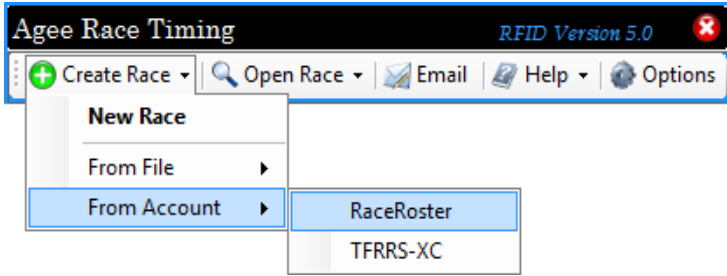
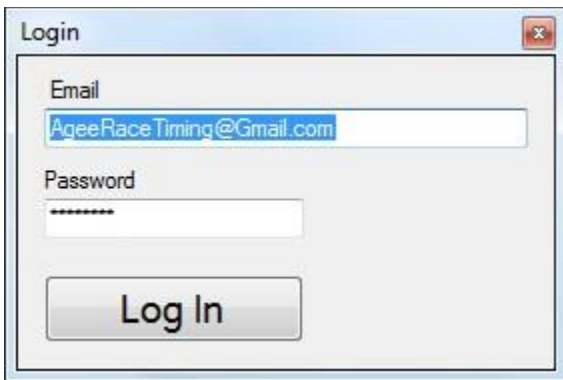
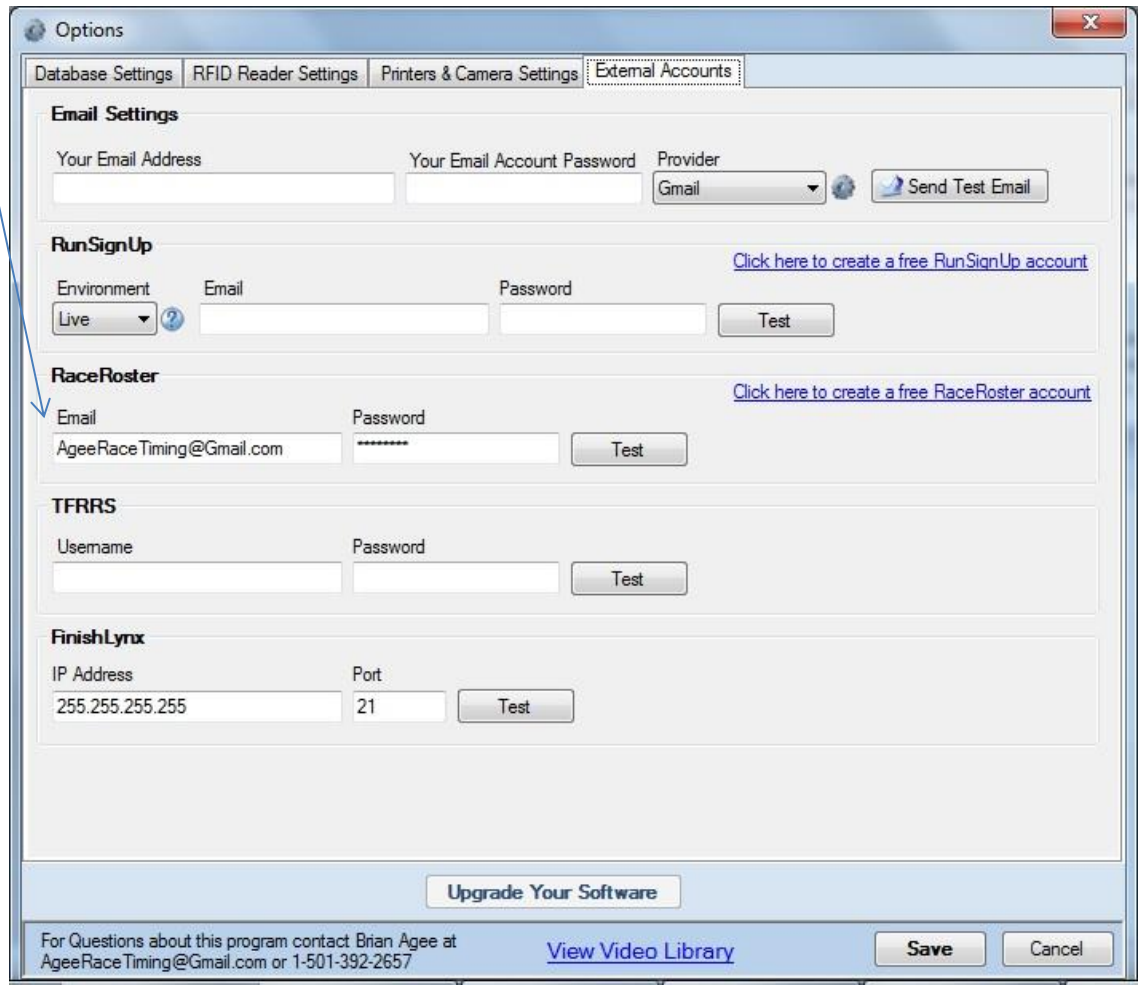


To pull in a race that is already on RaceRoster simply click **Create Race/From Account/RaceRoster**.

