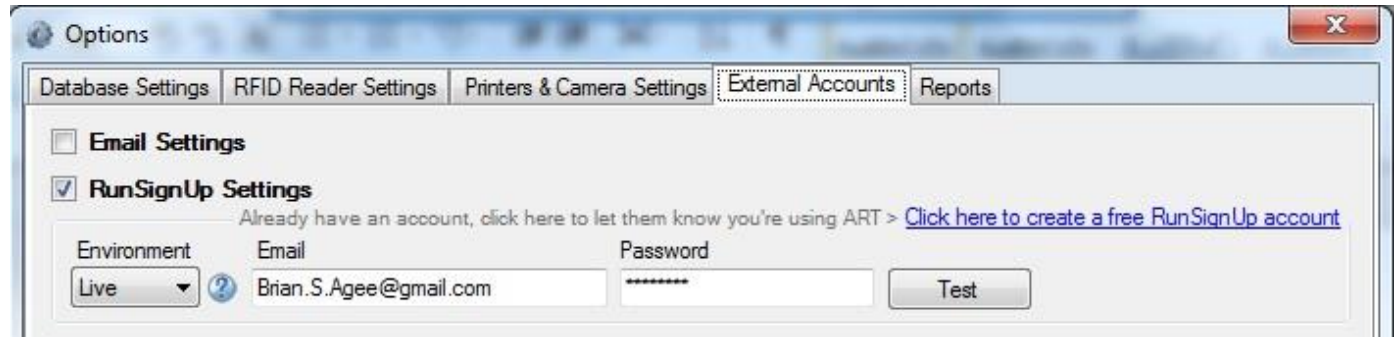# Entering your RunSignUp Credentials

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 wihtout pushing information to their 'live' website.
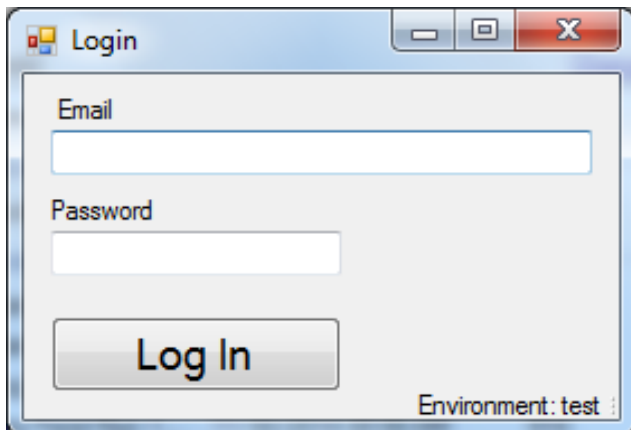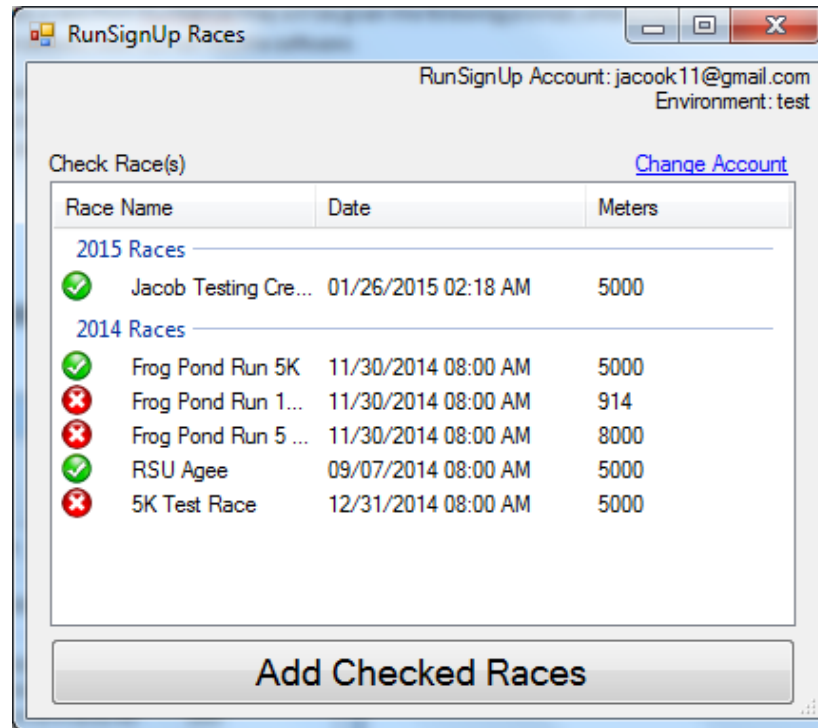
Pulling in races from RunSignUp

