

Dear Race Promoter:

Thank you for your interest in Trackside. We are proud to present Trackside 5.0 and Trackside Plus to you. If you have any questions about how the software works and can not resolve your problems using this manual, do not hesitate to call us at 1-724-228-7998. An alternate number is 1-724-350-0130. Impact Software Group, Inc. is dedicated to providing top quality software along with customer service to answer any questions you should have concerning our products.

Please read the following instructions for installing Trackside. If you have problems with the installation or questions about the software, please contact us at the number listed above or by e-mail at john@tracksidesoftware.com.

Sincerely,

John M Dains
Impact Software Group, Inc.

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Trackside Requirements

System Requirements: Operating system - Windows 95, Windows 98, Windows NT, Windows ME, Windows 2000 Professional, Windows XP, Windows 7. All 32-bit Windows OS
Monitor - Super VGA ****must be set at 1024 x 768**
RAM - Min. 32 meg
Hard Drive Space - 20 meg
Printer - BubbleJet, Inkjet, Laser

Cost:

Trackside	\$599.00
Trackside Plus	\$899.00

Contact: Impact Software Group, Inc.
1250 Henderson Avenue
Washington, PA 15301

Email: john@tracksidesoftware.com

INSTALLATION INSTRUCTIONS

for all versions of Windows.

You will be required to have 20 meg of space available on your hard drive in order to install Trackside.

All files needed for Trackside will be installed to the folder: **C:\Trackside**

If you have installed the "Demo" version of Trackside, you may wish to perform an "UnInstall" on it but you are not required to.

- Step 1. Download the FULL INSTALL program from the web and save it to a memory stick.
- Step 2. Run the FULL INSTALL file from your memory stick by double clicking on the file. Select Install Trackside.
- Step 3. Follow the instructions given by your computer until the install is complete. After the install, click the TRACKSIDE icon on the Windows desktop to start the program.

With Trackside, you may connect multiple PCs together to update the same Trackside database. It will require someone familiar with PC networking to set this up. If you do not plan to connect more than 1 PC to the Trackside program, you do not need to go any further.

- Step 4. Perform the Trackside install on all PCs.
- Step 5. On your primary PC be sure to share the entire C: drive. Map the C: drive on the primary PC to all other PCs so that you can see the primary PC's C: drive from them.
- Step 6. After all installs and mapping are completed, you will start Trackside on the secondary PCs and select FILE, SELECT A DATABASE from the menu options. Using the window that comes up, find the drive letter for the Primary PC and select the database from the folder \Trackside on the Primary PC.
- Step 7. If you have questions, please call us at 1-724-228-7998.

After successful install, please review the User's Guide to learn how to use Trackside. If you have any questions or comments about Trackside, please call the number listed above.

TRACKSIDE QUICK START GUIDE

The following tips are designed to help you get started using Trackside and to maintain your events in Trackside once you have installed the software.

1. Make sure you have your screen-size setting set to a minimum of 1024x768. This is done by opening the Control Panel then going to Display or Screen settings.
2. After installing Trackside, start Trackside and click the "Maintenance" menu item. Then click the "Classes" menu item. This will open the window to enter the class names that your track will offer. Delete or overwrite any classes that are shown that you know your track does not offer. Add any classes that you will be offering.
3. Perform the same Maintenance function for Brands, Series and Points.
4. To become familiar with Trackside, you should re-create your last race at home or in a quiet environment. This will also get some racers put in your database and allow you all the time you need to review Trackside. After starting Trackside, click the FILE, NEW menu items to begin your new event (see the User's Guide for starting a new event). Go through all the steps to sign up racers, set up the moto-order and score the races.
5. Review the list of reports that are available from the "Reports" menu item. Create each report and review it to see if it is one that you may need. To make a report fit on a page, decrease the ZOOM on the Print Preview screen before clicking on the PRINT button. Save ink and time by printing in economy mode on your printer.
6. Always backup your database after each race. To do this, use Windows Explorer to copy the following file to a diskette, another PC or another area on your hard drive:
"C:\Trackside\trackside.mdb.
7. If you want to have a copy of Trackside on your PC at home and a copy on your PC at the track, you will need to copy the database file listed above and take it from one PC to the other in order to keep your data up to date.
8. When entering racers into an event, try not to use the mouse. Using the mouse will only slow you down. You are able to do 100% of the racer entry using just the keyboard.

Helpful Hints

DATABASE

- When you enter data in Trackside, it all goes to the same file. The file is an ACCESS 2000 database named Trackside50.mdb or TracksidePLUS.mdb. It is located on your PC in the folder C:\Trackside\. If you want to back up your database or move it from one PC to another, this is the file you move or make a copy of.
- You can have several databases on a single PC. To connect to a specific database, start Trackside and select FILE, SELECT A DATABASE from the menu.
- When you are running Trackside, the location and name of the database you are currently to is displayed across the top of your titlebar in Trackside.
- You may need to ZIP your database in order to email it once it gets too large Winzip works well for this. You can download a free version of Winzip from the internet.

EVENT SET UP TAB

- When entering the numbers you will assign for a DNF, DNS and DSQ, keep the numbers in a sequential order with DNF number being less than DNS number, and DNS number less than DSQ number. The default of 88,89, 90 should work for your events.
- Divisions are the same as Heats in Trackside. If you do not use heats or divisions at your track, go to the menu and select EDIT, make sure the checkmark is off for the option “Show Division and Consi Tabs”

SIGNUP TAB

- Learn to use only the keyboard when you are signing up racers. It can be done without the mouse.
- Use hot keys to enter and delete racers. CTRL-E = Enter racer, CTRL-D = Delete racer.
- From the menu, select EDIT, PREFERENCES to set up common data and options.
- Use this screen only to enter racers. You may update the racers information as you are entering him in the race. This screen will not update the racers information unless you are signing him into a race.
- One flag beside the racer's name on the left means he is entered in one class for this event, two flags means he is entered in at least 2 classes for this event.
- When you have the cursor in the last name field, hit the ENTER key to retrieve the highlighted racer from the racer list on the left side of your screen.
- When you have the cursor in the Member #, Trackside ID or District # field, hit enter to retrieve the racer with that number or ID.
- When you have your cursor in any field on the right hand side of this screen, hit F5 to repeat the address of the last racer you entered. This is great for when you have 2 brothers sign up or a parent and child who both have the same address. You can do the same with the F9 key to repeat the sponsors.
- Use the arrow keys to scroll up and down the racer list on the left, even when the cursor is on the right.
- For fields that have a drop down box, tab to the field, and then just hit the first letter of the text you would select. Keep hitting that first letter until the text you want is displayed.
- Holding the SHIFT button down while hitting TAB will reverse the tab order.
- Right click your mouse on a racer name in the list and you will see a summary of his classes entered.
- If you are rushed for time at signup, enter minimal data: First Name, Last Name, Class, Brand, Nbr.
- Be careful not to enter the same racer twice in your database, if you can see him on the left hand side then he is already in your database. Always search for the racer first by Member #, Name or ID.

CLASS DETAIL TAB.

- As you signed up racers, they were all signed into the main class. When you select a class to break up into Heats or Divisions, they are then removed from the main class and placed in a Division or Heat until you have promoted them to a Main Event.
- You can select a racer at this screen and delete them from the event.
- Use this screen to change the racing number, bike brand or cc for a racer in a specific class. The change will only apply for this event and class.

RACE ORDER

- After using your mouse to drag and drop classes into the race box where you want them to race, click the Moto Order button to check for duplicate numbers or racers in back to back motos.
- Use the Right Click button on your mouse to insert or delete a Race Box and the other races will be adjust accordingly.

HEATS/DIVISIONS – CONSI – MOTOS

- Use these screens to enter the results of the races.
- To score the race by just entering the numbers in the order they have finished, double click your mouse in the box where you would normally enter the finish position.

SCORE BY RACE #

- Use this screen to score by a race #. This is especially helpful when you have combined multiple classes into a single moto.
- To score the race by just entering the numbers in the order they have finished, double click your mouse in the box where you would normally enter the finish position.

OTHER

- Click your mouse in the headers to sort data. Click it again in the header to sort an opposite way.
- Go to EDIT, PREFERENCES menu and set up your Trackside preferences.

Chapter 1

Welcome to Trackside

Welcome

Trackside provides a means for:

- Maintaining and viewing information about participating racers
- Organizing information about sign-up, moto order and points scoring
- Creating reports necessary for posting at events
- Creating mailing labels for participating racers

Trackside allows you to:

- Maintain a racer database
- Quickly enter a racer into an event
- Enter a racer into more than one race class per event
- Create the race order
- Assign finish order results
- Maintain series points
- Save reports as HTML files for web posting

A Quick Look at Trackside

Event SetUp

The screenshot shows the 'Event SetUp' window in the Trackside software. The window title is 'Demo Race 05/30/2002'. The main area contains several input fields and radio button options:

- Track:** Impact Software Group, Inc.
- Event Name:** Demo Race
- Event Location:** Washington, PA
- Event Date:** 05/30/2002
- Series:** 2002 Summer Series
- Qualifier Event:**
- Gate Choice:** Order of Signup, Random
- Trophies:** 1 per 3 racers, 1 per 4 racers, User will Determine
- Points:** User Defined Table, Assign Points per Moto, User will Enter Points
- Race Format:** 2 Moto Format, 3 Moto Format
- Overall:** Combine Moto Finishes, Moto 2 is Overall, User will enter Overall
- Scoring:** 88 = DNF (Did not finish), 89 = DNS (Did not start), 90 = DSQ (Disqualified)

At the bottom, there is a table titled 'Event Classes...':

125 A	125 B	125 C	125 D
25 Plus	250 A	250 C	250 D
30 Plus	50cc 4-6 Stk	50cc 4-8 Shaft	50cc 7-8 Stk
60cc 10-11	60cc 7-9	80 D Beg 12-15	80 D Beg 7-11
85cc 12-15	85cc 7-11	ATV Amateur	ATV Pro
ATV Unlimited	Unlimited B	Unlimited C	

At the bottom left of the window, there is a 'Save Changes' button.

You begin working with the Event Set Up window. Here you enter the event name, date, location and classes. In addition, you enter the series this event may be a part of, plus the scoring and trophy distribution rules.

A Quick Look at Trackside

Sign Up

Trackside

File Edit Sign Up Actions Reports Maintenance Help

Save Clear Enter Racer Delete Racer Moto Order Refresh

Demo Race 05/30/2002

Event Set Up Sign Up Class Detail Race Order Heats/Divisions Consi Motos Score by Race # Entry Fee

Name	Class
DAVID AARON	125 A
CHARLES ABBOTT	125 A
KRISTOPHER ABBOTT	125 A
MATT ABBOTT	125 A
STEVE ABERNATHY	250 A
ED ABLES	250 C
CHARLES ACREE	125 A
ROBERT ACREE	ATV Pro
CODY ACTON	50cc 4-6 Stk
MIKE ADAIR	Unlimited D Grp 2
BRANDON ADAMS	Unlimited C
BRIAN ADAMS	125 C
BRYAN ADAMS	25 Plus
DONNIE ADAMS	250 A
DREW ADAMS	125 A
EDWARD ADAMS	60cc 7-9
ERIC ADAMS	250 A
HERBIE ADAMS	ATV Amateur
JAMES ADAMS	250 D
JR ADAMS	80 D Beg 7-11
MARTY ADAMS	ATV Amateur
MATTHEW ADAMS	Unlimited Mini
MATTHEW LEE ADAMS	Unlimited Mini

Member #: Exp Dt: / / Trackside ID:

Name: last first mi

Class: Nbr:

Brand: Machine CC:

Address:

City/State: /

Birthdate: /00/000000 Age: Qualifying:

Phone: () - District #:

Amount: Entry:

Pmt Type:

Card No: - - - Exp Dt: /

Sponsors:

Misc 1:

Misc 2:

248 riders have been signed up for this event.

Save Changes

The Sign Up window lists all the racer's names that are entered in your database. When you select a racer, Trackside displays details about that person on the right side of the window. You may also add and delete racers or change existing racer information at the time you are signing the racer into the event and class.

A Quick Look at Trackside

Class Detail

The screenshot shows the Trackside software interface. The main window is titled "Demo Race 05/30/2002" and has a menu bar with "File", "Edit", "Sign Up", "Actions", "Reports", "Maintenance", and "Help". Below the menu bar is a toolbar with icons for "Save", "Clear", "Enter Racer", "Delete Racer", "Motor Order", and "Refresh". The main area is divided into several tabs: "Event SetUp", "Sign Up", "Class Detail", "Race Order", "Heats/Divisions", "Consi", "Motos", "Score by Race #", and "Entry Fee". The "Class Detail" tab is active, showing a list of classes on the left and a table of 15 entries for class 125 A on the right.

Class	# of Racers
125 A	15
125 B	8
125 C	13
125 D	18
25 Plus	6
250 A	13
250 C	7
250 D	14
30 Plus	8
50cc 4-6 Stk	7
50cc 4-8 Shaft	4
50cc 7-8 Stk	13
60cc 10-11	14
60cc 7-9	14
80 D Beg 12-15	6
80 D Beg 7-11	13
85cc 12-15	13
85cc 7-11	11
ATV Amateur	15
ATV Pro	5
ATV Unlimited	10
Unlimited B	6
Unlimited C	15

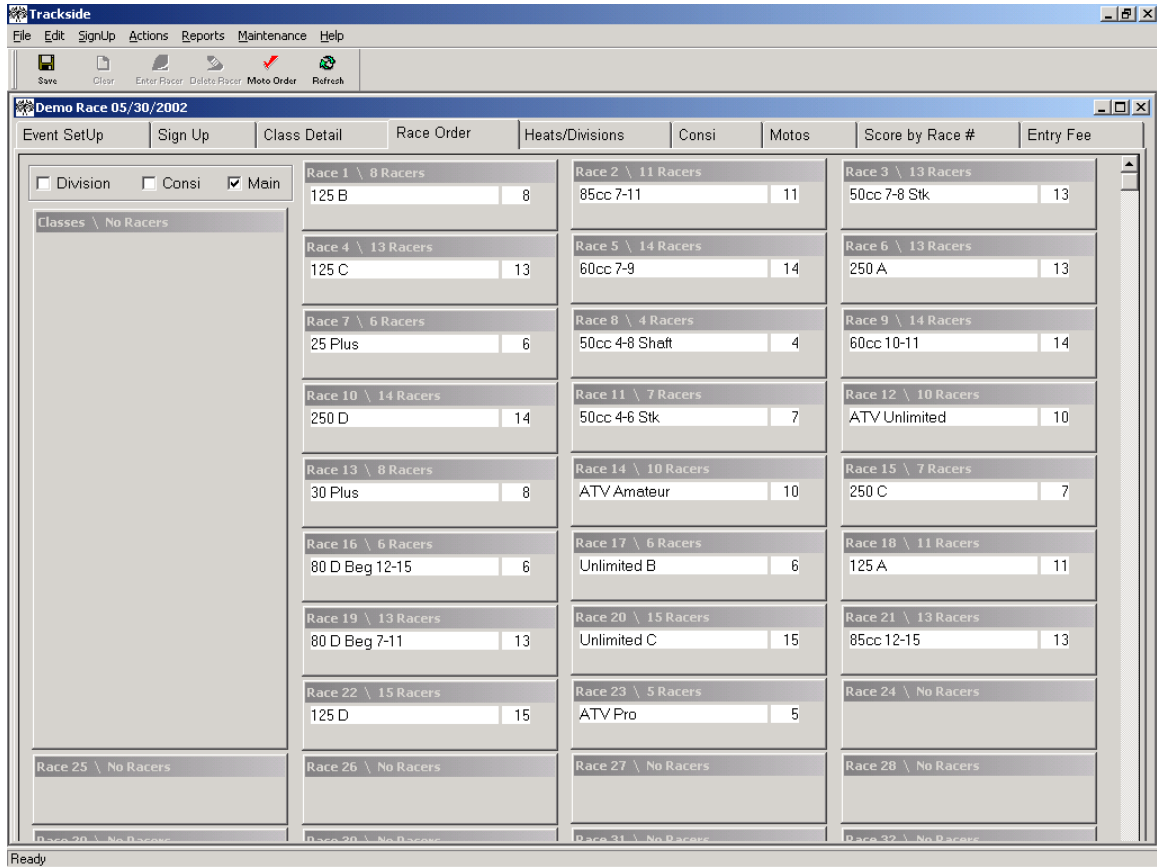
15 Entries 125 A		Create Heats/Divisions			
Name	City, State	CC	Machine	Racing Nbr	Qualifying Indicator
1. DAVID AARON	MONCK'S CORNER SC		CAN	353	<input checked="" type="checkbox"/>
2. MATT ABBOTT	CONYRS GA		SUZ	564	<input checked="" type="checkbox"/>
3. CHARLES ACREE			SUZ	45	<input checked="" type="checkbox"/>
4. DREW ADAMS	JONESVILLE SC		HON	457	<input checked="" type="checkbox"/>
5. JERED BLACK	MOUNT HOLLY NC		YAM	431	<input checked="" type="checkbox"/>
6. JON BORUFF	LAKE CITY TN	125	HON	975	<input checked="" type="checkbox"/>
7. DOUG EARLS	MOORESBORO NC		YAM	4	<input checked="" type="checkbox"/>
8. JASON FINK	BOYNTON BEACH FL		HON	8	<input type="checkbox"/>
9. TONY GRAHAM	RINGGOLD GA		HON	358	<input checked="" type="checkbox"/>
10. JOSHUA MCLEVY	FAIRFILED CT		HON	x	<input checked="" type="checkbox"/>
11. JON BOY MONK	VINEMONT AL		HON	48	<input checked="" type="checkbox"/>
12. DANNY SMITH	FOUNTAIN INN SC		HON	186	<input checked="" type="checkbox"/>
13. GREGG SMITH	MIAMI WV		YAM	856	<input checked="" type="checkbox"/>
14. JOSHUA SUMMEY	STANLEY NC		YAM	267	<input checked="" type="checkbox"/>
15. KRIS SWANEY	RINGGOLD GA		HON	903	<input checked="" type="checkbox"/>

Save Changes

From the Class Detail window you can view all of the classes that are chosen for the current event. When you select a class, Trackside displays the racers that are currently registered on the right side of the window. Use this window to break up a class into Heats or Divisions.

A Quick Look at Trackside

Race Order



The Race Order window allows you to assign classes to the race order and to combine classes into one race, if necessary. Simply click on a class on the left side of the screen and drag it to a Race numbered box on the right side.

A Quick Look at Trackside

Heats/Divisions

The screenshot shows the 'Heats/Divisions' window in the Trackside software. The window title is 'Demo Race 05/30/2002'. The interface includes a menu bar (File, Edit, SignUp, Actions, Reports, Maintenance, Help) and a toolbar with icons for Save, Clear, Enter Pacer, Delete Pacer, Moto Order, and Refresh. Below the toolbar, there are tabs for Event SetUp, Sign Up, Class Detail, Race Order, Heats/Divisions (selected), Consi, Motos, Score by Race #, and Entry Fee. The 'Class' dropdown is set to '125 A Div1' and the 'Fastest Time' is '03:54.250'. A 'Create Consi' button is visible. The main area contains a table with 8 entries:

8 Entries	Name	City, State	CC	Machine	Racing Nbr	Div. Nbr	Div. Row	Gate Pos	Division Finish
1.	JOSHUA SUMMEY	STANLEY NC		YAM	267	1	1	2	1
2.	DOUG EARLS	MOORESBORO NC		YAM	4	1	1	5	2
3.	KRIS SWANEY	RINGGOLD GA		HON	903	1	1	6	3
4.	JON BORUFF	LAKE CITY TN	125	HON	975	1	1	7	4
5.	DANNY SMITH	FOUNTAIN INN SC		HON	186	1	1	3	5
6.	JOSHUA MCLEVY	FAIRFILED CT		HON	x	1	1	1	6
7.	GREGG SMITH	MIAMI WV		YAM	856	1	1	8	7
8.	TONY GRAHAM	RINGGOLD GA		HON	358	1	1	4	8

The status bar at the bottom of the window shows 'Ready'.

