

Chief Instructor's Guide to MotorsportReg.com

Generating Reports and Assigning Numbers, Run Groups & Instructors

1. The web site address is <http://www.motorsportreg.com/em360> (Event Manager 360). It's a good idea to save this link in your Favorites list for easy access.
2. Find the event that you want to work either on the "Dashboard" page (if it's in the near future) or click on the "Events" page link in the black page selection bar (see red circles below). Note that the page name/function is listed at the top of the page (see run underlines).

The screenshot shows the EventMaster 360° Dashboard for the "RMR Holiday Party — Dec, 2010 (OPEN)" event. The navigation bar at the top includes "Dashboard", "Members", "Events", "Reports", "Club Profile", "Help", and "Logout". The "Events" link is circled in red. The main content area features a green welcome message for "Doug", a "Registrations" link circled in green, and a bar chart showing registration counts from 11/9 to 11/20. Below the chart is a table of "New Registrations" and a table of "Items Sold (by status)".

New Registrations	Registered
Quigley, M.	Today
Eamshaw, V.	Today
Seeland, D.	2 days ago (Thu)
Bauerle, G.	2 days ago (Thu)
Warren, J.	3 days ago (Wed)

Items Sold (by status)	NC	WL	H	Total
Comp Holiday Dinner				0
Happy Hour only Item				0
High Plains Raceway Donation				0

Registrations

Check messages in the [Attendee Forums](#)

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The image below shows the "Events" page.

Events

[Add a New Event](#)

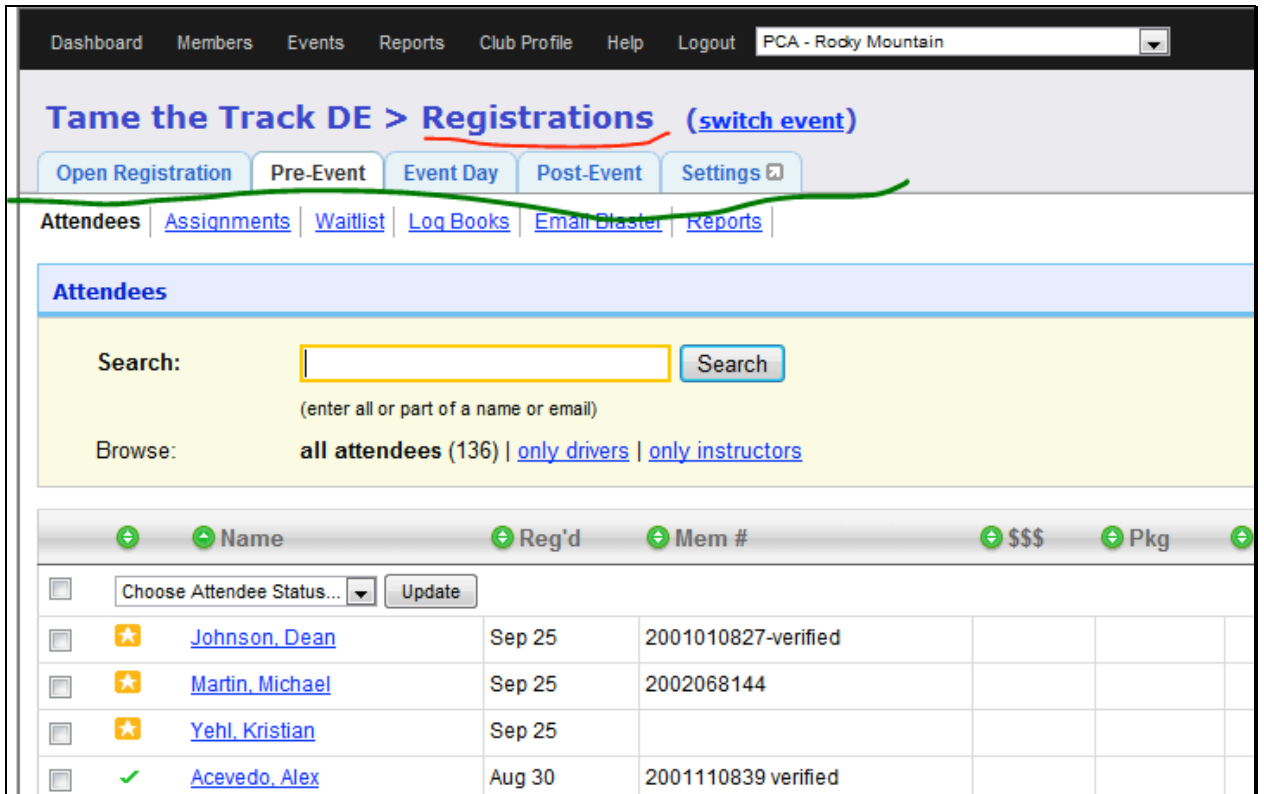
Get started now! [Create a new event](#) for online registration and payment.

