

Live Results Setup Instructions

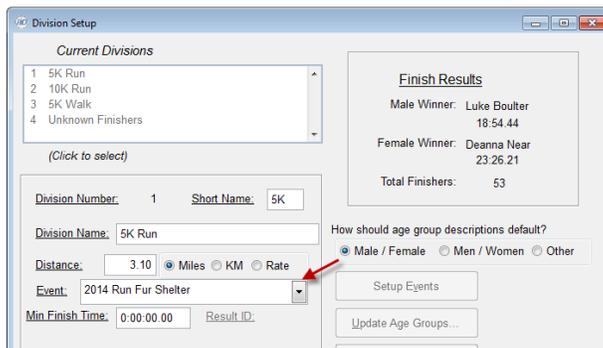
Important: Live results will post to my-finish.com immediately as you perform each import of chip results data on race day. To use this function, it is required that you have a good, stable internet connection at your race site.

For a YouTube training video on this process, visit my-finish.com/youtube.

1. Events

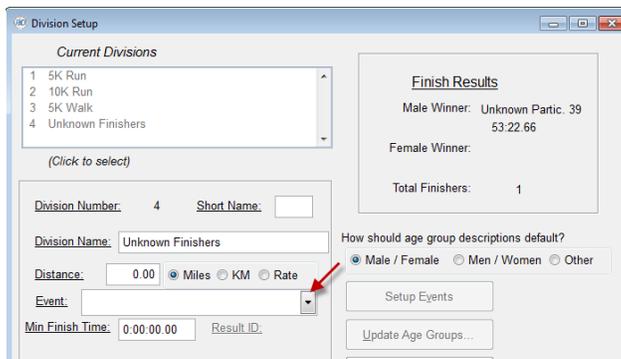
An "Event" is a new concept in Race Director. Event is a new way to group similar divisions within a race. Setting up more than one Event in a race should be rarely needed. For races where you'll use live results to My-finish.com, there is currently no known condition that will require multiple events. You would only do this if it's the wish of the race to have a different URL at my-finish based on the division someone registers in or if the number of participants for the full race exceeds the current my-finish maximum - 11,000.

When you initially set up a race, you should find that a single Event has been defined for you with the name of the race.



The screenshot shows the 'Division Setup' window. On the left, a list of 'Current Divisions' includes '5K Run', '10K Run', '5K Walk', and 'Unknown Finishers'. Below this list, the '5K Run' division is selected. The 'Event' dropdown menu is set to '2014 Run Fur Shelter'. A red arrow points to this dropdown menu. Other fields include 'Division Number: 1', 'Short Name: 5K', 'Division Name: 5K Run', 'Distance: 3.10 Miles', and 'Min Finish Time: 0:00:00.00'. On the right, the 'Finish Results' section shows 'Male Winner: Luke Boulter' with a time of 18:54.44, 'Female Winner: Deanna Near' with a time of 23:26.21, and 'Total Finishers: 53'. There are buttons for 'Setup Events' and 'Update Age Groups...'.

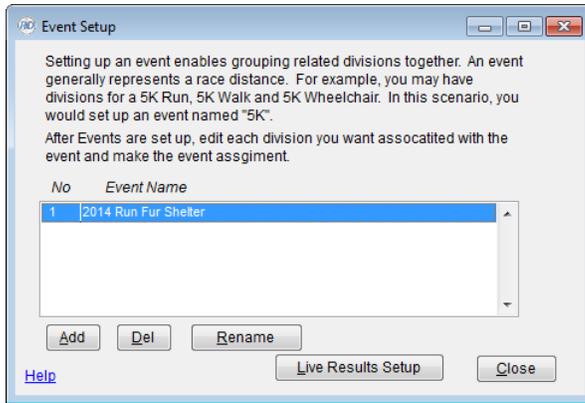
If you want a division to be excluded from the Event, select the Division, use "Edit" and remove the event name by selecting with your mouse and using the "Del" key.



