

## On line timing – information for time keepers

By now you should be aware that this year we are introducing the online submission of team stage times. As this is the first time of doing this, we will also be continuing to use the manual time sheet, as in previous years.

If you have not already done so, it is highly recommended that you go to the website home page and try out the 'input' for yourself – details of the link are shown in the features box on the home page. The input form, once accessed, has a test mode which you can use to familiarise yourself with the procedure. It is also recommended that you check this out using the same device that you will be using over the race weekend. Once you are happy with this, you should bookmark the RNR home page on your mobile device.

The input process is very straight forward, and each item – team number, stage number and cumulative race have input instructions. You can select three input options:

- **Submit data** – the normal input option you should be using.
- **Resubmit data** – use this option if you wish to correct a previously submitted input.
- **Test submission** – use this option if you are testing or evaluating the system.

The input format of the race cumulative time is important – this should be a six digit number. So for example a time of 26:35:20 should be input as 263520 and 9:30:55 should be input as 093055 (note the inclusion of the leading zero and the absence of colons in the input box).

It is also important to understand the procedure to follow in the event of a runner failing to start (DNS) or finish (DNF) a stage. The online procedure is exactly the same as that used on the manual timesheet. You should record DNS/DNF as appropriate in the input box. You should then record the cumulative time for the end of the stage on which the DNS/DNF occurs as ZERO (00:00:00 input as 000000). You should then reset your timer as though the whole team were starting again and **not** at the time the previous runner defaulted. The manual time sheet shows an example of how this works.

When you submit your data you will see a message saying “**Thank you! Your submission has been saved!**”. In order to make your next submission you will need to clear this screen by returning to website home page (which hopefully you will have book marked). In addition, if you insert your email address on the input form (optional) you will also receive a copy of your input data by email.

As you will be relying on your mobile device to submit your data, there may be points on the RNR course where there will either none or a poor mobile signal – you'll recognise this by not being able to access the RNR website! Simply wait until you have a good signal and then submit – the timing of your inputs is not critical, but it is recommended that they be input in stage order, and as soon after the end of the stage as is practically possible. In the event of an error in your input or you not receiving the “your submission has been saved” message, simply complete the form again selecting the “Resubmit data” option.

In conjunction with the online input you will still be required to fill in and submit the manual time sheet. Clearly both the online time and the manually recorded times must agree. There is also a check box on the time sheet for you to tick when you have made your online submission. An interim copy of the time sheet should be handed in at Lessingham at the end of stage 7 and the final copy to the chief timekeeper at Lynnsport at the end of the race. You should then submit your stage 17 online time as soon as possible after your team's finish.

If you have any queries or require clarification of the above please contact Tom Salway on [admin@roundnorfolkrelay.com](mailto:admin@roundnorfolkrelay.com)