

# BEM Toolbox3

Toolbox Version: 3.11.1  
Document Updated 26-Apr-2020.



## Overview.

This document details the facilities provided and operating instructions for the Bmx Event Manager Toolbox3, a utility program that has evolved from the earlier BEM List File Update / Create Tool.

The Toolbox 3.11.x version is compatible with both BEM 3.11.x and BEM 3.10.x versions however for all new Pump Track facilities to be realised requires BEM 3.11.x.

BEM Toolbox3 provides facilities for users to:

- Create or update an existing Excel format Rider List File suitable for use with the BEM (Bmx Event Manager) Program using rider data from various sources.
- Update riders ranking in a Rider List File or BEM Event file from a BSR (BEM Series) file or UCI Rankings export.
- Set rider ranking in a BEM Event file based on Nation, State and Club.
- Create a new BEM Event file and edit the event set up in an existing BEM Event file.
- Copy riders from one Event file to another Event file with a range of filters and options.
- Copy on-line entries from a variety of providers to a BEM Event file.
- Check the status of MyLaps transponder subscriptions.

## Contents

Overview .....	1
Rider List Management .....	4
Event File Management .....	4
Using the BEM Toolbox.....	5
Getting Started.....	5
List File Management .....	7
Event File Management .....	10
Creating a New Event File.....	10
Event Configuration .....	12
Set Rider's UCI Ranking.....	17
Rank Riders by Group .....	19
Class Entry Sanity Check .....	19
Event to Event Updates .....	20
MyLaps Flex Transponder Subscription Checking .....	21
On-Line Entries .....	22
Overview .....	22
On-Line Entry Processing .....	22
BMX Australia Online Database .....	32
Appendix 1, IMG Generic On-line Entries - File Format .....	34
File Types .....	34
Headings .....	34
Mandatory Headings.....	34
Optional Headings .....	35
Appendix 2, IMG EventDesq On-line Entries – File Format .....	36
Mandatory Headings.....	36
Optional Headings .....	37
File Types .....	38
Headings .....	38
Appendix 3, eZeventing On-Line Entry File Format.....	39
File Types .....	39
Mandatory Headings.....	39
Optional Headings .....	39
Appendix 4, Export UCI Rankings in Excel.....	40
Appendix 5, OSM On-line Entry Export File Format .....	41
File Type.....	41
Mandatory Headings.....	41
Appendix 6, OSM BEM Membership Export File Format.....	43
File Type.....	43
Mandatory Headings.....	43
Appendix 7, OSM Extras (Merchandise) Export File Format .....	44
File Type.....	44
Mandatory Headings.....	44

The Toolbox3 package is distributed as a Microsoft Installer (.MSI) file.  
Please refer to the appropriate Release Note document for specific instructions to install the package.

When run the installer copies the following files into the *C:\BEM\Programs\Toolbox* folder:  
**BEM\_Toolbox3.xls**, the control program with the data merge and file create functions.  
**System\_Reference.xls** contains lists of reference data used by the program, eg. Clubs, Licence Types, Headings for imported data files. Under normal scenarios, there should be no requirement for users to edit any data in this file.  
**List\_Setup.xls** is used by the program to store user preferences and selections.  
**New\_list4.xls**, a template file used by the tool when creating a new BEM Rider List file.  
**New\_Event\_Template2K-37.bet**, the earlier version event template for BEM versions up to 3.2.x provided for used by the tool when creating a new BEM Event File.  
**New\_Event\_Template2K-40.bet**, the international version event template provided for compatibility with the Spanish language version of Office 2003. Note that use of this template requires a minimum BEM version of 3.3.x.  
**New-SS\_List.xls**, a template file used by the tool when creating a new Sport Score format entry list.  
**Bmxcess List Template.xls**, a template file used by the tool when creating or refreshing a Rider List file using the BMX Australia Web download Access MDB file as the source.

**User\_Reference.xls**, a new file introduced in version 3.5.0 containing user configurable data previously held in the List\_Reference.xls file. The file is not initially installed by the update but a check is made for the presence of this file and if required, is created the first time the program is run. By moving the data to a separate user configurable file, the user specific data will be carried across future updates.

## ***Rider List Management***

The tool accepts data from a number of different sources and formats. The source option selection list comprises both Association selection dependant and common items.

E.g. for Australia, the association dependant items are

- BMXA OSM Membership List.
- OSM On-line Entries
- OSM Merchandise
- eZeventing format On-line Entries

Source selections common to all associations are:

- SportsLists On-line Entries
- IMG Generic On-line Entries
- BEM List File
- BSR Series File
- Set Rankings from a UCI website export Excel file to a BEM Event File
- Set rankings from a BSR Series file to a BEM Event file.
- Set UCI Code from a Rider List file to a BEM Event file.
- BEM Event File
- Event Entry List File (old format Rider List file).

Depending on the Source and Destination selections, the tool:

- builds a new or refreshes an existing BEM Rider List File
- pre-populate classes in the Rider List File by customising the list of classes in the User\_Reference file.
- adds rides to or sets rider rankings in a BEM event file

Association dependant filters can be selected by the operator, e.g. for Australia, filters on a per State are provided.

The user can set a "cut off" date on Licence Expiry for the input file so that riders with an older expiry date are ignored.

Errors detected during the update (eg same licence number with different names) are saved to a file for later reference and can be displayed at the end of the run.

## ***Event File Management***

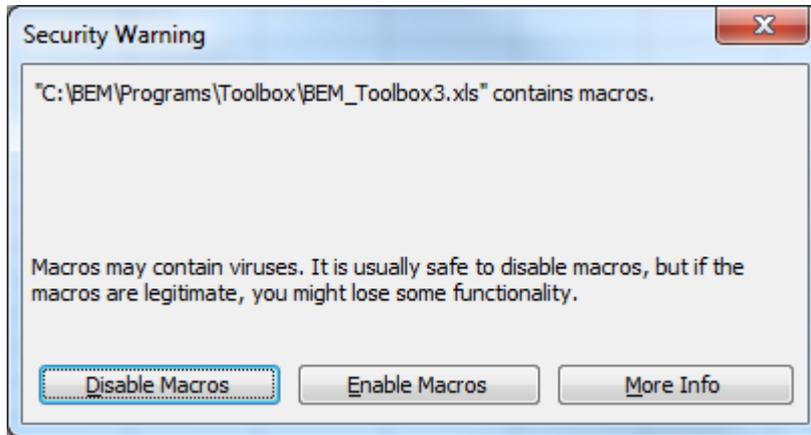
The Event File Management facilities provided by the BEM Toolbox3allow:

- Creation of a new event using an existing Event File as a reference for initial population of Classes, Clubs and event configuration.  
When creating a new event, the international template is used for all Association selections to overcome compatibility issues running Spanish language version of Office 2003.
- Editing the general event set up, list of Classes, Class configuration (Class, Score and Finals Codes) and list of Clubs in a new or existing Event File.
- Copying entries from one Event File to another Event File with options to:
  - Set all riders to registered
  - Set all riders to not-registered.
  - Only copy registered riders.
  - Copy all moto draws and results.
  - Copy only classes that exist in the destination event (used to split / merge a registration file into racing blocks).
- Continue an event to a second event file where more than 7 qualifying motos are run.

# Using the BEM Toolbox.

## Getting Started

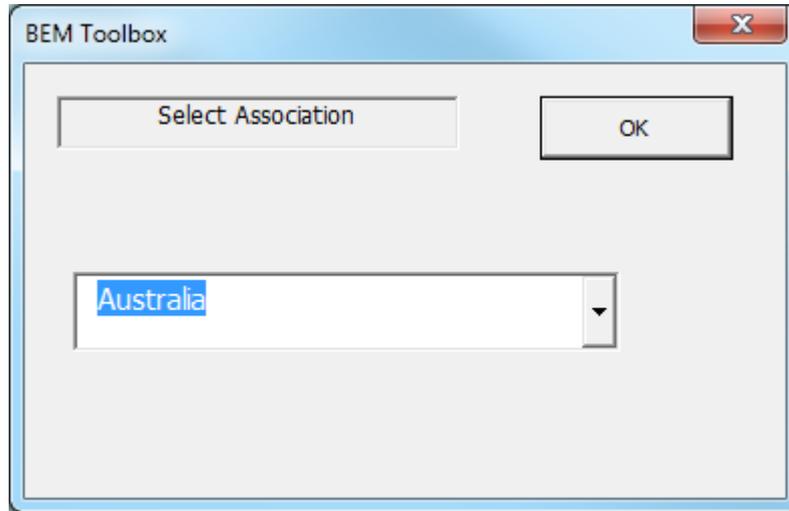
1. From Excel, open BEM\_Toolbox.xls. If prompted with the dialog below, select Enable Macros.



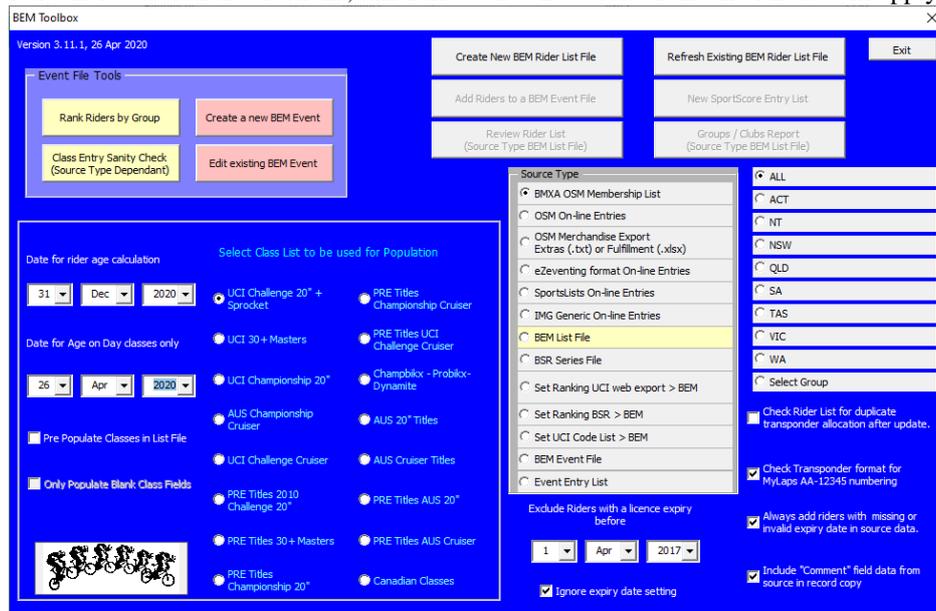
2. For versions of the program where multi-language is enabled, the following form is displayed.
  - a. Spanish translations thanks to Diego from Columbia.
  - b. Other language options are waiting for a volunteer to update and maintain the translations.



- Select the required Association. The selection determines which file types and filters are enabled. Use the "Generic" for non-specified associations who do not have Toolbox3mediation functions for member database or on line entries. The selection is saved for subsequent use.

