event Overview and click Export to Excel.
- Open the file and then Save this file to the desktop of your event computer

This file contains all information contained in Eventor. In the case of an emergency information for EOD competitors should be on their entry form.

B) ON THE DAY

- **Arrive early** to reduce panic level. Ensure organiser understands the importance of getting the finish tent up first. Take note of the position of the sun to avoid screen glare!
- **Connect up and turn on all the equipment** as before. (Remember to turn server on first)
- Keep results **printer** switched off when not in use if using battery to conserve power.
- **Set both PC clocks** using time from a GPS. PC clocks drift in a day.
- **Programme Master Station(s) and Control Units if this has not already been done** see notes below.

Generic SI Information:

Master Stations & Portable Units (BSF 7)

- Master Stations turn on automatically when connected via USB port
- Portable units are always in standby & are turned on by the first runner. They should only be programmed if time has drifted significantly. Normally Robin Uppill looks after this. Where the last control is very close to the finish it would be wise to check the time on that unit. **The programmed number is on the bottom & should not be removed.** If you want numbered tape to match your control put that on top and remove it after the event. In most cases this is not necessary as clubs are using their own velcro numbers. After the event they should be turned off with a purple **Turn Off** stick

SI Config+: For use with master units & portable units. This can be downloaded from the link below. This software takes the place of the old SI Config & SI Boot with a significant number of extra features. For example you can ready the detailed information from each download.

<http://www.sportident.com/likecms.php?site=site.html&nav=255&siteid=0>

Should be used to set time & clear memory of new master stations before each event.

To program Clear, Check, Start and Finish Units:

- While these new units do have a high level of accuracy (calibrated & temperature compensated) a drift will occur over time. Not checking the units could introduce an element of unfairness into the timing process particularly if there is a difference between the two start units or/& the two finish units.
- While time is not critical for the clear & check units time on the start & finish units must be checked before each event. This can be achieved by activating the units & turning the units over and checking the time readout against a GPS. Mobile phones are not suitable if you are out of range or if they do not have a seconds readout.
- If there is any doubt the units, including the download station should be reset using the SI Config+ software. **Special Note for pre-entry events:** If check units are being used to check for DNS they must be cleared at the start of each day. See Appendix B for details.
- Download stations & start/finish units should always be reset at the start of each day at a major event at the very list. In the extreme situation it is possible to recover an event using the download station. This becomes very difficult if a previous events data is still present on the unit. This would be equally true at a minor event.

- Do not reset unless you have set your PC time using a GPS or better still setting computer using internet time. Programming also uses the black coupling stick
- One of the Check Stations has a broken display on the back, but it still works OK.
- Please still turn off these stations using the OFF Stick at each event to conserve battery power.

Code numbers need to be less than 30 for special units (Clear check start finish read SI chips) and in range 30-255 for Control Units.

An alternative is to enter the control codes for each course manually only using numbers within the correct range. For example enter 131 instead of 431.

OE2010 – Single Event Software using Start & Finish This mode is rarely used as events are usually full SI/

General

In this mode, competitors use the SPORTident stick to record their start and finish times only. The advantage of the software is that the elapsed times are computed and the results generated. In addition it simplifies the manning of the Start and Finish. No special setup is needed when working in this mode.

- **Inputting Competitors**
 - *Should only have one window open that connects to Master Station.*
 - *See OE2010 Sheets*
- **Reading SI cards**
 - *Should only have one window open that connects to Master Station.*
 - *See OE2010 Sheets*
- **Creating a backup: This should be done on both computers at regular intervals.**
 - Close any active windows on server.
 - Create a local backup using **Event->Backup**.
Click **Create a new folder automatically**. Note that the created directory is:
C:\Program Files\SportSoftware\OE2010\Backup\Belair2013_20130629_204749.skb

An alternative is to back up to a memory card using a USB port.
Restoring from backup
 - Use **Event->restore**. Find above file.
- **Printing Results at Event**
 - Use Results -> Preliminary
 - Click settings to alter what happens. Recommend MMM:SS. For time
 - To alter order click selection tab at bottom & click top of column you want to use to determine order.
 - If report format is inappropriate, it can be modified using edit function on report menu. It may be better to add a new report in this situation.
- **Printing Final Results**
 - Use **Competition day->Results->Official**. Select appropriate boxes as per the above.
- **Missing runners**
 - Use **Competition day->Missing competitors**.

