SKIPRO 2.27

FOR

RACE SECRETARIES

&

CHIEFS OF CALCULATIONS

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SNOWSPORT ENGLAND

Snowsport Cymru Wales

Contents

1 Conventions in this document 4
2 Downloads from the Internet 4
2.1 The SkiPro program 4
2.2 Seedpoints & FIS files 4
2.3 Race Entry Files 5
2.4 Config Files 6
2.5 Penalty Calculator 6
3 Setting up a Race using SkiPro 7
3.1 Create a new event 7
3.2 Enter competitors 10
4 Update competitor details 14
4.1 Update competitor details using FIS files 14
4.2 Update using an .XLS file 15
4.3 Update Competitor Categories 16
4.4 Dealing with competitors with a Seed point conversion 17
4.5 Checking the files using GBSKI 17
5 Do the Draw and Assign Bib Numbers 18
5.1 For a single gender, seeded race. 18
5.2 For the U12/10s race 19
5.3 For a mixed age/gender or team race 19
6 Create a start list 21
6.1 Print a start list 22
6.2 Late Entries/Amending Start Lists 23
6.3 Create labels for the results board 23
7 Using SKIPRO during a Race. 24
7.1 Before the Race Starts 24
7.2 Timing During the Run 24
8 After the 1st run 29
8.1 Check the times 29
8.2 Enter any Corrections or DSQ's from Protocol 29
8.3 Check against protocol 30
8.4 Create & Print Run 2 Start Lists 30
8.5 The Second Run 30
9 Produce Results 31
9.1 Penalty Calculation 31
9.2 Results for Seeding 32
9.3 U10/U12 Results 33
9.4 Results for Prize Giving 34
9.5 Export Results for Seeding 34
10 Instructions for Specific Races 35
10.1 Giant Slalom on an Artificial Slope 35

10.2 Parallel Slalom (Qualification runs) 35
10.3 Team Calculations 35
10.4 Children's BASS Races 35
10.5 Alpine Combined 38
10.6 Races where the draw is split into groups 38
11 Unusual Results 40
12 Contributing to the online results system 41
12.1 What is required? 41
12.2 Information to look for 41
12.3 Race preparation 41
12.4 Publishing documents 43
12.5 Trouble-shooting 46
12.6 Key points 46
12.7 Mailboxes 47
12.8 Getting help 47
13 Amendments to Document 47

1 Conventions in this document

Buttons in the program are highlighted *LIKE SO*. A series of commands like so *Files>Manage Events*>

2 Downloads from the Internet

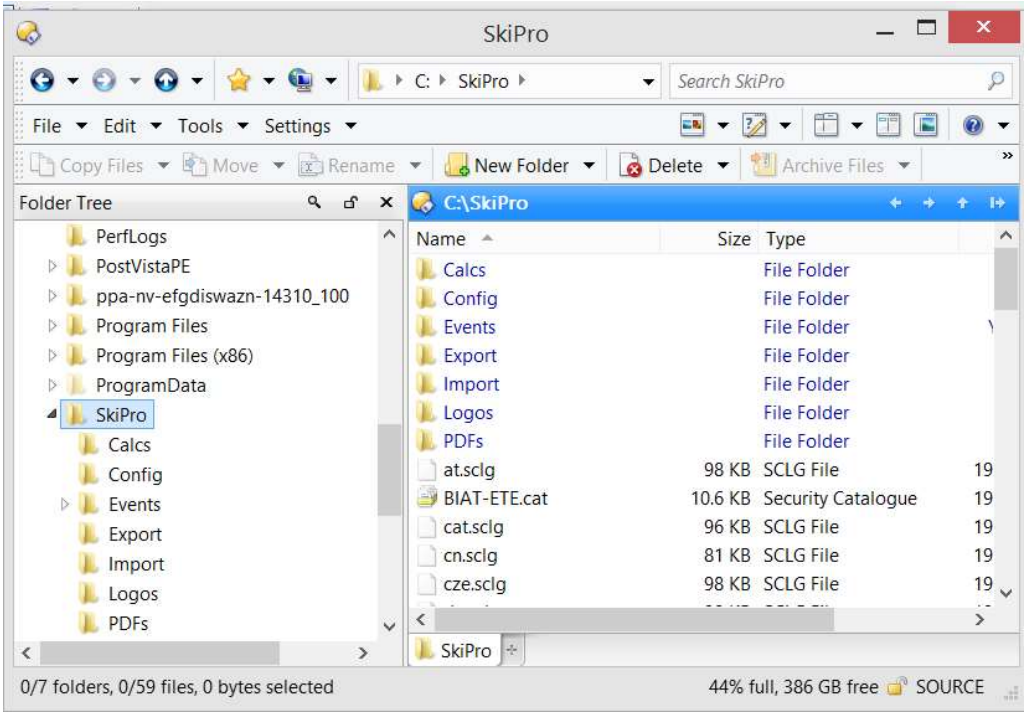
2.1 The SkiPro program

There are several versions of the SkiPro program - version 2.27, which is suitable for most British BASS or BARTS events, can be downloaded from http://www.gbski.com/software.php while the latest version can be downloaded from www.vola.fr The later versions require a dongle which is expensive but have increased functionality. This document will describe the use of version 2.27.

The downloaded file will be skipro_pak2.27.exe, locate and double click on it & follow the on screen instructions. It will install to C:\SkiPro unless you specify differently.

The first time you run the programme it will ask you for the default language and the default file location; choose English and accept the default locations. If it suggests an update ignore or go to *Help>CheckVersion/update* and unclick.

This is an example of a folder structure for SkiPro



Not all the folders will be set up when you first start, but the following can set up

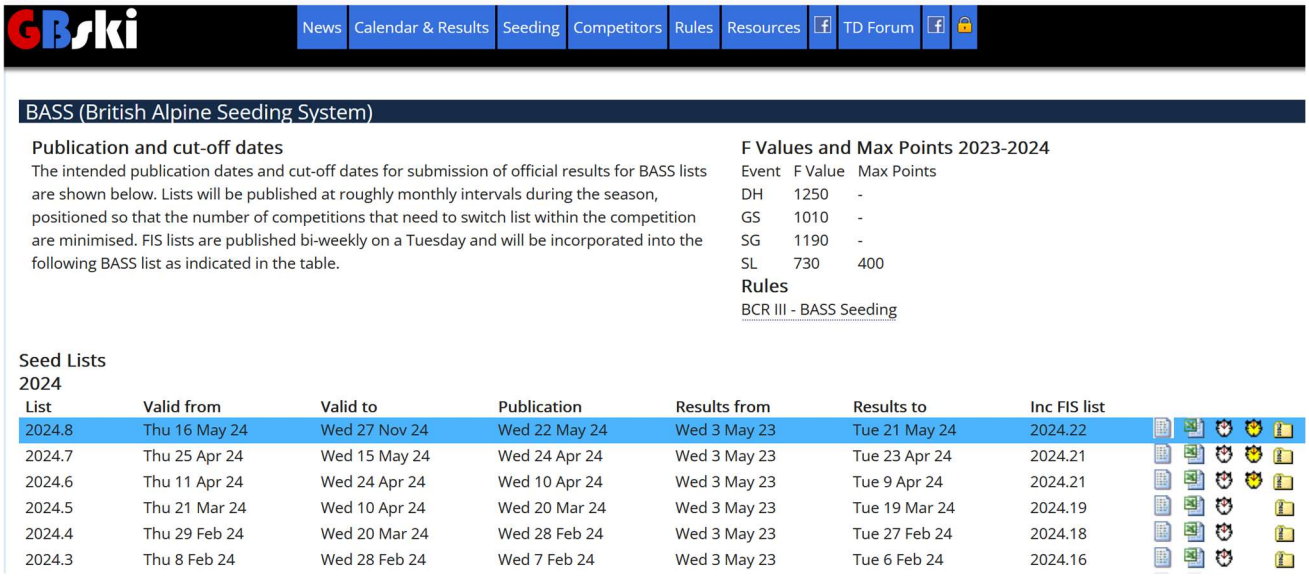
Config	to hold files such as the Categories for each age group, printing formats etc.
Events	Files for each event you set up,
Export	Files to be exported to FIS or for the .spro files at the end of the event
Import	Downloaded FIS, BASS & BARTS lists
Logos	Any logos to be added to the race files
PDFs	Results for the current race – use sub folders for each event or move elsewhere once the race is finished.

2.2 Seedpoints & FIS files

Always download the latest seed list from the http://www.gbski.com/seeding.php to make sure you have the latest seed points available. These are used to base your race on. The latest version will be highlighted on the page as shown below. There are 2 versions of the PRO file – denoted by these icons The first

is the correct format for SkiPro 2.27, and the second is the correct format for the latest version of SkiPro. Click on the latest published 2.27 Format icon to download the file and then save in C:\SkiPro\Import (create this if necessary).

Make sure you pick the correct Indoor or Outdoor BARTS or BASS list.



The downloaded SkiPro format file will be called something like BASS2024.5.zip, IBARTS2024.5.zip or OBARTS2024.5.zip. Open the file & extract the contents into the SkiPro\Events folder. These files contain every registered racer with their current seed points and are used to ensure the entries you set up are up to date. The zip file will include 2 files e.g. Event003.scdb and Event003Ex.scdb and will automatically appear as a SkiPro event.

It is also possible to use the Excel version to create an event by downloading the .xlsx file and creating a new event within SkiPro as described in section 3.2 below.

The second file that we need to download from this page is denoted by the icon  This is the Update file (also called the FIS file) Again click on the icon to download the file and then save in C:\SkiPro\Import. The downloaded file will be called something like BASS2024.4_fis.zip, IBARTS2024.4_fis.zip or OBARTS2024.4_fis.zip. Open the file & extract the contents into the SkiPro\ Import folder. The zip file will include 2 files e.g. AL424COM.csv & AL424PTS.csv.

2.3 Race Entry Files

As Chief of Calcs you should receive a file of entry information from the Race Secretary preferably as a spreadsheet which can be opened in Excel (or a compatible spreadsheet program) and imported into SkiPro. Race Secretaries can either download this information from their Race Entry system, or must create it themselves.

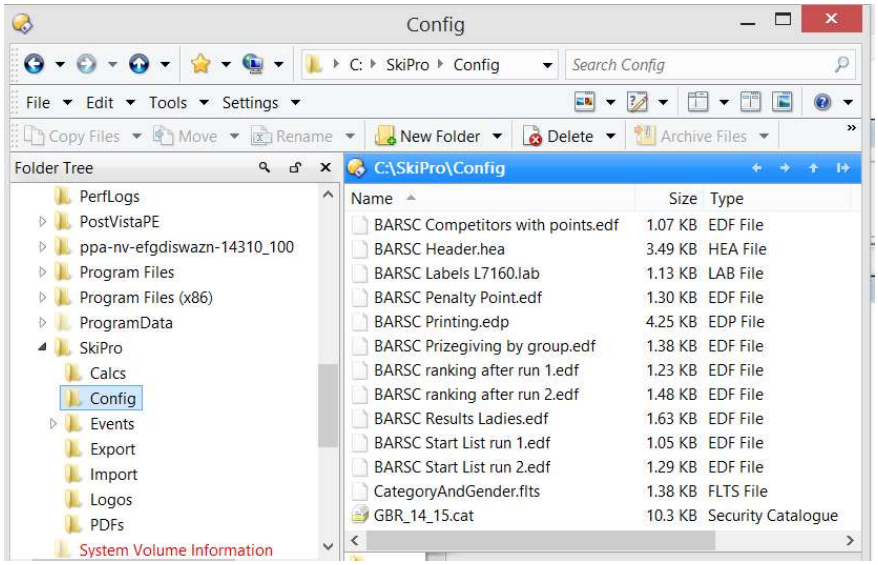
However the entry information gets to you it should have at least the following information.

- Reg Number
- Forename
- Surname
- Gender
- Year of Birth
- Club

Any other information in the files can be ignored when importing the information into SkiPro as we will use the FIS files just downloaded to update both seeding and other information.

2.4 Config Files

Setting up some of the files to use in advance will make life easier during an event. These can be set up after the first event has been created. Examples are below:



.edf are all print layouts.
.edp are print parameters – which show where the logos fit onto the page.
.flts are sort files used to filter the results when printing
.hea are used to copy Header details
.lab are label print layouts
.cat are the years of birth for British Categories
.cpz are competitor data fields
The current .cat file can be download from http://www.gbski.com/software.php

2.5 Penalty Calculator

This can be download from http://www.gbski.com/software.php

It is used mainly for BASS races where mixed age groups are racing on the same course and are all used for the penalty calculation. This program will read your race files and produce the penalty for each age group.

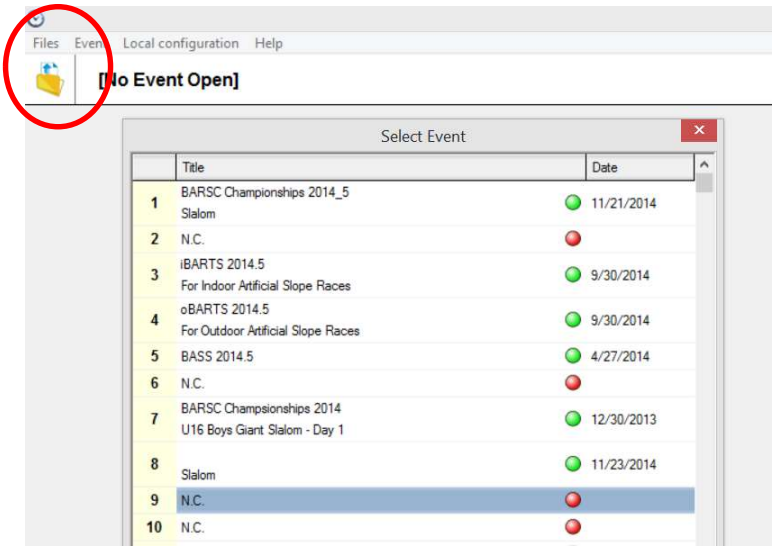
3 Setting up a Race using SkiPro

For each individual race you usually need to set up events for each seeding category

IBARTS and OBARTS
one each for Males, Females and U12/U10s (which can contain both boys and girls as they are not seeded)

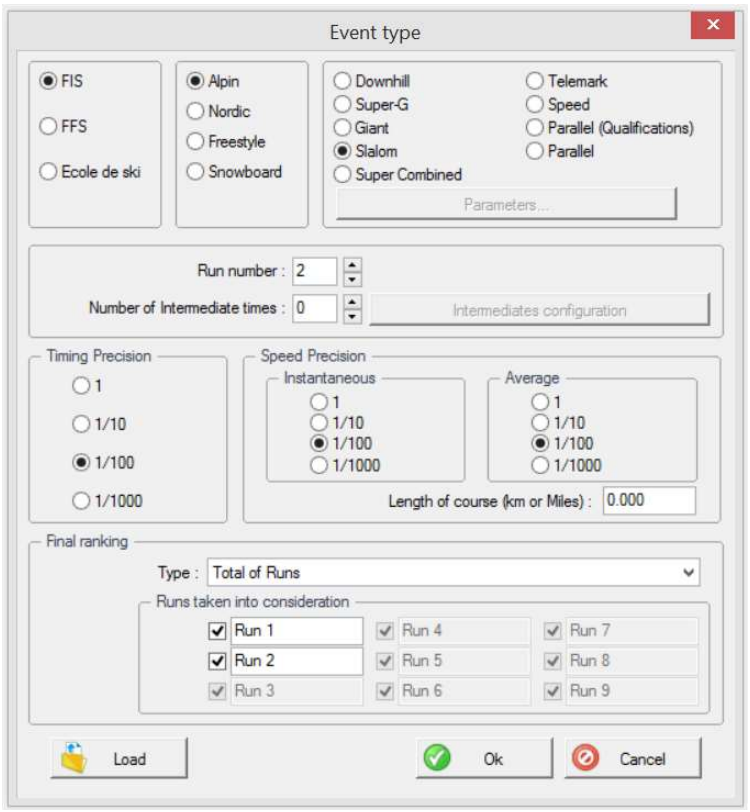
BASS
For a small race where all competitors use the same course you can set up the same race files as for a BARTS race and then use the Penalty Calculator to calculate the penalties and results for the various categories at the end of the race.
For a larger race you may wish to have separate events for U14 and U16 technical races, in which case penalties and results can be calculated using SkiPro as described in section 9 of this document.

3.1 Create a new event



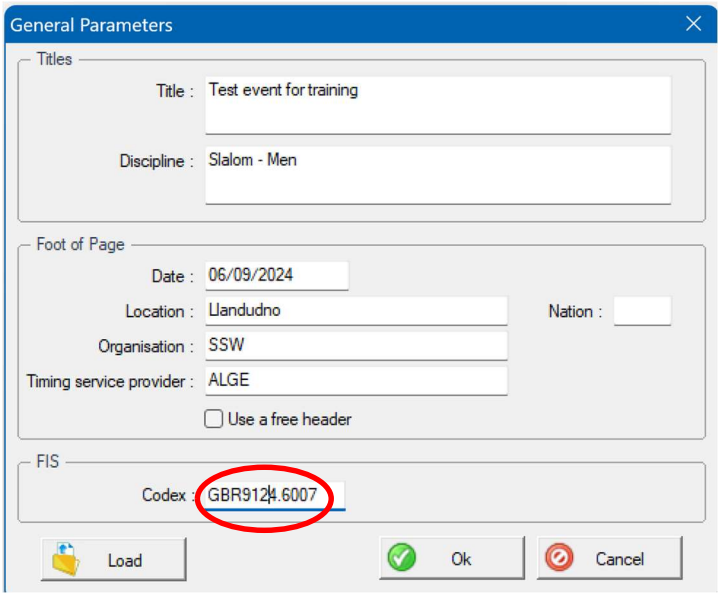
Click '*FILES*' or the '*FOLDER ICON*' to open an event – choose the next unknown event; *OK*>'This event does not exist. Do you want to create it?>*Yes*'

The event type screen will be shown next.



If this is the first event fill in the fields on this screen, otherwise to use a similar previous event as a template click '*Load>Load From An Event*' which shows you the list of events again. Click on a previous event to use as the basis for the one you are creating.

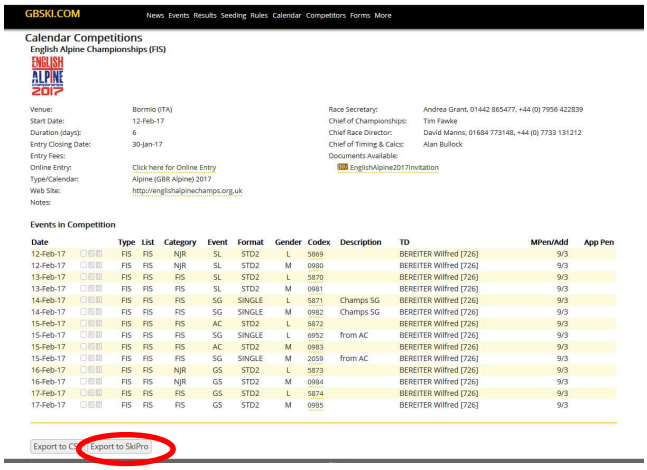
Click '*OK*' to open the General Parameters screen.



Although you can load them from a previous race you will still need to change some of these fields – for example the date and the race Codex. The codex is different for each race file and is how the information in your race file is eventually imported into the correct part of GBSki. It will be in the format Nationality+codex.TD number e.g. GBR9028.6007 and can be found from your race page on GBSki.

