

# How to Plan a Street-O event using MapRun

## Introduction.

These instructions describe how to plan a Claro Street-O event using the Open Orienteering Map (OOM) website, Google Earth Pro or Google Earth web, and Purple Pen software that allow you to create the MapRun files necessary for uploading prior to it being available on a smart phone or similar.

MapRun is an app which defines an orienteering course, records the user's progress around that course using GPS, and then generating a result at the end. At this time, it is possible to run this on a smart phone, some Garmin watches, Apple watches or post it retrospectively using the GPX file from another fitness watch. For practical reasons, orienteers use a paper map for the actual navigation, however when using a phone or watches running the app, a signal is given when each control has been visited.

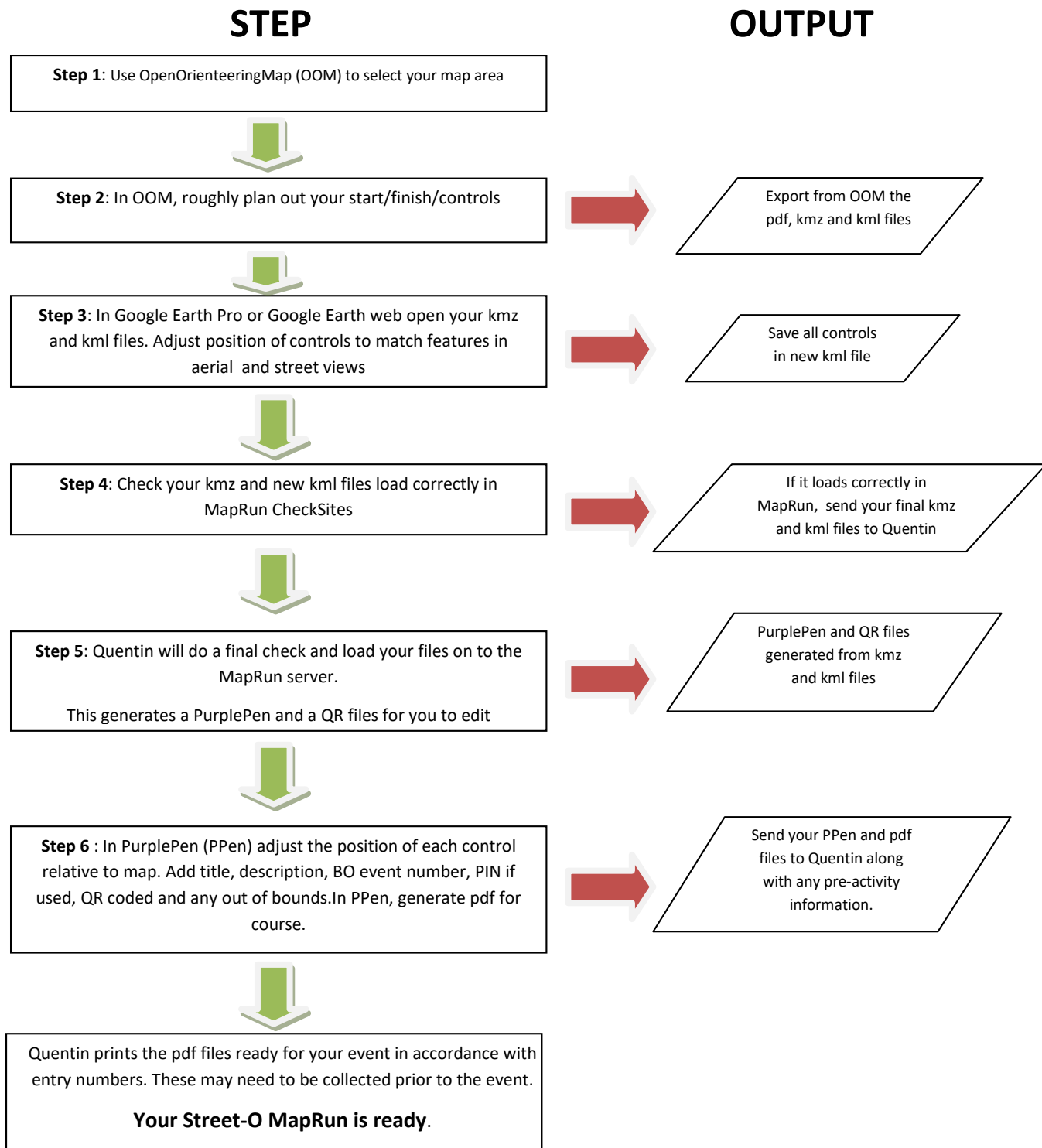
The intention for this guide is to be able to plan a Street-O event remotely with the minimum of effort. The efficiency of planning improves quickly after planning for the first time.

## Aim

To plan an event on MapRun you need to prepare two types of files, one is a map in the form of a KMZ file the other a course KML file. These files are meaningful to Google Earth and provide coordinates in the form used by both GPS and MapRun.

The process of establishing a MapRun event uses OOMap, Google Earth Pro or Google Earth Web and Purplepen. This document is intended to help you through these steps. The primary instructions relate to a PC systems, those in [ ] are for Mac systems.

