

2020

The Race Director

Run Sign Up Integration

[RUN SIGN UP INTEGRATION]

This document describes the integration between Race Director and Run Sign Up for participant and results data integration.

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Getting Started Guide

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I. Intro

There are 3 components to the integration between Run Sign Up and Race Director. You have the ability to import new participants additions and existing participant updates from RSU to RD (Participant Data Imports). You can also send new participant additions and existing participant updates from RD to RSU (Participant Data Uploads). Both Standard and Team Relay division participants can be managed in this integration. See the triathlon Getting Started guide for considerations about team relay. Lastly, you can send results data immediately after each of your chip system results imports (Result Data Uploads).

Participant Data

Although the ability to send additions and updates in both directions between RD and RSU, the two systems are unaware of changes in the other system between uploads / imports. As your race timeline goes on, it's important that you always designate one system or the other as primary and manage the data transfers accordingly. You should always have one system or the other as primary with regard to adding new participants and managing participant data changes. For example, if you use RSU as your primary source of registration data prior to race day and you will enter participants manually in RD on race day, you would might make these decisions as follows. Prior to race day, RSU will be your primary source of new registrations. You will use the RD import function to pull the entrants into RD. You may decide that you will perform all participant data changes in RD - so all changes will be sent to RSU using the RD upload function. On race day, you will have RD as your primary source for both entrant adds and changes using the upload function. Entrant data changes are the most important consideration. You never want to be in the state where you're making changes in both systems.

Results Data

The results data upload is designed such that you do nothing beyond what you normally do when scoring a chip race. Each time you import chip results, the re-calibrated replacements, times, paces, etc are automatically published to RSU.

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II. Participant Data Imports

1 - Initial Setup

In Tailor -> Options, go to the Partner Setup screen and select Run Sign Up as the Integration Partner. Enter your RSU User ID and Password and use the "Assign" button to see a list of races that you have active for a given year at RSU. Select the race you'd like to assign from this list.

Tailor The Race

General Optional Data Optional Data 2 Participant Info Participant Info 2 Finish Line Results 1 Results 2

Chip Setup Partner Setup Mins System System 2

Integration Partner: Run Sign Up

RSU User ID: roger@theracedirector.com SU Password: *****

Assign RSU Race: 3175 - Tri Greenville

If the race has not been created at RSU, you can create it directly from the "Assign" screen by entering the information on the right side of the screen and using the "Add Current..." button. When using this process, be sure you've created all of the RD Divisions you intend to use for this race as this process will automatically create corresponding RSU Events.

Run Sign Up Race Assignment

Select the Race from the list below -

Race ID	Race Name	Race Date
21	Scott Coffee Moorestown Rotary 8K Race	06/06/2015
22	Moorestown Turkey Trot	11/20/2014
3115	Test Race Template	12/31/2014
3141	Tejas Triathlon	06/01/2014
3160	Triathlon Template	12/31/2014
3171	South Haven Blueberry Festival	12/31/2014
3266	Tri Greenville	12/31/2014
3284	Queen of Bermuda Triathlon/Duathlon	11/09/2014
3286	2014 Frostbite Run	01/25/2014
66	Haddonfield Adrenaline 5K	03/16/2015

Search For: Reset

Veteran's Drop In Center 5k

Address: 101 Main
City: Fremont
State: MI
Zip: 49412
Time Zone: America/New_York
URL: veteransdrop

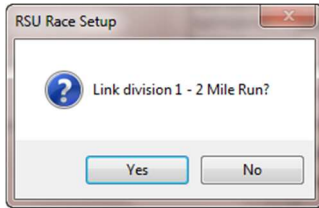
Add Current Race to RSU

Cancel

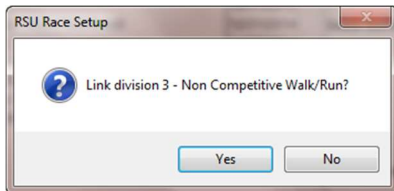
As you are setting up the race, answer "Yes" for every RD Division that you want activated for live results.

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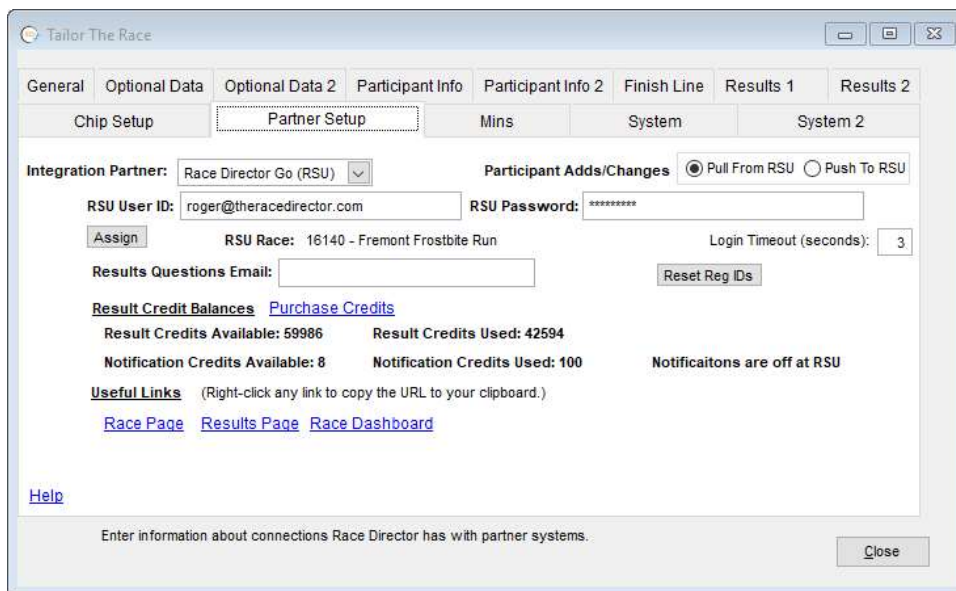
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Answer "No" for any RD Division that you do not want included when publishing live results.



When you are returned to the Partner Setup screen, you'll notice some additional information.



Participant Adds/Changes – This setting is critically important and is related to the ownership of data as was described in the *Participant Data* topic from the Intro section above. For races where you do not use RSU as the source for race registrations, this setting should always be “Push to RSU”. For races where you are taking registrations from RSU, this setting should be “Pull from RSU” at all times until you close registration at RSU. While in Pull mode, you should make all of your participant data changes at RSU and use the participant data import from RSU to get these changes into Race Director.

Results Credits - You will see your credit balances for both Results and Notifications. Use the "Purchase Credits" link if there are fewer result credits than the number of finishers you expect across the divisions

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you're publishing live results for. If you're enabling Notifications, make sure your Notification credit balance is high enough to cover the number of participants that sign up for notifications.

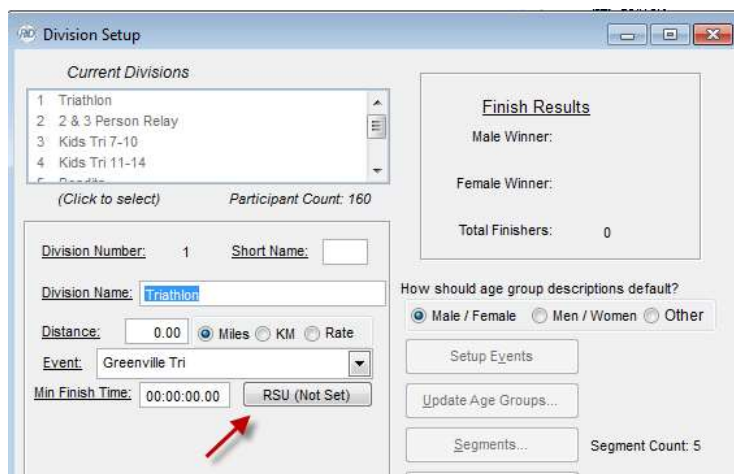
Links - The links for the Race page, Race Dashboard and Race Results page are provided. A right-click on either link send the URL to your computer's clipboard for copying to your web page or participant email message.

