SI Manager CLOK events- a guide for Dummies. Updated November 2023

This is my personal crib sheet based on notes and teaching from Marion Archer. It is not a comprehensive manual just a practical aide memoire for someone new to it all. Any errors are my own. It has been an iterative document and I am happy to amend and learn new or better ways of doing things. Carolyn Rigby

The computer

1.   Collect computer (CLOK 01 or 02)
2.   Log on: 1969
3.   Create an Event folder on the laptop: *File Explorer / Documents / Clok things / year*. Create a new folder titled *"YYMMDD event name"*
4.   Get an XML course file from the planner who produce it from Purple Pen
5.   Download the XML file onto a memory stick and then upload onto CLOK computer into the event folder you created- [don't try to open just move across]
6.   Get the XLSX entries file from the Racesignup admin who gets it from Racesignup
7.   If people are entering in start blocks rather than specific start times (or punching start) then *in Modify Event > Key Settings* you should untick *validate start times are unique on each course?*

Create the event in Si Timing

8.   Open "Si Timing" which is an icon on the laptop
9.   Select database *localhost\events5.* Connect.
10.   Check time on laptop is correct (especially after clocks go forward or back if setting up before the change)
11.   Add a S*ingle event.* Insert *name /date /event type (orienteering.* Add *Splits Advertising* – next event / results at clog.org. *Untick* Create a safety control or punch registration. **Save**.
12.   Select the event and then select Modify the Event (from the L hand menu). Work down the list from basic details down- usually don't change anything! (start time allocation may sometimes be used but not for start blocks) (under SPORTident Settings may need to change earliest punch if evening event as times out after 12h and defaults to 0600 start) Definitely don't change anything after "download options"
13.   Then select "Event Home" and *validate the event* to refresh the changes
14.   Create a Backup of the event from *Main Menu / Backup* into folder created.

Add courses

15.   To add **courses.** From Main Menu choose *Courses* and then *Import XML courses*. Click on *filename* and search in Clok things: select the appropriate xml file from Planner. For *"classes import type"* choose the middle option *"import from file"* then *"read file"*. Say yes when asked if you want to proceed and agree to a recalc if asked.
16.   [*Classes import type*: for events entered by course name (e.g. colour coded or Vet/Youth) use *"create default classes"*- for events entered by age class you want *"import from file"* which will create classes present in the file which the course planner has put into the course planning software]

Add entries

17.   After the closing date get the **entries** (XLSX file) from Racesignup.

18.   Assign hire dibbers before importing- or can add after

19.   Put hire dibbers into envelopes and have a list of hire dibbers to check off when collected/ returned

20.   Download the file onto a memory stick and upload onto the computer into the folder in Clok Things previously created

21.   Open *"Si Timing"*: Select localhost\events2. Connect

22.   To add entries. From Main Menu choose *Entries* and then *import/export entries* Then *Import CSV/XLSX Entries*

23.   File type *Excel*

24.   Entries import mode *Delete Existing then Add All*

Make sure the names of the courses are the same on the course file and entries file – if not, (shown by Si Timing not recognising the entries on some courses), change the course names to match. Now, re-import entries.

Back-up and results

25.   **Back-up** once the entries are loaded – prepare the back up folder ono the laptop and a memory stick.

26.   **Results**. Save a set of results to the laptop folder. (There will be nothing in this file, but you have the file name there ready. Next time it says "*a file already exists. Do you want to overwrite it?"* Answer YES).

   a.   Go to Home / Results / Export results / Export OE file. On next page, for file name, navigate to your event folder, add the filename *20220129 Stockton results OE.* File destination is *OE standard*. Click write file.

   b.   Go to Home / Results / Export results / Presentable CSV results and same process.

   c.   After last finisher has downloaded, do this again. Then transfer the two files to your memory stick. Send to Alastair when you get home. (He might bring a stick to take them away).

