

Vola SkiAlpPro for USSA Masters FAQ Prepare Competitors List

To prepare the competitors list in a Vola event, you will typically enter competitors in any of three ways:

- enter competitors from the current USSA masters list
- manually enter a new competitor (e.g. a new racer using a short-term membership who is not listed in the USSA masters list)
- import entries from the SkiRaceReg.com online registration system used by most masters divisions for accepting race entries

With most master races in the US using the **SkiRaceReg.com** registration system, most competitor entries will be brought into your event competitor list by importing the SkiRaceReg race entries download file, a standard "CSV" format text file.

Preparation

Your *Local Configuration* settings should set to USA national regulations and be in either *Management* mode or *Timing* mode with a license key USB installed.

Your masters event should be set up following the instructions in the "Masters Event Settings" FAQ with the USSA Masters age class categories installed and competitor fields appropriate for a masters age class competition set. (Note: a basic "starter event" configured with masters classes and fields can be downloaded from <http://ussamasters.org/raceops/vola>)

Enter Competitors from USSA Alpine Masters list or Manually

Entering competitors from the current USSA masters list and entering a competitor manually are done for a masters race in the same way as for a USSA alpine competition; the main difference is that competitors will be selected from the current USSA masters list rather than the USSA alpine list.

To import from USSA masters list, click *Import* on the *Manage Competitors* screen and select the *USSA Alpine Masters List* to open the competitor selection list to locate competitors to add to the event. (Figure 1)

To enter a competitor who is not registered on the current USSA list, click the *New* button and fill in the competitor information. For a competitor using a short-term membership, enter their license

Import SkiRaceReg entries into Competitors List

Preparation: Download the entries CSV from SkiRaceReg.com for your race and save the file in a convenient location. According to your preferred technique, you can save the entries CSV file in your standard Downloads file, on your Desktop, or in a specific folder that you have created for managing files related to your event.

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Step 1: Select the Import Competitors from a File Operation

Click on the *Options* button on the *Manage Competitors* screen to display the list of additional operations on competitors and select *Import Competitors from a File*. (Figure 2)

Step 2: Select the SkiRaceReg entries CSV file

When the *Import Competitors from a File* dialog opens, click on the folder icon to the right of the File path field to open the standard Windows file dialog to locate your race entries file. (Figure 3) Use the locations/folder navigation panel at the left to choose the location where you saved your SkiRaceReg download file.

IMPORTANT: Vola does not by default include "*.csv" file extensions in the list of file types it is looking for. Change the file types selection choice item at the lower right (above the *Open* and *Cancel* buttons) to "**All Files (*.*)**" so that your SkiRaceReg entries CSV file is shown in the list of files available to choose.

Select your SkiRaceReg entries file from the files pane at the right and click *Open* to choose the file containing your competitor entries.

Step 3: Assign the Format settings and Columns for importing the SkiRaceReg entries

After you have selected the SkiRaceReg entries file to load, the *Import Competitors from a File* dialog displays a section of *Format* settings needed to load the CSV entries along with a *Data Agreement* section where you indicate the Competitor field to load from each column in the data file. (Figure 4)

The CSV format settings you need to set are:

- Field Separator: comma
- Field Delimiter: checked (on)

(You can use either the default Unicode choice for the File Format choice or UTF8, which is a variation of Unicode. The SkiRaceReg download file is a UTF8 file, which is a particular way of storing Unicode characters. Aren't you glad you asked)

In the *Data Agreement* panel, click on each column in the data view and use the *Fields* choice to specify the Competitor field to load from that column. Unused columns should be ignored. The first few lines of the data file are displayed in the Data panel to help you assign the column values to the appropriate competitor field.

For a complete description of the SkiRaceReg entries data columns and the recommended competitor fields to load, see:

<http://ussamasters.org/faq/raceops/skiracereg/SRR-FAQ-ImportEntriesIntoRaceSoftware.pdf>

****IMPORTANT**** be sure to load the **SRR** column value into the **Club** field in the Vola competitor data; this is required to ensure that the SkiRaceReg registration data for each competitor is carried in the Vola event file in a field which is returned in the results XML file uploaded to SkiRaceReg at the completion of the race for processing competitor race fees. Ignore the **Cross Reference 1** and **Cross Reference 2** fields that are used to carry the reg info in a Split Second race file; these are not used with Vola.