Or work with an existing event...

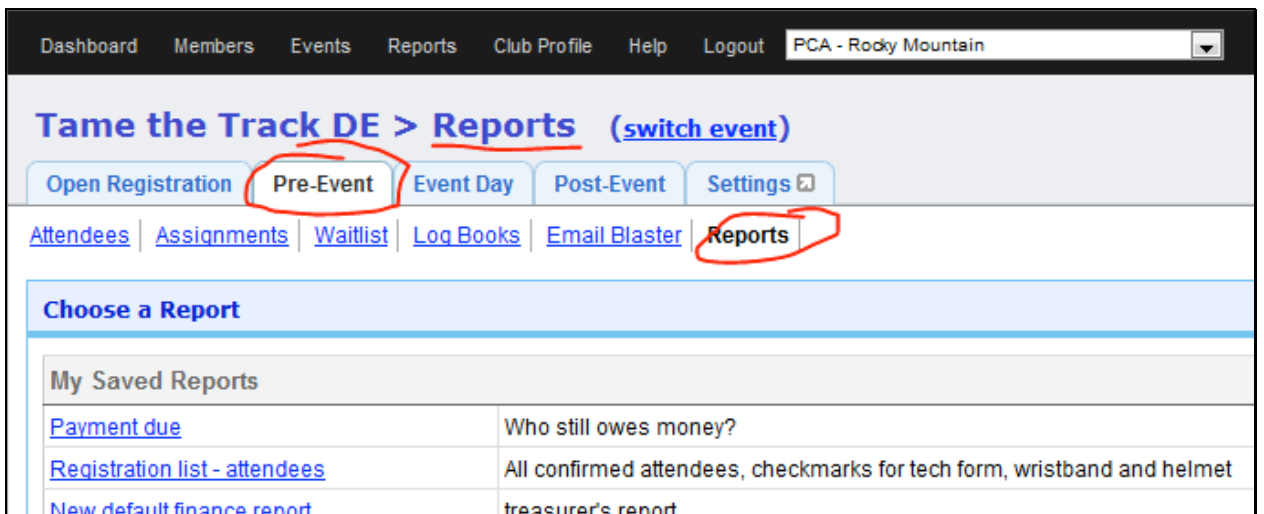
Event		Venue	Dates
RMR Holiday Party	registrations settings	Lone Tree Golf Club & Hotel	12/10/2010 -- Reg Open!
Cones Are a Fallin' Autocross	registrations settings	Front Range Airport	10/24/2010 --
Titty Titty Bang Bang DE	registrations settings	High Plains Raceway	10/16/2010 10/17/2010
Brunch at the Broadmoor	registrations settings	RMR Spring Tour	09/19/2010 --
Tame the Track DE	registrations settings	High Plains Raceway	09/18/2010 09/19/2010
Super DE	registrations settings	High Plains Raceway	08/14/2010 08/15/2010
Peak to Peak Drive (Porsche Breakfast Club)	registrations settings	RMR Tour	07/25/2010 --
Meet the President	registrations settings	High Plains Raceway	07/18/2010 --
Ladies Day - It's a Tupperware Party	registrations settings	Ladies Day -HPR	07/17/2010 --
Rock and Roll at High Plains DE	registrations settings	High Plains Raceway	06/19/2010 06/20/2010