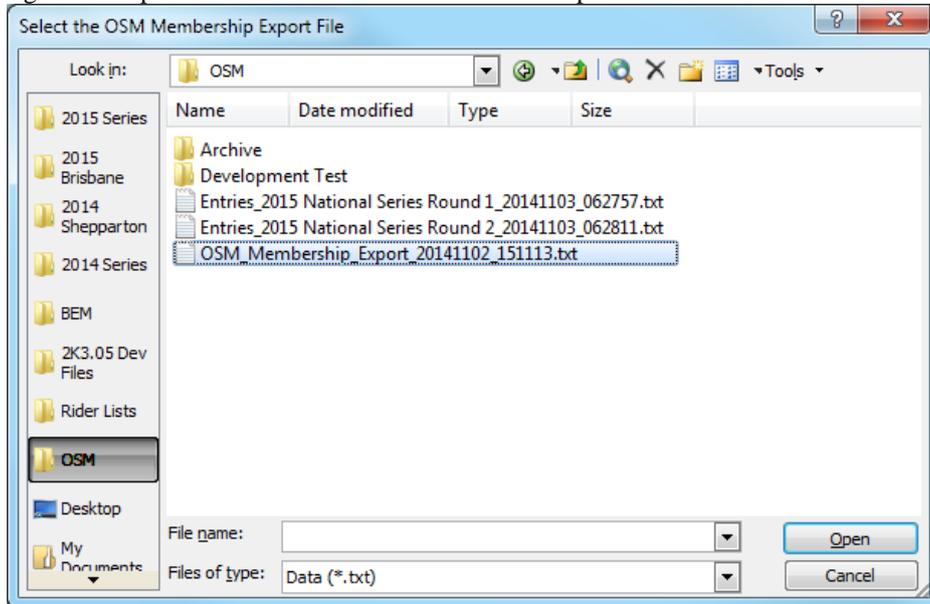


- The following dialog is presented for Australia. For other association selections, different Source Data selections and Filters will apply.

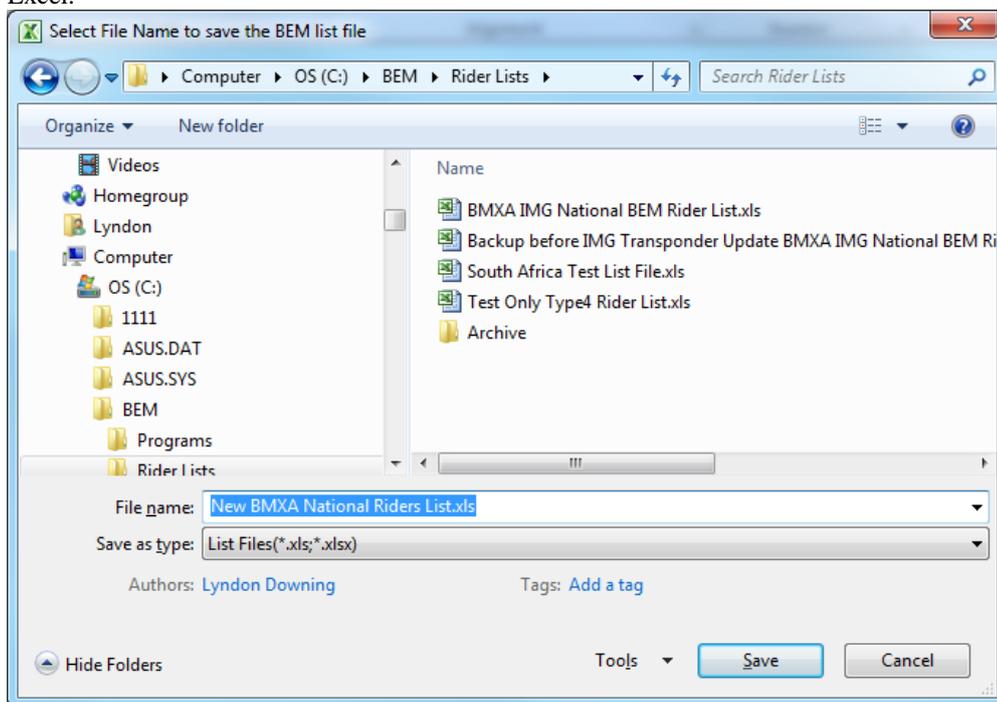


## List File Management

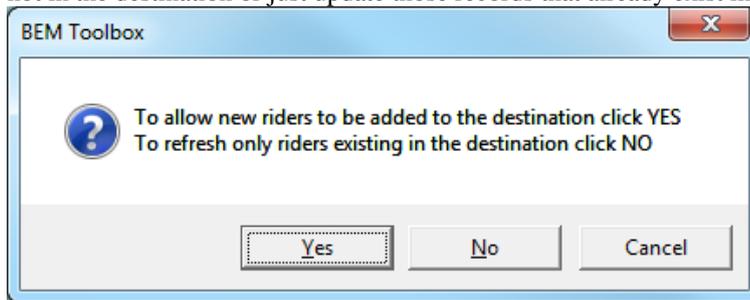
1. Select the required Source Data, e.g. BMXA OSM Membership List, the required State or All States and set the Expired Before date as required then click on the Create New BEM Rider List File or Refresh Existing BEM Rider List file buttons.
2. After clicking on the Create New BEM Rider List File, the selection is confirmed with the operator before proceeding.
3. After confirming the selection, the operator is prompted to select the source data file.  
Eg. BEM export from the OSM / BMXA Membership Database.



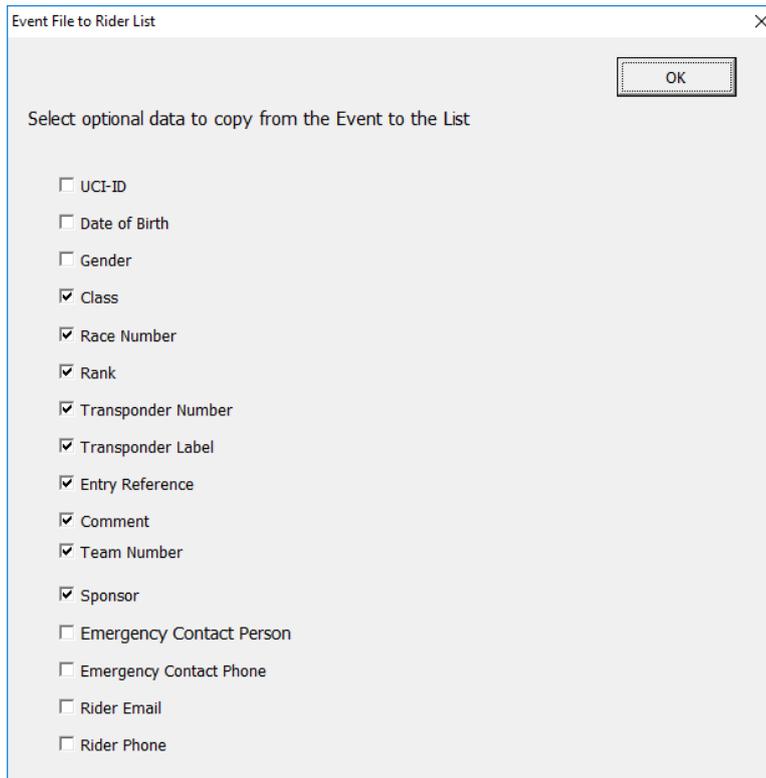
4. After opening the file, some formatting and sanity checks are performed. The operator is then prompted to select a folder and enter the new file name to save the list file. E.g. My\_BEM\_List.xls  
Note that the file MUST use an xls extension as this is the format of the new list template. If you wish to have your rider list in an xlsx format file then you can convert this later using Excel.



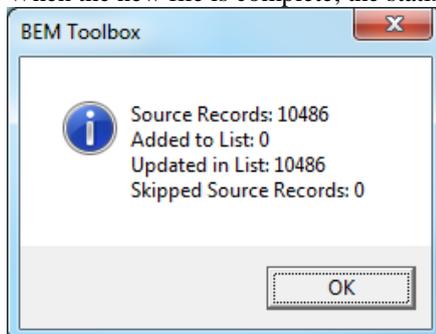
5. When refreshing a List File, the operator has the option to add records from the source that are not in the destination or just update those records that already exist in the destination List File



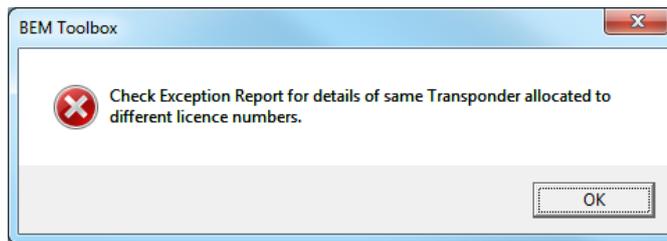
6. When creating or refreshing a List File using a BEM Event File as the data source, the operator is can select which optional data fields they wish to copy from the Event to the Rider List.



7. When the new file is complete, the statistics on the data are presented.



8. After the update, a check is made for the same transponder number allocated to more than one rider. Where this is detected a prompt is given



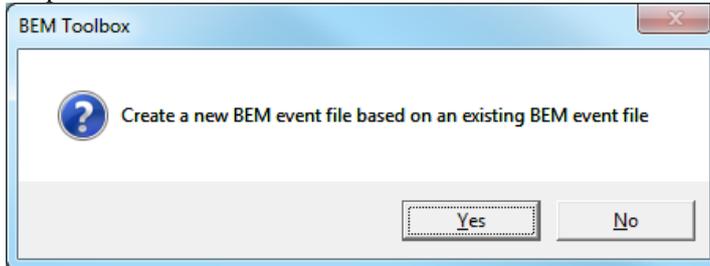
9. When the "Pre Populate Classes in List File" box is checked, Class data is populated in the output file using data from one of sixteen lists that you as the user can set to suit you individual requirements in the User\_Reference.xls workbook.
- To set up you own list:
- Open the *C:\BEM\Programs\Toolbox\User\_Reference.xls* file with Excel.
  - Note that there are sixteen worksheets labelled Class List 1, Class List 2 etc. This enables you to set up sixteen separate lists that you can select from an set up for example Club, Regional and National list of classes appropriate list for each event type.
  - On each sheet at cell A4, you can put in a short description of what you set the list up for and this is shown on the Toolbox3Menu.
  - The class name(s) must match exactly the class name in the event file and therefore the recommendation is to past the list in from the Event so that there is an exact match and no typing errors are introduced.
  - For each class you then set if it is for male of female [M/F], minimum age, maximum age and if it is Age on Day [Y/N].
  - Save and close the User Reference file once the list(s) have been set up.

## Event File Management.

### Creating a New Event File

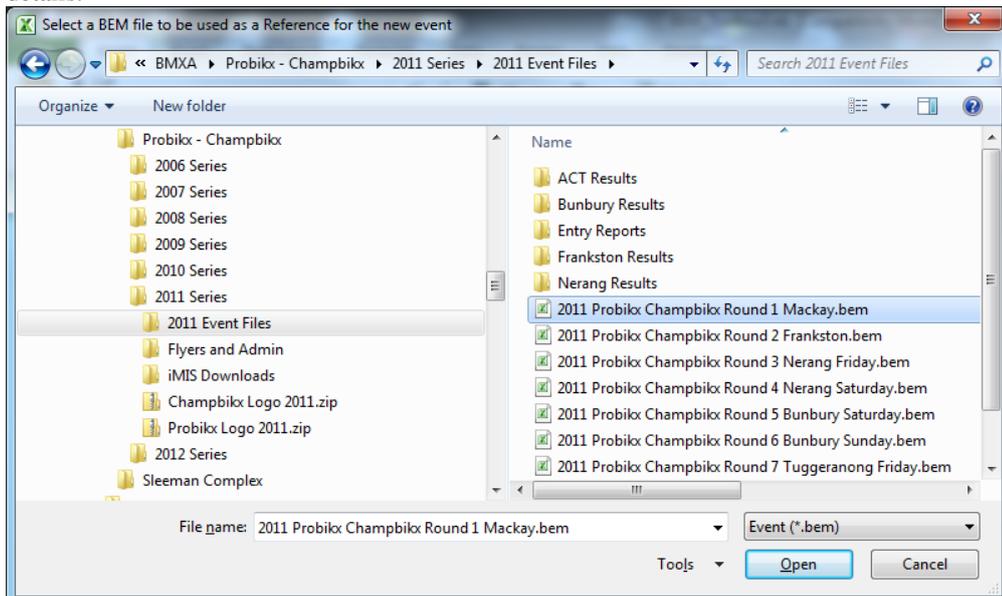
Creating a new BEM event always uses an existing event as a reference. If no existing “real” event file is available, select the TEMPLATE.BEM file as the reference. The steps are:

1. Click the **Create a new BEM Event** button requests confirmation of the action to be performed.  
Note that answering No to this prompt enables the creation of a new event from a blank event template.



