

# Event Organiser Handbook



The screenshot shows the 'WORK PAGE - EVENT ORGANISER' interface. At the top right, the user 'Johanna Swimmer' is logged in as 'Super User Event Org'. The navigation bar includes 'COMPANY', 'EVENT', 'ATHLETES', 'E-shop', 'FAQs', 'Handbooks', and 'Agents'. The main content area is divided into three columns of links:

- General Settings:** New Event, New event as a copy of an existing one, My Events, Selected Event: DNPk 2019 Chlumeck, Event Setup, Raceday Specification, Races Specification, Entry Fee, Applets related to selected event.
- Before the Event:** Event Status (DNPk 2019 Chlumeck), Timing Scenarios (8/10/2019), Start Numbers and Waves, Start Numbers / BIBs, Expectation of the start and finish times, All Docs: Edit and Print, Export and Import, LIVE Results on/off, Race Management Page: DNPk Chlumeck.
- Registration:** Venue Registration, Registration Table, Pre-registered Athletes Printing, Cancelled athletes.
- Start Lists:** Athlete A4 Info Generator, Start List and Settings, Start List Printing.
- Results:** Timing Points Management, Mobile Timing and Tracking, Keyboard Timing Input, Technical Times, Results Printing, Athlete Swapping, Wrong Technical Times, Results Export .XML, LIVE Results.
- Other Services:** Athlete Information Page, Photogallery, Race Business Deals, Mediation of Payment Services, Event Incomes.
- Event Templates:** Information Leaf, Templates for Header and Footer, Race Table Templates, Race Terms and Conditions Template(s).

## Release Information

Language	English
Release No	3
Date	May, 2019

The Handbook refers to other specialized documents.  
Look for these manuals in the admin section 'Handbooks'.

*Apart from references to actual persons, companies or entities, all names, companies, races and venues in this handbook are fictitious and used for illustrative purposes only.*

## Introduction

ORGSU helps the Event Organiser to prepare and produce an Event, no matter the type or size of sport. This handbook discusses the main steps from event inception and set-up through to final official results publishing and delivery to the series. In combination with the system menu and descriptions, this handbook provides all relevant information for users.

Orgsu home page on [www.orgsu.org](http://www.orgsu.org) brings all important features:

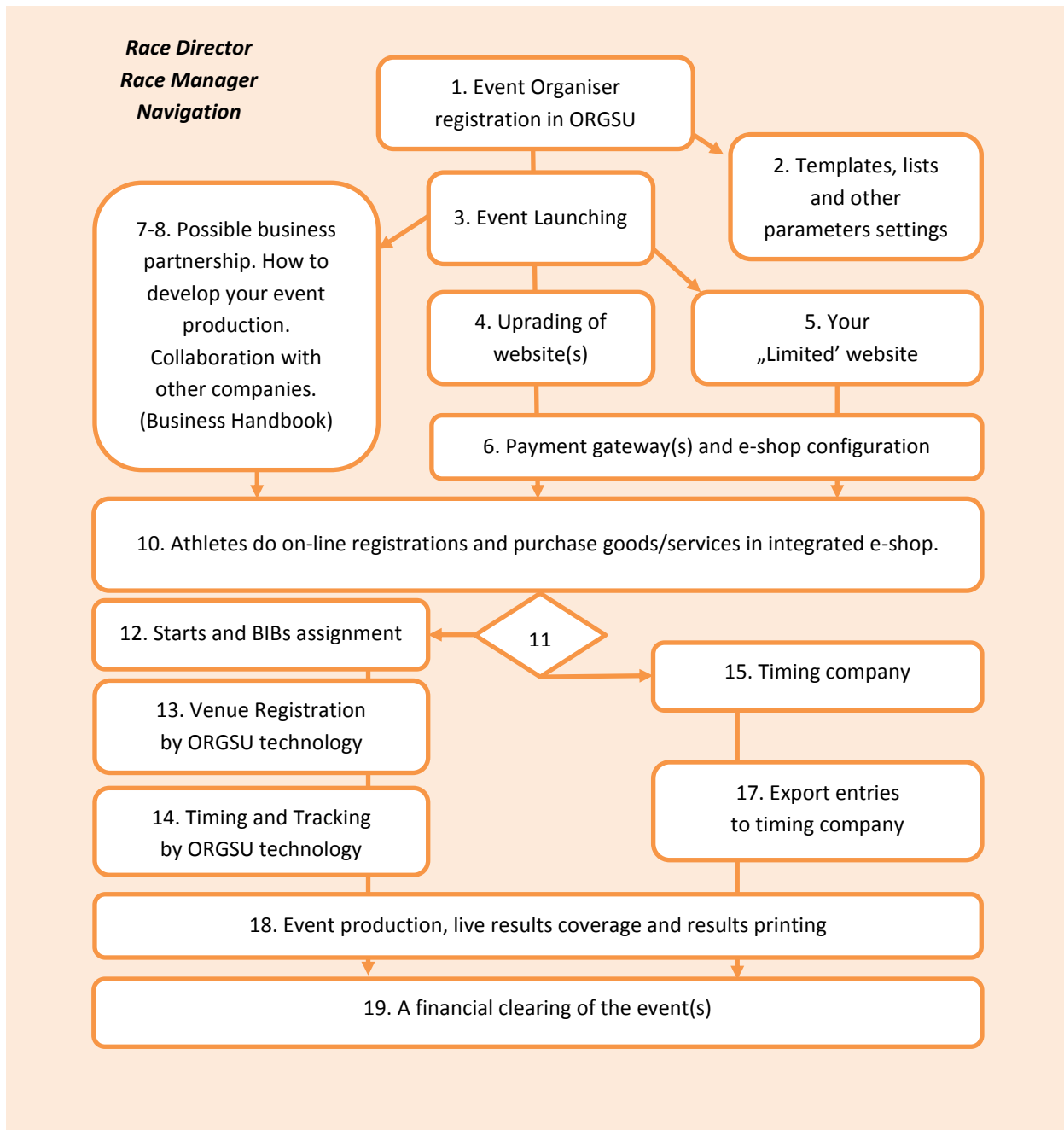


### The only all in one solution in the world

ORGSU technology is the ultimate solution for administration of any sporting event. Whether it might be running, cycling, triathlon, team adventure races – ORGSU has it covered. The software integrates modules such as [online](#)

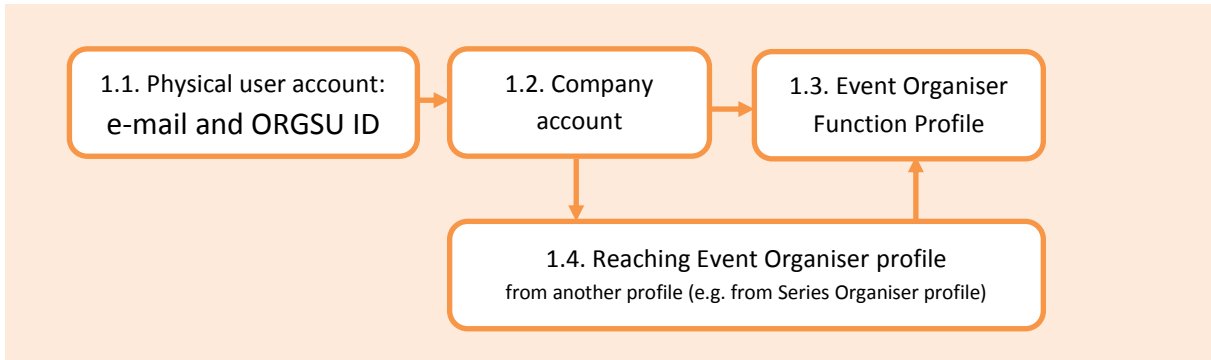
As the system is relatively complex and contains many functions, the overall flow-chart will help you to navigate the environment, from **physical admin user registration to the Race Results**.

So this is not a handbook for athletes. If you are looking for the athlete services go to the page <http://www.orgsu.org/athlete-login-and-profile> please.



The numbers in the picture above refer to the numbers of the chapters below:

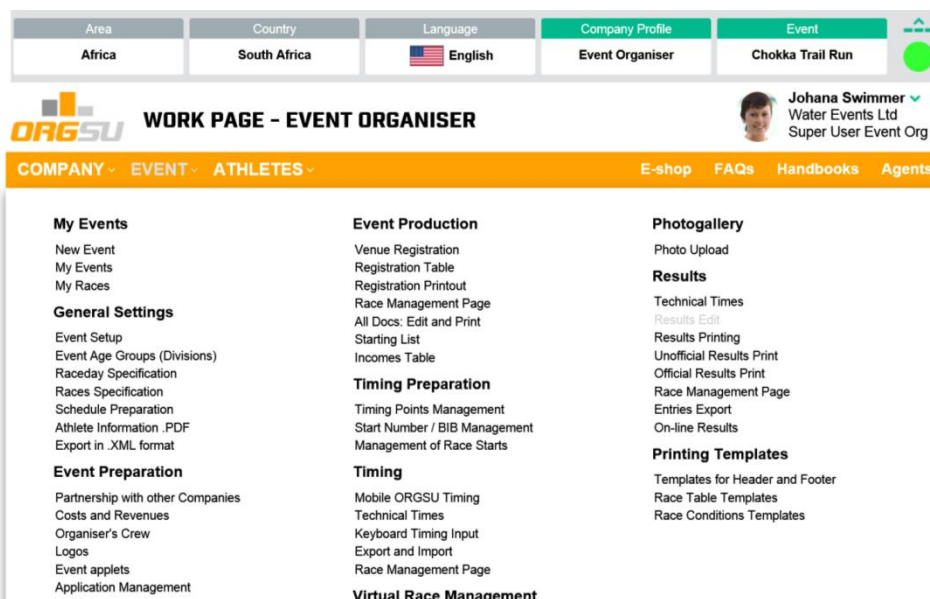
## 1. Administrator registration and general instructions



There are two types of accounts within the ORGSU system:

- 1.1. Physical user account. One physical user (administrator) can be assigned to one or more company profiles in one or more company crew roles. The area, country and language of a physical user are displayed on the upper system status line. The user name and actual assignment to the company are displayed on the right upper part of every system page. Physical user can change his/her profile information and login assignment by clicking that information box.
- 1.2. Company account. A few details must be filled in (company name, country, ...). The system registers every company in at least one company function profile.
- 1.3. Event Organiser Profile. The most important section is the last wizard page, where the e-contract with ORGSU Ltd is accepted. Without a contract, most of the system functions are blocked. Full system functions are accessible when the ORGSU Licence for the given company profile is purchased. On every system page, the Licence status is indicated by the dot on the right upper corner (Green / Orange / Red).
- 1.4. Existing user of e.g. Series Organiser may also add the Event Organiser Profile for his/her company by clicking **Company - Other available Profiles**.

The completion of the last wizard step is an electronic ‘signing’ of the contract with Orgsu Ltd. Please read the [Terms and Conditions](#) before signing this contract.

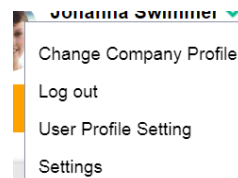


As you can see, the system shows a company functions profile in the box in the right upper status line. The licence for this profile has been purchased, so the upper right corner shows a green dot. One can operate the system without a licence, read the [Licence policy here](#).

Licence for this profile might be purchased in **Company – Licence** menu. Once Event Organiser profile has been registered and the licence purchased, the user will be able to operate all the system functions.

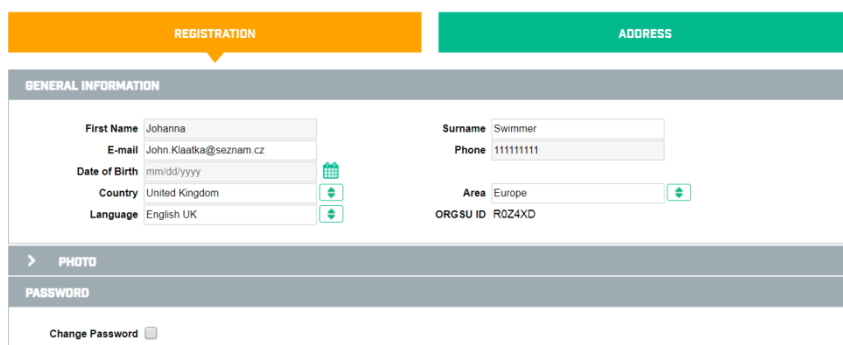
By clicking onto the user name info box short menu will appear:

**Change Company profile** allows to the physical user change the company or its function profile. Also it allows to the physical user change his/her personal role profile in a given company. One physical user can be assigned to several roles in the company function profile. **Log out** button logouts the physical user out of the

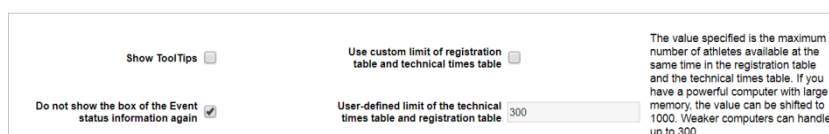


administration.

**User Profile Settings** opens the page of the personal data information, user photo and password settings:



The Settings button runs single page with some technological settings:

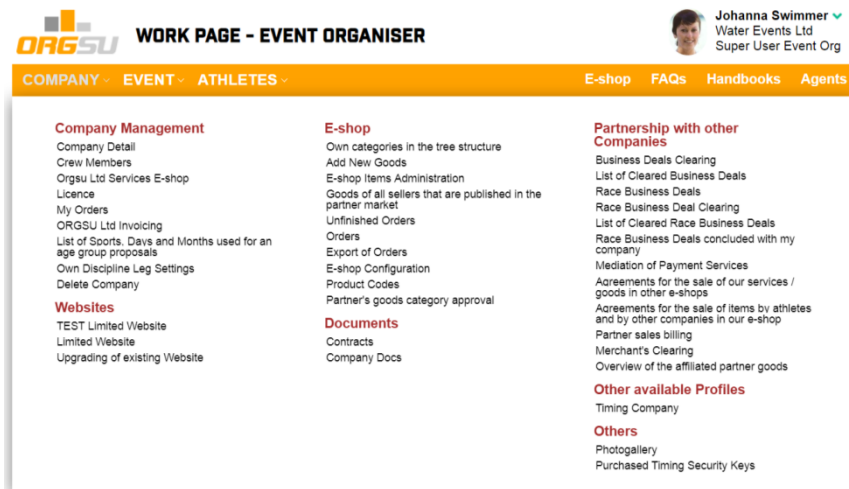


The choice ‘**Do not show the box of the Event status information again**’ affect the behaviour of the information

box on the page ‘Event – Timing and Tracking’. It is a reminder box with the statuses of the upcoming races of the event 48 hours prior the races.

The 'Use custom limit ...' option can be enabled by checking the upper button and then adjusting the box value below. Both administrative tables of both Event-Registration and Event-Technical times are directly burdensome to the end-user's memory. If you have an event with 200 competitors, then no problem and the table will work on a weaker computer quickly. But if you have an event with 2000 racers, then your computer wouldn't be able to handle it well. Therefore, it is necessary to reduce the number of entries entering the table. The reduction is done according to several criteria and the system will always call it if the set value is to be exceeded. You can't call this reduction screen yourself.

The handbook will go through all the main menu parts: COMPANY / EVENT / ATHLETES now:



## Menu: Company / Company Management

**Company / Company Detail** allow entering and editing the company details. The editing of all items is available. The SAVE must be used to keep the new data stored.

COMPANY	
Title	Water Events Ltd
ID	123456789
E-mail	some.times@seznam.cz
Country	United Kingdom
Phone	123456789
Description	This is an example of a non-existing event producer's website for demonstration and testing use. All names, logos, places, and other information may be similar to the facts only by chance. Do not enter any race and do not buy the product and / or services offered in this e-shop, please.
COMPANY ADDRESS	
Street	55, No Street
ZIP Code	123456
Country	United Kingdom
City	Prague
Region / State	
WEB PAGES	

## Company - Company

### Crew.

As from the very beginning the person establishing the company has got the role

'Super User' of the desired function profile. He/she can add another physical user into his/her company crew. The physical user must visit the ORGSU homepage and register through the menu [Login / New Crew](#) to obtain an ORGSU ID number.

A hitting to the green plus a new row in the table appears. On the left side the role must be selected and a person's ID (or e-mail) must be entered to the right side column.

Accountant		
CEO		vilen
E-shop Administrator		
Photographer		m.oz
Registration Crew		
Rights: Event All		Johr
Rights: Event Restricted		
Super User Event Org		m.oz

Only ORGSU registered physical users can be added into your Crew.

An entering of correct value will be confirmed with the OK sign and user name displaying:


CEO	John Klauka@seznam.cz	Swimmer Johanna
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SAVE on the page bottom must be used to save the new settings.

**Company / Orgsu Eshop** opens a page with the Orgsu factory eshop offering some additional services.

**Company / Licence** gives a table of the licences purchased and an option to get a new one. Press '+ Select and buy new licence' to get the offering related to the company's function profile and the country.

**Company / My Orders** opens the table with the previous orders and also Orgsu ltd invoices. By clicking on the right column the details and payment of non-paid orders is available.

317003	6/26/2017 8:18:12 AM	Upgrading of existing website - (1 pcs x 200.00 \$) 200.00 \$	Organizers Support. s.r.o.	200.00 \$	Waiting for Payment	
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**Company / Orgsu Invoicing** is a filter just gathering the operating fees invoicing. Each currency has its own invoice for all three types of the fees. The detail button opens the page with an invoice detail. The details of the invoicing process is clear from the [Terms and Conditions](#).

Status	Due Date	Entry fee amount	Eshop amount	Timing amount	Amount	Action
Cancelled	4/23/2019	4.80 €	4.80 €	0.00 €	9.60 €	<a href="#">Detail</a>
Completed	2/28/2019	98.00 Kč	0.00 Kč	333.42 Kč	0.00 Kč	<a href="#">Detail</a>
Completed	1/31/2019	74.76 \$	0.00 \$	1.97 \$	72.00 \$	<a href="#">Detail</a>

3 Records

### Company / List of sports

The site allows you to edit the list of sports that the system offers and make customizations to this list. In addition, one or more disciplines can be assigned to the sport. For a clear understanding of the terminology: Sport Triathlon has 3 swimming, bike and run disciplines. The 'date ..' theme is more complex and discussed later in the manual.

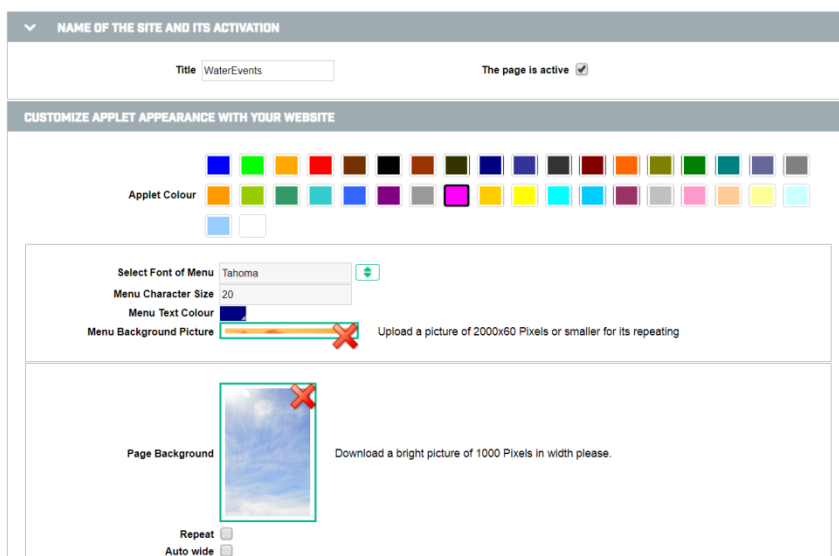
**Company / Setting up your own disciplines.** The site with the modification of factory disciplines, that are assigned to sports.

**Company / Delete company** function will work only for a newly created subject without any events.

## Menu: Company / Websites

### Company / Limited Website

The system itself can create a website that will contain the most necessary to publish races, applications and results. To activate a limited page, you need to check the 'Page is active' option, enter the required parameters, load a background (preferably a sky image or some other bright pattern).



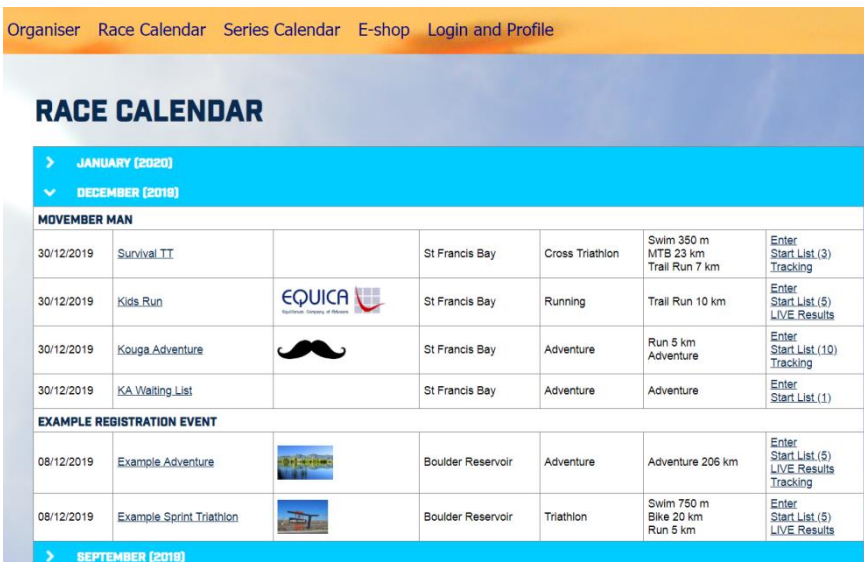
The screenshot shows a configuration panel for a website titled 'WaterEvents'. The 'Page is active' checkbox is checked. Under 'CUSTOMIZE APPLET APPEARANCE WITH YOUR WEBSITE', there are options for 'Applet Colour' (a grid of color swatches), 'Select Font of Menu' (set to Tahoma), 'Menu Character Size' (set to 20), 'Menu Text Colour' (a color swatch), and 'Menu Background Picture' (a placeholder with a red 'X' and instructions to upload a 2000x60 pixel image). Below this, there is a 'Page Background' section with a sky image placeholder (also with a red 'X' and instructions to download a 1000 pixel wide image) and checkboxes for 'Repeat' and 'Auto wide'.

To activate or change the parameters press the 'Save' button. Then, if you or your athletes open this limited page, you (as an athlete) can test how system works for athletes.





