



Race Officers Guide to using Sailwave for Chanonry Sailing Club Sailing Races

Ver4

Wednesday Series

(MH Morrison Cup and Chanonry Quaich)

Sunday Series

(Fraser MacKenzie Cup, Chanonry Trophy and Harbour Rosebowl)

One day Events

(Monthly one day events and Cold Turkey)

Preface

- Sailwave is a popular, fully featured, easy-to-use sailing regatta scoring system. It is used internationally at all levels of the sport from club races to regional and world championships. Functionality is based on ISAF RRS 2013-2016 Appendix A (Scoring).
- One of the major benefits of using Sailwave is Fast results entry via the Sail Number Wizard and automated scoring (calculation). As a bonus, you never need to worry about your poor hand writing.
- CSC organizes about 200 days of sailing a year. The series in complexity from club series to multi fleets regattas.
- This guide is aimed for:-
Wednesday Series (MH Morrison Cup and Chanonry Quaich)
Sunday Series (Fraser MacKenzie Cup, Chanonry Trophy and Harbour Rosebowl); and
One day Events (Monthly one day events and Cold Turkey)

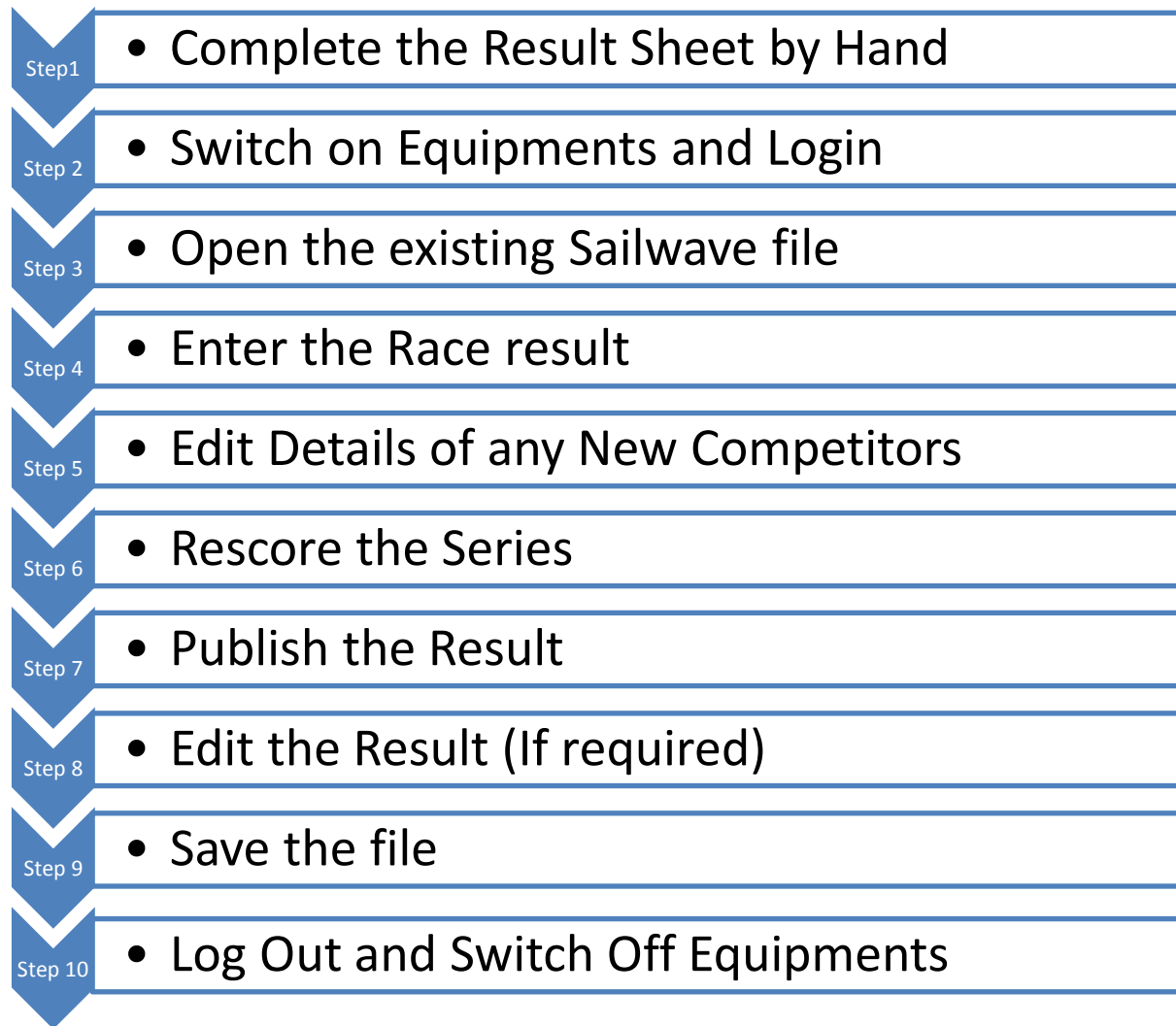
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How to use this guide

- This guide explains, with step by step instructions, how to use Sailwave to score the race.
- This guide is a **tutorial for beginners** of Sailwave.
- It explains how to use Sailwave to score the event of MH Morrison Cup (Wednesday series). If you are the Race Officer for Chanonry Quaich (Wednesday series), instructions are exactly the same as described in this guide but you need to open the existing 'Chanonry Quaich' file instead of a 'MH Morrison Cup' file.
- For other events (Sunday series or One Day events), besides opening relevant files, you need to repeat 'enter the results (step 4)' for each race if the number of the race(s) is more than one.

Overview



Instructions

Step 1: Complete Result Sheet (Paper)

1. Complete the Result Sheet by hand.

Date:	09 May 2013
Location:	CSC
Race Officer:	HC
Start Time:	19:35:00

Class	Helm Name	Crew Name	Sail No	PY	Finish	Lap(s)	Notes
Musto Skiff	Kevin Holliday		181	860	20:13:01	3	
Solo	Richard Evans		4731	1150	20:11:42	2	
Topaz Uno	Donald MacDonald	Fiona MacDonald	No Num	1236	20:36:08	2	DNS
Laser Radial	Jack Evans		196581	1110	20:15:33	3	

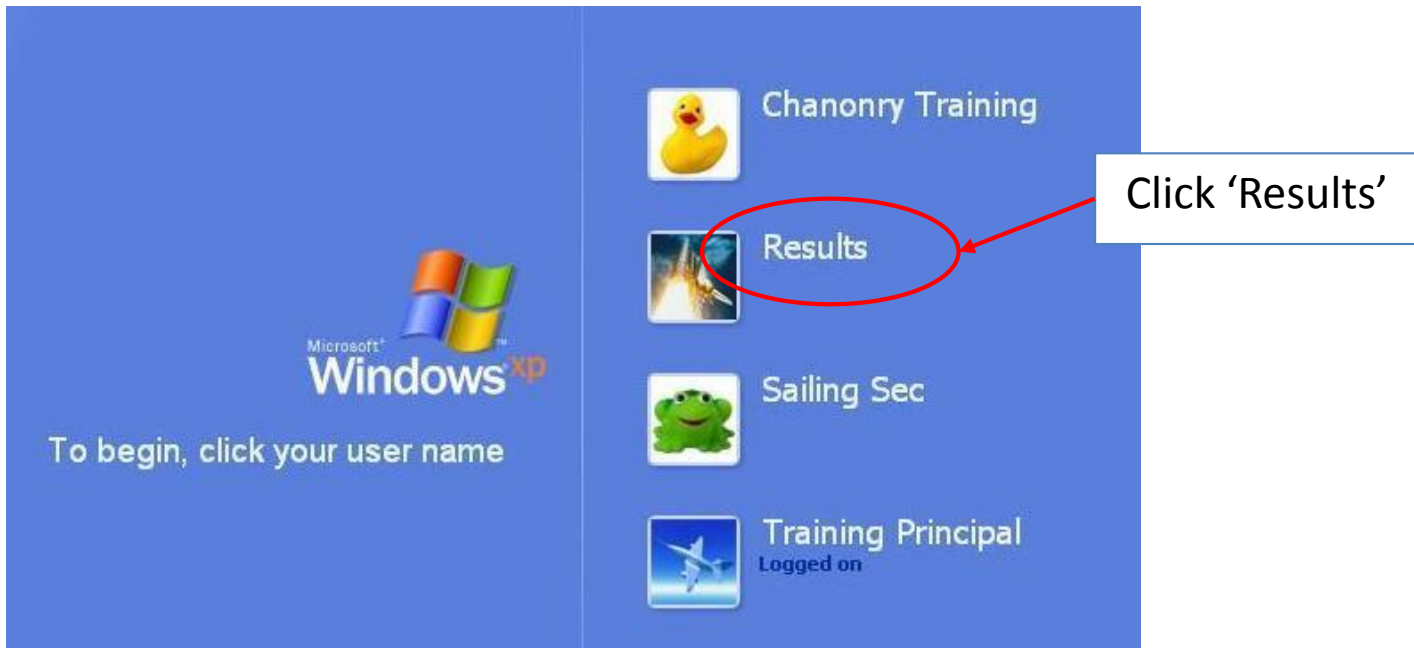


The following information is required:-

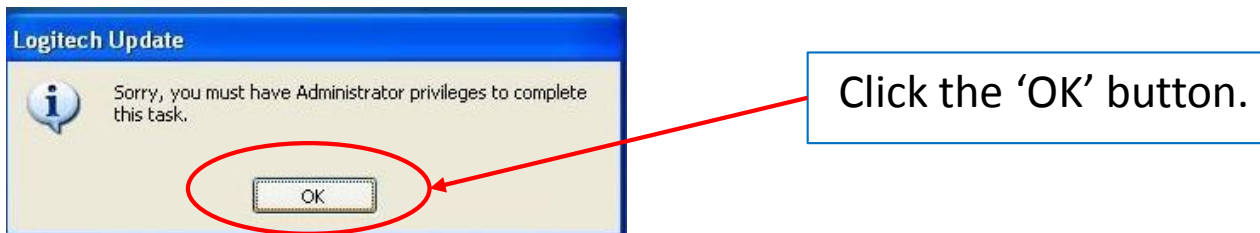
- ✓ Class (e.g, Laser, Laser Radial, Solo)
- ✓ Sail Number
- ✓ Helm Name and Clew Name (If applicable)
- ✓ Start Time
- ✓ Finish Time.

Step 2: Switch On Equipments and Login

1. Switch on the wall sockets, computer, projector and printer.
Login to the desktop computer located in the gallery upstairs.

