

# Full User Guide

EnterNOW - RaceManager

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Last Updated: 17/10/2014 11:57 a.m.

## Overview

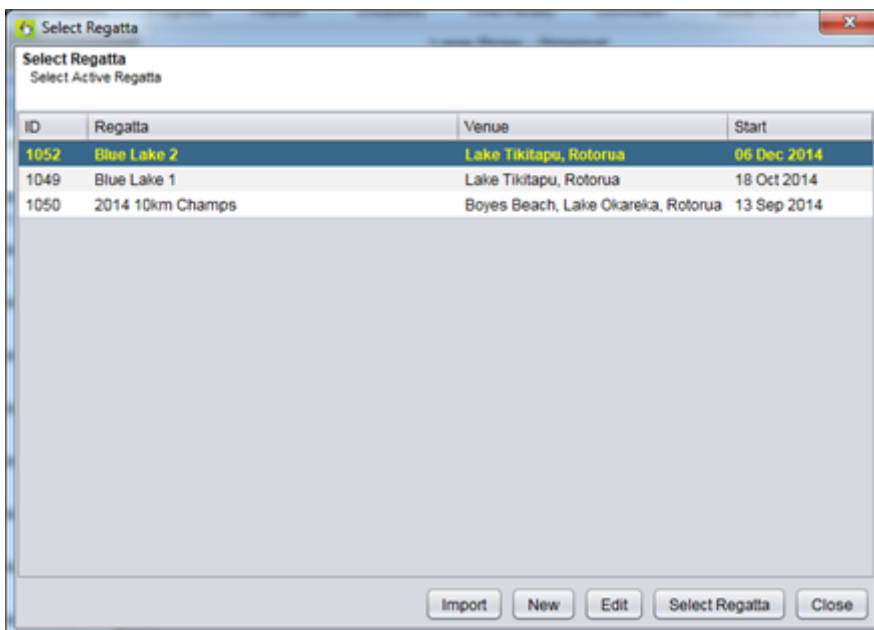
Race Manager is a software application, used to run regattas; it is designed specifically for those with multiple progressions such as sprint regattas.

### Warning

Race results and times are important. Do not attempt to use this software application without a practice run first. If you attempt to use it with no prior experience, you run the risks of problems on the day. At the minimum you need to read through this manual and have a practice run, prior to the event, so that you become familiar with the procedures.

## Building a Schedule & Draw

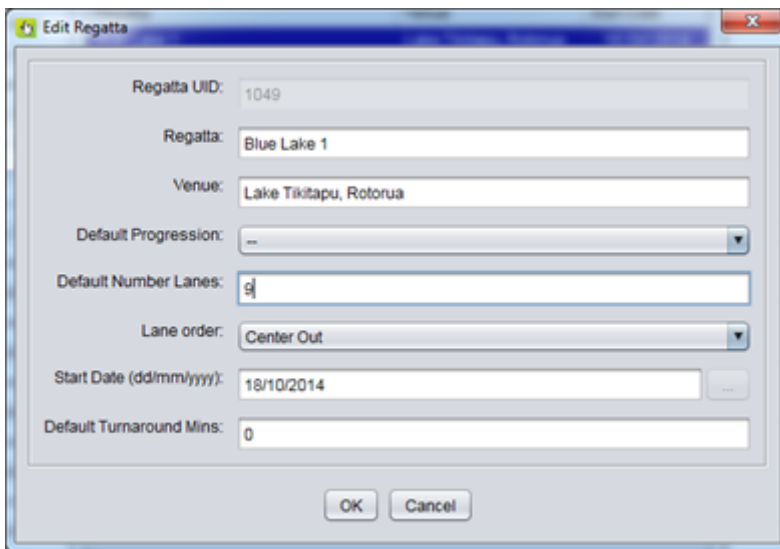
Start off by downloading your entries, go to **File > Select Regatta**



If your regatta is not in the list, then click on [**Import**]

Find the Web ID (4 digit number ) for your regatta on the website, type that in the box and press [**OK**]

Highlight your regatta in the list and click on [**Edit**]



Regatta UID: 1049

Regatta: Blue Lake 1

Venue: Lake Tikitapu, Rotorua

Default Progression: --

Default Number Lanes: 9

Lane order: Center Out

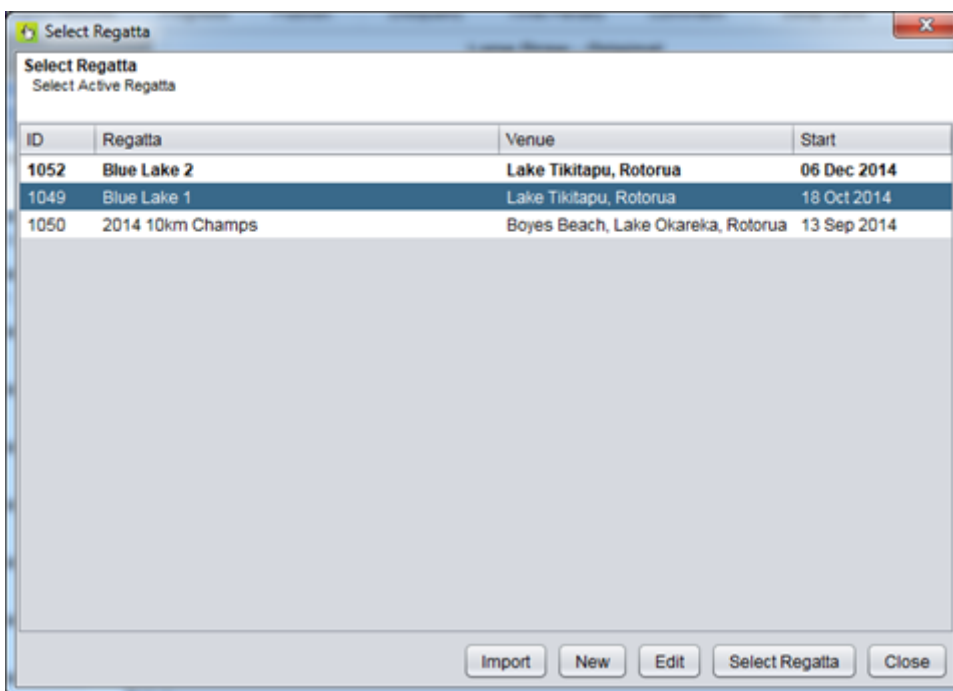
Start Date (dd/mm/yyyy): 18/10/2014

Default Turnaround Mins: 0

OK Cancel

1. First type in the number of lanes: 9
2. Select the Default Progression from the list
3. Type in the Default Turnaround Minutes

