

REGISTRATION - Instructions for entering Competitors (Updated August, 2016)

1. Click Entries then Edit.

The main window has 3 sections. There is a Settings menu on the left, the Archive on the bottom and the spreadsheet of competitor information in the rest of the window. The Settings and Archive can be pinned and unpinned so that they stay open or reduce down to a tab. If you mouse over the tab the menu opens; when you move the mouse off the menu, it will reduce back down if it is unpinned.

The Settings menu should be set for standard DVOA events.

Pin (or just open) the Archive tab and click on the Green Coil in the top left corner to open the Archive if it doesn't load automatically. Unpin or move off the Archive if you don't want to leave it open.

If you click on the * (the asterisk) just to the left of the column headings you can adjust which columns are displayed. Again, it should be set for standard DVOA events.

2. Get the Master Station labeled Registration communicating with this Entries window. Click the small Green Circle icon in the menu bar. If the circle in the bottom right corner turns green, you should be fine. If you get an error message, go to the little Green Plug icon (says Serial Port Settings if you mouse over it) and click. Select the correct Port – any USB port that says SportIdent. The other should default to the correct settings. To see if things are working correctly, click the Green Circle icon. If everything is set correctly, the circle in the bottom right corner of the window should turn green.
 - a. If the Entries window does not seem to be communicating with the Registration Master Station even though the circle is green, then it is probably communicating with the other master station. Just change the port setting to the other port and try again.
3. In the Entries window, clicking on the column headings will sort by that column. Click on Input to sort by the order in which you are entering competitors. You should stay in this order when entering new competitors.
4. To start entering competitors click the Green Plus sign.

When an SI-Card is inserted in the Main Station, the Chip No. will be read. If the person is in the Archive under that Chip No., the person's information will be filled into the other fields. Make corrections (usually only to Class if they are running a different course than what is stored in the Archive). When finished, hit Enter or the Save icon. This will save the information and start a new line. To enter someone not in the Archive, just type in their information.
5. To get out of insert mode, click the Blue undo arrow – this eliminates the entry you are working on.
6. To make changes, just go to the entry you want to make the changes to and make the changes. Hit Enter or the Save icon to save the changes. To go back to insert mode, click the green plus sign. If you re-ordered (say by Name to find someone), click the Input column heading to sort by input order.