C) AFTER THE EVENT

Publicity & Results:

- As soon as possible after the event send the following to results@sa.orienteeing.asn.au Using this email address ensures that everyone who needs the results gets them. (**several people need them so please do not do it any other way!**)

1. A copy of the backed up event folder. Eg LadyAlice23rdMay2019.skf (see above p 6 for details on creating a backup). Please do this even if you have uploaded the results yourself to Eventor as the file is needed by others.
 2. A copy of the course file and map file should be sent by the course planner to Dave George dfgeorge@gmail.com This is needed for the Route Gadget setup.
- If it is a **non SI event** please use the Eventor Template to record results. The results can then be copied & pasted in to Eventor. It can be downloaded from our website. [Go to About Us -> Event Management](#) > Item 18. Notes on exactly how to do this are contained in the OSA edition of the Eventor Guide for Event Management at item 15 of the same location.
 - For Badge & State Championship events **results no longer need to be sent to the Orienteering Australia Statistician**, John Oliver oliver.family@bigpond.com He is now able to get these results directly from Eventor. However he is still the contact person if you have any issues about OA Merit Badges. If you wish to publish these splits use the Badge Splits & Results formatter: This can be found at [About Us -> Event Management](#) > Item 19.
- If unable to use this spreadsheet email Ken Thompson itmanager@sa.orienteeing.asn.au or Robin Uppill technical@sa.orienteeing.asn.au

- Check all equipment and re-charge batteries.
- Return equipment reporting any problems.

Notes for those with event admin access to Orienteering SA Website & Eventor

a) **To upload results using Eventor Manager.** This method is recommended. However due to an issue with Eventor this sometimes does not work and it may be easier to do this upload manually as in b) below. To get a copy of Eventor Manager see earlier section. (p4)

- Set up link to event and Eventor if this has not already been done (see p4)
- Go to Upload –Results

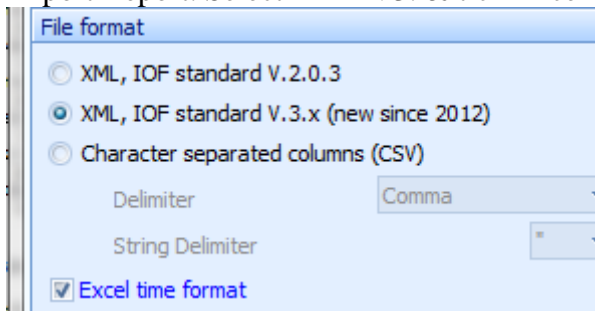
b) **To upload results manually**

Preparing results for manual upload:

- Results -> Split Times -> Classes (Yes Split times. If you use Official you will get an error message. The Splits File contains all the necessary information for Winsplitss)
- If it is a relay event (no splits) use the steps: Results -> Official -> Classes -> Export
- Selection: Select the classes you wish to upload. Normally this will be all.



- Export Report. Select XML V3. & tick Excel time format



Importing the XML file into Eventor (to do this you must have event admin access for club or OSA)

- Log on to Eventor in normal way
- Make sure you are logged on to club or OSA whichever organised the event (drop down menu at login)
- Go to Admin -> Club Events & select event

- Go to Data Exchange
- Use Upload result list & browse to select file

Upload result list

IOF XML

The result list file should be in IOF's XML format. The file may be zipped.

No file selected.

[Show previous files \(3\)](#)

- Look carefully at the preview screen to **ensure all classes with competitors** are included. If any are missing it is likely that there is a mismatch between the long class name(s) in Eventor compared with OE2010. If so you must correct by changing one or the other & start again with a new xml file!

Classes present in both the uploaded file and in Eventor

Check the classes whose information in Eventor should be updated based on the content in the uploaded file. Prev are not checked.

Select all Deselect all

Import	Short name	Competitors in the file
<input checked="" type="checkbox"/>	1F	2
<input checked="" type="checkbox"/>	1M	6
<input checked="" type="checkbox"/>	2F	10
<input checked="" type="checkbox"/>	2M	11
<input checked="" type="checkbox"/>	3F	7
<input checked="" type="checkbox"/>	3M	8
<input checked="" type="checkbox"/>	3G	2
<input checked="" type="checkbox"/>	4F	3
<input checked="" type="checkbox"/>	4M	2
		51

Classes only present in Eventor

These classes are left unaffected when importing.

Import	Short name	Competitors in the file
	1G	
	2G	
	4G	

- Click upload & check all looks OK in the results on Eventor.

