

Within this document you will find detailed instructions on utilizing RunScore Results to stream results data into an event in RunSignUp from RunScore. This will allow participants to view their time and place online almost instantaneously. Additionally, by streaming results runners will be able to receive Results Notifications if previously enrolled to receive this info via text or e-mail on the race website at www.RunSignUp.com. This manual will instruct you to utilize these features and is meant for those with a higher experience level in RunScore.



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This index serves as a navigational tool for the "RunScore Results: Instruction Manual".

- How to select Online System in RunScore, Login to RunSignUp, and Select Race
  Explanation of options in **Online** menu
- Importing Participant Data
- Preparing your Listings file for RunSignUp
- Submitting Full Results to Online
- Submitting Incremental Results to Utilize Results Notifications (text and email)
- You are now ready to score your race!

\*To utilize the **Online** features in RunScore you must have an active internet connection.

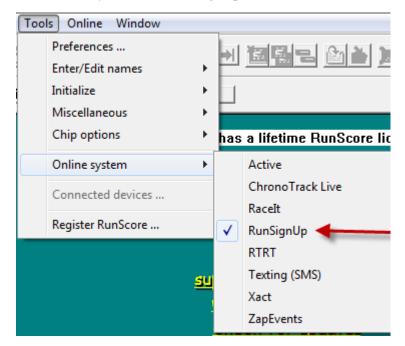
\*All instructions and screenshots featured in this manual are valid as of:

RunScore 8.2.0.0 Level 2016.01.31

# How to select Online System in RunScore, Login to RunSignUp, and Select Race

In your pre-race preparation you will want to test and prepare your data. To do this we will open the race. First off, open the race which you will be scoring.

Most of what you do with RunSignUp is controlled from the Menu. Click on **Tools**/Online System/RunSignUp.



Then click on the Online menu item. You should see:

Online System: RunSignUp	
Sign in	
Select race	>
Details	
Download registrations	>
Upload Registrations	>
To online Dashboard	
RunScore Results	
Sign up	
Create race	
Edit race	
View results online	
View RunScore Results online	
Notifications	
Your credits	
Purchase credits	

- Sign In connects you to the RunSignUp site and saves your login and password on the PC.
- Select Race will present you with a list of all your RunSignUp races. The one closest to the date specified in the entries.ini file is highlighted. Choose All races (this simply shows all races you have in your timing partner account on RunSignUp. Choose the event and select OK. See next page:

Select Dialog	×
Select event	
2016-03-05: 1st Annual Jackson County Special Olympics 5K 2016-03-05: Founder's Day 5K	^
2016-02-27: Kappa Kappa Gamma Color Run 2016-02-27: Run Dahlonega 5K 2016-02-27: Northeast Duathlon	- 11
2016-02-21: Little Heroes 5K 2016-02-20: The Chocolate Run 5K - Statesboro's Sweetest Race	
2016-02-20: Frosty Fun Run & 5K 2016-02-14: Embrace Race 5K - Race Against Child Abuse 2016-02-13: Suwanee Sweetheart Sprint	
2016-02-06: KSU Mirade Network Dance Marathon's Hearts for Hearts FT5K 2016-01-30: Mtn. View Bear Tear 5K, 1mi Fun Run, and 7K Challenge	
2016-01-30: WJES Shadow Shuffle 5K 2015-12-12: A Country Christmas in Lights 5K at The Rock Ranch	~
OK	Cancel

# **Explanation of Options in Online Menu**

- **Race Details** will present a pop-up that displays the race name, race ID number (assigned by RunSignUp internally), and the event ID number for each event.
- **Download Registrations** will download all registrant data from the participant database on RunSignUp. You will be asked if you want to download all events within the race or if you want to select which events to download.
- If you want to download all, you will see this dialog box

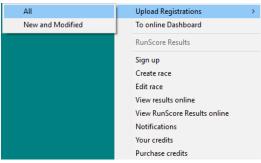
Download	registrations
Race: Rur Date: 05/ ID: 6492	nScore Test 03/2015
	Full download
	Incremental download
	Cancel

• If you choose to select which events to download from, you will see:

Download	registrations
Race: Ru Date: 05/ ID: 6492	nScore Test /03/2015
	Full download
	Incremental download
	Cancel
Clic	ck to unselect any items you do not want downloaded.
5K 10K 20K	

Click to unselect those from which you do not want to download.

- Upload Registrations gives you an easy way to import any race day paper forms you have entered into RunSignUp's database. You will have the option to choose All or New and Modified
- **To online Dashboard** will open the RunScore Results dashboard in a browser.



• By clicking any of the lower options in the menu will take you directly to the web link to do that item. Such as, **View Results Online** will take you straight to the race you are working on results page.