Press [**OK**] to save changes



Select Regatta

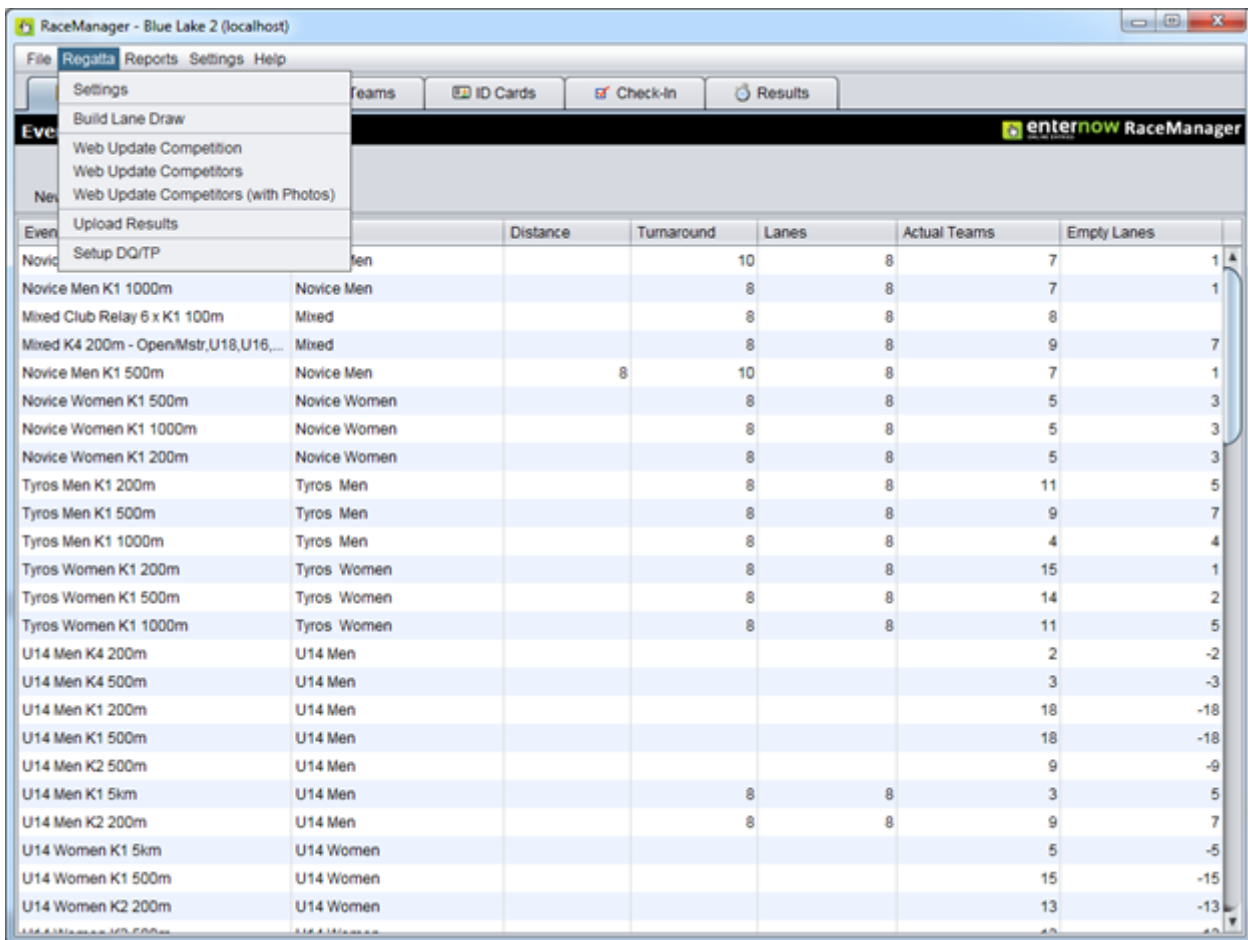
Select Active Regatta

ID	Regatta	Venue	Start
1052	Blue Lake 2	Lake Tikitapu, Rotorua	06 Dec 2014
1049	Blue Lake 1	Lake Tikitapu, Rotorua	18 Oct 2014
1050	2014 10km Champs	Boyes Beach, Lake Okareka, Rotorua	13 Sep 2014

Import New Edit Select Regatta Close

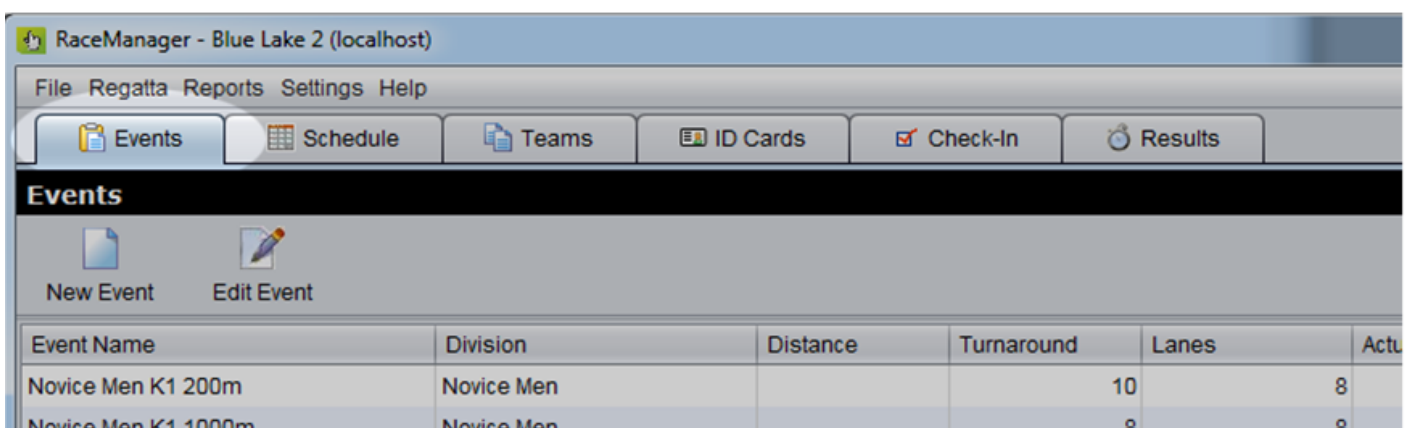
Highlight the regatta, and click on [**Select Regatta**]