2. The operator is then requested to select an existing BEM file to be used as a reference for the list of classes and list of clubs that will be included in the new event file. In the example below, the **2011 Probikx Champbikx Round 1 Mackay.BEM** file is selected as the reference event.

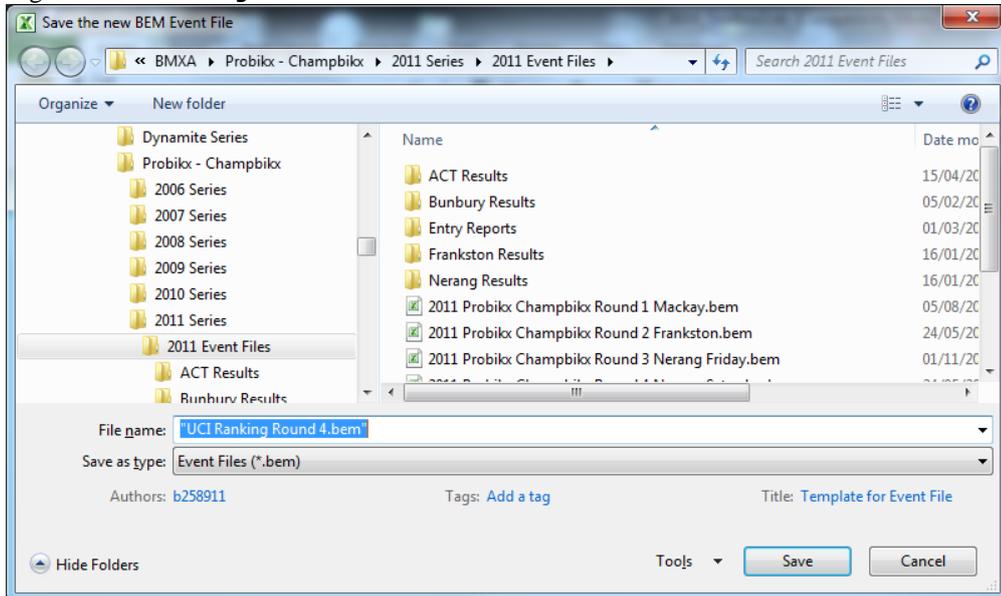
Note that clicking No to creating a new event based on an existing event allows the creation of a new event using a blank event template where the operator needs to input all class and club details.



When the required reference file is selected, click on **Open** to proceed.

- The operator is then prompted to select the folder and file name for the new event file being created with the default file name being **"My-New-Event-File.bem"**. Note that the file must have a .bem extension and **the complete file name must be included in double quotes** to prevent Excel from adding an .xls extension.

E.g. **"UCI Ranking Round 4.bem"**



When the required folder has been selected and file name entered, click on **Save** to proceed.

## Event Configuration

The following event configuration steps are common for both Create a New Event and Edit an Existing Event.

1. The following Event Details screen is presented.

Enter and change the details to match the requirements for the particular event then click OK. A number of sanity and error checks are performed and warning / information messages returned if problems are detected. The issue(s) must be resolved before proceeding.

2. Once the Event Details are accepted, the operator has the option to review the list of classes. Clicking on Yes displays the Review Classes screen

CLASS NO	Class Text	Class Shortl	Race Ord	Final Ord	Minm Entry	Class Code	Score Code	Finals Code	Class Sponsor	Type	Fee1	Code1	Fee2
1004	Probikx Men Elite	PB ME			5	UCI-S	UCI	LANE-SEL		1	110.00	N	130.00
1002	Probikx Men Junior	PB MJ			5	UCI-S	UCI	LANE-SEL		1	110.00	N	130.00
1005	Challenge Series 20+ Masters	CS 20+Ma			5	UCI-S-F-A	UCI	LANE-SEL		1	55.00	N	75.00
1217	Challenge Series 17-29 Men	CS 17-29M			5	UCI-S-F-A	UCI	LANE-SEL		1	55.00	N	75.00
1216	Champbikx 16 Boys	CB 16B			5	UCI-S-F-A	UCI	LANE-SEL		1	55.00	N	75.00
1215	Champbikx 15 Boys	CB 15B			5	UCI-S-F-A	UCI	LANE-SEL		1	55.00	N	75.00
1214	Champbikx 14 Boys	CB 14B			5	UCI-S-F-A	UCI	LANE-SEL		1	55.00	N	75.00
1003	Probikx Women Elite	PB WE			5	UCI-S	UCI	LANE-SEL		1	90.00	N	110.00
1001	Probikx Women Junior	PB WJ			5	UCI-S	UCI	LANE-SEL		1	90.00	N	110.00
1117	Challenge Series 17+ Women	CS 17+W			5	UCI-S-F-A	UCI	LANE-SEL		1	55.00	N	75.00
1116	Champbikx 16 Girls	CB 16G			5	UCI-S-F-A	UCI	LANE-SEL		1	55.00	N	75.00
1115	Champbikx 15 Girls	CB 15G			5	UCI-S-F-A	UCI	LANE-SEL		1	55.00	N	75.00
1114	Champbikx 14 Girls	CB 14G			5	UCI-S-F-A	UCI	LANE-SEL		1	55.00	N	75.00

3. The Review Classes screen lists all classes and their configuration data. To change the class set up, firstly select the required class and then click on the button for the required action. Note that classes may be selected by the normal windows methods of click for single, click and drag over for multiple selections, click for first then shift + click to select a range or control + click to make multiple non-contiguous selections.

4. **Delete Selected Classes**

One or more classes (but not all) may be deleted after confirmation with the operator.

5. **Configure Selected Classes**

When making changes to classes, if a single class is selected then you can edit any of the class parameters. If multiple classes are selected then you can only change some parameters with the changes being applied to all selected classes. Eg change multiple classes from INV to EXPT.

6. **Add a New Class**

When adding a new class / club, if none of the existing classes are selected then the new entry is added at the end of the existing list. If one or more of the existing entries are selected, the new entry is added before the first selected entry.

7. **Move Class Up / Down**

This function only changes the order of classes. It does NOT change the Moto or Finals order which can be set / changed in the BEM program.

8. The Configure Classes screen is common for both Configure Selected Classes and Add a New Class options.

Note that a brief explanation is given for each Class, Score and Finals Code. Refer to the BEM Manual for full details of the various codes.

To avoid all confusion with the defaults applying to a blank Score Code and Finals Code, the writer recommends that the appropriate code always be selected from the list.

Note that the Class Type, Entry Fee and Fee Code fields are not shown for early event templates that do not have the facility to store the data.

- The Group Review displays a list of Groups (Clubs) in the event file and these details may be edited in similar fashion to the list of Classes

CLUB NO	Group Club Team	Group Code	State No	State	Country No	Country	Factor
0	New First in List	First			First		1.00
2	Tea Tree Gully	TTG		SA	AUS		
3	Gawler	GAW		SA	AUS		
88	Before HV	B4 HV		VIC	OZ		1
4	Happy Valley	H.V		SA	AUS		
5	The Cove	T.C		SA	AUS		
6	Blue Lake	B'LKE		SA	AUS		
7	Leigh Creek	L'CK		SA	AUS		
8	Port Augusta	PT A		SA	AUS		
9	Port Lincoln	PT L		SA	AUS		
10	Roxby Downs	RXD		SA	AUS		
11	S.Y.P Yorketown	YKT		SA	AUS		
12	Kadina	KAD		SA	AUS		
13	Mildura	MDRA		SA	AUS		
14	South Aust. Bmx Association	SABMX		SA	AUS		

- Selection Configure Selected Group and Add a New Group brings up the Configure Group screen where changes to group details can be made.

**Group Number**  
  
 Group Number is used when the "Set Team1\_No to Group\_No" option is selected in BEM Add or Review Entries screen.

**Group Name**

**Group Code**  
  
 Short form of Group (Club) name used on Moto Sheets.

**State Code**

**State Number**  
  
 State Number is uses when the "Set Team2\_No to State\_No" option is selected in BEM Add or Review Entries screen.

**Country Code**

**Country Number**  
  
 Country Number is used in conjunction with State Number and Group Number to Rank by Group / State / Country

**Factor**  
  
 Used when BEM (not SERIES) is used to Calculate Club Points. It is a multiplier to adjust the earned (raw points) to determine the adjusted points, e.g. for a handicap event. If no modification is required either leave blank or enter 1.

Buttons: Accept Change, Cancel

- The Merchandise Review is only enabled when creating new events and on editing events that have been created on template version 32 or later. Items may be added, deleted or changed in similar manner to Classes and Groups.

Item No	Description	Size/Type	Price
1	SuperCross 2-Day Ticket	Child 6-12	\$8.00
2	SuperCross 2-Day Ticket	Concession	\$15.00
3	SuperCross 2-Day Ticket	Adult	\$20.00
4	SuperCross 1-Day Ticket	Child 6-12	\$5.00
5	SuperCross 1-Day Ticket	Concession	\$10.00
6	SuperCross 1-Day Ticket	Adult	\$15.00
7	Nationals Package	Adult	\$35.00
8	Nationals Package	Child 6-12	\$15.00
9	Nationals Package	Concession	\$25.00
10	Nationals Single Day	Adult	\$15.00
11	Nationals Single Day	Child 6-12	\$6.00
12	Nationals Single Day	Concession	\$10.00
13	Nationals 2-Day	Adult	\$30.00
14	Nationals 2-Day	Concession	\$20.00
15	Nationals 2-Day	Child 6-12	\$12.00
16	Shirt Short Sleeve	8	\$30.00
17	Shirt Short Sleeve	10	\$30.00
18	Shirt Short Sleeve	12	\$30.00
19	Shirt Short Sleeve	14	\$30.00
20	Shirt Short Sleeve	16	\$30.00
21	Shirt Short Sleeve	S	\$30.00
22	Shirt Short Sleeve	M	\$30.00
23	Shirt Short Sleeve	L	\$30.00
24	Shirt Short Sleeve	XL	\$30.00
25	Shirt Short Sleeve	XXL	\$30.00
26	Shirt Long Sleeve	8	\$35.00
27	Shirt Long Sleeve	10	\$35.00
28	Shirt Long Sleeve	12	\$35.00
29	Shirt Long Sleeve	14	\$35.00
30	Shirt Long Sleeve	16	\$35.00
31	Shirt Long Sleeve	S	\$35.00
32	Shirt Long Sleeve	M	\$35.00
33	Shirt Long Sleeve	L	\$35.00
34	Shirt Long Sleeve	XL	\$35.00
35	Shirt Long Sleeve	XXL	\$35.00

- Selection Configure Selected Item and Add a New Item brings up the Configure Merchandise Item screen where the Item Number, Description, Size or Type and Price details are entered or changed.

**Configure Merchandise Item**

**Item Number**  
  
 Item Numbers must be between 1 and 32,767 and must be unique for each Item.  
 Numbers do not need to be consecutive or in any particular order.

