



Alamitos Bay Yacht Club

Long Beach, CA

Sailwave

Chief Scorers Users Guide

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April 28, 2012

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SUGGESTED IMPROVEMENTS TO THE DOCUMENTATION

Please point out any sections within this guide that are incorrect, out of date, or inadequate in some way, by sending suggestions to Mark Townsend using the Sailwave forum sailwave@yahoogroups.com, referencing the page or section in question, along with a brief comment describing the suggested improvement, correction or addition.

INTRODUCTION

Sailwave is a popular easy-to-use multi-lingual sailing regatta scoring program for Windows. It is used internationally at all levels of the sport; from club racing to regional and world championships. Flexible publishing tools allow results to be targeted to web browsers, web-sites and email destinations. Functionality is based on ISAF RRS 2009-2012 Appendix A with additional multi-fleet and Appendix LE Addendum C (flight) capabilities. Friendly support from the author and hundreds of experienced users is available from the Sailwave User Group. Although primarily used at sailing events, Sailwave is also used for windsurfing, ice yachting, land yachting and model yachting. You can download Sailwave and other ancillary files from the Sailwave website.

Alamitos Bay Yacht Club organizes about two hundred days of sailing a year. The regattas that range in complexity from single class one-design racing in the evening, through complex multi-circle handicap events, and one-design championships that include qualifying series, final series, and medal races.

The majority of Alamitos Bay Yacht Club's racing calendar uses the Racing Rules of Sailing (RRS) Appendix A scoring system with one discard after five races.

OVERVIEW

The key to success with scoring is planning ahead and practice.

Get a copy of the Notice of Race and review the Scoring and Prizes section. Verify that they have not included any additional prizes or scoring requirements in the Sailing Instructions. You need to understand how to score the regatta and the results that are need to determine the prize winners.

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

For special prizes, review the eligibility rules and how to determine the winner. A regatta may have a prize for the best Master; how do you determine eligibility, and how you determine the winner.

For more complex regattas, such as the Naples Sabot Junior Championship, which uses flight scoring, get a copy of last years results, they are usually available on the web. Setup and rescore the regatta, make sure your results match the published results.

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

Fleet – A group of boats that will sail and be scored together, they can be a one design class, or different boats using a handicap or rating system. Portsmouth, PHRF, or IRC would be a fleet made up of several different classes of boats using a handicap or rating system. Conversely Naples Sabots, or Optimists may be broken up into several different fleets, A's, B's, C's etc. or flights, Blue, Yellow, Purple, etc. or Divisions, Men and Women.

Class – The type of boat all carrying the same class insignia per Rule G1.1(a). Examples are Farr 40, 49er, Snipe, Cal 20, Naples Sabot, Optimist, etc.

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

Flights – A flight is a competitor attribute that can change on a per race basis. It is most commonly used in very large regattas where the fleet size precludes a single mass start. The fleet is divided into flights in accordance with Appendix LE Addendum C qualifying series. International Optimist Class Association (IODA) and International Naples Sabot Association (INSA) events use variations of this method for there large championships.

BASIC STEPS

At its simplest scoring the regatta is comprised of six steps as follows:

1. Setting up the Regatta
2. Registering Competitors in the Regatta
 - a. Printing out the Race Committee forms
3. Entering Race Results
 - a. Entering the boats finishing time or position
 - b. Handling a dead heat
 - c. Correcting a boats finish position
 - d. Entering boats not on rotation (DNC,DNS, DNF, TLE)
 - e. Starting Penalties (OCS, ZPF, BFD)
 - f. Scoring Penalties (SCP,RAF)
4. Scoring the Regatta
5. Entering the results of a Protest
 - a. Disqualifications
 - b. Redress
6. Printing and Posting the Results
 - a. Print the Results for the Notice Board
 - b. Post the Results to the website.

SETTING UP THE REGATTA

Setting up the regatta is the key to success. Setup is the most important and time consuming part of scoring the regatta, and if not done right will result in incorrect results. There are templates available for some of the more common regattas we run which make this task easier and less complex.

Usually you would create a series by opening an existing series and using the File+SaveAs menu to save it with a new name, or to use the File+NewSeriesUsingOneOfYourSeriesAsAProForma menu item that allow you to create a new series based on one of your existing series.

To create your very first series you will need to use one of the the File+New or File+NewSeriesUsingAStandardSailwaveProForma menu items. The difference is that the latter may have more of the settings already configured the way you need.

Note that when using File+New it will ask you for an initial number of races and competitors. You do not have to be exact, you can add or delete races and competitors later.

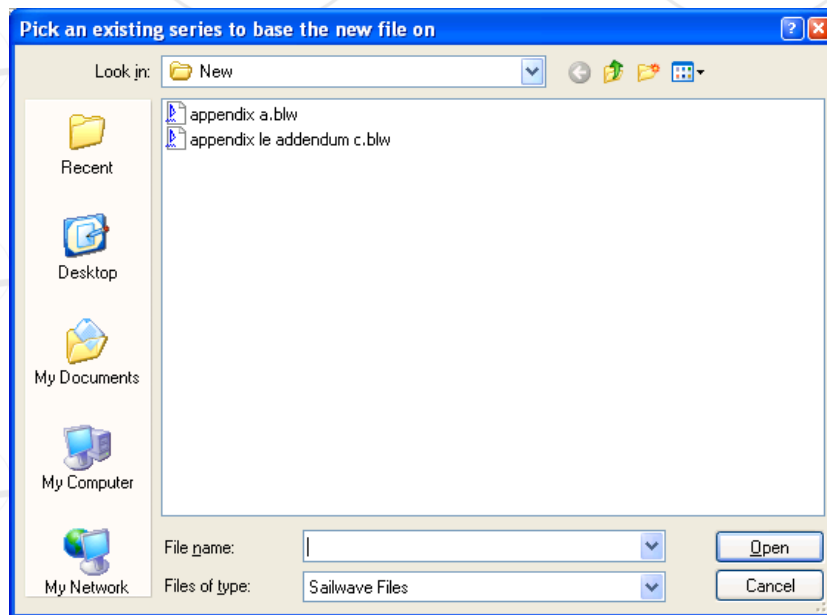
Having used one of the File+New menu items, the approach to setting up your new series would be something like this:-

- Setup+SeriesOptions menu item to configure general series options
- Setup+ScoringSystems menu item to create and configure the scoring systems you wish to use
- Setup+ScoringRules menu item to create any scoring rules needed, a scoring rule is only needed if you're going to score two or more groups of boats separately and each group requires some different values in the scoring system; e.g. different rating system.

Setting Up And Running A Single Class Event

This is the easiest case, where you have a single race course or circle, with a single race committee; in other words a regatta having a single rotation sheet per race.

Open a new series File+NewSeriesUsingAStandardSailwavePro-forma



Select the Appendix A file.

Update the Series Properties **Setup+SeriesProperties**

Setting Up And Running A Multi-Class, Single Race Committee Event

This is the easiest case, where you have a single race course or circle, with a single race committee; in other words a regatta having a single rotation sheet per race.

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

Setting Up And Running A Multi-Class, Multi Race Committee Event

When there is more than one race course or circle, with multiple race committees submitting multiple rotation sheets per race, you need to create a scoring file for each race course. The initial setup will be the same as for a single regatta.

Later you will need to create multiple copies with the course name and the name of the regatta you intend to score. e.g. "2007 Labor Day – Bay, 2007", and "Labor Day – Harbor".

Setting Up And Running Flights (Appendix LE Addendum C Event)

This is a simple conceptual description of setting up and scoring an Appendix LE Addendum C series. i.e. a series that is split into qualifying and finals races, with competitors changing flight throughout the qualifying races. It is assumed that the user is familiar with using Sailwave in general.

Note that in Sailwave a flight is a competitor attribute that changes on a per race basis. Your SIs may refer to "Fleet" or "Division" but you would always use the flight facilities in Sailwave itself - unless your series was non-standard and fleet/division assignments did not change through the series.

Setup the series:-

Review your global options.

Set up the series properties.

Set up the scoring system.

Create your races and starts.

Add the competitors.

Assign flights for the first day's races.

Publish the first day's flight assignments.

For each day of qualifying racing:-

Enter the day's results.

Score the series as one group.

Publish the results.

Except for the last day of qualifying, assign flights for the next day's races.

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

Prepare for the finals:-

Assign flights for the finals races.

Publish finals flight assignments.

For each day of finals racing:-

Enter day's results.

Score the series by fleet.

Publish the results.

Creating A Copy Of The Competitor Data

The easiest way to create a file for a new series in Sailwave is to create a new series using the ABYC Master Regatta as a pro forma.

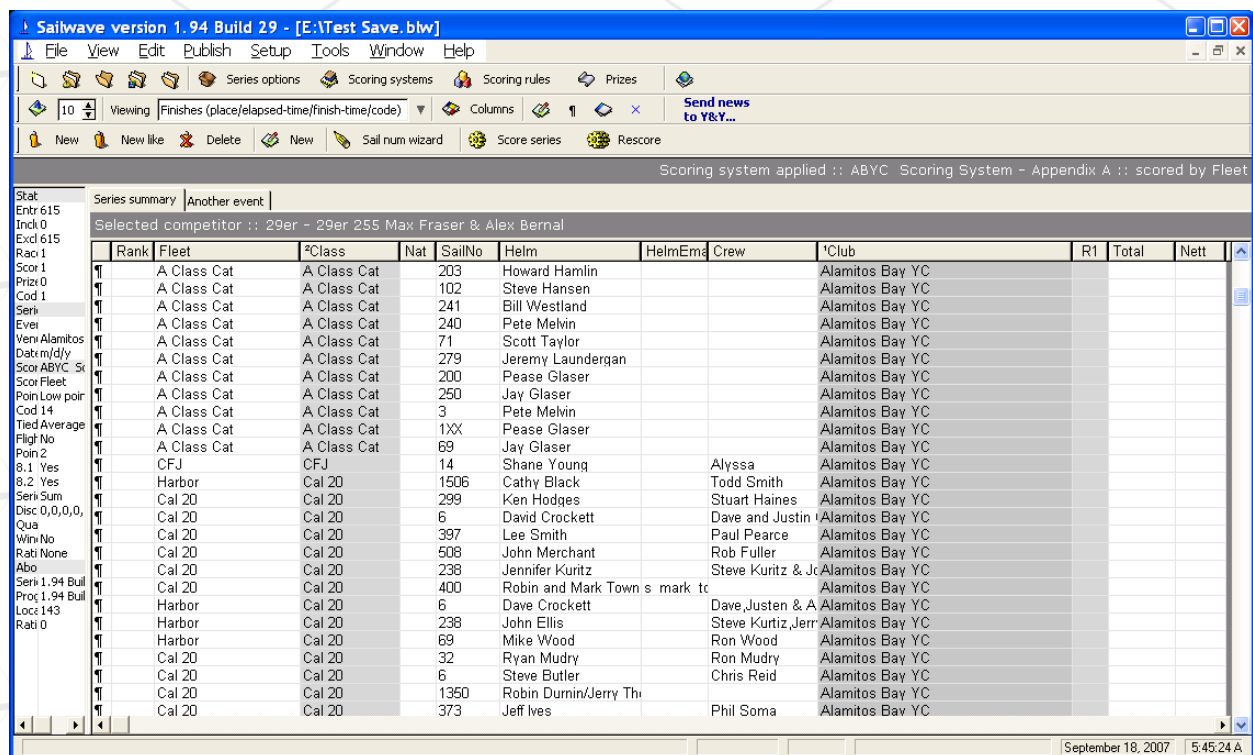
To set up a new series:

After starting Sailwave create a new event by clicking **File + New Series using one of your series as pro forma**. Select the Master Regatta in the Master Regatta folder.

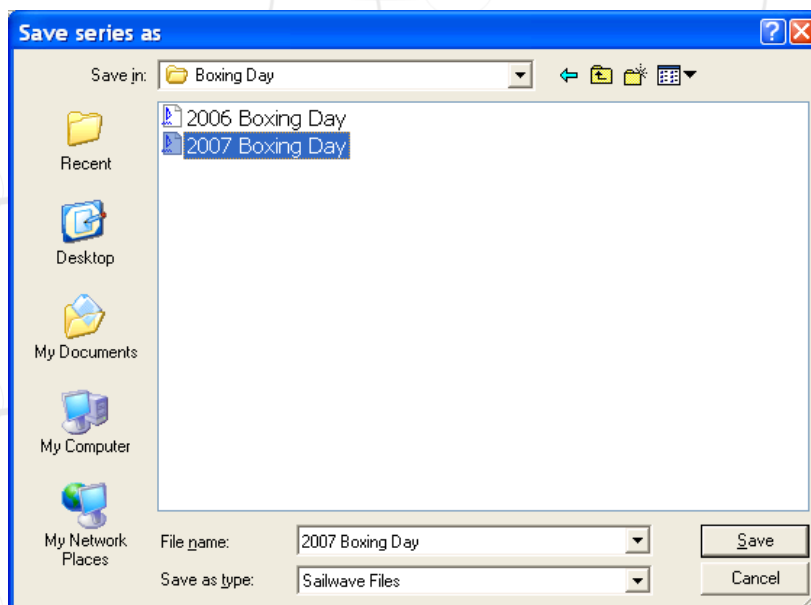


Click Open.

Sailwave should start and you will see a spreadsheet style list of competitors



Save a copy of the regatta to use to score your event by clicking **File + Save Series as**. Enter the year and name of your event in the file name field. e.g. **2007 Boxing Day** or **2007 Turkey Day – Bay** into the current year’s regatta folder.



You now have a copy of the ABYC Master Regatta competitor data from previous regattas. This will save you data entry time as you don’t have to enter information for competitors who have previously sailed at Alamos Bay YC.

Series Options

Change the series options by clicking on the Series Options button or **Setup + Series Options**. The information is printed on all the Sailwave reports. Enter the following information:

Event Name – 2007 Boxing Day Race, 2007 Turkey Day Regatta, etc.

Event web site – Normally left blank for ABYC regattas, some special events have there own website, e.g. the Olympic Trials website was <http://www.ussailing.org/olympics/OlympicTrials/>

Event email – Normally left blank for ABYC regattas, some special events have a special e-mail.

Event Burgee – Enter the URL to the event logo, such as the SCIRA logo or the Laser Class insignia. http://www.abyc.org/upload/laser_logo.gif or just use the ABYC burgee below.

Venue Burgee – Enter the venue information for Alamos Bay Yacht Club including the ABYC burgee http://www.abyc.org/upload/ABYC_Burpee.bmp.

Series properties

These properties are specific to this Sailwave series.