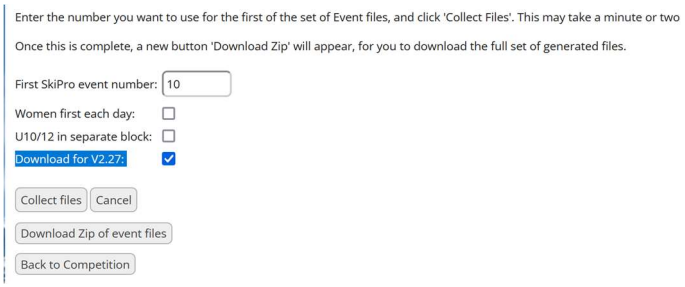
In order to minimise errors GBSKi now has an option to download all the events in a race series or weekend.

Open www.gbski.com in your browser, select Events and click on the event in question. A window will open showing all the races,



Select Export to SkiPro, and a new window opens

Make sure you tick Download for version 2.27 before you click on collect files and then Download Zip of Event Files, then extract the .scdb files into C:SkiPro/Events folder



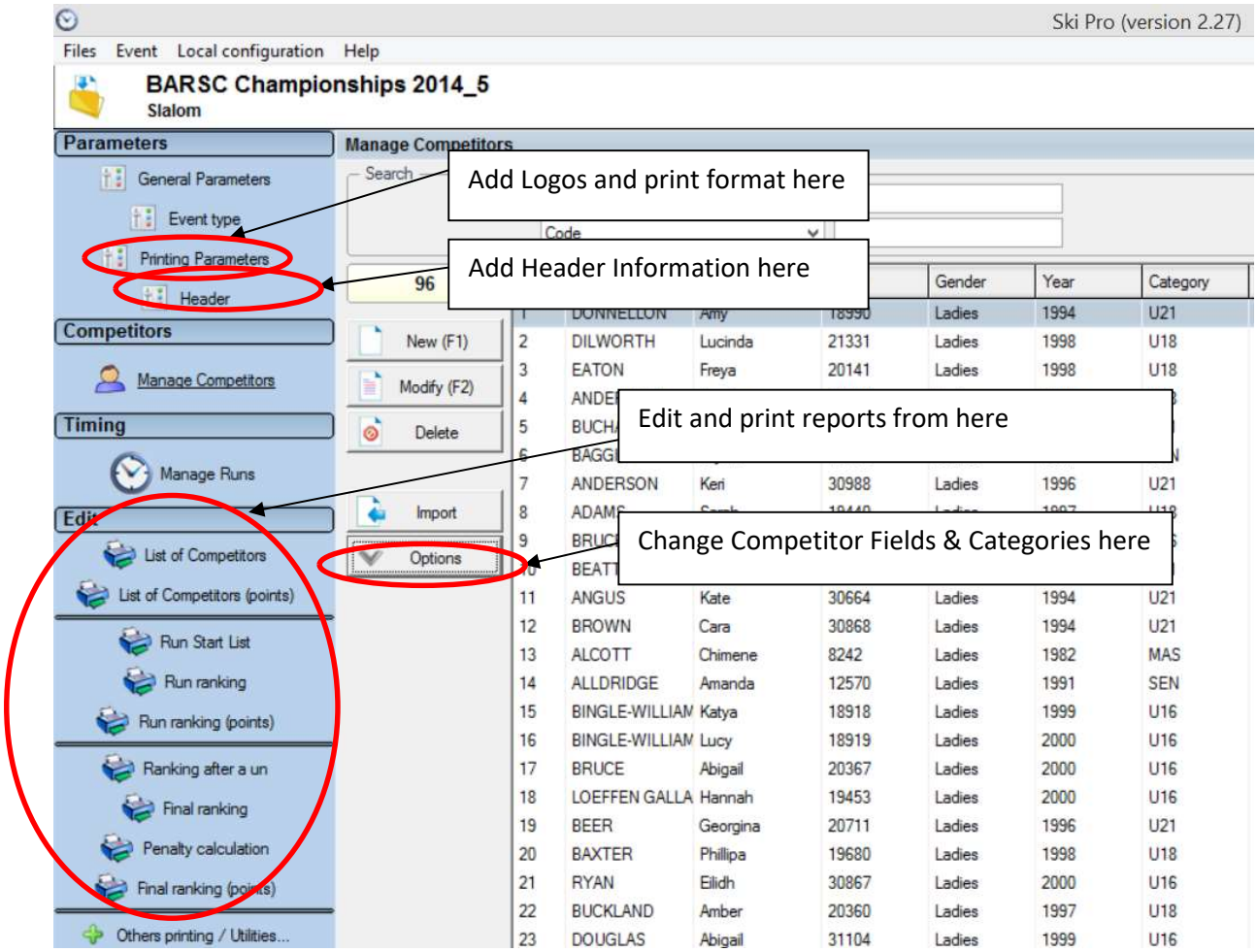
This will automatically create the race(s) in SkiPro and they can be opened from *Files>Open An Event*

Whichever method you use to create the event the race screen appears when you open it.

The Main commands are on the left hand side – in blue and grouped into 4 types – Parameters, Competitors, Timing & Edit.

When you click on one of the items under these headings the secondary commands in grey may change.

The screen below shows the configuration when *Manage Competitors* has been clicked



Make sure all the various parameters are set correctly for the type of race you are setting up.

Printing parameters – Click and then either complete the form to set the print logos & fonts then *SAVE* for the first Event or Click '*LOAD'* from a File and choose XXX.edp. Place logos using the *LOGO POSITIONS* button.

Header – Click and either add the names of any officials and other information if known for the first event. For subsequent events click '*Load/Load from an event'* to copy the information from the previous event.

Options/Competitor Fields – Click and either complete the form by making fields active or inactive then 'Save' for the first Event or '*Click Load/Load from a File'* and choose XXX.cpz to set the competitor fields.

Options/Categories – Click and either complete the form then 'Save' for the first Event or Click '*Load/Load from a File'* and choose XXX.cat to set the correct fields.

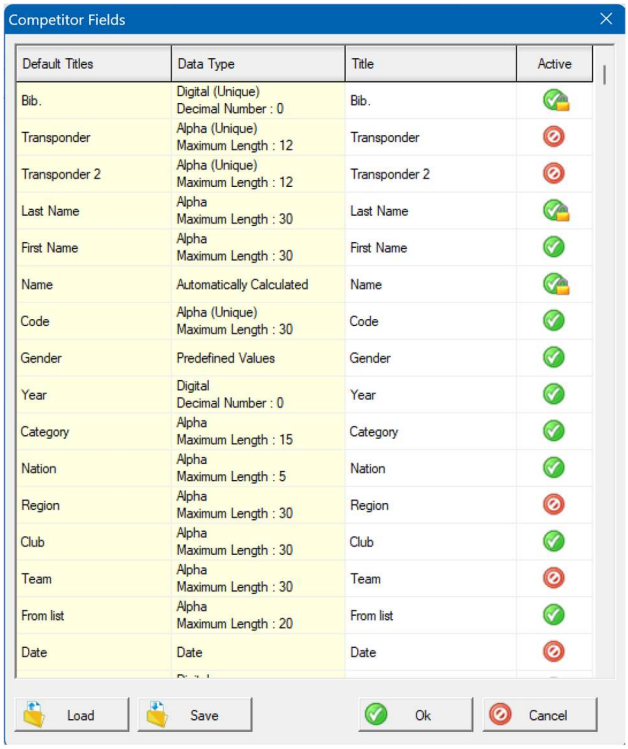
Print fields – You can set up the format for most of the types of print in advance or at the first event. Click '*Load/Load from a File'* and choose the appropriate file to set the correct fields on each print e.g.

ListOfCompetitors.edf	ListCompetitorsPoints.edf	StartListRun1.edf
StartListRun2.edf	FinalRanking.edf	PrizeGiving.edf
PenaltyCalc.edf	FinalRankingPoints.edf	Results.edf

3.2 Enter competitors

The majority of your entries can be added using the spreadsheet given to you by the Race Secretary. For any late or non-registered entries you can still add entries manually up until race day.

Initially there will be more competitor fields shown than you require. To change these click *Manage Competitors>Options>Competitor Fields*



Clicking the *Active* button for each field will switch them on or off as required.

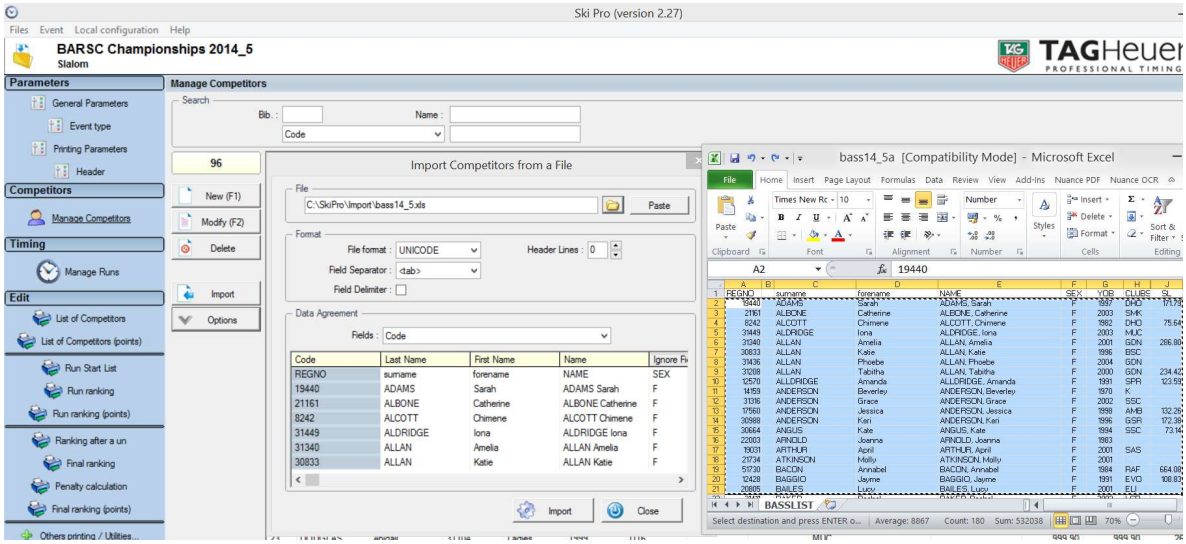
It is easier to see what you are doing if you only have the seed points for the type of race you are doing active rather than all of them.

It is possible to change the name of the field that is shown on screen or printed out by clicking on the Title and changing it.

For example when doing a schools race I change Club to School.

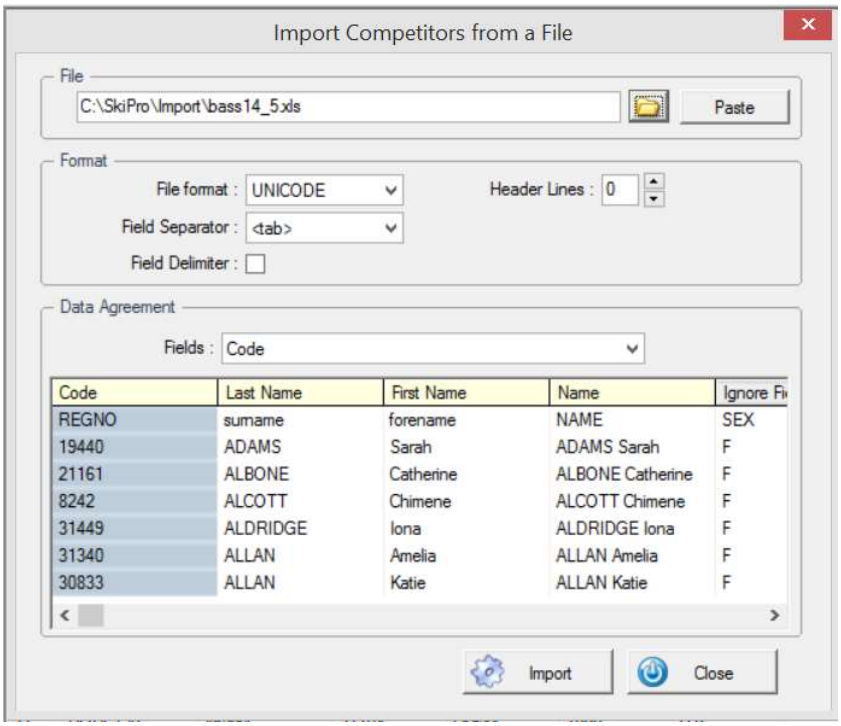
3.2.1 Enter from a File

Open the entry file in in Excel. Highlight the competitors to enter, including Reg Number, Name, Gender, YOB, and Club and copy them, **NB the example below is for an event consisting of a single slalom race.**



To get the data into the SkiPro file click, *Manage Competitors>Options>Import Competitors from a File>Paste* and it should appear in Import Box.

The headers will probably not match the actual columns in the file. They can be changed by clicking on each one in turn & choosing the appropriate header. Once this has been done, you should not need to do it again unless the format of the input file changes again.



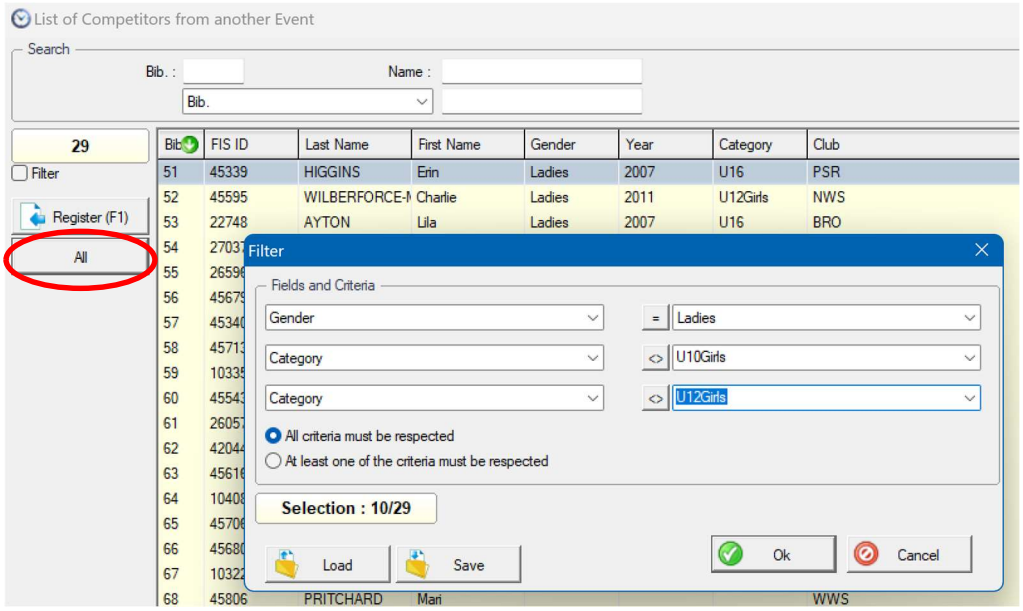
When all your field names are set up correctly, click '*IMPORT*' to import all the names into your race;

Click '*CLOSE*' to go back to the main screen.

In a multi race event it is useful to create a master event containing all competitors which can be used as the acceptance list and then create individual events as above.

To input competitors into individual races, open the race, click *Manage Competitors>Options>Import Competitors from Another Event'* choose the master event and click '*All*' which brings up the Filter screen allowing you to choose the competitors you require. The example below shows how to set the criteria to select all the female competitors for the seeded race. Once you are happy with your criteria just click '*OK*'. NB You don't have to set up filters if you do actually want all the competitors added to your race – just click '*OK*' to get them all. This is useful for example to copy all entries from your SL race into the GS race.

Note that you can change the = symbol to <> (not equals) or ~ (like) which gives you plenty of scope for setting up your filters. I would recommend that you save these filters so that you can reuse them.



3.2.2 Manual Entry prior to assigning Bibs

For Competitors already on the seed list

Click *Manage Competitors>Options>import competitors from another event'*

Select the correct event which holds either the IBARTS, OBARTS or BASS list.

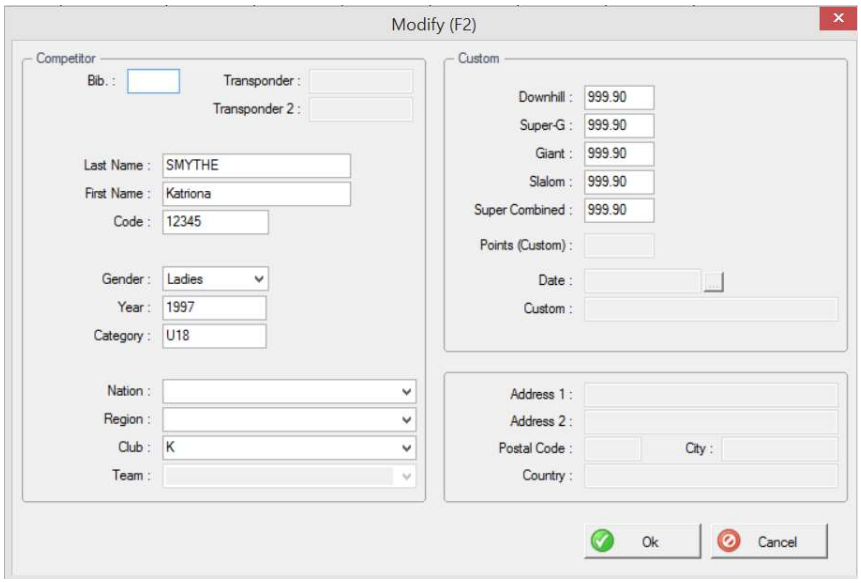


Bib.	Last Name	First Name	Code	Gender	Year	Club	Downhill	Super-G	Giant	Slalom	Cat
	WILSON	Geoffrey	21362	Men	1996	VIK	999.99	999.99	999.99	**999.99**	U18
	WILSON	Inez	36575	Men	2008		999.99	999.99	999.99	**999.99**	
	WILSON	Judy	36574	Ladies	1952		999.99	999.99	999.99	**999.99**	MAS
	WINNING	Charlotte	31526	Ladies	1998	SFR	999.99	999.99	999.99	**999.99**	U16
	WISE	Kyle	31063	Men	1989	P3	999.99	999.99	999.99	**999.99**	SEN
	WISEMAN	Cara	36573	Ladies	1982		999.99	999.99	999.99	**999.99**	MAS
	WISEMAN	Kelly	19645	Ladies	1993	PND PND	999.99	999.99	999.99	**999.99**	U21
	WITTS	Callum	19420	Men	1998	PND	999.99	999.99	850.36	**618.99**	U16
	WITTS	Kaigan	18512	Men	1994	PND PND	999.99	999.99	521.67	**374.41**	U21
	WOLOSZCZUK	Lucy	22091	Ladies	2001	HEM HEM	999.99	999.99	999.99	**999.99**	U14

Click on each one you want to add & click '*Register'* (or F1) to add each competitor to the file.

For new competitors not on the seed list

Click *Manage Competitors>NEW (F1)>* and fill in each field in the standard format Click '*OK'*



Last Name	Should be in Capitals
Code	(An unregistered racer will not have a code, it is ok to leave it blank). **IF YOU TRY TO ENTER THE SAME CODE TWICE YOU WILL GET AN ERROR**
Year	4 digits of year of birth. The category should appear automatically when the Year is entered, if not ensure that you have the correct .cat file loaded.
Club	3 Character abbreviation in capitals, a standard GBR list is available or for foreign entrants add as appropriate.
Seed points	A new registration/unregistered entry will be 999.99. A registered racer who does not appear on the BARTS list must race with 999.99 points - contact their home nation or the national seeder for advice.

3.2.3 Manual Entry after assigning Bibs

The process is much the same but we have to give the late entry a bib number and add them to the start list.

Create the Racer record as above but this time assign a bib which will be the next unused number click '*OK'*

To add your late entry to the start list see section 6.2.

4 Update competitor details

It is always a good idea to update both the seedpoints and all other competitor details from the latest seedlists as there may be spelling differences between the entry systems and the seedlists, and you need your race file to mirror the seedlist rather than the entry system.

SkiPro files in FIS or .xlsx format can be used to update the competitor details (including seedpoints and clubs) for an existing event. Instead of manually going through and updating the seed points for each competitor by looking them up on a printed seed list, you can use 'FIS format' or .xlsx files to do the updating for you. They can be found on www.gbski.com/seeding.php.

