

# Instructions for using Sailwave for the Snowflake Series

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## Open snowflake series.



Click on the snowflake icons to open the files.

## Adding a new competitor

Check that the competitor is not already entered into the series.

Select the correct fleet, and then click on the New icon.

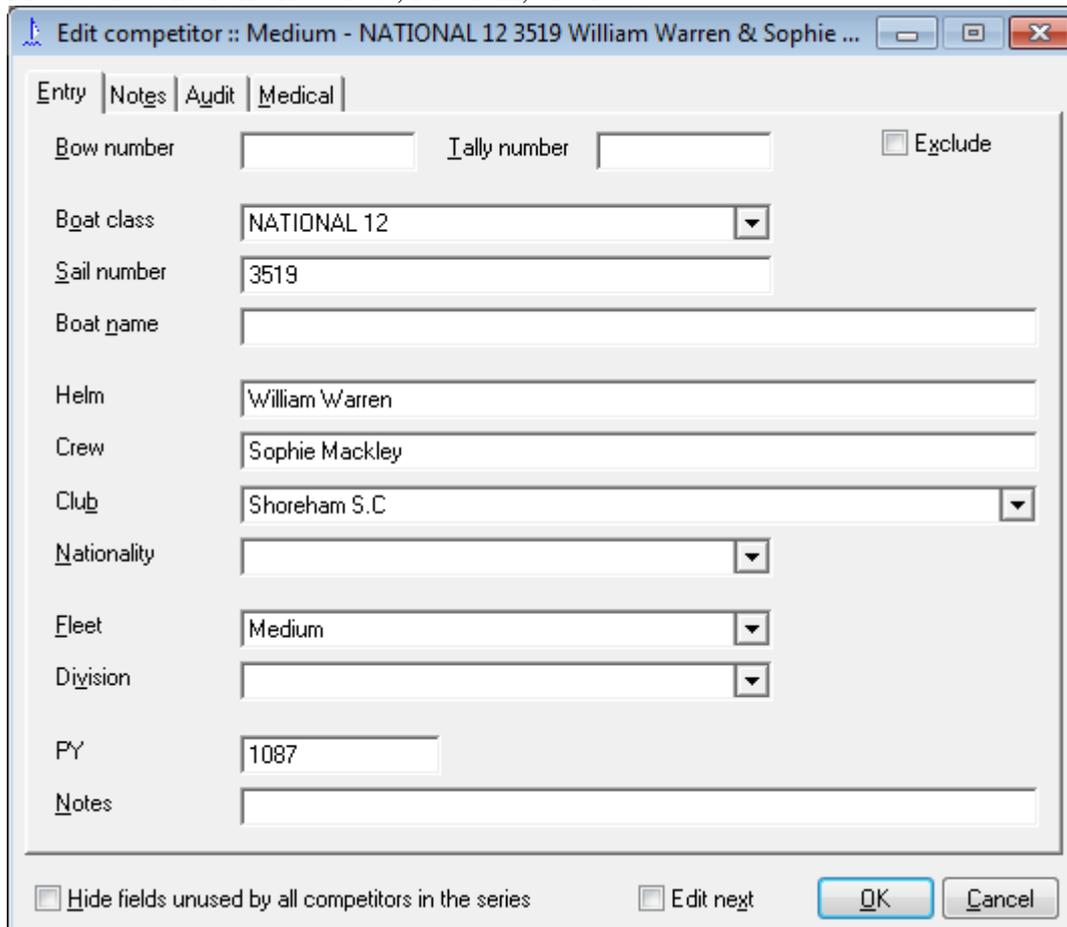


Enter the follow details:

Select boat class from the drop down menu, the PY rating for that class should appear by PY.

Enter sail number, boat name (if required), helm name, crew name (if applicable), and club (some clubs are already entered) from the entry form.

Please also enter the fleet Fast, Medium, or Slow.



The boxes with the arrows on the right hand side, indicate that once you have enter a name, then to re-enter the same name again you can click on the arrow and select from the list shown.

Click OK when finished.



Save it regularly by clicking  or select the File menu and Save Series.

