

TIMING INSTRUCTIONS – For races using notecards (no bibs)

****IMPORTANT: You must have notecards with ready before the race starts. The notecards need to be labeled IN ORDER from 1 to # of runners anticipated to be in the race – keep the cards in order. Also on the back side of the card, write the following. Runners will fill this out once they’ve finished the race.****

Name:

Age:

Gender:

The finish line and chute:

For races under 60 runners, place two cones on either side of the finish line. For races with 60-100 runners, you will need ~6 large orange cones and either flagging or caution tape (buy at Lowe's) to create the chute.

The timer:

At the actual finish line (front of chute) set up a small table on one side. Place the timer on it. On the opposite side of the chute set the display clock up, a foot or two past the finish line (so runners can look forward to -see the clock as they cross the line); adjust the height so runners can see the clock from a distance.

Open the timer case. Unscrew the two knobs and make sure the metal rod holding the spool of paper is sitting correctly in the holder. Also, while this is open, make sure there is plenty of paper on the spool (for a 200-person race, you'll need about a foot of paper). * Close the paper compartment.

**Loading new spool/roll of paper:* If the spool is almost out, grab a new roll of paper out of the timing box – remove old spool while remembering how it comes out – put new spool on and thread through the printer using the LINE FEED button to help pull it through).

There is a plunger IN the timer case -- plug that into the START hole. Just before the race starts, clip BOTH switches (POWER & PRINTER) to ON.

Get the backup stopwatch (in the timing box) ready to go. When the race starts, click the plunger on the timer (the printer will start printing) and the stopwatch... at the same time.

****If the start and finish are NOT in the same location, you will have to pick the timer up and walk it over to the start – and walk it back to the finish after the race begins.**

Make sure everything is on and counting (stopwatch and timer display should have the same #s).

****IMPORTANT: SWITCH THE PLUNGER FROM THE START HOLE TO THE LANE 1 HOLE.****

Go to the display clock. Turn the clock's POWER ON (right side). On the clock's remote type in the number of minutes/seconds you want to clock to start counting at. I.e., if the timer is on 2:00 minutes by now, then type in 3, 0, 0 (3:00) on the display clock. Watch the timer as it nears the time you set on the clock... exactly when it reaches that time on the timer, hit START/STOP button on the clock remote. The clock time should match the timer time. If it's not close enough, hit stop on the remote, clear memory, type in a new time to 'aim' for and try again.

****IMPORTANT: If the timer or clock doesn't work, you can plug them into an electrical outlet using the charging cord in the timing supply box. If there is no outlet close by and you don't have an extension cord, don't worry:**

->If you can't use the clock, pack it up immediately (so runners don't see it) and find someone to call out finishing times (LOUDLY) to the runners.

->If you can't use the timer, this is why you have a back up stop watch. Grab a sheet of paper and label it 1-# runners in the race. As each runner crosses the finish line, have a person read the time (min&sec) off to you and record that time next to the runner's finishing place on your sheet. Problem solved; just make sure you can read your writing.

Sit and wait for the runners to appear.

As each runner's foot hits the finish line, click the plunger. If you have more than one runner at a time, just keep clicking... the timer will remember the times and eventually the printer will catch up. Every so often when there is a break in runners, I like to LINE FEED up a few times and write a person's name/gender/approximate age (child, teen, adult, etc) next to their time... sometimes the genders/names/ages will help if there's a mix-up with the results/scoring – it will help you match the correct tag to the correct time.

If the scorers need the timing tape, hit LINE FEED a few times and rip the paper by hand (don't use the teeth, as the paper will get stuck under the compartment lid).

When the race is over, hit LINE FEED a few times, hit the RESET button, and turn the POWER & PRINTER OFF.

Hit START/STOP and then CLEAR MEMORY on the clock remote and turn the clock's power OFF. Pack up and assist with results/scoring if needed.

At the finish:

1 person is needed at the front of the finish line along with the timer. This person will be directing/flagging runners into the chute. If it's a small race, the timer can cheer people into the finish line.

1 person is needed to hand out notecards to the runners IN THE ORDER THEY CROSSED THE FINISH LINE.

1 person is needed to hand out PENCILS to the runners so they can fill in their name, age, gender on the notecards.

1 person is needed to collect the completed notecards and pencils.

Our timer will assist you in the results/scoring. Have a printed sheet with your age-groups or overall prizes listed. Start filling them in, ie, fill in overall male 1, 2, 3; overall female 1, 2, 3; Master's male? / female?; then age groups. We don't double-up awards at our races but you can if you'd like. In other words if the #1 male is 43, we give him the #1 overall male award but NOT #1 40-49 male award. Times can be grabbed off the timer paper.