## Steps to planning an event in MapRun6 using Open Orienteering Map:



## Step 1 – Use OOM to Select Your Map Area

### Setting the Map.

In your web browser open [OOMAP](https://oomap.dna-software.co.uk) at <https://oomap.dna-software.co.uk>, then guide your screen to where you want to have your map. You can do this by:

- entering a valid postcode (top right)
- dragging (by hold down left mouse button) and zooming in or out using the mouse wheel or (+/-) top left

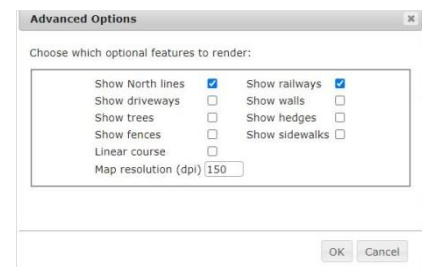
Help with OOMap can be found at: [OOMAP Help](#)

You do not see the finished map on the screen at this stage, it will only be apparent after being downloaded. The map you are seeing is using open sourced data from OpenStreetMap that allows a map unique to your event to be generated.

1. Make sure the 'StreetO' map option is selected at the top right of the screen. This will make the map look like the maps familiar to our Street-Os
2. Set the scale, usually 1:5000. See below for advice on this aspect below.
3. Set the sheet to A4 and choose either landscape or portrait. A4 is the largest size that can be printed on the club's waterproof paper.
4. Set the contours to LIDAR(5m)



5. Left click at where you think the centre of the map will be. You will see the area that has been defined with a grey background. You can move the box by clicking on and moving the blue 'centre marker' at any time.
6. It is possible, but not necessary, to rotate the map by holding down the shift and alt key while dragging the map with the mouse. This can allow the use of the 1:5000 scale and include the area to be used. North will no longer be at the top of the map, but the rendering options will include north lines on the map.
7. This version of OOM within 'rendering options' allows some features from the OpenStreetMap to be excluded from the map you generate. When using this option, if the item is ticked and blue they will be included. In most cases, the inclusion of driveways, walls, hedges, fences and trees will unnecessarily clutter the map and should not be included. For the first attempt, please tick North Lines and Railways and untick all the others. They can be re-introduced by downloading the map again at a later date if needed.



NB. It is not permitted to go into OpenStreetMap and delete such items.

8. When all done, put in a Title like "Autumn Evening Event 1 – 26 Sep 23" (i.e. overwrite OpenOrienteeringMap by clicking on the pencil) at the top right side where all the control descriptions are, and then click OK.

## Map Scale

There is a choice of scales. It is recommended that you use a 1:5,000 where possible. However, the area may dictate a particular scale to allow you to devise your course. A 1:7,500 scale can be used to provide a larger area, this may be helpful if the area is narrow or there are large areas that cannot be used.

1:5,000 gives you a smaller area to play with, but you can place your controls closer together and devise more intricate courses demanding careful navigation and more route choices than 1:7,500.

Try to put a reasonable number of controls nearer to the Start/Finish to cater for slower runners/newcomers/young people so they gain a fuller experience and enable them to plan loops. It is also more realistic for competitors to visit all 30 controls at 1:5,000, but you should use at least 75% of the map area in placing controls at this scale.

Typically, a 45 min score with ~7 to 8 kms of running will normally be able to clear all the controls. If you wish to widely stray from this idea, please chat your ideas through with your mentor or someone on the committee first.

## Step 2:

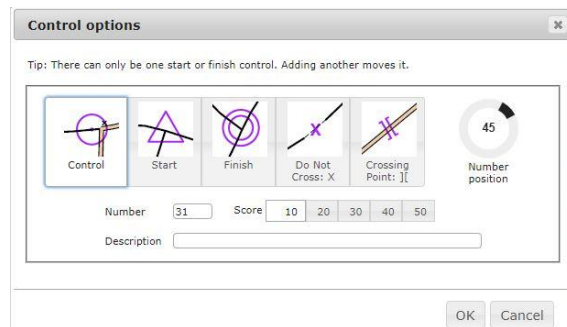
You can now plan your course on OOM. Do not be too careful about the location of the dot in the middle of the circle or the location of the number, this is done carefully later in the process.

When considering where to put controls, start and finish, there are a number of things to consider;

1. Within MapRun, after a person has started, he or she must visit at least one control before it will register at the finish. For this reason the start and finish can be in the same place. However, if a person runs through the finish en-route to a control having already visited a control then MapRun will record the finish. If using MapRun 7 or above, the person then has the option to choose continue on their phone or watch, however on earlier versions of MapRun this is not possible and the MapRun comes to an end. For this reason it is best to have the finish somewhere near to the start that people will not run through by accident.
2. A control has best 'visibility' to GPS if it is not covered by trees and is not in a deep valley or beside a large crag ( or terraced house wall). It has best accuracy if it is visible in Google Earth view, as it is in Google Earth that the final position of the control is made, unless you have a handheld GPS and are willing to visit the control sites.

3. Control sites can be just lamp posts, but they can be a path junction, pond, edge of a wood... The important thing is that they can be navigated to via features on your map, that you can see them on the aerial pictures on Google Earth Pro and that for those people not running as a MapRun there is a question at that point that they can easily answer. If in doubt, use lamp posts.

