

## Checkpoint Reporting Guide

The following guide is for anyone using the ultralive.net system to enter runner tracking data and monitor the status of runners during an event. Please read this guide carefully before using the system for the first time. The system is designed to be efficient for entering the runner's splits manually over the course of the entire event.

### Prior to Race Day

- Please test the login before you arrive at the event or aid stations (AS) to ensure you can connect and view the data entry screen. Google Chrome is the recommended browser.
- Required equipment for data entry:
  - Computer (laptop or desktop)
  - Power cord
  - Depending on your location you may require a MiFi card to access the Internet. You will need to check with your AS captain in advance to confirm.

### Race Day

- Arrive at assigned AS in time to set up and check your Internet connection before your shift starts.
  - Data entry requires an Internet connection. The page is optimized for "slow" connections. It may take a few seconds to load the first time after you log in but submitting the data to the server is very fast (even over a slow connection).
- Check-in with the AS Captain
  - Introduce yourself to other Runner Tracking volunteers and HAM Radio Operator (RO)
  - Confirm who is manually recording splits on Timing Sheets; this may be a HAM Radio Operator or another volunteer.
  - Determine if there is a single point of contact to receive Timing Sheets from recorders to provide to those entering data into ultralive.
  - Confirm who will be entering data of runner times into ultralive.

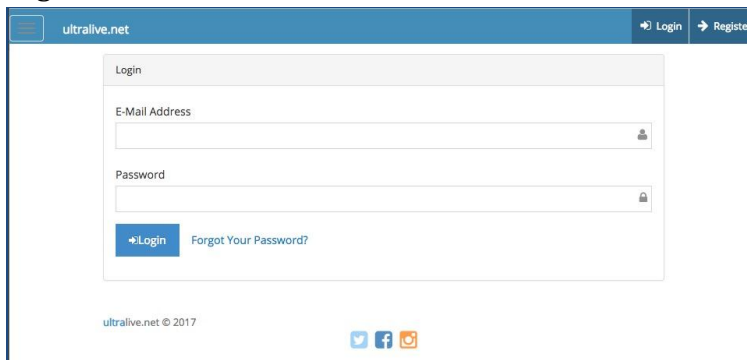
# Runner Tracking Overview

Go to the following URL for data entry:

<http://data.ultralive.net>

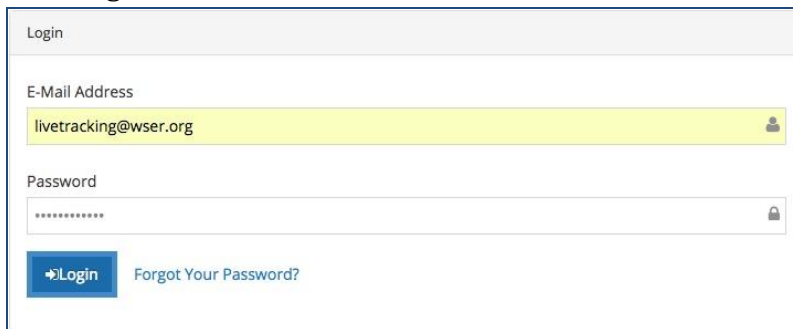
The username/password you were provided will give you access to the race's data entry screen.

Login Screen:



The screenshot shows the login page for ultralive.net. At the top, there is a blue header with the site name 'ultralive.net' on the left and 'Login' and 'Register' links on the right. The main content area is titled 'Login' and contains two input fields: 'E-Mail Address' and 'Password'. Below the 'E-Mail Address' field is a blue 'Login' button and a link for 'Forgot Your Password?'. The footer of the page includes the copyright notice 'ultralive.net © 2017' and social media icons for Twitter, Facebook, and Instagram.

Enter the username and password provided to you by your AS Captain or the Runner Tracking Coordinator.



This screenshot shows the same login page as the previous one, but with the email address 'livetracking@wser.org' entered into the 'E-Mail Address' field. The password field is currently empty and masked with asterisks. The 'Login' button and 'Forgot Your Password?' link are still visible at the bottom of the form.

