



## **Guide to setting up a MapRun event**

This is version 2 of our guide. Things have moved on a bit from the first version. MapRun (and the way we use MapRun) is likely to keep on evolving so this is unlikely to be the last version!

At the time of writing there are 2 key people that will help you deliver your MapRun event / activity:

Matt Atkins will provide technical support for planning your MapRun and will then publish your event to the MapRun app once it is ready.

&

Steve Perrelle is the club's current 'Activities Coordinator' and will provide you with the support you need from the club to organise and deliver your event successfully.

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## 1 Organising the event

Although organising tasks will mostly be done after your planning I have put this section first in the guide as there are some aspects that you may want to consider before you start  
e.g. car parking.

Any questions, just ask Steve or Matt.

- **As MapRun is likely to be mostly used for low key events and activities it is probable that you will be both the planner and organiser. Steve is on hand to help with the organising side of things including setting a date and helping to recruit one or two key people e.g. a Risk Assessor and First Aid cover etc.**
- **The first thing you need to decide is which area you are going to use for your event. Using free maps from sources on the internet allows us to put on a MapRun virtually anywhere, although these maps tend to have more detail when in urban environments. Therefore we are encouraging people to look at areas around where they live. A mixture of residential streets and any available park land works well. Traffic is the main consideration when choosing your area. Common sense is the order of the day i.e. try and avoid crossing busy roads etc. The time of day / day of the week you choose may depend on how busy the traffic is.**
- **Is there somewhere convenient nearby for car parking? A public car park is ideal, but street parking can be fine too.**
- **Registration location: Choose somewhere close to your Start so that if participants encounter technical difficulties or need to restart you are close by. It needs to be somewhere that everyone can gather safely both before and after their run. Consider what you will do if it is raining, is there somewhere undercover near by? Consider other potential users (pedestrians /cyclists) e.g. if you are in a public park etc.**
- **Registration form: Our standard registration form, which can be found on the website under 'Resources', can either be used as it is or adapted to be more specific to MapRun. You will not need info about dibbers etc so this can be removed from the form.**
- **Once you have a date / location etc Steve can register your event / activity on the BOF website.**
- **You will need to complete a Risk Assessment and have it checked by a Risk Assessor / Controller. The Club Secretary has an archive of RA's and can send you an appropriate one for reference. Steve or Matt can help you fill in the form if you are unsure.**

- You will need First Aid cover. This could be yourself if you are qualified or you may need to recruit someone from our current list of Club First Aiders.
- How much to charge? Discuss this with Steve prior to the event.
- Map printing: Our normal waterproof maps are probably a bit over the top (and expensive) for small events. Roger Green can provide colour printed maps on standard paper for 20p / copy. Roger can also provide map bags if there is a possibility of wet weather.
- Travel expenses: Currently the club pays 25p / mile. However, if the intention is to use MapRun to enable people to hold events in their local area, travel expenses should be minimal.
- In your pre event details encourage everyone to download the MapRun app before they come along to the event. We have a separate 'MapRun User Guide' that can be attached to a flyer or emailed directly to participants.
- Be prepared for those that are unfamiliar with MapRun. They are likely to ask lots of questions and may need help uploading the event and altering their phone settings.
- Safety: As participants will all be carrying a phone, the obvious piece of information to collect is the phone number! Unlike at a normal event you will not have the benefit of SI recording who has started / finished etc. However, once participants have finished, their results are generally uploaded to MapRun straight away which will be useful. I would still advise taking a written record of who has started and ticking them off on their return.
- Safety briefing: You will probably need to warn of potential safety hazards, particular traffic etc. This could be written into the pre event details / on a printed notice before the start / a verbal warning before the start or all three. This briefing should be informed by the Risk Assessment i.e. use the RA to check that you have mentioned all the necessary hazards and also make sure the RA includes all the hazards you have identified.
- Notes on the map: The OpenOrienteeringMap is quite a simple map so you may need to warn competitors of any anomalies / omissions before the start. e.g. "Fences are generally not shown on OOM maps; runners should note this may affect their run and route choice" etc.
- We are quite keen to incorporate a social aspect to MapRun's, so perhaps suggest a post run drink at a local hostelry.

## 2 Choosing a map

Ok, i am assuming that you have now chosen the area you wish to use. If you run into difficulties with any of the following instructions just let me (Matt) know and I can create the map for you and email it to you.

