RunScore
Results

Instruction Manual

Within this document you will find detailed instructions on utilizing RunScore Results to stream results data into an event in RunSignUp from RunScore. This will allow participants to view their time and place online almost instantaneously. Additionally, by streaming results runners will be able to receive Results Notifications if previously enrolled to receive this info via text or e-mail on the race website at www.RunSignUp.com. This manual will instruct you to utilize these features and is meant for those with a higher experience level in RunScore.

This index serves as a navigational tool for the "RunScore Results: Instruction Manual".

*To utilize the **Online** features in RunScore you must have an active internet connection.

*All instructions and screenshots featured in this manual are valid as of:

RunScore 8.2.0.0 Level 2016.01.31

How to select Online System in RunScore, Login to RunSignUp, and Select Race

In your pre-race preparation you will want to test and prepare your data. To do this we will open the race. First off, open the race which you will be scoring.

Most of what you do with RunSignUp is controlled from the Menu. Click on **Tools/Online System/RunSignUp**.
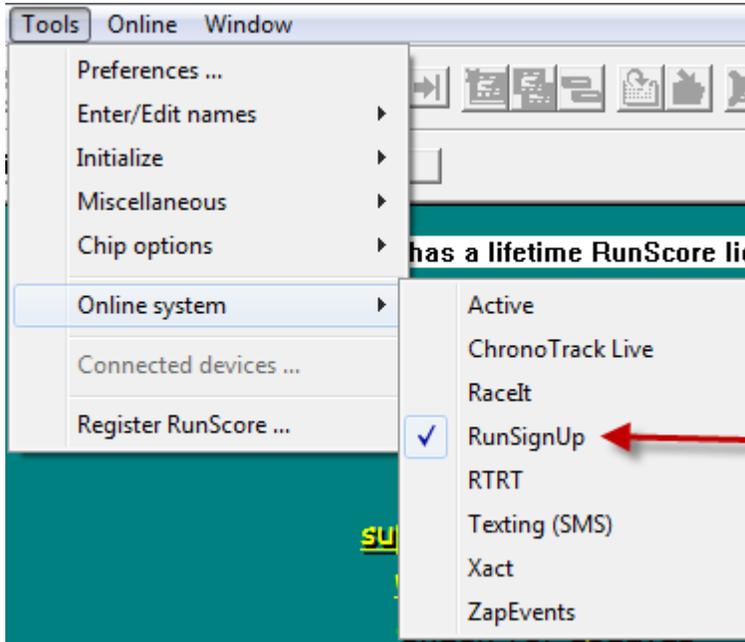
Then click on the Online menu item. You should see:
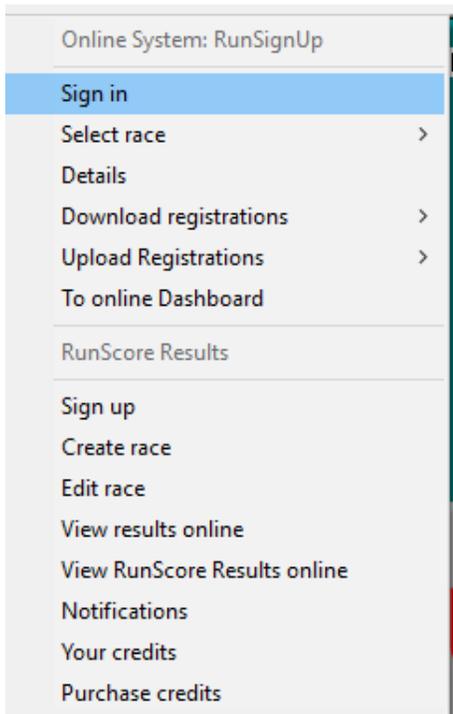
- **Sign In** connects you to the RunSignUp site and saves your login and password on the PC.
- **Select Race** will present you with a list of all your RunSignUp races. The one closest to the date specified in the entries.ini file is highlighted. Choose **All races** (this simply shows all races you have in your timing partner account on RunSignUp. Choose the event and select **OK.** See next page:
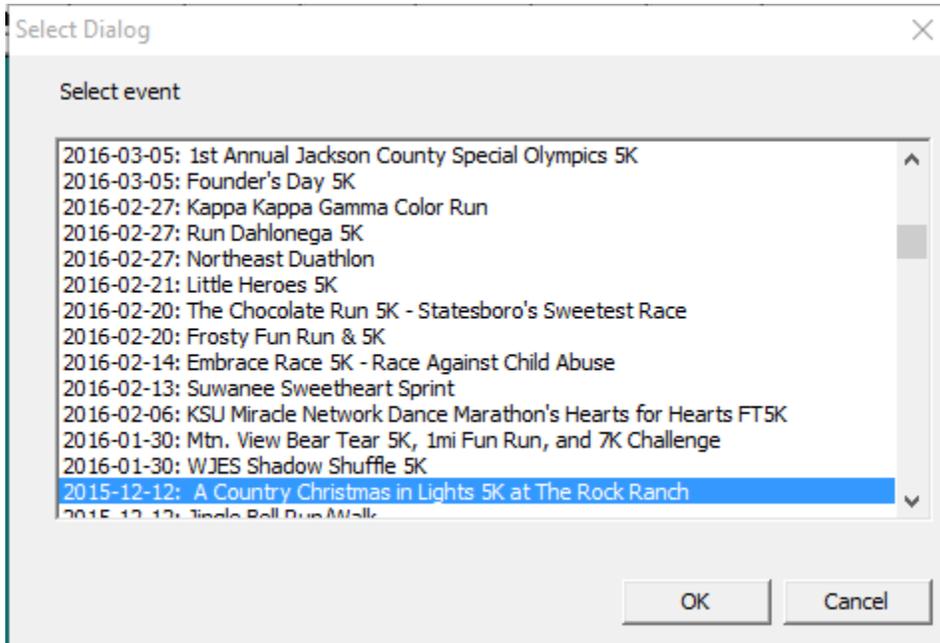
Explanation of Options in Online Menu