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Tip: The first line of the SkiRaceReg file contains column labels that describe the values in each column; set the *Header Lines* choice to 0 to view the labels in the data area when you are setting the field choices for the import – this will help you choose the appropriate field to load. When the column-to-field choices are set, change the *Header Lines* choice to 1 so that the first line of the file containing labels will be ignored when the data file is imported.

Step 4: Import the SkiRaceReg competitor entries and review results

After setting the format and data loading fields, click the *Import* button to process the entries file and load competitors. (Figure 5)

The import operation reports how many lines of the data file were imported as competitor entries. If not all of the data entries were loaded, click the *Details* button to display detailed problem reports on which lines in the SkiRaceReg entries files were not imported.

For each problem entry, the line number in the SkiRaceReg entries file is listed along with a brief description of the problem that prevented the competitor from being imported. Vola is quite strict on insisting that **Bib** and **USSA ID** fields be unique in the race file, so you may need to review and correct your data and retry the import operation until all competitors are successfully imported.

Tip: clear the competitors list and do a clean retry of the import operation after correcting any problems in the SkiRaceReg entries data. If you have entered other competitors in the file, either as New entries or from the masters points list, be careful to use a filter on the delete operation to only remove competitors with a Club value (the SRR reg data value in imported competitors)

Warning: Bib processing when importing competitors. If the Bib number in the import data is not a strictly numeric value, the Vola import operation drops the bib value completely with no warning that data has been lost. For example, this is a problem for Far West, which assigns special season leader bibs to their top men and women racers with a gender suffix letter (e.g., 1M and 1L for the top man and woman, 2M and 2L for the second-ranked competitors, etc). Divisions with any letter conventions on permanent bibs will need to use an alternate encoding convention to use strictly numeric bib numbers in Vola event files; this is undesirable because the timing system and start lists used by race crew are no longer accurate competitor's bib is not longer

Review the Competitor List

Once you have completed importing and adding the competitors, check your data to ensure that all necessary information has been provided.

- Bib – all competitors **must** have a bib number – competitors with missing bibs will not be included when start orders are created
- USSA ID – ensure that all competitors have a USSA # - see notes below on how to assign placeholder license numbers for competitors using short-term membership licenses
- Year born – all competitors in a masters event **must** have a year of birth – this is required so that the age class category value is set correctly

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- Mbr field – use this field to flag short-term memberships ("ST") and for the "****" value from the SkiRaceReg "USSA Paid Note" column which flags competitors without a current masters license. This will assist in checking and ensuring that all competitors have a valid current masters license or short-term membership.

Tip: click on a column header in the *Competitors* list view to sort on that value. This is helpful for locating missing values or special cases.

NOTE: the Category field is used in Vola for the USSA Masters age class. This value is determined based on the competitor's year of birth. It is **NOT** a directly-editable value – the Competitor edit panel currently lets you change the value but any edits are thrown away and the Category always reverts to the value determined by the competitor's year of birth and gender.

*[This is a bug – if user edits are not allowed, the **Category** value should be presented as a read-only value on the Competitor edit screen]*

Recording Short-Term Membership licenses

Competitors without a current USSA Masters license who have purchased a short-term membership for the event should have their USSA ID field set to M0000001, M0000002, etc (or use their USSA # if previously registered on ussa.org membership).

Recommended: set the *Mbr* (Member Type) field to "ST" to provide distinctive reminder on competitors with special licenses.

For complete information on short-term memberships see:

http://ussamasters.org/faq/raceops/ussa/Masters_License_Checklist.pdf

Print Competitor List

The competitor entry list is typically printed in either alphabetical order or by class. For a masters entry list, fields should include Bib, Category (age class), name, year born, and USSA ID. Recommended fields to include are Mbr (Member Type) with short-term membership and license issue markers. Optionally include Team and Nation.

