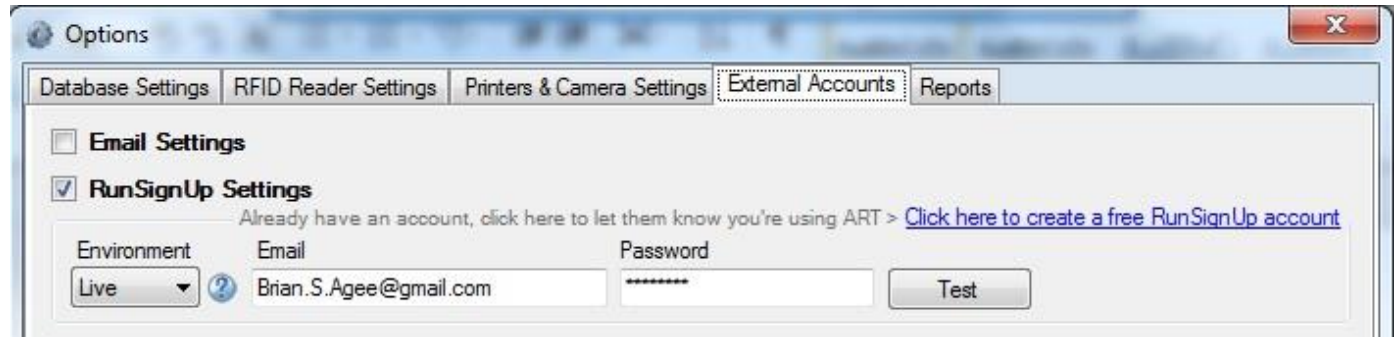


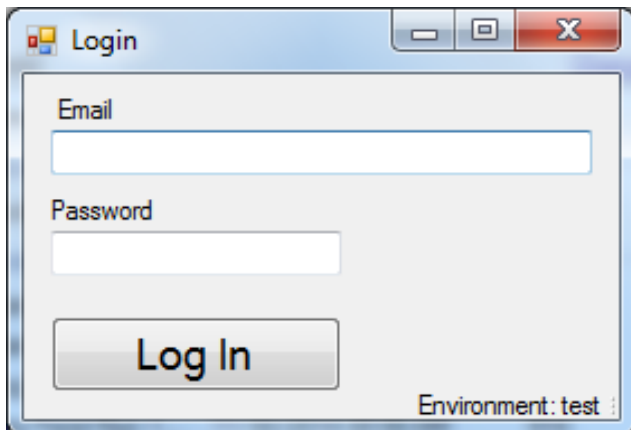
Entering your RunSignUp Credentials

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**.



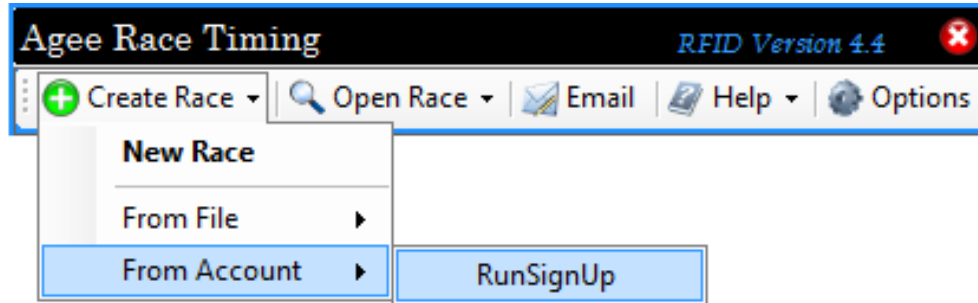
When you try to pull in races from RunSignUp (see page 2) the following prompt will appear if you have not setup a default account in the Setting/Options screen. Additionally, you can click on "Change Account" if you need to use different credentials than what you have setup as the default RSU account in the Settings screen. 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. Of course the race director can grant your RSU account access to the race so that you can pull it in, but some race directors may prefer just to give you their credentials if they are not familiar with how to grant you access to the race.