**Description**  
  
 Description of the item shown when placing orders.  
 E.g. T shirt, Polo, Jacket  
 Adult 2 day pass.

**Size or Type**  
  
 S, M, L, XL etc for clothing  
 Child, Cons, Adult etc for tickets

**Item Price**  
  
 Price for one of this item.

Buttons: Accept Change, Cancel

13. For Australian users wishing to import Extras (Merchandise) orders from the OSM on-line entry system, the corresponding list of items must be added to the BEM Event file by the toolbox using the following convention:
- a. If the Item in the OSM system has data in the Colour field, then set the item description in the BEM Event as Item-Colour.  
E.g. If the Item name in OSM is **Hoodie** and Colour (Color) as **Black** then the description in BEM would be **Hoodie-Black** i.e no spaces before or after the dash.
  - b. If the item in OSM has the Colour field blank then the description in BEM is set to the same as the OSM Item name.
  - c. If Size data is included in OSM then set the Size / Type data in BEM to match this.

## Set Rider's UCI Ranking

The **Set Ranking UCI web export > BEM** option provides a semi-automated method of setting riders UCI Rankings in an event file from the official UCI Rankings that can be downloaded from the UCI website.

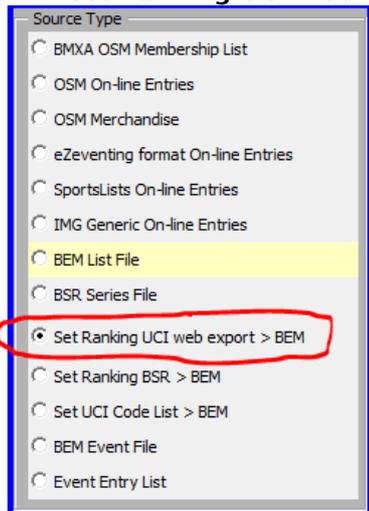
### Requirements.

- Entries are in the BEM event file including the rider's UCI ID.
- Rankings have been downloaded from the UCI website to Excel file(s) using the procedure in Appendix 4 of this document.

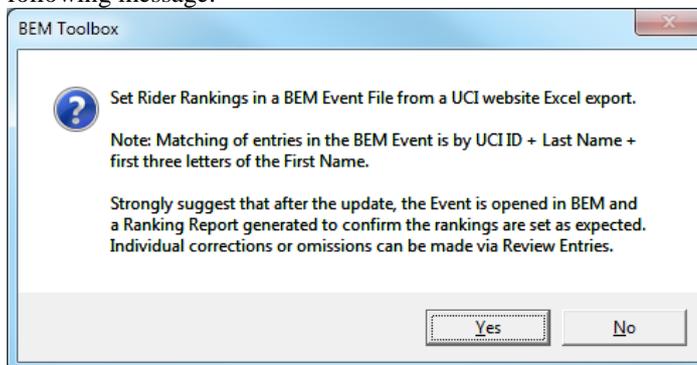
Note that separate files need to be downloaded for each of the four Championship Categories.

### Procedure.

1. Run the Toolbox program.
2. Select **Set Ranking UCI web export > BEM** as the Source Type.

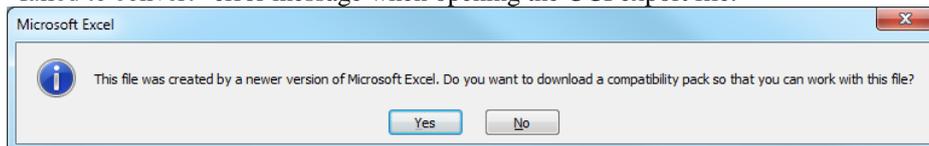


3. Click on the **Update Rankings in a BEM Event File** button which will display the following message:



Click on Yes if you are ready to proceed.

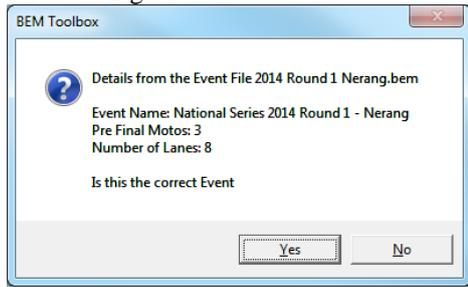
4. Next, select the Excel file created from the UCI website Export.  
Note: if you are running a version of Excel earlier than 2010 and receive the following or a "failed to convert" error message when opening the UCI export file.



Answer No to this, close the Toolbox and then go to <https://www.microsoft.com/en-US/download/details.aspx?id=3> for instructions on how to download and install the required compatibility update.

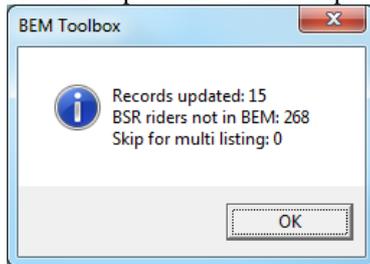
5. When the UCI ranking file is open, you are prompted to select the BEM Event File to be updated.  
A brief summary from the Event File is displayed as a check that the correct event has been

selected. E.g.



Click Yes if OK to proceed.

6. After the update has been completed, a summary message is given. E.g.



7. Repeat the process as required updating each of the four Championship Categories.
8. Recommend that the event file be opened in BEM and a Rider Ranking report be generated so that a manual check can be done that all rankings are set as expected. Any missing or corrections can be made via the BEM Review Entries screen.

Sample excerpt from BEM's Rider Ranking Report below.

REF	PLATE	NAME	RANK
<b>Probikx Men Elite (40 riders)</b>			
#####	144	Anthony DEAN	12
#####	W6	Joshua CALLAN	13
#####	95	Barry NOBLES	24
#####	661	Matthew JUSTER	29
#####	747	Bodi TURNER	41
#####	25	Darryn GOODWIN	48
#####	138	Thomas HUBERT	65
#####	38	Tatsumi MATSUSHITA	77
#####	17	Luke MADILL	81
#####	333	Alex CAMERON	83
#####	551	Corey FRIESWYK	94
#####	731	Tom SIINMAA	126
#####	62	Joel CLARK	141
#####	541	Dirk WINTER	154
#####	901	Michael BIAS	184
#####	923	Adam CAREY	-
#####	124	Levi COLLINS	-
#####	512	Kerrod CONNORS	-
#####	305	Jayden DAVY	-

## Rank Riders by Group

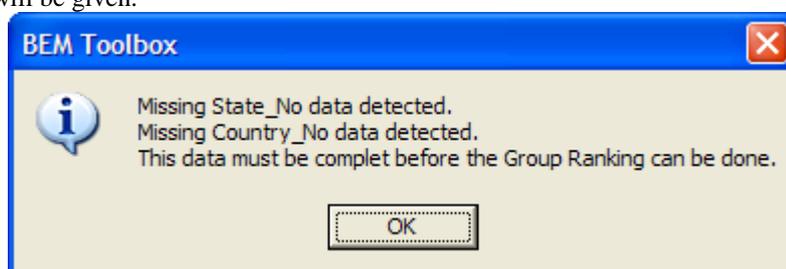
This function is used to set rider rankings based on Nation, State and Club for use when UCI motos are to be seeded on that basis.



Note that any existing seeding in the event is not over-written by this process allowing normal seeding to distribute the top riders across motos and then to distribute all un-seeded riders across motos based on Nation, State and Club. First used at the 2007 Canada Pre-Worlds.

The ranking is managed by using in priority order, Country Number, State Number and Group Number and therefore the operator can influence the seeding priority by managing this data.

Note that all groups listed in the event file must have the Number data fully populated or an error message will be given.



## Class Entry Sanity Check

This function is used check entries in an event file for the correct age and gender requirements using a user (that's you) set up reference list in the User\_Reference.xls file against DOB and Gender information in a Rider List File.

Ensure the Class List(s) are set up as required as per instructions in section 9 on page 9.

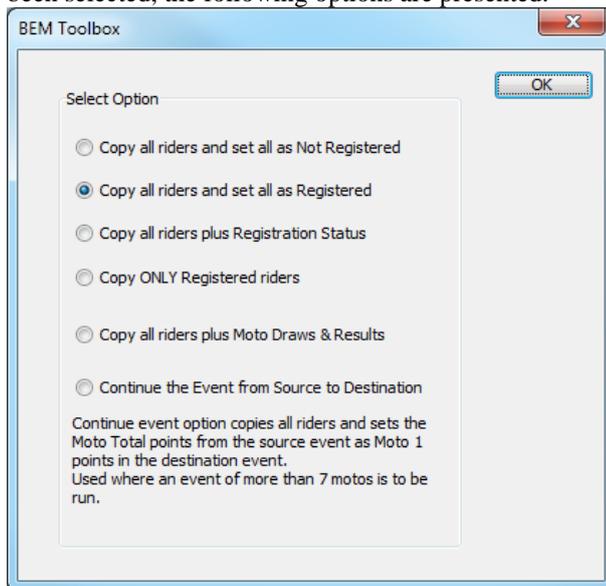
Select BEM List File as the Source Type then click on the Class Entry Sanity Check button to start the checking process.

## Event to Event Updates

Selecting a BEM Event file as a source, allows riders to be copied from one existing event file to another existing event file. Depending on the filter selected the operator may:

- Copy all records.
- Copy only records for riders who's class exists in the destination
- Copy only records for riders who's class does not exist in the destination
- Copy all records and changing class names according to the Class Name Translation table in the User\_Reference.xls file. To use this option the operator must first manually set up the required data in the Translation Table.

1. With **BEM Event File** selected as the source type, clicking on the Add Riders to a .BEM Event File button prompt for the source and destination BEM files. When these have been selected, the following options are presented.



Note that with all but the Continue Event option, the filter selection on the main menu is applied to copy:

- all entries in the source or
- only entries with matching Classes in the destination or
- only entries with classes not in the destination

2. The **Continue Event from Source to Destination** ignores the filters and always copies all riders to the destination and has additional checking for the following unexpected conditions in the source file that would not normally be expected when an event is spanning two BEM files

- no riders in the source file
- all riders have 0 in the moto points total
- any rider has finals drawn

The Tool abandons the copy if no riders are in the source file. For the other conditions, the operator is prompted to continue or abort the copy.

## MyLaps Flex Transponder Subscription Checking

The subscription status of MyLaps Flex transponders in a BEM Event file can be checked against the MyLaps subscription database using the followings steps.

Note that internet access is required to perform the check.

- Select **BEM Event File** as the **Source Type**  
With this selection, the Class Entry Sanity Check button changes to Check MyLaps Flex transponder subscription.
- Select **BEM Event File** as the **Source Type**
- Click on the **Check MyLaps Flex transponder subscriptions** button.
- Follow the prompts to select the event file to be checked.
- Valid responses include a transponder number of a non-subscription transponder or a FLEX transponder with a valid subscription.
- Not valid responses are for transponder numbers that are corrupt, non-existing, not MyLaps number or a FLEX transponder without a valid subscription.
- Prompts are given for non-valid responses with all non-valid responses logged into the Exception Report file for later viewing and follow up with the riders.

# On-Line Entries

## Overview

Selecting an on line entry source type allows riders to be copied from the on-line entry export to a selected event file.

Two styles of on-line data files are catered for:

1. Files that include the Class entered.  
An example of this style is the SportsLists and OSM entry formats.
2. Files that include only the Category such as Challenge, Challenge Cruiser, Elite etc. where the operator must first set up the data tables for the Toolbox3 to determine the actual race Class by analysis of the rider's age and gender.  
An example of this style is the BMXA iMIS entry format.