If you are unfamiliar with how to do additional configuration of a Run Sign Up race (adding a race logo for instance), they can be contacted via email to give you a general orientation -

<mailto:info@runsignup.com>.

2 – RSU Event / RD Division Assignment

If the creation of the race originated at RSU, use the RSU button in Tailor -> Divisions to establish the link between the Race Director Division and the RSU Event.



After assigning the RSU Event, you will notice 2 numbers on the RSU button separated by a slash. These numbers represent the RSU Event ID and the RSU Result Set ID. The Result Set is important for how results are organized. There will be a separate finish list at RSU for each result set. In most races, there will be a single Division in Race Director for each Event at RSU and you are interested in only a single result set for each event as well. When this is the case, selecting the corresponding RSU Event is all that is needed when using the RSU button. The possible exceptions to this scenario are described below.

Single RD Division for multiple RSU Events For example – at RSU it's a simple 5K race, but you have a second event for those in the military because of a discount allowed. For results, we do not want separation by these events. In this case, set up two divisions in RD – 5K and 5K Military. On the military division, use the Linked Division setting and make enter the division number of the main 5K division as the Related Division. Use the RSU button for the main 5K division first. When you use the RSU button for the military division, you will select the RSU military event and you will be informed that because it's

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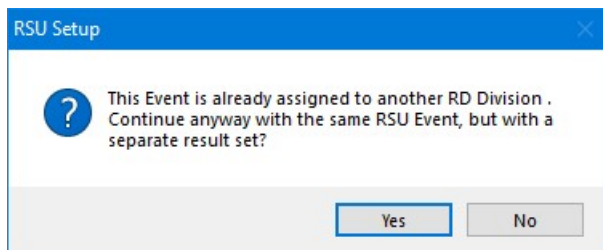
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a linked division in RD, it will share the same RSU result set as the related RD Division. When you look at the Result Set IDs on for each division, you will notice that they are the same. When you produce results reports in Race Director, you will select both divisions and use the “Combine” option when prompted.

Team Relay - You can have more than one relay division created in Race Director for a single Event at RSU. On the RSU side, create multiple group types and assign them all to the same Event. For example, you set up a group type for each type of teams you will score – Male, Female and Mixed. In Race Director, set up divisions for Male, Female and Mixed and when you use the "RSU" button for a Team Relay division, assign the RSU Event and a second prompt will appear giving you a selection of all of the Group Types associated with this Event. Select the one that is appropriate for the RD division you are setting up. See appendix C for more details and an example of how this works.

RSU Custom Questions – There may be scenarios where you have a single Event at RSU, but you want to use multiple divisions in RD and have a RSU custom question response determine which RD Division a participant should be assigned. For example, you may have a 5K Event at RSU and a custom question with possible responses of “No”, “Clydesdale” and “Athena”. In RD, you’ll set up 3 divisions – 5K, Clydesdale, Athena. When you use the RSU button for the Clydesdale division and select the 5K Event at RSU, since this Event is already assigned in RD, you’ll get an additional prompt asking if you want the RD Division determined by a RSU Custom Question Response. You’ll then be asked to select the RSU Question for a list of all questions and then you’ll be asked to select the response from a list of all possible responses for that question.

Other Single Event, Multiple Division Scenarios – When you have other scenarios where you want to assign the same RSU Event to more than one division AND there is not a custom question in place, answer “Yes” when you receive the prompt shown below. For example, you may want a separate RD Division and RSU Result Set for elite runners, but you want to manage who is in the Elite division entirely in Race Director.



3 - Importing New Participants

When we view the race we'll be importing data from at RSU, we see there are 290 participants registered -

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Upcoming Races

		Races: 10	Current
Date	Race	Stats	
11/20/2014	Moorestown Turkey Trot Moorestown, NJ	Current Registrants: 13 Previous Event: 5,822 Lifetime: 6,802	
12/31/2014	South Haven Blueberry Festival Fremont, MI	Current Registrants: 940 Lifetime: 940	
12/31/2014	Test Race Template Fremont, MI	Current Registrants: 394 Lifetime: 394	
12/31/2014	Tri Greenville Fremont, MI	Current Registrants: 290 Lifetime: 290	

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.

Import Participants

Use this process to retrieve participant data from other sources.

Specify the Source of the data:

- ☐ Race Director Export File
- ☐ Team From Other Race
- ☐ Active.com
- ☐ ChronoTrack Live
- ☐ GetMeRegistered.com
- ☐ imATHLETE
- ☐ MyLaps
- ☐ RaceEntry.com
- ☐ RaceIt.com
- ☐ RaceRoster.com
- ☒ RunSignUp.com
- ☐ SignMeUp.com
- ☐ TheDriven.net
- ☐ Xact
- ☐ Spreadsheet

☐ Ignore Duplicates

☐ Do Not Extend from MP

If Age and Birth Date do not agree -

- ☐ Calc Age from BD
- ☒ Use Imported Age

☐ Use calculated age when imported age is zero.

Total Participants Imported:

Total Participants Rejected:

Total Duplicates Bypassed:

[Help](#)

You are immediately positioned at Step 2 of what looks to be a 3 step process. In older versions, Step 1 was the RSU login screen - no longer necessary as you establish the RSU Race ID in Tailor -> Options now.

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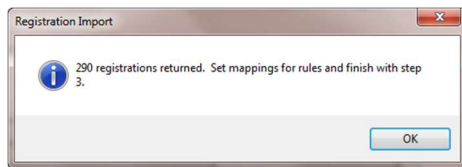
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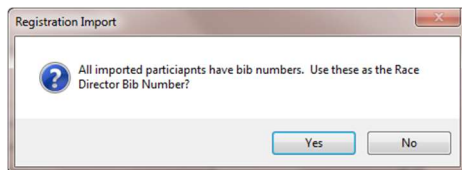
On this screen, you will see a grid with the RSU Events shown on the left side and a spot showing the RD Division on the right side. These assignments were made on the RD Tailor -> Divisions screen. Next, use the "Get Registrations" button to start the import. This screen will stay active until the import completes.

RSU Super Events - If you use Super Events at RSU (allows you to assign a participants to 2 Events), please see Appendix A.

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.



On the next screen, you have a chance to assign custom questions (if any) to the appropriate Race Director field. In the example below, there was a way at RSU to indicate the entrant is a cancer survivor. In this example, there is an RD Optional Data Field called "Survivor" which is where we'll map the responses.

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The screenshot shows the 'RunSignUp.com Registration Import' window, specifically Step 3 of the process. At the top, there are three tabs: 'Step 1', 'Step 2', and 'Step 3', with 'Step 3' being the active tab. Below the tabs, there is a text field labeled 'Opt data field to hold Confirmation Code (1-10):' followed by a small square icon. Underneath this is a 'Type of Team:' section with three radio buttons: 'None' (selected), 'Standard', and 'Relay'. A table with two columns, 'Rule' and 'Map To', is displayed. The first row has 'Are you a cancer survivor?' under 'Rule' and 'Survivor' under 'Map To'. There are four empty rows below this. At the bottom right of the window is a 'Create Import' button. At the bottom left is a 'Help' link, and at the bottom right is a 'Close' button.

