VERATIME RACE

Race Anyone, Anywhere

OPERATOR MANUAL

Run a race with phones you already carry

Set up a race, time every start and finish, correct mistakes without losing a timestamp, and export checked results.

Race Directors | Start Timers | Finish Timers | Spectators

October 2026 edition

Edition: October 5, 2026. Verified against the VeraTime Race app source and PRD v2.27. Screen labels can vary slightly by installed build and device; follow what your screen shows.

Contents

01	How VeraTime Race works	Roles, modes, what is free
02	Before race day	Crew, phones, rehearsal
03	Create a race (Race Director)	Director setup, fields, codes
04	Join a race and choose a role	Timers and spectators
05	Start Timer	Bib, confirm, START
06	Finish Timer	FINISH, unknown finishes, DNF
07	Correct results without losing a time	Change Bib, swap, assign, DQ
08	Camera (beta) timing	Placement, calibration, fallback
09	Where to put the camera	Start and finish diagrams
10	Race Director dashboard	Crew, spectators, closing
11	Race Radio	Push-to-talk for the crew
12	Export results	Access, CSV, Excel, audit log
13	Access, purchases and account	Plans, restore, privacy
14	Troubleshooting and checklists	Fixes, race-day checklist, support

HOW TO READ THIS GUIDE

Text in a blue chip, like **CONFIRM BIB** or **Export as CSV**, is the exact label on the screen. Buttons shown in capitals are capitalized in the app.

SECTION 01

How VeraTime Race works

Each timer's phone is an independent clock. Every press is saved on the phone first, then syncs to the race so the crew sees one shared set of results.

Role	Where	What they do
Race Director	Anywhere	Creates the race, holds every code, watches the crew, corrects results, turns Spectator Mode on or off, closes the race and exports.
Start Timer	Start gate	Enters each bib, taps **CONFIRM BIB**, then **START** the moment the racer's feet leave the start.
Finish Timer	Finish line	Taps the racer in the On Course grid, then **FINISH** the moment their feet cross the line.
Spectator	Anywhere	Read-only live results, only when the Race Director has turned on Spectator Mode.

Three modes

Mode	Use it for
Time Trials	Practice and team training. Each bib can take unlimited runs. Live tables rank athletes by elapsed time and show fastest and average times.
Race	Two-run team or individual competition. The Start Timer records sex, team and run number. VeraTime ranks individuals and scores teams by Points or Total Time.
Hand Timing	Official backup hand timing. Keeps start and finish time of day, unknown-bib handling, corrections, the audit log, and CSV or Excel export.

What is free and what needs access

Creating a race, joining as any role, live timing, live results while the race is active, and Race Radio are free. Final calculated results for a closed race, and export (CSV, Excel, Copy to Clipboard), need an active access plan on the Race Director's account.

> **TIMESTAMPS ARE PERMANENT**
> Once **START** or **FINISH** is recorded, that time is never deleted or edited. A correction only changes which bib a time belongs to. VeraTime records to 1/100 of a second; as with any hand timing, human reaction time is the biggest source of error.

SECTION 02

Before race day

Most timing problems are solved before the first racer leaves the gate.

Crew and phones

- [ ] One Race Director, one Start Timer, one Finish Timer
- [ ] Every phone charged, with a power bank
- [ ] Current VeraTime build installed on every phone
- [ ] Director signed in to the account that holds access
- [ ] Language set (Settings, then Language)
- [ ] Button mode agreed by the crew (see below)
- [ ] Microphone permission allowed for Race Radio
- [ ] Agreed start and finish reference points

Pick a button mode

Open **Settings**, then **Button Interaction Mode**.

- **Instant Press** records the moment your finger touches the button.
- **3-Second Hold** captures the time at first touch, shows a progress ring, and commits only if you keep holding until the strong buzz at 3.0 seconds. Letting go early cancels with nothing recorded.

> **REHEARSE**
> Run two or three test bibs with the whole crew on the hill before athletes arrive: start, finish, an unknown finish, a correction and a radio message.

Connectivity

Cell or Wi-Fi coverage is not guaranteed on a hill. VeraTime saves each press on the phone first. When signal drops you will see **Reconnecting... times will sync when signal returns**; keep timing and the queued presses will sync when the connection returns. Never clear app data or reinstall on a phone that still holds unsent times.

