

Running a Race

- 1) You will be ready to run your Race when you have processed your entries and have runs showing up under **Still to Go** on your run screen
- 2) You can get to the run screen by clicking the down arrow next to your race on the Events page or by clicking Run Race from your Entries screen
- 3) You will find your **Announcer's List** and **Draw Sheets** as well as other tools under **Reports**. Use the **Race Backup Report** to save a simple report that easily exports to Excel in case of emergencies
- 4) Hook up your timer under **Displays, Timer Setup**
- 5) You have the option to **Unprocess Sign Ups** under **System**. This will send all of the runs under Still To Go back to the Entries screen with their pre draw numbers so that you can edit them or enter contestants in between them
- 6) To start entering times click inside the **Run Time** box. If connected, the timer feed will populate the Run Time and you can click **Enter** or **Save Run** to save the time
- 7) Add **Penalties** at any time by clicking the + and – sign by Penalties
- 8) A text message will be sent to the contestant when their run is saved if you have **Draw and Run Notifications** checked for the race
- 9) **No Time** will assign the run a no time
- 10) **Scratch** will ask if you want to refund the entry fee money or not before marking the run a scratch
- 11) **Roll Run** will roll the run to the end
- 12) To edit a run time that has already been saved, click the **edit icon** to the right of the run. Correct the time. Click **Edit Run** or hit **Enter** to save the change.

Race: Open 5D

System ▾ Reports ▾ Displays ▾ Round Generation ▾

Still To Go: [Edit Signups](#)

Run	Draw	Contestant	Edit
1	1	Chelsey Armour on Mr Salty Driftwood	
2	2	Blair Buchanan on Doobes Silent Lad	
3	3	Elizabeth Scott on Samsons Eighty	
4	4	Molly Powell on Streaka ta fame	
5	5	Victoria Miller on Sassy Is a Fox	
6	6	Jade Crago on CM Bubblin Barbie	
7	7	Jessica Sitzes on IMiss mighty invictus	

Next Contestant
Chelsey Armour
on
Mr Salty Driftwood

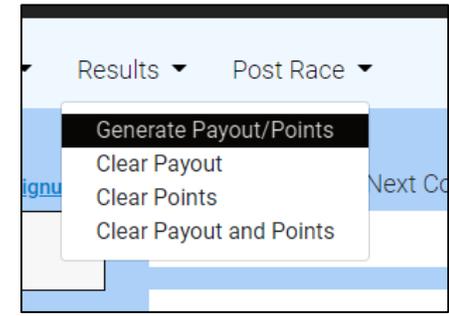
Run Time:

Penalties:

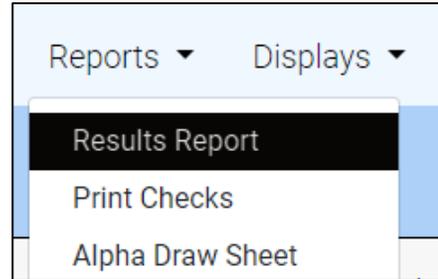
Final Time:

Contestant	Final Time	Edit
Molly Goostree on Dakota	18.205	
Jeff Byassee on Cashing In On Honor	16.5	

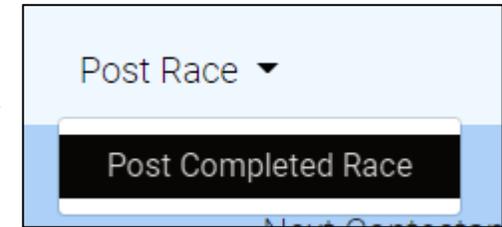
12) When all of your run times are entered, click **Results** and **Generate Payout/Points**



13) View your results on the **Results Report**



14) When you are ready for your race to be marked complete on the website, Click **Post Race** and **Post Completed Race**



15) If you are running a multi – go race, you may now click **Round Generation** to generate your next go or short go

16) To **Generate Next Round**, choose the draw order and enter how many Runs you want in Each Perf (if applicable). Click **Generate**.

