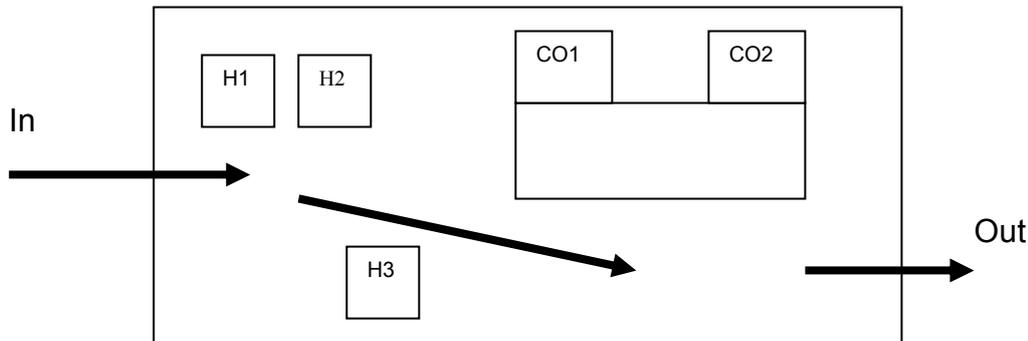


# Cheshire and Merseyside Orienteering Schools League

## Ecard Hire and Ecard Registration Process Notes

This process has been revised and tuned over the course of the first two SL seasons using SI equipment. School groups tend to arrive at the same time it can put a great strain on certain areas due to the volume of people wanting to hire ecards. The following process is strongly recommended to reduce queuing time and process ecards efficiently.

### Tent Layout



### Timing

- The computer stations and ecard hire need to be ready for 9:45.
- Ecard hire will be busy from 9:45 till about 10:30 when all of the school groups should have past through.
- Ecard hire and collection can be dealt with by one person after about 10:30.

### Ecard Hire process

1. Runner presents hire token to ecard hire and SL member ID card to helper 1
2. Helper 1 (H1) selects an ecard and reads out the ecard number and the SL member ID number.
3. Helper 2 (H2) writes the member number against the ecard number on the sheet provided.
4. Helper 1 gives the ecard and returns the membership card to the runner.
5. Runner then proceeds to the computer desk and puts ecard into the down load box. The computer recognises the ecard. The runner presents his ID membership card to the computer operator who types in the number. The computer programme will identify the runner from the ID number. As a check the computer operator states the name that the runner who should confirm it is correct. Membership card returned to the runner.

### Notes

- Two computer operators (CO1 and CO2) both work independently to register the cards against the runner.
- Helpers 1 and 2 sit on chairs (no desk required) H2 needs a clipboard with pre-printed sheets with ecards numbers.
- Helper 2 writes the ID membership no. only. No need to write down the name unless they are not SL members.
- Helper 3 controls the flow moving runners through to the computer desk and deals with enquiries.
- Anyone who is not registered with the schools league and needs to be registered should make themselves known to helper 3 who will direct them to one of the computer operators.