Western Australian Rogaining Association
Admin Manual

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NOMENCLATURE AND ABBREVIATIONS

Where they are used in the manual abbreviations, acronyms, definitions and terms have the meaning shown below.

Abbreviation	Description
FCU	Field control unit
WARA	Western Australia Rogaining Association Inc.

1 Preface

Welcome the WARA Administration (‘Admin.’) Manual. This document should help you carry out all administration tasks associated with the actual running of a Rogaine (recording team members, team scores and team placings), as well as the preparation before and after. Please read the Manual before you go to the event so you have an idea of what Admin. is all about. You do not need to memorise the Manual but you should be familiar with the contents so if you are unsure about something you can refer to the Manual.

The Admin. Manual contains an Index (on the next page), detailed descriptions of what the Admin. Team need to do throughout an event, a section of what to do in unusual and tricky incidents and blank copies of all the sheets the Admin. Team will use during their work. The aim of the Admin. Manual is to prepare members of the administration team for the event. It is much easier and less stressful to work on the Admin. Team if you have knowledge of what you need to do. The Admin. Manual is a document in development. Please help make the Admin. Manual better by making suggestions for improvement to the Admin. Co-ordinator. At the pre-event briefing all members of the Admin. Team will be given a copy of the Admin. Manual to take home and read. Please bring your copy to the event so you can refer to the Manual throughout the event. At the end of the event, please leave your copy of the Admin. Manual in the Admin. Box for the next event.

2 Preparing for an Event

2.1 Sequence of Tasks

To complete the admin tasks required before an event, the Admin Co-ordinator will need to receive the following information:

- From Control Logistics Team, issued when the controls have been set up but should be at least two weeks prior to the event
  - *Control 4 digit codes*- the four digit codes added to the intention sheets on the controls that the competitors can record if the FCU does not work. This is a random-generated number and changes from event to event. Note: this may come via the setters.
- From Membership Database Co-ordinator
  - Event files – these files are exported from the membership database and assist in the management of the event. They are sent once entries have closed and the entries have been reviewed, usually 7 days before the event. Also sent to setters and other committee members
  - *XXX-Admin Sheets A5.pdf* – these sheets are used to register teams prior to an event. They are sent once entries have closed and the entries have been reviewed, usually 7 days before the event. Only sent to Admin Co-ordinator.

The following tasks are undertaken by the Admin Co-ordinator in order to prepare for the event.

2.1.1 1-2 Weeks Prior to Event

- Obtain a list of the admin volunteers from the Volunteer Coordinator and identify who has nominated to be the Admin leader. Email the volunteers and organise the pre-event admin briefing, usually for the Monday/Tuesday before the event (you need to have received the documents from the Membership Database Co-ordinator first, and set up Pebbles, safety cards, etc. and this will probably only come in on the Sunday.
- Ensure there is enough Yellow Paper, A5 paper, plain paper and printer cartridges
- Check sufficient wrist tags are cleared and ready to go. Attached wrist bands if there is enough time.
- Set up Pebbles for the current event by using the procedure in Section 7.2
- copy the following files from the previous event folder
  - Safety Card.doc
  - Admin – Event printouts.xls
- Receive the following documents from the Membership Database Co-ordinator. Save these to a local directory on your computer and then transfer them via USB to the *Input data* sub-directory in the current event folder on the Pebbles Laptop (XXX is the event number)
  - XXX_Event_Info.pdf   this is the directions as to how to get to site
  - XXX_Admin cover sheet A5.pdf
  - XXX_Admin Sheets A5 – Blank.pdf
  - XXX_AdminSheets_MM.doc   (note: this file is not used)
  - XXX_Novice and Junior Teams.pdf
  - XXX_Novice Intention Sheets.pdf
  - XXX_Registration slips.pdf

- XXX_Teams Requiring Compasses.pdf
- XXX_Teams.xls
- XXX_teamsList.pdf
- Safetycards.csv
- Teams.txt

- Load the event-specific data into Pebbles
    - Select *File* from the task bar in Pebbles
    - Select *Control and Team Loader*
        - *Choose teams file* and navigate to the *Input data* sub-directory of the current event folder where the *teams.txt* file has been saved.
    - If the setters have provided a list of the controls to be used, you can set up the active controls using the procedure in Section 7.2.2.

2.1.2 Sunday/Monday Prior to Event

- As the Pebbles laptop does not have a copy of Microsoft office, all operations requiring the use of MS Excel, MS Word, email or simple printing need to be undertaken on an alternate computer. If documents are edited, make sure that you transfer copies to the *Input data* sub-directory of the current event folder on the Pebbles laptop afterwards, to ensure that a full record is retained
- Email the admin volunteers the *XXX_Event_Info.pdf*
- Print and prepare Safety cards and insert into plastic badges (Remove previous events if needed) (Section 2.2.1)
- Update the *Admin – Event Printouts.xls* spreadsheet with the current event information on the *Event Data* tab and print the following tabs:
    - Money 2 copies
    - Compass 2-3 copies, depending on how many compasses have been hired out (plus a few for those hired on the day)
    - GPS Carriers 2 copies
    - Truck Unloading 1 copy
- print two copies of the following:
    - *XXX_Admin Cover Sheets A5.pdf*
    - *XXX_Teams Requiring Compasses.pdf*
    - *XXX_Novice and Junior Teams.pdf*
    - *XXX_Registration slips.pdf*
        - you should print more copies if you are expecting a high level of pre-registrations
    - *XXX_TeamList.pdf*
- Review the *XXX_Novice and Junior Teams.pdf* file and count the number of teams. Then print that number of *XXX_Novice Intention Sheets* plus a couple (allow for novice teams to make mistakes and to fill in a second form).
- Print the Team sheets

    - Print the Team Sheets (*XXX-Admin Sheets A5.pdf)* onto A5 paper (set the paper in landscape mode)
    - Use a three hole punch to punch holes in the top of all A5 printouts
    - Divide the teams into thirds and insert into one of the three registration folders
        - If there are more than 180 teams, consider a fourth folder
        - If there are less than 100 teams, consider only two folders
- Prepare the hire compasses
- Confirm there will be a money float
- Compile all the Printed Documents together for Admin Leader
- If there is time get wrist tags ready to tag on
- Label, with permanent felt pen, an A3 brown art folio with the event name and date on the top left corner of the envelope-style flap (this is for copies of the map for the map bank)

2.1.3 Tuesday/Wednesday Prior to Event

- The Admin pre-event briefing is intended to provide those volunteers who have not volunteered on admin previously with an overview of what will be required on the day, a brief look at what is involved at each stage and to provide some familiarity with the event management software Pebbles. It is also be used to assign the wrist tags. It should 2-3 hours.
- Admin briefing – the main tasks to be reviewed include
    - Setting the PC time with the tent clock
    - Assign the wrist tags to the team members (see next point)
    - Review the team sheets, discuss what each section means and how team changes need to be documented
    - Briefly show them the Pebbles program
    - Show them how to reset tags and provide them the previous events tags to reset
    - Provide them with wrist bands and spare tags to put together during the event
    - review all the printed paperwork, laptop, wrist bands etc
    - Advise them to put the wrist bands and tags back in the relevant boxes after the event – but they can take the safety card tags out
- Assigning the wrist tags is more efficient if there is a team doing it
    - Wrist tags should only be done once the *teams.txt* has been loaded into Pebbles
    - The normal roles (numbers permitting) are
        - 1 person - puts the tags onto wrist tag onto tags
        - 1 person – Writes team number and competitor initials (use more characters of the person’s first name if competitors in the same team have the same initial) on tag band and puts tag on band as illustrated in Figure 1
        - 1 person – assigns tags to competitors in Pebbles as documented in Section 7.3.3
        - 1 person – puts green stickers on the safety cards for those teams hiring compasses, cuts the safety cards up and inserts them into the plastic sleeves
            - Note – this can be done prior to the meeting if time permits – see

section 2.2.1
        - 1 person puts all tags for each team into the team wrist tag box (drawer) along with the safety card
    - This process generally takes 4/5 people a couple of hours, or two nights if done alone

- Explain to Admin team volunteers the admin procedures
- Assign Volunteer roles and tasks for event day
- Ensure admin chest is stocked up with all necessary equipment, paper, pens etc
- Ensure Admin teams are adequately briefed
- Explain to admin group the Team Sheets contains information that any team changes can make on the day
- Prepare the external backup folder as per Section 7.2.3
- At the end of the briefing, the following should be packaged up to be taken to the event, preferably by the Admin Leader
    - Big wooden box with wrist tag boxes
    - Extra wrist tag boxes if more than 120 teams
    - Ready to Use Tag Box – contains unassigned tags and wrist straps
    - Tags to be reset Box – contains any tags previously used and requiring to be reset
    - Laptop
    - Float with $80.00
    - All the printed paperwork
    - A5 Box
    - PayPal reader (if there is mobile phone reception at Hash) and charger.

2.1.4 Thursday Prior to Event

- Take to the shed to be loaded on the truck
    - Compasses
    - Wrist tag boxes (if admin leader cannot take them)

2.2 Specific Tasks

2.2.1 Safety Cards

The following process generates the safety cards. Note: this needs to be run on a PC that has Microsoft Word.

- Remove old safety cards from previous event if not done so already
- Copy the following files from the *Input data* sub-directory to a computer that has MS Word
    - Safetycards.doc
    - Safetycards.csv
- Run the mailmerge process
    - Open the file Safetycards.doc
    - Click Yes to run the SQL command

    - There will be a message saying that it cannot find the data source. Click in *Find Data Source*
    - Navigate to where you have placed the and select the **safetycard.csv** file
    - Then go into **Mailings** tab on the Task Bar and
        - Select *Finish* and *Merge*
        - Select *Edit in Documents*
        - Select *OK* to *Merge all records*
    - The document will be populated with the current team list - Check the data if required
    - Save as Merged document and Print onto Yellow Paper
- Copy the merged document back to the event directory on the Pebbles computer
- Review the *XXX_Teams Requiring Compasses.pdf* file and for each compass required put a green sticker dot on that team's safety card (i.e. three dots if they want three compasses)
- Cut the Safety Cards out. If there is enough time, pop into Plastic Sleeves and into the box to go with wrist tags/bands in the wooden box, ready for the Admin Briefing.
- Otherwise at the Admin Briefing – organise for one to cut and put into the plastic sleeves and into the boxes

2.2.2 Wrist Bands

Figure 1 illustrates how the wrist band is configured.

Figure 1 – Wrist Band Configuration

2.2.3 Laptop

Make sure that the laptop bag contains

- Power cable
- External hard drive for back up
- RF ID Reader (tag scanner)
- USB – Link 2 – talks to Tag – Sets finish time
- USB Adapter to fit all bits
- Mouse

3 Setting Up on Site

3.1 When to Arrive

At the pre—event briefing the Admin team will be told the approximate time of the truck arrival and will be sent directions to the event. The Admin Leader should plan to arrive at the event at about this time. Make sure the Admin leader knows how to get to the event as sometimes the signs to the event are not put out until after the truck arrives.

Once the truck arrives, the Admin team:

- help to unload the truck
- set up the Admin. tent ready for pre-registration/registration.

The amount of set up and exact timing is different for different rogaines. For example, for 12 and 24 hour rogaines it is a good idea to set up everything the afternoon before as registration opens at 7 or 8 am.

It is essential that the Admin Leader or a nominated representative is on site to supervise the location and orientation of the admin tent.

3.2 Erecting the Admin Tent

Instructions for the mechanics of erecting the Admin Tent are beyond the scope of this manual. Be reassured that there are generally a few people at each rogaine who know how to do these tasks and they will be able to tell you what to do.. There is a manual and procedures developed for erecting these tents. It is a team effort for safety reasons. Think about wind, rain, and sun and the location of the trailer (with batteries i.e. power supply) before deciding upon the location and orientation of the Admin tent.

3.3 Setting Up the Admin Tent

This section assumes the Admin. Tent is erected. The first step is to put Admin. Box with the green lid (this comes to the event with the Admin. Co-ordinator or Admin Leader) in the Admin Tent. Next:

- put on name badges (these are in the Admin. box)
- set up the Admin tent as illustrated in Figure 2.

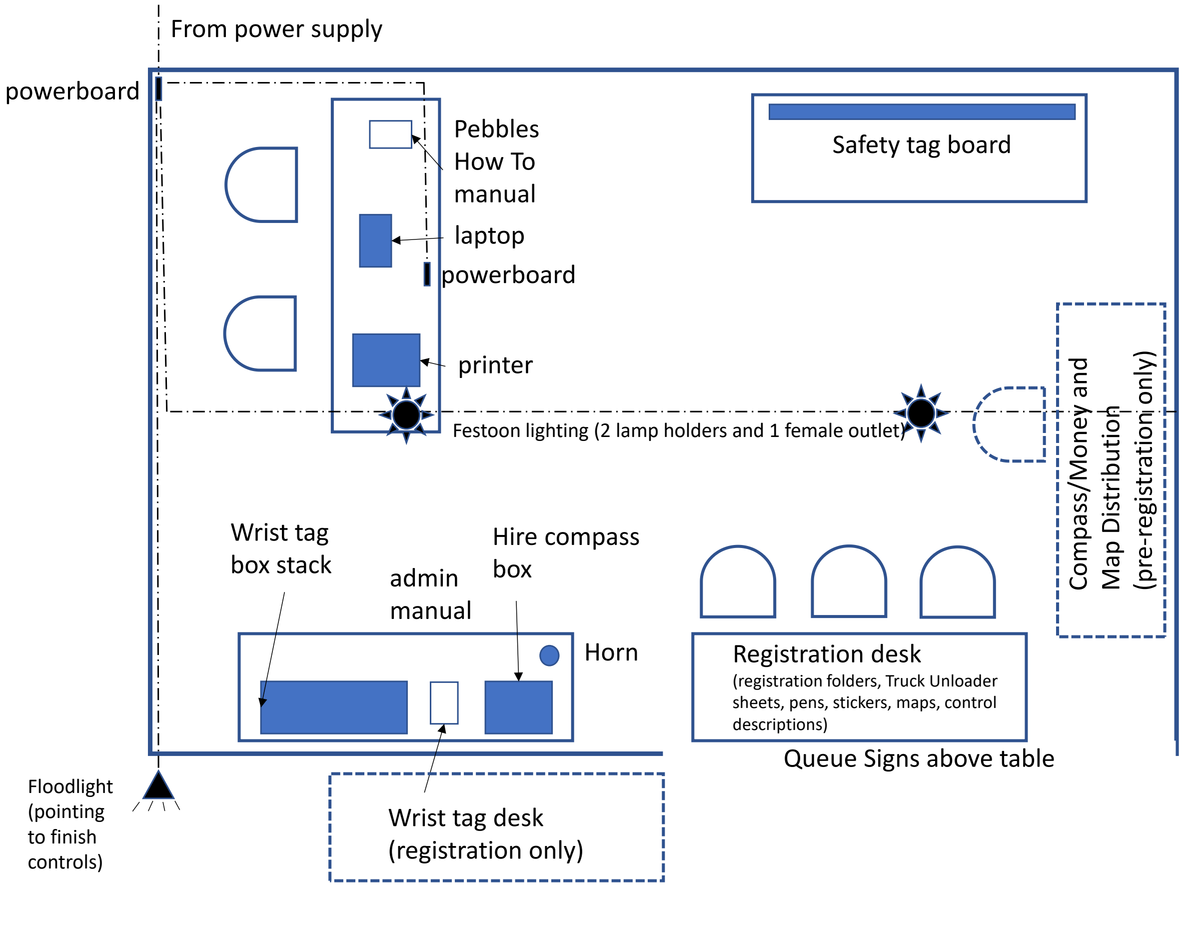
Admin equipment delivered on the truck consists of:

- five folding tables (you may need to borrow one from Hash for use during the registration process
- five directors chairs
- blue admin box
- printer box
- rubbish bins.

Admin equipment delivered on the trailer consists of:

- safety card board/s
- stands for notices, and notice boards.

Figure 2 – Admin Tent Layout



The Blue Admin box contains nearly everything you need for admin, including

- a copy of this Manual
- Incident Report Forms
- a Pebbles How To Guide
- at least 6 clipboards.

