**Run Sign Up / Race Director**

**Triathlon with Team Relay**

**Getting Started Guide**

This document is intended to be a follow-on to the RSU Basic Flow Getting Started Guide. In this guide, we will go through a detailed example for a race (triathlon) that has results data that includes splits. Additionally, this race includes a participant data flow for a team relay division. The participant data flow for individual participants is covered in the Basic Flow guide and will not be covered here. All of the participant data flow between Race Director and RSU covered in this guide will be relative to team relay.

**Team Relay -** At this point, only RD team relay divisions where all relay members share the same bib number can be integrated with RSU.

## Participant Data Imports

1 - Importing New Relay Teams

When we view the race we'll be importing data from at RSU, we see there are 285 participants registered -



For this race, there is one Team Relay division in Race Director that corresponds to the Adult Relay event at RSU.  For the interaction of relay teams between RSU and RD, it is required that you have established a Race Group at RSU.  In this example, we have a Race Group called "Team Relay" and we have tied it to the Adult Relay event.  Contact your RSU rep for more detail on how Race Groups are configured at RSU.

When we use the "View Group" report at RSU,

Reports

**View Groups**
View and search list of race groups.

We see that we have 13 relay teams established for this race.

| Group | Group Bib | Group Type | Group Restrictions | Created | No. of Members |
|---|---|---|---|---|---|
| 2 Goats & a Kid | 1 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| 2 Men and a Oma | 2 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| 3 Blondes Tr–it II | 3 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| Club Chicks | 5 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| Flat River Family Dentistry | 6 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| Horse & Kerridge | 7 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| Michigan Pain | 8 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| SaSSy tri–force | 9 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| SKM Team | 10 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| Sonshine1 | 11 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| Team Mental Health | 12 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| The Crew | 13 | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| YOLO | 60 | Relay Team | Coed | Tuesday June 17, 2014 | 39 |

In Race Director, use the "Imp" button from the task bar in Update -> Participants to begin the import process.  You will see the screen below.
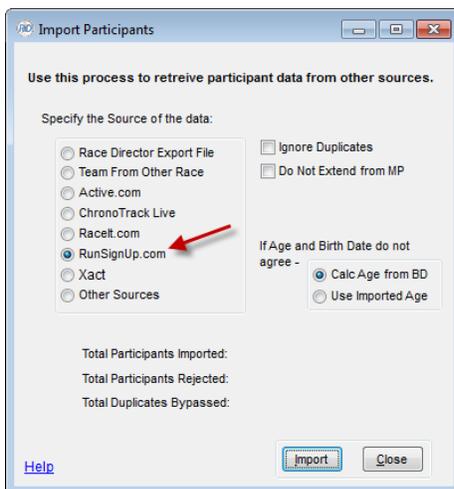


