



# Timer Tip Tuesday

## Dynamic Bibs

*Presenter: Soren Larson*





# Today's Agenda

- What is Dynamic Bib Assignment?
- QR Codes - Your New Best Friend
- Dynamic Assignment using Web CheckIn
- Dynamic Assignment using RaceDay CheckIn
- Quick Check In
- Best Practices
- Questions





# What is Dynamic Bib Assignment?

*And why should it be used?*



# Dynamic vs Pre-Assigned

## Dynamic Bib Assignment

- Majority or All bibs are not assigned until a participant Checks In
- Bibs are assigned as participants pick them up
- Saves on overhead (no labeling or over-ordering)
- More efficient Check-In process
- Requires less volunteers
- Handles Walk-Up Registration seamlessly

## Pre-Assigned or Automatic Assignment

- Bibs are assigned manually or at the time of registration
- Often goes hand-in-hand with labelling bibs or preparing packets with the bib in them
- Requires preparation for all pre-registered participants as well as extra bibs for Walk-Up Registration

# Frequently Asked Questions

## **Q: Can I still pre-assign bibs for some participants?**

A: Yes! You can also use the RaceDay CheckIn App or Web CheckIn to verify bib assignments

## **Q: How do I indicate what Giveaway someone is receiving?**

A: Giveaways can be noted on the back of the bib, or by using the Label Printer function in the CheckIn App

## **Q: Won't this result in more mistakes?**

A: Following the guidelines in this webinar (using QR codes, Bib Validation, and preventing duplicates) prevent most scenarios that cause mistakes (handing out the wrong bib, not being able to find a pre-assigned bib, handing out a bib for the wrong race if the participant switches events)

## **Q: I don't want to bring more equipment like Tablets to assign bibs - what are my options?**

A: The CheckIn app is available in the Google Play and Apple App stores, and volunteers can use their own phones to assign bibs

## **Q: How does the Timer know what the bib assignments are?**

A: Bib assignments from RaceDay CheckIn are automatically synced with the database in RunSignup, so Timers always see the most up-to-date assignment, and the Bi-Directional Sync with RaceDay Scoring makes this process even easier to manage

# Dynamic Assignment Case Studies

[DONNA Marathon](#)

[Wheeler Mission Drumstick Dash](#)

[Cactus Cup](#)

[Islamorada Half Marathon](#)

**33%**

Of All 2023 Races Used  
the RaceDay CheckIn  
App

**39%**

Of All 2023 Participants  
were Checked in with the  
RaceDay CheckIn App



# QR Codes

*A faster and more accurate method of assigning bibs*



# What is a QR Code

- A QR code is a machine-readable code consisting of an array of black and white squares, typically used for storing URLs or other information for reading by the camera on a smartphone.
- In the case of Dynamic Assignment, the QR code corresponds with either the participant's Registration ID or the Bib Number being assigned
- The same QR code can be used for Results Kiosks as well

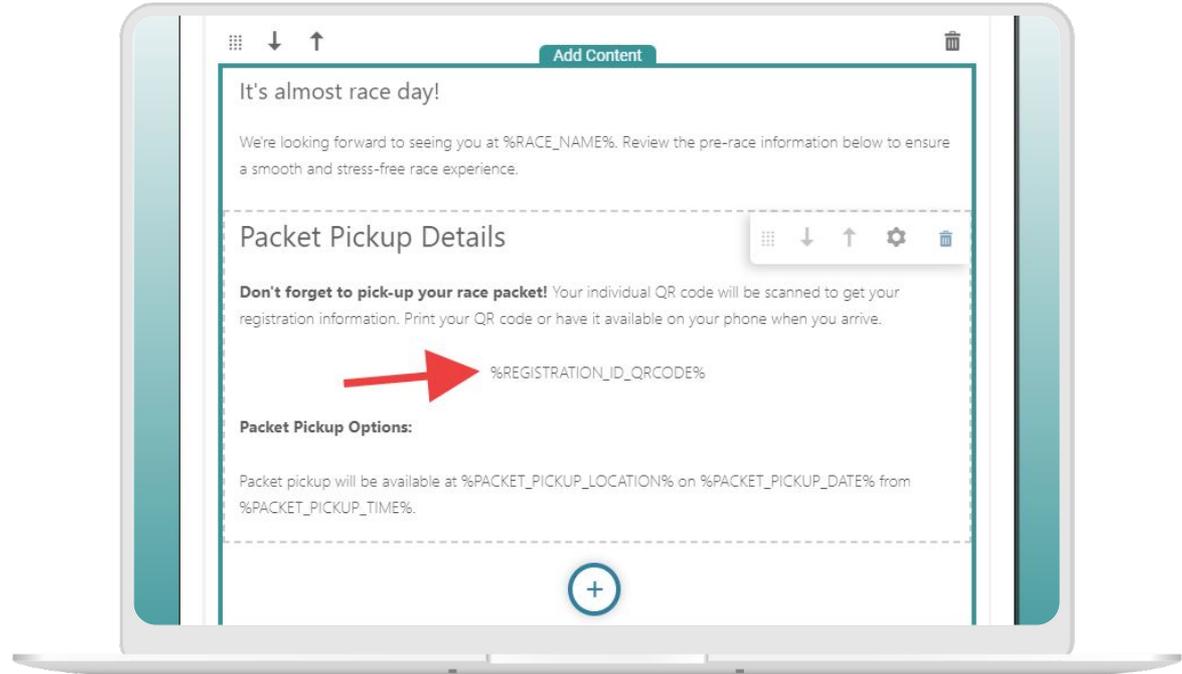


# QR codes for Participants

## Use the Replacement Tag

%REGISTRATION\_ID\_QRCODE%

- Pre-Race emails should be Transactional
- There's a Template for that!





# QR Codes For Bibs

- Most bib printers can set this up for you!
- It may initially increase cost, but you will save money with printing less bibs
- If you're not sure, ask!
- Scanning a QR code is faster and more accurate than typing in the number - bibs can be assigned in as little as **6 seconds** using QR codes





# Dynamic Assignment Using Web CheckIn

*Laptop based CheckIn*



Participants: Miles for Files

runsignup.com/Race/ParticipantsSimple/163949/?columns%5Bage%5D=T&columns%5Bevent%5D=T&columns%5Bgender%5D=T&col...

External News | Onboarding | Timing | Ongoing Projects | Mobile Galleries iPad... | Helpdesk | Budgets... | Issues - Runsignup...

