USSA Masters Race Operations
using Split Second Timing with SkiRaceReg.com

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Jan. 4, 2012

The **SkiRaceReg.com** service was launched for the 2010-2011 competition season to provide online race registration and entry fee payment processing services for USSA masters divisions. A principal objective of the system is to provide easy-to-use interoperability with the USSA Alpine Race Scoring Software produced by Split Second Timing (http://www.splitsecond.com).

The information provided here supplements the Split Second user documentation by describing recommended procedures and tips for using the software most effectively for running a USSA masters race.

You should be working with version 6.24 of the Split Second National/FIS timing software for the 2012 season to take advantage of the features and suggestions provided here. If you are working with different timing system software, the specific procedures described here are not directly applicable, although some of the general approaches may be useful to consider.

The material that follows discusses the operations involved in downloading competitor entries from the **SkiRaceReg.com** registration site into a Split Second race file as part of creating the race data file for an event and uploading the race results data back to the registration system at the completion of the event for processing competitor entry fee charges.

For questions and comments about the material in this document, contact Deb Lewis, the Director of Race Services and Scoring for the Far West Masters, at dlewis@farwestmasters.org. Additional information about Alpine Masters can be obtained from USSA, Split Second, and the ussamasters.org web site.

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Introduction

The **SkiRaceReg.com** site provides online registration services for alpine masters ski races. Competitors can open an account of the registration system and submit their race entries through the site. Competitor entries are downloaded from the web site and imported into the Split Second Timing software to prepare the competitor list for an event. Following the race, the Split Second results file is uploaded back to the registration system so that entry fees can be charged against the credit cards registered for a racer account.

###TODO: add processing flow diagram here###

The entry list data file downloaded from SkiRaceReg.com includes the standard competitor entry values, equivalent to the values entered for competitors entered manually and pulled from the points list file from USSA (name, year born, gender, USSA license number). For divisions that assign permanent bib numbers to their members, the entry file will also include the racer's bib number.

The SkiRaceReg.com site also provides USSA license checks to verify whether the competitor's masters license is paid for the current season and includes fields in the entries download file which indicate competitors who were not found in the current season license list. The ussa-paid values assist the Race Administrator (RA) by identifying competitors who need to obtain an Alpine Masters competitor license for the current season or purchase a 1-time weekend license for the event. A USSA temporary license can be purchased for $25 once per season; the amount paid can subsequently be credited towards purchase of an Alpine Masters competitor license.

General Settings in Split Second

- Make sure you are using the current version of Split Second Timing, National/FIS version

You should be using version 6.24 of the National/FIS alpine software. Use the Help/About menu command to check your version; visit http://splitscond.com to check for availability of a newer version (usually not necessary, Split Second will generally prompt you when the program is started when there is a newer version available for download).

- Make sure your race file is set up as a masters race

On the *Header* page in Split Second, the *Discipline* choice must be **Masters Alpine**. The *Race Level* should be **USSA**; the *Scored* checkbox should ***not*** be selected - masters races are non-scored events on the USSA calendar.

Enter the pair of USSA race codes for M/F that were assigned when your schedule agreements were processed by USSA to obtain sanctioning on the USSA calendar. USSA requires separate calendar agreements and race codes for each gender, even though most masters competitions are held as a single race with both genders competing in their age classes on a single course.

- Make sure you have the current masters points list file

On the *Factors/List* page in Split Second, use the *Download* operation to ensure that you have the most recent masters points list file available. Select the current points list, along with the current officials list.

###***TODO:*** *add note about officials points list bug in masters; you have to download from an Alpine race, then go into the Split Second data files folder and copy from Points List folder into the Masters sub-folder*

- Turn off autosort **[IMPORTANT!!]**

Open the *Options* dialog from the *Edit* menu and make sure the "*Automatically Sort when generating reports*" option is ***NOT*** selected (not checked)!!! There are usually a number of scenarios where you want to prepare your competitor list order manually, so you do not want running a report to wipe out your work!! You will be prompted when you run a report when this option is turned off, so you can always allow Split Second to perform its standard sort for the report you are creating if that's what you want, but turning this option off lets ***you*** be in control.

Create a Folder for SkiRaceReg.com Data Files

To help keep track of the files you will be exchanging with SkiRaceReg.com to download competitor entries and upload race results, create a folder in a standard location that is easy for you to find and remember.

Depending on what you are accustomed to doing, we recommend that you create the new folder either on your Windows desktop or in your Windows Documents folder (available from the Start menu).

Use the standard *New Folder* operation to create the folder and name it "**SkiRaceReg Files**".

(Note for experts: If you are comfortable working with the file system, you could also create your SkiRaceReg folder directly in the SplitSecond/NationalFIS data directory.)