If need be, if errors are later discovered in the results the above process can be repeated as necessary

- c) **Preparing splits for upload to winsplits:** This is now no longer normally necessary as Eventor uploads the splits automatically to Winsplits and provides a link for each class.

Results -> Split times -> Courses

Settings: exclude dns

Classified only

Time mmm:ss

Relative to zero time

Export xml with following settings: XML IOF standard V.3.x , excel time format

Post to: <http://www.obasen.nu/winsplits/online/en/default.asp?page=upload&ct=true>

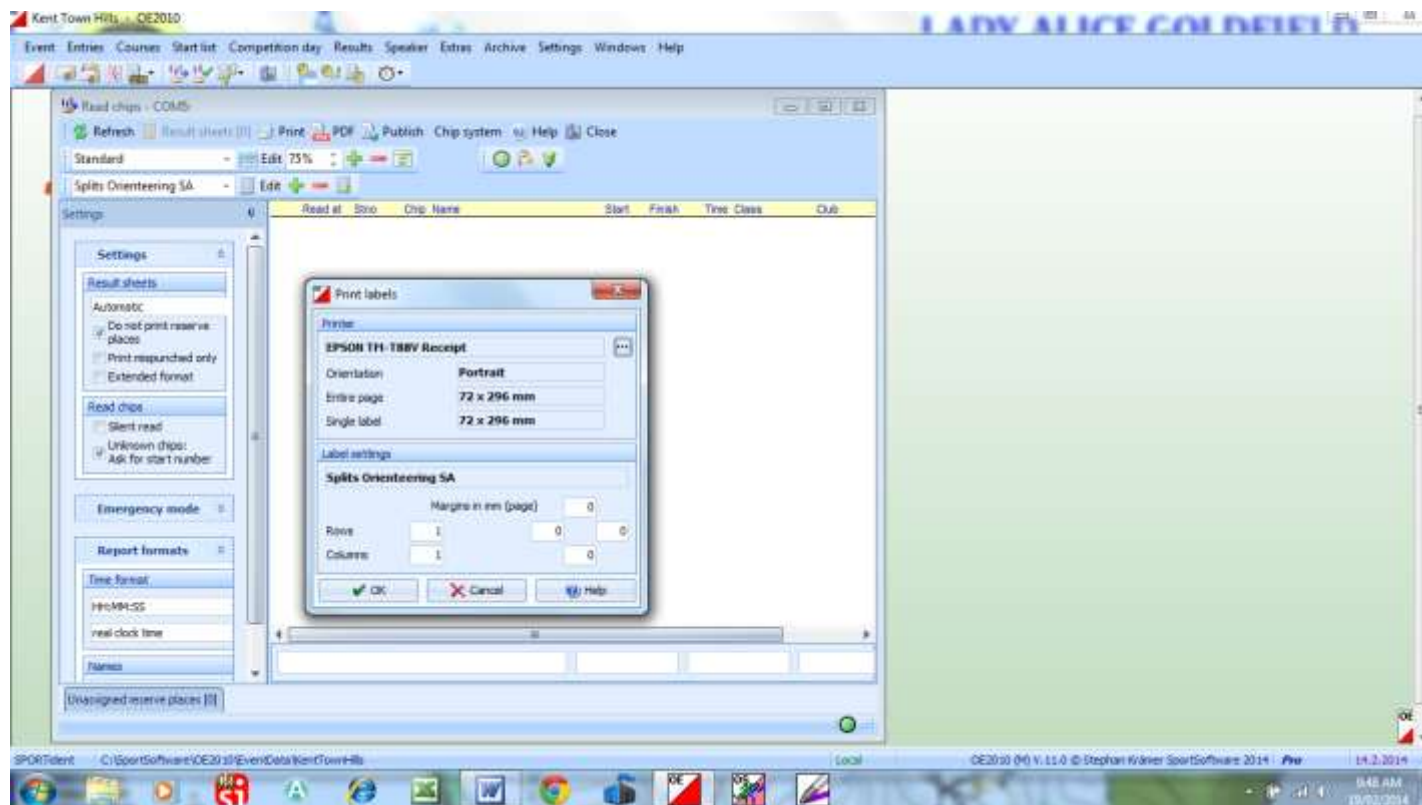
Appendix A : Using Epson TM-T88IV as SI Split Printer on Download Station

First Time Setup:

1. Connect printer to download computer using USB cable. Make sure paper is loaded in printer.

2. Install driver & software using **disk one**. Use option to do test print to make sure all is well. It is not necessary to change any of the default settings.
3. A layout file (& for Brother Label Printer for Blocks) is found on disk two. Copy one or both files to c:\SportSoftware\OE2010\Report\

Using the printer with Sport Software:



1. Connect printer with USB cable and turn on. Connect download station.
2. Load software and select Competition Day > Read Chips
3. Change result sheet setting to Automatic(1)
4. Automatic print settings should now appear. Under label layout select OSA Splits Sequential for Epson or Splits Orienteering SA (wording may vary)
5. Under settings select EPSON TM-T88V Receipt printer
6. As each competitor downloads a printout should occur automatically & cut ready for collection.

Please Note: For clubs using a label printer it is better to connect this to the download server (club computer) eg TJ & TT have already done a label design for this on their club computers (copy on disk two).

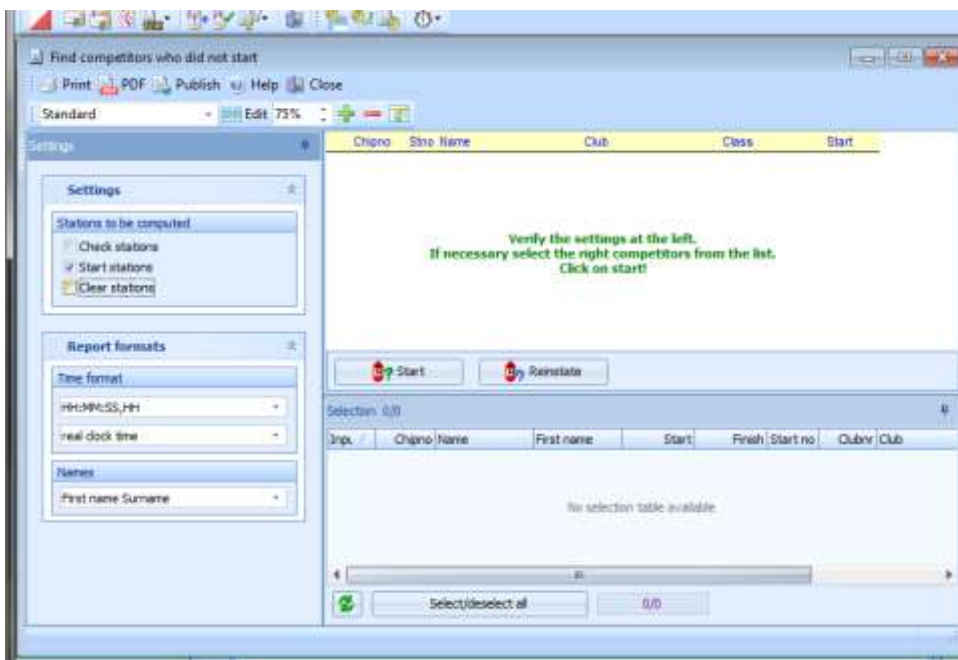
If this is done then the splits printer should be connected to the OSA computer with a extra download unit. Use Results -> Print Service. Competitors must download to server first for this to work. Only print under settings should be selected. The OSA computer is already setup for this

Appendix B: Using Check, Clear or Start Stations to check for DNS

Traditionally reliance has always been on the start team checking off the entry list. However in a large event checking off each DNS can be quite tedious and time consuming & not necessarily accurate. Using the check stations is a much more reliable and speedy way of doing things at all **pre-entry events**.

- Ensure that before the start of the day's competition that all the **clear units have been cleared**. Failure to do this will mean data from the previous day will be present and make the rest of the process invalid.
- Ensure that the start team have everything set up at the pre-start to ensure all competitors use the clear and check. Entry to pre start through a narrow funnel containing clear & check units would be ideal.

1. As soon as the last pre-entry runner has left the check units are sent to the finish tent.
2. Do a backup before step 3
3. Connect Check, Clear or Start Station to Master Station
4. Competition day> Evaluate SI Stations ->Actions-> Download punches -> Download -> Close
5. Repeat above for any other stations
6. Actions -> Not started competitors



7. This will take you to a new screen
8. Select the type of station & click start.
9. Print resulting report for reference

There is also an option to reverse this process. Actions > Reinstate not started runners.

Note: Where any runner as tagged as DNS in this way and subsequently runs the DNS is overwritten once download occurs.