



*The illustrated guide to*

# Online Regattas with RowPro Home Edition

Version 4

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# 1. A word to the wise

## ONLINE REGATTAS AND YOU THE ORGANIZER

Online regattas are a new form of rowing made possible by advances in technology created by Concept2 and Digital Rowing.

Online regattas are straightforward to organize and run, once you the organizer have got your head around the new concepts and terminology involved.

**It is essential** that you go to a quiet spot and read and properly digest the information in this guide before launching yourself into the brave new world of online regattas.

If there's one make-or break-ingredient in online regattas, that is it.

Consider this guide a 'must read'.

## 2. Online regatta terminology

### ONLINE REGATTA

An online regatta is one or more regatta days set up and run by an organizing party for the benefit of their members. Members will typically use a copy of RowPro Home Edition to participate in the regatta.

### REGATTA DAY (NIGHT)

A regatta day is a collection of RowPro Online Rowing sessions set up and run by an organizing party as part of an online regatta.

### SERIES

Where an online regatta consists of more than one regatta day, the name of the regatta should include the word series. So for example the Concept2 UK Race Night Series (C2 UK RNS) is an online regatta with monthly regatta nights.

### ROUND

Where each regatta participant is required to row more than one session on regatta day, the term round is used to describe each sequential session. So for example each regatta night in the C2 UK RNS consists of rounds 1, 2 and 3. Round 1 is a 1:00 minute race, Round 2 is a 3:00 minute race, and Round 3 is another 1:00 minute race.

### HEAT

The maximum number of boats in a regatta session is 16. Where there are more than 16 boats on a regatta day, multiple heats are required. Because online regattas are intended for 50 or fewer boats, usually 3 heats of 16 boats will be enough.

### SESSION

A session is a race (prime purpose: competition) or row (prime purpose: community or training) where up to 16 boats row online against / with each other in real time using RowPro. The duration of each session can be a set time or a set distance. The strong preference is for time sessions, because that way all boats finish at the same time.

The sessions can be continuous rows only. Interval rows are not supported directly, but organizers can ask participants to vary their rowing at certain times or distances if this is an important part of say training sessions.

## BOAT

Each session can have up to 16 boats, and the boats can be 1x (single sculls), 2x (double sculls), 4x (quadruple sculls) or 8x (octuplet sculls). In any given session, all boats must be the same format, for example in a 4x race, all boats must be 4x.

**IMPORTANT NOTE:** Each RowPro computer can contribute ONE boat to a session. Where more than one boat is needed at a physical location, a separate RowPro computer is required for each boat.

For 2x, 4x and 8x boats:

- The boats themselves show in the RowPro 3D display exactly as they would look in real life, i.e. a 4x (quad) boat has 4 rowers in it all of whom stroke together.
- The stroke timing in crew boats is taken from one of the crew (referred to as the 'stroke seat'). All crew in that boat are shown on the 3D display as stroking in perfect sync with the stroke seat, whether or not they are actually doing that on their respective ergs.
- The distance traveled by the boat is the average of the distance traveled by each crew member. So for example in a 2x boat, if one person has rowed 40 meters and the other has rowed 50 meters, then the boat has traveled 45 meters.
- RowPro manipulates the meters displayed on the Concept2 Performance Monitor of each crew member such that they see the distance traveled by the boat, not the distance they personally have traveled.

## PARTICIPANT

A participant is a person who rows in a regatta session.

## CREW

Participants are referred to as crew when they are part of a 2x, 4x or 8x boat.

Captain

Each 2x, 4x or 8x boat requires one person to operate the RowPro computer hosting that boat. That person is referred to as the captain of that boat and is effectively the local organizer of that boat and its crew.

## ORGANIZER

This is the person who instigates and controls the online regatta, schedules the regatta days, decides the session formats and boat sizes, and invites their members to participate in the regatta.

## RACE CONTROL

This is the person who controls the timing of races, welcomes and marshals participants into check-in for their race, sets up each race as a Quick Row, and generally controls proceedings on regatta day.

## RACE STARTER

This is the person who clicks the Start button in RowPro to start a session. Typically this is either a person appointed by the organizer or a Digital Rowing person working with the organizer to facilitate regatta days. It is recommended there are at least 2 starters in each regatta who start alternate races.

