

Early Email Entry (EEE) System

Registration Procedure

(1) EEE Registration

You have a sheet of paper listing all the people who have sent in an Early Email Entry (EEE), listed alphabetically by surname.

- Take the competitor's name and find them on the EEE list.
 - If they're not on the list, ask them to fill in an entry slip and register in the standard way (see below)

- Check that they still wish to run the same course as their EEE list entry. If they want to run a different course, then:
 - Ask them to fill in an entry slip for their chosen course, and register in the standard way (see below).
 - Write "CC" (for Changed Course) in the column headed "Runner?"

- Ask for their BOF number and age class/year of birth (if this information is not already on the entry list) and note it down.

- Take their entry fee (note extra £2 for seniors who are non-members).

- Tick them in the column as a "Runner?".
 - THIS IS IMPORTANT as it's the primary way to check that they've come to the event and started their course.

- Give them an Emit timing brikke.
 - There is no need to record the brikke number.

- Hand out the map to White and Yellow course runners.
 - Other courses get their map at the start.

If you're told that someone who's on the EEE list is not coming to the event, then write "NR" (for Non Runner) in the column "Runner?".

After registration closes, hand the EEE list to the computing team, who will record all the non-runners in the database (as "dns" in the "Evaluate Chips" window). Then the computer system will be able to produce a correct list of all runners still out in the forest who haven't yet downloaded.

(2) Standard Registration

The competitor brings a completed entry slip to registration.

- Check the information on the entry slip is complete.
 - If a group, make sure all names are listed.
 - Make sure the Age Class (or Year of Birth) is shown.

- Check that there's a map available for their course on the map list, and mark off that a course map has been used.
 - If no maps are left, suggest another course, or collect maps from early finishers.
 - After 12.00 any unused maps for no-show EEE entrants can be released.

- If no BOF number is shown on the entry slip, check if they're a British Orienteering member.
 - Take it on trust if they say they are a member.
 - (However: If we don't know their BOF number they won't get ranking points).

- Take their entry fee (note extra £2 for seniors who are non-members).

- Give them an Emit timing brikke and record the brikke number on the entry slip (this is ESSENTIAL)

- Hand out the map to White and Yellow course runners.
 - Other courses get their map at the start.

Pass all the entry slips to the computer person, to enter into the OE2003 system.

Download Procedure

Competitor arrives at download with brikke.

- Take the brikke from the competitor and place the brikke on the orange download control unit (the "250 unit") for a few seconds.
 - Don't leave the brikke on the download control unit for too long - 3 or 4 seconds is usually enough

- If the competitor was a "Standard Registration", then the system should recognise their brikke number immediately, and their split times should print straight away.

- If the competitor was an "EEE Registration", then a box should appear on the screen asking for the "Start Number" to be entered.
 - Ask the competitor for their name, look them up on the EEE list (ordered alphabetically by surname), and find the competitor's Start Number,
 - CAREFULLY type the Start Number into the computer, CHECK you've typed the correct number, then hit return,
 - The split times will then print.

Hand the competitor their split times printout, and say you hope they enjoyed their run !

Troubleshooting at Download

Things that can go wrong at download may include:

- If a box appears on the screen asking for the "Start Number" to be entered, but you can't find the competitor's name on the EEE list, then:

- You don't know the Start Number, so click "Cancel",
- Another box will appear asking if you want to save the brikke times into a "Reserve" record - click "Yes",
- The splits should print (without any punch checking),
- Make a note of the competitor's name and course, and brikke number, and we'll fix it later.

Reason: This is probably a "Standard Registration" but the entry has been recorded incorrectly into the computer (either not yet entered, or the wrong brikke number has been typed in).

- If a box appears on the screen asking "Do you want to over-write the times for this brikke", then:

- Click "No" (This is very important - never click "Yes", as then you'll lose a set of brikke times from an earlier download)
- Another box will appear asking if you want to save the brikke times into a "Reserve" record - click "Yes",
- The splits should print (without any punch checking),
- Make a note of the competitor's name and course, and brikke number, and we'll fix it later.

Reason: This is probably an "EEE Registration" and the competitor's Start Number was already typed in (incorrectly) for a previous download.

(Or: the brikke has really been used twice, either intentionally or not.)

A Brikke saved as "Reserve" can be moved later, to match it to the correct competitor, by using "Edit, Move Chip" in the "Competition Day, Evaluate Chips" window.