The settings of the the above will provide the limited page accessible on

the URL address <https://tech.orgsu.org/Site/WaterEvents>. It is one of the testing companies accessible

for anybody:



The screenshot shows the 'RACE CALENDAR' page on the ORGSU website. The navigation bar includes 'Organiser', 'Race Calendar', 'Series Calendar', 'E-shop', and 'Login and Profile'. The main content area shows a calendar for 'NOVEMBER MAN' with several events listed. Each event row includes a date, event name, logo, location, sport type, and distance, along with links for 'Enter Start List' and 'LIVE Results'.

NOVEMBER MAN						
30/12/2019	Survival.TI		St Francis Bay	Cross Triathlon	Swim 350 m MTB 23 km Trail Run 7 km	Enter Start List.(3) Tracking
30/12/2019	Kids.Run		St Francis Bay	Running	Trail Run 10 km	Enter Start List.(5) LIVE Results
30/12/2019	Kouga.Adventure		St Francis Bay	Adventure	Run 5 km Adventure	Enter Start List.(10) Tracking
30/12/2019	KA.Waiting.List		St Francis Bay	Adventure	Adventure	Enter Start List.(1)
EXAMPLE REGISTRATION EVENT						
08/12/2019	Example.Adventure		Boulder Reservoir	Adventure	Adventure 206 km	Enter Start List.(5) LIVE Results Tracking
08/12/2019	Example.Sprint.Triathlon		Boulder Reservoir	Triathlon	Swim 750 m Bike 20 km Run 5 km	Enter Start List.(5) LIVE Results

The limited page can be used as the only the page for your athletes. Also you can use this page simultaneously with your original page(s) boosted with Orgsu services.

There are few Orgsu components on the page so called applets. You can find these applets on the menu below:



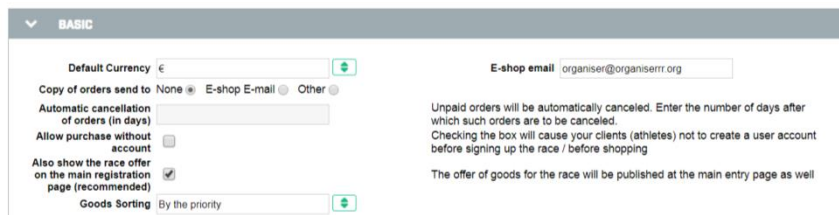
## Company / Upgrading of existing websites

This site gives you the opportunity to create a new service (applet) for your site and also offers you the ability to check and edit existing applets. These are function blocks that you can parameterize and upload to your website or your sponsor's website. The whole website reinforcement topic is included in the specialized 'Strengthening Your Website' manual.

### Menu: Company – E-shop

If the organizer will sell on his / her website entry fee or other services or goods, then he / she needs to configure e-shop. For this topic, look for the special '**ORGSU e-shop**' manual. Now only the most necessary parameters are listed. Go to the page **Company - E-shop configuration**

A) Currency, which should be offered correctly in the desired country and an email to which the system will send information about executed orders, etc.



**BASIC**

Default Currency: €

E-shop email: organiser@organiserr.org

Copy of orders send to: None  E-shop E-mail  Other

Automatic cancellation of orders (in days):

Allow purchase without account:

Also show the race offer on the main registration page (recommended):

Goods Sorting: By the priority

Unpaid orders will be automatically canceled. Enter the number of days after which such orders are to be canceled. Checking the box will cause your clients (athletes) not to create a user account before signing up the race / before shopping

The offer of goods for the race will be published at the main entry page as well

B) It is also necessary to specify the format of the numerical series of orders. Default is offered as the initial value 00001 to AAAAA and the last 2 digits of that calendar year are offered in the CC position. The KKK value cannot be changed.



**FORMAT OF ORDERS NUMBERING**

A series of orders starts with a value (AAAAA): 22222

User defined 2 digits Code (CC): 19

Company ID determined by the system (KKK): 012

Order Number Settings: AAAAACCKKK

C) Then it is advisable to fill in the bank details in order to publish the sale of the entry fee or goods. The bank transfer is an archaic option, but it is a fast variant and for some substitute until it activates the electronic payment gateway in the bank. See the 'Setting up a payment gateway' manual. At the end of the minimum configuration of the Company-eshop configuration, it is necessary to put SAVE at the bottom of the page.

**Company / Documents** section, .pdf documents are stored, mainly concluded contracts for individual company functional profiles.

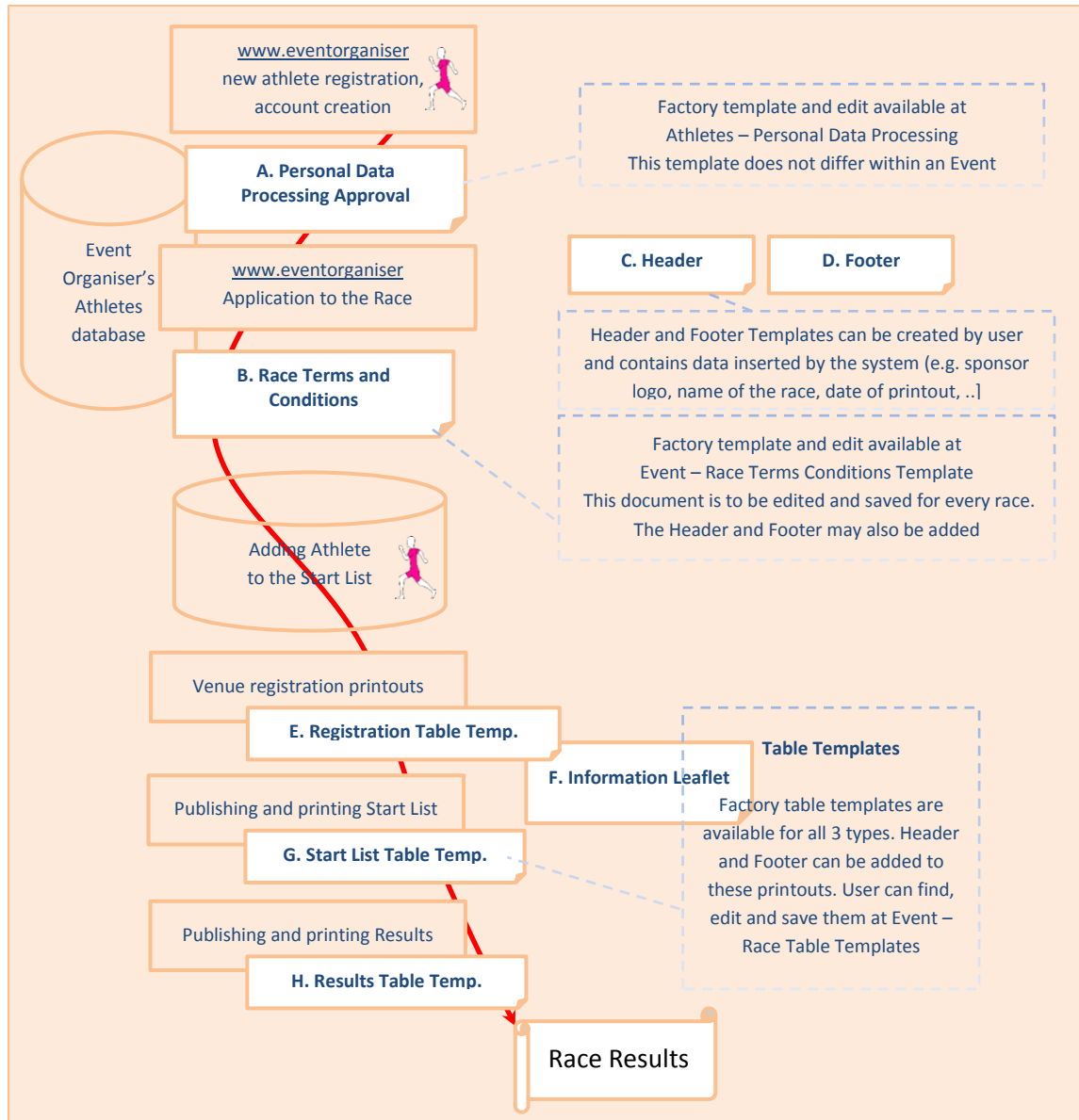
**Company / Collaboration** section with other companies brings a set of features that allow you to enter into business agreements with other companies and share funds generated by the events. This topic is discussed in the '**Business handbook**' manual.

**Company / Other Available Profiles** section allows you to activate another profile for your company. Only profiles that are not yet active are displayed here.

**Company / Others** section also allows you to enter and manage photo galleries. These can then be published separately or within the event calendar applet. **Company - Photo gallery** function can store and publish race pictures.

## 2. Templates, lists and other parameters settings

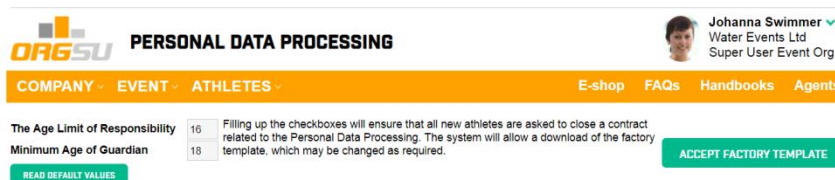
There are several templates which every Event Organiser should have ready prior to his event/race. The picture below explains their functions:



This boring but very useful staff should be done before actually using the system for real events. Usually, the ORGSU factory templates will be available in the system, so the user may copy the template and make use of it for a particular Event / Race.

## A) 'Personal Data Processing'

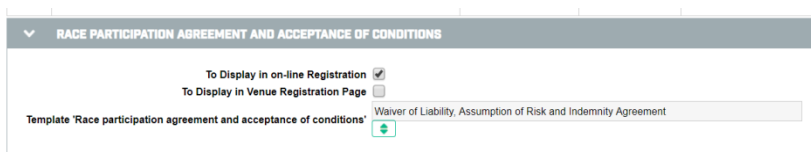
The database owner (event organizer) and his client (typically the athlete) enter into an agreement with this document that the data and information will be stored in the organizer's database. With respect to the GDPR Regulation, the **Athletes - Personal Data Processing** menu has to enter the age limit of legal personality (16) and the minimum age of the legal guardian (18 years of age).



The default system setting is empty without the specified values and therefore does not take into account GDPR. It is the responsibility of the organizer to decide whether or not to apply GDPR (or other) restrictions.

## B. Race Terms and Conditions

In the **EVENT- Race Terms and Conditions Templates** menu you can open a table of existing templates. These templates may differ from race to race, from sport to sport. When selecting + NEW, the user can use the 'Participation Conditions' factory template and / or select an empty template.



Editing a new or existing template allows you to add a header and footer template, see below. The assignment of the Terms

template to the particular race is provided on **EVENT – Races Specification**. Any template can be assigned to any race here.

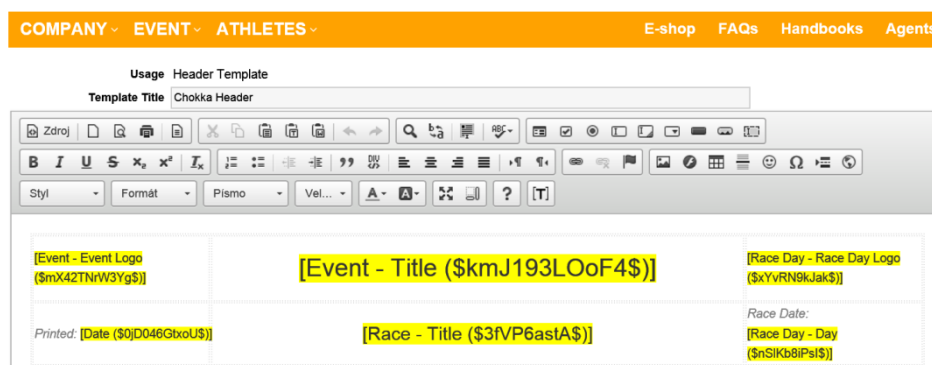
## C. Header

Find the templates on **EVENT – Templates for header and footer**. The default factory Header has a template which

every user may copy

and use, edit and save as needed.

Working with the internal editor is easy; please find more information here:



[http://docs.cksource.com/CKEditor\\_3.x/Users\\_Guide](http://docs.cksource.com/CKEditor_3.x/Users_Guide) The user may add system texts - so-called 'Marks' - into the text by hitting the [T] [Text] button and selecting an option, e.g. Name of the Race. The factory template contains the most useful information, as you can see here on a real example:

The results page using the factory defined header:



## Bestmed Chokka Trail







Printed: 08/12/2016

Chokka Trail 62K

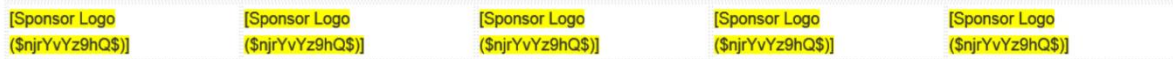
Race Date: 07/08/2016

### Official Results List

#	BIB Name		DIV	DIV #	ST-MO #	MO-DU #	DU-OY #	OY-DU #	DU-R330 #	R330-PO #	PO-FI #	Total Time	To Winner								
1	232 Hammer	Craig		Men 12-99	1	57:59	3	34:37	2	1:41:01	1	2:05:47	2	30:54	2	22:15	1	36:05	1	6:48:38	00:00
2	239 Claassens	Skippy		Men 12-99	2	58:02	4	34:31	1	1:41:06	2	2:05:40	1	30:49	1	22:22	2	36:09	2	6:48:39	00:01
3	238 Wesson	Andy		Men 12-99	3	54:48	1	36:39	3	1:43:49	3	2:24:15	3	35:18	3	31:11	6	38:12	3	7:24:12	35:34
4	231 Adams	Eduan		Men 12-99	4	54:50	2	37:27	4	2:05:16	4	3:10:18	7	38:53	4	26:47	3	48:27	4	8:50:58	2:02:20

### D. Footer

The default factory Footer has 5 positions available for sponsor logos, which is usually sufficient. This section appears as illustrated below:



When ready to publish, the user will be asked to Select Logo and may then download a logo into every section of the system, as required. The result appears as follows. The text above the bottom line can be edited on the page **Event – All docs edit and print.**



### Table Templates

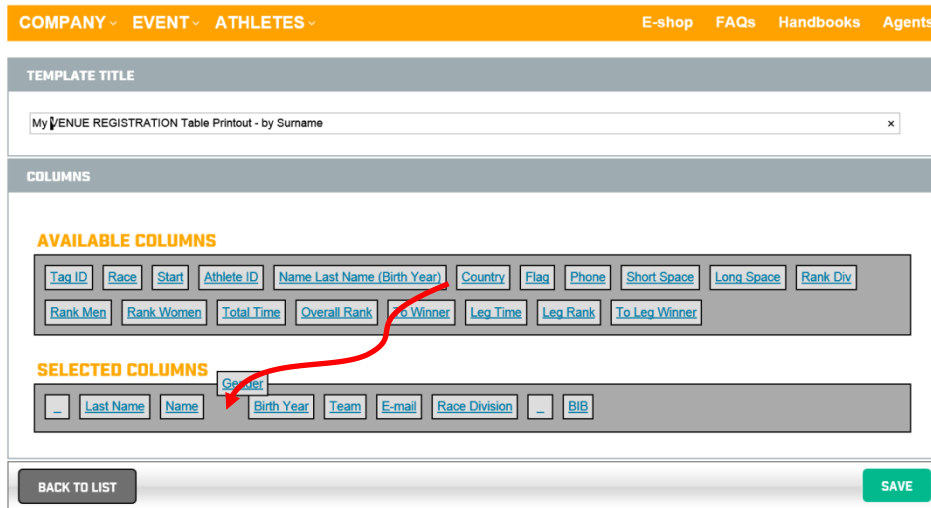
In the template diagram above, three printing options are available: List of registrants, Start List and Results List. This means that different templates will be used when printing these different outputs.

Only the printout for Venue Registration will be discussed below, as all others are utilised in the same way.

NEW	Template Title	Updated by	Updated	Action
	RESULTS Table Template	Johana Swimmer	9/28/2016 8:18 PM	<a href="#">Edit</a>
	RESULTS Table Template (to be finalized for every race)	Jaromir Horak	9/28/2016 8:02 PM	<a href="#">Copy to own Templates</a>
	START LIST Table Template (to be finalized for every race)	Jaromir Horak	9/28/2016 8:01 PM	<a href="#">Copy to own Templates</a>
	VENUE REGISTRATION Table Printout - by BIBs (to be finalized for every race)	Jaromir Horak	9/28/2016 8:09 PM	<a href="#">Copy to own Templates</a>
	VENUE REGISTRATION Table Printout - by Surname (to be finalized for every race)	Jaromir Horak	9/28/2016 8:06 PM	<a href="#">Copy to own Templates</a>
5 Records				

### E) Registration Table Template

The Table Templates offer two different Venue Registration Table Templates (one by BIB, one by Surname). Data differs in the first column for the purposes of sorting output. This printout is usually used by crew members at physical venue registration, as they will usually need all participants' names printed out, with papers attached to the tables. They may therefore choose to have these ordered using either BIBs or Last Names.



By clicking **Copy to own templates**, the page appears as shown.

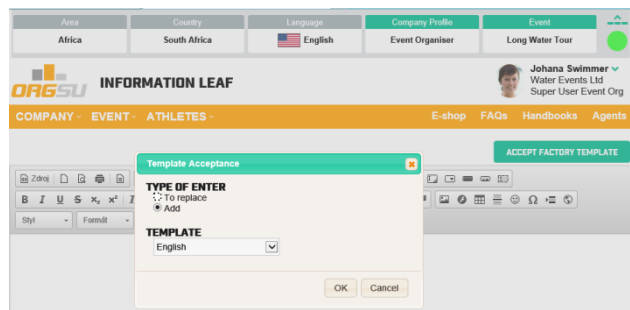
The user should rename the Template Title to make it his/her own. Now, he/she can edit the columns. This is the same approach to editing of all

tables in the System and there are a few tricks involved in doing this:

- Tap the item in 'Available Columns', hold with mouse and move it to 'Selected Columns' box. By moving (as the red arrow indicates), a small space will appear over the actual box position.
- Click on the **every item** box and then re-name the label of the selected column label as desired. By doing this, you may create your own table content for all printouts. Using your templates for real publishing will be explained later on in this handbook.

### H) Athlete Information Leaf

This is one of two printouts offered by the Venue registration page. This can be printed for every athlete after his/her physical registration. User can open this Template, e.g. from his/her main menu: **All docs: Edit and Print**.



The editor will be empty when opened the first time. By accepting the factory template, the factory template is uploaded and user may edit and save his/her own template.

The template is centred because of the usage on the narrow printers typically. You can edit this template with the inbuilt editor.

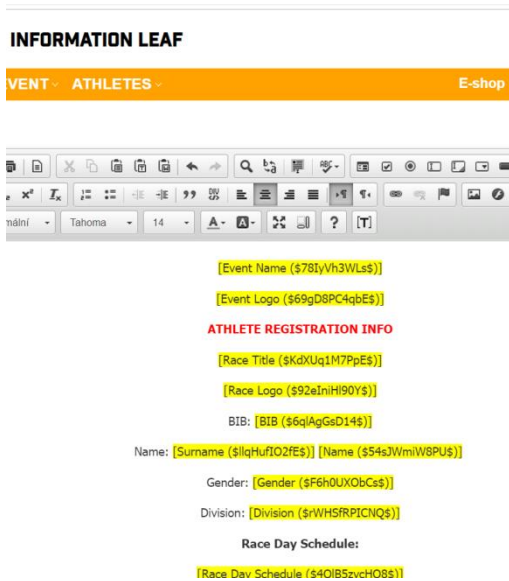
Hitting the [T] mark the variables will appear to be inserted to the text.

**Note:** this is not a bill template. The bill template cannot be edited.

### 3. Event Launching

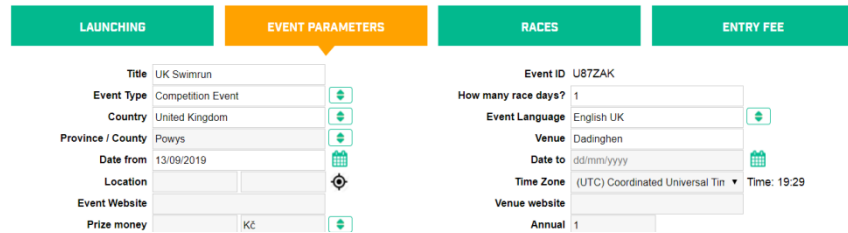
Terminology is introduced throughout the system, which is important for a proper understanding of the functionality of the entire administrative section. An event lasts one or more days, some are race days, containing one or more races. The race can then have one or more starting waves, or starts. Thus, the Event Launching Guide offers one page of the event's general properties, one page dealing with event races and the page of the entry fee definitions.

Thus one event can have more race days and more races. We do not recommend that you create one event for each race. For one race day, there is a built-in rule in the system that all race days can have only one set of starting numbers (BIBs). Each starting number in one race day is unique, it cannot occur multiple times.



At the top right of the bar (which can be hidden by the arrow above the license) is a box with the name of the event and race. Clicking on each of the names will bring up a box with the option to change. The currently selected event and race is then applied to the vast majority of services that are offered. The EVENT menu offers a variety of topics that are logically sorted from top to bottom and left to right 'as the time of the event flows'

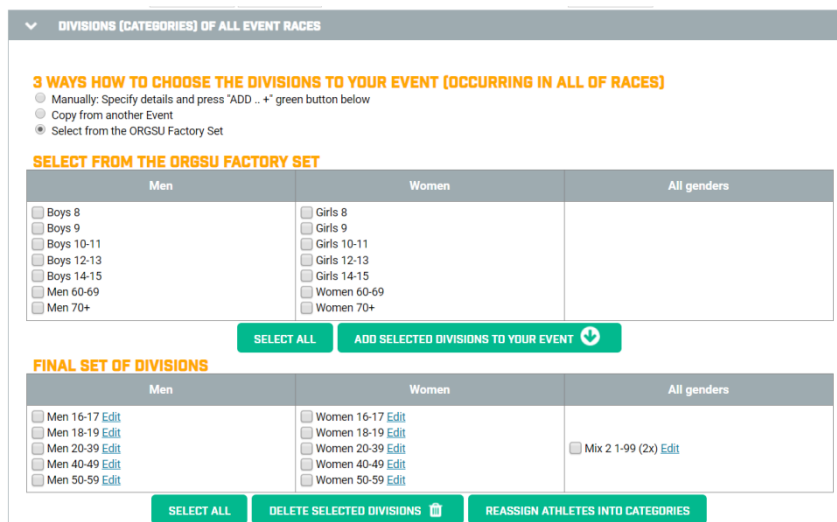
By clicking **New Event**, the wizard for a new event appears. An Event is supposed to cover one or more race days, where every day can consist of



one or more races. Every race can be started in one or more Starts / Starting Waves. Use please a short event title as it will be used in many tables and lists. The location will offer you google maps to choose from. The time zone is very important value, check it even when it is automatically offered.

