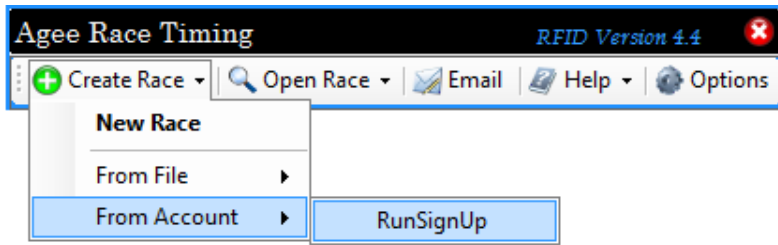To pull in a race that is already on RunSignUp simply click on **Create Race/From Account/RunSignUp**.


This software also allows you to set a default RunSignUp 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/RunSignUp**. However you can click on "Change Account" (or if no default account was entered in the Options screen) and the Login Screen will appear (below) so that you can enter new credentials. Notice the "Environment" label at the bottom – In the options screen you can set the Environment to "test" if you want to experiment with RunSignUp or you can set it to "live" when you want to post real information online.
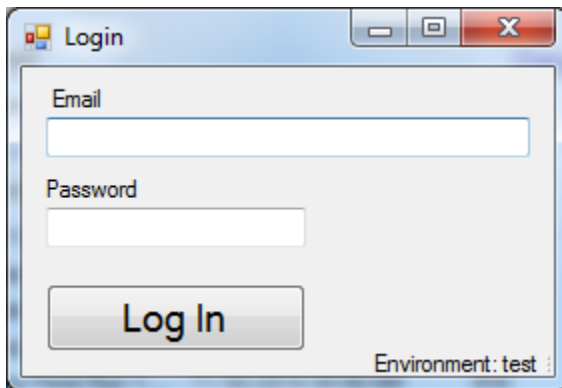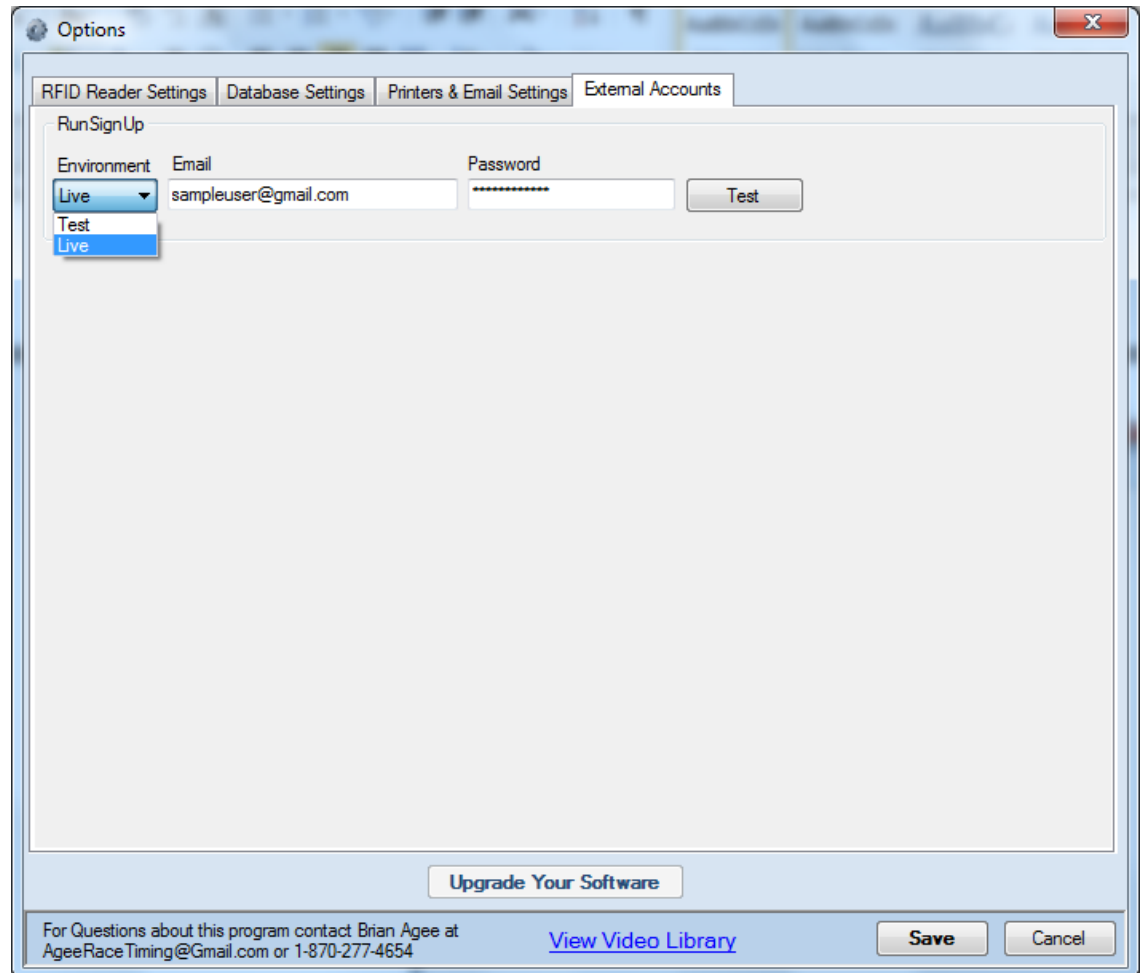
Each race can be linked to a different RunSignUp account. As a race timer this means that if you are hired to time a race that already has online registration set up through RunSignUp.com, you can simply ask the race director for their RunSignUp UserName and Password so that you can easily pull in their race (and any registered athletes) into the software by clicking a single button.

