

Last updated 8th January 2023

This document describe how to set up a CLOK event on Racesignup, and then how to do further admin operations including exporting entries to SITiming, and adding credits. The main instructions are for a typical local or regional single day event. For larger national events or multiday events (e.g. Acorn, October Odyssey), or other unusual events (e.g. New Year Team Score, C2G entries), speak to Duncan.

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Admin login

The Racesignup admin pages can be accessed at <https://racesignup.co.uk/raceadmin/index.php>. Note that your login details for the admin pages will be different to those as a competitor at <https://racesignup.co.uk/>. You can use the same email address for both, but the system holds a separate record of your password for each. You can set the same password for each, just remember that if you change it, you need to change it via both the regular competitor login and the admin login.

To get an admin login for CLOK, speak to Duncan who will get it from the Racesignup owners. See Appendix C: CLOK admins for our list of current admins.

Cloning an event

The best way to create a new event is to clone an existing event of a similar type. The main differences in setting up different types of events are as follow

- Event level e.g. local, regional, national – affects entry fees
- Start time allocation – local/regional in start blocks or completely free, national specific start times
- Courses or classes – local and colour coded events enter by course (e.g. “Brown” or “Vets / Juniors”), urban events or anything with a championship (e.g. NE Score/Night, October Odyssey) enter by class (e.g. “M21L” or “Women Supervet”)
- Single day or weekend of events

The main different types of event that have different settings (and hence you should clone something similar) are as follows:

- Local event with a limited set of courses e.g. autumn or summer series
- Local event with one course e.g. lamp O
- Regional event with colour courses
- Regional event with urban courses and classes
- Acorn national event
- October Odyssey weekend
- Any other multi-day weekend event

Having cloned an event, step through the various tabs and update as necessary. **Appendix A: Full event settings** lists all the event settings, in case you aren’t sure or need to check a specific setting (or if you are setting up the event for scratch). But if you’ve cloned a similar event and made the changes below, you shouldn’t need to worry about everything else.

- The event -> You have to provide all the details on this page.

- Event settings ->
 - Entries open -> set to "Today" (time 00:00)
 - Entries close -> may already be correct, usually midnight the Thursday the week before the event
 - Event landing page -> Update:
 - Short description
 - Dates in the long description
 - Dates, discount code and organiser email/name in the fees description
 - Credits, Withdrawals and Transfers
 - Recommend unticking "Allow credits..." while testing the event
- Courses ->
 - If you cloned an event after entry/map limits were set then you'll need to reset them all back to zero (and oddly you find you have to set the "Phase" to not applicable when you do this)
 - Check the list of courses is correct, or add/remove as necessary.
- Fees ->
 - Check the closing dates, but should be correct already if yours are the same number of days ahead of the day of the event as the event you cloned from
 - The fees should be correct already if cloning from another event (but if e.g. cloning a regional to set up a national event you may need to edit)
- Discounts ->
 - Edit the discount code name to match the event (and whatever you said in the Fees description panel in the Event settings)
 - Reset the Used to zero.

Actions at early closing date

On the "Courses" tab edit each course and set an **Entry Limit** = number of maps available (however many being printed minus any spares for planner, registration, etc.).

On the "Event settings" tab set:

- **Withdrawal policy** – "Display message"
- **Withdrawal message** – "Your entry has been withdrawn and your account credited with your entry fee minus a £1 fee. The credit can be redeemed against entry to a future CLOK event on Racesignup."

Actions after closing date

Assign SI-card hires

- Make a copy of the spreadsheet list of CLOK's hire SI-card numbers for the event
- Select "Manage entries" in the top menu bar
- Click on your event in the table
- Click on the "Assign Hires" tab below the table – this brings up a list of entries hiring SI-cards
- For each person hiring a card (each row in the table), click in their row in the "Chip" column (which should initially be blank for all of them), fill in next free hire SI-card number from spreadsheet, hit return, and put person's name in the spreadsheet against that number.
- Email the spreadsheet of hired card numbers to the **SI Manager** for the event (who will put SI-cards in envelopes to be picked up on the day)

The screenshot shows the 'Manage the entries' interface. At the top, the navigation bar includes 'Manage the entries' (circled in red). Below this, a table lists three events. The third event, 'CLOCK local event - Historic Blackwell, Darin...' (circled in red), is selected. Below the event list, a sub-table titled 'Assign Hires' (circled in red) allows for assigning chip numbers to hires. The table has columns for Course, Start Lane, Selected Start Time, Actual Start Time, Firstname, Surname, Hire, Chip, Class, Affiliated Club, Club, and Actions. The second row is highlighted, and the 'Chip' column contains an empty input field (circled in red).