Left click inside the map box on the screen. This will then allow you to add the Start, Finish or a Control site at the point where you click on the screen.



First place the Start, it will automatically add the Finish in the same location. If you want it in a different place, click again at the finish and select finish from the options.

The numbers for the controls will be added sequentially and numbered for you as you place them on the map. Typically, 30 controls has been found to work well for a 45 minute score event, although you are at liberty to make it more or less than this number. Don't bother with a description for the control, changing the score of the control or placing the number of the control in a particular place.

The position of the controls, start and finish can all be adjusted by clicking on them and dragging to their new position. At the end you can re-number the controls by dragging the controls up or down the description list on the right of the screen.

At this stage the exact location of the control is not critical, this is defined later in the process via Google Earth. Just place them in the positions that would make for a good event.

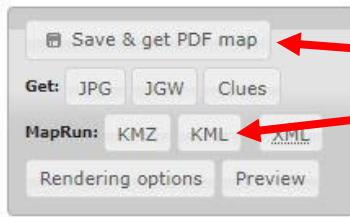
The locations of all the controls can be changed in Step 3, this is not your last chance to change them.

Once happy, click on 'save & get PDF map', using the box at the top right of the screen. A screen with some validation errors will then appear, just click 'save and create anyway'. OOM will give you a map code ID (e.g. "The map # is 5475c511cda42") and download a pdf of the map you've created. This ID is included in the bottom of the pdf, you can use this to retrieve this map and controls if you want to make further changes. The number changes every time you save.

Importantly, saving the map as a pdf will bring make further options available in the same box as the save pdf. Entitled MapRun, there are two boxes, one says KMZ and the other

KML. Click on each of these in turn and these two files will be downloaded on to your PC. These are what are needed to create your MapRun.

You may wish to save this pdf, kml and the original kmz files in a folder just for your event.



First save and get pdf map with controls, then click on both the KMZ and KML buttons.

### Step 3: Use Google Earth Pro or Google Earth Web to Adjust the Position of the Controls

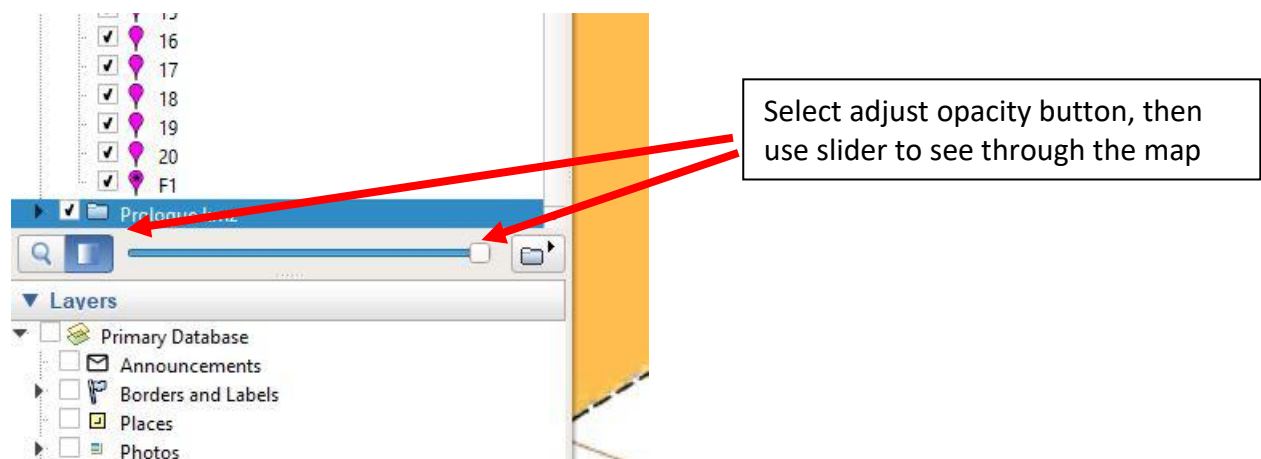
There are two options to now proceeding, both use Google Earth, either as Google Earth Pro which downloads software to your PC , or as Google Earth web which works entirely within your web browser.

Google Earth Pro	Google Earth Web
Software has to be loaded onto your computer.	Works entirely within your web browser.
Able to look at your control sites in Street View. This helps when the control feature is obscured in the aerial photograph.	Simpler and easier to use. There is less functionality but it will do the job.
Able to look at historical aerial photographs which may have tree cover, shade etc in a different position making control feature easier to see.	
Able to view your map file (kmz) relative to the ground.	

#### Using Google Earth Pro

Open Google Earth Pro. Once loaded open the map file you created .kmz. It should load into Google Earth and you will see your map overlaid onto the aerial view. If you click on the 'adjust opacity' key, a square above the 'Y' of Layers, then a slide bar will appear [if you ⌘ click on the map you will see the opacity slider below the name and link in the box that appears when you select get info]. Sliding this back and forth should make it slowly fade away to reveal the aerial picture behind. Use this to check the map is aligned correctly with the features below, eg roads align. If the aerial view starts tilting, click a point on the screen and press the R key. [^(control) R]

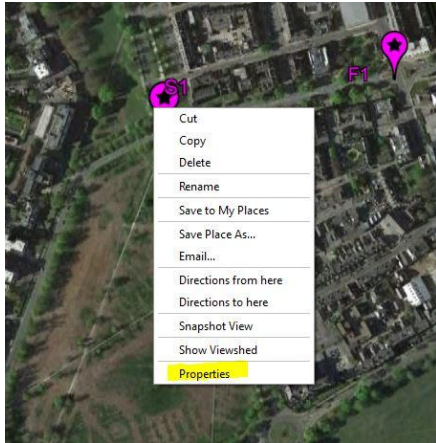
If they are badly different, contact Quentin.