You will be taken to the home page for race's Data Entry. Definitions below:

## Data Entry Screen

The screenshot shows a web-based data entry interface. At the top, there's a header with 'Bib No' and 'Time Entry' fields, and a 'Message' button. Below this is a sidebar with several sections: 'Time of Day (Clock Time)' and 'Race Clock (Elapsed Time)' at the top, followed by 'Aid Station' (a dropdown menu), 'Input Mode' (radio buttons), 'Split Type' (radio buttons), 'Bulk Entry' (radio buttons), 'Race Day' (a dropdown menu), and 'Save Data' and 'Reset Form' buttons at the bottom. The main area is a table with columns: Entry, Bib, Time, Status, and Day. The table contains 14 rows, each representing a checkpoint (Line 1 to Line 14). Each row has input fields for Bib number, Time, Status, and Day. The 'Time' field is highlighted in red in the original image.

**Time of Day and Race Clock:** These readouts display the Time of Day / Clock Time (current Pacific Daylight Time in 24-hour format) and Race Clock / Elapsed Time (counting up from 00:00:00 at Race start).

**Aid Station Selection drop down list:** Click on this field and select your reporting location from the dropdown list. Double check you have selected the correct AS before beginning data entry.

- If no location is selected when the Process Data button is clicked, an error will be displayed, and your entries will remain unprocessed.

**Input Mode:** This selection is set to Time of Day by default. If you are reporting at the **Finish Line**, you will need to switch to Race Clock.

- **Time of Day / Clock Time:** Time of day in 24-hour Military Time (00:00:00)
- **Race Clock / Elapsed Time:** Race clock time, only used for Finish Line data entry

**Split Type/Status:** This differentiates between the time a runner enters the checkpoint (IN) or exits the checkpoint (OUT). The default Status entry is "IN". If your checkpoint is also reporting departure times, be sure to select the "OUT" option for each such report. If you are reporting IN and OUT, you must enter the IN time first. If you enter OUT the runner's split will not show up to the public ultralive site.

**Race Day:** This option is for races that extend over two or more calendar days. After midnight of each day ensure to select the appropriate day before entering runner splits (200 mile races will have up to 4 days for data entry).

**Save Data:** When you have finished entering data in the form, click this button to send your data to the server for processing. **CLICK ONLY ONCE.** Be patient after clicking the button. The server may take several seconds to process your data. Wait for your confirmation results to appear in the Message Area before clearing the page. There may be up to a 2 minute delay in updates to the public ultralife site so please be patient if you are checking the live website for your latest entries. The data is processed in batches on the server which is why there is a slight delay in reporting the new data to the public site.

**Reset Form:** Click this button to clear the form and start fresh. All fields will be cleared, including those that were locked from input or showing an error. Your previous selection in the Aid Station will be retained, along with your choice of Clock/Elapsed time input mode.

- Note: If you have an error displayed, clicking the Reset button will not result in lost data, nor will it clear the fields in the line that has the error. You should correct the error if possible. When you press the submit button again, if the error is not correctable, you will receive a message that says your error has been forwarded to Net Control for possible correction.

**Message:** When you click on the Process Data button, your entries will be checked for errors. Each entry that passes the checks will show a confidence message in this line and the whole line will be grayed out and locked from further changes. Each entry that fails any of the checks will show an error message in this area and the line will be flagged in red, but the line remains unlocked. You can revise your entries and click the Process Data button again to try to correct the problem.

- Keep in mind that the error you receive may involve a conflict with a report made previously at another checkpoint. If your key entries appear correct after double-checking the timer sheet, go ahead and click the Process Data button again, with or without making any changes to your input. If the error persists, the line will be locked from further changes, and the transaction will be passed to Net Control for resolution. Clear the form and continue with your next batch of entries.
- What to do if you have an error message
  - There are a number of possible ways to generate an error. The three leading causes are
    - The Bib# you entered is not a valid runner. Check that the Bib# is valid by checking the entrant list. Transposing numbers is a common problem.
    - The Time you entered is not in the valid format. Remember: Use only 4 or 6 digits. No colons or dashes; no AM/PM.
    - The Time you entered is not valid for the checkpoint you are reporting from. Make sure you have the correct Time Input Mode selected (IN or OUT).
  - Examine the error message, make your correction and press the Process Data button again. If you are unable to correct the data (you

confirm it was captured as an invalid Bib#) you can omit the line by erasing the Bib and Time fields. Make a note of the problem on the time sheet and research it later after all other times are entered.