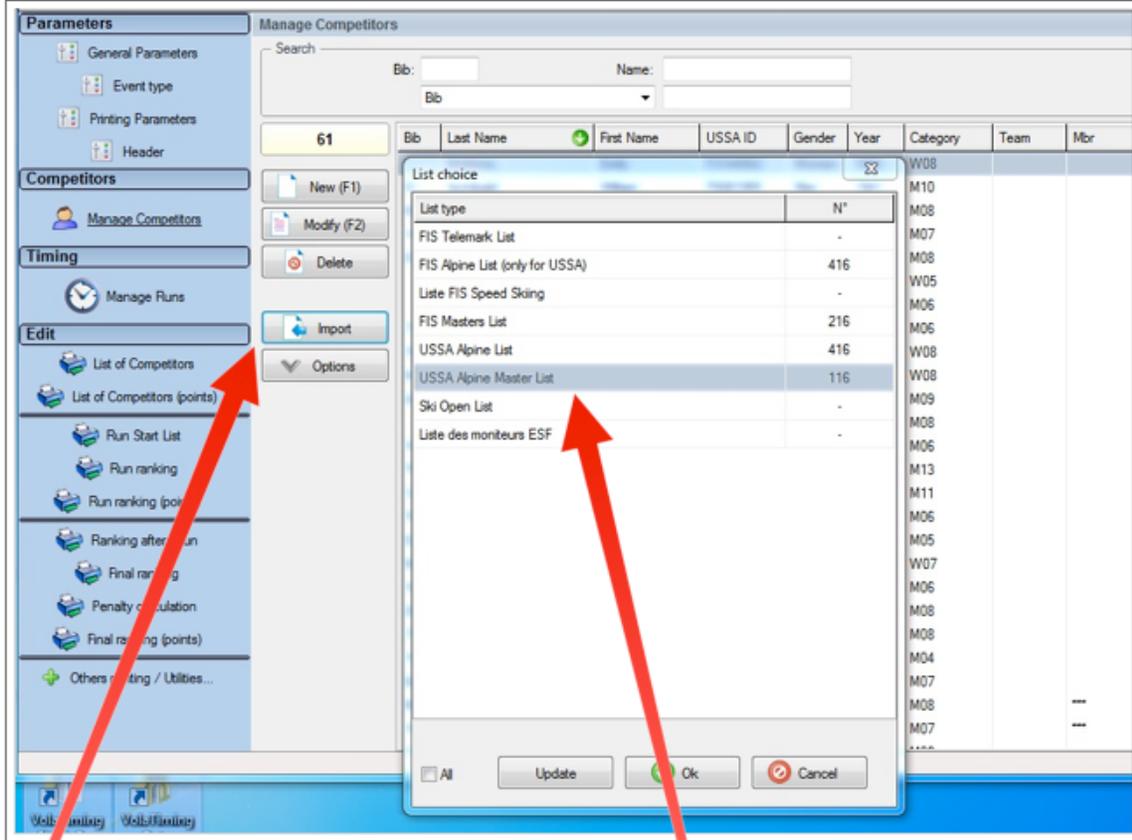
To print the competitor list, use the *List of Competitors* report.

A sample set of print settings for a masters competitor entry list is provided in the vola config resources posted on <http://ussamasters.org/raceops/vola> - use the *Load* button on the *List of Competitors* dialog to load the settings **print-formats/ussa-masters-competitor-list.edf**. By default, an alphabetical list of competitors is printed in compressed format in 2 columns. (Figure 6)

To print the competitor list by class, click the filters button in the print options window and apply the masters age classes filter specifications from **filters/ussa-masters-class-running-order.flts**. The competitor list will now be sorted within age class groups, with a subheader describing each age class. (Figure 7)

