



# **District 14 and Family Enduro Series MotoTally Best Practices Guide**

## Overview

This document is intended to help clubs and event volunteers plan, organize, and coordinate efforts so that the MotoTally system and application is used effectively for event sign-up, scoring, and posting of results. It has been our experience that with a small group of dedicated volunteers, a well-organized club, and planned coordination, MotoTally will help provide a quick and efficient sign-up process, fast and accurate scoring, and prompt posting of results. When everything comes together as planned, your club will be presenting trophies before the last rider has had a chance to get their gear off and bike loaded.

This document is broken-down into the various stages of an event. Listed within each section are important notes, tips, best-practices, suggestions, and certain requirements. This will give you a good idea of what needs to happen in order to maximize the potential of using MotoTally at your event. There is also quite a bit of extra technical detailed included. For the most part you can ignore these sections, as the equipment setup and staging will be handled for you. These sections are included for the rare instances where a club takes on the technical role of equipment setup, or is interested in a complete understanding of the system or taking the task on themselves.

Each club and event has their own unique way of doing things, and the MotoTally system is flexible enough to work within the needs and constraints of most any enduro event. As you read through this document, please make note of any concerns or processes that may need to be tweaked. With enough advance notice, good communication, and planning, we can make MotoTally work for your event.

### **Important Note:**

MotoTally has been used successfully for several years by a significant number of clubs, circuits, and districts from all around the country (including Canada), and for the National Enduro Series and OMA Nationals. It has been extensively tested and refined through use at several hundred race events (hare scrambles and enduros).

With that said, however, as with any event dependent on a computer-based system, promoters should have a contingency plan in place to handle sign-up and scoring manually should the need arise. While every effort has been made to ensure fail-safe operation of the MotoTally system, there are many dependencies and variables that are outside of our control, e.g., remote locations, power source, hardware issues, lack of or inexperienced volunteers, planning, follow-through, communication, etc. At any point in an event, a club should have the resources and processes available in the rare case that an event needs to be scored manually.

## Technical Architecture Overview

MotoTally is run on peer-to-peer network, centrally connected via Ethernet cables to a hub. There is a "master" laptop which hosts the database (server), and client laptops that access the database that resides on the master laptop. Each laptop in the network has the MotoTally client application installed. The master laptop accesses the database that is located on its own hard drive, whereas the other laptops on the network access the database through the network, accessing a "shared" folder which resides on the master laptop. If the network is disconnected, the hub is not powered, etc., only the master laptop can access the database since it resides on its own local hard drive and does not rely on network communications. Without a network connection, the other laptops cannot "see" the master laptop or the database that resides on it. The "shared folder" on the master that hosts the database needs to have read/write permissions set so that other laptops on the network can get to and save data to the database. When the standard / default "Shared Documents" folder on Windows XP is used, there is generally not a need to specifically set file/share permissions.

The master laptop is also the only laptop that should be used for calculating scores, generating placements, generating reports, and printing reports (the printer should be connected to the master laptop, and set as the default printer prior to starting the MotoTally application). While other, non-master laptops can perform these functions, it is extremely slow processing these data-intensive tasks over the network connection.

NOTE #1: It is extremely important that the laptop not lose power while the MotoTally is running and the database is open. It is equally important that the network hub not lose power while non-master laptops are running MotoTally and accessing the database.

NOTE #2: Related to the above, it is very important that the master laptop not go into sleep mode while other laptops are running MotoTally and accessing the database. The database will be inaccessible if the master laptop is turned off or goes into sleep mode. It is highly suggested that the master laptop be configured to not go into sleep mode while MotoTally is being used. In fact, all laptops using MotoTally should be configured to not go into sleep mode while used during the event.

NOTE #3: If laptops on the network are not using MotoTally, the application should be closed down. The laptop can stay running / turned-on, but all these measures are to help prevent a database corruption should the power be cut inadvertently while a network laptop has the MT database opened.

## Pre-Event Registration

1. If you are expecting a large turn-out for your event, or plan on running two events in one weekend (a 2-day AMA event, or a family enduro on Saturday and an AMA enduro on Sunday), it is highly recommended that you offer the option of pre-registration. Pre-registration saves riders and the promoter time at sign-up, and can also save the riders some money if the club offers a financial incentive for pre-registration. It also allows the club to better plan for volunteers based on the number of pre-entries received.

