

SI Coordinator Checklist – at start of each event

1. Connect all kit – use diagram with each laptop. Use laptops as follows:
 - DEE-PRIMROSE Server, download
 - DEE-DELAMERE Hire card issue (maybe 2nd download later on)
 - DEE-PETTYPOOL Live Results (keep away from other laptops)
2. Check that laptops are getting AC power (power management icon in system tray).
3. Check that correct event is selected.
4. Under Modify Event, check that
 - Earliest Punch Time is correct
 - Print Splits Automatically is ticked
 - Splits Advertising is set up
5. On each Download machine, Download | Automatic, manual on error or mispunch. Check that
 - Master Station connects to laptop
 - You can download a dibber and it
 - i. Reads OK
 - ii. Prints the splits OK
6. On Hire Card Issue machine, Entries | Add Entry by Punch. Check that
 - Master Station connects to laptop
 - You can read a hire dibber
7. If using printed results, print 1 set of results to make sure the printer is working OK.
8. Then delete the competitor that you created when you did the download.
9. Optionally
 - Download Planner's SI card to check controls are correct
 - Then delete the competitor you created to do that
10. Clear Backup on all download stations

SI Coordinator Checklist – at end of each event

1. Make a final backup.
2. Clear Backup on all Clear, Check, Start stations (ready for the next event).
3. If you are handing on the laptops to the next SI Coordinator and you are not going to restore the event to your home PC, this is your only chance to produce event results, so make sure everything is right, then put the following files onto your USB memory stick:
 - a. Export xml results for RouteGadget
 - b. Export html results for website
 - c. Export colour standard results for website
4. Pass on SI kit, either to next SI Coordinator or to Chris Calow, filling in “Taken away by” column in SI Coordinator Inventory for each item.
5. At home: Scan in SI Coordinator Inventory, which now shows who took each item of kit away, and email it to Chris Calow and next SI Coordinator.