



Getting Started

Handicap Fleet



Sailwave

The Beginning

You have been asked to score a sailing event for your club or your class. Don't panic it is not that difficult and just follow a few easy steps.

The very first thing after you have said “*Yes I will score for the event*”, is to start preparing. Hopefully, the request has not been made of you very close to the event, like a week before or less!

The very first action is to get copies of the Notice of Race [NoR] and Sailing Instructions [SIs] even if they are only available initially in draft form. You must be kept up to date with newer versions and official changes as they become available. Once you have these documents in printed form, go through them with a highlight pen, highlighting for example:

- the official title of the event
- official venue name
- official logos – event, class, venue, sponsors
- the number of races
- anything that could affect scoring
 - discretionary points – are they against a race or added to series net score
 - tally penalties – are they against a race or added to series net score
 - special scoring codes
- number of discards – is any race a must count, *i.e.* not discardable

Having read through the NoR and SIs and highlighted everything you think could affect scoring, take a break. Not to long though.

If there is anything that you are not sure about, talk to the Race Officer or person who wrote the NoR and SIs to seek clarification.

An important decision that needs deciding is where are the results to be published:

- Sailwave web site
- club, class or event website
- printed and posted on the Official Noticeboard

Download & Install Sailwave

You are now going to download and install the scoring software, Sailwave.

Note - Sailwave has been developed to run in a Microsoft Windows environment, although with more work it can be run on Apple MacOS systems and Linux systems. If this is your first time of scoring an event, it is **strongly** recommended that you have access to a Microsoft Windows PC system and a keyboard with a numeric key pad. Which ever computer system you will be using,

make sure you have plenty of time to get things set-up. No leaving to the day before or the day of the event!

Sailwave is downloaded from the Sailwave website (www.sailwave.com/category/sailwave), the current version at time of writing this document was v2.34.0; scroll down the page to find the download link.

You can download Version 2.34.0 from the link below.

https://www.sailwave.com/download/sailwave/sw2_34_0.exe

Click on the link to download the Sailwave install file.

When the download is complete, go to the folder in which the Sailwave install file was saved. To install Sailwave in a Microsoft Windows environment, double click the file (sw2_34.0.exe is the version current at time of writing this document)). Follow the prompts accepting, usually, the defaults. Once installed two icons should have appeared on the desktop; one labelled 'Sailwave' and the other 'Sailwave Data'.

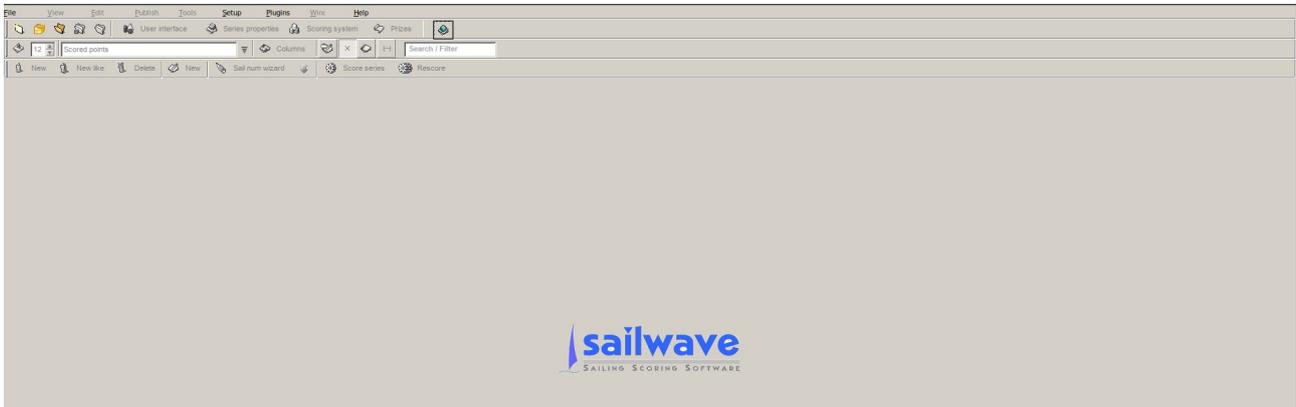
Create Event in Sailwave

To create / set-up your event you will follow a few steps:

1. create a new Sailwave file
2. configure the series / event properties, *i.e.* the name of the series or event, the host club / venue
3. configure the scoring profile for the series / event, *e.g.* discard profile, whether place finishes or timed finishes and points system
4. import competitor list
5. enter race results
6. score series / event
7. publish results

Step 1 – Create New Sailwave File

To start setting up your event, double-click the icon labelled ‘Sailwave’ on the desktop and Sailwave should open with pretty much a blank screen. Across the top will be a 4 rows of words and icons – see following image.



To create a Sailwave file for your event, click ‘File’ on the first row (called Menu bar by me) and select ‘New series’. A small window will appear asking for the initial number of races and the initial number of competitors. I would set the initial number of races, to the number of races scheduled to be held during the series / event and set the initial number of competitors to 1.



Sailwave will now change to show a grid of rows, equivalent to the initial number of competitors you entered, and many columns including the number of race columns entered.

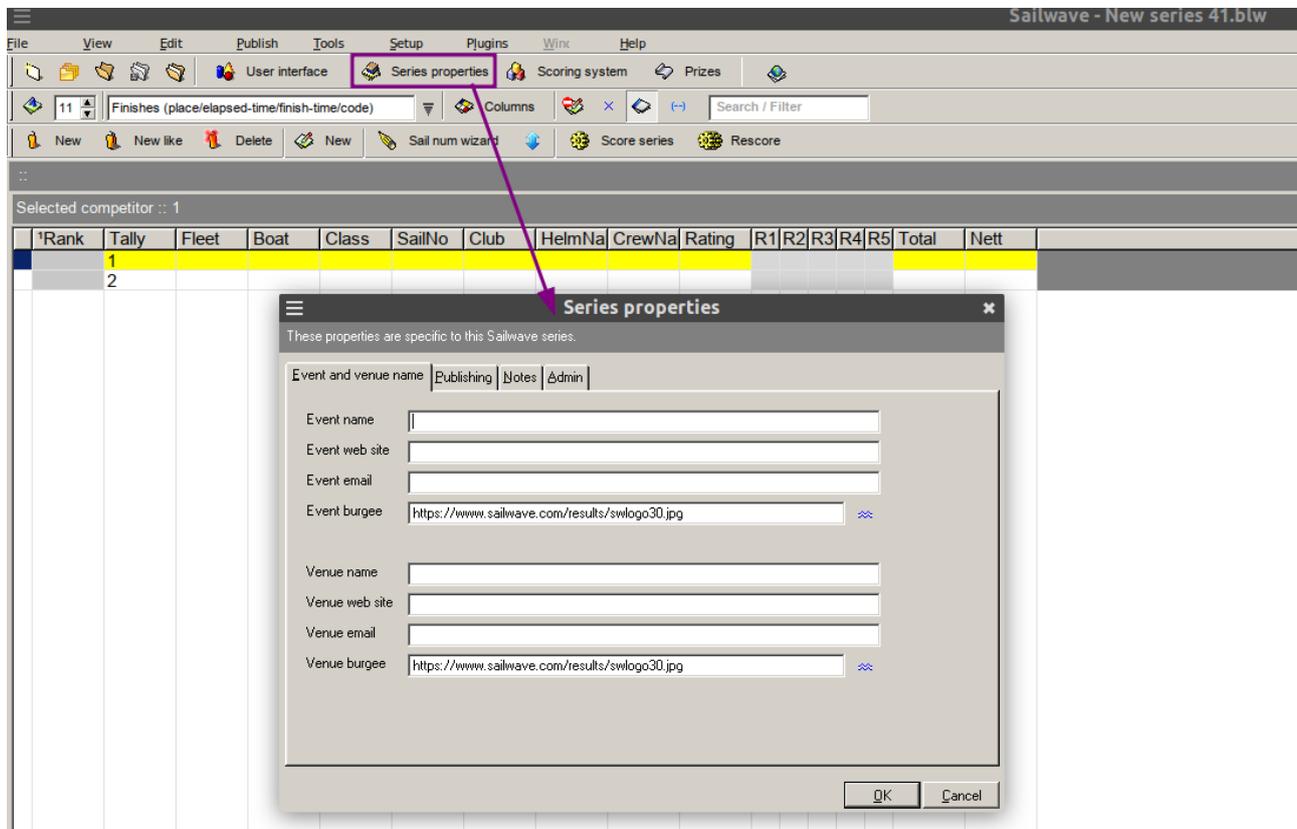
The screenshot shows the Sailwave software interface with a data grid. The title bar reads 'Sailwave - New series 41.blw'. The menu bar and toolbar are visible at the top. Below the toolbar, there is a section for 'Selected competitor :: 1'. The main area contains a table with the following columns: Rank, Tally, Fleet, Boat, Class, SailNo, Club, HelmNa, CrewNa, Rating, R1, R2, R3, R4, R5, Total, and Nett. The first two rows of the table are highlighted in yellow. The first row has '1' in the Rank column, and the second row has '2' in the Rank column.