The processing of on-line entries has the following steps:

- Selection of the on-line data source type and filter (if any) to be applied.
- Selection of the file containing the on-line records.
- Selection of the options to be applied.
- Selection of a Rider List file for validation of on-line data and to source information not included in the on-line data such as ranking and transponder number.

## On-Line Entry Processing

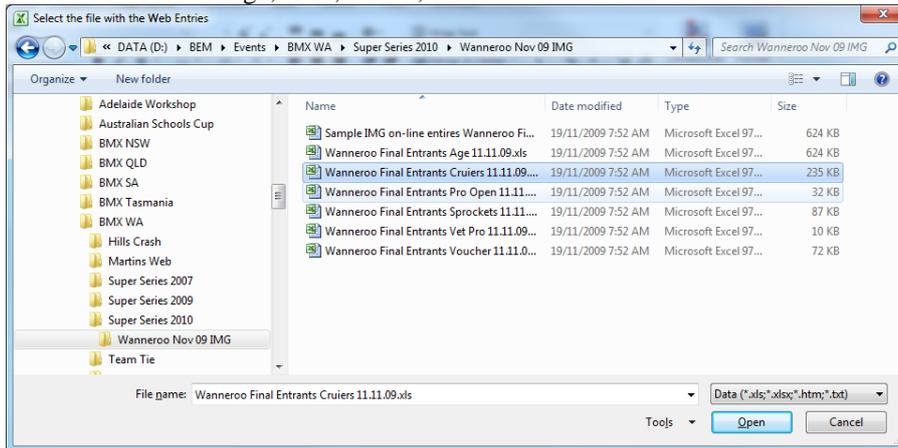
The processing example given here uses an IMG Generic export file however the process is similar for other types of on-line data.

1. Select **IMG Generic On-Line Entries** as the Source Type, set the filter as required, i.e. ALL, Only Classes in BEM File etc.  
If adding riders to a BEM event file then click on **Add Riders to a BEM Event File**.  
If generating a SportScore Excel entry list then click on **New SportScore Entry List**.
2. Check and set as required for the event requirements the **Date for rider age calculation** and **Date for Age on Day classes**.

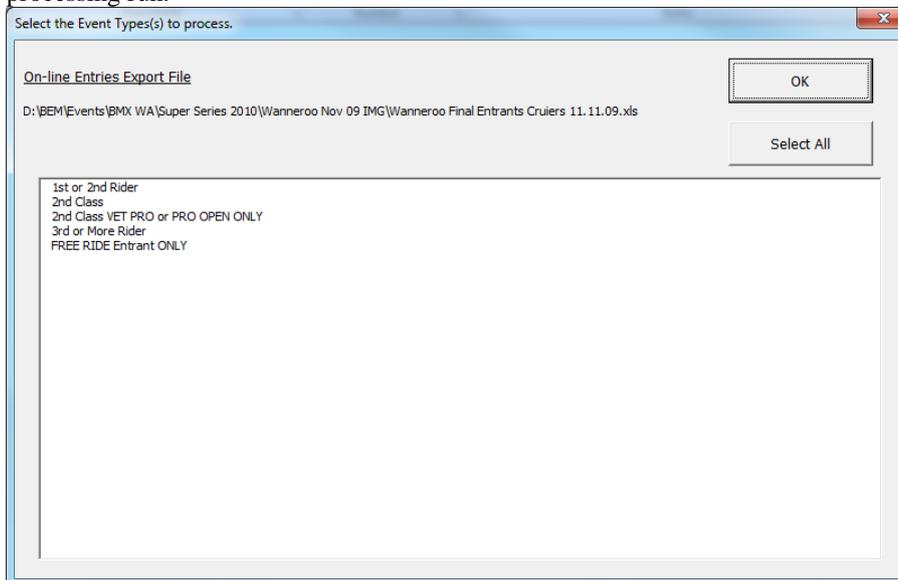
The screenshot shows the BEM Toolbox software interface. The window title is "BEM Toolbox" and the version is "Version 3.11.1, 26 Apr 2020". The interface is divided into several sections:

- Event File Tools:** Contains buttons for "Rank Riders by Group", "Create a new BEM Event", "Check MyLaps Flex transponder subscriptions", and "Edit existing BEM Event".
- Main Action Buttons:** "Create New BEM Rider List File", "Refresh Existing BEM Rider List File", "Exit", "Add Riders to a BEM Event File", "New SportScore Entry List", "Review Rider List (Source Type BEM List File)", and "Groups / Clubs Report (Source Type BEM List File)".
- Source Type Selection:** A list of source types with radio buttons. "IMG Generic On-line Entries" is selected and highlighted in yellow. Other options include BMXA OSM Membership List, OSM On-line Entries, OSM Merchandise Export Extras (.txt) or Fulfillment (.xlsx), eZeventing format On-line Entries, SportsLists On-line Entries, BEM List File, BSR Series File, Set Ranking UCI web export > BEM, Set Ranking BSR > BEM, Set UCI Code List > BEM, BEM Event File, and Event Entry List.
- Filters:** A list of filter options with radio buttons. "ALL" is selected. Other options include "Only Classes in BEM File", "Only Classes NOT in BEM File", and "ALL using Class Name Translation".
- Options:** A series of checkboxes for various settings:
  - Check Rider List for duplicate transponder allocation after update.
  - Check Transponder format for MyLaps AA-12345 numbering.
  - Always add riders with missing or invalid expiry date in source data.
  - Include "Comment" field data from source in record copy.
  - Ignore expiry date setting.
- Age Calculation Settings:** Includes dropdowns for "Date for rider age calculation" (31, Dec, 2020) and "Date for Age on Day classes only" (26, Apr, 2020). It also features a "Select Class List to be used for Population" section with radio buttons for various class categories like "UCI Challenge 20+ Sprocket", "PRE Titles Championship Cruiser", "UCI 30+ Masters", "PRE Titles UCI Challenge Cruiser", "UCI Championship 20+", "Chamblix - Problix-Dynamite", "AUS Championship Cruiser", "AUS 20+ Titles", "UCI Challenge Cruiser", "AUS Cruiser Titles", "PRE Titles 2010 Challenge 20+", "PRE Titles AUS 20+", "PRE Titles 30+ Masters", "PRE Titles AUS Cruiser", "PRE Titles Championship 20+", and "Canadian Classes".
- Additional Options:** Checkboxes for "Pre Populate Classes in List File" and "Only Populate Blank Class Fields".

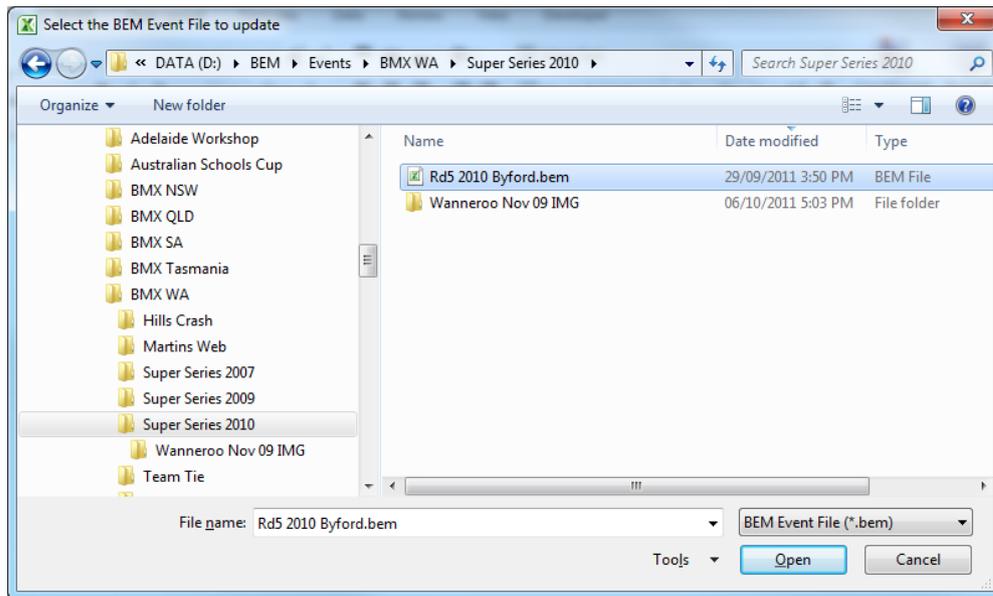
3. The operator is then prompted to select the export file from the IMG on-line system. In the current Toolbox3 design, XLS, XLSX, HTM and TAB delimited file formats are supported.



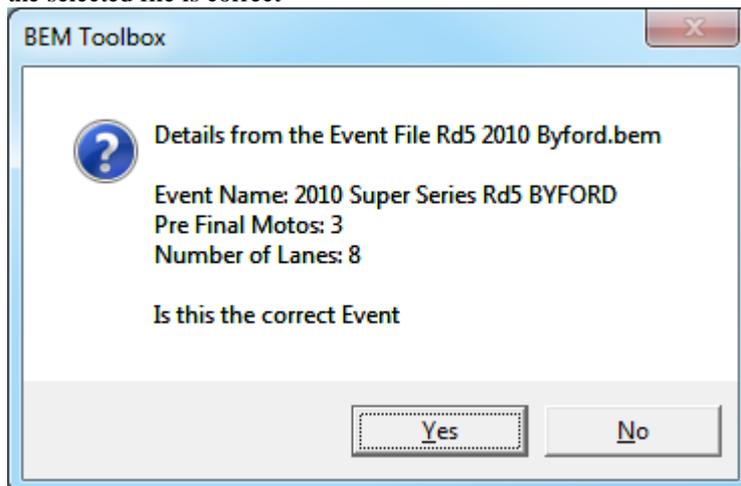
4. The next screen displays all Event Types contained in the selected IMG export file. This enables the operator to select all or only selected Event Types to process for this particular processing run.



- The operator then selects the destination file for the entries. I.e. a BEM Event File or SportScore Entry List to add the on-entries. The following example is for a BEM Event File.



- Some basic information from the selected BEM Event File is displayed for the operator to confirm that the selected file is correct



7. The options screen is now displayed to allow selection of options applicable to the entry processing.

a. **Race Number Options**

This option provides some flexibility in the way race numbers are managed

- i. **On-Line then Rider List.**  
If there is a race number in the On-Line data that will be used in the event file or if blank, the race number (if any) from the Rider List is used. Should both be blank then if the Prompt for no Race Number option is not selected, XXX is entered as the race number.
- ii. **On-line then XXX**  
If there is a race number in the On-Line data that will be used or XXX is entered as the race number.  
This is a useful option where riders can nominate their own race number and the administrator allocates numbers for those who do not enter a number.
- iii. **Rider List then On-Line.**  
If there is a race number in the Rider List that will be used in the event file or if blank, the race number (if any) from the On-Line data is used. Should both be blank then XXX is entered as the race number.
- iv. **Rider List then XXX**  
If there is a race number in the Rider List data that will be used or XXX is entered as the race number.  
This is a useful option where only administrator assigned race numbers are to be used.
- v. **Set all to Blank and Set all to XXX.**  
The race number in the Event File for all On-Line entries is left blank or set to XXX per the selection.  
Typical use for these options is where the event administrator is to do an arbitrary allocation of race numbers.
- vi. **Prompt for no Race Number**  
When the Prompt for Race Number option is selected and one of the race number selection is made, all entries with a blank race number field in both the On-Line and Rider List data will prompt the operator to enter a race number.
- vii. **Prompt for no Rider List number**  
This option is provided for the scenario where the operator is controlling allocation of race numbers with the master list of allocated numbers being in the Rider List file. First use with BMX Australia National Championships.

viii. **Prompt for On-Line Race Number not in Rider List**

With this option selected, any mismatch between the race number in the on-line entry record and the race number (including blanks) in the Rider List selected for validation will display the following prompt allowing the operator to select which race number to use for the entry or to enter a different race number and optionally, update the Rider List file with the selection.