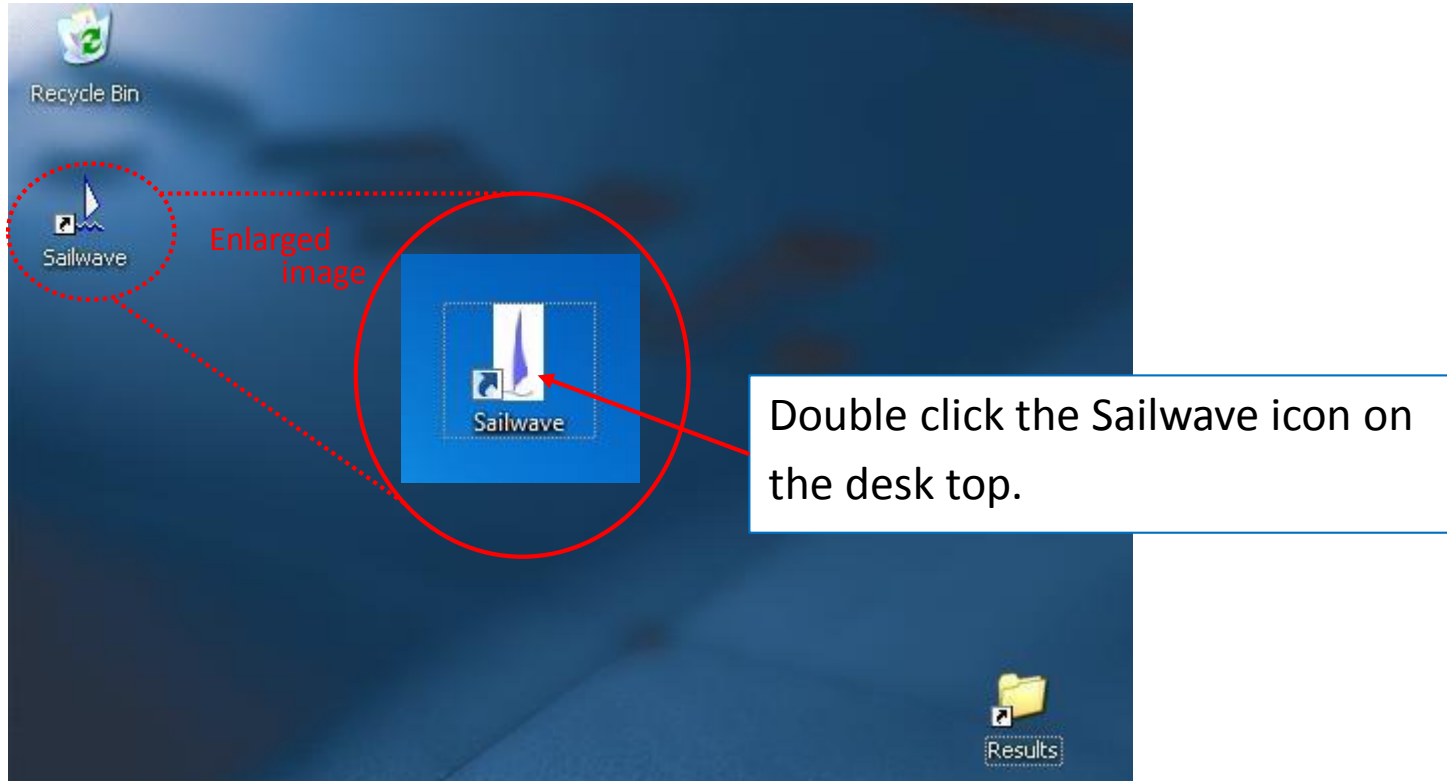


2. A small dialogue box pops up.

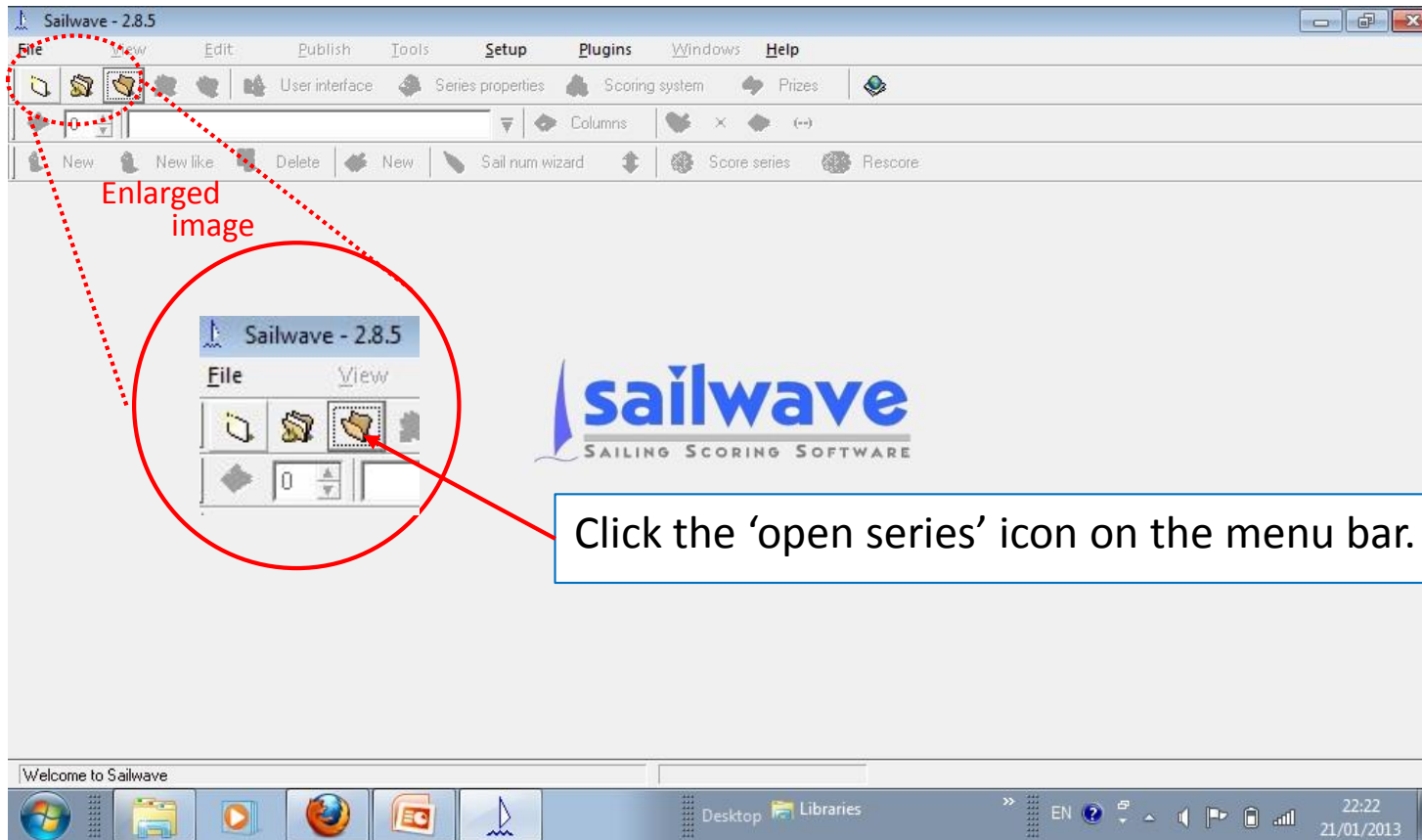


Step 3: Open the existing Sailwave file

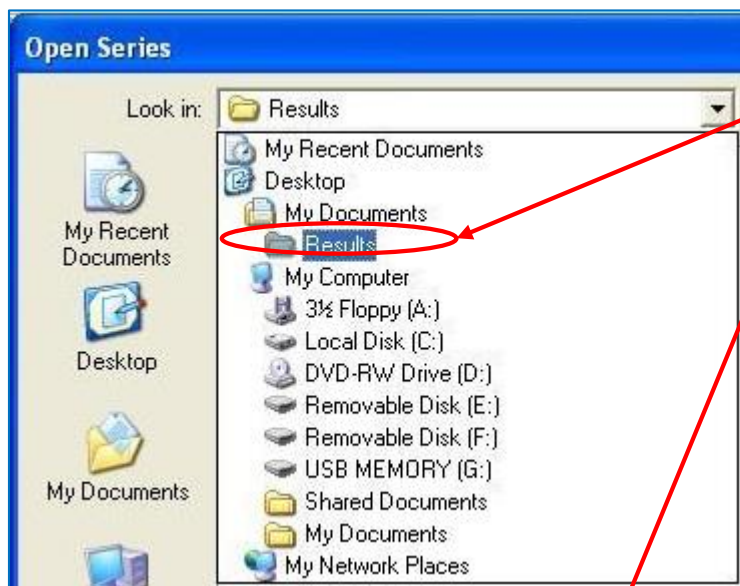
1. Start Sailwave.



2. Open the existing file.



3. Open '2014 W MH Morrison Cup' file.



(1) Click the 'Results' folder.

(2) Click the '2014' folder.



(3) Click the '2014 W MH Morrison Cup V3' file.



Select the last version of the file in the series.

4. Check the race number of the last race to be recorded on the screen as shown below.

Sailwave -

File View Edit Publish Tools Setup Plugins Windows Help

User interface Series properties Scoring system Prizes

10 Scored points Columns

New New like Delete New Sail num wizard Score series Rescore

WMH Morrison Cup :: Chanonry SC Scoring sys

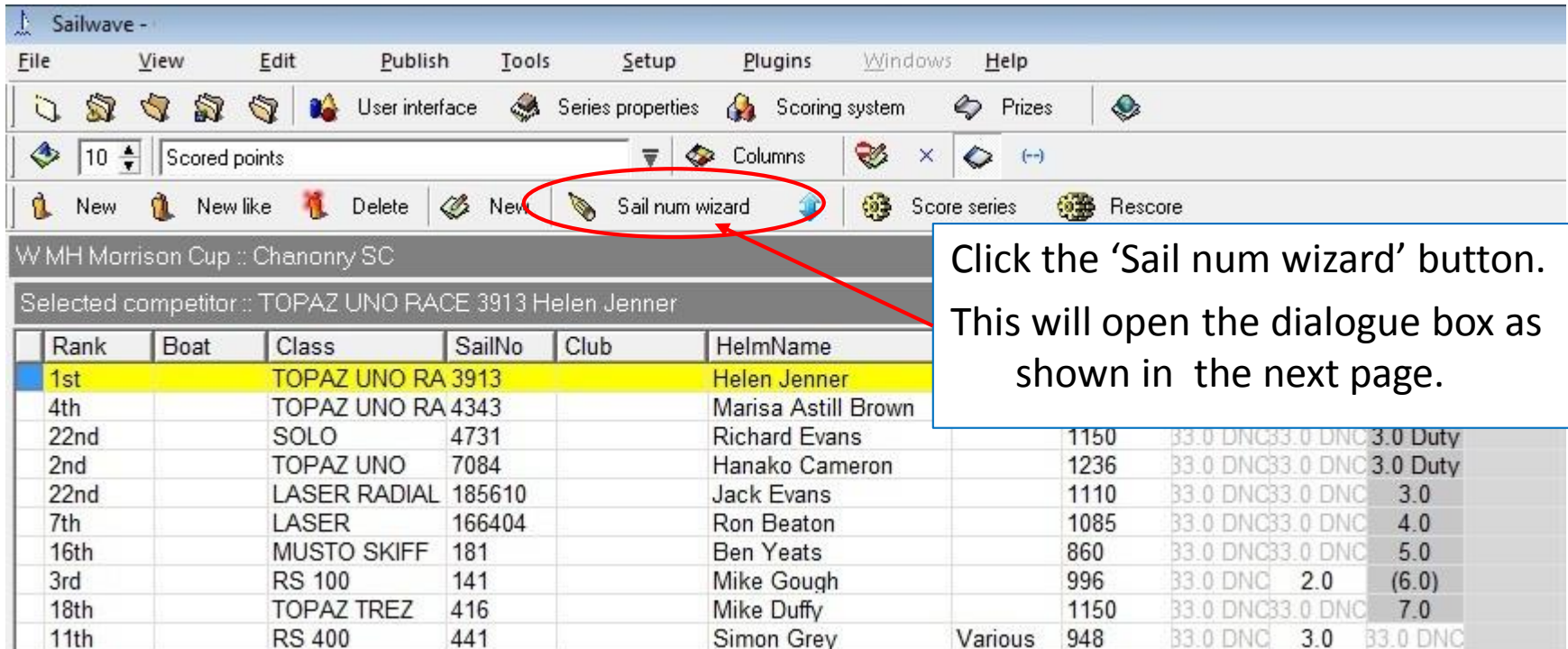
Selected competitor :: TOPAZ UNO RACE 3913 Helen Jenner

