



## **Deeside Orienteering Club**

### **Colour Coded Events – Planners' Guidelines and Hints**

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## Planners Guidelines

### 1. Introduction

This is a brief guide to planning colour coded events. It concentrates on the specific requirements for Deeside events rather than the detailed principles of good course planning, although a summary of the “basics” is given in Section 6. Planners are advised to read Graham Nilsen's excellent guide to Course Planning (Ref. 1) and further detailed information provided on the British Orienteering website (Ref. 2). The novice planner should also seek advice from their controller/organiser if they need further guidance.

There seems to have been a revolution over the last few years in the way orienteering planning is undertaken. Even at comparatively small scale events, competitors expect a minimum of the following planning requirements:-

- Electronic punching (SI system used for Deeside events)
- Courses planned using computer based software (CONDES favoured by Deeside)
- The provision of overprinted maps rather than master maps
- Description sheets printed on the map
- Waterproof paper used for overprinted maps

All DEE events now use the above systems and this current version of the Planner's Guidelines updates the previous report to bring the advice in line with the current systems used when planning. However, it must be remembered that no matter how sophisticated the tools now available, it is the quality of the courses provided to challenge the competitor that continues to be the most important aspect of the Planner's responsibilities.

The different responsibilities of the Organiser and Planner at a Level C or Level D event are set out in the table below:-

<b>Organiser</b>	<b>Planner</b>
Recruit helpers	Devise courses
Ensure equipment gets to the event	Arrange for maps to be printed
Put up direction signs	Put out controls
Set up registration, start, finish, refreshments	Collect in controls
Ensure car parking provision and toilet facilities are sufficient	
Handle financial aspects of the event	

Sometimes it is the responsibility of the Organiser to arrange permissions for the area being used but this is often done centrally by a member of the Deeside Committee. In addition the increase in use of computers for orienteering events has led to the recognition that an additional official is required at an event – the “SI Coordinator”. In addressing the more technical aspects of the event, the Planner will often be dealing directly with the SI Coordinator, although it is always vital that the Organiser is kept fully informed.

The Controller has overall responsibility for representing the interests of the competitor. In larger events the Controller will be a member of a different Club, or even a different Region, in order to maintain independence, although for summer evening events the Controller will usually be appointed from amongst the experienced ranks of Deeside members. The Controller will check that courses and controls are fair and that the organisation of the event is efficient and not likely to produce any safety issues. For Summer Evening Events the Controller will often assume the role of “mentor” to a less experienced Planner in order to help develop their skills.

### 2. Timing

A rough timetable for a colour coded or evening event is given below:-

8 weeks before event	Think about courses and agree course length with Controller. Start armchair planning
7 weeks before event	Visit area and look at potential control sites – features on the ground can often be far less significant than expected! Remember that vegetation can

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	change very significantly in the next 7 weeks. Think about the location of Start and Finish and agree these with the Organiser (these are dictated to a certain extent by the location of the Car Park).
5 weeks before event	Produce draft courses and let the Controller have a look at them. Obtain the control numbers of SI boxes that Deeside has at present
3-4 weeks before event	Finalise courses, agree these with Controller and tape the control sites Provide Organiser with details of courses being offered, course lengths etc.
2 weeks before event	Send electronic copies of the final versions of the courses to the Controller for approval. Agree the number of maps to be printed for each course with the Organiser and Controller. Arrange for the maps to be printed
1 week before event	Collect planning equipment from previous event (see Section 9). Check the tick list in the black and yellow storage boxes to be sure that all controls are present and correct. Sometimes, the planner at the previous event will have been able to do this when controls were collected in: if not, you do it the next morning, and phone the previous planner if any controls have been left out in the forest. Clear backup memory in Clear, Check, Start and Finish controls (may have already been done by SI Coordinator at end of previous event, but better to do it twice than to miss it). Satisfy yourself that controls do not need to be re-synchronised. If re-synchronising is needed, arrange this with the SI Equipment Manager. Provide SI Coordinator with files required to load courses into Autodownload, and provide Routegadget uploader with files required to load RouteGadget onto the Club web site. See Appendix 3.
On the day	Put out controls Provide Organiser with maps (if not previously done so) Deal with missing controls boxes and flags if problems arise. Collect controls after event