Rank	Tally	Fleet	Boat	Class	SailNo	Club	HelmNa	CrewNa	Rating	R1	R2	R3	R4	R5	Total	Nett
1																
2																

Step 2 – Event Properties

Setting the event properties provides information that is used when publishing the event results.

To enter event properties click icon / button labelled ‘Series properties’ on the toolbar. This will open a window:



The window is split into 2 parts, event & venue, with 4 boxes available for entering information for each.

It is usual to enter in the ‘Event name’ box, the official name of the event taken from the NoR / SI. If you do not enter the event information you may get a warning when publishing the results.

It is also usual to enter in the ‘Venue name’ box the name of the host club.

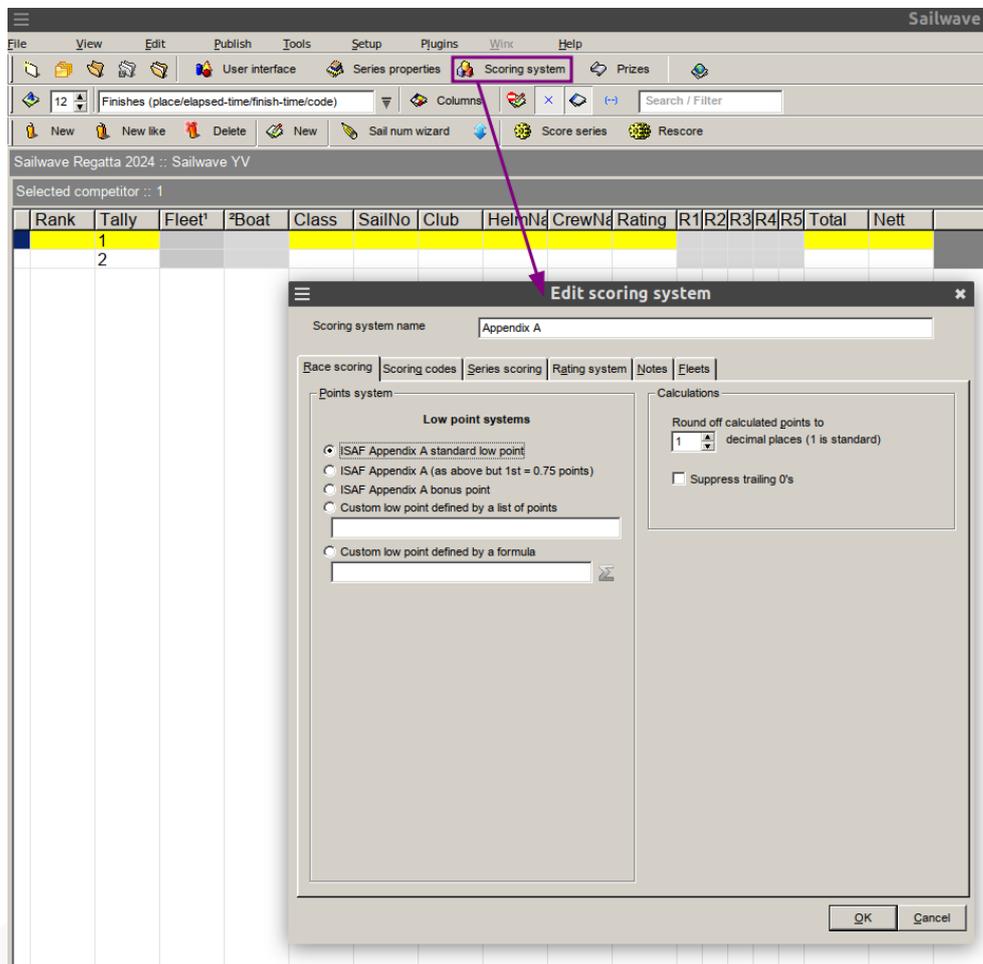
The other boxes can be left as is, but if you do not remove or replace the links to burgees the Sailwave logo will appear on the left & right of the header when results are published. **Note** – if you publish results to a club, class, event or the Sailwave web site then the links to the burgees must be accessible from the Internet, they cannot be images located on your local PC.

When you have entered the series properties you want to, click the OK button. As Sailwave does not autosave files, save the Sailwave file by clicking ‘File’ on the menu bar. Select ‘Save series as’ followed by navigating to the folder where you want to save the file and entering an appropriate name for the file.

Step 3 – Configure Scoring System

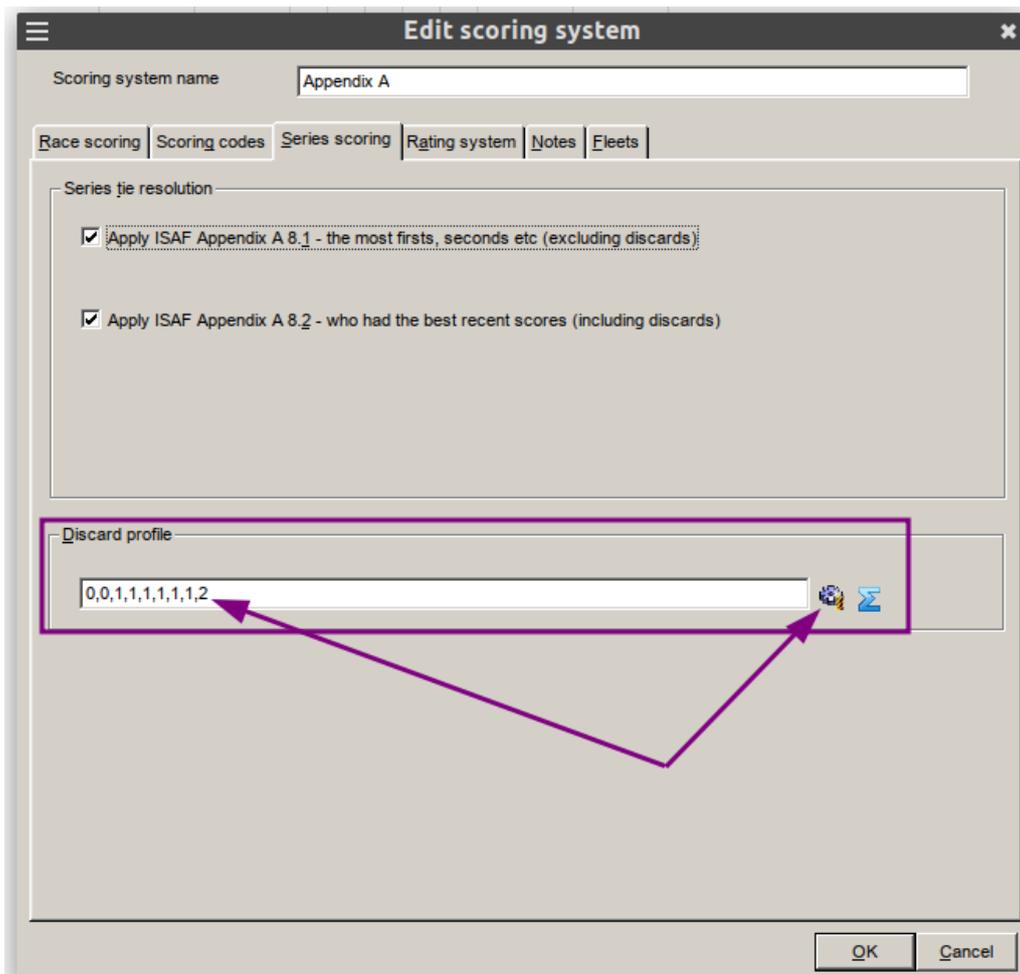
This is the step where you start using the information you highlighted in the NoR / SIs, so have them close by.

Click the icon / button on the toolbar labelled ‘Scoring system’.



There are six tabs in the window. A new Sailwave series sets up ‘Race scoring’ to be as per RRS A5.2, which is the default, if the NoR and/or SIs have not stated otherwise. Frequently, the only thing the NoR and/or SIs specify regarding scoring is the number of discards allowed in the series and after how many races.

‘Series scoring’ tab where the discard profile for the series is set. This is usually done as comma separated string on numbers. You can check if the string is what you expect by clicking the cog icon to the right of the box.



The 'Rating' tab is where the rating system to be used is selected. The Sailwave default rating system is 'None'. But as this document is about creating a handicap event, a rating system has to be chosen, so chose the one you need by clicking the empty circle beside your choice.

There might be a need to create one or more custom scoring codes depending on what has been written in the NoR and/or SIs. For example, there might be a penalty for checking out checking in under safety requirements; quite often known as a tally penalty. If such a penalty is to be applied to a race you should create a custom scoring code and I suggest using codes TPO (for tally out) and TPI (for tally in). An alternative is apply such penalty to a competitors Nett series score, for which Sailwave has a field/column for storing the penalties that automatically get added.