- Look for the current Event you wish to work. Click on the "Registrations" link for the event of interest in order to work on the assignments for the particular event (see green circles). Here we see the registrations page for the 2010 "Tame the Track" DE registrations page. Note the list of "tabs" just above the green line. Each of these "tabs" specifies a period of time relative to the event and gives you a list of appropriate actions you can take at that given point. These actions are listed just below the green line. Here we are in the "Pre-Event" tab (notice that this tab has a white background vs. light blue) and within this tab, we are viewing the "Attendees" as denoted by the bold black item on the actions line.

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- It is generally helpful to have a printed list of registered drivers that you can refer to as you work on making assignments. You can get such a report by clicking on the "Reports" action link (below the green line above). Then select "CDI export report" from the list of saved reports shown (further down than shown in this image).



- The report appears with its default settings. You can easily add columns, reorder columns, sort and group the entries in the report using the View/Edit/Filter/... buttons above the green line

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shown below.

The screenshot shows the MotorsportReg.com interface for the 'Tame the Track DE' event. The 'CDI export report' link is circled in red. The table below shows the following data:

	Segment Name	No.	Last Name	First Name	Year	Make	Model	Color	Instructor?	Group	Group (Long Name)	Ins
1	Sunday		Johnson	Dean	1999	Porsche	Spec Boxster	Silver		1	Instructor or Very Experienced	
2	Saturday		Martin	Michael	2004	BMW	M3	Grey	Yes	1	Instructor or Very Experienced	
3	Sunday		Yehl	Kristian	1998	Porsche	Carerra Cab	Silver		4	Some Experience	
4	Saturday	8	Whitright	Keny	2001	Porsche	GT-3 Cup Car	Yellow	Yes	1	Instructor or Very Experienced	
5	Sunday	16	Mayer	Dan	1984	Porsche	944	White/Yellow	Yes	1	Instructor or Very Experienced	
6	Saturday	16	Mayer	Dan	1984	Porsche	944	White/Yellow	Yes	1	Instructor or Very	

- Note that our default report contains both Saturday and Sunday drivers. You likely want separate reports for each day. So here's how we do that. Click on the "Filter, Group & Sort" button. Then next to the "Event segment" dropdown box, select "Saturday" (or "Sunday" as desired). Ensure that you have "Confirmed" and "New" selected in the "filter by" section.

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When you have finished configuring the report, click the "View" button to see the results.

