

MotoTally Quick Start Guide

Including instructions to connect additional laptops
Questions? Call Bill Smith @ (248) 891-1400

Equipment List

1. Laptops (2), black AC adapter (2), AC power cords (2)
2. HP H470 inkjet printer, AC adapter, USB printer cable (D-Pin), paper
3. 8-port Ethernet hub, AC adapter
4. 4-port Ethernet hub, AC adapter
5. Ethernet cables (7)
6. TrippLite UPS battery backup (typically included only if using generator power)
7. 8-outlet power strip
8. AMA card readers (2)
9. Mouse pads (6)
10. 10-key keypads (6)
11. External mice (5)
12. Combination locks (2), stapler, staples, flash drive (blue). Lock combination is "266"
13. Black storage cart for all equipment

Please make sure all equipment is accounted for and returned after the event!

Technical Overview

MotoTally is run on peer-to-peer network, centrally connected via Ethernet cables to a hub. There is a "server" laptop which hosts the database, and "client" laptops that access the database that resides on the server laptop. Each laptop in the network has the MotoTally application installed. The server laptop accesses the database which is located on its own hard drive, whereas the other laptops on the network access the server database through the network, accessing a "shared" folder which resides on the server laptop. If the network is disconnected, the hub is not powered, etc., only the server laptop can access the database since it resides on its own local hard drive. Without a network connection, the other laptops cannot "see" the server laptop or the database that resides on it. The "shared folder" on the server that hosts the database has read/write permissions set so that other laptops on the network can get and save data to the database.

The server laptop is also the only laptop that should be used for calculating scores, calculating placements, generating reports, and printing reports (the printer should only be connected to the server laptop). While client laptops can perform these functions, it is extremely slow processing these tasks over the network connection.

NOTE #1: It is extremely important that the laptops do 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 client laptops are running MotoTally and accessing the database.

NOTE #2: Related to the above, all laptops using MotoTally should be configured to **not** go into sleep mode while used during the event. This is already set on the standard MotoTally laptop equipment.

NOTE #3: If laptops on the network are not using MotoTally, the MT application should be closed down on those idle laptops. 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.

For detailed and complete information on using the MotoTally system at an event, it is highly suggested that you read the “MotoTally Best Practices” document.

Event Sign-Up

For getting riders signed up in MT, only the server laptop is really needed. Since most riders should already be in the database, this should be a fairly quick process – it shouldn’t take any longer than 1 hour to sign-up 100 or so riders. It helps if one person goes through the stack of onion skins / signup forms reading off rider name, class, and row, with another person focused on entering names into MT.

To signup riders:

1. Start MotoTally on the server laptop. The default event should already be set; if not select it from the dropdown list box.
2. Click **Signup**, and after a few seconds the Signup form will load.
3. 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. Once you see the rider you want, select them, and then click **Enter Rider**. You can also type in a partial last name, (comma) partial first name to filter the list, e.g., **smi, mik** or **thom, fre**. Be aware that some riders may be listed as William instead of Bill, Michael instead of Mike, Lawrence instead of Larry, etc. Also, and last name with an apostrophe, e.g., O’Boyle, you don’t enter the apostrophe when typing in the name to search, e.g., just type in **OBOY**. Please be sure to search for the rider in the database prior to creating a new record for the rider.
4. The Rider Entry form will appear. **Verify that the class is correct**, hit the **TAB** key, and enter the row number. Hit the **ENTER** key, or click **Add Entry** to enter the rider into the event.
5. If while searching for 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.
6. The minimum information that needs to be entered for a new rider is: First Name, Last Name, City, State, Class, and AMA number if available. If you have time for address, phone, e-mail, etc, then that’d be great too.
7. Once the rider’s basic info is entered, click the **Add** button. The **Add Entry** form will then appear. Enter / confirm the rider’s class, enter the row number, and hit the **ENTER** key to enter the rider into the event.

