MEREMERE DRAGWAY INC.

Standard Operating Procedure
PORTATREE

CONTENTS

- START UP
- RACERCATINDEX SET UP
- RACER DATABASE
- RESULTS DATABASE
- ANNOUNCER
- TIMESLIPS
- DATA ENTRY
- CATEGORY EDITOR / SET UP
- DATALOG

MDI Portatree SOP

TURN THE MAINS ON

This is located by the fridge on the ground floor of the Main Tower.

It is the black button labelled TRACK (as in the pic).

Up is ON
Down is OFF

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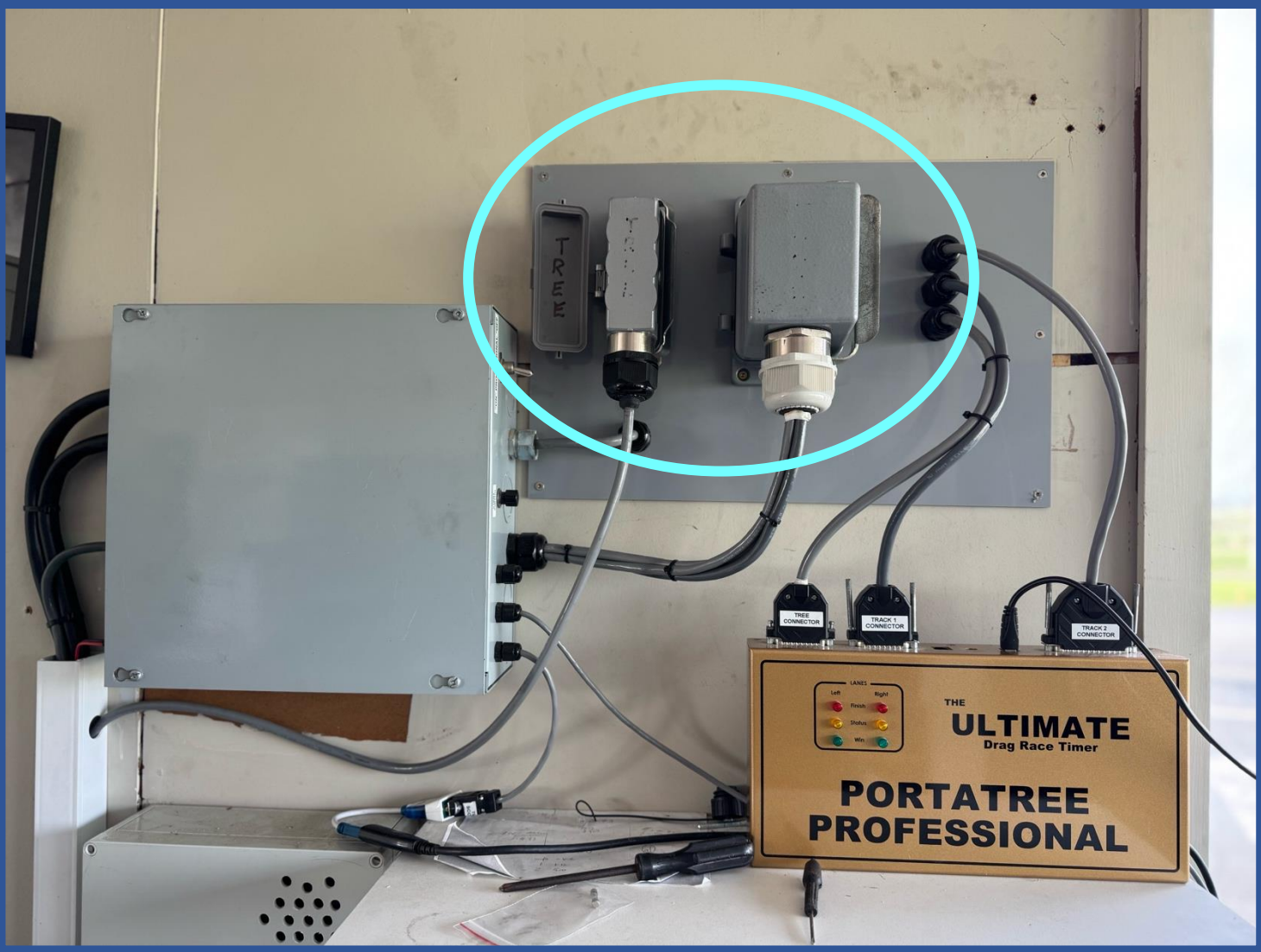
PLUG THE TREE & TRACK IN



The small plug on the left connects to the Tree.
The big plug on the right connects to the Track.

As you are plugging these in, the lights on the Gold Box labelled PORTATREE PROFESSIONAL will flash and then go off.

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TURN ON THE PCs

PLUG THE POWERPOINTS FOR ALL THREE PCs INTO THE WALL.

IN NO PARTICULAR ORDER, TURN THE POWER ON FOR EACH HARD DRIVE AS PICTURED.

- Each hard drive is situated under the desk in Admin, Announcer and Race PC.

ADMIN = back computer
RACE PC = front computer
ANNOUNCER = announcers booth

Three PC's operate Portatree for racing.

Announcer – Ydrive on the network

- Commentator info
- Timeslip printer set up & controls

Admin – V Drive on the network

- Race entries, racer database
- Category Edit / set up and select categories of racing
- Qualifying Edit
- Eliminations Edit
- Datalog & reprint timeslips
- Ladders and qualifying lists
- Media reports and Results

Race control – C drive on the network

- Sensor testing;
- Create Results file
- Drag race program
- Track timing settings.

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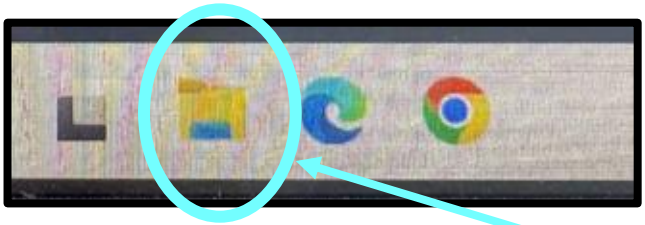
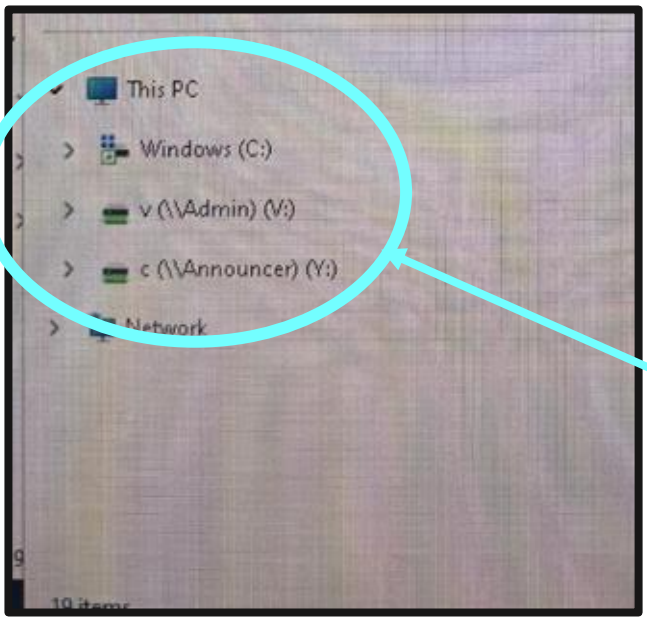
ENSURE ALL PCs ARE CONNECTED





Check the race control network.

Go to the Race PC to check that it is networked to the Admin and Announcer PC before opening Portatree.

1. Click the File Explorer icon.
2. Click on "This PC".
3. Check PC icons are showing on the computer section:
   - V: Admin (back PC)
   - Y: Announcer
4. Ensure all three PCs – C, V and Y are green /connected.

If Admin and/or Announcer computers are not showing or are in red, restart all three PCs.

At Comp Meetings, let the Race Director know that a reboot was required (and actioned).

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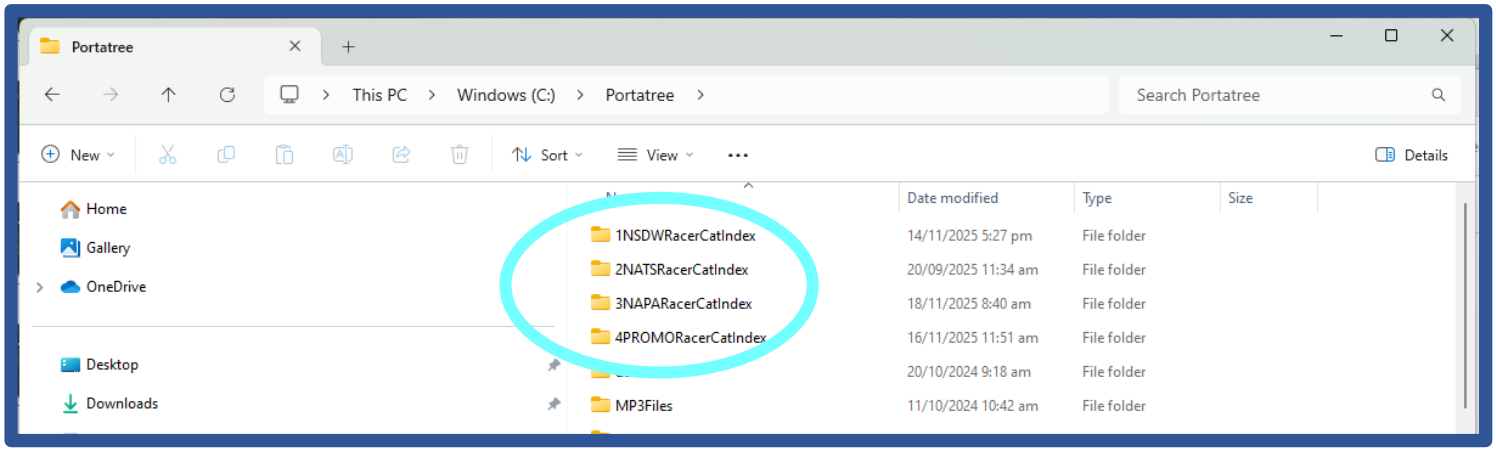
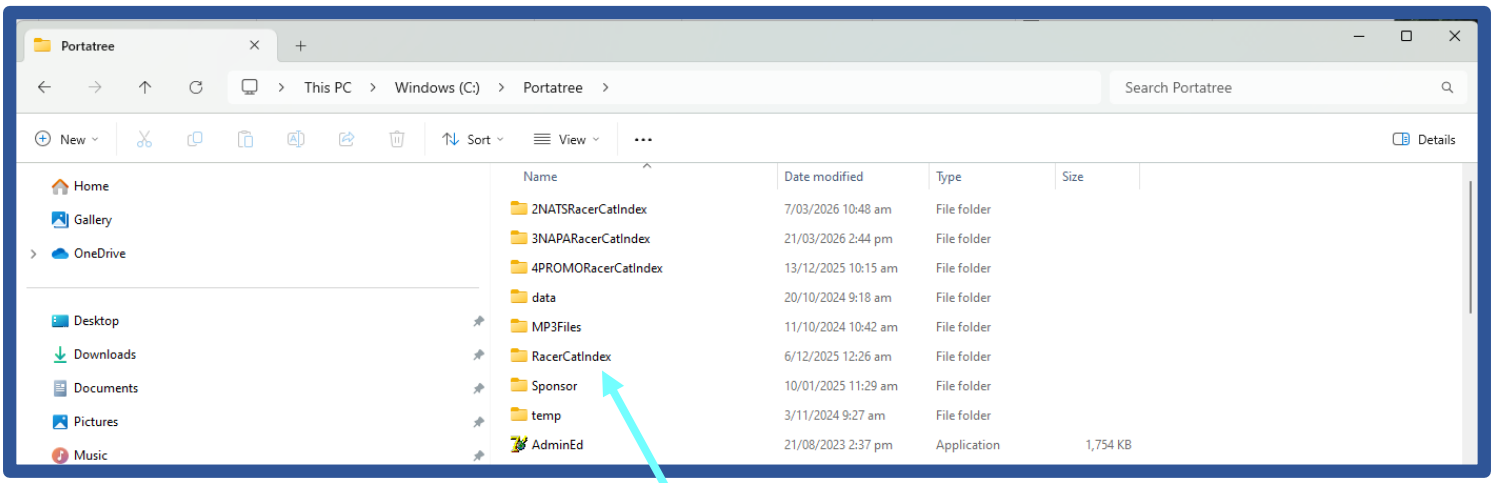
SELECT & RENAME RACER DATABASE



We run four separate databases as listed above:
1 NSDW
2 NATIONAL SERIES (Wellington Invasion & The Nationals
3 NAPA Comp Meets
4 Promoter Meetings i.e. Fathers Day Drags, Nostalgia and private hires

Before you touch anything in Portatree, go to:
C Drive -> Portatree ->
Click on RACERCATINDEX & change the name back to ***one of the above FOUR*** events
Now click on the database of the event you are running
Right click and rename to "RACERCATINDEX"
Press Enter



This example shows that we are running NSDW it has been renamed to RACERCATINDEX

Meremere Dragway, Dragway Road, Meremere

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START UP PORTATREE

5. Double click the *Portatree Main Screen* icon on all 3 PCs / Terminals.

- Race control;
- Admin; AND
- Announcer.