Miles for Files

May 30, 2025 | Minneapolis, MN 55406

Race Status: ● | View Website [?] | Signups: 33

### Web CheckIn

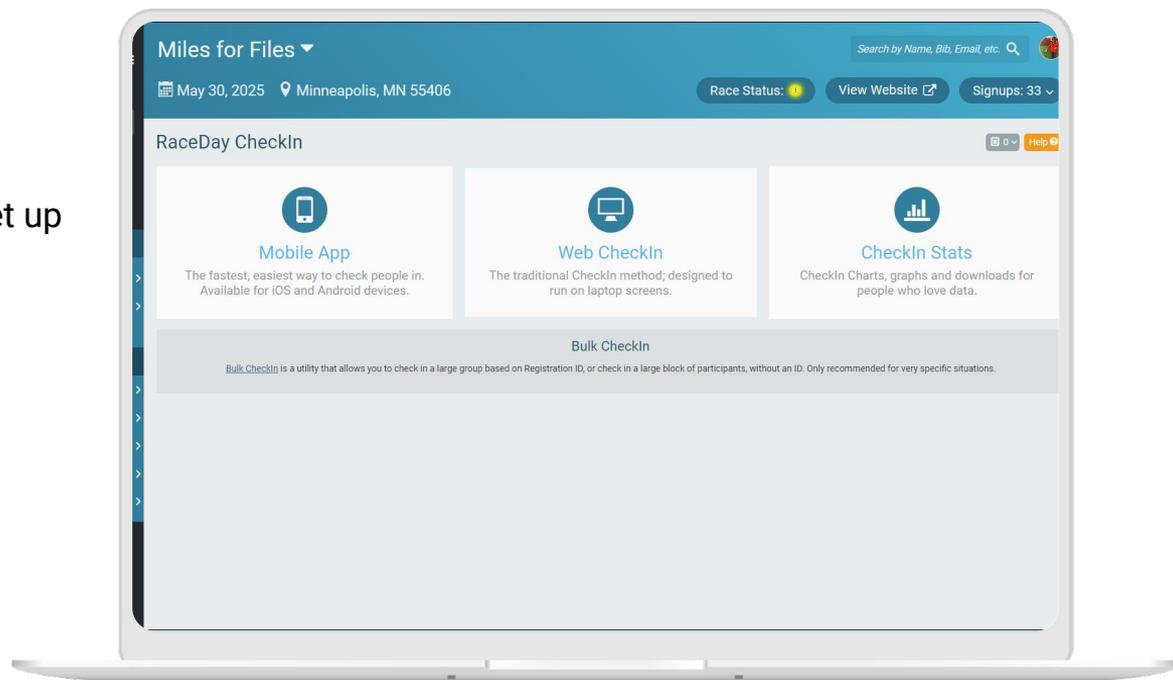
Search

ID	Name	Gender	Age	Event	Team	Status
	Nick Pankowski	Male	29	10K <a href="#">Change</a>		<a href="#">Web CheckIn</a>
	Handford Parker	Male	28	10K <a href="#">Change</a>	Large	<a href="#">Web CheckIn</a>
	Jessica Sawchuk	Female	25	10K <a href="#">Change</a>	Medium	<a href="#">Web CheckIn</a>
	Tate Adams-Lane	Male		Wrong Distance 5K <a href="#">Change</a>		<a href="#">Web CheckIn</a>
	None (Guest)	Non-Binary		Wrong Distance 5K <a href="#">Change</a>		<a href="#">Web CheckIn</a>
	Heidi Hoyle	Female	21	Wrong Distance 5K <a href="#">Change</a>		<a href="#">Web CheckIn</a>
	Wrong Distance	Male	20	Wrong Distance 5K <a href="#">Change</a>		<a href="#">Web CheckIn</a>

● ● ● Graphic Elements For Use

# Setting up for Web CheckIn

This is your first reminder (of many) to set up Bib Validation!



**R** DASHBOARD LOCATION



**RaceDay Tools**



**RaceDay CheckIn**



**Web CheckIn**



# When to use Web CheckIn

Computers that can't run the CheckIn App  
can still be used for Dynamic Assignment!

Generally, the CheckIn App is a better option,  
but if you have a Race that isn't comfortable  
with having volunteers use phones or that  
insists on using computers, this is a solid  
option

Miles for Files

Search by Name, Bib, Email, etc.

May 30, 2025 Minneapolis, MN 55406

Race Status: View Website Signups: 33

### Web CheckIn

Search

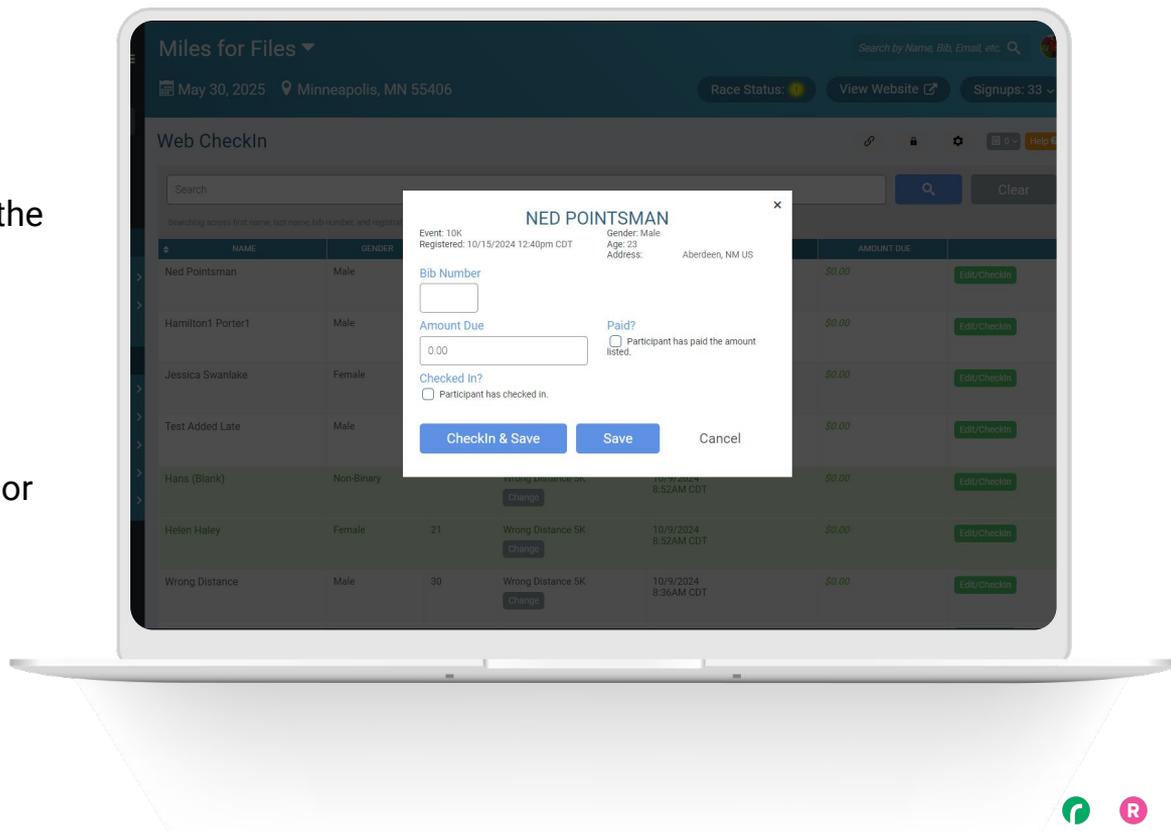
Searching across first name, last name, bib number, and registration ID for all events.

NAME	GENDER	AGE	EVENT	REGISTRATION DATE	AMOUNT DUE	
Ned Pointsman	Male	23	10K Change	10/15/2024 12:40PM CDT	\$0.00	Edit/Checkin
Hamilton1 Porter1	Male	24	10K Change	10/15/2024 10:49AM CDT	\$0.00	Edit/Checkin
Jessica Swanlake	Female	26	10K Change	10/9/2024 10:17AM CDT	\$0.00	Edit/Checkin
Test Added Late	Male		Wrong Distance 5K Change	10/9/2024 8:52AM CDT	\$0.00	Edit/Checkin
Hans (Blank)	Non-Binary		Wrong Distance 5K Change	10/9/2024 8:52AM CDT	\$0.00	Edit/Checkin
Helen Haley	Female	21	Wrong Distance 5K Change	10/9/2024 8:52AM CDT	\$0.00	Edit/Checkin
Wrong Distance	Male	30	Wrong Distance 5K Change	10/9/2024 8:36AM CDT	\$0.00	Edit/Checkin