Race Number Options

411457,Paul,ANDrews,40+ Cruiser

Abort Import

On-Line Race Number 49 Use This

Rider List Race Number Blank Use This

Enter New Race Number XXX Use This

Update Rider List with selected Race Number

Rankings from a Rider List File

b. **Rider Sponsor Options**

i. **On-Line then Rider List.**

If there is rider sponsor details in the On-Line data that will be used in the event file or if blank, the sponsor details (if any) from the Rider List is used.

ii. **Rider List then On-Line.**

If there is sponsor details in the Rider List that will be used in the event file or if blank, the sponsor details (if any) from the On-Line data is used.

iii. **Set all to Blank**

The sponsor details in the Event File for all On-Line entries is left blank.

iv. **View and Validate all Sponsor Details.**

When this option is selected, all individual rider sponsor details from either the On-Line data or the Rider List is displayed and if required, can be edited (or deleted) by the operator before transfer to the Event File.

Provided as a means to prevent inappropriate words or overly long sponsor details.

c. **Payment Options**

When the On-Line data contains payment information, this options is disabled and the payment information from the On-Line data used to set the paid status in the Event File. Where no payment information exists in the On-Line data, the option is enabled and the operator can select to set all On-Line entries to Paid or Not Paid.

d. **Exclude non-paid entries in on-line data**

When this option is selected, entries marked as not paid in the on-line entry data will not be processed.

e. **Prompt for all on-line entries not found in Reference Rider List.**

When this option is selected, the operator is prompted for an entry in the on-line data that cannot be matched with an entry in the selected reference Rider List.

Envisaged use of this option is for auto checking of entries where a qualification requirement is in place for entries to be accepted. I.e. the Rider List contains only those riders qualified to compete in the event.

f. **Include "Already Entered in Event" details in Exception Report.**

When this option is selected, any duplicate entries detected are reported in the Exception Report (e.g. when adding On-Line entries to an Event File with existing entries).

- g. **Rider Ranking Options**

The option allows the operator to select between copying a rider's ranking detail from the Rider List or leaving the ranking field blank in the Event File.
- h. **Auto Team Number Setting**

The selections in this section simulate the Auto Team Number setting options in BEM's Add Entries screen to auto set the Team number(s) in the event file.
- i. **Transponder Number Options**
  - i. **Ignore Transponder checking when processing entries.**

Select this option when processing on-line entries for a non-transponder scored event.
  - ii. **Auto Correct MyLaps Format with Rider List.**

Selecting this option allows for auto correction of the most common format faults in entrant entered MyLaps transponder numbers. I.e. non capitalisation, missing dash between alpha and number parts of the number, unwanted spaces in the number.  
Note that the entered number can only be auto-corrected where a valid version of the number is in the Rider List File.
  - iii. **Check MyLaps Flex transponder subscriptions**

With this option selected, transponder numbers in the entries are checked for valid subscriptions with the MyLaps Flex database.  
Note that internet access is required and processing is slower because of the check to every transponder.  
Valid responses include a transponder number of a non-subscription transponder or a FLEX transponder with a valid subscription.  
Not valid responses are for transponder numbers that are corrupt, non-existing, not MyLaps number or a FLEX transponder without a valid subscription.

Prompts are given for non-valid responses with all non-valid responses logged into the Exception Report file for later viewing and follow up with the riders.
  - iv. **Auto-fill blank Transponder number in on-line data.**

Selecting this option allows auto filling of a blank transponder number in the entry from the Rider List transponder with a further option to allow a required matching between the Rider List and Membership Database transponder number before auto filling.

- j. Where there is a miss-match between the transponder number in the on-line data with that in the Rider List or a non-auto correctable format fault in the transponder number, the following screen is displayed to allow the operator to choose what (if any) transponder number to use.

Transponder Number Options

409480, Brian, KIRKHAM, Probikx Men Elite

On-Line Transponder Number: LR-25913 << Use This

Rider List Transponder Number: LR-25912 << Use This Use This >> Blank Member Database Transponder 1

Rider List Transponder Number2: Blank << Use This Use This >> Blank Member Database Transponder 2

Rider List Transponder Number: Blank << Use This Use This >> Blank Member Database Transponder 3

Rider List Transponder Number4: Blank << Use This Use This >> Blank Member Database Transponder 4

Enter New Transponder Number: << Use This

Update Rider List with selected Transponder Number

Note that in the example below, the Rider List and Membership Database transponder numbers have a green background to indicate matching numbers.

Transponder Number Options

400158, Caroline, BUCHANAN, Probikx Women Elite

On-Line Transponder Number: Blank << Use This

Rider List Transponder Number: GS-68006 << Use This Use This >> GS-68006 Member Database Transponder 1

Rider List Transponder Number2: Blank << Use This Use This >> Blank Member Database Transponder 2

Rider List Transponder Number: Blank << Use This Use This >> Blank Member Database Transponder 3

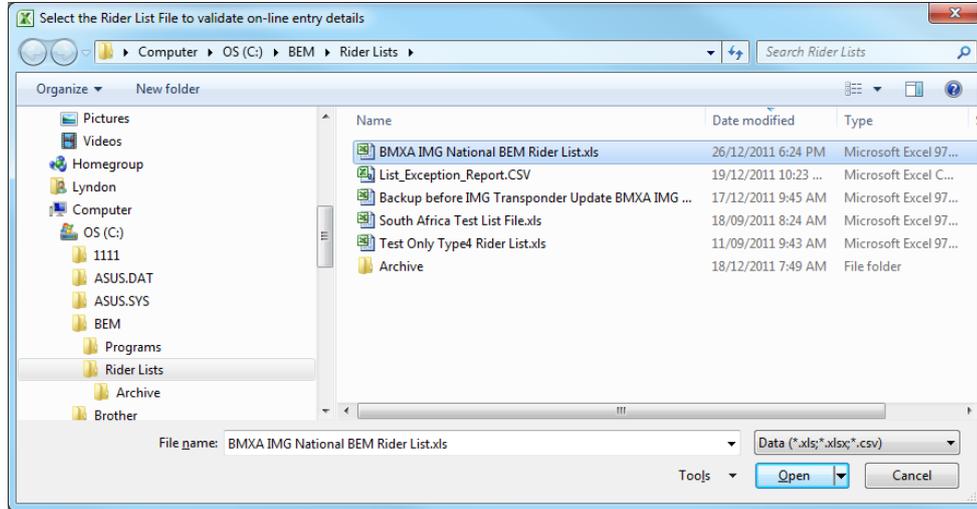
Rider List Transponder Number4: Blank << Use This Use This >> Blank Member Database Transponder 4

Enter New Transponder Number: << Use This

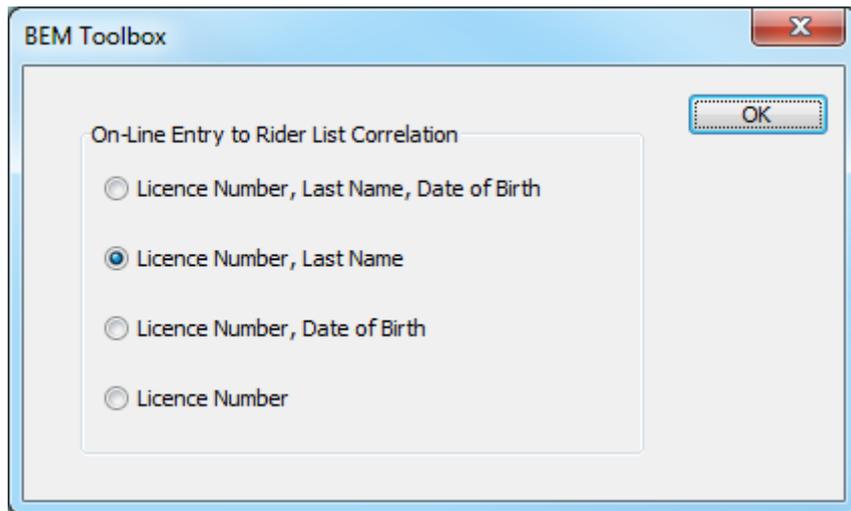
Update Rider List with selected Transponder Number

- The operator is then prompted to select a Rider List File to be used to validate the on line entries and to add additional information not included in the On-Line data such as UCI Code, Club and depending on the options selected, race number, sponsor and ranking.

Note that if a Rider List File is not selected, the entries can still be processed without the additional level of validation.

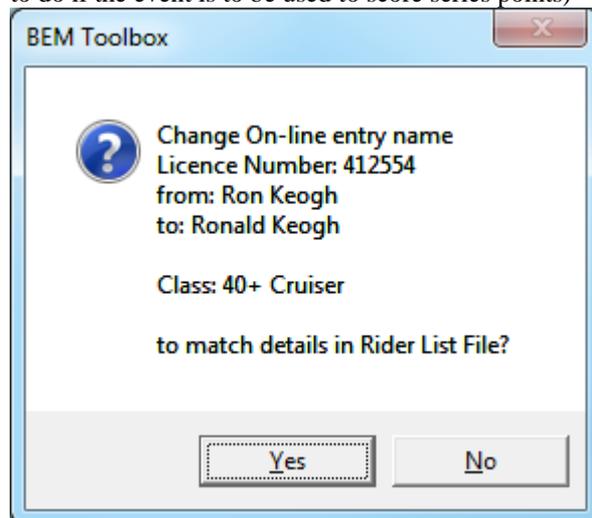


- A “first pass” validation is then done between the on-line entries and the Rider List File using the selected matching criteria

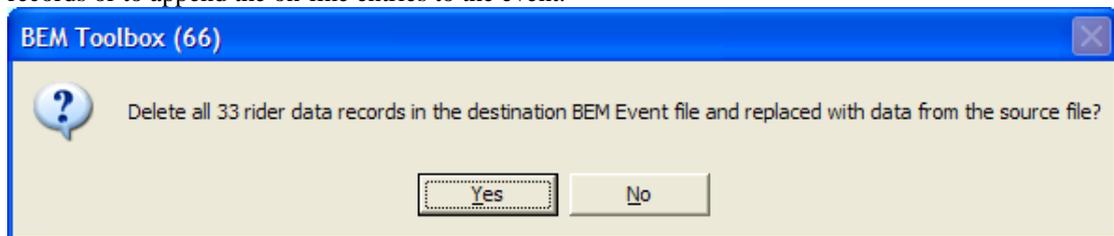


An exception record is generated for:

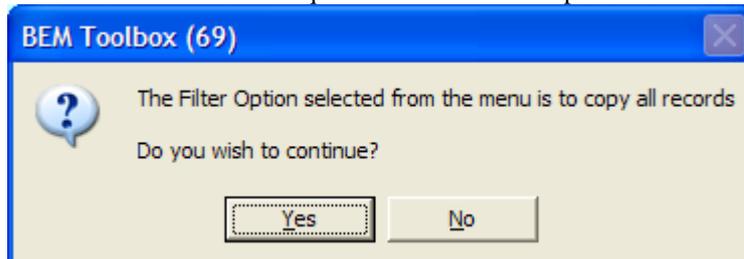
- a. Licence Number in the on-line entry not found in the Rider List.
- b. Licence Number found but non matching DOB and/or Last Name
- c. Where a match is found on the selected criteria but the First Name is different, the operator is asked if they want to change the First Name in the Event to match the Rider List (a good thing to do if the event is to be used to score series points)



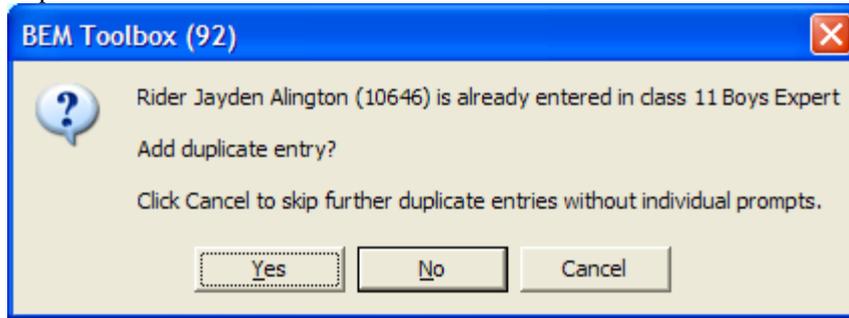
10. If entries already exist in the selected Event File, the operator has the choice to delete the existing records or to append the on-line entries to the event.



