

# Human Powered Race America Race Registration

## REGISTRAR

- Help racers through each step of their registration.
- Collect proper fees, and insure compliance with process, under the direction of the Race Director.

## RACER

- 1. Sign waiver, report/receive race number, pay all fees, and fill-out contact info.
- 2. Obtain and write name and number on Tech inspection sheet.
- 3. Get name and number into Timer's Computer.
- 4. Take Tech Inspection sheet to Tech inspector and get vehicle inspected
- 5. Go to race area and await announcement of a Racer's Meeting or a call to the line to race. (see schedule)



## TECH INSPECTOR

- Check bike/helmet for compliance.
- Fill out tech inspection sheet.
- Ascertain numbers on bike match number on sheet.
- Return sheet to Scorer, for entry into the scoring computer.

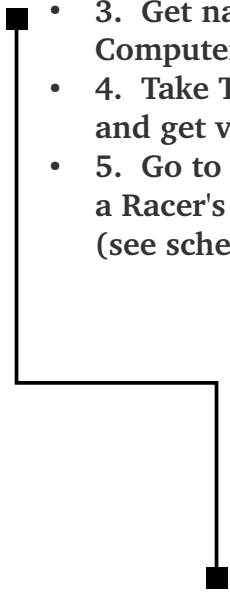


## TIMER

- Enter racers from Timer's Computer into timing gear.
- Set up racers in races for which they are eligible.
- Time races and give results to Scorer.

## SCORER

- Receive Tech Inspection sheets and enter competitors in Scoring computer.
- Receive and enter results from the timer.
- Report to Race Director.



## RACE DIRECTORS CHECKLIST

- ✓ Table
- ✓ 2 chairs (at least)
- ✓ Copy of events
- ✓ Cash box (recommend having small bills available to make change , \$1-\$5-\$10)
- ✓ Release forms
- ✓ Contact Information sheets
- ✓ Tech inspection sheets
- ✓ Copy of assigned/used numbers
- ✓ Pens
- ✓ Materials for bike numbers, coroplast, markers, zip ties
- ✓ POWER SOURCE at finish line(outlet, generator, extension cords)
- ✓ Two rolls of non-silver and non-metallic duct tape (backup for timer)

## TIMING SYSTEM SUPPLIES CHECKLIST

### **Grey HPRA box should contain:**

- ✓ Transponder box with transponders (30 blue cyclip and 10 yellow active transponders)
- ✓ HPRA computer with power supply
- ✓ Registration computer with power supply
- ✓ Printer – Has batteries, power supply, USB cable & peripheral cable
- ✓ Power strip
- ✓ Timing Antenna wires, timing decoder, two timing power supplies
- ✓ 2 x Extension cords
- ✓ Printer paper
- ✓ Pen
- ✓ Roll of non-silver and non-metallic duct tape
- ✓ Thumb drive

# Human Powered Race America Timer's Instruction Manual

## EQUIPMENT SETUP

### Timing Antenna and wires:

- Unravel timing antenna wires (white wires) and set up across start/stop line parallel, 2 feet apart.
- Use non-silver duct tape to tape down wires (do not use packing tape)
- Plug the two power supply cords and the HPRA timing PC in to the green extension cord with the 3 plugs and plug the green extension cord in to power supplied.
- Green lights should be on the two power supplies in the box
- Light should be on decoder in the box
- Put a cone in front of the power supply connection to prevent someone from running over it, and shade power supply box to prevent overheating (chair, cone, umbrella)

### Timing Computer:

- Set up with power supply (battery is non-functional) and turn on.
- Correct the computer clock date & time (it is always wrong). Double click on the time and set to current date and time.
- Connect the white 9 pin serial cable from the decoder into the computer. This sends the transponder information to the computer

### Registration Computer:

- The computer password is: HPRA
- Double click the Racerboy icon from the desktop to start the registration software
- The software will prompt to import upon initiation, select NO for the initial race or event. (When setting up the next day, you will select YES)
- Enter racer first & last name and racer # to register racers. Use ADD ME.
- Enter racer number first and click LOOKUP If not found, enter names manually. Then choose ADD ME.
- Export the file once all racers are registered
- Click EXPORT and save the data file to the desktop. Name the file Event/Date.
- Attach printer using USB cable. Printer has batteries but should be connected to power to operate.
- PRINT a list of racers to be used for transponder check-out.
- Next copy the data file from the desktop to the thumb drive.
- Eject USB and transfer this file to the timing system computer.

# ORBITS SOFTWARE OPERATIONS

## 1. Creating Groups and Runs

A group is all the HPRAs classes that will race together. A run is a specific event in which a group competes.

Choose Create a new event: and follow wizard's process. Be sure to :

- Name the event – ie, Florida Challenge 2012 (place and year)
- Change the sport to Bicycle Racing
- Select Track – arrow down to find the appropriate track, ie. Piccolo Crit Course (Need new event for each track or track length used )

Then Choose Create Groups/runs by choosing FINISH with radio button selected, and follow wizard's process. Be sure to:

- Create 2 or more groups ie. 1. Faired classes 2. Unfaired classes 3. Racers will be added later
- Create at least one run for each group. Probably a run for each race that that group will do, plus a transponder check
- Create groups once per course or once per day

Create RUNS

- RunSettings/name -- ie. 20 minute Time Trial
- Select race or time trial
- In the TIMING default section -- Auto finish on
- Chose time vs laps. When choosing use TIME, not TIME + LAPS
- Create at least one RUN for each group
- Set transponder checks to PRACTICE in RunSettings/type.

**All this can be CHECKED / ADDED / DELETED / EDITED by right clicking on list GROUPS AND RUNS.**

## 2. Populating Runs with Competitors

A run is an event in which a group competes. A competitor has a number, name, class, and a transponder number.

**There are four ways:**

**1. from data base**

First three ways accessed from Import competitors in left column menu.

**2. from another run**

Open run, select Import competitors, and follow Wizard.

**3. from a file**

Here is where you input the file you transferred from the registration computer. Use wizard to find it on the thumb drive or desktop and open it.

**4. Drag and drop.**

Open run where your racers are. Hi-light the ones you want. (right click and select all)

Point – left button pressed and drag to destination run

Populate each group in only one place. Suggestion: Do it only in the first transponder check run. After running the transponder check, and it is all right, copy to all appropriate races.

**All this can be CHECKED / ADDED / DELETED / EDITED by right clicking on Competitor's Listing**

Transponders are issued to the current race participants according to the list and returned at the end of the race. Edit racers & change numbers if necessary so correct transponder is matched with each racer after distribution. Some personal transponders may necessitate changes.

### 3. At Starting Line Checklist

- ✓ Check run for right kind of race                      Right click on run-name to check.
- ✓ Check run for right kind of ending
- ✓ Check number of competitors matches competitor list
- ✓ All information on competitors is complete
- ✓ Move all competitors to transponder check run and conduct check
- ✓ Ascertain that names and transponders match

### 4. Timing the Race

- Select timing tab at the top of the screen.
- Start race by clicking the green flag at lower left. This makes the line hot and starts the timing according to your setting.
- If it is a timed race, the time will increase until the time has expired. Once the leader crosses the line, you will see a checkered flag next to the leader's name. All competitors must cross the finish line after the leader has crossed.
- Click STOP SIGN to end the race.

#### Printing Results

- Select processing tab at the top of the screen.
- Connect the printer & turn on. Add paper.
- Select race name and right click on RESULTS
- Print results – choose sort results by class.

**At the conclusion of the event, pull up tape and pack up cords. Turn all systems off. Pack up all equipment in the HPRA box.**