![ORGSU logo](www.orgsu.org)

Event Organiser

Quick Handbook

Release Information

Language	English
Release No	2
Date	Oct 10, 2016
Author	Jaromir Horak
	Jaromir.horak@orgsu.org
Copy Editing	Beth Cooper Howell
	http://www.safrea.co.za/profile/748-Beth_Cooper_Howell

Apart from references to actual persons, companies or entities, all names, companies, races and venues in this handbook are fictitious and used for illustrative purposes only.
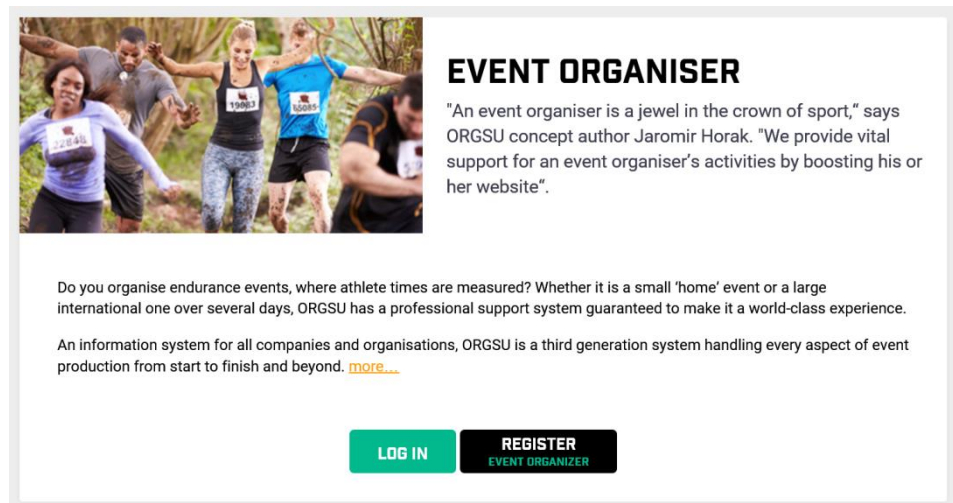
Introduction

ORGSU helps the Event Organiser to prepare and produce an Event, no matter the type or size of sport. This Quick handbook discusses the main steps from event inception and set-up through to final official results publishing and delivery to the series. In combination with the system menu and descriptions, this handbook provides all relevant information for users.
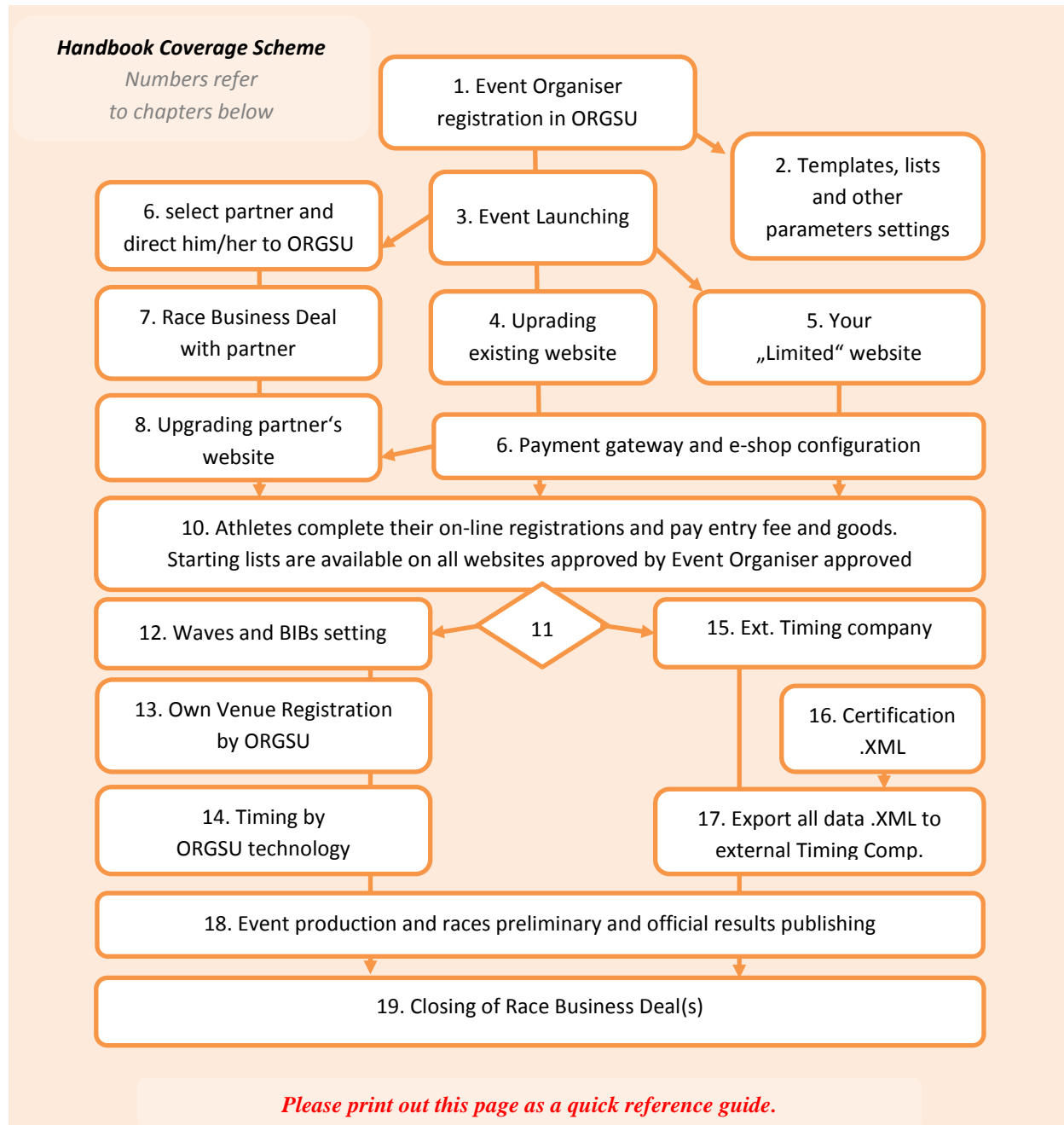
For large-scale organisers and events, ORGSU can also assist and implement specific needs.

On the www.orgsu.org main page is the central menu PROVIDERS panel, where the Event Organiser page may be found. The Login for existing users, or REGISTER button for new visitors, can be found as shown:
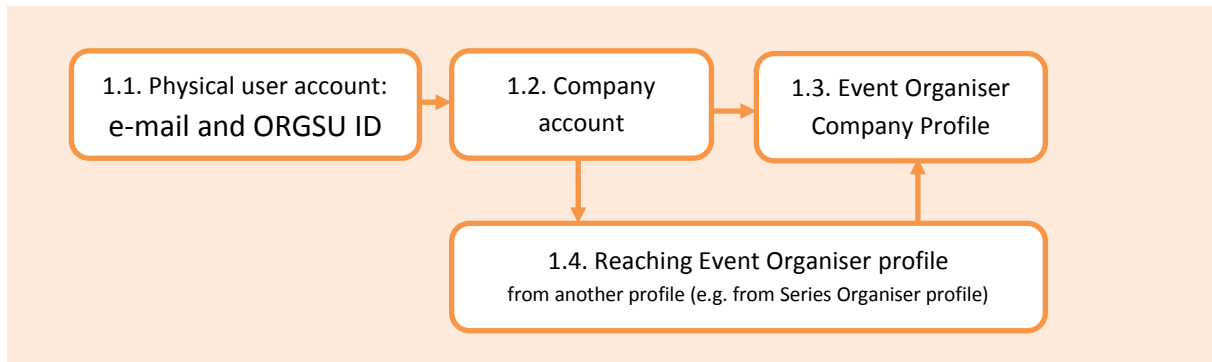
As the system is relatively complex and contains many functions, the overall flow-chart will help you to navigate the environment, from **physical user registration to the Race Results.**

Handbook Coverage Scheme
Numbers refer
to chapters below

1. Event Organiser registration in ORGSU

2. Templates, lists and other parameters settings

6. select partner and direct him/her to ORGSU

3. Event Launching

7. Race Business Deal with partner

4. Uprading existing website

5. Your „Limited" website

8. Upgrading partner's website

6. Payment gateway and e-shop configuration

10. Athletes complete their on-line registrations and pay entry fee and goods. Starting lists are available on all websites approved by Event Organiser approved

12. Waves and BIBs setting

11

15. Ext. Timing company

13. Own Venue Registration by ORGSU

16. Certification .XML

14. Timing by ORGSU technology

17. Export all data .XML to external Timing Comp.

18. Event production and races preliminary and official results publishing

19. Closing of Race Business Deal(s)

Please print out this page as a quick reference guide.

Please note: the flow-chart outlines only the main steps. There is no space for details here.
The following main steps will help you to understand the ORGSU B2B Environment. The numbers in the picture above refer to the numbers of the chapters below:
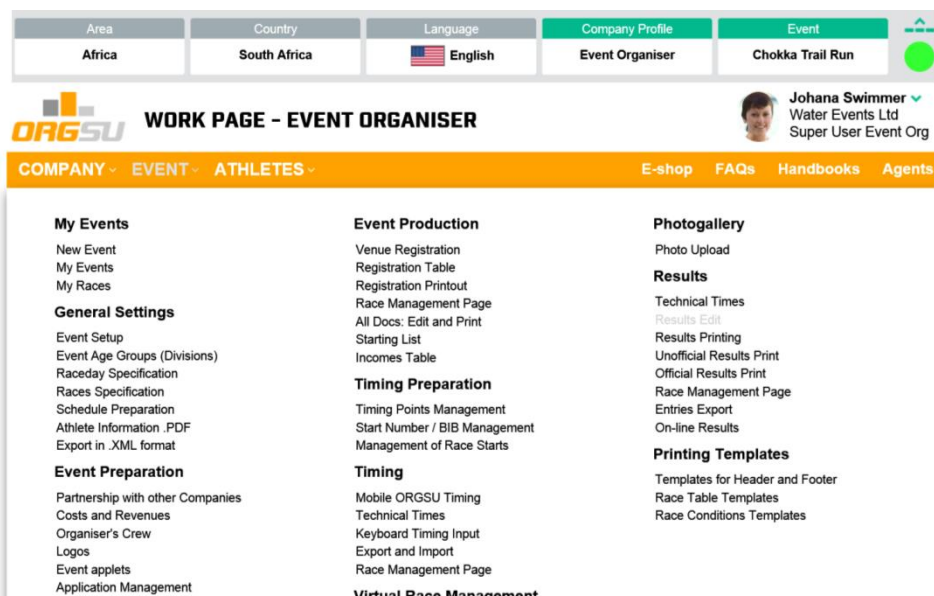
1. Event Organiser Registration in Orgsu

1.1. Physical user account: e-mail and ORGSU ID	**1.2. Company account**	**1.3. Event Organiser Company Profile**

1.4. Reaching Event Organiser profile
from another profile (e.g. from Series Organiser profile)

There are two types of accounts within the ORGSU system:

1.1. <u>Physical user account</u>. One physical user can be assigned to one or more company profiles in one or more company crew roles. The area, country and language of a physical user are displayed on the upper system status line. The user name and actual assignment to the company are displayed on the right upper part of every system page. Physical user can change his/her profile information and login assignment by clicking that information box.