If you left the number of the race days 1, the number of the wizard steps will remain four. If the value of the race days exceeds 1 then new wizard step containing the race days will occur.

Divisions, like age-group categories for all races, referred to throughout the system as Divisions, must



be specified now. User may select (click the box on the upper box) from the factory list. Then the command '**Add selected ...**' must be used.

Deleting of the division from the 'Final set of divisions' is allowed only when no athlete is assigned to the desired division.

Reassigning of athletes will cause irreversible loss of the

assignment. It is useful after the importing of the start list or results mainly.

An important facet of the system is how athletes are automatically sorted into a specified age-group category.

### Day and Month for Age Group Proposal (Day.AGP, Month.AGP)

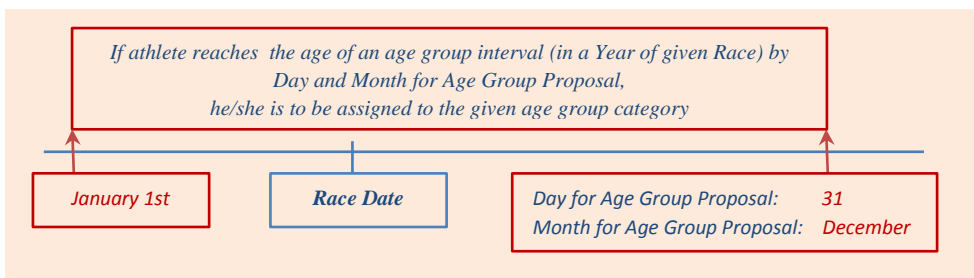
ORGSU considers that athlete belongs to the given age group, if he/she reaches his/her age of age group by the Day and Month for Age Group Proposal of the year of the given Race.

Mathematical expression of this sentence follows:

Calculated AGE = Day.AGP / Month.AGP / YEAR of the race – Athlete's Day/Month/Year of Born

It gives result, consisting of the whole number of age and remaining. The whole number is the value of the athlete's age in the year of the race, using by the system to assign athlete to the age group.

The factory default Day and Month for Age Group Proposal is equal to December 31<sup>st</sup> and is a good one to keep for summer sports in the Northern Hemisphere.



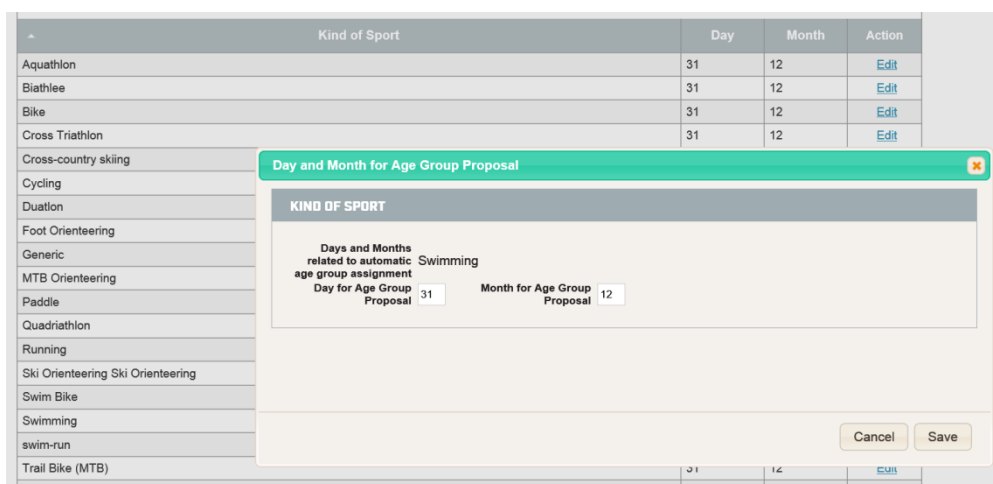
Also summer sports in Southern

hemisphere use the Dec 31<sup>st</sup>, due to the school year period usually.

However, for winter sports in the Northern Hemisphere, the Day for Age Group Proposal can be set as Sept 1<sup>st</sup>, for example. In this case, athletes remain in the same age-group category for the whole winter season.

The same „problem’ can occur in the Southern Hemisphere for summer sports theoretically as well.

So, the Day and Month for Age Group Proposal for selected sport can be set e.g. to Sept 1<sup>st</sup>.



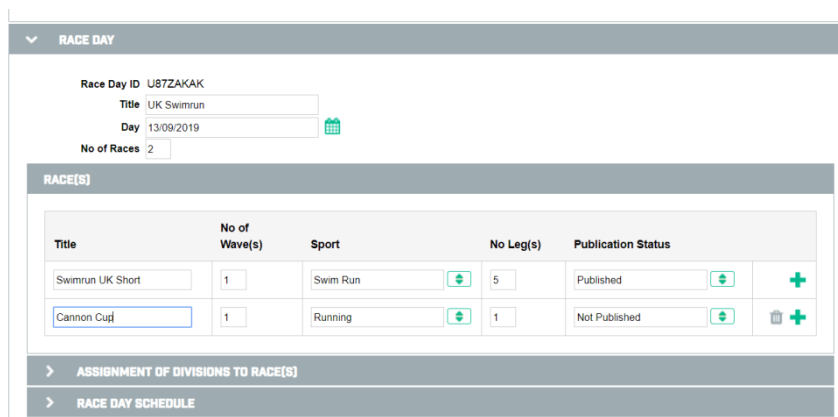
Inside the system, Every Event Organiser is able to modify his/her Day and Month of age group proposal for different sports: **Company – List of Sports, Day and Month for Age Group Proposal**.

Event Organiser may finally change the automatic proposal of the age group to athlete manually in both pages dealing with the registrations: **Event / Registration Table** and **Event / Venue Registration**.

As mentioned above, the system at this point in the event setup requires you to specify all age categories that will be assigned to each race. A set of categories can be edited later by the user.



The basic **race day settings** follow in the box. The table contains entered races to the race day. New race can be added by the green plus. If no athletes are assigned to the race it can be deleted by the basket icon on the right as well.



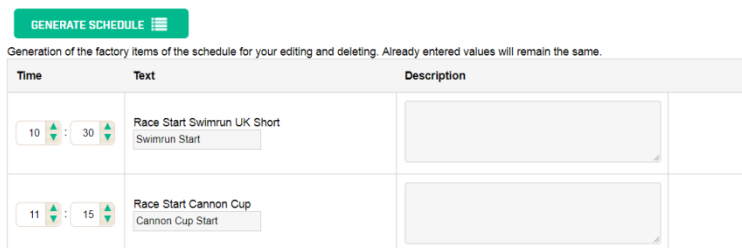
There is very important **Publication status** column. By default it is 'Not Published'. It means the race is not published to the Internet. You can do all the settings on behind the curtain and publish the race when it is really ready.

The table **Race Day - Assignment of divisions to races** gives opportunity to create a logical mapping of the divisions to every race.

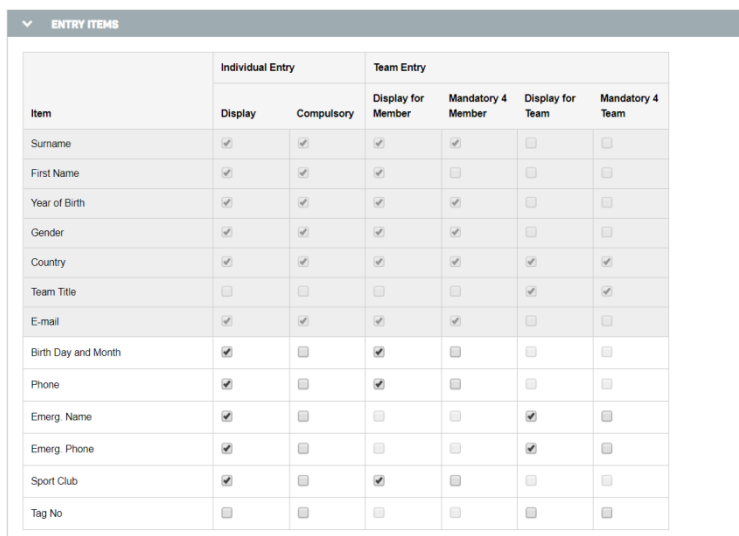
	DIV Mark	Swimrun UK Short	Cannon Cup
Women 16-17	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Women 18-19	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Women 20-39	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Women 40-49	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Women 50-59	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Men 16-17	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Men 18-19	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Men 20-39	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Men 40-49	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Men 50-59	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mix Team	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

an

**Race day - Race day schedule** should contain all important actions during the day. System offers the starts of all defined races by default. The button Generate Schedule will offer the factory predefined items what can be easily modified.



Under the race day box (if there was only 1 race day) two sections dealing with application entry items follows. The first ENTRY ITEMS is factory pre-defined one and the user may modify whether or not to display it and also if it will be mandatory to fill in the given item during an entry process. The user modifications are available only within the lower part of the list.









Some of the positions are not available for the sake of the business logic.

The individual and team entry are quite different. Look for the team entry details in the **Team Races Handbook**.

The second box allows the Event Organiser to define his own application items. There are several item formats

available, so all the usual information may be gathered







Language   Title	Format	Required
English 	Time 400M free style  	Time HH:MM:SS  <input checked="" type="checkbox"/>  

during the registration process. For illustrative purposes, swimming proficiency is captured here with data about the time for 400m freestyle. If the required box is ON, the item will be mandatory in on-line registrations.

NOTES: - for adding other language, click the green plus inside the Language box.

- for adding another whole item, click the green plus in the right-hand column.

The third box deals with **External Identifier on the application**. The system allows to choose from offered external systems (for example national association of given sport).

Language   Title	External System	Required
English UK 	Enter UK Athletic Licence No:  	UKAthletics  <input type="checkbox"/>  

When your desired system is not offered you can submit us your request. We will connect Orgsu API to the desired system in few weeks.

This setting ensures that athletes will enter the identifier of the selected external system during entering the race. The external system will be able to load the start list and properly assigns the races to every athlete in its database. No duplication will occur.

The box below deals with the **Related Happenings**. You can also specify related events that will then be published in the race applet. This function can be used, for example, if the competitors need to go to a sponsor's shop one day in advance, where they should pick up the start numbers or to announce the results elsewhere than the race itself.


The next box stores information about the Event Organiser crew. There is currently no connection of

ORGANISER'S CREW				
Role	Last Name	Name	E-mail	Phone
Event CEO	Carl	Bridge	carl.bridge@hotmail.xyz	0080879879
Main Referee				
Referee				
Venue Registration Manager				
Timekeeper				
Technical Delegate				







roles and names between this table and the organiser's database.

LOGOS

**EVENT LOGO**

File Name	Note
LOGO A.png (0.00 MB)	

**SPONSOR LOGO(S)**

File Name	Note
LOGO B.png (0.00 MB)	  
LOGO C.png (0.00 MB)	  

A vital step in the process is your logos download. At least 2 logos should be downloaded: the event logo and logos of the sponsor(s) respectively.

Logos will be downloaded for every race too. Logos are offered to the internet outputs and for the printing templates.

During your work on each HTML system page, please use the SAVE button at the bottom of the page. Owing to internet technology used for this system, database operations should be regularly supported by the SAVE function, as the process is paused when internet connection occasionally fails.




**SHORT DESCRIPTION TO BE PUBLISHED BELOW THE EVENT TITLE**  
Important information related to the Event.

**DESCRIPTION OF THE EVENT AS A WHOLE (NOT RACES)**

[DOWNLOAD FACTORY HELP](#)

An event description.

**EVENT DOCUMENTS TO BE PUBLISHED**

File Name	Note
The uploaded document will be offered to visitors to your Race Applet for download.  Max Size 8 MB	 

**DISPLAY 3 LETTERS ABBREVIATIONS OF COUNTRIES E.G. [AUS]**  
Display Country Codes (XYZ) next Team Members

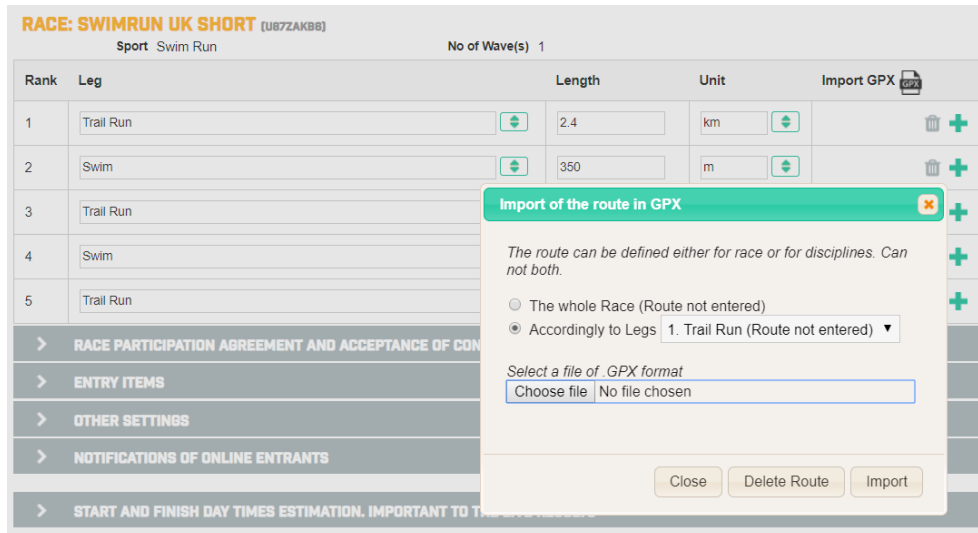
The last box **Other Setting** brings more information and tools for your use. The Factory Help may be downloaded and modified as required by the event organiser.

The last box deals with the abbreviation related to the name of athletes. It is useful for international events when the teams consist of different nationalities.

The next Wizard Page deals with the Race specifications.



The details of the track should be entered here. You can chose the sport and edit its disciplines as well. By the click on the Import GPX the dialog box will appear as shown.



Rank	Leg	Length	Unit	Import GPX
1	Trail Run	2.4	km	
2	Swim	350	m	
3	Trail Run			
4	Swim			
5	Trail Run			

**Import of the route in GPX**

The route can be defined either for race or for disciplines. Can not both.

The whole Race (Route not entered)

Accordingly to Legs 1. Trail Run (Route not entered)

Select a file of .GPX format

Choose file | No file chosen

Close Delete Route Import

It allows to enter the track of the whole race or for each its leg. The track will be displayed to athletes on the Google map via the race and calendar applets.

A user can define number of legs and select disciplines from the factory list. Other disciplines may also be added by choosing **Other** on the end of the list.

### Race Terms and Conditions

Next box is a choosing of the **terms and conditions of this race**. The document selection offers the list of available templates. These are created and modified by Event – Templates feature. The chosen text of the race terms will be presented to every entering athlete to this race during online registration.

### Entry Items


Following box '**Entry Items**' gives the fine opportunity to specify whether or not to desire each of user defined entry items. The **Other Settings** area brings the race logos download similarly to the event Other Settings.

## Registration and self-checking

System has a unique function how to minimize the queues on the venue. When the box Allow Selfchecking will be on, 24 hours before the race start Orgsu online registration will get change accordingly to this settings.

▼ **REGISTRATION AND SELF-CHECK**

Allow Selfchecking   
 Enter non obligatory Application Items   
 Enter BIB   
 Copy BIB to Chip No

Logo  Logo for Selfcheck

TO BE PUBLISHED ON THE LAST PAGE

Thank you for coming and entering the race. You can visit the terminal next to the venue registration enter your BIB and check the entered data. If there was an issue come to the venue registration staff. Enjoy the race!

## Other Settings

It offers similar items like it was discussed above for the whole event. The short information about the race entered here will be published via race applet.

## Notifications of online registrations

You can choose if to send automatic email notification after each entry to the race.



▼ **NOTIFICATIONS OF ONLINE ENTRANTS**

Post e-mail to event producer	<input checked="" type="checkbox"/>	organiser@organiserr.org <i>separate more emails with a semicolon</i>
Post e-mail to entry author	<input checked="" type="checkbox"/>	
Post e-mail to athlete <small>will not be sent if the email of the author and the athlete is the same</small>	<input checked="" type="checkbox"/>	

## Day Times Estimations

At the end of the races settings, the day times should be specified:

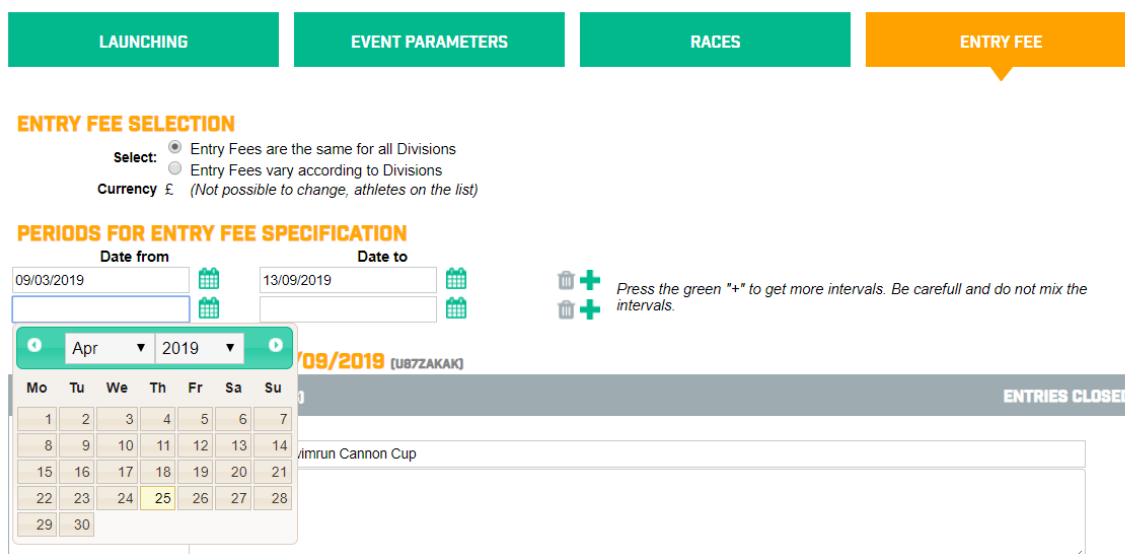
▼ **START AND FINISH DAY TIMES ESTIMATION. IMPORTANT TO THE LIVE RESULTS**

1.	Start Wave Title: <input type="text" value="Swimrun Start"/>	Race: <b>Swimrun UK Short</b> (U87ZAKB6)
	Scheduled Start <input type="text" value="10"/> : <input type="text" value="30"/>	Estimated Time of Day for Winner <input type="text"/> : <input type="text"/>
		Estimated Time of Day for Last finisher <input type="text"/> : <input type="text"/> 13/09/2019 
2.	Start Wave Title: <input type="text" value="Cannon Cup Start"/>	Race: <b>Cannon Cup</b> (U87ZAKB5)
	Scheduled Start <input type="text" value="11"/> : <input type="text" value="15"/>	Estimated Time of Day for Winner <input type="text"/> : <input type="text"/>
		Estimated Time of Day for Last finisher <input type="text"/> : <input type="text"/> 13/09/2019 

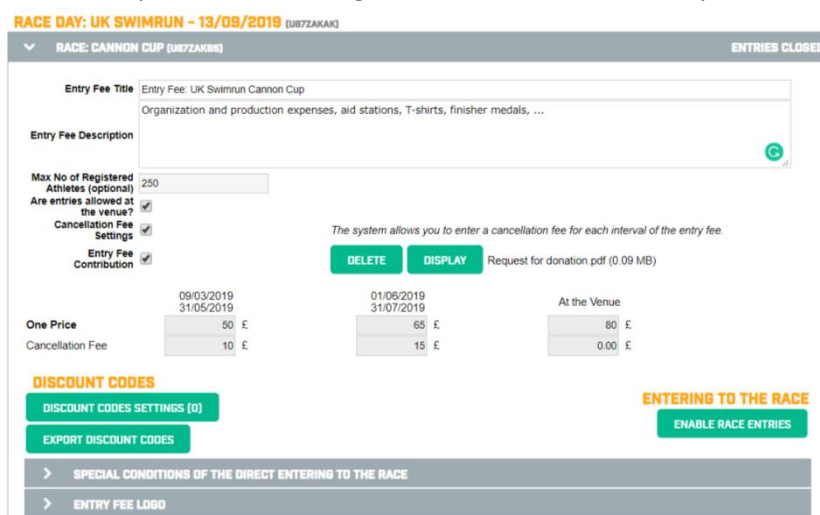
The predicted time and date of the last one in the finish line affects the appearance and behavior of applets that automatically switch to the form of results after this time and date.

The estimated Scheduled Start time of every Race (of all its waves) must be filled in carefully. This will be generated into the Race Day Schedule, to mobile devices for timing and is also to be used for informing spectators of your on-line results applet, where the count-down to the scheduled start is available. Therefore, please make sure that all start times of all waves of the Race Day are as up-to-date as possible. The finish of the day contains the date as well. One race can last up to 10 days. Double-check this on the race day morning, before all timekeepers log-on to their mobile apps.

The last wizard page contains information dealing with the Entry Fee.



There are options for choosing between the same flat entry fee for all Divisions in desired currency.



The choice impacts the table configuration below. The settings of the entry fee details follows for each defined race. The periods for the different entry fee prices may be added. Use the green plus to add an interval or hit the basket to delete it.

If the 'Max no of registered athletes' limit is filled in, then the system sends an information e-mail to the organiser when 2/3 of that number is reached. By reaching the specified number, the system will prevent further logging. A 'Sold out' message will appear instead.

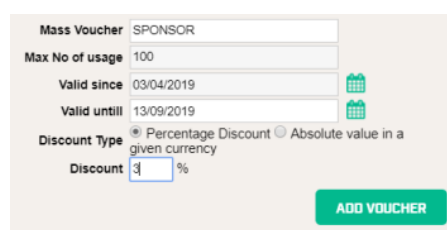
The 'Enable Venue Registrations' box is only informative for competitors who will see this information as part of a race presentation. It has no restrictive meaning to work with the system. If on the race day the organizer uses one of the two functions for adding and editing registered competitors (Event - Venue Registration, Event - Registration Table), they will work without restrictions.