Heats / Divisions scoring. You score the racers for a Heat / Division from this window. Simply select a class from the drop down list of classes to view a list of racers in that class Heat / Division. You may enter the racer's finish in the appropriate box. If you double click your mouse in the area where you would normally enter the finish order, a small window will open allowing you to enter the numbers in the order they have finished.

A Quick Look at Trackside

Consi

The screenshot shows the Trackside software interface. The main window is titled "Demo Race 05/30/2002" and is in the "Consi" tab. The "Class" dropdown is set to "125 A Consi 1". The "Fastest Time" field is empty. The "88 = DNF, 89 = DNS, 90 = DSQ" legend is visible. A "Create Main Event" button is present. The table below lists 7 racers with their respective details.

7 Entries	Name	City, State	CC	Machine	Racing Nbr	Consi Nbr	Consi Row	Gate Pos	Consi Finish
1.	TONY GRAHAM	RINGGOLD GA		HON	358	1	1	7	1
2.	JOSHUA MCLEVEY	FAIRFILED CT		HON	x	1	1	4	2
3.	JERED BLACK	MOUNT HOLLY NC		YAM	431	1	1	5	3
4.	GREGG SMITH	MIAMI WV		YAM	856	1	1	6	4
5.	MATT ABBOTT	CONYRS GA		SUZ	564	1	1	3	5
6.	DREW ADAMS	JONESVILLE SC		HON	457	1	1	1	6
7.	DANNY SMITH	FOUNTAIN INN SC		HON	186	1	1	2	7

Consi scoring. You score the racers for a Consi from this window. Simply select a class from the drop down list of classes to view a list of racers in that Consi. You may then enter the racer's finish in the appropriate box. If you double click your mouse in the area where you would normally enter the finish order, a small window will open allowing you to enter the numbers in the order they have finished.

A Quick Look at Trackside

Motos

The screenshot shows the 'Motos' window in the Trackside software. The window title is 'Demo Race 05/30/2002'. The 'Class' is set to '125 A'. The 'Fastest Time' is blank. The legend indicates '88 = DNF, 89 = DNS, 90 = DSQ'. The table below lists 12 racers with their details and finish status.

12 Entries												
Name	City, State	CC	Machine	Racing Nbr	Main Row	Gate Pos	Moto 1 Finish	Moto 2 Finish	Overall Finish	Points	Qualifying Indicator	
1. DAVID AARON	MONCKS CORNER SC		CAN	353	1	1	1					<input checked="" type="checkbox"/>
2. JOSHUA SUMMEY	STANLEY NC		YAM	267	1	2	1					<input checked="" type="checkbox"/>
3. JASON FINK	BOYNTON BEACH FL		HON	8	1	3	2					<input type="checkbox"/>
4. DOUG EARLS	MOORESBORO NC		YAM	4	1	4	2					<input checked="" type="checkbox"/>
5. KRIS SWANEY	RINGGOLD GA		HON	903	1	6	3					<input checked="" type="checkbox"/>
6. CHARLES ACREE			SUZ	45	1	5	3					<input checked="" type="checkbox"/>
7. JON BORUFF	LAKE CITY TN	125	HON	975	1	8	4					<input checked="" type="checkbox"/>
8. JON BOY MONK	VINEMONT AL		HON	48	1	7	4					<input checked="" type="checkbox"/>
9. TONY GRAHAM	RINGGOLD GA		HON	358	1	9	5					<input checked="" type="checkbox"/>
10. JOSHUA MCLEVEY	FAIRFILED CT		HON	x	1	10	6					<input checked="" type="checkbox"/>
11. JERED BLACK	MOUNT HOLLY NC		YAM	431	1	11	7					<input checked="" type="checkbox"/>
12. GREGG SMITH	MIAMI WV		YAM	856	1	12	8					<input checked="" type="checkbox"/>

Moto scoring. You score the racers for a Moto from this window. Simply select a class from the drop down list of classes to view a list of racers in that Moto. You may then enter the racer's finish in the appropriate box. Trackside will maintain points issued for each event. If you have assigned this event to a series, a report can be created showing the points standings. If you double click your mouse in the area where you would normally enter the finish order, a small window will open allowing you to enter the numbers in the order they have finished.

A Quick Look at Trackside

Score by Race

88 = DNF, 89 = DNS, 90 = DSQ

Race:	12 Entries	Name	CC	Machine	Racing Nbr	Moto1 Finish	Moto2 Finish	Overall Finish	Points	Qualifying Indicator
18	125 A	1. DAVID AARON		CAN	353	1				<input checked="" type="checkbox"/>
		2. JOSHUA SUMMEY		YAM	267	1				<input checked="" type="checkbox"/>
		3. DOUG EARLS		YAM	4	2				<input checked="" type="checkbox"/>
		4. JASON FINK		HON	8	2				<input type="checkbox"/>
		5. CHARLES ACREE		SUZ	45	3				<input checked="" type="checkbox"/>
		6. KRIS SWANEY		HON	903	3				<input checked="" type="checkbox"/>
		7. JON BORUFF	125	HON	975	4				<input checked="" type="checkbox"/>
		8. JON BOY MONK		HON	48	4				<input checked="" type="checkbox"/>
		9. TONY GRAHAM		HON	358	5				<input checked="" type="checkbox"/>
		10. JOSHUA MCLEVY		HON	x	6				<input checked="" type="checkbox"/>
		11. JERED BLACK		YAM	431	7				<input checked="" type="checkbox"/>
		12. GREGG SMITH		YAM	856	8				<input checked="" type="checkbox"/>

Ready

Score by Race Number. In addition to the scoring within Heats / Divisions, Consi's and Moto's, you have the ability to score by race number. This is particularly helpful when combining classes in a race. Trackside will take care of assigning finish order within classes. Simply select the race number you wish to score by and a list of racers participating in that race is available for scoring. Then you may enter the racer's finish in the appropriate box. If you double click your mouse in the area where you would normally enter the finish order, a small window will open allowing you to enter the numbers in the order they have finished.

A Quick Look at Trackside

Entry Fee

The screenshot shows the 'Entry Fee' window in the Trackside software. The window title is 'Demo Race 05/30/2002'. The interface includes a menu bar (File, Edit, SignUp, Actions, Reports, Maintenance, Help) and a toolbar with icons for Save, Clear, Enter Racer, Delete Racer, Moto Order, and Refresh. Below the toolbar are several tabs: Event SetUp, Sign Up, Class Detail, Race Order, Heats/Divisions, Consi, Motos, Score by Race #, and Entry Fee. The main area displays a table of racers with the following columns: Name, #, Payment Type, Check / Card Nbr, Exp. Date, Entry Type, and Amount. The racers are grouped into two classes: 125 A and 125 B. The total amount for class 125 A is \$600.

Name	#	Payment Type	Check / Card Nbr	Exp. Date	Entry Type	Amount
125 A						
1. David Aaron	353	Cash	- - -	/	Post	\$40
2. Matt Abbott	564	Cash	- - -	/	Post	\$40
3. Charles Acree	45	Cash	- - -	/	Post	\$40
4. Drew Adams	457	Cash	- - -	/	Post	\$40
5. Jered Black	431	Cash	- - -	/	Post	\$40
6. Jon Boruff	975	Cash	- - -	/	Post	\$40
7. Doug Earls	4	Cash	- - -	/	Post	\$40
8. Jason Fink	8	Cash	- - -	/	Post	\$40
9. Tony Graham	358	Cash	- - -	/	Post	\$40
10. Joshua Mclevy	x	Cash	- - -	/	Post	\$40
11. Jon Boy Monk	48	Cash	- - -	/	Post	\$40
12. Danny Smith	186	Cash	- - -	/	Post	\$40
13. Gregg Smith	856	Cash	- - -	/	Post	\$40
14. Joshua Summey	267	Cash	- - -	/	Post	\$40
15. Kris Swaney	903	Cash	- - -	/	Post	\$40
						\$600
125 B						
16. Jeffery Fields	11	Cash	- - -	/	Post	\$25
17. Lance Flowers	214	Cash	- - -	/	Post	\$25
18. Linton Flowers	213	Cash	- - -	/	Post	\$0
19. Michael Graham	612	Cash	- - -	/	Post	\$25
20. Bradley Mccurry	007	Cash	- - -	/	Post	\$25
21. Jamie Mcelrath	13	Cash	- - -	/	Post	\$25
22. Dc Thomason	155	Cash	- - -	/	Post	\$25

Ready

Entry Fee Window. This window provides a view of the entry fees by racers within a class. You also have the ability to modify the entry fee information here.

Chapter 2

Trackside Basics

What This Chapter Covers

This chapter provides basic information on how to use window tabs, toolbars, menus, and keys to get around in the Trackside application.

This chapter includes the following topics:

- What you will see when you first open Trackside. Turn to "Examining the Trackside Window" on page 12.
- What toolbars are in Trackside and how to use them. Turn to "Using Toolbars" on page 13.
- What window tabs are in Trackside and how to use them. Turn to "Using Window Tabs" on page 14.
- What menus are in Trackside and how to use them. Turn to "Using Menus" on page 15.
- How you can access information using the keyboard in Trackside. Turn to "Using Keys" on page 16.

Examining the Trackside Window

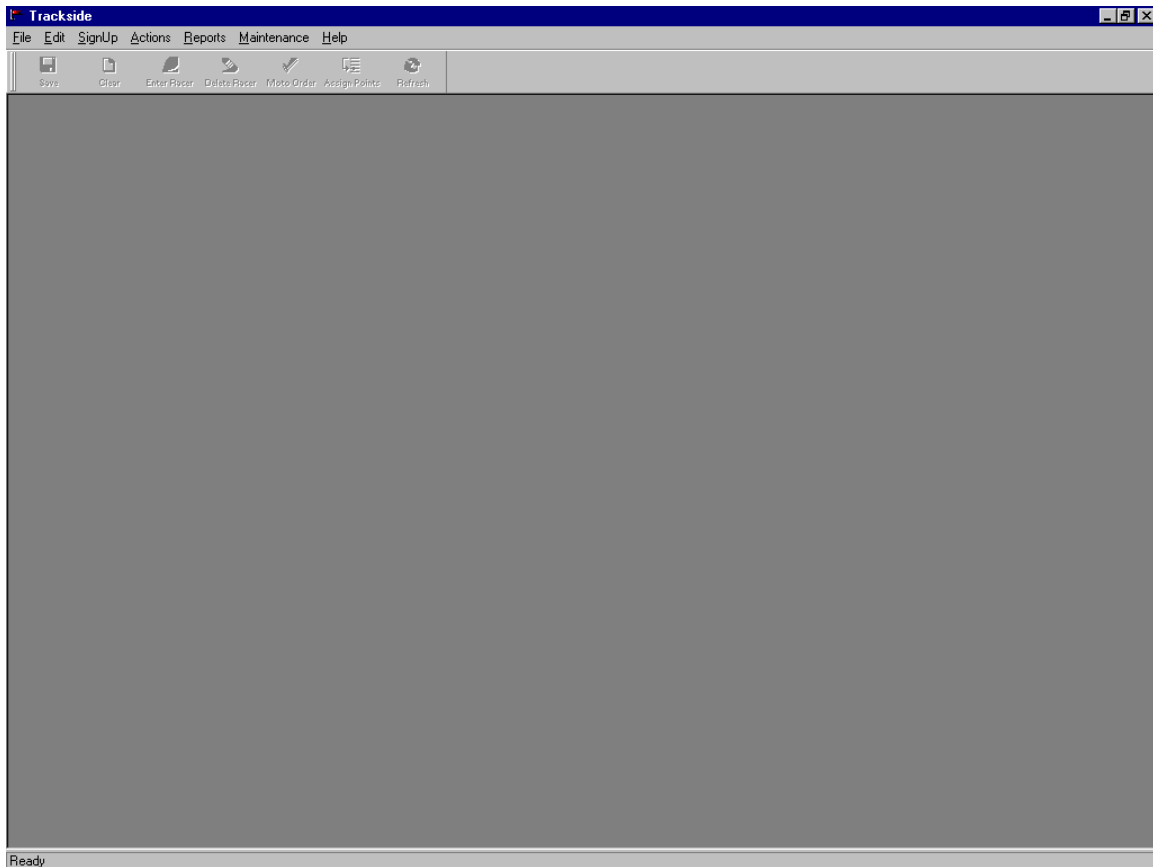
When you open Trackside you will see the following window components:

Toolbars

You can click toolbar buttons to access information and take actions in Trackside. See "Using the Toolbars" on page 13.

Menus

If you prefer, you can choose commands from the menu, rather than the toolbar. See "Using Menus" on page 15.



The Status Bar

The status bar displays messages that tell you what Trackside is doing, such as "entering racers..."

Window display

The information that you work with in Trackside will be displayed in this area. See "Using Window Tabs" on page 14.

Using Toolbars

The toolbar is a bar with buttons displayed on your screen. The buttons represent commands you can choose. If you hold your mouse pointer over a button, a description of what the button does will be displayed. When you click a button, you will either:

- Save data. For example, when you click the Save button, you will save all the data you just entered in any window.
- Clear the screen. For example, when you click the Clear button, you will remove any data from the Racer Entry Box that may still exist from a previous racer.
- Enter a racer. For example, when you click the Enter Racer button, you will enter a racer into the current event.
- Delete a racer. For example, when you click the Delete Racer button, you will delete a racer from the current event.
- Verify data. For example, when you click the Verify Moto button, you will check for duplicate racers or racer numbers.

The row of buttons will not change as you move from window to window in Trackside. Any time that a button is "grayed", it means that this option is not available for the particular window that you are viewing.

Choosing buttons from toolbars

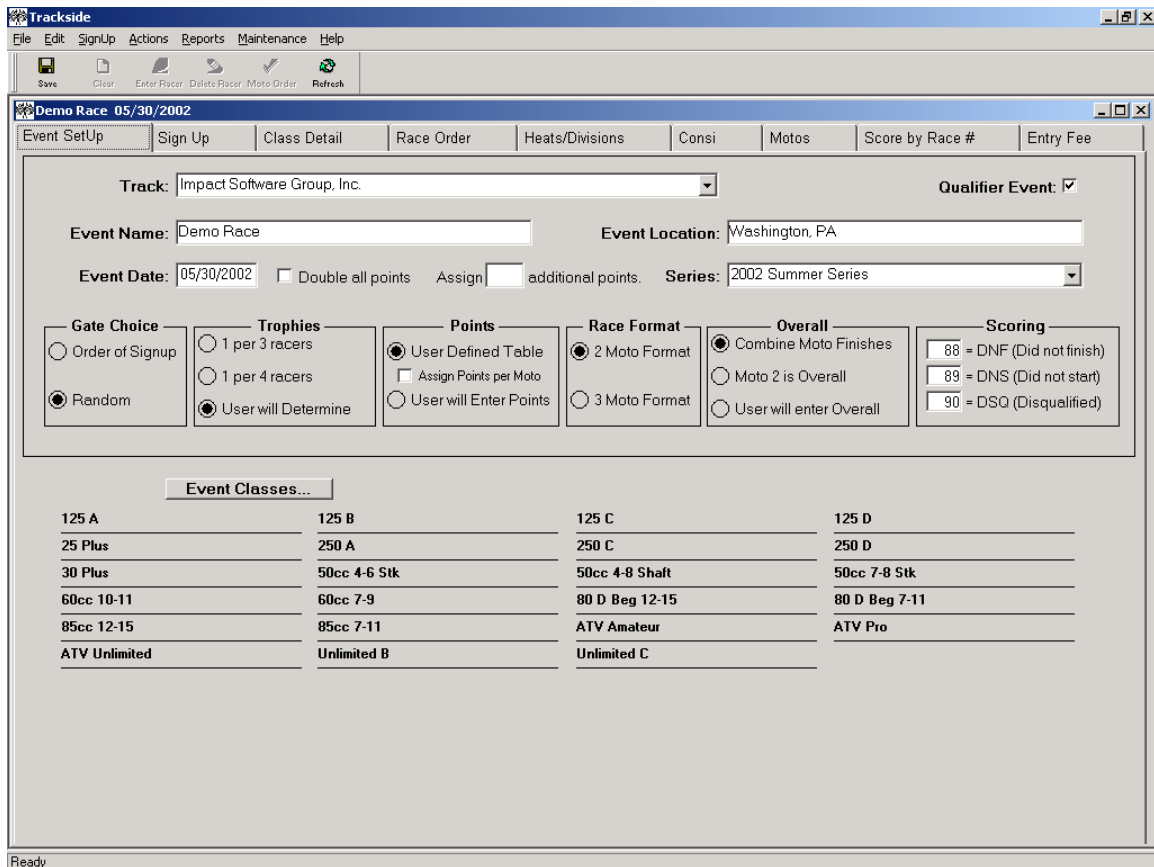
To choose a button from the toolbar using your mouse:

1. Position the pointer over the button you want to choose.
2. Click the left mouse button.

Using Window Tabs

A window is a rectangular area on your screen containing related information. Every window has a toolbar and window tabs under the toolbar.

When you open an existing event, you will see the Event Setup information in the window.



Every time you click on a different tab you will see a new window of information displayed that correlates to the chosen tab.

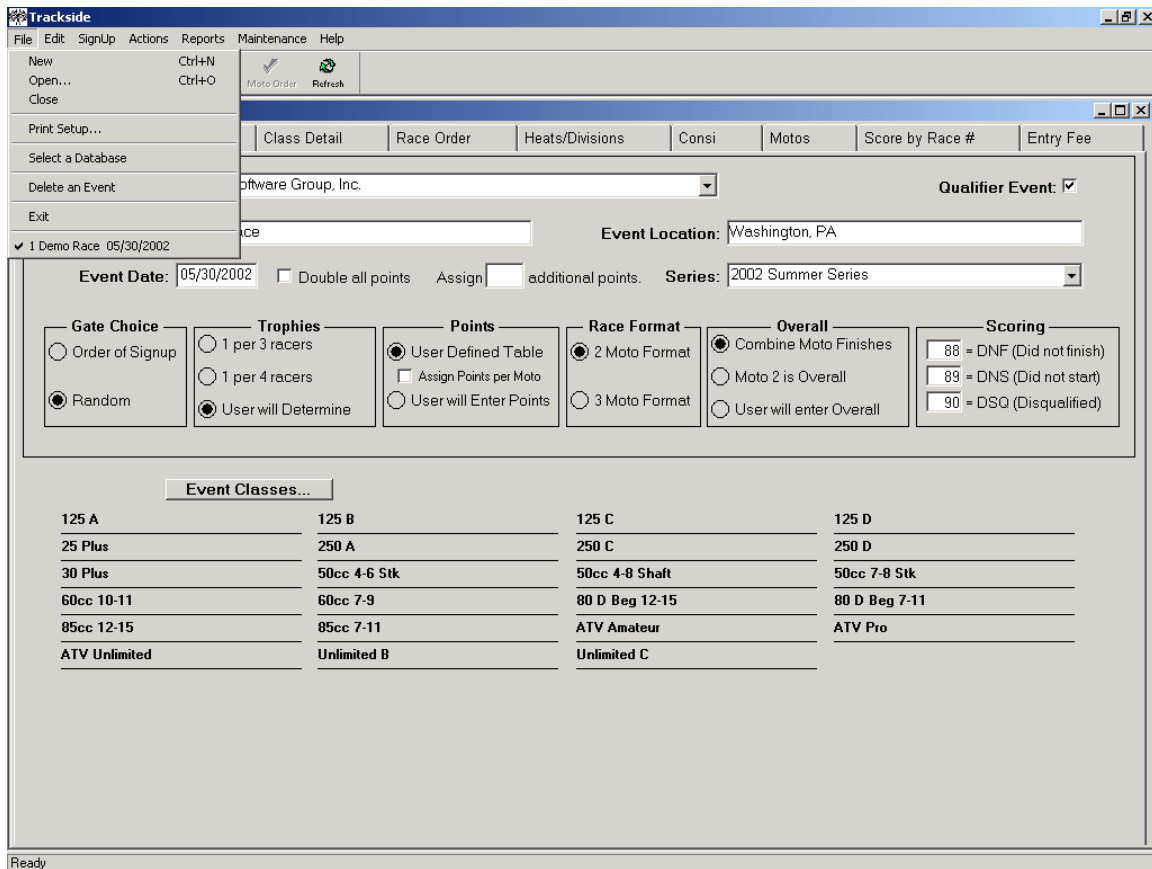
For example, if you are looking at the Event Set Up window but you want to view the Sign Up window instead, simply click the Sign Up tab and the screen will change to the Sign Up window.