### 3. Event Information

Every area should have a file and the Organiser will probably need to get this first if permissions have to be obtained at an early stage. The file should have copies of recent courses run on the area and these can be used to avoid repetition of courses offered in the past. The results of previous events on the area can also be obtained from the Deeside web site and courses may be viewed from RouteGadget. The approximate times taken for courses on the area in the past can be used to aid assessment of lengths required but remember that changes in vegetation can dramatically affect running speeds.

After the event please liaise with the Organiser to complete the file, adding details of courses, copy of results, any relevant correspondence, updated map corrections, any noted deficiencies on the map, and return promptly to the Fixtures Co-ordinator. The organiser usually handles the financial aspects of the event. If you have incurred reasonable expenditure (e.g. travel expenses) provide details (including receipts) to the organiser as soon as possible so that you can be reimbursed.

### 4. Types of Course

Typically, Deeside Local Evening [Level D] Events comprise five to six courses (Schools Events or full District [Level C] events may have different requirements).

- Yellow
- Orange
- Light Green
- Red or Long Yellow [this may not be offered for some events]
- Green
- Blue

N.B. Planning 6 colour coded courses in Wales means that we attract a higher levy rate from WOA than if there are just 5 courses. For example, 96 competitors at the Northop SEE 2010 attracted a total levy of £6.00 as there

were 5 courses available, 99 competitors at Big Covert SEE 2010 attracted a total levy of £39.30 as there were 6 courses (the red course only had 1 competitor!).

Check with the event Organiser as to what courses have been advertised as being available. Further details relating to length & difficulty of the different colour coded courses are given in section 6.

## 5. Sites of Start and Finish

It helps if you can site the start and finish close together and relatively close to the Car Park so that you can keep an eye on them without dashing all over the place.

## 6. Planning Colour Coded Events

The notes below are provided as preliminary advice to the Planner. It is recommended that the Planner read thoroughly through Refs. 1 and 2, both of which provide excellent detailed advice, before starting the planning of courses. In Ref. 2 there are various links to documents provide by Barry Elkington, which describe the characteristics expected of each type of colour coded course.

It is also important that the Planner is aware of the Rules of Orienteering [Ref. 6] and, in particular, the Guidelines for planning colour coded events [Ref. 7-9]

### Types of Event

Colour coded events are cross-country orienteering competitions intended to cater for all levels of orienteering ability. Courses are designated by colour, where each colour represents a certain level of technical difficulty (generally the darker the colour the longer or harder the course). This ensures a consistency of course standards between events so that someone entering an Orange course one weekend will be able to enter an Orange course the following weekend confident that the physical and technical standards will be similar.

A youngster would be expected to start on either the white or yellow course, whilst an adult novice would begin with Yellow, Long Yellow, Orange or Red course depending on his or her confidence and physical fitness. A competitor's progression can then be made either towards longer courses with the navigation remaining relatively simple, or on to technically difficult courses up to the appropriate length for his or her fitness.

### Principles of Good Course Planning

The orienteering course should be designed to test the ability to navigate accurately across unfamiliar terrain as quickly as possible. Alas! The majority of areas available for Deeside planners can hardly be described as "unfamiliar terrain" to many Deeside members. Nevertheless the Planner should try and ensure that each course provides an appropriate level of difficulty that will test the skills needed for that course.