The Portatree desktop will open.
The Portatree desktop is the same for all 3 PCs except some of the buttons will be greyed out depending on the relevant tasks for that PC.
You can only do certain tasks on each PC.

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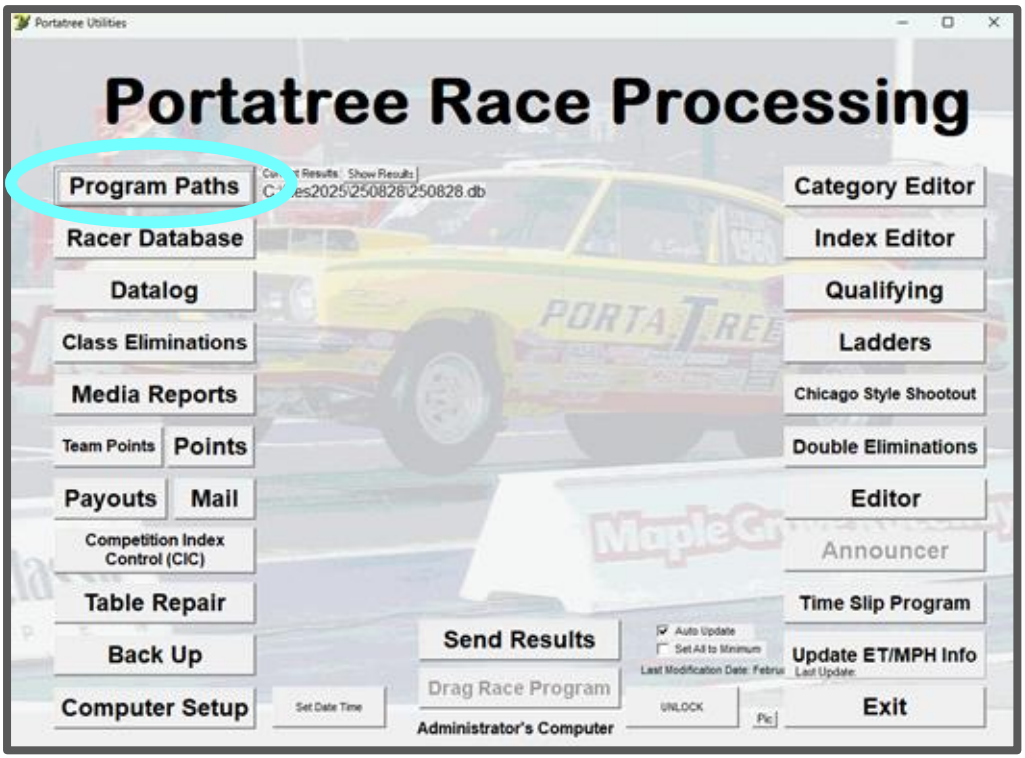
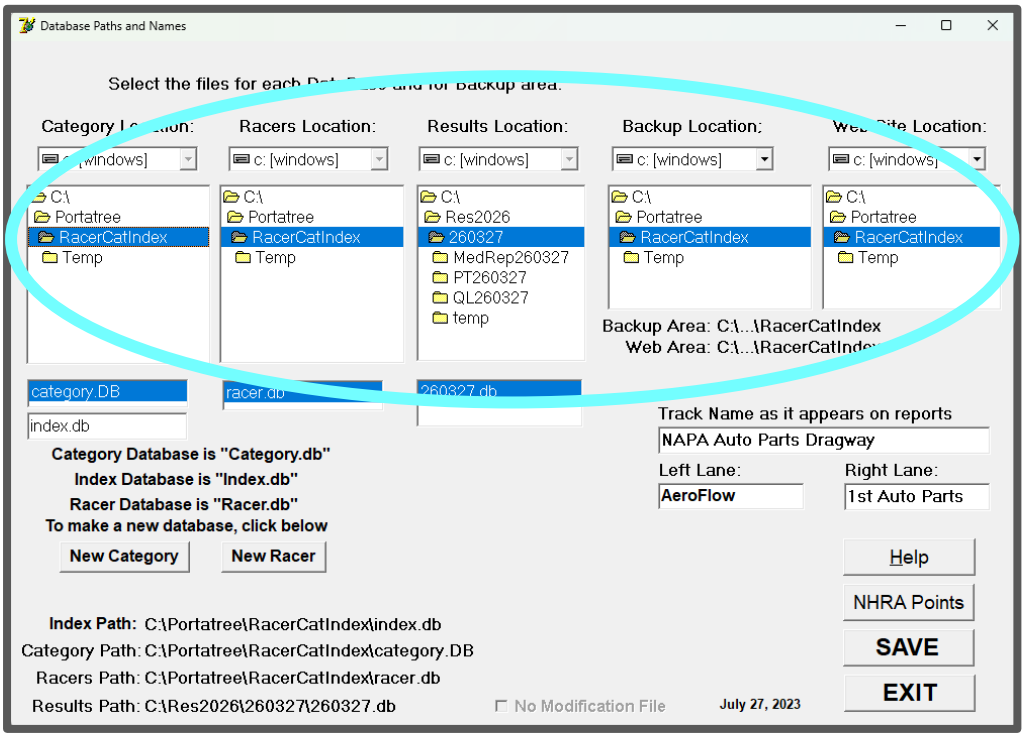
SELECTING THE RACER DATABASE



On the Admin PC, open Portatree.

6. Click on <u>Program Paths.</u>



7. Go to each down box *except for Results Location*, ensure the file paths lead to RacerCatIndex.

Note this is the default setting so should already be in there.

Click SAVE

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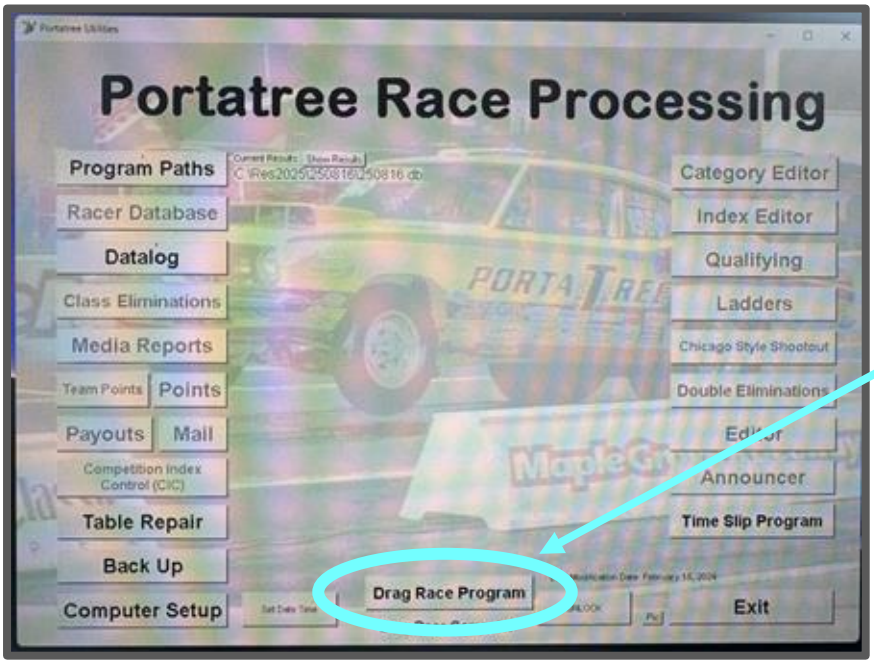
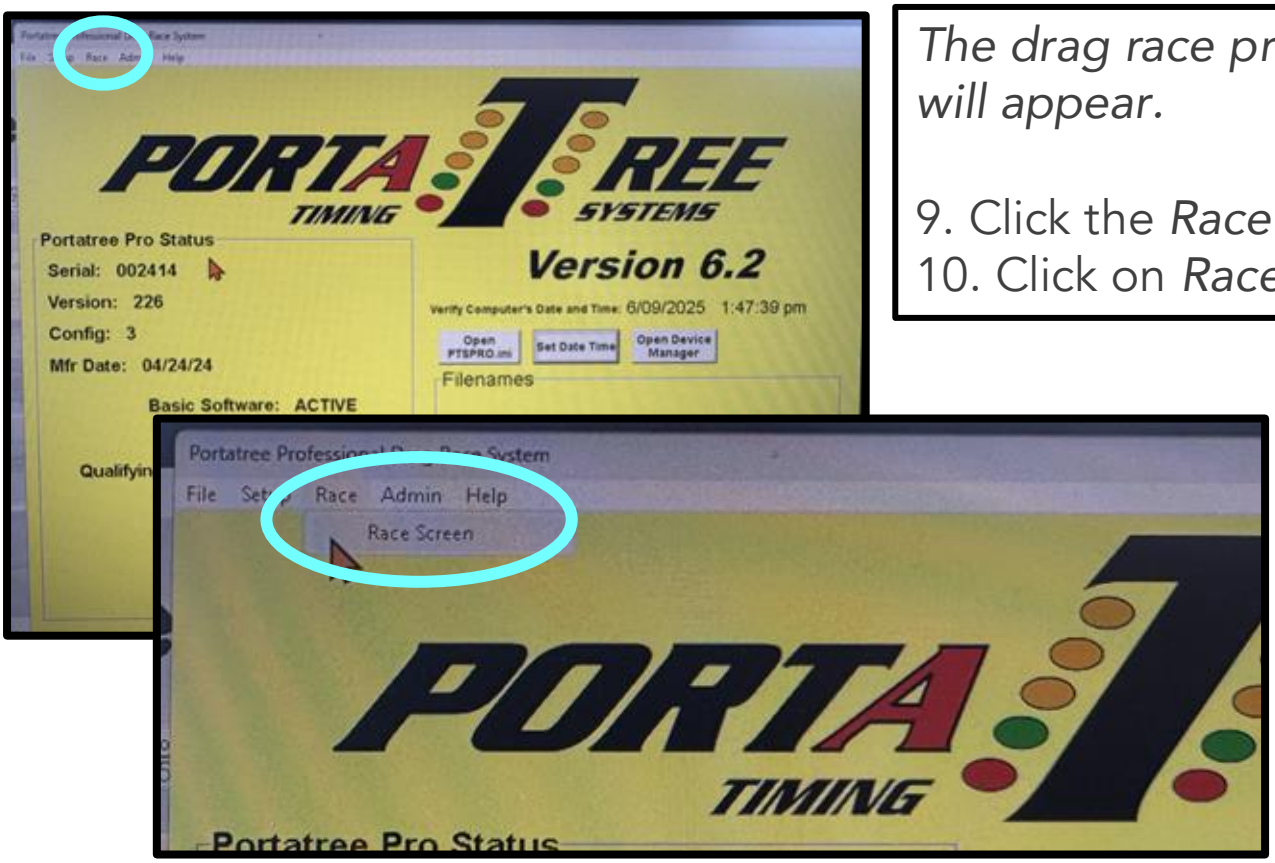
SET UP: CREATE RESULTS DATABASE



A results database needs to be created for each event.

