

TUTORIAL

EVA-EMS

Event Management System

(revised 11.08.2022)



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Preface

The EMS is an easy to use application. Most functions work fully automatic without the needs of an operators intervention. The user interface is clearly structured focusing at the most important and omitting all unnecessary information.

This script is not a manual, but a tutorial. It is our opinion that the best way to get familiar with the EMS (Event Management System) is learning by doing it. Once you have understood the philosophy of the system, you'll be able to operate it within a few hours.

Available languages: German, English, French, Spanish, Portuguese, Dutch, Finnish (only registration)

About Scanners

Although all functions also work without a barcode scanner, you should use such a device wherever applicable.



The EMS is designed to work with all common barcode scanners on the market, but we strongly recommend a high quality 2D-Image Scanner to avoid problems and misreadings.

It would be also of advantage (but not mandatory) to use wireless barcode scanners by means of a bluetooth capable device or a Mini-PC/Scanner.



Latest developments on smartphone apps have proven that they are highly advanced and capable to scan as precise as industrial scanners. The EMS therefore offers interfaces to the most powerful scan engines on the market.



Additional Information

More information can be found on the Rotax homepage www.rotax-kart.com under **EVA SYSTEM** which contains the most recent release notes and documentations. We recommend to frequently visit this area to see the latest modifications and to download the updated documentation.

Basic Considerations

Before going into details, let's have a simple look at the logical sequence of an event:

First of all, the organizer has to define the basic parameters for his series. This procedure automatically creates an entryform which he can link to his homepage.

After that, the participants will be able to register online to the series selecting one or more events. This procedure automatically creates a participant database and an entrylist, which can also be linked to the organizers homepage.

When the participants arrive at the location of an event, they have to register themselves at the race office. This procedure will create automatically the driver database.

Once registered, the driver can then proceed to scrutineering, tyre-handout and briefing. This procedure automatically adds all his equipment data to the driver database.

Finally the event starts and the drivers and their equipment can be inspected.

The Participant and Driver Database

It is most important that the main principals of the EMS are fully understood. One of the basic things is the difference between the participants and the driver database, since they are the basis for all EMS-functions.

The participant database contains all individuals who have registered for a series and have decided to participate at one or more events. It will last for the whole season of a series.

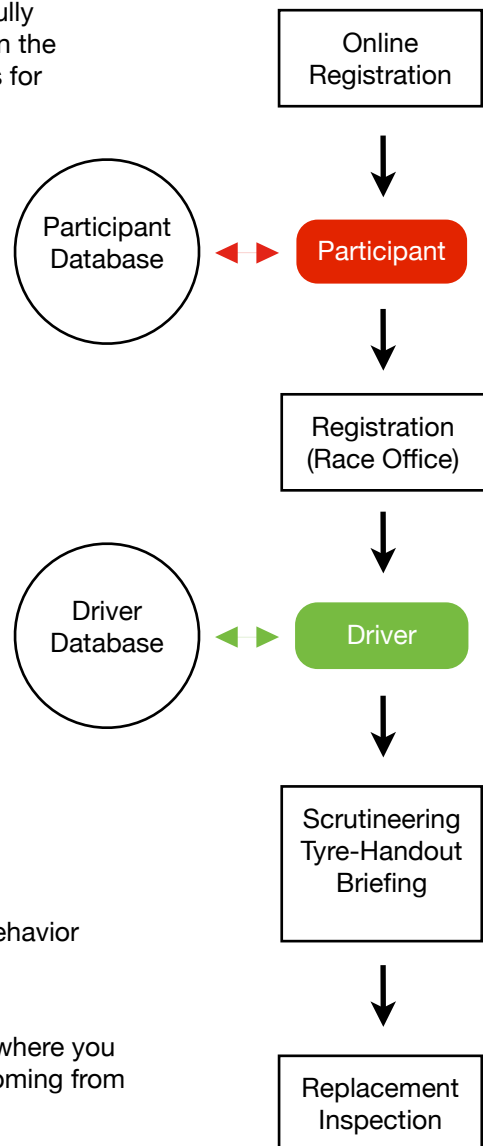
The driver database contains only those individuals who have physically shown up at an event and will actually be racing. It will last only for the event.

Therefore:

The difference between a participant and a driver is, that the driver is actually racing at the event, while a participant has only registered for a series.

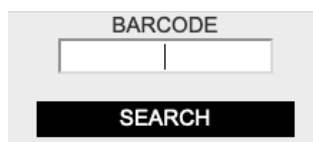
A participant becomes a driver after he has successfully passed the race office.

Only a driver will be able to proceed to the scrutineering, tyre-handout, briefing, etc.



The Barcode Field

This input field appears in various menus. It's function and behavior is always the same, therefore it is explained here once for all.



The BARCODE field is the field where you must scan (or enter) the code coming from tyres, engines, seals, cards, etc.

The following 3 rules apply:

- 1 - The cursor must always stay inside the BARCODE field prior to the scan (input).
- 2 - When you enter a barcode manually (by typing the code), you must press **SEARCH**.
- 3 - When you scan a barcode (using a barcode scanner), you do not need to press anything.

The captured data will be analyzed and then automatically transferred to the relevant field of the mask. The cursor will then automatically return to the BARCODE field waiting for another scan (input).

Note: If you have used a barcode scanner and you still have to press the SEARCH-Button afterwards, you need to adjust your scanner setup to send a CR (carriage return) suffix. Please refer to your scanners user manual for details.

OK, now let's follow the tutorial step by step.

1. How to access the System

The EMS grants access to six different types of users, each equipped with different privileges. The most privileged user is ADMIN followed by OFFICE, TECHNIC, PUBLIC, STAFF and PADDOCK. The default access data is dependent from the organizers name. Let's assume the organizer's name is TRIAL, then the initial access data would be:

User	Username	Password	Privileges
ADMIN	trial	trial	All applications
OFFICE	trial01	trial01	Only Office applications
TECHNIC	trial02	trial02	Only Technical applications
PUBLIC	trial03	public	Only View applications
STAFF	trial04	staff	Only Staff applications
PADDOCK	trial05	paddock	Only Paddock applications (optional)
ORGANISATION	trialor	trialor	Only Racecom applications
PREGRID	trialpg	trialpg	
RACE CONTROL	trialrc	trialrc	
RACE DIRECTOR	trialrd	trialrd	
RACE OFFICE	trialro	trialro	
SCRUTINEERING	trialsc	trialsc	
STEWARDS BOARD	trialst	trialst	
TIMEKEEPING	trialtk	trialtk	

Note: The total number of users is not limited. Therefore it is possible that more than one user of the same type (e.g. OFFICE) may be logged in at the same time.

The EMS has been tested with the most common browsers on the market. Nevertheless each browser has its peculiarities in behavior which could lead to a slightly different appearance. We recommend the use of **Mozilla Firefox**.





1.1. Login

Visit www.rotax-kart.com and select **Event Management** from the EVA SYSTEM menu at the bottom. Then tab the secure **LOGON** button. Alternatively you can simply visit www.rotax-ems.com instead. If it is the first time you may be asked once for your device type. Select the type which represents your device and press **ENTER**. Then enter your username and password and press **LOGIN**.

Note: Although the user ADMIN is allowed to perform all functions and also less privileged users may execute applications below their own level, we strongly recommend to login always with the recommended username. This is the only real possibility to protect your data against unwanted modification or loss.

At this point you will have the possibility to change your username or password (see next chapter). If you do not want to change them, just press **LOGIN**. You are now in the MAIN MENU, which is the top level menu.

If you have more than one account, you may change your session using the button  without the need to logout and login again.

If you have logged in from a smartphone you will be set automatically to the (limited) mobile version. You can switch to the standard version using the button .

EMS has a pyramid structure. Every time you press a function, you will enter a menu below the previous one (DOWN) and every time you press the button <<< the system takes you back to the previous menu (UP).

1.2. Changing Username and Password

After logon into your account (and before the actual login) you can change your username or password. This should be done immediately after you have got your initial login data and in regular terms according to your needs. The system is not forcing you to do that, therefore it is your own responsibility to take care about this.

Note: Users of type PUBLIC, STAFF and PADDOCK cannot change username or password.

Changing the Username

To change your username, press **UN CHANGE**. The system will show you your actual username and ask for your new username. You have to enter your new username two times (one in each field) to avoid unintended miswriting. It must not be shorter than 4 characters.

Press **SAVE** to save your new username or <<< to exit without changes. If you have decided to save it, the system will ask for a new login. In this case press >>> to proceed to the login.

Note: Since your username must be unique, we recommend to use your email-address.

Changing the Password

To change your password, press **PW CHANGE**. The system will again show you your actual username and ask for your new password. You have to enter your new password two times (one in each field) to avoid unintended miswriting. It must not be shorter than 8 characters, contain an uppercase and lowercase character, a number and a symbol (+ - = % \$! * _ # @).

Special and control characters like < { [/ : ; , . ? & \$ Ä ä Ö ö Ü ü ß \ } > are not allowed.

Press **SAVE** to save your new password or <<< to exit without changes. If you have decided to save it, you will be logged in automatically and you are in the MAIN MENU.

1.3. Checking the Event Status (Progress)

Every event consists of several stations through which every driver has to go through before he is allowed to race. The usual sequence is at first the race office, followed by the tyre-handout, the technical scrutineering and the briefing. Not all drivers will pass those steps quickly one by one, some will dawdle around until the very last moment letting your staff waiting for them.


Therefore it is quite useful to see, how many drivers have passed the different stations and who has not yet passed through. This gives you the possibility to calculate the remaining time and/or to call missing drivers via the tracks public address system.

To check the status (progress) of your event press  wherever you see this button at the bottom line of a menu.

You will then see how many drivers have passed through which station, where:

Raceoffice	Number of drivers who have passed the race office (Registration).
Tyres	Number of drivers who have received their tyres (Tyre-Handout).
Technics	Number of drivers who have passed the technical checks (Scrutineering).
APP-Login	Number of drivers who are online (logged-in to the Smartphone APP).
Briefing	Number of drivers who have attended the drivers meeting (Briefing).
Checkout	Number of drivers who have returned their material/equipment (optional).


The greatest number is always the race office, because it is the first station the drivers have to go through. If the other numbers are the same, all drivers have successfully passed all stations.

If the number is less, you may press  right to it to see the starting numbers and names of the missing drivers. Note: If you press this button to see the progress at the Raceoffice, please keep in mind, that the shown names are always related to the participants who are registered for this particular event. All other status reports are related to the participants who have already been registered (enabled by the Raceoffice).

Press <<< to return to the previous menu.

1.4. Handling the Drivers Logbook

It is in the nature of every event that sometimes things happen when they shouldn't happen and in most cases you need to check or proof something that is somewhere in the past. For this reason the EMS logs all actions and movements of every single driver during an event. Additionally you may add your comments to the logbook as well.

To call the logbook press  wherever you see this button at the bottom of a menu.

If your current menu already represents a selected driver, the logbook opens immediately. Otherwise you will be asked for the driver who's logbook you want to call by one of the following methods:

- Type in or scan his starting-number
- Type in or scan his member-number (or EDIT-Code)
- Type in his name (or fractions of his name)

and press **SEARCH**, if you have not used a scanner.

Note: There should be no need to press a button after entering information via a scanner. If this is not the case please adjust your scanner setup to send a CR (carriage return) suffix.

You will then see the starting number and the last name of the respective driver, as well as an empty textfield. At this point you have to decide if you what to read or to write the logbook.

To read the logbook, just press **READ/WRITE**.

To write the logbook enter your comments into the empty textfield and press **READ/WRITE**.

Press <<< to return to the previous menu.

Logbook Contents

The content of the logbook is reduced to the minimum. Each record consists of a timestamp, an action description, a result indication and some optional information.

Timestamp	The timestamp has always the format dd.mm.yyyy - hh:mm	
Action description	Registration, Scrutineering, Tyre-Handout, Briefing, Replacement, ...	
Result indication	passed	= all was ok
	passed prov.	= not all was ok
	failed	= nothing was ok
(Optional information)	Serialnumber(s), sealnumber(s), tyrenumber(s), ...	

Note: A complete list of all logbook entries can be found in the LISTINGS function.

2. Operating as user ADMIN

The use of the EMS requires a minimum of initial parameters. To enter these parameters you have to login as user ADMIN. Pay attention from now on, since you are practically allowed to change anything you want. Let's talk about the most important ones.

2.1. Defining some General Settings

Press **ADMIN > SETUP > GENERAL** to open the GENERAL SETUP menu. There are only a few settings since the EMS performs most functions fully automatic. You may define the following:

Colorset	Select one of the 7 possible color-sets that fits best to your homepage.
Check receipt of payments	Check this if you want EMS to inform your race office staff when the event fee has not yet been received.
Allow double header events	If checked, EMS will allow 2 events held within 2 days.
Try to find engine by seal number	If checked, EMS retrieves the engine serial number that corresponds to the entered seal number. This function requires an existing engine database (SCC).
Take vehicle / engine from raffle list	If checked, EMS takes all vehicle/engine-information from a raffle list rather than collecting all data separately. This function requires an existing raffle database.
Take tyres from stack list	If checked, EMS takes all tyre-information from a stack list rather than collecting all data separately. This function requires an existing tyre stack database.
Disable registrations	If checked, the Online Registration is closed.
Disable participants list	If checked, the Online Participants-List (entry list) will not be displayed.
Disable timetable	If checked, the Online Timetable (time schedule) will not be displayed.
Enable notice board	If checked, the Virtual Notice Board will be enabled.
Enable virtual briefing	If checked, the Virtual Briefing will be enabled.
Convert timetable to 12-hours format	If checked the timetable will be displayed and exported in the 12-hours format with „am“ and „pm“.
Ignore technical scrutineering	If checked, EMS will disregard the technical scrutineering. Use this function, if you do not want to register/inspect the drivers technical equipment.
Ignore briefing	If checked, EMS will disregard the briefing. Use this function if you do not perform a drivers briefing.

Tyre Control

Archive all tyres	If checked, EMS will store all tyres across all events throughout the saison. Select this functionality, if you want to allow participants to use their tyres for more than one event.
Allow all tyre barcode formats	If checked, EMS will accept all tyre barcode formats regardless of which format has been specified in the barcode setup. This function should be used only in cases where no clear definition is possible.
Allow tyre-set number	If all tyres which have been scanned at the tyre handout are legal to be used, select nothing or all. Otherwise select the a specific sets of tyres (1 to 6).

Access Control

Allow only one-time entry	The standard functionality is that a person can enter and exit multiple times. If Only one-time entry is checked, the person can only enter and exit once.
Driver, Mechanics, Staff, Visitor	If checked, allows the entry/exit of the specified individuals (not participants).
Logo, Logo ASN	Upload the logos to be used at the online registration and for standard Racecom forms. When uploading an image larger than the maximum, it will be downsized.
Identification-No. Format	The Identification-Code is a unique tag which clearly identifies a participant. If a participant has not entered his permanent Member-ID at the online registration, EMS will generate this code automatically according to the selected format: You may select the desired format by specifying a prefix (up to 2 letters) followed by a number with 4,5 or 6 digits. If omitted, EMS will select the prefix "ID" with a 4 digit number by default.
Local time (hh:mm)	Select the time zone according to your location to enable EMS to record the correct time when needed.

Ticketing

APP-Login required	Check this box if participants shall be notified via the Rotax Global App.
Notification Time	Set the time in minutes where the notification shall be launched prior to the registration.
Registration-Desks	Select the number of available registration desks.

ePayment

Local currency	Select the currency used in your country.
ePayment-URL	Enter the URL of your ePayment system (if applicable). Currently this function is available for INGENICO Payments: https://secure.ogone.com/ncol/prod/orderstandard_utf8.asp
Passphrase	Enter the <u>same</u> SHA-IN passphrase as you have defined it in the configuration of your ePayment system under <i>Configuration / Technical Information / Data and Origin ...</i>
PSPID	Enter you identification which you have been granted from your payment system provider (INGENICO).

Gray Import Check

Tyre-Distributor-No.	If you enter your tyre distributor number, EMS will automatically give a signal when detecting a tyre which has not been imported by you (grey import). This function is available for MOJO-tyres only. Alternatively you may enter „LOCAL“, if you have uploaded your own tyre database (see chapter 20.4.)
Messenger-Bcc	Enter an eMail-address where you want to have a blind copy of your messages to be sent to.
Livetimeing-URL	Enter the URL of your live-timing system. If entered, a link button will be shown at the MEDIA/PRESS page.
Livestreaming-URL	Enter the URL of your live-streaming system. If entered, a link button will be shown at the MEDIA/PRESS page.
Redirect-URL	Enter an URL to which EMS should show a link button after the online registration (farewell message).
AppServer-URL	Enter the URL to which EMS should address the driver notifications (link address to the receiving APP-Server).
Regulations-URL	Enter the URL to which EMS should address when the driver clicks the REGULATIONS button on the APP.
Results-URL	Enter the URL to which EMS should address when the driver clicks the RESULTS button on the APP.
Standings-URL	Enter the URL to which EMS should address when the driver clicks the STANDINGS button on the APP.
Imprint	The text (your imprint) entered here will be displayed at the beginning of the online registration.
Privacy Policy	The text (your privacy policy) entered here will be displayed at the beginning of the online registration.
Disclaimer	The text (your disclaimer) entered here will be displayed at the beginning of the online registration.
Farewell	The text entered here will be displayed after the online registration.

Press **SAVE** to save your entries or <<< to exit without changes.

2.2. Setting up the Online Entryform (Registration Form)

Press **ADMIN > SETUP > ENTRYFORM** to define the fields and some other parameters for the online registration, otherwise nobody will be able to sign-in for your event. Most of the fields can be selected by means of a radio-button with the possibility to declare them as required, optional or omitted. According to your selection the fields will appear in the online registration form or not. The following sections will be displayed:

Upload FILES

In this section you can ask the participant to provide images. Like the other fields, you may declare them as required, optional or omitted. These images are used at the race office for verification purposes. The driver-photo will also be shown in the public participants list.

Free definable FIELDS

In this section you may specify up to 5 additional fields, each declarable as required, optional or omitted like the other fields. Field 1 and 2 can record up to 15 characters - field 3, 4, and 5 up to 30 characters each. In contrary to other fields, they will not be checked for plausibility.

General SETTINGS

In this section you will find 5 checkboxes:

Generate starting number automatically	If checked, EMS will automatically assign a start-number to the participants registration.
Allow participant to modify his personal data	If checked, EMS will send a personal Edit-Code to the driver which allows him to modify his personal data, to reregister or cancel his participation, to download personalized forms and to enter his drivers profile.
Send registration confirmation to driver	If checked, EMS will send a confirmation email with the ID-Number (Code39 Barcode) as well as all available attachments and forms to the drivers (participants) email-address.
Send registration confirmation to entrant	If checked, EMS will send a confirmation email with the ID-Number (Code39 Barcode) as well as all available attachments and forms to the entrants (competitors) email-address.
Search for existing membership number	If checked, EMS will search if the driver has already got a membership-number in the past and if found assigns it to the driver.
Allow registration en bloc (block entry)	If checked, EMS will give the possibility in the registration-form to register for all events with just one single checkbox.
Allow electronic payment (ePayment)	If checked, EMS will offer the possibility to pay fees during the registration process by credit cards, PayPal, ... according to your payment system provider settings.

Conditions SUBSCRIPTION

In this section you may enter the following:

Subscription deadline	Fill in the ultimate date, if you have a deadline for subscription.
Events (Minimum)	Enter the minimum number of events the participant must choose for a valid subscription.

General INFORMATION

In this section you will see some fields to be filled:


Name of Event	Appears as a headline in the online registration form.
Event-Notes	The text entered here will be displayed in the online registration form.
eMail-Address	Contains the address (usually the address of the organizer) where EMS will send a confirmation upon an online registration or modification. Multiple email-addresses are possible and must be separated by comma (,).
Entrycode	One or more entrycodes for which the participant will be asked for, if he wants to register. Use this option if only selected (qualified) participants should be able to register. The entrycode format is:

Password = Merchant : Number

where: Password any alphanumeric string
Merchant institution who has granted the ticket
Number max. number of allowed registrations

There are 3 possibilities:

- Password only (example: abc123, ...)
- Password, number (example: abc123:20, ...)
- Password, merchant, number (example: abc123=GER:12, ...)

