

# SailOK Scoring

**Sailing Regatta Scoring**



**Scorer's Manual**

**Revision 2.1**  
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**<http://sailok.com>**

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# Getting Started

## **Installing the Software**

You may have received the software on a CD or you may have downloaded it from our website. In either case, the installation is similar. There will be an installation program named so as to indicate the program and the revision number. For example, revision 2.0 is distributed on a file named Score\_Dist2\_0.exe and is the only associated file. If you downloaded the file, locate it in the folder in which you saved it, using Windows Explorer, and double click on it. If you received the software on a CD, load the disk into your CD drive, open it with Windows Explorer and again double click the file name.

The installation program will guide you through initial installation. The first screen identifies the program and displays a copyright notice. Click the Next button to continue. The next screen displays the license agreement. Please read and, if you agree with the terms, click the corresponding radio button then click the Next button again. The next screen is just a reminder to refer to the README file for further instructions on setup after installation. Click the Next button again after reading. The next screen allows you to specify where you want the software installed and suggests a default folder. Use the Browse button to select another folder if you do not want the suggested default. Click the Next button again. The next screen gives you the options of installing shortcuts on the Start Menu and the Desktop. It is generally advisable to at least install it on the Start Menu even if you do not choose the Desktop. Check or uncheck the option boxes and click the Next button again. The next screen verifies installation options. Click the Next button again. The next and final screen gives you the option of displaying the README file and of executing the program. It is advisable to check the box to display README but do not execute the program. It is not yet ready to run. Click the Finish button to complete the first step of installation. At any screen during the installation procedure, other than the final one, you can click the Back button instead of the Next button to move back one or more steps. This allows you to correct any errors you might have made in earlier specifications.

After installing the programs, it will be necessary to manually correct the name of the database. SailOK Scoring is supplied initially with a skeleton set of data tables for scoring as well as handicapping data. These databases are intentionally misnamed. The purpose is so that future upgrades can be supplied without having to rebuild your data. It will be necessary for you to correct these names upon initial installation. The scoring database will be named Empty\_Score\_Data.mdb and will be found in the folder where you installed the software. Its name must be changed to Score\_Data.mdb. Renaming the handicapping database will be described in its respective manual.

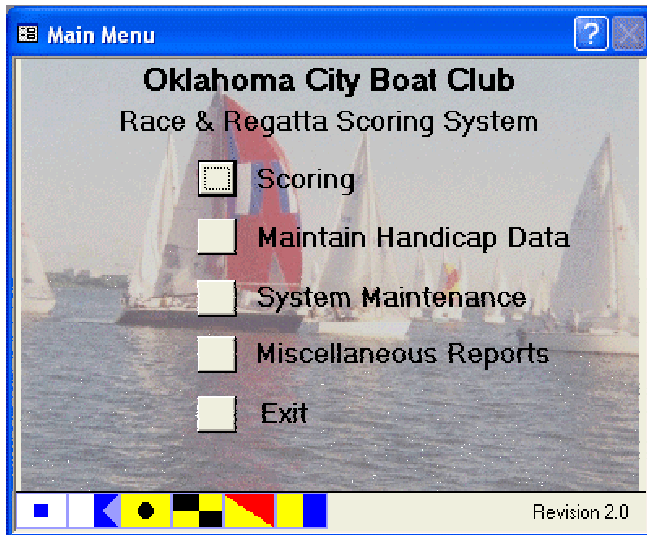
## **Running the Program**

After the software has been installed, you can run it by clicking it on the Start Menu or its icon on the Desktop, whichever you elected to install. If you selected neither then you will have to determine how to run it on your own. This will start Microsoft Access and present the SailOK Scoring Main Menu. The first time the program is run, however, this Help Menu will appear

before the Main Menu. You can click any of the buttons to see the associated help text. This screen will continue to be the first thing displayed each time you start SailOK Scoring. If you uncheck the check box near the bottom, the screen will no longer appear and the Main Menu will be the first form displayed. There is another option on the System Maintenance Menu to turn this feature back on should you decide to restore it. To finish the initial setup of the system, select the “To SailOK Scoring” option to get to the Main Menu.



The Main Menu looks like this. For initial setup, select the “System Maintenance” option to display the System Maintenance Menu.



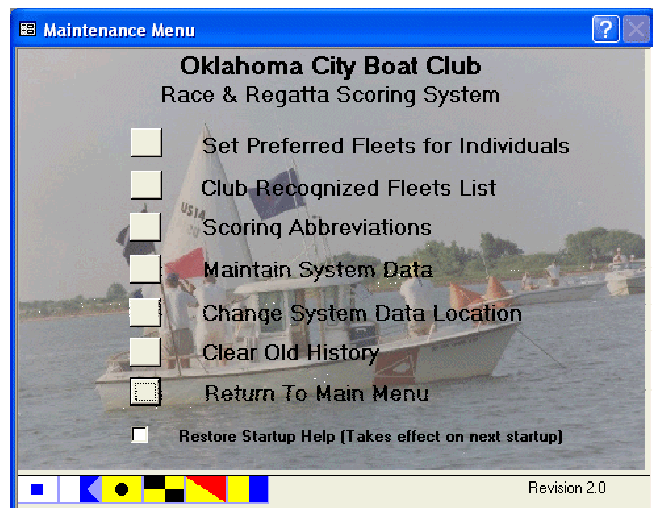
The menu form displays a background image that is linked to a file installed with the programs. You can change the image to one of your choosing by replacing the existing file with one of your choice. The file name is MainBgnd.jpg and must remain the same. The new image must also be a JPEG image. If you name the file wrong or submit something other than a JPEG image, Access will complain at startup but the menu will still load and function without any background image. The file is located in a folder named Graphics under the folder where you

installed the application. If you selected the default installation location the image file will be found at

C:\SailOK\Score\Graphics\MainBgnd.jpg

### Initial Setup & Customization

After successfully installing the programs and databases of SailOK Scoring, it will still be necessary to do some specific setup procedures, or customization. After this Startup Help Form closes, the Main Menu will appear. From it, select the Maintenance Menu and from that, select the “Change



System Data Location” option to specify where your system data is located. If you took the default installation location then this step is not necessary.

Next select the "Maintain System Data" option to customize your version as necessary. Note that if you installed in a location other than the default, it may be necessary to select the "Change System Data Location" option first in order to tell the system where its data is located. If this is the case, you will get a message to indicate it.

Selecting the System Data option will open the System Data Form for you to change any of the parameter values to customize the system to fit your needs.

- Start by entering your club’s name as you want it to appear on your forms and reports. Replace the Text Value field on the line labeled ClubName with the appropriate name.
- Supply the location of your handicapping data, if you did not take the default installation location. If you intend to use SailOK Handicapping then the file name must not be changed. If not, then the name extension must be changed from mdb to txt to indicate a text file.
- Supply the location of the scoring data if you did not take the default installation location.
- Supply the folder location for your web reports at the RepLoc line is desired.
- Other customization can be done later.

Name	Text Value	Numeric Value	Date Value	Regatta	Series
ClubName	Your Club Name Here	0		<input type="checkbox"/>	<input type="checkbox"/>
HcapData	c:\SailOK\PHRF\Handicap_Data.mdb	0		<input type="checkbox"/>	<input type="checkbox"/>
Lkey	Register at <a href="http://sailoksoftware.com">http://sailoksoftware.com</a>	0		<input type="checkbox"/>	<input type="checkbox"/>
MinPct	Minimum percent for penalty	10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MinTime	Time less than this is actual finishing position, not time	100		<input type="checkbox"/>	<input type="checkbox"/>
RepLoc	C:\SailOK\Score	0		<input type="checkbox"/>	<input type="checkbox"/>
ScoreData	c:\SailOK\Score\Score_Data.mdb	0		<input type="checkbox"/>	<input type="checkbox"/>
ScrnRes	Monitor screen width in pixels	1024		<input type="checkbox"/>	<input type="checkbox"/>
T0Min	Minimum races for a throwout	4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Record: 3 of 9

If you have registered your copy of SailOK Scoring, you will have received a License Key. This value must be entered into the Text Value column of the Lkey row. You can type it there but you must do so very carefully, exactly as you received it, including upper and lower case and the exact spacing specified. If you saved the email in which you received the key as instructed then

you can just type a question mark in the Text Value column and supply the location of the file when asked. SailOK Scoring will then read the key from that file for you, eliminating the chance for typing or interpretation errors.

With this done, you are ready to begin scoring. You must first exit the system completely and restart it for your changes to take effect.

### **Scoring Philosophy**

For the most part, scoring is covered by Appendix A of the Racing Rules of Sailing. In paragraphs A4, the appendix describes a Low Point System and a Bonus Point System. These systems give two different methods of awarding points to boats that finish a race. SailOK Scoring allows you to specify which method applies on a series-by-series basis by checking or unchecking the appropriate column of the BPS entry in the scoring abbreviations. If your club regularly uses both methods, you can create separate corresponding code sets and just select which set to use for each series.

In addition to boats that finish, called finishers, the appendix also suggests methods to award points to boats that are not to be scored as ordinary finishers. These boats include boats that did not start, did not finish, were on the course side at the starting signal, retired or were disqualified after finishing, among others. It gives suggested points appropriate for a regatta in A4.2 as well as suggested modifications for a series that lasts longer than a regatta in A9.

The appendix also describes a method of compiling all the races in a series or regatta and producing an overall standing for the series in paragraph A2. This includes the option of discarding a boat's worst race of the series. Finally, paragraphs A8 provide a method of breaking any ties in the series. As of the 2005-2008 rules, this tie breaker is composed of just two consecutive steps, A8.1 and A8.2, that can be taken, if necessary, to break the ties. Note that the ISAF had deleted an old paragraph A8.2 from the tie breaking steps in 2003. In the 2005 rules, the old A8.3 is now A8.2. SailOK Scoring provides the option to use or not use that deleted step in breaking ties as many found it to be more fair than A8.3.

Finally, there is a set of Scoring Abbreviations in paragraph A11. These codes are typically used to score boats that are scored as other than their respective finishing positions. SailOK Scoring includes this set of abbreviations, or scoring codes, as its default, named RRS. The RRS code set also includes several additional codes to provide better control of the scoring process.

**Note: SailOK Scoring fully complies with Appendix A of the Racing Rules of Sailing, 2001-2004 as well as 2005-2008.**

## Scoring a Series: Overview

### Entering a series

The first step in scoring a new series or regatta is to select the Scoring option from the Main Menu. This automatically opens the Series Form where series parameters can be entered. Click the Add button on the form to begin adding information for the new series and fill in the appropriate values for the series basic information. See The Series Form chapter for details.

After the basic information is entered, you can click the Fleets button, if the series is a regatta, to enter fleets registered for the regatta. If it is a longer series, where you may not know the fleets in advance, this step can be skipped and fleets will be registered as they first appear in the races.

After the fleets have been registered, if this was done, then you can click the Boats button to register individual boats, or entrants, for the regatta. Again, if this is a series longer than a regatta, this step can be skipped and boats will be registered as they appear in the races.

After registering fleets and boats, if this was done, you can begin entering individual races for the series or regatta. If this is a series and not a regatta, you normally would not have registered fleets and boats and would go directly to entering races. Refer to the next section for details on entering races.

Any time after at least one race has been scored, you can click the Calculate button to compile the race data into a series result. This can be an interim result, based on the races scored thus far, or a final result, if the series is finished. Note that all races entered for the series must be calculated before the series calculation. Adding a new race after one or more have been entered may result in changes to the previously entered races to add boats that did not compete in the earlier ones. This will result in those previous races needing to be recalculated. If there are some races that need to be calculated then series calculation will first inform you and give the option to calculate them.

After calculating the series, you can click the Print button to print a report of the calculated series results. You can also click the Web button to produce the report as an html document on a file suitable for posting to your club's web page

### Entering a race

After registering fleets and boats, if this was done, then you can click the Races button to open the Races Form and enter the first race. On the Races form, click the Add button to begin adding information for a race and fill in the appropriate values for the race basic information. Most of this information should come from the Race Committee's official score sheet. Refer to The Races Form chapter for specifics.