Rank	Boat	Class	SailNo	Club	HelmName	CrewNam	PY	R1	R2	R3	R4
1st		TOPAZ UNO RA 3913			Helen Jenner		1207	(2.0)	33.0 DNC	1.0	
4th		TOPAZ UNO RA 4343			Marisa Astill Brown		1207	5.0	33.0 DNC	2.0	
22nd		SOLO 4731			Richard Evans		1150	33.0 DNC	33.0 DNC	3.0 Duty	
2nd		TOPAZ UNO 7084			Hanako Cameron		1236	33.0 DNC	33.0 DNC	2.0 Duty	
22nd		LASER RADIAL 185610			Jack Evans		1110	33.0 DNC	33.0 DNC	3.0	
7th		LASER 166404			Ron Beaton		1085	33.0 DNC	33.0 DNC	4.0	
16th		MUSTO SKIFF 181			Ben Yeats		860	33.0 DNC	33.0 DNC	5.0	
3rd		RS 100 141			Mike Gough		996	33.0 DNC	2.0	(6.0)	
18th		TOPAZ TREZ 416			Mike Duffy		1150	33.0 DNC	33.0 DNC	7.0	
11th		RS 400 441			Simon Grey	Various	948	33.0 DNC	3.0	33.0 DNC	

Check the race number of the last race to be recorded. It is '4'.

Step 4: Enter Race results

1. Start the Sail Number Wizard by clicking the icon as shown below.



The screenshot shows the Sailwave application window. The menu bar includes File, View, Edit, Publish, Tools, Setup, Plugins, Windows, and Help. Below the menu bar is a toolbar with icons for various functions. The 'Sail num wizard' button, which features a pencil icon, is circled in red. A red arrow points from a callout box to this button. The callout box contains the text: "Click the 'Sail num wizard' button. This will open the dialogue box as shown in the next page." Below the toolbar, the application displays the title "WMH Morrison Cup :: Chanonry SC" and the selected competitor "TOPAZ UNO RACE 3913 Helen Jenner". A table of race results is visible, with the first row highlighted in yellow.

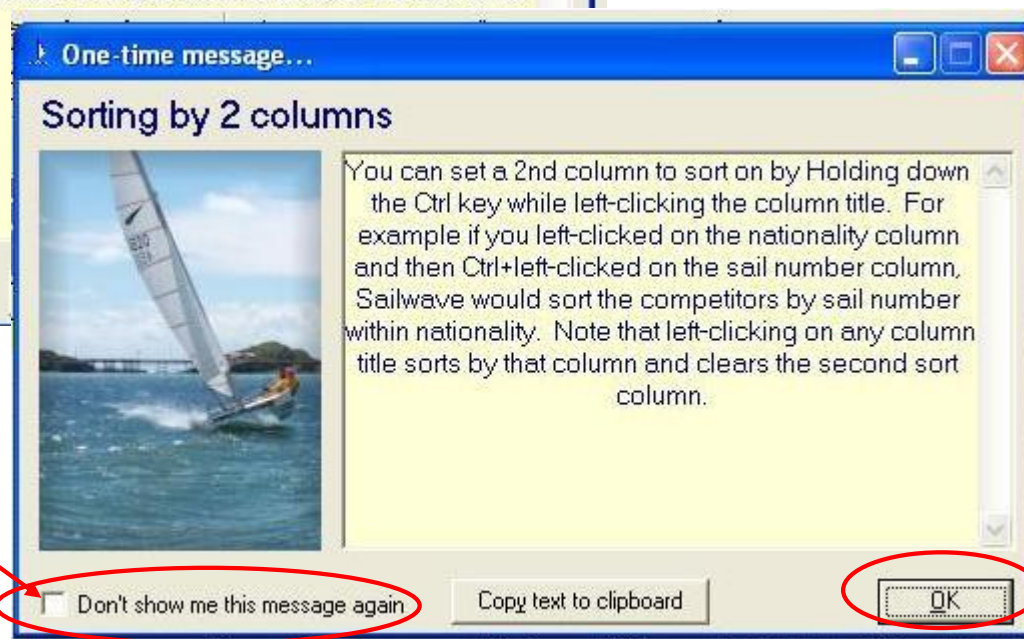
Rank	Boat	Class	SailNo	Club	HelmName
1st		TOPAZ UNO RA 3913			Helen Jenner
4th		TOPAZ UNO RA 4343			Marisa Astill Brown
22nd		SOLO	4731		Richard Evans
2nd		TOPAZ UNO	7084		Hanako Cameron
22nd		LASER RADIAL	185610		Jack Evans
7th		LASER	166404		Ron Beaton
16th		MUSTO SKIFF	181		Ben Yeats
3rd		RS 100	141		Mike Gough
18th		TOPAZ TREZ	416		Mike Duffy
11th		RS 400	441		Simon Grey



If One-Time messages as shown below pop up, click the 'Don't show me the message again' box at the left bottom corner and click the 'OK' button.



(1) Click the 'Don't show me the message again' box.



(2) Click the 'OK' button.

2. Change the number of the race to the next empty race number (4) and click the 'Create Race' button.

The screenshot shows a software window titled "Enter results via sail number". Inside, there's a section "Race Competitor" with a prompt: "Which race do you want to enter results for...". Below this, it says "Select a race number or leave it as it is and then press Enter or click Next to proceed...". A "Race number" spinner box is set to "4" and is circled in red. A red arrow points from a text box labeled "(1) Change the number of the race." to this spinner. Below the spinner is the date "30/05/13". To the right, a "Create race" button is circled in red, with a red arrow pointing to it from a text box labeled "(2) Click the 'Create race' button.". Below the "Create race" button is another section: "Which field are you going to be entering (usually SailNo)...". It contains a "Field" dropdown menu set to "SailNo", and several checkboxes: "Ignore alphabetic characters when matching competitors" (unchecked), "Match last" (unchecked) followed by a spinner box and "chars only", "Include excluded competitors" (checked), and "Real-time finish times" (unchecked). At the bottom, there's a green checkmark icon and the text "Press Enter or click Next to proceed", along with "Cancel" and "Next" buttons.



Press 'Num Lock' key on the keyboard to enable number keys.

3. This will take you back to the dialogue box as shown below. Click the 'Edit race' button.

The dialog box is titled "Enter results via sail number". It has a header bar with "Race" and "Competitor" labels. The main content area is divided into two sections. The first section, "Which race do you want to enter results for...", contains a text box with "Select a race number or leave it as it is and then press Enter or click Next to proceed...", a "Race number" spinner box set to "4", and the date "30/05/13". The "Edit race" button is located to the right of the date. The second section, "Which field are you going to be entering (usually SailNo)...", contains a "Field" dropdown menu set to "SailNo", three checkboxes: "Ignore alphabetic characters when matching competitors" (unchecked), "Match last" (unchecked) with a spinner box set to "1" and the text "chars only", "Include excluded competitors" (checked), and "Real-time finish times" (unchecked). At the bottom, there is a green checkmark icon, the text "Press Enter or click Next to proceed", and "Cancel" and "Next" buttons.

Enter results via sail number

Race
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 4

30/05/13

Edit race

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

Field SailNo

☐ Ignore alphabetic characters when matching competitors

☐ Match last 1 chars only

☒ Include excluded competitors

☐ Real-time finish times

✓ Press Enter or click Next to proceed

Cancel Next

Click the 'Edit race' button.

4. This will open the 'Edit Race' dialogue box as shown below. Change the 'Finish will be recorded as' option to 'Finish time'.

Edit start

Start for race 1

This start | All starts

Name: Race 1

Competitors in this start: All competitors

Select competitors

Finishes will be recorded as: Place

Start time: 19:35

Distance:

☐ Accumulated elapsed time

☐ Discard me first

☐ This race is not discardable

Course:

Average wind strength:

Wind direction:

OK Cancel

(1) Click the drop down menu button.

(2) Select 'Finish time'.

Place

Place

Elapsed time

Finish time

Code

(3) Enter Start time '19:35' or '1935' or '193500' in the 'Start time'.

(3) Click the 'OK' button.

5. This will take you back to the 'Edit Race' dialogue box . Edit the race as shown below.

The screenshot shows the 'Edit race :: 1' dialog box. It has fields for 'Name of race', 'Published date or day', and 'Published start time of first race'. Below these are tabs for 'Starts', 'Notes', and 'Results'. A table lists 'Race 1' with 'All competitors'. The 'Start' and 'Finishes' columns are highlighted, with 'Finish time' noted. On the right are buttons for 'Edit', 'New', 'Delete', and arrows. At the bottom are 'Copy starts', 'Edit next', 'OK', and 'Cancel' buttons. Red circles and arrows highlight the date '09/05/13', the start time '19.00', the 'Finishes' column header, and the 'OK' button. Blue boxes with text provide instructions for each highlighted element.

(1) Enter '09/05/13' in the 'Published day or date'.

(2) Enter Start time '19:00' or '1900' or '190000' in the 'Published start time'.

'Finishes ' is changed to 'Finish Time'.

(3) Click the 'OK' button.

6. This will take you back to the 'Sail Number Wizard' dialogue box, as shown below.


Click the 'Next' button.

7. This will take you to the dialogue box as shown below.

Enter results via sail number

Race R4
Competitor

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 New 

Previous entry was 4731

No possibilities

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

Back Next

As you start entering the sail number of the first boat on your result sheet as shown below:-

Date:	09 May 2013						
Location:	CSC						
Race Officer:	HC						
Start Time:	19:35:00						

Class	Helm Name	Crew Name	Sail No	PY	Finish	Lap(s)	Notes
Musto Skiff	Kevin Holliday		181	860	20:13:01	3	
Solo	Richard Evans		4731	1150	20:11:42	2	
Topaz Uno	Donald MacDonald	Fiona MacDonald	No Num	1236	20:36:08	2	DNS
Laser Radial	Jack Evans		196581	1110	20:15:33	3	



8. Sailwave should start suggesting possible boats with similar numbers. By entering '1', the sail numbers that begin with '1' is listed as shown below:

Enter results via sail number

Race R4
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 1 New

Previous entry was 4731

13 possibilities	
102582	LASER 102582 Miles Mack
112396	LASER 112396 David Finlayson
123112	LASER 123112 Colin Chandler
1308	WANDERER 1308 Steve Bramwell & ???
141	RS 100 141 Mike Gough
14276	LASER RADIAL 14276 Ross Urquhart
143690	LASER 143690 Adrian Hodges
166404	LASER 166404 Ron Beaton
168686	LASER RADIAL 168686 Niall Ferguson
178431	LASER RADIAL 178431 Fiona Boyd

Resolve ambiguity

☒ Resolve the ambiguity before proceeding Back Next



By entering * asterisk, all the competitors are listed.

9. By entering '18', the sail numbers that begin with '18' are listed as shown below. Select the boat that matches the Sail number and the Helm name and then click the 'next' button as shown below.

