

EESCC Timing Assistant duties

- Responsible for all timing equipment
- Prepare for each event (before event weekend)
 - Install all new AXWare (timing software) updates (four laptops)
 - Keep up to date with Windows updates and Lenovo updates, etc.
 - Charge all equipment and replace batteries
 - Keep a supply of “good” batteries on hand for timing equipment only
 - Test all equipment after each AXWare updates before an event weekend
 - Validate registration data (bar code #'s, name spelling, car description, NFT entries, etc.)
 - Convert Novice drivers to regular driver status
 - Make the new event
- During Friday night course setup
 - Verify the placement of the timing lights for equipment safety during the running of the event
 - Verify the placement of the Timing and Registration trailers
 - Wireless distance between Timing and Registration trailers
 - Wireless distance between Timing trailer and Start & Finish wireless units
 - Scanning distance from Grid to Timing trailer
 - Placement of trailers will work for both days WITHOUT moving them
 - Placement will allow visibility of course for both spotter and timing personnel
- Day of the event (Setup and driver's meeting)
 - Setup timing and announce laptops
 - Help Registration setup up their two Registration laptops
 - Verify the registration of drivers is being recorded on the timing server laptop
 - Setup timing light and display boards
 - Play the national anthem at meeting (connect laptop to sound system)
- Day of the event (During running of the event)
 - Fix any issues that come up during the event
 - If it starts or looks like rain, cover up the wireless routers (2) and display boards (2)
 - You are the acting Chief of Timing when I'm not at an event
- Day of the event (Teardown - Saturday and Sunday)
 - During teardown, verify timing sensors, timing wireless units are turned off
 - Verify the display boards battery is unplugged
 - Secure all outside equipment (timing lights, displays, wireless adapters, etc.) in timing trailer (Saturday only)
 - During teardown, pack up all equipment in the appropriate case and slot (Sunday only)
 - Take all timing equipment home with you except the display units. (Sunday only). Must be stored in a dry, warm and secure place.
- Prepare for the 2nd event of the weekend (Saturday night)
 - Charge selected equipment
 - Take all laptops with you between events
 - Verify timing sensors, timing wireless units are turned off
 - Validate registration data (bar code #'s, name spelling, car description, NFT entries, etc.)
 - Make new event
 - Manually register all drivers that paid for Sunday's event during Saturday registration.
 - Convert Novice drivers to regular driver status
- After an event weekend (Sunday night – preferred or Monday at the latest)
 - Audit both events (do not make next event until I get back with you)
 - Validate registration data (bar code #'s, name spelling, car description, NFT entries, etc.)
 - Send me both AXWare event data files after you have audited the events
 - I will verify info and post results
 - If I made any changes then I will send the info back to you to change
 - Now, make next event with the files I sent you
 - Convert Novice drivers to regular driver status on the new event
- **Note:** Other duties include things I forgot to tell you.