

sailwave

SAILING SCORING SOFTWARE
User Guide &
Reference Manual

Huw Pearce

Huw@sailwave.com

DOCUMENT VERSION HISTORY

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May 2020	Huw Pearce, Sailwave User Group	Updated to make less Alamitos Bay Yacht Club centric and expanded to cover enhancements to Sailwave in the intervening years and other hints & tips that have been learnt in the intervening years.

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SUGGESTED IMPROVEMENTS TO THE DOCUMENTATION

Please point out any sections within this guide that are incorrect, out of date, or inadequate in some way, by sending suggestions to Huw Pearce using the Sailwave User Group [SUG] forum <https://forum.sailingresults.co.uk/>, referencing the page or section in question, along with wording for the suggested improvement, correction or addition. Alternatively send an email to huw@sailwave.com.

Table of Contents

Overview.....	6
Get Going in One Page!	7
Concepts.....	8
Introduction	8
Portability.....	8
Flat competitor structure.....	8
How the boats sailed does not constrain scoring	9
Printing.....	9
Configurable User Interface	9
Overview of scoring.....	10
Prior to Series / Event / Regatta.....	10
Basic scoring Steps	11
Installing Sailwave.....	13
Sailwave introduction	15
Terminology.....	15
Publishing not Printing.....	16
Saving Sailwave Files	17
First Sailwave file	18
Navigating Sailwave.....	20
File Menu	20
View Menu	25
Edit Menu.....	29
Publish Menu	33
Tools Menu.....	35
Setup Menu.....	39
Plug-ins Menu	44
Windows Menu.....	46
Help Menu.....	46
Setting Up a regatta, series or event	48
Setting Up And Running A Single Class Event.....	48
Setting Up And Running A Multi-Class, Single Race Committee Event	49
Setting Up And Running A Multi-Class, Multi Race Committee Event	49
Setting Up And Running Flights (Appendix LE Addendum C Event).....	49

Competitor data entry	54
Set-up series information	59
Setup scoring system	62
Publishing, printing and posting	70
Publishing Results.....	70
Entering race results	76
Sail Number wizard	76
Manual Entry	80
Edit Race.....	81
Scoring the Series.....	84
Entering the Results of a Protest.....	85
Dates & Times in Sailwave	87
Dates	87
Start time	87
Finish time.....	88
Finish time entry with sail number wizard.....	88
Elapsed time.....	89
Elapsed time extensions for sailno wizard	90
Handicap racing	91
Single Fleet Setup for Handicap Series.....	92
Rating Files and their use	95
Advanced publishing	96
Publishing Effects	96
Footer Banner Graphic.....	98
Header Banner graphic	100
Editing .htm files in templates folder	101
Creating your own templates and Styles	102
Nation publishing templates	102
Club, State, Region, Province images	102
Bi-lingual column headers.....	104
Advanced functionality.....	105
User Interface.....	105
Advanced scoring.....	111
Aliases	111

Aliases setup	112
Fleets tab (Scoring system)	117
Multiple scoring systems.....	118
Q-series & F-series in one Sailwave file.....	119
Tips & Tricks	121
Find / search for competitors.....	121
Secure FTP.....	121
Multiple FTP Servers	121
Email Results	122
Discard Profile across both Q-series & F-series.....	123
Using set competitor field tool.....	123
Fleet assignments F-series	125
Flight assignments Q-series.....	127
Using Seed Competitor field tool	137
Set Regatta Rank as alternative to Fleet Rank.....	139
Upload Results to World Sailing	139
External Utilites.....	144
Frequently Asked Questions.....	147
Why aren't my burgees showing in my published results?.....	147
Upload to Sailwave stopped Working	147
Can I have my own sub-folder in the Sailwave results folder?.....	148
How do I change the size of published burgees?	148
How do I enter dead heats?	150
How do I handle practice races?	151
How do I handle unsailed races?	151
How do I include national flags in the results?	151
How do I import results from CSV file?	151
How do I publish competitor lists?.....	153
How do I publish flight / fleet Lists?.....	154
How do I send handicap results to the RYA?	155
How do I create my own rating file?	159
Is it safe to save files in the Sailwave install folder?.....	161
Sailwave and Teamviewer problem?.....	161

Where can I get Sailwave logos?	162
Why does the Window menu sometimes turn red?.....	162
ABYC User Guide FAQ's.....	163
Using Sailwave in an ILCA North American Master Event.....	163
Scoring a Fleet with Men and Women Combined and Separated	164
How do I set-up discards / drops?.....	164
How do I use the custom rating system?	165
How do I use PHRF Time-On-Distance (TOD)?	166
How do I handle fleet-specific race distances?	166
How Do I Change a Boats Handicap Mid Series?	166
How do I combine leg times into a race time?.....	167
How do I set-up average lap time racing?.....	168
Do I always have to enter DNC codes?.....	168
How do I handle fleet-specific race distances?	168
How do I add a competitor into the results if I missed entering them?	168
What is the format for elapsed times?	169
What is the format for start / finishtimes?	170
How do I set-up a qualification profile?	171
How do I use wind- indexed ratings?	172
How do I give a boat Redress?	173
How do I print the elapsed and corrected times side-byside?.....	173
How do I change the order in which the fleets are displayed?.....	174
How do I sort by a particular column?.....	174
How do I export data into other applications?	174
How do I hide certain columns?.....	174
What is the tally column for?	175
Do I have to re-enter competitor details for each new file?	175
Sailwave release history	176
Attachment 1 - CORK Scoring System	181
Attachment 2 – CORK Results Processes	182
Attachment 3 – CORK Results Management Manual ToC.....	183

OVERVIEW

Sailwave is a popular easy-to-use multi-lingual sailing regatta scoring program written for Microsoft Windows systems. There are no plans develop the software in a native format for other computer operating environments. However, it can be run on other operating systems using additional software:

- Linux distributions - such as Ubuntu, Linux Mint & openSUSE
- Apple MacOS systems
- Chromebooks using Intel CPU processors

More information on how to run on the other computing environments is available in separate documents for Linux and Apple MacOS systems.

Sailwave does not run on Android devices or Apple iPad/iPhone devices although the output published by Sailwave can be viewed on these devices.

Sailwave is used internationally at all levels of the sport; from club racing to regional and world championships. Flexible publishing tools allow results to be targeted to web browsers, websites and email destinations. Functionality is based on World Sailing [WS] Racing Rules of Sailing [RRS] Appendix A with additional multi-fleet and Appendix LE Addendum C (flight) capabilities. Sailwave is updated to comply with WS RRS scoring requirements, as when they are modified. But if you find something which does not seem correct then please let the developer know.

Friendly support from the developer and hundreds of experienced users is available from the Sailwave User Group. There is also available real-time chat facility available on the web site. Although primarily used at sailing events, Sailwave is also used for windsurfing, ice yachting, land yachting and model yachting. You can download Sailwave and other ancillary files from the Sailwave website.

Sailwave was created by Colin Jenkins in 2001 for Mumbles Yacht Club located in Mumbles, Swansea, Wales. Colin was joined by Jon Eskdale in 2012 and Jon took over responsibility for maintaining & enhancing Sailwave in 2016.

Sailwave is supplied free of charge¹. Some users have kindly made a voluntary donation in return.

In 2012 Colin was given an award for contributions to sailing by the Welsh Yachting Association and in 2013 a National Award presented by HRH Princess Royal from the Royal Yachting Association.

¹ Subject to "The Deal" – under Installing Sailwave

GET GOING IN ONE PAGE!

- Install Sailwave if not already installed, for this quick start Sailwave only runs on computers using Microsoft Windows. Download Sailwave from <https://www.sailwave.com/category/sailwave>. Please respect the DEAL - *This is free software in return for a Sailwave logo linked to sailwave.com on your event and/or club website and a restriction that the Sailwave link in the results footer shall not be removed regardless of media or reformatting. BY USING SAILWAVE YOU ARE AGREEING TO THIS DEAL.*
- Open Sailwave by double-clicking icon on desktop
- Create series file by using File | New file and accept number of races and number of competitors.
- Enter series information – click Series properties button.
- Configure scoring system according to Sailing Instructions. By default, Sailwave will score a series as a single class using place finishes according to RRS Appendix A short series.
- Enter competitors either manually using New competitor button or import from a CSV file.
- Configure race starts – only need to do this if using a rating / handicap system.
- Save your file
- Enter results by clicking Sail Number Wizard icon.
- Score series by clicking Score series button
- Publish the results – there is no print option in Sailwave
- Save your file
- Resolve scoring queries
- Score series
- Publish updated results
- Save your file
- Enter protest committee scoring changes
- Score series
- Publish updated results
- Save your file
- Hopefully you can now go get a beer!

CONCEPTS

This section has been copied from the Sailwave website - <https://www.sailwave.com/concepts>.

INTRODUCTION

There are at least two ways to use Sailwave: one is to learn by rote and mechanically perform tasks without really understanding what is happening and the another is to get an idea of the concepts behind Sailwave; performing tasks based on that knowledge. There are a number of key concepts that will help with this latter and recommended approach.

PORTABILITY

Sailwave is designed such that each series is portable, meaning that everything needed to score the series (*etc.*) is contained within the .BLW file that represents it (including the handicap/rating values) – a Sailwave series (the thing you open from the File menu) is stored in a single file with a .BLW extension. This portability has several advantages: -

- You can send a series to somebody else and they will get exactly the same results when they use it (for example the corrected times will be the same because references to external rating databases are not made).
- Re-scoring an old series is safe, because everything needed to score it is contained within the file; for example, any rating values used are actually in the series file rather than looked up in an external database.

Keep this in mind when using the Setup menu. Global options are options that are independent of any series and thus limited (because of the portability constraint) to user preferences that do not affect scoring; for example, the way discards are shown and the screen font size. Everything else in the Setup menu is series specific.

Knowing this, helps you to understand what options to expect in Global options and why they are there.

FLAT COMPETITOR STRUCTURE

Many scoring programs force a competitor structure on the user; for example, you may have to put competitors into classes and divisions and then be constrained by that structure when scoring and entering results - therefore you may not then be able to score by club.

Sailwave has no formal competitor structure. You can use competitor fields to group them by division, fleet, club, class *etc.* but doing so does not constrain you when scoring or when entering results.

For example, consider an open meeting where the boats sail in two fleets: mono-hulls and multi-hulls. You want to score each fleet separately but also provide informal/fun results where the boats are scored by club. This sort of thing is very easy to do in Sailwave because of the flat competitor structure; providing extremely flexible scoring options. You would score by fleet firstly, choosing the Fleet field for grouping, then score again using the Club field for grouping.

HOW THE BOATS SAILED DOES NOT CONSTRAIN SCORING

In Sailwave every race has a number of starts defining how the boats physically sailed. A scoring system applied to race results is not constrained to score according to the starts; *i.e.* is not constrained by the way that the boats physically sailed. This is useful when a big event is split up into separate starts, but the boats are scored as if they were in the same start. It is also useful to score across starts for fun, for example to provide results scored by club.

PRINTING

You will notice that there is not a print menu item. Sailwave generates HTML (web page code) which you can then direct to several destinations, including your browser (from where you can print), websites and rating collection databases. This is an extremely flexible arrangement. Have a look at the Publish menu – it's from here that you generate results and competitor lists *etc.* The Publish menu itself is generated from a list of publishing templates and you can also write your own so that all paperwork produced conforms to your club or event guidelines.

CONFIGURABLE USER INTERFACE

Sailwave has a user interface (UI) that is configurable by the user. Initially the user interface level is minimal. As you need to see and use more functionality you can add the relevant features. Note that when Sailwave performs any operation like scoring the series, the UI setting has absolutely no effect. For example, if you use the race weightings feature to give a race a weighting of 2.0 then hide race weightings, that race will still have a race weighting of 2.0. Think of the UI facility as hiding and unhiding features as opposed to enabling and disabling them. This can be useful because it means you can set up a load of options once per series and then hide them away, so they are not clutter. The user can control the interface from the *Setup | User Interface Menu Bar* or click



User interface

on the *Tool Bars*.

OVERVIEW OF SCORING

PRIOR TO SERIES / EVENT / REGATTA

The key to success with scoring is planning and practice. Don't leave this planning and practice until the week before, or worse still, the day the series / event / regatta starts!



The Canadian Olympic Regatta Kingston [CORK] organisation have had produced two excellent diagrams: -

- CORK Scoring System [Attachment 1] outlining the whole scoring process
- Cork Results Processes [Attachment 2]

CORK have also produced a Results Management Guide for their major regattas and have frequent training courses; the Table of Contents from this document is comprehensive [Attachment 3]. All these attachments are courtesy of the individuals who created them for the CORK organisation and the CORK organisation together with thanks to Government of Canada and Sail Canada for their support of CORK.

For the series/event /regatta to be scored, get a copy of the NoR & SI and go through both documents highlighting anything you think is related to scoring. Preferably whilst in draft form, as you then have a chance to check the proposed scoring scheme is workable and can clarify with the author of the NoR & SI any concerns you have with the scoring.

It is recommended that you read through the NoR & SI and, with a highlight pen, mark everything that you think could affect scoring and be useful for setting up your Sailwave file. For example:

- things that could require creation of special scoring codes
 - discard profile
 - number of races in qualifying series and final series
 - is there a medal race
 - scoring penalties defined in NoR and / or SI
 - the official name of the regatta / event
 - official images of championship / regatta and host venue
 - sponsor(s) logos
-

For more complex regattas, such as Optimist Championships & 29er Championships, which use flights, get a copy of previous year's results, Notice of Race [NoR] & Sailing Instructions [SI]; they are all usually available via the Internet. Setup and re-score the regatta, make sure your results match the published results. This may be difficult as the initial flight allocations and the subsequent daily flight allocations may not be known, but sometimes they will have been published on the event web site.

Never assume, NoR & SI are the same as the previous edition for the event. Verify that they have not included any additional prizes or scoring requirements in the NoR and/or SI. You need to understand how to score the regatta and the results that are needed to determine the prize winners.

For Class Championships, review the Class Rules / Championship Rules and make sure that there are no special scoring rules of which you need to be aware. For example, the Laser Class in North America has a handicap system for Master events that requires special setup of the regatta.

For special prizes, review the eligibility rules and how to determine the winner. A regatta may have a prize for the best Master; how do you determine eligibility and how do you determine the winner. These all may be documented in Class Rules / Championship Rules and not in NoR and/or SI.

Sailwave has built-in functionality for determining prize winners and this will be outlined later in this document, together with an external utility that has a bit more flexibility.

BASIC SCORING STEPS

At its simplest scoring a series / event / regatta is comprised of six steps as follows:

1. Setting up the series
2. Registering Competitors in the series
 - a. Printing out the Race Committee forms
3. Entering Race Results
 - a. Entering the boat's finishing time or position
 - b. Handling a dead heat – see FAQ How do I enter dead heat?
 - c. Correcting a boat's finish position
 - d. Starting Penalties (OCS, ZPF, BFD, UFD)
 - e. Entering boats not in finishing list (DNS, DNF, TLE²)

Note - Sailwave will automatically score a boat DNC when the series is scored if it does not have finish position, finish time or scoring code already entered.

Note – the race team cannot score a boat DSQ only a Jury / Protest Committee can.
4. Scoring the Regatta
5. Entering other scoring changes

² TLE (Time Limit Expired) is not an RRS scoring abbreviation and must be defined in the Notice of Race or Sailing Instructions. Any code that is not defined in RRS Appendix A must be defined in the NoR and/or SI.

- a. Scoring Penalties (SCP, RET, Safety tally penalties³)
 - b. Arbitration or Exoneration penalties are also known as Post Race Penalties
 - c. Entering the results of a Protest / Jury decision that means a scoring change, this includes standard penalties posted on the ONB for things like measurement penalties following post-race equipment inspection, not sailing with event required advertising in place *etc.*
6. Publishing, Printing and Posting the Results
- a. Publish the results to the defaults web browser, website, Sailwave web site, locally installed application
 - b. Print the results for the Notice Board **from the web page of the results posted to the web site** [*This is the safest option as International Juries have in the past picked up when published results have a date & time as part of the header, that there have been differences between results published on web site and posted on Official Notice Board [ONB]. So, their question is - which is correct?*]

³ Is a tally penalty to be applied to a race or is it to be added to the competitors Net points? If the latter Sailwave has a field called Penalties for holding the total of all penalties to be added to a competitors Net points. The value in this field cannot be discarded unlike possibly penalties applied to a race. The value in this field has to be kept correct manually.

INSTALLING SAILWAVE

Before installing Sailwave please remember that it is free to use subject to:



Sailwave is installed on a Microsoft Windows system like any other software, *i.e.* after downloading the **install** file from the Sailwave web site, double click the file named something like sw_2_28_2.exe and follow the on-screen prompts. Where the digits represent the version of Sailwave. The example used was the file name when this document was written and the latest release at that time. For reference Sailwave installs files in the following locations by default: -

C:\Program Files (x86)\Sailwave or C:\Program Files\Sailwave for 64-bit & 32-bit systems respectively

C:\Users\Public\Public Documents\Sailwave

The install process puts two icons on your desktop; one is a link labelled Sailwave to start Sailwave and the other labelled Sailwave Data is a link to the C:\Users\Public\Public Documents\Sailwave.

Quite often, updated releases of Sailwave are made available for download as Beta releases in executable form only. The file needs to be download and then copied into the Sailwave folder, followed by renaming sailwave.exe in this folder to something else. A good way is to add the release number between sailwave and .exe; for example, sailwave2-28-2.exe. This will allow you to easily revert by renaming back to sailwave.exe. The file you just copied into the folder now needs to be renamed to sailwave.exe.

Sailwave v2-25-4beta and newer will automatically install native language translations when installed on a Microsoft Windows system where the locale is Italian or German. The

Italian version has the Italian Federation logo FIV. If you want Sailwave to run in the default language of English then visit <https://www.sailwave.com/locale-library> for instructions on how to do this after installing Sailwave.

These are the only languages which have been done so far. It is possible to translate Sailwave from the default language English to another language, details are available on the web site at the link <https://www.sailwave.com/locale-library>. Other language translation contributions will be welcomed.

For information, Sailwave stores the series/event data in a file with an extension of BLW, for example 'My Series.BLW'. If help with the way Sailwave is working for your event/series is wanted, then this file can be sent as an attachment to more experienced users who can then see how the event has been set-up. This together with an explanation of the issue being experienced will allow more experienced members to help resolve the problem. It is also helpful to know what operating system is being used to run Sailwave and the version of Sailwave being used.

Note – there is implied consent from the competitor(s) for information/data they supply to be used for scoring. But passing that information/data to others may be a problem. The posting of a Sailwave .BLW file containing competitor information/data on the Sailwave User Group (SUG) forum, may be in breach of data protection laws, such as General Data Protection Regulations (GDPR) in the EU.

If TeamViewer is installed this can cause problems for Sailwave. There is a file in the first location called Teamviewerfix.EXE, which should fix any problem for Sailwave caused by having TeamViewer installed. Double-click to run. Teamviewerfix is run when you install Sailwave so it should normally only cause a problem if you install TeamViewer after installing Sailwave. If this is the case run the Teamviewerfix.exe

SAILWAVE INTRODUCTION

The following image shows what Sailwave looks like on your computer screen when first opened.



Figure 1: This image shows Sailwave without any series / event / regatta file open

Two areas are highlighted in the image to help with terminology throughout the rest of this document. The highlighted area starting with the word 'File' is referenced as the *Menu Bar* and the other area highlighted surrounding icons and white boxes is referenced as the *Icon Bars*. Only four

of the icons on the *Icon Bars* are active when a Sailwave file is open; the first 3 icons  and the last icon  on the first bar/row of icons.

When you start Sailwave without opening a scoring file, the version number of Sailwave is shown in the title bar of the window. When you open a Sailwave scoring file this will change to the full path to the location of the file that has been opened.

It is important to understand some basic concepts that are used in Sailwave. If you don't understand the terminology it is easy to get confused.

TERMINOLOGY

Fleet – A group of boats that will sail and be scored together, they can be a one design class, or different boats using a handicap or rating system. Portsmouth, PHRF, or IRC would be a fleet made up of several different classes of boats using a handicap or rating system. *Note - in yacht racing this is frequently called a Division or Class or Group.*

Class – The type of boat all carrying the same class insignia per RRS G1.1(a). Examples are Farr 40, 49er, 470, 420, Laser Standard, etc.

Division – Generally used to further divide fleets. For example, Olympic 470 Men & Women often sail in a combined fleet, and are scored combined, with the division indicating Men and Women.

Note - in yacht racing this is frequently called a Group or Class.

Flights – A flight is a competitor attribute that can change on a per race basis. It is most commonly used in very large dinghy regattas where the fleet size makes a single mass start difficult. The entry list is divided into flights in accordance with RRS Appendix LE Addendum C qualifying series⁴. The initial flight allocation is usually determined by the organising authority.

Frequently NoR & SI use the term fleet for a flight. If you do have any influence on the wording of NoR and/or SI's then ask for the use of flight and fleet appropriately. The term Flight should be used in Qualifying Series and the term Fleet used in Final Series.

PUBLISHING NOT PRINTING

Sailwave does not support printing directly, this was a deliberate design choice by the original developer and has not changed.

Sailwave *publishes* information in HTML format, the language of web pages that are displayed in web browsers such as Firefox, Chrome, Safari, Microsoft IE/Edge. The HTML format can be *published* to a selection of destinations the default being, the default web browser on the system on which Sailwave is being used. Other destinations are: -

- A file on my computer/network
- A website using FTP [File Transfer Protocol]
- The Sailwave website results folder
- A new post on a Blog
- An email – send now [must be on-line]
- An email – use your email client
- An installed application [for example word processor or spreadsheet]
- My default web page editor

To **print** the information *published* by Sailwave, use is made of the printing option in the web browser or application published to, used to display the output from Sailwave. Microsoft Windows 10 includes a print option to create a PDF file.

When publishing, please remember that what is shown on the screen is pretty much what is published, including the order the data is listed on the screen, therefore it is a very good idea to Re-score Series before publishing overall results. Sailwave will warn you if the results

⁴ Appendix LE is available for download from the WS website https://www.sailing.org/raceofficials/international-raceofficer/document_library.php at the time of writing this document.

have been modified since they were last scored although it doesn't enforce it so you have the option to modify them after scoring.

SAVING SAILWAVE FILES

It is very important to save your file regularly as Sailwave does not have an auto-save option/functionality.

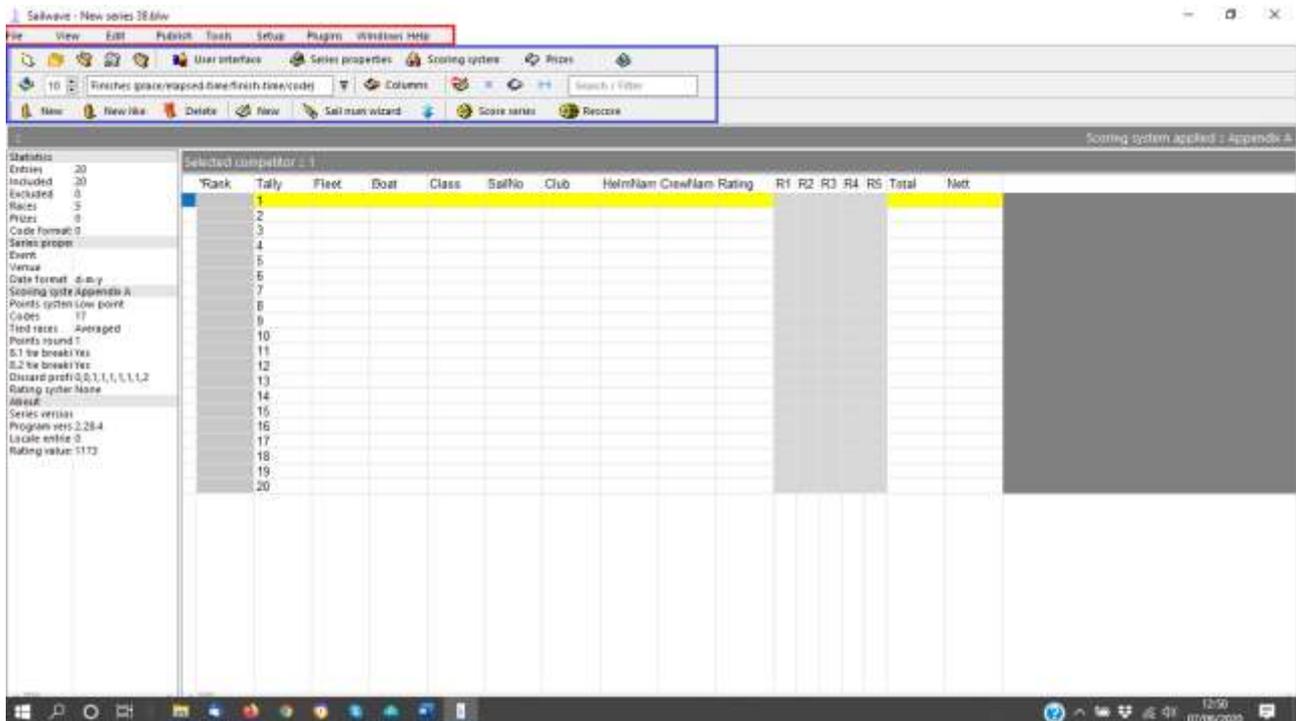
It is very useful if a cloud storage location is used for storing files, because most of them keep more than one copy of your file, a revision history. You can then go back to a previous version if something disastrous happens.

Sailwave

FIRST SAILWAVE FILE

When a Sailwave file is open the interface looks very like a spreadsheet but looks can be deceiving.

Sailwave does not work in the same way as a spreadsheet.



What will be referred to as the *Menu Bar* is outlined in RED in the above screen capture image.

What will be referred to as the *Icon Bars* are outlined in BLUE in the above screen capture image.

Usually you would create a series by opening an existing series and using the *File | Save As* from *Menu Bar* to save it with a new name, or to use the *File | New Series Using One of Your Series as a Proforma* from *Menu Bar* that allow you to create a new series based on one of your existing series.

However, to create your first Sailwave file you need to open Sailwave and then select *File / New series* option on the *Menu Bar*. As an alternative you can click the first icon, , on the first of the *Icon Bars*.

You will be prompted for an initial number of races and competitors; just accept the defaults as the numbers of both can be increased easily.

Having used the *File | New* from *Menu Bar*, the approach to setting up your new series would be something like this: -

Setup | User interface from *Menu Bar* to unhide any features you wish to use

Setup | Series Properties from *Menu Bar* to configure general series properties

Setup | ScoringSystems from *Menu Bar* to create and configure the scoring systems appropriate to your SI

If necessary, set-up the fleets from the fleets tab of the scoring system. You only need to do this if, for example, the rating system is different for one or more of the fleets.

Enter your competitors using the *Edit | New Competitor* from *Menu Bar*, you can also import your competitors from a csv file – see later for how to do so

Create your races using the *Edit | New Race* from *Menu Bar*

Edit your races using the *Edit | Race* from *Menu Bar* and add starts as appropriate

These actions can be done in any order, Sailwave does not require you to follow any particular procedure when setting up a series.

When you add a new race Sailwave will copy the starts from the previous race, so if all your races have the same starts it can be quicker to create race 1 and it's starts, then create the other races; although you can copy starts from a race to any other selection of races, so there's not much in it.

You will also find that there are keyboard shortcuts and buttons on the Toolbar for many of the menu's identified above. You will gradually find your own preferred way to go about setting up a series.

Use *Setup | Global Options* from *Menu Bar* for series independent options that apply to all series.

When a new Sailwave file is initially created it will be in a default configuration to hide the more complex functionality that is available. The default configuration is for single class/fleet event with no handicapping.

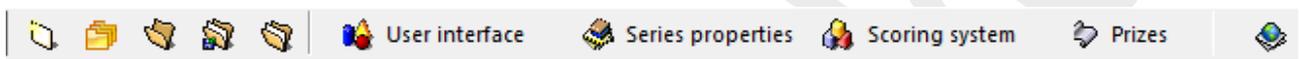
NAVIGATING SAILWAVE

Sailwave like many other pieces of software frequently provides more than one way of accessing something be that a keyboard shortcut like Ctrl+s, File Save from menu or clicking on an icon. In this section where there are alternative ways of access something it will be shown.

Note – if you hover the mouse over an icon or data entry box, usually a small information box will appear with more explanation on what the clicking the icon does or what the data entry box is expecting. This applies throughout Sailwave.

FILE MENU

The second of the *Icon Bars* has five icons at the start of the bar that replicate some of options on this menu.



NEW SERIES

There is no keyboard shortcut for this option.

Create a brand new Sailwave file with the default scoring setup of RRS Appendix A place finishes, so suitable for single class series. You can also use the icon first icon  on the first of the *Icon Bars*.

NEW SERIES USING STANDARD SAILWAVE PROFORMA

This is no longer an option and will be deleted at some point.

NEW SERIES USING ONE OF YOUR SAILWAVE SERIES AS A PROFORMA

There is no keyboard shortcut for this option.

You can use this option to open an existing Sailwave file that you have created that has the setup you require for a new file.

When you use this option the *File | Save Menu Bar* option and the Save icon  on the first of the *Icon Bars* will be greyed out, this is to force you to give the file a new name and stop you from unintentionally overwriting the original file.

OPEN SERIES

There is no keyboard shortcut for this option.

Selecting this option or the Open icon  on the first of the *Icon Bars*, will open the normal Windows file explorer window. You can use this to navigate to the folder containing the file you want to open, then select in the useful Windows way. The file will then be opened in Sailwave ready for you to work on.

OPEN A RECENT SERIES

There is no keyboard shortcut for this option.

Selecting this option or the  icon on the first of the *Icon Bars*, will pop-up a window with two tabs Series & Folders. The Series tab lists the most recently opened Sailwave files. The Folders tab shows a list of folders most recently visited from Sailwave. You can delete entries in both tabs or clear the lists completely. They will be refreshed as you open Sailwave files or navigate to folders.

CLOSE SERIES

There is no keyboard shortcut for this option.

This option or the icon  on the first of the *Icon Bars* closes the Sailwave file you are currently working on. If Sailwave thinks it needs saving you will be asked if you want to save or continue without saving.

SAVE SERIES

This option or the alternatives of using Ctrl+s or clicking the icon  on the first of the *Icon Bars* will save the file you are currently working on.

It is very important to save your file regularly as Sailwave does not have an auto-save option/functionality.

SAVE SERIES AS

There is no icon or keyboard shortcut available.

Use this option to save the file you are currently working with a new name.

List of up to last 10 Sailwave files opened appears between these two options.

SAVE AS XML

There is no icon or keyboard shortcut available.

This option will save the data as shown on the screen in a standard format called XML (eXtensible Markup Language). Saving in this format allows for exchange of the data held in Sailwave in a format other systems and/or other applications can use.

The following is from W3C website https://www.w3schools.com/xmL/xml_whatIs.asp: -

XML is a software- and hardware-independent tool for storing and transporting data.

XML Simplifies Things

It simplifies data sharing

It simplifies data transport

It simplifies platform changes

It simplifies data availability

Many computer systems contain data in incompatible formats. Exchanging data between incompatible systems (or upgraded systems) is a time-consuming task for web developers. Large amounts of data must be converted, and incompatible data is often lost.

XML stores data in plain text format. This provides a software- and hardware-independent way of storing, transporting, and sharing data.

XML also makes it easier to expand or upgrade to new operating systems, new applications, or new browsers, without losing data.

With XML, data can be available to all kinds of "reading machines" like people, computers, voice machines, news feeds, etc.

SAVE AS JSON

There is no icon or keyboard shortcut available.

This option will save the data as shown on the screen in a standard format called JSON (JavaScript Object Notation). Saving in this format allows for exchange of the data held in Sailwave in a format other systems and/or other applications can use.

The following is from https://www.w3schools.com/whatis/whatis_json.asp: -

JSON is a lightweight format for storing and transporting data

JSON is often used when data is sent from a server to a web page

JSON is "self-describing" and easy to understand

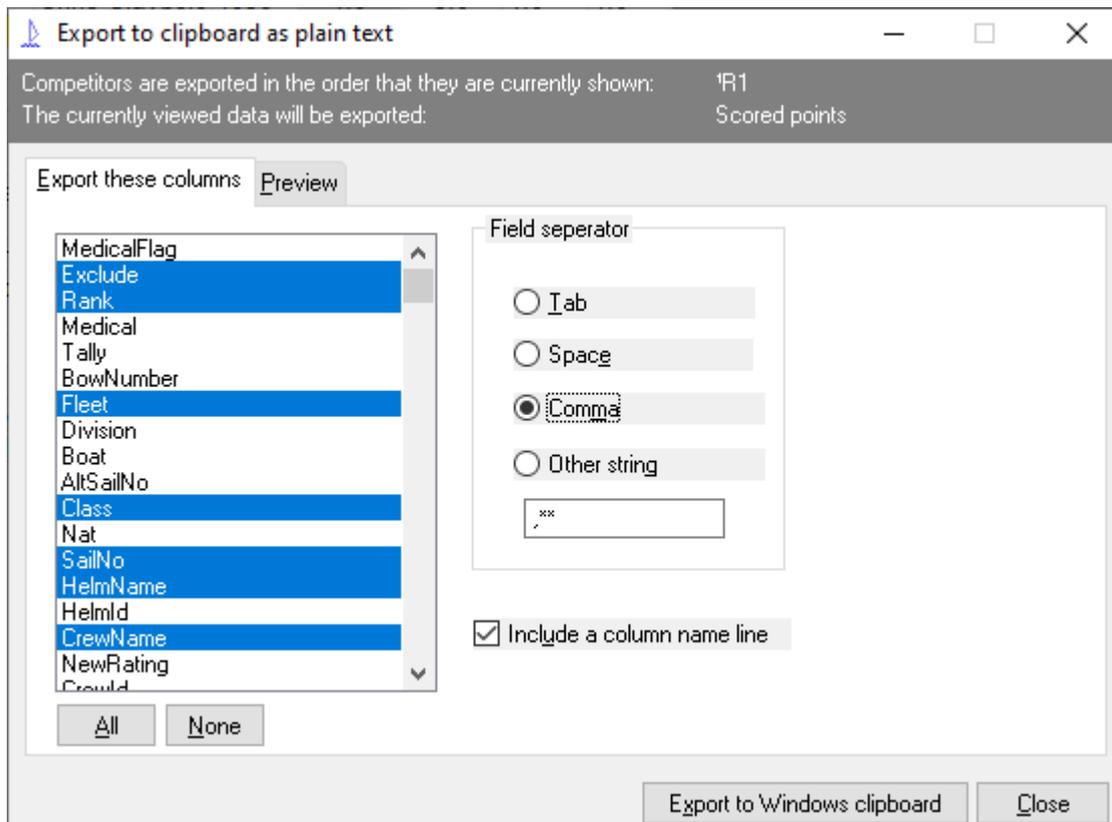
MERGE IN ANOTHER SAILWAVE SERIES

There is no icon or keyboard shortcut available.

This option allows you to merge two Sailwave files together to create a longer series. Using this facility will allow you to score weekend set of races and then merge/add them into another Sailwave file as part of a season long series.

EXPORT SERIES SUMMARY TO WINDOWS CLIPBOARD

There is no icon or keyboard shortcut available.



This facility allows you to export the main series view, in the current sort order and current “show results cells” format to the Windows clipboard from where it can be pasted into other applications.

By default, the columns showing in the Sailwave window are selected, these are highlighted in the pop-up window. To remove a selected column click it and to add a column that is not selected/highlighted click it.

You can preview the data that will be exported by clicking the *Preview* tab. The other settings hopefully explain themselves.

Microsoft Excel (and other spreadsheets) is especially useful to export to in this respect - clicking on a cell in Excel and then selecting Edit+Paste or Ctrl+v will paste the results column by column and row by row into the sheet; enabling you to quickly generate custom reports like tally number lists etc.

IMPORT COMPETITORS FROM A SAILWAVE FILE

There is no icon or keyboard shortcut available.

This option allows you to import competitors from another Sailwave file and is documented later under Competitor Data Entry.

IMPORT SERIES FROM A CSV

There is no icon or keyboard shortcut available.

This option would allow you to import a series from a different scoring program or spreadsheet, such as Microsoft Excel, used before Sailwave was available, that is able to save/export the results of a series to a CSV file.

Another use could be getting historical results, from before electronic storage of results, into Sailwave by others entering the historical results into a spreadsheet for you and then you import into Sailwave.

IMPORT COMPETITORS FROM A CSV

There is no icon or keyboard shortcut available.

This option allows you to import competitors from a CSV created typically using a spreadsheet which has been populated from an online entry system or club membership database. This is documented later under Competitor Data Entry.

IMPORT RESULTS FROM A CSV

There is no icon or keyboard shortcut available.

This option allows the import of race results from a CSV file. There are applications available for Android tablets/smartphones and Apple iPad/iPhone that will allow finish position/time data entry. They are in most cases able to generate a CSV file compatible with Sailwave for data import. There are PC based solutions available as well.

See “How to import results from CSV?” in FAQ section.

IMPORT SAIL NUMBERS FROM A CSV

There is no icon or keyboard shortcut available.

This option is a simpler way of importing race results for place finishes. The CSV file structure is simplified compared to the format required for *Import Results from CSV*. Each line of the CSV consists of a sail number and optional code and notes; -

123456, optional scoring code, optional notes

There is no need for column headers. However, note the import will fail at the first unrecognized sail number. It also expects full sail numbers so no last 4-digit Laser sail numbers.

See “How to import results from CSV?” in FAQ section.

EXIT

There is no icon shortcut available but the windows standard of Alt F4 will also close Sailwave.

This option allows you exit Sailwave. The alternative way to exit Sailwave is the normal Windows option of clicking the window close button. Whichever option is used, if the Sailwave file has not been saved you will be asked if you want to save or continue without saving the file.

VIEW MENU

The view menu options are only available once a Sailwave file has been opened. The third of the *Icon Bars* has icons that replicate some of the options on this menu.



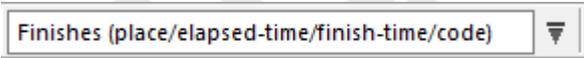
FONT

There is no keyboard shortcut available.

This option allows you to change the font and some font characteristics used to display the data in the Sailwave grid. The Font window can also be opened using the first icon  on the second of the *Icon Bars*. The font size can be increased or decreased using the quick access box next to the icon.

SHOW RESULTS CELLS AS

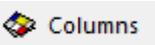
Keyboard shortcut is pressing function key F6

This option can also be accessed using the F6 function key or selecting the view required using the drop-down list box  on the second of the *Icon Bars*.

The use of the options available changes the information displayed in the results grid area. After scoring series the results grid shows the scored points for each competitor in each race.

COLUMNS

There is no keyboard shortcut.

This option or clicking Columns icon  on the third of the *Icon Bars* opens a window listing the columns / fields available in Sailwave.

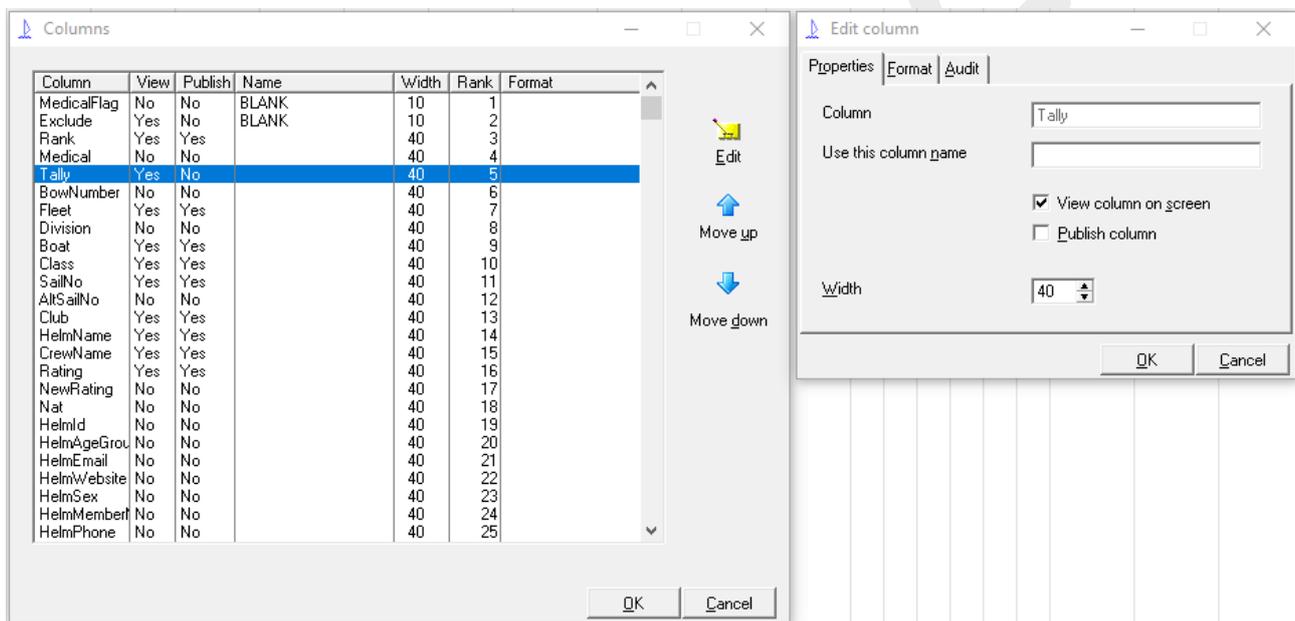
Many pieces of different data can be stored for a competitor in Sailwave, there are over 200 different 'fields' available. By default, only a sub-set of the 200+ are available for storing data. To gain access to the full set, *Extra competitor fields in Edit+Competitor* must be selected in *Setup | User interface Menu Bar* option. The full list of fields can be seen at <https://www.sailwave.com/field-names>.

Each field has default name, but this can be changed by giving an alternative name that is more meaningful for the data being stored in that field. Effectively you can use any field to store the data

you want, but there are some fields it is recommended you only store the data that is intended to be stored in that field, examples are: HelmID, CrewID [both labelled ISAF ID in competitor window tab], Nat, Rating, Flight.

The displayed order of fields/columns on the screen can be changed by selecting the column you want to move and then clicking the up or down arrow as appropriate. Unfortunately, there is no drag and drop for re-ordering, the up or down arrow button must be clicked one or more times to re-position the column/field in the list.

By double-clicking a column/field name in the list or single-clicking and then clicking *Edit* button, settings of the column/field can be changed. You can also right click to modify the view and publish options.



Each column can be independently set to appear (viewed) on the screen or be *Published*.

HIDE UNSAILED RACES

There is no keyboard shortcut for this option.

This option or clicking the icon  on the second of the *Icon Bars* hides un-sailed races, *i.e.* races where no competitors at all have a result entered. Click on icon again and un-sailed races reappear.

HIDE EXCLUDED COMPETITORS

There is no keyboard shortcut for this option.

This option or clicking the icon  on the second of the *Icon Bars* hides competitors marked as excluded. Click again to reverse the action.

To mark a competitor as excluded, double-click in the column to the left of the Rank column if it has not been hidden, it has no column header name. If the column has been hidden, double-click the appropriate competitor and check the Exclude box top right of *Entry* tab in *Edit competitor* window. It is also possible to bulk set the exclude field using the *Set competitor field* on the Tools menu. Additionally, you could use the *Mark all un-sailed competitors excluded* option on the Edit menu.

Excluded competitors are not part of scoring the series, *i.e.* they do not get counted as part of the number of competitors for calculating DNF, DNF *etc.* points.

By creating a CSV file of competitors and importing them; if they are then all marked excluded, as you select competitors in the Sail Number Wizard they will be automatically included. The check box in the Sail Number Wizard has to be checked for this to happen.

HIDE DISCARD FORMATTING

There is no keyboard shortcut for this option.

This option or clicking the icon  on the second of the *Icon Bars* hides the discard formatting, which by default brackets the discard result between (). Click the icon again to reverse the action.

HIDE PROPERTY BAR

There is no keyboard shortcut available.

This option or clicking the icon  on the second of the *Icon Bars* hides the *Property* bar, this appears to the left of the competitor/results grid. Click the icon again to reverse the action.

When the *Property* bar is shown you can quickly go to the *Series properties* window by double-clicking *Series properties* in the *Property* bar. Double-clicking *Scoring system* will open the *Scoring system* window. The opening of these windows allows you to edit the information as appropriate.

