

SEAC Manager User Guide

Introduction

Welcome to the SEAC Manager User Guide, this guide will help you use the SEAC Manager software. The software is designed to help team managers add and update their runners and also register their runners to bib numbers at events. The system is real-time so last minute additions and modifications to event participants can be made easily. The software requires an Android device which can be a smartphone or a tablet (or PC). The device must also be registered with the organisers which is an on-line process. Without registration the software allows a user to view but not change any data as a “guest”. A club can have many registered devices so that many people can help with the runner and race administration.

Basic Information

The software can be found in Google’s Play Store by searching for “SEAC Stevens”. It can also be downloaded from the SEAC website: “stockexchangeac.org”. NB installing software from websites may require an override to your Android settings. The system does require permission to access data files on the device, this is because it needs to store data locally so that it knows your club and event details.

When the system is first installed on a device there will be a period of several minutes while it connects with the main cloud database and acquires all the data it needs to operate. The system appears unresponsive during this period, please just wait until it finishes. After this its interface with the cloud is normally so fast that it appears instantaneous.

The systems the following conventions:

User Controls are usually **green buttons**

Data Entry fields have **blue backgrounds**

Lists of events, runners, bibs are in white with a black background

Simple choices and System messages have **yellow backgrounds**.

If you have any problems please email bridgesrelay@gmail.com or txt 0750 8897699.

Registration

Each device must be registered to be used. Registration requires entry of a name and a UK mobile phone number. The user must also open the data protection notice and agree to the data storage. Without this assent registration is not possible. After the registration request has been made a four digit number will be texted to the mobile phone number provided. This should then be entered in the screen to complete the process. Please note that a registered device can make updates for more than one club, this is to enable the device to be used for running clubs as well as company teams.

Runner Administration

Runner Administration allows the user to add a runner, amend their details or delete a runner. A runner's details are their:

- First name
- Surname
- Gender
- Age group

Runner administration requires the user to first select a club to whom the runner is attached. At this time multiple entries are required if you want the same runner to be registered to different clubs. Gender and Age Group are selected from menus. To save any changes (adds, amends, deletes) you must provide the PIN for the club. This will have been given to the team managers. Gender and age group must be selected in all cases.

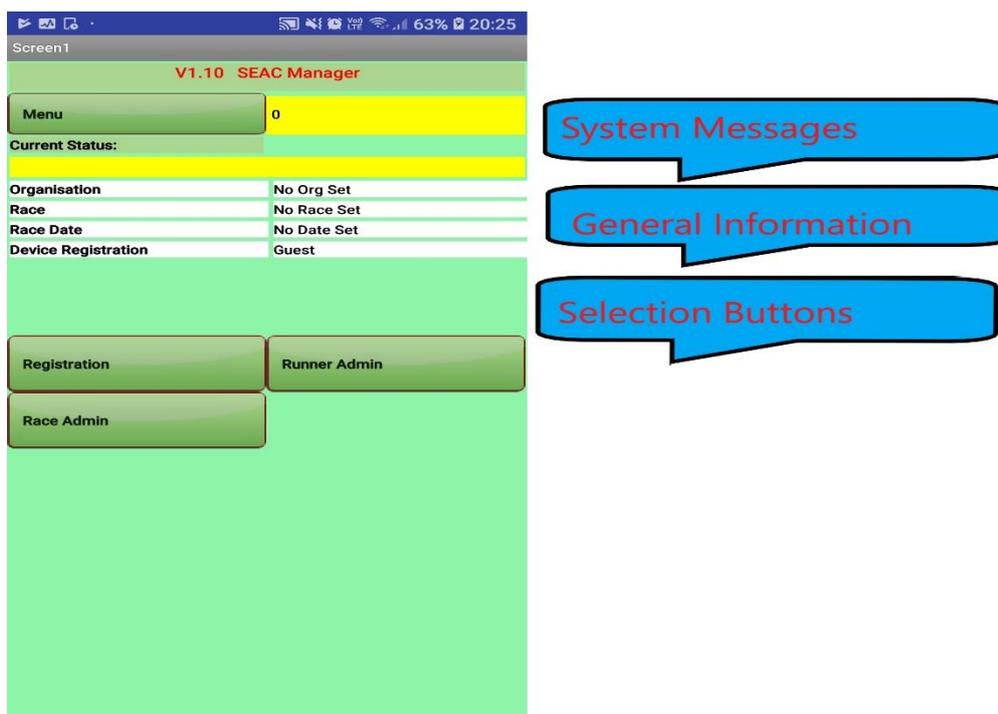
Each runner has a unique number in the database, you may see this number from time to time in the menus.