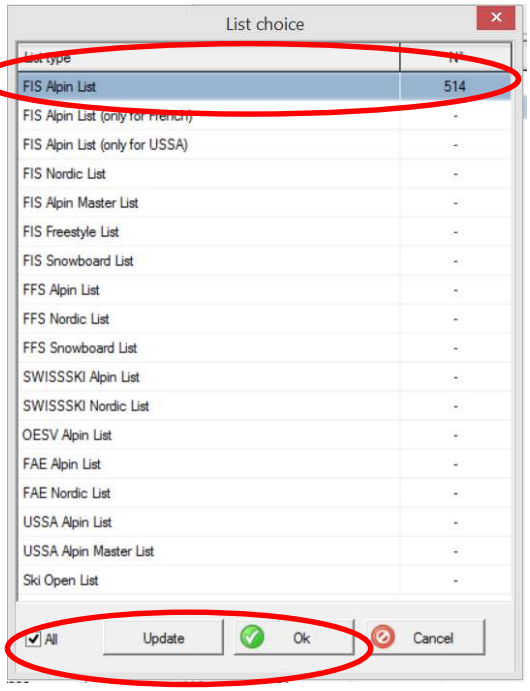
The first method is preferable as everything is held within SkiPro.

4.1 Update competitor details using FIS files

Note that although we are referring to them as SkiPro 'FIS' files, the files from www.gbski.com still refer to the BARTS or BASS seedlists and not a FIS snow seed list.
If you have not already done so, download the SkiPro FIS files as shown in section 2.2.

4.1.1 Load the FIS files

Click *Manage Competitors>Options Update Competitors from a federation file*

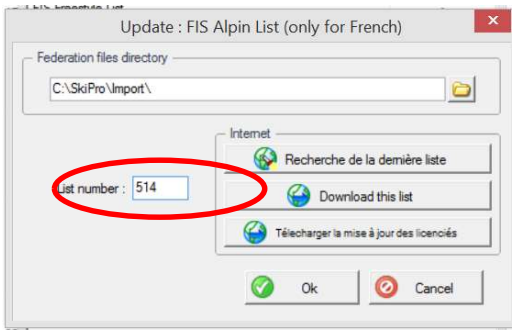


Make sure the row for FIS Alpine is selected.

(If you don't see it tick the *All* box and it should appear).

The list number box may be populated, (in the format ListNoYear in this case 514).

If so click '*OK*' If not click '*UPDATE*'.



If the 'Federation files directory' is not pointing to the folder where you have put the CSV files, (usually C:\SkiPro\Import) change it now by typing in the folder or using the folder button to browse to it.

Type in the number of the list. This is the three-digit number in the CSV filename, for example for AL514COM.CSV you would type in 514 (the final list for 2014).

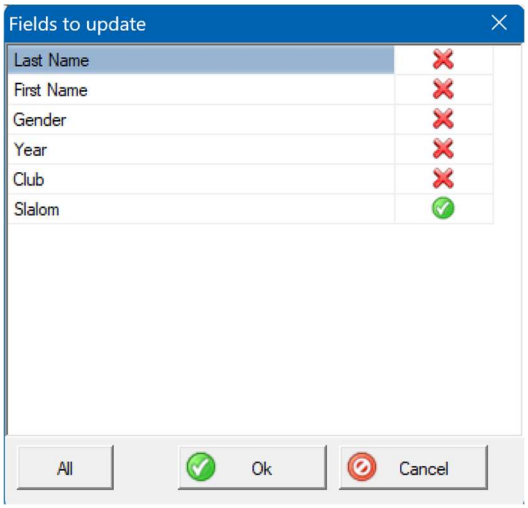
Click '*OK*' to load the list from the CSV files. You will see a progress bar as the list is loaded, then click '*OK*' to return to the "List choice" screen from the previous step.

If updating a FIS event you will need to find and download the latest FIS lists from the FIS website. Click '*Recherche de la derniere liste*' button, SkiPro will look in the Import folder and fill in the list number field;

and then click '*Download this list*' button. Once this is done Click '*OK*' to return to the "List choice" screen from the previous step.

4.1.2 Update Competitor Details

Click '*OK*' on the "List choice" screen to open the fields to update screen which allows you to select which fields to update. The default setting is to only update the seed points, but you can choose to do any or all of the possible fields by double clicking on the **X** or ✓.



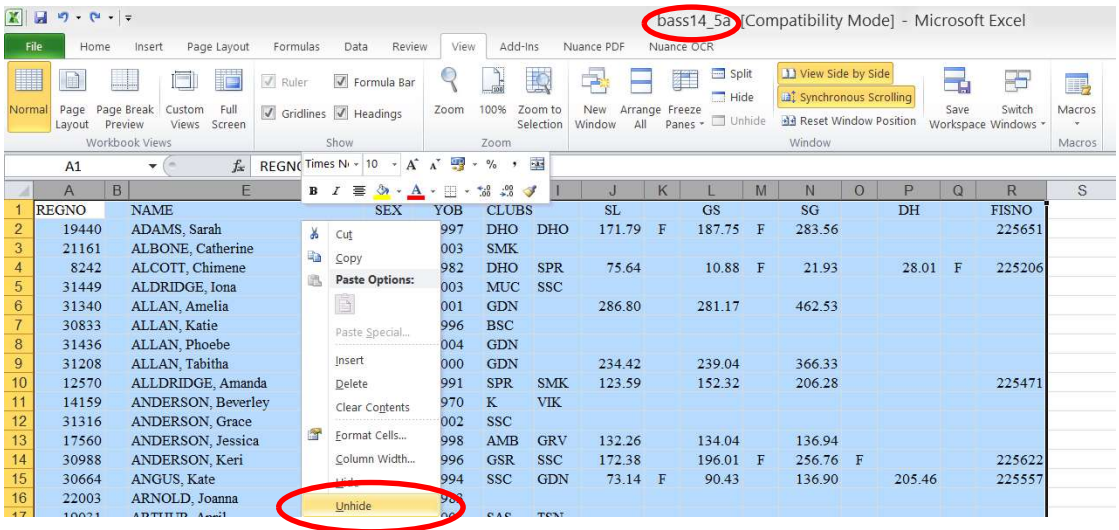
If you click the '*All*' button you can update every field to make sure they match the seedlists.

Click '*OK*' & the chosen fields will be updated.

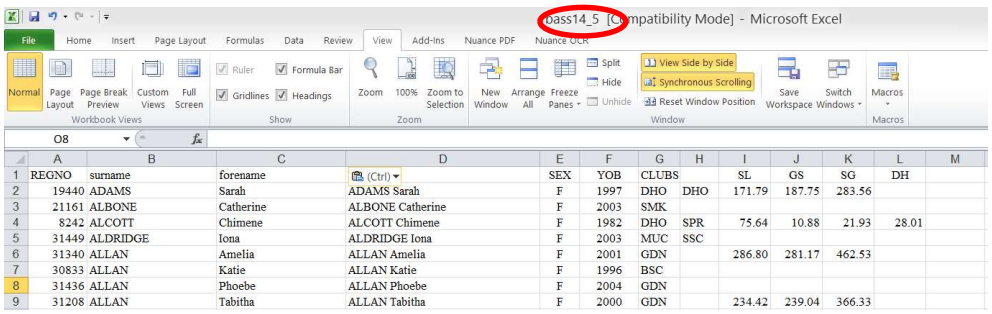
4.2 Update using an .XLS file

It is also possible to update using an .xlsx file. Download the most up to date seed list in .xlsx format from www.gbski.com and Save to C:\SkiPro\Import.

Open in Excel and select all the columns then right Click Unhide to show the hidden columns

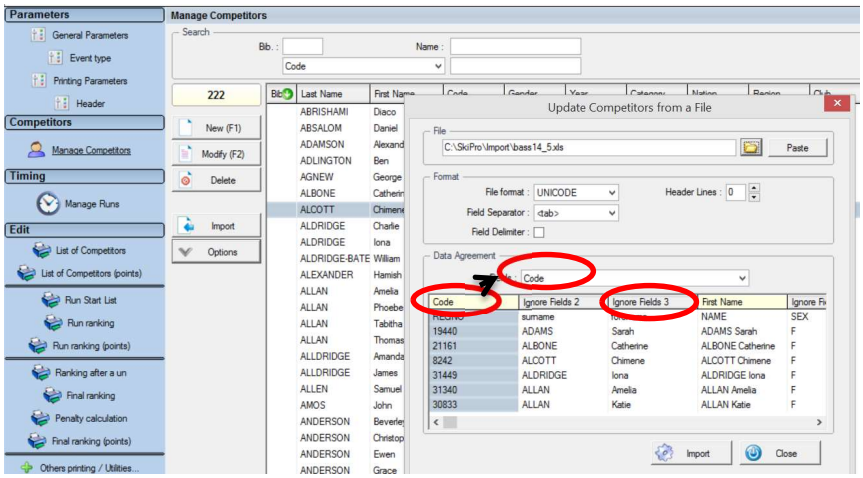


For convenience, delete any surplus columns, for example the second club, and the columns indicating that points are derived from FIS (K, M, O, Q in the screenshot above) and the FIS no. and save this file, either with a different name or by overwriting the original, in C:\SkiPro\Import.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	REGNO	surname	forename	(Ctrl)	SEX	YOB	CLUBS		SL	GS	SG	DH	
2	19440	ADAMS	Sarah	ADAMS Sarah	F	1997	DHO	DHO	171.79	187.75	283.56		
3	21161	ALBONE	Catherine	ALBONE Catherine	F	2003	SMK						
4	8242	ALCOTT	Chimene	ALCOTT Chimene	F	1982	DHO	SPR	75.64	10.88	21.93	28.01	
5	31449	ALDRIDGE	Iona	ALDRIDGE Iona	F	2003	MUC	SSC					
6	31340	ALLAN	Amelia	ALLAN Amelia	F	2001	GDN		286.80	281.17	462.53		
7	30833	ALLAN	Katie	ALLAN Katie	F	1996	BSC						
8	31436	ALLAN	Phoebe	ALLAN Phoebe	F	2004	GDN						
9	31208	ALLAN	Tabitha	ALLAN Tabitha	F	2000	GDN		234.42	239.04	366.33		

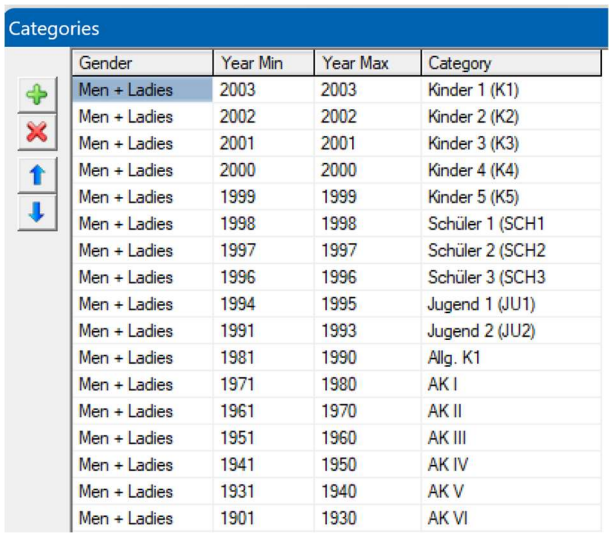
In the open SkiPro event, *Manage Competitors, click 'Options> "Update Competitors from a file*"', locate and select the .xls file Ensure that the Field Headings match; select 'Ignore Fields_' for any you do not want altered or checked, when satisfied click '*Import*', when SkiPro indicates 'Importing XXX/YYYY' click '*Close*'.



A new screen may open asking which field should be used to denote Competitors; the default should be 'Code', accept this.

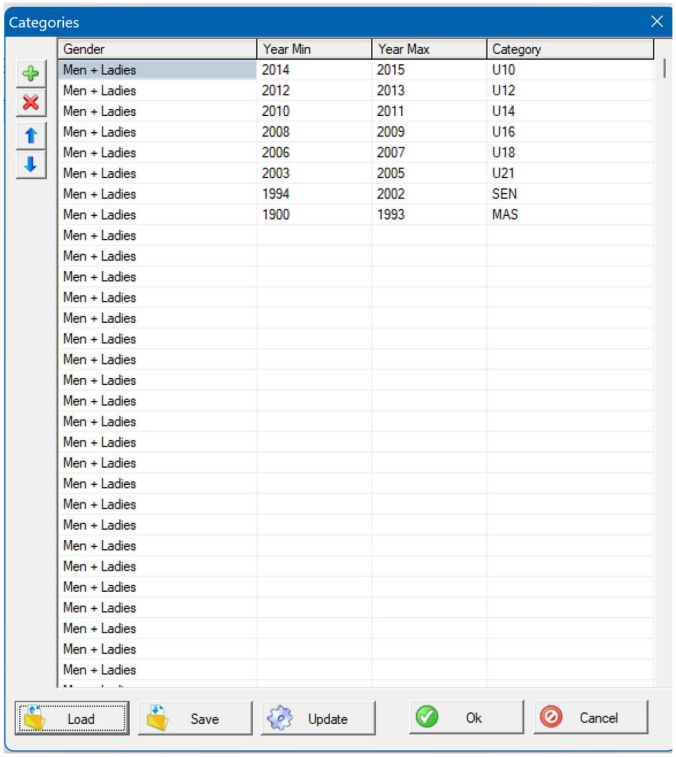
4.3 Update Competitor Categories

When you first load SkiPro it uses Austrian categories which we need to change to British ones for our races.



Categories

Gender	Year Min	Year Max	Category
Men + Ladies	2003	2003	Kinder 1 (K1)
Men + Ladies	2002	2002	Kinder 2 (K2)
Men + Ladies	2001	2001	Kinder 3 (K3)
Men + Ladies	2000	2000	Kinder 4 (K4)
Men + Ladies	1999	1999	Kinder 5 (K5)
Men + Ladies	1998	1998	Schüler 1 (SCH1
Men + Ladies	1997	1997	Schüler 2 (SCH2
Men + Ladies	1996	1996	Schüler 3 (SCH3
Men + Ladies	1994	1995	Jugend 1 (JU1)
Men + Ladies	1991	1993	Jugend 2 (JU2)
Men + Ladies	1981	1990	Allg. K1
Men + Ladies	1971	1980	AK I
Men + Ladies	1961	1970	AK II
Men + Ladies	1951	1960	AK III
Men + Ladies	1941	1950	AK IV
Men + Ladies	1931	1940	AK V
Men + Ladies	1901	1930	AK VI



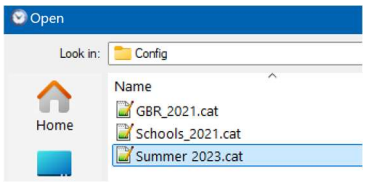
Categories

Gender	Year Min	Year Max	Category
Men + Ladies	2014	2015	U10
Men + Ladies	2012	2013	U12
Men + Ladies	2010	2011	U14
Men + Ladies	2008	2009	U16
Men + Ladies	2006	2007	U18
Men + Ladies	2003	2005	U21
Men + Ladies	1994	2002	SEN
Men + Ladies	1900	1993	MAS

Load Save Update Ok Cancel

To change the categories use the latest file download from http://www.gbski.com/software.php and place it in your C:\SkiPro\Config directory.

Click *Manage Competitors>Options>Categories* to get to the Categories screen shown above. Click *Load* and a list of available category files will be shown.



In the example above we have updated the Austrian list with the Summer 2023 list saved from GBSki.

Now click *Update* which will update all your competitors with the correct category.

4.4 Dealing with competitors with a Seed point conversion

A competitor with no current points in the system being used may apply to have points in another system converted, or their lapsed points recalculated. Such calculated points may only be used when considering athletes acceptance, they should be disregarded when creating the start list.

For BARTS, BACR Book III paragraph 7 deals with the detail of the rules relating to seed conversion and placing on the start list. For BASS, Book III paragraph 6 deals with conversion in less detail. Where there is no guidance the TD and Jury will decide based on the advice of the National Seeder and the principles outlined in BACR/BCR.

To add a new racer, ensure that you are in Manage Competitors and follow the processes outlined in 3.2.2 above using the appropriate points, 999 or blank.

NB This must all be agreed before making the draw and printing the start lists.

4.5 Checking the files using GBSKI

Several potential issues linked to the formats of races on snow may be caused by the number of event types and categories. Once the event has been set up it is possible to submit it to the online system even though the event has not happened. Once the races have been set up the races in SkiPro with all the entrants, submit the files to GBSKI using the submit results process outlined in section 12.

This should let the system do some of the basic checks including, validating registration numbers, names and checking the Codex. The system will reject the file because it has no time information, but this should at least show some of any basic issues before the pressure at after the race is finished. It will also alert GBSKI to any issues such as late renewals and registrations in the time between that first submission and the post-race final results.

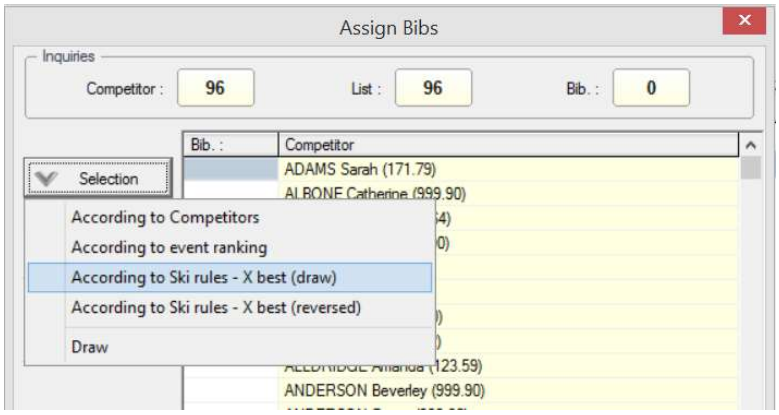
5 Do the Draw and Assign Bib Numbers

For the Males or Females race, normally the top 15 racers are randomly drawn, the remainder of the seeded racers appear in seed point order, and any unseeded racers are drawn at the end of the list. By following these instructions the program will do this for you automatically. (For a small race, the jury may choose to draw less than 15 racers)

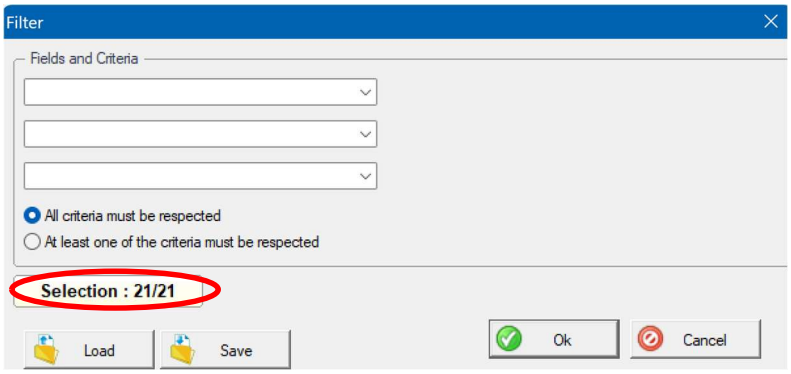
This process is the same whether the race is IBARTS, OBARTS or BASS – it is only when we create the start lists that there is difference between OBARTS and the other two race types.