Event and venue name | Publishing | Notes | Admin |

Event name: 2009 Boxing Day Race

Event web site:

Event email:

Event burgee: http://www.abyc.org/upload/ABYC_Burpee.bmp

Venue name: Alamos Bay Yacht Club

Venue web site: www.abyc.org

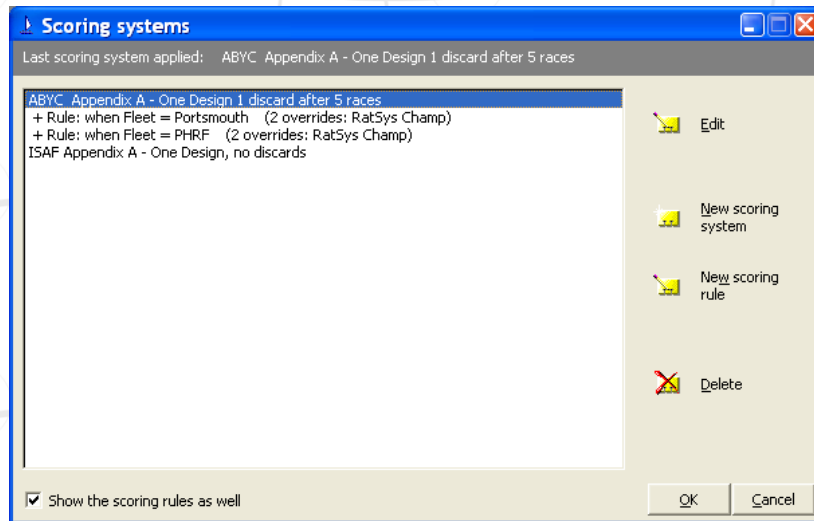
Venue email: abyc@abyc.org

Venue burgee: http://www.abyc.org/upload/ABYC_Burpee.bmp

OK Cancel

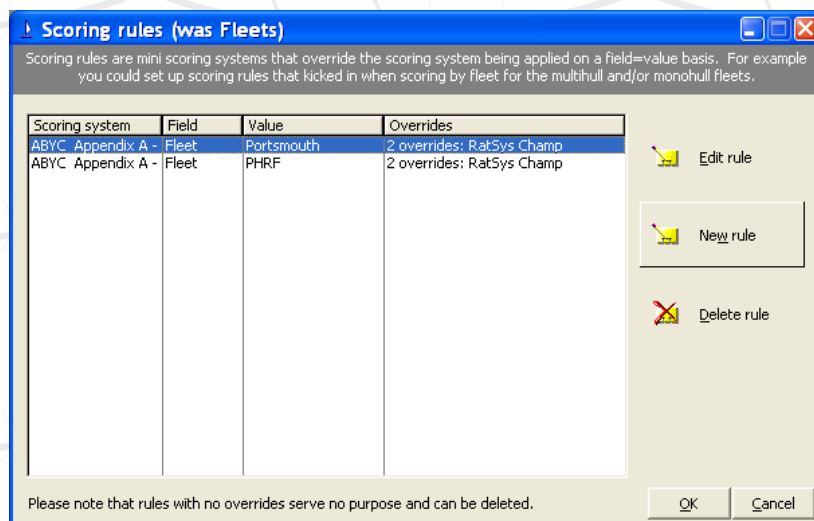
Scoring System

Select the scoring system for the regatta by clicking on the Scoring systems or **Setup + Scoring Systems**. Select scoring system you wish to use for the regatta, such as RRS Appendix A Low Point, High Point. You will normally use the ABYC Appendix A – One Design 1 discard after 5 races, but in special regattas you might use ISAF Appendix A scoring which has no discards.



Scoring Rules

In a multi fleet regatta where you both one-design and handicap fleets you need to ensure there are special scoring rules for the handicap fleets. They can be setup by clicking on the Scoring rules or **Setup + Scoring Rules**. For example the Portsmouth classes rating system is USSA Portsmouth.



Prizes

The 'Prizes' dialog box contains a table with the following data:

Num	Prize	Type	Winner
1	Description of prize	Best	

On the right side of the dialog, there are four buttons: Edit, New, Delete, and Competitors. At the bottom, there is a note: "The winners for Type=Best prizes are updated when the series is scored." and two buttons: OK and Cancel.

The 'Prizes' dialog box contains a table with the following data:

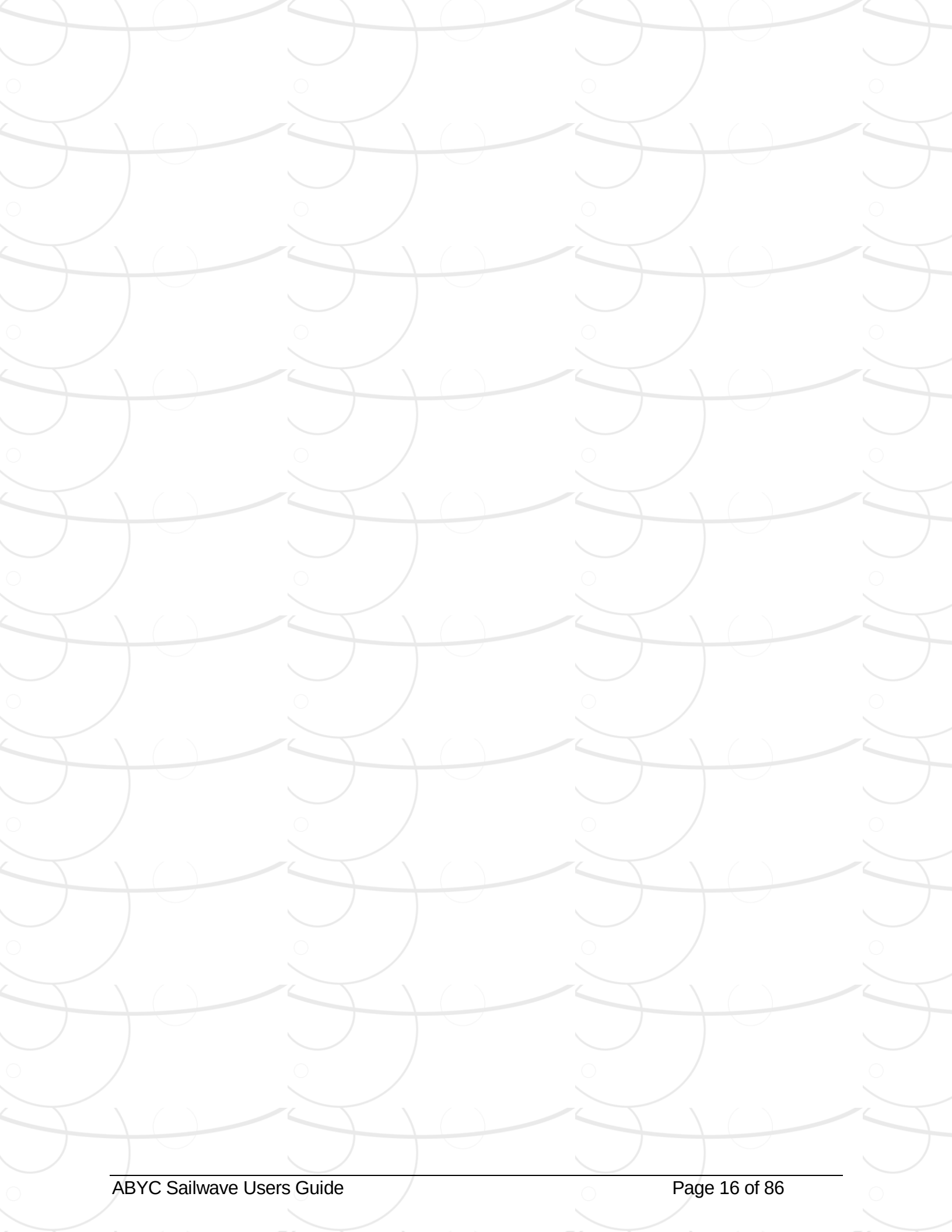
Num	Prize	Type	Winner
1	Boxing Day Champion	Best	
2	Boats with Beds Trophy	Best	

On the right side of the dialog, there are four buttons: Edit, New, Delete, and Competitors. At the bottom, there is a note: "The winners for Type=Best prizes are updated when the series is scored." and two buttons: OK and Cancel.

The 'Select competitors for prize' dialog box is divided into two main sections:

- Available competitors:** A list of competitors with the following entries:
 - USA - Cal 20 238 Jennifer Kuritz & Steve Kuritz & Joh
 - USA - Cal 20 69 Ron Wood - Lickety Split
 - USA - Cal 20 769 Bill Uniak & Alex Uniak - U Boat
 - USA - Cal 29 27637 John Qvale & Mike & Ben Corzine
 - USA - Coranado 15 3622 Mike Shea - no name
 - USA - Laser Full 1179 Lisa M Lebold - Godzilla** (highlighted)
 - USA - Laser Full 166905 Jorge Suarez - Lagrimas del I
 - USA - Laser Full 179463 Steven C. Smith - None
 - USA - Laser Full 179463 Steven Smith - no name
 - USA - Laser Radial 187336 Spencer Snook - White GL
 - USA - Lido 14 4900 Scott Babcock & Lilli Babcock,Emr
 - USA - Lido 14 4963 Jim Drury & Freank Carbone - Full
 - USA - Lido 14 6249 Steve Washburn & Steve Washb
 - USA - Lido 14 6274 Peter Beale & Holly Mitchell - Pulc
 - USA - Lido 14 6284 Steve Potter & Brooke Phillips - Is
 - USA - Melges 24 302 Mark Golsion & Jennifer, Emily, I
 - USA - Mercury 18 542 Eric Conn - Ol Skool
 - USA - Naples Sabot 10085 Paul Washburn - Penguin
 - USA - Naples Sabot 8714 Sarah Babcock - Killer Bee
 - USA - Naples Sabot 9304 Hilton Beckham - Danny Boy
 - USA - Naples Sabot 9500 Robin Townsend - Shady Le
 - USA - Naples Sabot 9565 Andrew Cole - Terminator
 - USA - Topper 0 Mike Price - Southern Comfort XS
- Competitors eligible to win this prize:** A list of competitors with the following entries:
 - USA - Chaser 29 49400 Dave Rustigian & Barbara F
 - USA - Coranado 25 394 John Ellis - Summer Wind
 - USA - Coranado 25 766 John Massey & Donna Mas

Between the two lists are two buttons: "Add >>" and "<< Remove". At the bottom, there are two buttons: OK and Cancel.



REGISTERING COMPETITORS IN THE REGATTA

Next you need to enter all the competitors in to the regatta. For competitors that are in the Master Regatta, they need to be included and their information updated; for competitors that are not in the Master Regatta, a new entry needs to be created.

Enter Modify Competitors

For each entry received for the regatta. Check to see if the boat / helm already exist. At a minimum you must have the following information to score the regatta.

- Class
- Sail number
- Helm
- Fleet

When entering the class ensure you use the drop down list to find the class. If the class name does not appear in the drop down list make sure that it does not appear under another name, for example Naples Sabot should be used NOT Sabot, International 14 not I14.

Existing entry

Select competitor by double clicking on the competitor.

For on-line entries cut and paste the contents of the entry e-mail into the competitors Notes so we have a copy.

Verify information to ensure they are entered in the correct fleet, the e-mail address hasn't changed etc.

Uncheck the exclude check mark on the entry tab, then click OK.

New entry

- Open a new entry by clicking on the New button or **Edit+New Competitor** or **CTRL+N**
- For on-line entries cut and paste the e-mail into the competitors Notes so we have a copy.
- Enter new information, including e-mail etc.

The 'Competitor' dialog box is titled 'Competitor :: Cal 20 - Cal 20 400 Robin and Mark Townsend'. It features a tabbed interface with the following tabs: Entry, More entry, Flight, Contact, Media, Technical, Alias, Notes, Audit, and Medical. The 'Entry' tab is active. The form contains the following fields and controls:

- Bow number:** An empty text field.
- Tally number:** A text field containing '130'.
- Exclude:** An unchecked checkbox.
- Boat class:** A dropdown menu showing 'Cal 20'.
- Sail number:** A text field containing '400'.
- Boat name:** A text field containing 'Toadstool'.
- Helm:** A text field containing 'Robin and Mark Townsend'.
- Crew:** An empty text field.
- Club:** A dropdown menu showing 'ABYC'.
- Nationality:** A dropdown menu.
- Fleet:** A dropdown menu showing 'Cal 20'.
- Division:** A dropdown menu.
- Default rating:** A dropdown menu.
- Wind indexed ratings:** An empty text field.

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

When you have finished entering all the competitors, delete the remaining competitors from the regatta. **Edit+Delete Competitors**

The 'Delete competitors' dialog box shows a list of competitors to be deleted. The list includes:

- 29er - 29er 24 Willie McBride & Judge Ryan
- 29er - 29er 88 Jack Driscoll & Cody Shevitz
- 29er - 29er 107 Paul Heffernan & Craig Schifferns
- 29er - 29er 255 Max Fraser & Alex Bernal
- 29er - 29er 1128 Ian Sims & David Liebenberg
- A Class Cat - A Class Cat 3 Pete Melvin
- A Class Cat - A Class Cat 69 Jay Glaser
- A Class Cat - A Class Cat 71 Scott Taylor
- Portsmouth - A Class Cat 79 Jeremy Laundergan
- A Class Cat - A Class Cat 102 Steve Hansen
- A Class Cat - A Class Cat 109 Hall Stratton
- A Class Cat - A Class Cat 123 Skip Elliott
- A Class Cat - A Class Cat 137 John Simpkins
- A Class Cat - A Class Cat 150 Andy Kolb - Boat 228
- A Class Cat - A Class Cat 153 Steve Lemier
- Portsmouth - A Class Cat 153 Steve Lemier
- A Class Cat - A Class Cat 192 Ken Marshack
- A Class Cat - A Class Cat 195 Ian Storer
- A Class Cat - A Class Cat 197 Eric Marshack

Below the list is a 'Select competitors' dropdown menu with 'Excluded competitors' selected. At the bottom, a status bar reads '675 competitors will be deleted'. 'OK' and 'Cancel' buttons are at the bottom right.

Printing The Race Committee Forms

The race committee needs several forms in order to conduct the race. These are as follows:

Check-In Sheets

Race Information Form

RC Log

OCS Notes

Rotation Form

The race committee needs several forms in order to conduct the race. These are as follows:

The screenshot shows a Windows-style dialog box titled "Publish web page :: populated sign on-off list options". The main content area is titled "Newport to Ensenada International Yacht Race". It contains several input fields: a "Title" dropdown menu set to "Check In", an "Extra cols" text box containing "Race1 , Race2, Race3", a "Notes" text area, and an "Only include these competitors in the list" section with a text box containing "All competitors". To the right of this last section is a button labeled "Select competitors" with a small icon of a person. At the bottom right of the dialog are "Next" and "Cancel" buttons.

ENTERING RACE RESULTS

Entering Race Data

Enter the data associated with each race and each start

Race Date and Time

For each Start

How finishes will be recorded (Place, Start and Finish Time or Elapsed Time)

Start Time

Distance

Weighting

Wind Index (Beaufort Scale)

Accumulated Elapsed Time

Discard me First

This Race is not discarable

Course

Average Wind Strength

Wind Direction

Entering The Rotation

Use the Sail num Wizard to enter the rotation

Enter results via sail number

Race R1
Competitor

Which race do you want to enter results for...

Select a race number or leave it as it is and then press Enter or click Next to proceed...

Race number 1

Edit race

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

Field SailNo

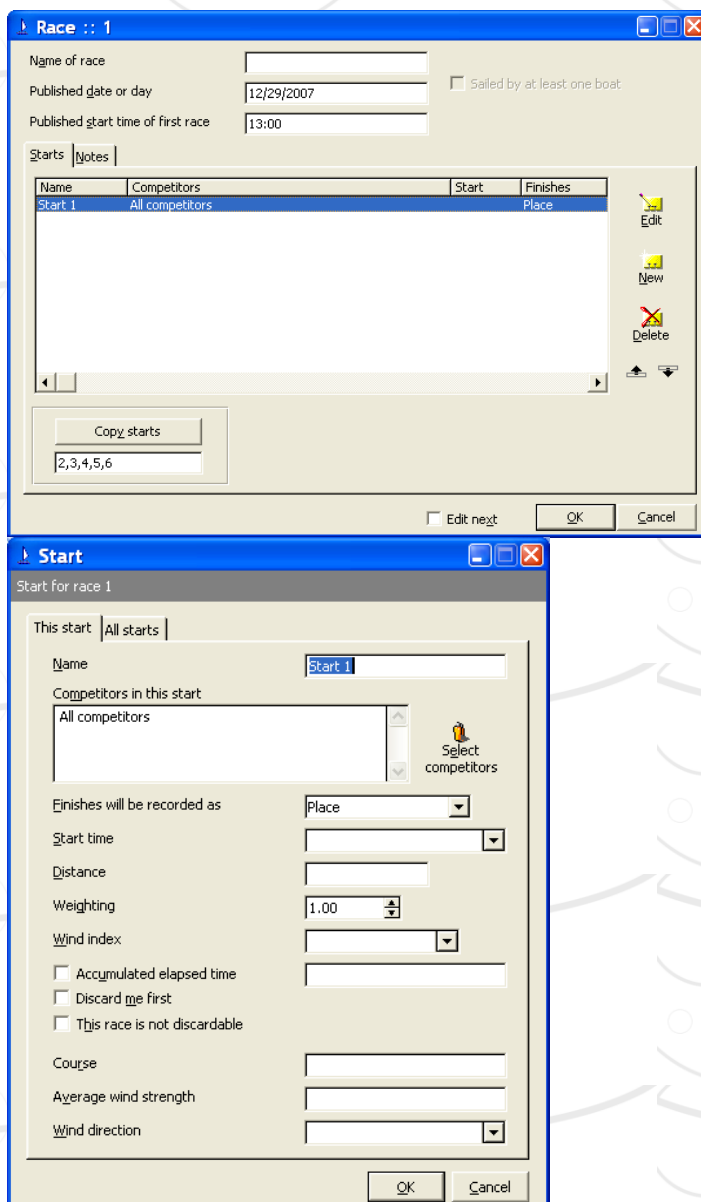
☐ Ignore alphabetic characters when matching competitors

☐ Match last 1 chars only

☐ Real-time finish times

✓ Press Enter or click Next to proceed

Cancel Next



Correcting Or Rearranging A Boats Finishing Position

If you discover a scoring error and need to change a boats place from 7th to 5th for a race where you have recorded finish places and are not using elapsed or start/finish time, Click on **Tool+Rearrange Recorded Places**

If you discover that a boats finishing position was not entered, so they are scored DNC.

