

Meet Director's Guide to E-Punch

v.4 11/7/14 Jim P.

- Agenda
 - E-Punch system basics
 - Preparing controls
 - Configuring meet/courses in Ór
 - Gear for meet
 - Registering runners in Ór
 - Handling downloads
 - Producing results & splits

E-Punch Basic Operation

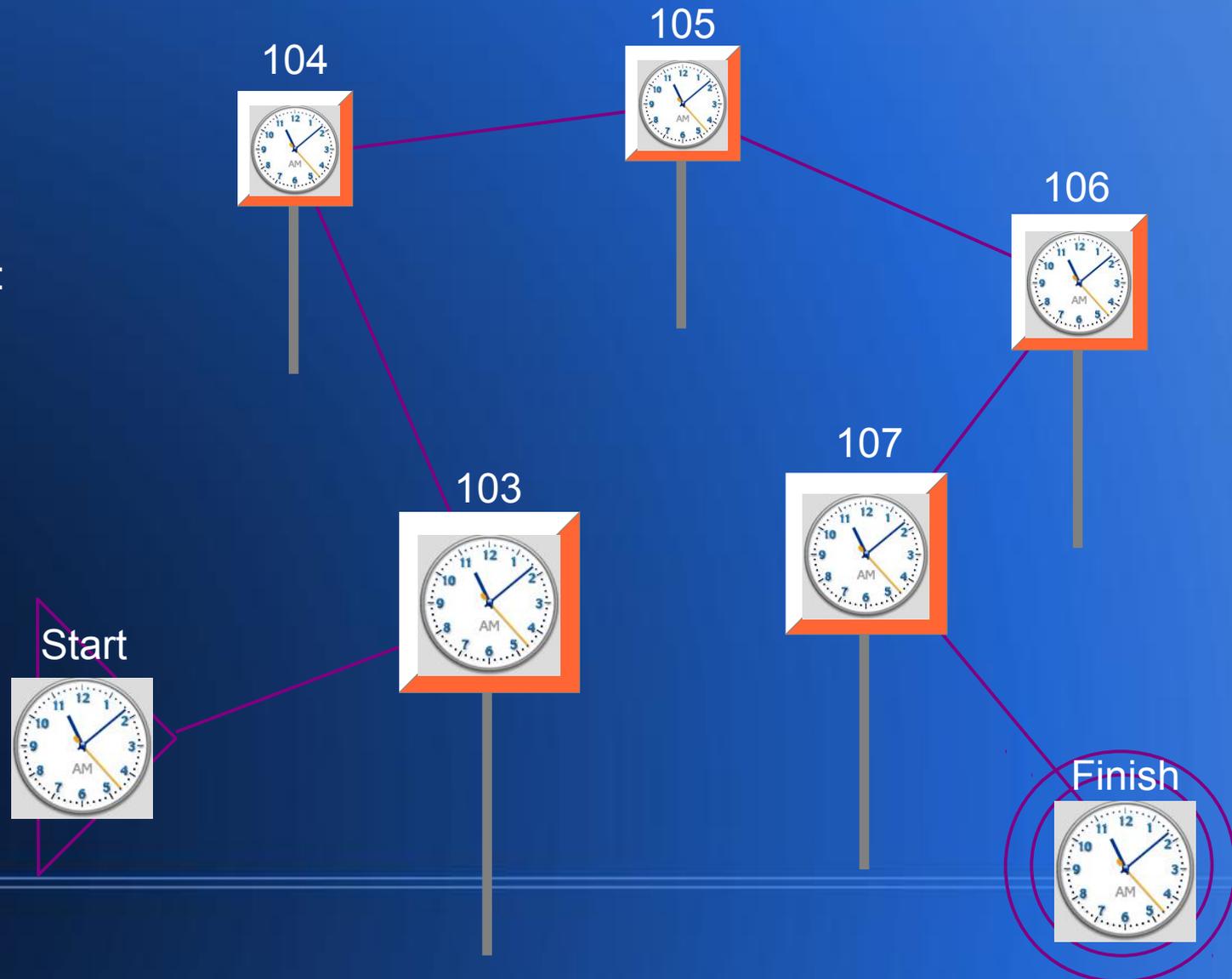
Each control has:

- a clock
- a control number

Control writes to finger-stick:

- its clock time
- its number

There is no communication between controls!