1.2. <u>Company account</u>. A few details must be filled in (company name, country, ...). The system registers every company in at least one company profile.

1.3. <u>Event Organiser Profile</u>. The most important section is the last wizard page, where the e-contract with ORGSU Ltd is accepted. Without a contract, most of the system functions are blocked. Full system functions are accessible when the ORGSU Licence for the given company profile is purchased. On every system page, the Licence status is indicated by the dot on the right upper corner (Green / Orange / Red).

1.4. Existing user of e.g. Series Organiser may also add the Event Organiser Profile for his/her company by clicking **Company - Other available Profiles**.

The completion of the last wizard step is an electronic "signing" of the contract with Orgsu Ltd. Please read the Terms and Conditions carefully before signing this contract.

As you can see, the system shows a new Company Profile in the box in the upper status line following registration of a new company profile. The licence for this profile has been purchased, so the upper right corner shows a green dot.

Licence for this profile must be purchased in Company – Licence menu. Once Event Organiser profile has been registered and the licence purchased, the user will be able to operate all the system functions needed for Event Organiser.

In the main menu, the **Company** section contains the tab: **Company Crew**. A Super User can add another physical user into his/her company crew. The physical user must visit the ORGSU homepage and register through **JOIN US** to obtain an ORGSU ID number.

In **Company – Company management**, two pages dealing with lists of sports and sports disciplines may be found. Every Event Organiser is able to modify and/or add types of sports and sport disciplines/legs here.

The **Company - E-shop administration** (goods related to races as well as non-related goods) and its use/functionality will be dealt with in a special handbook. The e-shop functions are still under development, so please be patient. The **Company - Photo gallery** function can store and publish race pictures; however, this is not yet connected to your e-shop. This function will be live soon.

The sub-section **Company - Partnership with other companies** will be dealt with in a special handbook. This Quick Handbook is only an outline of the steps/regulations governing business partnerships in relation to the Races.

2. Templates, lists and other parameters settings

There are several templates which every Event Organiser should have ready prior to his event/race. The picture below explains their functions:

www.eventorganiser
new athlete registration, account creation

A. Personal Data Processing Approval

Event Organiser's Athletes database

www.eventorganiser
Application to the Race

D. Race conditions Approval

Adding Athlete to the Start List

Venue registration printouts

E. Registration Table Temp.

Publishing and printing Start List

F. Start List Table Temp.

Publishing and printing Results

G. Results Table Temp.

Race Results

Factory template and edit available at Athletes – Personal Data Processing This template does not differ within an Event

B. Header   **C. Footer**

Header and Footer Templates can be created by user and contains data inserted by the system (e.g. sponsor logo, name of the race, date of printout, ..]

Factory template and edit available at Event – Race Conditions Template This document is to be edited and saved for every race. The Header and Footer may also be added

H. Information Leaflet

Table Templates

Factory table templates are available for all 3 types. Header and Footer can be added to these printouts. User can find, edit and save them at Event – Race Table Templates

This boring - but useful - part of the process should be done prior to anything else. For example: on the first page of the Event launching process, a user must select whether or not to add a condition to athlete's application process – an approval with the race conditions.

Printing Templates

Templates for Header and Footer
Race Table Templates
Race Conditions Templates

Thus, the Event Organiser must jump to the menu **Event – Printing Templates** and go through it before the event takes place. Usually, the ORGSU factory templates will be available in the system, so the user may copy the template and make use of it for a particular Event / Race.

However, the template "A Personal Data Processing" is handled differently, so let's examine that here.

User may select the ORGSU Template if he/she wishes to. The content deals with the relation between athlete database owner (Event Organiser) and his clients (typically athletes). Orgsu has no legal authority in this instance. There is, however, a factory template which may be used.

The Event Organiser may select where this approval will be displayed and required:

- On the Electronic Application on websites in the first row; default is YES.
- Alternatively, it may be used on the Registration Page, when the USB pen monitor is later connected to the system. In this case, Venue Registration will serve as a place where all athletes must physically e-sign the document. Such a procedure is typical of large, internationally-recognised races.

The following templates are all related to the given Event or Race, so there is sufficient time to deal with that later. For the purposes of this handbook, here is a summary:

B. Header

The default factory Header has a template which every user may copy and edit. Working with the internal editor is easy; please find more information here:

http://docs.cksource.com/CKEditor_3.x/Users_Guide

Note: the language of the editor matches the settings of your browser; there are some print-screens in languages other than English in the handbook, as can be seen here.

The user may add system texts - so-called "Marks" - into the text by hitting the [T] [Text] button and selecting an option, e.g. Name of the Race.

The factory template contains the most useful information, as you can see here.

C. Footer

The default factory Footer has 5 positions available for sponsor logos, which is usually sufficient. This section appears as illustrated below:

| [Sponsor Logo ($njrYvYz9hQ$)] | [Sponsor Logo ($njrYvYz9hQ$)] | [Sponsor Logo ($njrYvYz9hQ$)] | [Sponsor Logo ($njrYvYz9hQ$)] | [Sponsor Logo ($njrYvYz9hQ$)] |

When ready to publish, the user will be asked to Select Logo and may then download a logo into every section of the system, as required. The result appears as follows:

D) Race Conditions Templates

By clicking **Event-Race conditions Templates**, the templates table will appear. Clicking "NEW" loads the factory template offer. Orgsu provides the Event Organiser with the label "Waiver of Liability, Assumption of Risk and Indemnity Agreement". The Event Organiser may edit and save his own text here.

Click **New**, select from the factory templates and edit and save your own template. The following chapter shows how to use this waiver for launching a new race. The user decides whether or not acceptance of this text by athletes will be mandatory. It is simply one of several options.

Table Templates

In the template diagram above, three printing options are available for three different Table templates. This means that different values will be used when printing different outputs. Only the printout for Venue Registration will be discussed

below, as all others are utilised in the same way.

E) <u>Registration Table Template</u>. G) <u>Result Table Template</u>

The Table Templates offer two different Venue Registration Table Templates (one by BIB, one by Surname). Data differs in the first column for the purposes of organising output. This printout is usually used by crew members at physical venue registration, as they will usually need all participants' names printed out, with papers attached to the table. They may therefore choose to have these categorised using either BIBs or Last Names.

By clicking **Copy to own templates,** the page appears as shown.

The user should rename the Template Title to make it his/her own. Now, he/she can edit the columns. This is the same approach to editing of all

tables in the System and there are a few tricks involved in doing this:

- Tap the item in "Available Columns", hold with mouse and move it to "Selected Columns" box. By moving (as the red arrow indicates), a small space will appear over the actual box position.
- Click on the **every item** box and then re-name the label of the selected column label as desired.
By doing this, you may create your own table content for all printouts. Using your templates for real publishing will be explained later on in this handbook.

H) Athlete Information Leaf

This is one of two printouts offered by the Venue registration page. This can be printed for every athlete after his/her physical registration. User can open this Template, e.g. from his/her main menu: **All docs: Edit and Print**.

The editor will be empty when opened the first time. By accepting the factory template, the factory template is uploaded and user may edit and save his/her own template.

3. Event Launching

By clicking **New Event,** the wizard for a new event appears. An Event is supposed to cover one or more Race Days, where every Day can consist of one or more races. Every Race can be started in one or more Starts / Starting Waves.

Several details must be entered here, as well as the event title and location.
Age-group categories for all races, referred to throughout the system as Divisions, must be specified now. User may select from the factory list or add his/her own divisions. An important facet of the system is how athletes are automatically sorted into a specified age-group category.

Day and Month for Age Group Proposal (**Day.AGP**, **Month.AGP**)

ORGSU considers that athlete belongs to the given age group, if he/she reaches his/her age of age group by the Day and Month for Age Group Proposal of the year of the given Race.

Mathematical expression of this sentence follows:
Calculated AGE = Day.AGP / Month.AGP / YEAR of the race – Athlete's Day/Month/Year of Born
It gives result, consisting of the <u>whole number</u> of age and remaining. The <u>whole number</u> is the value of the athlete's age in the year of the race, using by the system to assign athlete to the age group.

The factory default Day and Month for Age Group Proposal is equal to December 31st and is a good one to keep for summer sports in the Northern Hemisphere.

Also summer sports in Southern hemisphere use the Dec 31st, due to the school year period usually.

However, for winter sports in the Northern Hemisphere, the Day for Age Group Proposal can be set as Sept 1st, for example. In this case, athletes remain in the same age-group category for the whole winter season.

The same „problem" can occur in the Southern Hemisphere for summer sports theoretically as well.

So, the Day and Month for Age Group Proposal for selected sport can be set e.g. to Sept 1st.

Inside the system, Every Event Organiser is able to modify his/her Day and Month of age group proposal for different sports: **Company – List of Sports, Day and Month for Age Group Proposal**.

The Event Organiser may finally change the automatic proposal for every athlete manually in both work pages dealing with the registrations.

A User may utilise factory pre-defined age groups or create his own ones by entering age interval, gender F/M/Both and by giving Name of the Division. At the bottom of the page are several other settings; by clicking on the line, the theme will appear.

As mentioned above in the Templates chapter, it is possible to create your own text(s) templates which may serve as an athlete's waiver regarding his/her participation in the given event/race. It may be used during on-line registration by athletes, when using the Application Applet, and/or during Venue Registration.

Two sections dealing with application items follows. The first is factory pre-defined and the user may modify whether or not to display it and also if it will be mandatory to fill in the given item during an application.

The second box allows the Event Organiser to define his own application items. There are several item formats available, so all the usual information may be gathered

Language	Title			Format		Required	
English	Time 400M free style			Time HH:MM:SS		✓	

during the registration process. For illustrative purposes, swimming proficiency is captured here with data about the time for 400m freestyle. If the required box is ON, the item will be mandatory in on-line registrations.

NOTES:
- for adding other language, click the first green plus inside the Language box.
- for adding another whole item, click the big green plus in the extreme right-hand column.

The next box stores information about the Event Organiser crew. This part of the system is in its first phase now, with upgraded, more complex development available shortly.