## 3. Understanding online regattas

### WHAT EXACTLY ARE ONLINE REGATTAS?

Online regattas are small collections of RowPro Online Rowing sessions organized into a regatta format by a party for the benefit of their members:

Online because the participants are usually not in the same location – they are participating over the Internet using the RowPro Online Rowing system. They might be at home, in schools, gyms, clubs or institutions – anywhere there's a suitable Concept2 Indoor Rower, a copy of RowPro, and an Internet connection.

Mini because the methods used to run these regattas work well for up to 50 boats. For bigger regattas, a full online regatta is needed.

Regattas because these are organized events rather than just people rowing online together. The organizer decides what the regatta format and timing will be, and controls the regatta.

### WHAT FORMATS ARE SUPPORTED BY ONLINE REGATTAS?

Online regattas support the following regatta formats:

Frequency - Online regattas can be 1-off events or a regular series (weekly, monthly, quarterly, annual etc.)

Rounds - Each online regatta can consist of one or more rounds that each participant completes on the day, with any suitable recovery gap between rounds.

Heats - If there are too many boats to fit into a single session (maximum 16 boats per session) there can be any number of heats as required to fit all the boats.

Competitive level - Online regattas can be hard competition (i.e. head-to-head races), or soft competition (i.e. rowing an exact distance or an exact pace), or group training, testing or coaching sessions, or just an opportunity for groups to row online together in a set format at set times.

### WHAT ACTIVITIES ARE A GOOD FIT TO ONLINE REGATTAS?

Here are some examples:

1. **Individual racing** – The founding example of online regattas is the Concept2 UK Race Night Series (RNS). The RNS has been running monthly since late 2009, with typically 25-35 participants worldwide each race night.

Each participant rows three races spaced 20 minutes apart and the overall winner is calculated based on a formula. This is just one example – any race format the organizer dreams up is possible, provided RowPro can do it.

2. **Crew racing** – RowPro Online Rowing supports 1x, 2x 4x and 8x boats. Online regattas can handle up to 50 boats, with up to 16 boats in each session. So an 8x session can involve 8 crew per boat x 16 boats = 128 people racing.
3. **Group rowing or training** – Online regattas do not need to be competitive in nature. They also work for groups of individuals rowing or training together. The goal could just be to row together, or there could be a soft competitive element like rowing to an exact pace target or to finish within a certain distance.
4. **Crew rowing or training** – Likewise online regattas with 2x, 4x or 8x boats can be run for crew rowing or training purposes – they don't need to be competitive in nature. This could be used for example to do remote coaching sessions of crew spread throughout a geographic district, state or country.

## WHAT DO PARTICIPANTS NEED?

To participate in a 1x session in an online regatta, each participant needs:

1. A Concept2 Indoor Rower with a PM3 or PM4 monitor and USB cable.
2. A Windows computer that has the required spec to run RowPro.
3. A licensed copy of RowPro. For 1x boats, this means a RowPro Home Edition annual or permanent license.
4. An Internet connection. Almost any connection will do: dial-up, broadband, satellite and mobile tethers are all viable options.

To participate in a 2x, 4x or 8x session in an online regatta, each boat/crew needs:

1. 2, 4 or 8 Concept2 Indoor Rowers with PM3 and/or PM4 monitors connected to the RowPro computer via a suitable arrangement of USB cables and hubs.
2. A Windows computer that has the required spec to run RowPro.
3. A licensed copy of RowPro. For 2x, 4x or 8x boats, this means a RowPro School or Gym Edition 4x20 or 8x50 license.<sup>1</sup>
4. An Internet connection. Almost any connection will do: dial-up, broadband, satellite and mobile tethers are all viable options.
5. A captain who will act as the local organizer and operate the RowPro computer.

## WHAT'S INVOLVED IN ORGANIZING ONLINE REGATTAS?



There are 8 steps involved in organizing an online regatta and running each regatta day. The 8 steps are outlined below set out fully in the next section.