Once you have configured the tabs as required for the event click the OK button.

Before moving on, save your Sailwave file.

Step 4 – Enter / Import Competitors

Most events these days use some electronic means for recording entries, typically an online entry system. To save manually typing competitor data into Sailwave, it is possible to import competitor data from a CSV file. A CSV file is most easily created by having the competitor information in a spreadsheet (Microsoft Excel or LibreOffice Calc for example). Even if entry was not done using an online system, I would strongly recommend collating the competitor data in a spreadsheet and importing into Sailwave, rather than manually entering directly into Sailwave.

All online entry systems should be able to export competitor data into a file compatible with a spreadsheet; either in a native spreadsheet format or as a .CSV file. Just make sure it is one entry per row, I had a system which for two person entry put helm & crew on separate rows.

Having competitor data in a spreadsheet allows manipulation / formatting of data prior to import into Sailwave. For example, Sailwave by default has a competitor name in one column / field where as online entry systems typically have separate entry of first / known name and surname / family name. Concatenation is the spreadsheet function to join data in two or spreadsheet columns into one column.

Also typically online entry systems output date information in DD-MM-YYYY or MM-DD-YYYY format (with or without the / or -), but it is very useful to have dates in Sailwave as YYYY-MM-DD format. The date can be without separators but having one makes the date string easier to read.

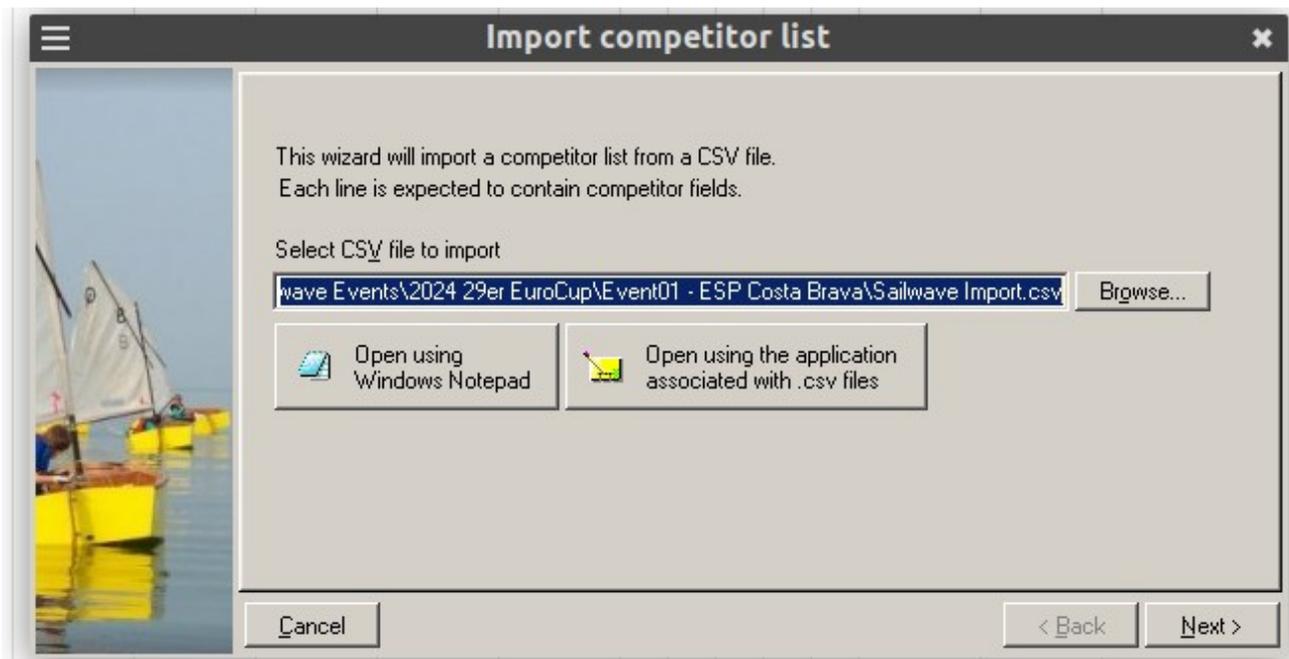
It is very useful to have the column headers in a spreadsheet be the same as the field names in Sailwave. When importing the data, Sailwave will automatically link a Sailwave column name with a column name in the spreadsheet if they are identical. You can manually map as part of the import process.

Note – if importing a rating for a competitor import into the ‘Rating’ field/column not ‘NewRating’ field/column as this used by Sailwave when using progressive rating systems, such as RYA NHC and Irish Sailing ECHO.

Once you have the data in the spreadsheet in the way you would like, firstly save the information in the native format of the spreadsheet you are using, for Excel .XLS or .XLSX and for LibreOffice .ODS. This is so if you did forget to do something you can go and do so. Now save the file in .CSV format. Usually this done from the File menu of the spreadsheet application and then selecting the .CSV format.

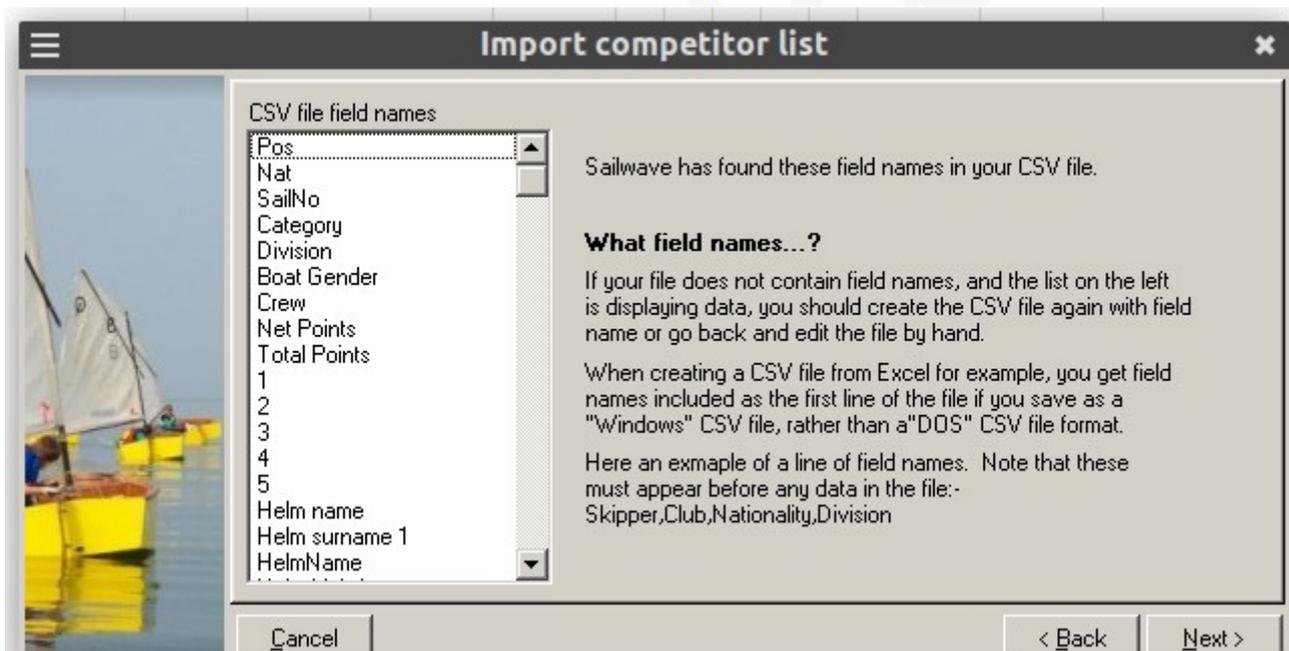
You can now import your competitor data into Sailwave. **Note** – this is not a one time process, it can be repeated until you are happy the data has been imported how you would like.