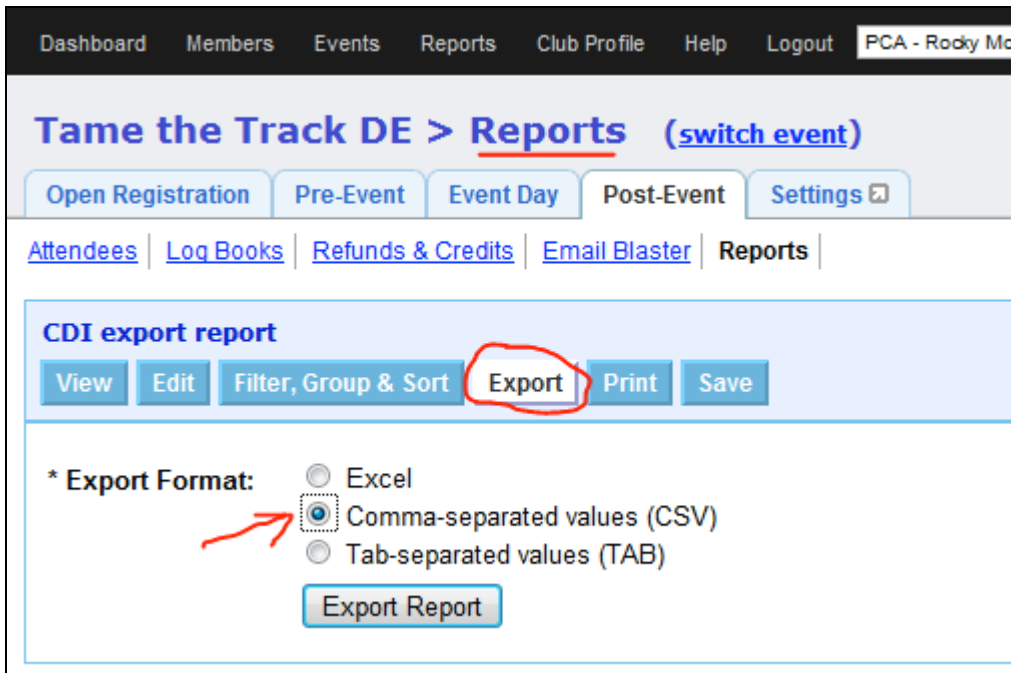
The screenshot shows the MotorsportReg.com interface. At the top, there is a navigation bar with links: Dashboard, Members, Events, Reports, Club Profile, Help, Logout, and PCA - Rocky Mountain. Below this is a header for 'Tame the Track DE > Reports (switch event)'. A sub-header contains buttons for 'Open Registration', 'Pre-Event', 'Event Day', 'Post-Event', and 'Settings'. A breadcrumb trail shows 'Attendees | Log Books | Refunds & Credits | Email Blaster | Reports'. The main content area is titled 'CDI export report (Step 2/2)' and features a row of buttons: 'View', 'Edit', 'Filter, Group & Sort' (circled in red), 'Export', 'Print', and 'Save'. Below the buttons are several configuration options: '* Event:' with a dropdown set to 'Tame the Track DE'; 'Event segment:' with a dropdown set to 'Saturday' (indicated by a red arrow); 'Group by:' with a dropdown set to 'No grouping'; and 'Filter by:' which includes 'Status:' and 'Member status:' sections. The 'Status:' section has checkboxes for Confirmed, Waitlist Confirmed, Waitlist New, No Show, Deleted, New, On Hold, Cancelled, and Declined. The 'Member status:' section has checkboxes for Approved, On Hold, Inactive, Deleted, New, Expired, and Blacklisted. There are also links for 'all | none | toggle' under both status sections.

7. If you wish to export your report to Excel in order to adjust column widths or do more advanced sorting, click on the "Export" button. Then select "Comma Separated Values" and click on the

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"Export Report" button. You might want to do this for both Saturday and Sunday's event.



The screenshot shows the 'CDI export report' interface. At the top, there is a navigation bar with links: Dashboard, Members, Events, Reports, Club Profile, Help, Logout, and PCA - Rocky Mo. Below this is a header for 'Tame the Track DE > Reports (switch event)'. There are several tabs: Open Registration, Pre-Event, Event Day, Post-Event, and Settings. Underneath the tabs are links for Attendees, Log Books, Refunds & Credits, Email Blaster, and Reports. The main content area is titled 'CDI export report' and contains buttons for View, Edit, Filter, Group & Sort, Export, Print, and Save. The 'Export' button is circled in red. Below the buttons, there is a section for '* Export Format:' with three radio button options: Excel, Comma-separated values (CSV), and Tab-separated values (TAB). The 'Comma-separated values (CSV)' option is selected and circled in red with an arrow pointing to it. At the bottom of this section is an 'Export Report' button.

8. Now we are ready to make the necessary assignments for our students. On the "Pre-Event" tab, select "Assignments" from the list of actions. Below is an example of what you will see. The body of the web page will show the existing state of assignments for students (all days/segments). On the left you will see the things we can **assign** to our students (green circle). These include "Numbers" (car numbers), "Classes/Groups" (run groups), and "Instructors – Groups". RMR does not need or use classes for our DEs, so you can ignore this.

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The screenshot shows the 'Tame the Track DE > Assignments' page. The 'Pre-Event' tab is highlighted with a red circle. A green box highlights the 'I want to Assign...' menu with options: Numbers, Classes/Groups, Instructors - Classes, and Instructors - Groups. The main table shows assignments for attendees like Alex Acevedo, Robert Adams, Michael Ahnemann, Eleanor Allen, Adele Arakawa, and Gary Atkinson, with columns for Attendee, Segment, Class, Group, and In.