- Firstly we need to choose or create a background map for Purple Pen and the MapRun app.
- An Ocad or OS map can be used, but for a low key urban based MapRun event or activity a free map from OpenOrienteeringMap is simple, straightforward and cost effective.
- Go to OpenOrienteeringMap <http://www.oomap.co.uk/> and select the red 'UK' tab.
- Zoom in on the area you want to use and left click to get a purple dot. The

menu is automatically set to a scale of 1:10000 to print on A4 Landscape page.

- Depending on the area you want to use you may want to alter the scale or change orientation of the page etc. Left click on the dot to change it to light blue, then moving the dot will move the page to the exact place you want.
- In the dialogue box to the right hand side of the map, click the edit button and type in event name. The other details in this box can be left unchanged.
- There is a sister program to OOM called Open Street Maps which can be used to update OOM maps. You can use it to add more detail / make alterations etc. As yet I haven't explored this facility but will do so in due course.
- Once you are happy with this base map then click the 'Save & get PDF map' tab in the top right hand corner. A 'validation error' box may pop up, just click the 'Save & create anyway' tab. Also click the 'Get JPG' and 'Get Worldfile' tabs and save these as well.
- Create a folder with the event name and put these saved files in it.

### 3 Create your course using Purple Pen

If you have trouble getting to grips with Purple Pen you can always just mark your control sites on your map by hand and give me (Matt) the map. I can then create the Purple Pen file for you.

- You will need to download Purple Pen if you do not already have it. Go to <http://purplepen.golde.org/> download and run.
- There is a guide on how to use Purple Pen on the Devon website at [https://www.devonorienteering.co.uk/documents/club\\_documents/Purple\\_Pen\\_for\\_Planners\\_\(DVO\).pdf](https://www.devonorienteering.co.uk/documents/club_documents/Purple_Pen_for_Planners_(DVO).pdf)
- Open Purple Pen and set up a new event using the OpenOrienteeringMap pdf that you created earlier as the background map.
- Start creating your desired course or courses. These can be Score or Line or a mixture of both. MapRun has specific scoring systems which are explained here: <http://maprunners.weebly.com/scoring-schemes.html>
- Pay particular attention to your Start / Finish locations. Ideally they should be close to Registration which in turn should be close to convenient car parking. With MapRun you need to be careful where you place the finish so as not to accidentally trigger it during the course if participants are likely to run past it at any point.
- Use control locations that can be seen and pinpointed from Google Earth.
- The MapRun app uses the GPS network to pinpoint your control locations. Anything that obscures the GPS signal (things like tall buildings / trees etc) may hamper the apps ability to register a participants visit to a control. I am not saying don't use these types of locations, just be aware of the possible impact.
- At this point you may want to have a scout around the area on the ground to look for potential control sites and help you plan interesting courses. Basically any street furniture that you will be able to pinpoint on Google Earth is a potential site. Path junctions / fence corners can work well too. Anything that you can pinpoint on Google Earth and will be easily identifiable on the ground by participants will do the trick.
- I have found it useful to add a central dot to the control circles to show more

accurately on the map where the control feature actually is e.g. which side of the road a particular lamp post is situated. To do this in purple pen: select 'Event' in top menu bar, click on 'Customize Appearance', untick 'Use IOF standard sizes', increase 'Center dot diameter' to 0.50mm, click OK. A centre dot should now appear in all your control circles.

- You will need to produce written control descriptions as there are no symbols for things such as lamp posts or postboxes etc on Purple Pen. The neatest way to do this is to change the text descriptions for existing symbols. To do this: Select 'Event', click on 'Customize Description Text', highlight any symbol you like and click 'Change text', unclick 'Show plural forms', click on box underneath Text and write your control description e.g. Lamp Post, click 'OK'. Now the text description for your chosen symbol will be 'Lamp Post'. Repeat for other types of control locations. You now need to make sure your descriptions appear as text and not symbols when you add them to the map. To do this: Select 'Course' in top menu bar, Click on 'Properties', select 'Text' instead of 'Symbols' in the 'Description appearance' box, click OK. Now when you are ready to add your descriptions to the map they will appear in text form.
- Adding a legend to the map can be useful. Matt can add this.
- You may also want to add the Devon logo and also the MapRun logo to the map. Matt can add these.
- It is a good idea to add the organisers mobile number to the map as well. To do this: Select 'Add Special Item' in top menu bar, click on 'Text', write your text e.g. *Organiser's mobile: 07070111222*, you can mess around with colours / sizes etc to suit, click OK and place on map wherever appropriate.
- Save your Purple Pen file in your event folder.