ORGANISER'S CREW

Role	Last Name	Name	E-mail	Phone
Event CEO	Carl	Bridge	carl.bridge@hotmail.xyz	0080879879
Main Referee				
Referee				
Venue Registration Manager				
Timekeeper				
Technical Delegate				

There is currently no connection of roles and names between this table and the organiser's database. This unique boost to real-time support of event productions will be launched soon.

A vital step in the process is your logo download. At least 2 logos should be downloaded: the event logo and logos of the main and subsidiary sponsor respectively.
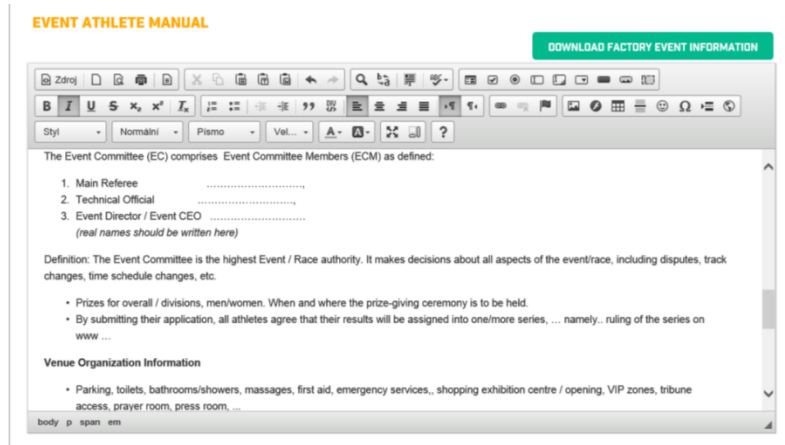
Logos will be downloaded for every race day and ultimately, for each separate race too.

LOGOS

EVENT LOGO

File Name		Note
palm.png (0.04 MB)		

SPONSOR LOGOS

File Name		Note
tux.png (0.03 MB)		

NEXT SETTINGS

PREVIOUS SAVE NEXT FINISH

During your work on each HTML system page, please use the SAVE button at the bottom of the page. Owing to internet technology used for this system, database operations should be regularly supported by the SAVE function, as the process is paused when internet connection occasionally fails.

The NEXT Setting brings offers more information and tools for your use. The factory athlete information manual may also be downloaded and modified as required by the Event Organiser. It can be stored in the system and made accessible online for athletes exploring the race calendar, or, you may copy-paste it to your word editor for editing and publishing elsewhere.

The next wizard step contains all information dealing with **Race Day**.

Every Race day is assigned an individual grey box. The white 'plus' in the top line adds new Race Days as needed.

The Race Day unites marked by a special ORGSU code (Race Day ID: x9KL9) for several reasons. For instance, the timing Licence can be purchased for the whole race day. In the table RACES, a user may add his/her races as needed via a big

green +. Enter the Title of the Race and select the type of sport. It may be selected from the factory list, where the label may also be edited/changed as required. When adding a new sport that is missing from the list, you must select "Other" and enter your sport below. The number of Leg(s) (disciplines) must also be specified here. A Leg is understood to be a part of the race, when athletes perform in one discipline and the minimum times to be measured will be at the beginning and end of the leg. In cases when more races are selected, you may assign Divisions to single races in the table below:

The DIV Mark column serves for simple Division marking, usually by single characters.

This is often marked on the athlete's calf (or any other limb) during the race day.

There is also a box named Race Published.

When marked as Published, the race will appear publically in the race calendar within the Event Organiser's Race Calendar on his/her website.

The Generating of a Schedule is provided in the next box. The system has several pre-defined, typical race-day main events; user may edit / delete / add any data here. In the last box, logos and documents may be stored, related to the Race Day.

The next Wizard Page deals with the Race specifications. For example, the simple Running is going to be interrupted by a ZIP Line, so the timing spots are expected in

between the first Running part, ZIP Line and second running part. The user can define number of legs and select disciplines from the factory list. Other disciplines may also be added by choosing Other.

The Event Organiser also has an independent function in **Company – Own Discipline Setting**, where the single Leg Discipline may also be added and modified.

At the end of the Race settings page, the user may confirm and finalise application settings and add the specified race logo. At the end of the page, the Scheduled Start and other times should be specified.

The estimated Scheduled Start time of every Race (of all its waves) must be filled in carefully. This will be generated into the Race Day Schedule, to mobile devices for timing and is also to be used for informing spectators of your on-line results applet, where the count-down hours and minutes to the scheduled start is available. Therefore, please make sure that all start times of all waves of the Race Day are as up-to-date as possible. Double-check this on the race day morning, before all timekeepers log-on to their mobile applications.

The last wizard page contains information dealing with the Entry Fee. There are options for choosing between the same flat entry fee for all age groups and each age-group being charged a different entry fee.

The choice impacts the table below. At second, periods for different entry fee prices may be added. This is a little tricky, but works.

At first, click as many green plus buttons as required for the number of periods. After that, click on the calendar icon and choose your desired boundary dates.

Check this carefully and then fill in the table below. All other information is clear, so there should be no problems with definitions here. On the page below, the Entry fee logo may also be uploaded.

In the case of new or changed data, an alert at the bottom of the page informs you about the status of the entry-fee publication. If a user clicks **Enable on-line applications**, all new information is published and will be used by all applets installed on all websites and related to this Race.

4. Upgrading website

All Event data is now in the system, but has not yet been published online. The Event Organiser has 3 options available for actioning this; one is to use his/her existing website. In **Company-Upgrading of your website,** the table with existing applets appears. By clicking NEW, additional options appear.

For your website, at least 2 applets are essential: Athletes details and Race Calendar. In addition, we suggest an optional online results applet. Select NEW applet, setting of Athlete Detail, and click SAVE. Thereafter, the bottom section of the table appears. This is the html code, which can be loaded to the clipboard and copy-pasted by your webmaster into the correct place on the original Event Organiser web page. The same procedure must be followed to obtain html codes for other applets. This handbook does not contain specialised instructions for html coders, so please find further details in a specialised handbook "Upgrading of a website" or ask a professional webmaster for assistance.

The ORGSU e-shop offers a service for providing this specialised programming as well.
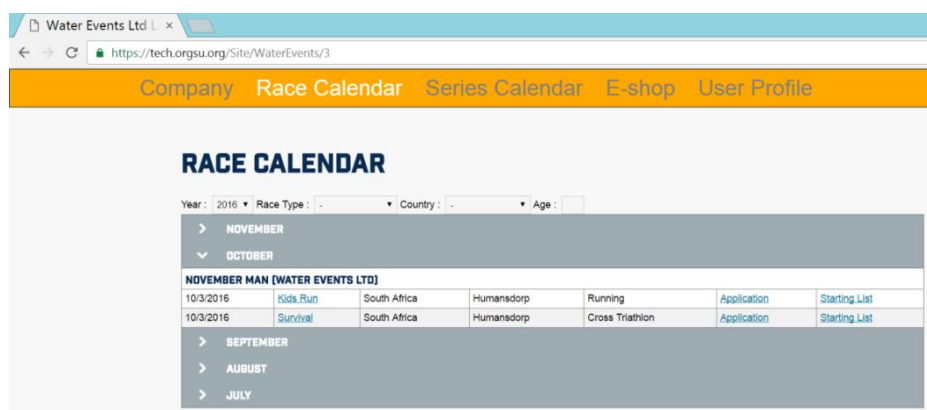
5. Limited website

A very simple web page can be activated by clicking **Company-Your Limited Website**. This is step 5 in the main flow-chart. By activating that, all

important/necessary applets become available. When running the https://tech.orgsu.org/Site/WaterEvents, the entire "Limited website" appears:
By uploading the Race Calendar, the list of monthly races appears.

All future races may have on-line Applications opened. The athlete is able to log on to this website, making it simple to access the start list for himself and his team mates. A public

visitor may also apply to the race, which will open his/her new account in the Event Organisers Database.

At present, Event Organiser has almost everything required for input and use, excluding one important issue: an Entry Fee payment mechanism must be properly specified.

6. Payment Gateway and e-shop configuration

Your company profile should operate your e-shop, where entry fees (and/or other services and goods as well) can be offered to and purchased by athletes visiting website.

By clicking **Company-E-shop configuration,** the page appears:

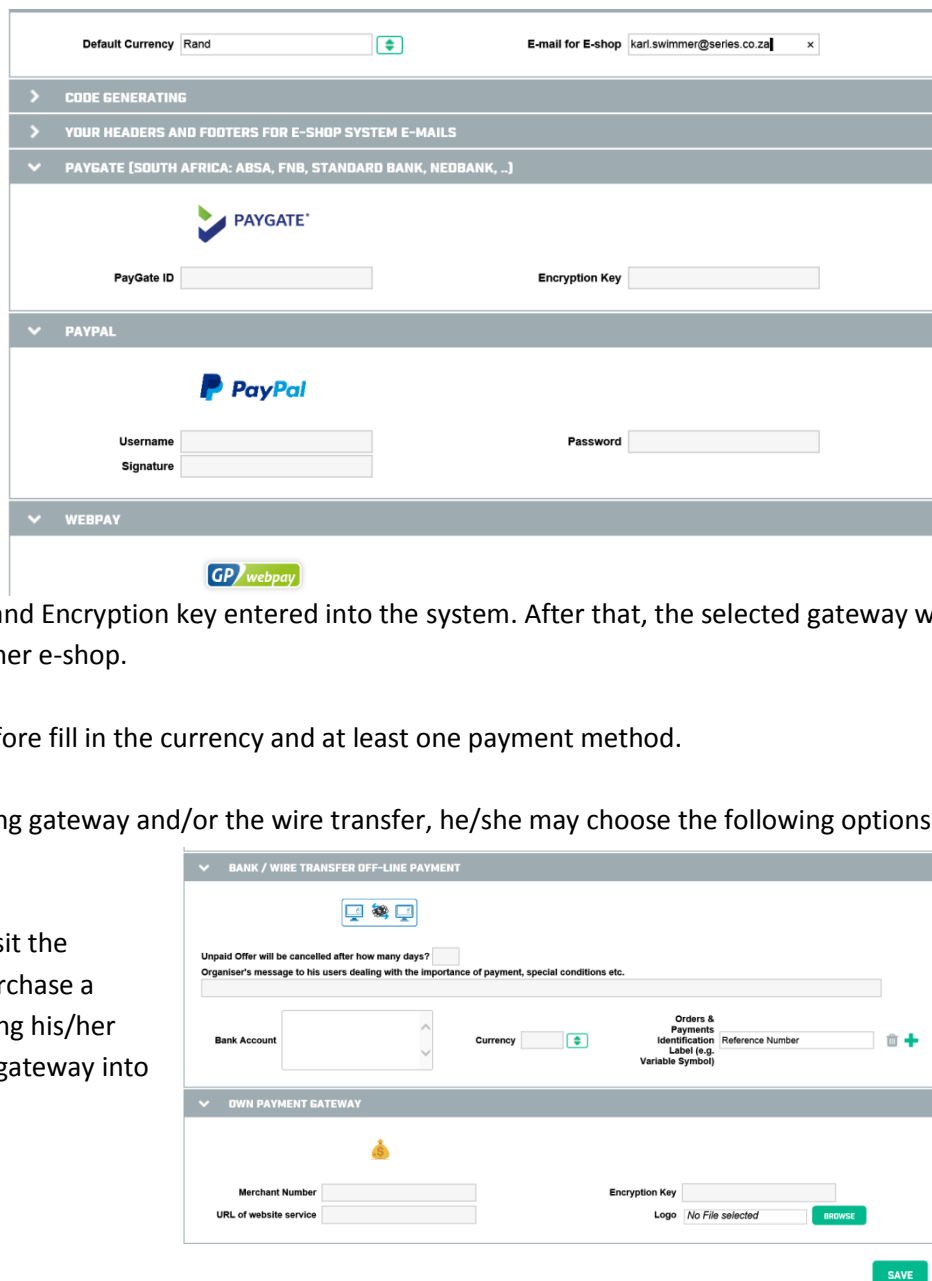This is only part of the actual page, which is too long for display on one print screen.
As shown, the user is required to have an agreement with his/her bank to

have his ID number and Encryption key entered into the system. After that, the selected gateway will be activated for his/her e-shop.

