# Hurt 2009 Procedures Manual

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# Emergency Contacts

In case of difficulties, contact:

**Radio Comm Coordinators**
=====================
*Logistics and Equipment coordinator* **- Kimo Chun KH7U - 226-0217**
*Staff and Volunteer coordinator* **- Bart Aronoff WH6AA - 352-3678**
*PC and Web coordinator* **- Jim Yuen - WH6GS - 284-3749**

*Makiki coordinators- The Hawaii Nature Center*
**Jim Yuen WH6GS - 284-3749**
**Bev Yuen AH6NF - 284-1907**
**Ray Moody AH6LT - 286-5246**

*Manoa coordinators- Paradise Park*
**Clem Jung KH7HO - 284-2799**
**Jack Tsujimura KH6DQ – 864-6384**

*Nuuanu coordinators- Judd Trail - Jackass Ginger*
**Kimo Chun KH7U - 226-0217**
**Bart Aronoff WH6AA - 352-3678**


**HURT Race Coordinators**
=====================
**John Salmonson** – 366-2136 – cell
**P J Salmonson** – 351-1453 – cell
**Jeff Huff** –
**Joel** – 230-3884 – cell

# Hurt 2009 Procedures Manual

# Hurt Duties

## During the race:

- The **Logger** will record and provide the following information to the **Communicator**
  o Runner number
  o Arrival time in military format
  o Arrival Day (Sat, Sun)

- Recommend the **Logger** provide this information at intervals of not greater than 15 minutes.

- **Communicator** will email the log to the **Web Updater**.

- In case of problems with the email, Comm will report info to Makiki Comm.

- **Web Updater** will update the web page and upload it to the internet. **Web Updater** will check that the page is web accessible and legible.

- **Web Updater** will notify **Station Captain** at Makiki of the successful update.

- The **Station Captain** can request a printout of the web log from the **Communicator** at any time.

- Continue this until the end of the race.

Responsibilities (24/7):

**HURT**:

- Provide a logger at each station
- Provide  log sheets with a minimum of the three data fields noted above
- Optionally, provide their own computer (and printer) for access to the web page

**Comm**:

- Provide a Communicator at each station with radio equipment
- Provide a laptop with internet access for email at each station
- Provide a printer
- Provide a Web Updater at Makiki with laptop and printer (from Comm or HURT)

# Hurt 2009 Procedures Manual

Notes:

## **Redundancy and backup:**

Each laptop will be configured to 1) send email to Web Updater, 2) send a copy to a separate email account for redundancy and backup, and 3) store a copy in the "Out" box.

Each station has access to their own "Out" box for verification and backup.

All stations will have access to the updated webpage for the most current (provisionally official) results and status.

Emailing logs to stations other than the "official" Web Updater may lead to status mis-interpretations, and is discouraged. Questions on status should be directed to the Race Coordinator for clarification as the official arbiter.

# Hurt 2009 Procedures Manual

## Operator Schedule

## Frequencies

- **Radio comm will be via linked VHF-UHF repeaters:**

- **Manoa**
    - **Primary – 147.26 MHz,  +600 MHz offset,  PL tone 103.5 Hz**
    - Secondary –  443.825 MHz,  +5 MHz offset,  PL tone 100.0 Hz
- **Makiki**
    - **Primary – 147.26 MHz, +600 MHz offset,  PL tone 103.5 Hz**
    - Secondary –  443.825 MHz,  +5 MHz offset,  PL tone 100.0 Hz
- **Nuuanu**
    - **Primary –  442.475 MHz, + 5 MHz offset,  PL tone 103.5 Hz**
    - Secondary –  443.825 MHz,  +5 MHz offset,  PL tone 100.0 Hz
- NOTE - UHF - test with the tilted Diamond X50 worked better (per Bart)

## Email Addresses:

- **http://webmail.aditl.com**
-
- **Makiki = hurt-makiki@aditl.com (pw = hurtmakiki)**
- **Manoa = hurt-manoa@aditl.com (pw = hurtmanoa)**
- **Nuuanu = hurt-nuuanu@aditl.com (pw = hurtnuuanu)**
- **Web = hurt-web@aditl.com (pw=hurtweb)**
- **Everyone = hurt-all@aditl.com**

## Radio Operator Shift Schedule

- Please refer to the Shift Schedule available on a separate sheet with the latest, updated information.

# Hurt 2009 Procedures Manual

# Runner Tracking and Posting

HURT requires updated status on the runners (by race number) and elapsed time at three check-in stations along the race route.

Each station records runners by race number and check-in time as they enter the station.

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These are the functions required at each station.

1. **Logger** - records each runner by number and time as s/he enters the check point. When the log sheet is full or 15 minutes passed, delivers it to the **Communicator**.

2. **Communicator** - receives the log sheet from the **Logger** and transmits the data via email to the **Web-Updater** and alerts him/her via radio that email has been sent. May receive messages for the **Station Captain** or transmit the **Station Captain**'s message to another station.

