

**Thank you for choosing to hold your Pinewood Derby Race
at the Durham Scout Center.**

Here are a few “housekeeping” items and then in the following pages you will find specifics on running the program for your race.

- As scouts, please respect the space you are using and leave it as you found it, if not better.
If you need to do any clean-up like vacuuming or wiping graphite off tables, cleaning supplies can be found in the utility closet between the men’s and women’s restrooms.
- If you are the last ones here, please ensure all lights are shut off. To secure the building and set the alarm, enter code **0326** in the keypad outside the Scout Shop.
- If you had Scouts and their families attend in person, please check the restrooms before you leave to ensure they are tidy.
- The computer may be on and ready when you arrive. The log-in information is on the post-it-note taped to the computer should you need to log-into it.
 - Click on GrandPrix Race Master software on the desktop.
- If you encounter any troubles, please contact one of the following:
 - Christine Sammons – 816-868-0815
 - Sam Kanne – 712-269-3091

**ABOVE ALL.....
Have Fun!!**

**Now let’s go racing
Scouts!**

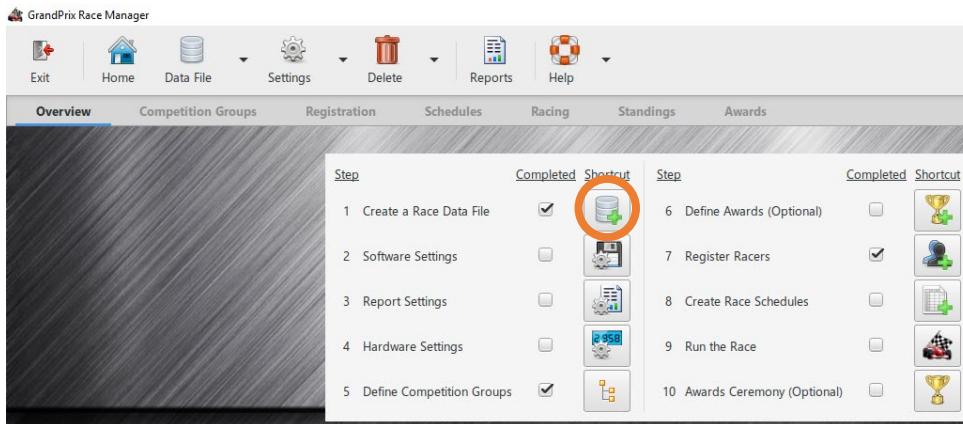
1. Prior to your race, load in your race information into this excel doc [LINK](#). Save this file on a flash drive in CSV format.
2. Verify possession of racer roster CSV (comma separated values file, spreadsheet)

	A	B	C	D	E	F
1	LastName	FirstName	Pack	Den/rank	CarNumber	CarName
2		Ethan	549	Lion	10	Police Car
3		Annabelle	549	Lion	11	Pikachu
4		Addison	549	Lion	12	Baby Kitty
5		JD	549	Lion	13	Batmobile
6		Michael	549	Lion	14	The Blob
7		Oliver	549	Lion	15	Red N' Green
8		Jace	549	Lion	16	Rusty
9		Ethan	549	Lion	17	Wonka Wheel
10		Jackson	549	Tiger	20	Blue Sleek Speedster

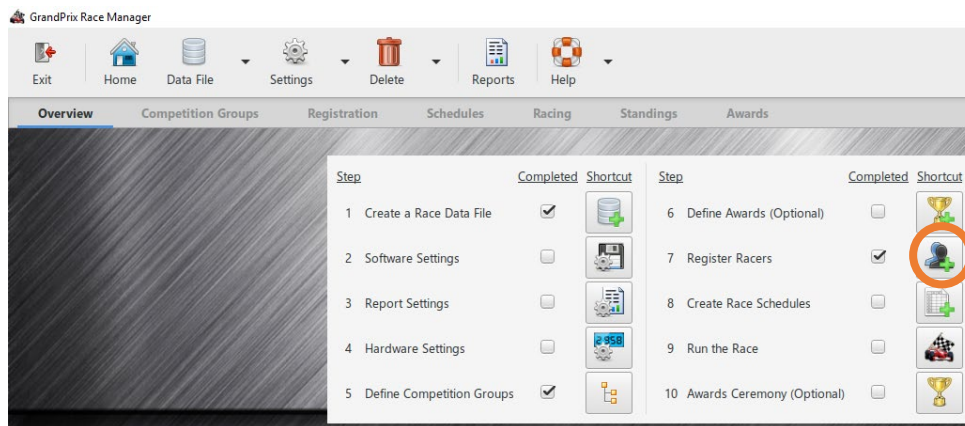
3. Save the CSV file to the desktop and change the document name to 2025PackXXX.sqlite
4. Start GrandPrix Race Master software using the checkered flag icon pinned on the taskbar or on the desktop.