Below is a description of how to set up the tent for the event. Some of these tasks can be left till the hour prior to registration opening (i.e. you do not want to leave all of it out overnight), but some are needed for pre-registration:

- place the *Pebbles How To* Sheet next to Pebbles on the computer table
- place the Compass sheets into a clipboard and put the clipboard on the back table, with the hire compass box
- place the Truck Unloader Sheets into one clipboard and one Admin. Person should take the Truck Unloader Sheet to the truck driver and fill in the truck drivers name, phone number and the approximate time of return of the truck to Morley
- place the filled-in Truck Unloader sheet into a clipboard on the front desk
- place the Money sheets and a Admin Cover Sheet into a one clipboard and put the clipboard on the compass/money desk

- put the GPS Carriers sheets into a clipboard and put on the back desk (not required till just before event start)
- divide the request for Team Change Forms into two piles and put these into two clipboards. Put these clipboards on the back desk
- set up the front and back tables for business. You will have three queues of competitors collecting maps and control descriptions – the team sheets will already be split into three folders of equal size, so set up the queues accordingly
- label sign boards according to your split and hang up at the front of the tent.
- place the following items, in two piles each, on the front table so they will be within easy reach of the three people who will hand out maps and control descriptions:
    - pens
    - clipboard containing Truck Unloader Sheets (record name and phone numbers)
    - cash Float
    - clipboard containing Cash Sheets (record amount and reason)
    - piles of maps and control descriptions
    - green stickers (indicate loan of compasses)
- put the compass boxes and the Clipboard containing Compass sheets on the back table
- make sure that the Admin Leader has the satellite phone and that it is switched on
- put the starting horn on the back table.

3.3.1 Power and Light

The power equipment required for the admin tent is

- Admin box
    - 2 power boards
- Electrical box
    - long extension cord
    - short extension cords
    - festoon lighting cable – it has two light sockets and is terminated with a power plug
    - floodlight base
- Red lamp box
    - globes for festoon lighting – use 14/15W bulbs
    - one floodlight globe.

Power to the admin tent is provided through a dedicated outlet on the battery trailer. Connect the long extension cord to this outlet and run it to the corner of the admin tent closest to the computer table. Take care with the route for this cord – if it crosses a potential thoroughfare it may be necessary to bury it slightly so that it is not a trip hazard. Make sure that the end to this power cord is inside the tent and out of the rain. Connect a power board to this cord. This power board will provide all power to the admin tent.

To the main power board, connect the following

- short extension cord that runs around the inside of the tent to the computer desk

  - to this power cord attach another power board and use this to connect to the laptop and printer
- event clock
- festoon lighting, consisting of two lamps
- external floodlight.

There are two internal lamps, one for each bay of the admin tent, as illustrated in Figure 2. These are connected on the one cable in a festoon configuration, and are attached to the apex of the tent.

There is one external light. This is a floodlight mounted on a tripod. It should be located close to the admin tent so as to provide light outside the tent for teams coming in after dark/going out before dawn. It should also be orientated so that it directs light towards the finish controls. Connect this light to the nearest Admin power board by a short extension cord, taking care to ensure that the cord is not a trip hazard.

3.3.2 Other Equipment

Equipment not on the truck will be delivered by the Admin Co-ordinator/Admin Leader and consists of

- Big wooden box with wrist tag boxes
- Extra wrist tag boxes if more than 120 teams
- Ready to Use Tag Box – contains unassigned tags and wrist straps
- Tags to be reset Box – contains any tags previously used and requiring to be reset
- Laptop
- Float with $80.00
- All the printed paperwork
- A5 Box

The setters will deliver the maps and control descriptions, probably just prior to registration commencing.

The safety officer will deliver the satellite phone.

3.4 Toilets

Management of the toilets is an admin responsibility (hash house volunteers handle food so hygiene prevents them managing the toilets).

When the truck arrives, unload the following and set up at each bank of toilets:

- foot pump
- water container
- 10 L water bottle of top-up water
- soap
- hand sanitisers.

Collect the tub containing toilet paper and place near admin. Make sure each toilet is equipped with several toilet rolls.

3.5 Pre-Registration

This can be done on the night before the event, usually between 7:00 pm and 9:00 pm, but can be for longer if any of the admin team are happy to hang around.

The pre-registration process is the same as the registration process (Section 4.2.1) with the exception of instead of handing out maps and control descriptions, the registration person:

- Issues the team a registration slip. Write the team number and number of maps required on the slip. This slip is needed when the team collects its maps.
- Tell them to present their registration slip at the map table to collect their maps and control descriptions when registration opens.

4 Registration

4.1 Tasks to Prepare for Registration

4.1.1 Event Clock

If the time on the laptop is different to that on your mobile phone, change it and then set the laptop time is

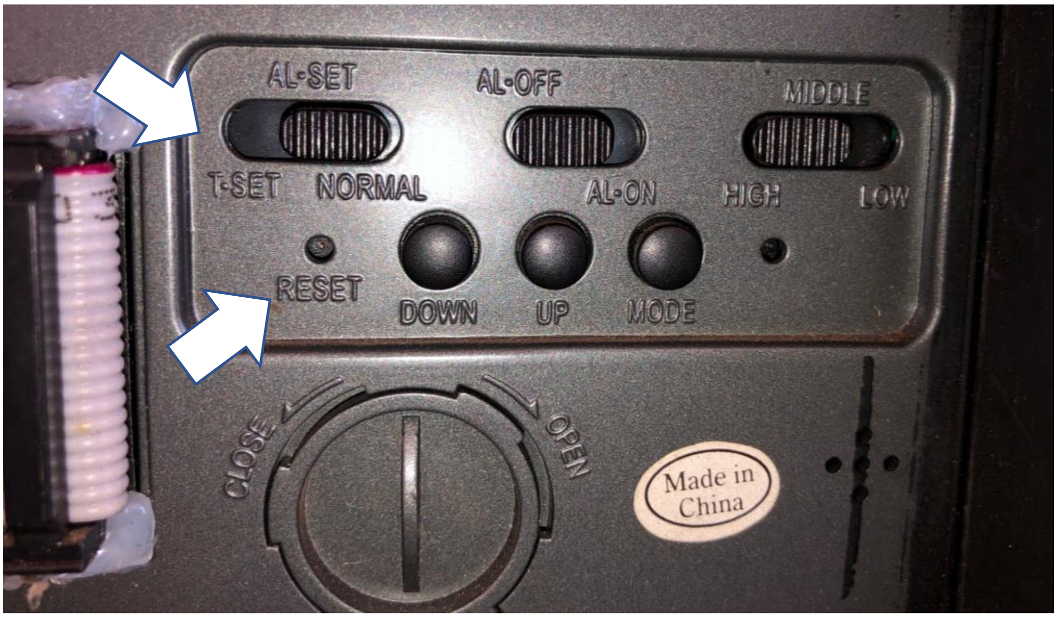
- Right click on the date/time on the laptop task bar
- Click on Adjust date/time
- Make sure that the slide bar for *Set time automatically* to Off
- If you need to change the time, click on the *Set date and time manually* **Change** button and adjust the time as required
- Close the window down

Set the event clock to the time displayed on the laptop. This should be accurate to the second.

To set the event clock:

- To turn the clock on, press the reset button (this needs a sharp pointed object to access the recessed button)
    - All displays should turn on. If not, check the ribbon cable connections
- Switch to T-set
    - Use the Mod button to switch between Hours – Minutes – Seconds – Year -Month – Day
    - Use the up and down buttons to change the field
- Switch back to Normal

Figure 3 – Event Clock Back Panel



It is preferable that this is done at least an hour before registration opens.

The event clock is placed in the Admin tent in a location clearly visible from outside of the registration desk.

4.1.2 Teams List

There are two easels/display boards on which the teams list and the Volunteer matrix is are posted. The easels should be located at least five metres from the admin tent, and not where the queues develop.

4.1.3 Registration Desk

The three team sheet folders will be set up such that each contains the same number of teams (theoretically to spread the load, though keen teams often register early and so end up with low team numbers, and hence the first queue tends to be heavily patronised early in the registration process). If there are more than 150 teams, a fourth registration folder should be set up.

The registration desk should be set up with

- Team sheet folders
- Maps (to be placed upside down until registration opens)
- Control descriptions (to be placed upside down until registration opens)
- Truck unloader list
- Highlighters/pencils

4.1.4 Wrist Tags

Not all teams will collect their wrist tags on registration: some will go away and plan their route and collect their tags later, when the congestion has eased. However, a lot of teams will so, to facilitate the rapid distribution of tags, it is advised that a table is set up outside the admin tent and equipped with:

- Wrist tag box stack
- Scissors (special scissors for trimming wrist tag straps)

4.1.5 Money and Compass

Make sure that you have the cash tin with the float of $80.

If you have mobile phone reception, borrow a mobile phone from one of the admin team and hot-spot the PayPal phone off it. Then check that the PayPal reader can connect to the PayPal app via Bluetooth. Make sure that the PayPal reader is charged.

Note: using PayPal uses very little data as it only communicates with the PayPal server via the internet when a payment is being made, so it will not drain your data.

To set up the PayPal reader:

- Turn on the PayPal Reader (the little blue bottom at the top right corner)
  - The message will come up *Open the app on your phone or tablet*
- Turn on the WARA phone (hold down the button on the middle right hand side till the phone vibrates)
- When the phone powers up, swipe up from the bottom to get to the login prompt
- The password is *wara*
- Hotspot the WARA phone to the borrowed phone
  - Swipe up from the bottom to get to the app screen and select Settings (the cog)

    - Select *Network and Internet*
    - Select *WiFi*
    - You should see a list of available devices appear. Select the correct phone and connect to it. The phone's owner will need to give you their password
    - Return to the home screen by hitting the dot in the centre at the bottom

- Open the PayPal Here app (in the middle of the screen)
- It may take you straight in to the app. If not
    - It may display the name Emma Plummer and below that WARAAdmin – this is the WARA account. Enter the password $Subiaco1201 and hit the blue *Login* bar at the bottom
    - If you are asked to login,
        - in the line asking for email address, enter WARAAdmin
        - password $Subiaco1201
- when you have logged in, a number pad will appear and a scroll bar across the top will say *Turn on you card reader to connect* and then *Searching for card reader PayPal 016*
- the app should connect to the card reader automatically. If it does, the reader will display the message *Ready to accept payments* and the app will show the message *Connected to PayPal016.*
    - If the reader has gone into power save mode before you try to connect, press any key to wake it up. It will then connect.

4.2 Registration Roles

When registration opens for an event, there will be a queue of people waiting to collect their maps and start the planning process. To facilitate the speedy registration of teams and the associated issuing of maps, each admin team member is assigned a dedicated role:

- Registration person(s) (usually three, depending on the number of entrants)
- Team change person
- Money and compass person (can also do the role of Maps person)
- Wrist tag person (may need two in the early stages of registration)
- Maps person (for pre-registrations)
- Computer operator.

The admin leader will normally hold the role of Team Change person as these are not as busy as the others and frees them up to manage the overall process.

A short admin meeting should be held at least half an hour before registrations open to assign roles. This will give each person a chance to become familiar with the requirements for the role that they have been assigned.

4.2.1 Registration

For each competitor/team, the Registration person:

- Ask them what their team number is. If they don't know, ask them to look it up in the list of competitors that is posted outside of the admin tent
- Find their registration card

- Check to see if the team members listed on the card is correct
- If any changes need to be made remove the team sheet from the registration folder and tell the team to take it to the Team Change person. If another team is involved with the changes (e.g. one person transferring from one team to another), take that team sheet out as well.
    - Note – if the team change is simply the removal of one team member, you can put a line through the name of the person to be removed, complete the registration process and issue the maps before they go to the Team Change person
- Check the Money Owing on the team sheet. If there is a money owing, ask them to visit the Money person once they receive their map.
    - If they have the exact money on them, you can take it and pass it on to the money person with the team number, Tick off the outstanding money column.
    - If the money person is free, they can also process it whilst you continue with the registration process
- Ask them for a car rego number for one of the team. This is compulsory! If they do not have it, make them go and get it. Cadet/school teams may use "bus"
- Ask them if they can
    - help collect controls – if "yes", ask them to visit the setter's table once their registration is complete.
    - Unload the truck - if "yes" ask for a mobile phone number and add it to the truck unloader's list (Appendix A)
    - Pack up hash and clean up after the event – if "yes" circle the box
- If the team is a novice team, hand them a "*Information for first time rogainers*" sheet and a *Novice and Junior Team Intention Sheet.* Advise them that they need to complete their proposed route and return it to admin prior to the start of the event. This is a safety measure in case they get lost, we know where to start looking.
- If they are a Junior team, hand them a *Novice and Junior Team Intention Sheet.* Advise them that they need to complete their proposed route and return it to admin prior to the start of the event.
- If there is one or more ticks in the "Compass Stickers" circles at the base of the team sheet, they have pre-paid for a hire compass. Call out to the compass person the team number and number of compasses required. The compass person will give you the compasses to hand to the team
- If they ask about hiring compasses, the cost is $5 per compass.
    - Add a tick to the Compass Stickers" circles at the base of the team sheet for each compass hired
    - Tell them to go to the compass/money person after they have been issued with the maps/control descriptions.
- Issue the team with a map and control description for each team member.

4.2.2 Money and Compass

Prior to registration opening

- Select enough good working compasses to supply all of the compasses hired, plus a few more
- Place them in order in an empty compass box

- List the compasses on the compass hire sheet in the same order – one per line – try to record their ID number.

Payments can be made by cash or, if mobile phone reception is available, via credit card using a PayPal reader.

Key tasks are:

- **Pre-paid compass hires** will be indicated on the Team sheet by ticks in the “Compass Sticker” circles on the Team Sheet. The registration person requiring compasses will call out the team number and number of compasses required. Record the team number against the compasses you are issuing. Pass the compasses to the registration person to issue to the team.
- **Extra compasses** can be hired by paying the hire fee of $5.00 per compass. The registration person will have added a tick to the “Compass Sticker” circles on the Team Sheet for each compass hired before they sent the team to you. You will need to:
    - collect the compass hire fee
    - record the fee collected on the money sheet (Appendix C), as either Cash or PayPal.
    - retrieve the wrist tax box for that team from the wrist tag box stack, extract the safety card and add a green sticker(s) to it. Replace the safety card in the wrist tag box and return it to the stack.
- **outstanding money**
    - the registration person may collect the money from the team if they have the correct change. Record the outstanding money on the money sheet (Appendix C) as either Cash or PayPal.
    - If the team comes to you, collect the outstanding, record it on the money sheet, and ask the registration person to tick off the outstanding money column (Note. This can be done at a later time when there is a quiet period)
- **A new competitor** will join a team. If they have not already paid for being in a team for this event, they will need to pay the event entry fee. The Team Change person will tell you when you need to collect money. The event fees at the time of issuing this manual are shown in Table 1 while the fees for the current event will be on the Admin Cover Sheet form, which should be behind the money sheets on the same clipboard. Record the fee collected on the money sheet (Appendix C) as either Cash or PayPal.

Table 1 – Event Fees

	Adults 18 years or over	Juniors Between 10-17 years	Children Under 10 years
Event Fees (6 Hour)	$20	$10	Free
Event Fees (12 Hour)	$50	$25	Free
Event Fees (24 Hour)	$60	$30	Free
Compass Hire	$5 each Returned damaged = $15 fine, Not returned = $60 fine		

4.2.3 Team Change

If competitors want to make a change to their team they can come directly to the team change person or they will be directed to the team change person by the registration people.

The team change person will need to collect:

- their team sheet
- their wrist tags (from the Wrist Tag Stack Box)
- their safety card (from the Wrist Tag Stack Box).

Where the changes involve more than one team, collect the above items for all teams involved.