3. **Web-Updater** acknowledges the email received via radio, updates the Excel spreadsheet, saves the spreadsheet and the web page, uploads the web page via FTP (optionally, alerts the **Station Captain** that the web page has been updated).

4. **Station Captain** - Oversees the station operations and handles problems as they arise. May send a written message to another station by delivering it to the **Communicator**. May receive a written message from another station via the **Communicator**.

The log sheet contains only a heading line with the station name and date and time. Detail lines only record the runner number and time at check point.

The **Logger**, **Web-Updater** and **Communicator** shall not leave their post without a qualified replacement.

# Hurt 2009 Procedures Manual

## Radio Procedure

**Wear your HURT 2009 Communications Volunteer Badge at all times**

### Preparation

- Log in and relieve prior shift, if needed
- Receive turnover from prior shift, including pending situations and problems
- Check operating status of equipment
- Do radio check with other stations to confirm communications
- Log into email
- Makiki = hurt-makiki@aditl.com (pw = hurtmakiki)
- Manoa = hurt-manoa@aditl.com (pw = hurtmanoa)
- Nuuanu = hurt-nuuanu@aditl.com (pw = hurtnuuanu)
- Everyone = hurt-all@aditl.com
- Send / receive email from other stations to confirm email connection
- Check supplies, pens, pads, forms, etc.

### General Operation

- All communications between stations must be logged on the Comm Log
- Sign or initial, and time-stamp all forms for accurate tracking
- Only the Station Captain may initiate inter-station communications (other than transmission of runner numbers and times from log sheet). If someone else comes up and asks to send a message, refer to Station Captain.
- Refer all non technical or non comm related problems to the Station Captain for resolution

### Log Sheet Operation

- Upon receiving a log sheet, log it in the Comm Log
- Email the data to the Web Updater at Makiki (hurt-web@aditl.com)
- Alert Makiki via radio that you sent an email to them
- Complete the Comm Log, if needed

# Hurt 2009 Procedures Manual

## Drop Out Sheet Operation

- The Station Captain may send a message to Makiki regarding a DNS (Did Not Start), DNF (Did Not Finish) or 100k (Completed 100km). It can be a Drop Out Sheet or simply a note with time, race number, runner name, station name and reason.
- Log it into the comm. Log
- Email it to Web Updater at Makiki  (hurt-web@aditl.com)
- Alert Makiki via radio that you sent an email to them
- Complete the Comm Log, if needed

## Other Communications Operation

- The Station Captain may send a message to another station.
- If the message is not on a Message Form, attach or transcribe it (if verbal) onto the form
- Fill in the appropriate areas on the form
- Log the form into the Comm Log
- Email the message to the appropriate station
- Alert that station via radio that you sent an email to them
- Fill in the Comm Status section of the form
- Complete the Comm Log, if needed

Notes:

- Use tactical call signs (Makiki, Manoa, Nuuanu)
- Follow standard FCC rules and procedures
- Identify with your personal call sign at the end of your transmission

## Web and Email Procedure

- Use the Opera Browser. Do NOT use Internet Explorer because it does not print the status report properly.
- Click on Bookmarks on the toolbar
- Click on HURT Webmail
- Log in with your station email address:
    o hurt-makiki
    o hurt-manoa
    o hurt-nuuanu
    o hurt-web
- Use lower case
- Password is the login without the dash "-"
    o hurtmakiki
    o hurtmanoa
    o hurtnuuanu
    o hurtweb
- All log sheets are copied and sent to Web Updater

# Hurt 2009 Procedures Manual

## Web runner status log

- Use the Opera Browser. Do NOT use Internet Explorer because it does not print the status report properly.
- Click on Bookmarks on the toolbar
- Click on HURT 2009 Trail Race (or equivalent)
- If needed, click on http://aditl.com/hurt/hurt-2009.html
- To print, click on File, Print or on the Print icon

## To re-boot laptop

- No password needed
- If using a AirCard
  - Click on Sprint Novatel icon to start the internet connection
  - If it indicates "Disconnected" click on "Go"
- If using Wi-Fi (at Makiki)
  - Wi-Fi should connect automatically
- Once connected, click on Opera to start the browser
- Click on Bookmarks
- Click on both the webmail and HURT URLs to keep them active on the tabs.
- Tab as needed
- Send an email to another station for a comm check

In case of difficulties, call **Jim Yuen at 284-3749** (cell) at any time

# Hurt 2009 Procedures Manual

**Wear your HURT 2009 Communications Volunteer Badge at all times**

## Radio Operator Check List

It can be cold, wet and muddy at the stations

- Rain jacket or coat
- Warm jacket or sweater
- Long pants if cold
- Outdoor shoes or boots as it is likely to be muddy
- Warm hat
- Mosquito Repellant

Supplies should be at the station, extra doesn't hurt

- Pens / Pencils
- Pad of paper
- Scotch tape
- Paper clips

Extra Equipment

- Headset
- Flashlight
- Minor tools (in car?)
- Spare fuses
- Spare coax
- UHF barrel

Personal Stuff

- There will be lots of food at the HURT stations and all volunteers are invited to eat.
- There will be lots of Starbucks coffee and all kinds of snacks and foods, so don't be shy!!!
- If you want something special, bring it, otherwise, you won't go hungry.