Preparing Race Files and Downloading Entries from SkiRaceReg.com

The basic procedure is that you will create a master entry file for your event so you have a single race file in which you will enter all competitors who registered "offline" by sending a print entry form and payment directly to the organizer. A typical masters event occurs on a weekend and has two or more races. Bib assignments should be made in the master file. You will then make a copy of the master file for each race that you are running and download competitor entries from the online registration system into each race file.

Create a Master Entry File for your Event

Create a Split Second race for your event – call it something like "My Event – MASTER" or "My Event – REGISTRATION" to remind yourself that this is the master entry list for competitor entries received directly by the organizer ("offline" print entries with payment directly to the organizer). Be sure to put this name in the *Race Name* field of the *Header* page in Split Second so that the race name displayed in the program is consistent with the file name.

As described in the *General Settings* section above, make sure your race is set up as an **Alpine Masters** race and that you have the latest masters points list installed. Enter all competitors for whom you have a print entry form in the master registration file, in the usual fashion. In most cases competitors should come up automatically from the points list data; you will only need to do manual entry of name/YOB/gender values if the competitor is new or has not purchased their USSA masters license for the current season.

Where appropriate, feel free to make notes about any special considerations for each race (e.g., needs license, only entered in a single race, etc).

Use the membership report provided by the division to enter the racer's bib number, if permanent bibs are used (e.g. Far West Masters). For any racer without a permanent bib number, assign a weekend bib number.

(For Far West Masters, we will provide list of available 900+ temp bib numbers to be assigned to new racers or competitors who have not paid their Far West Masters season dues to obtain a permanent bib number)

Copy the Master Entry File for each Race

After online registration on SkiRaceReg.com has closed (typically by the day prior to the start of the event) and all offline competitor entries have been entered in the master registration file, make a separate copy of the master file for each race that you will be running.

Use the *Save As* operation in the *File* menu of Split Second to make the race files. Assuming your master entry file is called something like "MyEvent-Master", use a consistent naming convention for your race files – e.g., MyEvent-race1, MyEvent-race2 or MyEvent-Sat, MyEventSun.

In the race file copied from the master, update the *Race Name* on the *Header* page to indicate which race. Check/update the discipline and the race date. Enter the M/F race codes from USSA for this race.

Return to your master entry race (use File/Open menu command) and repeat this for each race, e.g. do once for your Saturday race and repeat the process for the Sunday race of a weekend event.

Download Entries from SkiRaceReg.com and Import into the Race File

For each separate race, you will download and import competitor entries from the online registration system into the Split Second data file for that race.

To download the online competitor entries, log into the **SkiRaceReg.com** web site with your RA account. Select *Races* from the choices in the *Administration* menu at the far right of your window. For each of your races, locate the race in the listing page and click the *download* link in the *Actions* column (below the *registrations* link that displays a page showing the registered competitors and the *upload and import* link that you will use for post-race payment processing).

A small popup window will appear which displays the race name and a *download* link that you should click on to download the competitor entry list to your computer. The download operation prompts you to confirm that you have asked to save a file from SkiRaceReg.com. Click on the *Save File* button to continue. You will be asked where you wish to save the file, with a name that will be something like *register_myevent_race1.csv* – locate the **SkiRaceReg Files** folder that you created during your setup and save the file there. Click *Close* in the download window when you are done.

Repeat for each race, so that you have a *register_** file for each separate race in your **SkiRaceReg Files** folder.

Open your race in Split Second and use the Import operation in the File menu to do "Import from any Comma or Tab separated file". In the Import From… dialog, locate your **SkiRaceReg Files** folder and select the registration download file for the race you are working on.

In the Split Second *Import* dialog, first check the settings: choose **comma delimited** format, detect duplicates **By USSA or FIS number**. For the duplicate handling option, select **Don't overwrite when find a duplicate**.

*(You should **not** ordinarily encounter duplicates – if any are reported you will need to identify and reconcile whether payment has been received because the competitor came from your offline entries master file or whether the online entry should be added so that the competitor will be charged through SkiRaceReg.com payment processing. Contact your masters division raceadmin for assistance in handling this case if you encounter)*

Select '0" in the *Lines to Ignore* choice so that the import preview area at the bottom of the Import window shows the first row of the online registrations data file that you are importing – this row contains labels describing the value in each column and is used to ensure that your column import mappings are set up correctly to load into Split Second.

Use the "*Used for*" choice for each column at the right side of the Import window to ensure that the registration file values are loaded into the appropriate field in the Split Second data file. The Preview area shows the column number along with the Split Second field the value will be loaded into or '—' if the column will be ignored. The labels in the first row of the data file generally correspond to the Split Second field names to help ensure that it's easy to set up the import mappings correctly. Use the table below as your checklist for the import settings; when you are done, compare the field name with the first row of the data to ensure you have everything loaded in the correct order.