> **SANCTIONED EVENTS**
> For sanctioned races, the race officials decide whether this workflow is appropriate and how independent backup timing is organized. Keep a fallback plan and an outside means of communication.

SECTION 03

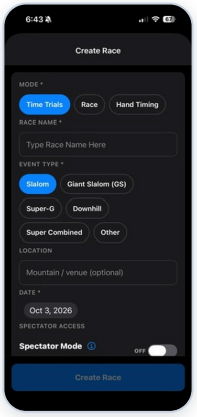
Create a race (Race Director)

1. On the home screen tap **CREATE RACE**. The first time, VeraTime opens **Race Director Setup** so it can email your race codes and let you recover the race later. Complete it once.
2. Choose the **Mode ***: **Time Trials**, **Race** or **Hand Timing**.
3. Enter the **Race Name ***, **Event Type *** (Slalom, Giant Slalom (GS), Super-G, Downhill, Super Combined or Other), **Run ***, optional **Location**, **Date *** and **Category *** (Men, Women or Mixed).
4. In Race mode also set **Race Type** (**Team Race** or **Individuals**), **Scoring** (**Points** or **Total Time**), **Men / Women** (**Separate** or **Combined**), the number of teams, **Athletes / Group**, **Count** (counting athletes) and **Team Names**. If your build shows **Bib digits (fixed after creation)**, choose it now; it cannot change later.
5. Leave **Spectator Access** off unless spectators are allowed (see Section 10).
6. Tap **Create Race**. The Race Director dashboard opens and a share sheet offers to send the codes.

Codes created for each race

Code	Share with
Race Code (6 characters)	Everyone joining the race.
Start Password (4 digits)	Only the Start Timer.
Finish Password (4 digits)	Only the Finish Timer.
Director Password	Only trusted Directors. Lets another device join as Race Director, and lets you review and export after the race closes.

The codes are also emailed to the Director's verified address. Keep that email: it is your recovery path if your phone dies.



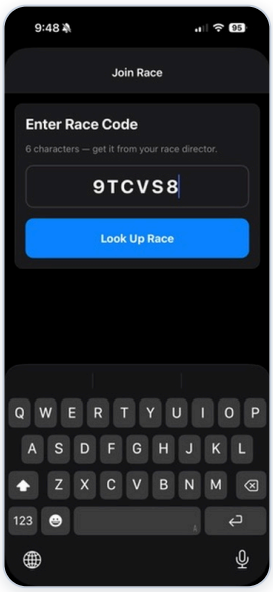
Create Race: mode, name, event type, location, date and Spectator Mode.

> **NEVER POST THE DIRECTOR PASSWORD**
> Do not send the Director Password to spectators or put it in a group message.

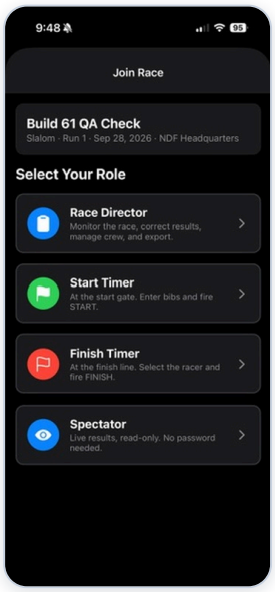
SECTION 04

Join a race and choose a role

1. On the home screen tap **JOIN**.
2. Under **Enter Race Code**, type the 6-character code and tap **Look Up Race**. Check the race name and date.
3. Under **Select Your Role** choose **Race Director**, **Start Timer**, **Finish Timer** or **Spectator**.
4. Enter the 4-digit password for your role. Spectators need no password, but the card is available only when the Director has turned on Spectator Mode.



Enter Race Code, then Look Up Race.



Select Your Role.

Each race you join appears as a card on the home screen. Tap it to return to your role; the same phone does not ask for the password again unless the Director rotates it.

Director's phone died?

On another phone, tap **Re-join a race as Director →** on the home screen and follow the recovery steps, or join the race with the Director Password. Check the latest results before continuing.