'Cancellation fees settings' is to be added to the price table of the entry fee. Competitors thus have the opportunity to cancel their application and the organizer then has the opportunity to return the rest of the price. It is a very solid approach. A higher version of the system will allow you to return these cancellation fees directly electronically to PayPal or other e-wallet.

'Entry Fee Contribution' is a feature that requesting athletes to consider add the contribution. It can be used in combination with a zero entry fee (to allow you to specify a voluntary entry fee) or to ask for a charity contribution for something specific. The system activates the ability to upload a file where the organizer's request will be properly explained.

The item 'Discount Codes' is important if the organizer wants to offer to their friends or VIP racers a discount on the entry fee. First option on the top of the box is for disposable codes. You need to enter the code prefix (for example, the race name abbreviation), the number of codes to be generated, their validity limits, and select % or absolute discount. The Generate Codes button shows which codes have been generated, the user has the option to go back and modify the parameters and / or accept the generated codes with the 'Accept Codes' button.

The second part of the box is for the mass discount code. It might be used just repeatedly and usually is used to support the promotion/marketing of the race sponsor.



Mass Voucher SPONSOR  
 Max No of usage 100  
 Valid since 03/04/2019  
 Valid until 13/09/2019  
 Discount Type  Percentage Discount  Absolute value in a given currency  
 Discount 3 %  
 ADD VOUCHER

The Discount Code table then includes a list of issued codes and their possible usage in the past.

<input type="checkbox"/>	Code	Discount	Code has been used by	Valid since	Valid until	Terminated
<input type="checkbox"/>	SPONSOR	3 %	<a href="#">Code usage</a>	03/04/2019	13/09/2019	No
<input type="checkbox"/>	AA83WFMG	30 %		03/04/2019	13/09/2019	No
<input checked="" type="checkbox"/>	AA50TLDE	30 %		03/04/2019	13/09/2019	No
<input checked="" type="checkbox"/>	AAB6YAWJ	30 %		03/04/2019	13/09/2019	No

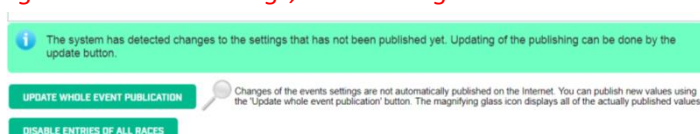
TERMINATE SELECTED CODES

In addition, the organizer has the option to select one of the issued codes in this table and terminate it manually.

Back on the entry fee main page, the discount codes can be exported to Excel to prepare them for easier distribution. They can be sent to competitors by e-mail or by SMS.

**Important warning:**

*if you make changes in the race settings, these changes will not be automatically published.*



The system has detected changes to the settings that has not been published yet. Updating of the publishing can be done by the update button.

UPDATE WHOLE EVENT PUBLICATION

DISABLE ENTRIES OF ALL RACES

Changes of the events settings are not automatically published on the Internet. You can publish new values using the 'Update whole event publication' button. The magnifying glass icon displays all of the actually published values.

*The magnifier is used to quickly look at published values. If you are sure you want to publish your changes, then you need to use either the button to update your race publication or entire event.*

The site also offers the possibility to enter conditions for the race when athletes will be able to sign up for the race even if the race is completely sold out. Athletes have the option to open a direct sign up function in their profile. The details are mentioned in the Athlete's Handbook.

Set the conditions to the direct entering the race

ATHLETE SUCCEED IN RACE
ATHLETE SUCCEED IN SERIES
ATHLETE HAS PURCHASED ..
ATHLETE HAS A VOUCHER

**Condition**

**Athlete has taken part in a specified race with following result**

Enter Race ID  or select from the list

Category

Total Rank by  places

Loss to the winner  %

Valid to  Valid since

Either the athlete has competed well on any race or ranked up in the race series. Alternatively, he/she bought some goods that qualify him to sign up.

The last condition 'Athlete has a voucher' is suitable for a VIP athlete who has come to the race in the last minute. Such an athlete would normally not be able to get to the starting list because the entries are already closed, the race is sold out. In this situation, the Athlete will enter his VIP code and enter the race.

On the main page 'Entry fee' there is the last item left and that is LOGO for entry fee. The organizer has the possibility to mark the entry fee next to the description with a picture as needed.

**Enable Race Entries** and **Disable Race Entries** buttons are available for each race. These buttons are applicable to each race separately.



#### 4. Upgrading website

As mentioned in previous chapters, all the important information about the event and its races were stored in the system. Now you need to install services that publish this information to the Internet for athletes. As stated in the ORGSU concept, the system does not work with any central database or central web site, but the event organizer (or its business partners) is expected to strengthen their own website and publish all information.

In **Company-Upgrading of your website**, the table with existing applets appears. By clicking NEW, additional options appear.

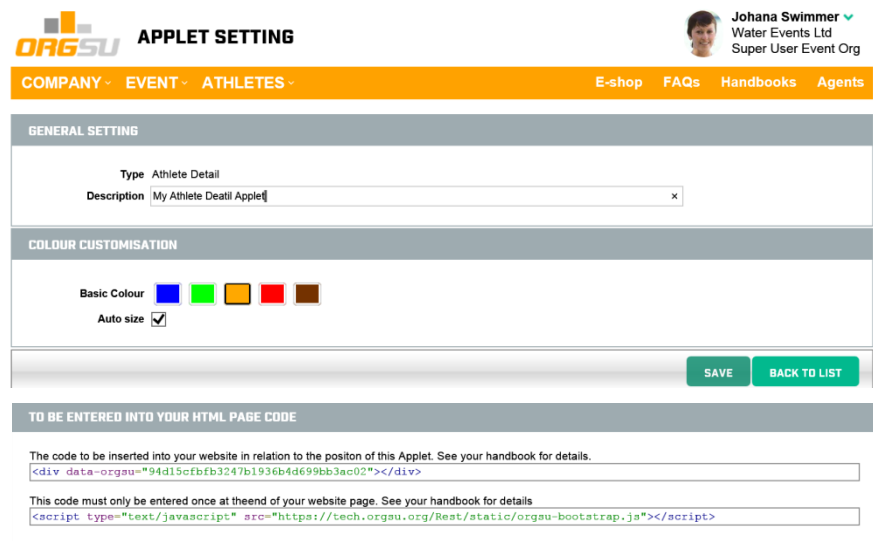
For your website, at least 2 applets are essential:

**Athletes login and profile** and **Race Calendar**. In addition, we suggest an optional online results applet.

Select NEW applet, setting of Athlete Detail, and click SAVE.

Thereafter, the bottom section of the table appears. This is the html code, which can be

loaded to the clipboard and copy-pasted by your webmaster into the correct place on the original Event Organiser web page. The same procedure must be followed to obtain html codes for other applets. This handbook does not contain specialised instructions for html coders, so please find further details in a specialised handbook '**Upgrading of event organiser website**'.



**ORGSU APPLET SETTING**

Johana Swimmer  
Water Events Ltd  
Super User Event Org

COMPANY ▾ EVENT ▾ ATHLETES ▾ E-shop FAQs Handbooks Agents

**GENERAL SETTING**

Type Athlete Detail  
Description My Athlete Detail Applet x

**COLOUR CUSTOMISATION**

Basic Colour ■ ■ ■ ■ ■  
Auto size

SAVE BACK TO LIST

**TO BE ENTERED INTO YOUR HTML PAGE CODE**

The code to be inserted into your website in relation to the position of this Applet. See your handbook for details.  
`<div data-orgau="94d15cfbf3247b1936b4d699bb3ac02"></div>`

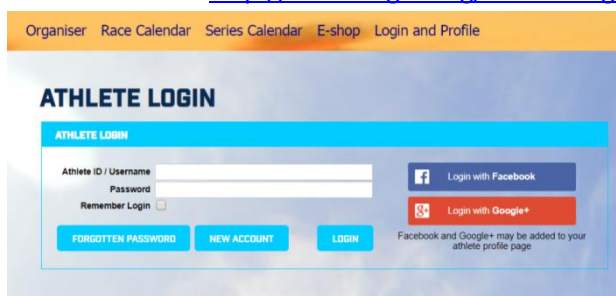
This code must only be entered once at the end of your website page. See your handbook for details.  
`<script type="text/javascript" src="https://tech.orgau.org/Rest/static/orgau-bootstrap.js"></script>`

## 5. Limited website

The ORGSU system automatically generates a simple web page that will serve well for the beginning, for understanding HOW IT WORKS and can work in parallel with the main website(s) of the organizer. Clicking on 'Company - Limited website' will open a box where the page can be activated. The limited page brings just the most critical set of applets.

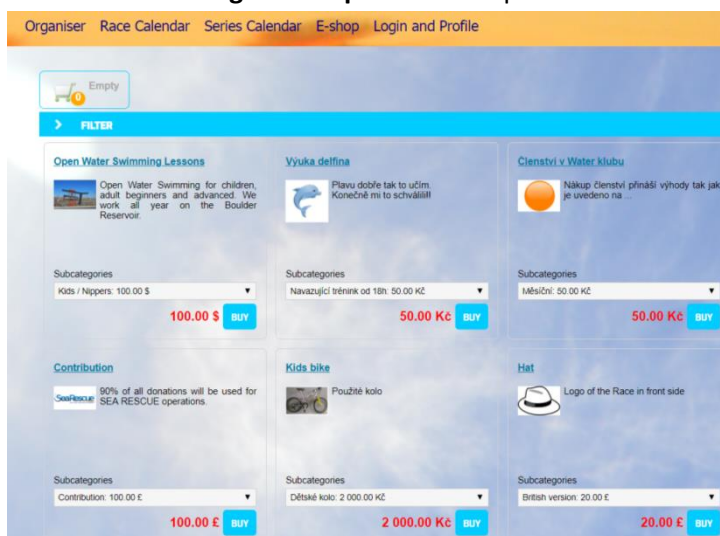
### A] Athlete Login and Profile

Find the details of the athlete services on <http://www.orgsu.org/athlete-login-and-profile>



The screenshot shows the 'ATHLETE LOGIN' page. At the top, there is a navigation bar with links: 'Organiser', 'Race Calendar', 'Series Calendar', 'E-shop', and 'Login and Profile'. The main heading is 'ATHLETE LOGIN'. Below it, there is a form with fields for 'Athlete ID / Username' and 'Password', a 'Remember Login' checkbox, and a 'LOGIN' button. There are also buttons for 'FORGOTTEN PASSWORD' and 'NEW ACCOUNT'. On the right side, there are social login options: 'Login with Facebook' and 'Login with Google+'. A note at the bottom right states: 'Facebook and Google+ may be added to your athlete profile page'.

B] Race Calendar as presented in the first chapter and C] simple e-shop. Find the details about e-shop configuration and administration in 'Orgsu e-shop handbook' please.



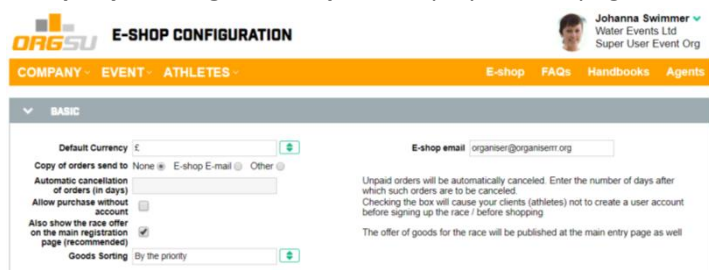
The screenshot shows the 'E-shop' interface. At the top, there is a navigation bar with links: 'Organiser', 'Race Calendar', 'Series Calendar', 'E-shop', and 'Login and Profile'. Below the navigation bar, there is a 'FILTER' button and a search bar. The main content area is divided into several product listings, each with a title, description, subcategories, and a 'BUY' button. The listings are:

- Open Water Swimming Lessons**: Open Water Swimming for children, adult beginners and advanced. We work all year on the Boulder Reservoir. Subcategories: Kids / Nippers: 100.00 \$. Price: 100.00 \$. BUY
- Vyuuka delfina**: Plavu dobře tak to učim. Konečně mi to schválně! Subcategories: Navazující trénink od 18h: 50.00 Kč. Price: 50.00 Kč. BUY
- Členství v Water klubu**: Nákup členství přináší výhody tak jak je uvedeno na... Subcategories: Měsíční: 50.00 Kč. Price: 50.00 Kč. BUY
- Contribution**: 90% of all donations will be used for SEA RESCUE operations. Subcategories: Contribution: 100.00 €. Price: 100.00 €. BUY
- Kids bike**: Použité kolo. Subcategories: Dětské kolo: 2 000.00 Kč. Price: 2 000.00 Kč. BUY
- Hat**: Logo of the Race in front side. Subcategories: British version: 20.00 €. Price: 20.00 €. BUY

It is absolutely necessary to configure e-shop for the organizer to start working. The next chapter deals with this shortly now.

## 6. E-shop configuration

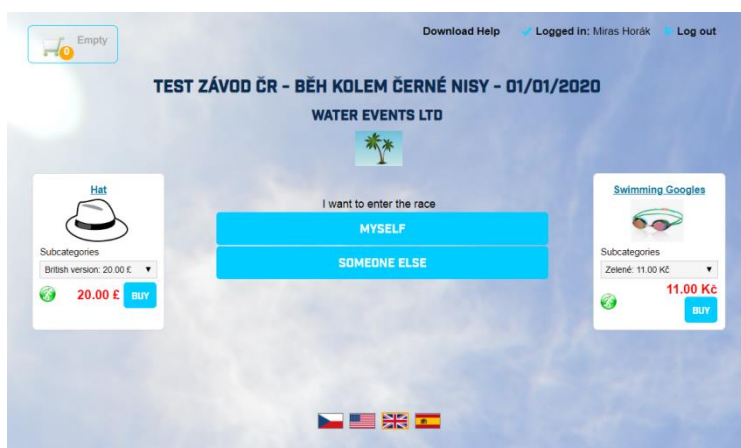
Without proper configuration of E-shop, it is not possible to sell the starting fee, services and goods. ORGSU does not collect funds for the entry fee on its account, but offers the technology to each organizer to provide this service itself, so that the money comes directly to his account. Opening **Company - Configure Eshop** will display the full page of necessary settings:



In the 'Basic' box, the default currency will be set, which will be offered when goods are administered. Specified e-mail is important, the system will send system notification e-mails to this e-mail addressing business matters. The system also allows you to send notifications (Copies of confirmed orders) whenever an order is confirmed. If you would like the e-shop to automatically cancel unpaid orders, then it is necessary to enter the number of days for waiting for payment in the box 'Automatic cancellation ...'

The next box allows athletes to enter the race applications directly without being logged in at the site.

The 'Merchandise Offer on the Main Registration Site' will cause the goods that are published to the race to be offered on the main registration page where the athlete decides whether to sign himself, someone else or a team. A maximum of 4 boxes 2 left and 2 right of the selection buttons will be placed on this page:



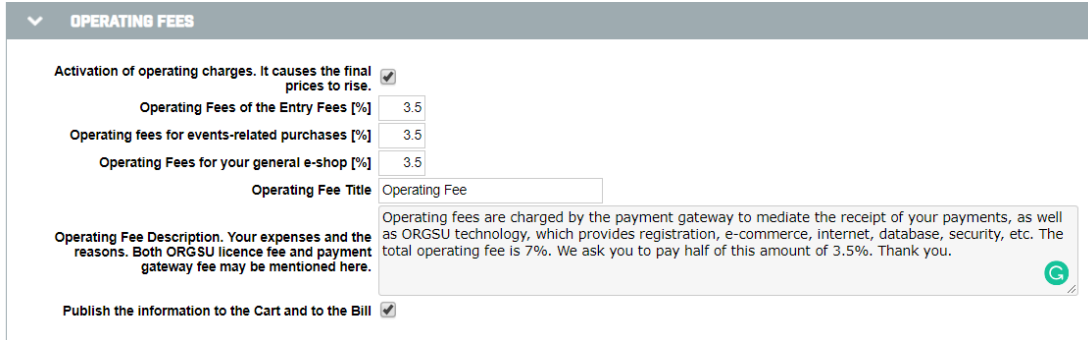
'Sorting of goods' list offers several ways how to sort the offers in e-shop.

## Operating Fee

It consists of x % that belong to ORGSU Ltd accordingly to the purchased licence, y % belongs to the payment gateway and usually the admin staff wage.

Generally there are 2 scenarios how to approach:

- a) Keep all operating fees as part of the entry fee
- b) Ask athletes to participate



**OPERATING FEES**

Activation of operating charges. It causes the final prices to rise.

Operating Fees of the Entry Fees [%]

Operating fees for events-related purchases [%]

Operating Fees for your general e-shop [%]

Operating Fee Title

Operating Fee Description. Your expenses and the reasons. Both ORGSU licence fee and payment gateway fee may be mentioned here.

Publish the information to the Cart and to the Bill

The publishing the fees will increase the final price. There is different approach to this matter in different countries. ORGSU allows setting any of it.

The 'Quantity Limits' box activates a service that will allow you to track the amount of goods in your goods administration. If the box is unchecked, the administration of the items is more simple.

The 'Partnership Selling Program' box allows you to activate end-user trading. Here in the administration you can enable athletes, by default for athletes from your database only. In theory, the system also offers the possibility for other athletes from other databases (other organizers) to offer goods to your e-shop. We do not recommend activating this service for now.

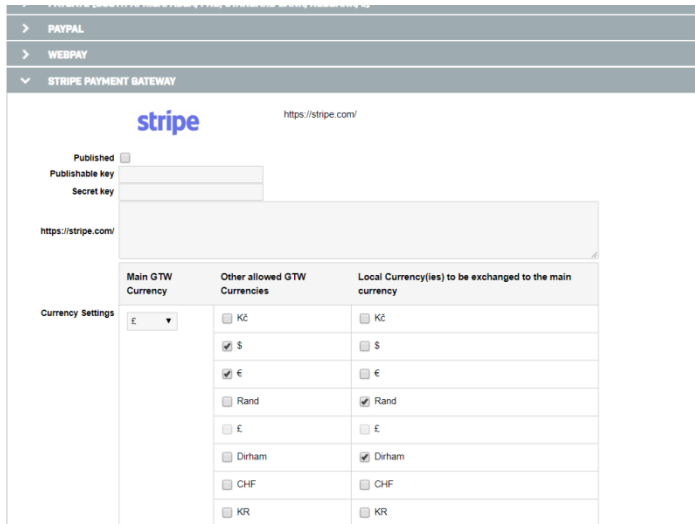
The 'Format of orders' box allows you to set the construction philosophy of order numbers. It was mentioned in the first chapter.

The 'Codes Generating' box can be entered as you like. These codes are generated by the system in various situations, such as discount codes already discussed, codes that are sold in the e-shop and serve as proof of purchased goods, etc.

E-mail header and footer settings are available in the next section of the page. You can add a corporate signature to your footer with an image.

## Payment gateways

The next section presents the possible settings for Internet payment gateways to be offered to customers (athletes) for the final payment. The organizer can configure the receipt of funds to the Paypal corporate account. In the manuals section is a guide to what and how in the PayPal settings. The similar setting principles you can find using currently the world best payment gateway provider Stripe: <https://financesonline.com/top-20-payment-gateway-providers/>



Main GTW Currency	Other allowed GTW Currencies	Local Currency(ies) to be exchanged to the main currency
E	<input type="checkbox"/> KZ	<input type="checkbox"/> KZ
	<input checked="" type="checkbox"/> \$	<input type="checkbox"/> \$
	<input checked="" type="checkbox"/> €	<input type="checkbox"/> €
	<input type="checkbox"/> Rand	<input checked="" type="checkbox"/> Rand
	<input type="checkbox"/> £	<input type="checkbox"/> £
	<input type="checkbox"/> Dirham	<input checked="" type="checkbox"/> Dirham
	<input type="checkbox"/> CHF	<input type="checkbox"/> CHF
	<input type="checkbox"/> KR	<input type="checkbox"/> KR

To set up a Global payments payment gateway, the organizer must go to his bank and arrange a contract within which he will receive the necessary login information. Ask us for more information please.

Each payment gate is either published or not. You can publish one or more gateways at once. If there are more, athletes will have a choice.

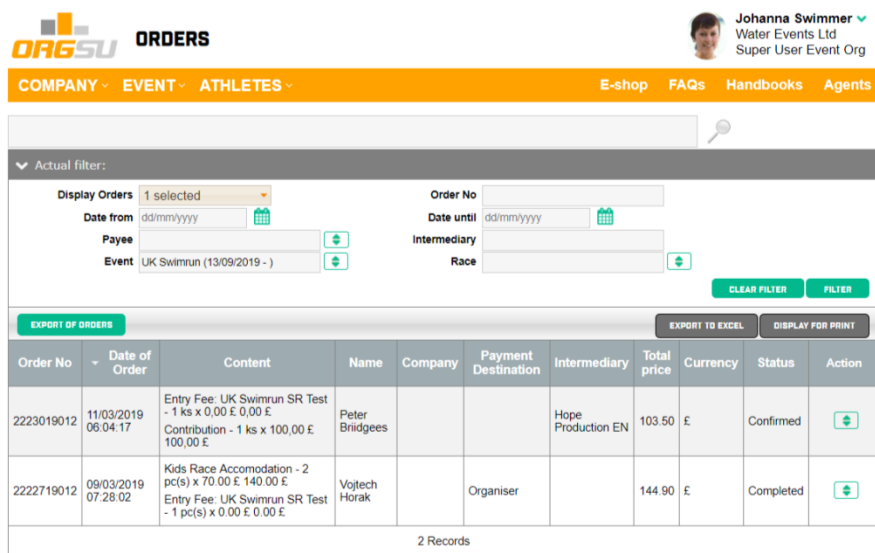
The gateway setting assumes currency entry. If you sell goods (and entry fees) in multiple currencies, you can also specify other currencies as shown. The 'other payment gateway currencies' column specifies which currencies your gateway directly supports. The right column then tells what currencies the ORGSU should convert automatically (using the internet exchange tool) to the main payment gateway currency.

Each automated payment gateway operates on a commission basis. Every organizer has the possibility to negotiate a contract with the lowest possible%. If an agreement with the bank seems difficult, unattainable or the organizer does not have such ambition, it can use cooperation with another company. In this case, you must enter into a business agreement with another ORGSU user and in this agreement to transfer the withdrawal rights to the partner. Then everything will work over your database, but funds will be collected by your partner's payment instruments.