Courses should at all times be "fair". Orienteering is not a game of 'hide and seek', so don't try and hide the control in the middle of bracken or brambles, behind trees etc. When the orienteer has navigated to the feature on the description sheet then the control flag should be immediately visible. Luck should not play any part in finding the control. One of the most common mistakes is to locate the flag in the bottom of a pit, hundreds of metres away from the nearest attack point. These are called "bingo controls" - a person punching at the control as you approach will give away the location, whereas if there is nobody at the control it is just luck whether or not you 'hit' it first time. "Bingo" controls should be avoided, even if it means making the control easier by raising the level of the control flag so that it is easier to see.

For evening events try to plan courses towards the lower end of the range of 'expected times' (you don't want to be collecting in controls in the dark!).

Try to avoid the worst of the brambles, nettles, brashings etc. when planning courses. The competitors will not appreciate it if you don't – and besides you have to put the controls out in the first place!

### Colour Coded Courses

A summary of the expected length of each course, the technical difficulty (see Ref. 1 for details of the scale used to measure difficulty) and the range of time over which most competitors should finish are given in the table below. The British Orienteering website provides guidance on how to plan appropriate courses for each colour standard – see Ref.2.

Course	Technical Difficulty	Distance (km)	Expected Time (most competitors) (mins)
White	1	1.0-1.9	15-35
<b>Yellow</b>	<b>2</b>	<b>2.0-2.9</b>	<b>25-45</b>
Long Yellow	2	3.5-7.5	35-60
<b>Orange</b>	<b>3</b>	<b>2.5-3.5</b>	<b>35-60</b>
Red	3	5.0-7.0	45-75
<b>Lt Green</b>	<b>4</b>	<b>3.0-4.0</b>	<b>35-60</b>
<b>Green</b>	<b>5</b>	<b>3.5-5.0</b>	<b>45-75</b>
<b>Blue</b>	<b>5</b>	<b>5.5-7.5</b>	<b>55-90</b>
Brown	5	8.0-12.0	65-105

Courses recommended for Evening Events are highlighted in bold within the above table. In addition a Long Yellow or Red course may be offered. Further details on degree of difficulty for colour coded courses are given below.

#### White Course

A very simple introduction to orienteering. There should be no route choice and there should be a control on each point at which the competitor has to make a significant decision (e.g. a change in direction). All controls on easily identifiable line features linked by paths or tracks.

Length: 1.0 to 1.9 km                      Expected time for most competitors: 15 – 35 mins  
 Technical difficulty: 1                      Level: Easy – novice

#### Yellow Course

An easy course on which no one should get lost. It should aim to encourage newcomers to continue to orienteer. All controls should be on easily identifiable features like tracks, streams, and fences and should be linked by obvious line features such as paths or field edges. There should be no route choice on a yellow course.

Length: 2.0-2.9 km                      Expected time for most competitors: 25 – 45 mins  
 Technical difficulty: 2                      Level: Easy – novice

#### Orange Course

This is a step up from yellow though technical and physical difficulty should still be easy to moderate. It should encourage more map reading, introduce some route choice and allow, though not demand, some use of a compass. The course should reward those prepared to navigate off line-features. The controls should still ideally be on or near line features though these could be less easily definable e.g. earthbanks, marshes, gullies. If point features or contour features are used they should be prominent with good attack points.

Length: 2.5 to 3.5 km                      Expected time for most competitors: 35 – 60 mins  
 Technical difficulty: 3                      Level: Easy/medium - progressing

#### Red / Long Yellow Course

This course is aimed at older, fitter or more confident novices who want a longer run – e.g. club athletes or fell runners. Controls should be of the same degree of difficulty as the yellow (long yellow) or orange (red) but longer legs can be introduced and slightly more physical challenge.

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Length:	3.5 to 7.5 km	Expected time for most competitors:	35 – 60 mins
Technical difficulty:	2/3	Level:	Easy/medium – progressing

Light Green Course

This is a step up from orange though technical and physical difficulty should still be moderate. It should encourage more map reading, introduce some harder route choice and allow the use of a compass. This is a difficult course to plan as it is trying to encourage youngsters with limited experience to progress successfully to a higher level of technical difficulty. Most of the Deeside areas do not offer courses greater than TD4 difficulty. Try and ensure that the physical difficulty is not excessive (e.g. keep out of areas with high undergrowth).