# How to Customize Web CheckIn

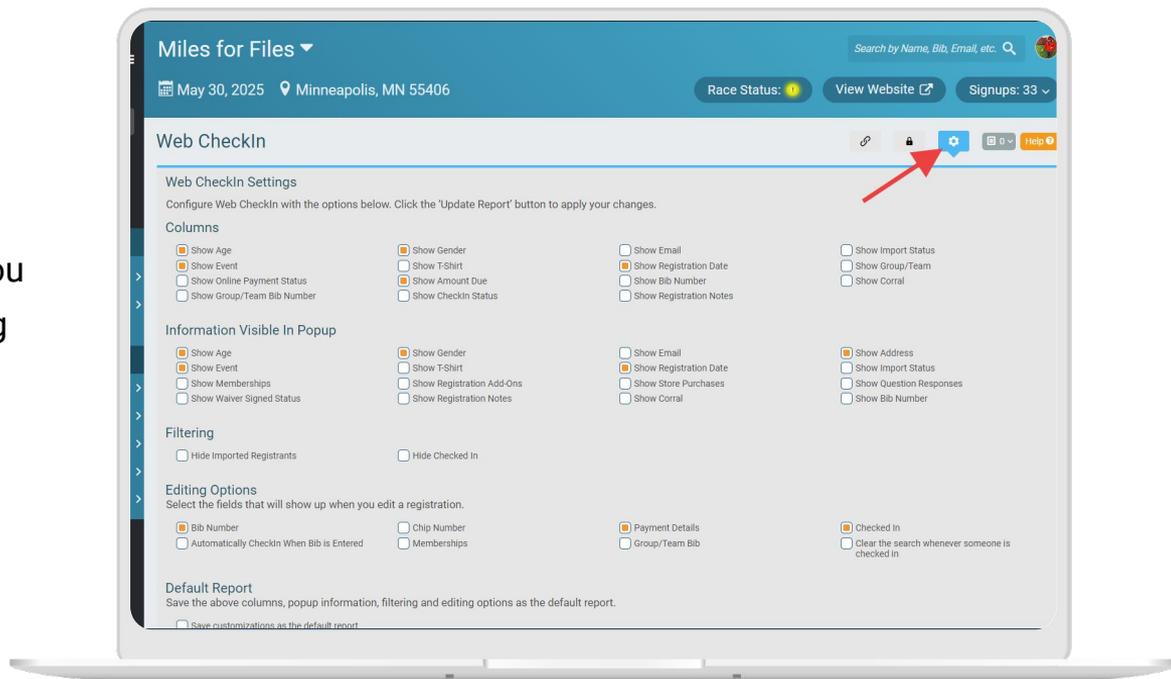
You can customize what you see both in the columns on the search screen, as well as what information is shown in the pop-up screen.

It is also possible to customize what can or can't be edited



# How to Customize Web CheckIn

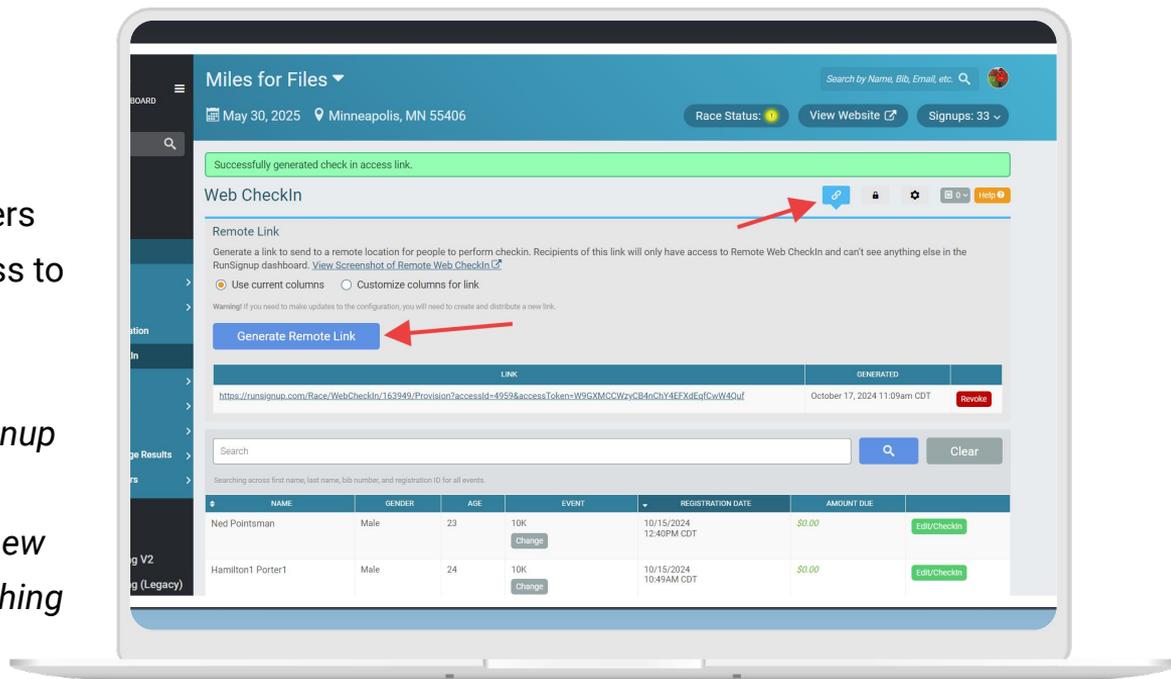
Keep in mind what you want to allow volunteers or staff to edit or even what you want them to be able to see when making changes to the Web CheckIn Settings



# Remote Link Web CheckIn

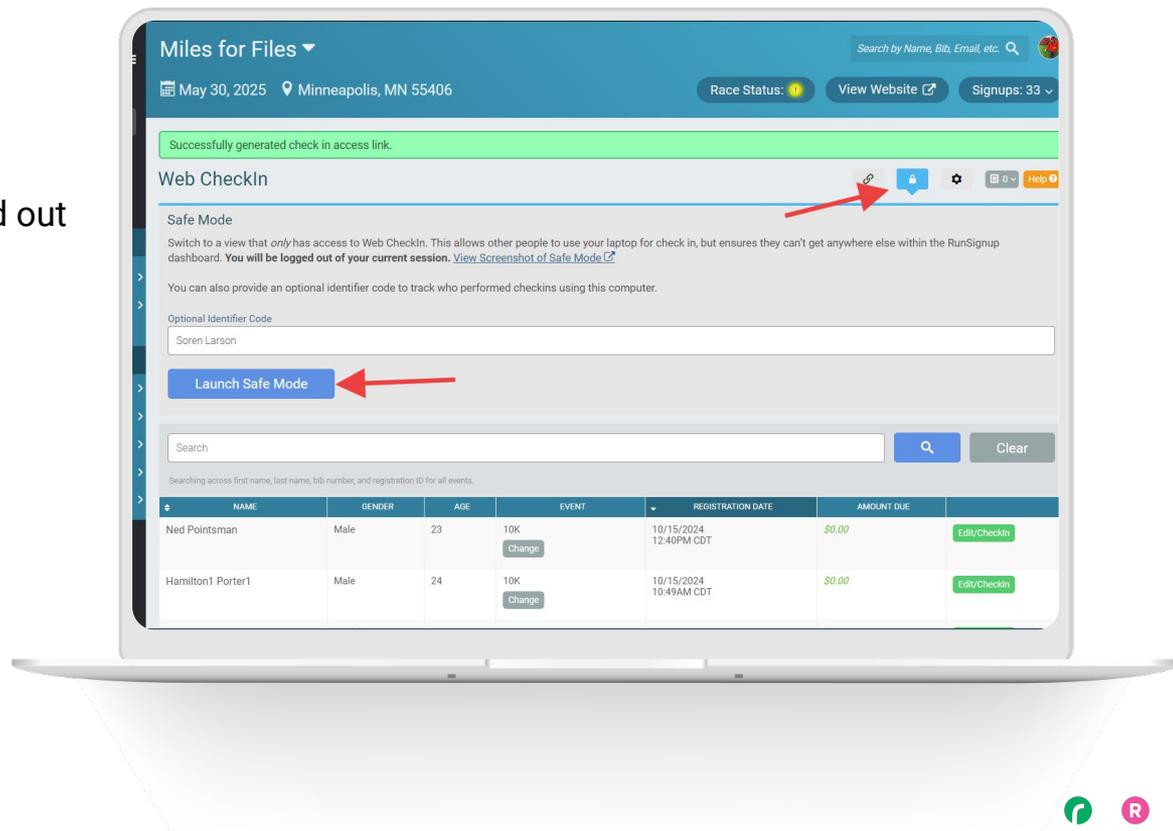
Setting up a Remote Link allows computers to use Web CheckIn without having access to the race in RunSignup.

