SubTeam #1 – Manual/Paper Records
Equipment: 2xStopwatches (synchronised to GMT), 2xbluetooth stopwatches, mobile phone, tripod, pencils, paper

Time Penalties (Start team) - Note bow number and time for any crew that is not in the marshalling area less than 15 minutes before the published start of the division.

BLUETOOTH STOPWATCH METHOD

1. Setup – Phone
- Open "Head Camera" app
- This should automatically start the camera and search for a Bluetooth stopwatch
- Attach camera to start/finish pole using tripod and check in bottom LHS that the canal is seen in the live preview
- Check for 2 Green buttons at the bottom periodically (the one on the RHS will be red until the stopwatch connects)

2. Setup - Stopwatch
- Check that the date and time is shown on the screen. If not push "Video/Mode" button until it does. If you need to do this then check that the ratings function has not been activated – there should be "----" on this screen.
- Hold down Bluetooth button (Top Right) for 1 or 2 secs until screen changes to show 4 hex digits and a flashing Bluetooth icon
- Check that the phone connects to the stopwatch automatically – the button on the RHS of the phone display should turn green and the stopwatch will return to the time display. If not, restart the Phone app and try again (in testing, this has never been necessary)
- Press "Video/Mode" button once to get screen showing three rows of zeros
- Press the Top Right button ("Bluetooth") to start the stopwatch running

DO NOT PRESS THIS BUTTON OR THE VIDEO/MODE BUTTON AGAIN
If you do press the Top Right button by accident, then press the Top Right Button again to get the stopwatch running once more. If you have pressed the Video/Mode by mistake keep pressing it to cycle through the display screen.

NEVER TOUCH THE MIDDLE BUTTON AT THE TOP

The bottom line on the display screen must be running at all times

3. During the Race
Every time a crew crosses the line, press the button at the TOP LEFT and take a note of a) the bow number and b) the (incrementing) small number at the top left of the screen. Write these down on paper.

It's easiest if you have a spotter to call the numbers before they cross the line – write these down as soon as you hear them and then add the correct sequence number later.

If you press this top left button by mistake, mark the corresponding sequence number as "N/A".

Periodically check the order that crews pass the line with the person using the tablet. Mark any inconsistencies so that they can be corrected later. The paper output should be something like

Seq No	Crew No
3	102
4	106
5	N/A

Occasionally check that the Bluetooth icon on the stopwatch is on and that the app on the phone is still running.

At the end of the division, exit the app and turn the phone off. Leave the stopwatch running.

OLD BACKUP SYSTEM

Person A (Stopwatch): Look at stopwatch as crews come to the line, take time on stopwatch when a crew passes the start/finish line (bow ball is the reference point) – use the shout of "Go" or whistle from the Umpire (if available) otherwise ask Person B to signal this event.

Note: We do not use the timing function of these stopwatches we just use the GMT display. Press button at lower right hand side up to 5 times to change display to GMT if GMT is not showing.

Person B (Scribe): Watch out for bow numbers of crews as they come to the start/finish line and write in the book. Ask Person A to provide time they noted from the stopwatch and write that down.

There can be a blanket finish of crews – in case of doubt check finish order with the umpire. An extra person can also be useful to help spot crew numbers 20m from the finish.

If you miss a crew – check with the tablet timer as they can provide the missing data and write this down. This is not ideal as the two systems should be independent but it's better than missing a crew altogether.

Output is a list of bow numbers, followed by time (Mins:Secs)– no need to note down the hours, so will look like

<u>Div 1 – Sat - Finish</u>

2	14:32
1	14:35
4	15:00
5	15:01
3	15:34

Etc

Sub Team #2 – Tablet System

Turn on the tablet and start the application "Basic HeadTimer – use "Home Key" if this is not shown on screen.

- First check the information to ensure that the right tablet has been issued to the start & finish teams and that the right event has been selected.
- Every time that a crew crosses the start/finish line – press the "TIME" button. As several crews can cross the finish within a split second the priority is to press this button – the allocation of crew to time can take place later. *Note each time can only have 1 crew allocated to it, so a double press is needed if two crews cross together*. NO MATTER WHAT YOU DO, ENSURE YOU PRESS "TIME" FOR EACH CREW – ANY OTHER MISTAKES CAN BE CORRECTED LATER BUT A MISSED TIME CANNOT BE ADDED LATER
- Each occasion that a time is recorded, a new time is added to the yellow list on the right hand side. If there is only one time showing, then all you need to do is select the crew number from the list of available crews in the central yellow area. If there is more than one time in the list, then you need to select a time by pressing it and then selecting the relevant crew. The time of the first crew to cross the line is at the top and will be selected automatically.
- When completed the time moves to the green area on the left hand side with an -> to show the crew allocated to the time.
- Press "Save" regularly to save the data.
- Use "N/A" for an invalid time, i.e. if the button was pressed by mistake.
- Use "???" if you are unsure about the crew number (e.g. its bow number has fallen off) – these can be corrected later.

- To correct any mistakes in the allocation of times to crews
    - Select the relevant time/crew from the green list in the left hand side
    - Select the correct crew number from the list of available crews in the middle box
    - As before "N/A" and "???" can be used. "Keep" can also be used to deselect a crew from the LHS if this information is actually right.
    - Note, you can only select a new number from the list of available crews (to ensure that each crew has only one time). So, if you need to swap the times of two crews, then choose the first one and use "??" to allow that crew to be put back in the allocation list. Then, select the second crew and choose the correct number and finally select the first time again and allocate the newly released number.

- When the division is over, then "Save" and press the "Home" button to close the application.

Turn off tablet