Length:	3.0-4.0 km	Expected time for most competitors:	35 – 60 mins
Technical difficulty:	4	Level:	Medium - progressing

Green Course

The green course should be as hard technically as the blue or brown courses, demanding fine compass and map reading techniques, but with shorter legs and shorter in length. Controls should be on point or contour features. It is unlikely that you will be able to plan legs of TD5 on a Deeside area.

Length:	3.5 to 5.0 km	Expected time for most competitors:	45 – 75 mins
Technical difficulty:	5	Level:	Hard - experienced

Blue and Brown Courses

These should be technically difficult, demanding fine compass and map reading strategies to point features away from obvious attack points as well as sophisticated route choices. The brown course should be physically tougher than the blue as well as longer. It is unlikely that you will be able to plan legs of TD5 on a Deeside area.

Blue: Length	5.5 to 7.5 km	Expected time for most competitors:	55 – 90 mins
Brown: Length	7.5 to 10.0 km	Expected time for most competitors:	65 – 105mins
Technical difficulty:	5	Level	Hard - experienced

**7. Description sheet guidelines**

The description sheet for each course should be produced using the CONDES software and printed on the competition maps. Further guidance on the production of description sheets is given in Ref. 5 & 8.

The following points should be noted for use at Summer Evening Events:-

- Written (text) description sheets should be used for courses with technical difficulty 1-3, i.e. White, Yellow, Long Yellow, Orange and Red. All other courses should use pictorial (IOF) descriptions
- Remember to include the description of where the start flag is located.
- Where a course crosses a road, insert, “Take care crossing road” at a relevant gap between descriptions
- Tell competitors what to do at the end, e.g. “Follow tapes/Navigate 50 metres to the Finish
- Include the phrase “You must report to the Finish”
- Include the time that the course closes

**8. Production of Maps**

Courses for nearly all events are now produced electronically with an OCAD base map together with use of planning software. CONDES is the planning software recommended for Deeside events and in compiling this set of Guidelines it is assumed that CONDES will be used.

The first stage is to obtain the most up to date OCAD map file from the Mapping Coordinator. For some areas (in particular Delamere) the overall area may be divided into a number of sub-areas. If changes are made to one of these sub-areas, it is vital that they are also incorporated into the master version of the overall OCAD file for the complete forest. The Planner is advised to consult with the Map Coordinator concerning how map updates should be undertaken.

It is useful to print off a copy of the map and at a relatively early stage visit the area to identify any significant changes since the map file was last updated. The process of updating maps needs to be strictly controlled and, once again, the Planner is recommended to contact the Mapping Coordinator if significant faults are identified with the current map.

Please refer to Appendices 1 & 2 for more details regarding the Mapping Coordinator and the control of map updates.

Graham Nilsen has provided an excellent guide to the use of CONDES – see Ref.5. Rather than try and duplicate the information in this set of guidelines, the Planner is recommended to work to Graham's report (which is loaded on the Deeside website).

## 9. Equipment

Master OCAD files are available from the Map Coordinator. The control boxes, plastic plates, canes & control flags are held by the Club SI Equipment Manager. For evening events the equipment is passed from the organiser to organiser and planner to planner, please make your own arrangements with the previous week's organiser (the convenient method is for you to attend the previous week's event and volunteer to bring in controls!).

