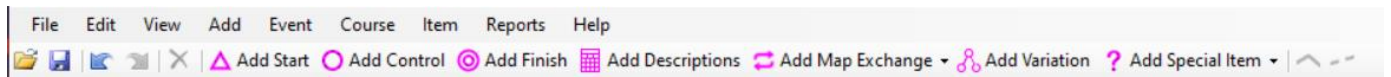1L=first line of screen (File to Help), 2L=2nd line of screen

Note maps are just background images (OCAD, JPEG etc.)
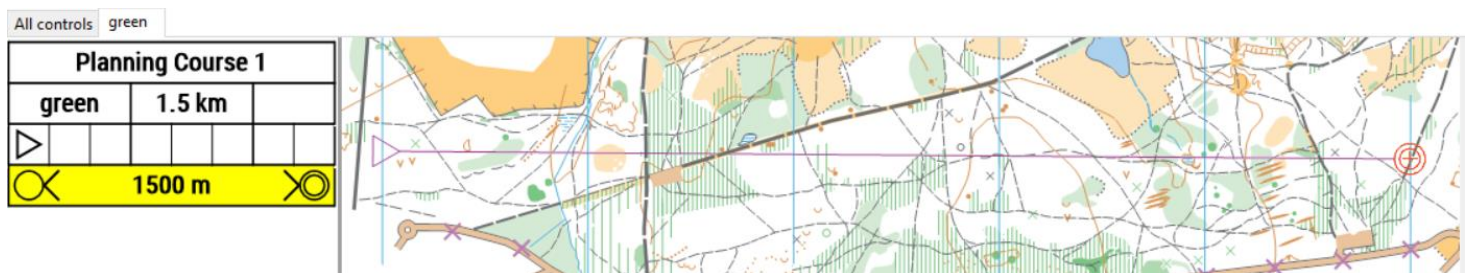
Check the scale is correct:

1L: Course-Add Course- Course name=Green, OK

2L: Add start: put it on a western grid north line

2L: Add finish: put the centre of the finish on an eastern grid north line (due East of the start)

Check the distance shown is what the map says.

Do the admin bits first:

2L: Add special item

Out of bounds area- mark any areas we do not have permission to use (Can also use Uncrossable Boundary)(add)

If there are roads that can be crossed, but not run along use Forbidden route Marking.

If there are places that mist be crossed at a certain point use Mandatory Crossing Point or Optional Crossing Point

For Courses close time, and emergency phone number use: Text

Check the print area

1L: File- Set Print Area- All courses. Make sure the whole area you want to use is included (not a problem as Horsell is A4)

Setting up a course:

Click on the 'Green' tab, click on the start you added earlier and move it, similarly for the finish

2L: Add control (will add control #51, then 52 etc.), ensure centred on the correct side of the feature. Add 7 controls (51-57)

Distance will appear on the left.

Add Mandatory Crossing

Planning Course 1

green	2.4 km					
▷						
1	51					
2	52					
3	53					
4	54					
5	55					
6	56					
7	57					
⊗		150 m				⊗

To add height, double click on the empty box and add.

To add descriptions to the map

2L: Add Descriptions, click and drag. Descriptions will hide anything on the map

To put the IOF descriptions, go to the left side, complete 3rd to 7th columns for all

Planning Course 1

green	2.3 km					
Penalty -9pts for each minute or part of.						
▷		↓	╱			
1	51	←	╱	╱	Y	
2	52		⋗			
3	53		✳		·○	
4	54		●		.○	
5	55		✕			
6	56		○			
7	57		�		∟	
⊗		120 m				⊗

Add a second Course:

1L: Course-Add Course- Course name=yellow, Description appearance Text, OK

Start and finish automatically appear (you can have more than 1 start or finish)

2L: Add control: you can either add existing controls which show up in light purple or add new one

2L: Add descriptions to map as before (will come up as text)

Then complete descriptions for new controls

Add a score Course

1L: Course-Add Course- Course name=60 min Score, Course Type Score Course, Show points in: Column B, Control Circle Labels Code and Score, OK

Start and finish automatically appear

2L: Add control: you can either add existing controls which show up in light purple or add new one. Just highlight all controls on Yellow and Green

2L: Add descriptions to map as before

Go to Descriptions on the left and add points to Column B (will say Enter new score)

Descriptions will now have total points

Map will show control code and points

Need to show what late penalty is

Highlight start row of descriptions on left (goes yellow), 1L: Add-Text Line… Position: Above Start Courses: this course only, then type in 'penalty -9 points for each minute or part'

Tidying up

For clarity:

Check for unused controls

L1: Event- Remove unused controls.

Make sure course markings are clear:

Control circles

- Click on control circle,
- 2:- last item Add Gap-
- Click and drag cursor around the bits to cut (can then click on little blue squares to increase decrease /remove gap).
- Can put more than 1 gap per control
-

line between controls

- Click on line.
- 2L: last but 1 item Add Bend:
- Click on line then drag little blue square to move
- Can also use Add Gap to put a gap in the line
- Make sure line does not go out of bounds- divert line or cut line (unless ISSOM ISprOM)

-

Control Numbers

- Click on a control number
- Drag to a 'clear' area

Check controls not too close:

1L: Reports-Event Audit. Will highlight any issues. Ideally controls best if more than 60m apart

Sending to printer

Need to send both the purple pen and the map file

For Training Colin Dickson is best (BAOC, lives in Camberley)

For other events BML is best

Other stuff…

Navigate to finish, follow tapes to finish, navigate to finish funnel

Descriptions on left, highlight, right click and change

Special Objects

Need to let runner know what they are

Urban Maps (ISSOM ISPrOM)

Don't need to move or cut line for unless for clarity

Problems with Clarity, what looks clear on screen isn't necessarily clear when printed.