### Organizing an online regatta:

- **Step 1:** Design your online regatta
- **Step 2:** Discuss it with Digital Rowing

### Running each regatta day:

- **Step 3:** Prepare your participant invitation
- **Step 4:** Schedule the regatta sessions in Oarbits
- **Step 5:** Invite participants
- **Step 6:** Help participants prepare
- **Step 7:** Run the sessions on regatta day
- **Step 8:** Publish results

## 4. Step-by-step guide

### STEP 1: DESIGN YOUR ONLINE REGATTA

You might think that getting all the participants and technology sorted and ready to row is the hard part of online regattas, but that is actually very straightforward.

The real challenge is coming up with a design for your online regatta. There are so many choices! The selections you make at the design stage give your regatta its distinct character and literally define it in the eyes of the participants.

Use the online regatta design template in the appendix to map out your regatta.

### STEP 2: DISCUSS IT WITH DIGITAL ROWING

Digital Rowing can help you design and run your online min-regatta:

- **Design** – We can use our experience to help you formulate or tune up your online min-regatta design.
- **Scheduling** – We can create the regatta sessions in Oarbits in the lead-up to each regatta day.
- **Participant preparation** – We can assist your participants to get a suitable RowPro license and get it installed, connected and working. We can also help them try online rowing so they know what to do and are ready for regatta day.
- **Marshaling** – We can assist greeting participants online before their scheduled sessions, marshaling the less experienced ones into their rounds and heats, and guiding them through the check-in and start process.
- **Starts** – We can conduct the session starts and handle any false starts, late arrivals, etc. to ensure the regatta sessions are executed successfully.

**Note:** Digital Rowing does not charge fees for these regatta support activities. It's best to contact us as soon as you have your first draft design, or even earlier if need be. Your point of contact is Pam Loeffen, and you can contact Pam at [pamL@digitalrowing.com](mailto:pamL@digitalrowing.com).

### STEP 3: PREPARE YOUR PARTICIPANT INVITATION

You will need to invite the intended participants to register for regatta days. Depending on who you intend to invite, you may decide to do this by setting up a web page, or by email, or by other channels like newsletters or phone calls.

Whatever your model, you will need to get your participants aware of your online regatta and ultimately registered to participate.

At this stage, you are identifying and preparing your invitation mechanisms, and constructing the actual invitations, so they are ready when you need them in step 5.

## STEP 4: INVITE PARTICIPANTS

Once the regatta day sessions are scheduled in Oarbits you are ready to invite participants to register for each session.

Participants can register either in RowPro | Control Center | Oarbits or by going to the list of scheduled sessions at [www.digitalrowing.com/oarbits](http://www.digitalrowing.com/oarbits) using any web browser on any computer.

Participants need to register separately for each session, so for example if there are 3 rounds, they need to register in Oarbits to join each round. This sounds complicated, but in reality once they have signed into Oarbits registering for a session is simply a matter of clicking a checkbox, so to register for 3 rounds they just click three checkboxes.

## STEP 5: HELP PARTICIPANTS PREPARE

There is a regatta participant guide in the appendix that you can give out to participants to help them prepare for regatta days. In summary:

- **For participants who already have RowPro and have already rowed online,** preparation is simply a matter of going into Oarbits and clicking the checkboxes for the regatta sessions they want to join.
- **For participants who already have RowPro but have never rowed online,** preparation involves connecting their RowPro computer to the Internet and registering in Oarbits. This involves going to RowPro | Control Center | Oarbits and entering simple registration details (login, password, computer name).

After this they should try rowing online to make sure they have a good connection and to get the hang of it before regatta day.

They should read the Online Rowing section of the Rowing with RowPro guide, which is available at [www.digitalrowing.com/documents](http://www.digitalrowing.com/documents).

- **For participants who don't already have RowPro, preparation involves:**
  - Connecting their RowPro computer to the Internet.
  - Downloading and installing the RowPro software.
  - Activating RowPro with a suitable license.
  - Connecting their Concept2 PM(s) to their RowPro computer via USB.
  - Downloading and reading the Rowing with RowPro guide so they learn how to row with RowPro and how to row online.
  - Registering in Oarbits for Online Rowing.

- Rowing online with RowPro to make sure they have a good connection and to get the hang of it before regatta day.

Digital Rowing can assist by helping participants get a suitable RowPro license and get it installed, connected and working. We can also help them try online rowing so they know what to do and are ready for regatta day.

