



## **DETAILED RACE CHECKLIST**

### **1-3 DAYS BEFORE RACE DAY**

Upload Bib/Chip data to participants

- Remember to occasionally check a sample chip to make sure the bib and chip combination is the same as what is showing in the software.

Add late entries if needed

- Remember to add late entries before uploading bib/chip data.

Define timing points

- Check distance defined for each timing point created.

Send email message with Athlete-link

- Send email message through Lapio messages to all participants with their Athlete-link. With this link participants can connect their social media accounts allowing results to post directly to Facebook and Twitter.

Charge readers

- Make sure to charge the reader until the charger light is green.

Helpful Hint: Some readers come with a charger while other come with a power supply. If you have a reader with a charger, make sure you allow adequate time to fully charge. Some readers drain the battery before recharging.

### **RACE DAY**

Remember to bring:

Readers

Matts

Computer

Internet

LAN Network Ethernet Cables

Additional chips for testing

Optional:

Additional power to the reader/computer

Cell Booster

Video Camera

Additional computers for volunteers

Additional computers/iPads for participants to view results

## **30 MINUTES BEFORE RACE START**

USB key is inserted in reader(s)  
Start reader(s)  
Connect the internet to computer  
Open Lapio Connect  
Find Race and press "Time It"  
Press "Find reader"

Now the reader should be connected to Lapio Connect and data can be streamed live.

Testing

Take a "foreign" chip and run it across the mats.

If data is streaming correctly the below 3 things should occur when testing:

- 1) Check if there are readings in Lapio Connect.
- 2) Look in the Timing tab of Lap.io and confirm there is a chip reading that does not belong to a participant.
- 3) Check the results for a chip reading labeled "GHOST". This reading is only viewable by race administrators.

## **START OF RACE**

Check the box "Readings from the starting line" **IF** you want start readings. If you do not (Ex: Triathlon) then leave this box unchecked.

To start the race press "start" - The time changes to a stopwatch (race time calculated) and the "fired gun" sound will be heard.

The race has now begun.

If you have start readings, remember to uncheck "readings from the starting line " to stop the start readings.

**THIS IS VERY IMPORTANT - MUST DO THIS TO RECEIVE FINISH LINE RESULTS**

Helpful Hint: Keep a reminder in your hand until all have run through the start so you remember to turn it off.

## **Error Handling**

If data stops streaming during the race, check the following:

- LAN cable is connected
- Internet is connected
- Reader is receiving power

If you have checked the above items and data is still not streaming correctly, call your nearest support contact or email [hey@lap.io](mailto:hey@lap.io).