On the "RACE" PC – front computer…

8. Click the Drag Race Program button



The drag race program will appear.

9. Click the *Race* button.
10. Click on *Race Screen*.

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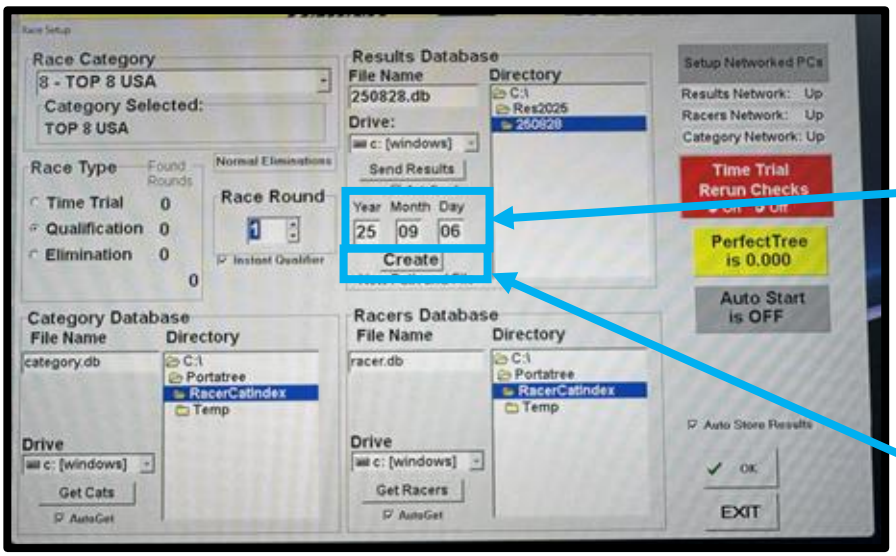
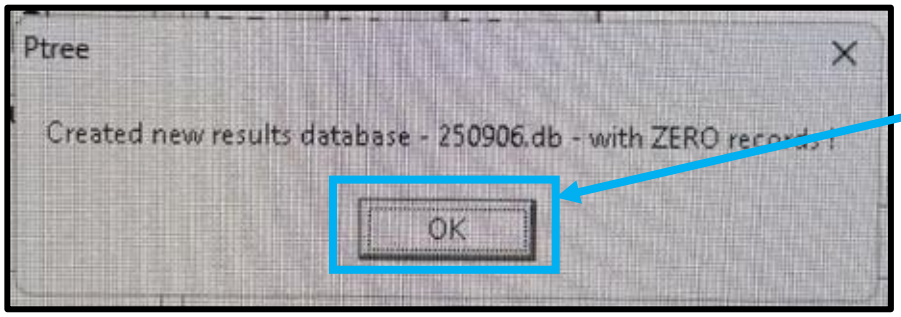
SET UP: CREATE RESULTS DATABASE





The Race Setup will popup.

The results database naming is the date. This will auto-populate to the current day.

11. Click the Create button.

A popup box will appear showing you have created a new results database.

12. Click the OK button.

NOTE: If running a 2-day event you need to use the same results database from the first day.

Critical Step!

If this is not done the results will save to the wrong folder (the last event that was run).

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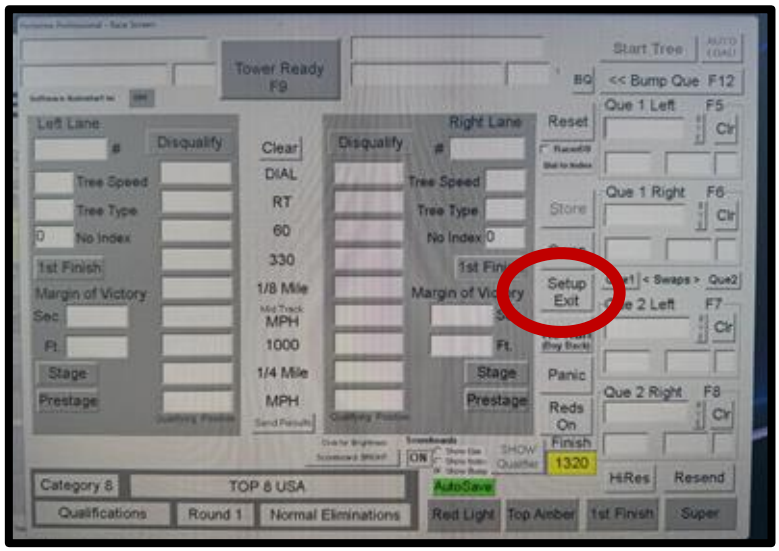
SET UP: CREATE RESULTS DATABASE

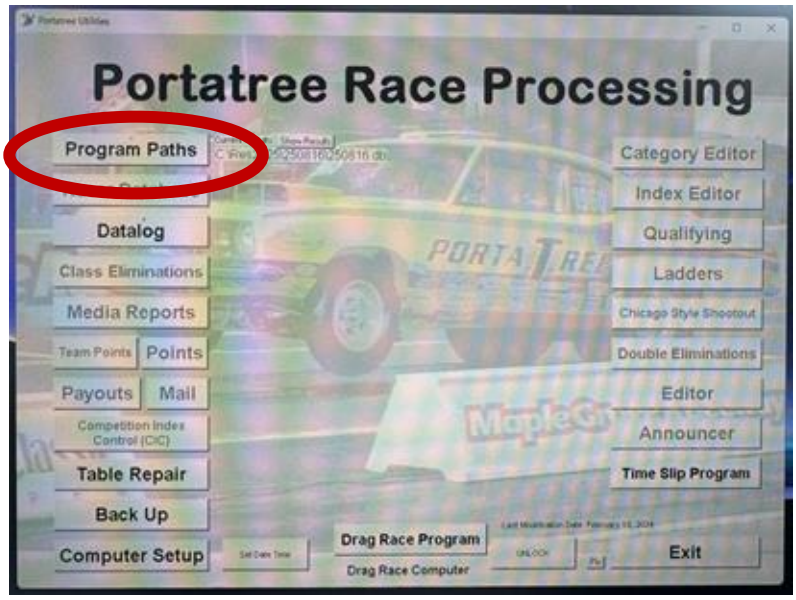


The Race Screen will pop up.

This is the screen for loading the race pairings once we go racing.

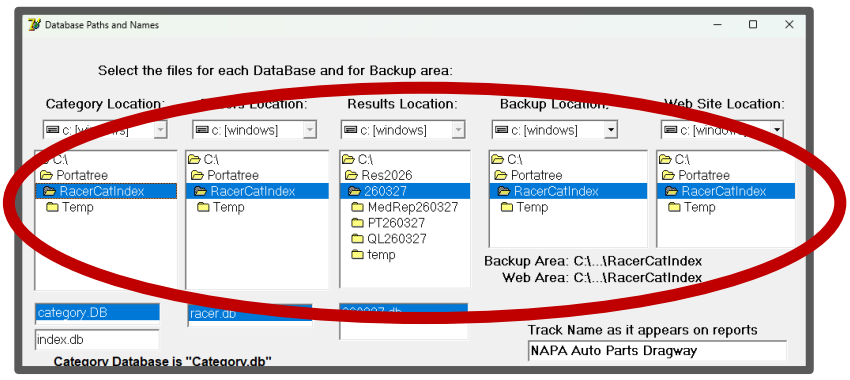
13. Click the **Setup Exit** button.

SET UP: RACE PC PROGRAM PATHS



Finally, double check the Program Paths (on Portatree Main Menu)

14. Select the right Results folder in the middle box under <RESYEAR>. Ensure that the other four Portatree boxes show **"RacerCatIndex"**



*Now that you have set up the Race PC and Results, **go back to the Admin PC**, update the Results file destination.*

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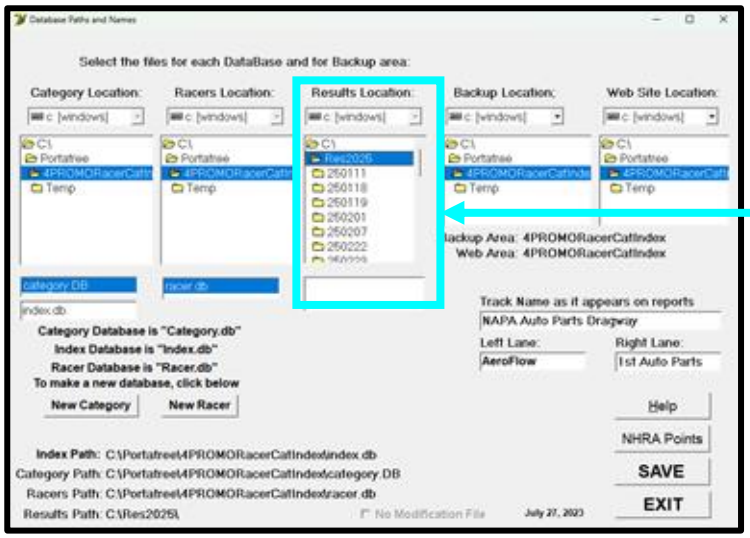
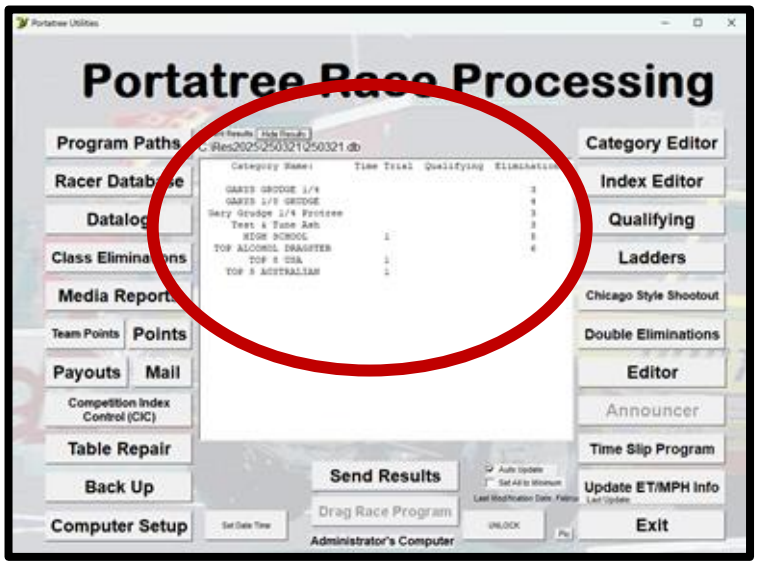
UPDATE RESULTS DATABASE ON ADMIN :





Go back to the Admin PC, and open Program Paths.

15. Under Results Location, click on the ResYEAR (Res2025) folder.

Scroll down and select the new Results for the day – this folder is simply named with the days date.

Click SAVE.