To import competitor data into your Sailwave file, click ‘File’ on the menu bar followed by selecting ‘Import competitors from a CSV file’; this is near the bottom of the column of options on the ‘File’ menu. A window will open:

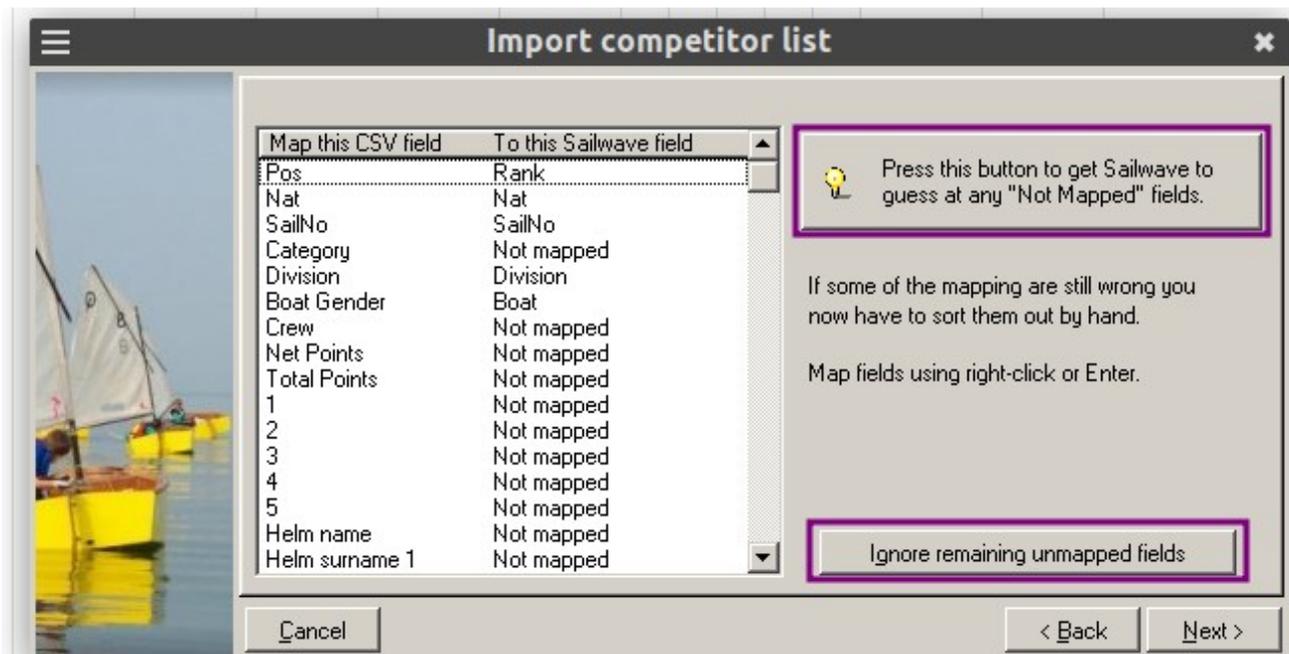


Click the browse button so you can navigate to the location you saved the .CSV file and select it. Once you have found and selected your .CSV file click 'Next' button.

A new window will open:



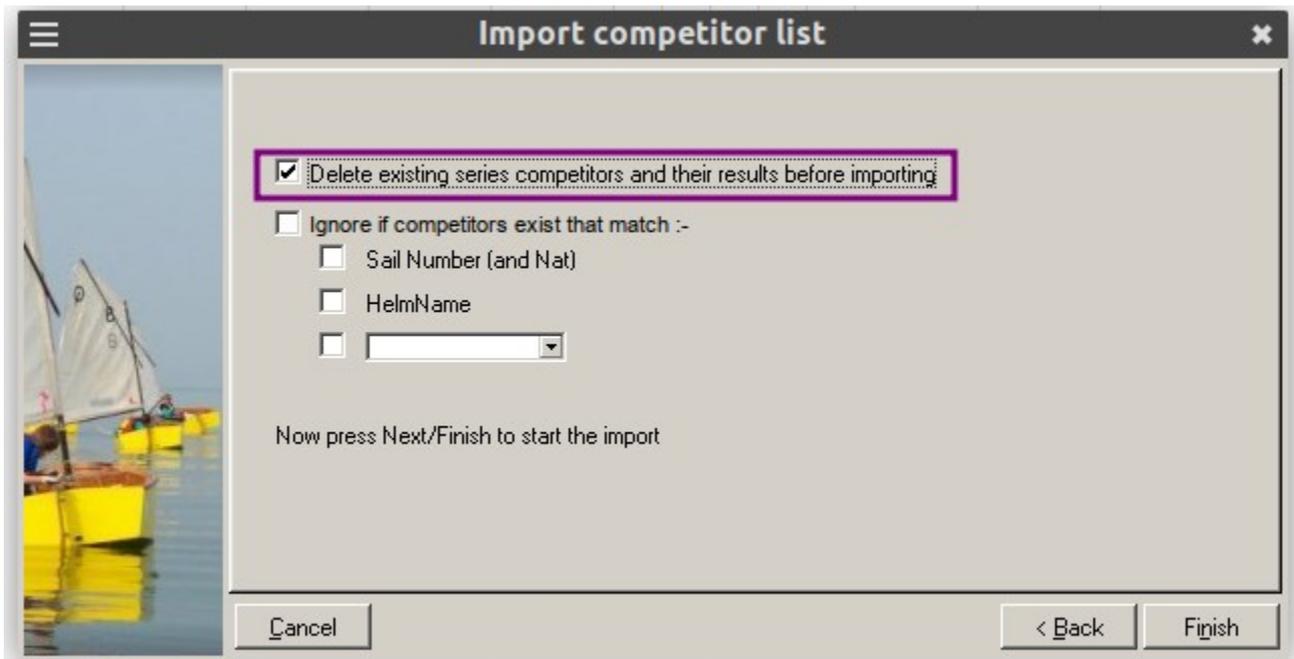
This window shows the column names found in the CSV file and is for information only. Click 'Next' button to continue and the window will be replaced:



This where you map the CSV columns to Sailwave field/column. Sailwave makes an initial guess at what fields from the CSV file to map to in Sailwave. There are 5 actions you can take in this window:

- right click a row in the left hand block, which shows the ‘guessed’ mapping, to change the mapping by selecting from a list of Sailwave fields that appear in a pop-up window or IGNORE importing this field
- click to button ‘Press this button to get Sailwave ...’ at top right to get Sailwave to further guess appropriate mappings
- click button ‘Ignore remaining unmapped fields’
- when happy with mapping of fields from CSV to Sailwave click ‘Next’ button or
- the ‘Cancel’ or ‘Back’ buttons allow you to do as they say

Clicking the ‘Next’ button may pop-up a warning message box, if this happens read the message and take the appropriate action. Frequently it is that the ‘Ignore remaining unmapped fields’ button has not been clicked. But if no warning message boxes, the next window appears:



It is usual to have the first box checked as shown in the above image. Using this option is the one that allows you to import the competitor list multiple times until you are completely happy with the data import. Well at least until you have entered some results!!!!

The final step to importing competitor data is to click the 'Finish' button.

You may or may not have received the competitor data before event registration is complete. If you receive competitor data after registration is closed do not expect it to be completely correct. I have never had an event where the data has been on 100% correct when I have imported it.

Making corrections / changes is quite easy. Just double click a competitor information column and Sailwave will open a window with the field and data highlighted ready for the change. If you have not double-clicked the correct competitor field, no problem; just click in the appropriate field box in the open window and make the change required.

Frequently competitors forget to notify at registration that they have changed sail number and it is not until you get the first race results in, that this becomes apparent. Sailors, or their parents, quickly come to the race office when their result is DNC.

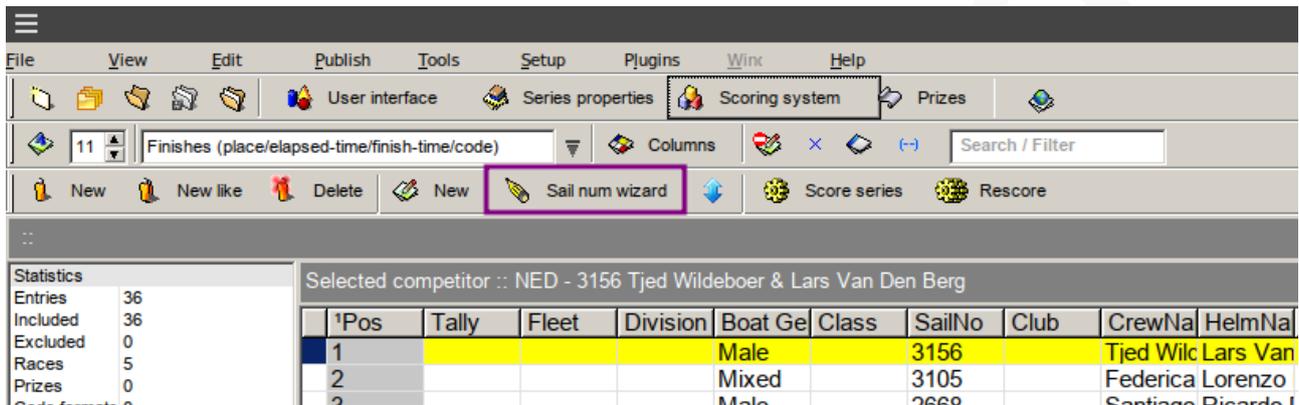
Step 5 – Enter Race Results

How and when finish sheets get to you, is for you to arrange with the race team. Most events these days use either WhatsApp or Telegram to send a photograph of the finish sheet. Hopefully, you will get a nice clear, in focus photograph of the finish sheet, as well as quite soon after the finish.

However, do not be surprised if you do not get the information until the next race has been started.

Note – it is much quicker and easier to enter sail numbers using a numeric key pad; unless you happen to be a touch typist.

To start the process of entering a set of results, click the ‘Sail Number Wizard’ button the toolbar, to open the first window for entering finish sheet data.