Figure 1: Enter Competitors from USSA Alpine Masters list

Enter Competitors from current USSA masters list

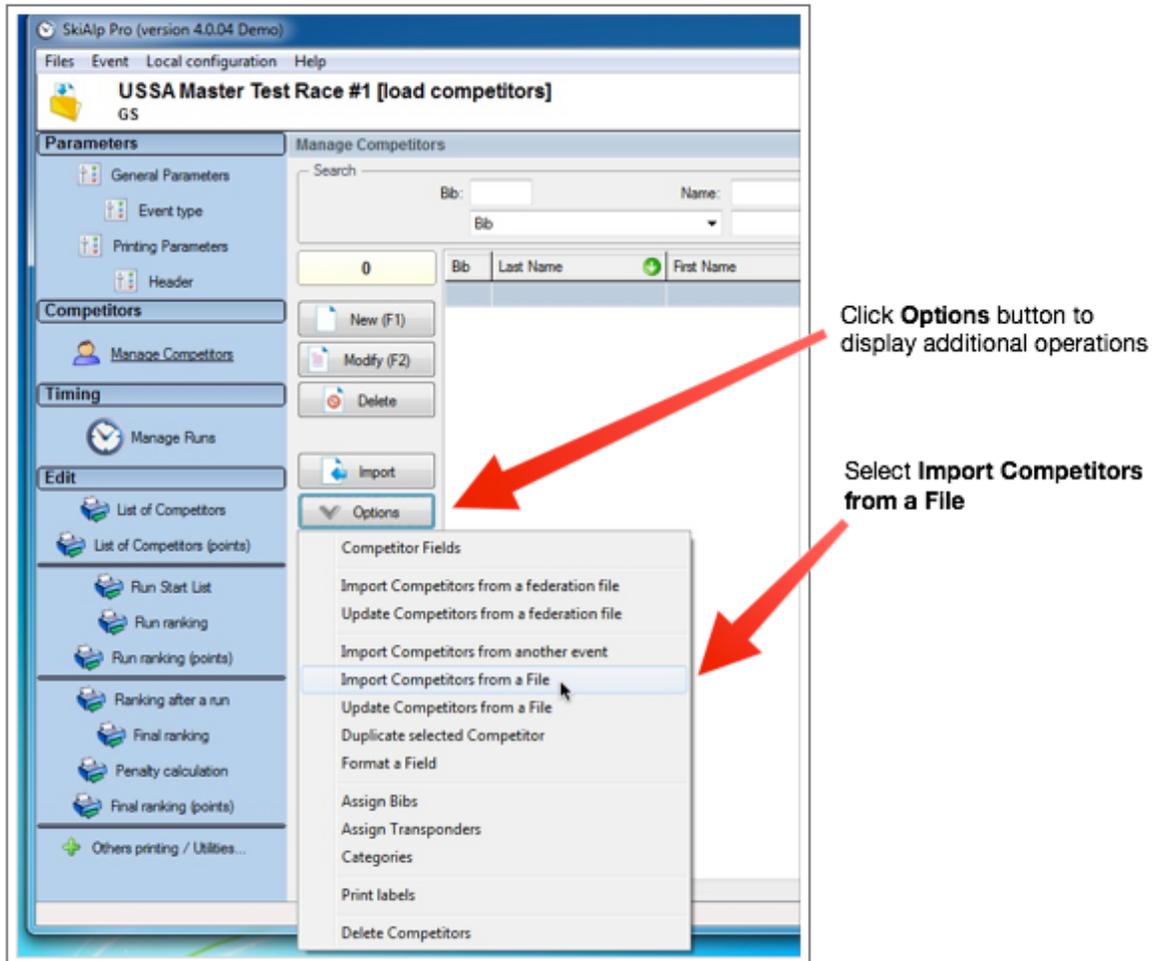


Click **Import** button on the **Manage Competitors** screen

Select **USSA Alpine Masters List** and click **OK** to open competitor selection list to insert into event competitors