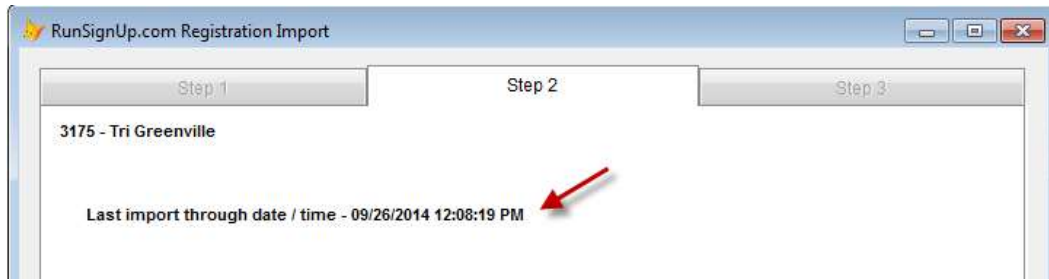
At this point, we're ready to send the imported data to Race Director. This is done using the "Create Import" button. At the end of the process, you are given a status count.

The screenshot shows the 'Import Participants' window. At the top, it says 'Use this process to retrieve participant data from other sources.' Below this is a section 'Specify the Source of the data:' with a list of radio buttons. The options are: 'Race Director Export File', 'Team From Other Race', 'Active.com', 'ChronoTrack Live', 'GetMeRegistered.com', 'imATHLETE', 'MyLaps', 'RaceEntry.com', 'RaceIt.com', 'RaceRoster.com', 'RunSignUp.com' (which is selected), 'SignMeUp.com', 'TheDriven.net', 'Xact', and 'Spreadsheet'. To the right of this list are two checkboxes: 'Ignore Duplicates' and 'Do Not Extend from MP'. Below these is a section 'If Age and Birth Date do not agree -' with two radio buttons: 'Calc Age from BD' and 'Use Imported Age' (which is selected). Below this is a checkbox 'Use calculated age when imported age is zero.' At the bottom left, there are three lines of text: 'Total Participants Imported: 8', 'Total Participants Rejected: 0', and 'Total Duplicates Bypassed: 0'. At the bottom right are 'Import' and 'Close' buttons. At the bottom left is a 'Help' link.

Subsequent Imports - Generally, participant data imports are done over an extended period of time. Each time you return to the RSU import, you are shown a "time stamp" from the last time you had processed an import. When you process the next import only participants added or participants that have had changes to their data since the last time you processed an import will be included.

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Teams - Managing teams is a very powerful, but complicated feature in the RSU / RD integration. Use the setting in Step 3 of the import to indicate which type of team you will be importing. At this point, the import integration allows these types of team integration:

1) Relay Teams where all team participants share the same bib number. Be sure that in the Race Director relay team setup that you have the setting for using the same bib number for every relay participant the same checked. It is also very important that you select a bib number range in the RSU setup that is entirely unique for each relay team group that you set up. It's especially important that the bib ranges you select for the relay team groups at RSU do not conflict with the bib number range you have for non-relay race participants. The example above involved a division that is set up in RD and a team relay division.

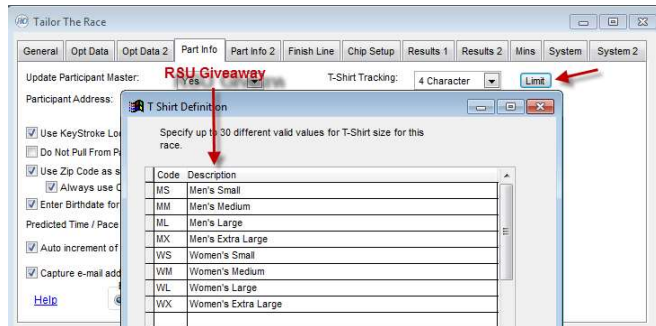
2) Standard Teams using RSU Group Types. Using RSU Group Types is the best way of managing standard Race Director teams. Particularly if you have multiple Race Director Team Classifications. If this is the case, create a separate RSU Group Type for each Race Director Team Classification. On the Race Director Team Classification definition screen, there is a "RSU" button. Use this button to make the linkage to the RSU Group Type. As participants register onto teams at RSU, the import process will create the team in Race Director in the correct Team Classification.

3) Standard Teams using RSU Corporate Teams. If you use Corporate Teams at RSU, the import process will create the teams in Race Director and assign participants to these teams in the same way as described above for Group Type teams.

T-Shirts / Giveaways - T-shirt sizes are managed at RSU through the creation of Giveaways. For the registration process at RSU, the giveaways are defined in a very descriptive manner - such as "Women Small". To properly align the RD T-Shirt size with the RSU giveaway, use the "Limit" button in Tailor-> Options. Make sure that you have exact matches between all of the RSU giveaways and RD T-Shirt **Descriptions**. This will insure that the correct RD T-Shirt code is assigned when importing from RSU to RD and that the correct giveaway assignments are made for any participant data uploaded from RD to RSU. **Note:** You can let the participant import help you build this cross reference. If you have the setting check on the participant data import to synchronize the RSU Giveaways with the RD T-Shirt Cross Reference, an entry with a temporary code will be created in the cross reference for each new T-Shirt size encountered.

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4 - Importing Participant Changes

At RSU, we change Peter's email address to gmail -



First Name *
Peter

Last Name *
Burns

E-mail
judytimb@gmail.com

Password

Which put it out of sync with the email address in RD -



Bib No: 389 (F1) Participant ID: Dup. Online Reg ID: RS 150100

Last Name: Burns First Name: Peter

☐ Override Auto Mixed Case

Address: 7891 Portofino Court Copy Last Addr Division 2 Walker

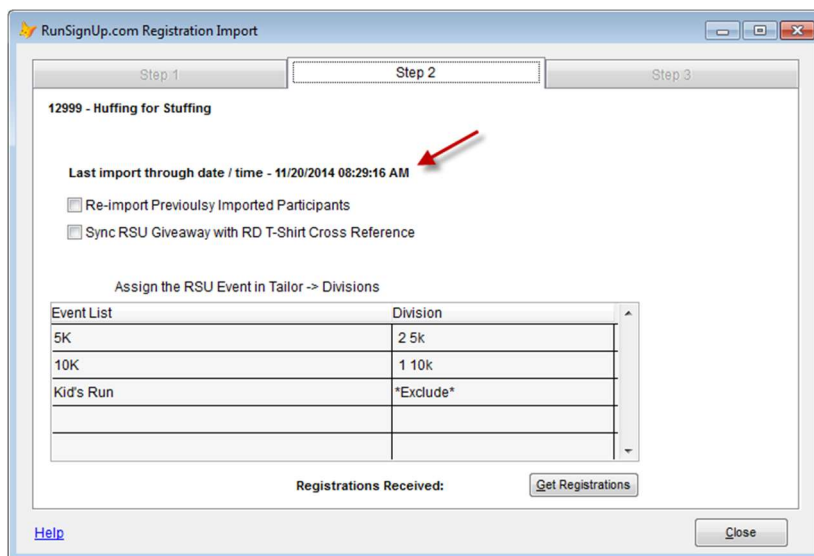
City: Naples State: FL Zip: 34114 Gender Birthdate Age

T-Shirt Telephone: 239-793-2689 M 04/17/1994 19 Label

e-mail: judytimb@aol.com Send eMail Age Group: Male 0-99

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, use the setting to "Re-import Previously Imported Participants".

Important - The date-stamp shown is the last RSU change known to Race Director since your last import. The next import will get all new participants added to RSU since your last import AND all changes to participant data at RSU that have happened to previously imported participants since your last import. The "Re-import" setting is only there for if you want to force an import of all participants from RSU regardless of whether or not they've been previously imported.



RunSignUp.com Registration Import

Step 1 Step 2 Step 3

12999 - Huffing for Stuffing

Last import through date / time - 11/20/2014 08:29:16 AM

☐ Re-import Previously Imported Participants

☐ Sync RSU Giveaway with RD T-Shirt Cross Reference

Assign the RSU Event in Tailor -> Divisions

Event List	Division
5K	2 5k
10K	1 10k
Kid's Run	*Exclude*

Registrations Received: Get Registrations

Help Close

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Back to our example, we blanked out the registration ID and left this setting unchecked.