The dialog box titled 'Enter results via sail number' is shown. It contains the following fields and options:

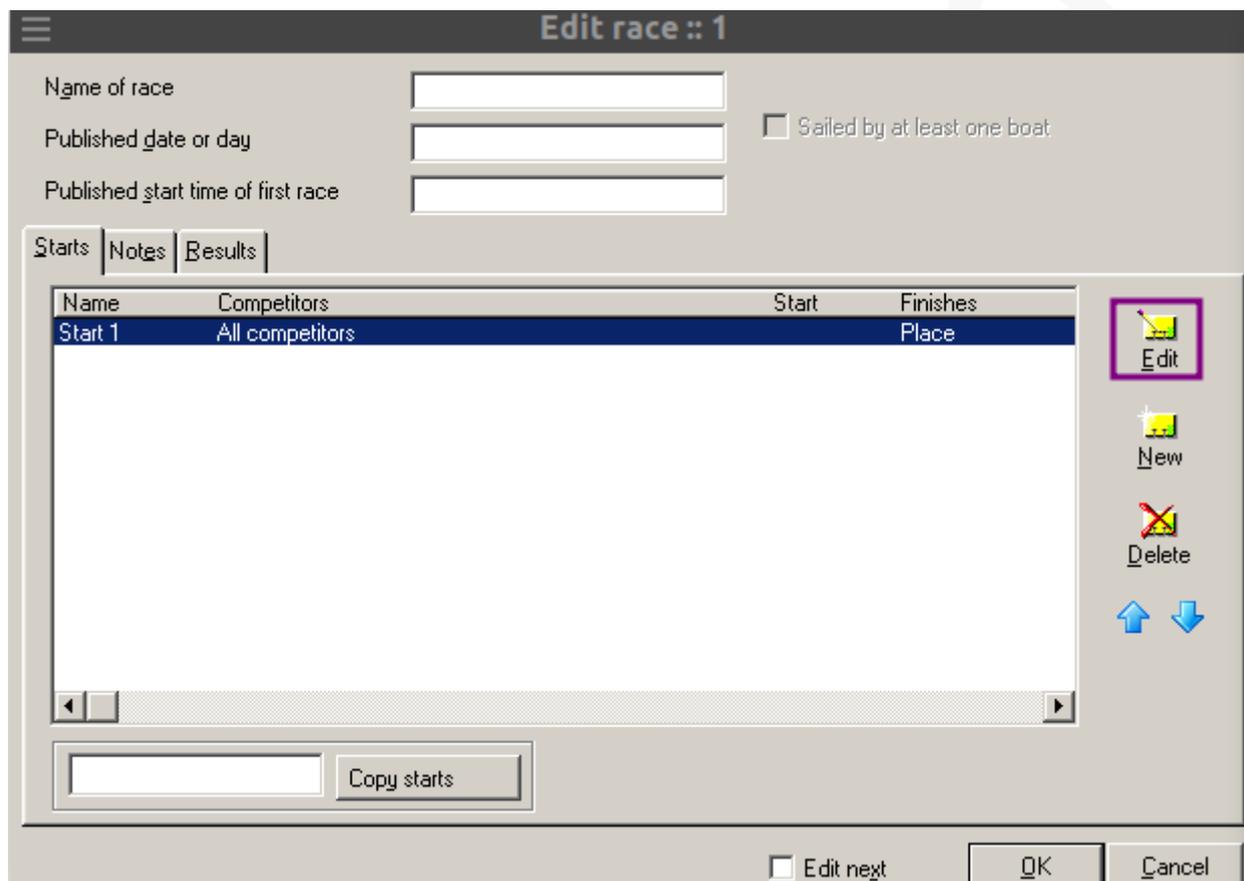
- Race: R1
- Competitor: [Empty]
- Which race do you want to enter results for...
Select a race number or leave it as it is and then press Enter or click Next to proceed...
Race number: 1 (highlighted with a purple box)
- Field: SailNo (dropdown menu)
- Ignore alphabetic characters when matching competitors
- Match last 4 chars only
- Include excluded competitors
- Real-time finish times

Buttons: Edit race, Cancel, Next. A green checkmark icon is visible at the bottom left.

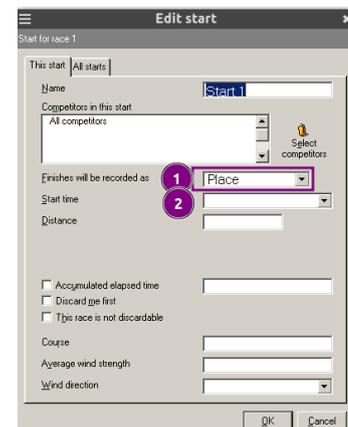
A handicap race requires an elapsed time of the race for each competitor. The elapsed time can be an actual elapsed time recorded from a timing device or the real time of the finish. If the later the real time of the start of the race has to be recorded as well, so Sailwave can calculate the elapsed time. It is recommended that all times are recorded in HHMMSS format and if using real time to use the 24-hr clock. **Note** - to speed up data entry you do not need to use a time separator.

In the first window of the Sail Number Wizard dialogue, you set the race number of the race that you are going to be entering finish sheet data for. On the right side of this window is an 'Edit race' button, by clicking this you can set whether the race is using elapsed times or finish times. If using the latter, you can enter the start time in HHMMSS format.

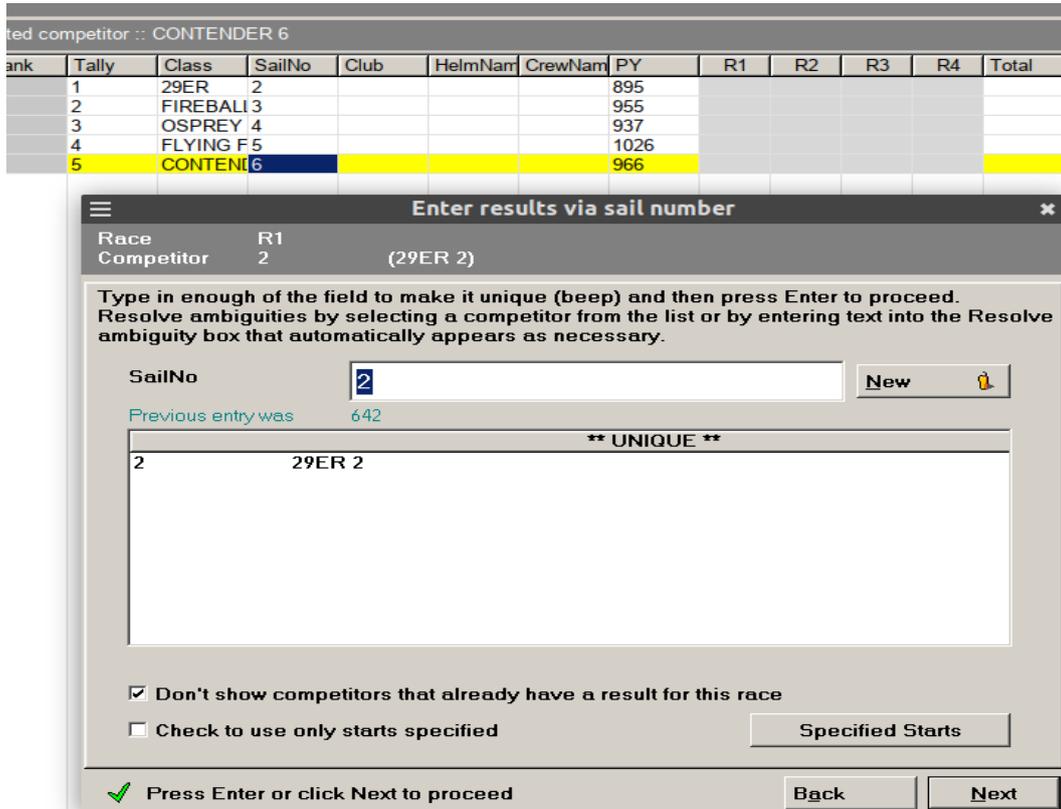
When the 'Edit race' button is clicked a window appears.