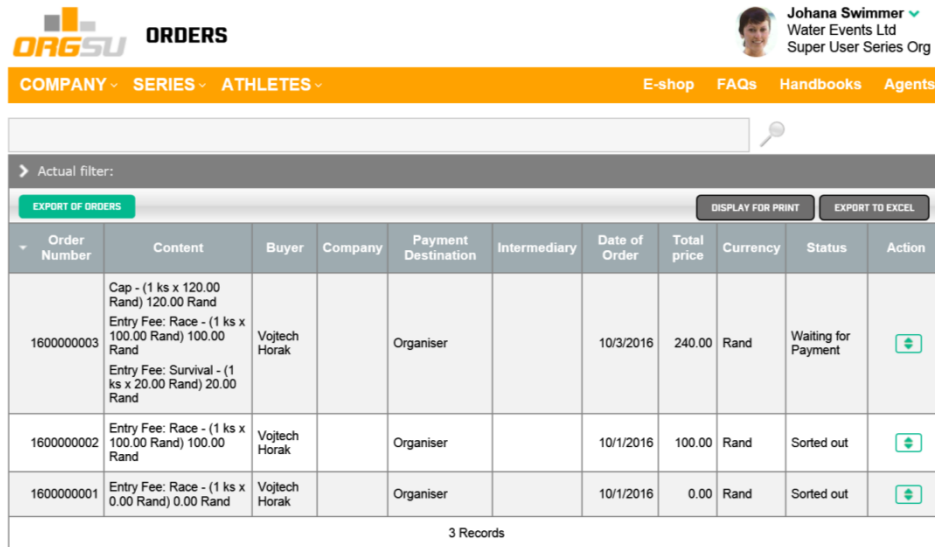The user must therefore fill in the currency and at least one payment method.

To connect his existing gateway and/or the wire transfer, he/she may choose the following options on the same page:

The user may also visit the ORGSU e-shop to purchase a code for implementing his/her alternative selected gateway into the system.

Bank transfer is also a useful method, as no electronic payment is needed. The Event organiser must check his/her bank statement to retrieve information about which orders have been paid and must manually change the order status on the page **Company – E-shop – Orders:**

Once the E-shop has a configured payment method, the Event Organiser's website (both his original one and/or his "limited" one) will be loaded with all products/services usually offered to athletes by "registration" companies. So, both main steps 4 and 5 are connected directly to step 10 and a period in which athletes can apply for the races can start.

However, not all Event Organisers wish to operate their own payment gateways. ORGSU therefore provides the option of sourcing a business partner (another company) to open the on-line entries on its website as well.

All steps from 7 to 9 of the Coverage Scheme deal with this matter:

7. Select partner and direct him to ORGSU

An Event Organiser may utilise all system functions and run his/her events without operating his/her own website and/or own payment gateway. In this scenario, he/she should find a suitable business partner, such as a Digital Marketing / Media Website company, his/her Sponsor or a regional or provincial Sport Department. These types of companies or organisations easily take on a partner role and may run the website, including the payment gateway.

What should you look for in a business partner for this venture? Do your research to find a suitable company which is considered by both banks and athletes to be professional and trustworthy. You will then need to register this organisation within the Orgsu environment and conclude a Race Business Deal, which facilitates the business relationship between event organiser and partner.

As explained on the www.orgsu.org home page, the Digital Marketing profile is the best option for all potential types of partners outlined above. The Event Organiser may invite his potential partner directly, or ask a business agent for support. Their list appears on the home-page under the "Support" menu.

Once the partner accesses the company profile Digital Marketing (or Series Organiser), the business cooperation process between both partners becomes available. The most important aspect of this procedure is the Race Business Deal, which enables the main features for both of them.

8. Race Business Deal

The Race Business Deal Table defines all shares, rights and system functions operating both for and between the Race Organiser and partner.

Important notice: the Race Business Deal must be created for every single Race; there is no way to create an Event Business Deal. In general, the Race Business Deal table has sufficient numbers of rows per numbers of partners added by the Event Organiser. The first and mandatory row in every Race Business Deal Table is the row displaying the contract between Event Organiser and Orgsu Ltd. You will find this row in every Race Business Deal.

In all other cases, the race business deal is evaluated in three bargaining steps:

1. Event Organiser provides the kick-off of the first proposal of the new partnership and sends it to potential partner for approval or changes
2. The partner (e.g. Digital Marketing or Series Organiser) may approve or make changes to the proposal
3. Event Organiser accepts or rejects the deal.

By clicking **Cooperation with other companies** in the main menu, the list of Business Deals (related to actual Event) will appear. In this example, Johana Swimmer has only two races in her event. By clicking on **Detail**, the
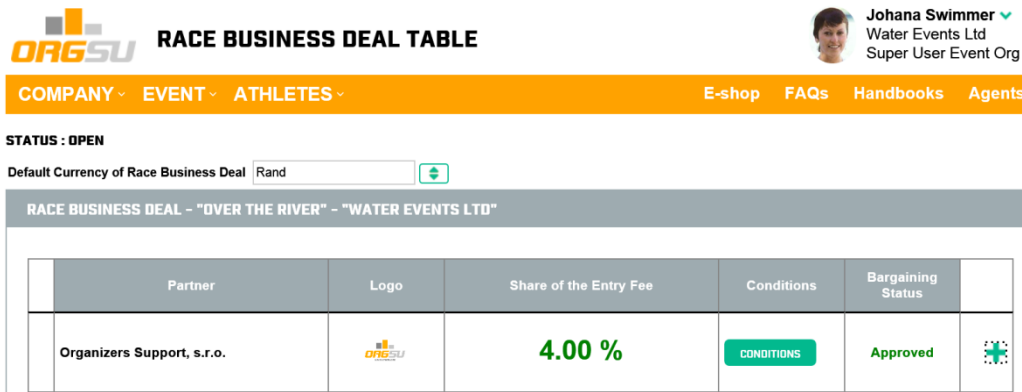

race business deal will appear. By clicking on the big green plus, the partner search function is activated. After the partner company is selected (by VAT or name), a new row in the table is added.

This new row deals with the business agreement between both partners. In this example,

the Sportpro company has been selected as partner. The business deal is opened under "Conditions" in this row.

The Bargaining Status of the particular deal is "New" at present. The upper part of the table contains all information, as well as the middle and bottom one.

With practise, the user should soon become familiar with this high-density table.

The heart of the B2B cooperation is explained in detail below:

The Event Organiser has the right to initiate the launch of this agreement. When the proposal is complete, the Event Organiser may leave the page by clicking OK and then clicking SAVE at the bottom of the main Business Deal Page.

Once the row of dealing with the particular business deal has been selected in the left column check-box, the button "SEND OFFER" becomes available:

By clicking "SEND OFFER", the Bargaining status becomes "To be approved by Partner".

Orgsu sends an e-mail to the partner containing the following content:

In each bargaining step, an e-mail notification deals with the given step and its results.

From a partner's point of view, he/she has received the above email and, most probably, the Event Organiser has asked him/her to check their business deal table within ORGSU.

We now view the Series Organiser ORGSU pages for "SPORTPRO", selected partner:

By clicking **Company – Race business Deals concluded with my company,** the table with all race business deals appears.

A new row in the table appears as below. By clicking Detail, the Race Business Deal Table will appear and the Series Organiser may approve or make changes.

Water Events Ltd	Chokka Trail Run 1 (8/6/2016 - 8/9/2016)	Palm Aquathlon (BR5414R1)	Kč			To be Closed	Approved		⬍
Water Events Ltd	Long Water Tour 1 (9/27/2016 - 10/7/2016)	Over the River (3G9DF1MX)	Rand			Approval in Progress	To Be Approved by Partner	Detail Incomes	
Water Events Ltd	Palm Aquathlon 1 (7/16/2016 -	Memorial Oty Moravy	Kč			To be Closed	Approved		⬍

The middle section of the table contains a copy of the original Event Organiser proposal. As we can see here, the Series Organiser did not accept this proposal and changed the % share earned from the revenue of an entry fee to 9,5%:

Proposal of Partner: SPORTPRO Ltd	Race Calendar	Race Detail	Application	Money Gathered by Partner	Starting List	On-line Results	Race Results
	✔	✔	✔	✔	✔	✔	✔
	Series Organiser		Timekeeper			Virtual Race	
	✔		☐			☐	
	Entry Fee	Advertising Items	File	Donations	Clothes	Sport Hardware Gear	Codes	Soft Gear
	9.5 % ⬍	0.00 % ⬍	0.00 % ⬍	0.00 % ⬍	0.00 % ⬍	0.00 % ⬍	0.00 % ⬍	0.00 % ⬍

This data is easily added to every item on the table. Now, the user clicks OK and leaves this page, whereafter the Series Organiser's alternative proposal may be sent back to the Event Organiser. By doing so, the bargaining status is changed to "To be approved by Event Organiser". The system has sent an e-mail notification to the Event Organiser.

