Guide to the VTTA Age Records System

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SYSTEM OVERVIEW FOR MEMBERS - 1

- The Age Records database has been derived from the following sources:
  - The National Age Records database, containing all current records and records set and beaten since 2009
  - The National Age Records database compiled by Les Lowe, containing records from 1923 to 2009
  - Group record databases from Surrey/Sussex, London & Home Counties, West, Midlands, North Lancs & Lakes, Manchester & NW, Wessex and East Anglian
- The Age Records system has the following features for members
  - Viewing of current National and Group Age Records
  - Viewing the history of National and Group Age Records (as available)
  - Download of National and Group Age Records for offline analysis
- The production of a consolidated age records database has enabled us to:
  - See the full history of records by category (road & track), machine, gender and event type
  - Identify new group records – beaten national records may still be group records
  - Produce a group records database for groups that do not currently have one, or have not yet submitted one for upload

SYSTEM OVERVIEW FOR MEMBERS - 2

Solo Road Time Trial Records

- Records are detected by the system:
  - New results are compared with the records database.
  - If a new group record is detected a notification is sent to the member and the group official
  - If a new national record is detected a notification is sent to the member and the national official
  - The record is added to the database and marked "pending ratification"
  - The officials reviews the new record and confirms that the information is valid
  - The official ratifies the record by accepting or rejecting it
  - A notification is sent to the member confirming acceptance or rejection

SYSTEM OVERVIEW FOR MEMBERS - 3

Tandem, Track and Historic Records

- Records may be claimed as follows using the system:
  - A Member submits a claim to the appropriate Recorder (a form available on the VTTA web site may be used). The claim may be for a national record, group record, or both.
  - The Recorder reviews the claim and confirms that the information is valid
  - The Recorder adds the record to the Age Records database
  - The Age Records system determines if the new record is:
    - A National Record
    - A Group Record
    - Not a Record
  - National Records are marked "pending ratification" by the system
  - The National Road/Track Records Secretary reviews pending National Records and ratifies them as appropriate

VIEWING CURRENT NATIONAL RECORDS

Go to the VTTA website and select the Records tab and then Record Tables.

The National Records appear. Use the Filter to select the records you wish to view.

You can type in the name of the record holder and use the "all distances/times" option to find all the records by a person in a category.

VIEWING PENDING NATIONAL RECORDS

If a current record is pending ratification, there is an ! next to it.

Note this record has been set pending in the system to illustrate the ratification process. The record was set ratified after testing.

VIEWING ALL NATIONAL RECORDS

In the filter, select the "Include Beaten Records" checkbox.

Current and beaten National Records appear.

Current records are marked with a trophy icon and a clear background.

Beaten records are marked with a B icon and a grey background.

VIEWING CURRENT GROUP RECORDS

Go to the VTTA website and select the Group and then Group Records

VIEWING CURRENT GROUP RECORDS

The Group Records appear. Use the Filter to select the records you wish to view.

Current national records have a trophy icon.

VIEWING ALL GROUP RECORDS

In the filter, select the "Include Beaten Records" checkbox.

Current and beaten Group Records appear.

Current group records have a white background.

The trophy icon flags current national records.

Beaten records have a grey background and are marked with a B icon.

DOWNLOADING RECORDS

In any of the Website view records displays, click on the Download button to extract the filtered records into a CSV file.