# **Import Participant Data**

As all timers know, a major key to an events success (and less headaches for everyone) is good data. Further, the key to **RunScore Results** and the **RunSignUp** powered results notifications is that the participant data must be imported to **RunScore** directly from **RunSignUp**. To do this you will need to have your bib numbers assigned before import. Let's cover this first!

You have one of two options to assign bib numbers.

- First and usually your easiest option to do this is to utilize the RunSignUp bib assignment tool, for more info on that visit <u>Assign Bibs & Chips</u> → You can do this automatically or manually. We will call this a user preference.
- Second, if you have an unusual sequence of bibs (for example you want to use numbers: 1-50, 102-300, 401-500, 656-700 → All timers like to get rid of those extra bibs left over from previous races). That is you are using out of order bibs that it is inconvenient to use the automatic assign tool, or take the time to manually assign them. You can utilize the Import Bib & Chip Numbers tool on RunSignUp. This can make it easier for you to export your participant list to .csv file, sort it alphabetically, by event, etc. and use Excel features to drag series saving time. Once again, user preference.

\***Important Note**\* - Again, you MUST use one of the two above methods to assign bib numbers to all pre-registered participants on RunSignUp. <u>*This is the key to the results notifications features!*</u>

Once the above is complete, we are ready to import participant data to RunScore. In the **Online** menu, select

# Download registrations $\rightarrow$ Download all (or selected) events $\rightarrow$ Full (or Incremental) Download

Upon your first time × No matching field was found. Select which field you doing this you will be want to match. Select Ignore if you do not want to import this field. Please wait. prompted to map the Sample Event 5K Header field: RunSignUp field corporate\_team\_id headers to the correct Initializing place in RunScore. NO ΟK Cancel AST NAME FIRST NAME AGE CITY If it is a field you do not support@runscore.com STATE TWITTER EMAIL Ignore www.runscore.com need in RunScore, you Check for updates SEX BIRTHDATE Cancel can press ignore. DIV TSHIRT PHONE The mapping file is ZIP ADDRESS PLACE unique to each race. To DIVPLACE DIVTOTAL re-access this mapping

the file **RunSignUp\_fields\_mapping.txt** 

file you will open your

Race Folder and find

For example, it will be located in the directory:

C:\Users\Zack\Dropbox\RunScore\Sample Race\RunSignUp\_fields\_mapping.txt

Ignore all remaining fields

RunSignUp\_fields\_mapping - Notepad File Edit Format View Help event name= event\_id= registration id=ADDRESS rsu transaction id= transaction\_id= bib num=NO. chip\_num= user id= first name=FIRST NAME last\_name=LAST\_NAME email=EMAIL street= city=CITY state=STATE zipcode= country\_code= dob= gender=SEX phone=PHONE age=AGE registration date= team id= team name= team\_type\_id=

To make changes, open it and input your RunScore field name to the right of the equals sign of the data you want to map from, like so:

Be sure to save!

If all data maps without issue, you will want to open **Browse**, open any entry, and press Alt + F4, to update your division field and check for any errors. If any issues, it may be easier to delete all data, correct any mapping errors in the file mentioned above, and reimport data from RunSignUp.

# **Preparing Listings File**

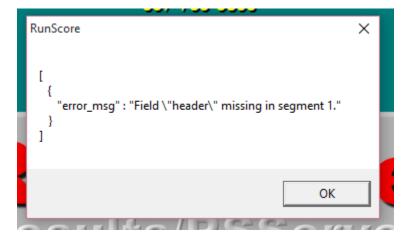
You will want to create a listings file in RunScore that will output a <u>JSON file</u> (special text format RunSignUp needs to post a searchable results file). This is simpler than it sounds! RunSignUp will create the JSON file for you, you will just need to create your listings file, we have included a sample below, each user will have their own preference.

Comment	Overall Results for Sample Race 5K
.include	prtctl
.include	overhead
Records/Page	999999
Field	No.
Field Header	Bib
Field	First Name
Field	Last Name
Field	AGE
Field	SEX
Field Length	3
Field	CITY
Field	STATE
Field Length	5
Event	5K
Time Format	H:MM:SS.1
Field Header	Time
Pace	5K
No Page Numbers	
-	

• To see the JSON file format you will right click on the file you use and choose and select:

#### **RunScore Results to...** $\rightarrow$ Editor

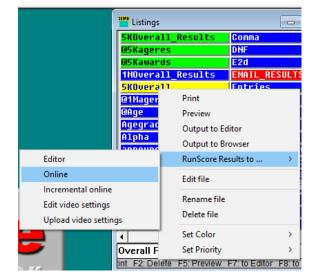
\*Important Note\* - Your results file must include a header or you will see this error message when exporting results to RunSignUp:



### **Submitting Full Results Online**

Before scoring the race in RunScore you can test if your file works by submitting to RunSignUp to verify your listings file is correct and the file will upload. Right click on your listings file and choose **RunScore Results to...** then choose **Online**.