> **CONFIRM OUT LOUD**
> Before the first racer, Start and Finish should each read the race name and run number aloud so everyone knows they are timing the same race.

SECTION 05

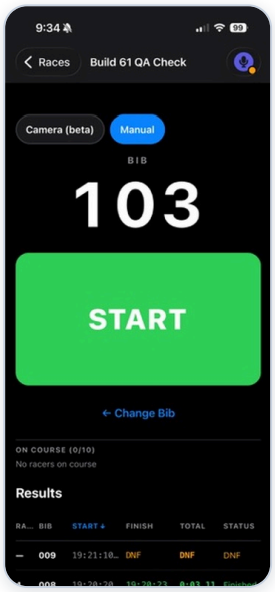
Start Timer

Your job: the right bib, then a clean START at the exact moment of departure.

1. Type the next racer's bib on the keypad. In Race mode also check sex, team and run.
2. Tap **CONFIRM BIB**. The bib appears large with a green **START** button.
3. Watch the agreed start reference. Tap **START** the instant the racer's feet leave the start (or hold for 3 seconds in 3-Second Hold mode).
4. The screen returns to the keypad and the bib moves to the On Course strip. Enter the next bib.



Enter the bib, then CONFIRM BIB.



Ready: START, or ← Change Bib.

- Wrong bib before the start? Tap **← Change Bib** to go back to the keypad.
- If a bib is already on course, VeraTime warns you instead of starting it twice.
- If you see **Possible rerun**, confirm only if the racer is really taking another run.
- The **Camera (beta)** / **Manual** choice at the top appears only on supported phones. **Manual** is the default. See Section 08.

SECTION 06

Finish Timer

Your job: capture every crossing. Getting the time is more important than getting the bib right first.

1. Watch the On Course grid. Racers who have been on course longest are listed first.
2. Tap the arriving racer's card to select it.
3. Tap **FINISH** the moment their feet cross the line.
4. The racer moves to Results. Select the next arriving racer.



Select the racer, then FINISH. RECORD FINISH TIME saves a crossing with no racer selected.

Could not read the bib?

Tap the amber **RECORD FINISH TIME** button at the crossing. The time is saved immediately. VeraTime then asks who crossed: pick the racer from the on-course list, use **Enter Bib Number**, or tap **Leave Unresolved** to keep the time as an unassigned row and fix it later.

Did not finish

Select the racer and tap **Did Not Finish (DNF)**, then confirm **Record DNF**.

Overtakes and close finishes

Record each crossing as it happens, then fix the assignments afterward (Section 07). Never skip a crossing to fix an earlier one.

> **START NOT SHOWING YET?**
> If a finish arrives before its start has synced, keep timing. The finish is saved and will pair when the start arrives. A message shows how many presses are queued.

SECTION 07

Correct results without losing a time

Corrections move times between bibs. They never delete or edit a timestamp.

Long-press a row in Results (on the Finish Timer or Director screen). Choose:

Problem	Action
Wrong bib got the time	**Change Bib**, then type the right bib. The time moves; the original bib goes back On Course.
Two racers' times are switched (overtake)	**Swap Times with Another Bib**, then choose the other bib and confirm **Swap Times**.
Unassigned ??? finish	Long-press the row, then choose the racer on course or **Enter Bib Number**. Confirm **Assign Finish**.
Finish given to the wrong run	**Return to unassigned**, then assign it again.
Checking a dispute	View the raw timestamps for the row.
Disqualification (Director only)	Long-press the row while the race is active and set or remove DQ. The timing evidence stays in the audit log.

> **TALK FIRST**
> Before correcting, confirm with the other timer over Race Radio. Every correction is written to the audit log.

SECTION 08

Camera (beta) timing

On supported iPhones, the phone camera can detect the start or finish crossing. Manual is always the default and always available.

Turn it on

On the Start or Finish screen, tap **Camera (beta)** instead of **Manual**. If you do not see it, your phone or build does not support camera timing: use Manual.