Figure 2: Select the Import Competitors from a File Operation

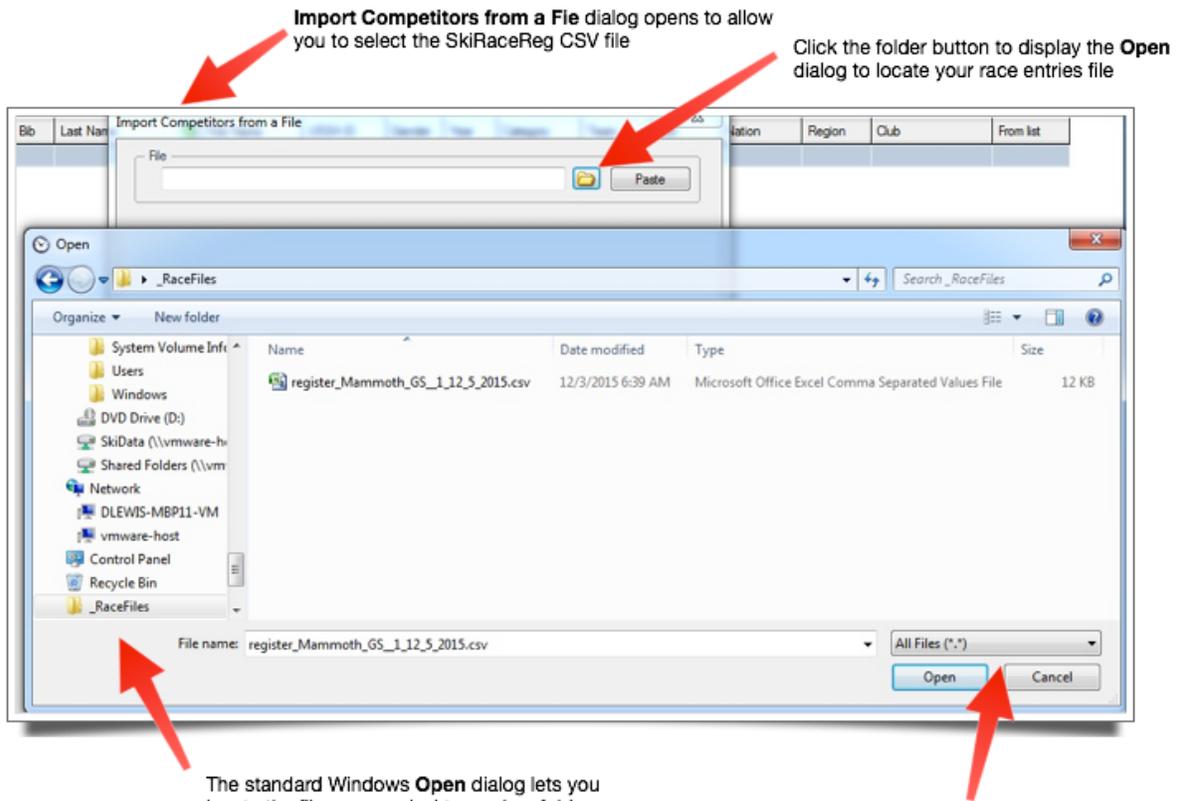
Load Competitors from SkiRaceReg entries CSV file



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Figure 3: Select the SkiRaceReg entries CSV file

Select the SkiRaceReg entries CSV file



****IMPORTANT:** change the file types selector choice to **All FILES (*.*)** - Vola does not automatically include .csv file extension

Figure 4: Assign the Format settings and Fields for importing the SkiRaceReg entries