Event ID	Date	Status	Event	Entries allowed	Amendments allowed	Withdrawals allowed	Entry	Racesignup page	Organiser
2605	2022-04-10	Live/Entries open	CLOCK middle distance and Yvette Baker Heat - ...	Yes	Yes	Auto credit	0	Racesignup page	CLOCK
2472	2022-03-19	Live/Entries open	EBOR Thirsk Urban and CLOK Boltby Acorn	Yes	Yes	Auto credit	73	Racesignup page	CLOCK
2554	2022-03-05	Live/Entries closed	CLOCK local event - Historic Blackwell, Darin...	No	No	No	84	Racesignup page	CLOCK

Course	Start Lane	Selected Start Time	Actual Start Time	Firstname	Surname	Hire	Chip	Class	Affiliated Club	Club	Actions
Orange	Main	10:30 - 10:44	10:30:00	Ryan	Coates	H	235577				✎
Orange	Main	11:00 - 11:14	11:00:00	Mark	Dawson	H	<input type="text"/>		CLOK		✎
Open	Main	11:00 - 11:14	11:00:00	Dawn	Devine	H	7207316		CLOK		✎
Orange	Main	10:30 - 10:44	10:30:00	Nell	Downing	H	235578				✎

Export entries

- Select "Data Exports" in the top menu bar
- Click on your event in the table
- Click on the "SI Export" tab below the table – this brings up a list of entries (sometimes takes a few seconds). Make sure you get the correct "SI Export" option here, not one of the others.
- Click on the Excel icon (on the left, above table and below different export format tabs) – this will download an Excel spreadsheet containing the entries to your computer.
- Email the Excel spreadsheet (XLSX) file that is produced to the **SI Manager** for the event

The screenshot shows the 'Data Exports' page on the Racesignup website. The top navigation bar includes 'Race Admin', 'Setup the event', 'Manage the entries', 'Data Exports' (circled in red), 'Credit Balances', and 'Help'. The main heading is 'Data Exports' with a sub-note: 'Tap on the event then use the tabs below to export the entry data for use in your timing software. Need a different format? Please email admin@racesignup.co.uk and we'll do our best.' Below this is a table of events with columns: Event ID, Date, Status, Event, Entry, Racesignup page, and Organiser. The third row, '2554 2022-03-05 Live/Entries closed CLOK local event - Historic Blackwell, Darlington', is highlighted and circled in red. Below the table are tabs for 'Start List', 'Standard Export', 'Simple Export', 'SI Export' (circled in red), 'OE2010 V11 Export', 'eTiming Export', 'Bismarck Export', 'Colour Export', 'Manual Timing Sheet', and 'Export for Mass Update'. Below the tabs is a table of entries with columns: RaceNumber, CardNumbers, MembershipNumbers, Name, Category, Club, Country, CourseClass, StartTime, StartTimePreference, EnvelopeNumber, and Nc. A green Excel icon is circled in red in the top left of this table.

Export emergency contacts and medical details

- Select “Data Exports” in the top menu bar
- Click on your event in the table
- Click on the “Standard export” tab below the table – this brings up a list of entries (sometimes takes a few seconds)
- Click on green Excel icon and download XLSX file.
- Email the Excel spreadsheet (XLSX) file to the **event organiser** so they have the ICE contacts and medical condition details. *Take care with this sharing and printing this file because it contains confidential information.*

Finances

Richard has a login to Racesignup, so typically he can do this himself if he wants, and Racesignup also email the club contacts with event finances a ~week after the event too. But if you want to export the details anyway:

- Select “Manage entries” in the top menu bar
- Click on your event in the table
- Click on the “Event Financial Summary” tab below the table
- Wait for the numbers to load
- Hit “Print” and print to PDF.
- Click on “Fee Summary” tab
- Click on green Excel icon and download XLSX file.
- Email both PDF and XLSX files to the **treasurer** Richard Rigby richardrigby@doctors.org.uk

Exporting entries and setting up SITiming

Here we assume this is a simple event that is entered by course name, e.g. “Brown” or “Youth / Vets” course, or for entering by class name, e.g. “M40L” (e.g. October Odyssey) or “Women Vets” (e.g. UK Urban League).

Initial setup in Racesignup

Instructions for the Racesignup admin

Define the courses as required and as described elsewhere in this document (typically this is as a result of cloning a previous event, which is covered elsewhere in this document).