For Summer Evening Events it should generally be acceptable to pass controls from event to event without re-synchronising them, as they are unlikely to get out of synch by more than a few seconds. However, you should arrange to get all the controls re-synchronised if any of the following applies:

- Using more than one Start control – *controls must be exactly in synch, otherwise results will be wrong*
- Using more than one Finish control – *ditto*
- One or more very short legs (including last control to Finish) – *if controls are significantly out of synch, splits times may be obviously unrealistic, for example negative run-in times*
- Using controls from other clubs – *controls may have been synchronised to a different time from ours*
- Using controls which have been lent out to another club – *that club may have synchronised them to a different time*
- Always for level A, B or C events – *likely to be using multiple start and/or finish controls; in any case, all controls should be exactly synchronised for this level event.*

If none of the above applies, controls should stay sufficiently in synch for several weeks; the SI Equipment Manger will check and re-synchronise all the controls part-way through the Summer Evening season.

The key things to remember when re-synchronising are:

- ALL controls – Clear, Check, Start, Controls and Finish – must be re-synchronised from the same SI Master Station
- If doing a re-synchronisation, do it to ALL the controls. If you re-synchronise just one control, it will inevitably then be out of synch with all the others.

In some areas, which are prone to vandalism, it is necessary to “gripple” [i.e. using thin wire to secure the control box in place] control boxes to a fixed feature. This may limit the choice of control sites to ones near to trees or concrete posts. The description of the control should reflect the exact location, rather than its position if there had been a convenient tree present! Remember to pass the gripple wire through the hole of the control box

and not just through the hole in the plastic base plate. In arranging to pick up controls from a previous event remember to check whether or not they are using lockable controls.

## 10. Controls and Control Boxes

We currently (April 2011) have controls numbers 181-199 and 220-252. If in doubt, check with the SI Equipment Manager for the list of current codes.

Keep some extra control boxes spare on the day, in case of vandalism. Remember that you will need a control flag to hang at the location of the start triangle marked on the competition maps. Also a control flag should be hung from the stake on which the Finish control box is mounted.

“Gripping” of control boxes should be used for locations subject to vandalism – see Table below. Bear in mind that stolen controls cost £100 each to replace.

Normal Controls	“Gripped”Controls
Bickerton	Arrowe Park
Delamere (selected controls gripped)	Birkenhead Park
Frodsham Hill (selected controls gripped)	Caldy Hill
Halkyn Mountain	Eastham
Little Budworth	Eaton Park
Marbury (selected controls gripped)	Riveacre
Pettypool	Runcorn Town Park
Primrose Hill	
Thurstaston – (selected controls gripped)	

## 11. Putting out Controls

One or two people. Allow yourself ample time – 10 controls per hour is a fair average although this will depend on how compact is the area you are using.

### Equipment

- Control boxes
- Plastic plates on which to mount the control boxes
- Tent pegs to secure the plastic plates to the ground
- Control flags
- Canes – flags may be pre-mounted on canes
- String/scissors
- Elastic bands
- PVC Tape

One efficient way of reducing time on the day is to pre-assemble control boxes onto plates prior to the event. These can then be sub-divided into different geographic sections of the area and taken to the forest in separate large carrier bags with the appropriate number of control flags.

The Organiser normally takes responsibility for the putting out the Start, Clear, Check and Finish SI control boxes.

## 12. Collecting in controls

Two or more people. The Planner should pre-draw the collection areas/control sites, on spare maps, so that the job can be spread evenly and carried out efficiently. Remember to collect in the coloured pieces of tape that have been used to mark the control site.

When you put the controls away in the black and yellow storage boxes, if it is still daylight and you have the time, tick them off against the list in the box so that you are sure that all the boxes have been collected. If it is dark and you are not able to do this check, the planner for the next event will do this the next day and will phone you if any controls have been left out in the forest.

It is worth taking out a few spare thick elastic bands in order to keep the canes together during the collection.