5.1 For a single gender, seeded race.

Click *Manage Competitors>Options>Assign bibs>Selection>According to SKI rules - X best (draw)*



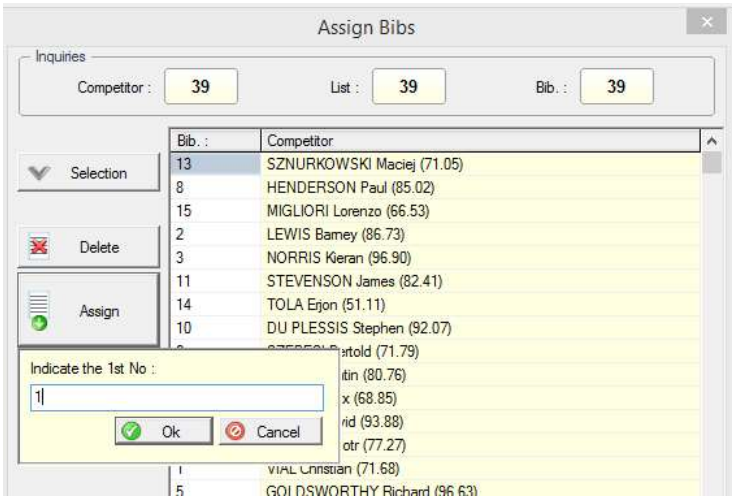
A filter box will appear – which you can ignore for this type of race. Just check the number in the selection box is correct and Click '*OK*'



The next box asks for the number of competitors to draw. Usually this will be 15. Click *OK*.



Click '*Assign*> Indicate the first number as 1> *OK* >*OK*



If using one set of bibs you will need to allocate higher numbers as the 1st number as you go through

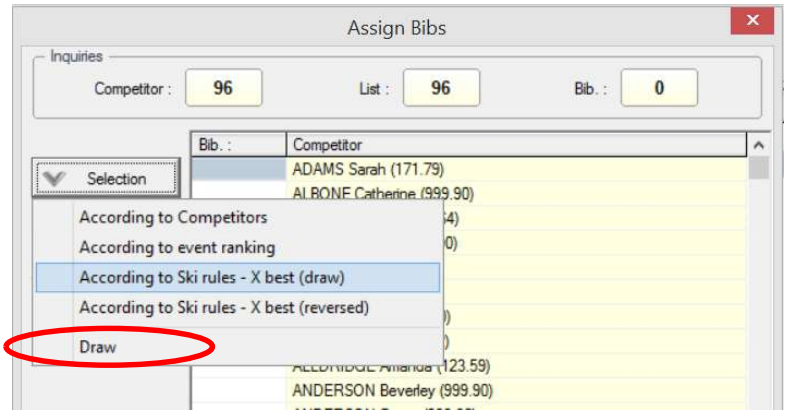
e.g. start males at 1,

females at 71

U10/U12 at 121

5.2 For the U12/10s race

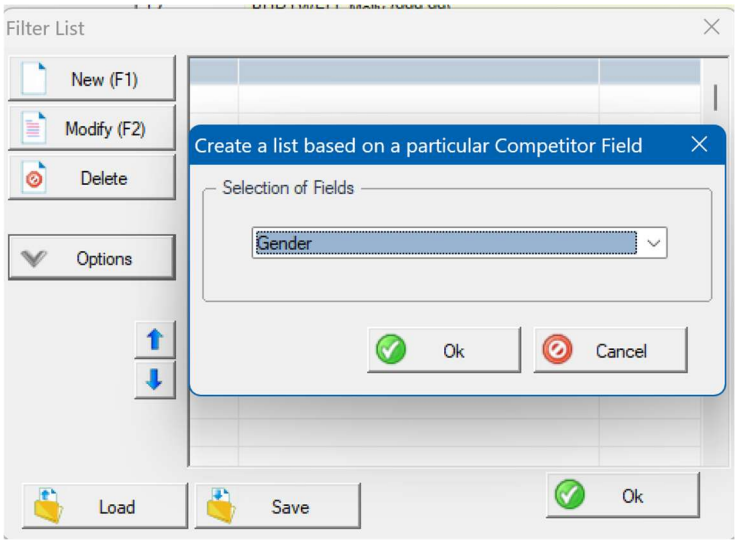
Click *Manage Competitors>Options>Assign bibs>Selection>Draw* The filter box will appear



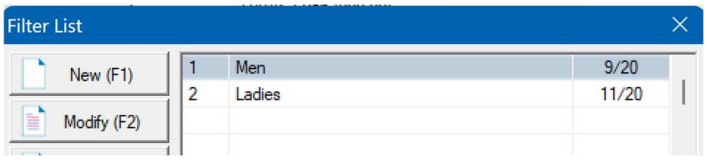
As we have both Girls & Boys in the same event file we need to sort them by Gender before assigning the bib numbers, so this time we need to use the filter.

If you are happy not to have any gaps in the bib numbers between Girls and Boys then we can assign bibs for them all at once as follows:

Click '*Options> 'Create a list based on a Particular Competitor field>Gender'* from the drop down when the filter list appears



This example will number the boys followed by the girls with no gaps between.



Click '*Ok'* to return to the Assign Bibs screen Click '*ASSIGN*>set your first bib number >*OK'*

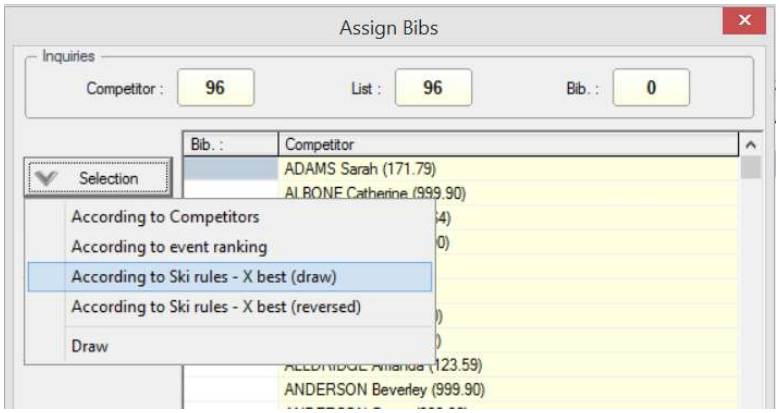
To draw each group and leave a gap, follow the example in the next section changing your groups to boys and girls rather than the age categories.

5.3 For a mixed age/gender or team race

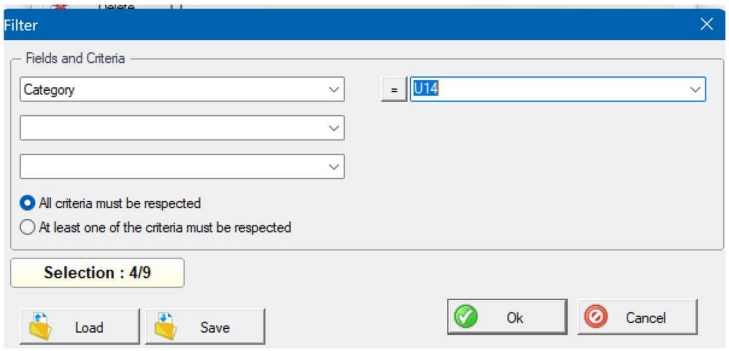
It is possible to do a single draw and assign bibs ignoring seed points or keeping individual groups together, for example a team event or a race such as a GS or Kombi where the U10/U12/U14/U16 groups use the same course. This will be particularly useful in the Alps using manually entered times or where the draw is by team.

The example below uses a race with both U14 and U16 racers.

Click *Manage Competitors>Options>Assign bibs>Selection>According to SKI rules - X best (draw)*



When the filter box appears set it as shown below and click *OK*



As you can see we only have 4 U14 competitors, so when the next box appears it will have set the number of competitors to draw to 4. Click *OK*.



Click '*Assign*> Indicate the first number as 1> *OK* >*OK*

Now go back and click *Selection>According to SKI rules - X best (draw)* again

When the filter box appears set the category to U16 and click *OK*

Click '*Assign*> Indicate the first number as 11> *OK* >*OK*

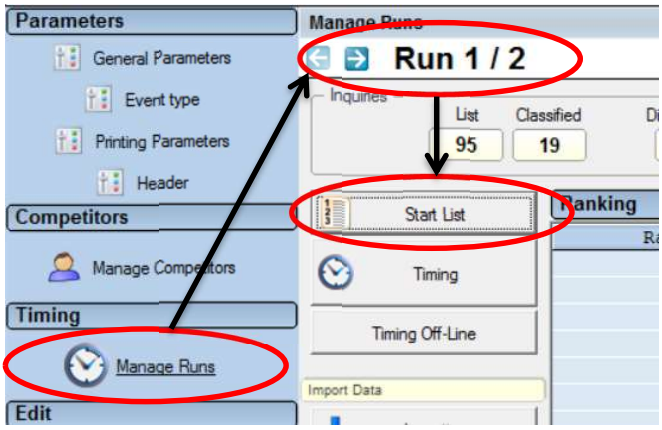
As you can see below we now have both our U14 & U16 groups set up with a gap in the bib numbers.

Bib	Code	Last Name	First Name	Gender	Category
1	45680	PHILLIPS	Evie-Mae	Ladies	U14
2	26596	NESBITT	Lois	Ladies	U14
3	104089	BURTWELL	Molly	Ladies	U14
4	45706	HARRIS	Menna	Ladies	U14
11	103352	LIVINGSTONE	Annabel	Ladies	U16
12	45339	HIGGINS	Erin	Ladies	U16
13	22748	AYTON	Lila	Ladies	U16
14	42044	HESLOP	Heather	Ladies	U16
15	45340	HIGGINS	Manon	Ladies	U16

If you wanted a gap between bibs for the U10/U12's you would use the same process but set gender to boys then girls in the filter box.

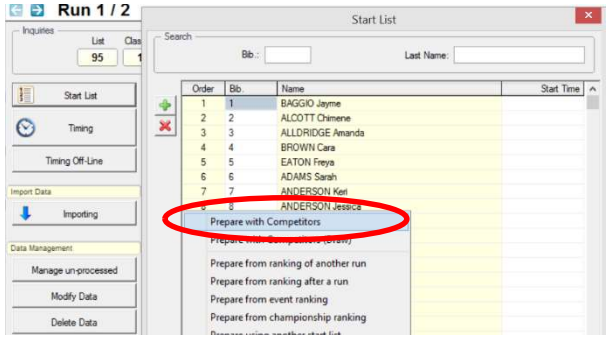
6 Create a start list

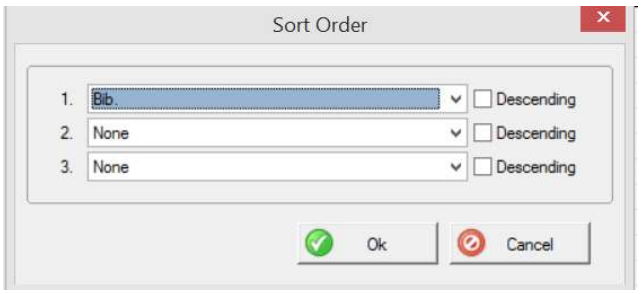
Click '*Manage Runs*' *and c*heck that the correct run number is showing – you can use the arrows beside the run number to change it.



Click '*Start List>Options>Prepare with Competitors*'

This brings up the Sort Order screen



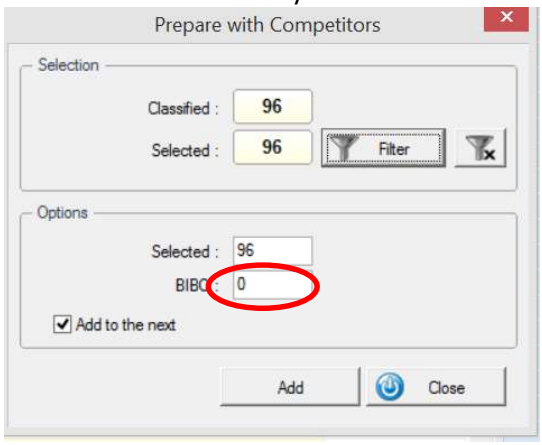


Leave the sort order as Bib (but in races with special rules one can change or add); Click '*OK*'

On the 'Prepare with Competitors' screen

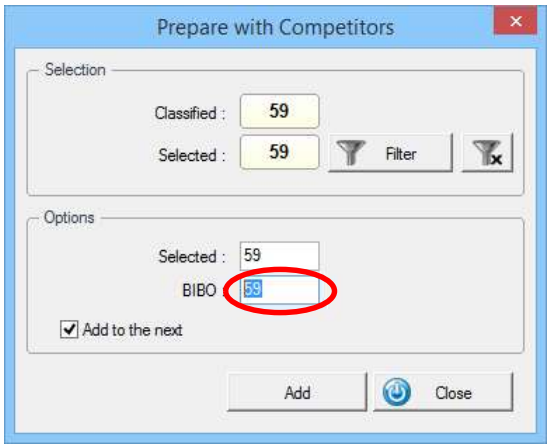
For iBARTS and BASS races

Type 0 (zero) into BIBO as shown below
This will ensure that they run in Bib order



For oBARTS races

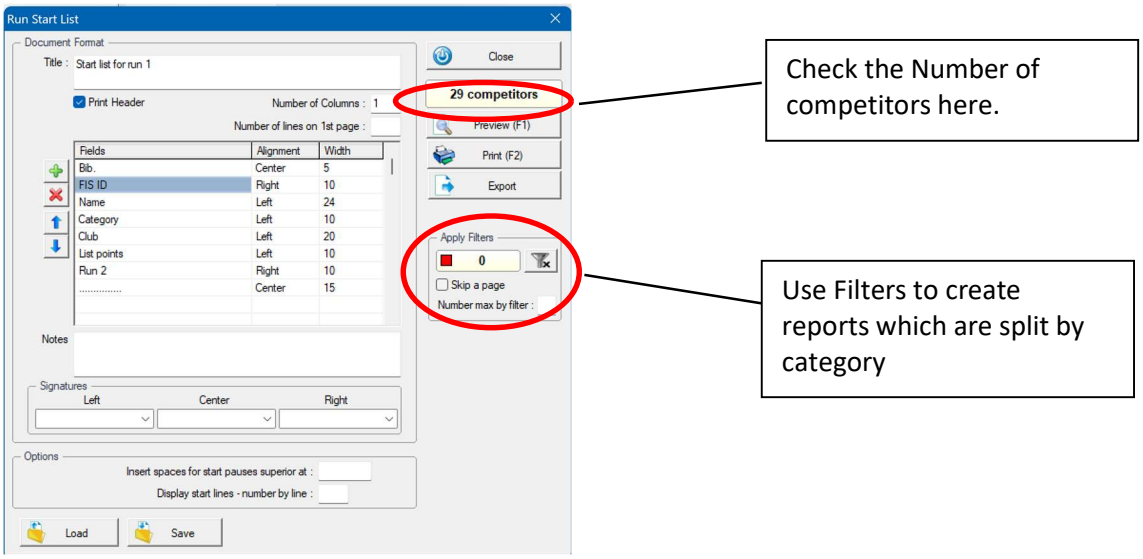
Type the same number as indicated in Selected into BIBO. This will reverse the bib numbers.



Click '*ADD>CLOSE*' to create the list. **NB. If there is an error during this phase; for example if you get the wrong no of competitors, you can delete the list and start again.**

6.1 Print a start list

Ensure you are in EDIT Click '*Run Start List> Choose Run 1*'



If this is the first time create a start list using the **+** button to add fields to the report or load a pre-saved file Click '*Load>Load from a file*>' and choose the file.

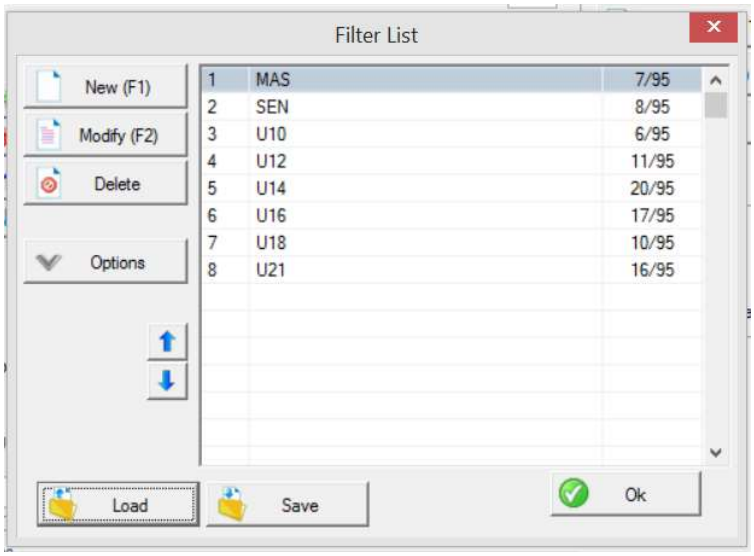
Click '*Preview (F1)*' to see the report, if OK click '*Pdf*' on the preview page and save the print out in the appropriate directory so that it is easier to print off multiple copies later.

NB The built in pdf writer does not always format correctly, if necessary download a free .pdf printer driver from www.pdfmate.com or www.cutepdf.com and use the print command.

To export, for example for use in another programme, click '*Export*' and choose the option.

If you are also filtering by category the list needs to be sorted so when the above screen appears, click '*APPLY FILTERS*'. Load or create the appropriate filter file. This produces a print which has headers for each Category. This can be edited by using the '*New (F1)*' or '*Modify (F2)*' button as previously. Categories with no competitors will not be printed.

The example below could be used for prize giving.



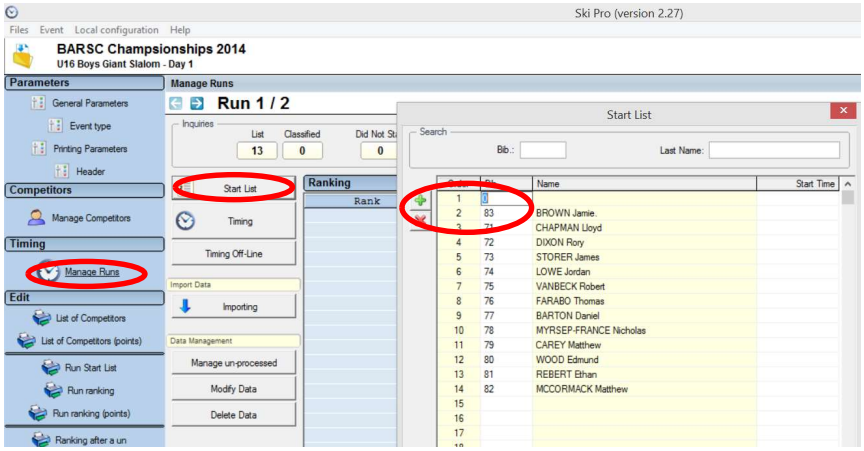
6.2 Late Entries/Amending Start Lists

You can amend any competitor details which do not affect the draw order. Ensure you are in Competitors>Manage competitors. Highlight the competitor click '*MODIFY (F2')* to edit details. Bib numbers can be amended manually if necessary **but very carefully**!

Once the start list has been produced, you can add late entries at the end by one of two methods:

Method 1

Click *Manage Runs > Start List* and highlight the last bib number, in this example 83 and then **+**, this will move the competitors down one. NB in a snow race the order will be in reverse. Double Click the bib column, add the new number to add the competitor's name into the name column and the start list. Click '*OK*'.



Method 2

Click *Manage Runs > Start List > options>delete the list> yes'*

Then Click *'Options> Prepare with Competitors> OK> SortOrder>Bib'* to recreate the list.

6.3 Create labels for the results board

Provisional times boards are rarely used at races these days as there are several ways of getting Live Timing for your race.

However if you need to do so, you can produce labels for the provisional times board directly from SkiPro

Click Manage Competitors; Options; Print Labels; Load

Load the file L7160.lab which has the labels set up correctly for 21 labels per sheet of paper. Alternatively, add fields using the **+** button at the bottom of the page and selecting the field, this will insert a code similar to %s05. Spaces, paragraph breaks and text can also be added using the keyboard. As with all routines you can click '*Print'* or '*Preview'*.

7 Using SKIPRO during a Race.

7.1 Before the Race Starts

Check the Race Parameters are set correctly. Ensure that you are in Parameters.