If you are interested in consulting in this area contact us at [info@orgsu.org](mailto:info@orgsu.org), we will solve the situation operatively. Know that at least one payment gateway must be activated. If not, the system will not allow you to publish the goods to the e-shop.

ORGSU also supports the traditional method of bank transfer payment. For this option, it is necessary to continuously add information manually about orders paid by athletes to the system.

This is extra work you have with 'Bank Wire Transfer' option. It is therefore necessary to open the list of orders (tab Company – E-shop – Orders), compare the bank statement, find the appropriate variable symbol / reference number and manually edit the order status in the table.



The screenshot shows the ORGSU Orders management interface. At the top, there is a navigation bar with 'COMPANY', 'EVENT', and 'ATHLETES' tabs, and a user profile for 'Johanna Swimmer'. Below the navigation bar, there are search and filter options, including 'Display Orders' (1 selected), 'Date from', 'Date until', 'Payee', 'Event', 'Order No', 'Date until', 'Intermediary', and 'Race'. A table below shows a list of orders with columns for Order No, Date of Order, Content, Name, Company, Payment Destination, Intermediary, Total price, Currency, Status, and Action. Two orders are visible: one for Peter Bridgees (Confirmed) and one for Vojtech Horak (Completed).

If the electronic variant is chosen by the payment gateway, the system performs this activity obviously. In this context, it is advisable to consider whether it is worth it to invest time / money in this administration and / or use a modern electronic payment gateway tool and service for an acceptable fee of 2-3%.

**EXPLANATION OF THE ORDER STATUSES**

<b>New</b>	The order is established when a shopping cart gets any content.
<b>Confirmed</b>	The Purchaser has confirmed the order in the Buy Wizard = left the "Order summary" step with the "Confirmation" button and went to the payment step.
<b>Waiting for Payment</b>	After selecting the payment gateway in the last step of the payment guide. The order remains in this state even if the payment fails for any reason. After selecting the type of payment by bank transfer.

Once your e-shop has received at least one configured payment gateway, you can open the online registrations.

If the organizer, resp. his company is not interested in running the website itself and / or collecting the funds itself ORGSU offers a scenario in which these activities can be operated by another company as a business partner. A special manual '**Cooperation with other companies**' is published for this option.

### 7. 8. 9. Cooperation with other companies

A simple trade agreement related a race can be made on the Company - Race Business Deals page. Detailed instructions can be found in the manual "Cooperation with other companies"

## 10. Race applications and entry fees

In accordance with the Handbook Coverage Scheme, athletes have various options for accessing the Race start list:

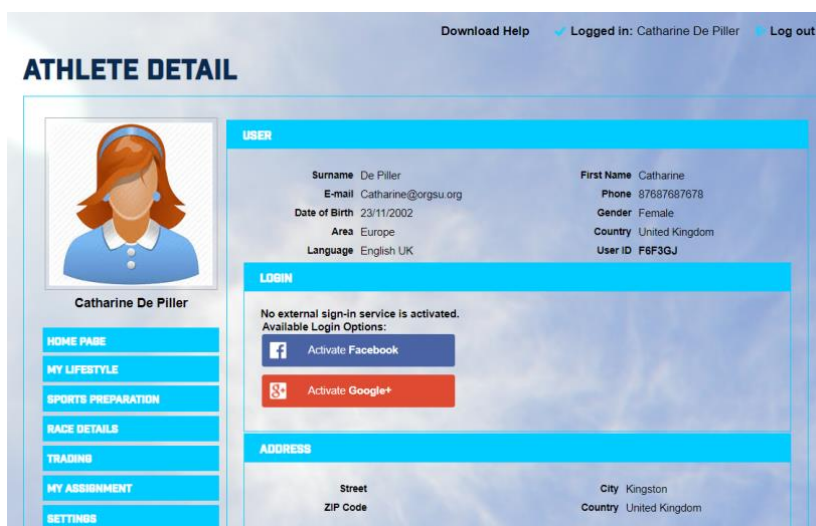
- Original website of Event Organiser, upgraded with ORGSU applets
- 'Limited' website of Event Organiser, created automatically by ORGSU
- Website of the partner, with whom the Race Business Deal has been closed and whose website has been upgraded with ORGSU applets

By visiting any of the above websites, athletes have three options:

- He/she already has an account in the database of an actual website (database is the basic part of ORGSU services), so he/she can log on, or
- He/she completes his/her first race application there, which creates an account and automatic login

This is a copy of a 'limited' website when **User Profile** has been clicked. Now, every user may access his/her login or registration. After logging in to the Event Organiser's website, the Athlete's account appears, with all details:

On the left-hand side of the picture are pages for the athlete to find his/her past results, applications, activity points and so on. This means that all ORGSU clients (Event Organisers and partners) now have the tools for operating their own databases of races, series and, most importantly, athletes.



**ATHLETE DETAIL**

Download Help | Logged In: Catharine De Piller | Log out

**USER**

Surname: De Piller | First Name: Catharine  
 E-mail: Catharine@orgsu.org | Phone: 87687687678  
 Date of Birth: 23/11/2002 | Gender: Female  
 Area: Europe | Country: United Kingdom  
 Language: English UK | User ID: F8F3GJ

**LOGIN**

No external sign-in service is activated.  
 Available Login Options:  
 Activate Facebook  
 Activate Google+

**ADDRESS**

Street: | City: Kingston  
 ZIP Code: | Country: United Kingdom

**Navigation Menu:**  
 HOME PAGE  
 MY LIFESTYLE  
 SPORTS PREPARATION  
 RACE DETAILS  
 TRAINING  
 MY ASSIGNMENT  
 SETTINGS

By clicking 'Race Calendar', the list of races appears. Both races of UK Swimrun Event have an active Entry button. Let's imagine, athlete has entered Cannon Run:

### RACE CALENDAR

[> JANUARY \(2020\)](#)  
[> DECEMBER \(2019\)](#)  
[v SEPTEMBER \(2019\)](#)

**UK SWIMRUN**

13/09/2019	<a href="#">Swimrun UK Short</a>	LOGO B	Dadinghen	Swim Run	Trail Run 2.4 km Swim 350 m Trail Run Swim Trail Run	<a href="#">Enter Start List (2)</a>
13/09/2019	<a href="#">Cannon Run</a>	LOGO A	Dadinghen	Running	Run 21 km	<a href="#">Enter Start List (0)</a>

[v AUGUST \(2019\)](#)

Empty Download Help  Logged in: Catharine De Piller [Log out](#)

### UK SWIMRUN - CANNON RUN - 13/09/2019

Surname \* De Piller      First Name \* Catharine  
 Gender \* Female      Birth \* 23 11 2002  
 E-mail \* Catharine@orgsu.org      Phone: 67687687678  
 Country \* United Kingdom  
 Sport Club \* Fast Ladies  
 Emerg. Name \* Karin Bridges      Emerg. Phone: 986789798  
 Enter UK Athletic Licence No: 1234  
 Race Division \* Women 16-17  
 Discount Code **Discount Code Accepted**  
 Charity/donation: 20 £ [The description of the charity/donation request](#)  
 Entry Fee **26.00 €**

**RACE TERMS AND CONDITIONS**

*User Defined Header*

The organizer has to prepare the document according to its requirements and save it.

- Agreement on the terms and conditions for participation in the event

I accept the 'Race participation agreement and acceptance of conditions'

Consent to the processing of personal data

**ADD TO CART**

As illustrated, athlete has entered her credentials, the UK Athletics Licence Number, discount code and also charity contribution. When this application was added to the cart, the main page will appear again.

The user can enter someone else more. Our athlete has entered also Mr. David Black so there are 3 items in its cart now:

### ORDER

CART CONTENT    INVOICE DETAILS    **ORDER SUMMARY**    PAYMENT

Please check and confirm your order

GOODS / SERVICES	Quantity	Item price	Price
Entry Fee: UK Swimrun Cannon Cup Catharine De Piller (Women 16-17)	1	50.00 €	<b>35.00 €</b>
Entry Fee Contribution Catharine De Piller (Women 16-17)	1	0.00 €	<b>20.00 €</b>
Entry Fee: UK Swimrun Cannon Cup David Black (Men 40-49)	1	50.00 €	<b>40.00 €</b>
<b>Total Price</b>			<b>105.00 €</b>

**INVOICE DETAILS**

Name: Catharine De Piller      Company ID:  
 E-mail: Catharine@orgsu.org  
 Billing Address: Kingston, United Kingdom

One full entry fee of Mr. Black, one discounted entry fee of Mrs. Piller and charity contribution.

By pressing 'Confirm Order' button the order gets its number and the payment step follows.

By confirming the order, both athletes will appear on the registration table and on the start list.

There are several settings of the start list on the page Event – Start List Settings:

In this particular case, for example the Status is to be publicly presented. So when anybody comes to the start list on the event site he/she will see also the status of each athlete. In our example now, let us imagine the order was not paid by the electronic payment gateway.

Non paid order is pending in the athlete's profile. The table of the orders reveals 2 only confirmed (it means non paid) orders:

Area	Country	Language	Company Profile	Event/Race
Europe	Czech Republic	English UK	Event Organiser	UK Swimrun Cannon Run

**ORGSU START LIST**

COMPANY ▾ EVENT ▾ ATHLETES ▾      [E-shop](#) [FAQs](#) [Handbooks](#) [Agents](#)

### CANNON RUN - 13/09/2019

Display BIBs in Start Lists       Display Status and Reference Number  
 Display only athletes who have paid their entry fee       Display the values of the Entry Fees paid

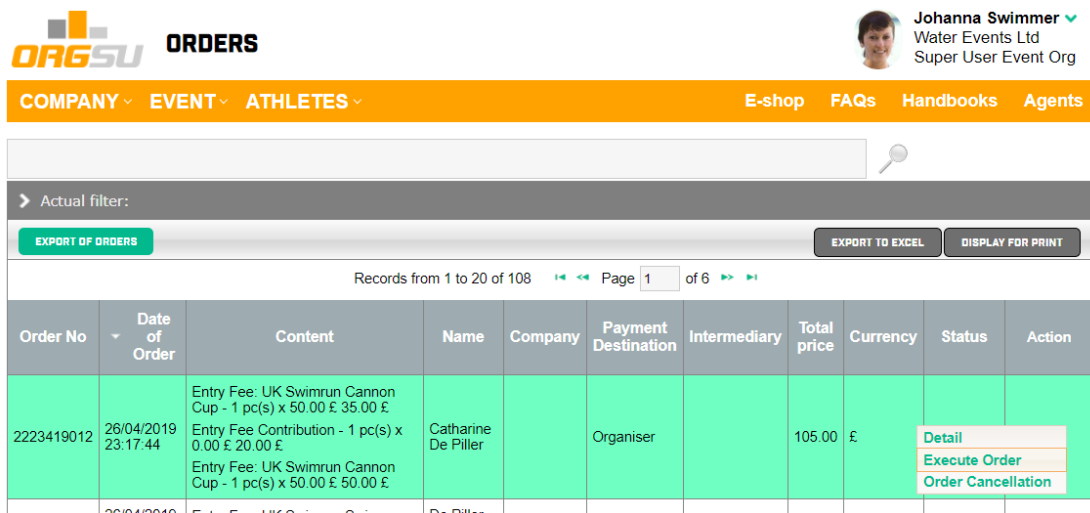
BIB	Surname	First Name	YOB	Sport Club	Country	Division	Status	Order No
	Black	David	1978		ZAF	Men 40-49	Registration	2223419012
	De Piller	Catharine	2002	Fast Ladies	GBR	Women 16-17	Registration	2223419012

Order No	Date of Order	Total price	Currency	Vendor	Status	Action
2223419012	26/04/2019	105.00	£	Water Events Ltd	Confirmed	<input type="button" value="↕"/>
1600000004	04/10/2016	5.00	Rand	Water Events Ltd	Confirmed	<input type="button" value="↕"/>

2 Records



There are 2 options how to handle the payment. First, athlete can open the order in the Action column of the table in his/her profile (Trading – My Orders) and run new payment. Second (for example when a bank wire transfer or check method was used), event organiser can open the table of orders (**Company – Orders**) and change the status of the order manually:



**ORGSU ORDERS**

Johanna Swimmer  
Water Events Ltd  
Super User Event Org

COMPANY ▾ EVENT ▾ ATHLETES ▾ E-shop FAQs Handbooks Agents

Actual filter:

EXPORT OF ORDERS EXPORT TO EXCEL DISPLAY FOR PRINT

Records from 1 to 20 of 108 Page 1 of 6

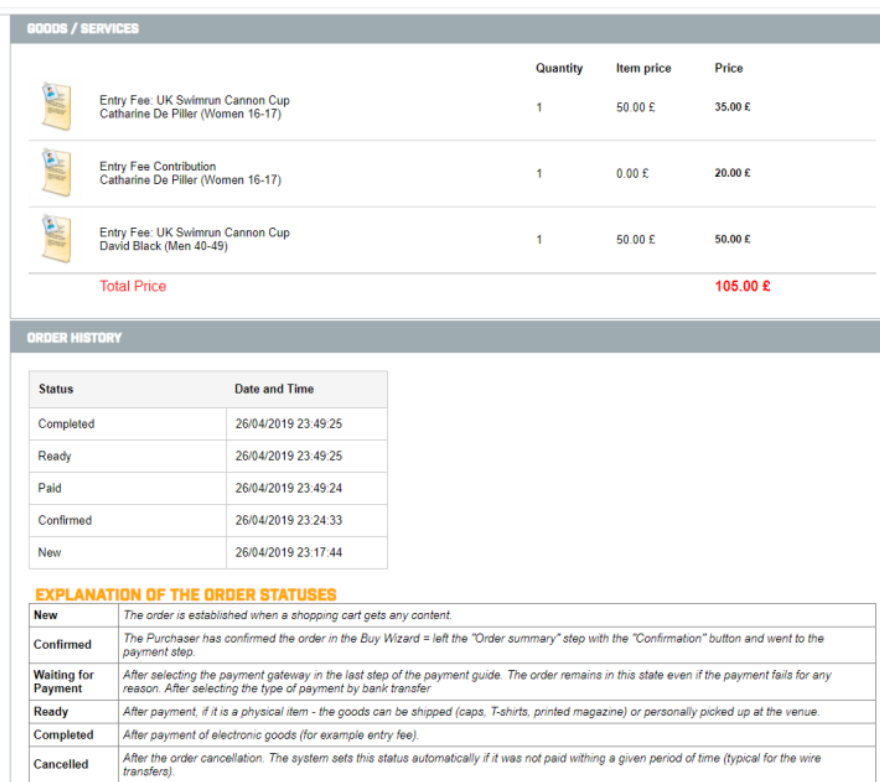
Order No	Date of Order	Content	Name	Company	Payment Destination	Intermediary	Total price	Currency	Status	Action
2223419012	26/04/2019 23:17:44	Entry Fee: UK Swimrun Cannon Cup - 1 pc(s) x 50.00 £ 35.00 £ Entry Fee Contribution - 1 pc(s) x 0.00 £ 20.00 £ Entry Fee: UK Swimrun Cannon Cup - 1 pc(s) x 50.00 £ 50.00 £	Catharine De Piller		Organiser		105.00	£		<a href="#">Detail</a> <a href="#">Execute Order</a> <a href="#">Order Cancellation</a>
	26/04/2019	Entry Fee: UK Swimrun Cannon Cup - 1 pc(s) x 50.00 £ 50.00 £	De Piller							

By clicking “Execute Order” the status get change finally and both athletes will get the status registered and paid on the start list as well:

BIB	Surname	First Name	YOB	Sport Club	Country	Division	Status	Order No
	Black	David	1978		ZAF	Men 40-49	Reg and Paid	2223419012
	De Piller	Catharine	2002	Fast Ladies	GBR	Women 16-17	Reg and Paid	2223419012

Besides the order gets the status “Completed”. All statuses are explained on the bottom of the order page and also on the bottom of the order details.

The detailed view of any order is available for both athlete and event organiser:



**GOODS / SERVICES**

	Quantity	Item price	Price
Entry Fee: UK Swimrun Cannon Cup Catharine De Piller (Women 16-17)	1	50.00 £	35.00 £
Entry Fee Contribution Catharine De Piller (Women 16-17)	1	0.00 £	20.00 £
Entry Fee: UK Swimrun Cannon Cup David Black (Men 40-49)	1	50.00 £	50.00 £
<b>Total Price</b>			<b>105.00 £</b>

**ORDER HISTORY**

Status	Date and Time
Completed	26/04/2019 23:49:25
Ready	26/04/2019 23:49:25
Paid	26/04/2019 23:49:24
Confirmed	26/04/2019 23:24:33
New	26/04/2019 23:17:44

**EXPLANATION OF THE ORDER STATUSES**

<b>New</b>	The order is established when a shopping cart gets any content.
<b>Confirmed</b>	The Purchaser has confirmed the order in the Buy Wizard = left the “Order summary” step with the “Confirmation” button and went to the payment step.
<b>Waiting for Payment</b>	After selecting the payment gateway in the last step of the payment guide. The order remains in this state even if the payment fails for any reason. After selecting the type of payment by bank transfer.
<b>Ready</b>	After payment, if it is a physical item - the goods can be shipped (caps, T-shirts, printed magazine) or personally picked up at the venue.
<b>Completed</b>	After payment of electronic goods (for example entry fee).
<b>Cancelled</b>	After the order cancellation. The system sets this status automatically if it was not paid within a given period of time (typical for the wire transfers).

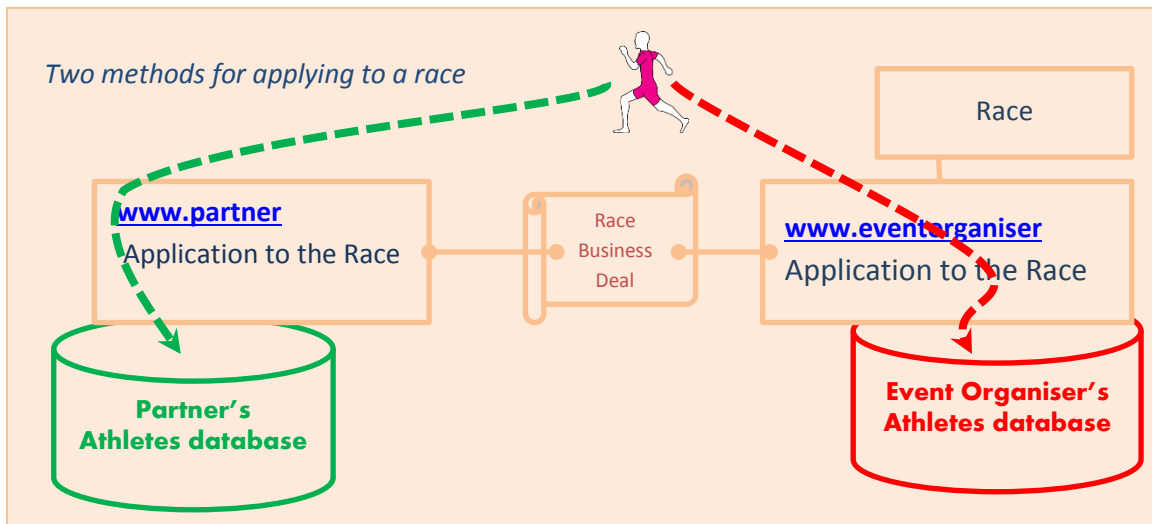
**Important:** there is a general ruling within the ORGSU environment:

An athlete's user account belongs to the database of the website via which he/she made an entry to the race.

Therefore, we have two different possible scenarios here:

- A) If an athlete made his/her application via an Event Organiser's website (red line below), the Event Organiser's athlete database will grow.
- B) If an application was provided on a partner's website (like sports magazine's website, the green line below) the system will save the athlete's data in the partner's database.

The following picture illustrates this clearly:



Different approaches may be used regarding the cash-flow. ORGSU provides several options for gathering (entry fee) payments. These options do not affect the athlete – only the website back-end. Entry fee payment money may be deposited to either an Event Organiser's or partner's account.

The business deal between Event Organiser and Partner will clarify which option is used. The system operates within two possible scenarios:

Scenario	Notes
Money will be deposited only in Event Organiser account	Event Organiser <ul style="list-style-type: none"> <li>- has own payment gateway</li> <li>- does not allow partner to collect money on his behalf in the race business deal</li> </ul>
Money will be deposited in partner's account	Event Organiser has allowed the partner to collect money on his behalf by the race business deal

If the partner has permission to collect money on behalf of an Event Organiser, the system contains several pages of information to support this, and to provide final clearance between partners. Please view the Race business deal handbook for details.

## Starting lists on Partner websites

The default system setting is to publish all information approved by the Event Organiser. It is possible to publish starting lists continuously prior to the race, or the data may remain hidden.

The partner may utilise the combined function of the race or series calendars containing the starting list.

Visitors to this web page have access to all filters and sorting functions related to searching and printing starting lists.



**STARTING LIST**

**OVER THE RIVER - 9/28/2016 (369DF1MX)**

Start: - Country: - Team: - Gender: - Race Division: -

BIB	Last Name	Name	Birth Year	Gender	Team	Country	Race Division
1	Bridges	Simon	2001	Male		South Africa	Boys 14-15
2	Bond	Diana	2001	Female		South Africa	Girls 14-15
3	Horak	Vilém	2002	Male		South Africa	Boys 14-15
4	Black	David	2004	Male		Czech Republic	Boys 12-13
5	Frost	Miranda	2001	Female	New Team	Czech Republic	Girls 14-15

BACK

## 11. Event Organiser decision on whether or not to involve a Timing Company

Depending on the Event/Race importance, size, distribution, ... the decision must be made months/weeks prior the Event. ORGSU can support both scenarios as outlined in the Coverage Scheme:

**12, 13 and 14 steps** – to provide services by Event Organiser crew, or

**15, 16 and 17 steps** – to engage an External Timing Company.

Several criterions are involved when an Event Organiser provides timing by his own crew, using ORGSU technology.

The density of athletes at one check point (the biggest problem can be expected on the first check point) should not exceed, on average, 1 athlete in 1 second for 1 timekeeper, using a mobile device with ORGSU mobile application. ORGSU will allow for the use of more than one device at one check point, so in cases of an appropriate corridor and by using, for example, 4 devices at the check point, a very large race can be timed as well.