If this is the first handicap event/series you have created there will only be one start and it will be for all competitors. To set either elapsed times or finish times click the 'Edit' button. The window to the right will appear. To change from Place finishes to Elapsed or Finish use the drop down arrow and select the appropriate one. If Finish is selected, enter the start time in the box underneath. Entering a start time saves data entry time and makes sure all the start times are

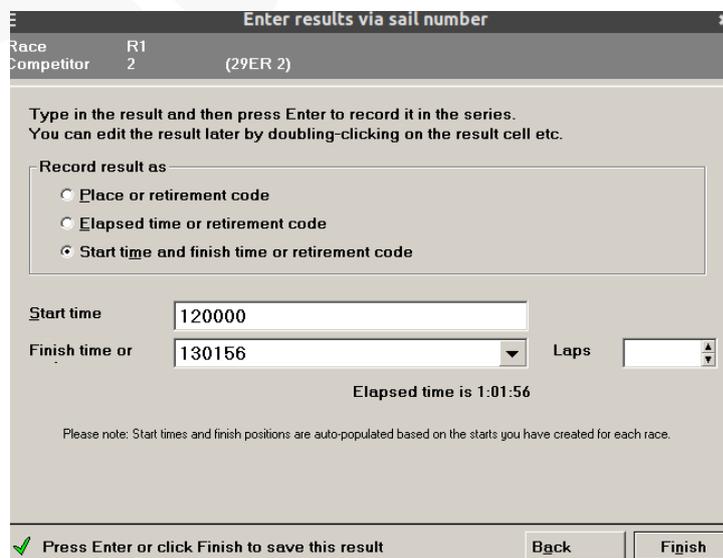


the same for the competitors on the start selected, thereby reducing potential for errors during data entry. This is really helpful when more than one start for a race.



Enter the first sail number recorded on the finish sheet. As you type in a sail number, a list of boats matching the digits you have entered so far appears in the box below. When you have a unique match you can click 'Next' button or press the return/enter key. If for some reason there is more than one boat with the same sail number, you have to select which one from the list of possibilities before clicking 'Next' button or pressing return/enter key.

Note – a beep only occurs if Sailwave being used on a Microsoft Windows PC.



After clicking 'Next' button a new window appears with the 'Start time' box already populated with the start time from the race information set previously. If elapsed time was chosen when configuring race info, the start time line will not appear and you will be prompted to enter the elapsed time.

When you have entered a finish time or elapsed time the Laps box will appear, you only need to enter a number if the competitors have done a different number of laps.

Note – if a sail number in the list of finishers has been annotated in some way as being BFD, UFD or NSC do not change their finish data as part of entering the list of finishers. Make the change after coming to the end of the list of recorded finishers. There is a reason for doing this, it makes it much easier to re-instate them in the correct position if the competitor is successful in having BFD, UFD or NSC overturned at a 'Request for Redress' hearing.

To enter finish sheet data for boats usually record in a list on the right hand side of the sheet under something like 'DNS, DNF, RET'. Continue using the 'Sail number Wizard' but when it shows the next elapsed time / finish time box, click the down arrow on the keyboard, or the down arrow button alongside the entry box, to show a list of codes from which you select the appropriate one. Each sail number should have the code to be allocated alongside either before or after the number on the finish sheet.

To change from a finish position for a boat to a scoring code can be done in two ways:

- Right click on finish position in question and a pop-up window will appear, select 'Select result code of' and from from list that appears select appropriate code.
- Double click on finish position in question and in window that appears click radio button alongside word 'Code', followed by selecting the code required from the drop-down list.

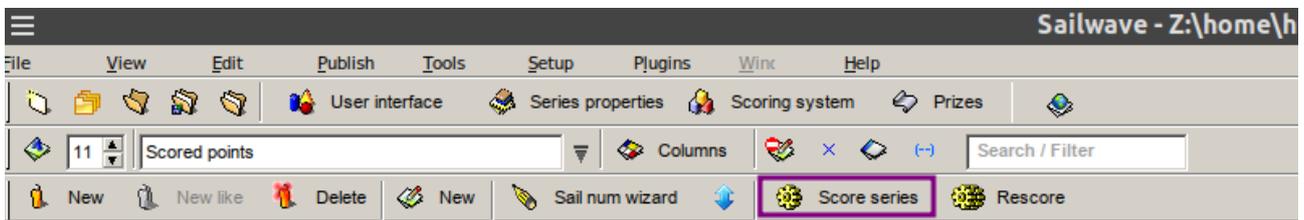
Once you have entered all the finish sheet data save your file.

Do not worry if you think you have made a mistake, corrections can always be made without having to completely re-enter the data from the finish sheet.

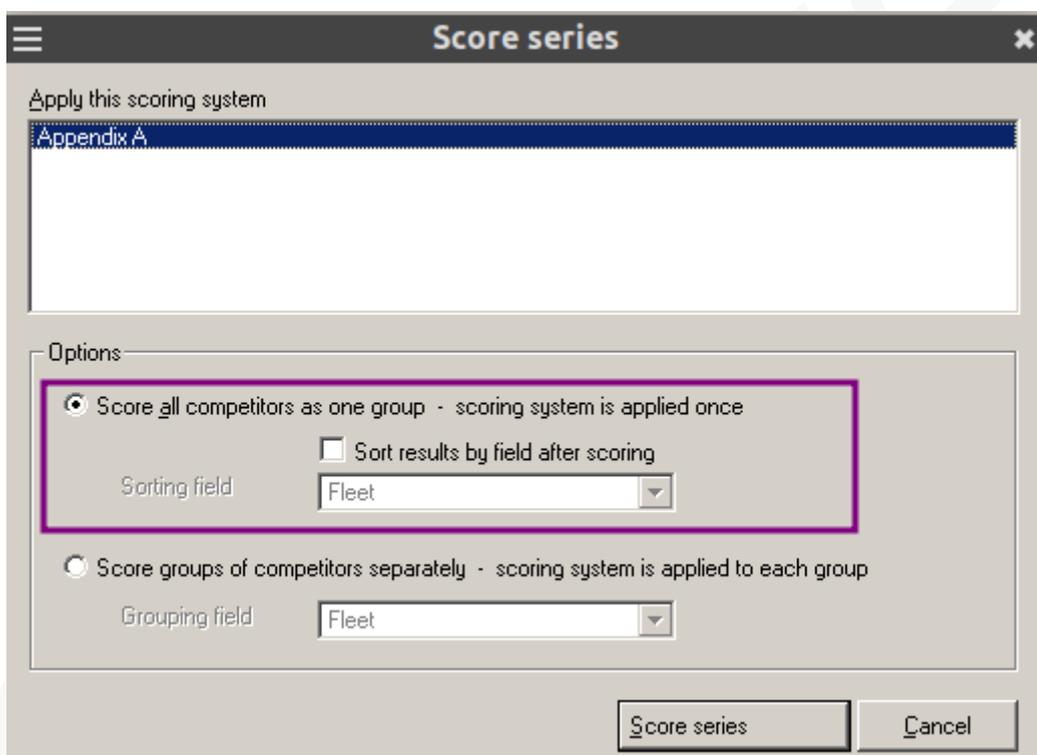
Step 6 – Score Series

After entering finish sheet data and saving the Sailwave file, scoring the series is the next thing to be done.

To score the series click on the ‘Score series’ button the toolbar:



A window opens



For this single handicap fleet you do not need to change from the default as highlighted, so click on ‘Score series’ button to score the series. The window will close and Sailwave will show the grid of competitors in the scored / ranked order having applied the scoring rules that have been defined; in this walk through the default of RRS Appendix A 5.2, with one discard allowed.

The screenshot shows the main window of Sailwave. The 'Score series' button in the toolbar is still highlighted. The main area displays a grid of competitor data. The row for 'FIREBALL 3' is highlighted in yellow. The grid shows the following data:

Selected competitor :: FIREBALL 3													
Rank	Tally	Class	SailNo	Club	HelmNam	CrewNam	PY	R1	R2	R3	R4	Total	Nett
1	1	29ER	2				895	1.0				1.0	1.0
2	5	CONTEN	6				966	2.0				2.0	2.0
3	3	OSPREY	4				937	3.0				3.0	3.0
4	2	FIREBALL	3				955	4.0				4.0	4.0
5	4	FLYING	F5				1026	5.0				5.0	5.0

Step 7 – Publish Results

Note – Sailwave cannot print directly to a printer or PDF file.

Sailwave publishes results to the default web browser configured on the PC (Microsoft Edge, Mozilla Firefox, Google Chrome *etc.*). If a set of results is required on a piece of paper, or as a PDF file, then use the printing options available from the web browser to print to a printer available to the PC.

To publish results to the default web browser of the PC, click ‘Publish’ on menu bar and select ‘Results V2’. This option is recommended because it scales / resizes any event / venue graphics to a known size and places them either side of the event header information that is published so everything looks balanced. A more creative look with sponsor’s logos can be designed.

In the latest versions of Sailwave the event & venue logos are set by default in ‘Series properties’ to Sailwave logos. These links can be deleted or replaced with links to appropriate image files. Note – links to your won image files must be accessible on the Internet, they cannot be a link to a file on your PC.