Using Menus

The menu bar appears along the top of the window.

When you click on a menu item (for example, File) a list of commands appear (for example, New, Open, Close, Save and Exit).

Click a command to perform some task. For example click the command Close to close a window. (See below)



Choosing commands from menus

To choose a command from a menu:

1. Select the menu by clicking on it.
2. Position the pointer over the command you want, then click the mouse button to choose it.

Using Keys

The mouse is the fastest way to click buttons and select menus. However, there may be times when you prefer to use the keyboard, particularly if your hands are already on it.

The table below explains how to use the keyboard to move around in Trackside.

If you want to ...	Use these keys...
Move from one field to the next (for example, while entering racer information).	Tab - to move to the next field Shift+Tab - to move to the previous field
Erase letters you have typed	Delete - to delete characters to the right of the insertion point Backspace - to delete characters to the left of the insertion point.
Move from character to character as you type text	The left and right arrow keys
Access the menus	Alt+the underlined letter in the menu name
Select a command once you have accessed the menu	The underlined letter in the command name

Chapter 3

Working With Trackside

What This Chapter Covers

This chapter describes how to enter and view information about race events and racers in Trackside.

This chapter includes the following topics:

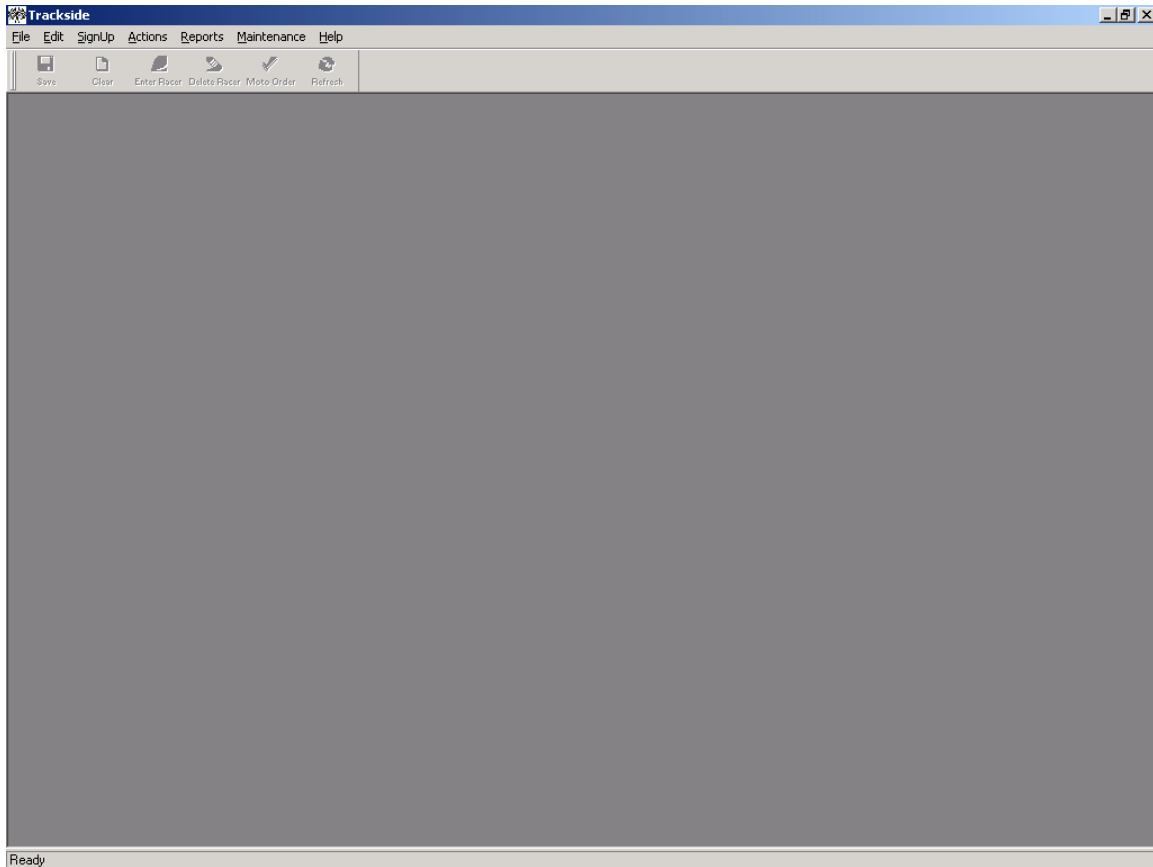
- Opening Trackside. Turn to “Starting Trackside” on page 18.
- Enter an event and assigning classes. Turn to “Setting Up an Event” on page 19.
- Entering racer information for sign up. Turn to “Entering Racers Into an Event” on page 22.
- Viewing Class Participants. Turn to "Viewing Class Detail" on page 24.
- Assigning Race Order. Turn to "Setting Up Race Order" on page 26.
- Entering Heat Results. Turn to "Scoring the Heat/Division Races" on page 28.
- Entering Consi Results. Turn to "Scoring the Consi Races" on page 30.
- Entering Moto Results. Turn to "Scoring the Main Event (Motos)" on page 32.
- Enter Results by Race Number. Turn to “Score by Race #” on page 34.
- Score by Numbers. Turn to “Using the Score by Numbers window” on page 36.
- Creating Reports. Turn to "Creating Reports" on page 38.
- Viewing Reports. Turn to "Viewing Reports" on page 41.
- Exiting Trackside when finished. Turn to "Exiting Trackside" on page 42.

Starting Trackside

To start Trackside, assuming your PC is turned on and you are running Windows, follow the steps below.

Double-click the Trackside icon on your desktop.

Now you should see the window pictured below with the Trackside menu at the top.



Setting up an Event

Before or during the time you are setting up an Event, you may need to enter or update the data for your drop down windows which you select data from. By clicking the "Maintenance" menu item, you may add to or delete from your database the following: Racers, Classes, Series and Motorcycle Brands.

To set up an event you must either create a "new event" or open an "existing event".

To Create a New Event, select the File menu option, then the New menu option or CTRL-N. Now you should see "Event Window" pictured below.

To Open an Existing Event, select the File menu option, then Open menu option or CTRL-O, click on the down arrow key next to the enter racer box, select an event and click OK. Now you should see "Event Window" pictured below.

The screenshot shows the 'Event Setup' window in the Trackside software. The window title is 'Demo Race 05/30/2002'. The menu bar includes File, Edit, SignUp, Actions, Reports, Maintenance, and Help. The toolbar contains icons for Save, Clear, Enter Racer, Delete Racer, Moto Order, and Refresh. The main content area is divided into several sections:

- Track:** Impact Software Group, Inc.
- Event Name:** Demo Race
- Event Location:** Washington, PA
- Event Date:** 05/30/2002
- Series:** 2002 Summer Series
- Qualifier Event:**
- Gate Choice:** Order of Signup, Random
- Trophies:** 1 per 3 racers, 1 per 4 racers, User will Determine
- Points:** User Defined Table, Assign Points per Moto, User will Enter Points
- Race Format:** 2 Moto Format, 3 Moto Format
- Overall:** Combine Moto Finishes, Moto 2 is Overall, User will enter Overall
- Scoring:** 88 = DNF (Did not finish), 89 = DNS (Did not start), 90 = DSQ (Disqualified)

Below these options is a section titled 'Event Classes...' with a list of classes:

125 A	125 B	125 C	125 D
25 Plus	250 A	250 C	250 D
30 Plus	50cc 4-6 Stk	50cc 4-8 Shaft	50cc 7-8 Stk
60cc 10-11	60cc 7-9	80 D Beg 12-15	80 D Beg 7-11
85cc 12-15	85cc 7-11	ATV Amateur	ATV Pro
ATV Unlimited	Unlimited B	Unlimited C	

The status bar at the bottom left shows 'Ready'.

The "Event Window" will contain information about the demographics of your event. You will not be able to go to any other windows for this event until you have completed all information on this window and clicked the "Save" button.

At this window you will:

- Select a Track Name
- Select if this event is a Qualifier Event
- Enter an event name, location and date
- Select a series if applicable
- Set the desired scoring method
- Set the desired trophy ratio
- Set the desired values for DNF or DNS
- Select the race classes to be offered at the event
- Save the data entered

Enter an Event Name, Location and Date. The event name should be unique and be descriptive of this event. You may use an event name more than once as long as you assign a different date each time. Enter city, state for location, then enter the date of the event.

Select a Series. You may select a series if you want points from this race to be counted towards a series' points. If there are no series in the list, you may create a series by selecting "Series" under the "Maintenance" menu item.

Set the Gate Choice. This option will determine the sequence the racers get listed in on the Gate Choice reports. You may change this option before or after you have signed racers into the event.

Set the Trophy option. Select the trophy option. When you print the Race Order report, the trophy distribution is calculated.

Set the Points option. Trackside will calculate the points if you select the "User Defined Table" option. The User Defined Table can be set up to match your points structure. Select the "User will Enter" option to allow you to enter points when you go to the Scoring window.

Set the Race Format option. Your options are for a 2 moto format or 3 moto format. If you are having a 1 moto format, select the "2 moto format" here and then select "Moto 2 is Overall" in the Overall section. Then when you enter in the result of your only moto, enter it in the Moto 2 box.

Set the desired Overall option. You may let the computer calculate the scoring for your motos by clicking "Combine Moto 1 and 2" or "Moto 2 is Overall". If you select "User Will Enter Overall", you will be able to enter the final finish results on the Scoring Window.

Set the desired values for DNF, DNS, DSQ. The values that you enter here will be the values you enter on the scoring window for the place a racer takes when they get a DNF, DNS or DSQ. This should be a numeric value. **We suggest "88" for DNF and "89" for DNS and "90" for DSQ. These values should work perfectly for your track also. When you print a report, which shows the order of finish, "DNF", "DNS" or "DSQ" will print instead of the numeric value and these numbers are not used for assigning points.

Trackside will apply the following AMA rule when calculating an overall finish for racers with a DNF, DNS or DSQ:

- When you enter the value for "DNF", Trackside will give moto points of 20 or the number of racers in the class, whichever is greater.
- When you enter the value for "DNS", Trackside will give moto points of 30 plus the number of racers.
- When you enter the value for "DSQ", Trackside will give moto points of 60 plus the number of racers.

Set the Race Classes to be offered at this event. Click the Event Classes button on the Event Set up window. Select a race class that you want to offer at this event by clicking with your mouse on a row in the Class List window. Once you have selected a value from the Class List, click the button marked "=>" to move the class to the Event Classes list. When you want to remove a class from the Event Classes list, select the class and click the button marked "<=". If you want to offer all classes possible at this event, click the button marked "= =>>". Click the button marked "<<=" to remove all classes from this event. You may also use Windows drag and drop mouse functions.

Save the data entered. After entering all the event information, click the "Save" button on the toolbar. If you are missing any data, the computer will inform you to enter the missing data.

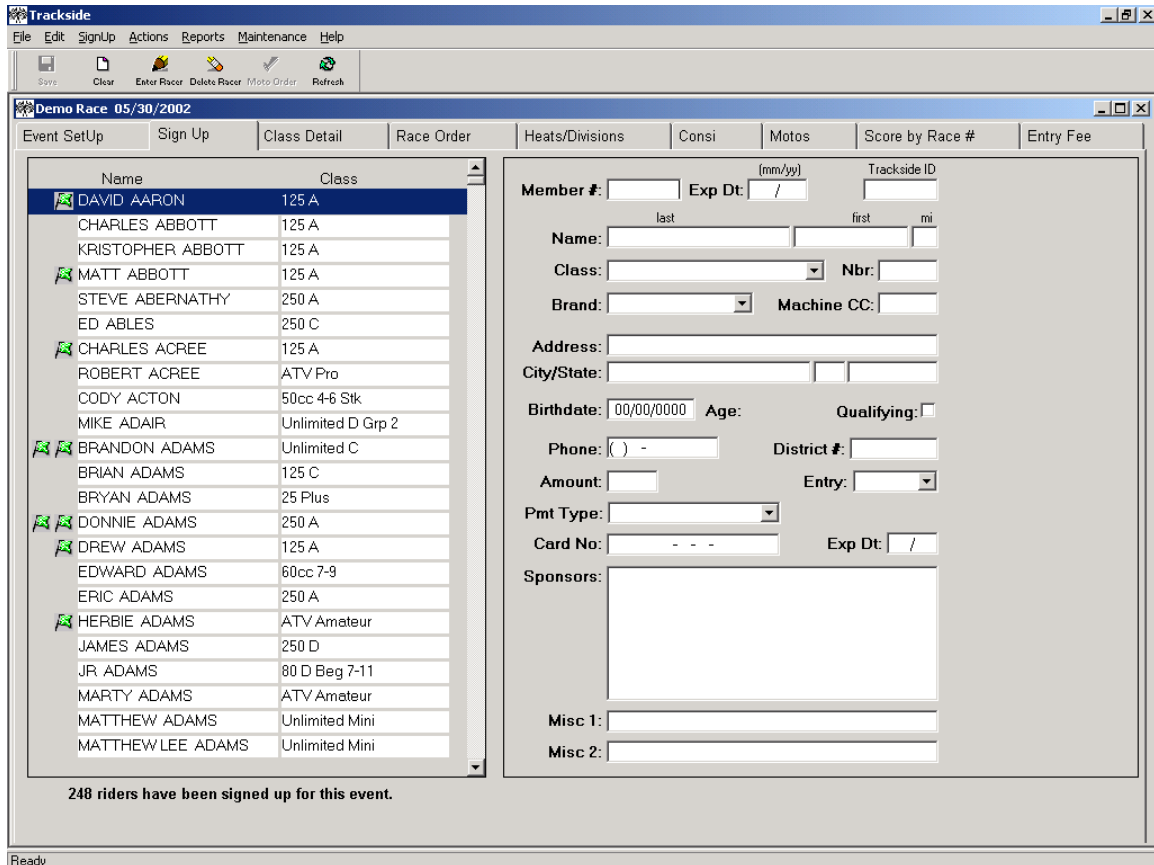
Important

The following are required:

- Event Name
- Event Date
- Event Location
- Value to be entered when a racer scores a DNF, DNS or DSQ
- At least 1 Class copied to the Event Classes list
- Save

Entering Racers Into an Event

To enter racers into an event you must first click the "Sign Up" tab located under the toolbar. Now you should see the "Sign Up" window pictured below.



Trackside

File Edit SignUp Actions Reports Maintenance Help

Save Clear Enter Racer Delete Racer Moto Order Prefetch

Demo Race 05/30/2002

Event SetUp Sign Up Class Detail Race Order Heats/Divisions Consi Motos Score by Race # Entry Fee

Name	Class
DAVID AARON	125 A
CHARLES ABBOTT	125 A
KRISTOPHER ABBOTT	125 A
MATT ABBOTT	125 A
STEVE ABERNATHY	250 A
ED ABLES	250 C
CHARLES ACREE	125 A
ROBERT ACREE	ATV Pro
CODY ACTON	50cc 4-6 S/k
MIKE ADAIR	Unlimited D Grp 2
BRANDON ADAMS	Unlimited C
BRIAN ADAMS	125 C
BRYAN ADAMS	25 Plus
DONNIE ADAMS	250 A
DREW ADAMS	125 A
EDWARD ADAMS	60cc 7-9
ERIC ADAMS	250 A
HERBIE ADAMS	ATV Amateur
JAMES ADAMS	250 D
JR ADAMS	80 D Beg 7-11
MARTY ADAMS	ATV Amateur
MATTHEW ADAMS	Unlimited Mini
MATTHEW LEE ADAMS	Unlimited Mini

Member #: Exp Dt: (mm/yy) / Trackside ID

Name: last first mi

Class: Nbr:

Brand: Machine CC:

Address:

City/State:

Birthdate: /00/00/0000 Age: Qualifying:

Phone: () - District #:

Amount: Entry:

Pmt Type:

Card No: - - - Exp Dt: / /

Sponsors:

Misc 1:

Misc 2:

248 riders have been signed up for this event.

Ready

The "Sign Up" window displays a list of all racers who have previously participated in an event. The appearance of a flag next to a racer's name indicates that a racer is entered in the current event. Two flags by the racer's name indicate that the racer has signed up for more than 1 class at this event.

At this window you can:

- Enter a racer who is already in your racer database.
- Enter a new racer.
- Delete a racer.
- View a list of classes the racer has signed up for.

IMPORTANT: This window is not used for updating the racer's information unless you are signing the racer into a class. If the racer has already been signed up, do not use this window to change information, go to Class Detail or the Racer Maintenance window.

Enter a previous participating racer.

Option 1. Double click the racer's name on the left side of the window. The Racer List is sorted alphabetically by last name. Check to make sure the data is correct. You may update any data at this time. Once all corrections are made, click the "Enter Racer" button on the toolbar or hit CTRL-E.

Option 2. Position your cursor in Last Name field. Begin to type in the value. As you type, Trackside will attempt to find the racer in the racer list. Use your arrow-up and down buttons to scroll through the list. When the racer you want is selected on the left, hit the Enter key and the racer's information will be populated in the sign up detail window. You may update any data at this time. Once all corrections are made, click the "Enter Racer" button on the toolbar or hit CTRL-E.

Option 3. Position your cursor in Member #, District # or Trackside ID field. Enter the value for the field and hit the Enter key. Trackside will attempt to find the racer in the racer list that matches your search criteria. If Trackside finds the correct racer, the racer's information will be populated in the sign up detail window. If Trackside does not find a matching racer, the cursor will be positioned at the Last Name field so you may enter by name. You may update any data at this time. Once all corrections are made, click the "Enter Racer" button on the toolbar or hit CTRL-E.

Enter a new racer. First click the "Clear" button on the toolbar (hot key is CTRL-A) to remove any data from the Racer Entry Box that may still exist from a previous racer. Next, enter the racer information (name, class, brand, etc.) on the right side of the screen. Then click the "Enter Racer" button located on the toolbar. The racer is then added to your database and entered in the event.

Delete a racer. Retrieve the racer to position him on the right side of the screen as if you were signing him into the class. Select the class you are deleting him from. Click the "Delete Racer" button (hot key is CTRL-D). The racer is only deleted from that class in this event.