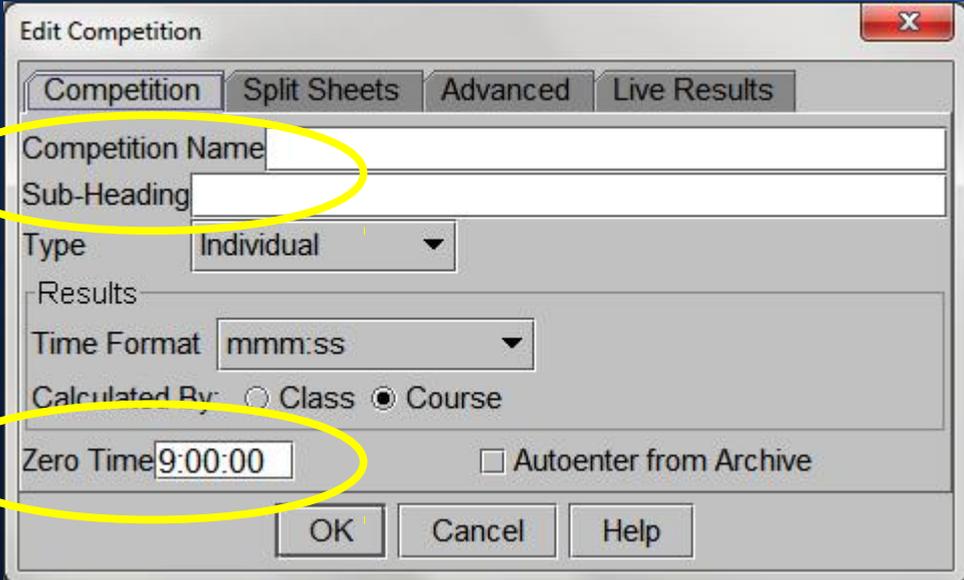


Before the meet, sync controls

- Synchronize the clocks in all controls
Detailed directions on website: Meet Director's Documents > "How to Sync E-Controls".
- You need:
 - All controls, Start, Finish, Clear, Check, splits printer
 - SI-Master control, coupler rod, "Service Off" stick
- Punch SI-Master with "Service Off" until LCD reads: **EXT MA**
- Couple SI-Master with each control until it beeps twice
 - Do splits printer's box, too
 - Check that number on control's label matches its LCD
- Punch each control with "Service Off" to save battery

Before the meet, set up Ór - 1

- After your courses are finalized, get NEOC laptop
- Start Ór  (remember Help in Ór: *Help > Contents*)
- *File > New Competition*