Attendee	Segment	Class	Group	In
A — 7				
Acevedo, Alex	Sunday			1
Acevedo, Alex	Saturday			1
Adams, Robert	Saturday			1
Ahnemann, Michael	Saturday			4
Allen, Eleanor	Sunday			4
Arakawa, Adele	Saturday			1
Atkinson, Gary	Sunday			3
B — 16				

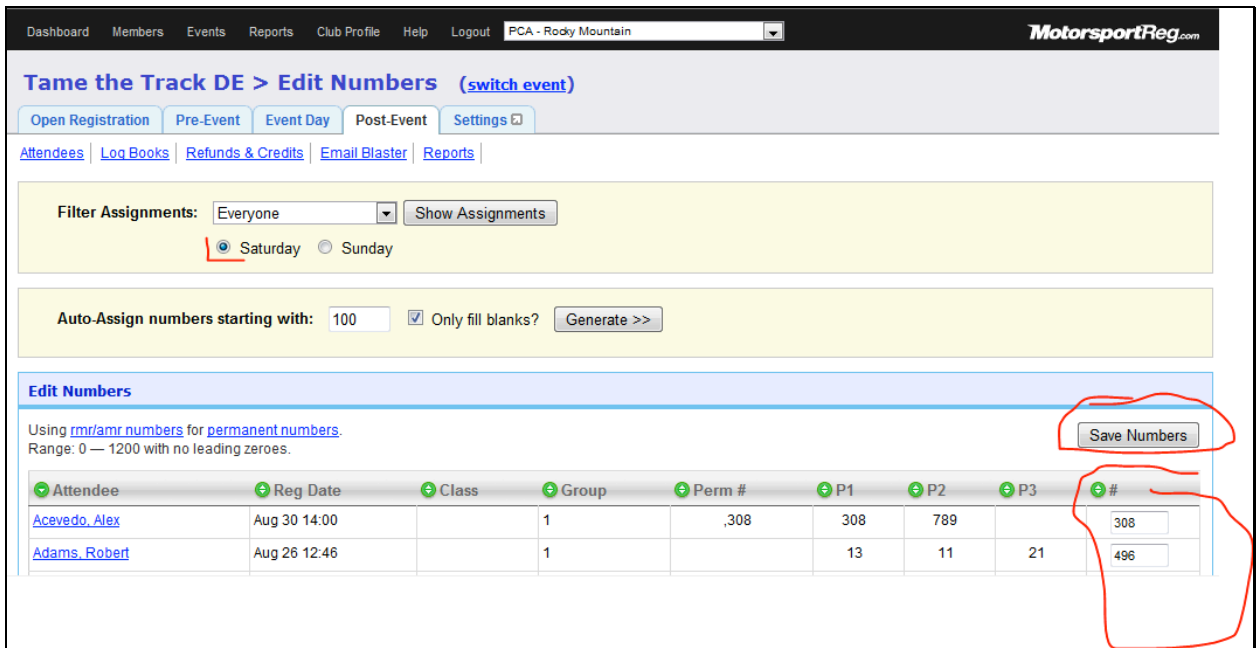
9. Assignments can be iterated upon and need not be done all at once. Changes you make are saved and you can come back to continue working, or address newly registered drivers at a later time.

In general, you want to approach assignments in 3 steps, in the order listed in the left-hand box. First assign numbers, then classes and finally instructors.