Import SkiRaceReg entries: assign columns to Competitor fields

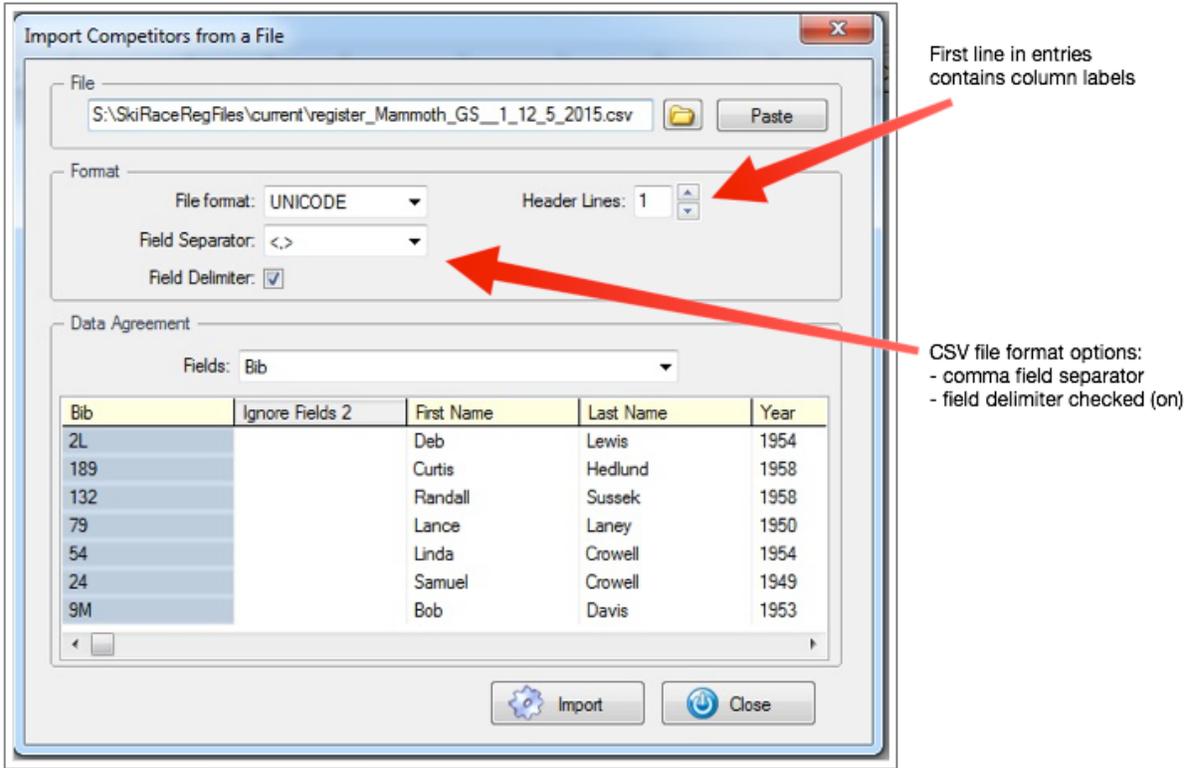
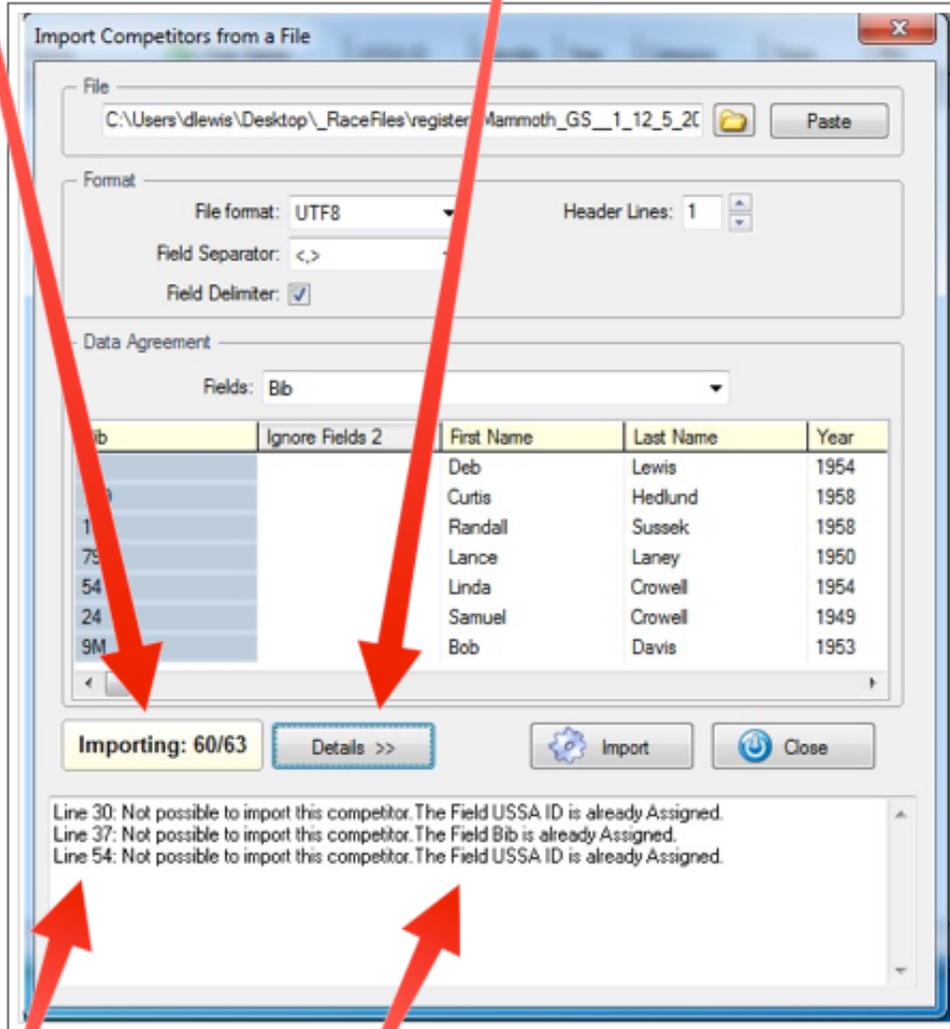