Statistics	
Entries	175
Included	175
Excluded	0
Races	9
Prizes	0
Code format	0
Series properties	
Event	29er World Championship 2019
Venue	Gdynia, Poland, 26th July to 3rd August
Date format	y-m-d
Scoring system	
Scoring system	Appendix A
Scoring by	Fleet
Points system	Low point
Codes	19
Tied races	Averaged
Split starts	Yes
Points round	1
8.1 tie breaker	Yes
8.2 tie breaker	Yes
Discard profile	0,0,0,0,1,1,1,1,1,1,1,1,1,1,1,1
Rating system	None
About	
Series version	2.28.1
Program version	2.28.4
Locale	en
Rating value	1173

SHOW PROPERTY BAR AS A TREE

There is no keyboard shortcut available.

[-] Statistics
Entries 175
Included 175
Excluded 0
Races 9
Prizes 0
Code format 0
[-] Series properties
Event 29er World Championship 2019
Venue Gdynia, Poland, 26th July to 3rd August
Date format y-m-d
[-] Scoring system
Scoring system Appendix A
Scoring by Fleet
Points system Low point
Codes 19
Tied races Averaged
Split starts Yes
Points round 1
8.1 tie breaker Yes
8.2 tie breaker Yes
Discard profile 0,0,0,0,1,1,1,1,1,1,1,1,1,1,1,1
Rating system None
[-] About
Series version 2.28.1
Program version 2.28.4
Locale en
Rating value 1173

This option shows the property bar as tree, which more clearly shows the separate property areas. The results of a double-click on the *Series properties* or *Scoring system* will be the opening the respective window for you to edit information as appropriate.

REFRESH PUBLISH MENU

There is no keyboard shortcut available.

This option does what it says, if you have added a new template using this option will refresh the *Publish* menu and add in your new template.

REFRESH SCREEN

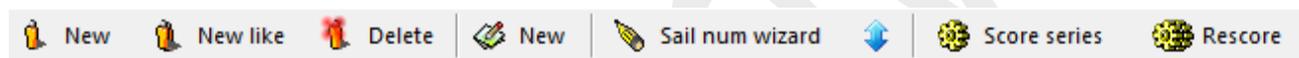
There is a keyboard shortcut it is function key F5.

The functionality of this option needs to be researched and the documentation updated.

EDIT MENU

The edit menu options are only available once a Sailwave file has been opened.

Some of the options on this menu are available on the third of the *Icon Bars*, these being the first four icons.



CUT CELL

Keyboard shortcut is Ctrl+x

Cut the contents from the cell in question to the Windows clipboard. **Note** - there is no undo capability in Sailwave so use with care.

COPY CELL

Keyboard shortcut is Ctrl+c.

Copy the contents from the cell in question to the Windows clipboard.

PASTE CELL

Keyboard shortcut is Ctrl+v.

Paste the contents of the Windows clipboard into the selected cell. **Note** - there is no undo capability in Sailwave so use with care.

EDIT CELL

Keyboard shortcut is the ENTER key – for compatibility with Excel you can also use the F2 key.

You can edit the contents of a competitor cell by selecting the cell and then pressing the ENTER key or by selecting this option. A small window will appear allowing you to edit the contents of the selected cell.

Note – double-clicking a competitor cell in Sailwave v 2-19-4 or newer, will open the *Edit Competitor* window with the cell double-clicked highlighted ready for editing.

Note – right-click in a competitor cell pops up a small window which will allow you to select the above options as well.

EDIT COMPETITOR

There is no keyboard or icon shortcut available.

Selecting this option opens the *Edit Competitor* window where you can edit the many fields of competitor information.

Note – double-clicking a competitor cell in Sailwave v2-19-4 or newer, will open the *Edit Competitor* window with the cell double-clicked highlighted ready for editing.

NEW COMPETITOR

The keyboard shortcut is Ctrl+n.

This option, or clicking the icon  , creates a new blank competitor where you must fill in all the appropriate information.

NEW COMPETITOR (LIKE SELECTED)

The keyboard shortcut is Ctrl+SHIFT+n.

This option, or clicking the icon  , creates a new competitor by copying the currently highlighted competitor where you modify the appropriate fields for the new competitor. For example, in a single class series; the sail number, helm, crew and club leaving all other information the same. Remember to change Helm & Crew sex if this is recorded as well!

DELETE COMPETITORS

There is no keyboard shortcut.

This option, or clicking the icon  , allows the selection of competitors to delete from the Sailwave file.

Competitors are selected by clicking on those you want to delete. **Be careful** as the first competitor is always highlighted and you may not want them deleted! Unfortunately, there is no bulk select option other than all competitors, you must click on each and every competitor you want to delete.

Hint from Jon Eskdale - An efficient way of deleting multiple competitors is to mark them as excluded and then as long as the display of excluded competitors is enabled there is an option to delete excluded competitors. You can use the Tools – set competitor field to set the excluded for bulk operations. More information in Tips & Tricks later in this document.

EDIT RACE

There is no keyboard or icon shortcut.

Selecting this option opens the *Edit Race* window where you can configure or make changes to the selected race. You can also access the *Edit Race* window by right-clicking the appropriate race column header and selecting *Edit race* from the pop-out menu. Setting of the options in the *Edit race* window is documented in the *Edit race* sub-section of *Entering Race* results later in this document.

NEW RACE

There is no keyboard or icon shortcut.

This option, or clicking  on the third *Icon Bars*, creates a new race or races depending on the number you enter or select in the window that pops-up.

DELETE RACES

There is no keyboard or icon shortcut.

This option allows you to delete a race or races. To select the race or races click on the ones you want to delete. You also have some more bulk options available from the drop-down list below Select races, which by default shows “By hand”.

Note - there is no undo capability in Sailwave so use with care.

MOVE RACE LEFT

There is no keyboard or icon shortcut.

Before you can use this option, you need to click in a cell in the race you want to move; not a race column header but if you do a message window pops up giving you guidance. Then select this option to move the race chosen one place to the left. For example, if you want R7 to become R6, then click in a race cell for R7 then select this option.

Note – if you want to move the new R6 to the left then you will need to click in what is now the R6 cell.

MOVE RACE RIGHT

There is no keyboard or icon shortcut.

Before you can use this option, you need to click in a cell in the race you want to move; not a race column header but if you do a message window pops up giving you guidance. Then select this option to move the race chosen one place to the right. For example, if you want R6 to become R7, then click in a race cell for R6 then select this option.

Note – if you want to move the new R7 to the right again then you will need to click in what is now the R7 cell.

MARK ALL SAILED COMPETITORS INCLUDED

There is no keyboard or icon shortcut.

Selection of this option allows the bulk setting of all sailed competitors be included in the series.

MARK ALL UNSAILED COMPETITORS AS EXCLUDED

There is no keyboard or icon shortcut.

Selection of this option allows the bulk setting of all competitors who have not sailed in the series to be excluded from the series. The competitor information is still within the Sailwave file for record purposes.

Marking un-sailed competitors as excluded will alter the DNC points by not including them in the count for points. These competitors may have been imported from another Sailwave series and are not racing in this series or from a membership system but they are just social sailors not involved in racing.

EDIT RESULTS

There is no keyboard or icon shortcut.

Before selecting this menu option, you need to click in the appropriate race cell of the competitor whose result you want to change. The *Edit race result* window will then appear for you to make the appropriate changes.

There is a quicker way of getting into the *Edit race result* window, right-click the race cell you want to edit and select *Edit result* from the menu that appears, or simply double click the cell, or select the cell and press enter.

CLEAR RESULTS

There is no keyboard or icon shortcut.

This does exactly what it says. This option allows you clear race results in bulk for selected or all competitors and selected or all races. Use with care to avoid having to possibly re-enter a lot of race results.

Recommended that you save a copy of the file before using this option.

The options that are available when this window opens should be obvious apart from selecting individual competitors. Individual competitors are selected by clicking individually those who are to have their results cleared. There is no option to quickly select a range of competitors.

Hint from Jon Eskdale - An efficient way of deleting results for multiple competitors is to mark them as excluded and then as long as the view of excluded competitors is enabled there is an option to delete results of excluded competitors. You can use the Tools – set competitor field to set the excluded column for bulk operations. More information in Tips & Tricks later in this document.

PUBLISH MENU

The following list of publishing options (templates) are those installed by default in the Templates sub-folder of the Sailwave install directory, which by default is C:\Programs (x86)\Sailwave on 64-bit systems or C:\Programs\Sailwave on 32-bit systems.

A template, as part of the publishing process, includes the style you choose in the second window of the publishing process, which is 'Blue Blocks' by default. Sailwave includes 26 styles, which give you a range of different look & feel to the published output. You can use a style as a starter for creating your own that more closely reflects your club, class or event website.

When one of the publishing options is selected the first of a series of windows will appear. The contents of the windows may be different for each option. For each option the final window will be style and destination selection window.

More advanced publishing ideas are included in the Advanced Publishing section.

RESULTS

The keyboard shortcut is Ctrl+p.

This is the default results publishing template. Any event or club burgee, which are located in an Internet accessible location specified on the Series properties window, will be published at the top left and to right respectively of the information. **Note** – unless steps have been taken to limit the size of the burgee(s) they will be published at full size! Not what you want if they are large. See FAQ for more information on including & publishing your burgees.

Note – all the other templates, except ResultsV2, use the same header layout as this template.

RESULTSV2

This result publishing template overcomes the problem of overlarge club and/or event burgees by including code to set them to a maximum height of 100pixels. This template also makes the header published a one row table with three columns; in the first column is the event burgee, the second

column has the event name & venue name and the third column has the club burgee. This is the information entered in the Series properties window.

This template provides a balanced look to the information published as the header to the results compared to the above default results template.

RESULTS FOR A BLOG

This template publishes results in a form suitable for inclusion in a blog post.

COMPETITOR LIST

This template publishes a list of competitors in the order they are shown / displayed in the Sailwave grid. An external utility, SWCList, has more flexibility for creating competitor lists. See FAQ How do I produce competitor lists?

POPULATED SIGN ON/OFF SHEET

This is an extension to the competitor list template to include columns that competitors can sign out and sign in.

SIGN ON / OFF SHEET

This template publishes a blank grid with appropriate headed columns for competitors to fill in their own information.

RETIREMENT SHEET

This template publishes blank grid with appropriate column headers for competitors to declare they have retired from a race or races.

ALTERNATIVE PENALTY SHEET

This template publishes blank grid with appropriate column headers for competitors to declare they have completed appropriate penalty actions on the water for a race or races.

NOTICE OR NOTE PAPER

This template publishes a notice or note to the competitors using text entered as part of the publish process, so the output looks the same as all other output published by Sailwave.

You could create the notice / note in another text editor, for example Microsoft Word or Notepad, then cut & paste the text into the text box of this option.

TEAM PRIZE TABLE

This template allows you to create a team set of results based on a choice of one of four Sailwave fields; Club, Nationality, Fleet or Class - these four choices are hard coded so there is no way of using any other field to produce a team ranking set of results. Sorry.

FLIGHT ASSIGNMENTS

This publish option only appears if Addendum LE has been selected on *Setup | User interface*.

The template publishes a list of competitors according to their flight, with each flight being ordered as in the Sailwave screen grid. An external utility, SWCList, has more flexibility for creating competitor lists including flight lists. See FAQ How do I publish flight lists?

TOOLS MENU

ENTER RESULTS USING SAIL NUMBER WIZARD

The keyboard shortcut is F11.

The selection of this menu option, clicking the  icon on the third row of the *Icon Bars* or pressing the F11 function key, opens the *Sail Number Wizard* window which is documented later in the section *Entering Results*.

REARRANGE RECORDED PLACES

There is no keyboard shortcut.

This option or clicking the icon  on the third of the *Icon Bars*, allows the re-arrangement of recorded places and therefore can save one having to re-enter the finish sheet data for a race. The option only has meaning for race finishes recorded as place finishes. Re-arrange recorded places is not needed for races that are recording finish times and using a rating system.

Rearrange recorded places

Race: R2 Start: Start 1

Competitor	Old place	New place
One Metre 88 James Hadden	1	1
One Metre 84 Tim Rees	2	2
One Metre 77 Bob Pearson	3	3
One Metre 22 Jeremy Kindell	4	4
One Metre 68 Tony Owen	5	5
One Metre 64 Roger Paddey	6	6
One Metre 81 John O'Brien	7	7
One Metre 36 Bob McManus	8	8
One Metre 39 Philip Hampson	9	9
One Metre 10 Roger Threadingham	10	10

Up Down

OK Cancel

To re-arrange a recorded place for a competitor, select the required competitor and then either move to the finish position using the up/down arrows or hold down mouse button and drag to required position. When happy with the change or changes in recorded place or places, click OK.

This option is commonly used to add in last place a competitor that was not initially recorded on the finish sheets (or not entered initially into Sailwave because of an incorrect recorded sail number), and then move them up to their correct finish position.

Do not forget to save the changes and do not forget to re-score and republish the results. Happy re-arranging.

Note – beware using this tool if you have any dead heats. Using this tool will remove any dead heats, so you would have to manually edit the dead heat back into the results.

SET COMPETITOR FIELD

There is no keyboard shortcut.

This option allows the quick bulk changing of a competitor field for a selection of competitors.



You can select which competitors you want the change made to by clicking the *Select competitors* button. The field to change can be selected and then what action you want applied, either set a specific value or copy information from another field. Finally, you can select what operation you want to perform.

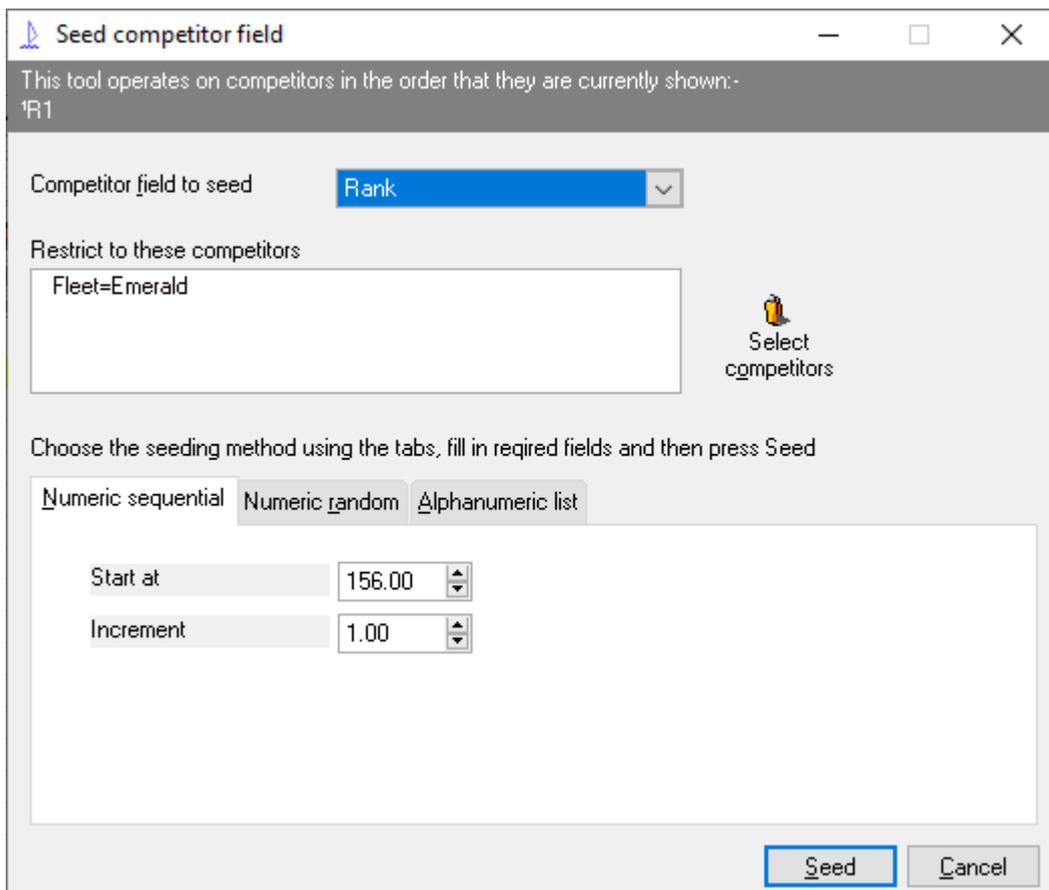
This option is used when setting the **fleets** for the F-series of an event where the competitors after a Q-series are assigned to Gold, Silver & Bronze **fleets**. It is also useful in other circumstances for the bulk 'editing' of competitor field data. More information in Tips & Tricks section.

Since Sailwave v2-25-4beta this now uses the name you supplied when renaming the columns. Previously if you renamed a column you had to remember and use the default field name. This is now all handled by the Sailwave software for you.

SEED COMPETITOR FIELD

There is no keyboard shortcut.

This allows you to set numeric sequential values, random numeric values or an alphabetic string of characters in a field of a set of competitors. More information in Tips & Tricks section.



I have used this tool to set a regatta rank across all competitors rather than the rank in Gold, Silver or Bronze fleet for example.

Since Sailwave v2-25-4beta this now uses the name you supplied when renaming the columns. Previously if you renamed a column you had to remember and use the default field name. This is now all handled by the Sailwave software for you.

ASSIGN PERSONAL HANDICAPS

There is no keyboard shortcut.

This is Sailwave implementation of progressive handicapping was implemented early in Sailwave history. Long before RYA NHC was included with its ability to use an external spreadsheet, which gives greater flexibility.

This option allows the user to create and revise personal handicaps based on previous race results. These work rather like golf handicaps in that the better a competitor performs, the less generous their handicap becomes. However, some of the most common progressive handicap/rating systems, such as RYA NHC and Irish Sailing's ECHO have their own specific calculation and revision algorithms, and have been implemented in Sailwave as specific options under the rating system tab of the Scoring System menu option. These will be described later in the section on handicap racing.

FLIGHT ASSIGNMENTS

There is no keyboard shortcut.

This only appears if the Appendix LE Addendum C has been selected in the User Interface and will be documented under Advanced Scoring later in this document.

SCORE SERIES

This menu option along with the alternative of pressing the F9 function key or clicking the

 **Score series** icon on the third row of *Icon Bars* scores the series according to the scoring rules defined under *Scoring system*.

RESCORE SERIES

This menu option along with the alternatives of pressing the Ctrl+ F9 key combination or clicking

the  **Rescore** icon on the third row of *Icon Bars* rescores the series using the scoring system that was last used.

UNSCORE SERIES

There is no icon shortcut.

This menu option along with the alternative of pressing the Alt+ F9 key combination un-scores the series.

SETUP MENU

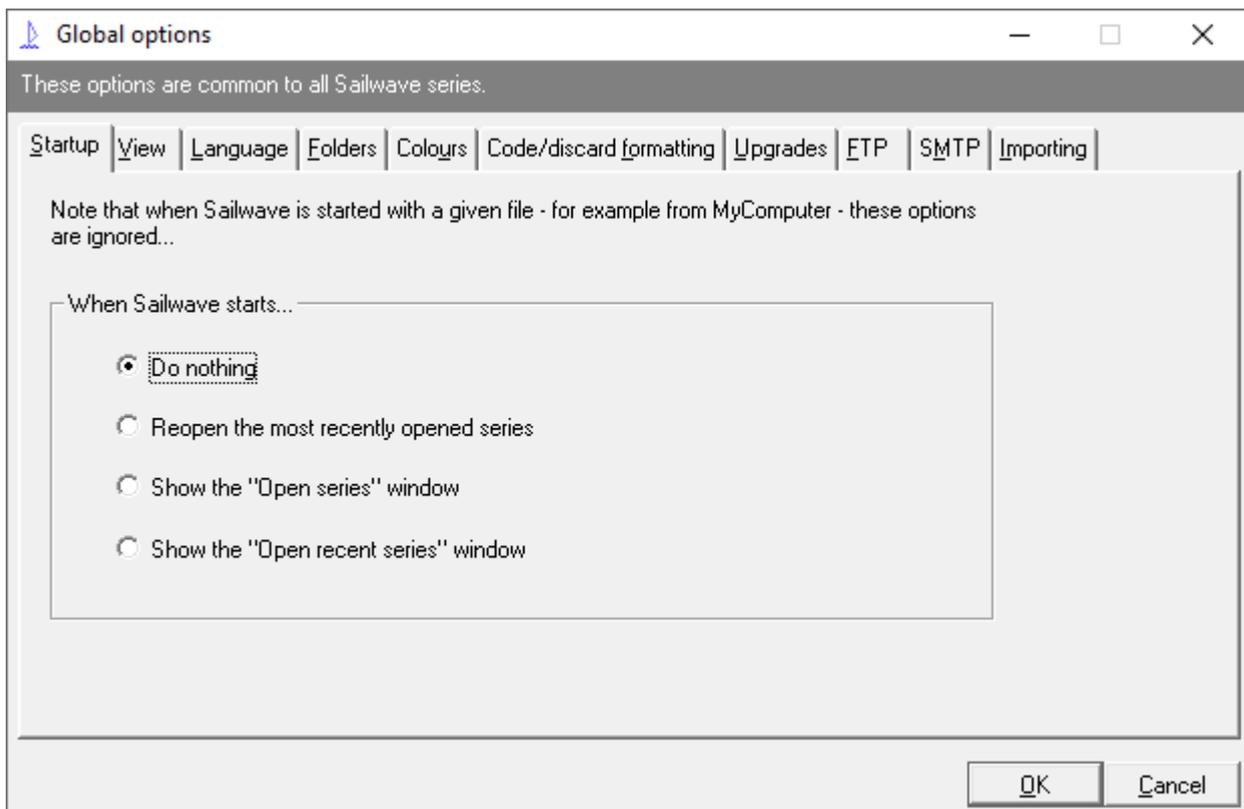
GLOBAL OPTIONS

There is no keyboard shortcut but can be accessed by clicking  on first row of *Icon Bars*.

The default settings are usually perfectly OK, but the settings will be gone through to explain what they do in case a change is appropriate to your needs.

These are settings that are tied to the machine on which Sailwave is installed and do not get transferred to another machine as part of the Sailwave .BLW file. If different systems are being used for doing results - for example, a system at the sailing club and a different system at home or even installing Sailwave on a new system - then it can be worth comparing the *Setup / Global options* settings. The usual area of difference is on set-up of the FTP tab and it might be required to have a difference for different physical locations using different ISP's.

Global options are accessed by selecting *Setup / Global options* on *Menu Bar*. When selected a window opens with ten tabs available.



Startup Tab

On the *Startup* tab you have several options available for selection, select the most appropriate for your situation.

View Tab

On the *View* tab, see next screen capture image, you can change several things about how Sailwave displays & controls information on the screen. Most of the options in this tab are self-explanatory.

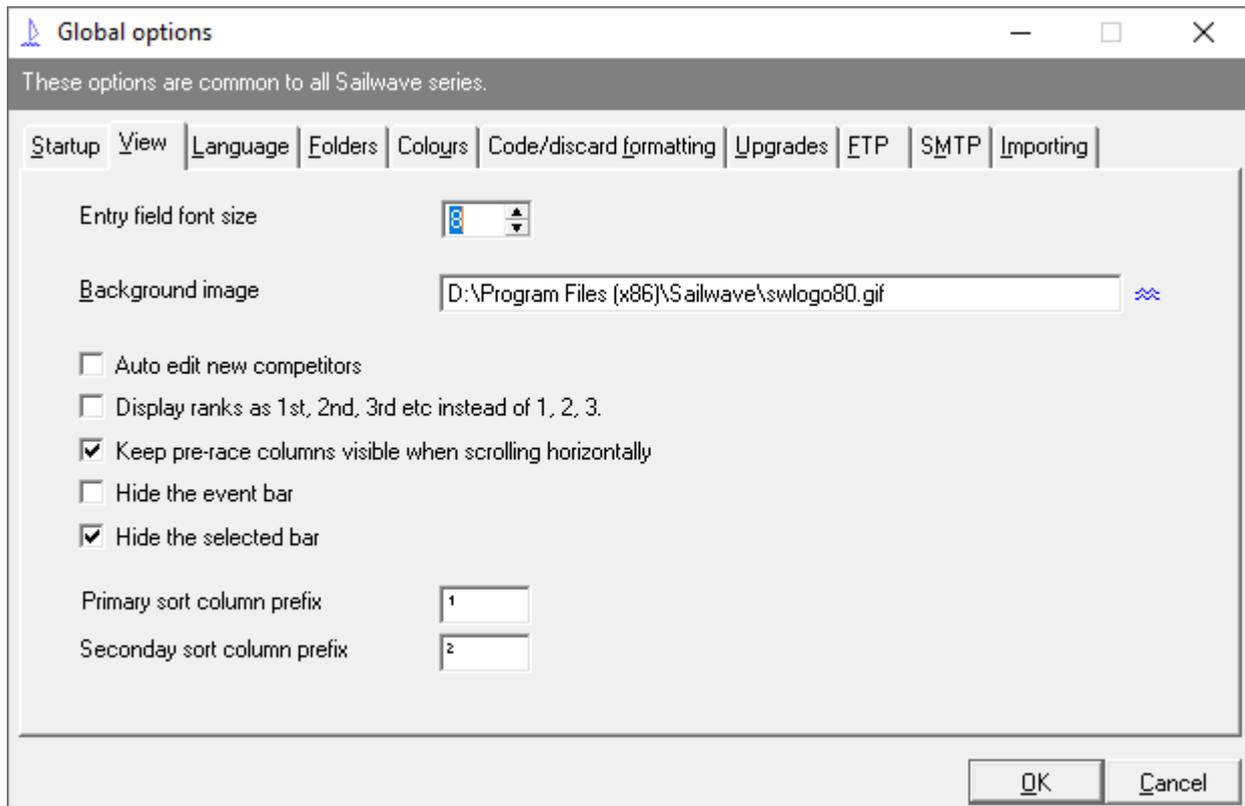
The event bar and the selected bar appear below the *Icon Bars* when not hidden. The event bar shows the information entered in the *Series information* window on left side of bar and on the right side of bar shows what scoring system is being used.

The selected bar appears across the top of the competitor and results grid and displays basic information about the currently selected competitor; by default, the currently selected competitor is highlighted in yellow.

Note – on laptops with limited screen area it is probably a good idea to hide the event & selected bar together with the property bar.

The “Keep pre-race columns visible when scrolling horizontally” on this tab when checked, means keep the competitor information columns locked and only scroll the race columns. To see race columns, on smaller screens like laptops, you may have to either make competitor columns less wide

and/or not have so many competitor columns visible on screen. Don't forget the fields can still be published.



Language Tab

The *Language* tab allows you to select a language character set appropriate to your country. It will allow the data entered by you have the appropriate accented characters. **Note** – that the user interface remains in English, but it is possible to translate the user interface to a language other than English [see Sailwave web site for details at <https://www.sailwave.com/how-do-i-create-and-use-locales>].

Folders Tab

The paths set on this tab are the locations of files that Sailwave uses during its use.

If you are scoring using different PC's, e.g. one at the club and another at home, you could consider using cloud storage [Dropbox, pCloud, Google Drive & Microsoft OneDrive are examples] for the location of Ratings, Templates, Style & Script folders. You will then be able to have the same files from these folders, especially if you have modified any of them, available on both PC systems by setting the paths appropriately on the Folders tab of Global options.

Note – Dropbox free version now only allows for three devices to be connected to the same account, unless they were connected prior to a certain date.

The default path locations are sub-folders of C:\Users\Public\Documents\Sailwave

Colours Tab

The colours used to highlight the selected competitor, the first sort column and the second sort column can be set on this tab.

Code/discard Formatting Tab

The defaults set on this tab are suitable in most cases. It is not recommended to use the strike through check box because it makes it difficult to determine if a result has been discarded, e.g. 3, 4, 8, 9.

Note – there is a publishing effect that can be used to highlight races that are discarded. Effects for publishing will be documented under advanced publishing later in this document.

You can change the way individual codes are displayed using the New & Edit buttons.

Upgrades Tab

By setting the check box, Sailwave will check for new versions of the software when it starts. It is recommended to leave unchecked.

There have in the past been occasions when Sailwave appears to have locked up. This was caused by Sailwave not being able to connect to the Sailwave server and the connection taking a long time to timeout.

FTP Tab

If results are to be uploaded to a club web server or event web server this where the FTP connection information is entered. The connection does not use secure FTP, so password is passed as clear text and is stored as clear text on the PC. Secure FTP can be used but requires a different technique and does not use information on this page and is documented in the Tips & Tricks section.

SMTP Tab

It is possible to send results out using email in one of two ways. One is directly using the information configured on this tab and the other is by using an email client installed on your computer.

The use of email to send results will be documented is documented in the Tips & Tricks section.

Importing Tab

The default field/column delimiter when using a CSV file to import data is a comma (,). This can be changed on this tab to one that is appropriate for you.

The following is from Wikipedia [https://en.wikipedia.org/wiki/Comma-separated_values]:

In addition, the term "CSV" also denotes some closely related delimiter-separated formats that use different field delimiters, for example, semicolons. These include tab-separated values and space-separated values. A delimiter that is not present in the field data (such as tab) keeps the

format parsing simple. These alternate delimiter-separated files are often even given a .csv extension despite the use of a non-comma field separator. This loose terminology can cause problems in data exchange. Many applications that accept CSV files have options to select the delimiter character and the quotation character. Semicolons are often used in some European countries, such as Italy, instead of commas.

The following Setup menu items become active when a series is open.

USER INTERFACE

There is no keyboard shortcut but can also be accessed by clicking  **User interface** on first row of [Icon Bars](#).

The options available for selection are documented under Advanced Scoring section later in this document. Most event scoring will not need any of the advanced functionality available for selection here. This may be wrong.

SERIES PROPERTIES

This is fully documented later Set-up Series Information of Setting up an Event, Regatta or Series.

To open the window to set-up the series information, click  **Series properties** on first row of [Icon Bars](#) or select [Setup | Series properties Menu Bar](#) option.

SCORING SYSTEM

This is fully documented later under Scoring System Setup of Setting up an Event, Regatta or Series. To open the window to setup the scoring system to set-up the scoring system, click

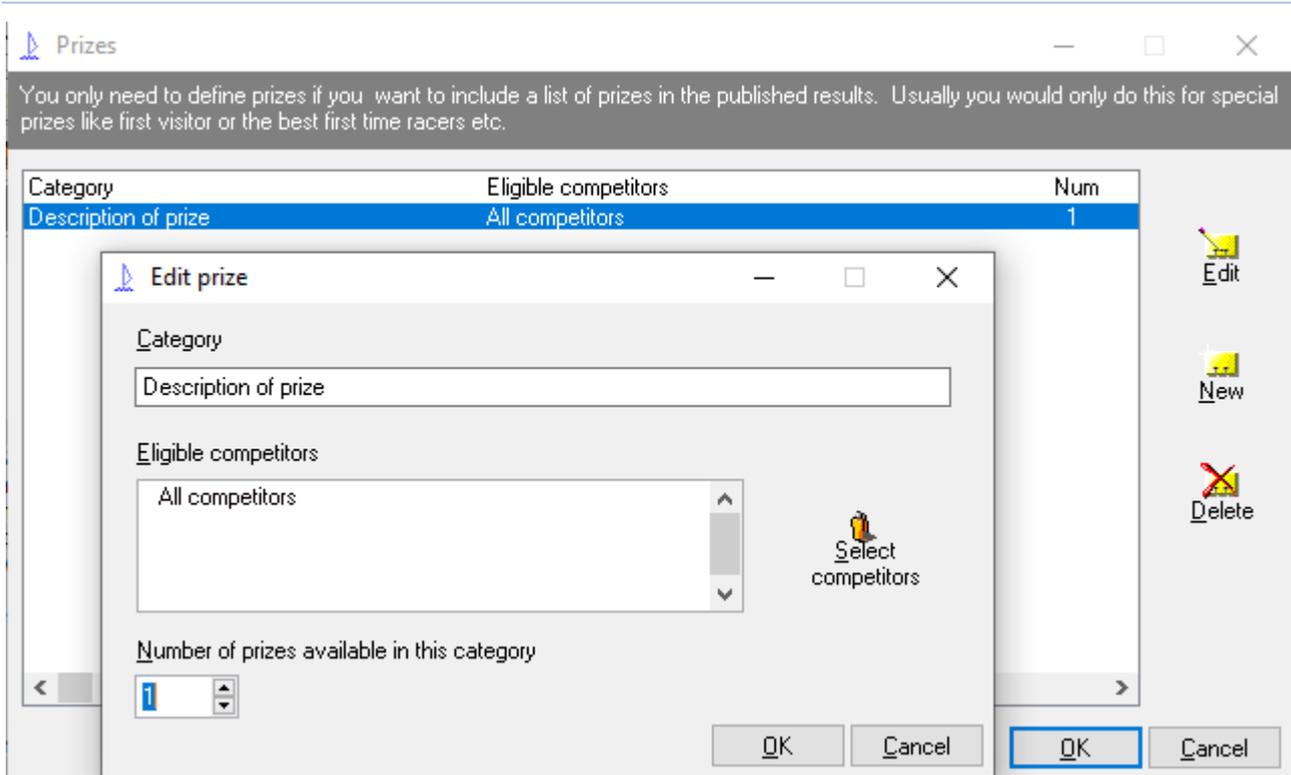
 **Scoring system** on first row of [Icon Bars](#) or select [Setup | Scoring system Menu Bar](#) option.

PRIZES

Sailwave Built-in

The built-in prize functionality is available by clicking  **Prizes** icon on the first row of [Icon Bars](#). Because Sailwave does not know your prize categories there are none defined initially.

The Category window is where you enter a description of the prize, for example Lady Helm. By default, all competitors are eligible for a prize. This is unlikely to be the case for all prizes, so clicking the [Select competitors](#) button opens a window to set the criteria a competitor must have to be eligible for the prize. This works in the same way as when selecting which competitors start in a race start. For complex selection criteria you may have to get creative by using a field or fields in Sailwave to combine the information from other fields, which you can then use to select the eligible competitors.



The prizes list can be included when publishing results from Sailwave by checking a box on the right-hand side of the first publishing results window. By switching off publishing of the series table and/or individual race results table you can print just a prize list. The external utility output described next cannot be included directly in output published by Sailwave. It is possible by using an HTML editor and combining the information.

Be aware that after entry, the order of prizes cannot be changed.

External Utility SWPrize by Jon Eskdale

The external SWPrize utility and others by Jon Eskdale are available for download at <https://sites.google.com/site/eskdalsite/home>. The SWPrize utility has functionality not available in the built-in prize functionality; for example, allowing up to 3 selection criteria and grouping all prizes an individual competitor may have won, together. The latter can be useful at prize giving in that a competitor only has to come to the presentation area once.

Be aware that after entry, the order of prizes cannot be changed.

PLUG-INS MENU

None of the options on this menu have a keyboard shortcut or an icon shortcut.

SEND RESULTS IN XML FORMAT

This option formats results in an Internet standard structure which allows quick and efficient transfer of results information in a readily understood way. The window that appears provides some op-

tions for what results data is included in the XML file. There are two buttons for deciding the destination of the file created. The “To Sailing.Today” button sends the information the Dutch sailing magazine of the same name. The “Save to file” button does exactly what it says and you can then send to whatever destination you like by whatever means you like.

SEND RESULTS NEWS AND PHOTOS TO YACHTS & YACHTING

This is a quick and easy way of sending open meeting reports to Yachts & Yachting. A tip, write the report in a word processor before cutting and pasting in to the report area of the window that appears. You can include up to 3 photographs from a folder on your PC.

SEND RESULTS TO RYA PY ONLINE

Using this option, you can send your handicap results to the RYA for analysis. You must register and will need to enter the registration data in Sailwave to upload the results. More information on the RYA Portsmouth Yardstick online can be found at <http://www.pyonline.org.uk/>.

Careful configuration of Sailwave with class names including variant information is key. For example, clearly identifying a Mirror double-handed with spinnaker over a Mirror sailing single-handed without spinnaker. This careful attention is required of all clubs submitting data, for the data to be analysed accurately & fairly.

The race data supplied by clubs is used to produce the annual list of Portsmouth Numbers issued each year, usually on the first morning of the RYA Dinghy Show. The RYA PY-online web site will also produce for you an analysis of the classes racing at your club. Additionally, you can compare /combine your results with a small group of other clubs. In doing this you would typically choose clubs with a similar sailing environment. There would be not much point trying to use data supplied by a club sailing on a tidal estuary if your club sails on a small lake!

SEND PY TO SAILRACER

This does essentially the same as sending PY results to the RYA but instead sends them to the Sailracer website.

SEND RESULTS TO SAILRACER V1

This option sends the results of the event to the Sailracer website.

WS /ISAF XRR INTERFACE

This option is only used for uploading the results of Olympic classes to World Sailing. More information in Tips & Tricks section

Note - if you want to use this functionality when running Sailwave on a Linux or Apple Mac system you will need some instructions and acquisition of a DLL file.

PUBLISH WS YOUTH WORLDS TROPHY TABLE

Note – this option maybe removed in a future version of Sailwave, as Jon Eskdale wrote a custom solution for scoring the WS Youth Worlds in 2018.

This functionality was an early addition to Sailwave back in 2002 when the event was held in Lunenburg, Nova Scotia, Canada. As far as is known Sailwave or Sailwave developed solution has been used every year since.

This option is used for producing the results of the Nation Cup at the World Sailing Youth Championships. However, it might be useful at other multi-class events as it is developed to generate a rank order of nations competing at an event with multiple classes. The underlying algorithm has been modified over the years at the request of World Sailing and at the time of writing – 12th May 2020 – the author does not know what scoring rules the algorithm uses.

The scoring rules for the 2020 WS Youth Worlds are documented in the NoR 17 Scoring ([https://members.sailing.org/tools/documents/YSWC2020NoR14FEB20-\[26020\].pdf](https://members.sailing.org/tools/documents/YSWC2020NoR14FEB20-[26020].pdf)). These are subtly different from the 2017 Nations Cup scoring rules.

WINDOWS MENU

This menu lists any other Sailwave file you have open, so you can quickly switch between them on the same computer.

There are no warnings if the same Sailwave file(s) are open on a different computer.

Note - When Sailwave opens a new file, it forks a completely new instance of itself. The window menu will go red if there are two or more Sailwave instances running with the same file loaded on this computer. It's just a warning that you have the same file loaded more than once on this computer.

HELP MENU

There are no keyboard shortcuts for items on this menu.

The options on this menu provide links to places with information about Sailwave. All are obvious in what they link to.

SAILWAVE FAQ

This option opens the FAQ page on the Sailwave website.

CHECK TO SEE IF NEW VERSION OF SAILWAVE AVAILABLE

A quick way of checking if there is a newer version of Sailwave than the one you are currently using.

SAILWAVE WEBSITE

Using this option opens the Sailwave website in your default web browser.

SAILWAVE USER GROUP

In Sailwave versions prior to and including v2-28-3 using this option will take you to what was the Yahoo hosted user group which is no longer active and has no content. The new location for the user group forum is <https://forum.sailingresults.co.uk/>, which has had the content of the previous Yahoo hosted group transferred over to it.

THE LOG BOOK

May provide useful information when you have a problem with which you are requesting help.

EDIT REGISTRY SETTINGS

It is recommended that you do not use the option edit registry without EXTREME CAUTION.

SETTING UP A REGATTA, SERIES OR EVENT

The following assumes an event that does not use a rating system. Handicap/rating system racing will be covered later in this guide.

Setting up the regatta, series or event is the key to success. Setup is the most important and time-consuming part of scoring, and if not done right will result in incorrect results. Try asking for an example on the SUG. Consider developing a set of templates for the different type of events you run. Alamos Bay Yacht Club (ABYC), for whom the original manual was written by Mark Townsend, created several to cover the more common events / regattas they run, but they do organise about 200 days of sailing each year.

You might create a series by opening an existing series and using the *File | Save As Menu Bar* option to save it with a new name, or to use the *File | New Series Using One of Your Series as a Proforma Menu Bar* option that allows you to create a new series based on one of your existing series.

To create your very first series you will need to use the *File | New Menu Bar* option. Sailwave will ask you for an initial number of races and competitors. You do not have to be exact; you can add or delete races and competitors later.

SETTING UP AND RUNNING A SINGLE CLASS EVENT

This is the easiest case, where you have a single course area / circle⁵, with a single race committee; in other words, a regatta having a single finish sheet per race.

Open a new series *File | New Series Menu Bar* option

Update the series properties *Setup | Series Properties Menu Bar* option or click

 **Series properties** on the *Icon Bars*

Setup the series scoring if not the default RRS Appendix A rules by selecting *Setup | Scoring system* from *Menu Bar* option or click

 **Scoring system** on the *Icon Bars*

Enter competitors manually or import competitors from a CSV [Comma Separated Values] file - see how in a few pages time. 😊

Save your file often, as Sailwave has no option for saving a file automatically. The first time you save your file you will use *File | Save series as Menu Bar* option. Thereafter

you can you use *File | Save series Menu Bar* option or click  on the *Icon Bars*.

Standard Windows option of Ctrl+s will also work to save your file.

⁵ Circle is used in USA/Canada to mean the area where the racing will take place. UK uses course area.

SETTING UP AND RUNNING A MULTI-CLASS, SINGLE RACE COMMITTEE EVENT

This is quite easy also, where you have a single course area / circle with a single race committee; in other words, a regatta or event having a single finish sheet per race.

Follow the same instructions as if you were setting up setting up and running a Single Class Event.

The additional requirements are to assign competitors to a **Fleet** and configure any scoring differences from default as appropriate for each **Fleet** as required. It is easiest to assign competitors to a **Fleet** in a spreadsheet and make part of the CSV for import. Bulk editing, *i.e.* making the same change to many competitors, can be done in Sailwave using *Tools / Set competitor Menu Bar* option.

SETTING UP AND RUNNING A MULTI-CLASS, MULTI RACE COMMITTEE EVENT

When there is more than one course area / circle, with multiple race committees submitting multiple finish sheets per race, you need to create a scoring file for each course area / circle or race committee. The initial setup for each course area / circle will be the same as a multi-class, single race committee event.

An appropriate naming convention for each course area / circle Sailwave file will be required. An example from ABYC uses the course name and the name of the regatta to be scored, *e.g.* "2007 Labor Day – Bay" and "2007 Labor Day – Harbor". However, at regattas where a race team is assigned to a class or classes for the regatta, but the course area / circle can change each day the ABYC example will not work. It is left to you the scorer to determine an appropriate naming convention for your regatta. 😊

It is possible to record which course area / circle for each race on the race information window. Also, the average wind speed and direction can be entered in the same window.

SETTING UP AND RUNNING FLIGHTS (APPENDIX LE ADDENDUM C EVENT)

This is a simple conceptual description of setting up and scoring an RRS Appendix LE Addendum C⁶ series, *i.e.* a series that is split into qualifying series and final series races, with competitors changing **flight** throughout the qualifying period / part of the event. It is assumed that the user is familiar with using Sailwave in general.

Note - that in Sailwave a **flight** is a competitor/race attribute that can change on a per race basis, but usually it is on a per day basis, *i.e.* a competitor sails in the same flight for every race run during the day. Your SI may refer to "Fleet" or "Division", but you would always use the **flight** facilities

⁶Appendix LE is available in Microsoft Word format for download from the WS website https://www.sailing.org/raceofficials/internationalraceofficer/document_library.php at the time of writing this document.

in Sailwave itself. It is usual to use colours for the flights, for example Blue, Green, Red & Yellow as appropriate.

Do not use colour names that start with the same alphabetical character if possible. For example, in English BLUE & BLACK or in Spanish AZUL & AMARILLO/AMARILLA. Doing so can make sorting out problems more difficult than it need be.

It is recommended that when an event has a Qualifying Series [Q-series] and a Final Series [F-series], that separate Sailwave files are used for the Q-series and the F-series. There are a couple of known exceptions to this recommendation, *i.e.* Laser & RS:X classes, who have a discard profile which requires whole series to be in one Sailwave file.

Do not try and use the flight column available in Sailwave manually. It is automatically populated when using the flight assignment tool. The value displayed is the flight assignment for the next set of races yet to be sailed in the qualifying series. If you have to manually change a flight, edit the competitor and select the flights tab where you can edit the flights for individual races.

Setup the Q-series Sailwave file: -

Review your *Setup | User interface* from [Menu Bar](#) option or use  **User interface** on [Tool Bar](#):

- Extra competitor fields in Edit | Competitor checked
- Split starts allowing multiple 1sts, 2nds *etc.* checked
- Appendix LE Addendum C checked only if both Q-series and F-series results to be in same Sailwave file, or you are using flights
- Medal race checked if there is a medal race scheduled

Set up the series properties

Save the file with an appropriate name including in the name F-series,
this file will be used for the F-series later

Save the file with an appropriate name but include Q-series in the file name

Set up the scoring system in the Q-series file:

- On Race tab of Scoring system window check the box down on right hand side beside *Allow multiple 1st, 2nd etc.*
- *Change the method for scoring codes [DNF, DSQ etc.] to be either*

- “Points for place of (the maximum number of boats in the biggest start of any one race plus N^7 places)” or
- “Score a fixed number of points $N^{8/9}$ ”

Save your file

Import the competitors from a CSV file [see Competitor Data Entry section] including using the seed column with the rank of the competitor as determined by the Organising Authority [OA], if appropriate, as it may be useful in the next step of initial flight assignment.

