



# RaceSplitter Online

Creating, Sharing & Importing Races

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## Welcome to RaceSplitter

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Although races can be created directly within RaceSplitter, it's often more convenient to use the online services at RaceSplitter.com.

<http://racesplitter.com/>

How it works:

- **Create your race.** *RaceSplitter allows you to add racers individually, or upload a start list exported from an Excel spreadsheet.*
- **Share your race.** *Share the link to your race page at RaceSplitter.com, where others can view the start list, download your race (if they're also RaceSplitter users), and later view, filter and print your race results.*
- **Publish race results.** With a click of a button in RaceSplitter, instantly publish your race results online in a browseable and printable format. Visitors can filter the display on your race categories. You can even do this during the race itself, allowing the world to follow along as your event unfolds!

## Starter templates

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Along with this document, you will find a folder of **starter templates** for your convenience:

1. **RaceSplitter CSV** — for creating CSV files containing racer data for upload to RaceSplitter.
2. **RaceSplitter Excel** — Excel spreadsheets for easier management of racer data, exportable to CSV for upload to RaceSplitter.

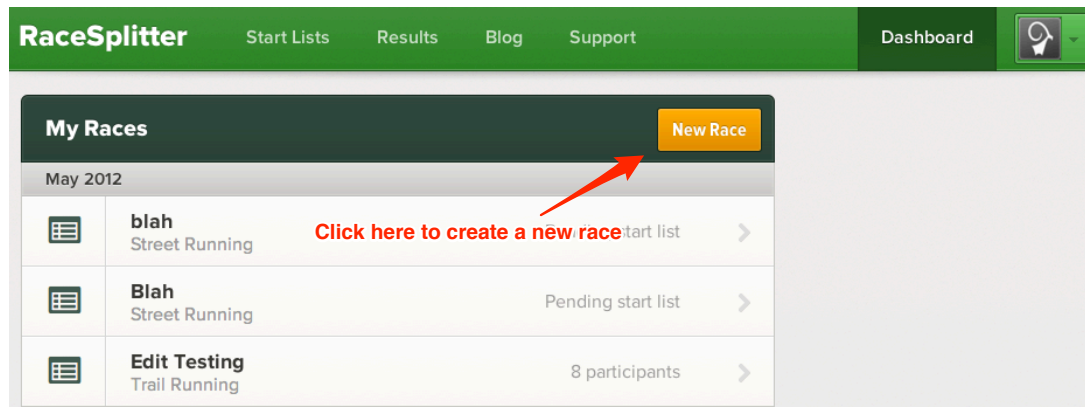


## Creating races with RaceSplitter

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To create a race using RaceSplitter:

### Create a new race.



1. **Login to your account** at RaceSplitter.com. If you don't have an account, you can quickly create one either in the app, or directly at RaceSplitter.com.
2. On the “Dashboard” screen at RaceSplitter.com — which lists all your races — click on “**New Race**”
3. Enter the **race configuration information**. Most of the information is self-explanatory, and here's some details about the information that might not be:
  - *Start type.* Mass, wave or interval start. For wave and interval start types, additionally enter the delay between starters, in seconds.
  - *Race type.* Select “Fixed Distance” if your race is fixed-distance. Select “Fixed Time” if your race is fixed-time (e.g. the racer completing the most laps wins, within 24 hours). This setting only affects how results are displayed at RaceSplitter.com.
  - *Privacy?* Select “Public” and your race will be publicly listed on the “Start Lists” and “Results” screens at RaceSplitter.com. Select “Unlisted” and only those with whom you share the race link (URL) will see the race.
  - *Start Timer?* If this is enabled, the RaceSplitter timer will automatically start at the scheduled start date & time. (Most people leave this off, and manually start their timers.)

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- *Racer Compensation? Allows setting of per-racer compensation factors (needed in Adaptive Sports, involving disabled participants.)*
- *Description (optional).*

The screenshot shows the 'Edit Configuration' dialog box for a race. The title bar is dark green with a close button. The main content area is white with a light gray border. The race name is 'Junior National Championships Class Sprint Qualifier'. The activity is 'Choose activity...'. The date is '2012' (year), 'March' (month), and '5' (day). The time is '09 AM' (hour), '00' (minute), and '00' (second). The location is 'United States' (country) and 'Soldier Hollow, Utah' (city). The start type is 'Interval Start' and the race type is 'Fixed Distance'. The start time is '15' seconds. The settings are: Privacy (Public), Start Timer (Manually), and Racer Compensation (Disabled). At the bottom are 'Cancel' and 'Save changes' buttons.

**Edit Configuration**

Junior National Championships Class Sprint Qualifier

Choose activity...

When? Where?

