

# *Trunce Website*

## *Race Results Processing and Admin Features*

### *User Guide*

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## Connecting to the Trunce website

You can access the Trunce Website login page at the following URL:

[www.trunce.org/wp-admin](http://www.trunce.org/wp-admin)

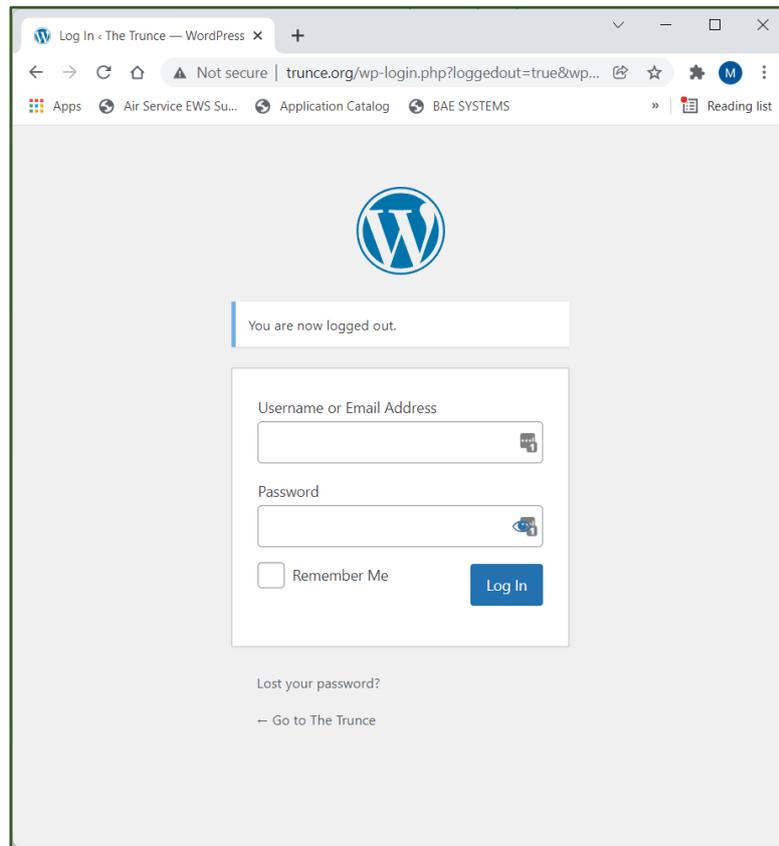


Figure 1 - Login Screen

This page will present a login screen (Figure 1) where you will have to enter your user name and password. Accounts have been created for all authorised admins. There is a link to click if you can't remember your password. The password must be secure in order to protect the site content.

Once successfully logged in, you will first see the site's Dashboard page. On the Dashboard page is a widget titled 'Trunce Results'. It should normally appear in the top left of the page (Figure 2). Within the Trunce Results widget is a clickable link that can be used as a shortcut to access the Trunce Results page. The URL for this page is [www.trunce.org/trunce-admin](http://www.trunce.org/trunce-admin) in case there are problems with the link.