Save your file

Assign flights¹⁰ for the first day of the qualifying series using the flight assignment tool *Tools | Flight assignments Menu Bar* option, according to the agreed process, examples: -

- Sorting¹¹ competitors on seed column, using seeding list from the Organising Authority / Class imported in to the seed column / field
- Sorting competitors by nationality and sail number, so competitors from same country are spread across the flights
- Sorting competitors on sail number

Create your races and starts; there must be a separate start for each flight with the correct group of competitors for each start. This only needs to be done for R1/Q1 as you can copy the start set-up to other races, see box bottom left of Edit race window.

Save your file

Publish the **flight** assignments for the first day of racing in the qualifying series. You can use the appropriate option from the Publish menu or use an external utility [see later in this document] which has slightly more flexibility. See FAQ How do I publish flight lists?

For each day of qualifying series racing: -

Enter the day's results

Score the series as one group

Publish the results

⁷ N is usually 1 in this case

⁸ N is usually the number of boats in the largest flight +1

⁹ Probably the safest option

¹⁰ More detail on assigning flights in the Advanced Scoring section later in this document

¹¹ More on sorting in ABYC User Guide FAQ's. Remember you sort on a column by clicking the column header you want sorted. The first click sorts the column in ascending order and second click changes the sort order to descending order. A second column can be used as well by holding down the Ctrl key and then clicking the second column.

Print the results for the Official Notice Board [ONB] from the *published* results

Resolve scoring queries - *republish* as and when appropriate including print copy for ONB

Update results with Jury decisions as appropriate - *republish* as and when appropriate including print copy for ONB

Except for the last day of qualifying, assign **flights** for the next day's races using *Tools / Flight assignments Menu Bar* option

Except for the last day of qualifying, publish the next day's **flight** assignments

Note – if the Rank position in the Q-series is to be carried forward to the F-series then it is strongly recommended that two separate Sailwave files be used. It is possible to do in one file but needs extra care and configuration. Before trying this make sure you have a copy of the file in a safe place. More details in Advanced Scoring section later in this document.

Prepare for the F-series: -

Open the F-series file you created earlier if using a separate file for F-series, otherwise see information on scoring Q-series and F-series in one file in the Advanced Scoring section later in this document and do not follow next two points

Set up the scoring system for the F-series file

- Change the method for scoring codes [DNF, DSQ etc] to default of “Points for place of (number of boats in series plus N¹² places)”

Use *File | Merge in another Sailwave series Menu Bar* option

- For Series to merge box, browse to the Q-series file you have been using for the event and click
- Use *Merge* second option “Merge/match competitors and create a new race using the series ranks from the merged series”
- Check the next two check boxes as appropriate
 - “Use series point instead of series ranks” check box use, depends on what is written in the SI.
 - “Merge into competitor carried fwd field¹³, not a new race” check box is usually checked. The value in this field is added to the Nett F-series points for each competitor, *i.e.* cannot be discarded.

¹² N is normally 1

¹³ The CarriedFwd field is usually used to hold a numeric value for a competitor brought forward from another series. The numeric value is added to the competitor net points after discards / drops to give the Net points for the competitor.

Assign **fleets** for the final series using *Tools / Set competitor field Menu Bar* option. See Using set competitor field tool in Tips & Tricks section.

Publish final series **fleet** assignments.

For each day of finals series racing: -

Enter day's results

Score the series by fleet – second option in scoring window – and make sure the grouping field is **Fleet**

Publish the results

Print the results for the Official Notice Board [ONB] from the *published* results

Resolve scoring queries - *republish* as and when appropriate including print copy for ONB

Update results with Jury decisions as appropriate - *republish* as and when appropriate including print copy for ONB

Sailwave

COMPETITOR DATA ENTRY

Sailwave has many fields, over 200, that can be used for storing competitor data, by default only a sub-set of fields are available. To have the full range of competitor fields available the setting 'Extra competitor fields' must be checked in *Set-up / User interface Menu Bar* option.

Competitor data can be entered manually but it is more usual to import data from another system.

Most events use an online system for sign up to a regatta, so getting the competitor data in a spreadsheet format is usually possible. For club series, most clubs have member data held in electronic form either in a database or a spreadsheet. Sailwave can import competitor data from a CSV [Comma Separated Value] file, which all spreadsheets can create. It is best to get all the data correctly configured in a spreadsheet before importing into Sailwave.

It will make things easier when importing into Sailwave if the column headers in the CSV file are the same as the default field names in Sailwave. i.e. the values in the first row of the CSV file. You can always change the names after import is complete.

Some clubs / organisations create master Sailwave files with the competitors already entered into the file. A copy is then made for the event / regatta in question and just the appropriate parts then need are modified. For example, changing the year of the regatta.

Sailwave stores helm, crew and other persons on board as one string, in the appropriate field – for example the helm is imported into Helmname field - whereas frequently in electronic online systems the forename & family name are stored in separate fields, so before import they need to be merged / concatenated¹⁴ into one column in the spreadsheet. Whilst doing the concatenation, the formatting of the string can also be, in most cases, made into a consistent pattern. Examples, MICKY MOUSE, Micky Mouse, Micky MOUSE, MOUSE Micky. *File / Import competitors from CSV* has the ability to merge First and last names at import stage: -



¹⁴ The function used to create a new column combining information in two cells is CONCATENATE which together with UPPER, LOWER & PROPERCASE can format the combining of forename & family in many ways.

Do not use comma ‘,’ to separate parts of the concatenated HelmName, CrewName etc. as that will cause problems when importing, if the default separator of comma ‘,’ is used.

*It is possible to have helm and crew name in the same field and if ‘
’ is inserted (without quotes) between the helm and crew names, they will be published by Sailwave on separate lines in the same column. The string without the quotes inserted between the helm & crew names is a piece of HTML that Sailwave recognises and keeps when publishing, a web browser then sees as a soft line break.*

If date of births (DoB) for age categorisation are wanted in Sailwave, it is **strongly recommended** that they are in YYYY-MM-DD format and **not stored** in the SailorID, CrewID fields, or any field with ID as the last two-characters. It should be possible to sort out this format in the spreadsheet before importing or as part of a database export process.

It is more likely that you will want age categorisations, *e.g.* U17, U21, and it will be easier to do in a spreadsheet or as part of a database export process. It is possible to do this in Sailwave using *Tools / Set competitor field* from *Menu Bar*.

Note - Sailwave has no functionality for calculating ages, do this in a spreadsheet or as part of the database export process.

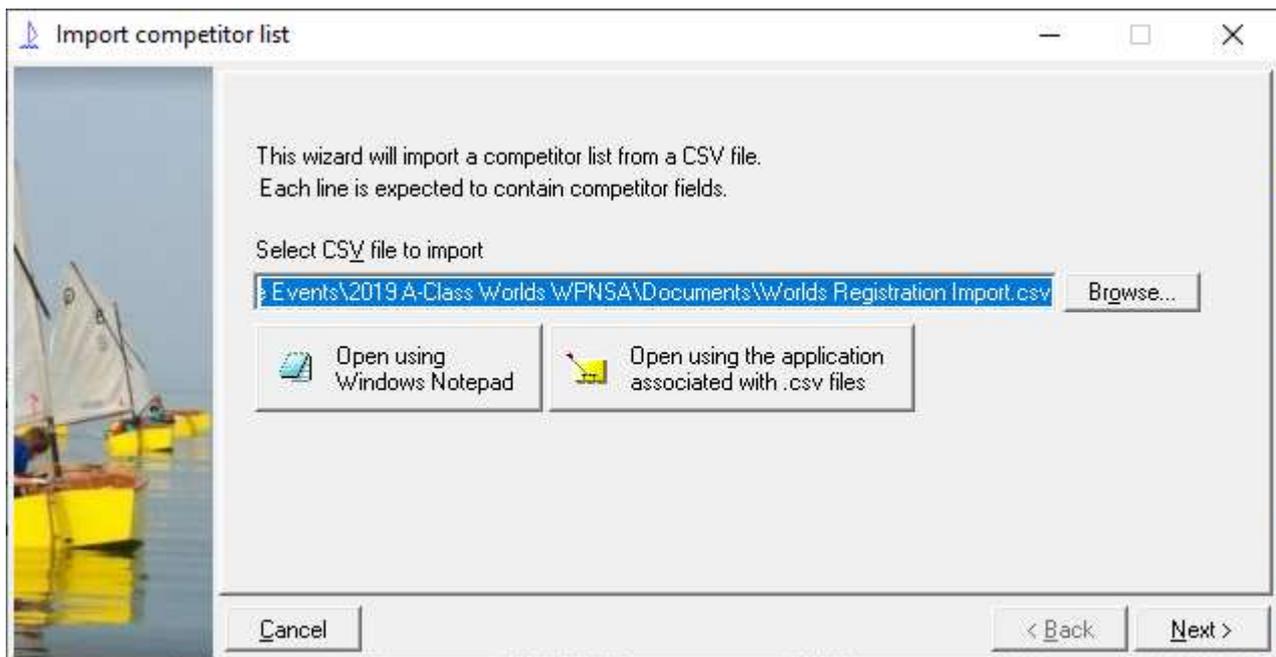
When scoring an international regatta Sailwave can include in the published results a graphic icon of the national flag of the country. For this to work the 3-character WS country code must to be imported into the Nat column in Sailwave. Some regattas like the sail number to include the country code; if this is a requirement then the recommendation is that country code & sail number combination is imported in to the AltSailNo field in Sailwave, in the format CCC-NNNNNN, with the sail number imported into the SailNo field.

Sailwave can display other than strictly WS nationality codes. For example, ENG, NIR, SCO or WAL will show the emblem / flag of those parts of the UK. In addition, there are several of the Australian States available as well.

It is possible to include for a competitor a link to their State / Province / Region or sailing club flag / emblem. This will be explained in advanced publishing tricks later in this document. To do this will require first obtaining the flags / emblems to be displayed, then making them a suitable size - recommend not larger than 32 pixels wide by 22 pixels high - and finally hosting them in a location that can be accessed on the Internet. **Note** - all the images must ALL be of the same file type; all GIF or all JPG or all PNG.

IMPORT DATA FROM A CSV FILE

To import competitor data into Sailwave is done by selecting from the *File menu / Import competitors from CSV file* *Menu Bar* option. When this option is selected a window appears, as seen below.

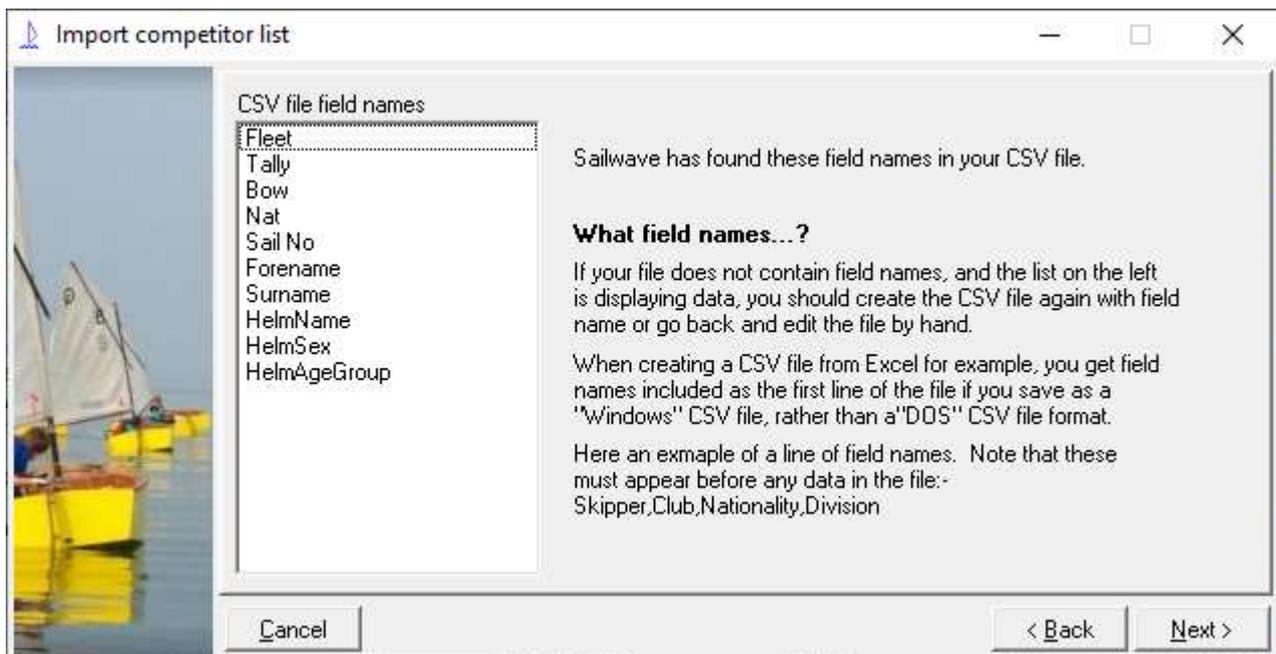


Click the *Browse* button to browse to the location of the CSV file containing the competitor data and select the file required. Once the required file has been selected click the *Next* button. You can open the selected file in Notepad or the application associated with csv files by clicking the appropriate button. You might want to do this to check that the information in the file is what you are expecting / wanting, if someone else has sent you the file.

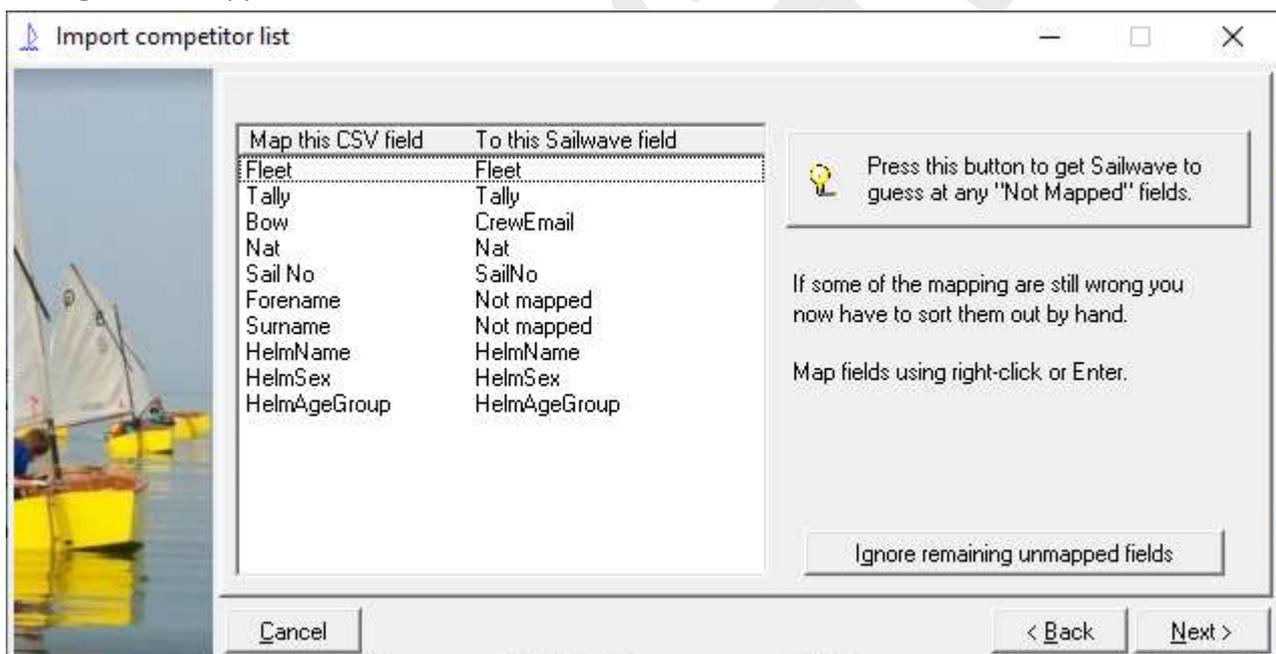
The next window that pops open is an information window showing what Sailwave has read as the column headers in the CSV file. However, if you have **not** created the CSV file as outlined in the information then follow the instructions to do so before proceeding. A quick option could be to click the back button and do a quick edit using either of the two open file buttons: -

- Open using Windows Notepad

- Open using the application associated with .csv files



If you are certain your CSV file has been created correctly then click the *Next* button and the following window appears.



Hopefully you followed the earlier advice with column headers text strings that are the same as Sailwave default field names. However not all is lost, as in the above window by pressing the button 'Press this button to get Sailwave to guess at any not mapped fields', Sailwave will make a guess for you. The guess can be altered by right-clicking on a CSV field name and then selecting from the window that pops up the Sailwave field that you want the data imported into.

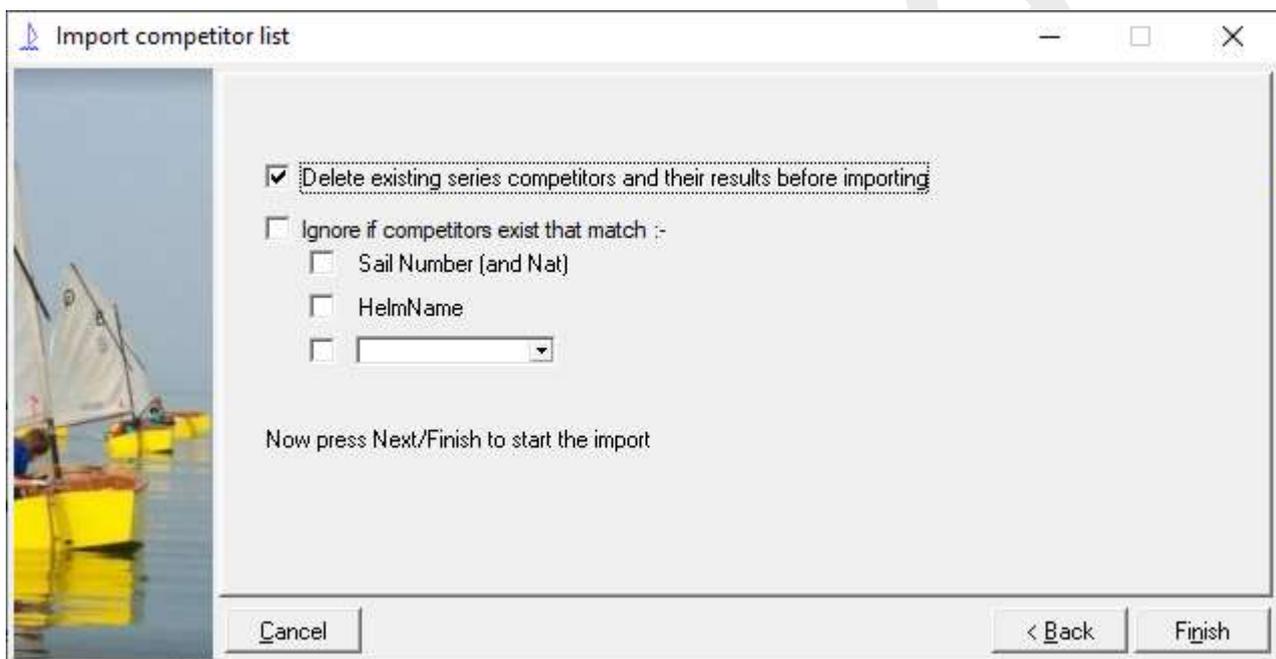
The list of Sailwave fields available for selection in the pop-up window is not the complete list of fields available in Sailwave. So, it really is best if the column headers in the CSV file are

the same as the default field names in Sailwave. You can always rename the columns once the import has been completed.

If Sailwave decides it cannot make a guess it says so with the text “Not mapped” in the ‘To this Sailwave column’. You have two choices. The first is to right click and select the appropriate Sailwave field and the second is click the “Ignore remaining unmapped fields” button.

If there are fields that Sailwave has mapped from the CSV file to a Sailwave field but you do not want that data imported, then it is possible to ignore the data for import. This is done by right clicking the CSV field and selecting ‘IGNORE’ in the pop-up window.

When happy with the mapping click *Next* button to get the next window.



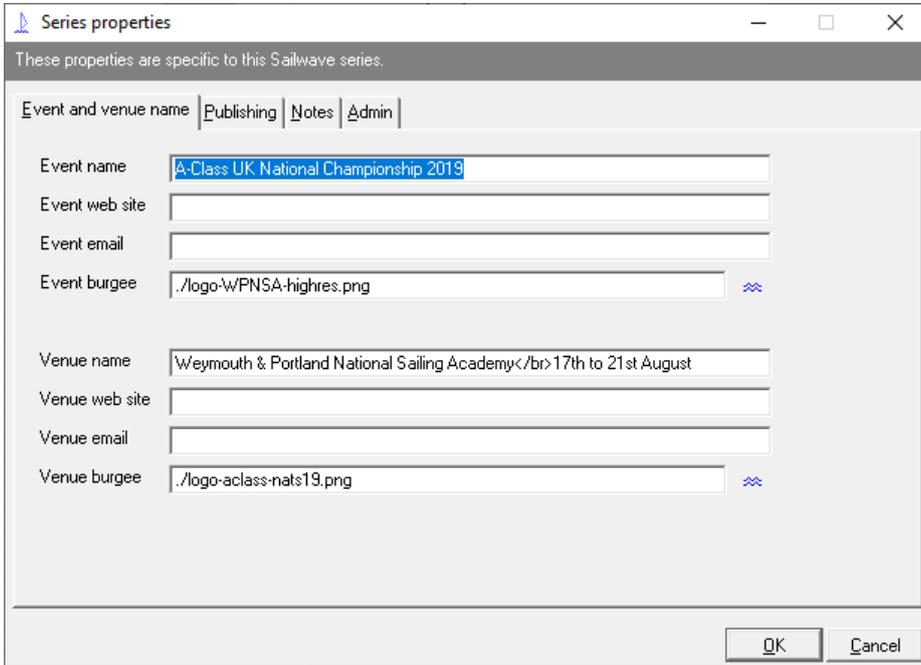
In this window we have two main options as can be seen. If you have created a new blank series, then option one is the choice. However, if you are importing more competitors, option two might be more appropriate in conjunction with the sub-options.

Note - if you are trying to ignore competitors that already exist that match on HelmName, then the strings must be an EXACT match. Micky Mouse is not equal to Micky MOUSE in Sailwave.

The import from CSV is not a one-time operation and can be repeated until you are happy with the import. This makes it possible to practice with early copies of competitor registration data before receiving the final copy. You are very likely to still make manual changes to competitor data even after receiving ‘final’ registration data!

SET-UP SERIES INFORMATION

To set-up the series information, click  **Series properties** on *Icon Bars* or select *Setup | Series properties Menu Bar* option.



The *Series properties* window has four tabs.

Note, the majority of Sailwave fields can accept valid HTML code and this is demonstrated in the a very simple way in the *Venue name* box. There is a string – ‘
’ – included after the word ‘Academy’. It is a valid HTML construct that will cause the following characters to publish on a new line and text would appear like the following on the published information: -

Weymouth & Portland National Sailing Academy
17th to 21st August

EVENT AND VENUE NAME TAB

This tab is split into two blocks; one for the event and the other for the venue. The event & venue burgee boxes store the location of the graphic images that you might like to appear at the start / head of the different forms of information that can be *published* by Sailwave. The location can be a folder on the PC on which Sailwave is running, but this will not work if the information is published to a location on the Internet. Sailwave as part of the *Publish* process **does not** publish the image files, when publishing to the Sailwave web site results folder or to a club/event web site. So, the information put into these two boxes must be an address that this visible on the Internet. The address can be a location on a club / event web site or some other location accessible on the Internet. It is possible to host images for the burgees free of charge on the imgur.com site.

The path locations in the above screen shot for the Event & Venue images specify that the images have been uploaded to the same folder that the results will be published too.

Please do not ask for images to be added to the Sailwave results folder as the request will be refused.

If you want to use a Sailwave image then you may use <https://www.sailwave.com/results/sailwave.gif>.

PUBLISHING TAB

The *Publishing tab* controls are split into two blocks.

The first block, by default, links the competitors World Sailing SailorID to their biography on the World Sailing web site. But could link to some other location for information about the competitor by changing the “ISAF Sailor URL link”.

BEWARE of using the SailorID fields - HelmID, CrewID etc - in Sailwave to store competitor dates of birth, as previously mentioned; they could get exposed unintentionally if the check box beside ‘Publish ISAF Sailor IDs as hyperlinks’ is checked. This is even if the HelmID field is not set for publication.

The second block affects how the national flag of a competitor is published. The first check box, if checked, allows the national flag of a competitor to be published. The second check box allows the character string in the Nat field to be published under the flag icon. By default, the flag icons are

hosted on the Sailwave web site and the box contains the address location of the flags on the Sailwave web site. You also have a choice of large [59x37 pixels] or small icons [20x13 pixels] with the default being small icons. It is recommended to use small flag icons.

The location of the flag icons can be changed to a different location by changing the Flags URL box information to a location on your club or event web server. By changing the location, it is possible to change the style of flags displayed when publishing and they do not have to be country flags. For example, in the USA state flags could be displayed for events in the USA or in other countries state / region/ province flags or sailing / yacht club burgees where the image is appropriate to the information stored in the Nat field/column of Sailwave. **Note** – other more appropriate columns could contain links to images that get published, more details in chapter/section on advanced publishing. So, for example you could publish both National flags and state/province or club burgees or any combination of the three that is appropriate. **Note** – ALL images must be of the same file type, *i.e.* all GIF or all JPG or all PNG.

A possible source of alternative flag icons for countries is <https://www.countryflags.com/en/> and there are a range of different styles of flag as well as sizes available. Unfortunately, not all countries recognised by WS are available.

NOTE - if alternative images are to be displayed when publishing they must be hosted in a location that is not the Sailwave web site.

NOTES TAB

The *Notes tab* is for adding additional information about the regatta / series that may be appropriate. It cannot be published.

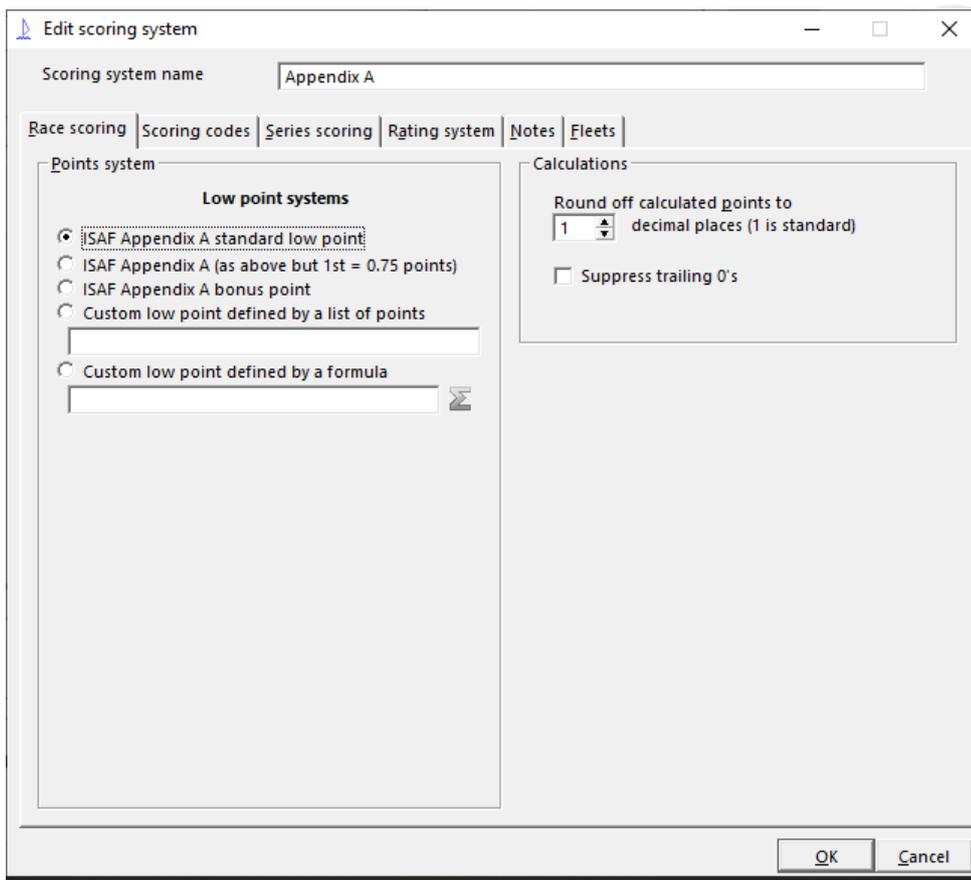
ADMIN TAB

This tab stores a uniquely generated series identification string.

SETUP SCORING SYSTEM

This is where the scoring parameters of the series / event / regatta are set-up; covering race scoring, scoring codes, series scoring, rating system etc.

If a Windsurfing competition is being scored then read the scoring part of the SI very carefully to see if the event is being scored purely as RRS Appendix A, RRS Appendix B8¹⁵ or some hybrid; as this will affect how the Series Scoring tab is set-up and may require options on Setup / User Interface Menu Bar option to be selected.



RACE SCORING TAB

This tab can be split into four blocks but in default set-up there are two; left '*Points system*' and right '*Calculations*'. The above screen capture image shows the two blocks. For most events and series only the '*Points system*' and '*Calculations*' blocks are appropriate. Two additional blocks of '*Race tie resolution*' and '*Split starts*' will appear if two options are selected on *Setup | User interface option Menu Bar* option, these will be documented later in the document under Advanced Scoring.

¹⁵ Windsurfer events default to RRS Appendix B8. Therefore "Non standard series ties" will need to be selected on

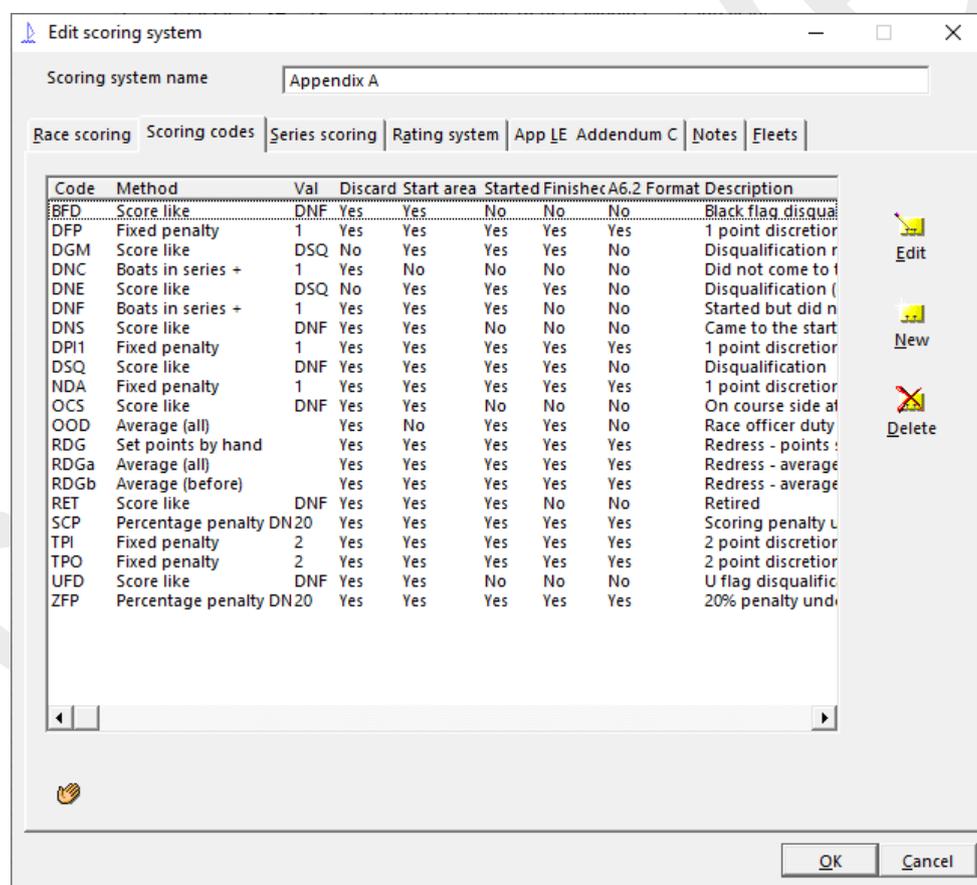
Setup | User interface on *Menu Bar* or click  **User interface** on *Icon Bars*

The 'Points system' block allows the setting of alternative points allocation for race finishes, by default ISAF now World Sailing [WS] is set. This 'Points system' block can also have another section below labelled High Points if the High Points option is selected when on *Setup | User Interface option Menu Bar* option, this will be documented in Advanced Scoring later in this document.

The 'Calculations' block controls how the place points are displayed / published, with the default to have one decimal place. Note – if this set to zero, *i.e.* no decimal places are shown, it can be difficult to determine if RDG / RDGa points have been correctly applied / calculated.

The suppress trailing zero's option allows for trailing zero's to not be displayed which can result in a simpler looking results output – however it is not immediately obvious then, that you are viewing points as opposed to positions. This is therefore a personal preference.

SCORING CODES TAB



This tab is where the default scoring codes as defined by WS are located. However, new codes can be created depending on what is included in the NoR and/or SI. In the image above are some non-standard codes – DFP, DPI1, NDA, TPI & TPO. Consider, as here, creating codes for the penalties¹⁶

¹⁶ Note any codes not listed in RRS Appendix A must be written into the SI

that have been included in the SI, so these codes clearly are linked to the penalty. It helps explain what the penalty was for. Other codes that have been used are ARB, TLE & XPA.

Note the hand icon in the lower left of this window. The default set-up of the scoring codes is for an Appendix A short series or regatta. The points allocated to scoring codes may not be appropriate for your series. By clicking the hand icon, alternative allocation of points to scoring codes can be quickly applied without editing each code individually. High points will only be appropriate if using a High Points scoring system and the option has been enabled in Setup | User Interface.

An explanation of the non-standard codes in the last image: -

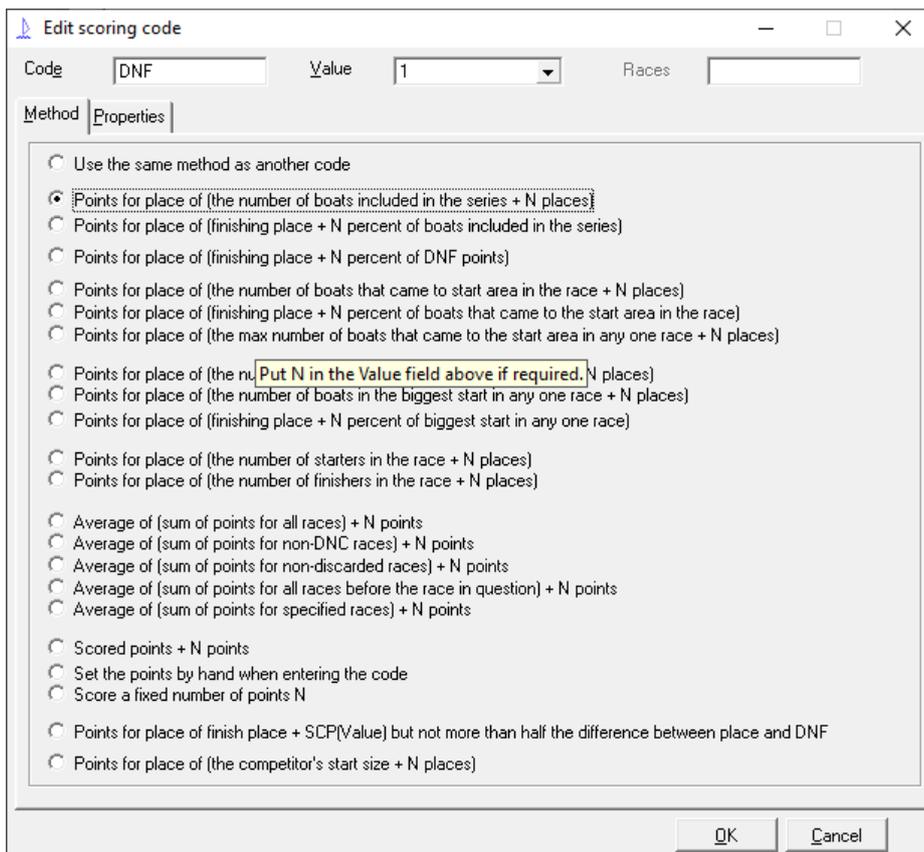
ARB ¹⁷	Acceptance of a scoring penalty after an arbitration process as specified in NoR and/or SI which should refer to RRS Appendix T
DFP	Standard penalty for leaving before flag D is displayed ashore as specified in NoR and/or SI
DPI1	A discretionary penalty of 1 point is added to the race score.
NDA	Scoring penalty for not displaying event advertising as specified in NoR and/or SI
TLE	Time Limit Expired as specified in NoR and/or SI
TPI	Tally Penalty In - Standard penalty for not checking in as specified in NoR and/or SI
TPO	Tally Penalty Out - Standard penalty for not checking out as specified in NoR and/or SI
XPA	Acceptance of a scoring penalty before an arbitration process or protest hearing as specified in NoR and/or SI which should refer to RRS Appendix T

All the codes in the above table are not defined the RRS Appendix A, therefore they must be defined in the SI and/or the NoR.

Note – any code involving a percentage penalty will have to be manually calculated, if multiple percentage penalties need to be applied to the same competitor in the same race. Two 20% penalties do not always equate to one 40% penalty. For example, a competitor who finishes in position 13 gets two 20% penalties in a fleet size of 33 competitors. A 20% penalty equals 6.6 but rounding makes this 7, so two 20% equates to 14 whereas as a single 40% equals 13.3 but rounding makes this 13.

Each code can be edited, and the edit window has two tabs – *Method & Properties*.

¹⁷ ARB & XPA are known as Post Race Penalties and sometimes the code PRP is used, PRP must be defined in SI as it is not a standard Appendix A code



As can be seen in the above image showing the *Method* tab, there are a selection of methods available for calculating the points associated with a scoring code. These are all hard coded, there is no option for defining an algorithm for calculating the points to be associated with a scoring code. The number of methods has been expanded over time, the most recent being the penultimate method.

At the top of the window are three boxes – Code, Value & Races – of which the Races box is only available for methods for which it is appropriate to specify which races are to be used to calculate the points. The races to be used can be specified as individual race numbers [1,2,3,5,6] or a range of race numbers [1-4] or a combination [1,2,5-7].

If a Jury / Protest Committee decide to give average points redress to different boats, it is possible that they will specify different races to be used for each boat to calculate the average points. Therefore, it will be necessary to create new codes for each boat based on RDGa code specifying the races to be used for each boat. An example might be RDGA1-5 and RDGA357, where RDGA1-5 is the average of races 1 to 5 inclusive and RDGA357 is the average of races 3, 5 & 7. This is done by entering the appropriate race numbers in the box labelled 'Races'. Do not forget to put an appropriate description in the 'Description box' on the Properties tab.

The *Properties* tab specifies how the *Method* is interpreted when used to calculate the points associated with it.

Edit scoring code

Code: Value: Races:

Method: Properties:

This code implies that the boat came to starting area for the race

This code implies that the boat started the race

This code implies that the boat finished the race

This code is discardable

This is a code where rule A6.2 applies (other boat scores are not changed).

Format:

Default code format is "c [p]"

Description:

When creating custom codes for things like Safety penalties [TPI & TPO above], *i.e.* check out/in, it is important that *'This is a code where Rule A6.2 applies (other boats scores are not changed)'* is checked.

With a custom code enter an appropriate description in the description box, including reference to the NoR / SI clause when appropriate.

SERIES SCORING TAB

The screenshot shows a window titled "Edit scoring system" with a tabbed interface. The "Series scoring" tab is active. At the top, the "Scoring system name" is set to "Appendix A". Below this, there are five tabs: "Race scoring", "Scoring codes", "Series scoring", "Rating system", and "Notes | Fleets". The "Series tie resolution" section contains two checked checkboxes: "Apply ISAF Appendix A 8.1 - the most firsts, seconds etc (excluding discards)" and "Apply ISAF Appendix A 8.2 - who had the best recent scores (including discards)". The "Discard profile" section has a text input field containing the sequence "0,0,1,1,1,1,1,2". At the bottom right of the window are "OK" and "Cancel" buttons.

The ‘*Series tie resolution*’ block will by default only show the two options, these are the default WS RRS Appendix A and both are checked as default to be compliant with WS RRS Appendix A. Other non-standard series tie resolution options are available and will be documented later under Advanced Scoring.

The “Discard¹⁸ profile” box is where there are two ways to set how many races can be discarded/dropped. A discard / drop profile controls how discards are allocated to a series when scoring.

The form of a discard profile is a comma-separated list of discards when 1,2,3,4 *etc.* races completed. The last value is used if the number of races sailed is greater than the number of entries in the profile. For example, in a 9-race series, if 1 discard is allowed when 3 races have been sailed and then another discard is allowed when 7 races have been sailed, the discard profile would be: -

0,0,1,1,1,1,2,2,2

If the same nine-race series only allowed one discard when 3 races have been sailed, you would use: -

0,0,1,1,1,1,1,1,1

¹⁸ USA & CAN use the term drop/drops

Remember that if the number of races sailed is greater than the number of items defined in the list, the last item is used; so, the above examples can be optionally simplified to: -

0,0,1,1,1,1,2

0,0,1

Alternatively, the discard profile can be defined by an expression. The following variables can be used within the expression: -

The number of races sailed – s.

The number of races in the series – r.

The result is truncated (down) to a whole number and represents the number of discards to apply. This is useful for a long series. For example: -

$s * 0.75$

$(s-1) * 0.8$

$s - 2$

$r / 4$

If the expression evaluates to more than the number of races sailed (s) at any time, it is modified to equal the number of races sailed (s). If the expression evaluates to a negative result, then zero is assumed.

See the expression reference on the Sailwave website <https://www.sailwave.com/expression> for details about the use of variables within Sailwave expressions.

The Cog icon when clicked pops up a window showing how Sailwave has interpreted your discard profile

RATING TAB

This where the rating system to be used for the series is selected. By default, the rating system is none, meaning competitors are scored on a place finish. If you are running a series that uses handicapped ratings, you can choose an appropriate rating system. The rating systems are all hard coded into Sailwave except for Custom and RYA NHC in external mode!

In this window you can also set an option to automatically set competitor ratings when scoring the series, *i.e.* the ratings are read from a ratings CSV file in the ratings folder. Rating files will be discussed under advanced scoring later in this document. The “Auto set competitor ratings” is greyed out for rating system of None.

A couple points to be aware of: -

- The class name in the Sailwave must match EXACTLY the name in the rating file

- If there are multiple rating files in the ratings folder, the rating for a boat will be the last rating read for that class that EXACTLY matches the name in the rating file

Where does Sailwave get the rating for a competitor's class? If you are importing competitor data via a CSV file, then it is probably already included as part of the data. If you are entering competitors manually then see section on Rating files later in this document.

Edit scoring system

Scoring system name:

None
 RYA Portsmouth
 RYA NHC
 ISAF SCHRS
 Texel
 USSA Portsmouth
 VYC Yardstick
 PHRF ToD
 PHRF ToT (use A and B fields)
 RORC IRM
 RORC (Musto) IRC
 RORC/RYA SBR
 ECHO
 FFV
 TCF
 SRS
 AMS
 ASPN
 Custom (See Custom rating system tab)

Auto set competitor ratings
 Excel Link
 Back calculated index (%)

AB coefficients (for PHRF ToT and Custom systems only)
 Default A value
 Default B value

NOTES TAB

Anything entered on this tab is cannot be published; they are notes for you to see only explaining what you have done in the scoring system.

FLEETS TAB

This will be documented in the Advanced Scoring part of this document.

PUBLISHING, PRINTING AND POSTING

Reminder Sailwave does not have print functionality. Sailwave uses the print functionality of another application; examples are a web browser [Microsoft Edge, Google Chrome, Mozilla Firefox, Apple Safari], a word processor [Microsoft Word, LibreOffice Writer], a spreadsheet [Microsoft Excel, LibreOffice Calc], another application that understands and can display HTML code or an application that can make use of the HTML file in a meaningful way.