The ORGSU timing technology is a highly useful tool for all races where timing points are required in, for example:

- a turn-over point of running in the middle of a forest, far away from the venue
- the buoy is miles off-shore, where paddlers, on their skis, must change direction
- the race has many check points like swimrun for example

Considering these conditions, the ORGSU mobile timing technology is the cheapest and most effective solution.

ORGSU technology supports also the chip/tag timing. There are several ways how to get data to the database. Check the timing handbook for more details please.

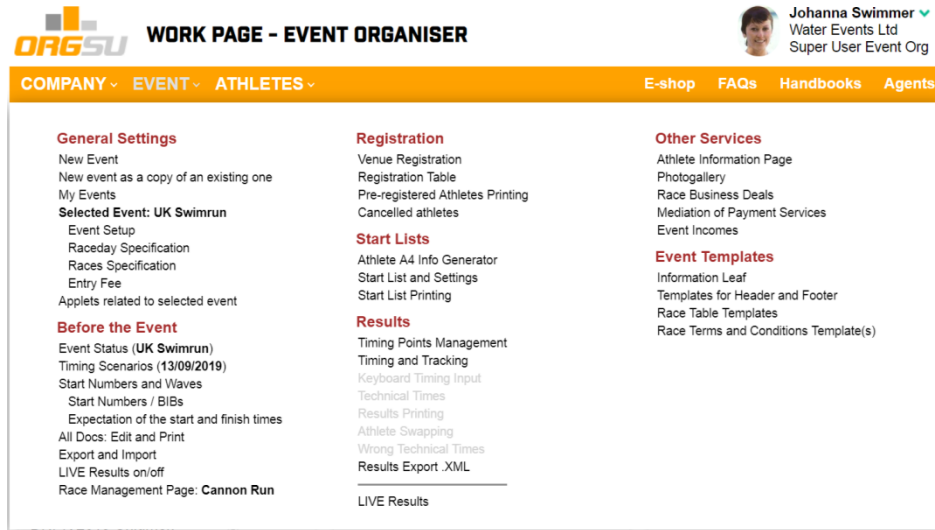


An event organiser should consider whatever is to be managed to get a proper decision: assign the BIBs, provide the registration at the venue and do the timing. The table below displays all these tasks, all of which are supported by the system:

	Event Organiser using ORGSU technology	Timing Company
The waves and the start numbers (BIBs) assignment	ORGSU provides a very robust tool for the ability to split a race into several waves. It can put the competitors into the waves according to the entered logic and give them the starting numbers automatically. The start number logic is set once, and then the system automatically offers BIBs numbers for newly arrived athletes as well.	The list of entered athletes can be exported in .XML and .XLS format with or without BIBs.
Self-checking	Athletes themselves can register themselves using their mobile phones (or using provided tablets). This feature completely removes the queues and workloads of registration tellers to serve previously unregistered competitors.	These activities can be transferred by the agreement to the timekeeping company.
Athlete registration at the venue	The system allows you to print presentation sheets in the structure and sorting according to the organizer's wishes, provides 2 different workplaces for manual search, change or entry of new athletes, for checking / entering the paid entry fee, etc. The system reserves the offered BIBs of new athletes and captures the athlete's photo. Multiple registration workplaces are welcome. Internet connection is required.	
Verification of entered data	The system supports the installation of a monitor / computer where athletes can either enter their starting number or attach a chip to check the entered data into the system themselves.	
Timing and GPS Tracking *	Entering any number of check points, timing over midnight, measuring races with and without transitions between disciplines, setting lap races. Use of chips, mobile applications, GPS tracking and / or watches / pencils / paper. All this can be combined. During the timing process, a strong online results applet and GPS tracking applet are available to Internet users. These services are at an absolute world level.	
Result publishing	Preparing templates to print unofficial and official results, including logos and other information on print reports. Export to .pdf format that is suitable for printing to a printer.	
Data storing and series results	Athletes have their results available in their profile on the organizer's website and / or event sponsor. Interim results of the series are published on the series owner website.	

\*The system supports several timing technologies simultaneously. Even the virtual events can be handled by ORGSU technology. System allows individual starts for each athlete. The organizer has to consider whether he wants the challenge and get results on his own or entrusts the timing to a professional company.

The following will be explained using the services called by Event menu items.



The screenshot shows the ORGSU WORK PAGE - EVENT ORGANISER interface. At the top right, there is a user profile for Johanna Swimmer, Water Events Ltd, Super User Event Org. Below the header, there is a navigation bar with 'COMPANY', 'EVENT', and 'ATHLETES' dropdown menus, and links for 'E-shop', 'FAQs', 'Handbooks', and 'Agents'. The main content area is divided into three columns of menu items:

- General Settings**
  - New Event
  - New event as a copy of an existing one
  - My Events
  - Selected Event: UK Swimrun**
    - Event Setup
    - Raceday Specification
    - Races Specification
    - Entry Fee
    - Applets related to selected event
  - Before the Event**
    - Event Status (UK Swimrun)
    - Timing Scenarios (13/09/2019)
    - Start Numbers and Waves
      - Start Numbers / BIBs
      - Expectation of the start and finish times
    - All Docs: Edit and Print
    - Export and Import
    - LIVE Results on/off
    - Race Management Page: Cannon Run
- Registration**
  - Venue Registration
  - Registration Table
  - Pre-registered Athletes Printing
  - Cancelled athletes
  - Start Lists**
    - Athlete A4 Info Generator
    - Start List and Settings
    - Start List Printing
  - Results**
    - Timing Points Management
    - Timing and Tracking
    - Keyboard Timing Input
    - Technical Times
    - Results Printing
    - Athlete Swapping
    - Wrong Technical Times
    - Results Export .XML
  - LIVE Results
- Other Services**
  - Athlete Information Page
  - Photogallery
  - Race Business Deals
  - Mediation of Payment Services
  - Event Incomes
  - Event Templates**
    - Information Leaf
    - Templates for Header and Footer
    - Race Table Templates
    - Race Terms and Conditions Template(s)

Based on the above, imagine we launched the event and some athletes are on the start list.  
The "General Settings" menu functions were discussed.

## 12. Before the event: Registration and Timing Preparation

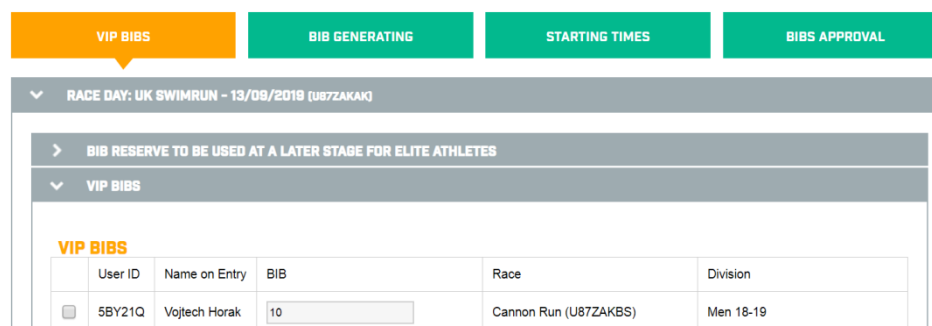
### 12.1. Event - Start Numbers and Waves

Depending on the type and size of the Race, the matter of Waves and Start numbers must be clarified:

- How many waves are in every race of a race day?
- What start numbers will be used for every wave, division, gender?
- Do we need to store some VIP start numbers for VIP athletes?

Those questions will clarify the procedure to be followed. Thereafter, the background information about waves and start numbers assignment will be stored inside the system and all other entries (e.g. provided by registration crew at the venue) will be on-line, thereby accessing the correct wave and BIB automatically.

The first wizard step deals with VIP numbers for your VIP athletes, because this should be done before possible automatic BIBs assignment in the



User ID	Name on Entry	BIB	Race	Division
5BY21Q	Vojtech Horak	10	Cannon Run (U87ZAKBS)	Men 18-19

step two. Using the bottom part of the page one athlete has been found and BIB No 10 was assigned to him:

The next wizard step, **BIB Generating**, provides functions for both Waves and BIBs. There are 4 possible ways to handle this: **Manually** – the system will not function automatically. All start numbers and waves must be provided manually on the registration table or Venue Registration Page.

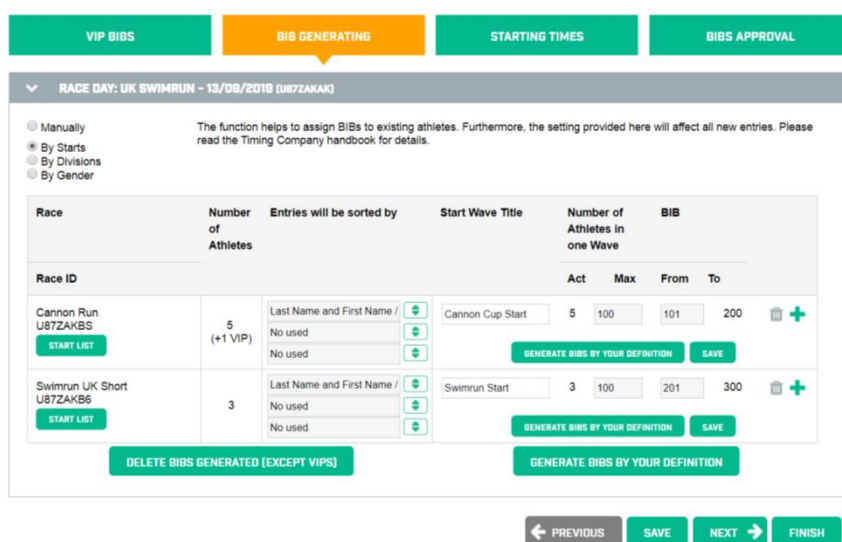
- Manually
- By Starts
- By Divisions
- By Gender

#### **BY STARTS**

Consider the most common approach when the BIBs will be assigned by the starts. For the simplicity just only 1 start for each of races (Cannon Run for singles and UK Swimrun for teams) is to be organised.

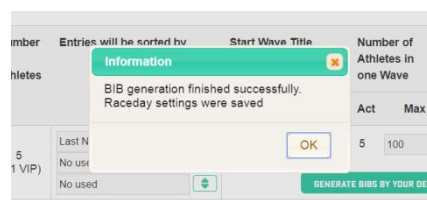
The page is very powerful but simple. Each race has its own box. The sorting of the applications can be used if needed. The Starts can be renamed. System detects how many athletes are in each start in the column **Act**. The maximum theoretical number of athletes in the wave is in the column **Max (editable)**. Enter the start BIB value for each start in the column **From**. The system will calculate the end BIB row value in the column **To**.

Each configuration can be SAVED independently. The saving of the BIBs numbering will serve for later manual work in both Event – Venue Registration and Event – Registration Table. Let's assume both SAVE buttons have been used.



The screenshot shows the 'BIB GENERATING' tab for 'RACE DAY: UK SWIMRUN - 13/09/2019 (U87ZAKAK)'. It features a table with columns: Race ID, Race, Number of Athletes, Entries will be sorted by, Start Wave Title, Number of Athletes in one Wave (Act, Max, From, To), and BIB. Two race configurations are visible: Cannon Run (5 athletes, sorted by Last Name and First Name, Start Wave Title: Cannon Cup Start, Act: 5, Max: 100, From: 101, To: 200) and Swimrun UK Short (3 athletes, sorted by Last Name and First Name, Start Wave Title: Swimrun Start, Act: 3, Max: 100, From: 201, To: 300). Buttons for 'START LIST', 'GENERATE BIBS BY YOUR DEFINITION', and 'SAVE' are present for each race. A 'DELETE BIBS GENERATED [EXCEPT VIPs]' button is at the bottom left, and navigation buttons 'PREVIOUS', 'SAVE', 'NEXT', 'FINISH' are at the bottom.

You can check the current start list by the left button in each race box. It will open new browser window. If you are sure about the settings the bulk function for both races or a particular button for each race separately might be used. The checking of the start list reveals the VIP BIB has been kept and others have been sorted by the surname and BIBs were generated as it was ordered.



### CANNON RUN - 13/09/2019

Display BIBs in Start Lists  
 Display only athletes who have paid their entry fee  
 Display Status and Reference Number  
 Display the values of the Entry Fees paid

Start: - Country: - Sport Club: - Division: -

BIB	Surname	First Name	YOB	Sport Club	Country	Division	Status	Order No
10	Horak	Vojtech	2000	Diana Sport	CZE	Men 18-19	Registration	2222719012
101	Black	David	1978		ZAF	Men 40-49	Reg and Paid	2223419012
102	Bond	Diana	1965	No Club	NAM	Women 50-59	Registration	
103	De Pillier	Catharine	2002	Fast Ladies	GBR	Women 16-17	Reg and Paid	2223419012
104	Novak	Dacan	2002		CZE	Men 16-17	Registration	
105	Pistoll	Oskar	1990		ARG	Men 20-39	Registration	2223519012

The similar situation can be found on the team race just now:

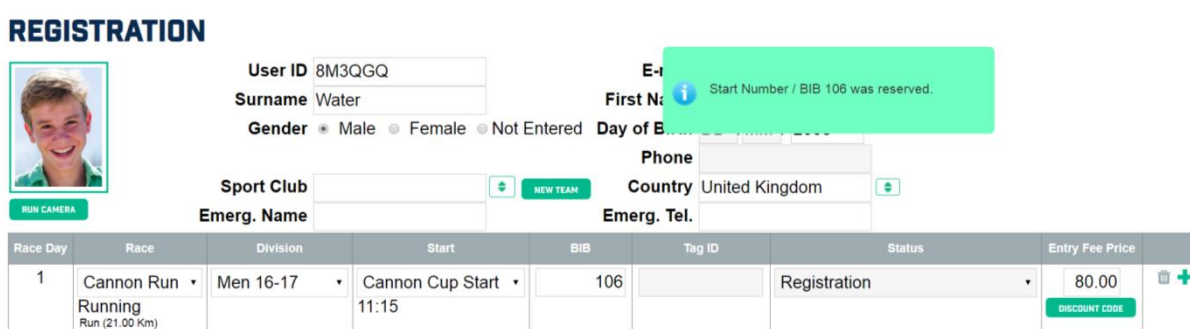
BIB	Team Title	Team	Country	Division	Status	Order No
201	Dagali	Horak Vojtech (CZE), Horakova Petra (CZE)	NOR	Mix Team	Registration	
202	Spikes	Bridges Peter (USA) <a href="#">JOIN THE TEAM</a>	USA	Mix Team	Registration	2223019012
203	Turtles	Bridges Caroline (ZAF), Bridges Dean (ZAF)	GBR	Mix Team	Registration	

This page BIB generating requires careful study; please review the timing handbook.

As we are getting close to the date of the event, the manual race entry will be needed. Usually new athletes are coming to the venue and asking to enter the race. There are two ways how to enter new athlete to the start list:

### 1) Event - Venue Registration Page

The basic mode of the page is the searching one. By entering few letters of the surname the system will search the database and matching athletes will be offered. If there is no athlete of this credentials you can add a new one by the button 'ADD ATHLETE'. Manual entry does not create and order. If the BIB was initially empty the system has offered the button 'OFFER BIB' in the BIB column. By using of it the system offers BIB number 106 to this athlete as the BIB numbering policy was saved:

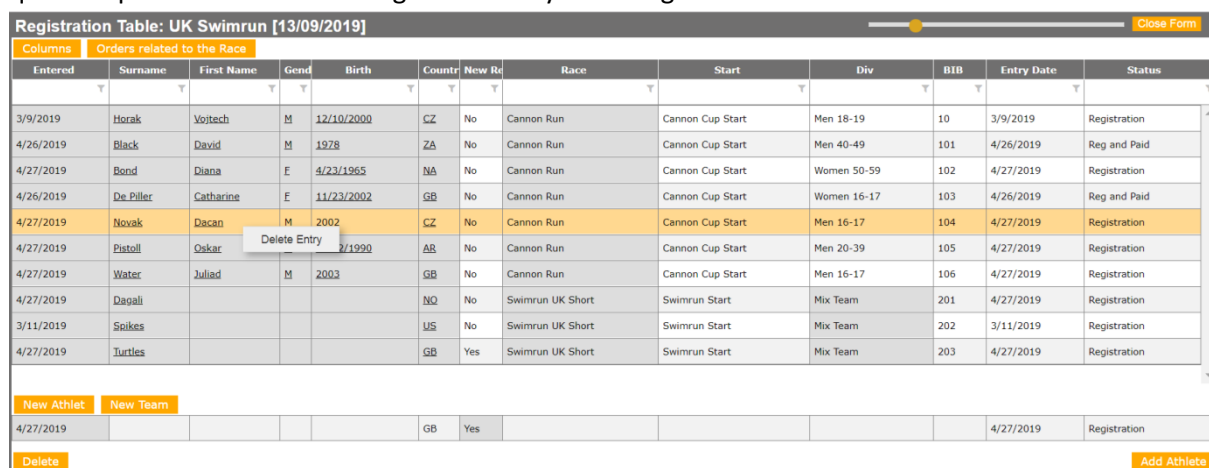


Race Day	Race	Division	Start	BIB	Tag ID	Status	Entry Fee Price
1	Cannon Run Running Run (21.00 Km)	Men 16-17	Cannon Cup Start 11:15	106		Registration	80.00

The BIB 106 was reserved so another potential registration workplace cannot offer the same number to another athlete.

### 2) Event – Registration Table

The table is nice for its fast entering loop. Just press the button 'New Athlete' or 'New Team' and a quick loop from the left to the right will lead you through.



Entered	Surname	First Name	Gend	Birth	Count	New Rd	Race	Start	Div	BIB	Entry Date	Status
3/9/2019	Horak	Vojtech	M	12/10/2000	CZ	No	Cannon Run	Cannon Cup Start	Men 18-19	10	3/9/2019	Registration
4/26/2019	Black	David	M	1978	ZA	No	Cannon Run	Cannon Cup Start	Men 40-49	101	4/26/2019	Reg and Paid
4/27/2019	Bond	Diana	F	4/23/1965	NA	No	Cannon Run	Cannon Cup Start	Women 50-59	102	4/27/2019	Registration
4/26/2019	De Piller	Catharine	F	11/23/2002	GB	No	Cannon Run	Cannon Cup Start	Women 16-17	103	4/26/2019	Reg and Paid
4/27/2019	Novak	Dacan	M	2002	CZ	No	Cannon Run	Cannon Cup Start	Men 16-17	104	4/27/2019	Registration
4/27/2019	Pistol	Oskar	M	7/1990	AB	No	Cannon Run	Cannon Cup Start	Men 20-39	105	4/27/2019	Registration
4/27/2019	Water	Juliad	M	2003	GB	No	Cannon Run	Cannon Cup Start	Men 16-17	106	4/27/2019	Registration
4/27/2019	Dagali				NQ	No	Swimrun UK Short	Swimrun Start	Mix Team	201	4/27/2019	Registration
3/11/2019	Spikes				US	No	Swimrun UK Short	Swimrun Start	Mix Team	202	3/11/2019	Registration
4/27/2019	Turtles				GB	Yes	Swimrun UK Short	Swimrun Start	Mix Team	203	4/27/2019	Registration

### Deleting of Entry

Once athlete was entered manually by one of above methods it is easy to delete his record by the right mouse click on his table row. If an athlete has entered himself online there is also the order created and an entry cannot be simply deleted. There is only way to change his/her status to **DNS** or **Cancellation** one in the right Status column.

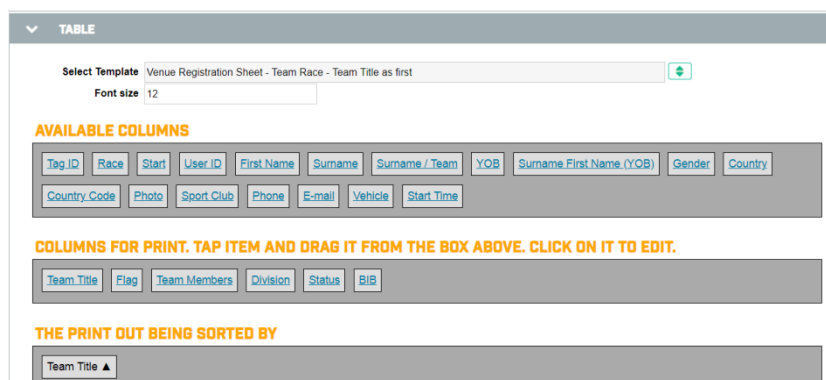


## SHEETS for PRINTING

By the function 'Event – Preregistered Athletes Printing' and using the factory template

'Venue Registration Sheet - BIB as first' a .pdf file will be generated and the file will be ready for the printout.

The factory template offers some of available columns and its titles. It is easy to use different columns and their ordering.






The .pdf document looks as it was defined and generated:



BIB	Race	Surname First Name (YOB)	Sport Club	Division	E-mail	Status
10	Cannon Run	Horak Vojtech (2000)	CZE Diana Sport	Men 18-19	jaromir.horak@orgsu.org	Registration
101	Cannon Run	Black David (1978)	ZAF	Men 40-49	david.black@xxx.xx	Reg and Paid
102	Cannon Run	Bond Diana (1965)	NAM No Club	Women 50-59	diana.bond@xxx.xx	Registration
103	Cannon Run	De Piller Catharine (2002)	GBR Fast Ladies	Women 16-17	Catharine@orgsu.org	Reg and Paid
104	Cannon Run	Novak Dacan (2002)	CZE	Men 16-17	neco@neco.neco	Registration
105	Cannon Run	Pistoll Oskar (1990)	ARG	Men 20-39	miras.miras@seznam.cz	Registration
106	Cannon Run	Water Julliad (2003)	GBR	Men 16-17	have@no.email	Registration

To print out the team race the factory template 'Venue Registration Sheet - Team Race - Team Title as first' causes this final printout:

Team Title	Flag	Team Members	Division	Status	BIB
Dagali		Horakova Petra (CZE), Horak Vojtech (CZE)	Mix Team	Registration	201
Spikes		Briidgees Peter (USA)	Mix Team	Registration	202
Turtles		Bridges Caroline (ZAF), Bridges Dean (ZAF)	Mix Team	Registration	203

Conclusions: The BIBs settings and automatic generating of start numbers can be provided any time before the race. The Event Organiser may then add new athletes manually and use the BIBs numbering philosophy supported by the system. Finally he may publish the start numbers on starting lists. On a race day he can print-out registration sheets and attaching them to the tables for venue registration crew use.

## 12.2. Timing Preparation

All Timing Preparation work should be done several days or weeks before the Event. On the page **Event – Event - Timing Scenario**, the Event Organiser has to decide whether or not to use ORGSU timing and tracking technology.

