Allocating SI-cards to pre-entries

There are various ways in which this can be done. This note describes some of them.

Preferred method for SOL.

Put in the entries into AutoDownload without anything against the Card Number (Don't use 0 or any other dummy number).

Get a file of the SI-Card numbers from Robin.

Export the entries from AutoDownload

Sort the file by SI-card and then by Envelope Number, or possibly by Club and Surname.

(This is to keep members of the same groups together so that, as much as possible, consecutive SI-cards will be taken from the box)

Paste a range of numbers into the missing SI-card cells

Import the entries back into AutoDownload

You will want to print out lists of Hire SI-cards. There is an option in AutoDownload to do this, but I find it better to print them out from Excel.

Rearrange the columns so that the names and SI-cards are in the first two columns.

Print at least two copies

Use scissors to cut "fringes" with the name and card number of each "family" kept together.

At Registration allocate someone to hand over the SI-cards. They should tear off a fringe so that the family know whose SI-card is whose.

If you are going to be short of manpower/space at registration you can put the card in labelled envelopes

Allocation at the event

If there are only a few SI-cards to be dealt with and there are not too many EODs expected, it is possible to give the runners a SI-card, gather the data on paper and pass to the computer team.

Allocation by Punching

It is possible to avoid some of the typing. Runners get a SI-card and bring it to the computer. They punch and their startno or name is typed in. *More details will be added here later*