# Hurt 2009 Procedures Manual

## Web Procedures

**Wear your HURT 2009 Communications Volunteer Badge at all times**

## Requirements:

- knowledge of Microsoft Windows XP or Vista
- knowledge of Microsoft Excel
- knowledge of FTP (AceFTP, in particular)
- knowledge of web-based email (webmail.aditl.com, in particular)

## Initial procedure:

- Ensure that the laptop (PC) is powered up and operational
- Use **Opera** for the web browser; Internet Explorer has printing concerns.
- Link to and keep open http://aditl.com/hurt (or use bookmarks)
- Click on the link to the runners table at http://aditl.com/hurt/hurt-2009.html
- Link to and keep open the access to webmail at http://webmail.aditl.com
- Reminder: login is **"hurt-web"**, password is **"hurtweb"**; all lower case, no spaces.
- Actual email address is hurt-web@aditl.com
- Start and keep open Microsoft Excel; open and keep open the file **"c:/hurt/hurt2009.xls"**

## Recurring procedure:

- Receive a log sheet via email (or printout at Makiki Comm)
- Sign or initial the log sheet with date and time
- Update the Excel spreadsheet **"hurt2009.xls"** on the runner number row and appropriate station column with the reported military time and any indicator (DNS, DNF, K)
- Upon completion of the update, save the spreadsheet as **"hurt2009.xls"**; save it again as **"hurt2009.htm"** by changing the file type window appropriately.
- Execute **AceFTP** and connect to **ADITL/HURT FTP** (File, Connect)
- Navigate to **"c:/hurt"** folder on the left-hand column and **"/aditl.com/hurt"** on the right-hand column
- Highlight both **"hurt2009.htm"** and **"hurt2009.xls"** in the left-hand column; use the shift key and mouse click to highlight both
- Click on the right-pointing arrow to upload the files (alternatively, drag and drop the file into the right-hand column). Select **Overwrite** for both files.
- Exit AceFTP
- Go back to Opera and tab to http://aditl.com/hurt/hurt-2009.html , click the refresh/reload button and confirm that the updates are online.
- Initial the log sheet again and mark it pau.
- File the log sheet chronologically in the "done" basket/envelope

- Repeat this procedure until the race is pau or you are relieved of the shift.

# Hurt 2009 Procedures Manual

Notes:

- You may receive additional instructions from the Station Captain (Race Coordinator). Please accommodate him/her as much as possible.

- You may receive other email. Act on or route it as appropriate. Normally, communications should come from the Comm team only.

- In case of hardware, software or other difficulties, please contact **Jim Yuen (808-264-3749 - cell)** immediately.

# Hurt 2009 Procedures Manual

## HURT 2009 - 100 Mile Trail Race
## Runner Log

Log number _____        Logger initials _____

**Makiki / Manoa / Nuuanu          Saturday / Sunday**
(Circle a station, day, and time indicator)

1 pm = 1300, 2 pm = 1400, 3 pm = 1500, 4 pm = 1600, 5 pm = 1700, 6 pm = 1800
7 pm = 1900, 8 pm = 2000, 9 pm = 2100, 10 pm = 2200, 11 pm = 2300, 12 am = 0000

| Race # | Military Time (HH:MM) | Race # | Military Time (HH:MM) |
|---|---|---|---|
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# HURT 2009 Procedures

### HURT 2009 - 100 Mile Trail Race
## Communications Log

**In - Out Log**      **Date : Saturday / Sunday**                **Station - Makiki / Manoa / Nuuanu**
                           **(circle one)**                                    **(circle one)**

| Time HH:MM | In / Out | From | To | Subject | Radio / Email | Done |
|---|---|---|---|---|---|---|
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# HURT 2009 Procedures

## HURT 2009 - 100 Mile Trail Race
## Drop Out Sheet

| Date / Time | Race Number | Station - Makiki, Manoa, Nuuanu | Reason - DNS, DNF, 100K | Notes | Done |
|---|---|---|---|---|---|
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# HURT 2009 Procedures

## HURT 2009 - 100 Mile Trail Race
## Trouble Sheet

| Date / Time | From | To | Problem | Done |
|---|---|---|---|---|
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# HURT 2009 Procedures

## HURT 2009 - 100 Mile Trail Race
## Message Form

**Date/Time** _____

**From**_____

**To**_____

**At Makiki / Manoa / Nuuanu** (circle one)

| Comm | Status |
|---|---|
| | |
| Send | |
| Receive | |
| Time | |
| Initials | |

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