

## Contents

<a href="#">Note</a> .....	1
<a href="#">The Big Picture</a> .....	2
<a href="#">For the Course-Setter</a> .....	2
<a href="#">For the Meet Director</a> .....	2
<a href="#">A day or two before the meet, you will need:</a> .....	2
<a href="#">Day of the meet, you will need:</a> .....	2
<a href="#">Tasks Before the Meet</a> .....	3
<a href="#">Set up the event on the laptop</a> .....	3
<a href="#">Prepare the laptop and thermal printer</a> .....	4
<a href="#">Overview: The Day of the Meet</a> .....	5
<a href="#">Before the first start - Set up the gear</a> .....	5
<a href="#">During the Meet</a> .....	6
<a href="#">Collect a Safety Card from each runner</a> .....	6
<a href="#">When you have a break in activity, enter info from Safety Cards into Ór</a> .....	6
<a href="#">When a runner finishes, capture his/her finger-stick data</a> .....	7
<a href="#">While the meet is in progress</a> .....	9
<a href="#">After “Starts” closes</a> .....	9
<a href="#">At the end of the meet</a> .....	9
<a href="#">General Notes</a> .....	10
<a href="#">Posting the Results</a> .....	11
<a href="#">Post the finish times to the NEOC website</a> .....	11
<a href="#">Post the splits on WinSplits</a> .....	12

## Note

The Ór program is regularly updated by its author, Martin Flynn of orienteering.ie. The information in this document is based on Ór version 4.1.3. If you are using a different version, the details of operation may differ slightly. The built-in Help in Ór can often answer your questions.

## How to Run a NEOC E-Punch Meet (A Club meet with “regular” courses)

### The Big Picture

The main tasks involved when preparing for an E-punch meet are:

- Time-sync the controls, Start, Finish, etc. you will use, before they are set in the field (so that the internal clock in each one is set identically). [approx. 30 mins.]
  - Configure your courses on the club laptop, in the program **Ór**. [approx. 15 minutes]
  - Charge the laptop and the thermal printer overnight.
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### For the Course-Setter

- Controls must have numeric codes to use the **Ór** meet software.
- Things are easier for everyone if you do not re-number the e-controls. Talk to the Equipment Manager to find out what control numbers you'll get for your meet, and design your courses using those numbers.
- Get one or two extra controls, for backup if a control fails.
- Sometime in the week before placing the e-controls in the field, time-sync to the **SI-Master control** the following:
  - all the controls, including the Start and Finish controls
  - the GeBe thermal printer's download box

See the document **How\_To\_Sync\_EControls** for directions on time-syncing.

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### For the Meet Director

A day or two before the meet, you will need:

1. Club laptop with the download station (orange box with USB plug); this should be in the backpack with the laptop.
2. Club GeBE thermal printer with accessories; this should all be in one blue, plastic case.

Day of the meet, you will need:

1. Spare roll of thermal printer paper; this may be in the blue case with the printer, or in one of the loaner finger-stick cases.
  2. Case(s) of loaner finger-sticks.
  3. Clear, Check, Start, and Finish controls; and stands for the Start and Finish controls.
  4. If venue does not have AC power: Club generator and fuel jug, club extension cord. Verify oil level in generator.
  5. Club LCD display and tripod (for live results).
  6. Tarp(s) and rope to shelter the laptop if wet weather is expected.
  7. A volunteer to enter runner info into **Ór** and manage downloads. At busy meets, you should have **two** volunteers—one to check that Safety Cards are complete and legible (and to ensure Clear & Check), and one to enter info into **Ór** and manage downloads.
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## Tasks Before the Meet

### Set up the event on the laptop

From the course setter, for each course that will be offered, get:

- the course name
- a list of control numbers, in order
- the course Length in kilometers
- the course Climb in meters (if available)

Then use the program **Ór** to set up all the courses for the event. **Note** that the built-in Help in **Ór** is very useful.

