



Directions for creating divisions and consi races in Trackside.

Terminology: A Heat is the same thing as a Division.
 A Consi is the same thing as an LCQ.

In Trackside, you should only create heats when you are breaking a class into separate groups and intend to qualify down to having a main event where the top finishers compete against one another. If it is your intention to separate the class and never bring the better riders together in a main event (have two 1st places, two 2nd places, etc.), then you will not use the CREATE HEATS button.

For the example in this document, we will have a starting gate which holds 30 racers and a class which has 50 racers signed up.

Step 1. Registration.

The first thing you will need to do is register all your racers in all your classes. Once the majority of registration is done, you are ready to create heats for whichever classes need them.

Step 2. Create Heats/Divisions.

Now that registration is complete, you are ready to create the Heats. You will need to go to the Class Detail tab to do this. In the list of classes on the left, you can click your mouse on the heading which says “# of Racers”. This will sort the classes based on the number of entries. You may need to click the heading a second time to sort Ascending or Descending.

Select the class you want to create heats for then click the button on the screen which says “**Create Heats/Divisions**”. A window will then open asking you the following:

- *Promote to Divisions using:* Here you will select your preference of “Order of Signup” or “Random”.
- *Total number of Divisions:* You must figure out this number based on your number of entries. If you have a 30 man gate and get 50 racers signed up, you will enter a “2” here so you will get two divisions of 25 racers in each division.

- *Number of gate positions per row in Division:* The number entered here should be the number of starting gates you have. There is no harm if the number here is higher and you will not be creating a second row or racers.

Now click the **Create Divisions** button. Your heats are created.

Note: If you were to go to the Sign-up tab and sign more racers into the class, all new racers will get placed in Division 1. If you were to sign up 4 more racers, all 4 would go into Division 1. You would then have to manually move the racers into a different heat.

To move a racer from one heat to the other, go to the Heats/Divisions tab and select the Division you want to move the racer out of. Find the racer and change the Div Nbr field to the division you want the racer moved to. Click the **SAVE** button. You should then select the Division you moved the racer to and set his division row and gate position.

Step 3. Place Divisions in race order.

The divisions you created are now ready to be placed in the race order so you may post reports. Go to the Race Order tab and drag the divisions into a race box. I recommend that you drag them all to the same race box even if you are going to have separate motos for each division. This will keep your race order easier to manage and less confusing for the racers when you get to the main events.

Step 4. Score the Divisions.

If you have raced the Divisions in separate races (even if you had them in the same race box), you can score the race at the Heats/Divisions tab. If you had more than one division on the track at a time, you can score the race at the Score by Race tab. After you have entered the scores for all the Heats of a single class, you will need to go to the Heats/Divisions tab and select any of the heat numbers from that class. You are now ready to create the consi race.

Step 5. Create the Consi.

From the Heats/Divisions tab, you will click the “**Create Consi**” button. A window will then open asking you the following:

- *Top ___ out of each division advance to the Main Event.* Here you will enter the number you want to advance from each Division. In this example, you may want to enter a 12 since you had two divisions. This will place 12 racers from each division for a total of 24 racers in the main event. It will cause you to have 26 racers left over who did not advance.
- *Total number of Consi Races:* You must figure out this number based on your number of racers who did not advance. In most cases you will only create one Consi. For this example, you will enter a “1” so that all 26 non-advancing racers will be placed in the same consi.
- *Number of gate positions per row in Consi:* The number entered here should be the number of starting gates you have. There is no harm if the number here is higher and you will not be creating a second row or racers.

Now click the **Create Consi Races** button. Your Consis are created.

Step 6. Place Consis in race order.

The Consis you created are now ready to be placed in the race order so you may post reports. Go to the Race Order tab and drag the Consis into a race box.

Step 7. Score the Consis.

You can score the race at the Consi tab. If you had more than one Consi on the track at a time, you can score the race at the Score by Race tab. After you have entered the scores for all the Consis of a single class, you will need to go to the Consi tab and select any Consi from the class. You are now ready to create the Main Event race.

Step 8. Create the Main Event.

The Main Event is created from the Consi tab by clicking the **Create Main Event** button. Occasionally you may need to create the Main Event with out having a Consi Race. If this is the case, then you can create the Main Event from the Heats/Divisions tab using the Menu. Click Actions, Create Main Event. At this time, Trackside will “seat the main”. Any racer who advanced to the Main event from the Heat will be seated before a racer who advances from the Consi. The winner of the fastest Heat is seated first then the winner of the second fastest heat seated second. If the times are not entered, Trackside will seat heat 1 then heat 2 then heat 3 winners and continue on.

Step 9. Place Main Event in race order.

The Main you created is now ready to be placed in the race order so you may post reports. Go to the Race Order tab and drag the class into a race box.

From this point on, you simply score the class as a moto 2 race.

NOTE: If you need to advance a racer into the Main event who you did not advance through the heats or consi, you can add a racer to the main event from the MOTOS tab. Click the class you want to advance a racer into and then go to the menu and click SIGNUP, ADD PROVISIONAL RACER. A window will open with all the racers signed up for the class who are not in the main event. Select the racer you want to move to the main and click OK.

If you chose to remove a racer from the main event but do not want to remove him from the class, you can do that at the MOTOS tab. Select the racer then click the **Delete Racer** button in the menu.

Any time that you manually add to or remove racers from the Main event, you may need to adjust the Row and Gate Position for some racers.