## Editing a competitor.

Just double click the competitor's name, to bring the above form up.

# Entering the results



Click on Sail num wizard

Select the **correct** Race number. (Make sure that the Real-time finish times box is un-clicked)

Click on Edit Race button to change race date and start time (double click on start1).

OK the changes and then press Next.

Enter results via sail number

Race R2

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

31/10/2011

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

Field

Ignore alphabetic characters when matching competitors

Match last  chars only

Include excluded competitors

Real-time finish times

Press Enter or click Next to proceed

Edit race :: 2

Name of race

Published date or day   Sailed by at least one boat

Published start time of first race

Starts | Notes | Results

Name	Competitors	Start	Finishes
Start 1	All competitors	14.05	Finish time

Edit next

Edit start

Start for race 2

This start | All starts

Name

Competitors in this start

All 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

Type in the first sail number (the boat which finished first) when it is unique click next.  
 If the recorders are only writing the last 4 numbers of the sail number click Match last box and change the number to 4. Then you only need to enter the 4 numbers of the sail number.

Enter results via sail number

Race R2  
 Competitor 166550 (Medium - LASER STD 166550 Ian Payne)

Type in enough of the field to make it unique (beep) and then press Enter to proceed. Resolve ambiguities by selecting a competitor from the list or by entering text into the Resolve ambiguity box that automatically appears as necessary.

SailNo

Previous entry was 6880

** UNIQUE **	
166550	Medium - LASER STD 166550 Ian Payne

Don't show competitors that already have a result for this race

Press Enter or click Next to proceed

Enter the finish time and if applicable the number of laps (only for average lap races). With average lap races, each boat must have a number of laps entered. Start time should be automatically filled.

Enter results via sail number

Race R2  
 Competitor 166550 (Medium - LASER STD 166550 Ian Payne)

Type in the result and then press Enter to record it in the series. You can edit the result later by doubling-clicking on the result cell etc.

Record result as

Place or retirement code  
 Elapsed time or retirement code  
 Start time and finish time or retirement code

Start time

Finish time or   Laps

Elapsed time is 1.40.23

Please note: Start times and finish positions are auto-populated based on the starts you have created for each race.

Press Enter or click Finish to save this result

**To record a finishing code DNF etc.** use the drop-down arrow to select a code normally we use DNF for did not finish (retired) or MGate for Missed Gate.

Enter results via sail number

Race R2  
Competitor 166550 (Medium - LASER STD 166550 Ian Payne)

Type in the result and then press Enter to record it in the series.  
You can edit the result later by doubling-clicking on the result cell etc.

Record result as

Place or retirement code  
 Elapsed time or retirement code  
 Start time and finish time or retirement code

Start time 14.05

Finish time or DNF

Please note: Start times a... have created for each race.

Press Enter or click

Back Finish

BFD	0	0	0
DGM	0	0	0
DNC	0	0	0
DNE	0	0	0
DNF	0	0	0

Once you have click finish the sail num wizard is ready for the next competitor, when you have finished click on the cross on the top right of this form to get rid of it.



Save it regularly by clicking  or select the File menu and Save Series.

## To change a result (timed)

Double click on the result, brings up a dialog box, edit the result, and click OK, then **rescore the series**.