When the user chooses to create a race from RunSignUp they will be given the following prompt, where they can select which race they'd like to pull into the software. This is a list of all races that do not already exist in the software.
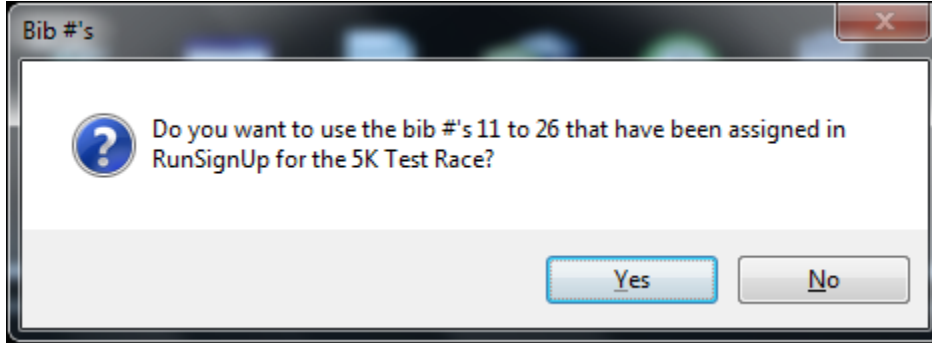
This list is automatically grouped by Year - ordered from newest races to oldest races.
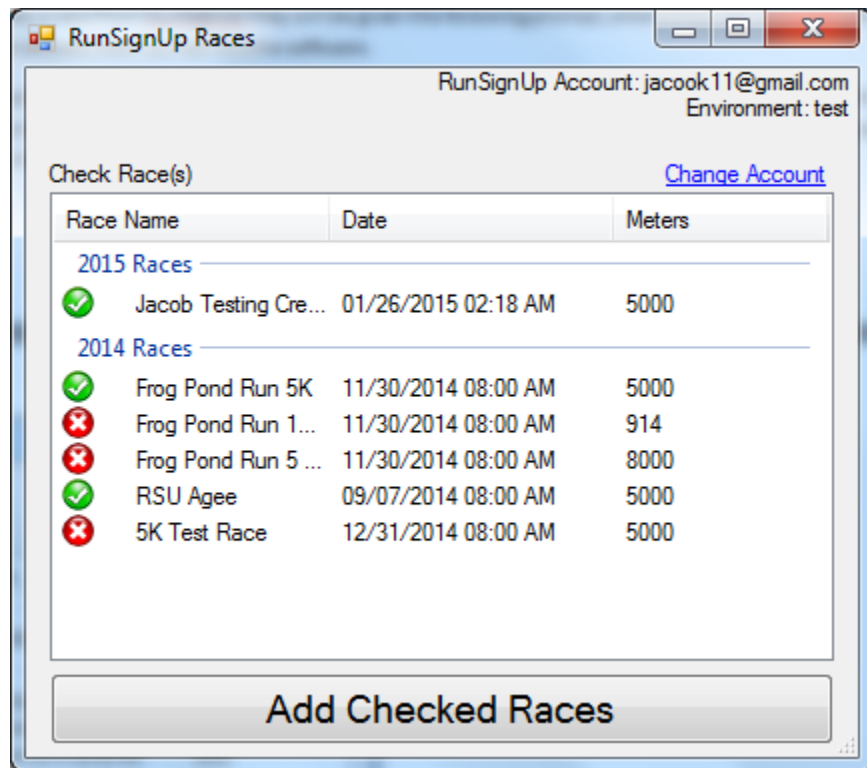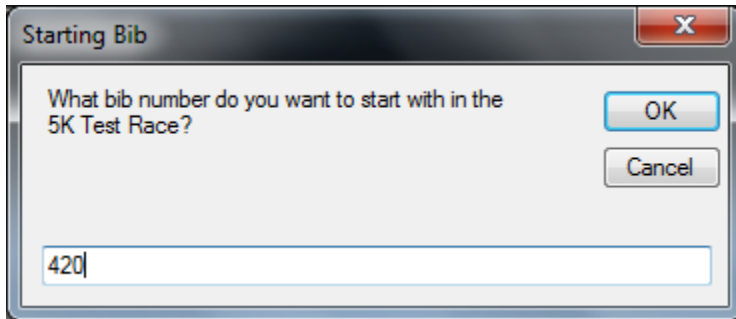