Figure 5: Review results of importing the SkiRaceReg competitor entries

Review SkiRaceReg entries import results

Check the Import results message confirming how many competitors have been imported

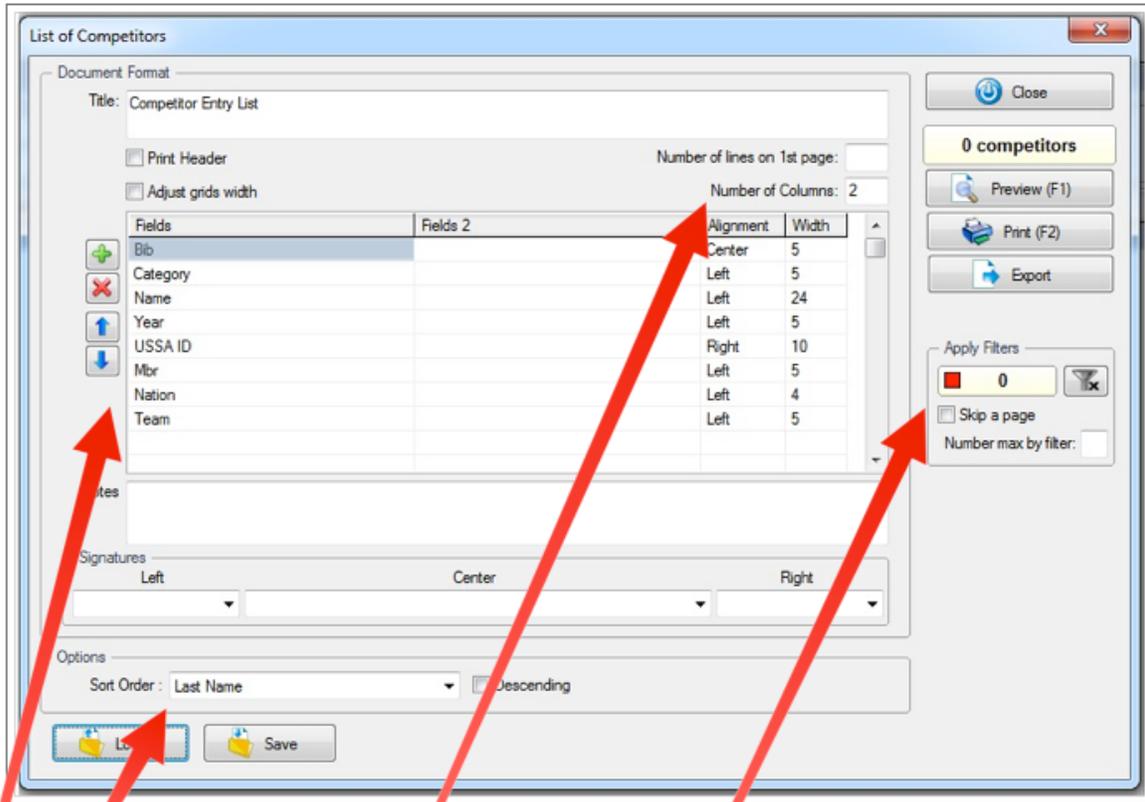
If some entries were not imported, click **Details** to review import problems



Problem line # Watch for duplicate Bib or USSA ID problems in your entries data!!

