

Dear Race Promoter:

Thank you for your interest in Trackside. We are proud to present TracksidePro 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 or 1-724-263-3083. 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 our toll free number listed above or by e-mail at john@tracksidesoftware.com.

Sincerely,

John M Dains
Impact Software Group, Inc.

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TracksidePro Requirements

System Requirements: Operating system - Windows 95, Windows 98, Windows NT, Windows ME, Windows 2000 Professional, Windows XP, Vista, Windows 7

Monitor - Super VGA ****must be set at 1024 x 768**
RAM - Min. 32 meg
Hard Drive Space - 20 meg
Printer - BubbleJet, Inkjet, Laser

Cost: TracksidePro \$599.00

Contact: Impact Software Group, Inc.
201 Arabian Lane
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. Follow the link that was emailed to you after you placed the order.
- Step 2. Click the option for "Full Install"
- 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.

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 previously.

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 running-order and score the classes.
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 database file to a USB memory stick, another PC or another area on your hard drive.
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 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 TRACKSIDEPRO.MDB or something similar. 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.
- You may need to ZIP your database in order to move it once it gets 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.

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 beside the racer's name 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 # 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 #, or name.

CLASS DETAIL TAB

- You can select a racer at this screen and delete them from the event.
- Use this screen to change the racing number, transponder number, or brand for a racer in a specific class. The change will only apply for this event.
- From the Class Detail tab, you will be able to enter qualifier times if you are using transponders. Otherwise, you can create heats or create a main directly from this screen. If you choose to create heats, you will be prompted to choose how you want to promote heats and how many heats you want.

RUNNING ORDER

- Use your mouse to drag and drop classes into the box where you want them to be. You can then go under the Actions menu and choose to “Verify your running order”, or “check for one race gap”. This will allow you to correct any problems with the running order before you proceed.
- Use the Right Click button on your mouse to insert or delete a box, and the other races will be adjust accordingly.

HEATS

- Use these screens to enter the results of the heats.
- 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. This will bring up a screen where you can apply based on transponders if you are using them. Or, you can just type in results from a score sheet.
- From this screen, you can create an LCQ or Main.

LCQ

- Use this tab to score any LCQ you created earlier. Then, create your mains.

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 TracksidePro

Welcome

Trackside provides a means for:

- Maintaining and viewing information about participating racers
- Organizing information about sign-up, running 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 running order and grid order
- Assign finish order results
- Maintain series points
- Save reports as HTML files for web posting

A Quick Look at Trackside

Event SetUp

TracksidePro Version 1.0 Database: C:\Trackside\TracksidePro.mdb

File Edit SignUp Actions Reports Transponder Maintenance Help

Save Clear Enter Racer Delete Racer Race Order Import Refresh

Season Opener 01/22/2011

Event SetUp Sign Up Class Detail Running Order Heat LCQ Main Entry Fee

Promoter: Proving Grounds Raceway Series 1: 2011 Spring Series

Event Name: Season Opener Series 2:

Event Location: Washington, PA

Event Start Date: 01/22/2011 Event End Date: 01/23/2011

Heat Format: Heats race 1 time Heats race 2 times

88 = DNF (Did not finish)
89 = DNS (Did not start)
90 = DSQ (Disqualified)

Event Classes...

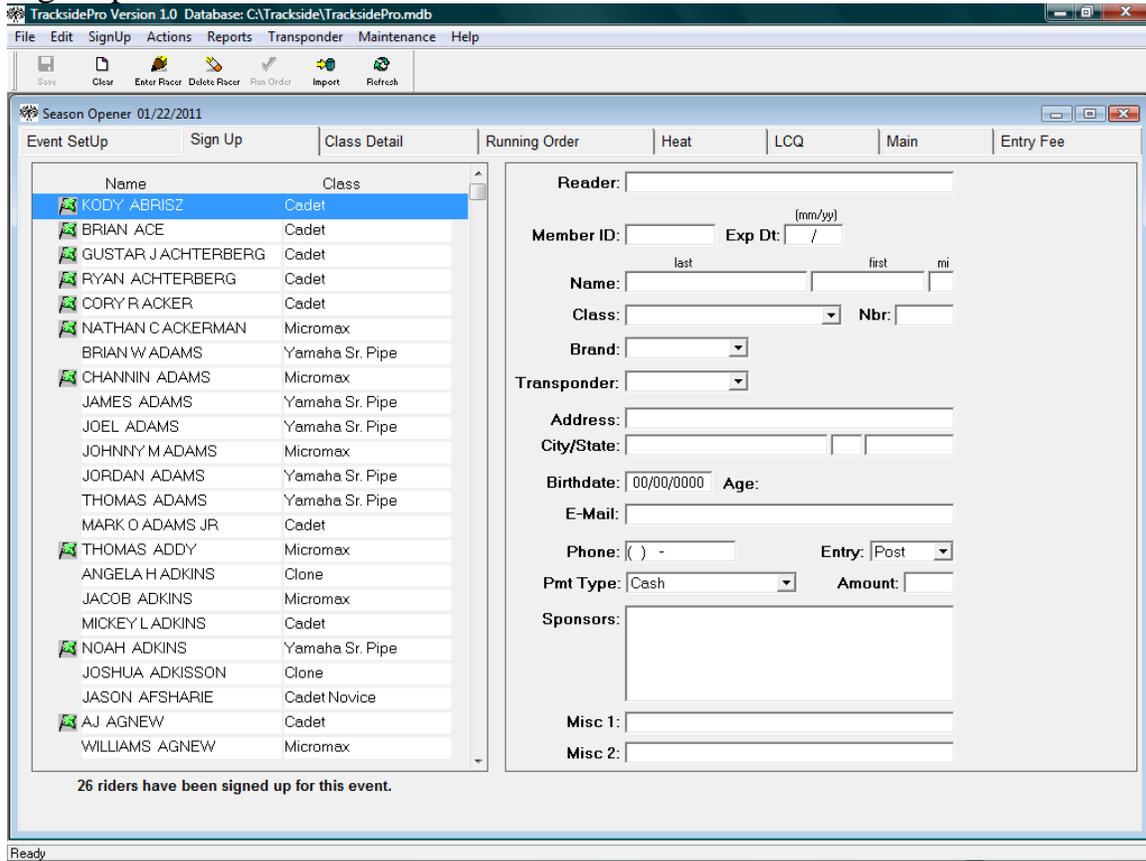
Cadet Micromax Yamaha Sr. Pipe

Ready

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

A Quick Look at Trackside

Sign Up



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

TracksidePro Version 1.0 Database: C:\Trackside\TracksidePro.mdb

File Edit SignUp Actions Reports Transponder Maintenance Help

Save Clear Enter Racer Delete Racer Race Order Import Refresh

Season Opener 01/22/2011

Event SetUp Sign Up Class Detail Running Order Heat LCQ Main Entry Fee

Class # of Racers

Class	# of Racers
Cadet	12
Micromax	8
Yamaha Sr. Pipe	6

12 Entries **Cadet** Create Heats Create Main

Name	Age	City, State	TP ID	Machine	Racing Nbr	Qualifying Time
1. TAYLOR COPELAND	26	DUNNSVILLE VA	3000	BMJ	55	00:56.614
2. JOHN M DAINS	45	WASHINGTON PA	1000	BMJ	02	00:58.504
3. RYAN ACHTERBERG	18	LUSBY MD	12345	EZK	65	00:58.551
4. BRIAN ACE	25	STROUDSBURG PA	14577	VDR	32	00:58.987
5. JAREK J BALKOVIC	14	CAMP HILL PA	11333	CHE	23	00:59.222
6. SHAWN POWELL	34		6224	EZK	22	00:59.644
7. MICHAEL RAKES	21	PALMYRA VA	5020	COM	08	01:00.065
8. AJ AGNEW	14	SNOW CAMP NC	11440	COM	12	01:00.549
9. ANTHONY M CAPUANO	45	WALDORF MD	6002	COM	11	01:00.596
10. CORY R ACKER	20		13000	BMJ	10	01:01.112
11. KODY ABRISZ	9	CHESAPEAKE VA	12457	CHE	58	01:05.609
12. JEB BRINKLEY	11	RICHMOND VA	1888	BMJ	34	01:06.469

Ready

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 enter Qualifier Times, Create Heats, or Create Mains.

A Quick Look at Trackside

Heat

TracksidePro Version 1.0 Database: C:\Trackside\TracksidePro.mdb

File Edit SignUp Actions Reports Transponder Maintenance Help

Save Clear Enter Racer Delete Racer Race Order Import Refresh

Season Opener 01/22/2011

Event SetUp Sign Up Class Detail Running Order Heat LCQ Main Entry Fee

Class: Cadet Heat 1 Elapsed Time: 11:22.726 8 = DNF, 89 = DNS, 90 = DSQ Create LCQ Create Main

6 Entries		TP ID	Machine	Racing Nbr	Heat Nbr	Grid Order	Heat Finish
Name	City, State						
1. ANTHONY M CAPUANO	WALDORF MD	6002	COM	11	1	5	1
2. JAREK J BALKOVIC	CAMP HILL PA	11333	CHE	23	1	3	2
3. TAYLOR COPELAND	DUNNSVILLE VA	3000	BMJ	55	1	1	3
4. KODY ABRISZ	CHESAPEAKE VA	12457	CHE	58	1	6	4
5. MICHAEL RAKES	PALMYRA VA	5020	COM	08	1	4	5
6. RYAN ACHTERBERG	LUSBY MD	12345	EZK	65	1	2	6

Ready

You score the racers for a Heat from this window. Simply select a class from the drop down list of classes to view a list of racers in that Heat. 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

LCQ

TracksidePro Version 1.0 Database: C:\Trackside\TracksidePro.mdb

File Edit SignUp Actions Reports Transponder Maintenance Help

Save Clear Enter Racer Delete Racer Run Order Import Refresh

Season Opener 01/22/2011

Event SetUp Sign Up Class Detail Running Order Heat LCQ Main Entry Fee

Class: Cadet LCQ 1 Elapsed Time: hh:mm:ss.fff 88 = DNF, 89 = DNS, 90 = DSQ Create Main Event

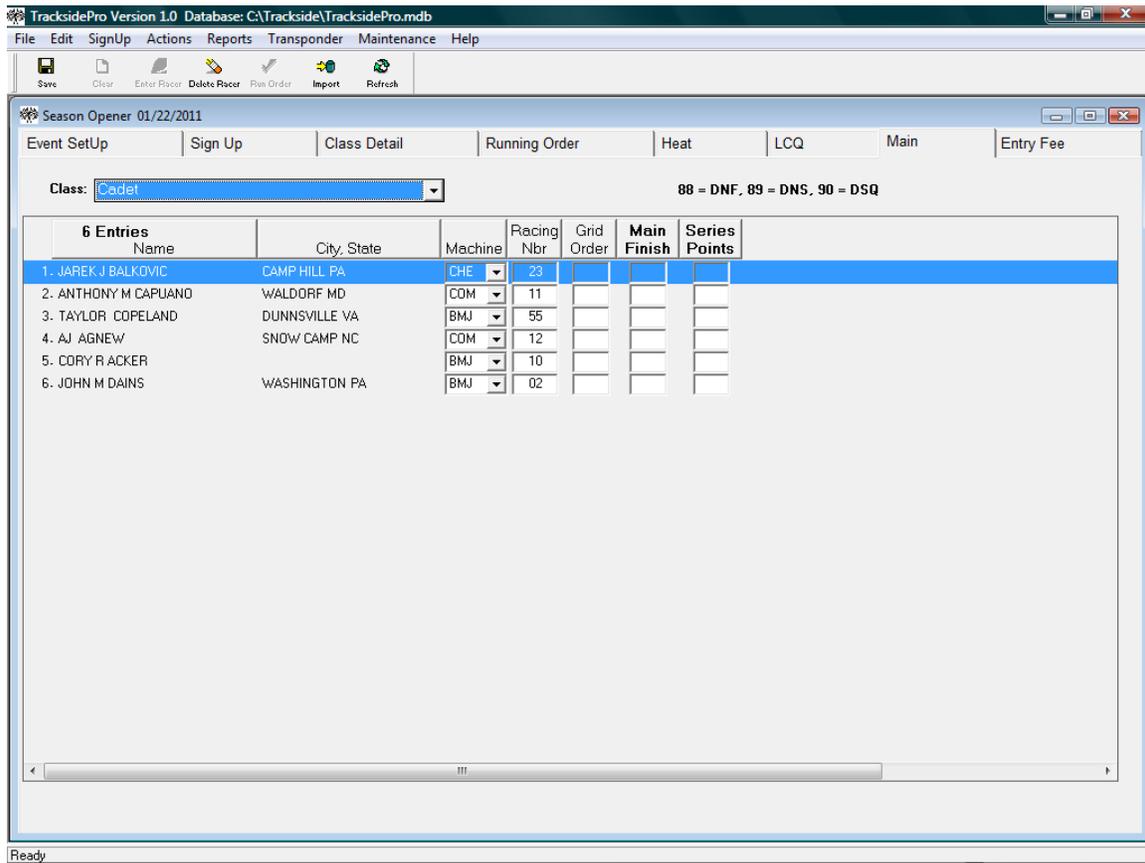
6 Entries		TP ID	Machine	Racing Nbr	LCQ Nbr	Grid Order	LCQ Finish
Name	City, State						
1. KODY ABRISZ	CHESAPEAKE VA	12457	CHE	58	1	1	
2. SHAWN POWELL		6224	EZK	22	1	2	
3. MICHAEL BAKES	PALMYRA VA	5020	COM	08	1	3	
4. BRIAN ACE	STROUDSBURG PA	14577	VDR	32	1	4	
5. RYAN ACHTERBERG	LUSBY MD	12345	EZK	65	1	5	
6. JEB BRINKLEY	RICHMOND VA	1888	BMJ	34	1	6	