The main changes are:

- Removing a team member
  - Put a line through the name of the person to be removed on the Team Sheet (if the registration person has not already done this)
  - Put a line through the name of the person to be removed on the Safety Card and return it to the wrist tag box. Tick the box on the Team Sheet *Changes Entered in Safety Card*
  - Remove that person's wrist tag from the wrist tag box and put it aside
  - Put the Team Sheet on the computer operator's low priority pile (it can be done later)
  - Put the wrist tag box back in the wrist tag box stack if the team does not want to put the wrist tags on immediately, or give it to a wrist tag person if they do
  - After the computer operator has processed it, return the Team Sheet to the Registration person
- Adding a team member
  - Add the new person's details onto the Team Sheet (or ask them to do so)
  - Ask if the new person joining the team has already paid an entry fee for this event (i.e. are they splitting off from another team)? If not, they will need to pay the event fee. Check the Admin Cover Sheet to confirm the fee payable and pass them on to the Money Person
  - Add the new person's name onto the Safety Card and return it to the wrist tag box. Tick the box on the Team Sheet *Changes Entered in Safety Card*
  - Put the Team Sheet on the computer operator's high priority pile with the team's wrist tag box and a blank wrist tag
  - After the computer operator has processed it, put the Wrist Tag Box back into the Wrist Tag Box Stack and return the Team Sheet to the Registration person
- Transferring a person from one team to another
  - Put a line through the name of the person to be removed on the first Team Sheet
  - Put a line through the name of the person to be removed on the first team's Safety Card and return it to the wrist tag box. Tick the box on the first team's Team Sheet *Changes Entered in Safety Card*
  - Remove that person's wrist tag from the first team's wrist tag box and put it aside
  - Return the first team's wrist tag box to the Wrist Tag Box Stack
  - Add the transferring person's details onto the second Team Sheet
  - Add the transferring person's name onto the second team's Safety Card and return it to the wrist tag box. Tick the box on the second team's Team Sheet *Changes Entered in Safety Card*
  - Put the two team sheets, the second team's wrist tag box and the wrist tag for the transferring person on the computer operator's high priority pile (the tag can be re-used)
  - After the computer operator has processed it, put the Wrist Tag Box back into the Wrist Tag Box Stack and return the Team Sheets to the Registration person
- Splitting a team

  - Splitting a team could be a large team dividing into two or two teams dropping a member each who then form a new team.
  - Use a combination of **Removing a team member** and **Creating a new team**
- Creating a new team
  - Ask the team to fill in a Team Sheet with all of their personal details
  - Confirm that all new team members have paid event fees for this event. If not, they will need to pay the event fee. Check the Admin Cover Sheet to confirm the fee payable and pass them on to the Money Person
  - Select the next highest team number and add it to the Team Sheet.
  - Create a new Safety Card, add all team member names and tick the box on the Team Sheet *Changes Entered in Safety Card*
  - Retrieve the empty wrist tag box from the Wrist Tag Box Stack and add the new Safety Card to it. Put in the required number of blank wrist tags
  - Put the wrist tag box and team sheet on the computer operator's high priority pile
  - After the computer operator has processed it, put the Wrist Tag Box back into the Wrist Tag Box Stack and give the Team Sheet to the Registration person

Depending how busy the computer operator is, the team may be able to wait for the changes to be made. (Otherwise they may have to come back later). Once the changes are done the team can re-join the registration queue and register as normal.

4.2.4 Wrist Tag

Teams will come to you to have their wrist tags fitted. They may be sent straight from the registration desk.

Note: you may only fit wrist tags if all team members are there.

When you are notified of a team number, collect the equivalent wrist tag box from the wrist tag box stack. This drawer will contain the wrist tags for each team member and the team safety card. Wrist tags are issued to a particular person. Look on the strap of the wrist tag for the initials of each competitor.

Ask the competitor which arm they want it on (most people put it on the opposite wrist to their watch, but some use the same wrist). Wrap the wrist band around the wrist, place your finger under the clip and put the clip through a hole on the strap. Then ask if the competitor is happy with the fit. Some like it loose, some tight, while a finger width of slack is about right for most people. Be careful with children as some will put it on too tight and will have to be cut off after a while while others will be so loose it may slip off.

Only when all wrist tags are fitted should you issue the team safety card. Return the wrist tag box to the wrist tag box stack upside down (this indicates that the wrist tags have been issued but not yet returned.

Wrist tags can be collected at any time after the start of registration.

Once the event has started, the wrist tag box stack will be moved into the Admin tent.

Some teams will register and start the event after the normal start time. Remind these teams to collect their Safety Card before entering the course.

4.2.5 Maps

Teams will come to you to collect their maps and control description sheets if they have preregistered. Maps are only to be issued once registration has started.

They will need to show you their Registration Slip which will indicate the number of maps and control descriptions to issue.

Remind them that if they have offered to collect controls, to go to the setters table to register with them.

You may be given other forms to hand out to the team. This will be explained on the day.

4.2.6 Computer Operator

The computer operator will be required to undertake a number of different team changes:

- Delete a team member
  - Delete the person from the team in Pebbles (Section 7.5.2)
  - Tick the box on the Team Sheet *Changes Entered in Pebbles*
  - Put the Team Sheet in the out tray or return it to the Registration Person
- Add a team member
  - Add the person to the team in Pebbles (Section 7.5.1)
  - Annotate the wrist tag with the team number and person's initials
  - Tick the box on the Team Sheet *Changes Entered in Pebbles*
  - Put the Team Sheet and Wrist Tag Box in the out tray
- Transferring a person from one team to another
  - Delete the transferring person from the first team in Pebbles (Section 7.5.2)
  - Tick the box on the first team's Team Sheet *Changes Entered in Pebbles*
  - Add the transferring person to the second team in Pebbles (Section 7.5.1)
  - Annotate the wrist tag with the team number and transferring person's initials
  - Tick the box on the second team's Team Sheet *Changes Entered in Pebbles*
  - Put the Team Sheets and Wrist Tag Box in the out tray
- Create a new team
  - Create a new team (Section 7.5.5)
  - Check that the team number is the same as the one on the team sheet. If not, it is likely that you are processing the team changes out of sequence – find the team sheet on your desk that has that team number
  - Add each person to the team in Pebbles (Section 7.5.1)
  - Annotate each wrist tag with the team number and each person's initials
  - Tick the box on the Team Sheet *Changes Entered in Pebbles*
  - Put the Team Sheet and Wrist Tag Box in the out tray

4.3 Using PayPal

For event where there is mobile phone reception it is possible to pay outstanding feeds by credit card using a PayPal reader. To use the PayPay Reader

- Check that the PayPal reader is active (if the screen is blank, press any key to re-activate it)
- Enter the payment value.
- Above the key pad there is a Line labelled *Item*. Put the Team number in here to help the

Treasurer reconcile it

- The word *CHARGE* will be at the top of the screen Press it. The PayPal reader will have the message *Insert, Tap or Swipe*
- Ask the competitor to tap their credit card
- Once payment is received, ask them if they want a receipt. If so, they can have it by text or email
    - Ask the competitor to enter their email address or phone number
    - Press *send* (top right of screen)
- On the Money sheet, add the team number, the reason for the cash payment (compass, entry fees, etc.) and the value in the PayPal column. Ask the competitor for the last 4 digits of their credit card and add that to the entry on the money sheet – the treasurer can use this to reconcile the payment to the team

4.4 Tasks after Registration Commences

4.4.1 Public Address System

The public address system has to be set up about an hour after registration commences. Its first use will be to announce the novice briefing.

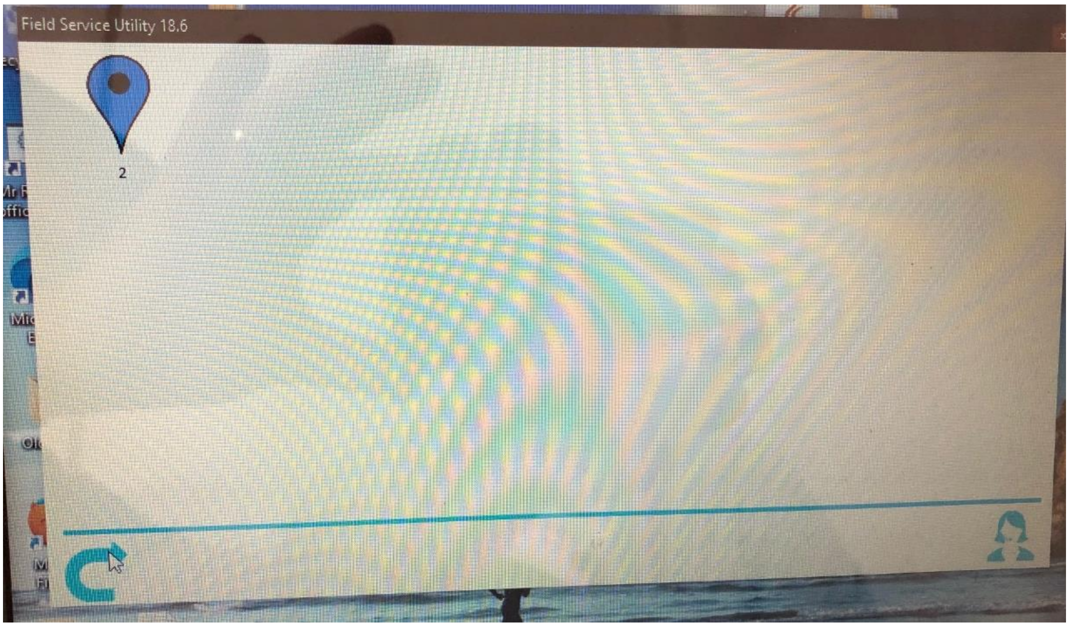
4.4.2 Checking the Finish FCUs

The setters will provide three Field Control Units (FCUs) to be used as finish controls. These are to be installed on star pickets around 10 m from the front of admin, separated by at least 2 m. They should be located so that they are on the main access route in to admin but away from any area people are likely to mingle (e.g. keep away from fire and hash). Consider whether you want to set up a Finish Chute, to help direct competitors in to admin once they have tagged off.

It is very important that the HH FCUs are synchronised with the PC and event clock. If this is not done, then late finish penalties may be erroneously incurred by teams finishing within the time difference error. The Finish FCUs may have been programmed at least 10 days before the event, and if a battery is not optimum, it may have drifted in time.

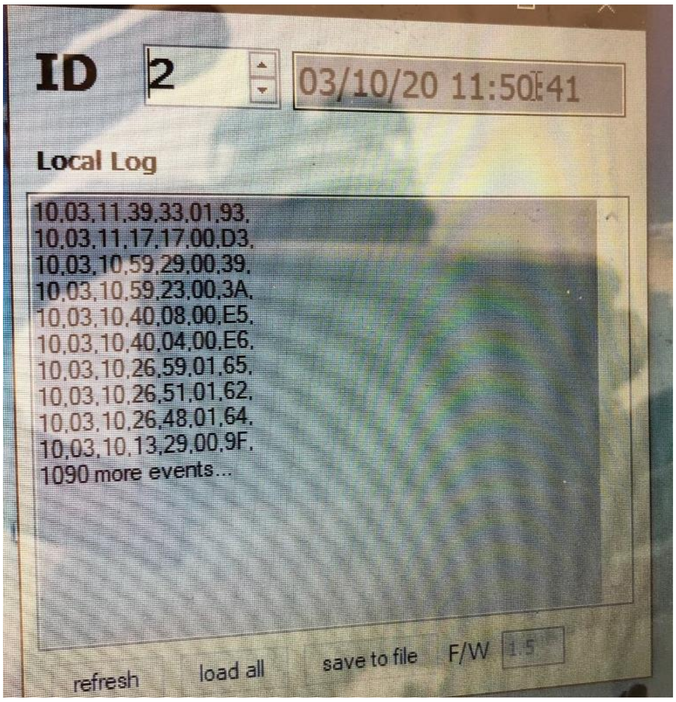
- Set up the PC to read the finish FCUs
    - Insert the Link-2 dongle located in a box in the laptop bag into a USB port
    - Click on the *Field Control Unit* icon (PCFSU – Shortcut) on the Pebbles laptop screen to open the program
    - The Field Service Utility window (Figure 4) will appear.

Figure 4 – Field Service Utility window

- 

- Set up the FCUs to communicate with the PC
  - it is preferable to bring the FCUs into the Admin tent – it can be hard to read the screen if you do it in direct sunlight
  - find the templates to hold the button in on the FCUs in the silver case that the finish controls are stored in
  - place the template over each FCU so that the buttons remain depressed and the lights are flashing
    - Note: if you cannot find these, then ask someone to hold the button down for you
  - Ensure no one accesses the FCUs during the calibration process
  - Note, you do not need to do all finish FCUs at the same time – you can do one at a time in sequence
- Review the FCU Time on the laptop
  - To establish Bluetooth communication with the FCU, click on the *Search* icon in the bottom left corner of the window. When it finds the FCU (this can take a while), a blue pin drop icon will appear with the finish tag number under it.
  - double click on each FCU icon and the FCU Id window will appear (Figure 5). This window shows a log of all recent tags and the FCU time.

Figure 5 – FCU Id Window



- click on the actual time numbers until it resets to the computer time
- close the FCU Id window down before you release the FCU (otherwise you will get a number of read errors)
- repeat for the next FCU.

4.5 Tasks Prior to Event Start

4.5.1 Novice and Junior Intention Sheets

When novice and junior teams submit their intention sheets, cross them off the list of Novice and Junior Teams. When the pre-event briefing commences, check this list. If any teams have not submitted their intention sheets, tally the number of outstanding sheets and ask the setters to request that all teams submit their intention sheets.

4.5.2 GPS Devices

All GPS-enabled devices (including smart phones and smart watches) taken out on the course must be placed in a tamper-proof bag at admin and registered on the GPS carriers form (Appendix D). To maximise battery life, most competitors will bag their devices with half an hour of the event start. It is advisable to assign at least two people to this task, and to station them at the registration desk. The tamper-proof bags are supplied by WARA.

Each competitor with a GPS will be provided with a tamper-proof bag. The process involves:

- The competitor will place the GPS in the bag and seal it up. A competitor may have more than on GPS device. These can all go in the same bag.
- The Admin person will
  - sign the bag, using a permanent marker, over the seal
  - log the team number (and team member, if more than 1 GPS devices in a team) on the GPS Carriers list and sign off that the bag has been sealed.

4.6 Satellite Phones and Radios

WARA has four satellite phones, three hand held radios and one radio base station. Depending on the event, satellite phones are usually to be used for emergency communication during the event and during search exercises. Radios may additionally be used, depending on the event location (typically radios may be used at remote area events and/or if there is requirement for frequent communication between safety/admin and a patrol car during a rescue or with remote soup kitchen). Radios will be supplied to admin if used during the event, and must be monitored as described below for Satellite Phones.

Satellite phones are

- Phone 1 +8816 2244 9700 - Safety Officer (or first aid officer if delegated)
- Phone 2 +8816 2244 9701 - Admin
- Phone 3 +8816 2244 9702 - Patrol car
- Phone 4 +8816 2244 9679 - Patrol car

The patrol car satellite phones will probably only be one when the patrol car is out on the course while the Safety and Admin phones are to be on at all times.

The Safety phone (Phone 1) is the one that is noted on the event map and hence will be called by a competitor if they get into trouble, have a phone on them and are in range. It is essential that the admin sat phone is on and within earshot of admin personnel at all times. The Admin Leader must carry this phone on them at all times when on duty. When the Admin leader is off duty, it should be carried by one of the admin team who is on duty.

The phones may not have enough battery life to stay on for the entire event, if it is a 24 hour event. Make sure that you get a phone charger from the safety officer, and charge the phone during the night. If the safety officer hands over their phone whilst they sleep, make sure that it is charged also.

4.7 Toilets

Continue to monitor the toilets and

- replace toilet rolls when used (dispose of empty toilet rolls in fire if applicable)
- top up hand wash water drums.

5 During the Event

5.1 Getting set

At last the event is started and hopefully all the competitors have gone away. What a relief! There may be the odd team that comes to collect a control card after the start but these are the exception rather than the rule.

Bear in mind that Admin. are responsible for replenishing toilet rolls throughout the event.

Have another Admin. Team meeting to decide upon the roster for the event – refer to Section 5.7.

5.2 Post Registration Tasks

5.2.1 Register Controls in Pebbles

Unless the setters have sent the Admin Co-ordinator a list of the controls that are being used, it is necessary to set up the active controls in Pebbles. Use a copy of the control descriptions and the procedure documented in Section 7.2.2 to do this.

5.2.2 Set up Safety Card Board

Once the event starts, all registered teams will have their safety cards and wrist tags. But there may be a few teams that have

- registered without collecting their wrist tags (they might still be waiting on a team member to arrive) and are still planning their course. Or they may simply have small children – teams with small children often start late
- arrived late and not yet registered (could still be pitching their tent)
- have yet to arrive
- did not come at all.