### 13. References

1. "Course Planning" by Graham Nilsen © British Orienteering Federation February 2006  
[http://www.britishorienteering.org.uk/images/uploaded/downloads/planners\\_courseplanningguide.pdf](http://www.britishorienteering.org.uk/images/uploaded/downloads/planners_courseplanningguide.pdf)
2. British orienteering – Advice to Planners  
<http://www.britishorienteering.org.uk/page/planners>
3. Notes to Planners in use of SI Controls  
<http://www.deeside-orienteering-club.org.uk/resources/Planners%20SI%20Master%20Instructions.pdf>
4. Creating Files to send to SI Coordinator and Route Gadget before the event  
<http://www.deeside-orienteering-club.org.uk/resources/Planners%20notes%20for%20CONDES%20Course%20Setting%20output%20files.pdf>
5. Graham Nilsen's guide to use of CONDES  
<http://www.deeside-orienteering-club.org.uk/resources/CONDES8InstructionsNilsenVersion1109%5B1%5D.pdf>
6. BO Rules of Orienteering 2011  
[http://www.britishorienteering.org.uk/images/uploaded/downloads/events\\_rules.pdf](http://www.britishorienteering.org.uk/images/uploaded/downloads/events_rules.pdf)
7. BO Rules: Guide to Course Planning  
[http://www.britishorienteering.org.uk/images/uploaded/downloads/events\\_appendix\\_b.pdf](http://www.britishorienteering.org.uk/images/uploaded/downloads/events_appendix_b.pdf)
8. BO Rules: Guide to Control Descriptions  
[http://www.britishorienteering.org.uk/images/uploaded/downloads/events\\_appendix\\_a.pdf](http://www.britishorienteering.org.uk/images/uploaded/downloads/events_appendix_a.pdf)
9. BO Rules: Guideline to Long Distance Events  
[http://www.britishorienteering.org.uk/images/uploaded/downloads/events\\_guideline\\_b.pdf](http://www.britishorienteering.org.uk/images/uploaded/downloads/events_guideline_b.pdf)

## **Appendix 1: Guidelines for Revision, Use and Printing of Maps**

### Planners

Get master computer map file (OCAD file) from Mike Smithard and use this in conjunction with the CONDES course planning software to plot out the courses.

During the planning process, the planner may feel it is necessary to make map corrections. Please see notes below entitled "Mappers".

When the controller has agreed the courses with the planner the planner should arrange the printing with Robin Tilston. We do have a 2<sup>nd</sup> printer that resides with Tim Palmer.

Numbers of maps printed for an event should be calculated by considering the number of competitors on each course at previous events. Results from previous seasons can be found on the Deeside website ( [www.deeside-orienteeing-club.org.uk](http://www.deeside-orienteeing-club.org.uk) ) under 'Club Events' of the 'Results' section.

Please also check 2 new documents online, under 'Event Resources' for Planners & Mappers in the Resources section of the website, called 'Background Information' & 'Flow Diagram' (attached as Appendix 2).

### Organisers

If there are sufficient surplus maps at an event, additional maps may be sold at 50p each.

### Mappers

No surveying to be undertaken without the written agreement of Committee.

Mileage may be claimed, currently at 21p/mile; other expenses must have the written, prior agreement of Committee.

Maps will not be revised unless significant changes to the area have taken place, or there are specific needs for a particular event, and Committee has agreed to a new version.

### Printer

All maps printed should show the date of the most recent revision.

Receipts for expenditure on consumables must be submitted to the Treasurer for payment.

Revised by Sheila Hills March 2011

## Appendix 2: The Map Co-ordinator

Mike Smithard has recently offered to resume his previous role as Map Co-ordinator and the Deeside Committee has happily agreed for him to do so. This means that Mike will be in charge of maintaining the stock of Deeside map files - he will be the **only** source of maps for anyone wishing to plan on, or re-survey, an existing map and must be sent the file and a hard copy of the map after any changes have been made. As he will also register maps (so that mappers are insured by British Orienteering) anyone intending to survey a new area should also contact Mike before starting work.

Mike's article below sets out an overview for ensuring accurate production of event maps; a flow diagram showing the various processes has been added to the Planner's Section on the Resources section of the DEE website and it is included on the next page.