The third and final step is the Event Organiser reviewing the proposal for acceptance, rejection or more amendments. When approved, both partners have clarified their cooperation parameters:

STATUS : TO BE CLOSED

Default Currency of Race Business Deal Rand ⬍
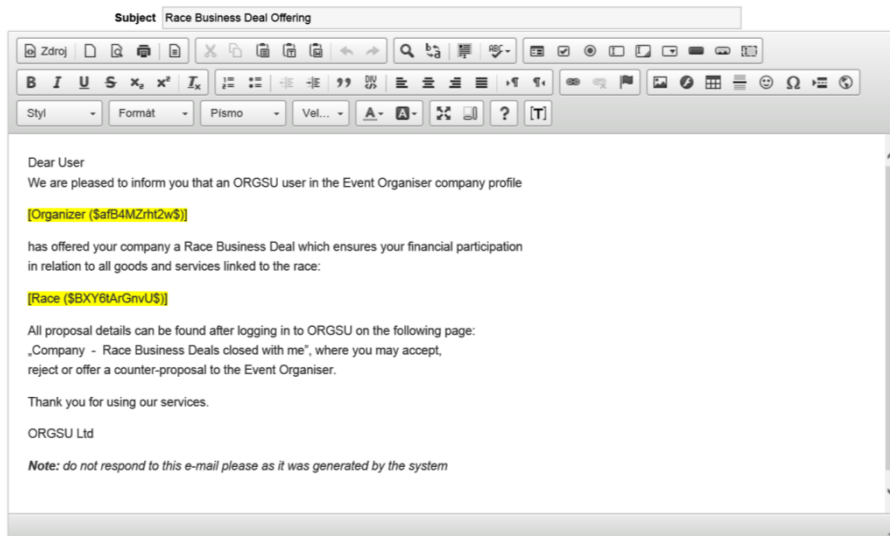
RACE BUSINESS DEAL – "OVER THE RIVER" – "WATER EVENTS LTD"

	Partner	Logo	Share of the Entry Fee	Conditions	Bargaining Status	
	Organizers Support, s.r.o.	ORGSU	4.00 %	CONDITIONS	Approved	+
☐	SPORTPRO Ltd		9.50 %	CONDITIONS	Approved	+

BACK   PREVIEW   DELETE PARTNER   CLOSE   TO PROVIDE RACE BUSINESS DEAL CLEARING   SAVE

At this point, the Series Organiser may boost his/her website with the Application applet, and he/she may also begin collecting money on behalf of the Event Organiser, owing to the excellent parameters set by the Race Business Deal Table.

The Event Organiser may send an offer to a new partner company which has not yet purchased a Licence. Partner Companies without a licence may also be accepted into partnerships. However, the subsequent financial functions will be blocked. All information in The Race Business Deal Table is displayed and flows directly between two companies, regardless of company profile.

9. Upgrading Partner's website

As per the Race business deal table, the partner may install the "Race Calendar" applet on his/her own website, where the race will immediately appear. It is assumed that the partner has already configured his/her e-shop, including the payment gateway, as described above. .

To add the applet to a partner's website, see the page: **Company - Upgrading of your website**. There are different applets available for different partner's company profiles:

Applet name	Digital Marketing	Series Organiser	Timing Company	Description
About company	+	+	+	Basic information about the partner, incl Logo
Administration	+	+	+	All functions required to operate ORGSU. Can be installed directly on partner's website, so partner's users do not have to visit www.orgsu.org for the information
Application	+	+		The applet of application to the specified Race. Should be used in combination with Athlete Detail
Athlete Detail	+	+		Register, Login and user profile information
Comp. contacts	+	+	+	
E-shop	+	+	+	Simple e-shop, where all services and goods are displayed/sold
Event banner	+			Simple marketing of an Event
Iframe Photo gallery	+	+	+	
Language selection	+	+	+	The language selection
On-line Results	+	+	+	Online applet installed exclusively on website for one race
Photo gallery	+	+	+	
Picture banner	+	+		
Race Banner	+			
Race Calendar	+			
Race Result	+	+		
Series Banner	+	+		
Series Calendar	+	+		
Series Result	+	+		
User Points	+	+		Every ORGSU user may define user activity points on his/her website. This applet shows the actual activity points ranking.

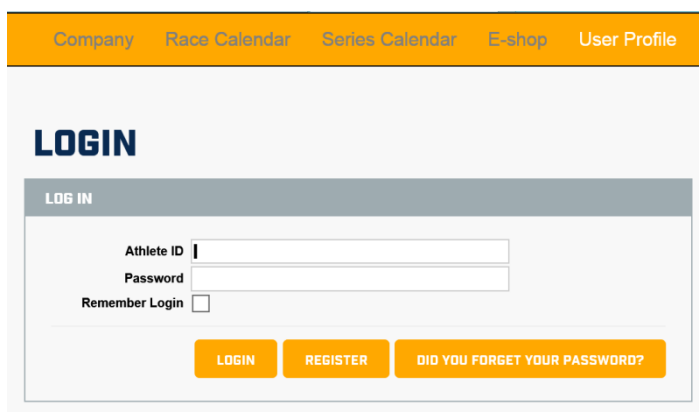When a partner requires another applet, an appropriate company profile may be added for his/her company.

10. Applications and Entry fees

In accordance with the Handbook Coverage Scheme, athletes have various options for accessing the Race start list:

A) Original website of Event Organiser, Upgraded by ORGSU applets
B) "Limited" website of Event Organiser, created automatically by ORGSU
C) Website of the partner, with whom the Race Business Deal has been closed and whose website has been Upgraded by ORGSU applets
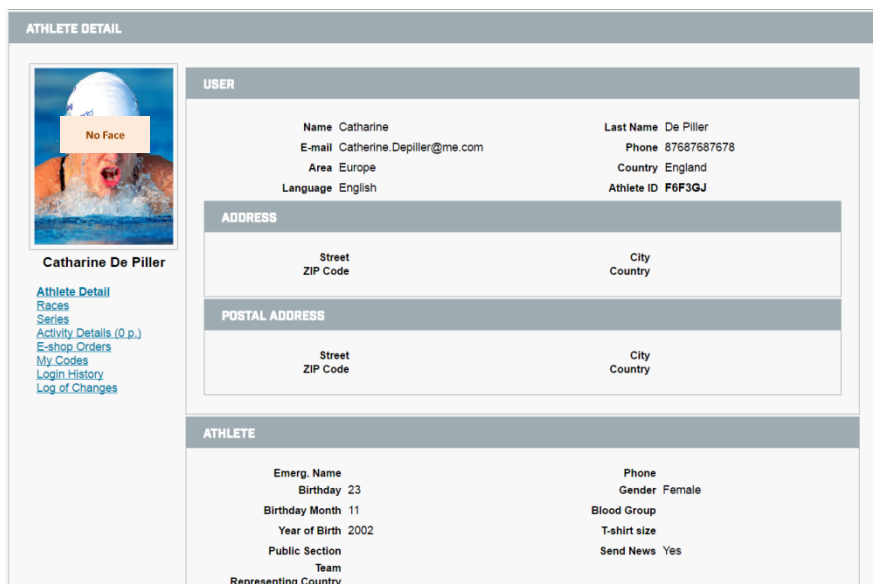
By visiting any of the above websites, athletes have three options:

- He/she already has an account in the database of an actual website (database is the basic part of ORGSU services), so he/she can log on, or
- He/she completes his/her first race application there, which creates an account and automatic login, or
- Click direct registration, which generates a new single user on this website.

This is a copy of a "limited" website when **User Profile** has been clicked. Now, every user may access his/her login or registration. After logging in to the Event Organiser's website, the Athlete's account appears, with all details:

Every user may access/edit account as required. As illustrated here, the upper section of the page deals with user information. All other types of user profiles (e.g. coach, manager, referee, ..) will later be assigned their own database content. This database belongs to the Event Organiser, or to his partner, depending on who operates the Upgraded website.

On the left-hand side of the picture are pages for the athlete to find his/her past results, applications, activity points and so on. This means that all ORGSU clients (Event Organisers and partners) now have the tools for operating their own databases of races, series and, most importantly, athletes.

By clicking "Race Calendar", the list of races appears. The Event Calendar operates with another applet. All available future races have an active Application link, so the race will appear when clicking this.

As illustrated, the user may apply for himself/herself or on behalf of someone else.

Let's assume that someone else besides the user is being placed in the starting list now:

As provided in the Event / Race configuration, all details have now been added to the Application.

Only the Athlete ID data is missing; currently, the person is registered only as a new athlete on the database.

The Event Organiser has full control over all information harvested. For example, view the item Time 400M Free Style:

At the bottom, both approvals were recorded, so user must agree with both Personal Data Processing and Race Conditions.

Both documents must be prepared beforehand by the Event Organiser, as discussed in Chapter 2 of this handbook.

Of course, for an existing, logged-in user, the Personal Data Processing Approval is not to be displayed here. Following race application, the next page informs the athlete about Cart content (one application) and offers several options:

For illustrative purposes, click "TO PAY" for only one application:

The standard payment wizard appears, with the last step requesting real payment via the payment gateway. The number of payment tools available in the e-shop configuration is determined by the Event Organiser.

He/she may offer only a wire transfer, or a range of electronic tools.

For wire transfers, it is important to visit the page **Company – E-shop – Orders** to check all pending applications. Here, all orders are displayed and the Event Organiser may change order statuses. Once informed by the bank of a payment, he/she should manually mark the order as "complete". Order history may be found here, too:

Important: there is a general ruling within the ORGSU environment:

An athlete's user account belongs to the database of the website
via which he/she made a race application.

Therefore, we have two different scenarios here:
  A) If an athlete made his/her application via an Event Organiser's website (red line below), the
     Event Organiser's athlete database will grow.
  B) An application approved on a Partner's website (green line below) will save the athlete's data
     in the Partner's database.

The following picture illustrates this clearly:

Different approaches may be used regarding cash-flow. ORGSU provides several options for
gathering entry fee payments. These options do not affect the athlete – only the website back-end.
Entry fee payment money may be deposited to either an Event Organiser's or partner's account.

The business deal between Event Organiser and Partner will clarify which option is used.

The system operates within two possible scenarios (or both at once):

Scenario	Notes
Money will be deposited only in Event Organiser account	Event Organiser - has own payment gateway - does not allow partner to collect money as a third party
Money will be deposited in partner's account	Event Organiser probably does not have own payment gateway and allows partner to collect money as a third party

If the partner has permission to collect money on behalf of an Event Organiser, the system contains several pages of information to support this, and to provide final clearance between partners. Please view the Financial ORGSU Handbook for details.

Starting lists on Partner websites

The default system setting is to publish all information approved by the Event Organiser. It is possible to publish starting lists continuously prior to the race, or the data may remain hidden.

The partner may utilise the combined function of the race or series calendars containing the starting list.

Visitors to this web page have access to all filters and sorting functions related to searching and printing starting lists.

