

Pre-entries for a Regional event using MDOC Web Event Entry System and OE2003 Event System

This document aims to list the (mostly computer-related) tasks for taking pre-entries.

It is based on my experience of taking pre-entries for the postponed Delamere Trophy Regional Event in Feb 2007, so hopefully it is fairly complete as regards that part of the process. **Other sections (setting up the event in OE2003, running the event on the day, tasks after the day) are my best guess based on little knowledge, so will need lots of input from other people to make them complete.**

It assumes use of the MDOC Web Event Entry System before the event, and OE2003 Event Software with SI punching on the day.

There are 3 columns:

1. Task. This identifies **what** has to be done. It does not attempt to describe **how** to do it (other than who does it and on what system). If it is felt useful to have a document describing how to do each task (or selected tasks), that could be done in another, more detailed document.
2. Responsible. This is the role name of the person who carries out the task (e.g. Organiser, Entries Secretary, etc.). In some cases, where this is currently always one individual, they are named. If this document is used as a basis for a future event, it may be useful for the Organiser to take this list as a starting point, and when roles are allocated to individuals then those individuals' names could be substituted in this column, making it event-specific.
3. Using What System. What system the task is carried out on. E.g. MDOC (the MDOC Web Event Entry System), or OE2003 (the OE2003 Event System).

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Task	Responsible	Using what system
Taking pre-entries		
Create event on MDOC	Entries Secretary / Computer Team Leader / Tim Palmer in liaison with Organiser / Planner	MDOC
Set up link to MDOC event	Webmaster (currently John Hammond)	DEE web site
Enter online and pay by card	Competitor	MDOC
Process payments and send monthly cheque to Entries Secretary	MDOC (Sue Burkinshaw)	MDOC
Check the monthly cheque from MDOC & pass to Treasurer	Entries Secretary	MDOC
Enter offline and pay by cheque	Competitor	Post to Entries Secretary
Process offline entries	Entries Secretary	MDOC
Enter offline and pay by cheque	Helper	Post to Entries Secretary
Process offline helper entries	Entries Secretary	MDOC
Set up the event in OE2003		
Set up event in OE2003 (this section needs breaking down into subtasks)	Computer Team Leader in liaison with Planner	OE2003
Programme the control boxes	Planner (probably assisted by Computer Team Leader)	SI Config or SI Manager
When pre-entries have closed		
Dump competitors in OE2003 format	Entries Secretary	MDOC
Load competitors into OE2003	Entries Secretary	OE2003
Allocate start times	Entries Secretary and/or Computer Team Leader	OE2003 or Excel
Print Special Requirements for start times	Entries Secretary	MDOC
Modify allocated start times for special requirements	Entries Secretary	OE2003
Format start times for web site	?	?

Task	Responsible	Using what system
Post final details and start times on web	Webmaster (currently John Hammond)	DEE web site
Print final details and start times for postal distribution	Entries Secretary	DEE web site ?
Post final details and start times to competitors who requested them	Entries Secretary	Royal Mail post
Check discounted entries for errors by competitors & chase them up	Entries Secretary	MDOC
Event Day		
Process EODs	SI team	OE2003
Runners go out there and run		
Download results	SI team	OE2003
Print results for display	SI team	OE2003
Event Day evening, or asap after that		
Format results for web	Webmaster (John Hammond) (or possibly Computer Team Leader)	OE2003
Post results on web	Webmaster (John Hammond)	DEE website
Asap after Event Day		
Print results for runners who requested them	Entries Secretary	
Post results to runners who requested them	Entries Secretary	
Email event files to John Hammond	Entries Secretary	Email
Format results for BOF rankings	Webmaster (John Hammond) (or possibly Computer Team Leader)	Utility available from BOF website
Send results to BOF	Webmaster (John Hammond) (or possibly Computer Team Leader)	BOF Website
Total EOD monies and pass to Treasurer	?	?
Get figure for what the EOD monies should be and pass to Treasurer	?	?
Batch up cheques for postal entries, reconcile to MDOC system, pass to Treasurer	Entries Secretary	MDOC

Task	Responsible	Using what system
Receive final cheque for online entries, reconcile total online entries to MDOC system, pass to Treasurer	Entries Secretary	MDOC