2012 March 5 United States

09 AM : 00 : 00 Soldier Hollow, Utah

Start Type: Race Type:

Interval Start Fixed Distance

15 seconds km

Privacy: Start Timer: Racer Compensation:

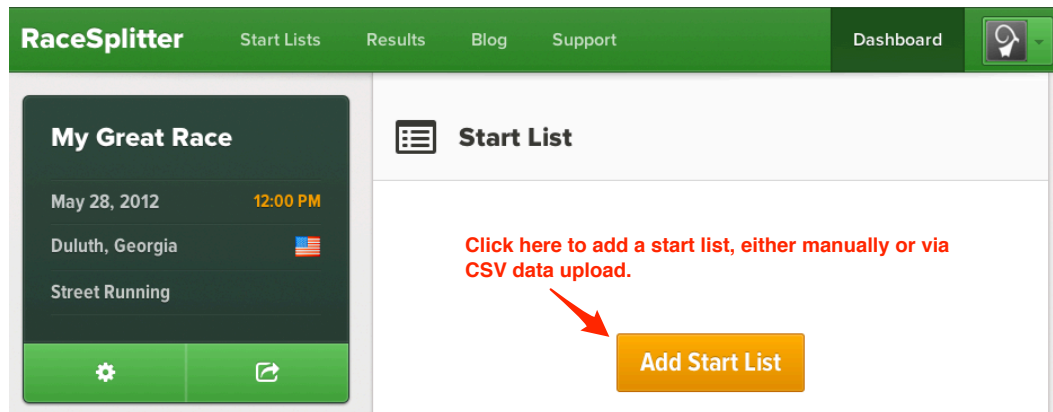
☒ Public ☒ Manually ☒ Disabled

☐ Unlisted ☐ Automatically ☐ Enabled

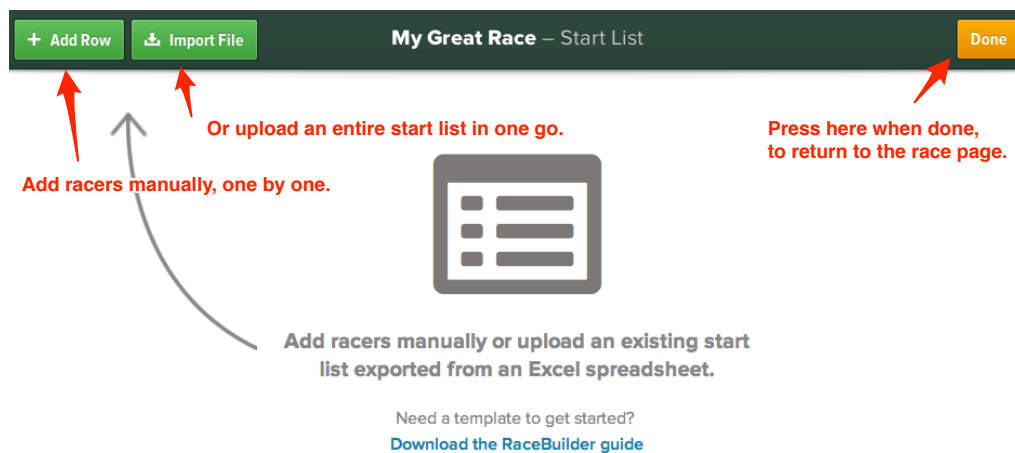
Cancel Save changes

4. **Press “Save Race”.** After RaceSplitter checks your race configuration information, you’ll be taken to your official race screen. (You can later feel free to share the link to this page, as it’s where your results will be displayed.)

## Add a Start List



1. **Click “Add Start List”**. You can add racers manually, or import an entire start list by uploading a CSV (comma separated value) file. You can create a CSV file by exporting from Excel, or use one of the templates included with this document.



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2. **Upload CSV and match data fields.** If RaceSplitter.com doesn't recognize the data columns when you upload your CSV file, it'll ask you to match the fields.

**Import start list from a CSV file**

We weren't able to match all the columns in your data file. You may have additional columns in your file. Please choose the piece of information on the right that best matches our supported columns on the left. 'Bib Number' is the only required field.

RACESPLITTER COLUMNS	YOUR DATA
Bib Number	Bib
Wave Number	Ignore this field
First Name	First Name
Last Name	Last Name
Email Address	Email
Group/Category	Ignore this field

Cancel Try Again

3. **Make any final edits.** You can make edits to your start list, as often as you like before the race (even on race-day). Double-click directly into fields to edit, and use the gear at the right to delete.