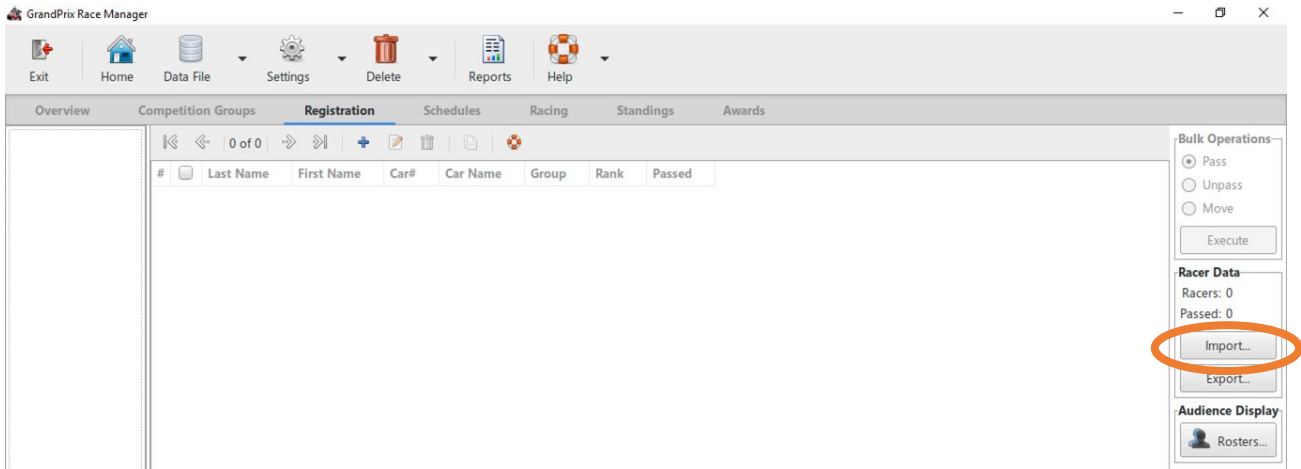
5. Click on the shortcut button (circled below) next to “Create a Race Data File”. Find your file on the desktop and click Save. Click 'no' when prompted to go through the Basic Setup Wizard.



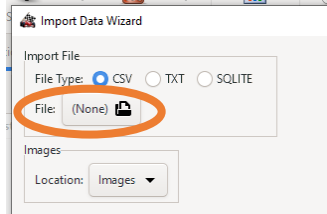
6. Click the shortcut button (circled below) next to “Register Racers” and click 'Yes' when asked if you are importing racers.



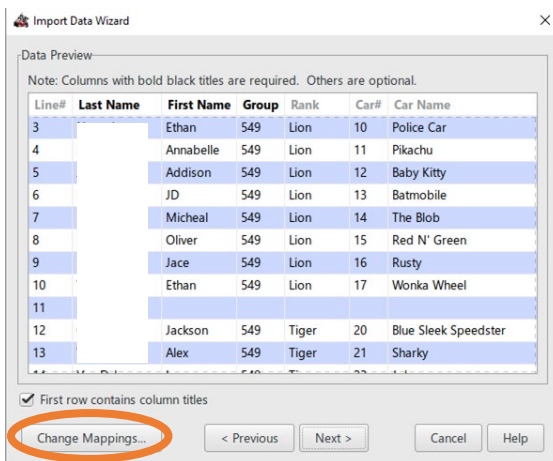
7. On the right side of the screen, click the import button.



8. Click CSV for the File Type. Click “None” to upload your file with racer info. Then click Next.

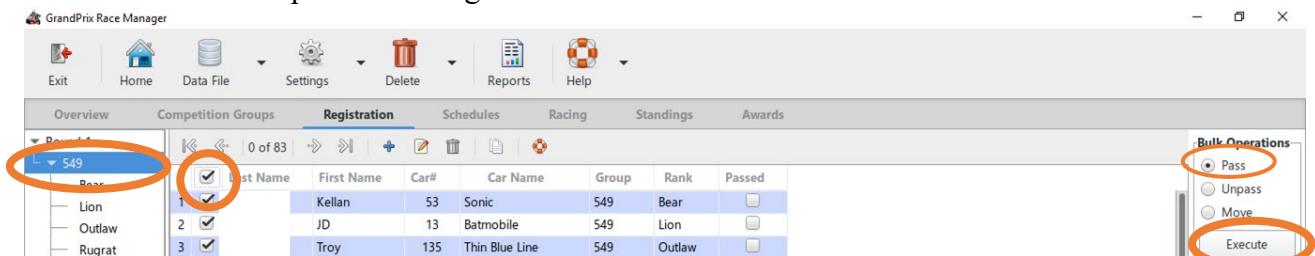


9. Verify header matches data uploaded. Click “Change Mappings” to correct. (ie. Last name in the last name field, car number in the car number field, den in the rank field, etc.) Click next when data is correct.