Barry Barnes

### Quality Control for Event Maps

When CAD took over from pen and ink and razor blades in drawing offices and orienteering mapping, it quickly became clear that there was an issue with document/drawing control as changes were easily made, possibly by many people, and not easily tracked with what was 'right' becoming 'wrong' or 'different' and several versions of drawings/maps in circulation all being called the same thing either in their filename or the version number on the drawing/map.

Checks also had to be made that correct versions of parts of projects were being used in the assembly of the final output and files irrespective of their computer filename or quoted version number.

If you are still with me, you may see the application of the above issues applying to both Deeside maps and event maps (those with courses on).

The naming and filing of maps is crucial – the demarcation between superceded, current, draft updated and final updated (which then becomes current) versions has to be clear.

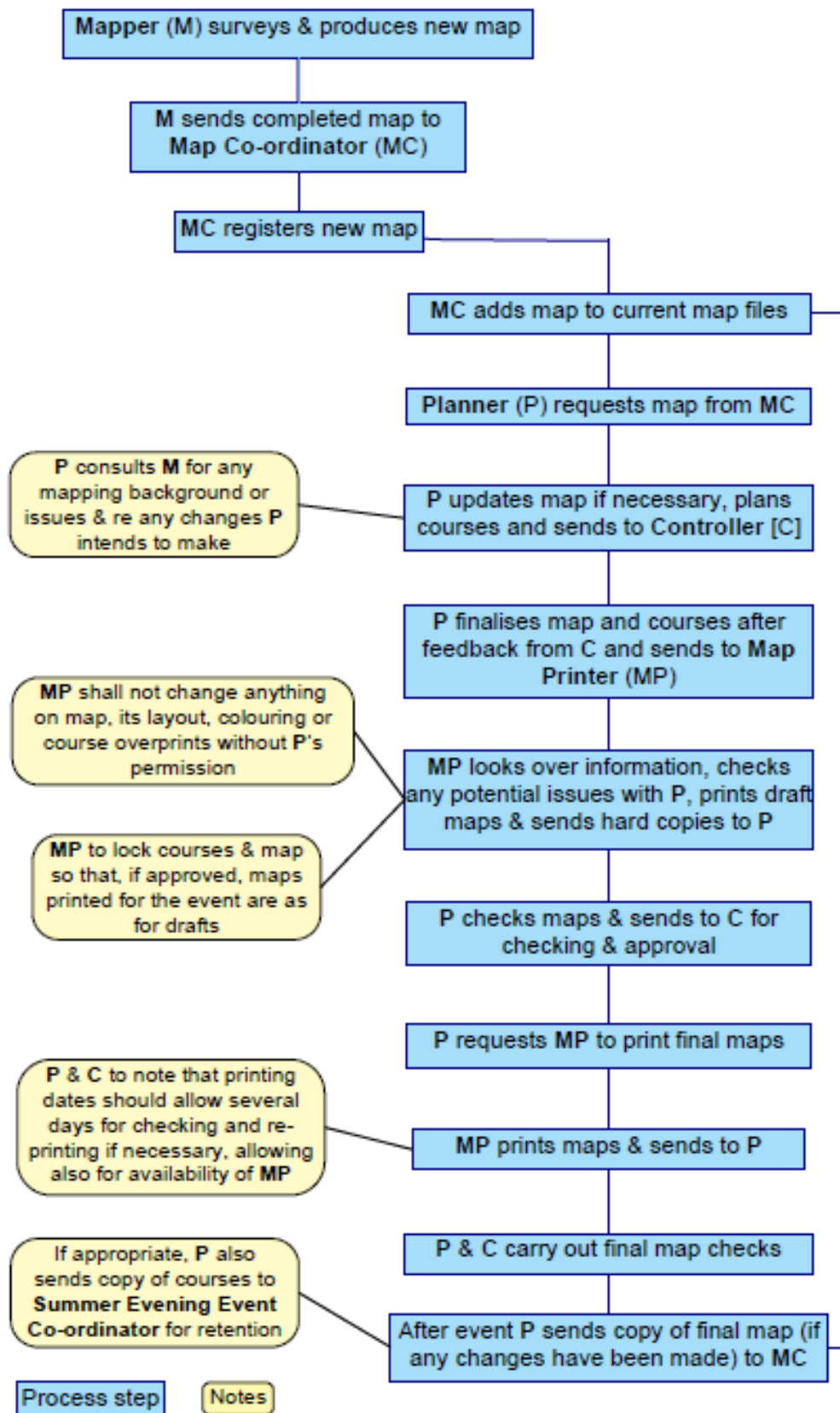
In the drafting and updating of courses, amending/cutting lines, circles and numbers, adding descriptions, adjusting the map layout to suit – all toing and froing between planner and controller and then map printer – there are many possibilities of slips and re-doing of material needing further checking. And then the final printing – does it match the approved drafts?