The safety cards for every team that has not collected their wrist bands will be in the respective wrist tag boxes. These need to be extracted and put onto the safety card board, indicating that they have not gone out on the course.

For all teams that have not registered, change their status in Pebbles to "DNS" (Section 7.7.3).

Also, End Tags (white safety cards with the word End on them) need to be put on the board, on the hook for the highest team number plus one. Note, there will be two of these when there is a special event and team numbers for teams such as schools/cadets start at 200. This provides a visual indication as to what team numbers are not being used on this event.

For novice teams, place the safety tags on the board with the blank side outwards. This enables the safety officer to quickly review the safety tag board and count the number of novice teams that have returned, and hence know how many are still out.

5.2.3 Flight Plans

All novice and junior teams should have submitted a flight plan (Administration Notification – Novice and Junior teams). Hand these over to the safety officer who may use them to calculate the estimated time of return, and then check during the event whether they have returned as expected. This provides an early assessment as to whether a novice team might be lost/late.

5.2.4 Late Registration

Some teams may arrive late and register after the event has started. The registration process is the same as described above with the exception that

- The safety card will not be in the wrist tag box: it will need to be retrieved from the safety card board
- If they volunteer to collect controls, you will need to locate the setters/vetters (there will always be at least one at the hash site so that control collection areas can be assigned.
- If their status in Pebbles has already been changed to "DNS", you will need to change it back to normal.

5.2.5 Teams coming in before the finish time

Many teams will finish long before the end of the event. Others will come in for a rest/meal/sleep before going out again: most competitors come in for a sleep on a 24 hour event while other will come in for a meal on a 12 hour event and then go out again for a bit of night work.

When a team approaches the front desk, make sure that they have tagged off. While they may plan on going out again, they could change their mind (e.g. wake up in the morning with stiff muscles/blisters).

If they are adamant that they are not going out again, follow the procedures in Section 5.6. Otherwise, ask for their safety card and put it on the Safety Card Board.

5.2.6 Teams going out for a second/third time

When a team that has come in for a rest decides to go out again, they will present to the front desk and ask for their safety card. Ask them where they are going to first and mark this on their team sheet. This will assist in the search process if they do not return on time.

5.3 Numbers for Hash House

It is advantageous for the hash house to know how many teams are still out towards the end of the event so that they can monitor the amount of food remaining. On a regular basis, tally the number of teams still out (the number of blank spaces on the Safety Card board).

5.4 General Housekeeping

- Make sure the printer is ready to go with paper loaded. Controls visited reports are printed out on one half of a normal A4 sheet of paper. There should be enough pre-cut sheets in the Admin. box. Put the pieces of paper in the printer with the uncut side to go into the printer first.
- If you have not used Pebbles before, familiarise yourself with it. The How To Guide should be on the table next to the laptop.
- If the Admin Co-ordinator has included a box of tags from the previous event to be reset, reset them using the procedure in Section 7.3.1
- Put 20-40 maps and control descriptions into the A3 brown art folio, marked with the event name and date. Put this aside to be given to the truck driver to put into the map bank in the trailer shed.

5.5 Toilets

Continue to monitor the toilets and

- replace toilet rolls when used (dispose of empty toilet rolls in fire if applicable)

- top up hand wash water drums (water is available from a tap on the back step of the truck and also from the stack of 10L water drums used for water drops (if the setters have not depleted them).
- check the toilets to make sure they are not full. If you find a toilet that is full or out of water - put up the "occupied" sign.

5.6 Finish Team Roles

The last two hours of an event can be rather hectic as teams rush to get in before the closing time. This is particularly relevant on 24 hour events, when casual rogainers out for a morning stroll mix with the serious, stay-out-all-night competitors. At other quiet times, a minimum of two people will do all the jobs. Section 5.7 provides an indication of the number of people needed at any one time.

During the finish rush, the following roles are required:

- Finish admin person(s)
- Tag box stack person
- Tent runner person(s)
- Computer operator
- Errors person.

5.6.1 Finish Admin

You wait at the end of the finish chute to greet returning teams.

You will need to be standing to perform your job. (Have a chair handy for the quiet times)

Some teams will be finished (not going out again) and some teams will be coming in for a rest.

It is WARA policy to collect the Safety Card from all teams irrespective of their future intentions.

All teams coming in should tag off using the finish tag devices located in the finish chute. This is good practice as a team may intend to go out again, but then change their mind. If they had not tagged off when they came in they would need to do it later and this would affect their true finish time.

Check with finishing teams that they have tagged off (unless you have seen them do it).

Ask the team if they have finished.

If the team is absolutely certain that they are finished, their Wrist Tags can be removed.

Make sure that all team members are present.

Ask if there were any issues on the course – this is the opportunity for them to inform you of controls that did not work and whether they have written down the FCU identification number. Also make a note if they report that they could not find a control. If a pattern emerges, i.e. No one could find Control 64, the setters need to be informed.

Cut the tags off using the surgical scissors avoiding the writing on the wrist band.

Call out the number of the team to the person looking after the stack of tag boxes. They will find the team box and the tags will be placed in the box which will be on the table behind you.

Collect the Safety Card from the team. Place the Safety card on the table behind you.

During quiet times it is possible to print out a list of controls visited in a very short time. Tell the team that if they wait a few minutes they can have their print-out.

5.6.2 Wrist tag box stacker

You will manage the stack of tag boxes. All tag boxes will be labelled with a team number.

Your job will be to quickly locate the tag box for finishing teams.

The finish admin person will call out to you the number of the team that is finishing.

Find the correct box and place it on the table so that the tags of the team can be put in it.

This job will not be necessary during quiet times but can be combined with other jobs.

5.6.3 Tent Runner

You will be in the tent with a table separating you from the Finish Admin Persons.

You will take the box of tags of finished teams from the table and give them to the computer operator.

You will take the Safety cards from the table and put them on the tag display boards. For novice teams, place the safety tags on the board with the blank side outwards.

You will collect the team "Controls Visited" print-outs from the printer and put them in the box ready for teams to collect them.

You will collect the hire compasses. (Look for the green stickers on the Safety Cards)

Record that the hire compass has been returned.

You will open the sealed bags containing GPS devices. Record that they have been returned on the GPS Carriers List.

You will issue departing teams with their Safety Card.

5.6.4 Computer Operator

You will take the box of tags of each finished team, scan them into Pebbles and check the results, scanning for any errors (controls not orange) (Section 7.6). Once all errors have been reviewed, print the team results (from the *Team Functions* area in Pebbles.

You will assist the Errors Person when a team requests a review of the controls visited.

Periodically and after all teams have returned, you will review the event results by *Show the XX Hour Results*. Any team with errors will show up in red and hovering the mouse over the team in question will show a pop-up box listing the errors.

5.6.5 Errors Person

The errors person deals with any issues arising during this period. This is predominantly associated with teams querying the control printout, usually a control that they visited and does not appear. The errors person will

- Request the computer operator to bring up that team's record and assess whether any team member punched that control
- retrieve the wrist tags from the wrist tag box stack and ask the computer operator to rescan the wrist tags.

Based on the above, the errors person will rule on whether the control should be granted – this should happen only when a number of teams report errors on this control. Do not allow the control just because they are adamant that they punched it and the other team members did. - these are the rules of rogaining and must be adhered to.

The errors person is usually the Admin Leader as this enables the Admin Leader to monitor how the team is performing and adjusting resources around to meet the demand. It also means that the errors person monitors the Teams Still Out process (Section 5.9).

5.7 Rosters

It is important to set up the team rosters for admin as soon as possible at the event, so that each team member knows when they are required and, for a 24 hour event, when they will be available to sleep. What roster they select will depend on whether they want to go for a walk and visit a couple of controls in the afternoon, whether they have a partner/friend competing and they want to be free when that team comes in and individual sleep requirements. Table 2 provides an indicative roster for a 24 hour event with a team of seven. Note that it is possible to operate the midnight to 6 am shifts with one person, though it can get lonely.

You need two people at Admin. for all of the event up to two hours before the end. From two hours before the end until after pack up you will need everyone available. Use common sense in setting up the roster. Obviously, people that are up during the wee small hours should not be expected to return for the last two hours of 24 hour events or the Upside Down Event as they will be justifiably tired.

Once the roster is sorted out people not rostered on should go off and enjoy themselves as their time will come so to speak.

Table 2 – Indicative Roster for Admin for a 24 Hour Event with Seven Team Members

Shift Time			Notes	# People	In Charge	Team 1	Team 2	Team 3
Day	Start	Finish	*# People -->*		1	2	2	2
			# Total hrs / person -->		**16**	**17**	**15**	**16**
FRIDAY	5 PM	6 PM		4		*Whoever is at camp, need 3-4*		
	6 PM	7 PM	Pre-registration	4				
	7 PM	8 PM		4				
	8 PM	9 PM		4				
	9 PM	10 PM						
SATURDAY	7 AM	8 AM	Preparation	7				
	8 AM	9 AM	8:00am Registration 8:00 am Hand out maps 10:30am Novice Briefing 11:45am Briefing 12 midday - EVENT START	7				
	9 AM	10 AM		7				
	10 AM	11 AM		7				
	11 AM	12 PM		7				
	12 PM	1 PM		2				
	1 PM	2 PM		2				
	2 PM	3 PM		2				
	3 PM	4 PM		2				
	4 PM	5 PM		2				
	5 PM	6 PM		2				
	6 PM	7 PM	People returning to HH for eating, camping for the night	4				
	7 PM	8 PM		4				
	8 PM	9 PM		2				
	9 PM	10 PM		2				
	10 PM	11 PM		2				
	11 PM	12 AM		2				
SUNDAY	12 AM	1 AM		2				
	1 AM	2 AM		2				
	2 AM	3 AM		2				
	3 AM	4 AM		2				
	4 AM	5 AM		2				
	5 AM	6 AM		2				
	6 AM	7 AM	Peak time for people heading out after sleeping the night at camp	3				
	7 AM	8 AM		3				
	8 AM	9 AM		3				
	9 AM	10 AM	Peak time for everyone returning at the end of the event	3				
	10 AM	11 AM		7				
	11 AM	12 PM		7				
	12 PM	1 PM	Pack up time	7				

Table 3 – Indicative Roster for Admin for a 12 Hour Event with Seven Team Members

Shift Time			Notes	# People	In Charge	Team 1	Team 2	Team 3
Day	Start	Finish	*# People -->*		1	2	2	2
			# Total hrs / person -->		**16**	**13**	**12**	**12**
FRIDAY	5 PM	6 PM		4		*Whoever is at camp, need 3-4*		
	6 PM	7 PM	Pre-registration	4				
	7 PM	8 PM		4				
	8 PM	9 PM		4				
	9 PM	10 PM						
SATURDAY	6 AM	7 AM	Preparation	7				
	7 AM	8 AM	7:00am Registration 7:00 am Hand out maps 8:30am Novice Briefing 9:45am Briefing	7				
	8 AM	9 AM		7				
	9 AM	10 AM		7				
	10 AM	11 AM		3				
	11 AM	12 PM		2				
	12 PM	1 PM		2				
	1 PM	2 PM		2				
	2 PM	3 PM		2				
	3 PM	4 PM		2				
	4 PM	5 PM	People returning to HH for eating, camping for the night	2				
	5 PM	6 PM		2				
	6 PM	7 PM		3				
	7 PM	8 PM		3				
	8 PM	9 PM	Peak time for everyone returning at the end of the event	7				
	9 PM	10 PM		7				
	10 PM	11 PM	Pack up time	7				
Sunc	7 AM	8 AM	Pack up time	7				
	8 AM	9 AM	Pack up time	7				

5.8 Finish Hooter

The finish hooter is to be sounded twice towards the end of the event:

- At ten minutes to go - three short hoots
- At the finish time - one long hoot

The Admin Leader should monitor the time and have the hooter ready to be sounded.

5.9 Teams Still Out

It is the Admin leader's responsibility to monitor the Safety card Board and keep track of the teams still out (i.e. safety cards not hung).

As the number of teams still out decreases, it is advisable to do a cross-check between the safety card board and the wrist tag box stack. If a team is still out, the wrist tag box for that team should be upside down (remember, if the box is missing from the stack, it will probably be on the computer desk waiting to be scanned). It is possible for a team to come in and either not hand in their safety card or for that card to be placed in wrist tag box and not the safety card board. In the latter case, transfer the safety card to the safety card board while in the former case it is necessary to set up the public address system and request the team to return their safety card to Admin.

Once the event is finished and the safety card board checked, the Admin Leader should inform the Safety Officer and setters as to how many teams are still out. As teams come in the Safety Officer and setters should be updated and advised when all teams are in. Control collection cannot commence unless all teams are in.

If teams are still out half an hour after the event finishes, the Safety Officer and setters are to be advised and the Search and Rescue Process commenced.

5.10 Special Events

On occasion there are special events such as the Schools Championships and Cadet Championships that are held as 6 Hour sub-events within the main event. Whilst historically the event management software Pebbles could handle sub-events within the same database, the advent of electronic punching has removed that functionality (as it currently stands, the system can only hold one finish time). There may be some menu options that refer to sub-events. Please ignore these as they do not work and will eventually be removed.

To generate the ability to issue sub-event, it is necessary to operate two separate event databases. As it is not possible to run two instances of Pebbles on the one computer and as it is not cost-effective to run a second laptop for a sub-event, the preferred solution is to take a copy of the event database when all teams in the sub-event are in. Section 7.1.3 describes the process of creating the second database for the special event.

Once you have finished with this task, exit Pebbles, and re-open Pebbles for the main event using the shortcut icon on the desktop. Make sure that you do not process any wrist tags from returning teams whilst in the sub-event copy of the database as these results will not be available to the main event.

Make sure that you review the results of the special event after it has been completed, so that you can resolve any issues that may occur before any of the special event teams that decide to go out again, as part of the main event.

Should any of the special event teams want to go out again as part of the main event, you will need to replace the wrist straps on their tags with new ones. Do this only when they are ready to go out, as most teams will probably stay around hash.

6 After the Event

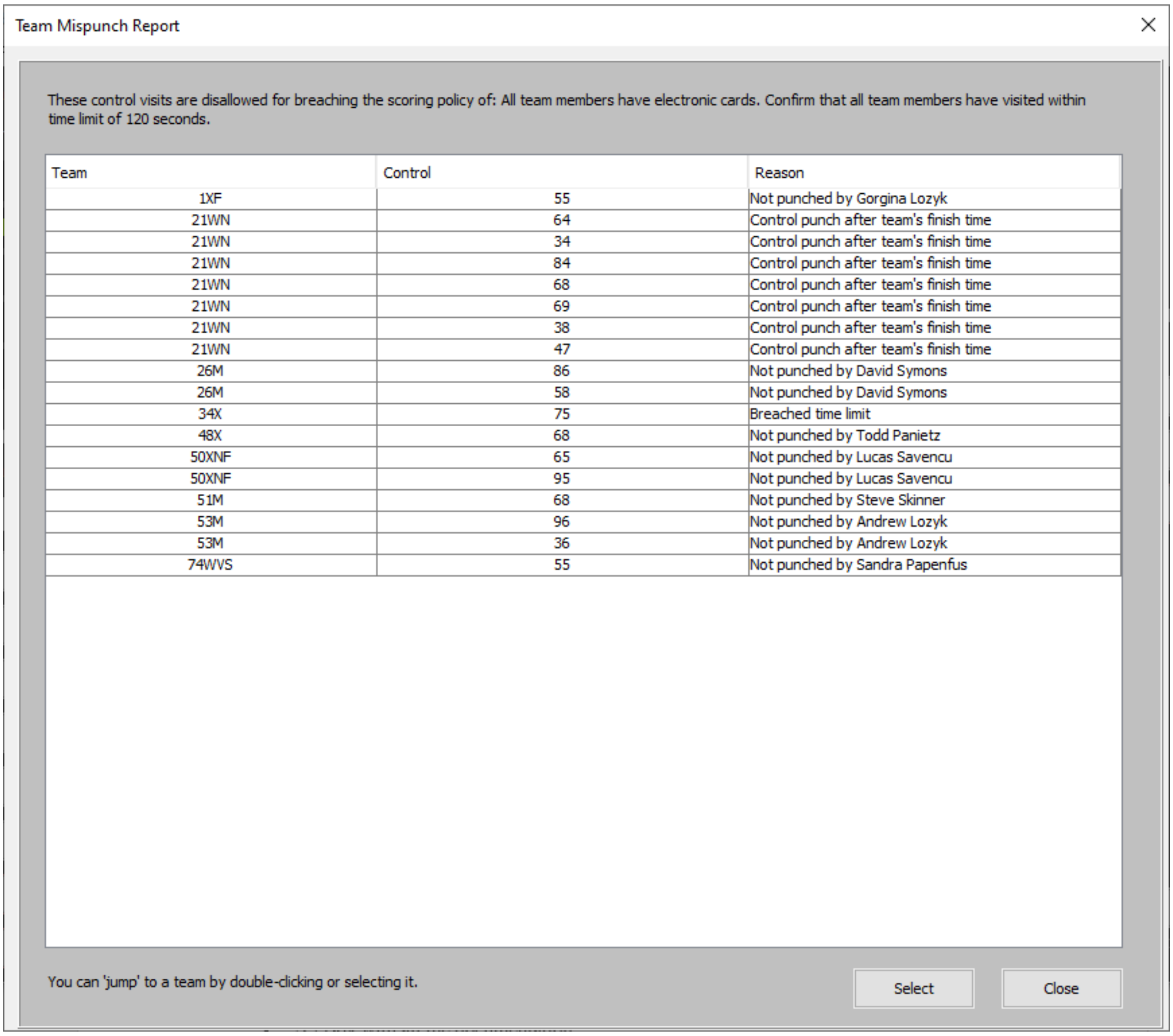
6.1 Producing the Results

When all teams are in it is time to produce the final results and wrap up the database.