Safety Check at the event

27.   After all entries have started, get the Check box from Start team (& Start box just in case). The purpose is to download all the punches in that box which will, when saved, tell you which people & courses have not yet finished (i.e. the Safety Check).

   a.   Go to *Home / Data Collection / Collect punches / Read punches (slave).* Connect to the port of the Si Master box with the stick that looks like a cigarette- put red end in the download box and then put she start box face down so the "cigarette" joins the two) Check box first then start box. (you need to stop downloading or use another box). Use download screen-*Up- Stop download.* Then *Connect / Read Station Memory / Save*.

   b.   Now go to *Home / Safety Check / View Outstanding Participants* – magic, you have a list of all those out on course!

   c.   You can also view them from *Home / entries* if you sort the list by *"most recent download"*. Make sure *max number to return* is more than number of runners. At the bottom are all those not yet downloaded.

28.   If second runs: Print out the list of **second runs** (Racesignup) sends you, including their Si card numbers. As these people finish their first run, go to Entries, click on bottom search button and list will come up then click on their name for second run and then *"Modify Entry"* and change the Hire card to their Si number. You can also tick the box that says *non-competitive. Save.*

29.   Good to have a paper copy of the final details ready you can refer people to when they have questions and you are busy

30.   If EOD have some slips ready for them to fill their details in to be entered when you have a minute (Name/ Club/ SI no./ BOF no./ Course/ Age class/ Mobile no./ Emergency contact no./ Lone traveller)

At the event

31.   Connect computer, printer and download box

32.   Check if spare maps in case people want to change their course

33.   Open event: SI timing icon x 2- One for download One for courses/ add entry

34.   For download screen it will ask if you want to set the master station to PC time- tick Yes

35.   Download mode choose: *automatic manual or error or misspunch* and *automatically switch off SI air*

36.   Printer Can test printer by adding a dummy entry using own SI number- spare or own- and download the SI card

37.   Printer: connect printer it is QL700 or 550 (tape settings should be automatically set up on the CLOK01 or 02 computers but consider testing day before)
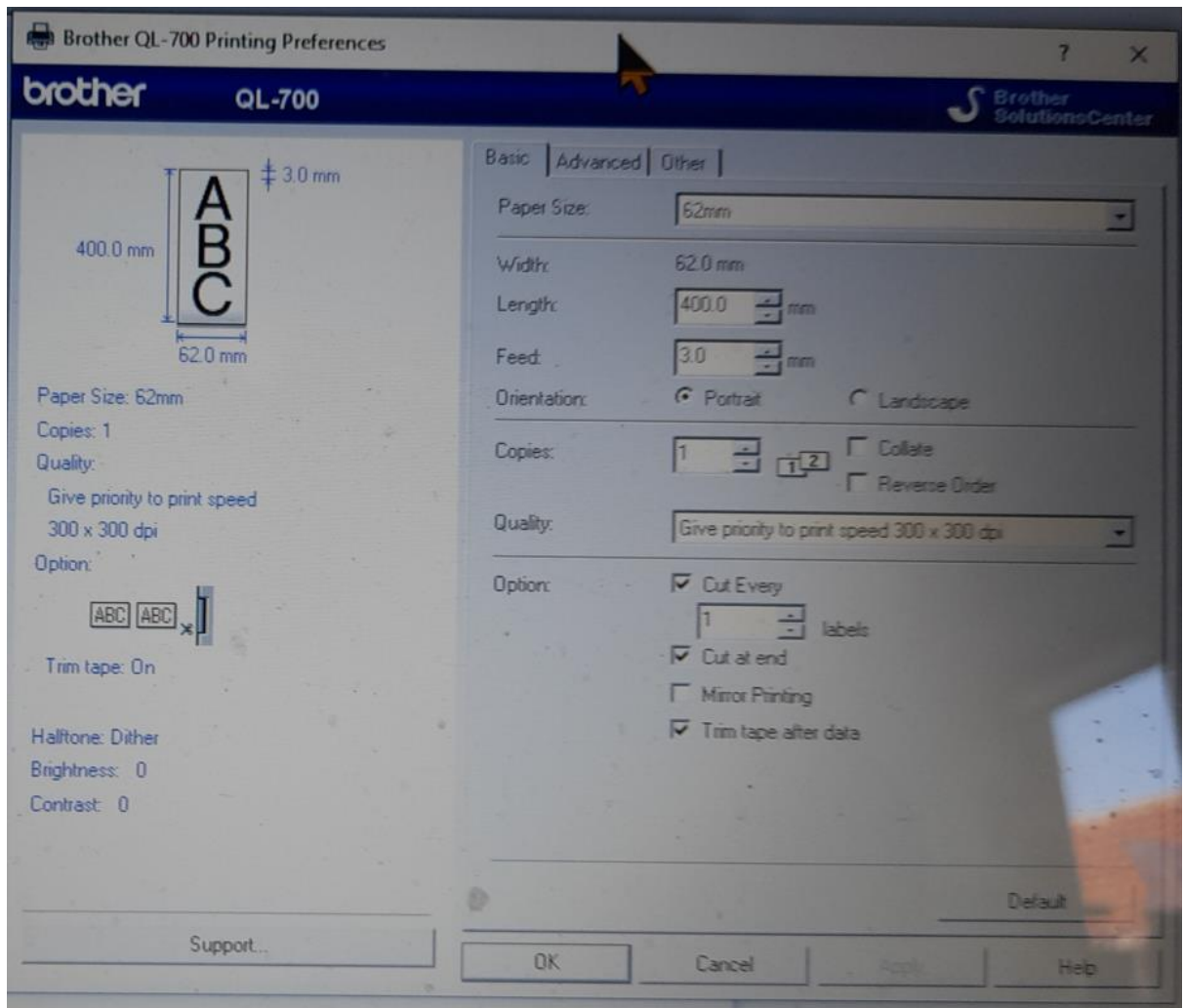
38.   Get memory stick from controller and go to Downloads and do a SI data dump make a note of the controller's dibber that he used to wake up the controls so don't think you have a missing competitor! This helps to prove also they were working at a certain time.