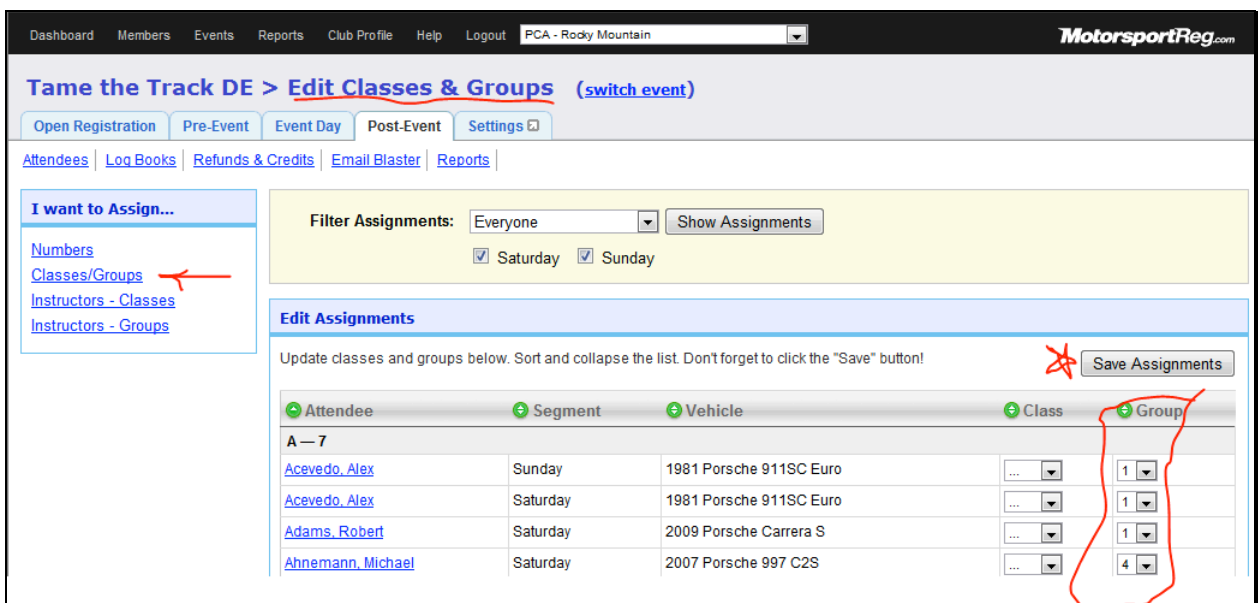
10. Most drivers will already have number assignments. You just need to ensure that everyone has a car number. Select the event day then click the "Show Assignments" button. Use the RMR master numbers list to fill in the right-most "#" column where ever you see a blank. The Reserved column shows their RMR reserved number (may not be fully up-do-date). Columns P1, P2, P3 are the "preferred numbers" that drivers enter when they create their MotorsportReg.com account and will not correlate to the RMR reserved numbers. When finished, click the "Save Numbers" button. DON'T FORGET TO SAVE!

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- Now it's time to assign run groups. Again go to the "Pre-Event" tab and select the "Assignments" action, then click "Classes/Groups" under "I want to Assign..." at the left of the page. Each driver will have their own judgment of their run group skill level pre-entered when they register. These groups run from 1-6, with 1 being the "Instructors/Advanced" (typically black) run group. 6 would indicate total novice. Your job is to map students into the appropriate run group for this event. The need to balance run group sizes and variety of student's skills will result in drivers not always being assigned to the same run group as they are accustomed.



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Note that you can sort and filter this run group assignment page. The green dots with arrows above each column allow you to sort in ascending or descending order – just click the green dot. Obviously, the Chief Instructors for the event will not know every student's ability. Fortunately MotorsportReg.com keeps a log of students driving history and any incident reports. Let's say we need to see Alex Acevedo's history -- note that each driver's name is a blue underlined web link. RIGHT click on Alex's name and select "Open in a new window". Doing so let's us keep the run group assignments page active and open. Our new (second) window looks as follows.

The screenshot shows the MotorsportReg.com interface for the event "Tame the Track DE". The user is logged in as "PCA - Rocky Mountain". The page displays the registration details for Alex Acevedo, who is confirmed. A table shows his assignments for Sunday and Saturday, both in the "Class" category driving a "1981 Porsche 911SC Euro" in "Group 1" with "Instructor # 308". The "Custom Questions" section shows he has driven at HPR before and has a lap time of 2:08.