Ready

You score the racers for an LCQ from this window. Simply select a class from the drop down list of classes to view a list of racers in that LCQ. 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

Main



You score the racers for a Main from this window. Simply select a class from the drop down list of classes to view a list of racers in that Main. 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

Entry Fee

TracksidePro Version 1.0 Database: C:\Trackside\TracksidePro.mdb

File Edit SignUp Actions Reports Transponder Maintenance Help

Save Clear Enter Racer Delete Racer Run Order Import Refresh

Season Opener 01/22/2011

Event SetUp Sign Up Class Detail Running Order Heat LCQ Main Entry Fee

Name	#	Payment Type	Check / Card Nbr	Exp. Date	Entry Type	Amount
Cadet						
1. Kody Abriz	58	Cash	- - -	/	Post	\$0.00
2. Brian Ace	32	Cash	- - -	/	Post	\$0.00
3. Ryan Achterberg	65	Cash	- - -	/	Post	\$10.00
4. Cory Acker	10	Cash	- - -	/	Post	\$60.00
5. Aj Agnew	12	Cash	- - -	/	Post	\$0.00
6. Jarek Balkovic	23	Cash	- - -	/	Post	\$0.00
7. Jeb Brinkley	34	Cash	- - -	/	Post	\$0.00
8. Anthony Capuano	11	Cash	- - -	/	Post	\$0.00
9. Taylor Copeland	55	Cash	- - -	/	Post	\$0.00
10. John Dains	02	Cash	- - -	/	Post	\$0.00
11. Shawn Powell	22	Cash	- - -	/	Post	\$0.00
12. Michael Rakes	08	Cash	- - -	/	Post	\$0.00
						\$70.00
Micromax						
13. Nathan Ackerman	21	Cash	- - -	/	Post	\$0.00
14. Channin Adams	24	Cash	- - -	/	Post	\$0.00
15. Thomas Addy	11	Cash	- - -	/	Post	\$60.00
16. Harrison Boyd	13	Cash	- - -	/	Post	\$0.00
17. Mark Burbage	59	Cash	- - -	/	Post	\$0.00
18. Tj Carver	12	Cash	- - -	/	Post	\$0.00
19. Taylor Copeland	34	Cash	- - -	/	Post	\$0.00
20. Chuckie Creech	25	Cash	- - -	/	Post	\$0.00
						\$60.00

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

TracksidePro 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 11.
- What toolbars are in Trackside and how to use them. Turn to "Using Toolbars" on page 12.
- What window tabs are in Trackside and how to use them. Turn to "Using Window Tabs" on page 13.
- What menus are in Trackside and how to use them. Turn to "Using Menus" on page 14.
- How you can access information using the keyboard in Trackside. Turn to "Using Keys" on page 15.

Examining the Trackside Window

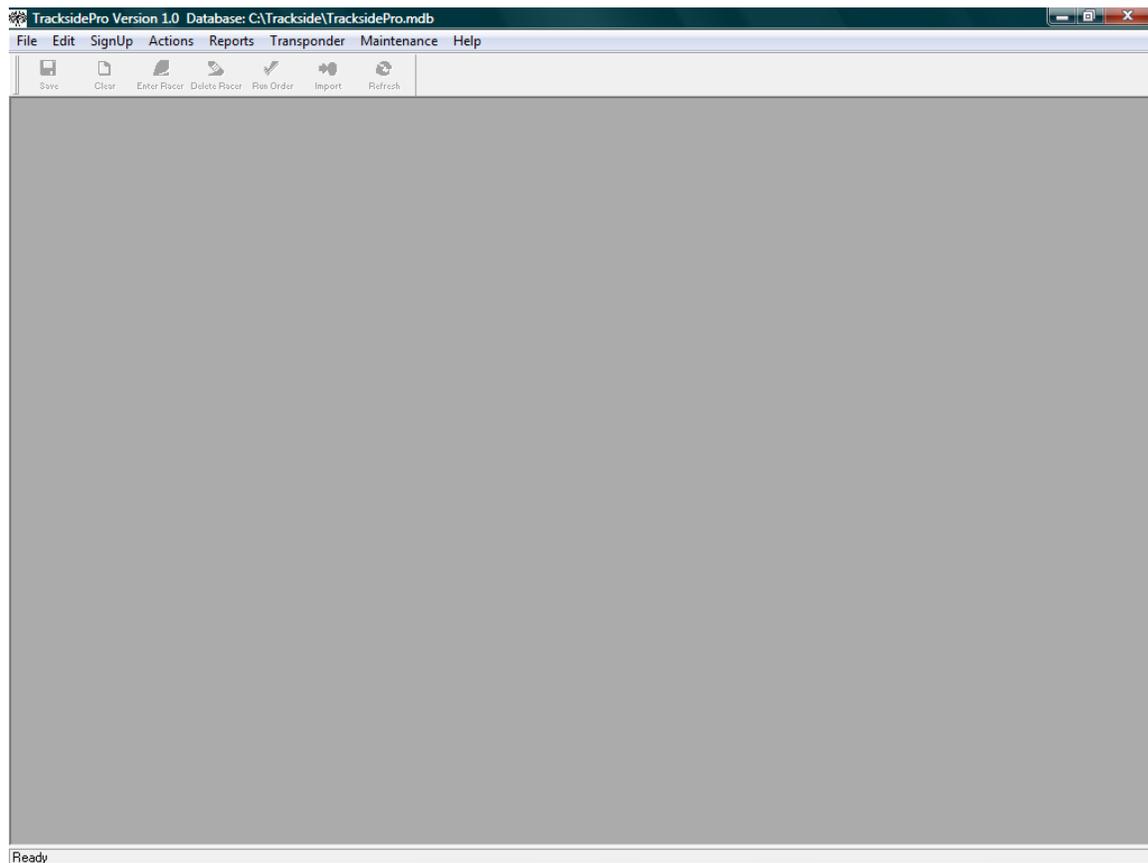
When you open Trackside you will see the following window components:

Toolbars

You can click toolbar buttons to access information and take actions in Trackside. See "Using the Toolbars" on page 12.

Menus

If you prefer, you can choose commands from the menu, rather than the toolbar. See "Using Menus" on page 14.



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 13.

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:

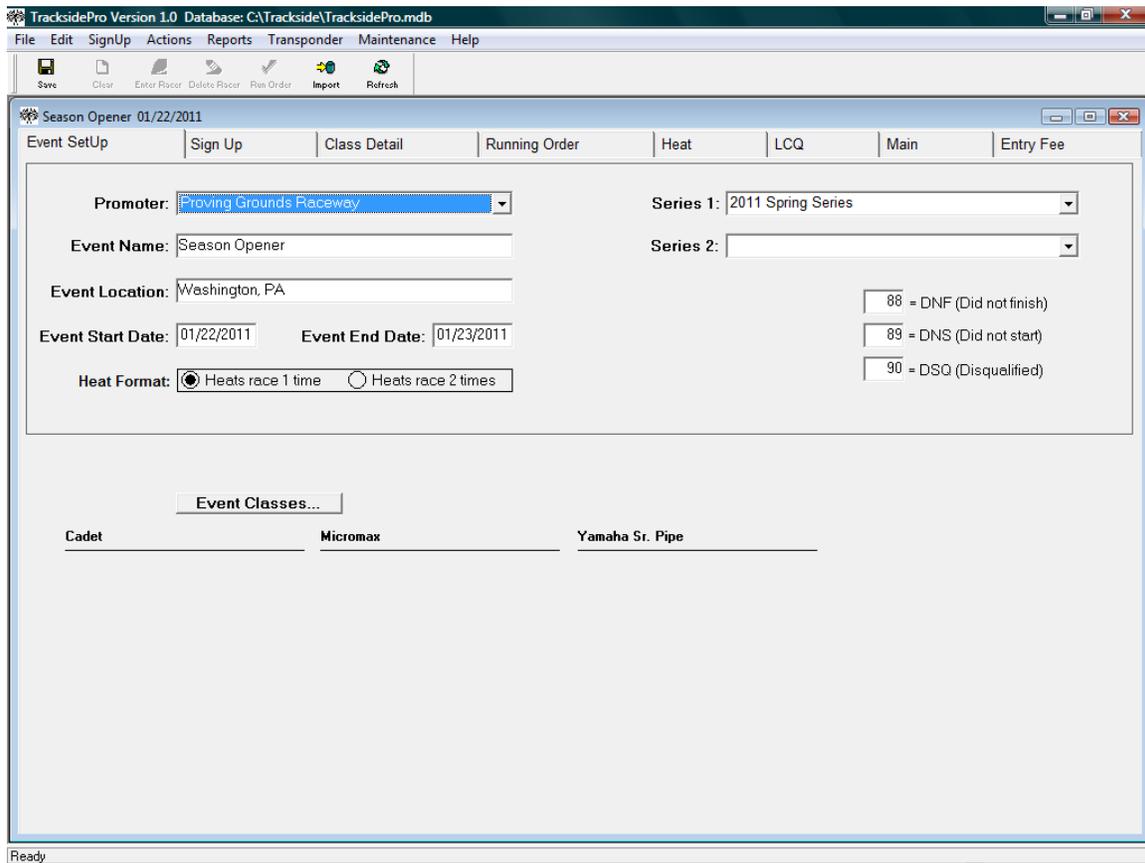
- Save data. For example, when you click the Save button, you will save all the data you just entered in any window.
- Clear the screen. For example, when you click the Clear button, you will remove any data from the Racer Entry Box that may still exist from a previous racer.
- Enter a racer. For example, 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.
- Run Order. For example, when you click the Run Order 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.

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.

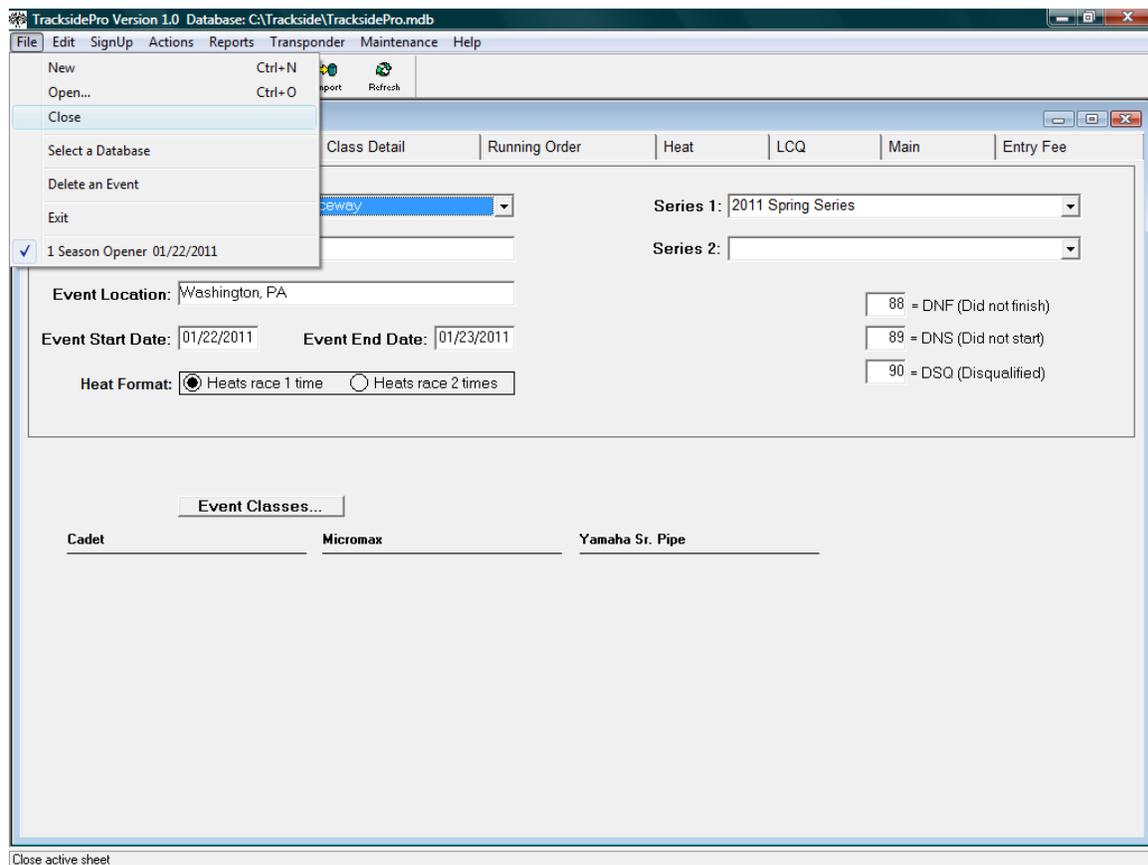
For example, if you are looking at the Event Set Up window but you want to view the Sign Up window instead, simply click the Sign Up tab and the screen will change to the Sign Up window.