The screenshot shows the 'RunSignUp.com Registration Import' window, Step 2. It has three tabs: Step 1, Step 2 (selected), and Step 3. In Step 2, there is a checkbox labeled 'Process Adds only (No Changes)' with a red arrow pointing to it. Below this is a text field for 'Opt data field to hold Confirmation Code (1-10):'. At the bottom, there is a 'Type of Team:' section with three radio buttons: 'None', 'Standard', and 'Relay' (which is selected).

In this case, there were no new entrants at RSU, so the result we see from the import is reported as -

The screenshot shows a small dialog box titled 'Registration Import'. It contains an information icon and the text: 'Import complete. 0 Add records created 290 Existing RD participants updated'. There is an 'OK' button at the bottom.

And, when we check on Peter, we see his email address in RD now agrees with the email address as changed at RSU -

The screenshot shows the 'Update Race Participants' window. It displays information for a participant named Peter Burns. Fields include: Bib No. 389 (F1), Participant ID, Last Name Burns, First Name Peter, Address 7891 Portofino Court, City Naples, State FL, Zip 34114, Telephone 239-793-2689, Gender M, Birthdate 04/17/1994, Age 19, and e-mail judytmb@gmail.com. A red arrow points to the e-mail field. Other fields like Division (2 Walker), T Shirt, and Age Group (Male 0-99) are also visible.

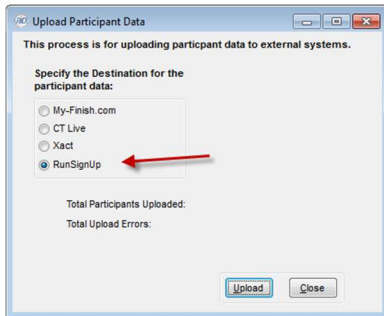
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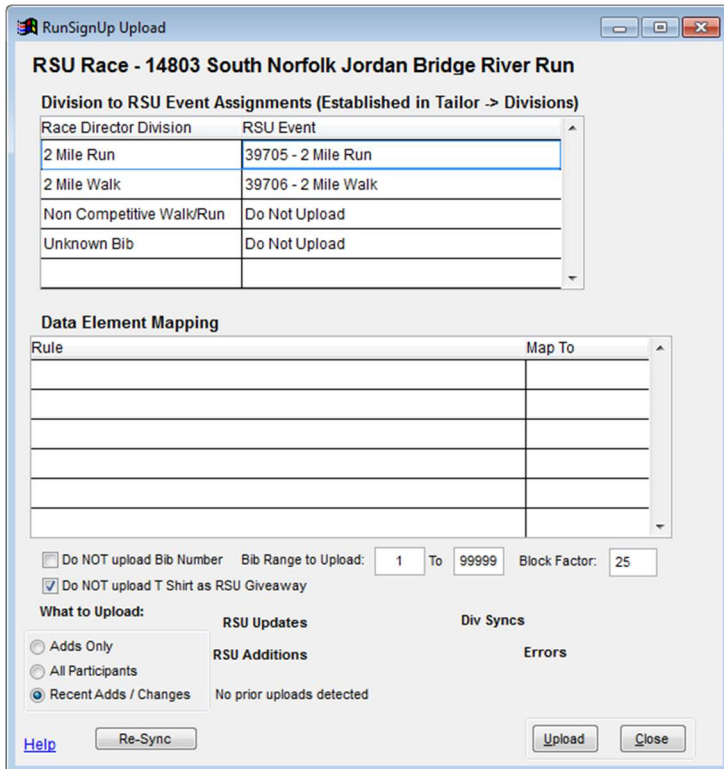
III. Participant Data Uploads

1 - Uploading new participants from RD to RSU.

On race day, we register 61 new participants in RD. To send these new participant to RSU, we will use the "Upload" button from the task bar in Update -> Participants.



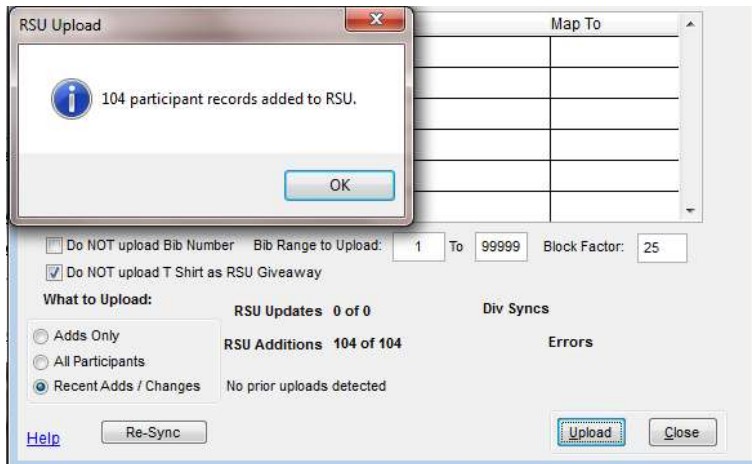
Although using upload settings 1 and 2 for uploading only adds or only updates can be used at any time, the most useful setting for doing uploads from this screen is the 3rd where all adds and updates since the last upload are sent. In this case, it's the initial upload as indicated in the message just to the right of the upload choices.



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When the upload is completed, you're informed about the number of participants uploaded. In the event that there are upload errors, you will be informed and given the option of printing the error report.



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

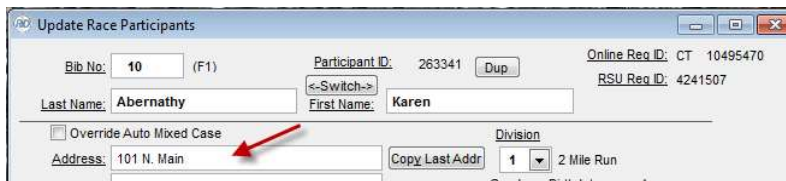


should agree with what you see at RSU for this race -

10/12/2014	South Norfolk Jordan Bridge River Run Fremont, MI	RENEW	Last Event: 104 Lifetime: 104
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2 - Uploading participant data changes from RD to RSU.

Let's change Karen's address in RD -



Now, we're out of sync with what is showing at RSU -

Registration ID	Name	Gender	Age	Address
4241507	Karen Abernathy	F	46	113 Park Lane Seaford, VA US 23696

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Returning to the RD Upload screen, we'll use these settings:

Do NOT upload Bib Number Bib Range to Upload: 1 To 99999 Block Factor: 25
Do NOT upload T Shirt as RSU Giveaway
What to Upload: RSU Updates RSU Additions Div Syncs Errors
Adds Only
All Participants
Recent Adds / Changes
Since last activity - 12/29/2014 10:14:04 AM
Help Re-Sync Upload Close

When the upload completes -

RSU Upload
1 participant records updated at RSU.
OK
Do NOT upload Bib Number Bib Range to Upload: 1 To 99999 Block Factor: 25
Do NOT upload T Shirt as RSU Giveaway
What to Upload: RSU Updates 1 of 1 RSU Additions Div Syncs Errors
Adds Only
All Participants
Recent Adds / Changes
Since last activity - 12/29/2014 10:14:04 AM
Help Re-Sync Upload Close

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

Name	Gender	Age	Address
Karen Abernathy	F	46	101 N. Main Seaford, VA US 23696

3 - Uploading participant division changes from RD to RSU.

The RD Division is directly tied to a corresponding "Event" at RSU as you saw in the mapping step when you import participant data. An Event is a major element in the RSU structure where a change in a participants Event requires that the registration ID from the old Event be eliminated and a new Event number assigned. For this reason, there is additional processing that happens in the upload to determine when a new Event needs to be assigned. You will see this on the Upload screen as Division Syncs.

