

# Skater's PDF live configuration

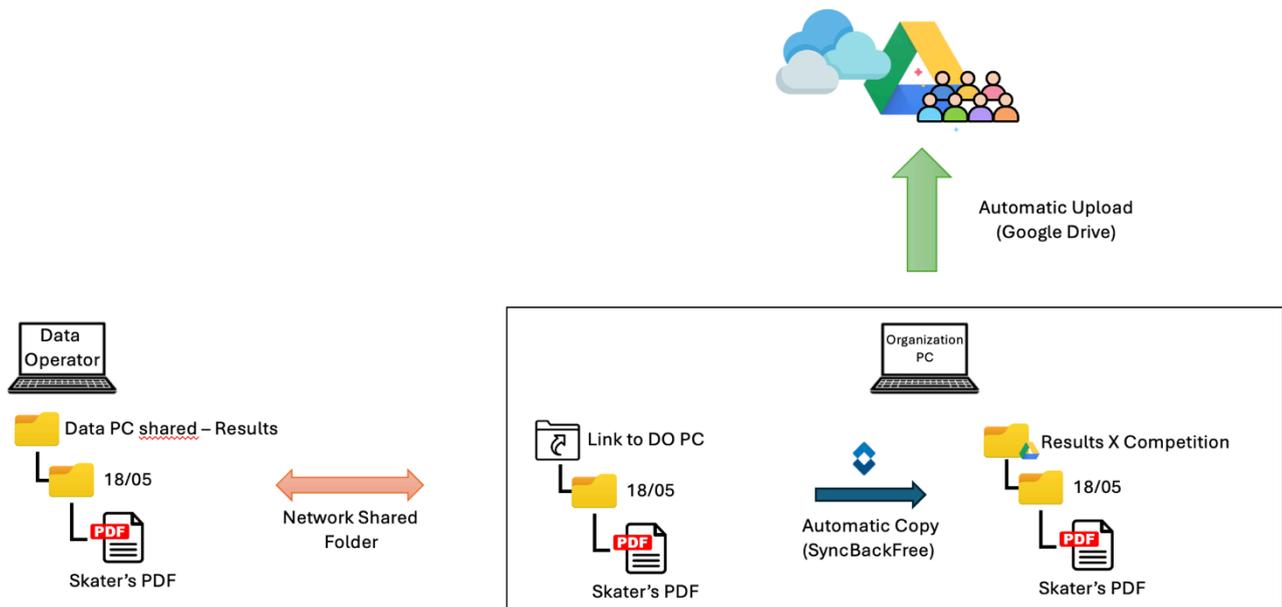


Figure 1: Block Diagram



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## 1. Purpose of this document

The purpose of this document is to describe the procedure that allows:

- **Immediate file sharing from Data Operator to Event Manager**  
The event manager can access PDFs (skating order, rankings, athletes' PDFs, Referee documents...) and copies of the databases directly from their desk through the organization-provided PC → this simplifies and speeds up the management and publication operations of the documentation (artisweb and event management).
- **File sharing from Event Manager to Data Operator**  
The event manager can share useful documents with the data operator's PC through the Organization PC (schedule program, useful announcements...).
- **Automatic online result uploads on Google Drive or Dropbox**  
By correctly configuring the Organization PC, it is possible to set up automatic uploads of the competition documentation to a drive folder to make it available to the public.
- **Automatic and immediate sharing of documents (rankings and entry orders) with the organizers**  
The event organizers will have results and entry orders available automatically and immediately. The steps necessary to complete the procedure are summarized in the following diagram:



Figure 2: Flow of procedure

## 2. Requirements

To implement this procedure, the following are required:

- "Organization" PC available to the Event Manager at their workstation, with the following features:
  - o Windows 10 or later version
  - o LAN port
  - o Wi-Fi
- The competition PC's network switch must have an available LAN port
- The PC must always be connected to the internet with a stable Wi-Fi connection provided by the organization, throughout the competition, without interruptions. The procedure does not work with a connection provided by a smartphone or an unstable connection
- Ethernet cable to connect the Organization PC to the switch. The cable must be of appropriate length (at least category 6 cable)
- Google Drive installed on the Organization PC and logged in with the Google account provided by the organization.
- Syncbackfree installed on the Organization PC
- Disable PC standby and automatic shutdown

***Note: The folder names used within the procedure are at the organization's discretion and may change depending on the event.***

### 3. Procedures

The procedures for the implementation of the architecture are listed below.

#### 3.1. Network Setup

Connect the Organization PC to the competition PCs' switch with an Ethernet cable of appropriate length.

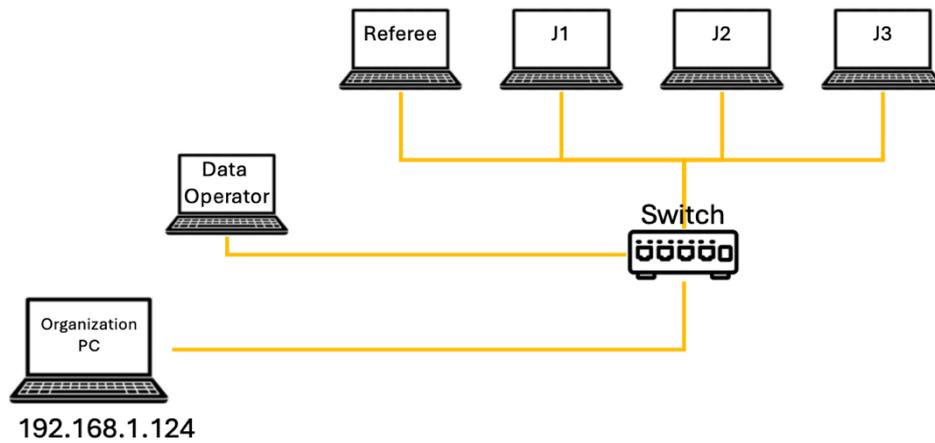


Figure 3: Network connections

### 3.2. Data Operator's PC configuration

Set up a shared network folder with "everyone" on the desktop. The folder name should indicate that it is on the data PC, for example, "Data PC shared - Results".

[Optional, depending on the defined organization] Within this folder, create a folder for each competition day or define a customized structure in agreement with the organization team. In the example, folders corresponding to the competition days will be created.