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)



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 TracksidePro

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:

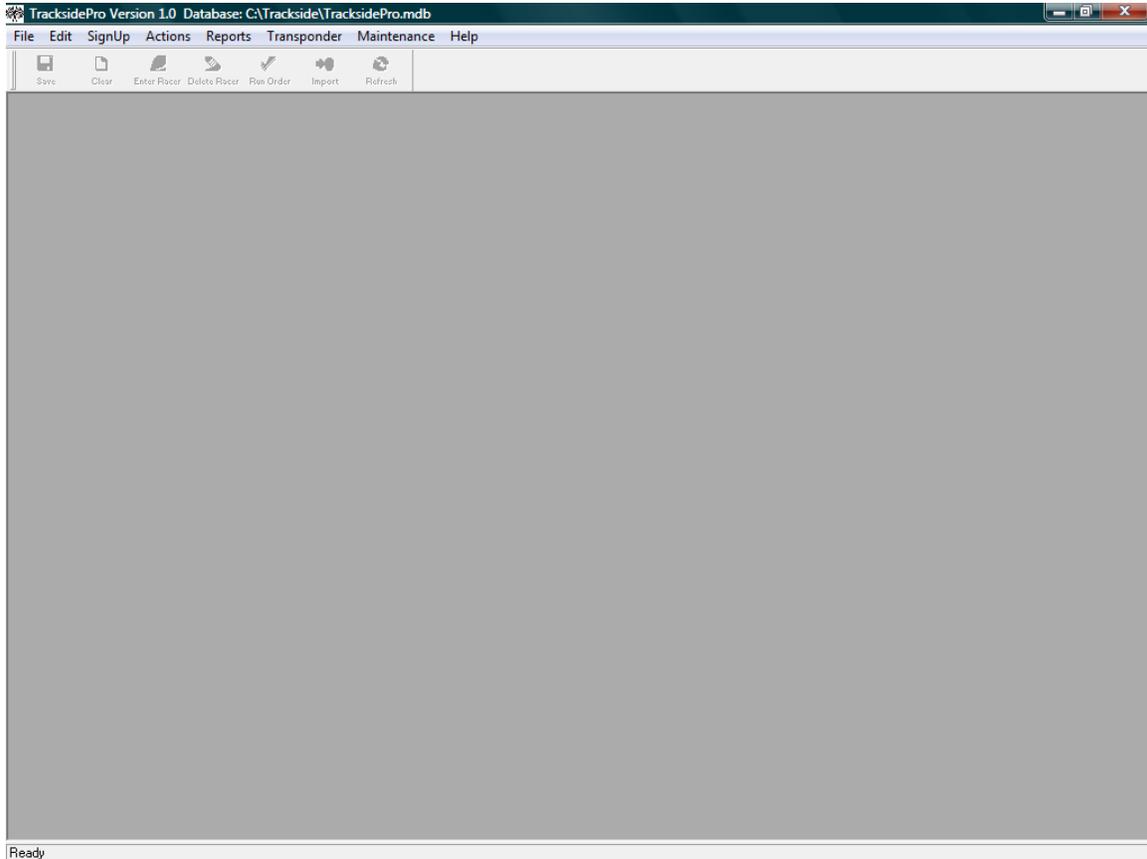
- Opening Trackside. Turn to “Starting Trackside” on page 17.
- Enter an event and assigning classes. Turn to “Setting Up an Event” on page 18.
- Entering racer information for sign up. Turn to “Entering Racers Into an Event” on page 20.
- Viewing Class Participants. Turn to "Viewing Class Detail" on page 22.
- Assigning Running Order. Turn to "Setting Up Running Order" on page 24.
- Set up Running Order Ahead of the Race. Turn to “Setting Up the Running Order Before Sign Up” on page 26.
- Entering Heat Results. Turn to "Scoring the Heats" on page 27.
- Entering LCQ Results. Turn to "Scoring the LCQ" on page 29.
- Create Advancement Chart. Turn to “Create Heat and LCQ Advancement Chart” on page 31.
- Entering Main Results. Turn to "Scoring the Main Event" on page 32.
- Score by Numbers. Turn to “Using the Score by Numbers window” on page 34.
- Assign Series Points. Turn to “Assigning Series Points” on page 36.
- Creating Reports. Turn to "Creating Reports" on page 37.
- 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.



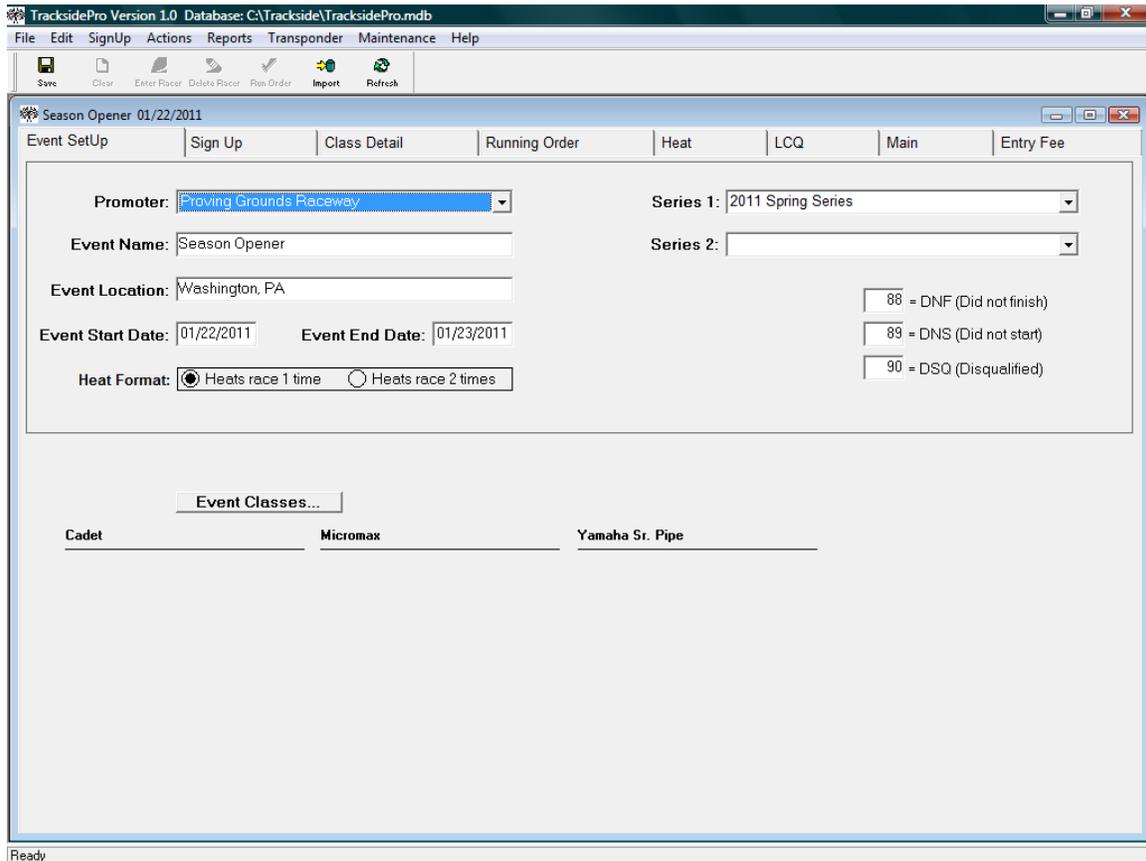
Setting up an Event

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 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 "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
- Enter an event name, location and date
- Select a series if applicable
- Set the desired Heat format including shuffling
- Set the desired values for DNF, DNS, or DSQ
- 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 or set of series you want points from this race to be counted towards. If there are no series in the list, you may create a series by selecting "Series" under the "Maintenance" menu item.

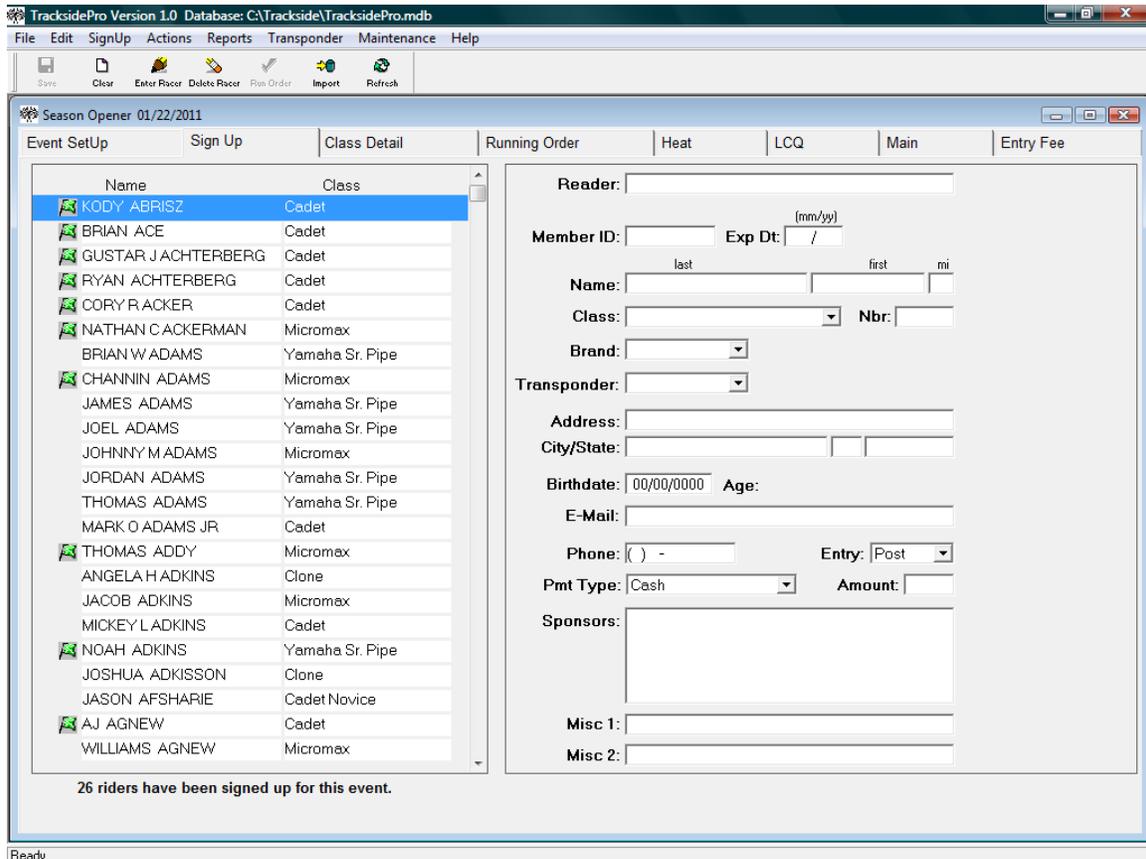
Set the Heat Format option. Your options are for Heats to race one time or two times. Choosing that Heats race once will allow for one Heat finish on the Heats tab, then, you may create an LCQ or create a Main. Choosing that Heats race twice will allow for two Heat finishes on the Heats tab, and Trackside will combine those results. Also by choosing Heats race twice, you have the option to select "Shuffle Heats for Second Round". (See Scoring Heat Races section on page 27) Those results can now be used to create an LCQ and/or a Main.

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.

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.

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.



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 #. 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.

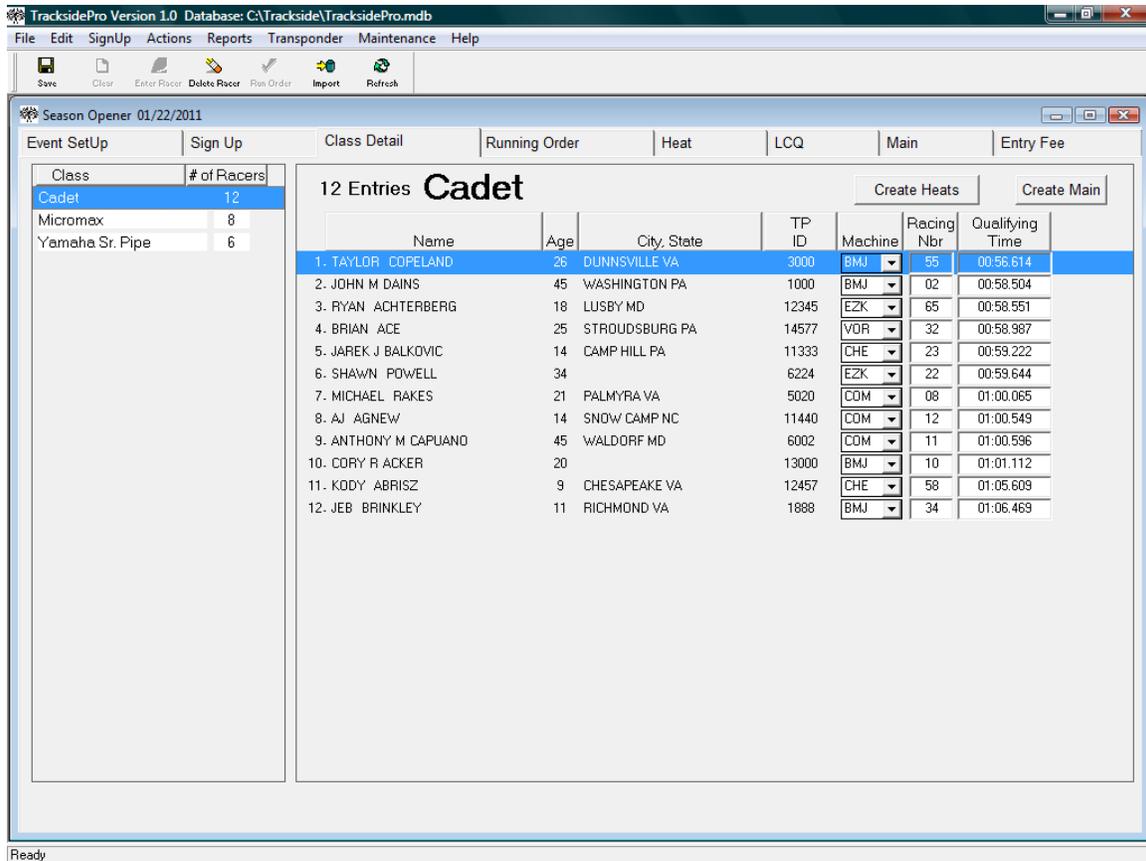
View a list of classes a racer has signed up for. To see what classes a racer has signed up for, you can right click your mouse on a racer name in the list on the left side of the window. A small window will appear listing all the classes. To close the window you will simply click anywhere on the window.