We have registration and sign-up form templates available that can easily be customized for your event. Electronic pre-registration forms can be posted online and distributed to our enduro mailing list (currently at 450+ riders in the greater D14 area). These can also be posted on sites like [www.MidwestEnduros.com](http://www.MidwestEnduros.com), [www.DirtRider.net](http://www.DirtRider.net), and [www.KTMTalk.com](http://www.KTMTalk.com) for mass distribution and notification.

All pre-entries forms and payment are sent to the promoter, with a pre-registration cut-off date approximately 2 weeks before the event date. The promoter is responsible for assigning rows. A pre-registration Excel worksheet is available to assist the promoter in entering rider names, class, and row assignment.

As an alternative, the promoter can get set up with MotoTally on their computer, and enter all pre-registrations directly into MotoTally themselves. There are certain minimum hardware / software requirements to run MotoTally, and this option may also be dependent on the comfort level of the promoter in doing this (although it is a great way to get familiar with the program prior to the event, so it is highly encouraged!).

On the weekend of the event, pre-registered riders should pick-up their packets at a table separate from riders signing up at the event. This way we can focus on getting the new riders signed-up in the system, and it makes for more efficient, shorter lines for both groups of riders.

In addition, it's also a very good idea to have riders sign-up for district and AMA membership at a table separate from riders who do not need to sign-up for these memberships.

2. We will need a list of the classes recognized at the event, and also if there will be different course lengths for different groups of classes. This is necessary in order to set MotoTally up so that a rider's score card form (in the MT application) only shows the checks based on the course that is applicable to their class.

## Equipment Setup

1. The number of laptops required is dependent on both the number of riders expected at the event, and the number of checks to score (riders x checks = data points to enter). As a general rule of thumb, one laptop per every 50-60 riders works out very well. This ratio allows us to score riders as quickly as they come in. Sign-up generally requires 1-2 laptops, as most riders will already be in the database.
2. We are able to supply approximately 2-3 laptops at an event. We ask that the club supply a few laptops as well (depending on number of expected riders), along with 3-4 dedicated volunteers to use the laptops to help with sign-up and scoring. The laptops do not have to be the top-of-the-line, but at a minimum should be running Windows 2000, and preferably Windows XP. The MotoTally application will be installed on each laptop (minimal hard disk space requirements), so Admin access / rights to install applications are necessary on each of the laptops supplied by the club. If there is a password on the machine it must be removed (just for the event), or provided to Bill Smith. Once the club has identified the laptops that will be used, we will contact those laptop owners 1-2 weeks prior to the event to get the MotoTally application loaded onto their machine. This helps to ensure that MotoTally is compatible with the laptop hardware and operating system, and any installation issues are resolved well before the event date. Laptops should have the latest operating system service packs and application software updates installed prior to installing MotoTally. It only takes approximately 15-20 minutes to get a laptop setup (broadband connection required to download installation files, or a setup CD can be mailed).
3. The power-saving features on each laptop (screen saver, sleep mode, HD off, screen off) will be turned off / disabled for the event.
4. The MotoTally application will be uninstalled after the event completes, and power settings will be returned to their original state.
5. All necessary networking and ancillary equipment will be supplied; this includes network cables, router, power strip / surge protector, UPS battery backup, 10-key keypads, printer, and paper. If the laptop owner has an external mouse, they should bring it along. Otherwise, we have a few extra external mice available. Supplied laptops need to include the AC power cord.
6. The club is responsible for supplying a dedicated area for scoring, including adequate tables and chairs. A direct A/C power supply is preferred if available, otherwise a dedicated 1000W+ inverter generator (producing a pure sine wave that is safe / compatible with computer equipment) will be needed, along with sufficient gas to run it for several hours. Any necessary extension cords to connect to the power source will be needed as well.