IMPORTANT:
On the Admin PC, you can double check that the correct Results file is linked by clicking on the "Current Results" button next to Program Paths. This should update to the new Results folder you created (with the days date as the name…i.e. 25/12/2025)

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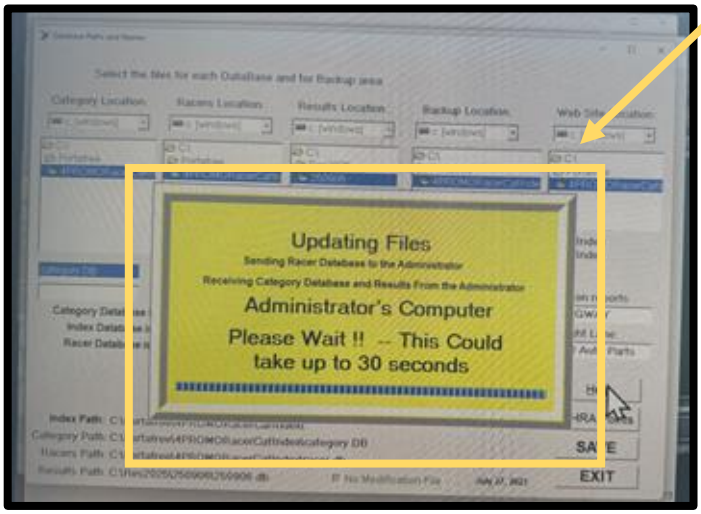
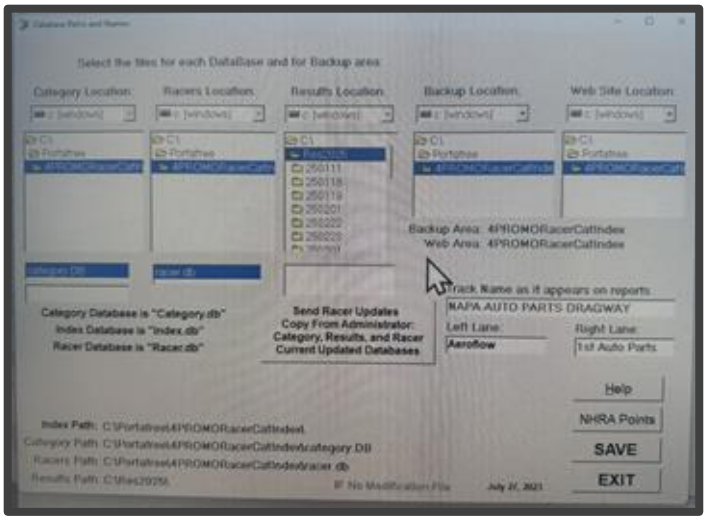
SET UP: ANNOUNCER





Open Portatree on the Announcer PC.

Click on **Program Paths**.

This will be set up the same as the Admin PC.

15. This should automatically show the database as "RacerCatIndex".

Do NOT click the big button in the middle of the screen labelled **"Send Racer Updates Copy from Administrator…"**

Click SAVE.

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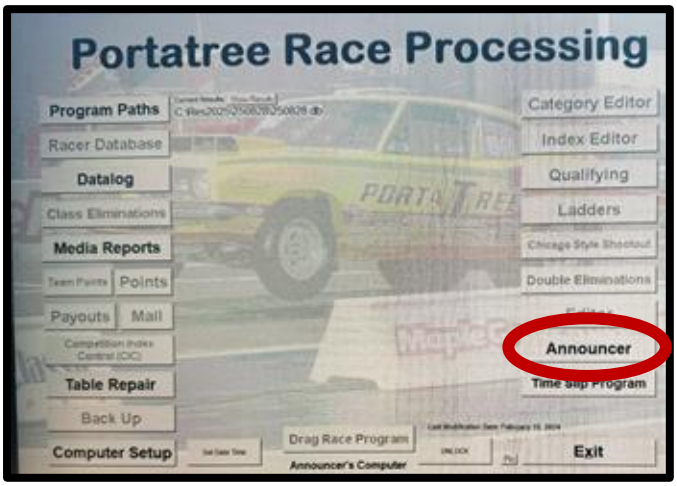
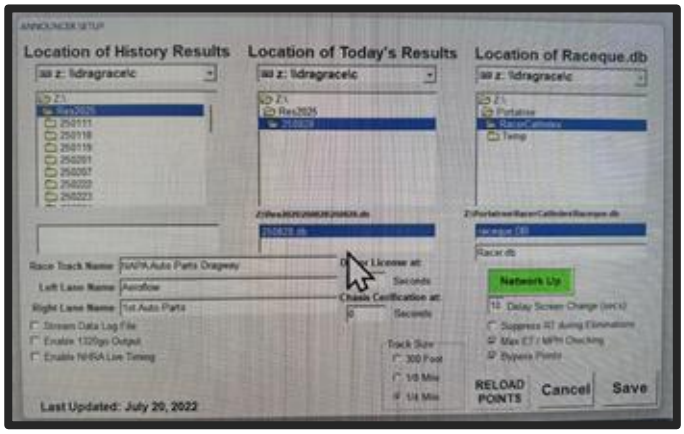
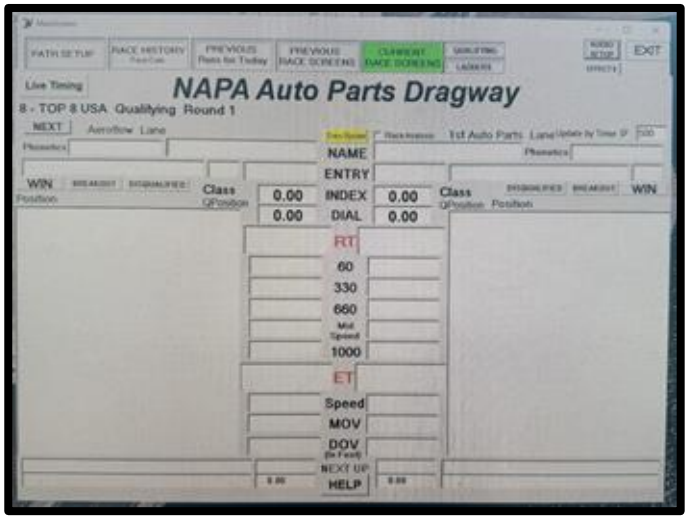
SET UP: ANNOUNCER







From the main Portatree menu on the Announcer PC.

Click on **Announcer.**

16. Select the appropriate Results file in the first two drop downs.

Click Save and you will automatically be taken to the Announcer screen.

Leave the Announcer screen up and open.

Click on the main Portatree menu.

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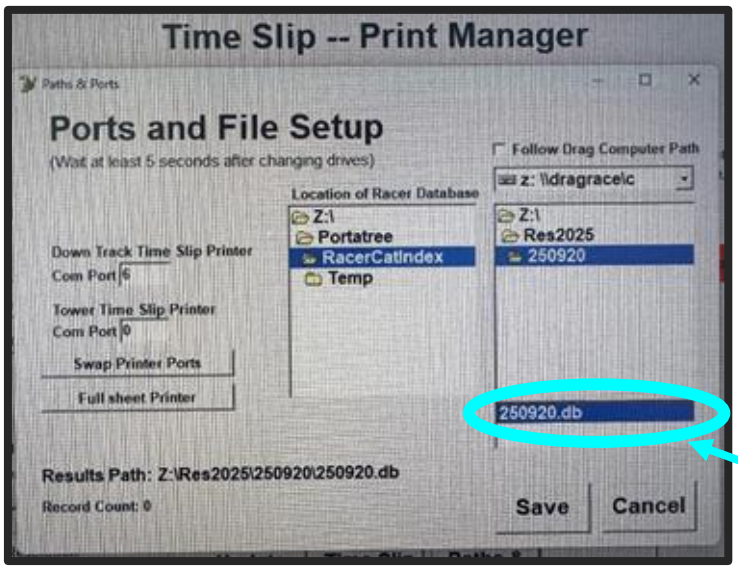
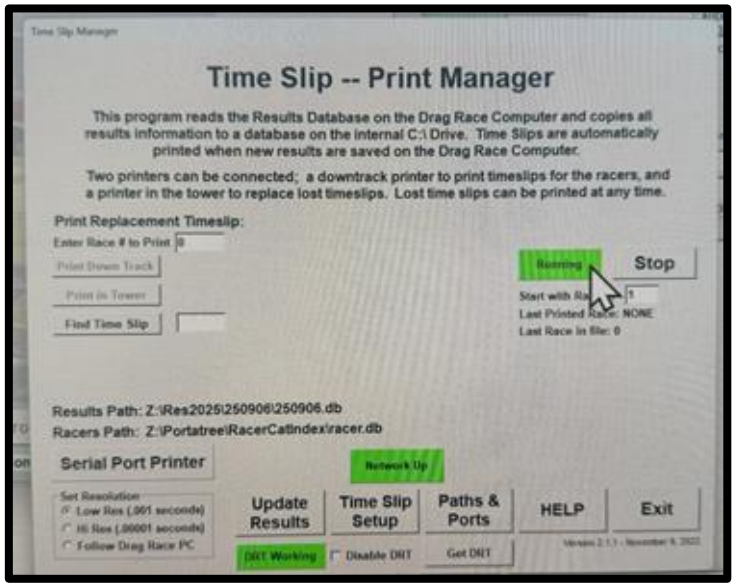
SET UP: TIMESLIPS





17. On the Announcer PC, from the Portatree menu, click on Time Slip Program.

18. Click the Paths & Ports button.

Select the appropriate Results file in the drop downs.
Ensure that the date in the bottom right box is in blue by clicking on it.

Click Save.

19. Click RUN
Now click on your Announcer screen. Do NOT close the Time Slip Program…it will stop the Time Slip printer. Leave it running in the background.

And that is the set up completed.
You are officially ready to go racing!

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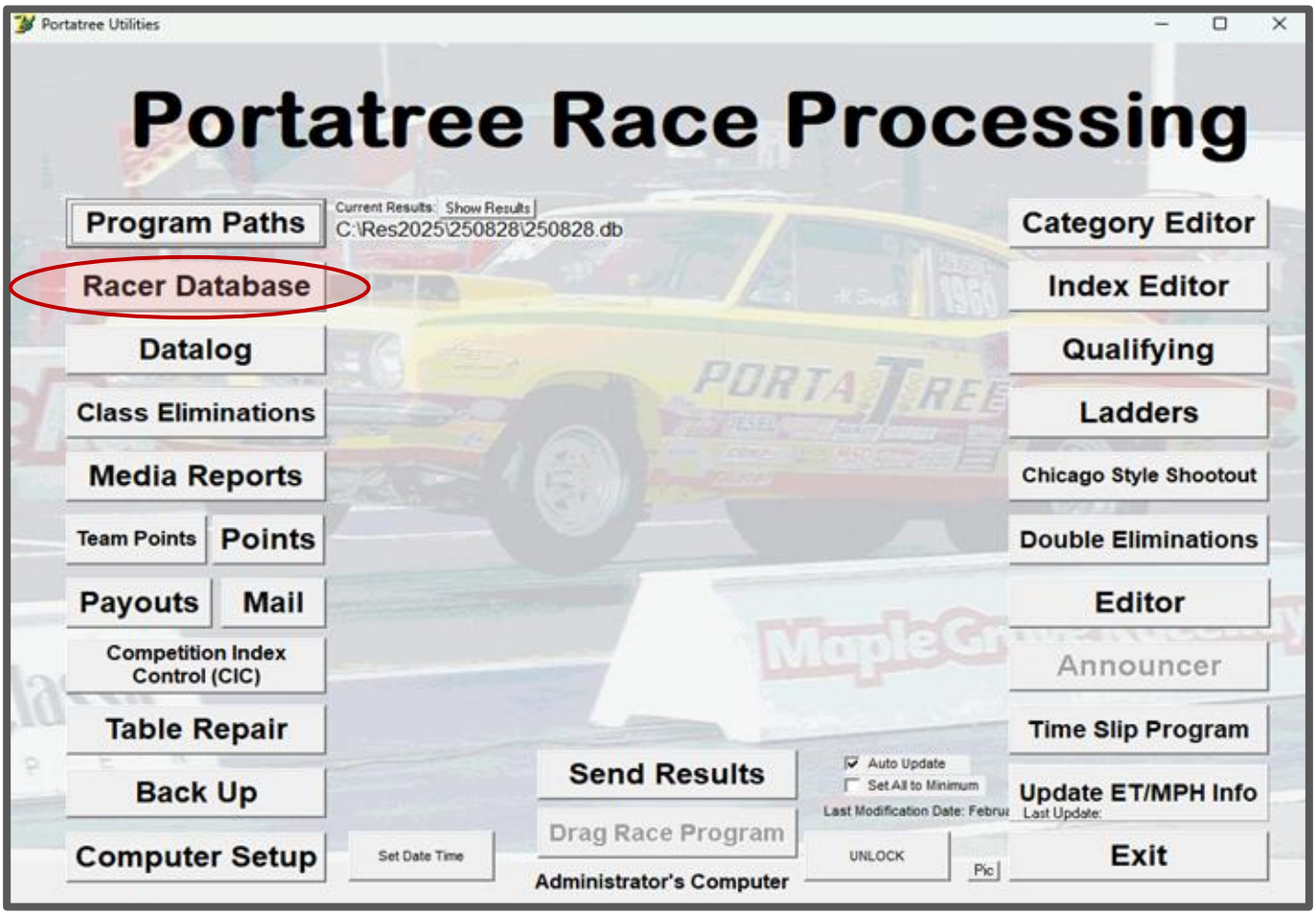
DATA ENTRY
Racer Database
Entering racers into the system