The screenshot shows the 'Division Setup' window with the 'Unknown Finishers' division selected. The 'Event' dropdown menu is now empty, indicating that the event name has been removed. A red arrow points to this empty dropdown menu. Other fields include 'Division Number: 4', 'Short Name: [empty]', 'Division Name: Unknown Finishers', 'Distance: 0.00 Miles', and 'Min Finish Time: 0:00:00.00'. On the right, the 'Finish Results' section shows 'Male Winner: Unknown Partic. 39' with a time of 53:22.66, 'Female Winner: [empty]', and 'Total Finishers: 1'. There are buttons for 'Setup Events' and 'Update Age Groups...'.

In most of the races you score, a single event will be all that is required.

The "Setup Event" button in Tailor -> Divisions is used for Event Maintenance. The name of the Event defaults to the name of the race, but can be changed using the "Rename" button. If your race requires multiple Events, use the "Add" button to create a new event.



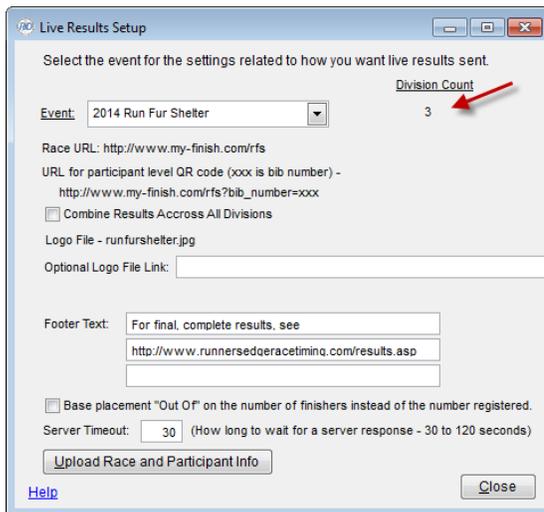
Once the event structure is finalized, edit each division and assign the correct event.

2. Live Results Setup

Before proceeding with this step, contact Roger to have your Event(s) set up on the My-finish.com website. You will need to provide the race number you will be using, your event setup information and the URL tag you want assigned to each Event. If you want a different logo from the one you've previously provided, that will be needed as well. The most optimum dimensions for your logo is 320x125 with 72 resolution. If possible save your logo file with a transparent background. jpg, gif and png files are all acceptable.

Once your Events are set up for the race you can select the Event from the list and use the "Live Results Setup" button. Once selected, you will be taken to the screen below where you can specify options. The setting "Combine Results Across All Divisions" indicates that you want rankings (overall, gender, age group) to be relative to all the included divisions. If this is not checked, the division name will appear on the result page and the rankings will be relative to the division. If checked, the Division name becomes the Event name and all rankings are related to the entire event.

The Division Count shows the number of Race Director Divisions assigned to this Event. The URL Tag is the URL reference you've specified when defining the race to Roger. The footer text is free from and can be whatever you wish to show on each result page.



Live Results Setup

Select the event for the settings related to how you want live results sent.

Event: 2014 Run Fur Shelter

Division Count: 3

Race URL: http://www.my-finish.com/rfs

URL for participant level QR code (xxx is bib number) -
http://www.my-finish.com/rfs?bib_number=xxx

Combine Results Across All Divisions

Logo File - runfurshelter.jpg

Optional Logo File Link:

Footer Text: For final, complete results, see
http://www.runnersdoeracetimeq.com/results.asp

Base placement "Out Of" on the number of finishers instead of the number registered.

Server Timeout: 30 (How long to wait for a server response - 30 to 120 seconds)

Upload Race and Participant Info

Help

Close

The "Race URL" is for the home page for this event. The home page at my-finish has a spot for entering a bib number or name for a lookup or selections for showing various leaderboards. The last part of the URL is for you to recommend. In this case, rfs was chosen as a simple acronym reference to the race "Run Fur Shelter". If you do not suggest a URL tag, one will be created in a way that briefly reflects the name of the race.

If you will have your bib number supplier create the QR code, you are shown exactly what the construction of the URL needs to be. Your bib number supplier will ask for this if you order QR codes with your bib number order.

Use the "Upload Race and Participant Info" button to send your race setup and participant data to the My-finish.com server.

Hyperlinks - if you have a fully qualified website link in the footer text (<http://www.theracedirector.com>), it will become a hyperlink when the participant views their result.

