

LIMITED CONTACT TIMEKEEPING AND DOCUMENT UPLOAD

OFFICIALS' INSTRUCTIONS FOR NHMC CADWELL STAGES RALLY 2021

With the restrictions imposed due to the Corona-19 virus it is not currently recommended for marshals to handle and fill in time cards. Times will be recorded by the marshals on check sheets and competitors will complete their own record cards with the time on the clock shown by the marshal and possibly on a large display clock.

The completed check sheets or other documents are to be sent to the results team to calculate results.

To achieve this we now have software which runs in the web browser on your smart phone to enable you to photograph and send to the results team a copy of each check sheet or other document.

For each event there will be a QR code and website address (URL), which appear on check sheets (or will be given to you by the organisers), so you can scan the QR Code with your smart phone or enter the URL. These will take you to the upload page.

Please try a test upload before the event to familiarise yourself with the procedure.

STEP 1

QR Code
Redacted

Scan the QR code with your phone. Some phones will do this by just pointing the camera at the QR code; some may have a QR scanner App installed or you can install one from the Google or Apple Store.

Alternatively, you can enter the following URL into the browser address bar of your phone:

redacted

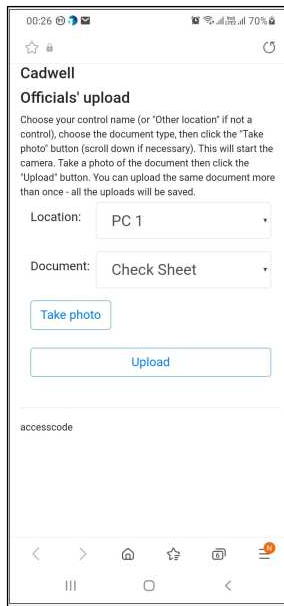
STEP 2

Redacted

On scanning the QR code this or a similar message will be displayed depending on your phone. Tap to accept.

NOTE: "*redacted***" is the access code which is different for each event and is different for competitors and officials. ***redacted*** is the access code for officials for this event.**

STEP 3

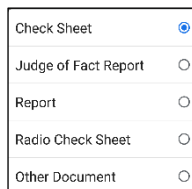


The text “Connection to server OK” appears and disappears at intervals as the web-page checks that it still has a mobile Internet connection. If the mobile Internet connection is lost, the message “Connection to server not available” will be shown at intervals.

Please make sure you have entered your control name or in-stage location on each check sheet or other document before taking photo.

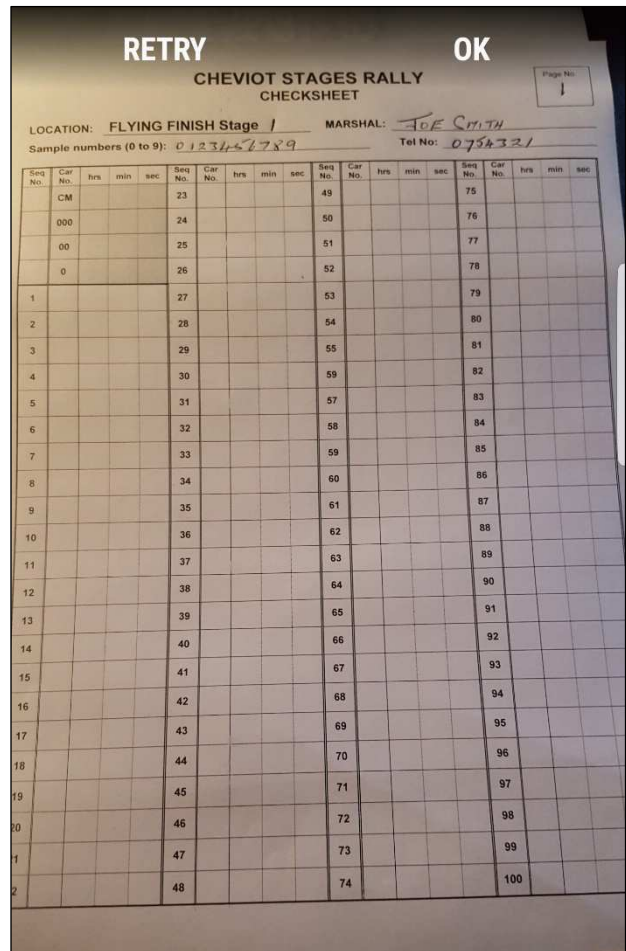
The Location drop-down (▼) lists all controls and in-stage locations. **It is important to select the correct control or in-stage location.** This will remain selected for other uploads unless you select a different control or location.

The Document box defaults to Check Sheet. If you have a different document to upload, select it from the drop-down (▼) list.



