



Introduction to PACER

1. Purpose

This document is intended to outline how to use PACER for LDWA Challenge events

2. Why Use Pacer ?

The particular benefits of PACER include :-

- enables the upload of participant data from online entry systems including Fabian 4 and SIEntries
- facilitates the preparation of event registration cards for entrants
- generates participant lists for event marshals
- permits the use of barcode scanners to read registration cards thus eliminating recording errors associated with manual typing
- streamlines the passage of entrants through checkpoints by the electronic scanning of registration cards
- permits real-time tracking of participants through checkpoints which crucially gives the event organiser an overview of the progress of the event
- Checkpoints have a clear view of numbers expected, through and remaining
- create a web-portal through which supporters etc. can view the progress of selected participants
- speeds up the printing of certificates at the end of the event
- automatically generates the results as the event concludes, and can publish the results on the LDWA website automatically

3. How does it work ?

In summary, this is how to use Pacer on a Challenge Event :-

- The event organiser sets up the challenge event on PACER entering details of the Checkpoints and Routes
- When entries close, details of participants are downloaded from the entry system e.g. SIEntries and uploaded into PACER
- Barcoded Tally Cards are produced from PACER (or production can be outsourced)
- At registration on the day of the event, entrants are issued with their tally cards
- The entrants start time is recorded by scanning their card as they leave (or scan as the card is issued for a bulk start)
- The checkpoint staff use a barcode scanner and mobile/tablet to scan each entrant's tally card as they reach the checkpoint
- PACER is automatically updated with progress, so the Event Controller and Checkpoint staff have a clear view of progress, and how many entrants are through/outstanding at the Checkpoint
- At the finish the card is scanned, and a certificate is immediately available for printing.



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- The results are automatically generated and can if required be immediately shown on the LDWA website (under Challenge Events – Results)

4. What kit is Required for PACER ?

Pacer is an LDWA-developed system, so there is no cost for Local Groups to use it, however some equipment is needed to use the system as follows :-

The Organiser will need

- A computer/laptop with internet access to set up the event. The computer should have a program such as MS Excel which can view/manipulate csv files (spreadsheets).
- A printer to print off participant lists etc. Ideally a laser printer so the lists are more weatherproof for marshals

Tally Cards – two options

- PACER can be used to print out barcode labels to stick on to plastic cards or traditional printed card tallies. For this option the labels must be printed by laser printer so they are waterproof. Use Waterproof labels e.g. <https://www.labelplanet.co.uk/label-finder/lp21-63-mwp/>
 - If using plastic cards search for “Blank CR80 PVC ID Cards 760 Micron” on eBay.
- Outsourcing (First4Numbers) Saves considerable time and effort over the PACER option. Surrey has designed a template to cover all its Challenge Events. On one side appears data and on the reverse the Surrey Logo and event name:- The Route Card is credit card size - 85.6mm x 53.98mm. The card has a hole, so string can be used to attach it. Cost is circa £25 per 100



The Event HQ will need

- A computer/laptop with internet access for the event controller to monitor the event.
- A printer, if certificates are to be printed on the day
- A Pacer marshal equipped as below
- Internet access is essential for the HQ

About Checkpoints

- Checkpoints need internet access/mobile data to use PACER



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- If a checkpoint has no internet access, consider placing the Pacer marshal a short distance from the checkpoint where better reception can be located, or see if a friendly neighbour will share their WiFi

Each Pacer Marshal will need

- A mobile phone or tablet – either Apple or Android with Bluetooth and mobile data
- A Bluetooth barcode scanner that supports Apple and Android devices e.g. the [Netum C740](#)
- A battery pack in case phone/tablet or scanner runs low on charge – e.g. [Deteng Power Bank 10,000mAh](#)
- A patio umbrella and/or weatherwriter can also be useful to keep the rain off at outdoor checkpoints
- Manual back-up sheets, participant lists

5. More Information

More information is available as follows

- From the Pacer Rep - Tim Bedwell at Pacer@ldwa.org.uk
- The Pacer document library <https://ldwa.org.uk/PACERAdminGroup/M/894/pacer-documents.html>
- Surrey Pacer guides at <https://ldwa.org.uk/Surrey/M/1276/pacer.html> which will give you practical guidance on PACER & scanner setup together with advice on scanning at a CP.