*Note that you will be logged out of RunSignup if you click on this link - if testing, use a different browser or a Private Window. A new link will need to be created if you edit anything after creation*



# Safe Mode for Web CheckIn

Similar to Remote Link, you will be logged out once this is enabled.





# Dynamic Assignment Using the RaceDay CheckIn App

*A scalable solution that's easy to teach*



# Key Settings

**CheckIn App**

### Authentication Settings

The RunSignup RaceDay CheckIn App allows you to check participants in and push your changes to RunSignup whenever Internet connectivity is established.

In order to begin using the application, fill in the below fields and click *Save Settings*.

Shared Password \*

Password Hint (optional)

Use a strong password with at least 8 characters, and at least one uppercase letter, lowercase letter, number, and symbol (-!@#%\*&\*).

Enable CheckIn At: \*

Disable CheckIn At: \*

America/New\_York America/New\_York

[Save Settings](#)

**You MUST enable the CheckIn App in RunSignup before it appears in the app.**



**RaceDay Tools**



**RaceDay CheckIn**



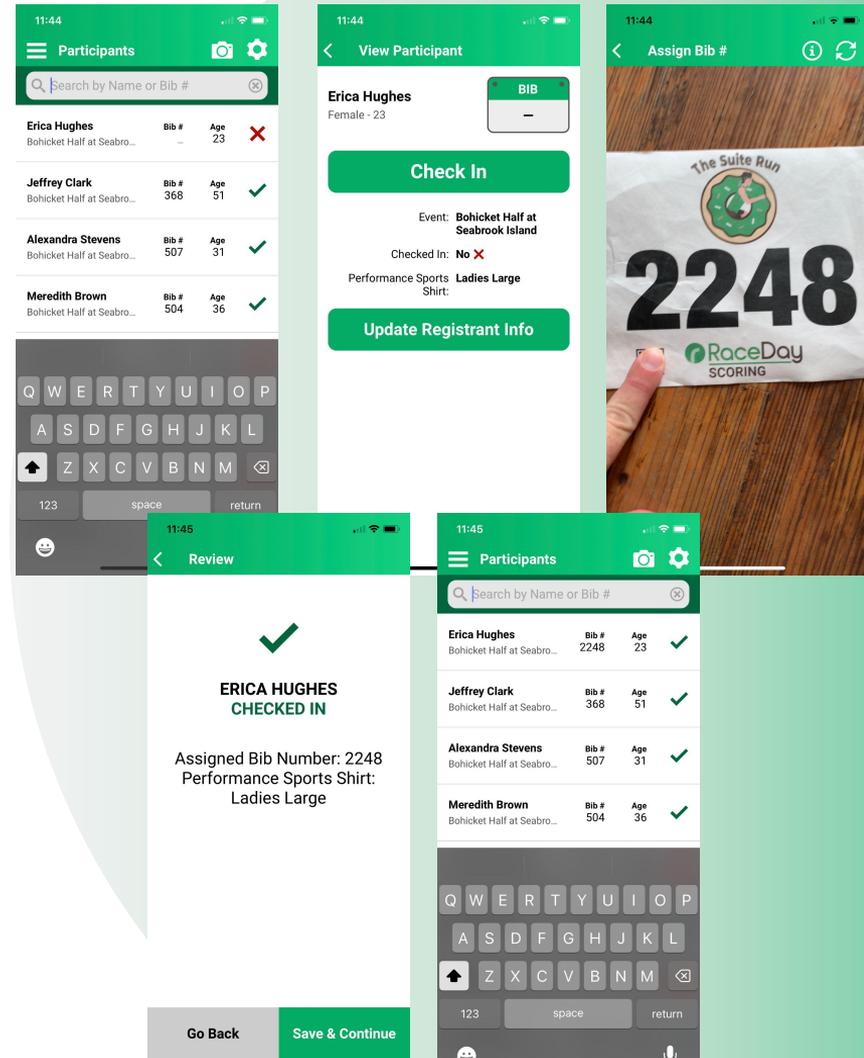
**Mobile App**

# Using QR Codes & CheckIn App

- **Look Up a Participant** by scanning a QR code that has their **RunSignup Registration ID embedded into it**.
- **Assign a Bib Number** to a Participant by scanning a bib that has a QR code with a **bib number embedded into it**.

The standard flow is:

- **Scan a registration QR code** to look up a participant.
- Then **scan a bib number QR code** to assign them a bib.



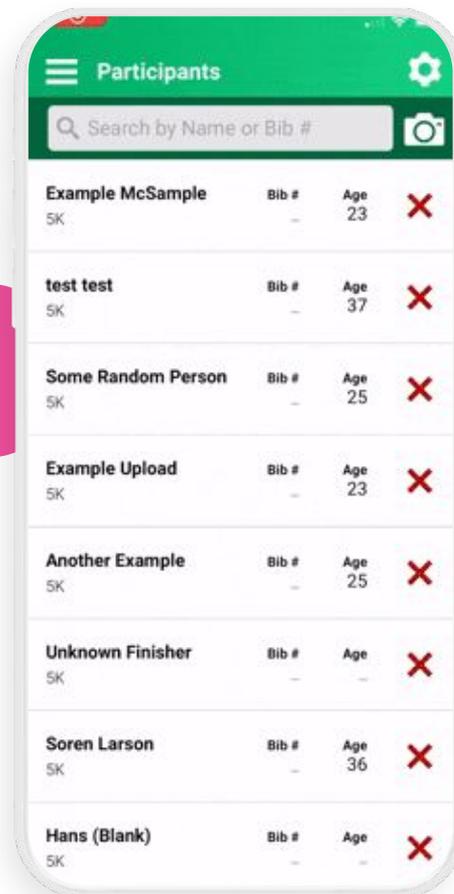
# Key Settings

## Examples:

- Require Bib
- Auto-Show Camera on Bib Assignment
- Giveaway
- Allow Un-Check Ins
- Prevent Duplicate Bibs
- Validate Bibs

**Additional settings (like waivers and event transfers depend on the specifics of your event)**

- Video Guide: [What is the Deal with Presets and Configurations? - YouTube](#)





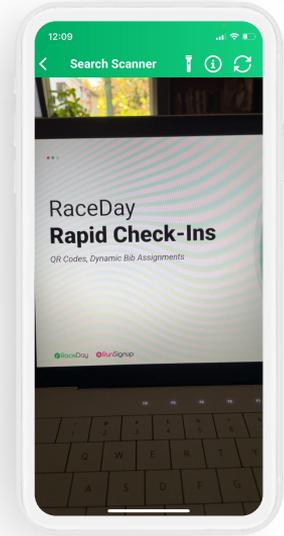
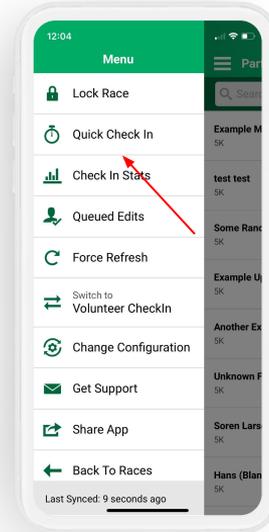
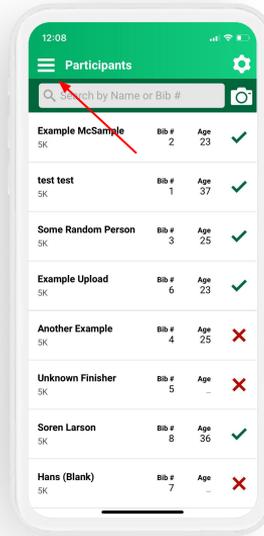
# RaceDay Rapid Check-Ins

