



# Quick Reference Guide with FAQ

to using Sailwave for Chanonry Sailing  
Club Sailing Races Ver2

## 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)

# Contents

How to use this guide 3

## Instructions

- |                                      |   |
|--------------------------------------|---|
| 1. Complete the result sheet by hand | 5 |
| 2. Switch on Equipments and Login    | 5 |
| 3. Open the existing Sailwave file   | 5 |
| 4. Enter Race Result                 | 5 |
| 5. Score/Rescore the series          | 8 |
| 6. Publish the result                | 8 |
| 7. Print the result                  | 9 |
| 8. Save the file                     | 8 |

## FAQ

- |   |    |
|---|----|
| Q 1. I cannot search a competitor by 'Sail Number'.                                   | 11 |
| Q 2. I cannot search a competitor by 'Sail Number' or 'Helm name'.                    | 11 |
| Q 3. How Can I add a NEW Competitor.  | 12 |
| Q 4. How Can I add/edit competitor's details - Boat class, sail number, rating etc. ? | 13 |
| Q 5. How can I hide the competitors who did not sail?                                 | 14 |
| Q 6. How can I enter Codes (DNS, DNF, Duty etc) in the results?                       | 15 |

# How to use this guide

- This guide and its FAQ section can be used as a **quick reminder** of how to use Sailwave for Chanonry Sailing Club Sailing Races especially if you have already used the system before.
- **For detailed instructions**, please use “Race Officers Guide to using Sailwave for Chanonry Sailing Club Sailing Races”, which was designed for **tutorial for beginners** of Sailwave. You can find referable pages/steps (sample: Refer to: P.7 in Step 1) in “Race Officers Guide to using Sailwave for Chanonry Sailing Club Sailing Races” In the instruction pages in this guide .

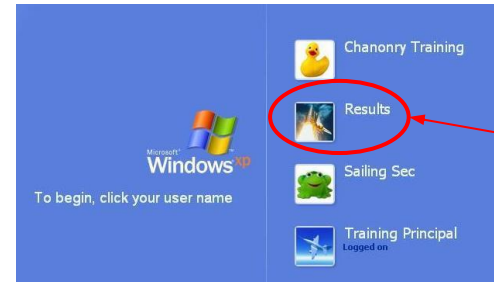
# Instructions

## 1. Complete 'Results sheet' or 'Lap sheet'

Required data: Start Time, Boat Class, Sail Number, Helm Name and Crew Name, Number of Laps and Finish Time.

Refer to: P.7 Step 1

## 2. Switch on Equipments: Wall sockets, desktop computer, monitor(s), printer & mouse and Login.

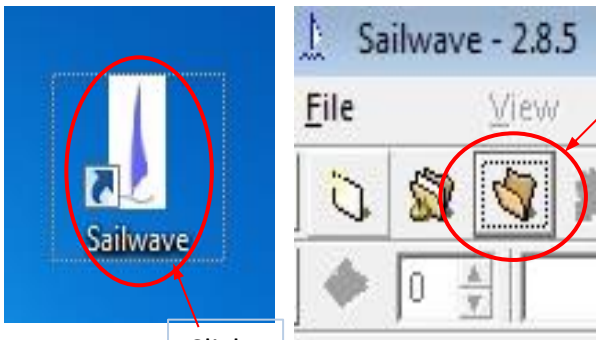


Click Results

P.8 Step 2

## 3. Open the existing series file

Results-> 2014 -> Series latest version file.



Click

Open Series

P.9 Step 3

## 4 Enter the Race results 4.1 Start Sail Number Wizard.



Click 'Sail num wizard' button

P.13 Step 4

## 4.2 Enter 'Race Number' and proceed to 'Edit Race' screen.

Enter results via sail number

Race Competitor R1

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 R1

13.4.2014

Edit race

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

☐ Ignore alphabetic characters when matching competitors

☐ Match last 2 chars only

☒ Include excluded competitors

☐ Real-time finish times

Press Enter or click Next to proceed

Cancel Next

Enter  
'Race  
number'.

Click

P.15 Step 4

## 4.3 Edit race.

Edit race 1 : R1

Name of race R1

Published date or day 13.4.2014

Published start time of first race 14.00.00

Sailed by at least one boat

Starts Notes Results

Name	Competitors	Start	Finishes
Start 1	All competitors		Finish time

Edit

New

Delete

Copy starts

Edit next

OK Cancel

Enter

Click

P.18 Step 4

## 4.4 Edit start.

Edit start

Start for race R1

This start All starts

Name Start 1

Competitors in this start All competitors

Finishes will be recorded as: Finish time 14.00.00

Start time

Distance

☐ Accumulated elapsed time

☐ Discard the first

☐ This race is not discardable

Course BCDEA

Average wind strength 8knph

Wind direction NE

OK Cancel

Select "Finish time".  
Enter "Start Time  
(14.00.00).