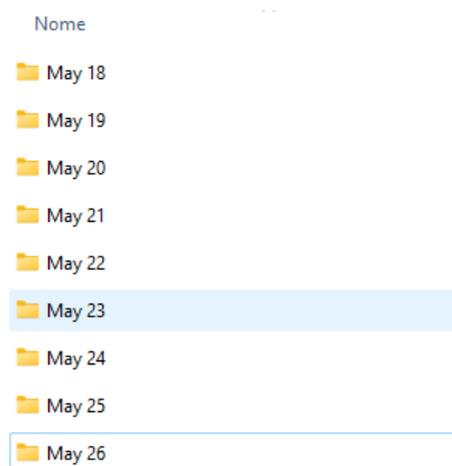


Figure 4: Example of the content of "Data PC shared - Results" folder

In the Tech Panel, go to settings, set "generate PDF after each skater," and select the folder just created for the current competition day as the destination. Click the "Save" button. This way, the software will automatically generate a PDF at the end of each athlete's performance in the specified shared folder (Note: update this folder every day).

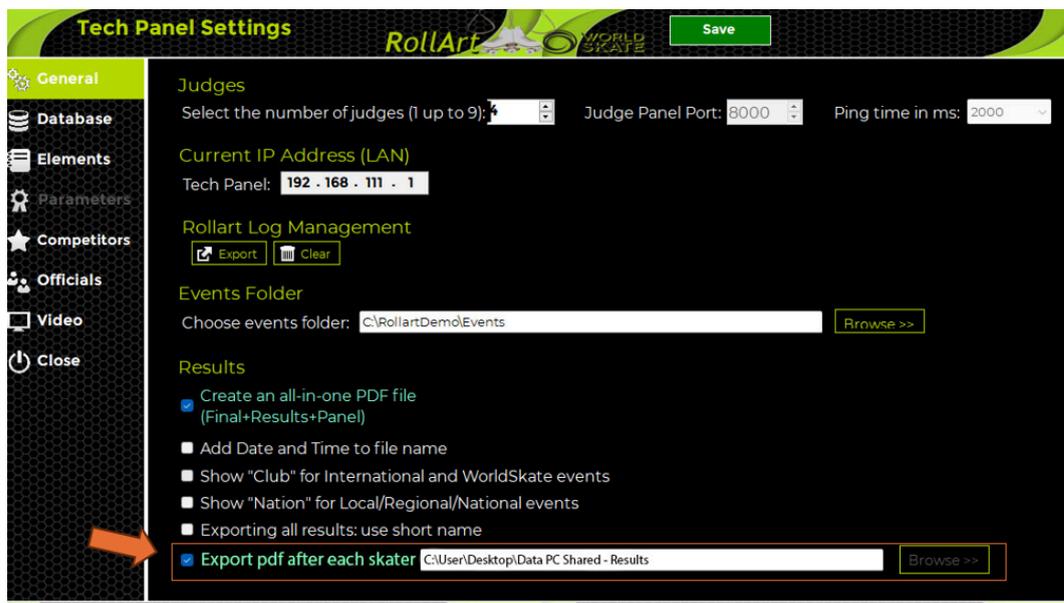


Figure 5: Export pdf after each skater setting

Insert a test PDF or a text file inside the "May 18" folder.

### 3.3. Organization PC Configuration

1. Connect the PC to the internet via WiFi.
2. Assign a static IP address to the Ethernet network card belonging to the competition PCs' subnet, ensuring it does not conflict with already assigned addresses, for example, use 192.168.1.124.
3. Access the network and create a shortcut to the shared folder on the desktop, and name it, for example, "Link to Data PC".
4. Verify that the "Link to Data PC" shortcut provides access to the daily folders and the test PDF created on the data PC.
5. Create a folder on the desktop named "Results + event name". As an example, "Results X Competition" will be used. This folder should be empty at this stage of the configuration.

**Note:** *The name of this folder is at the discretion of the organization or the person configuring the system.*



*At the end of procedure 3.3, the following will be present on the desktop of the Organization PC:*

- *The "Results" folder*
- *The shortcut to the network folder "Link to DO PC"*

### 3.3.1 Google Drive Configuration

Install the "Google Drive" app on the PC. Open the app and go to "Preferences" to configure it to share the "Results X Competition" folder on the drive.

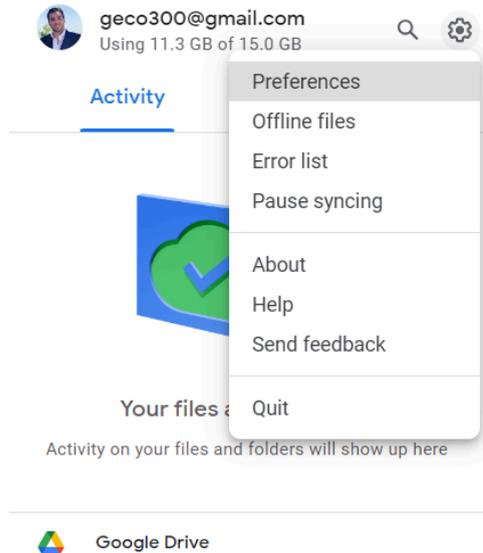


Figure 6: Google Drive Preferences in the tray bar

Click on "My laptop", then on "Add Folder" and select the "Results X Competition" folder.

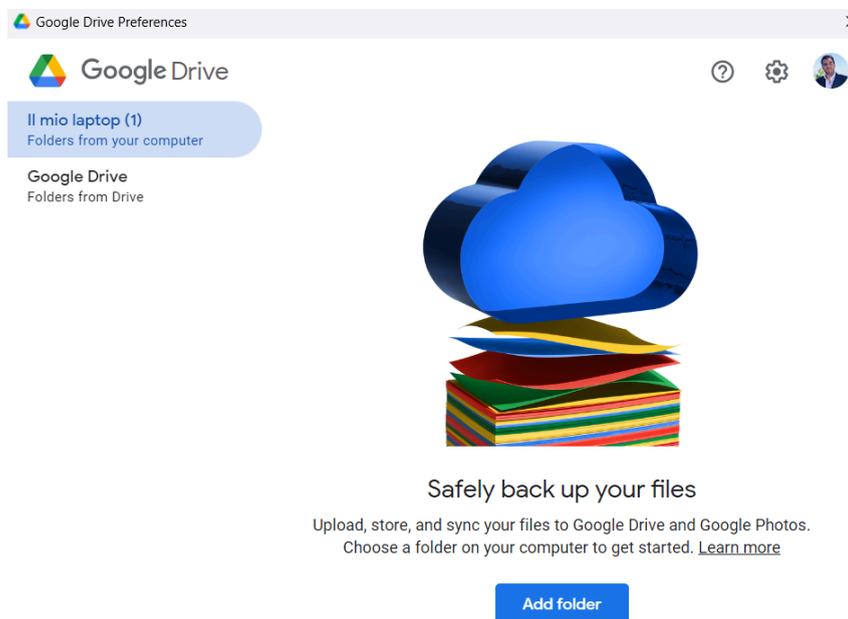


Figure 7: Google Drive

Set "Sync with Google Drive" and press "Done".