After entering the basic information, click the Starts button to open the Starts Form and specify information related to the starts and starting order of the race. Click the Add button and fill in the information for the start. Refer to the Recording Starts chapter for details. When finished with a

start, click the Fleets button to open the Starts Fleets Form and enter the fleets assigned to this start. Click its Add button to begin adding fleet names. Continue adding fleet names, one per line until all the fleets for the start have been recorded. Note that there may be some special coding involved in the fleet assignments. All the information for starts and start fleets should also come from the Race Committee's score sheet.

After entering all the fleets for the first start, click the Exit button to return to the Starts Form and begin entering information for the next start. Continue in this manner until all starts have been recorded. Then click the Exit button on the Starts Form to return to the Races Form to enter finishes for the selected race.

After entering all the starts related information, and returning to the Races Form, click its Finishes button to open the Finishes Form and begin recording finishes from the Race Committee's score sheet. Click the Add button and begin entering data directly from the score sheet. The Recording Finishes chapter gives full details. Note that SailOK Scoring attempts to help as much as possible by guessing boat classes from sail numbers and fleets from past race history or system history tables you may have manually built or may have been built for you as the system gains history.

When all finishes have been entered, you can click the Proof button to produce a proof list of what you have entered. This can then be verified against the Race Committee's score sheet and you can make any corrections necessary. When satisfied with the data entry, click the Exit button to return to the races form.

After finishes have been entered and corrected, if necessary, click the Calculate button on the Races form to calculate the results for the race. After calculation, you can then click the Print button to print a report of the calculated results. You can also click the Web button to produce the report as an html document on a file suitable for uploading and posting to your club's web page.

Click the Add button again to enter as many races as you have data available. You can return to this form whenever you get additional race data. You can then enter new races or modify data for races previously entered.

# Series Details

## The Series Form

Selecting the “Scoring” option from the main menu displays this Series Form. Click the Add button to begin entering a new series or click the Record Selector (the box at the far left edge)

Series Name	Start Date	End Date	Description	Is A Regatta	Super Series	Use Bow #s	Code Set Name	Races Sched	Minimum To Qualify	Minimum For Discard	Races Sailed	Number Discards Allowed
▶ Fall	10/11/2003	10/12/2003	Fall Regatta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regatta	0	0	4	3	0
Farts	10/4/2003	10/4/2003	Old Man of the Lake, 2003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regatta	0	0	4	1	0
John Pearl	9/21/2003	9/21/2003	John Pearl Youth Regatta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RRS	3	0	0	3	0
SeptFam	9/20/2003	9/27/2003	September, 2003 Sat. Night Family Series	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Series	4	0	4	2	1
Lady	9/13/2003	9/13/2003	Lady of the Lake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RRS	3	3	4	3	0
SeptSun	9/7/2003	9/28/2003	2003 September Sunday Series	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Series	8	0	4	6	1
SeptWed	9/3/2003	9/24/2003	2003 September Wednesday Night Series	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Series	4	0	4	4	1
LaborDay	8/30/2003	8/31/2003	2003 Labor Day Regatta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regatta	3	0	4	2	0
SWilliams	8/17/2003	8/17/2003	Stan Williams Memorial Regatta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regatta	1	0	4	1	0
Oday	8/8/2003	8/10/2003	2003 U.S. Singlehanded Sailing Championship (O'J)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RRS	9	0	0	7	0
AugWed	8/6/2003	8/27/2003	August, 2003 Wednesday Night Series	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Series	4	0	4	3	1
AugSun	8/3/2003	8/31/2003	August, 2003 Sunday Series	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Series	8	0	4	4	1
AugFam	8/1/2003	8/31/2003	August, 2003 Saturday Night Family Series	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Series	2	0	4	1	0

Record: 1 of 32

to select an existing series. The body of the form displays a list of all the series and regattas currently in the database. They are listed in order of starting date, latest date first. Each series occupies one line. To select a series from the list, click its corresponding Record Selector icon. To add or alter fields within a record, click on the field and enter any changes. To begin entering a new series or regatta, click the Add button. Fill the fields on each line as appropriate.

1. **Series Name:** Required. Assign a short name here by which the series will be known throughout the system.
2. **Start Date:** Required. The scheduled start date of the series in the format mm/dd/yy.
3. **End Date:** Optional. The scheduled ending date of the series in the format mm/dd/yy.
4. **Description:** Optional. A longer description for the series that will be printed on the reports and appear on other forms.
5. **Regatta:** Required but will default to unchecked. Check this field if the series is a regatta for scoring purposes. Uncheck it if the series is to take place over a more extended period where different scoring rules may apply
6. **Super Series:** Required but will default to unchecked. Check this field if the series is a super series instead of a regular series. A super series is made up from a selected set of races from other regattas or series. The field cannot be checked if Regatta was checked. Uncheck it if this is a regular series
7. **Use Bow Numbers:** Check this field if the series is to be scored on bow numbers instead of sail numbers

8. **Code Set Name:** Required. Enter the name of the Scoring Abbreviations set to be used for this series. There is a standard set named RRS that matches Appendix A of the Racing Rules but you may have other sets which may differ. If unsure of the set name or its exact spelling, entry just a question mark (?) to see a list of sets available.
9. **Races Scheduled:** Optional. Enter the number of races scheduled for the series. This will print on the Series Results report but is not used otherwise.
10. **Minimum To Qualify:** Optional. Enter here the minimum number of races a boat must sail in order to qualify for the series, if applicable.
11. **Minimum for Throwout:** Optional. Enter the minimum number of races that must be sailed in order to have a throwout. Enter zero to specify no throwout, regardless of the number of races sailed
12. **Races Sailed:** This is the number of races actually sailed in the series. Normally the system keeps track of it for you. The field is here for your information. In the unlikely event that it becomes incorrect, you can correct it manually by entering in the correct number.
13. **Throwouts Allowed:** This is the number of throwouts that will be allowed if the required minimum number of races is actually sailed. It will be determined from your system data, considering the minimum number required. In the case of a longer series, however, where you intend to allow more than one throwout, you will have to enter the number manually. If you do so, enter only as many as the current number of races will allow at any time. For example, if you allow one throwout for every 4 races of a 12 race series and 8 races have been sailed then set this value to 2.

To remove a series entirely, select it by clicking its Record Selector then press the Delete key. The program will ask for confirmation of your intent. If you answer yes then the series and all its related data will be permanently removed.

In addition to the list of series, the form also displays the following Buttons near the top.

- **Add** Click to position to the first field of a new record to begin entering data for a new series or regatta.
- **Fleets** Click to open a new form (see below) for preregistering fleets for the series. This is most useful for a short-term regatta where you know before racing begins what fleets will be scored. If you do not perform this preregistration then you can still register fleets on the fly as they first appear in races of the series.
- **Boats** Click to open a new form (see below) for preregistering boats or entrants in the series. This also is most useful for a regatta where entrants register before the racing starts. Again, if you do not perform this preregistration then you can register boats the first time they appear in a race of the series.
- **Races** Click to open a new form (next section) that displays the races associated with the selected series and allows adding new ones as well as correcting data for previously sailed races. For a regatta, this is usually done after registering fleets and boats. For a series, it usually is done as soon as the series data has been entered, without registering fleets or boats. For a Super Series, a different Races form (next section) is opened instead in order to specify which races comprise the super series.

- **Calculate** Click to calculate and summarize the results of the selected series. This can be done at any time after at least one race has been scored.
- **Print** Click to produce a printable report of the previously calculated results. The report is presented in preview form. That is, it is displayed on the screen exactly as it will be printed. You can examine it and, if found to be correct, direct it to the printer or reformat it for Microsoft Word for later printing.
- **Web** Click to produce a Web Page ready version of the results report. This is saved to a file in html format ready for uploading to the web page server. This also creates the web ready reports for all the races comprising the series
- **Exit** Click to save any outstanding data, close the form and return to the Main Menu. If you have clicked the Web button then a popup form will appear to ask whether you want to produce a web ready index of all series currently listed. This index can greatly reduce the clutter on your web page and make life much easier for your webmaster.

## Registering Fleets

When you click the Fleets button to register fleets for a regatta, this form appears. Click the Add button to begin adding fleets or click the Record Selector of an existing row to alter any of the information for that fleet. Enter the data for each fleet in the regatta, one line per fleet.

Name	Description	Phrf	Port	Handicap	Number Registered
▶ Gold	Championship Division	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6
Silver	Consolation Division	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6
*		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0

The fields on each line are:

- **Fleet Name:** A unique, short name assigned to the fleet, by which it is recognized throughout the system. This must be one of the fleet names recognized by the club. If you are not sure of the spelling, type a question mark for a list of fleets recognized by your club.
- **Description:** A longer, more meaningful name or description associated with the above fleet name.
- **Handicap Status:** Determines the form of handicapping, if any, applied to this fleet for this series. Check the Phrf or Portsmouth column as appropriate for the fleet. This is useful even if the fleet's results will not be handicapped. Check the Handicap box if finish times are to be corrected by handicapping.
- **Number Entrants:** The number of boats entered in this series for this fleet. This column is normally calculated by the system for you.

The ReAssign button can be used to change the name of a registered fleet and reassign effected boats to the new fleet. It also can be used when splitting the fleet for the final rounds, based on the results of the preliminary rounds in such a regatta. Refer to the Championship Regatta with Preliminary/Seeding Round for further details.

## Registering Boats

When you click the Boats button to register participants in the regatta, the following form appears. Click the Add button to enter the data for each boat in the regatta, one line per boat. Initially, the boats are listed in Class order. This can be changed to Fleet order by clicking the appropriate radio button at the top of the form.

**Oklahoma City Boat Club**  
**Series Participants**  
SunOct

Sort Order  
 Fleet  Class

Sail Number	Boat Class	Fleet	Skipper / Owner	Crew Names	BoatName	Bow Number	PHRF Rating
14723	Catalina 22	NonSpin	Gary S		Serenity		270
1749	Catalina 25	NonSpin	John W		La Dolce Vita		225
1851	Catalina 27	NonSpin	David N		Spirit		204
46	Hobie 33	Spinnaker A	Jim B				96
599	IC-24	Spinnaker A	Robbin P		Sarac		171
259	J-22 ODR	J-22	Rick M		Flying Circus		174
741	J-22 ODR	J-22	John W				174
798	J-22 ODR	J-22	Letty E		Back In Black		174
815	J-22 ODR	J-22	Linda B		Screamin'		174
808	J-24	Spinnaker A	Chris T		Oreo Express		168
38	Merit 23	NonSpin	Gary S				201
544	Merit 25	Spinnaker A	John H		Severance		171
212	Pearson Cmdr	NonSpin	Rudy Ni				246
746	Soling	Spinnaker A	Martin R				150
127	Ultimate 20	Spinnaker A	Preston T		Hebbie Jeebie		147
*							0

Record: 15 of 15 (Filtered)

The fields on each line are:

- **Sail Number:** The sail number of the individual boat. It cannot be zero.
- **Class:** The class of boat. This should agree with the Portsmouth or PHRF tables. If unsure of the spelling, you can type a question mark for a list of recognized classes.
- **Fleet:** The short name of the fleet in which the boat will compete. If unsure of the spelling, you can type a question mark for a list of recognized fleets.

- **Skipper/Owner:** The name of the skipper of record for this series, which may or may not be the boat owner.
- **Crew:** Names of other crew members. Optional.
- **Boat Name:** The name of the boat. Optional.
- **PHRF:** The PHRF rating actually used for the boat in this series. If you are preregistering boats, you can enter a rating here and it will be used for this series. If you do not enter a rating, it will be taken from your handicap tables and entered here for you. Once a rating is entered here, by either method, it will be used for the duration of this series even if your handicap tables are changed.

