

## OpenTrack Competition Management System

This first page is a precise checklist of all important details during setup. It may be useful to print only this page out to tick off each item yourself. It is recommended that you go through it at least a day before your event, so you have the time to fix any problems you find.

- Have you checked you have working, **consistent**, wifi or 3G on site, at your funnel?
- Do you have several backup options in case the main wifi/3G network goes down? You can use a dongle or mobile tethering. Always have paper and pens with you just in case.
- This may seem obvious, but with multiple electronic devices there is always the threat of rain. Are you sure the weather will not interfere with your electronic devices? There are several waterproof solutions for electronic devices available online.
- Have you set up an excel spreadsheet where you can paste the results into?
- Do you have any error codes? It is possible and useful to enter a number when recording which matches an error code agreed on beforehand. For example, '999' can stand for 'men's senior, team A without bib' (make sure this isn't a pre-assigned race number first!).

# User Guide For OpenTrack Competition Management System

This is a brief user guide to the Opentrack Competition Management System (OCMS). Our simple and robust system has been designed to be intuitive and simple to use, and has now been tested at various events.

Race organisation has 3 stages:

- A. Taking entries
- B. Recording times and positions
- C. Calculating results

We will go through these stages in order. However, before we can start, the OCMS has to know who you are.

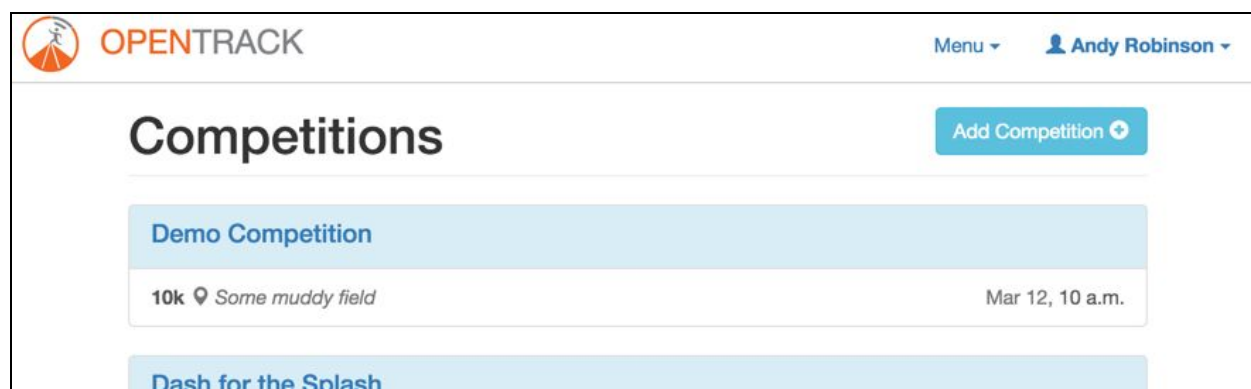
## Getting started with OCMS

1. Go to <https://opentrack.info/>
2. **For the Surrey Leagues your colleagues could try one of user1,user2...user9 all with password “run” if they are not already registered.**

Otherwise, there are a few options for logging in. Either simply login with Facebook or Google if you have an account with them.

Alternatively, if you have neither but are registered with Opentrack login with your username and password. To register with Opentrack click on the “Sign In” option on the top right of the page. Your friendly OCMS operator will set up a link to your event and give you and your colleagues permission to edit/run it.

3. Click “Competitions”. You should see this.



4. Competitions yet to start are displayed at the top. Select your competition, for example a 10k.

This competition only has one event, but there could easily be more, e.g. men's race, women's race or juniors.



Select the race by clicking on where the 10k would be in the screenshot above.

You will then be taken to a **race detail view**. If you are an official you will see a **dashboard**.

## A. Taking Entries

If you have to start from scratch this is where you can enter the runners names and details. If OpenTrack are helping with your entries you should see an already populated list from our online entry system. If not, an organiser would get this data ready in Excel or a Google Sheet. The columns should be the same as given below:

- “bib” is the number they will be wearing
- “ag” is “age/gender”; each separate category will produce listing for prizes and general interest. There is no prescribed codes, choose whatever works for your competition.
- “team” can be any string which is consistent across team members.

**Click “Start List” to see the start list provided.** You don't need to edit this, but if you wish you can select and copy-paste to and from Excel using “Ctrl-A”, “Ctrl-C” and “Ctrl-V”, or edit individual cells.



