Serpentine Results Database
Administrators Guide

Introduction

This document describes the steps needed to add a result to the results database. There are a number of different types of result which get stored in the database and they need to be treated slightly differently depending on what they are:

- **Handicaps** – these are uploaded by the handicapper only.

- **Club Championships** – normally uploaded by competition or race organisers (Ian and Nadya at time of writing). Races must be set to 'members only' to separate scoring and non-scoring runners.

- **Major road races and triathlons** - if a lot of Serpies are doing a race i.e. more than 10, results should be uploaded by the results administrator providing a table of results is available from the race organiser. If not, the race needs to be set for self-entry.

- **Minor road races and triathlons** - races with just a few Serpies should be added to the database for self-entry.

- **Cross-country** - all league events and championships should be loaded by the results administrator. Other results should be treated as per road races (above).

- **Track & Field** - all results must be loaded by the results administrator as there is no provision for self-entry.

Creating the series (if required)

1. Check whether the series exists:

   a. Go to `http://www.serpentine.org.uk/rdb/admin/` and use the series search box to look for likely names

   b. Use a '%' character as a wildcard e.g. "%London" will find any series with "London" in the name, not just those starting with "London"

   If the series exists, go to #3 else continue.

2. Click on '**Add or edit series**' then:

   a. Click '**Add**'

   b. Enter details for the series. Name should be sensible and not too long. Include distance if it isn't obvious.

   c. Select correct sport, activity and distance from drop-downs (T&F meetings are 'Meet', everything else racing is generally a 'Race')

   d. Fill in as much as possible.

   e. Hit '**Save**'.

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Creating the race or meeting

1. Create the race or meeting. If the series already exists and you found it from the search function, see if there is an event for that race. If so:

   f. Click on the event date

   g. From the event editor page, click '**Create Race**' or '**Create Meet**' (the correct option will be displayed based on the type of series)

   If no event is listed, or you've just created the series:

   a. Click '**Add race**' or '**Add meeting**' from the menu as appropriate.

   b. Click '**Add**'

   c. Select the series.

   d. Select the date.

   e. If it's a T&F meeting, enter the name of the track.

   f. Fill in any other details as appropriate. N.B. 'Race visible' needs to be ticked to make the race viewable by normal members. This will be the default but you can hide the race temporarily if you need to by un-ticking this box.

2. You should now have a page which shows the race or meeting details and has options at the bottom such '**Upload results**', '**Edit individual results**' etc.

3. If you have more than two or three results for a single race, it's usually quicker to use a CSV file to upload them. The easiest way to create a CSV is to use MS-excel. Now follow the instructions to '**Upload results**'.

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Edit Individual Results (road, X/C & multi-sport)

1. From the main `editrace` page, click on 'Edit individual results'. This takes you to the `editresults` page.

2. Select the appropriate runner and click '**Edit'** or click '**Add**' to add a new result. If this is a new race, '**Add**' will be the only option. Alternatively, for an existing race, click on the red arrow next to any individual result to bring you to the same page and click '**Edit'**.

3. Select or change the name on the dropdown.

   a. Enter or amend the club, time, and so on.

   b. Click '**Save**'.

Edit Individual Results (track & field)

1. From the main `editmeeting` page, click on 'Edit individual results'. This takes you to the `edittfresult` page.

2. Select the appropriate athlete and click '**Edit**' or click '**Add**' to add a new result or '**Add_Relay**' to add a relay result. If this is a new race, '**Add**' and '**Add_Relay**' will be the only options. Alternatively, for an existing meeting, click on the red arrow next to any individual result to bring you to the same point and click '**Edit'**.

3. For individual results, select or change the name on the dropdown.

   a. Enter or amend the club, time, and so on. Note that time must be entered in seconds.

   b. Click '**Save**'.

4. For relay results, you can edit the main relay result or edit individual legs.

   a. Click '**Edit**' to edit the overall result and you get options to change the type of relay and gender, the overall time and points.

   b. Click '**Save**'.