The buttons at the top of the form are:

- **Exit** Click to save any outstanding data, close the form and return to the Series Form.
- **Add** Click to begin adding a new series or regatta to the system.
- **Import** Click to begin importing entries from an external file.
- **Print** Click to print a list of participants for this series.

### Importing Registrations

If you have a separate electronic registration system, possibly an on-line system through your club's web page, then you may be able to take advantage of this feature. First, your registration system must create a text file in the required format. The file must then be downloaded or otherwise made available to the scoring programs. Once that is accomplished, all you have to do is click the Import button on the Participants form. The program will request the pathname of the file containing the registration information then attempt to open it. If successful, it will read the data and enter it into the Participants table. It is always a good idea to verify imported data and even more so in this case since some items may be missing or incorrect, depending on your registration system.

### Super Series Adjustments

When calculating a super series, the results are taken from the actual races that make up the super series, including finishing position and scoring codes. Points for the coded finishes are then recalculated, based on the scoring code set specified for the super series. If no code set was specified then such points remain as calculated for the actual races.

Race ID	Number	Class	Fleet	Code	Place
1	626	J-22 ODR	J-22	NEC	0
2	626	J-22 ODR	J-22	NEC	0
3	626	J-22 ODR	J-22	NEC	0
4	626	J-22 ODR	J-22	NEC	0
5	626	J-22 ODR	J-22	NEC	0
6	626	J-22 ODR	J-22	NEC	0
1	916	J-22 ODR	J-22	NEC	0
2	916	J-22 ODR	J-22	NEC	0
3	916	J-22 ODR	J-22	NEC	0
0					0

Due to the nature and typical use of a super series, it may be desirable to alter some of those finishes by adding or changing scoring codes or by specifying some actual finish positions. One example might be a super series that is used as a fleet championship. Some boats of the class may have raced in the actual races but are not members of the fleet. Perhaps they failed to pay the required fleet dues or for whatever reason. The Super Series Adjustments form provides a means to alter the scoring codes for such boats to accomplish the desired effect.

When you click the Calculate button on the Series form for a super series then answer Yes to the resulting request, this Adjustments form will appear. The fields on each line are:

- **Race Number:** The race number of the super series to which this adjustment applies. Set to 0 to apply code to this bot for all races in the super series.
- **ID Number:** The sail number or bow number, as appropriate, of the boat affected. If bow numbers are used for the series then bow number; otherwise sail number.
- **Class:** The class of the boat affected. This value will be determined by the ID number. If multiple boats have the same ID number, you will be given a popup list of classes to choose from by number. The value cannot be changed manually.
- **Fleet:** The fleet of the boat affected. This is determined by the ID number and class of the boat and cannot be changed here.
- **Code:** The scoring code to apply to this race for this boat. Note that FIP cannot be used. If RDG is specified then you will be asked for the finish place to assign. See Place below. Note that an absolute finishing position is the only RDG allowed.
- **Place:** If RDG is specified as the scoring code then the value given for the finishing position will be entered here. This value cannot be changed except by retyping RDG in the finishing code whereupon the new value will again be requested.

# Race Details

## The Races Form

After selecting a series or creating a new one on the Series Form, you clicked the Races button. The form relative to a super series is shown below but if the selected series was a regular series or regatta, this form will appear.

Race Num	Date	Sched Start Time	Race Committee	Finish Times			Reverse		Avg Wgt	Non Discard	Comments	Need To Calculate
				Stop Watch	Wall Clock	No Times	H'cap Starts	Wgt				
1	10/1/2004	14:00	B. Kirtley, M. Anderson, Z. Wild	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	<input checked="" type="checkbox"/>		
2	10/1/2004		B. Kirtley, M. Anderson, Z. Wild	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	<input checked="" type="checkbox"/>		
3	10/1/2004	15:00	M. Bradshaw, D. Shafer, L. Eagan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	<input checked="" type="checkbox"/>		
4	10/1/2004		M. Bradshaw, D. Shafer, L. Eagan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	<input checked="" type="checkbox"/>		
5	10/1/2004	16:00		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	<input checked="" type="checkbox"/>		
6	10/1/2004			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	<input checked="" type="checkbox"/>		
7	10/2/2004	10:00	B. Kirtley, M. Anderson, Z. Wild	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	<input type="checkbox"/>		
8	10/2/2004	14:00	M. Bradshaw, D. Shafer, L. Eagan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	<input type="checkbox"/>		
*	0			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>		

Records: 5 of 8 (Filtered)

Click the Add button to begin entering a new race to the series or click the Record Selector (the box at the far left edge) to select an existing race of the selected series. The body of the form displays a list of all the races currently recorded for the selected series. They are listed in order of date, earliest date first. Each race occupies one line. To select a race from the list, click its corresponding Record Selector icon. To add or alter fields within a record, click on the field and enter any changes. To begin entering a new race, click the Add button. Fill the fields on each line as appropriate.

1. **Race Number:** The number of this race, assigned in chronological order. If you clicked the Add button, the race number will be assigned as the next available number. These numbers should be left in chronological order with no missing numbers.
2. **Date:** The date the race was sailed (mm/dd/yy).
3. **Scheduled Start Time:** Time the race was scheduled (hh:mm).
4. **Race Committee:** Names of the race officials. (Optional)
5. **Finish Times:** Check appropriate button to select the method of recording finishes as: Wall Clock or time-of-day, Stopwatch or No Times recorded for finishing order only.
6. **Reverse Handicap Starts:** Check this box to indicate the race will use Reverse Handicap, or Staggered, starts based on course distance and individual handicaps.
7. **Weight:** Some races of a series may be weighted more than others. Enter the weight here. Default weight is 1.
8. **Average Wind:** Average wind for the race if provided by the race committee. Optional but will be required if Portsmouth wind factors are to be used.

9. **Non-Discard:** Check this box to flag the respective race as non-discardable for all competitors, regardless of individual scores or whether the series allows discards.
10. **Comments:** Any other comments given by the race committee or scorer. (Optional)
11. **Need To Calculate:** Automatic field will be checked if race needs to be calculated.

After entering the basic race information, you must enter the information related to starts before you can enter any finishes. Click the Starts button (see below) to do so.

To remove a race entirely, select it by clicking its Record Selector then press the Delete key. The program will ask for confirmation of your intent. If you answer yes then the race and all its related data will be permanently removed. This, of course, will not otherwise effect the series.

In addition to the list of races, the form also displays the following Buttons near the top.

- **Add** Click to position to the first field of a new record to begin entering data for a new race.
- **Starts** Click to open a new form (see below) for specifying the information related to all starts for the selected race. This must be done before any finishes can be recorded.
- **Finishes** Click to open a new form (see below) for recording finishes for the selected race. This cannot be done before starts are recorded.
- **Calculate** Click to calculate the results for the selected race. This can be done at any time after at least some finishes have been recorded and can be redone at any later time.
- **Print** Click to produce a printable report of the previously calculated results. The report is presented in preview form. That is, it is display on the screen exactly as it will be printed. You can examine it and, if found to be correct, direct it to the printer or reformat it for Microsoft Word for later printing.
- **Web** Click to produce a Web Page ready version of the results report. This is saved to a file in html format ready for uploading to the web page server.
- **Exit** Click to save any outstanding data, close the form and return to the Series Form.
- **Preliminary** Check to include a Preliminary notice on the reports.
- **Import** Click to begin import the data for a partial or entire race from an external file, usually produced by the race officials on the water.

## Recording Starts

When you click the Starts button, this form will appear to allow recording of all information related to all starts of the selected race. Click the Add button to begin recording starts or click the Record Selector of an existing start to alter its information. Enter the related items as needed. Some are optional.

Start Num	Actual Start Time	Nautical Miles	Course Description	Restarted	Abandoned
1	11:06	10	(505) Gold Cup - (others) W/LWL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* 0		0		<input type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 1 (Filtered)

The fields on each line are:

1. **Start Number:** The chronological order number assigned to this start. This must agree with the order of the start times.
2. **Start Time:** The time of the start as hh:mm. Start must be on an even minute. If Wall Clock was specified on the Races form then this must be the time-of-day of the actual start. If Stopwatch was specified then this is the time after the first start, again as hh:mm.
3. **Distance:** Distance of the race in nautical miles. Optional for a regular race but required for a Reverse Handicap or Staggered Start race.
4. **Course:** Course description (optional).
5. **Restarted:** Check if the race was recalled. Note, this must be checked if cumulative Z Flag Penalties are applicable.
6. **Abandoned:** Check if the race was abandoned.

In addition to the list of starts, the form also displays the following Buttons near the top.

- **Add** Click to position to the first field of a new record to register and begin entering data for a new start.
- **Fleets** Click to open the Start Fleets Form (see below) and begin entering fleets associated with the selected start. This is necessary in order to calculate the elapsed time for boats in each fleet or start.
- **StartTimes** Click to calculate and open the Staggered Starts Form (see below) to display proposed start times. This button only appears if Staggered Starts was checked on the Races Form.
- **Exit** Click to save any outstanding data, close the form and return to the Races Form.

### Recording Fleets in the Start

When you click the Fleets button on the Starts Form, this form appears. It allows you to record which fleets started in the selected start. The fleets are listed, one per line. Click the Add button to begin adding fleets to the start or click the Record Selector of an existing row to change the name of the fleet or delete it. The fleet names must match those recognized by your club but if you enter a new one, you will be given the option of adding it to the recognized list. The Starters and Finishers column values will be calculated when finishing data is recorded.

**Oklahoma City Boat Club**  
 Series: AuqWed - Race #1  
 Fleets in Start #1

Exit      Add

Fleet	Starters	Finishers
Spin-A	4	4
Spin-B	3	3
J-24	4	4
S-20	1	1
J-22	5	5
▶ Lev-25	2	2
*	0	0

Record: [Navigation icons] 6 of 6 (Filtered)

To remove a fleet from the start, select it from the list and press the Delete key. After confirmation, it will be removed. Click the Exit button to return to the Starts Form.

## Staggered, or Reverse Handicap, Starts

An interesting variation is the Reverse Handicap Start race. In it, the time allowances are precalculated for each boat and the starts are staggered then in accordance with these time allowances, the slowest boat starting first and faster boats starting progressively later so that, in theory, all boats should finish at precisely the same time. Of course, in real life, that doesn't quite happen. There is an option to apply handicaps to the boats' actual elapsed times after the race is

Class	Sail Number	Rating	Delayed Seconds	Min:Sec	StartTime
Catalina 22	14723	270	0	00:00	11:06:00
Catalina 25	5938	225	450	07:30	11:13:30
Santana 23	53	177	930	15:30	11:21:30
J-22 DDR	259	174	960	16:00	11:22:00
J-22 DDR	738	174	960	16:00	11:22:00
S2 7.9	33	168	1020	17:00	11:23:00
J-24	808	168	1020	17:00	11:23:00
J-24	599	168	1020	17:00	11:23:00
Soling	794	150	1200	20:00	11:26:00
Soling	746	150	1200	20:00	11:26:00
505	8233	151	1200	20:00	11:26:00
505	8084	151	1200	20:00	11:26:00
Ultimate 20	127	144	1260	21:00	11:27:00
*		0	0		

finished. We have found that most participants like this feature. Also, it may not be desirable to precalculate the start times to the exact second. There is an option to specify the resolution of the start intervals, that is, the minimum interval between starts. For example, you may want to start boats at one minute intervals. If so then the start times will be calculated to the nearest minute. When you check the Reverse Handicap Starts box on the Races Form, a popup will ask for the desired resolution. Enter the value in seconds. Another popup will then ask whether you want to apply handicaps to the final results. Select yes or no by clicking the appropriate button.