Place the line

1. Mount the phone on a stable tripod outside the course (see diagrams).
2. Follow the instruction at the top of the video: tap to place the start or finish line on the ground at the real line.
3. Drag or rotate the line to match the gate. Use **LOWER** and **RAISE** to set beam height.
4. Tap **CONFIRM PLACEMENT**. The status turns green: **Start Calibrated** or **Finish Calibrated**.
5. Start: confirm a bib; the status reads that the bib is confirmed and Start is armed. Finish: select an on-course racer; the status reads **Finish armed for Bib #...**.

A crossing then records automatically. A two-beep tone confirms a Start; three beeps confirm a Finish. The screen shows whether each event was recorded by CAMERA or MANUAL.

Keep a hand on Manual

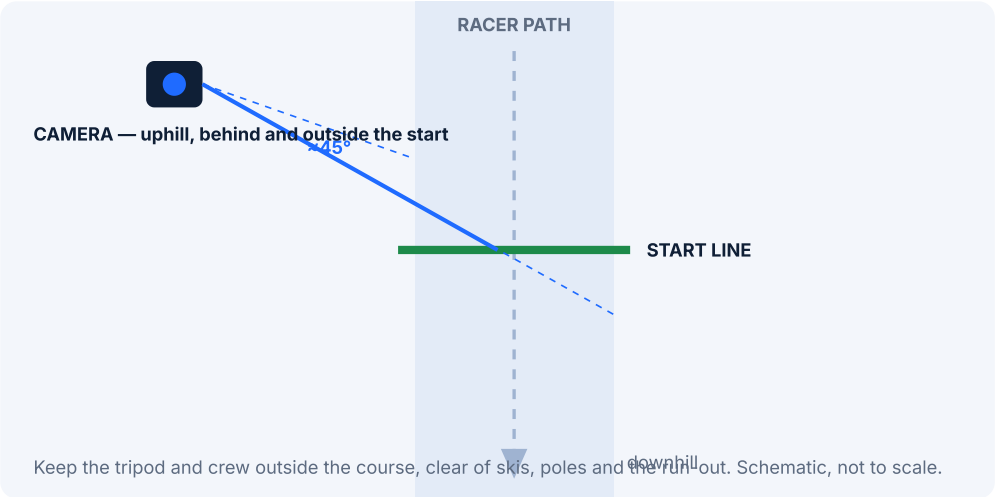
- **MANUAL START** / **MANUAL FINISH** stay on the side rail. Use them the moment detection looks wrong.
- **REPOSITION** reopens placement at any time without deleting any times or racers. Use it if the tripod moves or is bumped.
- Camera diagnostics are for support only: **Settings**, then **Beta Features**, then **Share Latest Camera Validation Log**.

> **BETA**
> Camera timing is a beta feature on supported iPhones. It does not by itself make a race compliant with your organization's timing rules.

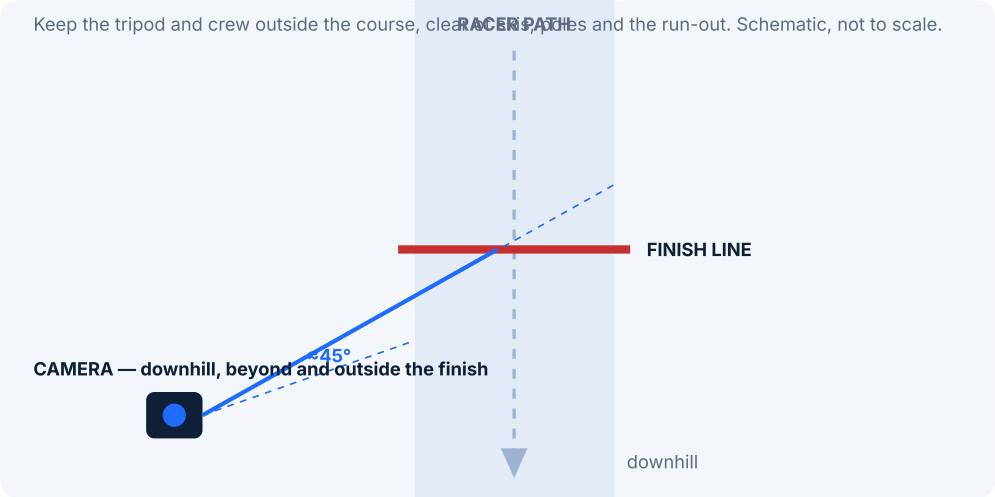
SECTION 09

Where to put the camera

Outside the racer path, aimed across the line at roughly 45° to the direction of travel.