### UK SWIMRUN [13/09/2019]

All races of this race day (races entered and started this day) can be timed using ORGSU technology and / or can be timed independently. In the case when ORGSU technology will be involved, the timing licence must be ordered.

#### ON-LINE TIMING BY ORGSU TECHNOLOGY

- Timekeeping by Mobile Devices [Find more information here.](#)
- Timekeeping will be provided manually, data will be entered by the keyboard [Find more information here.](#)

If you plan to measure your results using chip/RFID/tag technology, please contact us. You will get an API description on which your chip technology can send timing data. The Orgsu system even allows combining all available timing technologies in one race. You can time the split times (CPs) of a long race using mobile phones, the finish line using chip technology, for example. Refer to the handbook section for the timing manual.

#### ORDER OF THE TIMING LICENCE

The Unit Price of the timing drops with the total number of competitors in each particular race. Find an example in [table here](#). The total licence price will be calculated over all races after the event using the real number of athletes in each race. Find the real total licence price on the page "Event - Event Incomes" and "Company - Race Business Deal Clearing"

ON

Your Race Day Licence Status: **The Timing Licence has been ordered. The Licence No/Security Key:**

98.40.857

Security key cannot be changed. For tighter security enter your Private key:

Please invent and enter your Private Key (6 digits):

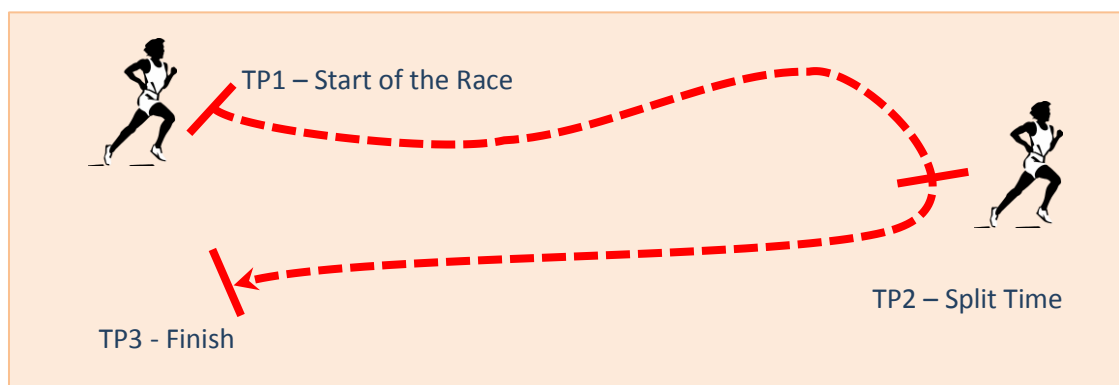
12.34.56

The draft of the contract for the timing using the ORGSU technology is available in the handbooks section.

When the switch is ON and the Private Key has been entered the timing licence is valid and all the related services are enabled. The price of the timing is very reasonable and can be found in the downloadable file with the table on the page. See the [timing pricing page](#) to get more information.

## 12.3. Timing Points Management

First off all the checkpoints are to be defined. Then they are to be assigned to particular starts, splits and finish of the races. The picture below illustrates very simple race having the start, split time and the finish:



That simple race is pre-defined and ready for you to test the timing. Just check the page on the main orgsu [website here](#).

As we have one event and two races in our mind we will set the timing checkpoints for this example event now.

Go to the page Event – Timing Points Management and find three pre-defined STA (Start), 002 (Split) and FIN (FINISH) checkpoints. By green plus were created new checkpoints so we have enough checkpoints for both races. User should enter GPS positions of the checkpoints. These are to be published on the race applet on Google map.

The Cannon Run will have just start and finish. The Swimrun will have all disciplines timed. So the assignment table on the second part of the same page looks like that:

▼ RACE: CANNON RUN (U87ZAKB9) (LEGS: 1)
SAVE AND OPEN TRACKING SETTINGS

	Title	Repeating	Leg Length	From Timing Point	To Timing Point	
<b>1. Leg</b>			21.00 Km			
Start - Finish	<input type="text" value="Run"/>	<input type="text" value="1"/>	21.00 Km	STA <input type="button" value="↓"/>	FIN <input type="button" value="↓"/>	<input type="button" value="+"/>

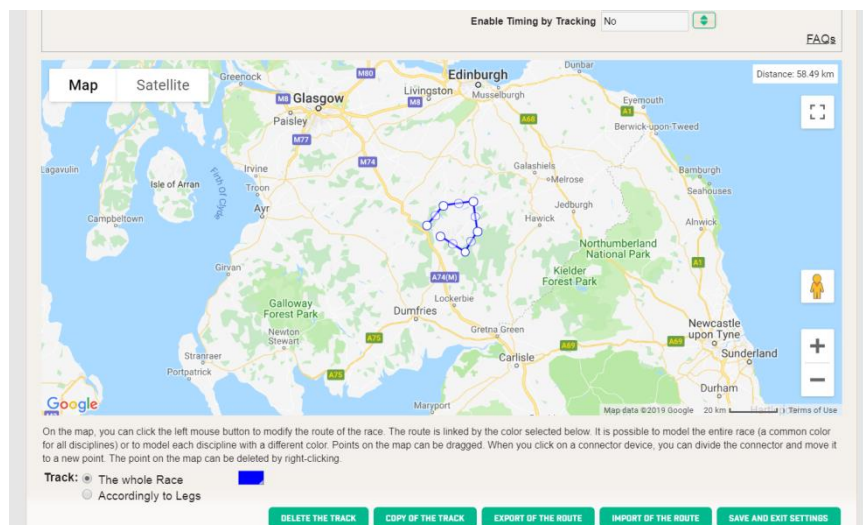
▼ RACE: SWIMRUN UK SHORT (U87ZAKB8) (LEGS: 5)
SAVE AND OPEN TRACKING SETTINGS

	Title	Repeating	Leg Length	From Timing Point	To Timing Point	
<b>1. Leg</b>			2.40 Km			
Start - Finish	<input type="text" value="Trail Run"/>	<input type="text" value="1"/>	2.40 Km	STA <input type="button" value="↓"/>	002 <input type="button" value="↓"/>	<input type="button" value="+"/>
Select your scenario between previous and following Race Leg: <input checked="" type="radio"/> Athletes finish previous Leg and continue to the next Leg. Only one Timing Point will be considered between both Legs. No Clear Transition Times will be evaluated in this scenario. <input type="radio"/> Athletes finish previous Leg where the times are to be captured. Athletes continue to the Transition area. When athletes leaving the Transition the other times are to be gathered. The clear transition times will be evaluated in this scenario. <input type="radio"/> Both Legs are NOT connected, athletes have a break between them. No Transition Times will be evaluated.						
<b>2. Leg</b>			350.00 m			
Start - Finish	<input type="text" value="Swim"/>	<input type="text" value="1"/>	350.00 m	002 <input type="button" value="↓"/>	003 <input type="button" value="↓"/>	<input type="button" value="+"/>

The table is obviously longer as our swimrun has 5 legs. System allows three ways connecting of two legs/disciplines. In the swimrun format the first option makes only sense. Just get the fact that some of the checkpoints were used for more than one race. It can be used repeatedly as well.

The command ‘Save and open tracking settings’ opens the box with the details related to the GPS tracking:

The description here in this handbook is very simple. All the details are in the timing handbook.




## 12.4. Checking headers, tables and texts – for all printouts

Your event is the set of services when ORGSU supports the information ones. We do care to give to event organiser the most complex set of it. That is the reason we are coming back to take attention of the texts and templates to be ready for the best printouts. Check please the page **Event - All Docs: Edit and Print**. The table gathers all of it:

Personal Data Processing	Event Organiser makes agreement with athlete about creation of new account in database and keeping the personal data. This template is unrelated to event/race.	<a href="#">Personal Data Processing</a> ✨ <a href="#">Information Leaf</a> ✨
Information Leaf	It may be printed by venue registration staff on a narrow printer. It contains all information collected during registration process.	<b>UK SWIMRUN</b> <a href="#">Description of the event as a whole (not races)</a> ✨ <a href="#">Race Terms and Conditions</a> ✨
Event Description	Every Event Organiser has an option of downloading a factory guide template of this text for editing.	<b>UK SWIMRUN (13/09/2019)</b> <a href="#">Registration Printing</a> <a href="#">Race Day Schedule</a> ✨
Race Day Schedule	Opens the editor to add header, footer and a main text of all race starts, parking openings and closings, award ceremony. Generates .pdf file to be printed out.	<b>CANNON RUN</b> <a href="#">Registration Printing</a> <a href="#">Start List Printing</a> <a href="#">Race Ruling</a> <a href="#">Officials Guidelines</a> <a href="#">Event Speaker Instructions</a> <a href="#">Athlete Information Generator (A4 Format)</a> <a href="#">Athlete Information PDF</a> <a href="#">Race Terms and Conditions</a> ✨
		<b>SWIMRUN UK SHORT</b> <a href="#">Registration Printing</a> <a href="#">Start List Printing</a> <a href="#">Race Ruling</a> <a href="#">Officials Guidelines</a> <a href="#">Event Speaker Instructions</a> <a href="#">Athlete Information Generator (A4 Format)</a> <a href="#">Athlete Information PDF</a> <a href="#">Race Terms and Conditions</a> ✨
		<b>GENERAL FOOTER</b> To be printed in the centre of the bottom of all printouts (usually your www address) TimeMyRace UK is here for your timing: <a href="http://timemyrace.co.uk/">http://timemyrace.co.uk/</a>
Short Race Description	Text box for editing in 'EVENT – Event Setup – Races – Next Settings'. This brief summary is published by Race Applet.	
Registration Sheets Printing	Several days prior to the Event, please check the header, footer and contents of the table, as well as all other parameters. There will be no time to do this on the race day.	
Starting List Printing	Several days prior to the Event, please check the header, footer and contents of the table, as well as all other parameters.	
Race Ruling	This document should be published on the website and venue information board. The factory templates provide tips on content. When opening the editor download the system template first. The text will be ready for your editing then.	
Guidelines for officials, referees, ..	This document should be created (or taken from relevant authorities) and sent to all officials prior to the race. It is to be printed out and also given to officials at the venue. The factory templates provide some tips on content. Just download the system template.	
Speaker Instructions	This document should be sent to the speaker prior to the Race, printed out and also given to him/her at the venue. The factory templates provide tips on content as well. Your event moderator must get so precise instructions so possible.	
Athlete A4	This can be used as an information pamphlet for the transition area, BIB design and printing etc. It should be prepared a few weeks prior to the Event.	
Race Terms and Conditions	Event Organiser may edit own Athlete's waiver	
General Footer: a bottom centre message	At the bottom of every generated page for the printing a small centred text will be published. This very bottom line is usually reserved for the timing company like for example <a href="http://timemyrace.co.uk/">http://timemyrace.co.uk/</a> .	

### 13. Venue Registration

As discussed above, athletes are on the start list and the system has sorted athletes into start waves and has assigned the start numbers to them. The online entry process has been closed perhaps a few days prior to the event. On the page **Event - Event Setup - Entry Fee – Disable Entries** command has been used or entered time period for entries has expired.

**UPDATE WHOLE EVENT PUBLICATION**  Changes of the events settings are not automatically published on the Internet. You can publish new values using the 'Update whole event publication' button. The magnifying glass icon displays all of the actually published values.

**DISABLE ENTRIES OF ALL RACES**

The stop entries command can be found either in every single race or on the bottom is the one for the whole event.

A day before the event, entries should be printed out for placement on tables during the Event Registration procedure on Race Day. The system provides an excellent tool for preparing and printing all entries on the page **Event – Registration Printout**. Owing to the importance of good visibility – and the option of adding more athletes by hand – several options are available:


Print Header and Footer	For registration sheets we recommend an empty header and footer. These sheets are to be placed on the tables and there is no need to vase a space on the sheets by the logos and other staff.
Spacing	Rows wider than the font selection may be chosen. Wider spacing provides space for handwritten corrections and notes.
Plus empty rows – number	The system generates additional blank rows for the registration crew. Sometimes it is useful to hand-write new entries here.
Table – template	The user may choose from available templates and then fine-tune his/her chosen option. Once complete, the system saves this configuration. The discussion of how to operate this page is above.
Table – font size	Choose a minimum 12 font size here.
Table border	Choose between line rows or a full box border around each table cell.


On the bottom of the page are some additional settings before the .pdf generation:

**SELECTION OF ATHLETES TO BE PRINTED**


Races	Starts
<input checked="" type="checkbox"/> Cannon Run (U87ZAKBS)	<input checked="" type="checkbox"/> Not assigned <input checked="" type="checkbox"/> Cannon Cup Start
<input type="checkbox"/> Swimrun UK Short (U87ZAKB6)	<input type="checkbox"/> Not assigned <input type="checkbox"/> Swimrun Start


**GENERATE**

Page format: A4 

Orientation: Landscape 

Print Header and Footer:

Table Border: Only Rows 

Spacing:  1.6

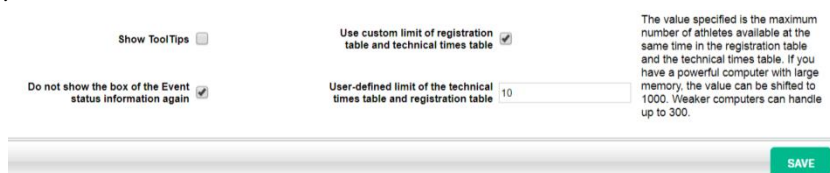
Plus Empty Rows: 0

**GENERATE**

The button 'GENERATE' appears in the bottom right-hand corner. This generates a printout in ready-to-use .pdf format. These pages are to be printed to the tables and athletes can come to the venue. Once printouts are placed on the tables for the registration crew, the registration manager should have at least one computer available for any additional work required.

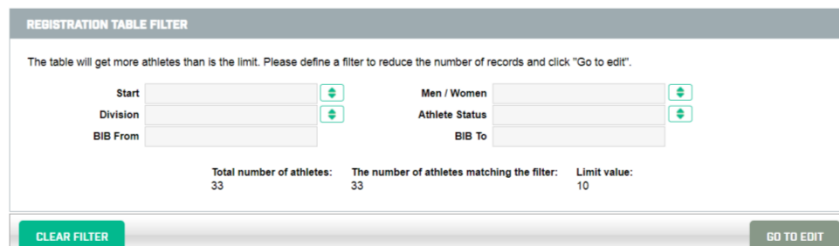
<b>Event – Venue Registration</b>	Suitable for finding an athlete from the start list database, or to add a new athlete, regardless of the race. This function works for <b>all Races of an event</b> .
<b>Event – Registration Table</b>	This table works for <b>only one selected race</b> and displays athletes in a spreadsheet table. It allows for adding a new athlete, changing some parameters, deleting athlete records and provides another view of entries.

Event registration table (and also Technical Times Table) are restricted with the highest number of athletes. As it was mentioned above, the factory number is 300. If there are more athletes entering the table the filter page will appear. The limit can be modified on the main Settings accessible under the user photo/name area. For the sake of this handbook the limit was decreased to 10 now.



Settings page showing options for registration table and technical times table limits. The 'User-defined limit of the technical times table and registration table' is set to 10. A 'SAVE' button is visible at the bottom right.

The Registration Table page command will not be executed but the filter page will appear:



REGISTRATION TABLE FILTER

The table will get more athletes than is the limit. Please define a filter to reduce the number of records and click "Go to edit".

Start: [input] Men / Women: [input]  
 Division: [input] Athlete Status: [input]  
 BIB From: [input] BIB To: [input]

Total number of athletes: 33    The number of athletes matching the filter: 33    Limit value: 10

CLEAR FILTER    GO TO EDIT

Registration Table features:

On the right there is a magnifier dot to adjust the size of the text on the page.

There is a factory set of columns but it can be modified with the **COLUMNS** command. The table offers advanced view to the entries, allows the searching and sorting in every column.

Registration Table: UK Swimrun [13/09/2019]													
Columns Orders related to the Race													
Entered	Surname	First Name	Gender	Birth	Country	New Rd	Race	Start	Div	BIB	Entry Date	Status	
3/9/2019	Horak	Voitech	M	12/10/2000	CZ	No	Cannon Run	Cannon Cup Start	Men 18-19	10	3/9/2019	Registration	
4/26/2019	Black	David	M	1978	ZA	No	Cannon Run	Cannon Cup Start	Men 40-49	101	4/26/2019	Reg and Paid	
4/27/2019	Bond	Diana	F	4/23/1965	NA	No	Cannon Run	Cannon Cup Start	Women 50-59	102	4/27/2019	Registration	
4/26/2019	De Piller	Catharine	F	11/23/2002	GB	No	Cannon Run	Cannon Cup Start	Women 16-17	103	4/26/2019	Reg and Paid	
4/27/2019	Novak	Dacan	M	2002	CZ	No	Cannon Run	Cannon Cup Start	Men 16-17	104	4/27/2019	Registration	
4/27/2019	Pistoll	Oskar	M	10/12/1990	AR	No	Cannon Run	Cannon Cup Start	Men 20-39	105	4/27/2019	Registration	
4/27/2019	Water	Juliad	M	2003	GB	No	Cannon Run	Cannon Cup Start	Men 16-17	106	4/27/2019	Registration	
4/27/2019	Dagali				NO	No	Swimrun UK Short	Swimrun Start	Mix Team	201	4/27/2019	On Track	
3/11/2019	Spikes				US	No	Swimrun UK Short	Swimrun Start	Mix Team	202	3/11/2019	On Track	
4/27/2019	Turtles				GB	Yes	Swimrun UK Short	Swimrun Start	Mix Team	203	4/27/2019	On Track	
New Athlete New Team													
4/28/2019					GB	Yes					4/28/2019	Registration	

Sorting by the column can be provided when clicking on the column title:

Columns Orders related to the Race		
Entered	Surname	First Name
9	Black	David
9	Bond	Diana

The searching text/number can be entered to the 2<sup>nd</sup> row of the table:

Entered	Surname	First Name	Gender	Birth	Country	New Rd	Race	Start	Div	BIB	
19	Black	David	M	1978	ZA	No	Cannon Run	Cannon Cup Start	Men 40-49	101	4/26/2019
19	Novak	Dacan	M	2002	CZ	No	Cannon Run	Cannon Cup Start	Men 16-17	104	4/27/2019

If you need to change the status of an athlete just click on the status column and select the one. The explanation of the statuses is clear.

There are 4 pre-race statuses:

- **Registration:** Athlete's entry is in the database
- **Registered and Paid:** entry fee was paid
- **Venue Registration:** Athlete has arrived to the venue
- **Start Registration:** A referee has find athlete on the start. Rarely in use.

5 race statuses follow:

- **On Track:** Athletes get this status when the technical start time is higher than the day time
- **In Finish:** Athletes get "In Finish" when the technical time of the finish has appeared
- **DNS:** Did Not Start, **LAP:** withdrawn from the race by refferes, **DSQ:** Disqualified

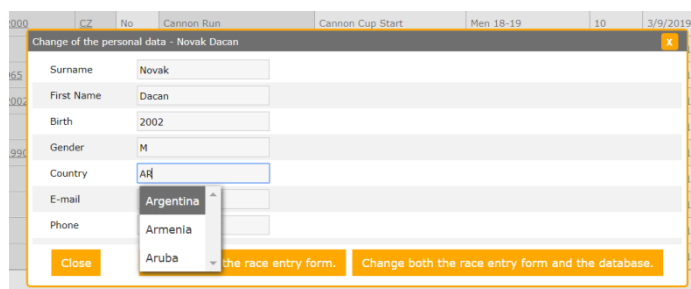
And 2 statuses when the entry was cancelled:

- **Cancelled:** the entry is not valid
- **Cancelled and settled:** the entry is not valid and the re-payment to the athlete was made

The system behaves accordingly the status value when publishing the different outputs.

**Deleting of entry:** It can be done by right-mouse click on the selected row. It works only for manually entered athletes. For competitors who entered on-line the status function must be used only.

Clicking any underlined value the personal data are to be edited. Changes to the personal data may be saved either only to the particular race entry or to the athlete database as well.

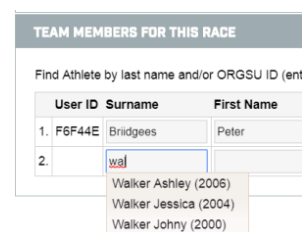
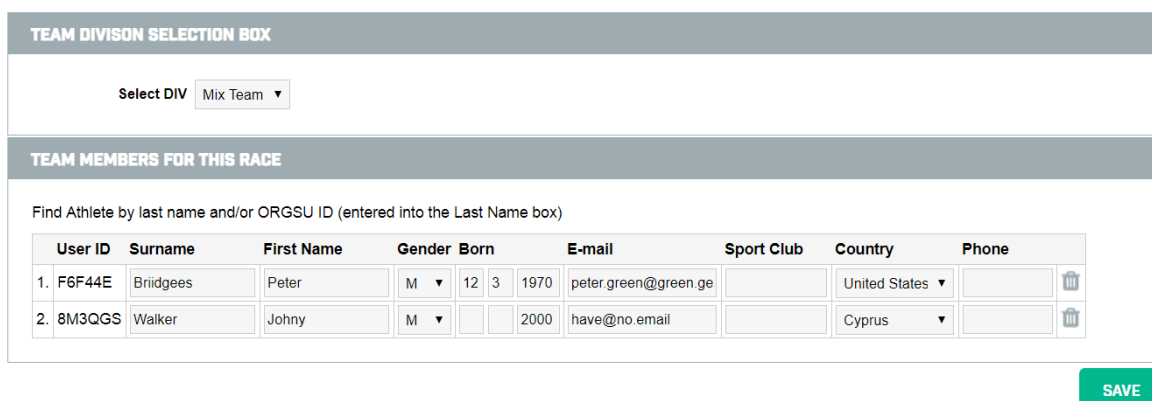


Enter to the BIB's position will change the start number of the athlete immediately. If the start number already exists in the race day (across every races of the day) the system does not allow this change:

ID	Surname	First Name	Gender	Birth	Country	Age Group	Race	Start No.	Date	Status		
1019	Black	David	M	1978	ZA	No	Cannon Run	Cannon Cup Start	Men 40-49	101	4/26/2019	Reg and
1019	Bond	Diana	F	4/23/1965	NA	No	Cannon Run	Cannon Cup Start	Women 50-59	102	4/27/2019	Registrat
1019	De Piller	Catharine	F	11/23/2002	GB	No	Cannon Run	Cannon Cup Start	Women 16-17	103	4/26/2019	Reg and
1019	Novak	Dacan	M	2002	AR	No	Cannon Run	Cannon Cup Start	Men 16-17	102	4/27/2019	Registrat
1019	Pistoll	Oskar	M	10/12/1990	AR	No	Cannon Run	Cannon Cup Start	Men 20-39	105	4/27/2019	Registrat

Affected BIB cells become red until a different BIB value will be entered to one of the cells.