If you wish, enter  
"Course" etc.

Click

P.17 Step 4

## 4.5 Close 'Edit race' screen.

Edit race 1 : R1

Name of race R1

Published date or day 13.4.2014

Published start time of first race 14.00.00

Sailed by at least one boat

Starts Notes Results

Name	Competitors	Start	Finishes
Start 1	All competitors		Finish time

Edit

New

Delete

Copy starts

Edit next

OK Cancel

Click

## 4.6 Close 'Edit results via sail number' screen.

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 R1

13.4.2014

Edit race

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

Field SailNo

☐ Ignore alphabetic characters when matching competitors

☐ Match last chars only

☒ Include excluded competitors

☐ Real-time finish times

Press Enter or click Next to proceed

Cancel Next

Select  
Sail  
number.

Click

P.19 Step 4

## 4.7 Enter Results via Sail Number.

Enter results via sail number

Race R1

Competitor 166761 - Fast Handicap - LASER RADIAL 166761 Natalie Dunton

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 16 New

Previous entry was

1 selected

166404	Fast Handicap - LASER 166404 Ron Beaton
166761	Fast Handicap - LASER RADIAL 166761 Natalie Dunton
168686	Fast Handicap - LASER RADIAL 168686 Niall Ferguson

Resolve ambiguity

Press Enter or click Next to proceed

Back Next

Enter the  
first (few)  
digits of  
sail  
number.

Select the  
competitor.

Click

P.22 Step 4

## 4.8 Enter 'Finish time' and 'Laps'.

Enter results via sail number

Race R1

Competitor 166761 - Fast Handicap - LASER RADIAL 166761 Natalie Dunton

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 14.00.00

Finish time or 15.05.19

Elapsed time is 1.05.19

Laps 3

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

Enter

Click

P.23 Step 4

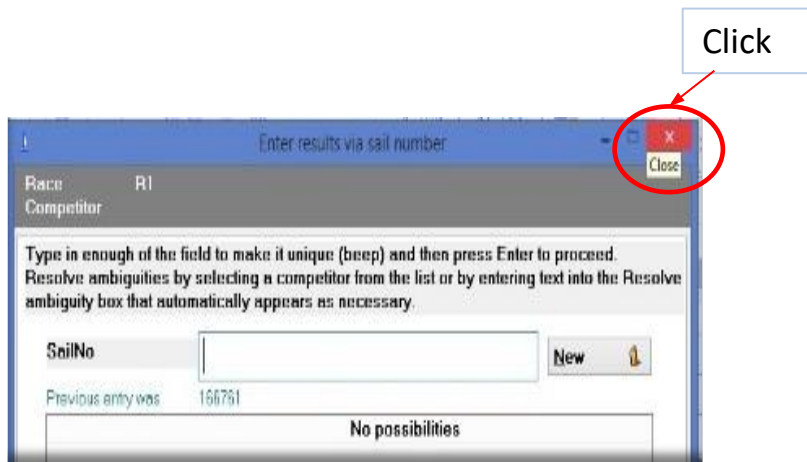
## 4.9 Repeat 'Enter Results via Sail number'.

See FAQ and

P.28 in Step 4 Add a NEW Competitor

P.37 in Step 5 Edit details of any new competitors

## 4.10 Close Sail Number Wizard



P36 Step 4

## 5. Score/Rescore series

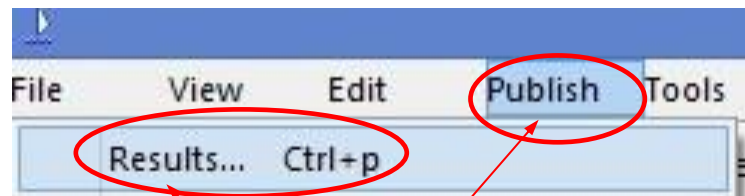
Click the 'Score series' or 'Rescore' button.