Click '*General parameters*' for the basic race information - Name, Date Location etc, Accept what appears, modify or load a file as appropriate.

Click '*Event Type*' for - discipline, number of runs, the method used to calculate the final positions etc.

Parameters; Regulation – Check the Final Ranking is set correctly; OK

The current regulations in the appropriate BARTS or BASS rules should be checked.

Click '*Header*' for - Names of Officials, Course setters, forerunners, weather, number of gates (which should be given to you by the Referee or TD)

7.2 Timing During the Run

Both Time of Day and Manual timing can be used depending on the version of SkiPro, timing equipment and computer being used, however version 2.27 is more likely to be used in Manual mode.

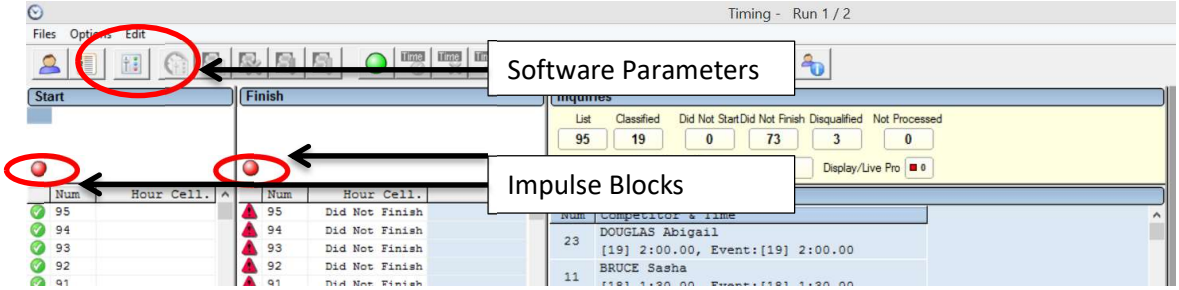
The method of connecting the timing to the computer will vary and it should be noted that modern laptops are usually lacking serial ports. The detail of how to connect this should be checked before and if possible tested before the day of the race!

7.2.1 Set Parameters

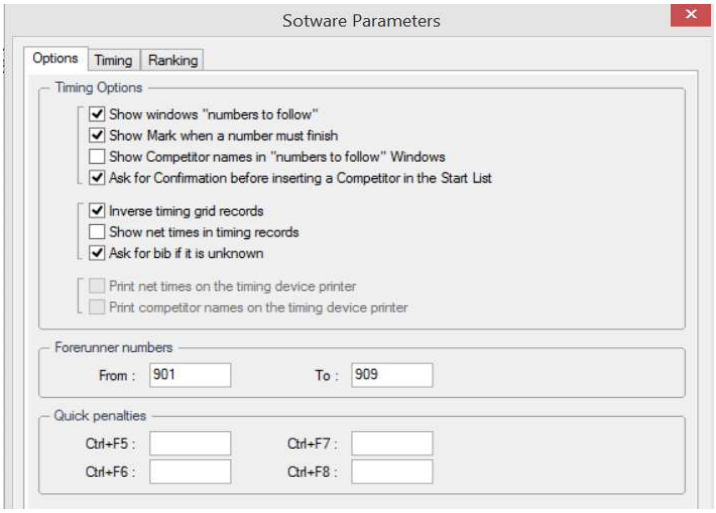
This applies to both types of timing. Firstly make sure you are in the correct run!



Click *Manage Runs and then 'Timing'* and the Timing Screen will open



Ensure the Impulse Blocks are red, click '*Software Parameters*'



Timing Options – Set up and configure how the timing screen displays the competitors, the bottom two configure the timing strip and are only changeable when you are actually connected to a timing device.

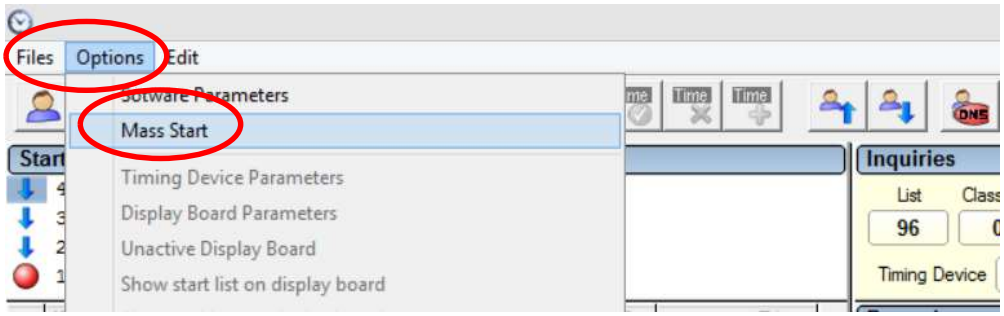
Forerunner numbers used to allocated the timing pulses to forerunners, set to the number eg 901 – 909 depending on the number 901 equates to A, 902 to B etc.

Quick penalties are not used

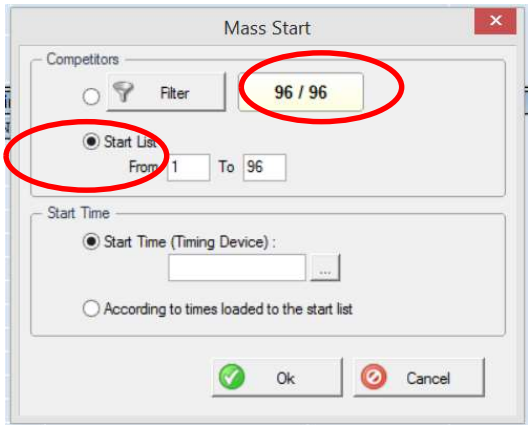
7.2.2 Manual Timing

7.2.2.1 Set up the Timing screen

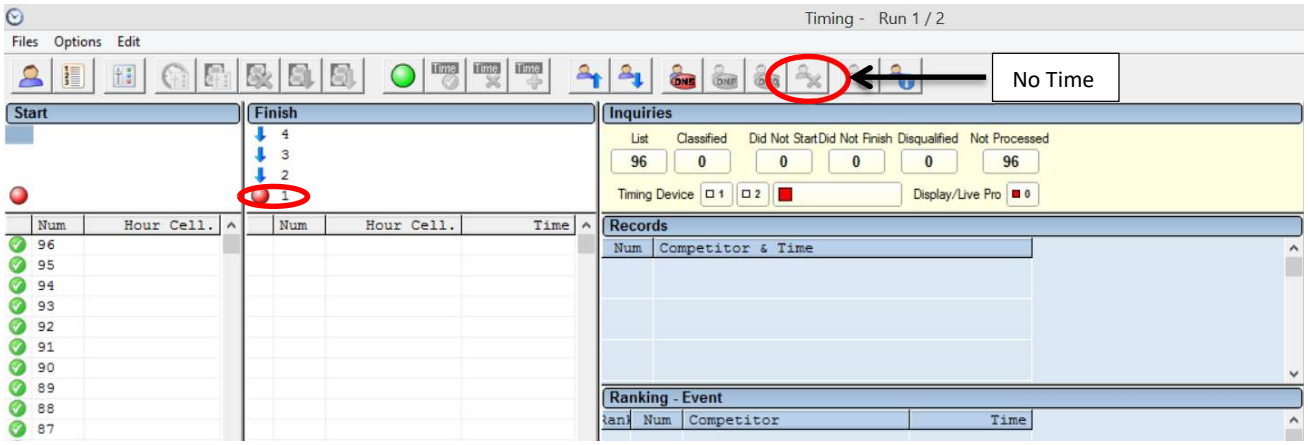
On the timing page in the top menu bar click '*OPTIONS>Mass Start*'.



Check the number of competitors is correct, click the radio button '*START LIST*' in the Competitors box, this will ensure the racers stay in the correct start order, Click '*OK*'.

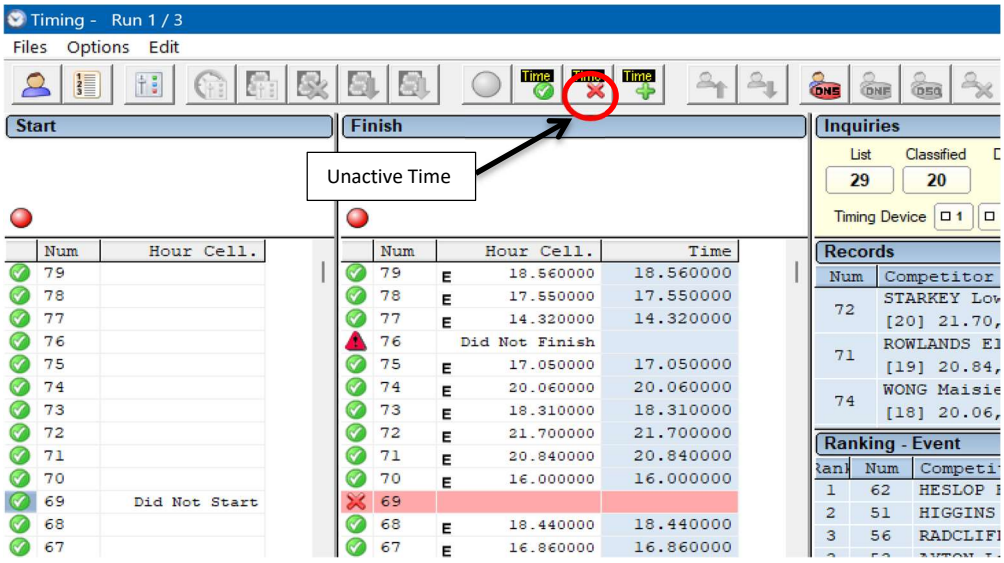


All racers should now appear in the Started column, in the correct order with the time field blank. (i.e. they have all passed the Start Wand). The Finish window should have the racers listed at the top (not yet passed the Finish Wand)



In the Finish column, click the red '*Finish Impulse Button*' next to the first racer and other buttons on the top row become available to use. Click '*NO TIME*' button (next to the DSQ) and the racer will move to the Finish column but without a time. Do the same for all racers until they are all in the Finish column.

If you know any DNS numbers, highlight the bib in the start column & click the '*DNS*' button on the menu, then highlight the bib in the finish column and click the '*Unactive Time*' button on the menu. It will show DNS in the start and a cross in the Finish. This makes it easier not to type in wrong field.



7.2.2.2 Enter the times - During the Run:

There is no need to enter the forerunners times when doing manual timing. If the forerunners want their times you need to make a note of them manually.

Move the cursor to the first racer (at the bottom of the list) and double click in Hour Cell box against that bib number. The column should show 00h00:00.000 with the cursor at the left hand end of the box.

The time is broken down as Hours before the h then minutes:seconds.tenths hundreds thousandths

The time can be entered numerically without the need for punctuation. To enter a time of 1min 23 seconds and 456 thousandths (1:23.456) type 000123456.

Press the up arrow key to move to the next racer in the list.

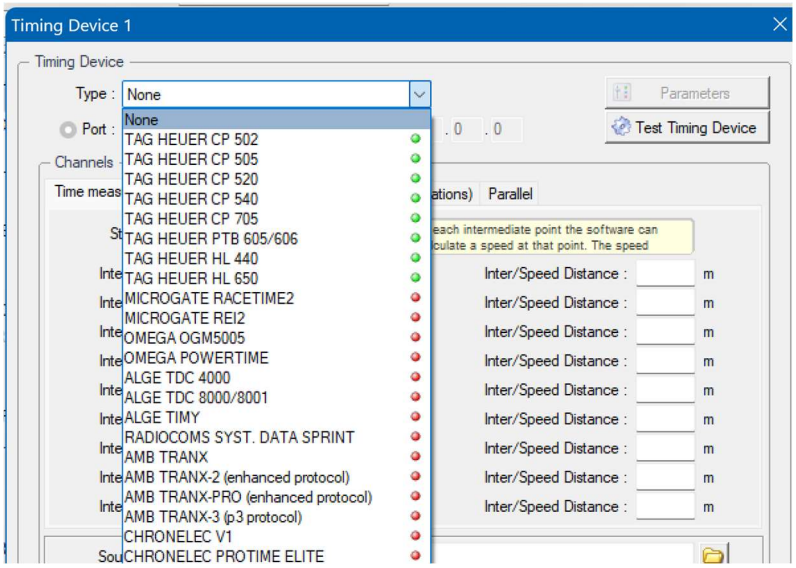
To enter DNF

Highlight the bib number (in red) in the Finish column and press F10 or click '*DNF button*' on the menu bar

Disqualifications are entered once the run is complete from the protocol sheets (See 8.1.2 below).

7.2.3 Time of Day Timing

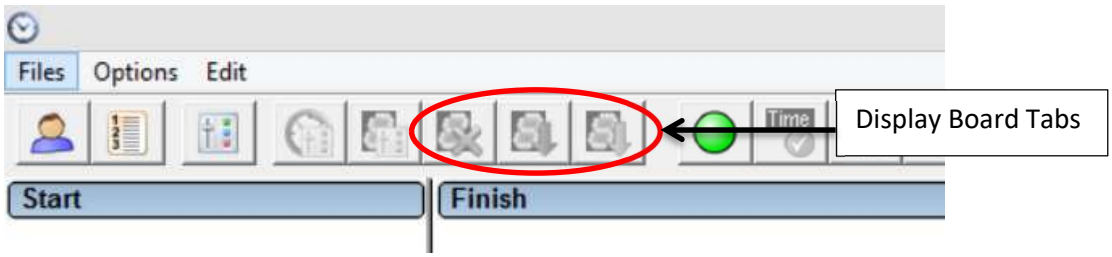
To use this your laptop must be physically connected to a timing device, & you have to tell SkiPro which device it is. To do that go to *Local Configuration>Timing Device 1.* As you can see below, version 2.27 will only connect to a small set of devices, so this method is only really suitable for later versions of the software.



7.2.3.1 Dealing with Forerunners

Just before the first forerunner set the **Finish** Impulse block to accept **Impulses** (Green), leave the **Start** Impulse block on **red**.

Switch off any external Times Display Board(s).



When the forerunner leaves the start a box will open asking for the bib number to allocate the pulse to, enter the relevant number (901, 902 etc) and click '*OK*'.

The time will start and be allocated to the correct forerunner Bib letter (A, B, C etc). When the forerunner breaks the finish beam the program will allocate the finish impulse to same Bib letter.

Carry out the same routine for all the forerunners.

The times will be displayed in the Record and Ranking Grids but not in any results.

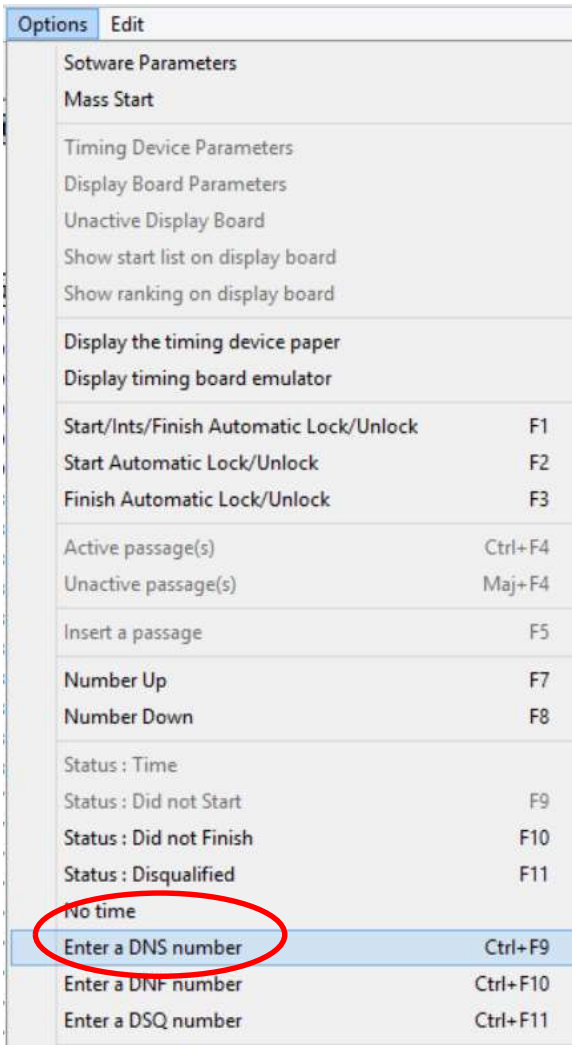
7.2.3.2 Timing the event

Just before the 1st competitor opens the start gate, set the **Start** Impulse block to accept **Impulses** (Green).

When the competitor opens the start gate the program will automatically allocate the impulse to the 1st Bib number on the start list and the time the gate opened will be displayed with the Bib number in the Started Hour Cell. As the competitor breaks the finish beam the program will allocate the pulse in the Finished Hour Cell and the actual time in the Time column. This will be repeated for all competitors

7.2.3.3 DNS and DNF competitors

Before the race starts enter any DNS you may know. In the timing screen, click '*Options>Enter a DNS number*'



A box will open, enter the Bib number of the competitor.

If you need to enter a DNS during the race, highlight the competitor in the Start box and Click '*DNS*' button.

In each case DNS will display in the Started Hour Cell against the Bib Number.

If you need to enter a DNF during the race, highlight the competitor in the Finish box and Click '*DNF*' button.

DNF will display in the Finished Hour Cell against the Bib Number.



7.2.3.4 Running out of Order

If a competitor is missing but not DNS move the next one into place using the Competitor Down button, or by moving the missing one up.

At the end of the run click '**X**>Yes' to exit timing.

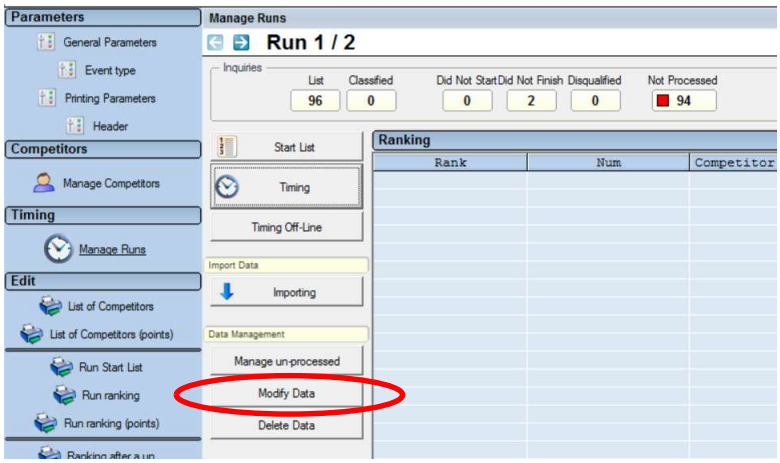
8 After the 1st run

8.1 Check the times

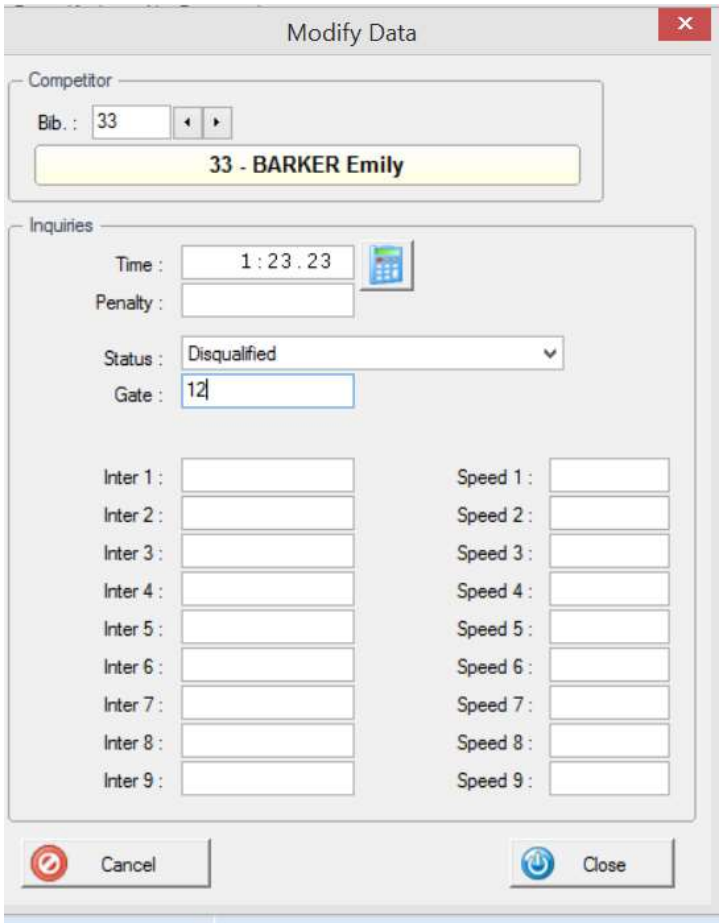
If you are timing manually, use the timing screen to verify times against timing strip. This step is not necessary for Time of Day timing.

