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1. How do I set up a schedule/calendar?

You can upload an Excel file. It will delete and replace any future events in the schedule. The format isn't very flexible. It expects the following columns in exactly this order: blank, blank, "date", blank, "name", "city", "promoter_name", "promoter_phone", "promoter email", "discipline", "notes"

You can also add a new event by clicking New Event at: http://[your domain]/admin

You can also edit event information by clicking on the events on the same page: http://[your domain]/admin

2. What is a member?

A person who has joined the racing association (OBRA, WSBA, etc.) They are stored in the database as "racers." Racers include everyone that appear in a result. They all have member-from and member-to dates to track if they are a current member.

3. Can I import membership information?

Yes, you can upload new membership information from Excel into the database. This works pretty much the same way as results. You bulk-upload new members (usually from online registration):

- Go to http://[your domain]//admin/racers
- Click Choose File
- Click Import

You can also add members manually at: http:// [your domain]/admin/racers. Click the plus (+) button.

4. How do I set up teams?

- 1. Go to http:// [your domain]/admin/teams
- 2. Click the plus button create a new team.

5. In my organization, individuals are not members, teams are. Can Racing on Rails handle that?

Sure. Teams have a member field that you can edit on http:// [your domain]/admin/teams. Member teams show on the public Teams page. For most things, it doesn't matter if racers are members are not—it's mainly used for competition eligibility. If your organization doesn't have individual memberships, you can safely ignore this.

6. What are disciplines and how do I set them up?

Disciplines are a way of categorizing events. Example: road, track, cyclocross. They have to be set up manually in the database, or through Ruby code with the Discipline class. There is no friendly user interface. Sorry! The good news is that they rarely change.

You can pretty much ignore disciplines if they don't make sense to you. The system does expect that most of them exist in the database, though.

7. How do I enter event results?

- 1. Go to http:// [your domain]/admin
- 2. Click on the event in the schedule. (If the event is not in the schedule, you will need to click New Event, and add it.) You should now be on a page like: http:// [your domain]/admin/events/1
- 3. Under "Import Results," click Browse and select your results file. You should see the results file path next to the Browse button now.
- 4. Click Import
- 5. Wait a bit ... big results can take a minute or so.
- 6. On the left, you should see new standings (with the same name as the
- 7. event) and new races (e.g., Elite Men).
- 8. Click on the mysterious globe icon to view the results page. It will take you to a page like: http:// [your domain]/results/2007/Road/1

9. How do promoters provide results?

Here's how it works now:

- 1. Officials/promoters download the latest member information to an Excel file.
- 2. Officials/promoters score results in Excel.
- 3. Officials/promoters email the results Excel file to your statistician.
- 4. Your statistician fixes any formatting problems.
- 5. Your statistician uploads the results to the database.

10.Is it possible to export results for submission to USAC?

Not yet. However, it's a simple Ruby programming task, and the WSBA's developer is working on it.

11. Where do categories come from?

Categories are handled very simply. The system doesn't do any processing other than saving and redisplaying categories. So it will happily take whatever you give it on the admin pages or in the results import. It doesn't do anything with upgrades or try and to update racer categories based on results.

12. Please explain that interesting categories page.

Those categories don't show up on the rider rankings page because we haven't had any results that map to those categories yet. If you go here: http://[your domain]/admin/categories, you can click on the results icon (the little piece of paper thing), and you can see all the races that use the category.

There are no races for Masters Men D. There _are_ races for Master Men D (note: no 's'), but that category needs to be mapped to Masters Men D. Just drag Master Men D from Unknown to Masters Men D in WSBA -- the next time the ranking recalculate, we'll have Masters Men D rankings for people like Steve Matson and Alastair Lockett.

13. How come the same racer is listed multiple times?

If there are two people with exactly the same name in the database, and we get a new result, the system tries to match the result with the right person by their number and their team name. But, if there's not enough to distinguish between them (say, there are two Gabe Watson-Norrises with the same team and no number), then the system adds the result to the most recently active racer. This is usually the right thing to do.

We used to "play it safe" and create a new racer when we couldn't match up a new result. But this had the bad side effect of creating many duplicates in the database.

The system/website tries to match racers on their racing number, name, and/or team. License number would work best, but it never seems to be consistently available, so the system does its best with the available information. It also tries to clean up obvious typos and misspellings.

14. How do I fix duplicate racers?

There's a Daniel Harm with full information, three results, and #12, and there's Dan Harm with no number and two results. You can combine the two by dragging the person icon next to Dan Harm and dropping it on Daniel Harm. That should put all the results under Daniel Harm and add a Dan Harm "alias" so that in the future all results for both Dan and Daniel Harm go to the right person.

15. What is a number issue-er?

16. What is the difference between events, standings and races?

It turns out that bike racers and promoters organize things in fairly complex and illogical ways. It seems logical to us, but try telling a computer about it ... So we have this hierarchy:

- Event (has a name, date, and zero or more standings)
- Standings (has a parent event, a name, a date, and zero or more races)
- Race (has a parent standings, a category, and zero or more results)

You'll see this hierarchy on the left-hand side of the event admin page. You can click to see the detail for the standings and races. Usually, the standings and event will have the same name.

There is more complex detail behind the scenes, but I am not sure you care right now? I will say that the standings idea is a hard one to grasp. A good example of where it is useful: when a TT event has several 20K races and several 40K races:

- Event: OBRA TTStandings: 20K, 40K
- Races: (Senior Men, Senior Women, Cat 3 ...), (Boys 10-12, Boys 12-14 ...)

17. How are BAR (Best All-around Rider) competitions set up and scored?

BAR points are assigned to at the standings level and the race level. They default to "normal," which is 1X BAR points.

18. How do I prevent an event from affecting BAR rankings?

There's a "BAR points" field on the event admin page. Set the BAR points to zero for any event that you don't want to count in the BAR. The results will still show up on the individual racers.

19.Does Racing on Rails support Best All Around Team (BAT) scoring?

No. It's easy enough for a programmer to extend the Competition class to support new competitions like the BAT, but it's definitely a programming task.

20.Can I create additional multi-event competitions?

Yes, though it's a pain. If you create several results with the same name, the system will notice and ask you if you want to create a "parent" series or multi-day event.

When importing a schedule at the beginning of the year, it will try to do this automatically.

They key is for all the names to match exactly. Once the child events are connected to their parent, you are free to change the names.