On the next screen, enter your RSU login credentials and you will be shown a list of the races at RSU that are available for importing.
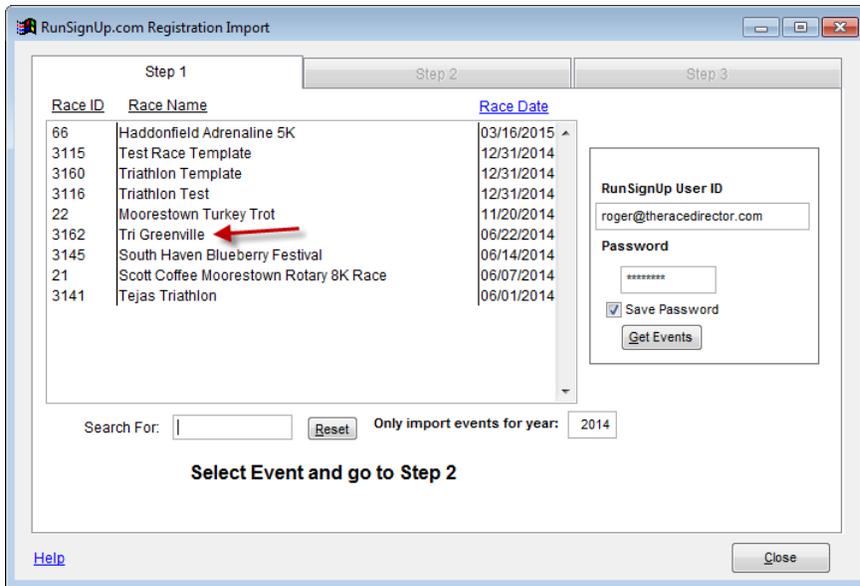
In this example we'll select race 3162 from the list which takes us to the next screen. On this screen, you will see a grid with the RSU Events shown on the left side and a spot to select the RD Division on the right side. Select a RD Division for each RSU Event that you want included in the import. Next, use the "Get Registrations" button to start the import. This screen will stay active until the import completes.
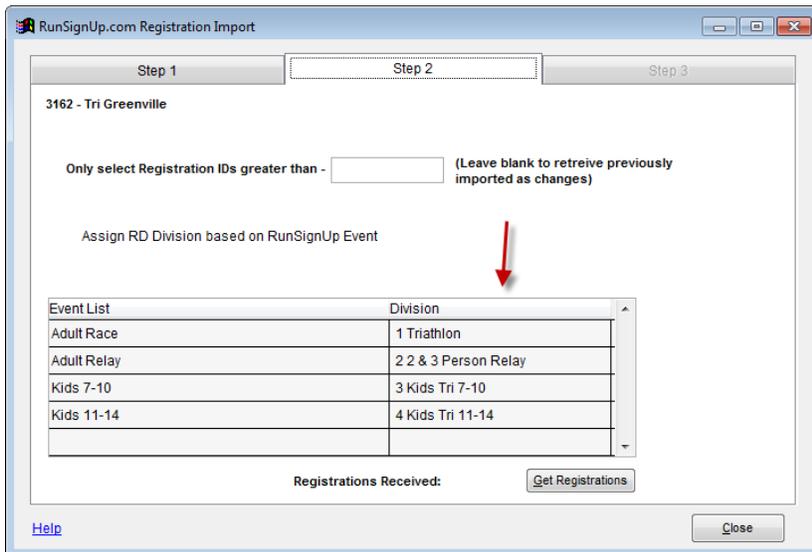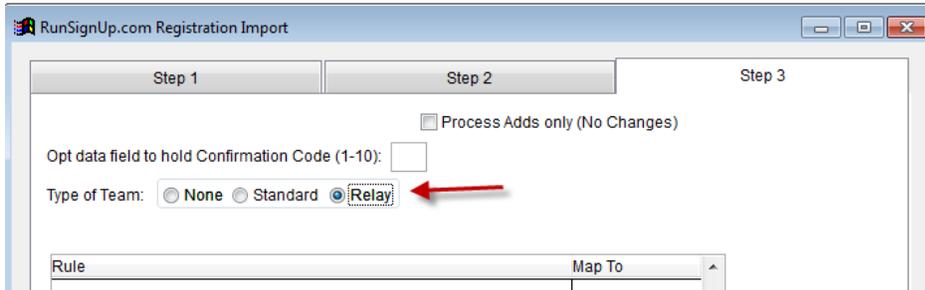


The prompt below informs you of the success of the import.
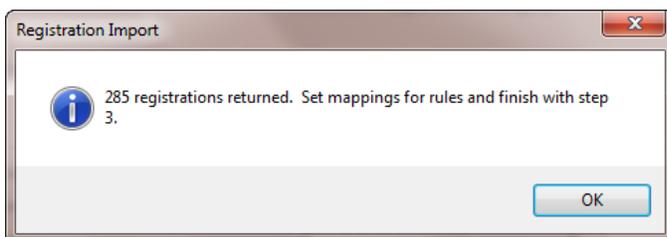
You are then asked the question below. If you answer no, you must provide the beginning bib number on the next screen.



**IMPORTANT** - On the next screen, you must indicate that the teams being imported are Relay teams.



At this point, we're ready to send the imported data to Race Director. This is done using the "Create Import" button. At the end of the process, you are given a status count.
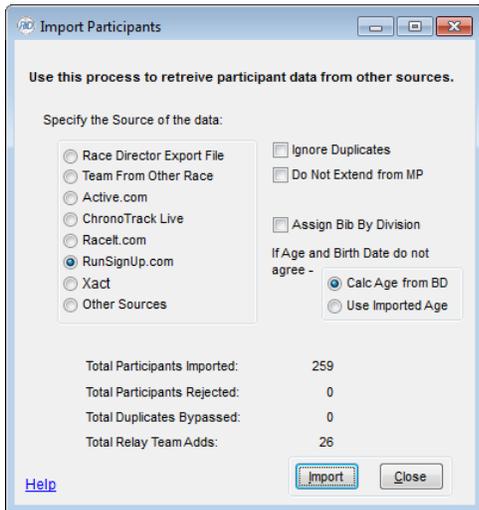


Notice that the import included 259 individuals and 26 participants that are on a relay team.