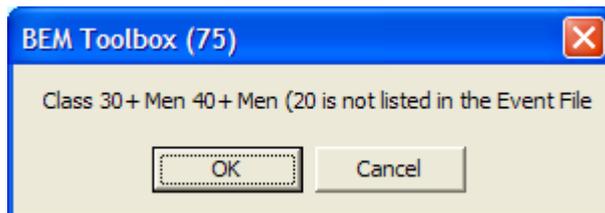
11. A further confirmation is requested with the Filter option selected back at step 1.



12. As each on-line entry is made, a check is done for an existing matching entry. If found, the operator is prompted as to the action to be taken. Note that adding a duplicate entry is not a recommended response.



13. At the end of the run, a summary is given and a sanity check performed to check that classes from the on-line entries are listed in the event.



## BMX Australia Online Database.

This section describes the method of using the Toolbox to process a BEM Export from the BMX Australia OSM Membership Database for those State and Club Registrars who have login and export access to the OSM system.

### File Types

The first data row in the file is to contain headings that identify the data in the field.

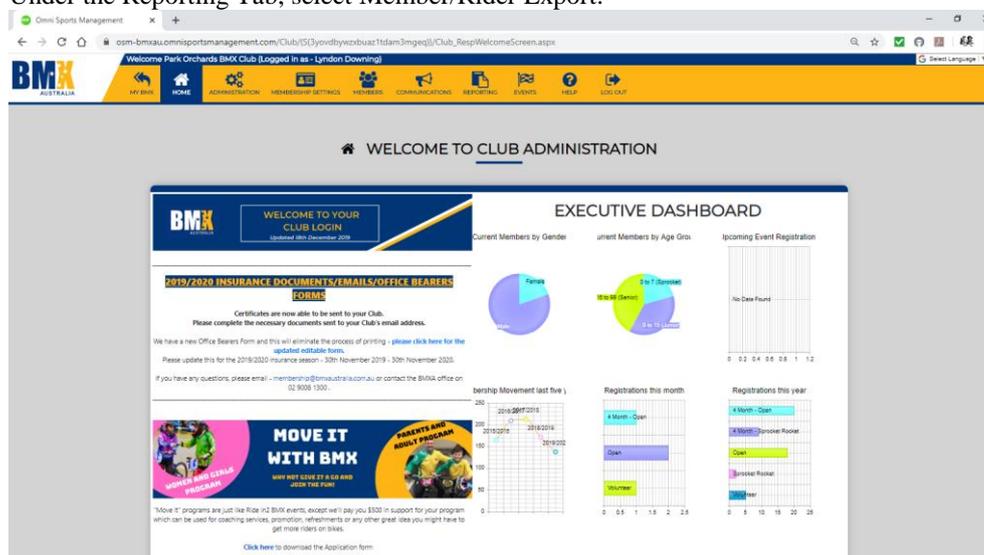
A blank row is interpreted as the end of the data.

### Headings

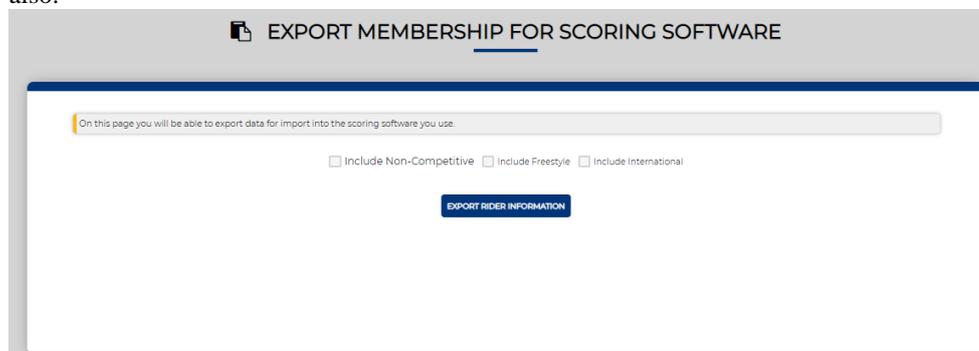
The heading text must match exactly the specification to be recognised by the Toolbox3. Additional headings / data columns in the export can exist where required and will be ignored.

Note that screenshots are taken using the Google Chrome browser (recommended).

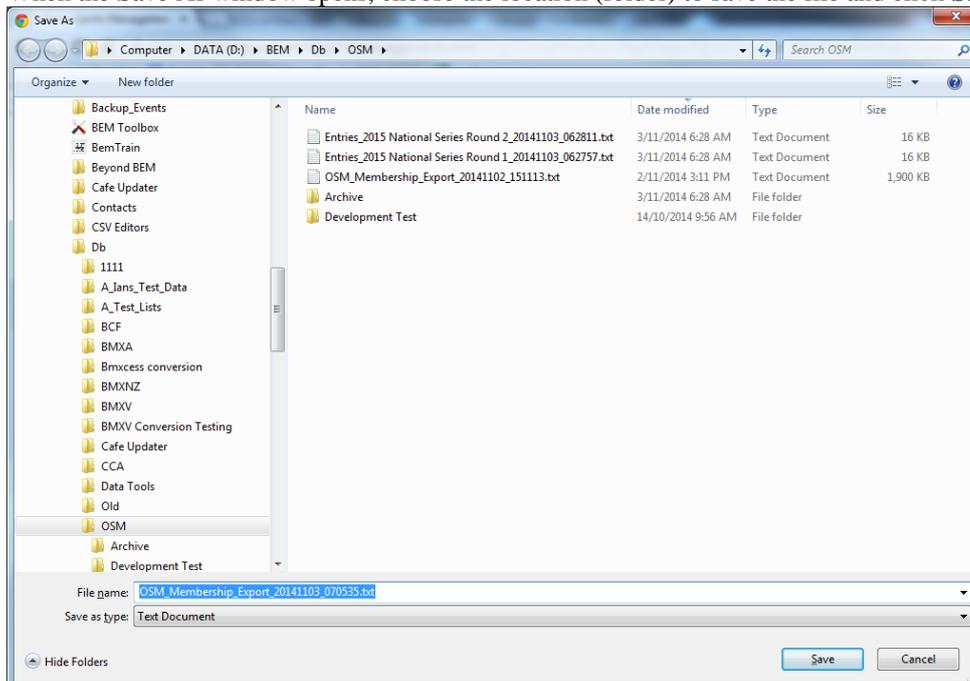
1. Log on to the OSM system using your relevant National, State, Zone or Club access.
2. Under the Reporting Tab, select Member/Rider Export.



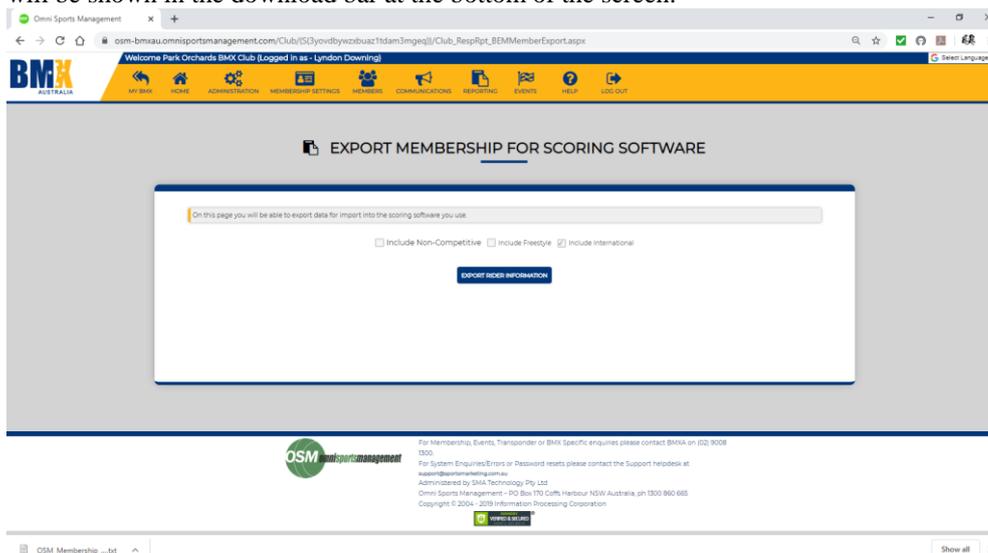
3. In the Export Membership for Scoring Software click on the Export Rider Information button. Note that you can choose to include Non-Competitive, Freestyle or International member types also.



4. When the Save As window opens, choose the location (folder) to save the file and click **Save**.



5. When the download is complete, depending on the browser used and download settings the file will be shown in the download bar at the bottom of the screen.



6. Once the file is saved you can log out from OSM.  
Notes:  
The download file format is a Comma delimited text file with a .txt extension.  
The file can be opened directly with Excel if required to examine the data.  
Do not save the file from Excel as a .txt file as this will corrupt the format and render it unable to be processed by the Toolbox. Rather do a Save As and choose an .xls or .xlsx file type if you want to view the export data.
7. To process the Membership Export with the Toolbox:
- Run the Toolbox3 program.
  - Select “BMXA OSM Membership List” as the Source Type
  - Follow the instructions in the **List File Management** section of this document.

## Appendix 1, IMG Generic On-line Entries - File Format

This section describes the Generic IMG Format File requirements for on-line entry processing by the Toolbox3. While this format was developed specifically to process on-line entries from the IMG Clubs On-line system, any on line entry system delivering a format complying file can be processed.

### File Types

The file can be either a TAB delimited text file or an Excel file.

The first data row in the file is to contains headings that identify the data in the field.

A blank row is interpreted as the end of the data.

### Headings

The heading text must match exactly the specification to be recognised by the Toolbox3. Additional headings / data columns in the export can exist where required and will be ignored.

E.g. the IMG Clubs Online export has additional column headings for Date, Time, Entry Fee, Address etc that are not used by the BEM system.

With the qualifications listed below for the optional multiple Rider Class and Plate/Race Number headings, the headings can be in any order (column) in the file.

### Mandatory Headings

The following headings are mandatory

Heading	Comment
Licence Number	
Surname	
Given Name	
Date of Birth	
Plate/Race Number	
Rider Class	Error checking is performed in the Toolbox3 for a match with the class list in the Event File. Note that this field must start with <b>Rider Class</b> and can have other text following. E.g. <b>Rider Class</b> 20 inch Challenge <b>Rider Class</b> Challenge Cruiser
Reference	Reference or transaction number from the on-line entry system.
Entry Fee	If this field is set to \$0 the rider is flagged as not paid in the BEM file.
Entry Type	Data contained in the Entry Type field from the IMG system. Normally a separate Entry Type is used for each different pricing level for the event.