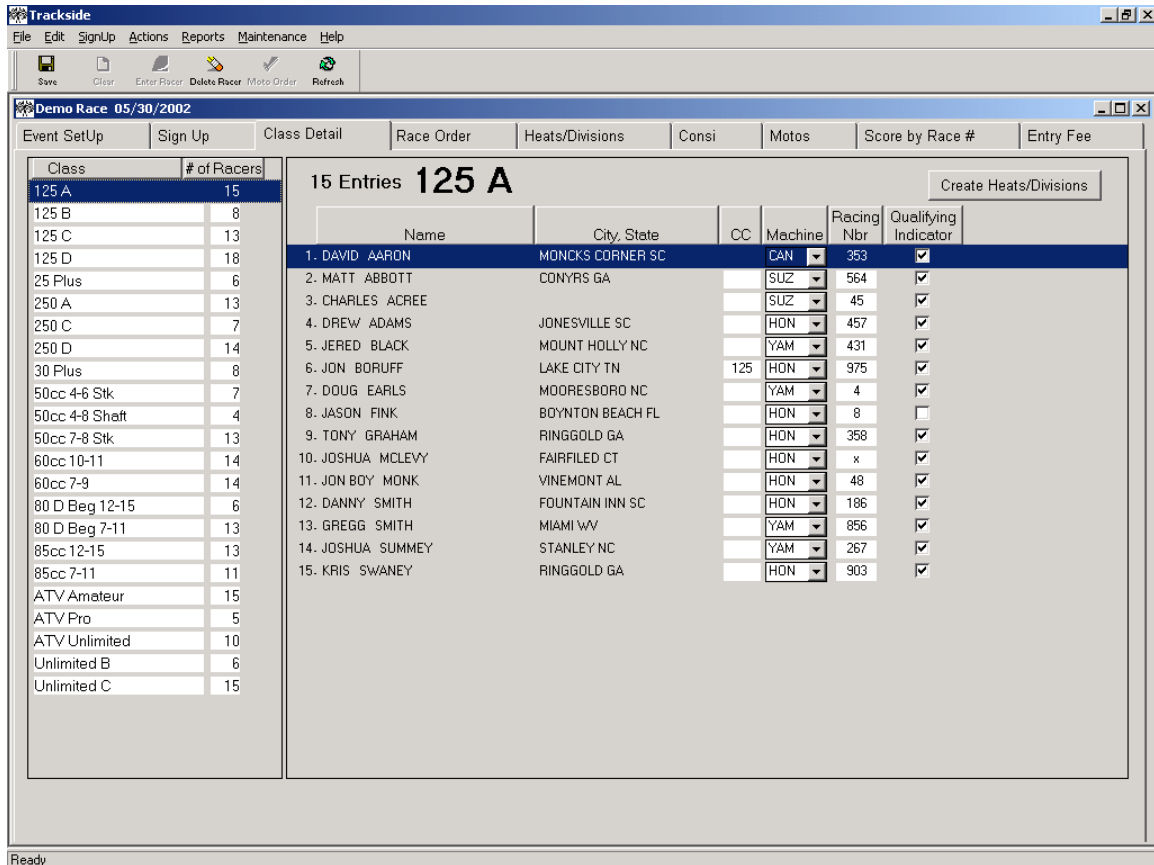
View a list of classes a racer has signed up for. To see what classes a racer has signed up for, you can right click your mouse on a racer name in the list on the left side of the window. A small window will appear listing all the classes. To close the window you will simply click anywhere on the window.

Note: *Racers can only be added or removed from an Event at this window. In order to remove a racer from your database, you must click the "Racer database" menu item by first clicking the "Maintenance" menu item. You may also use this option to enter racers into your database before you enter them into an event.*

Tip: If you click your mouse in the racer list, then use the keyboard to type a letter, Trackside will locate the first racer in the list whose last name starts with the letter you have typed. Hit that same letter again and Trackside will scroll to the next person whose last name starts with the letter.

Viewing Class Detail

To view class participants you must first click the "Class Detail" tab located under the toolbar. Now you should see the "Class Detail Window" pictured below.



The "Class Detail Window" will display a list of all classes and the number of racers entered in each class for this event. A summary of racers who are signed up for the class is pictured on the right half of the window. Here you may also delete a racer from a class.

At this window you can:

- View the classes for the current event.
- View a list of the racers in a class and edit the number, brand, cc values or qualifying indicator.
- Delete a racer from a class.
- Divide a class into Heats/Divisions.
- Remove Heats/Divisions from a class after you have created them.
- View a list of classes the racer has signed up for.

View the classes for the current event. Simply look to the left of the "Class Details Window" under the class field to view a list of all classes.

View a list of the racer's names in a class and edit the number, brand , cc values or qualifying indicator. Click your mouse on the class from the class list. A list of racers signed up for that class appears on the right half of the window. Make any changes needed and then click the SAVE button or hit CTRL-S for saving.

Delete a racer from a class. Click on the racer's name, and then click the "Delete Racer" (hot key is CTRL-D) button on the toolbar. The racer will be removed from the class.

Divide a class into Heats/Divisions. Select the class on the left that you wish to break into Heats/Divisions. Click the mouse on the "Create Heats/Divisions" button on the left side of your screen. A small window will pop up and ask you how many heats you wish to create. Set the appropriate options and create the heats. You will now have to place the heats into the race order.

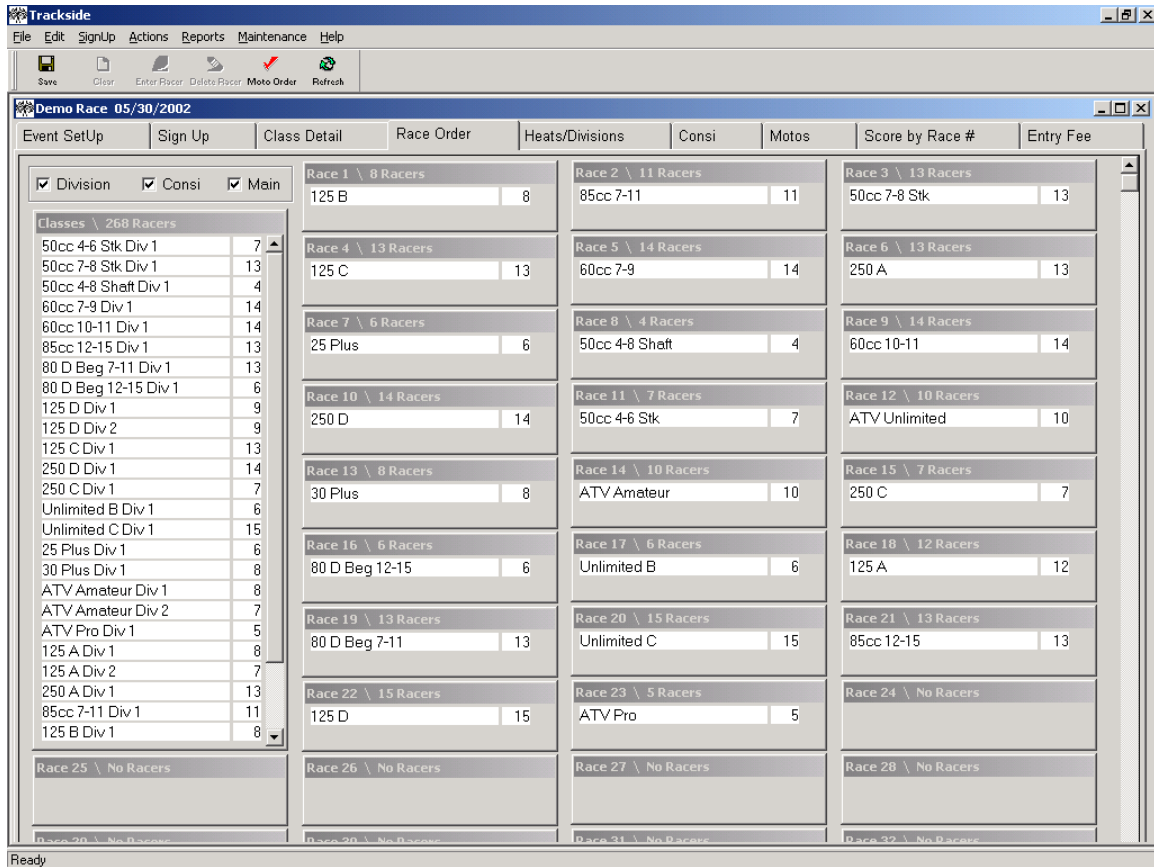
You may also divide all the classes into Heat/Divisions at one screen instead of clicking on each individual class. To do this, click the menu item ACTIONS, then click CREATE HEATS/DIVISIONS, then click ALL CLASSES. A small window will pop up. Follow the instructions on this window.

Remove Heats/Divisions from a class after you have created them. It is possible to remove the Heats/Divisions from a class once you have created them. To do this, click the menu item ACTIONS, then click UNDO CREATE HEATS/DIVISIONS, then click ALL CLASSES or SELECT CLASS.

View a list of classes a racer has signed up for. To see what classes a racer has signed up for, you can right click your mouse on a racer name in the list on the left side of the window. A small window will appear listing all the classes. To close the window you will simply click anywhere on it. *Note: This option is also available on the sign-up screen by right clicking on the racer name in the racer list on the left half of your screen.*

Setting up Race Order

To set up race order for an event you must click on the "Race Order" tab. Now you will see the "Race Order Window" pictured below.



The Race Order Window is used to place race classes in the order for which you want them to race. The list on the left will have all the classes at your event. It may be filtered to only show Divisions or Consi or Main events by selecting the check box above it.

You may assign more than one class to a race. Also, this window will check to make sure that you do not have any duplicate racers or racing numbers within the same race.

At this window you can:

- Assign race order
- Combine classes
- Check for duplicate racers or numbers and check for racers in back-to-back motos.

Assign Race order. You will use the windows drag and drop technique. Click on a class from the Class List Box and hold the right mouse button down. While keeping the mouse button pressed, drag the class over to a Race box number in which you want the class to race. Once you are in the desired Race box, release the mouse button. The class will now appear in the Race box. You should continue to drag the classes from the Class List and drop them in Race boxes.

After setting up the race order, you may want to remove a race and bring all the other races beneath it up one race number. To do this, right click your mouse in the box you want to remove and then select the "Delete a Race Box" option. This will remove that class from the race order and place all the classes beneath it up by one in the race order. The same method can be used to insert a position.

You are given 60 boxes to set up the race order in. If you need to scroll your window to get to the lower boxes, you can also drag the Classes window down closer so that they are all in the scrolled window.

When assigning your race order, if you have broken some classes into Heats/Divisions, Trackside does not permit you to have a Heat combined in the same race as a Main event. (eg. You can not put the 125 Heat 1 in the same race as the 250 Main event). You may combine two Heats into the same race but you may not mix and match types of races into the same race.

Combine classes. Trackside will allow you to put more than one class into a single race. To do this, simply drag a class into a window that already has a class in it. Trackside will also display the total number of racers in combined classes.

Check for duplicate racers and numbers. Once the race order is assigned, you are ready to check for duplicate racers and racer numbers in the motos. Click on the "Verify Motos" button on the menu toolbar. The computer will inform you if you have combined any classes in the same race and caused duplicate racers. You may move classes from one race to another to correct any duplication errors. The computer will check for any racers who are in back-to-back races while it is checking for duplicate numbers. Be sure to come back to this window and check your moto order again if you have any late entries.

Note: You can use your mouse to resize the Race windows if you have more than two classes in a race.

Scoring the Heat/Division Races

Trackside provides the ability to score **Heats/Divisions** races by clicking on the Heats/Divisions tab. You will be able to enter the scoring by either finding the number of the racer then entering the finish place or you can double click your mouse in any white Division Finish box to open the Score By Numbers window.

The screenshot shows the Trackside software interface. The main window is titled "Demo Race 05/30/2002" and is currently on the "Heats/Divisions" tab. The interface includes a menu bar (File, Edit, Sign Up, Actions, Reports, Maintenance, Help) and a toolbar with icons for Save, Clear, Enter Finish, Delete Finish, Moto Order, and Refresh. Below the toolbar, there are several tabs: Event SetUp, Sign Up, Class Detail, Race Order, Heats/Divisions (selected), Consi, Motos, Score by Race #, and Entry Fee. A dropdown menu shows "Class: 125 A Div 1". To the right, the "Fastest Time" is 03:54.250 and the status is "88 = DNF, 89 = DNS, 90 = DSQ". A "Create Consi" button is also present. The main area contains a table with 8 entries:

8 Entries	Name	City, State	CC	Machine	Racing Nbr	Div. Nbr	Div. Row	Gate Pos	Division Finish
1.	JOSHUA SUMMEY	STANLEY NC		YAM	267	1	1	2	1
2.	DOUG EARLS	MOORESBORO NC		YAM	4	1	1	5	2
3.	KRIS SWANEY	RINGGOLD GA		HON	903	1	1	6	3
4.	JON BORUFF	LAKE CITY TN	125	HON	975	1	1	7	4
5.	DANNY SMITH	FOUNTAIN INN SC		HON	186	1	1	3	5
6.	JOSHUA MCLEVEY	FAIRFILED CT		HON	x	1	1	1	6
7.	GREGG SMITH	MIAMI WV		YAM	856	1	1	8	7
8.	TONY GRAHAM	RINGGOLD GA		HON	358	1	1	4	8

The status bar at the bottom of the window shows "Ready".

The **Heat/Division** window contains a drop down box that allows you to select the Heat that you want to score. Once a heat is selected, the window will display a list of all the racers in that heat. Here the user may enter the heat finish, then click the Save button (hot key is CTRL-S).

At this window you can:

- View the entries in each heat and update the racer information.
- Move racers into a different Heat.
- Score the Heat.
- Open the "Score by Numbers" window.
- Create the Consi.
- Create the Main Event.

View the entries in each Heat and update the racer information. Simply click your mouse on the dropdown list to select a Heat. All the entries for the Heat will be listed. Here you may also update the information, which is available for editing. Be sure to SAVE your changes when you are done.

Move racers into a different Heat. Racers can be moved from one heat to another by simply changing the Div. Nbr field to the heat number you want the racer moved to. Click SAVE (hot key is CTRL-S) then go to the other heat and set the gate position for the racer you moved.

IMPORTANT: Any time that you have created Heats for a class and then have a late signup, that late signup racer will be put into Heat 1. If you get several late signups, be sure to come to this screen and move some of them into other Heats so that your Heats are equally gated.

Score the Heat. Enter the Heat finish in the appropriate box beside the racer's name on the right half of your screen. Once you have entered the Heat results for all racers in that Heat, click the SAVE button to save your data. There is a box to enter the time of the Heat also. If you enter the time, the winner of the fastest heat is seated first in the main event, the winner of the second fastest heat is seated second and so on. To score a racer a DNF, DNS or DSQ, enter the value from the legend at the top of the screen for the finish you want to score them.

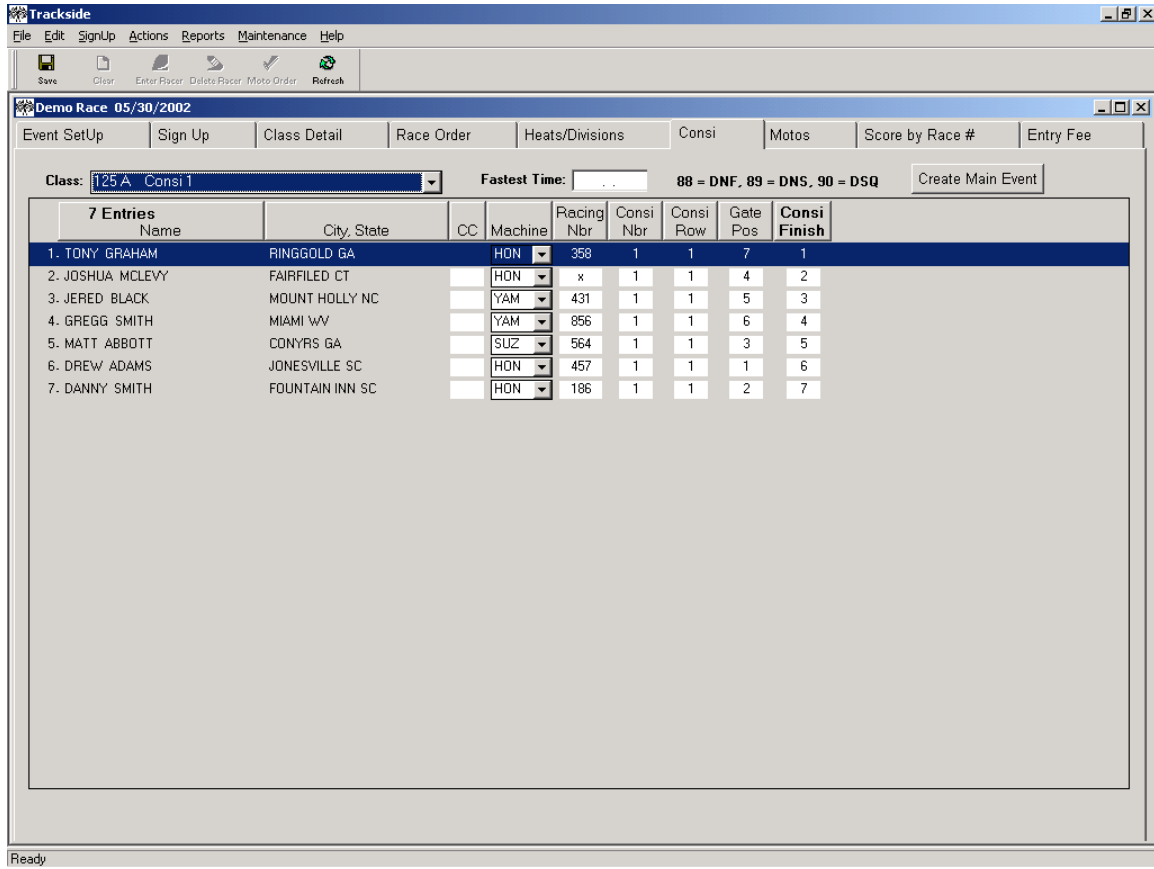
Open the "Score By Numbers" window. In most cases, you know the finish order by numbers as opposed to name. Trackside will allow you to enter the race number of the racer, and then Trackside will match up the racer's number to find the racer. This is done in the "Score By Numbers" window. To open the "Score by Numbers" window, double click your mouse in any white Division Finish box of the Heat you want to score.

Create the Consi. You must first score and save the finish results for all of the heats in the selected class. Once you have done this, select any of the Heats in the class then click the Create Consi button in the upper right portion of your screen. A small window will pop up and ask you questions about creating your Consi. You may create one or many Consi races for the racers to advance to. Also at the time you create the Consi, some racers will be advanced to the Main event. If you have to re-score a Heat race after you have created a Consi, you may re-create the Consi at any time and it will re-assign the racers to the Consi.

Create the Main Event. Though it is not common, you may create the Main Event from the Heats and never hold a Consi. This may happen when you have a class where all racers from the Heats advance to the Main. In order to create the Main Event from this screen, you must first score and save the finish results for all of the heats in the selected class. Click the menu item ACTIONS, then CREATE MAIN EVENT to create the main. A small window will pop up and you will fill in the fields to create the main event.

Scoring the Consi Races

Trackside provides the ability to score **Consi** races by clicking on the Consi tab. You will be able to enter the scoring by either finding the number of the racer then entering the finish place or you can double click your mouse in any white Consi Finish box to open the Score By Numbers window.



The **Consi** window contains a drop down box that allows you to select the Consi you want to score. Once a Consi is selected, the window will display a list of all the racers in that Consi. Here the user may enter the Consi finish, then click the Save button (hot key is CTRL-S).

At this window you can:

- View the entries in each Consi and update racer information for the Consi.
- Move racers into a different Consi.
- Score the Consi.
- Open the "Score by Numbers" window.
- Create the Main Event.

View the entries in each Consi and update the racer information. Simply click your mouse on the dropdown list to select a Consi. All the entries for the Consi will be listed. Here you may also update the information, which is available for editing. Be sure to SAVE your changes when you are done.

Move racers into a different Consi. Racers can be moved from one Consi to another by simply changing the Consi Nbr field to the Consi number you want the racer moved to. Click SAVE (hot key is CTRL-S) then go to the other heat and set the gate position for the racer you moved.

Note: To remove a racer from all Consi races, set the Consi Nbr to zero.