When the user clicks on the "**Add Checked Races**" button at the bottom of the screen, the software may inform the user that they should create a "Custom Question" on RunSignUp to link to the custom "Athlete Types" you can create in the software. The software will then ask the user if they want the software to go ahead and create the custom questions for them. If, for example, the race will give walking and running awards then you should click "Yes".

The user may also see a prompt which informs them that they should create a "Giveaway" on RunSignUp if they plan to give away t-shirts or other items to every registered participant. The software will then ask the user if they want the system to go ahead and add that on RunSignUp for them too.
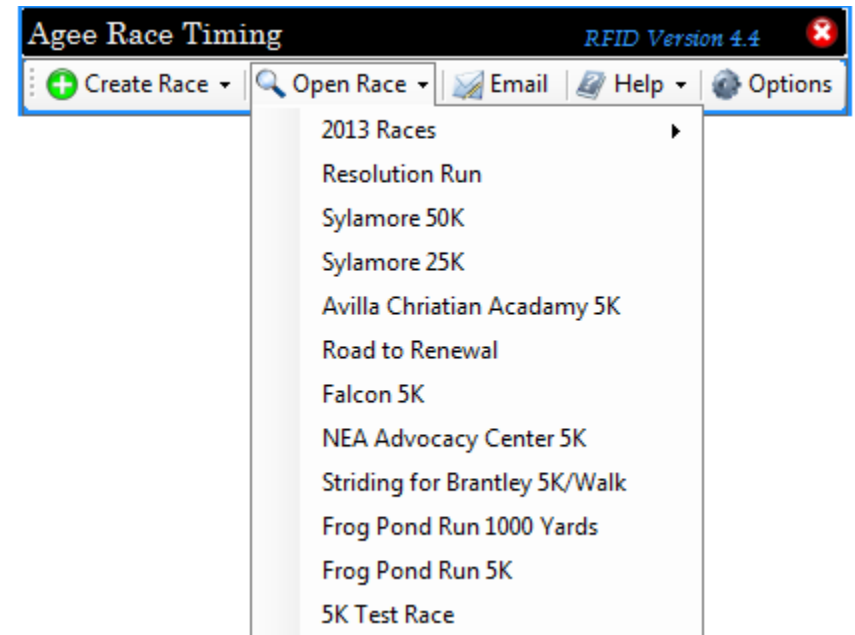
Next the software will ask the user if they want to use the bib numbers that have been assigned by RunSignUp. The software does this because sometimes we (race timers) do not know which bib numbers we'll be using until a few days before the race. So the user has the option to select a new starting bib #.

Bib #'s

Do you want to use the bib #'s 11 to 26 that have been assigned in RunSignUp for the 5K Test Race?

Yes   No

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

Starting Bib

What bib number do you want to start with in the 5K Test Race?