1. Turn on the laptop, with the push-button on the right end of the screen hinge. [Password is the short name of your favorite O-club, lower-case.]
2. Start the program **Ór** on the laptop.
3. In **Ór**, click File > New Competition  
The “Edit Competition” window will open.
  - a) Enter “Competition Name” (e.g. “Prospect Hill”) and “Sub-Heading” (e.g. “14 November 2011”)
  - b) Check that:
    - “Type” is set to “Individual”
    - “Time Format” is set to “mmm:ss”
    - “Calculated By” is set to “Course”
  - c) Set “Zero Time” to a time before any runner could conceivably punch the first control. (Will you have pre-runners out before the official start who will want to download?) For our usual 10 AM starts, you could set this to “9:00:00” just to be safe.
  - d) Click “OK.”
4. In **Ór**, click Edit > Courses.  
The “Manage Courses” window will open.

For each course to be offered, click “New”. The “Edit Course” window will open.

- a) Enter “Course Name” (e.g. “Orange”, “Sprint 1”, “Long”, “Toe-Stubber Night-O”)
  - b) “Course Length” (in kilometers) and “Course Climb” (in meters) are optional, but appreciated. Don't enter units; just numbers.
  - c) “Default Start Time” will be carried over from the Competition setting. (If this is a mass-start course, enter an estimated start time and input the exact start time before the first finisher downloads.)
  - d) Set “Course Type” to “Cross Country” for normal, punch-all-in-order events. For “Score” and “Scatter,” see **Ór's** Help.
  - e) Click the “Variants” tab. Check that “Variant Type” is “Single.” In the “Controls” textbox, type the control numbers for this course, in order, with a semicolon after each one. Do not include Start and Finish in this list. (The list ends with a semicolon!)  
This step is important – double-check this control list.
  - f) Click “OK.”
5. After all the courses are entered, click “Close” to exit the “Manage Courses” window.

6. Click File > Export > Competition... to save a backup copy of the event data. Save the file with a name you'll remember – you will use this file during the event.

Now you are ready to register runners. Remember that you can change any of the settings any time before the first runner starts, by using the Edit menu. This is handy if there is a last-minute control change.

### Prepare the laptop and thermal printer

The night before the meet:

1. Charge the laptop overnight, at least 10 hours to be safe. The power supply is in the backpack; it connects to the laptop at the back of its right side.
2. Charge the thermal printer overnight. The power supply is in the printer's case. The charger connects to the front side of the printer.
3. Boot up the laptop. Get connected to the Internet.

For wireless connections:

- Press “Windows”-X (the key to the left of the spacebar with the Windows logo, together with X). The “Windows Mobility Center” will open.
- Click “Turn wireless on”. When you are connected to the Internet, you will see “Connected” and green bars.
- If you are having trouble connecting, press the F2 key to turn on/off the PC's antenna.

Start **Ór**.

- Click Internet > Get Archive...  
This will download NEOC's current database of finger-sticks.
  - Quit **Ór** and Shut Down the laptop.
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## Overview: The Day of the Meet

- Collect a Safety Card from each runner and verify that it is legible and complete.
- Instruct runner to Clear and Check, then direct them to Start.
- Use **Ór** on the laptop to record information from each Safety Card, and to download results from each runner's finger-stick after finish.
- Use the thermal printer to give each runner a copy of his/her splits.
- Set **Ór** to display live results on the LCD monitor -or- copy runner's finish time to his/her Safety Card, then hang the card on the results string.
- Compose a Results page for the website (or e-mail the results files to the Results Coordinator).