Click on [**Close**] to close the window

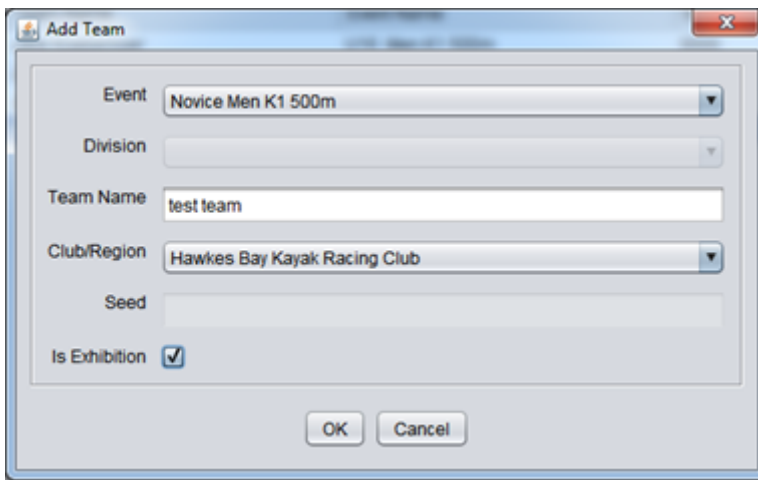


Take **Regatta > Web Update** from the menu, this will download all your entries, and it will popup a message Webupdate Complete when done.

Temporary Workaround  
Close and restart RaceManager



Go to the [ **Events** ] tab  
Double click on an event to edit it, set the Turnaround Minutes for each event.

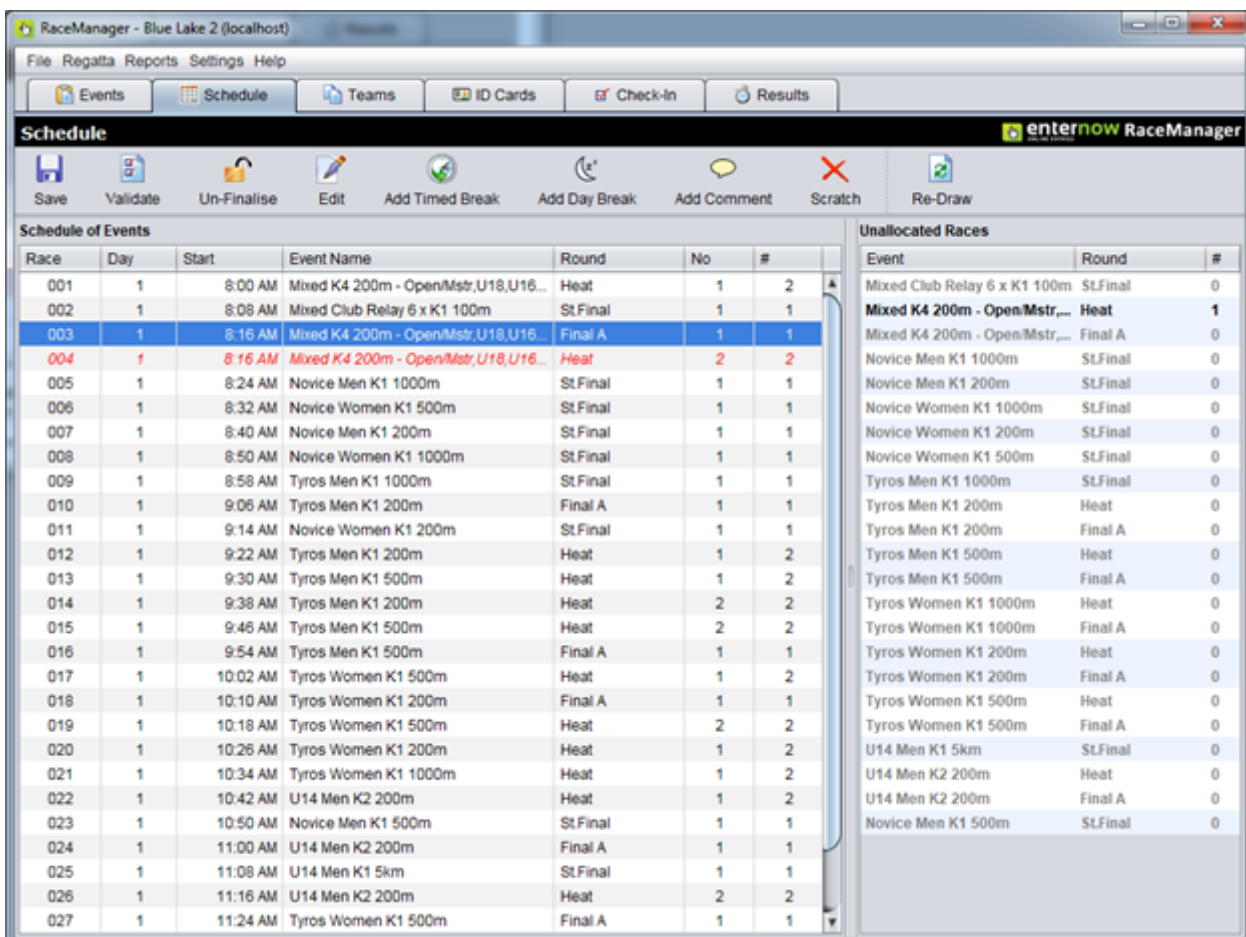


The 'Add Team' dialog box contains the following fields and controls:

- Event:** A dropdown menu with 'Novice Men K1 500m' selected.
- Division:** An empty dropdown menu.
- Team Name:** A text input field containing 'test team'.
- Club/Region:** A dropdown menu with 'Hawkes Bay Kayak Racing Club' selected.
- Seed:** An empty text input field.
- Is Exhibition:** A checked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Temporary Workaround  
Close and restart RaceManager

## Building the Race Schedule



The RaceManager interface shows the 'Schedule' tab with a toolbar and two main tables: 'Schedule of Events' and 'Unallocated Races'.