- **Race Details** will present a pop-up that displays the race name, race ID number (assigned by RunSignUp internally), and the event ID number for each event.
- **Download Registrations** will download all registrant data from the participant database on RunSignUp. You will be asked if you want to download all events within the race or if you want to select which events to download.
- If you want to download all, you will see this dialog box
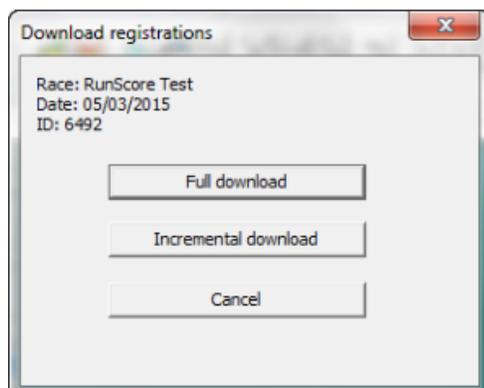
- If you choose to select which events to download from, you will see:
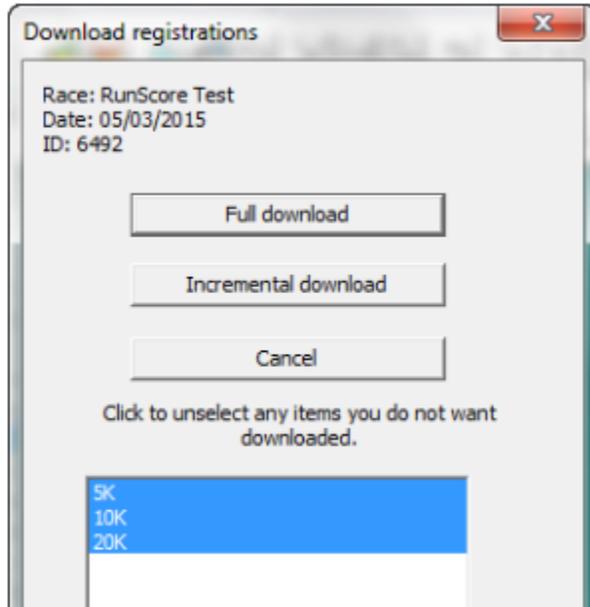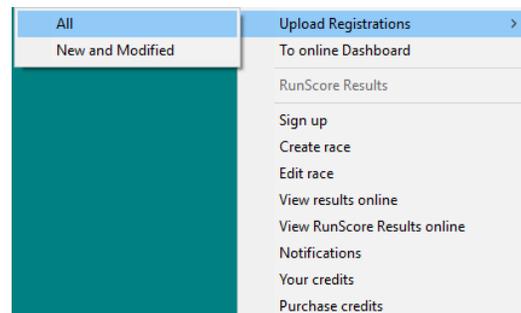

  Click to unselect those from which you do not want to download.

