VTTA Standards Awards Guide for Officials

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Introduction

- The VTTA Standards Award system automates the capturing of members' results and potential standard claims, and supports the process of claiming and verifying awards
  - Results are only automatically captured for members who have linked their VTTA and CTT accounts
- The tasks for Group Recorders are:
  - Initialise the system by loading the 'baseline' claims for each member of their Group who has claimed one or more standards awards in the last three years
  - In October each year, use the system to claim standards awards for any members who cannot access the system to claim themselves
  - Get a report from the system in November each year with a list of medals and plaques to be produced and awarded by their Group
- This guides explains the tasks above

Initialising the system:1

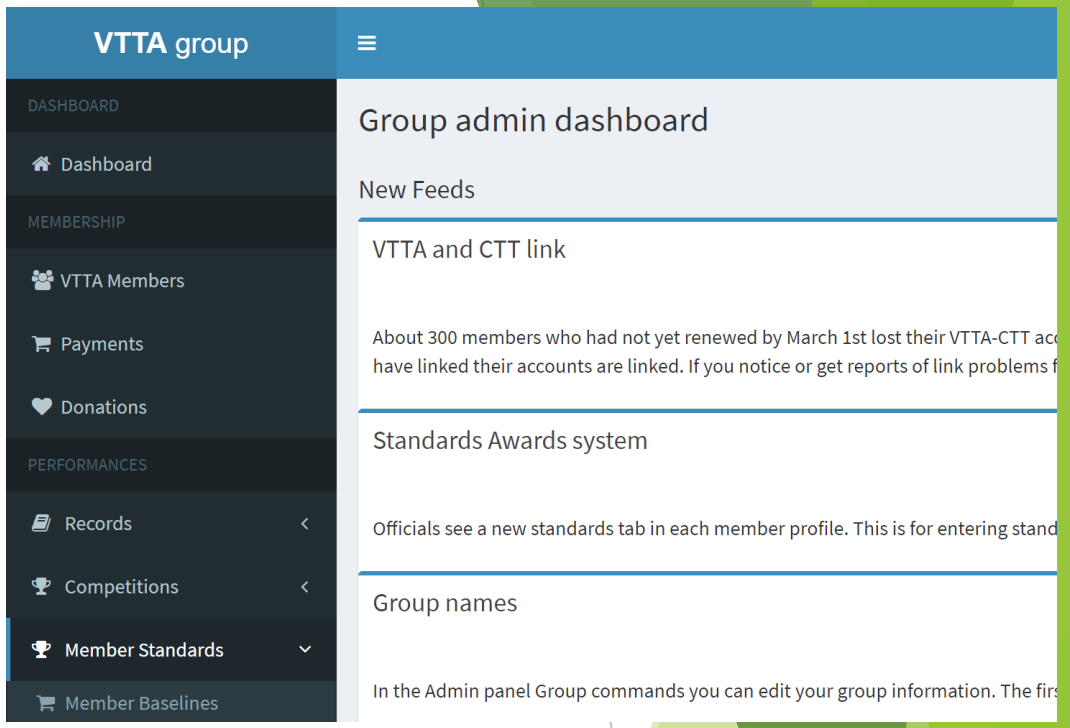
- To initialise the system you need this information from a standards award claim in the last three seasons:
  - Date of event
  - Actual time, or distance if 12/24 hours
- If you don't have a record of the claim forms or medals/plaques awarded, you can
  - search the payment log to find people in your group who have bought standards and then either:
    - ask your members to resend claim forms or other proof of event date and actual distance/time (e.g. photo of medal)
    - use the Discover/Registered Riders facility on the CTT site to find a history of their results
    - a combination of the above

Initialising the system: 2

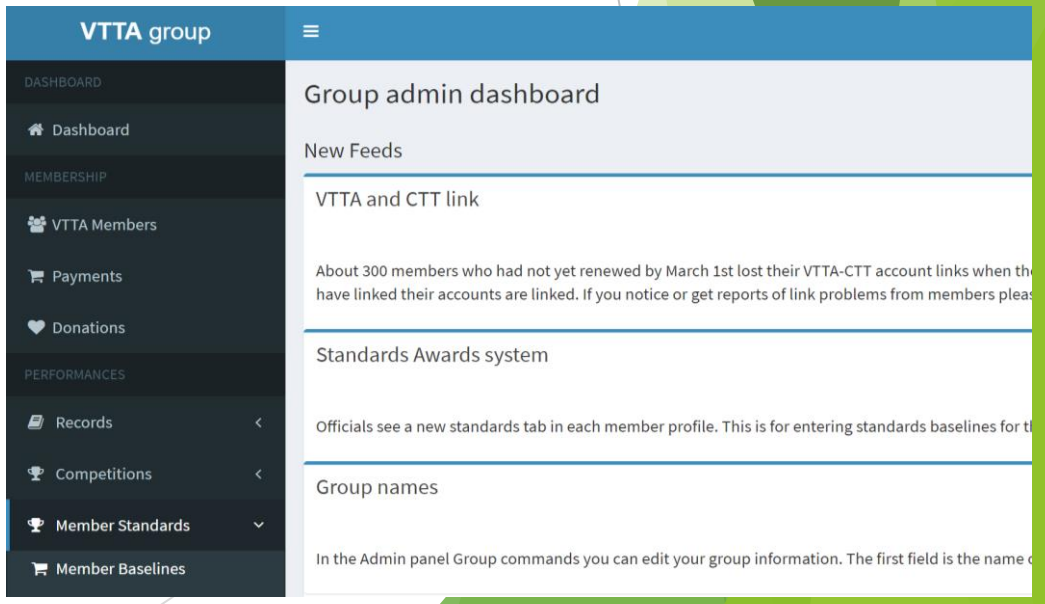
- Login into your VTTA member account
- Click on your name at the top right
- Click on “admin panel”
  - If you cannot access the admin panel you don’t have group admin access
  - Email itmanager@vtta.org.uk to request “group” access