2 - Importing Participant Changes

At RSU, we change Eric's email address from yahoo to gmail. Eric is on a relay team.
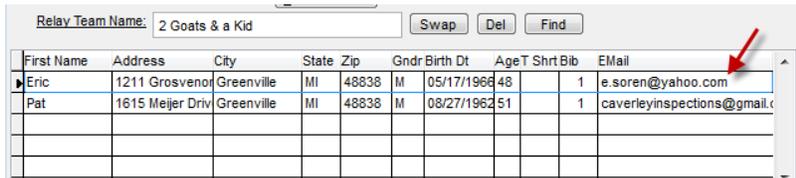
| Registrant | Eric Sorenson |
|---|---|
| Event | Adult Relay |
| Relay Team | 2 Goats & a Kid |
| Gender | M |
| Date of Birth | 05/17/1966 |
| Age | 48 |
| E-mail | e.soren@gmail.com |

This puts Eric's data at RSU out of sync with the email address in RD -

| Relay Team Name: | 2 Goats & a Kid | | | | | | Swap | Del | Find | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| First Name | Address | City | State | Zip | Gndr | Birth Dt | AgeT | Shrt | Bib | EMail | |
| Eric | 1211 Grosvenor | Greenville | MI | 48838 | M | 05/17/1966 | 48 | | 1 | e.soren@yahoo.com | |
| Pat | 1615 Meijer Driv | Greenville | MI | 48838 | M | 08/27/1962 | 51 | | 1 | caverleyinspections@gmail.c | |

Proceed with the import again following the same steps used to import new participants. When you get to the screen below, it is set up to begin importing new participants picking up where the last one left off. If you want to re-import all previous entries and have changed data applied in Race Director, blank out this entry.
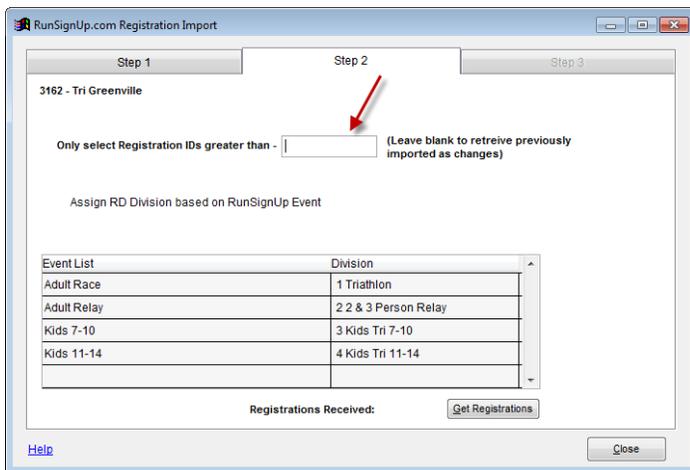
RunSignUp.com Registration Import

| Step 1 | Step 2 | Step 3 |
|---|---|---|

3162 - Tri Greenville

Only select Registration IDs greater than -    |          (Leave blank to retreive previously imported as changes)

Assign RD Division based on RunSignUp Event

| Event List | Division |
|---|---|
| Adult Race | 1 Triathlon |
| Adult Relay | 2 2 & 3 Person Relay |
| Kids 7-10 | 3 Kids Tri 7-10 |
| Kids 11-14 | 4 Kids Tri 11-14 |

Registrations Received:    Get Registrations

Help                                                                 Close

Once the import of changes is finished we get a confirmation count.

And, when we check on Eric, we see his email address in RD now agrees with the email address as changed at RSU -
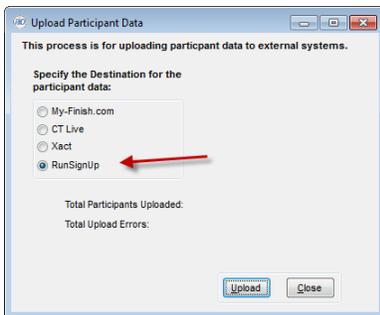
# Participant Data Uploads

1 - Uploading new participants from RD to RSU.

