

GAOC Epunch Procedure

Local Meet – 1 Day – Use OE2003



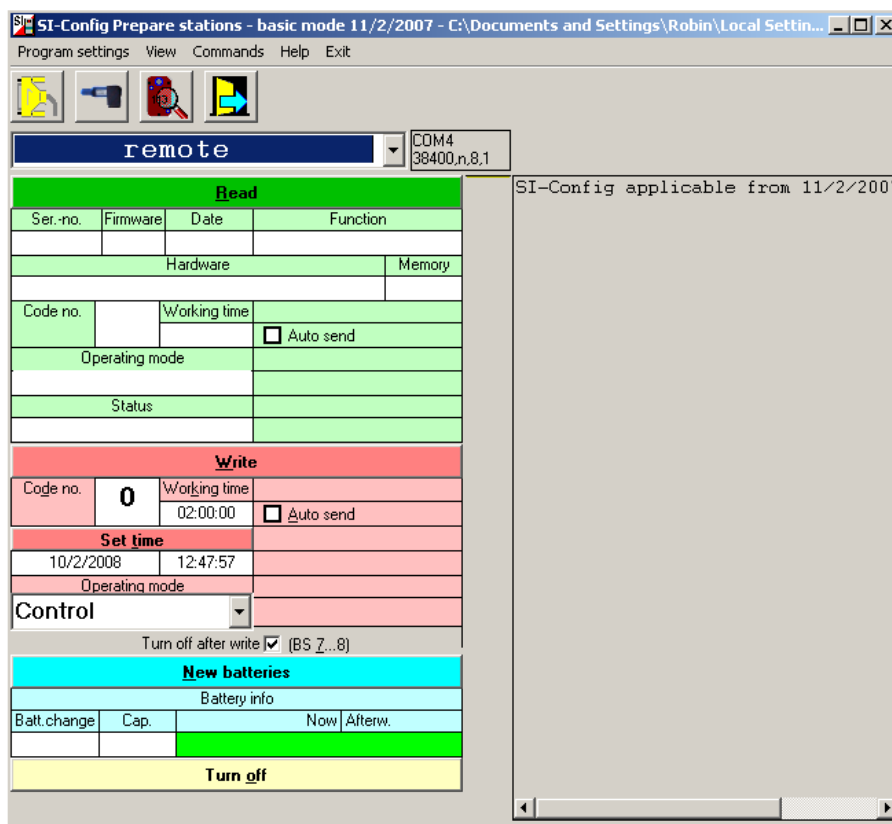
To set up a new event: (Do ahead of time)

1. Open OE2003 (image above)
2. Choose <Event> then <New> in main window
3. "Create a new event" window will open
 - a. Given the event a name and date
 - b. Set "Zero Time" to 0
 - c. Click on "SPORTident" button
 - d. "SPORTident settings" window will open
 - i. Check "Use start station for real time start"
 - ii. Check "Use finish station"
 - iii. Mode should be "Time taking"
 - iv. Event duration should be "less than 12 hours"
 - v. Hit "OK" button
 - e. Hit "OK" button on "Create a new event" window
4. In main window, choose <Event> then <Archive><Import>
5. "Copy archive data into current event" window will open
 - a. Choose "Classes" from drop down menu
 - b. Hit "Copy"
6. In main window, choose <Event> then <Archive><Import> again
7. "Copy archive data into current event" window will open
 - a. Choose "Clubs" from drop down menu
 - b. Hit "Copy"
8. In main window, choose <Courses> then <Controls>
9. "Controls" window will open
 - a. In first row put:
 - i. No – 101 (or first control in sequence you will use)
 - ii. Type – Control
 - iii. Description – Control 101 (or first sequence number)

