

MotoTally Quick Guide - Enduro

- 1) Open MotoTally and **verify that you are using the right database** for this race. The database path is displayed on the main start up form. If this is wrong:
 - a. Settings → Database...
 - b. Verify that the Path is pointing to the right database.
 - c. If not, you need to click the Select button and select the correct database, then click “Save Database Connection”
- 2) **Make sure the correct Event is selected** in the pull down box on the main startup screen
- 3) **Do race signup** by clicking the “Signup” button on the main startup screen
 - a. Find a rider by typing their name, series number, or AMA number
 - b. Hit Enter when proper rider is selected, or Tab over to or click the “Enter Rider” button
 - c. If the rider cannot be found in the database, you may “Add New Rider” by clicking the button
 - d. Minimum data requirements (for MotoTally) in order to be able to score the rider is First Name, Last Name, Class, and Row#.
 - e. Make sure they are in the right event class and have a Row# entered.
 - f. Hit Enter or click “Add Entry” to add the rider to the event.
- 4) After you have the riders signed up, **make sure the Class Course Lengths are correct**
 - a. Click the “Custom Race Setup...” button in the lower left hand corner of the sign up screen and select “Customize Event Class Course Lengths”
 - b. Select each course length and verify that all of the classes are in the right course length
 - c. If any of the classes aren’t in the right course length, remove them from the wrong course length, select the correct course length, and add them in.
- 5) **To score the race**, click the “Race” button on the main startup screen.
- 6) The first order of business is to **Define the Checkpoints**, click “Define Checks” button
 - a. Define the checkpoints for the longest course first. Check numbers must be sequential and not duplicated. Select a check type for each check. KeyTime is not used unless scoring with MotoTally RFID Remote Checkstations. CheckAbb (Abbreviation) is not needed/used.
 - b. Start Controls – If the club is writing the start time down as check #1, then define check #1 as a known control. If the club is just circling the start box, then DO NOT define the start as a check.
 - c. You may then copy the check definitions for the selected course to the other course lengths by clicking the button.

- d. Then select the other course lengths (individually) and remove the extra checkpoints that will not be ridden by that course length, or modify the definitions as necessary. Delete a check definition by selecting the row header, and hitting the delete key.
- 7) To **enter scorecard data**, type the rider's row number (e.g. 12A, or 112) into the Row/Col box and hit enter. This brings up the rider's scorecard data entry screen.
 - a. Verify the rider's name and class!
 - b. Enter in the flip card minute (and seconds if needed) for each check (tab or enter moves to the next box). I prefer to place the scorecard in the middle of the keyboard, use my left hand for the tab key, and my right hand for the keypad. MotoTally will calculate the score on the fly.
 - c. For arrival times prior to keytime, a negative number should be used. For example, if a rider on row 6 arrives 10 minutes early, -4 (minus 4) should be recorded.
 - d. If time allows, it might be a good idea to check for typos right now.
 - e. If you want a scorecard receipt, make sure the "Print on Save" box is checked before you hit "Save & Close".
- 8) If you need to **Throw Out a check**:
 - a. Click on "Define Checks"
 - b. For EACH COURSE LENGTH that the check needs to be thrown out on, check the ThrowOut box
 - c. You MUST click "Re-Calc Scorecard" after throwing out a check, and then also "Calculate Places"
- 9) **IMPORTANT: BEFORE PRINTING and AFTER MAKING ANY CHANGES to a rider's score**, you **MUST** recalculate the placements, so be sure to click "Calculate Places" first!
- 10) **View/Print the Race Results Detail Reports** by clicking on the "Results Details" button.
 - a. Select either "Overall Report" or "Class Report"
 - b. Select the classes you want to view/print
 - c. Click "Generate Report" to view the results.
 - d. Click on the print icon to print the results.
- 11) **OVERALL CLASS TROPHIES**: When you print a Results Detail, the winners of each overall will be designated in their placement in the class they are entered in, and all other riders in the class will be bumped up a place for the purposes of trophy presentation. For example, Overall winner comes from the AA class. When looking at the Place column in the Results Detail, the first place rider will have something like "OA" in the place, meaning Overall Winner. The second place rider in AA, now gets 1st Place trophy, so his placement has been adjusted accordingly. Note that when you print a Results Summary, this IS NOT the case, as each place shown will be IN CLASS only, with no regard to the Overall winner.