## STEP 6: RUN THE SESSIONS ON REGATTA DAY

**Important note 1:** RowPro Online Rowing uses GMT time because that never changes with the seasons and is the same for everyone worldwide. It does take a bit of getting your head around it, but people quickly get used to it.

**Important note 2:** You should run the regatta sessions as Quick Rows not Scheduled Rows. Experience has shown this is far simpler and more effective on race day.

There are three main roles on race day: Regatta Participants, Race Starter/s and Race Control.

### Regatta Participants

Appendix 1 shows a Regatta Participant Guide. You as the regatta organizer should copy this into a separate document, adjust it to show your regatta name, the website home page for the regatta, and your contact email for participants, then send it to every registered participant.

It's up to the regatta participants to follow the checklist in that guide. It's up to you to decide how you will handle any non-compliance issues on the part of regatta participants.

### Race Starter/s

For most regattas, it's best to have at least 2 people each with their own race PC. This means each starter only starts every second race. This enables the other starter to stay with the race until it's finished and the participants have dispersed.

The race starter conducts the session starts and handles any false starts, late arrivals, etc. to ensure the races under their control are run successfully.

Appendix 2 shows a Race Starter Checklist. You as the regatta organizer should copy this into a separate document, laminate it or print it on thick card, and provide a copy to each race starter.

It's up to each race starter to diligently follow that checklist.

### Race Control

For most regattas, it's best to have on Race Control person.

Race Control greets participants online in Chat before their scheduled races, marshals the less experienced ones to check in to their rounds and heats, and moves them through the check-in

process, at which point the participants are effectively handed over from race control to the race starter for their race.

Appendix 3 shows a Race Control Checklist. You as the regatta organizer should copy this into a separate document, laminate it or print it on thick card, and provide a copy to the race controller.

It's up to each race control person to diligently follow that checklist.

**Note:** Digital Rowing may be able to assist the regatta organizer to run the regatta on race day by carrying out the race control and/or race starter roles. Please contact Digital Rowing if you think you might want our assistance with those functions.

## STEP 7: PUBLISH RESULTS

Participants want timely results. Certainly they can immediately see the results of any session they have just completed rowing, but they also want to see the overall results if there is a normalizing or handicapping points scheme in place.

The Organizer therefore needs to:

1. Monitor the results as they are posted in Oarbits.
2. Apply any points scheme, handicapping etc. that they have designed into the online regatta to calculate the final placings if appropriate.
3. Post the overall regatta day results in a timely way where participants can see them, for example on the regatta web page if one has been set up by the organizer.

## SUBSEQUENT REGATTA DAYS

If the online regatta is a series, running subsequent regatta days is simply a matter of repeating steps 3 to 7 above.

If the organizer feels changes should be made for subsequent regatta days, for example to make them run more smoothly or to accommodate participant feedback, the organizer will also need to revisit steps 1 and 2, and will need to communicate any changes to participants.

## 5. Online regatta design

**How to use this template:** Use the RNS example info shown below as a guide to create your own regatta design. Delete the RNS info when you have written your own design.

### REGATTA NAME

**RNS example:** *Concept2 UK Race Night Series.*

**Potential alternatives:** If your online regatta is not intended to be Open, we recommend you make the name of your online regatta clearly convey who it is for.

<Write your regatta name here>

### REGATTA PURPOSE

**RNS example:** For the last year or two we have observed the growing interest in online rowing sessions and thought it time to try a fun event aimed at those people who would like a regular competitive activity without having to travel far.

<Write your regatta purpose here>

### REGATTA DESCRIPTION

**RNS example:** The Race Night Series is a collection of events occurring about once a month (maybe more). The events are free to enter and everyone over the age of 12 is welcome to participate. The purpose is to score as many points as you can in each round to become the overall winner and/or category winner.

<Write your regatta description here>

### REGATTA SCHEDULE

**RNS example:** This is a monthly series. Race nights will normally be on the first Monday evening (GMT) each month. (Note: This will vary for you depending on your time zone). The race start times will be between 20:30 and 21:30 GMT each race night. The times for each race will be posted in the Session Schedule at [www.digitalrowing.com/oarbits](http://www.digitalrowing.com/oarbits).