*QR Codes, Dynamic Bib Assignments*



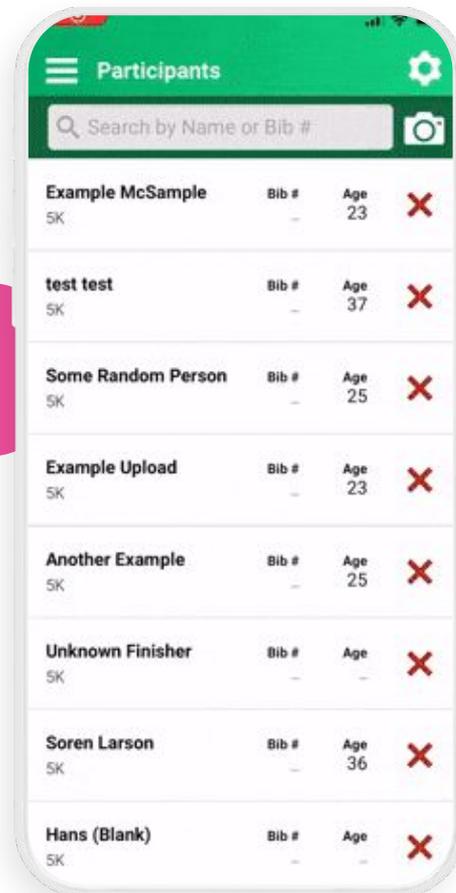
# RaceDay Check In App & Dynamic Bib Assignment

- Uses the device's camera to reduce typing errors
- Offers the ability to AutoSave after a user-selected period of time
- Offer Rapid Fast Check-Ins
  - Process participants in 6 seconds!
  - QR Code participant lookup + Quick scan of bib = Done!
- The largest of events are adopting this approach.



# Key Settings

- Automatically uses the camera to look for a QR code
- Uses bib validation if set up
- Can turn on the flashlight for working in a darker space
- Auto-Confirm (speed can be set in the Device Settings)





# Best Practices





# Best Practices

*Quickly capturing accurate information*

- QR Codes for Participant check-in
  - Faster than manual look up and avoids mistakes with potential incorrect name spelling, etc.
  - Include “QR Code” in email subject line so participants can quickly find.
- QR Codes on bibs themselves
- Have a plan to address changes
  - Keeps participants moving
  - More focused training for volunteers
  - Better customer service
- Notate name on back of bib





# MORE Best Practices

*Quickly capturing accurate information...continued*

- Set up Bib Validation in RunSignup
- Have a “Use” and “Admin” preset and configuration (if using the RaceDay CheckIn App)
  - One Admin per shift to keep participants flowing
- Do a real check in before Packet Pickup opens!
  - Volunteer who is participating
  - Have one of the Earlybirds check in early
- Have a separate Preset for Relays/Teams
- Watch your volunteers through their first couple repetitions

STARTING BIB	ENDING BIB
1	1000

5K

STARTING BIB	ENDING BIB
1001	2000

10K

Save Bib Validation

9:24

Assign Bib #

Assign Bib Number - Hamilton Porter (10K)

2005

T-Shirt: **Large**

**Error**  
This bib number does not conform to this race's bib validation rules.

OK



# Q&A



• •

# Thank You For Joining Us Today





## Resources:

Soren - here are resources you can pull from.

Short Videos:

<https://www.youtube.com/watch?v=7AjYDLJuh44>

<https://www.youtube.com/watch?v=qlhZyhVr9Dc>

[https://www.youtube.com/watch?v=sP-wxd0\\_3DY](https://www.youtube.com/watch?v=sP-wxd0_3DY)

Recorded Timer Tip Tuesday on Dynamic bibs: <https://www.youtube.com/watch?v=BsQBPIPDlck&t=14s>

Customer Video: [https://youtu.be/Z7gnxQ\\_aFcl?si=kc3iY5tZGV7aAQ\\_z](https://youtu.be/Z7gnxQ_aFcl?si=kc3iY5tZGV7aAQ_z)

Timer Tip Tuesdays, Related topics:

[https://docs.google.com/presentation/d/1xCVd7OazeVO-9vSrlMZ\\_vXY0PVZz1-YPBiSqj4-V4rk/edit#slide=id.g25f075fb1a5\\_0\\_0](https://docs.google.com/presentation/d/1xCVd7OazeVO-9vSrlMZ_vXY0PVZz1-YPBiSqj4-V4rk/edit#slide=id.g25f075fb1a5_0_0)

Bib Management: [https://docs.google.com/presentation/d/1JYYKNQRX2bCTbqiaX3OUxH29JEjHZUDe/edit#slide=id.g5bab07c55f\\_0\\_17](https://docs.google.com/presentation/d/1JYYKNQRX2bCTbqiaX3OUxH29JEjHZUDe/edit#slide=id.g5bab07c55f_0_17)



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**Roboto Black 40pt**

*Subtitle Goes Here • Roboto Italic 15pt*



# Today's Agenda

*Subtitle Goes Here*

- Section Title for Topic Number One
- Section Title for Topic Number Two
- Section Title for Topic Number Three
- Section Title for Topic Number Four
- Section Title for Topic Number Five
- Section Title for Topic Number Six
- Section Title for Topic Number Seven



# Section Title Goes Here

*Subtitle Goes Here*

- Section Title for Topic Number One
- Section Title for Topic Number Two
- Section Title for Topic Number Three
- Section Title for Topic Number Four
- Section Title for Topic Number Five





# Hear From Our Customers

**“Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris nec arcu orci. Curabitur aliquet, felis id varius sodales, odio turpis dignissim eros, et ultricies purus erat non elit. Sed purus magna, efficitur euismod est condimentum, tincidunt eleifend odio. Phasellus sed dolor quis est mattis facilisis in non tortor. Pellentesque ex nibh, eleifend sed urna et, mattis interdum diam.”**

**Jane Doe** • Job Title Goes Here  
Company Name Goes Here

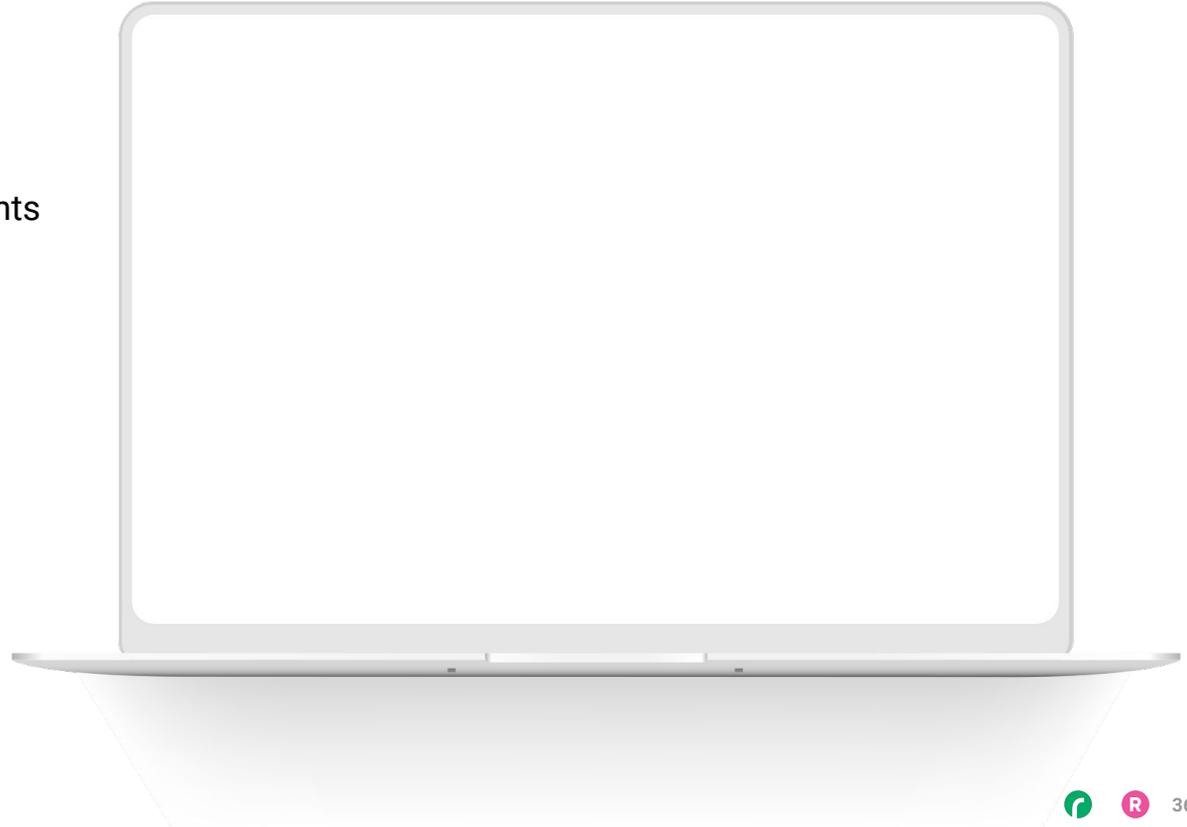


# Page Title Goes Here

*Subtitle Goes Here*

A couple of short sentences or bullet points about the displayed screenshot go here.