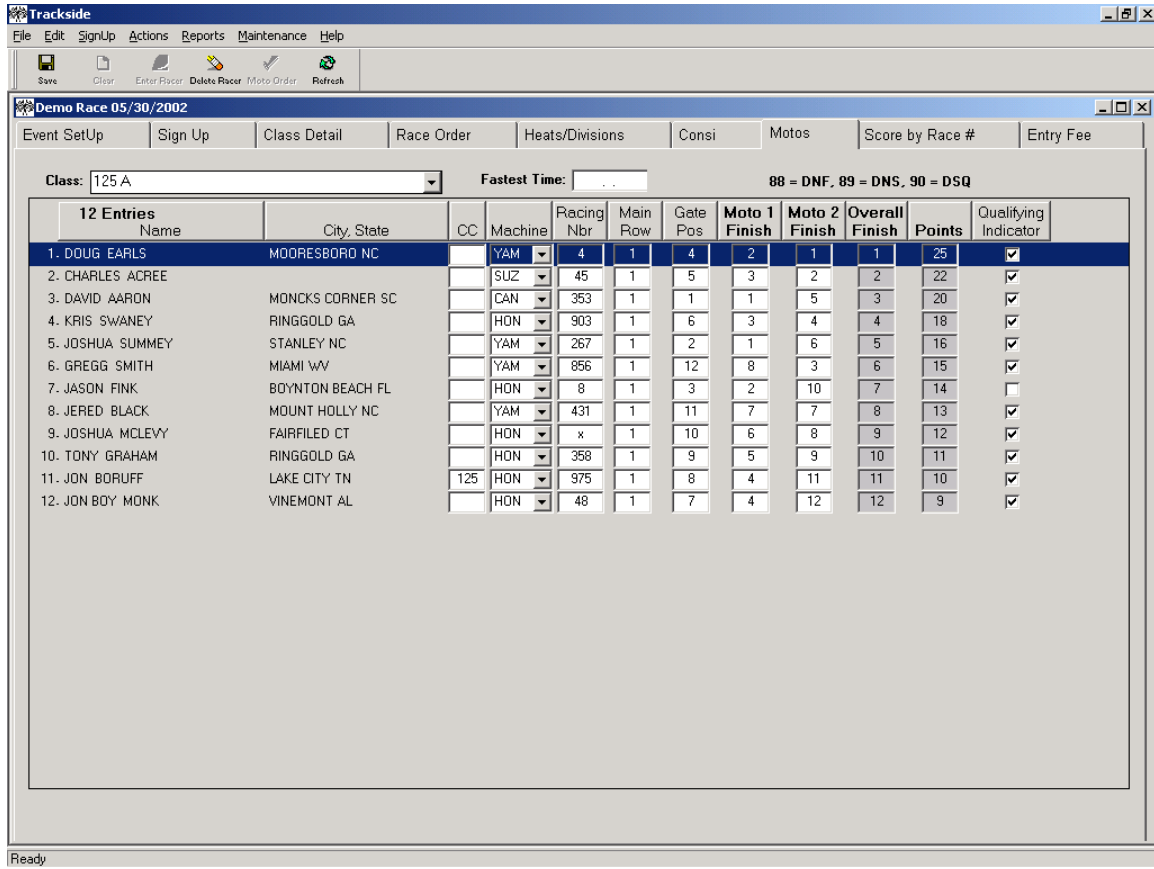
Score the Consi. Enter the Consi finish in the appropriate box beside the racer's name on the right half of your screen. Once you have entered the Consi results for all racers in that Consi, click the SAVE button to save your data. There is a box to enter the time of the Consi also. If you enter the time, the winner of the fastest Consi is seated in the main event before the winner of the second fastest Consi. To score a racer a DNF, DNS or DSQ, enter the value from the legend at the top of the screen for the finish you want to score them.

Open the "Score By Numbers" window. In most cases, you know the finish order by numbers as opposed to name. Trackside will allow you to enter the race number of the racer, and then Trackside will match up the racer's number to find the racer. This is done in the "Score By Numbers" window. To open the "Score by Numbers" window, double click your mouse in any white Consi Finish box of the Consi you want to score.

Create the Main. You must first score and save the finish results for all Consi races for the selected class. Once you have done this, select any of the Consi races in the class, then click the Create Main Event button in the upper right portion of your screen. A small window will pop up and you will fill in the fields to create the main event.

Scoring the Main Event (Motos)

Trackside provides the ability to score **Moto** races by clicking on the Motos tab. You will be able to enter the scoring by either finding the number of the racer then entering the finish place or you can double click your mouse in any white Moto Finish box to open the Score By Numbers window.



The **Motos** window contains a drop down box that allows you to select the class you want to score. Once a class is selected, the window will display a list of all the racers in that class. If you have created Heats/Divisions, only the racers advanced to the Main will appear on this window. Here the user may enter the Moto 1,2 or 3 finish, and then click the Save button (hot key is CTRL-S).

At this window you can:

- View the entries in each class and update racer information for the class.
- Move racers into the main event (if you have Heats/Divisions).
- Delete a racer from the main event.
- Score Moto 1, 2 or 3.
- Open the "Score by Numbers" window.

View the entries in each Class and update the racer information. Simply click your mouse on the dropdown list to select a class. All the entries for the class will be listed unless you have created Heats/Divisions. If that is the case, only the racers advanced to the main will be listed here. At this window you may also update the information, which is available for editing. Be sure to SAVE your changes when you are done.

Move racers into the Main Event. When you sign a racer up for a class at your event, that racer is automatically placed into the Main event list. However, when you create Heats/Divisions for the class, all racers in the class are now removed from being in the Main event and are placed in Heats. The racers are then advanced into the Main Event as you score your Heats and Consi races. You may need to put a racer into the Main Event who did not get advanced there through the Heats or Consi. To do this, you should be on the Motos tab and click the menu option SIGNUP, then click ADD PROVISIONAL RACER. A small window will pop up listing all the racers in the class who are not in the main event. Select the racer you want to bring to the main and then click the OK button.

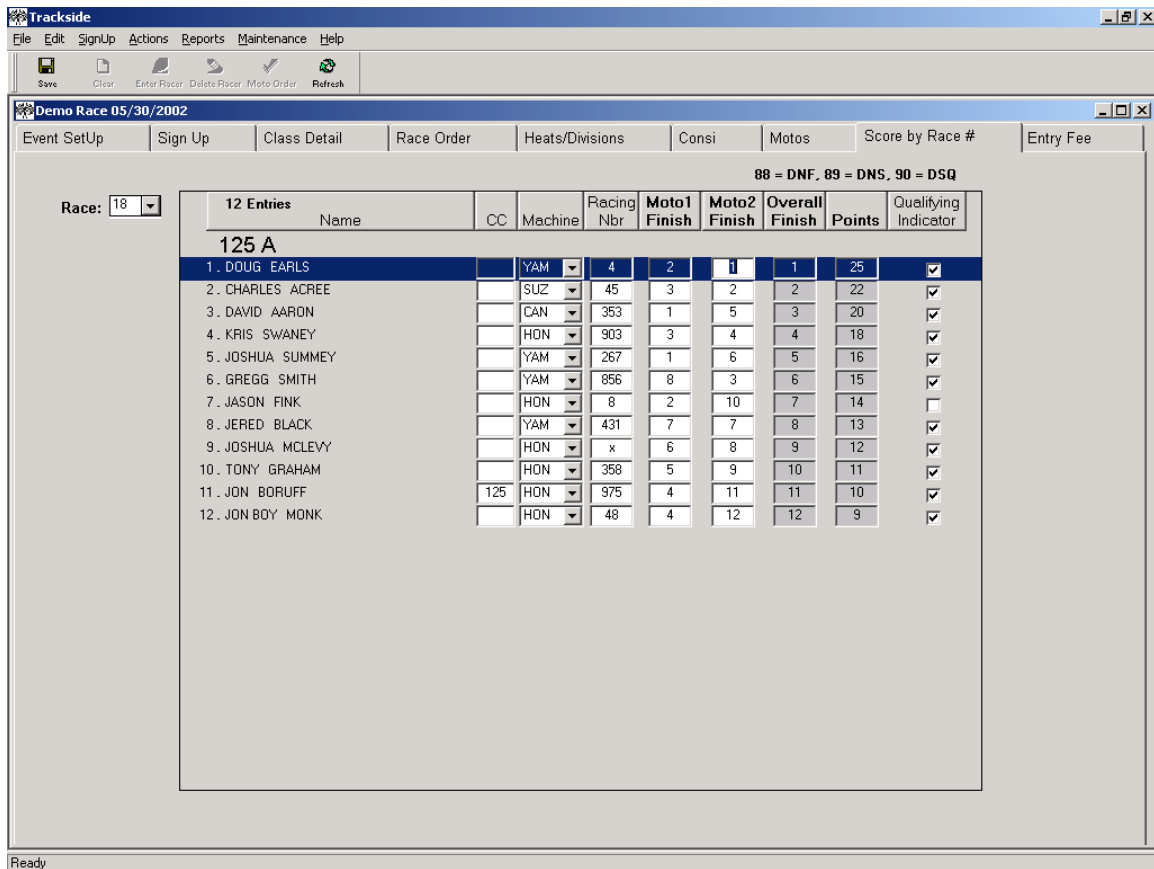
Delete a racer from the main event. If you have created Heats/Divisions, you now may have racers in your main event that you want to take out. If this is the case, select the racer you want to take out of the main event and then click the Delete Racer button at the top of your screen.

Score Moto 1, 2 or 3. Enter the Moto finish in the appropriate box beside the racer's name on the right half of your screen. Once you have entered the results for all racers in that Moto, click the SAVE button to save your data. To score a racer a DNF, DNS or DSQ, enter the value from the legend at the top of the screen for the finish you want to score them.

Open the "Score By Numbers" window. In most cases, you know the finish order by numbers as opposed to name. Trackside will allow you to enter the race number of the racer and then Trackside will match up the racer's number to find the racer. This is done in the "Score By Numbers" window. To open the "Score by Numbers" window, double click your mouse in any white Moto Finish box of the Moto you want to score.

Score by Race

Trackside provides the ability to **Score By Race #** by clicking on the Score by Race # tab. You will be able to enter the scoring by either finding the number of the racer and entering the finish place or you can double click your mouse in any white Finish box to open the Score By Numbers window. At this window, you can score Heats, Consi or Motos. This window is designed to help you score races when you have combined classes into the same race. The race only has to be scored by overall finish and Trackside will assign the correct finish order based on the individual class.



The **Score by Race #** window contains a drop down box that allows you to select the race number you want to score. Once a race number is selected, the window will display a list of all the racers in that race. Here the user may enter the finish and then click the Save button (hot key is CTRL-S).

At this window you can:

- View the entries in each race and update racer information for the race.
- Score Heats, Consi or Moto 1, 2 or 3.
- Open the "Score by Numbers" window.

View the entries in each race and update the racer information. Simply click your mouse on the dropdown list to select a race. All the entries for the race will be listed. At this window you may also update the information, which is available for editing. Be sure to SAVE your changes when you are done.

Score Heats, Consi or Moto 1, 2 or 3. When you select the Race #, Trackside will display the class in the race and you will need to enter the finish in the appropriate box beside the racer's name on the right half of your screen. Once you have entered the results for all racers in that Moto, click the SAVE button to save your data. To score a racer a DNF, DNS or DSQ, enter the value from the legend at the top of the screen for the finish you want to score them.

Open the "Score By Numbers" window. In most cases, you know the finish order by numbers as opposed to name. Trackside will allow you to enter the race number of the racer and then Trackside will match up the racer's number to find the racer. This is done in the "Score By Numbers" window. To open the "Score by Numbers" window, double click your mouse in any white Finish box of the race you want to score.

Tip: If you have already scored the race and need to correct or adjust one of the classes in the race, use the MOTOS, HEATS/DIVISIONS or CONSI tab.

Score by Numbers

Using the Score By Numbers window. This window is opened by double clicking your mouse in one of the Finish boxes on one of the scoring tabs for Heats/Divisions, Consi, Motos or Score by Race #. This window is especially useful when you have combined classes in the same race. Using this window, you are not required to figure out who was in which class, you just enter all of the numbers in the order they finished and Trackside will assign the positions accordingly.

Finish Place	Racing Number	Finished	DNF	DNS
1	47	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	42	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	4	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	41	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	161	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	61	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	11	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	21	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	C6	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	7	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	118	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	84	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	85	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
14	981	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	275	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	56	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	44	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	5	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Buttons: Insert, Delete, Cancel, OK

At this window you can:

- Enter numbers in the order of finish.
- Adjust scoring by inserting or deleting a finish.

Enter numbers in the order of finish. Trackside will create one row for each racer you have in that race and allow you to enter that amount of numbers. Click your mouse in the Racing Number column and enter the numbers in the order of finish. Use the arrow up and down keys to move from one box to the next when entering the numbers. If you have combined classes in the race, enter the numbers in order of finish as if you were scoring the overall race.

Once you have entered the numbers, click the "OK" button or hit the ENTER key to return to the Scoring window. If you have entered numbers but do not want to save them, click the "CANCEL" button instead. When the screen returns to the Scoring window, be sure to click the "SAVE" button so that Trackside will save the results and also know it may be time for it to calculate the points and overall score.

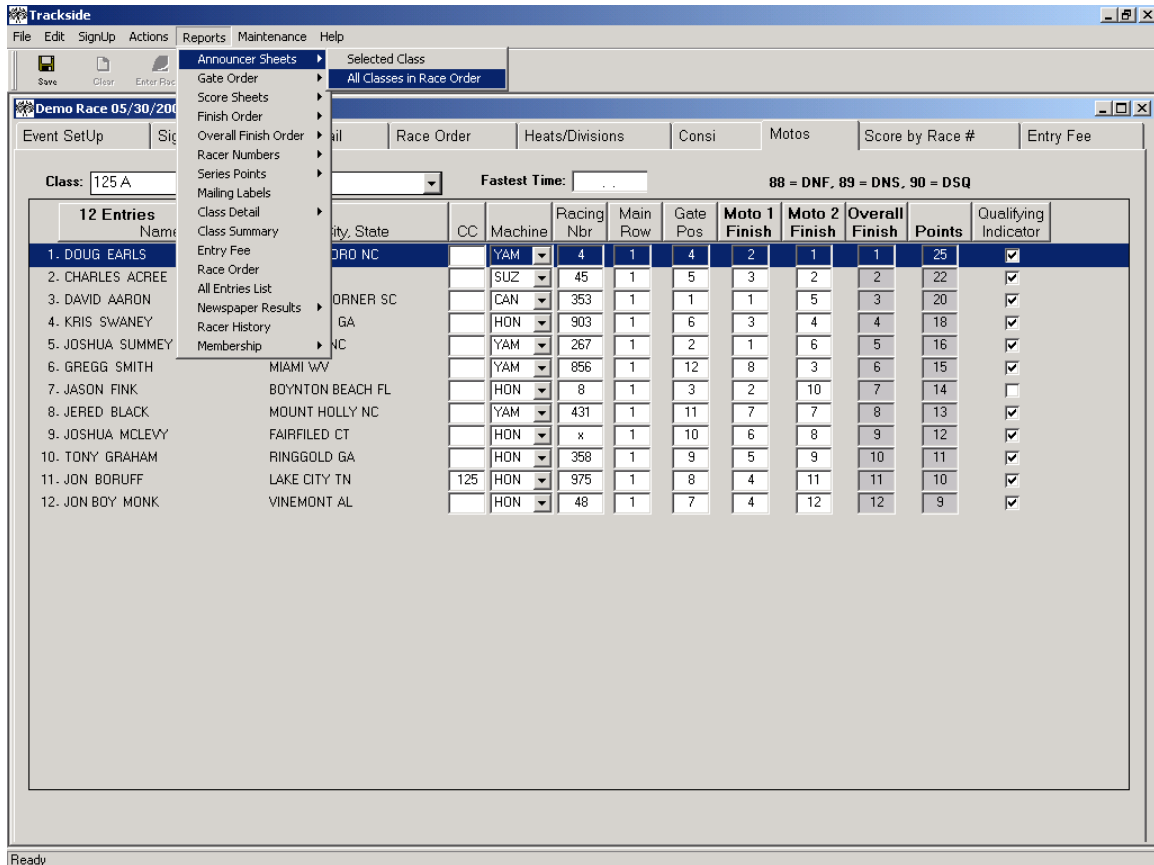
Adjust scoring by inserting or deleting a finish. If you have entered a list of numbers and decide you want to remove or insert another position, place your cursor in the box you want deleted or inserted and click the appropriate button at the bottom of the screen. You will then see the other numbers' positions adjusted to allow for your request.

If you need to make changes to scoring after you have already entered and saved the scoring, you can come back to this window and make the adjustments.

Tip: Use this screen to enter the numbers in the order they have finished when you have combined multiple classes into one moto. Trackside will determine who was in which class and score them accordingly.

Creating Reports

Trackside will allow you to create a variety of reports that are informative for both the promoters and racers. The reports are available from the “Reports” menu item.



The reporting options in Trackside coincide with the active classes in the event. If you have selected a class, you have the option to report on only that class; otherwise the reports are for all classes. Once you have generated a report, you have the ability to either print a hardcopy or save as “HTML” to be used to publish to the Web.

1. **Announcer Sheets** - Announcer sheets are designed to provide information about the racers to your announcer. This report may be created for all classes in your Event or for just one class in your Event. If you want to create a report for just one class, go to the "Class Detail" tab or the "Scoring" tab and select the class that you want to create the report for. Then, select the "Reports" menu item and click "Announcer Sheets." To create Announcer Sheets for all classes, go to any of the other tabs and select the "Reports" menu item and click "Announcer Sheets." **You must set up a Race Order before you create this report.**
2. **Gate Order** – This report will create a list of racers in each race for your person at staging. The racers will be ordered by Random Number or by Order of Signup, depending on which option you have selected on the Event Setup tab. After you have

raced one set of Races, this report will have the racers sorted by their finish order of the first race.

3. **Finish Order** - The Finish Order report is designed to provide information to the racers. Like the Announcer Sheets, this report may be created for all classes in your Event or for just one class in your Event. If you want to create a report for just one class, go to the "Class Detail" tab or the "Scoring" tab and select the class that you want to create the report for. Then, select the "Reports" menu item and click "Finish Order." To create a Finish Order report for all classes, go to any of the other tabs and select the "Reports" menu item and click "Finish Order." **You must set up a Race Order before you create this report.**
4. **Overall Finish Order** – This report is similar to the Finish Order report except this report will list any racers who did not make it to the main event because they did not finish high enough from the Heats or Consi.
5. **Racer Number** – This report is used as needed. It will list the numbers in numeric order for each race in your race order.
6. **Series Points** - This report can be created without having to open an Event window. You will be required to select the series for which you want the points report. This report will contain a sum of all the points for individuals in each class. Be sure to assign the proper Event to the series in the "Event Setup" tab. Select the "Reports" menu item then click the "Series Points" item.
7. **Mailing Labels** – Mailing labels can be created for all racers who have participated in any of your events. By selecting the "Mailing Labels" option under the "Reports" menu item, you can create the mailing labels. You have the option to use many different sizes of mailing labels.
8. **Class Detail** – The class detail report will provide a list of racers who are signed up for each class. The report lists details about the racers. You can post this report before the race so the racers can verify you have them signed into the correct event.
9. **Class Summary** – The class summary report will list the number of racers in each class and also report the total number of racers at your event. This report is helpful at the riders meeting so the announcer can inform the racers how many racers are signed up for each class.
10. **Entry Fee** – This report will total the amount of entry fee money that you have taken in at registration.
11. **Race Order** – After setting up your race order on the Race Order tab, you can create this report for posting.

12. **All Entries** – The All Entries tab will list each racer signed up for the event. A racer will be listed more than once if he is signed up for multiple classes. The total at the bottom of this report will tell you how many entries you have for the event and also tell you how many individual racers you have.
13. **Newspaper Results** – This report will list the top five finishers in each class. You can save the report as an Excel or Text file and email it to the newspaper to be published.
14. **Racer History** – This report can be created when you have an event open and have a racer selected. The report will list all the events this racer has been in and list the finishes. The events are sorted by date.
15. **Membership** - This report will list the racers who have a membership about to expire in the current month and a report of the racers whose memberships have already expired.

All of the reports you can create in Trackside may be saved as a file. Most commonly, you will want to save the Race Results report as an HTML file so the results can easily be posted to a web page. To save a report as a file, run the report first, then on the same window where you are viewing the report, click on the “SAVE AS HTML” button. A window will pop up and allow you to select different file types and set the name for the file. The default file type is HTML, but you may select any of the other file types.

Below is a list of the more common file types you may save your reports as.

CSV – Comma delimited file
HTML – format for web page
Excel5 – Readable in Microsoft Excel
Text – Standard ASCII format

Viewing Reports

Most of the reports you create in Trackside are viewed in the same window. This window allows you to print the reports to meet your specific needs.