Initialising the system: 3

1. Click on Member Standards

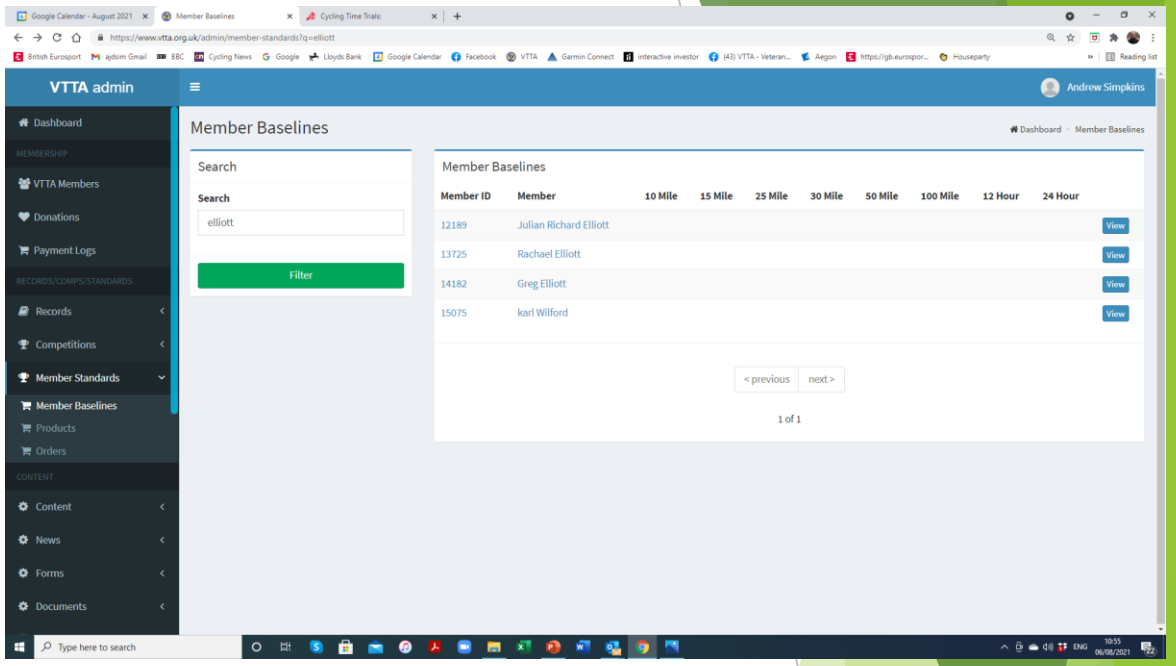


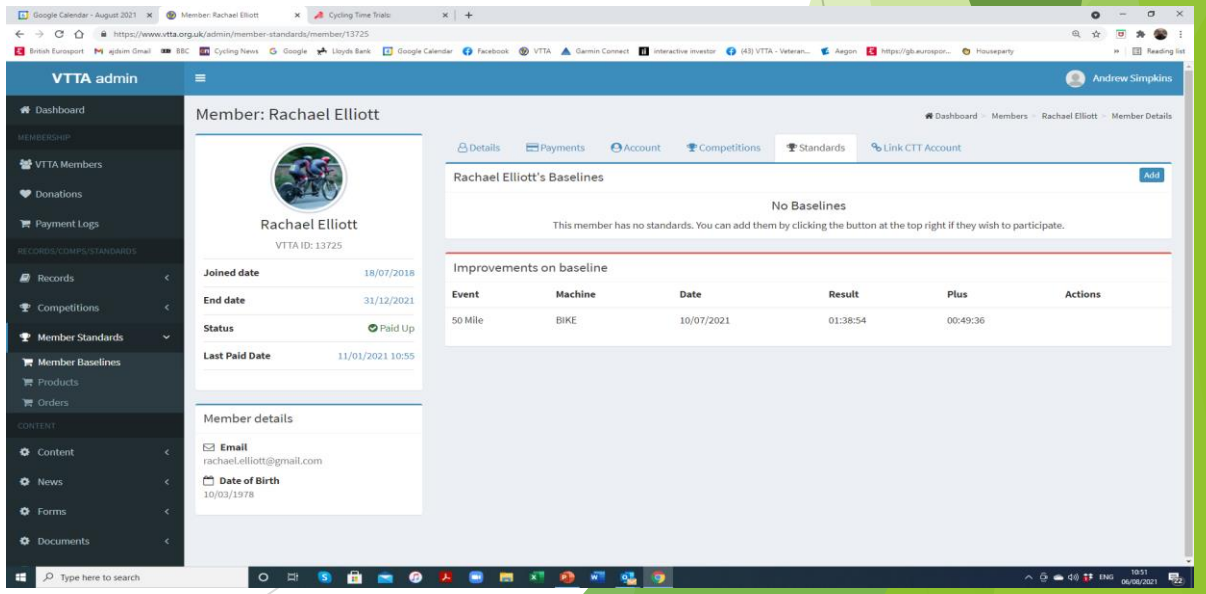
2. Click on Member Baselines



Initialising the system: 4

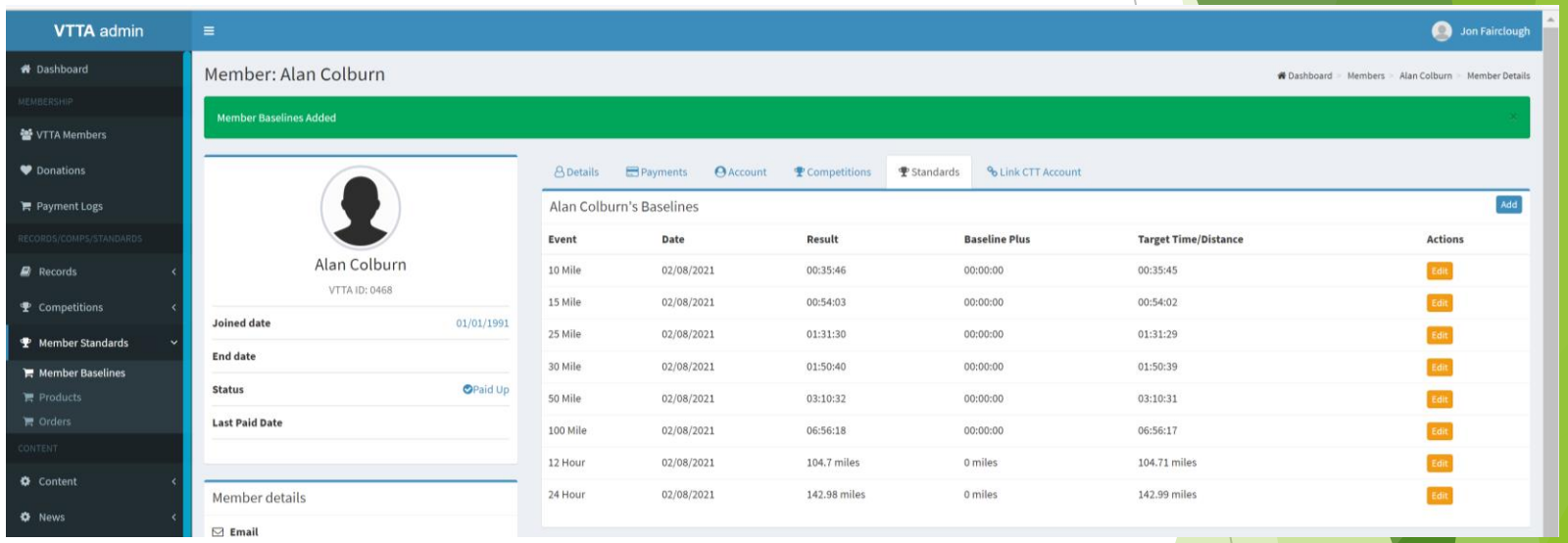
- The member baselines screen opens to show a list of members in your group who have linked their CTT and VTTA accounts
- Select a member whose baseline you want to set
- Click on the View button for that member
- The screen opens with a message.
- Click on the Add button for that member