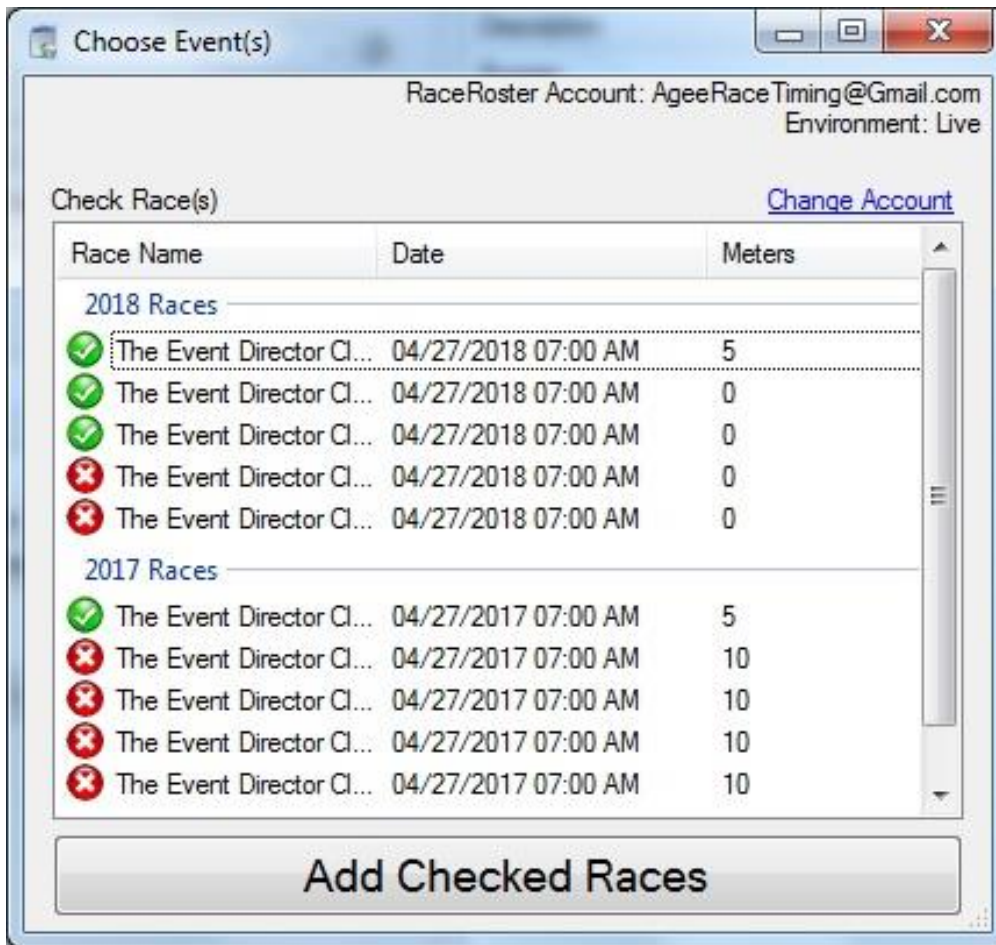


The software allows you to setup a default RaceRoster account in the Options screen (typically the race timers credentials), so the timer's races will be available by default when they select **Create Race/From Account/RaceRoster**. However you can click on "Change Account" (or if no default account was entered in the Options screen) and the Login Screen will appear so that you can enter new credentials.



Each race in the software can be linked to a different RaceRoster account. As a race timer this means that if you are hired to time a race that already has online registration set up through RaceRoster.com, you can simply ask the race director for their RaceRoster UserName and Password so that you can easily pull in their race (and any registered athletes) into the software by clicking a single button.

This list is automatically grouped by Year - ordered from newest races to oldest races.



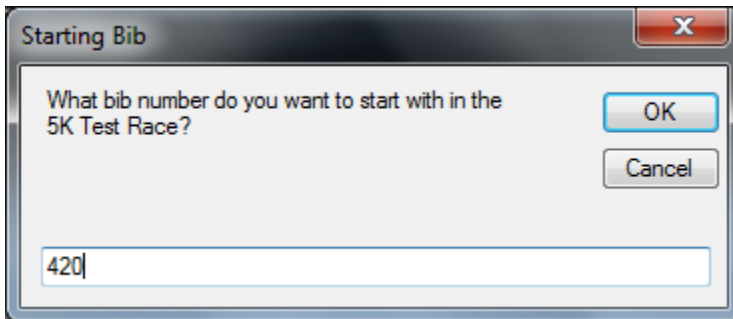
When the user chooses to create a race from RaceRoster and enters valid login credentials, the above screen will appear and the user simply checks which race(s) they would like to pull into the software. This is a list of all races that do not already exist in the software.