Add them to the results in last place.

Use the **Tool+Rearrange Recorded Places** to move them to the correct place.

Starting Penalties

Firstly make sure you have entered the finishing position or elapsed time etc to reflect the position or time at which a boat finished. The fact that a boat was OCS, Z Flag, Black Flag or failed to sail the course correctly should not be reflected in their finish position. If an OCS boat finished first they should, at this point, be shown as such. This is important in case a subsequent protest reverses the decision and you have to put them back in their original place.

If a boat breaks Rule 30.1 or 30.2 starting penalties during the last minute before her starting signal, and fails thereafter to return to the prestart side of the line in accordance with the rule before starting should be scored OCS.

RRS 30.1 – I Flag Rule

If a boat breaks rule 30.1, that is they are on the course side of the starting line or one of its extensions during the last minute before her starting signal, and thereafter sails from the course side across an extension to the prestart side before starting they are not penalized further and their finishing position is unaffected.

RRS 30.2 – 20% Penalty Rule

If a boat breaks rule 30.2, that is they are in the triangle formed by the ends of the starting line and the first mark during the last minute before her starting signal, and thereafter sail from the course side to the prestart side before starting they receive a 20% scoring penalty indicated by the scoring code ZFP.

NOTE: If a boat is similarly identified during a subsequent attempt to start the same race, she shall receive an additional 20% Scoring Penalty. That is two 20% penalties not one 40% penalty, they can be different due to rounding.

In a twelve boat fleet, 20% is 2.4 which when rounded give a 2 point scoring penalty. However when a boat receives two ZFP, two 20% penalties is equal to 4 points, but if you use a 40% penalty instead, 40% is 4.8 which rounds to 5 points, which is wrong.

RRS 30.3 – Black Flag Rule

If a boat breaks rule 30.3, that is they are in the triangle formed by the ends of the starting line and the first mark during the last minute before her starting signal, when the black flag has been displayed at the warning signal they are scored BFD and are disqualified, regardless if subsequently return and restart.

Entering and Scoring Starting Penalties

In the Sailwave spreadsheet format find the boat that starting penalty applies to and double click on the particular race you wish to change. The result window will be displayed showing the place, elapsed time or start/finish time of the boat. Click on code and set the scoring code to OCS, ZFP or BFD.

Result

USA - J105 11 Steve Flam - Flamboyant
Race 5 - All competitors

Result | Rating | Audit

Recorded result

☐ Place

☐ Elapsed time 0:49:31 Laps

☒ Start time 120000

Finish time 124931

☐ Code

Calculated result

Corrected time 0:43:48

Score 7 ☐ discarded

Rank 7

OK Cancel

Result

USA - J105 11 Steve Flam - Flamboyant
Race 5 - All competitors

Result | Rating | Audit

Recorded result

☐ Place

☐ Elapsed time 0:49:31 Laps

☒ Start time 120000

Finish time 124931

☒ Code

BFD
DNC
DNF
DNS
DSQ
OCS
OOD
RAF
RDG

Calculated result

Corrected time 0:43:48

Score 7 ☐ discarded

Rank 7

OK Cancel

Re-score the series to check that it is correct. Make sure that the boats behind the starting penalty has been scored properly. In the case of an OCS or BFD, the boats finishing remaining boats boat have been moved up in the standings.

SCORING THE REGATTA

ENTERING THE RESULTS OF A PROTEST

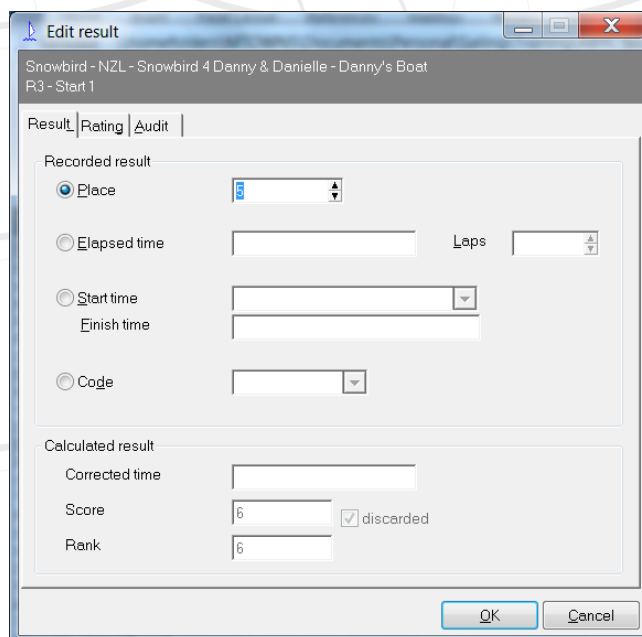
A protest will either be denied or upheld by the protest committee. If the protest is denied then there is no further action required by the scorer. When the protest is upheld the protest committee will provide a ruling that needs to be implemented by the scorer. The most common decisions are to disqualify a boat and or to grant redress.

Disqualification

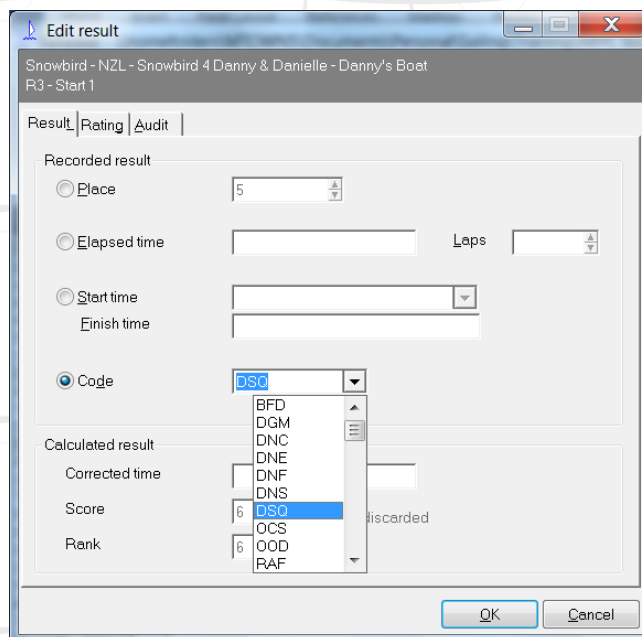
Firstly make sure you have entered the finishing position or elapsed time etc as normal as if the boat was not being disqualified. As with an OCS, this is important in case a subsequent protest reverses the decision and you have to put them back in their original place.

In the Sailwave spreadsheet format find the boat that needs to be disqualified and double click on the particular race you wish to change. The result window will be displayed showing the place, elapsed time or start/finish time of the boat. Click on code and set the scoring code to DSQ.

Re-score the series to check that it is correct. Make sure that the boats behind the DSQ'd boats have been moved up in the standings.



The screenshot shows the 'Edit result' window for 'Snowbird - NZL - Snowbird 4 Danny & Danielle - Danny's Boat' in 'R3 - Start 1'. The 'Result' tab is active. Under 'Recorded result', the 'Place' radio button is selected, and the value '5' is entered in the adjacent field. Below this, there are fields for 'Elapsed time', 'Start time', 'Finish time', and 'Code', all of which are currently empty. The 'Calculated result' section shows 'Corrected time' as empty, 'Score' as '6', and 'Rank' as '6'. A 'discarded' checkbox is checked. At the bottom right are 'OK' and 'Cancel' buttons.



This screenshot is similar to the one above, but the 'Code' dropdown menu is open, displaying a list of scoring codes: BFD, DGM, DNC, DNE, DNF, DNS, DSQ (which is highlighted in blue), OCS, OOD, and RAF. The 'Recorded result' section still shows 'Place' as 5. The 'Calculated result' section shows 'Score' as 6 and 'Rank' as 6, with the 'discarded' checkbox checked. The 'OK' and 'Cancel' buttons are at the bottom right.

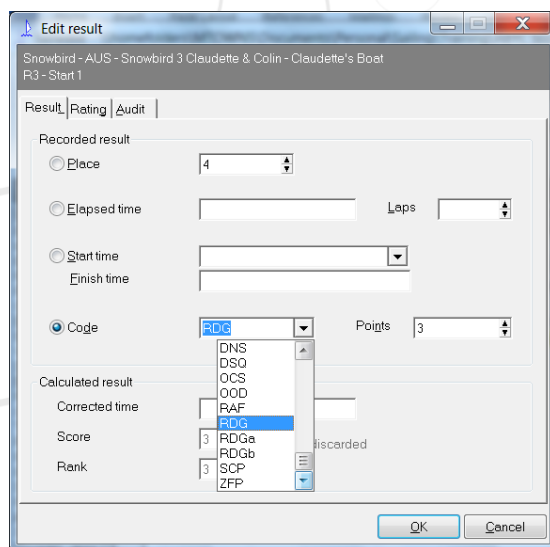
Redress

Firstly make sure you have entered the finishing position or elapsed time etc as normal as if redress was not being applied. As with an OCS, this is important in case a subsequent protest reverses the decision and you have to put them back in their original place. It is especially important for redress because when redress is given the rules say that other positions are not moved, so Sailwave needs to know the original result as well as the redress points.

In the Sailwave spreadsheet format find the boat that is being given redress and double click on the particular race you wish to change. The result window will be displayed showing the place, elapsed time or start/finish time of the boat.

When a protest committee decides that a boat is entitled to redress under rule 62, they have several options available to them. Adjust the scoring (see rule A10 for some examples), adjust the finishing times of boats, to abandon the race, to let results stand or to make some other arrangement. There are three redress codes in sailwave that allow you to record the redress that is granted as follows.

1. RDG to set the points by hand
2. RDGa to set points equal to the average of all races
3. RDGb to set points equal to the average of the races before the race in question



The protest committee should provide guidance as to which method to use, the most common is to set points equal to the average of all races (RDGa).

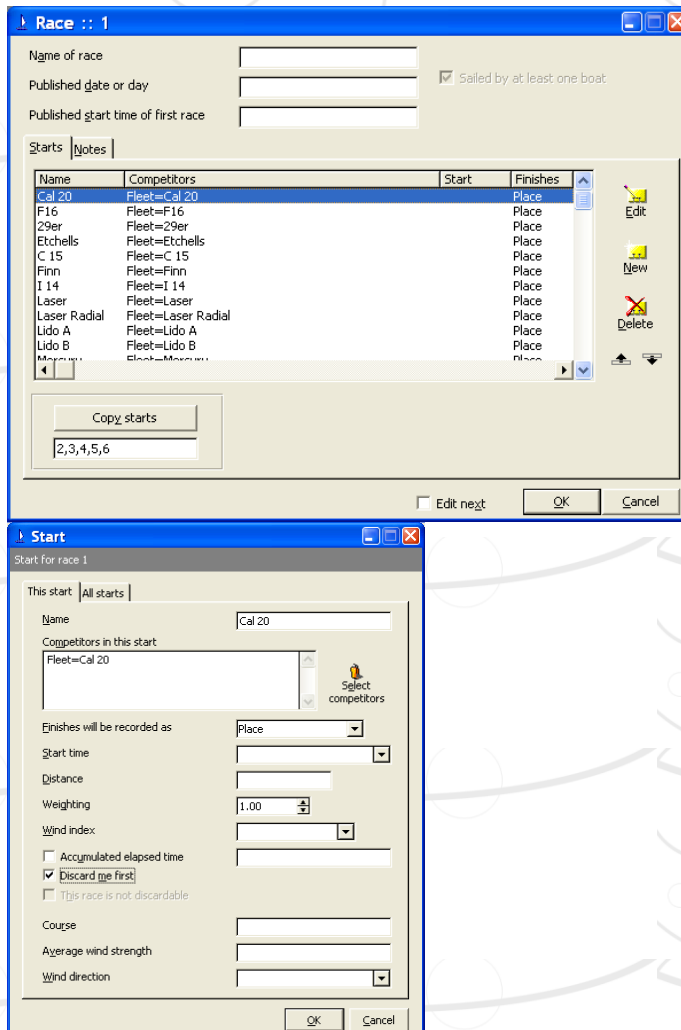
NOTE: that you can also edit the scoring codes to work in a different way; what is described above is the standard setup as supplied with Sailwave.

Abandoning A Race

If the Protest Committee's decision is that a race should be abandoned, you need to remove the race from the series score. The simplest approach is to simply delete the race. However if a subsequent protest reverses the protest and the race is reinstated you will have to reenter the results.

An alternative which preserves the results but eliminates from the score is as follows. Firstly make sure you have entered the finishing position or elapsed time etc as normal as if redress was not being applied. This is important in case a subsequent protest reverses the decision and you have to include the race again. For each fleet that the race is abandoned for a single fleet you need to do the following.

Click **Edit + Edit Race** and select the class or classes affected. For each class check the Discard me First check box.



You will now need to change the discard profile for the class or classes affected so that the race in question is discarded. If the NOR states that there is discard after five races, and race three is abandoned the discard profile needs to be changed from 0,0,0,0,1 to 0,0,1,1,2.

Scoring rule for One Design

Apply when scoring by **Fleet** and the value is **Cal 20**

Race scoring | **Scoring codes** | **Series scoring** | **Rating system** | **Notes** | **Big events** | **Finals races** | **Medal race**

Series tie resolution

- ☒ Apply ISAF Appendix A 8.1 - the most firsts, seconds etc (excluding discards)
- ☐ Include discards when applying 8.1 (non-standard)
- ☒ Apply ISAF Appendix A 8.2 - who had the best recent scores (including discards)
- ☐ Reverse 8.2 to who had the best early scores (non-standard)
- ☐ Apply ISAF Appendix B 8.8 - who had the best discards (non-standard)

☒ Inherit

Overall series points

- ☒ Accumulate non-discarded race scores (standard Appendix A)
- ☐ Average non-discarded race scores

☒ Inherit

Discard profile



☐ Inherit

Qualification profile



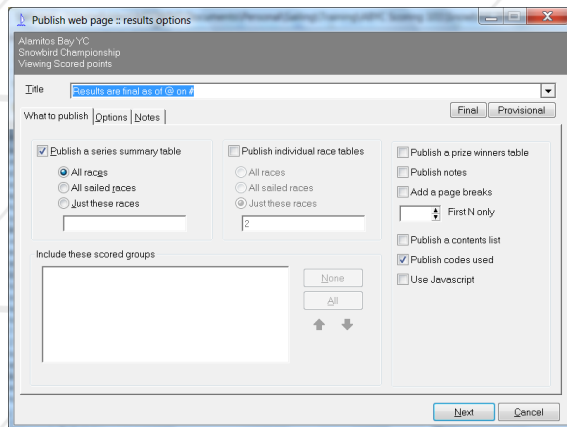
☒ Inherit

Ticked "Inherit" boxes mean the values are inherited from the parent scoring system.

