

COURSE SETTING CHECKLIST



Purple Pen Pre Finalisation Checklist *Prepared by Tony Bryant (Version: June 2026)*

OVERVIEW & PURPOSE

This checklist is designed to run down to ensure the finalisation of courses is done consistently with both safety and legibility taken into account.

PURPLE PEN SETTINGS

PP Version	Do you have the latest version of Purple Pen? To check, go to the pull down menu: Help > About. Check for latest version at https://purple-pen.org/#download
Purple Colour	The default colours often appear too “bright” and make it hard for colour-blinded people to see. It is recommended to update as follows: a. Go to the pull down menu: Event > Customize Appearance b. Top right under Purple Colour. Use Blend c. Update colours to be: Cyan - 30, Magenta - 100, Yellow - 15, Black - 0
Font and White Outline	It is recommended to update the font to Arial, and if a white outline for Sprint maps is needed, it can be adjusted here.
Circle Sizes	These vary depending on what type of event you are organising. Check that circle sizes comply with standards. Easiest way is to see how many circles fit between magnetic north lines (on assumption these are correct). <u>Note in Purple Pen you need to add the line thickness to the numbers below so the radius is measured from the centre of the line to the centre of the circle. Eg 5.35mm for 1:15000 base scale</u>

Map Standard	Circle Diameter - Footprint	Magnetic North Lines	How many controls between lines?
ISOM 2017-2 - 1:15,000	5mm = 75m	2cm = 300m	4
ISOM 2017-2 - 1:10,000	7.5mm = 75m	3cm = 300m	4
ISprOM2019-2 - 1:4,000	6mm = 24m	3cm = 120m	5
ISprOM2019-2 - 1:3,000	8mm = 24m	4cm = 120m	5

CONTROL DESCRIPTIONS

Have you got the right **settings**? Go to Event > Customize Description Text

- Top dropdown box should say “**English (Australian)**”. You can also tick the checkbox so it defaults correctly next time on this computer.
- Control Descriptions should be **Black**. Event > Customise Appearance > Control Descriptions Color > Black
- Control description size on the map need to be between 5.0mm and 7.0mm. Click on the control description box on the map to check size. The default size when printing loose descriptions is 6.00mm

Difficulty	Symbols	Text	Loose Descriptions
Hard	Compulsory	No	Symbols Only
Moderate	Compulsory	Optional	Both
Easy	Compulsory	Compulsory	Both
Very Easy	Compulsory	Compulsory	Both

COURSE FINALISATION

Control Descriptions	Ensure descriptions are on all courses and parts as per table. Also ensure they do not cover any route choice options. Size, colour, symbols and/or text
Remove Unused Controls	This will take any unused controls off the All Controls map. Drop down menu Event > Remove Unused Controls...
Radio Controls	Do Control numbers need to be updated to use Radio Controls?
Control Numbers Reset	If you haven't tagged and labelled sites in the field, is it worth resetting control numbers to avoid gaps? Drop down menu Event > Automatic Numbering...
Course Climb	Have you calculated and added to the descriptions? As per OA rule <u>16.4 The total climb shall be given as the climb in metres along the shortest sensible route.</u>
Lines and Circles Cut	Have all lines and circles on each course been cut to ensure legibility for competitors?
Move Control Numbers	Have you moved control numbers on all courses to ensure legibility for competitors?
Safety Bearing	Placement should be distinct and in Purple . Click on "Add Special Item" button > Text. Uncheck Automatic. Size: 3.0mm eg SAFETY BEARING : South to Road
Course Closure	Placement should be distinct and in Purple . Click on "Add Special Item" button > Text. eg COURSE CLOSURE: 1:00PM
GPS Bearing	Does your event need access point GPS Coordinates published on the All Controls map?

PURPLE PEN EVENT AUDIT REPORT

Go to drop down menu Reports > Event Audit to review any potential technical issues.

COURSE DISTANCE CORRECTION

Sprint events publish running distance (not straight line distance which is the default). After calculating running distance, go to each course, click on the distance on the control descriptions and update. Noting if you update courses again, you need to redo this.

To calculate courses, you could use OCAD route analysis tools. An OCAD licence is required.

Alternatively, use “Add Special Item” > Line. change colour to stand out against map. Trace course using the line. When done, view the distance of the line. Noting it does not factor in any elevation adjustments.

Delete any added lines before finalisation.

Forest events. Rarely will forest course distances need to change. Per OA Rule 16.3 The course lengths must be given as the length of the straight line from the start via the controls to the finish deviating for, and only for, physically impassable obstructions (high fences, lakes, impassable cliffs etc.), prohibited areas and marked routes.

FINAL FILES

Print PDF Files	Create PDF files to print. Don't print courses directly from Purple Pen. File > Create PDFs > Courses... Include: All controls Files: One for all courses preferred if emailing to print (rarely, you may need to split the file due to the size)
Control Descriptions	When printing Loose Descriptions, ensure Symbols and Text are printed separately for the Moderate, Easy and Very Easy Courses. Go to File > Create PDF > Descriptions Copies > One page of Each Course. It may be worth checking Portrait v Landscape and default paper size under the Check Margins button. Then preview. Description Type > Symbols then repeat for courses requiring text
IOF XML	This file will be used to set up Meos Event Software. This file is also used to set up Livelox.
KML File	May be used to set up Maprun checksites.
Backup	Is it worth saving and emailing (even to yourself), the final file and map file as a backup?