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. The 'test' environment is available if you'd like to try out the interface without pushing information to their 'live' website.

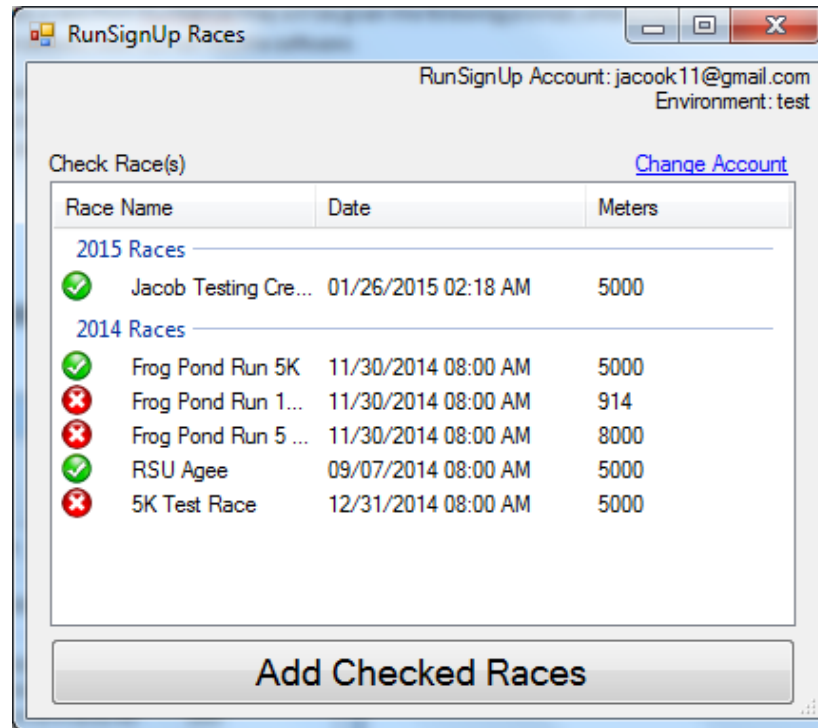


Pulling in races from RunSignUp

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



Select which race(s) you would like to pull into the software. This is a list of all races that do not already exist in the software. →

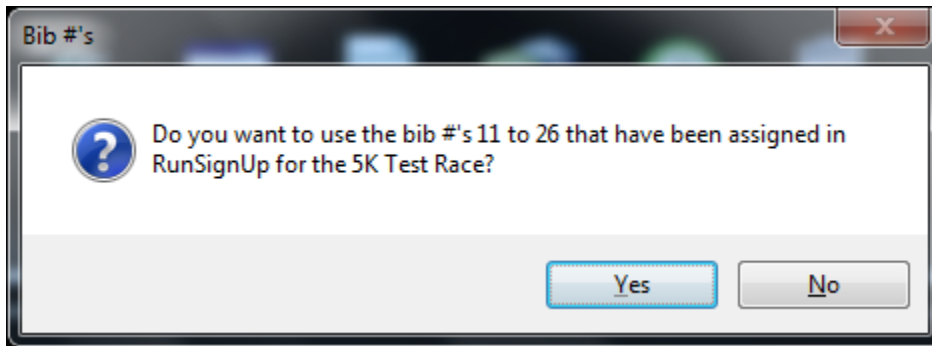


This list is automatically grouped by Year - ordered from newest races to oldest races.