Meremere Dragway, Dragway Road, Meremere

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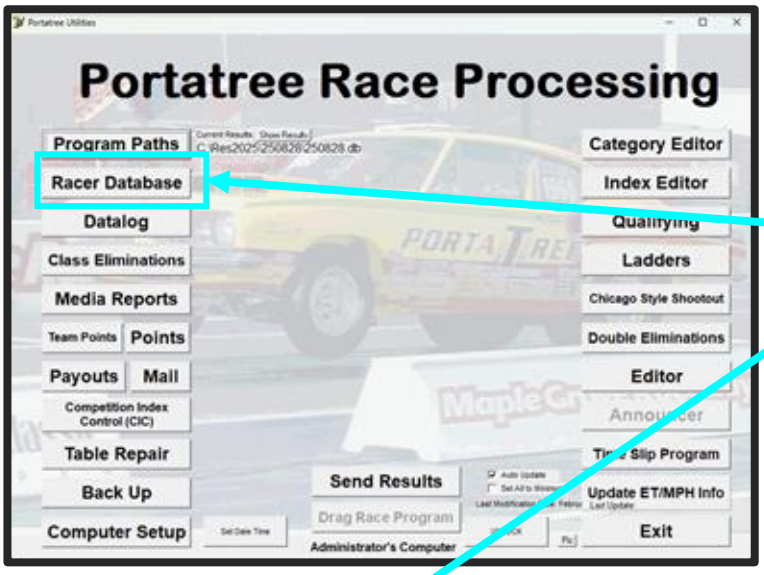
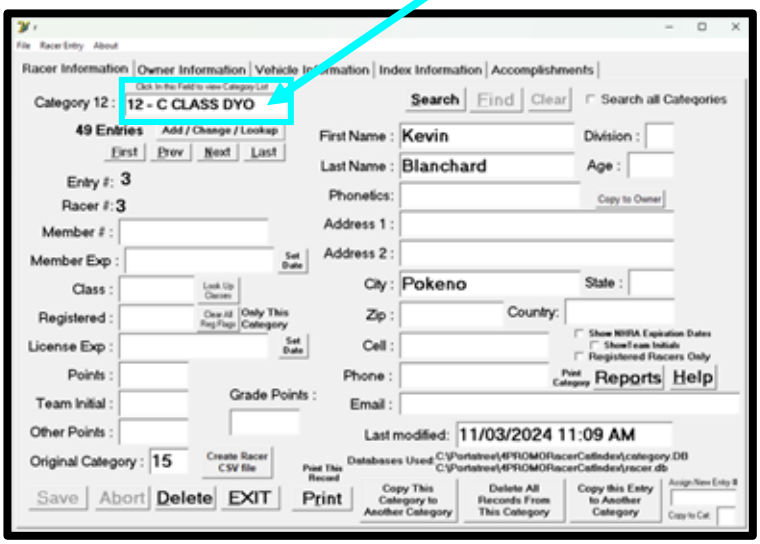
Race Entry





This can only be done on the ADMIN computer.

Click on Racer Database.

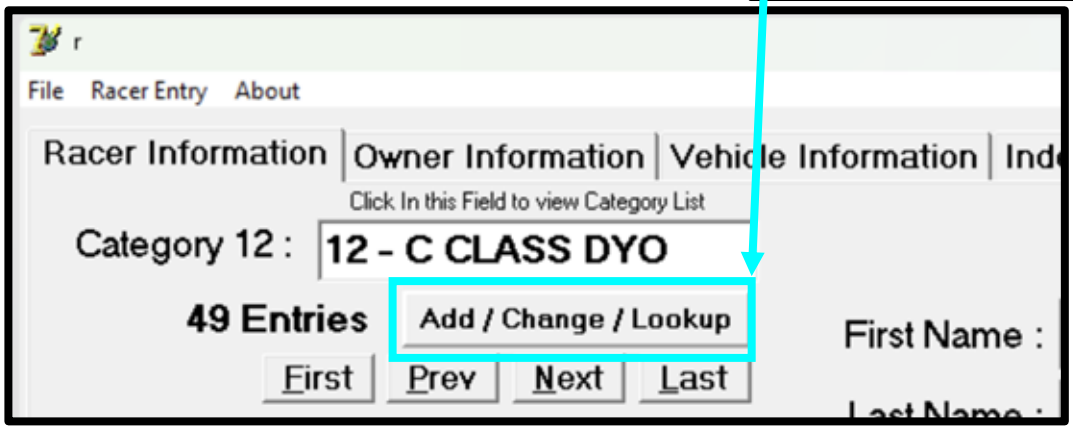
20. At the top left of the screen, is the Category field. Click in the white box next to this and select Master entry categories as detailed below (depending on the meeting you are running).

NSDW = NSDW Master Database

NATS = National Series Master

NAPA = NAPA Comp Meets Master

Click on the "Add / Change / Lookup" button just below the Category field.



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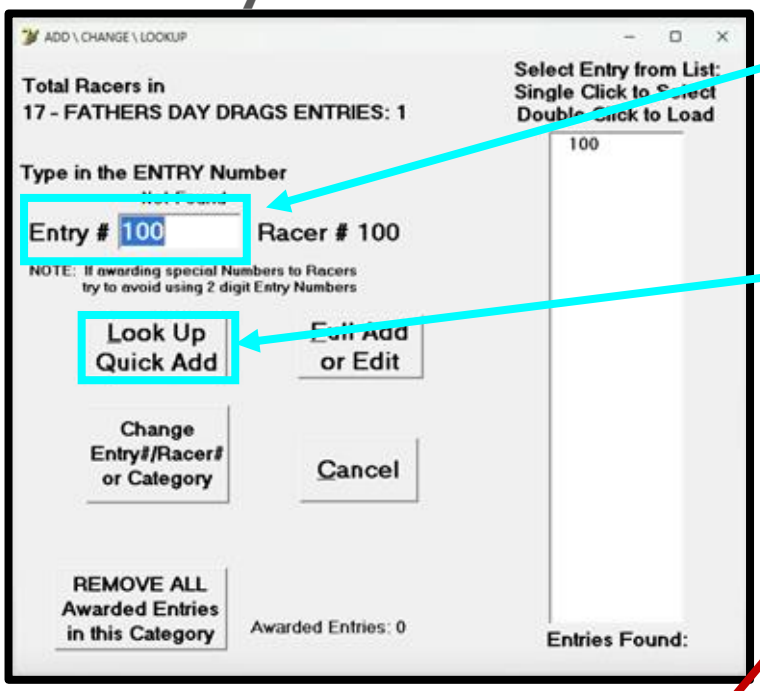
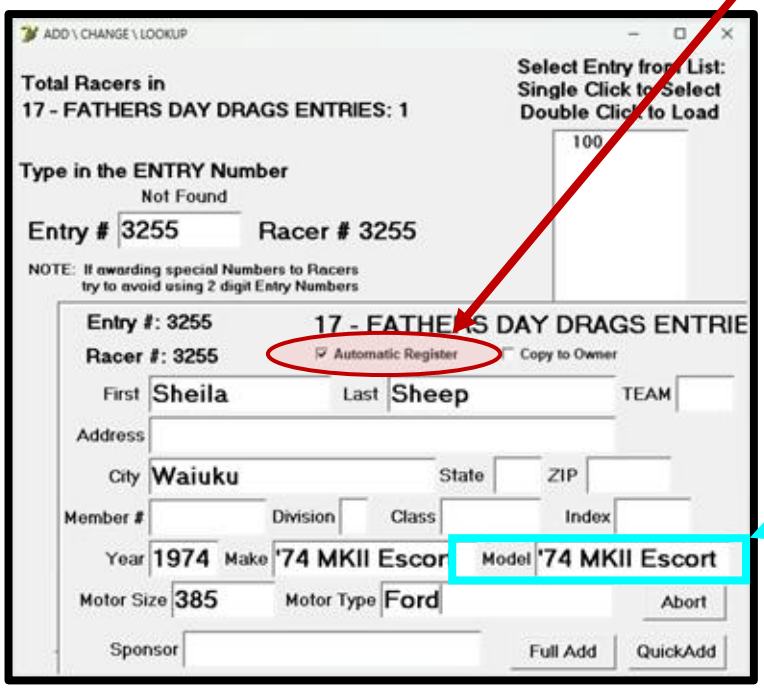
Race Entry – NSDW and PROMOTER MEETINGS





21. Type in the Race number of the racer you want to enter.

22. Click on "Look up / Quick Add"

This will open the Quick Add screen.

CLICK/tick the box to the left of the Automatic Register text.

Use sentence case (not ALL CAPS).

As shown in the example below, enter racer name, last name, city and vehicle information.

IMPORTANT:

Enter full make and model in the Model field so that this prints on the results and website.

CLICK QuickAdd button on the bottom right of the screen to save.

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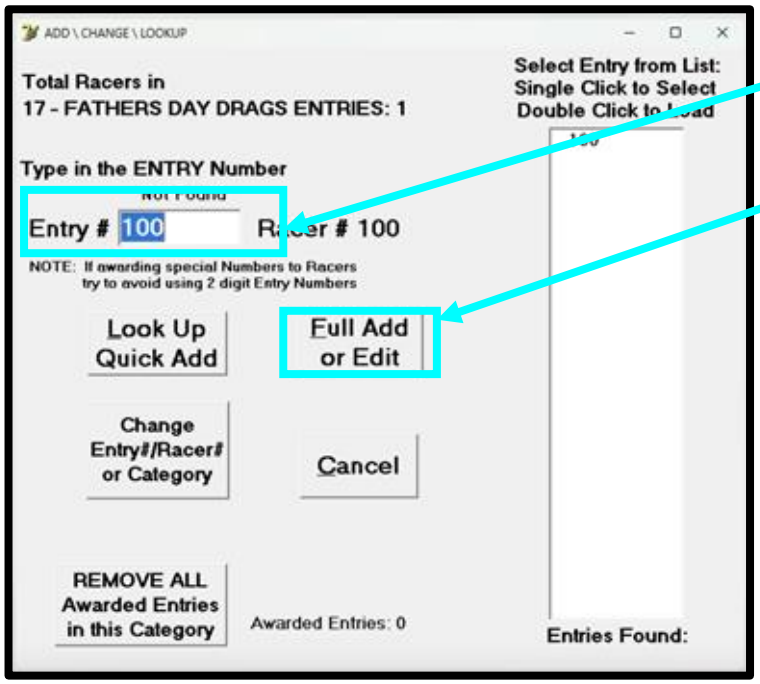
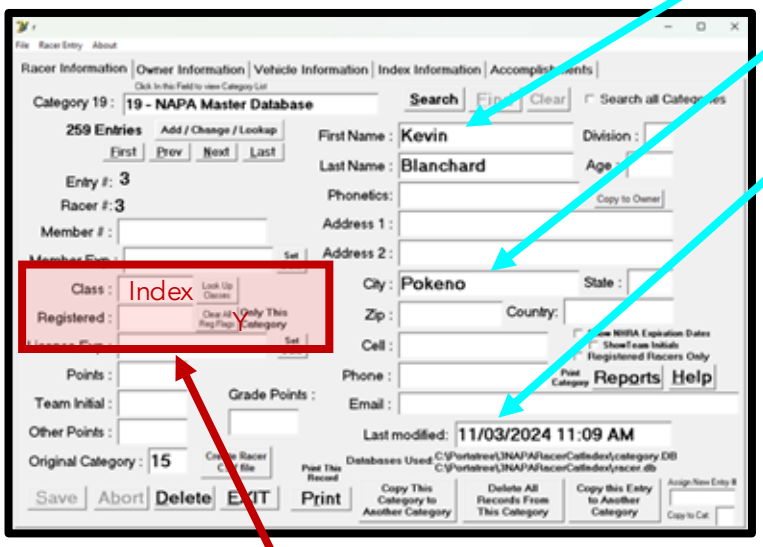
Race Entry – COMP MEETS & NATIONAL SERIES



23. Type in the Race number of the racer you want to enter.

24. Click on "Full Add or Edit button"



Use sentence case (not ALL CAPS).