Figure 6. Print Competitor List (complete alphabetical list)

Print Competitors List (compressed alphabetical order)



Sort by name

Use 2 columns for compressed print format

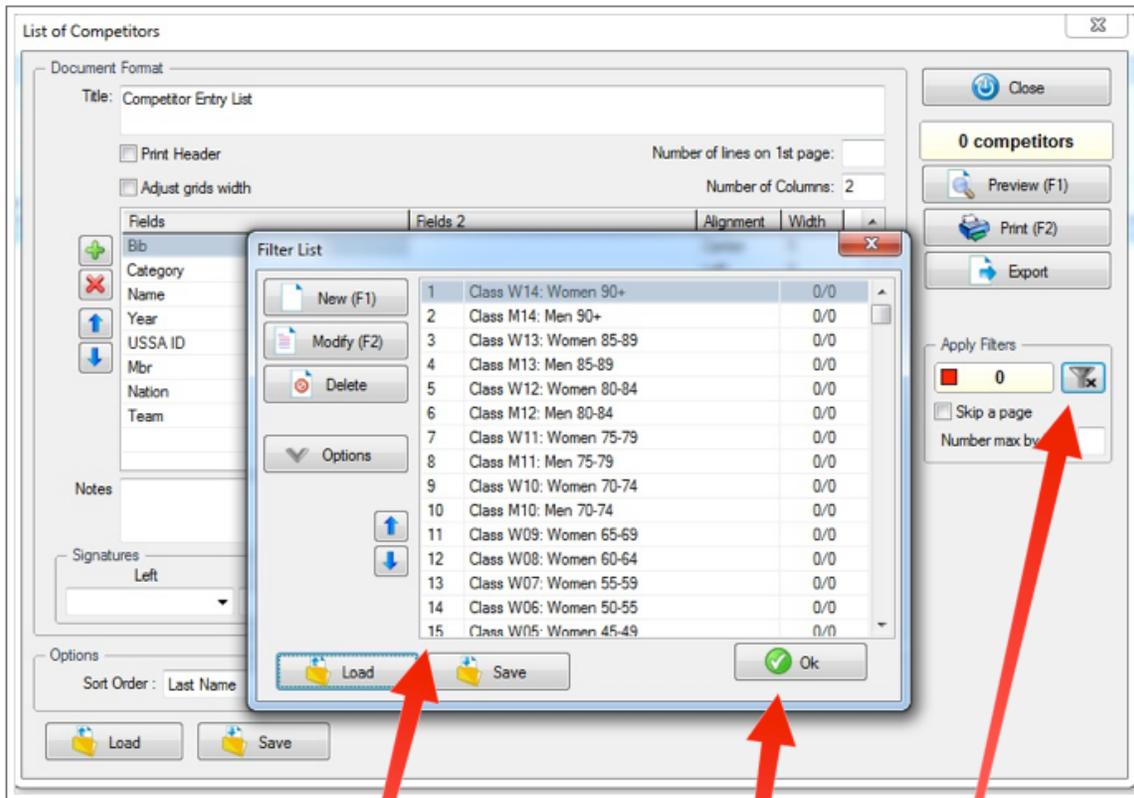
No filters (print complete alphabetical competitor list)

Standard masters fields: Bib, Category, Name, Year born, USSA #
Recommended: Mbr (flag ST, mark *** issues to resolve)
Optional: include Nation, Team if relevant for your event

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Figure 7. Print Competitor list (by class)

Print Competitors List (alphabetical by class)



Load the USSA masters age class running order filters (ussa-masters-class-running-order.flts)

Click **OK** to apply the filters

Click on the **Filters** button to open the **Filters List** editor

After applying the age class filters, the Filters box turns green to confirm age class groupings will be used for the report.