If you have a large race or a poor Internet connection, you may want to increase the "Server Timeout" time.

Important - whenever you change race setup information (division setup, age groups, segment definitions), return to this spot and re-upload the data.

When you are updating participant data, there is a new button in the task bar at the top of the page. Use the "Upload" button to upload refreshed participant data. Do this whenever you've added new participants or changed any data that may impact the scoring (age, gender, division, etc).



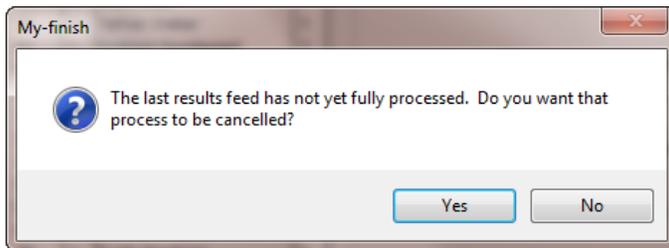
3. Results

The uploading of results is tied directly to each import you do of raw timing data from your chip system. There is a new setting just adjacent to the "Import" button, where you can specify that you want a live results feed automatically after each import. At the end of each import cycle, the feed is automatic. If the race you are scoring is not established at the server, you will not see this prompt or setting. When you have the Live Results switched to "Off", you will see a button for doing a manual send of the live results.

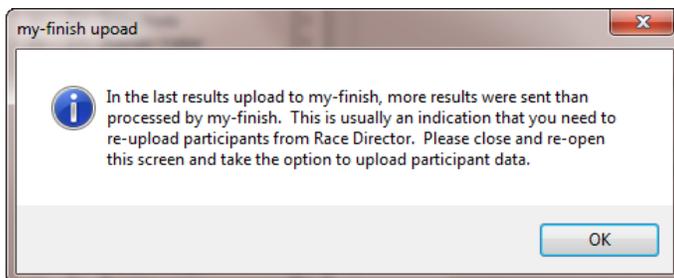


It is recommended that you test the upload cycle for each race by importing a few practice results. When you re-load the race setup and participants, all previously uploaded results are automatically cleared.

When you publish results, the data is sent to the my-finish server and as soon as all of the data is received, you can continue working in Race Director. The next time you publish to my-finish, the status of the previous data upload is checked. If the processing has not finished, you will receive the prompt shown below. Wait a few minutes and try the upload again.



If the processing for the last upload has completed, but there were some results data sent for participants that are not yet set up at my-finish, you'll receive the prompt shown below.



If you get this prompt, re-start the chip results import screen and answer "Yes" to this prompt and perform the upload.

4. Mobile App Result

Once results are uploaded, you can view them using any mobile phone browser. You can use a PC or tablet browser as well, but it will be evident the output is scaled for a mobile phone. The instructions to the participants will be something along the lines of "To view your result immediately after the event, visit www.My-finish.com/?????? and enter your bib number". The ?????? is the URL tag that we've agreed upon for your race.

Here's an example of the result when you use the Race level URL. You have a prompt where you can enter the bib number or last name. You also have choices for showing various leaderboards.

2014 Run Fur Shelter Results



Timing & Results 

Please enter your Bib # or Last Name

Submit

Leaderboard

5K Run All

Go

Next, you see a sample output participant level output. This output is from a different race and is designed such that split results will be available as soon as you import them. You will see splits with "no total finish result" as soon as there is at least one split result for the participant. Selecting the Age Group, Gender or Overall link will show you a complete list by the selected category.



Marathon

Sun Oct 21 2012

Division: Marathon

Bib Number: 2

Name: Nick Zendler

City: Plymouth

Overall Place: [8 of 1623](#)

Gender Place: [8 of 966](#)

Male 25 to 29: [3 of 108](#)