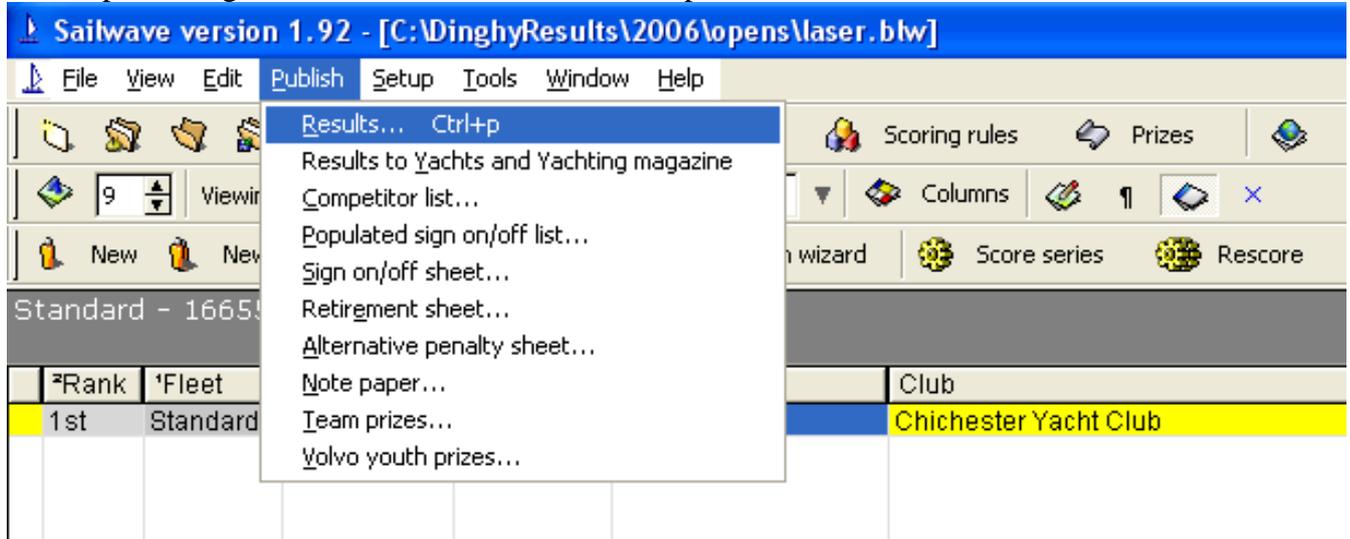
## Calculating the results



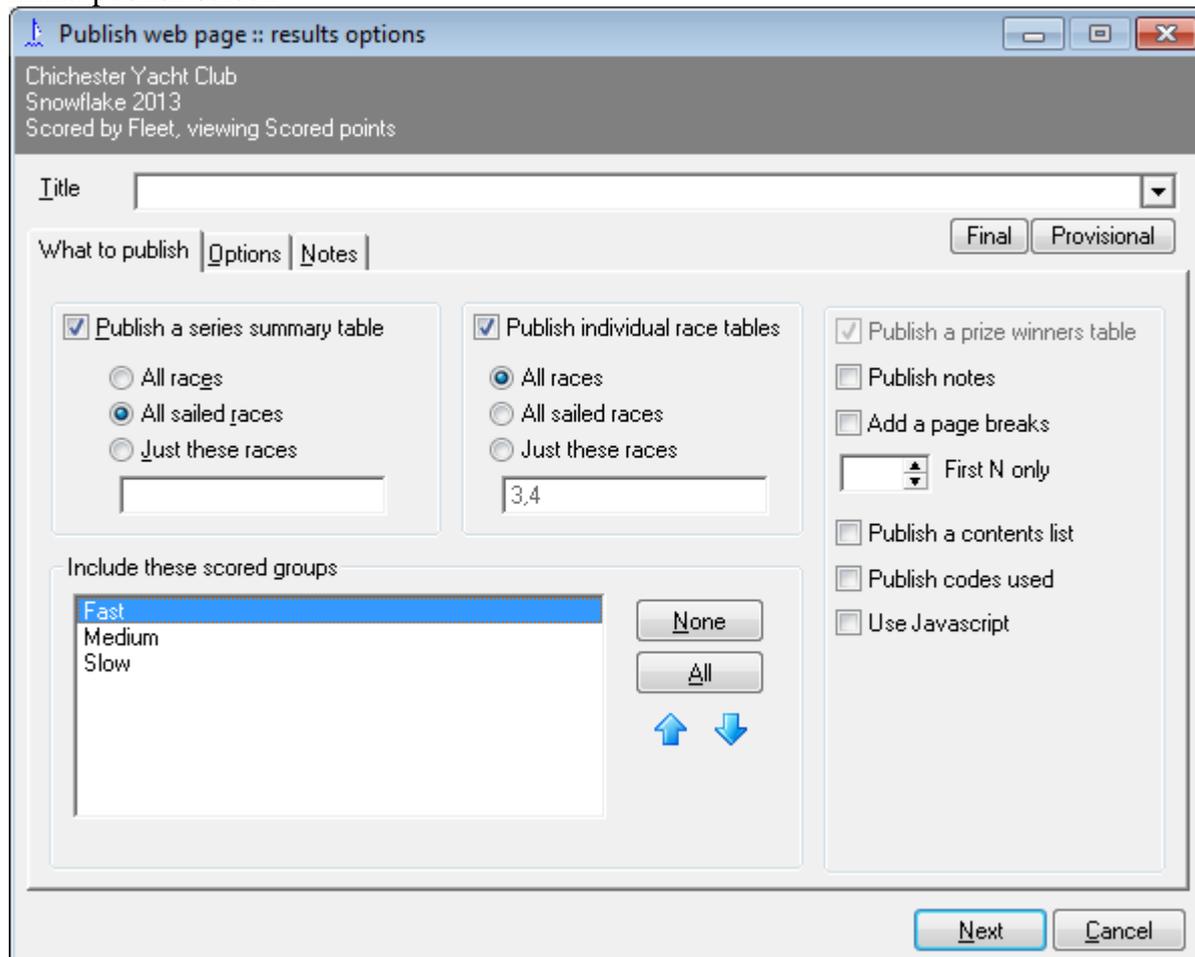
Click on the Rescore Series icon.