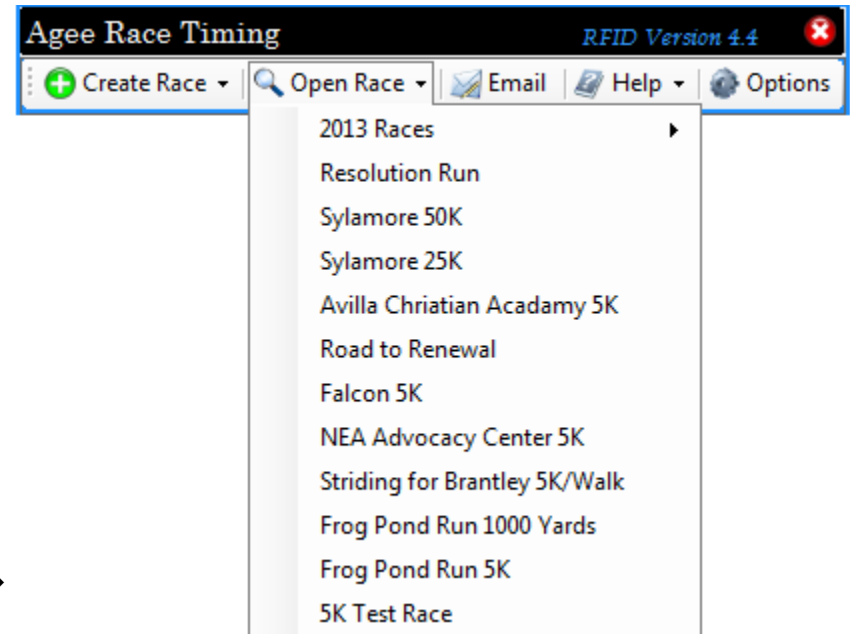
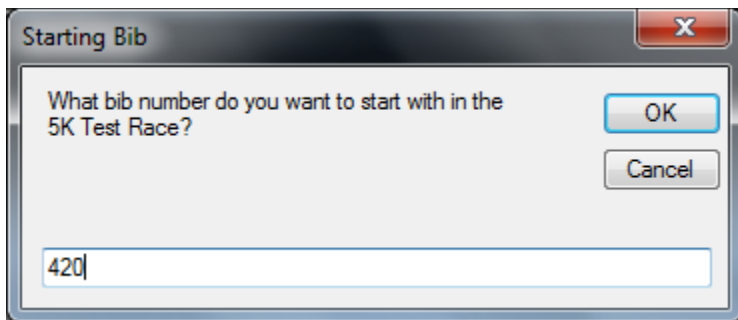
When the user clicks on the “Add Checked Races” button at the bottom of the screen, the software may inform the user that they should create a “Custom Question” on RunSignUp to link to the custom “Athlete Types” you can create in the software. The software will then ask the user if they want the software 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 #.



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**. →

Publishing a race to RunSignUp

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.

The screenshot shows the 'Edit Race' window with the following details:

- Tabbed Interface:** 'Race Details' (selected), 'Timers Notes (Reminders, Race details, etc.)', 'Race Details (displays on Website & Registration Form)'. On the right, 'Athlete Types' (selected), 'Divisions', 'Teams', 'Split Descriptions', 'Giveaways'.
- Race Name:** RunSignUp Sample Race
- Type:** Road Race
- Scorers:** 0
- Displacers:** 0
- Tie Breaker:** First Displacer
- Winners Determined By:** Finishing Time
- Miles:** 3.107
- Meters:** 5000
- Laps:** 1
- Race Date:** 2017/03/07 08:00 AM
- Actual Start Date/Time:** 2017/03/07 23:22:56 PM
- 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
- RunSignUp URL:** Click the green plus button to submit event to RunSignUp.com

At the bottom of the window, there are three buttons: 'Delete Race', 'Duplicate Race', and 'Save'. A blue arrow points from the text above to the green plus button in the 'RunSignUp URL' field.

Race URL

Please complete the Race URL by entering (or confirming) the race name below.

The race name in the URL must contain only letters and numbers and no spaces. This URL cannot be changed after creating the race.

https://test.runsignup.com/Race/AR/Paragould/

OK Cancel

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.

