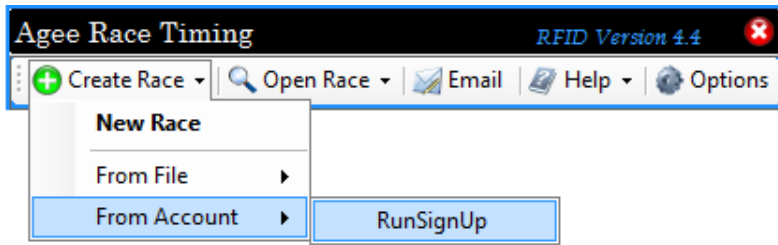
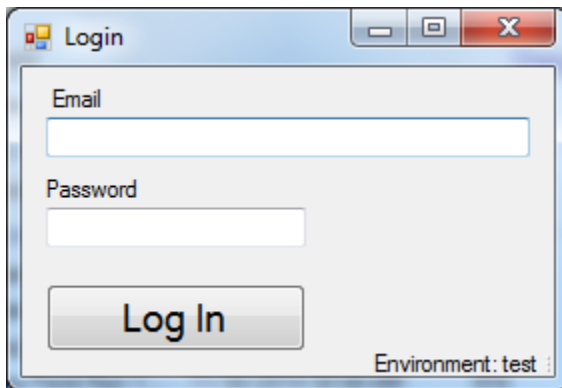
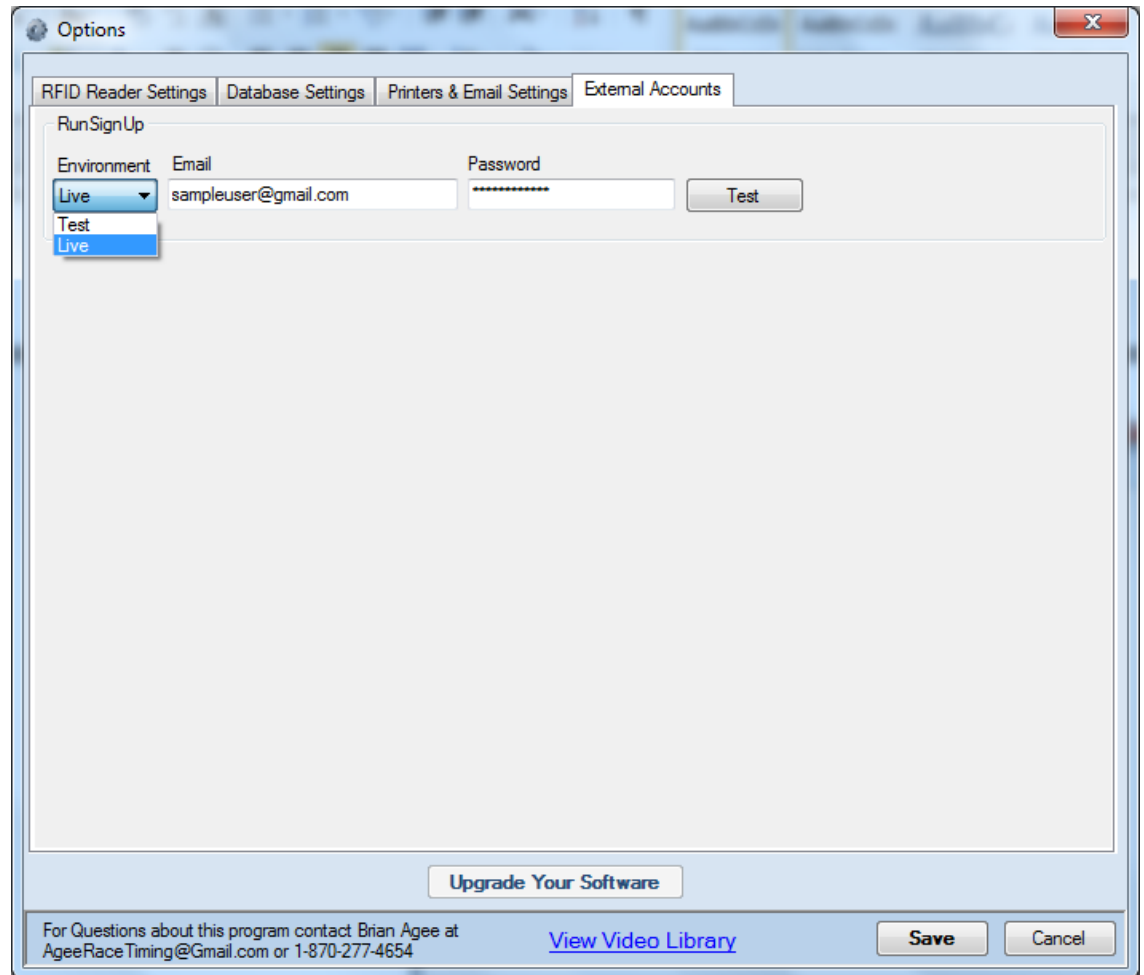