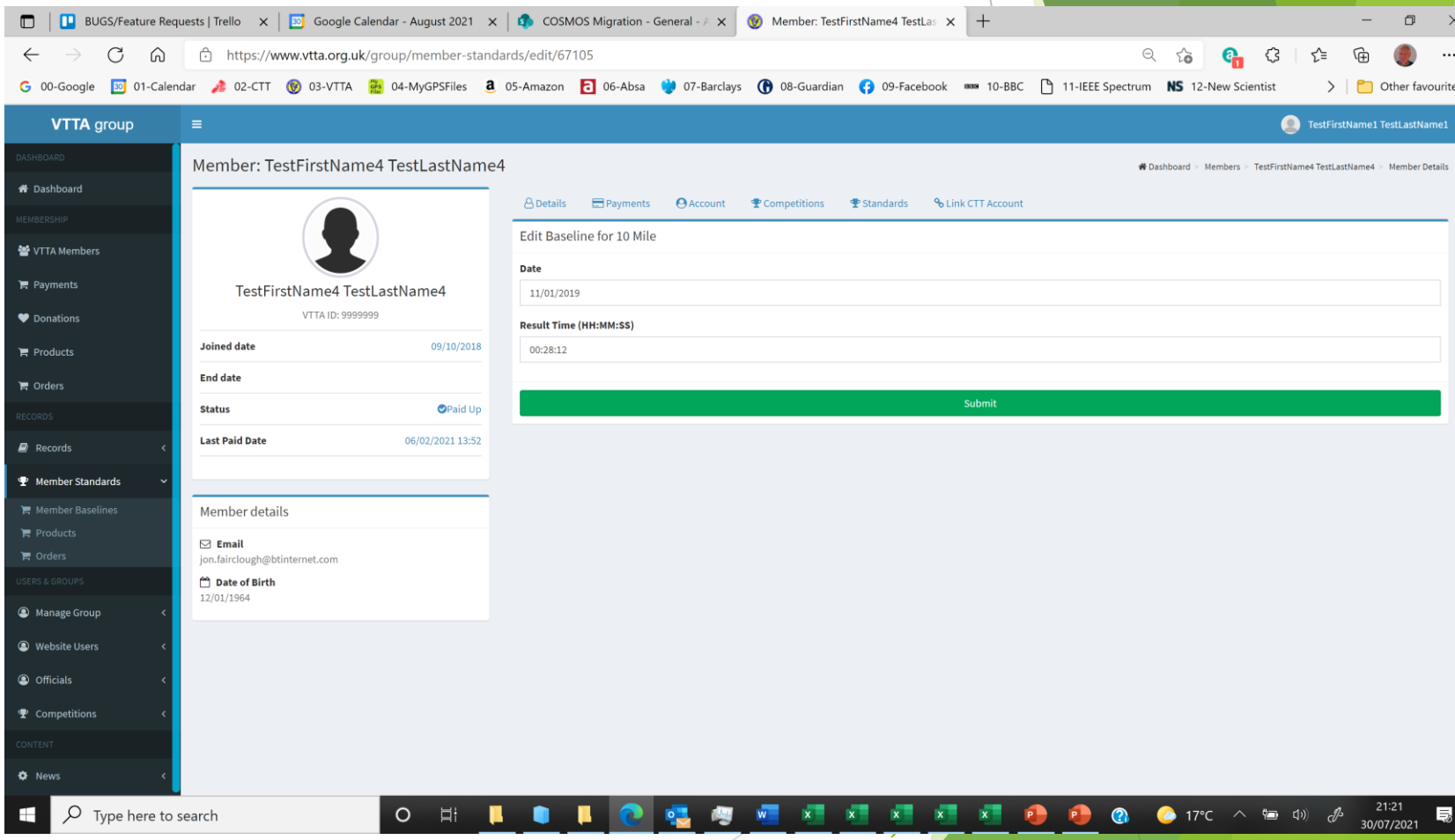
Initialising the system: 5

- The member baselines screen opens with the results set to the standard for the member's age and gender at the current date
- All plus's are zero