## Sign-Up

1. There is a separate database maintained for AMA events versus Family Enduro Series (FES) events. Each database is loaded with over 1,000 D14, D15, D16, and D17 enduro riders. When signing up a rider, they will most likely already be in the database. During sign-up, it's very important to search for and select an existing

rider record if available, rather than creating a new, duplicate rider record. There are sometimes slight variations in last name / first name spellings due to typos, illegible handwriting, Junior / Senior, or proper names versus nicknames (Bob-Robert, Bill-William, etc). Duplicate records can be fixed, but it's important to prevent duplicate records from being created in the first place. For the most part, approximately 90%+ of riders at sign-up should already be in the database. When possible, compare date of birth / address / city / state, and / or AMA number to help search for and identify the correct rider record. For district enduros, use of the AMA card readers (included with MotoTally) is an easy, fast, and accurate way to get riders signed-up.

2. The most important information to enter during sign-up is Rider Name, City, State, Class, Bike Brand, AMA number, and District Membership(s). Note that AMA number and District Membership only apply to AMA events. To signify a specific district membership, enter either the rider's district number, or simply enter an 'x' in the district box. Do this for all applicable district memberships for the rider (many belong to more than one district) WITH THE EXCEPTION OF DISTRICT 14. It is not necessary or desired to enter or maintain District 14 membership status with MotoTally. This information is managed separately outside of the application (a direct link to the D14 Membership Database is used to track / maintain this information.) However, if a D14 rider belongs to other districts, make sure those other districts memberships are marked accordingly.

For AMA number, it is imperative that the correct number be entered. For riders with 'A' cards, it is important to include the 'A' after the AMA membership number. If time permits, it's helpful to enter / verify all other rider info (address, phone number, e-mail address, date of birth, etc.).

3. It is a critical responsibility of the promoter to ask for and verify proof of district membership, and to ensure that the correct district membership information is filled out on the sign-up form / onion skin. Note: This does not apply to FES events.
4. For FES events, we do not enter P riders into MotoTally (they are not scored).
5. Depending on the number of riders, sign-up in MotoTally can usually be handled by 1-2 people at the sign-up area. If pre-registration was used and there was a good response, one person should be fine. Sign-up can occur real-time, meaning that as each rider is processed at the sign-up table, they are entered into MotoTally. Alternatively, riders can be entered into MotoTally after sign-up closes, using the data on the sign-up forms. This can be done with a laptop in an area separate from the sign-up area. Having one person read from the stack of sign-up forms and another entering riders into MotoTally is an efficient way to do this. The only thing that's important is that all riders are signed-up in MotoTally either by the start of the race, or very soon afterwards. They can't be scored unless they're in the system!
6. To Sign-Up Riders:
  - a) Start MotoTally on the master laptop. The correct event should already be selected; if not, dropdown the list and select it.
  - b) Click **Signup**, and after a few seconds the Signup form will load.
  - c) The cursor will default to the "**Search**" field. Begin typing in the rider's last name, and the list of matching names will begin appearing in the search results grid. You can also type in the last name –

comma-start of first name in order to quickly filter the list of available riders in the grid (e.g., Smith,B displays all 'Smith's with a first name beginning with the letter 'B'). Once you see the rider you want, select them, and then click **Enter Rider**.

- d) The **Rider Entry** form will appear. Verify the class is correct (or select the right class), hit the **TAB** key, and enter the row number. Hit the **ENTER** key, or click **Add Entry** to enter the rider into the event.
  - e) If while searching for a rider you find that they are not in the database, click on the **Add New Rider** button, located in the upper-right corner of the Signup form.
  - f) The only information that you should enter for a new rider is: First Name, Last Name, City, State, and AMA Number. If you have the time to also enter Address, Phone, and/or E-Mail address, that's fine too. Do not enter any information in the **Yearly Rider Info** box.
  - g) Once the rider's basic info is entered, click the **Add** button. The **Add Entry** form will then appear. Enter (or verify) the rider's class, hit the **TAB** key and enter row assignment, and finally hit the **ENTER** key to enter the rider into the event.
  - h) The count of riders in the event will be displayed in the bottom of the form.
  - i) You can edit a rider entry by double-clicking on the rider entry line in the grid, or select **Edit Entry** with the rider name/entry highlighted. To remove a rider, highlight their entry, then select **Delete Entry**. NOTE: The button labeled **Print Entries** does not work.
  - j) If for some reason you enter a row number that has already been assigned, you will get a warning message, and will not be able to assign duplicate row assignments. You can temporarily assign an unused row (e.g. 24E, 524) to get the rider entered, and later on go back and research who has the wrong row assignment and fix rider row assignments as necessary.
  - k) After all sign-up forms are entered, click the **Close** button to exit the signup form.
7. Once sign-up is complete (all riders are in MotoTally) and the race has started, it's a good idea to do a quick reconciliation of class counts. What this does is verify that the number of riders in each class, based on physical sign-up forms / onion skins, matches the class counts as reported by MotoTally. This would eventually come out during protest period, but it's better to get it handled and corrected early on. For AMA events, we will also ensure that all entered classes are the classes recognized at the event (sometimes a person gets entered under a class that is not recognized at the event). All sign-up forms should be separated by class, and if time allows, also ordered by last name alphabetically within class. Class counts can be obtained from a report in MotoTally (go to "Race" mode, click on "Calculate Places", and then click on "Results Summary" and print).
8. Once sign-up is complete, different reports can be generated to assist the promoter, e.g., a list of riders and assigned rows, class counts for determining number of trophies per class, etc. Please let us know well ahead of time (at least 1 week prior) which reports are needed, along with format, type of data, sort order, etc.