If you publish your results to the Sailwave website, a club/class website or an event/regatta website it is **strongly recommended** that if you need to have print copy for an Official Noticeboard [ONB] that you open the results from the website you just published to in your web browser and then print using the browser printing option. Why this recommendation?

Several years ago, at an international regatta the jury chairman asked which was the correct/official set of results as they had noticed a small difference between the copy on the regatta website and the copy on the ONB! The small difference was in the time stamp being displayed in the text string "Results provisional as of *time-published* on *date-published*". There was no difference between the two in the body of the results, but jury chair thought they ought to be same for the avoidance of any doubt as to which was correct. It also is just as quick and more convenient than going back into Sailwave selecting publish again and changing the publication destination to a local browser.

PUBLISHING RESULTS

This is the most used part of publishing information from Sailwave!

When Results or ResultsV2 is selected from the Publish menu the following window appears. There are three tabs: -

- What to publish
- Options
- Notes

Each tab except the Notes tab have various options that can be chosen.

WHAT TO PUBLISH TAB

The title box is blank by default but clicking the Provisional button, which is always recommended, places in this box a text string for you: -

Results are provisional as of @ on #

Where the @ is a placeholder for the time the results are published and the # sign a placeholder for the date. **Note** – if you are doing results remotely in another time zone that time and date will be of the time zone your PC is configured for!

By selecting the appropriate options in the “Publish a series summary table” boxed area, you can control if and what is published as part of the series summary table.

By selecting appropriate options in the “Publish individual race tables” boxed area, you can control if and what is published for individual race tables.

In the “Include these scored groups” boxed area, you can control which scored groups are published and the order they are published.

The final boxed area which is not labelled has check boxes which when set include other things with the results information.

Publish a prize winners table – includes at the foot of the published output a list of prize winners if you have setup the prizes and criteria for winning the prizes defined using *Setup | Prizes* option on the *Menu Bar*.

Publish notes – publishes any text entered on the Notes tab, in this window, below the series summary table.

Add a page break – inserts a page break after each series summary table for each group published. This is useful when you come to print the results from your web browser, as each group summary page will start on a new physical sheet of paper. Note some browser do not always do this, Firefox

has always been good. This feature is also useful as you can print only specific pages. So, if there is a minor change to the results it is possible to print just the changed page.

First N only – allows you to restrict the number of competitors published to say only the Top 10 in the series summary. Another popular use is for printing the top three for Lycra ceremonies where the top three wear coloured lycra vests.

Publish a contents list – is useful when publishing all scored groups as list of the groups is published at the start of the output and each group has a link to the start of that group summary series data table. Note - there is a publishing effect which can provide an alternative. See Advanced Publishing later in document.

Publish codes used – selecting this option publishes at the foot of the document a table listing all the scoring codes that have been used in the series. The table includes their description and the points scored by the code.

OPTIONS TAB

This tab is split into two boxed areas where you can select additional information that gets published.

Publish web page :: results options

Gdynia, Poland, 26th July to 3rd August 2019
29er World Championship 2019
Scored by Fleet, viewing Scored points

Title

What to publish Options Notes

Final Provisional

Series summary table

- Include race dates
- Include race times
- Separate row for dates and times
- Publish starts in separate columns

Individual race tables

- Include DNC results
- Include start times
- Include finish times
- Include Japs
- Include corrected times
- Include BCE
- Include BCB
- Include average speed

Next Cancel

Series summary table boxed area allows you to select if race dates and times are published as part of each race header. You will need to have entered the date and scheduled start time for each race.

The “*Publish starts in separate columns*” if selected publishes the results of each start for each race in a separate column. This was added at the request of the Optimist class. It is most useful for event using flights.

The “*Individual race tables*” boxed area is more useful for series using a rating/handicap system. For a series with large number of competitors it is recommend that “Include DNC results” is **not checked**.

NOTES TAB

As said earlier any text entered on this tab is published at the foot of each series summary table. Note – the text is centered so can look a bit strange. If you know HTML code, you can include as part of the information entered. For example, entering the code `
` will start text after it on a new line as will the code `<p>`.

WHERE TO PUBLISH

Once you have set all the options that are appropriate for the series on the previous window & tabs, click next to move the next window of publishing process.

Publish web page :: destination options

Style: Default ?

Effects: HighlightWins3v3,tablesorter ? Effects

Destination: The Sailwave website results folder Preview

Email:

Upload to Sailwave website using ftp

The web page is transferred to the results folder on the Sailwave website. This is useful for those clubs that do not have a website or you need need a quick upload and your club's FTP details are not to hand.

Filename:

You can publicise your page using the (clickable) address below
<https://sailwave.com/results/29er/2019-WorldChampionship/overall-results.htm>

Back Publish again **Publish** Cancel

This window is where you choose the style [aka look & feel] of the published output, what ‘effects’ you want to include and where you want to send the output [destination].

The first option of “Style” in the window above is where you select what ‘look& feel’ you want the published output to have. The default is a style called ‘Blue blocks’ but there are another 25 you can choose from. You can also create your own.

The second option “Effects”:

Effects are scripts written in Javascript that increase the functionality of the published pages. For example, they may scroll the page or re-arrange how the tables are displayed. Some effects are more passive in that they may just visually enhance the published content.

To have an effect included in the published output click the Effects button and then select an effect you want to include followed by clicking the >> button and repeat this for any other effect you want to include.

Probably the most commonly used effect is the one that highlights the 1, 2 & 3 in each race. There are three versions of this effect and they are used in different situations. For the majority HighlightWins3v3 is the one to use.

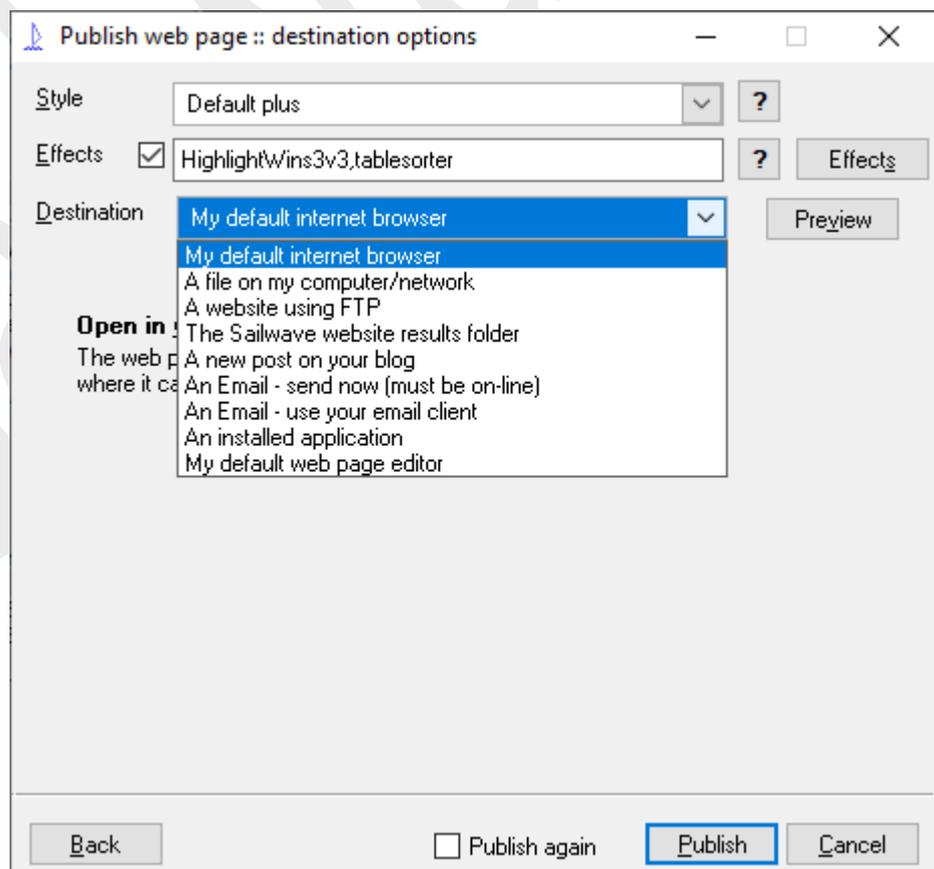
Note - The Tablesorter effect imposes a style [look & feel] which overrides the chosen style.

The third option “Destination” is where you can select to have your output sent, by default it is sent to your default web browser. However, if you change the destination it is remembered by Sailwave so that it will become the default until you change it again.

The image shows the list of destinations and all except the default web browser will display a request for additional information.

The quickest and simplest

way to make the published results available on the Internet is to use the destination ‘The Sailwave website results folder’. If you have not asked Jon Eskdale to have your own sub-folder created, your



output will be put into the default folder along with all the other Sailwave users who have not asked for their own sub-folder. The name you create for the file should be unique to you, so not test.htm or any other similar name, because if it has the exact same name as a file that already exists in the Sailwave default folder you will overwrite it with your file. The file name you create must have either the extension .htm or .html.

To put a link to the file you published to *'The Sailwave website results folder'* on your website the web address will be:

<https://www.sailwave.com/results/yourfilename.htm>

or if you have requested your own sub-folder

<https://www.sailwave.com/results/yourfoldername/yourfilename.htm>

You can also just use

<https://www.sailwave.com/results>

<https://www.sailwave.com/results/yourfoldername>

to view a list in reverse chronological order of all the files published to the everyone folder or to your folder.

More advanced publishing 'tricks' are described later in this document.

ENTERING RACE RESULTS

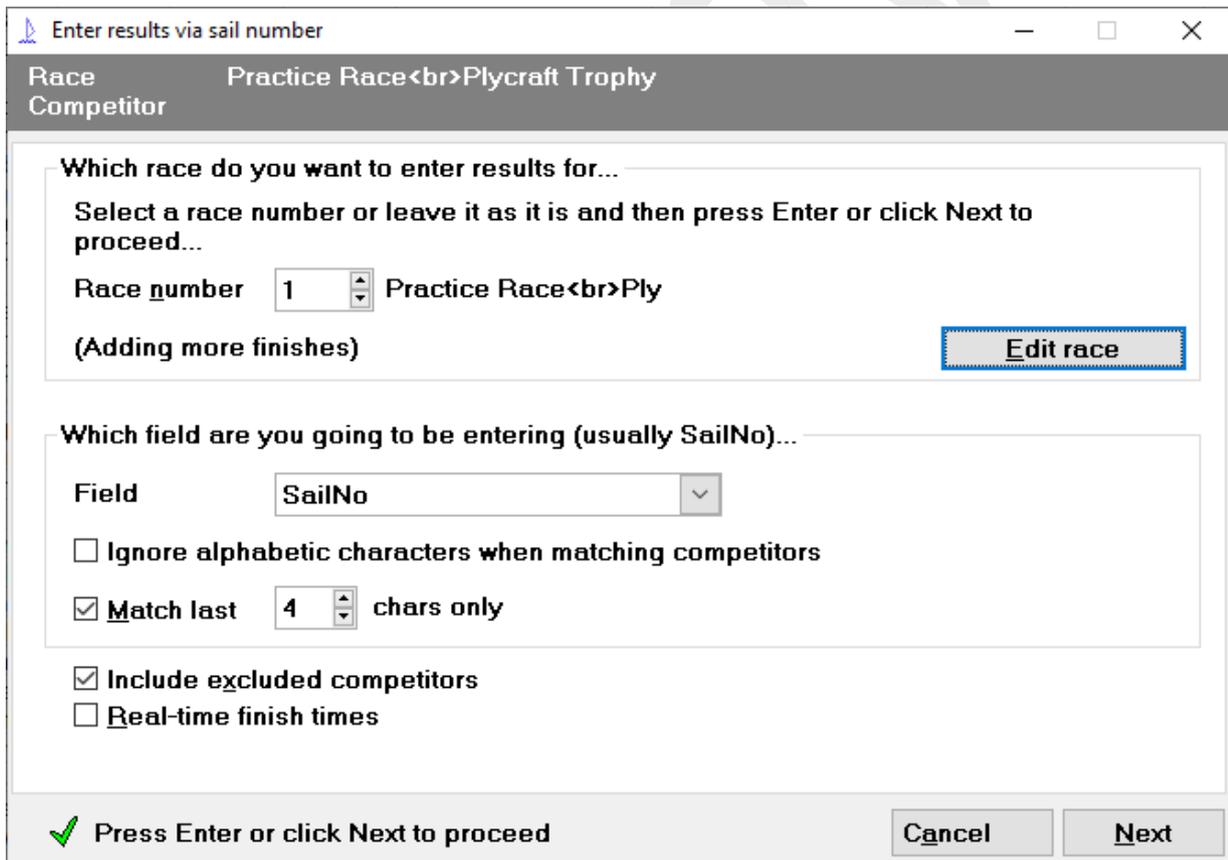
Race results can be entered in several ways:

- Sail Number Wizard
- Import from a CSV file
- Manual entry

SAIL NUMBER WIZARD

The “Sail Number Wizard” is accessed by

- clicking  **Sail num wizard** button on the *Icon Bars*
- selecting *Tools / Enter results using sail number wizard* on *Menu Bar*
- pressing the F11 key



Enter results via sail number

Race Practice Race
Plycraft Trophy
Competitor

Which race do you want to enter results for...
Select a race number or leave it as it is and then press Enter or click Next to proceed...

Race number 1 Practice Race
Ply
(Adding more finishes) **Edit race**

Which field are you going to be entering (usually SailNo)...
Field SailNo

Ignore alphabetic characters when matching competitors
 Match last 4 chars only
 Include excluded competitors
 Real-time finish times

 Press Enter or click Next to proceed **Cancel** **Next**

In the “Race number” box enter / select the race number required. If you have forgotten to enter the actual start times, set up starts and the other race information you can do so by clicking the “Edit race” button. *Edit race* information is covered further on in this document.

The default information used to enter results is the competitor sail number, but it does not have to be that. An alternative frequently used is a bow number. The Sailwave field you want to use for entering results can be selected from the drop-down list. If you have alphabetic characters like nationality code as part of the sail number, then you can tick the box so that they are ignored when matching the sail number, you enter. It is possible to restrict the matching to the last 4 digits of the sail number; useful with Laser sail numbers.

Note – when the sail number is selected, both the sail number and the alternative sail number fields will be searched.

If you have excluded & hidden competitors a lot of competitors so they are not published, by checking the box “Include excluded competitors”, Sailwave will pull them up and change the excluded tag so they become included.

It is unusual to use the real-time finishes and the author has no experience of using. If anyone who has used real-time finishes would care to write some words of guidance then they can be inserted here, instead of this paragraph. 😊

When you have set your configuration on this window click Next and another window will appear, which is where you enter the sail numbers in order recorded on the finish sheet. The two boxes are blank when the window appears.

Note – the checkbox at the bottom of the screen labelled “Don’t show competitors that have already have a result for this race. If this box is checked it can save you entering a new result for a competitor, *i.e.* overtyping a result already entered or if you make a mistake in entering a sail number. It can cause you a headache if a competitor has been recorded as crossing the finish line more than once. If this happens mark the finish sheet and check with race team when they come ashore what is the correct finish position and then correct the competitor race result as appropriate. Tick/untick the box “Don’t show competitors that already have a result” can now be changed at any time – even while only a partial sail number is entered. Generally, it is good practise to have this box ticked as you know immediately if you are entering a sail number twice which can often be that you have accidentally mistyped an earlier sail number. If after entering all the results you can then untick this box and enter codes such as OCS.

Enter * in the sail number box and you can then enter a partial search for name or boat *etc.*, and you can use the backspace to go back to the sail number field.

Enter results via sail number

Race R9
Competitor Ambiguous

Type in enough of the field to make it unique (beep) and then press Enter to proceed. Resolve ambiguities by selecting a competitor from the list or by entering text into the Resolve ambiguity box that automatically appears as necessary.

SailNo

Previous entry was 194098

2 possibilities	
9398	X 332 GBR 9398R C Froy - Scallywag
9398	X 332 GBR 9398R E Wylleman - Carabistouilles II

Don't show competitors that already have a result for this race

Resolve the ambiguity before proceeding

Entering something in the first box, which will be labelled with the field name you have asked to be used for competitor identification, a list of matches will start to appear. In most cases you will get a unique match. However, in the example above there are two boats with same sail number! Hopefully the finish sheet has indicated which boat is in the position being entered. If not highlight on finish sheet for sorting out later.

If you have a unique match press the RETURN key or click Next to move to the next window. In the most recent versions of Sailwave you can now press the '+' sign to accept the competitor and assign the next position in one key stroke.

Note – if you have sound enabled on your PC, Sailwave will make a beep sound when a unique match is found. Sailwave will also make a beep sound if you press enter when there are two or more competitors matching what you have typed, warning you that you have to select which competitor you want.

The area of the window with 3 radio buttons is by default set to match what type of finish was set in the Edit Race window. See next section on editing the race information. The example windows in this section are for finish times.

If you were entering a place finish, then only a place box will appear and if the race start information has been configured correctly the radio button beside Place or retirement code will also be set. For the first competitor on the finish sheet a 1 will appear automatically in the box. When you enter the second finisher and so on the place number is automatically incremented by Sailwave. If you have a dead heat, see FAQ How do I enter dead heats.

If you are entering elapsed times than only an elapsed time box will appear and if the race start information has been configured correctly the radio button beside Elapsed time or retirement code will also be set.

Enter results via sail number

Race R9
Competitor GBR 9398R - X 332 GBR 9398R E Wylleman - Carabistouilles II

Type in the result and then press Enter to record it in the series.
You can edit the result later by doubling-clicking on the result cell etc.

Record result as

Place or retirement code
 Elapsed time or retirement code
 Start time and finish time or retirement code

Start time 120000
Finish time or

Please note: Start times and finish positions are auto-populated based on the starts you have created for each race.

Back Finish

I choose the second of the two matching boats by pressing the down arrow key and pressing RETURN key, you could also select by clicking the mouse cursor on the require competitor.

This window shows the benefit of configuring the starts with the appropriate information for the race in question. Sailwave knows which boats are in which starts and therefore has pulled through to the start time box the start time from the race information and set the radio button appropriately. This saves you having to type in the start time for each competitor and therefore eliminates possible data entry error. **Note** - if you entered the wrong start time in the race information window you can correct in the race information window and the competitors in the start changed will have their start updated automatically. An information window will pop-up letting you know.

Entering the finish time for the competitor and pressing the RETURN key will take you back to the window to enter another sail number. This cycle repeats until you have entered all the information on the finish sheet.

If you need to enter a scoring code instead of finish time, elapsed time or place finish, then click the down arrow and a list of the scoring codes will appear. Select the appropriate one. **Note** – the scoring codes that would usually appear on a finish sheet are BFD, DNF, DNS, OCS, UFD & ZFP. However, DNE (RRS 30.4 or RRS P2.3), DSQ (RRS P2.1) and RET (RRS P2.2) could also appear on the finish sheet.

It is recommended that if a competitor is recorded with a finish place or time but is also recorded as BFD, OCS or UFD that their finish data is entered. After entering all the finish data go back and change the competitor(s) that have these codes without deleting any information already entered for the competitor(s). Why make this recommendation? It much easier to re-instate the competitor finish data if they win a Request for Redress at a Jury or Protest Committee hearing. You only have to select Edit result and click the appropriate radio button beside Position, Elapsed or Finish time and click OK. This is much quicker than using re-arrange recorded places tool for Place finishes.

To exit the Sail Number Wizard either click the X in the top right of the window, normal Windows method of closing a window or click Back button until a Cancel button appears, then click the Cancel button.

ELAPSED TIMES

If you want to enter elapsed times in seconds only, you can by preceding the numeric string of seconds with a + sign. This is documented on the Sailwave website at <https://www.sailwave.com/elapsed-time-extensions> and earlier in this document. The documentation on the website also covers including elapsed times greater than 24-hours buy including a day part to the entered value. The documentation on the web site may be more up to date than this document so please check.

START & FINISH TIMES

You can include a date part to start & finish times for races which take days or weeks to sail. This is documented on the Sailwave website at <https://www.sailwave.com/start-time> and earlier in this document. The documentation on the web site may be more up to date than this document so please check.

MANUAL ENTRY

Manual entry of race results is not recommended, except for making changes to a competitor's result for a race: -

- when a scoring change is received from Jury / Protest Committee

- when Rule 42 penalty is received from Jury
- scoring change after “Request for Review of Competitors Score” has been approved
- retirement declaration by a competitor

Note - some users of Sailwave promote the manual entry of race tie results, as using the Sail Number Wizard they have found new data entry people make mistakes on the rare occasions race ties occur. Remember – using *Tools | Rearrange record places* removes any race ties, so you would have to manually check the finish position for the tied competitors to ensure the finish position is set correctly.

Select the competitor race cell followed by selecting one of

- “Edit result” on the Edit menu
- by right click and select edit result
- by right click and select “Set result code of”
- by right click and select “Set race place of” **Note** – this does NOT move everyone else down one place

EDIT RACE

When the “Edit race” button is clicked in the Sail Number Wizard, the following window appears which is an example from a series with multiple starts per race.

Note: this window can also be shown by right clicking the appropriate race column header and selecting “Edit race” or by selecting *Edit / Edit race* from *Menu Bar* followed by selecting the race you want to edit from the window that appears.

There are three tabs – Starts, Notes & Results – of which the latter is currently not used.

Edit race :: 3

Name of race:

Published date or day:

Published start time of first race:

Sailed by at least one boat

Starts | Notes | Results

Name	Competitors	Start	Finishes
Start 1	Fleet=Fast Handicap	125200	Finish time
Start 2	Fleet=Firefly	125700	Place
Start 3	Fleet=Laser	125200	Finish time
Start 4	Fleet=Slow Handicap	125200	Finish time

2-12

Edit next

STARTS TAB

The window shows a summary of the race starts for a race and by clicking on a start followed by clicking edit, or double-clicking on a start, changes can be made to the information for that start. By default, there will only be one start and it will be for all competitors and set for places finish.

The above screen capture shows three starts needing finish times entering and one [Start 2 Fleet = Firefly] just needing finish positions.

Sailwave knows which competitors are in each fleet and IF the race starts have been correctly populated with data, Sailwave will automatically select the appropriate start time or auto-increment the finish position as appropriate. This helps you because you do not have to sort out which boats are part of which fleet from the finish sheet.

This is the race information window for Start 1 of Race 3.

Entering start times as part of the race information will save you time on entering finish data for races being scored on handicap by not having to enter the start time for each competitor.

It is recommended that all times are entered as six-digit strings using 24-hour clock, i.e. HHMMSS format, with no time separator. Sailwave will reformat times to include a : separator if one is not entered.

You can also include a date for races longer than 24-hrs in the format date@time where the date portion must be in DD/MM/YYYY format.

It is also recommended to have a keyboard with a numeric pad available or a separate numeric pad as data entry will be considerably quicker, for most people, than using the numbers across the top of a QWERTY keyboard. Not including a time separator will save 25% of key strokes.

The boats that will be considered part of a start are defined by clicking the “Select competitors” button. When this button is clicked the following window appears:

For single class events there is no need to use Select competitors.

The box with the word 'Fleet' is a drop-down list box from which the Sailwave field to be used for selecting the competitors is chosen, it is usually 'Fleet'. The next box horizontally with an '=' sign, is also a drop-down list box, is the condition to be met and is usually an '=' sign. The next box with the words 'Fast Handicap' is the actual text string that is in the Fleet field that must match. The Fleets that have been defined will show in the drop-down list.

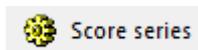
More complex selection of competitors can be set-up but that will be left for later in this guide.

NOTES TAB

Any information added on the Notes tab gets published at the beginning of the race details for the race in question when publishing individual race results.

SCORING THE SERIES

To score the series based on the parameters set-up under Scoring system, the first time use



Score series

on the *Tool Bars*, Score series on the *Tools Menu Bar* or press F9 on the keyboard.

For subsequent scoring/re-scoring you can use  Rescore the *Icon Bars*, Rescore on the *Tools Menu Bar* or press Ctrl+F9 on the keyboard.

When you first score a series, a window will pop-up providing two scoring options: -

- Score all competitors as one group – scoring system is applied once
- Score groups of competitors separately – scoring system is applied to each group

Both have additional options, for the first you can optionally choose to sort the results by a field after scoring. If this is chosen you then can select which field the results will be sorted on. It is unusual to use this option, so it is not selected by default. This option is the one used for scoring a single group of competitors as in an event for a single class or in a single mixed group of classes being scored by a handicap system. It is also used when using **Flights** in a Q-series.

The second scoring option is when scoring different groups of competitors in groups typically called **Fleets** in dinghy racing. It is also used when scoring an F-series where after Q-series competitors have been re-grouped into **Fleets** typically Gold, Silver, Bronze, Emerald as defined in the NOR and/or SI.

ENTERING THE RESULTS OF A PROTEST

The entering of scoring changes due to the outcome of a Protest/Jury committee hearing should always be done from a written notification which the scorer can then sign & date once done.

For an event with many competitors, this is where a piece of functionality –

on the *Icon Bars* - in Sailwave v2-25-4 and newer is helpful.

After reading carefully the scoring penalty to be applied you may have to create a new scoring code before you can apply to the competitor concerned. Especially if it is an average points calculation based on specified races, not just an average of all races except the race in question. The protest committee redress scoring change should include the method and rounding; RRS Appendix A10 has guidance, but it should be noted by the protest committee.

Once you are ready to apply the scoring change to the competitor find the competitor using

on the *Icon Bars*. Any full or partial match in Fleet, Flight, Class, Division, Boat, HelmName, CrewName, SailNo, AltSailNo, Club fields will display a shortened list of matching competitor / competitors in the main grid. Clearing box will show all competitors again.

Once you have identified the competitor, right click the race cell of the race to have a scoring change applied; select either Edit Result or Set Result code as appropriate.

Edit result will be appropriate if the scoring change is RDG or DPI with Protest / Jury giving a fixed penalty. Note – if the Jury have a list of Discretionary Penalties [DPI] it might be better to create custom codes for each value. It then makes clear to competitors, supporters' media etc. what the penalty for. These codes should be included in the SI but at least get approval of Jury before using, they will probably agree and post a SI change on ONB. It is about informing everyone in the best way possible of why competitors have accrued a penalty!

Note – in handicap racing time penalties have to be manually calculated and manually added to the elapsed time or finish time.

Sailwave is also not able to apply multiple percentage scoring penalties to a competitor automatically

Note – any code involving a percentage penalty to a competitor's race score, will have to be manually calculated, if multiple percentage penalties need to be applied to the same competitor in the same race. Two 20% penalties do not always equate to one 40% penalty. For example, a competitor who is scored in 13th gets two 20% penalties in a fleet size of 33 competitors. A 20% penalty equals 6.6 but rounding makes this 7, so two 20% equates to 14 whereas as a single 40% equals 13.3 but rounding makes this 13.

I would create a new scoring code based on RDG, with an appropriate code, say MSCP to hold the manually calculated total points, i.e. the sum of the race score + the rounded correctly first percentage penalty + the rounded correctly second percentage penalty + more if necessary. Don't forget to set an appropriate description on the Properties tab of the new code.

DATES & TIMES IN SAILWAVE

Sailwave can use dates as well as times in a start time, finish time and days in an elapsed time. The entry of dates & times and formatting will be discussed now before getting into Sailwave.

Sailwave does not allow the entry of start, finish or elapsed times with a decimal portion to the seconds, *i.e.* seconds must be an integer number.

DATES

Dates are used in start times and finish times. The expected date format is set under *Edit Race / Edit start All starts tab* (see screen capture under Handicap racing section) and takes one of the forms: -

day/month/year

month/day/year

year/month/day

day-month-year

month-day-year

year-month-day

All components must be numeric, leading zeros are not required, years can be specific in full or in short form (*i.e.* 1005 or 05 or 5). For example, a start time of 9.30am on the 21st of March 2005 may be: -

21/3/05@9.30

START TIME

A start time takes one of the forms: -

time

date@time

time must be one of :-

hhmmss

hhmm

h:m:s

h:m

If a corresponding finish time is before a start time, and dates are not used, one midnight boundary is assumed. Although a “:” is the most common separator any one of the following can be used: -

: - / . ;

Spaces are ignored. Do not mix separators in a start time. The following examples all refer to the same start time of 9am: -

090000

0900

09 : 0 : 0

9:0:0

09:0

9 / 0

9-0-0

Note - when no separator is used, the start time must be a 6-digit or a 4-digit number. When separators are used, you can drop leading zeros and to improve readability you can optionally include alphabetic characters in each component of the time, for example: -

9h:0m:0s

When including a date, separate the time from the date with a “@” character; for example: -

21/3/05@9.30

FINISH TIME

See Start time above for rules on time format.

If a corresponding finish time is before a start time, and dates are not used, one midnight boundary is assumed between the two.

FINISH TIME ENTRY WITH SAIL NUMBER WIZARD

From version 2.8.3 entry of finish times within the sail number wizard have been changed to optimize the quick entry of data. Rules for entry in the other areas have not changed and are covered under the previous section.

- Finishing times such as 123456 will get “:” entered automatically so it becomes 12:34:56
- Finishing times entered in this format are checked and you get an error beep and prompted to re-enter if the

- hour > 23,
- minute > 59 or
- second > 59
- You don't need to enter a leading 0 so 92345 becomes 09:23:45
- You don't need to enter trailing seconds if it is an exact minute so 923 becomes 09:23:00
- You don't need to enter trailing minutes for an exact hour so 9 becomes 09:00:00

ELAPSED TIME

Elapsed times must take one of the forms: -

d:h:m:s

h:m:s

m:s

s

d = days, h = hours, m = minutes, s = seconds. Only integer values are allowed. There is no limit on values; for example, minutes and seconds can have values greater than 60. Spaces are ignored. Alternative separators are: -

– / ;

Do not mix separators in an elapsed time. For example, the following elapsed times all equate to 1 hour and 1 minute and 1 second: -

0:1:1:1

1:1:1

1.0.61

01:01:01

61 / 1

61:01

60:61

0:3661

0:0:3661

0 – 0 – 0 – 3661

3661

Each component of the time can optionally contain alphabetic characters. Some users like to use them to improve readability. For example: -

1h : 1m : 1sec

hr 1 / min 1 / sec 1

Note that the numeric form is extended for use in the Sail Number Wizard as described next.

ELAPSED TIME EXTENSIONS FOR SAILNO WIZARD

As of version 2.8.3, the completely numeric form of the elapsed time syntax is extended as described below. To force the standard interpretation (seconds) use a + prefix. The extended formats are converted by Sailwave into standard form and appear in the results as such. Other standard formats are unaffected and can still be used.

mss 0m:ss

mmss mm:ss

hmmss 0h:mm:ss

hhmmss hh:mm:ss

dhhmmss 0d:hh:mm:ss

ddhhmmss dd:hh:mm:ss

The following constraints are applied, resulting in a single beep if broken: -

0 < ss < 60

0 < mm < 100 (no hours specified)

0 < mm < 60 (hours specified)

0 < hh < 100 (no days specified)

0 < hh < 24 (days specified)

Examples: -

+123 = 123

123 = 1:23

12345 = 1:23:45

HANDICAP RACING

Handicaps, also known as ratings, are used to provide competitive racing between boats of different designs, and sailors of different abilities (similar to golf handicaps). Handicaps based on boat designs (e.g. IRC for larger yachts, Portsmouth Yardstick for dinghies) tend to be quite stable and are commonly updated annually by the appropriate rating authority. Handicaps based on ability and past performance (e.g. NHC in the UK, ECHO in Ireland) tend to be updated quite regularly, either by manual review or automatically based on an update algorithm. This automatic updating is often referred to as 'Progressive' handicapping, with updated handicaps calculated for every competitor in every race in a regatta, based on results already achieved. Sailwave supports both NHC and ECHO.

Handicaps are most commonly based on the concept of 'Time on Time' (ToT), which means that a competitor's elapsed time is recorded ('finish time' – 'starting time'), an adjustment factor is then applied based on the rating/handicap, and a 'corrected time' calculated. Scoring is then based on the corrected time. Some handicaps are based on 'Time on Distance' (ToD), and a few also take other factors into account such as average wind strength. Sailwave supports most possible options, but this guide will focus on 'Time on Time' which covers 95+% of events.

Note on time measurement - The rating system defines the mathematical equation to convert an elapsed time and /or distance to a corrected time. Some of the rating systems also state that the corrected time will be rounded to whole seconds whilst others make no statement at all on rounding of corrected time. For example, the RYA state in their PN & NHC rating systems: -

All times in seconds, and any decimals are rounded to the nearest whole figure with a decimal of 0.5 and above rounded up, and less than 0.5 rounded down

The RRS in the past had a similar provision but it was removed, and it is now left to the rating authority, with many making no statement on rounding of corrected times. An attempt was made to bring it back in to the RRS in 2019 but it was rejected. Why is this important? Well what is the corrected time if no statement is made by the rating authority?

It is recommended that the Handicap Authority state that the corrected time will be rounded to the same resolution as the collected elapsed time or finish time. The NoR / SI should contain this sentence if the Handicap Authority is silent on this topic.

So Sailwave has decided that: -

- it does not allow the entry of finish or elapsed times with a decimal portion to the seconds
- it follows the RYA rounding policy above

There have been discussions on the Sailwave User Group in the past about allowing the entry of decimal seconds for elapsed times and on Sailwave providing corrected times with a decimal portion. Can you reasonably expect a finish or elapsed time to be recorded to better than a whole second on a committee boat? The authors view from many hours on a finish boat is no. Also don't get the author started on using GPS trackers for finishing.

SINGLE FLEET SETUP FOR HANDICAP SERIES

A couple of minor extra setup steps must be done. More complicated multiple fleet multiple scoring rating system scenarios will be covered later under the Advanced Scoring section.

All competitors must have a rating value appropriate to the rating system to be used. For cruisers this is usually imported as part of the competitor data from a CSV file. For dinghies the value can be automatically looked up in a rating file, if rating files have been made available in the Sailwave Ratings folder.

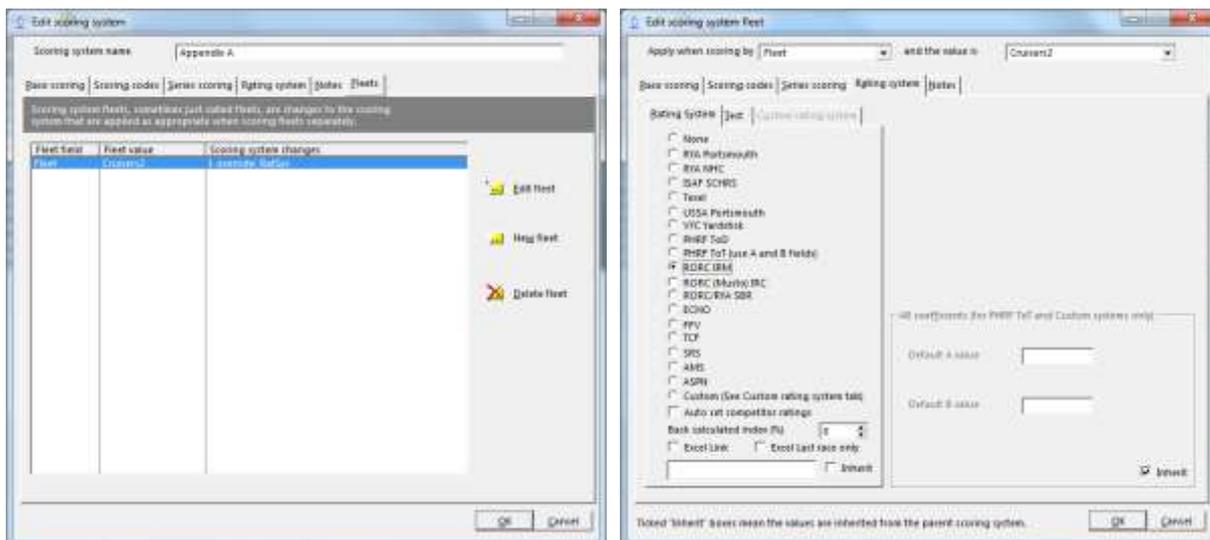
STEP 1- RATING SELECTION

The first is go to the Rating tab in the Scoring system window and select the appropriate rating system. A number of rating system formulae are integrated into Sailwave and once the appropriate system is selected, nothing else need be added other than adding individual rating/handicap values to each competitor. For rating systems that are expressed as a simple Time on Time correction fraction, *e.g.* IRC, you will almost always select 'TCF' (Time Correction Factor) as the rating system.

There are two special case options: -

- Custom – which allows a user to specify their own algorithm
- RYA NHC – which allows use of Sailwave's built-in capability to use Windows messaging services to bi-directionally communicate with an Excel spreadsheet. This option is used for Progressive handicaps using either the RYA NHC or Irish ECHO progressive handicap systems. If selected, the user can further opt to use either the Sailwave built-in algorithm for NHC, or to call an Excel task that allows more user defined values in the algorithm. This latter option is required for Progressive ECHO (Note: the ECHO option in the rating system selection refers to static ECHO, not progressive ECHO).

If different fleets are using different handicap systems, this can be defined in the 'Fleets' tab of the Scoring System menu.



STEP 2 – COMPETITOR RATINGS / HANDICAPS

Every competitor in a handicap fleet must have a handicap or rating assigned. These will be entered in the 'rating' field of competitor information. There are three ways of populating this field: -

- Manually, using the 'Edit Competitor' function of Sailwave.
- Import individual values from a CSV file as part of competitor data. The handicap or rating should be mapped to the 'Rating' field of Sailwave.
- Update from a Rating File.

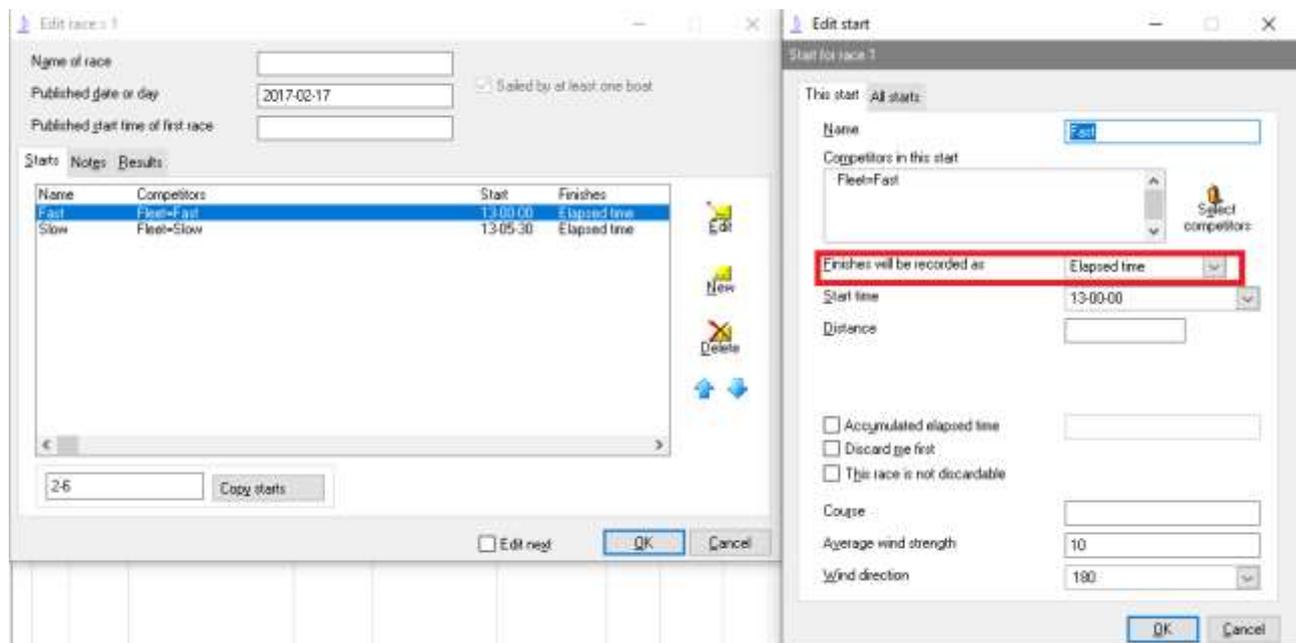
If a rating needs to be revised mid-regatta for a competitor, this is done by right-clicking the result cell for the competitor and race in question and selecting 'Edit Result'. Then select the second tab of the pop-up edit menu, titled 'Rating'. Here you can enter a new handicap/rating for this race, and specify whether this new rating should also be used for subsequent races (unless/until changed again). **Note** – this does not work for a progressive handicap/rating system, such as Irish Sailing Progressive ECHO or RYA NHC, as any manual changes will be overwritten when series next score. So be sure you know and understand how a progressive handicap/rating system works before using one.

STEP 3 – EDIT RACE

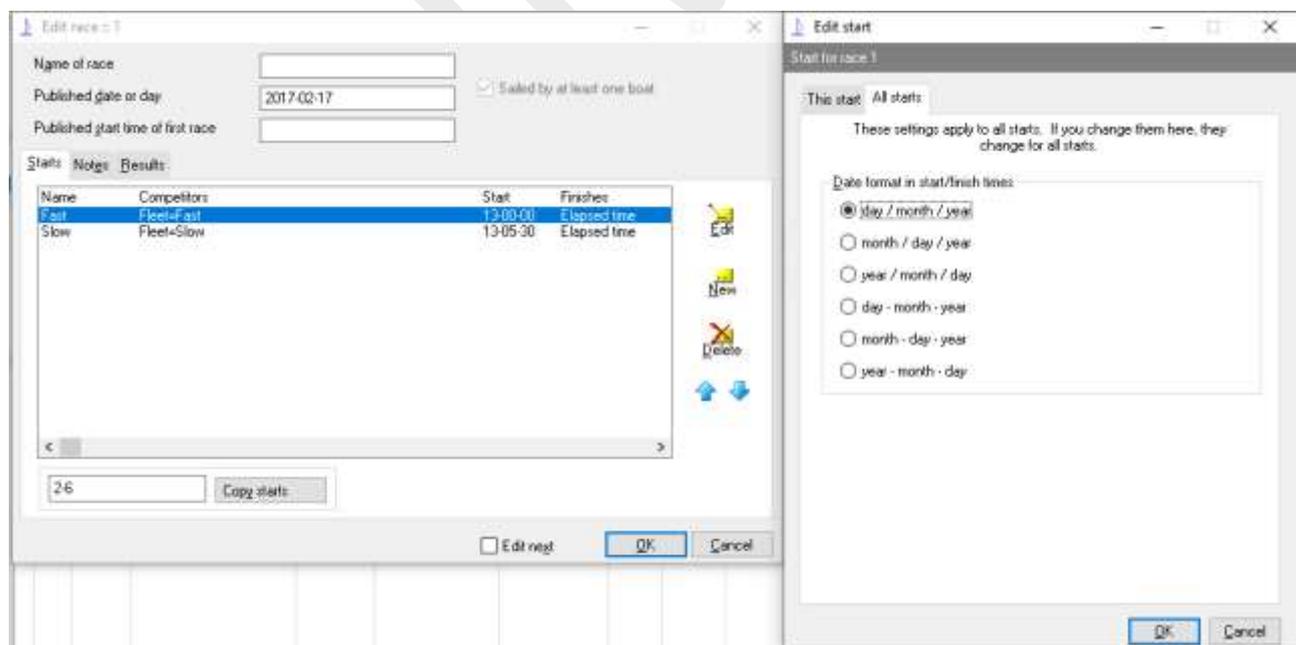
The race information must be set-up for handicap racing. To do this right click the R1 race column header and select *Edit race*. As this is a single cohort of boats there is no need to select any competitors, *i.e.* leave as all competitors.

At the top of the Edit Race windows are 3 boxes. The first labelled "Name of Race" allows you to change the default race label from R1. The second box "Published date or day" might be better labelled "Scheduled date or day" for the race. The third box labelled "Published start time of first race" might be better labelled "Scheduled start time of first race of the day". Note – the time and date formats for the latter two boxes are not tied, do not need to follow guidelines outlined – Date

& Time in Sailwave section – or the format selected in the All starts tab just below. However, it does make sense for consistency.



“Finishes will be recorded as” needs either finish time or elapsed time selecting from the drop-down box as appropriate. If using finish times, a start should be entered¹⁹, and it is recommended to be in 6-digit format HHMMSS. Make sure the start time is correct, *i.e.* taking account of any re-starts or postponements. You do not need to use time separators and you can also include a date for races longer than 24-hrs in the format date@time where the date portion **must** be in format selected on the *All starts* tab – see right hand side of screen capture below.



¹⁹ Entering a start time in the race information for a start, saves having to enter a start time for every competitor in the Sail Number Wizard. This saves data entry time and eliminates possible keying errors.