When you then click the StartTimes button on the Starts Form, this precalculated start times form will appear. Unlike a regular series race, all participants in this race must be preregistered. Also, the scheduled start time must be specified and it will be considered the actual start time for the first, or slowest, boat. Note that there is a First Start Time box in the top section of this form. You can enter the actual time-of-day of the first start here and it will be automatically copied back to the Races Form for you. All other times will be calculated after that time, based on the course distance and each individual boat's handicap rating. Boats with Portsmouth instead of PHRF ratings will be converted to approximate PHRF using the Portsmouth Committee's recommended formula,

$$\text{PHRF} = 6 * (\text{Dpn} - 55) \text{ sec/mile.}$$

If desired, you can make changes to the start times on this form but it is usually not desirable to do so as SailOK Scoring has calculated them for you according to the specifications you supplied. In case some of the parameters have been changed, the calculation is performed every time you open this form. The start times given on this form will be used as the start times for each boat when entering finishes and computing their respective elapsed times and subsequently their corrected times. If some boats deviated from the precalculated sequence and you want to allow for it, you can open the form again, just before entering finishes, and make any adjustments desired.

## Recording Finishes

After entering the starts data, you are ready to record the finishes. On the Races Form, click the Finishes button to open this form.

**Oklahoma City Boat Club**  
Finishes For Fall - Race #1

Exit Add  Show DNC Proof Calculate

Save and return to Races

Sail	Number	Class	Fleet	Finish		Number Of		Elapsed		Corrected	H'Cap
				Time	Code	SCP	ZFP	Time	Time		
*	734	Soling	Spin-A	11:40:02				2042	2115		150
	738	J-22 DDR	Spin-B	11:40:43				2083	2086		174
	746	Soling	Spin-A	11:42:34				2194	2272		150
	33	S2 7.9	Spin-B	11:42:44				2204	2225		168
	127	Ultimate 20	Spin-A	11:42:45				2205	2303		144
	808	J-24	NonSpin	11:42:59				2219	2241		168
	599	J-24	Spin-B	11:44:08				2288	2310		168
	8084	505	505	11:44:31				2311	2882		80.2
	53	Santana 23	Spin-B	11:45:18				2358	2352		177
	8233	505	505	11:47:20				2480	3092		80.2
	14723	Catalina 22	NonSpin	11:59:59				3239	2864		270
	444	Viking 28	Spin-A	12:00:00	ZFP+SCP		2	1	3240	3231	177
*							0	0	0	0	

Record: 1 of 12 (Filtered)

The body of the form displays a list of all the finishes entered currently for the selected race. They are listed in finish time order. Each boat occupies one line. Click the Add button to begin entering finishes or click the Record Selector of any existing row to alter the data on that row. Select a row and press the Delete key to remove it from the records. The fields on each line are:

1. **Sail Number:** The sail number of this boat. If the series is scored using bow numbers then this will be the bow number and the heading will indicate that.
2. **Class:** The class of the boat, distinct from its fleet. If unsure of the spelling, type a question mark for a list of recognized classes.
3. **Fleet:** The fleet the boat competed in, regardless of its class. If unsure of the spelling, type a question mark for a list of recognized fleets.
4. **Finish Time:** The boat's finish time (hh:mm:ss). May be empty (see Code) Also, you can omit the colons and just enter the time as hhmmss where the minutes and seconds must

be two digits each. In other words, enter 1:05:05 as 10505 and the system will insert the punctuation for you. If you specified Wall Clock time on the Races Form then actual time-of-day must be entered here, using a 24 hour clock. If you specified Stopwatch time then actual stopwatch elapsed time must be given here. If you specified No Time then only the finishing position should be given and SailOK Scoring will automatically supply the next available position in the respective fleet for you. Note that if you insert a finish position that is already recorded, the system will optionally adjust the other finishes accordingly. Also, if you delete a finish position, the system will optionally close the gap for you.

5. **Code:** A scoring abbreviation for a boat that may be scored other than by its finishing time. See more on codes below.
6. **Number of SCP:** If a boat has been charged multiple SCP percentage scoring penalties under rule 44.3 in this race, enter the number here. This column is disabled if the SCP code was not entered.
7. **Number of ZFP:** If a boat has been charged multiple ZFP Z Flag penalties under rule 30.2 in this race, enter the number here. This column is disabled if the ZFP code was not entered. Also, it is only enabled if the start was recorded and checked as restarted.
8. **Elapsed Time:** Calculated actual elapsed time racing. For scorer information only. This is calculated for you and may not be altered
9. **Corrected Time:** Calculated corrected time. For scorer information only. Again, this is calculated for you and may not be altered.
10. **Handicap:** The handicap value used, if any. For scorer information only. This is taken from the Participants table or from your handicap records and may not be altered here.

To select a boat from the list, click its corresponding Record Selector icon. To add or alter fields within a record, click on the field and enter any changes. Refer to the Navigating the System for additional information on editing fields. It is necessary to enter scoring (finish) records for every boat listed on the Race Committee scoring sheet. Enter all finish times, even those where the Race Committee reported the boat as OCS or other code, when there is a recorded finish time. Also, enter any codes the Race Committee reported. Note, however, that it is never necessary to enter Did Not Compete (DNC) as SailOK Scoring will automatically make those entries for you as needed.

SailOK Scoring attempts to supply as much information as it can for you. It tries to determine the class from the sail number. It tries to determine the fleet from the boats registered in the series or from past experience. Some of the estimations may require confirmation and in some cases you may just override the guess. All this works whenever you enter the finishing data from left to right, in the standard order. If you get out of order or are making changes to an already entered finish then the process may not be able to work. In some cases, it may even be possible to confuse the program. This will usually be indicated by an unusual error message or the inability for you to enter some value or exit some field. If this does happen, the simplest recovery method is to press the ESC key which will abandon your most recent change. Pressing it a second consecutive time will abandon any changes you have made to the current entry. If it was a new entry then it will be canceled. At that point, you can simply reenter the data in left to right order and all should be well.

When you record a boat that is not yet registered in the series, SailOK Scoring allows you to register it at that time. The same applies to an unregistered fleet. When you record a boat sailing in a handicapped fleet that does not currently have a handicap rating, you can optionally supply a temporary rating for it. If you do not then the boat will automatically be scored with the code NHR for No Handicap Rating. This will be scored much like a DSQ.

In addition to the list of boats, or finishes, the form also displays the following buttons and a check box near the top.

- **Add** Click to position to the first field of a new record to begin entering data for a new boat finish.
- **Proof** Click to produce a printable report of the previously entered finishes. The report should closely match the original Race Committee score sheet to assist in verifying your data entry. It is presented in preview form. That is, it is display on the screen exactly as it will be printed. You can examine it and, if found to be correct, direct it to the printer of reformat it for Microsoft Word for later printing.
- **Calculate** Click to recalculate the Elapsed Time, Handicap and Corrected Time columns for every boat recorded for the race. This is not usually necessary unless you have changed the start times or other related information. This is not the same as the Calculate button on the Races Form and does not replace it.
- **Show DNC** Check box Check to show boats scored DNC. By default, these are not shown on the Finishes Form in order to eliminate some clutter and make regular data entry a little easier. There may be times when you want to see them though. Check this box to do so.
- **Exit** Click to save any outstanding data, close the form and return to the Races Form.

### Finish In Place

This popup form is displayed whenever you change the Code value on the Finishes Form to "FIP" from any other value, including empty. FIP represents "Finish In Place." In some cases, the Race Committee may decide to record some slower contestants as FIP rather than Did Not Finish or abandoning the race. This allows them to be scored as finishing in their relative actual positions at that time. They cannot correct ahead of any boats that actually finished. This form allows you to enter their scoring position relative to any other boats in the same fleet that may also be scored as FIP.

The body of the form lists any other boats that have already been scored FIP in this boats fleet, one line per boat. None of the

Class	Sail Number	Position
Opti	9149	1
Opti	2	2

values in this section can be changed. Lines cannot be added or deleted. The fields are,

- **Class** The boats class
- **SailNumber** The boats sail number
- **Position** The relative position in the FIP boats for that fleet

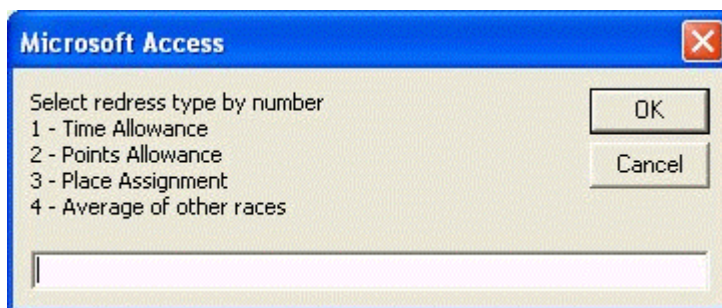
Near the top of the form is a box for you to enter the relative position of the current boat. The pointer will be in this field when the form opens. This value will be 1 for the boat to be scored first among the group, 2 for the next one, etc. The boat given position 1 will be scored 1 point more than the number of actual finishers in the race, the boat given position 2 will be scored 2 more than the number of actual finishers, etc.

Also at the top of the form is a button labeled "OK." Click this button to close the form and return to the Finishes Form. The button can be reached by clicking the mouse over it. Alternatively, it can be reached by pressing the tab key after entering the appropriate value then pressing the Enter key.

### **Scoring Redress Granted**

SailOK Scoring can handle redress granted in one of four forms.

1. A time allowance, in seconds, to be deducted from the boats actual finish time.
2. A specific number of points or places to be deducted from the boat's actual finishing position.
3. An absolute finishing position.
4. The average of the boat's finishes in the other races of the series or regatta.



When you enter "RDG" as the code on a finish, SailOK Scoring will ask for the type of redress by displaying this form. Indicate the type specified by the Protest Committee by entering the appropriate number and clicking the OK button. If you specify 1, 2 or 3 then it will request the number of seconds, points or actual place. This value will then be applied automatically to the boat's score for the race.

If a Points Allowance, Place Assignment or average points was given, this will not affect other boats in the race. Two or more boats may have the same place or score for the race.

If Average Points was specified then the boat's points for this race will be calculated each time the series is calculated but may not be accurate until the series is actually finished. In most cases, the Protest Committee will probably instruct to include all races in the series except the one in which redress is being granted. This may not always be the case. SailOK Scoring gives the

additional flexibility of asking for the race numbers of the first and last race to be included in the average, still ignoring the race in which redress has been granted.

This covers all the situations described in the guidelines but the Committee is not bound by those guidelines. In the event some other remedy is given, any instructions can be handled by using the Place Assignment method. In this case, the scorer will have to manually calculate the appropriate points by averaging whatever races the Committee specifies then enter that calculated value in the final results. This is a far less than ideal solution but, since Protest Committees are strongly encouraged to follow the guidelines, it should be quite rare.

### **Importing A Race**

The above sections assume the race committee has provided race data on a score sheet of some kind, usually a handwritten sheet of paper. In the electronic age, you may instead receive an electronic equivalent, the race data all recorded on a computer disk file. Any method of compiling this file may be acceptable as long as it complies with the specific required format. SailOk Scoring includes an electronic score sheet, in the form of a separate program that simulates the usual paper score sheet and does meet the format requirements.

To import a race, select the series from the Series form and click the Races button. On the races form, click the Import button. The program will ask for the pathname to the race data file then attempt to open it. If successful, it will read the data and add it to the scoring system. The data will include most of the fields on the Races form as well as the Starts and Start Fleets information and, finally, the recorded finishes.

The first line of the file identifies the series by its short name or code. If the name does not match the selected series then the program will ask if you want to change it to the current series. Answer Yes if sure that the race committee has just misspelled the name and SailOk Scoring will correct it for you and continue importing the race. If you answer no then Import will be abandoned.

If the race committee failed to include the race number then Import will assume the next available race in the series.

### **Super Races Form**

The Super Races Form replaces the above Races Form whenever the series was specified to be a Super Series by checking the associated box on the Series Form. A super series is a set of races from other regular series and regattas. This form provides the facility for listing the races that make up a super series and the order in which they are to appear. It is opened by clicking the Races button of the Series form only when the Super Series box has been checked.

The body of the form consists of the following fields.