Sailwave results for Osprey Open Championships 14th / 15th Oct 2023 at Blithfield Sailing Club — Mozilla Firefox

file:///home/huw/wine/drive_c/users/huw/Temp/blw4279.htm

sailwave SAILING SCORING SOFTWARE

Osprey Open Championships 14th / 15th Oct 2023
Blithfield Sailing Club

Results as of 15th October

Overall

Sailed: 5, Discards: 1, To count: 4, Rating system: PY, Entries: 18, Scoring system: Appendix A

Rank	Class	SailNo	HelmName	CrewName	Club	1 - 1300	2 - 1500	3 - 1630	4 - 1015	5 - 1115	Nett	Total
1	OSPREY	1206	Peter Gray	Geoff Edwards	Sturanton Harold SC	1.0	(4.0)	2.0	2.0	1.0	6.0	10.0
2	OSPREY	1234	Terry Curtis	Peter Greig	Weymouth	(0.0)	1.0	3.0	3.0	3.0	10.0	15.0
3	OSPREY	1381	Richard Hartley	Mark Hartley	Blithfield	(RET [18.0])	9.0	1.0	1.0	2.0	13.0	31.0
4	OSPREY	1382	Roger Blake	Jamie Blake	Great Moor SC	3.0	2.0	7.0	4.0	(8.0)	16.0	24.0
5	OSPREY	1349	Robert Shaw	Ian Little	KWSC / RCYC	4.0	5.0	5.0	(6.0)	6.0	20.0	26.0
6	OSPREY	1368	Steve Leney	Paul Keeting	Blithfield	8.0	(11.0)	4.0	8.0	4.0	24.0	35.0
7	OSPREY	1373	Richard Marshall	Arthur Butler	Poole YC	11.0	(13.0)	11.0	5.0	5.0	32.0	45.0
8	OSPREY	1291	Alex Willis	Nick Willis	Hayling Island SC	2.0	(RET [19.0])	13.0	10.0	10.0	35.0	54.0
9	OSPREY	1345	Tom Chadfield	Peter Slater	Blithfield	9.0	8.0	6.0	(15.0)	15.0	35.0	50.0
10	OSPREY	1383	Ken Brown	Mark Mahoney	OCSC	(DNC [19.0])	6.0	6.0	7.0	16.0	35.0	54.0
11	OSPREY	1114	Rik Downs	David Downs	Tala Steel SC	(RET [18.0])	8.0	10.0	12.0	7.0	37.0	55.0
12	OSPREY	1331	Ian McDonald	Jon Gibbons	Blithfield	6.0	12.0	12.0	(13.0)	9.0	39.0	52.0
13	OSPREY	1363	Rob Burdakin	Wouter Swinmock	Blithfield	(12.0)	7.0	9.0	11.0	12.0	39.0	51.0
14	OSPREY	1360	Steve McCarthy	Paul Sennett	Blithfield	7.0	(RET [19.0])	(DNC [19.0])	14.0	13.0	53.0	72.0
15	OSPREY	1341	William Crichton	Jon Ball	Ribble Cruising Club/Blithfield	10.0	10.0	16.0	(DNC [18.0])	17.0	53.0	71.0
16	OSPREY	1252	Paul Heather	Jonathon Osgood	TLSC	(RET [18.0])	14.0	14.0	17.0	11.0	56.0	74.0
17	OSPREY	1333	Doug Rankin	Rob Swinmock	Blithfield	13.0	15.0	15.0	16.0	(18.0)	59.0	77.0
18	OSPREY	1175	John Bowden	Tim Bowden	Weymouth	(RET [18.0])	(RET [19.0])	(DNC [19.0])	9.0	14.0	60.0	79.0

Scoring codes used

Code	Description	Points
DNC	Did not come to the starting area	19
OCS	On course side at start or broke rule 30.1	18
RET	Retired	Varies

Sailwave Scoring Software 2.32.01
www.sailwave.com

When you click on ‘Publish’ and select ‘Results V2 a window opens, with 3 columns as highlighted & numbered in the following image.

- Highlighted box ❶ is for publishing the series summary table and the settings shown are the ones usually used
- Highlighted box ❷ is usually used with handicap series so competitors can see their corrected times compared to theirs in the race. So click check box alongside ‘Publish individual race tables’ followed by selecting ‘All races sailed’. The options tab allows you to

select what data is published in the individual race tables. It is usual to have checked 'Include finish times' (also used if elapsed times have been entered) and 'Included corrected times'.

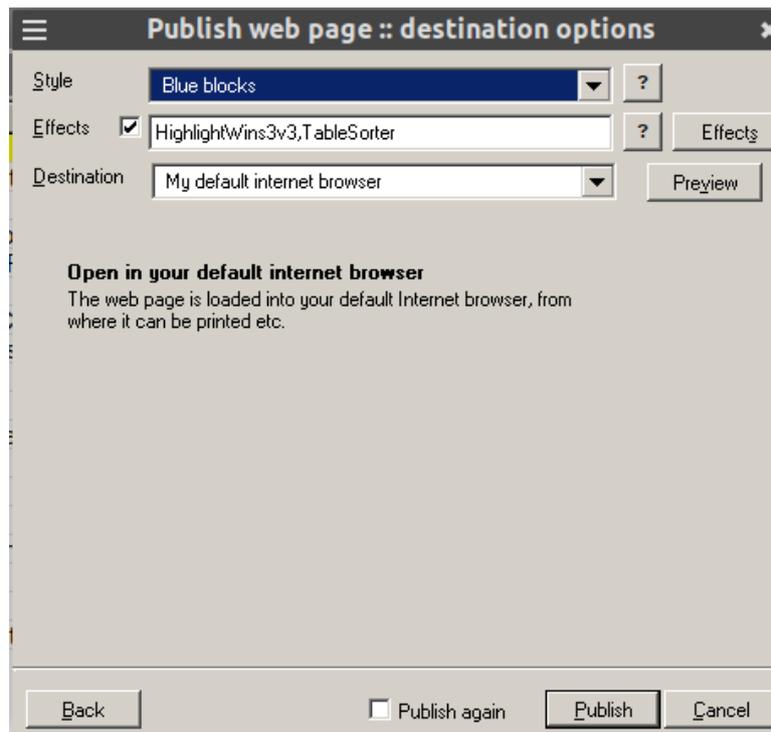
BCE = Back Calculated Elapsed time which show the elapsed time a competitor would have need to come equal first in the race

BCR = Back Calculated Rating which shows the rating the competitor would have need to be using to come equal first in the race

- Highlighted box ③ allows some extra information to be published with the results.
'Add page breaks' is useful if results are going to be printed to paper or a PDF file as each new table will start on a new page
'Publish contents' puts a small section above the first set of published series summary results if more than one fleet being scored with quick links to each of the series summary tables being published
'Publish notes' allows you to include notes about the series. The note(s) are entered on the 'Notes' tab. Note – if you want sentences to appear on separate lines when published you have to separate the sentences with the HTML code
.

The screenshot shows a software window titled "Publish web page :: results options". The window header includes the club name "Blithfield Sailing Club", the event "Osprey Open Championships 14th / 15th Oct 2023", and the current view "Viewing Scored points". The main area is divided into several sections. At the top, there is a "Title" field with the text "Results as of 15th October" and a dropdown arrow. Below this are two buttons: "Final" and "Provisional". The "What to publish" section contains three main panels. The first panel, highlighted with a purple box and labeled "1", is for "Publish a series summary table" and has three radio button options: "All races", "All sailed races" (which is selected), and "Just these races". The second panel, highlighted with a purple box and labeled "2", is for "Publish individual race tables" and has three radio button options: "All races", "All sailed races", and "Just these races" (which is selected). The third panel, highlighted with a purple box and labeled "3", contains several checkboxes: "Publish a prize winners table", "Publish notes", "Add a page breaks", "Publish a contents list", and "Publish codes used" (which is checked). There is also a "First N only" dropdown menu set to "1". At the bottom of the window, there are "Next" and "Cancel" buttons.

Having selected appropriate options , click the 'Next' button to see the next window in the publishing flow.