8.2 Enter any Corrections or DSQ's from Protocol

Once all the times are entered, you can go back to the *Manage Runs* screen & click '*MODIFY DATA*' to add any DSQ's, enter Gate numbers etc. from protocol.

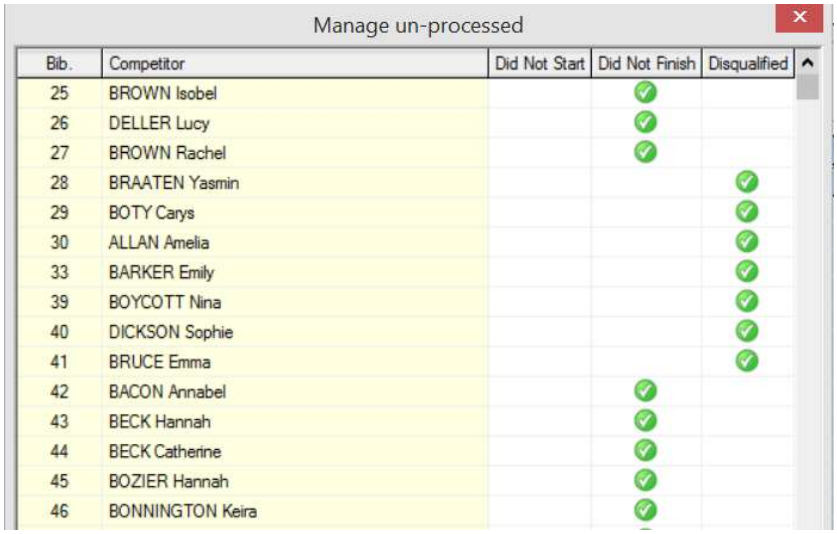


The modify data screen appears enter the bib to modify, the competitor's details will appear, make the alterations click '*Close*'



8.3 Check against protocol

To verify against Protocol click '*Managed Unprocessed*' and the following screen will appear



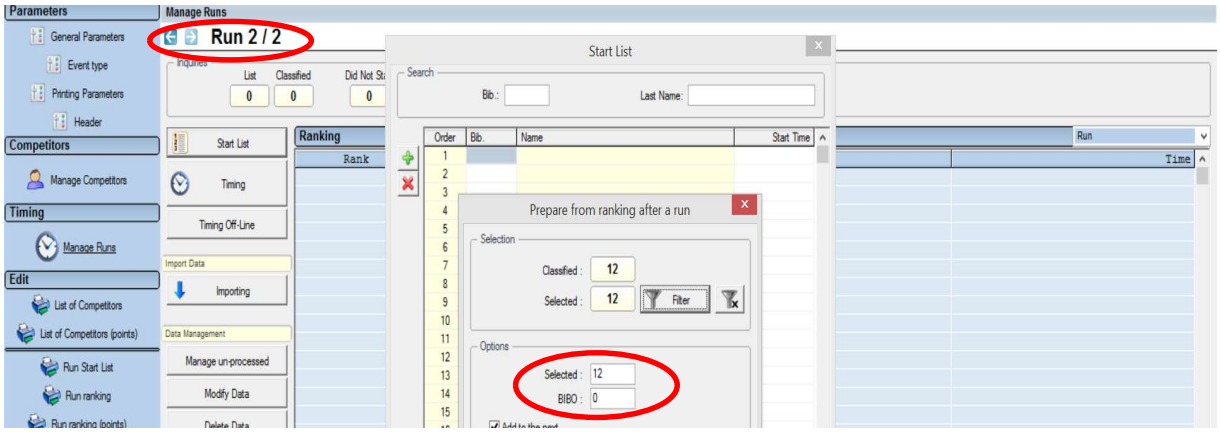
8.4 Create & Print Run 2 Start Lists

NB Ensure you are in the correct run by clicking the arrow to move forward or back.

This is done in the same way as the run 1 lists except that instead of 'Prepare with Bib numbers' this time we use 'Prepare with ranking of a run; run1'

For BASS & IBARTS races the Bibo should be set at 30 or as announced by the Jury.

For OBARTS races the BIBO should be set to same number as in the selected box. i.e. All the racers.



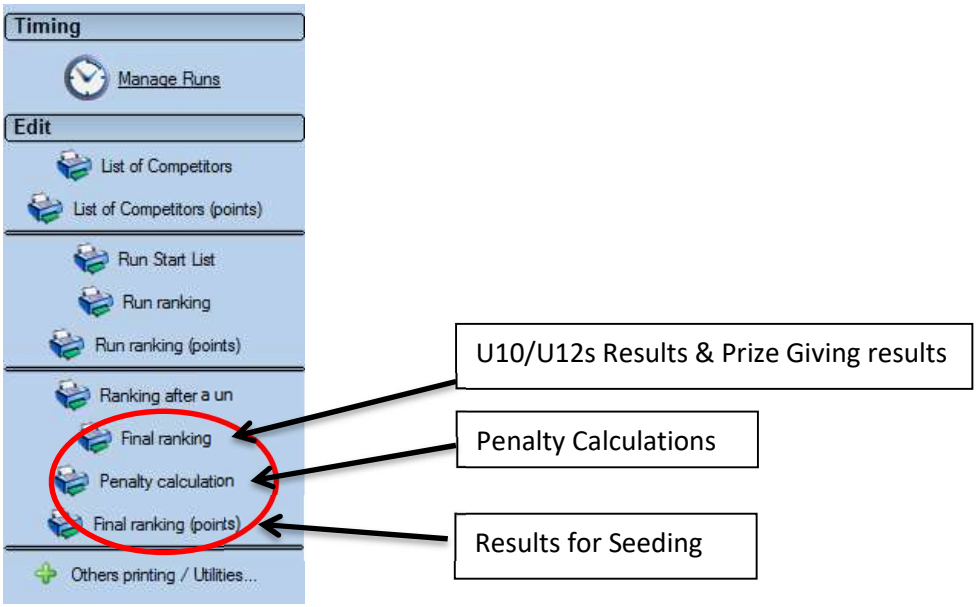
8.5 The Second Run

Follow the same process as for the first run

NB Ensure you are in the correct run by clicking the arrow to move forward or back.

9 Produce Results

These are all produced from the 'Edit' section of the main menu

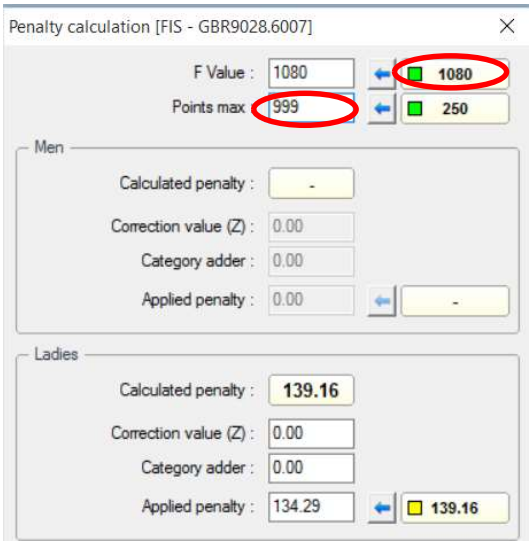


9.1 Penalty Calculation

Click '*Penalty calculation*> to see the Calculation box. Check that the F value and points max is correct..

These values are shown on the seeding page on GBSki http://www.gbski.com/seeding.php

The box by the default value will be green if this is the case.



For most races leave each of the Correction Value & Category Adder fields as 0.00 (see below)

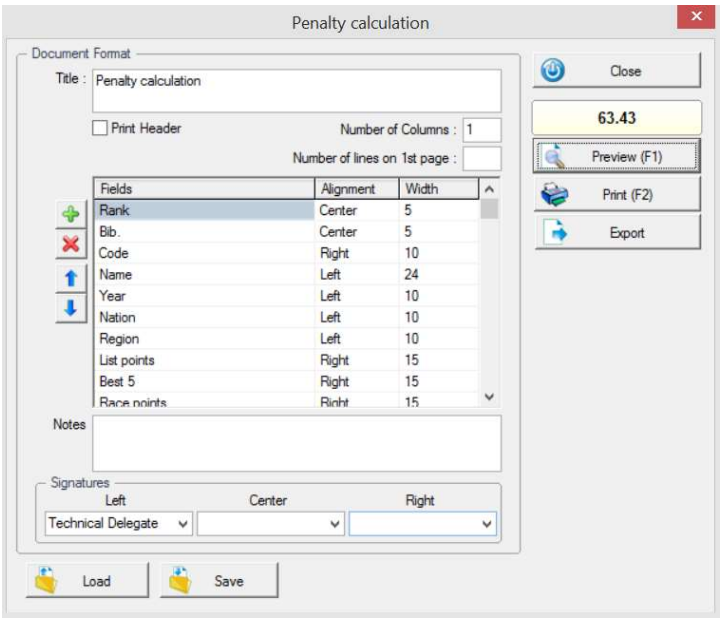
Either click on the Arrow to accept the calculated penalty or if the Calculated Penalty is less than the minimum value overwrite the Applied Penalty with the minimum value. The minimum penalty value for your race is shown in brackets against your race on the GBSki event page

Format	Desc	TD	Start	Res	Pen
STD2	Welsh Open Champs	Tim FAWKE			(0)
STD2	Welsh Open Champs	Tim FAWKE			(0)
BEST2	Welsh Open Champs U10/12	Tim FAWKE			
BEST2	Welsh Open Champs U10/12	Tim FAWKE			
CN		Tim FAWKE			(10)
CN		Tim FAWKE			(10)
BEST3	U10/12	Tim FAWKE			
BEST3	U10/12	Tim FAWKE			

There is a Category Adder for Indoor BASS, the value of which is published in BCR book 3.

For all other races the value of the category adder is zero.

Click '*OK*'

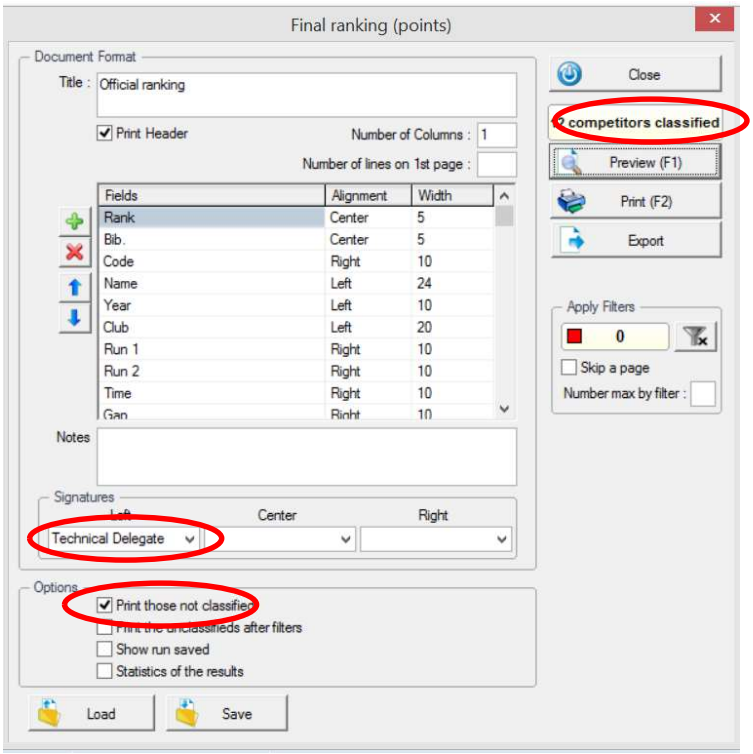


Check the formatting and then either Click '*Preview (F1)*' to check, '*Print (F2)*' or '*Export*' as required.

9.2 Results for Seeding

Click '*Final Ranking(Points)*' for this print which is used for the Male or Female race, but is not used for the U10/U12s race as they don't have points.

Create or *LOAD* the Final Ranking Layout file. Check the Title, Number of Competitors, Fields required for the "Official Results" Ensure Technical Delegate Signature is selected and 'Print those not classified'

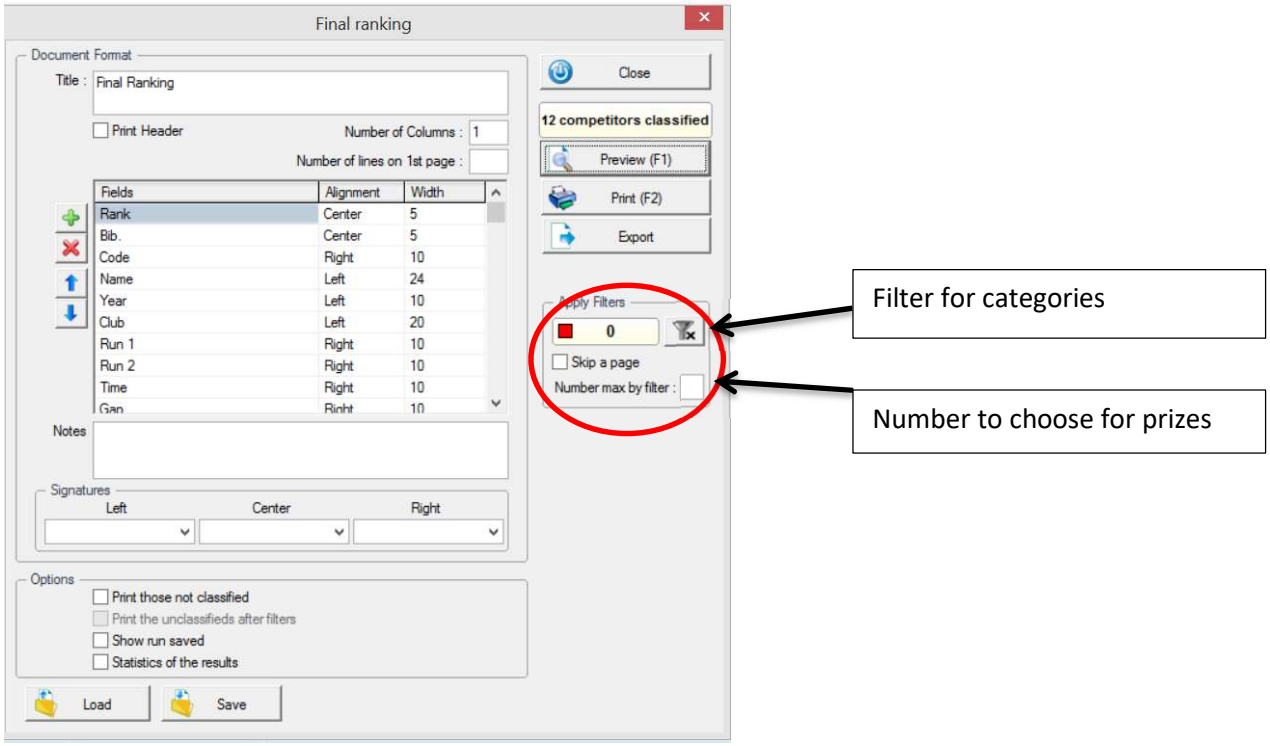


If only one gender within the file, there is no need to use the Filter List.

Click '*Preview*' to Check or '*PRINT*'

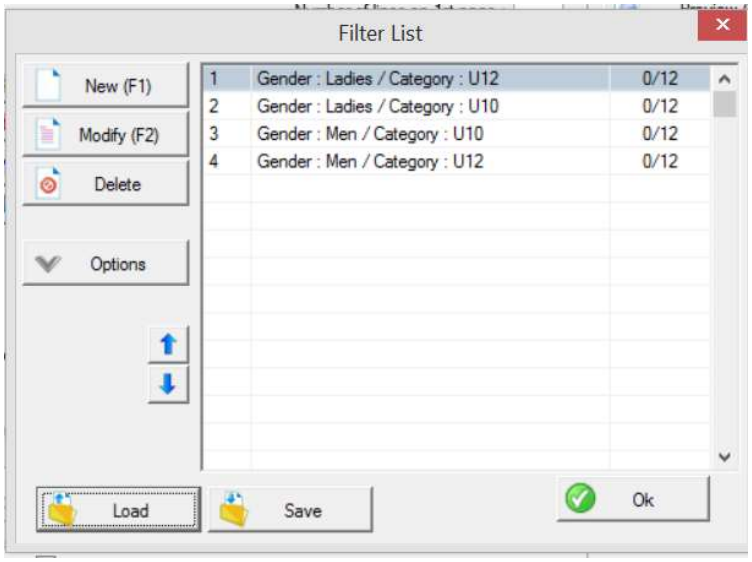
9.3 U10/U12 Results

Click '*Final Ranking*' for this print and create or Load the appropriate file and ensure the fields included are correct.



This report is usually sorted by gender and category.

To sort, click '*FILTER LIST> LOAD*' on the Filter List screen & pick the appropriate Filter file which should bring up a list like the one below.



Click '*OK*' and return to the previous screen.

Click '*OK*' and either '*Preview (F1)*' or '*PRINT*'.

9.4 Results for Prize Giving

The Prize Giving results need to be for every age group, and for the overall winners.

Although each set of prizes results is created from the appropriate race file you can use the same filter with every category in it to produce them, as any empty category is not printed. It just takes a while to set up the filter in the first place!



To save paper its worth setting the Number Max filter box to 5 (which allows for any duplicated times within the medallists) and it is not necessary to print the unclassified racers.

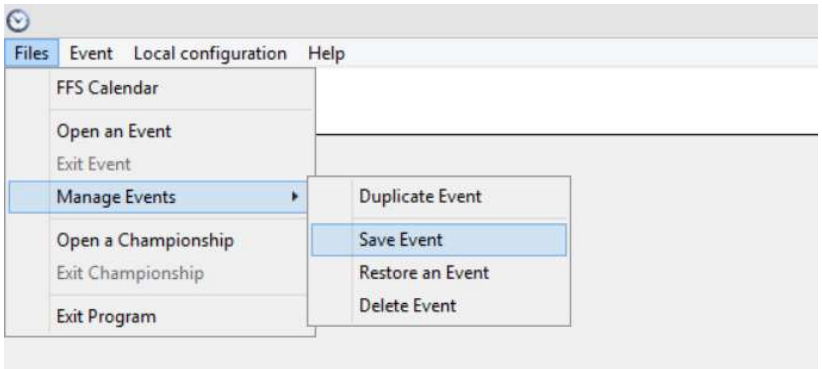
9.5 Export Results for Seeding

Close the race. In the opening screen with no race selected Click '*Files> Manage Events> Save Event'* and select the race you want to backup.

Save Event allows you to backup the SCDB files to a single .spro file in C:\SkiPro\Export or other folder. You can choose a meaningful file name.

Give all the .spro files and official results to the TD who will send them to GBSki, or ask you to do so. (See Section 12)

The save, restore & delete options are only available when there is no race open to avoid corrupting an open race. To use a SPRO file select Files, Restore Event & then use a SPRO file to restore an event.



10 Instructions for Specific Races

10.1 Giant Slalom on an Artificial Slope

No Penalty is calculated.