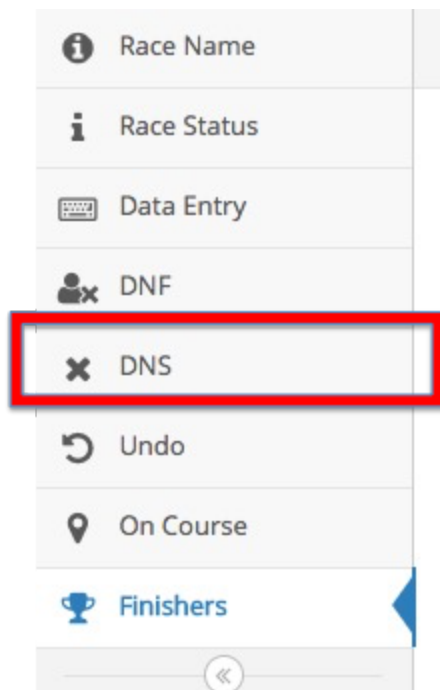
**Bulk Entry / Set All Times The Same checkbox:** This feature is useful if you are recording a number of runners, all having arrived/departed during the same time.

- Clicking this box will pre-fill all of the Time fields with the time entered in the first line.
- The order in which your runner entries are made will be preserved when the database is updated.

## Instructions for Data Entry

### Updating Did Not Start Runners

1. Immediately following the start of the race, update those that Did Not Start (DNS) so that they will not be shown as on course.
2. Log in to data entry as described above
3. Select the DNS tab



4. Enter the bib numbers of all runners who DNS

**i Data Entry**

**Did Not Start (DNS)**

🕒 30:00:00

💾 Save Data    ❌ Reset Form

Entry	Bib	
Line 1	00	
Line 2	00	
Line 3	00	
Line 4	00	
Line 5	00	
Line 6	00	
Line 7	00	

5. SAVE data and Reset form.
6. Return to data entry page

### **Data Entry Instructions for Runner Splits**

1. Select the Data Entry screen

📄 Race Name

📄 Race Status

**📄 Data Entry**

👤 DNF

❌ DNS

↶ Undo

📍 On Course

🏆 Finishers

2. Double check the AS you are entering data for matches AS you are assigned or the AS indicated on the timing sheet.
3. For races over 24 hours, ensure you are on Day 1 or Day 2 if required after midnight.

4. Enter runner Bib Number
  - a. Bib Numbers consist of either one or three characters. Numbers that start with M or F should be entered that way (ie M2, F9).
  - b. If the Bib Number field is empty, the time will not be processed.
5. Enter split time
  - a. Enter TIME OF DAY / CLOCK TIME in Military Time as recorded by HAM (unless recording **finish times** which are recorded as Elapsed Time). Do not insert colon characters or am/pm, etc.
  - b. Enter only 4 or 6 digits in the field. Four digits represent hours and minutes; six extends the accuracy to seconds.
    - i. For Aid Stations, only record 4 digits: Hour/Minute, for example if runner passes through at 9:15am, time is recorded as 0915 (all 4 digits, leading with 0). If the timers are providing you with six-digit times, please enter all six digits. Six-digit times are generally only used by the Finish Line checkpoint.
    - ii. If entering finish line times, record 6 digits: Hour/Minute/Seconds in **Elapsed Time** (Race Clock, not Time of Day), for example if runner has a finishing time of 4:15:31, the time is recorded as 041531 (all 6 digits, leading with 0).
      1. For Clock time entries, be sure to enter the hour portion in 24-hr format. In other words, 1:00PM is entered as "1300", one minute before midnight is 2359 and midnight is "0000".
  - c. Note that these times are shown formatted with a colon for ease of reading. However, times must be entered on the form in a digits-only format. Example: 08:40 should be entered as 0840. This allows faster data entry by not having to format the time data.
6. Status dropdown field: The default Status entry is "IN". If your checkpoint is also reporting departure times, be sure to select the "OUT" option for each such report.
7. Day: The default Day is Day 1 (unless you have changed Race Day to Day 2). If the clock has passed midnight please confirm you are now on Day 2.
8. After 20 entries hit **SAVE DATA**. **You can save with under 20 entries particularly early in race to ensure leaders are immediately posted.**
9. **RESET FORM** for new empty page.

