

# UK Urban League: Instructions for Organisers

## Before you start

When you set up your event for on-line entry, **get the competitors to enter by category** (e.g. MO, WV — see full list later in this document) **rather than by course**. Not only does this give you the flexibility, when your masterful publicity attracts a huge entry, to separate categories that you originally intended to combine, but it also makes generating the results much easier.

The upload facility works by category and not all events have the same mapping of categories onto courses: Edinburgh for example has had only two or three senior courses. So it's not possible to decide automatically whether an M40 running course 2 is running down or should be competitive in the MV category, or perhaps whether a W65 on course 5 wishes to be treated as a WSupervet or a WUltravet.

So get the competitors to enter by the category they want to score in. Otherwise you'll have to try to allocate them after the event, probably by looking at the age-class and the course run; not only is this fiddly but you'll probably misconstrue someone's intentions and have to re-do the upload.

## Synopsis

1. Get the upload password: from me or from the secretaries of the regional urban leagues.
2. Export results as CSV.
3. Upload CSV file to [www.oxfordfusion.com/ukul](http://www.oxfordfusion.com/ukul).
4. Check that the errors and warnings generated make sense; if not, re-upload any affected categories.

The home page for the UK Urban League is <http://www.oxfordfusion.com/ukul/index.cfm>. The regional urban leagues are linked from there.

The results upload facility for the Urban League takes as input a CSV file with one of two formats. Rows in the file that can't be interpreted (e.g. header rows) are ignored.

## Custom (bare-bones) Urban League format

BOFnumber,UrbanLeagueCategory,Forename,Lastname,AgeClass,Club,Time

e.g.

```
100999,WSV,Sue,Stevens,W55,AIRE,45:32
100998,WSV,Amelia,Petrie,W55,CLYDE,46:15
100997,WSV,Jane,Forrest,W60,SLOW,Dsq
```

Include anyone who **started** the correct course. **Exclude non-starters**. People who retired or were disqualified will score zero, but should be included as the zeroes may be used in the head-to-head tie-breaks. Use this format if your results program can't produce the format below, and you have to edit into shape what it does produce. Excel is good for processing the data; use 'Save As...' and choose CSV format.

**Beware:** Excel is too damn clever. By default, when reading a CSV file Excel will interpret times input as (e.g.) 52:30 as **hours** and **minutes**. The numerical value in the spreadsheet will be days (and fractions), i.e.  $52.5/24 = 2.1875$ . If your CSV file records times greater than 1 hour as h:mm:ss then they will be read as intended, but the times less than 1 hour will be too long by a factor of 60. On subsequent output

to CSV the sub-hour times will be written as 52:26:00. If you copy the times into column CC (say) and then use the formula =IF(CC2>0.25,CC2/60,CC2) to generate the correct times then (provided that nobody is quicker than 6 minutes or slower than 6 hours) the 'Save As...' CSV output will be correct.

## OE Splits format

This is a CSV export that can probably be produced directly from your results program. It includes many columns but the crucial details are as follows (with column numbers / letters and the column headers as in the example file test4\_splitsFormat.csv that is available on the upload page):

3/C (Database ID): BOFnumber
19/S (Short): Urban League Category, i.e. MJ / WSV / Veteran Men 40+ / Young Junior Women 12-
5/E (First name): Forename
4/D (Surname): Surname
24/X (Text1): Age Class
16/P (City): Club
12/L (Time): Time

To help users of Autodownload, the Urban League Category can be given either in full or in its abbreviated form.

If you use the 'Export OE File' choice in AutoDownload, make sure you tick the check box 'include DNF', i.e. the upload should include all starters. **Exclude non-starters.** People who retired or were disqualified will score zero, but the zeroes may be used in the head-to-head tie-breaks.

It will be a great help if, before the race, you set up the 'Short' description (column 19/S) for the class that someone has entered to be their Urban League category, and make sure that you use the Text1 field (column 24/X) to record their actual age class, e.g. M50. The age class is required to check that the competitor is eligible for the stated Urban League category.

The course number is recorded in the 'Course no.' field (column 39/AM) in the standard CSV export. One course can host several categories (e.g. MV and WO both on course 2), but everyone identified as running in a given category must be on the same course. The upload facility **does not** check that this is true for your input.

The file type (i.e. Splitsbrowser or the custom 7-field Urban League minimalist format) is detected automatically but fairly crudely — more than 20 fields indicates that it's a Splitsbrowser file, otherwise it's assumed to be the custom 7-field format. Either commas or semi-colons may be used as column separators.

For a Splitsbrowser file, the upload facility also checks that column 9/I (nc) is zero. If not, you'll see an upload message like

**Ignored (non-comp):** 428531 MO Roger Goddard M35 FVO

Times can be given as any of 45.32, 45:32, 0:45:32 but must be purely numeric (with two-digit seconds and two-digit minutes if over an hour) once the punctuation has been stripped out: 1h03m52s, 13:4 and 1:3:52 would all make a mess of the system. They don't have to be grouped into categories or ordered by time, although that's probably the easiest way to supply them.