To pull in a race that is already on RunSignUp simply click on **Create Race/From Account/RunSignUp**.



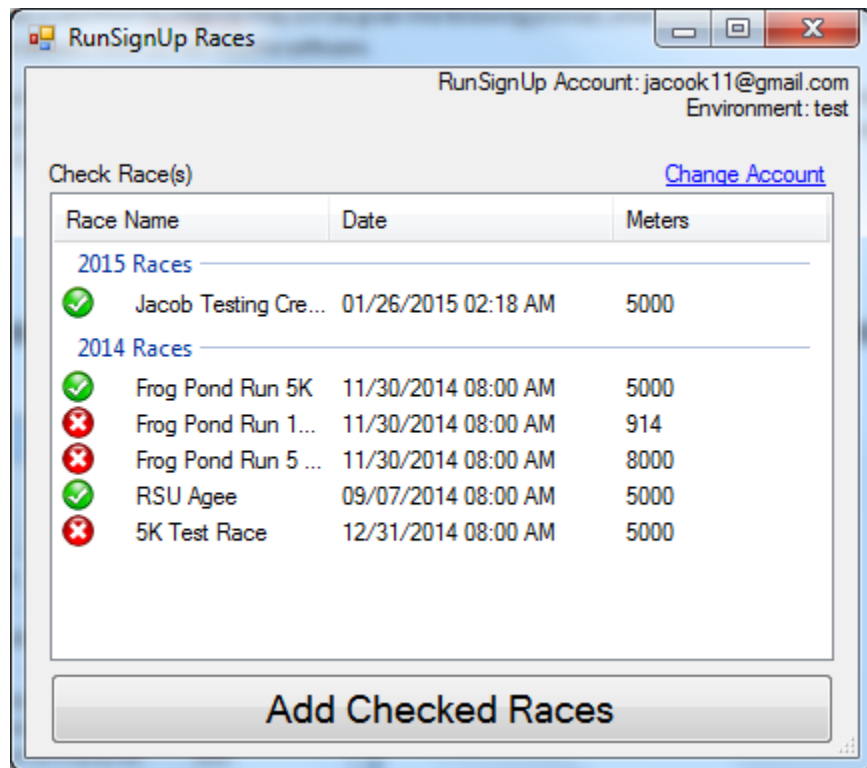
This software also allows you to set a default RunSignUp account in the Options screen (typically the race timers credentials), so the timer's races will be available by default when they select **Create Race/From Account/RunSignUp**. However you can click on "Change Account" (or if no default account 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.

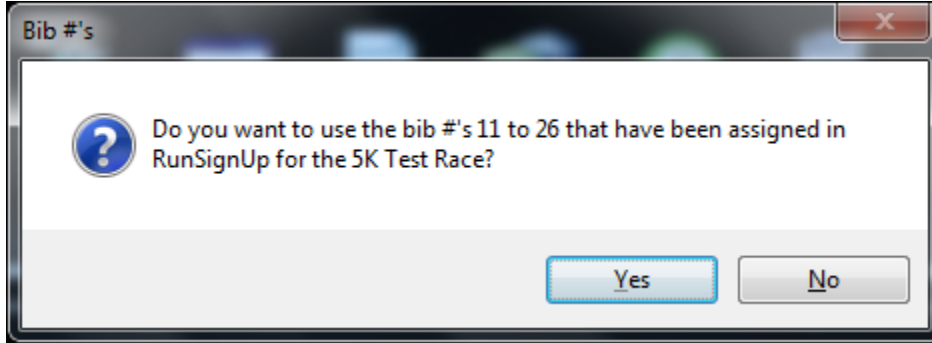
This list is automatically grouped by Year - ordered from newest races to oldest races.