25. Enter racer details:

- Name & Last Name
- City
- Phone
- Email

Click **Save** once completed.

COMPULSORY:

Class: Enter the racers classification

Registered: Type Y in this field.

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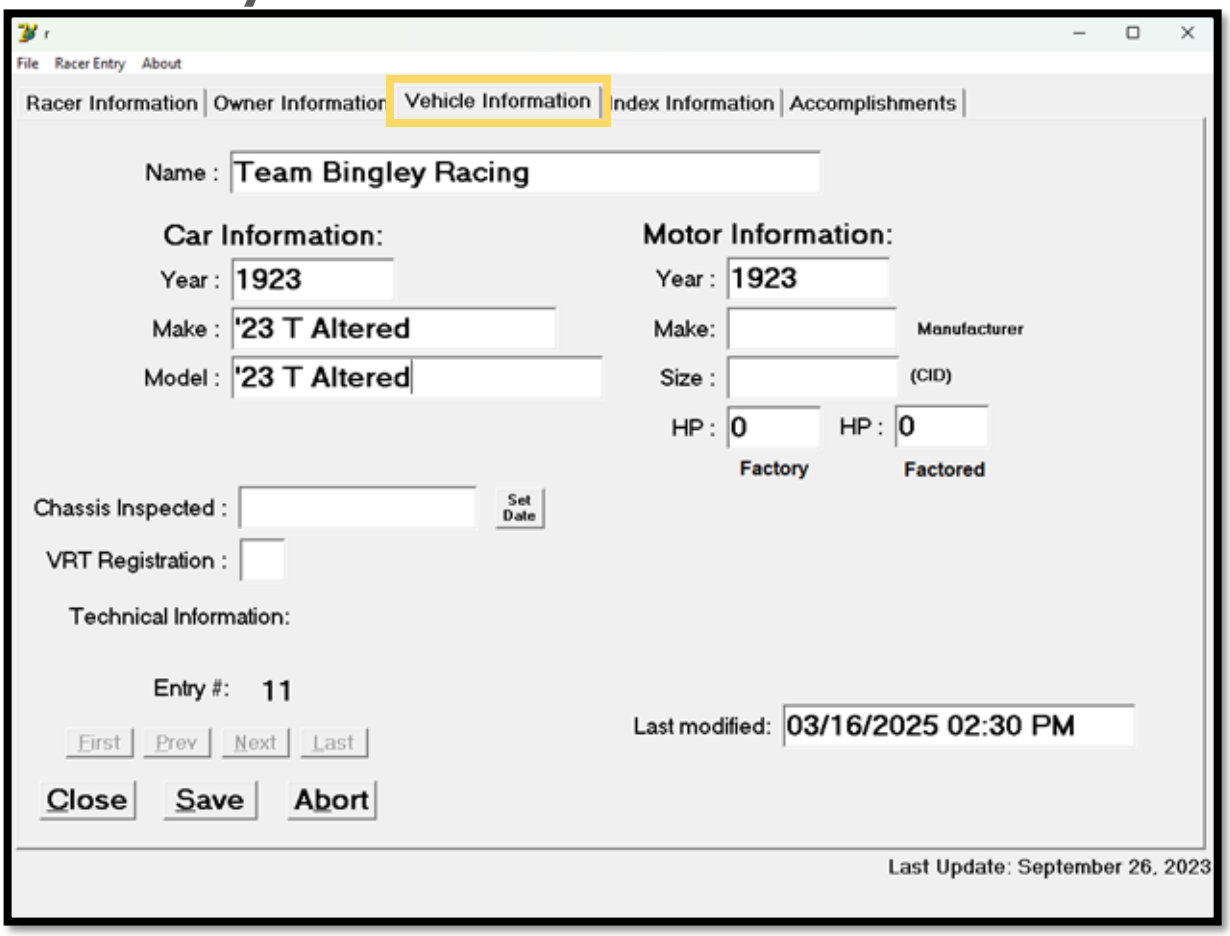
Race Entry – COMP MEETS & NATIONAL SERIES



26. Click on **Vehicle Information** at the top of the screen to update vehicle information.

- Enter full Make & Model into the Make and Model field (same info) as detailed above to ensure that this info prints on our Qualifying and Results.
- On the right hand side of the screen, repeat the year under Motor Info.
- Click **Save**

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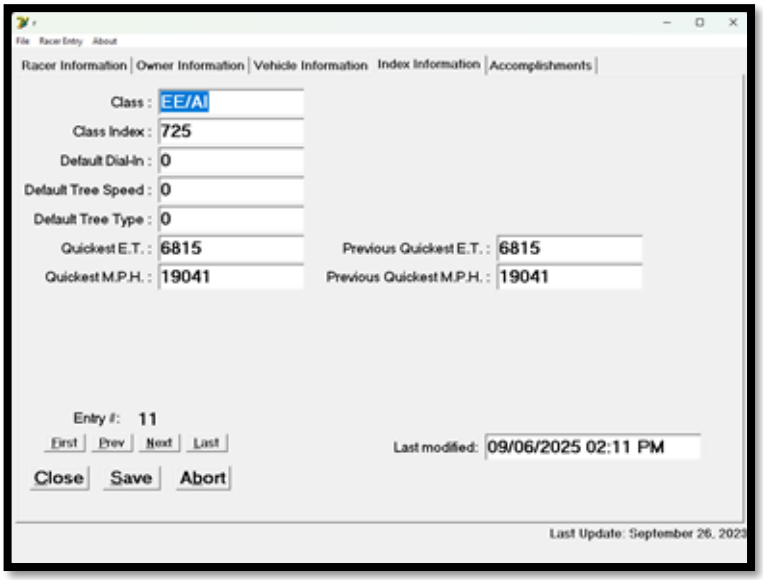
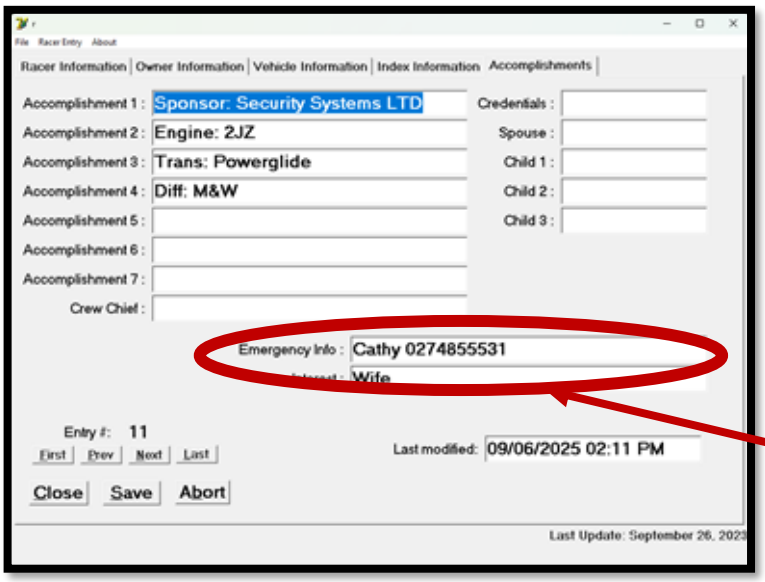
Race Entry – COMP MEETS & NATIONAL SERIES



27. Click on **Index Information** tab at the top of the screen to update classification and check index info.

This is very important for racers in Comp Bike, Competition, Top Street and Sport Compact.

Click **Save**



28. Click on **Accomplishments** tab at the top of the screen to update additional engine info, Trans, Diff and add Sponsors and Accomplishments as detailed on the racer entry form.

29. LASTLY, enter Emergency contact name and number in the Emergency Info field and click **SAVE**

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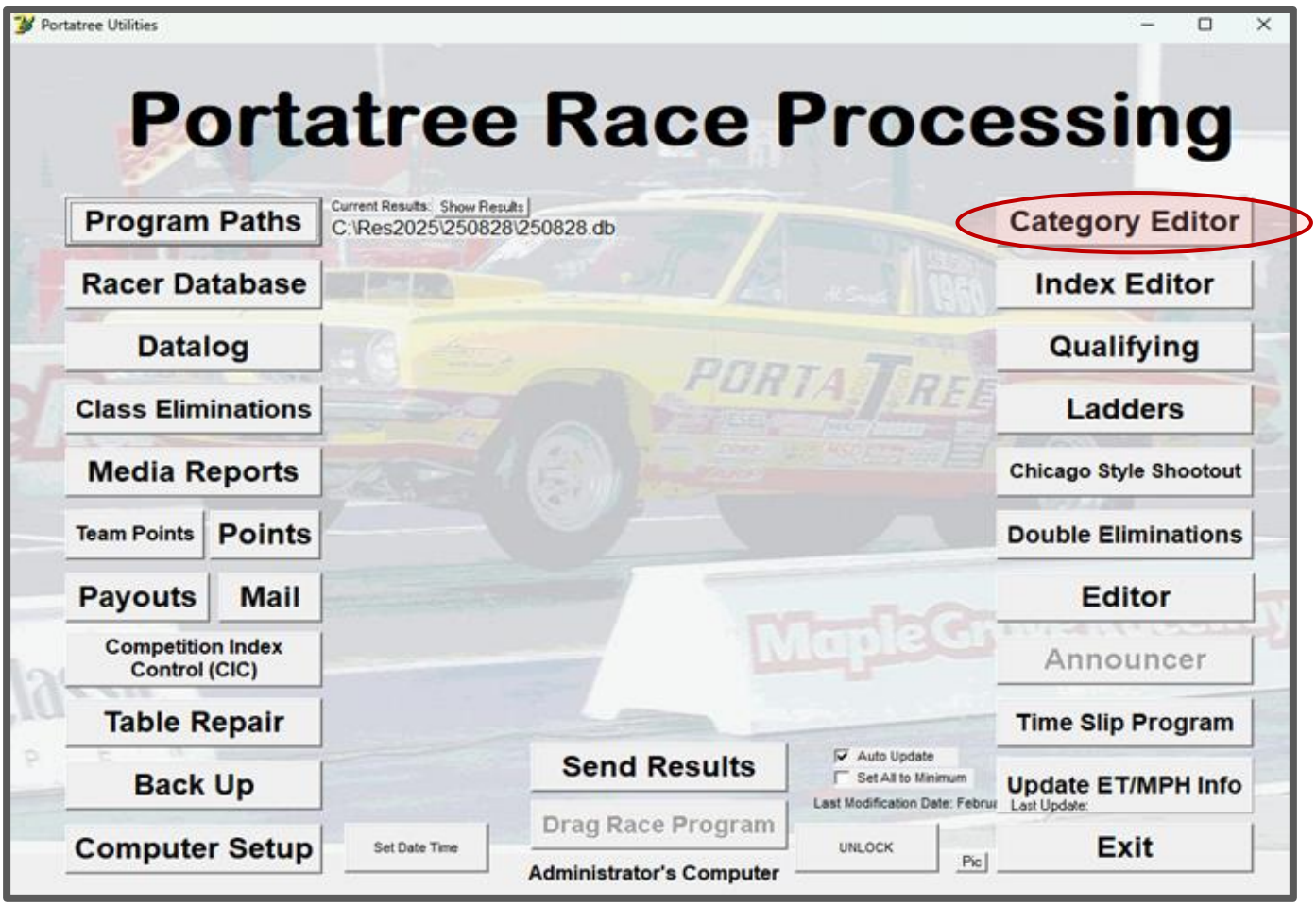
CATEGORY