Whatever the process and care in providing the event maps used on the day, it is the planner's and controller's responsibility that they are correct – and it is the controller's final say as the competitors' representative in the event organisation as to whether they are acceptable.

On the assumption that all an event's maps may need re-printing, it seems sensible that they are printed in time so that they can be checked by the planner and then passed to the controller in the appropriate timescale. They both need to see all maps to be used not just the top copy of each course – print runs can be interrupted, colours may go off, paper slip might occur or print numbers might be wrong. Whatever checks are done beforehand, this is, as far as the competitors and Deeside's reputation are concerned, the only one that counts.

Mike Smithard

**Flow Chart for Event Planning & Map Printing**  
Version 3: 09-11-2010



### Appendix 3: Files to send to SI Coordinator & RouteGadget before an event

**Assumptions:** the Planner is using CONDES for course setting; the event is being run using AutoDownload; RouteGadget will be used.

File	How to produce it	Send it to	Notes
Courses  (using CONDES)	Export   Export event data   IOF XML format  Now you get a window called "Export course data as XML" <ul style="list-style-type: none"> <li>• Select All</li> <li>• Export</li> </ul> Now select the filename you want to export to: it will have a name like <i>eventname_coursedata.xml</i>	(1) SI Coordinator	This is how AutoDownload gets the courses. Send in time for SI Coordinator to set up the event.
		(2) Bob Elmes	This is how RouteGadget gets the courses. Send before event.  See note 2 below.
Map  (using OCAD9)	Produce a map of the area, including borders and title, but without any controls. gif format is probably best, but jpeg is OK.  File   Export In the Export window, select <ul style="list-style-type: none"> <li>• GIF</li> <li>• Resolution 150dpi</li> </ul> OK  Now select the filename you want to export to: it will have a name like <i>eventname.gif</i>	Bob Elmes	This is how RouteGadget gets the map. Send before event.  See note 1 below.

1. In order to help with RouteGadget controls-to-map fitting, please can you use OCAD to put 2 registration marks on the map, in diagonally opposite corners of the map (preferably in the margin outside the mapped area, but inside the border). Then in CONDES, put extra controls 31 and 32 on these 2 registration marks (zoom in to see them properly); but do not use these 2 controls in any course. This will make it much easier for the RouteGadget person to fit the controls to the map quickly and, more important, accurately. For an example of a map with this, see the RouteGadget map for Pettypool SEE 2009. You will see the registration marks as cross-hairs on the map at top right and bottom left corners; but you can't see the controls, because they are not used by any course.
2. If you are using Crossing Points (without controls) in CONDES, please produce a separate version of the coursedata file **without the crossing points** for the Routegadget person. This is because, whilst Autodownload knows to strip out crossing points when it imports the course data, Routegadget doesn't and falls over if there are crossing points in the file that it imports.