1. **Order:** The order in which the individual races are to appear in the super series.
2. **Series Name:** The name of the series from which the corresponding race is taken.

- Race Number:** The race number of this race within the specified original series.

In addition to the list of races, the form also displays the following buttons near the top.

- Add** Click to position to the first field of a new record to begin entering data for a new race.
- Exit** Click to save any outstanding data, close the form and return to the Series Form.

Click the Add button to begin adding races or click the Record Selector of any row to select that row for updating. Any field within the selected row can then be modified. To remove a race from the super series, select its row and press the Delete key.

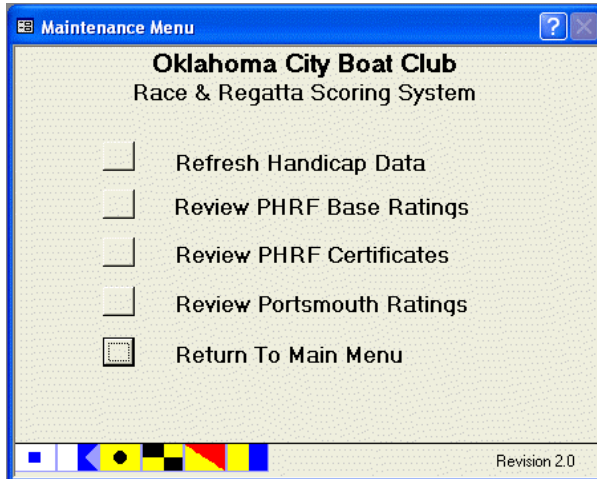
The screenshot shows a window titled "SuperRaces" with a header "Oklahoma City Boat Club Super Series Races" and "J-22 Fleet". Below the header are "Exit" and "Add" buttons. A table lists 13 rows of race data. The "Add" button is highlighted with a dashed border.

	Order	Series Name	Race Number
▶	1	May-Wed	1
	2	May-Wed	2
	3	May-Wed	3
	4	May-Wed	4
	5	June-Wed	1
	6	June-Wed	2
	7	June-Wed	3
	8	June-Wed	4
	9	J-22 Dist	1
	10	J-22 Dist	2
	11	J-22 Dist	3
	12	J-22 Dist	4
	13	J-22 Dist	5
*	0		0

Record: 1 of 13 (Filtered)

## Dealing with Handicap Data

On the Main Menu, click the “Maintain Handicap Data” button to display this Handicap Maintenance Menu. Its options are:



- **Refresh Handicap Data** to clear your local copy of all handicap data and reload current values from your handicapping system.
- **Review PHRF Base Ratings** to list the current PHRF class base ratings.
- **Review PHRF Certificates** to list the current active PHRF certificates
- **Review Portsmouth Ratings** to list your current subset of the Portsmouth tables, with wind factors.
- **Return To Main Menu**

The menu form displays a background image that is linked to a file installed with the programs. You can change the image to one of your choosing by replacing the existing file with one of your choice. The file name is MainBgnd.jpg and must remain the same. The new image must also be a JPEG image. If you name the file wrong or submit something other than a JPEG image, Access will complain at startup but the menu will still load and function without any background image. The file is located in a folder named Graphics under the folder where you installed the application. If you selected the default installation location the image file will be found at

C:\SailOK\Score\Graphics\MainBgnd.jpg

### Refresh Handicap Data

Refresh Handicap Data is the only option that allows you to change the handicap data in any way. The other lists cannot be changed. If you have installed SailOK Handicapping then this option will retrieve all its data from that system’s database. A skeleton database was provided with SailOK Scoring that can also be used to provide handicapping data, even if you do not use SailOK Handicapping. Maintenance of those tables is outside the scope of this manual. It is a Microsoft Access database and you can download its manual from our website.

You may also choose to maintain your handicapping data otherwise and provide it to the scoring system in the form of ASCII text files. In that case, there are three files involved and their respective columns are as follows. Text columns must be enclosed between quotation marks and numeric columns must not.

### Base Ratings File

Class	Text
Alias	Text
Description	Text
Rating	Numeric

### PHRF Certificates File

Class	Text
Sail Number	Text
Owner	Text
Boat Name	Text
Rating	Numeric

### Portsmouth Tables

Class	Text
Alias	Text
Description	Text
Dpn	Numeric
Wind Factor 1	Numeric
Wind Factor 2	Numeric
Wind Factor 3	Numeric
Wind Factor 4	Numeric

This data must be compiled outside of scoring and put into the individual text files listed. Each line of each file must contain one entry. Individual fields must be separated by commas. The web site may provide some examples.

### PHRF Base Ratings

This read only form displays a list of the PHRF base ratings for all classes your handicapping committee has rated. It is for information purposes only as no

Class	Alias	Description	Rating	Temp
Aquarius 23		Aquarius 23 swing keel	270	
Balboa 26		Balboa 26 swing keel	216	
Beneteau 210		Twin rudders	195	
Beneteau 25	B-25	Beneteau 25 Sport boat	120	
Beneteau 281			174	
C&C 24			225	
C&C 25			219	
Cape Dory 30			210	
Catalina 22	C-22	Catalina 22 swing keel	270	
Catalina 25	C-25	Catalina 25 all keel configurations	225	
Catalina 27	C-27	Catalina 27 all keel and rig configurations	204	
Catalina 30			186	
Chrysler 26		Same boat as TMI 26	228	
Clipper 30		Clipper Marine 30 swing keel	273	
Columbia 24	COL 24	Both deck versions	255	
Coronado 25			231	
Freedom 28			192	
Hobie 33	H-33	Hobie 33 monohull with standard equipment	96	
Hunter 212			225	
Hunter 22		Hunter 22 swing keel	252	
Hunter 240		Hunter 240 water ballast	255	
Hunter 25.5			204	
Irwin 23		Irwin 23 shoal keel/centerboard	246	

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changes can be made to any entries. It may be useful if you need to give a temporary rating to a boat for a series or for some other reason.

Click the Print button to print a copy of the list. Click the Exit button to return to the Handicap Maintenance Menu.

**PHRF Certificates**

This individual PHRF certificates form lists all the current PHRF certificates on file as

Class	Number	Owner	Boat Name	Rating	Temp
Aquarius 23	752	Earl Miller	Heather-J	270	<input type="checkbox"/>
B 25	71	Bilodeau,David	Bad Influence	120	<input checked="" type="checkbox"/>
B-25	71	Fleming/Bilodeau		120	<input checked="" type="checkbox"/>
Balboa 26	290	Deal Bowman	Chickadee	216	<input type="checkbox"/>
Beneteau 21	80	John Fleming		195	<input type="checkbox"/>
Beneteau 25	71	Bilodeau/Fleming		120	<input type="checkbox"/>
Beneteau 28	614	Tom David	SS Tadpole	174	<input type="checkbox"/>
C&C 24	297	Bill Brett	Airborne	225	<input type="checkbox"/>
C&C 25	584	Pat McNamara		219	<input type="checkbox"/>
C&C 25	747	Roy Lockwood		219	<input type="checkbox"/>
C-22	8624	Phil Trotter		270	<input checked="" type="checkbox"/>
c-27	1851	Walt Kendall	Spirit	204	<input checked="" type="checkbox"/>
Cape Dory 3	28	Mike Anderson	Liberated Fantasy	210	<input type="checkbox"/>
Catalina 22	455	Jack Williams		270	<input type="checkbox"/>
Catalina 22	1181	Robbin Phillips	Zinger	270	<input type="checkbox"/>
Catalina 22	6016	Terry Knox	Sanibel Shell	270	<input type="checkbox"/>
Catalina 22	6416	Dave Bryan	Escapade	270	<input type="checkbox"/>
Catalina 22	8024	Ann Kilpatrick	Serendipity	270	<input type="checkbox"/>
Catalina 22	8367	Scott Rush	Oasis	270	<input type="checkbox"/>
Catalina 22	8672	Norm Foster		270	<input type="checkbox"/>
Catalina 22	8672	Jay Huston		270	<input type="checkbox"/>

determined by your rating committee. Like the Base Ratings list, it too is for information purposes only as no changes can be made to any entries. It may be useful if you need to give a temporary rating to a boat for a series or for some other reason.

Click the Print button to print a copy of the list. Click the Exit button to return to the Handicap Maintenance Menu.

## Portsmouth Ratings

This Portsmouth ratings form lists your current subset of the Portsmouth tables as determined by your rating committee. Like the PHRF lists, it too is for information purposes only as no changes can be made to any entries. It may be useful if you need to give a temporary rating to a boat for a series or for some other reason.

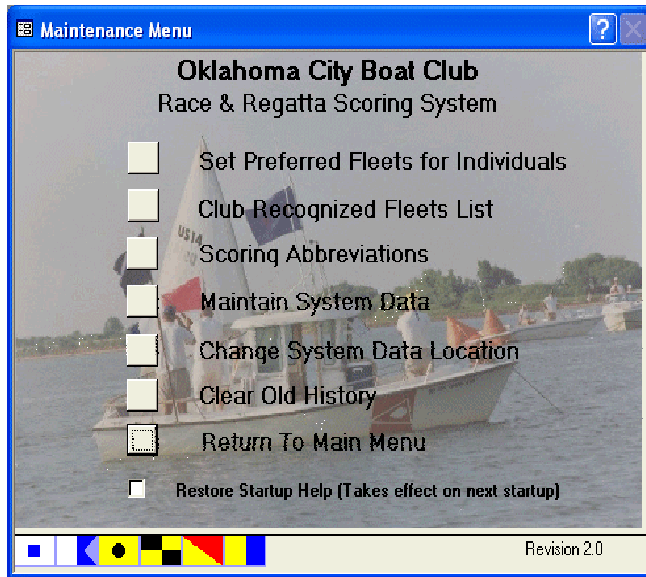
Click the Print button to print a copy of the list. Click the Exit button to return to the Handicap Maintenance Menu.

Club Name									
Race & Regatta Scoring System									
Portsmouth Ratings									
Wind Range Factors									
Class	Alias	Description	Dpn	1	2	3	4	Temp	
▶ 420	420	International 420	98.4	104	101.3	94	90.8		
	505	International 5-0-5	80.2	82.4	81.1	79.8	78.2		
	Dolphin Sr	DLPSR	106.2	112.1	108.9	100.3	98.9		
	Dutchman	FD	80.2	82.5	81.5	78.2	75.9		
	E Scow	E-SC	73.2	77.7	75.3	70.6	69.3		
	Fireball	FB	86	87.9	87.6	85	83		
	Flying Scot	F5CT	90.4	92.2	91.5	89.7	87.7		
	Force 5	F5	96.1	98.1	96.5	95.4	93.4		
	Hobie 16	HOB16	76.8	0	0	0	0		
	JY 15	JY15	91.1	92.7	92.1	92	0		
	Laser	LASE	91.4	93.7	92.1	91.2	88.5		
	Laser Radial	LASEM	96.2	98.6	96.3	91.4	91.4		
	Lightning	LI	87.8	93.2	88	86.3	84.6		
	One Design	OD14	88.3	89.2	87.8	87.8	87.8		
	Optimist	OPTI	138	0	0	0	0		
	Snipe	SN	92.6	95.6	93.1	91.3	89.8		
	Sunfish	SF	99.7	102.7	100.4	96.5	94.5		
	Sweet 16	SW5X	96.1	99.4	95.7	94.6	94.4		
	Vangard 15	VGD15	92.2	94.3	92.5	89.9	89.9		

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# System Data Maintenance

Select the System Maintenance option on the Main Menu to display this Maintenance Menu. The options displayed are:



- **Set Preferred Fleet** to review and modify the list of preferred fleets for individual boats.
- **Club Recognized Fleets** to review and modify the list of fleets officially recognized by your club.
- **Scoring Abbreviations** to review and maintain scoring codes or abbreviations.
- **Maintain System Data** to review and maintain specific system data.
- **System Data Location** to set the folder for system data.
- **Clear Old History** to remove selected old data
- **Return To Main Menu**

The menu form displays a background image that is linked to a file installed with the programs. You can change the image to one of your choosing by replacing the existing file with one of your choice. The file name is MainBgnd.jpg and must remain the same. The new image must also be a JPEG image. If you name the file wrong or submit something other than a JPEG image, Access will complain at startup but the menu will still load and function without any background image. The file is located in a folder named Graphics under the folder where you installed the application. If you selected the default installation location the image file will be found at

C:\SailOK\Score\Graphics\MainBgnd.jpg

## Set Preferred Fleets

Select this option to display the Preferred Fleets form.