Clicking on the team title the box of the team participants appear. By entering the system ID or Surname can be added a missing team member or any other data can be changed as well. System will offer athletes matching entered characters from the database for the selection.

Finally the SAVE must be used to enter new data. the title of the team, picture and team presentation must be edited via the tools Athletes – teams or via Venue registration page.

On the bottom of the Registration table are 2 commands: New Athlete and New Team It will run a quick loop for entering desired data. use TAB or ENTER to go through the loop.

On the top of the page the command 'Orders related to the race' will open the table of purchased services and goods related to the races:

Date of Order	Order No	Content	Product Codes	Buyer	Total price	Currency	Status
11/03/2019 06:04:17	2223019012	Entry Fee: UK Swimrun SR Test - 1 ks x 0.00 € 0.00 € Contribution - 1 ks x 100.00 € 100.00 €		Bridgees Peter	103.50	€	Confirmed
09/03/2019 07:28:02	2222719012	Kids Race Accommodation - 2 pc(s) x 70.00 € 140.00 € Entry Fee: UK Swimrun SR Test - 1 pc(s) x 0.00 € 0.00 €		Horak, Vojtech	144.90	€	Completed

2 Records




## Venue Registration

The venue registration working page has a different ‘look and feel’. It operates primarily to find an athlete by entering either the surname or start number:

**Venue Registration**

### SEARCH ATHLETE



Athlete ID


Last Name

Gender  Kennedy Ezna (1977)  
- Chokka Trail 16K

BIB  Kennedy Grace (1953)  
- Chokka Trail 16K

**Venue Registration**

### SEARCH ATHLETE



Athlete ID

Last Name

Gender  Male  Female  Not Entered


BIB

Janse van Rensburg Rieghard (1973)  
- Chokka Trail 62K

The athlete from the offered list can already be on the list of participants of some of the races. Then it is noted under the name of such athlete. If there is no athlete you are looking for the command ‘New athlete’ or ‘New team’ must be pressed and all credentials must be manually entered.

By selecting an athlete, the full page will be filled with all relevant details. Should the system not find the selected athlete (either in the database or start list), information may be added manually and the new athlete’s records saved and added to the start list.

## REGISTRATION



User ID

Surname

Gender  Male  Female  Not Entered

Sport Club

Emerg. Name

E-mail

First Name

Day of Birth

Phone

Country

Emerg. Tel.

Race Day	Race	Division	Start	BIB	Tag ID	Status	Entry Fee Price	
1	Cannon Run Running <small>Run (21.00 Km)</small>	Women 16-17	Cannon Cup Start 11:15	103		Reg and Paid	35.00	<input type="button" value="DISCOUNT CODE"/> <input style="float: right;" type="button" value="+"/>

Total Price 35.00 £    Already Paid 35.00 £    To be Paid Now 0.00 £

Paid     BIB taken

### Venue registration page features

Click on the picture allow downloading a different picture. **RUN CAMERA** will open the computer camera and save the picture offered directly to the database. This function is used in world recognized events.

**Changing of the personal data** will cause similar question if the changes are to be stored only to the race entries or to the event organizer’s database.

Entering of the tag number can be automatized with the **USB tag reader**. Ask us for more details. System offers the information of the payment. If there was more rows in the table (athlete was entered to more races) the line Total Price ... will cover all the races together.

The page allows to enter the status of the start number collection ‘**BIB taken**’.

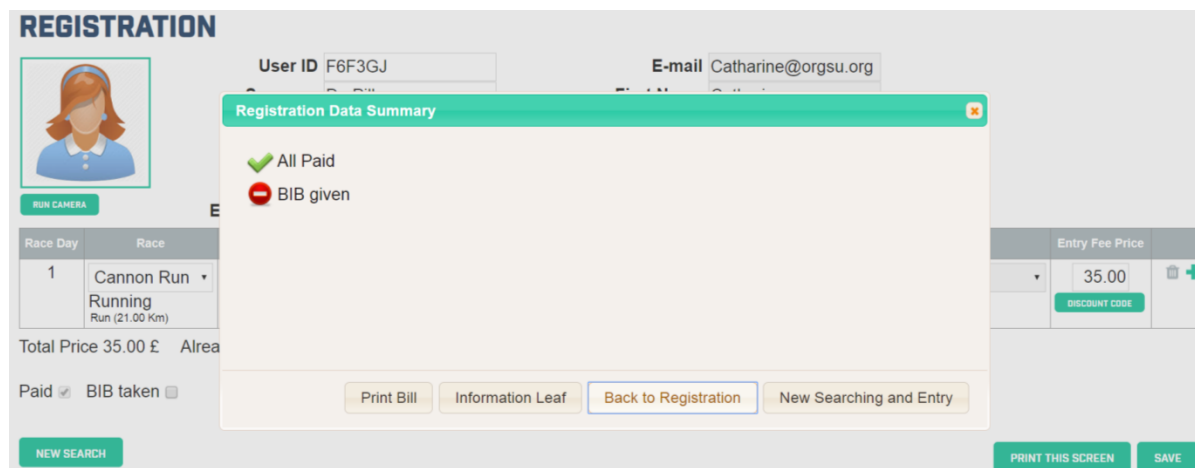
Under the race price the button ‘Discount Code’ helps to verify a possible request for a discount.

Other actions, found at the bottom of the page, are:

**NEW SEARCH** –This clears the form and prepares the page for another athlete. All changes to the previous athlete’s data are abandoned (a question prompt confirms this action).

**PRINT SCREEN** –This is a print screen of all information and may be given to a crew member preparing results (assuming that this function was not provided by the ORGSU system).

**SAVE** – terminates the session and saves all data into event organiser’s database. The Registration summary box will now appear:



The screenshot shows the 'REGISTRATION' page with a user profile for Catharine@orgsu.org. A 'Registration Data Summary' window is open, displaying:
 

- All Paid (checked)
- BIB given (unchecked)

 The background shows race details for 'Cannon Run' (21.00 Km) with an entry fee of 35.00. Navigation buttons include 'NEW SEARCH', 'PRINT THIS SCREEN', 'SAVE', 'Print Bill', 'Information Leaf', 'Back to Registration', and 'New Searching and Entry'.

There are several commands how to continue now. Using TAB and ENTER is equivalent to the mouse direct choice.

**Print Bill** – the slip providing all information pertaining to entry fee payments.

**Information Leaf** – the slip providing a summary of the registration data and is ready for the printout.

**Back to Registration** – skip back to the athlete’s entry page

**New Searching and Entry** – new blank form of this page.

In the mean time the self-checking could be open. In that case one of possible way was following scenario:

New athletes (not registered) are coming to the venue. Organiser sells them the start number. The self checking is on and the BIB is obligatory:



The screenshot shows the 'REGISTRATION AND SELF-CHECK' settings page with the following options:
 

- Allow Selfchecking
- Enter non obligatory Application Items
- Enter BIB
- Copy BIB to Chip No
- Logo  Logo for Selfcheck

The event speaker must instruct all athletes to take their cellphones, visit event page and run the registration entry button. Then the selfcheck procedure can perform. This mechanism does not need the real physical contact between athletes and registration staff. The self-checking is very helpful for hobby / family events.

## Control tools of the BIBs assignment

- 1) The printing out of the start lists. Checking athletes for correct starts, divisions and start numbers assignment.
- 2) On the page **Event – Race Management Page one** can verify the status line. It shows assignment of all athletes for both the Race and the Race day as well.

STATUS INFORMATION		
Timing Licence <span style="color: green;">●</span>	Race: BIBs and Starts Assignment (except DNS) <span style="color: green;">●</span>	Race Day: BIBs and Starts Assignment (except DNS) <span style="color: green;">●</span>

Imagine that in the meantime New Team has been entered without the BIB:

3/11/2019	Seikas			US	No	Swimrun UK Short	Swimrun Start	Mix Team	202	3/11/2019	Registration
4/27/2019	Turtles			GB	Yes	Swimrun UK Short	Swimrun Start	Mix Team	203	4/27/2019	Registration
4/29/2019	New Team			GB	Yes	Swimrun UK Short	Swimrun Start	Mix Team		4/29/2019	Registration

The status line will get change:

Timing Licence <span style="color: green;">●</span>	Race: BIBs and Starts Assignment (except DNS) <span style="color: red;">●</span>	Race Day: BIBs and Starts Assignment (except DNS) <span style="color: red;">●</span>
---	--	--

- 3) The summary table of all races on the page Event – Timing and Tracking

Also the page for the management of the timing will inform about the non-assigned athletes. The numbers of participants In the left column OK / Total should be the same, not different and red:

Sync Time: **23:29:25,1**

REFRESH

UTC+01:00

Race Title OK / Total	Race ID Start Title	Scheduled Start Time Gap	Captured Start Time	Time of the Race	Status
Swimrun UK Short <span style="color: red;">3/4</span>	U87ZAKB6	10:30 <input type="text"/>		- 137.11:00:34	Waiting for Start
Cannon Run 7/7	U87ZAKBS	11:15 <input type="text"/>		- 137.11:45:34	Waiting for Start

The details about this page are discussed in the timing handbook.

- 4) Issues about the start numbers assignment



In some cases two athletes have swapped their BIBs and went to the track. Don't worry about this situation. It can be handled with the function Event – Athlete Swapping.

### Generating pages of all athletes

When all (or most) athletes are on the start lists, the function **Event – All Docs Edit and Print – Athlete A4 Info Generator** may be used.

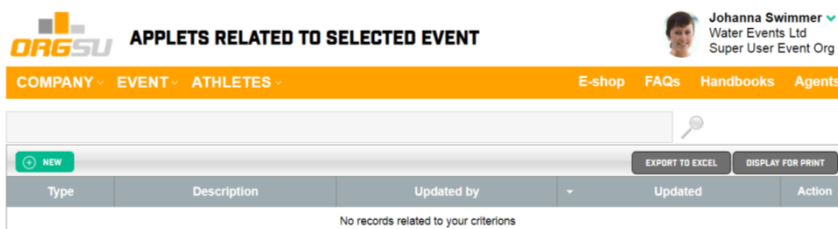
The Event Organiser can create and generate a .pdf file with all athletes, start numbers and other information:

This function can be used to print out all Athletes' A4 pages and to mark their transition position, for example.

South Africa	Male	Telephone	Athlete E-mail
Team			
EDITOR			
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <h1>Kids Run</h1>  </div> <div style="text-align: right;"> <div style="border: 1px solid black; padding: 2px;">Division</div> <div style="border: 1px solid black; padding: 2px;">10/4/2016</div> </div> </div> <div style="text-align: center; margin-top: 20px;"> <div style="font-size: 48px; color: red; font-weight: bold;">123</div> <div style="display: flex; align-items: center; margin-top: 10px;">  <div style="font-size: 24px; font-weight: bold;">Mike Bridges</div> </div> </div>			
		<div style="border: 1px solid black; padding: 2px; margin-right: 5px;">GENERATE</div> <div style="border: 1px solid black; padding: 2px;">SAVE</div>	

## 14. Timing

This chapter shows short example of the timing. Look the timing handbook for details. Let's assume live results are to be broadcasted so the feature Event-Applets related to Event was called. The table of event related applet is empty now:



ORGSU APPLETS RELATED TO SELECTED EVENT

Johanna Swimmer  
Water Events Ltd  
Super User Event Org

COMPANY · EVENT · ATHLETES · E-shop · FAQs · Handbooks · Agents

NEW EXPORT TO EXCEL DISPLAY FOR PRINT

Type	Description	Updated by	Updated	Action
No records related to your criterions				

Choosing + NEW and selecting Live results for both races brings two applets to this table:

Type	Description	Updated by	Updated	Action
Live Results	Live results for Run	Swimmer Johanna	28/04/2019 13:53:29	<a href="#">Edit</a>
Live Results	Live Results for Swimrun	Swimmer Johanna	28/04/2019 13:52:50	<a href="#">Edit</a>
2 Records				

The race calendar applet on the limited website (or on any other page) offers the live results now:

SEPTEMBER (2019)

UK SWIMRUN

13/09/2019	Swimrun UK Short	LOGO B	Dadinghen	Swim Run	Trail Run 2.4 km Swim 350 m Trail Run Swim Trail Run	<a href="#">Enter Start List (4)</a> <a href="#">LIVE Results</a>
13/09/2019	Cannon Run	LOGO A	Dadinghen	Running	Run 21 km	<a href="#">Enter Start List (7)</a> <a href="#">LIVE Results</a>

It is important to check the day times of the event settings. Are they up to date? Use command Event – Expectation of the start and finish times and check/edit entered values. Both live applets performs the start list with the countdown before the start of the races. The countdown respects the entered date and day time of the start. The click on the team title the details of the team will appear.

UK Swimrun - Swimrun UK Short - 13/09/2019

Swimrun: Trail Run 2.4 km - Swim 350 m - Trail Run 4 km - Swim 600 m - Trail Run 3 km

Scheduled Start: 10:30 Estimated Time of Day for Winner: 14:00 Last Finisher: 18:00

Time remaining: 136.12:50:56.6

Start: - Country: - Division: -

BIB	Team Title	Team	Country	Division
201	<a href="#">Dagali</a>	Horak Vojtech (CZE), Horakova Petra (CZE)	CZE	Mix Team
202	<a href="#">Spikes</a>	Bridgees Peter (USA), Walker Johnny (CYP)	USA	Mix Team
203	<a href="#">Turtles</a>	Bridges Caroline (GBR), Bridges Dean (GBR)	GBR	Mix Team
204	<a href="#">Crackers</a>	Garland Diana (ZAF), Stone Antony (ZAF)	ZAF	Mix Team

The start list can be filtered as needed. Both formats for team and individual divisions are different.

Start: - Country: GBR Sport Club: - Division: -

BIB	Surname	First Name	Country	Sport Club	Country	Division
103	De Pillers	Catharine	CZE	002 Fast Ladies	GBR	Women 16-17
106	Water	Juliad	ZAF	003	GBR	Men 16-17

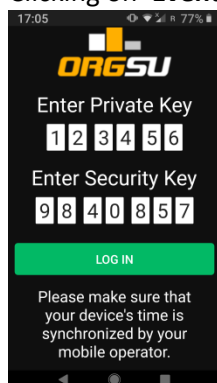
NAM  
GBR  
ARG

For the simple timing the mobile app will be used. It can be downloaded from both Apple and Google stores by the “Orgsu Sport Timekeeping” title.

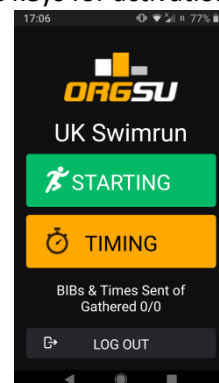
Using the ORGSU system and several volunteers with smart phones is a smart, affordable way to provide timing for both races of the event. A few volunteers, carrying smart phones, are placed alongside the track and type start numbers into their mobile devices at designated timing checkpoints. The online results (the real delay is about 2-3 seconds) are displayed on the user’s website or on the limited website. These may therefore also be used by the race speaker.



Clicking on ‘Event – Timing and Tracking’ will load the main timing page with the keys for activation of Orgsu timing apps. By entering both keys (Private key and security key) into the apps (IOS or Android)



The main menu will allow you to select **STARTING** – which activates the real-time start. App allows starting the race and deleting it if needed as well.



The second choice is the Timing. Your timekeeper(s) must select correct checkpoint, for example the Finish and enter the start numbers in the real time and press TIME on the APP. The technical times are instantly sent to ORGSU core database. It can be modified by the page Event – Technical Times.



The live results then appear on the live results applet:

#	BIB	Run	Total Time	Loss
1	102	Bond Diana 1965 No Club	1:08:46	1:08:46 0:00
2	10	Horak Vojtech 2000 Diana Sport	1:09:29	1:09:29 0:43
3	104	Novak Dacan 2002	1:11:01	1:11:01 2:15
4	103	De Pillers Catharine 2002 Fast Ladies	1:12:09	1:12:09 3:23
	101	Black David 1978		

This general handbook goes on the surface, check the details in the timing handbook please.

The following photograph shows the online applet in use during the Chokka Trail Run in South Africa, where ORGSU technology recorded several split-times along the course of this challenging 62km trail

#	BIB		Trail Run ST-MO	Trail Run MO-DU	Trail Run DU-OY	Trail Run OY-DU	Trail Run DU-R330	Trail Run R330-PO	Trail Run PO-FI	Total Time
1.	232	Craig Hammer	1980	00:57:59	00:34:37	01:41:01				03:13:37
2.	239	Skippy Claassens	1981	00:58:02	00:34:31	01:41:06				03:13:39
3.	238	Andy Wesson	1970	00:54:48	00:36:39	01:43:49				03:15:16
4.	231	Eduan Adams	1987	00:54:50	00:37:27	02:05:16				04:06:06
5.	237	Chris Meistre	1981	01:04:09	00:40:44	02:21:13				04:16:54
6.	240	Eidee Janse van Rensburg	1975	01:03:13	00:41:13	02:32:28				04:16:56
7.	234	Rieghard Janse van Rensburg	1973	01:03:12	00:41:01	02:32:43				04:16:56
8.	230	Paul Hugo	1983	00:56:08	00:36:40	03:11:24				04:44:12
9.	236	Bradley Hyman	1987	00:54:46	00:33:15					01:28:01

run. Using expensive chip-technology in remote areas of a course is not advisable and does not make sense.

On the other hand, sending smartphone-carrying volunteers on mountain bikes to remote parts of the bush is a cheap and effective solution. Most competitions deal with this issue: there is no cheap tracking or control points on the turning points and other important spots on the track these days.



Bestmed Chokka Trail



Printed: 8/7/2016

Chokka Trail 62K

Race Date: 8/7/2016

#### Official Results List

Rnk	BIB	Name	Division	Rank Div	ST-MO	MO-DU	DU-OY	OY-DU	DU-R330	R330-PO	PO-FI	Total Time	To Winner
1	232	Hammer Craig	Men 12-99	1	00:57:59	00:34:37	01:41:01	02:05:47	00:30:54	00:22:15	00:36:05	06:48:38	00:00:00
2	239	Claassens Skippy	Men 12-99	2	00:58:02	00:34:31	01:41:06	02:05:40	00:30:49	00:22:22	00:36:09	06:48:39	00:00:01
3	238	Wesson Andy	Men 12-99	3	00:54:48	00:36:39	01:43:49	02:24:15	00:35:18	00:31:11	00:38:12	07:24:12	00:35:34
4	231	Adams Eduan	Men 12-99	4	00:54:50	00:37:27	02:05:16	03:19:18	00:38:53	00:26:47	00:48:27	08:50:58	02:02:20
5	234	Janse van Rensburg Rieghard	Men 12-99	5	01:03:12	00:41:01	02:32:43	02:57:17	00:47:21	00:29:08	01:01:36	09:32:18	02:43:40
6	240	Janse van Rensburg Eidee	Women 12-99	1	01:03:13	00:41:13	02:32:28	02:57:26	00:47:32	00:29:09	01:01:41	09:32:42	02:44:04
7	237	Meistre Chris	Men 12-99	6	01:04:09	00:40:44	02:21:13	03:11:02	00:41:13	00:38:34	01:01:19	09:38:14	02:49:36

At the conclusion of the event, official results can also be published by ORGSU. The printout of this event has been designed as displayed on the left.

All result are available on both Series and Event Organiser websites.

Particular race results are calculated for the series once marked as official. Any complaints or disputes should be resolved by the event organiser or timing comp team.

The ORGSU timing system has no limits – the Event Organiser may easily run a very complex race day, comprising many different races and various timing points. The system is fail-safe and rigorously tested; it is capable of gathering parallel data streams from one timing point to ensure the capture of all athlete data.

## 15. Involving a Timing Company

If the Event Organiser has decided to engage the services of a Timing Company (see Step 11), ORGSU technology will either be used or not. If in use, the Timing Company must have a timing company profile and a purchased licence. The timing licence for the designated Race Day can be order either by event organiser or by timing company.

If the Timing Company won't be using ORGSU technology, an offline scenario occurs. On the page **Event – Timing Scenario**, or in the list of handbooks, the Event Organiser will find a factory template contract for possible use.

When the deal was concluded and online entries were stopped, all entries data must be exported in .xml or .xls format and sent to the Timing Company.

## 17. Export of data to Timing Company

The Event Organiser must access the page **Event – Export and Import**:



The screenshot shows the ORGSU EXPORT IMPORT MANAGEMENT interface. At the top, there is a navigation bar with the ORGSU logo and the text 'EXPORT IMPORT MANAGEMENT'. Below this, there is a user profile for 'Johanna Swimmer' from 'Water Events Ltd' with the role 'Super User Event Org'. The main content area shows a breadcrumb trail: 'COMPANY > EVENT > ATHLETES'. Below the breadcrumb, there are links for 'E-shop', 'FAQs', 'Handbooks', and 'Agents'. The main content area displays the race name 'Race: Swimrun CN (DT5FT7D1)' and a table with the following columns: 'Item', 'Contents', 'Format', 'Template', and 'Button of Action'.

Item	Contents	Format	Template	Button of Action
Start List Export Incl. User Defined Items	ORGSU XML Light Export Description	XML	<a href="#">Here</a>	<a href="#">GO TO EXPORT</a>
Start List Export Incl. User Defined Items	ORGSU XLSX Light Export Description	Excel		<a href="#">GO TO EXPORT</a>

First two rows offer two types of the export. XLS file is very simple. For .XML format the .XSD file contains all format instructions. This is to be sent to each new timing company initially. Thereafter, each race must be imported separately into .XML format.

The Timing Company may be responsible for various activities; details have been discussed in the material above. After the race day, in accordance with the contract between Event Organiser and Timing Company, all results data should be downloaded, in the specified .XML format, back into the Event Organiser system.

Your favourite timing company can use ORGSU technology with the RFID chip system. ORGSU supports several technologies to read the technical times from the checkpoints. Ask us for more details please.





## 19. Race Financial Clearance

Check please Event Financial Guide to get more information.

## Conclusion

This quick handbook shows how ORGSU system supports Event Organiser. As mentioned above, the system can fully support all standard Event Organiser activities. Additional and specific needs may be discussed on demand, especially for big users.