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, or transponder number.
- Delete a racer from a class.
- Enter Qualifier lap times.
- Create Heats or Mains.
- 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, or transponder number. 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.

Create Heats or Mains. Click the Create Heats or Create Main button at the top right of this screen. A box will appear and prompt you to select how you want to promote the heats and how many heats you want.

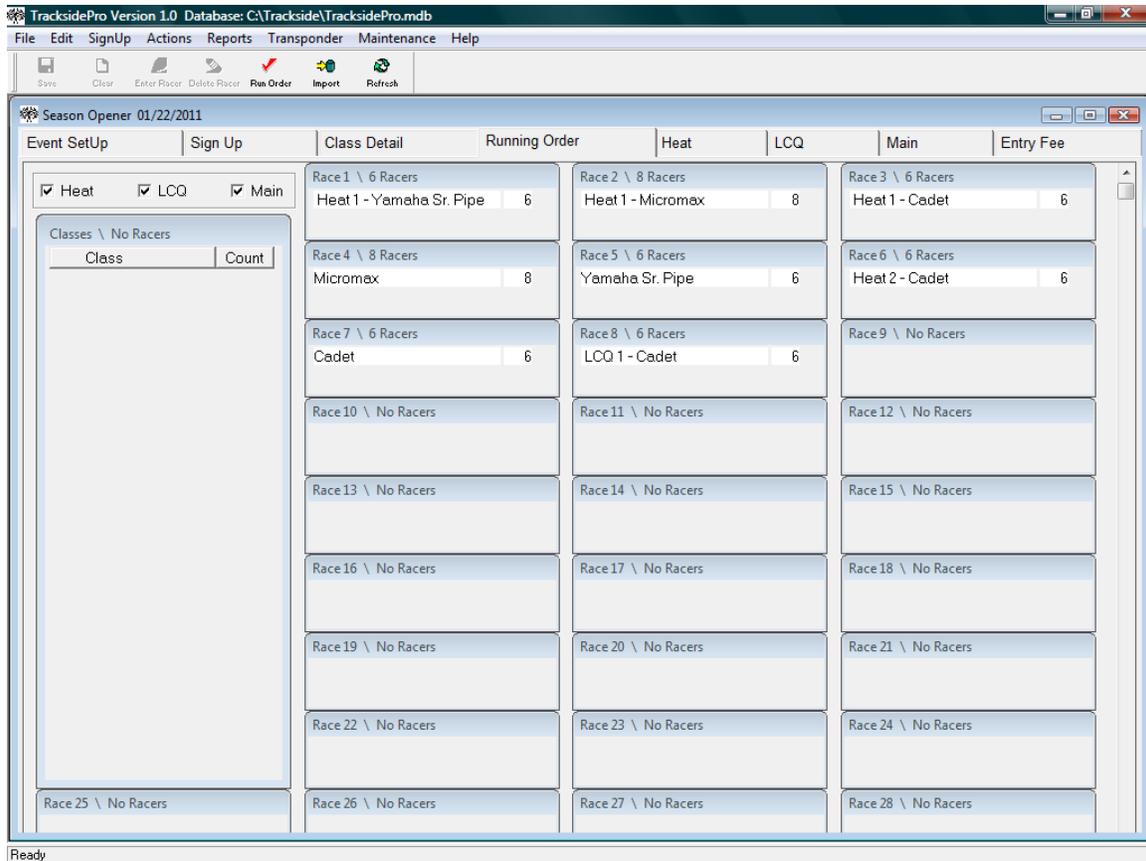
You may also create all Heats for all classes at one screen instead of clicking on each individual class. To do this, click the menu item ACTIONS, then click CREATE HEATS, then click ALL CLASSES. A small window will pop up. Follow the instructions on this window.

Remove Heats from a class after you have created them. It is possible to remove the Heats from a class once you have created them. To do this, click the menu item ACTIONS, then click UNDO CREATE HEATS, 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 Running Order

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



The Running Order Window is used to place race classes in the order for which you want them to run. The list on the left will have all the classes at your event. It may be filtered to only show Heats or LCQ 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 running order
- Combine classes
- Check for duplicate racers or numbers and check for racers in back-to-back classes.

Assign Running 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 box number in which you want the class to run. Once you are in the desired box, release the mouse button. The class will now appear in the box. You should continue to drag the classes from the Class List and drop them in boxes.

After setting up the running order, you may want to remove a class and bring all the other classes beneath it up one box. 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 running order and place all the classes beneath it up by one in the running order. The same method can be used to insert a position.

You are given 99 boxes to set up the running 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 running order, if you have Heats, Trackside does not permit you to have a Heat combined in the same race as a Main event. (eg. You cannot put the Cadet Heat 1 in the same race as the Cadet Main event).

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

Enter number of laps for each class. To enter the number of laps for each class, you will need to have the event open in Trackside and be at the Running Order tab. From the menu, select ACTIONS then select ENTER NUMBER OF LAPS. 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 set the values for all of the classes at once.

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

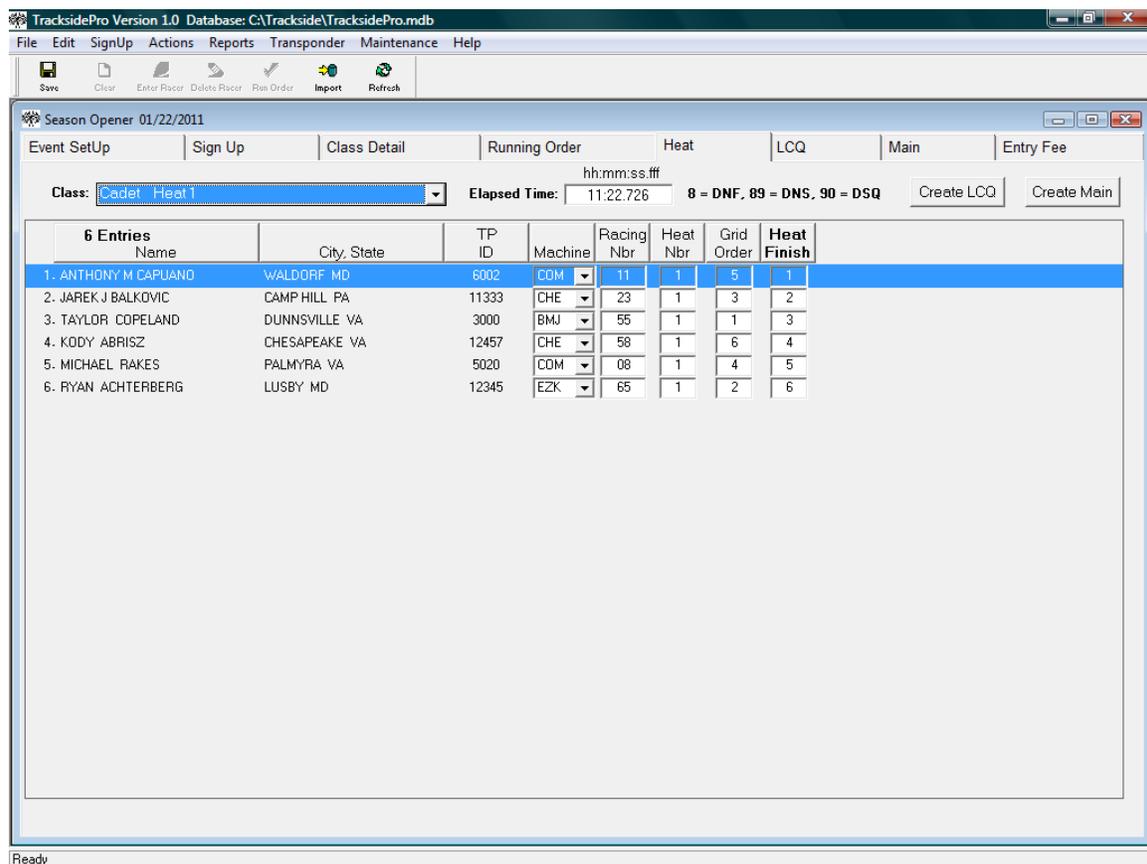
Setting up Running Order before signing up any racers

A Running Order can be set up before you begin rider registration. By setting up a running order first, you can set Trackside to check the race order during registration every time you sign up a racer. Trackside 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 Running Order tab and set up your Running Order. The Running Order report may now be printed.
4. To have Trackside check the Running Order during registration, you will need to set an option in Trackside Preferences. From the menu, click EDIT and then click PREFERENCES.
5. The Trackside preference window will open and you can set the preference option for “checking the running order during sign up”. The setting of a Trackside 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 Running 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.

Scoring the Heats

Trackside provides the ability to score **Heats** by clicking on the Heats 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 Finish box to open the Score By Numbers window. Depending on whether you selected Heats race once or Heats race twice on the Event Set Up tab, you will have one or two “Heat Finish” columns.



The **Heat** 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/ heats.
- Shuffle Heats (if that option is chosen on the Event Set Up screen)
- Open the "Score by Numbers" window.
- Create an LCQ.
- Create the Main Event if you do not have any LCQ's.

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 Heat Nbr field to the heat number you want the racer moved to. Click SAVE (hot key is CTRL-S).

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 gridded.

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. 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.

IMPORTANT: If you chose "Heats race one time" on the Event Set Up tab, once you score the heat, you can create your LCQ or your Main if you are not doing LCQ's. If you chose "Heats race two times" on the Event Set Up tab, you can simply enter the results for both Heats, or you can Shuffle Heats (see next page).

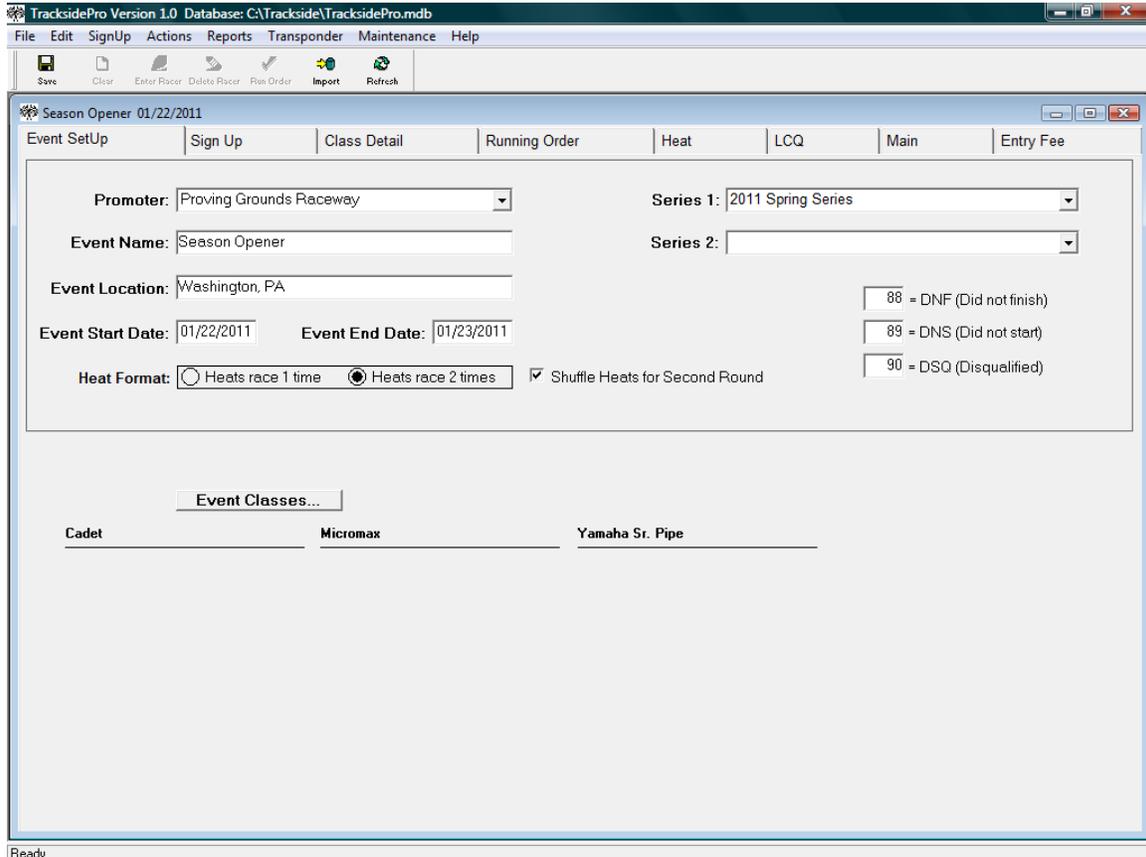
Open the "Score By Numbers" window. In most cases, you know the finish order by numbers as opposed to name. Trackside will allow you to enter the race number of the racer, and then Trackside will match up the racer's number to find the racer. This is done in the "Score By Numbers" window. To open the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

Create the LCQ. 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 LCQ button in the upper right portion of your screen. A small window will pop up and ask you questions about creating your LCQ. You may create one or many LCQ races for the racers to advance to. Also at the time you create the LCQ, some racers will be advanced to the Main event. If you have to re-score a heat race after you have created an LCQ, you may re-create the LCQ at any time and it will re-assign the racers to the LCQ.