RATING FILES AND THEIR USE

You need to tell Sailwave where you are going to store your rating files using the *Folders* tab of the *Setup / Global options* on *Menu Bar* – something in My Documents is often appropriate, especially if you do not have admin access to the computer. The recommended location is set by default as C:\Users\Public\Documents\Sailwave\Ratings the advantage of this is these are available to all users of the PC if you store them in something in My Documents then they will only be available to you is often appropriate, especially if you do not have admin access to the computer. You can create sub-directories if you want to save them by groups such as year or special regattas. The number of files in the rating file folder is arbitrary.

Many users will not need to create their own rating file, they can download ratings files already created from the Sailwave website at <https://www.sailwave.com/rating-files-library>, these are relatively up-to-date files for most common rating systems. Downloaded files should be saved in your Sailwave rating file folder. Once in there, the class field list will be populated as described above; although if Sailwave was already running you may need to restart it to see the lists.

See FAQ How to create your own rating files later in this document.

AUTOMATICALLY

The ratings for competitors can be updated automatically. **Note** – automatic updating of ratings depends on the text string in the competitor Class field being an EXACT match of a class text string in the rating file. For example, Mirror not equal MIRROR, RS400 not equal RS 400 in Sailwave.

To have Sailwave automatically update ratings, the check box on the Rating tab of Scoring system needs to be set. **Be careful** about using this capability, because if you change a competitor default rating manually it will be overwritten next time the series is scored.

It is recommended that you tick this box and score the series to update the ratings to those in the rating files and then untick the box so that you can manually adjust the ratings. It is **not recommended** to leave the box ticked.

If a class of boat appears in more than once in a rating file, or in multiple rating files, the last EXACT match of class in Sailwave and the rating file/files will be the rating picked up.

MANUALLY

In the Edit Competitor window, the user can select from a list of classes. The content of that list is derived from rating files, as well as the classes already defined within the series. It's worth taking some time to set up rating files so that classes can be selected from this list rather than being entered by hand. Another advantage is that when a class is selected in this way the rating field is also automatically populated.

ADVANCED PUBLISHING

PUBLISHING EFFECTS

The effects allow changes to the presentation of the look of the results, for example highlight the 1, 2 & 3 in each race or highlight the discarded race(s) in a greyed cell. Other effects are available and could be written by someone with Javascript coding skills.

The available effects installed by default are:

HighlightWins (ColinJ)	This effect highlights first places in the series summary table. It is easily extended to show other results.
HighlightWins3 (JonE)	Works on Points being 1.0, 2.0 or 3.0
HighlightWins3v3 (JonE)	Works on rank so will also work with highpoint scoring
ScoreSeparatelyMatrix (ColinJ)	This effect is useful when lots of fleets (min 2) are being published with series summary tables and race tables. It creates a simple index rather than showing everything at once.
Scroll (ColinJ)	<p>This effect scrolls the published page to the bottom, pauses for while then quickly scrolls back up to the top of the page and repeats indefinitely.</p> <p>It is useful when displaying results on a big screen at events.</p> <p>It can take two URL parameters: -</p> <p>step defines the incremental scroll distance in pixels. Default is 2.</p> <p>speed defines how long to wait in milliseconds before the next incremental scroll. Default is 70.</p>
SocialShare (ColinJ)	This effect adds Facebook and Twitter sharing icons to the top of the page.

Additional effects available for download from the Sailwave website are:

HighlightDiscards (JonE)	This effect highlights discards in the series summary tables. The default colour is a light grey but the user can change the colour as required by editing the source.
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ModHeader (JonE)	<p>This effect allows the renaming of text in the Summary table header.</p> <p>As an example, you can rename the Rating system to some new name. It is a very simple example of an effect but is presented as an idea where users can expand upon it to their requirements.</p> <p>The code as it stands would rename Texel to NewText</p>
Refresh (ColinJ)	<p>This effect refreshes the published page every 10 seconds and makes sure it's up to date by clearing the cache.</p> <p>It's useful when displaying results continuously on a big screen at events.</p> <p>It can take a URL parameter: -</p> <p>rate defines the refresh rate in milliseconds overriding the default of 10 seconds; i.e. the default is equivalent to url?rate=10000.</p>
ScoreSeparatelyMatrixV2 (JonE)	<p>This effect is useful when lots of fleets (min 2) are being published with series summary tables and race tables. It creates a simple index rather than showing everything at once.</p>
<p>Tablesorter (JonE)</p> <p>Note – this effect imposes its own style on the published output.</p>	<p>2018/04/16 Updated to version 1.2 to work with https websites</p> <p>This effect allows the sorting of the columns for the results summary tables and sort indicators are added to the column headers. Columns are sorted alphabetically except the race columns which have a custom parser to make them numeric – so even if a result is discarded and the number is in brackets it will use the numeric value within the cell. Click on the column header to sort any column. Clicking it a second time will reverse the sorting. If you are using a PC to view, then you can sort on multiple columns by holding down the control key while you select the next column. Or use the Alt key to reset the sort (You can always click on the Rank column header to reset also)</p> <p>It can be combined with the three HighlightWins effects if required.</p>

FOOTER BANNER GRAPHIC

It is possible to print a graphic image or additional textual information at the foot of the published information. The graphic image may, for example, be an image containing the logos of the companies/organizations supporting the event.

Note under the Sailwave DEAL you must not remove the reference and link to Sailwave from the footer file. It would be appreciated if any graphic image and/or textual information is placed below the reference and link to Sailwave.

It is important to manage the use of this advanced technique in a way appropriate for your circumstances. I have used three different ways of using the capability of editing the footer.txt file in the Templates sub-folder which by default is in one of the following locations depending on operating system:

C:\Program Files\Sailwave\templates

C:\Program Files (x86)\Sailwave\templates

C:\Users\Public\Public Documents\Sailwave\templates

However, you might have set a different location in *Global options | Folders*.

The three ways I have used are: -

Method	Advantage	Disadvantage
Edit footer.txt file in default location or folder specified in Global options	Easier to do No other files to modify	The modified footer is used when publishing all series, you might be responsible for and the changes are not appropriate for them all.
Make copy of footer.txt and name to something appropriate, for example footer-29er-worlds.txt then edit as appropriate. Make copies of the other templates, the .HTM files, you will want to use and name appropriately, for example default-name-29erWorlds.htm. These files will need to be edited to	Easier to score many different series without having to remember to change Templates folder location in Global options Folders	The Publish menu can get very long very quickly. Need to make sure the correct publish option is selected for the series in question being published.

HEADER BANNER GRAPHIC

It is possible to print a graphic image or additional textual information at the head of the published information. The graphic image may, for example, be an image containing the logos of the companies/organizations supporting the event or an event logo. Sailwave will publish an event and/or venue graphic image, if the information has been entered on the Series information window.

It is important to manage the use of this advanced technique in a way appropriate for your circumstances. I have used three different ways of using the capability of editing the header.txt file in the Templates sub-folder which by default is C:\Users\Public\Public Documents\Sailwave\Templates. However, you might have set a different location in *Global options | Folders*.

The three ways I have used are: -

Method	Advantage	Disadvantage
Edit header.txt file in default location or folder specified in Global options	Easier to do No other files to modify	The modified header is used when publishing all series, you might be responsible for and the changes are not appropriate for them all.
Make copy of header.txt and name to something appropriate, for example header-29er-worlds.txt then edit as appropriate. Make copies of the other templates, the .HTM files, you will want to use and name appropriately, for example default-name-29erWorlds.htm. These files will need to be edited to change header.txt to the name you used. They will also need the second line of text in the file modifying to identify it clearly in the Publish menu.	Easier to score many different series without having to remember to change Templates folder location in Global options Folders	The Publish menu can get very long very quickly. Need to make sure the correct publish option is selected for the series in question being published.
Copy Templates folder and the contents of the folder to a new folder named appropriately, for example Templates-	All the publishing options on the Publish menu will make use of the modified header.txt	If you are scoring multiple series you have to remember to change the Templates folder

29erWorlds. Then edit header.txt in the newly created folder as appropriate. Change path to Templates folder in Global options Folders to new folder just created.	so ensuring consistency across all published information.	path in Global options Folders when you have to work on a different series.
--	---	---

You should only make use of the information that follows if you know HTML coding.

To add a graphic and/or text to the head of information published by Sailwave add the appropriate HTML code in the header.txt, leaving everything else untouched, between

```
<header>
</header>
```

An example of a header graphic: -



See section about editing HTML files in the Templates folder if you decide to use the second method in the above table.

EDITING .HTM FILES IN TEMPLATES FOLDER

If you have decided to use the second method in the preceding two sections, *i.e.* made copies of footer.txt, header.txt and .HTM files and named them as appropriate for your regatta or event then you need to do additional editing of the .HTM files.

Open each of the .HTM files and change footer.txt & header.txt to the names you have created. In addition, you will need to edit, carefully, the second line of text in each of the files to the right of the &. The suggestion is you insert, immediately to the right of the &, a short character string appropriate to your event leaving the rest of the text as is; as an example, 29er has been inserted
 template.setmenutext('&29erNotice or note paper...')

Make sure,

- **you only insert text between the & and the first letter and**
- **that you do not change any of the other text/characters on the line.**

CREATING YOUR OWN TEMPLATES AND STYLES

Sailwave includes a default set of templates and styles that should be enough for most users. However, it is possible to create your own. The information on how to do this can be found on the Sailwave website at <https://www.sailwave.com/how-do-i-create-my-own-publishing-templates-and-styles>.

See Advanced Publishing section for guidance on how to change header & footer information

NATION PUBLISHING TEMPLATES

The nation publishing template must be switched on in the User interface window. The templates may be useful for international regattas where many different nations are competing. The templates were developed by Colin Jenkins for the 2010 Sail for Gold Regatta held at Weymouth & Portland National Sailing Academy in the UK.

One of these publishing options is still useful in a single class multi-national event as it produces a table showing the results achieved by country. An example can be seen at <https://www.sailwave.com/results/29er/2019-EuropeanChampionship/NationResults.htm>. Note - this was produced after modifying the rank column to show an overall regatta rank not the rank within a fleet.

CLUB, STATE, REGION, PROVINCE IMAGES

It is possible to publish images other than the nationality flag for competitors.

You will have to host the images on a server that you can upload the images to and can be accessed from the Internet. You will need to know the address of the folder the images are available from as well as the names of each image and what they represent.

Note competitor photographs can be included as there is a field in Sailwave already defined for them. You will need to turn on "Extra competitor fields..." on Setup User interface.

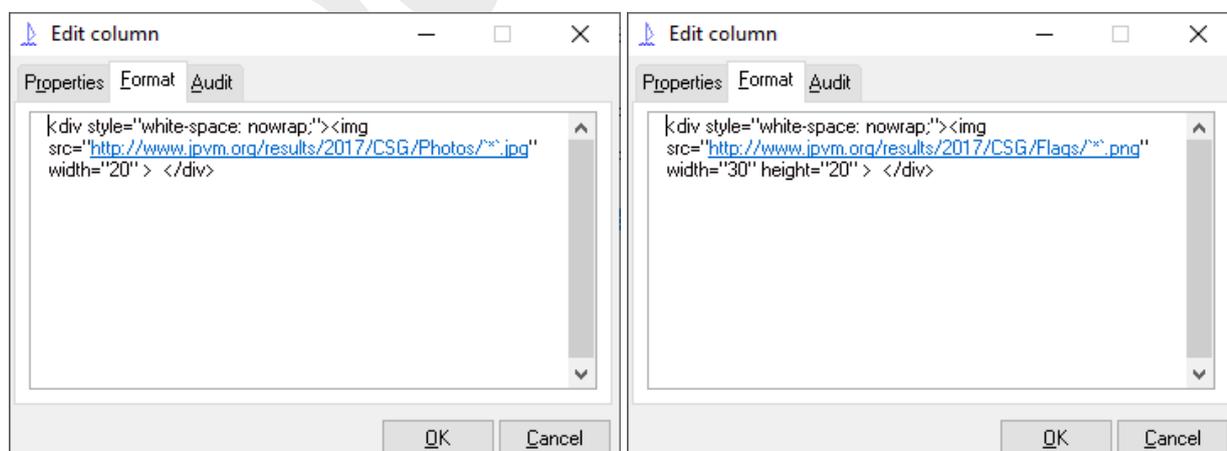
Sailed: 0, Discards: 0, To count: 0, Entries: 9, Scoring system: Appendix A

Rang Rank	Prov		Barreur Skipper		Total	Net
1	AB		Rachel Kortbeek		0.0	0.0
1	BC		Makena Shepard		0.0	0.0
1	MB		Molly Ingenmey		0.0	0.0
1	NB		Claire Sears		0.0	0.0
1	NS		Lauren Sullivan		0.0	0.0
1	ON		Clara Gravely		0.0	0.0
1	PE		Makena Cudmore		0.0	0.0
1	QC		Léa Desgroseilliers		0.0	0.0
1	SK		Kathleen Jean Carter		0.0	0.0

Choose an appropriate column for displaying an additional image for a competitor, for example the Region field. It is suggested that you do not use the Nat field, but you can if you want to. Other possible fields to consider are Area, District or Group.

In this example the Nat field was used to contain the information about the province flag including the province code. The province code is duplicated in this example in another field so it will be published alongside the flag in a different column.

The 'magic' is done by putting appropriate HTML code in the box on the format tab of the chosen field 😊 Thank you Peter van Muyden for enlightening me to this use of HTML.



The left image above shows the HTML code for displaying the competitor photograph on the format tab of the CrewPhoto field. Whilst, the right image shows the code for displaying the province flag on the format tab of the Nat field. The code in both is as follows:

Left image	Right image
<pre><div style="white-space: nowrap;"> </div></pre>	<pre><div style="white-space: nowrap;"> </div></pre>

You will need to change the code in bold to reflect the location on the Internet of your images and what image format you are using. **Do not** change the string `*`. This is required code for things to work, where the `*` substitutes what has been entered in the field in Sailwave.

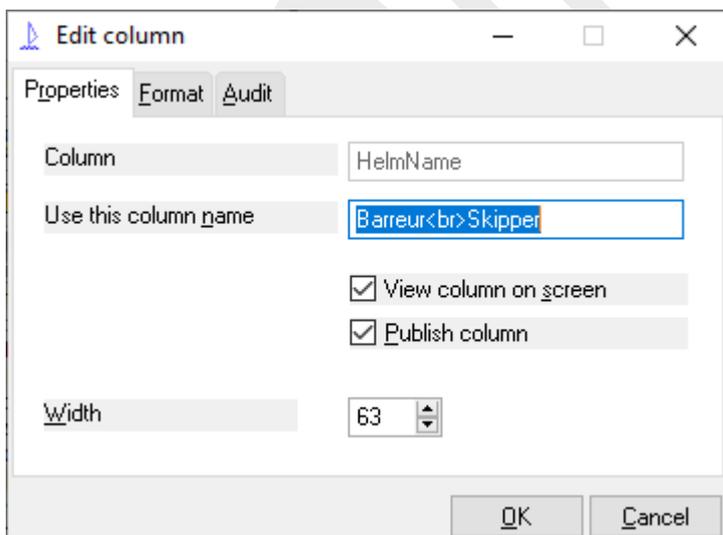
Note – all the graphic images must of the same file type, i.e. all .png or all .gif or all .jpg.

BI-LINGUAL COLUMN HEADERS

Who noticed in above set of results that there were two languages, English & French for some of the column headers?

This a very easy change to make. Right-click the column header you want to make multi-lingual and select Rename column. The screen capture image below shows a bi-lingual column name for the HelmName column, i.e. French & English. **Note** - there is a limit on the amount / length of text you can enter.

The 'magic' is the four-character string
 which is bit of HTML code that when the output appears in your web browser will have the text before the
 above the text after. Effectively creating a new line.



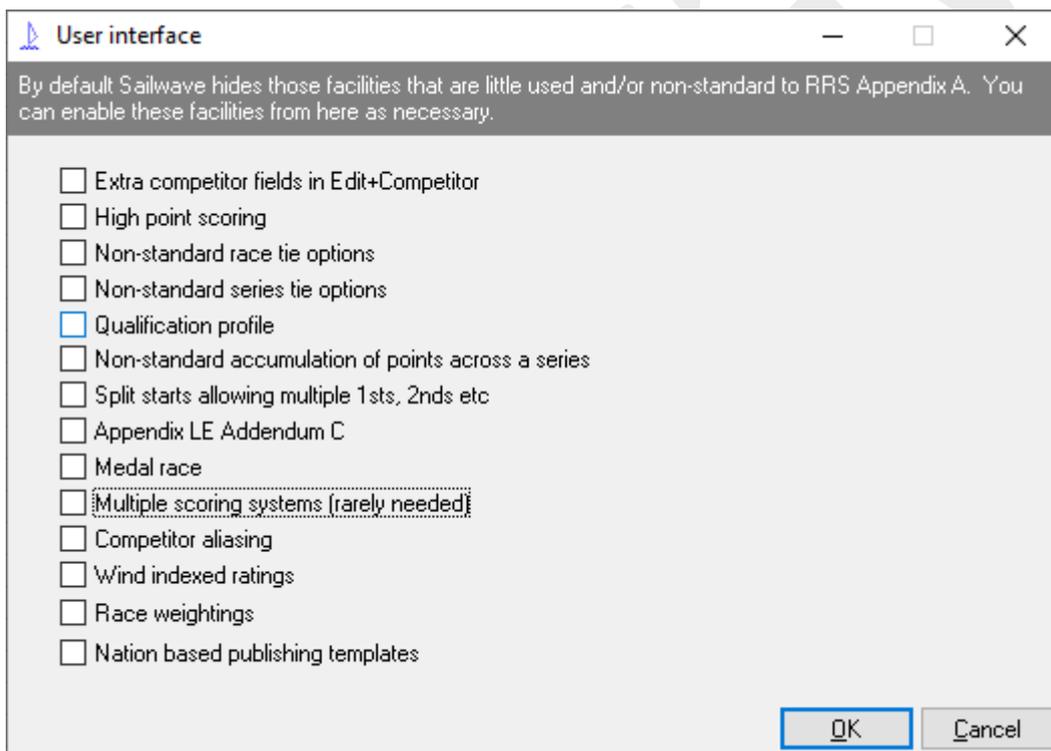
ADVANCED FUNCTIONALITY

As already explained Sailwave has by default functionality enabled to score a single class on place finish. With only one change – on the rating tab of Scoring system from None to an appropriate choice of rating system - this can be applied to a group of competitors sailing under a handicap system.

By ‘tagging’ / ‘labelling’ each competitor to an appropriate name using an appropriate column which is recommended to be Fleet, it is easy to extend to multiple groups of competitors without needing to access any of the hidden, by default, functionality that is going to be described in this section.

USER INTERFACE

Extra functionality is made *Setup / User Interface Menu Bar* option which allows the additional functionality to be ‘switched-on’ to provide advanced scoring and other options. The extra functionality options can be seen in the following image.



EXTRA COMPETITOR FIELDS

By default, Sailwave makes available a limited set of fields to save overwhelming new users with many fields they will not possibly need ever. The additional fields are made available by switching the “Extra competitor fields...” on by checking the box on *Setup / User interface*. Once you have filled in all the fields you want for a competitor you can hide all the fields that have not been used

by editing any competitor and checking the box “Hide fields unused by all competitors in the series” at the bottom left of the competitor window, highlighted by red box in image below.

The screenshot shows a window titled "Edit competitor :: AB - AB Rachel Kortbeek". It has several tabs: "Entry", "All crew", "Notes", "Audit", and "Medical". The "Entry" tab is active. The form contains the following fields:

- Row number: [text input]
- Tally number: [text input]
- Exclude:
- Boat class: [dropdown menu]
- Prov: [text input, value: AB]
- Alt Sail number: [text input]
- Boat name: [text input]
- Barreur
Skipper: [text input, value: Rachel Kortbeek]
- Équipier
Crew: [text input]
- Club: [dropdown menu]
- shy: [dropdown menu, value: AB]
- Fleet: [dropdown menu]
- Division: [dropdown menu]
- Rating: [text input]
- Notes: [text input]

At the bottom of the window, there are three buttons: "Hide fields unused by all competitors in the series" (highlighted with a red box), "Edit next", and "OK". There is also a "Cancel" button.

HIGH POINT SCORING

This option must be selected to enable high points scoring in Sailwave. Several high point scoring systems are built-in and there is a custom option that allows you to define your own high point scoring system. **Note** – you must check the scoring codes are configured in a way that works with a high point scoring system; it may be best to use the fixed points method and set the points manually to appropriate values.

NON-STANDARD RACE TIE OPTIONS

The ‘*Non-standard Race tie resolution*’ determines what happens when two boats are tied for a place. This option is only needed if specified in the SI that non-standard race tie breaking is to be used. If this option is selected an additional box, labelled “Race tie resolution”, appears on the right side of the *Race* tab of *Scoring series* appears. Choose the appropriate option.

NON-STANDARD SERIES TIE OPTIONS

‘*Non-Series tie resolution*’ block will only be available/visible on the *Series scoring* tab of the Scoring system window if this option has been selected.

The ‘*Apply DN Class tie break rules (non-standard)*’ which appears is very specific to the DN Ice Yachting Class. So only check this option if you fully understand what it does. **Note** – also it is still considered BETA functionality.

It is important to note that the order of series tie break options shown, on the Series tab of Scoring, is not the order in which they are used! When 'Apply WS Appendix B8.8 – who had best discards (non-standard)' is checked, it is used first before WS Appendix A8.1 & A8.2.

QUALIFICATION PROFILE

The qualification profile allows the setting of the number of races in a series a competitor must compete in to be considered as qualifying for the series.

The setting of the qualification profile works in the same way as the discard profile.

NON-STANDARD ACCUMULATION OF POINTS ACROSS SERIES

If this option is selected an additional box with two options appears at the bottom of the *Series* tab of the *Scoring system* window. By default, the standard RRS Appendix A accumulation of points is selected but you could use the second option to see what effect it has on the series results.

SPLIT STARTS ALLOWING MULTIPLE 1STS, 2NDS, 3RDS

This option will need to be selected when a Q-series or an event with fixed groups of competitors racing in a round robin format. An example, for fixed colour groups racing in round robin format that combine for starts in pairs: -

Start Race	1	2
1	Blue & Green	Red & Yellow
2	Blue & Red	Green & Yellow
3	Blue & Yellow	Green & Red
4	Red & Yellow	Blue & Green
5	Green & Yellow	Blue & Red
6	Green & Red	Blue & Yellow

The series would be scored as all competitors together, therefore there would two 1st, two 2nd, two 3rd *etc.* in each race.

At large international events the competitors in a class may be split into 2, 3, 4 or more **flights** for the Q-series, so there will be the number of flights 1st, 2nd, 3rd *etc.* in each race as the Q-series is scored as all competitors together.

APPENDIX LE ADDENDUM C

This option is selected if a Q-series and F-series are being scored all in one Sailwave file. The check box alongside '*Allow multiple 1sts, 2nds etc*' will need selecting as well.

MEDAL RACE

A medal race is most frequently used in national or international competitions for a single class of boats; for example, 29er, 470, 49er, Laser. A medal race is usually for a limited number of boats and is typically the top 10 boats in the regatta/event.

A medal race is frequently part of an event run with a Q-series & F-series but does not have to be.

MULTIPLE SCORING SYSTEMS

Selecting this option allows multiple scoring systems to be defined in one Sailwave file such that when scoring you can choose which to apply. For example, if you have selected High point scoring system in the User Interface you could define an additional scoring system using High Points scoring so you could see what effect it has on the series results.

By default, when you open the Scoring system you will see the standard RRS Appendix A is already in place. You can create a new scoring system to be used across all fleets you may have in your file or you could create a Fleet specific scoring system. For example, if you have a fleet of multi-hulls racing you may want to score them on handicap using the SCHRS rating system whilst scoring everyone else on the RYA PY system here in the UK or your own local rating system.

Note – when you create a fleet scoring system it inherits by default the status of the scoring system as you have already set it up. To make changes for your fleet you need to uncheck the inherit box in the appropriate places that you want to make changes.

Multiple scoring systems together with the use of competitor aliases allow complex scoring in different ways to be done all in one Sailwave file. Have fun experimenting. 😊

COMPETITOR ALIASING

The selection of this option allows one or more copies of a competitor to be created. The competitor copies can then be assigned to a different **fleet** which will have a different scoring system applied. Usually the only change in the scoring system will be to change the rating system. For example, creating two copies / aliases for each competitor you could score using Irish Sailing ECHO rating system, RYA NHC rating system and IRC rating system all in one Sailwave and only have to enter finish times once for each competitor in each race. You will have to set up multiple starts with a start for each **fleet**.

WIND INDEXED RATINGS

This section should be read in conjunction with the earlier section on RATING FILES AND THEIR USE.

The following information is from the Sailwave website - <https://www.sailwave.com/how-do-i-use-wind-indexed-ratings>.

Last edited 1st June 2018 by Jon Eskdale

Note that the wind indexed options are not enabled by default in Sailwave because they are little used – use the User Interface window to enable them on a per series basis.

Edit a scoring system and enable wind indexed ratings on the Rating System tab. Enter a comma-separated list of wind strengths that will be used for the corresponding wind indexed ratings. Using the USSA PN scheme as an example, the list would look something like this: -

0-1, 2-3, 4, 5-8

Note that the spaces are ignored, and the list could also look like this: -

0-1,2-3,4,5-8

The strings (“0-1” etc.) are completely arbitrary and you could have alternatively written: -

None, Gentle, Medium, Strong

When you sail a race you log the wind strength in a race start – a drop-down list allowing you to select one of the above values.

Each competitor should have a default rating defined and a comma-separated list of ratings to use for each of the wind strengths defined above; for example: -

100,101,101,102

Note that a null value in the list is interpreted as use the default value. For example, if the default value was 101 the list of wind index ratings could have been written: -

101,,,102

If the default value was 100 it could have been written: -

,101,101,102

When you score the series with wind indexing enabled Sailwave looks at the wind strength logged in a race start and then chooses the appropriate rating for the competitor from their list of wind indexed ratings; from which it can calculate an appropriate corrected time. If a race is not logged with a wind strength the default value is used.

RACE WEIGHTINGS

If this option is selected each race can be assigned more or less importance. This is more usual in big boat racing.

The race weighting value is set in the *Edit start* tab of *Edit Race*, accessed by editing a start on the *Starts* tab of the Edit Race window. A value of 2 will double the normal points for the race in question, so 1st will get 2 points and 2nd will get 4 points and so on.

The value entered does not have to be a whole number, it can have a decimal portion for example, 0.5, 2.5, 1.7.

Race weightings work in both RRS Appendix A scoring and in High Point scoring systems.

NATION BASED PUBLISHING TEMPLATES

These templates were developed by Colin Jenkins, for the 2010 Sail for Gold Regatta held at Weymouth & Portland National Sailing Academy with multiple classes and many different nations competing. One template, Nation results, is useful for single class multi-nation events – example at <https://www.sailwave.com/results/29er/2019-EuropeanChampionship/NationResults.htm> - and the others are not. Have fun investigating. 😊

Note – if used in an event with Gold, Silver, Bronze fleets you may not quite get what you are expecting on some output. But this can be overcome with a bit of creativity on the Rank column using *Tools | Seed competitor* field!

Examples can be seen at: -

- Country placing in TOP 10 for each class - https://ffnestri.co.uk/sailwave/2012-S4G/2012_countryplacings.htm
- Placings each country achieved - https://ffnestri.co.uk/sailwave/2012-S4G/2012_countryresults.htm
- Nation standings - https://ffnestri.co.uk/sailwave/2012-S4G/2012_countrystandings.htm
- Top 10 Nations in each class - https://ffnestri.co.uk/sailwave/2012-S4G/2012_top10.htm

ADVANCED SCORING

To be able to do advanced scoring, functionality must be enabled. The extra functionality is documented in Advanced Functionality section of this document.

This section will document setting up alternative scoring systems so you can compare the effect on the overall results. For example, Standard Appendix A and a High Point Scoring system.

This section will also document how to score different fleets using different scoring systems. For example, mono-hulls scored using an RYA PY like rating system and multi-hulls scored using the SCHRS rating system in dinghies, or in keel boat racing scoring the same competitor under IRC, ECHO and or RYA NHC rating systems.

ALIASES

This functionality allows a competitor to have one or more aliases. By doing this, groups of competitors can be scored using multiple rating systems and/or point systems; for example a cohort of competitors could be scored using the IRC rating system, ECHO rating system and the RYA NHC rating system all at the same and the finish times only have to be entered once for each competitor.

For example, a one design cruiser-racer class could race under three different rating systems:

- Scratch, where the competitors are scored in the order that they finish
- A boat design handicap (*e.g.* IRC), where handicaps are assigned by a rating authority solely based on the boat design, age and equipment. An older boat may have a slightly more favourable handicap than a new boat of the same design. Similarly, a boat with high-tech sails may have a slightly less favourable handicap than one with low-tech sail.
- A helm or performance handicap (*e.g.* NHC, ECHO), where handicaps are assigned based on boat design and past performance. Boat that regularly finish towards the back of the fleet are assigned more favourable handicaps than those who regularly finish towards the front of the fleet. These may be manually adjusted as a regatta progresses or may be automatically adjusted after every race based on a predetermined formula (a 'progressive' handicap).

Similarly, at an international regatta, all competitors may be entered for the open championship, but only a subset for a national championship being run as part of the same event.

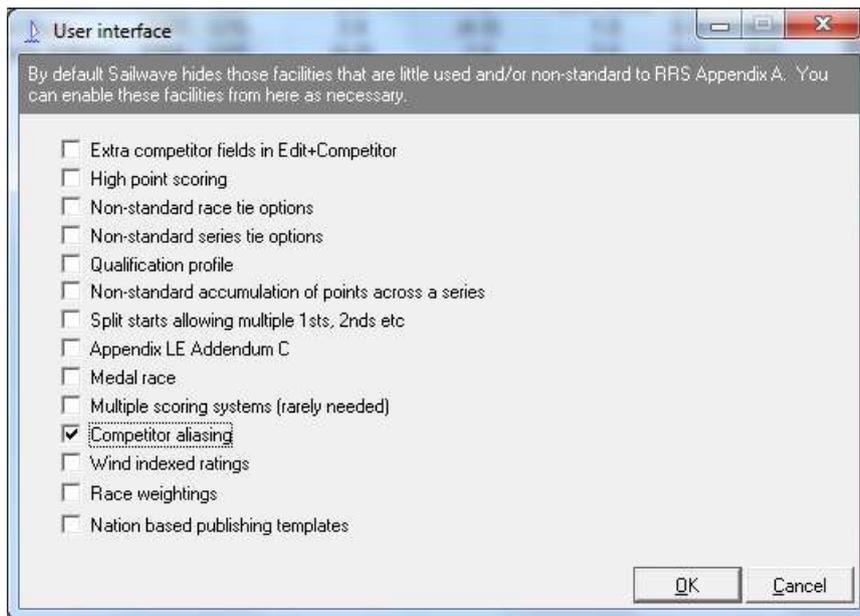
Sailwave uses the 'Alias' concept to handle these (and some other) cases. A separate 'fleet' is defined for each scoring system or scoring group to be used. For every competitor a separate record is created for each fleet in which it is to be scored. This is normally done through import from a CSV file. The 'Alias' function of Sailwave is then used to link these records together, so each boat's finish needs only be entered once to be used in all fleets/handicap systems/sub-events for which that finish applies.

ALIASES SETUP

ENABLE ALIASING

The first requirement is to enable Aliasing, either by selecting *Set up | User interface* from the

Menu Bar or click  on the first row of *Icon Bars*. This triggers Sailwave to include an alias tab in the competitor information window, plus show an alias column in the main Sailwave window.



There are three ways of creating aliases once the functionality has been enabled: -

1. Using Sailwave only
2. Using Sailwave and an external spreadsheet
3. Using Sailwave, SWCList and an external spreadsheet

SAILWAVE – CREATE ALIASES

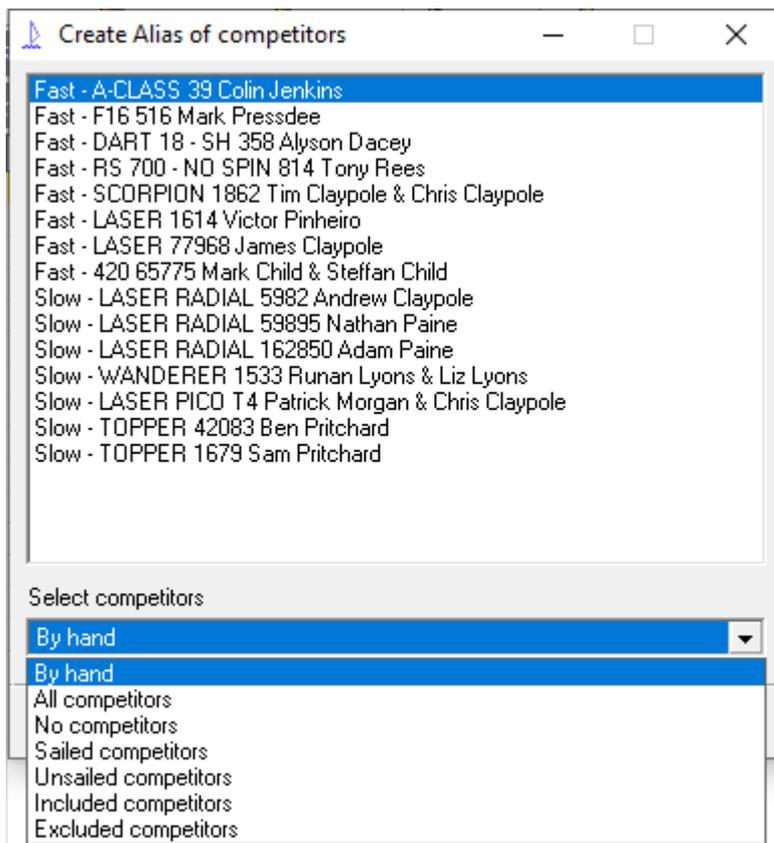
Using this method there are two stages; the first creating the aliases and the second setting an appropriate fleet name for the aliased competitors.

Stage 1

Select *Edit | New competitor aliasing* from the *Menu Bar* or use the keyboard shortcut Ctrl+Alt+n.

Hint - have the competitors sorted on fleet before using this option.

The drop-down list has several options for selecting which competitors will be aliased.



Note – The first competitor is selected by default and this may not be what you want; they will be included in what ever selection you make by hand unless you un-select them by clicking on them once.

Remember Sailwave has no undo option, so it may be a good idea to save a copy of the file before creating competitor aliases.

When selecting by hand, you can bulk select a group of consecutive competitors by clicking the first competitor you want and then hold down the shift key and click on the last competitor you want. When you are happy with your selection of competitors click the OK button.

Stage 2

Note - if you created aliases for all your competitors and groups of competitors are in different fleets you will have to do this step for each fleet.

Use *Tools | Set competitor field* from the *Menu Bar* to set an appropriate fleet name. To select the aliased competitors, click the “Select competitors” button and in the criteria select the “Alias” field from the drop-down list. Next select the comparison operator > from the drop-down list and then enter 0 (zero) in the next box. See next screen capture image.

If you created for all competitors and there are different fleets you will need to add an additional selection criterion in the next group of 3 boxes to the right of “AND” on the same row. Select Fleet

from the drop-down list of fields then select = from the comparison operator drop-down list and finally select the fleet from the drop-down list that you want to change.

The next part of this step is to set the field to change to be fleet in most cases and the action to be set this value. In the “Set this value” box enter an appropriate name of the fleet of the aliased competitors. For example, if the original fleet was “Cruisers1-IRC” and you are going to score the aliased competitors using the RYA NHC rating system you might choose “Cruisers1-NHC” as the fleet name. Finally click OK button to make the change. **Note** - the fleet name for the aliased competitors cannot be identical to a fleet name you have already used in this Sailwave file.

Repeat this stage if you have more fleets that have had their competitors aliased.

There is a video on the [SUG](#).

You will now have to make any changes to the aliased competitors manually. For example, changing the rating value to the appropriate value for a different handicap / rating system.

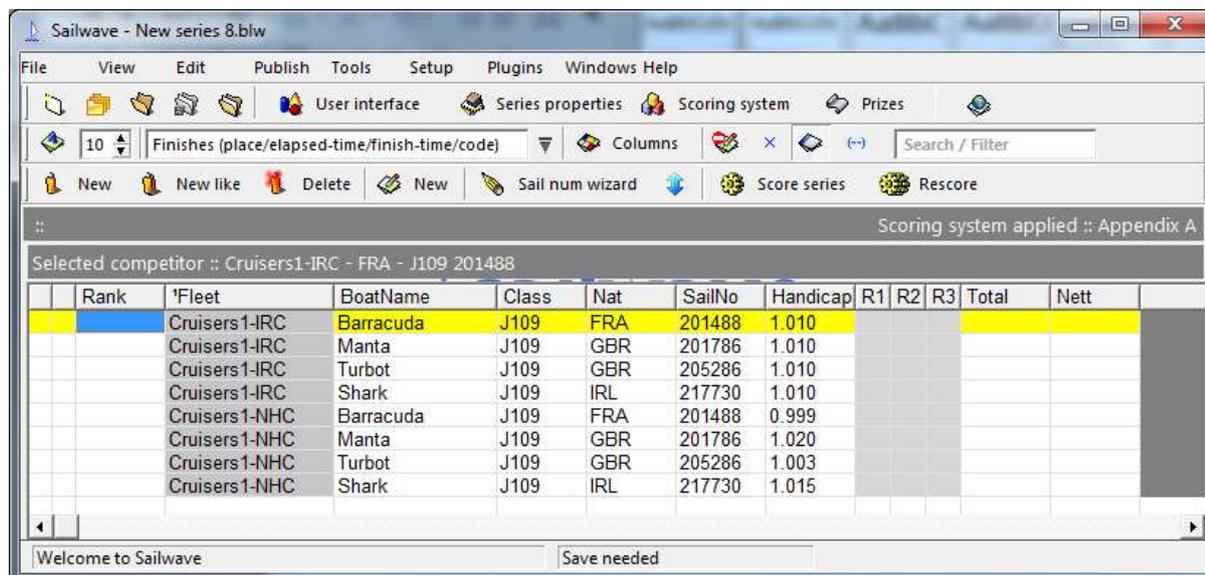
SAILWAVE & SPREADSHEET- CREATE AND IMPORT THE COMPETITOR DATA

Prepare the competitor data in a spreadsheet and then import into Sailwave. A fleet needs to be created for each handicap/rating system to be used, and competitor data replicated, noting any handicap specific values.

	A	B	C	D	E	F
1	Class	Fleet	Nat	SailNo	Handicap	BoatName
2	J109	Cruisers1-IRC	FRA	201488	1.010	Barracuda
3	J109	Cruisers1-IRC	GBR	201786	1.010	Manta
4	J109	Cruisers1-IRC	GBR	205286	1.010	Turbot
5	J109	Cruisers1-IRC	IRL	217730	1.010	Shark
6						
7	J109	Cruisers1-NHC	FRA	201488	0.999	Barracuda
8	J109	Cruisers1-NHC	GBR	201786	1.020	Manta
9	J109	Cruisers1-NHC	GBR	205286	1.003	Turbot
10	J109	Cruisers1-NHC	IRL	217730	1.015	Shark

Stage 1

Once complete, these competitor records can be imported into Sailwave using *File | Import competitors from a CSV file* on the [Menu Bar](#).



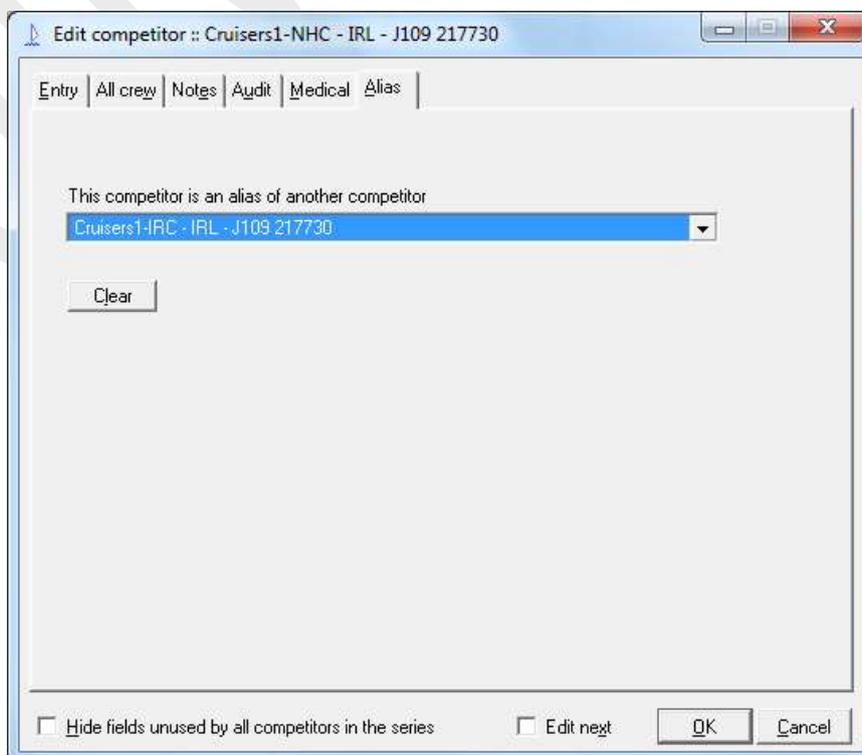
Rank	Fleet	BoatName	Class	Nat	SailNo	Handicap	R1	R2	R3	Total	Nett
	Cruisers1-IRC	Barracuda	J109	FRA	201488	1.010					
	Cruisers1-IRC	Manta	J109	GBR	201786	1.010					
	Cruisers1-IRC	Turbot	J109	GBR	205286	1.010					
	Cruisers1-IRC	Shark	J109	IRL	217730	1.010					
	Cruisers1-NHC	Barracuda	J109	FRA	201488	0.999					
	Cruisers1-NHC	Manta	J109	GBR	201786	1.020					
	Cruisers1-NHC	Turbot	J109	GBR	205286	1.003					
	Cruisers1-NHC	Shark	J109	IRL	217730	1.015					

Stage 2 - Create the Aliases for imported competitors

Having enabled 'Competitor Aliasing' in the user interface, an 'Alias' tab now appears in the 'Edit Competitor' menu. One fleet needs to be chosen as the primary / master fleet to which aliases will be linked. In this example, 'Cruisers1-IRC' is chosen as the primary / master fleet and competitors in 'Cruiser1-NHC' will be linked 'aliased' to 'Cruisers1-IRC'.

For each competitor in 'Cruisers1-NHC', an 'Edit Competitor' is done, with the 'alias' tab being selected. Here, the drop-down menu is used to pick the primary / master competitor. In this case, it is the same competitor in the Cruisers1-IRC fleet. Check to make sure the sail numbers match before hitting 'OK'.

Once complete, the '@' symbol appears in front of each competitor that has been declared as an alias – see next screen capture image.



Edit competitor :: Cruisers1-NHC - IRL - J109 217730
 Entry | All crew | Notes | Audit | Medical | Alias
 This competitor is an alias of another competitor
 Cruisers1-IRC - IRL - J109 217730
 Clear
 Hide fields unused by all competitors in the series
 Edit next
 OK Cancel

Sailwave - New series 8.blw

File View Edit Publish Tools Setup Plugins Windows Help

User interface Series properties Scoring system Prizes

10 Finishes (place/elapsed-time/finish-time/code) Columns Search / Filter

New New like Delete New Sail num wizard Score series Rescore

Scoring system applied :: Appendix A

Selected competitor :: Cruisers1-NHC - FRA - J109 201488

	Rank	Fleet	BoatName	Class	Nat	SailNo	Handicap	R1	R2	R3	Total	Nett
		Cruisers1-IRC	Barracuda	J109	FRA	201488	1.010					
		Cruisers1-IRC	Manta	J109	GBR	201786	1.010					
		Cruisers1-IRC	Turbot	J109	GBR	205286	1.010					
		Cruisers1-IRC	Shark	J109	IRL	217730	1.010					
@		Cruisers1-NHC	Barracuda	J109	FRA	201488	0.999					
@		Cruisers1-NHC	Manta	J109	GBR	201786	1.020					
@		Cruisers1-NHC	Turbot	J109	GBR	205286	1.003					
@		Cruisers1-NHC	Shark	J109	IRL	217730	1.015					

Welcome to Sailwave Save needed

If a competitor has opted not to be scored under a particular handicap, they can be marked as excluded ('Edit Competitor' and tick 'exclude' box on 'entry' tab, or just double-click the small cell at the very left of the competitor record in the main Sailwave window).

