

# rallies.info Results Check Sheet Upload Instructions

## Introduction

This document describes the facilities which have been added to the rallies.info website to allow both competitors and organisers to quickly and easily upload documents to the results team. This facility has been created to allow for contactless transmission of information into results for Coronavirus prevention, but will be equally useful afterwards for rapid transmission of information from remote locations. This document is aimed at Timekeepers and other officials, an equivalent for competitors is also available.

## Equipment Needed

The facility is accessed using a normal web browser on a standard mobile phone, using the phone's normal camera. No special software is needed, no accounts need to be created, and the process is designed to be as simple as possible to use. An optional facility uses QR codes to make things even easier for the user, avoiding any typing at all, but this is not needed in order to upload documents. This is explained later in this document.

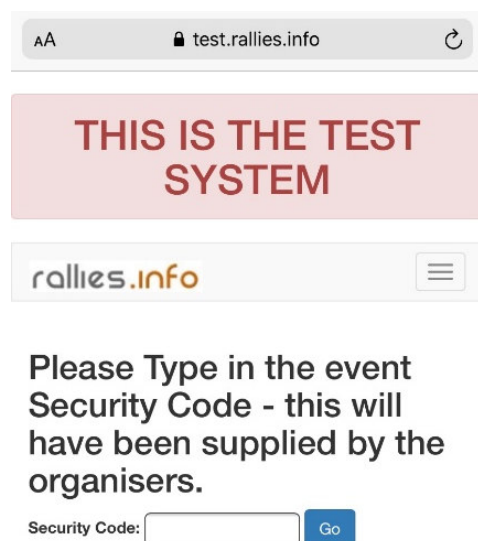
## Accessing the Upload Facility

There are two easy ways to access the upload facility. Each way will end up on the same page, but one involves more typing than the other.

1. By manually typing the address [rallies.info/upload](https://rallies.info/upload) into a web browser. This will take you to a page which will ask for a security code, which must be manually input. The security code will be shown on the document.
2. By Scanning a QR code shown on an individual document such as a Check Sheet or Judge of Fact Form. Using this QR code will avoid the need to enter any details, as all the details needed are stored in the QR code. See the appendix for an example Check Sheet.

## Using the Upload Facility

Once one of the methods above have been used, you will arrive at this page:-



The screenshot shows a mobile browser interface. At the top, the address bar displays 'test.rallies.info'. Below it is a large red box with the text 'THIS IS THE TEST SYSTEM'. Underneath is the 'rallies.info' logo and a menu icon. The main content area contains the text: 'Please Type in the event Security Code - this will have been supplied by the organisers.' Below this text is a form with a label 'Security Code:', an input field, and a blue 'Go' button.

At this point, you will need to type in the security code, and then press the Go button. Note that this page will only appear once per event, after then your phone will remember the code and you won't have to input it again. Note that this page will only appear if you manually type in the upload address, using the QR code will avoid this page and go straight to the main upload page described next.

Once you've input the security code (or used the QR code), you will then arrive at this page:-

AA test.rallies.info

**THIS IS THE TEST SYSTEM**

rallies.info

### REX Pet Hotel Flying Fortress Stages 2019

#### Upload your Checksheet or other Document

Please check that your checksheet name is correct, then click on the 'Choose File' button and take a picture, and finally click on the blue 'Upload' button to upload the picture.

You can upload the same document more than once if you need to (for instance if you have more than one page), the system will store both.

If your document is not a checksheet, please pick the 'Other Document' option in the drop down list.

**Checksheet:**  
MTC 1 Due

**Picture:**  
Choose File no file selected

Upload

This is the main upload page for organisers, and the only thing you need to input is which check sheet you are sending. If you are sending something else, there is an option for this at the bottom of the list of controls.

You then need to take the photo of your document. Click on the 'Choose File' button and your camera will start. How this looks will depend on your phone, so you'll have to work this out for yourself. Please make sure the document is straight when you take the photo and evenly lit.

Once you've taken the photo, you'll come back to this page, and all you then need to do is to click on the blue Upload button.

AA test.rallies.info

**THIS IS THE TEST SYSTEM**

rallies.info

### REX Pet Hotel Flying Fortress Stages 2019

#### Upload your Timecard

Please Check that your car number and which time card you are submitting are correct, then click on the 'Choose File' button to take a picture, and finally click on the blue 'Upload' button to upload the picture.

You can upload the same card more than once if you need to, the system will store both.

If your document is not a Time Card, please pick the 'Other Document' option in the drop down list.