9. A PDF file is available to assist clubs in printing out number plate labels for the rider row assignments (1A, 1B, 1C, etc.). These print out to a laser printer on Avery #5168 labels, four to a page.

## Defining Checks

1. MotoTally supports up to 20 timed checks. Fewer checks to enter will result in a faster scoring process. If there will be more than 15 checks scored, MotoTally has a special option for printing to legal-sized paper so that all detailed check scores can be printed.
2. For events that use a Start Control format over the entire course, the Start Control check-in and Unknown Control check-out should be placed on the same line on the scorecard. Where there are Start Control sections within a timekeeping event, the check-in and check-out should be placed in sequence numerically on the scorecard. The layout for entering check scores on the scorecard is also dependent on club preference, but it's helpful to review check score format so that all check crews are aware of it, and scoring can be done as efficiently as possible.
3. Observation checks should not be marked on a row number on the scorecard. OBs should be marked at the bottom of the scorecard, or through some other means (initials, punch tag etc). Please may sure that this is clearly communicated to the check crews.
4. The start time should be entered on the scorecard in the box marked "Start". If a rider is late to the start, the start time should be circled to help identify that the rider was late. Each promoter will have to decide if they would like the initial start control to be included when scoring a rider. Although the vast majority of riders are at the start on time, there are usually a couple riders who arrive late.
5. Check definitions - All that is required is the number of checks, the sequence, and the type of check. Also, if there are different course lengths or cutoffs, a check definition should be sent of each course. Example:

### Long Course

#1 – Secret  
#2 – Secret  
#3 – Emergency  
#4 – Known  
#5 – Secret  
#6 – Known  
#7 – Secret  
#8 - Known

### Short Course

#1 - Secret  
#2 - Secret  
#3 - Emergency  
#4 – Known  
#5 - Secret  
#6 - Known

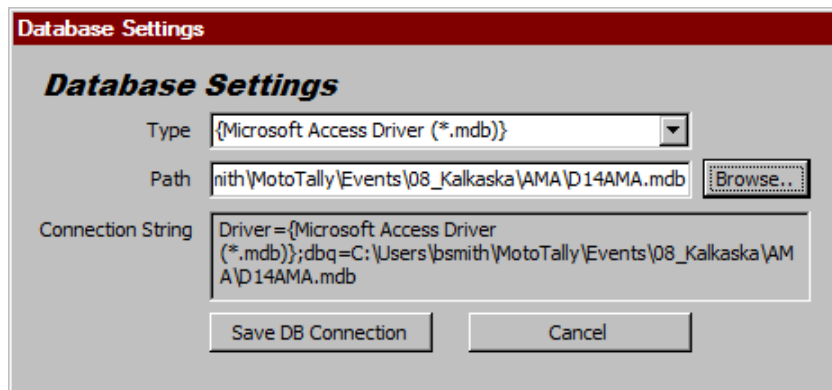
Along with course check definitions, we also need to know what classes will be riding which courses.

