

Posting race documents

Introduction

Documents for competitions and races can be published on GBSKI automatically as described below. This facility is available to those listed as 'officials' on the online calendar entry for each competition, and to the TD appointed to each race.

Email addresses

All race- and competition-related documents for publication should be sent to publish@gbski.com regardless of whether they are intended for automatic processing. Everything reaches the admin team anyway so anything that is not identified by the automated system will be dealt with manually.

For automatic publication, the files must be sent *from* an email address of one of those listed in the online calendar under 'Officials', or from the designated email address of the TD appointed to the event. Pre-race files such as bulletins might for example be sent by the Race Secretary, start lists by the Chief of Calculations, and final results by the TD.

If you are a competition official needing to publish files and your name does not appear on the calendar entry, or there is no email icon (✉) alongside your name, please contact admin@gbski.com to ask for the details to be added to the database.

Timescale

Files can be sent for automatic publication at any time before the competition takes place, and for a short period after it is complete (currently 7 days). For files relating to individual races (results, penalty calculations, etc.), they only be automatically published if the race is marked as awaiting results or reports, or is specifically set to allow late submission. After this, documents can only be published by the site administrators.

File Names

To allow files to be properly identified and assigned to the correct competition and/or race, they need to follow a strict file naming convention.

For competition-related files (invitations, bulletins, etc.) the first part of the file name must be the letter 'C' followed by the ID number of the competition, followed by the three-letter code for the type of file. You can find the ID number listed in the header 'bar' of the competition on the Calendar page, or as 'Competition ID' in the individual competition page.

22-Apr-17 (2 days) SSW Slalom & Excel [Pembrey, Gf R] C311	
Race Secretary	Stephanie JONES, 01267
Chief of Race	Robin KELLEN, 02920 56
Technical Delegate	Derek METTERS (GBR) 6

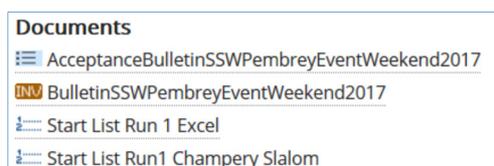
For files related to individual races, these must be identified using their Codex number as listed on the calendar or competition page. The first part of the file name for these files is the three-letter code, followed by the codex number.

Event	Type	Gender	Codex
SL	CN	L	9210
SL	CN	M	8210
SL	BEST2	L	9211

Some examples:

C311INV SSW Pembrey 2017 Invitation.pdf
C303ACC Acceptance bulletin English Alpine Champs 2017.pdf
RES9210 Champery Slalom Results.pdf

Where links to the published files are shown on the web site, the identifying prefix is not displayed, so you can use the rest of the file name to describe its contents in whichever way you want:



File Types

Automatic publication is only available for these files: PDF, SPRO, GIF, JPG, PNG. Other types of file will be passed through to the admin team for processing.

If your file is in Excel or Word format, it should be printed to PDF before being submitted for publication. There are many free PDF printers available on the Internet, such as PDFill (<https://www.pdfill.com/freewriter.html>). Windows 10 also has the 'Microsoft PDF Printer' built in, but this has been found to generate files that are much larger than those produced by other printers so it is best avoided if possible.

File Name Codes

Codes to identify each type of file are listed here. Some only apply to competitions, others only to individual races.

ACC	Acceptance list/bulletin
BAC	Backup time calculation
BUL	Other bulletin
COM	Combined results
ENT	Entry form
INV	Invitation
MED	Event medical plan
MIN	Jury minute
OFF	Official results
PEN	Penalty calculation
PRO	Protest form
RES	Race results
STA	Start list
TCM	Programme (Team Captains Meeting)
TDR	TD report
TIM	Timing report
UNO	Unofficial results

If you find that you need to publish something that is not covered by the list above, tell the admin team and a new code can be created.

SkiPro files

SkiPro files for import into the database should still be sent to import@gbSKI.com. They will be assigned to the relevant race regardless of their file name; they don't need to be named with a special code because the Codex number is already in the SkiPro data.

Replacing and Removing files

Once published, you can post a new copy of the same file simply by sending it in again with the same file name. The existing copy will be over-written.

However, there is currently no automated way of removing a document. If you need a document to be removed, for example an older version of a file where you have just published a new version, please email the details to publish@gski.com and the admin team will deal with it for you.

Publishing race documents on GBSKI : Revision 3 : 28-Apr-2017