Notice how we have filtered on a specific rider to get a file of all his road records.
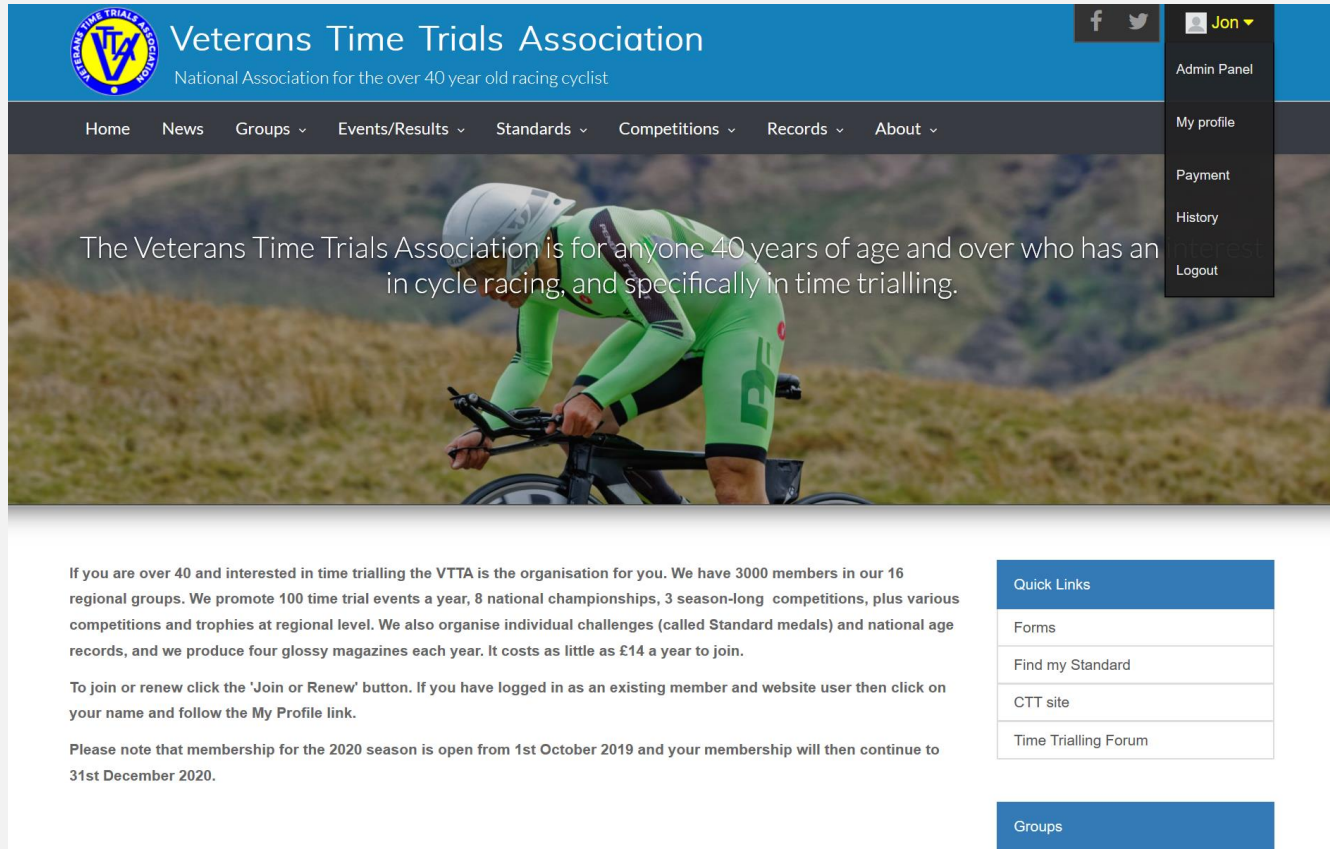
IMPORTING GROUP RECORDS

- Records can be added individually by the group recorder, but if there are 50 or more to add it may be more convenient to import them from a file

- The process is:
  - Request the records template from itmanager@vtta.org.uk
  - Complete and return the template
  - The file will be checked and amended as appropriate
  - VTTA member number will be added
  - The file will be loaded by IT support

ADDITIONAL FEATURES FOR GROUP RECORDERS & RECORDS SECRETARIES

- The Age Records system has the following features for Group Recorders and Records Secretaries in addition to those for Members:
  - Add, Edit and Delete Age Records
  - Ratify Group Age Records by the National Road/Track Records Secretary
  - Ratify National Age Records by the National Road/Track Records Secretary
  - Automatically compute whether a record is a
    - Current National Record
    - Beaten National Record
    - Current Group Record
    - Beaten Group Record
    - None of the above

- A process runs to manage changes to the Age Records database every 10 minutes. This means that changes may take several minutes to appear in the displays. An orange banner above the record list shows the process is running.

