

RallyAppLive

ORGANISERS GUIDE

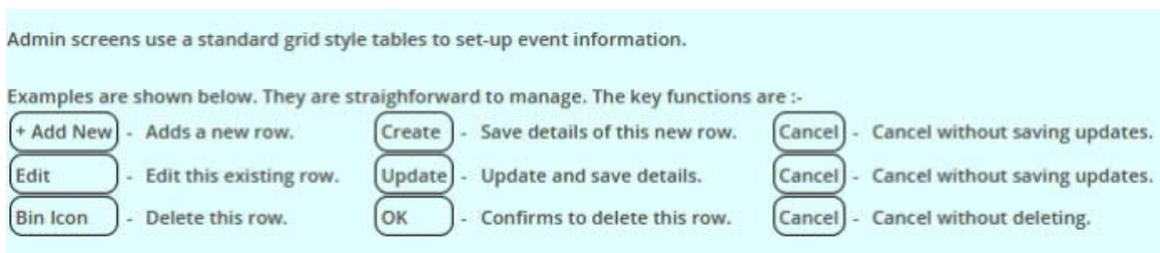
1.0 If your club is not already registered go to

<https://rally.sapphire-solutions.co.uk/signup.php>

and sign up for a new account by clicking on the 'Click Here' button.

2.0 Sapphire Solutions will send you a link to your account with the login you signed up with. Your account will give you access to all the Admin screens which will be pre-filled with some sample information.

The Admin guide on the website gives details on how the Admin screens work, see screen shot below:



There are two headings:- Entry Management and Events Management each with drop down options. These options are mostly self-explanatory but there are a few things that it is useful to know.

3.0 Admin Users (Administrator and Single Event Organiser) are added under "Information" / "Admin Users" . These can then be added to a new event.

4.0 In the 'Events' screen you can enter your event name date/time, entry opening date/time, event type, penalties, entry fee etc. These can all be edited at any time if you change your mind or circumstances change. There are seven different event types. 'Regularity', 'Hybrid Regularity', '12 Car using Penalty Points', '12 Car using Fails System', 'Scatter', 'Treasure Hunt' and 'Touring Assembly'.

Choose the right one for your event and fill in all the relevant details. It is suggested that you allow tracking, it is a useful feature to help resolve disputes.

Currently the PayPal system only allows one payment (ie the Entry Fee) the Insurance has to be paid separately. Alternatively you can ask for payments by any other method (such as Bank Transfer) by putting the details in the Information box at the bottom of the form. See a typical filled out screen at Appendix 1. (12 car with Penalty Points) .

5.0 In the **Event Documents** screen you can upload, or provide links to, relevant documents such as the SR's or MotorsportUK documents.

6.0 The '**Locations**' screen is where the route information is located. there are two drop down boxes at the top, one for '**competition**' where you select the particular event that you are organising, and another labelled '**type**'. Leave 'type' as 'any' to show all options such as Timing Points, Code Boards etc, if you only wish to see one type, select it from the drop down. For an initial set up leave as 'any'.

Note that each location has a unique id number, and an **Order Number**. It is recommended that the order number is set at intervals of 5 or 10 to allow the introduction of additional items, such as Timing Points or 'Give Ways', that you may need to introduce as the route evolves.

It is essential that all locations are in a position with good GPS reception, tunnels, overhanging trees etc will degrade the signal and are to be avoided. The route should be driven in **Admin** mode to check that all locations work before finalisation.

The first **Timing Point** will usually be MTC1, in this case be sure to tick the '**Start Section**' box otherwise all competitors will get an OTL at the start! This will also apply during the event if you have a re-start at an MTC.

Warning Zones can be selected to suit the event, however it is not advisable to have them too short as it may result in the TP being missed.

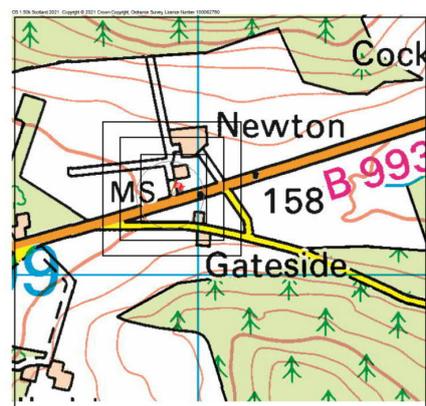
It is suggested that for a Timing Point the Warning zone is 150m, Approaching zone 100m and Location zone 50m, for non-timing points, such as Route Checks and Code Boards the location zone can be larger(200,150,100). Code boards should be set to direction unknown.

When selecting a location be aware that the 'detection zone' around the point is a square formed by the latitude and longitude calculated before, after, above and below the location at the distance you have specified.

In the example shown, a Code Board, the location has GPS co-ordinates of 57.08246N 2.64638W and the squares are for warning zones of 100m, 150m and 200m. As you can see this location will be detected on all three roads of the triangle, and the yellow warning screen shown!

However the blue screen, to allow selection of the code board, only appears when actually at the location as it was set at 50m.

This is a real occurrence on a 12 Car rally in Aberdeenshire and was not spotted until the afternoon of the rally whilst putting out the Code Boards! With very small triangles this situation is inevitable and the crews should be aware of this. (See the Competitors Guide).



Stop Required should be selected if necessary at Stop/Give Way signs. Selecting Stop and Give Way for the type requires the competitor to stop, or at least drop to a speed of less than 2mph otherwise they will get a penalty.

Direction of Approach, if included, will generate a penalty if a TP or Code Board is approached from the wrong direction. Note that if a location is overshot, and the crew reverses back, a WD penalty will also be generated. If not needed enter '**Unknown**'.

Make Up Time is the maximum allowed in a section to comply with the '3/4 Rule'. For section distances of 4 miles or less (where the rule does not apply) it is necessary to put in a notional make up time of 2 minutes, otherwise the software takes it as a zero and will generate lateness penalties.

Import Locations You can import your location details using either a .csv or.xls file. The option for doing this is on the Import Locations screen where you will find samples showing the correct formatting required. Note that blank fields are not acceptable, Number fields need zeros if you have no values. directions need Unknown. These entries can be edited on the Locations screen once the details have been decided.