If it all is aligned then make the map disappear by unticking the box next to the kmz map file listed in the left hand column. Just the aerial view will then be visible.

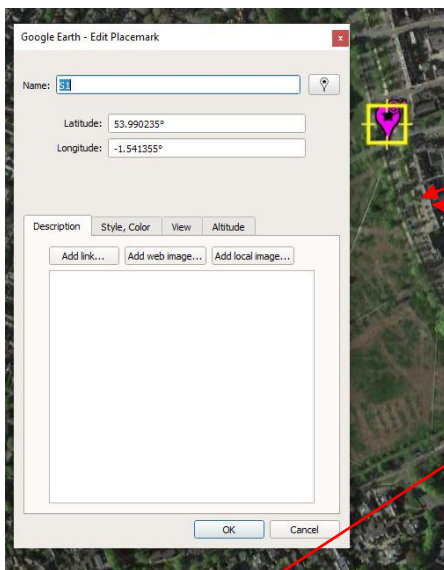
Open you kml file. Your control points from OOM should all appear. Check each one and the start/finish, they need to be as accurately placed as possible on the aerial view, not on the map.

First locate the start S1 and finish F1, these can both be in the same place or separated as required.



Zoom in and try and identify the feature you want. If it needs moving, right click and select 'properties' [⌘ click and get info) .

You can now drag it in to the new position. The point of the icon is used, not the cross hairs. Be careful if using a different icon. When in the correct place, click OK.



Adjust the point of the pin to be as exact as possible.

By selecting properties of a point you can drag it to the correct position. Then press OK



It is possible to go down in to Google Street View, once the properties for the control is open and you can see the yellow square in aerial view, drag the gold figure on the right hand side of the screen to the place you are thinking of placing the control. This should enable you to see the control feature more clearly in street view. Adjust as necessary, finally look back on the aerial view, if correct click the OK button in the properties window.

If the aerial view starts tilting at any time, click a point on the screen and press the R key. [⌘(control) R]



Sometimes a control location is covered by shadow or trees, this can be overcome by going back in time. At the top of the Google Earth screen there is an icon of a clock with a green arrow going anticlockwise. If this is selected it is possible to look at earlier aerial views. Sometimes these are much clearer because of either the time of day or time of year that the view was captured.

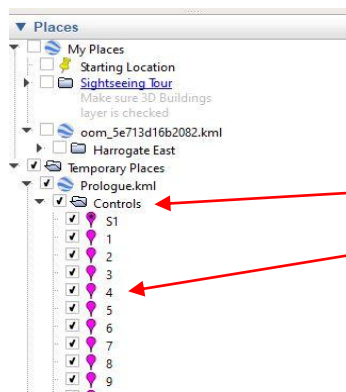


View from 2020



View from 2018, clearer and shadow of lamppost visible.

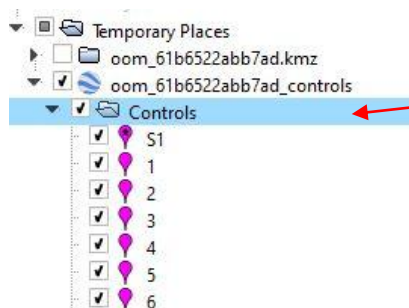
Check that in the Controls section on the left hand side, that it lists them in the order S1,1, 2,3,4...F1. If they are not in order, click and drag into the correct sequence.



This is the folder containing all the controls. They must be listed S1 for the start, 1,2,3,4... and finish with F1

**When all are in place as you wish and in the right order then the control locations need to be saved before you exit Google Earth, otherwise all your work can be lost. The way in which you save them is important too as it needs to be done in a certain way to save all the control locations, and not just the last one you worked on:**


Click on the word "Controls" on the left hand side of the screen, it will then be highlighted in blue. Select File, Save, Save place as... Change the "Save as type" to kml, enter the name of the file, eg the area name then a space ScoreV45, eg Spofforth ScoreV45.kml.

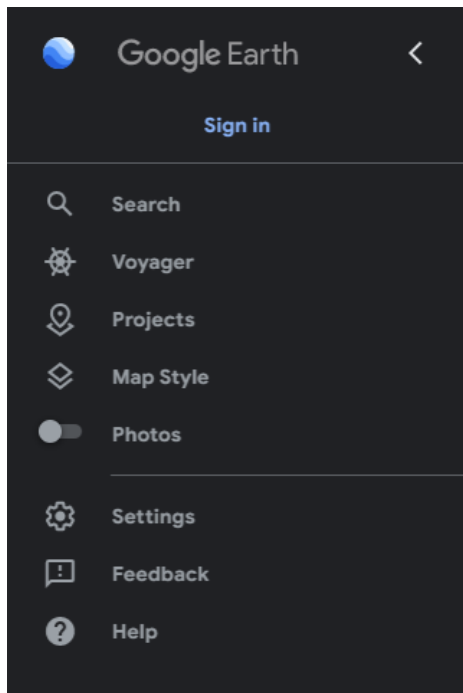


Click on the word Controls, it will then be highlighted in blue.