Note that there can be multiple **Rider Class** and **Plate/Race Number** headings with the following requirements.

Number of each Heading		Comment
Rider Class	Plate/Race Number	
1	1	Typical scenario when the on-line system generates a single record for each entry. Multiple entries from the same rider will have multiple records for this format file.

> 1	1	The rider will be entered into the event with Classes from all non blank <b>Rider Class</b> fields using the Race Number for all Classes from the single <b>Plate/Race Number</b> field.
> 1	> 1	<p>Where there are more that one <b>Rider Class</b> and <b>Plate/Race Number</b> headings, there MUST be equal numbers of each.</p> <p>The headings can be in any order with the restriction that the first <b>Rider Class</b> heading is associated with the first <b>Plate/Race Number</b> heading etc.</p> <p>The rider will be entered into the event with classes from all non blank <b>Rider Class</b> fields using the Race Number from the corresponding <b>Plate/Race Number</b> field.</p>

### Optional Headings

Heading	Comment
<b>Transponder Number</b>	If this field is included and it contains data, the transponder number is compared with the transponder number (if any) in the Reference Rider List for any discrepancies.
<b>Rider Gender</b>	Where this field is omitted from the on-line data, the detail is sourced from the Reference Rider List
<b>Sponsor</b>	

## Appendix 2, IMG EventDesq On-line Entries – File Format

This section describes the BMX Australia specific IMG Format File requirements for on-line entry processing by the Toolbox3. This format is similar to the Generic IMG on-line entry format but customised to take advantage of the linking of the on-line entries with the membership database in the IMG system.

### Mandatory Headings

The following headings are mandatory

Heading	Comment
Membership Number	
Last Name	
First Name	
Date of Birth	
Preferred Race Plate Number	
Category	Error checking is performed in the Toolbox3 for a match with the class list in the Event File. Note that this field must start with Category and can have other text following. E.g. Category 20 inch Challenge Category Challenge Cruiser
Reference	Reference or transaction number from the on-line entry system.
Entry Fee	If this field is set to \$0 the rider is flagged as not paid in the BEM file.
Entry Type	Data contained in the Entry Type field from the IMG system. Normally a separate Entry Type is used for each different pricing level for the event.

Note that there can be multiple **Category** and **Preferred Race Plate Number** headings with the following requirements.

Number of each Heading		Comment
<b>Category</b>	<b>Preferred Race Plate Number</b>	
1	1	Typical scenario when the on-line system generates a single record for each entry. Multiple entries from the same rider will have multiple records for this format file.
> 1	1	The rider will be entered into the event with Classes from all non-blank <b>Category</b> fields using the Race Number for all Classes from the single <b>Preferred Race Plate Number</b> field.
> 1	> 1	<p>Where there are more than one <b>Category</b> and <b>Preferred Race Plate Number</b> headings, there MUST be equal numbers of each.</p> <p>The headings can be in any order with the restriction that the first <b>Category</b> heading is associated with the first <b>Preferred Race Plate Number</b> heading etc.</p> <p>The rider will be entered into the event with classes from all non blank <b>Category</b> fields using the Race Number from the corresponding <b>Preferred Race Plate Number</b> field.</p>

### Optional Headings

Heading	Comment
<b>Transponder Number 20 Inch</b>	Used where the <u>entrant</u> enters their 20 inch transponder number as an Entry Form Question Note the optional field: Transponder Number for 24 Inch
<b>Transponder Number 24 Inch</b>	Used where the <u>entrant</u> enters their 24 inch class transponder number as an Entry Form Question. If this field is included and it contains data, the transponder number is used for allocation to classes in the BEM Event File that have Class Type of 2 and compared with the transponder number (if any) in the Reference Rider List Transponder 2 column for any discrepancies.
<b>Transponder 1 - 20</b>	Used for BMXA EventDesq exports where the event has been set up in the IMG system to be linked to the Membership Database. Contains data from the Transponder 1 – 20 field in the membership database
<b>Transponder 2 - Cruiser</b>	Used for BMXA EventDesq exports where the event has been set up in the IMG system to be linked to the Membership Database. Contains data from the Transponder 2 – Cruiser field in the membership database

<b>Gender</b>	Where this field is omitted from the on-line data, the detail is sourced from the Reference Rider List
<b>Sponsor</b>	
<b>International Licence</b>	<p>This field is to allow entry of the Membership or Licence Number for entrants who are not in the linked IMG EventDesq – Membership Database. First use for international riders at Probikx Events.</p> <p>The processing logic in the Toolbox is that data from this field will only be used if the Membership Number field is blank.</p>

## ***File Types***

The file can be either a TAB, comma (CSV) delimited text file or an Excel file.

The first data row in the file is to contain headings that identify the data in the field.

A blank row is interpreted as the end of the data.

## ***Headings***

The heading text must match exactly the specification to be recognised by the Toolbox3. Additional headings / data columns in the export can exist where required and will be ignored.

E.g. the IMG Clubs Online export has additional column headings for Date, Time, Entry Fee, Address etc that are not used by the BEM system.

With the qualifications listed below for the optional multiple Rider Class and Plate/Race Number headings, the headings can be in any order (column) in the file.

## Appendix 3, eZeventing On-Line Entry File Format

This section describes the format of the eZeventing (see [www.eZeventing.com.au](http://www.eZeventing.com.au)) on-line entry data to be provided by that On-line Entry system for processing by the Toolbox3.

Note that some customisation is possible with the eZeventing file format if the default format does not match a particular event requirement. Please contact [lyndon.downing@bigpond.com](mailto:lyndon.downing@bigpond.com) for details.

### File Types

Supported file types are comma separated variable (.CSV) and TAB delimited (.TXT) files.

### Mandatory Headings

The following headings are mandatory.

Heading	Comment
BMXA license number	
lastName	
firstName	
Dob	
preferred plate no.	
Class	
invoiceId	
paid	
eventDescription	

### Optional Headings

Heading	Comment
transponder	
T-Shirt Size	Provided initially for the Sleeman Centre event to allow merchandise to be included with the on-line entry

## Appendix 4, Export UCI Rankings in Excel

To generate the export file(s)

- On the UCI home page [www.uci.ch](http://www.uci.ch) scroll down to RANKINGS and click on BMX.
- Select the required Category and Season:  
Note that you need do download individual files for each category☹
- Click on the Individual Ranking link  
E.g.

The screenshot shows the UCI website interface. At the top, there are navigation links for English, Français, and Contact, along with a search bar and social media icons. Below this is a menu with categories: ROAD, TRACK, MOUNTAIN BIKE, CYCLO-CROSS, BMX (selected), TRIALS, INDOOR, PARA, and EVENTS. Underneath, there are links for News, Calendar, Events, Teams, Results, Rankings, and Media. The main content area is titled 'Rankings' and includes filters for 'FILTER BY RACE TYPE' (All), 'CATEGORY' (Men Elite), and 'SEASON' (2017). Below the filters, there are two ranking cards: 'Individual Ranking' for SHARRAH Corben (1265 points) and 'Nation Ranking' for NETHERLANDS (3370 points). The 'Individual Ranking' link is circled in red.

- Check that the Season is for the current year and the Date has Most Recent Ranking then click on the EXPORT RANKINGS button and select Excel file.  
E.g.

This screenshot is similar to the previous one but highlights the export options. The 'SEASON' dropdown is set to '2017' and the 'DATE' dropdown is set to 'Most Recent Ranking'. Both dropdowns are circled in red. To the right, the 'EXPORT RANKINGS' button is also circled in red. The ranking cards for SHARRAH Corben and NETHERLANDS are visible below.

- As all files have a default file name of IndividualRanking.xlsx, i.e. no reference to the Category or Ranking Date, strongly recommend saving each file with a meaningful name. E.g. **Men Elite UCI Ranking 2007-07-11.xlsx**.

## Appendix 5, OSM On-line Entry Export File Format

This section describes the format of the BEM Export of Membership records from the BMXA OSM Database for processing by the Toolbox3.

### File Type

The file is a Comma delimited text file with a .TXT extension. Some fields have formatting characters included so the fields display correctly when the file is opened directly with Excel.

### Mandatory Headings

The following headings are mandatory. Note that other headings and associated data may be included in the OSM export but are not processed in the BEM system.

Heading	Comment
Entry ID	Unique record ID (entry reference) from the on-line system
Membership No.	Association Membership Number Note: a dummy number is allocated for International entries.
International Licence Code	Licence number for International entries.
Member Type	E.g. Open, Sprocket Rocket
Last Name	
First Name	
BirthDate	
Gender	
EMailAddr	
Mobile Phone	
Emergency Contact Person	
Emergency Contact Number	
UCI Code	UCI Code (may be blank) I.e. Country Code plus data of birth in YYYYMMDD format. E.g. AUS20041023
UCI ID	Rider's 11 digit UCI ID (may be blank) (Introduced by UCI in 2017)
Medical Suspension	
Disciplinary Suspension	
Other Suspension	
POA Suspension	
Preferred Race Plate Number	Requested race number (may be blank)
Category	Entry category in the OSM System. E.g. 20 Inch, Cruiser, Sprocket
Class	Race Class in the BEM Event. Note that each record is for a single Class entry. Riders entering multiple classes will have multiple records.
Event_Transponder	Transponder number for the entry. Entrant can select this from one of the Member Transponders or enter a transponder number.
Member_Transponders	Transponder data (if any) from the Membership Database.

	Formatted as BikeType:TransponderNumber; E.g. 20Inch:RS-08050;Cruiser:GH-75620;
Trans. Rental	Payment amount if a transponder hire fee charged
Receipt Number	Payment receipt from the on-line system

## Appendix 6, OSM BEM Membership Export File Format

This section describes the format of the BEM Export of Membership records from the BMXA OSM Database for processing by the Toolbox3.

### File Type

The file is a Comma delimited text file with a .TXT extension. Some fields have formatting characters included so the fields display correctly when the file is opened directly with Excel.

### Mandatory Headings

The following headings are mandatory. Note that other headings and associated data may be included in the OSM export but are not processed in the BEM system.

Heading	Comment
Membership No.	BMXA Membership Number
Financial Date	The expiry date of the membership
Member Type	E.g. Open, Sprocket Rocket
Last Name	
First Name	
BirthDate	
Gender	
Emergency Contact Person	
Emergency Contact Number	
Club Code	Formatted as Country-State-Club numbers E.g. 1-8-15
Club	Club Name (text)
Member_Transponders	Blank if no transponder data. Formatted as BikeType:TransponderNumber; E.g. 20Inch:RS-08050;Cruiser:GH-75620;
UCI Code	UCI Country + DOB in YYYYMMDD format. E.g. AUS20030310
UCI ID	Rider's 11 digit UCI ID (may be blank) (Introduced by UCI in 2017)

## Appendix 7, OSM Extras (Merchandise) Export File Format

This section describes the format of the OSM Extras aka Merchandise Export from the BMXA OSM Database for processing by the Toolbox3 and importation into a BEM Event File.

### File Type

The file is a Comma delimited text file with a .TXT extension. Some fields have formatting characters included so the fields display correctly when the file is opened directly with Excel.

### Mandatory Headings

The following headings are mandatory. Note that other headings and associated data may be included in the OSM export but are not processed in the BEM system.

Heading	Comment
Event Name	The name of the associated Event
Membership No.	BMXA Membership Number Note: a dummy number is allocated for International entries.
First Name	
Last Name	
Item	Description of the item. E.g. Tee shirt
Size	
Color	
Quantity	Number ordered