6.1.1 Generating the results

Prior to generating the results, it is necessary to review the results and see if there are any errors. Use the *Mispunch report* on the *Event* menu in Pebbles to view those teams with errors and resolve them if possible. The *Mispunch report* will also enable assessment of course errors (e.g., non-functioning FCU) which may result in rectification of some results. Double clicking on any line of this report will take you to that team so you can review the error.

Figure 6 – Team MisPunch Report



Team	Control	Reason
1XF	55	Not punched by Gorgina Lozyk
21WN	64	Control punch after team's finish time
21WN	34	Control punch after team's finish time
21WN	84	Control punch after team's finish time
21WN	68	Control punch after team's finish time
21WN	69	Control punch after team's finish time
21WN	38	Control punch after team's finish time
21WN	47	Control punch after team's finish time
26M	86	Not punched by David Symons
26M	58	Not punched by David Symons
34X	75	Breached time limit
48X	68	Not punched by Todd Panietz
50XNF	65	Not punched by Lucas Savencu
50XNF	95	Not punched by Lucas Savencu
51M	68	Not punched by Steve Skinner
53M	96	Not punched by Andrew Lozyk
53M	36	Not punched by Andrew Lozyk
74WVS	55	Not punched by Sandra Papenfus

The final results cannot be generated until 20 minutes after the last team has finished, as each team has to be given 20 minutes to view their results and raise objections if required. Once that time has passed, you should use the *Show XX Hour Results* (Section 7.8.1) as a final check prior to *Print XX Hour Results (Section 7.8.3).* In the *Show XX Hour Results* display, teams that have lost points due to controls not being punched within the nominated time frame will show up in red. This function can be turned off in the *scoring* policy section of the event setup function (Section 7.2.1).

6.1.2 Generating the final reports

Once the results have gone off to the setters to be read out, there is one last task: to generate the various reports required for issue, as documented in Section 7.9.1.

Copy all of the files generated as of the time of running this report (includes all of those listed in Section 7.9.1 as well as the *teams.txt* and *controls.txt* and the file *prefs.txt* onto a USB.

6.2 Packing Up

Return all the items to Admin Co-ordinator – please do not put on truck

- Big Wooden Box that held the assigned wrist tags and safety cards
- Clear box with Unassigned Tag Box – to put reset ones in (and attach wrist bands)
- Clear box with Old Assigned Tags – Wristbands – Just a bundle for new/damaged ones
- Laptop/s
- Float with the summary of monies taken
- A5 Box with all the documentation
- PayPal reader and charger.

6.3 Spare Maps

If there are more than 100 maps still available, give them and the control descriptions to the truck driver to be placed in the brown cardboard box marked *Spare maps for Training* next to the map bank in the trailer shed.

6.4 On return home

6.4.1 Admin Leader

On return to home, the Admin Leader should email the files generated in 6.1.2 to the Admin Leader. If there is any doubt, email all files in the event folder except for the Pebbles and win folders.

Subsequent to this, the Admin Leader should return the laptops and all boxes to the Admin Co-ordinator.

6.4.2 Admin Co-ordinator

Once the admin co-ordinator receives the results from the Admin Leader, they should be

- Forwarded to the Membership Database Co-ordinator
- Loaded onto the Dropbox archive, into an event directory under Pebbles\ResultArchives\Pebbles2

Other tasks to be undertaken include

- Bank monies received from the hire of compasses/additional registration fees
  - Check money collected matches money received on the paperwork.
  - Scan/Take a photo of the money collected form and email to the Treasurer.
  - Leave $80.00 float in the A5 box for next event.
- Remove the safety cards from the card holders/boxes

7 Pebbles

7.1 Running Pebbles

7.1.1 Starting the Laptop and Pebbles

- Before you turn the laptop on for the first time, make sure that the following devices are plugged in
    - tag reader
    - mouse
    - backup hard disk
        - note: if you do not have the backup disk connected when you first start up pebbles, it will detect it and turn the automatic back-up function off. In this situation you will need to follow the procedure in Section 7.2.3 to reconfigure the backup
- Press the power button in the top right corner of the keyboard to turn the laptop on.
- Log onto the laptop under the username WARA and password *Pebbles2* (case sensitive)
- When the standard Windows backdrop appears, double-click on the Pebbles icon for the current event

7.1.2 Running Pebbles at the Event

Most data is preloaded: the event name and duration and the initial team lists. Any changes you make, once you have moved on to another team or done something significant (show results or print), are "locked in". When you quit Pebbles all changes will be saved. There is no *quit but don't save* option. Pebbles will automatically save its data every two minutes. If there is a system failure you should only have to go back for two minutes work at the most. If, for whatever reason, you have quit the Pebbles admin software and you need to restart it, then use the icon (looks like a steaming coffee cup) on the laptop's desktop.

7.1.3 Special Events

Whilst Pebbles has some options for Special Events (e.g. Cadet Champs), these options DO NOT WORK. They are a hangover from pre-electronic punching days. Previously Pebbles had the ability to hold two finish times but that was lost with the advent of electronic punching (each time any tag is punched, it overwrites the previously-recorded time and this transfers through to Pebbles when the tag is scanned.

So, for special events, it is necessary to either run two versions of Pebbles or to save a copy of the database after the first event has finished. The first method requires the tags of the special event competitors to be scanned into both databases while the second means that some non-special event tags will be in the special event copy of the database. WARA's preferred methodology is the second approach, to take a snapshot of the event database after the end of the special event, trim it down to just those competitors in the special event and report from that.

The tasks required to undertake this are:

- Exit Pebbles
- Copy the current event folder on the desktop by right-clicking on the folder icon, then selecting *Copy*. Then position the mouse on the desktop, right-click and *Paste*
- Right-click on the new folder and select *Rename*, then rename the folder to XXX_Schools, for the School Champs at the XXX event

- Open the folder and create a back-up copy of the teams file
  - Right-click on the file *teams.txt* and select copy
  - Move the cursor away and then right-click *paste*
  - A file *teams - Copy.txt* should be created
- Right-click on the file *teams.txt* and select *edit*
- Select all lines in this file from T1 (Team 1) down to the team before the first team in the Special event (e.g. T199 or the next lowest, if the special event team numbers start at 200), and *Delete*
- Make sure that there are no blank lines between the first 14 lines of header text and the first team
- Select *File* from the taskbar and *Save*
- Select *File* from the taskbar and *Exit*

You now have a file that contains only those teams in the special event. To open Pebbles to access this version of the database, you need to click on the file *Pebbles2*.jar in the same folder. You can now review and print the results of the special event using the normal result printing processes (Section 7.8).

7.1.4 When Pebbles Goes to sleep

There are three levels of sleep depending upon how long the machine has been left alone.

1. If you can see the screen saver - wake it up with a wiggle of the mouse or touch the keyboard.
2. If the screen is black trying touching the keyboard. e.g. the spacebar.
3. If the above didn't work, press the power button. You may need to login again

7.2 Pebbles Configuration

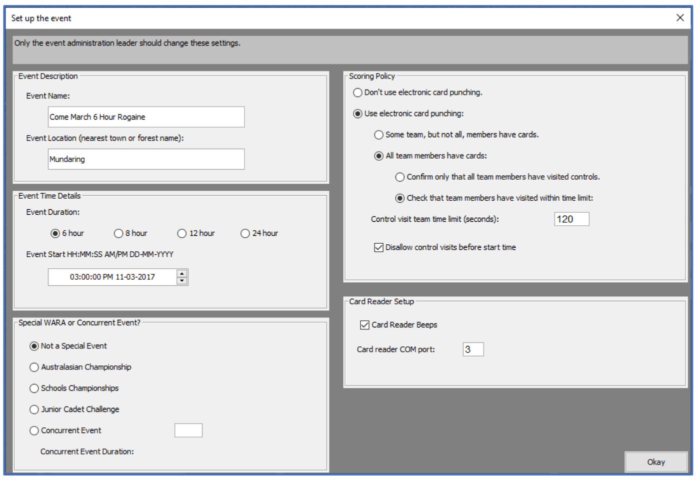
7.2.1 Initial Pebbles Set-up

Prior to the event, the Administration Co-ordinator will set up the Pebbles laptop for thew current event.

- Archive the previous event data
  - Drag the folder for the previous event on the desktop onto the *Old File* folder
  - Delete the associated *pebbles2.jar* from the desktop
- Set up for the current event
  - Create a new folder on the desktop and name it according to the current event name, preceded by the Year/month e.g. 2020-08 Escape from Isolation 24 Hour
  - Open the *Event Set-up* folder on the desktop
  - Copy the contents of the folder *01 Template Pebbles Event (copy this file first)* into the folder that you have just created on the desktop
  - In the new event folder, double click on the file *pebbles.bat.*
    - this file runs a few programs and sets up the activity log
    - there will be several error messages, noting that it cannot load data, such as preference, and that it will create a new file. Press *OK* on each one and Pebbles will eventually start up, with a single team (defaults to Burke and Wills)

    - one error message may be that there is an error starting the card reader – ignore this as well
    - Quit Pebbles
  - In the new event folder, right click on the file *pebbles2.jar* and *Create Shortcut*
  - Click&drag the new shortcut onto the desktop and rename to reflect the event name
  - open the new event folder
    - The file *teams.txt* should be about 2 KB (i.e. almost empty)
    - The file *activityLog.txt* should exist – this keeps track of all changes made
    - You can view the content of these files using Notepad
    - Make sure that win32-86 (drivers), pebbles.bat and pebbles2.jar are still within the folder
    - Insert a new sub-directory *Input data* (this is for files sent by other people to be used in Pebbles)
- Set up the event
  - Open Pebbles by clicking on the shortcut on the desktop
  - Select *Pre-event* from the menu bar, then *Event setup*, and under
    - *Event Name*, type in the event name. this will appear on all printouts
    - *Event Time Details*, select the appropriate event duration and start date/time
    - *Special or Concurrent Event*, select "**Not a special event**" (Note: as discussed in Section 7.1.3, Pebbles cannot currently handle special events within a main event, even though there are menu options that indicate otherwise – these are a hang-over from pre-electronic days and do not work)
    - *Scoring Policy*, leave the defaults except tick "**Disallow Control Visits start time".** You can turn off the check of the time limit by selecting the option above it (to confirm that they have visited the control only)
    - *Card Reader Set-up* – if the card reader still has an error, change the *Card reader COM port* to 3

Figure 7 - Event Set-up Options



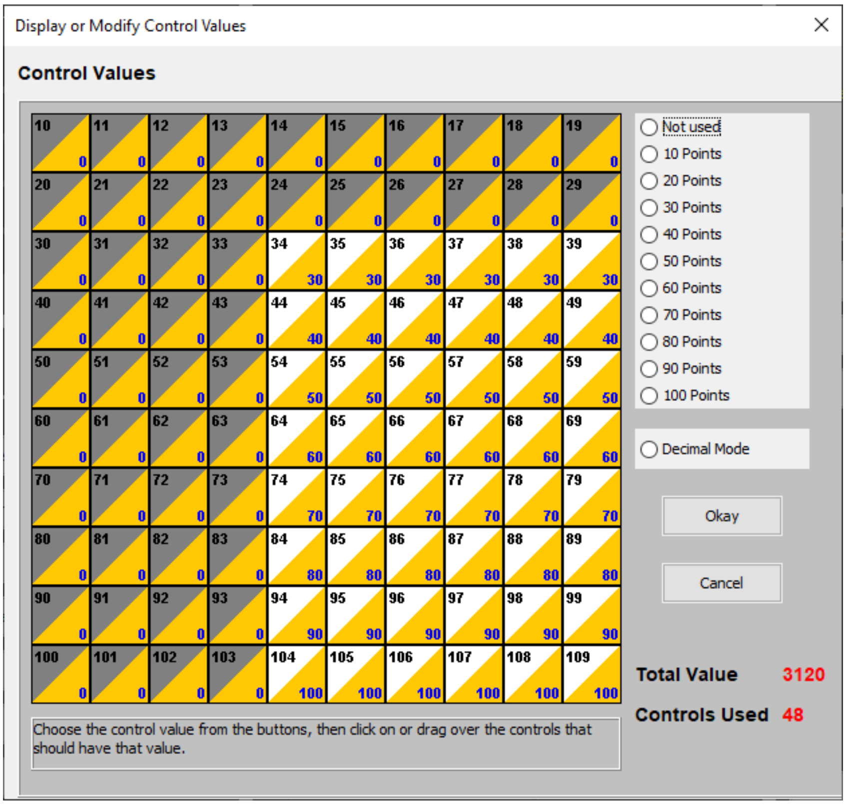
  - Make sure that the shortcut for PCSFU is still on the desktop.

7.2.2 Setting Up Active Controls

The base case for Pebbles is to have no controls active. To set up for the current event you need a list of the controls in use at the event, either from the setters or from the control description sheet at the event.

- Open Pebbles
- Select *Pre-Event*
- Select *Control Values*
- The *Control Value* sheet will appear. All controls should show as grey/orange triangles, with a value of 0 in the bottom right corner. Controls that have been activated are white/orange with the value of the control in the bottom right corner

Figure 8 - Control Values



- Select *Decimal Mode*. This ensures that the value assigned to the control is based on the control number (e.g. control value is the control number rounded down to the nearest 10. It is possible to assign a different value to a control, but only do this is explicitly instructed buy the setters
- Clicking on a control will make it active, convert the grey triangle to white and add the control value to the control and to the running tally in the bottom right corner of the window
- If you accidentally turn a control on that is not in use, it can be turned off by selecting *Not Used* and then clicking on that control
- After you have activated all controls, check the number of controls and total value in the bottom right corner of the window. This should be the same as the values on the control description sheet.

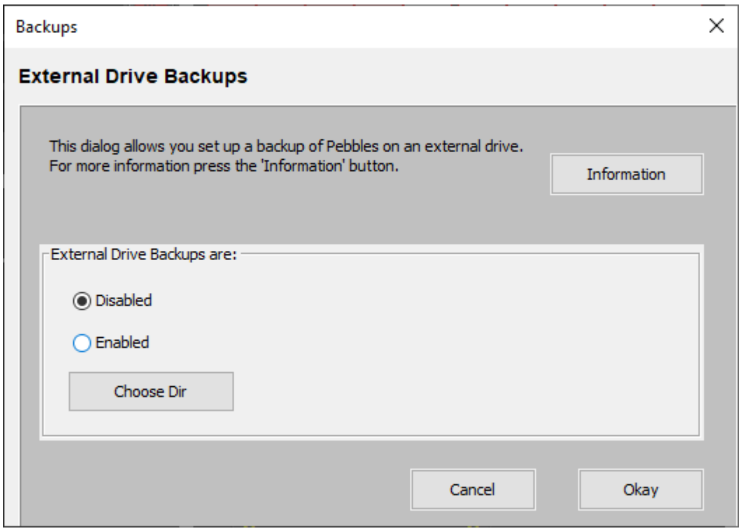
7.2.3 Setting up the external backup

Pebbles has an automatic external backup facility designed so that should the Pebbles laptop fail in the middle of an event, the most recent data can be recovered from the external drive onto the backup laptop and event management can continue with a minimal loss of data.

