



RaceBuilder©

by Dierk Seeburg
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This is the Tutorial for RaceBuilder©. RaceBuilder© is a Filemaker Pro™ software package geared towards race directors for managing sports events like 10Ks, bike races, triathlons and many more. Please read the documentation accompanying the RaceBuilder© software package and this file for further information.



Contents

1. What do I need to run RaceBuilder©?
2. Working with Filemaker Pro™
3. Installing RaceBuilder©
4. Starting and quitting RaceBuilder©
5. Networking RaceBuilder©
6. Navigating RaceBuilder©
7. Using the built-in Help system
8. Setting up RaceBuilder©
9. Printing in RaceBuilder©
10. Working with Sponsors
11. Using PR materials
12. Working with Staff
13. Working with Volunteers
14. Setting up my first race
15. Working with my Checklist
16. Entering Entrants
17. Finding Entrants
18. Sorting Entrants

19. Working with the Race Clock
20. Posting results
21. Setting up the next race
22. Recycling Entrant Data
23. Copyright



1. System Requirements

RaceBuilder© requires Filemaker Pro™ version 3.0 or higher and about 6.5 MB disk space. Filemaker Pro™ 3.0 requires a Macintosh, 4 MB of RAM, CD-ROM or floppy drive, and System 7 or higher; or a Windows PC486 or higher with Windows 3.1 or higher.



2. Working with Filemaker Pro™

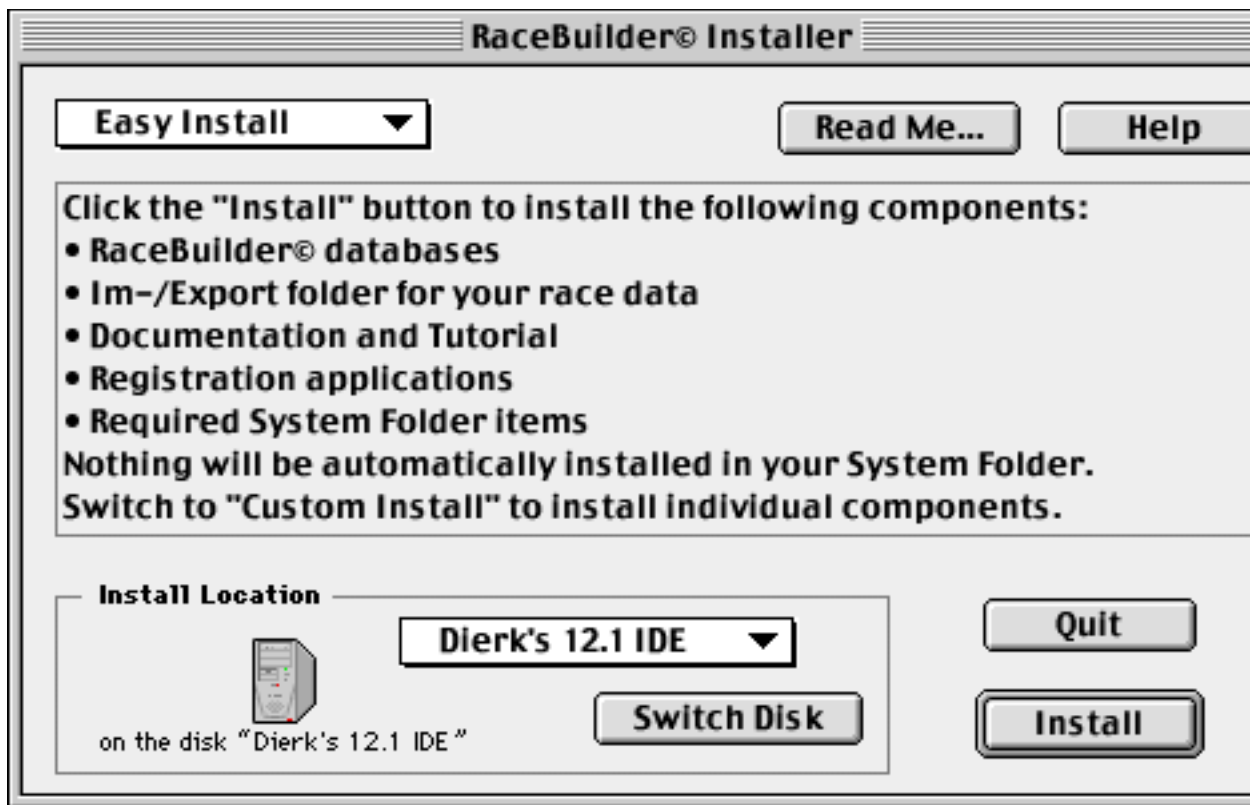
Please refer to the documentation that came with your copy of Filemaker Pro™. Note that you use the Tab key to navigate from field to field, the Return key to start a new line, and the Enter key to finish your entry.