## 4 Create Kml file on Google Earth

If you have difficulties with this section, guess what? Send me your map with either hand drawn control locations or your Purple Pen file and I will create your Kml file for you!

- Once you have decided on your Start / Finish and control locations open Google Earth to create your Kml file.
- I have Google Earth Pro on my computer which is free to download.
- You will need to create a separate file for each course you have.
- To create your Kml file follow this procedure:
  - Zoom in to required area on map.
  - Select 'Places' on left hand menu.
  - Select 'My Places' and right click.
  - Select 'Add' and then 'Folder'.
  - Name Folder and click 'Ok'.
  - Folder will appear on left menu.
  - Now add 'Placemark's' for your Start / Finish and Controls by selecting the 'Placemark' icon on top tool bar (Yellow pin).
  - Centre the flashing yellow box over your control feature (not the tip of the pin as I did to start with!)
  - Sometimes it is useful to drop down into Streetview to have a look around

- or confirm that you are looking at the correct feature from above.
- When adding your placemark make sure the map is angled so that you are looking directly down. To do this hold down the 'Shift' key and move map with the mouse so that you are looking from above.
- Each time you add a placemark a window will open asking you to name it.
- The Start / Finish need to be named S1 & F1 respectively. Make sure that S1 is at the top of your list of controls and that F1 is at the bottom.
- Controls should be named with corresponding number from Purple Pen.
- To move a Placemark, right click and select 'Properties' and then move it.
- To rename a Placemark, right click and select 'Rename'.
- To delete a Placemark, right click and select 'Delete'.
- Once you have added all your placemarks, select the folder on left menu and right click.
- Select 'Save Place As' and select 'Save as Type': Kml.
- Save this to your event folder.

## 5 Set up and test event on MapRun

- At this point you should now have a OOM pdf as background, a JPG file, a Worldfile, a Purple Pen course file and a Kml file all saved in your event folder.
- Send the folder to me (Matt) and I will set up your event on MapRun (I am the current MapRun Administrator for Devon).
- You will now be able to test your event to make sure it all works. I can set up a pin number so that only you can access it before the date of your event.
- If you don't already have the MapRun app go to <http://maprunners.weebly.com/> and download. There is a newer version of MapRun on the home page called MapRunF. I find it an improvement on the original so would recommend it. Note: if you do a Google search for 'Maprunners' or 'MapRun' you will find similar named websites and apps. Some aimed at runners and some aimed at orienteers. Make sure you download the app with this symbol:



- You will need to register your details.
- The MapRun website has lots of useful info which is worth a read through, particularly the 'Technical' section.

- **Once I have uploaded your event you will be able to find it by selecting 'Events List' then scroll down and select 'MR UK' then scroll down and select 'Devon'. Your event should be listed.**
- **I can set the event as either 'Open' which means anyone can access it and run it anytime they want. Or (as mentioned above) I can pin number protect it so that it can only be accessed once the organiser gives the competitor the pin number or it can be removed at a specified time.**
- **I can also set a time limit and various scoring options depending on what you want.**
- **Once the event is open on your phone you will see the map with the course displayed on your screen. You can just use your phone to navigate the course but you may find printing a paper map more usable.**
- **When you approach the Start the phone should beep and the clock will start running.**
- **As you visit each control the phone will beep. You may experience a slight delay sometimes before the phone beeps. This can be due to the phone taking a moment or two locking on to the GPS signal or perhaps your placemark on Google Earth is not centred exactly on the control feature.**
- **Once you reach the finish the phone will beep and will register you as having finished i.e. the clock will stop etc.**
- **Your run will be recorded in the results section of the app.**
- **If it all works without any problems then you are good to go. If you need to make changes that's fine, the event can be reloaded onto MapRun when you are ready.**

As we go along we will discover things about MapRun not mentioned here. We may also find different ways of using MapRun which we may want to add to this guide. If when you start using this guide you find things which aren't quite right, let me know and I will make appropriate changes.

Matt Atkins