START: uphill, behind and to the side of the start. Aim diagonally down across the gate. Tilt the phone down so the ground at the line and the racer's legs are visible before they leave. The downward tilt is separate from the 45° top-down angle.



FINISH: downhill, beyond the line and well outside the run-out. Look back across the finish. Frame the approach, the whole line and some travel after it.

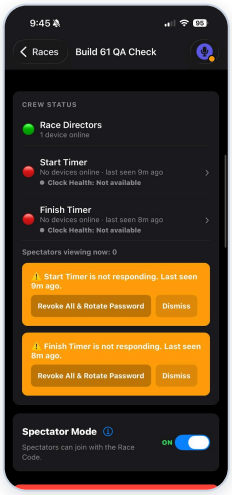
- Keep the racer visible on both sides of the line. Do not aim straight along the course.
- Keep people, poles and banners out of the view of the legs.
- Distance and height depend on the line width, slope and safe space. Move until the whole crossing area fits, then test a slow pass and a full-speed pass.
- If the tripod moves, zoom changes or the app restarts, tap **REPOSITION** and check placement again.

SECTION 10

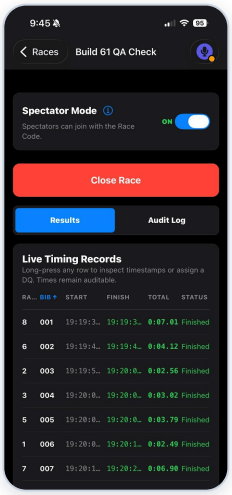
Race Director dashboard



Race Code, Share Race, Export, role passwords and crew status.



Crew alerts and Spectator Mode.



Close Race, Results and Audit Log.

Watch the crew

Under **CREW STATUS** you can see which Start and Finish phones are connected and their clock health. If a timer's phone is lost or a password leaked, use **Revoke All & Rotate Password**: all devices in that role are signed out and a new password is created to share.

Spectators

Turn on **Spectator Mode** only when it is allowed. VeraTime shows this warning first: some racing organizations restrict live timing or real-time results for events including U14 and younger. Review the rules for your race before turning it on. You can turn it off again at any time.

Results and audit log

The **Results** tab shows live results. **Audit Log** lists every start, finish, correction, role change and radio message. In team races you can name groups under **Race Groups**; names appear in scoreboards and exports.

Close the race

When every racer is accounted for, tap **Close Race** and confirm. A closed race cannot be timed. Only the Race Director card remains on the join screen; the Director Password opens a read-only review and export session.

SECTION 11

Race Radio

1. Tap the microphone button in the header.
2. Hold to talk (up to 30 seconds). Release to send.
3. Messages play automatically on every official’s phone and are transcribed into the chat log.

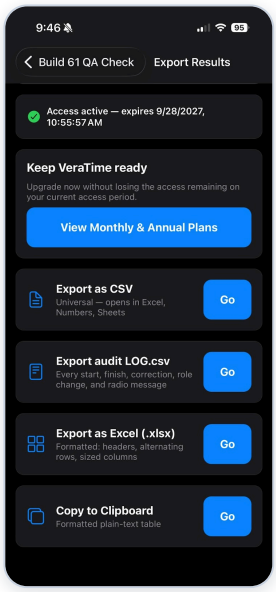
- Allow microphone access when asked. Transcription happens on the phone.
- In **Settings**, under **Race Radio**, set **Auto-play volume** and **Play even when phone is on silent**.
- Spectators can read and replay messages, but cannot transmit.
- Audio expires after 24 hours; the transcript stays in the race log.

> **KEEP IT SHORT**
> Use short, standard calls: “Bib 12 on course.” “Hold the start.” “Finish missed bib 12, recorded as unknown.” Keep a venue radio as backup.