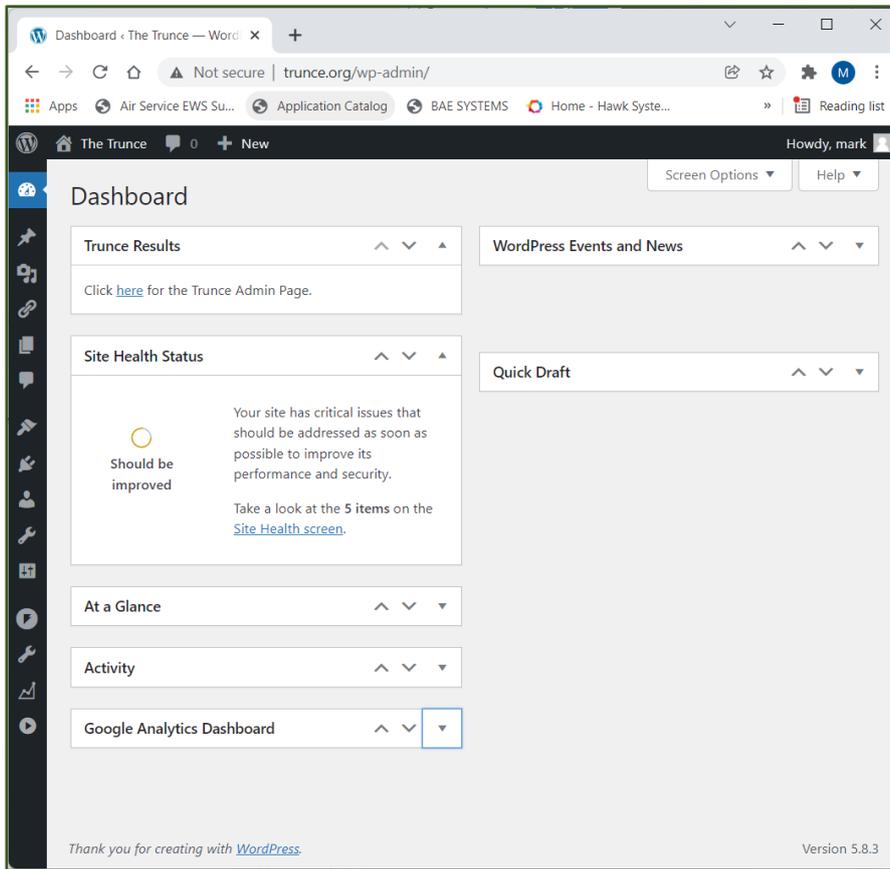


Figure 2 - Dashboard Screen

# Results Management Page

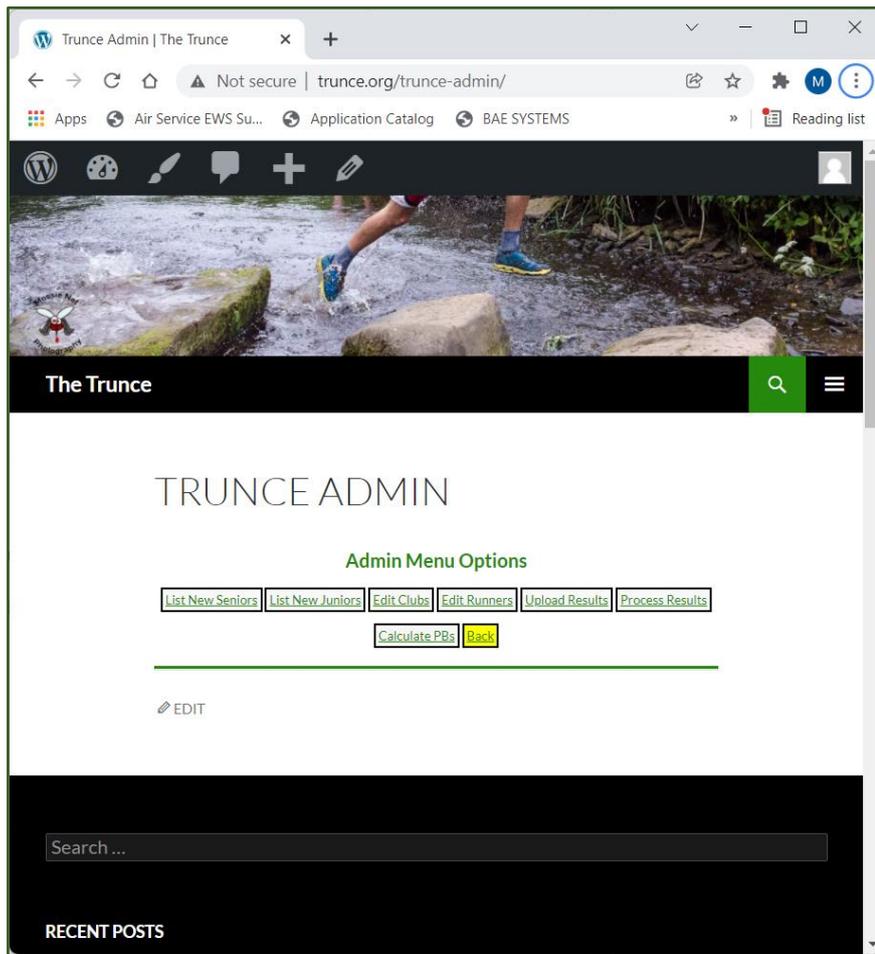


Figure 3 - Results Admin Main Page

The main admin page provides a number of options, all of which are clickable links:

- **List New Seniors** – This produces a list of all of the free number slots that are available for the registration of new senior runners. It is sorted in ascending order and can be printed or copied to a spreadsheet for use.
- **List New Juniors**– This produces a list of all of the free number slots that are available for the registration of new junior runners. It is sorted in ascending order and can be printed or copied to a spreadsheet for use.
- **Edit Clubs** – Allows new running clubs to be added if a new runner is not with a currently listed club.
- **Edit Runners** – Allows user details to be edited.
- **Upload Results** – Provides the ability to upload and check race results from a file.
- **Process Results** – Processes the results for an uploaded file.
- **Calculate PBs** – Calculates runner PBs at the start of a new season. Only use this before the start of a new season.

## Adding New Clubs

To add a new club, select the 'Edit Clubs' option from the Admin page menu. This will display a list of existing clubs. Check this list to ensure the club is not already present in the database. If it isn't already present, type the name of the club in the empty text box and then click 'ADD NEW CLUB'. This will create a new club record in the database that can be referenced from runner records.