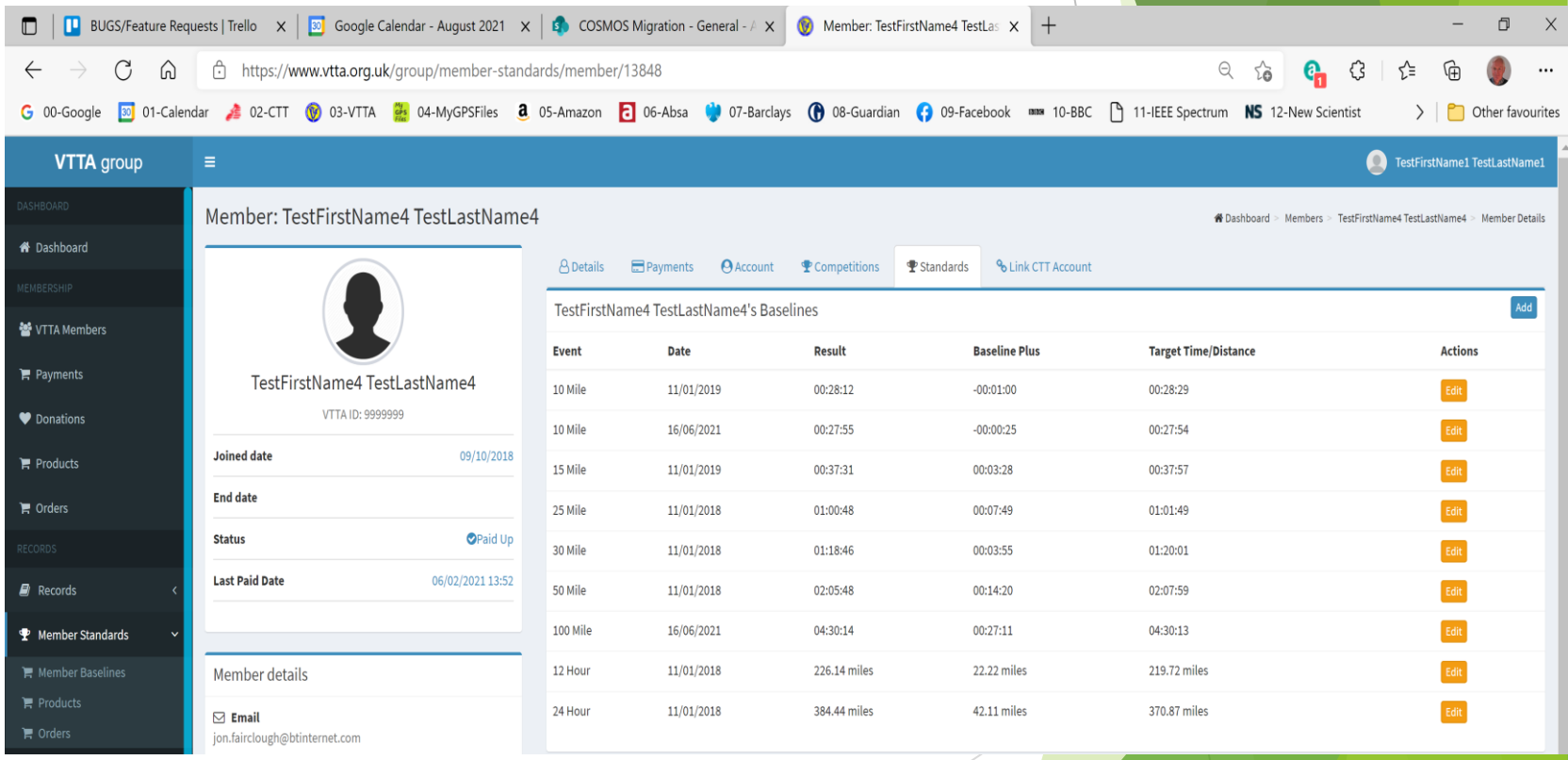
Initialising the system: 6

- Choose an ‘Event’ (distance or time) and click the “Edit” button
- You can then edit the baseline for this event by entering the date and actual result from their most recent standards claim
- Click “Submit” to enter the baseline, or the back button to cancel



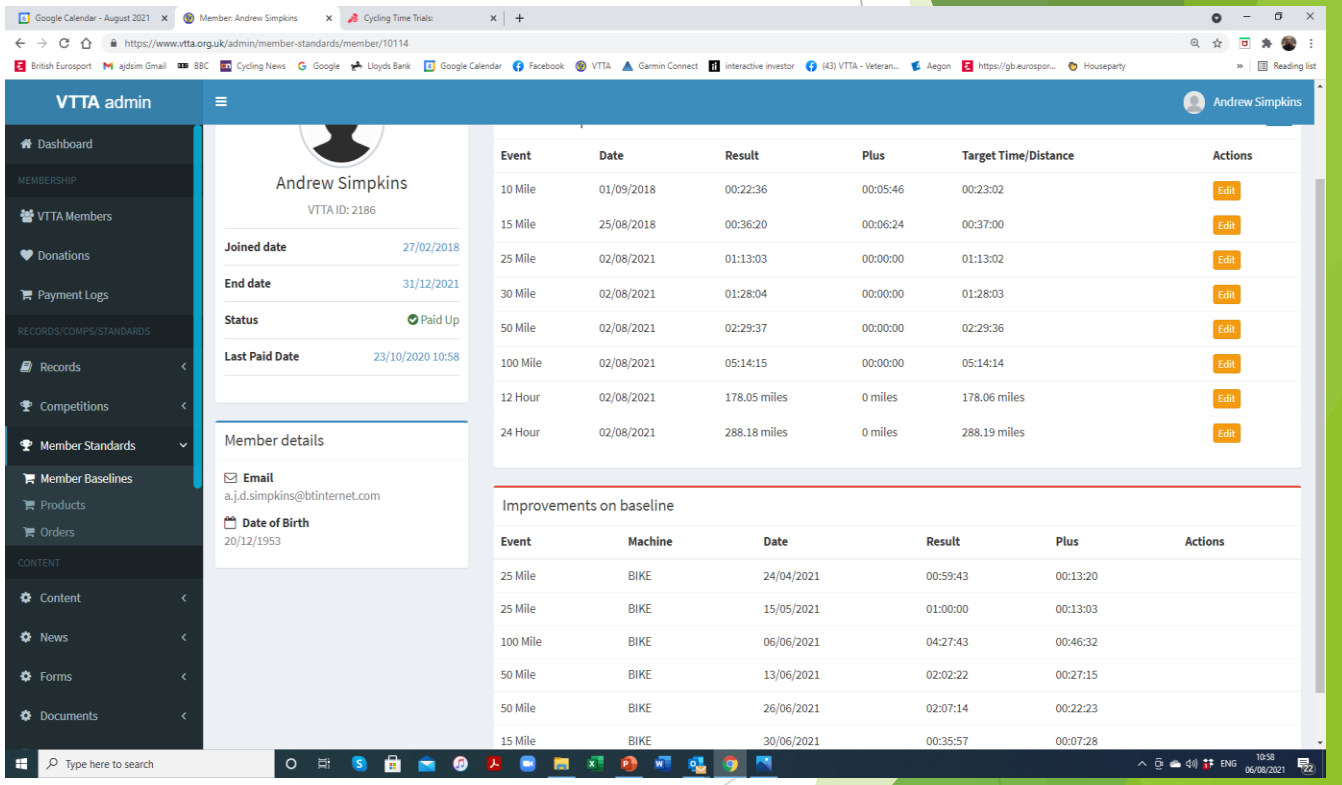
Initialising the system: 7

- The baseline plus is calculated from the actual result using the current VTTA standards (2021). This will enable fairer comparison with 2021 performances.
- The baseline plus will not be the plus in the original claim, as that will not have been calculated using the 2021 standards.
- The target time/distance is shown which is the result a member needs to achieve at today's date to improve on the baseline plus and achieve a standards award.