Let's change Karen from the Run division to the Walk division in RD -

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Update Race Participants

Bib No: 10 (F1) Participant ID: 263341 Dup Online Reg ID: CT 10495470
Last Name: Abernathy First Name: Karen RSU Reg ID: 4241753
Address: 101 N. Main Copy Last Addr Division: 2 2 Mile Walk

When we upload changes now, you will see an indication that an event has been changed -

What to Upload:

RSU Updates 1 of 1 Div Syncs 1 (1 changed)

Adds Only
All Participants
Recent Adds / Changes

RSU Additions Errors

Since last activity - 12/29/2014 10:15:44 AM

Help Re-Sync Upload Close

And, when we check on Karen at RSU, we see the change has taken place -

Registration ID	Name	Event	Gender	Age	Address
4241869	Karen Abernathy	2 Mile Walk	F	46	101 N. Main Seaford, VA US 23696

And, in RD we see the new Registration ID -

Update Race Participants

Bib No: 10 (F1) Participant ID: 263341 Dup Online Reg ID: CT 10495470
Last Name: Abernathy First Name: Karen RSU Reg ID: 4241869
Address: 101 N. Main Copy Last Addr Division: 2 2 Mile Walk

4 - When participant data has been deleted at RSU

Each time you do an upload, there is a check for each participant to insure their data still resides at RSU. In the event that any of the participants you attempt to upload no longer exist at RSU, you are informed -

RSU Upload

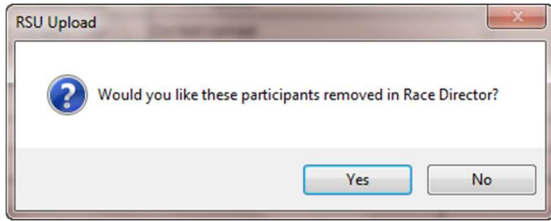
There are 1 participants in Race Director which have been removed at Run Sign Up. Would you like to see a list?

Yes No

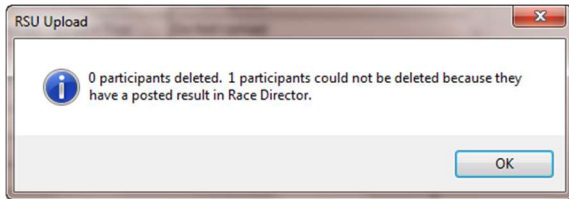
After you have reviewed the list, you are given the option of deleting these entries in Race Director -

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Participant data in Race Director will only be removed if there is not a posted result -



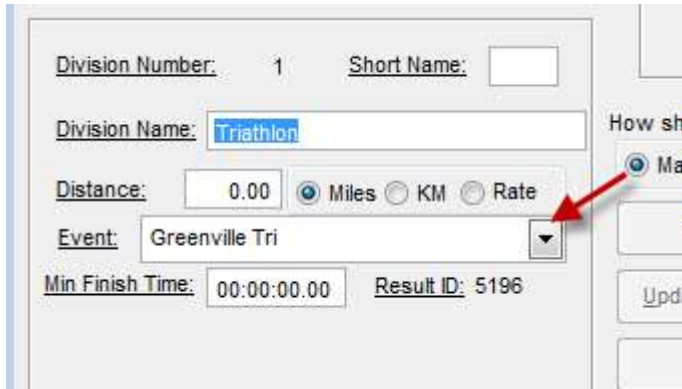
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IV. Results Uploads

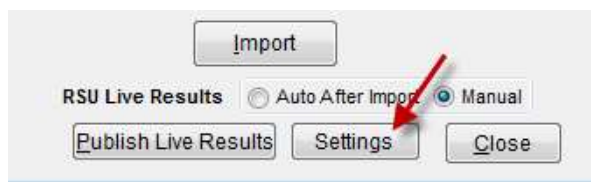
1 - Basic Flow

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.

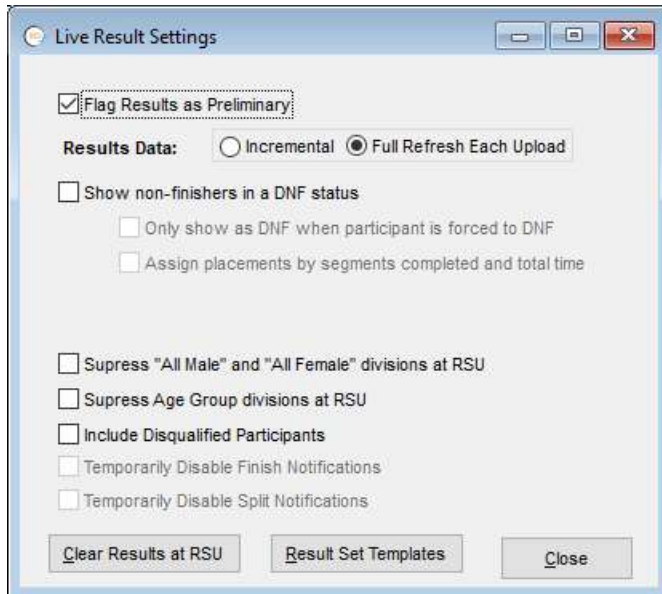
The results upload is designed to be entirely imbedded into standard RD results entry processes. When you go to the chip results import screen, use the Settings button to manage how the upload is processed.



On the next screen you manage these settings.

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

Results Data – Incremental mode results in faster publishing cycles in very large races. In Incremental mode, the data sent during the results publishing cycle is only the new results since the last time the publishing happened. If number of participants is fewer than 500 not much is gained and it's recommended that you keep this setting on Full Refresh. When using the Incremental mode while the race is ongoing, it's highly recommended you change this setting to Full and do a final publish after the last results have been imported.

DNF - This setting only applies to multiple segment races. When the setting is on, anyone completing at least one split will have a result sent to RSU. If the participant does not have a finish result, there will be no overall, gender, age group ranking assigned, but all completed split times will be reported. If you wish to how the non-finishers in order by the number of splits and time, you must use the setting to assign a placement to non finishers.

Suppress Settings – If you do not want to track finish placement by gender at RSU, there is a setting for this. You can also suppress the Age Group placement from showing at RSU. You must have the setting on to show results for participants that you have disqualified in Race Director.

Notifications – If you publish results on race day prior to the race, it's recommended that you disable the sending of Notifications. These settings will not be enabled for races where you do not have RSU notifications activated. If you attempt to republish results on any date after the race date, you will get a prompt in Race Director asking if you want notifications disabled.

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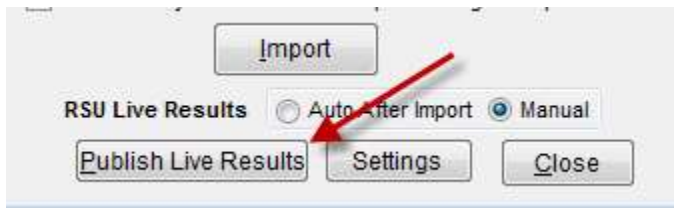
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Clear Results at RSU – Use this to clear away any results used in testing before the live event.

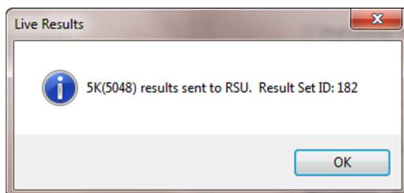
Result Set Templates – Used to define the columns shown on the result finish list.

Back on the Chip Results Import screen, 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.