## Publishing the results to website.

Before publishing results rescore results! Select the publish menu and select results from it.

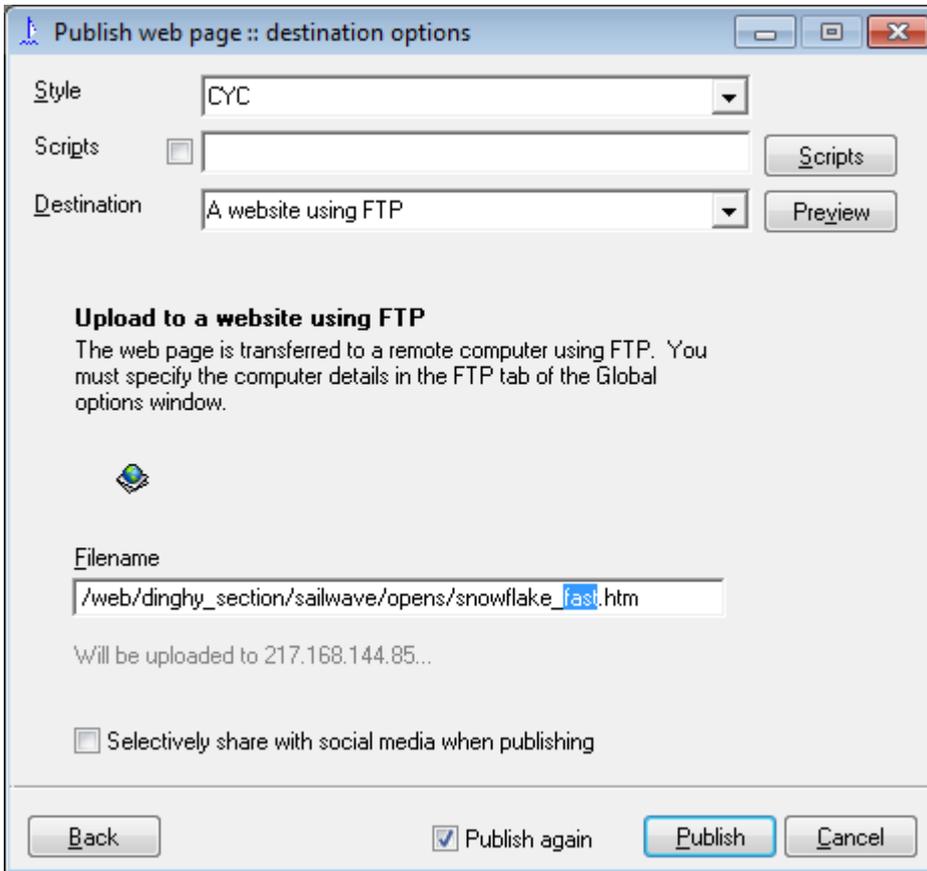


Initial publish screen



Ensure publish a series summary table and all sailed races are selected. Publish individual race tables are clicked and all races selected.