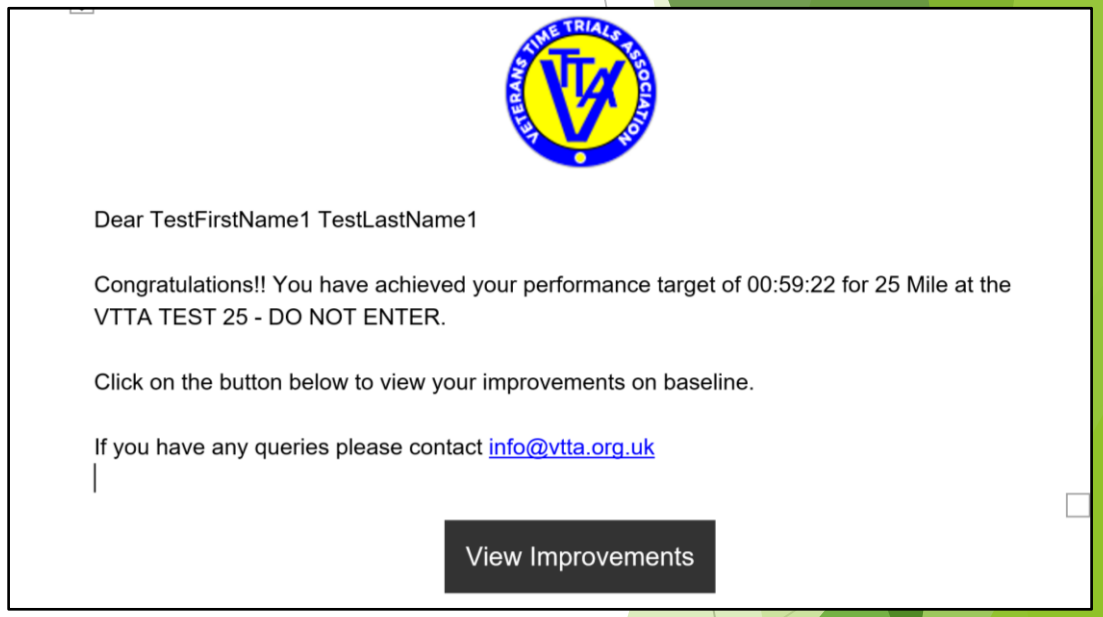
Initialising the system: 8

- When baselines have been added, any results that improve on the baselines will be displayed in a table below
- Because initially member's baselines are set to the default standard for their age and gender, any actual result they have achieved at a distance in the current season could qualify for a claim if it improved on the default standard
- But once you have entered an actual past claim for them the table will be updated to show only their rides in the current season that are improvements on that past claim
- At this stage of 'initialising the system' you don't need to do anything about this section of the screen



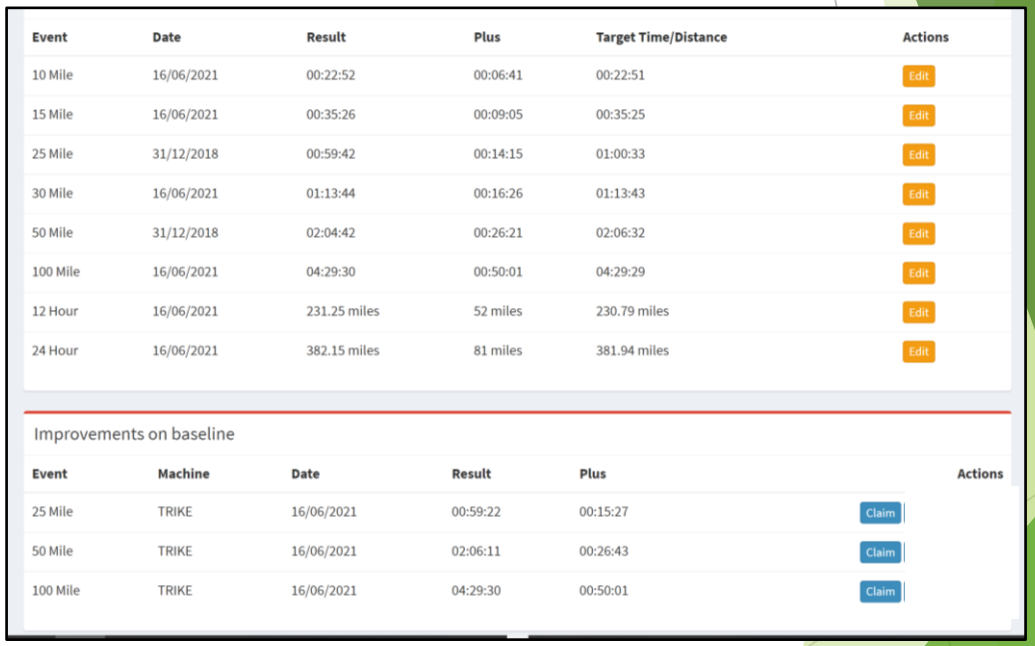
Claims: 1

- Like the Competitions system, the Standards Awards system uses the results transferred from the CTT site for the members who have linked their accounts
- When a member achieves their standard target in an event they receive a notification by email – which invites them to view their improvement
- Members can claim an improvement as soon as it has been achieved, but it is advised that they delay claiming until they are sure they not going to race any more events of the same distance/time in the season, this is because
  - once a claim has been submitted they can only claim a better performance than the new baseline they have set by claiming
  - if members wish to claim a slower time which still gains them a medal they will not be able to
- All claims must be made by 31st October



Claims: 2

- When a member follows the ‘View Improvements’ button they are taken to the standards tab in their member profile
- The performances that exceed their target are listed below the baselines under the heading “Improvements to Baseline”
- Members can also log in at any time to see their baselines, targets and possible claims
- In order for the claim button to show in 2021, they must have purchased standards in 2020 or 2021



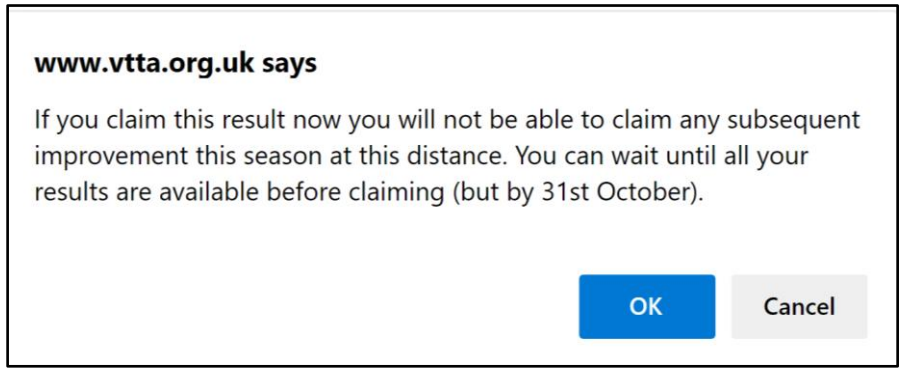
Event	Date	Result	Plus	Target Time/Distance	Actions
10 Mile	16/06/2021	00:22:52	00:06:41	00:22:51	Edit
15 Mile	16/06/2021	00:35:26	00:09:05	00:35:25	Edit
25 Mile	31/12/2018	00:59:42	00:14:15	01:00:33	Edit
30 Mile	16/06/2021	01:13:44	00:16:26	01:13:43	Edit
50 Mile	31/12/2018	02:04:42	00:26:21	02:06:32	Edit
100 Mile	16/06/2021	04:29:30	00:50:01	04:29:29	Edit
12 Hour	16/06/2021	231.25 miles	52 miles	230.79 miles	Edit
24 Hour	16/06/2021	382.15 miles	81 miles	381.94 miles	Edit