- For a colour coded event this will be e.g.
 - Brown
 - Blue
 - Green
 - Short Green
 - Very Short Green
 - Light Green
 - Orange
 - Yellow
 - White
- For a summer series or Saturday event this will be e.g.
 - Open
 - Youth / Vets
 - Junior
 - Orange

Note: What matters for the purposes of getting Racesignup, Purple Pen and SITiming all happy is the “Course name” in Racesignup. The “Course *Long Name*” defined in Racesignup is just a more verbose version that appears in the “Courses” panel on the Racesignup event page, and in the drop-down on the Racesignup entry form. The “Course Long Name” is irrelevant when it comes to exporting the entries from Racesignup to import into SITiming. That export just uses the “Course name”.

(This may be different to what we were previously used to with Fabian4 which could export both a course name and course long name.)

In Purple Pen

Instructions for the planner

- Make sure the course names exactly match the course names being offered in Racesignup as above. You want the names that appear in the “Start List” on the Racesignup event page.
This is really important!
- If people will be entering by age class (e.g. for an urban event entering Men Open, Men Vet 40+, etc.) then make sure you define classes in Course -> Properties -> Class list / Secondary title (with multiple classes either comma separated or on new lines).
- When course planning is complete, go File -> Create Data Interchange File (IOF XML).
- Email the XML file that is produced to the SI Manager for the event.

In SITiming

Instructions for the SI Manager for the event

- Get the XML course file from the planner (who produces it from Purple Pen)
- Get the XLSX entries file from the Racesignup admin (who gets it from Racesignup)
- Create the event in SITiming (full details for this are not the subject of these instructions)
- If people are entering in start blocks (rather than specific start times) then in **Modify Event -> Key Settings**, you should untick "Validate start times are unique on each course?" otherwise you get errors on importing entries because the start times in the entries file are the first minute in the block, so multiple people on a course may appear to have same start time. In reality that isn't a problem because you'll have a punching start, but it confuses SITiming without this unticked.
- Go to **Courses -> Import XML Courses**
 - **Import/Export** = "Import"
 - **Filename** = Select the XML the planner gave you above
 - **Classes Import Type** =
 - For events entered by course name (e.g. colour coded or "Open", "Vet/Youth" etc.) you want *"Create Default Classes (This will create a class with the same name as the course – use this option if you are running an event which is course based)"*
 - For events entered by age class, you want *"Import From File (This will create classes present in the file which the course planner has put in to the course planning software)"*
- Go to **Entries -> Import/Export Entries -> Import/Export CSV/XLSX Entries**
 - **Import/Export** = "Import"
 - **File Type** = "Excel" (this is different to "CSV" used for Fabian4 entry import)
 - **File** = Select the XLSX file that the Racesignup admin gives you
 - **Entries Import Mode** = "Delete Existing Then Add All"
- In the entry import output, check there are no errors of the form "Cannot find class: <class name>". If there are, it implies the course/class names defined in SITiming, which come from the course file import from Purple Pen, do not match the course names defined in Racesignup. If you get this error, change the Course names in SITiming to be exactly the same as in this entries file.
- In the entry import output in SITiming, if entering people entered by start blocks, you may get lots of errors of the form "Unknown start preference: <start block e.g. 10:30 - 10:44>". *These can be safely ignored* as SITiming doesn't care about start blocks when using a punching start.

You might initially do a test import of entries from the early closing date to check it is all working, the course names all match, etc. Then subsequently import the final entries after final closing date.

Don't use import mode of "Update Existing..." because if someone withdrew their entry in Racesignup from when you previous imported the entries, they wouldn't get deleted from SITiming.

Giving credits

Racesignup allows us to give credits to be redeemed against the price of future events. We typically give key officials (organiser, planner, controller) a credit equivalent to the full price of a regional event entry. Other volunteers get a half price credit (although this can also be done via offering half price entries – don't give them both!).

The organiser should email one of the Racesignup admins (start with Duncan Archer) the details of who is to receive a credit and to what value.

To give a credit in Racesignup:

- Select “Credit balances” in the top menu bar
- Click on the row for a person – can be any person, doesn’t matter, and doesn’t need to be the person you are giving a credit to (they may not even exist yet)
- Click on the “New” button below the “Credit Lines” heading below

The screenshot shows the Racesignup web interface. At the top, the navigation bar includes 'Race Admin', 'Setup the event', 'Manage the entries', 'Export to timing system', and 'Credit Balances' (which is circled in red). The user's email 'duncan.archer77@gmail.com' is visible in the top right. The main content area is titled 'Credit Balances' and contains a table with the following data:

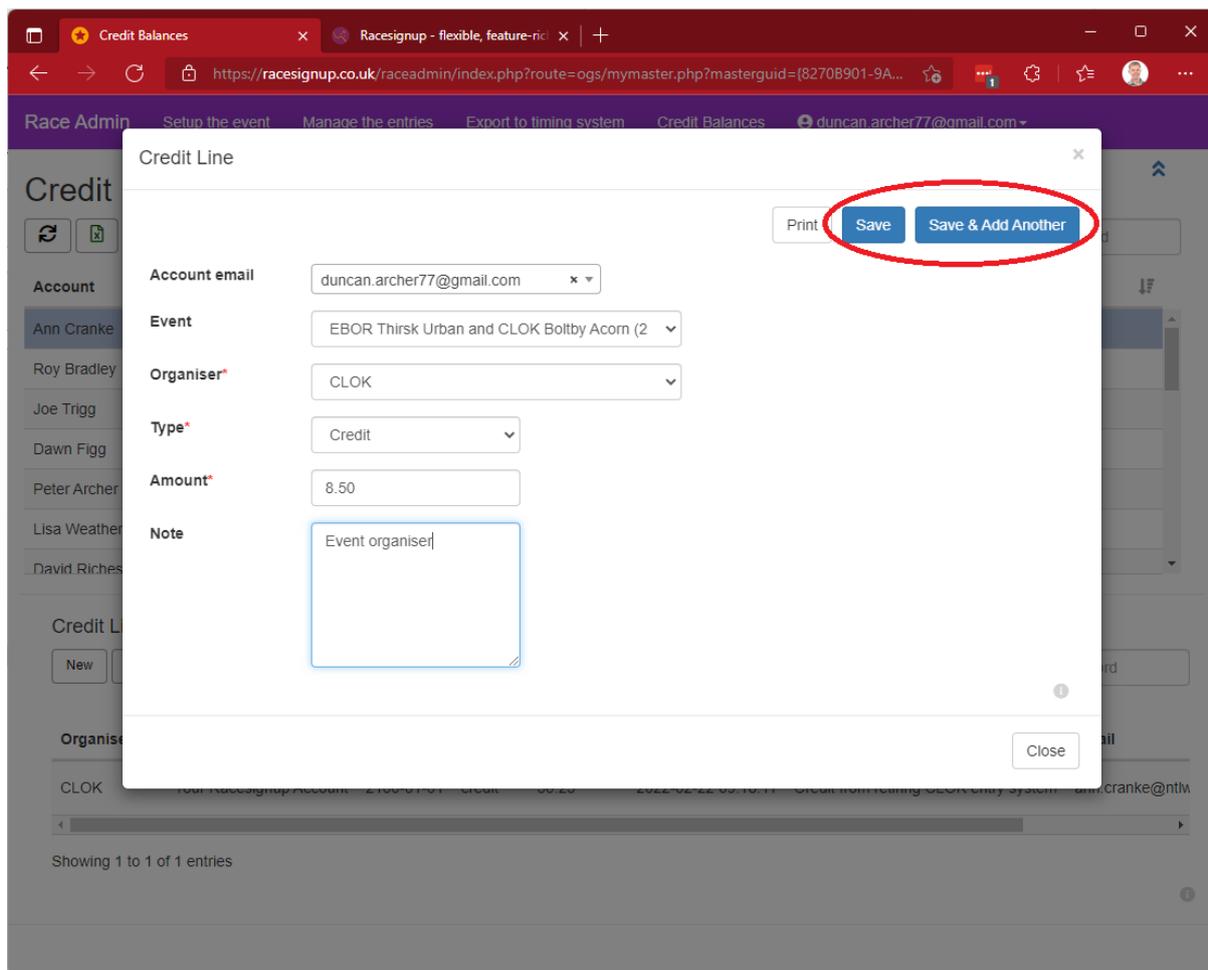
Account	Account Email	Organiser	Balance
Ann Cranke	ann.cranke@ntlworld.com	CLOK	50.25
Roy Bradley	roybradley2809@gmail.com	CLOK	48.50
Joe Trigg	joe.trigg@ntlworld.com	CLOK	45.00
Dawn Figg	dawnvf@hotmail.com	CLOK	40.00
Peter Archer	peter.archer46@gmail.com	CLOK	31.50
Lisa Weatherill	Falloffwithstyle@yahoo.com	CLOK	28.50
David Riches	daveriches99@hotmail.com	CLOK	26.00

Below the table is a 'Credit Lines' section with a 'New' button circled in red. Below this is another table showing a single credit entry:

Organiser	Event	Date	Type	Amount	Dated	Note	Email
CLOK	Your Racesignup Account	2100-01-01	credit	50.25	2022-02-22 09:18:11	Credit from retiring CLOK entry system	ann.cranke@ntlw

At the bottom of the credit lines table, it says 'Showing 1 to 1 of 1 entries'.