8. The count of riders in the event will be displayed in the bottom of the form.
9. You can edit a rider entry by double-clicking on the rider entry, or selecting **Edit Entry**. To remove a rider, select **Delete Entry**. NOTE: The button labeled **Print Entries** does not work.
10. 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 as necessary. Alternatively, you can use the row numbering format this is opposite of the one in use at the event. For example, if all numbers are used (101, 102, etc.), and you try to assign a rider to row 102 but it is already taken / in-use, you can enter 2A instead. It is essentially the same row, just using a different format. That is how to get around it. When it comes time to score, however, the rider's score card will state #102 – be certain that you double-check that the rider name / class on the score card matches what is displayed on the score card in MotoTally. For this rider, you will have to bring up his score card in MotoTally by searching on last name.
11. After all sign-up forms are entered, click the **Close** button to exit the signup form.
12. Once sign-up is complete (all riders 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").

Equipment Setup For Scoring

***** OPTIONAL SECTION TO CONNECT ADDITIONAL LAPTOPS *****

Setup instructions for connecting additional client laptops to the network that are not already part of the standard MotoTally package:

1. Uninstall existing / old version of MotoTally if it exists:
 - a. **Start** menu | **Control Panel** | **Add / Remove Programs**. Select **MotoTally** application from list of apps, click **Remove** button.
2. Install new version of MotoTally:
 - a. Run file **MotoTallySetup_D14_YYYY_MM_DD_x.x.xx.msi** (from a flashdrive, CD, etc.) where YYYY=Year, MM=Month, DD=Day, and x.x.xx= application version number. These values

change as new updates are released, and helps to identify that you are installing the correct version.

Follow prompts, accept defaults. In rare instances, the MT setup program may complain that certain supporting files need to be installed prior to running the MotoTally installation. If that is the case, you'll need to first install the files contained in the Supporting_Files folder on the flash drive. Contact Bill Smith at (248) 891-1400 for details.

3. Check that alternate IP is in place:
 - a. **Start** menu | **Settings** | **Network Connections** (or access **Network Connections** via **Control Panel**)
 - b. Right-click on **Local Area Connection**, select **Properties...**
 - c. Select **Internet Protocol (TCP/IP)** from list, click on **Properties...** button
 - d. Select **Alternate Configuration** tab
 - e. Select **User Configured** option button
 - f. In **IP Address** field, enter or confirm it contains: **10.1.1.xxx** where **xxx** is a unique number for each additional laptop on the network. Begin with using **110**, then **111**, **112**, etc.
 - g. In **Subnet Mask** field, enter or confirm that it contains: **255.255.255.0**
 - h. Select **OK**, then **Close** to exit out of all forms
 - i. Restart / shutdown laptop

***** OPTIONAL SECTION END *****

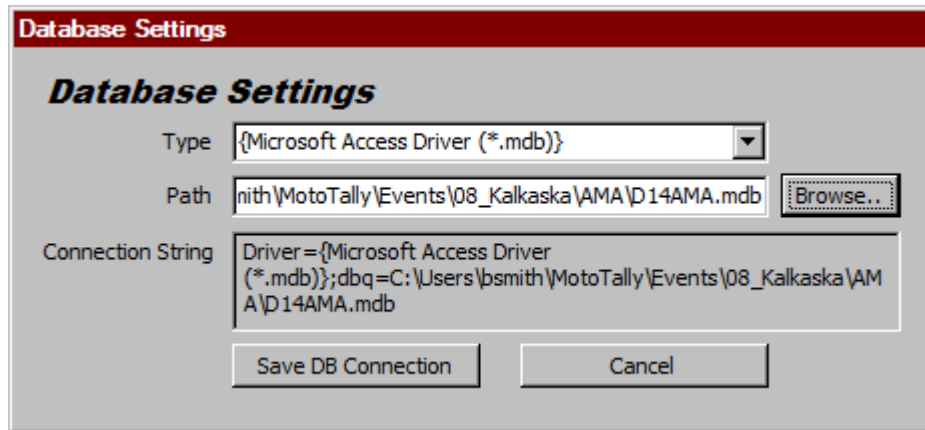
1. Start with everything turned off.
2. Position the network hub and power strip in the center of the table where the laptops will be used.
3. Plug the power strip into the generator extension cord. MAKE SURE THE GENERATOR HAS PLENTY OF GAS AND STAYS RUNNING WHILE THE SYSTEM IS IN USE.
4. IF UPS PROVIDED: Plug the UPS battery backup into the power strip.
5. IF UPS PROVIDED: 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.
6. 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.
7. Plug the printer AC adaptor into the power strip (not the UPS).
8. Connect the printer cable D-Pin end into the back of the printer, and the USB connector end into the server laptop.