Impact Software Group, Inc. Page 1 of 1

Demo Race
05/30/2002

Announcer Report **Race: 18**

125 A **12 Entries**

Number	Name	City, State	Brand	Age	Sponsors
x	Joshua Mclewy	Fairfield, CT	HON		
4	Doug Earls	Moorestown, NC	YAM	20	AL LANE YAM-MSR-CREATIVE GRAPHICS
8	Jason Fink	Boynton Beach, FL	HON		Mountain Adventure Honda, Spy, AXO, GB Works, Works Connection, Pirelli Tires, AMX Racing
45	Charles Acree		SUZ		
48	Jon Boy Monk	Vinemont, AL	HON		Pro Circuit, Fox, Sidewinder, Sportscenter, Works Connection
267	Joshua Summey	Stanley, NC	YAM		teammgreen/kawofgast/thor/procircuit
353	David Aaron	Moncks Corner, SC	CAN		
358	Tony Graham	Ringgold, GA	HON		THOR, AL LANE, PERFORMANCE ENG
431	Jered Black	Mount Holly, NC	YAM		YAM OF LUMBERTON, BARRS, SCOTT, FMF
856	Gregg Smith	Miami, WV	YAM		CHAMPION CYCLE, WV MONOGRAM
903	Kris Swaney	Ringgold, GA	HON		dalton motorsports, ims, fmf, rental
975	Jon Boruff	Lake City, TN	HON		JIMS MTRCYCLE SALES, MOTOPLANET, moto planet

Save as HTML Print Print Preview Portrait Landscape Close Zoom: 93 Printer Setup

Use the options listed on this screen to print or save the reports in the format you desire. The ZOOM option is used to print the text smaller so that less paper is needed to print the reports.

TIP: As you raise or lower the ZOOM setting, keep an eye on the Page # of Page field on the report. This will let you know when you have modified your Zoom enough to fit on less pages.

Exiting Trackside

To exit Trackside, follow the steps below. You have two options for exiting the application.

OPTION 1.

Select File, Close from the menu and then File, Exit from the menu **or** click the "X" to the far right under the toolbar and then click the "x" in the far right corner.

OPTION 2

Select File, Exit from the menu **or** click the "X" in the farthest right corner of the screen.

Now you have exited.

Chapter 4

Customizing Trackside

What This Chapter Covers

This chapter describes how to modify Trackside so that it has your exact lists to fit your racing. Trackside allows you to maintain a database of racers, classes, series and brands.

This chapter includes the following topics:

- Add or Delete a racer. Turn to "Maintaining Racer Database" on page 44.
- Add / Delete Brands. Turn to "Maintaining Machine Brands" on page 46.
- Add or Delete a Class. Turn to "Maintaining the Class List" on page 48.
- Add or Delete a Series. Turn to "Maintaining a Series" on page 50.
- Maintaining Points. Turn to "Maintaining the Points Table" on page 52.

Maintaining the Racer Database

Trackside allows you to enter racers into your database in two places.

1. Event Signup. When you enter a racer at the Signup window, the racer is entered in the Event along with being added to the database, if he is not there already.
2. Racer Database. When you add or maintain a racer at this screen, they are only added to your database. This will cause the racer to appear in the list of racers for you to select from on the Signup window.

To add or delete a racer, click the "Maintenance" menu item, and then select "Racer Database". This will open the following screen:

The screenshot shows the "Racer Maintenance" window. At the top, there are input fields for "Last Name" (DAINS) and "First Name". Below this is a table listing racers with columns: Last Name, First Name, MI, Birthdate, City, State, Member ID, District, Trackside ID, and Racing #. The first row is highlighted in blue.

Last Name	First Name	MI	Birthdate	City	State	Member ID	District	Trackside ID	Racing #
DAINS	JOHN	M	08/19/1965	WASHINGTON	PA	T513343			405
DAINS	JOSHUAH	A	09/04/1992	CLARKSVILLE	PA	556161			161
DAINS	ROBERT	L	08/10/1963	MCCLELLANDTOWN	PA	T99056			803
DAINS	ROY	A	09/22/1964	CLARKSVILLE	PA	283799			4
DAINS III	ROBERT	L	12/04/1987	MCCLELLANDTOWN	PA	476907			907
DALTON	JEREMY		00/00/0000	MORGANTOWN	WV				23
DALTON	STEPHEN	W	03/26/1978			451859			121
DANFORD	JEREMY		00/00/0000	PARIS	OH	325190			2
DANSEY	GLENN		00/00/0000	PITTSBURGH	PA	393926			926

Below the table, it states "1,908 Racers have been entered in your database". To the right of the table are buttons: "Add New", "Update", "Delete", and "Close". There is also a checkbox for "Confirm Updates" which is checked.

The bottom section of the window is a detailed form for the selected racer (JOHN M DAINS). It includes fields for Name (first, mi, last), Member ID (T513343), Expires (02/08), District ID, and Trackside ID. The address is 1250 HENDERSON AVENUE, WASHINGTON PA 15301. Birthdate is 08/19/1965, Phone is (724) 228-7998, District #, 2nd District #, and Last Race Date (02/25/2007). Misc 1: Alternate Phone is 724-350-0130. Misc 2: jdains@usaor.net. Transponder: 0024079. Sponsors: If you have any questions on Trackside, call either of the numbers above. Impact Software Group, Inc. There is an "Inactive Racer" checkbox. At the bottom, there are "Default Values" for Class (125C), Racing Nbr (405), Machine Type (Honda), and Machine CC.

Tip: You can right click on any racer in the top section of this screen to run the Racer History report.

To Add a Racer - Click the "Add New" button. A blank row will be inserted in the bottom half of the screen. Enter the data for the racer.

After you have entered all of the Racer's information, click the "Update" button to save the Racer to the database. The racer will appear in the Racer List window on the Signup window.

To Modify an existing Racer - You will first need to find the racer. Trackside will search your database for the racer as you type in the first and last name in the top section of the window. Then click on the Racer that you wish to modify. Trackside will retrieve the information for the racer and display it on the bottom half of the screen. Make changes to the fields. Click the "Update" button. Changes will be reflected in the existing and new Events for that Racer.

To Delete a Racer - Click on the Racer that you wish to delete. Click the "Delete" button. If the racer is currently signed up for any events in your database, they will be removed from them.

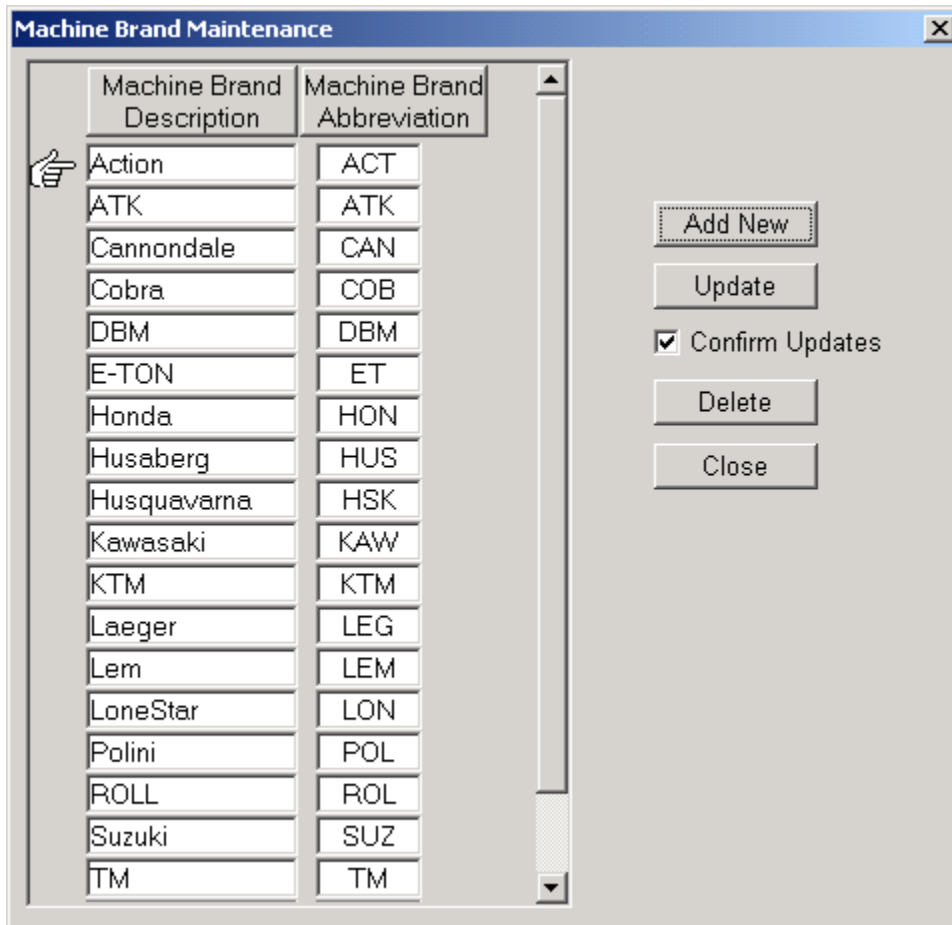
The Default Values section of this screen are the values which will come up on the Sign Up tab when entering racers into an event

Tip: Use this screen to enter as many racers as you already have information for before race day. This will speed up your registration because you will only have to click the racers name to sign them up on race day. Another option for getting the racers loaded in your database is to re-create your last race. When you sign up a racer on the Sign-Up tab, the racer will be added to your database if he is not already in there.

Maintaining Machine Brands

Trackside allows you to define motorcycle brands used in Trackside. Any brand you define will appear in the "Machine Type" dropdown window on the Signup window.

To add or delete a brand, click the "Maintenance" menu item, select "Brands". This will open the following screen:



To Add a Brand - Click the "Add New" button. A blank row will be inserted at the bottom of the list. Enter the name of the motorcycle brand. This is the name that will appear in the dropdown window on the Signup window.

After you have entered the machine brand name, click the "Update" button to save the name to the database.

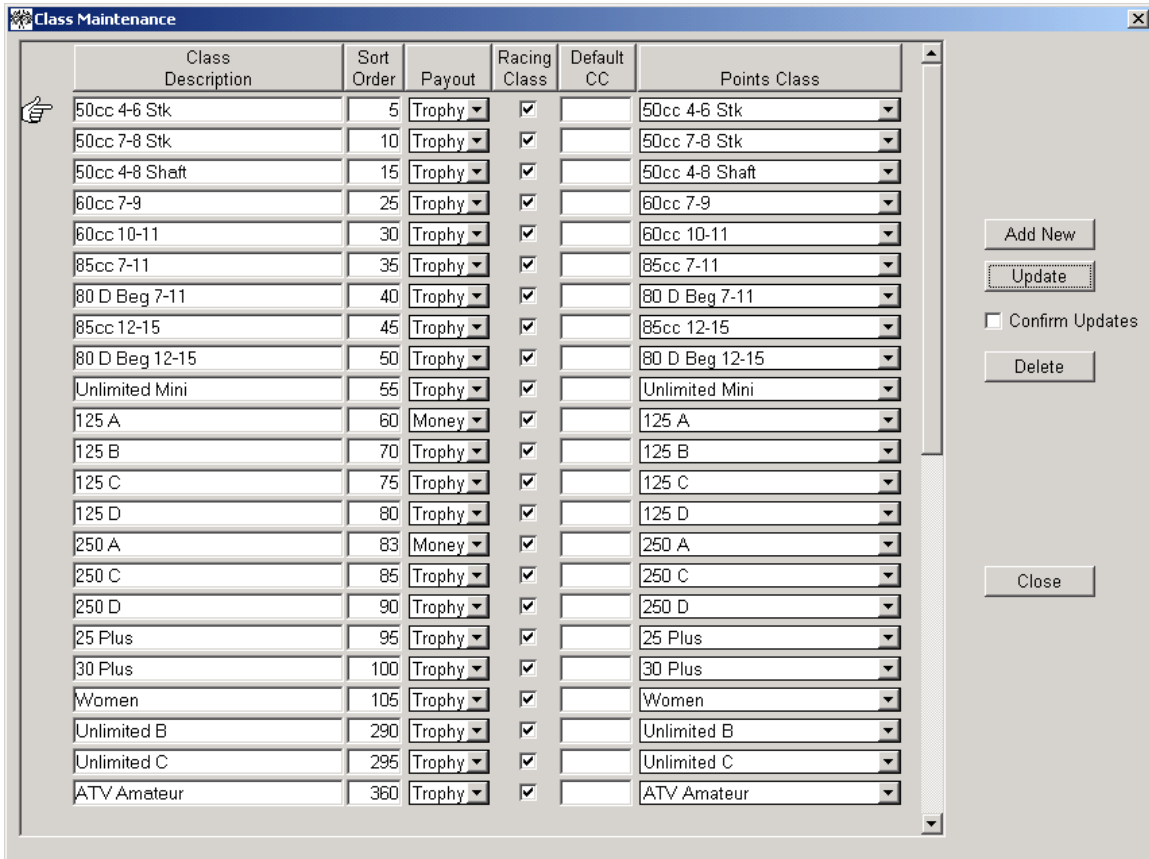
To Delete a Brand Name - Click on the Brand that you wish to delete. This will place the hand by the Brand name. Click the "Delete" button.

Note: Any brand that has racers assigned to it cannot be deleted. You must assign all the racers who have this brand to another brand or remove the racer from your database.

Maintaining the Class List

Trackside allows you to define your own race classes. Any class that you define will appear in the "Class List" on the Event Setup window.

To add or delete a class, click the "Maintenance" menu item, select "Classes". This will open the following screen:



To Add a Class - Click the "Add New" button. A blank row will be inserted at the bottom of the list.

1. Enter the name of the Class. This is the name that will appear in the "Class List" on the Event Setup window.
2. (Optional) Set the sort value to allow the reports to sort the classes in order accordingly.
3. Select the Payout option. This appears on the Race Report.
4. Select the Racing class. If you select that this is not a racing class, it will not appear in reports for points.
5. Select the Default CC. This is optional. If you do enter a value, Trackside will populate the CC value with this when you are signing up a racer.
6. Select the class which this class should have points scored to. If this is a new class and you want points to be counted towards it, you do not need to enter anything here. Trackside will add it for you.

After you have entered all the Class information, click the "Update" button to save the Class data to the database.

To Modify an existing Class - Click on the Class that you wish to modify. Make changes to the fields. Click the "Update" button. Changes will be reflected on the existing and new Events.

To Delete a Class - Click on the Class that you wish to delete. This will place the hand by the Class name. Click the "Delete" button.

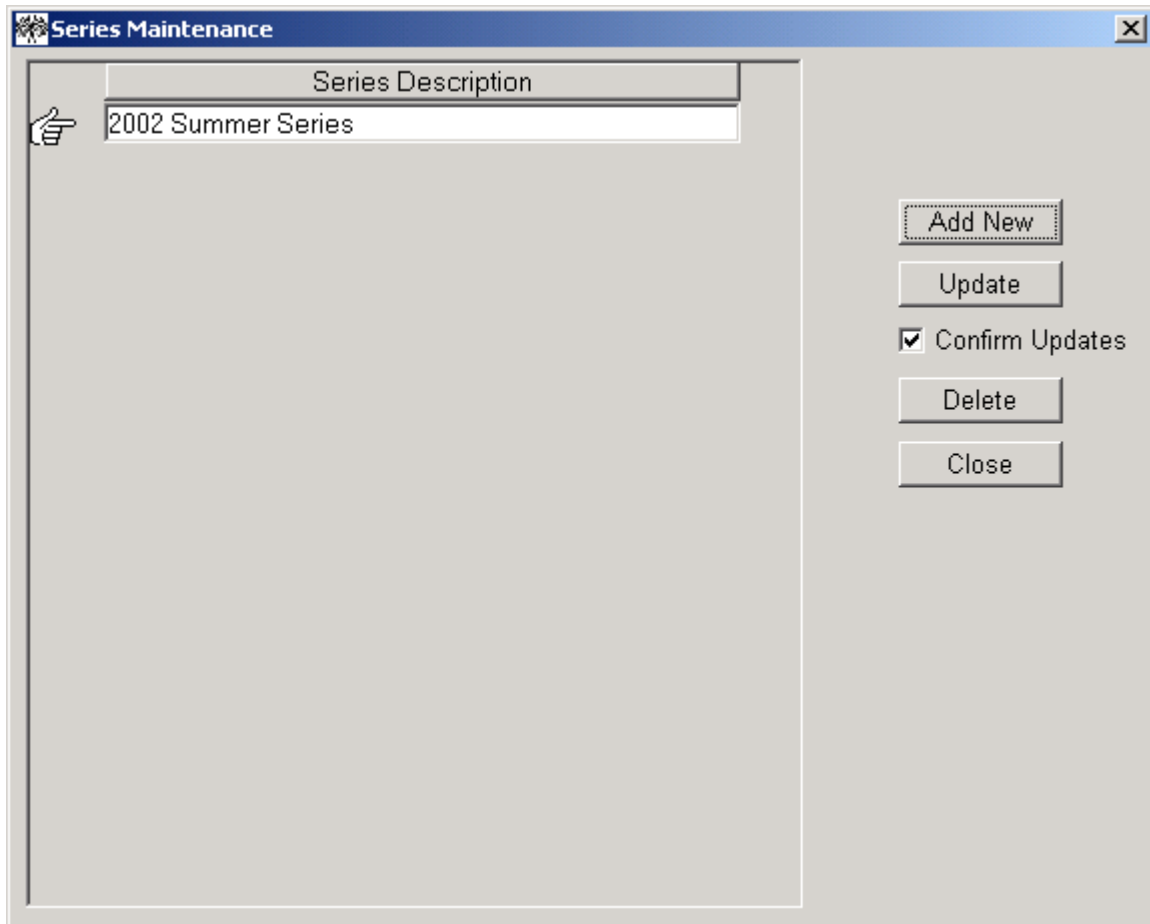
Note: Any class which has racers assigned to it cannot be deleted. You must remove all the racers who have signed up for this class before deleting the class.

Tip: When setting the Sort Value, enter the number in increments of 5 or 10 so that you can use the numbers in between them if you should add a class later or need to change the sort option.

Maintaining a Series

Trackside allows you to define your own series and assign your events to that series. You can assign only one series to any single event. This is done by selecting a Series from the Series dropdown window on the Event Setup window. In order for that Series to appear in the dropdown list you must first define it.

To add or delete a series, click the "Maintenance" menu item, and then select "Series". This will open the following screen:



To Add a Series - Click the "Add New" button. A blank row will be inserted at the bottom of the list. Enter the name of the series. This is the name that will appear in the dropdown window on the Event Setup window.

After you have entered the Series name, click the "Update" button to save the Series name to the database.

To Modify an existing Series - Make the changes to the Series name then click the "Update" button. These changes will be reflected on any reports, which you create.

To Delete a Series - Click on the Series that you wish to delete. This will place the hand by the Series name. Click the "Delete" button.

Note: Any series which has Events assigned to it cannot be deleted. You must go to the Event Setup window and assign the events to a different series in order to delete the Series. If you have Events that are not part of a series, you may want to create a dummy series and assign the Events to it. Example: "Not a Series Event".

Tip: Name your Series with the Year in the name so you can use the same Series name next year. Example: "2002 Summer Series"

Maintaining the Points Table

Trackside allows you to define your own Points Table to be used in assigning points for your events. To maintain the points table, all events must be closed in Trackside then click the "Maintenance" menu item then select "Points Table". This will open the following screen:

Nbr Of Entries	1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th 14th 15th															Nbr Of Entries	16th 17th 18th 19th			
	1	25																1		
2	25	22														2				
3	25	22	20													3				
4	25	22	20	18												4				
5	25	22	20	18	16											5				
6	25	22	20	18	16	15										6				
7	25	22	20	18	16	15	14									7				
8	25	22	20	18	16	15	14	13								8				
9	25	22	20	18	16	15	14	13	12							9				
10	25	22	20	18	16	15	14	13	12	11						10				
11	25	22	20	18	16	15	14	13	12	11	10					11				
12	25	22	20	18	16	15	14	13	12	11	10	9				12				
13	25	22	20	18	16	15	14	13	12	11	10	9	8			13				
14	25	22	20	18	16	15	14	13	12	11	10	9	8	7		14				
15	25	22	20	18	16	15	14	13	12	11	10	9	8	7	6	15				
16	25	22	20	18	16	15	14	13	12	11	10	9	8	7	6	16	5			
17	25	22	20	18	16	15	14	13	12	11	10	9	8	7	6	17	5	4		

Maintaining the Points Table. The "Points Table" window allows you to enter the number of points you want Trackside to calculate for each individual finish. In order for Trackside to use this table to assign points, you must have selected "User Defined Table" for the Points option on the Event Set Up tab.