P42 Step 6 Score/Rescore the series

## 6. Publish the Result

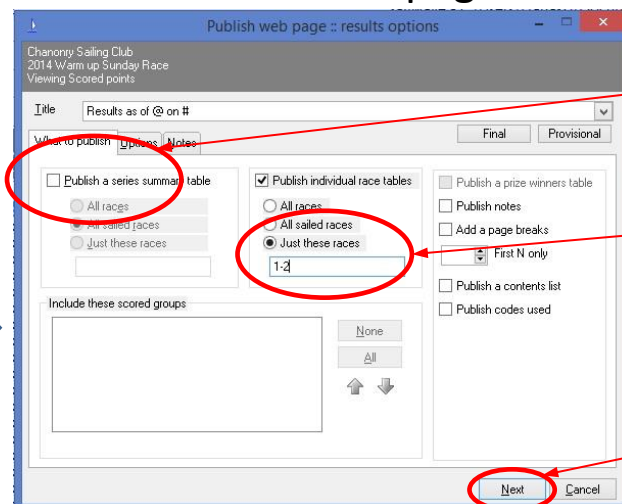
### 6.1 Select 'Results'.



Click 'Publish' and then select 'Results...'

P43 Step 7 Publish the result

### 6.2 Publish web page: Results option



(1) Uncheck 'Publish a series summary table'.

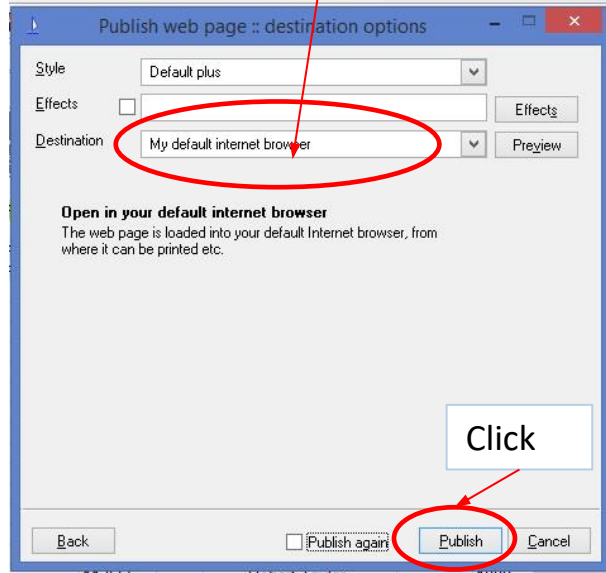
(2) Select 'Just these race' and enter the number of the race(s).

(3) Click.



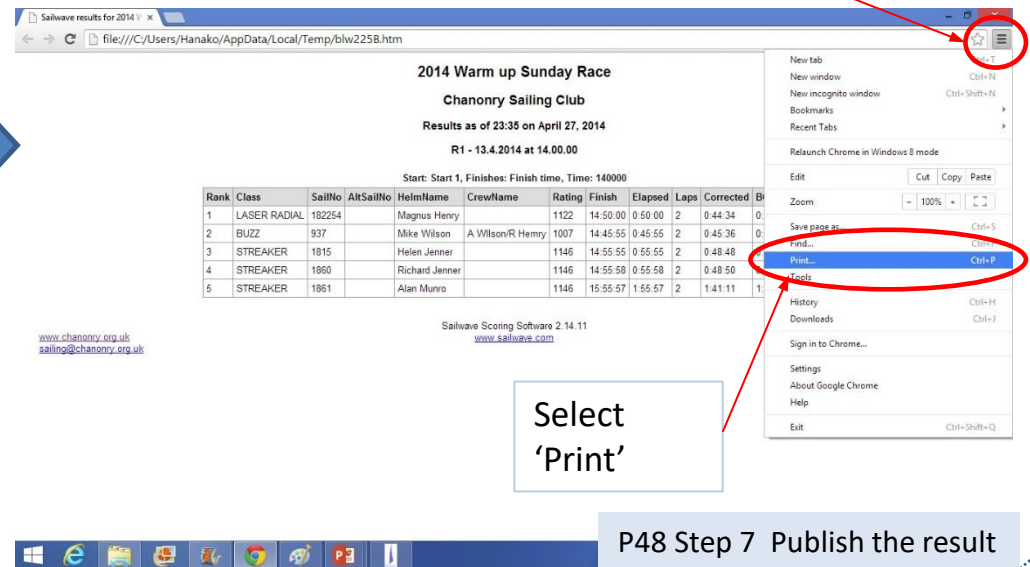
## 6.3 Publish Webpage

Select 'My default Internet Browser'.



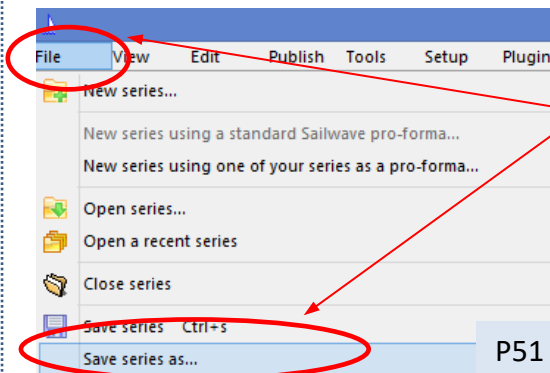
## 7 Print the results

Click



P48 Step 7 Publish the result

## 8. Save the file



Click 'File' and  
Select 'Save  
series as'.