9. 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).
10. Do not plug in the USB mice or 10-key keypads at this point.
11. Start the generator – let it run for a couple minutes.
12. Turn on the power strip power switch (it will light up).
13. IF UPS PROVIDED: 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.
14. Power on the laptops / login.
15. 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.

NOTE: Again, close down the application on the client laptops if they are not in use. Once the incoming score cards become a trickle and you get near the end, shut down the clients and only use the server. As you enter scores, there is a percent complete indicator displayed in the upper right of the scoring form.

***** OPTIONAL SECTION IF USING ADDITIONAL LAPTOPS *****

16. For any additional client laptops added to the network (other than the 2 standard MotoTally laptops), they need to be told where to find the MotoTally database. Once installed, start MT on the new client laptop. 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. In the **File Name** field, type in:

[\\10.1.1.101\mt](http://10.1.1.101/mt)

... and then press the **ENTER** key. At this point the new client laptop should try to locate and connect to the server laptop. If it does connect, you should then navigate to either the **AMA** or **FES** folder on the server laptop for the appropriate database file (AMA = D14 event, FES = Family Enduro), see the single file name either **D14AMA.mdb** or **D14FES.mdb** 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 new client laptops added / connected to the network.

If for some reason the client laptops cannot see the server, you may have to wait a few minutes for all laptops to be recognized on the network. If that still doesn't work, you may have to reboot the client laptops and try again.

***** OPTIONAL SECTION END *****

Scoring The Race

1. To begin scoring, click on the Race button on the main MT form.
2. 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 edit boxes. Hit **Enter** two more times will save and close out the rider's score card. The number of checks displayed to be scored should correspond with the correct number of checks for that class and course.
3. 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:
 - a. Example: Rider on row #6 comes in 10 minutes early, e.g., 8:56

- b. Check Worker: The score that should be entered on the score card is -4
- c. 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.

4. Once all scores are entered, click on **Calculate Places**. Anytime a scorecard is subsequently changed, click on **Calculate Places**. This should actually be done every time before generating a new report.
5. If a check needs to be thrown out, click on the **Re-Calc Scorecards** button. Once re-calc is complete, click on **Calculate Places**.
6. For detailed check-by-check results, click on the **Class Results** button. Select **All Classes**, then **Generate Report**.
7. You can also print a summary using the **Results Summary** button.
8. If there are changes as a result of protest, wait until all protest changes are in, then click on the **Calc Placements** button. Print out new pages for only the classes affected by the protest changes.
9. 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. THIS DOES NOT APPLY TO FES EVENTS.
10. Note: Re-Calculating scorecards, calculating placements, and printing should only be done from the server laptop.

After The Race

1. If at all possible, copy each of the MT databases (AMA & FES) from the server laptop onto a flashdrive (make sure the MT application is shut down on all laptops first).
2. The database files end with an MDB extension, e.g. D14FES.MDB, D14AMA.MDB, and are located on the server laptop in the SharedDocs (or similarly named) folder under the respective FES or AMA subfolder.
3. Once copied to the flash drive, if you have access to a broadband internet connection and e-mail, please e-mail each of the MDB files as an attachment to the e-mail message to points@d14enduro.org. Use a separate e-mail for each file. If you are familiar with zipping / compressing files, it'd be helpful to first compress each of the MDB files into a ZIP file before sending.

THANK YOU FOR ALL YOUR HELP IN WORKING THIS EVENT!!!
The riders, clubs, and district points keepers greatly appreciate it!!!