<Write your regatta schedule here>

### COMPETITIVE MODEL

**RNS example:** The RNS is individuals live head-to-head fun racing between participants anywhere in the world who will be typically rowing at home. Each participant rows three races spaced 20 minutes apart and the overall winner is calculated based on a formula.

**Potential alternatives:** Crew racing using 1x, 2x, 4x or 8x boats; Individual or crew rowing, training, coaching or testing (serious or fun), with or without soft competitive targets like rowing to an exact pace target or finishing with an exact distance.

<Write your competitive model here>

## SCORING MODEL

**RNS example: Points:** Points are calculated as a percentage of the best result in each round. So, if a round winner's result was 1,500m they would receive 100 points. If the result for a competitor in the same round was 1,200m, that competitor would receive 80.0 points (competitor's metres/ winner's metres =  $1200/1500 = 80.0\%$ ).

**Overall Winner:** To find an overall winner for men and women, every result will be adjusted to take account of the competitors' weight and age. The points are calculated using this adjusted result. In each round there will be only one best result from which all the points will be derived. At the end of each round the 'overall' points will be tallied to determine the winner. At the moment there is no age adjustment for juniors but that may change as the event continues.

**Category Winners:** An entrant's actual result is used to calculate the points. Each entrant will be categorized by their gender, weight and age. The standard categories will apply (eg. mens 20-29 heavyweight, womens 30-39 lightweight). In each round there will be a best result for each category from which all the points for that category will be derived. At the end of each round the 'category' points will be tallied to determine the winner.

<Write your scoring model here>

## FINANCIAL MODEL

**RNS example:** The events are free to participants. The RowPro 20-day free tryout will cover the first race night, and after that participants will need to buy an annual or permanent RowPro license.

**Potential alternatives:** Your online regatta can be free or fee. If you choose to set a fee, you will need to collect the fee from participants independently of Digital Rowing and the Online Rowing System.

You can also choose whether participants will need to buy their own copy of RowPro or whether you will provide discounted or free RowPro licenses to selected participants. Digital Rowing can assist with a coupon mechanism if needed.

We recommend you discuss any special arrangements with Pam Loeffen at Digital Rowing as a first step. Contact [pamL@digitalrowing.com](mailto:pamL@digitalrowing.com).

<Write your financial model here>

## COMMUNICATION MODEL

**RNS example:** Information about the RNS race nights and how the RNS series operates is posted on the RNS web page at <http://concept2.co.uk/rns>.

Individuals are welcome to contact Concept2 by phone at: +44 (115) 945 5522 or by email at [info@concept2.co.uk](mailto:info@concept2.co.uk).

**Potential alternatives:** If your members are directly accessible to you via email or other means, you may want to contact them directly. We recommend creating a web page if possible so your members can track your regatta events.

The results of individual regatta sessions are available to anyone directly via Oarbits, however if your regatta has a points system or multiple rounds, you will need to work out the overall results and have some way of communicating these to participants.

<Write your communication model here>

## OFFICIALS

### **RNS example:**

**Simon Larkin, C2 UK:** Overall RNS owner, sets race night schedule, adjusts regatta design, monitors race nights, collects results, calculates and posts scores, updates RNS web page, and communicates with participants about the RNS.

**Pam Loeffen, Digital Rowing:** Posts races in Oarbits, helps participants prepare and learn how to row online, welcomes and marshals participants on race night (“Race Control”), starts each race (“Race Starter”), and collaborates with Simon about all aspects of the RNS.

**Potential alternatives:** You can do the entire running of your online regatta yourself if you wish, there is no need to involve Digital Rowing. Alternatively, we can work with you to make the best mix of who will do what to fit your needs.

<Write your officials here>

## PARTICIPANTS

**RNS example:** This is an Open race series. There is an age restriction: participants must be over 12 years old. There are no geographic, membership, fitness, gender, or any other restrictions, so anyone over 12 anywhere in the world can participate.

**Potential alternatives:** It’s likely your online regatta will be for a specific community. It’s your choice to place any restrictions that make sense for your intended purpose. For example you



might target a specific part of the adaptive community, or a specific group of schools or colleges, or a specific country, or whatever fits your purpose.