On race day, we register 2 new relay teams in RD.  Here is one of them -

| Relay Team Name: | Claire's Koala Bears | | | Swap | Del | Find | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| No | Last Name | First Name | Address | City | State | Zip | Gndr | Birth Dt | AgeT Shrt | Bib | EMail |
| 2 | Pawlik | John | 15427 Lakeshor | Lakeside | MI | 49116 | M | 12/06/1954 | 59 | 63 | |
| 3 | Pawlik | Claire | 15427 Lakeshor | Lakeside | MI | 49116 | F | 06/10/1989 | 24 | 63 | |

To send these new teams to RSU, we will use the "Upload" button from the task bar in Update -> Participants.



The next prompt will auto-fill with the login information and race ID from when you did participant data imports.  If you do not see a race number, return to the Import screen, log in and make note of the race number.
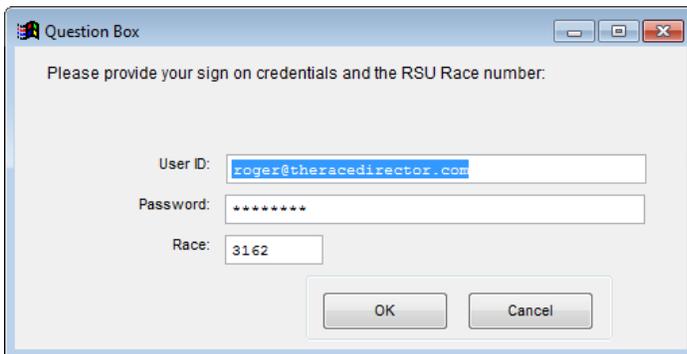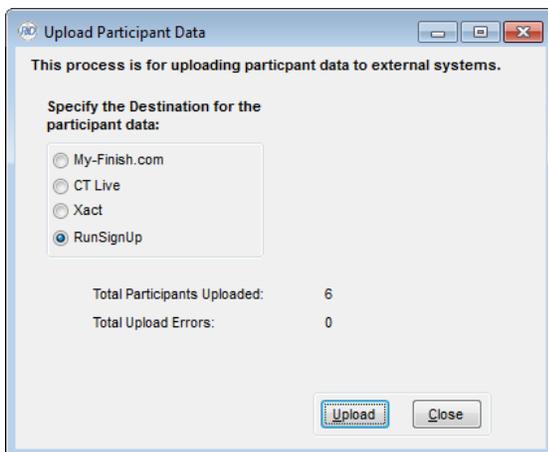


The upload screen defaults to the settings you want when you're only uploading participants you have in RD that are not at RSU (adds).
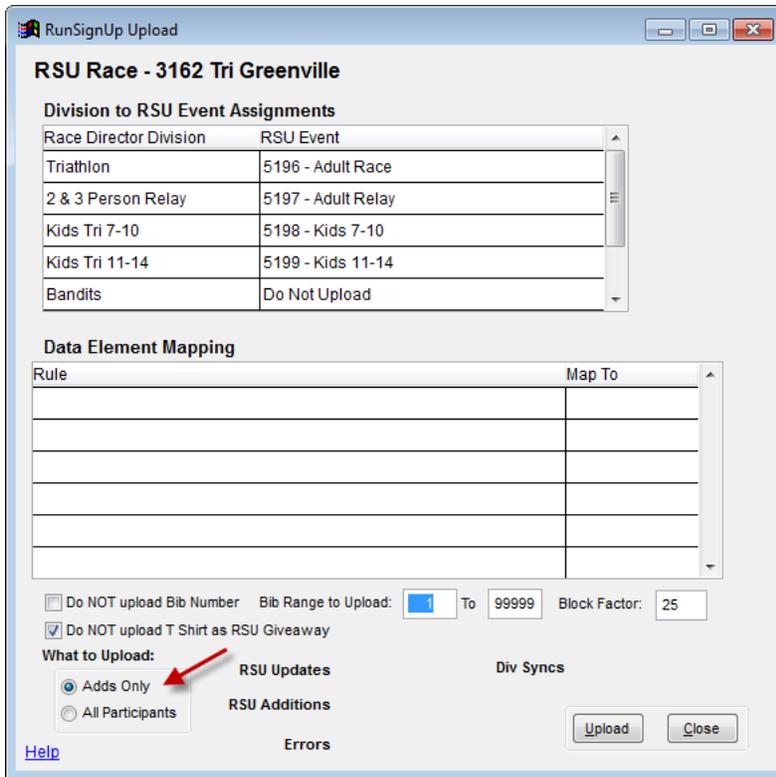
As the upload progresses, you will get a count of the relay teams added at RSU -
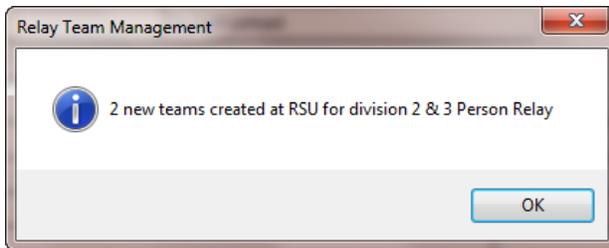