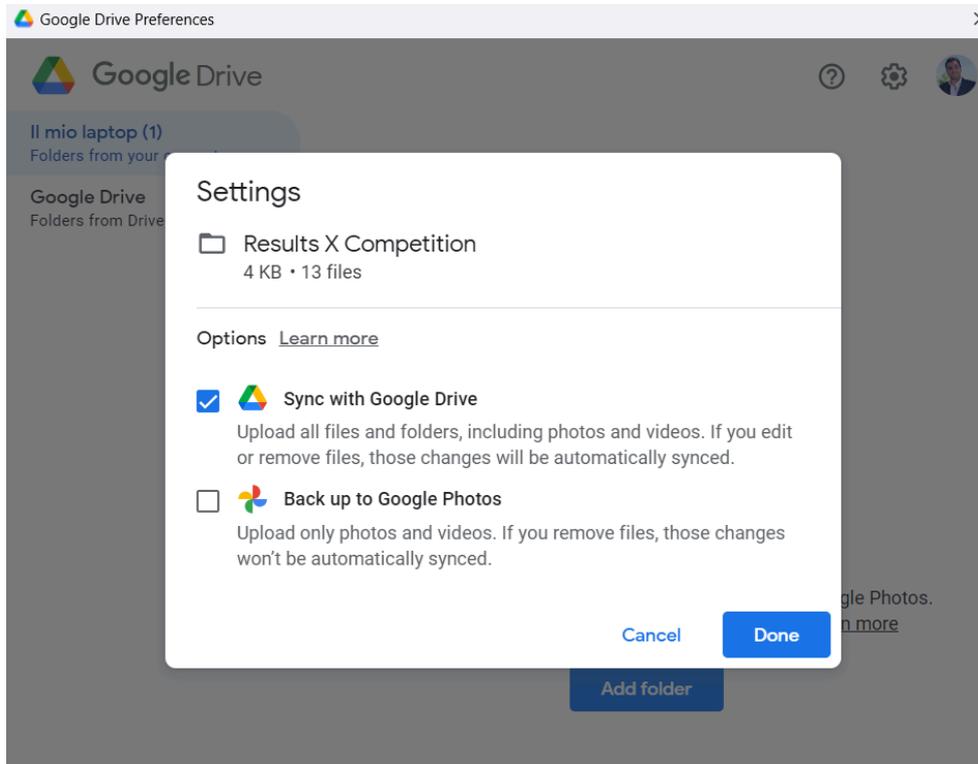


Figure 8: Sync Settings

Then click on "Save".

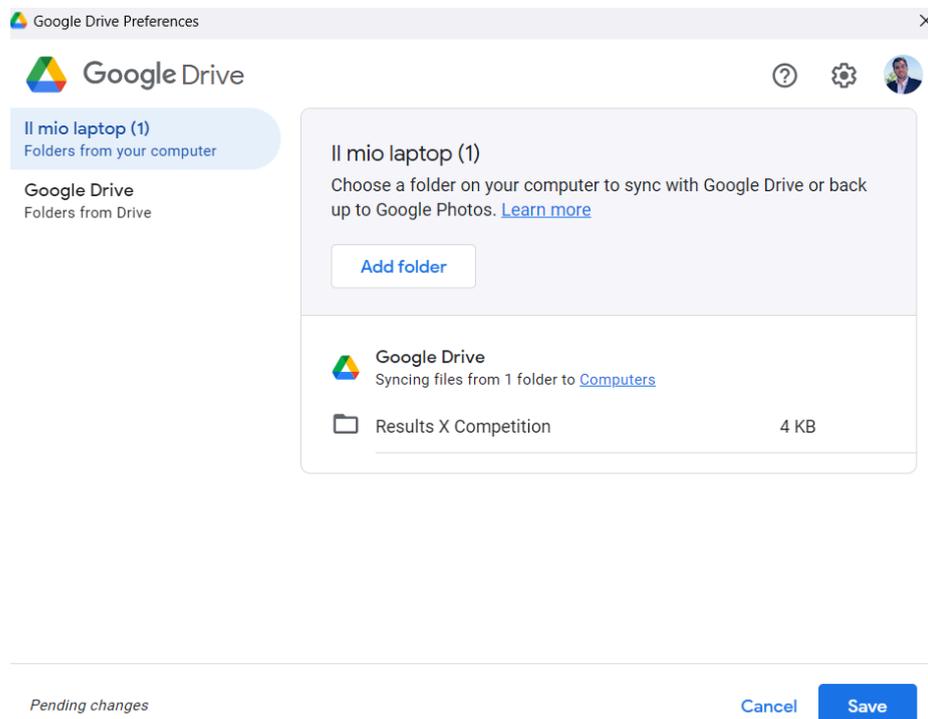


Figure 9: Adding a folder on Google Drive

### 3.3.2 SyncBackFree App Configuration

Install the Syncbackfree application and launch it.

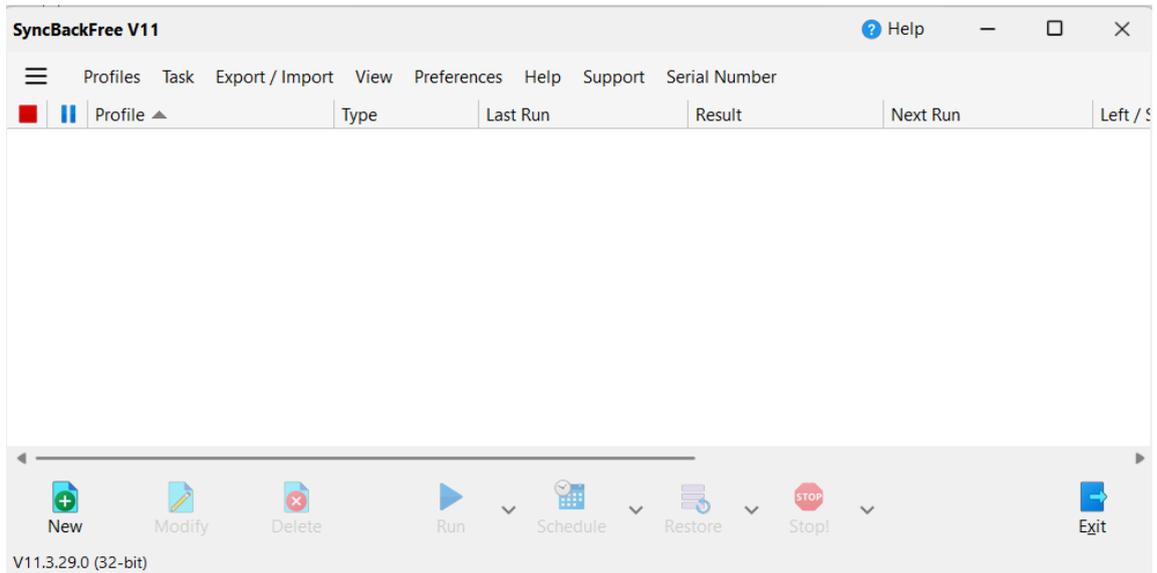


Figure 10: SyncBackFree App

Create a new profile by clicking "New" and name it "Copy of Results", then click "Next".