Use a name different to the original **in** case you want to go back to the original file, and change the extension name to **kml** and click save. Do not use any punctuation in the file name it will not work in MapRun.

## Google Earth WebApp

1. Open the Google Earth WebApp <https://earth.google.com/>
2. Click  in the top left corner, then select 'projects'

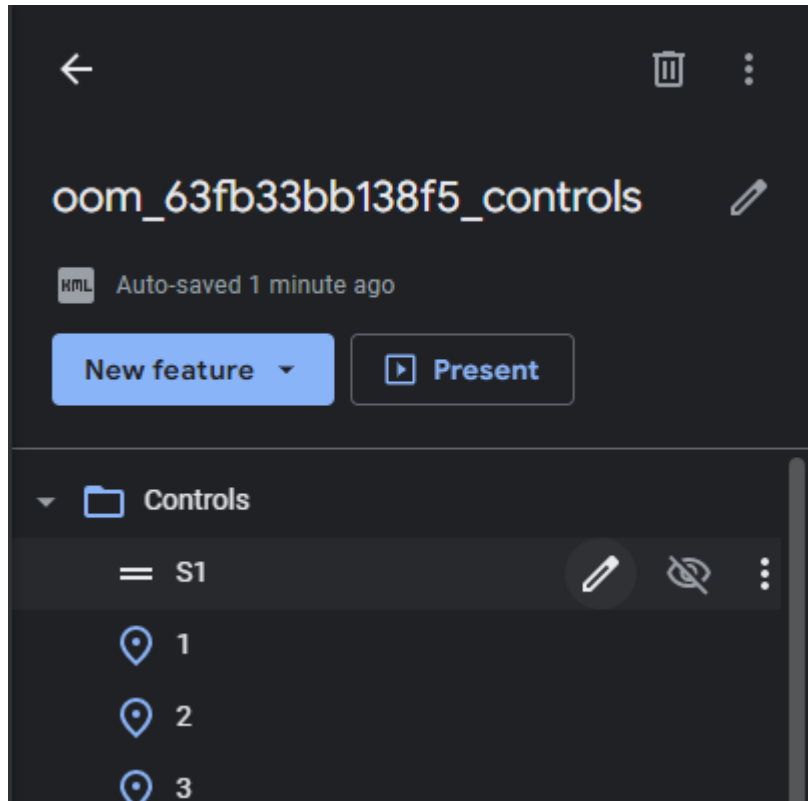



3. Click "New Project" and then "Import kml file from computer". Select the kml file exported from OOMap.
4. Your course will load and you will see your selected lampposts/locations distributed around your chosen area on the map. On the left is the control list e.g.



Accurately place your controls and start/finish on the aerial view, as described. To edit the placement of a control in Google Earth online 1) identify the control to be edited in the left hand menu; 2) click on the pencil "edit feature" next to the control number; 3) you can then drag and drop the control/start/finish location as required, or renumber of the control if needed; 4) click the "back arrow" when finished.

All changes are autosaved.



5. Check that in the Controls section on the left hand side, that it lists them in the order S1,1, 2,3,4...F1. If they are not in order, click on the control and drag into the correct sequence. You can also edit the control number if required.
6. Edit your project name by clicking on the pencil to the right of the title. Change it to something like be "area name ScoreV45" (e.g. Wetherby ScoreV45).
7. To export the kml file click on  at the top of the right hand of the menu window, and then "Export as KML file". This will export a kml file with the event name (e.g. Wetherby PXASV.kml)



8. Your KML file is ready for the next step.

## Step 4: Check your kmz and kml files load correctly in MapRun CheckSites

This step is optional and you can go straight to Step 5 now. However, this step does allow two things to happen:

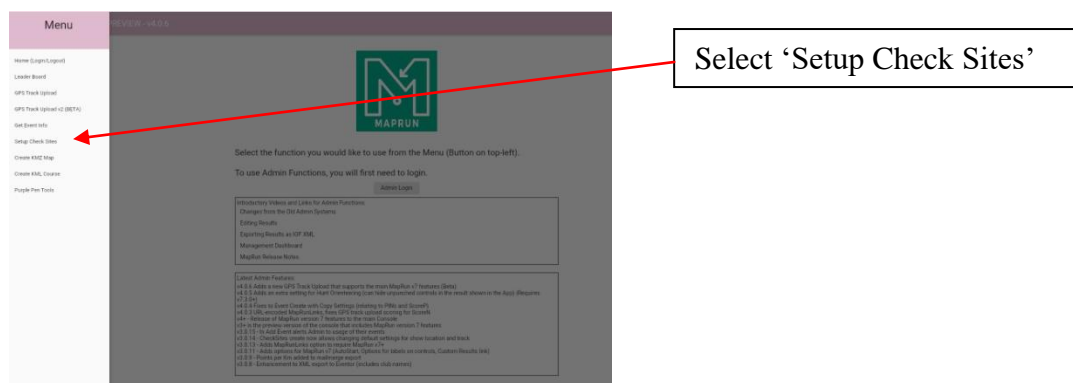
- It checks that you have generated your files correctly, in that they load on to MapRun. Once loaded you can look at the event on your phone to see and that it looks as you expect.
- You can have a personal run of some or all your course. Loading in this way only makes it available to you by entering a six digit code that is given to you if it loads successfully.