Note\* - the name of this file is what participants will see in the dropdown menu of different race results files when viewing results on RunSignUp page.



			?	×	2		
Select a placeholder for each column. For a time select [TIME], [CLOCK_TIME], or (CHIP_TIME]. For a place select [PLACE]. If you want notifications to go out for a split, select [SPLIT_TIME].							
Header field:							
Place							
[NAME] [FIRST_NAME] [LAST_NAME]			OK				
(SPLIT_TIME) (TIME) (CHIP_TIME) (CLOCK_TIME)			Igno	re			
(PLACE)			Cano	el			
	Ignore a	all rema	iining fi	elds			

The first time you do this you will be prompted to map your data to the correct fields on RunSignUp. It will ask you to map each item in your listing file (although RunSignUp only tracks the info seen in the dialog box below).

Once you have finished mapping the data, you have just submitted a results file to the race on RunSignUp!

To the right is a sample of what is uploaded, here you just see the header of our listings file until we have results to add. Note that each time you do this a new results file is submitted to RunSignUp. To remove this, go to your race dashboard on RunSignUp, then:



Go Race Day  $\rightarrow$  Results  $\rightarrow$  Edit Results  $\rightarrow$  Delete under the file you want to remove, seen below:

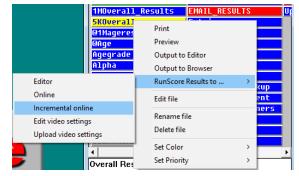
Search 🙁	Dashboard » Results » Manage Result Sets
Dashboard	You can edit results by clicking "Edit" for a result set below, then clicking on the row to edit.
Race	Fou can edicresults by clicking Edic for a result set below, then clicking on the row to edic
Go Race Day	2016 - 5KOverall
Bibs	Delete
Corrals	
Race Day Registration	
Race Day Check-In	UPLOAD NEW RESULTS
Race Divisions	
Results	
Tech Partners	

### Submitting Incremental Results to Utilize Results Notifications (text and email)

To utilize RunScore Results to host LIVE results runners can pull up on their mobile devices after finishing as well as instantly send out results notifications we need to use Incremental Results (uploading all results at the end of the race will also send out notifications). What this means is that each time a bib number and time are entered into results for an event in RunScore, that participants result is

being submitted to RunSignUp immediately and will trigger text and emails to anyone signed up to receive notifications for that participant.

To do this go to Listings in RunScore, right click on your file and click **Incremental Online**. You will be given the choice to select which race you are scoring and want to upload. To verify this is on, you can right click on your listings file again, select **RunScore Results to...** and you will see a check mark next to incremental online.



		output to promoti
	Editor	RunScore Results to >
	Online	Edit file
~	Incremental online	
	Edit video settings Upload video settings	Rename file Delete file

To stop results from uploading as you enter them, you would return to the menu and click Incremental Online to remove the checkmark.

# You are now ready to score your race!

If you visit the race results page here is the format we have posted, wonderful looking searchable results instantly!

	TYPE: RUN	I OR RUN/	WALK							
Race Info	5KOve	5KOverall								
Event Info										
Sign Up	2016	2016 ▼ 5KOverall ▼ ***********************************								
Corporate Teams										
Group/Team		Sample Event 5K @ Race Location Sample City, USA								
Find A Participant				Saturday, J			016			
Donate		≑ Bib	♦ First Name	≑ Last Name	+ Age	≑ Sex	¢ City	♦ State	◆ Time	⇔ Pace
Results	1	273	Jeff	Martin	34	M	Hoschton	GA	19:05.3	6:09.0
	2	193	Randy	Smith	47	М	Hoschton	GA	19:11.9	6:11.0
	3	106	Michael	Howard	11	М	Jefferson	GA	19:39.0	6:20.0
	4	43	David	Croft	48	М	Braselton	GA	20:11.1	6:30.0
	5	173	Ashton	Parnell	13	М	Hoschton	GA	20:35.4	6:38.0
	6	118	Allie	Iohnson	16	F	Hoschton	GA	20:35.8	6:38.0

Here are samples of the notifications runners receive via text and email:

Today at 11:13 PM

Event 5K!

Time: 24:06.5

To view your results online, go to

https://runsignup.com/Race/Results?

**Place:** 75

raceId=15287.

Zack Loggins,

**Congratulations on** 

**Finishing the Sample** 

Text Message Mon, Jan 18, 4:14 PM

Reply YES to allow RunSignUp to send race updates and result alerts. Msg&Data rates may apply.

Yes

You opted-in to RunSignUp race result alerts. Msg&Data rates may apply. Reply STOP to cancel, HELP for info +18883851360

Fred Winters Finished Time: 27:40 Place: 2



<u>Click here</u> to download your finisher's certificate.

\*\*Note that users are prompted to reply YES to opt into RunSignUp text notifications.