- iv. Hit "Enter" on keyboard
 - b. 2nd row will automatically copy next control number in sequence, keeping hitting "Enter" until sequence is complete or enter rows manually
 - c. After last number in sequence, hit "save" (floppy disk icon).
 - d. If extra row is present, hit green go-back arrow icon on toolbar
 - e. Close "Controls" window
- 10. In main window, choose <Courses> then <Courses>
 - a. In first row put:
 - i. No – 1
 - ii. Description – Red (or first course name)
 - iii. Length – length of course
 - iv. Climb – optional
 - v. Start – leave blank
 - vi. Run in – optional
 - vii. Tapes – Choose "None" (unless other applies)
 - viii. Controls – temporarily leave 0
 - ix. Code checking – "Normal" for regular meet, "Mixed" for Score course
 - x. Divider – leave blank
 - xi. Hit tab key to save, it opens the next row
 - b. Fill out subsequent rows, one for each Epunch course
 - c. After last course, use green go-back arrow if extra row appears
 - d. On each row, perform the following operation:
 - i. Click on "0" in the Controls column, then click dotted tab
 - ii. "Controls of [course] will open
 - iii. Drag/drop each control, in sequence, on that course from the right column to the left column
 - iv. Once all controls on that course are listed, in order, in the left column, click "OK" button
 - v. Number of controls on the course will appear in the field "Controls" for that row. If number is not correct, click on dotted tab and correct.
 - vi. Hit "Save" icon on toolbar
 - e. After last course, use green go-back arrow if extra row appears
 - f. Close "Courses" window
- 11. In main window, choose <Courses> then <Classes>
- 12. "Assign classes – courses" window will open
 - a. Imported classes will show up, one per row and may have the same name as the course. If not correct, correct on main window, choosing <Entries> then <Classes> and return to this window and hit "update" (double arrow) icon
 - b. For each row, choose the correct course from the drop down menu under "Course", then hit Save icon
 - c. Close "Assign classes- courses" window
- 13. OE2003 is now set up for your event.

Next Step – Program control units (red boxes):

Note: Make sure your computer clock time is set correctly using an atomic clock



To program control units (red boxes):

1. Open SI-Config (image above)
2. Attach a USB SPORTident master station you your computer
3. Put coupling stick into hole in master station
4. Choose <Program settings> then <Serial port> or click on Serial port icon
5. Choose correct "Com" number setting for the master station port
6. In the top pull-down menu, set to "remote"
7. In the red area, set "Working time" to 01:00:00
8. On the gray bar under the red area, check "Turn off after write"
9. For each control unit (red box):
 - a. Place unit top down over coupling stick on master station, be sure the holes in the master station and control unit are aligned
 - b. For units going onto control flag stands:
 - i. In the red area, put the control number in the white field to the right of the "Code no." red box, control numbers must be in the range from 31-255
 - ii. In the red area, choose "Control" from the Operating mode drop down menu

- iii. Click on red bar labeled "Write"
 - iv. Vertical progress bar will appear and right column will show details of the program setting the control, listen for confirming beep
 - v. If Stop sign or error message appears, check alignment of unit's hole to the hole on the master station
 - vi. Check the green area, it will contain the information now on the control unit. If correct, go to next unit. If not, go back and program again.
 - vii. Further info on the control unit (for maintenance purposes) will also be on the screen
 - viii. Code no will automatically advance to the next number in the sequence. Change if necessary.
- c. For units used for administrative controls Start/Finish/Clear/Check:
- i. In the red area, put the control number in the white field to the right of the "Code no." red box, control numbers for administrative units must be in the range from 1-30.
 - ii. In the red area, choose "Start", "Finish" "Clear (completely)" or "Check" from the Operating mode drop down menu.
 - iii. Click on red bar labeled "Write"
 - iv. Vertical progress bar will appear and right column will show details of the program setting the control, listen for confirming beep
 - v. If Stop sign or error message appears, check alignment of unit's hole to the hole on the master station
 - vi. Check the green area, it will contain the information now on the control unit. If correct, go to next unit. If not, go back and program again.
 - vii. Further info on the control unit (for maintenance purposes) will also be on the screen
 - viii. Code no will automatically advance to the next number in the sequence. Change it and the Operating mode as necessary.