Limit the number of words for maximum retention.



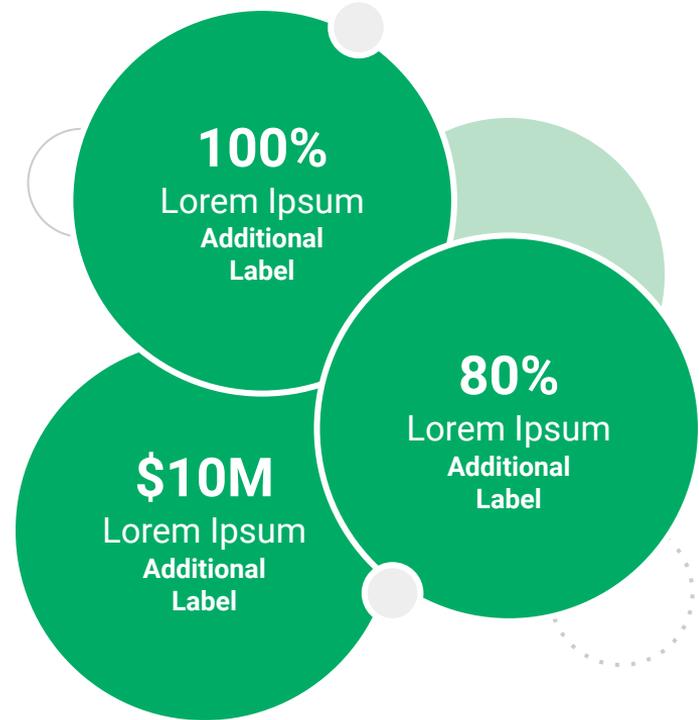
# Page Title Goes Here

*Subtitle Goes Here*

Content Label

Topic Title Goes Here:

**Month 00** • Lorem ipsum dolor sit amet



● ● ● Section Title Goes Here

# Page Title Goes Here

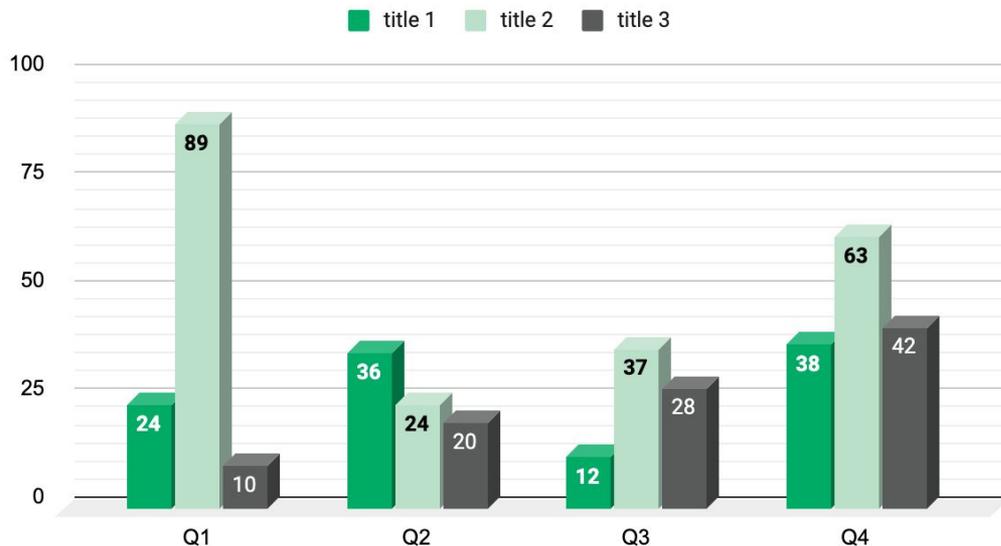
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**Content Label**

Topic Title Goes Here

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Lorem ipsum dolor sit amet

**Graph Title Goes Here**



# Page Title Goes Here

*Subtitle Goes Here*

**This layout is for use with two columns of text and no images or screenshots.**

- This layout is best for content with short, bulleted list items
- Use as little text as possible
- Slides should be a visual aid to what you're saying

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# Page Title Goes Here

*Subtitle Goes Here*

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# Thank You For Joining Us Today

*For more information, visit us online at [runsignup.com](https://runsignup.com).*



# Graphic Elements For Use

*Use these graphics to create your own layouts  
and add dynamic content to your pages*

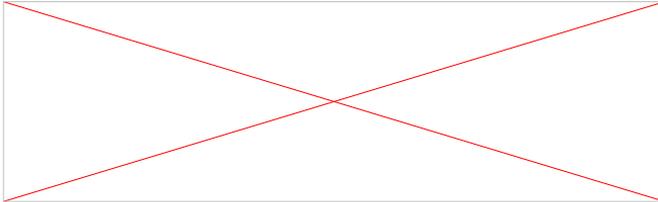
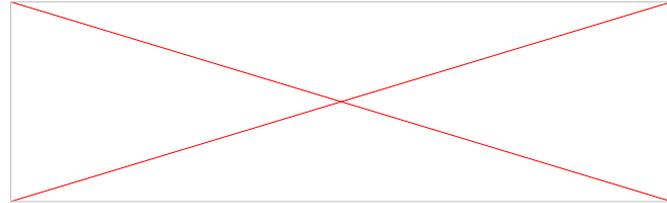
- New Logos
- Icons
- Stat Bubbles
- Basic Charts & Graphs
- Screenshot Photography
- Live Event Photography



# Main Logos



# RaceDay Suite Logos



# General Icons



# RaceDay Icons

## Generic



## Users • Customers • People



## Payments



## Swag Store



## Endurance Events



# RunSignup Icons

## Generic



## Users • Customers • People



## Payments



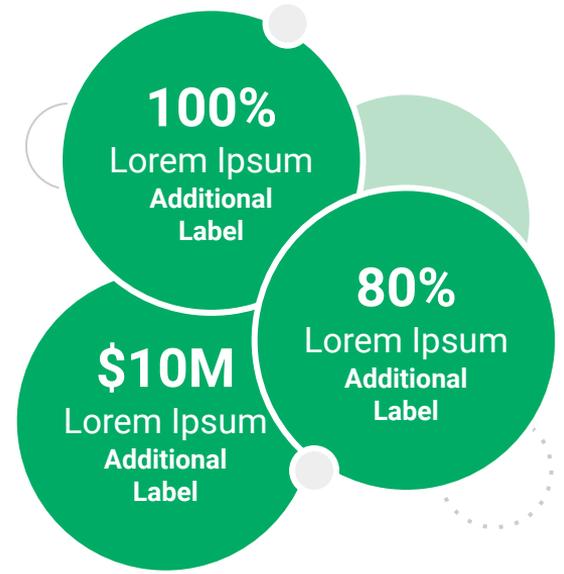
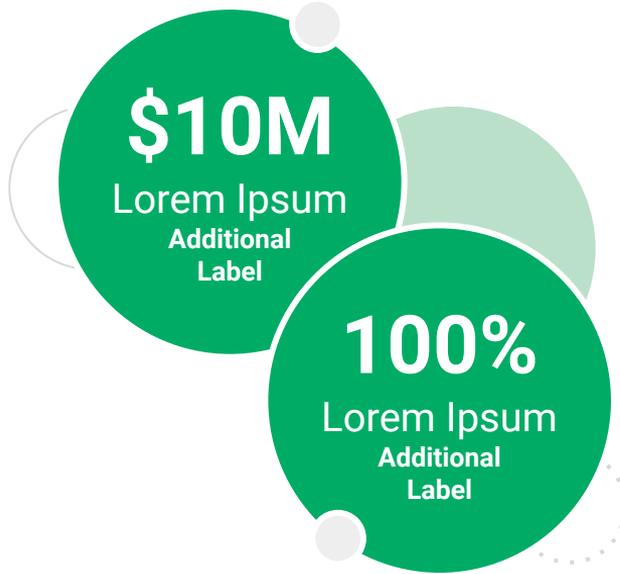
## Swag Store