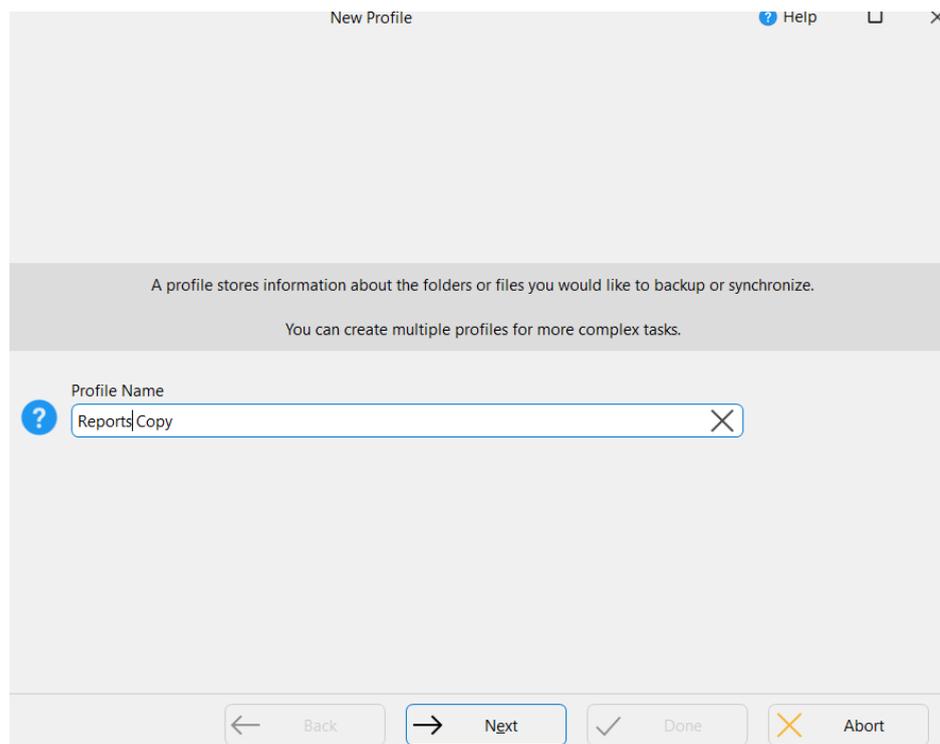


Figure 11: Creating a Sync Profile

Set the profile type to "Backup" and then click "Next".

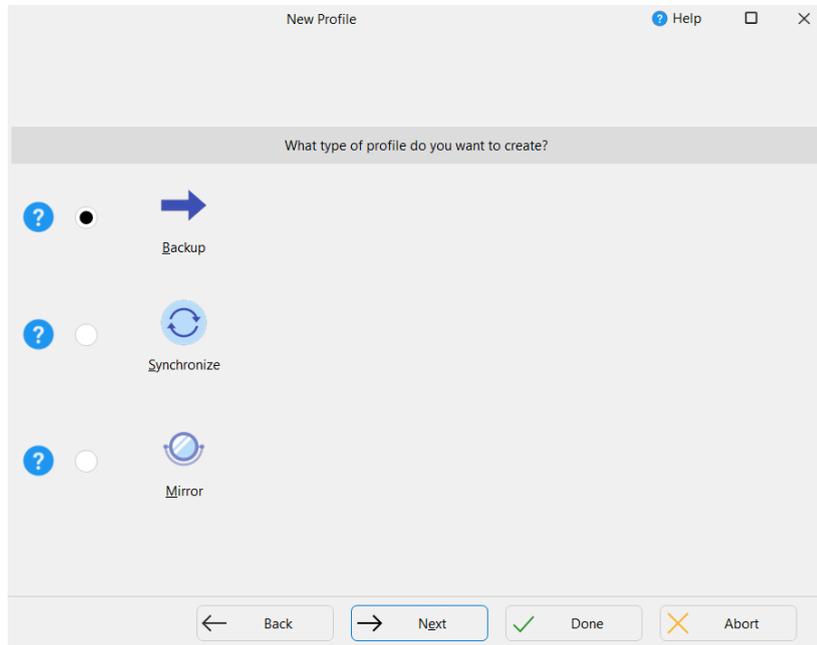


Figure 12: Backup Profile

On the next screen:

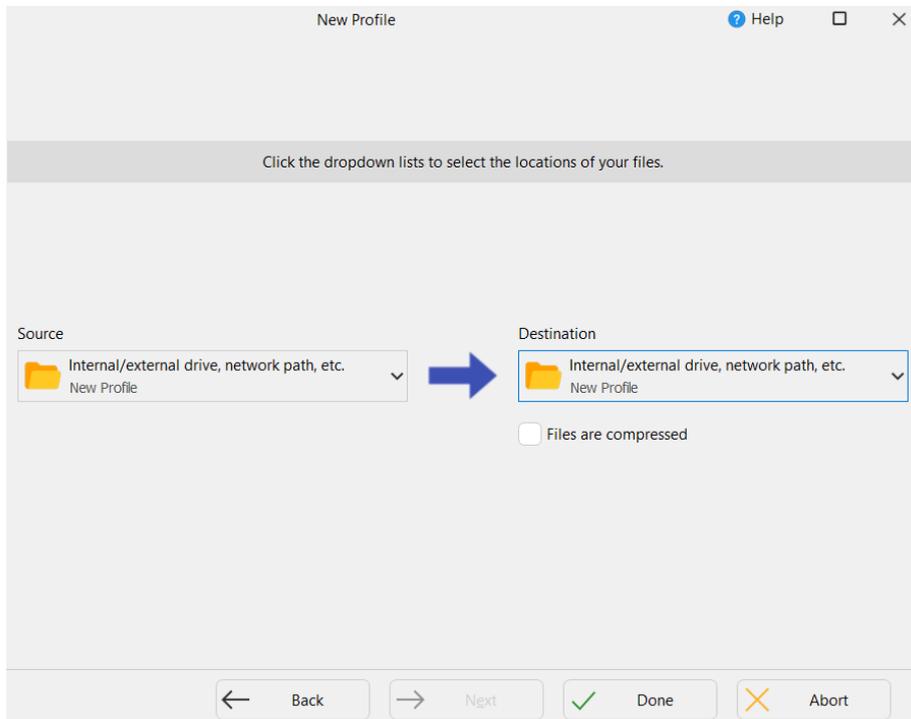


Figure 13: Type of Backup

Press "Finish" to access the profile configuration screen. At this point, in the "Basic" tab, set the backup from (Source) "Link to DO PC" to the folder (Destination) "Results X Competition".