Column	SRR Label	SST Field	Rqrd	Notes
1	Bib	Bib	yes *	Bib *(used if division assigns bibs)*
2	Club	Club/Quota	*optional*	*optional team name (RM, NE)*
3	First	First	yes	Racer first name
4	Last	Last	yes	
5	Year of Birth	Year of Birth	yes	**IMPT: used to set age class*
6	USSA Number	USSA Number	yes	
7	Sex (Masters or XC)	Sex (Masters or XC)	yes	
8	Cross Reference 1	Cross Reference 1	**yes**	*SRR racer id for entry charges*
9	Cross Reference 2	Cross Reference 2	**yes**	*SRR race id for entry charges*
10	USSA Paid	*Custom 1*	*optional*	USSA license current – Y or N
11	Payment Method	*Custom 2*	*optional*	*SRR racer account info*
12	USSA Paid Note	*Team*	recomm	*** if no masters license
13	Registration Note	*Notes or Custom 1/2*	*optional*	*Note about this race entry*
14	Racer Process Note	*Notes or Custom 1/2*	*optional*	*Racer account processing note*
15	<eor>	--	--	Unused; ignore

In general, the Split Second field is the same as the column label in the first row of the registrations data file.

- **Bib** is set for divisions which assign permanent bib numbers to their members
- **Club** is used for team name by divisions which have some form of team competition
- the two **Cross Reference** fields are the "magic tokens" that are used when race entry fee charges are made – these are critical to have in the race data file!!
- the **USSA Paid** field is set to Y or No based on whether the competitor's ussa number (if known) is listed as current by USSA. Load into the Custom 1 field as an extra check in the competitor data
- the **Payment Method** field is an indicator of how the racer's payment is handled through SkiRaceReg.com (usually some form of CC credit card). Optionally load into the Custom 2 field.
- The **USSA Paid Note** contains '***' when USSA Paid is N, indicating that this competitor needs a weekend license or to obtain/renew their Masters competition license. We recommend that you load this value into the Split Second **Team** field so that there is a strong visual reminder on the competitors page in Split Second as well as on reports to mark competitors with license issues.

Two additional notes fields have been added for 2012 to assist administrators with managing and processing race entries. These are optional values that you can choose to load into the Custom1/Custom2 fields or the Notes field if you wish to have these values included in your Split

Second race data file. When available, these values will be displayed when reviewing race entries from the **SkiRaceReg.com** Administration page and during post-race processing and review when race registration charge transactions are being prepared and submitted.

- the **Registration Note** field is an administrator's note about a specific race entry. This is intended to allow special cases to be flagged for a specific race entry. The registration note is displayed with a racer's billing during race processing.
- the **Racer Process Note** field contains notes from the series administrator about a racer's account on SkiRaceReg.com. This is intended to help you keep track of special billing cases. The racer note is displayed with a racer's billing during race processing.

After you have set up the import mappings and reviewed in the Preview area, change the **Lines to ignore** choice to **1** so that the labels row in the registrations data file will be ignored and click Ok to import the online competitor entries into your race file.

When prompted "Set Class from YOB?", say YES!!! This will set the racer's age class correctly.

Check the information dialog when the import is done and verify competitors were loaded and no duplicates found.

Repeat for each race, so that the downloaded competitor entries from SkiRaceReg.com are loaded into the corresponding Split Second race file.

Note: once you have set up the column import mappings, Split Second will remember your choices, so once you've completing doing the import for the first race you won't have to repeat the column mappings choices each time.

In each race file, you will need to assign a bib number to any competitors imported from the online registration system who do not have a permanent bib already assigned. Ordinarily you will want to ensure that the competitor is assigned the same bib for all races.

Uploading Results to SkiRaceReg.com and Post-Race Payment Processing

At the completion of your event, you will review and post entry fee charge transactions to **SkiRaceReg.com** site by uploading the results data file from each race to the site, reviewing the charges for entered competitors to make any desired adjustments, and post the transactions that will cuase competitors to be charged for their entries. Pending charges are processed weekly, customarily on Tuesday each week to allow weekend races to be posted by the organizers, and a settlement check for the posted charges mailed out on Wednesday.

The standard arrangement is for the weekly settlement check from SkiRaceReg.com to be sent to the race series division, which is responsible for disbursements to the race organizer hosting the event. However, it is also possible when pre-arranged agreement is made for the check to made sent directly to an organizing area.

Posting transactions for charge processing occurs in three steps: generate the results data file from each race and upload to SkiRaceReg.com, review the transactions for all racers to make any appropriate adjustments to add/remove/change fees to be charged, and post the transactions to the system for processing.

Generate Results Data from each Race

For each race in which competitor entries came in through the online registration system, you will generate a results data file from Split Second and upload to SkiRaceReg.com.