Improvements on baseline

Event	Machine	Date	Result	Plus	Actions
25 Mile	TRIKE	16/06/2021	00:59:22	00:15:27	Claim
50 Mile	TRIKE	16/06/2021	02:06:11	00:26:43	Claim
100 Mile	TRIKE	16/06/2021	04:29:30	00:50:01	Claim

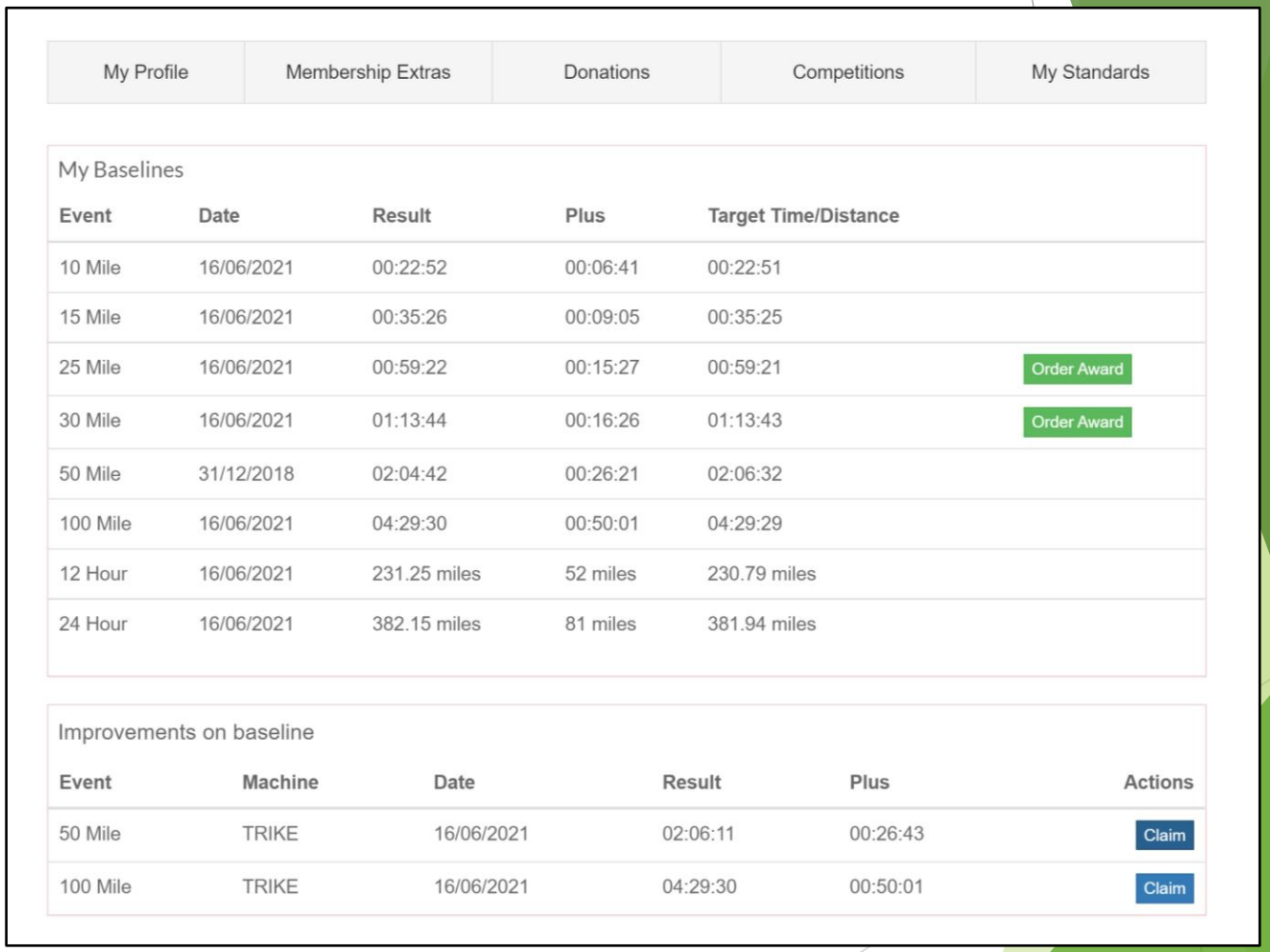
Claims: 3

- When the member clicks the Claim button they are asked to confirm
- The confirmation message is there because members can wait until the end of their season in case they achieve multiple improvements at a distance and can then choose which improvement to claim for



Claims: 4

- The claim disappears from the Claims list and the baseline is updated (in this case the 25 mile baseline)
- An “Order Award” button appears next to the baseline update; this is explained in the “Orders: 1” slide