SCORE AS NORMAL

When entering finishes, the entry for each competitor need only be made once and the finish data (time or place) is replicated automatically to the appropriate alias(es). Scoring by fleet ensures that a separate set of results is created for each handicap.

SAILWAVE, SWCLIST AND AN EXTERNAL SPREADSHEET

There is also a way in which aliases can be specified in a spreadsheet, and imported via CSV file, thus avoiding the need to individually declare each alias for each competitor. However, this does require some knowledge of Sailwave internals and of spreadsheet data editing. It uses the SWCList utility to export competitor data of the alias target fleet, including the Sailwave generated unique competitor ID. These unique ID's can then be used as Alias ID's for aliased competitors, which are then imported into Sailwave alongside the original competitors. Full details of this method can be got through the user forum.

ADDITIONAL CONSIDERATIONS

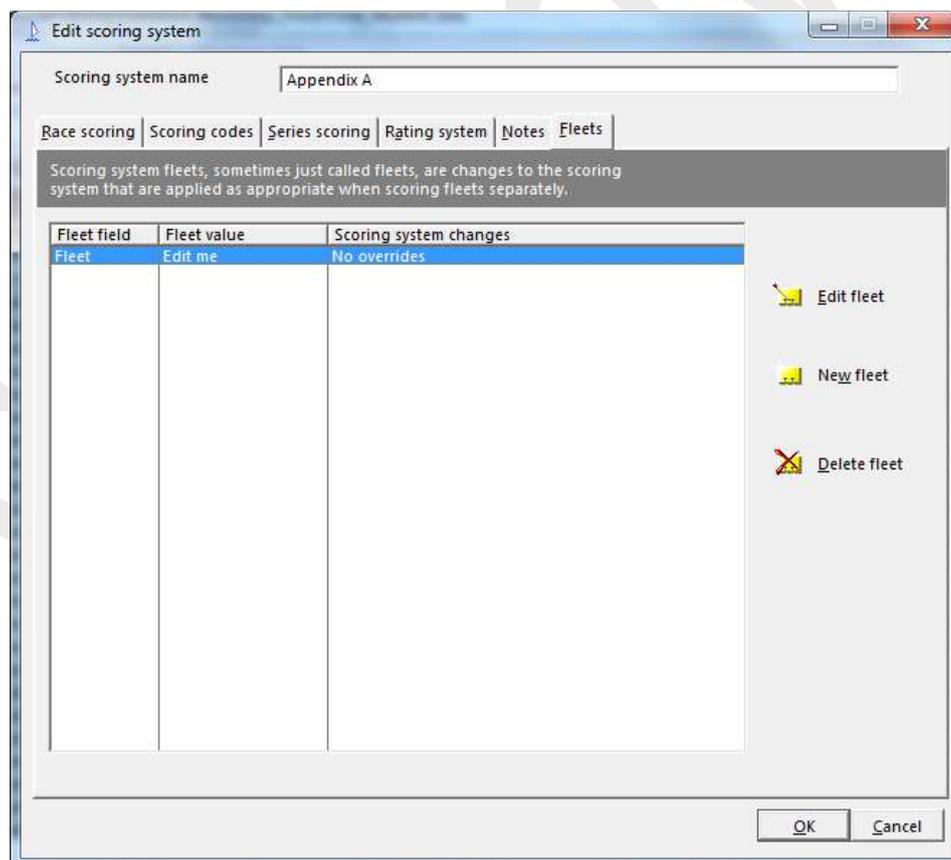
The rating system being used is specified in the 'Rating System' tab of the 'Scoring System' menu. When using aliases for multiple handicaps, it's important to ensure that the correct rating systems are specified for each handicap. If each of the handicaps use the same calculation basis, e.g. a simple time correction factor, this only needs to be specified on the 'Rating System' tab. However, if different algorithms are used for the different handicaps, then these must be specified on the 'Fleets' tab of the 'Scoring System'. Each fleet will use what is specified on the 'Rating System' tab, except where specified on the 'Fleets' tab.

FLEETS TAB (SCORING SYSTEM)

When the competitors are scored in separate groups you can create fleet specific scoring system modifications using the Fleets tab.

The Scoring System menus allow a user to define all the default scoring parameters for a regatta. However, not all fleets or classes within the regatta may want to use the same profile. The *Fleets* tab allows the definition of exceptions to the default series parameters for any fleet. Exceptions can be defined for each part of Scoring System: Race scoring, Scoring Codes, Series Scoring (including Discard Profile, and Rating System). Common uses would be where different fleets use different discard profiles, or where different fleets use different handicap / rating systems (*e.g.* in dinghy racing Portsmouth Yardstick for a mono-hull fleet and SCHRS for multi-hull fleet, and in big boat racing Time Correction Factor for a cruiser/racer fleet and using aliases the same competitors scored using progressive ECHO).

To set up an exception using the Fleets tab, click on 'New Fleet', select the new fleet that has been created, and click on 'Edit Fleet'.



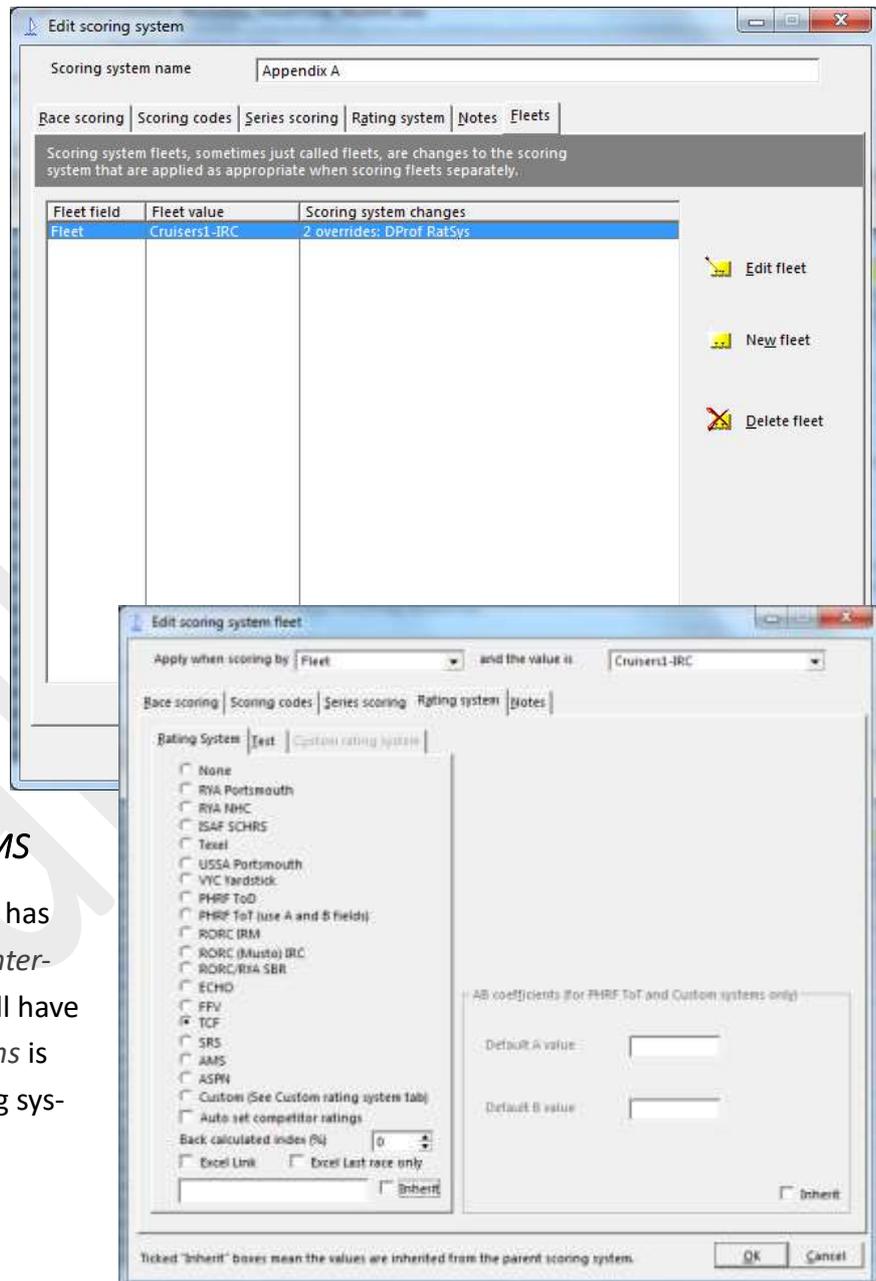
At the top of the 'Edit scoring system fleet' window, where it says "Edit me", you need to select from the drop-down list the Fleet you are going to alter the defaults for scoring the series. In the example alongside, the exception will apply for the 'Fleet' identified as "Cruisers1-IRC". The scorer can then declare whatever scoring exceptions are appropriate. On each tab, the default is to have the 'inherit' box ticked, which means the values are inherited from the main scoring system set-up. Where an exception is to be specified, the 'Inherit' box must first be unticked, before the exception can be set.

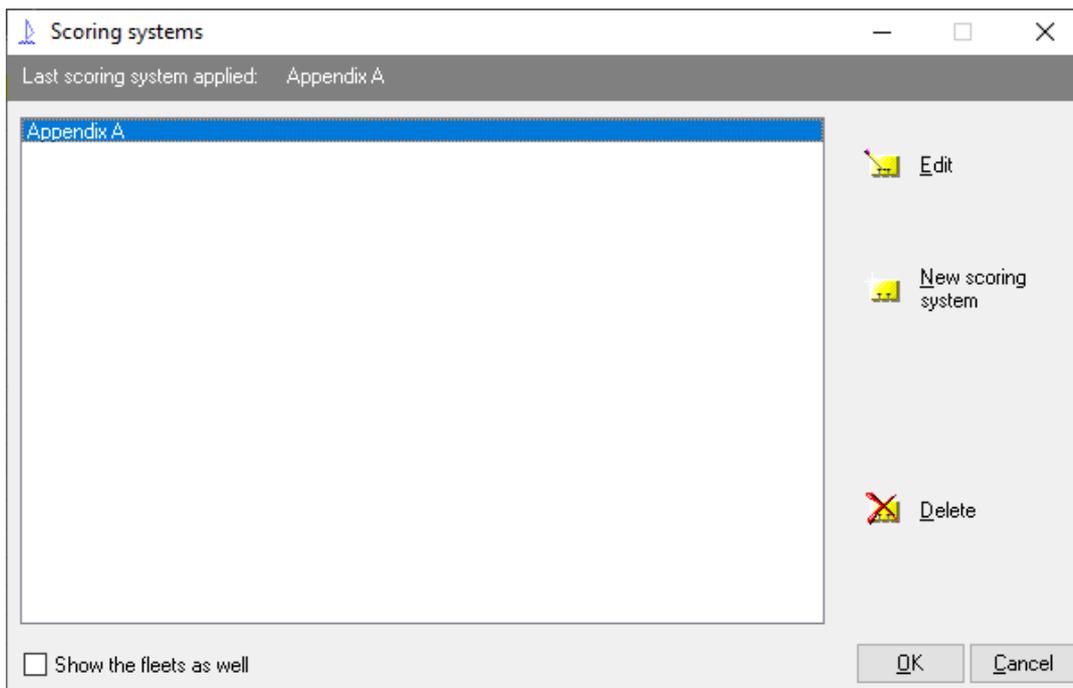
Once complete - clicking 'OK' returns the user to the 'Fleets' tab - where the number of exceptions are identified; in the example alongside, there are two – the Discard Profile (DProf) and the Rating System (RatSys).

These changes for the fleet Cruisers1-IRC will be used when scoring this fleet in place of the scoring system set-up for the series as a whole, which will be used for all the other fleets in the series file.

MULTIPLE SCORING SYSTEMS

When Multiple scoring systems has been selected in *Setup | User interface* from the *Menu Bar* you will have the option when *Scoring systems* is opened, to create a new scoring system.





Multiple Scoring Systems is not likely to be used very often. It would make sense to use Multiple Scoring Systems for comparing how series results might differ between a Low Point Scoring System and a High Point Scoring System using the same Sailwave file.

Having the default RRS Appendix A low point scoring system and a high point scoring system set up would allow you to publish results under both, quickly and easily. When you score the series having multiple scoring systems set up, you will be prompted to select which scoring system you want to be used to score the series.

You have the option in the bottom left corner of the window to “*Show the fleets as well*”. If this is checked, an additional button will be displayed allowing you to create fleet specific exceptions to defaults for each scoring system. It will also show any fleet scoring exceptions that have been set up already.

There is alternative method which would save having to score series twice, selecting the appropriate scoring system each time then publishing the results. The alternative would use aliases and have fleet specific changes from the default scoring system. This is left as an exercise to see if your Sailwave skills are sufficient to configure such a set-up. 😊

Q-SERIES & F-SERIES IN ONE SAILWAVE FILE

The recommendation is repeated; keep if at all possible, the Q-series and the F-series in separate Sailwave files.

There are currently three known classes, Laser (Standard, Radial & 4.7), RS:X and Techno, who score in one Sailwave file as their discard /drop profile procedure requires it. This is acceptable.

However, it is possible with extra work, to use a single Sailwave file. This is not recommended, if either the rank position is to be carried forward as points to the F-series or the net points are to be carried forward to the F-series. It is far easier to use two separate Sailwave files.

You could copy the rank position, or the net points, from the Q-series into the “Carriedfwd” field as appropriate using *Tools | Set competitor field* from *Menu Bar*. Then change the Q-series races to discard me first and increase the number of discards by the number of races in the Q-series. **Note** from Peter van Muyden, WS International Race Officer - in theory, RRS A8.2 could use one of the Q-series for a tie breaker, but not thought likely that this will ever happen. This should not be possible if the checkbox is set, on the *Appendix LE* tab in *Scoring system* beside “Only consider finals series races for tie breaking” and the race number of the first race in the final series is set.

Sailwave

TIPS & TRICKS

FIND / SEARCH FOR COMPETITORS

For an event with many competitors, there is very useful a piece of functionality –

A rectangular input box with a thin border and the text "Search / Filter" inside.

on the *Icon Bars* - in Sailwave v2-25-4 and newer.

Entering text or numbers in this box will do a full or partial match in Fleet, Flight, Class, Division, Boat, HelmName, CrewName, SailNo, AltSailNo, Club fields, displaying a shortened list of matching

competitor / competitors in the main grid. Clearing  box will show all competitors again.

SECURE FTP

Sailwave does not support SFTP (Secure FTP) internally but it is possible to publish to an external program. This external program will be a windows batch file, that using another piece of installed software, will transfer the HTML results file Sailwave generates via SFTP to the configured server.

The SFTP details are towards the end of the instructions at <http://badlywired.com/2016/09/sail-wave-sending-files-scp-sftp/>.

MULTIPLE FTP SERVERS

There are several ways that uploading results files to more than one location can be achieved.

For two destinations; one destination could be configured on the FTP tab of Global options and the other would be configured in a batch file as outlined in the previous section. This solution requires the results to be published twice;

- once using the publish destination "*A website using FTP*" which uses the information entered on the FTP tab of Global options
- once using the publish destination "*An installed application*" where the application will be the batch file created using the information in the Secure FTP section above

It is possible to create one windows batch file that uploads to all the required websites. This will be left as an exercise if required!

Publishing to all required locations as part of one process does ensure that the same published file is delivered and available from all locations. Thus, ensuring any time/date stamp included as part of the publish process in Sailwave is the same; no Jury Chairman questioning which is the correct version of the results!

A more sophisticated solution can be set-up, and has been, where the results are published to a single server – either by FTP or using a shared folder – and the server does the transfer to the required destination(s). This makes configuration of the PC's running Sailwave:

- easier and more robust
- reduces the complexity of the publish process on the Sailwave PC's
- eliminates the chance of forgetting to publish to one or more websites
- ensures the same file is published to all required destinations
- increases security as only one device has the access/authentication credentials of the club and/or class and/or event/regatta websites

EMAIL RESULTS

There are two ways of sending published information from Sailwave:

- using an installed email client, for example Microsoft Mail or Mozilla Thunderbird
- directly to the email server, which would typically be the same as configured in your email client as the outgoing / SMTP server

In the former case things are more familiar and likely to be already configured. In the latter case, a file that is required was removed from versions of Sailwave v2-18-5 or newer. This is the note that was published on the Sailwave website when Sailwave v2-18-5 was released.

NOTE:- As a lot of antivirus programs don't like the fact that Sailwave can send emails directly, they have been generating false positives that the program is a virus, for this reason and also that many people now use web based mail, the install does not contain the files necessary to send emails. If you require this function you can download the following zip file and unzip it to the same directory that contains the Sailwave.exe, typically C:\Program Files (x86)\Sailwave\.

<http://sailwave.com/download/sailwave/blat.zip>

Without the required file being installed you will get an error if you try to publish using the publish destination "An Email – send now (must be online)"

Once the required file is installed, you will need to obtain connection information for the email server that email will be sent via; the information required is:

- outgoing email server name as either an IP address or a FQDN [Fully Qualified Domain Name] smtp.mickymouse.org
- account name
- account password

Once this information is available it will need to be entered on the *SMTP* tab of *Setup | Global* options. It is most unlikely now that an email server will allow connection without authentication, so you will probably need to remove the check mark box labelled “*My outgoing mail server does not require authentication*”.

Using the send to external program this can be any script or program which gets passed the file to be published or emailed so the user can have their own script which could email the file using the email client of their choice.

DISCARD PROFILE ACROSS BOTH Q-SERIES & F-SERIES

The overall discard / drop profile for the series is defined on the Series tab of Scoring system. For example, if two discards / drops are allowed in the series of 12 races – 6 Q-series and 6 F-series - this may be set on the tab as: -

0,0,0,0,1,1,1,1,1,1,1,2

Then the F-series discard / drop is configured on the *App LE Addendum C* tab of *Scoring system*. However, this may not be the case in your event, read **very carefully** the SI wording on discard / drop details. It doesn't have to be done at the last minute you can specify a profile for the finals, but be careful as you may have to tweak the discard /drop profile for the F-series for different fleets.

Do not forget to click OK button!

Note – when scoring Q-series and F-series in a single Sailwave file it is most important that the check box beside “Do not recalculate qualifying race points when at least one finals race has been sailed” has been set.

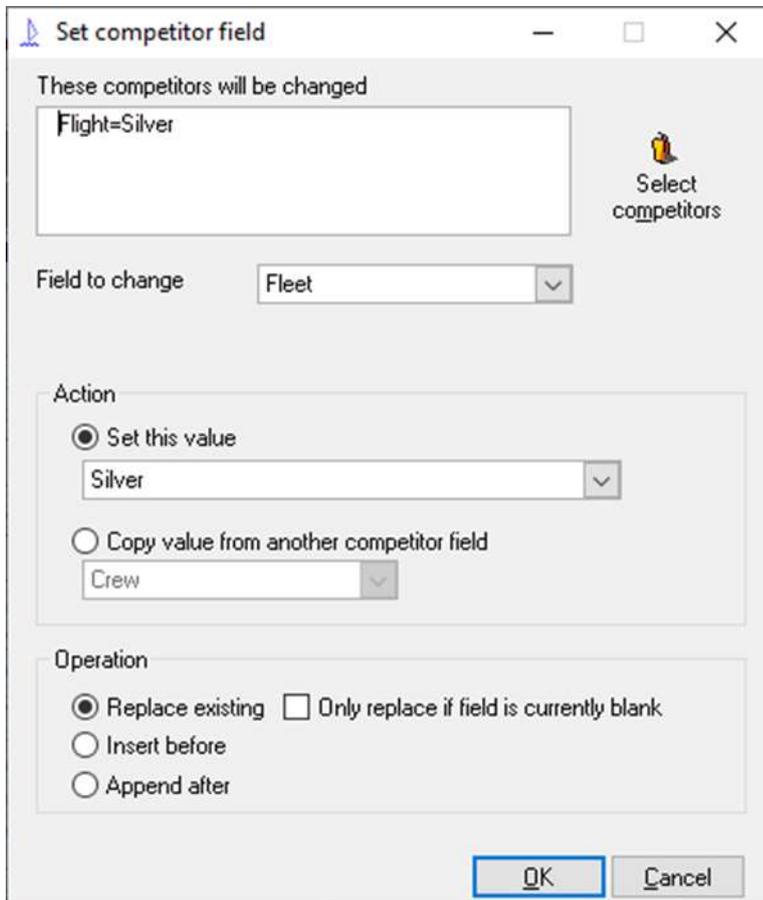
USING SET COMPETITOR FIELD TOOL

This tool, available from the Tools Menu, allows you to make bulk changes to competitor data.

See *Tips & Tricks - Fleet assignments F-series* for one specific use for this tool.

It is possible to make changes to competitor data manually one at a time, but this will be slow, tedious and error prone for more than a very few competitors.

Note – there is no undo option available in Sailwave, so if you make a mistake you will have to correct either using this tool or revert to a previous copy of the file.



Step 1 is to select what competitors will have changes made. The selection of competitors is done by clicking the Select competitors' button and then entering the criteria to be met for selection. The selection of competitors works in the same way as when selecting competitors for a start.

Step 2 is to select what field is going to be changed.

Step 3 to choose what action is to be done to the selected competitor field, either set a value or copy from another field

Step 4 choose what operation is going to be performed on the field to be changed.

BULK DELETE COMPETITORS

Jon Eskdale & Peter van Muyden both contributed the idea that forms the basis of this section.

Note - This suggestion only works if you don't have excluded competitors, but in theory you can apply this to a series with excluded competitors by copying the excluded field contents to a temporary field and copy it back to the excluded field after deletion of competitors.

The basis of bulk deleting competitors without selecting each one individually using  **Delete** is by careful use of *Tools | Set competitor field* tool from *Menu Bar*. The first decision is to decide which competitor column (s)/ field(s) identify the competitors you want to delete. Using this information, you can set the appropriate criteria in “Select competitors”. You would then choose the Exclude field as the “Field to change” from the drop-down list. Now select the “Set this value” radio button and enter the digit 1 in the box. and then click the OK button.

Now you can use  **Delete** by selecting from the “Competitors” drop-down list "Excluded competitors".

BULK DELETE RACE RESULTS

Jon Eskdale & Peter van Muyden both contributed the idea that forms the basis of this section.

Note - This suggestion only works if you don't have excluded competitors, but in theory you can apply this to a series with excluded competitors by copying the excluded field contents to a temporary field and copy it back to the excluded field after you have cleared the results.

The basis of bulk deleting results for a group of competitors without selecting each one individually is by careful use of *Tools | Set competitor field* tool from *Menu Bar*. The first decision is to decide which competitor column (s)/ field(s) identify the competitors you want to delete. Using this information, you can set the appropriate criteria in “Select competitors”. You would then choose the Exclude field as the “Field to change” from the drop-down list. Now select the “Set this value” radio button and enter the digit 1 in the box. and then click the OK button.

Now you can use *Edit | Clear results* from the *Menu Bar*, by selecting from the “Competitors” drop-down list "Excluded competitors". You can also select which races you want to clear the results from.

FLEET ASSIGNMENTS F-SERIES

The Fleet assignments for the F-series can be done manually but it will be slow, tedious and prone to possible / probable error. So, using the *Tools | Set competitor field* option makes it much easier, quicker and completely / almost error prone. What could be better 😊

SET FLEET FIELD / COLUMN

The Set competitor field tool has already been introduced earlier in this section, but this description is very specific to setting the Fleet field for competitors in the F-series.

Before using the tool, you need to know how many Fleets there will be in the F-series. The number is usually the same as the number of Flights in the Q-series. You will also need to know how many competitors are to be in each Fleet; usually the fleet sizes are an equal split of the total number of

competitors but check the NoR & SI. There is one class that have had 25 competitors in Gold Fleet and the rest split equally into the other Fleets.

As an example, in a regatta with 175 competitors the SI state: -

Gold Fleet is the top 25 competitors from Q-series

Silver Fleet is next 50 competitors, *i.e.* 26th to 75th in Q-series

Bronze Fleet is next 50 competitors, *i.e.* 76th to 125th in Q-series

Emerald Fleet is remaining competitors, *i.e.* 126th to 175th in Q-series

See the configurations for each fleet when using the Set competitor field tool in the next batch of images.

So, for Gold Fleet

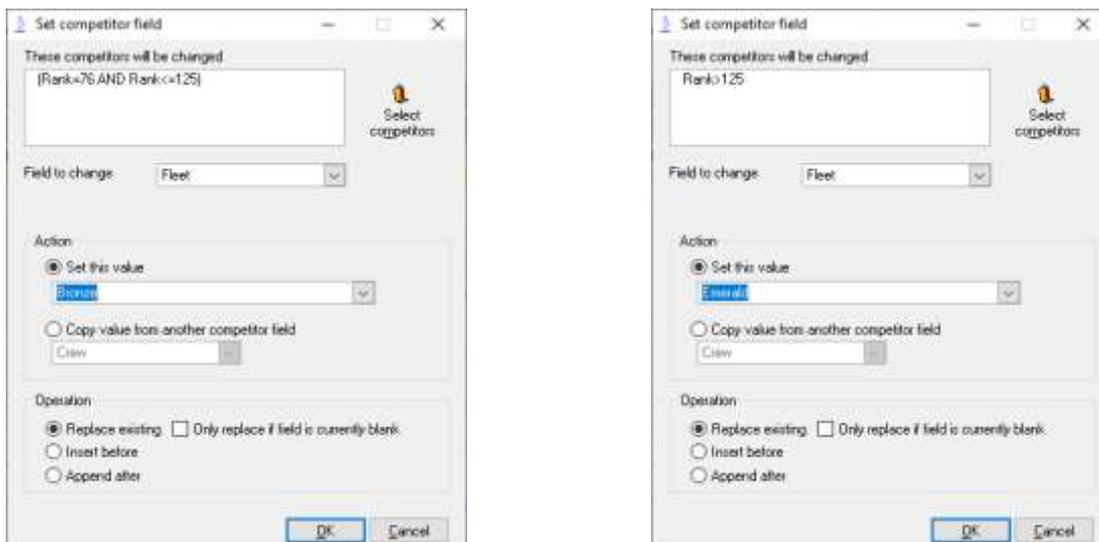


Now use tool again to set Bronze Fleet

Now use tools again to set Silver Fleet



Now use tool again to set Emerald Fleet



Once competitors have been set to their appropriate fleet, check carefully that the **fleet** assignments are correct.

PUBLISHING COMPETITOR FLEET ASSIGNMENT LISTS

You can use Publish Flight assignments to publish the fleet assignments but you should have the Fleet field / column set to be published and the starts correctly set up. The advantage of using this publish option is that it will be output with the header & footer information that has been set-up; either the default or any customised header and / or footer that you have set-up using the information in the Advanced Publishing section.

An alternative is to use the external utility SWCList, which has extra flexibility – see External Utilities section later in this document. If you use this SWCList utility it generates a file, competitors.htm, which you can upload to a website – you may want to rename the file with an appropriate name such as fleetassignments.htm.

FLIGHT ASSIGNMENTS Q-SERIES

There are two stages to flight assignments. The first is the initial assignment of competitors to **flights** for the scheduled number of races on the first day of racing. The second stage is the re-assignment of competitors to **flights** at the completion of each day of the Q-series, except after the last day of the Q-series when the competitors are allocated to **fleets** for the F-series.

There could be complications with flight assignments which will be discussed under Complications later in this section.

Flight assignments are done using *Tools | Flight assignments* from the *Menu Bar*.

*Note – this tool applies flight assignments based on the order competitors appear on the screen and the “Restrict to these competitors” selection. So, it is **strongly recommended** that a score or re-score series is done before using this tool.*

*Note – flight assignments for a competitor are stored as part of the competitor data on the Flight tab. It is possible to manually change flight data but it is **not recommended**.*

Note - do not try to use the Sailwave Flight column / field manually, it is set by the Flight Assignment tool. The flight that appears in this column / field is the last assigned flight data.

This functionality allows you to bulk set the **Flights**, not **Fleets**, competitors will be sailing in for a race or races. The initial seeding of competitors is usually determined by the Organising Authority [OA] and / or Class Association.

For Olympic classes WS produce, for each class at regular points during the calendar year, a ranking, Sailwave seeding, table for each class based on a rolling set of results for the class. These ranking lists and the way they are created can be seen at WS page https://www.sailing.org/rankings_table.php?includeref=ranking26302&rankdiscipline=2&ranktype=2&rankclass=8&rankdate=latest.

It does not matter how the seeding list is produced, it is **strongly recommended** that in the import process it is imported into the Sailwave *Seed* field and not the Rank field. If it is imported into the Rank field, the data will be overwritten when the first score series is done.

Appendix LE Addendum C provides the following suggested wording for the SI: -

SI 7.2 For the qualifying series boats will be assigned to ~~fleets~~²⁰ flights Yellow, Blue, Red, Green, etc., of, as nearly as possible, equal size and ability. The target ~~fleet~~ flight size is _____. Initial assignments will be made by a seeding committee appointed by the [race committee] [organizing authority]. Those assignments will be posted by _____.

7.3(a) In the qualifying series boats will be reassigned to ~~fleets~~ flights after each day of racing, except if on the first day only one race is completed. If all ~~fleets~~ flights have completed the same number of races, boats will be reassigned on the basis of their ranks in the series. If all ~~fleets~~ flights have not completed the same number of races, the series scores for reassignment will be calculated for those races, numbered in order of completion, completed by all ~~fleets~~ flights. For four ~~fleets~~ flights, and similarly for any other number, reassignments will be made as follows: -

Rank in series	Fleet Flight assignment
First	Yellow
Second	Blue
Third	Red

²⁰ Struck through to emphasise that **Flights** are for Q-series and **Fleets** for F-series at least in Sailwave terminology.

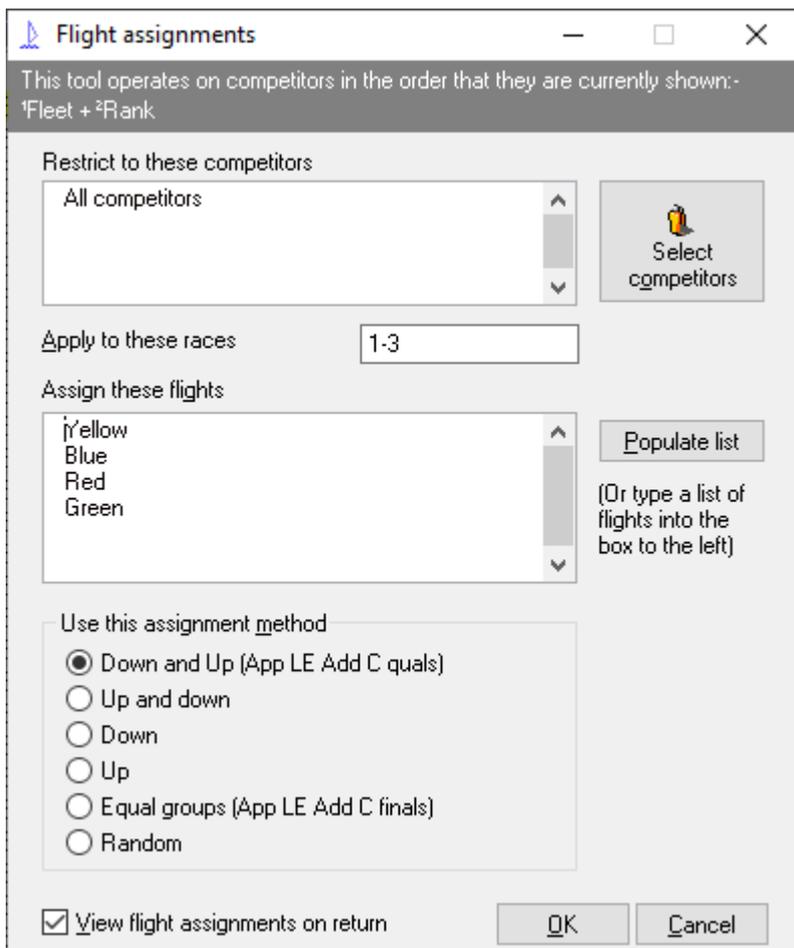
Fourth	Green
Fifth	Green
Sixth	Red
Seventh	Blue
Eighth	Yellow
and so on	

If two or more boats have the same rank, they will be entered in the left column in the order of ~~fleets~~ flights in SI 7.2.

The OA may provide a seeding list in numerical ascending order, or provide a list of competitors already assigned to flights. The OA could ask you to suggest a flight assignment procedure. One procedure to mix competitors when competitors from several nations are competing is to order by Country code and Sail Number before assigning flights. Another method is to just sort / order on Sail Number.

INITIAL FLIGHT ASSIGNMENT- OA PROVIDED NUMERICAL SEEDING LIST

If an OA seeding list in numerical ascending order has been prepared and imported into Sailwave the use of the Flight Assignment tool is quite simple. The first thing that must be done is to sort / order the Seeding field into ascending order of OA seeding; do this by clicking the column header "Seeding". If the column is not visible on the screen click  Columns on the Tool Bars and find Seeding to position in suitable place as well as enable it to be viewed on the screen. Once this done open *Tools | Flight assignments*.



You will select all competitors by clicking the *Select competitors*' button and clearing any selection criteria that already exist.

In the "Assign to these races" box" enter the races scheduled for the first day of Q-series – see following Hint / Tip; the format 1-3 means races 1 to 3 inclusive. If four races were scheduled you would enter 1-4.

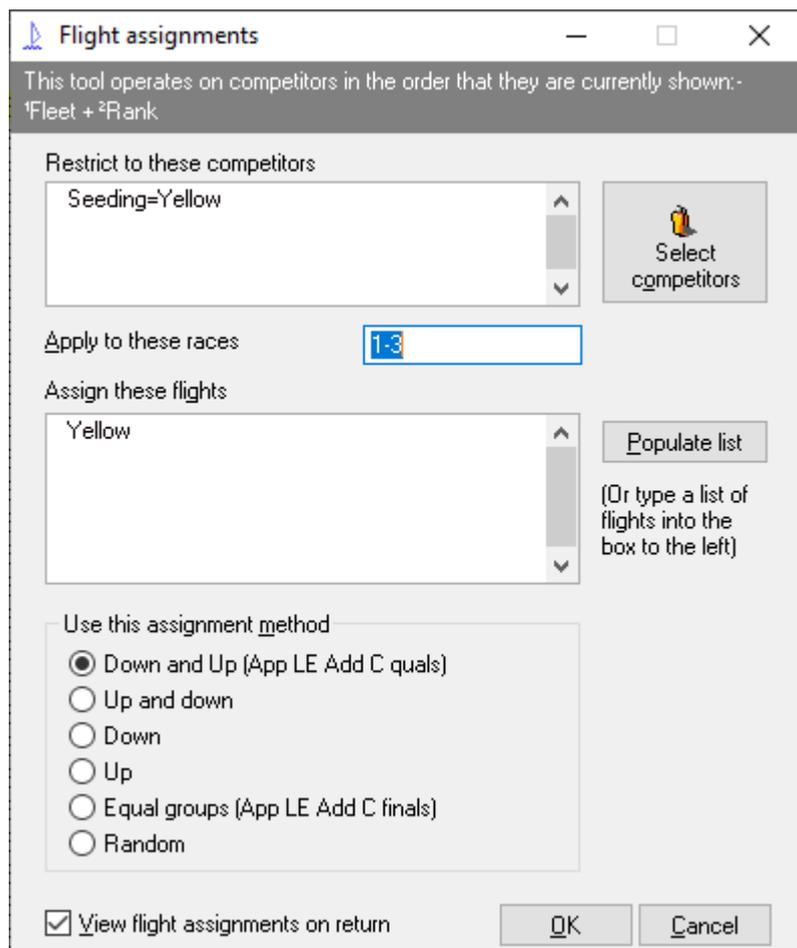
Hint / Tip – it is recommended that the initial flight assignments are set for all scheduled Q-series races. Why? If only one race is completed on the first day of racing there will be no re-assignment of flights for the second day of racing, competitors will continue in the initially allocated flights. Now if the Race Committee decide they want to catch up on races and scheduled 4 races for the second day it makes your life much easier, you do not have to very carefully do a flight assignment for the races 4 & 5 of the Q-series. Especially if you did follow the recommended advice to import OA competitor seeding / flight assignments into the Seeding field.

Note – if the scheduled number of races for the day are not completed it does not matter, except in the case of only one race being completed – see previous paragraph, because when you do the flight assignments for the next day you will enter 3-5 or maybe 3-6 if the race committee are trying catch up on races. The initial flight assignment for race 3 is now overwritten.

In the assign box you would enter the flight colours in the order referenced in the SI, which is usually Yellow, Blue, Red, Green when there are four flights. For three flights, Green is usually dropped. The assignment method for Appendix LE Addendum C compliance is the first option radio button.

INITIAL FLIGHT ASSIGNMENT- OA PROVIDED LIST OF FLIGHT ASSIGNMENTS

The use of the Flight assignment tool in the case where the OA have provided a list of competitors already allocated to flights is bit more involved. The following image shows the Flight assignment tool configured to set flight assignments for the competitors assigned to Yellow by the OA.



As is recommended the flight assignments were imported into the Seeding field. So, the Select competitors' button is clicked and the selection criteria is set to select competitors with a seeding equal to Yellow – see next image.

Enter the appropriate races for the flights to be assigned to, remembering the comments in the previous sub-section - OA provided numerical seeding list.

In the “Assign these flights” just have the word Yellow, leave the first radio button option set and click OK. The competitors that were assigned to Yellow flight will now have their flight set to Yellow correctly in Sailwave.

Repeat the use of the Flight assignment tool for the other flight colours, changing from Yellow to the appropriate colour in the “Select competitors” criteria and from Yellow to the appropriate colour in the “Assign these flights”.

FLIGHT RE-ASSIGNMENT

It is usual, at large regattas with many competitors in a class, to re-assign competitors to **flights** at the completion of each day of racing in the Q-series, except the final day. A reminder: -

*Note – this tool applies flight assignments based on the order competitors appear on the screen and the “Restrict to these competitors” selection. So, it is **strongly recommended** that a score or re-score series is done before using this tool.*

Note - do not try to use the Sailwave Flight column / field manually, it is set by the Flight Assignment tool. The flight that appears in this column / field is the last assigned flight data.

The process is very similar to the initial flight assignment process, the only difference is to make sure as many of the scoring changes have been completed by the time defined in the SI and the series scored or re-scored, before doing the flight assignments.

Note – it is always a good idea to save a copy of your file before doing flight re-assignment with an appropriate name.

Note – the scoring option for the Q-series is “Score all competitors as one group – scoring system is applied once”.

You will select all competitors by clicking the *Select competitors’* button and clearing any selection criteria that already exist. Next enter the races for which the flight assignment is to be made, take extra care to get this right as you could overwrite flight assignments for races already completed.

For example, if 3 races were completed on Day 1 of the Q-series and 3 races are scheduled for Day 2 of the Q-series you would enter 4-6 in the races box. This means apply these flight assignments to races 4, 5 & 6.

Also, double check flight colours are still in the correct order as per the SI and you select the Appendix LE Addendum C flight assignment method, *i.e.* the first radio button.

COMPLICATION – ONLY ONE RACE COMPLETED

If only one race has been completed on the first day of the Q-series, there is no flight re-assignment done, *i.e.* the competitors stay in the original Day 1 flights for Day 2 of the Q-series.

COMPLICATION – FLIGHTS COMPLETED DIFFERENT NUMBER OF RACES

There are different scenarios that could occur, the following are for 3 scheduled races per day: -

1. one or more flights sailed one race less than other flights, *i.e.* only 2 of the 3 races scheduled
2. one or more flights sailed two races less than other flights, *i.e.* only sailed 1 of the 3 races scheduled
3. one or more flights sailed no races

The following are from RRS Appendix LE Addendum C and important to understand when dealing with complications.

If all fleets have not completed the same number of races, the series scores for reassignment will be calculated for those races, numbered in order of completion, completed by all fleets.

If all fleets have not completed the same number of races by the end of a day, the fleets with fewer races will continue racing the following day until all fleets have completed the same number of races. All boats will thereafter race in the new fleets.

Scenario 1 – 1 race less sailed by flight(s)

What does the first paragraph / statement above mean for you as the scorer? Basically, more work because it is likely that you have entered finish sheet data for one or more flights that you will now need to clear before you can do the flight re-assignments after re-scoring the series based on the races completed by all flights.

Before starting to work on what needs to be done save a copy of your file with an appropriate name.

You must be **EXTRA EXTRA** careful now when doing the **flight** re-assignments to enter the correct race numbers to which **flights** are to be assigned. Making absolutely sure you do not overwrite flight assignments for the races already completed.

For example, 3 races were scheduled for Day 1 of the Q-series with 4 flights assigned (Yellow, Blue, Red & Green). Flights Red & Green only complete 2 races of the 3 scheduled. The steps to deal with this scenario are: -

1. Save backup of your file
2. Clear results of R3 for Yellow & Blue flights
3. Score / re-score series
4. Do flight re-assignment for all competitors for races 4, 5 & 6
5. Publish flight assignments for Day 2 of Q-series, *i.e.* races 4, 5 & 6
6. Re-enter finish sheet data, *i.e.* results, for Yellow & Blue flights for race 3
7. Save file being careful not to overwrite the backup copy you made in step 1

Mentally prepare yourself for challenges entering results for races 4, 5 & 6. Why? It is quite likely there will be competitors who sail in the wrong flights, *i.e.* appear on the wrong finish sheets, especially if different course area / circle is involved as well.

You need to be very careful when entering competitors using the Sail Number Wizard, as it is very quick & easy to enter a competitor with the wrong finish position in the wrong flight. A tell-tale sign, is suddenly a competitor gets a first-place finish in their supposed new flight but you are entering a different flight colour finish data.

Scenario 2 – 2 races less sailed by flight(s)

In this scenario where one or more flights have sailed 2 races less than other flights on Day 1 of the Q-series, it will be the OA, PRO & Jury who will decide what will happen. There are SI considerations to take into account; things like maximum number of races allowed per day, posting of changes to schedule of races, time at which results 'locked' for flight assignments.

Before starting to work on what needs to be done save a copy of your file with an appropriate name.

One solution could be for flights who are 2 races behind to catchup and then flight re-assignment to done. If this were the solution adopted, then for you as a scorer it means having to work quickly

and accurately entering race results, re-scoring series under pressure from OA / RO to produce new flight assignment lists.

Scenario 3 – no races sailed by flight(s)

In this scenario where one or more flights have sailed no races on the first day of the Q-series, it will be the OA, PRO & Jury who will decide what will happen. It could be that they will do the same as in Scenario 2, *i.e.* play race catchup for the flights who are races behind.

Before starting to work on what needs to be done save a copy of your file with an appropriate name.

COMPLICATION – LATE ENTRIES / OA CHANGE

It may be that the OA accepts some late entries and they have to be slotted in to flight assignments already made and posted. An extra complication is that this could be done after some races have been sailed, *i.e.* the extra entry/entries have been accepted very late.

The OA could decide to move a competitor from one flight to a different flight after the flight assignments have been made and posted.

Make sure you have the changes to be made in writing and signed & dated by any or all of the OA Chairman, PRO & Jury Chairman.

Both of these complications can be handled with very careful use of the *Flight Assignment* tool or manually changing the flights for the competitors.

Before starting to work on what needs to be done save a copy of your file with an appropriate name.

Late entry flight assignment

With the late entries the first task is to add the competitor(s) to the file.

I would, **strongly recommend**, if there is more than one extra competitor to use the *Flight Assignment* tool for each competitor separately for each flight assignment.

Open *Tools | Flight Assignment* from the *Menu Bar*. Click “Select competitors” button, if there are any selection criteria already set click the “Clear all fields” button. In the first column select SailNo from the drop-down list followed by = as the comparison and finally alongside the = enter the competitors SailNo.

Now move on to setting which races the flight assignment is to made. Here carefully enter the appropriate race numbers for this assignment. The next step is to clear the box containing flight colours before entering the single colour of the flight the competitor is to be assigned.

Note – you may be adding the competitor after the completion of the first day of racing, so you will have to do the process twice, once to assign as instructed the flight for Day 1 and then a second time to assign to the flight instructed for Day 2.

The same process will need to be done for any other late entries.

OA flight assignment change

The process for an OA assignment change is the same as for late entries, except you do not have to add entries. Careful use of the Flight Assignment tool and selecting the competitor, or competitors one at a time, and making the notified change(s).