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: 0 Displacers: 0 Tie Breaker: First Displacer



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

Race Date: 2017/03/07 08:00 AM Actual Start Date/Time: 2017/03/07 23:22:56 PM

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

RunSignUp URL:  

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

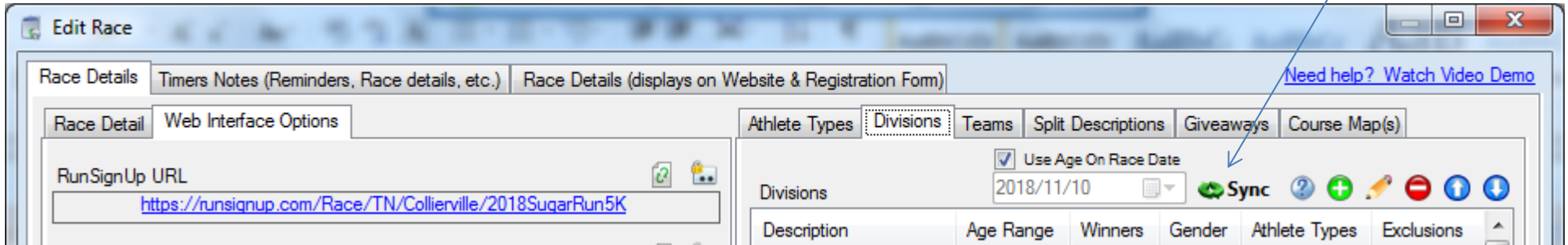
Athlete Types: Divisions Teams Split Descriptions Giveaways

Description
Runner
Walker

Delete Race Duplicate Race Save

Syncing Award Categories

On the “Divisions” tab you will see a “Sync” option that will allow you to push/pull the award categories (overall, age divisions, etc.) to or from RunSignUp. Division information is pulled in automatically if you pull the race into the software from RunSignUp. If you push the race from the software up to RunSignUp (using the green plus button described on page 3) then of course any divisions setup in the software are pushed up to RunSignUp automatically. If you hit Sync and divisions are setup in both locations, the software will allow you to select which divisions should be kept and which should be replaced.

