



British Alpine Ski Competitions
Guide to Results Packs
Version Jan 2010 : 09-Jan-2010

1. Results Packs

1.1. Results Pack Contents

As indicated on the British TD Report form and the Post-Race Document Checklist, the results packs for all British seeded competitions must contain the following items: TD Report, Official Results, Penalty Calculations, Protest Forms (if any), Minutes of Jury decisions (if any), electronic race results files (preferably SkiPro).

1.2. Electronic versus Paper

All Results Packs should be transmitted electronically if at all possible. Sending part or all of a Results Pack in hard copy by post should only be done if it cannot be avoided. If documents are to follow in hard copy, the email covering the transmission of results should highlight that fact. Race results files (e.g. SkiPro) must always be transmitted electronically.

1.3. Responsibilities

Collation and despatch of the complete Results Pack to the relevant destinations is the responsibility of a specific individual (the 'Collator') as indicated in the table below.

Type of event	Collator
British FIS (for BASS seeding)	Race Secretary
British non-FIS (BASS)	British TD assigned to the event
British artificial (BARTS)	British TD assigned to the event

2. Itemised Procedure

2.1. Producing Results Packs

2.1.1. Penalty Calculations and Official Results

These should be produced by the Chief of Calculations as PDF documents, which are then handed electronically to the Collator as the 'master documents'.

If hard-copy versions are required, for example for TD signature, these must only be printed from those master PDF documents held by the Collator, to avoid having multiple versions around that could lead to the electronic Results Pack containing a different version to the one the TD has signed.

2.1.2. Protest Forms and/or Jury Minutes

If any Protest and/or Jury Minutes are produced during the race, these will have been hand-written, or at least printed off from computer and signed. To transmit these electronically, they must be scanned in and saved as PDF documents. Many modern PC printers have scanning capability, or there are inexpensive portable scanners available that do a similar job.

If these forms cannot be scanned and sent electronically with the rest of the Results Pack, this should not prevent electronic transmission of the bulk of the Pack even if hard-copy Protest Forms and/or Jury Minutes have to be faxed or posted separately.

2.1.3. TD Report

For British TD reports, the TD is the Collator and will therefore include their TD report in the Results Pack.

For BASS seeding of FIS events, a PDF copy of the FIS TD report should be acquired from the FIS TD for inclusion in the Pack.

2.2. Electronic Transmission

The Collator must ensure that all PDF documents and electronic files in the Results Pack are the correct 'master' versions. The Results Pack must then be sent electronically to the required destination from an email address that is 'recognised'

as belonging to the Collator, allowing the recipients to validate that this is the official Results Pack.

3. Generating PDF Documents

3.1. PDF Printer Driver

PDF documents can be generated by installing a 'pseudo printer driver'. This operates just like a printer, in that to create the PDF from any application you select print and simply choose the PDF device instead of a real printer. It will then create the file.

There are several good PDF drivers that can be downloaded for free from the Internet, the one described here is called CutePDF but the general principle is the same for most of them.

First you need to download the PDF driver from <http://www.cutepdf.com>. Click on the link for 'CutePDF Writer (Freeware)', then download both of the installation files provided (GhostScript and CutePDF Writer files) it will not work without both.

To install: Save the CuteWriter.zip file to a temporary folder and double click the icon. There are 2 files within the zip folder; double click them one at a time (I suggest that you do Converter.exe first then CuteWriter.exe). There will be no programs to run, but you will now have an additional 'printer' available to you.

3.1.1. Using CutePDF Writer to create a PDF document

DO NOT look for any application to run. Just print your document using CutePDF Writer (the printer) to get PDF output.

Open your original document and select Print command in File menu of your application to bring up the Print dialog box. Then select CutePDF Writer as the Printer to print (DO NOT select "Print to file" option).

You will get a Save As dialog box prompted for saving created PDF file. Select a folder to Save in and enter a File name, then click on Save. Go to that folder to find your PDF file.

3.2. Microsoft Office 2007

This little add-in is a Microsoft official add-in that gives the ability to create PDF or XPS file types from the "save as" menu. [Click here](#) to get the download and more information.

To install: Save the SaveAsPDFandXPS.exe file to a temporary folder and double click the icon. This will install the add-in – follow any onscreen instructions. Please note that this will only work with MS Office 2007.

To create the PDF version of your file, under the "save as" menu the option "PDF or XPS Document" will appear. Click on this option, the default is PDF and then use "save as" in the normal way.

3.3. SkiPro

To produce a PDF version of the results in SkiPro nothing changes from normal printing except instead of clicking on "Print", click on the "Preview" button and then the large button at the top Marked "PDF". The normal "Save As" window appears. If you chose print then you could select CutePDF as the printer as described above.

4. Document History

Edition	Date	Description of changes
Jan 10	09-Jan-2010	First issue.