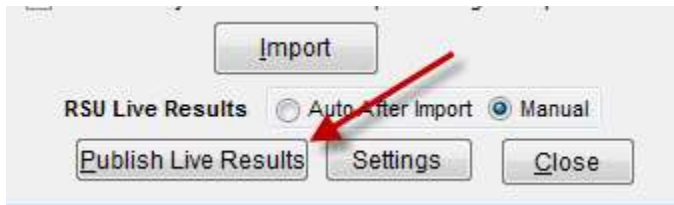
If you switch the setting to "Manual", you're given a button so that you can send the results on your own schedule -



Back on the Chip Results Import screen, 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. You are informed of the upload with a simple message for each RD Division (RSU Event) -



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



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2 - Age Groups and Top Finishers

What we configure in Race Director for Age Groups and Top Finishers become Divisions at RSU. What you see when you run the RD Age Group report should match perfectly with how you see Division finishers at RSU.

For Age Groups, this setting is critical in the integration -

Age Group Setup Screen

5k Run Age Groupings

Selected Age Group No - 7 Gender M

Age Range: 30 To: 34

Description: Male 30 to 34

Record Holder -

Year: 2007 Time: 00:17:05.55

L. Name: Gerry

F. Name: Josh

Number of Awards: 3 (Count) Options

It determines how many show in the division list at RSU.

Male 30 to 34

Place	Overall	Bib	Name	Age	Gender	Location	Time
1	30	474	Caleb Currie	36	M	Portland OR US	18:37.45
2	36	972	Scooter Delong	38	M	Saint Joseph MI US	19:04.68
3	40	366	Matt Small	39	M	South Haven MI US	19:15.5

Male 35 to 39

For Top Finishers, the short description is important for how the band is identified in the RSU finish list and the male / female setting drives the number that show in the division detail.

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Step 1

5k Run

From Age	Seq	Band Description	Separate M	Separate F
0	0	Open	1	1
40	40	Masters	1	1
91	50	Military	1	1

Add Band Delete Band Clear All Save

From Age: 0 Band Description: Open Short Desc: Open
(Short desc is substitute for age group desc on Overall results reports)

Sequence: 0

Male Female Assign Finishers Manually Assign

1 1 Number of "Top Finishers" to separate out from age group winners

Double dipping is allowed, but when you use this, full results must be sent to RSU with each upload (Incremental is now allowed).

Settings at Race Level

☐ Page Break on Band on Results Reports

☒ Include Top Finishers in age groupings also

☐ Show Race Overall Top Finishers ahead of Age Band winners

Race Overall Top Finisher Count by Gender: 1

Finish List at RSU with double dipping -

Place	Bib	Name	Gender	City	State	Country	Clock Time	Chip Time	Pace	Age	Age Percentage	Division Place	Division
1	151	Tad Hulst	M	Zeeland	MI		15:41.02	15:40.45	5:02	29	82.4	1	M Open
2	372	Joe McAvoy	M	Hillsdale	MI		16:19.66	16:19.39	5:15	24	79.0	1	M 15-19
3	652	Richard Bauer	M	Holland	MI	US	16:55.03	16:52.96	5:26	35	78.1	1	M 25-29
4	569	Robert Duerksen	M	Ann Arbor	MI	US	17:01.99	17:00.62	5:28	54	89.6	1	M Master
5	528	Kyle Overway	M	Logansport	IN	US	17:11.87	17:11.47	5:31	21	75.3	2	M 15-19
6	566	Craig Sauers	M	La Porte	IN	US	17:31.47	17:29.98	5:37	29	73.8	2	M 20-24

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3 – Displaying Team Name

When uploading results to Race Director Go, Race Director will publish the team name with each participant that is entered on a team. A team name will be uploaded regardless what type of team race you are scoring (relay or traditional teams).

÷ Place	÷ Bib	÷ Name	÷ Gender	÷ City	÷ State	÷ Chip Time	÷ Gun Time	÷ Pace	÷ Age	Division	Division Place	÷ Team Name
1	525	Harlan Lopez ×	M	Walnut Creek	CA	26:05.4	26:06.06	5:13	28	M 19-39	1	
2	504	Nate Beach ×	M	Lafayette	CA	26:10.73	26:10.79	5:14	24	M 19-39	2	
3	66	Aidan Goltra ×	M	Walnut Creek	CA	26:46.38	26:46.74	5:21	18	M 1-18	1	Moraga Project
4	67	Rod Farvard ×	M	Moraga	CA	28:51.59	28:51.98	5:46	18	M 1-18	2	Moraga Project
5	601	Ollie Ehlinger ×	M	Berkeley	CA	29:48.02	29:49.09	5:57	28	M 19-39	3	
6	172	Kevin Buckley ×	M	Moraga	CA	29:51.54	29:53.71	5:58	17	M 1-18	3	Campo XC
7	403	Nathaniel Sauerberg ×	M	Moraga	CA	30:17.11	30:19.56	6:03	16	M 1-18	4	Campo XC
8	427	Charlie Thimesch ×	M	Walnut creek	CA	30:25.28	30:25.54	6:05	19	M 19-39	4	
9	161	Jonathan Semenza ×	M	Moraga	CA	30:37.02	30:39.05	6:07	16	M 1-18	5	Campo XC
10	392	Sean Pappa ×	M	Moraga	CA	30:51.42	30:53.38	6:10	17	M 1-18	6	Campo XC

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Appendix A - Super Events

RSU allows a concept called Super Events where a participant can be assigned to a combination of events based on the "standard" events that are associated with it. In the example below, the race has 2 standard events - 5K Run and 1 Mile Run. The race is designed with enough time between the 5K and 1 Mile events so that a participant would be able to compete in both. Additionally, the race director want the participant to use the same bib number in each race. At RSU, an additional "Super" event called "1 Mile and 5K" has been set up so that, when chosen, the participant will be assigned to both of the standard 1 Mile and the standard 5K events.

Since we want the participant to have the same bib number used in each race, you must score the 5K and 1 Mile as two separate Race Director races. If you are willing to manage 2 bib numbers for the participant, you can score this as a single race where the same person will have a different bib number in each division.

In both scenarios, these are important rules for when you do the import:

- 1) Never select both the 5K participants and the 1 Mile participants in the same import.
- 2) If you are managing this as a single RD race, make sure you never upload the assigned bib number to RSU - only one bib number can be tracked at RSU.

Below is an example of how you would proceed with the imports if we're using 2 races -

We'll keep track of how Gonzalo Gomez is imported into Race Director -

Bib	Name	Event	Gender	Age	City	State
362	Gonzalo Gomez More Details	1 mile and 5K	M	44	Belvidere	IL US
324	Michelle Gorak <i>Is this you?</i>	5k	F	44	Rockford	IL US
165	Amy Gorman More Details	5k	F	38	Lake In The Hills	IL US
166	Nicholas Gorman More Details	5k	M	11	Lake In The Hills	IL US

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In this case, the bib number will be the same in both races, so we'll score this as two races in Race Director. For each race, it's a single division. For the 1 Mile race, link the RD division to the standard RSU 1 Mile Event. Ignore the 1 Mile / 5K combination event - since this is a super event that has the standard 1 Mile event associated with it, anyone registered in this event will also be imported into this race.

Division Setup

Current Divisions

1 1 Mile

(Click to select) Participant Count: 90

Division Number: 1 Short Name: 1 M

Division Name: 1 Mile

Distance: 1.00 Miles KM Rate

Event: Rockford Airfest Run the Runway

Min Finish Time: 0:00:00.0 RSU (47427/9270)

Finish Results

Male Winner: Gonzalo Gomez
5:11.6

Female Winner: Jill McCurdy
6:45.8

Total Finishers: 23

How should age group descriptions default?

☒ Male / Female ☐ Men / Women ☐ Other

Setup Events

Update Age Groups...

On the import screen, the mapping looks like this (the Kids Run is not timed).