11. Event Organiser decision on whether or not to involve a Timing Company

Depending on the Event/Race importance, size, distribution, … the decision must be made months/weeks prior the Event. ORGSU can support both scenarios as outlined in the Coverage Scheme:

12, 13 and 14 steps – to provide services by Event Organiser crew, or
15, 16 and 17 steps – to engage an External Timing Company.

Several criteria are involved when an Event Organiser provides timing via his crew, using ORGSU mobile technology and/or stopwatch and paper:

The density of athletes at one timing point (the biggest problem can be expected on the first split time timing point) should not exceed, on average, 1 athlete in 1 second for 1 timekeeper, using a mobile device with ORGSU mobile application. ORGSU will allow for the use of more than one device at one timing point, so in cases of an appropriate corridor and by using, for example, 4 devices at the timing point, a very large race-day can be timed as well.

The ORGSU technology is a highly useful tool for all races where timing points are required in, for example:
- a turn-over point of running in the middle of a forest, far away from the venue
- the buoy is many miles off-shore, where paddlers, on their skis, must change direction
- …

Considering these conditions, the ORGSU mobile timing technology is the cheapest and most effective solution. It will be sufficient to take one smartphone to this timing point by MTB or boat. On the other hand, when a top, classified, big event is to be held, the chip-based technology should be chosen, where steps 15 to 17 are followed.

The Event Organiser may choose how to assign BIBs, organise registration at the venue and plan timing. The table below displays these options, all of which are supported by the system:

	Event Organiser using ORGSU	Timing Company
Start Numbers (BIBs) assignment	A detailed structure for wave and BIBs management is contained within the system	All application data in a defined XML format can be imported into the Timing Company external system
Registration at venue	Two separate services are available for athletes check-in at the venue: bill and athlete info leaf printout. All are available in the ORGSU system	May be provided by an external company
Timing	Using complementary mobile devices Timing: ideal for smaller and wide-spread races, as results can be accessed directly by an Event Organiser	Timing and preliminary results published at the venue.
Result publishing	All preliminary and official results can be printed	Official results must be uploaded into the Event Organiser database in defined XML format.

The system supports both hand-timing and online timing via mobile devices; there are special handbooks dealing with this. The system allows races up to several days. The inbuilt timing function is fail-safe and suitable for all races where no high density of athletes at timing points is expected. The limitation on this timing system is the data mobile signal at the venue. When the data mobile signal is not available along the entire track, data from the 'blank' timing spot will be collated later. Athletes must wear start numbers/BIBs with numbers only; no characters in start numbers are allowed.

Let's discuss the first scenario, in which an Event Organiser has decided to provide his/her own timing solution:

12. Registration and Timing Preparation

There are several sub-topics involved here, which have been divided into four sections:

12.1. Start Numbers and Waves

Depending on the type and size of the Race, the matter of Waves and Start numbers must be clarified. ORGSU will allow and support most scenarios here. An Event Organiser has, in his/her menu, a section named **Event - Start Number / BIB Management**. By clicking it, the wizard will appear.

We recommend carefully studying this timeously, during the early race preparation phase:

- How many waves in every race of a race day?
- What start numbers will be used for every wave, division, gender?
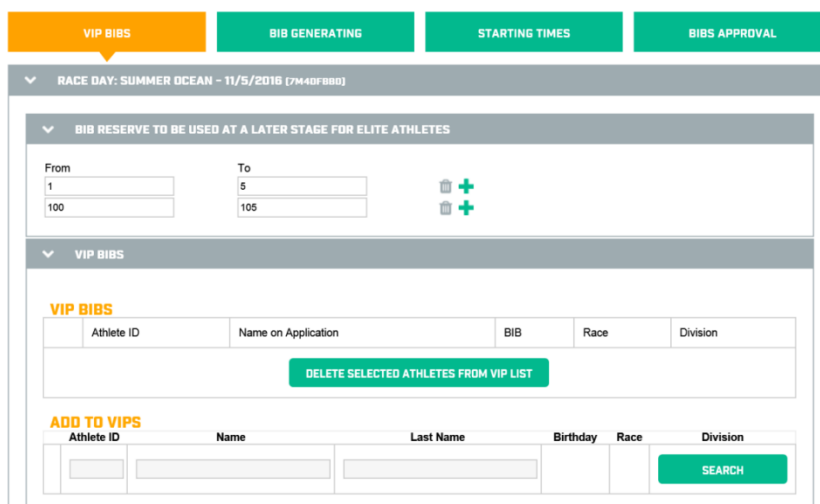- Do we need to store some VIP start numbers for VIP athletes?

Those questions will clarify the procedure to be followed. Thereafter, the background information about waves and start numbers assignment will be stored inside the system and all other entries (e.g. provided by registration crew at the venue) will be on-line, thereby accessing the correct wave and BIB automatically.

The first wizard step deals with VIP numbers for your athletes, because this should be done before the automatic BIBs assignment:

For now, a new Event/Race has been launched (no athletes are on the start list yet) and the function

BIBs assignment called up: Two blocks of VIP numbers have been entered for now; no actual athletes have been selected (there is no one on the starting list at present).

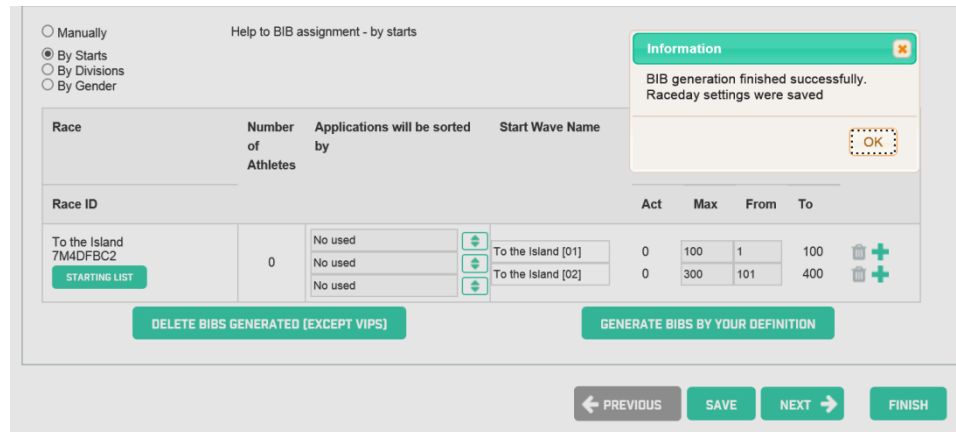Ignore the VIP section; this is displayed only for information purposes.

The next wizard step, **BIB Generating,** provides functions for both BIBs and Waves policy. There are 4 possible ways to handle this: **Manually –** the system will not function automatically. All start numbers and waves must be provided manually on the registration table or Venue Registration Page.

BY STARTS

Here the Event Organiser assumes, for instance, 2 waves (the first of up to 100 athletes) and all others in the second wave. When SAVE is clicked, the policy of automatically adding Start Numbers become active in both Registration Table and Venue Registration Page. In cases where athletes were on the start list already, the system will assign them the start numbers as first entered. The Event Organiser may review the start list to check that it is correct.

This page requires careful study; please review the specialised handbook on BIBs generating. For this Quick Handbook – just remember that this function can rewrite start numbers and wave assignments for existing athletes.

In accordance with the settings, the 2nd wave should start with the start number 101. When running the page "Venue Registration" and adding new (first) athlete to the starting list and giving her the 2nd start wave, the system assigns this athlete a BIB number 101:

The automatic generating of start numbers and waves can be provided just before the race, when all athletes are on the start lists. The Event Organiser may then finalise his/her wave and BIBs policy, provide final BIBs assignment, publish start numbers on starting lists and then print-out Registration sheets, attaching them to the tables for venue registration crew use. This is all fully supported by ORGSU.

12.2. Timing Preparation

All Timing Preparation work should be done several days or weeks before the Event. On the **Event – Event Preparation - Timing Scenario** page, the Event Organiser decides the Timing policy of every Race Day. The system runs the Race Day as a unit, which usually involves one contracted Timing crew. This may be the Event Organiser's internal crew, or the external crew of a Timing Company. Steps 11, 12 and 13 must be in progress when the Event Organiser adds his/her data, so external support is not dealt with now.

A decision about the type of Timing Licence should also be decided several days or weeks prior to the event. There are two options – a fixed flat rate timing Licence for the whole Race Day, regardless of how many Races and athletes are to be measured; the second choice is a Discount Licence for smaller events, containing fewer than 100 participants overall in all races of a Race Day.

The page offers some helpful materials as quick handbooks for both types of time-keeping, using mobile devices and/or stopwatch, paper and pen.

12.3. Timing Points Management

This issue is discussed in detail in all timing handbooks, so is only covered briefly here. Remember, Timing points are defined for the whole race day and they are to be assigned to particular starts, splits and finish of all legs of all races. The picture below illustrates this principle:

Within the system, the definition of Timing Points as physical spots must be provided first:

The picture shows three timing spots definitions, as well as the time of duty for all time-keepers.
There is no limitation on how many timing points can be added. They do not all have to be used.
Timing points in use (when the race will be started and first times arrive) shall not be deleted or modified, so carefully specify these properly before the race day starts.

The second part of the same page deals with the assignment of timing points to every race. For illustrative purposes, imagine a simple scenario involving 10km of running, as displayed on the right.
A timing licence must be ordered or purchased for full functionality of this section.

	Title	Repeating	Leg Length	From Timing Point	To Timing Point	
1. Leg	Trail Run		10.00 Km			
Start				TP1		
Leg	First part	1	3.80 Km	TP1	TP2	
Leg	Second part	1	6.20 Km	TP2	TP3	
Finish					TP3	

12.4. Checking headers, tables and texts – for all printouts

We strongly recommend that all text be checked and corrected before the
Event. During the last few days, there are so many other things to do. A
management check table is available; open the page. **All Docs: Edit and Print**.
The table contains almost all checklists needed by an Event Organiser for
readying levels, from general use – Event – Race Day – Race.