However, for this to operate, the external disk drive has to be configured for the current event, and to be connected to the laptop whenever Pebbles is opened. If it is not, there will be a warning message and the link to the external drive will be disconnected. If the external drive is then connected, the link to it from within Pebbles will need to be re-established.

- Prepare the external backup folder
  - Plug in the external Acer Drive
  - Open Pebbles
  - Select *File* from the task menu
  - Select *Backups*
  - the *External Drive Backups* window will appear, with External Drive Backups disabled

Figure 9 – External Backups Window



  - check the *Enabled* option
  - the *File Open* window will appear
  - select *This PC*
  - double click on *Acer (X:)* to open up the contents of the external drive
  - click on the *Create new folder* icon in the top right corner and rename it to the event name
  - select *Open*
  - select *Okay*.

Note: this same process could be used to have an automatic backup of the Pebbles data to another folder on the same laptop. Whilst this would negate the issues with not having the external drive connected, and hence backups would always be on, it would be of no use if the laptop died during an event.

7.3 Managing Tag

7.3.1 Resetting Tags

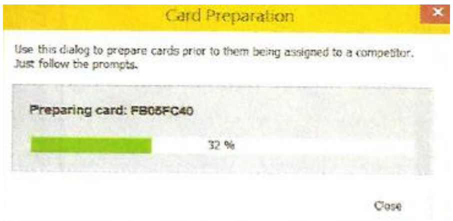
After an event, the tags are removed from their wrist bands (which are discarded) and reset so that they can be used again. To reset a tag:

- Open Pebbles
- Select *Pre-Event*
- Select *Prepare Cards*
- Mare sure the card reader is active (the green light is on)

Figure 10 – Card Reader

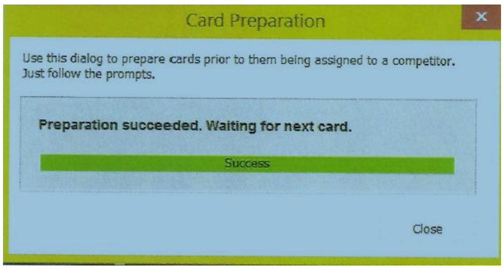
- Put each tag onto the card reader.
- The card reader light will turn red and a window will pop up giving you a progress report

Figure 11 – Resetting a Tag



- When the scanner beeps once, the tag has been reset and can be removed. A pop-up window will tell you that the card has been prepared and that it is waiting for the next tag to be put on the reader.

Figure 12 – Successful Reset



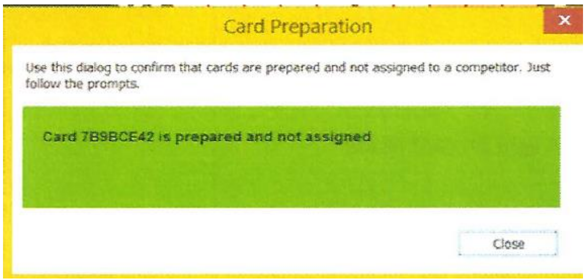
- Repeat the step above until all tags have been reset.

7.3.2 Checking Tags

If you are unsure if a tag has been reset:

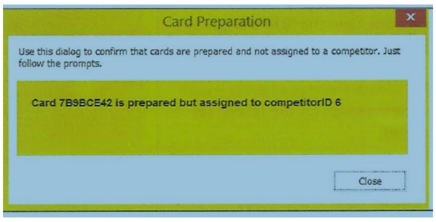
- Open Pebbles
- Select *Pre-Event*
- Select *Confirm Card Preparation*
- If errors appear on the card reader – try replugging the reader in
- If the tag generates a short beep, the reader light turns green and a pop-up message with a green backdrop appears, it has been reset and is not assigned to any competitor

Figure 13 – Tag prepared but not assigned



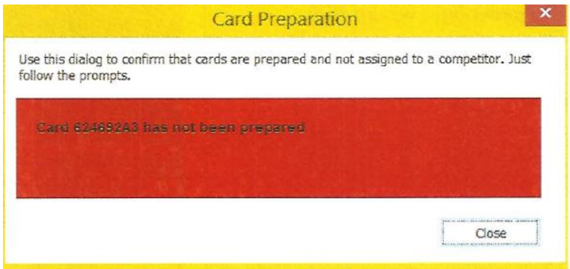
- If the tag generates a long beep, the reader light turns red and a pop-up message with an orange backdrop appears, it is assigned to a competitor. It will tell you which competitor number it is assigned to. This means that it might already be assigned to a competitor on this event, or it was used on a previous event and has not been reset. Check the competitor number to see if it belongs to this event (use the *Entrant Details* option on the *Event* menu to check the competitor number)

Figure 14 – Tag Already Assigned



- If the tag generates a long beep, the reader light turns red and a pop-up message with a red backdrop appears, it has not been prepared for use. Refer to Section 7.3.1 to reset it

Figure 15 – Tag Not Prepared

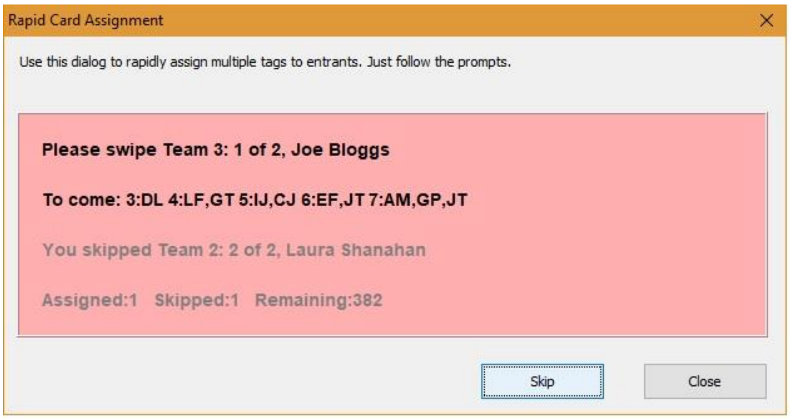


7.3.3 Assigning Tags to Competitors - Bulk

As some events can have over 350 competitors, the job of assigning tags to each competitor can be time-consuming. A special function, Rapid Card Assignment, has been created in Pebbles to facilitate this process. This process, as listed below, is only used as part of the event preparation process.

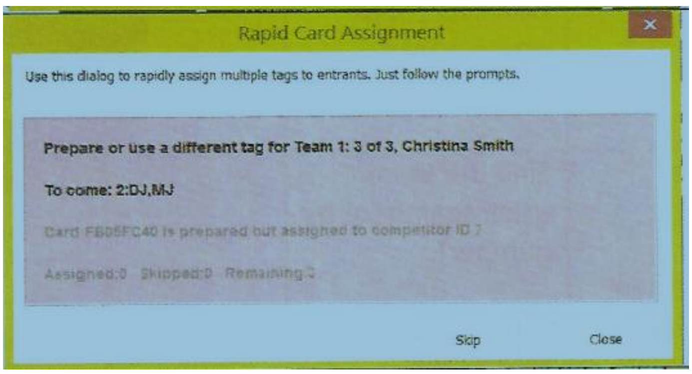
- Open Pebbles
- Select *Pre-Event*
- Select *Rapid Card Assignment*
- A pop-up window will display
    - a message saying which team member is about to be assigned
    - a list of the next few tags to be scanned, formatted as is written on the tag band
    - a list of the number of tags assigned and yet to be assigned in the current session

Figure 16 – Rapid Card Assignment Message



- Place the tag for the nominated person on the reader (the wrist band must have the team number and team member initials on it, to avoid confusion when the tag is taken off the scanner)
- Make sure you can hear the beep x 2 times when scanning
- If the tag has already been assigned to someone else, or it has not been wiped since it was previously used, the tag reader will emit a long beep and display a message telling you to use a different tag. This may occur when you have forgotten to take the previous tag off the reader or the tag has not been reset. It is probably best to set the tag aside, skip this assignment and fix it up later. Just make sure that the next tag to be assigned matches the one on the screen

Figure 17 – Rapid Card Assignment – Tag Already Assigned



- The program will automatically jump to the next team/team member once the tag is assigned.
- Repeat for the next team member
- You can exit at any time. When you select the *Rapid Card Assignment* option again, it will restart at the lowest team member not yet assigned
- If you do not have a tag for a team member, you can *skip* and return to this team member later.
- To check the assignment - go to Event – Show Card Contents.
- Group the tags in teams to be stowed.

7.3.4 Assigning tags to competitors - Individually

To assign a tag to a single team member

- Open Pebbles
- Use the *Team Functions* to navigate to the required team (Section 7.4.1)

Figure 18 – Team Members List

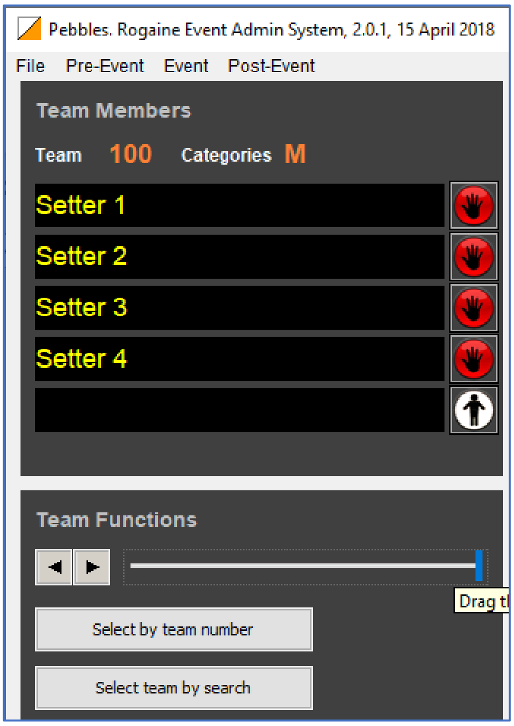
- The green-backed walker (go) symbol for Joe Bloggs in Figure 18 indicates that a tag has been assigned to Joe while the red-backed hand (stop) symbol for Laura Bloggs indicates that a tag has yet to be assigned.
- Click on the red-backed hand symbol to access the *Set a team member details* window. On this window, the competitor id will be unassigned
- Click on the *Assign Card* button and place an unused tag on the scanner. It will beep once and the status will note that the tag has been successfully assigned
- If the tag has already been assigned to another competitor, it will display a warning message and ask you if you want to assign this tag to the member you are now editing. You have the option to exit out or to proceed. You may chose to proceed if
    - You know the tag comes from a previous event and has not been reset
    - You are moving a competitor from one team to another and wish to re-use the same tag
- Select Okay to exit

7.4 Hints for Using Pebbles

7.4.1 Searching Teams

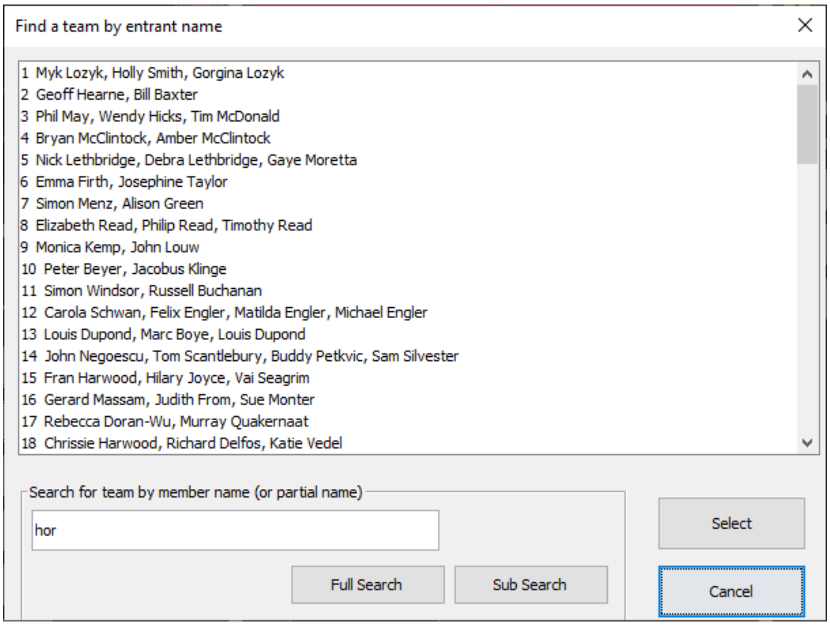
There are three ways of locating a team in Pebbles, all available under the *Team Functions* options.

Figure 19 – Team Search Functions



- Drag the blue tag on the horizontal scroll bar to the left to decrease the team number, to the right to increase it. The team members in the window above will change as the team number changes
- *Select by team number* – a window will pop up and you can enter the team number you want. That team will appear in the team members window
- *Select Team by Search* This will bring up a window with the teams, starting at team 1.

Figure 20 – Search by Name



You can scroll through the teams list by dragging on the scroll bar on the right hand side or you can type a name or partial name (surname, christian name, etc.) into the search window and do a full search. The results of the search will be listed in the window above. This is most useful when you have a person who does not know what team they are in. Double click on the team you want to go to it.

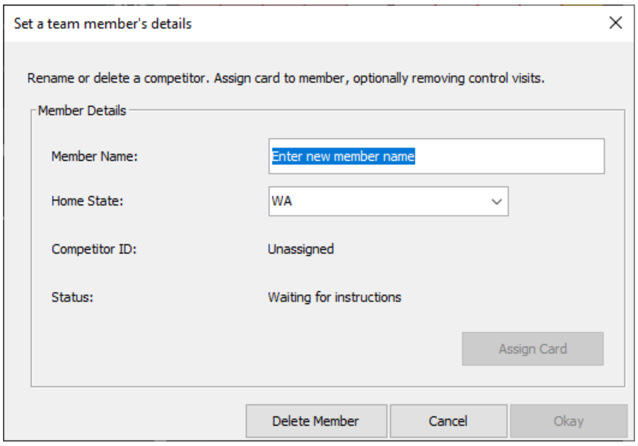
7.5 Team Changes

7.5.1 Adding a team member

To add a competitor to an existing team, you should have a copy of the Team Sheet of the team with the new team member details added.

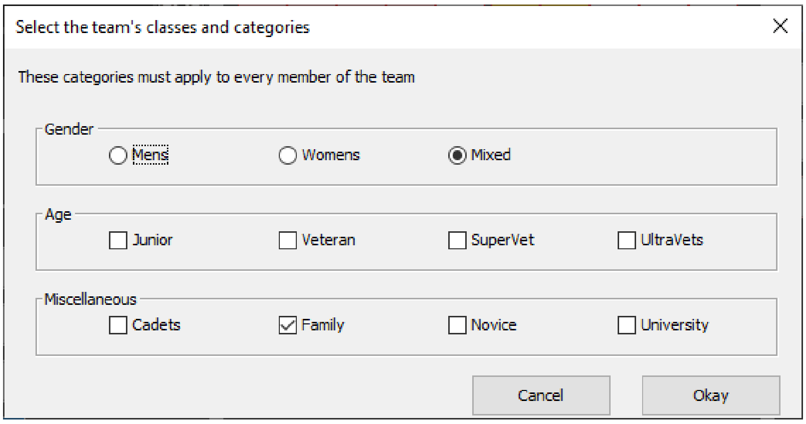
- Open Pebbles
- Use the *Team Functions* to navigate to the required team (Section 7.4.1)
- Click on the white-backed standing man symbol (row three in Figure 18) on the first blank line of the team members list. Note, if you use a lower line, that is where the new team members name will appear – Pebbles does not automatically sort the team members list.
- the *Set a team member details* window will appear

Figure 21 – Set a Team Member Details



- Enter the team members full name from the team sheet
- Create a new wrist tag by clicking *assign card* and then placing the tag on the tag reader. A message indicating successful tag creation will be displayed
- Select *Okay*
- Write the team number and team member initials on the tag band
- Review the team composition, as shown on the Team sheet. Consider age, gender and then whether Family and other subcategories apply. If a change to the team category is required, select *Change team categories* from the Team Functions area and adjust the gender, age and miscellaneous categories as appropriate and select *Okay*

Figure 22 – Change Team Categories



Note: contact details for membership contact need to be collected manually

7.5.2 Deleting a Team Member and changing team classification

To delete a competitor from an existing team, you should have a copy of the Team Sheet of the team with the team member details ruled out.