Assign the RSU Event in Tailor -> Divisions

Event List	Division
47427 - 1 mile	1 Mile
47428 - 5k	
47429 - Kids Fun Run	
47442 - 1 mile and 5K	

After the import, we see all those entered in the 1 Mile have been imported as well anyone in the 1 Mile / 5K Super event. Here's Gonzalo Gomez -

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Update Race Participants

Bib No: 362 (F1) Participant ID: Dup Online Reg ID: RS 6447980
Last Name: Gomez First Name: Gonzalo RSU Reg ID: 6447980
Address: Emergency Contact Division: 1 1 Mile
Copy Last Addr

If RD did the bib number assignment and you are uploading the assignment back to RSU, be sure this is unchecked -

RSU Upload

RSU Race - 17182 Rockford AirFest Run the Runway

RSU Event to RD Division Assignments (Established in Tailor -> Divisions)

RSU Event	Race Director Division
47427 - 1 mile	1 Mile
47428 - 5k	
47429 - Kids Fun Run	
47442 - 1 mile and 5K	

Data Element Mapping

Rule	Map To

☐ Do NOT upload Bib Number Bib Range to Upload: 1 To 99999 Block Factor: 250
☒ Do NOT upload T Shirt as RSU Giveaway ☐ Upload Chip Code

What to Upload:

RSU Updates RSU Additions Div Syncs Errors

☐ Adds Only
☐ All Participants
☒ Recent Adds / Changes

Since last activity - 06/04/2015 06:08:52 PM

Help Re-Sync Upload Close

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Next, in the second RD race, be sure you start with all the participants cleared. Here is the division setup, where we're mapped only to the standard RSU 5K Event -

Division Setup

Current Divisions

2 5k

(Click to select) Participant Count: 212

Division Number: 2 Short Name: 5k

Division Name: 5k

Distance: 3.11 Miles KM Rate

Event: Rockford Airfest Run the Runway

Min Finish Time: 0:00:00.0 RSU (47428/9269)

Finish Results

Male Winner:

Female Winner:

Total Finishers: 0

How should age group descriptions default?

Male / Female Men / Women Other

Setup Events

Update Age Groups...

The import screen looks like this -

Event List	Division
47427 - 1 mile	
47428 - 5k	5 k
47429 - Kids Fun Run	
47442 - 1 mile and 5K	

After this import, you will see Gonzalo Gomez has been imported with all of the other 5K participants AND he has the same bib number -

Update Race Participants

Bib No: 362 (F1) Participant ID: 6447980 Dup

Last Name: Gomez First Name: Gonzalo

Emergency Contact

Copy Last Addr

Division: 2 5k

Online Reg ID: RS 6447980

RSU Reg ID: 6447980

City: Birthdate: State: Zip: Gender: Birthdate: Age:

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Appendix B – Live Leaderboard Functionality

In addition to the Announcer Display functionality presently found within Race Director; you can now additionally stream data to the internet so that spectators may view a participant finishing a race in real time.

To establish your race for real time results go to Tailor > Options > Results 1 > Timing Locations. When you exit this screen, the setup information that RSU needs is automatically created (you'll notice a slight pause).

Next we'll want to go to Reports > Announcer. On the "Options Screen" a new option will appear on the bottom right hand corner:




☒ Stream to Race Director Go

Timing Point: FINISH Reset Data

<https://runsignup.com/Announcer/15/ykP6r0TB>
(right-click to copy URL)

The URL generated may be posted to your website prior to race morning. All data that is captured on Race Director's Announcer Screen will automatically be transmitted to RunSignUp.

Estimated Place	Event	Name	<u>FINISH</u> Sex	Age	City	 Time
1258	Pilgrim 10K	Bill Pond	M	67	San Diego	1:29:30
1257	Pilgrim 10K	Rosa Montes	F	49	Rohnert Park	1:28:42
1256	Pilgrim 10K	Perla Frias-Cortes	F	36	Novato	1:28:30
1255	Pilgrim 10K	Humberto Cortes	M	36	Novato	1:28:28
1254	Pilgrim 10K	Samantha Frias	F	24	Rohnert Park	1:28:24

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Participants may view this Live Leaderboard using either a computer or smartphone. Visible/Hidden columns as well as font size may be adjusted using the small gear found in the upper right hand corner of the screen.

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Appendix C – Team Relay

The team relay integration between RD and RSU is designed with the following assumptions.

- There are separate divisions in RD for each distance and team type (male, female, mixed).
- There is a Group Type defined at RSU for each RD division.

RD Go Races If do not use RSU for registration, the RSU race creation process on the Partner Tab in Tailor -> Options automatically sets up a single RSU Event and Group Type for each RD Team Relay division. The participant data upload will automatically create teams in the proper event and group type. Results will flow automatically flow to the correct Event and the team name and all relay team members will show in the results at RSU.

RSU Registration Races When creating the race at RSU for registering participants, it is not necessary to create an Event for each team relay division in RD. You can create a single Event (per distance) and set up multiple Group Types within each Event.

The following example show a race where RSU was used for registrations. In this race, there is a single event for individuals and a single event for registering team relay participants. For the team relay competition, there are 4 different relay team categories. Below, you see the definition of the first two Group Types.

Group Type *

School Open

Group Type Description *

School Open

Events

☐ Individual Entry ☒ Relay Team Entry

Advanced Settings

Group Type *

Club / Corporate Open

Group Type Description *

Club / Corporate Open

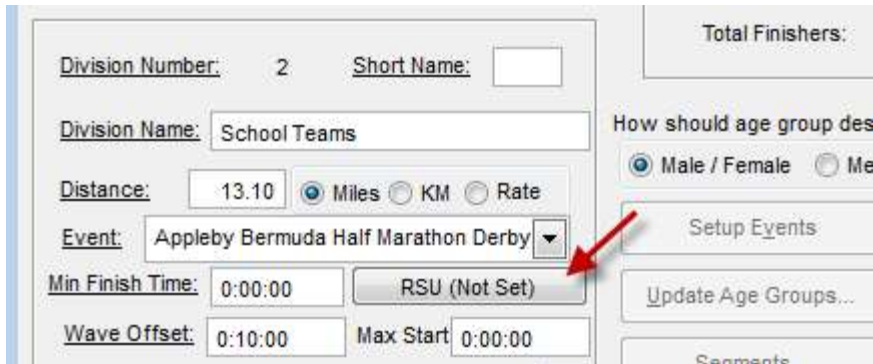
Events

☐ Individual Entry ☒ Relay Team Entry

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In Race Director, on the Tailor -> Divisions screen, you assign the RSU Event in the same way you do for any other division.



Division Number: 2 Short Name:

Division Name: School Teams

Distance: 13.10 ☒ Miles ☐ KM ☐ Rate

Event: Appleby Bermuda Half Marathon Derby

Min Finish Time: 0:00:00 RSU (Not Set)

Wave Offset: 0:10:00 Max Start: 0:00:00

Total Finishers:

How should age group des

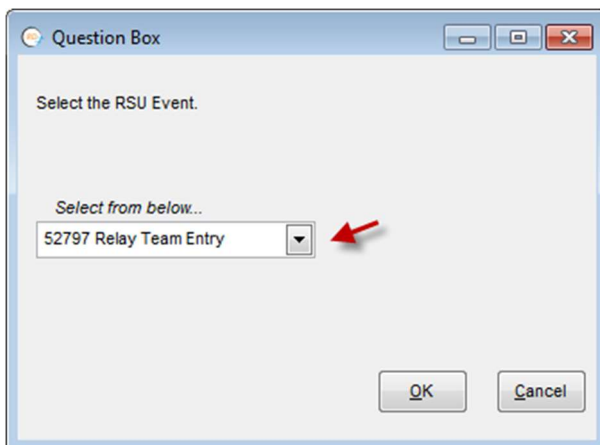
☒ Male / Female ☐ Me

Setup Events

Update Age Groups...