And 6 participants across the two teams have been uploaded.

When the upload completes, the number of participants in RD -



161  2014   291  Tri Greenville                    C:\WINRACE\FILES\

should agree with what you see at RSU for this race -



And, we see the new team established at RSU -

| Group | Group Type | Group Restrictions | Created | No. of Members |
|---|---|---|---|---|
| 2 Goats & a Kid | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| 2 Men and a Oma | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| 3 Blondes Tr-it II | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| Claire's Koala Bears | Relay Team | Coed | Tuesday June 17, 2014 | 3 |
| Club Chicks | Relay Team | Coed | Tuesday June 17, 2014 | 3 |

2 - Uploading participant data changes from RD to RSU.

Let's change Eric's email address back to the original in RD -



| Relay Team Name: | 2 Goats & a Kid | | | Swap | Del | Find | |
|---|---|---|---|---|---|---|---|

| First Name | Address | City | State | Zip | Gndr | Birth Dt | Age | T Shrt | Bib | EMail |
|---|---|---|---|---|---|---|---|---|---|---|
| Eric | 1211 Grosvenor | Greenville | MI | 48838 | M | 05/17/1966 | 48 | | 1 | e.soren@yahoo.com |
| Pat | 1615 Meijer Driv | Greenville | MI | 48838 | M | 08/27/1962 | 51 | | 1 | caverleyinspections@gmail. |

Which puts us out of sync with what is showing at RSU -

| Name | Event | Registration Date | Gender | Age | E-mail | |
|---|---|---|---|---|---|---|
| Eric Sorenson | Adult Relay | 06/17/2014 9:00am | M | 48 | e.soren@gmail.com | 12 Gr |

Returning to the RD Upload screen, we'll use these settings:
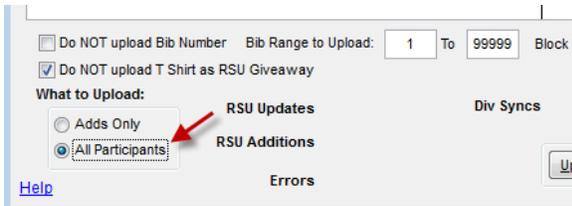
When the upload completes -
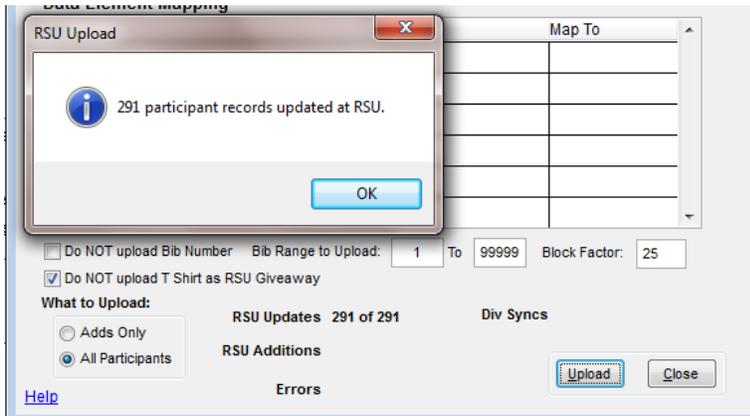


We can check again on Eric's address to see that we're now in sync -

| Name | Event | Registration Date | Gender | Age | E-mail | |
|---|---|---|---|---|---|---|
| Eric Sorenson | Adult Relay | 06/17/2014 9:00am | M | 48 | e.soren@yahoo.com | |