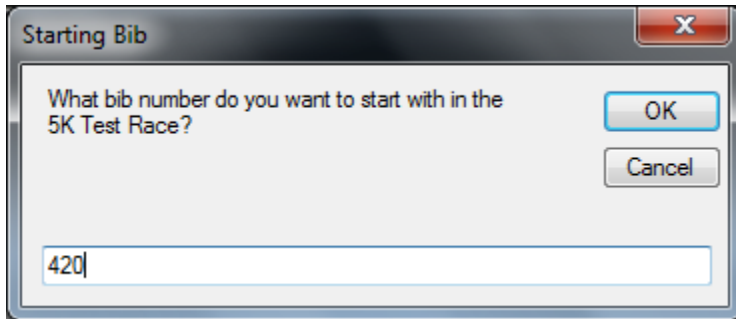
When the user clicks on the "Add Checked Races" button at the bottom of the screen, the software may inform the user that they should create a "Custom Question" on RunSignUp to link to the custom "Athlete Types" you can create in the software. The software will then ask the user if they want the software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

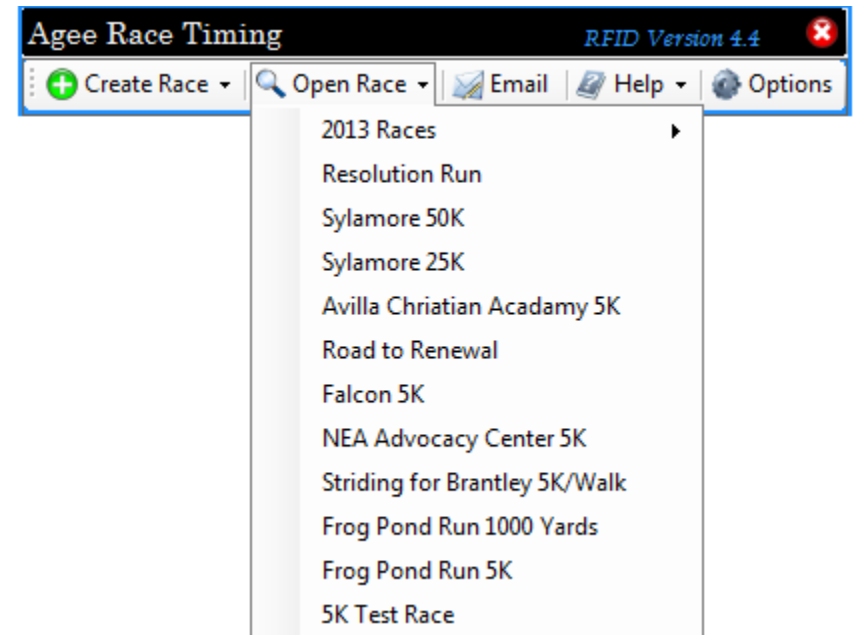
Next the software will ask the user if they want to use the bib numbers that have been assigned by RunSignUp. The software does this because sometimes we (race timers) do not know which bib numbers we'll be using until a few days before the race. So the user has the option to select a new starting bib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



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**. →



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.

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 **RunSignUp**

Field	Value	Field	Value
Bib #	420	Bib #	11
Name	Cook, Jacob	Name	Cook, Jacob
Sex	Male	Sex	Male
DOB	7/19/1981	DOB	7/19/1982
Email	jacook11@gmail.com	Email	jacook11@gmail.com
Address	2245 Williamsburg DrJonesboro...	Address	2245 Williamsburg DrJonesboro...
Phone #	(870)-275-9297	Phone #	(870)-275-9297

Do this for all 7 remaining records

Continue

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:

Choose Master Athlete

Choose which record to keep

Your Database RunSignUp

Field	Value
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

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.

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

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.

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
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. 😊