Race Administration

Race administration requires the user to select a club and an event. Whilst there may be several events in the menu list only those currently active can be selected for runner registration. Having selected a club and event then select a runner from the list and a bib number from the list. The club PIN is needed to register the runner to the bib number.

Screenshots

The main screen



Device Registration

Screen1

V1.10 SEAC Manager

Menu 0

Current Status:
Code is correct. Install no. 10

Organisation	No Org Set
Race	No Race Set
Race Date	No Date Set
Device Registration	Registered

Instructions

Enter name Team Manager

Enter phone 01234567890

Enter registration code 9417

Register Device Submit Code

Data protection Agree to data collection

An unregistered device is a “Guest”

After requesting registration, the device a four digit code will be texted to the phone number supplied. This should be entered and then the submit code button pressed to complete the registration process.

Runner Administration

Screen1

V1.10 SEAC Manager

Menu ORG

Current Status:
Stevens Greg , M40 | 5

Organisation	SEAC
Race	No Race Set
Race Date	No Date Set
Device Registration	Guest

Select Org Select Runner

Add Runner Amend Runner

Del Runner

Greg Stevens

Male M40

Authorisation code Org PIN

Age Group Help

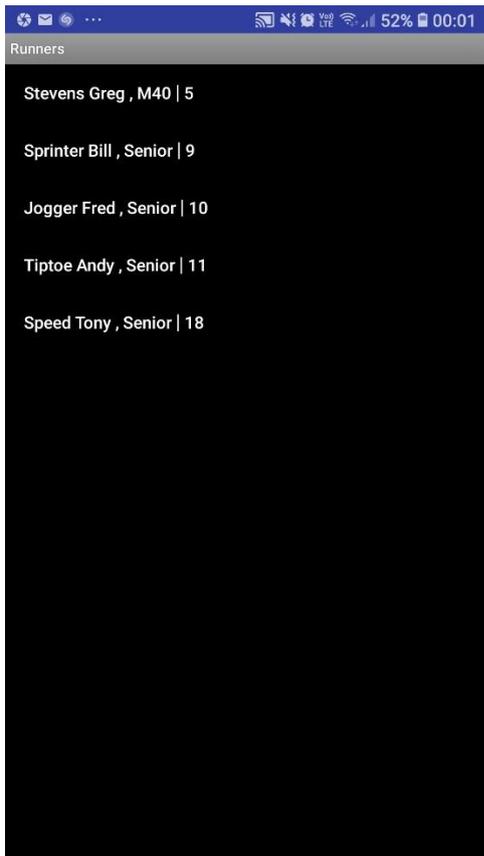
An organisation must be selected to add, amend or delete a runner. (The device must also be registered so this example would fail).

The age and gender are also selected from lists:

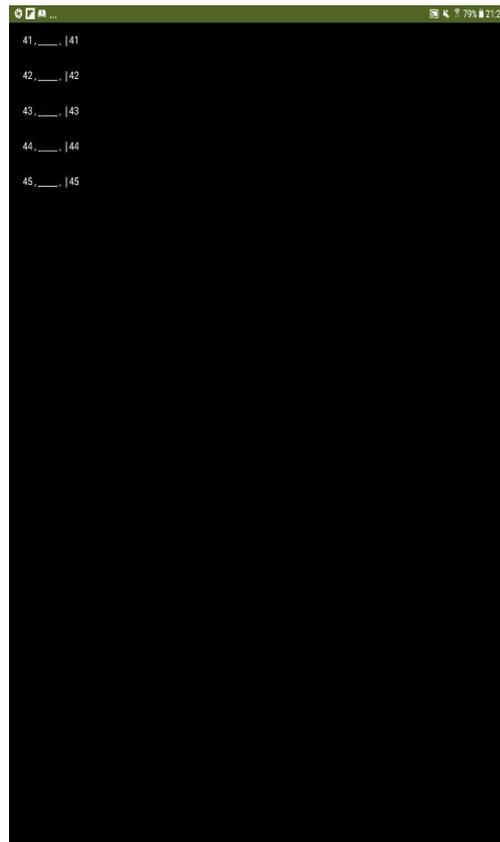
SEAC Manager 1.09

- Senior
- M40
- M50
- M60
- M70

Selecting a runner



Selecting a bib



Allocating a runner to a bib