- **Upload Registrations** gives you an easy way to import any race day paper forms you have entered into RunSignUp's database. You will have the option to choose **All** or **New and Modified**

- **To online Dashboard** will open the RunScore Results dashboard in a browser.

- By clicking any of the lower options in the menu will take you directly to the web link to do that item. Such as, **View Results Online** will take you straight to the race you are working on results page.

Import Participant Data

As all timers know, a major key to an events success (and less headaches for everyone) is good data. Further, the key to **RunScore Results** and the **RunSignUp** powered results notifications is that the participant data must be imported to **RunScore** directly from **RunSignUp**. To do this you will need to have your bib numbers assigned before import. Let's cover this first!

You have one of two options to assign bib numbers.

1. First and usually your easiest option to do this is to utilize the RunSignUp bib assignment tool, for more info on that visit Assign Bibs & Chips → You can do this automatically or manually. We will call this a user preference.
2. Second, if you have an unusual sequence of bibs (for example you want to use numbers: 1-50, 102-300, 401-500, 656-700 → All timers like to get rid of those extra bibs left over from previous races). That is you are using out of order bibs that it is inconvenient to use the automatic assign tool, or take the time to manually assign them. You can utilize the Import Bib & Chip Numbers tool on RunSignUp. This can make it easier for you to export your participant list to .csv file, sort it alphabetically, by event, etc. and use Excel features to drag series saving time. Once again, user preference.

Important Note - Again, you MUST use one of the two above methods to assign bib numbers to all pre-registered participants on RunSignUp. ***This is the key to the results notifications features!***

Once the above is complete, we are ready to import participant data to RunScore. In the **Online** menu, select

   Download registrations → Download all (or selected) events → Full (or Incremental) Download

Upon your first time doing this you will be prompted to map the RunSignUp field headers to the correct place in RunScore.

If it is a field you do not need in RunScore, you can press ignore.

The mapping file is unique to each race. To re-access this mapping file you will open your Race Folder and find the file **RunSignUp_fields_mapping.txt**
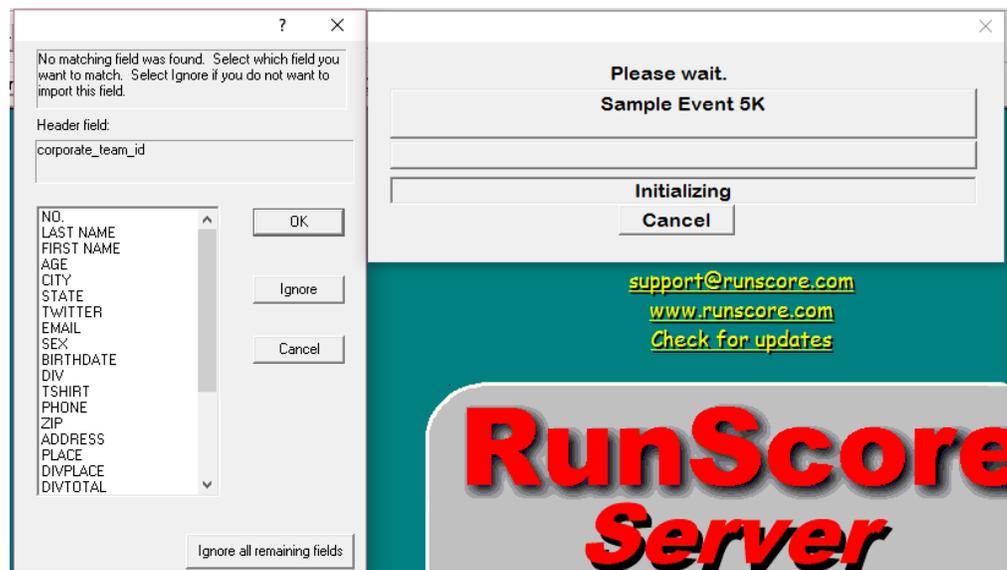
For example, it will be located in the directory:

   C:\Users\Zack\Dropbox\RunScore\Sample Race\RunSignUp_fields_mapping.txt

To make changes, open it and input your RunScore field name to the right of the equals sign of the data you want to map from, like so:

Be sure to save!

If all data maps without issue, you will want to open **Browse**, open any entry, and press **Alt + F4**, to update your division field and check for any errors. If any issues, it may be easier to delete all data, correct any mapping errors in the file mentioned above, and reimport data from RunSignUp.