Multiple entrycodes must be separated by comma (,). Tab  to use the entrycode wizzard, which will automatically generate passwords if not specified. The entrycode EXTERN is reserved for BRP-Rotax!

Upload Attachments 1-4	Allows you to upload PDF-Files (usually sporting or technical regulations, etc.) from your local computer to EMS. These files will be attached automatically to the confirmation email sent to the participant upon his registration.
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Press **SAVE** to save your entries or <<< to exit without changes.

2.3. Setting up the Barcode Formats

Next you have to define your barcode-formats, otherwise EMS will not be able to distinguish automatically between different equipments. Press **ADMIN** > **SETUP** > **BARCODE**. The screen will show up all available items on the left followed by an internal number (don't care about it).

The field to be defined are:

Pattern Describes the format. Use “%” as a letter- and “#” for a number-wildcard.
 Minimum Minimum value within a range
 Maximum Maximum value within a range

If your barcode format for an item is only numeric, you must define a range. In all other cases you can leave it empty.

Example	Pattern	Minimum	Maximum
A Membercard-No. consisting of 2 letters followed by 4 numbers	%%####	none	none
A Tyre-Serial-No. consisting of 8 numbers from 80000000 to 89999999	#####	80000000	89999999
A Mechanic Card-No. consisting of the letter “M” followed by 3 numbers from 1 to 500	M###	1	500
A Transponder-No. consisting of the letters “TR” followed by 3 numbers and 2 letters	TR###%	none	none

Note: Any combination is possible. Formats must be unique. When using pure numeric formats, ranges must not overlap. Otherwise the auto-recognition will not work properly.

Press **SAVE** to save your entries or <<< to exit without changes.

2.4. Setting up the Classes (Categories)

The next parameters concern the different classes (categories) of an event. When pressing **ADMIN > SETUP > CLASSES**, a kind of editor will open. It allows to insert and modify multiple lines at the same time. You may enter/alter any field, but nothing will change unless you press **SAVE**.

The fields have the following meaning:

STATUS	If set to „on“, the event will be displayed in all relevant pages. If set to „off“, the event will be omitted. If set to „delete“, the event will be erased from the database.
CLASS	Short name of this class as it will be used in your database. Keep this name as short as possible.
CLASSNAME	Long name of this class as it will be shown to the participants.
TYRE	Brand/Type/Model of tyre which will be used.
BRIEF	Could be any number and indicates the briefing group. If all classes have their briefing at the same time, this number must be equal for all classes.
EXVE	Maximum number ¹³ of allowed vehicle-exchanges.
EXCH	Maximum number ¹³ of allowed chassis-exchanges.
EXEN	Maximum number ¹³ of allowed engine-exchanges.
EXCA	Maximum number ¹³ of allowed carburetor-exchanges.
EXEX	Maximum number ¹³ of allowed exhaust-exchanges.
EXTY	Maximum number ¹³ of allowed tyre-exchanges.
MINSN	Minimum start-number.
MAXSN	Maximum start-number.
MINAGE	Minimum drivers age.
MAXAGE	Maximum participant age.
MINWEI	Minimum total weight (including vehicle, driver, equipment)
MAXPAR	Maximum number ¹²³ of participants per event.
MAXTYR	Maximum number ¹³ of tyres allowed within a certain period (e.g. season).
VECWEI	Total weight ³ of vehicle (ready to race).
ONEFEE	Fee ³ when selecting single events.
ALLFEE	Fee ³ when selecting all events at a time.
SUBFEE	Special fee ³ for the subscription.

¹ If the number is negative, the system will strictly allow only the specified amount.
If the number is positive, the system will just give a warning when exceeding the amount.

² If „Check receipt of payment“ is checked (enabled) in the GENERAL SETUP, the system will only count those participants who have already payed.

³ Value must be entered as integer (without decimals).

If you want to sort the table by a certain field just press the desired FIELD NAME on the top.

To insert a new class, just enter the data into the empty bottom line.
To modify the data, simply edit the respective field(s).

Press **SAVE** to save your entries or **<<<** to exit without changes.

2.5. Setting up the participating Nations

To activate (enable) the participating nations press **ADMIN > SETUP > NATIONS** and check the desired boxes in front of the listed countries. Tab **SAVE** to store the current selections or **<<<** to exit without changes.

In the very unlikely case that you want to modify a country, press **MODIFY** at the bottom line and you will see a kind of line editor. The fields have the following meaning:

AKTIV	If filled with a small "x", this nation has been set to status „on“ and will therefore be considered. If the field is empty, this country will be omitted.
IOC	International Olympic Code for this nation.
COUNTRY	Full name of this nation.
COUNTRY_D	Full name of this nation in german language (only used for german organizers).
ASN	Short name of the sporting authority of this nation.
CODE	Telephone area code for this nation.

To sort the database by a certain field, press the desired **FIELD NAME** on the top.

To filter the database by one or more arguments, enter the desired criteria into the empty fields at the end of the table and tab **Filter**. To clear the filter, tab **Filter off**.

To add a country, press **Insert** and fill in the fields. Press **Insert** again to save your entries or **<<<** to exit without changes.

To browse through the pages tab the desired **Page** number at the bottom.



To change the number of lines to be displayed on the screen, select the desired value from the **Display** pulldown menu.

To show/hide certain columns tab **Show/Hide Columns**, check the desired column and tab **Save** to store your selection. Tab **Cancel** to return to the editor without changes.

To change the order of the columns tab **Order Columns**, click and hold the desired field name and drag (and drop) it to the desired position. Tab **OK** to return to the editor. To recall the original column order tab **Reset**.

The Button **CSV** generates an export-file in CSV-format according to your selected setup.

The **Search** Button allows you to filter the data by means of a single criteria. If you wish to filter data by multiple criteria, select **Advanced Search** first. To go back to the complete list after a search, just press **Show all**.

To modify an entry press , to delete an entry press  on the left of each column.

Press **<<<** to exit from the editor. Some browsers will ask you for a confirmation. In this case answer with YES or OK to close the window.

2.6. Setting up the Events

This is the last setup which is absolutely necessary to run the EMS-System. When pressing **ADMIN > SETUP > EVENTS**, an editor similar to the classes setup will open. It will also allow to insert and modify multiple lines at the same time. You may enter/alter any field, but nothing will change unless you press **SAVE**.

The fields have the following meaning:


Status	If set to „on“, the event will be displayed in all relevant pages. If set to „off“, the event will be omitted. If set to „delete“, the event will be erased from the database.
Event	Number of the event used in the participant database. You can specify up to 20 events at a time. If you need more, you have to delete some „older“ ones before.
Event Name	Name of the event.
Event Location	Location (City) of the event.
Start Date	Date of the first day of the event. If omitted, the current day is assumed.
End Date	Date of the last day of the event. If omitted, the current day is assumed.
OR	Number of days before the event, where the online registration opens. If set to „0“, no limit will be considered.
CR	Number of days before the event, where the online registration closes. If set to „0“, no limit will be considered.

If you want to sort the table by a certain field just press the desired FIELD NAME on the top.


Note: You may enter the date in European (dd-mm-yyyy), American (mm/dd/yy), typical German (dd.mm.yyyy) and ISO (yyyy.mm.dd) format or simply use the calendar support if available. The displayed result will always be german format.


Press **SAVE** to save your entries or <<< to exit without changes.


Adding more information

Tab  to add detailed track information to each event. This information will be used by the external APP for the users convenience. You may enter all data manually and/or with the help of EMS by selecting the country and the desired track from the pulldown menu. You may then modify the proposed contents freely.

TRACK DETAILS	
Search Country ... ▾	Search Track ... ▾

To check the correctness of the entered Geodata (latitude and longitude) tab . This will open a new window on Googlemaps where you should see the satellite image of the track.

In case you have a track layout image available, upload it as usual or remove it by tabbing .

Tab  to add experience information to each event. This information will be used by the Race calendar for the users convenience.

Press **SAVE** to save your entries or <<< to return to the EVENT SETUP menu.

2.7. Setting up the Timetable (Schedule)

This is an optional setup which is only necessary if you want to create and publish an event timetable (schedule) via the EMS-System. This tool offers the possibility to easily create and modify a timetable, which can be linked to homepages and smartphone apps.

When pressing **ADMIN > SETUP > TIMETABLE** the timetable setup menu will show up with an empty timetable, an insert line and two buttons:

The fields have the following meaning:

Top left Name of the day generated by the system (Monday, Tuesday, ...).
 Top middle Date of the timetable (either selected or created).
 Top right Status whether the timetable shall be visible (on) or hidden (off) to the public.

APP If checked, the system will provide this entry to smartphone apps.
 RNR Race-number (if applicable).
 ACTIVITY Action to take place (Warm-up, Qualifying practice, Pre-final, Final, ...)
 DETAILS Additional (detailed) activity information.
 SUB Subtopic information (Even numbers, Odd numbers, Heat A+B, Group A, ...)
 CLASS Category (class).
 START Start-time of the activity.
 END End-time of the activity.
 SGAP Time-gap of the activity to the Start-time of the previous activity.
 EGAP Time-gap of the activity to the End-time of the previous activity.
 TIME Duration of the activity.

Tab **NEW** to create a new timetable. The system will ask for the date by changing the top right pulldown menu into a calendar input field. Select the desired date from the calendar and tab **OK**.

As soon as you have entered a date, the bottom line will show all available buttons:



<<<< Exit to the SETUP main menu
NEW Create a new timetable
CSV Export and download the saved timetable as a CSV-file
RESET Reset all entries of the current timetable
DELETE Delete a saved timetable from the system
SAVE Save the current timetable in the system

Now start entering your timetable information record by record into the insert line:

- Check the APP field if you want the entry to be displayed in smartphone apps.
- Enter a race-number into the RNR field if your activity has to be considered as "official".
- Select the desired activity from the ACTIVITY pulldown menu.
- Enter some additional information into the DETAILS field (if necessary).
- Select a subtopic information from the SUB pulldown menu (if necessary).
- Select the category from the CLASS pulldown menu if the activity is related to a certain class.

At this point you must specify the time information for the activity in question. There are several possibilities depending on the desired characteristics. The system distinguishes between

- Static time information A static time is given if you define either a start and an end time or a start time with a certain duration. In short words:

START+END or **START+TIME**

- Dynamic time information A dynamic time is given if you define a gap to either the previous start or previous end time and a certain duration. In short words:

SGAP+TIME or **EGAP+TIME**

Tab the **ENTER** button **on your keyboard** to add your entries to the timetable.

Static and Dynamic

The difference between static and dynamic is that dynamic time informations **will be recalculated** each time you modify the timetable, whereas a static time information stays always the same.

Time Format

Static time information must be entered in 24-hours format either as integer or decimal values. For example to enter 8 o'clock you may use: 8 or 800 or 0800 or 8,00 or 8.00 or 8:00 or 08:00. If you just enter a start or an end time (used for activities which do not have a definite termination), the system will take your entry for both.

Dynamic time information must be entered always as integer in minutes. Example: 5 or 10 or 120 ... Also negative integers (to define a time before the previous start- or end time) is legal to be used.

If you want the timetable to be displayed to the public in the 12-hours format, check the relevant box in the GENERAL SETP.

Example

Assumption 1: The track where you are going to organize your event opens at 8:00 in the morning. The track owner does not allow any shifting. In this case select/enter the following information into the insert line and tab ENTER on your keyboard upon completion like this:

TRACK OPENS 8

The result will be this:

APP	RNR	ACTIVITY	DETAILS	SUB	CLASS	START	END	SGAP	EGAP	TIME
<input checked="" type="checkbox"/>	<input type="text"/>	TRACK OPENS				08:00	08:00			

Assumption 2: The first warm-up session for the senior class with even numbers (category names depending on your classes setup) starts at 8:15 and lasts for 10 minutes. In this case select/enter the following information into the insert line and tab ENTER on your keyboard upon completion like this:

WARM-UP EVEN SEN 815 10

The result will be this:

APP	RNR	ACTIVITY	DETAILS	SUB	CLASS	START	END	SGAP	EGAP	TIME
<input checked="" type="checkbox"/>	<input type="text"/>	TRACK OPENS				08:00	08:00			
<input checked="" type="checkbox"/>	<input type="text"/>	WARM-UP		EVEN	SEN	8:15	08:25			10

Assumption 3: The second warm-up session for the senior class with odd numbers (category names depending on your classes setup) starts 5 minutes after the end of the previous activity and lasts for 10 minutes. In this case select/enter the following information into the insert line and tab ENTER on your keyboard upon completion like this:

WARM-UP ODD SEN 5 10

The result is this:

APP	RNR	ACTIVITY	DETAILS	SUB	CLASS	START	END	SGAP	EGAP	TIME
<input checked="" type="checkbox"/>	<input type="text"/>	TRACK OPENS				08:00	08:00			
<input checked="" type="checkbox"/>	<input type="text"/>	WARM-UP		EVEN	SEN	8:15	08:25			10
<input checked="" type="checkbox"/>	<input type="text"/>	WARM-UP		ODD	SEN	08:30	08:40		5	10


Continue to add all your entries in the same way.

Press **SAVE** anytime you want to to save your entries or <<< to exit without saving.


Modifying a record

You may modify freely all entries. Tab ENTER on your keyboard when ready. The system will recalculate all start and end times according to your definitions.

Inserting a record

To insert a record into an existing timetable tab  at the left side of the record where you want to do the insertion. The insertion will always be done above the selected record. Then enter your data freely. Tab ENTER on your keyboard when ready. The system will recalculate all start and end times according to your definitions.

Deleting a record

To delete a record tab  at the left side of the record you want to delete. For security reasons the system will ask for a confirmation before executing the deletion. The system will recalculate all start and end times according to your definitions.

Note: For conformity reasons the SUB and CLASS fields will only accept entries equal to the contents of the respective pulldown menus.

Modifying and/or continuing an existing timetable

You may modify and/or continue an already saved timetable at any time by selecting the desired date from the top right pulldown menu.

Deleting an existing timetable

You may delete an already saved timetable by selecting the date from the top right pulldown menu. Then tab the **DELETE** button. For security reasons the system will ask for a confirmation before executing the deletion.

Copying an existing timetable

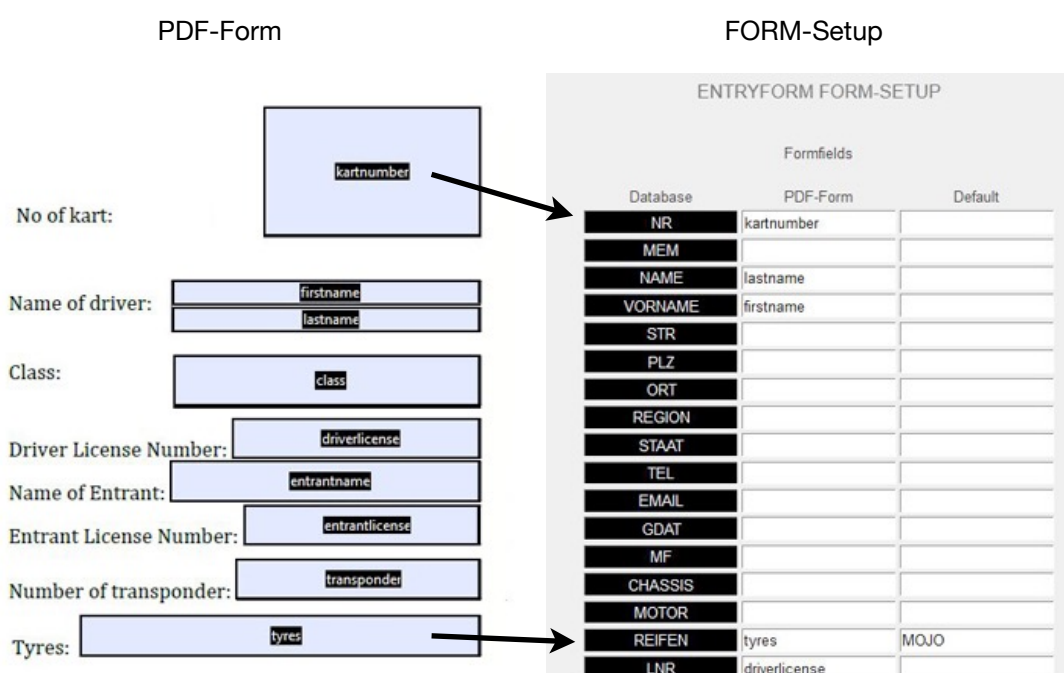
If you want to copy an existing timetable, select the desired date from the top right pulldown menu. Then tab the **NEW** button. The system will ask for the new date by changing the top right pulldown menu into a calendar input field. Select the desired date from the calendar and tab **OK**. Tab **SAVE** to save the timetable.

Note: As long as you do not tab the **SAVE** button, your entries will be lost when exiting the timetable setup. For security reasons the system will ask for a confirmation before exiting.

2.8. Setting up pre-filled Documents (Forms)

If you are required to print and distribute special documents, the EMS can support you by pre-filling them with content coming from the database. To make this happen, you need to do the following:

- Create the desired PDF-Documents with a program of your choice.
- Generate the PDF-Form by defining fields in the PDF-Documents using Adobe Acrobat Pro. Please refer to the Adobe Acrobat user manual how to do it.
- Upload the PDF-Form to the EMS.
- Establish a „relation“ between the defined fields in the PDF-Form and the EMS-Database. Example:



The columns have the following meaning:

- Database** These are the internal field names (in German language) in the EMS-Database. The English names and the meaning of these fields is explained hereafter.
- PDF-Form** These fields must be filled with the field names you have defined in your PDF. In the above example you can see that the same field name „kartnumber“ in the PDF is filled into column „PDF-Form“ of the Form-Setup. This is the „relation“. Note: The spelling must be **exactly the same** including upper- and lowercases.
- Default** This is the optional content that will be pre-filled into your PDF-Form in case the Database does not have data available for this field. In our above example the wording „MOJO“ will be pre-filled.

Press **ADMIN** > **SETUP** > **FORMS** to access the forms setup menu.

The system will show up with 3 possible selections to define and upload 5 forms in total:

- Tab **REGISTRATION** to define/upload up to 3 forms for Race Office applications.
Form 1 will also be attached to the participants confirmation email upon online registration.
- Tab **SCRUTINEERING** to define/upload a form for Scrutineering applications.
- Tab **ACCREDITATION** to define/upload a form for Accreditation applications.

Enter the field names of your PDF according to the desired content of the database and specify default values where applicable. Refer to the following name tables to see all available content. There are also 5 PDF-Fields without an equivalent database field which can be used freely to insert additional content to the PDF-Form.

Select the PDF-Form(s) from your computer.

Press **SAVE** to save your entries and upload the form or tab <<< to exit without changes.

Dynamic PDF-Fields

Besides the field names mentioned in the name tables, there are 6 keywords which can be used at any time to insert dynamic content into the PDF-Document. These keywords must only be specified in the PDF-Form and do not need to be linked to anything.

DATE	Current Date
TIME	Current Time
CHAMPIONSHIP	Name of the Championship
EVENTNAME	Name of the Event
LOCATION	Location of the Event
EVENT	Name and Location of the Event

Note: EVENTNAME, LOCATION and EVENT will only be visible when you call/print the document within a timeframe of +/- 5 days from the related event date.