Class	Sail Number	Primary Fleet	Second Fleet	Third Fleet	Owner	Boat Name
420	13	C/B				
420	2	C/B			Unknown	
420	3	C/B				
420	681	C/B				
505	6925	505	C/B		Scott Law	
Balboa 26	290	NonSpin-B		NonSpin	Deal Bowman	Chickadee
Beneteau 210	80	Spin-B		Spin	John Fleming	
Beneteau 25	71	Spin-A	Spin		Bilodeau/Fleming	
Beneteau 281	0	NonSpin-B		NonSpin	Tom David	SS Tadpole
C&C 24	297	NonSpin-B		NonSpin	Bill Brett	Airborne
C&C 25	584	NonSpin-B		NonSpin	Pat McNamara	
Catalina 22	13031	NonSpin-B			Francis Beling	Ippya
Catalina 22	13310	NonSpin-B			George Farha	It's George
Catalina 22	6416	NonSpin-B		NonSpin	Dave Bryan	Escapade
Catalina 25	1749	C-25	NonSpin-B	NonSpin	John Walters	La Dolce Vita
Catalina 25	1895	C-25	NonSpin-B	NonSpin	Steve Meyer	Turtle Herd
Catalina 25	2102	C-25	NonSpin-B	NonSpin	Jeff Brown	Sans Souci
Catalina 25	3316	C-25	NonSpin-B	NonSpin	Chris Bayouth	Tanny Ann III
Catalina 25	3924	C-25	NonSpin-B	NonSpin	Jerry Searcy	Twin Dolphins
Catalina 25	4237	C-25	NonSpin-B	NonSpin	Jeff Burke	My Harley

The data for the form is built primarily when entering race finishes. It is the main set of data that SailOK Scoring uses to guess which fleet a particular boat will compete in for any given series. It is historical data but this form provides you with a means to manually alter it. You should review the data from time-to-time and make any corrections necessary as it is easy to create an incorrect entry when entering finishes. Also, fleet preferences may occasionally change.

The class and sail number identify the individual boats. The Primary Fleet is the fleet the boat would prefer to compete in, if it is registered for the given series. The Second Fleet would be its second choice and the Third Fleet would be its third choice. Having correct information in this table can go a long way toward making SailOk's guesses valid and thus saving you a lot of time entering fleet names.

Click the Add button to manually add a new boat to the list. Ordinarily, such entries will be made when entering finishes. This form will be used more for making corrections or alterations. Click the Print button to print the list. Click the Exit button to return to the System Maintenance Menu.

## Club Recognized Fleets

Select this option to display the Club Recognized Fleets Form. The data for this form comprises

Fleet Name	Fleet Alias	Description	Phrf	Port	Handicap
420		420	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
505		International 505	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
C/B		Centerboard Handicap	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
C-25		Catalina 25	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
C-27		Catalina 27	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
DLPSR		Dolphin Sr	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
J-22		J-22 One Design	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
J-22 ODR		J-22 ODR	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
J-24		J-24	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
LASE		Laser	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
LASE-0		Laser-Oday boats	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Lev-25		Merit, S2-7.9, S-23	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
M-25		Merit 25	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
NonSpin		Non-Spinnaker - all PHRF	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
NonSpin-A		Non-Spinnaker PHRF under 185	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
NonSpin-B		Non-Spinnaker PHRF over 185	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
OPTI		Optimist	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

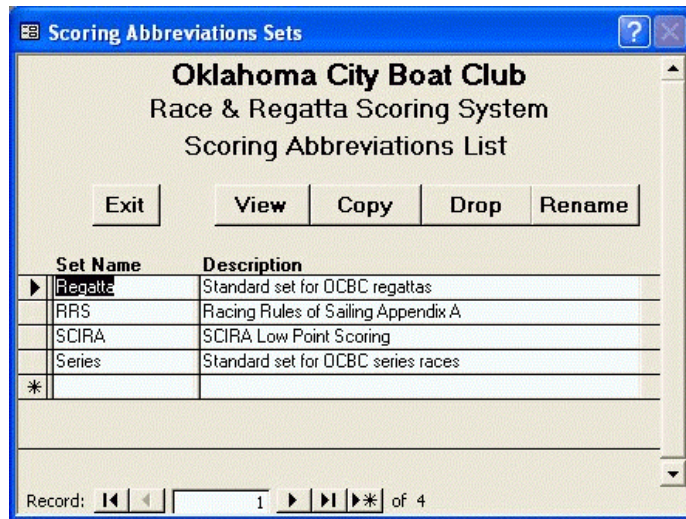
the complete list of fleets recognized by your club. The list is created primarily by entering new fleets into series and regattas. This form gives you the ability to make corrections, deletions and additions as may be required. Click the Add button to begin adding a newly recognized fleet. Click the Print button to print the current list of recognized fleets. Click the Exit button to close the form and return to the System Maintenance Menu. Each line corresponds to one recognized fleet.

In order to be scored within the system, a fleet must be registered in this list. But, whenever a new fleet is mentioned when setting up a series, race starts or finishes, you will be given the option to register it in the recognized fleets list at that time. The fields on each line are:

- **Fleet Name** the actual name of the fleet as recognized throughout the system.
- **Fleet Alias** a second, possibly shorter, name by which the fleet will be recognized. It will be automatically converted to the actual name by the system.
- **Description** a full, longer description of the fleet.
- **PHRF** Select if the fleet uses PHRF handicapping.
- **Portsmouth** Select if the fleet uses Portsmouth handicapping.
- **Handicap** Check if the fleet will actually be handicapped.

## Scoring Abbreviations

There are two forms associated with scoring abbreviations, or codes. The first is the list of Code Sets. SailOK Scoring is distributed with one set of abbreviations, named RRS, that matches the requirements of Appendix A, with a few additions. You can create additional sets by copying and modifying existing sets. To select an existing set, click on its Record Selector. To work with the selected set, click the View button. To create a new one, click the Copy button and supply a new name when requested. To delete the selected set, click the Drop button. To change the name of the selected set, click the Rename button. Note that you cannot drop or rename the RRS set. You should also be very cautious in changing any of the entries within it. It is generally a better idea to copy it to a new set and make the alterations in that new set.



When you select a set name and click the View button, the Codes Form displays.

Code	Description	Points	Relative To				Percent Penalty	Applies To		Can Be Discarded	Counts As	
			Start	Finish	Enter	None		Regatta	Series		Starter	Finisher
A8.2	Include Appendix A8.2 in breaking ties	0										
BFD	Black Flag Disqualification (rule 30.3)	1										
BFD	Black Flag Disqualification (rule 30.3)	1										
CNF	Check In Failure	0										
DNC	Did Not Compete (or come to starting area)	1										
DNC	Did Not Compete (or come to starting area)	1										
DNE	Disqualified - Non-discardable (under rule 88.3b)	1										
DNE	Disqualified - Non-discardable (under rule 88.3b)	1										
DNF	Did Not Finish	1										
DNF	Did Not Finish	1										
DNS	Did Not Start (but was in starting area)	1										
DNS	Did Not Start (but was in starting area)	1										
DSQ	Disqualification	1										
DSQ	Disqualification	1										
FIP	Finish In Place	0										
FPB	First place bonus of 1/4 point	0										
NHR	No Handicap Rating on file	1										
OCS	On Course Side at start	1										
OCS	On Course Side at start	1										
RAF	Retired After Finishing	1										
RAF	Retired After Finishing	1										
RDG	Redress Given by Jury	0										

This form allows you to customize how your scoring abbreviations apply to your scoring system. Each line corresponds to a single scoring abbreviation. The fields are:

- **Code** The code entered on the finishing form. Most of these codes can be changed with the exceptions listed below.
- **Description** A description for the code.
- **Points** The number of points associated with the code, if any.
- **Relative To** What the points are relative to. Can be Starters, Finishers, Entrants or None. For example, Appendix A specifies DSQ shall score one point more than the number of entrants in a regatta. Set Points to 1 and select Enter here. For a series that is not a regatta, paragraph A9 specifies DSQ as one more than the number of starters in the race. Set points to 1 and select Finish here.
- **Percent Penalty** Check if this is a percentage penalty.
- **Applies To** What this code applies to. Check Regatta or Series or both.
- **Can Discard** Check if a race coded thus can be discarded.
- **Is Starter** Check if this code counts as a starter in the race, even if the boat failed to start.
- **Is Finisher** Check if this code counts as a finisher in the race, even if the boat did not actually finish.

## Maintain System Data

Select this option to display the list of effective system data.

Name	Text Value	Numeric Value	Date Value	Regatta	Series
Burgee	Location of your burgee image	0		<input type="checkbox"/>	<input type="checkbox"/>
ClubName	Your club name here	0		<input type="checkbox"/>	<input type="checkbox"/>
HcapData	c:\SailOK\PHRF\Handicap_Data.mdb	0		<input type="checkbox"/>	<input type="checkbox"/>
Lkey	Register at <a href="http://sailok.com">http://sailok.com</a>	0		<input type="checkbox"/>	<input type="checkbox"/>
MinPct	Minimum percent for penalty	10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MinTime	Time less than this is actual finishing position, not time	100		<input type="checkbox"/>	<input type="checkbox"/>
RepLoc	C:\SailOK\Score\WebReports	0		<input type="checkbox"/>	<input type="checkbox"/>
ScoreData	c:\SailOK\Score\Score_Data.mdb	0		<input type="checkbox"/>	<input type="checkbox"/>
ScrnRes	Monitor screen width in pixels	1024		<input type="checkbox"/>	<input type="checkbox"/>
TOMin	Minimum races for a throwout	4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Each row displays one data item. The columns are:

- **Name** The code name associated with the data item. Do not change these.
- **Text Value** The text value, if any, associated with the data item.
- **Numeric Value** The numeric value, if any, associated with the data item.
- **Date Value** The date value, if any, associated with the data item.
- **Regatta** Check if this item applies to a regatta.
- **Series** Check if this item applies to a series that is not a regatta.

There are some values that you should change to customize SailOK Scoring for your application. These items, identified by name, are:

- **Burgee** Set to the location of an image of your club's burgee or other logo. This image will be displayed at the top of the Series Index web page report. The location must be specified relative to the location of the other results reports on your server. You will probably have to get the pathname from your webmaster.
- **ClubName** Set to the name of your club, as you want it displayed on your forms and reports.
- **HcapData** Set to the folder and filename location of your handicapping data. If you will use SailOK Handicapping or another Microsoft Access database then the name extension must be mdb. If you will supply text files then the extension must be txt.

- **Lkey** When you register the software, you will receive a License Key. Enter the exact value here. Alternatively, you can save the email in which you received the key, type a question mark here and supply the name of the file where you saved the email. SailOK Scoring will then read the key from that file for you.
- **MinPct** The minimum penalty that will be considered a percent. Any value less than this specified as points for scoring abbreviations will be considered points. Any value greater will be considered a percent.
- **MinTime** The minimum time, when recording finishes, that will be considered as a time value. Any value less will be considered as an actual finishing position.
- **RepLoc** The folder location where the web reports are to be deposited.
- **ScoreData** The folder location of the scoring database.
- **SxrnRes** The maximum resolution of your monitor screen in pixels.
- **TOMin** The default minimum number of races a series must contain in order for a throwout to be considered.