ALTERNATIVE FLIGHT ASSIGNMENTS

Have fun experimenting with alternative ways of assigning competitors to flights. But for a real event / regatta make sure the procedure is approved and documented for the OA for inclusion in the NoR and / SI.

As already mention earlier in this section – Flight assignments Q-series - a couple of examples of alternative methods of assigning flights are: -

One method is to mix competitors when competitors from several nations are competing by sorting / ordering by Country code and Sail Number before assigning flights. This method spreads competitors from the same nation across the flights.

Another method is to just sort / order on Sail Number.

There is also a method where competitors are assigned by the OA to fixed coloured flights / colour groups, *i.e.* they stay in the same flight / colour group for all races. In each race a there will be multiple starts, where on each start a pair of flight / colour groups start together. Note – for balanced racing with 4 coloured flights / colour groups there should be a minimum of multiples of 3 races. See following table.

This last method of flights could be done in a different way not using flights at all.

Start	1	2
Race		
1	Blue & Green	Red & Yellow
2	Blue & Red	Green & Yellow
3	Blue & Yellow	Green & Red

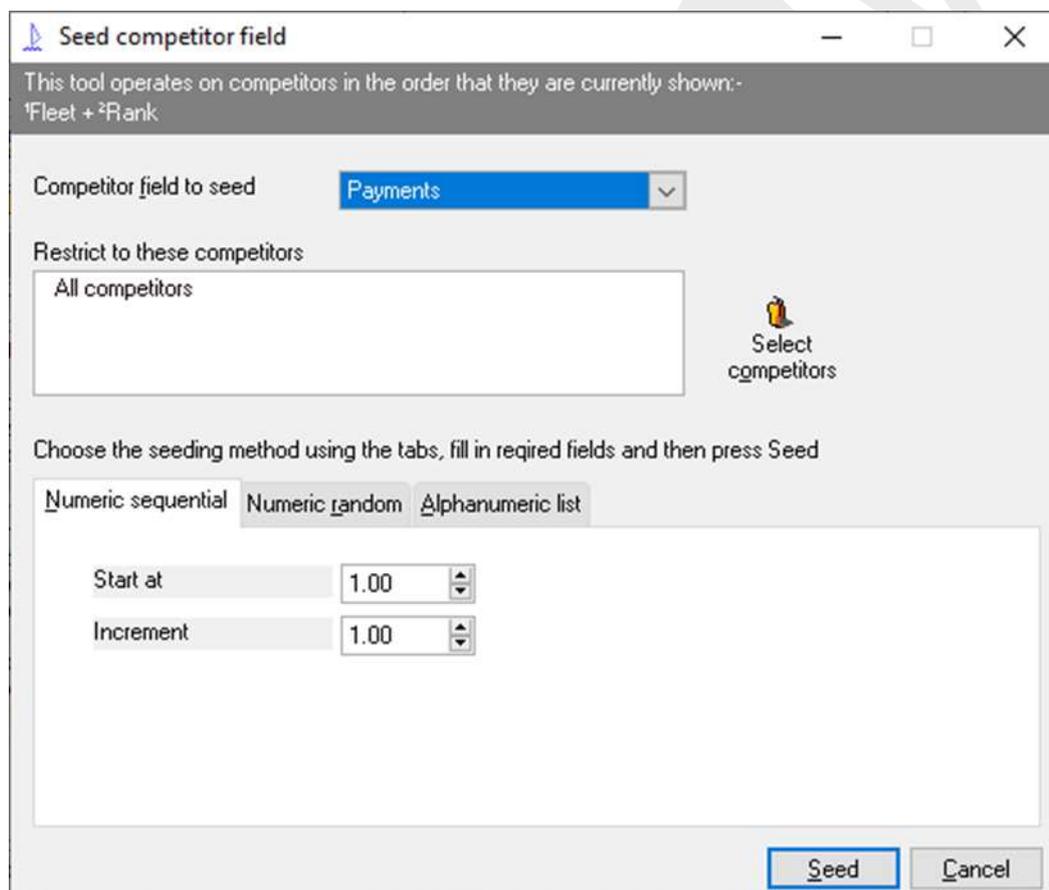
4	Red & Yellow	Blue & Green
5	Green & Yellow	Blue & Red
6	Green & Red	Blue & Yellow

USING SEED COMPETITOR FIELD TOOL

This tool is similar to the Set competitor field tool and selection of competitors works in exactly the same way

This tool works on the order the competitors are shown on the screen, so make sure you have the competitors in the order you want them before using this tool.

Note – there is no undo option available in Sailwave, so if you make a mistake you will have to correct either using this tool or revert to a previous copy of the file.



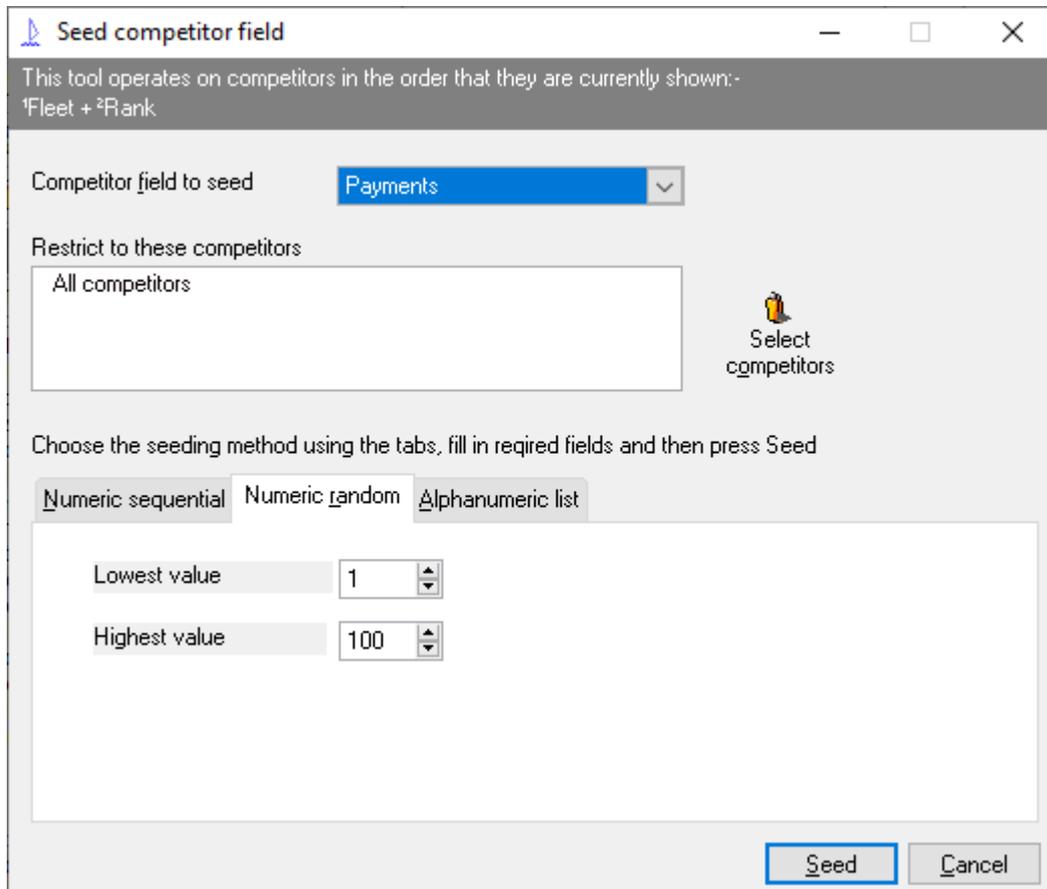
Step 1 is to select which competitor field you want to apply the seeding to.

Step 2 is to select the competitors you want to change.

Step 3 has three options available on separate tabs

Numeric sequential as can be seen in above screen capture. This option allows you to set the number to with and the increment to increase by.

NUMERIC RANDOM



ALPHANUMERIC LIST

SET REGATTA RANK AS ALTERNATIVE TO FLEET RANK

A use for the Seed competitor option is to set a regatta rank across all Fleets instead of a rank in a Fleet, as done by the scoring system. To have both ranks use another Sailwave field, say Area and set an alternative name of “Regatta Rank”, then use the same set-up on the Numeric sequential tab as in the image to create a regatta rank, having chosen the appropriate competitor field.

Note – if you use the Sailwave Rank field and have to re-score your regatta rank values will be overwritten. Therefore, you will have to use this tool again.

Note - if you have to re-score and have used a different field to set a regatta rank you should use this tool again, as rank order in the Fleets may have changed.

UPLOAD RESULTS TO WORLD SAILING

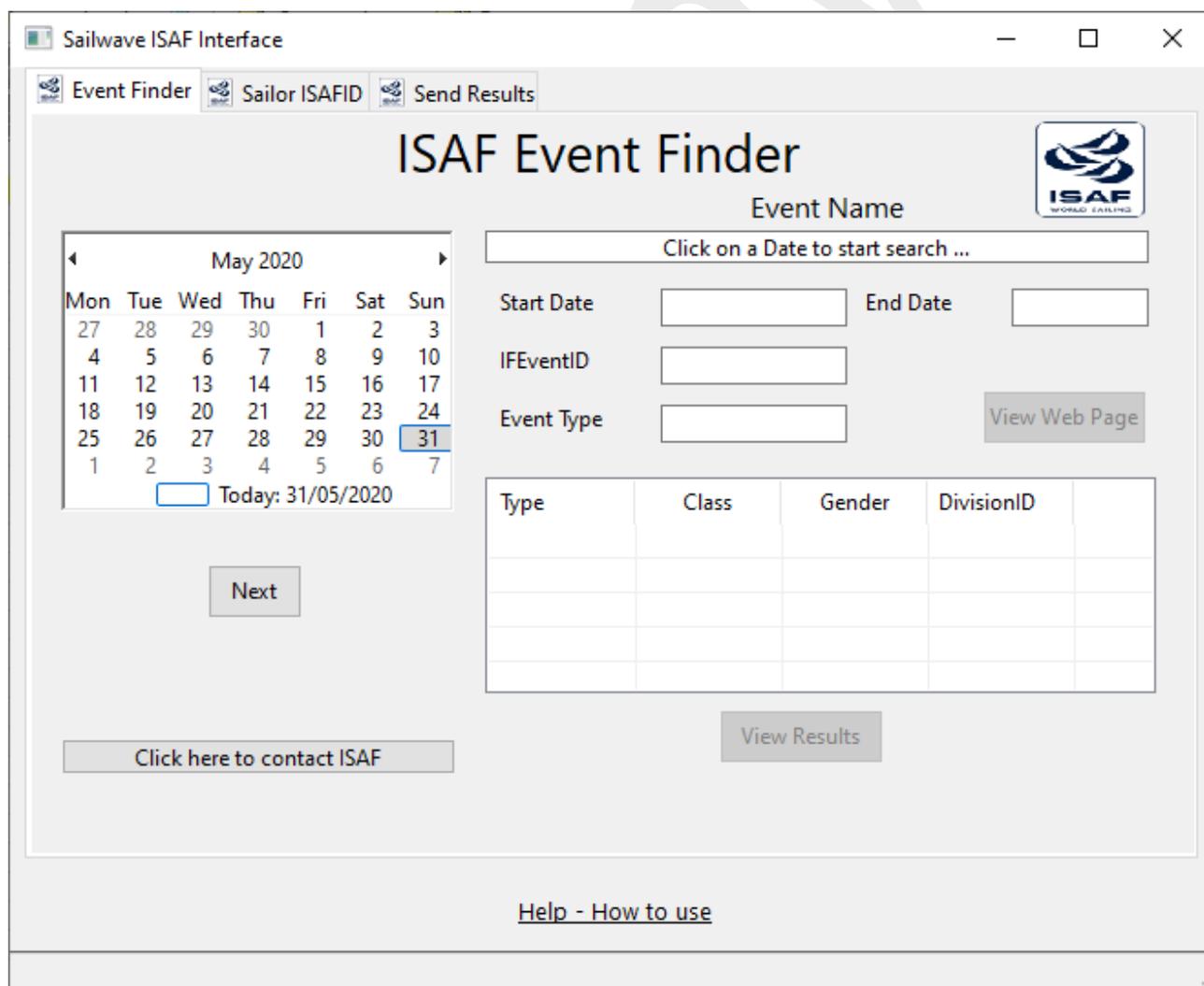
World Sailing mandate for Olympic classes that they are supplied with the results for international regattas. Ideally, they like these with 2-days of the event / regatta completion. Sailwave has functionality to do this.

The class /OA have to request or be supplied by WS a regatta / event id and an authorization code if you have been approved to directly upload the results into their database. You can still upload

the results to a holding area and then WS if after checking they are OK with the results they import into their database. If not WS will get back to the class, OA or you; if they contact either of the first two it will come back to you anyway!

The biggest problem you as a scorer are likely to face is getting valid WS SailorID's from the competitors. Each competitor is supposed to have registered on the WS website and created a unique ID for themselves of the format CCCAA(A)N(NN), where CCC is WS country code, AA(A) competitor initials and N(NN) a unique numeric where CCCA(AA) are duplicated because different competitors have the same initials.

Frequently the competitors do not know their SailorID or give you the wrong ID. The Sailwave *Plugins | ISAF Interface XRR* on the [Menu Bar](#), it has three tabs; Event Finder, Sailor ISAF ID 7 Send Results. The first tab, Events Finder helps you with finding the event / regatta code by linking to the WS calendar of events and working through to find your regatta. The Sailor ISAF ID tab helps you identify SailorID's that are not recognized by the WS database. The final tab is where once you have resolved all the SailorID issues you upload the results to WS.



Note – clicking on “Help – How to use” will not take you to the correct page on the Sailwave web site. This will be corrected in a future version of this utility. The link should be automatically redirected to <https://www.sailwave.com/how-do-i-send-results-to-isaf> but for some reason which has not been found is not.

WS EVENT FINDER TAB

As the shown in the tab, click a date to begin the search for events / regattas. Sailwave will make a request to WS events database and pull back a list of events that include the date selected. The first event in the list returned will be shown in the event name box and underneath will be listed information about that event / regatta. To move through the list of events / regattas returned from WS database click the Next button under the calendar grid.

You can use this event finder tab to gather information on your event / regatta, if it is in the WS database, including event id. Click “View Web Page” button will open a window with WS website regatta page.

ISAF Event Finder

Event Name: 23rd Match Race Germany 2020

Start Date: 2020-05-25 End Date: 2020-06-01

IFEventID: GER202005SUK

Event Type: Regatta

View Web Page

Type	Class	Gender	DivisionID
MatchRace		Open	42772

Next

Click here to contact ISAF

View Results

[Help - How to use](#)

Event 1

SAILOR ISAF ID TAB

This is the tab that helps you check the SailorID's supplied by the competitors. When access this tab it will have been populated with the competitors in your series and the last 3 columns will be blank. To populate these, you click the button labelled "Get from ISAF" – yes ISAF needs changing to WS throughout this utility.

If the ISAFID column is all green then fantastic. It is likely that you will have some competitors highlighted in Orange and some in Red. The Red are the most important to fix but ideally you will also fix those highlighted in Orange.

I cannot give you an exhaustive list of things to look for that cause a Red or Orange highlight.;two I can are: -

- Compare S-Sex & I-Sex column as quite often the competitor has registered the wrong gender on the WS website when registering. This is not something you can change but you can notify WS. I have found WS to be helpful during a regatta making updates and creating sailor registrations.
- Check spelling of names as different systems can cause problems especially with accented characters. Also check FirstName & LastName columns as frequently when registering sailors put LastName in FirstName and FirstName in LastName.

A useful resource on the WS website is Advanced Sailor Search - https://www.sailing.org/sailors/sailor_search.php - which can help you to resolve problems.

	Nat	SailNo	Name	S-Sex	ISAFID	FirstName	LastName	I-Sex
1	AUT	3	Thomas Zajac	M	AUTT21	Thomas	Zajac	M
2	AUT	3	Barbara Matz	F	AUTBM3	Barbara	Matz	F
3	ITA	5	Vittorio Bissaro	M	ITAVB9	Vittorio	Bissaro	M
4	ITA	5	Maele Frascari Diotallev	F	ITAMF53	Maele	Frascari	F
5	GBR	21	John Gimson	M	GBRJM12	John	Gimson	M
6	GBR	21	Anna Burnet	F	GBRAB123	Anna	Burnet	F
7	NZL	22	Gemma Jones	F	NZLGJ2	Gemma	Jones	F
8	NZL	22	Jason Saunders	M	NZLJS2	Jason	Saunders	M
9	USA	23	Riley Gibbs	M	USARG113	Riley	Gibbs	M
10	USA	23	Anna Weis	F	USAAW10	Anna	Weis	F
11	GBR	25	Rupert White	M	GBRRW72	Rupert	White	M
12	GBR	25	Kirstie Urwin	F	GBRKU1	Kirstie	Urwin	F
13	ITA	26	Ruggero Tita	M	ITART8	Ruggero	Tita	M
14	ITA	26	Caterina Banti	F	ITACB71	Caterina-Maria	Banti	F
15	ESP	28	Tara Pacheco	F	ESPTP1	Tara	Pacheco van R	F
16	ESP	28	Florian Trittel	M	ESPFT5	Florian	Trittel	M
17	AUS	46	Nathan Outteridge	M	AUSNO3	Nathan	Outteridge	M
18	AUS	46	Haylee Outteridge	F	AUSHO5	Haylee	Outteridge	F
19	USA	50	Sarah Newberry	F	USASN15	Sarah	Newberry	F
20	USA	50	David Lieberberg	M	USADL74	David	Lieberberg	M

Send to Sailwave Get from ISAF

[Help - How to use](#)

All Competitors processed

SEND RESULTS TAB

This is the tab, see next image, is used after the event / regatta is finished, ideally within two days of the event / regatta finishing, to send the results to WS.

This tab will have the event information filled in for you if you have used the Event Search tab to find your event / regatta.

You can test uploading results by having TESTING in the "Upload Code" box and then click the "Submit" button. The results can also be saved to a file, in the required format, by clicking "Save to File" Button. You could then send this saved file to WS as an email attachment, if you do not have the authorisation code to directly submit.

The screenshot shows the 'Sailwave ISAF Interface' window. The title bar includes standard window controls. The interface has three tabs: 'Event Finder', 'Sailor ISAFID', and 'Send Results'. The main content area is a form with the following fields and controls:

- Title:** Volvo 49er, 49erFX & Nacra 17 European Championship
- ISAF Event ID:** GBR201905WUY
- Date / Time:** 2020-06-01T12:08:56
- Gender:** Men (dropdown menu)
- Upload Code:** TESTING
- Division:** (empty text box)
- Class ID:** 49ER (dropdown menu)
- Rank Fleets in this order:** A list containing Gold, Repechage, Silver, and Bronze, with 'Up' and 'Down' buttons to the right.
- Optional Filter:** A dropdown menu currently showing 'All boats included'.
- Buttons:** 'Save to File' and 'Submit' buttons are located at the bottom right of the form area.
- Status Bar:** At the bottom of the window, it displays 'All Competitors processed'.

EXTERNAL UTILITIES

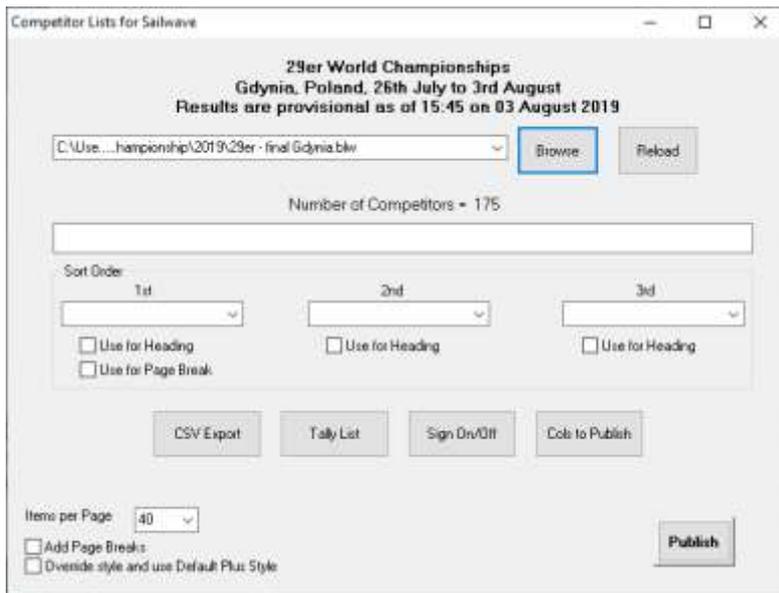
Several external utilities have been written by Jon Eskdale which read or interact with Sailwave files. They can be downloaded via <https://sites.google.com/site/eskdalesite/>. The two of principle interest to users of Sailwave are likely to be SWCLIST & SWPrize.

SWCLIST

Sailwave includes the ability to print Competitor lists - so why this program? This program adds some features currently not available in Sailwave: -

- Ability to sort on 3 Columns
- Ability to Create and sort on last 4 or 3 digits of sail number
- Can sort on Lastname (HelmNameRev) when Sailwave format is "Firstname Last-name"
- Highlights in Bold any duplicate sail numbers full and shortened

- Ability to add Headings on changes of Sort key
- Adds Count to Headings
- Can produce page breaks and adds column headers for multiple pages
- Only temporarily opens file in read only mode so can be used in Multiuser situations
- Sorts Gold Silver Bronze in correct order (not alphabetical) Also Yellow Blue Red and Green



You can also export the information to a csv file; this could be useful if you have a lot of competitors that you want to create an alias or aliases for. More information on request if you have a need to create a lot of competitor aliases.

SWCList creates a file, competitors.htm, which can be renamed and uploaded to an events website. You may want to rename the file with an appropriate name such as fleetassignments.htm.

SWPRIZE

Sailwave has built-in prize list functionality and has the advantage that you can publish a prizes table as part of publishing the results by ticking a check box.

Some of the Key Features are

- Designed to be extremely easy to use and very fast
- When you run the program it automatically reads the last file opened with Sailwave
- Displays the Event, Venue and Title
- Counts and displays the Number of competitors

- Learns the columns used within Sailwave and the properties of these
- Uses the same Styles as used by Sailwave
- Can group all prizes won by a competitor together so at the prize giving they only have to come to the podium once



SWPrize creates a file, Prizes.htm, which can be uploaded to an events website although the most common usage would be for use at a prize giving.

FREQUENTLY ASKED QUESTIONS

WHY AREN'T MY BURGEES SHOWING IN MY PUBLISHED RESULTS?

The first thing to note is that when Sailwave uploads results to the internet it does not upload your burgees as well. That is something you must do yourself as a once only operation.

Once you have done that and you are pretty much always online, you can use absolute URLs in Setup Series Properties to point at your burgees. They will work locally and when uploaded. For example, `http://myclubsite.com/images/clubburgee.jpg`. Using absolute URLs like this also means the results display correctly if also uploaded to say the Sailwave results folder. This is the preferred method.

If you are not always online, you can use an alternative strategy. Put a copy of the burgees in the same folder as the Sailwave file and refer to the burgee by name in Setup Series Properties. For example, `clubburgee.jpg`. That will get the burgees showing locally, but when you upload the results to the web they will not show. To resolve this, upload the burgee to the same folder that the results are in.

If you don't want lots of burgees floating around because you use sub-folders for each year's results say, put the burgee in the folder that contains the series sub-folders (locally and on the web) or in a sub-folder called images, then refer to the burgee relatively in Setup Series Properties. For example, `../clubburgee.jpg` or `images/clubburgee.jpg`.

If you use an absolute path to the burgee locally (e.g. `C:\myimages\clubburgee.jpg`) be aware that the burgee will not show when the results file is uploaded.

UPLOAD TO SAILWAVE STOPPED WORKING

What has changed?

New PC

- then compare settings on FTP tab of Global options on new PC with a previously working PC at the same location
- possibly need to configure the Windows Firewall to allow Sailwave connectivity

New location

- Try changing a last setting on FTP tab of *Setup | Global options*

Change of Internet connection provider

- Try changing last setting on FTP tab of *Setup | Global options*

CAN I HAVE MY OWN SUB-FOLDER IN THE SAILWAVE RESULTS FOLDER?

Yes. Just email jon@sailwave.com for the folder name you would like. Use the folder name then when publishing.

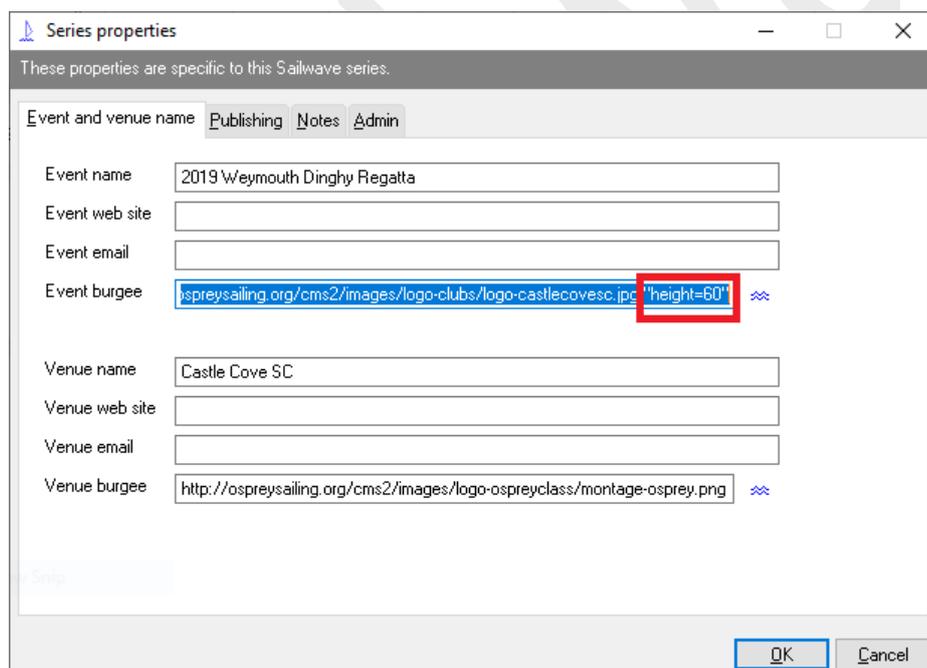
For example, if your folder is called myc and you are uploading a file called summerseries.htm use myc/summerseries.htm.

You can see the contents of the Sailwave results folder at <https://www.sailwave.com/results/>. Note – files & folders in this location are listed in reverse chronological order, *i.e.* most recent date of change is shown first.

HOW DO I CHANGE THE SIZE OF PUBLISHED BURGEES?

The default results publishing template will publish your burgees full size. However, if you use the ResultsV2 publishing template, Sailwave will automatically resize your burgees to a height of 100px. The ResultsV2 template also balances how the burgees and the event title look when published.

The very quick way to adjust the height or width of your burgee is by adding a little piece of text to the end of text in either or both the Event burgee and Venue burgee. See following screen capture:



Note – this may not work as there is a limit on the total number of characters that can be entered.

To create your own publishing template that resizes the burgees, follow these once-only instructions.

Start Sailwave and look at the *Setup | Global options* Folders tab. You will be able to see where your publishing templates are located. If they are still at their standard location in the Sailwave installation folder, you may like to consider copying the contents of templates folder somewhere else, for example the Templates folder in Sailwave data folder, and then updating the *Folders* tab of *Setup | Global options* with the information.

Using File Explorer navigate to the Sailwave publishing templates folder. You will see a dozen or so .htm files and some .txt files. Copy all of the files to the new templates folder.

Navigate to your new templates sub-folder, for example in Sailwave Data, use icon installed on desktop to this location if you have not deleted it. Right-click and select paste.

Still in the templates sub-folder of Sailwave data folder (for example), open header.txt with Notepad or other text editor – it is important that it is a simple text editor and **not** Wordpad or word processor like Microsoft Word or LibreOffice Write.

Locate the lines that look like this: -

```
<img class="hardright" src="" event.burgee"" alt="event burgee" />
```

```
<img class="hardleft" src="" venue.burgee"" alt="venue burgee" />
```

Edit them to set the width required in pixels, 50 is usually about right, so that they look like this: -

```
<img class="hardright" src="" event.burgee"" alt="event burgee" width="50" />
```

```
<img class="hardleft" src="" venue.burgee"" alt="venue burgee" width="50" />
```

The changes are in bold type for emphasis only. Save the file. You could change width to height if you prefer to control the height of images. The value 50 refers to the height or width size in pixels.

Publish and check the size. Re-edit and publish until it looks right for you. You do not have to close Sailwave when doing this. In fact, you can just stay in Notepad and use File Save while test publishing until it looks OK.

Note: This is a once-only operation, new versions of Sailwave will not overwrite your own templates.

You can modify header2.txt for use with ResultsV2.htm in the same way if you do not like the default adjustment of the burgee sizes.

If you are reading this section, you might be interested in modifying one or both files using the information in the Advanced Publishing section of this document.

Note header2.txt is only used by the template ResultsV2.htm. If you use other publishing templates and want the same balanced header look, then it is suggested you rename

header.txt as header-original.txt. Then make a copy of header2.txt and rename it to header.txt.

***Important** to note that you must have in your own templates folder both the .htm files you want to use and the .txt files.*

It is always better to have the images larger than will be displayed. If the images are smaller than will be displayed then they are most likely to not look good; they are likely to be blocky!

HOW DO I ENTER DEAD HEATS?

CASE 1- RACES SCORED BY FINISH TIME

There is no special handling required. Enter the identical finish times for the competitors concerned. Sailwave will determine the corrected times and score appropriately. If there is a dead heat on corrected time, Sailwave will allocate points according to the scoring system used.

CASE 2- RACES SCORED BY FINISH PLACE

When entering finish places using the Sail Number Wizard, Sailwave automatically offers the next sequential finish place after the previous competitor, to save the user from having to type it in. Thus, if the previous competitor was finished in 4th place, when the next competitor sail number is entered, Sailwave offers place '5', so the user need only hit 'Enter' or 'Next'.

In the case of a dead heat, the user must overwrite the offered place with the dead heat place, *e.g.* for equal 4th, the first of the two competitors entered will automatically be scored in place 4. The user will be offered place '5' for the next competitor; this needs to be overtyped / replaced by '4', so that both competitors now show place 4. **Note** - Sailwave will offer place 5 for the following competitor, this needs to be overtyped by '6', so the finish sequence is 1, 2, 3, 4, 4, 6, 7..... (*i.e.* if you have two competitors in 4th, there is no one in 5th).

Caution - Do not use, as standard practice – see next caution, 'Edit Result' to create the tie – this will almost always give incorrect scoring. 'Edit Result' is normally used to enter jury decisions, where a competitor's score or position is changed without affecting the scores of other competitors.

Caution – be very careful if you have to use *Tools | Rearrange recorded place* tool from *Menu Bar* for other competitor reordering. The *Rearrange record place* tool will do away with any recorded dead heats. So, you will now have to use 'Edit Result' to set the position of the second competitor of the dead heat. Possibly a safer option is to clear the results for the race and re-enter correctly but if a lot of competitors this is obviously not good.

HOW DO I HANDLE PRACTICE RACES?

Sailwave allows a race to be marked as 'discard me first'. Using this capability, practice races can be included in the series because you can force them to be discarded at the appropriate time. You'll need to add the number of practice races to the number of discards specified in the sailing instructions.

For example consider a 5 race series where the number of discards after 1,2,3... *etc.* races has been sailed is 0,0,1,1,2. If you start the event with 2 practice races, you would change the Sailwave discard profile to be 0,0,2,2,3,3,4. This allows competitors to see how they're doing after the practice races and then as soon as the practice races have been sailed they are both discarded. **Note** – including practice races in this way could generate incorrect results if RRS A8.2 is used.

You can in addition rename the two practice races (*Edit | Edit Race* from [Menu Bar](#)) to be P1 and P2 for example.

HOW DO I HANDLE UNSAILED RACES?

Say that the series programme has 6 races scheduled and race 4 is not sailed. You have two options. You can simply leave the results for race 4 blank or you can delete race 4. Most users prefer to leave the column blank since it doesn't cause confusion; even though the RRS recommends that races are numbered in the order in which they are sailed. Sailwave doesn't include a blank column when counting the number of races sailed, so there is no effect on discards; everything continues to work. If you delete race 4, race 5 will become the new race 4 *etc.*

HOW DO I INCLUDE NATIONAL FLAGS IN THE RESULTS?

When Regattas include competitors from overseas, Sailwave can publish the competitor's National flag. To include the National flag, open *Setup | Series Properties* and click on the *Publishing properties* tab. Click on the "Publish nationality field as hyperlinks to flag" and "Include the nationality code under the flag" check boxes. It is usually best to leave the default small flag size.

HOW DO I IMPORT RESULTS FROM CSV FILE?

Available from the File menu, Import Race Results is usually used when race data has been captured with a timing device and you need to import positions, codes, laps and elapsed times or start/finish times.

The import wizard can optionally force a match against existing competitors in the series or create new competitors on the fly during the import if they don't match an existing competitor. You can use as many competitor fields as you like to identify a competitor (all must match) but you must use enough to uniquely identify a competitor. For example, if you just use the sail number and more than one boat has the same sail number, Sailwave will warn of ambiguity. In this case, you

would probably choose to use sail number and Class. Sailwave will also warn if the competitor cannot be found. Sailwave's standard CSV file format rules apply.

In addition to the standard competitor fields, the following data field names can be used: -

RaceNo

Elapsed

Start

Finish

Laps

Code

Place

Races can be created dynamically in Sailwave as required. If you specify start and finish times, Sailwave will calculate the elapsed times during the import.

Elapsed time, start time and finish time must conform to the typographical standards used when entering results using Edit Result or the sail number wizard.

As an example, import races 3 and 4 for a series using start/finish times and matching competitors on class and sail number (or creating competitors with class and sail number depending on the options you choose in the wizard). **Note** that the races do not have to be entered in any order, each line just needs to uniquely specify a result for a specific race/competitor pair.

raceno, class, sailno, start, finish

4, Topper, 234221, 16:05, 17:02

4, Tiger F18, 1111, 16:05, 16:59

3, Dart 18, 6885, 13:00, 14:01

3, Stealth R, 516, 13:00, 14:22

3, Topper, 234221, 13:00, 15:06

3, Tiger F18, 1111, 13:00, 14:02

4, Dart 18, 6885, 16:05, 17:34

4, Stealth R, 516, 16:05, 17:11

From Version 2.26.1 some additional features were added.

- The matching of field names has been improved
- If you specify results for a race which already contains some results you will receive a warning and the option to abort the import.

- You can leave the race number blank and it will use the same race as previous entries, and if no race has been specified previously then Sailwave will prompt for a race number to use with the results.
- You can specify a + symbol which will create a new race

So the following assuming that there are already 4 races in the series, Sailwave will prompt for a race number and assuming you enter 5, this would create Race 5 and add the first 3 results to race 5, the + would then create race 6 and the next 3 results will be added to race 6.

```

raceno, class, sailno, start, finish
, Topper, 234221, 16:05, 17:02
, Tiger F18, 1111, 16:05, 16:59
, Dart 18, 6885, 13:00, 14:01
+, Stealth R, 516, 13:00, 14:22
, Topper, 234221, 13:00, 15:06
, Tiger F18, 1111, 13:00, 14:02

```

There is also a simpler Race information format that can be used *File / Import sail numbers from a CSV*; but note if a sail number does not match, you will get a message that it is not recognised. The import then stops, you must go back and correct the sail number not recognised before starting the import again.

The simpler CSV file format is: -

```
SailNo, optional code, optional notes
```

Where Sailno is the full sail number and must match a sail number already in the Sailwave file; no using last 4-digits of a Laser sail number for example but this applies to the other import race results CSV file format as well. The optional code is one of BFD, DNF, DNS, OCS or UFD.

This simpler format automatically determines the place finish from the order the sail numbers are entered in the CSV file.

HOW DO I PUBLISH COMPETITOR LISTS?

Two competitor lists are available on the Publish menu: -

- Competitor list
- Populated sign on / off sheet

Note – when using either of these two options, that the order competitors are on the screen is the order that they will be published. Also, the information published will be all the fields you have marked to be published which you might not want.

These two competitor list along with all the other options on the Publish menu have the advantage that they use the header & footer information that has been set-up; using either the default settings or any customised header and / or footer information you have set-up using the information in the Advanced Publishing section.

An alternative is to use the SWCList utility written by Jon Eskdale – see External Utilities section in this document. It has greater flexibility in allowing you to sort on up to 3 columns, as well as select from a shortened list of competitor fields, which competitor fields you would like published.

SWCList creates a file, competitors.htm, which can be renamed and uploaded to an events website. It does not use the header & footer information that has been set-up in Sailwave.

HOW DO I PUBLISH FLIGHT / FLEET LISTS?

When Appendix LE Addendum C has been selected on *Set up | User interface* and additional option *Flight assignments* is added to the *Publish* menu. This publishing option has the advantage that it uses the header & footer information that has been set-up; using either the default settings or any customised header and / or footer information you have set-up using the information in the Advanced Publishing section.

FLIGHT ASSIGNMENTS PUBLISHING

Remember you must have used the *Flight assignment* tool before attempting to publish **flight** lists.

Before using this publish option the race starts must be set-up correctly for each of the **flights**. The Flight assignments option on the Publish menu can be used to publish flight lists during the Q-series by selecting which race is to be used as the basis of the list. So, for the first day of racing in the Q-series use R1 as the basis for the list. For the second day of racing in the Q-series, assuming the flights have been re-assigned, use the first race to be sailed on the second day; for example if 3 races were sailed on day one of the Q-series, use R4 as the basis of publishing the flight assignments.

FLEET ASSIGNMENT PUBLISHING

Remember you must have set the fleet column for each competitor appropriately before publishing **fleet** lists. It is recommended that you use the *Set competitor field* tool to set the appropriate **fleet** for each competitor as documented in *Tips & Tricks – Fleet assignments F-series*.

Before using this publish option the race starts must be set-up correctly for each of the fleets. Flight assignments option on the Publish menu can be used to publish fleet lists for the F-series by selecting which race is to be used as the basis of the list; usually you will use R1 of the F-series as the basis of the fleet lists.

ALTERNATIVE METHOD OF PUBLISHING FLIGHT / FLEET LISTS

An alternative is to use the SWCList utility written by Jon Eskdale – see External Utilities section in this document. It has greater flexibility in allowing you to sort on up to 3 columns, as well as select from a shortened list of competitor fields, which competitor fields you would like published.

These can be set to be a page for each flight or fleet and can be sorted on which ever criteria you wish. One nice thing is that the total number in each flight/fleet is printed at the top of each list.

SWCList produces a file, competitors.htm, which can be uploaded to an event website. It does not use the header & footer information that has been set-up in Sailwave.

HOW DO I SEND HANDICAP RESULTS TO THE RYA?

This plugin allows you to send handicap race data back to the RYA. From March 2015 the method of sending was changed and you need to use Sailwave Version 2.18.5 or later.

From March 2015 the server to which the data is sent, was changed and the process used to upload has changed from ftp to http (don't worry you don't need to understand this, other than it has changed and you need to use a newer version of Sailwave). You must be an RYA affiliated club to use the tool and your club affiliation ID is required as part of the submission process. For transmission to the RYA you must have your RYA Club ID.

Please contact the RYA technical department with non-Sailwave related queries and use the Sailwave User Group or the comments below for Sailwave related queries.

This facility is available from the Plugins menu – choose the *Send results to the RYA PYSONline...* menu item. The format is a standard Next/Back styled Windows wizard.

CLASS NAMES

Currently the facility requires unique class names for each configuration of the same class; for example, "Dart 18" and "Dart 18 SH" which is how clubs like to operate because otherwise the published results do not tell the whole story. This means that in a cruiser class race you need to use class names that cover each configuration. While this sounds onerous, in practice there will be few.

RESTRICTIONS

If you use the wind direction field in a start record, it must be specified in degrees. For example, 280 or 280.0 or 280.5.

If you use the wind speed field in a start record it must be specified in knots. Use an average(ish) value for the race. For example, 12 or 12.0 or 12.5.

You must set race dates (Edit+Race) with the form: yyyy-mm-dd, e.g. 2015-03-21.

In later and current versions of Sailwave you can also use dd-mm-yyyy and dd/mm/yy formats. This conversion is done by Sailwave to make the dates more natural for the users.

NOTES

The rating shown in the table on tab 2 is the rating from the Edit+Competitor window. If race ratings are used, they are sent back to the RYA, just not shown in the table.

You can send the same data as many times as you like, for example if you edit some results having already sent the data it is no problem to send the same race(s) again.

The RYA require a small amount of post processing having done the upload. There is a link on the plugin to go to the relevant website page once your data is uploaded. Once you have uploaded the data you need to click on this link and import the races.

Even if you don't use the RYA PY rating system to score a series, you can still send the data back to the RYA because it's elapsed times and classes that matter, not how you scored the series; *i.e.* you can run a catamaran handicap event using the SCHRS rating system and still return the data to the RYA.

You do not need to use standard RYA class names in your series. Many clubs have their own preferred names for classes and for single and double handed variants for example. This also means you are not tied to any official rating file; you can use your own or those on the Sailwave web site for example.

The official site is now PYOnline - <http://www.pyonline.org.uk/>. There is also an option on the Plugins menu to send the data to Sailracer for their use if you so wish. For Sailracer submissions the "test" club ID is not case sensitive so you can use Test or TEST etc.

There is a similar tool to send data to Sailracer – it sends the same information to Sailracer (not the RYA) for use in Sailracer's database. You can test the process by using a Club affiliation ID of Test – your data will be uploaded but discarded by the Sailracer at a later date. This allows you to explore the interface before sending data for real.

FIRST WINDOW

Send results to the RYA

RYA affiliated club ID

Event ID

Races to send

RYA

You must be connected to the internet to use this plugin.

Make sure you have scored the series so that corrected times are up to date.

Only elapsed and start/finish time results are sent so it does not matter if you have separate starts in a race and one of the starts uses places; those results are ignored.

Sailed races must have a date set in the format yyyy-mm-dd, dd-mm-yyyy or dd/mm/yy.

You can get help with this plugin at the URL below.

<https://www.sailwave.com/how-do-i-send-handicap-results-to-the-rya>

Next Cancel

Enter the data as required. The syntax for specifying the number of races follows the standard Sailwave rules but if you hover over the races entry field an information window will appear, for a short period, showing options for specifying the races to be uploaded.

SECOND WINDOW

This tab shows you a list of unique classes used in the races. The RYA required you to enter config information for each class. The first time you use this tool the cells will be blank, but, Sailwave remembers the last configuration used for each of your classes and populates the list for you on successive executions of the tool. You can also use the “Auto fill blank cells” button to get some help from Sailwave, which knows the configuration of many classes; especially if you use class names as published by the RYA.

To change the content of a cell you can right-mouse-click or press the enter key to popup a menu of options. The Clear option removes any data in the cell. You can navigate around the cells using the arrow keys.

Send results to the RYA

The RYA requires class configurations. Sailwave remembers your configurations for next time, this is a once only task. Right-click on cells to change value.

Class	Rating	Category	Rig	Persons	Spinnaker	Engine	Keel
420	1087	Dinghy	Sloop	2	Symmetric		
A-CLASS	691	Multihull	Una	1			
DART 18 - SH	798	Multihull	Sloop	1			
F16	698	Multihull	Sloop		Symmetric		
LASER	1078	Dinghy	Una				
LASER PICD	1264	Dinghy	Una				
LASER RADIAL	1101	Dinghy	Una				
RS 700 - NO SPIN	856	Dinghy	Sloop				
SCORPION	1056	Dinghy	Sloop		Symmetric		
TOPPER	1290	Dinghy	Una				
WANDERER	1132	Dinghy	Sloop		Symmetric		

Auto fill blank cells

Rig - Sloop (S) / Una (U)
Spinnaker - Asymmetric (A) / Symmetric (C)

Next Back

You only need to complete the appropriate cells; for example, you would not (usually) fill in the engine and keel cells for a Dinghy and you don't need to define the number of persons for Cruiser classes. The table below summarises the likely cells you would fill in for each category but it is not a rigid rule; more of a guide. Note that nothing much can be said for the spinnaker column since you would simply set it as appropriate, *i.e.* if the class in that configuration had a spinnaker.

If you don't know the value of a particular cell, for example the engine type of a cruiser, just leave it blank. Note that "Multihull" refers to a multihull dinghy (*e.g.* Tornado), multihull cruisers and keelboats are not separated out.

Note that if you cancel out of the tool without sending your data, Sailwave offers you the chance to save the cell data for use next time the tool is run, so you don't have to enter it all at the same time.