When the user clicks on the **"Add Checked Races"** button at the bottom of the screen, the software will pull in each race (and their athletes) into the program.

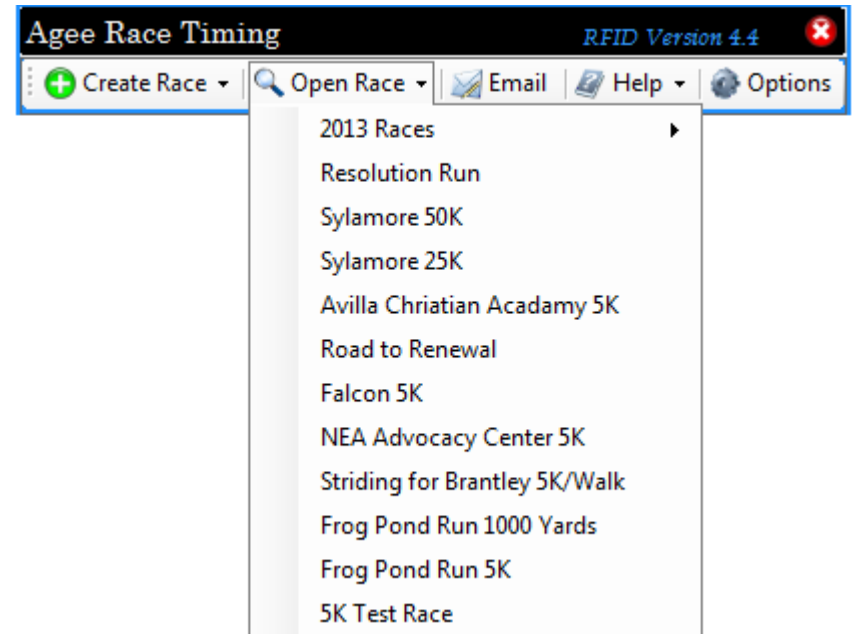
The software will ask the user if they want to use the bib numbers that have been assigned by RaceRoster. The software does this because sometimes we (race timers) do not know which bib numbers we'll be using until a few days before the race. So the user has the option to select a new starting bib #.



If the user selects "No" then they are given the option to enter a new starting bib #:



The user should now see his race(s) appear in the list when they click **Open Race**. →



If you need to link an existing race in the software to an existing race on RaceRoster, click on the **“Link to a race already on RaceRoster”** button.

Create Race

Race Details | Timers Notes (Reminders, Race details, etc.) | Race Details (displays on Website & Registration Form) | [Need help? Watch Video Demo](#)

Race Name: RaceRoster Sample Race | Type: Road Race | Link to TFRRS

Scalers: 0 | Displacers: 0 | Tie Breaker: First Displacer



Winners Determined By: Finishing Time | Miles: 3.107 | Meters: 5000 | Laps: 1

Race Date: 2017/03/08 08:00 AM | Actual Start Date/Time: 2017/03/08 00:22:58 AM

Race Director: Brian Agee | Email: AgeeRaceTiming@Gmail.com | Phone: (501)-392-2657

Street Address: 3318 Frog Pond Rd | Zip Code: 72404 | City: Jonesboro | State: AR

Country: United States of America (USA) | Time Zone: US - Central Time Zone

RaceRoster URL:  
Click the green plus button to submit event to RaceRoster.com

Athlete Types: Divisions | Teams | Split Descriptions | Giveaways

Athlete Types

Description

Runner

Walker

Delete Race | Duplicate Race | Save

When the user opens a race they can click on the “Sync” button at any time to pull down anyone in RaceRoster that is not in the race already and then they are asked if they want to update RaceRoster with any additions or changes that have occurred in the software. If the race has finishers, the user will be asked if they would like to publish the results to RaceRoster.

