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

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 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.
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.

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.

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

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.
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.
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.

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.
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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The Race Director / Run Sign Up Integration
4 - Importing Participant Changes

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

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

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

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

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

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 -

<table>
<thead>
<tr>
<th>Registration ID</th>
<th>Name</th>
<th>Gender</th>
<th>Age</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>4241507</td>
<td>Karen Abernathy</td>
<td>F</td>
<td>46</td>
<td>113 Park Lane</td>
</tr>
</tbody>
</table>
Returning to the RD Upload screen, we’ll use these settings:

When the upload completes -

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Gender</th>
<th>Age</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Abernathy</td>
<td>F</td>
<td>46</td>
<td>101 N. Main, Seaford, VA 23695</td>
</tr>
</tbody>
</table>

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

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

And, in RD we see the new Registration ID -

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 -

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 -
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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**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 -
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 -

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

**Male 30 to 34**

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

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

Finish List at RSU with double dipping -
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).

<table>
<thead>
<tr>
<th># Place</th>
<th>Bib</th>
<th>Name</th>
<th>Gender</th>
<th>City</th>
<th>State</th>
<th>Chip Time</th>
<th>Gun Time</th>
<th>Pace</th>
<th>Age</th>
<th>Division</th>
<th>Division Place</th>
<th>Team Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>525</td>
<td>Harlan Lopez</td>
<td>M</td>
<td>Walnut Creek</td>
<td>CA</td>
<td>26:05.4</td>
<td>26:06.06</td>
<td>5:13</td>
<td>28</td>
<td>M 19-39</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>504</td>
<td>Nate Beach</td>
<td>M</td>
<td>Lafayette</td>
<td>CA</td>
<td>26:10.73</td>
<td>26:10.79</td>
<td>5:14</td>
<td>24</td>
<td>M 19-39</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>66</td>
<td>Adan Gostra</td>
<td>M</td>
<td>Walnut Creek</td>
<td>CA</td>
<td>26:46.98</td>
<td>26:46.74</td>
<td>5:21</td>
<td>18</td>
<td>M 1-18</td>
<td>1</td>
<td>Moraga Project</td>
</tr>
<tr>
<td>4</td>
<td>67</td>
<td>Rod Fanard</td>
<td>M</td>
<td>Moraga</td>
<td>CA</td>
<td>28:51.59</td>
<td>28:51.98</td>
<td>5:46</td>
<td>18</td>
<td>M 1-18</td>
<td>2</td>
<td>Moraga Project</td>
</tr>
<tr>
<td>5</td>
<td>601</td>
<td>Chie Ehinger</td>
<td>M</td>
<td>Berkeley</td>
<td>CA</td>
<td>29:48.02</td>
<td>29:49.09</td>
<td>5:57</td>
<td>28</td>
<td>M 19-39</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>172</td>
<td>Kevin Buckley</td>
<td>M</td>
<td>Moraga</td>
<td>CA</td>
<td>29:51.54</td>
<td>29:53.71</td>
<td>5:58</td>
<td>17</td>
<td>M 1-18</td>
<td>3</td>
<td>Campo XC</td>
</tr>
<tr>
<td>7</td>
<td>403</td>
<td>Nathaniel Sauerberg</td>
<td>M</td>
<td>Moraga</td>
<td>CA</td>
<td>30:17.11</td>
<td>30:19.56</td>
<td>6:03</td>
<td>16</td>
<td>M 1-18</td>
<td>4</td>
<td>Campo XC</td>
</tr>
<tr>
<td>8</td>
<td>427</td>
<td>Charlie Thinesch</td>
<td>M</td>
<td>Walnut Creek</td>
<td>CA</td>
<td>30:25.28</td>
<td>30:25.54</td>
<td>6:05</td>
<td>19</td>
<td>M 19-39</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>161</td>
<td>Jonathan Semenza</td>
<td>M</td>
<td>Moraga</td>
<td>CA</td>
<td>30:37.02</td>
<td>30:39.05</td>
<td>6:07</td>
<td>16</td>
<td>M 1-18</td>
<td>5</td>
<td>Campo XC</td>
</tr>
<tr>
<td>10</td>
<td>392</td>
<td>Sean Pappa</td>
<td>M</td>
<td>Moraga</td>
<td>CA</td>
<td>30:51.42</td>
<td>30:53.38</td>
<td>6:10</td>
<td>17</td>
<td>M 1-18</td>
<td>6</td>
<td>Campo XC</td>
</tr>
</tbody>
</table>
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 -
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.