5. To change or add results for each leg, click '**Edit relay legs**' then select the leg to edit from the dropdown and click '**Edit**'.

   a. Select or change the athlete

   b. Enter the club, time, points etc.

   c. Click '**Save**'.

   d. Repeat for each leg.

   e. Click '**Cancel**' when all legs are complete or you have finished editing, to return to the main `edittfresult` page.

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Upload results (road, X/C & multi-sport)

1. Create a CSV of the results, which must contain at least the times, names and genders. It's best if it also contains the club-name. It **must** have a header row with the column names. You can also include category, place, bib and so on.
2. Click on '**Upload results**'.
3. Click on the folder icon and select the CSV file using the dialog box.
4. Click '**Upload**'
5. Once the file has been transferred to the website, a new page should appear confirming this. Click where it says so.
6. The next page maps fields in the database to column names in your CSV.
    a. Select as many as you can which have correct mappings and set the rest to 'Do not upload'.
    b. If these results are *in addition* to any existing ones, un-tick the box for deleting previous results. If you want to replace existing ones, leave it ticked.
    c. If you don't have a club column in your CSV, select the default club to use.
    d. If you don't have a gender or category column in your CSV and they are all of one sex, select the default category. N.B. If your results are mixed sex, the upload will not work very well without a gender column in the CSV!
7. The next page depends on the data in the CSV and could be any or all of these:
    a. Unrecognised club: if a club name is not recognised you must map it to one in the database. This will repeat until all clubs are mapped.
    b. Unrecognised category: if a category name is not recognised you must map it to one in the database. This will repeat until all categories are mapped.
    c. Unknown runners: you are very likely to see this page. All unknown runners must be mapped against know ones in the database. Best guesses are presented, with an option for entering the runners ID number directly, creating a new runner ID or even selecting from a search of the entire database (not recommended).
8. Once this is complete, the results table should be displayed. If this is a championship race or you see any errors, you may have to edit individual results to set a runner as a guest or correct times, clubs

or whatever. Watch out for club names in italics as this generally means a runner has been incorrectly mapped against a Serpie in SerpieBase.

Upload results (track & field)

1. Create a CSV of the results, which must contain at least the times, names, disciplines and genders. It's best if it also contains the club-name. It **must** have a header row with the column names. You can also include category, place, bib and so on.

2. Click on '**Upload results**'.

3. Click on the folder icon and select the CSV file using the dialog box.

4. Click '**Upload**'

5. Once the file has been transferred to the website, a new page should appear confirming this. Click where it says so.

6. The next page maps fields in the database to column names in your CSV.

   a. Select as many as you can which have correct mappings and set the rest to 'Do not upload'.

   b. If these results are *in addition* to any existing ones, un-tick the box for deleting previous results. If you want to replace existing ones, leave it ticked.

   c. If you don't have a club column in your CSV, select the default club to use.

   d. If you don't have a gender or category column in your CSV and they are all of one sex, select the default category. N.B. If your results are mixed sex, the upload will not work very well without a gender column in the CSV!

7. The next page maps discipline names in the database to disciplines found in your CSV. Select as many as you can which have correct mappings and set the rest to 'Do not upload'. Relays cannot be uploaded by CSV so always mark these 'Do not upload' and do them manually at the end.

8. The next page depends on the data in the CSV and could be any or all of these:

   e. Unrecognised club: if a club name is not recognised you must map it to one in the database. This will repeat until all clubs are mapped.

   f. Unrecognised category: if a category name is not recognised you must map it to one in the database. This will repeat until all categories are mapped.

g. Unknown athletes: you are very likely to see this page. All unknown athletes must be mapped against know ones in the database. Best guesses are presented, with an option for entering the runners ID number directly, creating a new runner ID or even selecting from a search of the entire database (not recommended).

9. Once this is complete, the results table should be displayed. If this is a championship race or you see any errors, you may have to edit individual results to set a runner as a guest or correct times, clubs or whatever. Watch out for club names in italics as this generally means a runner has been incorrectly mapped against a Serpie in SerpieBase.

10.   Add any relay results individually as described above.