### Before the first start - Set up the gear

1. Set up the laptop where it will be safe from rain, and near the Start and Finish (if possible).
2. If you have access to a power outlet, there is a power-strip in the backpack. Otherwise, set the generator in a clear, level place away from people. Start the generator and run the extension cord to the laptop table.
3. Plug in the laptop and the LCD monitor. Connect the monitor's data cable to the port on the left side of the laptop.
4. Turn on the laptop and start **Ór**.
5. Plug the orange download box (stored in the backpack) into one of the USB ports on the laptop. Near the top of the **Ór** window, set "Com Port" to "COMx" (COM3, COM6, ...). The text next to "Com Port" will change from red "Connecting" to green "Open" (after about 10 seconds). (Do not unplug the download station while **Ór** is running.)
6. Click File > Import > Competition... and select the data file you prepared earlier.
7. In the blue printer case, find the thermal printer, paper tape, and download box velcro-ed to the orange board. Place the orange board near the laptop. Check that the download box is plugged into the printer.
8. Take a roll of printer paper. "Thread" it under the hinge edge of the printer's paper hatch and out the opposite side of the hatch. The paper should curl up as it exits the printer.
9. Find the purple "Clear Backup" stick, tethered by a string to the printer rig. Dip it into the printer's download box to erase any old downloads. (DO NOT do this during your event!)
10. Verify that the printer is connected properly. Dip any finger-stick into the printer's download box. Even if the stick has been cleared, it should print a few lines.
11. Clip a Clear and Check control onto the orange board for this purpose (in the "Start box"), and set it out in front of the laptop.
12. Before the first starter, use a purple "Clear Backup" key (in the blue box with the SI-Master) to clear the Start control(s) you'll be using. (This will enable **Ór** to read the "started" runners later in the meet, and give you a list of who is still out.)

## During the Meet

Collect a Safety Card from each runner

NEW ENGLAND ORIENTEERING CLUB			
Safety Card			
COMPLETE LEGIBLY AND GIVE TO STARTER			
SI CARD (FINGER STICK) #		APPROX. START TIME	
NAME(S)			
O-CLUB or Affiliation			
COURSE		TIME	MIN : SEC

- Collect the runner's Safety Card. **Verify that the Safety Card is legible and complete.** For groups, note the number of people; e.g. “Team Greyhound (4)” or “Joe Needle +2”.
- Instruct the runner to **Clear** and **Check** his/her stick, then direct the runner to the Start.
- E-punch runners can usually self-start. Request runners on the same course to wait a couple of minutes, then self-start.
- Remind newbies to punch Start before running off, and to return for download when done (even if abandoning the event!).

When you have a break in activity, enter info from Safety Cards into Ór

Ór - Prospect Hill

File Edit Internet Tools Help

Com Port COM3 Open

**Add New Competitor**

Details Extras Score

SI Number  Rented

Name

Course [None] Club [None] +

Class [None] N/C  ID

OK Cancel Help

Entries Results

R	SI Num	Name	Club	Class	Cour
---	--------	------	------	-------	------

In the upper-left part of the Ór window:

1. Enter the runner's finger-stick number (“SI Number”). Beware of transposing digits.

2. Press “Tab” to advance the cursor to the next input field.
  - If the stick is a NEOC loaner stick, the “Rented” checkbox will be checked, and the cursor will land in the “Name” field. Enter the runner's first and last names. For groups, enter at least one name and a count of others in the group (e.g., “Sue Loadstone +3”). Please check that your spelling is correct – this information will live on the website for years to come.
  - If the stick belongs to a runner who has registered it with NEOC, his/her name and club will fill-in automatically, and the cursor will land on the “Course” drop-down.
3. Select the runner's Course.
4. *Optional*: Select the runner's Club. If the club isn't in the pull-down list, click the “+” button to add it to the list, then select it from the list.
5. *Very optional*: Select the runner's Class.
6. Click “OK.”
 

You may get a warning that the finger-stick has already been used by another runner. (This often happens with loaner sticks late in a meet.) Verify that the stick number is correct, and click “Yes” to re-use the stick.
7. File the Safety Card by course in the start-card box.

Tips:

- “Alt-e” moves the cursor to the “SI Number” field, ready to Enter a new runner.
- Use “Tab” to move to the next field; Shift-Tab to move to the previous field. The active field will have a (slightly) **bold** label.
- When the “Rented” checkbox is active, “Space” will toggle it checked/unchecked.
- When a pull-down is active, hit the first letter of your choice to select it. For example, when “Course” is active, hit “O” to select “Orange.” Multiple hits will cycle through options having the same first letter. For example, when “Club” is active, hit “E” to step through EMPO, EOC, EOOC.