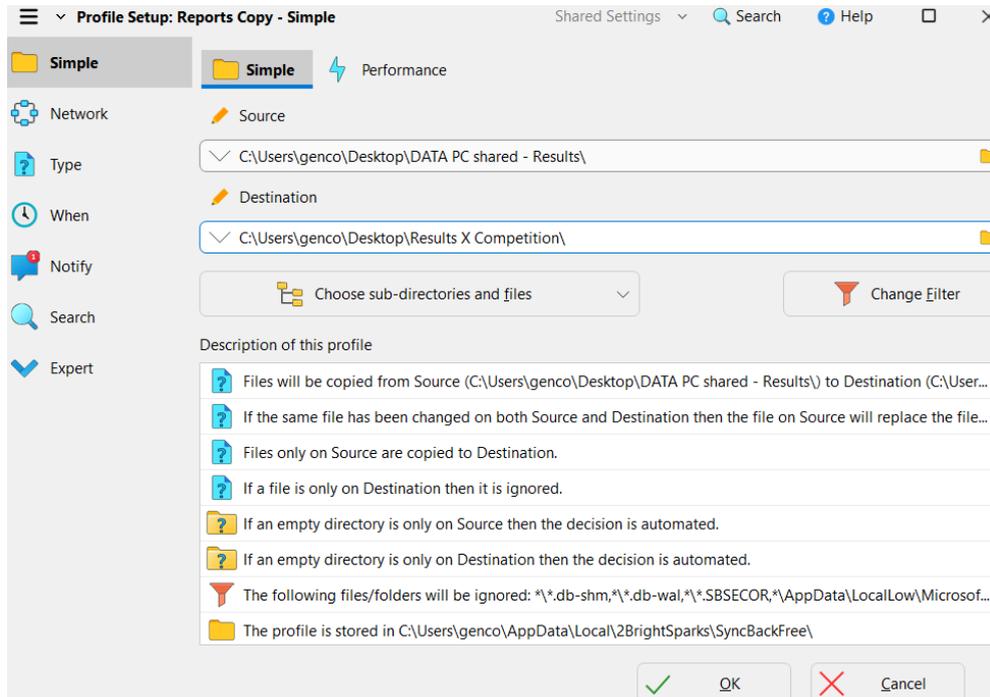


Figure 14: Folder Setup

Select the "When" tab and click on the "Schedule" button.

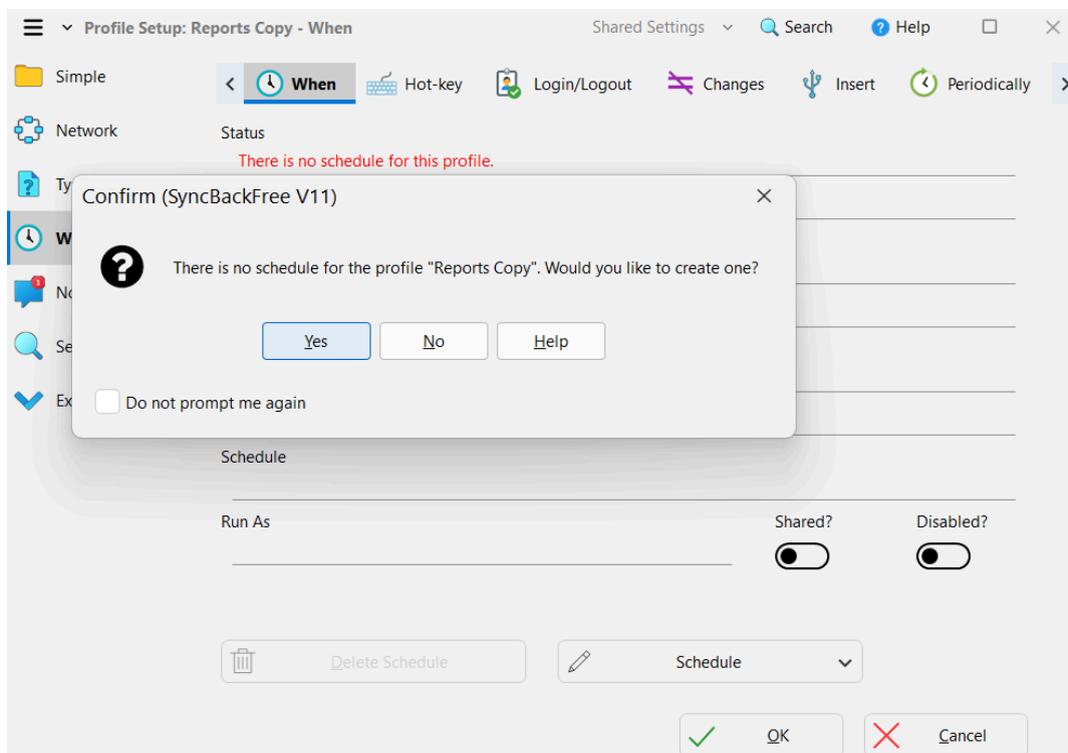
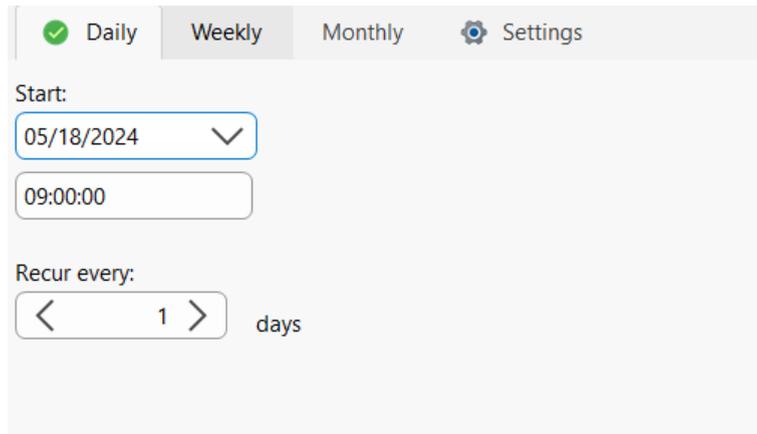


Figure 15: When

Click "Yes". When prompted for a password, enter the password for accessing the PC.

