

Data Entry and Results Volunteer Instructions
(2 volunteers 7am-1pm & 10am-4pm)

THANK YOU FOR HELPING TO MAKE THE CHERRY PIE RR POSSIBLE!!!

You will work with registration volunteers to get all racers information into an electronic format. A start list with all pre-reg riders will be provided.

For this job you will be located in the Valley Catering Building behind the registration table

Fill out the volunteer sign-in sheet and complete an OBRA waiver. Leave the waiver with the volunteer sign in sheet.

Data Entry

1. The registration data will be on the entry forms the racers hand in at registration. You can pick them up in piles. Keep an eye on the order the groups will be starting as that will correlate to the order in which you should be trying to keep up with registration data entry. It will be important for you to keep track of who has already been entered, so feel free to mark on these entry forms so you know you've already handled them.
2. Working with a buddy, enter racer name, team and bib# on the tab corresponding to their field. **You may ignore all other info.** Place a check mark on the entry form when you have entered the data.
3. Do NOT use the hand-written start lists for your data entry. These hand-written sheets will need to go with the pre-reg printed list to the officials for each field before their race starts so they know who is in their race.
4. There will be an OBRA membership database on one tab in the workbook. Use it as a last resort as many people will be re-registering for their annual license at the Cherry Pie. Records will need to be updated by OBRA after the race. Take this OBRA database data with a grain of salt if you go digging for a name, category or team name. Make note of the column headings before you go data mining.
5. Save the file often. Put it on a jump drive and send it along with printed start sheets to the finish line. Someone should be by to pick up the start sheets and file around 11am.

Results

1. Once a race has finished, you will need to enter the bib numbers in finish order. This info will be hand written and provided by the finish line judges. The names should automatically update (VLOOPKUP function). You may also call Brian List at the finish line (cell – 503.569.0271) and request the top 5 so we can do awards.
2. The finish line judges will compile results and will bring them to the Registration area either in hand-written, printed hard-copy or electronic file on a thumb drive.

If you have any questions or problems please contact Jim or I at:

Jim Fischer 541.990.8979

Heather Paris 541.990.8980

Thanks for your help!!