Setting up the categories for racing



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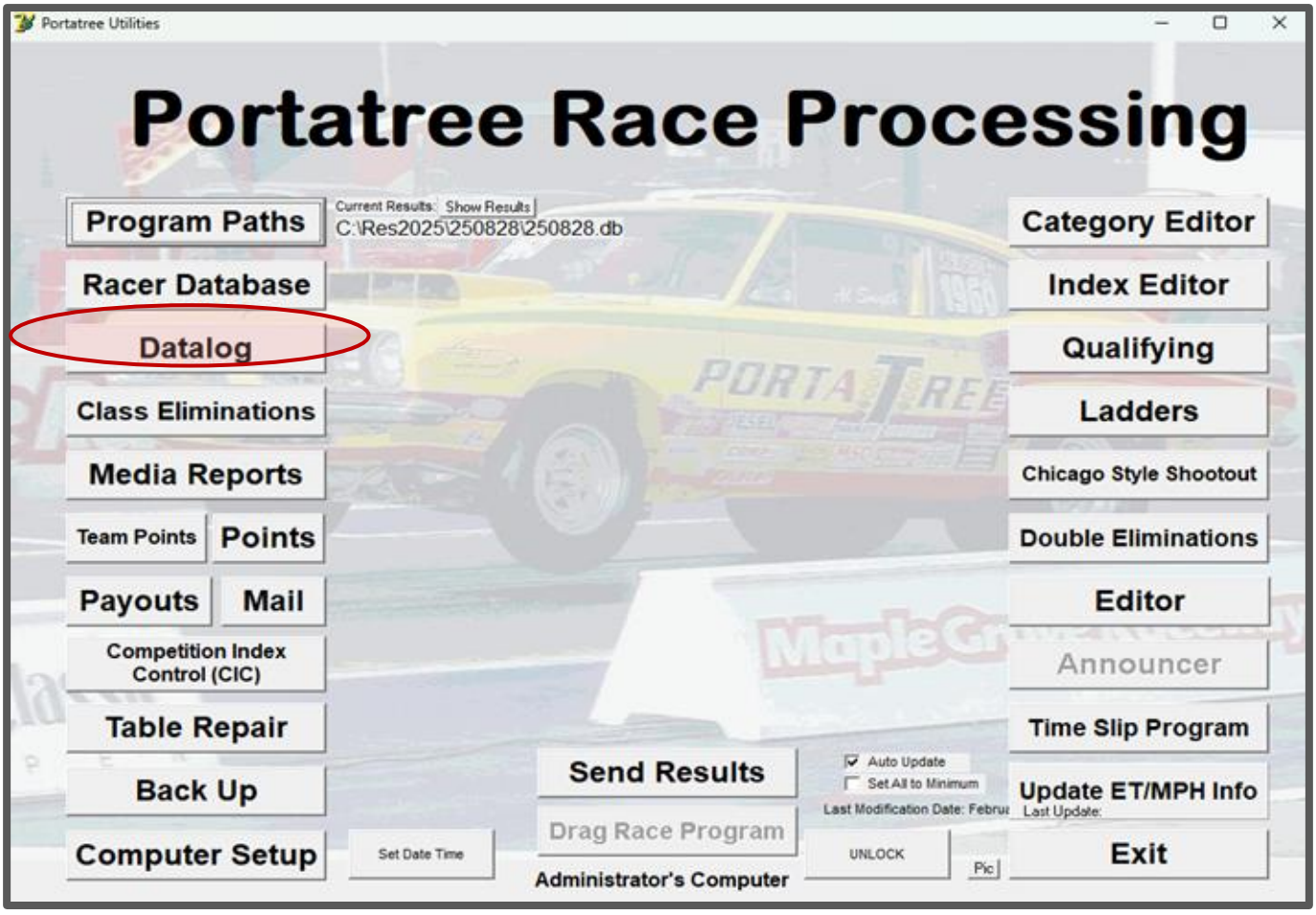
DATALOG
Search for a racers run
Reprint a racers timeslip



Meremere Dragway, Dragway Road, Meremere

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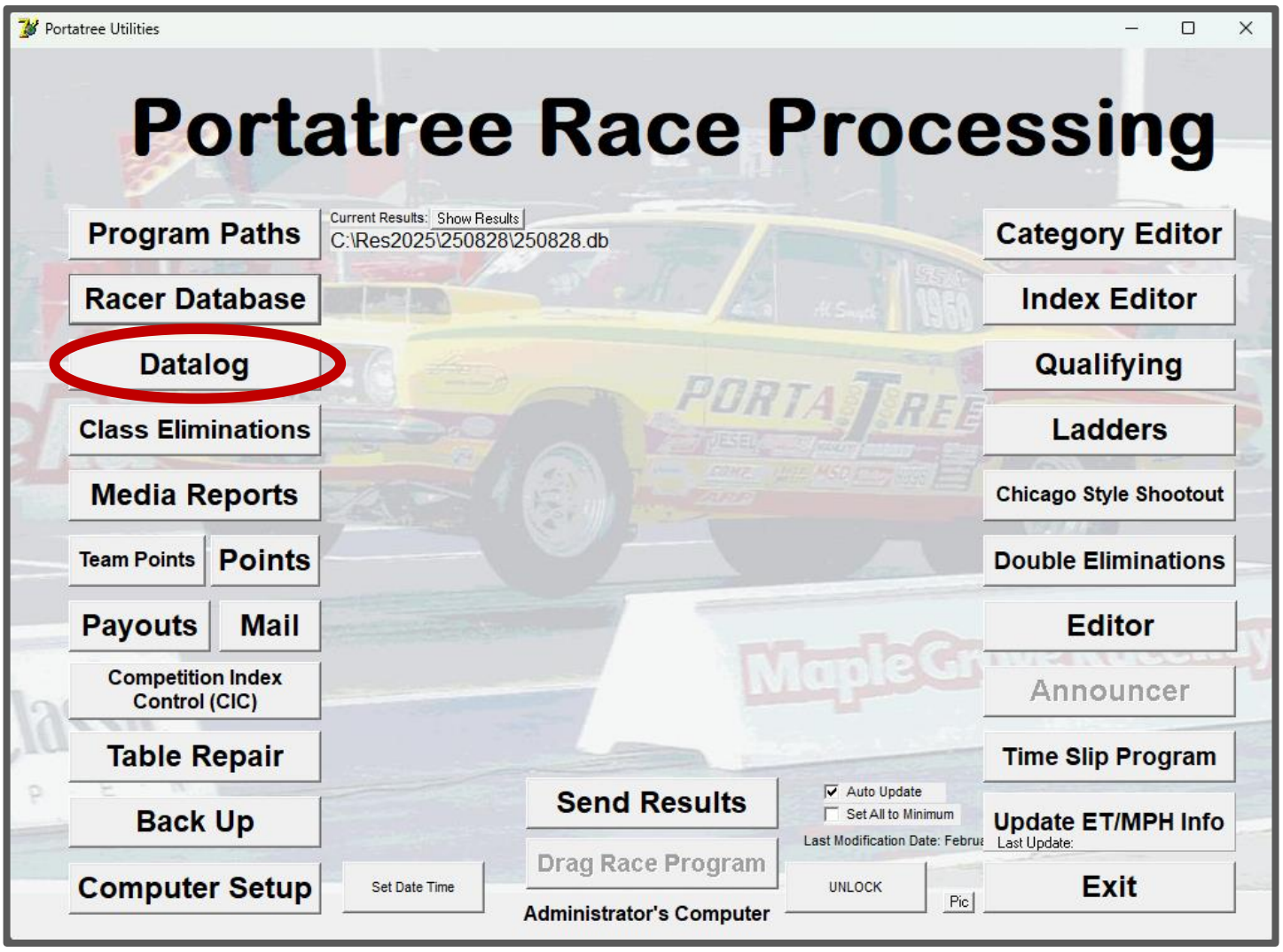
Datalog

This is an automatic system record of every run / pass for each racer for the day. It includes, Time Trials, Qualifying, Eliminations…basically all timed runs down the track.



30. To view the record of runs for the day, click on DATALOG on the Portatree homescreen.

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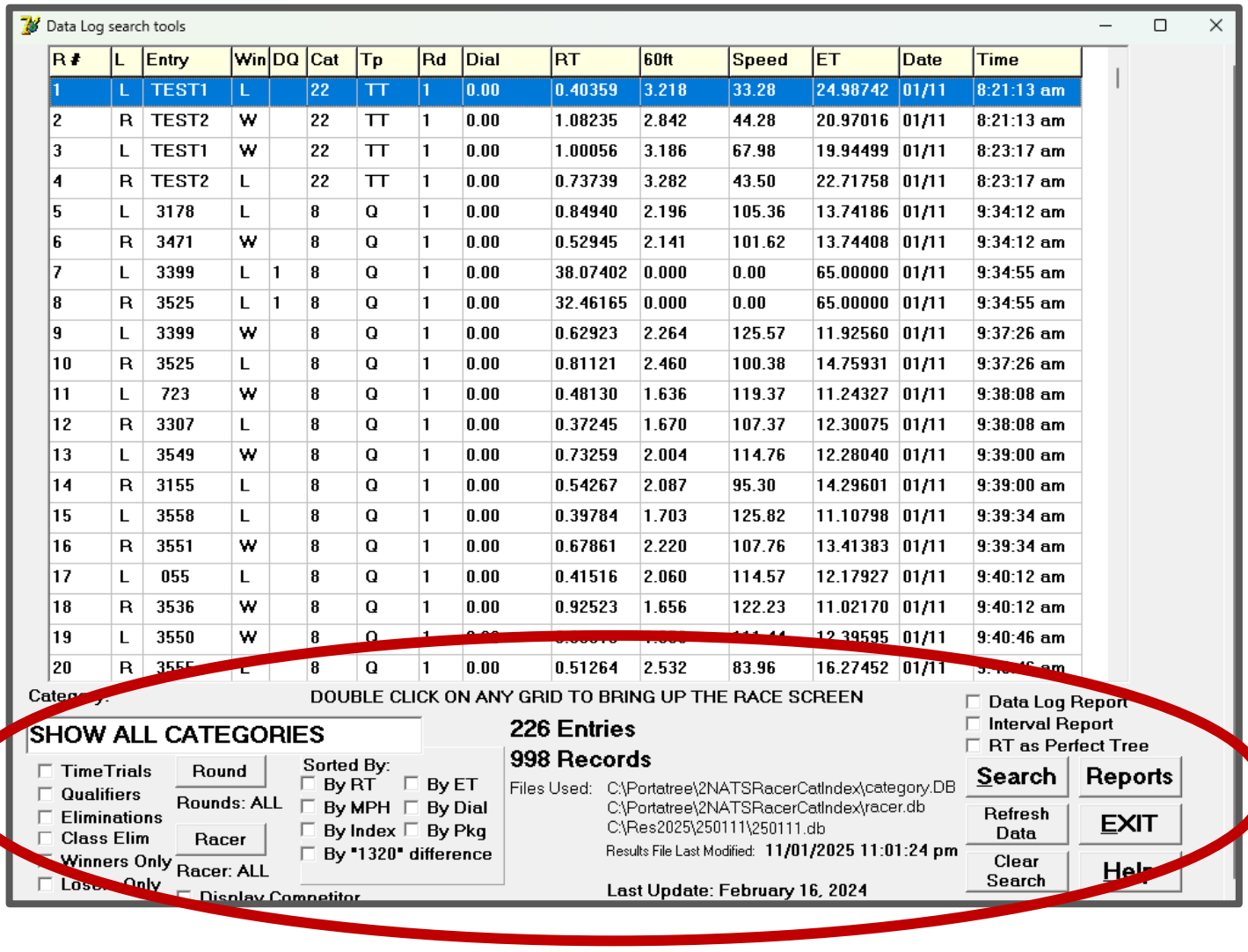
Datalog

You can view all runs or you can search for a specific racer, class, round, by qualifying, by eliminations, by winners or losers etc.

Use the commands/tick boxes circled in red, to find the info you need. Click **Search** to view your requested info.