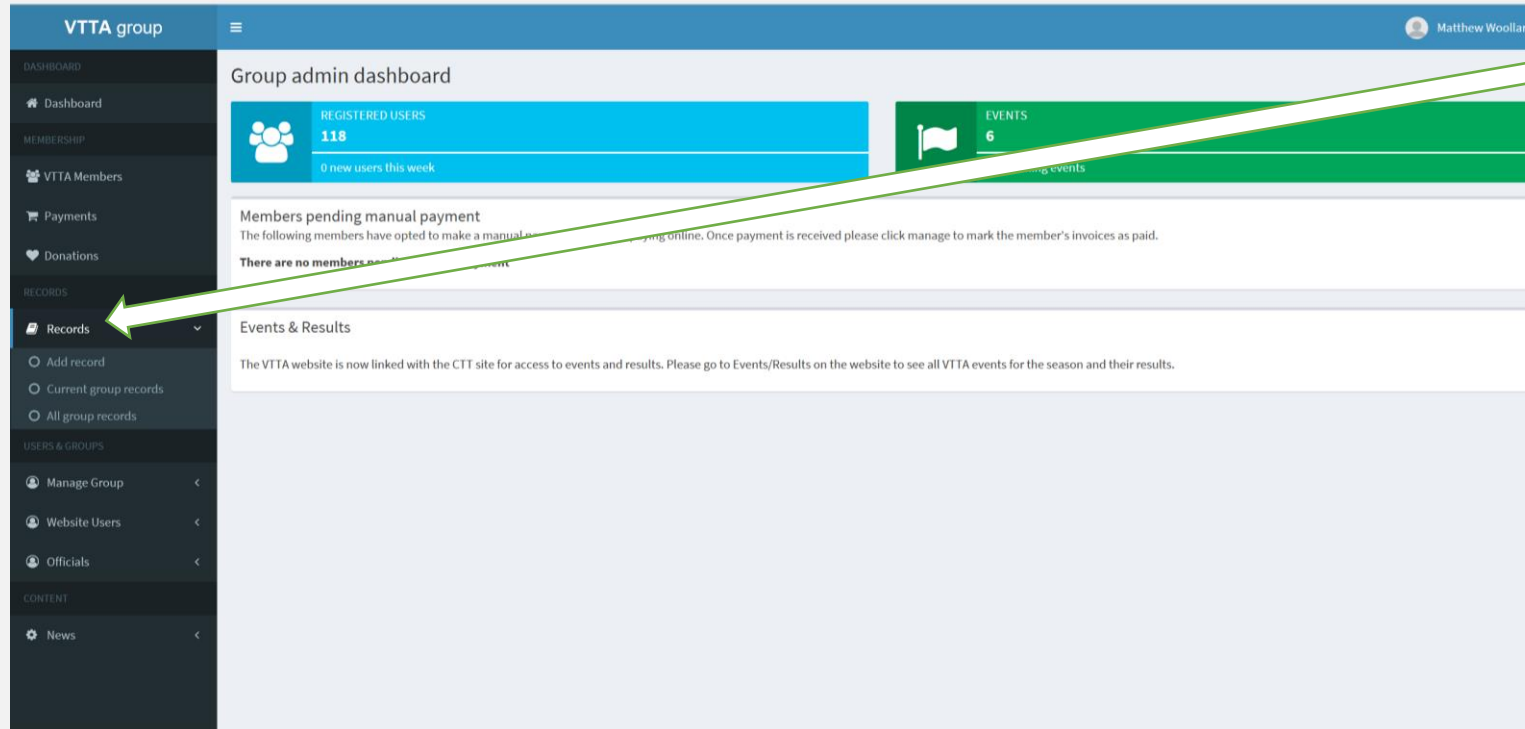# ACCESSING THE GROUP RECORDER FUNCTIONS

Login, click on your name on the top right and select Admin Panel

ADMIN PANEL GROUP RECORDER FUNCTIONS

Click on Records and view functions
- Add Record
- Current Group Records
- All Group Records (shows all the current and beaten records of the Group)

ADD RECORD

Complete the form to Add a Record

- If the recorder holder is a current member, tick this box and then start typing their name in the last name field. Select the member you want from the list. Fields are populated from the member database. If the member is not a current member, don't tick this box. Type in their first name, last name and club and set the gender value instead.
- If this is a mixed tandem record, set the gender to MIXED.
- When machine is set to tandem bike or tandem trike, additional fields appear to capture the details of the second rider.
- Category setting changes the Distance/Time options
- Distance/Time setting switches the format of the Time/distance result from hh:mm:ss to ddd.dd
- Leave the tick boxes unchanged if this a new group record. Tick the first box if you think it could be, or have been, a national record. Tick the second box if it is an old group record. Tick the third box if it is a tandem record with riders from different groups, or if the record was set on a course not approved by the group
- Check the data and click submit to add the record.