10k

# Edit Start List

Save start list

	bib	given_name	family_name	ag	team
1	1	Mike	Allen	M-50+	KPMG
2	10	Heather	Binney	F-50+	Tadworth AC
3	100	Margaret	Kodz	F-50+	
4	101	Carolyn	Langridge	F-40+	
5	102	Jonathan	Langridge	M-40+	
6	103	Graham	Langworthy	M-OPEN	
7	104	Charles	Leonard	M-40+	
8	105	Sarah-Jane	Littleford	F-OPEN	
9	106	Andy	Martin	M-OPEN	
10	107	Alan	Matthews	M-50+	

Now go back by clicking the name of the match on the breadcrumb at top. **You can always get back to the match detail view screen by clicking on this breadcrumb, no matter where you are.**

## Taking times and results

The great strength of OCMS is that no specialised devices are needed to deliver a professional full set of results, all the results are stored directly on our servers. Smartphones and/or laptops should be sufficient. **However, there has to be a decent signal between them.** Sadly, some cross country starts and finishes are located in areas of weak signal strength, hence we would strongly recommend the use of a dongle, and most vitally the testing of the signal strength before the race.

## Checking Your colleagues are connected

You should now be on the race detail page. To launch the race to allow testing, hit the green “bang” button. This does not make a noise or start the race.

Your colleagues could try of our provided test accounts if they are not already registered, and can log onto the opentrack.info website and select the correct event the same way that you have.

They should then hit the yellow “record/timekeeping” button, which will appear once the race has started, in order to try entering in some results.

## Mr's Demo Race Recording



Your name: Roger ReportLab

Recording type: Solo

← Cancel

- Solo
- Recorder
- Timekeeper
- Splits

They should then choose one of the reporting tasks from the drop down box “Recording type”. “Solo” is for anyone recording results by themselves, it combines the features of the other roles. “Splits” will require you to enter location and distance before you can proceed. After you have chosen your role hit the blue “submit” button on the right to continue. At this point feel free to play to your hearts content. The recording screen consists of a set of numbers and several other buttons. As a “recorder” enter a number and hit the green button to store a result. The functions that each role has is explained below.

### Reset and Start the race

When you are ready getting used to these features, you can try starting the race. Firstly, go back to the race detail screen by clicking on the name of your race in the breadcrumb above. Then click the red “Reset Race” on the right (or lower down, on a mobile phone). This will delete all the “in progress” data. Currently, there is no means of an smartphone making a loud bang, so we suggest a human voice, a gun or a klaxon during the actual start of your race. However, if the “bang” button is hit simultaneously on the main device with the race start, then we can time your race. You can, if you wish, set a time offset - e.g. with a community 10k race, you could potentially finish keying in any “on the day entries”, then start it exactly 30min after the official race clock. To do that enter the offset time in minutes in the box directly above the green “bang” button.

**Warning:** once the race has started, if you hit “reset race”, any data stored upto then will be lost. OCMS does force you to confirm you want to reset before it deletes but if you do continue, all data upto that point will be lost.

The screenshot shows the OpenTrack.info interface for a 10k race. At the top left, there is a logo and the text "Demo Competition". At the top right, there is a "Menu" dropdown and a user profile for "Andy Robinson". The main heading is "10k" with an "Edit" button. To the right of the heading, it says "Some muddy field" and "12 Mar 2016, 10 a.m.". Below the heading, there is a blue banner that says "Race reset, all results deleted". Underneath the banner, it says "200 athletes have registered. See the Start List" with a "Start List" button. On the right side, there is an "Admin" panel with several buttons: "Edit Start List", "Edit Finish Sequence", "Reset Race" (in red), "Bang!" (in green), and a "JSON Document" link. A timer shows "Race started 0 minutes ago".