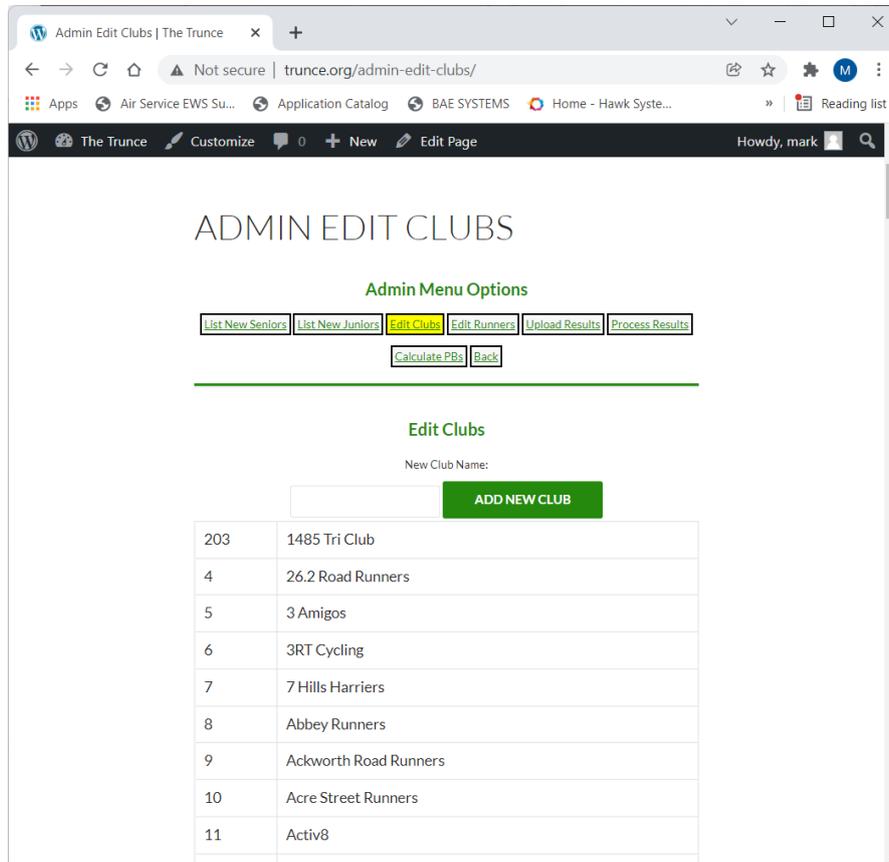


Figure 4 - Edit Clubs Page

## Adding New Runners

Adding a new runner is done by editing the existing 'New Runner' record for the specific bib number. This is done using the 'Edit Runners' option from the admin menu. On the Edit Runners page, enter the runner's bib number in the text box and press 'SELECT RUNNER'.

Admin Edit Runners | The Trunce x +

Not secure | trunce.org/admin-edit-runners/

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### ADMIN EDIT RUNNERS

**Admin Menu Options**

List New Seniors List New Juniors Edit Clubs **Edit Runners** Upload Results Process Results

Calculate PBs Back

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**Edit Runners**

Auto Next New Senior Auto Next New Junior

Bib Number:

**SELECT RUNNER**

Bib No	687
First Name	<input type="text" value="Mark"/>
Last Name	<input type="text" value="Pearce"/>
Category	<input type="text" value="Vet Male 50"/>
Club	<input type="text" value="Unattached"/>
D.O.B.	<input type="text" value="14/11/1964"/>
Contact	<input type="text" value="07769 531316"/>

**VALIDATE AND SAVE**

[EDIT](#)

Search ...

RECENT POSTS

Figure 5 - Edit Runner Page

The existing details for the selected runner are then displayed. Any of the data for the runner can be modified and when complete, select 'VALIDATE AND SAVE'. This will perform checks on the entered data, and if the data is valid, the updated record will be saved. The fields 'Category' and 'Club' are drop down boxes that select data from existing valid categories.

Two options have been provided to speed up entry of new runner data. 'Auto Next New Senior' and 'Auto Next New Junior' act as toggles. When selected, the option is shown highlighted. When selected, after 'VALIDATE and SAVE' for the current runner is pressed, the record is updated and a button 'EDIT NEXT' appears. Clicking this will select the next sequential new runner record for editing.

# Processing Race Results

## Results Files

The results for each race should be stored in a separate file. The files for race results must be named according to the convention 'results\_YYYY\_R.csv' where YYYY is the year and R is the race number. The data within the file is to be organised in Comma Separated Variable format (CSV). This format has been chosen because it's relatively easy to process and can be generated easily from a spreadsheet. An example of the data format that is expected in the file is shown below.

POSITION,	BIB_NO,	MM,	SS
1,	122,	33,	45
2,	687,	35,	46
3,	155,	41,	23
4,	3003,	44,	44

The first line contains the header data "POSITION,BIB\_NO,MM,SS" and is simply used to aid readability. Always ensure the header row is present in the file as the processing will not work correctly if it is not.

Each subsequent line contains a set of results consisting of the position, runner's number, followed by their race time in minutes and seconds. The race times should be present in ascending order within the file, this is important to calculation of category positions and points. Race times are expected to be in minutes and seconds, so for example a race time of 1 hour 12 minutes and 23 seconds would be represented as **72,23** in the results file.

The results file is formatted so that it can be easily generated from a spreadsheet used to record the results on the day of the race. An example spreadsheet has been created and can be downloaded using the link on the Trunce Admin main page. The results file can be generated from this spreadsheet by selecting 'Save As' and then selecting the '.csv' file format.

## Upload Results File

The first stage of calculating race results is to upload the file containing the results data to the website. This is done using the 'Upload Results' option from the admin page. Using this is straightforward, select the required file using the 'Choose File' button and then click 'UPLOAD RESULTS FILE'. The selected file will be uploaded to the website and a confirmation will be displayed.