Create the Main Event. You may create the Main Event from the Heats and never hold an LCQ. 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 button CREATE MAIN to create the main. A small window will pop up and you will fill in the fields to create the main event.

Shuffle Heats for Second Round

Trackside provides the ability to Shuffle heats for the second round. You must choose Heats Race Twice on the Event Set Up tab and a box will appear that you can check which says “Shuffle Heats for Second Round”

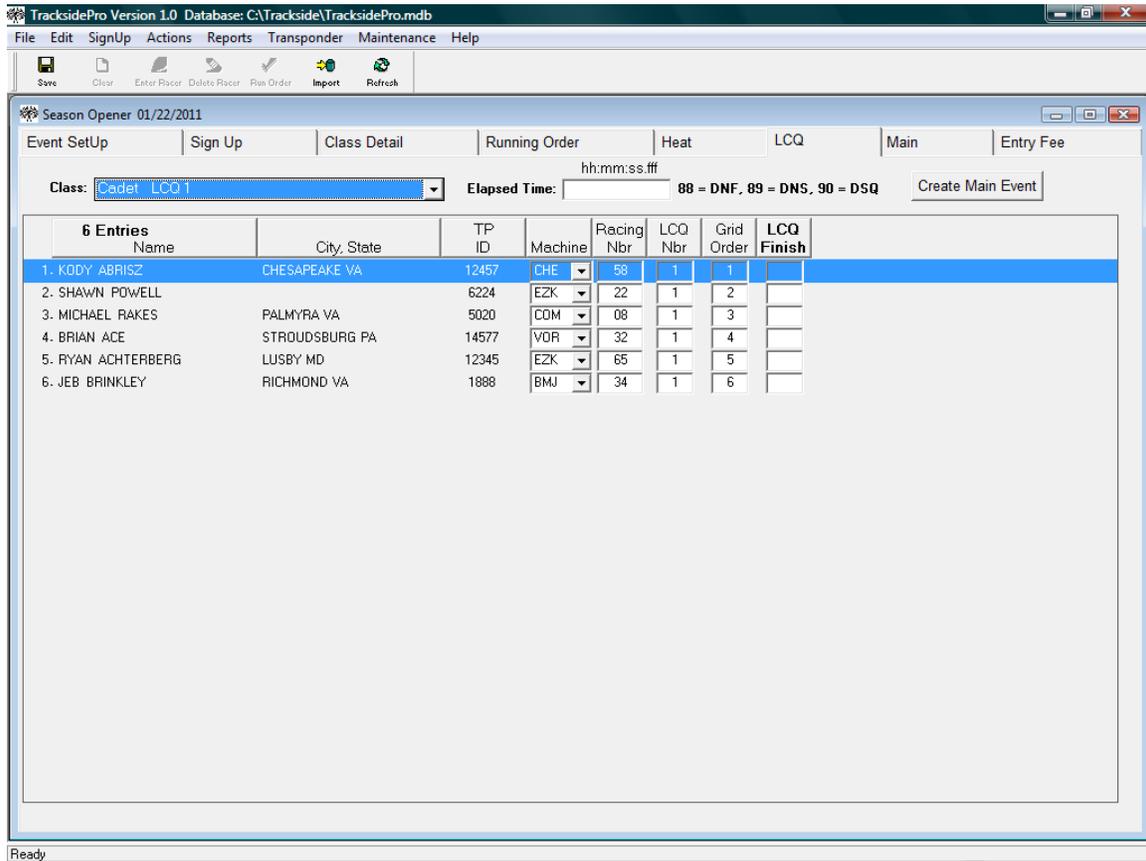


On the Heat tab, once the first round of heats is scored, click the Shuffle Heats button.

Shuffling the heats can be used to shuffle racers' grid positions for heat two. It can also be used to shuffle racers between two heats for the second round of heats so that racers are not racing the same group or racers for both rounds.

Scoring the LCQ Races

Trackside provides the ability to score **LCQ** races by clicking on the LCQ 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 LCQ Finish box to open the Score By Numbers window.



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

At this window you can:

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

View the entries in each LCQ and update the racer information. Simply click your mouse on the dropdown list to select an LCQ. All the entries for the LCQ 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 LCQ. Racers can be moved from one LCQ to another by simply changing the LCQ Nbr field to the LCQ number you want the racer moved to. Click SAVE (hot key is CTRL-S).

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

Score the LCQ. Enter the LCQ finish in the appropriate box beside the racer's name on the right half of your screen. Once you have entered the LCQ results for all racers in that LCQ, 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 LCQ Finish box of the LCQ you want to score.

Create the Main. You must first score and save the finish results for all LCQ races for the selected class. Once you have done this, select any of the LCQ 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.

Create Heat And LCQ Advancement Chart

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

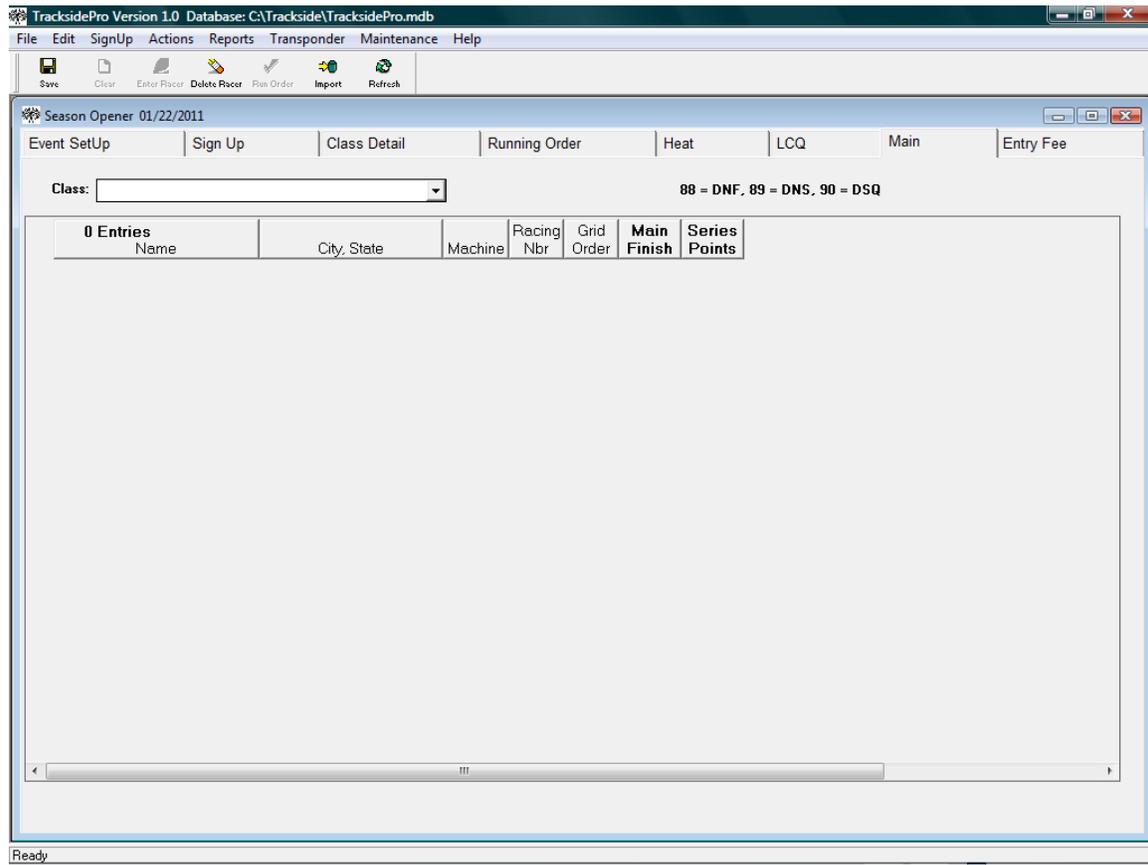
Class	# of Entries	# of Heats	Top to Main	# of LCQ	Top to Main
 Cadet	12	2	3	1	
Micromax	8	1	8		
Yamaha Sr. Pipe	6	1	6		

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 LCQ ADVANCEMENT CHART option. You are able to come back to this window at any time and change the values, if needed.

Scoring the Main Event

Trackside provides the ability to score **Main Events** by clicking on the Main 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 Main Finish box to open the Score By Numbers window.



The **Main** 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. Only the racers advanced to the Main will appear on this window. Here the user may enter the Main 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.
- Delete a racer from the main event.
- 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. 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 create Heats for a class, all racers in the class are 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 LCQ races. You may need to put a racer into the Main Event who did not get advanced there through the Heats or LCQ. To do this, you should be on the Main 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. You 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 Main. Enter the Main 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 Main, 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 Main Finish box of the Main you want to score.

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 Heat, LCQ, or Main. 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.

Micromax

Finish Place	Racing Number	Finished	DNF	DNS	DSQ
1.	59	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	11	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	12	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	21	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	24	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	25	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	34	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	13	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

GATE DROPPED TIMESTAMP
Start Date Start Time

CHECKERED FLAG TIMESTAMP
Date Scanned Time Scanned

Apply Finish Results based on Transponder Results

Insert Delete Cancel OK

At this window you can:

- Enter numbers in the order of finish.
- Adjust scoring by inserting or deleting a finish.
- Apply based on Transponder Results

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.

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

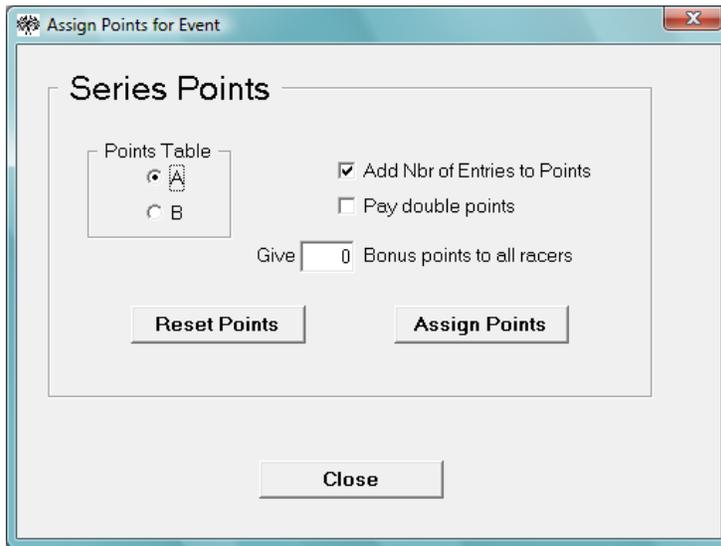
Adjust scoring by inserting or deleting a finish. If you have entered a list of numbers and decide you want to remove or insert another position, place your cursor in the box you want deleted or inserted and click the appropriate button at the bottom of the screen. You will then see the other numbers'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

Apply Based on Transponder Results. If you are scoring using the Trackside Transponder, you may use the Apply Based on Transponder Results function. You must first import the race results file under menu Transponder, Import Lap Times. Then, in the Score by Numbers box, click the Apply Based on Transponder Results button.

Assigning Series Points

Once the race has been scored, now is the time to assign series points. Do this by choosing “Actions” in the menu, then click “Assign Points”. This screen will appear:

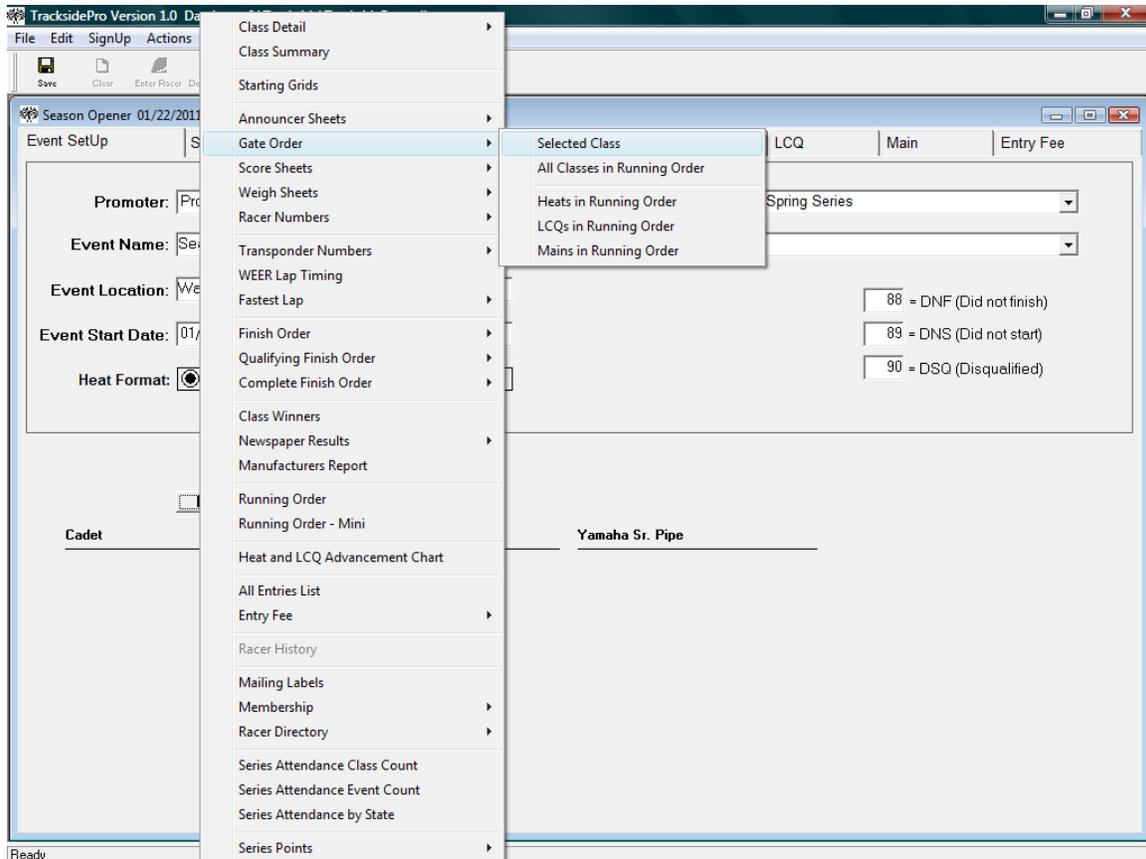


1. Choose between Points Table A, and Points Table B. See Chapter 4, page 53 for instructions on how to maintain your Tables.
2. (Optional) Add Nbr of Entries to Points. Ex. If you had 15 entries into a class, and you give first place 200 points, choosing this option would give first place 215 and so on.
3. (Optional) Pay Double Points
4. (Optional) Give X Bonus points to all racers.
5. Assign 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.