Day of the Meet

Setting Up

To set up the Epunch system for a local meet:

1. Pick a place that will be out of the direct sun all day so that the computer screen can be read.
2. Set up the GAOC laptop or other computer
3. Connect computer and USB hub to electricity with battery backup surge protector, if no electricity, connect to generator with surge protector strip.
Note: USB hub should always be on battery backup if available
4. Connect the USB hub to the computer
Note: Epunch program equipment will not function correctly if connected to the wrong Com port. Follow the directions on the labels to be sure it's used on the correct Com port.
5. Connect the following to the USB hub
 - a. "Register" master station
 - b. "Download" master station
 - c. Printer
6. Turn on the computer and open OE2003
7. Choose <Event> then <Select> in main window
8. "Select event" window will open
9. Choose the correct event for today, then click on "OK"
10. In main window, choose <Entries> then <Direct Entries>
11. "Direct entries" window will open
12. If "Archive" window doesn't open automatically, choose <Archive> then <Show archive table>
13. Choose <SPORTident> then <Port> or click Serial port icon
14. "Port settings" window will open
15. On "Basic settings" tab, choose the following options:
 - a. Port – Com port on Register master station label
 - b. Baud rate – 38400
 - c. Data bits – 8
 - d. Parity – None
 - e. Stop bits – 1

Note: If using the GAOC computer held by Guido, set the Com port to 4 for Register and 5 for Download, but maintain the number guides on the physical set up for the USB hub.
16. Click on "OK"
17. Click on green circle (activate master station) on tool bar, SI status station light (larger red light) should turn green. If not, check master station connections and port settings again.
18. Place the "Direct entries" window at the top left of the computer screen, just below the menu bar of the main window
19. Without disturbing the "Direct entries" window, in the main window choose <Competition day> then <Read SI cards>

20. If you get an error message "Com port not ready", click "OK"
21. The "Automatic print settings" window will open
 - a. In the "Label layout" drop down menu, choose "SI Result Sheet" or other pre-determined print layout.
 - b. Check to be sure the "Settings" area lists the printer you are using. If not, click on the button with 3 dots and choose the correct printer, then click "OK"
 - c. In the "Automatic print settings window, click "OK"
22. Position the "Read SI cards" window in the bottom of the screen and click on a blank area of the "Direct entries" window to bring it in front of the main window. Position all windows so they may be seen at the same time
23. In the "Read SI cards" window, choose <SPORTident> then <Port> or click on the Serial port icon
24. In the "Port settings" window, choose the following options:
 - a. Port – Com port on Download master station label
 - b. Baud rate – 38400
 - c. Data bits – 8
 - d. Parity – None
 - e. Stop bits – 1

Note: The Com port for the Download master station MUST be different than the Com port for the Register master station.
25. Click "OK"
26. Click on green circle (activate SI reader station) on tool bar, SI status station light (larger red light in lower corner) should turn green. If not, check master station connections and port settings again.
27. In the "Read SI cards" window, choose the following options:
 - a. Name – First name Surname
 - b. Time format – HH:MM:SS – relative to zero time
 - c. Results sheet – Automatic [1]
 - d. Quick read box should be checked

Registering Competitors into the Computer

Note: It's important to completely register one competitor before allowing the next competitor to insert his/her Ecard into the Register box. A call-up line is recommended.

1. For each competitor:
 - a. Have competitor insert his Ecard into master station hole, waiting for flash and beep

Note: If Ecard is being reused, see specific instructions below first.
 - b. If the Ecard is owned and in the Archive:
 - i. The competitor's Ecard number, name and club will come up.
 - ii. Check name and club with competitor
 - iii. Check that M/F field is correct