Name Table for Race Office Applications

German	English	Meaning
NR	NR	Starting-Number
MEM	MEM	Membercard-ID (Identification-Code)
NAME	LASTNAME	Last Name
VORNAME	FIRSTNAME	First Name
STR	STREET	Street Name
PLZ	ZIP	Zip-Code of the City
ORT	CITY	City Name
REGION	PROVINCE	Province
STAAT	COUNTRY	Country
TEL	TEL	Telephone-Number
EMAIL	EMAIL	eMail-Address
GDAT	BIRTHDAY	Date of Birth
MF	MF	Male/Female
CHASSIS	CHASSIS	Chassis-Brand
MOTOR	ENGINE	Engine-Brand
REIFEN	TYRE	Tyre-Brand
LNR	LNR	Driver License-Number
LST	LST	Status of the Driver License-Number
NATION	NATION	Country which has issued the Driver License
GEW	WEIGHT	Bodyweight of the Driver without clothes
PNR	PNR	Passport-Number
LAND	CITIZENSHIP	Country which has issued the Passport
TNR	TNR	Transponder-Number
TST	TST	Status of the Transponder
EG	EG	Subscription
KLASSE	CLASS	Class (Category)
E1, ...	E1, ...	Event1, ...
NOTIZ1, ...	NOTE1, ...	Note1, ...
SNAME	S-NAME	Sponsor Name
SLNR	S-LNR	Sponsor License-Number
BNAME	E-NAME	Entrant Name
BSTR	E-STREET	Entrant Street Name
BPLZ	E-ZIP	Entrant Zip-Code of the City
BORT	E-CITY	Entrant City Name
BMAIL	E-EMAIL	Entrant eMail-Address
BLNR	E-LNR	Entrant License-Number
BNATION	E-NATION	Country which has issued the Entrant License
EDITCODE	EDITCODE	Code which enables participant to access the system

Name Table for Scrutineering Applications

German	English	Meaning
NR	NR	Starting-Number
MEM	MEM	Membercard-ID (Identification-Code)
NAME	LASTNAME	Last Name
VORNAME	FIRSTNAME	First Name
KLASSE	CLASS	Class (Category)
BNAME	E-NAME	Entrant Name
CHASSIS	CHASSIS	Chassis-Brand
FAHRZEUG	VEHICLE	Vehicle Name
MOTOR	ENGINE	Engine Name
REIFEN1, ...	TYRE1, ...	Barcode Tyre 1, ...
CHASSIS1	CHASSIS1	Serial Number Chassis 1
CHASSIS1PL	CHASSISSEAL1	Seal Number Chassis 1
CHASSIS2	CHASSIS2	Serial Number Chassis 2
CHASSIS2PL	CHASSISSEAL2	Seal Number Chassis 2
MOTOR1	ENGINE1	Serial Number Engine 1
MOTOR1PL	ENGINESEAL1	Seal Number Engine 1
MOTOR2	ENGINE2	Serial Number Engine 2
MOTOR2PL	ENGINESEAL2	Seal Number Engine 2
MOTOR3PL	ENGINESEAL3	Seal Number Engine 3
MOTOR4PL	ENGINESEAL4	Seal Number Engine 4
MOTOR5PL	ENGINESEAL5	Seal Number Engine 5
MOTOR6PL	ENGINESEAL6	Seal Number Engine 6
VERGASER1PL	CARBURETORSEAL	Seal Number Carburetor
AUSPUFF1PL	EXHAUSTSEAL	Seal Number Exhaust
TRANS	TRANS	Transponder Number
NOTIZ1	NOTE1	Note1
NOTIZ1	NOTE1	Note1

2.9. Homepage Implementations

Entryform

Once you have defined all of the above parameters, EMS is ready to be used. The first ones doing this will be the participants, since EMS requires their registrations to build the database.

The best way is to implement a link into your own homepage as a hypertext or button.

The URL to be implemented is <https://www.rotax-ems.com/xxx>

where "xxx" is the name of the organizer. In our example we have assumed the organizer name to be TRIAL, therefore the correct link would be for example <https://www.rotax-ems.com/trial>.

If the participant presses your „Registration-Button“, he has a choice of 5 functions:

REGISTER	Register for one or more events
MODIFY	Modify or Update personal data
RE-REGISTER / CANCEL	Change or Cancel participation(s)*
PERSONAL PROFILE	Enter or Modify the curriculum vitae
SIGN / DOWNLOAD	Sign or Download a personalized entryform (if available)
UPLOADS	Upload pics, licenses or documents

After pressing one of these functions (except REGISTER) the participant will be asked either for his last name and date of birth or his EDIT-Code which has been sent to him together with the confirmation eMail.

* When a driver RE-REGISTERS one or more events, the system will update the participants database automatically. When a driver CANCELS one or more events, the system will only update the participants database automatically unless the event is marked as „payed“. All other modification requests (class, registrations and remaining events) have to be done manually according to the email notification you'll receive from EMS.

The use of the registration form is self-explanatory, therefore it is not described here.

Note: Before putting everything online, you should try your registration form yourself. You may use phantasy data, but at least the email-address should be your real one. Otherwise you will not receive the confirmation email.

Entrylist

Once one or more registrations are in the database, EMS generates participant lists sorted by classes and events. The implementation is similar to the registration form.

The URL to obtain the current year is <https://www.rotax-ems.com/xxx/entrylist>

The URL to obtain a previous year is <https://www.rotax-ems.com/xxx/entrylist?year=yyyy>

where “xxx“ is the name of the organizer (account) and “yyyy“ is the desired year.

In our example we assumed the organizer name to be TRIAL, therefore the correct link to obtain the current year would be <https://www.rotax-ems.com/trial/entrylist>. In order to obtain the list of the year 2018 the correct link would be <https://www.rotax-ems.com/trial/entrylist?year=2018>.

Timetable

Once you have done a timetable setup, EMS generates a time schedule (list of timetables) sorted by dates. The implementation is similar to the registration form.

The URL to be implemented is <https://www.rotax-ems.com/xxx/timetable>

where “xxx“ is the name of the organizer. In our example we assumed the organizer name to be TRIAL, therefore the correct link would be for example <https://www.rotax-ems.com/trial/timetable>.

Virtual Notice Board

If Racecom is used, EMS automatically generates a digital notice board (official informations usually exposed to public near the race office). The implementation is similar to the timetable.

The URL to be implemented is <https://www.rotax-ems.com/xxx/noticeboard>

where “xxx“ is the name of the organizer. In our example we assumed the organizer name to be TRIAL, therefore the correct link would be for example <https://www.rotax-ems.com/trial/noticeboard>.

Virtual Briefing

If the Virtual Briefing is used, drivers, entrants and other guests can watch the briefing (usually shown in the briefing room) from home. The implementation is similar to the timetable.

The URL to be implemented is <https://www.rotax-ems.com/xxx/briefing>

where “xxx“ is the name of the organizer. In our example we assumed the organizer name to be TRIAL, therefore the correct link would be for example <https://www.rotax-ems.com/trial/briefing>.

Note: The use of the above functions is self-explanatory, therefore they are not described in this Tutorial.

2.10. Administrating the Participant Database

As previously explained, EMS automatically creates the participant database by collecting the various registrations. If you are logged in as ADMIN, you can inspect and modify these data by pressing **ADMIN > PARTICIPANT**. You will see the following fields:

German	English	Meaning
NR	NR	Kart-Number (Start-Number)
MEM	MEM	Membercard-ID (Identification-Code)
NAME	LASTNAME	Last Name
VORNAME	FIRSTNAME	First Name
STR	STREET	Street Name
PLZ	ZIP	Zip-Code of the City
ORT	CITY	City Name
REGION	PROVINCE	Province
STAAT	COUNTRY	Country
TEL	TEL	Telephone-Number
EMAIL	EMAIL	eMail-Address
GDAT	BIRTHDAY	Date of Birth
MF	MF	Male/Female
CHASSIS	CHASSIS	Chassis-Brand
MOTOR	ENGINE	Engine-Brand
REIFEN	TYRES	Tyre-Brand
LNR	LNR	Driver License-Number
LST	LST	Status of the Driver License-Number
NATION	NATION	Country which has issued the Driver License
GEW	WEIGHT	Bodyweight of the Driver without clothes
PNR	PNR	Passport-Number
LAND	CITIZENSHIP	Country which has issued the Passport
TNR	TNR	Transponder-Number
TST	TST	Status of the Transponder
EG	EG	Fee Payment-Status of Subscription
KLASSE	CLASS	Class (Category)
E1 ...	E1 ...	Fee Payment-Status of Event 1, 2 ... 20
NOTIZ1 ...	NOTE1 ...	Free definable fields 1, 2 ... 5
SNAME	S-NAME	Sponsor Name
SLNR	S-LNR	Sponsor License-Number
BNAME	E-NAME	Entrant Name
BSTR	E-STREET	Entrant Street Name
BPLZ	E-ZIP	Entrant Zip-Code of the City
BORT	E-CITY	Entrant City Name
BMAIL	E-EMAIL	Entrant eMail-Address
BLNR	E-LNR	Entrant License-Number
BNATION	E-NATION	Country which has issued the Entrant License
MERCHANT	MERCHANT	Merchant who has issued the Entrycode
ZEIT	DATE	Date and time when participant has registered
ZULETZT	MODIFIED	Date and time when participant has modified his data
LSTAT	LSTAT	App-Login status
EDITCODE	EDITCODE	Code given to participant to modify his personal data

Fee Payment-Status

o = open
x = bank to bank transfer (deprecated)
b = bank to bank transfer
c = cash payment
d = debitcard/creditcard
e = electronic payment via EMS
f = free voucher

The possible functions are the same as already known from the NATIONS-Setup, but since this database must be created by means of online registrations, you will not have the possibility to insert new participants.

2.11. Inspecting the Driver Database

If you are logged in as ADMIN, you can inspect the driver database by pressing **ADMIN > DRIVER**. You will see the same editor as already known from the participant database. EMS will create this database automatically when registration, scrutineering, tyre handout etc. is in progress. Therefore it will be empty, if the event has not started yet.

Note: You should not modify this database unless you have deep experiences in the structure and philosophy of EMS, since you may seriously harm the ongoing event. There is no real need to modify entries in this database.

German	English	Meaning
NR	NR	Start-Number
MEM	MEM	Membercard-ID (Identification-Code)
NAME	LASTNAME	Last Name
VORNAME	FIRSTNAME	First Name
KLASSE	CLASS	Class (Category)
BSTAT	BSTAT	Briefing Status („x“=passed)
TSTAT	TSTAT	Scrutineering Status („x“=passed)
TOM	RSTAT	Raffle Status („x“=passed)
AF	EXVE	Number of exchanged Vehicles
AC	EXCH	Number of exchanged Chassis
AM	EXEN	Number of exchanged Engines
AR	EXTY	Number of exchanged Tyres
AV	EXCA	Number of exchanged Carburetors
AA	EXEX	Number of exchanged Exhausts
FAHRZEUG	VEHICLE	Vehicle-Name/Number
MOTOR	ENGINE	Engine-Name/Number
REIFEN1 ...	TYRE1 ...	Serial-Number of Tyre 1, 2 ... 24
CHASSIS1 ...	CHASSIS1 ...	Serial-Number of Chassis 1 and 2
MOTOR1 ...	ENGINE1 ...	Serial-Number of Engine 1 and 2
CHASSIS1PL ...	CHASSISSEAL1 ...	Seal-Number of Chassis 1 and 2
MOTOR1PL ...	ENGINESEAL1 ...	Seal-Number 1, 2 ... 6 on Engines
VERGASER1PL	CARBURETORSEAL	Seal-Number of Carburetor
AUSPUFF1PL	EXHAUSTSEAL	Seal-Number of Exhaust
TRANS	TRANS	Transponder-Number
NOTIZ1	NOTE	Internal Notes entered by scrutineers
CHECKOUT	CHECKOUT	Checkout Status („x“=passed)

Note: The driver database becomes obsolete after an event has finished and must be reseted (emptied) before the start of the next event, while the participant database remains the same (only updated) throughout a whole season.

2.12. Exploring Files

Apart from the main databases which we have previously talked about it, some data are saved as simple files in particular folders. If you are logged in as ADMIN you are able to explore these files and to download them when needed by pressing **ADMIN > SETUP > EXPLORER**.

You will see 8 folders:

Filename	modified	Size	
attachments	-	-	directory
comdata	-	-	directory
cvdata	-	-	directory
downloads	-	-	directory
fdfdata	-	-	directory
identifiers	-	-	directory
logs	-	-	directory
uploads	-	-	directory

The content is the following:

- attachments/ Various files which have been uploaded or created by the setup procedure.
- comdata/ Text- and PDF-Files created by the RACECOM function.
- cvdata/ Text-Files with the curriculum vitae of each participants created by themselves.
- downloads/ Text-, CSV- and ZIP-Files created by the LISTINGS and DOWNLOADS function.
- fdfdata/ PDF-Files created by the REGISTRATION and SCRUTINEERING function.
- identifiers/ Image-Files of the ID-Barcode of each participant.
- logs/ Log-Files with the complete progress of each driver during an event.
- uploads/ Image-Files (photos, licenses) uploaded by the participants upon registration.

The use of the EXPLORER is very similar to other file management systems:

- To open a folder, tab the folder.
- To go back to the previous folder, tab the folder <..>.
- To view/download a file, tab the file and answer to the system message accordingly.

Press <<< to exit from the EXPLORER.

2.13. Distributing eMail Messages

If you are logged in as ADMIN you are able to quickly distribute information among participants and entrants as well as accredited journalist by pressing **ADMIN** > **MESSENGER**.

First you have to decide to whom you want to send your message:

DRIVER	Sends your message to the email-addresses contained in the participant database
ENTRANT	of either drivers (participants), entrants (competitors) or both of them. Select the
BOTH	relevant class in the right (scrollable) window. To select multiple classes hold CTRL
	simultaneously. If omitted, the message will automatically be sent to all classes.
APP	Check this box if you want to send the message also to users of the GLOBAL APP. Note: Only possible for DRIVER. Message must not contain keywords (placeholders).
MEDIA / PRESS	Sends your message to the email-addresses contained in the accreditation database.
Addresses from last backup	Check the relevant year only if you want to take the email-addresses from a particular backup. If omitted, the addresses of the current year will taken.

Then you have to write your message. Similar to other email-applications, the first line is the subject. Add your subject after „EMS-Info:“ or simply overwrite it with other text as you deem fit.

The window below is for your message. Write any text you want. If your message is directed to only drivers and **not** sent via the APP, you may personalize your message using the following keywords:

%name	First and Last Name of the participant.
%organizer	Name of the organizer.
%barcode	ID-Code of the participant as Barcode.
%idcode	ID-Code of the participant as Text.
%qrcode	EDIT-Code of the participant as QR-Code.
%editcode	EDIT-Code of the participant as Text.

Example: If your personalized message shall look like

Hallo JOE PUBLIC,

if you have not yet entered your curriculum vitae, please provide your
data to the system using your personal EDIT-Code: wg63jg44jhs7hl89

your text message should look like this:

Hallo %name,

if you have not yet entered your curriculum vitae, please provide your
data to the system using your personal EDIT-Code: %editcode

If you want to attach a file to your message, press **Browse ...** and select the desired file from your computer. Then press **SEND** to launch your message or <<< to exit from MESSENGER.

Note: Depending on the number of recipients and the size of your attachment, the execution will take more or less time. If you have defined a Bcc eMail address in the GENERAL SETUP, a blind copy will be sent to this address as well. Please wait until the system answers with the success message.

2.14. Resetting the System

If you are logged in as ADMIN you are able to reset parameters and data by pressing **ADMIN > RESET**. You will see a selection of reset buttons each having its own task.

Note: Generally every „Reset“ is a loss of information in some way, since data will be overwritten or erased. Once executed, these data are not retrievable any more unless you have saved them in advance by making use of the various BACKUP-, EXPORT-, LISTINGS- or DOWNLOAD-functions!

A reset may be necessary for several reasons, but most likely because you have finished one thing and you want to start with something new. Therefore it is very important to know when to use which kind of reset and what happens doing so:

Which Reset	What happens	When to use
BRIEFING	Resets the briefing status of either all drivers or just of drivers from a selected class. Physically the column BSTAT in the driver database is erased.	All drivers or drivers of a certain group have been briefed and you want to do another briefing at the same event.
TYRES	Resets the tyres (not the archive) of either all drivers or just of drivers from a selected class. Physically the columns TYRE1 to TYRE24 in the driver database are erased.	You hand out another set of tyres to the drivers and you do not allow them to use the previous ones any more.
DRIVER	Resets the whole event. Physically the entire content of the driver database and all logs including Racecom and Ticketing are erased.	An event has been finished and you want to start with the next event. Make a BACKUP before deleting!
TYRES-ARCHIVE	Resets the tyres in the tyre-archive. Physically the entire content of the archive database is erased.	You do not allow that drivers can use their tyres handed out at a previous event any more.
RAFFLE	Resets the previous vehicle/engine raffle. Physically the column SN in the raffle database is erased.	The raffled engines have been returned and must be raffled again.
ACCESS-CONTROL	Resets all entrance information. Physically the entire access database is truncated.	An event has been finished and you want to start with the next event.
APP-LOGINS	Forces a logout from the external App of all or a certain driver. Physically the column LSTAT in the participant database is erased.	An event has been finished and you want to start with the next event or due to an App problem.
RACECOM	Resets all communication records, documents and the booklet.	An event has been finished and you want to restart Racecom.
PARTICIPANT	Resets the whole season! Physically the entire content of the participant database and all connected files are erased.	The season is off and you want to open a new registration phase. Make a BACKUP before deleting!

The procedure itself is identical for all resets. After pressing the button, a warning message will be displayed. At this point you may press <<< to abort or **CONFIRM** to execute the reset.

2.15. Creating and Restoring a Backup

The EMS system has an auto backup capability to avoid data loss in case of a server breakdown. This is done „on the fly“ without any operator interference. However this functionality does not prevent from data loss due to wrong usage (for example if you have erased records or made a database-reset by mistake). For this reason it is strongly recommended that you save your data as often as possible in order to restore them when necessary.

The most important data to be saved are contained in the participants- and starters-database, since losing information in one of these databases will produce problems in nearly all other functions.

To create or restore a backup, press **ADMIN > BACKUP** and then select **PARTICIPANT** or **DRIVER** (refer to the manual preface to remember the difference between the two databases).

The system will then inform you, if there is already a backup available or not. Depending on this status, you will be able to either perform a new backup by pressing **SAVE** or to restore the current backup data by pressing **RESTORE**.

If you are sure to execute the selected function, press **CONFIRM**, otherwise press **<<<** to return to the previous menu.

Note: The BACKUP-function will override data either in your previous backup (in case of saving) or in your current database (in case of restoring). Once executed, it cannot be reversed.

However this function does not save or restore images, logbooks and profiles. These data will remain the same since it is very unlikely that you have modified them in some way.

Note: The backup data will also be used by the system to search for existing membership numbers during the online registration procedure.

2.16. Administrating Users

Tab **ADMIN > SETUP > USERS** to either

- disable a user by selecting **OFF** from the status pulldown menu
- enable a user by selecting **ON** from the status pulldown menu
- change a username by entering a new name into the field *Username*
- reset a password to it's initial status (password = username) by selecting **RESET** from the status pulldown menu

When ready, press **SAVE** to store your modifications and tab **<<<** to return to the previous menu.

Note: The passwords of user types PUBLIC, STAFF and PADDOCK cannot be reseted.

3. Operating as user OFFICE

Every event starts with the registration of the participants (attending competitors). The EMS has collected a lot of information of all registered participants entered by themselves. Although these data has been checked and corrected automatically, some data may be wrong or missing. It is the responsibility of the event office (race office) to make them correct and/or complete.

To start with one of the following operations you must be logged in as user OFFICE.
Note: If you have weekly events, you must make sure that you are in a time window of -2/+5 days to the desired event start before using this function.

3.1. Enabling a Registered Participant

Press **RACE-CONTROL** > **REGISTRATION** to start the registration process.
Now let's perform a regular registration step by step:


Step 1: Call the participant by using one of the following methods:

- Type in or scan his starting-number
- Type in or scan his member-number (or EDIT-Code)
- Type in his name (or fractions of his name)

and press **SEARCH**, if you have not used a scanner.

- To obtain a list of drivers where the entryform is not completely signed, press .




Step 2: Check and complete/modify the data if necessary.

- Fill out the field SN (starting number) if it is empty.
- Check and complete/modify the other fields if necessary.
- If you receive the message „Registration for this event missing“, press **REREGISTER**, check the relevant event and return with **SAVE**.
- If you receive the message „Payment for this event missing“, press , check the payment method for the relevant event and return with **SAVE**.

Note: This function can be used at any time to update the payment status.


- 1 = bank to bank transfer
- 2 = cash payment
- 3 = free voucher
- 4 = debit- or credit-card
- 5 = electronic payment (automatically checked by the system)

- Check the boxes (separately or all) according to the situation.

Step 3: In case you need to print a pre-filled document, press ,  or  at the bottom line.
Use the standard functions of your browser to open and print the generated file.
Depending on your browsers security setup, you may have to confirm or unblock system messages.

Note: This operation requires the existence of PDF-Forms with defined fields and corresponding field assignments (see FORMS SETUP)

Step 4: Depending on your application it might be necessary that all drivers have to use their ID-Cards (containing a barcode) to pass quickly through time-consuming procedures such as the briefing. If a driver does not have an ID-Card, you can use his identification number as a preliminary solution.