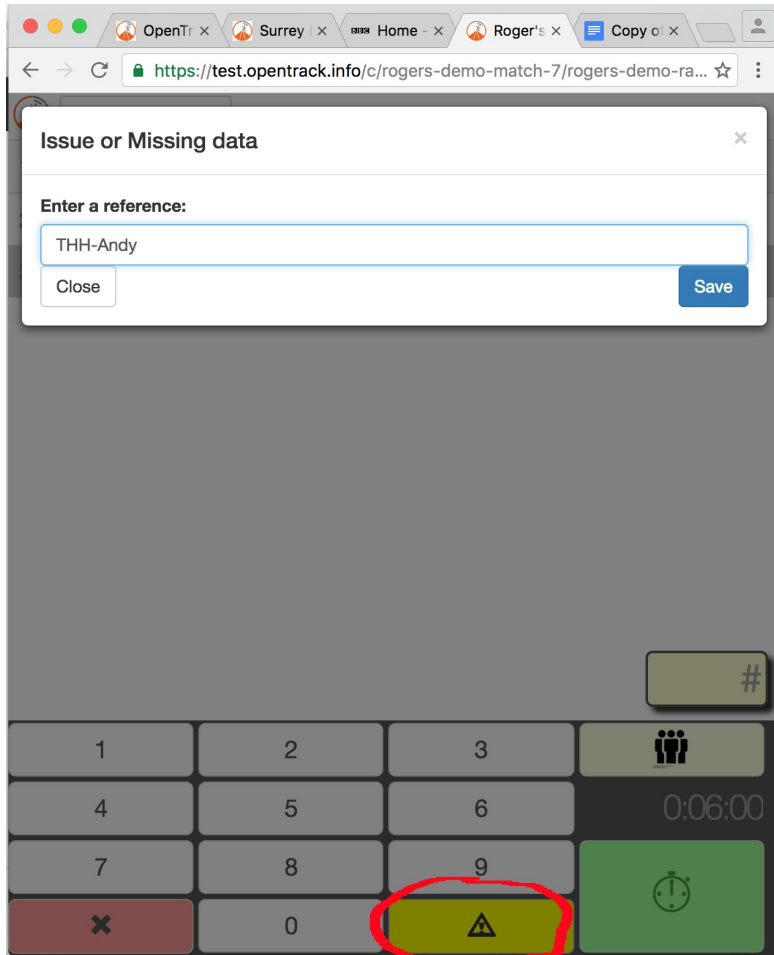
Once the race has started, the race organiser and any other officials who are using the system can still attach and declare themselves as Timekeepers, Recorders, Split timers or Solo(timekeeper and recorder) using the “Record/Timekeeping” button. You can even edit the start list by clicking the “Edit Start List” button on the right, in case there are any late comers or corrections. The system will pass on the elapsed time to the official’s devices driven off the main device. Any smartphone should work as long as it connects to the opentrack.info website.

Spectators can also see live results by clicking on the blue “live results” button on the left, once a set of results have been promoted. Result promotion is discussed below.

## Recorder/Solo

In a race with a small and spaced out field of competitors, one person can record numbers and positions, in “solo” mode. This is done by entering the bib-number and hitting the green clock as they cross the line. The athlete’s name and time will be displayed on the screen if they have been entered previously. If they haven’t it will store the number and the name field can be populated later. Before the “clock” has been hit, the red cross next to the result number deletes the text in the box which can then be retyped.

No race runs perfectly, numbers may fall off vests or funnel may change, sometimes a column needs to be added. The yellow warning button on the bottom allows a reference to a missing number, e.g. clubname-runnername to be added.



Similarly, sometimes a cluster of runners come through and it is impossible to deal with them. The operator has the option of hitting the “crowd” button, this just puts a couple of stars to highlight where the clump came in. Alternatively, if we know the size of the cluster, e.g. there are 5 runners, hit 5 (but not the clock) and the “crowd” to note 5 missing names. The data can be corrected in the results calculation stage later.

## Recorder only

In larger races timing is a more complicated operation and requires the use of a funnel. A properly run finish funnel has one or two teams of people purely timing at the entrance (see Timing section below). If time permits, they will record bib numbers, but they can't always, as sometimes 5 people finish in quick succession.

There will also be one or two “recorders” at the back of the funnel recording the bib numbers of everyone who crossed the line. The times will be incorrect but the positions and thus the order of runners should be accurately recorded. The process is just as before, only this time the athletes will be walking slowly through the funnel, this should allow the data to be recorded in a controlled manner. It is helpful to have one volunteer calling out the number and another to type.

To operate a funnel properly, especially in a busy race, takes some practise and we recommend reading the following guide written by [Nicola Fleet](#).

The same delete and “issue” (yellow warning sign) buttons are available as in the solo mode. There is also the option of leaving a blank space of a missing number. The issue button could also be used to note if the funnel number if multiple funnels are being used in complicated races.

## Timing

If you are a designated timer, you select the “timer” option from the “Recording type” drop down button. This looks like a similar screen to the recorder, but you only have to hit the green clock button every time an athlete crosses the line. As no numbers have to be typed this should allow someone in the “timer” role to keep up with a high flow rate of athletes. Clearly, no athlete has been identified, but this is the job of the “recorder” role, hence the “0” displayed on the screen. It is however, helpful to have an assistant that can inform the user of the number of athletes in tight clumps. Ideally if time permits they can type in a number every 20 runners or so, this allows for the data to be cross-checked with the “recorders”. The same crowd option is available for “solo” mode.