Open Race

5K Test Race

Athletes (Count: 7)

Bib #	Name	Race	Team	Sex	Athlete ...	Age	Email	Notes	Laps Completed	Laps Remaining	Sync Online Registrants
420	Cook, Jacob	5K Test Race	N/A	M	Runner	32	jacook11...		0	1	N/A
421	Agee, Brian	5K Test Race	N/A	M	Runner	35	bagee@e...		0	1	N/A
422	Crowley, Chris	5K Test Race	N/A	M	Runner	35	brian.s.ag...		0	1	N/A
423	Participant, Female	5K Test Race	N/A	F	Runner	32	jacook11...		0	1	N/A
424	Norequirements, Paula	5K Test Race	N/A	M	Runner	0	jacook11...		0	1	N/A
425	Giveaway, Givemea	5K Test Race	N/A	F	Runner	26	jacook11...		0	1	N/A
426	Agee, Jamie	5K Test Race	N/A	F	Runner	34	jamie.lag...		0	1	N/A

Choose Master Athlete

Choose which record to keep

Your Database

Website Record

Field	Value
Bib #	3
Name	Brian Agee
Sex	Male
Athlete Type	Runner
DOB	3/11/1979
Email	brian@gmail.com
Address	123 MainJonesboro, AR
Phone #	(870)-450-1234

Field	Value
Bib #	3
Name	Brian Agee
Sex	Male
Athlete Type	Runner
DOB	11/11/1979
Email	brian@gmail.com
Address	123 MainJonesboro, AR
Phone #	+18704501234

Do this for all 3 remaining records

Continue

When the user clicks "Sync" and the system finds a difference between RaceRoster and what they have in the system then they are provided the following prompt:

Choose Master Athlete

Choose which record to keep

Your Database Website Record

Field	Value
Bib #	3
Name	Brian Agee
Sex	Male
Athlete Type	Runner
DOB	3/11/1979
Email	brian@gmail.com
Address	123 MainJonesboro, AR
Phone #	(870)-450-1234

Field	Value
Bib #	3
Name	Brian Agee
Sex	Male
Athlete Type	Runner
DOB	11/11/1979
Email	brian@gmail.com
Address	123 MainJonesboro, AR
Phone #	+18704501234

Do this for all 3 remaining records

Continue

Differences are highlighted in Red and the user can select which record they would like to keep.

The user is also shown how many remaining records have differences and they have the option to select "**Do this for all X remaining records**" if they want to keep all of their local changes or if they want to pull in all of the changes from RaceRoster without being prompted for each athlete.

From what I understand, each athlete can go back in and change their information after they've registered, so this should help see what has changed and the timer can decide which record to keep.

If the user clicks on the name of the race at the top of the screen (next to the pencil) then the Edit Race screen appears and you'll see a box that says "RaceRoster URL". You can click on that link to view the race on RaceRoster.

Create Race

Race Details Timers Notes (Reminders, Race details, etc.) Race Details (displays on Website & Registration Form) [Need help? Watch Video Demo](#)

Race Name: RaceRoster Sample Race Type: Road Race Link to TFRRS

Scorers: 0 Displacers: 0 Tie Breaker: First Displacer

Winners Determined By: Finishing Time Miles: 3.107 Meters: 5000 Laps: 1

Race Date: 2017/03/08 08:00 AM Actual Start Date/Time: 2017/03/08 00:22:58 AM

Race Director: Brian Agee Email: AgeeRaceTiming@Gmail.com Phone: (501)-392-2657

Street Address: 3318 Frog Pond Rd Zip Code: 72404 City: Jonesboro State: AR

Country: United States of America (USA) Time Zone: US - Central Time Zone

RaceRoster URL: <https://raceroster.com/events/2018/10017/the-event-director-classic-2018>

Buttons: Delete Race Duplicate Race Save

Athlete Types: Description Runner Walker

If the Login credentials change for the user that setup the race, you can easily update the credentials in the software by clicking on this button.

On the clock screen you'll find an option to manually publish results by clicking on the "Publish Results" link or by pressing F9.

The screenshot shows a software interface for race timing. At the top, there's a window titled "Participants: 7" with a "Bib #" input field and an "Adjust Clock" button. The main display features a large green digital clock showing "21:19.817". Below the clock is a table of finishers for a "5K Test Race".

Place	Finish Time	Bib #	Name
5K Test Race			
Finishers			
1	18:11.700	420	Cook, Jacob
2	18:16.080	421	Agee, Brian
3	18:20.400	422	Crowley, Chris
4	18:20.573	423	Participant, Female
5	18:23.846	424	Norequirements, Paula
6	18:44.626	426	Agee, Jamie

To the right of the finishers table is a "Guide" panel with various function keys and their corresponding actions:

- [SPACE BAR] Start Clock/Capture Split
- [ENTER] Save Bib # Entry
- [F2] Restart Race
- [F5] Refresh Results
- [F6] Take Photo
- [F7] Copy Database
- [F9] Publish Results
- [F10] Team Results
- [F11] Overall Results
- [F12] Age Division Results

Additional instructions at the bottom of the guide panel:

- *Right click on finisher to edit, delete, or shift subsequent finishers up or down in the list
- *Double click on finisher to edit Bib # or finish time.

After publishing results I typically open the "Email" screen (notice the "Include Personalized Results" options is already checked if the race has been started) and send a link to the results to all participants. Your job as a timer is basically finished. 😊