Press  to get the barcode on the screen. Print the barcode with the standard functions of your browser and hand it to the driver.

Step 5: Press **ENABLE** to save your entries and release the participant (to make him to a driver) or press **UPDATE** if you just want to save your entries without enabling the participant.



Step 6: Press **NEXT** to call another participant or **<<<** to recall the previous driver.

Note: The registration is the most important task of an event! It is up to the operator to decide, if the prerequisites are fulfilled or not. Once a participant becomes a driver, he will be able to proceed to the scrutineering, the tyre handout, the briefing, etc., otherwise he will be refused.


3.2. Uploading Images and Documents

If you need to upload images (photo, licenses) or documents (starting permission, ...) to the participant database, call the relevant participant as described in step 1 of chapter 3.1. and tab . Then select the desired file(s) from your computer. Tab **SEND** to start the upload or **<<<** to abort.

Press **<<<** to return to the REGISTRATION mask and refresh the screen (F5).

To display the uploaded images and documents tab the  or  button.

3.3. Removing Images and Documents

If you need to remove images (photo, licenses) or documents (starting permission, ...) from the participant database, call the relevant participant as described in step 1 of chapter 3.1. and tab . Then check the desired deletion checkbox. Press **SEND** to start the removal or **<<<** to abort.

Press **<<<** to return to the REGISTRATION mask and refresh the screen (F5).

3.4. Adding and enabling a New Participant

Although it is most likely that all participants are already registered online, it may happen, that a new driver appears at your race office without prior notice asking for participation.

In this case press **NEW REGISTRATION**. This will open a new window (or tab) showing the online registration form. Enter the requested data and press **NEXT** when ready.

Tab **<<<** to close the window and return to the registration. After that you are able to call the new participant as described in chapter 2.1.

3.5. Performing a Briefing

The briefing is mandatory for all participants of motorsport events. It is therefore essential for an organizer to make sure that everyone attends the meeting. As controls are time-consuming and the number of participants can be huge, the use of barcodes and barcode scanners will speed up this procedure significantly.

Press **RACE-CONTROL** > **BRIEFING** to open the briefing mask:

- Count Fields** The left field indicates the current briefing group.
The right field shows two numbers with the following meaning:
- Number of scanned drivers / Number of expected drivers in this group
- Display field** Shows the starting number of the scanned driver.
The background-color of this field has the following meaning:
- Yellow: OK, the scanned driver belongs to the current briefing group.
Black: OK, but the scanned driver has already been scanned before.
Red: Not OK, the scanned driver does not belong to the current group.
- BARCODE** This field is where you should scan or enter the drivers barcode.


Now scan the first driver. His class will appear in the upper left field and the counter on the upper

Note: Since the very first scanned driver decides about the briefing group to be collected, you should make sure that he belongs to the desired group. If he belonged to a different group by mistake, simply close the briefing pressing <<< and restart the briefing session again.

right field starts counting.

If you have scanned a participant who is not yet enabled, the system will return the error message „Participant not enabled“. In this case press <<< to return to the briefing session.

If you have scanned a barcode different from a drivers barcode (e.g. a mechanic), the system will return the error message „Code illegal“. In this case press <<< to return to the briefing session.

If you want to know who is missing, you can press  at any time during the briefing. Press <<< to return to the briefing session.

3.6. Generating Listings

Even in an „electronic world“ sometimes paper is needed. This is why the standard line editor allows to self configure, generate and download printable CSV-files. Another (quicker) possibility is to call listings with a predefined format.

Press **LISTINGS** in the MAIN MENU and select the desired listing from the pulldown menu. Then press **SELECT** to generate the listing. The system returns with two format choices. Select the desired format by pressing **TXT** or **CSV** respectively to display the listing. Use your browsers standard functions to either save or open it for printing.

Currently available listings are:

DRIVER	Shows brief address information of all drivers.
BRIEFING	Shows the briefing presence/absence of all drivers.
SCRUTINEERING	Shows the scrutineering result of all drivers.
TECHNICS	Lists the technical equipment (except tyres) of all drivers.
TYRES	Lists the tyres of all drivers.
TIMEKEEPING	Contains export information for timekeeping systems.
PRESENTER	Contains brief information of all drivers for the commentator.
PERSONAL PROFILE	Contains full information of all drivers for the commentator.
NATIONS	Lists the participating nations and the corresponding number of drivers.
ASN	Contains export information for national sporting authorities.
LOGBOOK	Contains the log information of all drivers throughout an event.
RACECOM	Contains the log information of the officials throughout an event.
PARTICIPANT-DB	Lists the complete participant database (ADMIN only).
DRIVER-DB	Lists the complete driver database (ADMIN only).

Note: If you frequently need a specific listing different from what is already available, we can easily compose additional listings according to you requirements. In this case please send an email to BRP-Rotax, Austria.

3.7. Generating Downloads

This function allows the download of specific information as a compressed ZIP-File.

Press **DOWNLOADS** in the MAIN MENU and select the desired information from the pulldown menu. Then press **SELECT** to generate the zipped container file. The system will return with the message „ZIP-File successfully created“. Now tab **DOWNLOAD** to start the transmission to your computer.

Currently available downloads are:

PROFILES	Contains the personal driver profiles
BARCODES, QRCODES	Contains the driver identification barcodes and EDIT-Codes
PORTRAITS	Contains the driver portrait pictures
LICENSES, PERMISSIONS	Contains the driver-/entrant-licenses and starting permissions
ACCREDITATIONS	Contains the journalist licenses and insurance documents
LOGFILES	Contains the driver log files
ENTRYFORMS ALL	Contains the participant entry forms of the whole championship
ENTRYFORMS EVENT	Contains the driver entry forms of the current event only
SCRUTINEERINGS	Contains the driver scrutineering forms
RACECOM	Contains all Racecom messages, documents and forms

4. Operating as user TECHNIC

Once the „bureaucratic“ stuff is done, the driver is able to proceed to the technical part. First of all is the data collection of his equipment which he is going to use throughout the event. During the scrutineering all data concerning his engine, carburetor, exhaust, chassis and transponder, as well as his protective clothing (race-suit, helmet) will be recorded. The tyre handout procedure captures up to 4 sets of slick- or wet-tyres. It is the responsibility of the technical commissioners (scrutineers) to make sure, that all data are complete, otherwise the inspections will fail later on and the affected driver may be disqualified.

To start with one of the following functions you must be logged in as user TECHNIC.

4.1. Performing Scrutineering

Press **RACE-CONTROL** > **SCRUTINEERING** to start the scrutineering process.

Step 1: Call the driver by using one of the following methods:

- Type in or scan his starting-number
- Type in or scan his member-number (or EDIT-Code)
- Type in his name (or fractions of his name)

and press **SEARCH**, if you have not used a scanner.

You will then see the scrutineering mask containing the following fields:

BARCODE	This field is where you should scan or enter the equipment barcode to be captured.
Last Name	Contains the drivers last name.
Class	Contains the class in which the driver is racing.
Vehicle/Engine	Contains information about the chassis and engine (if available).
Transponder	Contains the transponder number (if available).
Display field	This field with the yellow background shows the starting number.

Step 2: Now scan the first equipment barcode (e.g. the engine serial number).

The captured barcode will be analyzed and then automatically transferred to the relevant field when the check was successful.

If a barcode has been refused, the following reasons may have caused this:

- The barcode-format is not according to the setup definition.
- The barcode has already been captured.

Repeat this step as many times as you need to capture equipment.
The system will fill up the fields respectively.

The maximum number of equipment is:


2 x Engines with seals	(Engine 1, Engineseal 1, Engine 2, Engineseal 2)
4 x Extra engineseals	(Engineseal 3, Engineseal 4, Engineseal 5, Engineseal 6)
2 x Chassis with seals	(Chassis 1, Chassisseal 1, Chassis 2, Chassisseal 2)
1 x Carburetorseal	(Carburetorseal)
1 x Exhaustseal	(Exhaustseal)

Step 3: Inspect the drivers helmet, overall (racesuit) and the entire technic of his vehicle (kart). Check the boxes (separately or all) according to the result. You may also enter some notes into the fields Note 1 and Note 2 (up to 15 chars each) for your personal memory.

Step 4: Press **SAVE** to save all captured equipment or <<< to exit without saving.




Note: Alternatively to the SAVE-Button, you may also scan the starting or member-number (or EDIT-Code) again. The system will prompt with the message „Save data?“. Then scan the same number a second time as a confirmation.

When saving entries this way, the boxes "helmet, overall, technics" will be automatically checked, so you don't have to do this separately. Only in cases where not all of the 3 criteria are ok, you have to check the boxes manually and save the entries by tabbing **SAVE**.

Step 5: In case you need to print a pre-filled document, press  at the bottom line. Use the standard functions of your browser to open and print the generated file. Depending on your browsers security setup, you may have to confirm or unblock system messages.

Note: Since the content is taken from the database, your entries/modifications must have been saved before. Therefore it may be necessary to call up the driver once again.

Additional available functions

- Press  to see the progress of the scrutineering and then  to know who is still missing.
- Press  to get a TXT- or CSV-list of drivers who have failed with helmet, overall, technics.

Press <<< to return to the scrutineering session.

Direct data editing

If (for any reason) you need to edit (modify, add, delete) equipment barcodes in the database, you may do the following:

- Execute Step 1
- Edit the relevant field(s) using normal keyboard functions.
- Press **SAVE** to save your entries or <<< to exit without saving.

4.2. Handing out Tyres

Press **RACE-CONTROL** > **TYRE HANDOUT** to start the tyre handout process.

Step 1: Call the driver by using one of the following methods:

- Type in or scan his starting-number
- Type in or scan his member-number (or EDIT-Code)
- Type in his name (or fractions of his name)

and press **SEARCH**, if you have not used a scanner.

You will then see the tyre handout mask containing the following fields:

BARCODE	This field is where you should scan or enter the tyre barcode to be captured.
Last Name	Contains the drivers last name.
Class	Contains the class in which the driver is racing.
Vehicle	Contains information about the chassis and engine (if available).
Tyretype	Contains the type of tyre (if available) to be handed out.
Display field	This field represents the starting number. The background color shows the status with the following meaning:

Black background:
No tyre has been captured yet.



Red background:
Some tyres have been captured, but the current set is not complete.



Yellow background:
One or more tyre sets are complete.



If the starting number appears in green, the captured tyre either does not belong to your territory (Mojo only) or does not exist in your own (uploaded) tyre database.



Step 2: Now scan the first tyre barcode.

The captured barcode will be checked and then transferred automatically to the field Tyres 1 when the check was successful.

If a barcode has been refused, the following reasons may have caused this:

- The barcode-format is not according to the setup definition.
- The barcode has already been captured.

Repeat this step as many times as you need tyres to be handed out. The system will fill up the fields Tyres 2, Tyres 3, ... respectively.

Step 3: Press **SAVE** to store all captured tyres or <<< to exit without saving.

Note: Alternatively to the SAVE-Button, you may also scan the starting or member-number (or EDIT-Code) again. The system will prompt with the message „Save data?“. Then scan the same number a second time as a confirmation.

This functionality is very useful if participants are using ID-Cards and the person handing out the tyres does not have the keyboard close to him. Only works if „Allow all tyre barcode formats“ has not been selected in the GENERAL SETUP.

Additional available functions

Press  to see the progress of the tyre handout and then  to know who is still missing.

Press <<< to return to the tyre handout session.

Direct data editing

If (for any reason) you need to edit (modify, add, delete) tyre barcodes in the database, you may do the following:

- Execute Step 1
- Edit the relevant field(s) using normal keyboard functions.
- Press **SAVE** to store your entries or <<< to exit without saving.

4.3. Replacing Equipment

If an equipment needs to be replaced (for example due to a technical problem) it is most important, that the database gets updated. Otherwise a later inspection will fail and the affected driver may be disqualified. The replacement function itself is a fairly easy operation, since you just have to enter (scan) the idents of two items - the one to be removed and the one to be inserted instead.

Press **RACE-CONTROL** > **REPLACEMENT** to start the replacement process.

Step 1: Search for the equipment to be removed (replaced)

- Type or scan the identification of the equipment to be removed
- Press **SEARCH**, if you have not used a scanner

If the equipment has been found in the database, the system will show you the starting number of the driver to whom this equipment belongs. Verify this information carefully. If it is ok, continue with step 2, otherwise press <<< to return to step 1.

Step 2: Enter the equipment to be inserted

- Type or scan the identification of the equipment to be inserted
- Press **SAVE**, if you have not used a scanner

Step 3: Press <<< to return to the RACE-CONTROL menu.

The replacement procedure itself is easy to operate and identical for all kind of equipment, but you should be aware about the complex changes the system is performing internally depending on the type of equipment your are replacing.

Type of equipment	Changes in the driver database	Changes in the raffle database and the tyre archive (where applicable)
Engine	Counter, Engine, EngineNR, Enginesseal 1-6	StartNR
EngineNR	Counter, Engine, EngineNR, Enginesseal 1-6	StartNR
Enginesseal x	Enginesseal x	Enginesseal x
Carburetorseal	Counter, Carburetorseal	Carburetorseal (only in case of resealing)
Exhaustseal	Counter, Exhaustseal	Exhaustseal (only in case of resealing)
ChassisNR	Counter, ChassisNR, Chassisseal	StartNR
Chassisseal	Chassisseal	Chassisseal
TransponderNR	TransponderNR	TransponderNR
TyreNR x	Counter, TyreNR x	TyreNR x
Vehicle	Counter, Vehicle, Engine, EngineNR, Enginesseal 1-6, ChassisNR, Chassisseal, Carburetorseal, Exhaustseal	StartNR

4.4. Inspecting Drivers and Equipment via PC and Scanner

The inspection function is the most used function during an event and it is also the easiest function to operate, because you just have to scan (or enter) any code and you will immediately obtain the result. However for EMS it is the most difficult operation, since several databases have to be searched and compared for each request coming from all over the world as quick as possible.

Press **RACE-CONTROL** > **INSPECTION** to start the inspection process.

You will then see the inspection mask containing the following fields:

Small field
(black background)

Shows the last name of the driver, if the inspected equipment was successfully found in the database.

When you have just started the inspection session, it will show „###“.

When inspecting tyres, an additional field may appear containing the message **Old Code** if the inspected tyre was found in the tyre archive. See also chapter 2.1. for more information. Another message could be **Wrong Set** if the inspected tyre is not belonging to the allowed set of tyres. See also chapter 2.1. for more information.

Display field

Shows the starting number of the driver, if the inspected equipment was successfully found in the database.

When you have just started the inspection session, it will show „###“.

The background color indicates the status with the following meaning:

Yellow background: The driver has passed all stations successfully.
Red background: The driver has not passed all stations successfully.



If the starting number appears in green, the captured tyre either does not belong to your territory (Mojo only) or does not exist in your own (uploaded) tyre database.



BARCODE

This field is where you should scan or enter the equipment barcode to be inspected.

Step 1: Capture the equipment to be inspected.

- Type or scan the identification of the equipment to be inspected
- Press **SEARCH**, if you have not used a scanner

Step 2: Verify the resulting information carefully.

The resulting information is always the same, no matter which equipment you have inspected. If the equipment was found in the database, the system will show you the name and the starting number of the driver to whom this equipment belongs.

If the displayed number matches with the starting number of the driver and the background color is yellow, the inspection is ok. If the background color is red, the equipment is ok, but something is wrong with this driver, e.g. missing equipment, no briefing, ... In this case use the logbook for further investigations.




Same as above but indicating that the tyre was found in the tyre archive. The archive contains all tyres which have been handed out while the archive was enabled.



If the displayed number does not match with the starting number of the driver or the system shows „###“ instead, the inspection result is negative. In this case the driver has to be reported to the race officials for further investigations.



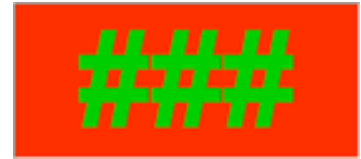
Repeat your inspections from step 1 as many times as you need.

Tab  whenever you want to see more information about the inspection result.

Press <<< to return to the RACE-CONTROL menu.

Some more examples when inspecting tyres:

Inspected tyre has not been assigned to a driver and does not belong to the distributors territory or does not exist in your own tyre database.



Inspected tyre does not exist (unknown tyre).



Inspected tyre does not belong to the allowed set.



Number of allowed tyres has exceeded



4.5. Inspecting Drivers and Equipment via an Industrial Scan App

The use of PC and Scanner sometimes is uncomfortable if you need to do inspections in areas where you have to be mobile. For this reason EMS offers an interface to an Industrial Scan App by **Skycore** called **codeREADr** available in the App Store for iOS and Google Play for Android devices.



<https://itunes.apple.com/ml/app/codereadr-enterprise-barcode/id389044458>

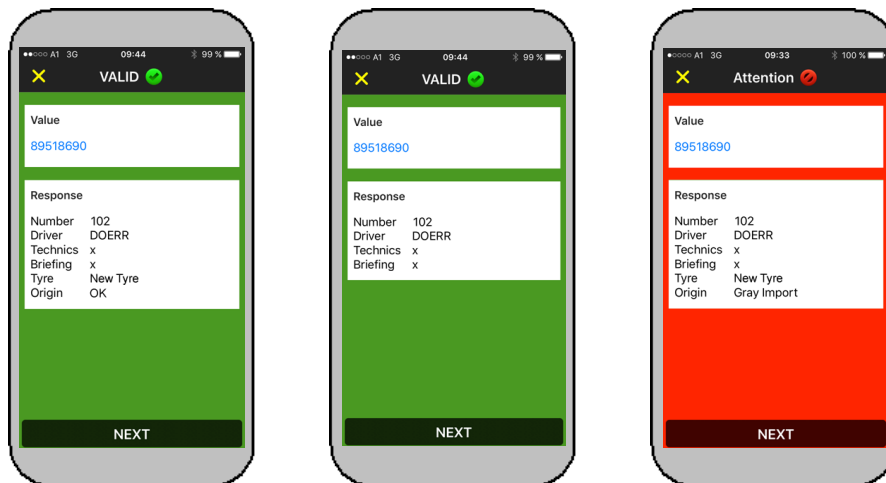


<https://play.google.com/store/apps/details?id=com.skycore.android.codereadr>



To get started please refer to Chapter 4 of the **Scan Apps Quick Setup Guide**.

As soon as the scanner has recognized the barcode, the system will show up with one of the following screens depending on the result:



The background color will be green, if the system has not found an error.

The background color will be red, if one of the following conditions apply:

- Driver has not yet successfully passed the scrutineering (if scrutineering is enabled)
- Driver did not attend at the briefing (if briefing is enabled)
- Driver uses a gray import tyre (if gray import check is enabled)
- Driver uses an illegal equipment (scanned item is not in the database)
- System encounters a general error (access problem, setup problem, ...)

Tab **NEXT** at the bottom to scan another barcode or **X** in the upper left to return to the MAIN MENU.

4.6. Inspecting Drivers and Equipment via a Semi-Industrial Scan App

Industrial Apps are powerful, but chargeable. For this reason the EMS also offers an interface to a free Semi-Industrial Scan App by **Cognex**. Besides iOS and Android, this app is also available for Windows mobile devices by **Manatee Works** in the Microsoft Store.



<https://itunes.apple.com/us/app/manatee-works-barcode-scanner/id504201315?mt=8>



<https://play.google.com/store/apps/details?id=com.manateeworks.barcodescanners>

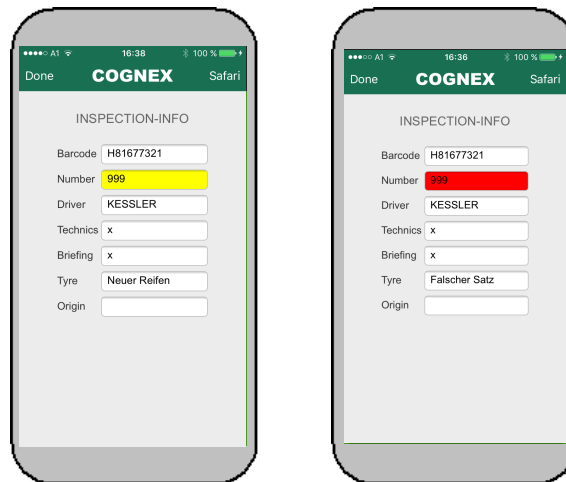


<https://www.microsoft.com/de-at/store/p/barcode-scanners/9nblggh0ckqv>



To get started please refer to Chapter 3 of the **Scan Apps Quick Setup Guide**.