After you have completed maintaining the points, click the "OK" button to save the Points to the database. Any previously scored race will not be assigned your new points structure until you open that race and view each class in the Motos tab.

Chapter 5

Trackside Tools

What This Chapter Covers

This chapter describes the special tools in Trackside that make it easier to use.

This chapter includes the following topics:

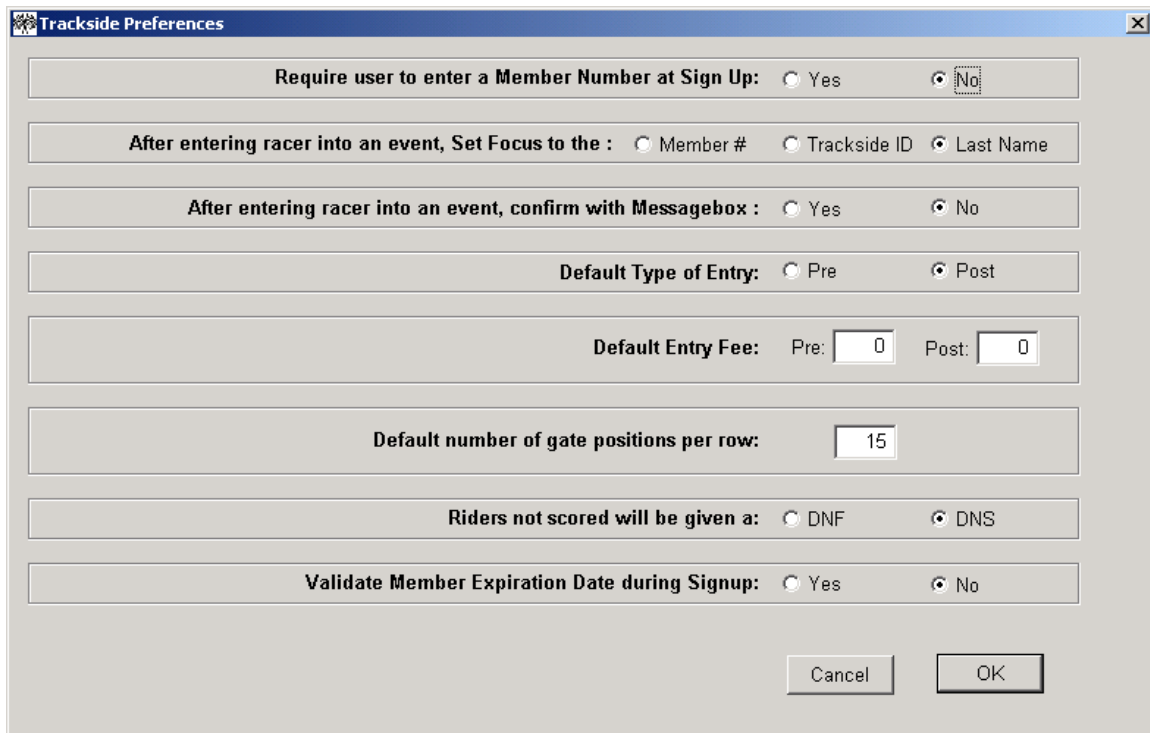
- Setting Preferences. Turn to "Trackside Preferences" on page 54.
- Search Racers by Number. Turn to "Find Racer by Number" on page 55.
- Merging Racers. Turn to "Merge Racers" on page 56.
- Move Racers from one class to another. Turn to "Move Racers" on page 57.
- Exporting Race Results. Turn to "Exporting Race Results" on page 58.

Trackside Preferences

Trackside allows you to set preferences so the software can work well for different users. You can set preferences for:

1. Whether or not you require a Member Number to be entered at signup.
2. Where you want the cursor to be positioned after you enter a racer into an event.
3. Whether or not you want a confirmation message box after you enter a racer.
4. Establish your default type of entry.
5. Establish your default entry fee.
6. Establish the default gate positions per row.
7. Set the value you want racers to be given if you did not score them in the Score by Numbers window.
8. Set the option for validating the member expiration date at the time of signup.

To open the Preferences window, select the "Edit" menu item then select "Preferences". This will open the following screen.



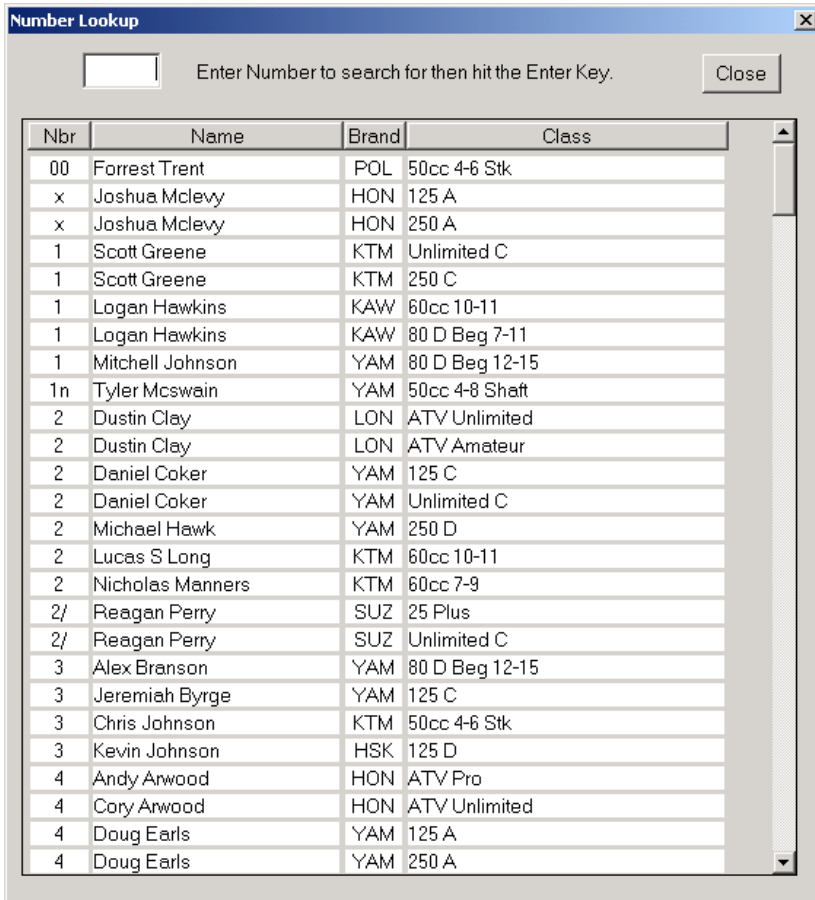
The screenshot shows the "Trackside Preferences" dialog box with the following settings:

- Require user to enter a Member Number at Sign Up:** Yes No
- After entering racer into an event, Set Focus to the :** Member # Trackside ID Last Name
- After entering racer into an event, confirm with MessageBox :** Yes No
- Default Type of Entry:** Pre Post
- Default Entry Fee:** Pre: Post:
- Default number of gate positions per row:**
- Riders not scored will be given a:** DNF DNS
- Validate Member Expiration Date during Signup:** Yes No

Buttons: Cancel, OK

Find Racer by Number

Trackside allows you to look up racers at an event by specifying a number. To open the window below, you must have an event open then click the "ACTIONS" menu item and the "LOOKUP RACERS BY NUMBER" option.



Lookup Racers by Number. When the window opens, all of the racers in the current event will be listed numerically, by riding number. To locate all racers who have a specific number, enter the number in the box, and then hit the Enter key.

Merge Racers

Trackside allows you to merge racers in your database that are the same individual. Sometimes you may enter a person twice in your database. You will surely want to correct the situation so that your series points will be correct. If you never keep track of points then you really never have to perform a merge.

To merge a racer, click the "Maintenance" menu item, and then select "Merge Racer". This will open the following screen:

Last Name: First Name: Merge Close Find Possible Duplicates

Select a racer from each list. The racer in the secondary list will be merged into the racer in the Primary list.
The racer selected in the Secondary list is then removed from your database.

Primary List								
Last Name	First Name	MI	License #	Address	City	State	Birthdate	Racing Nbr
AARON	DAVID		728348	214 AZALEA CT	MONCKS CORNEP	SC	00/00/0000	353
ABBOTT	CHARLES		716413	4135 SW 54 AVE	DAVIE	FL	00/00/0000	54
ABBOTT	KRISTOPHER		370958	758 HALL RIDGE RD.	SCIENCE HILL	KY	00/00/0000	7
ABBOTT	MATT		421434		CONYRS	GA	00/00/0000	564
ABERNATHY	STEVE		744804		CHARLOTTE	NC	00/00/0000	7
ABLES	ED		581413	2032 CARRHILL RD	VIENNA	VA	00/00/0000	77
ACREE	CHARLES		421487				00/00/0000	45
ACREE	ROBERT		442534		SUMMER SHADE	KY	00/00/0000	78
ACTON	CODY		877777		MAIDEN	NC	10/23/1996	18
ADAIR	MIKE				RALEIGH	NC	00/00/0000	28
ADAMS	BRANDON		782454		BLACK MOUNTAIN	NC	00/00/0000	14

Secondary List								
Last Name	First Name	MI	License #	Address	City	State	Birthdate	Racing Nbr
AARON	DAVID		728348	214 AZALEA CT	MONCKS CORNEP	SC	00/00/0000	353
ABBOTT	CHARLES		716413	4135 SW 54 AVE	DAVIE	FL	00/00/0000	54
ABBOTT	KRISTOPHER		370958	758 HALL RIDGE RD.	SCIENCE HILL	KY	00/00/0000	7
ABBOTT	MATT		421434		CONYRS	GA	00/00/0000	564
ABERNATHY	STEVE		744804		CHARLOTTE	NC	00/00/0000	7
ABLES	ED		581413	2032 CARRHILL RD	VIENNA	VA	00/00/0000	77
ACREE	CHARLES		421487				00/00/0000	45
ACREE	ROBERT		442534		SUMMER SHADE	KY	00/00/0000	78
ACTON	CODY		877777		MAIDEN	NC	10/23/1996	18
ADAIR	MIKE				RALEIGH	NC	00/00/0000	28
ADAMS	BRANDON		782454		BLACK MOUNTAIN	NC	00/00/0000	14

To Merge a Racer - You will first need to find the racer. Trackside will search your database for the racer as you type in the first and last name in the top section of the window.

The top and bottom window are identical. At this window you will select the racer in the primary list whom you want to keep and the racer in the secondary list who you want merged into the top racer. All the events the bottom racer is in will be assigned to the top racer and the bottom racer will then be deleted from your database.

Use extreme caution when using this function. If you merge racers, the action **cannot** be undone.

Move Racers

Trackside allows you to move racers in an event from one class to another. If you have simply assigned a racer into the wrong class and need to correct it, you should do it at the signup tab and not this window. The purpose of this window is mainly for when you need to split a class into two different groups. (eg. You have 58 racers signed into the 125C class and want to split them into two groups and keep them separate the entire day.)

To open this screen, click the "Actions" menu item, and then select "Move Racers from Class to Class.

Move Riders between Classes

ATTENTION - Riders assigned to heats will not be able to moved!
To drag multi selected rows, after clicking your last row, continue to hold down the mouse and release the CTRL or SHIFT button you were holding down then start dragging.

Close

Unlimited D			Unlimited D Grp 1			Unlimited D Grp 2					
Name	Entries: 10	Racing Nbr	Name	Entries: 0	Racing Nbr	Name	Entries: 0	Racing Nbr	Name	Entries: 0	Racing Nbr
AMANDA ARMES		5									
NIKKI ARWOOD		06									
BRADLEY MCCURRY		007									
JEFFERY FIELDS		11									
BILLY ADKINS		54									
AMANDA ARMES		55									
JONATHAN WILLIAMS		117									
DC THOMASON		155									
LINTON FLOWERS		213									
MICHAEL GRAHAM		612									

To Move Racers - You will first need to select the class you want to move the racer from in one window and then select the class you want to move the racer to in the other window. Using your mouse, you can drag and drop the racer from one class into the other.

Use extreme caution when using this window because Trackside will not perform a duplicate number check for the class. It is a good practice to go to the Race Order tab and recheck the moto order.

Exporting Race Results

Trackside gives you the ability to pass the results of an event to a Points Keeper or to the organizer of a qualifier event such as MX Sports for a Loretta Lynn qualifier in the form of a text file.

To export a race, it is important that you have completed all scoring for the event in all classes. Click the menu item ACTIONS then click EXPORT RACE RESULTS. A small window will pop up telling you the name of the file that was just created and the location of where it was saved. The file will be saved on the “C:\Trackside” directory. You can then copy this file to a diskette or send it via email to the points keeper.

Chapter 6

Trackside Plus Functionality

What This Chapter Covers

This chapter describes all the functionality included in Trackside Plus. If you do not have Trackside Plus, your software does not have the options listed in this chapter. Trackside Plus was created for the more advanced Trackside User. To check if you have Trackside Plus, go to HELP, ABOUT in Trackside to see which version you have.

This chapter describes how to use the following functionality:

- Enter # of laps for each moto. Turn to page 60.
- Enter Heat and Semi values for Report. Turn to page 61.
- Drag and Drop to move racer from one class to another. Turn to page 62.
- Assign Class Types to Classes. Turn to page 63.
- Set up a Race Order before signing up racers. Turn to page 64.
- Calculate the Overall using the Pro scoring method. Turn to page 65.
- Set up your Series to only count X number of races in a Series. Turn to page 66.
- Set up Trackside to maintain Advancement Points. Turn to page 67.
- Advanced Mailing Label Options. Turn to page 68.
- Mark racers Active or Inactive. Turn to page 69.
- Reset ID numbers for racers. Turn to page 70.
- Assign Series Points. Turn to page 71.
- Exporting Data. Turn to page 72.
- Import Race Results. Turn to page 73.
- Import Racer Names. Turn to page 75.
- 10-Key Scoring. Turn to page 76.
- Assign Gate Drop Number. Turn to page 79.

Chapter 6

Enter the # of laps for each moto

To enter the number of laps for each moto, you will need to have the event open in Trackside and be at the Race Order tab. From the menu, select ACTIONS then select ENTER NUMBER OF LAPS. The following window will open.

Class	Number of Laps		
	Main (Motos)	Heats	Consi
50 Class 3 (4-8)			
50 Class 2 (7-8)			
50 Class 1 (4-6)			

You will enter the number in the white boxes for each class. If many of the classes race the same number of laps, you can enter the number in the top boxes and then click on the SET ALL button to let Trackside Plus set the values for all of the classes at once.

When you print the RACE ORDER report, the Number of Laps will be printed for the classes.

Create Heat And Consi Advancement Chart

You are able to enter values in Trackside Plus that will report on how many racers advance to the Main Event from a Heat or Consi. Open an event and select ACTIONS from the menu, then select ENTER HEAT AND CONSI ADVANCEMENT VALUES. The following window will open.

Class	# of Entries	# of Heats	Top to Main	# of Consi	Top to Main
50 Class 1 (4-6)	6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
50 Class 2 (7-8)	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
50 Class 3 (4-8)	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Update Print Report Close

Fill in the values for each class and then click the UPDATE button. You may then click on the PRINT REPORT button to create the report for posting. This report may also be printed from the REPORTS menu by selecting the HEAT AND CONSI ADVANCEMENT CHART option. You are able to come back to this window at any time and change the values, if needed.

Use Drag and Drop to move racer from one class to another

To use the Drag and Drop function to move a racer from one class to the other, you must be at the Class Detail tab. You will select the class from the class list on the left so that you can then see the racer you want to move. Using your mouse, click on the racer and drag the record to the class list on the left. When you start dragging, the cursor will turn into a little box with a blue title. Place the blue title of the box over the class name in the class list in which you want to move the racer into and release your mouse button. You will then be prompted with a message box to confirm the action.

The Drag and Drop option is not intended to be used when you have to move many racers at a time. In that case, you should go to the Sign Up tab then select ACTIONS, MOVE RACERS FROM CLASS TO CLASS and perform the moving at the screen that opens.

Trackside Plus will not allow you to move a racer into a class where another racer already exists with the same racing number.

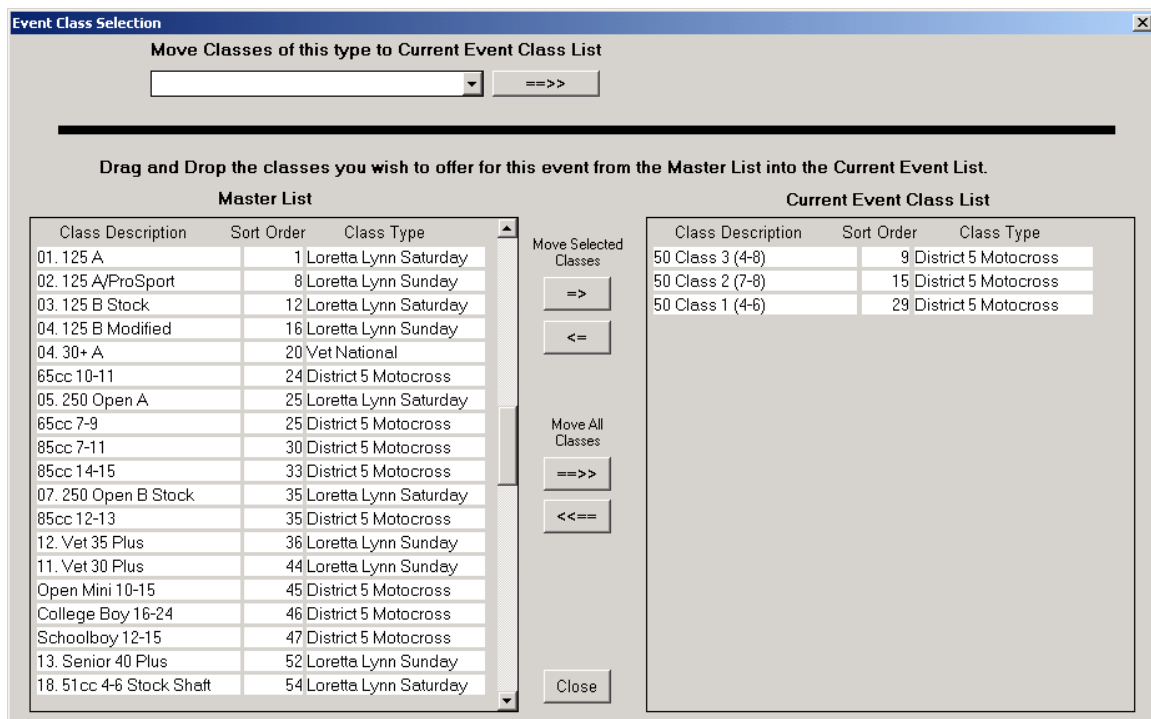
You are also not able to move a racer into a class that has the Heats/Divisions already created. You must go to the Sign-Up tab and delete the racer from the old class and enter him into the new class there.

Assign Class Types to Classes

By assigning class types to your classes, the task of setting up an event will become much simpler. The user will have to define the different types of classes they have first. Opening the Class Type Maintenance window performs this task. Click **MAINTENANCE, CLASS TYPES** to define the different types of classes you race. This should be organized by an entire event. Some examples of different class types you may have are: Loretta Lynn Qualifier, District X, ATV National, etc.

After you have created the class types, you can go to **MAINTENANCE, CLASSES** and assign the different classes to the Class Type of your choice.

The benefit from assigning class types to your classes comes when you go to set up your event. On the **EVENT SET UP** tab, you will click the **EVENT CLASSES** button to assign classes to the event. The following window will open:



At the top of this screen, you can select a Class Type then click the “→” button to move all the classes of that type into this event.

Setting up Race Order before signing up any racers

A Race Order can be set up before you begin rider registration. By setting up a race order first, you can set Trackside Plus to check the race order during registration every time you sign up a racer. Trackside Plus will give you a message box if you sign up a racer and it causes that racer to be a duplicate number in a race or in back to back races.