To pull in a race that are already on RunSignUp simply click on **Create Race / From Account / RunSignUp**. →
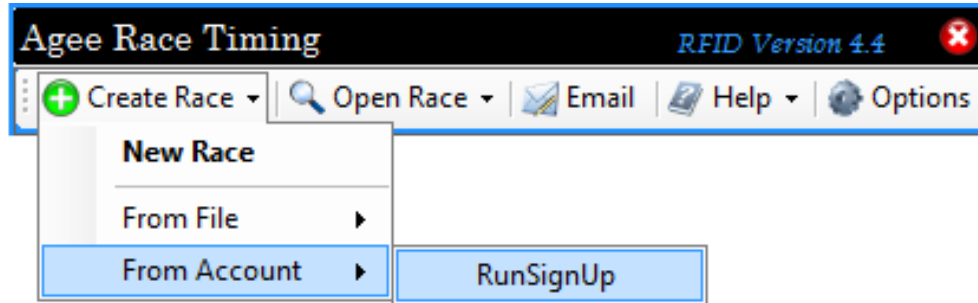
Select which race(s) you would like to pull into the software. This is a list of all races that do not already exist in the software. →


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 #.
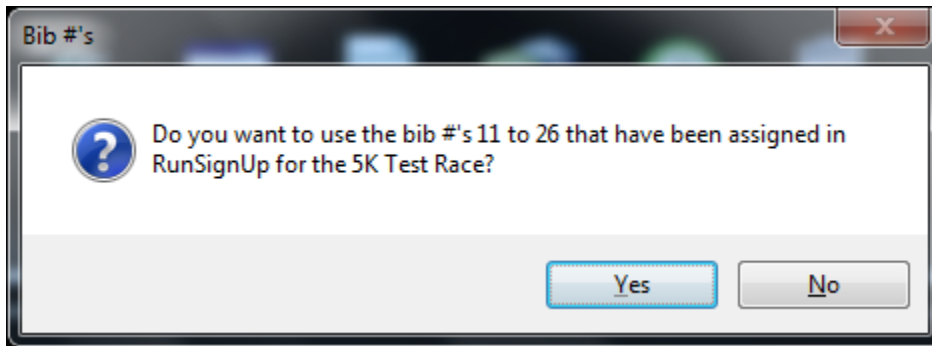
If the user selects "**No**" then they are given the option to enter a new starting bib #
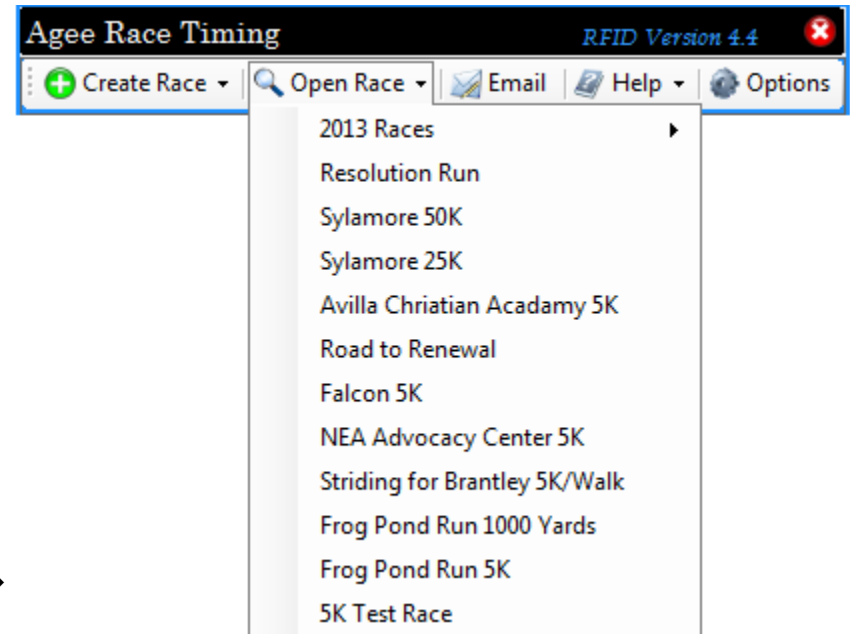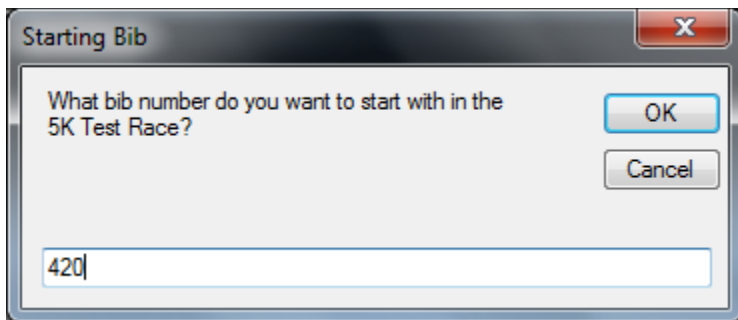
The user should now see his race(s) appear in the list when they click **Open Race**.   →

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.