## Endurance Events



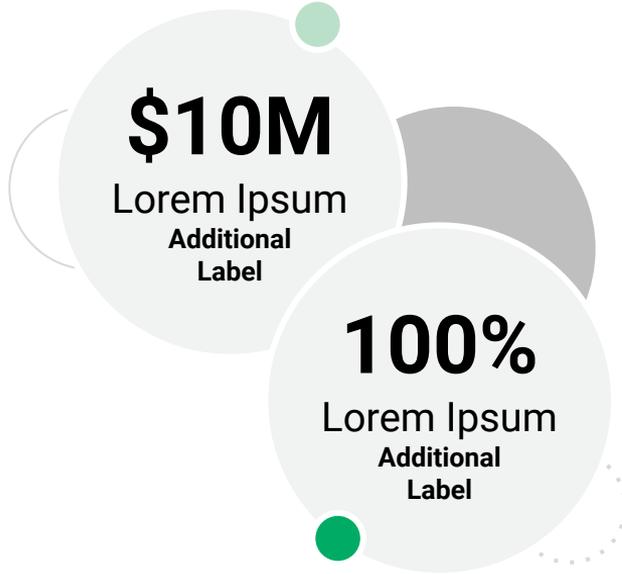
# Stat Bubbles



# Stat Bubbles

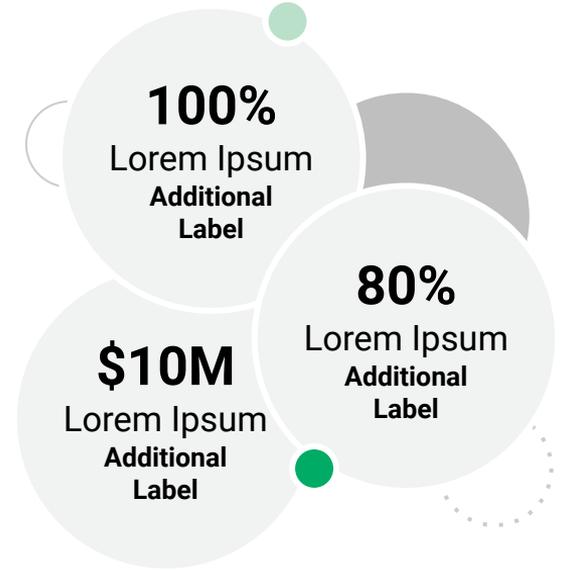


**Lorem  
ipsum dolor  
sit amet,  
consectetur  
adipiscing elit.**  
Sed cursus ante  
dapibus diam.



**\$10M**  
Lorem Ipsum  
Additional  
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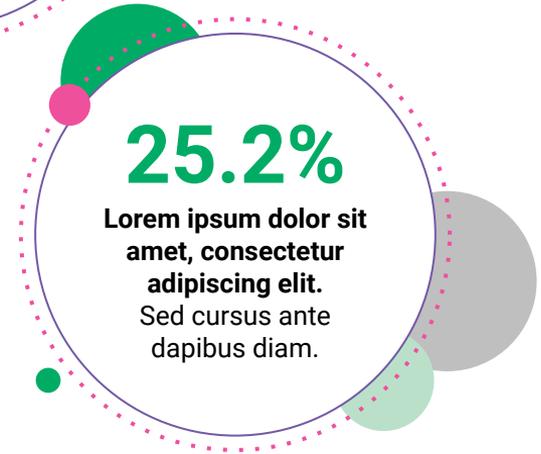
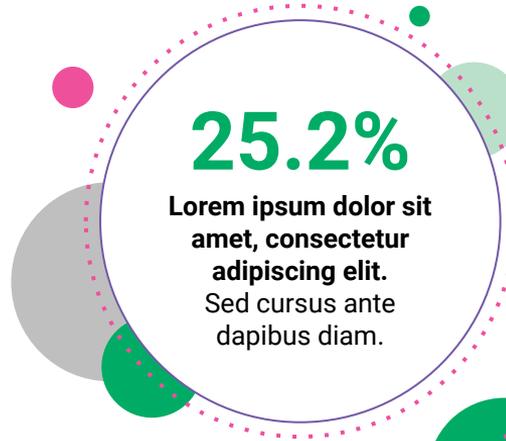
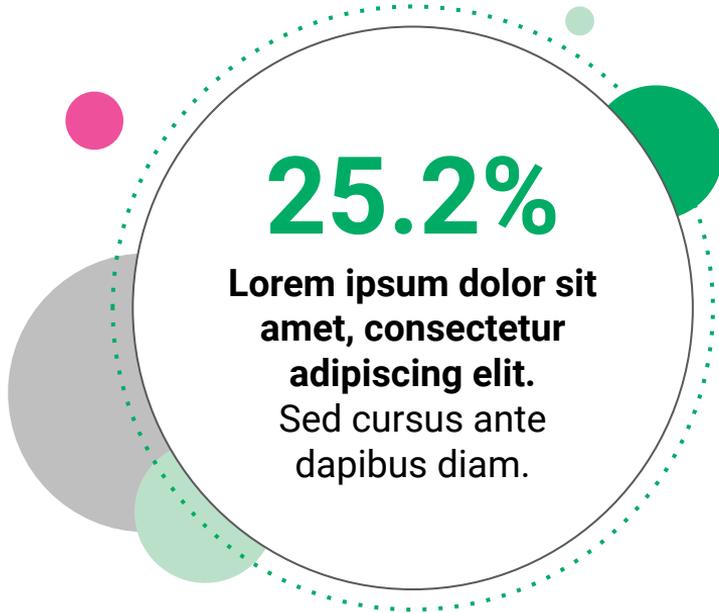


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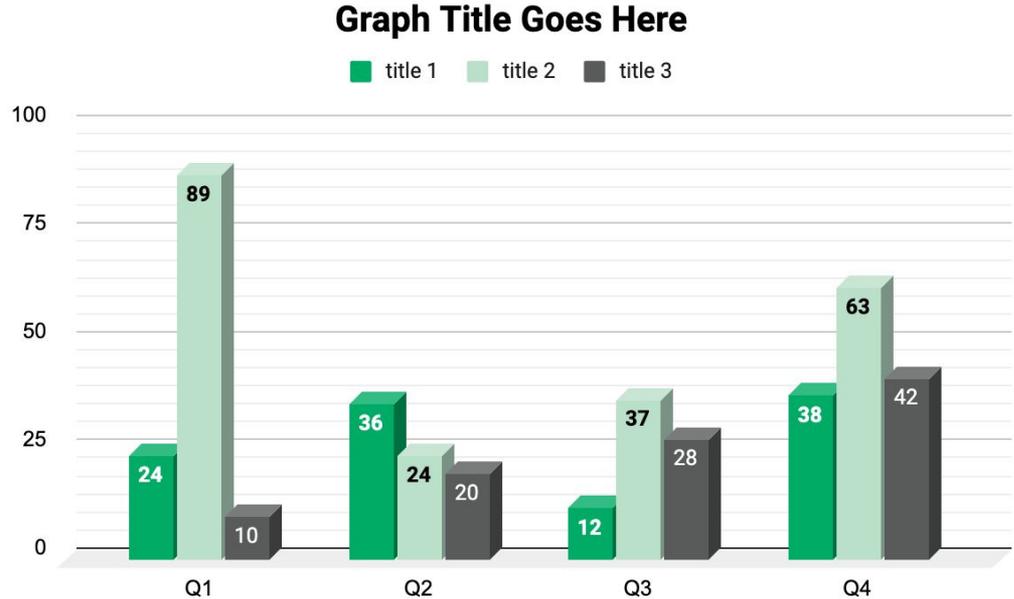
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# Stat Bubbles



