# Preparation of Entrants' Cards and Lists from Fabian 4 (F4) to PACER

## 1. Export Entrants' data from Fabian4



a. The 'export' facility requires access to F4 at the organisers level. Please contact the event organiser (shown on the event's web page) who will supply this URL.

b. Access F4 via the supplied URL and select Export from the menu



c. Select 'Combined Export' & click Generate File to generate .csv

## 2. Process .csv ready for PACER upload

### Format for PACER upload

| Number | Name | ScanID | Group | Route | Hide | Notes | Mbl Tel |
|---:|---|---:|---|---:|---|---|---|
| 1 | Jeff CAMPBELL | 1 | Surrey | 30 | | Vegan | 07891… |
| 2 | Brian LAYTON | 2 | BBN | 20 | Y | Anon pls | |
| 3 | Amy RANDALL | 3 | | 20 | | | |

a. work on a duplicate of the .csv - just in case!
b. delete ALL columns other than - Competitor Forename, Competitor Surname, Entry Class, Club, Mobile Tel & Special Requests
   a. Sort file on surname
   b. (optionally) capitalise surname
   c. concatenate Forename & Surname into another column & delete original Forename & Surname columns
   d. Add Number column and number from 1 upwards
   e. Add ScanID column and populate as per Number column
   f. Remove 'miles' in entry class (Route)
   g. Insert Hide column. If anyone requested 'anon' in Special Requests, insert Y into Hide column otherwise leave blank
   h. Special Requests -> Notes
   **Rename all headings from Number to Notes <u>exactly</u> as above but note that on upload PACER will disregard all columns to the right of Notes so you can name them to suit - the data in these columns will be used later. (for PBM only Mbl Tel is needed)**
c. Save file as .csv - say (entrants.csv)

### 3. Upload .csv to PACER

PACER can be accessed at various levels as listed on the Surrey Website, www.ldwa.org.uk/Surrey under more…>PACER. For event set-up you need to access at the Admin level. Bookmark the login page to speed-up later access.

a.  Once logged in select PACER then the event name from the lists of events.
b.  Refer to the PACER help notes (towards the top of the PACER page) where full details of how to upload your .csv file of entrants is described on pages 20-22 - in reading this remember that Surrey uses barcodes rather than RFID cards.

### 4. Printing labels and entrant lists

a.  Again refer to the PACER help notes where full details of how to print entrants' labels and lists can found on pages 28-34 - again remember that Surrey uses barcodes rather than RFID cards.
b.  The emergency phone number for the event is already inserted (John Pollock, Event Control)
c.  Select Label with Barcode / ScanID as label type.
d.  Print a test page on plain paper. Use the Offsets to align this sheet to correctly overlay the sheet of labels.
e.  Once satisfied print the labels onto LP21/63 MWP* (Matt White Polyester) label sheets. Note - set the scale on the print dialogue window to 100% NOT 'scale to fit'.
f.  Stick the labels to cards**
g.  Unlike paper labels, Polyester labels are waterproof and require no further protection

### 5. Printing entrant lists
a.  From the labels screen select 'all participants' and print sufficient Participants sheets for distribution to PACER timekeepers, Event Controller, Organiser + some spare ones. Distribute by hand or email as PDFs.
b.  Stack cards in boxes ready for registration.

### 6. Additional
a.  Eml entrants.csv to the Event Controller and to the Closedown marshal. Both need the mbl numbers of entrants should he need to contact them during the event.
b.  Duplicate entrants.csv, delete all rows that have nothing in Notes and eml this reduced file to Event Organiser who can then act on any dietary requirements

### If not supplied then:-

\* labels are available from www.labelplanet.co.uk
\*\* white plastic cards are most readily sources from eBay