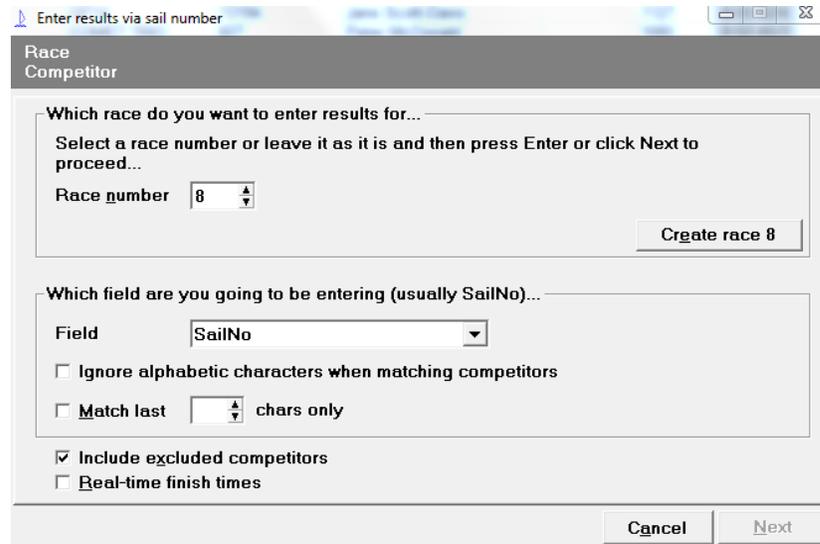


Beginners Guide to Sailwave

This is intended as a guidance note to make putting the results into sailwave easy!
Feedback on additional information that would be useful would be welcome.

1. Plug the club laptop into the power supply and turn it on.
2. There are sailwave icons on the screen. Double click on the appropriate series icon to open Sailwave. (eg Winter Saturdays)
3. Go to “Tools” then “enter results using sail number wizard”. It **MUST** be done this way.



The screenshot shows a dialog box titled "Enter results via sail number" with a "Race Competitor" header. It contains two main sections. The first section, "Which race do you want to enter results for...", includes a text box with the instruction "Select a race number or leave it as it is and then press Enter or click Next to proceed..." and a "Race number" dropdown menu set to "8". A "Create race 8" button is located to the right. The second section, "Which field are you going to be entering (usually SailNo)...", includes a "Field" dropdown menu set to "SailNo", a checkbox for "Ignore alphabetic characters when matching competitors" (unchecked), a checkbox for "Match last" with a dropdown set to "1" and the text "chars only" (unchecked), a checked checkbox for "Include excluded competitors", and an unchecked checkbox for "Real-time finish times". At the bottom right, there are "Cancel" and "Next" buttons.

4. The races should all be set up with race number and date, eg R1 6/3/16. Scroll through to the correct race.
5. Choose if you want to enter by sail number or helm name. It doesn't make much difference. However, if entering the Helm name, please check it is the correct type of boat when doing handicap races. People swap boats around and we wouldn't want a Phantom to use a Solo handicap! Press “next”
6. Type in the start of the number or name. It should come up with a short list to select from as most people are now already there. Select the one you want.

Enter results via sail number

Race R8
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 13194

4 possibilities	
1123	PHANTOM 1123 Ryan Padro
1123	PHANTOM 1123 Darren Padro
113658	LASER 113658 C Broad
119500	LASER 119500 Lucinda Thornton

Resolve ambiguity

Resolve the ambiguity before proceeding

7. If they are not there, enter the name or number and press “new”. You need to come back to these people later. If someone is sailing a new type of boat or someone new is sailing and existing boat, please also enter them as “new”. Then press “next”.
8. If it is a pursuit race, keep “Place or retirement code” selected, and give the place. TIP: if you do the scores in place order from 1st place, then the place will already be filled in for you.
9. If it is a handicap race, select “elapsed time or retirement code”. Under elapsed time or retirement code, enter the time in the format hh:mm:ss. This is important for submitting to the RYA. Also enter the number of laps. This is important when different boats have completed different numbers of laps.
10. Select “finish”

Enter results via sail number

Race R8
Competitor 119500 - LASER 119500 Lucinda Thornton

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

Elapsed time or Laps

Elapsed time

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

11. You now get the screen to enter the next result, so repeat from step 6 above. Keep going until all the results are entered.

12. Press “back”
13. If you want to add results from another race, select a different race number, then enter the results for that race.
14. When all races are entered press “Cancel”. Yes, it does feel like you will loose what you have just done, but it’s OK.
15. Save what you have done! Select “file” then “Save series”. Please keep the same file name.
16. If you have entered new people or boats, then their details need to be added. If this is too difficult, please make sure they are clearly in the signing on sheet and we can fix it later.
17. To add details, right click on the row that needs further information. And choose “edit competitor”.

The screenshot shows a software window titled "Edit competitor :: LASER 119500 Lucinda Thornton". It features several tabs: "Entry", "All crew", "Notes", "Audit", and "Medical". The "Entry" tab is active. The form contains the following fields and controls:

- Bow number**: An empty text input field.
- Tally number**: An empty text input field.
- Exclude**: A checkbox that is currently unchecked.
- Boat class**: A dropdown menu with "LASER" selected.
- Sail number**: A text input field containing "119500".
- Alt Sail number**: An empty text input field.
- Boat name**: An empty text input field.
- Helm**: A text input field containing "Lucinda Thornton".
- Crew**: An empty text input field.
- Club**: A dropdown menu.
- Nationality**: A dropdown menu.
- Fleet**: A dropdown menu.
- Division**: A dropdown menu.
- PY**: A text input field containing "1087".
- Notes**: A text input field containing "Created from sailno wizard".

At the bottom of the window, there are three checkboxes: "Hide fields unused by all competitors in the series" (unchecked), "Edit next" (unchecked), and "OK" (checked). To the right of these are "OK" and "Cancel" buttons.

18. Choose the boat class from the pull down menu. Please do not type them in – it messes up the RYA submission (yes, it’s pedantic). This should select the PY number from a data file without you needing to add it. Also add the boat number, helm name and crew name.
19. Save what you have done! Select “file” then “Save series”. Please keep the same file name.
20. To score, press “score series”. It will give you the places for the race, however, it is unlikely to be reliable as a series score because of the discards. The number of

discards need to be input once the series is complete and the number of races held is confirmed.

21. That's it! Save again, and exit.

22. To publish on the website. Go to Publish, results, check the title (eg Winter Saturdays), press next, check the destination is "a website using FTP" and publish. Should all work!

23. Please put any paper records in the red race result file. This is a back up.