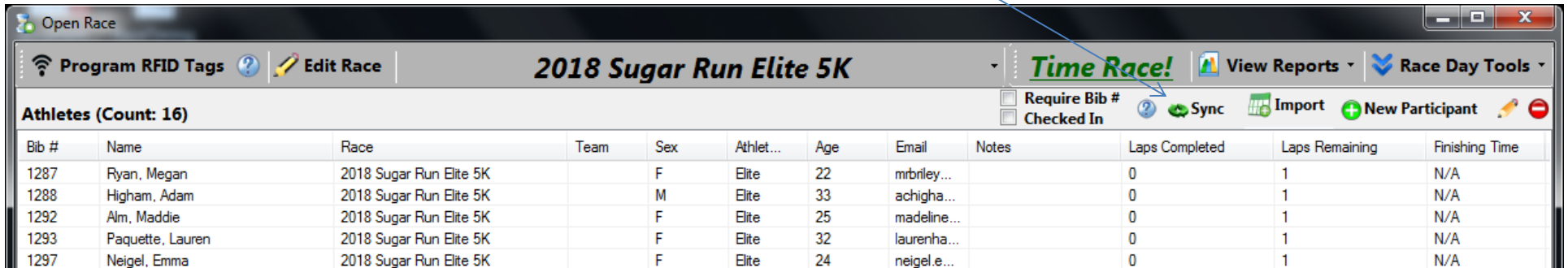


Syncing Participants

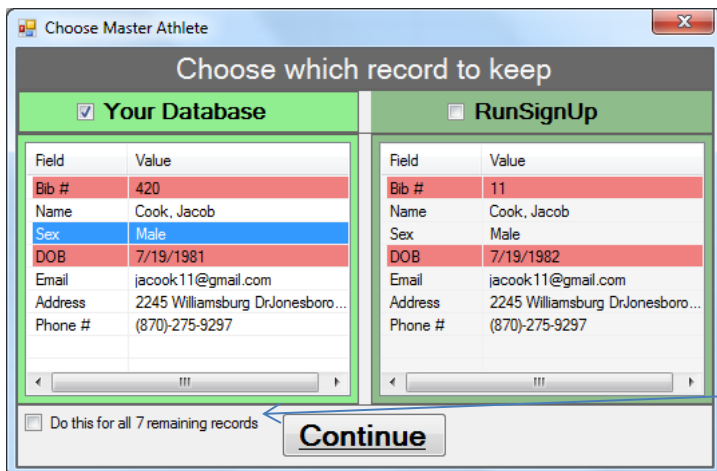
You can click on the “Sync” button at any time to pull down anyone in RunSignUp that is not in the race already. This will sync all races scheduled for that day and will automatically move anyone to the appropriate event if they were switched to a different event in RunSignUp.

The “Require Bib #” and “Checked In” check boxes will tell the software to only pull in athletes that have either been assigned a bib # on RunSignUp (typically done during the check in process) or that have been checked in through the RunSignUp race day check in app. Using dynamic bib assignment and the check in app allows your race to go paperless and it allows you to easily pull in all registrations on any computer instead of entering people manually and then copying a database over to each computer. Pulling in only those that checked in on race morning also gives you a more accurate count at the top of the clock screen (where it shows how many people may still be on the course). Note: The “require bib #” check box is checked automatically on race day.

After the sync process has pulled in any new participants from RunSignUp, the software will ask if you want to update RunSignUp if the software detected that you made any manual additions or changes since the last sync.



Bib #	Name	Race	Team	Sex	Athlet...	Age	Email	Notes	Laps Completed	Laps Remaining	Finishing Time
1287	Ryan, Megan	2018 Sugar Run Elite 5K		F	Elite	22	mrbriley...		0	1	N/A
1288	Higham, Adam	2018 Sugar Run Elite 5K		M	Elite	33	achigha...		0	1	N/A
1292	Alm, Maddie	2018 Sugar Run Elite 5K		F	Elite	25	madeline...		0	1	N/A
1293	Paquette, Lauren	2018 Sugar Run Elite 5K		F	Elite	32	laurenha...		0	1	N/A
1297	Neigel, Emma	2018 Sugar Run Elite 5K		F	Elite	24	neigel.e...		0	1	N/A



Choose Master Athlete

Choose which record to keep

Field	Value
<input checked="" type="checkbox"/> Your Database	
<input type="checkbox"/> RunSignUp	
Bib #	420
Name	Cook, Jacob
Sex	Male
DOB	7/19/1981
Email	jacook11@gmail.com
Address	2245 Williamsburg DrJonesboro...
Phone #	(870)-275-9297

Field	Value
Bib #	11
Name	Cook, Jacob
Sex	Male
DOB	7/19/1982
Email	jacook11@gmail.com
Address	2245 Williamsburg DrJonesboro...
Phone #	(870)-275-9297

Do this for all 7 remaining records

Continue

← When the user clicks "Sync" and the system finds a difference between what is on RunSignUp and what they have in the system, they are provided the following prompt.

← Differences are highlighted in Red. Select which record to keep with the check box at the top.

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.

Accessing/Updating the RSU website

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.

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

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

Race Date: 2017/03/07 08:00 AM | Actual Start Date/Time: 2017/03/07 23:31:33 PM

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

RunSignUp URL: <https://test.runsignup.com/Race/AR/Jonesboro/RunSignUpSampleRace>

Unlink from Test Environment

Delete Race | Duplicate Race | Save

You can also make changes in the software and update the website by clicking on the "Update RunSignUp Event Page" 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.

Publishing Results to RunSignUp

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

Place	Finish Time	Bib #	Name
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 (indicated by a blue arrow from the text above)
- [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. Time to invoice the race director (click **View Report > Invoice**) 😊