Preparing Listings File

You will want to create a listings file in RunScore that will output a JSON file (special text format RunSignUp needs to post a searchable results file). This is simpler than it sounds! RunSignUp will create the JSON file for you, you will just need to create your listings file, we have included a sample below, each user will have their own preference.

- To see the JSON file format you will right click on the file you use and choose and select:

    RunScore Results to… → **Editor**

Important Note - Your results file must include a header or you will see this error message when exporting results to RunSignUp:
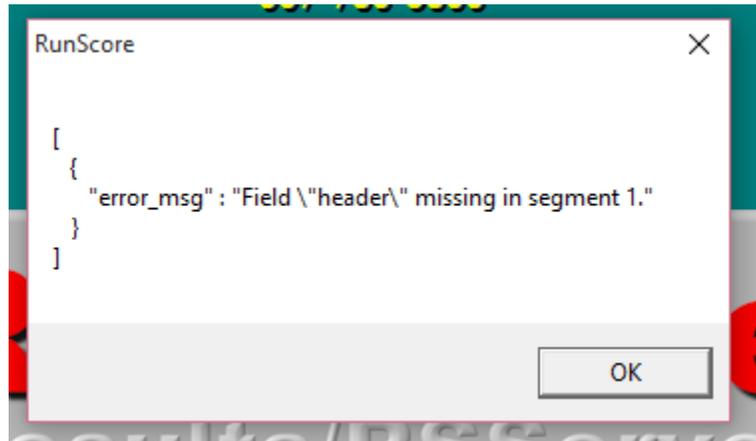
Submitting Full Results Online

Before scoring the race in RunScore you can test if your file works by submitting to RunSignUp to verify your listings file is correct and the file will upload. Right click on your listings file and choose **RunScore Results to…** then choose **Online**.

Note* - the name of this file is what participants will see in the dropdown menu of different race results files when viewing results on RunSignUp page.
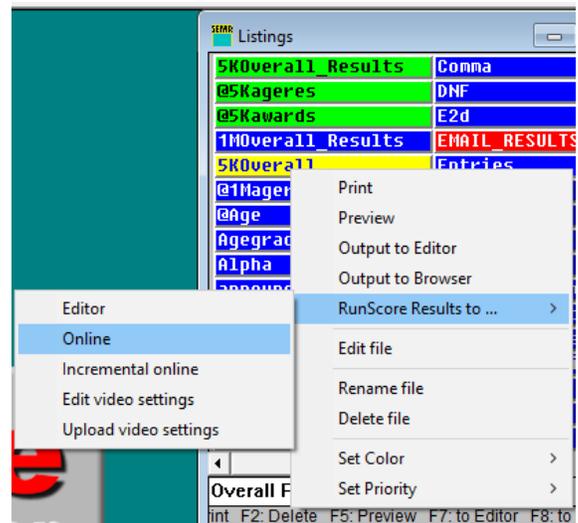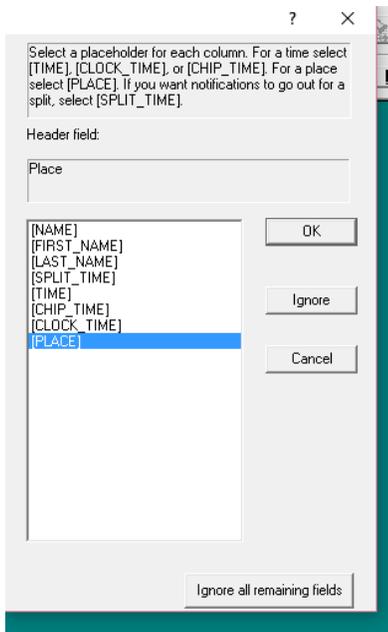
The first time you do this you will be prompted to map your data to the correct fields on RunSignUp. It will ask you to map each item in your listing file (although RunSignUp only tracks the info seen in the dialog box below).

Select a placeholder for each column. For a time select [TIME], [CLOCK_TIME], or [CHIP_TIME]. For a place select [PLACE]. If you want notifications to go out for a split, select [SPLIT_TIME].

Header field:

Place

[NAME]
[FIRST_NAME]
[LAST_NAME]
[SPLIT_TIME]
[TIME]
[CHIP_TIME]
[CLOCK_TIME]
[PLACE]

OK

Ignore

Cancel

Ignore all remaining fields

Once you have finished mapping the data, you have just submitted a results file to the race on RunSignUp!