CURRENT GROUP RECORDS

1. Click on Current Group Records and set the fields in the filter and then click "Filter"

2. Click on Group Ratified to view the Ratification options; these are reversible

3. You can edit a record by clicking on edit; this brings up the set of fields you see in Add Record; make your changes and submit.

4. You can delete a record by clicking on delete; this brings up an "are you sure?" message which you click "ok" to delete. It is not reversible! Only delete if you are sure the record was never a national or group record.

ALL GROUP RECORDS – CURRENT & BEATEN

1. Click on All Group Records and set the fields in the filter and then click "Filter"

2. Click on Group Ratified to view the Ratification options; these are reversible

3. You can edit a record by clicking on edit; this brings up the set of fields you see in Add Record; make your changes and submit.

4. You can delete a record by clicking on delete; this brings up an "are you sure?" message which you click "ok" to delete. It is not reversible! Only delete if you are sure the record was never a national or group record.

Temporary Duplications

- After you have added a record, you may observe that the record is replicated up to four times in the displays. After a several minutes the replications disappear and you see one record.

- This replication is a side effect of the records calculation. We could prevent it by blocking the addition of records while the calculation runs, but this would slow down adding records and prevent recorders working in parallel, so we have left the system as it is. The replication is temporary and harmless.
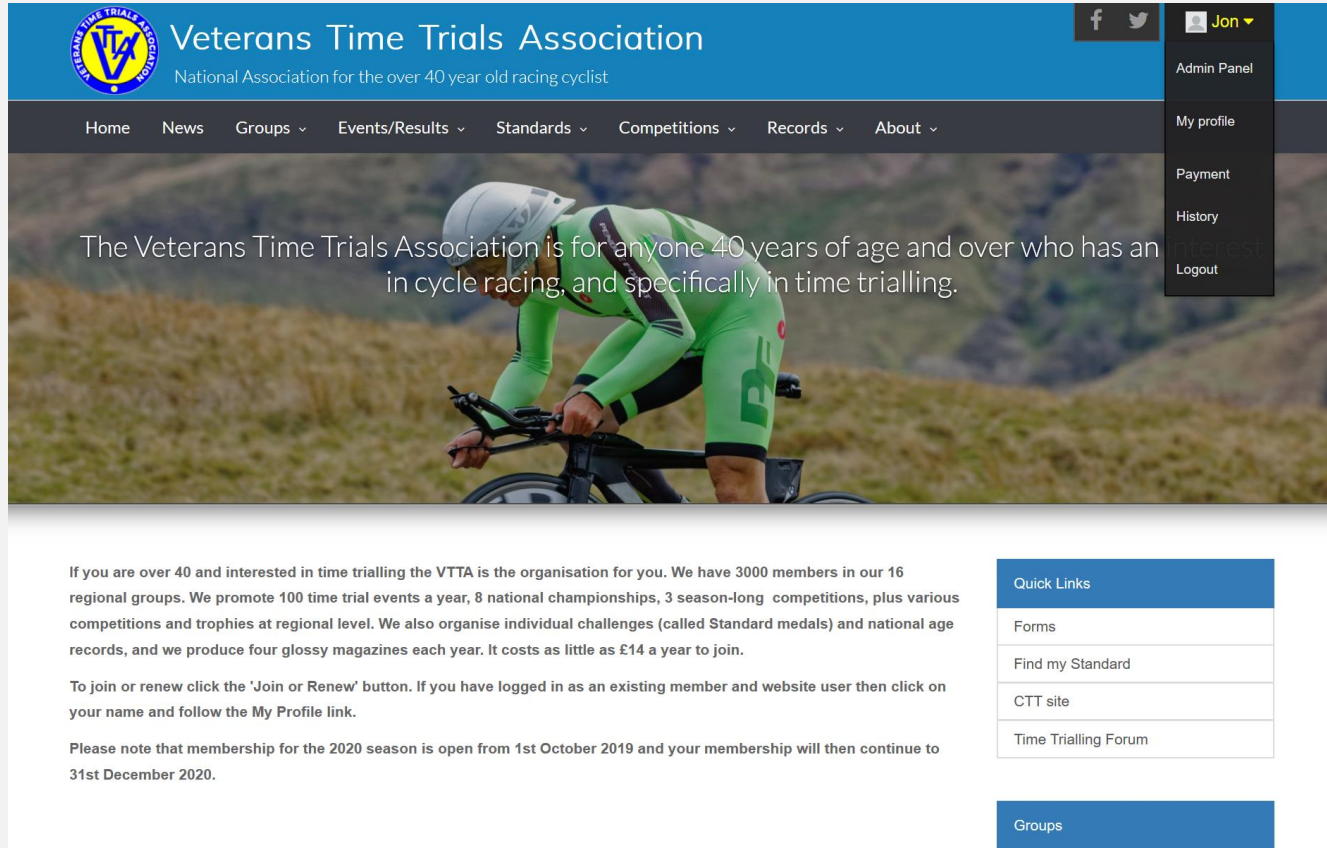
MANAGING TANDEM RECORDS