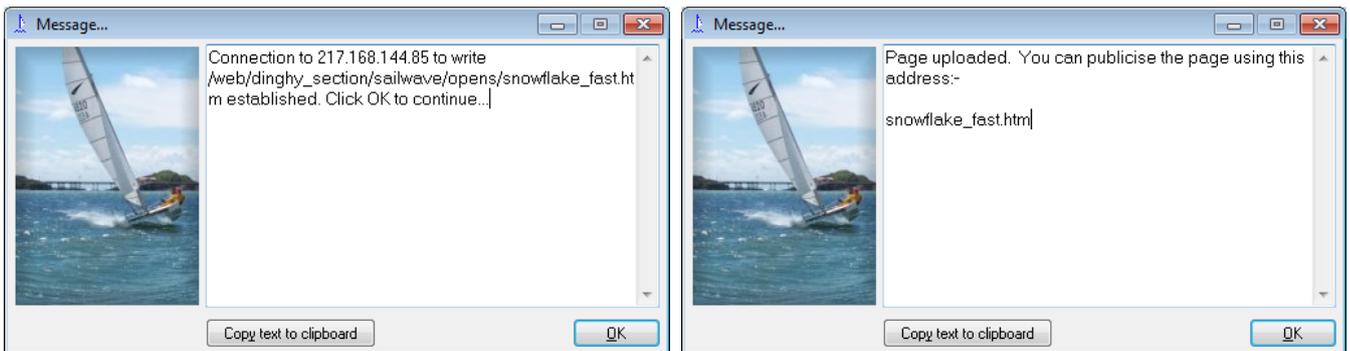
Each fleet must be published separately. For **fast** fleet highlight fast only in “include these scored groups” as shown. Click Next.



### For Fast Fleet

Ensure Style is CYC, scripts is blank, and “Destination is a website using FTP” and “publish again” is clicked. In filename change for **fast** fleet to /web/dinghy\_section/sailwave/opens/snowflake\_fast.htm

Click Publish. A small dialog box will appear, if sailwave can connect with the website. (May take a minute) A small dialog should appear telling you that it was successful, just click OK.



If publish again is selected the initial publish screen is shown, otherwise select Publish then result again.

### For Medium Fleet

Ensure medium only is highlighted, click Next and change filename to /web/dinghy\_section/sailwave/opens/snowflake\_medium.htm and publish as above.