- Set the following:
 - **Account email** – Email address of the person you are giving the credit to. This must be the email address with which they have an account in Racesignup. Note sometimes only one person in a household has a login, different to the person who volunteered.
 - **Event** – Select the event at which they volunteered (or if giving credits for any other reason, e.g. C2G volunteering, select “Your Racesignup Account (2100)”
 - **Organiser** – “CLOK”
 - **Type** – “Credit”
 - **Amount** – The amount to credit e.g. 8.50 (regional full price) or 4.25 (half price)
 - **Note** – Briefing detail e.g. “Event organiser” or “Volunteer at event”



- Hit “Save & Add Another” and add any others
- Hit “Save” on the last one

Appendix A: Full event settings

The event

- **Event name** – This appears on the list of all events on the <https://Racesignup.co.uk/> homepage. Something that combines the club, type of event, and location, for example “CLOK regional event – Roseberry” or “CLOK summer series #3 – Flatts Lane”
- **Lat/Long** – This results in a map on the event page (which can then be opened into Google maps, in which you can get directions, etc.). To obtain, open <https://www.google.co.uk/maps>, find your location (e.g. parking entrance), click once and a pin appears, right click it to get a menu, and click on the lat/long (first option), which will copy the lat/long to your clipboard, then paste in Racesignup
- **Date** – The date of the event!
- **Display date** – Leave blank for single day events.
- **Include on Racesignup homepage** – Leave blank while testing, tick once you go live.
- **In test mode** – Tick while testing, untick once you go live.
- **Discipline** – “Orienteering”
- **Event type** – “Colour coded or score”. *That vs. Class competition doesn’t make any difference, and doesn’t appear anywhere (only affects an EMIT based results system)*
- **Affiliated club list** – “British Orienteering”

- **Level** –
 - “Local” (e.g. autumn or summer series or other Saturday event)
 - “Regional” (e.g. Sunday event)
 - “National” (e.g. Acorn or October Odyssey).
- **British Orienteering Event Number** – Find your event at <https://www.britishorienteering.org.uk/event>, hover over or click on “Full Details”, and get the 5 digit number at the end of the URL. If it isn’t registered yet, just put zero for now, and tell the CLOK fixtures secretary to register it, and change this field on Racesignup later.
- **Organiser** – “CLOK”
- **Event enquiry email** – Organiser’s email address. This appears on the event page against “Contact” and on the entry page saying “Any questions you have about the event or your entry please contact the event organiser:” e.g. the Note they may get questions relating to use of Racesignup in which case they’ll have to redirect them
- **Key contact email** – Email address of person setting up Racesignup for the event.
- **Event website or web page** – URL for the event page on the CLOK website. Use the main event landing page (the one that will have all the links to flyer, results, etc.) rather than just the flyer page. If the page isn’t set up yet, point to https://www.clok.org.uk/Future_events.htm for now, get the organiser to work with the webmaster to set it up, and change this field on Racesignup later.
- **Event website title** – “CLOK website”
- **Banner image** – This affects the stock image that appears on the event page. Select one of the Orienteering ones, probably
 - “Orienteering” for regular Sunday events (image is of a control in a forest)
 - “Orienteering (beginners)” for autumn / summer series or other Saturday events (image is of a family going orienteering)
 - “Orienteering (street O)” for lamp O (image is of an OpenOrienteeringMap)
 - There isn’t a great option for urban/sprint orienteering on a proper orienteering map – take your pick from one of the first two (I’ve asked Racesignup to find something better).
- **Personal timing device type** – “SIAC Enabled”
- **Password protect** – Unticked
- **Passcode** – Blank

Entry settings

- **Top section**
 - **Entries open** – Just set to the day you are setting things up. Real entries won’t actually open until you take the event out of test mode.
 - **Entry limit** – Zero.
 - **Entries close** – Set to 23:59 on the Thursday before a weekend event
 - **No amendments after** – Set to same as Entries close.
 - **After / Send an email for each entry** – Unticked
 - **Special event type** – Blank
 - **Event cancelled or postponed** – No
- **Event Landing Page**
 - **Badge text override** – Blank

- **Event short description** – This is a one liner that appears at the top of the event page (after the date and entry close date and before the banner image), e.g. “CLOCK invites you to a local event in Darlington”
- **Event long description** – This is a paragraph that appears below the banner image. Suggestion is to highlight the entry dates here, e.g. “For cheaper entry fees and guaranteed places enter by midnight Thursday 24th February. Late entries until midnight Thursday 3rd March, subject to map availability.” But you can also add other key detail if you want (but bear in mind that most people will have arrived here via a link from the event flyer, so don’t just duplicate all that).
- **Fees description** – Suggest including something like the following notes, as appropriate dates for your event. Note the use of pseudo HTML to get bullets. Adjust the dates. Remove the bit about cheaper rates if you are offering same fee for late entries (typically we do). Remove the senior novice fees for non colour coded events.