Personal Data Processing	Available should Event Organiser wish to secure agreement with athlete about creation of new account in database. Template unrelated to event/race.
Information Leaf	May be printed by venue registration staff and contains all information collected during registration process. Template unrelated to event/race.
Event Athlete Information	Description of a Race event. Every Event Organiser has an Event Setup option for downloading a factory guide template of this text for editing for a given Event.
General Approval with Race Conditions	This may be made mandatory following application. This text can be edited in "EVENT – Race Conditions Templates". The user may add additional content and templates. .
Event Description	Text box for editing in "EVENT – Event Setup – Basic Parameters – Next Settings". This brief summary is for Event Organiser use only. It will be displayed online in Event Calendar (e.g. on Digital Marketing website).
Race Description	Text box for editing in "EVENT – Event Setup – Races – Next Settings". This brief summary is displayed online in e-Race Calendar.
Registration Printing	Several days prior to the Event, please check the header, footer and contents of the table, as well as all other parameters. There will no time to do this on Race Day.
Starting List Printing	Several days prior to the Event, please check the header, footer and contents of the table, as well as all other parameters.
Race Ruling	This document should be published on the website and venue information board. This doc is for Event Organiser use only. The factory templates provide tips on content.
Official Guidelines	This document should be sent to all officials prior to the race, printed out and also given to them at the venue. This doc is for Event Organiser use only. The factory templates provide tips on content.
Speaker Instructions	This document should be sent to the speaker prior to the Race, printed out and also given to him/her at the venue. This doc is for Event Organiser use only. The factory templates provide tips on content.
Athlete A4	This can be used as an A4 information pamphlet for the transition area, for example, or for BIB design and printing. It should be prepared a few weeks prior to the Event.
Approval with Race Conditions	Event Organiser may edit own Athlete's waiver. The template for the Event can be modified here for every Race.
The bottom centre message	At the bottom of every page, the centred text will be displayed.

13. Venue Registration – provided by Event Organiser Crew

As discussed above, athletes are on the start list and, owing to step 12, the system sorts athletes into start waves and assigns start numbers (manually or automatically within the chosen parameters).

The online entries should usually close a few days prior to the race.
On the page **Event - Event Setup - Entry Fee**, the Event Organiser may click Stop **Entries**:
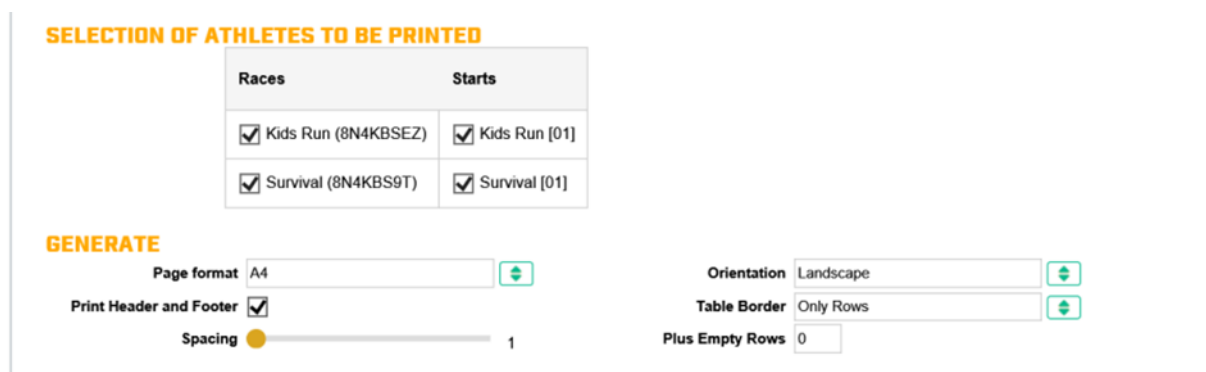

A day before the event, entries should be printed out for placement on tables during the Event Registration procedure on Race Day. The system provides an excellent tool for preparing and printing all entries on the page **Event – Registration Printout**. Owing to the importance of good visibility – and the option of adding more athletes by hand – several options are available:

Print Header and Footer	The template automatically selects printing both header and footer. For registration, we recommend selecting '**do not print header and footer**'.
Spacing	Rows wider than the font selection may be chosen. Wider spacing provides space for handwritten corrections and notes.
Plus empty rows – number	The system generates additional blank rows for the Registration Crew in the event of late registration.
Table – template	The user may choose from available templates and then fine-tune his/her chosen option. Once complete, the system saves this configuration.
Table – font size	Always choose a minimum 12-point font size.
Table border	Choose between line rows or a full box border around each table cell.

The most important page section here is the Table lay-out. The correct template will generate Selected Columns. By clicking on the box, the user may change the tile, order of columns and/or add additional ones from available columns.

In the bottom section, an item must be selected as a criterion for categorising. Start numbers is the default setting. Another option is sorting by Surname, which generates a faster search result during registration.

The button "GENERATE" appears in the bottom right-hand corner. This generates a printout in ready-to-use .pdf format. Please see example alongside. Each page contains a short amount of text, centred in the bottom line. This usually contains the Event Organiser's website address.

Once printouts are placed on the table for the registration crew, the registration manager should have at least one computer available for any additional work required.

Event – Venue Registration	Suitable for finding an athlete from the start list database, or to add a new athlete, regardless of the race. This function works for **all Races of an event**.
Event – Registration Table	This table works for **only one selected race** and displays athletes in a spreadsheet table. It allows for adding a new athlete, changing some parameters, deleting athlete records and provides another view of entries.

The Registration table contains a loop for quickly adding a new athlete. The loop is activated with the NEW button. The system calls up possible names after entering the first two letters into the Name cell. If selected, data is automatically added to the table, with the user entering only the name of the new athlete. All race configuration items may be added manually. A table reflecting a real-life 30km event is shown here:

Entered	Last Name	Name	Gende	Birthday	Countr	New R	Race	Start	Div	BIB	Application Date	Status
5.8.2016	Muchika	Felix	M	1953	ZA	Ne	Chokka Trail 30K	30 K START	Men 12-99	199	5.8.2016	In Finish
5.8.2016	Attenborough	Shaun	M	1968	ZA	Ne	Chokka Trail 30K	30 K START	Men 12-99	200	5.8.2016	In Finish
5.8.2016	Stephen	Colin	M	1987	ZA	Ne	Chokka Trail 30K	30 K START	Men 12-99	201	5.8.2016	DNS
7.8.2016	Van Den Bergh	Michael	M	1991	ZA	Ne	Chokka Trail 30K	30 K START	Men 12-99	220	7.8.2016	In Finish
5.8.2016	Kernohan	Helen	F	1975	ZA	Ne	Chokka Trail 30K	30 K START	Women 12-99	202	5.8.2016	In Finish
5.8.2016	Savage	Clifford	M	1990	ZA	Ne	Chokka Trail 30K	30 K START	Men 12-99	203	5.8.2016	In Finish
5.8.2016	Fowler	Michael	M	1966	ZA	Ne	Chokka Trail 30K	30 K START	Men 12-99	210	5.8.2016	In Finish
5.8.2016	Du Plessis	Debbie	F	1964	ZA	Ne	Chokka Trail 30K	30 K START	Women 12-99	204	5.8.2016	In Finish
6.8.2016	Ferreira	Juan	M	1978	ZA	Ne	Chokka Trail 30K	30 K START	Men 12-99	213	6.8.2016	In Finish
6.8.2016	Trzebiatowsky	Barbara	F	1970	ZA	Ne	Chokka Trail 30K	30 K START	Women 12-99	211	6.8.2016	In Finish
5.8.2016	Van Heerden	Jason	M	1984	ZA	Ne	Chokka Trail 30K	30 K START	Men 12-99	209	5.8.2016	In Finish
2.10.2016					ZA	Ano					2.10.2016	Registration

The registration table of a given race is mainly suitable for:
-   Checking and changing of Status values at any time
-   Sorting by any column and tracking issues (by clicking the column label)
-   Finding and fixing errors
-   Quickly adding a new athlete.

Before the race day, all entries should have the following status: *Registration* or *Registration and Paid*.

In cases involving a cashier/teller on-site, payment may be completed and then status updated here. When an athlete has checked in at the venue registration area, activate the status *Venue Registration*. For large-scale, prominent events, the status *Start Registration* may also be activated by race marshals. Either way, the system provides start times and all other times for each athlete,

instead of marking athletes as DNS (did not start).

The table is easy to navigate. The right upper corner contains a magnifier for enlarging text. Outside and during sunny conditions, this is a useful tool.

Registration
Reg. and Paid
Venue Reg.
Start Reg.
On Track
In Finish
DNF
DSQ
LAP
DNS

Venue Registration

The venue registration working page has a different 'look and feel'. It operates primarily to find an athlete by clicking on the relevant name or start number:

By selecting an athlete, the full page will be filled with all relevant details. Should the system not find the selected athlete (either in the database or start list), information may be added manually and the new athlete's records saved and added to the start list. The athlete search function offers several options. Firstly, the user may accept the computer-generated information and check entry fee payment and/or start number plus other variables; this can be stored in the database if required.
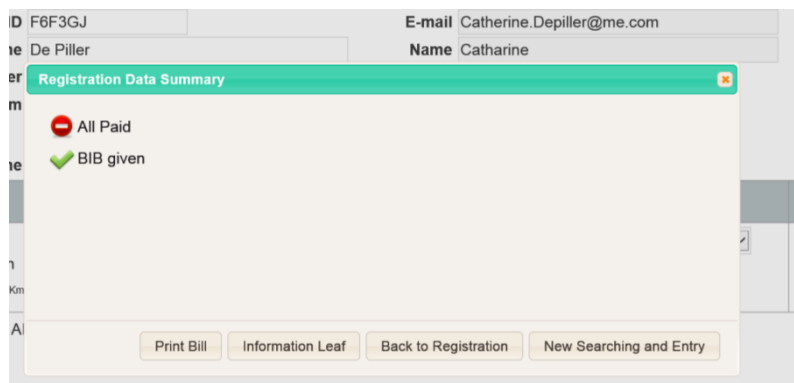

Other actions, found at the bottom of the page, are:

NEW SEARCH –This clears the form and prepares the page for another athlete. All changes to the previous athlete's data are abandoned (a question prompt confirms this action).

PRINT SCREEN –This is a print screen of all information and may be given to a crew member preparing results (assuming that this function was not provided by the ORGSU system).

SAVE – save all data into a database.

The Registration summary box will now appear:

Print Bill – the slip providing all information pertaining to entry fee payments, as modified and approved by the Event Organiser or Event Organiser's company.

Information Leaf – the slip providing a summary of the application, plus the start time, schedule and event logo
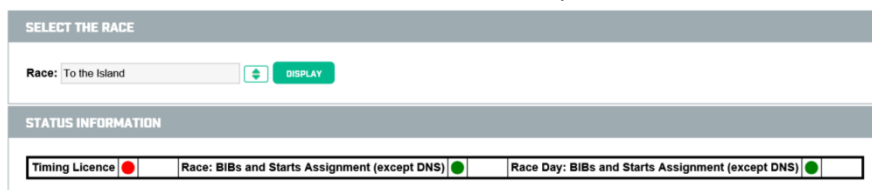
Back to Registration – skip back to the athlete's entry page

New Searching and Entry – new blank form of this page.

Venue Registration of a given race has been closed:

When all athletes are stored in the database, the starting list should be printed out and checked for correct starts and start numbers assignment.

On the page **Event – Race Management,** you can verify that the status line shows assignment of all athletes for both the Race and the full Race day.