Segments

Once you've selected the RSU Event to assign to this division,



Question Box

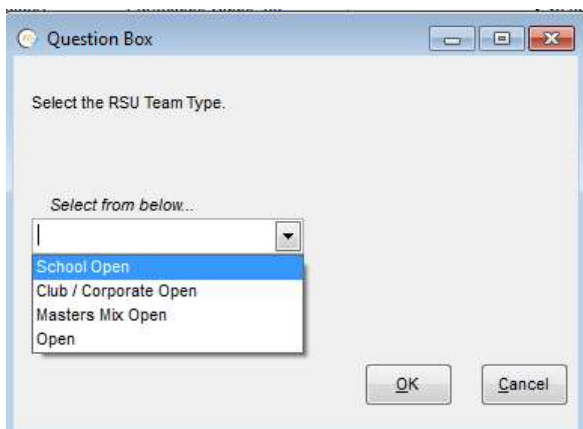
Select the RSU Event.

Select from below...

52797 Relay Team Entry

OK Cancel

you are given an additional prompt to select the Group Type to be assigned.



Question Box

Select the RSU Team Type.

Select from below...

School Open

Club / Corporate Open

Masters Mix Open

Open

OK Cancel

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When you go to import or export participant data, you will see multiple references to the same RSU Event - one for each Group Type.

RunSignUp.com Registration Import

Step 1 Step 2 Step 3

19603 - Appleby Bermuda Half Marathon Derby

Last import through date / time - 03/30/2015 05:18:55 PM

☐ Re-import Previously Imported Participants

☐ Sync RSU Giveaway with RD T-Shirt Cross Reference

Assign the RSU Event in Tailor -> Divisions

Event List	Division
52796 - Individual Entry	Individual Race
52797 - Relay Team Entry - School Open	School Teams
52797 - Relay Team Entry - Club / Corporate Open	Club/Corporate Teams
52797 - Relay Team Entry - Masters Mix Open	Masters Teams
52797 - Relay Team Entry - Open	Open Teams

Registrations Received: [Get Registrations](#)

[Help](#) [Close](#)

For the Team Relay divisions, there will be a separate results category for each RD Division / RSU Group Type.

2015 Teams Club/Corporate Team Search by name, bib number, town, etc SEARCH Advanced

Place	Bib	Name	Clock Time	Chip Time	Pace	Division Place	Division	Team Name
1	1024	Kenji Griffith	1:43:13	1:43:09	7:52	1	Club/Corporate Teams All Male	PHC Zebras Kenji Griffith Blenn Bean Raymon Glasford Jonathan Ball
2	1048	Mike Williams	1:48:18	1:48:14	8:15	2	Club/Corporate Teams All Male	Renegades RFC Mike Williams Ian Henderson Megan Warnich Kim McIvor

Bib Numbers - There is an important setting in the RD Team Relay setup about the bib number for relay teams. Either the bib number is unique for each relay team member or the same bib number is shared

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across all relay team members. When the bib number is shared, it is important that you have a "Group Team Number assigned to each relay team at RSU. This will become the RD bib number for the entire team. If relay team members all have unique bib numbers, the RSU Group Team Number is not referenced in the imported participant data. In the case of unique bib numbers, you should either assign 100% of the bib numbers at RSU before the import or assign none of the bib numbers and let the import do the assignment. In Race Director, the setting about bib numbers must be the same across all relay team divisions.

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Appendix D – Result Set Templates

Result set templates provide a way for you to customize the columns shown in the Finish List component of RSU Result Sets. Without assigning a Result Set Template to your Results Sets, your results show a standard set of columns. The standard columns may include some columns you don't need and not show columns that you are interested in. Below is an example of what you'd normally see.

Place	Bib	Name	Gender	City	State	Country	Clock Time	Chip Time	Pace	Age	Age Percentage	Division Place	Division
1	866	Daniel Newcomb	M	Candler	NC	US	17:52.0	17:52.0	5:46	23	72.4	1	M 20-29
2	712	Joe Quinlan	M	Weaverville	NC	US	19:20.4	19:18.2	6:14	27	67.0	2	M 20-29
3	729	Alex Rudins	M	Fletcher	NC	US	19:34.8	19:34.8	6:19	17	66.8	1	M 13-19
4	590	Ethan Kemp	M	Mills River	NC	US	19:50.6	19:47.6	6:23	16	66.8	2	M 13-19
5	852	Andrew Mitchell	M	Asheville	NC	US	20:38.8	20:38.8	6:40	32	63.1	1	M 30-39
6	471	Wayne Carter	M	Mills River	NC	US	20:47.6	20:47.6	6:42	49	70.1	1	M 40-49

But, perhaps you'd rather not see country, age and age percentage. Many of the races you time don't have a start line, so chip time is redundant to the Clock time. Also, you'd rather see the Division placements referred to as Age Group placements.

In this case, you could set up a result set template like the one shown below. When you do this you can control which columns show, the order of the columns and the column headings.

Template 01 - Standard Race				
	Order	Field	Heading	Hidden
▶	5	Race Placement	Finish Place	<input type="checkbox"/> Yes
	10	Participant Name	Participant Name	<input type="checkbox"/> Yes
	15	City	City	<input type="checkbox"/> Yes
	20	Age Group Place	Age Group Place	<input type="checkbox"/> Yes
	25	Age Group Description	Age Group Description	<input type="checkbox"/> Yes
	30	Chip Time	Finish Time	<input type="checkbox"/> Yes
	35	Pace	Pace	<input type="checkbox"/> Yes

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You assign the template in the grid of result sets. In this case, there is only one.

Result Set Templates

ResultSets	Tmpl SO
12647 5k	01 1

Apply This Template to all Result Sets: ☒ 01

Default Template for New Races: ☐

(Select a row from the list above to change the template number or Result Set description)

When you produce results with this template assigned, you'll see this at RSU.

Finish Place	Participant Name	City	Age Group Place	Age Group Description	Finish Time	Pace
1	Daniel Newcomb	Candler	1	M 20-29	17:52.0	5:46
2	Joe Quinlan	Weaverville	2	M 20-29	19:18.2	6:14
3	Alex Rudins	Fletcher	1	M 13-19	19:34.8	6:19
4	Ethan Kemp	Mills River	2	M 13-19	19:47.6	6:23
5	Andrew Mitchell	Asheville	1	M 30-39	20:38.8	6:40
6	Wayne Carter	Mills River	1	M Masters	20:47.6	6:42

Here's an example template for races such as triathlons where you want to show splits.

Template 02 - Standard Triathlon				
Order	Field	Heading	Hidden	
5	Race Placement	Finish Place	<input type="checkbox"/> Yes	
10	Participant Name	Participant Name	<input type="checkbox"/> Yes	
15	Bib Number	Bib Number	<input type="checkbox"/> Yes	
20	City	City	<input type="checkbox"/> Yes	
25	Chip Time	Finish Time	<input type="checkbox"/> Yes	
30	Split Info	*Rank, Time & Pace	<input type="checkbox"/> Yes	
35	Age Group Place	AG Place	<input type="checkbox"/> Yes	
40	Age Group Description	Age Group Description	<input type="checkbox"/> Yes	

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Here's an example template for team relay.

Template 03 - Triathlon Relay				
	Order	Field	Heading	Hidden
▶	5	Race Placement	Finish Place	<input type="checkbox"/> Yes
	10	Team Name	Team Name	<input type="checkbox"/> Yes
	15	Bib Number	Team Number	<input type="checkbox"/> Yes
	20	Chip Time	Finish Time	<input type="checkbox"/> Yes
	25	Split Info	*Rank, Time & Pace	<input type="checkbox"/> Yes

The Help on the Results Set Template screen goes into much more detail on how the templates are maintained.