OK

Cancel

420

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

Agee Race Timing   RFID Version 4.4

Create Race ▾   Open Race ▾   Email   Help ▾   Options

2013 Races   ▸
Resolution Run
Sylamore 50K
Sylamore 25K
Avilla Chriatian Acadamy 5K
Road to Renewal
Falcon 5K
NEA Advocacy Center 5K
Striding for Brantley 5K/Walk
Frog Pond Run 1000 Yards
Frog Pond Run 5K
5K Test Race

If the race has not been submitted to RunSignUp then you can create the race in the software first, and then click on the "**Create Website**" button.

Edit Race

Race Details | Timers Notes (Reminders, Race details, etc.) | Race Details (displays on Website & Registration Form)

Race Name
RunSignUp Sample Race

Type
Road Race

Link to TFRRS

Scorers | **Displacers** | **Tie Breaker**
0 | 0 | First Displacer

Winners Determined By
Finishing Time

Miles | **Meters** | **Laps**
3.107 | 5000 | 1

Race Date (yyyy/mm/dd) ☐ Actual Start Date/Time
2017/03/07 08:00 AM | 2017/03/07 23:22:56 PM

Race Director

First & Last Name | **Email** | **Phone**
Brian Agee | AgeeRaceTiming@Gmail.com | (501)-392-2657
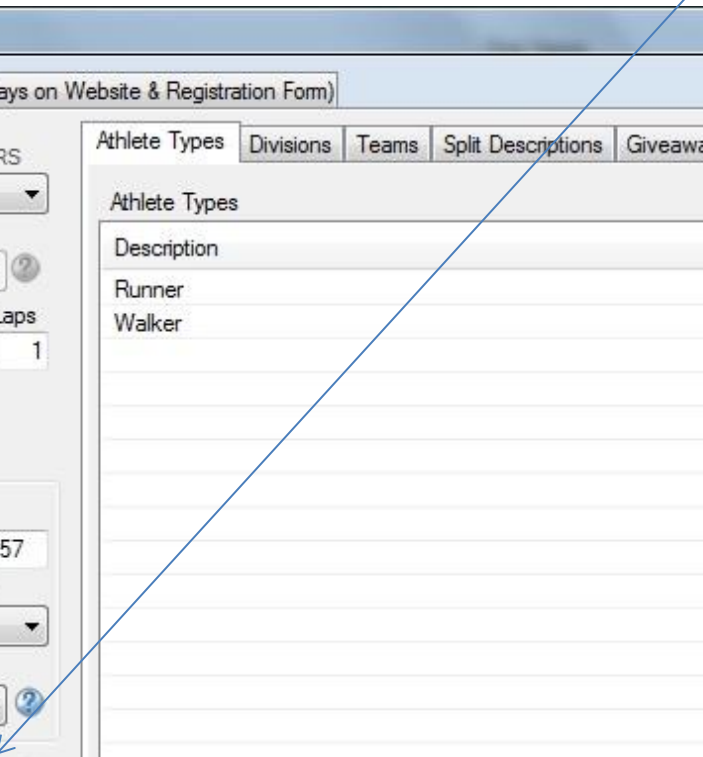
Street Address | **Zip Code** | **City** | **State**
3318 Frog Pond Rd | 72404 | Jonesboro | AR

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

RunSignUp URL
Click the green plus button to submit event to RunSignUp.com

Athlete Types | Divisions | Teams | Split Descriptions | Giveaways

Athlete Types

Description
Runner
Walker

Delete Race | Duplicate Race | Save
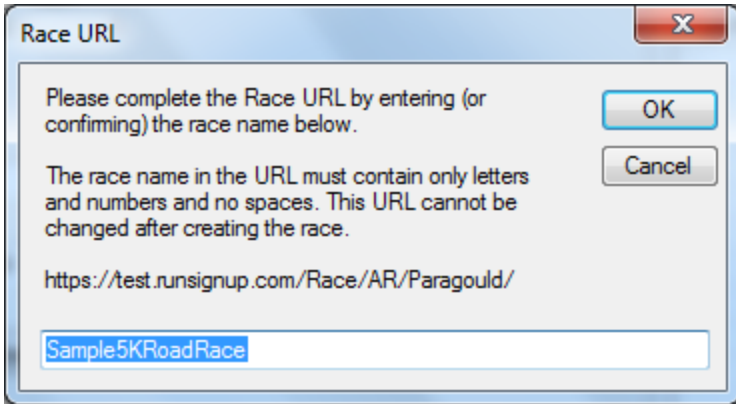
You will be asked to enter a friendly URL name for the race.
This will build the web address for your event.