As soon as the scanner has recognized the barcode, the system will show up with one of the following screens depending on the result:



The background color of the field *Number* will be yellow, if the system has not found an error.

It will be red, if one of the following conditions apply:

- Driver has not yet successfully passed the scrutineering (if scrutineering is enabled)
- Driver did not attend at the briefing (if briefing is enabled)
- Driver uses a gray import tyre (if gray import check is enabled)
- Driver uses an illegal equipment (scanned item is not in the database)
- System encounters a general error (access problem, setup problem, ...)

Tab **DONE** at the upper left to scan another barcode.

4.7. Inspecting Drivers and Equipment via a Commercial Scan App

A suitable alternative to the Semi-Industrial App is the Commercial Scan App **QRbot** by **TeaCapps**. It offers multilingual capabilities and is free of charge if you don't mind the little advertisement.



<https://itunes.apple.com/cy/app/qrobot/id1048473097>



<https://play.google.com/store/apps/details?id=net.qrobot>



To get started please refer to Chapter 2 of the **Scan Apps Quick Setup Guide**.

The handling and appearance of the results are similar to the Semi-Industrial Scan App.

5. Operating as user STAFF

If you are organizing a big event, you may have employed staff not belonging to your own personal. Typical tasks for this type of users are the access controls and the execution of event related votings.


To start with one of the following functions you must be logged in as user STAFF (or as a user with higher privileges).

5.1. Checking Access (Entrance and Exit)

If you are organizing a big event, you may need to allow access to a certain track area only for a specified group of people. EMS offers the possibility to control this either in single or multiple access mode.

To start this function, press **STAFF > ACCESS-CONTROL**. You will then see the control mask containing the following fields:

Display field	<p>The behavior of this field is dependent from the access mode (single or multiple) you have defined in the GENERAL SETUP (see chapter 2.1.).</p> <p>Single access mode: Shows the total number of individuals who are presently inside with yellow background if the scanned person is allowed or "NO" with red background if the person is not allowed to enter. Once a person has entered, he/she is not allowed to enter a second time at the same day.</p> <p>Multiple access mode: Shows the total number of individuals who are presently inside with yellow background if the scanned person is allowed. Once a person has entered and exited, he/she is allowed to enter again.</p> <p>Note: When in multiple mode, the exiting person must also be scanned, otherwise he/she will not be allowed to enter again.</p>
BARCODE	<p>This field is where you should scan or enter the persons identification barcode to be captured.</p>

Press  to see how many persons have been inside the restricted area at which date. When in single access mode, the shown number is the maximum number of the respective day. When in multiple access mode, the number should be "0" at the end of the day, since the number of entering persons is normally equal to the number of exiting persons.

Repeat your scans as many times as you need or press <<< to return to the previous menu.

5.2. Evaluating the Event Performance (Voting)

If you want to know how people assess the event and the performance of your organization, you may use the voting capability of EMS to quickly collect and evaluate data.

To start this function, press **STAFF > VOTING**. You will then see the actual satisfaction survey menu containing 7 different locations, each having a „bad-medium-good“ assessment.

To start the collection of data just press the button representing the location for which you want the peoples opinion. The system will then come up with the „voting screen“ showing three big „bad-medium-good“ buttons, where people can now make their assessments.

Press <<< to return to the satisfaction survey menu.

To reset the collected data of a certain location press  at the right.

Press <<< to return to the previous menu.

6. Operating as user PUBLIC

Every event benefits from the quality of a commentator (moderator) giving some interesting information about the drivers during the race. And everyone who has ever tried to do this knows, how difficult it is to have the right information at the the right moment, since the situation may change very rapidly. For this reason EMS offers the possibility to recall the drivers profile by just a push of a button.

To start with one of the following functions you must be logged in as user PUBLIC (or as a user with higher privileges).

6.1. Displaying Media and Commentator Information

Press **MEDIA / PRESS** > **COMMENTATOR** to start the commentators process.

The system will show a grid of buttons. The top button represents all drivers. The buttons below represent classes (categories), where the number of buttons is dependent from the number of classes you have defined for your event. Each button indicates the starting number range and the number of participating drivers in this class.

Now click on either **Total entries** or the desired class. The system will show a grid of buttons, each representing a particular driver. By clicking the button of the desired driver, the system displays his personal profile and - if the driver has entered his "speakers data" - his sporting curriculum vitae, best results, hobbies and other useful information.

Note: For better clarity only drivers who are actually racing will show up.
Drivers participating at another event will not be displayed.

Press <<< to select another driver and/or to return to the previous menus.

6.2. Calling the Live-Timing or Live-Streaming

Tab **MEDIA / PRESS** > **LIVE-TIMING**
or **MEDIA / PRESS** > **LIVE-STREAMING**

This will open a new window and redirect you to the URL you have specified in the GENERAL SETUP. Close the window to return to the EMS-System.

6.3. Calling the Participant-List, Timetable, Notice Board or Briefing

Tab **MEDIA / PRESS** > **PARTICIPANT-LIST**
or **MEDIA / PRESS** > **TIMETABLE**
or **MEDIA / PRESS** > **NOTICE BOARD**
or **MEDIA / PRESS** > **BRIEFING**

This will open a new window and redirect you to the relevant page. Terminate the function by either closing the window or by tabbing <<< wherever applicable.

7. Communication between Officials (Racecom)

Racecom is the major function for the communication and document flow among all involved officials of an event. It distributes and monitors messages (text, documents, forms, pictures, videos) and signals both sender and receivers about the status in real time. Moreover Racecom communicates with a smartphone app which enables the system to send notifications to each driver and receive their confirmation.

To start Racecom you must login as an official according to the list in chapter 1. Possible users are:

Shorthand Symbol	Official Naming	Description
OR	ORGANISATION	Organizer, Coordinator
PG	PREGRID	Officials managing the starting lineup
RC	RACE CONTROL	Officials investigating video material
RD	RACE DIRECTOR	Officials managing the race
RO	RACE OFFICE	Officials publishing results and other information
SC	SCRUTINEERING	Officials checking technical equipment
ST	STEWARDS BOARD	Officials acting as a judicial body
TK	TIMEKEEPING	Officials recording times, positions and event results
<i>DR</i>	<i>DRIVER</i>	<i>Driver (passive user logged in via Smartphone App)</i>

Once you are logged in, press **RACECOM** to enter the RACECOM menu and to start your communication process. If there are multiple users for your account, you will have to select your name from the pulldown menu. The system will come up like this:

The screenshot shows the Racecom interface. At the top, there is a header with columns: Date/Time, From, To, RNr, RName, SNr, Class, Subject, and Stat. Below this is a large red-bordered area labeled as the 'Monitor'. Below the monitor is a blue-bordered area labeled as the 'Workspace'. The workspace contains a text input field with the placeholder 'Enter message or select text template'. To the right of the input field is a dropdown menu showing 'Jackie Stewart (ST)'. Below the dropdown are four buttons: 'TXT-Message', 'PDF-Document', 'PDF-Form', and 'DB-Listing'. Below these buttons are several dropdown menus and input fields: 'OR', 'PG', 'RC', 'RD', 'RO', 'SC', 'TK', 'DR'; 'RNr?', 'Class?', 'RName', 'Subject?'; 'SNr?', 'First Name', 'Last Name'; and 'Select text template ...'. At the bottom of the workspace are two buttons: '<<<' and 'RESET'.











The red area is the Monitor, where all in- and outgoing messages are displayed.

The blue area is the Workspace, where you can process text and document messages.

Note: If you login as Race Director (RD) or Pregrid (PG), you will enter the simplified menu by default. See **Temporary Settings** how to switch to the full menu.







Monitor Area

The monitor constantly shows all in- and outgoing messages and their current status which are related to you. A typical example may look like this:

	DateTime	From	To	RNr	SNr	Class	Subject	Stat
↩	2017-07-21 12:05	TK	ST	5	210	DD2	General Subject	 
✕	2017-07-21 11:59	ST	TK	10	301	DD2	Driver Call 311	 
✕	2017-07-21 11:57	ST	RC,RO,TK	5	402	DD2	General Subject	 
✕	2017-07-21 11:55	ST	PG,RO	2	210	JUN	Result and Grid	 
↩	2017-07-21 11:53	RC	ST	2	211	JUN	Incident Driver 101	 





The fields have the following meaning:

DateTime	Timestamp when the message has been published
From	Shorthand symbol of the sender
To	Shorthand symbol of the receiver(s)
RNr	Race number
SNr	Starting number
RName	Race name
Class	Class/Category
Subject	Main subject what is the message about
Stat	Current status of the message, where:




-  Other recipients and myself have not yet confirmed*
-  Other recipients have not yet confirmed*
-  All recipients have confirmed
-  All recipients except myself have confirmed*
-  All recipients except one have confirmed*
-  All recipients have confirmed, but the document needs to be signed.

* On mouse over you will see which receivers have not yet confirmed.

Symbols

	Text message (TXT)
	PDF documentdocument (PDF)
	PDF form (FOR)
	PDF database listing (DBL)

Buttons

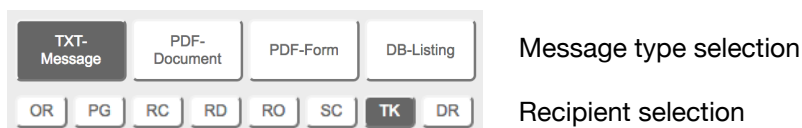
	Tab this button to delete a message (optional)
	Tab this button to confirm a message
	Tab this icon to send document to Signpad

Workspace Area

The workspace is the area where you publish/confirm text messages, documents and forms. Depending on the type of message and the type of user, the system shows up like this: The left screen shows the text, document or form you are currently processing. The headline on the right indicates your current position (User-ID) and name.

The screenshot shows a workspace interface. On the left is a large text area with the placeholder text "Enter message or select text template". On the right, the user's name and ID "Jackie Stewart (ST)" are displayed next to a gear icon. Below this are four buttons for message type: "TXT-Message" (dark), "PDF-Document", "PDF-Form", and "DB-Listing". A row of recipient selection buttons follows: "OR", "PG", "RC", "RD", "RO", "SC", "TK" (dark), and "DR". Below these are several input fields: "RNr?" (dropdown), "Class?" (dropdown), "RName", "Subject?" (dropdown), "SNr?" (dropdown), "First Name", and "Last Name". At the bottom is a "Select text template ..." dropdown and two buttons: "<<<" and "RESET".

Below you will see the Select-Buttons for message type and recipients. The color indicates if it is selected (dark) or not selected (light).



Message type selection

Recipient selection

The recipient selector buttons work like a toggle: Tabbing once means „selected“ (dark), tabbing another time means „not selected“ (light). By default no recipients are selected.

Useful tip: On mouse over you will see the full name of the recipient.

The fields and buttons below have the following meaning:

RNr?	Race/Session number
Class?	Class/Category (selectable or generated by the system)
RName	Race/Session name (generated by the system)
Subject?	Pulldown menu with predefined subject templates
SNr?	Starting/Kart number
FirstName	Drivers first/given name (generated by the system)
LastName	Drivers last/family name (generated by the system)
Select text template ...	Pulldown menu with predefined text templates

- Signatur position bottom RIGHT Temporary Settings (see next page)
- Signatur position bottom LEFT

Depending on the selected message type and the processing progress, the system will change (show and hide) additional fields and buttons. You will only see what you need!

Temporary Settings


These settings are active during your session only. You have the following choices:

- Alarm when receiving messages (default = on)
- Automatic monitor refresh (default = on)
- Show monitor filter
- Large monitor window
- Simplified menu (read only)
- Only my responsible classes (default = on)
- Only incoming messages
- Only messages of today
- Only my unconfirmed messages

Monitor filter

If you have checked *Show monitor filter*, you will see a row of input fields below the monitor header where you can specify multiple filter criteria like this:


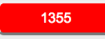
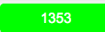
	DateTime	From	To	RNr	RName	SNr	Class	Subject	Stat
			RO				DD2	Result	

These filter criteria will become active as soon as the monitor refreshes and will stay active until you remove them individually or clear them all by tabbing .

Note: The filter will stay active even if you hide the input line after having specified them. If you logout and login again, the settings will be switched back to the default values.

Simplified menu


If you have checked *Simplified menu (read only)*, you will see a different screen just showing the monitor with large buttons on the right side.

DayTime	From	RNr	RName	SNr	Class	Subject	Status
11-11 15:28	TK	53	Final DD2-M	0	DDM	Laptimes	 1357
11-11 15:25	TK	53	Final DD2-M	0	DDM	Result	 1355
11-11 15:24	SC	52	Final SENIOR	338	SEN	Non-compliance repo	 1353

A red colored button indicates, that the message has **not** been read yet, whereas a green button means that the message is read **and** confirmed.

Tab one of these buttons to open and read a message. The message will be displayed full screen in A4 Portrait format. Close the window to return to the monitor. This will automatically confirm the message and the button color will become green.

Note: If you login as Race Director (RD) or Pregrid (PG), you will enter the simplified menu by default. You may change to the full menu in the Temporary Settings at any time.

Tab <<< to return to the MAIN MENU or  to call the Temporary Settings.

7.1. Publishing a Text Message

- Tab the **TXT-Message** button until it becomes dark.
 - Select as many recipients as you need by tabbing onto the corresponding buttons **OR**, **PG**, **RC**, ... **DR** until they become dark.
 - Choose the race/session number from the **RNr?** pulldown menu if your message is related to a certain race session. **Useful tip:** On mouse over you will see the race name.
 - Choose the class from the **Class?** pulldown menu if you want to address your message to a certain class/category. **Useful tip:** On mouse over you will see the full class name.
 - Choose the subject from the **Subject?** pulldown menu that relates best to your message. Any existing placeholders (xxx) will be replaced by the drivers name and starting number.
 - Choose the starting/kart number from the **SNr?** pulldown menu if you want to address your message to a specific driver. **Useful tip:** On mouse over you will see the name of the driver.
 - At this point you may enter the contents of your message using 2 methods:
 - Method 1: Select a predefined text from the **Select text template ...** pulldown menu
 - Method 2: Type the desired text manually into the display field
- You can mix these two methods freely, but please note the following:
- When using text templates (method 1), the system will immediately insert the related long text into the display field. Any existing placeholders (xxx) will be replaced by the drivers name and starting number.
 - When inserting text manually into the display field (method 2), you must terminate your entry either by pressing TAB or by a mouse click outside the display field.
- Tab **SEND** to launch your message or **RESET** to start from scratch without sending.
 - Tab **<<<** to return to the MAIN MENU if desired.

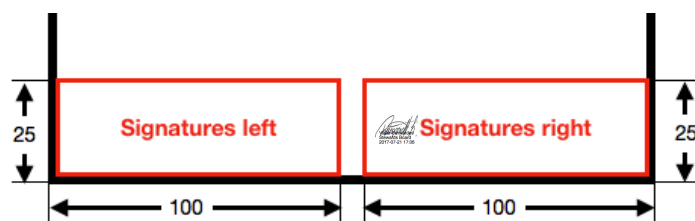
7.2. Publishing a Document Message



- Tab the **PDF-Document** button until it becomes dark.
- Select as many recipients as you need by tabbing onto the corresponding buttons **OR**, **PG**, **RC**, ... **DR** until they become dark.
- Choose the race/session number from the **RNr?** pulldown menu if your message is related to a certain race session. **Useful tip:** On mouse over you will see the race name.
- Choose the subject from the **Subject?** pulldown menu that relates best to your message. Any existing placeholders (xxx) will be replaced by the drivers name and starting number.
- Choose the starting/kart number from the **SNr?** pulldown menu if you want to address your message to a specific driver. **Useful tip:** On mouse over you will see the name of the driver.
- At this point the system will offer you the possibility to upload your document as follows:
 - Tab **Search...**
 - Choose the file on your computer and tab **Select**
 - Tab **UPLOAD** to start the file upload
 - Wait until your document is visible in the display field

If your uploaded PDF document is a multipage document, you can scroll up- and downwards or tab **Show PDF** to see the full document.

Note: If your digital signature is available, the system will additionally show the button **SIGN + SEND** which allows you to sign and launch the document at the same time.

- Tab **SEND** to launch your document or **RESET** to start from scratch without sending.



Depending on your setup, up to 5 signatures will be placed together with a timestamp either on the bottom left or bottom right of the A4 document. To chose left or right, tab the signature position switch  or  before.

- Tab **<<<** to return to the MAIN MENU if desired.

7.3. Publishing a Form Message

- Tab the **PDF-Form** button until it becomes dark.
- Select as many recipients as you need by tabbing onto the corresponding buttons **OR**, **PG**, **RC**, ... **DR** until they become dark.
- Choose the race/session number from the **RNr?** pulldown menu if your message is related to a certain race session. **Useful tip:** On mouse over you will see the race name.
- Choose the subject from the **Subject?** pulldown menu that relates best to your message. Any existing placeholders (xxx) will be replaced by the drivers name and starting number.
- Choose the starting/kart number from the **SNr?** pulldown menu if you want to address your message to a specific driver. **Useful tip:** On mouse over you will see the name of the driver.
- At this point the system will offer you the possibility to select a form from the pulldown menu. The selected form will be displayed in the display field. If it is a multipage form, you can scroll up- and downwards or tab **Show PDF** to see the full document.
- If the shown form is the desired form, tab **FORM-FILLER**.
The system will open the FORM-FILLER menu like this:

The left side always shows the actual status of the pre-filled form.

The right side shows all editable form-fields.

If the system recognizes a known field (chapter 7.9.) and has data available, the field will be populated automatically.

All unknown fields must be populated manually either by typing the data or by selecting data from the pulldown menu below.

Note: When entering data from the pulldown menu, the content will be added (not replaced) to the already existing field content.

Tab **X** to clear the entire field.

When finished, tab **<<<** to return to the RACECOM main menu.

- Tab **SEND** to launch your form or **RESET** to start from scratch without sending.

Note: If your digital signature is available, the system will additionally show the button **SIGN + SEND** which allows you to sign and launch the form at the same time.

- Tab **<<<** to return to the MAIN MENU if desired.

7.4. Publishing a Database Listing

- Tab the **DB-Listing** button until it becomes dark.
- Select as many recipients as you need by tabbing onto the corresponding buttons **OR, PG, RC, ... DR** until they become dark.
- Choose the race/session number from the **RNr?** pulldown menu if your message is related to a certain race session. **Useful tip:** On mouse over you will see the race name.
- Choose the class from the **Class?** pulldown menu if you want to address your message to a certain class/category. **Useful tip:** On mouse over you will see the full class name.
- Choose the subject from the **Subject?** pulldown menu that relates best to your message. Any existing placeholders (xxx) will be replaced by the drivers name and starting number.
- Select the desired type of listing from the pulldown menu and tab **SHOW** to generate/see the listing. If your listing is a multipage document, you can scroll up- and downwards or tab **Show PDF** to see the full document.
- Tab **SEND** to launch your listing or **RESET** to start from scratch without sending.

Note: If your digital signature is available, the system will additionally show the button **SIGN + SEND** which allows you to sign and launch the listing at the same time.

- Tab **<<<** to return to the MAIN MENU if desired.

7.5. Publishing a Message on the Notice Board

Instead of sending a message to the drivers smartphone app, it can also be sent to the virtual (official) notice board. The procedure is similar as described in the previous chapters, the only differences are:

- You must be logged in as **RO** (Race Office).
- Select message type **PDF-Document, PDF-Form** or **DB-Listing** only.
- Select **DR** as recipient (button will turn into red indicating that the message will be sent to the notice board).

Every time Race Office is sending a message (document or form) to drivers, the system will publish the message on the notice board instead of sending it to the smartphone app. However all text messages will still be sent to the smartphone app.

7.6. Receiving a Message on Smartphone

Every time you are sending a message (text, document or form) to drivers, the system will push forward your message to a smartphone app. There are 2 types of messages:

- | | |
|--------------|--|
| Notification | This is a message to a specific driver. As soon as he reads the message, the smartphone automatically confirms the receipt. Messages of this type have to be considered as very important . |
| Update | This is a message to all drivers or a certain class/category. No confirmation will be returned. Messages of this type have to be considered as important, but informational only . |



For further information about the use of the smartphone app please refer to the user manual.