OK **Cancel**

PRINTING AND POSTING THE RESULTS

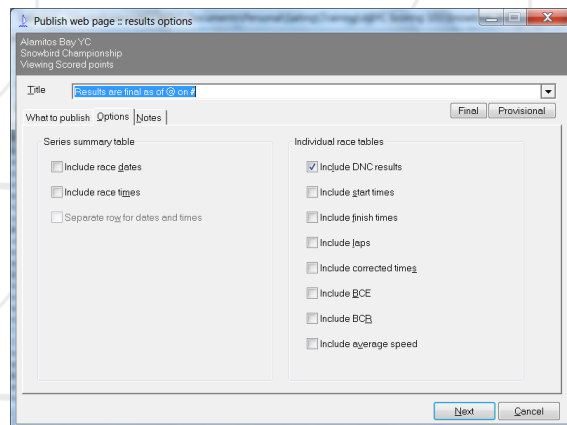
Printing Results



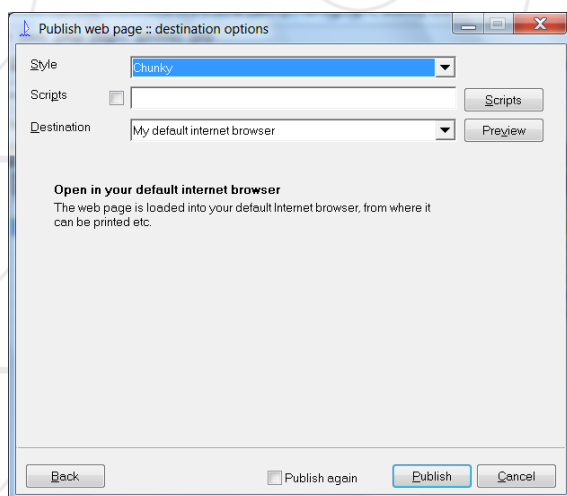
To print results from Sailwave use the Publish feature to publish to your browser and then print from the browser. Click on **Publish+Results**

Select the title you want to print on the results; *"Provisional Results as of @ on #"*, *"Results are final as of @ on #"* or text of your choice. Sailwave replaces the "@" with the current time and the "#" with the current date. This allows the results to be date and time stamped so you can easily identify the most recent set of results.

Select the results you wish to publish; series, individual races, prize winners table, codes used (A11 Scoring Abbreviations), etc.



Click on the **Options** tab and select any options you want.



Click publish and the results will be written to your default browser.

venue burgee

Snowbird Championship

Alamitos Bay YC

Results are final as of 9:01 on April 28, 2012

Overall

Sailed: 3, Discards: 1, To count: 2, Entries: 6, Scoring system: Appendix A

Rank	Nat	SailNo	Helm	Crew	Club	R1	R2	R3	Total	Nett
1st		2	Bill	Bonnie	Alamitos Bay YC	4.0	1.0	(5.0)	10.0	5.0
2nd		4	Danny	Danielle	Royal New Zealand Yacht Squadron	1.0	4.0	(6.0 DSQ)	11.0	5.0
3rd		1	Ana	Alex	New York YC	(5.0)	3.0	2.0 ZFP	10.0	5.0
4th		6	Fred	Fiona	Societe Nautique de Geneve	3.0	(7.0 DNC)	2.0	12.0	5.0
5th		3	Claudette	Colin	Royal Perth Yacht Club	(6.0 RAF)	2.0	3.0 RDG	11.0	5.0
6th		5	Erika	Earl	San Diego YC	2.0	(6.0 OCS)	3.0	11.0	5.0

Publishing Results to a Website

Follow the same procedure as for printing but instead of publishing to tour default browser publish the results to a file on your computer. Then post that file to the website.

Other Information

Sailwave has several other publishing options available such as

There are several “How Do I” tips later in this documents including:

- How Do I Print The Elapsed And Corrected Times Side-By-Side
- How Do I Change The Order In Which The Fleets Are Displayed
- How Do I Get The Burgees To Display On Reports On The Web Site
- How Do I Change The Size Of Published Burgees
- How do I Include National Flags in the Results

CREATING A NEW MASTER REGATTA

At the end of the regatta a new Master Regatta needs to be created. This is accomplished by merging the current Master Regatta into the latest regatta and saving the resulting file as the new Master Regatta.

REGATTAS WITH SPECIALIZED SCORING

There are several classes that use specialized scoring systems that do not follow Appendix A.

- Laser Master – ILCA North American Master Handicap System
- Naples Sabot (INSA) – Qualifying Series And Final Series;
- Olympics – Opening Series And Medal Race
- Optimist – Flight Scoring
- Olympic Events – Men and Women Sailing Combined and Scored Separated

The following pages describe several specialized scoring scenarios.

Qualifying Series And Final Series; Opening Series And Medal Race

This section describes how to setup and score an Appendix LE Addendum C series. i.e. a series that is split into qualifying and finals races, with competitors changing flight throughout the qualifying races. It is assumed that the user is familiar with using Sailwave in general.

Note that in Sailwave a flight is a competitor attribute that can change on a per race basis. Your SIs may refer to "Fleet" or "Division" but you would always use the flight facilities in Sailwave itself - unless your series was non-standard and fleet/division assignments did not change through the series.

1. Setup the series:-

- 1.1 Review your global options.
- 1.2 Set up the series properties.
- 1.3 Set up the scoring system.
- 1.4 Create your races and starts.
- 1.5 Add the competitors.
- 1.6 Assign flights for the first day's races.
- 1.7 Publish the first day's flight assignments.

2. For each day of qualifying racing:-

- 2.1 Enter the day's results.
- 2.2 Score the series as one group.
- 2.3 Publish the results.
- 2.4 Except for the last day of qualifying, assign flights for the next day's races.
- 2.5 Except for the last day of qualifying, publish the next day's flight assignments.

3. Prepare for the finals:-

- 3.1 Assign flights for the finals races.
- 3.2 Publish finals flight assignments.

6. For each day of finals racing:-

6.1 Enter day's results.

6.2 Score the series by fleet.

6.3 Publish the results.

Entering Race Data

Edit scoring system

Scoring system name: Appendix A

Tabbed interface: Race scoring | Scoring codes | Series scoring | Rating system | Notes | Fleets

Points system

Low point systems

- ☒ ISAF Appendix A standard low point
- ☐ ISAF Appendix A (as above but 1st = 0.75 points)
- ☐ ISAF Appendix A bonus point
- ☐ Custom low point defined by a list of points
- ☐ Custom low point defined by a formula

Calculations

Round off calculated points to: 1 decimal places (1 is standard)

Split starts

- ☒ Allow multiple 1sts, 2nds etc
- ☐ 8.2 only applies for boats in same start

OK Cancel

User interface

These options just make the selected facilities available to the Sailwave user interface - you still need to set them up appropriately in the scoring system etc.

Options

☐ Lite - Base set of features - extra Pro features are not available

Lite is sufficient for most club and championship events, including multiple fleet events. Recommended for new users. If you find you need any of the facilities detailed below, you need to go Pro to some degree.

☒ Pro - Additional facilities are available as detailed below:

- ☒ Extra competitor fields
- ☐ High point scoring
- ☐ Non-standard race tie options
- ☒ Non-standard series tie options
- ☐ Qualification profile
- ☐ Non-standard accumulation of points across a series
- ☒ Split starts allowing multiple 1sts, 2nd etc (sometimes called flights)
- ☒ Appendix LE Addendum C
- ☐ Medal race
- ☐ Multiple scoring systems (rarely needed)
- ☐ Competitor aliasing
- ☐ Wind indexed ratings
- ☐ Race weightings

OK Cancel

Edit scoring system

Scoring system name: Appendix A

Race scoring | Scoring codes | Series scoring | Rating system | Notes | Fleets

Points system

Low point systems

- ☒ ISAF Appendix A standard low point
- ☐ ISAF Appendix A (as above but 1st = 0.75 points)
- ☐ ISAF Appendix A bonus point
- ☐ Custom low point defined by a list of points
- ☐ Custom low point defined by a formula

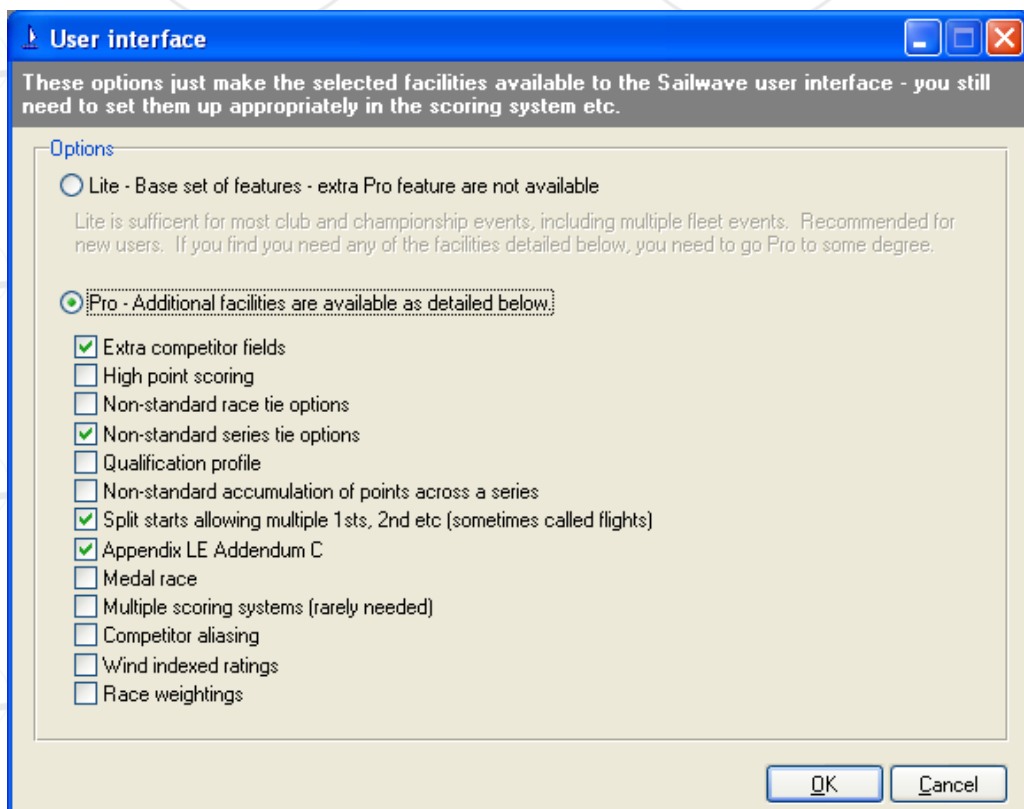
Calculations

Round off calculated points to: 1 decimal places (1 is standard)

Split starts

- ☒ Allow multiple 1sts, 2nds etc
- ☐ 8.2 only applies for boats in same start

OK Cancel



Edit scoring system

Scoring system name:

[Race scoring](#) |
 [Scoring codes](#) |
 [Series scoring](#) |
 [Rating system](#) |
 [App LE](#) |
 [Addendum C](#) |
 [Notes](#) |
 [Fleets](#)

Code	Method	Val	Discard	Start area	Started	Finished	A6b	Format	Description
BFD	Score like	DNF	Yes	Yes	No	No	No		Black flag disqualification
DGM	Score like	DSC	No	Yes	Yes	Yes	No		Disqualification not exclu
DNC	start size +	1	Yes	No	No	No	No		Did not come to the start
DNE	start size +	1	No	Yes	Yes	Yes	No		Disqualification (other the
DNF	start size +	1	Yes	Yes	Yes	No	No		Started but did not finish
DNS	Score like	DNF	Yes	Yes	No	No	No		Came to the start area bu
DSQ	Score like	DNF	Yes	Yes	Yes	Yes	No		Disqualification
OCS	Score like	DNF	Yes	Yes	No	No	No		On course side at start o
OOD	Average (all)	Yes	No	Yes	Yes	Yes	No		Race officer duty points
RAF	Score like	DNF	Yes	Yes	Yes	Yes	No		Retired after finishing
RDG	Set points by hand	Yes	Yes	Yes	Yes	Yes	Yes		Redress - points set by p
RDGa	Average (all)	Yes	Yes	Yes	Yes	Yes	Yes		Redress - average points
RDGb	Average (before)	Yes	Yes	Yes	Yes	Yes	Yes		Redress - average points
SCP	Percentage penalty	20	Yes	Yes	Yes	Yes	Yes		Scoring penalty under ru
ZFP	Percentage penalty	20	Yes	Yes	Yes	Yes	Yes		20% penalty under rule 3

 Edit
 New
 Delete

Scoring code

Code Value

Method **Properties**

☐ Use the same method as another code
☐ Points for place of (the number of boats included in the series + N places)
☐ Points for place of (finishing place + N percent of boats included in the series)
☐ Points for place of (the number of boats that came to start area in the race + N places)
☐ Points for place of (finishing place + N percent of boats that came to the start area in the race)
☐ Points for place of (the max number of boats that came to the start area in any one race + N places)
☐ Points for place of (the number of boats in the biggest start in the race + N places)
☐ Points for place of (the number of boats in the biggest start in any one race + N places)
☐ Points for place of (finishing place + N percent of biggest start in any one race + N places)
☐ Points for place of (the number of starters in the race + N places)
☐ Points for place of (the number of finishers in the race + N places)
☐ Average of (sum of points for all races) + N points
☐ Average of (sum of points for non-DNC races) + N points
☐ Average of (sum of points for non-discarded races) + N points
☐ Average of (sum of points for all races before the race in question) + N points
☐ Scored points + N points
☐ Set the points by hand when entering the code
☐ Score a fixed number of points N
☒ Points for place of (the competitor's start size + N places)

OK Cancel

Edit scoring system

Scoring system name:

Race scoring | Scoring codes | Series scoring | Rating system | Notes | Fleets

Series tie resolution

☐ Apply ISAF Appendix A 8.1 - the most firsts, seconds etc (excluding discards)
☐ Include discards when applying 8.1 (non-standard)

☒ Apply ISAF Appendix A 8.2 - who had the best recent scores (including discards)
☐ Reverse 8.2 to who had the best early scores (non-standard)

☐ Apply ISAF Appendix B 8.8 - who had the best discards (non-standard)

Discard profile



OK Cancel

Flight assignments

This tool operates on competitors in the order that they are currently shown:-
Rank

Restrict to these competitors

All competitors

Apply to these races

Assign these flights

Blue
Green
Red
Yellow

Use this assignment method

☐ Down and Up (App LE Add C quals)
☐ Up and down
☐ Down
☐ Up
☒ Equal groups (App LE Add C finals)
☐ Random

☒ View flight assignments on return

OK Cancel

Select competitors

Populate list

(Or type a list of flights into the box to the left)

Edit race :: 1

Name of race

Published date or day ☒ Sailed by at least one boat

Published start time of first race

Starts | Notes

Name	Competitors	Start	Finishes
Start 1	Flight=Blue OR Flight=Yellow		Place
Start 2	Flight=Green OR Flight=Red		Place

 Edit
 New
 Delete
 

Copy starts

☐ Edit next

Select race

This window is being displayed because the currently selected table cell was not in a race column. Please select a race from the list or Cancel and try the operation again after selecting an appropriate table cell.