39.   Be aware if there is a misspunch you will have to over-ride

How to use SIConfig+

Aim is to link all control boxes used by the planner to the master box (download) while checking that they work and have enough battery life.

1.   Open SI Config+ on CLOK laptop. Attache a master box. Click on top left for that device (top blue)

2.   Click *Direct/Remote* and select *Direct* for reading the master station. Click *Settings*. Click *Set Time*. This synchronises with the laptop time. (There may be awarnign about changing sessions but click OK)

3.   Click *Direct/ Remote* again to select *Remote* for reading SI boxes. Put cigar stick in the Master Box (black bottom)

4.   Arrange control boxes to be programmed in order from the lowest number upwards ready to work through them

5.   Put first box on the master and click *Settings* (sometimes it won't wake up immediately so you may need to switch on the first SI box using any SI card or wiggle and repeat)

6.   Check the various settings
   a. *Number* is correct (tick make sure on to increase code number by + 1 for each box when doing multiple control boxes)
   b. *Operating time* should be 4 hours for us (default is 12)- may need longer if wake up early (04:00:00)
   c. The *Operating mode* for our control boxes is **BC CN Beacon Control** (enables touch free punching/ SI air)
   d. For the Start/ Finish/ Clear/ Check the *Operating mode* will be with **NO beacon**
   e. *Advanced settings* will normally be correct
   f. Make sure the *Switch Off* button (top left) is ticked

Click **Apply** or press **Enter**. Automatically the stored punch information is cleared, the time is synchronised with the laptop and the box is switched off

   • The box will move to +1 ready for the next box
   • Note the screen will still show the rest of the settings as in the box you have just done. Check the *voltage* is > 3.10 (if lower it will be OK but report it to the Computing Manager (Marion Archer))

7.   Now put on each control box in the number order (no need to switch them on or to change any settings). Simply click **Apply** or press **Return** for each one. SI Config+ does it all including switching off and moving the number to +1 each time. (Sometimes a box does not immediately switch on, just retry. If it still fails click Read and it should wake up or even dib it- check the settings in 6 again before proceeding)

8.   When finished with controls do something similar for **Starts, Clears etc**. Put on each box and click **Read**. Now check the code number (Between 0 and 30) and operating mode and dick the box to switch off. Click apply. Remember to do the two blue boxes as well