- iv. Choose the correct class from the drop down menu of the “Class” field
- v. If desired, a bib or registration form number may be entered in the “Start number” field
- c. If it’s a rental Ecard or not in the Archive:
 - i. The Ecard number will come up and the “Rented” box will be checked if it’s a GAOC rental card.
 - ii. Enter the competitor’s name, club from the drop down list, M/F, Class and start number (if used). If multiple names, do not use the “&” sign or commas, use “+” or “and”.
 - iii. If the club is not in the drop down list, add the club by clicking on the “Create a new club” icon on the toolbar (control with green plus)
 - 1. The club number will be assigned automatically, if not choose a number greater than the number of clubs in Archive
 - 2. Enter the name of the competitor’s club in the “City” field
 - 3. Leave all other fields blank
 - 4. Click on “OK”, the club will be displayed in the “Club” field and will be added to its drop down menu
- d. Hit “Enter” on the keyboard to save the competitor, his info will appear in the large window above. If you need to change any info after hitting “Enter”, see “If the entry needs editing” below.
- e. If the Ecard is not in Archive:
 - i. The Ecard number will come up
 - ii. Enter the competitor’s name, club from the drop down list, M/F, Class and start number (if used).
 - iii. If the club is not in the drop down list, add the club as above.
 - iv. Hit “Enter” on the keyboard to save the competitor, his info will appear in the large window above.
- f. If Ecard is being re-used:
 - i. Determine that the first use of the card is complete and the competitor’s results are final and error-free
 - ii. From the Main window, choose <Entries> then <Entries>
 - iii. Locate the Ecard number in the competitor list
 - iv. Place a “9” before the Ecard number in order not to overwrite the results of the first use of the Ecard
 - v. Click on the “Save” icon
 - vi. Clear and Check the Ecard
 - vii. Register the Ecard normally with the new/2nd use
- g. If the entry needs editing after it’s in the main window:
 - i. Minimize (don’t close) the “Direct entries” window
 - ii. In main window, choose <Entries> then <Entries>
 - iii. Choose a sequence from the drop down menu in the top toolbar, then find the competitor

- iv. Edit as needed, then click "Save" icon
 - v. Close or minimize the "Entries" window
 - vi. Restore the "Direct entries" window
 - Note: The incorrect entry in the "Direct entries" window will not change, but it will be overridden by the corrections made in the "Entries" window
2. Once the competitor's Ecard is registered in the computer, the competitor should be directed to Clear and Check his Ecard
 - a. To Clear the Ecard of data from a previous use, insert the Ecard into the hole in the control unit (red box) marked "Clear"
 - b. Wait for the flash and beep (long wait), then remove the Ecard
 - c. To Check the Ecard is ready for a new use, insert the Ecard into the hole in the control unit (red box) marked "Check"
 - d. Wait for the flash and beep, then remove the Ecard
 - e. The Ecard is now ready for use
 3. Direct the competitor to the Start control unit, pointing out the location of the Finish control unit.
 4. Instruct the competitor to return to the Epunch computer station to Download once he has finished his course.
 5. Start the competitor -- The competitor's time begins when he inserts his Ecard into the Start unit and ends when he inserts his Ecard into the Finish unit.

Download Procedure

1. When the competitor returns from his course, instruct him to insert his Ecard into the "Download" master station, waiting for the flash and beep
2. In the "Read SI cars" window, the competitor's name, time (or mp), Ecard number, and start number will show in the lower window in large type for easy reading as well as in the upper window
3. Messages concerning the competitor will be in the upper window below the competitor's information.
4. If a rental Ecard is indicated, remind the competitor to drop the Ecard in the rental return bucket
5. Inform the competitor of error messages
6. A results sheet for the competitor will automatically print

Establishing Competitors Still on Course ("Missing Runners")

1. Download the Start box
 - a. From the Main window, choose <Competition Day> then <Evaluate SI stations>
 - b. From the Evaluate SI stations window, choose "Read SI stations" from the bar at the top of the window.
 - c. In the "Read SI stations" window, click on the Port icon and choose the Com port for the Register master station

- d. Insert a coupling stick into the hole on the Start control unit, with the large end of the coupling stick in the control unit's hole
 - e. Set the Start control unit upright on the Register master station, inserting the coupling stick into the master station and aligning the holes on the control unit and master station
 - f. Click on the "Read" button, after a few seconds, the red dot should turn pink, indicating the Start unit is being read. 20 competitors at a time will display
 - g. Once all competitors' Start times have been read, the "Save" button will become active. Click on the "Save" button.
 - h. Repeat for each Start control unit being used.
 - i. Close the "Read SI stations" window, then close the "Evaluate SI stations" window.
2. Missing Runners report
- a. From the Main window, choose <Competition Day> then <More reports>
 - b. Choose "Missing runners" from the bar at the top of the window
 - c. Make sure all runners are highlighted in blue. If not, click on the "Select/deselect all" bare at the bottom of the window.
 - d. Click "OK" button.
Note: If a competitor is on his/her 2nd course, the time on course will be from their first start.
 - e. Minimize this window, then restore and click the update/reload icon to continue to track missing runners.