Segment	Class	Vehicle	Group	Instructor	#
Sunday		1981 Porsche 911SC Euro edit	1		308
Saturday		1981 Porsche 911SC Euro edit	1		308

Custom Questions

Driver's license state & number	
Sharing Vehicle With	
Have you driven at HPR before?	Yes
Lap time at HPR	2:08
If you have driven at HPR before, will you want an instructor?	No

Note that we can see Alex is driving in both the Saturday and Sunday Segments. He's driving a 1981 911SC and we can see how he responded to the "Custom Questions" that he was asked during registration.

If we scroll to the bottom of Alex's registration page for "Tame the Track" we see that he has an extensive track history and has been assigned to run group #1 consistently. The Log Book Entry column shows that he has no recorded incidents or other notes. (This is a feature that RMR has not used until the 2010 Titty-Titty Bang-Bang event. We plan to start recording on-track incidents so that we can see when drivers with experience might need some additional coaching.)

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Previous Experience						
Status	Days	Date	Event		Class / Group	Log Book Entry
★	1	Jul 2010	Peak to Peak Drive (Porsche Breakfast Club) RMR Tour	view	/	
✓	2	Jun 2010	Rock and Roll at High Plains DE High Plains Raceway	view	/ 1 / 1	
★	2	Jun 2010	GT Pueblo Pueblo Motorsports Park			
✓	1	Apr 2010	Speed Fever DE High Plains Raceway	view	/ 1	
✓	1	Dec 2009	RMR Holiday Party Denver Renaissance Hotel	view		
✓	2	Oct 2009	Oktoberfest at High Plains Raceway DE High Plains Raceway	view	P5M / 1 P5M / 1	
✓	2	Sep 2009	High Speed at High Plains Raceway DE High Plains Raceway	view	P5M / 1	
✓	1	Jul 2009	President's Day DE High Plains Raceway	view	/ 1	
✓	2	Jun 2009	Summer Times DE	view	P5M / 1	

12. When done looking at a student's driving history, simply close that window and return to the run group assignments page. Periodically, or certainly when you are done click the SAVE ASSIGNMENTS button!
13. Once you believe you have completed assigning run groups, it is a good idea to print new reports for each day. You might find it helpful to use the "Group By" function in the report generator to cluster those in the same run group together in your report. Drivers can still be sorted (by name, or number, etc.) within each run group. Review your run groups to check the following aspects:
 - a. Did you ensure that co-drivers sharing a car are not assigned to the same run group?
 - b. Are run groups assigned commensurate with driver skill and familiarity with this track?
 - c. Are the sizes of the run groups reasonable well balanced?
14. Finally, once your run groups are complete, it's time to assign instructors. Return to the "Pre-Event" tab and "Assignments" action, then click "Instructors – Classes" in the "I want to Assign..." box. On the new page, select the day that you wish to assign instructors. Now you are presented a page with a column of instructors on the left hand side and a column for each (occupied) run group. In this event there were 4 run groups. Using the drop-down boxes assign students to instructors as appropriate. It's helpful if you check the box "Only display unassigned drivers in the dropdown list?" This helps avoid assigning two instructors to same student!

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Assign Instructors

Only display unassigned drivers in drop-down list?

Instructor	1	2	3	4
Acevedo Alex			Terry, William	Threikeld3, Bill
Arakawa Adele			Classen, Kevin	
Bartlett Doug				
Egeland Robert S				
Fricke Kathy				
Fricke Walt				
Fritze Alan			Classen, Kevin	

When you click on the down arrow in a drop-down box, there will be a number in parenthesis to the left of each student. This will be "0" if they have not been assigned an instructor. Only students in each run group are listed in a particular column. For example, Kevin Claussen was assigned to run group #3 and his name will only appear in the column for run group 3 (not 1, 2 or 4).

15. Once you have assigned instructors, again generate event reports for each day and print them out. Now it's time to review the instructor assignments.
 - a. Are instructors assigned to all novices?
 - b. Are instructors assigned to everyone new to this track?
 - c. Be sure that you do not assign an instructor to a student in the same run group that that instructor will be driving in! (That is, if an instructor is driving in run group #2, don't give them a student in that same group.)
 - d. Is instructor load balanced?

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16. When everything is complete and registration is closed you can generate final reports. ☺