My Great Race – Start List					
+ Add Row		Import File		Done	
Bib	First Name	Last Name	Group	Email	
11	Said	Abdelkader Abdelkader	Men's 20-29	Saidyyo@Hotmail.Com	
12	Jose Luís	Aguayo González	Men's 20-29	Jose.Jag@Teleline.Es	
13	Marino	Aguilera Peñalver	Women's 30-39	Marinoaguilera@Gmail.Com	
14	Said	Ait Malek	Men's 20-29	Lee-Bruce2009@Hotmail.Com	
15	Victoria	Alarcon González	Women's 30-39	Mariav.Alarcon@Juntadeandalucia.Es	

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My Great Race – Start List					
+ Add Row		Import File		Done	
Bib	First Name	Last Name	Group	Email	
11	Said	Abdelkader Abdelkader	Men's 20-29	Saidyyo@Hotmail.Com	
12	Jose Luís	Aguayo González	Men's 20-29	Jose.Jag@Teleli	Remove
13	Marino	Aguilera Peñalver	Women's 30-39	Marinoaguilera@Gmail.Com	
14	Said	Ait Malek	Men's 20-29	Lee-Bruce2009@Hotmail.Com	
15	Victoria	Alarcon González	Women's 30-39	Mariav.Alarcon@Juntadeandalucia.Es	

4. When you're done, click **“Download to RaceSplitter”**. The race will be sent to you by email, ready for import into RaceSplitter. If you later make edits to the race configuration, or the start list, you'll need to press **“Download to RaceSplitter”** again, to receive a fresh update.

**RaceSplitter** Start Lists Results Blog Support Dashboard

**My Great Race**

May 28, 2012 12:00 PM

Duluth, Georgia

Street Running

5 Participants 2 Groups

**Start List** Download To RaceSplitter Edit Filter: All Groups

Bib	Name	Group
11	Said Abdelkader Abdelkader	Men's 20-29
12	Jose Luís Aguayo González	Men's 20-29
13	Marino Aguilera Peñalver	Women's 30-39
14	Said Ait Malek	Men's 20-29
15	Victoria Alarcon González	Women's 30-39

Click to download the race

Click to filter on categories

**RaceSplitter** Start Lists Results Blog Support Dashboard

**My Great Race**

May 28, 2012 12:00 PM

Duluth, Georgia

Street Running

5 Participants 2 Groups

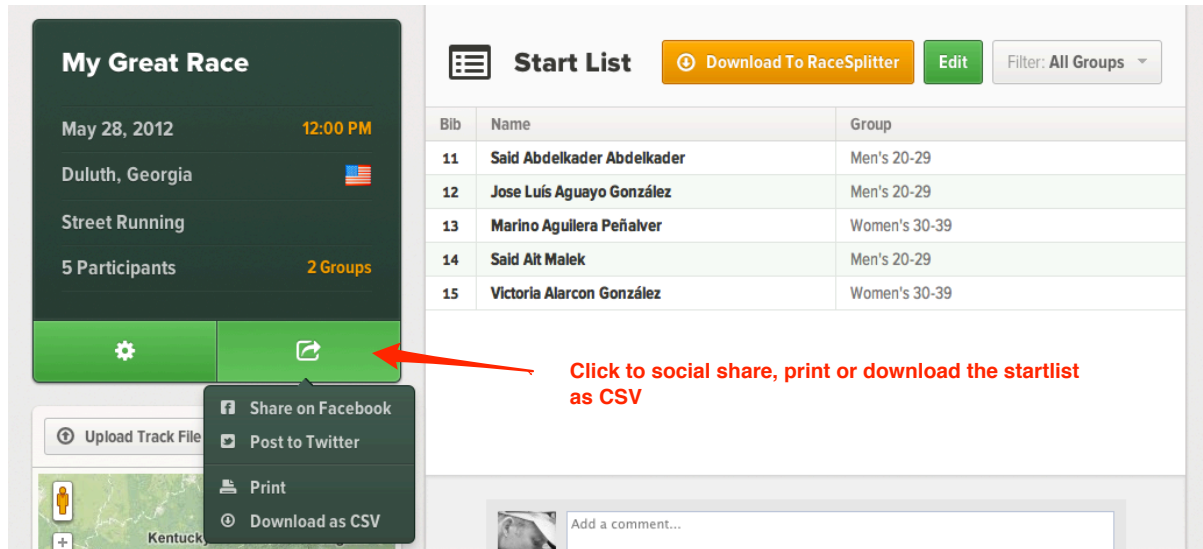
**Start List** Download To RaceSplitter Edit Filter: All Groups

Bib	Name	Group
11	Said Abdelkader Abdelkader	Men's 20-29
12	Jose Luís Aguayo González	Men's 20-29
13	Marino Aguilera Peñalver	Women's 30-39
14	Said Ait Malek	Men's 20-29
15	Victoria Alarcon González	Women's 30-39

Click to edit your race configuration, or delete the race.