1. After creating an Event, go to the Sign Up tab.
2. In the menu at the top, click SIGNUP then click ENTER PLACEHOLDER INTO EVERY CLASS. This will open a message box to confirm that a placeholder has been entered.
3. You can now go to the Race Order tab and set up your Race Order. The Race Order report may now be printed.
4. To have Trackside Plus check the Race Order during registration, you will need to set an option in Trackside Plus Preferences. From the menu, click EDIT and then click PREFERENCES.
5. The Trackside Plus preference window will open and you can set the preference option for “checking the race order during sign up”. The setting of a Trackside Plus preference will only apply to the PC you set it on. You will need to set the preference on each PC individually if you have other PCs in your network and want them to check the Race Order during registration.
6. When you have completed Rider Registration or when you have at least one rider signed up for each of your classes you should remove the Placeholder records. This is accomplished by going to the Sign Up tab then clicking SIGN UP from the menu then DELETE PLACEHOLDER FROM EVERY CLASS.

Calculate the Overall Score using the Pro method

Trackside Plus can be set to use the Pro method of combining Motos to come up with the Overall score. This is set on a class-by-class basis so that within the same Event, you can score some classes using the standard two-moto format and other classes using the Pro format.

To set up a class so Trackside Plus will use the Pro format to calculate the Overall position, go to the Class Maintenance screen and check the “Use Pro Scoring” check box for that class. When you score the results in Trackside Plus, the Pro method of scoring will automatically apply to that class.

Pro scoring works like this: Using the table below, a racer earns points for each moto. Trackside Plus tallies the points and the racer with the most points is declared the Overall winner. The final moto will be considered the tiebreaker, should a tie exist.

PRO SCORING	
PLACE	POINTS
1	25
2	22
3	20
4	18
5	16
6	15
7	14
8	13
9	12
10	11
11	10
12	9
13	8
14	7
15	6
16	5
17	4
18	3
19	2
20	1

Count “X” number of best finishes in a Series

Trackside Plus provides the ability to only consider “X” number of a racer’s best finishes in a Series. The “X” number is set by the user for each class, at the Class Maintenance window. The user can enter a different number for different classes. A number must be entered at this screen in order for Trackside to calculate the finishes. Go to MAINTENANCE, CLASSES and set the values for your classes in the “Count Best # in Series” column.

In order to run the Series Points Report and only count the best “X” number of races, the user must select the “Count best "X" number of races in Series” option on the Series Report Request window. By selecting this option, Trackside Plus will look at the number of races to count for the class and only add those totals to the Total Series Points field on the Series Points report.

If the user does not select the “Count best "X" number of races in Series” option on the Series Points Request window, all the finishes for a racer will be counted in the Series Points Report.

Maintain Advancement Points

Advancement Points are assigned to racers so the promoter can keep track of those racers who win or continuously do well in one class. Based on the finish position the racer is scored, he may be assigned Advancement Points. Once a racer has accumulated a set amount of advancement points, he may be forced to begin racing in the next level higher of that class. Trackside Plus provides the ability to maintain Advancement Points for racers.

To assign Advancement Points in Trackside, perform the following steps.

1. Go to the Class Maintenance window and select the option “Pay Adv Points” for each class in which you want to assign Advancement Points.
2. Go to MAINTENANCE, ADVANCEMENT POINTS TABLE and set the values in the graph for assigning Advancement Points based on how many racers are in the class.
3. Open the event and go to the Event Set Up tab. Select the option under the Advancement Points box to let Trackside use the Advancement Points table.

A report of the Advancement Points can be run by selecting REPORTS, ADVANCEMENT POINTS. At the end of the race season, you may need to reset the Advancement Points. To reset the Advancement Points, from the menu, select ACTIONS, RESET ADVANCEMENT POINTS.

Advanced Mailing Label Options

Trackside Plus provides advanced functions when working with mailing labels. The screen below is opened by clicking REPORTS, MAILING LABELS from the Trackside menu.

Mailing Labels

PATRICK D BREHN 180 REITZ LANE WINBER PA 15963	CLINTON BRENER 20 GREENBRAIR LANE DILLSBURG PA 17019	JUSTIN BRES 100 SOUTH AVE OAKDALE PA 15071
HUNTER BRIGHTWELL 7640 HAMPTON PLACE CINCINNATI OH 45244	WALKER BRIGHTWELL 7640 HAMPTON PLACE CINCINNATI OH 45244	JACOB BRINK 690 HILLMAN RD ROSSITER PA 15772
ADAM BRITT 136 DALEWOOD ROAD JOHNSON CITY TN 37601	CHRISTY BROSLUS 6101 W WILLIOW GLENDALE AZ 85304	BRIAN BROUGHTON 8420 DELREY LAS VEGAS NV 89117

Address count: 1,211 **Label Size:** Laser Address 0.50 x 1.75 5267

Status

Both Active and Inactive Racers
 Active Racers Only
 InActive Racers Only

State equal to Zip Code starts with Has raced since:

Hide invalid addresses

Sort By

Last Name City
 State Zip Code

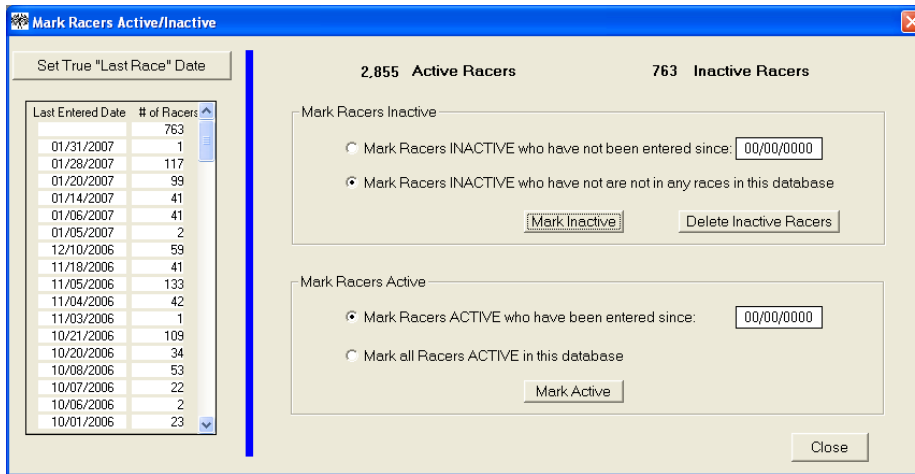
Zoom:

At this window you can:

- View the mailing labels you have selected to create.
- Set filters to only view specific racers.
 - Racers who have raced since a specific date.
 - Racers from a specific state or zip code.
 - Only Racers who are marked Active or ones marked Inactive.
- Set filters to only view valid addresses.
- Sort the labels based on Last Name, City, State or Zip Code.
- Select the size or style of mailing label you will be printing.
- Export the mailing labels to a TEXT file for a mailing service.
- Print the mailing labels.

Mark Racer Active and Inactive

Racers in Trackside Plus can be mark as Active or Inactive racers. The racer can be marked individually at the Racer Maintenance window or you can mark a larger group of racers using the window below. By default, all racers will be set to Active until you mark them as Inactive. To open the window shown below, use the Trackside Plus menu and click MAINTENANCE, MARK RACERS ACTIVE / INACTIVE.



At this window you can:

- Set the Last True Race Date for all racers.
- Mark racers as Active.
- Mark racers as Inactive.
- Delete racers marked Inactive

Set True Last Race Date. This option will be the first thing you should do each time you come to this window to perform maintenance. In your database, each racer has a date tied to them that Trackside uses to mark the last time they raced. When you click the button to Set True Last Race Date, a function will set the date of the last event raced for each racer. The blank date represents the number of racers in your database who are in NO events.

Mark Racers as Active. Click the Mark Active button and Trackside will mark the racers Active based on the option you have selected.

Mark Racers as Inactive. Click the Mark Inactive button and Trackside will mark the racers Inactive based on the option you have selected. Racers marked as Inactive will not appear on the list at the Sign Up tab but can be retrieved based on Member Number, District ID or Trackside ID.

Delete Racers Marked Inactive. Click the DELETE INACTIVE RACERS button to permanently remove all racers who are marked as Inactive.

Reset ID Numbers

ID numbers in Trakside are used to identify a rider. Trakside can use Member Number, District ID or Trakside ID to retrieve a specific number. Generally a rider will keep this ID number and never need to be assigned a different one. In the case where the ID number may get reset each year, then issued to a different rider the next year, the user will need to reset all of that type of ID numbers for all the racers.

Using the Trakside Plus menu, select ACTIONS, RESET IDs, then select the type of ID you want to reset. You will be prompted with a message box confirming your intention to reset the ID values. By clicking YES to that confirmation, Trakside Plus will remove the ID value of that type for all the racers in your database.

Be sure to select the type of ID you want to remove. If you remove the wrong ID numbers by accident, you will not be able to recover them.

Assign Series Points

Before assigning Series Points in TracksidePLUS, you will need to have completed the scoring of all classes in your event. With the event open and focus on the Event Set Up tab, you can select ACTIONS from the main menu then select ASSIGN POINTS. This will open the window you see below.

The screenshot shows a window titled "Assign Points for Event" with a blue title bar and a close button. The window is divided into three main sections:

- Series Points:** Contains four checkboxes: "Assign points per moto", "Pay double points", "Do not assign to non members", and "DNF pays last place plus 2". Below these is a text input field labeled "Give" with the value "0" and the text "additional points to racers". To the right is a "Points Table" section with two radio buttons, "A" (selected) and "B". At the bottom of this section are "Reset Points" and "Assign Points" buttons.
- Heat/Division Points:** Contains the instruction "Click the button to assign points for Heat/Division finishes." and "Reset Points" and "Assign Points" buttons.
- Advancement Points:** Contains one checkbox "Assign points per moto" and "Reset Points" and "Assign Points" buttons.

A "Close" button is located at the bottom center of the window.

Select from the options which apply to assign your series points. If you make changes to the results after you have assigned points, you will need to come back to this screen and re-assign points.

Exporting Data

Trackside Plus will allow you to export data to be used to import into other database. Using Trackside Plus, you are able to export selected racers or event results from a selected event.

To export selected racers, go to the Trackside Plus menu and click **ACTIONS, EXPORT RACERS TO TXT FILE**. You will then be able to select racers who have a specific ID. You are not able to export racers with out and ID because when racers without and ID are imported into another database, they may be duplicated. Trackside cannot match a racer coming in to a racer in the database if there is no ID assigned to the racer.

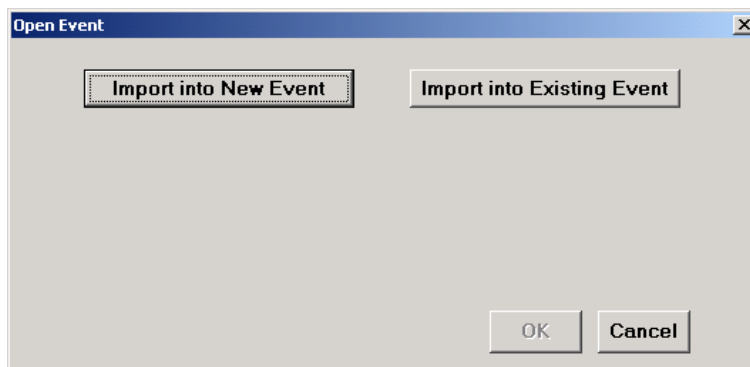
To export event results to be sent to a points keeper you must first open the event. Select **ACTIONS** then **EXPORT EVENT RACERS AND RESULTS TO TXT FILE**. A message box will appear and inform you of the location of the file. The default location is C:\Trackside and the file will be named with the event date and promoter name with a TXT extension.

Import Race Results

Using Trackside Plus, you can Import Race results from promoters who are using Trackside or Trackside Plus. Other Trackside users will be able to send you a text file that you select to import. Once the data is imported, you will have that race event re-created in your database. You are then able to make the race part of a Series and maintain the Series points as described previously in this manual.

Follow the steps listed to import a race event from a text file.

1. Save the text file to your hard drive. Preferably the C:\Trackside folder.
2. Start the Import process. From the Trackside Plus menu, select ACTIONS, IMPORT EVENT RACERS AND RESULTS FROM TEXT FILE. The following window will open:



If you select the “Import Into Existing Event” button, you will then be prompted to select the event that you want to import the results into. If someone is sending you corrected results for a previously imported event, you will want to select this option then select the event. If the event has not been previously created in your database, select the “Import in New Event” button.

3. Select the file to Import. After selecting either button, you will be prompted to select the file that has the race results you want to import. Find the file in the dialog box, select it and click OPEN. Trackside Plus will now open the file and start importing it into the window.
4. Set Import options. Once the data has been loaded, a screen will appear for you to select how you want to match racers coming into Trackside Plus with racers already in your database.

The default is to match the racers by Member ID. As your data is imported into Trackside Plus, Trackside Plus will read the Member ID of the racer coming in and see if there is a racer already in the database with that same Member ID. If a match is found, Trackside Plus will sign that racer into the event and assign the finishes to the racer. If a match is not found, a new racer will be added to your database and signed up for the event.

Another option you must select at this screen deals with how Trackside Plus updates the addresses of racers it finds already in your database. If you check the “Replace existing address values with incoming data” box, Trackside Plus will replace the address in your database with the address of the data being imported when the racer is found to already exist in your database. If the data coming in is missing the address and you have an address in your database, the address will not be replaced with an empty address. After picking the options you want for importing data, click on the button titled “BEGIN IMPORT”.

5. **Match Brands for the Import.** At the start of the Import, Trackside plus will retrieve every brand that is coming in from the import file and you will have to match it to a brand in your database. Every brand must be matched to a brand you have in your database. Pick a brand from the dropdown list that matches the brand being imported. If you do not have the brand in your database, you can either match it to another brand or you can click the CLOSE button so you can go back and add the brand to your database and begin the import over again. It is recommended that you create a brand named UNKNOWN and assign odd brands to the brand UNKNOWN during imports when you do not have it in your database. Once you have matched all the brands, click the OK button.
6. **Match Classes for the Import.** Next, Trackside Plus will create a list of all the classes in the file being imported. The list of classes will appear down the left hand side of window. On the right hand side, you will have to match the classes you want to bring over to your database. Not every class must be matched. Trackside Plus will ignore the classes you do not match up. After you have matched all the classes you want to bring into the event, click the OK button.
7. Trackside Plus will now perform the importing of data. Your screen may flash a couple times. When the import process has completed, you will be prompted with a message telling you that a successful import has completed. You can now click the CLOSE button to close the window.

Import Racer Names

Trackside Plus will allow you to import racers from a text file which has been created by another Trackside database. Trackside cannot import races from any text file. The text file you use must have been created by a version of Trackside. Racer names are imported very similar to the way you import results.

Follow the steps listed to import racers from a text file.

1. Save the text file to your hard drive. Preferably the C:\Trackside folder.
2. Start the Import process. From the Trackside Plus menu, select **ACTIONS, IMPORT RACERS FROM TEXT FILE**. A window will open prompting you to select the source file for importing.
3. Select the file to Import. After selecting either button, you will be prompted to select the file which has the race results you want to import. Find the file in the dialog box, select it and click **OPEN**. Trackside Plus will now open the file and start importing it into the window.
4. Select the option for updating addresses. If you check the “Replace existing address values with incoming data” box, Trackside Plus will replace the address in your database with the address of the data being imported when the racer is found to already exist in your database. If the data coming in is missing the address and you have an address in your database, the address will not be replaced with an empty address. After picking the options you want for importing data, click on the button titled “**BEGIN IMPORT**”.
5. Trackside Plus will now perform the importing of data. Your screen may flash a couple times. When the import process has completed, you will be prompted with a message telling you that a successful import has completed. You can now click the **OK** button to close the window.

10-Key Scoring

The 10-Key Scoring option in Trackside Plus allows the user to enter the numbers in a moto as they have passed by. The numbers can be entered during the race or after the race is over. The only requirement is that you have the class/classes in the race order when you enter the numbers.

To open the window shown below, go to the MOTO ORDER tab and double click on a class name in the box of the moto you want to enter laps for. There are two main windows on this screen. The leftmost window is used only to display the list of numbers in the moto. The larger window will display all the scans for the moto.

At this window you can:

- Enter the bike numbers in the order they passed by.
- Correct data entered and recalculate based on corrections.
- Score the moto based on the numbers entered.
- Delete all the laps or just a single lap that was entered.
- Print the data you see in the window.

Enter the bike numbers in the order they pass. When the window is opened, your cursor will be positioned at the box beside the PROCESS button. This is where you will enter the bike number. After entering the bike number, hit the ENTER button on your keyboard or click on the PROCESS button. This will cause Trackside to process the number as if it had just passed by. Trackside will attempt to find a racer in this moto with the bike number you entered. If a racer is found, Trackside will report what class and position he is currently in according to the numbers you have previously entered. If Trackside is unable to match the number to a racer in this moto, the record will still be processed but you will be required to delete it or change it to a valid number before the moto can be scored.

HINT: In the scoring box, you can enter the PLUS symbol twice (++) then hit the ENTER key. This will cause Trackside to delete the very last number entered.

Correct data entered and recalculate. Trackside will attempt to find a racer in the moto for every number you enter. If you enter a number that Trackside cannot match, you will need to correct your data before you score the moto. Every number entered must be matched to a racer in the moto in order for Trackside to score the moto. You are able to type over the number and the time fields in the large window. If you do correct the data, you will need to click the RE-CALCULATE button so Trackside can process the correct data. After you have used the RE-CALCULATE option, check to make sure all numbers were matched.

Score the moto. After you have entered all the laps for the event, you will click the SCORE button with your mouse. Trackside will check to make sure that all laps have been matched to a racer in the moto. Any unmatched laps will be ignored and deleted. You will be prompted by Trackside for approval to enter the final scores in the Trackside database. If you chose not to let Trackside enter the scores in the database, Trackside will simply score the race and display the results on the screen.

Trackside will automatically default every racer to a DNF score until it can verify the accurate score of the racers. Any racer who does not cross the finish line after the leader crosses it a final time will be considered to DNF since that racer did not take a checkered flag. Any racer who never gets entered in this screen will be scored a DNF. You will have to change the score manually for those racers if you want them scored differently.

Deleting laps. There are three ways to delete laps after you have entered them.

1. As you are entering laps, you can easily delete the lap you just entered by typing two “plus” signs (++) in the box then hit ENTER as if you had just entered a number. This will trigger an action in Trackside to delete the last scan entered.
2. Laps can also be deleted by right-clicking your mouse on the record you want to delete. You will be prompted with a message box to confirm the delete.
3. All the laps from one moto can be deleted at one time. Click your mouse on the “DELETE LAPS” button to delete all the laps entered for a moto.

Printing Data. The laps you enter can be printed at any time by clicking PRINT button. If you click the PRINT button before you score the event, Trackside will print the all the laps. The laps are sorted by the most recent to the oldest. You can click the Print button after you score the moto and Trackside will print the final results.

Enter the Gate Drop Number

When you are going to put multiple classes in the same race, you may want to determine which class is going to start on which drop of the gate. This number will print on the Race Order report. To set the number for gate drop, you must be on the RACE ORDER tab then click ACTIONS from the main menu, then click ENTER GATE DROP NUMBERS. The window below will appear:

Gate Drop Entry Screen

Note: If you change the race order after setting the Gate Drop values you will need to reenter the values for any class changed.

Race	Gate Drop	Class	# of Racers	Laps
1	1	Open D	20	
	2	Open Mini (10-15)	14	
2	1	50cc Class 2 (7-8)	16	
	1	50cc Class 3 (4-8)	16	
3	1	85cc (12-13)	18	
4	1	65cc (10-11)	13	
	2	65cc (07-09)	18	
5	1	School Boy (12-15)	12	
6	1	250C	14	
	2	125C	20	
	3	VET C	13	
7	1	Quad C	15	

Update Close

Note: If you change the Race Order after you have set the Gate Drop number, you will lose your change of the Gate Drop number and need to come to this window again to set it up.

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