If your online regatta is not intended to be Open, we recommend you make the name of your online regatta clearly convey who it is for.

<Write your participants here>

## ROUNDS

**RNS example:** The RNS will be based on three rounds of racing over an hour. All participants must complete all three rounds spaced 20 minutes apart. Round 1 is 1:00 minute, Round 2 is 3:00 minutes, and Round 3 is 1:00 minute. Note: Based on participant feedback these may change over time.

**Potential alternatives:** Any number of rounds and durations RowPro can support.

<Write your rounds here>

## BOATS

**RNS example:** All sessions are 1x boats.

**Potential alternatives:** 1x, 2x, 4x or 8x boats, or a mix of these (but note in each session all the boats must be the same, so for example in a 4x session, all boats must be 4x).

<Write your boats here>

## 6. APPENDIX 1: Regatta participant guide

### WELCOME!

Welcome to the Online Regatta.

For you as a participant, the keys to a successful racing experience are to prepare properly by following the steps listed in the checklist below. Please read them now. We recommend you print this checklist and check off each of the items as you do them.

**NOTE 1:** As there will be many people rowing online in a short time, we ask you to only go into Session Setup | Online ten minutes before your race is scheduled to start, and to go offline and close RowPro five minutes after your race is finished. This is to minimize congestion online. Thank you!

**NOTE 2:** The Online Regatta races will be Quick Rows, not Scheduled Rows. This means you do not need to go into RowPro Oarbits at all on race day. You can just go directly into Session Setup | Online.

### BEFORE RACE DAY

- ☐ If you don't already have RowPro, download it from [www.digitalrowing.com/software](http://www.digitalrowing.com/software)
- ☐ Ensure you have successfully rowed online at least once (more is better) before race day
- ☐ Email [assist@digitalrowing.com](mailto:assist@digitalrowing.com) immediately if you have any problems or questions
- ☐ Ensure you have all the equipment, cables and connections you'll need ready for race day
- ☐ Regularly check the Online Regatta information at the regatta home page.

### ON RACE DAY BEFORE GOING ONLINE IN ROWPRO

- ☐ Restart your computer so it is in a 'clean' state
- ☐ Make sure no other programs are running in your computer
- ☐ Make sure your Concept2 Indoor Rower can't move while you race energetically

- ☐ Tape the USB cable to the strut holding the Concept2 Performance Monitor
- ☐ Check and confirm your race name and GMT start time at the regatta home page
- ☐ Convert the GMT start time for your race to local time at [www.digitalrowing.com/oarbits](http://www.digitalrowing.com/oarbits)
- ☐ Make sure nobody else sharing your Internet connection will be using it while you race
- ☐ Make sure your Concept2 PM3 or PM4 USB cable is connected to your computer
- ☐ Make sure your computer is connected to the Internet
- ☐ Start RowPro and warm up offline to confirm your rowing set-up is all working locally
- ☐ Before you go online in RowPro you can follow the racing at the regatta home page
- ☐ Wait until 10 minutes before your race start time before you go online in RowPro
- ☐ Once you go online make sure you close the regatta home page if you had it open

## ONCE YOU'RE ONLINE IN ROWPRO

- ☐ Go directly into RowPro Session Setup | Online | Chat (i.e. do not go into Oarbits)
- ☐ Watch and wait in Chat until your race name appears in Session Setup | Online
- ☐ Follow any instructions given by Race Control in Chat
- ☐ Please don't chat at this stage unless asked or you have a question or an issue
- ☐ When your race name appears in Session Setup | Online, select it and click Row

## ONCE YOU'RE IN CHECK-IN

- ☐ Click Ready to confirm to the Starter that you're ready

- ☐ Watch and wait until the Starter indicates they are about to start the race
- ☐ Listen and watch for Prepare to Start
- ☐ Confirm the race is now set up on your Concept2 Performance Monitor (PM)
- ☐ Strap in your feet, pick up the handle, and wait for the Start sequence
- ☐ When the start sequence **Sit Ready -Attention-Row** begins, watch your PM
- ☐ Be very careful not to false start by pulling the handle too early
- ☐ When you hear and see **ROW!** begin racing

## IN CASE OF PROBLEMS

1. If anything goes wrong up to the start of the race, as a result of which you can't race, close RowPro and email the regatta organizer and we will put you into a make-up race after all the other races are finished.
2. If you lose your Internet connection while racing, **keep racing until you finish**. Then find your race result in your RowPro Rowing Log, export it as a Rowfile, and email the Rowfile ASAP to the regatta organizer.
3. If you lose your Concept2 Performance Monitor connection while racing, **keep racing until you finish**. Then recall your race result onto the screen of your Concept2 Performance Monitor, take a photo of the screen, and email the photo ASAP to the regatta organizer.