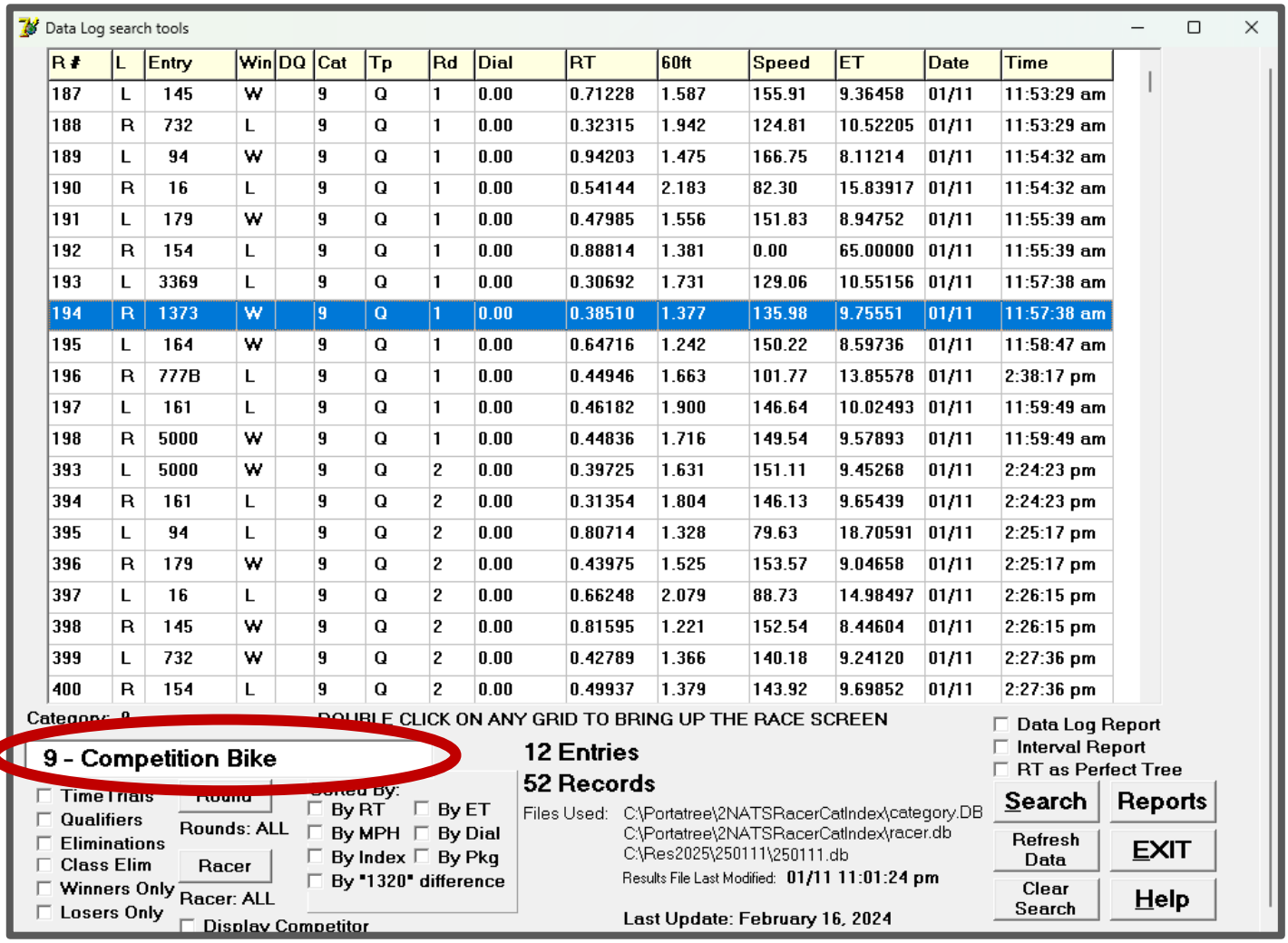


R #	L	Entry	Win	DQ	Cat	Tp	Rd	Dial	RT	60ft	Speed	ET	Date	Time
1	L	TEST1	L		22	TT	1	0.00	0.40359	3.218	33.28	24.98742	01/11	8:21:13 am
2	R	TEST2	W		22	TT	1	0.00	1.08235	2.842	44.28	20.97016	01/11	8:21:13 am
3	L	TEST1	W		22	TT	1	0.00	1.00056	3.186	67.98	19.94499	01/11	8:23:17 am
4	R	TEST2	L		22	TT	1	0.00	0.73739	3.282	43.50	22.71758	01/11	8:23:17 am
5	L	3178	L		8	Q	1	0.00	0.84940	2.196	105.36	13.74186	01/11	9:34:12 am
6	R	3471	W		8	Q	1	0.00	0.52945	2.141	101.62	13.74408	01/11	9:34:12 am
7	L	3399	L	1	8	Q	1	0.00	38.07402	0.000	0.00	65.00000	01/11	9:34:55 am
8	R	3525	L	1	8	Q	1	0.00	32.46165	0.000	0.00	65.00000	01/11	9:34:55 am
9	L	3399	W		8	Q	1	0.00	0.62923	2.264	125.57	11.92560	01/11	9:37:26 am
10	R	3525	L		8	Q	1	0.00	0.81121	2.460	100.38	14.75931	01/11	9:37:26 am
11	L	723	W		8	Q	1	0.00	0.48130	1.636	119.37	11.24327	01/11	9:38:08 am
12	R	3307	L		8	Q	1	0.00	0.37245	1.670	107.37	12.30075	01/11	9:38:08 am
13	L	3549	W		8	Q	1	0.00	0.73259	2.004	114.76	12.28040	01/11	9:39:00 am
14	R	3155	L		8	Q	1	0.00	0.54267	2.087	95.30	14.29601	01/11	9:39:00 am
15	L	3558	L		8	Q	1	0.00	0.39784	1.703	125.82	11.10798	01/11	9:39:34 am
16	R	3551	W		8	Q	1	0.00	0.67861	2.220	107.76	13.41383	01/11	9:39:34 am
17	L	055	L		8	Q	1	0.00	0.41516	2.060	114.57	12.17927	01/11	9:40:12 am
18	R	3536	W		8	Q	1	0.00	0.92523	1.656	122.23	11.02170	01/11	9:40:12 am
19	L	3550	W		8	Q	1	0.00	0.51264	2.532	83.96	16.27452	01/11	9:40:46 am
20	R	3555	L		8	Q	1	0.00	0.51264	2.532	83.96	16.27452	01/11	9:40:46 am

MDI Portatree SOP

Datalog

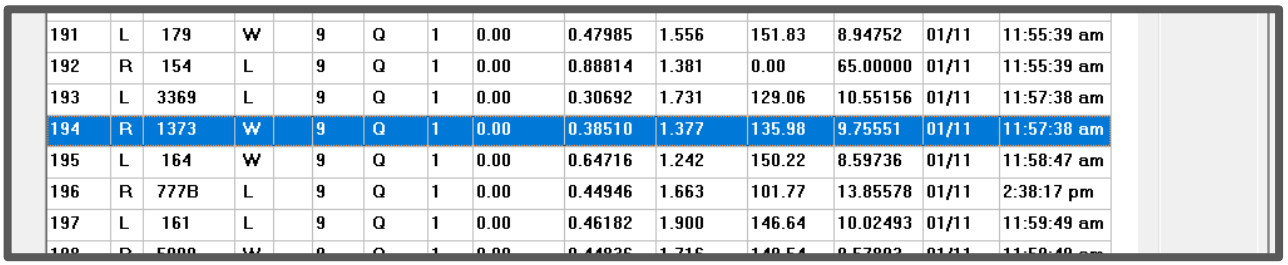
Example: search by class will only show the runs made by the racers in that class



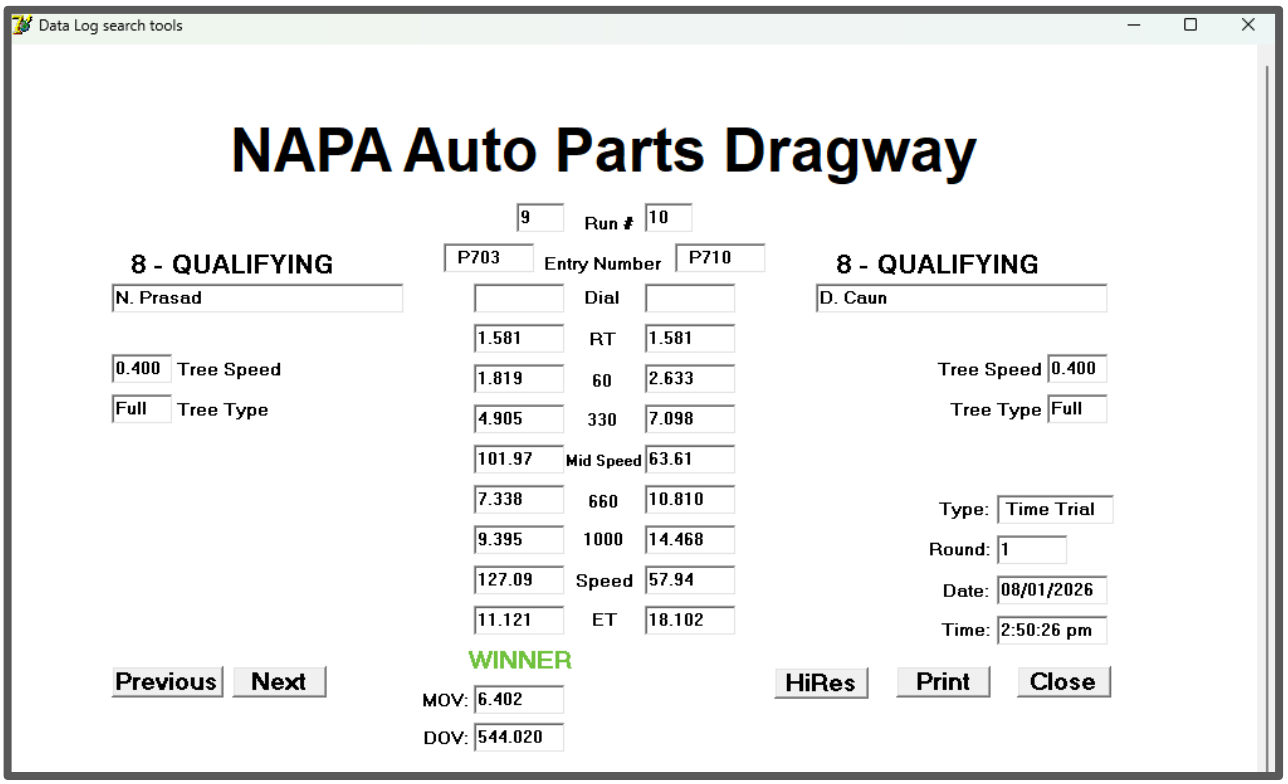
MDI Portatree SOP

Datalog

One of the Datalog functions allows you to reprint a racers timeslip.
Simply double click on the relevant run to see the timeslip.
Click on Print to print this to the desktop printer if required (next to the Admin Computer).
This is the quickest way to reprint a timeslip.



191	L	179	W		9	Q	1	0.00	0.47985	1.556	151.83	8.94752	01/11	11:55:39 am
192	R	154	L		9	Q	1	0.00	0.88814	1.381	0.00	65.00000	01/11	11:55:39 am
193	L	3369	L		9	Q	1	0.00	0.30692	1.731	129.06	10.55156	01/11	11:57:38 am
194	R	1373	W		9	Q	1	0.00	0.38510	1.377	135.98	9.75551	01/11	11:57:38 am
195	L	164	W		9	Q	1	0.00	0.64716	1.242	150.22	8.59736	01/11	11:58:47 am
196	R	777B	L		9	Q	1	0.00	0.44946	1.663	101.77	13.85578	01/11	2:38:17 pm
197	L	161	L		9	Q	1	0.00	0.46182	1.900	146.64	10.02493	01/11	11:59:49 am



MEREMERE DRAGWAY INC.

THANK YOU.

Meremere Dragway, Dragway Road, Meremere