7.7. Confirming a Message

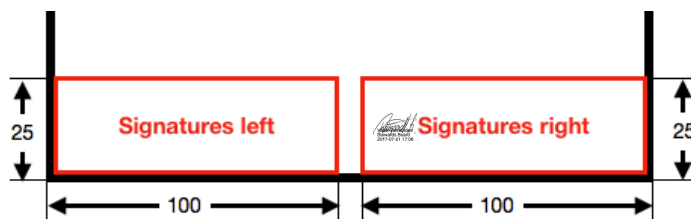
- Select the desired message by tabbing  at the right side of the monitor area.



The system will show the selected message in the display area. If the message is a PDF document or PDF form with multiple pages, you can use the sidebar to scroll up and down.

- If you want to forward the message, select as many recipients as you need by tabbing onto the corresponding buttons **OR**, **PG**, **RC**, ... **TK** until they become dark.
Note: Forwarding text messages to DR (drivers) is blocked by the system.

- Tab **CONFIRM** to confirm the receipt of the message or **RESET** to start from scratch without confirming.

Note: If your digital signature is available and the received message is a PDF document or PDF form, the system will additionally show the button **SIGN + CONF**, which allows you to sign and confirm the document/form at the same time.



Depending on your setup, up to 5 signatures will be placed together with a timestamp either on the bottom left or bottom right of the A4 document. To chose left or right, tab the signature position switch  or  before.

- Tab **<<<** to return to the MAIN MENU if desired.


7.8. Reading and Printing a Message

To read a message tab onto the icon on the right side of the monitor area. A popup window will open on the upper left. If desired, grab the bottom right corner of this window to zoom it. Use the browser built-in print function to send the message to a printer.

Note: Close the popup window before proceeding with another function!

7.9. Deleting a Message

If you are the author of a message and your message has not yet been forwarded by the receiver to another destination, you can delete it.

To delete a message, tab  at the left side of the monitor area and confirm the security question.

Attention: Deleting a message will cause a gap in the document numbering. This may have legal consequences, since your ASN expects a seamless documentation of all messages at the end of an event.

7.10. Racecom Setup

Before you are able to use the Racecom functions, you need to define some setup parameters. To enter these parameters you have to login as user ADMIN. Pay attention from now on, since you are practically allowed to change anything you want.

Now start the RACECOM SETUP menu by pressing **ADMIN > SETUP > RACECOM**. Here you will find several choices. For each of them an editor similar to the classes setup will open. It will also allow to insert and modify multiple lines at the same time. You may enter/alter any field, but nothing will change unless you press **SAVE**.

Defining Races

Press **RACES** to open the RACES SETUP menu. You may define up to 100 races.

RNr	Race number from 1 to xx depending on the number of sessions you have defined in your time schedule.
RName	The corresponding name of the session defined by RNr.
Class	The Class that will be racing in the session defined by RNr.

RACES SETUP
Free Races: 94

RNr	RName	Class
<input type="checkbox"/> 1	NQ-PRACTICE (EVEN)	JUN
<input type="checkbox"/> 2	NQ-PRACTICE (ODD)	JUN
<input type="checkbox"/> 3	Q-PRACTICE (EVEN)	SEN
<input type="checkbox"/> 4	Q-PRACTICE (ODD)	SEN
<input type="checkbox"/> 5	HEAT 1 (A+B)	DD2
<input type="checkbox"/> 6	HEAT 2 (C+D)	DD2

SAVE
<<< IMPORT

To delete a race, tab on the left.

Tab **IMPORT** to import the races directly from the timetable (if exists).

Tab **SAVE** to save your entries or **<<<** to exit without changes.

Note: This parameter is compulsory!

Defining Subjects

Press **SUBJECTS** to open the SUBJECTS SETUP menu. You may define up to 30 subjects which will be offered in the subject pulldown menu later on. If you do not enter any subjects (or if you delete them all), a minimum of default parameters will be inserted automatically.

To delete a subject, tab on the left.

Press **SAVE** to save your entries or **<<<** to exit without changes.

SUBJECTS SETUP
Free Subjects: 24

Subject
<input type="checkbox"/> Grid
<input type="checkbox"/> Result
<input type="checkbox"/> Result and Grid
<input type="checkbox"/> Driver Call xxx
<input type="checkbox"/> Incident Driver xxx
<input type="checkbox"/> General Subject

SAVE
<<<

Defining Templates

Press **TEMPLATES** to open the TEMPLATES SETUP menu. You may define up to 50 templates which will be offered in the template pulldown menus later on. This reduces the time to create text messages or to fill up PDF forms dramatically. If you do not enter templates, you will have to type all data manually character by character.

ShortText	LongText	UsedBy
✕ Drivers call to stewards	Driver xxx is requested to proceed to the stewards within ___ minutes	OR,PG,RC,RD,RO,SC,ST,TK
		OR = Organisation PG = Pregrid RC = Race Control

SAVE

<<<


There are 5 types of templates. Select the desired template type from the pulldown menu.

TEXT	Used to create text messages.
FACT	Used to create text messages and to fill up PDF forms.
OFFENCE	Used to fill up PDF forms.
DECISION	Used to fill up PDF forms.
REASON	Used to fill up PDF forms.

You may then define for each template type the following:

ShortText	Short description what is the template about. This text will be shown in the pulldown menu later on.
LongText	Full text corresponding to the ShortText. This text will be populated into the text or form field.
UsedBy	Shorthand symbols specifying the user(s) who will be able to select the template. Users not specified here will not see this template.

Note: If you do not select users, all users will be selected by default. To select multiple users, hold the Ctrl-Button (Cmd-Button on MAC) while selecting.

To delete a template, tab  on the left.

Press **SAVE** to save your entries or **<<<** to exit without changes.

Defining Forms

Press **FORMS** to open the FORMS SETUP menu. You may define and upload up to 50 forms (forms are PDF documents with specified fields to be filled up) which will be offered in the forms pulldown menu later on.

FORMS SETUP
Free Forms: 48

Status	FormNr	FormName	UsedBy	Form
on	DMSB01	Strafentscheidung	ST	
on	EVA01	Stewards Decision	ST	

OR = Organisation
PG = Pregrid
RC = Race Control

SAVE
<<<

Step 1: Define a form by entering the following data:

- Status If set to „on“, the form will be displayed in the pulldown menu.
 If set to „off“, the form will be omitted.
 If set to „delete“, the form will be erased from the database.
- FormNr Your individual form identification.
- FormName Your individual form name.
- UsedBy Specifies the user(s) who will be able to select the form.
 Users not specified here will not see this form.

Note: If you do not select users, all users will be selected by default. To select multiple users, hold the Ctrl-Button (Cmd-Button on MAC) while selecting.

Step 2: Upload or Select the previously defined form:

- Tab on the right to start the upload
- Tab **Search...** and choose a file on your computer
 or **Select PDF Form...** and select a EMS Standard Racecom Form
- Tab **SEND** to start the file upload and wait until completed
- Tab **<<<** to return to the forms setup

If the selected form is a EMS Standard Racecom Form or the uploaded filename starts with **EMS_** your logo and the logo of your ASN (see GENERAL SETUP) has been added automatically on the top left and/or top right.

If the form has been uploaded successfully, the icon will appear on the right.
Tab the icon to check if the form is correct or not. To delete a form, set its status to „delete“.

Press **SAVE** to save your entries or **<<<** to exit without changes.

How to create a PDF form

A PDF form is a PDF document with specified fields. In order to have a form filled up, you must create it using Adobe Acrobat. Please refer to the Adobe Acrobat User Manual to learn how to do it. Here are some useful tips:

- You may specify single line or multiple line text fields only.
- Name the fields as short and meaningful as possible.
- Do not specify fixed font sizes.

If you are using one of the following field names, the system will be able to fill them up automatically:

Single line fields:

DATE	Current date
TIME	Current time
CHAMPIONSHIP	Name of the championship
EVENTNAME	Name of the event
LOCATION	Name of the location
EVENT	Name of the event + location
DOC	Document number
DRIVER	Drivers name
CAT	Category (Class)
SN	Starting number (kart number)
ADDRESS	Drivers full address
DLN	Drivers license number
DNAT	Drivers license issuing country
EMAIL	Drivers email address
TEL	Drivers phone number
ENTRANT	Entrants name
ELN	Entrants license number
ENAT	Entrants license issuing country
RACE	Race number
SESSION	Session name (Race name)
TOTAL	Total number of drivers
TOK	Number of drivers who passed the scrutineering
TNOK	Number of drivers who failed the scrutineering
ONAME	Officials name (Steward, Scrutineer, ...)
OLN	Officials license number (Steward, Scrutineer, ...)

If you need a form to be confirmed by a handwritten signature (for example a decision, penalty, ...) from a driver or an entrant or another responsible person, create the following single line fields:

CNAME	Name of the person confirming the receipt of a form (document)
CDATE	Confirmation date
CTIME	Confirmation time
CSIGN	Signature of the person confirming the receipt of a form (document)

If the system recognizes the field *CSIGN* inside a form, it will send a signature request together with the document as a push notification to the recipient's Smartphone App (e.g. Rotax Global App), who can then use the touchscreen capabilities of his device to sign the document.

Multiple line fields:

FACT	A thing that is indisputably the case.
OFFENCE	A breach of a law or rule.
DECISION	A conclusion or resolution reached after consideration.
REASON	A cause, explanation, or justification for an action.
SNALL	List of all drivers (starting numbers) actually present at the race.

If you need a form where you have to insert a list of drivers (for example a stewards decision related to multiple drivers), create the following single line fields:

SN1 ... SN10	Starting number (kart number) of Driver 1-10
DRIVER1 ... DRIVER10	Name of Driver 1-10
ENTRANT1 ... ENTRANT10	Name of Entrant 1-10

Defining Users

Press **USERS** to open the USERS SETUP menu. You may define up to 50 users and upload their signature if required .

BENUTZER SETUP

Freie Benutzer: 40

Status	FirstName	LastName	Title	LicNr	UsedBy	Classes	Signature
on	Meik	Wagner	Timekeeping	TK76543	TK	DD2,DDM,JUN,MIC,MIN,SEN	
on	Jackie	Stewart	Chief Steward	ST02233	ST	DD2,DDM,SEN	
on	Frank	Steidl	Stewards Board	ST11223	ST	DD2,DDM,SEN	
on	Nigel	Edwards	Race Director	RD03344	RD	DD2,DDM,JUN,MIC,MIN,SEN	
on	Silvia	Reinsprecht	Race Office	RO12345	RO	DD2,DDM,JUN,MIC,MIN,SEN	
on	Peter	Kessler	Pregrid	PG98765	PG	DD2,DDM,JUN,MIC,MIN,SEN	
on	Harald	Roth	Debuty Steward	ST77881	ST	JUN,MIC,MIN	
on	Alois	Scheibl	Stewards Board	ST32410	ST	JUN,MIC,MIN	
on	Gaby	Van De Burgt	Timekeeping Boss	TK44332	TK	DD2,DDM	
on	Bjoern	Mooser	Scrutineering	SC47110	SC	DD2,DDM,JUN,MIC,MIN,SEN	
			optional	optional		DD2 = Max DD2 DDM = DD2 Masters JUN = Junior MAX	

SPEICHERN

<<<

Step 1: Define a user by entering the following data:

Status If set to „on“, the user will be activated.
 If set to „off“, the user will be deactivated.
 If set to „delete“, the user will be erased from the database.

FirstName First name (given name, christian name).

LastName Last name (surname, family name).

Title Title or position within the organization. If left empty, the system will chose the default title according to the selected „UsedBy“.

LicNr License number

UsedBy Function within the organization to which the user belongs, where:


OR = Organization RO = Race Office
 PG = Pre grid SC = Scrutineering
 RC = Race Control ST = Stewards Board
 RD = Race Director TK = Timekeeping

Classes Classes for which the user shall be responsible. Messages addressed to classes not specified here will not be passed to him.


Note: If you do not select classes, all classes will be selected by default. To select multiple classes, hold the Ctrl-Button (Command-Button on MAC) while selecting.

Step 2: Provide the signature for the previously defined user

either **by uploading** an image

- Tab  on the right to start
- Tab **UPLOAD**
- Tab **Search...**
- Choose the file on your computer and tab **Select**
- Tab **SEND** to start the file upload
- Wait until the upload has completed
- Tab **<<<** to return to the users setup

or **by drawing** using the graphical capabilities of your device

- Tab  on the right to start
- Tab **SIGNPAD**
- Sign with your finger or touch pen inside the box
- Tab **SEND** to save the signature or **RESET** to try again
- Tab **<<<** to return to the users setup

Note: The signature upload is only necessary, if the user in question has to sign documents and forms as an authorized official.

If the signature has been uploaded successfully, an image thumbnail will appear on the right. You may tab onto it to inspect if the signature is correct or not. To delete a user, set his status to „delete“.

Press **SAVE** to save your entries or **<<<** to exit without changes.

Note: Since a steward is most likely a member of a „board of stewards“, every time a steward signs a document or form, the signatures of all active stewards will be applied automatically.

7.11. Racecom Summary (Booklet)

After an event you may create a summary of all incidents using the functions

- LISTINGS (see chapter 3.6.) to generate a LOG-File containing all occurrences.
- DOWNLOADS (see chapter 3.7.) to generate a ZIP-File containing all documents.

This summary can be used for your national ASN as an evidence of a properly organized event, as a source of further investigations and as a proof in case of legal appeals.

8. Electronic Payment

Before you are able to offer the ePayment function at the participants registration, you need to have a Payment Service Provider (PSP). EMS is already connected to INGENICO ePayments (a company which handles all kind of payments via Credit-Card, PayPal, ...) so you just need to register for an account and to define some configuration parameters.



Goto <https://www.ingenico.com> and register for an account as described on their homepage. For further information please refer to the INGENICO ACCOUNT CREATION GUIDE available in the EMS System menu of www.rotax-kart.com.

After you have created an e-commerce account at INGENICO, you will have to enter the appropriate ePayment-URL, your Payment Service Provider Identification (PSPID) and your Personal Passphrase into the GENERAL SETUP (see chapter 2.1.).

9. Electronic Signature

Although we are supposed to live in a paperless world, there are still documents (like the entryform) which have to be signed by one or more people (driver, entrant, guardian, ...). For this reason the EMS offers the possibility to transform any web-enabled touchscreen mobile device (tablet, smartphone, ...) into a signature capture pad (called Signpad). This way the user does not need specific hardware.

9.1. Preparing the Document

In order to enable the system to insert signatures into your document, you just have to create single line fields with specific names in the corresponding PDF form using Adobe Acrobat. Please refer to the Adobe Acrobat User Manual to learn how to do it.

You may use the following field names:

DSIGN	Signature of the driver
DSIGN2	Signature of a second driver
GSIGN	Signature of the guardian (Parent, ...)
GSIGN2	Signature of a second guardian
OSIGN	Signature of the official (Steward, ...)
OSIGN2	Signature of a second official
ESIGN	Signature of the entrant/competitor
HSIGN	Signature of the holder (Kart-owner, ...)
CSIGN	Signature of the confirmer
CNAME	Name of the confirmer
CDATE	Confirmation/first signature date
CTIME	Confirmation/first signature time

If the system recognizes one of those fields inside a PDF form, it will send a signature request to the calling device, where the user can then sign the document on the touchscreen. Example:

Im Falle einer im Laufe der Veranstaltung ermittelten oder festgestellten Verletzung bzw. im Falle von gesundheitlichen Schäden, die die automatische Tauglichkeit auf Dauer oder vorübergehend infrage stellen können, entbehrt diese Unterschriftensuche alle beherrschenden Rechte – im Hinblick auf die sich daraus unter Umständen auch für Dritte ergebende Sicherheitsrisiko – von der rechtlichen Schwebefähigkeit gegenüber den bei der Veranstaltung an verantwortlicher Stelle tätigen Offizieren (Rennwart, Rennleiter, Sportkommission).

Ort: _____ Datum:

Seite 2 von 2

Nennformular ADAC - ROTAX MAX Challenge
für Klassen Junioren / Senioren / DD2

DMSB
Deutscher Motor Sport Bund e.V.

NENNUNG NENNUNGSSCHLUSS: Am Vortag der jeweiligen Veranstaltung 18:30 Uhr

16.-17.04. Wackersdorf (OP) 21.-22.05. Gersfeld (BE) 18.-19.06. Hahn 30.-31.07. Wittgenborn 28.-29.08. Kuppen

01.-02.10. Wackersdorf (Qualifizierende Orte bitte ankreuzen)

Anschrift des Veranstalters: **MSC WITTGENBORN E.V. im ADAC**
Uwe Jäger
Waldenberger Str. 57
D-63607 Wächtersbach

Notiz ausfüllen - Bearbeitungsvermerk

Klasse:
Eingangsstempel: _____
Nennungsbeitrag an: Bar Scheck Bank

START-NR.: **413**

SPONSOR (Nur ausfüllen, wenn Sponsor-Lizenz vorhanden) **FAHRER**

Name: _____ Lizenz-Nr.:
Lizenz-Nr.: _____ Lizenzgeberland/ASN:

Lizenzstufe: Nat. A Nat. C
 Int. A Int. B
 Int. C Int. Junior

BEWERBER (Nur ausfüllen, wenn Bewerber-Lizenz vorhanden) **CLUB-NR.:** _____

Name: Ident-Nr.:

Lizenz-Nr.: Vorname:
Lizenzgeberland/ASN: Nachname:
Straße: _____ PLZ:
Wohnort:
Wohnort:
Geburtsdatum:
Eingeschriebener Seriennr. Teilnehmer: Staatsangehörigkeit:
Telefon: _____ E-Mail:

Die Nenngebühr ist gemäß Art. 2.4 des Sportlichen Reglements der Ausschreibung zusammen mit der Anmeldung direkt an die Organisation der RMC zu entrichten.

Nennungsbestätigungen werden grundsätzlich nicht verschickt. Doppelstarter müssen eine zweite Nennung abgeben.

Bewerber/Fahrer bewerben sich um die Teilnahme in der ADAC - ROTAX MAX Challenge

Klasse: Reifen: Regen:
Chassis: Motor:

BITTE DIESES FORMULAR NICHT EISENDEN, SONDERN AUSGEFÜLLT MITBRINGEN!
Das Nennformular bitte vollständig in Deutsch ausfüllen und unterschreiben. (Bewerber, Fahrer evtl. Fahrzeugführer siehe nächste Seite)

Ort: _____ Datum: 2019-07-03

Unterschriften (je mindestens zwei, bei Minderjährigen)
Unterschrift des Bewerbers (oder Fahrer/Fahrerführer)

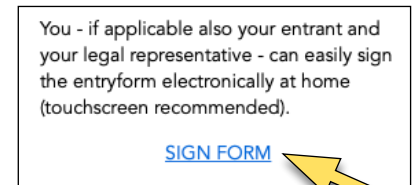
The prepared documents must be uploaded to the relevant section using either **ADMIN > SETUP > FORMS** when dealing with registration, scrutineering and accreditation or **ADMIN > SETUP > RACECOM > FORMS** for race communication purposes.

9.2. Request for Signature

There are 5 possibilities where a signature request can be launched:

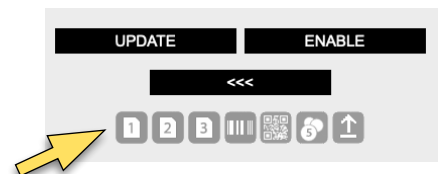
Confirmation email

When a participant registers online, he receives a confirmation email with the link **SIGN FORM**. Tabbing this link will transform his current device into a signature capture pad asking for the required signatures. He can add signatures at any time. If someone else at a different place (for example an entrant) has to sign, he can forward the email to him.



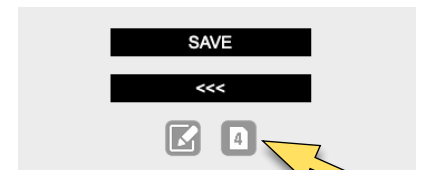
Race Control Registration

When a participant arrives at the registration office, check the documents and the existence of the required signatures by tabbing the form buttons **1**, **2** or **3** depending on the setup. If the document does not show up or you want to remove all existing signatures, tab **NEW** to create the document from scratch. If signatures are missing, tab **SIGN**, select the desired Signpad (see chapter 9.3.) and tab **SEND** to launch the request.