Enter results via sail number

Race R4
Competitor 181 - MUSTO SKIFF 181 Kevin Holliday

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 18 New

Previous entry was 4731

1 selected

181	MUSTO SKIFF 181 Kevin Holliday
181	MUSTO SKIFF 181 Ben Yeats
185610	LASER RADIAL 185610 Jack Evans

Resolve ambiguity

Press Enter or click Next to proceed

Back Next

Click.

Click the 'Next' button.

10. This will take you to the dialogue box as shown below. Enter Start time (1935 or 193500), Finish time(211301), and laps (2) in accordance with the result sheet and click the 'Finish' button.

The screenshot shows a software window titled "Enter results via sail number". At the top, it displays "Race R4" and "Competitor 181 - MUSTO SKIFF 181 Kevin Holliday". Below this, a message says: "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." A section titled "Record result as" contains three radio button options: "Place or retirement code", "Elapsed time or retirement code", and "Start time and finish time or retirement code". The third option is selected and circled in red. Below the options are three input fields: "Start time" with the value "1935", "Finish time or" with the value "201301", and "Laps" with the value "2". Each of these three fields is also circled in red. Below the input fields, it says "Elapsed time is 0:38:01". At the bottom, there is a green checkmark icon followed by the text "Press Enter or click Finish to save this result". To the right of this text are two buttons: "Back" and "Finish". The "Finish" button is circled in red. Five numbered callout boxes with red arrows point to specific elements: (1) points to the "Record result as" section, (2) points to the "Start time" field, (3) points to the "Finish time or" field, (4) points to the "Laps" field, and (5) points to the "Finish" button.

Enter results via sail number

Race R4
Competitor 181 - MUSTO SKIFF 181 Kevin Holliday

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 1935

Finish time or 201301

Elapsed time is 0:38:01

Laps 2

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

Press Enter or click Finish to save this result

Back Finish

(1) Select 'Start time and finish time or retirement code' from the 'Record result as' options.

(2) Enter Start time '19:35' or '1935' or '193500'.

(3) Enter Finish time(201301).

(4) Enter Laps (2).

(5) Click the 'Finish' button.



If all the boats did the same lap(s), leave 'laps' blank.

11. This will take you back to the dialogue box as shown below.

Enter results via sail number

Race Competitor R4

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 New

Previous entry was 4731

No possibilities

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

Back Next

Repeat the same procedure for the second boat on the result sheet as shown below. Enter (part of) the sail number, select the boat, and click the 'Next' button.

Date:	09 May 2013		
Location:	CSC		
Race Officer:	HC		
Start Time:	19:35:00		

Class	Helm Name	Crew Name	Sail No	PY	Finish	Lap(s)	Notes
Musto Skiff	Kevin Holliday		181	860	20:13:01	3	
Solo	Richard Evans		4731	1150	20:11:42	2	
Topaz Uno	Donald MacDonald	Fiona MacDonald	No Num	1236	20:36:08	2	DNS
Laser Radial	Jack Evans		196581	1110	20:15:33	3	



12. This will take you to the dialogue box as shown below. 'Start time' is preloaded. Enter Finish time (201142) and Laps (2) and then click the 'Finish' button.

The screenshot shows a Windows-style dialog box titled "Enter results via sail number". At the top, it displays "Race R4" and "Competitor 4731 - SOLO 4731 Richard Evans". Below this, instructions state: "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." A section titled "Record result as" contains three radio buttons: "Place or retirement code", "Elapsed time or retirement code", and "Start time and finish time or retirement code" (which is selected). Below the radio buttons, there are input fields for "Start time" (containing "1935") and "Finish time or" (containing "201142", which is circled in red). To the right of the "Finish time or" field is a "Laps" field (containing "2", also circled in red). Below these fields, it says "Elapsed time is 0:36:42". At the bottom, there is a green checkmark icon followed by the text "Press Enter or click Finish to save this result". To the right of this text are two buttons: "Back" and "Finish" (which is circled in red). Three blue callout boxes with red arrows provide instructions: (1) "Enter Finish time(201142)." pointing to the "Finish time or" field; (2) "Enter Laps (2)." pointing to the "Laps" field; and (3) "Click the 'Finish' button." pointing to the "Finish" button.

Enter results via sail number

Race R4
Competitor 4731 - SOLO 4731 Richard Evans

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 1935

Finish time or 201142

Laps 2

Elapsed time is 0:36:42

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

✓ Press Enter or click Finish to save this result

Back Finish

(1) Enter Finish time(201142).

(2) Enter Laps (2).

(3) Click the 'Finish' button.

13. This will take you back to the dialogue box as shown below.


Enter the race result for the third boat on the result sheet as shown below.

This boat does not have sail number. Click the 'Back' button .

Enter results via sail number

Race R4
Competitor

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 New 

Previous entry was 4731

No possibilities

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

Back Next

Click the 'Back' button.

Date:	09 May 2013		
Location:	CSC		
Race Officer:	HC		
Start Time:	19:35:00		

Class	Helm Name	Crew Name	Sail No	PY	Finish	Lap(s)	Notes
Musto Skiff	Kevin Holliday		181	860	20:13:01	3	
Solo	Richard Evans		4731	1150	20:11:42	2	
Topaz Uno	Donald MacDonald	Fiona MacDonald	No Num	1236	20:36:08	2	DNS
Laser Radial	Jack Evans		196581	1110	20:15:33	3	



14. This will take you back to the dialogue box as shown below. Select 'Helm Name' from 'Field options to enter' and then click the 'Next' Button.

The screenshot shows a Windows-style dialog box titled "Enter results via sail number". The window has a title bar with standard minimize, maximize, and close buttons. The main content area is divided into two sections. The top section is titled "Which race do you want to enter results for..." and contains a text prompt "Select a race number or leave it as it is and then press Enter or click Next to proceed...". Below this is a "Race number" field with a spinner control set to "4". A date "09/05/12 - (Adding more finishes)" is displayed, and an "Edit race" button is on the right. The bottom section is titled "Which field are you going to be entering (usually SailNo)..." and contains a "Field" dropdown menu. The dropdown is open, showing a list of options: Rank, Boat, Class, SailNo, HelmName, CrewName, Rating, Total, Nett, and Notes. The "HelmName" option is highlighted in blue. To the left of the dropdown are two checkboxes: "Ignore alphabet" (unchecked) and "Match last" (unchecked). Below these are two checked checkboxes: "Include exclude" and "Real-time finish". At the bottom left, there is a green checkmark icon and the text "Press Enter or". At the bottom right are "Cancel" and "Next" buttons. Three red circles with arrows point to specific elements: the first circle is around the dropdown arrow, the second is around the "HelmName" option in the list, and the third is around the "Next" button. Three blue callout boxes with white text provide instructions: (1) Click the 'Drop-Down menu' button., (2) Click 'Helm Name'. and (3) Click 'Next' button.

Enter results via sail number

Race R4
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 4

09/05/12 - (Adding more finishes)

Edit race

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

Field

☐ Ignore alphabet

☐ Match last

☒ Include exclude

☐ Real-time finish

Rank
Boat
Class
SailNo
HelmName
CrewName
Rating
Total
Nett
Notes

Competitors

Press Enter or

Cancel Next

(1) Click the 'Drop-Down menu' button.

(2) Click 'Helm Name'.

(3) Click 'Next' button.

15. Add a New Competitor.

If Sailwave returns 'no possibilities' when you entered the 'Helm Name', it means the competitor's information has not been registered under this Helm name in the system. You can add the competitor as new by clicking the 'New' button as shown below.

The screenshot shows the 'Enter results via sail number' window in Sailwave. At the top, it says 'Race R4' and 'Competitor Unknown'. Below this, instructions state: 'Type in enough of the field to make it unique (beep) and then press Enter. Resolve ambiguities by selecting a competitor from the list or by entering an ambiguity box that automatically appears as necessary.' The 'HelmName' field contains 'Donald MacDonald', which is circled in red. To its right is a 'New' button, also circled in red. Below the 'HelmName' field, it says 'Previous entry was 196581'. A table below this shows 'No possibilities', which is circled in red. A yellow callout box at the bottom says: 'By entering * asterisk, all the competitors are listed.' At the bottom right are 'Back' and 'Next' buttons. Three callout boxes with arrows point to the 'HelmName' field, the 'New' button, and the 'No possibilities' message, with text: (1) Enter the 'Helm Name'. (2) Sailwave returns 'No possibilities'. (3) Click the 'New' Button.

The new competitor is added as shown below. Click the 'Next' button.

16. This will take you back to the dialogue box as shown below. 'Start time' is preloaded. As written in the result sheet, select 'DNS' from the code options.

The screenshot shows a dialog box titled "Enter results via sail number". At the top, it displays "Race R4" and "Competitor Donald MacDonald". Below this, a text prompt says "Type in the result and then press Enter to record it in the series." followed by "You can edit the result".

On the left, under "Record result as", there are three radio buttons: "Place or retire", "Elapsed time", and "Start time and". The "Start time and" option is selected.

In the center, there is a list of result codes: BFD, DGM, DNC, DNE, DNF, DNS, DSQ, Duty, OCS, and OOD. Each code is followed by three columns of zeros. The "DNS" row is highlighted in blue. A red circle and arrow point to the "DNS" row with the annotation "(2) Click 'DNS'".

At the bottom left, there are two input fields: "Start time" with the value "15" and "Finish time or". A red circle and arrow point to a drop-down menu button at the bottom right of the code list with the annotation "(1) Click the drop-down menu' button.".

At the bottom right, there are two buttons: "Back" and "Finish". The "Finish" button is circled in red with an annotation "(3) Click the 'Finish' button.".

A note at the bottom of the dialog box states: "Please note: Start times and finish positions are auto-populated based on the starts you have created for each race."

17. This will take you back to the dialogue box as shown below.
Enter the race result for the last boat on the result sheet as shown below.
The Entry field is 'Helm Name' as you changed for the previous competitor.

Enter results via sail number

Race R4
Competitor

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.

HelmName New

Previous entry was Donald MacDonald

No possibilities

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

Back Next

You can enter either 'Helm Name', or 'Sail Number'. To change the entry field back to 'Sail Number', click the 'Back' button and follow the instructions shown in the following page.

Date:	09 May 2013						
Location:	CSC						
Race Officer:	HC						
Start Time:	19:35:00						

Class	Helm Name	Crew Name	Sail No	PY	Finish	Lap(s)	Notes
Musto Skiff	Kevin Holliday		181	860	20:13:01	3	
Solo	Richard Evans		4731	1150	20:11:42	2	
Topaz Uno	Donald MacDonald	Fiona MacDonald	No Num	1236	20:36:08	2	DNS
Laser Radial	Jack Evans		196581	1110	20:15:33	3	



18. This will take you back to the dialogue box as shown below. Select 'Sail No' and click the 'Next' Button.

The screenshot shows a Windows-style dialog box titled "Enter results via sail number". The top section has a header bar with "Race" and "Competitor" labels, and "R4" is entered in the "Race" field. Below this, a text prompt asks "Which race do you want to enter results for..." and "Select a race number or leave it as it is and then press Enter or click Next to proceed...". A "Race number" field contains the value "4", and a date field shows "09/05/12". An "Edit race" button is on the right. The bottom section is titled "Which field are you going to be entering (usually SailNo)..." and contains a list of fields: Rank, Boat, Class, SailNo, HelmName, CrewName, Rating, Total, Nett, and Notes. The "SailNo" field is selected in the list. To the left of the list are checkboxes for "Ignore alphabet", "Match last", "Include exclude", and "Real-time finish". A green checkmark and the text "Press Enter o" are at the bottom left. At the bottom right are "Cancel" and "Next" buttons. Three red circles with arrows point to the "Drop-Down" button, the "SailNo" option in the list, and the "Next" button, with corresponding numbered callouts.