You now have a map file .kmz, eg spofforth.kmz and a .kml course file, eg Spofforth ScoreV45.kml

On your web browser go to:

<https://consolepreview.web.app/>

Select the menu bars in the top left hand corner, and click on the setup check sites option.



Fill in the event name, eg Spofforth , your name and email address and then select your map file, eg spofforth.kmz and course file, eg spofforth ScoreV45.kml , check this is correct and press Add the Event. Leave the expiry date unchanged, the event only needs to be available for a short while.

If the files are of the correct format then the system will provide you with a 6 digit number. Write this down, you will need this to load it onto your phone. If it doesn't load ask Quentin for help.

See all allowed codes  
ClaroTestEvent PXASV

**Expiry Date**  
On the expiry date, the Event will be automatically deleted from the MapRun server. Any local copy you have on a phone will remain available.  
Mon, 13/12/2021

**Surname:**  
Harding

**First Name:**  
Quentin

**Email Address:**  
joeblogs@gmail.com

**Map:**  
Your map needs to be in KMZ format. This is a standard export format from OCAD.  
KMZ files from other sources should be precisely in the OCAD export format.  
www.ocmap.co.uk provides a quick way of producing KMZ files particularly for Street0 events.  
You don't need to upload a map if you would like to use CheckSites with just a Course.

Choose Map File (KMZ)  
TestMap.kmz

**Course:**  
Your course needs to be in KML format. Starting with S1 and finishing with F1.  
You don't need to upload a course if you would like to use CheckSites to just show your position on your map.

Choose Map File (KML)  
Test Controls PXASV.kml

Add the Event

When you submit your files for checking it should look like this. If correct it will return a code that you can use in the MapRun6 app under checksites.

Mon, 13/12/2021

**Surname:**  
Harding

**First Name:**  
Quentin

**Email Address:**  
quentin.harding@gmail.com

**Map:**  
Your map needs to be in KMZ format. This is a standard export format from OCAD.  
KMZ files from other sources should be precisely in the OCAD export format.  
www.ocmap.co.uk provides a quick way of producing KMZ files particularly for Street0 events.  
You don't need to upload a map if you would like to use CheckSites with just a Course.

Choose Map File (KMZ)  
TestMap.kmz

**Course:**  
Your course needs to be in KML format. Starting with S1 and finishing with F1.  
You don't need to upload a course if you would like to use CheckSites to just show your position on your map.

Choose Map File (KML)  
Test Controls PXASV.kml

Add the Event

CheckSites Code: 361382

On your mobile phone, open MapRun , touch the green menu button and then select Checksites. You will be asked to enter your 6 digit code and press ok. It will check the code and then go quiet, do not panic, just wait, in a short time it will download your event and return you to the front screen.

If you touch 'go to start' you should see your map and course. If you can get to the area before you go any further it will give you confidence that your controls are in the right place. Visit the start then some/all the controls on your course. It should work as for a normal MapRun. It has been set so that the screen will show where it thinks you are all the way round as a red dot/line on the screen. Note any controls that are wildly out. If you can't get to the area don't worry, just tell Quentin when you send the files and he will check them via Google Earth.

## Step 5: Getting your files on to the MapRun server.

Send Quentin both the final kmz and kml files along with any comments regarding checks. He will look them over, and if ok load, them to the MapRun server which will be protected by a time dependent PIN until we want the event to go live.

This submission will also generate three files, two will load into Purplepen, the third is a QR code that if used will load your event. Quentin will send you these files along with the PIN number to access the event if one is being used.

## Step 6: Create Your Final Map Using PurplePen

The pdf map you created using OOM could be used to print the map provided you edited it with any changes you made in Step 4. However there are a number of things that you can not do in OOM that can be achieved in PurplePen.

If you have not used PurplePen, this is a good opportunity to learn. The software is free and can be downloaded from:

<https://purple-pen.org/>

The software is relatively easy to use and help is at hand either on-line or from members of a club.

You will receive all three files that are generated in Step 5. To load it into PurplePen, double click on the one with the .ppen extension. If it cannot find the map, it is the .jpg file sent you in the format 20124.jpg, you may need to point to it if you do not have all three files in the same folder. PurplePen will load with all the controls located.