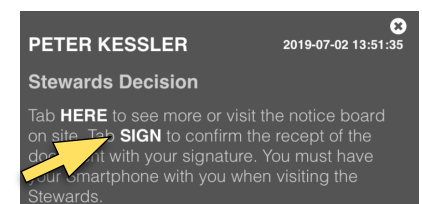
Race Control Scrutineering

When a participant arrives at the scrutineering, you may require a signature by tabbing the form button **4** depending on the setup. If the document does not show up or you want to remove all existing signatures, tab **NEW** to create the document from scratch. If signatures are missing, tab **SIGN**, select the desired Signpad (see chapter 9.3.) and tab **SEND** to launch the request.



Global App Notification

When a participant has been notified via the Global App and is required to confirm the receipt, he receives a push message with the link **SIGN**. Tabbing this link will transform his current device into a signature capture pad asking for the required signature. Due to the nature of a confirmation, this service is limited to one signature only.



Racecom Monitor

When a participant has been notified via the Global App and is arriving at the calling office (e.g. the stewards office), you may require a confirmation signature by tabbing the button **!** on the monitor. Tab **SIGN**, select the desired Signpad (see chapter 9.3.) and tab **SEND** to launch the request. Due to the nature of a confirmation, this service is limited to one signature only.



9.3. Registering a Signpad

Step 1: To register a mobile device as a Signpad, open its standard browser and visit the following address:

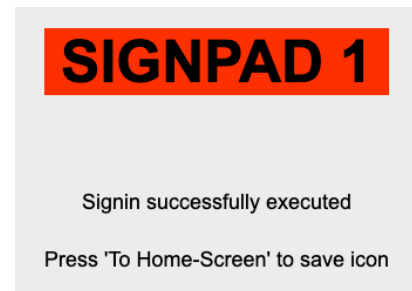
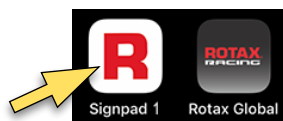
https://www.rotax-ems.com/signer?account=<account>&spid=<spid>

where <account> is the account you want to be connected to and <spid> is a free definable, but unique number (Signpad-ID) representing your Signpad. Example:

https://www.rotax-ems.com/signer?account=AAA&spid=1

The device will come up like this:

Save the address to your favorite list or (if the device is capable) create an icon with a meaningful name on your homescreen.



Repeat this procedure with all devices you want to register as Signpads using different ID's (spid).

Step 2: Start the SIGNPAD SETUP menu by pressing **ADMIN > SETUP > SIGNPAD**.

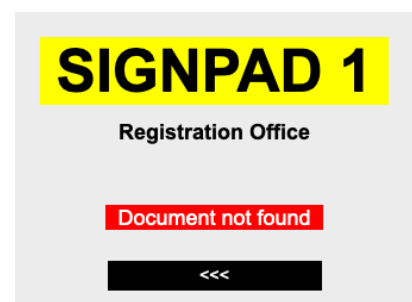
The system will come up like this, where

- Status If set to „on“, the signpad is activated.
 If set to „off“, the signpad is deactivated.
 If set to „delete“, the signpad will be removed.
- SPID Is the ID you have specified during registration.
- Location Place where the signpad will be located.
 Example: Registration Office



You may enter/alter any field, but nothing will change unless you press **SAVE**.


This completes your Signpad setup. If you now press your favorite or homescreen icon on your device, it will respond like this, showing that it is ready to receive a signature request.

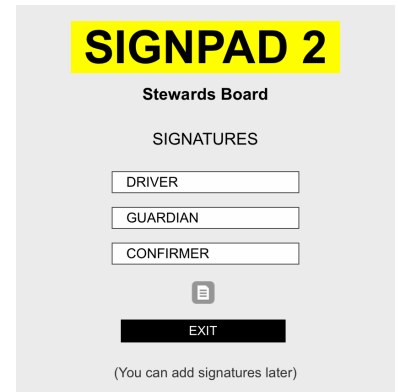


9.4. Signpad Functions

Once a Signpad has been registered/enabled and a signature request has been launched, the Signpad will show up like this when tabbing the favorite or homescreen icon:

In this example the system has found 3 open signature requests (DRIVER, GUARDIAN and CONFIRMER) on the document. Now tab either

- the signature request you want to enter
- or **EXIT** to resume later
- or  to display the current document

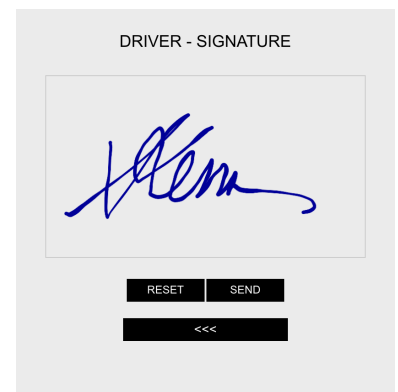


When you tab a signature request (e.g. DRIVER), the system will display the signature field.

You may tab <<< to exit without any changes.

To place a signature, use your finger or a touchscreen-pen and sign inside the indicated box (gray borders).

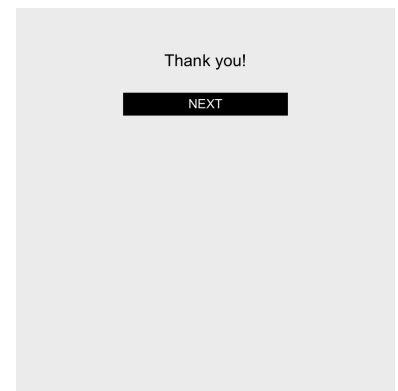
If you are not satisfied with your signature, tab **RESET** to clear the field. If you are ok, tab **SEND** to complete your entry.



Tab **NEXT** to continue.

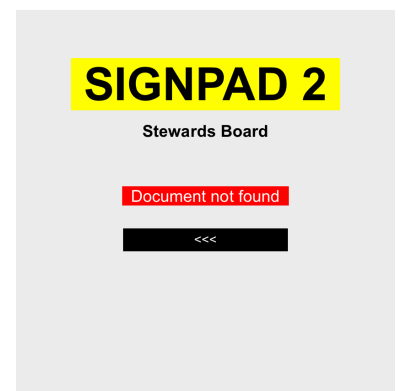
If there are remaining signature requests, the system will return to the starting menu.

If there are no remaining signature requests or you have decided to resume later, the system will show the goodbye message. Now tab <<< to stop the Signpad session.



Tab <<< to restart the Signpad session.

If a new signature request has been launched for this Signpad, the system will return to the starting menu.



10. Ticketing

The Ticketing System enables the event organizer to better perform the registration process on site avoiding endless queues in front of the registration office and participants getting upset because of unpredictable waiting times. Once the participant has got his ticket, he can move freely and do more meaningful things than being lined up somewhere. His individual registration time will be calculated and displayed on a screen nearby the registration office.

The System gets even more effective when using the Rotax Global App. Since the App is directly connected to the EMS, the participant can constantly control his individual registration time on his smartphone. Moreover he will be notified timely in advance to proceed to the registration office.



These are the 3 main functions that work together:

- TICKET HANDOUT - Handout of virtual and/or physical coupons
- MONITORING - Live monitoring of current and next calls
- REGISTRATION - Registration process on site

If you want you use the Ticketing System for your event, make sure that you have set the following parameters in the GENERAL SETUP configuration:

Ticketing

APP-Notification before

Registration-Desks 0 1 2 3 4 5 6

- Check *APP-Notification* and enter the notification time in minutes if you want to send an advance-information (callup) to the participant via the Rotax Global App.
Note: Only relevant when the participant is logged-in.
- Select the number of available desks at the registration office.
Note: „0“ means, that the ticketing system is switched off (disabled).

10.1. Ticket Handout

Obviously, the ticket handout is the prerequisite to run the Ticketing System. Depending on the existence of the Rotax Global App, the Ticket Number will be either sent directly to the participants smartphone and/or has to be handed over to him by means of a simple coupon.

To start this function you may be logged in as any user (even staff is suitable).

Tab **STAFF** > **TICKETING** > **HANDOUT** to start the handout process. The system will show up like this:

TICKET 5			
101 BENZHELL P.	104 KELLER P.	201 BARTH S.	202 BELLIA J.
203 BRANDT B.	204 ERNST A.	205 HASSONSTUPEL M.	206 LAUER M.
207 MAURER M.	208 NERMERICH P.	209 RAPP P.	210 SCHLAZ T.
211 STEFFES D.	212 WERICH K.	301 COURA T.	302 STURPF M.
303 HAYR S.	304 LINENBACHER A.	305 LUTZ D.	306 HANGEL D.
307 HINDERHOLD V.	308 NEU A.	309 REHM T.	310 SCHAFER S.
311 SCHLICHER C.	312 SONNTAG R.	401 ERNST R.	402 HESSHAUER J.
403 KOHLER A.	404 KORASCH T.	405 LAKOFF G.	406 LUDWIG B.
407 HINDERHOLD B.	408 RAAB G.	409 SCHLEHNER J.	410 SITZIG G.
411 STOECKER G.	412 SUTHAU S.		

TICKETS
<<<

The top line shows the ticket number you are going to assign.

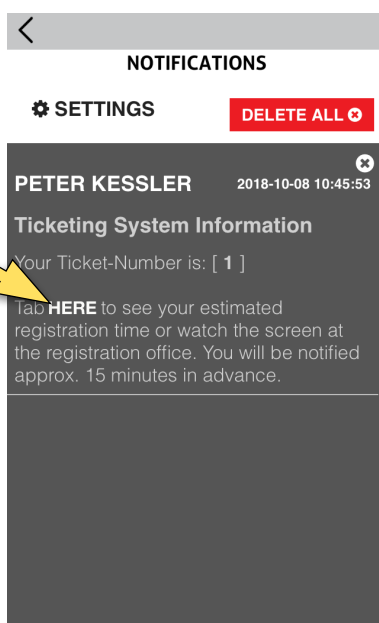
The subsequent pattern shows all registered participants with their starting number and name. If the Rotax Global App is used, the system will additionally indicate the login status:

Green = Participant is logged in
Black = Participant is **not** logged in.

To assign a ticket number to a participant, just tab the respective field. For example tabbing **201** would assign the ticket number **5** to the participant with starting number 201.

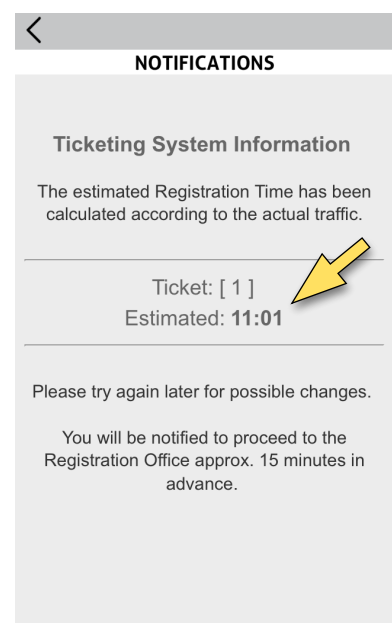
The ticket is immediately assigned and the respective field will disappear from the pattern.

If the Global App is used, the participant will immediately receive a notification with the ticket number which has been assigned to him.



It also contains the link **HERE** which he can tab whenever he wants to see his very latest calculated registration time.

Since the registration time is permanently updated, the estimated time may change according to the throughput at the registration office.



If you want to see the already assigned tickets, tab **TICKETS** at the bottom of the handout menu. The system will show up like this:

	TNr	SNr	Name	
X	6	210	SCHULZ T.	☰
X	5	312	SONNTAG R.	☰
X	4	413	KESSLER P.	☰
X	3	305	LUTZ O.	☰
X	2	207	MAURER M.	☰
X	1	101	BERESWILL P.	☰

<<<

As long as a ticket has not been caught by the registration, you may delete it if necessary by tabbing **X** on the left side.

If the App is used, a colored dot indicates the notification status:

- Notification sent, but not yet read by the receiver.
- Notification sent and read by the receiver.

Tab <<< to return to the handout menu.

You can obtain more information tabbing ☰ on the right side.



The system will then display the corresponding EDIT-Code which you can show to the participant to login to the Rotax Global App either by typing the EDIT-Code or by scanning the QR-Code.

It also offers the possibility to force a logout from the Rotax Global App if needed by simply tabbing **FORCE LOGOUT**. Use this function only when absolutely necessary.

Tab <<< to return to the handout menu.



At the RMC Grand Finals, the system additionally displays the access credentials of the Rotax Local WiFi. The participant may connect to the Internet either by using his own network or by using the respective access data for DRIVER and ENTRANT.

10.2. Monitoring

Usually a big monitor (screen connected to a PC) and/or a number of smaller devices (tablets) are placed in or nearby the waiting area of the registration office to inform the participants about the actual status.

For security reasons you should be logged in as STAFF to start this function.

Attention: Do not log in as a higher privileged user!

Tab **STAFF** > **TICKETING** > **MONITOR** to start the monitoring process. The system will show up like this:

The system assumes that you want to start with the registration process immediately. If you want to start later, change the field *Start* accordingly.

Enter either the ADMIN- or the OFFICE-Password into the field *Password*.

Check *Enable Scrolling* if you want the NEXT CALLS monitor table to be scrollable (only recommended if the monitor is a touch screen).

Tab **START** to launch the monitoring process or **<<<** to return to the ticketing main menu.

TNR	SNr - Name	Time
7	413 - KESSLER P.	15:08
8	404 - KORSCH T.	15:08
9	311 - SCHLICHER C.	15:08
10	410 - BITTIG G.	15:08
11	303 - HAYER S.	15:08
12	212 - WEIRICH M.	15:08
13	102 - DOERR M.	15:19
14	103 - GROSS P.	15:19
15	208 - LAUER M.	15:19
16	211 - STEFFES D.	15:19
17	308 - NEU J.	15:19
18	403 - KOHLER A.	15:19
19	208 - NERMERICH P.	15:29
20	306 - MANDEL D.	15:29
21	402 - HESSENHAUER J.	15:29
21	202 - BELLIA J.	15:29
22	307 - MINDERHOUD V.	15:29
23	406 - LOCH B.	15:29
24	210 - SCHULZ T.	15:38
25	209 - RAPP P.	15:38

If the process has been launched, you can leave the system alone from now on - no further action is required from your side. The monitor will show up like this:

The left side shows the registration office status, where each field represents a desk. Black = Participant is invited to enter the desk. Green = Participant is already at the desk.

The right side shows the estimated registration time of the upcoming tickets. If scrolling is not enabled, up to 2 pages (representing the very next 40 participants) will be displayed alternately.

Tab **<<<** to stop the monitor or **RESET** to refresh the screen if necessary.

If the App is used, the system will inform all participants who are within the selected notification time (usually 15 minutes) to proceed to the race office. A colored dot indicates the notification status:

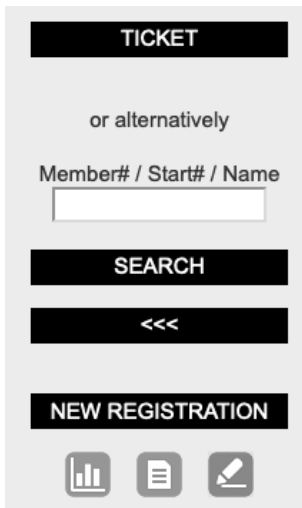
- Notification sent, but not yet read by the receiver.
- Notification sent and read by the receiver.

10.3. Registration

The registration process is pretty much the same as a normal registration (see chapter 3). The main difference is that the operator can select a participant not only by his name, starting number or identification number, but also by his ticket number.

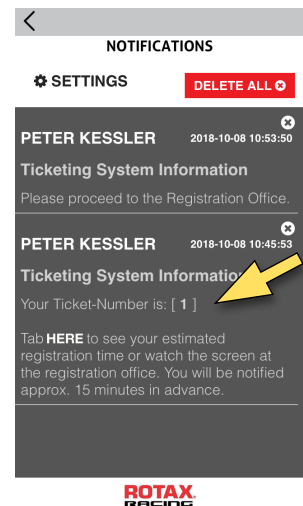
To start with the registration process you must be logged in as user OFFICE.

Tab **RACE-CONTROL** > **REGISTRATION** to start the registration process. If ticketing is enabled, the system will come up as follows:



As soon as a participant takes place at your desk, get his ticket number either from the coupon or from the notification on the App.

Tab **TICKET** to select the ticket number from the menu.



The system will display all invited participants (ticket number and name).

Tab the button according to the ticket number and name.

Note: If his ticket number is not listed, ask him to stay back and wait for his turn. In exceptional cases you may select him the usual way by filling the field *Member# / Start# / Name*, but please consider that this could cause discussions with other participants in the queue!

Tab **SEARCH** to enter the main registration mask or <<< to exit.

Note: The red text indicates that the respective participant did not show up for 5 minutes or more. On mouse over you will see the exact delay time. It is your decision to move such a participant to the end of the queue in order to make place for another participant. To do so, proceed as usual and tab **UPDATE** in the registration mask.

Once you have entered the registration mask, perform the usual checks and tasks (chapter 3).
When you have finished everything (including any handouts, etc.) tab either

No	NF	Class	MID	Driver License-No.	Issued in
413		DDM	ID0058	ABC123	AUT
Last Name		Transponder-No.		Bodyweight (kg)	
KESSLER		T1234567		0	
First Name		Entrant Name			
PETER		BRP-ROTAX			
Date of Birth		Entrant License-No.		Issued in	
01.02.1955		BEW998877		AUT	
Street		Entrant eMail-Address			
HANGSTR. 12					
ZIP-Code	Residence	Note 1	Note 2		
4870	PFAFFING				
Province	Country	Note 3			
	Austria				
Passport-No.	Issued in	Note 4			
eMail-Address		Note 5			
p.kessler@evanet.at					
Phone-No.	Registration	Chassisbrand	Enginebrand		
<06646182570>	2019-07-03 09:11:14	Sodi	TM		

Passport
 License
 Entrant
 Signature
 All

UPDATE if the given data are **not sufficient** to successfully enable him to be „a driver“. This will move him back to the end of the queue and he will be notified/invited again.

or

ENABLE if the given data are **sufficient** and you enable him to be „a driver“. This will remove him from the queue.

or

<<< to abort the registration. This will move him back to the same position in the queue where he has been before.

If you have finished with UPDATE or ENABLE, tab the **NEXT** button as soon as possible.

Note: It is important that you tab the **NEXT** button as soon as possible, since this will update the information displayed on the monitor!

Note: The time between **SEARCH** and **ENABLE** must always include all tasks, otherwise the calculation of the remaining registration times will be inaccurate.

11. Virtual Briefing

The virtual briefing substitutes the conventional, physical meeting held by the race director. By using this function, the driver gets a list of informations (documents or videos), which he has to read/watch before racing. This can be done either via the Rotax Global App or by any other device able to reach the internet. Since the briefing is mandatory for all drivers, the system controls and records all views.

11.1. Setting up a Virtual Briefing

To start with the setup process you must be logged in as user ADMIN.











Tab **ADMIN** > **SETUP** > **BRIEFING** to enter the BRIEFING SETUP menu.

You may define up to 9 different briefing sessions. The system will come up like this:

BRIEFING SETUP

Records free: 4

Below briefing sessions have to be viewed sequentially and confirmed one by one.
The race director will be available to answer open questions in front of the race office
Wednesday 27th, 2020 from 13:00 to 14:00 h

Status	#	Briefing	URL	Info
on	1	General Event Information		 
on	2	Rules NQ- and Q-Practice		 
on	3	Rules Races		 
on	4	External Briefing Video	https://clips.evanet.at/session4.mp4	 
on	5	External Briefing Document	https://www.rotax-ems.com/brp/attachments/	 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

SAVE

<<<

Textfield May contain any instructions up to 1000 characters.


Status If set to „on“, the session will be activated
 If set to „off“, the session will be deactivated
 If set to „delete“, the session will be erased from the database



Session number (= sequence in which the sessions have to be read/watched)

Briefing Session name describing the subject what is the contents about

URL Address to an external source if the source will not be uploaded to the EMS server

Tab **SAVE** to store your entries.


If you want to upload a source file, tab  and select the desired file (PDF or MP4) from your computer. The file must not be bigger than 200MB, a size of 50-100MB is highly recommended.