Edit Competition

Competition Split Sheets Advanced Live Results

Competition Name

Sub-Heading

Type Individual

Results

Time Format mmm:ss

Calculated By: Class Course

Zero Time 9:00:00 Autoenter from Archive

OK Cancel Help

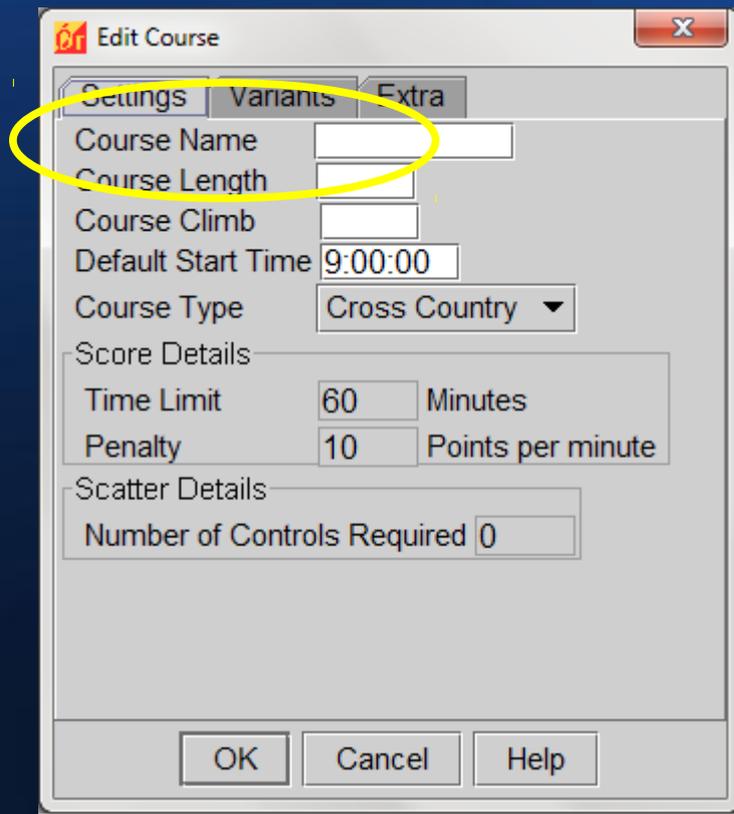
Name & date of meet

Time well before earliest possible runner

- Afterwards available via *File > Open Competition & Edit > Competition*

Before the meet, set up Ór - 2

- Define each course: *Edit* > *Courses*, *New*



The screenshot shows a dialog box titled "Edit Course" with three tabs: "Settings", "Variants", and "Extra". The "Settings" tab is selected and highlighted with a yellow circle. The dialog contains the following fields and controls:

- Course Name:
- Course Length:
- Course Climb:
- Default Start Time:
- Course Type: ▼
- Score Details:
 - Time Limit: Minutes
 - Penalty: Points per minute
- Scatter Details:
 - Number of Controls Required:

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

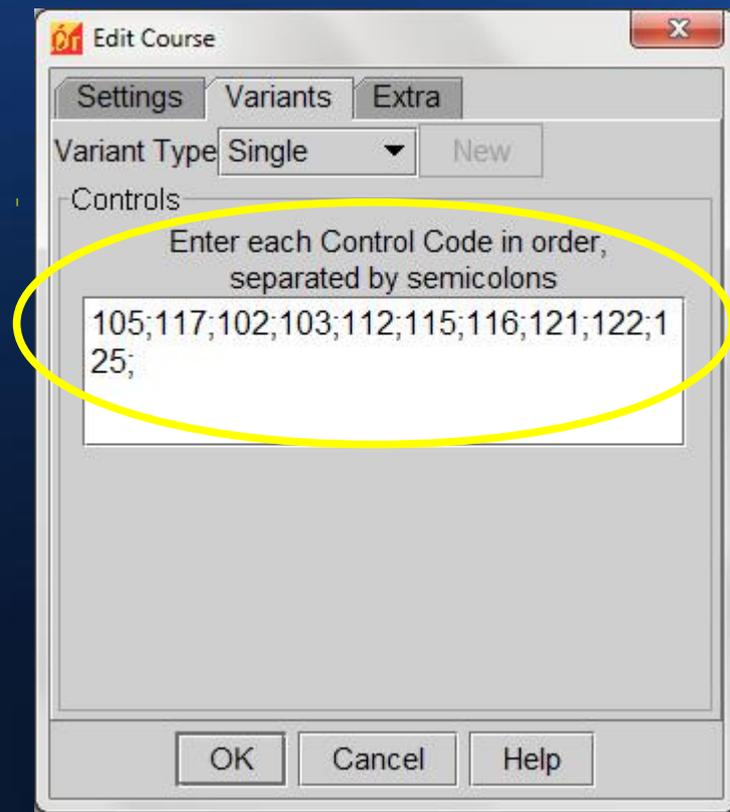
Name of course (unique first letter helps data entry)

Length optional (km, numbers only)
Climb optional (meters, numbers only)

Then click Variants tab...

