



RaceDay Scoring Certification Class

Tuesday, January 24th, 2023

Links to Class Materials

Video Link:

[RaceDay Scoring Timer Certification - YouTube](#)

Presentations:

[Introduction Presentation](#)

[Certification Presentation](#)

Links to Download Participants and Chip Read Files

[Participant List](#)

[Chip Read File](#)

[Link to Quiz](#) (Do not try to download - just follow the link and complete in browser)

Other Links

[Information on RaceDay Scoring](#)

[Link to Schedule Further Training Session](#)

Certification Steps and Affiliated Help Articles

1. [Create Timer Account if needed.](#)
2. [Download RaceDay Scoring](#)
 - a. Verify you are on v3.3.25
3. Download [Slide Deck](#) to follow along
4. Download [Participant List](#) and [Chip read File](#)
 - a. Unzip both the list and chip read folders to an easily accessible spot
5. [Creating a Race](#)
 - a. Publish to RunSignup
 - b. Fill out Race details
 - i. Race Name - [YOUR NAME GOES HERE] RaceDay Certification
 1. Replace the "Your name goes here" part with your actual name.
 - ii. Time Zone - Your Time Zone
 - iii. Race Location - Make something up
 - iv. Race URL - Based on the Race Name - add more characters if needed to make unique.
 - c. Fill out Event Information
 - i. Event Name - 5k
 - ii. Event Type - Run or Run/Walk
 - iii. Start Date/Time - 04/04/2024
 - iv. Distance - 5 Kilometers
6. [Importing Participants from a CSV](#)
 - a. Begin Participant Sync
 - b. Go to Participants Tab
 - c. Click Import
 - d. Click Start Import
7. [Creating a File Type Stream](#)
 - a. Navigate to Streams
 - b. Click Add Stream
 - c. Fill out Stream Details
 - i. Stream Name - MyLaps - File - Finish
 - ii. Stream Type - File (Custom or Chip System Format)
 - iii. File Type - MyLaps Readlite File
 - iv. Browse for Chip read Folder
 1. Make sure that you go all the way down - extracting from a zip creates multiple folders sometimes.
 - v. Set File Extension - txt
 1. No dot before the txt

- vi. Stream Type - BibTag
- vii. Assign to Finish Timing Location
- viii. Adjust Stream Read Date - 04/04/2024

8. [Create Timing Location](#)

- a. Go to Timing Location Tab
- b. Click Settings on Finish Location
- c. Begin Collecting Finish Times after - 04/04/2024 at 08:01:00.000 PM
- d. Occurrence Count - 1

9. [Setup Scored Events](#)

- a. Go to Scored Events Tab
- b. Click Quick Setup
- c. Fill in Scored Event Details
 - i. Name - 5k
 - ii. Score by - Clock Time
 - iii. Exclude Chip Time from Default Reports
 - iv. Included Events - 5k
 - v. [Actual Start Time](#) - 04/04/2024 7:44:00.013 PM
 - 1. More reading on Start Times (optional)
 - a. Start from [Dashboard/PC clock](#)
 - b. Start from [chip system trigger record](#)
 - c. [Corral Starts](#)

10. [Setup Top Finisher Categories](#)

- a. Go to Age Group Setup
- b. Click Top Finisher Categories
- c. Click Add Another Band
 - i. Add Description - Overall
 - ii. Save
- d. Click Add Another Band
 - i. Add Description - Masters
 - ii. Change Number of Winners to 1
 - iii. Save
- e. Click the x in top right (or esc key)

11. [Setup Age Groups](#)

- a. On Age Groups Setup
- b. Add 5 Year Age Ranges 10-79
 - i. Click Create Ranges
 - ii. Range Size - 5
 - iii. Genders - Female, Male
 - iv. Starting Age - 10
 - v. Ending Age - 79
 - vi. No. Winners- 3
 - vii. Insert Upper and Lower Age Groups - Yes

12. [Start Collecting Reads](#)

- a. Go to Dashboard
- b. Click Reads indicator in top toolbar
- c. Reads should come in.
 - i. If not, verify that the folder you are pointing to has the chip read file within it.
 - ii. Stop/start collecting reads if you need to change the folder you're pointing to.

13. [View Reports](#)

- a. Go to Reports Tab
- b. Click name of Report

14. [Publish Results to RunSignup](#)

- a. In Reports Tab
- b. Locate Overall Report
- c. Click Auto Save
- d. Click Plus Icon under RunSignup Results
- e. Click Add Stream
- f. Click Save Settings
- g. View results on RunSignup using Live Results dropdown

15. [Take Quiz](#)

16. Submit Race File for Review.

- a. Click the "Get Help" link in the top right-hand corner of the app.