**Car Number:**  
14

**Time Card:**  
2

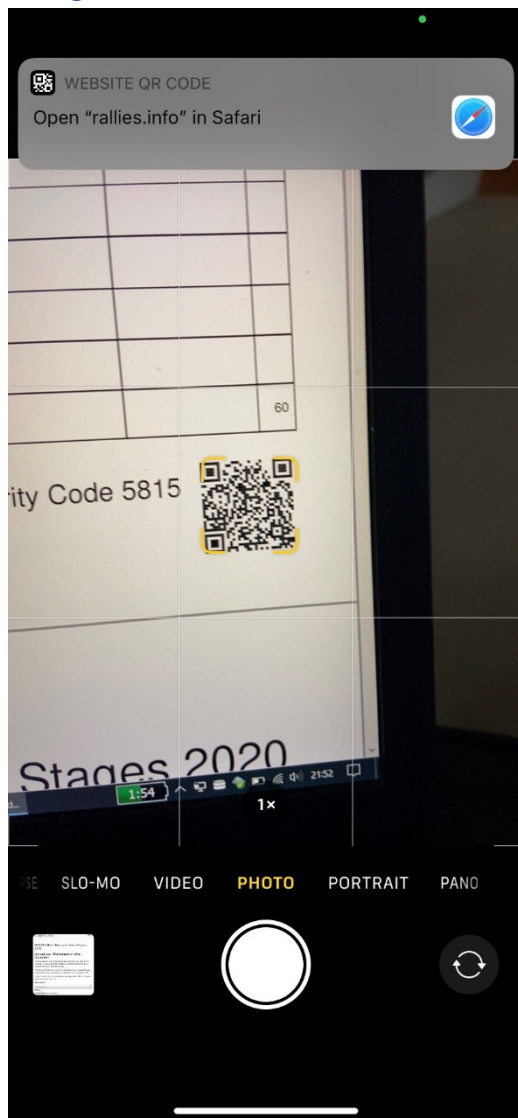
**Timecard picture:**  
Choose File no file selected

Upload

Once you've clicked Upload, you should then get a message saying 'Upload Successful', as shown here.

Note that if you realise that your uploaded picture wasn't good enough, you can just upload a new picture, and the results team will be able to see both documents.

## Using the QR codes



Reading a QR code will depend on your phone, so it's difficult to give specific instructions. On an iPhone, all you need to do is to open the camera, and the phone will recognise the code and offer to open the link in your browser. You can see on the left how this looks. All you do is to click on the bar which pops up at the top and the pages shown above will open.

Modern Android phones work very similarly to this, you just point the camera at the QR code and the phone does it for you. Unfortunately, older Android phones tend not to be updated, so you may need to download a QR code reader from your App Store. However, use of the QR codes is entirely optional, it's really not much more difficult to type in `rallies.info/upload` and then select a check sheet, so if you haven't got a QR reader, don't worry about it.

## Testing the upload system

The upload system for the main results system is only live on the day(s) of the event, and so can't be easily tested. Fortunately, there is a test system which can be used to familiarise yourself with the process. The examples shown here are all using the test system, which is why they have the big red banner. The live system will not show this banner.

To test the upload, the address used is `test.rallies.info/upload`, identical to the live version except for the test bit on the front. You can use this two security code to test the system: 6000, or click on this link, which includes the security code pre-set:-

<https://test.rallies.info/upload?securitycode=6000>

You can also use the examples shown in the Appendix as this goes to the same test system (the Flying Fortress Stages 2019).

## Appendix – Example Check Sheets with QR Code embedded.

Check Sheets like this are individually generated so that the QR codes contain the security code and the Control number. This means that the timekeeper does not need to type anything at all.

# Dukeries Motor Club REX Pet Hotel Flying Fortress Stages 2019 Timekeeper's Check Sheet for SS 1 Finish

Name	Specimen Figures	1	2	3	4	5	6	7	8	9	0
Mobile Number											

### Safety Cars

Car	Hr	Min	Sec	Car	Hr	Min	Sec	Car	Hr	Min	Sec	Car	Hr	Min	Sec

### Competitive Cars

Car	Hr	Min	Sec	Car	Hr	Min	Sec	Car	Hr	Min	Sec	Car	Hr	Min	Sec
			5				25				45				65
			10				30				50				70
			15				35				55				75
			20				40				60				80

When this Sheet is complete, please go to [test.rallies.info/upload](http://test.rallies.info/upload) using Security Code 6000 or just scan the QR code with your camera. Check Sheets by [rallies.info](http://rallies.info)