R1
R2
R3

Edit race :: 1

Name of race

Published date or day ☒ Sailed by at least one boat

Published start time of first race

Starts | Notes

Name	Competitors	Start	Finishes
Blue vs Yellow	Flight=Blue OR Flight=Yellow	12:00	Place
Green vs Red	Flight=Green OR Flight=Red	12:05	Place

 Edit
 New
 Delete
 

☐ Edit next

Edit start

Start for race 1

This start | All starts

Name:

Competitors in this start:  Select competitors

Finishes will be recorded as:

Start time:

Distance:

☐ Accumulated elapsed time

☐ Discard me first

☐ This race is not discardable

Course:

Average wind strength:

Wind direction:

OK Cancel

Select competitors

Start for race 1 (Blue vs Yellow)

A competitor that matches at least one of the field/value lines is considered to be selected. The fields after "AND" on each line are optional. Leave all fields blank to select all competitors.

Flight	=	Blue	AND	Fleet	=	Cal 20
Flight	=	Yellow	AND	Fleet	=	Cal 20
	=		AND		=	

Clear all fields  Test

OK Cancel

Edit race :: 2

Name of race

Published date or day ☐ Sailed by at least one boat

Published start time of first race

Starts | Notes

Name	Competitors	Start	Finishes
Blue vs Yellow	(Flight=Blue AND Fleet=Cal 20) OR (Flight=Yellow AND Fle 12:00		Place
Green vs Red	(Flight=Green AND Fleet=Cal 20) OR (Flight=Red AND Fle 12:05		Place

 Edit
 New
 Delete
 

☒ Edit next

Edit start

Start for race 2

This start | All starts

Name: Blue vs Yellow

Competitors in this start: (Flight=Blue AND Fleet=Cal 20) OR (Flight=Yellow AND Fleet=Cal 20)

Finishes will be recorded as: Place

Start time: 12:00

Distance:

☐ Accumulated elapsed time

☐ Discard me first

☐ This race is not discardable

Course:

Average wind strength:

Wind direction:

OK Cancel

Select competitors

Start for race 2 (Blue vs Yellow)

A competitor that matches at least one of the field/value lines is considered to be selected. The fields after "AND" on each line are optional. Leave all fields blank to select all competitors.

Flight = Red AND Fleet = Cal 20

Flight = Yellow AND Fleet = Cal 20

Flight = AND Fleet =

Clear all fields Test OK Cancel

Using Sailwave in an IODA Event

IODA events have their own special format, not found in regattas of other classes, of which the main characteristics are:

- Sailors are grouped in divisions
- Sailors remain in the same division for the duration of the event
- Each 'race' is made up of 'small races' or flights in which two divisions sail together. A race is ready for scoring only when all the flights of that race have been sailed (= all the divisions have sailed that race)
- Each division sail against each of the other divisions a certain number of times (format is similar to a round robin)
- Points for DNF, DSQ, etc are equal to the largest possible number of sailors in the flights (see NOTES below)
- The ranking for each race will have multiple 1sts, 2nds, etc. and no average is to be applied

Sailwave includes the features that allow the configuration of the correct scenario to score an IODA event.

This section is based upon a document posted on the International Optimist Dinghy Association (IODA) website. Check the IODA website for updates or additional rules or regulations. <http://www.optiworld.org/documents/sailwave.pdf>

This document explains how to work with Sailwave to score a series where the fleet is divided according to the standards followed in IODA events:

- Sailors remain in the same division throughout the regatta
- Every race has 2 or 3 starts depending on the number of divisions (4 or 6)
- The ranking of each race will have two firsts, two seconds, etc and no average is calculated
- Points for DNF are equal to the double of the number of sailors in each division, plus one. (but see Notes)

Setting up a Regatta from scratch

Conventions used in this document:

Menu means go to the mentioned item in the menu. The slash means that you must click twice, first in the menu and then in the drop down.

OK means click on the OK or Accept button.

A) Open Sailwave.

B) Configuring the general settings:

1- Menu File/New Series: fill in form with any number of races and competitors. OK. Can be modified later. A spreadsheet appears in the main area of the window.

2- Menu Set up/User interface (or button below menu): tick the box "Split starts allowing multiple 1sts, 2nds, etc". OK.

3- Menu Set up/Series properties: fill in with the info needed.

4- Menu Set up/Scoring system: this dialog offers several tabs, some of which will have to be modified.

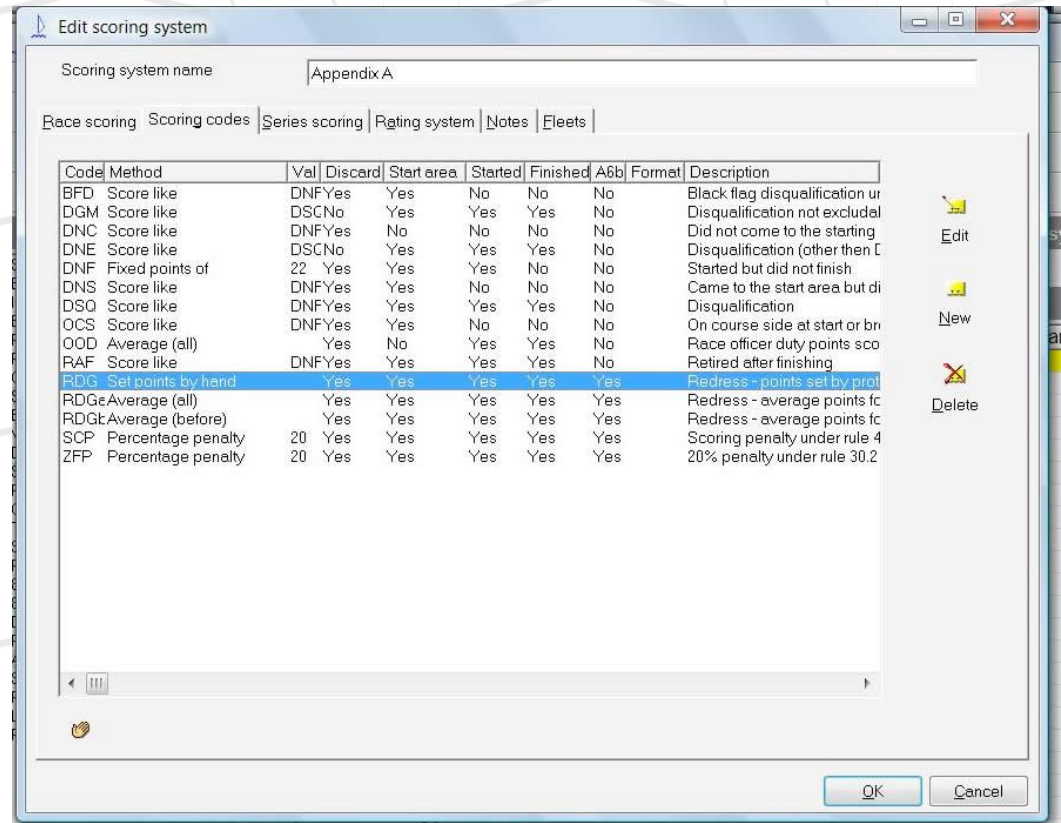
4.1- Tab Race Scoring:

- Select ISAF Appendix A standard low point
- Round off calculated points to 1
- At the bottom right, under "Split starts" tick box "Allow multiple 1st, 2nd, etc" (this option will not appear if you haven't first tick the corresponding box in the 'user interface' dialog box as explained in 2 above)

4.2- Tab Scoring codes:

- a) Select the row with DNF in the first column (called "Code"). Click on edit (to the right of the dialog box, with a yellow logo). Two tabs appear. Tab Method: choose radio button "Score fixed number of points N" (second button from the bottom). At the top, fill in the field labeled "Value" with the corresponding value (a number as explained in Notes of this document). OK. (The edit dialog box closes and we are again in the Tab Scoring codes)
- b) Select the row with DNC in first column. Click on edit. In Method, select the radio button "use same method as another code" and fill in the field Value with DNF. OK. (The edit dialog box closes and we are again in the Tab Scoring codes)

- c) Select the row with RDG. Click Edit. Check that RDG is selected in the field “Code” at the top. Select the radio button “Set the points by hand” (third button from bottom). OK. The Tab Scoring Codes should now look like the following, where 22 should be the number corresponding to your event, which will depend on the number of sailors and divisions:



4.3- Tab series scoring: fill in the field of the Discard profile as follows:

- d) For a World event, with 15 races and discards when the first 6 and the first 12 have taken place 0,0,0,0,0,1,1,1,1,1,2,2,2,2
- e) For a Continental event, with 12 races and discards when the first 6 and 11 races have taken place 0,0,0,0,0,1,1,1,1,1,2,2

4.4- Tab Rating System: check that None is selected

C) Adding sailors:

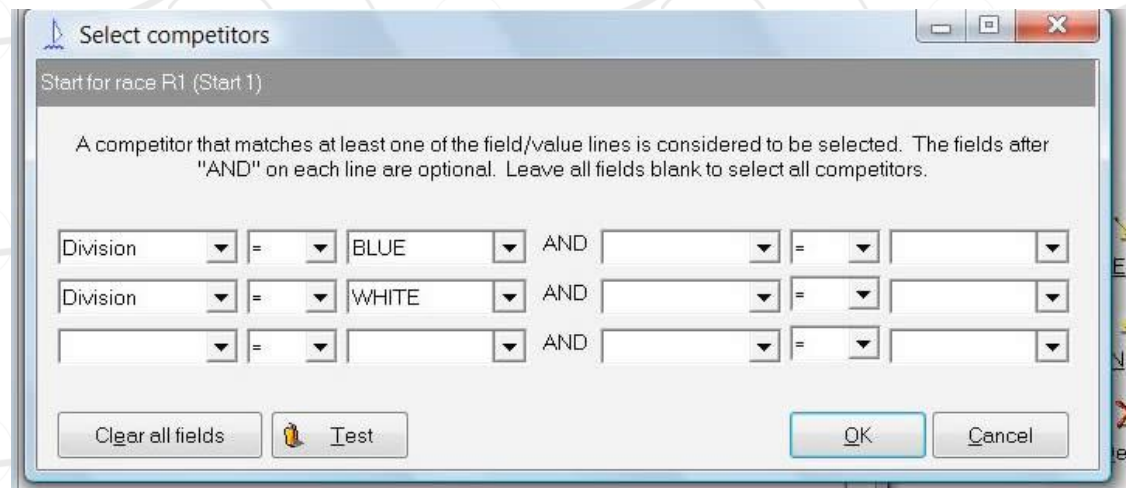
On the spreadsheet, click on any cell to highlight it. Once highlighted, double click on it to show the Edit Competitor dialog box. (This can also be done by Menu Edit/Edit competitor). Insert the info needed for each competitor. If the box “Edit next” at the bottom is ticked, the dialog box will remain open and you won’t have to highlight the cells every time.

The allocation to divisions should have been done before, with the list of registered sailors sorted out according to the Sailing Instructions. To assign the divisions in the Edit competitor dialog box, the first time you'll have to write the name of the Division by hand. For the next sailor the division will be already included in the drop down menu in that field.

Optional: columns in the spreadsheet can be hidden when not in use. To do so, either Menu View/Columns and in the dialog box write Yes or No to hide or show the desired columns.

D) Setting up the races:

Menu Edit/Edit race: select the race to edit. In the dialog box "Edit race" first enter the name of the race e.g. R1 (in this example we are going to refer to the first race of a hypothetical series: R1 with starts 1A and 1B). Select the tab Starts and highlight the only start that appears (Start 1). Click on Edit (to the right, with yellow logo) In the new dialog box fill in the Name with 1A and then click on Select competitors. Another dialog box appears. In the first drop down menu to the left select Division. In the drop down menu to the right of the = select one of the divisions to sail in race 1A. In the drop down menu right below the first one select Division again and in the drop down menu to the right of the = choose the other division to sail race 1A. Nothing must be selected to the right of the words AND. The dialog box should look like the following



OK. The Edit Start menu should look like the following. Please note that between the two divisions it says OR. If the word that appears in the middle is AND, the starts are not correctly defined.

Edit start

Start for race R1

This start | All starts

Name: 1A

Competitors in this start
Division=BLUE OR Division=WHITE

Finishes will be recorded as: Place

Start time:

Distance:

☐ Accumulated elapsed time

☐ Discard me first

☐ This race is not discardable

Course:

Average wind strength:

Wind direction:

OK Cancel

Click OK. Again in the tab Starts, click on New (below Edit). A second row appears. Select that row and click Edit. Do the same, this time calling the start 1B. OK. OK. The tab Starts should now look like in the following image:

Edit race :: 1

Name of race:

Published date or day:

Published start time of first race:

☐ Sailed by at least one boat

Starts | Notes | Results

Name	Competitors	Start	Finishes
1A	Division=BLUE OR Division=WHITE		Place
1B	Division=YELLOW OR Division=GREEN		Place

Buttons: Edit, New, Delete, Up, Down

Copy starts

☐ Edit next OK Cancel

E) Entering the results:

This is quite straightforward. Menu Tools/ 'Enter results using the sail num wizard', select the race and click next. Enter all the results for each complete race. That means that you should enter the finishing orders of races 1A and 1B (e.g.) Discards and other code related scores are applied by right clicking on the result to be modified and selecting the corresponding code. However, for discretionary penalties see below.

F) To apply a discretionary penalty or a redress:

Right click on the cell corresponding to the result to be altered. Choose 'set result code of' and then select 'RDG'. RDG now appears on the cell instead of the finishing place. Double click on RDG (or Menu Edit/Edit result). On the dialog box that appears the radio button code should be selected showing RDG inside the field. Fill in the field points with the penalty points and OK. For a discretionary penalty the abbreviation should be DPI, which can be configured in the Edit Scoring System window, as described in B.4.2.c above.

G) Scoring the series:

Click on the corresponding button or Menu Tools/Score series. Make sure that the first radio button is selected and click on score.

Notes:

The number of points for a DNF, DNC, DSQ, etc shall be the max possible number of sailors in a race plus 1. For example in a fleet of 121 sailors with four divisions we will have three divisions of 30 sailors and one of 31. The points for the DNF are: $30 + 31 + 1 = 62$. If we have 122 sailors and four divisions there will be two divisions of 30 sailors and two of 31. In this case $DNF = 31 + 31 + 1 = 63$.

Using Sailwave in an ILCA North American Master Event

The International Laser Class Association (ILCA) Master's are broken into four age divisions: Apprentice (35-44 years old), Master (45-54 years old), Grand Master (55-64 years old) and Great Grand Master (65+). In North America the Masters typically race as one fleet but score in their age divisions. An overall winner is also determined using the ILCA North American Master Handicap System where Apprentices add 3 points to their finish position in each race, Masters 2 points and Grand Masters 1 point. The results are recalculated and the person with the lowest score wins, etc.

Having setup the event as you would normally take the following actions to setup the handicap. Add four new Scoring Codes as follows:

- APP (Apprentice)
- MST (Master)
- GM (Grand Master)
- GGM (Great Grand Master).

These codes will be used to apply the handicap to each competitor. Each scoring code should be "Scored a fixed number of Points" per race, APP 3 points, MST 2 points, GM 1 points, and GGM 0 points. These codes will need to be modified after each race to reflect the series handicap, race handicap multiplied by the number of races that count in a boats series total. An Apprentice who has sailed six races and has one discard would have a handicap of 15 points (3 points x 5 races).

Add an extra race and change the race name to "Handicap" or "H'cap". This race will be used to hold each boat's series handicap. Edit the start of the "Handicap" race, **Edit+Edit Start**. In the Edit Race window check "This race is not discardable".

Rank	SailNo	Fleet	Nat	HelmName	Division	Club	R1	R10	H'Cap	Total	Nett
1st	197041	Laser	 USA	Kevin Taugher	Apprentice	Alamitos Bay Yacht Club	1.0	(41.0 DNC)	24.0 APP	75.0	32.0
2nd	19111	Laser	 USA	Vann Wilson	Master	Alamitos Bay Yacht Club	4.0	1.0	16.0 MST	125.0	43.0
3rd	187740	Laser	 CAN	Andy Roy	Master	Sugarloaf Sailing Club	2.0	6.0	16.0 MST	97.0	48.0

Scoring a Fleet with Men and Women Combined and Separated

When you have a fleet such as the 470's that want to be scored both as a combined fleet and separately as Men and Women's. To avoid having to score the regatta twice, once for the combined and then with the men and women separated use the Alias option.