3. Installing RaceBuilder©

First, install Filemaker Pro™ according to its installation instructions.

RaceBuilder© is distributed as a compressed archive. Decompress it using a decompression utility like Stuffit Expander™ from Aladdin Systems™. Then use the Installer to install the components you need. Use the Easy Install option when you install for the first time.



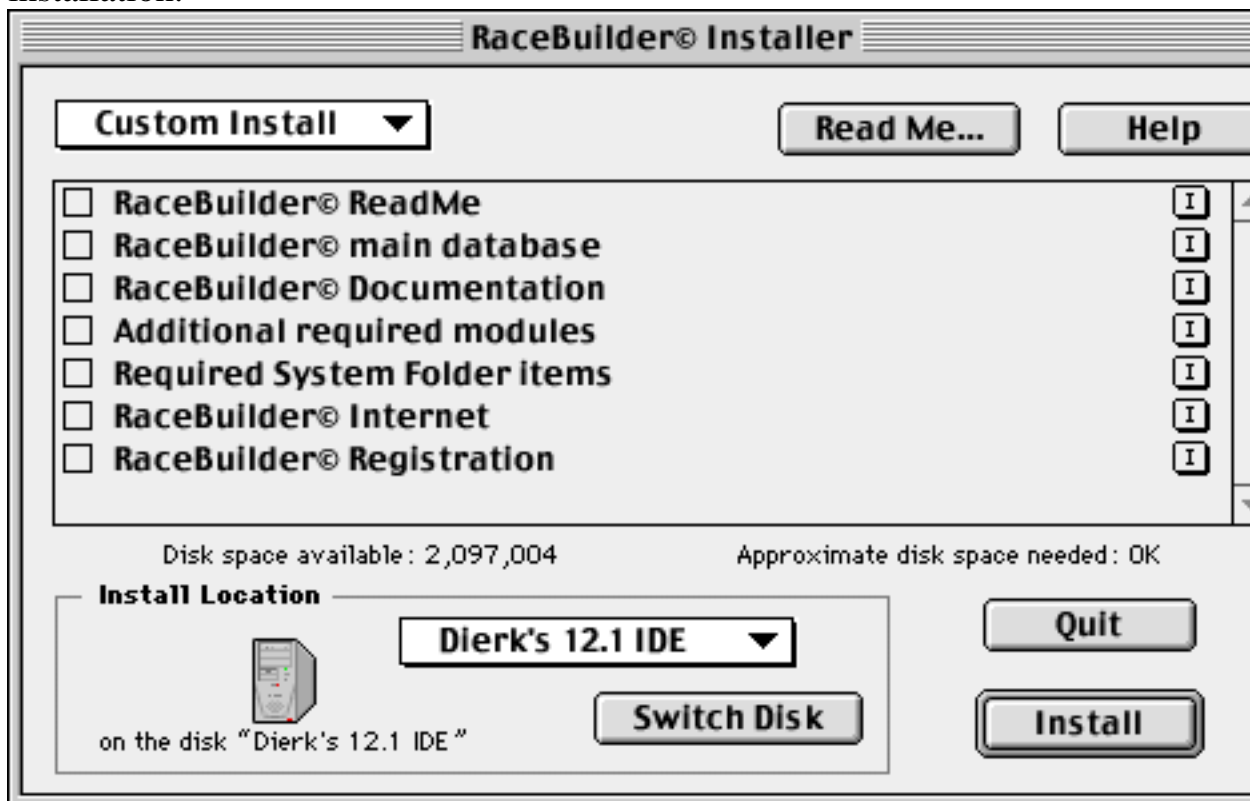
RaceBuilder® comes in a folder together with this Tutorial, a Read Me RaceBuilder® file; a folder for your imported or exported race data; a documentation folder explaining RaceBuilder®'s functionality together with a tutorial in HTML, TEXT, and PDF formats; the RaceBuilder® Registration folder with the REGISTER applications allowing you to register RaceBuilder® using your credit card via the web and via encrypted email; additional required databases; and fonts und libraries for your System folder. Use the Custom Install option to, e.g., install fresh copies of the databases or to reinstall damaged files.