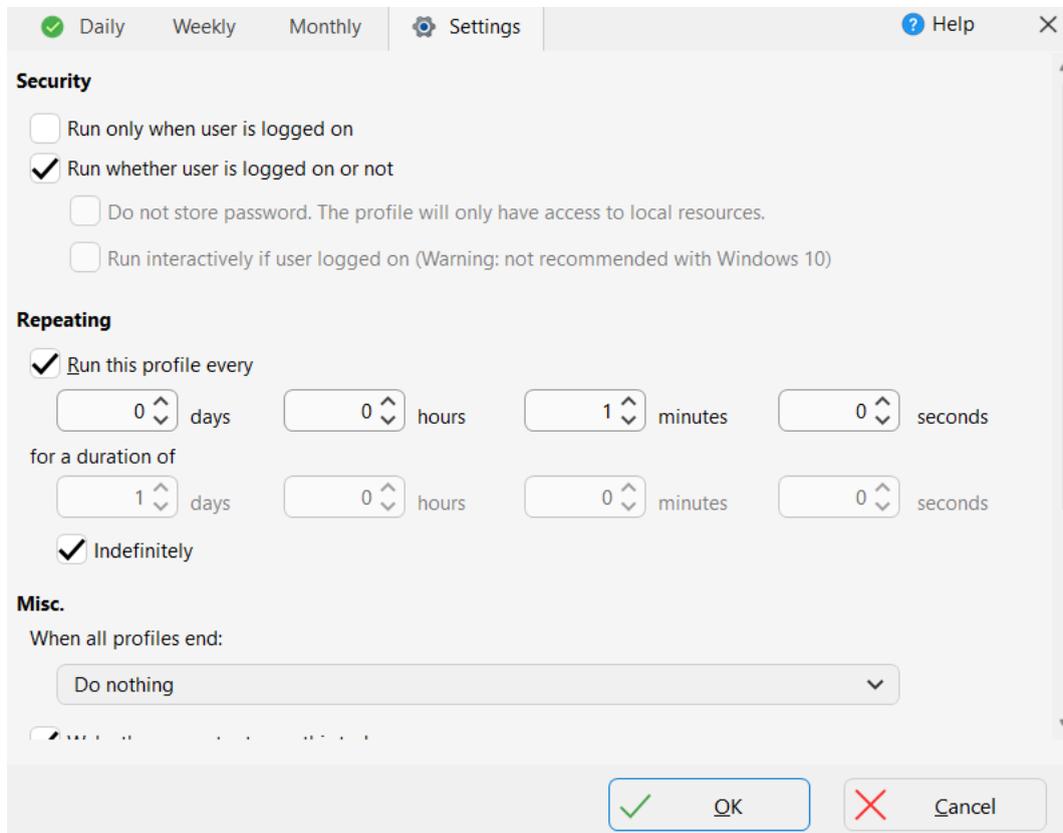
In the "Daily" tab, set the start date to the first day of the competition or the test day.



The screenshot shows a scheduling interface with four tabs: 'Daily' (selected with a green checkmark), 'Weekly', 'Monthly', and 'Settings'. Under the 'Daily' tab, there are three main sections: 'Start:' with a date dropdown set to '05/18/2024' and a time input set to '09:00:00'; 'Recur every:' with a spinner set to '1' and the unit 'days'.

Figure 16: Daily Scheduling

Click on the "Settings" tab and configure as indicated:



The screenshot shows the 'Settings' tab selected. It contains three sections: 'Security' with options for user login and password storage; 'Repeating' with options for frequency (set to 1 minute) and duration (set to indefinitely); and 'Misc.' with a dropdown for 'When all profiles end:' set to 'Do nothing'. At the bottom are 'OK' and 'Cancel' buttons.

Figure 17: Setting backup every minute

Press "OK", then "OK", then "OK" again, and when prompted to run a simulation, press "NO".

Leave the Syncbackfree application open, which will look similar to the following:

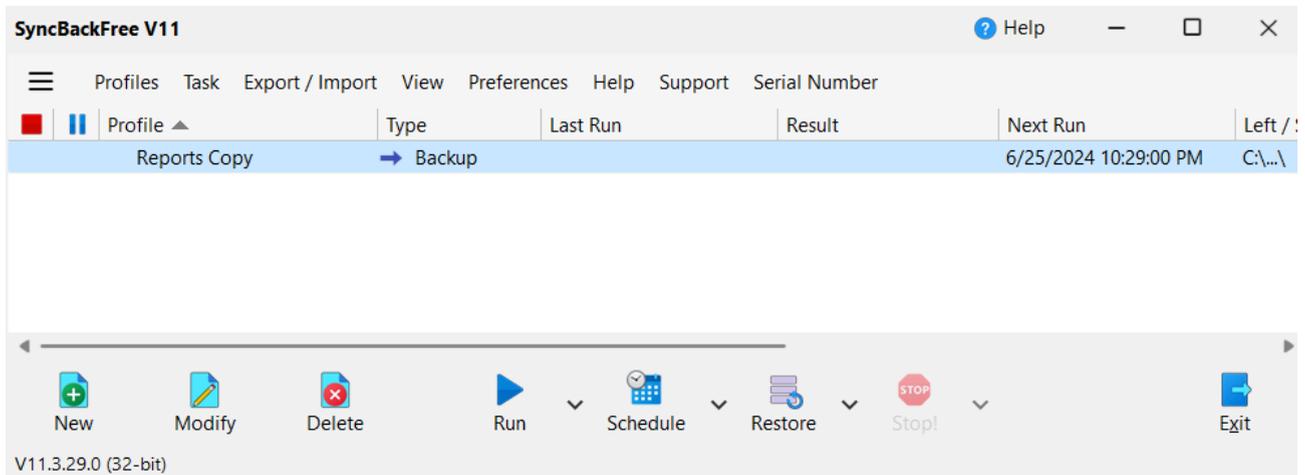


Figure 18: SyncBackFree showing the new profile



*At the end of the procedure, the following configuration is obtained: When the Data Operator's PC displays an athlete's score, it will automatically generate the individual PDF in the shared folder. This PDF will be immediately available on the Organization PC, which will automatically copy it from the network folder to the "Results X Competition" folder using SyncBackFree. Google Drive will then proceed with the automatic upload and sharing with the public.*

#### **Note for the Data Operator**

At the end of each category, the Data Operator will generate the PDF of the results/final/skating order and save them in the shared folder (in a folder agreed upon with the event manager), making them immediately available to the event manager, who will then proceed independently with the checking and publishing operations.

## 4. Test

In the SyncBackFree app, select (by clicking once) the "Copy of Results" profile and press the "Run" button. In the screen that opens, select "Do not show this message again" and click "OK".