Enter results via sail number

Race R4
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 4
09/05/12

Edit race

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

Field

- SailNo
- Rank
- Boat
- Class
- SailNo
- HelmName
- CrewName
- Rating
- Total
- Nett
- Notes

☐ Ignore alphabet
☐ Match last
☒ Include exclude
☐ Real-time finish

Press Enter o

Cancel Next

(1) Click the 'Drop-Down' button.

(2) Click 'Sail No'.

(3) Click 'Next' button.

19. Add a New Competitor.

If Sailwave returns 'no possibilities' when you entered the 'Sail No', it means the competitor's information has not registered under this sail number in the system. You can add the competitor as new by clicking the 'New' button as shown below.

The screenshot shows the 'Enter results via sail number' dialog box in Sailwave. The 'Race' is set to 'R4' and the 'Competitor' is 'Unknown'. A text box at the top explains: 'Type in enough of the field to make it unique (beep) and then press Enter. Resolve ambiguities by selecting a competitor from the list or by entering an ambiguity box that automatically appears as necessary.' The 'SailNo' field contains '196581'. Below it, 'Previous entry was' shows 'Donald MacDonald'. A message box displays 'No possibilities'. To the right of the message box is a 'New' button with a person icon. At the bottom, there is a checkbox 'Don't show competitors that already have a result for this race' and 'Back' and 'Next' buttons. Three red circles with arrows point to the 'SailNo' field, the 'No possibilities' message, and the 'New' button, each with a corresponding numbered instruction in a blue box.

(1) Enter the 'Sail Number'.

(2) Sailwave returns 'No possibilities'.

(3) Click the 'New' Button.

The new competitor is added as shown below. Click the 'Next' button.

Enter results via sail number

Race	R4
Competitor	196581 (196581)

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 New

Previous entry was 4731

** UNIQUE **	
196581	196581

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

✓ Press Enter or click Next to proceed

Back Next

Click the 'Next' Button.

20. This will take you back to the dialogue box as shown below. 'Start time' is preloaded. As written in the result sheet, Enter the 'Finish time. Laps and then click the 'Finish' button.

The screenshot shows a dialog box titled "Enter results via sail number". At the top, it displays "Race R4" and "Competitor 196581 (196581)". Below this, instructions state: "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." A section titled "Record result as" contains three radio buttons: "Place or retirement code", "Elapsed time or retirement code", and "Start time and finish time or retirement code" (which is selected). Below the radio buttons, there are two input fields. The first is labeled "Start time" and contains the value "1935". The second is labeled "Finish time or" and contains the value "201533", which is circled in red. A red arrow points from a text box "(1) Enter Finish time (201533)." to this field. To the right of the "Finish time or" field is a spinner box labeled "Laps" containing the value "3", also circled in red. A red arrow points from a text box "(2) Enter Laps (3)." to this spinner. Below these fields, it says "Elapsed time is 0:40:33". At the bottom, there is a note: "Please note: Start times and finish positions are auto-populated based on the starts you have created for each race." A green checkmark icon is followed by the text "Press Enter or click Finish to save this result". At the bottom right, there are two buttons: "Back" and "Finish". The "Finish" button is circled in red, and a red arrow points from a text box "(3) Click the 'Finish' button." to it.

Enter results via sail number

Race R4
Competitor 196581 (196581)

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 1935

Finish time or 201533

Laps 3

Elapsed time is 0:40:33

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

✓ Press Enter or click Finish to save this result

Back Finish

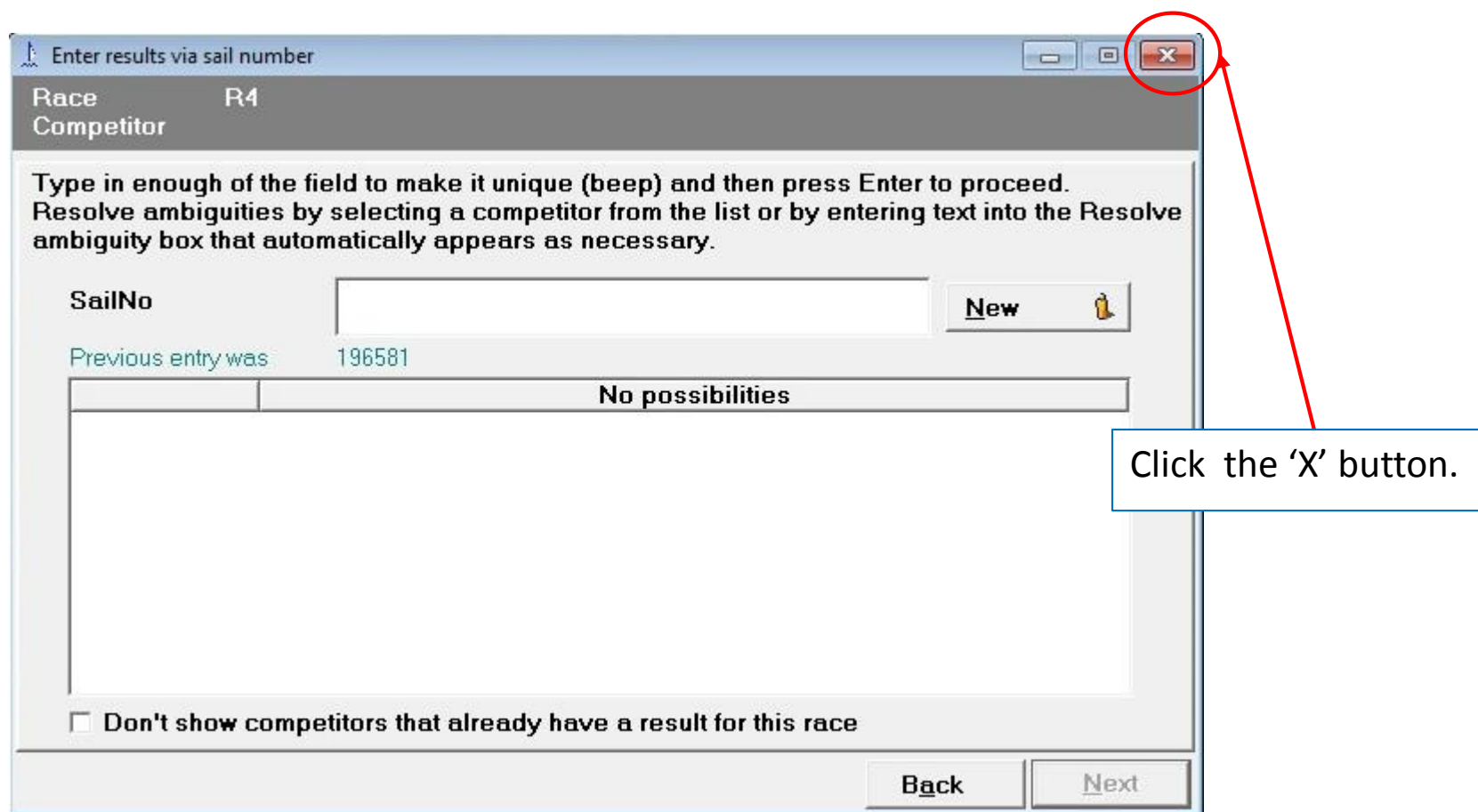
(1) Enter Finish time (201533).

(2) Enter Laps (3).

(3) Click the 'Finish' button.

21. This will take you back to the dialogue box as shown below.

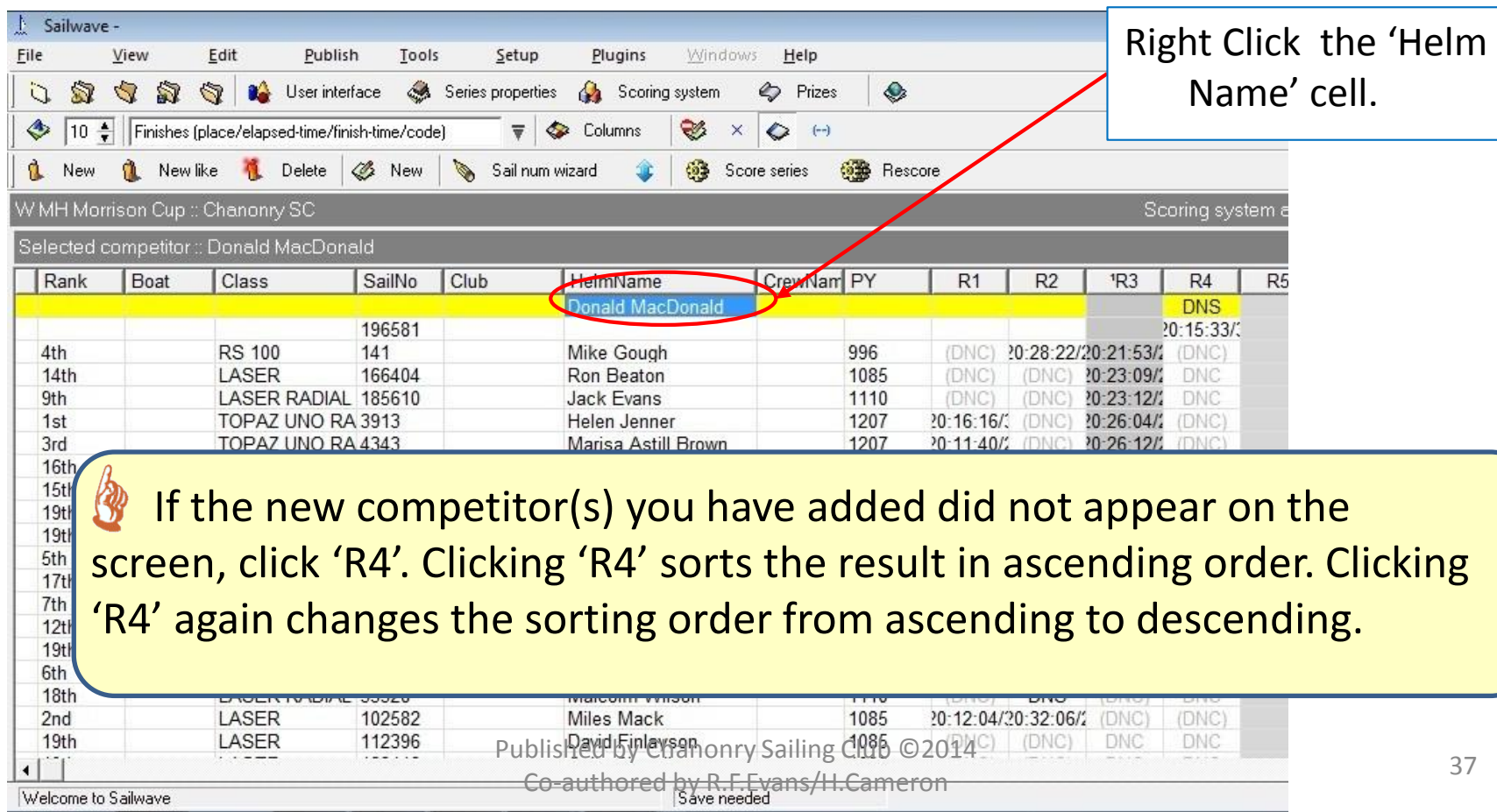
As you entered all the results on the result sheet, click the 'Close' button 'x' at the right top corner of the dialogue box.