Use the Final Ranking NOT Final Ranking (points) as the print for the TD to sign, and change the heading for this print to Official Results rather than Unofficial results.

10.2 Parallel Slalom (Qualification runs)

Calculate & print the Penalty & Final Ranking (points) in the usual manner.

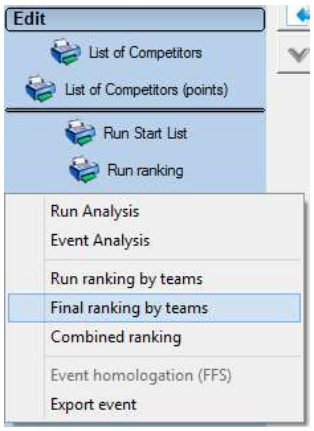
To get the top 32 males/16 females change the method used to calculate the final positions

'*Parameters; Regulation – Set the Final Ranking to 'Best Run'; OK* '

10.3 Team Calculations

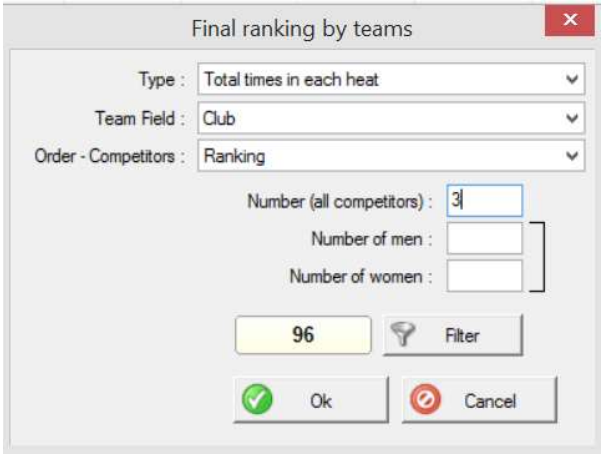
Ensure the 'Teams' field was set up and populated when the race was set up.

To print Team results go to 'Other Printing' under the *EDIT* option and choose Final Ranking by Teams.



To use the top 3 times in each run, set the type to Total Times in each Heat & set the number of competitors to 3 as shown below.

This allows someone to DSQ in one run but to be counted in the second one.



10.4 Children's BASS Races

10.4.1 U16 technical events

Currently, these are 2 run races using the normal protocols;that is the 1st run order determined by draw and seed points, the 2nd run order determined by the results of the 1st run and the aggregate time to count for results, seeding and prizes.

10.4.2 U14 and U16 speed races

All speed races are single run races and U14 and U16 are seeded together. The races are run using the normal protocols, that is the run order determined by draw and seed points.

10.4.3 U14 technical events

Currently, these are 2 single run races. Each race counts separately for seed points, but prizes and medals are normally awarded on the aggregate time from both races. The start order for Race 1 is determined by a standard draw based on seed points. The start order for Race 2 is the reverse of the start order for Race 1.

Due to the lack of numbers in some events, it is likely that the event files will contain both Boys & Girls in each age group, whereas for others where the entry is much higher each Age Group/Gender combination can be created as a separate file.

The instructions below show how to set up with both sexes in the file – if not just ignore the sorting by gender instructions and create separate races.

10.4.4Set Event Type

For an U16 technical race set Event Type to Addition of Runs, with 2 runs in the event.

For an U14 technical race set Event type to Best Run & check there are 2 runs in the event. This allows the DSF/DSQs a 2nd run. Alternatively create two separate race files, one for race 1 and a second for race 2.

10.4.5Create a start list for Run1

This works for either U14 or U16 races.

Create the draw for bib numbers.

- Manage Competitors; *OPTIONS*; Assign bibs
- *SELECTION* According to SKI rules - X best (draw)
- Filter box will appear; Set Gender = Ladies; *OK*
- Add the number of competitors to draw; *OK*
- *ASSIGN*; Set the first bib number; (say 1) *OK*
- *SELECTION* According to SKI rules - X best (draw)
- Filter box will appear; Set Gender = Men; *OK*
- Add the number of competitors to draw; *OK*
- *ASSIGN*; Set the first bib number; (say 41); *OK*

NB – these bib numbers are examples – check they don't overlap if there are a lot of Children!

Create Start List – Run 1

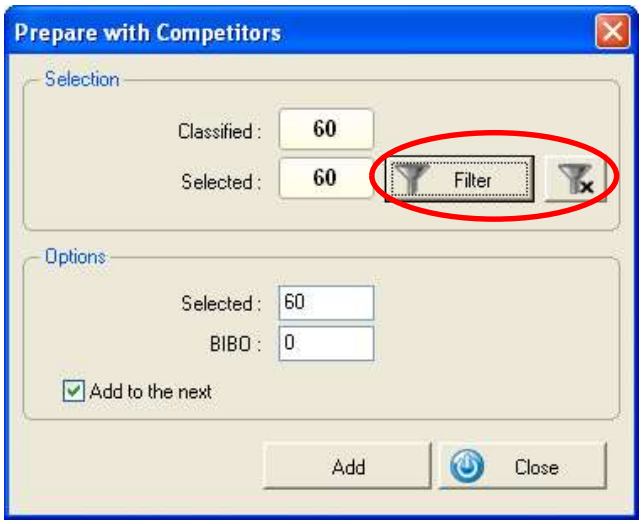
- *MANAGE RUNS*; Run 1
- Click *START LIST*
- *OPTIONS*; Prepare with Competitors
- On the next screen leave the sort order as Bib.
- Leave the BIBO field blank; OK
- Click *ADD* the *CLOSE* to create the list

10.4.6Create U14s 2nd Race Start Lists

Whether the 2nd race is in the same or a separate race file as the first we can set up the second race start list before the race. The difference between the runs is that the second one has the groups reversed, but still in the same gender order.

- *MANAGE RUNS*; select Run 2
- Click *START LIST*
- Click *OPTIONS*; Prepare with Competitors
- On the next screen leave the sort order as Bib.
- On the next screen click *FILTER* to get the Filter screen
- Set Gender = Ladies; *OK*
- Type the number of Girls into the BIBO field in order to reverse the bib numbers.
- Click '*ADD'* the *CLOSE* to add the girls to the list in reverse order
- *OPTIONS*; Prepare with Competitors
- On the next screen leave the sort order as Bib.
- On the next screen click '*FILTER'* to get the Filter screen
- Set Gender = Men; *OK*
- Type the number of boys into the BIBO field in order to reverse the bib numbers.

- Click *ADD* the *CLOSE* to add the boys after the girls, also in reverse order



10.4.7U16 Penalty and Results

U16 penalty and results are produced in the normal manner using the aggregate time for males and for females, see paragraph 6.1.

10.4.8U14 Penalty and Results Single race file

For the U14s race it is necessary to manipulate the Event Type for each set of results, to create results for prizes and for seeding. The process is different depending on whether 1 or 2 race files are used. If a single race file is used follow the process below.

Aggregate Results for prizes

- Set the Event Type to 'Addition of Runs'; check both Run 1 & Run 2. No penalty calculation required as this is not for seeding.
- Use the Final Ranking report
- Load the Final Ranking report layout
- Set Sorting & click *PRINT*
- In sort box, click *ALL*; set criterion to 'sex'; click OK
- Should now show both sexes 'Men' & 'Women' in sort box
- *PRINT TO PDF; CLOSE*

Penalty for Seeding (Run 1)

- Set Event Type to Best run & make sure only Run 1 is checked.
- *EDIT; PENALTY CALCULATION*;
- Because both sexes are in the race both penalties appear, so choose Ladies
- Check that the F value is correct for the type of race
- Set points max field to 999
- Leave Category Adder & Correction value at zero
- If the Penalty is less that the minimum for this race overwrite it with the minimum
- Click *OK* to see the print
- *PRINT TO PDF; CLOSE*
- *EDIT; PENALTY CALCULATION;*
- Choose Men
- Continue as for the Girls penalty

Results for Seeding (Run 1)

- *EDIT ; FINAL RANKING (POINTS)*
- Load the Final Ranking (points) layout
- To sort click '*FILTER LIST*' button

- On the Filter screen load the Criteria & Gender filter file; *OK*
- *PRINT TO PDF; CLOSE*

Penalty and Results for Run 2

- Set Event Type to 'Best run' & make sure only Run 2 is checked.
- Produce the 2nd run Penalty & Results in the same way as for Run 1

10.4.9U14 Penalty and Results Two Race files

If two race files are used it is necessary to create a new virtual race.

'FILE>MANAGE EVENTS>DUPLICATE EVENT' choose the first U14 race *OK*. Location selection *OK 'FILE>OPEN EVENT>* Choose the duplicate event. Open the new event file you have just created, and alter the title to clearly differentiate from the original file. The file should include all the data from race 1. In the main screen *'EVENT TYPE'* and alter to Slalom (or GS); Run Number 2; Total of Runs, ensure both run 1 and run 2 are ticked. In *'Manage runs'* select Run 2 *'Import a run'* and select the 2nd U14 race. This should give you the equivalent of a 2 run race with aggregate times from which to identify prize winners.

10.4.10 U14 results submission to GBSKI

GBSKI should deal with U14 results produced from a single file as the codices are linked. In the event that the results are rejected one work around is to duplicate the event (twice). "*Files>Manage Event>Duplicate*". This will create two event files. Change to codex in each file to match race 1 and race 2 and follow the process identified in 7.4.7 as appropriate.

10.5 Alpine Combined

The Alpine Combined normally consists of a single run speed race and a single run technical race. Although there is no seed list in the BASS system such a race may be used to give U14/U16/U18/U21/Sen SG points, U14 Slalom points and if a 2 run Slalom is programmed U16/U18/U21/Sen Sl points.

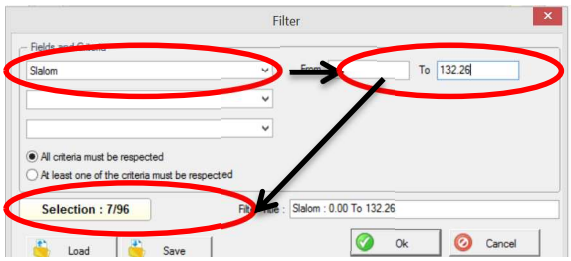
The easiest way of recording and processing is to set up different races for SG and Slalom as appropriate, if necessary by category and gender and run the races. The AC races can then set up by duplicating the SG races as described earlier; this will automatically use the start list and results data for AC run 1. Ensure that the race type is set for Alpine combined, two runs, total time and the race entry, select run two and import the data from run 1 of the appropriate slalom. It will be necessary to run the 2nd run start list process but the data will be used form the slalom. Process as normal using Final Ranking not Final Ranking (with points).

10.6 Races where the draw is split into groups

In some races the draw for the top 15 may be done in 2 groups, 15-8 and 7-1. The groups are drawn separately, group 15-8 starts before group 7-1.

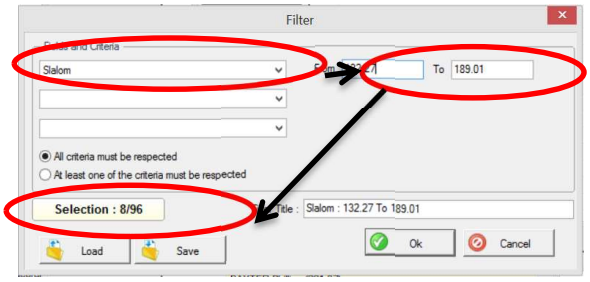
Ensure you are in the Manage Competitors screen. Click '*Options>Assign Bibs*' to open the Assign Bibs window as in paragraph 3.5 above. Click '*Selection>Draw*' and the Filter list window will open. Click '*New (F1)*' and the Filter window will open.

Select the discipline in the drop down box and add the seed points of the 7th ranked competitor in the To box



Click '*OK*' and the filter results will be shown in the Filter List window

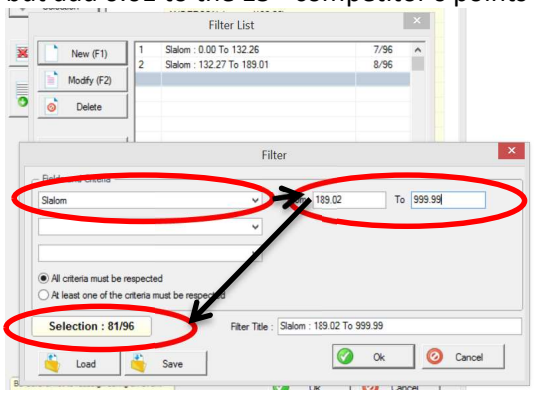
Repeat the process, add a value 0.01 higher than the 7th seeded racer in the From Box and the 15th in the To Box. Check the filter selects only 8 competitors.



Click '*OK*' and return to the Assign Bibs window.

Click '*Assign*' and enter the 1st bib number being used in the "Indicate 1st Number" box. Click '*OK*'.

Click '*Selection>According to Competitors>Slalom*' to open the Sort Order Filter window. Repeat the process but add 0.01 to the 15th competitor's points and enter into the "From Box" and 999.99 in the "To Box".



Click '*OK*' The Filter List window will open showing the three filters.

Click '*OK*' The Assign Bibs window will Open showing the top 15 in 2 groups already drawn.

Click '*Assign*' The box asking for the next bib to be drawn will open. Enter or accept 16. Click '*Ok>OK*'

Now follow the procedure for the rest of the race outlined in paragraph 3.7.

11 Unusual Results

- Unregistered racers in the top 10
- Fewer than 5 racers with seed points in top 10:

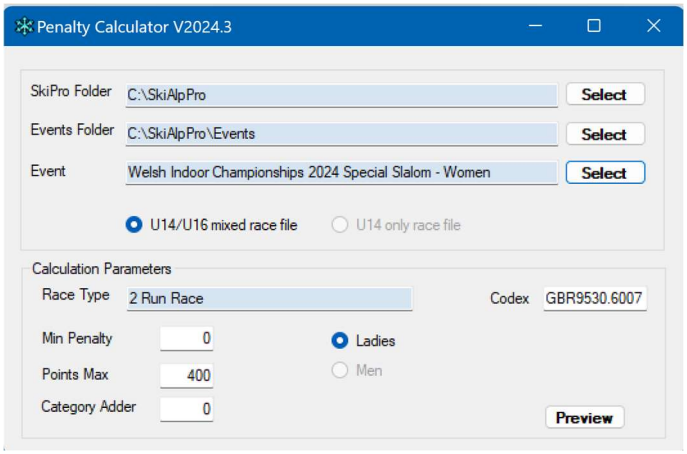
  NB. There must be a minimum of 3 finishers with seed points to produce a legitimate penalty.
- Under 18/21/Senior seeding using U16 results

  In races where U18/U21/Seniors compete on the same course as U16
- Under 16 seeding using U18/U21/Senior results
  In races where U18/U21/Seniors compete on the same course as U16

In all the cases mentioned above where the penalty cannot be calculated correctly in SkiPro there is an external program called the Penalty Calculator which will produce the correct penalty for your race.

Download the Penalty Race Calculator from www.gbski.com and install it.

Open the Penalty Race Calculator



And choose the appropriate SkiPro and Events folders and the correct event, the correct race type should come up with the Codex. Check or add the Minimum penalty and Category Adder if necessary then Preview. A new window should open, showing the correct data and penalty, press CtrlP to open the print dialogue box and print it to pdf or PrntScr and add to a Word document or similar.

12 Contributing to the online results system

From November 2016, all results will be submitted directly to the automatic online results system on www.gbski.com. It is no longer necessary to submit the official results both directly to the National Seeders and to the online results system. In future, finish the race, generate and check the results, email them to the system, file the TD report, and the race will appear as validated on the web site.

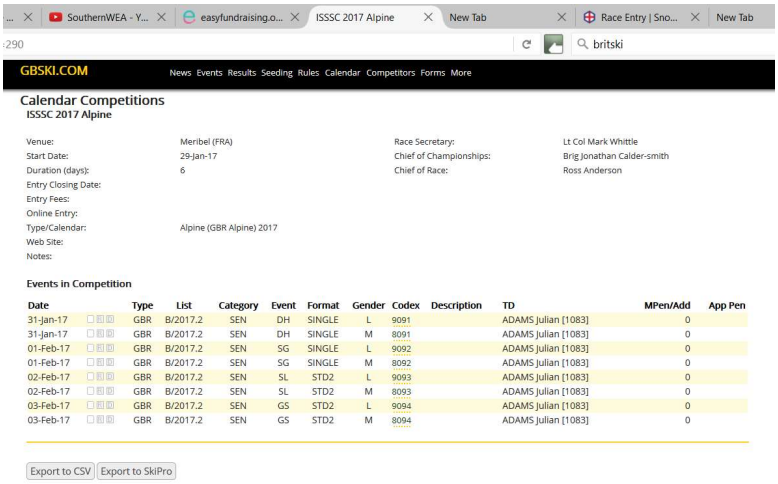
12.1 What is required?

If you are running a FIS race, then there is nothing special to do. The new British system simply needs you to take the FIS XML file that is already being sent to alpineresults@fisski.ch, and send it to a similar British email address, import import@gbski.com.

For British (BASS and BARTS) races, all that is generally needed is to set things up as if it was a FIS race. The steps to do this are explained here.

12.2 Information to look for

Every British event on the calendar is assigned a Codex number by the system as the event is added to the calendar. Every TD is assigned their own TD number. The online Calendar will show this information for each event:



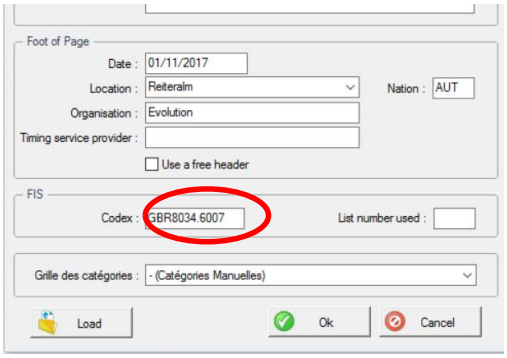
Date	Type	List	Category	Event	Format	Gender	Codex	Description	TD	MPen/Add	App Pen
31-Jan-17	GBR	B/2017.2	SEN	DH	SINGLE	L	9091		ADAMS Julian [1083]	0	
31-Jan-17	GBR	B/2017.2	SEN	DH	SINGLE	M	8091		ADAMS Julian [1083]	0	
01-Feb-17	GBR	B/2017.2	SEN	SG	SINGLE	L	9092		ADAMS Julian [1083]	0	
01-Feb-17	GBR	B/2017.2	SEN	SG	SINGLE	M	8092		ADAMS Julian [1083]	0	
02-Feb-17	GBR	B/2017.2	SEN	SL	STD2	L	9093		ADAMS Julian [1083]	0	
02-Feb-17	GBR	B/2017.2	SEN	SL	STD2	M	8093		ADAMS Julian [1083]	0	
03-Feb-17	GBR	B/2017.2	SEN	GS	STD2	L	9094		ADAMS Julian [1083]	0	
03-Feb-17	GBR	B/2017.2	SEN	GS	STD2	M	8094		ADAMS Julian [1083]	0	

As indicated in Section 3 above this information should be used in setting up the events (races) either manually or by using the Export to SkiPro button.

12.3 Race preparation

12.3.1 Add the Codex

In SkiPro it is easy to add the codex to the event file in just a few seconds on the 'General Parameters' screen



Note that the format that SkiPro expects you to use is the same for FIS and non-FIS events, which is the nation code (in our case always GBR) followed by the four-digit codex, a full stop, then the TD number.

12.3.2 Competitor fields

Certain competitor fields in SkiPro must not be changed from their original; these are fields that the IT system will look for and expect to be able to use to match competitors to the database.

These include:

Code = FIS or GBR (BASS/BARTS) registration number, depending on whether or not the event is FIS.