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. **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.
2. **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.

3. **Starting Grid** – This report will create a list of racers in each class for your person at staging. The racers will be ordered in a variety of ways depending on the options you choose on the report screen. After you have run one set of Heats, this report will have the racers sorted by their finish order of the first heat.
4. **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 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 Running Order before you create this report.**
5. **Gate Order** – Gate order is used formats when racers are lined up side beside at a gate instead of a grid.
6. **Score Sheets** – This report allows you to print score sheets for your scorers to use. They are complete with the Event, Class, and all numbers expected on the track for that class.
7. **Weigh Sheets** – These can be used to record racers' weight in each class and each race ran along with a spot for the racer's signature.
8. **Racer Number** – This report is used as needed. It will list the numbers in numeric order for each race in your race order.
9. **Transponder Numbers** – This report allows you to see which transponders are assigned to which racers either in a selected class or for all classes.
10. **WEER Lap Timing** – This reporting section gives you access to many different timing reports. Reports under this category include Race, Qualifier, or Practice times with access to Individual Laps, Individual Fastest Laps, Finish Order, Lap Times Chart, and Lap Times Chart NF (no finishes).
11. **Fastest Lap** – Allows you to choose from the entire event or from a selected class.
12. **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 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
13. **Qualifying Finish Order** – If transponders are being used, this report shows qualifier times.

14. **Class Winners** – Shows the winner of each class that has been scored.
15. **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.
16. **Manufacturer Report** – List the manufacturers used at the event, how many are in each class, and the total for each brand.
17. **Running Order** – After setting up your running order on the Running Order tab, you can create this report for posting.
18. **Running Order Mini** - This report is the same as above but will put four smaller reports on one sheet so that you can cut them up and distribute them to individuals.
19. **Heat and LCQ Advancement Chart** – This shows a break down of the number of entries into each class, how many heats each class will have, and how many advance to the main. On the same chart, an LCQ section displays how many LCQs will be run and how many from each advance to the main.
20. **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.
21. **Entry Fee** – This report will total the amount of entry fee money that you have taken in at registration.
22. **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.
23. **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.
24. **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.
25. **Racer Directory** – Choose from all racers in the database, all racers with a member number, or choose by racing number. This report shows all racers, addresses, birthdates, and member numbers.

26. Series Attendance - Class Count, Event Count, State Count – Allows you access to who has attended which series and how many classes they raced. Or, report how many entries you had from each state.

27. 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.

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

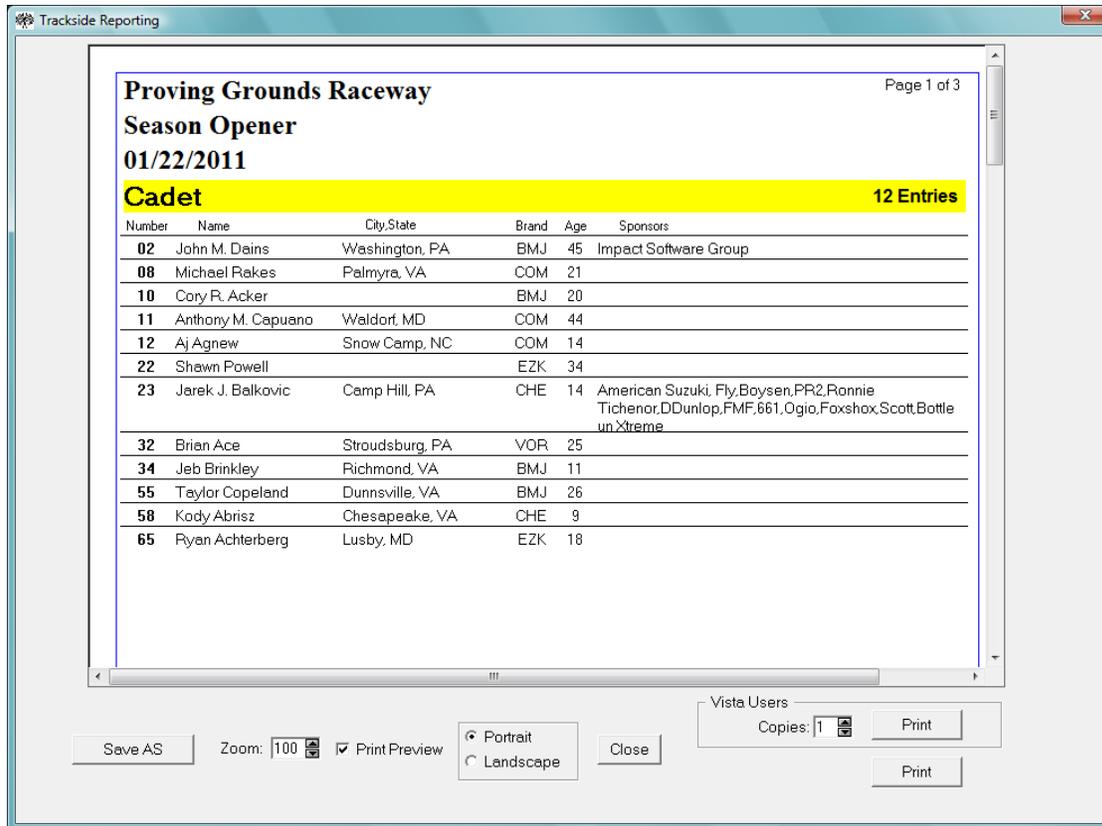
HTML – format for web page

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.



Proving Grounds Raceway Page 1 of 3
Season Opener
01/22/2011

Cadet **12 Entries**

Number	Name	City,State	Brand	Age	Sponsors
02	John M. Deins	Washington, PA	BMJ	45	Impact Software Group
08	Michael Rakes	Palmyra, VA	COM	21	
10	Cory R. Acker		BMJ	20	
11	Anthony M. Capuano	Waldorf, MD	COM	44	
12	Aj Agnew	Snow Camp, NC	COM	14	
22	Shawn Powell		EZK	34	
23	Jarek J. Balkovic	Camp Hill, PA	CHE	14	American Suzuki, Fly,Boysen,PR2,Ronnie Tichenor,DDunlop,FMF,661,Ogio,Foxshox,Scott,Bottle un Xtreme
32	Brien Ace	Stroudsburg, PA	VOR	25	
34	Jeb Brinkley	Richmond, VA	BMJ	11	
55	Taylor Copeland	Dunnsville, VA	BMJ	26	
58	Kody Abrisz	Chesapeake, VA	CHE	9	
65	Ryan Achterberg	Lusby, MD	EZK	18	

Save AS Zoom: 100 Print Preview Portrait Landscape Close Vista Users Copies: 1 Print Print

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 fewer 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 TracksidePro

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 47.
- Add or Delete Class Types. Turn to "Assign Class Types" on page 49
- Count Best X Number in Series. Turn to "Count Best X Number" on page 50
- Add or Delete a Series. Turn to "Maintaining a Series" on page 51.
- Maintaining Points. Turn to "Maintaining the Points Table" on page 53.

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:

Racer Maintenance

Last Name: First Name:

Last Name	First Name	MI	Birthdate	City	State	Mbr ID	Racing #
ABRISZ	KODY		08/18/2001	CHESAPEAKE	VA	8602	580
ACE	BRIAN		11/14/1985	STROUDSBURG	PA	A010030	338
ACHTERBERG	GUSTAR	J	09/11/1992	LUSBY	MD	8215	636
ACHTERBERG	RYAN		09/12/1992	LUSBY	MD	1234	663
ACKER	CORY	R	08/01/1990			A027816	10
ACKERMAN	NATHAN	C	09/18/1989	WALDORF	MD	763983	939
ADAMS	BRIAN	W	09/13/1992	MOORESVILLE	NC	1122	314
ADAMS	CHANNIN		04/22/1993	DOBSON	NC	239365	24
ADAMS	JAMES		02/01/1994	PORT TOBACCO	MD	7788	333

4,551 Racers have been entered in your database

Confirm Updates

Name: first mi last Member ID: 8602 Expires: (mm/yy) 01/10
 Address: 620 GALLBUSH
 CHESAPEAKE VA 23322 E-Mail:
 Birthdate: 08/18/2001 Phone: () - Transponder: 12457 Last Race Date: 01/22/2011
 Misc 1: Inactive Racer
 Misc 2:
 Sponsors:
 Default Values
 Class: Cadet Racing Nbr: 580 Machine Type: Cheetah

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 is the value which will come up on the Sign Up tab when entering racers into an event.

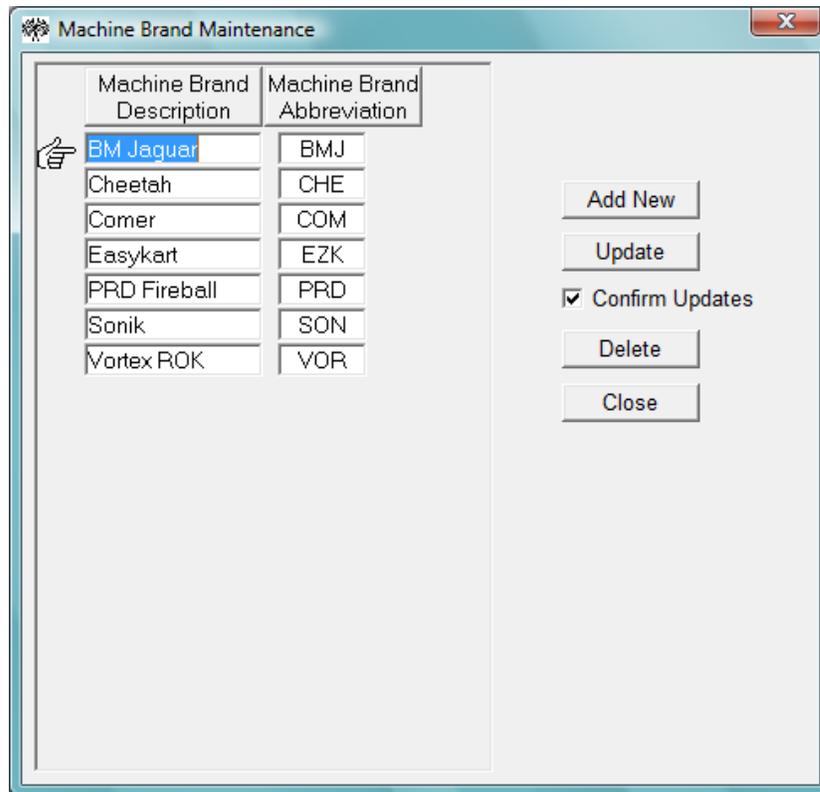
Tip: Use this screen to enter as many racers as you already have information for before race day. This will speed up your registration because you will only have to click the racers name to sign them up on race day. Another option for getting the racers loaded in your database is to re-create your last 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.

You may also import racers from a text file if you already have a racer list from some other type of file. To see which format your file needs to have, simply go to Actions, Export Racers to Text File, and open this file up in Excel. Then, make your file you want to import have the correct information in the correct format according to the file you just created out of Trackside. It is advised that you make sure all racers that you are importing have a member number so that you do not duplicate racers you may already have in your database.

Maintaining Machine Brands

Trackside allows you to define machine 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, then, 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 machine 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.