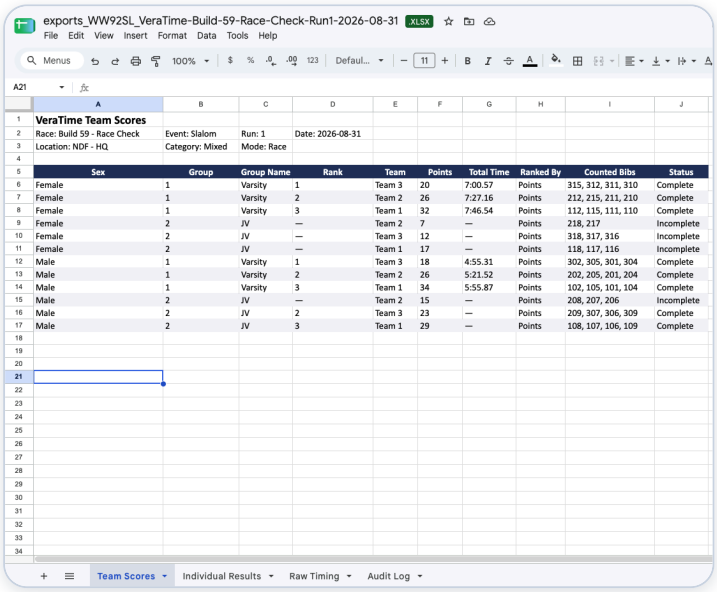
SECTION 12

Export results

1. On the Director dashboard tap **Export**.
2. If your account has no active access, the **Final Results & Export** screen offers **View Plans & Purchase Access** and **Restore Purchases**.
3. Choose a format: **Export as CSV**, **Export as Excel (.xlsx)**, **Export audit LOG.csv** or **Copy to Clipboard**.
4. Save or send the file from the share sheet. Open it and check bibs, names, teams, runs, times and the row count.



Export Results screen.



Excel output with formatted columns.

OFFICIAL BACKUP TIMING

Keep the time-of-day and audit records your event requires, not just the ranked leaderboard.

SECTION 13

Access, purchases and account

Open **Settings**, then **Access & Billing**. You will see **Current access**, **View Plans & Purchase Access**, **Restore Purchases** and, for a renewing plan, **Manage / Cancel Subscription**.

Plan	How it works
24-Hour Results Pass	One-time purchase. Does not renew.
VeraTime Monthly	Renews monthly until canceled in your store account settings.
VeraTime Annual	Renews yearly until canceled in your store account settings.

The price and terms on the purchase screen are authoritative. Access belongs to your VeraTime account and works on iPhone, Android and the web when you sign in to the same account.

- Already paid but access looks missing? Check that you are signed in to the same account, then tap **Restore Purchases** before buying again.
- If your build shows **Have a team access code?**, enter the code and tap **Redeem One Month Free**.
- Deleting your account does not cancel a store subscription. Cancel the subscription separately.
- Privacy requests, data download and account deletion are in **Settings**, then **Legal & Privacy**, then **Open Privacy Center**.

SECTION 14

Troubleshooting and checklists

Symptom	What to do
Times seem stale	Check the race and run, check signal, and look for a queued-presses message. Do not repeat a press to “fix” a display delay.
Saved timing queue needs recovery	Stop timing on that phone. Do not clear its data. Continue on another official phone and contact support.
Spectator card disabled	The Director has not turned on Spectator Mode.
Camera (beta) missing or will not arm	Phone or build not supported, or camera permission off. Use Manual. Check placement, then CONFIRM PLACEMENT.
Wrong finish assignment	Long-press the row: Change Bib or Swap Times with Another Bib.
Export not available	Sign in as Race Director with the account that holds access; tap Restore Purchases.

Before the first racer

- ☐ Phones charged, right race and role
- ☐ Crew read race name and run aloud
- ☐ Start and finish references agreed
- ☐ Test start, finish and radio done
- ☐ Spectator Mode set correctly
- ☐ Manual fallback understood

After the last racer

- ☐ Every racer finished, DNF or explained
- ☐ No unresolved ??? rows left
- ☐ Audit log reviewed
- ☐ Race closed
- ☐ Export opened and checked
- ☐ Records kept as required

Support

Email support@vera-time.com. Include your Race Code, app version (Settings, then About), phone model, your role and what happened.