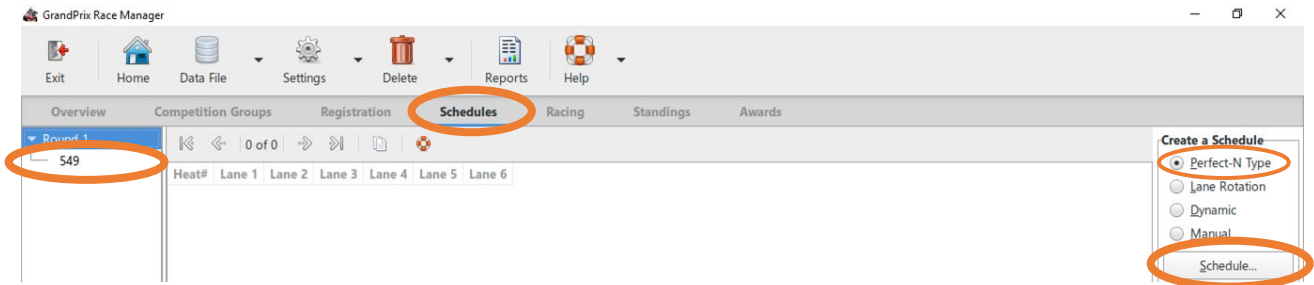


10. Click the Import button, then click OK and Finish.

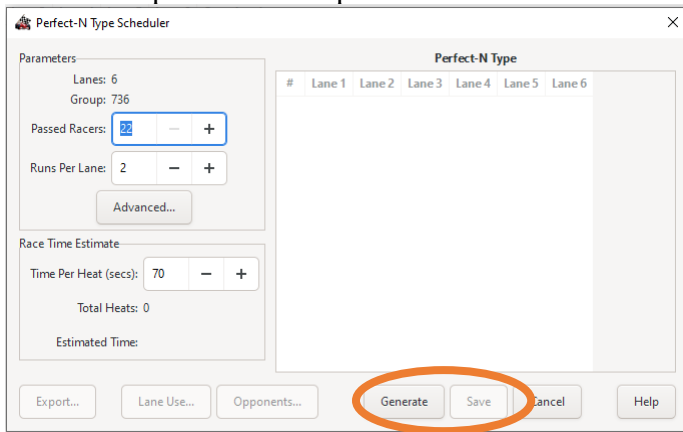
11. Highlight the pack number on the left, select all the racers using the check box on the top, ensure the Pass option to the right is selected and click the Execute button.



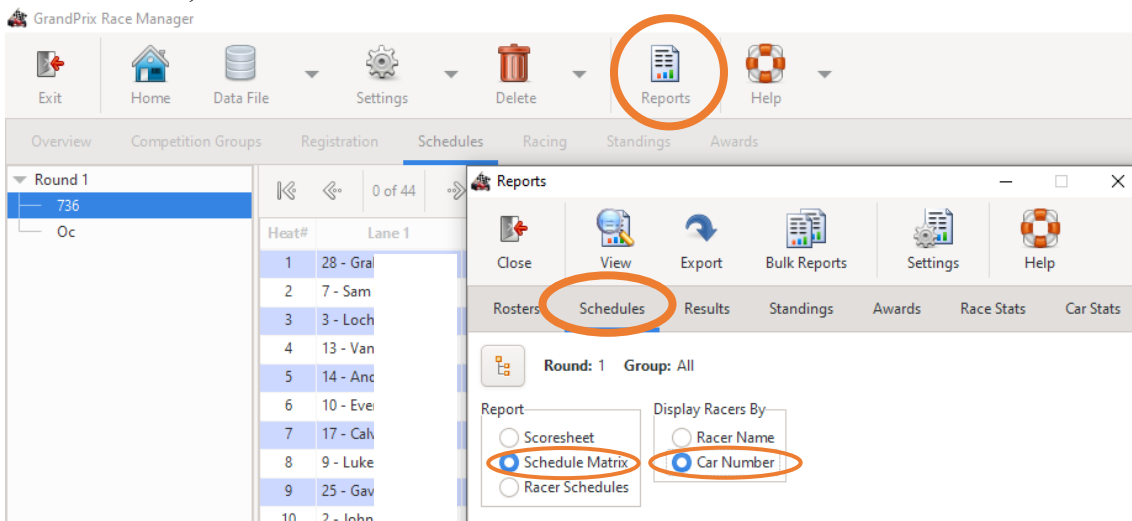
12. Click the Schedules tab on the header, highlight the pack on the left of the screen, ensure the Perfect-N Type option is selected, and click Schedule.