The categories for the current year are given in a table at the end of this note. Each year can have a different set of categories (there were no Ultravets in 2011) and a different age range (so juniors were 16- in 2011 but 18- in 2010). Anyone with an age-class that doesn't fit their declared category will be

flagged as an error, as will anyone whose BOF number is missing. Please cast an eye over the error messages because they may highlight some errors in your data (e.g. a W45 entry on the day being recorded as M45, and hence not scoring points on the WV course). People running down (e.g. an M21 on course 2 when course 2 is designated for WO and MV) may be given a category like 'non-comp for UKUL'; they will then be ignored in the points calculation.

On that page there is a link to a test site that organisers can use to practise uploading data. There are four test files available and four test races. The first three files use the minimalist format and contain the results from Chester, Oxford and Cambridge in 2009, but with fictitious times (although in the correct order!) and fake BOF numbers. The fourth file contains the WO and WV results for Sheffield in 2011. Any of the files, or indeed any file of your own choosing, can be uploaded to any of the races. Each of the four races has a password. To prevent script uploads from site-hackers the passwords are no longer published; please contact me. There are some deliberate errors in test1.csv so that you can see how erroneous data (or indeed the header row) is handled.

When a race result is uploaded, all the existing points for that race will be removed but only for categories included in the upload. So if you need to correct MSV (e.g. to add a BOF number), you need upload only that category. To move a running-up veteran from WV to WO (if they share the same course), upload both categories because they will both have to be recalculated.

Because the results are indexed by BOF number, if you use a 'BOF number' that's not in the test files then that will create a new record. Using the same number but in a different Urban League category will also generate a new record.

Please have a go with the test site. The results tables for the eight categories are all linked off the home page of the test site. Anything can be overwritten; don't worry about making a mess of the tables. I've tested most of the site in three browsers, and novice users have managed to upload files successfully. Please let me know of any issues. Once you're comfortable with the system, clearing the tick from the 'Test' checkbox on the upload page will give you a list of the real races this year rather than the test races. Please contact me to get the password for your race.

Of course if you're really stuck then send me a suitable file and I will make the upload, but hopefully this system should be straightforward and by cutting me out of the loop it should be slick.

## **Standard Categories (apply for 2017 onwards)**

<b>Abbreviation</b>	<b>Full category name</b>
MYJ	Young Junior Men 12-
WYJ	Young Junior Women 12-
MJ	Junior Men 16-
WJ	Junior Women 16-
MO	Open Men
WO	Open Women
MV	Veteran Men 40+
WV	Veteran Women 40+
MSV	Supervet Men 55+
WSV	Supervet Women 55+
MUV	Ultravet Men 65+
WUV	Ultravet Women 65+
MHV	Hypervet Men 75+
WHV	Hypervet Women 75+

## **Courses**

You have free rein to set whatever courses work best for your event, and to allocate the categories (as above) to those courses. For a 'standard' medium-sized urban race with winning times of 35-45 minutes, the set of seven courses given in Appendix B of the [British Orienteering Rules](#) is a good start. Allocating the MHV and WHV categories to course 5, alongside WUV, will help that course have enough competitors to meet the threshold of 10 for scoring ranking points. Small events and sprint-style events may choose to use fewer courses.

Good luck!

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## Urban Leagues - Uploading results from Autodownload

Bob Elmes, 26 March 2012

(edited Roger Thetford 10 Feb 2014 re disqualifications and retirals)

The notes below are based on procedures used at the Helsby Urban Plus in the North West Urban League on 18 March 2012, which was Autodownload Event Type BOF Local, all EOD.

### In Autodownload

1. Set up courses as usual.
2. Under Modify Event | Show Advanced Options  
Tick "Use Classes?" if not already ticked (so that you can enter the UL classes).
3. For each course, create the appropriate UL classes using the UKUL categories
4. To cater for running down, create (for each course apart from the longest) a class(es) called, for example, "Non-comp in xxUL", and enter runners-down in that. **Note that this is not the same as marking them "nc" – you should only do that if they are genuinely non-competitive, e.g. if the planner or controller wants to run a course.**
5. Assuming it is all Entry On the Day, you need to find a way of capturing the UKUL category that people have entered. We did it by keying in the entry forms before people ran. We didn't want to have to add the UL Category at download.
6. HTML results will show the UL Categories, with those running down in a separate class called "Non-comp in xxUL". See example at <http://www.deeside-orienteeing-club.org.uk/results/2012/120318Helsby/index.html>. This example is for an event with only two courses; in general, if you have n courses, you might want to create n-1 non-comp classes.
7. At end of event, use Results | Export OE Splits to produce a csv file of the results. Remember to tick the 'include DNF' box.

### Using the UK Urban League web page

8. Upload this file into the Urban League system for the appropriate event. You should expect to see the following warnings in the upload log:
  - a. **Ignored (invalid BOF number)**: Database Id Short First name Surname Text1 City – this is the first line in the OE Splits file.
  - b. **Ignored (non-comp)**: for each competitor who is marked as "nc" in Autodownload.
  - c. **Ignored (invalid category Non-comp in NWUL)**: for each competitor who you have entered as running down.
  - d. **DSQ scores zero**: for each competitor who mispunches or retires.
  - e. **Assume DSQ (invalid time)** if value in the time column is not numeric.