

# e-Punch Instructions for Event Participants

## Before the Start

For courses using e-Punch, obtain a finger stick when registering. Make sure the Serial Number of the finger stick is written on the signed form (Uniform).

## At the Start

Be sure to punch the CLEAR box and then the CHECK box in preparation for the start. In general, a successful punch is indicated by a BEEP and flashing lights on the box.

Punching the START box starts the “Clock” for you. Good Luck!

## On the Course

Punch the controls in the order required by the course. Remember, a successful punch is indicated by a BEEP and flashing lights on the box.

## At the Finish

Punch the FINISH box quickly, this stops the “Clock” for you. Later, punch the Printout Station once for a printout for you AND a second time for a printout for the Timer. Give one copy of the printout to the Timer for recording your course time. All of the controls that you punched are printed with split times between controls indicated on the second to last column. Accumulated times are on the last column. **GIVE THE FINGER STICK TO THE TIMER WHEN COMPLETE.**

## Instructions for the Event Director

Make sure the Course designer and/or Course Setter has the e-Punch Control Flags a few days before the event so they can organize the controls and set the course. **The Printout Station needs to be charged (plugged into an A/C socket) the night before the event.** After being plugged for about 10 seconds, a blinking green light indicates that the charging is in progress. When the green light is off, the charging is complete (It is recommended to charge the unit overnight before the event, at least 8 hours).

**Read all of the instructions for each volunteer below, so you will know what they do and what items you will be receiving from them. Use the Control Inventory sheet to make sure ALL controls are collected during pickup after the event.**

## Instructions for e-Punch Volunteer

Setup the Printout Station in a place convenient for the Event Participants. The small printer is cabled to the Printout punch box. Power the printer by pressing the red SI button until the green light remains ON. Before the event starts, clear the backup information in the Printout Station by using the special purple punch marked CLEAR BACKUP.

## Instructions for Course Designer and Course Setter

There are **49 complete control sets** (flag, manual punch, e-punch box, tag) programmed as controls **31 thru 79**. Clear, Check, Start and Finish boxes are separate, each with its own post. **If you are in possession of the Printout Station, make sure the unit is charged according to the instructions above in the Event Director's section.** It is recommended to time sync all of the Control boxes including the Printout station shortly prior to setting the course. See separate instructions: **Time Sync'ing e-Punch Equipment**. Give a copy of the clue sheet for each e-punch course to the Timer with the e-punch Control numbers indicated. **Give several master maps to the Event Director for Control pickup coordination.**

## Instructions for Registrar

For courses using e-Punch, give a finger stick to each participant when they register. Make sure the Serial Number of the finger stick is written on the signed form. Also enter the name and course of the participant on the **Rental Sticks form**.

## Instructions for the Timer

Make sure to get **TWO copies** of the printout from the Printout Station from each Event Participant. Attach one copy to the UNIFORM and give the other to the participant. The Start to Finish time is indicated by the right most column on Finish row. Check if any controls were missed or punched out of order by comparing the printout to the clue sheets. **Collect the finger stick and check off the Returned column on the Rental Stick form. Give the collection of Clue Sheets, Rental Stick form, and Participants' Uniforms to the Event Director, so that a Results Report can be generated for the web site.**