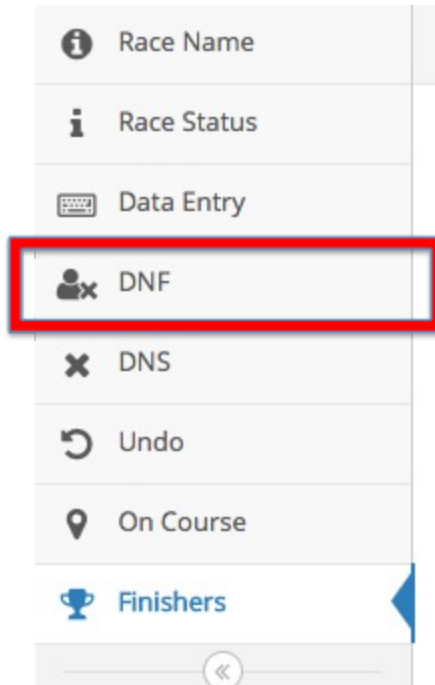
You can enter the data for any checkpoint at any time during the event. Data entry does not have to occur in chronological order. AS times do not have to be entered in chronological order, the server will sort the data in the database and present it correctly.

### **Recording Runner Drops**

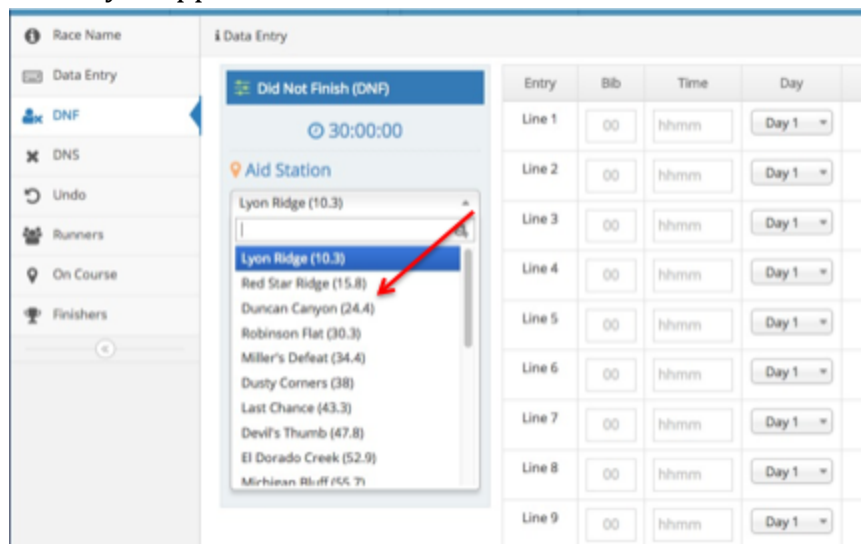
1. Radio Operators must radio runners dropping from the race directly to Net Control for data entry UNLESS pre-determined that drops may be entered by

AS ultralive volunteers.

- a. For DROPS, if not at aid station with recorded time, drop at last known aid station with time.
- b. From data entry screen select the DNF screen:



- c. Select from the Aid Station drop down list the AS that the runner has officially dropped from the race:

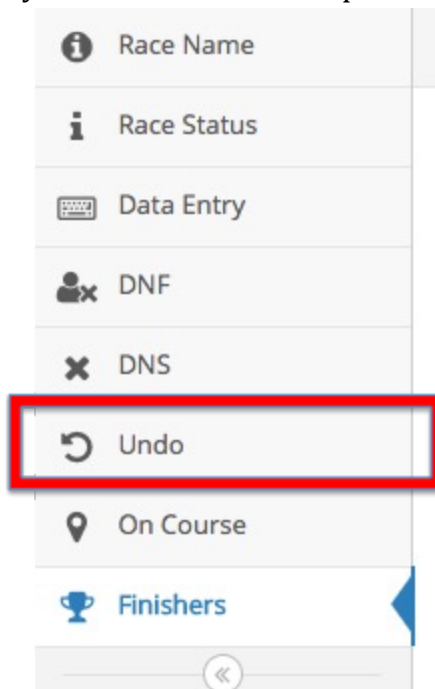


- d. Then enter the runner information similar to the data entry screen as bib number and the time of day that the runner dropped (if available, if no time known you may provide the cut off time for that AS).
- e. SAVE DNF and Reset Form



## Correcting Errors or Mistakes

1. If you identified an error in a runner split or data, you can correct by either:
  - a. Enter a new data split from the data entry screen which will automatically override a previous split
- OR
- b. Remove the split through the UNDO page - this option is more efficient if you need to make multiple edits



- i. From the UNDO page, locate the bib number of the runner to correct
- ii. Click UNDO button. This will remove that split and you can return to the normal data entry page to enter a new split

Undo Log

Undo Splits Log

Display 10 records Search:

Log ID	Bib No	Station	Time In	Time Out	Timestamp	Undo
1	35	Red Star Ridge	02:25:00	--:--	2017-06-24 15:13:30	<a href="#">Undo</a>
2	28	Red Star Ridge	02:46:00	--:--	2017-06-24 15:23:32	<a href="#">Undo</a>
3	44	Red Star Ridge	02:46:00	--:--	2017-06-24 15:23:32	<a href="#">Undo</a>
4	46	Red Star Ridge	02:46:00	--:--	2017-06-24 15:23:32	<a href="#">Undo</a>
5	16	Red Star Ridge	02:49:00	--:--	2017-06-24 15:23:32	<a href="#">Undo</a>
6	14	Red Star Ridge	02:49:00	--:--	2017-06-24 15:23:33	<a href="#">Undo</a>
7	M5	Red Star Ridge	02:49:00	--:--	2017-06-24 15:23:33	<a href="#">Undo</a>

## On Course View

The On Course page allows you to view how many runners are still on course, sorted by AS to assist with reconciliation of runners before an AS is allowed to close. You may quickly see those runners who have not yet cleared an upcoming AS to notify that AS or sweeps who they should be looking or waiting for.

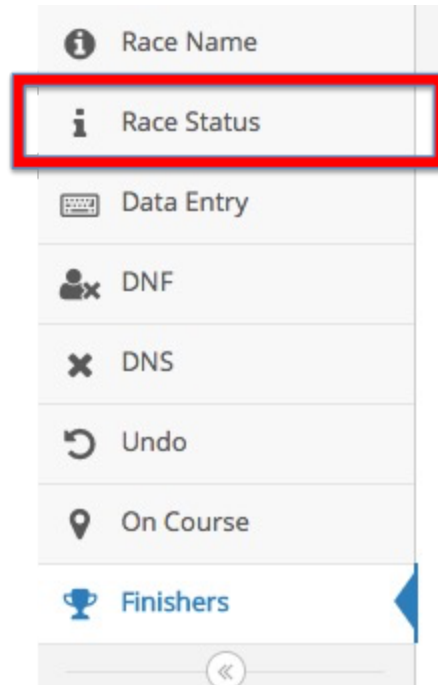
The screenshot shows the 'On Course' view in a mobile application. On the left is a sidebar with a menu: 'Race Name', 'Data Entry' (selected), 'DNF', 'DNS', 'Undo', 'Runners', 'On Course' (highlighted with a red box), and 'Finishers'. The main area is titled 'Data Entry' and displays the following information: '20:33:39 Time of Day', '30:00:00 Race Clock', 'Aid Station' with a dropdown menu showing 'Finish (100.2)', and 'Input Mode' with radio buttons for 'Time of Day' and 'Race Clock' (selected).

The screenshot shows the 'On Course' page with a table of runners. The table has columns: Bib No, First Name, Last Name, Station, Distance, Status, Time In, and Time Out. A red arrow points to the 'Station' column header. The table contains 8 rows of data.

Bib No	First Name	Last Name	Station	Distance	Status	Time In	Time Out
57	Brent	Abbott	Robinson Flat	30.3	On Course	07:14:00	--:--
M10	Jesse	Haynes	Dusty Corners	38	On Course	04:15:00	--:--
21	Emily	Harrison	Michigan Bluff	55.7	On Course	11:53:00	--:--
0	Gordy	Ainsleigh	Michigan Bluff	55.7	On Course	11:50:00	--:--
120	Stephanie	Case	Michigan Bluff	55.7	On Course	10:50:00	--:--
111	Sandy	Baker	Michigan Bluff	55.7	On Course	09:50:00	--:--
M7	Chris	Mocko	Auburn Lake Trails	85.2	On Course	16:30:00	--:--