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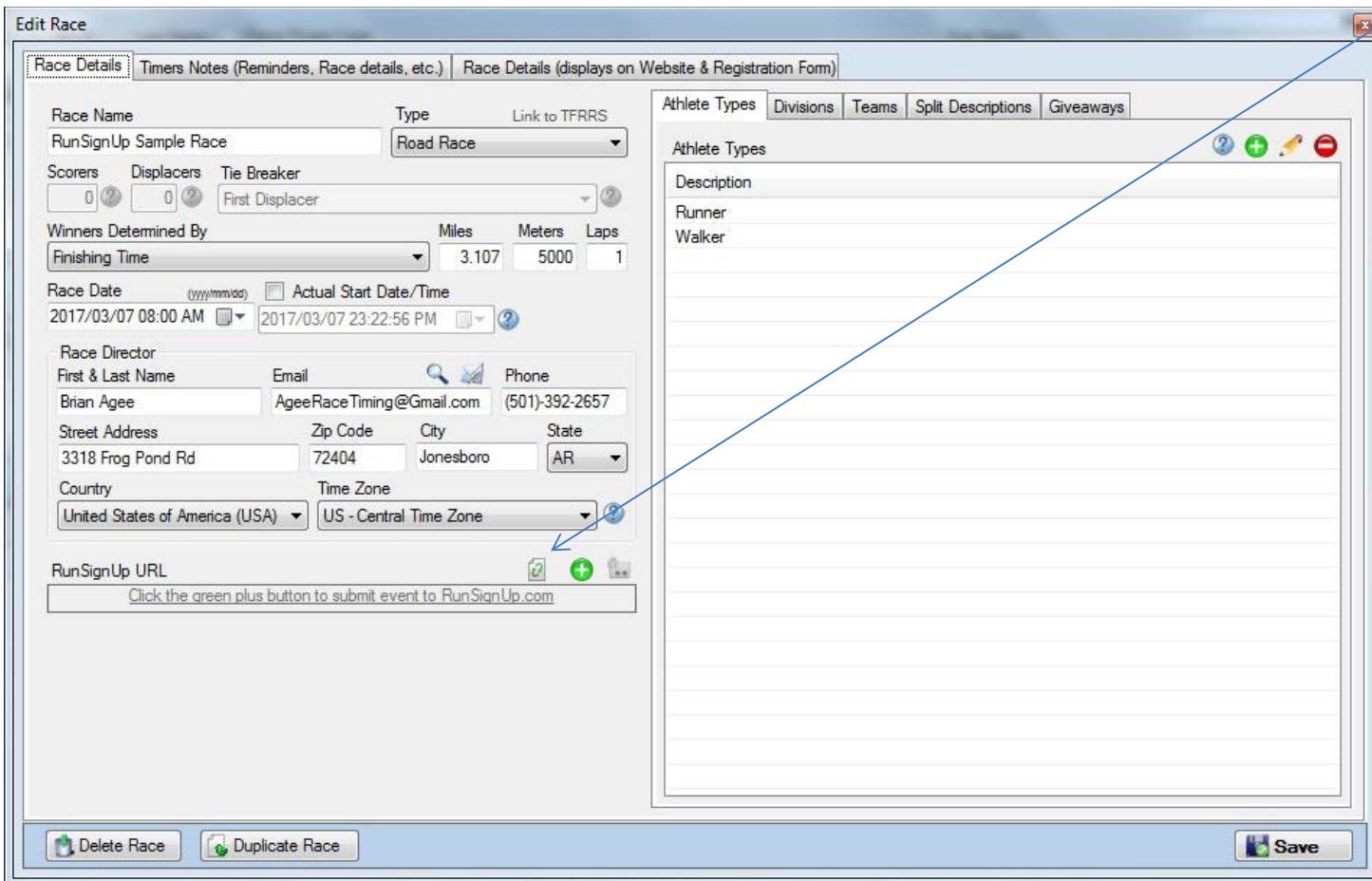
When the user opens a race they can click on the "Sync" button at any time to pull down anyone in RunSignUp that is not in the race already and then they are asked if they want to update RunSignUp with any additions or changes that have occurred in the software. If the race has finishers, the user will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

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

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 RunSignUp 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 "**RunSignUp URL**". You can click on that link to pull up RunSignUp.

You can also make changes in the software and update the website by clicking on the "**Update Website**" button.

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**.

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. ☺