Total Time: 2:43:15.59

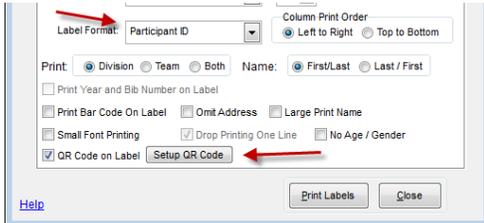
Chip Time: 2:43:13.54

Total Pace: 6:14/M

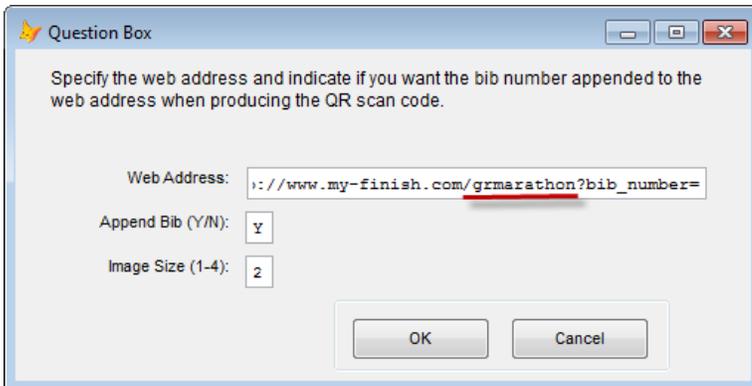
| Segment | Rank | Time | Pace |
|------------|------|----------|--------|
| 7m Split | 6 | 42:40.29 | 6:06/M |
| Half Split | 4 | 38:19.51 | 6:17/M |
| 20m Split | 8 | 39:55.66 | 5:47/M |
| Finish | 23 | 42:18.08 | 6:49/M |

5. QR Codes

To take advantage of the scanners available on most smart phones, there is a new feature in Race Director where you can create QR Codes on the participant ID label. Use the new "Setup QR Code" button once you've selected to print the Participant ID label.



Use the setup below, replacing "grmarathon" with the URL tag assigned to your Event. If you have more than one Event in your race, be sure to print the Participant ID labels separately and change the tag reference. If you are in a race that is configured for live results, you will receive a prompt asking if you want the URL automatically created for you. In the case of this example race, the complete URL is: http://www.my-finish.com/grmarathon?bib_number=

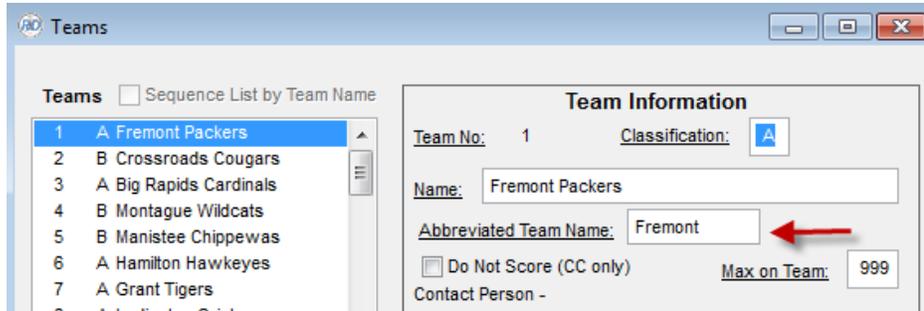


When the QR code is scanned, you will be positioned directly to that person's result - bypassing the prompt for the bib number.

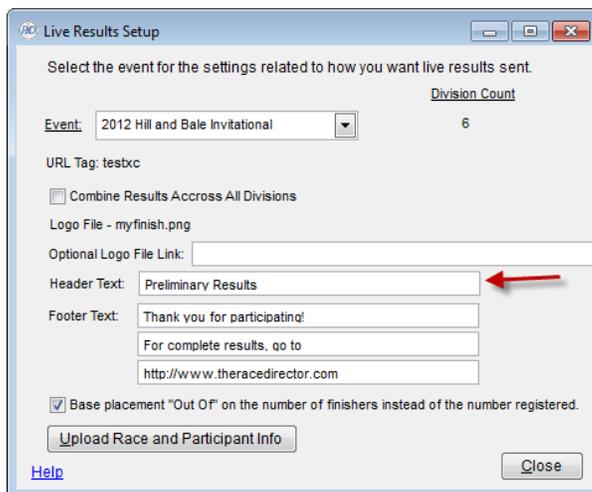
6. Cross Country

This section of the guide will only address the differences in race setup in Race Director and what you see at my-finish.

