

Agenda

- Overview
- Hotel stuff
- Who will be where
- Walkthrough of the process
- Process for getting data to the finish line (including sheets and disk)

Results entry

- There will be a laptop at each checkpoint. Need inverter for the power
- Each laptop will have a spreadsheet with riders finishing that leg
- Procedure for distributing laptops and the data - to be reviewed

Steps for data entry

- Open the spreadsheet (spreadsheets will be in a directory called c:\bike) and will be named with the checkpoint number.
- Search for the bib number (You can use CTRL-F to search)
- If you find the bib number enter the time under the finish column. Finish times should be entered as HH:MM:SS from the race start (i.e. should be what is on the timers clocks)
- If you don't find the bib number scroll to the bottom and add the bib number and a time (and if you know it info on the rider e.g. name/team name)
- Record any note in the notes column (see notes section below)

Notes and error situations

- If you have problem with reading the writing, let the station chief know "on the firstpage"
- Penalties - should be noted in the notes section (with penalty time if available)
- Note any riders that you add to add in the notes section (e.g. "Rider Added)
- Note any names which should be updated (e.g. "John Smith rode this leg")
- Note where two riders completed a leg (e.g. "John Smith/Bill Jones rode this leg")

Afterwards

- Check the bib tearoffs to the sheet and your entry
- Copy the spreadsheet to a disk and label it with your checkpoint number (1-7)