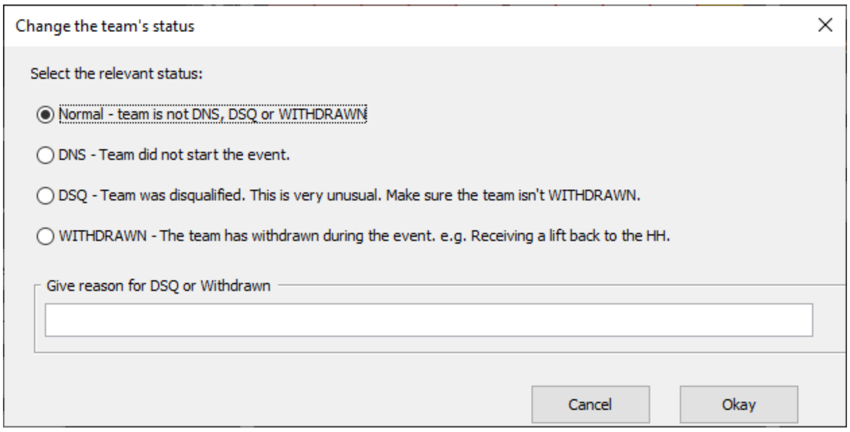
- Open Pebbles
- Use the *Team Functions* to navigate to the required team
- Click on the symbol to the right of the name of the person to be deleted.
- the *Set a team member details* window will appear (Figure 21)
- Select *Delete* member
- The details will blank and status will change to *Competitor removed*. Select *Okay*.
- Note: if you do accidentally add a team member on the wrong line (i.e. there is a blank team member in the list), you can use this process to delete the blank lines until the team member list is contiguous.
- Review the team composition, as shown on the Team sheet. Consider age, gender and then whether Family and other subcategories apply. If a change to the team category is required, select *Change team* Categories from the Team Functions area and adjust the gender, age and miscellaneous categories as appropriate and select *Okay*

7.5.3 Deleting a Team

It is not possible to delete a team in Pebbles, nor will it let you to reduce the number of team members below two. If a team is no longer required (e.g., team members merged into other teams):

- Open Pebbles
- Select the *Change team status* in *Team Functions*

Figure 23 – Change a Team's Status



- Set the status to DNS (did not start).

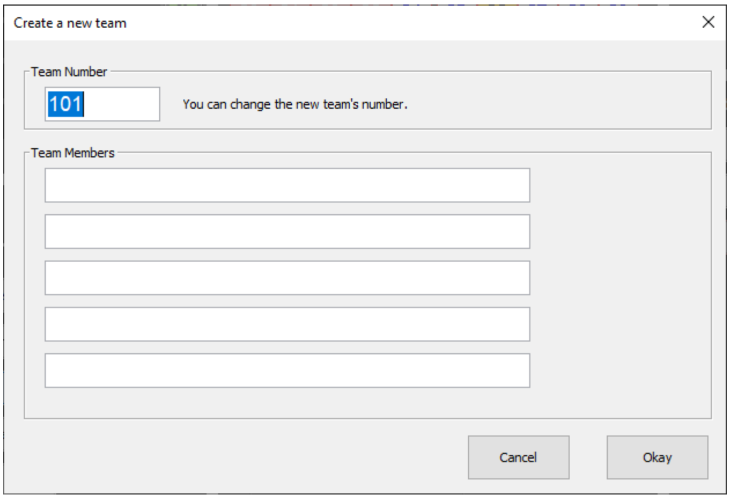
7.5.4 Splitting a team

Use a combination of deleting members off a team as above and creating a new team as below

7.5.5 Creating a New Team

- Open Pebbles
- Select the *Create a new team* in *Team Functions*

Figure 24 – Create a New Team



- A new team number is generated. This will be the next highest team number. Note that if this event includes a schools/cadets challenge, then this number will be in the schools/cadet number range (e.g. over 200). You can change it to any other unused number.
- Add the team members as in Section 7.5.1

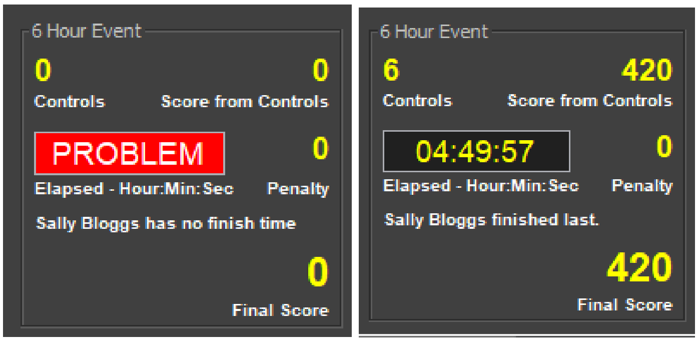
7.6 Results Processing

7.6.1 Recording Results

- The wrist tags are delivered from the wrist tag people

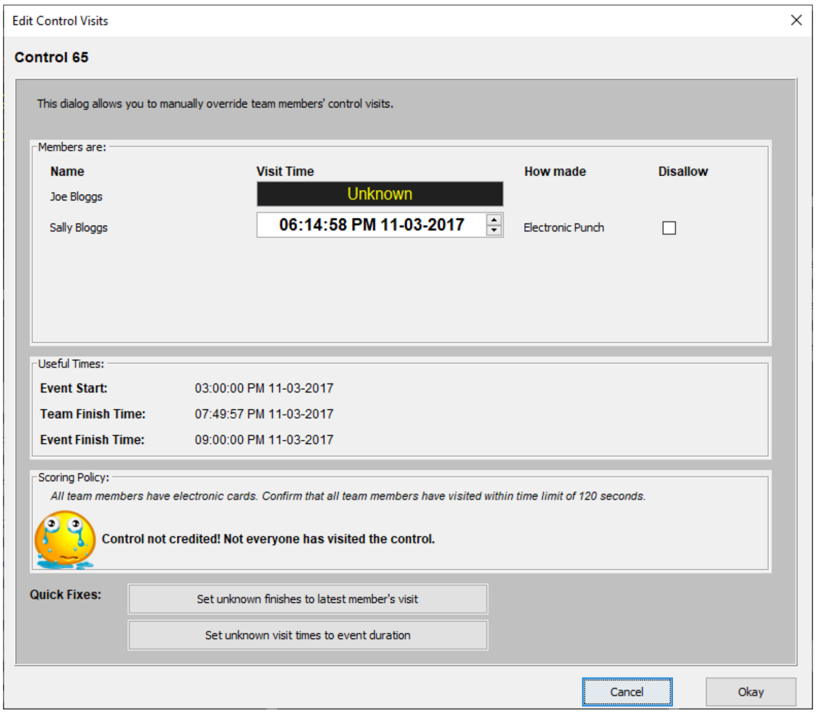
- Place the tags one by one on the tag reader. The scanner will detect the team number from the first tag and the display will jump to that team. It will beep when the tag is read. Take it off and replace it with each subsequent tag for that team
- The bottom window will display the *problem* message until all tags for the team are successfully read

Figure 25 – Team Score



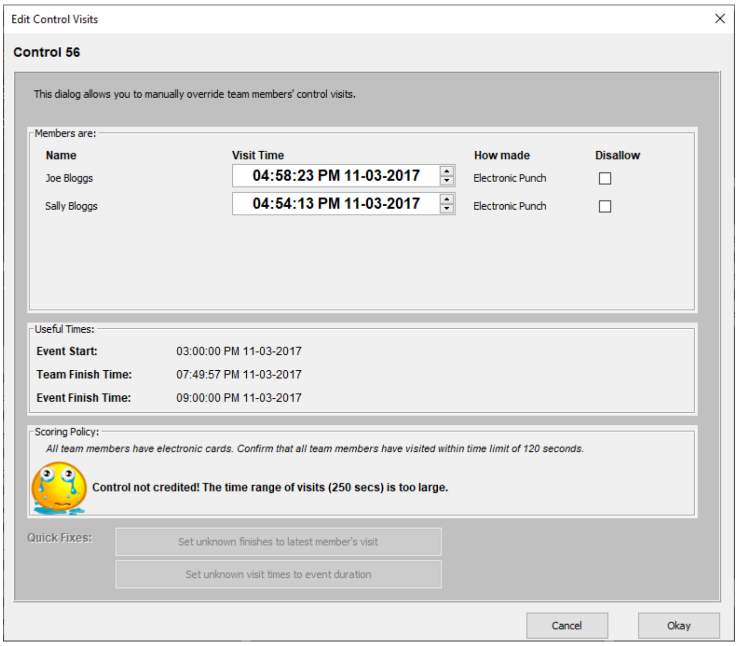
- The “fill” colour of the control squares is orange when there are no problems with that team at that control. They turn grey when there is a problem.
- Click on the control that is grey to view the problem. Potential problems include
    - Control visited before the start of the event
        - Probable cause – clock on control is incorrect – see Section 7.6.3
    - Control visited after the team’s finish punch
        - Probable cause – clock on control is incorrect – see Section 7.6.3
    - Not everyone visited the control (no time for one or more team members)
        - Probable cause – the missing person/s either didn’t punch at all or did so incorrectly– see Section 7.6.4

Figure 26 – Edit Control Visits – Did not Punch



- Time range of visits is too large
    - Probable cause – team members did not all punch together – at least one punched more than 2 minutes apart from the others. – see Section 7.6.5

Figure 27 – Edit Control Visits – Too Long Between Punches



7.6.2 Manual Override of Electronic Punching

The admin leader agrees to modify the automatically collected result. An example of this might be when there is a fault with the Field Control Unit (FCU) and the competitor has recorded the 4 digit number of the control from the FCU and this has been verified from the list supplied to the admin leader.

- Click on the control of concern
- The times for each team member are displayed and the problem is highlighted
- Use the appropriate option at the bottom to set the time punched to a valid value or manually set the time, being careful to use the correct format.

Note that this should only be done if an issue is consistently reported by several teams.

7.6.3 What to do when a field control has the wrong date/time

The clocks within the FCUs are set over a week prior to the event. Sometimes the batteries are starting to run down and the time can deviate from correct. Occasionally this will lead to a time being recorded that is outside of the event time and so will be flagged as an error.

If this is detected early in the event and the control is easy to access by the setters, you can send a setter out to the control with the backup laptop and the Link-2 dongle and they can synchronise the FCU with the event clock using the same procedure as for the finish controls (Section 4.4.2). As this will only impact on teams that visit the control after it is reset, you will still need to adjust the times for those teams that have already visited the control.

- Select the control that is grey
- The *Scoring Policy* section will tell you what the problem is. If it is either before the event start or after the team finished, you can adjust the time for each team member by manually

editing the *Visit Time*

- Once edited, the *How made* will change to *Created by Admin*
- You can either try to work out which controls they visited before and after and estimate the possible visit time, or simply assign an arbitrary time. This is preferred as it is consistent across all teams. Make the time sometime in the first hour of the event – some teams might only go out for a few hours and if you make it later, it might end up being after their finish time.

7.6.4 What to do when one team member does not punch

Nothing.

Rule R18 of the competition rules states *Where more than one electronic recording device is provided to a team, all devices must record a visit to a checkpoint to gain points for that checkpoint.*

The team member may be convinced that they tagged correctly, but if the FCU is working correctly, it was either not tagged or not tagged correctly.

The only exception to this ruling is if a significant number of teams have the same issue with the same control. In this case it may be a faulty FCU and the Admin Leader will make a judgement call as to whether to allow the control.

If it is a faulty FCU and the control is to be allowed, you can either set the finish time to the latest team members visit or set it to the event finish time. There are buttons on the bottom of the *Edit control visits* window (Figure 26) to do this. Be aware that if you set the time to be the event finish, this may still create an issue as it will most likely be after the team finished and hence create another error. So use this option only for teams that came in after the event finish time.

7.6.5 What to do when a team tags over too long a period

Rule R14 of the competition rules states *Members of a team shall remain within unaided verbal contact of one another at all times whilst on the course. A team shall demonstrate compliance with this requirement to any event official or other team on request.*

One method of ensuring this rule is followed is to monitor the times taken for each team member to tag onto a control. Unless it is a water drop located at the control, if a team is within voice contact, they should be able to tag on within a two minute period.

Pebbles has been set up to monitor the first and last tag times and will display an error if it is outside of the nominated time period. This time period is set within the *Pre-Event, Event Set-up* configuration screen. It can be extended, and turned off if required, for example at controls with two FCUs that have been set to different times resulting in the majority of teams receiving no points.

It is possible to manually adjust a team members time for a control, by clicking on the time and changing it as discussed in Section 7.6.3.

7.6.6 Printing Results

- Select *Print Team Results* in in *Team Functions*
- Use A5 Paper (A4 cut in half) to save paper
    - You will need to use A4 paper for the teams that visit a large number of controls
- Compare the score printed with the score displayed on the screen to ensure the right team is printed
- Look for any penalties or controls not scored messages before handing to the team for their perusal.

7.7 Team Status Change

7.7.1 Team Withdrawn.

Teams may be withdrawn or disqualified, depending on circumstances within the rules.

A typical example or a team withdrawing is where a competitor is injured and receives a lift back with the patrol car.

- Use the *Team Functions* to navigate to the required team
- Select *Change Team Status* in the *Team Functions* area (Figure 23)
- Select the “Withdrawn” option
- Enter the reason for the withdrawal (e.g. received lift back to hash)
- Select *Okay*.

Note: out of courtesy and to maintain the competitors’ interest, it is a good idea to read the wrist tags so a score sheet can be generated before changing the status to withdrawn

7.7.2 Team Disqualified

While team disqualification is rare, example include

- R5 Respect property - team found in an out of bounds area
- R7 Navigational aids – seal on competitors GPS bag found to be broken (suspected used during event)
- R10 members of team within verbal contact – team found split up, visiting different controls
- R13 Collaboration – two teams working together on the same course

A decision on disqualification should only be made by the Admin Leader, with appropriate consultation with Jury if appropriate, who should ensure that it is a valid reason and not a simple Withdrawal.

- Use the *Team Functions* to navigate to the required team
- Select *Change Team Status* in the *Team Functions* area (Figure 23)
- Select the “Disqualified” option
- Enter the reason for the disqualification (e.g. Found in Out-of-Bounds, Team split up)
- Select *Okay*.

7.7.3 Team Did not Start

Some teams will register for an event but, for a variety of reasons, end up not attending. They need to be registered as not started.

- Use the *Team Functions* to navigate to the required team
- Select *Change Team Status* in the *Team Functions* area (Figure 23)
- Select the “Did not start” option.

7.8 Monitoring Results During Event

7.8.1 Checking for MisPunches

Prior to generating the results, it is necessary to review the results and see if there are any errors. Use the *Mispunch report* on the *Event* menu in Pebbles to view those teams with errors and resolve them if possible. The *Mispunch report* will also enable assessment of course errors (e.g., non-functioning FCU) which may result in rectification of some results. Double clicking on any line of this report will take you to that team so you can review the error.

Figure 28 – Team MisPunch Report

Team Mispunch Report

These control visits are disallowed for breaching the scoring policy of: All team members have electronic cards. Confirm that all team members have visited within time limit of 120 seconds.

Team	Control	Reason
1XF	55	Not punched by Gorgina Lozyk
21WN	64	Control punch after team's finish time
21WN	34	Control punch after team's finish time
21WN	84	Control punch after team's finish time
21WN	68	Control punch after team's finish time
21WN	69	Control punch after team's finish time
21WN	38	Control punch after team's finish time
21WN	47	Control punch after team's finish time
26M	86	Not punched by David Symons
26M	58	Not punched by David Symons
34X	75	Breached time limit
48X	68	Not punched by Todd Panietz
50XNF	65	Not punched by Lucas Savencu
50XNF	95	Not punched by Lucas Savencu
51M	68	Not punched by Steve Skinner
53M	96	Not punched by Andrew Lozyk
53M	36	Not punched by Andrew Lozyk
74WVS	55	Not punched by Sandra Papenfus

You can 'jump' to a team by double-clicking or selecting it.

Select Close

This report gives you each individual error (by team/control), whereas the Show Event Results highlights the teams with errors.