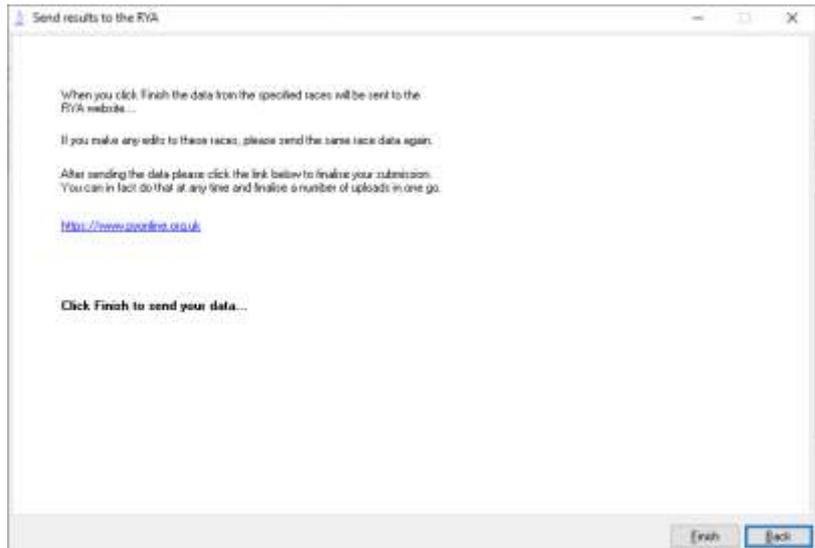
THIRD TAB

Just click the Finish button and Sailwave will send your data to the Server.

HOW DO I CREATE MY OWN RATING FILE?

The following is taken from the Sailwave web site.

How do I create and use rating files? - Last updated 22/02/2019 by JonEskdale



Rating files are plain text files. You can create them using a spreadsheet, notepad or any other plain text editor. Each rating file must have a .csv extension and has a very simple format as described below.

Each line of the file defines a rating for a particular rating system and class. Blank lines are ignored and if the first non-whitespace character of a line is a semi-colon it is also ignored, so you can add comments to your files.

You define a rating value (one per line) by comma separated values (csv) like this: -

rating system name, class name, rating value

The rating system name must be one of the following: -

Rating System Name	Description
PY	RYA Portsmouth yardstick rating system (UK).
Texel	Texel catamaran rating system.
SCHRS	ISAF small catamaran handicap rating system.
TCF	Generic time correction factor system.
TCC	Time correction factor system.
IRM	IRM rule.
IRC	IRC rule.
LYS	Scandinavian, time correction factor.

Rating System Name	Description
CHS	Channel handicap system (legacy).
ECHO	ECHO (Ireland). Static rating value
VY	VYC rating system (AUS).
USPN	USSA Portsmouth rating system (USA).
PHRF	Standard TOD PHRF.
PHRFTOT	Time-on-time (TOT) PHRF – the A, B operators are defined within Sailwave.
Custom	Custom rating system as defined within Sailwave.

So, for example, a line defining the Texel rating for a Dart 18 may look like this: -

Texel, Dart 18, 119

If the class name contains a comma it must be enclosed in speech marks – this actually applies to all values but it's not relevant to the rating system and rating values. For example: -

SCHRS, "Dart 18, Single Handed", 119.0

Some clubs use wind indexed ratings – *i.e.* the rating used depends on the wind strength. It is common when using the USA Portsmouth rating for example. If that is the case, you can add another value to a line defining the wind indexed ratings. While it is a single value as far as the rating file is concerned, it is a list of ratings separated by commas so the whole value must be enclosed in speech marks. For example: -

USPN, Formula 16, 65.2, "68.4, 67.5, 64.4, 62.3"

USPN, Formula 18, 62.4, "65.4, 63.9, 61.3, 59.5"

USPN, Formula 18HT, 60.0, "63.1, 60.5, 59.6, 57.3"

Note that the wind indexed options are not enabled by default in Sailwave because they are little used – use the *Setup | User Interface* to enable them on a per series basis.

Notes

- You can mix up rating systems any way you like in a single file, but it's more usual not to.
- Any sub-folders in the rating file folder are ignored.
- Files that do not have a .csv extension are ignored.
- The order of values in lines is fixed as specified above.

- The examples show a space after the commas, but it's not necessary.
- Any value that itself contains a comma must be enclosed in speech marks.
- You can mix and match lines with and without wind values in the same file.
- Space characters immediately before and after commas are ignored so you can format your data in columns if you like.
- The rating value (and wind indexed ratings) can be specified with or without decimal places.
- None of the data is case sensitive.
- If the first non-whitespace character of a line is a semi-colon, the whole line is ignored and assumed to be a comment.
- Lines containing non-numeric rating values are ignored.

Note – ratings files are available for download from the Libraries section of the Sailwave website. These are provided by members of the Sailwave User Group on an as and when basis. Unfortunately, some files are now quite old.

The ratings issued by the RYA in March each year are usually available on the same day the information is released by the RYA. Also, at the same time usually the SCHR ratings file is updated with the latest information.

IS IT SAFE TO SAVE FILES IN THE SAILWAVE INSTALL FOLDER?

No. From Sailwave version 2.4.1 onwards, the installation process deletes all files in the selected installation folder.

SAILWAVE AND TEAMVIEWER PROBLEM?

If TeamViewer is installed this can cause problems for Sailwave. One problem is that Sailwave will start and then immediately close. Whilst Teamviewer is on in the background, Sailwave will refuse to start on my PC.

It's not a bug with Sailwave, it is Teamviewer that has the problem. There are many programs that it does similar things with, including many Microsoft programs. The issue is that Teamviewer tries to modify the program by adding a quick connect button. If you add Sailwave to the list of programs that it is not allowed to modify it will work just fine. In TeamViewer - If you go to TeamViewer Options and select advanced.

Then in the "General advanced settings" there is a QuickConnect button which you can configure if you then add sailwave.exe to this list, this will cure the problem of Sailwave not running. This should stop it adding the Quick connect button to Sailwave.

There is a file in the same folder as the Sailwave executable created by Jon Eskdale, called Teamviewerfix.EXE, which should fix any problem for Sailwave caused by having TeamViewer installed. Double-click to run the program.

WHERE CAN I GET SAILWAVE LOGOS?

If you link to Sailwave you can use most of the logos listed at <https://www.sailwave.com/media/logos/>.

WHY DOES THE WINDOW MENU SOMETIMES TURN RED?

When Sailwave opens a new file, it forks a completely new instance of itself. The window menu will go red if there are two or more Sailwave instances running with the same file loaded. It's just a warning that you have the same file loaded more than once.

ABYC USER GUIDE FAQ'S

ALAMITOS BAY YACHT CLUB

Long Beach, CA

These are some of the FAQ's listed in ABYC Chief Scorers Guide which have not been covered in this document so far. It is still a very useful document giving a slightly different perspective to using Sailwave. It is available from the Sailwave website Third Party Resources page <https://www.sail-wave.com/thirdparty>.

USING SAILWAVE IN AN ILCA NORTH AMERICAN MASTER EVENT

The International Laser Class Association (ILCA) Master's are broken into four age divisions: Apprentice (35-44 years old), Master (45-54 years old), Grand Master (55- 64 years old) and Great Grand Master (65+). In North America the Masters typically race as one fleet but score in their age divisions. An overall winner is also determined using the ILCA North American Master Handicap System where Apprentices add 3 points to their finish position in each race, Masters 2 points and Grand Masters 1 point. The results are recalculated and the person with the lowest score wins, etc.

Having set-up, the event as you would normally take the following actions to setup the handicap.

Add four new Scoring Codes as follows:

- APP (Apprentice)
- MST (Master)
- GM (Grand Master)
- GGM (Great Grand Master)

These codes will be used to apply the handicap to each competitor. Each scoring code should be "Scored a fixed number of Points" per race, APP 3 points, MST 2 points, GM 1 points, and GGM 0 points. These codes will need to be modified after each race to reflect the series handicap, race handicap multiplied by the number of races that count in a boats series total. An Apprentice who has sailed six races and has one discard would have a handicap of 15 points (3 points x 5 races).

Add an extra race and change the race name to "Handicap" or "H'cap". This race will be used to hold each boat's series handicap. Edit the start of the "Handicap" race, Edit+Edit Start. In the Edit Race window check "This race is not discardable". The following table shows an example of the layout.

Note - an alternative to creating an extra race, would be to use the CarriedFwd field renamed "Handicap" or "H'cap".

Rank	SailNo	Fleet	Nat	HelmName	Division	Club	R1	R10	H'Cap	Total	Nett
1st	197041	Laser	USA	Kevin Taugher	Apprentice	Alamitos Bay Yacht Club	1.0	(41.0 DNC)	24.0 APP	75.0	32.0
2nd	19111	Laser	USA	Vann Wilson	Master	Alamitos Bay Yacht Club	4.0	1.0	16.0 MST	125.0	43.0
3rd	187740	Laser	CAN	Andy Roy	Master	Sugarloaf Sailing Club	2.0	6.0	16.0 MST	97.0	48.0

SCORING A FLEET WITH MEN AND WOMEN COMBINED AND SEPARATED

When you have a fleet such as the 470's that want to be scored both as a combined fleet and separately as Men and Women's. To avoid having to score the regatta twice, once for the combined and then with the men and women separated use the Alias option.

Enter the competitor twice, once in the 470 Fleet and then enter the same competitor as an Alias of the first in the 470 Men or Women Fleet. Sailwave will use the results from the base competitor when scoring the alias, producing the required two sets of results from one finish position.

Note by Huw Pearce – read the SI very carefully to see what is written. Are the Men & Women's separate results to be re-scored or extracted from the combined results? If they are to be re-scored then be aware that the rank order could change in the individual Men's and Women's results. It has happened a long time ago now to me at an Optimist event. It was very difficult explaining to irate parents.

HOW DO I SET-UP DISCARDS / DROPS?

For example, in a 6 race series the sailing instruction allow one discard when at least 3 races have been sailed and 2 discards when at least 5 races have been sailed. You can setup a discard profile in Sailwave to specify these rules. A discard profile is a list of the number of discards allowed when at least 1,2,3,4... races have been sailed. The discard profile for the above sailing instructions would therefore be 0,0,1,1,2,2.

You can set up the discard profile from the Edit+ScoringSystem menu item. Sailwave automatically applies the correct number of discards when scoring the series based on the number of races sailed.

Note - that you can safely leave gaps in the races sailed without any side effects; *i.e.* if race 4 (say) is not sailed you can just leave its column of results blank; it will not be included when counting the number of races sailed. When using multiple fleets, you can set a different discard profile for each fleet from the Edit+Fleets menu item.

In addition to the method above, the discard profile can be an expression using the following variables: -

s - the number of races in the series that have been sailed

r - the total number of races in the series

Examples: -

$s * 0.75$

$(s-1) * 0.8$

$s - 2$

$r / 4$

If the expression evaluates to more than s at any time, then a value of s is assumed; hopefully your expressions will not let that happen! If the expression evaluates to a negative result, then 0 is assumed.

Using an expression is useful for long series, or, two or more series that have been merged.

HOW DO I USE THE CUSTOM RATING SYSTEM?

Sailwave has many of the popular rating systems hard-wired into it but occasionally you'll want to use a rating system that Sailwave doesn't know about. The Custom rating system allows you to define an expression representing the calculation of corrected time. The expression can include numeric constants, all the usual mathematical operators and the following variables: -

r - The boat rating, wind indexed if appropriate

e - The elapsed time in seconds

d - The race distance

Examples: -

$e * r$

e / r

$(e * 1000)/r$

$e * r * d$

$e * (650 / (550 + r))$

$e - r * d$

$e - ((r * d) / 2.3)$

Use parenthesis if you're unsure about operator priorities, which are implemented using the usual standards. **Note** by Huw Pearce – remember Sailwave rounds corrected time to a whole second (see earlier in document), even though RRS Appendix A makes no statement on rounding corrected

times. Some scoring systems, like RYA PY and RYA NHC do specify how rounding is to be done. Sailwave follows the RYA specification of rounding.

Sailwave optionally requires a corresponding formula for e and r; these can be obtained by simply rearranging the formula for c appropriately. The formulas for e and r are required when estimating ratings and when generating statistics like the elapsed time difference needed to win on corrected time. You only need to do this if you want Sailwave to fill in the Rwin and -Ewin columns when publishing race results.

HOW DO I USE PHRF TIME-ON-DISTANCE (TOD)?

The basic sequence of events is: select PHRF as the rating system from the *Race Scoring* tab of the *Scoring System* window (*Setup | Scoring System* from *Menu Bar*), enter the results as elapsed times or start finish times, set the race distance (in nm) in the race detail by (for example) right-clicking on the race column header and selecting *Edit Race*, score the series. *i.e.* the only difference to a standard handicap series is that you put the race distance in the race detail window. The formula used to calculate the corrected time is: -

$$\text{Corrected} = \text{Elapsed} - (\text{PHRF} * \text{Distance})$$

The rating variable r will be appropriately wind indexed by the time it gets to the calculation of corrected time if wind indexed ratings are used. If you need to use race specific race distances, see the FAQ called "How do I handle fleet specific race distances?".

Other ways to get into the detail of the race are to click on any result cell for a race and use *Edit | Edit Race* on *Menu Bar*, and, right-click on any result cell and choose *Edit Race*.

HOW DO I HANDLE FLEET-SPECIFIC RACE DISTANCES?

If your fleets sail different race distances you can enter them in the fleet details. Edit+Fleets and then Edit for each fleet as necessary. You can also set fleet specific rating systems and discard profiles.

HOW DO I CHANGE A BOATS HANDICAP MID SERIES?

During a long series, where scores are being attributed to the skipper rather than the boat, a skipper who changes boats may need to be scored using a different handicap in some races versus others.

Provided that you are scoring the series using a handicap rating system, such as Portsmouth yardstick, it is possible to change the handicap in the middle of a series, or to change the boat.

When the change of handicap occurs, go to "Edit Result" for that competitor and that race and select the Rating tab. Enter the new handicap in the bottom box "Race Rating". If the rating change will remain in effect for multiple races, check the "Use until the next race rating is specified" box.

You should be aware that it is not clear from the printed results that a rating change occurred for that race. Add a comment in the notes for the competitor, or put an indication in the Class something like "Laser Standard / Laser Radial".

HOW DO I COMBINE LEG TIMES INTO A RACE TIME?

In the Edit+Race window you can tick the auto elapsed time check box to automatically set the elapsed times for that race to be the accumulation of the elapsed times of some of the other races. This is performed every time the series is scored.

You define the races to accumulate by a comma separated list of race numbers. If you only want this race to count for the purposes of scoring the series you can mark the other races so that they are discarded - to do this tick the Discard me first check box in Edit+Race. You then have to setup an appropriate discard profile.

For example, if you have an event comprising two separate races but you want to score the event based on the accumulation of the two races you would proceed as follows: -

Set up a series of 3 races. The first two races will be the actual races. The third race isn't physically sailed as such but its elapsed time will be the accumulation of race 1 and race 2 times when we score the event. Rename the races if required. E.g. "Leg 1", "Leg 2" and "Overall". These names come out on the published results as well as being shown on the screen.

Set the appropriate rating system and other scoring system options; see later about how to choose a discard profile.

Edit race 1 and race 2 ticking the Discard me first check box for each.

Edit race 3 ticking the Auto score check box and entering 1,2 into the entry field next to it. i.e. we're saying that race 3 elapsed times will be the accumulation of the elapsed times of race 1 and race 2.

Set the discard profile Edit+ScoringSystem to 0,0,2. That is when 3 races are sailed we discard 2; so because race 1 and race 2 are marked as 'Discard me first' they'll get discarded leaving race 3 as the only contribution to the series results. "Discard me first" does not mean that the results for such a race is always discarded; rather, that when discarding results discard the results from races marked "Discard me first" before considering points.

When publishing, include the details of all races so that you can see the overall times and overall corrected times as well as the details for the two real races.

You can publish after race 1 if you want to. If any result for race 1 or race 2 is a retirement code instead of an elapsed time this code is propagated into race 3. This is necessary otherwise anybody that sailed one leg will get a low accumulated time! That is, if they are DNF in race 1 or race 2 they are DNF overall.

HOW DO I SET-UP AVERAGE LAP TIME RACING?

The objective of average lap racing (ALR) is to give fairer racing, particularly when boats from a wide range of handicaps are racing together, by requiring all boats to sail for about the same time period, and so experience generally the same wind and current conditions.

Based on the number of laps of the course each boat sails during the period, their elapsed times are factored to represent the times they would have taken to sail the same number of laps as the fastest boat. These factored times are then corrected in the normal way using the appropriate Portsmouth Numbers.

If boats sail a different number of laps in a race, you must specify the number of laps completed as well as the start time and finish time or elapsed time. This is the trigger that Sailwave needs to use average lap time calculations. Note - that if all boats do the same number of laps you can leave the laps field blank when setting the elapsed time; Sailwave will assume 1 lap but it's arbitrary because they are all the same.

If you specify a number laps the corrected time that Sailwave shows you will be for the maximum number of laps that any one boat did in the race (or fleet when scoring by fleet). It means there is no need for fractional seconds and also avoids the inaccuracies involved with the equivalent of calculating an average lap time.

DO I ALWAYS HAVE TO ENTER DNC CODES?

Sometimes in club racing there can be more DNC codes than anything else. You do not have to enter them. Sailwave will assume DNC for all blank results in any race with at least one real result.

HOW DO I HANDLE FLEET-SPECIFIC RACE DISTANCES?

If your fleets sail different race distances you can enter them in the fleet details. Edit+Fleets and then Edit for each fleet as necessary. You can also set fleet specific rating systems and discard profiles.

HOW DO I ADD A COMPETITOR INTO THE RESULTS IF I MISSED ENTERING THEM?

I entered the results of a race and after the results were published and put on the notice board, we realized that one competitor had been omitted. This competitor had come 10th. How do you insert

this person in as having come tenth automatically incrementing the results of everyone afterwards by 1?

Before adding the competitor into the results, it is recommended that you clear the result for the competitor; right-click the competitor race cell in question and select clear results Now add them in using the Sail Number Wizard and give them their recorded position. then use the *Tools / Rearrange Recorded Places* on *Menu Bar*. You will have two competitors with the same recorded position, so adjust the positions appropriately.

WHAT IS THE FORMAT FOR ELAPSED TIMES?

Requires version 1.53 or later.

Elapsed times can be entered in one of these formats: -

days:hours:minutes:seconds

hours:minutes:seconds

minutes:seconds

seconds

Spaces and alphabetic characters are ignored. While the above formats use ':' as a separator, you can use any from the following list: -

: - / . ;

Each component must represent an integer, decimal values are not allowed. There is no range limit on each of the component values; for example, the minutes component is not limited to a maximum value of 59 (or 60). You can use leading zeros, but they are not mandatory.

These examples all represent the same elapsed time of 45 minutes and 6 seconds: -

0:0:45:06

0:0:45:6

0/0/45/6

0:45:6

45.6

45:06

45m:06s

45m : 06s

45 min : 06 sec

2706

2706s

2706 sec

WHAT IS THE FORMAT FOR START / FINISHTTIMES?

Start and finish times can be entered in one of these formats: -

hhmmss

hhmm

hour:minute:second

hour:minute

When using a separator like ':', spaces and alphabetic characters are ignored. While the above formats use ':' as a separator, you can use any from the following list: -

: - / . ;

Each component must represent an integer, decimal values are not allowed. There is no range limit on each of the component values; for example, the minutes component is not limited to a maximum value of 59 (or 60). You can use leading zeros, but they are not mandatory.

When using the non-separator forms, leading zeros may be required because you must enter exactly 4 or 6 digits.

These examples all represent the same start time of 1030: -

103000

1030

10:30:00

10:30

10/30

10hr:30min 10h ; 30m

10 h . 30 m

If a finish time is before its corresponding start time, Sailwave assumes that there is one midnight boundary in-between the pair. In version 1.53 and later, you can also explicitly include a date with a time. The combined date-time format required is: -

dd/mm/yy@time

Where time is a start or finish time formatted as described above. DD is a one or two digit number representing the day of the month. MM is a one or two digit number representing the month and

YY is a two digit number representing the year. Spaces before or after the @ are ignored. Examples: -

24/12/04@10:30

1/1/05@10:30

01/01/05@10:30

1/1/05 @ 10:30

How do I set the default to finish or elapsed time rather than place?

Right click on the top of the race column (e.g. R1) and left click on Edit Race. Then click on Edit (start). Here you can select 'Finishes will be recorded as' - Elapsed Time or Finish Time.

HOW DO I SET-UP A QUALIFICATION PROFILE?

Some series require that a boat compete in a minimum number of races to qualify for a series. A qualification profile, which is similar to a discard profile can be used to determine if a boat qualifies for the series, and for those that do not show a series score of DNQ.

The notice of race would specify the number of races required to qualify for the series, typically a percentage of the total number of races or an actual number. The discard profile would then be setup in Sailwave to specify these rules.

The qualification profile option can be enabled through the *Setup | User Interface Option* on the [Menu Bar](#) by checking the check box next to the "Qualification Profile" option. Go to "Series Scoring" tab of "Edit Scoring System" and enter a qualification profile.

The form of a qualification profile is the same as the discard profile, either a comma separated list of discards when 1,2,3,4, etc. races completed, or an expression.

In the comma separated list, the last value is used if the number of races sailed is greater than the number of entries in the profile. For example, in a 9-race series, if 1 race must be sailed when 3 races have been sailed and then another must have been sailed when 7 races have been completed, the qualification profile would be: -

0,0,1,1,1,1,2,2,2

If the same nine race series only one race to qualify when 3 races have been sailed, you would use:

-

0,0,1,1,1,1,1,1,1

Remember that if the number of races sailed is greater than the number of items defined in the list, the last item is used; so, the above examples can be optionally simplified to: -

0,0,1,1,1,1,2

or

0,0,1

Alternatively, the qualification profile can be defined by an expression. The following variables can be used within the expression: -

Variable	Description
s	The number of races sailed
r	The number of races in the series

The result is truncated (down) to a whole number and represents the number of races that must be sailed to qualify. This is useful for a long series. For example: -

$s * 0.50$ (50% of the races must be sailed)

If the expression evaluates to more than the number of races sailed (s) at any time, it is modified to equal the number of races sailed (s). If the expression evaluates to a negative result, then zero is assumed.

See the expression reference for details about the use of functions within Sailwave expressions.

How Do I Handle Unsailed Races?

Say that the series programme has 6 races scheduled and race 4 is not sailed. You have two options. You can simply leave the results for race 4 blank or you can delete race 4. Most users prefer to leave the column blank since it doesn't cause confusion; even though the RRS recommends that races are numbered in the order in which they are sailed. Sailwave doesn't include a blank column when counting the number of races sailed, so there is no effect on discards; everything continues to work OK. If you delete race 4, race 5 will become the new race 4 etc.

HOW DO I USE WIND- INDEXED RATINGS?

In the Edit+ScoringSystem window, enable wind indexed ratings and enter a comma separated list of wind strengths that will be used for corresponding wind indexed ratings. Using the USSA PN scheme as an example, the list would look something like this: 0-1, 2-3, 4, 5-8. Note that the spaces are ignored and the list could also look like this: 0-1,2-3,4,5-8. The strings ("0-1" etc.) are completely arbitrary so you could have alternatively written None, Gentle, Medium, Strong etc. etc.

When you sail a race, you log the wind strength in the race; in Edit race a drop-down list allowing you to select one of the above values will appear. Edit race detail like this, click on one of the results in that race and either select Edit+Race from the main menu or right-click with the mouse and select Edit+Race. Notice that you can also log the wind direction in the race detail but this is just for information purposes.

Each competitor will have a default rating defined and also a comma separated list of ratings to be used for each of the wind strengths defined above; for example, 100,101,101,102. Note that a null value in the list is interpreted as 'use the default value'. For example if the default value was 101 the list of wind index ratings could have been written 101,,,102. If the default value was 100 it could have been written,101,101,102. When you score the series with wind indexing enabled (as per the Edit+ScoringSystem window) Sailwave looks at the wind strength logged in a race and then chooses the appropriate rating for the competitor from their list of wind indexed ratings; from which it can calculate an appropriate corrected time. If a race is not logged with a wind strength the default value is used.

Tip: when entering competitors for a series set the class, default rating and wind indexed ratings for the first occurrence of each class so that when you select that class in subsequent entries the rating values can be propagated automatically. Alternative is to have a properly configured rating file.

Another tip: if you already have a lot of entries with the same class set up with just default ratings you can use the Edit+AllCompetitors window to set wind indexed ratings for all competitors of that class *etc.* This facility will also enable you to change the values of existing default and/or wind indexed ratings on a per class basis.

HOW DO I GIVE A BOAT REDRESS?

Redress can only be given by a Protest Committee or Jury, and they are often unclear as to precisely how the scores should be changed. Jury's instructions such as; "the boat is granted redress", or "the boat is reinstated" can be interpreted in multiple ways resulting in the Jury's intent not being implemented. When necessary ask the Jury to clarify their scoring instructions, this may be to adjust the scoring (see rule A10 for some examples) or finishing times of boats, to abandon the race, to let the results stand or to make some other arrangement. Further if in doubt enter what you think the redress is and ask the Jury Chair to confirm that the results reflect the Jury's intent.

There are three Redress (RDG) codes that are in the standard setup of Sailwave.

RDG – assign points

RDGa – average points for all races

RDGb – average of results prior to the race

HOW DO I PRINT THE ELAPSED AND CORRECTED TIMES SIDE-BY-SIDE?

When publishing results, you can print a series summary and/or details of each race. When you choose to publish race details for a handicap series, each race can be presented as a table showing elapsed and corrected times as well as points and positions.

HOW DO I CHANGE THE ORDER IN WHICH THE FLEETS ARE DISPLAYED?

When the results are ordered by fleet the order in which fleets are displayed is defined by the order in which the fleets appear in the Edit+Fleets list. You can change this order by pressing the up and down buttons appropriately.

HOW DO I SORT BY A PARTICULAR COLUMN?

By default, your results are sorted by the series (or fleet) position; the sort column(s) being shown with a pale grey background. You can sort the series by a different column by clicking the column header text with your mouse; *e.g.* "Boat" or "SailNo". If you click the column header a second time the sort order for the column will be reversed; *i.e.* clicking the column header is a toggle switching between ascending & descending sort order.

You can only sort on two columns. To sort on a second column, hold down the CTL key and then click the column you want to use as a secondary sort.

The sort position is honoured when publishing the series unless explicitly stated for a particular publishing method.

Note – the primary sort column will have a little "1" and the secondary sort column will have a little "2", the sort column(s) will have a light grey background.

HOW DO I EXPORT DATA INTO OTHER APPLICATIONS?

The File+Export menu option allows you to copy the series results into the windows clipboard. You can choose the column separator and also choose which columns you want to exclude/include; including the results themselves; which means it's easy to generate competitor lists etc. To get the data into a spreadsheet, choose a tab separated list and press the Copy button; the text is now in the windows clipboard. Start the spreadsheet, say Excel, and click on a cell that will become the top left cell of the data, then select Edit+Paste or Ctrl+v to paste the data; most spreadsheets understand that a tab separated list is meant to be pasted column by column; Excel does. Similarly, you could paste the data into a word processor like Word *etc.*

HOW DO I HIDE CERTAIN COLUMNS?

Sailwave allows you to hide columns that are not relevant to your series by selecting the appropriate item in View+Column, click the Columns button on the tool bar or right click the column heading and select "Hide column". For example, in a single class championship event the rating column is not very useful. Hidden columns are not shown when publishing but then can be.

WHAT IS THE TALLY COLUMN FOR?

At dinghy events it's common practice to have to sign on and off the water for safety reasons. The way this is organised is to allocate a tally number for each competitor. However, this column has no special meaning and you can rename it and use it for any purpose you like; bow number being a popular alternative. **Note** by Huw Pearce – Sailwave does have a field BowNumber!

DO I HAVE TO RE-ENTER COMPETITOR DETAILS FOR EACH NEW FILE?

No, just use an existing Sailwave series as a source of competitors. What most users do is create a folder called say, libs, and create Sailwave files in that folder containing competitor lists - competitors that are often used in a Sailwave series. You can then just open these series and use the File+SaveAs menu option to create a new series. In a similar way you can save files for different scoring systems etc. You can also import selected competitor details from another series and from a CSV file using the File+Import menu option.

Sailwave

SAILWAVE RELEASE HISTORY

The following table documents the release history of Sailwave since December 2011. The first version of Sailwave was released in 2001 and there were many releases between then and the start of this list. It is that the dates are not documented anywhere I have been able to find.

Version	Release Date	Type of Release	Release format	More information
2.4.1	2011/12/11	Official	Full install	https://www.sailwave.com/version-2-4-1#more-133
2.4.2	2011/12/21	Official	Full install	https://www.sailwave.com/version-2-4-2#more-260
2.4.3	2011/12/22	Official	Full install	https://www.sailwave.com/version-2-4-3#more-284
2.4.4	2011/12/223	Official	Full install	https://www.sailwave.com/version-2-4-4#more-290
2.4.5	2012/01/03	Official	Full install	https://www.sailwave.com/version-2-4-5#more-296
2.4.6	2012/01/12	Official	Full install	https://www.sailwave.com/version-2-4-6#more-311
2.4.7	2012/02/06	Official	Full install	https://www.sailwave.com/version-2-4-7#more-324
2.4.8	2012/02/12	Official	Full install	https://www.sailwave.com/version-2-4-8#more-335
2.4.9	2012/02/16	Official	Full install	https://www.sailwave.com/version-2-4-9#more-358
2.5.0	2012/04/04	Official	Full install	https://www.sailwave.com/version-2-5#more-372
2.5.1	2012/05/08	Official	Full install	https://www.sailwave.com/version-2-5-1#more-403
2.5.2	2012/09/09	Official	Full install	https://www.sailwave.com/version-2-5-2#more-435

Version	Release Date	Type of Release	Release format	More information
2.5.3	2012/11/10	Official	Full install	https://www.sailwave.com/version-2-5-3#more-639
2.5.4	2012/11/11	Beta	Executable only	https://www.sailwave.com/category/betas/page/4
2.5.5	2012/11/11	Beta	Executable only	https://www.sailwave.com/category/betas/page/4
2.5.7	2012/11/12	Beta	Executable only	https://www.sailwave.com/category/betas/page/3
2.5.9	2012/11/16	Beta	Executable only	https://www.sailwave.com/category/betas/page/3
2.6.0	2012/11/18	Beta	Executable only	https://www.sailwave.com/category/betas/page/3
2.6.1	2012/11/20	Beta	Executable only	https://www.sailwave.com/version-2-6-1#more-698
2.6.2	2012/11/21	Beta	Executable only	https://www.sailwave.com/version-2-6-2#more-715
2.6.3	2012/11/23	Beta	Executable only	https://www.sailwave.com/version-2-6-3#more-762
2.7.0	2012/11/27	Beta	Executable only	https://www.sailwave.com/version-2-7-0#more-766
2.7.2	2012/12/01	Beta	Executable only	https://www.sailwave.com/version-2-7-2#more-768
2.8.0	2012/12/03	Beta	Executable only	https://www.sailwave.com/version-2-8-0#more-772
2.8.2	2012/12/03	Beta	Executable only	https://www.sailwave.com/version-2-8-2#more-785
2.8.3	2012/12/06	Beta	Executable only	https://www.sailwave.com/version-2-8-3#more-791

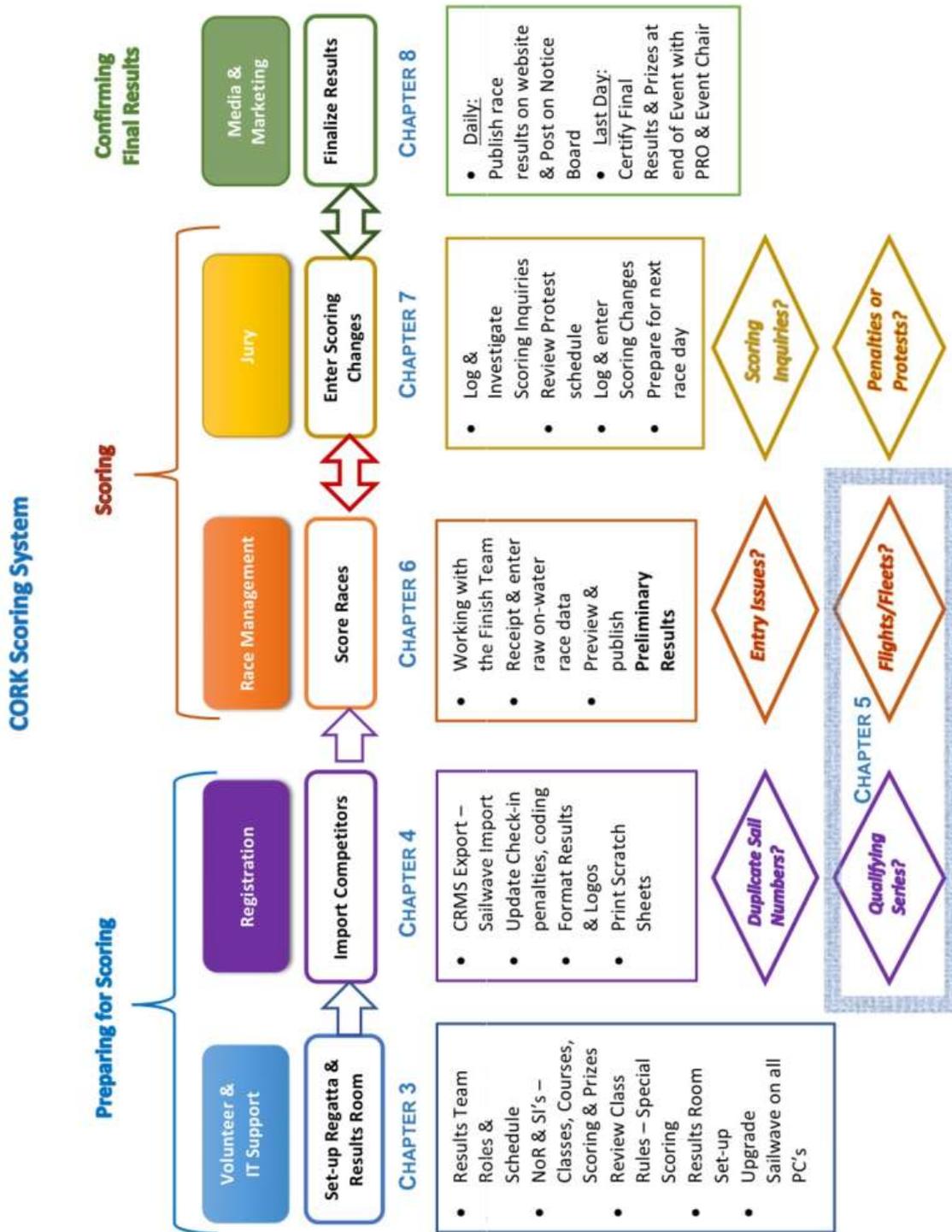
Version	Release Date	Type of Release	Release format	More information
2.8.4	2012/12/11	Beta	Full install	https://www.sailwave.com/version-2-8-4-full-install-beta#more-798
2.8.5	2012/12/13	Official	Full install	https://www.sailwave.com/category/sailwave/page/2
2.9.3	2013/03/01	Beta	Full install	https://www.sailwave.com/category/betas/page/2
2.9.4	2013/03/04	Beta	Full install	https://www.sailwave.com/category/betas/page/2
2.9.7	2013/04/14	Official	Full install	https://www.sailwave.com/category/sailwave/page/2
2.11.0	2013/06/28	Beta	Executable only	https://www.sailwave.com/category/betas/page/2
2.11.1	2013/06/30	Beta	Executable only	https://www.sailwave.com/category/betas/page/2
2.12.1	2013/07/19	Beta	Executable only	https://www.sailwave.com/category/betas/page/2
2.12.2	2013/08/13	Beta	Executable only	https://www.sailwave.com/category/betas/page/2
2.12.3	2013/08/05	Beta	Executable only	https://www.sailwave.com/category/betas/page/2
2.14.11	2014/03/14	Beta	Full install	https://www.sailwave.com/category/betas
2.15.0	2014/04/25	Beta	Executable only	https://www.sailwave.com/category/betas
2.16.7	2014/06/19	Official	Full install	https://www.sailwave.com/category/sailwave/page/2
2.17.0	2014/08/03	Beta	Executable only	https://www.sailwave.com/category/betas

Version	Release Date	Type of Release	Release format	More information
2.17.1	2014/08/29	Beta	Executable only	https://www.sailwave.com/category/betas
2.18.5	2015/05/17	Beta	Full install	https://www.sailwave.com/category/betas
2.19.4	2015/08/07	Official	Full install	https://www.sailwave.com/category/sailwave
2.19.8	2015/08/15	Official	Full install	https://www.sailwave.com/category/sailwave
2.23.4	2017/09/03	Official	Full install	https://www.sailwave.com/category/sailwave
2.24.0	2017/11/07	Official	Full install	https://www.sailwave.com/category/sailwave
2.25.1	2018/02/16	Beta	Full install	https://www.sailwave.com/category/betas
2.25.2	2018/02/28	Beta	Full install	https://www.sailwave.com/category/betas
2.25.4	2018/03/10	Beta	Full install	https://www.sailwave.com/category/betas
2.25.4	2018/03/26	Official	Full install	https://www.sailwave.com/category/sailwave
2.25.9	2018/07/12	Official	Full install	https://www.sailwave.com/category/sailwave
2.25.10	2018/07/16	Official	Full install	https://www.sailwave.com/category/sailwave
2.25.11	2018/09/05	Official	Full install	https://www.sailwave.com/category/sailwave
2.28.0	2019/03/08	Beta	Full install	https://www.sailwave.com/category/betas

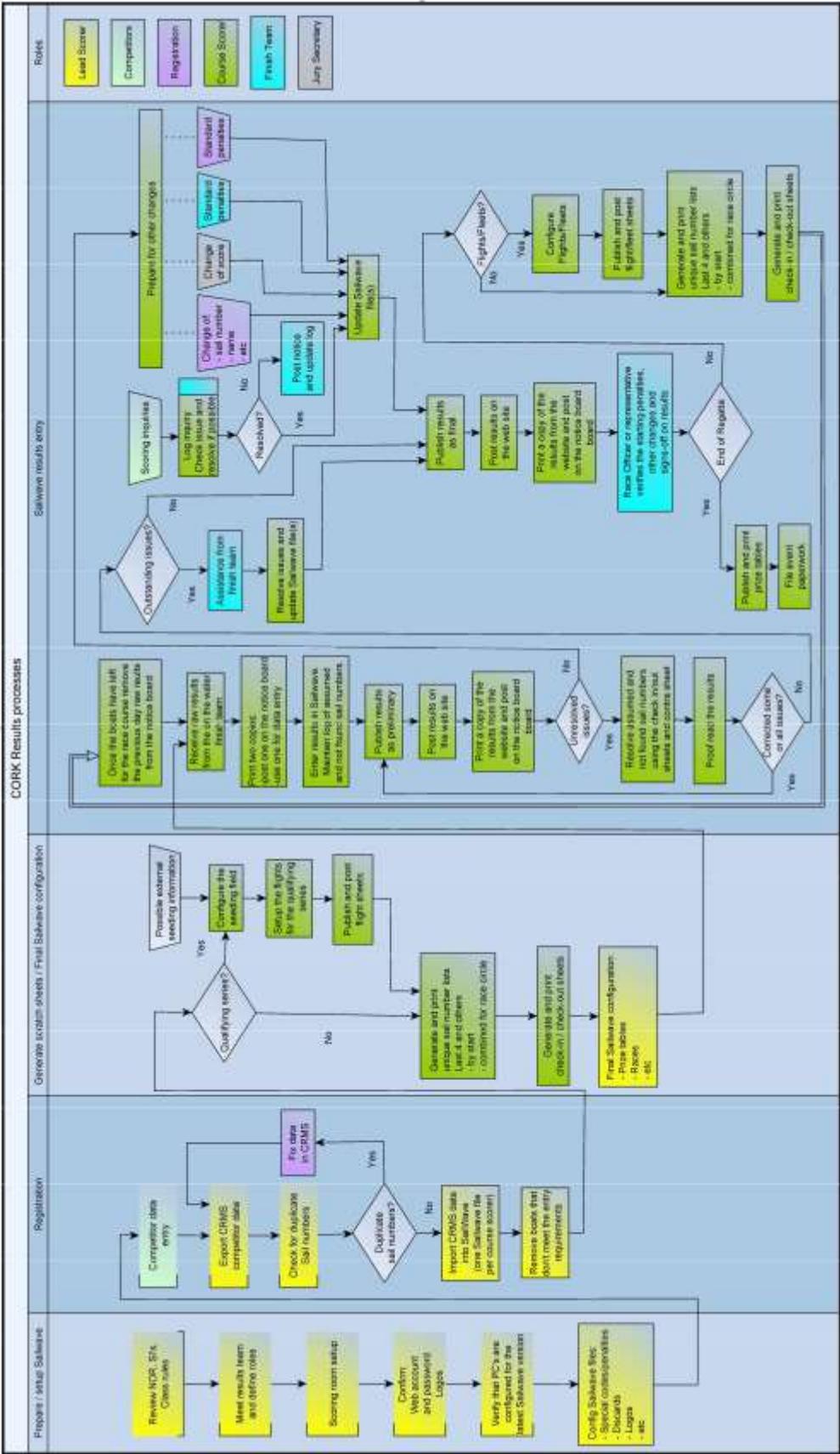
Version	Release Date	Type of Release	Release format	More information
2.28.1	2019/04/04	Official	Full install	https://www.sailwave.com/category/sailwave
2.28.2	2020/04/07	Official	Full install	https://www.sailwave.com/category/sailwave
2.28.3	2020/05/01	Beta	Executable only	https://www.sailwave.com/category/betas

Sailwave

ATTACHMENT 1- CORK SCORING SYSTEM



ATTACHMENT 2 – CORK RESULTS PROCESSES



ATTACHMENT 3 – CORK RESULTS MANAGEMENT MANUAL TOC



RESULTS MANAGEMENT MANUAL

Table of Contents

CHAPTER 1 – Introduction	3
1.1 About CORK	3
1.2 About CORK's Results Management Manual	3
CHAPTER 2 – CORK Scoring System	4
2.1 Definitions: Scoring, Scorer, Results	4
2.2 Scoring System Overview	4
2.3 Results Team Position Descriptions	6
2.4 Skills and Qualifications	7
2.5 Experience and Training	8
2.6 <i>Sailwave</i> Basics	9
2.7 Managing <i>Sailwave</i> Files	10
CHAPTER 3 – Event / IT Support: Set-up Regatta	12
3.1 Recruit/Train Scorers for Events	12
3.2 Complete NOR and SI	13
3.3 Set-up Results Room	13
3.4 Set-up Series in <i>Sailwave</i>	14
3.5 Configure Global Options	15
3.6 Setup Scoring System	16
3.7 Setup Series Properties	17
CHAPTER 4 – Registration: Import Competitors	19
4.1 CRMS Export	19
4.2 Run <i>Master Sailwave File Generator</i>	19
4.3 Complete Data Fields	20
4.4 Setup Races and Starts	21
4.5 Scratch Sheets	23
CHAPTER 5 – Split Fleets: Qualifying and Final Series	25
5.1 Summary of Steps	25
5.2 Setup and Scoring Flights for the Qualifying Series	26
5.3 Setup and Scoring Fleets for the Final Series	34
5.4 Changing a Qualifying Result after a Final Series Result	38
5.5 Checklist for Managing Split Starts	40
CHAPTER 6 – Race Committee: Score Races	42
6.1 Working with On-Water Recorders	42
6.2 Receiving and Entering Finish Data	45
6.3 Publishing & Posting Preliminary Results	49
6.4 Filing during Race Days	53
CHAPTER 7 – Jury: Enter Scoring Changes	54
7.1 Results Teamwork: After Racing	54
7.2 Scoring Inquiries	54
7.3 Protests Hearings & Jury Decisions	56
7.4 Prepare for Next Racing Day	57

CORK RESULTS MANAGEMENT MANUAL

CHAPTER 8 – Finalize Results	58
8.1 Awards Ceremony.....	58
8.2 Set-up the Prize Table	58
8.3 Confirm & Publish Final Results	60
8.4 Winding-up	61
CHAPTER 9 - Continuous Improvement.....	62
9.1 Critical Success Factors.....	62
9.2 Event Key Performance Indicators	62
9.3 Scoring System Performance	63
APPENDIX A - Glossary	64
APPENDIX B – RRS Part 7 Race Organization & Appendix A: Scoring	65