### **Clear Old History**

This option removes selected old data from your tables. It is not reversible. Once data has been removed, the only way to restore it is to reload a complete data base backup. Be certain you have a working backup before continuing.

The option first asks whether you want to remove old race records. This is typically, but not necessarily, done before starting a new racing season. If you answer Yes then it asks for the starting date of the oldest series you want to retain, defaulting to the current date. The date entered here determines which series are removed. All series and regattas beginning before this date will be removed, along with their respective race, participants and other data. Any series or regatta starting on or after will be retained.

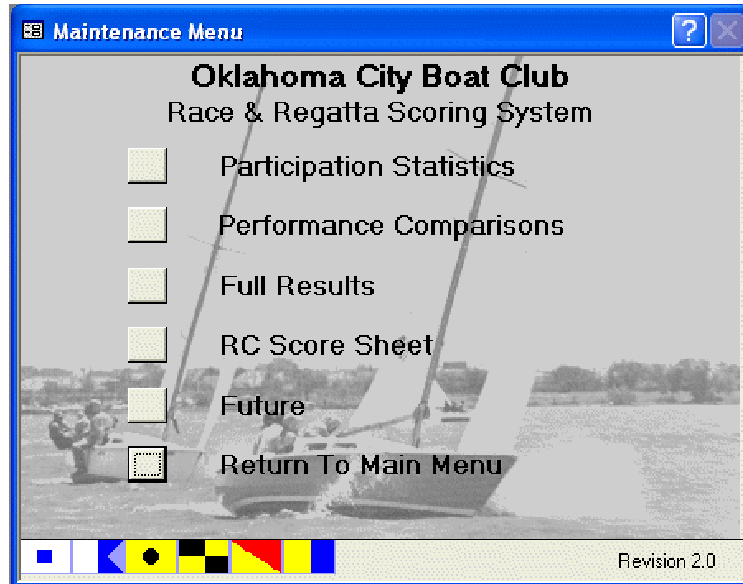
You will also be given separate options to remove the Preferred Fleets, Club Recognized Fleets and Handicapping data. These are not usually removed for a new season. They are the tables SailOk Scoring uses to guess or remember fleet assignments, handicaps, etc. If removed then SailOk Scoring will have to learn all over again.

## Miscellaneous Reports

This menu is provided for various current as well as future reports. The options are:

- Participation Statistics
- Performance Comparisons
- Full Results
- RC Score Sheet
- Future
- Return To Main Menu

Where **Participation Statistics** computes and produces a report, grouped by series and fleet, of participation numbers for all series currently in the data base. These statistics include the number of races actually sailed by each fleet in the series, The number of boats registered for the series, the maximum number of boats in any one race, the minimum number of boats in any one race and the average number of boats per race competing in the series.



There are also totals given for each series. The total number of boats and the average number per race are accurate. The total maximums and minimums, however, may not be. They are simply the totals of their respective columns and should approximate the actual totals. They may be somewhat inaccurate since the maximum or minimum for the individual fleets may not have occurred on the same races.

**Performance Comparisons** lists all races where two or more selected classes of boats competed together although not necessarily against one another. For identifying purposes, it lists the series, race number and start number to aid in comparing respective performances. Then, it lists the elapsed times and corrected times for each. This can be an aid to handicapping or adjusting ratings. It is not intended to be a primary handicapping tool, however.

The **Full Results** report lists the entire results of all races in the current tables. It gives series, race number, boat class, sail number, skipper, elapsed time, corrected time and placing within fleet for every boat. It does provide the option to omit non-handicapped boats.

The **RC Score Sheet** is described in the next section of this manual.

The **Future** options are reserved for future reports as the need or usefulness is determined and the time to implement is available.

Click the **Return to Main Menu** button to return to the Main Menu.

# RC Score Sheet

The RC Score Sheet is included here for completeness. In practice, it is usually implemented as a stand-alone feature.

**Race Committee Score Sheet**

Series:  Date:   
 Race Number:  Wind:   
 Race Committee:   
 Comments:

Time Recorded As  
 Stopwatch  
 Clock  
 None

Starts, Courses and Fleets				
No.	hh:mm	Course Desc	Length	Fleets
1.	14:48		0	spin,nonspin
2.				
3.				
4.				
5.				

Buttons: Finishes, Export, Import, Save, Delete, Exit

	IdNumber	Class	Finish Time	Code	Count	
					SCP	ZFP
▶	99			FIP	0	0
	599		152321		0	0
	41		152346		0	0
	808		152412		0	0
	597		152710		0	0
	80		153952		0	0
*					0	0

The form consists of three sections. The first, near the top of the form, includes all the information that applies to the entire race. The items are:

- **Series** – Short name or code assigned to the series by the scorer
- **Race Number** – Race number of the race within the series
- **Date** – Race date in the form mm/dd/yy
- **Wind** – Wind strength for handicapping (optional)
- **Race Committee** – Names of race committee officials (optional)
- **Comments** – Any additional comments by the race committee (optional)

- **Time Type** – Click one of the radio buttons as appropriate for the type of recording of finish times, if any

The next section describes all the separate starts for the race as well as which fleets were assigned to each start. Each start occupies one line and up to five starts are allowed. The fields are:

- **Min** – If Time Type was specified as Stopwatch then the delay, in whole minutes, from the time the stopwatch was started. If Time Type was specified as Clock then the column heading will be hh:mm and the value must be entered as time-of-day in the form hh:mm. If Time Type was specified as None then the field should be left empty.
- **Course Description** – Physical description of the course (optional)
- **Length** – Course length for handicapping (optional)
- **Fleets** – List of all fleets assigned to this start. Use the fleet names that will be used by the scorer. Separate names with commas.

The last section is for finishes and scoring abbreviations. Each boat occupies one line. DNC entries should not be made as SailOk Scoring will generate them automatically as needed. The fields on each line are:

- **Id Number** – Enter the bow number or sail number of the boat, as appropriate
- **Class** – Boat Class. This can usually be omitted as the Import function will usually be able to supply it from the Id number. In the case of multiple boats having the same Id number, it will be helpful to the scorer if you do specify which boat by including its class.
- **Finish Time** – Enter the finish time, if any for the boat. The time is entered as hhmss for both Stopwatch and Clock times. Note that no punctuation is required or used. See the Finishes Entry paragraphs for a full description. If no times are being recorded, the heading will be Finish Place. In that case just enter the finish position within the respective fleet. Since that may be error prone, it is better to leave it blank and let the Import feature calculate it for you.
- **Code** – Enter the boat's Scoring Abbreviation, if appropriate
- **Count SCP** – If the boat was recorded as SCP then enter the number of penalties to apply if more than one
- **Count ZFP** – If the boat was recorded as ZFP then enter the number of penalties to apply if more than one

The form also contains these command buttons.

- **Finishes** – Click this button to begin entering or changing finishes
- **Export** – Click when entering race data is complete to export the current data to an external file suitable for Importing into the main scoring system. You will be asked to specify a pathname for the file.
- **Import** – Click to import a file that was previously exported. This may be useful if the file was exported with some errors or omissions. When imported, you can continue working with the data, just as when it was created initially.
- **Renumber** – Click to renumber all finish places from 1, retaining the current order. This button only appears when finish positions only are recorded, not times.

- **Save** – Click to save the current race and all its associated data. When working on one race and you want to change to another, without Exporting first, click this button to force save all the current data before selecting the other race. It can also be used periodically when entering a race to avoid losing data in the event of a power outage or other system error.
- **Delete** – Click this button to remove the current race from internal memory.
- **Exit** – Click to save the current data in local tables and terminate the program. Note that the saved data can be retrieved upon restarting the program. See discussion below.

### **Processing the Form**

The form first opens with all fields empty and the focus set to the Series field. Enter the appropriate series name and tab to the Race Number field. Enter that and tab again. If your local tables contain a race that matches the series and race number then it will be retrieved and presented on the form for further processing. If no match is found then you will be starting a new race.

To enter a new race, fill in the blanks at the top of the form. The series name, date and time type are required. The race number should be supplied if possible. If left blank, the Import procedure will try to guess the proper value. The other fields are optional but desirable.

Next, fill out the Starts data table, one line for each start, in chronological order. If time type is stopwatch then the offset is required. If clock then the time of day of the start is required. If no time are taken then the field is ignored. The course description is optional and is for information only. The length is optional but may be needed for handicapping. The fleets field is required for each start. All fleets assigned to the start should be listed, separated by commas. Try to use the same fleet designations your scorer uses.

When all starts have been entered, click the Finishes button to begin entering finishes. Do not use the pointer to set focus to the finishes data and avoid clicking the Finishes button.

Each boat's finish is recorded on one line. The first item is the sail or bow number as appropriate for this series. The class can be omitted unless multiple boats share the same number. In that case, it will help the scorer if you specify which boat is intended by including its class. The finish time is next and is in the form hhhmmss without punctuation. Note that hh, mm and ss are all two digit numbers. If a time is less than an hour it is not necessary to enter 00. For example, 44 minutes and 13 seconds is entered 4413.

When finished, the complete race data can be exported to an external file for later import by the scorer. Click the Export button to do so. The program will request a path name for the file to contain the data. This file can then be transmitted to the scorer's computer. Procedures for doing so are beyond the scope of this manual.

# Features

SailOK Scoring has many features, many of which may not be found in other scoring programs. This allows for a great deal of flexibility and convenience in scoring your races and regattas. Some of these features are:

## Scoring Methodology

- SailOk Scoring closely adheres to Appendix A of the Racing Rules of Sailing, including tie breaking and paragraph A9.
- Allows for rule A8.2 to be implemented as in the 2001-2004 rule book or omitted per the ISAF specification. A8.3 from the previous rule book is now A8.2 in the 2005-2008.
- One-Design scoring with no handicaps is implemented.
- Portsmouth handicapping, with wind factors, is implemented.
- PHRF handicapping is implemented.
- PHRF scoring can be Time-On-Time or Time-On-Distance.
- PHRF Time-On-Time scoring uses the  $(\text{Elapsed} * A / (\text{PHRF} + B))$  formula where you specify A and B.

## Scoring Abbreviations

- Includes the Scoring Abbreviations provided in Appendix A.
- Allows an unlimited number of other sets of abbreviations.
- You can create sets with any parameters desired by copying and modifying existing sets or entering from scratch.
- You can specify which set to use with each series or regatta.
- Thus, if you have a regatta with special requirements, a special set of abbreviations can be created for it.
- Percentage penalties are implemented.
- Penalties of the form "Number of entrants plus 20 percent" are implemented.
- Penalty points for DNS, DSQ, etc can be relative to starters or finishers in the race or entrants in the series.
- New abbreviations can be created but DNC, DNE, DGM, SCP, ZFP, RDG, A8.2 (Include 2001 Appendix A8.2), BPS (use Bonus Point Scoring) and FIP (Finish In Place) must not be changed or deleted; otherwise, automatic handling of these features will not function.
- Note that assigning a value of 999 points and relative to None for DNC will cause any boats scored as DNC in a race of the series to be completely ignored when scoring that race. Also, DNC finishes will not appear in the respective reports. Those races will not be included in the boat's series totals and will not be considered for throwout.

## Redress Granted

- Multiple forms of redress granted can be handled by SailOK Scoring.
- Redress can be entered as a specified number of seconds to subtract from elapsed time.

- Redress can be entered as a number of places to add to or subtract from the boats score otherwise.
- Redress can be entered as an absolute place to award the boat regardless of its finish.
- Redress can be entered as the average of the boats finishes in all other races of the series.
- Enter RDG in the code column then enter the type when prompted. Redress is automatic from then.

### **Race Information Maintained**

- All data is maintained in a Microsoft Access database.
- The database can be archived at yearend, if desired.
- Base series data includes name, dates, number of races, throwout, abbreviation set and other information.
- Series data also includes a list of all participants.
- Base race data includes date, start times, race committee, parameters, conditions and other information.
- Finishes include elapsed and corrected times, handicap if any, and scoring code for each boat.
- Appropriate Did Not Compete (DNC) entries are entered automatically when a boat first appears after the first race of a series or fails to appear in a later one.
- Boat name, skipper and crew can optionally be included.