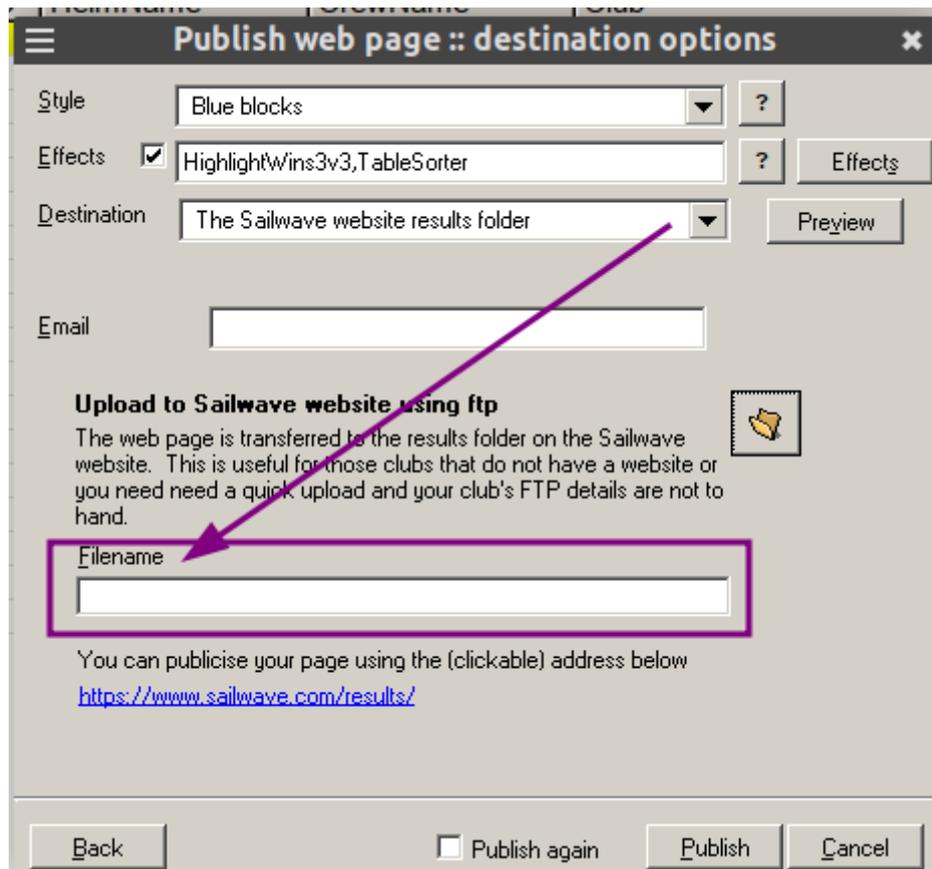


Sailwave allows you to select from a range of styles by clicking the drop down arrow to see those available by default. **Note** – if you decide to include the ‘TableSorter effect’ from the list of ‘effects’ available then what ever Style you chose is overwritten by the TableSorter own style to a large extent. TableSorter effect allows visitors to the results when published online, to sort on one or more columns.

Publishing ‘effects’ modify the way the results are presented and the most used is the ‘HighlightWins3v3 effect’, this effect changes the background colour of the boats placed 1, 2 & 3 in each race. The boat placed first in a race has a background colour of **YELLOW**, the boat placed second has a background colour of **RED** and the boat placed third has a background colour of **BLUE**.

Sailwave allows publishing of results to several different destinations, the default being to the local default web browser of the PC. Other options include to the Sailwave website results folder / sub-folder of the main Sailwave results folder or a club / class / event website. The easiest & quickest way to publish your results online is to publish them to the Sailwave results folder. You can see what has been published by others on the Sailwave website by visiting www.sailwave.com/results.

If you have selected the ‘The Sailwave website results folder’ destination from the drop down list of destinations, you will need to enter a file name in the box that has appeared. The file name must include at the end, either .htm or .html.



Note – when publishing to the Sailwave results default folder make sure your file name is unique with a meaningful name for the event. It is recommended you included at least the year of the event. If you include a full date the recommended format is YYYY-MM-DD before the event title including venue. For example

2024_29er_GP4_WPNSA.htm

or

2024-01-23_29er_GP4_HISC.htm

If you have have a sub-folder for your club / class / event then this precedes the file name you create, separated from your filename by a /. For example:

test/2024-01-24_textfile.htm

Do not use characters other than A-Z, a-z, 0-9, _ (underscore) or – (dash) in your filename.

Note – if you would like a sub-folder for your club / class / event results on the Sailwave website, it has to be created for you before you want to use it. You cannot create one.

Note – if publishing online and wanting a paper copy for a venue located Official Notice Board, it is **strongly recommended** that you publish online and then open the online copy of the results in your web browser and print off a copy.

To publish results to your chosen destination click the ‘Publish’ button and follow any prompts.

It is possible to publish to your club / class/ event website but that needs more information before it can be configured in Sailwave and will not be covered in this document

After Racing Finishes

Unfortunately, it is likely that you will still have things to do or problems to resolve. The most likely are:

- having to re-arrange the finish order in a race because a boat has been missed and needs slotting in
- the order across the finish line has been changed following scoring query
- change a competitors result following a protest committee hearing
- re-publishing results to the Sailwave website results folder because of the above points

Taking these points one at a time.

Making changes to results

Correcting the score for the missing boat from probably DNC to their recorded finish position. This can be done in one of several way but probably the easiest is to double-click the competitor race cell and enter the finish time or elapsed time as appropriate. Note – when entering elapsed time or finish time it is best to use a time separator in this circumstances

The screenshot shows the 'Edit result' dialog box for a race. The title bar reads 'Edit result'. Below the title bar, the race details are: 'OSPREY 1206 Peter Gray & Geoff Edwards' and '4 - 1015 - Start 1'. There are three tabs: 'Result', 'Rating', and 'Audit', with 'Result' selected. The 'Recorded result' section has a red box around the 'Place' field, which is set to '2'. Other options in this section include 'Elapsed time', 'Start time', 'Finish time', and 'Code'. The 'Calculated result' section includes 'Corrected time', 'Score' (set to '2' with a 'discarded' checkbox), and 'Rank' (set to '2'). At the bottom right are 'OK' and 'Cancel' buttons.

If the boat in question has the radio button alongside 'Code' has black dot in middle, click the empty circle beside 'Elapsed time' or 'Start time' and then enter the elapsed time or finish time as appropriate that they have allocated.

When you have made all the corrections required, score the series and re-publish the results. You may end up making changes and re-publishing several times.

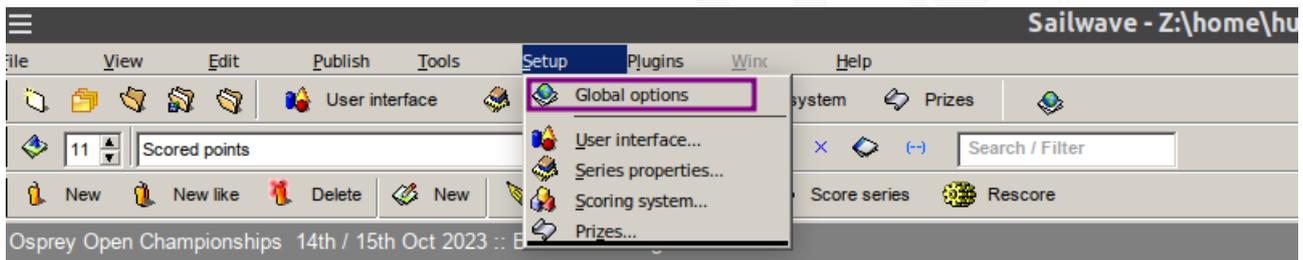
To change a race result for a boat following a Protest Committee hearing, double-click the competitor race cell and select the radio button alongside 'Code'. This is followed by selecting the code required from the drop down list. Having made a change(s) following one or more Protest Committee hearings, you will need to score the series and re-publish the results.

Problem publishing results

There are two common problems when publishing to the Sailwave website:

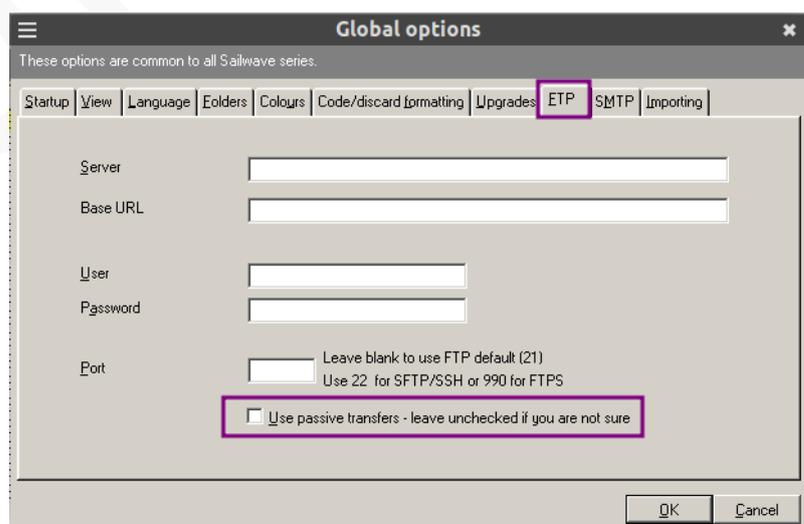
- a connection problem
- a filename or sub-folder problem

The connection problem usually gives "Error 0" in a message box that pops up, which is not particularly helpful. The first thing to try for a solution is click 'Setup' on the menu bar and select 'Global options'.



In the window that opens click the 'FTP' tab

If the checkbox at the bottom is not checked, click so a tick (✓) appears followed by clicking the 'OK' button. If there is a tick (✓) then click box so it disappears followed by clicking 'OK' button. The next step is to try publishing again and hopefully you will have success.



A file name problem could be associated with not using the list of characters documented earlier, *i.e.* only use characters A-Z, a-z, 0-9, _ (underscore) or – (dash).

A club / class / event sub-folder issue could be because it has not yet been created but the name of the sub-folder has been agreed. A quick way of checking if the folder has been created is to open www.sailwave.com/results in your web browser then search for the sub-folder name. If it is not found then please contact either Jon or Huw to give them a nudge.

Sailwave