Please add '+1' to its  
version (V1 -> V2).

P51 Step9 Publish the result

# Thank you for using Sailwave.

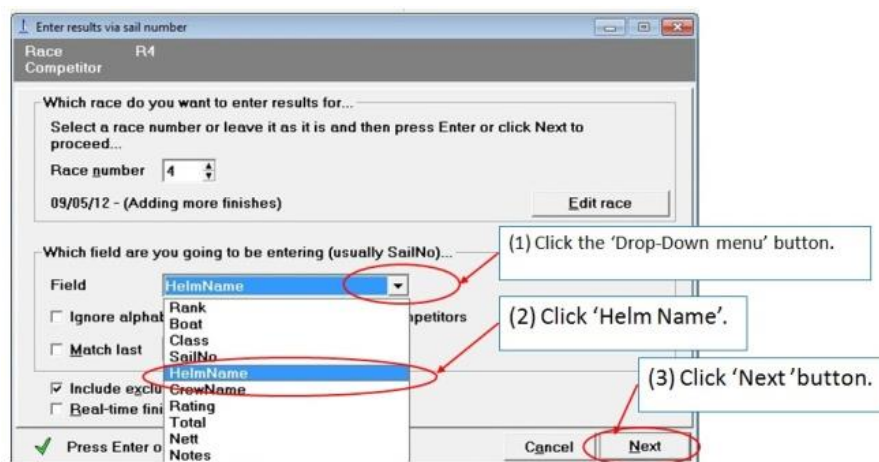
Please check the club's website:  
<http://www.chanonry.org.uk/2014.html>  
The result will be published online shortly!

# FAQ

## Q 1. I cannot search a competitor by 'Sail Number'.

Hint. You can search by 'Helm name' in the 'Sail number wizard'.

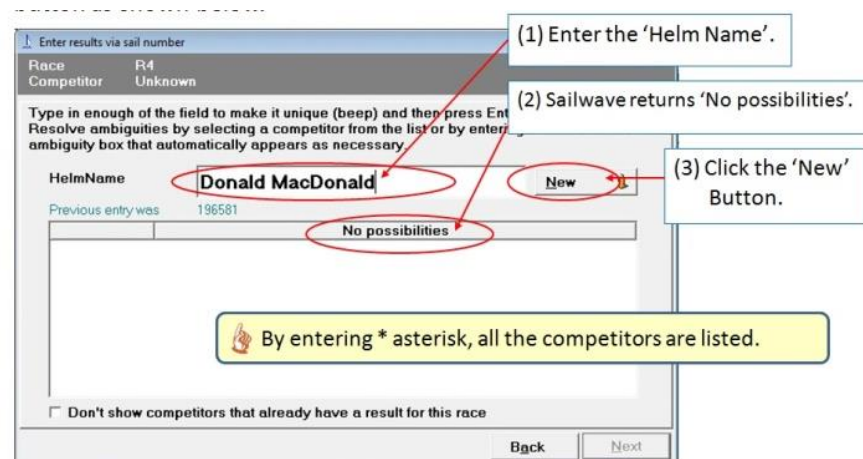
- Start Sail Number Wizard.
- Change in 'Which field are you entering?' from 'Sail Number' to 'Helm name'.



## Q 2. I cannot search a competitor by 'Sail Number' or 'Helm name'.

Hint. The competitor does not exist in the series file.

- Add as new.



**Q 3. How Can I add a NEW Competitor.**

**Hint. See** P.28 in Step 4 Add a NEW Competitor

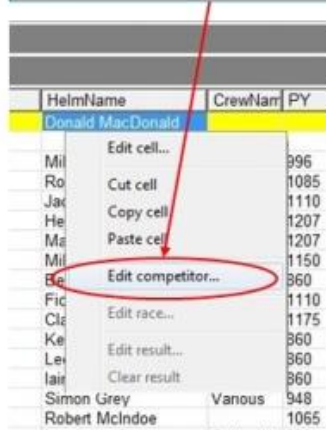
**In the “Race Officers Guide to using Sailwave for Chanonry Sailing Club Sailing Races”.**