Step 5: Edit Details of any New Competitors

You will need to enter some details of any competitors that the 'Sail Number Wizard' did not find. These should appear at the top of the main list of competitors and have fields like Class and Helm-name empty as shown below.

1. Start editing the new competitor.



Right Click the 'Helm Name' cell.

Rank	Boat	Class	SailNo	Club	HelmName	CrewName	PY	R1	R2	R3	R4	R5
					Donald MacDonald						DNS	
			196581								20:15:33/	
4th		RS 100	141		Mike Gough		996	(DNC)	20:28:22/20:21:53/	(DNC)		
14th		LASER	166404		Ron Beaton		1085	(DNC)	(DNC)	20:23:09/	DNC	
9th		LASER RADIAL	185610		Jack Evans		1110	(DNC)	(DNC)	20:23:12/	DNC	
1st		TOPAZ UNO RA 3913			Helen Jenner		1207	20:16:16/	(DNC)	20:26:04/	(DNC)	
3rd		TOPAZ UNO RA 4343			Marisa Astill Brown		1207	20:11:40/	(DNC)	20:26:12/	(DNC)	
16th												
15th												
19th												
19th												
5th												
17th												
7th												
12th												
19th												
6th												
18th												
2nd		LASER	102582		Miles Mack		1085	20:12:04/20:32:06/	(DNC)	(DNC)		
19th		LASER	112396		David Finlayson		1085	(DNC)	(DNC)	DNC	DNC	

If the new competitor(s) you have added did not appear on the screen, click 'R4'. Clicking 'R4' sorts the result in ascending order. Clicking 'R4' again changes the sorting order from ascending to descending.

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Co-authored by R.F. Evans/H. Cameron

Welcome to Sailwave
Save needed



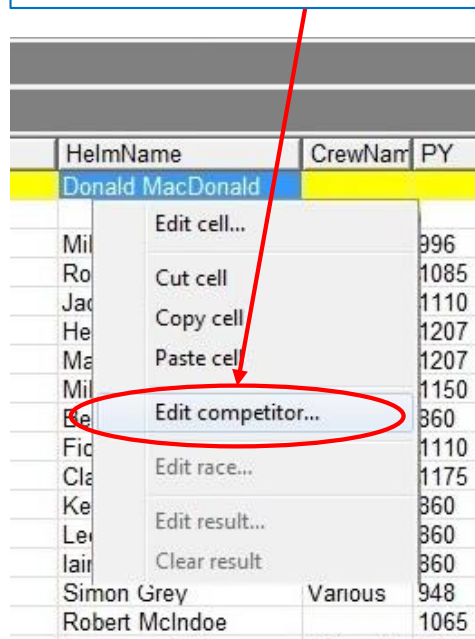
Start editing the new competitor as written in the results sheet.

Date:	09 May 2013
Location:	CSC
Race Officer:	HC
Start Time:	19:35:00

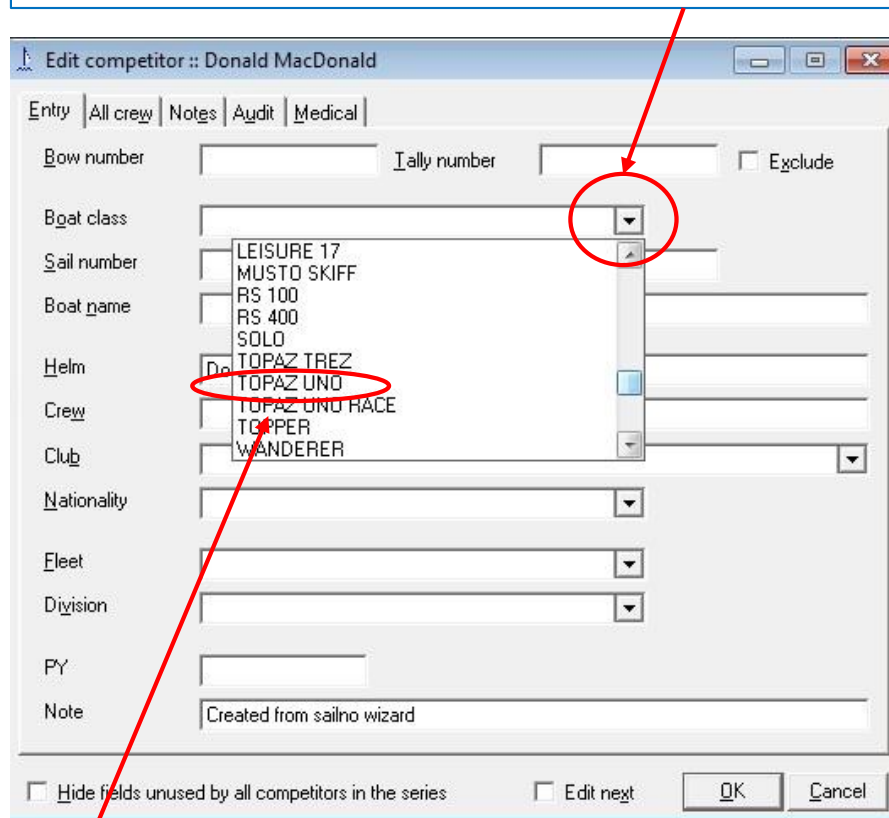
Class	Helm Name	Crew Name	Sail No	PY	Finish	Lap(s)	Notes
Musto Skiff	Kevin Holliday		181	860	20:13:01	3	
Solo	Richard Evans		4781	1150	20:11:42	2	
Topaz Uno	Donald MacDonald	Fiona MacDonald	No Num	1236	20:36:08	2	DNS
Laser Radial	Jack Evans		196581	1110	20:15:33	3	

2. Edit the competitor.

(1) Click 'Edit competitor...'



(2) Click the 'Drop-down menu' button.



(3) Select 'Topaz Uno' as written in the result sheet.

Edit competitor :: Donald MacDonald

Entry | All crew | Notes | Audit | Medical

Boat number Tally number ☐ Exclude

Boat class

Sail number Alt Sail number

Boat name

Helm

Crew

Club

Nationality

Fleet

Division

PY

Note

☐ Hide fields unused by all competitors in the series ☐ Edit next

(4) Enter 'No Num' in the 'Sail Number' field.

(5) Enter the crew name.

(6) Click the 'OK' button.



PY (Handicap) is usually auto-loaded from the Rating file but if not, enter the PY as recorded in the results sheet.

3. This will take you back to the main screen and the new competitor's data is edited as shown below.

W MH Morrison Cup :: Chanonry SC										Scoring system			
Selected competitor :: TOPAZ UNO No Num Donald MacDonald & Fiona MacDonald													
	Rank	Boat	Class	SailNo	Club	HelmName	CrewName	PY	R1	R2	R3	R4'	R5
			TOPAZ UNO	No Num		Donald MacDonald	Fiona Mac	1236				DNS	
				196581								20:15:33/	
	14th		MUSTO SKIFF	181		Kevin Holliday		860	(DNC)	DNF	(DNC)	20:13:01/	
	22nd		SOLO	4731		Richard Evans		1150	(DNC)	(DNC)	Duty	20:11:42/	
	29th		BUZZ	937		Mike Wilson	???	1003	(DNC)	(DNC)	(DNC)		
			TOPAZ UNO	7001				1000	(DNC)	(DNC)	(DNC)		

4. This step needs to be repeated for each new competitor and can also be done for anyone who wants to change the helm and crew name (look up the sign on sheet).

Step 6: Rescore the Series

1. Click the 'Rescore' button as shown below.

(1) Click the 'Rescore' button

Rank	Boat	Class	SailNo	Club	HelmName	CrewName	PY	R1	R2	R3	R4	R5
9th		LASER RADIAL	196581		Jack Evans		1110	36.0 DNC	36.0 DNC	36.0 DNC	1.0	
3rd		SOLO	4731		Richard Evans		1150	36.0 DNC	36.0 DNC	3.0 Duty	2.0	
6th		MUSTO SKIFF	181		Kevin Holliday		860	36.0 DNC	8.0 DNF	36.0 DNC	3.0	
16th		TOPAZ UNO	No Num		Donald MacDonald	Fiona Mac	1236	36.0 DNC	36.0 DNC	36.0 DNC	5.0 DNS	
21st		WAYFARFR	9206		George Hogg	Sandra H	1101	36.0 DNC	36.0 DNC	36.0 DNC	36.0 DNC	

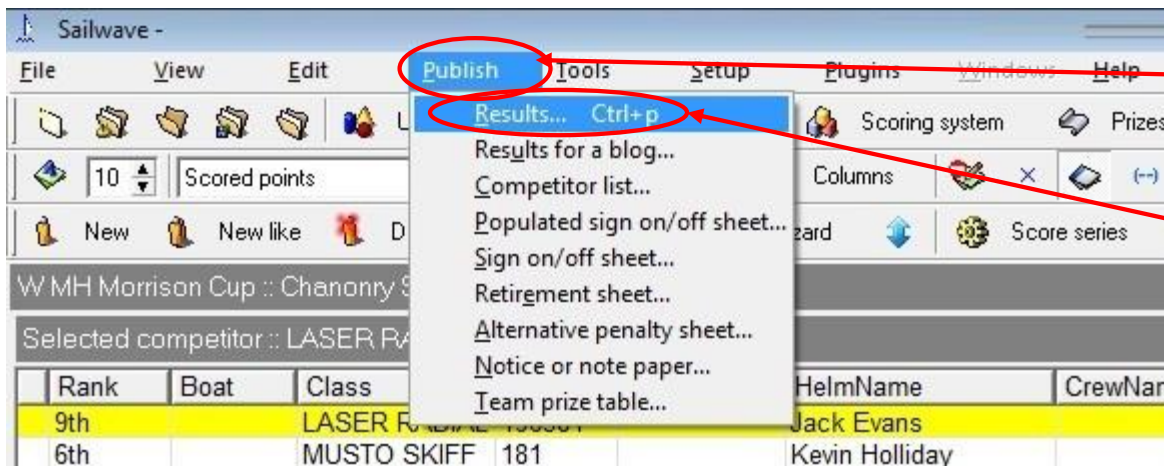
- (2) Sailwave returns scored results. Clicking 'R4' sorts the result in ascending order. Clicking 'R4' again changes the sorting order from ascending to descending.



If you change anything after this step, remember to 'Rescore' the results.

Step 7: Publish the Results (Print out)

1. Click the Publish button and select 'Results...' as shown below



(1) Click the 'Publish' button.

(2) Select 'Results...'