**Reminder:** It is necessary to keep the Google Drive and SyncBackFree applications always running during the event.

Verify that all the contents of the folder on the Data PC are now present in the "Results X Competition" folder. Wait for Google Drive to sync and check the presence of the folder and its contents online.

## 5. Sharing the Google Drive Folder

Go to <https://drive.google.com/> and log in with the credentials provided by the organization. In the Google Drive search bar, search for the folder synced with the drive, in this case, "Results X Competition". The folder will be displayed in the search results.

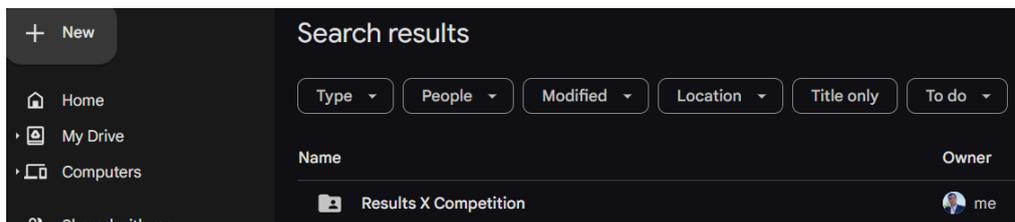


Figure 19: Creating the link – step 1

Right-click on the "Results X Competition" folder → Organize → "Add shortcut".

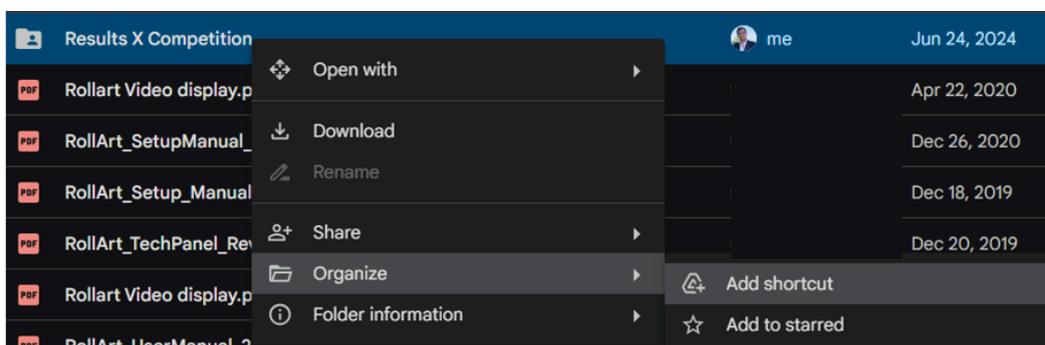


Figure 20: Creating the link - step 2

In the window that opens, select "My Drive" and then click the "Add" button in the bottom right corner.

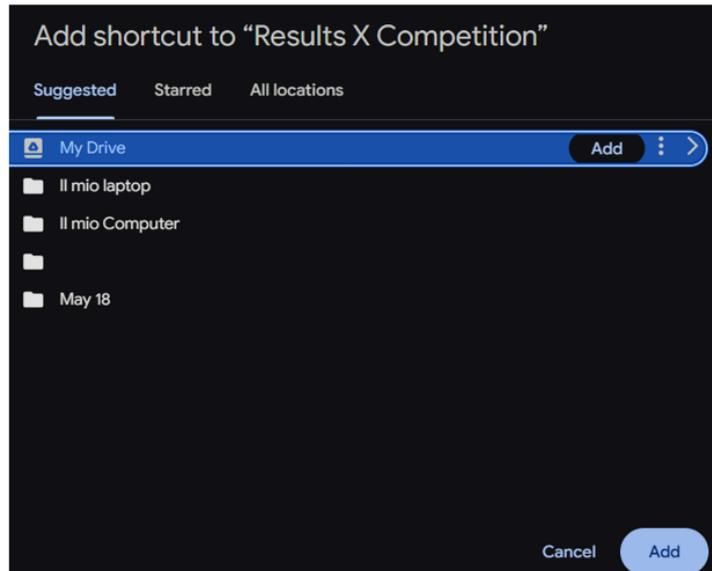


Figure 21: Creating the link – step 3

At this point, a shortcut to the folder will have been created in the drive. Click on "My Drive".

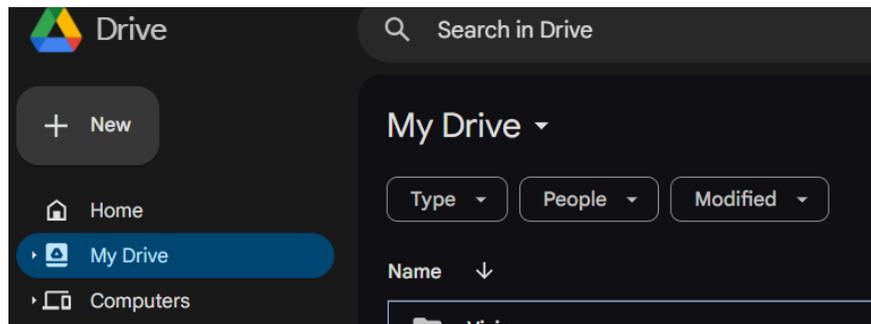


Figure 22: Creating the link - step 4

Next, right-click on the link to the shared folder → Share → Share.

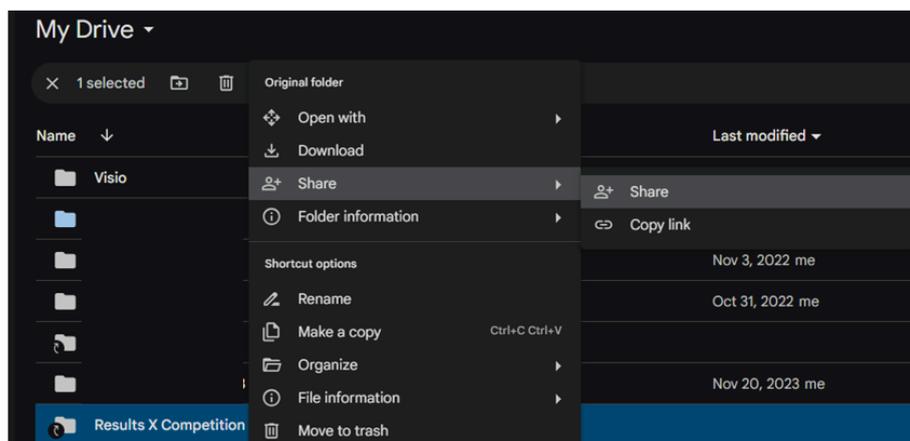


Figure 23: Creating the link - step 5

Click on "Restricted" and select "Anyone with the link".