## Calculate Results

When the results file has been uploaded, the race results points can be calculated using the 'Process Results' option from the admin page. An example of the Process Results page is shown in Figure 6.

As part of the processing function, the contents of the results file are checked for possible errors. If any errors are detected, they are indicated on the page in pink/red. Similarly, there may be warnings which are displayed highlighted in orange.

**The results will not be updated on the site until no errors are present in the results file.**

The checks performed on the results file are as follows:

- Invalid Bib Number – the BIB\_NO field contains data that does not correspond to a valid number.
- Duplicate Bib Number – the referenced bib number occurs more than once in the results file.
- Invalid time – the data in the TIME field cannot be interpreted as a valid time.
- Non-existent runner – the bib number referenced cannot be found in the results database.

Warnings will be generated for the following conditions:

- Out of sequence time – A time value has been detected that is less than the preceding time value.

To correct any detected errors, the results file for the race should be re-generated with correct data, and then uploaded to the website again using the 'Upload Results' option. Once this has been done, another attempt at processing the results can be made.

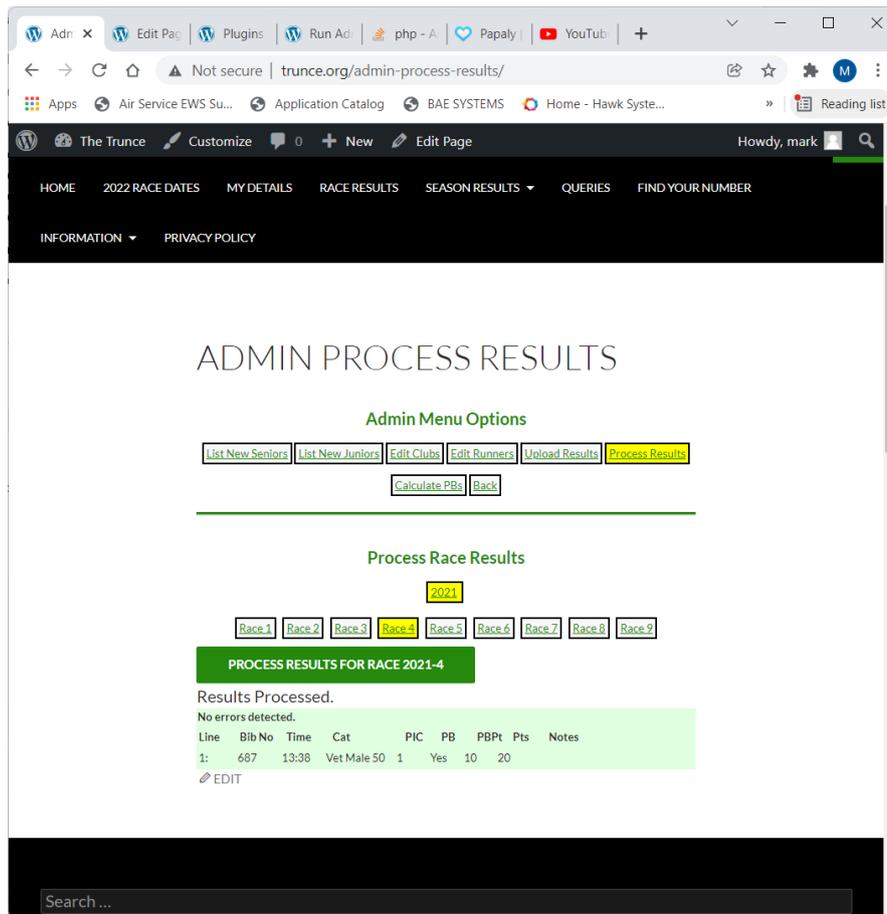


Figure 6 - Process Results Page

To help deal with the situation where runner numbers are not clear from the results, a number of records 9991..9999 have been created that can be used to identify unknown runners in the results.