

Track and Field Results Timing System (TFRRS) in RaceTrak 7

TFRRS provides consolidated reporting services for NCAA Cross Country Scoring and is now mandated by the NCAA for results submission.

Please note the following:

- A TFRRS Meet is equivalent to a RaceTrak Race.
- A TFRRS Race is equivalent to a RaceTrak Team Category.

To accommodate above, RaceTrak screens now include TFRRS displays to highlight the TFRRS required fields.

Configure RaceTrak for TFRRS

Setting up a race for TFRRS is exactly the same as setting up a regular race, with several new features to ensure that all TFRRS data is collected.

Create a new race in RaceTrak (please refer to the RaceTrak 7 User's Manual). Please see bullet points below for special considerations for TFRRS processing.

- When creating a race for TFFRS, please select the TFRRS View and complete all TFFRS fields. Use the **GET TFRRS MEET ID** to obtain Meet ID and other meet information. Note: you must have your meet setup and a valid user name and logon for this meet in order to get meet data (see next section).

The screenshot shows the 'Race Management' window for 'Howard County Invitational 2015 9/5/2015 Cross Country'. The interface includes a menu bar with options like Race, Awards, Bibs, Divisions, Fees, Preferences, Random Prizes, Registrants, Series, Special Cats, Specials, Splits/Legs, Team Cats, Teams, and Waves. The main form contains various input fields for race details:

- *Race Name:** Howard County Invitational 2015
- *Race Date:** 9/5/2015
- Start Time:** 8:00 AM
- 193** (likely a race number)
- Meet Name:** (empty)
- End Date:** (empty)
- Meet ID:** (empty)
- Get TFRRS Meet ID** (button)
- *Race Description:** Cross Country
- Default Distance:** (dropdown menu)
- Abbrev:** (empty)
- Location/Venue:** (empty)
- Host:** (empty)
- City:** (empty)
- State:** (dropdown menu)
- Zip Code:** (empty)
- Country:** (dropdown menu)
- Race Mode:** Road Race (dropdown menu)
- Default Club:** (dropdown menu)
- Membership:** (checkbox)
- Timing Method:** (dropdown menu)
- Event Type:** (empty)
- Hotline:** (empty)
- Fax:** (empty)
- Difficulty:** (empty)
- Field Limit:** 99999
- Notes:** (empty)
- Double Click for Graphic** (text)
- Certification No.:** (empty)
- Cert Date:** (empty)
- Cert Type:** (dropdown menu)
- Meet Director:** (empty)
- Referee:** (empty)
- Timer:** (empty)
- Create Date:** 8/17/2015 8:47:34 AM
- Modify Date:** 8/18/2015 11:42:19 AM
- Show?**
- Sort Order:** 0
- TFRRS View:** Yes No
- Save/Close** (button)

- When generating bibs (Main Menu>RaceManagement>Edit>Bibs tab), you can designate bib ranges for M(ale) or F(emale), which will ensure that bibs are assigned separately by gender. During import of TFRRS data, team data will be processed in groups so that teams will have consecutive bib numbers. Note: you can add a bib number field to the import file and selectively enter the bibs to be assigned to runners, but be sure to assign bibs to all runners and do not include duplicate bibs in your file.
- In Team Categories (Main Menu>RaceManagement>Edit>Team Cats), select the TFRRS Display option. Set up Team Categories for Men and Women, as required by your race (see image below for settings).

For each Team Category, include a Category Distance and check the Distance is Metric checkbox for kilometers and uncheck for miles.

- Because teams are imported from TFRRS files, do not create teams for the race as they will be automatically created on import and will include the needed TFRRS data. After teams are imported, please check TFRRS Settings for Team Data.

Teams can be added or edited on this screen. After races are scored, tie breaker place may need to be updated, where lower value is better.							
Team Name:	Team Category:	Tie Brkr	DQ	Recurring Team:	Club:	Team Bib:	Team Chip 1 / Team Chip 2 / Wave
William and Mary Men	Howard Invitational Men	0	<input type="checkbox"/>				
TFRRS Team Name: William and Mary		Code: WAM		Institution: William and Mary		Tfrrs Sex: m	
William and Mary Women	Howard Invitational Women	0	<input type="checkbox"/>				
TFRRS Team Name: William and Mary		Code: WAM		Institution: William and Mary		Tfrrs Sex: f	

Setup a Meet Director Account and Download Rosters

In order to load TFRRS rosters, a Meet Director account must be created from the link below:

https://www.tfrrs.org/create_account_director.html

In addition, the following page provides excellent guidance and checklists for Meet Directors:

https://www.tfrrs.org/director_info.html

Once a Meet Director is setup, logon to the TFRRS Meet Director / Administrator Area with your user name and password. Upon successful logon, the TFRRS Meet List screen is displayed where you can create a new Meet and download rosters.

To download rosters, select Download Rosters and select ALL the teams participating in your Meet. After all teams are selected, select Finished and the Download Rosters screen is displayed.

On the Download Rosters screen, select “Download a CSV File (RunScore, most other software).”

Note: you can add a bib column to the downloaded column to allow you to pre-assign bibs to rosters.