[ul][li]Entries before midnight [b>Thursday 31st March[/b] guaranteed a map. Late entries until [b>Thursday 7th April[/b] subject to maps.[/li]

[li]Adults on the orange and yellow course get junior entry fee.[/li]

[li]Students aged 21 or over get junior entry fee - please tick the Student box on the entry form.[/li]

[li]CLOCK members available to help - please let the organiser

[linkstart]mailto:<<insert email address>>[linktitle]<<insert name>>[linkend] know and enter with discount code [b>short22helper[/b] for 50% discount.[/li][ul]

We trust you to only use the discount codes for the intended purpose - we will be checking!

- **Hide map** – Unticked
- **Hide course panel** – Unticked
- **Hide fees panel** – Unticked
- **Hide entry numbers** – Unticked
- **Age settings**
 - **Age category list** – British Orienteering
 - **Age defined on** – 31st December
 - **Juniors younger than (years)** – 21
 - **Apply junior fee to students** – Ticked
 - **Minimum age for the event (years)** – 0
 - **Maximum age for the event (years)** – 0
- **Entry form settings**
 - **Entry limit per customer** – Set to 10.
 - **Sign Up Page Memo** – Blank
 - **Entry Form Memo** – Blank
 - **Allow the same person to enter more than once** – Unticked, unless you want to allow second runs in which case tick it (e.g. Saturday sprint/short races)
 - **Display Covid-19 message** – Unticked (now Covid is declining)
- **Credits and Withdrawals**
 - **Allow credits to be redeemed on this event** – Ticked

- **Withdrawal policy** – Automatically issue credit note
- **No withdrawals after** – Set to same as Entries close.
- **Withdrawal message** – “Your entry has been withdrawn and your account credited with your entry fee. The credit can be redeemed against entry to a future CLOK event on Racesignup.”
- **Send an email for each withdrawal** – Unticked
- **Auto-allocation of Bib Numbers** – leave unset
- **Car Share Scheme** – leave unset

Event phases

Not required for single day events. Use for multi-day events e.g. October Odyssey, or weekends where we allow single entry payments for both events. Also has been used for the two parts of C2G courses. Talk to Duncan if you need any of that.

Categories (Beta)

Not used.

Courses

For each course click New and fill in as follows:

- **Event** – Select your event
- **Phase** – Leave blank for single day events
- **Course Name** – Whatever it is e.g. “Short Green”
- **Course Long Name** – This appears in the course list on the event page.
 - For colour coded regional events enter same name but with bold highlighting (makes it stand out better on entry page) e.g. “[b]Short Green[/b]”
 - For urban events you include urban classes e.g. “[b]Course 3[/b] (Men Ultravet 65+, Women Supervet 55+)”
 - For autumn series include classes e.g. “[b]Youth / Vets[/b] (M/W18- and M/W55+)”
- **Display Order** – Increment by 10 for each, e.g. Brown = 10, Blue = 20, Green = 30 (the increments of 10 is just a good habit for display ordering allowing you to slot in other entries if needed later, e.g. Short Blue = 25).
- **Distance / Climb** – Leave blank. You may fill in later if/when you know them, but not essential.
- **Novice** – Tick for White / Yellow / Orange, leave blank otherwise. This is used to allow seniors to get junior entry fees on these courses.
- **Start lane** – Select the start lane defined earlier, typically just “Main”.
- **Entry Limit** – 0
- **Team competition** – (none)
- **Description** – Usually leave blank. For Acorn you may offer suggested age classes e.g. Blue = “Suggested long classes: M16A M55L M60L M65L W18L W20L W35L W40L W45L W50L”
- **Course minimum / maximum age (years)** – Usually 0, although for urban event courses on roads with traffic you may set minimum to 16 as per British Orienteering rules.

Classes

If you define classes then competitors enter by class e.g. “Men Ultravet 65+”, there is a pre-defined mapping of classes onto courses (e.g. that might be Course 3), and results can then be produced by class. If you do not define classes then you just enter by course e.g. “Blue”, although the course name can give an indication of suggested classes e.g. “Youth / Vets”.