Before the meet, set up Ór - 3

- Define each course: list controls on Variants tab



Control numbers for this course, in order
Semicolon after each one
No Start/Finish
Numbers only

Can change numbers any time before
first download.

!!! Double-check !!!

You are now ready to register runners.

Night Before Meet

- Optional (using NEOC laptop)
 - Connect laptop to Internet (WiFi)
 - “Windows”-X to open “Windows Mobility Center”
 - Click “Turn wireless on”. When you are connected to Internet, you will see “Connected” and green bars.
 - Trouble connecting? Press the F2 key to turn on/off the PC's antenna.
 - Start Ór 
 - *Internet > Get Archive...* (downloads NEOC sticks)
 - Quit Ór, turn off laptop
- Charge laptop & splits printer overnight

Meet Day Set-Up - 1

- Laptop & its power supply (power strip in backpack)
- Red download box
- Splits printer (extra paper in finger-sticks box)
- Results monitor & stand; connect to laptop
- Inkjet printer
- Power: generator / car adapter / extension cord
- Canopy? Tarps?
- Put Clear & Check boxes on clip-board
- “Stub box” (slotted box with foam inserts)

Meet Day Set-Up - 2

- Important - Clear Start control(s) with “Clear Backup” stick (in blue box with SI-Master)



- Connect red download box to laptop
- Boot up laptop, start Ór 
- Set “Com Port” drop-down to COMx (COM3, COM6,...)
 - Message should change from “Connecting” to “Open”
- *Tools > Result Screen...*
 - Drag Results window right to results monitor; stretch full-screen

Registering Runners in Ór

- Have TWO volunteers at the laptop
 - #1 – verify Safety Card is legible & complete
Clear & Check, direct to Start
remind: punch Start & Finish
remind: EVERYONE DOWNLOADS! (for safety)
 - #2 – data entry

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

Ór Display

Drag borders to resize

Add runner

Recent downloads

Click a heading to sort

List of registered runners

The screenshot shows the Ór - DEMO meet software interface. At the top, there is a menu bar with 'File', 'Edit', 'Internet', 'Tools', and 'Help'. Below the menu bar, there is a 'Com Port' dropdown set to 'COM6' and an 'Open' button. The main area is divided into several sections:

- Add New Competitor:** A dialog box with tabs for 'Details', 'Extras', and 'Score'. It contains fields for 'SI Number', 'Name', 'Course', 'Club', 'Class', and 'ID', along with a 'Rented' checkbox and 'OK', 'Cancel', and 'Help' buttons.
- Entries/Results:** A table with columns: R..., SI Num..., Name, Club, Class, Cour..., Time, Rent..., Start, Finish, NC. The first row shows: 1, 560781, Frank Finderman, [blank], [blank], Yellow, [blank], [blank], 9:00:00, [blank].
- Finishers:** A section on the right side of the window.
- Buttons:** A row of buttons at the bottom right: 'Download GPS', 'Statistics', 'Extra Downloads', and 'Extra Starts'. The 'Download GPS' and 'Statistics' buttons are circled.

At the bottom of the window, there is a status bar that reads: 'Status Total: 1' followed by four colored circles (yellow, red, green, purple) and their respective counts: '1', '0', '0', '0'.