Enter the competitor twice once in the 470 Fleet and then enter the same competitor as an Alias of the first in the 470 Men or Women Fleet. Sailwave will use the results from the base competitor when scoring the alias, producing the required two sets of results from one finish position.

Low Point - ISAF Appendix A

High Point

Scoring Codes

Discard Profile

Qualification Profile

Rating System

One Design

PHRF

Porstmouth

Large Events

Flights

Qualification Series

Medal Race

Setting Up the Fleets

Prizes / Trophies

CREATING A SERIES FILE IN SAILWAVE

The easiest way to create a file for a new series in Sailwave is to take and hold a file from a previous series say that with a new name, clear the old race results, and use that new file for the new series.

To set up a new series:

Click file plus Open Series to open a previous series

Click File plus Save Series as the new series name

Click Edit plus Clear Results for All Races

Click Yes

Click Yes

Right click in the column for the first race

Select the details tab and change the race name as appropriate

Repeat steps six and seven for all races

click Edit plus Series Properties

Change the name of the series

Click File plus Save series

ENTERING RACE RESULTS IN SAILWAVE

Once you have created a new series file you can enter the results of the first race.

First set up the race distances for each fleet

Click file plus Open Series to open the series

Click edit plus fleets

Double click on a fleet

Click the radio button for use these rates distances

Enter the race distances as a series of numbers separated by a comma. For example, if race one is 7.2 miles and race two is 5.6 miles enter 7.2,5.6

Repeat steps three through five for each PHRF fleet

Click OK

Now set up the start time for each fleet

Click on that column for the race you are entering then click edit plus race

Select the starts tab and double click the first fleet (if there are no fleets, click new)

Set the first line in the starts window to read fleet = PHRFA

Set the start time as appropriate. Usually, the start time for the first fleet will read 1.05.00

Set finishes will be recorded as to finish time

Click OK

Repeat steps nine through thirteen until every fleet has a start time set up

Now you're ready to enter the sail numbers and finish times for each racer.

To do this use the sail number wizard. If all fleets sailed the same race for example C2, you can enter the results in any order by simply entering the sail number and finish time from the scoring worksheet. If different fleets were sailing different races, You'll have to open the Sail Num Wizard, enter all the boats from a single fleet, close the Sail Num Wizard and repeat the process for the next fleet.

Start by clicking Sail Num wizard

Set the race number for the first fleet. For example, if you're scoring race A1 set the race number to 1. If you're scoring race B3, set the race number to 3.

Click Next or press enter

Type in the sail number of the a boat

Click Next or press enter

Make sure the radio button is set to start time and finish time or retirement code

Type in the finish time for that boat. The easiest format to use for finish time is hh.mm.ss, for example 2.27.45

Click finish or press enter

Repeat steps four through eight

Close the Sail Num Wizard by clicking on the X in the upper right hand corner

Repeat steps one through ten for any fleets sailing a different race number

Now you're ready to score the races
Be careful NOT to click on the Score button

Click on Score Fleets

Now you're ready to publish the race results to the ABYC web site

Click Publish plus Results

Set the title to "Preliminary Results" or "Final Results" as appropriate

Select Publish Series Summary, All Fleets, All Sailed Races, and Include Corrected Times

Click Next

Set the Pick Destination radio button to To a. Web Page and Upload to a Web Site Using FTP

Set the domain to ftp.xxx.org for Global options - FTP - FTP port 21 og merk: Use passive transfers

Set the user

Set the password

Set the file name to xxxxxxxxxxxxxxxx

Now you're ready to publish the results to paper to be posted on the bulletin board

Click Publish plus Results that

Change the Fleets setting to Just This Fleet

Set the appropriate fleet

Click Next

Set the Pick Destination radio button to To Your Default Internet Browser

Click Publish

A window will open in your internet browser and you can edit or print the results

Go back to the Sailwave window and repeat steps one through seven for each fleet.

TIPS, TRICKS AND FREQUENTLY ASKED QUESTIONS

The following section contains tips and tricks on how to handle common scoring issues in Sailwave that you might encounter.

Setting up the Regatta

How Do I Get Started?

Open Sailwave.

Click new to create a new series. A Series can either be a single race or a series of races.

Select Edit+Edit series properties... to set up the Regatta info that is published by Sailwave. The burgees are used to display logos. Basically put your logo file in the same directory as the results, enter the file name in the burgee field, and it will display on anything you publish.

Select Edit+Edit scoring system... to set up how you are going to score the regatta. The Race Scoring tab is used to set the scoring method. Discards are entered on the Series Scoring tab. Press the little 'wave' button at the end of the profile field to set up your discards (see the FAQs at the website for more info). The Scoring Codes tab is where you set up the values for OCS, DNC, etc. You can also define your own codes here (i.e. if you want to set up a code of RC for the person doing race committee).

Select Edit+Edit fleets... to set up the fleets.

Enter all the competitors using the "New" and "New Like" buttons with the little people icons. Note that there is also a "New" button with a 'paper and pencil' icon for adding a new race to the series.

Right-click on "R1", select "Edit race...", and enter the race info.

Use the "Sail num wizard" to enter the results. Set the Race Number to 1, press the Tab key, and then click Next. This will bring you to the screen where you enter results. Unclick the "Match last" option for now. Type in a sail number. On the next screen select "Start time and finish time or retirement code". Enter the start time and finish time for the boat (hh:mm:ss). The start time you enter will be used as the default for all the other boats in that fleet (you won't need to enter it for every boat).

Press the "Score" button to generate corrected results. Press the "Score Fleets" button to generate the corrected times separated into fleets.

Press the Save button to save your results.

Publish the results. Select Publish/Results from the menu. On the far right of the first screen select "Include finish times" and then click on "Next". On the next screen select "To your default internet browser" and press the "Publish" button. This will load the results into your browser - you can print them from there. Note that the results will print based on what is currently being displayed. There are tons of options for publishing. The best way is to try them out to see what you like the best. Personally I like the Mad for Sailing style. You can also save the results to an HTML file to post on your web site.

How Do I Set Up Discards?

Lets say that in a 6 race series the sailing instruction allow one discard when at least 3 races have been sailed and 2 discards when at least 5 races have been sailed. You can setup a discard profile in Sailwave to specify these rules. A discard profile is a list of the number of discards allowed when at least 1,2,3,4... races have been sailed. The discard profile for the above sailing instructions would therefore be 0,0,1,1,2,2.

You can set up the discard profile from the Edit+ScoringSystem menu item. Sailwave automatically applies the correct number of discards when scoring the series based on the number of races sailed.

Note that you can safely leave gaps in the races sailed without any side effects; i.e. if race 4 (say) is not sailed you can just leave its column of results blank; it will not be included when counting the number of races sailed. When using multiple fleets you can set a different discard profile for each fleet from the Edit+Fleets menu item.

In addition to the method above, the discard profile can be an expression using the following variables:-

```
s - the number of races in the series that have been sailed.  
r - the total number of races in the series.
```

Examples:-

```
s * 0.75  
(s-1) * 0.8  
s - 2  
r / 4
```

If the expression evaluates to more than s at any time, then a value of s is assumed; hopefully your expressins will not let that happen! If the expression evaluates to a negative result, then 0 is assumed.

Using an expression is useful for long series, or, two or more series that have been merged.

How Do I Use The Custom Rating System?

Sailwave has many of the popular rating systems hard-wired into it but occasionally you'll want to use a rating system that Sailwave doesn't know about. The Custom rating system allows you to define an expression representing the calculation of corrected time. The expression can include numeric constants, all the usual mathematical operators and the following variables:-

```
r - The boat rating, wind indexed if appropriate.  
e - The elapsed time in seconds.  
d - The race distance.
```

Examples:-

```
e * r  
e / r  
(e * 1000) / r  
e * r * d  
e * (650 / (550 + r))  
e - r * d  
e - ((r * d) / 2.3)
```

Use parenthesis if you're unsure about operator priorities, which are implemented using the usual standards. The result should NOT be rounded to an integral number of seconds RRS Rule A3.

Sailwave optionally requires a corresponding formula for e and r; these can be obtained by simply rearranging the formula for c appropriately. The formulas for e and r are required when estimating ratings and when generating statistics like the elapsed time difference needed to win on corrected time. You only need to do this if you want Sailwave to fill in the Rwin and -Ewin columns when publishing race results.

How Do I Use PHRF Time-On-Distance (TOD)?

The basic sequence of events is: select PHRF as the rating system from the RaceScoring tab of the ScoringSystem window (Edit+ScoringSystem), enter the results as elapsed times or start finish times, set the race distance (in nm) in the race detail by (for example) right-clicking on the race column header and selecting EditRace, score the series. i.e. the only difference to a standard handicap series is that you put the race distance in the race detail window. The formula used to calculate the corrected time is:-

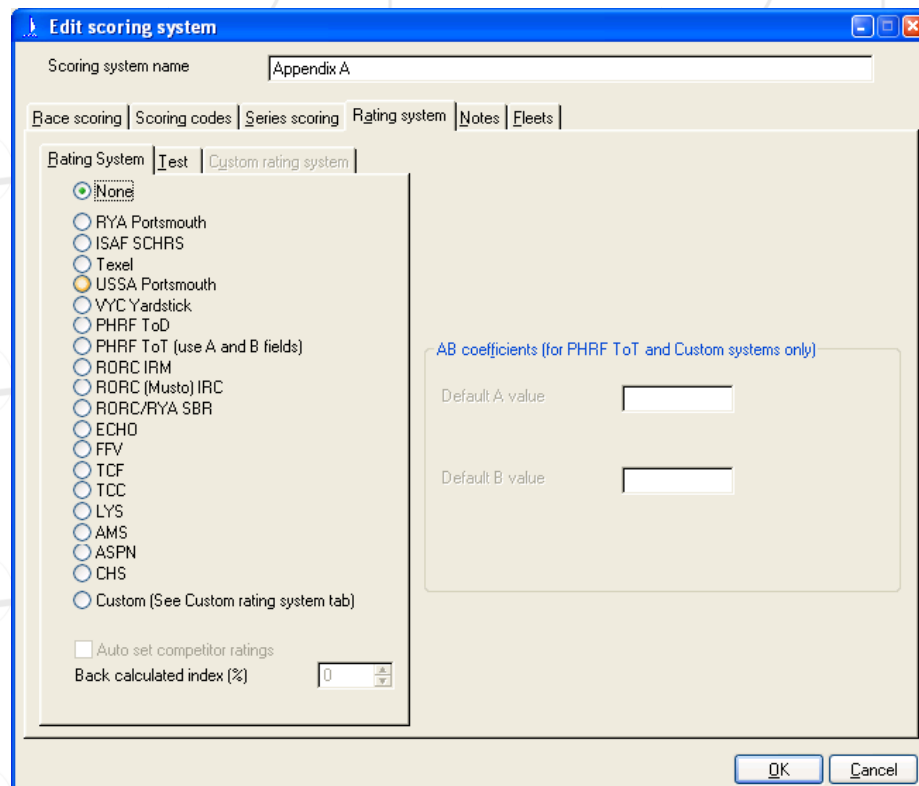
```
Corrected = Elapsed - (PHRF * Distance)
```

The rating variable *r* will be appropriately wind indexed by the time it gets to the calculation of corrected time if wind indexed ratings are used. If you need to use race specific race distances, see the FAQ called "How do I handle fleet specific race distances?".

Other ways to get into the detail of the race are to click on any result cell for a race and use Edit+Race from the menus, and, right-click on any result cell and choose EditRace.

How Do I Use PHRF Time-On-Time (TOT)?

Sailwave can automatically convert your Time-on-Distance PHRF ratings into ToT Time Correction Factors. Select PHRF (TOT) as the rating system from the **Rating System** tab of the **Scoring System** window (**Edit+ScoringSystem**).



Sailwave uses a conversion formula to convert the standard PHRF TOD handicap into a PHRF TOT Time Correction Factor (TCF). The formula used is:-

$$TCF = \frac{A}{B + PHRF}$$

Sailwave allows you to enter the values for A and B. If you aren't sure what A and B numbers to use, here are some guidelines:

If you want a boat 0 PHRF ToD Rating to have the same elapsed and corrected time, then, you want the A and B factors to be the same. That will mean a boat with a 0 PHRF ToD rating will have a PHRF ToT TCF of 1.000. Under either system the corrected time will be equal to the elapsed time.

Remember, with ToD you can correct finish times given a race distance, but with ToT you MUST use have elapsed times that is you need a finish time and a start time. Sailwave will automatically calculate the elapsed times before applying the TCF.

There are no hard and fast rules for selecting the B coefficient. Basically, the lower you select it, the more favorable it will be to the slower boats.

The denominator (B + PHRF ToD Rating) is intended to be the average number of seconds for each boat to sail around a 1-mile course. Hence, B is intended to be the average time for a boat with a 0 PHRF ToD Rating. [Formula is: $TCF = A / (B + ToDRating)$] If you have not been provided with a B factor by the Organizing Authority, or wish to set your own do some testing with previous race results to make sure that the number you select provides reasonable looking results.

Several clubs in Southern California use a B Factor of 625, this was tested against previous results and was found to provide the fairest TCF given the SoCal PHRF ratings, the mix of boats that were being handicapped, and the courses being sailed.

Try the following B factors:

B Factor	When Used
480	Heavy Air or all off the wind
550	Average conditions
600	Light air or all windward work
625	Buoy Racing medium air

The A factor has no impact on the order of corrected times for boats. The numerator, A, is merely a coefficient that makes a “nice” looking TCF. It only impacts the total number of seconds between corrected times for boats, which is why the recommendation is to make your A and B factors the same so the “base” boat is the same.

If your middle handicap boat has a 100 PHRF ToD Rating, and you want to have that boat have the same elapsed and corrected time, then, you want the A to be 100 more than the B factor.

$$\text{TCF} = 625 / (625 + \text{PHRF Rating})$$

To calculate the corrected time, Sailwave multiplies the elapsed time by the TCF.

PHRF ToT scoring usually does not affect the top boats. It usually moves the boats in the middle around a little. If the handicap spread in a class is large, it will tend to tighten things up a bit.

Sailwave can automatically convert your Time-on-Distance PHRF ratings into ToT Time Correction Factors. That is what the A and B numbers do for you. If you aren't sure what A and B numbers to use, here are some guidelines:

Your A and B factors are set once for every location. They should NOT be adjusted from race to race or regatta to regatta. They are based on the average wind and course conditions upon which the ToD ratings are based. If your ToD ratings are optimized for 10-14 knots and buoy racing then a number in the range 625 to 650 is a good number. If your ToD ratings reflect point to point racing as well then a lower (i.e., faster) number is probably warranted. With 10-14 knots and random leg courses 550 is often recommended. If your courses are all random leg and your winds are typically much stronger (18+) you might even go as low (i.e., fast) as 450 sec/mi for your A and B factors.

How Do I Change a Boats Handicap Mid Series?

During a long series, where scores are being attributed to the skipper rather than the boat, a skipper who changes boats may need to be scored using a different handicap in some races versus others.

Provided that you are scoring the series using a handicap rating system, such as Portsmouth yardstick, it is possible to change the handicap in the middle of a series, or to change the boat.

When the change of handicap occurs, go to “**Edit Result**” for that competitor and that race and select the Rating tab. Enter the new handicap in the bottom box “Race Rating”. If the rating change will remain in effect for multiple races, check the “Use until the next race rating is specified” box.

You should be aware that it is not clear from the printed results that a rating change occurred for that race. , Add a comment in the notes for the competitor, or put an indication in the Class something like “Laser Standard / Laser Radial”.

Registering Competitors in the Regatta

Entering Race Results

How Do I Combine Leg Times Into A Race Time?