Team Setup - To make for better looking finish lists on a smart phone, an abbreviated team name is shown. In Race Director, the Abbreviated Team Name is maintained here in Tailor -> Teams. If you leave abbreviated team name blank, the full team name will be used on the finish list display.



Event Setup - The only change is the addition of "Header Text". This will display on every my-finish results screen for the event.



Other RD Settings - All other settings related to cross country team scoring should be reflected in what you see at my-finish.com. For example, if you have it configured in Race Director to show gender as "Boys/Girls" vs "Men/Women", you will see the same reflected in the reporting at my-finish.

QR Codes - When you have a QR Code specific to a single bib number, the scan will take you directly to the Team Listing screen (see below). From there, the finisher can drill down into their individual results or use the link at the bottom of this page to go to the list of teams in their gender and team classification.

my-finish XC Results Flow

Race List - The screen shown when you go to the URL assigned to the cross country race will show a list of the races (Race Director divisions). You will not see the Default Division (registration division) shown in this list.

2013 Hill and Bale Invitational Results



[Varsity Boys](#)
[Varsity Girls](#)
[JV Boys](#)
[Middle School](#)
[JV Girls](#)

Team Listing - When a team is selected from the Race List, you will see a list of all teams with at least one finisher by their team ranking. This listing is by gender and team classification in situations where the race has both genders or multiple team classifications.

Thu Aug 8 2013
Preliminary Results
2013 Hill and Bale Invitational
Varsity Girls

[Finish List](#)

Division I

| Place | Team | Score |
|-------|---------------------------------------|-------|
| 1 | Spring Lake | 36 |
| 2 | Fremont Packers | 55 |
| 3 | Whitehall Vikings | 93 |
| 4 | East Kentwood Falcons | 109 |
| 5 | Ludington Orioles | 110 |
| 6 | Fruitport Trojans | 137 |

Team Detail - Selecting a team from the Team List, brings you to the team detail screen. Under Place, you see the individual finisher placement (with displacement considered) along with the accumulated team total for each finisher. A bib level QR scan always takes a finisher to this screen. At the bottom of this screen, the finisher has a link to the Team List screen.

Thu Aug 8 2013
Preliminary Results
2013 Hill and Bale Invitational
Varsity Girls
Division I
Girls
Spring Lake

| Pos | Name | Place | Time |
|-----|---------------------------------|-------|---------|
| 1 | Carlyn Arteaga | 2/2 | 20:24.1 |
| 2 | Erin O'Keefe | 3/5 | 20:53.8 |
| 3 | Ashley Warner | 6/11 | 21:25 |
| 4 | Lacie Piekarski | 11/22 | 22:33.5 |
| 5 | Brooke Carrier | 14/36 | 22:40.8 |
| 6 | Jamie Kossuth | 17/53 | 23:22.8 |
| 7 | Gretta Nyboer | 24/77 | 23:51.6 |

Individual Detail - When an individual is selected, the following detail is shown.

2013 Hill and Bale Invitational
Thu Aug 8 2013
Preliminary Results
Division: Varsity Girls
Bib Number: 53
Name: Carlyn Arteaga
Grade: 10
Overall Place: [2 of 49](#)
Team Place: 1
Total Time: 20:24.1
Total Pace: 6:35/M

Finish List - At the top of the Team Finish List, there is a link to the finish list for the race. You can also get to the Finish List by selecting the Overall Place on the individual results screen. When both genders are in a single race, you can switch the report between male and female. Both the actual finish position and the finish position with displacement considered are shown.

2013 Hill and Bale Invitational
Thu Aug 8 2013
Preliminary Results
Varsity Boys

Filter on:

Division I

| Place | Name | Team | Time |
|-------|---------------------------------|------------|---------|
| 1/< 5 | Nick Vanderkooi | Walkervl | 17:07.3 |
| 2/1 | Luke Johnson | TC West | 17:35.5 |
| 3/2 | Matthew Ritter | TC West | 17:40.8 |
| 4/3 | Adam Cichon | TC Central | 17:52.8 |
| 5/4 | Tyler Green | Fremont | 18:06 |