- Tandem records are stored as two lines in the database, one for each rider.

- The displayed age is the sum of the ages (the Joint Age) of both riders.

- When you add a tandem record, the system asks for the details of both riders.

- When you edit a tandem record, any common fields (such as event) must be edited in both rider line items.

- When you delete a tandem record, you must delete both line items.

- For a mixed tandem record, set the gender of both riders to MIXED.

ACCESSING THE NATIONAL ROAD/TRACK RECORDS SECRETARY FUNCTIONS

Login, click on your name on the top right and select Admin Panel

ADMIN PANEL ROAD/TRACK RECORDS SECRETARY FUNCTIONS

Click on Records and view functions
- Add Record
- National Records
- Group Records
- All Records
- Import Records

CURRENT NATIONAL RECORDS

1. Click on National Records and set the fields in the filter and then click "Filter"

2. You can Ratify a Record by clicking on "Pending Ratification" and selecting Approve Record. You can also reject a Record and set it back to pending.

3. You can edit a record by clicking on edit; this brings up the set of fields you see in Add Record; make your changes and submit. Changes are queued

4. You can delete a record by clicking on delete; this brings up an "are you sure?" message which you click "ok" to delete. It is not reversible! Only delete if you are sure the record was never a national or group record.

CURRENT GROUP RECORDS

1. Click on Group Records and set the fields in the filter and then click "Filter"

2. You can Ratify a Record by clicking on "Pending Ratification" and selecting Approve Record. You can also reject a Record and set it back to pending.

3. You can edit a record by clicking on edit; this brings up the set of fields you see in Add Record; make your changes and submit. Changes are queued

4. You can delete a record by clicking on delete; this brings up an "are you sure?" message which you click "ok" to delete. It is not reversible! Only delete if you are sure the record was never a national or group record.

ALL RECORDS CURRENT & BEATEN

1. Click on All Records and set the fields in the filter and then click "Filter". Green/Blue trophy icons are national/group records.

2. You can view only National Records by selecting Approved in Ratification Status.

3. You can Ratify a Record at both Group and National level by clicking on "Pending Ratification" and selecting Approve Record. You can also reject a Record and set it back to pending.

4. You can find a record by First Name and Last Name

5. You can edit a record by clicking on edit; this brings up the set of fields you see in Add Record; make your changes and submit. Changes are queued

6. You can delete a record by clicking on delete; this brings up an "are you sure?" message which you click "ok" to delete. It is not reversible! Only delete if you are sure the record was never a national or group record.