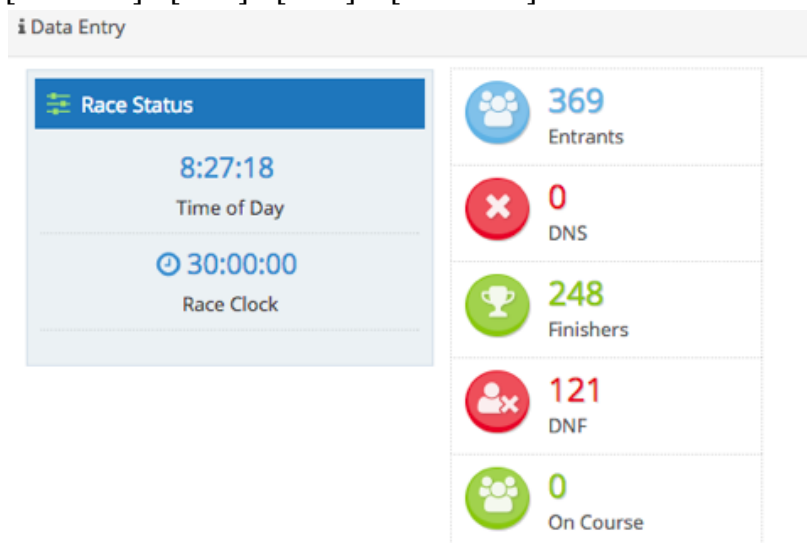
## Race Status Page

The Race Status view provides a summary of the race status of all runners which is helpful for Race Organization and Communications. The overview includes total number of entrants, DNS, Finishers, DNF and On Course.



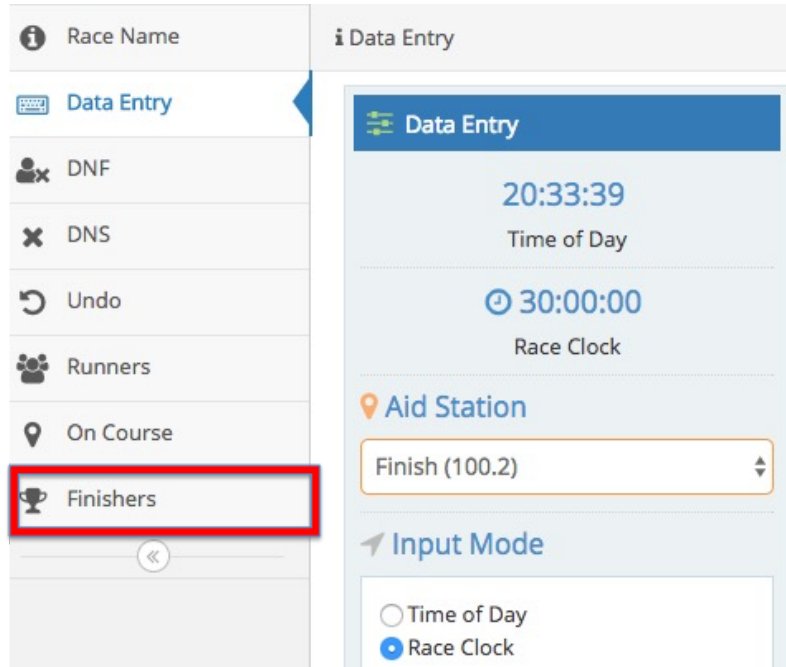
At the start of the race,  $[\text{Entrants}] - [\text{DNS}] = [\text{On Course}]$ .

At the end of the race,  $[\text{On Course}]$  should be 0 (zero) and following should add up:  
 $[\text{Entrants}] - [\text{DNS}] - [\text{DNF}] = [\text{Finishers}]$



# Finishers Page View

The Finishers page allows you to view all finishers of the race



Race Status		Finishers				
Data Entry		Runners with a Finish Time				
DNF		Display All records				
DNS		Search:				
Undo		Bib No	First Name	Last Name	Age	Gender
On Course		46	Ryan	Sandes	35	M
		27	Alex	Nichols	32	M
		202	Mark	Hammond	32	M
		M3	Jeff	Browning	45	M
		M9	Christopher	Denucci	37	M
		31	Avery	Collins	25	M
		M6	Ian	Sharman	36	M
		M10	Jesse	Haynes	44	M
		M5	Paul	Giblin	39	M
		M8	Kyle	Pietari	30	M
Finishers		Finish Time				

and can be sorted to identify age group leaders if applicable, youngest, oldest finishers, etc.

## Where's My Runner?

You may have crew, family members or other spectators ask you for a runner status. This is a great service provided by ultralive.net however the priority is tracking and entering runner splits. If you are asked for a runner update please first refer them to download the ultralive.net app for their iPhone. If they do not have a Apple device they can use the mobile view of the website at [www.ultralive.net](http://www.ultralive.net). Otherwise, you may provide them updates if you have the time. You may also make them aware that the ultralive.net site has the most current information and that you, as a data entry volunteer, do not have any additional information available than the site.