- **Colour coded regional** – just define the colour courses and no classes.
- **Autumn / summer series** – just define the courses but use appropriate (long) names for suggested classes, e.g.
 - [b]Open[/b]
 - [b]Youth / Vets[/b] (M/W18-, M/W55+)
 - [b]Junior[/b] (M/W14-)
- **Lamp O** – just define courses (there may only be one!)
- **Urban** (and definitely required for UKUL events) – define classes and map to courses.
- **Acorn** – just define courses, but include suggested L/A age classes in the course Description.
- **October Odyssey** – define classes so that we can list results and winners by class for OO and North East Champs.
- **NE Night and NE Score** – define classes so we can list results and winners by class.

Fees

Our typical structure is to allow main entries up to the Thursday the week before a weekend event (9 before Saturday or 10 days before Sunday event), and then late entries up to the Thursday the week of the event (2 or 3 days before). We give numbers to the printers after the former date, including some extra, and input those limits in Racesignup so we can continue to accept late entries until maps run out. We have a surcharge for such late entries. After the final date the final entry list is downloaded and given to the SI Manager (you may give them an early copy to help initial set up of the event to make sure everything is working in SITiming).

To set this up, for the main entries click New and fill in as follows:

- **Event name** – Select your event
- **Phase** – Leave blank for single day events
- **Fee band name** – “Main”
- **Valid from** – Date you are setting up the event
- **Course** – (none)
- **Class** – (none)
- **Senior fee** – local events 5.00, regional events 8.50
- **Junior fee** – local events 2.00, regional events 2.50
- **Advanced Senior Fees**
 - **Senior non member supplement** – local events 0.00, regional events 2.00
 - **Senior non member supplement name** – local events blank, regional events “Non British Orienteering member surcharge”
 - **Senior novice fee** – local events 0.00, regional events 2.50
 - **Senior chip hire** – 1.00
 - **Everything else** – 0.00 or blank
- **Advanced Junior Fees**
 - **Junior chip hire** – 1.00
 - **Everything else** – 0.00 or blank

For the late entries click New and fill in as follows (differences to Main fees highlighted in red):

- **Event name** – Select your event
- **Phase** – Leave blank for single day events
- **Fee band name** – “Late”
- **Valid from** – The Friday the week before (8 or 9 days before)

- **Course** – (none)
- **Class** – (none)
- **Senior fee** – local events 6.00, regional events 9.50
- **Junior fee** – local events 2.50, regional events 3.00
- **Advanced Senior Fees**
 - **Senior non member supplement** – local events 0.00, regional events 2.00
 - **Senior non member supplement name** – local events blank, regional events “Non British Orienteering member surcharge”
 - **Senior novice fee** – local events 0.00, regional events 3.00
 - **Senior chip hire** – 1.00
 - **Everything else** – 0.00 or blank
- **Advanced Junior Fees**
 - **Junior chip hire** – 1.00
 - **Everything else** – 0.00 or blank

For national events we do not have a fixed fee. Speak to the organiser to agree what it will be.

Discounts

For helper 50% discounts (which we offer for main and late entries), click New and fill in as follows:

- **Event name** – Select your event
- **Discount name** – “CLOK helper”
- **Code** – Pick a code incorporating the event, year and “helper” e.g. “darlo22helper”
- **Start date** – blank
- **End date** – blank
- **Discount percent** – 50
- **Discount value** – 0.00
- **Fee only** – Ticked
- **Use limit** – 0
- **Reset used when cloned** – Unticked

We used to use discount codes for students getting junior fees. However, since summer 2022, Racesignup handles this automatically when entrants tick the “Student” box when entering (and if the “Entry settings” -> “Apply junior fee to students” is ticked.

Entry form – standard items

Include the following / change from default for new event

- federationMember – Mandatory, default yes, update text
- federationID – Update text
- ageCategory -
- ~~startLaneName – Mandatory, In public start list (if using start times)~~
- student – Default no
- classID – Include if classes are defined (and untick courseID)
- discountCode – Non-member exempt, In public start list
- chipHire – Default no, update text
- chip – Update text, edit after payment
- affiliatedClubId – Non-member exempt, display order = 30
- name – display order = 20

- sex – Change to gender
- email – Mandatory
- phone – Mandatory
- addressline1 – Mandatory
- addressline2
- town – Mandatory
- postcode – Mandatory
- iceName – Mandatory
- icePhone – Mandatory
- adhoc1 – Update text to use for medical information
- organiserOptIn - Don't include

Entry form – custom items

Just includes “I have read and will abide by the British Orienteering code of conduct.”