4. Starting and Quitting RaceBuilder®

Starting RaceBuilder® is as easy as double-clicking the file RaceBuilder®. Quitting RaceBuilder® is done by simply closing the RaceBuilder® window in Filemaker Pro™. RaceBuilder® will not quit, if the race clock is still running. This is to ensure the race clock is not accidentally stopped. In order to quit while the race clock is running please navigate to the Setup: Race Clock screen or to the Entrants: Race Clock screen, stop or reset the race clock, and quit RaceBuilder®. If you need a fresh copy of RaceBuilder®, use the Installer to do a custom

installation.



5. Networking RaceBuilder®

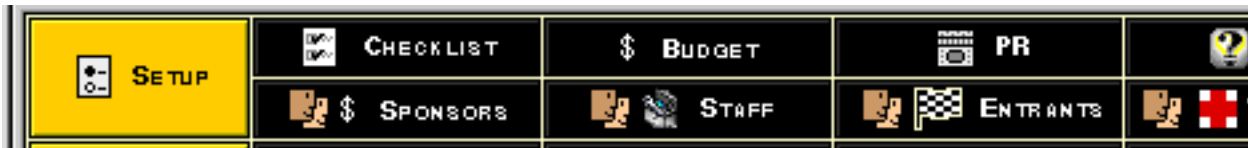
The default setting for RaceBuilder® is multi-user. You can change this option on the setup screen.

Multi-user enables you to have multiple terminals throughout the course which all access one main RaceBuilder database, the host database. This is especially useful for entering individual split times at different course locations. Please refer to your Filemaker Pro™ manual for networking requirements.



6. Navigating RaceBuilder®

Navigating RaceBuilder® is done by clicking on the menu buttons at the top of each screen. The main menu consists of two rows of buttons framed by one button on each side.



Main Menu items are Setup, Checklist, Budget, PR, Help, About, Sponsors, Staff, Entrants, and Volunteers. Selected menus are highlighted in yellow. Submenus are added below the main menu and vary by main menu item. Constant submenu items are Back and Print on the bottom submenu row. Back remembers the last screen and takes you to it. Clicking the Print menu button gives you several options for printing records. Clicking on Iconizing minimizes the database to get it out of the way for other tasks.



7. Using the Built-in Help System

The built-in help system consists of context-sensitive help and of a help page that explains navigation and icons. The help page also contains an external link to the included html-based documentation and links to the RaceBuilder© website. External links require a web browser and internet links require an internet connection.



8. Setting up RaceBuilder©

When using RaceBuilder© for the first time you have to set race parameters. Enter your race data in the Setup:General, Events, Locations, and Dates&Times screens.



Use the summary menu button to view summary and statistics functions for your race. The New Race menu button is used whenever you need to create a new race database. See below under Setting up the Next Race.



9. Printing in RaceBuilder©

The Print menu button gives you several options for printing records.

Printer: **LaserWriter** Destination: **Printer**

FileMaker Pro

Number pages from: **1**

Print: ☒ Records being browsed
☐ Current record
☐ Blank record, showing fields **as formatted**
☐ Script: **All scripts**
☐ Field definitions

Save Settings **Cancel** **Print**

0:24

These options vary with the printer that you install. To print a subset of entrants in a certain order see below under 17. Finding Entrants and 18. Sorting Entrants.



10. Working with Sponsors

The sponsor screen keeps track of which sponsors have been sent sponsor requests and how much they are contributing.



11. Using PR Materials

This screen provides a comprehensive collection of forms for managing your PR needs.

ANNOUNCE	PRESS RELEASE	SPONSOR REQ.	SIGNS	INQUIRY
CONFIRM	VOLUNTEER REQ.	RACE REPORT	THANK-YOU'S	RESULTS

The Free Form serves to provide an open form you can customize for your needs.



12. Working with Staff

The Staff screen is a directory of coordinators to keep track of their names and phone numbers.



13. Working with Volunteers

The Volunteer screen is a directory of coordinators to keep track of their names and phone numbers.