IMPORT RECORDS
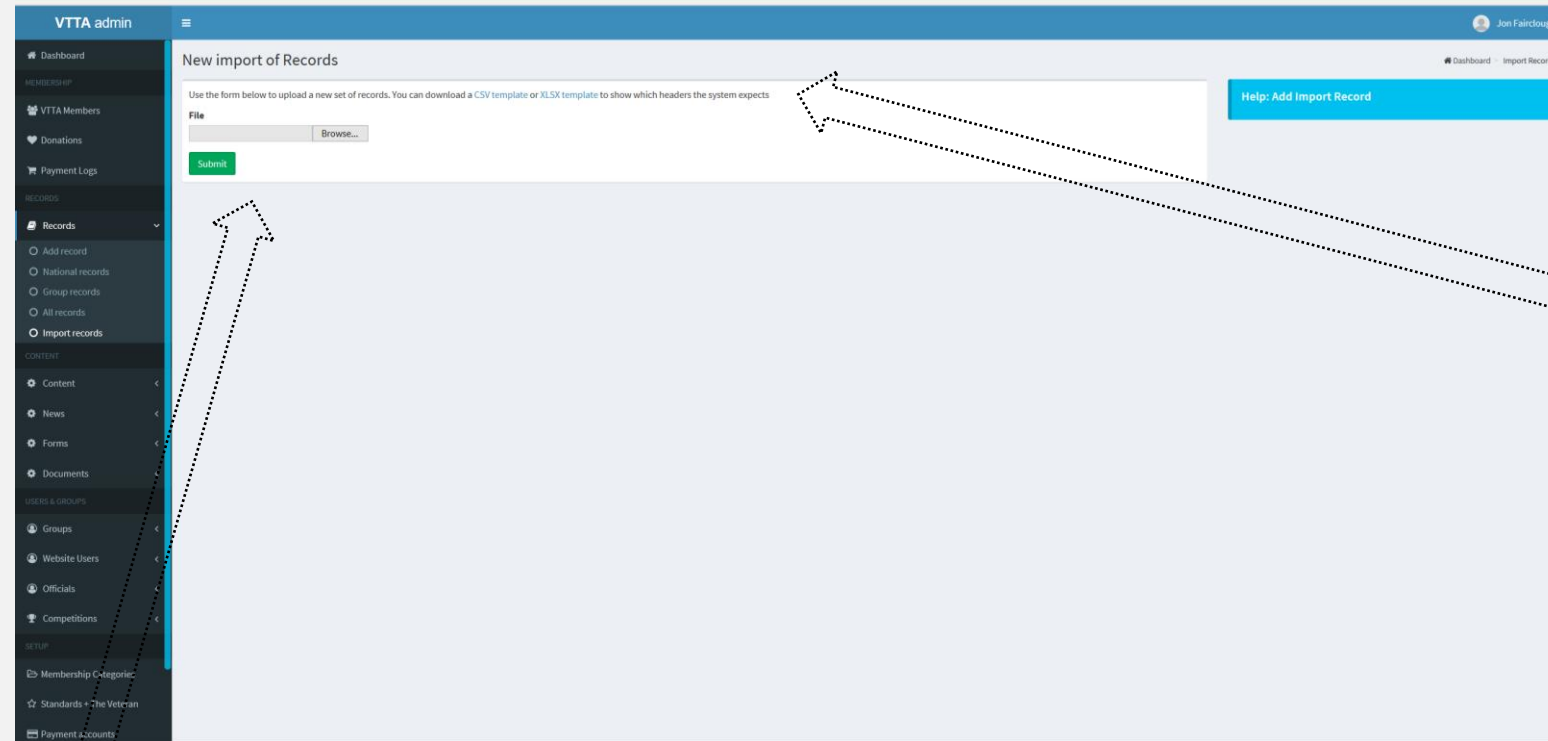
1. Click on Import Records

2. Download the latest template and add your record data.

3. Browse to find the file you wish to import. Submitting queues the file for import to the database. Currently support checks the file before import.

Questions and Answers

- My group only allows group records to be set on specified courses. Can I enforce this and how?
  - Yes you can. When you add the record, tick the box "Record is eligible for a national record but not a group record." Similarly if you find a record in your group list that was not on a group course, untick the box to remove it from the group records
- I have a national record claim, but I know someone has beaten it already. Should I enter it?
  - Yes. When you add the record, tick the box "Record has previously been a national record? OR this is a national record claim". You should always enter a beaten national record, whether from this year or before, this way.
- I have an old group record that I know has been beaten. Should I enter and if so how?
  - Yes. When you add the record, tick the box "Record has previously been a group record?"
- A national tandem record has been set by riders from different VTTA groups. How should I add it?
  - Such a record is ineligible for being a group record. When you add it, tick the box "Record is eligible for a national record but not a group record."

Further Information

- See the Guide to VTTA Automated Record Claim System for more detail on processing records

Notes

- The Age Records System has been tested with the Microsoft Edge and Google Chrome browsers and it is recommended to use one of these
- The Add Record function appears not to work properly with the Firefox browser

Thank you!

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