Data Entry - 1

- Keep cards organized – don't skip, don't enter twice
- Alt-e places cursor ready to Enter new runner
- Enter SI Number *accurately!*
- Tab to next field; shift-Tab to previous field
- Course – type first letter (w,y,o,r,...)
- Club – type first letter; repeat to move down list
- Enter – save runner & place cursor for next entry
- File card by course, in stub box

Ór - Prospect Hill

File Edit Internet Tools Help

Com Port COM3 Open

Add New Competitor

Details Extras Score

SI Number Rented

Name

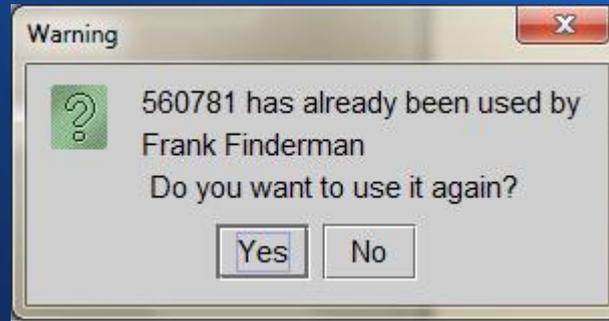
Course [None] Club [None] +

Class [None] N/C ID

OK Cancel Help

Data Entry - 2

- Common warning, esp. with rental sticks



- Have you already entered this runner/course?
- Same runner on a second course?
- Has cited runner finished? (stick recycling with new runner?)
- Did you enter SI number correctly?

Downloads Overview

- Ór does everything by **SI number**
- Tries to match SI number of download with SI number in list of registered runners
- No match → Extra Downloads list for manual handling



Downloads - 1

- Dip in red download box until beep-flash
- Dip in splits printer box to print splits
- Do not let runner walk away!!!
 - Wait for data to appear top-right (download again?)
 - Repeat name to runner, catch errors

Normal finish:



Downloads - 2

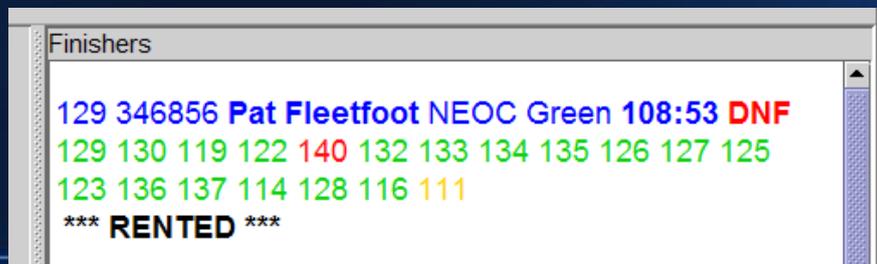
- “Unknown” - can't find SI number among registered runners; download appears in Extra Downloads tab
 - SI number mis-entered? edit entry (double-click line in list)
 - Runner's card not input yet? Ór will process when entered
- “DNF” - **red** = missed control, **yellow** = off-course control
 - Lots of missed/extra controls → wrong course? edit entry
 - Credible appeal? edit entry, Extras tab, Edit Punches
 - Didn't Clear? send note with results

SI	Name	Course	Time	Status
129 346856	Pat Fleetfoot	NEOC Green	108:53	DNF
129 130 119 122 140 132 133 134 135 126 127 125				
123 136 137 114 128 116 111				
*** RENTED ***				

SI	Name	Course	Time	Status
129 346856	Pat Fleetfoot	NEOC Orange	108:53	DNF
117 118 119 120 121 122 123 124 125 126 127 114 128				
116 129 130 111 132 133 134 135 126 127 125 136 137				
*** RENTED ***				

Downloads - 3

- Strangely LONG finish time
 - Didn't punch Start? Ór uses default Start time
 - Edit entry, Extras tab, enter estimated Start time HH:MM:SS
- “No Finish Time” message
 - Send runner to Finish, then download again



After Close of Starts

- Read Start control(s) to determine who is in the woods
 - Couple Start control with download box
 - *Tools > Read Start Unit* (repeat as necessary)
- Status dots (and Statistics tab) will update
 - Yellow = registered in **Ór**, but did not punch Start (!?!)
 - Red = started, did not yet download (still on course, or left)
 - Green = finished OK
 - Purple = finished, but DNF
- Extra Starts tab: sticks that punched Start but are not registered
 - Duplicate entries? Look at name/course
- IDEAL end of meet: All status dots Green or Purple;
no Extra Downloads, no Extra Starts