Troubleshooting and Error Correction

1. If a control is lost or doesn't function, or otherwise needs to be replaced:
 - a. In the Main window, choose <Competition Day> then <Replacement controls>
 - b. In the left column, enter the number of the original control.
 - c. In the right column, enter the number of the replacement control.
 - d. Close the "Replacement controls" window.
Note: The original number code should remain on the control site and, if possible, on the replacement control unit. The computer will make all adjustments so the competitor and download operator will not need to do anything to adjust for the replacement.
2. If you need to change any information on the competitor once you've entered him/her into the Direct Entries window:
 - a. Minimize (don't close) the "Direct entries" window
 - b. In main window, choose <Entries> then <Entries>
 - c. Choose a sequence from the drop down menu in the top toolbar, then find the competitor.
 - d. Edit the competitor's information as needed, then click "Save" icon

- e. Close or minimize the "Entries" window.
 - f. Restore the "Direct entries" window.
- Note: The incorrect entry in the "Direct entries" window will not change, but corrections made in the "Entries" window will override the original entries in the "Direct entries" window.
3. If competitor asks for details or disputes error messages, details may be obtained thus:
 - a. In the main window, choose <Competition day> then <Evaluate SI cards>
 - b. In the "Evaluate SI cards" window, choose "Name" from the drop down menu on the top toolbar
 - c. Locate the competitor on the list and highlight
 - d. Read detailed data in the lower window and some data may be changed if incorrect, be sure to Save any changes made
 - e. To reprint a results sheet, choose <Result sheets> then <Current result sheet> from the "Evaluate SI cards" menu bar or have the competitor download again and click on "Yes" when asked if you want to Overwrite.

 4. When downloading, if the computer does not recognize a Ecard, it a shield will appear asking for a Start Number.
 - a. This is the same as a Bib number. If bibs are being used, enter the bib number.
 - b. If bibs are not being used or the bib number entered is not recognized, cancel out of the shield. The computer will ask if it should put the competitor into a Reserve slot. Click on "Yes." This error will most likely occur if the competitor missed registering his/her Ecard into the computer before Starting.
 - c. From the Main window, choose <Entries> then <Entries>. Locate the Reserve competitor and verify that's the competitor by matching the SI-card number to the finger Ecard.
 - d. Change "Reserve" to the name of the competitor and correct his/her Club and other information.
 - e. Click on "Save" icon.
 - f. If the competitor wants a new split time sheet, he/she may download again, click on "Yes" if asked to Overwrite initial download.
 - g. Minimize or close the "Entries" window.

 5. If it is determined that a control needs to be thrown out or otherwise not checked in the punch verification process:
 - a. For individual runners:
 - i. From the Main window, choose <Competition Day> then <Evaluate SI Cards>
 - ii. Highlight the runner to be corrected.

- iii. In the top menu bar, choose <Actions>, then <Insert control (this runner)>
 - iv. In the "Insert control" window, type in the number of the control to be inserted for this runner only.
 - v. Click on "OK" button.
 - vi. In the "Evaluate SI cards" window, with the runner highlighted, click on the "Save icon.
 - vii. A "Wrong punches" window will appear, click on "Yes" button.
- b. For everyone:
- i. From the Main window, choose <Competition Day> then <Evaluate SI Cards>
 - ii. In the top menu bar, choose <Actions>, then <Insert control>
 - iii. An "Insert control" window will appear, type in the number of the control to be inserted for all runners.
 - iv. Click on "OK" button.
 - v. A new "Insert control window will appear, showing all runner effected by this action.