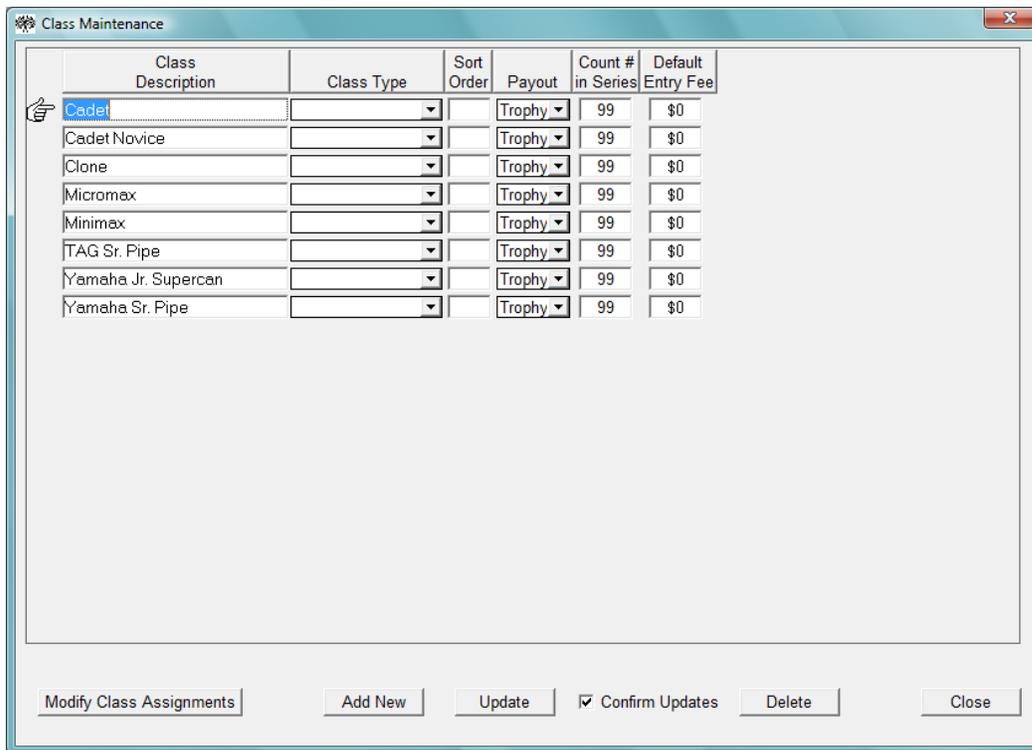
To Delete a Brand Name - Click on the Brand that you wish to delete. This will place the hand by the Brand name. Click the "Delete" button.

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, then, select "Classes". This will open the following screen:



The screenshot shows a window titled "Class Maintenance" with a table of race classes. The table has the following columns: Class Description, Class Type, Sort Order, Payout, Count # in Series, and Default Entry Fee. The "Cadet" class is selected. Below the table are buttons for "Modify Class Assignments", "Add New", "Update", "Confirm Updates" (checked), "Delete", and "Close".

Class Description	Class Type	Sort Order	Payout	Count # in Series	Default Entry Fee
Cadet			Trophy	99	\$0
Cadet Novice			Trophy	99	\$0
Clone			Trophy	99	\$0
Micromax			Trophy	99	\$0
Minimax			Trophy	99	\$0
TAG Sr. Pipe			Trophy	99	\$0
Yamaha Jr. Supercan			Trophy	99	\$0
Yamaha Sr. Pipe			Trophy	99	\$0

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) Select the Class Type. (see page 49)
3. (Optional) Set the sort value to allow the reports to sort the classes in order accordingly.
4. Select the Payout option. This appears on the Race Report.
5. Select Count # is Series. (see page 50)
6. (Optional) Enter amount for Default Entry Fee". If you populate this field, Trackside can help with your race accounting.

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.

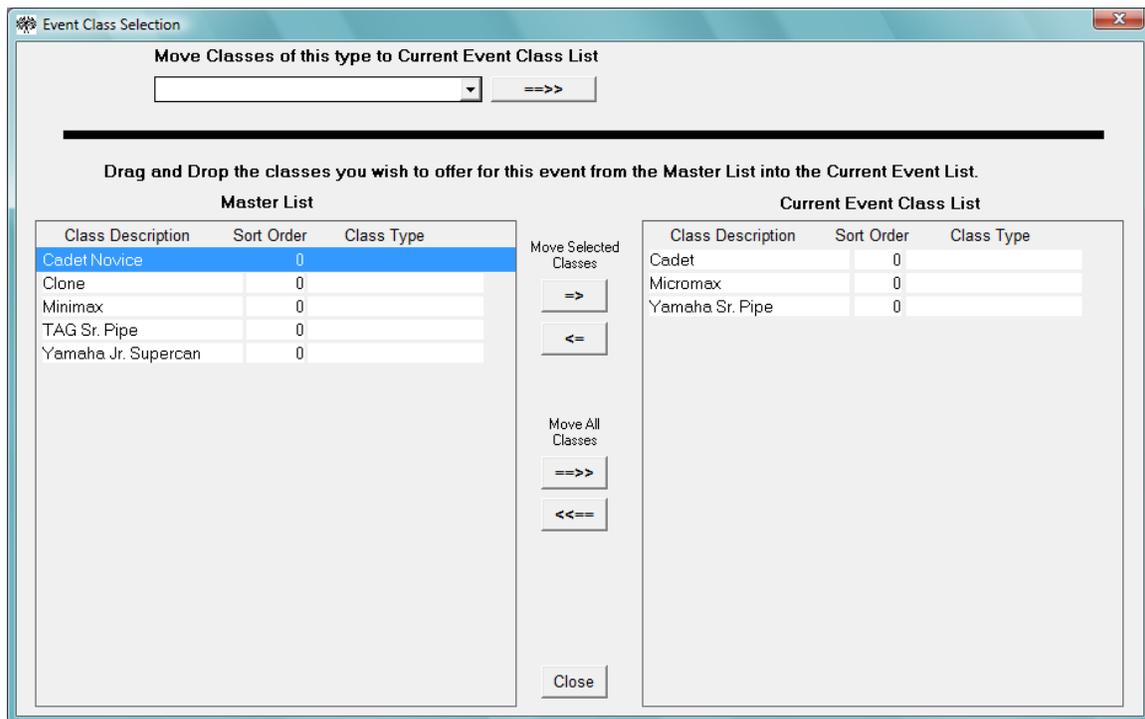
Tip: When setting the Sort Value, enter the number in increments of 5 or 10 so that you can use the numbers in between them if you should add a class later or need to change the sort option.

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: Karting Classes, Mini Sprint Classes, or National Classes.

After you have created the class types, you can go to MAINTENACE, 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.

Count Best “X” Number

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.

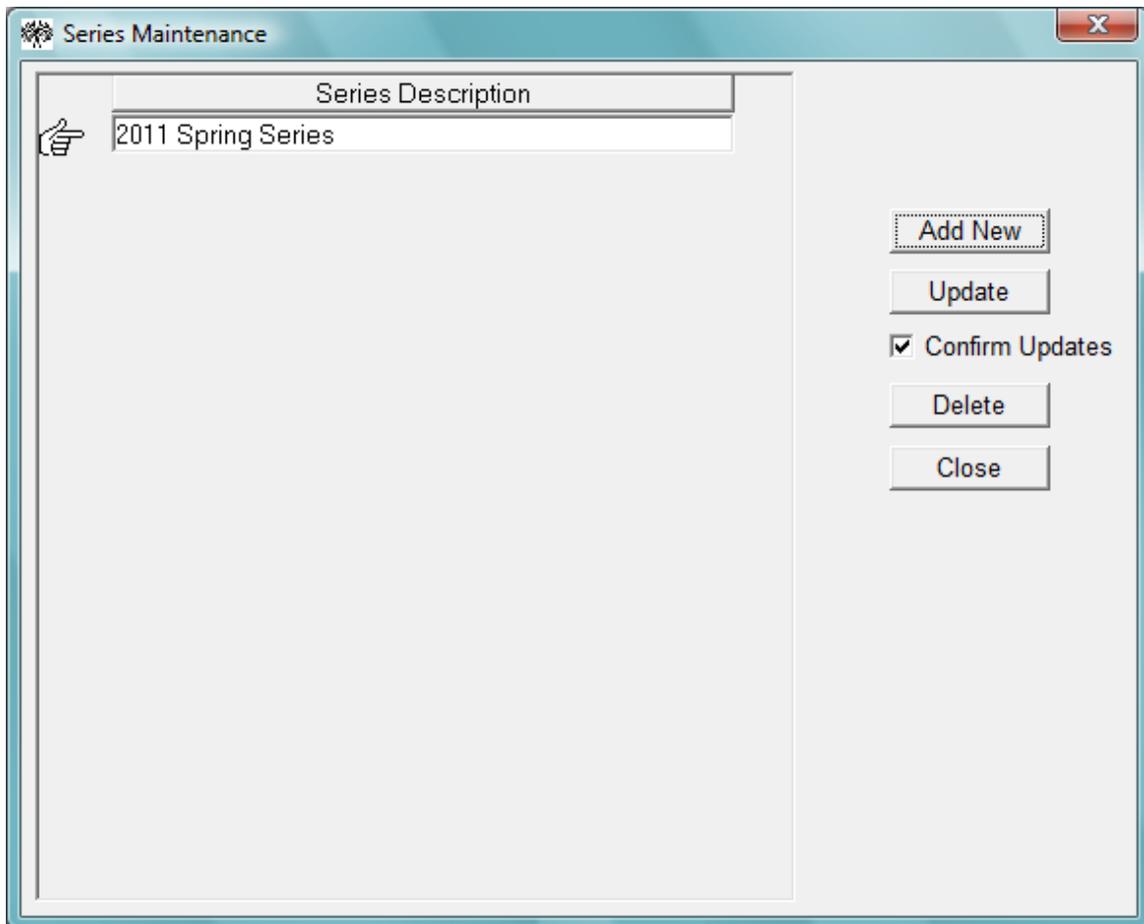
In order to run the Series Points Report and only count the best “X” number of races, the user must select the “Count best "X" number of races in Series” option on the Series Report Request window. By selecting this option, Trackside will look at the number of races to count for the class and only add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

Maintaining a Series

Trackside allows you to define your own series and assign your events to that series. You can assign up to two series to any event. Select 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: "2011 Spring 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:

Finish Position	Points Paid
1	200
2	175
3	155
4	140
5	130
6	120
7	110
8	100
9	90
10	80
11	75
12	70
13	65
14	60
15	55
16	50
17	45
18	40
19	35
20	30

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. There is a Points Table A and a Points Table B.

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 Main tab.

Chapter 5

TracksidePro 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 55.
- Search Racers by Number. Turn to "Find Racer by Number" on page 56.
- Merging Racers. Turn to "Merge Racers" on page 57.
- Move Racers from one class to another. Turn to "Move Racers" on page 58.
- Exporting Race Results. Turn to "Exporting Race Results" on page 60.
- Exporting Racers. Turn to "Exporting Racers" on page 60.
- Printing Mailing Labels. Turn to "Mailing Labels" on page 61.
- Mark Racers Active or Inactive. Turn to page 62.
- Reset IDs. Turn To "Reset IDs" on page 63.

Trackside Preferences

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

1. Whether 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 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. Set the value you want racers to be given if you did not score them in the Score by Numbers window.
7. Set the option for validating the member expiration date at the time of signup.
8. Set the option for validating the Running Order during signup.
9. Whether to require the user to enter a transponder number at signup.

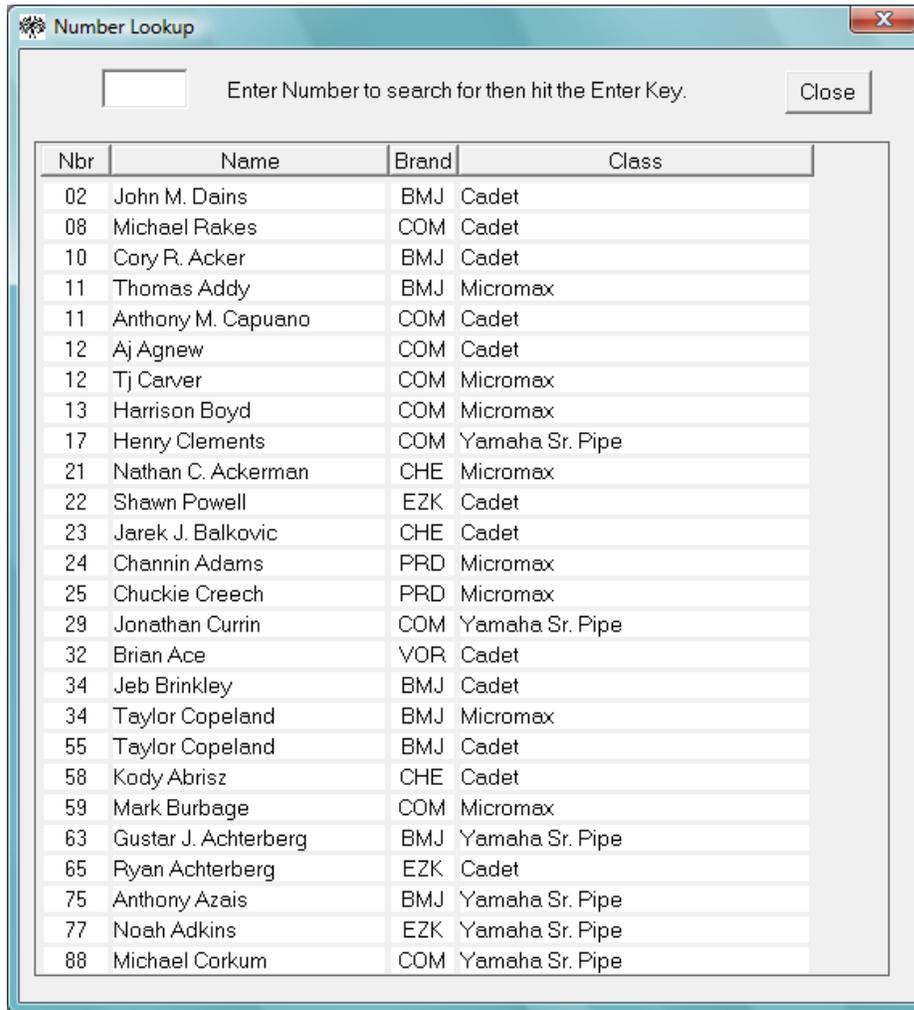
To open the Preferences window, select the "Edit" menu item then select "Preferences". This will open the following screen.