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**My Great Race**

May 28, 2012 12:00 PM

Duluth, Georgia

Street Running

5 Participants 2 Groups

Settings Share

Upload Track File

Share on Facebook

Post to Twitter

Print

Download as CSV

**Start List** Download To RaceSplitter Edit Filter: All Groups

Bib	Name	Group
11	Said Abdelkader Abdelkader	Men's 20-29
12	Jose Luis Aguayo González	Men's 20-29
13	Marino Aguilera Peñalver	Women's 30-39
14	Said Alt Malek	Men's 20-29
15	Victoria Alarcon González	Women's 30-39

Click to social share, print or download the startlist as CSV

## Importing races into RaceSplitter

Once you've received a race file sent to you by RaceSplitter.com, you can import it into RaceSplitter to create a new race (or update an existing race). Here's how:

1. Open the email in the **Mail app** on the iPhone, iPad or iPod Touch that is running RaceSplitter. (You must be using Apple's Mail app. Third-part email applications may not recognize that the race file is to be associated with RaceSplitter.)
2. Tap the .rsrace file attachment.
3. Tap "Open in RaceSplitter".

The RaceSplitter app will open, import the file, and create a new race, ready to use. If your race file represents an update to an existing race, the race file will then update your existing race (instead of creating a new one). This allows you to make last-minute updates at RaceSplitter.com— for example, race-day registrations or changes — and quickly update your existing race.

**Pro-tip:** You can also download the race directly into RaceSplitter on your device, avoiding email altogether, by logging into [RaceSplitter.com](http://RaceSplitter.com) using Safari on your iOS device. When tapping "Download" from there, the race will import directly into RaceSplitter running on your device.



## Sharing your races

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### Your dedicated account page

Your RaceSplitter.com account provides you with a dedicated page on our website, listing your races. You can configure the specific link to this page by editing your profile. This is handy for organizations who organize many events, as the page can serve as a race calendar.

For example, the official Makalu page is located here:

<http://racesplitter.com/racesplitter>

When you're logged in as the page owner, all your races — public and private — will be available to you for creating, editing and management. When the public visits this page, however, they will see only those races you've made public (and, of course, will not be able to edit them.)

### Your race pages

Additionally, each race gets its own dedicated race page, like this one:

<http://racesplitter.com/races/2F1C61AB5>

All race pages are publicly accessible. Therefore, the “privacy” in private races is only in the sense that they are not publicly listed on your account page, or the site-wide “Races & Results” page at RaceSplitter.com, and that the race link is “hard to guess”.

So to share your races with others — public or private — you simply need to send them the link to the race. (If you want to tell the whole world about your race, you can post the link on Facebook or Twitter.)

Here's why you might want to share a race:

- *If you use the “Live Publishing” feature, you can let the world follow the results of your event, as it unfolds.*
- *Other RaceSplitter users can download the race file, if they'd also like to time the race (or if you want to recruit them to time intermediate points along the course.)*

## CSV file specifications

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The RaceSplitter.com importer accepts valid CSV (comma separated value) files whose first line contains the following header rows, followed by racer data — one racer per line.

```
Wave number,Racer bib number,First name,Last  
name,Email,Compensation,Category,Team
```

Special notes:

- The **email** address is optional. We encourage you, however, to include your racer's email addresses, as this will be used to unify racers across races in the future.
- The **compensation** field is optional, and is used in Adaptive Sports, such as the Paralympics, where per-race compensation factors are used. Values from 1% to 100% are acceptable in this field.
- The **category** is optional. If used, results in both RaceSplitter, and online at RaceSplitter.com, can be filtered to display in-category standings.
- The **team** field is optional, and is only available filtering results at [RaceSplitter.com](http://RaceSplitter.com). This field is not used in the iOS app. (We added this field on request of many customers to provide a way to filter results online by Team or Club.)

Included with this document, you will find CSV and Excel template files for each race start type (mass, wave, interval), for easier racer data management. Remember, though, you must export from Excel to CSV before uploading to RaceSplitter.com.

## Getting help & staying in touch

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Here's how to learn more and stay in touch:

- Visit our website at <http://racesplitter.com>
- Be sure to follow the [RaceSplitter twitter, @racesplitter](#) or [RaceSplitter on Facebook](#) for the latest announcements. (And we've got some amazing features in the pipeline!)
- Answers to questions, tutorial articles and a feedback form for getting in touch with us can be found at our help center: <http://racesplitter.com/support>

We hope you enjoy the product!

Sincerely,

Matt, Alex & Justin

Your friends at RaceSplitter