

File Naming Format to use for the BEAR100 program station log files

In the BEAR100 program, the default Save file name is *times.csv* using menu tabs *File* > *Save*. To help identify the runner log collected at your station, a unique identifier needs be used. Upon starting the BEAR100 program for the first time at your station, go the menu tabs *File* > *Save As* and name your file to be saved as ***aidxx.csv***, where ***xx*** is your aid station number, i.e., Aid Station 1 would have the file name of ***aid01.csv***, Aid Station 2 would have ***aid02.csv***, etc., and Finish Line would have ***finish.csv***. Please note that the named logging file (example, ***aid01.csv***) is your master log file that you will be adding the collected runner info to each time you save to the file. DO NOT edit this master log file outside of the BEAR100 application by using excel or a text editor.

When you have collected a group of runners and are ready to send that first group in via Winlink Express, go to the menu tabs *File* > *Save* and click on *Save*. This will save the runners you have collected to the named file you created earlier (example, ***aid01.csv***). After the file is saved, go to the folder to where the named file is located (default location is the same folder where the BEAR100 application is). Highlight the file (example ***aid01.csv***), then copy, and then paste the file into the same folder. This will give you a copy of the named logging file (example, ***aid01 - Copy.csv***). This is the first runner log that you will be sending to the data collection team via Winlink Express.

When you have collected enough for the second batch of runners to send, again go to the menu tab *File* > *Save* and click on *Save* to save what you have collected. After the file is saved, go to the folder to where the named file is located, highlight the file (example, ***aid01.csv***), then copy, and then paste the file into the same folder. This will give you a second copy of the named logging file (example, ***aid01 - Copy (2).csv***) and the second runner log that you will be sending to the data collections team.

Each additional time you save and make a copy of the named logging file (example ***aid01.csv***), the copy number will increment (and with a time tag) that helps you keep track of the current file to send to the data collection team. The data collection team can readily determine by the increment number of the copy the order that the files were sent to them and helps them keep track of ones they have processed.