[ you can't do this on a Mac unless you can run virtual windows , we can provide details of how to do this at least 2 committee members have done this]

You can now prepare the map ready for creating the pdf file that will be printed for everybody to run your course. This process is the same as you would do for any orienteering event. This may include:

1. Adding a title, time limit...
2. Adding a description sheet if not all lamp posts say.
3. Add the BO event number, this should have been given to you by the series co-coordinator. If you do not know what this is then ask where it can be found.
4. Add the QR code, which is the third file sent, to a part of the map not being used. It need only be 2-3cm square. Include the PIN number near this QR code.
5. Any out of bounds or highlight items not to be crossed.
6. Making the control circle have a dot in the middle and moving the circle to correctly align with the feature on the map, eg if you are using a lamp post at a road junction, move the control so the dot is correctly placed relative to that junction where the lamp post is located. Don't worry this does not change it on MapRun but allows for the correcting for differences between the map and the GPS world.
7. Move the control numbers so they do not obstruct any map detail, cut any circles that may be hiding any important map detail.
8. There are limited drawing facilities in PurplePen which allow modifications to the base map which you think may help. This can include; paths to be added, paths to be whitened out, open areas added. To name but a few.

I have covered how to make a few of these key changes in PurplePen in the Appendix A at the end of this document

Save the file and generate a pdf of the course from within Purplepen. Send this pdf and purplepen file to Quentin with any other information you would like to appear about the event on the club website.

### **Printing the Map.**

Quentin will make a final check prior to printing the maps on waterproof paper. Arrangements can be made to receive these maps before the event or they can be brought along to the event.

The number of maps will be based on entries and expected interest. Usually more maps are printed than entries to allow for late entries or people turning up on the night. Competitor numbers vary but are usually between 10 and 30. More maps can be printed to be provided on the night.

**Control Cards.** There may be some runners who will want to navigate without MapRun and go "old school" using just the paper map and control cards to record control answers. Control cards are usually kept in the black Street\_O bag, however you can print your own cards on waterproof paper from the attached template [here](#) or ask Quentin to do so when printing the maps.

### **Risk Assessment and other Paperwork**

Street-Os are registered British Orienteering events and a Risk Assessment must be done in each case. There is a template that you can download [here](#). It will need to be updated to reflect the event you are organising. **This is not optional.**

Part of the typical Risk Assessment indicates that runners will be advised of likely relevant hazards/issues/rules. These matters tend to be generic, but any particular problems such as an unguarded railway crossing will need to be specifically covered. Part of the mitigation measures in the Assessment will be a Pre-Race Briefing Note to runners.

Attached is a template Briefing Note. This should be given orally before the Start and also printed on the reverse of the map. As is the case with the Risk Assessment the template covers generic matters, but you should add anything else, particularly risks which are specific to your event.

You should send your paperwork – the Risk Assessment, Briefing Note and Course Map to Richard Kirk, ([dickthelawyer@gmail.com](mailto:dickthelawyer@gmail.com)) Assistant Fixtures Secretary, for checking and sign-off. He is happy to help on this subject.

## Street-O Entries.

CLARO now use a pre-entry system called RaceSignUp to both enter and collect the money. This system is set up by the club Treasurer, currently Linda Kelly, and you will need to liaise with her to obtain a list of the booked contestants for the event you are organising. These days most runners pre-enter so you may find you do not need to worry about EoD's.

### Pre-Event Information

As soon as you are able start updating the club web site with information about your event. Typically there will be another Street-O two week before your event, so until that event is complete you will only need to state where your event is taking place. After that time you can add as much information as you are able.

Appendix B gives some guidelines about what you may consider including.

All this information can be sent to the Series Co-ordinator for inclusion on the club website.

## On the Day of the Street-O.

You need to be at the event venue ready to go by 6.15pm. You should be wearing hi-viz clothing. Be ready to check names from the list Linda has sent you via email the day before.

Despite the pre-entry system, you may have the odd EoD. Add their name to your list and ask them to sign up using RaceSignUp linked from the Claro website. This can be done immediately before or after the event. Try not to take any cash entries as this makes reconciling the levy difficult.

Check off all attendees against your list, you may have some who have pre-entered but not turned up.

You should have paper maps for **all** runners printed as above whether they are using MapRun or want to navigate with just a map and a control card.

You should draw peoples' attention to the Pre-Race Briefing, and ensure that all are wearing hi-viz clothing. This is compulsory. State that any under 16s must stay with their parent(s)/adult supervisors throughout.

Hand out maps upside down.

When ready, you can start the runners. The MapRunners should be taken to the Start location where the MapRun software will automatically start them. The non-MapRunners need a formal stopwatch start from you there so you and they can track their 45 minutes.

When the runners come back you **must** check that everyone is in against the updated entry list of all those who started. The MapRun software will compute each MapRunner's results. The non-MapRunners return times need to be recorded so as to confirm how long they were out and whether late penalties are applicable.



## **Results/Post Event**

Firstly, check that the non-MapRunners' claimed lamppost numbers on their control cards are correct and reduce their score to reflect wrong numbers/late return penalties. Send these results to Quentin to include alongside the MapRunners results. Please include any comments you may wish to be included.

If there were any incidents within the event then please report these to the series co-ordinator who will advise you on whether any further action is required.

## Frequently Asked Questions

### What do I do if the lamppost numbers are not available on the council website?

Three options:

- You could go out and check on the ground if you have time, but do not feel obliged to. These events should be minimal effort.
- Leave it blank and let the competitors tell you. If there is not a clear majority you might have to check or make a unilateral decision.
- Use a different lamppost!