### For Slow Fleet

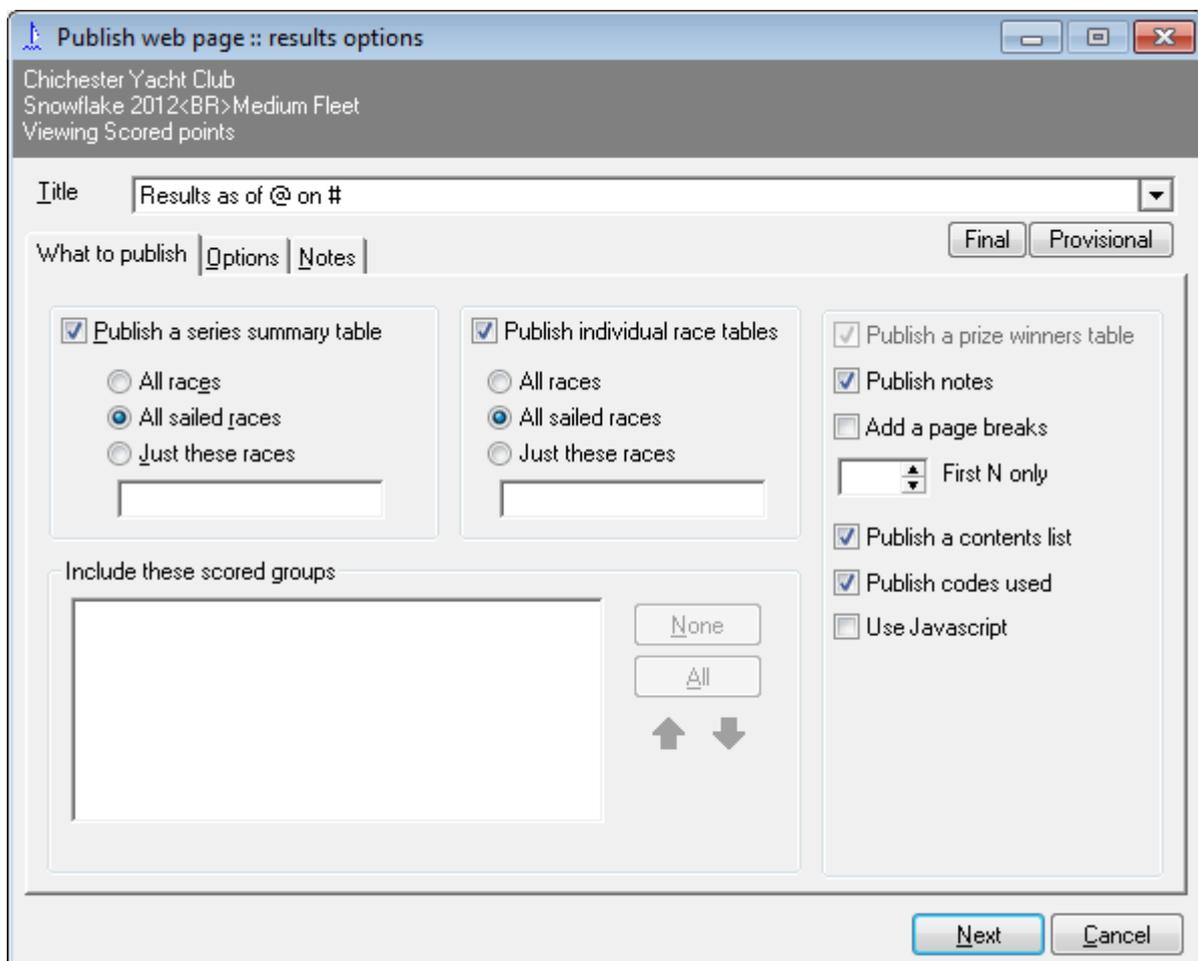
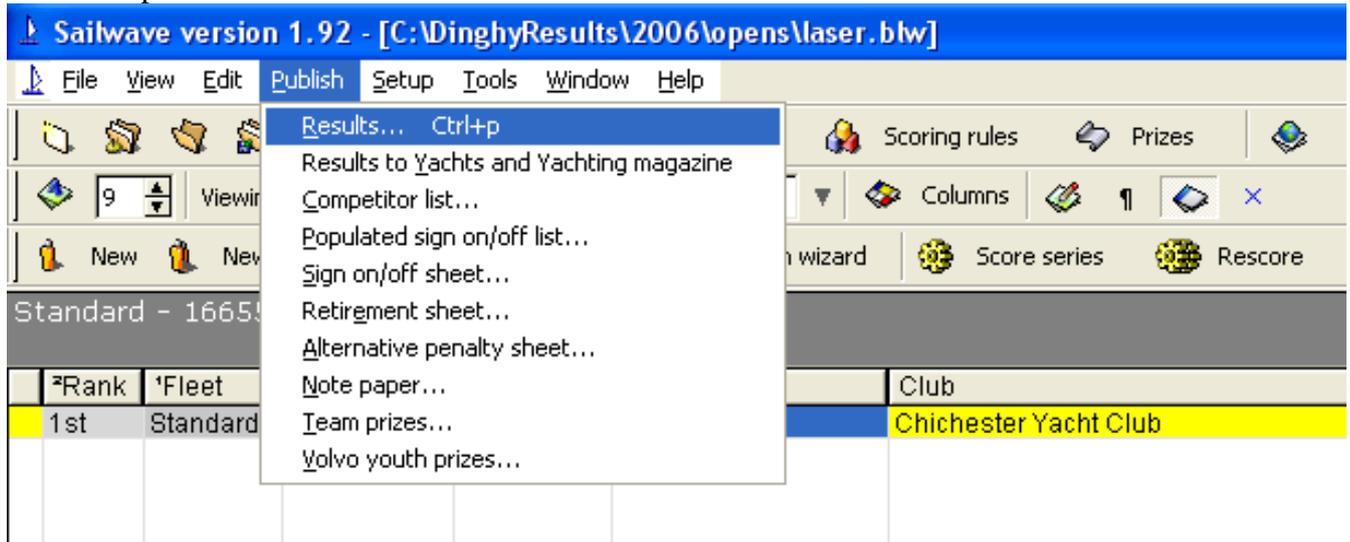
Ensure slow only is highlighted, click Next and change filename to /web/dinghy\_section/sailwave/opens/snowflake\_slow.htm and publish as above.