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

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

The import screen looks like this -

<table>
<thead>
<tr>
<th>Event List</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>47427 - 1 mile</td>
<td></td>
</tr>
<tr>
<td>47428 - 5k</td>
<td>5k</td>
</tr>
<tr>
<td>47429 - Kids Fun Run</td>
<td></td>
</tr>
<tr>
<td>47442 - 1 mile and 5K</td>
<td></td>
</tr>
</tbody>
</table>

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 -
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:

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.

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

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

you are given an additional prompt to select the Group Type to be assigned.
When you go to import or export participant data, you will see multiple references to the same RSU Event - one for each Group Type.

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

**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.
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.

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.

<table>
<thead>
<tr>
<th>Order</th>
<th>Field</th>
<th>Heading</th>
<th>Hidden</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Race Placement</td>
<td>Finish Place</td>
<td>Yes</td>
</tr>
<tr>
<td>10</td>
<td>Participant Name</td>
<td>Participant Name</td>
<td>Yes</td>
</tr>
<tr>
<td>15</td>
<td>City</td>
<td>City</td>
<td>Yes</td>
</tr>
<tr>
<td>20</td>
<td>Age Group Place</td>
<td>Age Group Place</td>
<td>Yes</td>
</tr>
<tr>
<td>25</td>
<td>Age Group Description</td>
<td>Age Group Description</td>
<td>Yes</td>
</tr>
<tr>
<td>30</td>
<td>Chip Time</td>
<td>Finish Time</td>
<td>Yes</td>
</tr>
<tr>
<td>35</td>
<td>Pace</td>
<td>Pace</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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You assign the template in the grid of result sets. In this case, there is only one.

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

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

Template 02 - Standard Triathlon

<table>
<thead>
<tr>
<th>Order</th>
<th>Field</th>
<th>Heading</th>
<th>Hidden</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Race Placement</td>
<td>Finish Place</td>
<td>No</td>
</tr>
<tr>
<td>10</td>
<td>Participant Name</td>
<td>Participant Name</td>
<td>No</td>
</tr>
<tr>
<td>15</td>
<td>Bib Number</td>
<td>Bib Number</td>
<td>No</td>
</tr>
<tr>
<td>20</td>
<td>City</td>
<td>City</td>
<td>No</td>
</tr>
<tr>
<td>25</td>
<td>Chip Time</td>
<td>Finish Time</td>
<td>No</td>
</tr>
<tr>
<td>30</td>
<td>Split Info</td>
<td>*Rank, Time &amp; Pace</td>
<td>No</td>
</tr>
<tr>
<td>35</td>
<td>Age Group Place</td>
<td>AG Place</td>
<td>No</td>
</tr>
<tr>
<td>40</td>
<td>Age Group Description</td>
<td>Age Group Description</td>
<td>No</td>
</tr>
</tbody>
</table>
Here’s an example template for team relay.

<table>
<thead>
<tr>
<th>Order</th>
<th>Field</th>
<th>Heading</th>
<th>Hidden</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Race Placement</td>
<td>Finish Place</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Team Name</td>
<td>Team Name</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Bib Number</td>
<td>Team Number</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Chip Time</td>
<td>Finish Time</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Split Info</td>
<td>*Rank, Time &amp; Pace</td>
<td></td>
</tr>
</tbody>
</table>

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