LIMITED CONTACT TIMEKEEPING AND DOCUMENT UPLOAD

OFFICIALS INSTRUCTIONS

With the restrictions imposed due to the Corona-19 virus it is not currently possible for marshals to handle and fill in time cards. Times will be recorded by the marshals on checksheets and competitors will complete their own time cards with the time on the clock shown by the marshal and possibly on a large display clock.

The completed checksheets or other documents are to be sent to the results team to calculate results.

To achieve this we now have software which runs in the web browser on your smart phone to enable you to photograph and send to the results team a copy of each checksheet or other documents.

For each event there will be a QR code and website address (URL), which will be given to you by the organisers, so you can scan it with your smart phone or enter the URL. These will take you to the upload page.

So that you can familiarise yourself with the procedure the following allows you to have a practice with **test data.**

STEP 1	STEP 2

Open URL

https://upload.djames.org.uk/upload.php?accesscode=5189

Cancel	OK

Scan the QR code with your phone. Some phones will do this by just pointing the camera at the QR code; some may have a QR scanner app installed or you can install one from the Google or Apple Store.

Alternatively, you can enter the following URL into the browser address bar of your phone:
https://upload.djames.org.uk/upload.php?accesscode=5189

NOTE: These links are for practice only.
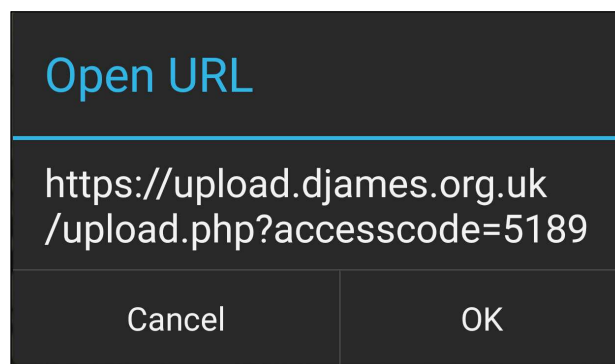
On scanning the QR code this or a similar message will be displayed depending on your phone. Tap to accept.

NOTE: the access code will be different for each event.

Test Event 2

Officials' upload

Choose your control name (or "Other location" if not a control), choose the document type, then click the "Take photo" button (scroll down if necessary). This will start the camera. Take a photo of the document then click the "Upload" button.

You can upload the same document more than once - all the uploads will be saved.

Location: **SF1** ▾

Document: **Check Sheet** ▾

Take photo

Upload

Please make sure you have entered your control name or in-stage location on each check sheet or other document before taking photo.

The Location drop-down (▾) lists all controls and in-stage locations. Select your control or in-stage from the list. This will remain selected for other uploads unless you select another.

The Document box defaults to Check Sheet. If you have a different document to upload, select it from the drop-down (▾) list.

Check Sheet	◉
Judge of Fact Report	○
Report	○
Radio Check Sheet	○
Other Document	○

Tap "Take photo". The camera will open automatically.

After the photo has been taken, it will be displayed on screen (example above).

If you are happy with it, tap "OK" (or the equivalent) to accept, when you will be taken to the screen shown in Step 5.

If you are not happy with the photo select "Retry" (or the equivalent) which will return to Step 3.

Test Event 2

Officials' upload

Choose your control name (or "Other location" if not a control), choose the document type, then click the "Take photo" button (scroll down if necessary). This will start the camera. Take a photo of the document then click the "Upload" button.

You can upload the same document more than once - all the uploads will be saved.

Location: SF1 ▾

Document Check Sheet ▾

Photo taken:
1602665717947177041040.jpg

Upload

Tap "Upload"
There may be a delay of several seconds depending on the speed of your connection.

Official Process Upload

Success - document saved.

If you have another document to upload, click the button below.

Upload another document

accesscode 5189

If you get a failure through lack of an Internet connection you will have to take and send the photo again when you have a signal.