2. This will take you to the dialogue box as shown below.

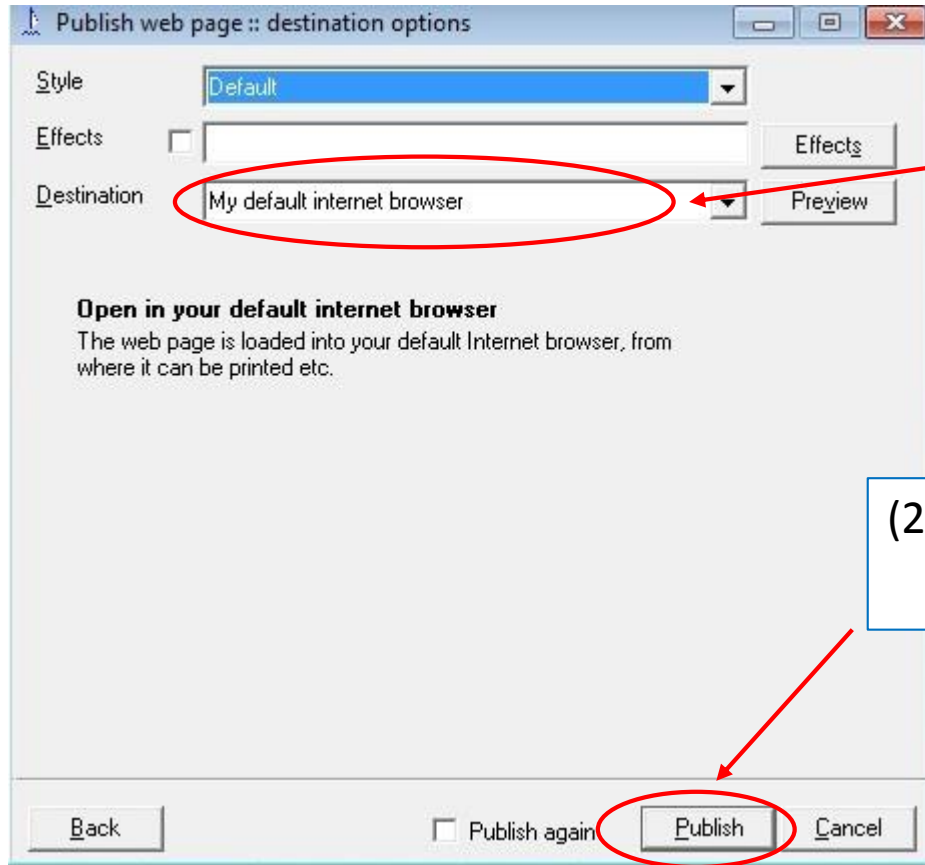
Click the 'Provisional' button and unselect 'publish a series summary table' and select 'publish an individual race table' - 'Just these tables' and Enter '4' for 'Race number 4' as shown below.

(1) Unclick the 'Publish a series summary table'.

(2) Select 'Just these race' and enter the number of the race (1-2).

(3) Click the 'Next' button.

3. This will take you to the dialogue box as shown below.



(1) Select 'My default internet browser' *.

(2) Click the 'Publish' button.

* Club Computer's default browser is Google Chrome as of 22/6/2013.

4. This will open a new window in your computer's default browser.

Sailwave results for 2013

file:///C:/Users/Cameron/AppData/Local/Temp/blw3241.htm

2013 Chanonry Trophy 2nd Sunday Series

Chanonry Sailing Club

Results as of 18:01 on June 22, 2013

R1 - 16.06.2013 at 14.04

Start: R1, Finishes: Finish time

Rank	Class	SailNo	AltSailNo	HelmName	CrewName	Rating	Finish	Elapsed	Laps	Corrected	BCE	Points
1	SOLO	4731		Richard Evans		1148	14.55.01	0.55.01	3	0.47.55	0.00.00	1.0
2	MUSTO SKIFF	220		Ben Yeats		860	14.42.12	0.42.12	3	0.49.04	0.00.59	2.0
3	LASER RADIAL	185610		Jack Evans		1117	14.55.13	0.55.13	3	0.49.26	0.01.41	3.0
4	LASER	155890		Tim Iloyd		1087	14.54.01	0.54.01	3	0.49.42	0.01.55	4.0
5	STREAKER	1815		Helen Jenner		1153	14.59.02	0.59.02	3	0.51.12	0.03.47	5.0
6	WANDERER	377		Alan Munro	???	1150	14.59.13	0.59.13	3	0.51.30	0.04.06	6.0
7	TOPPER	33938		Thomas Hardie		1313	14.45.52	0.45.52	2	0.52.24	0.03.55	7.0
8	BUZZ	937		Mike Wilson	???	1003	14.55.34	0.55.34	3	0.55.24	0.07.30	8.0
9	LASER	53328		Malcolm Wilson		1087	14.40.43	0.40.43	2	0.56.11	0.05.59	9.0
10	LASER PICO RACE	5920		Louise Dunton		1260	14.27.06	0.27.06	1	1.04.31	0.06.58	10.0
11	TOPAZ UNO			Rebecca Setford		1236	14.34.29	0.34.29	1	1.23.42	0.14.44	11.0

R2

Start: R2, Finishes: Finish time, Time: 15:00

Rank	Class	SailNo	AltSailNo	HelmName	CrewName	Rating	Finish	Elapsed	Laps	Corrected	BCE	Points
1	SOLO	4731		Richard Evans		1148	15:40:29	0:40:29	2	0:35:16	0:00:00	1.0
2	LASER RADIAL	185610		Jack Evans		1117	15:20:50	0:20:50	2	0:35:48	0:00:26	2.0

5. Display the results on the projector.

(1) Switch on the projector.

(2) Click the 'restore' button on the top right corner of the window as shown below.



(3) Click the 'Title bar' as shown below and drag it towards the projector with mouse.

2013 Chanonry Trophy 2nd Sunday Series

Chanonry Sailing Club

Results as of 18:01 on June 22, 2013

R1 - 16.06.2013 at 14.04

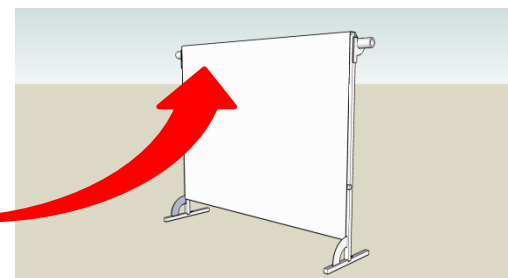
Start: R1, Finishes: Finish time

Rank	Class	SailNo	AltSailNo	HelmName	CrewName	Rating	Finish	Elapsed	Laps	Corrected	BCE	Points
1	SOLO	4731		Richard Evans		1148	14.55.01	0.55.01	3	0.47.55	0.00.00	1.0
2	MUSTO SKIFF	220		Ben Yeats		860	14.42.12	0.42.12	3	0.49.04	0.00.59	2.0
3	LASER RADIAL	185610		Jack Evans		1117	14.55.13	0.55.13	3	0.49.26	0.01.41	3.0
4	LASER	155890		Tim Lloyd		1087	14.54.01	0.54.01	3	0.49.42	0.01.55	4.0
5	STREAKER	1815		Helen Jenner		1153	14.59.02	0.59.02	3	0.51.12	0.03.47	5.0
6	WANDERER	377		Alan Munro	???	1150	14.59.13	0.59.13	3	0.51.30	0.04.06	6.0
7	TOPPER	33938		Thomas Hardie		1313	14.45.52	0.45.52	2	0.52.24	0.03.55	7.0
8	BUZZ	937		Mike Wilson	???	1003	14.55.34	0.55.34	3	0.55.24	0.07.30	8.0
9	LASER	53328		Malcolm Wilson		1087	14.40.43	0.40.43	2	0.56.11	0.05.59	9.0
10	LASER PICO RACE	5920		Louise Dunton		1260	14.27.06	0.27.06	1	1.04.31	0.06.58	10.0
11	TOPAZ UNO			Rebecca Setford		1236	14.34.29	0.34.29	1	1.23.42	0.14.44	11.0

R2

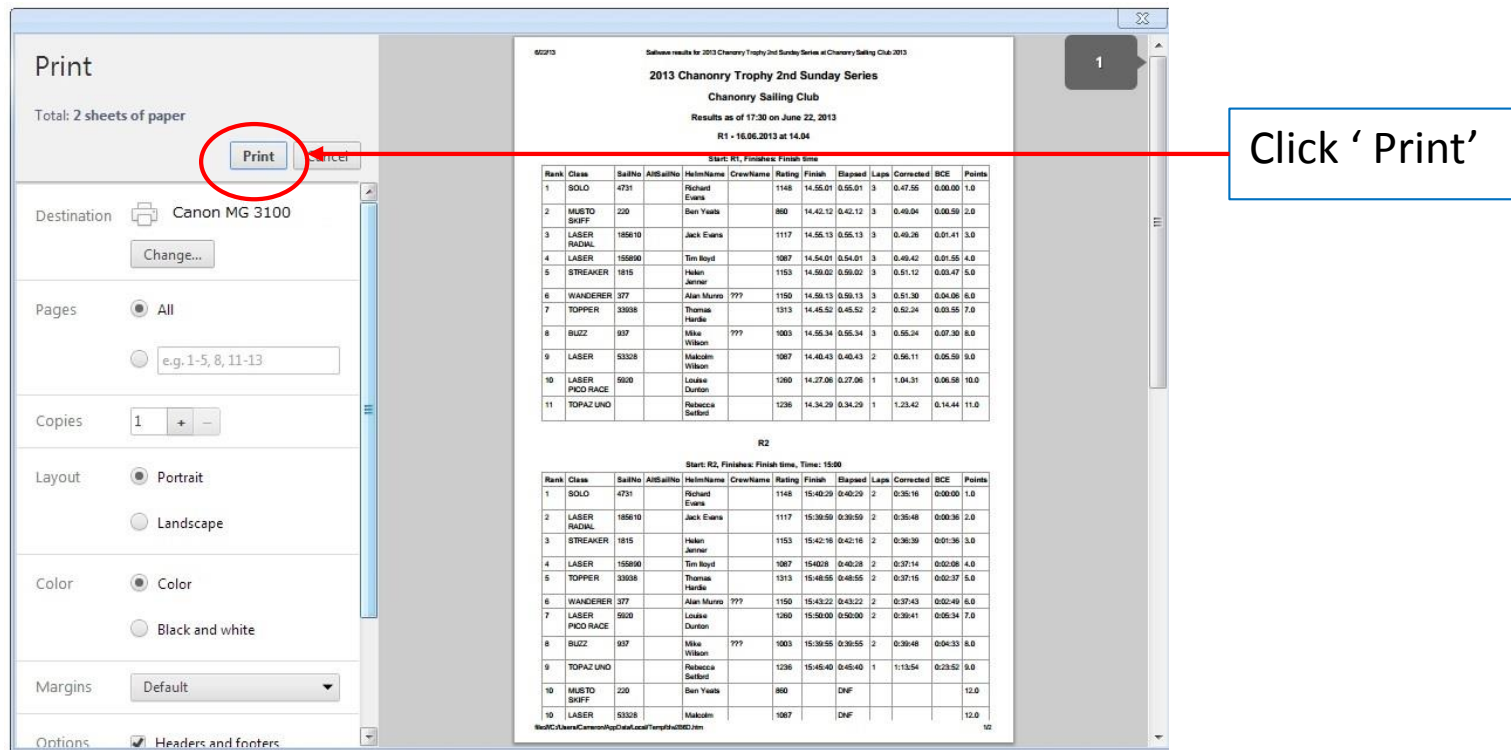
Start: R2, Finishes: Finish time, Time: 15:00

Rank	Class	SailNo	AltSailNo	HelmName	CrewName	Rating	Finish	Elapsed	Laps	Corrected	BCE	Points
1	SOLO	4731		Richard Evans		1148	15.40.29	0.40.29	2	0.35.16	0.00.00	1.0
2	LASER RADIAL	185610		Jack Evans		1117	15.39.59	0.39.59	2	0.35.48	0.00.36	2.0



6. Print the results.

- (1) Switch on the printer (located under the computer). Flip out the paper feeder and then feed the paper before start printing.
- (2) Press 'Ctrl' + 'P' on the keyboard. This will take you to the dialogue box as shown below.
- (3) Click the 'Print' button.