To the right is a sample of what is uploaded, here you just see the header of our listings file until we have results to add. Note that each time you do this a new results file is submitted to RunSignUp. To remove this, go to your race dashboard on RunSignUp, then:

TYPE: RUN OR RUN/WALK

5KOverall

2016 ▼   5KOverall ▼

********** Overall Results **********
Sample Event 5K
@ Race Location
Sample City, USA
Saturday, January 30, 2016

**Go Race Day → Results → Edit Results → Delete**   under the file you want to remove, seen below:

Submitting Incremental Results to Utilize Results Notifications (text and email)

To utilize RunScore Results to host LIVE results runners can pull up on their mobile devices after finishing as well as instantly send out results notifications we need to use Incremental Results (uploading all results at the end of the race will also send out notifications). What this means is that each time a bib number and time are entered into results for an event in RunScore, that participants result is being submitted to RunSignUp immediately and will trigger text and emails to anyone signed up to receive notifications for that participant.

To do this go to Listings in RunScore, right click on your file and click **Incremental Online**. You will be given the choice to select which race you are scoring and want to upload. To verify this is on, you can right click on your listings file again, select **RunScore Results to…** and you will see a check mark next to incremental online.
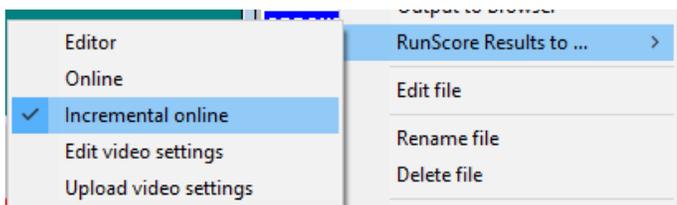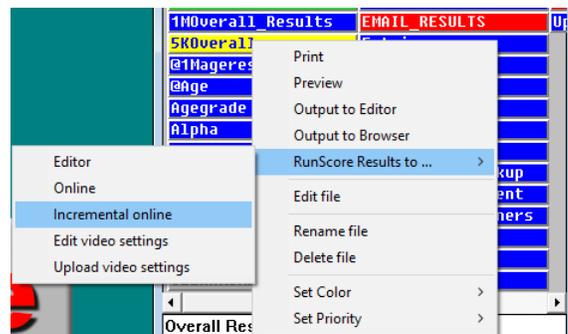
To stop results from uploading as you enter them, you would return to the menu and click Incremental Online to remove the checkmark.

You are now ready to score your race!

If you visit the race results page here is the format we have posted, wonderful looking searchable results instantly!

TYPE: RUN OR RUN/WALK

Race Info
Event Info
Sign Up
Corporate Teams
Group/Team
Find A Participant
Donate
Results

5KOverall

| 2016 ▼ | 5KOverall ▼ |

********** Overall Results **********
Sample Event 5K
@ Race Location
Sample City, USA
Saturday, January 30, 2016

Place	Bib	First Name	Last Name	Age	Sex	City	State	Time	Pace
1	273	Jeff	Martin	34	M	Hoschton	GA	19:05.3	6:09.0
2	193	Randy	Smith	47	M	Hoschton	GA	19:11.9	6:11.0
3	106	Michael	Howard	11	M	Jefferson	GA	19:39.0	6:20.0
4	43	David	Croft	48	M	Braselton	GA	20:11.1	6:30.0
5	173	Ashton	Parnell	13	M	Hoschton	GA	20:35.4	6:38.0
6	118	Allie	Johnson	16	F	Hoschton	GA	20:35.8	6:38.0

Here are samples of the notifications runners receive via text and email:

Today at 11:13 PM

Zack Loggins, Congratulations on Finishing the Sample Event 5K!

Time: 24:06.5
Place: 75

To view your results online, go to https://runsignup.com/Race/Results?raceId=15287.
Click here to download your finisher's certificate.

Text Message
Mon, Jan 18, 4:14 PM

Reply YES to allow RunSignUp to send race updates and result alerts. Msg&Data rates may apply.

Yes

You opted-in to RunSignUp race result alerts. Msg&Data rates may apply. Reply STOP to cancel, HELP for info +18883851360

Fred Winters Finished
Time: 27:40
Place: 2

**Note that users are prompted to reply YES to opt into RunSignUp text notifications.