**I won't be able to check the map or the controls. Is this OK?** – Basically, **yes**. By all means check if you want to or have the time, but don't feel obliged to. However you really should state in the Pre-Race Briefing that you have not checked them, so any errors in controls or map detail are the same for all. This is not the National Championships.

### I have identified some changes that I want to put on the map. How do I do updates?

There are several options, some harder than others:

- You can sign up to [OpenStreetMap.org](https://www.openstreetmap.org), which is the open source project that the maps are produced from and once verified you can make edits and contribute. Note that you have to verify by email and that edits take a few days to appear. This is the best as the edits remain for others, but it will not be for everyone.
- You can ask Quentin or someone else who is signed up to do the edits for you as above.
- You can make most changes using the drawing facility in PurplePen
- You can print a paper copy, draw on it, then scan and print or colour photocopy.
- You can wish you never asked!

## Downloads

- MapRun Guide
- Control Card template
- [Risk Assessment template](#)
- Pre-Race Briefing Note template

## Appendix A - PurplePen

### How to get a dot in the centre of the circle:

Select; Event/Customise Appearance, untick the box that says 'Use IOF standard sizes', Against 'Center dot diameter' change the value to 1.11mm. The dot will now appear. Click 'OK'.

### How to increase the diameter of the control circles:

Select; Event/Customise Appearance, if the box is ticked that says 'Use IOF standard sizes', untick it. Against 'Control circle diameter' change the value to the required value. Usually 7mm is a good compromise. Click 'OK'.

### How to add out of bounds (OOB):

Select 'Add special item' and select 'out of bounds area'. Draw on the map where you want the edge of the OOB, double click when complete. The points that define this area can be edited by clicking on the shaded area so that blue dots appear at the edge, hover the mouse over the node that you wish to adjust until it turns from a white to a black cross, click then drag it to its new position.

## Appendix B – Template for Pre-race Event Details for WebSite

### Headline Information:

Location: Stables Lane Car Park  
 Grid ref: SE321543  
 Post code: LS23 6BY  
 What3word: limitless.desiring.pint  
 MapRun name: Boston Spa 23

**Meeting Location:** Describe where to meet for the pre-run briefing, this may be away from the start where there is shelter or it is easily identifiable to someone unfamiliar with the area.

Eg. Meet at Stables Lane Car Park, adjacent to Boston Spa Community Park. Ample free parking which is well lit during evenings.

**Public transport:** Suggest suitable ways of attending the event using public transport.

Eg. The No7 bus runs from Harrogate through to Boston Spa and assembly is 5 minutes' walk from the nearest bus stop.

**Parking:** Only mention if this is likely to be difficult or cause problems.

**Toilets:** Note if toilets will be available before the run, If no public toilets, usually the pub used for the post race gathering will allow use of their facilities.

Eg. Unfortunately there are no toilets at the event assembly. The Crown Hotel have agreed we may use theirs (see below for detail).

**Post-race gathering:** Mention where has been identified for the social after the run along with any conditions to use such as pre-ordering or order before 8pm. A menu link could be included.

Eg. This will be held from 19:30 in The Crown on High Street (A659) in the village centre. This is a 5 minutes' walk from the car park (it's likely you'll have passed it on your run earlier) LS23 6BW and W3W: rare.horns.frail I have booked for 10 people but they are large enough to accommodate more for food/drinks and no need to pre-order. The menu covers pub classics,

## Appendix C – Pre-race Template Briefing Notes

### Claro Street-O Events - Pre-race Briefing Notes

Items for consideration in pre-race briefing.

Welcome

Format:

- 45 minute score event.
- Simple, line maps from OpenStreetMap. Possible that some features not marked.
- 30 controls, each one a lamppost with a number. Record number on control card.
- 10 pts per correct control, 10 pts penalty per minute or part minute over 45 mins.
- Start and finish in the same place.
- Make sure you have your name on the control card.
- Course [checked /not checked].

Safety

- Usual urban environment risks - use common sense. Possible wet surfaces, slip and trip hazards.
- Major risk - road crossing. Note major roads. Hi-viz clothing mandatory.
- Other risks - pedestrians, cyclists, dogs, blind corners, railway crossings. Take care.
- Out of bounds (if any)

Post race social - venue

## Appendix D: Identifying Lamp Posts

You can find lamppost numbers yourself by visiting your chosen them individually. These numbers are really only relevant to runners recording their progress on control cards and not using MapRun.

Alternatively, you can use this North Yorkshire County Council website:

<https://myaccount.northyorks.gov.uk/streetlight>.

This link has been known to change without warning so if it does not work or you cannot find it later, the way in as follows:

1. Go to NYCC Home Page
2. Go to Transport & Streets
3. Click on "Report a street light problem"
4. Click on "Tell us about a street light issue anonymously"
5. Click "Continue"
6. Choose "Map View" or "Satellite View" and zoom in as needed. Note the postcode/location search option.

All lampposts are shown as red or green dots (depending on whether they stay on all night). If you click on a dot you'll get some info commencing with the lamp post number. Note that sometimes you have to click around the dot to get the data and not all data is complete – see FAQs below if so.

Be careful to locate the control as accurately as possible as it can be easy to get the lamppost wrong when they're close together.

It should be added that every now and then the map goes offline or is difficult to use. It is not you! Check with NYCC or the Club Fixtures Secretary.