## Scoring

1. Equipment Setup For Scoring:
  - a) Start with everything turned off.
  - b) Position the UPS battery backup, network hub, and power strip in the center of the table where the laptops will be used.

- c) Plug the power strip into the generator extension cord.
- d) Plug the UPS battery backup into the power strip.
- e) Plug the hub AC adaptor into the UPS. IMPORTANT: The power cord to the hub must be plugged into the WHITE section of outlets located on the back of the UPS. Equipment plugged into the WHITE section will be powered by battery in the event of a power failure.
- f) Plug each of the laptop AC adaptors into the power strip. It is not necessary to plug the laptops into the UPS, as each laptop has its own battery backup.
- g) Plug the printer AC adaptor into the power strip (not the UPS).  
Connect the printer cable into the back of the printer, and the other end into the master laptop.
- h) Connect each of the Ethernet cables into each of the laptops, with the other end into the back of the hub (using hub port numbers #1, #2, #3, etc.).
- i) Do not plug in the USB mice or 10-key keypads at this point.
- j) DeskJet Printer Only: Connect the printer paper tray into the printer. It should snap into the “open” area of the printer. Under the paper tray are blue lever arms; these arms are squeezed together to release the paper tray from the printer so it can be stored in the equipment box.
- k) Laser Printer Only: No special setup required.
- l) Start the generator – let it run for a couple minutes.
- m) Turn on the power strip power switch (it will light up).
- n) Turn on UPS – press and hold the ON switch (white circle) for a few seconds, then release. UPS will beep, then you will see blue LCD light up. To turn off, press and hold the same button switch for a few seconds, then release. Unit will beep then turn off.
- o) Power on the laptops / login.
- p) Once logged in and the OS is loaded, plug in the external mouse (wait for Windows to recognize it), then plug in the 10-key keypad and wait for Windows to recognize it. The keypad green light should come on. Test out the external keypad by starting Excel and typing in numbers. If either the mouse or keypad does not work, unplug, wait 20-30 seconds, and try again.
- q) The other slave / client laptops on the network need to be told where to find the MotoTally database. Start MT on these two laptops. You will get an error message indicating that the database can't be found (expected). The error message may be behind the splash screen. Click on the message box behind the splash

screen to bring it to the forefront. Click OK to dismiss the error message, at which point MT will display a **Database Settings** dialog box:



Click the **Browse...** button, which will display the **Open** dialog box. Navigate to the master/host laptop by clicking on the **Network** icon located on the left-hand side of the **Open** dialog box. The master laptop can be found / located by searching for its Computer Name within the network. If this does not work, you can explicitly type in the master's Computer Name to get to it, e.g., [\\MASTER\\_LAPTOP\\_NAME\SHAREDDOCS](#) and press the **ENTER** key (replace MASTER\_LAPTOP\_NAME with the actual computer name assigned to the master laptop). At this point the slave laptop should try to locate and connect to the master laptop and the **SharedDocs** folder. If it does connect, you should then see the single file name **D14AMA.mdb** (AMA database) or **D14FES.MDB** (family enduro database) displayed. If so, select this file, and select **OK**, then finally click **Save DB Connection**. MT will prompt you to restart the application for the change to take effect. Do this on each of the slave laptops.

If for some reason the slave laptops cannot see or get to the master, you may have to configure an alternate IP address for all laptops on the network:

- i. Click on **Start** menu | **Settings** | **Network Connections** (or access **Network Connections** via **Control Panel**)
- ii. Right-click on **Local Area Connection**, select **Properties...**
- iii. Select **Internet Protocol (TCP/IP)** from list, click on **Properties...** button
- iv. Select **Alternate Configuration** tab
- v. Select **User Configured** option button
- vi. In **IP Address** field, enter the following: **10.1.1.10#** (do not need to enter period)
  1. # is a sequential number, e.g., 1, 2, 3, 4, 5. Each laptop needs a unique IP Address, so the final number in the IP Address segment needs to be 100, 101, 102, 103, 104, etc.
- vii. In **Subnet Mask** field, enter or confirm that it contains: **255.255.255.0**
- viii. Select **OK**, then **Close** to exit out of all forms