Require user to enter a Member Number at Sign Up:	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
After entering racer into an event, Set Focus to the :	<input type="radio"/> Reader	<input type="radio"/> Member #	<input checked="" type="radio"/> Last Name
After entering racer into an event, confirm with MessageBox :	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Default Type of Entry:	<input type="radio"/> Pre	<input checked="" type="radio"/> Post	
Default Entry Fee:	Pre: <input type="text" value="0"/>	Post: <input type="text" value="0"/>	
Riders not scored will be given a:	<input checked="" type="radio"/> DNF	<input type="radio"/> DNS	
Validate Member Expiration Date during Signup:	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Validate Running Order during Sign-Up:	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Require user to enter a Transponder Number at Sign Up:	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

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 accidentally 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. However, keeping clean data will also make address labels more accurate.

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	Nbr	TS ID
ABRISZ	KODY		8602	620 GALLBUSH	CHESAPEAKE	VA	08/18/2001	580	0
ACE	BRIAN		A010030	RR 5 BOX 516B	STROUDSBURG	PA	11/14/1985	338	0
ACHTERBERG	GUSTAR	J	8215	308 CLUBHOUSE DR	LUSBY	MD	09/11/1992	636	0
ACHTERBERG	RYAN		1234	308 CLUBHOUSE DR	LUSBY	MD	09/12/1992	663	0
ACKER	CORY	R	A027816				08/01/1990	10	0
ACKERMAN	NATHAN	C	763983	12920 CHURCH ROAD	WALDORF	MD	09/18/1989	939	0
ADAMS	BRIAN	W	1122	830 BIG INDIAN LOOP	MOORESVILLE	NC	09/13/1992	314	0
ADAMS	CHANNIN		239365	226 STONY KNOLL RD	DOBSON	NC	04/22/1993	24	0
ADAMS	JAMES		7788	8440 WOODY RD	PORT TOBACCO	MD	02/01/1994	333	0
ADAMS	JOEL		516600	29680 APPLE DR	CORDOVA	MD	01/20/1990	89	0
ADAMS	JOHNNY	M	540894	9398 HARTFORD OAKS DF	MECHANICSVILLE	VA	11/24/1987	487	0

Secondary List

Last Name	First Name	MI	License #	Address	City	State	Birthdate	Nbr	TS ID
ABRISZ	KODY		8602	620 GALLBUSH	CHESAPEAKE	VA	08/18/2001	580	0
ACE	BRIAN		A010030	RR 5 BOX 516B	STROUDSBURG	PA	11/14/1985	338	0
ACHTERBERG	GUSTAR	J	8215	308 CLUBHOUSE DR	LUSBY	MD	09/11/1992	636	0
ACHTERBERG	RYAN		1234	308 CLUBHOUSE DR	LUSBY	MD	09/12/1992	663	0
ACKER	CORY	R	A027816				08/01/1990	10	0
ACKERMAN	NATHAN	C	763983	12920 CHURCH ROAD	WALDORF	MD	09/18/1989	939	0
ADAMS	BRIAN	W	1122	830 BIG INDIAN LOOP	MOORESVILLE	NC	09/13/1992	314	0
ADAMS	CHANNIN		239365	226 STONY KNOLL RD	DOBSON	NC	04/22/1993	24	0
ADAMS	JAMES		7788	8440 WOODY RD	PORT TOBACCO	MD	02/01/1994	333	0
ADAMS	JOEL		516600	29680 APPLE DR	CORDOVA	MD	01/20/1990	89	0
ADAMS	JOHNNY	M	540894	9398 HARTFORD OAKS DF	MECHANICSVILLE	VA	11/24/1987	487	0

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.

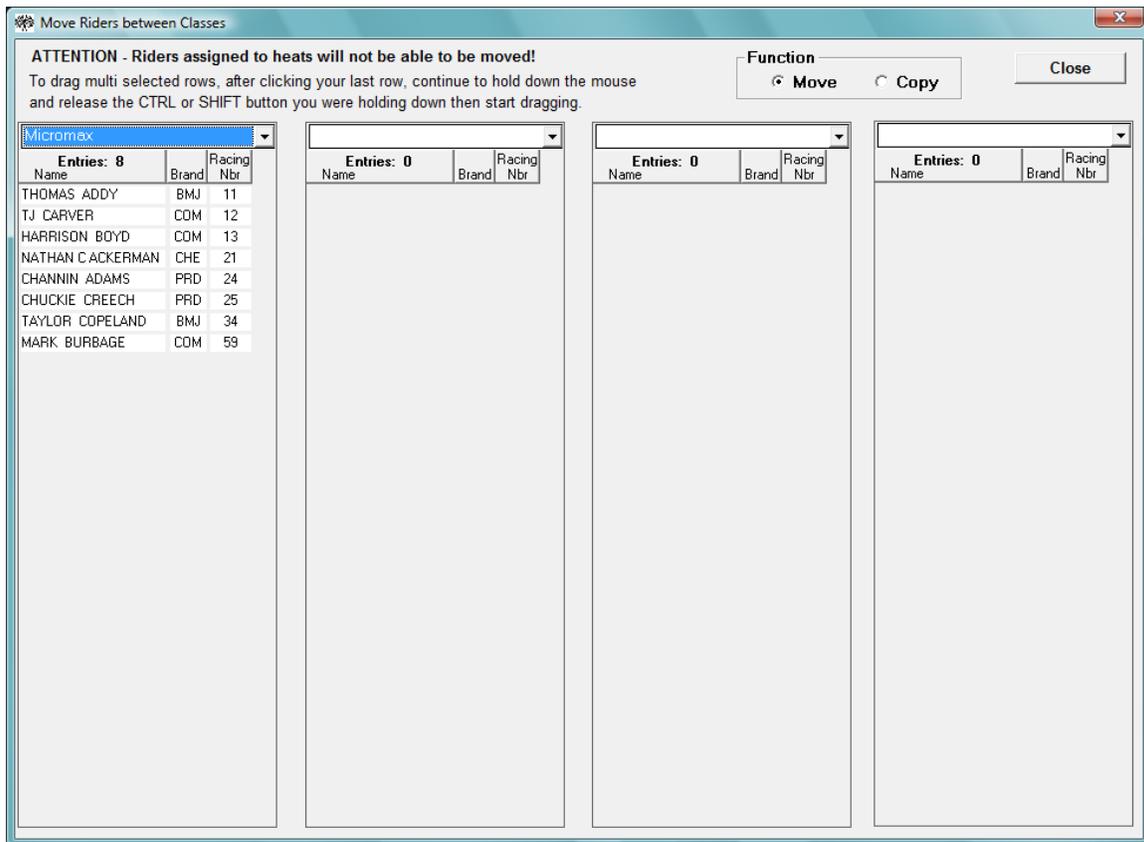
The top and bottom window are identical. At this window you will select the racer in the **primary list whom you want to keep** and the racer in the secondary list who you want merged into the top racer. All the events the bottom racer is in will be assigned to the top racer and the bottom racer will 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 Cadet 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 or Copy Racers from Class to Class.



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 Running Order tab and re-check the running order.

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

Exporting Race Results

Trackside gives you the ability to pass the results of an event to a Points Keeper in the form of a text file.

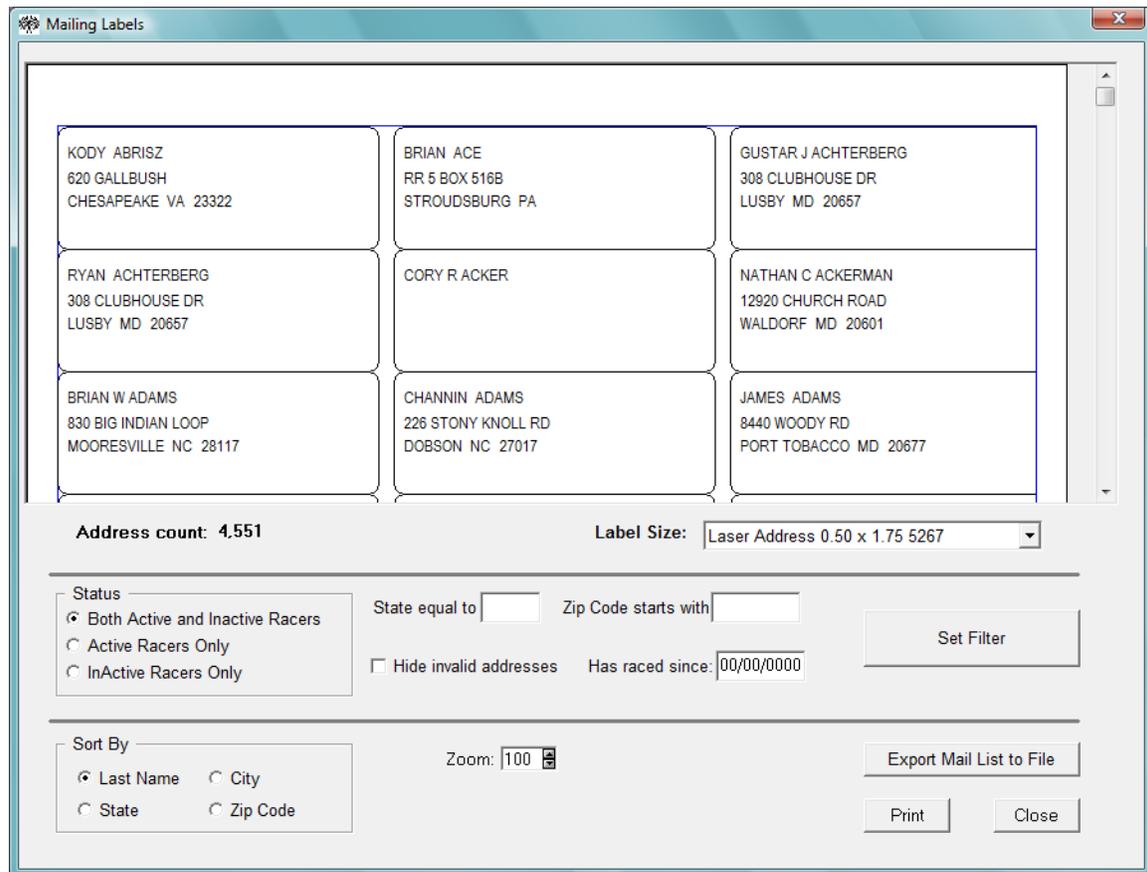
To export a race, it is important that you have completed all scoring for the event in all classes. Click the menu item **ACTIONS** then click **Export Race Data to Text File**. A small window will pop up telling you the name of the file that was just created and the location of where it was saved. The file will be saved on the “C:\Trackside” directory. You can then copy this file to an email and send to your Points Keeper.

Exporting Racers

Trackside gives you the ability to export your racers’ names and addresses to a text file. This is useful for sharing racers between promoters or for exporting to a file for doing bulk mailings.

Mailing Label Options

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



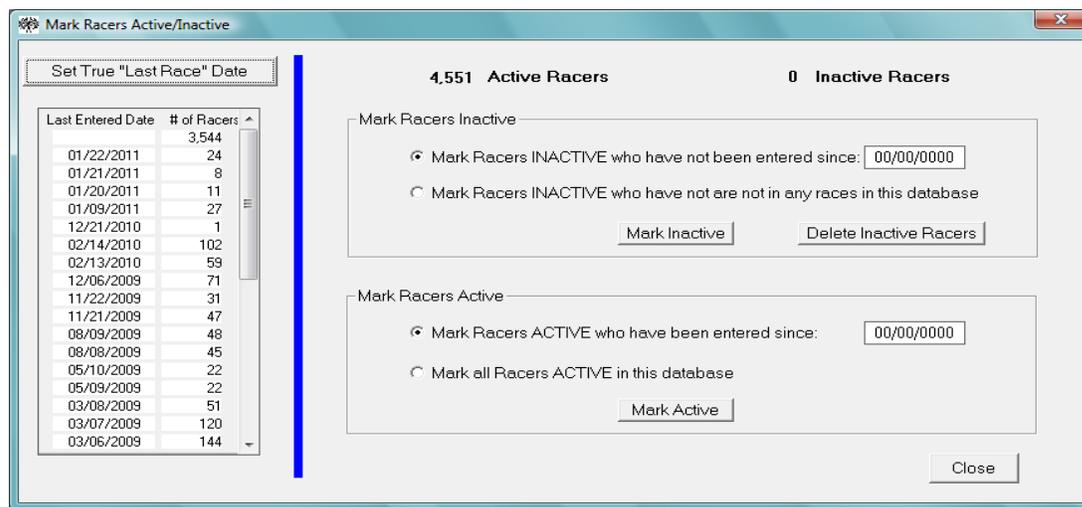
At this window you can:

- 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 label

Mark Racer Active and Inactive

Racers in Trackside can be marked 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 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 Trackside are used to identify a rider. Trackside can use Member Number or Transponder Number to identify a rider.

Member Number. Generally a rider will keep this ID number and never need to be assigned a different one. However, 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 Trackside menu, select ACTIONS, RESET IDs, then select Reset Member Number. You will be prompted with a message box confirming your intention to reset the ID values. By clicking YES to that confirmation, Trackside will remove the ID value for all the racers in your database.

Transponder Number. There are two different ways to reset Transponder IDs. To reset all transponder IDs from the entire database, using the Trackside menu, select ACTIONS, RESET IDs, then select Reset Transponder IDs. To simply reset rental transponder numbers and leave those who own their own alone, go to the Trackside menu. Select TRANSPONDER, RENTAL TRANSPONDER LIST. A box will appear with a button at the bottom for “Reset Rentals Assigned to Racers”.

Note: you must have an established list of rental transponders first. To create this, use the menu option Transponder, Rental Transponder List and import your transponder IDs.

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.

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