**Schedule of Events**

Race	Day	Start	Event Name	Round	No	#
001	1	8:00 AM	Mixed K4 200m - Open/Mstr,U18,U16...	Heat	1	2
002	1	8:08 AM	Mixed Club Relay 6 x K1 100m	St.Final	1	1
003	1	8:16 AM	Mixed K4 200m - Open/Mstr,U18,U16...	Final A	1	1
004	1	8:16 AM	Mixed K4 200m - Open/Mstr,U18,U16...	Heat	2	2
005	1	8:24 AM	Novice Men K1 1000m	St.Final	1	1
006	1	8:32 AM	Novice Women K1 500m	St.Final	1	1
007	1	8:40 AM	Novice Men K1 200m	St.Final	1	1
008	1	8:50 AM	Novice Women K1 1000m	St.Final	1	1
009	1	8:58 AM	Tyros Men K1 1000m	St.Final	1	1
010	1	9:06 AM	Tyros Men K1 200m	Final A	1	1
011	1	9:14 AM	Novice Women K1 200m	St.Final	1	1
012	1	9:22 AM	Tyros Men K1 200m	Heat	1	2
013	1	9:30 AM	Tyros Men K1 500m	Heat	1	2
014	1	9:38 AM	Tyros Men K1 200m	Heat	2	2
015	1	9:46 AM	Tyros Men K1 500m	Heat	2	2
016	1	9:54 AM	Tyros Men K1 500m	Final A	1	1
017	1	10:02 AM	Tyros Women K1 500m	Heat	1	2
018	1	10:10 AM	Tyros Women K1 200m	Final A	1	1
019	1	10:18 AM	Tyros Women K1 500m	Heat	2	2
020	1	10:26 AM	Tyros Women K1 200m	Heat	1	2
021	1	10:34 AM	Tyros Women K1 1000m	Heat	1	2
022	1	10:42 AM	U14 Men K2 200m	Heat	1	2
023	1	10:50 AM	Novice Men K1 500m	St.Final	1	1
024	1	11:00 AM	U14 Men K2 200m	Final A	1	1
025	1	11:08 AM	U14 Men K1 5km	St.Final	1	1
026	1	11:16 AM	U14 Men K2 200m	Heat	2	2
027	1	11:24 AM	Tyros Women K1 500m	Final A	1	1

**Unallocated Races**

Event	Round	#
Mixed Club Relay 6 x K1 100m	St.Final	0
Mixed K4 200m - Open/Mstr,...	Heat	1
Mixed K4 200m - Open/Mstr,...	Final A	0
Novice Men K1 1000m	St.Final	0
Novice Men K1 200m	St.Final	0
Novice Women K1 1000m	St.Final	0
Novice Women K1 200m	St.Final	0
Novice Women K1 500m	St.Final	0
Tyros Men K1 1000m	St.Final	0
Tyros Men K1 200m	Heat	0
Tyros Men K1 200m	Final A	0
Tyros Men K1 500m	Heat	0
Tyros Men K1 500m	Final A	0
Tyros Women K1 1000m	Heat	0
Tyros Women K1 1000m	Final A	0
Tyros Women K1 200m	Heat	0
Tyros Women K1 200m	Final A	0
Tyros Women K1 500m	Heat	0
Tyros Women K1 500m	Final A	0
U14 Men K1 5km	St.Final	0
U14 Men K2 200m	Heat	0
U14 Men K2 200m	Final A	0
Novice Men K1 500m	St.Final	0

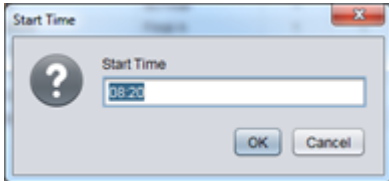
Important: Once you have built your schedule, remember to click on the [Save] button, saving is not automatic on this screen

On the right hand side, the races that have entries will be in **bold text**, click on a race and drag it over to the left hand side

A red line will appear where the race is to be inserted, let the mouse button go when you have the race in the correct spot, and it will recalculate the start time and race no

If you want to edit the start time for a race, highlight the race/break on the left hand side and click on [ **Edit**]

Time format is hh:mm (24 hours format, eg 13:00 = 1pm) need to make sure it is a colon that you type between the numbers. Any changes you make will flow on to subsequent races, up until the end of a race day.



If you put the races in the wrong place, just highlight the race and click on [Remove/Scratch] and the race will be removed from the schedule and put back into the unallocated events (right hand side)

You can add Timed Breaks (eg lunch for 30mins), Day Breaks, and Comments (notes that don't effect the times in the schedule)

Once you are happy with your draw, make sure to save it.

To print/pdf the schedule, go to **Reports > Schedule** menu option

Tick the PDF box, and press [ **OK**]

## Generate Lane Draw

Please Note: Only generate the lane draw once you have your race schedule finalised, because if you remove and change the order of races, you will need to redraw these events.

If the race schedule is looking good, then you can go ahead and generate the Lane Draw  
This is done from the menu **Regatta > Build Lane Draw**

This only takes a short time to generate, you can then go to **Report > Lane Draw** to generate a PDF

## Managing Entries

Prior to race day, it is best to make changes to the entries on the website, and then sync those changes into RaceManager.

Take **Regatta > Web Update** to get the latest changes from the website

If you have deleted an entry from the website, those entries should automatically disappear from the draw once the Web Update is complete.

The screenshot shows the RaceManager software interface. The top menu bar includes File, Regatta, Reports, Settings, and Help. Below the menu is a toolbar with icons for Events, Schedule, Teams, ID Cards, Check-in, and Results. The main window is titled "Results" and features a sidebar on the left listing various races with their start times and statuses. The central area displays the "Lane Draw - Original" for "Race 008 - Novice Women K1 1000m - St.Final 1/1". The draw table has columns for Lane, Team, Seed, Official, Place, Master, Backup, DQ, and P... The teams listed are Laura Madritsch, Summer Hurrell, and Mariama Hunia, all from the Eastern Bay Canoe Racing Club. The right sidebar shows the estimated start time (Sat 8:50 AM) and the race ID (1004-0006020).