My Profile | Membership Extras | Donations | Competitions | My Standards

My Baselines

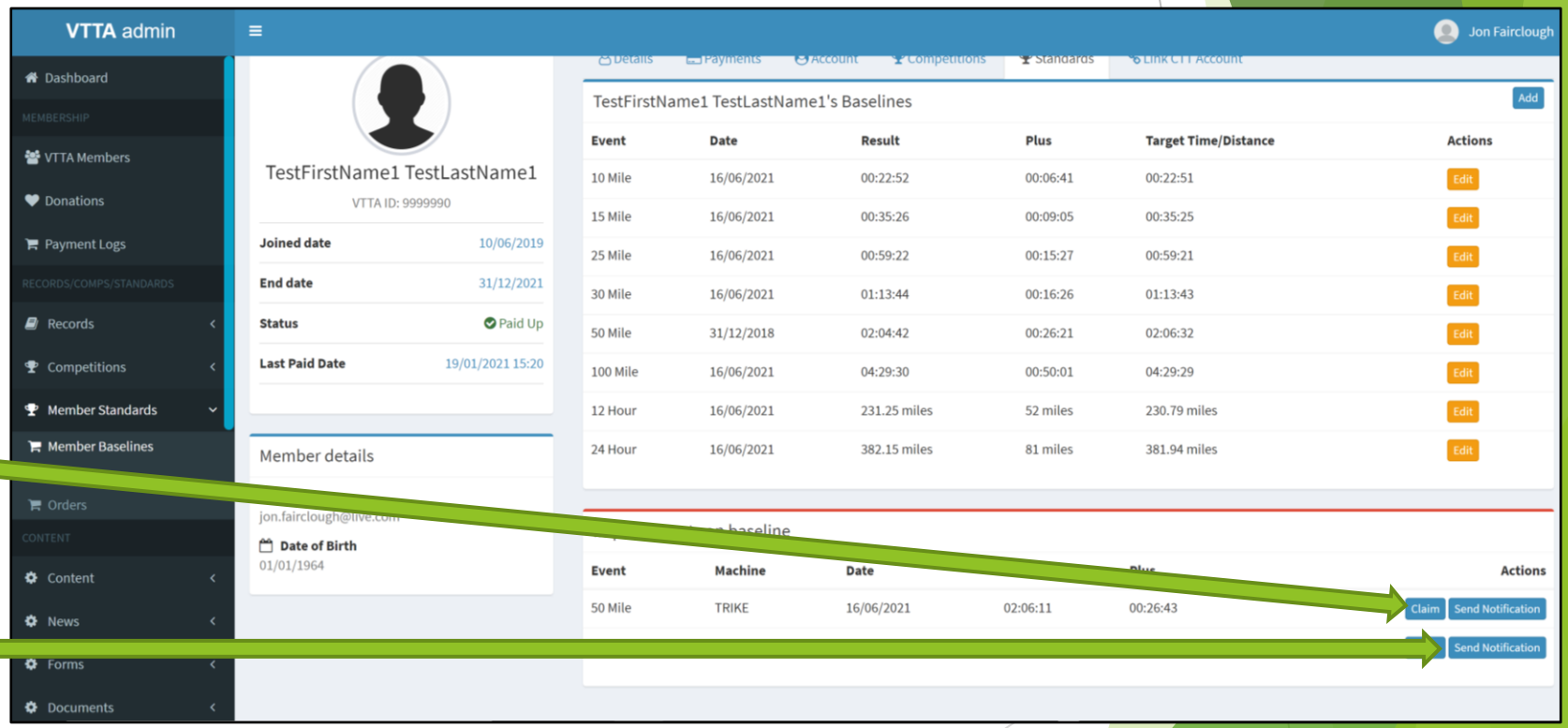
Event	Date	Result	Plus	Target Time/Distance	
10 Mile	16/06/2021	00:22:52	00:06:41	00:22:51	
15 Mile	16/06/2021	00:35:26	00:09:05	00:35:25	
25 Mile	16/06/2021	00:59:22	00:15:27	00:59:21	Order Award
30 Mile	16/06/2021	01:13:44	00:16:26	01:13:43	Order Award
50 Mile	31/12/2018	02:04:42	00:26:21	02:06:32	
100 Mile	16/06/2021	04:29:30	00:50:01	04:29:29	
12 Hour	16/06/2021	231.25 miles	52 miles	230.79 miles	
24 Hour	16/06/2021	382.15 miles	81 miles	381.94 miles	

Improvements on baseline

Event	Machine	Date	Result	Plus	Actions
50 Mile	TRIKE	16/06/2021	02:06:11	00:26:43	Claim
100 Mile	TRIKE	16/06/2021	04:29:30	00:50:01	Claim

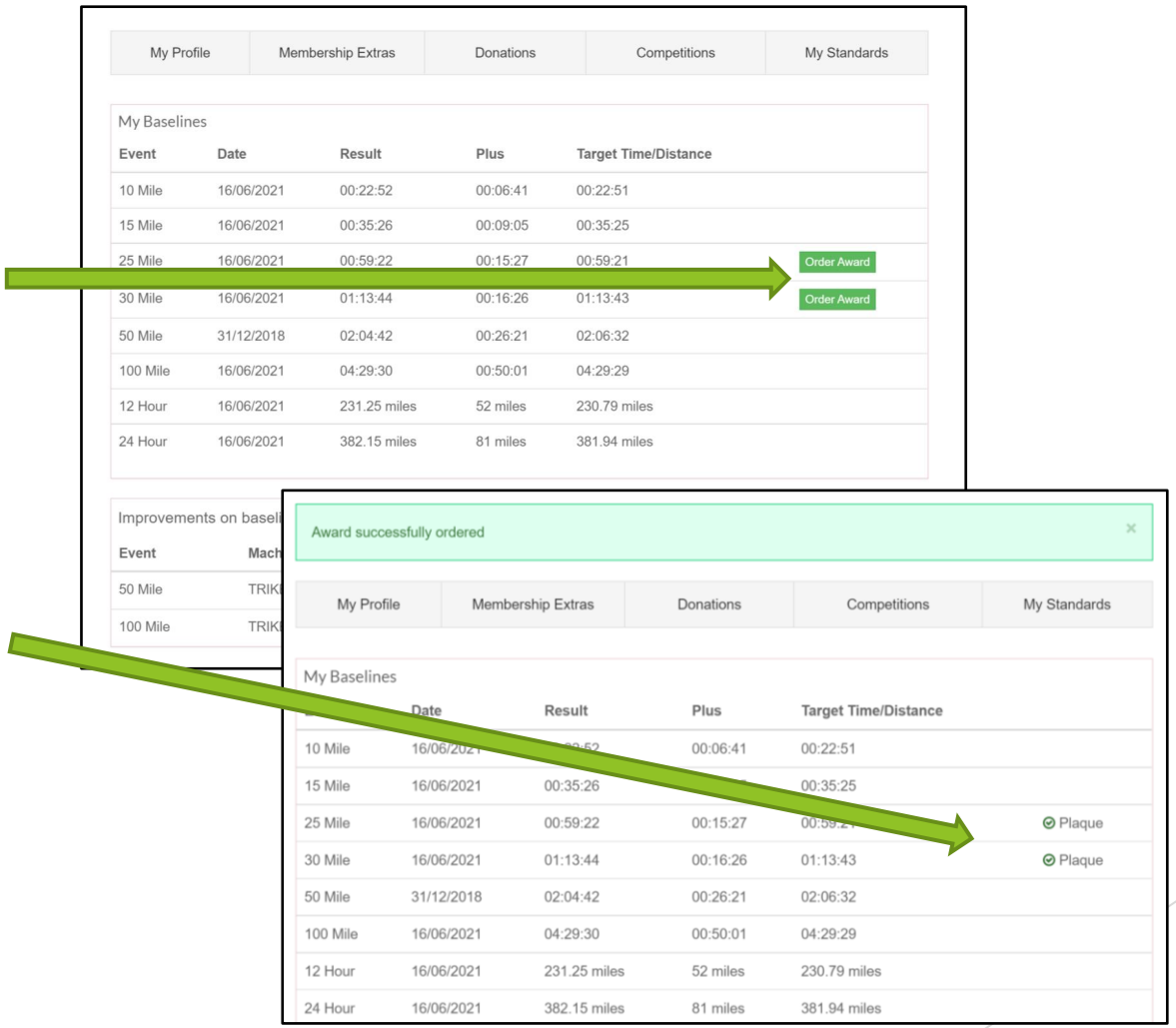
Claims: 5

- Some members may not be able to access the system to claim for a standards award
- An official can see the ‘Improvements on Baseline’ for a member on the Member Baselines screen and claim on their behalf
- Officials can also send notifications to members to remind them to claim



