SET UP & SCORE

Organiser quick sheet | Keep beside your scoring device

Each race: Set current + Save → Enter places → Publish + confirm → Save

1. Open and unlock

Open **Competition scoring** (Menu: **Scores & standings**). Open **Organiser access, saving and backup**, enter your private code → **Unlock scoring**. Tick the 12-hour option on your own device. Use one scoring device/tab.

2. Set up the competition

For a new event: back up and archive the previous event, then **Start new competition**.
Open **Event setup and add divisions**. Enter event name/date, age group, format, names (one rider, pair or team per line), sessions and maximum per heat (**4-8**) → **Add division and create draws**. Add other divisions if needed.

3. Check the setup and add races

Select the division. **Edit setup** corrects names/details and adds the public venue/address and running order. **Apply setup changes → Save competition**.
Use **Check draw fairness** to review opponents and smaller heats. For manual draws: **Heat setup and race controls → Set heats manually** before publishing.
Choose **A/B Finals - start from 0** OR **Total running accumulation** (no separate finals). In each **Session**: **Choose a race → Add race**, repeat → **Save competition**.

4. Score every heat and race

Set current → Save competition tells spectators which race/heat is running.
Enter every finish position down its race column using **Place**. Large numbers show points when the column is complete. **EL** = eliminated; **DNS** = did not start. Tied first: **1, 1, 3**.
Publish → review and confirm → Save competition. Repeat for each heat, race and session. Amber cells are unpublished changes. **Session total** = this session; **Grand total** = all qualifying sessions. Totals count published results only.

5. Run A/B Finals (skip for accumulation)

After all session races are published: **Finals → 7 or 8 places per final → Review A/B Finals**. Resolve cutoff ties with officials → **Check lineups → Save competition**.
Choose a final race → Add final race. In B Final, **Copy A Final races to B Final** copies the list. Finals start at **0**. For each race: **Set current + Save**, enter places, then **Publish + confirm + Save**.

6. Share results and finish

Public: **Menu → Live Event Day board** → choose age group/division. Check it on another device. No private code needed.
Finish: **Save competition → Download backup → Archive results → Lock scoring**. Confirm **Last saved competition archived**. Save/archive cover the **whole event**.

Wait for: “Competition saved. Public results are up to date.” If saving fails, keep the page open, download a backup and resolve the error. Internet is needed to save/share. Renaming keeps results; Edit setup does not add/remove competitors. Structural settings lock after races are added.