Click Cancel to finish publishing.

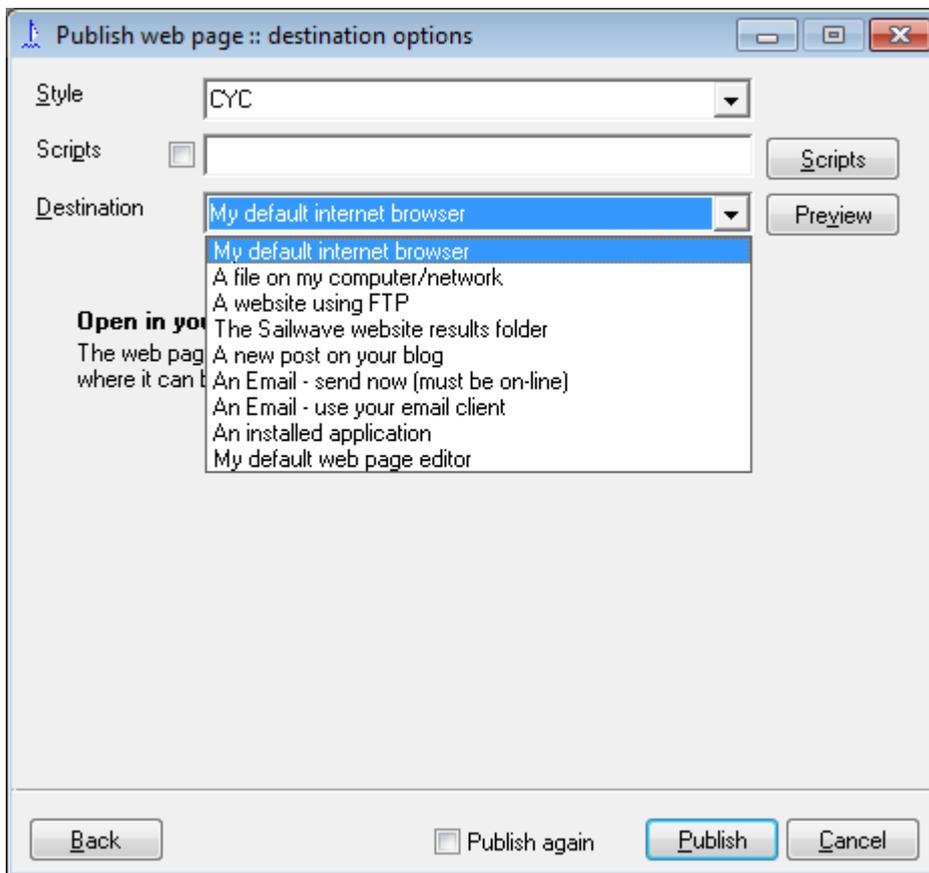
## Printing the results

First publish to a web browser.

Select the publish menu and select results from it.



Click Next, and then click down arrow by destination, and select My default internet browser.



The published page will appear in the browser, select file and print as normal to print to the committee room printer. Ensure that committee room computer is switched on (does not have to be logged in), and that printer is on and has paper in it.