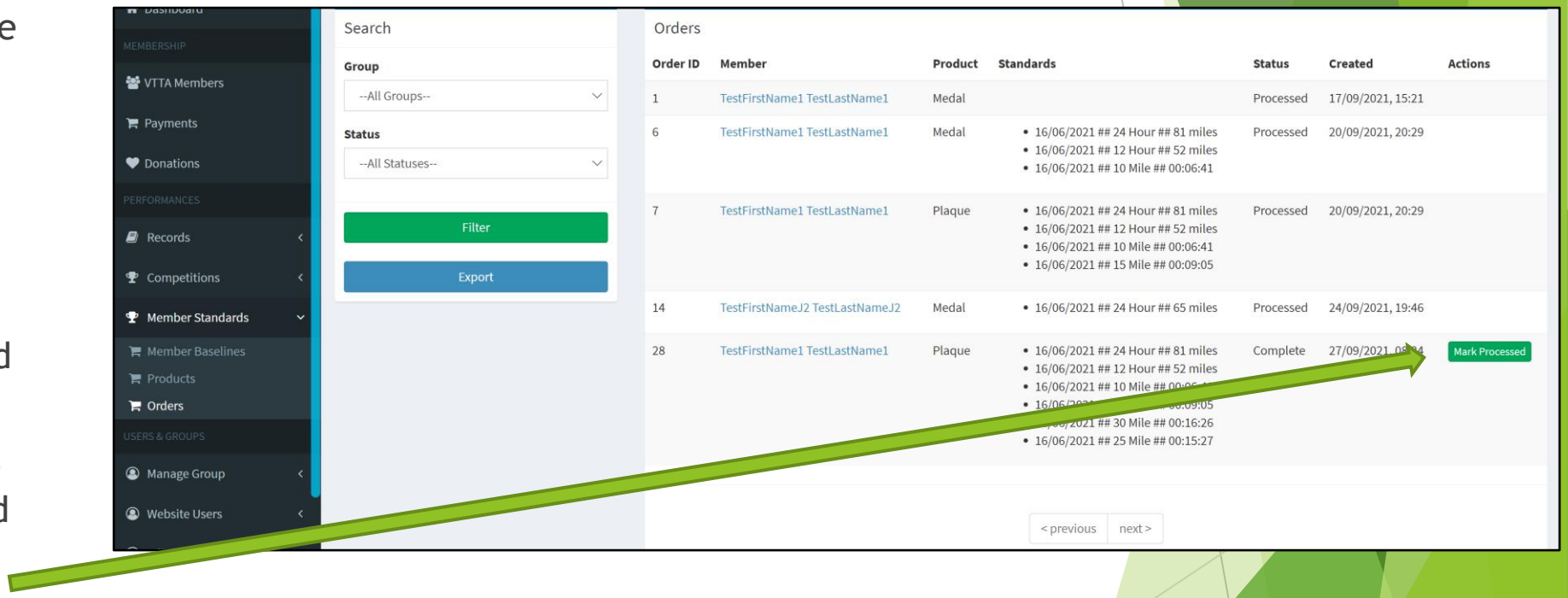
Orders: 1

- “Order Award” buttons are shown where a claim has been made
- After claiming and setting a new baseline, members can opt to receive a medal or plaque by clicking the “Order Award” button
- “Medal” Or “Plaque” icons appear where an award has been ordered
- The system awards a plaque if 4 or more medals are ordered (in this example using test data two of the awards are not shown)



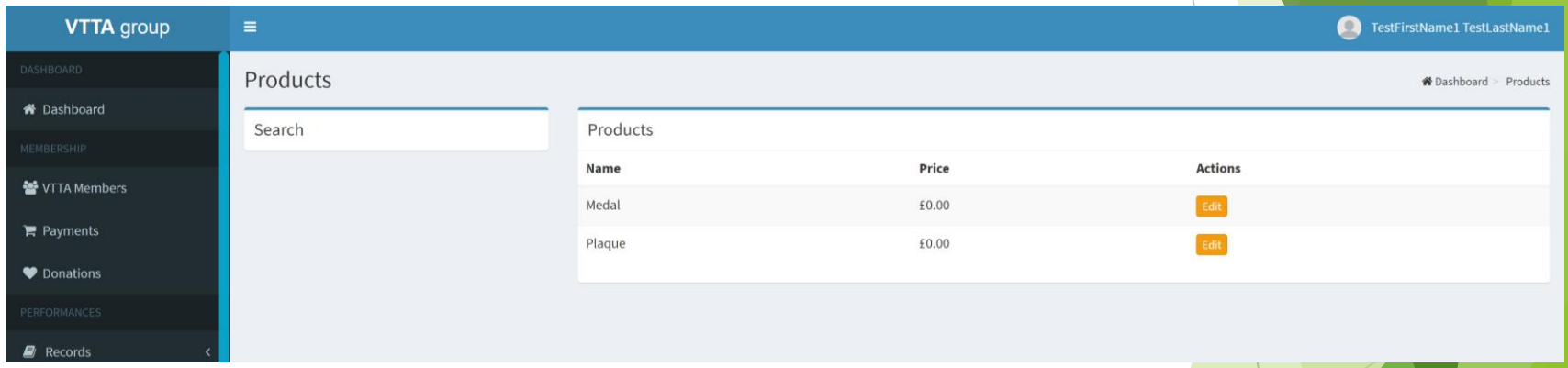
Orders: 2

- The order screen available to admins and group officials contains a list of orders made by members
- The group recorder can export the list and use it to arrange for the medals to be made and presented
- When a medal or plaque has been delivered to the member, the group record should click the “mark processed” button
- This example contains test data with multiple awards for Testlastname1. Only the last is valid.



Products

- There is a ‘Products screen’- which will hold the prices of medals and plaques for each group for the 2022 season and beyond.
- In 2021 the prices of medals and plaques have been to set to zero as members eligible to claim have already paid for standards.
- Do not change these values until advised to by the Chairman



Questions and Answers

1. It is necessary to update target times when members have a birthday. Does the system run some kind of ‘end of day’ routine every day to update the target time/distance based on the new age of the members who have had a birthday that day ?
    - *Target times and plusses are calculated “on the fly” using current dates and standards, so will change automatically when someone has a birthday*
2. When a member clicks on the ‘claim’ button, does the system check they have a current standards payment before recording the claim (this should be the case)?
    - *In 2021 members do not see a claim button unless they have purchased standards*

Thank You