

## **Setting Up an Event (Updated August, 2016)**

1. Go to Event, then select New
  - a. Please use the format YYYYMMDDParkName (no spaces, no dashes, no underscores) for the Folder where YYYYDDMM is the date of the event.
  - b. For Description, type in the name of the event.
  - c. Type in the date.
  - d. Type in a zero time of 0.00.00 (periods can be used instead of colons).
  - e. Make sure SPORTIdent is selected as the chip system.
  - f. The "Additional lines" fields can be left blank or if the event is the club championship or the HVO dual event or something like that you can type in extra text that will appear on printed results.
  - g. Click OK. The new event should become the "live" event.
2. Go to Event, then select Settings
  - a. Click the bar labeled Settings.
  - b. For normal local events, make sure the box "Use start station for real time start" is checked.
  - c. For normal local events, make sure the box "Use finish station" is checked.
  - d. For normal local events, make sure Mode is set to "Time Taking".
  - e. For normal local events, make sure "less than 12 hours" is checked under Event duration.
  - f. Click OK, then OK again.
3. Go to Archive, then select Copy Classes.
  - a. Answer "Yes" to "Confirm overwriting the classes in the event".
  - b. Answer "Yes" to "Do you exactly know what you are doing".
  - c. Close the window.
  - d. To check that the classes imported correctly, go to Courses then select Classes. First you will probably get a message telling you to install certain fonts if you want to print control descriptions. Just click OK. You will get this message in several other places – don't worry about it since we don't use OE for printing control descriptions. You should then see a list of the classes. (For local events the classes and courses have the same names.) For a regular local event, please use these classes for consistency. You can delete classes that you won't be using but don't renumber or rename the normal classes. For special events that don't count for rankings these can be modified – or new classes added.
4. Go to Archive, then select Copy Clubs.
  - a. Answer "Yes" to "Confirm overwriting the clubs in the event".
  - b. Answer "Yes" to "Do you exactly know what you are doing".
  - c. Close the window.
  - d. To check that the clubs imported correctly, go to Entries and select Edit. In the Entries window, click on the tab labeled Clubs. You should see a list of the clubs. Again, please do not change this table. If you need to add new clubs, that will be explained below. Note that the club system in Europe is quite a bit different than in the US as payment for events is usually done by clubs not individuals. Also, most clubs are city based. Thus, the field "City" is required but "Club Name" is not. This is why we just list our club names in the City field.
5. The next step is to enter course information. There are two ways to do this. If the course setter set the courses in either OCAD or Condes, request the XML file of course data from the course setter. If the course setter did not use OCAD or Condes, then you need to get the course length and climb and a list of the controls for each course.
  - a. If you have the XML file:
    - i. Go to Courses, then Import.

- ii. In the dialog box, the top choice for each section should be selected as the default. Leave those.
  - iii. Under File, navigate to the XML file the course setter sent you. (Click the folder icon on the right side of the field.) This opens a Select File dialog box which is standard for OE2010. Use the top field to find the folder where you have put the XML file and then select the file from the list in the main box. Only files with the correct extension are listed in the main box. Click OK. The file should now be listed in main dialog box.
  - iv. Click OK again. You will be asked if you want to remove all existing class and course assignments – click Yes.
  - v. You will be asked if you know what you are doing – click Yes.
  - vi. Close the import report window. To check that the courses have imported correctly, go to Courses then select Courses. The courses should now be listed. If you need to modify anything (sometimes the climb has to be added later) this is where you would do it. If you click the Controls tab, you should see a list of the controls being used for the event.
- b. If you have to enter the course data yourself:
- i. Go to Courses, then select Courses.
  - ii. Click the Controls tab.
  - iii. Click on the green plus sign (or go to Edit and select New). This creates a control. The default first number is 31. If you have a different first control, type in that number.
  - iv. Hitting Enter will save the control and automatically create another one, incrementing the control number by one. So, repeatedly hit Enter until you have all your controls. You can go back and delete controls or change them at any time. The little blue undo arrow will get you out of enter mode and into edit mode. The green plus sign gets you back in enter mode. When you are done, get out of enter mode by clicking the little blue undo arrow.
  - v. Now click the Courses tab. Click on the green plus sign (or go to Edit and select New). This creates a course. Enter the length and climb.
  - vi. Click in the field with the heading Controls. Once this field is highlighted there will be three little dots on the right side of this field. Clicking these dots will open a dialog box where you can select the controls for the course. You can drag and drop or use the arrow keys to highlight the control you want and hit enter to move it to the course. When you are done click OK. The controls should now be listed in order in the controls field. You need something in the Run In field – just type a 0 there. Then hit Enter to save the course information.
  - vii. Repeat for each course. When you are done, click the blue undo arrow which gets you out of insert mode. Close the window.
- c. **Don't forget this step regardless of which way you entered courses:** You now must assign classes to courses. This step makes sense for an A event where you enter by class (F-21+, M35+, M-18, F60+, etc.). It doesn't seem to make sense for a local event since we use the course names as the class names. But still, you must assign classes to courses. So go to Courses, then select Classes. For each class, click in the course field and from the pull down menu (the little arrow on the right) select the appropriate course. White goes to White, Yellow to Yellow, etc. You must hit enter after each selection to save the information. If you forget you will be prompted. You can also click the Save icon on the tool bar. When you are finished, close the window. **DO NOT** CHECK THE BOX labeled "Ind. Courses" – this is used only for courses with butterfly loops where different competitors run the loops in different orders and you need to assign an order to each competitor.

6. **Congratulations.** You have now set up the event.