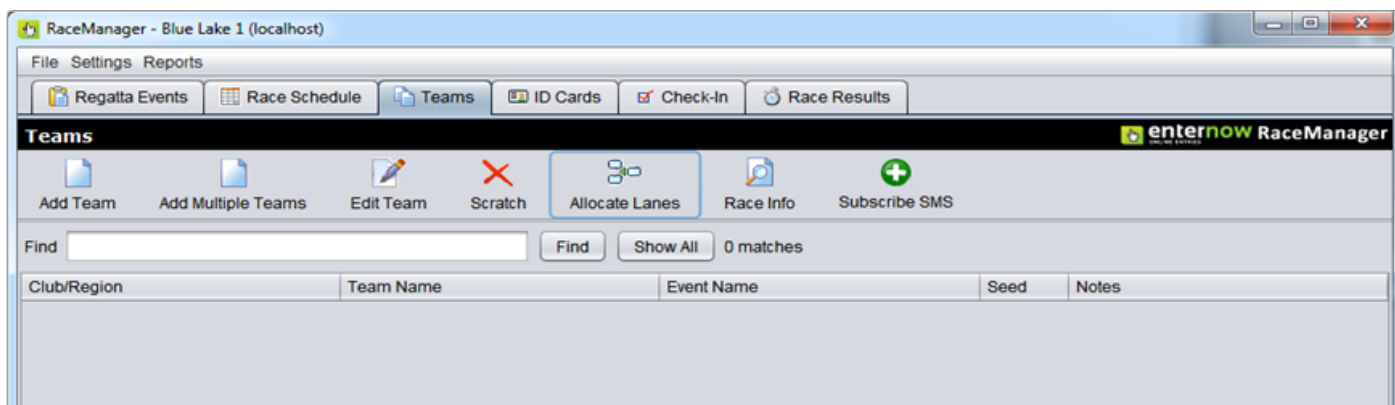
Lane	Team	Seed	Official	Place	Master	Backup	DQ	P...
1							0	
2							0	
3	Laura Madritsch Eastern Bay Canoe Racing Club						0	
4							0	
5	Summer Hurrell Eastern Bay Canoe Racing Club						0	
6	Mariama Hunia Eastern Bay Canoe Racing Club						0	
7							0	
8							0	

If the missing teams leave gaps in the lane draw, then highlight the team and click on [Swap Lane] to move them to a new lane and close the gaps up.

If you have added new teams to the website, they won't appear in the draw until you allocate them a lane.

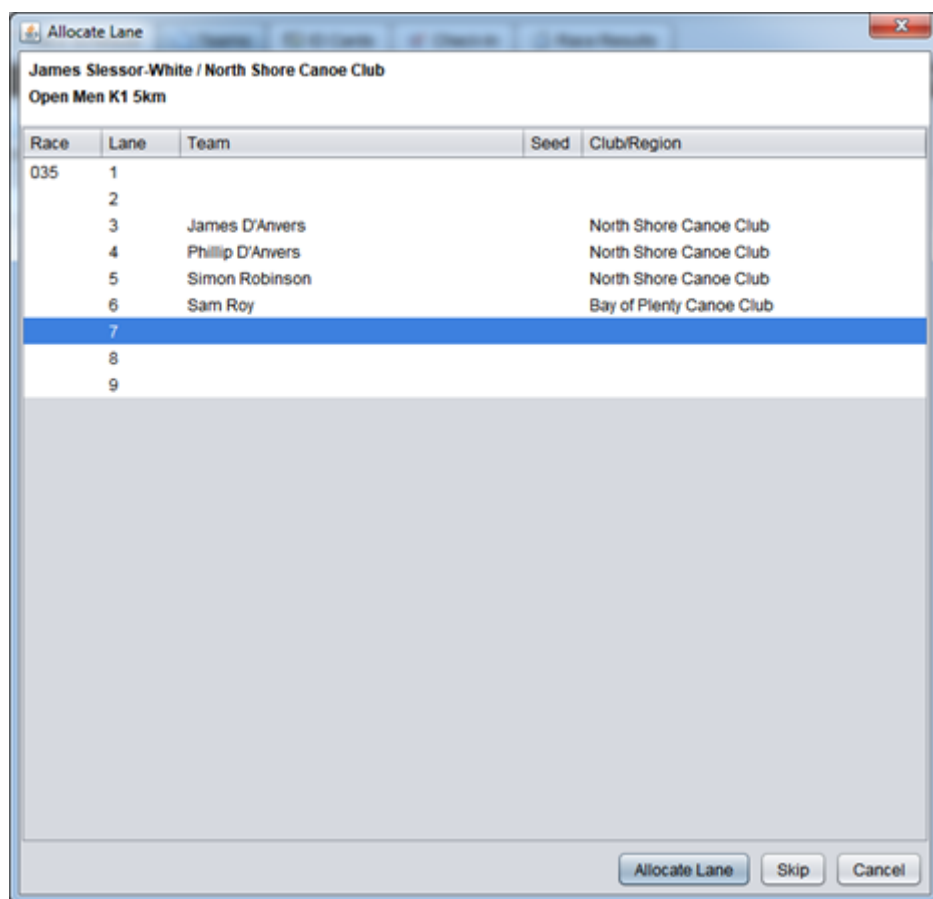
Go to the teams tab and click on [ **Allocate Lanes** ]

Allocate lanes will search for all teams that do not have a lane allocated and prompt you one at a time which lane you would like to put them in.



To allocate a team, highlight the lane you would like them to go in, and click on [Allocate Lane] button. If you are not ready to allocate a lane for them click on [Skip] and you can always come back in and allocate lanes again later.

A useful time to skip a race would be if there are no empty lanes and you need to go back out and create another heat for the teams to go in.



If you have to add another heat to the schedule, go to the Schedule tab. In this example you can see the Open Men K1 1000m St Final is highlighted in red with -1. This means you have 1 too many races in the schedule.

The St Final needs to be replaced with a Final A, and 2 Heats need to be added.

If you double click on the red event, the matching events will be highlighted with blue text on the left side.

Replace the events are required, **Save** the schedule and then highlight the new heats on the left hand side and click on [ **Re-Draw** ]. This will randomly draw the heats. You only need to do this for the 1st heat from the event and all the other heats in that event will be re-drawn at the same time.

Race	Day	Start	Event Name	Round	No	#
001	1	8:00 AM	Mixed K4 200m - Open/Mstr,U18,U16...	Heat	1	2
002	1	8:08 AM	Mixed Club Relay 6 x K1 100m	St.Final	1	1
003	1	8:16 AM	Mixed K4 200m - Open/Mstr,U18,U16...	Final A	1	1
004	1	8:16 AM	Mixed K4 200m - Open/Mstr,U18,U16...	Heat	2	2
005	1	8:24 AM	Novice Men K1 1000m	St.Final	1	1
006	1	8:32 AM	Novice Women K1 500m	St.Final	1	1
007	1	8:40 AM	Novice Men K1 200m	St.Final	1	1
008	1	8:50 AM	Novice Women K1 1000m	St.Final	1	1
009	1	8:58 AM	Tyros Men K1 1000m	St.Final	1	1
010	1	9:06 AM	Tyros Men K1 200m	Final A	1	1
011	1	9:14 AM	Novice Women K1 200m	St.Final	1	1
012	1	9:22 AM	Tyros Men K1 200m	Heat	1	3
013	1	9:30 AM	Tyros Men K1 200m	Heat	2	3