As seen above, the Timing Licence has a red semaphore; this indicates that all actions are complete. However, without a Timing Licence, the system will not function. User must visit e-shop to buy one.

Generating leaflets of all athletes

When all (or most) athletes are on the start lists, the function **Event – All Docs Edit and Print – Athlete Information Generator (A4 Format)** comes into play**.**

The Event Organiser can create and generate a .pdf file with all athletes, start numbers and other appropriate information:

In a future version of this function, an editor will provide output in professional format for easy printing of BIBs and other relevant outputs.

This function can be used to print out all Athletes' A4 pages and to mark their transition position, for example.

14. Timing – provided by Event Organiser Crew

Using the ORGSU system and several volunteers with smart phones is a smart, affordable way to provide timing for an event. A few volunteers, carrying smart phones, are placed alongside the track and type start numbers into their mobile devices at designated timing points. The online results (the real delay is about 2-3 seconds) are displayed on the user's website. These may therefore also be used by the race speaker. Please consult your specialised handbook for more details. .

When the timing licence has been ordered or purchased, clicking **"Event – Mobile timing"** will load the codes for activation of your mobile applications. By entering both keys into the mobile application (IOS or Android), the main menu will allow you to select **STARTING** – which activates the real-time start.

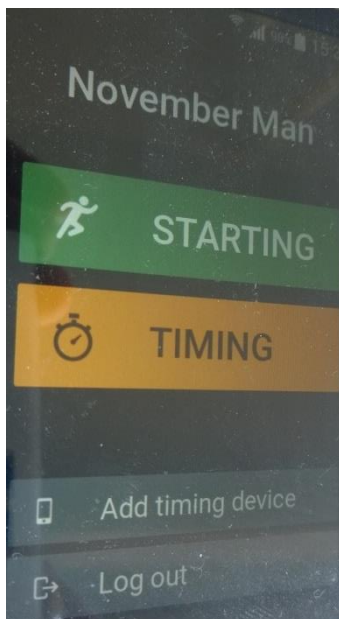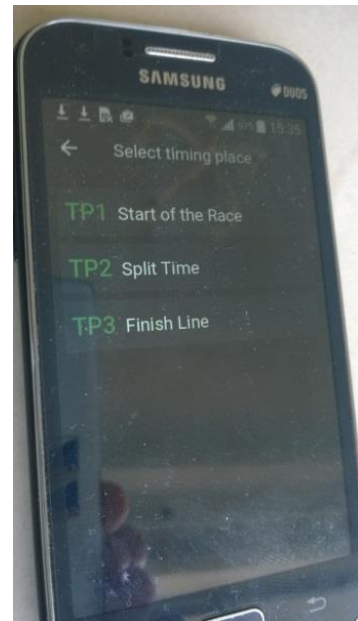Verify instructions for downloading mobile applications onto your mobile device:

Apple IOS:
https://itunes.apple.com/us/app/orgsu-sport-timekeeping/id1113625384

Android: https://play.google.com/store/apps/details?id=cz.ackee.stopwatch

When the application is running in the smart device and both the private and security keys are activated, the device appears as follows:

The first button **STARTING** offers the choice of all starts.
The second button **TIMING** loads the page containing the Timing Points selection.

Please consult the handbooks menu for the Mobile Timing document, which contains further information.

Once the Event Organiser has upgraded his/her website with the online applet, it will appear as follows, shortly after the start of the race. Only five random athletes have been assigned to the start lists. This applet has been installed by a user who does not have a licence; hence the ORGSU logo.

Scheduled Start: **17:00**

To the start remains: **00:30**

STARTING LIST

KIDS RUN - 10/3/2016 [8N4KBSEZ]

Start: - Country: - Team: - Gender: - Race Division: -

BIB	Last Name	Name	Birth Year	Gender	Team		Country	Race Division
1	Bridges	Simon	2001	Male	New Team	🏴	South Africa	Boys 14-15
2	Bond	Diana	2001	Female		🏴	South Africa	Girls 14-15
3	Pistol	Oscar	2001	Male		🏴	South Africa	Boys 14-15
4	Black	David	2001	Male		🏴	Albania	Boys 12-13
5	Frost	Miranda	2001	Female		🏴	South Africa	Girls 14-15

When the Race has started, the page automatically swaps to the online results form. The mobile application is now actively timing. The online applet displays all results once athletes have passed the

Race Start: **16:33**   Time of the Race: **00:16:23.1**

#	BIB			Trail Run First part	Trail Run Second part	Total Time	To Winner
1.	5	Miranda Frost	🏴	00:15:18		00:15:18	00:00:00
2.	2	Diana Bond	🏴	00:15:31		00:15:31	00:00:13
3.	1	Simon Bridges	🏴	00:15:51		00:15:51	00:00:33
4.	4	David Black	🏴	00:16:03		00:16:03	00:00:45
5.	3	Oscar Pistol	🏴	00:16:11		00:16:11	00:00:53

split Timing Point. The Timing Point displays all results nearly online (delay is about 3 seconds). When the first three athletes reach the finish line, the online applet displays all current gathered times, with the rest being displayed further down:

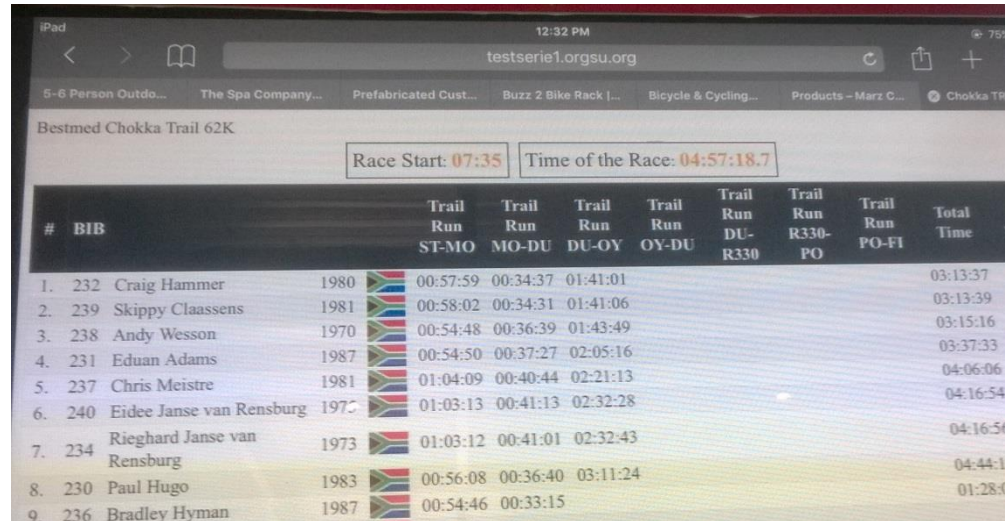Race Start: **16:33**   Time of the Race: **00:33:02.8**

#	BIB			Trail Run First part	Trail Run Second part	Total Time	To Winner
1.	2	Diana Bond	🏴	00:15:31	00:15:49	00:31:20	00:00:00
2.	4	David Black	🏴	00:16:03	00:16:28	00:32:31	00:01:11
3.	5	Miranda Frost	🏴	00:15:18	00:17:44	00:33:02	00:01:42
4.	1	Simon Bridges	🏴	00:15:51		00:15:51	
5.	3	Oscar Pistol	🏴	00:16:11		00:16:11	

When official results are marked, these will instead be displayed here.

The following photograph shows the online applet in use during the Chokka Trail Run in South Africa, where ORGSU technology recorded several split-times along the course of this challenging 62km trail run. Using expensive chip-technology in remote areas of a course is not advisable and does not make sense.

On the other hand, sending smartphone-carrying volunteers on mountain bikes to remote parts of the bush is a cheap and effective

solution. Most competitions deal with this issue: there is no cheap tracking or control points on the turning points and other important spots on the track these days.

At the conclusion of the event, official results can also be published by ORGSU. The printout of this event has been designed as displayed on the left.

All result are available on both Series and Event Organiser websites.

Particular race results

are calculated for the series once marked as official. Any complaints or disputes should be resolved by the event organiser or timing comp team.

The ORGSU timing system has no limits – the Event Organiser may easily run a very complex race day, comprising many different races and various timing points. The system is fail-safe and rigorously tested; it is capable of gathering parallel data streams from one timing point to ensure the capture of all athlete data. Detailed information is available in specialised handbooks.

15. Timing Company

If the Event Organiser has decided to engage the services of a Timing Company (see Step 11), ORGSU technology will either be used or not. If in use, the Timing Company must have a timing company profile and a purchased licence, as well as a timing licence for the designated Race Day.

Should the Timing Company not be using ORGSU technology, an offline scenario occurs. On the page **Event – Timing Scenario**, or in the list of handbooks, the Event Organiser will find a factory template contract for possible use.

When the deal is concluded and online entries stopped, all entries data must be exported in .xml format and sent to the Timing Company. The Event Organiser must complete this procedure manually.

16. Certification of .xml interface

A certification service ensures that every Timing Company system interfaces smoothly with the ORGSU system, regardless of the quality of the data input/output interface. For larger, world-recognised events, we strongly recommend securing this certification.
An **.XML Certification** can be found in the ORGSU e-shop. Securing certification takes one working day in cases where all data transfers are complete and approved. Please consult the specialised handbook dealing with this certification.

17. Export of .XML data to Timing Company

The Event Organiser must access the page **Event – Export and Import**:

The .XSD file contains all format instructions. This is to be sent to each new timing company initially. Thereafter, each race must be imported separately into .XML format. For example, please view the exported data file in .XML format.

The Timing Company may be responsible for various activities; details have been discussed in the material above. After the race day, in accordance with the contract between Event Organiser and Timing Company, all results data must be downloaded, in the specified .XML format, back into the Event Organiser system.

The best way forward for the Event Organiser might proceed thus:

- The timing company is registered with ORGSU,
- A race business deal is negotiated and concluded with the company
- To ask (via contract) the Timing Company to be responsible for.XML result data downloading into the database.

As discussed above, each Race must be imported separately. This allows for the assignment of particular races on Race Day to different Timing Crews, including the Event Organiser's one.

After the race, when data has been imported back into the system, results should be marked as official. This validates Race results for series calculation and all results printouts then become active.

19. **Race Financial Clearance**

The system will calculate all monetary income as specified in the Race Business Deal Table. After the race, the Event Organiser should make this information available for checking and to provide final clearance. This is followed by all necessary pay-outs to the Series organiser and other partners. Several functions dealing with this matter are contained in the Financial ORGSU Handbook.

Conclusion

This quick handbook shows the basic business principles of the ORGSU system for an Event Organiser.

As mentioned above, the system can fully support all standard Event Organiser needs at present. Additional and specific needs may be discussed on demand, particularly for worldwide users.