Nation

Last name

First name

If you need to add other information, such as an 'Action' column to appear on your acceptance list, or an alternate registration number, these must use one of the other fields available in a competitor record.

12.3.3 Entering registered competitors

To add competitors to the SkiPro race files, you must use one of the standard sources (seed list data for FIS, BASS or BARTS as appropriate to the competition). This is vital; to both ensure that the correct seed points are used for each competitor and to allow competitors in the results to be correctly matched to the entry in the database.

Results containing competitors with incorrect names or registration numbers will be rejected by the system. This is no different to what happens for FIS races, and will remove the considerable amount of manual checking that currently has to be done when submitting the results for seeding.

There is a certain amount of tolerance built into the name checking, as it will use the whole of the last name and the first four characters of the first name to verify that the correct registration number has been used for each competitor.

12.3.4 Unregistered racers

If the event may include unregistered racers, then they are entered 'manually' as they don't appear on any seed list. In this case they can either be given a 'temporary' value for their registration number (e.g. DAY1, DAY2, etc.) or it can simply be left blank.

In any case, when the results are posted into the online system, the fact that they don't have a pure numeric value for their registration number field will mean there will be no attempt to match them up with any existing known competitor. Their name will simply be accepted 'as is', and they will go into the database as a one-off entry. Their results will not be 'linked together' into a competitor biography as they are for registered racers, that being one of the benefits of registration.

12.3.5 Mixed events

All events in the database are (at least for the moment) defined as either Men or Ladies. You can still put both genders into a single event file to actually run your race, as long as you put one or other Codex number into the file. Most events when added to the database are added as 'pairs', so the program knows where to place the separated results when it encounters a set of results that contain both genders.

12.3.6 Single-run races and combined results

If you are running a competition (such as an U14 BASS race, or an indoor Club National in the UK) that is seeded as two separate single-run races but awards prizes based on the aggregate of the two, you can continue to set them up as a two-run SkiPro event. Just make sure you enter the Codex number for one or other of the race from the online database, and the program will work out how to split the two-run race into two separate single-run results. In this way you can continue to benefit from having first run times available for commentary during the second run.

If you have worked out an alternate strategy for dealing with single-run races, then this may fit with how the online system works, but it is best to check (by email to admin@gbski.com) first to make sure.

12.4 Publishing documents

All race-related documents such as invitations, bulletins, acceptance lists, links to online entry systems, and indeed anything you need to convey to your participants can be published through GBSKI. Just send the information to publish@gbski.com making sure it is clear to which competition you are referring.

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 and use the file naming conventions.

12.4.1 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, 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.

12.4.2 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. You can find this 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.





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:



12.4.3 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.

12.4.4 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

12.4.5 After the event

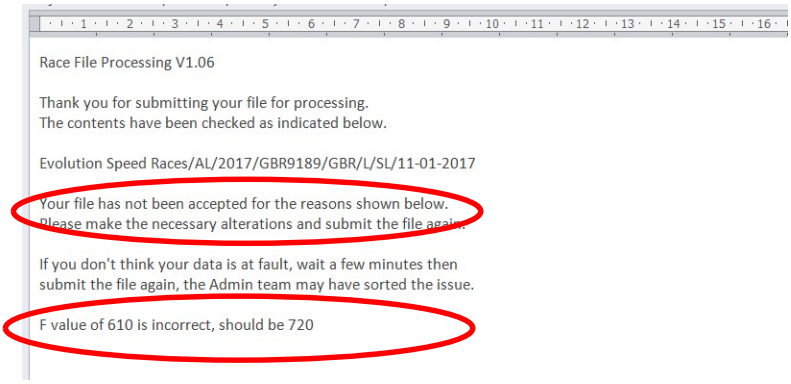
At the end of the race, once the results have been checked, the TD or the COTC (if authorised by the TD) will email the results files to import@gbski.com. As long as the correct Codex is in the file, and you have permission to send results to the system, the system can then allocate the results to the right event(s).

Unlike the FIS system, the new system will accept results in FIS XML or SkiPro 'SPRO formats'. It will also accept SkiPro 'SCDB' formats, but this format should be avoided because the names of those files are far from self-explanatory or unique (EventNNNN.scdb). For some events, such as U10/U12 races where you have both male and female competitors in the same event simply for convenience, SkiPro will not actually produce XML so you would have to use the SkiPro files.

In fact, it is better to submit SPRO files rather than XML for both FIS and BASS races, because those contain extra information such as the list points used and various other parameters that may be useful to record.

12.4.6 The system responds

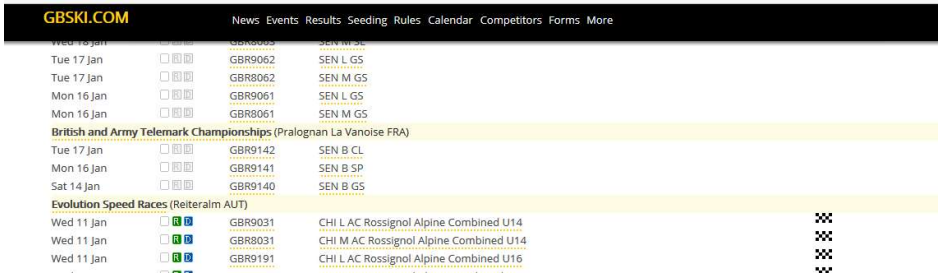
A few minutes after sending in your results, you will get an email back from the system. If there is anything wrong with the event data, perhaps a registration code cannot be found in the database, or the wrong F value was used for the penalty, then the email will tell you what is wrong so that corrective action can be taken and the results sent in again.



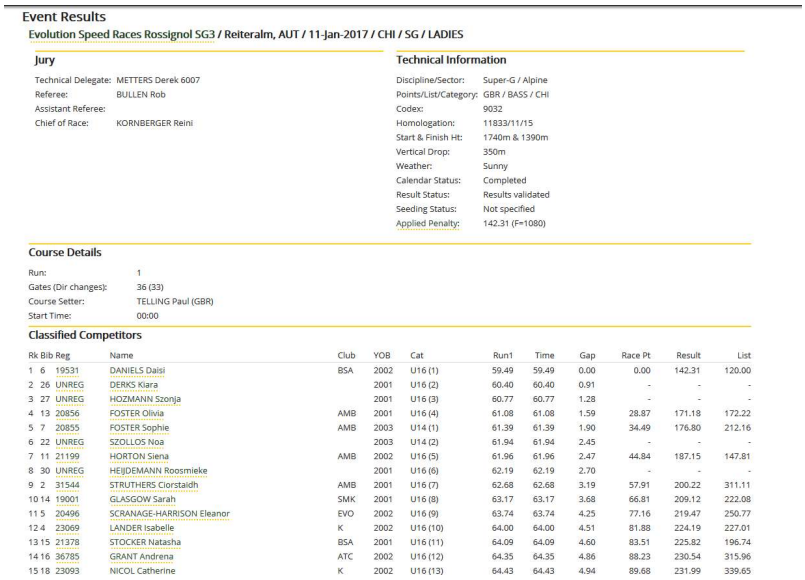
12.4.7 Results are accepted

If all is found to be correct, the email will tell you that the results have been accepted. At that point the results of the race will be available online for all to see. In the example below, you can see that the results have been received for the Evolution Speed races and that events are completed, the results have been validated and other documents are available.

The British and Army Telemark Championships on the other hand have not submitted results.



Clicking on any of the rows where results have been accepted will display the detailed race results:



Event Results

Evolution Speed Races Rossignol SG3 / Reiteralm, AUT / 11-Jan-2017 / CHI / SG / LADIES

Jury

Technical Delegate: METTERS Derek 6007
Referee: BULLEN Rob
Assistant Referee:
Chief of Race: KORNBERGER Reini

Technical Information

Discipline/Sector: Super-G / Alpine
Points/List/Category: GBR / BASS / CHI
Codex: 9032
Homologation: 11833/11/15
Start & Finish Ht: 1740m & 1390m
Vertical Drop: 350m
Weather: Sunny
Calendar Status: Completed
Result Status: Results validated
Seeding Status: Not specified
Applied Penalty: 142.31 (F=1080)

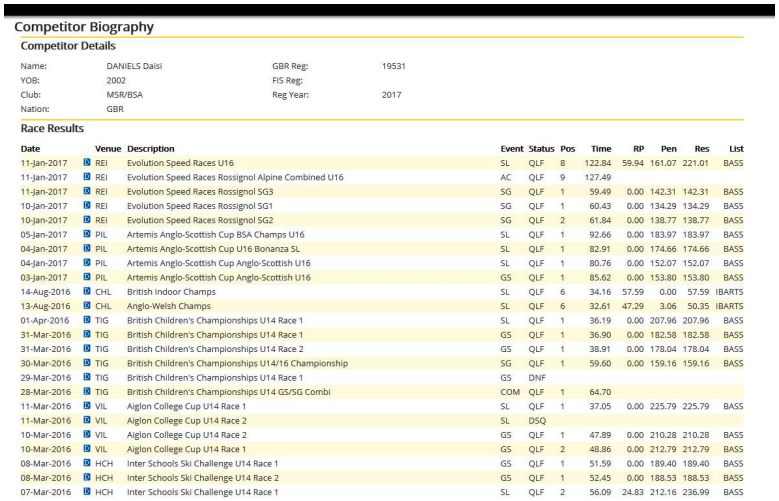
Course Details

Run: 1
Gates (Dir changes): 36 (33)
Course Setter: TELLING Paul (GBR)
Start Time: 00:00

Classified Competitors

Rk	Bib	Reg	Name	Club	YOB	Cat	Run1	Time	Gap	Race Pt	Result	List
1	6	19531	DANIELS Daisi	BSA	2002	U16 (1)	59.49	59.49	0.00	0.00	142.31	120.00
2	26	UNREG	DERKS Klara		2001	U16 (2)	60.40	60.40	0.91	-	-	-
3	27	UNREG	HOZMANN Szonja		2001	U16 (3)	60.77	60.77	1.28	-	-	-
4	13	20856	FOSTER Olivia	AMB	2001	U16 (4)	61.08	61.08	1.59	28.87	171.18	172.22
5	7	20855	FOSTER Sophie	AMB	2003	U14 (1)	61.39	61.39	1.90	34.49	176.80	212.16
6	22	UNREG	SZOLLOS Noa		2003	U14 (2)	61.94	61.94	2.45	-	-	-
7	11	21199	HORTON Siena	AMB	2002	U16 (5)	61.96	61.96	2.47	44.84	187.15	147.81
8	30	UNREG	HEIJDEMANN Roosmieke		2001	U16 (6)	62.19	62.19	2.70	-	-	-
9	2	31544	STRUTHERS Ciorstaidh	AMB	2001	U16 (7)	62.68	62.68	3.19	57.91	200.22	311.11
10	14	19001	GLASGOW Sarah	SMK	2001	U16 (8)	63.17	63.17	3.68	66.81	209.12	222.08
11	5	20496	SCRANAGE-HARRISON Eleanor	EVO	2002	U16 (9)	63.74	63.74	4.25	77.16	219.47	250.77
12	4	23069	LANDER Isabelle	K	2002	U16 (10)	64.00	64.00	4.51	81.88	224.19	227.01
13	15	21378	STOCKER Natasha	BSA	2001	U16 (11)	64.09	64.09	4.60	83.51	225.82	196.74
14	16	36785	GRANT Andrena	ATC	2002	U16 (12)	64.35	64.35	4.86	88.23	230.54	315.96
15	18	23093	NICOL Catherine	K	2002	U16 (13)	64.43	64.43	4.94	89.68	231.99	339.65

From any competitor shown in the results you will then be able to 'drill down' to reach the historical information for that competitor:



Competitor Biography

Competitor Details

Name: DANIELS Daisi
YOB: 2002
Club: MSR/BSA
Nation: GBR
GBR Reg: 19531
FIS Reg:
Reg Year: 2017

Race Results

Date	Venue	Description	Event	Status	Pos	Time	RP	Pen	Res	List
11-Jan-2017	REI	Evolution Speed Races U16	SL	QLF	8	122.84	59.94	161.07	221.01	BASS
11-Jan-2017	REI	Evolution Speed Races Rossignol Alpine Combined U16	AC	QLF	9	127.49				
11-Jan-2017	REI	Evolution Speed Races Rossignol SG3	SG	QLF	1	59.49	0.00	142.31	142.31	BASS
10-Jan-2017	REI	Evolution Speed Races Rossignol SG1	SG	QLF	1	60.43	0.00	134.29	134.29	BASS
10-Jan-2017	REI	Evolution Speed Races Rossignol SG2	SG	QLF	2	61.84	0.00	138.77	138.77	BASS
05-Jan-2017	PIL	Artemis Anglo-Scottish Cup BSA Champs U16	SL	QLF	1	92.66	0.00	183.97	183.97	BASS
04-Jan-2017	PIL	Artemis Anglo-Scottish Cup U16 Bonanza SL	SL	QLF	1	82.91	0.00	174.66	174.66	BASS
04-Jan-2017	PIL	Artemis Anglo-Scottish Cup Anglo-Scottish U16	SL	QLF	1	80.76	0.00	152.07	152.07	BASS
03-Jan-2017	PIL	Artemis Anglo-Scottish Cup Anglo-Scottish U16	GS	QLF	1	85.62	0.00	153.80	153.80	BASS
14-Aug-2016	CHL	British Indoor Champs	SL	QLF	6	34.16	57.59	0.00	57.59	IBARTS
13-Aug-2016	CHL	Anglo-Welsh Champs	SL	QLF	6	32.61	47.29	3.06	50.35	IBARTS
01-Apr-2016	TIG	British Children's Championships U14 Race 1	SL	QLF	1	36.19	0.00	207.96	207.96	BASS
31-Mar-2016	TIG	British Children's Championships U14 Race 1	GS	QLF	1	36.90	0.00	182.58	182.58	BASS
31-Mar-2016	TIG	British Children's Championships U14 Race 2	GS	QLF	1	38.91	0.00	178.04	178.04	BASS
30-Mar-2016	TIG	British Children's Championships U14/16 Championship	SG	QLF	1	59.60	0.00	159.16	159.16	BASS
29-Mar-2016	TIG	British Children's Championships U14 Race 1	GS	DNF						
28-Mar-2016	TIG	British Children's Championships U14 GS/SG Combi	COM	QLF	1	64.70				
11-Mar-2016	VIL	Aiglon College Cup U14 Race 1	SL	QLF	1	37.05	0.00	225.79	225.79	BASS
11-Mar-2016	VIL	Aiglon College Cup U14 Race 2	SL	DSQ						
10-Mar-2016	VIL	Aiglon College Cup U14 Race 2	GS	QLF	1	47.89	0.00	210.28	210.28	BASS
10-Mar-2016	VIL	Aiglon College Cup U14 Race 1	GS	QLF	2	48.86	0.00	212.79	212.79	BASS
08-Mar-2016	HCH	Inter Schools Ski Challenge U14 Race 1	GS	QLF	1	51.59	0.00	189.40	189.40	BASS
08-Mar-2016	HCH	Inter Schools Ski Challenge U14 Race 2	GS	QLF	1	52.45	0.00	188.53	188.53	BASS
07-Mar-2016	HCH	Inter Schools Ski Challenge U14 Race 1	SL	QLF	2	56.09	24.83	212.16	236.99	BASS

Once the .spro files have been corrected if necessary and accepted the TD will gather together the information s/he requires for her/his report, SkiPro race files (.SPRO), Official Results, Penalty Calcs, Protest Forms, Minutes of Jury decisions & backup calcs. (all in .PDF format wherever possible) and email then with the TD Report to publish@gbski.com for validation and dissemination as required.

12.4.8 When to post results

For most competitions on the calendar, results should be posted daily. Not only does this help keep the wider public informed about the progress of your competition, but it also spreads the workload that is required to check results prior to processing them for seeding.

Nothing will be officially validated until the TD reports are received, but early visibility of results can help everyone keep on top of things particularly in a competition that runs for several days.

For security purposes, all competitions run by UK Armed Services are the exception to this daily posting policy.

For these races (even the unseeded ones) we would still like to publish results on GBSKI, but would not expect to see those appear on the system until after the competition has concluded.

12.5 Trouble-shooting

If your results are rejected by the system, here are some common causes and some guidance on what to do about them.

12.5.1 Competitor not found

For a registered racer, you may get this type of response if the name does not match:

> Competitor not found in database: "MANNBY Shiobhan" GBR 21901
> Registration already in database: "MANNBY Siobhan" GBR 21901

This is because the name has been entered (perhaps by hand) with a spelling mistake. It may seem harsh to reject this, but because the system is automated we have to be sure that we assign results to the right person.

Or you might see this:

> Competitor not found in database: "TAYLOR Lewis" GBR 31186
> Registration already in database: "TAYLOR Finlay" GBR 31186

Here Lewis Taylor has been entered using his brother's registration number. Again this should not happen if you add racers to your event by picking them from the seed list file.

If you just get a single message like this:

> Competitor not found in database: "JONES Michael" GBR 21297

this would indicate that this is a new registration that is for some reason not yet present in the online results database. Normally this would be picked up by the administrator and the registration details added to the database in time for you to re-submit your results without you having to change anything.

12.5.2 Competitor not registered for season

This is another issue which would be picked up by the administrators:

> Competitor not registered for 2014: TAYLOR Finlay GBR 31186

In this case, the competitor exists in the database and matches by name, but they are not marked as being registered for the current season. Normally your response would be to wait a bit for this to be corrected, and re-submit your file.

12.5.3 Event not found

If you get a rejection notice with this information near the top:

> Event not found in database (matched 0)
>
> Codex does not match any race in the database.

then it is likely that your Codex is missing or incorrect, or the combination of codex, event type (SL, GS or whatever) and event date does not match what is in the database.

12.5.4 What to do if your file keeps being rejected

If you still cannot get your file to be accepted by the system even though you have done everything you can, it is best to email the file to admin@gbski.com and let the administrators work out what is going on.

12.6 Key points

ROCs must provide race programme details as early as possible so Codex numbers can be assigned. Send your race details admin@gbski.com. The Calendar Application form for snow races has been updated so that

for future applications the ROC needs to submit their proposed race programme as part of the application process.

COTC must use Codex and TD numbers in the setup of event files (e.g. GBR8008.6012).

COTC must use official seed list files to add competitors to events, no more hand-typing of details!

All results must be emailed to import@gbski.com so they can be added to the database.

12.7 Mailboxes

Pre-race information such as bulletins and start lists:	publish@gbski.com
Daily copies of results PDFs:	publish@gbski.com
SkiPro files for posting results into the system:	import@gbski.com
TD official results packs:	publish@gbski.com

12.8 Getting help

All attempts to post results into the system will be automatically notified to the administrators, so we should be able to correct any minor issues such as missing competitor registrations quickly enough for you to re-submit your files. For further assistance please contact admin@gbski.com.

13 Amendments to Document

18 December 2014	Minor typos, formatting and other minor corrections
	Paragraph **5.3** added
18 January 2015	Category adder for indoor BASS races included
	Paragraph 3.5 Checking the files included
	Paragraphs 7.4.6 and 7.4.7 U16 and U14 results and seeding included
	Paragraph 7.4.8 Submission of U14 Results to GBSKi included
	Paragraphs 9.2.1 and 9.2.2 Seeding for U18 – Senior and U16 events with less than 3 finishers added
November 2015	Table of Contents .updated
January 2017	Added Download Race parameters from gbski.com
	Converting an .XLS file to the FIS update format removed
	Added Indication of how to export data to Excel
	Added How to use the Penalty Calculation routine
April 2017	Updated Contributing to the online system
	Various other sections updated based on current systems and different event types.
Sept 2024	Updated Downloads section 2 as other systems have changed.
	Section 3 Expand explanation of event files required
	3.2.1 Add explanation of using filters
	4.3 New section Update Categories
	4.4 amend Seed Point conversion section
	Added updated screenshots & tidy up numbering.

Return to **Conventions in** this document