# Basic Charts & Graphs

Chart Title				
Section Title				
Data Title	Data Title	Data Title	Data Title	Data Title
XX	XX	XX	XX	XX
XX	XX	XX	XX	XX
XX	XX	XX	XX	XX
Section Title				
Data Title	Data Title	Data Title	Data Title	Data Title
XX	XX	XX	XX	XX
XX	XX	XX	XX	XX
XX	XX	XX	XX	XX

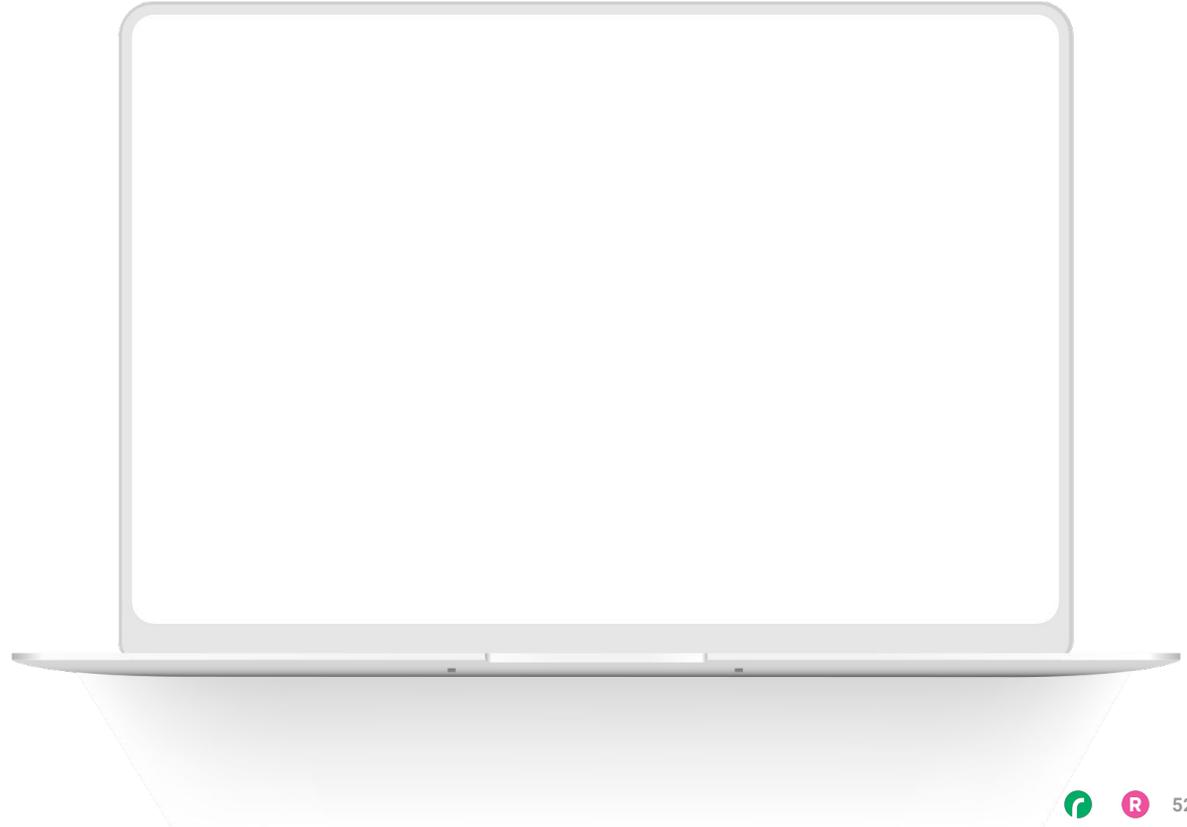


# Screenshot Photography

*Use this layout to showcase product screenshots for desktop*

To insert an image:

- Click on the icon on the laptop
- Select “Upload from computer”
- Click through to where your image file is located on your computer, select the file, and hit enter.

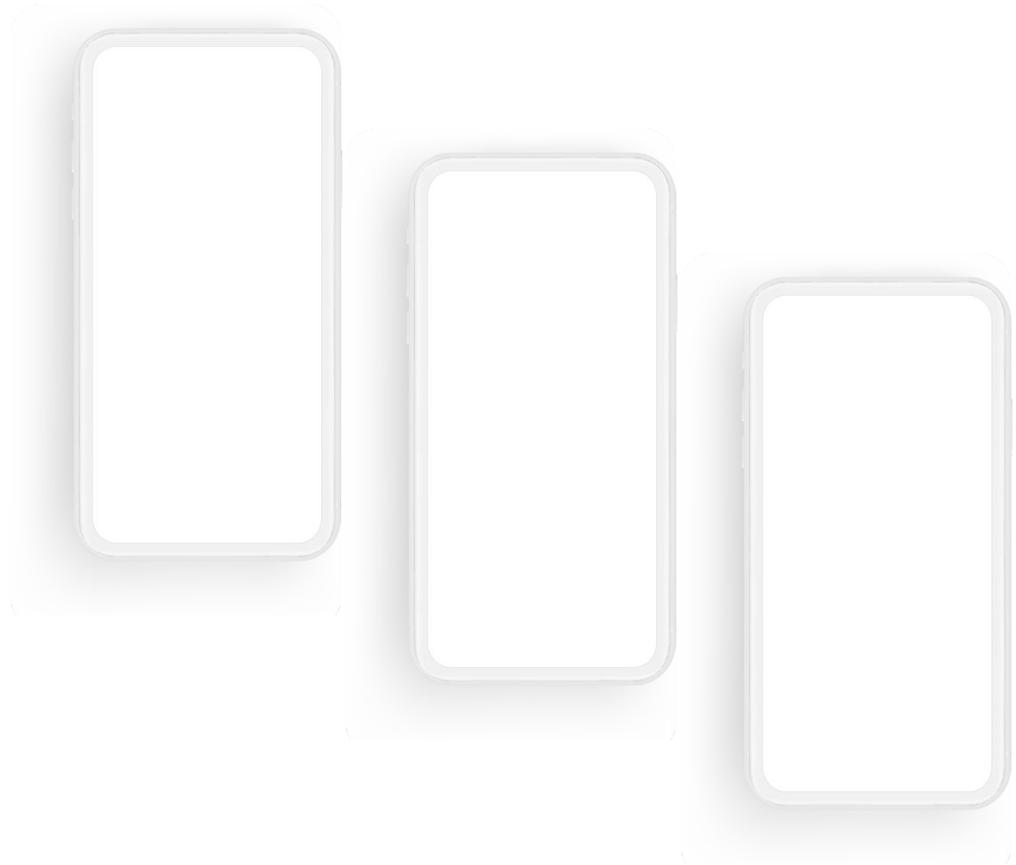


# Screenshot Photography

*Use this layout to showcase product screenshots for mobile*

To insert an image:

- Click on the icon on the mobile device
- Select “Upload from computer”
- Click through to where your image file is located on your computer, select the file, and hit enter.



# Screenshot Photography

*Use this layout to showcase product screenshots for desktop + mobile*

To insert an image:

- Click on the icon on the laptop
- Select “Upload from computer”
- Click through to where your image file is located on your computer, select the file, and hit enter.



# Screenshot Photography

*Use these devices to  
create your own layout(s)*



# Live Photography