7.8.2 Show Event Results

It is a good idea to monitor the event results during the event, especially as more and more teams have finished.

- Select "*Show XX Results*" from the *Event Functions* area and where XX = the length of the event and should display automatically.
- Scan the results looking for anomalies such as incorrect team classification and the like.

- Look for different coloured display as Pebbles highlights some problem areas that might prevent printing of results. Teams that have problems will show as red, rather than black text.
- Try and resolve problems identified before the completion of the event – double click on a team in red and that team will be brought up. Then look for any greyed controls and click on them to determine the cause of the error.
- Any team that is blue at the end of the event has not had any tags read, so they are either still out on the course or did not start. Check the tag box.
    - If there are tags in it that have not been used, it is a DNS.
    - If they have been used, then they were put away without being recorded – record them now
    - If there are no tags in it, they have not handed in their tags – check the safety tag board. If the safety tag is there, they have come in and intended to go out again and then decided not to (this has happened on a 12 hour when a team planned to go out again but got back to their camp and ended up going to bed (with their tags still on their wrists)). If the safety tag is not there, they are still out on the course.

The above steps should be done prior to printing the results after the event is completed.

7.8.3 Printing the Results

- Select "*Print XX Hour Results*" from the *Event Functions* area and where XX = the length of the event and should display automatically.
- Print on A4 paper
- A final review should take place before issuing the Results

7.9 Post Event

7.9.1 Generating Text files for the record and distribution

- Open Pebbles
- Select *Post-Event*
- Select *Produce all Result Files* from the drop-down menu
- The following files will be produced in the event folder
    - *Database Report.txt*
    - *Overall Event Results Full Format.txt*
    - *Overall Results.txt*
    - *Control counts.txt*

8 Novelty Rogaine

8.1 Introduction

The novelty rogaine, also known as a Metro March, takes place within an urban area and designed as a “fun” event for families. There are no controls, rather a series of locations about which questions are asked. Being urban, many of the safety procedures in place for bush events are not relevant. Competitors can take mobile phones with them and can easily return to the hash site using public transport if required. This section provides a brief description of how to run admin at a novelty event. Note, it is not meant to be comprehensive or rigorous – every event is different and may require different procedures.

8.2 Preparing for the Event

8.2.1 1-2 Weeks Prior to Event

- Obtain a list of the admin volunteers from the Volunteer Coordinator and identify who has nominated to be the Admin leader. Email the volunteers and provide them with information on how to get to the event and when you need them there by.
- Set up the directories for the current event by following the procedure in Section 7.2, with the exception of the Pebbles-related activities (Pebbles is not used on novelty events)
- Receive the following documents from the Membership Database Co-ordinator. Save these to a local directory on your computer and then transfer them via USB to the *Input data* sub-directory in the current event folder on the Pebbles Laptop (XXX is the event number)
    - XXX_Event_Info.pdf this is the directions as to how to get to site
    - XXX_Novelty Event Team labels.pdf
    - XXX_Novelty_Teamslist.csv
    - XXX_Team List for Novelty Event Admin Sheets.pdf
- Make sure you have a current copy of the scoring spreadsheet (contact the map librarian if you need a copy of the spreadsheet from the last novelty event)
- The Membership Database Co-ordinator will also provide a list of teams owing money.

8.2.2 Sunday/Monday Prior to Event

- Email the admin volunteers the *XXX_Event_Info.pdf*
- Copy the teams list from *XXX_Novelty_Teamslist.csv* into the scoring spreadsheet
- Update the *Admin – Event Printouts.xls* spreadsheet with the current event information on the *Event Data* tab and print the following tabs:
    - Money 1 copy
- print three copies of the following:
    - XXX_Team List for Novelty Event Admin Sheets.pdf
- Make a note on the *Team List for Novelty Event Admin Sheets.pdf* as to which teams owe money and how much – enter it in the *Registered* column
- Confirm there will be a money float
- Compile all the Printed Documents together for Admin Leader

- Label, with permanent felt pen, an A3 brown art folio with the event name and date on the top left corner of the envelope-style flap (this is for copies of the map for the map bank)

8.3 What do you need for the event

Again, unlike a bush event, you do not need all of the admin equipment. Below is a list of the equipment that you do need.

- 2 x rogaine signs (with arrows) to direct people to hash location - place on edge of park, for example tie on roof of a setter's car, or on trailer that was used to transport equipment.
- 2 Marquees 3x3 (one for hash & one for admin if you have permission to erect them)
- 8 chairs
- 6 tables - 3-4 for admin, 2-3 for food.
- 2 cordial eskies for water
- 2 x Small iceboxes for meat/veggie option/drinks - put all the drinks on one icebox, and put the (uncooked) meat away from attendees in the other icebox to avoid cross-contamination of uncooked sausages and drinks.
- PA system - NB: make sure it's charged up; if it's been more than 2 years since the two internal rechargeable batteries have been replaced, they may need replacing with Altronics catalog number S-5084 (two 12V 4.5Ah SLA batteries) or similar.
- 2 BBQs & BBQ legs & gas bottles/hoses & spanner to tighten hoses - if allowed at venue - make sure gas bottles are full!!
- 6+ rolls of toilet paper (for if/when the on-site toilets run out of paper.)
- From the blue admin box
    - Event clock
    - Power cord and power board (check with the setters to find out how long a cord you need)
    - Storage containers with pencils, scissors, felt pens, sticky tape, etc.
    - Brown A3 folder
    - Microphone
    - Starting hooter
    - Name tags - may be with volunteer coordinator
    - A4 paper for signs/notices.
    - Queue string/labels i.e. 1 - 30, 31 - 60 etc. or make your own from A4 paper.
    - 6 x Clipboards - for registering people when they turn up, and for marking answers.
- *Cooking Equipment*
    - 1-2 rolls of paper towel - for cleaning up BBQs, wiping up spills, etc.
    - Paper Towels - pack of 250+ for attendees.
    - Bread Trays x 2 for putting out bread roll bags on - pre-cut them with half of the rolls buttered on one tray (repacked into bags) half unbuttered on the other tray (repacked into bags.)
    - Sharp knives to cut bread rolls
    - Table knives to butter bread rolls

- Cutting boards for cutting bread rolls
- 5 deep bain marie containers with lids
- 5 shallow bain marie containers (put 1cm of water at bottom, and place big bain marie in to avoid burning)
- 3 Tongs
- 2 BBQ Mates
- Hand Sanitiser
- Food Gloves
- Oil - especially for vegetarian options which will otherwise stick/burn
- Tomato Sauce & Tomato Sauce serving bottles

- **Food**
  - ***Source food (rolls, sausages, vegetarian equivalent, onions, cans of soft drink) at your local supermarket. If you tell them on Wednesday you need 250 bread rolls and 10kg of sausages for pick-upSaturday morning then it will work. They will even pack the bread rolls in packs of 18 which makes things more convenient. If you can buy cans of drink on special, all the better.***
  - *Food - per attendee*
  - Hot dog rolls - 1.5 per person
  - Margarine - only butter HALF the rolls; 1kg will do up to 300 people's food.
  - Sausages 1.5 per person or 100g per person.
  - Vegetarian sausages - allow 1 every 10 people.
  -
  - *Drinks per attendee*
  - Ice 2-3kg per 100 people.
  - 1 can per person, a mix of lemonade, diet cola, cola, and lemon.
  - DO NOT buy bottles of water, people can drink (iced) water from the cordial eskies. *Why contribute to plastic waste?*

8.4 Registration Roles

When registration opens for an event, there will be a queue of people waiting to collect their maps and start the planning process. To facilitate the speedy registration of teams and the associated issuing of maps, each admin team member is assigned a dedicated role:

- Registration person(s) (usually three, depending on the number of entrants)
- Team change person
- Money person (can also do the role of computer operator)
- Computer operator.

The admin leader will normally hold the role of Team Change person as these are not as busy as the others and frees them up to manage the overall process.

A short admin meeting should be held at least half an hour before registrations open to assign roles. This will give each person a chance to become familiar with the requirements for the role that they have been assigned.

The setters should also provide copies of the answer sheets.

One copy of the Teams List will be given to the Team Change person as the master Teams List while the other lists will be split up among the registration persons. Depending on entry numbers you may decide to have give a single page to each registration person, and set up the quese accordingly. But you can split the queues up into smaller numbers, which means one registration person will need copies of two pages of the teams list, as their numbers will go over two pages.

8.4.1 Registration

For each competitor/team, the Registration person will:

- Ask them what their team number is.
- Find their team on the registration Teams list
- Check to see if the team members listed on the list is correct
- If any changes need to be made notify the Team Change person.
    - Note – if the team change is simply the removal of one team member, you can put a line through the name of the person to be removed, complete the registration process and issue the maps before they go to the Team Change person
- Check if the *Registered* column on the Teams List has a dollar amount in it – if so, this team Money Owing on the team sheet. If there is a money owing, ask them to visit the Money person once they receive their map.
    - If they have the exact money on them, you can take it and pass it on to the money person with the team number, Tick off the outstanding money column.
    - If the money person is free, they can also process it whilst you continue with the registration process
- Ask them for a mobile phone number and write it in the *Registered* column
- Write the team number on the top of a question sheet and issue it to the team, along with a map for each team member.

8.4.2 Money

Key tasks are:

- the registration person may collect the money from the team if they have the correct change. Record the outstanding money on the money sheet (Appendix C).
- If the team comes to you, collect the outstanding money, record it on the money sheet, and ask the registration person to tick off the outstanding money column (Note. This can be done at a later time when there is a quiet period)
- **A new competitor** will join a team. If they have not already paid for being in a team for this event, they will need to pay the event entry fee. The Team Change person will tell you when you need to collect money.. Record the fee collected on the money sheet (Appendix C).

8.4.3 Team Change

If competitors want to make a change to their team, they can come directly to you or they will be directed to you by the registration people.

You will have the master copy of the Teams List.

The main changes are:

- Removing a team member
  - Put a line through the name of the person to be removed on the Teams List
- Adding a team member
  - Add the new person's details onto the Teams List
  - Ask if the new person joining the team has already paid an entry fee for this event (i.e. are they splitting off from another team)? If not, they will need to pay the event fee.
- Transferring a person from one team to another
  - Put a line through the name of the person to be removed on the first team on the Teams List
  - Add the transferring person's details onto the second Team on the Teams List
- Splitting a team
  - Splitting a team could be a large team dividing into two or two teams dropping a member each who then form a new team.
  - Use a combination of **Removing a team member** and **Creating a new team**
- Creating a new team
  - Create a new row on the Teams List, assign the next team number and write down the names of each team member
  - Confirm that all new team members have paid event fees for this event. If not, they will need to pay the event fee.

After making the above changes, the Team Change person should complete the registration process for the new team/teams, including recording a phone number and issuing the maps/question sheet.

8.4.4 Computer Operator

The computer operator updates the scoring spreadsheet to match the changes on the Team Change Person's copy of the Teams List and ticks off the change when made. This can be done at any time the Team Change person is not busy.

8.5 After the event starts

Make sure that all of the changes on the master Teams List have been made in the computer.

Review the registration Teams Lists and note any teams that have not registered. Mark these as DNS on the master Teams List and in the scoring spreadsheet (in the *Total* column). Any blank teams at the bottom of the spreadsheet (unused) should be deleted as they will otherwise affect the sorting at the end of the event.

8.6 Finish Team Roles

The last hour of an event can be rather hectic as teams rush to get in before the closing time.

During the finish rush, the following roles are required:

- Finish admin person(s)
- Admin controller
- Scorer(s)

- Computer operator.

8.6.1 Finish Admin

You wait at the end of the finish chute to greet returning teams.

You will need to be standing to perform your job. (Have a chair handy for the quiet times)

Ask the team if they have finished.

If the team is absolutely certain that they are finished, take their question sheet and record the finish time.

Make sure that all team members are present.

Ask if there were any issues on the course – this is the opportunity for them to inform you of any problems they had with control locations or with the questions asked. Hand the question sheet to the Admin controller

8.6.2 Admin Controller

You will take the completed question sheets from Finish Admin and record the finish time on the Teams List. You will then issue the question sheets to the scorers for scoring.

Towards the end of the event you will monitor the *Finish* column on the Teams List and keep track of the number of teams still out.

The Admin controller also deals with any errors identified/questions regarding controls and correct answers.

8.6.3 Scorer

You will compare the answers provided by each team against the master answer sheet. For each block of controls, add up the number of correct answers and put that number into the box at the bottom of each block of controls.

When completed, pass the completed question sheet to the computer operator.

8.6.4 Computer Operator

You will take the completed question sheet and locate the team number. Find that team number on the scoring spreadsheet and enter the number of correct answers for each block of controls. Also enter the finish time, in 24 hour format HH:MM:SS.

If you have enough people, one person can read the numbers while the second enters them – this is much quicker, especially after the event when there are a lot of scores to enter.

Note the final score and write it on the question sheet.

8.7 Producing the final results

Once all teams are in, question sheets scored and entered into the spreadsheet, you can generate the results by sorting the *Total* column from smallest to largest. The leftmost column in the spreadsheet contains the place, with the first place at the bottom. All teams that DNS, etc. will appear below the first place getter.

9 Tricky Questions

9.1 A team wishes to formally protest a decision you have made. What is the process?

Explain to them that they have the right to refer their complaint to the Jury. This can only be done if a written complaint is received. This can be quite brief. Contact a committee member who will arrange for a Jury to be formed. Committee members should be aware of the rules applying to the formation of Juries. The Jury will investigate the complaint and make a decision.

9.2 A team complains that another team cheated.

The Admin team must not comment on this claim. Explain to them that they have the right to refer their complaint to the Jury. This can only be done if a written complaint is received. This can be quite brief. Contact a committee member who will arrange for a Jury to be formed. Committee members should be aware of the rules applying to the formation of Juries.

The Jury will investigate the complaint and make a decision.

9.3 What do you do if a team comes in, and then wants to change their teams members and go out again?

You create a new team in Pebbles making sure that the team category is correct. Issue them with a new control card.

9.4 What do you do if someone unexpected/y turns up at the event and wants to compete?

They can only compete if they are a substitute in a team or are joining an existing team. It is not your job to find them a team. They have to pay the entry fee and a membership fee if they are not an existing member. All their details must be obtained so they the membership database can be updated.

APPENDIX A – TRUCK UNLOADERS FORM

TRUCK UNLOADING

Dyne Under the Moon	14-Sep-19

- Before Team Registration, ask the Truck Driver for name, time of unload and phone number.
- At Team Registration ask competitors if they could help unload the truck.
- If "yes" record Name of person and any comments (e.g., cannot help after 4 PM) and phone number.
- After the start, give the Truck Unloader Sheets to the Truck Driver.

Truck Driver's Name and Phone number ________________________.

#	Name	Phone	Comments/Address
1			
2			
3			
4			
5			

Truck unloading at the WARA shed in Morley takes approximately 1hr
There will be an approximate arrival time given at Admin
The driver will call you when they get into range and to give you an update to the arrival time.

Shed location is opposite 19 Hampton Square west, Morley.

5 People is usuallly adequate, anymore and people have to move around

APPENDIX B – COMPASS HIRE

COMPASS Hire

Dyne Under the Moon	14-Sep-19

- At Team Registration - Fill in Team Number and Compass(es) Number(s)
- At Team Return – record safe return of compass(es)
- Pack Compass Sheets into Compass Boxes to be loaded onto Truck

No	Code	Team Number	Returned	Comment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

APPENDIX C – MONEY SHEETS

MONEY Collected

Dyne Under the Moon	14-Sep-19

- Before Team Registration, count float and record amount here $ _________
- When you collect money record Team Number, Reason and Amount of money collected.
- After the start, add up amounts on each money sheet and transfer to Money Reconciliation Sheet.
- Please **do not provide refunds** for overpayment of fees at the event**.**
- **All refunds will be provided separately after the event.** Cash refunds at the event risk the moneys being refunded twice.

Team Number	Reason Money has been Collected	Amount	Collected By

APPENDIX D – GPS CARRIERS

GPS Carriers List			
Dyne Under the Moon			14-Sep-19
Team #	**GPS Put in tamper proof Bag**	**GPS Returned when team finished**	**Comment**

APPENDIX E – REQUEST FOR TEAM CHANGE

APPENDIX F – PEBBLES MANUAL