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.

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.
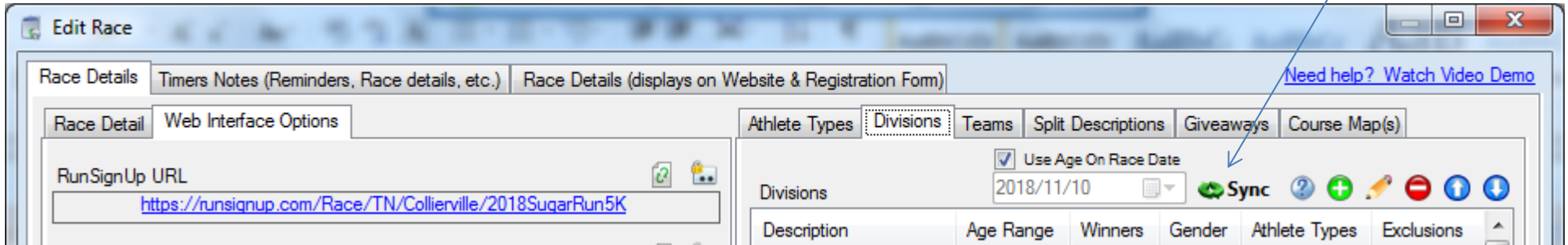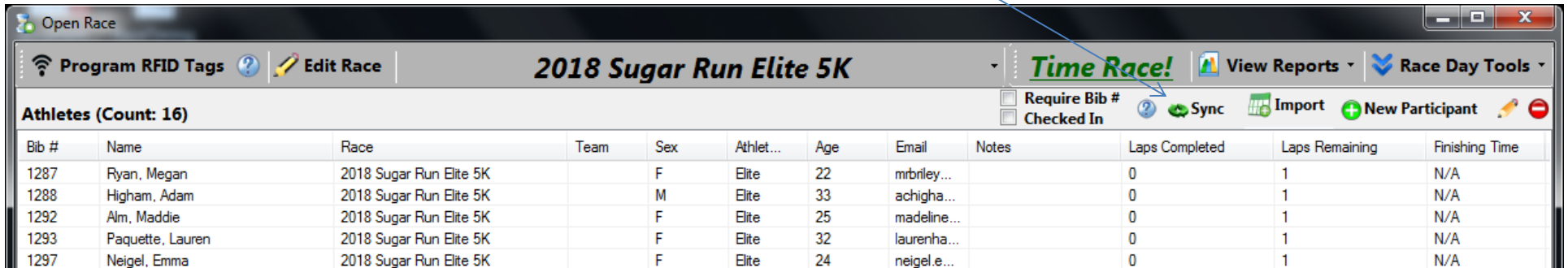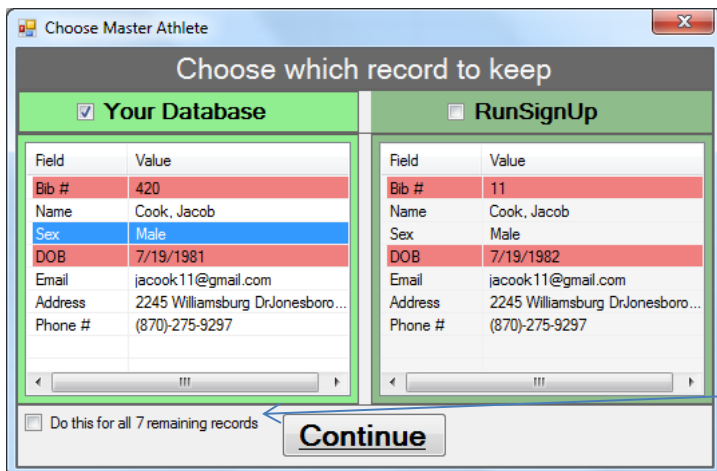
Syncing Participants

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 easy 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.

← 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.

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**.

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**) ☺