Event	Round	#
Mixed Club Relay 6 x K1 100m	St.Final	0
Mixed K4 200m - Open/Mstr,...	Heat	1
Mixed K4 200m - Open/Mstr,...	Final A	0
Novice Men K1 1000m	St.Final	0
Novice Men K1 200m	St.Final	0
Novice Women K1 1000m	St.Final	0
Novice Women K1 200m	St.Final	0
Novice Women K1 500m	St.Final	0
Tyros Men K1 1000m	St.Final	0
Tyros Men K1 200m	Heat	-3
Tyros Men K1 200m	Final A	-1
Tyros Men K1 200m	St.Final	1
Tyros Men K1 500m	Heat	0

## Scratch a team

There are 2 ways to scratch a team. Go to the Teams tab and search by team name

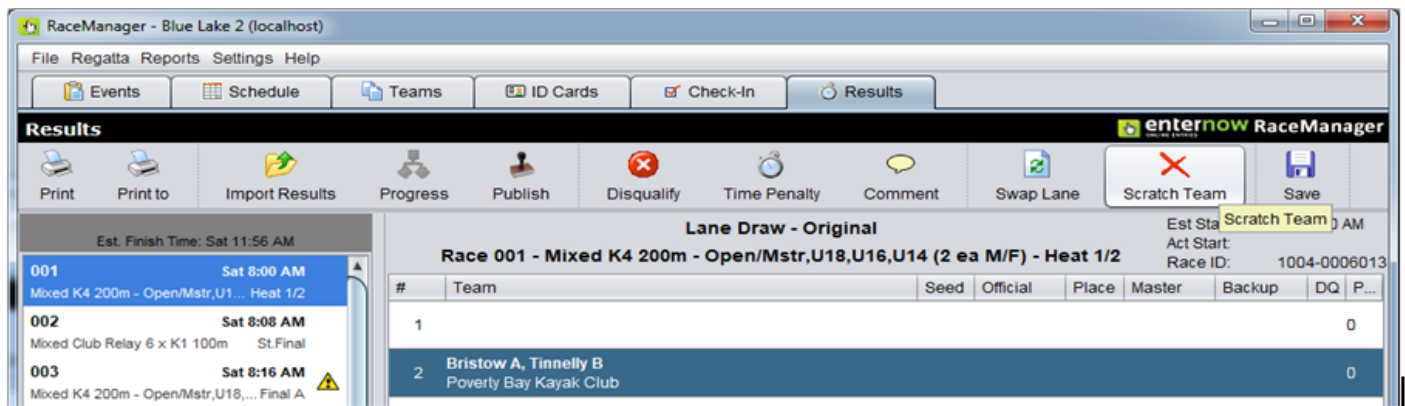
Club/Region	Team Name	Event Name	Seed	Notes
Arawa Canoe Club	Alex Fort	Open Men K1 1000m	9999	
Arawa Canoe Club	Alex Fort	Open Men K1 200m	9999	
Arawa Canoe Club	Alex Fort	U23 MK1 1000m	9999	
Arawa Canoe Club	Alex Fort	U23 MK1 200m	9999	
Arawa Canoe Club	Benseman D, Murtagh D	Open Men K2 200m	0	
Arawa Canoe Club	Briar Elliott	Tyros Women K1 1000m	9999	

Once you have located the team you want to scratch, highlight the team and click on [ **Scratch** ]

If you are not sure, click on [ **Race Info** ] and it will tell you which races that team is in.

The 2nd way is to go to Results tab, locate the race and lane and then click on the [ **Scratch Team** ] button





## Adding Teams

Go to the Teams tab and click on the [Add Team] button and complete the details. When you press on OK you will be prompted to allocate a lane for the new team.

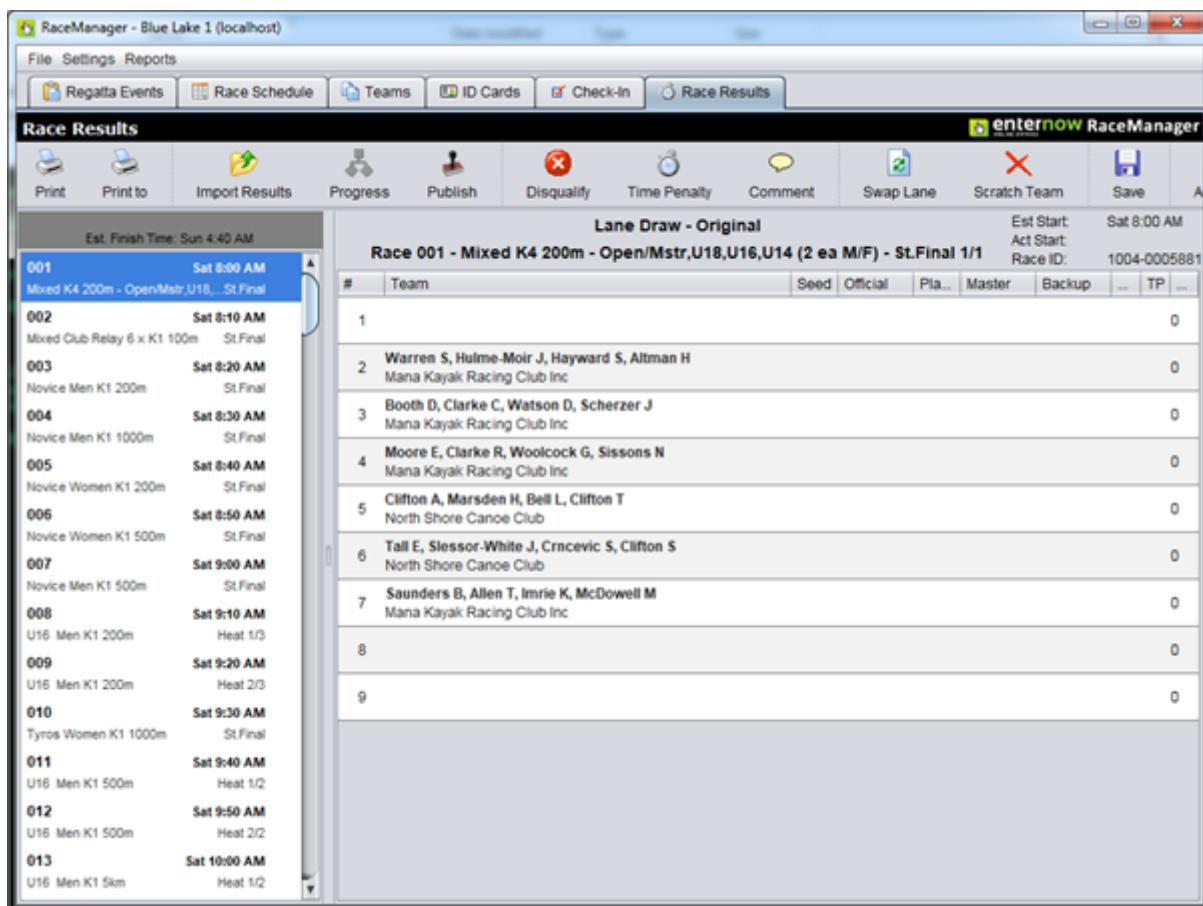
The 'Add Team' dialog box is shown. It contains the following fields and values:

- Event: Novice Men K1 500m
- Division: (empty)
- Team Name: test team
- Club/Region: Hawkes Bay Kayak Racing Club
- Seed: (empty)
- Is Exhibition: ☒

Buttons: OK, Cancel

## Race Day

This is the main screen that will be used during an event. This where results get imported from the timing system and checked, disqualifications applied and then results are published



Select a race on the left and it will display the lane draw on the right

Tip: Double click on a race and all races in the same event will be highlighted in blue

## Toolbar Options

Print	Print one copy of currently selected race to the default printer
Print to	Print a copy of the results to the printer that you select
Import Results	Imports the results from an external system, such as finish lynx or Sprint timer
Progress	Progression qualifying teams into the selected race
Publish	Publish results, prints results to the pre-selected printers, sends results to website and sends txt results if configured
Disqualify	Add/remove a disqualification from a team. Disqualified teams will not progress any further in the event.
Time Penalty	In some events we allow for time penalty instead of disqualification, so that teams may still progress to the next round

Comment	Print a comment onto the results, next to a team name, you would use this for warnings rather than a disqualification.
Swap Lane	Swap team with another team or empty lane in the same event. Use this if you want to compress the teams into the centre, or if someone races in the wrong lane.
Scratch Team	Scratch team from this event. If they have already raced, their results will remain in the system, but they will not progress any further. If they haven't raced yet, you can re-progress the race and the next qualifying team will progress.
Save	Saves the official times and calculates the placing's accordingly, use this if you manually adjust any of the times.

## Results Publishing - Procedure

1. Select the current race
2. Import the results
3. Compare the master and backup times (if applicable)
4. Enter any disqualifications
5. Save
6. Check again
7. Publish

If you make a mistake you can re-publish the results, but if the results are going up live on the web, it is better to check and double check before publishing, rather than sending incorrect information out.

## Progression Publishing - Procedure

1. Check all the qualifying rounds (eg heats) have been published and are not under protest
2. Select the race that you want to progress
3. Click on the Progress button
4. Check the draw
5. Publish

Once you import some results or manually enter results and press Save, or progress a race.

You will notice that the race gets highlighted with a yellow bar, a small yellow exclamation mark will also be show in the race list on the left.

This indicates that the race is in a draft state and needs to be checked before it is published.

RaceManager - Blue Lake 2 (localhost)

File Regatta Reports Settings Help

Events Schedule Teams ID Cards Check-in Results

**Results** **enternow RaceManager**

Print Print to Import Results Progress Publish Disqualify Time Penalty Comment Swap Lane Scratch Team Save

Est. Finish Time: Sat 11:56 AM

**Race Result - Not For Release** Est Start: Sat 8:08 AM  
Act Start: Race ID: 1004-0006014

**Race 002 - Mixed Club Relay 6 x K1 100m - St.Final 1/1**

#	Team	Seed	Official	Place	Master	Backup	DQ	P...
3	Lockwood S, Clifton A, Slessor-White J, Marsden H, Crncevic S, Kitson M		2:45.00	1	2:45.00		0	
1	Brick G, Blair J, Clifton S, Reiser A, Marsden A, Te Rito L North Shore Canoe Club		3:12.00	2	3:12.00		0	
7	Bell L, Clifton S, Clifton T, Williamson T, Timings G, Williamson J		4:05.00	3	4:05.00		0	
8	Scott D, Sutton T Poverty Bay Kayak Club		4:05.34	4	4:05.34		0	
6	Poulsen G, Koekemoer J, MacKenzie N, Morrison R, Clark S, McDowell D		4:21.00	5	4:21.00		0	
5	McLeely B, Tall E, Tall C, Hopkins J, Brick D, Austin R North Shore Canoe Club		4:23.00	6	4:23.00		0	
2	Moore E, Booth D, Saunders B, Clarke C, Allen T, Imrie K Mana Kayak Racing Club Inc		4:24.00	7	4:24.00		0	
4	Warren S, Woolcock G, Hulme-Moir J, Watson D, Thornton B, Sissons N		5:12.00	8	5:12.00		0	