ix. Shutdown / restart laptops

- r) To begin scoring, click on the **Race** button on the main MT form. Enter the rider's row number in the edit box (default field), and press the **Enter** key. The rider's score card will popup. Enter score values; pressing the Enter key will move you through each of the check's edit boxes. Once complete with all checks, write down the rider's calculated score (points/e-points) on the bottom of the score card and circle it, e.g. 46/1271. Hit **Enter** two more times to save and close out the rider's score card.
  - s) NOTE: Again, close down the application on the slave laptops if they are not in use. Once the incoming score cards become a trickle and you get near the end, shut down the slaves and only use the master. As you enter scores, there is a percent complete indicator displayed in the upper right of the scoring form.
  - t) Once all scores are entered and you are ready to post reports for the protest period or trophies, click on the **Re-Calc Scorecards** button. Once re-calc is complete, click on **Calculate Places**. Anytime a score is changed, repeat this step in the same order (Re-Calc, then Calc Places).
  - u) For detailed check-by-check results, click on the **Class Results** button. Select **All Classes**, then **Generate Report**.
  - v) Once the report is displayed, you can print it. If the DeskJet printer is used, the problem is that the e-points column is cut off a bit. As a workaround, click on the little **Diskette** icon on the report form toolbar, and select Acrobat/PDF. This creates a PDF of the same report (select an easy-to-find location, like the Desktop to save the file). Minimize all windows, open up the PDF report just created, and print using Adobe Acrobat Reader instead. The E-points column will then print in its entirety using this approach. The Brother LaserJet printer does not have this problem, so you can print directly from the report without having to export / save to PDF first.
  - w) You can also print a summary using the **Results Summary** button. No need to export / save to PDF first; printing directly from this report in MT works fine regardless of printer used.
  - x) If there are changes as a result of protest, wait until all protest changes are in, then click on the **Re-Calc** and **Calc Placements** buttons. Print out new pages for only the classes affected by the protest changes.
  - y) The detailed check-by-check report will list GC, OAA, OAB, and OAC for Grand Champion and Class Overall, respectively. Instead of placement numbers within a class, it will display the above abbreviations instead.
  - z) Note: Re-Calculating scorecards, calculating placements, and printing should only be done from the master laptop.
2. We will need to know the times when the first and the last riders are due back to the finish. It is critical that all equipment is staged and scoring volunteers are ready and available to begin scoring as soon as the very first rider comes in.

3. If a rider DNFs, it is strongly suggested that they turn-in their scorecard at the finish, or give it to a club member so that it makes it to the scoring area. This helps indicate that a rider has made it back to staging and is accounted for.
4. The scoring area should be a dedicated area with shelter from bright sunlight, wind, dust, and rain, and away from where riders will be milling about after the race. If possible, it's very helpful to be able to secure the scoring area so that all equipment can be setup the night before the event and then left there. A couple of long tables and chairs should be setup for laptops, printer, and networking equipment. One long table per 3 laptops / scorers works well. Another table should be set up for the backup books, and within close proximity of the scoring table. The backup books should be brought to the scoring area as soon as possible so that they can be referenced during scoring.
5. One person should be dedicated for removing scorecards directly off the rider's bike at the finish. The scorecard needs to be completely removed from the plastic and free of tape. A dedicated runner needs to also be assigned to get the collected scorecards into MotoTally scoring Inbox. Only one copy of the scorecard should be placed in the inbox (preferably the more legible top copy).
6. A dedicated person needs to be assigned to manage the stack of scorecards that come into the Inbox. This person should align the scorecards (all facing the same direction), and quickly review each card for missed OBs. If a missed OB is found, a red circle should be drawn around the last check completed. This will help the person entering scores to quickly and easily know where to stop scoring.
7. Riders should not be allowed put scorecards into the scoring Inbox; only club members and the runner collecting scorecards from the finish should be in the scoring area. Please make sure that this is communicated at the rider's meeting and to club members.
8. When scoring riders on early rows who come into a check early, e.g. pre-keytime, make sure that the score is entered correctly. This includes being entered correctly by the check worker and the person entering scores into MotoTally:

Example: Rider on row #6 comes in 10 minutes early, e.g., 8:56  
 Check Worker: The score that should be entered on the score card is **-4**  
 MotoTally Scorer: The score that should be entered in MotoTally is **-4**

Backup books should be setup to accommodate riders on early rows who arrive at a check early, pre-keytime.