## ONCE YOUR RACE IS FINISHED

- ☐ Feel free to chat in the Finish Chat with other participants and the Starter
- ☐ Please close the finish form no later than 5 minutes after the race finishes
- ☐ Make sure you check the box to Save Strokes
- ☐ Please go offline from the race system ASAP by closing RowPro
- ☐ You can check results and follow the rest of the racing the regatta home page

## 7. APPENDIX 2: Race starter checklist

### IN THE LEAD-UP TO EACH RACE

- ☐ **At t-6 minutes:** Set up the next Quick Race as **Regatta\_RACE\_n**
- ☐ Ask participants **of that race** to check in

### IN CHECK-IN

- ☐ Welcome participants and help them get ready
- ☐ **At t-3 minutes:** Advise Race Control of any no-shows
- ☐ **At t-1 minute:** Warn participants Prepare to Start will be in 30 seconds
- ☐ Warn participants not to pull handle until ROW!
- ☐ Ask participants to strap in and pick up the handle
- ☐ **At t-30 seconds:** Click Prepare to Start
- ☐ **TAKE A SCREENSHOT** of the CHECK-IN FORM
- ☐ Make sure all participants come through OK
- ☐ Tell participants to watch their PM
- ☐ **At t=0:** Click **Start**
- ☐ Make sure the race gets away OK
- 
- ☐ If there's a false start, chat to participants, and restart the race until it's away

- ☐ Tell Race Control about any issues

## DURING THE RACE

- ☐ **TAKE A SCREENSHOT** 20-30m after the start showing the ENTIRE FIELD RACING
- ☐ Watch the Pace Bar and report any issues to Race Control
- ☐ Watch the time and if necessary start preparing for the next race
- ☐ If there's a close race for first place at the finish, **TAKE A SCREENSHOT**

## AFTER THE RACE

- ☐ **TAKE A SCREENSHOT** showing the PACE BAR WITH THE FINISH TIMES
- ☐ Report any issues to Race Control

## 8. APPENDIX 3: Race control checklist

### BEFORE RACE DAY

- ☐ Ensure all participants have rowed online successfully at least once
- ☐ Finalize the race names and times and the participant lists for each race
- ☐ Get the **Race Control infrastructure** ready
- ☐ Provide race day checklists to the participants
- ☐ Ensure the live race viewer is set up, ready and working

### ON RACE DAY BEFORE THE FIRST RACE

- ☐ Set up and connect the **Race Control infrastructure** ready for racing
- ☐ Restart all race computers
- ☐ Set up and row a simple test race to confirm the system is go
- ☐ Open a Word doc on each race computer ready to paste screenshots
- ☐ Email any last-minute info to participants
- ☐ Assist any participants with last-minute issues
- ☐ Make sure you and the Starter have a bio break before racing gets underway

### WHILE THE RACING IS HAPPENING

- ☐ Lurk online in General Chat ready to meet and greet arriving participants
- ☐ **At t-8 minutes** start the race countdown timer

- ☐ Watch for and check off arriving participants in Chat
- ☐ Keep the General Chat under control
- ☐ Chase any late arrivals until all are checked in
- ☐ Chase away offline any participants that have come online too early
- ☐ Chase away offline any participants that have raced already
- ☐ Handle any issues the Starter passes to Race Control

## AFTER THE LAST RACE

- ☐ Check all results have been posted correctly in Oarbits
- ☐ Resolve any race result issues

## RACE CONTROL INFRASTRUCTURE

- ☐ 1 PC+PM+USB cable for Race Control
- ☐ 2 PC+ PM+USB cable for 2 Starters
- ☐ Power and Internet connections for all PCs