## Results Uploads

The "Event" setting in Tailor -> Divisions determines whether or not results are sent to RSU.  Each time you create a new race in Race Director, a single event is also created.  For the RSU live results posting, it is never necessary to have more than this one, single event.
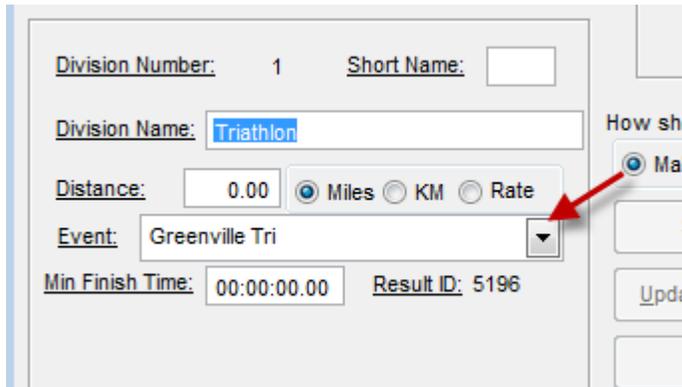


The Result ID is also important.  This is the RSU Event number.  If you have both a RD Event assigned and a RSU Results ID, the results for this division will be sent to RSU.  Clear out the RD Event name if you do not want results for that division posted to RSU.

The results upload is designed to be entirely imbedded into standard RD results entry processes.  When you go to the chip results import screen, you will see some new settings -
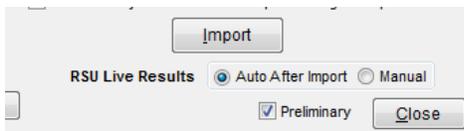


The setting "Auto After Import" is the most efficient.  You do nothing else beyond doing your normal results import.  At the end of each import, the calculated placements, times and paces are automatically posted to the RSU server.

**Splits -** Since this is a 5 segment race, the upload will send all split data in addition to the finish results data you'd see in a simple finish line only race.

**Preliminary** - Use this setting if you want the result set sent to RSD to be flagged as "Preliminary Results".

If you switch the setting to "Manual", you're given a button so that you can send the results on your own schedule -

Once the posting is complete, results are available on the RSU server. For this scenario, only the Adult Race and Relay Team divisions in Race Director had an Event assignment.
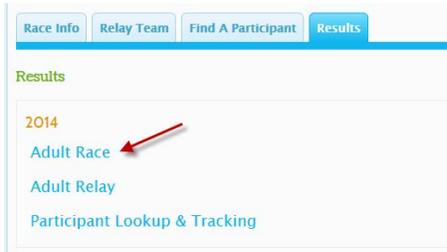


Looking at the Adult Race, we see the results including all splits.

| Place | Bib | Name | Gender | City | State | Country | Swim | T1 | Bike | Bike Pace | T2 | T2 Pace | Run | Run Pace | Clock Time | Chip Time | Pace | Age | Age Percentage | Age Group | AG Place |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 301 | Jimi Minnema | M | Jenison | MI | | 6:54 | 0:50 | 28:30 | 25 mph | 0:33 | 54:42 | 16:45 | 5:24 | 53:32.58 | 53:32.58 | | 35 | 0.0 | Open | 1 |
| 2 | 206 | Eric Abbott | M | Grand Rapids | MI | | 5:48 | 0:46 | 29:43 | 23.8 mph | 0:58 | 37:08 | 19:10 | 6:10 | 56:25.89 | 56:25.89 | | 25 | 0.0 | Open | 2 |
| 3 | 204 | Tyler Graustein | M | Grand Rapids | MI | | 7:28 | 0:53 | 33:47 | 21.1 mph | 0:39 | 5:13 | 17:09 | 5:32 | 59:56.33 | 59:56.33 | | 22 | 0.0 | Open | 3 |
| 4 | 240 | Mike Wordelman | M | Rockford | MI | | 7:13 | 1:13 | 32:34 | 21.8 mph | 0:39 | 4:39 | 18:49 | 6:04 | 1:00:27.37 | 1:00:27.37 | | 39 | 0.0 | Male 35 to 39 | 1 |
| 5 | 209 | Jesse Aukeman | M | Byron Center | MI | | 7:53 | 1:12 | 32:50 | 21.7 mph | 0:46 | 16:24 | 18:03 | 5:49 | 1:00:43.13 | 1:00:43.13 | | 28 | 0.0 | Male 25 to 29 | 1 |