To preview a session, tab the icon  or  respectively.




11.2. Attending a Virtual Briefing

If the Virtual Briefing is enabled, the driver (or any other person) can attend the briefing either via the Rotax Global App or by any other device connected to the internet.

Attending via Rotax Global App

Tab  on the first screen.

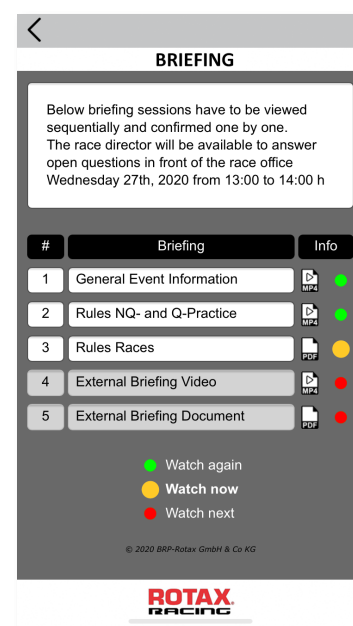
If the App-Login has been done by EDIT-Code, the App will respond with a list of briefing sessions marked green, orange blinking and red with the following meaning:

-  Session already watched, can be watched again
-  Session not yet watched, **must be watched now**
-  Session not yet watched, to be watched next

To watch a session, just tab the respective line.

The App will then ask „Are you really the driver?“
Tab **YES** if you are the driver, otherwise tab **NO**.

The session will start immediately showing the respective document or video.



Note: As a driver it is mandatory to watch all sessions in the given sequence. The system will record all views and pass the result to the stewards board for further treatment.

If you are not logged in or the login has been done by email-address, all sessions will be marked green thus allowing to watch all sessions freely. In this case nothing will be recorded. Drivers should not use this kind of attending, since they will not have any proof and risk a penalty later on. The system records a briefing as „attended“ only when the reader is logged in by EDIT-Code.

Attending via Confirmation Email

Every driver receives a confirmation email immediately after his online registration containing several links. Tab the link **VIEW BRIEFING** and the system will respond similar to the Rotax Global App.


Attending via Homepage Link/URL

Usually the event organizer offers a link/URL either on his homepage or on his documents. By using this possibility, the system will respond the same way with the exception that it will ask for either an EDIT-Code or offer a guest access button.

12. Virtual Notice Board






If the Virtual Notice Board is enabled, the driver (or any other person) can open, read and download all official documents such as results, grids, bulletins, steward decisions, penalties, etc. either via the Rotax Global App or by any other device connected to the internet.

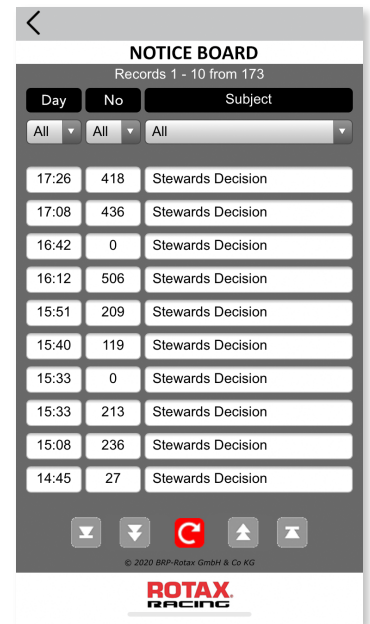
Visiting via Rotax Global App

Tab  on the first screen.

The App will respond with a list of all official documents in descending order (always the latest on top) with the issuing time, the related starting number (if applicable) and the subject. A clearer result can be achieved by selecting filters from the respective pulldown menu.

The buttons on the bottom line have the following function:

-  Go to the oldest page
-  Go one page older
-  Refresh the screen
-  Go one page newer
-  Go to the newest page



To watch a document, just tab the respective line. It will also work even if you are not logged in.

Note: Since the screen does not refresh itself, it is necessary to tab the REFRESH button from time to time to see the very latest documents.

Visiting via Homepage Link/URL

Usually the event organizer offers a link/URL either on his homepage or on his documents. By using this possibility, the system will respond the same way with the exception that it will additionally show the related class (if applicable) and the corresponding filter pulldown menu. It will also offer the possibility to choose the number of lines to be displayed and to select a specific page.

13. Point of Sale

This function is a little online shop. It enables the organizer to define up to 20 items (e.g. training tyres, merch items, oil, ...) which can then be purchased by the participant in the course of the online registration.

Currently it is only possible to enter the items. The purchasing function has not been implemented yet.

Setting up the shop

To start with the setup process you must be logged in as user ADMIN.

Tab **ADMIN** > **SETUP** > **SHOP** to enter the ITEM SETUP menu.

You may define up to 20 different items. The system will come up like this:

ITEM SETUP

Records free: 17

Enter any text ...

Status	Item	Item Nr	Item Name	Price	Info
on ▾	S1 ▾	1003	RMC Cap	5.00	
on ▾	S2 ▾	1001	MOJO D5 Set of Tyres	220.00	
on ▾	S3 ▾	1002	XPS Oil 1 Liter	28.00	

SAVE

<<<

Textfield May contain any instructions up to 1000 characters.

Status If set to „on“, the item will be activated
 If set to „off“, the item will be deactivated
 If set to „delete“, the item will be erased from the database

Item Sequence in which the items have to be displayed on the purchasing page

Item Nr Item number (purchase number)

Item Name Item name including packing units, ...

Price End customer price including tax, shipping, transport, ...

Info Item picture (if uploaded)

Tab **SAVE** to store your entries.

If you want to upload an item picture, tab and select the desired file (GIF, JPG or PNG) from your computer. The file must not be bigger than 2MB. To preview an item, tab the respective picture.

20. Additional Applications

The EMS offers all functions which are necessary to manage an event. However, there are requirements from the market for specific applications, which are useful but not necessarily of general interest. The following is a collection of functions developed for particular customers, which may be useful also for other users.

20.1. Changing a Drivers ID-Code

The drivers identification code (ID-Code) is a unique string which clearly identifies a driver. If you are using this code for driver badges or similar applications, you may have the necessity to change an ID-Code. A typical example is at hand, if a driver has lost his badge and you are not able to produce a new badge with the same ID-Code. Instead you are handing out a new badge with the next subsequent ID-Code.

To start this function you must be logged in as user ADMIN.

Press **ADMIN** > **APPS** > **ID-CHANGER** to start the process.

Enter the „old“ ID-Code and tab **SEARCH**.

The system will show you the drivers name, the old ID-Code you have just entered and the new ID-Code generated by the system.

Press **SAVE** to continue or <<< to exit without actions.

If you continue, the system will ask you: Action cannot be undone, are you sure?

Press **OK** to execute the change or **Cancel** to return to the previous step.

Note: Once you have changed an ID-Code, you can never recover the old ID-Code. However you may repeat the change to the next subsequent code multiple times.

20.2. Transferring the Participant Database to another account

In case you have more than one account, you may want to copy the complete participant database from one account to the other. This is a fairly easy, but serious operation, since you must be aware about the consequences.

To start this function you must be logged in as user ADMIN in the account from which you want to transfer the database.

Press **ADMIN** > **APPS** > **DB-TRANSFER** to start the transfer process and enter the access data of the receiving account:

Username Enter the name of the account to which you want to send the database.

Password Enter the password of the account to which you want to send the database.

Press **NEXT** to continue or <<< to exit without actions.

For security reasons the system will ask you: Save data? Note: All entries will be deleted.

Press **CONFIRM** to execute the transfer or <<< to exit without actions.

Note: Once you have confirmed, the transfer cannot be stopped or reversed any more and the database of the receiving account will be **completely overwritten**.

20.3. Importing the Participant Database from an External Source

In the unusual case that you need to create your participant database from an external source, you can upload and import TXT- or CSV-Files from your local computer. Although the import function already performs a lot of automatic corrections, some preparations have to be done to the source file to ensure best possible consistency.

To start this function you must be logged in as user ADMIN.

The following rules apply:

- CSV-Files must have columns separated by Semicolons (;)
- TXT-Files must have columns separated by Tabs (\t).
- CSV- and TXT-Files should be UTF-8 encoded to ensure full readability.
Fields must not contain any semicolons (except those used as separators in CSV-Files).
- Dates must be in ISO-, European-, American- or German-Format (see table below):

Type	Format	Example
ISO	yyyy.mm.dd	2015.02.25
European	dd-mm-yyyy	25-02-2015
American	mm/dd/yy	02/25/15
German	dd.mm.yyyy	25.02.2015

- The first line of the source file must contain the corresponding column names of the participant database (see name table in chapter 2.8.). The order is not important. Columns without a name or with a name different from the name used in the database will be omitted.
- If the contents of a field is longer than the available size in the database, the contents will be automatically simplified and/or shortened.
- The following columns are compulsory: LASTNAME, FIRSTNAME and CLASS
- The column EDITCODE is automatically created (cannot be imported).

Once you are ready with these preparations, press **ADMIN > APPS > DB-IMPORT** to start the import process and select the CSV- or TXT-File on your local computer.

Overwrite old data Check this box, if you want to overwrite (delete) any existing data in the participant database, otherwise the uploaded data will be appended to the existing data.

Press **SEND** to upload/import the file or **<<<** to exit without actions.

20.4. Importing the Tyre Database from an External Source

In the case that you need to create your own tyre database to be used for „legal checks“ from an external source, you can upload and import TXT- or CSV-Files from your local computer.

To start this function you must be logged in as user ADMIN.

The following rules apply to both TXT- and CSV-Files:

- The files may have just 1 column containing the tyre serial numbers.
- The files should be UTF-8 encoded to ensure full readability.

Once you are ready with these preparations, press **ADMIN > APPS > TYRE-IMPORT** to start the import process and select the CSV- or TXT-File on your local computer.

Overwrite old data Check this box, if you want to overwrite (delete) any existing data in the tyre database, otherwise the uploaded data will be appended to the existing data.

Press **SEND** to upload/import the file or **<<<** to exit without actions.

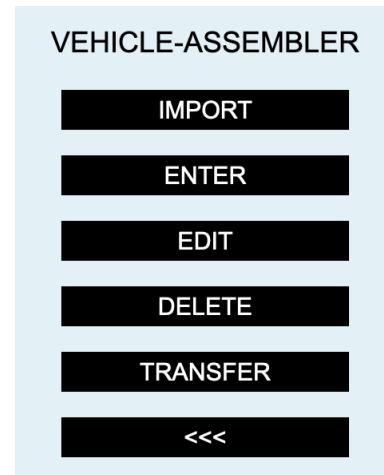
20.5. Setting up and Administrating the Raffle Database (Vehicles/Engines)

Usually, the individual components of the technical equipment (engine, chassis, ...) are assigned to the drivers during technical acceptance by scanning the barcodes. In certain cases, however, it may be necessary to assign entire assemblies (complete vehicle, drive unit, ...) with just a single action. This is the case, for example, when the equipment is raffled. In this case, the assemblies must be put together (assembled) beforehand.

Tab **ADMIN > APPS > VEHICLE-ASSEMBLER**
or **ADMIN > APPS > ENGINE-ASSEMBLER**

The system shows up with this, where:

IMPORT	Import the data from a file
ENTER	Enter/scan the components
EDIT	Manually enter/modify data
DELETE	Delete all existing data
TRANSFER	Transfer data to another account



Importing components

If the data of the components are already available as a file, it can be easily imported. To do this, press **IMPORT** in the assembler menu.

Then select the desired file via "Search ..." on your computer. If all old data should be removed before the import, activate "Overwrite old data". Finally tab **SEND**.

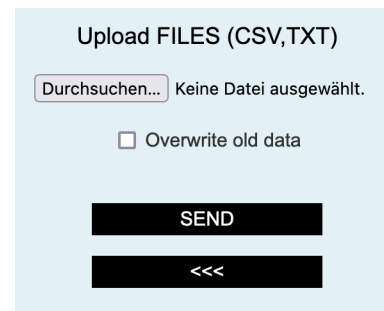
The import file can be a CSV file (semicolon separated) or a TXT file (tab separated) and **must** contain a header and a number of data lines:

Header

SN;FAHRZEUG;MOTOR;CHASSIS1;CHASSIS1PL;MOTOR1;MOTOR1PL;MOTOR2PL;MOTOR3PL;MOTOR4PL;MOTOR5PL;MOTOR6PL;VERGASER1PL;AUSPUFF1PL;TRANS

Data (Example)

```
0;VJ01;EJ01;C003304;145644;8644015;686501;;;;;686001;;
0;VJ02;EJ02;C003326;145643;8644016;686502;;;;;686002;;
0;VJ03;EJ03;C003297;145639;8644017;686503;;;;;686003;;
:
```



The columns have the following meanings:

SN	Startnumber to which the equipment has been assigned to (initially always 0).
FAHRZEUG	Name of the vehicle
MOTOR	Name of the engine
CHASSIS1	Chassis-Serialnumber
CHASSIS1PL	Chassis-Sealnumber
MOTOR1	Engine-Serialnumber
MOTOR1PL	Engine-Sealnumber
MOTOR2PL	Additional Engine-Sealnumber
MOTOR3PL	Additional Engine-Sealnumber
MOTOR4PL	Additional Engine-Sealnumber
MOTOR5PL	Additional Engine-Sealnumber
MOTOR6PL	Additional Engine-Sealnumber
VERGASER1PL	Carburetor-Sealnumber
AUSPUFF1PL	Exhaust-Sealnumber
TRANS	Transpondernumber

Collecting components

For manual compilation, all components must be recorded individually. To do this, press **ENTER** in the assembler menu.

Then the data are either scanned or entered in the BARCODE field using the keyboard and saved with **ENTER** (or the ENTER key on the keyboard).

Editing components

The data can be edited with the editor known from other functions. To do this, press **EDIT** in the assembler menu and use the tools offered as usual. Since every change is accepted without being checked, in-depth knowledge of the meaning and purpose of the individual parameters is required. Otherwise you should only use this tool for the purpose of search and information.

Deleting components

To delete the data, press **DELETE** in the assembler menu and confirm the security query. After that, the entire content is completely deleted.

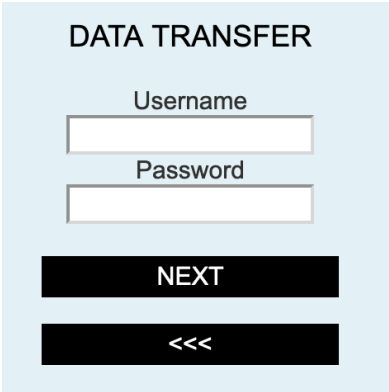
Transferring components

In some cases it is necessary to transfer (copy) the existing database to another account. For example, if an organizer would like to use his vehicle or engine pool for other championships (other accounts).

To do this, press **TRANSFER** in the assembler menu.

Then enter the user name and password of the administrator of the receiver's account, continue with **NEXT** and confirm the security query.

After that, all content is on the recipient's account. The content on the sender's account is retained.



DATA TRANSFER

Username

Password

NEXT

<<<

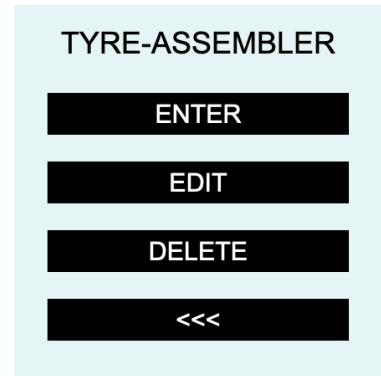
20.6. Setting up a Tyre Stack Database

Usually, the tyres are assigned to the drivers when they are handed out by scanning the individual barcodes. In certain cases, however, it may be necessary to assign entire stacks of tyres (one or more) with just a single action. This is the case, for example, if the handout to a very large number of participants is not possible for time (organizational) reasons. To do this, the tyre stacks must be put together (assembled) in advance.

Tab **ADMIN > APPS > TYRE-ASSEMBLER**

The system shows up with this, where:

ENTER	Enter/scan the tyres
EDIT	Manually enter/modify data
DELETE	Delete all existing data



Collecting tyres

All tires must be recorded individually for the compilation of tyre stacks. To do this, press **ENTER** in the assembler menu.

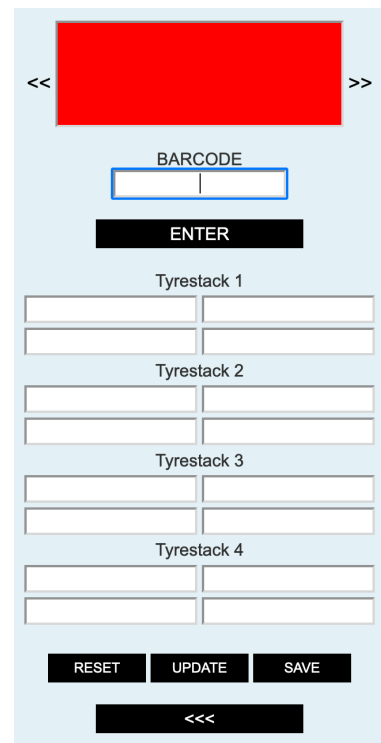
First the starting number with which you want to start is entered into the red field. Then the data in the BARCODE field is either scanned or entered using the keyboard and saved with **ENTER** (or the ENTER key on the keyboard).

When a stack of tyres is complete (4 tires), the red field turns into yellow. Up to 4 stacks (16 tyres) can be recorded.

By pressing **>>** the next start number is called up and with **<<** you get back to the previous one.

There are two functions available for changing the tyre data of a selected starting number:

- Delete all tyres: First tab **RESET** and finish with **SAVE**.
- Change tyre data: Change the data in the respective field and complete with **UPDATE**.



Editing tyres

The data can be edited with the editor known from other functions. To do this, press **EDIT** in the assembler menu and use the tools offered as usual. Since every change is accepted without being checked, in-depth knowledge of the meaning and purpose of the individual parameters is required. Otherwise you should only use this tool for the purpose of search and information.

Deleting tyres

To delete the data, press **DELETE** in the assembler menu and confirm the security query. After that, the entire content is completely deleted.

Note: Tyres from the tyre stack will automatically be assigned to the driver by the registration process if the parameter „Take tyres from stack list“ is activated in the General Setup.

20.7. Performing a Raffle

Before performing a raffle of vehicles and/or engines the following conditions must be fulfilled:

- Drivers must be enabled.
- Vehicles/Engines are assembled as described in chapter 20.5.
- Parameter „Take vehicle / engine from raffle list “ must be activated in the General Setup.
- Lottery wheel or something similar containing the vehicle / engine names.

Tab **RACE CONTROL** > **APPS** > **RAFFLE** to start.

Scan the drivers (mechanics) barcode or enter the starting number (or name) followed by **SEARCH**.

Member# / Start# / Name

SEARCH

<<<

The system will show up with something like this:

Scan the vehicle / engine barcode or enter the equipment name (e.g. em02) taken from the lottery wheel followed by **SEARCH**.

101 | BERESWILL | JUN

Vehicle# / Engine# / ...

SEARCH

<<<

If the vehicle / engine exists and has not yet been assigned, the system will answer like this:

Tab **CONFIRM** to save the result.

101 | BERESWILL | JUN

EM02

CONFIRM

<<<

20.8. Performing a Tombola

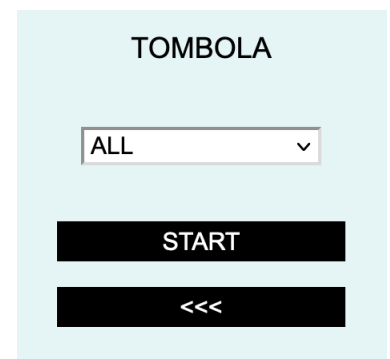
This little function is simple but useful. It selects starting numbers randomly either among all participating drivers or only from participating drivers of a certain class (category). Once selected, the number will not be selected again for the entire event.

Most organizers use this function to do a present lottery for example at the price giving ceremony, a goodbye party or similar circumstances.

Tab **RACE CONTROL** > **APPS** > **TOMBOLA** to start.

Then select a certain class (category) from the pulldown menu if desired. The default is „ALL“ which means that the system will take the starting number from all participating drivers.

Tab **START** to launch the lottery.



If there are still numbers available (which have not yet been selected), the system will answer like this:

Tab **NEXT** to continue the lottery.