## Q 4. How Can I add/edit competitor's details - Boat class, sail number, rating etc. ?

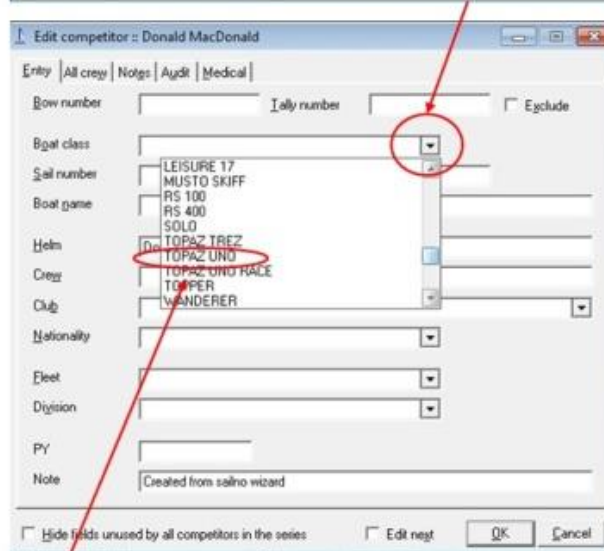
Hint. You can add details by right-clicking the cell and select 'Edit Competitor'.



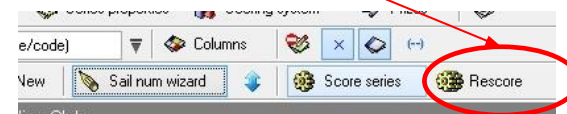
(1) Click 'Edit competitor...'



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



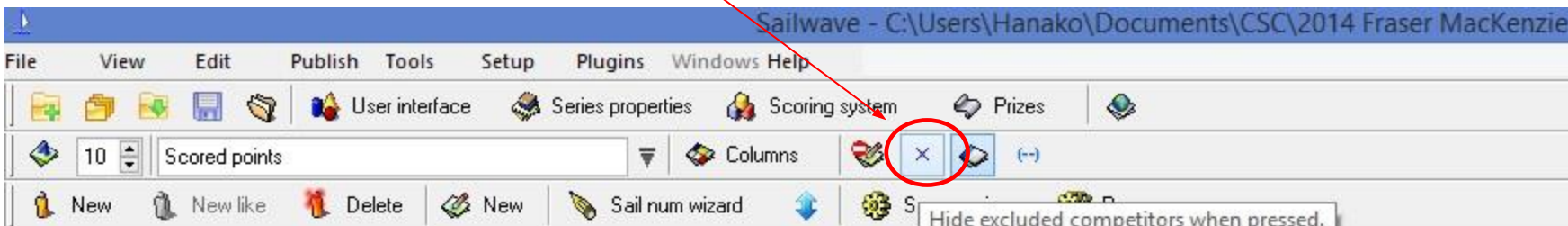
Remember to 'Rescore' the result.



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

## Q 5. How can I hide the competitors who did not sail?

Hint. Press X button (Hide excluded competitors when pressed).



Sailwave - C:\Users\Hanako\Documents\CSC\2014 Fraser MacKenzie

File View Edit Publish Tools Setup Plugins Windows Help

User interface Series properties Scoring system Prizes

10 Scored points Columns X (-)

New New like Delete New Sail num wizard S

Hide excluded competitors when pressed.

2014 Warm up Sunday Race :: Chanonry Sailing Club

Rank	Class	SailNo	AltSa	Club	HelmName	CrewNam	Rating	R1	R2	R3*	Total	Nett
x	MUSTO SKIFF	220			Ben Yeats		857					
x	LASER	112468			Kevin Holliday		1088					
x	MUSTO SKIFF	200			Lee Thomson		857					
x	MUSTO SKIFF	367			Iain Morton		857					
x	RS 400	441			Simon Grey	Various	946					
x	RS 400	786			Bruce Murdoch	Alileen M	946					
x	HORNET	2084			Lawrence Phin	Calum Ur	973					
x	RS 100 10.2	141			Mike Gough		988					
x	RS 300	352			Ben Yeats		990					
x	BUZZ	937			Calum MacIver	Malcolm \	1007					
x	BUZZ	937			Georgina Lloyd	Malcolm \	1007					
x	BUZZ	937			Mike Wilson	A Wilson/	1007					
x	FINN	515			Robert McIndoe		1050					
x	LASER	166404			Ron Beaton		1088					
x	LASER	123112			Colin Chandler		1088					

# FAQ

**Q 6. How can I enter Codes (DNS, DNF, Duty etc) in the results?**

**Hint. See** P.30 in Step4 **in “Race Officers Guide to using Sailwave for Chanonry Sailing Club Sailing Races”.**