9. After a scorecard has been entered into MotoTally, the points and e-points will be written down at the bottom of the card and circled. Scorecards that have been scored will be placed into an Outbox. A club member should be assigned for taking the scorecards from the Outbox, sorting them by class and position, and hanging them for rider review. This could very well be the same person who is managing the Inbox.
10. The club should have an area setup for posting results, close to but separate from the scoring area. This includes hanging scorecards by class and position, along with a check-by-check detailed results report by class. This way riders can review actual score cards, as well as what was entered into MotoTally and used to calculate results. It is best to have a large enough area for posting score cards and results so that riders are not crammed 6-deep

straining to see score cards. Also, room should be left next to each class section so that the printed MotoTally class detail report can be posted next to each section of score cards. Make sure the results board has enough material (string, clothespins, wall space etc.) to accommodate all score cards and printed results.

11. As soon as approximately 90% of the riders have been scored and/or a class is completely scored, we will print out a check-by-check score detail for that class. Protest can begin as soon as the score detail report for a class is hung.
12. There should be an organized and structured protest process. If a rider has a protest, that rider should direct the appeal to one or more specifically designated club members. The club member should evaluate the protest, and if there appears to be a scoring discrepancy, take the score card to the scoring area along with the rider protesting. A review of the scorecard, the data entered in MotoTally, and/or backup books will take place. If there is a change, the new score will be written on the scorecard, and a new report will be printed for the affected class. This process should be clearly communicated to club members and riders at the rider's meeting.
13. If during protest any checks are thrown out, all rider scores will be recalculated and new reports will be printed for posting. This process should only take a few minutes. The club should make an announcement to the riders as to which checks were affected. To throw out a check in MotoTally, go into the **Check Definition**, and check the **Throw Out** field for that check (remember to recalc scores and placements).
14. After scoring is nearly complete and / or as part of the protest period, a quick manual scan of the check-by-check scores should be performed. What this does is highlight and flag individual check scores that appear to be out-of-line with the rest of a rider's check scores. This can occasionally occur due to illegible handwriting on the scorecard, or a typo by the person entering scores. The recommended way to do this is to display the check-by-check detailed report, and for each class, scan vertically down the scores for the first check, second check, and so on. As you scan down the check scores, the values should generally increase in value relative to the rider's placement within the class. If a particular check score appears to be out of the expected range, it may be a good idea to do a quick re-check of the score card or backup book to verify that it was entered into MotoTally correctly. Please make note that for DNF riders, they will be ordered towards the end of the class placements, so take that into account as you are scanning check scores.

## Post-Event

1. Hardcopy result reports (Summary and Check-By-Check Detail) are given to the promoter at the end of the event. Electronic copies can also be provided at the same time, provided the promoter supplies a CD, flash drive, or they can also be copied onto one of the promoter-supplied laptops.
2. Event results, including check-by-check scores, will be posted online within 1-2 days of event. They are typically posted the very next day by Monday noon.
3. Notification of event results will be:
  - a. E-Mailed to the event promoter.
  - b. E-mailed to all points keepers of participating districts at the event.
  - c. E-mailed to subscribers on the enduro distribution list (currently at 450+ riders within the greater D14 area - [www.d14enduro.org/mailling\\_list.html](http://www.d14enduro.org/mailling_list.html) ).

4. The following electronic (PDF) event reports will be e-mailed to the event promoter within 2-7 days of the event (exact timing is dependent on any score corrections that need to be made, turn-around time on checking backup books, etc.):
  - a. Class Summary Report
  - b. Class Check-By-Check Detail Report
  - c. Class Results with District Breakout (shows district membership / affiliation)
  - d. Overall A / B / C Results
  - e. AMA Report in Excel (containing data and format as required by the AMA)
  
5. Any discrepancies in event results and/or scoring reported by a rider should first be directed to the event promoter. If the event promoter deems that a correction is necessary, they will contact Tom Zettle with details of the change. Promoters should keep all event score cards and check backup books until after the season-end awards banquet.

## Contact Info

If you have any questions, comments, or suggestions regarding the MotoTally event management system, please direct them to:

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