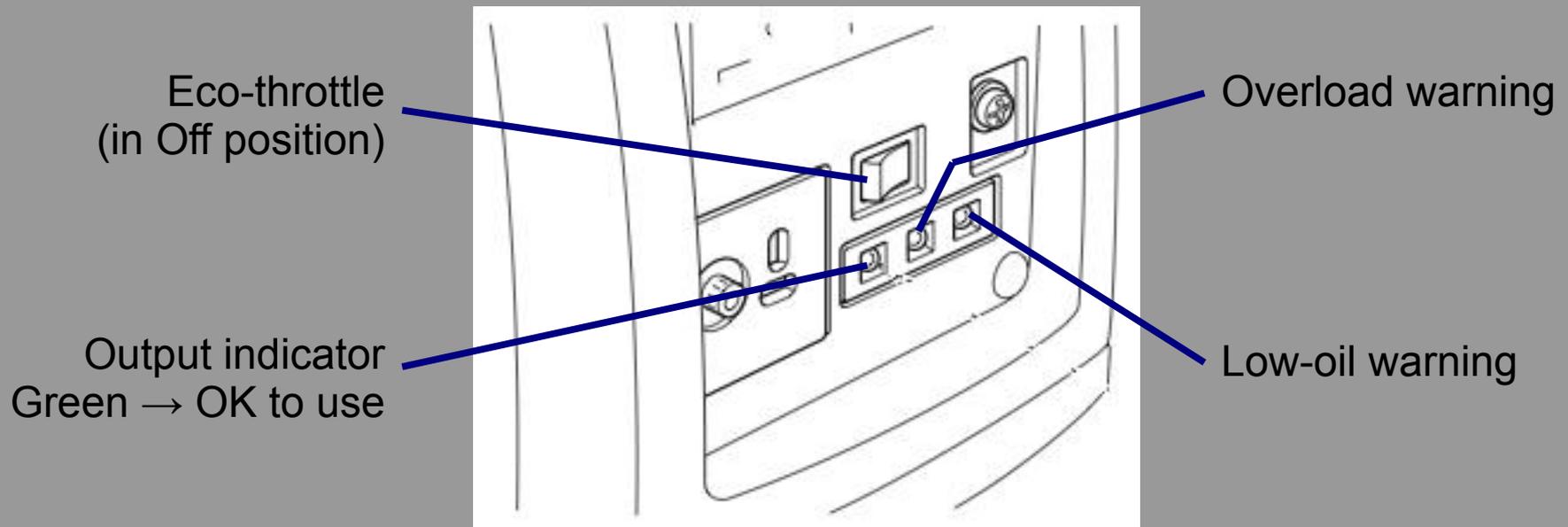
Results to Web

- From Ór, export the competition (file contains results & splits)
File > Export > Competition...
- From Purple Pen, save RouteGadget files (.gif & .xml files)
File > Create RouteGadget Files...
- Also from Purple Pen, save .pdf map of all controls
- E-mail files to resultscoordinator@newenglandorienteering.org

Generator - 1

- Always Keep Generator Upright

Control panel



Generator - 2

- **Always Keep Generator Upright**
- **To Power ON**
 - Turn lever on top of fuel cap to *On* (full clockwise)
 - Switch Eco-Throttle toggle (control panel) to *Off*
 - Move choke lever (upper side) right to *Closed*
 - Turn engine switch (below start cord) *On* (counter-clockwise)
 - Pull start cord
- When warm: Move choke lever left to *Open*; Switch Eco-Throttle *On*
- When left light on control panel is Green, OK to plug in

Generator - 3

- **To Shut OFF**
 - Engine switch *Off* (clockwise)
 - When cool, turn fuel cap lever to *Off* (counter-clockwise)

- **Always Keep Generator Upright**

- **Be careful in wet weather**

Output is 120 volts, same as a wall outlet.