

BASIC OPERATION OF RACE MANAGER (after set-up)

1. Import USAC data (updated weekly)
2. Import Registration Data (USAC or BikeReg)
3. Rider Screen
 - a. Add Rider
 - Lookup by license #
 - Lookup by name
 - Lookup by bib# (if raced previous day)
 - Add (1-day license)
 - b. Add Bib#
 - Auto-populates, but can be overwritten
 - Generates a lost bib# list (skips in auto-populate)
 - c. Select the event(s) and add them to the bib#
4. Generate Start Lists (Manage>Start Sheets) [Export feature for bigger races / Finish Lynx]
5. Judges provide results by place and bib#
6. Enter results
 - a. Select [all] or a particular category
 - b. Enter results
 - Can toggle between races from list on right
 - Can work on all races (RR) or just one (crit)
 - FAST PROCESS: Bib#, enter, enter
 - Find feature to locate a bib# already entered
 - Add 1 to subsequent place to move a rider up when making corrections
 - Can turn off view for DNS/DNF results while entering
7. Omnium points calculate automatically and are ready to preview and print

HINT: Race day operator should have three windows to have open at all times:

- Riders
- Start Sheets
- Race Results
- Omnium Results (only if an omnium)

Whoever is managing the MOBAR points will like this program – consistent data in the same format every time.

RACE SET-UP FOR RACE MANAGER

- Promotion is a collection of events
- Event is the day of races
- Multiple races are assigned to each event
- Categories are assigned to races

1. Fill out information in the banner (Race info, Mode, Omnium Mode, points applied) and Save.
2. Enter Event Information (multiple events can be entered)
3. Enter Race Information
4. Assign Categories to Races

TIP: Can export set-up to a file and email to Jonathan to get feedback or create backup

TIP: Can copy setup from previous years

TIP: It's critical to have your online registration categories match your Race Manager categories

CREATE UPLOAD FILE FOR USAC

- Export results
 - Makes CSV file in the correct format for USAC
 - Makes separate Omnium upload file
 - New replace feature at USAC makes fixing results easy after upload.

OTHER COOL THINGS:

Automatically generate the data for officials