Series events

Not used

Race information

Leave blank – from the event settings you get a link to the flyer on the CLOK website which suffices, and we avoid duplicating that information here and risking it becoming different.

Appendix B: Entries file

The Racesignup entries XLSX file produced with the “SI Export” data export has the following columns:

- RaceNumber
- CardNumbers
- MembershipNumbers
- Name
- Category
- Club
- Country
- CourseClass
- StartTime
- StartTimePreference
- EnvelopeNumber
- NonCompetitive
- Seeded

Appendix C: CLOK admins

The following people have admin access on the CLOK account in Racesignup:

- Duncan Archer, duncan.archer77@gmail.com as main admin and setting up most events
- Richard Rigby richardrigby@doctors.org.uk for accessing entry income data
- Di Wright dichris.wright@outlook.com for downloading entries as SI Manager

- Joe Trigg joe.trigg@ntlworld.com for downloading entries as SI Manager
- Marion Archer marion.archer45@gmail.com for downloading entries as SI Manager
- Alastair Mackenzie aomackenzie@hotmail.com for downloading entries as SI Manager
- Mary Fleming development@clok.org.uk for CDO activity
- Phill Batts

Appendix D: Unused features

There are a couple of features that we have used for past CLOK events, but do not currently use. Details retained here in case they are needed again in the future.

Second runs

At some of our Saturday and event events we used to offer second runs. However, offering second runs like this through Racesignup is all quite awkward and messy. It is easier to just let them ask for a second run and handle completely on the day. The SI manager will have to fiddle around in SI Timing anyway, so they may as well just put in the new entry from scratch on the day.

This is done with a special discount code that gives them a £1 entry. You can identify them in the public entry list in the Discount Code column. These people end up in Racesignup with the same SI-card number for both runs, which is technically “correct” but would confuse SITiming because when they download SITiming wouldn’t know which entry to associate their run with. So SITiming complains if you upload an entries file where the same SI-card appears twice.

Instead we change their second entries to have a blank SI-card number, tell the SI manager who the people are, and when they download for the first time the SI manager edits their second run entry in SITiming.

To identify the second run entries, go to the public entry page, and look for usage of the second run discount code in the Discount Code column. To edit their SI-cards:

- Select “Manage the entries” in the top menu bar
- Click on your event in the table
- Click on the “Entries” tab below the table – this brings up a list of entries
- Find a second run person by starting to type their name in the “search by keyword” box above the list of entries, and click on the row for their second run (usually the one on a shorter course and with a later start block).
- Click on the edit icon on the row for their second run.
- Change their “Chip” number to be blank
- Repeat for other second runners.
- Tell the **SI Manager** who they are and their SI-card number.

Bulk emails

If the organiser would like you to send an email to all entrants (e.g. with final notices)

- Select “Setup the event” in the top menu bar
- Click on your event in the table
- Click on the “Bulk Emails” tab below the table

In practice we rarely do have a need to send any bulk emails.

Start lanes

During Covid we assigned blocks of start times, with a limit per block. Now Covid is largely behind us, for local and regional events we typically don't ask for any start time preference and assuming people will naturally arrive and distribute across the start window. However if you expect a large entry you might want start blocks (and for National events and above – e.g. October Odyssey or CLOK Acorn – the BO rules say you must have allocated start times).

For most local and regional events, the easiest thing to do is define a single “lane” that offers entrants the choice of a 15 minute window, and we limit to 30 entrants per 15 minutes.

Click New and fill in as follows:

- **Event name** – Select your event
- **Name** – “Main”
- **Starts from / To** – Range of starts. Saturday local events typically 10:00:00 – 11:00:00, and Sunday regional events typically 10:30:00 – 12:30:00.
- **Interval (minutes)** – 15
- **Starts per interval** – 30

If you want to offer exact start time allocations (a requirement of National events like the Acorn and October Odyssey), you need to create a separate start lane for each course, and set Starts per interval = 1. If you want to allow starts on every course on every minute then set Interval = 1. Alternatively you may want different courses on alternating minutes, e.g. Brown, Green, Very Short Green, Orange, White on even minutes, and Blue, Short Green, Light Green, Orange on odd minutes. In that case set Interval = 2, and for the former set of start lanes set Starts from to e.g. 10:30:00, and the latter set to 10:31:00.

Even with such allocated starts, we still usually allow punching starts, and start officials are lenient on late starters!

Start lane slots

Usually no need to adjust anything this section, although you can make some overrides if necessary. Speak to Duncan if you think you need this.