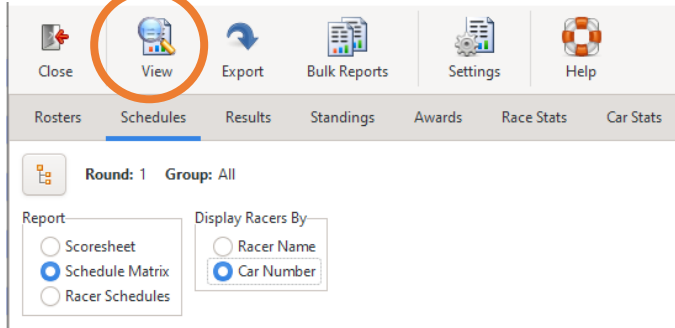
13. Keep the default options and click Generate. Then click Save



14. Click the Reports button on the top of the screen, click the Schedules tab, select Schedule Matrix, and click Car Number.



15. Click the View button

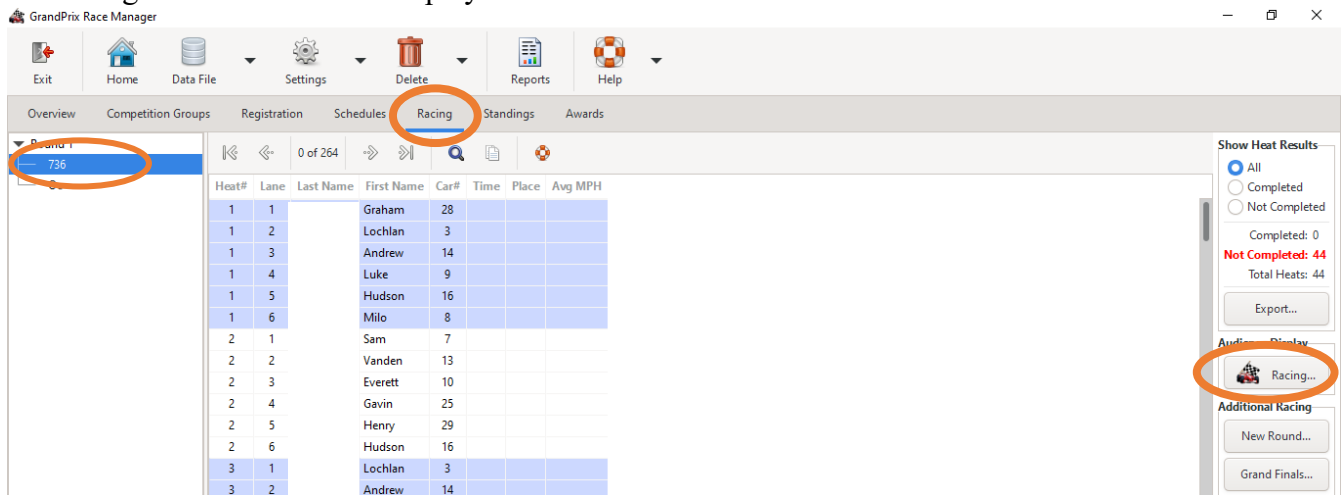


16. Name the file “2025PackXXXSchedule Matrix.pdf” and click Save.

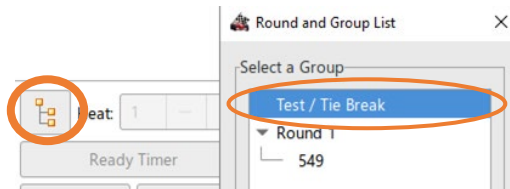
17. When the PDF is displayed, select Print. The Printer is Dell B1163w Mono MFP XPS. Print 1 copy for the car sorters at the table to stage races.

18. Return to the GrandPrix Race Manager software and close the reports dialog box.

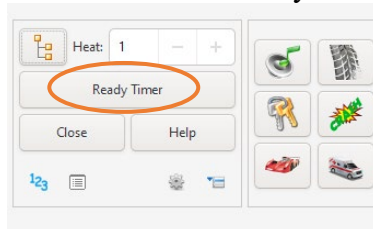
19. Click the Racing tab and select the Pack to the left of the screen. Click the Racing button to the right under Audience Display.



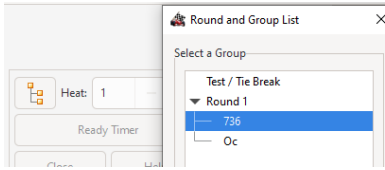
20. Click the tree icon on the left if a popup doesn't appear. Select Test /Tie Break and click okay.



21. Click the Ready Timer button and run your test race to verify everything is working properly.



22. Click the tree icon again and select the pack number for the derby and click OK.



23. Click the Ready Timer button and run your derby.