When a runner finishes, capture his/her finger-stick data

**Every runner must download** after leaving the course. (For safety, and other reasons.)

1. Dip the finger-stick into the download box of the thermal printer. The printed splits are for the runner's information.
2. Dip the finger-stick in the orange download station until it beeps. The download will be reported at the top of the right-side window.

**Look at this information before the runner walks away!!**

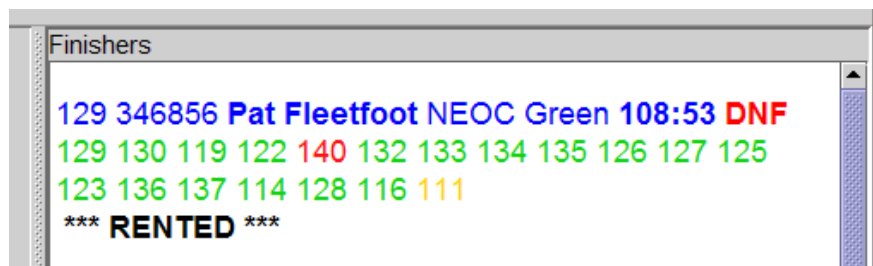


3. Verify that the runner's name and time appear at the top of the right-side window (it could take a few seconds). If not, download again.
4. Repeat the displayed name to the runner.  
If the name is wrong, then the previous user of that stick did not download:

- find the previous user of that stick in the list at left (sort the list by “SI Num”); previous user will have the same stick number and a Yellow or Red status.
- double-click the previous user's name in the list
- click the “Extras” tab
- set “Status” to DNF
- click “OK” to close the runner details
- ask the current runner to download again (repeat from step 1.)

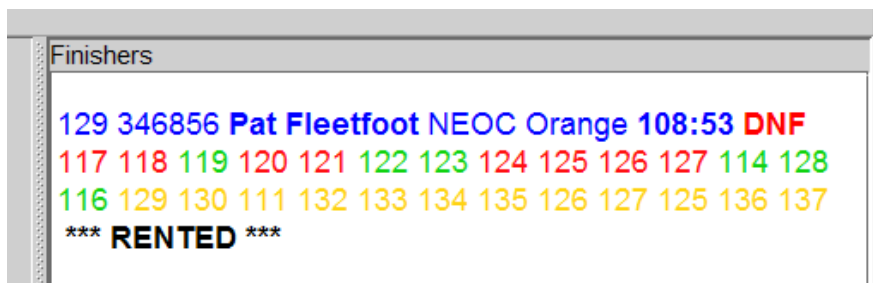
If the name is “Unknown,” then the runner's stick number was entered incorrectly or the runner's info was not entered at all. The download will appear in the lower-right pane on the tab “Extra Downloads.” Once **Or** sees the name/course info for that stick number, its entry will disappear from “Extra Downloads.”:

- if you find the runner's name in list of runners, double-click the name and correct the stick number.
  - otherwise, find the runner's Safety Card in the to-be-entered pile, and enter his/her information.
5. A list of control numbers should appear after the name: punched controls (in green), “extra controls” (in yellow), and missed controls (in red). “DNF” will appear in red if controls were missed.



Note: If a DNF runner convinces you that a missing control was actually punched (the printed splits may substantiate this claim), edit the downloaded data:

- double-click the runner name in the list at the left
- click the “Extras” tab
- click “Edit Punches”
- click the “Add xxx” button to add the missed control
- click “OK” to close the list of controls
- click “OK” to close the runner details



Note: If it looks like the runner missed a LOT of controls (red #s) or has a lot of “extra” controls (yellow #s), check that he/she was input as running the correct course. If the course is

wrong:

- double-click the runner name in the list at the left
  - change the Course drop-down to the correct course
5. \*\*\* RENTED \*\*\* will appear if the runner is using a loaner stick. Remind him/her to return it.
  6. If you're hanging results on the string, record the finish time on the runner's Safety Card. The cards can be folded and stapled to hang.  
If you have the LCD monitor, you can display live results. In **Ór**, click Tools > Result Screen. Drag the "Live Results" window to the right until it is visible on the LCD, then position and size it to use the entire LCD display.

