

# rallies.info Results Time Card 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. Note that the Time Cards are primarily for competitor reference, and so they will only need to be uploaded when competitors have a query.

## 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 time cards. 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 time card.
2. By Scanning a QR code shown on an individual document such as a Time Card or Damage Declaration 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 Time Card.

## Using the Upload Facility

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



AA test.rallies.info

**THIS IS THE TEST SYSTEM**

rallies.info

Please Type in the event Security Code - this will have been supplied by the organisers.

Security Code:  Go

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, if you use the QR code you'll avoid this page and go straight to the main upload page described next.

Once you've input the security code (or supplied it some other way), 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 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:

Time Card:

1

Timecard picture:

Choose File no file selected

Upload

This is the main upload page for competitors, and there are just two things you need to input.

1. Your car number. Note that if you've followed a QR code on a time card, this will already be filled in, so just check to make sure it's right. Also, once you've uploaded your first card, your phone will remember the car number so you will only need to input it the first time.
2. Which time card you are sending. Again your phone will remember each card you upload and then suggest the next one.

You then need to take the photo of your time card. 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 Successful**

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:

Time Card:

2

Timecard picture:

Choose File no file selected

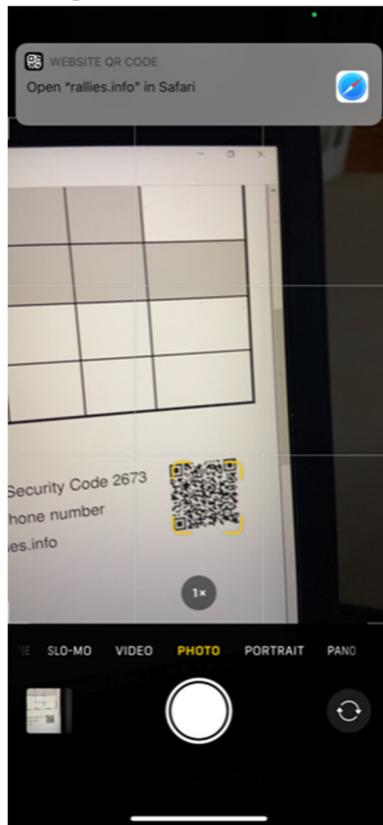
Upload

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

To do my test, I input that I was car 14, and that I was uploading Time Card 1. So, the system is now suggesting that I upload time card 2 for car 14 to save typing. These can be changed, but most of the time should be correct.

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 follow a link and then type in car numbers and select a time card, 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](https://test.rallies.info/upload), identical to the live version except for the test bit on the front. You can use the security code 9840 to test the system, or click this link:-

<https://test.rallies.info/upload?securitycode=9840>

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 Time Card with QR Code embedded.

Time Cards like this are individually generated so that the QR codes contain the security code, the competitor number, and the Time Card number. This means that the competitor does not need to type anything at all.

Competitor

Record

Time Card 1

Control	Time
MTC 1 Due	
<b>MTC 1</b>	
SS 1 Start	
SS 1 Start	
SS 1 Finish	

Dukeries Motor Club

REX Pet Hotel Flying Fortress Stages 2019

**Time Card 1**

**Car 14**

Control	Target Min:Sec	Bogey Min:Sec	Hours	Mins	Secs	Prev. Car	Signature
MTC 1 Due							
MTC 1							
SS 1 Start	Nominated Start Time						
SS 1 Start							
SS 1 Finish	15:48	6:47					

Time Cards by rallies.info

In case of query, please upload at [test.rallies.info/upload](http://test.rallies.info/upload) using Security Code 9840 or just scan the QR code with your camera. Please write your phone number somewhere on the card if you'd like a reply. Time Cards by rallies.info