The screenshot shows a web browser window with the URL <https://test.opentrack.info/c/rogers-demo-match-7/rogers-demo...>. The page title is "Roger's Demo Race 6" and the user is identified as "timekeeper-1".

1	23	Paul Byrne	00:00:18
2	0		00:00:24
3	0		00:00:25
4	0		00:00:25
5	0		00:00:26
6	0		00:00:26
7	0		00:00:27
8	0		00:00:27
9	56	Guy Frampton	00:00:31
10	**		00:00:32

Below the table is a numeric keypad with a '#' button highlighted in yellow. The keypad also shows a timer at 0:00:44 and a green button with a clock icon.

## Splits (mid-race positions)

Split timings, though not essential for race reporting, do allow connected observers to see what is going on in a race that may well be taking place out of sight. Once again as a split-timer you just have to select the correct race and then hit the "Splits" option from the "Recording type" drop down menu.

The screen then changes. You can key in race numbers as the runners pass, and their details come up after the green tick is hit. If you get one wrong, and there is time, you can select that row to delete or correct it. These results are stored locally, so if wifi connection temporarily is lost then they will not be.

## C. Results calculation

Results can be viewed whilst the race is in progress.

You don't even need an account to do it. Anyone can just go to the same race detail URL that we have used and they will see a blue "live results" button on the left once the race has started. Results will be shown once a set of results have been promoted. Result promotion is discussed below.

## Back to the dashboard

Officials will see the dashboard if they navigate to a race detail page that they have the correct permissions for. Our dashboard page is likely to evolve a lot in the next iteration. The view below is for a logged-in official. It shows that there is one observer, Andy Robinson, and shows the race leader at that point. When someone has started to make a recording using any role, they will appear as an observer in this manner.

The screenshot shows a dashboard for a "Demo Competition". At the top left is a logo and the text "Demo Competition". At the top right are "Menu" and a user profile for "Andy Robinson". The main content area features a large "10k" label, an "Edit" button with a pencil icon, and a "Started" button. To the right of these is a large digital timer showing "00:36:26". Below this is a "Live Recordings" section with a light blue header. Inside this section, there is a recording entry: "Andy Robinson @Finish Line" followed by a blue pill containing "Bodle, Simon is @15:1". To the right of this entry is a grey pill with "4 / 200". Below the recordings section, there is a text line: "200 athletes have registered. See the" followed by a "Start List" button. At the bottom left are two buttons: a blue "Check progress" button and a larger orange "Record / Timekeeping" button with a camera icon.

If you click "Check progress", it leads to a Results page - see below.

## Results in progress

This will show the current scores (if in progress) or the situation at the finish (if people are crossing the line). Currently we're just showing individual scores, but this will evolve to show the team scores as they come in.

This is critically important for a club or school competition, as people don't need to do arithmetic. We have already achieved real time scores for local league races.

10k results					
Race in progress...					0:38:20
Live results below					
#	Bib	Name	Category	Team	Time
1	12	Simon Bodle	M-50+	St Albans Striders	23:42
2	45	Jonas Diete	M-OPEN		23:45
3	36	Emma Cross	F-OPEN		23:48
4	103	Graham Langworthy	M-OPEN		23:52

## Results

After the event, you can view the series of times and positions side by side, and use judgement to deal with any differences. It is quite common to misrecord a digit or have an extra watch click, but this is why the sport uses multiple observers. Hopefully, 99% of people get their results almost immediately, and if there are minor corrections, they can be obtained by checking a video afterwards.

Finish the race by clicking the yellow "finish race" button on the dashboard. You will now want to get the results in a spreadsheet format. Click on the "compare" button to the right of "recording" tab. This will take you to a page where you can compare all of the currently recorded results next to each other. Once you are happy with a set of results, hit the dark blue "promote" button next to the desired results to make it the official set of results.

If you click on the "Grid View" tab above these results you will be presented with a spreadsheet friendly presentation of these very results. You can then easily copy and paste these results to your spreadsheet program. Again we refer you to [Nicola's document](#) for some examples.

Once the finishing order has been approved, there is a built in team scorer for the surrey league. To learn how to use this please go to: [http://opentrack.run/docs/sl\\_manual.pdf](http://opentrack.run/docs/sl_manual.pdf)