#### While the meet is in progress

- Whenever you have a lull in the action, make a safety backup of **Ór**'s data. Click File > Export > Competition... to save the event data. Save it to the same file you used earlier.
- Keep an eye on the battery level of the laptop (right end of the taskbar). If it gets too low, plug it in using a local outlet, the club generator, or a car's "accessory" cigarette-lighter. There is a power adapter in the backpack that will let you plug the computer's power cord into a car's accessory outlet. If the car has a second, "accessory" lighter, use that.

#### After "Starts" closes

- You can keep track of who is still on the course by downloading the Start control(s) into **Ór**. (This will not identify a runner who punched Start, but left without downloading, or a runner who did not punch Start.)  
**Note:** This will only work if the Start control(s) was cleared before the first runner. See "Before the First Start" above.
  1. Use the gray coupling rod to connect the Start box to the download box.
  2. In **Ór**, click Tools > Read Start Unit (Repeat from step 1 if there are multiple Start boxes.)
  3. After the Start box is read, the status indicators (colored dots in left column of runners list) will be updated.
    - Yellow = registered in **Ór**, but did not punch Start
    - Red = started, but did not yet download (still on course or went home)
    - Green = finished
    - Purple = finished, but DNF

#### At the end of the meet

- Ideally, all of the colored dots in the left column of entrants should be either green (downloaded OK) or purple (downloaded DNF).
- Yellow and Red dots show runners who have not downloaded – they may still be in the woods, or they went home without downloading, or they downloaded but **Ór** could not match the download's stick number with any stick number in the runners list.
- Check the "Extra Downloads" tab in the lower-right pane. These are downloads that **Ór** could not match with any stick number in the runners list. The runner's stick number may have been entered incorrectly, or the runner was not entered at all. Look for Safety Card(s) with that stick number. If the stick number is wrong in the runners list, correct it there.
- Check the "Extra Starts" tab in the lower-right pane. These are finger-sticks that punched Start,

but have not yet downloaded. Either the runner is in the woods, or he/she went home without downloading. If the stick number is for a loaner stick, see if that stick has been returned (an indication that the runner went home).

- If you are certain that an entry does not belong in Ór's list (e.g. a runner was entered twice), delete the extraneous entry: click the entry to select it, right-click the entry, click "Delete" in the pop-up menu.
  - **When all runners are accounted for**, make a final backup of the Ór data (File > Export > Competition...), and shut down the laptop.
  - Check that all finger-sticks have been returned.
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## General Notes

- The clock on the laptop is set to "military time." Do not change that setting.
  - The laptop is set to a power-saver mode so the battery will last about 6 hours on a full charge. Please do not change that setting.
  - After a long period of inactivity, the laptop will go to Sleep. Press the power button to log back in.
  - Do not unplug the orange download station from the laptop while Ór is running. If you MUST unplug the download station, set the Com Port in Ór's pull-down list to "none," then unplug the station. After re-connecting the station, don't forget to set Ór's Com Port back to COMx. Note that this is a risky maneuver that may hose-up Ór.
  - SI Config can be used to program controls. This is not recommended, and should not be necessary.
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## Posting the Results

Post the finish times to the NEOC website

You can either compose the Results page yourself (much appreciated), or e-mail the data files to the results coordinator.

1. On the laptop, start **Ór**.
2. Verify that your event is loaded in **Ór** by looking for the event name in the titlebar of **Ór**'s window. If your event is not loaded, click File > Open Competition. Select your event from the list and click "OK."
3. Export the splits (to be used later)
  - a) Click File > Export > Splits in CSV...
  - b) Name the file something like "prospectHill\_04Nov11.csv." Remember the name and location of the .csv file you are exporting. Click the Save button.
4. Export the results
  - a) Click File > Save > Save Results...
  - b) Name the file something like "prospectHill\_04Nov11" (the ".html" extension will be added automatically). Remember the name and location of this file. Click the Save button.
5. Quit **Ór**.