14. Setting up your First Race

Before entering participant data you should enter all race data in the Setup menu. These data are used in all forms, e.g. when making sponsors requests, so devise a good plan and consider things like scheduling conflicts with other races in the area.


















15. Working with your Checklist

As you near the race date you should keep an eye on your checklist and make sure that all Pre-Race items are checked off before Race Day rolls around. Depending on the amount of chaos on Race Day you should try to complete and check off items in that subcategory. The Post-Race category lets you wrap up the race and ensures you tie up all loose ends.



16. Entering Entrants

This is the meat of the matter. Here you enter entrant data from registration forms. The sub-menu contains several items.

 SETUP	 CHECKLIST	 BUDGET	 PR	
	 \$ SPONSORS	 STAFF	 ENTRANTS	
 INDIVIDUAL	 ALL	 NEW	 DUPLICATE	
 FIRST	 PREVIOUS	 FIND	 SORT	
BACK	 RACE TIMES	 FIND ALL	ICONIZE	IMPORT

Individual and All switches between Individual records and All records screen. Clicking New creates a new entrant record and switches to the Individual screen. Duplicating a record creates an exact copy of the current record and advances the entry number by one. This is useful, e.g., for entering data of family members. Deleting a record is irreversible and can be done on the Individual and the All records screen. The Results screen is a printable list of entrants used for posting race results.

You can navigate between entrant records using the arrow buttons, going to the first, previous, next, and last record. Finding and sorting works in both the Individual and All records screen. These functions are used in limiting the set of records used for printing and are described in detail below.



17. Finding Entrants

The Find menu option is available on several screens. Use this function before you print results lists to be posted. Perform a Find to restrict the Entrants displayed. Then switch to Results and print.



18. Sorting Entrants

The Sort menu option is available on several screens. Use this function before you print results lists to be posted. Perform a Sort to sort the Entrants displayed. Then switch to Results and print.



19. Working with the Race Clock

The Race Clock is integrated under the Setup menu and under the Entrants menu.

Under the Setup menu is the overall Race Clock whereas under the Entrants menu in addition to the overall Race Clock you can enter split and total times for individual entrants.

The Race Clock works like a regular stop watch indicating hours, minutes, and seconds. It has buttons for start, split, stop, resume, and reset which all work under both the Setup and the Entrants menu. Start Time indicates the system time at which the race clock was started. Running Time indicates the amount of time elapsed since the Start Time and is updated approximately every second. Split Time indicates the time at which the Split button was clicked. Pause Time indicates the cumulative time which has elapsed while the Race Clock was stopped. Stop time indicates the system time at which the Race Clock was stopped.

At race start, click the Start button to start the Race Clock. If you want to enter split times for entrants you must use the race clock under the Entrants menu.



20. Posting Results

A Results list can be accessed from the Entrant submenu. To ensure that only the entrants you want are printed, first Find and Sort entrants on the All screen from the Entrant submenu. Then print the list and post it.



21. Setting up the Next Race

There are several ways to set up the next race. The first is to use the Installer to install a complete new RaceBuilder© package from scratch. You can also use it to custom install just a new main database and the required additional databases. Be careful not to replace your originals. The second is to make a duplicates of the main and required additional databases in your RaceBuilder© folder and move them to a new folder. Be careful not to replace your originals by accident. The third is to make a duplicate from within RaceBuilder©. This gives you the additional option of making copies without entrants and without divisions and categories. Choose New Race in the Setup submenu and answer the questions to set your options. Since the file Zips_.FP3 in the folder **Required Databases** is copyright The Jackson-Crocket Company and write-protected, this file cannot be duplicated from within RaceBuilder©. Please make a duplicate of it in your RaceBuilder© folder and move it to a new folder.



22. Importing/Exporting Race and Entrant Data

Race and Entrant data from one race database can be exported and then imported into another database. Use the Im/Export menu buttons on the Setup and the Entrants screen, respectively, and follow the prompts.



23. Copyright

RaceBuilder© is copyright © 1999 Dierk Seeburg. RaceBuilder© is shareware and may be distributed only in its original form as the RaceBuilder© package.



The information in this document may be subject to change.

Check out RaceBuilder©'s home site at:

<http://racebuilder.homepage.com/>

for the latest information about RaceBuilder© and register at

<http://order.kagi.com/cgi-bin/register1.cgi?QUK>

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RaceBuilder ©

Filemaker Pro™ software
for managing your race.