In the Edit+Race window you can tick the auto elapsed time check box to automatically set the elapsed times for that race to be the accumulation of the elapsed times of some of the other races. This is performed every time the series is scored.

You define the races to accumulate by a comma separated list of race numbers. If you only want this race to count for the purposes of scoring the series you can mark the other races so that they are discarded - to do this tick the Discard me first check box in Edit+Race. You then have to setup an appropriate discard profile.

For example if you have an event comprising two separate races but you want to score the event based on the accumulation of the two races you would proceed as follows:-

Set up a series of 3 races. The first two races will be the actual races. The third race isn't physically sailed as such but its elapsed time will be the accumulation of race 1 and race 2 times when we score the event. Rename the races if required. E.g. "Leg 1", "Leg 2" and "Overall". These names come out on the published results as well as being shown on the screen.

Set the appropriate rating system and other scoring system options; see later about how to choose a discard profile.

Edit race 1 and race 2 ticking the Discard me first check box for each.

Edit race 3 ticking the Auto score check box and entering 1,2 into the entry field next to it. i.e. we're saying that race 3 elapsed times will be the accumulation of the elapsed times of race 1 and race 2.

Set the discard profile Edit+ScoringSystem? to 0,0,2. i.e. when 3 races are sailed we discard 2 - so because race 1 and race 2 are marked as 'Discard me first' they'll get discarded leaving race 3 as the only contribution to the series results. "Discard me first" does not mean that the results for such a race is always discarded; rather, that when discarding results discard the results from races marked "Discard me first" before considering points.

When publishing, include the details of all races so that you can see the overall times and overall corrected times as well as the details for the two real races.

You can publish after race 1 if you want to. If any result for race 1 or race 2 is a retirement code instead of an elapsed time this code is propagated into race 3. This is necessary otherwise anybody that sailed one leg will get a low accumulated time! i.e. if they are DNF in race 1 or race 2 they are DNF overall.

How Do I Set Up Average Lap Time Racing?

The objective of average lap racing (ALR) is to give fairer racing, particularly when boats from a wide range of handicaps are racing together, by requiring all boats to sail for about the same time period, and so experience generally the same wind and current conditions.

Based on the number of laps of the course each boat sails during the period, their elapsed times are factored to represent the times they would have taken to sail the same number of laps as the fastest boat. These factored times are then corrected in the normal way using the appropriate Portsmouth Numbers.

If boats sail a different number of laps in a race, you must specify the number of laps completed as well as the start time and finish time. This is the trigger that Sailwave needs to use average lap time calculations. Note that if all boats do the same number of laps you can leave the laps field blank when setting the elapsed time; Sailwave will assume 1 lap but it's arbitrary because they are all the same.

If you specify a number laps the corrected time that Sailwave shows you will be for the maximum number of laps that any one boat did in the series (or fleet when scoring by fleet) any race. It means there is no need for fractional seconds and so confirms to Appendix A and also avoids the inaccuracies involved with the equivalent of calculating an average lap time.

Do I Always Have To Enter DNC Codes?

Sometimes in club racing there can be more DNC codes than anything else. You do not have to enter them. Sailwave will assume DNC for all blank results in any race with at least one real result.

How Do I Handle Fleet-Specific Race Distances?

If your fleets sail different race distances you can enter them in the fleet details. Edit+Fleets and then Edit for each fleet as necessary. You can also set fleet specific rating systems and discard profiles.

How Do I Insert A Competitor Into The Results If I Missed Scoring Them.

I inserted the results of a race and after the results were published and put on the notice board we realized that one competitor had been omitted. This competitor had come 10th. How do you insert this person in as having come tenth automatically incrementing the results of everyone afterwards by 1?

Add them to the results in last place.

Use the **Tools+Rearrange Recorded Places** to move them to the correct place.

What Is The Format For Elapsed Times?

Requires version 1.53 or later.

Elapsed times can be entered in one of these formats:-

```
days:hours:minutes:seconds  
hours:minutes:seconds  
minutes:seconds  
seconds
```

Spaces and alphabetic characters are ignored. While the above formats use ':' as a separator, you can use any from the following list:-

```
: - / . ;
```

Each component must represent an integer, decimal values are not allowed. There is no range limit on each of the component values; for example the minutes component is not limited to a maximum value of 59 (or 60). You can use leading zeros, but they are not mandatory.

These examples all represent the same elapsed time of 45 minutes and 6 seconds:-

```
0:0:45:06  
0:0:45:6  
0/0/45/6  
0:45:6  
45.6  
45:06  
45m:06s  
45m : 06s  
45 min : 06 sec  
2706  
2706s  
2706 sec
```

What Is The Format For Start/Finish Times?

Start and finish times can be entered in one of these formats:-

```
hhmmss  
hhmm  
hour:minute:second  
hour:minute
```

When using a separator like ':', spaces and alphabetic characters are ignored. While the above formats use ':' as a separator, you can use any from the following list:-

```
: - / . ;
```

Each component must represent an integer, decimal value are not allowed. There is no range limit on each of the component values; for example the minutes component is not limited to a maximum value of 59 (or 60). You can use leading zeros, but they are not mandatory.

When using the non-separator forms, leading zeros may be required because you must enter exactly 4 or 6 digits.

These examples all represent the same start time of 1030:-

```
103000
1030
10:30:00
10:30
10/30
10hr:30min
10h ; 30m
10 h . 30 m
```

If a finish time is before its corresponding start time, Sailwave assumes that there is one midnight boundary in-between the pair. In version 1.53 and later, you can also explicitly include a date with a time. The combined date-time format required is:-

```
dd/mm/yy@time
```

Where time is a start or finish time formatted as described above. dd is a one or two digit number representing the day of the month. mm is a one or two digit number representing the month and yy is a two digit number representing the year. Spaces before or after the @ are ignored. Examples:-

```
24/12/04@10:30
1/1/05@10:30
01/01/05@10:30
1/1/05 @ 10:30
```

How Do I Set The Default To Finish Or Elapsed Time Rather Than Place?

Right click on the top of the race column (e.g. R1) and left click on Edit Race. Then click on Edit (start). Here you can select 'Finishes will be recorded as' - Elapsed Time or Finish Time.

Race :: 1

Name of race: _____

Published date or day: _____

Published start time of first race: _____

☒ Sailed by at least one boat

Starts | Notes

Name	Competitors	Start	Finishes
Cal 20	Fleet=Cal 20		Place
F16	Fleet=F16		Place
29er	Fleet=29er		Place
Etchells	Fleet=Etchells		Place
C 15	Fleet=C 15		Place
Finn	Fleet=Finn		Place
I 14	Fleet=I 14		Place
Laser	Fleet=Laser		Place
Laser Radial	Fleet=Laser Radial		Place
Lido A	Fleet=Lido A		Place
Lido B	Fleet=Lido B		Place
Morgan	Fleet=Morgan		Place

Copy starts

2,3,4,5,6

☐ Edit next

OK Cancel

Start

Start for race 1

This start | All starts

Name: Portsmouth

Competitors in this start: Fleet=Portsmouth

Select competitors

Finishes will be recorded as: Place

Start time: Place

Distance: Elapsed time

Weighting: 1.00

Wind index: Code

☐ Accumulated elapsed time

☐ Discard the first

☐ This race is not discardable

Course: _____

Average wind strength: _____

Wind direction: _____

OK Cancel

How Do I Handle a Dead Heat?

If you are using start and finish times then simply enter the same finish time for both boats. If you using places then enter the same place for both boats, remember to skip a number for the next competitor. Places would be 1, 2, 3, 3, 5.

Scoring the Regatta

How Do I Set Up Discards?

Lets say that in a 6 race series the sailing instruction allow one discard when at least 3 races have been sailed and 2 discards when at least 5 races have been sailed. You can setup a discard profile in Sailwave to specify these rules. A discard profile is a list

of the number of discards allowed when at least 1,2,3,4... races have been sailed. The discard profile for the above sailing instructions would therefore be 0,0,1,1,2,2.

You can set up the discard profile from the Edit+ScoringSystem menu item. Sailwave automatically applies the correct number of discards when scoring the series based on the number of races sailed.

Note that you can safely leave gaps in the races sailed without any side effects; i.e. if race 4 (say) is not sailed you can just leave its column of results blank; it will not be included when counting the number of races sailed. When using multiple fleets you can set a different discard profile for each fleet from the Edit+Fleets menu item.

In addition to the method above, the discard profile can be an expression using the following variables:-

```
s - the number of races in the series that have been sailed.  
r - the total number of races in the series.
```

Examples:-

```
s * 0.75  
(s-1) * 0.8  
s - 2  
r / 4
```

If the expression evaluates to more than s at any time, then a value of s is assumed; hopefully your expressions will not let that happen! If the expression evaluates to a negative result, then 0 is assumed.

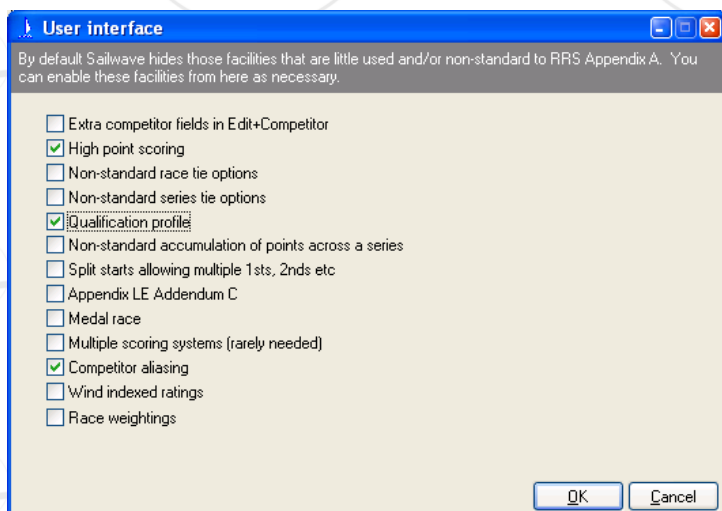
Using an expression is useful for long series, or, two or more series that have been merged.

How Do I Set Up a Qualification Profile?

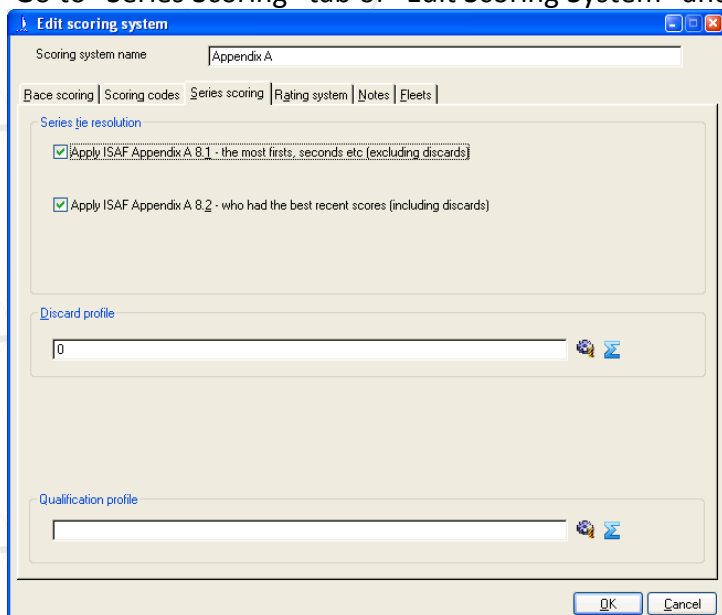
Some series require that a boat compete in a minimum number of races to qualify for a series. A qualification profile, which is similar to a discard profile can be used to determine if a boat qualifies for the series, and for those that do not show a series score of DNQ..

The notice of race would specify the number of races required to qualify for the series, typically a percentage of the total number of races or an actual number. The discard profile would then be setup in Sailwave to specify these rules.

The qualification profile option can be enabled through the "User Interface Option" by checking the check box next to the "Qualification Profile" option.



Go to "Series Scoring" tab of "Edit Scoring System" and enter a qualification profile.



The form of a qualification profile is the same as the discard profile, either a comma separated list of discards when 1,2,3,4, etc races completed, or an expression.

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

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

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

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

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

0,0,1,1,1,2

or

0,0,1

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

Variable	Description
S	The number of races sailed
R	The number of races in the series

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

$s * 0.50$ (50% of the races must be sailed)

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

See the expression reference for details about the use of functions within Sailwave expressions.

How Do I Handle Practice Races?

Sailwave allows a race to be marked as 'discard me first'. Using this capability, practice races can be included in the series because you can force them to be discarded at the appropriate time. You'll need to add the number of practice races to the number of discards specified in the sailing instructions.

For example consider a 5 race series where the number of discards after 1,2,3... etc races has been sailed is 0,0,1,1,2. If you start the event with 2 practice races, you

would change the Sailwave discard profile to be 0,0,2,2,3,3,4. This allows competitors to see how they're doing after the practice races and then as soon as the practice races have been sailed they are both discarded.

You can in addition rename the two practice races (Edit+Race) to be P1 and P2 for example.

By including the practice races in the series in this way, you can always change the discard profile to include the practice races if too few of the event races are sailed to constitute a series.

How Do I Handle Unsailed Races?

Say that the series programme has 6 races scheduled and race 4 is not sailed. You have two options. You can simply leave the results for race 4 blank or you can delete race 4. Most users prefer to leave the column blank since it doesn't cause confusion; even though the RRS recommends that races are numbered in the order in which they are sailed. Sailwave doesn't include a blank column when counting the number of races sailed, so there is no effect on discards; everything continues to work OK. If you delete race 4, race 5 will become the new race 4 etc. **How Do I Use Wind-Indexed Ratings?**

In the Edit+ScoringSystem window, enable wind indexed ratings and enter a comma separated list of wind strengths that will be used for corresponding wind indexed ratings. Using the USSA PN scheme as an example, the list would look something like this: 0-1, 2-3, 4, 5-8. Note that the spaces are ignored and the list could also look like this: 0-1,2-3,4,5-8. The strings ("0-1" etc) are completely arbitrary so you could have alternatively written None, Gentle, Medium, Strong etc etc.

When you sail a race you log the wind strength in the race; a drop down list allowing you to select one of the above values. To edit race detail like this, click on one of the results in that race and either select Edit+Race from the main menu or right-click with the mouse and select Edit+Race. Notice that you can also log the wind direction in the race detail but this is just for information purposes.

Each competitor will have a default rating defined and also a comma separated list of ratings to be used for each of the wind strengths defined above; for example 100,101,101,102. Note that a null value in the list is interpreted as 'use the default value'. For example if the default value was 101 the list of wind index ratings could have been written 101,,102. If the default value was 100 it could have been written ,101,101,102. When you score the series with wind indexing enabled (as per the Edit+ScoringSystem window) Sailwave looks at the wind strength logged in a race and then chooses the appropriate rating for the competitor from their list of wind indexed ratings; from which it can calculate an appropriate corrected time. If a race is not logged with a wind strength the default value is used.

Tip: when entering competitors for a series set the class, default rating and wind indexed ratings for the first occurrence of each class so that when you select that class in a subsequent entries the rating values can be propagated automatically.

Another tip: if you already have a lot of entries with the same class set up with just default ratings you can use the Edit+AllCompetitors window to set wind indexed ratings for all competitors of that class etc. This facility will also enable you to change the values of existing default and/or wind indexed ratings on a per class basis.

How Do I Score Flights?

1. Copy Entries into a new regatta called Qualification Series or use Master Regatta to get entries

2. Set up new Regatta follow single Race Committee format

3. **Select** User Interface

Check Pro Options, Extra Competitors Field, Non Standard Series Tie Options, Split Starts and Appendix LE Addendum C

4. **Fill in** Series Properties Event Name etc

5. **Select** Scoring System –

Race Scoring Tab - Check ISAF Standard A Standard low point, and in split starts allow multiple 1st, 2nd etc.