You can e-mail the two files, with a note, to [resultscoordinator@newenglandorienteering.org](mailto:resultscoordinator@newenglandorienteering.org), and wait for him/her to post the results.

Alternatively, you can compose the Results page yourself. The process is very similar to composing an e-mail message on GMail or Yahoo. Note that each make of browser behaves slightly differently; be flexible as you follow these steps. You need to have Author (or higher) privileges on the NEOC website to perform this task (send request to [webmaster@newenglandorienteering.org](mailto:webmaster@newenglandorienteering.org)).

1. Format the results for the Web using the Club laptop
  - a) Right-click on the results file you exported in step 4 above (yourMeet.html), and select "Open with" > "OpenOffice.org Calc." (Note: Microsoft Excel will work as well.)
  - b) The OpenOffice "Import Options" window will appear. Click "OK" to proceed. The results will appear in a spreadsheet.
  - c) Drag the borders of column headers to get a layout that will look nice as a Web page. Narrow column A, widen column C so that the runners' names don't wrap, narrow the columns of club names and finish times, etc.
  - d) If Class is unused, hide its column(s) (usually C & D) – right-click on the column header and select "Hide" from the pop-up menu.
  - e) For each course, set the background color of the course name:
    - Click the cell containing the course name.
    - In the toolbar at top, click the "tipping paint-bucket" icon, and select a background color to match the course. (Set Sprints to purple.)
  - f) Keep this spreadsheet open.
2. Create a new website article of event results
  - a) Connect the laptop to the Internet (or transfer the edited spreadsheet to a computer with Internet access.)
  - b) In a browser, load: <http://www.newenglandorienteering.org/>
  - c) Scroll to the bottom of the page, and click the small O-control flag in the right corner. The

login page will load.

- d) Enter the username and password provided by the Webmaster, and the “captcha” (distorted characters). Click “Login.”
- e) If your login is successful, you will see the home page with “Account Options” at the bottom of the left-hand column. Click “Submit an Article.” You will see a form for your new article.
- f) In the Title field, enter the location and date of the event (e.g. “Prospect Hill – October 18, 2011”).
- g) In the composition window (below the edit icons), enter a heading for the meet. These are usually like:

**Mt. Tom Reservation, Holyoke, MA**

June 11, 2012

Meet Director: Ian Smith

- h) To **bold** the first line, select the text and click the “**B**” button in the edit icons.
- i) To center a line, set your cursor anywhere in the line and click the “Align center” icon.
- j) In the open spreadsheet of results, select the cells that you want on the website. That is, click the title cell of the first course, then hold the Shift key down and click the finish time of the last finisher of the last course.
- k) Press Ctrl-C to copy the results.
- l) In the Web browser, click after your heading, and press Enter at least once. Press Ctrl-V to paste the table of results.
- m) Scroll down the Web page, and set “Section” to “Event Results” and “Category” to “2012 Event Results” (select the current year).
- n) Leave the other settings unchanged.
- o) Scroll to the top of the webpage, and click “Save.”
- p) Scroll down the webpage, and click “Logout” at the bottom of the left column. Click the “Logout” button on the page that loads next.
- q) Your article is now submitted to the website, but it has to be reviewed before it can appear online. Send an email to the Webmaster to alert him/her that the results for your event have been submitted. After a quick review, your article will be made available to the world.  
**Thank you for your submission!**
- r) Exit OpenOffice, and Discard your changes to the spreadsheet.
- s) On the Desktop of the laptop, locate the folder “Posted\_Events.” Open this folder, and in it create a folder for your event. In this folder, store the .csv file and .html file for future reference.

Post the splits on WinSplits

<to be done... For now, email the splits .csv file to the results coordinator.>

- WinSplits (do this first, to have a link for the results page?)
- RouteGadget