Tap “Take photo”. The camera will open automatically. Please try to have the camera square on to the sheet to be copied and try not to clip any useful information at the edges of the sheet.

STEP 4



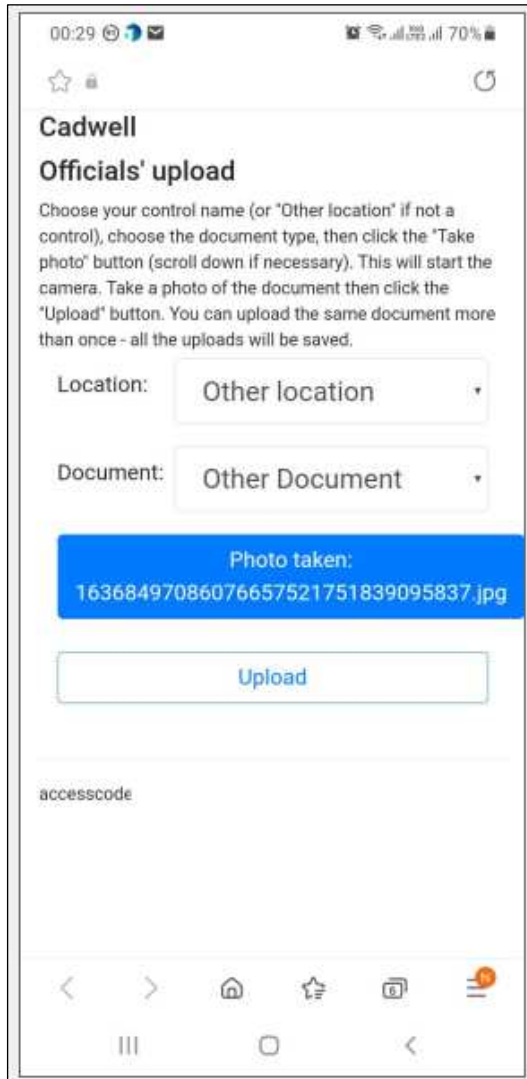
After the photo has been taken, it will be displayed on screen (example above).

NOTE: this example is not square-on and is clipped at the edges! Please check to ensure that your pictures are square-on and not clipped so that all the information recorded on the check sheet is included and figures can be read easily.

If you are happy with the photo, tap “OK” (or the equivalent) to accept, when you will be taken to the screen shown in Step 5.

If you are not happy with the photo select “Retry” (or the equivalent) which will return to Step 3.

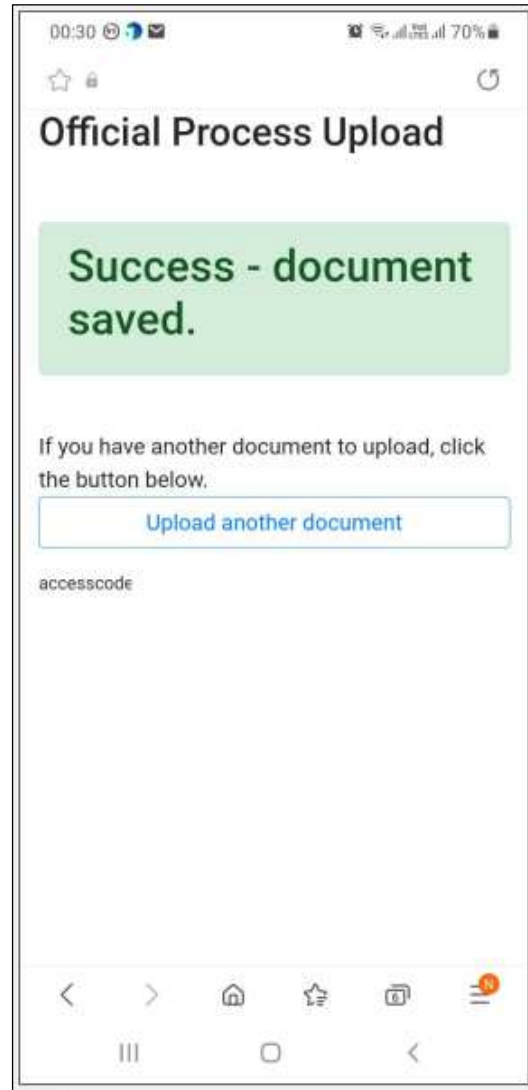
STEP 5



Tap "Upload".

There may then be a delay of several seconds depending on the speed of your mobile Internet connection.

STEP 6



If you get a failure after you have tapped "Upload" due to lack of a mobile Internet connection you will have to take and send the photo again when you have a mobile Internet connection.