

Papercourt Sailing Club

Sailwave instructions for PROs



Please follow these instructions carefully.

Please do NOT change any settings not specifically outlined in these instructions as it can have a significant effect on other functionality. If however you do identify something which you think could be improved please contact results@papercourt-sc.org.uk

GETTING STARTED

1. **Open the Computer Cupboard** – the key is on an red fob marked Computer Key in the key Cupboard in the galley
2. **Turn on: (i) Computer; (ii) Screen; (iii) Printer** – Allow 5 minutes whilst the computer updates. A suggestion is to turn it on at the beginning of the day.
3. **Open Sailwave** – double click the Sailwave icon in the centre of the screen (not the one at the side)
4. **Open the correct Series** (e.g. Sat GH, Sun Pursuit) or **Event** (e.g. Ice Box, Spring Chicken, Laser Open) – double click on the correct series/event in the folder
5. **Find the next race in the Series** – this is normally the first column to the right without results. It may be hidden from view; if so there is a window 'slider' on the bottom edge of Sailwave

Save your work at any time **and regularly** with **Ctrl+S**.

ENTER RACE RESULTS

6. Click **Sail Num Wizard** – by using the Sail Num Wizard button.
7. **Select the Correct Race Number** – Click the arrows to select the race number correlating to the date of the race.

Take note of the Race Number, you will need it later. Click "**Next**".

8. **Enter the Participants' Sail Numbers:**

- For Sail Numbers that automatically appear select the correct helm/sail number/class by clicking on the appropriate entry; With Lasers make sure you choose the correct rig type and the correct name. Check the Sign-on sheets for clarity. Click "**Next**".
- If none appear, click "**NEW**", click "**Next**", and enter the result as below. You will have to add the class and name *later* (see Section 11).
- Click "**Next**",

9. **Enter the Participants' Times:**

- For Pursuit (P) races: select '**Start time and finish time or retirement code**'. (If a NEW sailor, add the start time later, when a boat is selected)
- For General Handicap (GH) races: select '**Elapsed time or retirement code**'.
- For Open Meetings (Class Races): select '**Place or retirement code**'.

26-08-2019

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- Enter the Results:
 - For P/GH, enter the elapsed time from the Start Signal (not the 5 minute signal) [Always enter the HOURS - 79 minutes is either 1:19:00 or 0:79:00 - but not 79:00 ; that is 79 hours!]
 - For Class races enter the finishing place.
- Enter number of Laps. [check this carefully for each boat]
- Click “Finish” button to enter the next boat’s results, until all are entered.

10. Exit Sail Num Wizard – by clicking the “X” in the top right hand corner of Sail Num Wizard box. Ctrl S to save the results.

ENTERING ANY NEW COMPETITORS DETAILS

11. To enter the sailor's details;
- Double-click on the **Helm cell** and enter the **boat class** using the pull-down and enter the **Helm name** (from the sign-on sheet). For Saturday GH only, select SLOW or FAST in the ‘FLEET’ cell. Click 'OK'
 - **Note:** for Pursuit races, NEW competitors will have the wrong start time (the last start), so double click the “result cell” and adjust the **start time** to the offset that is on the Pursuit start table. Again, use the pull-down only, do not type it in. Click 'Ok'.
 - Ctrl S to save the results.

RESCORE

12. To rescore (calculate) click the “Rescore” button. You are likely to get an error message “No Competitors in Start 1 of Race 1”; get rid of this message by clicking “Suppress Errors”.

13. You can click on a race “header” to sort results for that particular race. Check the results are as you expect and correct if necessary.

PRINT THE RESULTS (This is not publishing)

14. It is critical to “Score Series” before printing.

- Press Ctrl and P,
- Only have “Publish a series summary table” selected (untick Individual),

<input checked="" type="checkbox"/> Publish a series summary table	<input type="checkbox"/> Publish individual race tables
<input type="radio"/> All races	<input type="radio"/> All races
<input checked="" type="radio"/> All sailed races	<input checked="" type="radio"/> All sailed races
<input type="radio"/> Just these races	<input type="radio"/> Just these races
<input type="text"/>	<input type="text" value="7"/>

- Select “All sailed races”,

26-08-2019

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- Click **Next**, then select “**My default internet browser**” (under Destination) and click **Publish**.

15. Print the Output:

- Press **Ctrl+P** and select **Print**, select **1** copy, select '**Portrait**', click **PRINT** button.
- Close the Browser - by clicking the “X” in the top right hand corner.
- **Ctrl S** to save the results.

Pin the printed series results on the noticeboard in the entrance hall, removing the old sets. Place the score sheets and signing on sheets in the provided envelopes addressed to “Jane Hayden - Results” – and leave in the “H” post-box under the noticeboards.

PUBLISH RESULTS TO THE WEBSITE:

Publish *each* race to the website:

- Make sure you have Rescored and Scored Series.
- Press Ctrl and P.
- This time, select both Series and Individual race boxes and select “all Sailed Races”.

- Click **Next**, then select “**An installed application**” (from ‘destination’ - **do not change** the filename presented) and click **Publish**.
- A black window will appear momentarily, that is normal.
- The results will be displayed on the website. Do this for each race.

CLOSING DOWN

16. Close Sailwave - by clicking the “X” in the top right hand corner. Make sure you say **YES** to save the series.

17. Turn off: (i) **Computer** (lower left symbol, up to “Shutdown”); (ii) **Screen**; (iii) **Printer**

PROBLEMS??: email results@papercourt-sc.org.uk with your problems. If possible, take a photo of the results.

Thank you so much for being race officer for the day and working through this. Any suggestions for improvements, please email as we are a learning organisation. When appropriate, the TV at the end of the bar will display the last results posted. The ON switch is under the right side.

26-08-2019