Scoring Codes Tab – Check Points for Places Competitors Starts plus N Places (Last choice) and set value equal to 1

Series Scoring Tab - Uncheck all series tie options

6. Enter all Competitors

7. Select Tools

Select Flight Assignments

Enter * in Apply to these Races field

Enter flight names (colors) - blue, green etc. whatever you want

Click Equal Groups

Click ok and it should assign flight colors

8. Go to Edit

Select Edit Race

Select Race 1, click OK

Select Start 1 then click Edit

Enter Start Name – (colors sailing against each other)

Click Select Competitors***

Select Flight color from dropdown for first color and Fleet=Name of class eg. Cal 20

Select Flight color from dropdown for second color and Fleet Name of class eg Cal 20 (Directly below first color information)

Repeat from Enter Start 1 for Start 2, Start 3 etc.

Under Copy Start **enter *** and click on Copy Starts

Click on Check Edit Next from screen that pops up

Race 2 will pop up

Select Start 1 which should be the same pairing as Race 1 Start 1 that you created earlier

Change Name to the first color pairing for Race 2 Start 1

Repeat from Click Select Competitors*** above for Start 2 of Race 2, Start 3 of Race 2 etc. and then do the same for Race 3 Start 1, Start 2, Start 3 etc, Race 4 and its starts, 5 and its starts etc.

How Do I Score Sub Fleets In A Single Pass?

When you have a fleet within a fleet that you wish to score separately, as well as combined in the larger fleet, aliases can be used to process the results in a single pass. For example a handicap fleet includes five or six boat classes of Toppers, Optimists, and Mirrors, which you wish to score as three separate sub-fleets. Another example might be a large handicap race where you want to score boats that are competing in special categories, such as double handed, or all female, against each other.

How Do I Set Up And Run An Appendix Le Addendum C Event

This is a simple conceptual description of setting up and scoring an Appendix LE Addendum C series. i.e. a series that is split into qualifying and finals races, with competitors changing flight throughout the qualifying races. It is assumed that the user is familiar with using Sailwave in general.

Note that in Sailwave a flight is a competitor attribute that changes on a per race basis. Your SIs may refer to "Fleet" or "Division" but you would always use the flight facilities in Sailwave itself - unless your series was non-standard and fleet/division assignments did not change through the series.

Setup the series:-

Review your global options.

Set up the series properties.

Set up the scoring system.

Create your races and starts.

Add the competitors.

Assign flights for the first day's races.

Publish the first day's flight assignments.

For each day of qualifying racing:-

Enter the day's results.

Score the series as one group.

Publish the results.

Except for the last day of qualifying, assign flights for the next day's races.

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

Prepare for the finals:-

Assign flights for the finals races.

Publish finals flight assignments.

For each day of finals racing:-

Enter day's results.

Score the series by fleet.

Publish the results.

Entering the results of a Protest

How Do I Give a Boat Redress?

Redress can only be given by a Protest Committee or Jury, and they are often unclear as to precisely how the scores should be changed. Jury's instructions such as; "the boat is granted redress", or "the boat is reinstated" can be interpreted in multiple ways resulting in the Jury's intent not being implemented. When necessary ask the Jury to clarify their scoring instructions, this may be to adjust the scoring (see rule A10 for some examples) or finishing times of boats, to abandon the race, to let the results stand or to make some other arrangement. Further if in doubt enter what you think the redress is and ask the Jury Chair to confirm that the results reflect the Jury's intent.

There are three Redress (RDG) codes that are in the standard setup of Sailwave. RDG – assign points, RDGa – average points for all races, and RDGb – average of results prior to the race.

Printing and Posting the Results

How Do I Print The Elapsed And Corrected Times Side-By-Side?

When publishing results you can print a series summary and/or details of each race. When you choose to publish race details for a handicap series, each race is presented as a table showing elapsed and corrected times as well as points and positions.

How Do I Change The Order In Which The Fleets Are Displayed?

When the results are ordered by fleet the order in which fleets are displayed is defined by the order in which the fleets appear in the Edit+Fleets list. You can change this order by pressing the up and down buttons appropriately. Can I Email Results From Sailwave?

Yes, there are three ways to do this. Firstly you can publish to your web browser and then email the page using the browser. For example MS Explorer has a File+Send+PageByEmail menu option. Secondly you can publish to a file, then create an email in the usual way and use the file as an attachment. The final result is the same which ever route you take, because Sailwave publishes to a file in HTML format. Thirdly you can publish directly to your email client's Outbox by selecting the appropriate publishing destination in the publishing wizard. The last option requires your email client to be MAPI compliant; most modern clients are, including Outlook and Outlook Express.

How Do I Get The Burgees To Display On Reports On The Web Site?

For anyone who has trouble with displaying a logo on the website when publishing Sailwave results, whether on your website or on your own machine when previewing results.

Choose **Edit+EditSeriesProperties** from the menu bar, then, for both Event burgee and Venue burgee, enter your desired logo filename with no associated path, e.g. abycburgee.bmp, as opposed to say c:\data files\Yacht Club\Results\abycburgee.gif. Ensure that there is a copy of this logo file: stored in the website directory where the results are picked up from. This will ensure that your logo is displayed when viewing results via the Internet.

In the c:\Program Files\Sailwave directory, (or wherever you have chosen to install your version of Sailwave), as this is where Sailwave looks if you choose Publish to default internet browser from the Publish+Results option.

This is the same for the Website structure – the burgee jpg (or gif) files must be in the same folder as file calling the display.

1. Event Level

From the menu bar Choose 'Edit Series Properties' and for both 'Event burgee' and 'Venue burgee', enter the burgee filename, jpg (or gif) with no associated path or any other characters.

This will publish the burgees full size and if required to adjust the size enter after the burgee.jpg a space and "width=80"

Adjust the width number, shown as 80, as required to suit the display

2. Global Level

Alternatively, to set up as a Global requirement:

Start Sailwave and Select:

Setup > Global options > Folders > My Template files > View folder content

Now open the "Results.HTML" file with Notepad or a suitable text editor and change the following two lines:

```
<img class="hardright" src=""event.burgee"" alt="event burgee" />
```

```
<img class="hardleft" src=""venue.burgee"" alt="venue burgee" />
```

To read:

```

```

```

```

Stay in Notepad and use File > Save As while test publishing until it looks OK. Ensure the saved file is an .htm file.

(Best.jpg & Burgee10.jpg are the names of our Burgee files)

How Do I Change The Size Of Published Burgees

The default results publishing template will publish your burgees full size. To create your own publishing template that resizes the burgees, follow these once-only instructions:-

Start Sailwave and look at the Setup+Global options+Folders tab. You will be able to see where your publishing templates are located. If they are still at their factory location in the Sailwave installation folder, you may like to consider copying the templates folder somewhere more local and then updating the Folders tab with the information.

Using MyComputer navigate to the Sailwave publishing templates folder.

You will see a dozen or so .htm files and a sub-folder called my templates.

Right-click on results.htm and select copy.

Navigate into the my templates sub-folder.

Right-click and select paste.

If you do not have user right to copy files to this location, go into Sailwave's Global options and change the location of the my templates folder to be somewhere you can write to - somewhere in My Documents for example.

Still in my templates (for example), open results.htm with Notepad or other text editor - for example right-click on the copy of results.htm, and select Open with and then Notepad.

Locate the lines that look like this:-

```
<img class="hardright" src=""event.burgee"" alt="event burgee" />
```

```
<img class="hardleft" src=""venue.burgee"" alt="venue burgee" />
```

Edit them to set the width required in pixels, 50 is usually about right, so that they look like this:-

```
<img class="hardright" src=""event.burgee"" alt="event burgee" width="50" />
```

```
<img class="hardleft" src=""venue.burgee"" alt="venue burgee" width="50" />
```

The changes are in bold type for emphasis only. Save the file.

Publish and check the size. Re-edit and publish until it looks about right. You do not have to close Sailwave when doing this. In fact you can just stay in Notepad and use File+Save while test publishing until it looks OK.

Note: This is a once-only operation, new versions of Sailwave will not overwrite your own templates.

How do I Include National Flags in the Results?

When Regattas include competitors from overseas Sailwave can publish the competitors National flag of each competitor. To include the National flag open the Series Properties and click on the Publishing properties. Click on the "Publish nationality field as hyperlinks to flag" and "Include the nationality code under the flag" check boxes.

Series properties

These properties are specific to this Sailwave series.

Event and venue name Publishing Notes Admin

ISAF Sailor ID

☒ Publish ISAF Sailor IDs as hyperlinks

ISAF Sailor URL

Nationality

☒ Publish nationality field as hyperlinks to flag

☒ Include the nationality code under the flag

Flags URL





Nat	SailNo	Boat	Club
 AUS	193148	Drive it like you stole it	Double Bay Yacht Club
 CAN	187740		Sugarloaf Sailing Club
 CAN	188646		Beaconsfield Yacht Club
 GBR	197596		Queen Mary Sailing Club
 USA	195943	House Of Jealous Lovers	Tahoe Windjammers Yacht Club
 USA	177637	177637	California Yacht Club

Other Tips and Tricks

How Do I Sort By A Particular Column?

By default your results are sorted by the series (or fleet) position; the sort column being shown with a pale yellow background. You can sort the series by other columns by clicking the column header text with your mouse; e.g. "Boat" or "1". The sort position is honoured when publishing the series unless explicitly stated for a particular publishing method.

How Do I Export Data Into Other Applications?

The File+Export menu option allows you to copy the series results into the windows clipboard. You can choose the column separator and also choose which columns you want to exclude/include; including the results themselves; which means it's easy to generate competitor lists etc. To get the data into a spreadsheet, choose a tab

separated list and press the Copy button; the text is now in the windows clipboard. Start the spreadsheet, say Excel, and click on a cell that will become the top left cell of the data, then select Edit+Paste or Ctrl+V to paste the data; most spreadsheets understand that a tab separated list is meant to be pasted column by column; Excel does. Similarly you could paste the data into a word processor like Word etc etc.

Can I Open Series From My Computer?

Sailwave works just like Word or Excel etc. Sailwave files will have a .blw extension and will be shown with the Sailwave document icon.



When you see this icon in My Computer you can simply double-click on it to open the series, or right-click and select the Open menu item. If all your Sailwave files are gathered in a set of nested folders this can be an effective way to navigate the folders and edit the series.

How Do I Enter Results As A List Of Sail Numbers?

The Tools+EnterResultViaSailNumber menu option allows you to do this. It is especially useful for large championship events because it is quicker to type in sail numbers than to find each sail number in the main display and edit the result. You can also start this tool by pressing F12.

Sailwave will tell you when the sail number you are entering is unique which saves time. It also handles ambiguities when more than one boat has the same sail number. You can optionally choose to enter the last N digits of sail numbers which is useful at events where most sail numbers share the same prefix; e.g. Laser events.

How Do I Hide Certain Columns?

Sailwave allows you to hide columns that are not relevant to your series by selecting the appropriate item in View+Columns or hitting the Columns button in the tool bar. For example in a single class championship event the rating column is not very useful. Hidden columns are not shown when publishing. You can also right-click on a column heading and use the popup menu to hide a column.

How Do I Model Events In Sailwave?

Sailwave can be used to model a sailing series in a single Sailwave file.

Sailwave files have a .blw extension. These are just text files. A series is defined as an arbitrary number of boats all sailing the same sailing programme. Each series can be optionally divided into fleets and each fleet can optionally have a separate rating system and discard profile etc.

For example at an RS classes open meeting it is common to have all the classes (200,300,400,600,800) sailing the same programme but each fleet must be scored separately; this can be handled by Sailwave in a single Sailwave file.

Similarly a National championship may be scored to get an overall winner and then scored by say Gold, Silver and Bronze fleets to get fleets results; again this can be handled in a single Sailwave file.

When using Sailwave you can open more than one series within the Sailwave desktop, so if you do decide to model an event using more than one file you still have easy access to them. Often you will decide to model an event as a number of separate files. This is not a problem because Sailwave allows you to multi-select an arbitrary number of series when opening files and (by implication) allows an arbitrary number of files to be manipulated within the same Sailwave session; think of it like opening multiple files in a word processor. In jargon, Sailwave is a full MDI (multiple document interface) application.

Do I Have To Re-Enter Competitor Details For Each New File?

No, just use an existing Sailwave series as a source of competitors. What most users do is create a folder called say, libs, and create Sailwave files in that folder containing competitor lists - competitors that are often used in a Sailwave series. You can then just open these series and use the File+SaveAs menu option to create a new series. In a similar way you can save files for different scoring systems etc. You can also import selected competitor details from another series and from a CSV file using the File+Import menu option.

Can Sailwave Handle Multiple Fleets Per Series?

Yes. Sailwave can score a series across all the fleets to get an overall winner and/or score the fleets separately. The Examples folder installed in your Sailwave folder contains examples of multi-fleet series.

There are a number of ways in which Sailwave can handle multiple fleets. You can set up a list of fleets from Edit+Fleets; this may be a list of fleets racing independently for different prizes, but sailing the same programme, or it may be a fleet category like Gold, Silver and Bronze. Sailwave then allows you to score the series across all fleets (not always appropriate) or to score fleets independently. Each fleet can have its own rating system and discard profile which is used when scoring the fleets independently.

What Is A .Blw File?

Each Sailwave series file (a file with a .blw extension) represents one series of N races. You can open and manipulate an arbitrary number of files (series) in the Sailwave desktop.

What Is The Tally Column For?

At dinghy events it's common practice to have to sign on and off the water for safety reasons. The way this is organised is to allocate a tally number for each competitor. However this column has no special meaning and you can rename it and use it for any purpose you like; bow number being a popular alternative.

How Do I Add A Class To The Rating File?

In various places within Sailwave the user can select from a list of classes and/or class ratings. The content of these lists is derived from the currently installed rating files and used to calculate corrected times.

Rating file folder

By default all rating files are installed into a sub folder called *ratings* in your Sailwave installation folder. You can change this folder from the Folders tab of the **Setup+GlobalOptions** menu. If you do change it and want to use some of the file in the existing folder, you need to copy them across by hand. The number of files in the folder is arbitrary but you should ensure that ratings are not duplicated with conflicting values across files; in such cases, Sailwave will use one of the values, but which one it uses is unspecified.

You can download rating files from the Sailwave website resources page, or create them yourself. Downloaded files should be saved in your rating file folder. The remainder of this topic covers how to create your own rating files.

File format

Each rating file must have a .csv extension with a general format that follows Sailwave's standard CSV file syntax. The file contains an optional header line followed by an arbitrary number of record lines. Only one record must be present per line.

Header line

The header line is optional. When present it must contain a comma separated list of field names; for example:-

System, Class, DefaultValue, WindValues

Record lines

Each record consists of a number of comma separated fields in a strict order as defined below:-

1. Rating system code. The code is not case-sensitive and must be one of:-

- py - RYA Portsmouth yardstick rating system
- texel - Texel catamaran rating system
- scr - ISAF small catamaran handicap rating system
- tcf - Generic time correction factor system
- tcc - Time correction factor system
- irm - IR 2000 IRM
- irc - IR 2000 IRC
- lys - Scandinavian, time correction factor
- chs - CHS (legacy)
- echo - ECHO (Ireland)
- vy - VYC rating system
- uspn - USSA Portsmouth rating system
- phrf - Standard TOD PHRF
- phrftot - TOT PHRF (The A and B operators are defined within Sailwave)
- custom - Custom rating system as defined within Sailwave

2. Boat class.

3. Numeric rating value.

4. A comma separated list of wind indexed ratings. This field only needs to be present if you use wind indexed ratings.

Example records:-

PY, Dart 18,	768
scr, Dart 18,	1.18
scr, Dart 18 (with spi),	1.16
uspn, "Isotope (Sloop, 1-Up) ISTEP",	74.2, "79.5,74.5,73.8,68.1"

Notes

- You can mix rating systems in a single file but it's more usual not to.
- Any sub-folders in the rating file folder are ignored.
- Files that do not have a .csv extension are ignored.
- The order of fields in header and record lines is fixed.