

## Standard procedure for preparing event course maps

All club maps are computer drafted using OCAD and kept in a central archive by the Map Coordinator. They will be named as the area plus year of update and a version number within the year. E.g. Bolam Lake 2017 v2.

The club standard for computerised course planning is Purple Pen using the appropriate OCAD map file as background. In essence Purple Pen is computerised tracing paper – with a bit more! Purple Pen can be downloaded from <http://purplepen.golde.org> and installed on most recent Windows releases. Simply download and execute, follow the prompts and install.

When you agree to plan an event, the Map Coordinator will provide you with the OCAD map file and an empty Purple Pen file in a Dropbox folder specific to that event. The Purple Pen file should follow the naming convention of the Year and Month of the event plus the Area name and a version number. E.g. 2017 12 Bolam Lake v1

Dropbox is another computer product which allows sharing of a computer folder and its contents. It can be downloaded from: <https://www.dropbox.com/install> and installed on a multitude of computer operating systems. E.g. Windows, Mac. Again download, execute and follow the prompts.

When installing Dropbox, make sure you create an account which is your usual email address – this will be used to give you access to the shared folder for event planning.

Dropbox installs onto your computer as a folder called “Dropbox” (not terribly inventive, but....) and the shared folders you accept will automatically download into it. Any changes you make to files in that shared folder or new files added will be automatically synchronised to other users who share that folder. This ensures that all users of the map and course files are looking at the same ones as the Dropbox program does it for you.

When the OCAD map file is updated (planners should indicate if any changes are required) it will be saved as another file with a higher version number. E.g. Slaley Hall 2018v1, Slaley Hall 2018v2 etc.

Similarly, each significant change to the courses should be saved as a new Purple Pen file of a higher version number. E.g. 2018 01 Slaley Hall v1, 2018 01 Slaley Hall v2.

When the courses are complete and agreed by the Controller (who will also be provided Read only access to the Dropbox folder), the Map Coordinator will create PDFs of the courses in the Dropbox folder for you (and the Controller) to check and release.

The PDFs will then be shared with the printer to produce the final course maps to be delivered to you.

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P.S. I am currently the Map Coordinator