001 Sat 8:00 AM Mixed K4 200m - Open/Mstr,U18... Heat 1/2

002 Sat 8:08 AM Mixed Club Relay 6 x K1 100m St.Final

003 Sat 8:16 AM Mixed K4 200m - Open/Mstr,U18... Final A

004 Sat 8:16 AM Mixed K4 200m - Open/Mstr,U18... Heat 2/2

005 Sat 8:24 AM Novice Men K1 1000m St.Final

006 Sat 8:32 AM Novice Women K1 500m St.Final

007 Sat 8:40 AM Novice Men K1 200m St.Final

008 Sat 8:50 AM Novice Women K1 1000m St.Final

009 Sat 8:58 AM Tyros Men K1 1000m St.Final

010 Sat 9:06 AM Tyros Men K1 200m Final A

011 Sat 9:14 AM Novice Women K1 200m St.Final

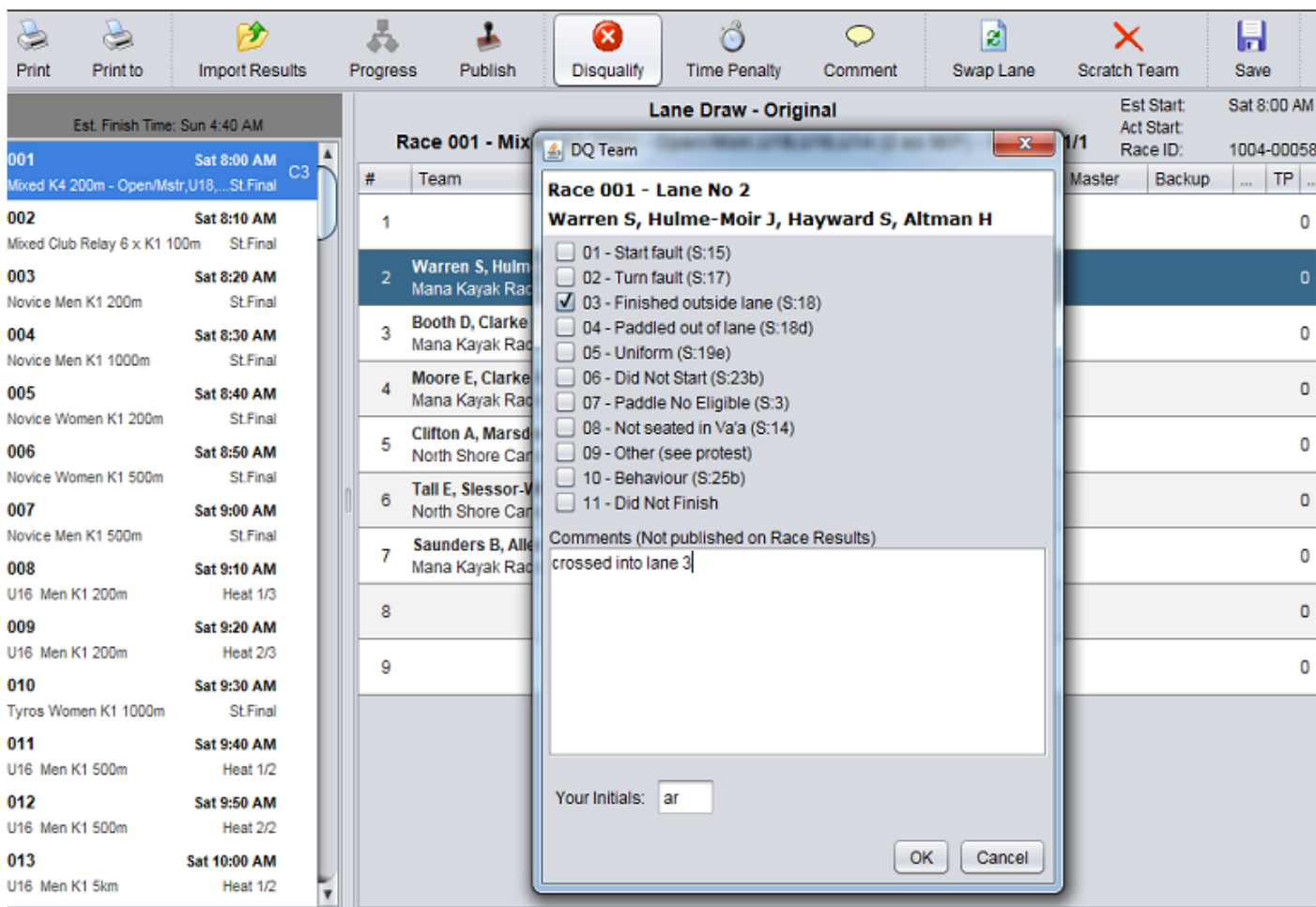
012 Sat 9:22 AM Tyros Men K1 200m Heat 1/3

013 Sat 9:30 AM Tyros Men K1 200m Heat 2/3

## Disqualifications / Time Penalties

There are 2 types on penalties you can apply, a disqualification or a Time Penalty

The difference between the two is that a disqualification will stop a team from progressing any further in the event, whereas a time penalty adds a preset amount of time to their race time, eg 10sec, and the team is still able to qualify for subsequent rounds, but may end up in a worse lane as a result.



In the Results view, highlight the lane you want the penalty to apply to and click on the Disqualify or Time Penalty button on the toolbar.

Put a tick next to each penalty that applies, make any notes (notes are not printed on the results), enter the initials of the person who created the disqualification, and press OK.

To remove a disqualification, follow the same processes, but just remove the tick.

You can see in this screenshot below, that lane 2 has been disqualified. Their disqualified team's time is still shown on the results, so they can see where they would sit in the results, and give them an idea if it is worth protesting or not.

You can also see that lane 7 is a DNS = Did Not Start.

Any team that has no times recorded will be marked as DNS. If a team starts a race but does not finish a race, you need to disqualify them for not crossing the finish line.

## Checkin

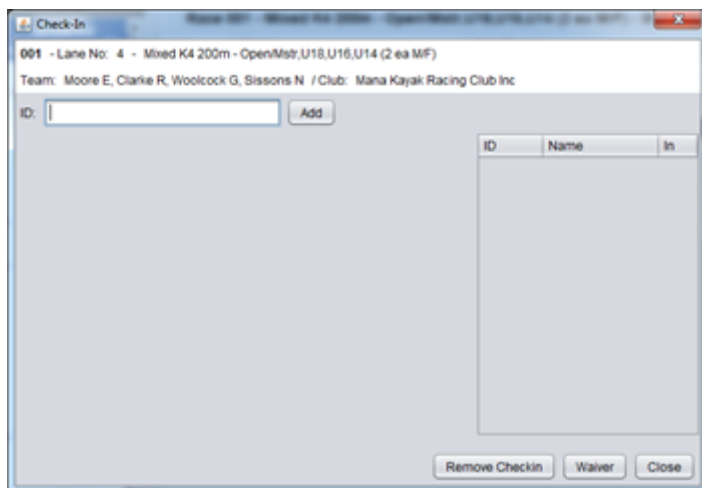
Using the checkin functionality is optional, this will record which members were in each team.



Similar to the Results screen, you click on a race on the left, and it brings up the lane draw on the right hand side.

Double click on a team to check them in.

To check a member in either type or scan their ID card number, if they have a photo in the system it will be displayed. It will also check they are the correct age and gender.



If for some reason an ID won't work because of an error in the card information, or you wish to allow someone to race outside of the rules, then you can issue a Waiver.

Click on the waiver button and type a reason and the person will be added to the team regardless of their age or gender.

This is also particularly useful for when a replacement has to be made for medical reasons.

If you incorrectly add someone to the team, you can highlight their name in the team list on the right hand side and click on Remove Checkin

Once a team is full, checkin will be complete and you can continue with the next team.

You can see in the screenshot below, that lane 2,3 and 4 have completed checkin, because they have a green tick next to them.