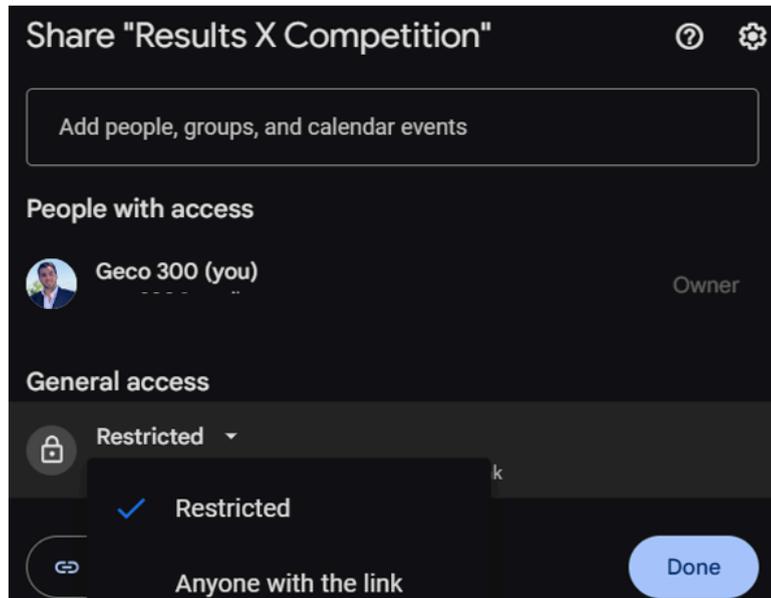


Figure 24: Creating the link - step 6

In the drop-down menu on the right, select the "Viewer" mode and then click "Done".

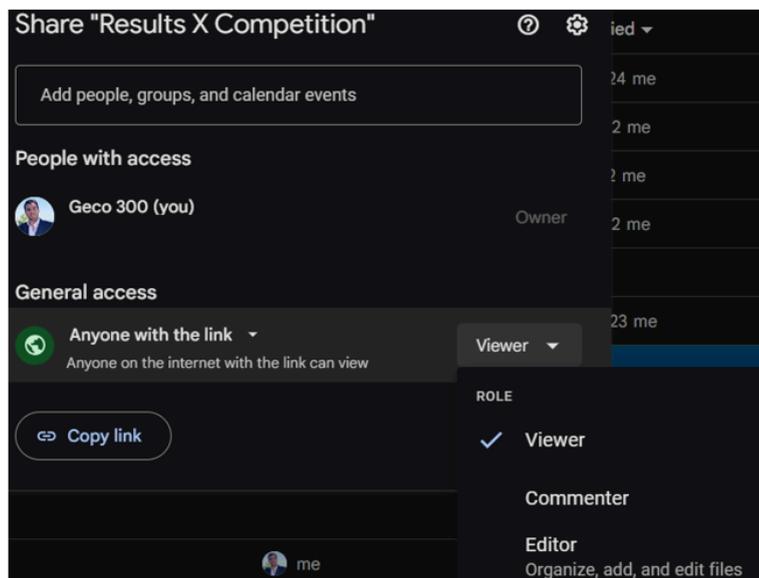


Figure 25: Creating the link - step 7

To create the view-only link to share with the public, right-click on the shared folder in the drive and select "Share" → "Copy Link".

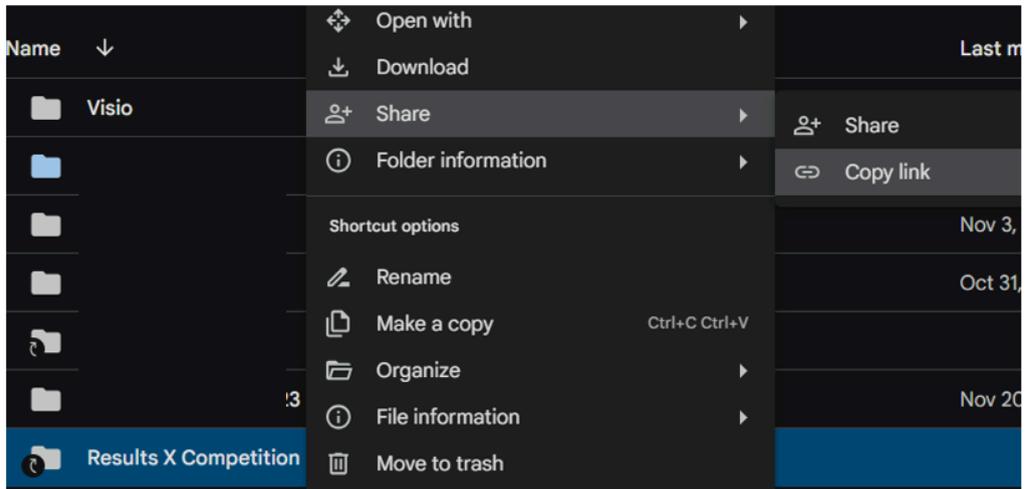


Figure 26: Creating the link – Sharing the link

The link can now be pasted into a chat, an email, or a text document.

## 6. Daily Operations to Repeat

### [Organization PC]

1. Ensure that the shared folder is accessible on the Organization PC.
2. Verify that the PC is connected to the internet.
3. Make sure the Google Drive app is running.
4. Make sure the SyncBackFree app is running.
5. In the SyncBackFree app, select (by clicking once) the "Copy of Results" profile and press the "Run" button.

If for any reason SyncBackFree closes, restart it, select (by clicking once) the "Copy of Results" profile and press the "Run" button.



*Reminder: Always keep Google Drive and SyncBackFree open.*

### [PC Data Operator]

In the Tech Panel → Settings, select the correct folder for the competition day and click "Save".

## APPENDIX A: Creating a Shared Network Folder on Windows

### Step 1: Create a New Folder

On the desktop, right-click and select 'New' → 'Folder'. Name it as desired.

### Step 2: Enable Folder Sharing

1. Right-click on the newly created folder.
2. Select 'Properties'.
3. In the 'Sharing' tab, click on 'Share'.
4. In the sharing window, select 'Everyone' and click 'Add'.
5. Select the permission level (Read or Read/Write).
6. Click 'Share'.

### Step 3: Confirm and Finish

1. After clicking 'Share', a confirmation window will appear.
2. Click 'Done' to complete the process.
3. The folder is now shared on the network.

### Step 4: Verify Sharing

1. Open File Explorer on the Organization PC (it must be connected to the same network with the LAN cable).
2. Click on 'Network' and select the computer with the shared folder.



3. Open the folder, viewing its contents, to verify it is accessible.
4. To create a shortcut on the desktop, right-click on the shared folder and select 'Send to' > 'Desktop (create shortcut)'.