Posting race documents (Revision 5)

Introduction

Documents for competitions and races can be published on GBSKI automatically as described below. This facility is available to those listed as 'officials' on the online calendar entry for each competition, and to the TD appointed to each race.

Email addresses

All race- and competition-related documents for publication should be sent to publish@gbski.com regardless of whether they are intended for automatic processing. Everything reaches the admin team anyway so anything that is not identified by the automated system will be dealt with manually.

For automatic publication, the files must be sent *from* an email address of one of those listed in the online calendar under 'Officials', or from the designated email address of the TD appointed to the event. Pre-race files such as bulletins might for example be sent by the Race Secretary, start lists by the Chief of Calculations, and final results by the TD.

If you are a competition official needing to publish files and your name does not appear on the calendar entry, or there is no email icon (✉) alongside your name, please contact admin@gbski.com to ask for the details to be added to the database.

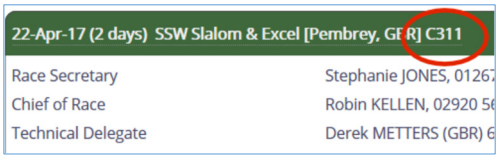
Timescale

Files can be sent for automatic publication at any time before the competition takes place, and for a short period after it is complete (currently 7 days). For files relating to individual races (results, penalty calculations, etc.), they only be automatically published if the race is marked as awaiting results or reports, or is specifically set to allow late submission. After this, documents can only be published by the site administrators.

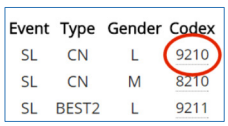
File Names

To allow files to be properly identified and assigned to the correct competition and/or race, they need to follow a strict file naming convention.

For competition-related files (invitations, bulletins, etc.) the first part of the file name must be the letter 'C' followed by the ID number of the competition, followed by the three-letter code for the type of file. You can find the ID number listed in the header 'bar' of the competition on the Calendar page, or as 'Competition ID' in the individual competition page.



For files related to individual races, these must be identified using their Codex number as listed on the calendar or competition page. The first part of the file name for these files is the three-letter code, followed by the codex number.

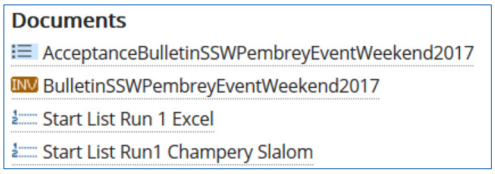


Event	Type	Gender	Codex
SL	CN	L	9210
SL	CN	M	8210
SL	BEST2	L	9211

Some examples:

C311INV SSW Pembrey 2017 Invitation.pdf
C303ACC Acceptance bulletin English Alpine Champs 2017.pdf
RES9210 Champery Slalom Results.pdf

Where links to the published files are shown on the web site, the identifying prefix is not displayed, so you can use the rest of the file name to describe its contents in whichever way you want:



File Types

Automatic publication is only available for these files: PDF, SPRO, GIF, JPG, PNG. Other types of file will be passed through to the admin team for processing.

If your file is in Excel or Word format, it should be printed to PDF before being submitted for publication. There are many free PDF printers available on the Internet, such as PDFill (https://www.pdfill.com/freewriter.html). Windows 10 also has the 'Microsoft PDF Printer' built in, but this has been found to generate files that are much larger than those produced by other printers, so it is best avoided if possible.

File Name Codes

Codes to identify each type of file are listed here. Some only apply to competitions, others only to individual races.

ACC	Acceptance list/bulletin
BAC	Backup time calculation
BUL	Other bulletin
COM	Combined results
ENT	Entry form
INV	Invitation
MED	Event medical plan
MIN	Jury minute
OFF	Official results
PEN	Penalty calculation
PRO	Protest form
RES	Race results
STA	Start list
TCM	Programme (Team Captains Meeting)
TDR	TD report
TIM	Timing report
UNO	Unofficial results

If you find that you need to publish something that is not covered by the list above, tell the admin team and a new code can be created.

SkiPro files

SkiPro files for import into the database should still be sent to import@gbski.com. They will be assigned to the relevant race regardless of their file name; they don't need to be named with a special code because the Codex number is already in the SkiPro data.

Replacing and Removing files

Once published, you can post a new copy of the same file simply by sending it in again with the same file name. The existing copy will be over-written.

To remove a file, simply send it again, but this time set the subject of your email message to just the word "delete" (without the quotes). If the file you send matches one that already exists on the server then the online copy will be deleted.

For example, say you have already posted the first version of your invitation and want to replace that with a new version but with a slight different name so it is clear which version is currently online. Here are the steps in the process:

First email: Anything in subject and attach "C489INV British Championships Invitation.pdf".
This is how you published your original invitation.

Second email: The word "delete" in subject, and same attachment as above.
This will remove the original published invitation.

Third email: Anything in subject and attach "C489INV British Championships Invitation V2.pdf".
This will publish your revised invitation.

If you still have issues with removing documents, please email the details to admin@gbski.com and the admin team will deal with it for you.

Notes on Competitions

Each competition has a small 'notes' field that you can update yourself via the same automatic publishing system. This can be used for example to show that your race is full, or there are a few places remaining, or that the date has been changed.

Any note that is applied in this way will appear in the information in the table of races 'coming soon' on the GBSKI home page, as well as in the header area of the page for that competition.



To apply a note, simply email publish@gbski.com with the subject consisting of the word 'note' followed by the competition number (C followed by 3-4 digit number), then the text of your message. For example:

note C509 Open for late entries until 28/04

To remove a note from a competition simply email with the subject as 'note' followed by the competition ID:

note C509

The maximum length of this note field is 99 characters, anything beyond that will be cut off.

Notification messages

When you publish documents, you should receive a response from the system telling you whether your files have been published or skipped.

The admin team is also notified about any attempts to interact with the automated publishing system, so they can track and sort out any problems, sometimes before you even know that there is an issue.

If the sending email address is not that of the TD assigned to the competition or race, then the TD will also be notified that documents have been updated.

Revision History

Rev5 14-Apr-2021 Added the ability to add or remove Notes field on a Competition.

Rev4	*01-Mar-2018*	*Added the ability to remove previously published documents.* *Added information about notification messages.*
Rev3	*25-Apr-2017*	*Information added about over-writing (replacing) previously published documents.*