To change the print layout, click 'Portrait' or 'Landscape'.

Step 8: Edit the Result (If required)

If there is a problem you will need to go back to Sailwave, you can modify individual results by clicking on the relevant box in the table and using the right mouse button menu to “edit result”.

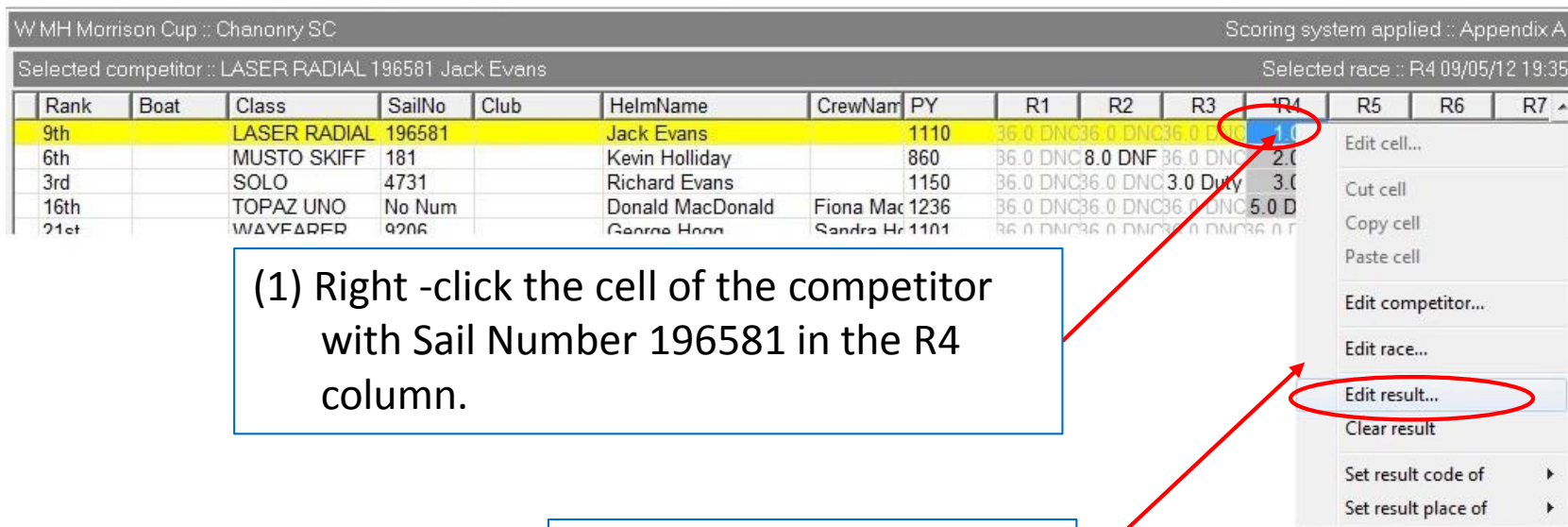
W MH Morrison Cup :: Chanonry SC Scoring system applied :: Appendix A

Selected competitor :: LASER RADIAL 196581 Jack Evans Selected race :: R4 09/05/12 19:35

Rank	Boat	Class	SailNo	Club	HelmName	CrewNam	PY	R1	R2	R3	R4	R5	R6	R7
9th		LASER RADIAL	196581		Jack Evans		1110	36.0 DNC	36.0 DNC	36.0 DNC	1.0			
6th		MUSTO SKIFF	181		Kevin Holliday		860	36.0 DNC	8.0 DNF	36.0 DNC	2.0			
3rd		SOLO	4731		Richard Evans		1150	36.0 DNC	36.0 DNC	3.0 Duty	3.0			
16th		TOPAZ UNO	No Num		Donald MacDonald	Fiona Mac	1236	36.0 DNC	36.0 DNC	36.0 DNC	5.0 D			
21st		WAVEFARER	9206		George Hogg	Sandra H	1101	36.0 DNC	36.0 DNC	36.0 DNC	36.0 DNC			

(1) Right -click the cell of the competitor with Sail Number 196581 in the R4 column.

(2) Click 'Edit Result...'



You can edit 'Competitors' or 'Race' or 'Result' and also 'Set result code (DNC, Duty etc.) directly through this drop-down menu.

Clicking 'Edit result' from the drop-down menu will take you to the 'Edit result' dialogue box as shown below.

Edit result

LASER RADIAL 196581 Jack Evans
R4 - Start 1

Result | Rating | Audit

Recorded result

☐ Place

☐ Elapsed time 0:40:33 Laps 3

☒ Start time 1935

Finish time 201533

☐ Code


Calculated result

Corrected time 0:36:32

Score 1 ☐ discarded

Rank 1

OK Cancel

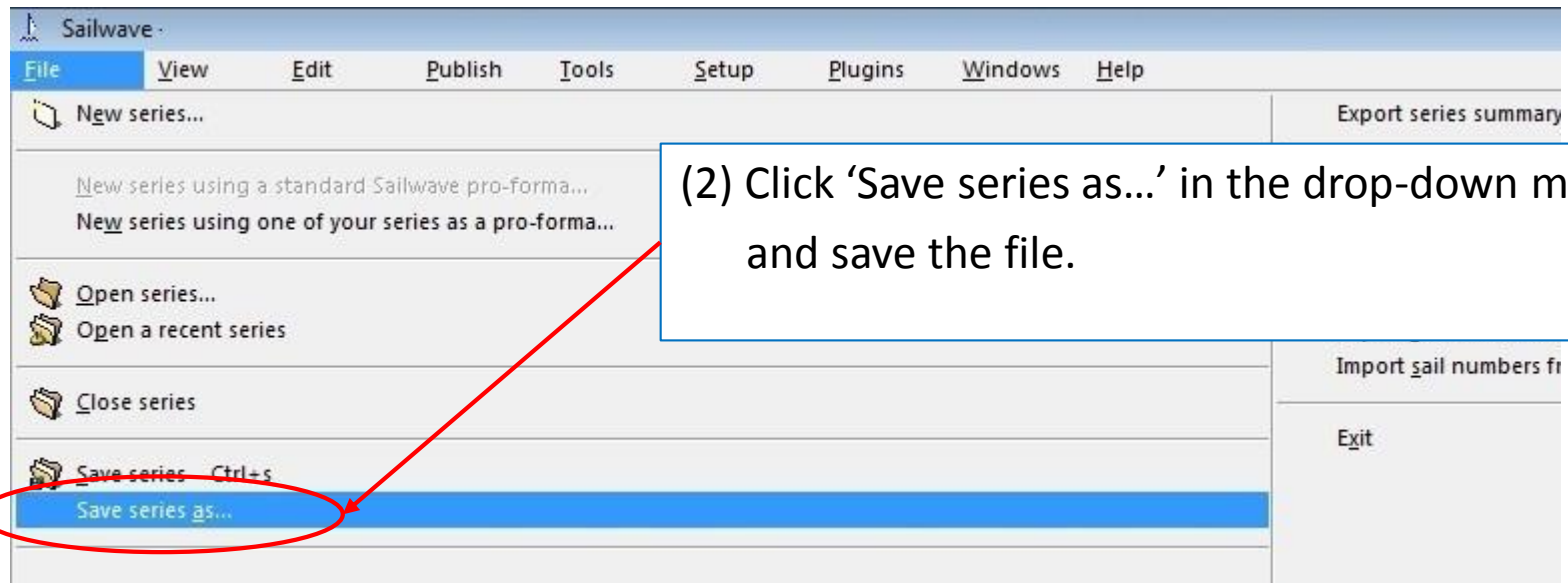
 If you change anything after this step, remember to 'Rescore' the result and then publish the result as instructed in Step 5 and Step 6.

Step 9: Save the file

1. Click 'File' in the menu bar and select 'Save Series as...'



(1) Click 'File' in the menu bar. This will open the drop-down menu as shown below.



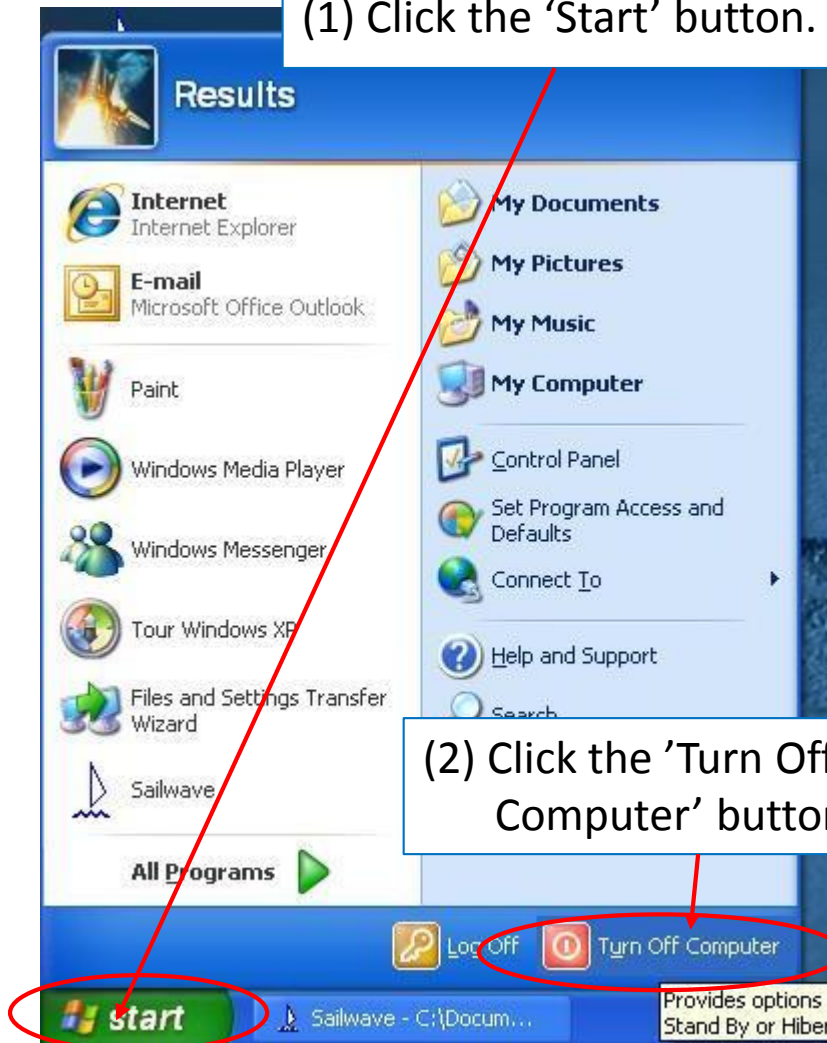
(2) Click 'Save series as...' in the drop-down menu and save the file.



A new race(s) was added into the '**2014 W MH Morrison V3**' file. Remember to save the file as '**2014 W MH Morrison Cup V4**'.

Step 10: Log out

(1) Click the 'Start' button.



(2) Click the 'Turn Off Computer' button.



(3) Click the 'Turn Off' icon.



Switch off the projector, printer and the wall sockets.

FAQ

If you have questions or feedback regarding this guide or need help in how to use Sailwave in CSC series,

Main Contact

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This page is to be created in due course..