Before generating the results data file, verify that you have a USSA race code set on the Header page. The men's race code is used when generating the single results data file containing all competitors.

- Select the `Competitors` tab;
- Click the `Send SkiData Files` button to generate the results data file
- In the confirmation prompt "Is this being sent to USSA?", select *No* to generate the results file containing all competitors
- Choose the option to save to a file – select `Specify Path for SkiData File` to save the file and select your **SkiRaceReg Files** folder that you created during your setup

Repeat for each race. Check your **SkiRaceReg Files** folder when you are done and verify that all races were exported to the results data files.

Optional: the generated results data files use the USSA race code as the name of the file. You may wish to modify the file names to add a brief descriptive name to the file so it's easier to identify the races.

Upload Results Data from each Race to SkiRaceReg.com

To upload the data from each race, log into the **SkiRaceReg.com** web site with your RA account. Select *Races* from the choices in the *Administration* menu at the far right of your window. For each of your races, locate the race in the listing page and click the *upload and import* link in the *Actions* column (below the *registrations* link that displays a page showing the competitors and the *download* link that you used to import online entries into your Split Second race files).

In the **Race Import** page, use the *upload race file* button to load the results data file for the race from your **SkiRaceReg Files** folder where you placed the files in the preceding step. The *Browse* button allows you to locate and select the results data file on your computer. After the data file has been uploaded to the site, you need to Import the data file to load the transactions.

The Import processing contains checks to ensure that the data file being loaded contains entries for the appropriate race – this helps prevent mistakenly posting charges incorrectly. After verifying the the correct data file has been uploaded, the data is imported and the race status is marked as Imported on the main Races listing page.

The import checking and transaction loading relies on the cross-reference fields attached to each competitor entry which was imported from the online registration system – one value identifies the race on the registration system, the other identifies the racer whose account should be charged. The system separates competitors who were entered directly by the organizer, as those racers have customarily already paid their entry fee directly by check or credit card.

Post-race Review and Invoicing

After the data files for each completed race has been uploaded to SkiRaceReg.com, select the *post-race review and invoicing* link at the top of the Admin Races listing page.

All competitors entered in the race who did not come through the online system are listed in the two sections at the top of the page. Each division has its own procedure for how to handle these competitors – some wish to add entries into their division series member accounts in order to track participants, others simply ignore these races and only track competitors who need to be charged race fees. If you are one of the divisions that ignore these entries, this is a good spot to check to make sure that you have some other form of payment for each of the entries in these two sections.

On the third section of the review page you can now review the pending transactions to be charged against each competitor who submitted their entry through the online system. For each competitor, you will see an entry for each race in which they were entered. Review each racer and if appropriate make any adjustments to their charges. To change the transaction so that it does not charge the racer's credit card, change the drop down box that reads *Race Fee* to *No Transaction*.

Administrator processing notes about a racer's account or a specific race entry are displayed during race processing. A racer processing note can be provided on a racer's account by the series administrator to keep track of special billing cases. A registration processing note can be made for a specific race entry to keep track of any special conditions about a particular race entry.

Some of the processing cases you may need to consider:

- Void charges for a DNS racer who was entered but did not start – the racer is responsible for contacting the organizer to request withdrawal and refund of their entry fee after the registration deadline has passed (this is typically a day prior to the race).
- Void charges for a racer whose fees you wish to "comp" (e.g., if one of the organizers staff members such as a coach or race crew member competes, the organizer may wish to comp their entry fees and not charge the competitor)
- Add a new transaction for any additional charges or late fees that the racer has incurred.

When you are satisfied that the pending charges are as desired and any special considerations have been resolved, press the *Set to Process* button. On the next screen, press the *Preview Invoices* button to display a review page where you can perform a final check on the charges that are about to be submitted.

If all the charges are as desired, press the *Invoice* button to post the transactions for processing by the system. Each racer's credit card will now be processed through the merchant banking system. This step may take some time to process, so be patient with it.

When the invoice processing is completed, you will see a report on all charges that were processed with a notation of either "Processing Successful" or "Processing Failed." At this point you should print the page if you want a hard copy report of the charges. (We recommend performing this step; it's a good idea to keep a record of the invoice processing.) If your browser window does not have a print icon hold the **Ctrl** key down and press the letter **p** at the same time to invoke the *Print* operation.

Document History

06-Jan-2011 – D. Lewis – Initial draft of downloading procedure.
16-Feb-2011 – D. Lewis – Publish v 1.0 procedure documentation for 2011.
30-Dec-2011 – D. Lewis/D. Fulton – v 1.1 additions to refine instructions for Post-Race Review and Invoicing.
04-Jan-202 – D. Lewis - v 1.1 with minor updates for 2012 (SST 6.24; new fields with registration/account processing notes in SRR reg download).