IMPORTANT! The downloaded file includes all runners on the roster. If using chip timing, you will need to ensure that runners not running in the race are excluded from results. This can be accomplished by:

- Restricting the finish area so that chips can only be read from runners crossing the finish line
- Only providing chips to runners competing in the race
- Unregistering runners not competing in the race

- Removing runners not competing in the race from the CSV file *before* importing the data

Import TFRRS Registrant Data

From Main Menu>Registrant Import, the Data Import screen is displayed.

File: [C:\Documents and Settings\Jim DiSciullo\De
 Import Type: [TFRRS CSV]
 Step 1 - Import Ext Data
TFRRS import syncs RT data to the import file, which differs from other imports. RT data will always reflect data in the Import File unless an error occurs.
 Import File Fields
 Team
 Code
 First_Name
 Last_Name
 Gender
 Year
 ID__this_meet_only_
 Rules:
 1. Always backup RaceTrak_06_Data.mdb before starting.
 2. Make sure import files have headers.
 3. Import File Headers CANNOT include apostrophes or quotes.
 4. Import File Headers should only include alphas and underscores.
 5. Remove bad data from import file (e.g. quotes).
 6. Import File Field can only be mapped once.
 Step 2 - Map Values
 View Last Import Step 3 - Load Data Clear Mapping
 Import File Field RaceTrak Field
 Team TFRRS Team Name
 Code TFRRS Team Code
 First_Name First Name
 Last_Name Last Name
 Gender Gender
 Year TFRRS Year (FR-SO-JR-SR)
 ID__this_meet_only_ TFRRS ID
 *
 RaceTrak Fields
 TFRRS ID
 First Name
 Last Name
 Gender
 TFRRS Team Name
 TFRRS Team Code
 TFRRS Year (FR-SO-JR-SR)
 Bib Number
 Saved Mappings:
 Delete Saved Mapping

Find the .csv file to be imported and select TFRRS CSV in the Import Type drop-down. Please refer to Registrant Import in the RaceTrak 7 User's Manual for detailed instructions on importing data.

IMPORTANT! For TFRRS imports, be sure to map ALL the fields as shown below (optionally map bibs).

Import File Field	RaceTrak Field
Team	TFRRS Team Name
Code	TFRRS Team Code
First_Name	First Name
Last_Name	Last Name
Gender	Gender
Year	TFRRS Year (FR-SO-JR-SR)
ID__this_meet_only_	TFRRS ID
*	

Note: Always back-up your RaceTrak_06_Data.mdb data file before performing an import. You can back-up your RaceTrak data to a compressed file in Utilities.

Score TFRRS Races

Race Scoring is performed as in all RaceTrak races (please refer to Results Processing in the RaceTrak 7 User's Manual).

IMPORTANT! Team Tie Breakers must be manually determined based on current *NCAA Men's and Women's Track and Field and Cross Country Rules*, which for year 2015-2016 state:

d. Ties in team scoring shall be broken by comparing in order the place finish of each of the five scoring members of the tied teams. The team with the majority of winning comparisons shall be awarded the higher place.

When ties exist, determine order of tied teams based on current rules. In RaceTrak, go to Main Menu>Race Management>Edit>Teams and for each tie, enter 1 in the Tie Breaker field for the first team, 2 in Tie Breaker for the second team, and so on. Note: if you recalculate results, the tie breaker entries are reset to 0.

Upload TFRRS Race Results

From Main Menu>Reports/Labels>Single Race Reports, select TFRRS JSON:

The screenshot shows the 'Race Reports' window for the 'Howard County Invitational 2015 9/5/2015 Cross Country'. The interface is organized into several sections:

- Registration Reports:** Address, Announcer, Birthdate, Bib FName, Bib L_Name, Bib Number, E-Mail, Entry Source, Fees, Followup, Problem Entries, QC Report, Reg by Date, Reg Chip, Runner Chips, Shirt Size, Special Cats, School Roster, Team Roster, Team Summary, 5 Yr Count, 10 Yr Count, 1 Yr Count.
- Results Reports:** All Times, Age Graded, Age Range, By Division, Club Results, Club Avg Time, Display, Finish Min, Gun & Chip Time, Gender, Overall Results, Prediction, Round Up, Special, 5 Yr Result, 10 Yr Result.
- Team Reports - Points:** All Team Runner, Points Detail, Point Summ.
- Team Reports - Time:** Total Time, Avg Time, Relay.
- Upload TFRRS Results:** TFRRS JSON.
- Award Reports:** Award Rpt, Certificate.
- Special Reports:** Active.com, Agate Output, Announce Live, Custom Query, New Participant, Non-Retention, Not Start/Finish, Retention, Runners World, Triathlon Update, 24 Hour Relay.
- Labels:** Bar Code Labels, Unused Bar Lbl, Mailing Labels, Team Packet Lbl.
- Custom Reports:** A dropdown menu with 'Run' and 'Refresh' buttons.
- Time Type:** Radio buttons for 'GunTime' (selected) and 'Adjusted Time'.
- Close** button at the bottom right.

RaceTrak will check that all data has been compiled and alert you of any missing data. When all data is ready, it will be loaded to TFRRS when provided a valid name and logon.

Limitations

The initial release of TFRRS functionality does support older chip systems that use chip numbers that differ from Bib Numbers.

Automated Team Tie Breaking is not available at this time, but is planned for a future release.