### **Auxiliary Information Maintained**

- SailOK Scoring maintains a set of parameters to control how your races are scored, where the data is stored and how your reports appear.
- It automatically keeps a list of the fleets recognized by your club.
- It also automatically maintains a list of all boats that have been scored with up to three fleets they might complete in, in the order of their preference.
- You have access to each of these lists, including the ability to correct or modify.

### **Time Recording**

- Start and finish times can be recorded as elapsed time or stopwatch time.
- Times can be recorded as time-of-day or wall clock times.
- Finish positions only can be entered, ignoring times entirely or no times.
- If times are not specified, SailOK Scoring can automatically provide the next available finishing position for the fleet of the boat being scored.
- Finish times can be entered without punctuation to reduce keystrokes significantly.
- Appropriate entries are automatically entered for Did Not Compete (DNC) participants.

### **Reporting**

- Many neatly formatted reports are provided, including race and series results, participants lists, handicap lists and several others.

- Race and series results are available in html form at the click of a button for direct uploading to a web page.
- Reports can be previewed on screen before committing to print.
- Multiple copies can be specified.
- Reports are sent to Windows for processing.

### **Series & Regatta Scoring**

- Sail numbers can be alphanumeric.
- SailOK Scoring will handle a regatta sailed over a relatively short period.
- It also provides for scoring an extended period series with different penalties for DNS, DSQ, etc.
- In addition to these, it also allows for a "super series" made up of selected races from other series or regattas.
- The number of throwouts, or discards, can be specified for each series.
- The minimum number of races for a throwout to apply can be specified for each series.
- The minimum number of races a boat must sail to qualify for a series can be specified.
- Some races can be "weighted" more than others in a series.
- A Staggered Start or Reverse Handicap race can be handled and SailOK Scoring will precalculate and provide a report of the appropriate start times for each boat.
- In a staggered Start race, handicaps can optionally be applied to the actual elapsed times to compensate for any discrepancies in the course, wind or other conditions.

### **Data Entry Aids**

- Classes can have an alias or shorter name.
- Finish times can be entered without punctuation, saving significant keystrokes.
- For one-design scoring (no times recorded) finishing positions within fleets are automatically supplied.
- Hot keys are provided to get to all form buttons so it is almost never necessary to use the mouse, if so desired.
- Extensive help is provided for the field, button or other item containing the mouse pointer by pressing F1.
- Automatic hints are available for most fields and buttons by holding the mouse over the item a second or two.
- Many of the fields, particularly when entering finishes, are filled initially with a value from previous history. The more you use the system, the better these default guesses become.
- This initial value can be overridden by simply entering a new value.
- Several form fields, such as fleet or abbreviation set, are associated with lists of valid values. These lists can be displayed by pressing the question mark key within the field.
- A value from the above lists can be copied directly back to the form from which the list was invoked with a single click of the mouse.

## **Other Features**

- Sail numbers can be alphanumeric
- Duplicate sail numbers are allowed as long as the classes are different.
- Classes can have an alias or shorter name but the true name appears on all reports and forms.
- A boat can compete in more than one fleet during a series and will be scored accordingly.
- There is no limit to the number of series handled, races within a series or boats in any race, regatta or series.
- Boats can be scored as Finished In Place.

## **Handicap Data**

- SailOK Scoring maintains a local copy of your PHRF handicap table.
- It also maintains a local copy of your selected entries from the Portsmouth tables, including wind factors.
- These tables must be maintained outside SailOK Scoring.
- You have the ability to add a temporary handicap when a boat competes that does not appear in your local tables.
- There is a menu option to update the local tables from data maintained in your handicap rating system, if you use one.
- SailOK Handicapping is a sister application that seamlessly melds with SailOK Scoring to maintain the PHRF and Portsmouth handicapping tables in a separate Microsoft database.
- As an alternative, you can create flat text files with the appropriate handicap data.
- Either of these formats can be retrieved by the above menu option at your convenience.

## **Limitations of Unregistered Copy**

- The main menu displays a reminder that it is an unregistered demonstration copy.
- It is limited to adding only 3 new Series.
- The number of races or participants in those 3 series are not limited.

## **Registering Your Copy**

You can remove the above limitations and notices from the unregistered copy of SailOk Scoring by registering with SailOK Software and paying the associated registration fee. Current prices and details can be found on the web site (see the cover page of this manual). There will be a form to fill out and submit, with your payment. Upon receipt of the form and payment, SailOk Software will email you a License Key that will validate your copy and remove the shareware restrictions. It is not necessary to download or reinstall the software or data. The License Key will come with instructions on how to save it and install it into the program.

Registration also includes full support by email (and telephone where necessary) for one full year, including any corrections and enhancements to the program. Continuing support after that year is also available for a small annual fee.

# Reports

SailOK Scoring provides several printable reports. Each of the reports is available by clicking the Print button on the corresponding form. The group directly related to series and race scoring includes,

- **Participants List**
- **Staggered Starts List**
- **Finishes Proof list**
- **Race Results**
- **Series Results**

The group related to system data includes,

- **Preferred Fleets**
- **Recognized Fleets**
- **Scoring Abbreviations**

The group related to handicap data includes,

- **PHRF Base Ratings**
- **PHRF Certificates**
- **Portsmouth Ratings**

Note, All reports will be presented in preview form. That is, they will display on the screen for proofreading instead of being sent directly to the printer. If the report needs further work on its underlying data, just click the close button (the little X in the upper right corner) to close it. If it looks all right and you want to print it, Press Ctrl-P (press and hold the Ctrl key and press the P key) to send it to Windows for printing. The Windows printer dialog screen should allow you to specify multiple copies if desired.

## HTML

Some of the forms that produce the above reports also have a Web button. You can click it to produce the corresponding report in html format, suitable for posting on your club's web page. Html is a text markup language. It is the language of the World Wide Web. Web pages are developed in html or a variant thereof and all browsers recognize html to describe how the page should be displayed. A further description of html is beyond the scope of this document. Further understanding is not necessary in order to use the system or to produce the various web reports.

# Navigating the System

Select the SailOK Scoring desktop icon or select SailOK Scoring from the Start menu to begin. The Main Menu form will appear shortly. Choose an option from the menu by clicking the corresponding Button. Doing so will present another menu or a Data Entry form. Follow the specific instructions for that menu or form. Click the Exit Button to quit SailOK Scoring, close Access and return to Windows.

All the Data Entry forms deal with one or more tables in the data base. In their header sections, most have buttons near the top and all have at least an **Exit** button. Some of these buttons open another form or report. Some forms have an **Add** button to begin entering new records. The buttons are described in the respective form's description. Click the Exit button to close the current form and return to the form or menu from which it was called.

The detail section of each form presents some or all of the fields from selected records of the underlying data table, presented in a tabular format. The records are selected to be appropriate to the row you selected on the calling form before opening this form. For example, when on the Series form, you select a particular series and click the Races button, only the races for the selected series will be displayed.

To select a row of the form detail, there is a little square, blank icon at the left of each row called the Record Selector. Click that icon to select the corresponding row. The icon will change to a highlighted arrowhead. To modify the data in any cell, place the pointer over the cell and click. The data can then be changed by deleting and/or typing. If the cell is highlighted, typing any character will erase the old contents before entering the typed character. If it is not highlighted, the typed character will be inserted at the pointer location without erasing the entire cell. If a character is typed within any cell, the Record Selector icon will change to something looking like a pencil to indicate the record is being edited. When the editing icon is displayed, you can press the ESC key to cancel the most recent change. In some cases, pressing ESC twice will cancel the full record edit and return the row to its previous value.

When in any cell, pressing the **tab key**, the right **arrow key** or the **down arrow key** will save the cell contents and move the pointer to the next cell. If on the last cell of a line then these keys will move the pointer to the first field of the next line. Pressing the shift-tab key, the left arrow key or the up arrow key will move to the previous field on the line.

Note, however, that some cells can only contain certain data. Entering invalid data will usually produce a notice then return to the invalid field. Also, some fields may cause some other event which requires additional information. A popup window will appear in these cases to request any other information needed.

## Hot Keys/Keyboard Shortcuts

Microsoft Windows tends to be pointing device (commonly referred to as a mouse) intensive. Some users prefer to limit mouse activity by using "Hot Keys" to keep their hands closer to the

keyboard as much as practical. SailOK Scoring attempts to address this need by providing a limited set of hot keys.

When in the body of a form, most of the movement and other activity can be accomplished with the character keys and the tab (or arrow) keys. There are some cases, however, where this is not possible. When in the body of the form, none of these keys will get to the command buttons at the top of the form. When on the record selector in the body, none of these keys will get to the row data. To alleviate these situations, the following hot keys have been implemented.

- **Ctrl-E** Moves the focus to the Exit button. Available anywhere on the form.
- **Ctrl-A** Moves the focus to the Add button if one exists on the form. Available anywhere on the form.
- **Ctrl-B** Moves the focus to the leftmost of the group of command buttons to the right of the form, if any exist. The "B" represents "Button Array" as there may be more than one. Available anywhere on the form.
- **Ctrl-M** Moves the focus from the record selector to the first field of the selected record. Available only when the focus is on the record selector.
- **Ctrl-P** When displaying a report in preview format, this key will send it to Windows for printing.
- **?** Opens an appropriate list form when in a field of the body that supports a list. Only available when the focus is in a field that actually supports this feature.

The Ctrl keys are implemented by holding down the CTRL key while pressing and releasing the associated letter key, just like using the Shift key with a letter to produce uppercase.

When the focus is on any command button, pressing the tab key will move it to the next command button. Pressing the tab key while holding the shift key (shift-tab) will move the focus to the previous command button.

This leaves one situation where the mouse must still be used. If the focus is on a command button, the only key that will get back to the body is the Add button. This, however, moves the focus to the first field of the new record. There is currently no way to get from the new record to existing records on the form without using the mouse.

### **Microsoft Access Features**

**Check Boxes:** Check boxes are special features. They hold an underlying value of yes or no but the appearance to the user is just a little square box which may or may not hold a common check mark. If the box is checked, it represents a value of yes. If not checked then it represents a value of no. To check a box that is not checked or to uncheck a box that is checked, click the left mouse button over the box. Alternatively, if the box currently has the focus, press the space bar to toggle between checked and unchecked or yes and no.

**Command Buttons:** Command buttons appear in the upper section of the data entry forms and to the left of the menu options. They are rectangular objects that appear to be raised above the form surface. Those on the data entry forms have a caption describing briefly their function.

Those on the menu have no caption but a full explanation is included in the wording of the menu option. To execute the function of a command button, position the mouse pointer over the button and click the left button. Alternatively, if the button currently has the focus (signified by a faint dotted rectangle on the face of the button, surrounding any caption) you can just press the Enter key. Within the Scoring system, you can move from one command button to the next by pressing the tab key or move to the previous by pressing shift-tab.

**Popup Forms:** There are some popup forms which may appear in normal operation of SailOK Scoring. These forms typically provide additional information, request additional information or question whether you want to perform some function.

Those that provide information will display the information along with a single button, labeled OK. Read the information then click on the OK button to continue. You will notice that the OK button has the focus so you can also press the Enter key instead of clicking the mouse button.

Those that request confirmation will display some information, typically ask a question and display two or three buttons. The buttons may be Yes and No, Ok and Cancel or Yes, No and Cancel. If you click Yes or Ok then you confirm your intent to proceed. If you click Cancel then you indicate that you do not want to continue. The result of clicking No depends on the circumstance of the situation. Carefully review the information and question before making a decision. On most such forms, the Yes button has the focus but some may be No instead. Again, you can indicate this default choice by pressing the Enter key.

**Radio Buttons:** Radio buttons always consist of a group of buttons, only one of which can be selected at any one time. They appear on the form as a set of circles that look to be holes in the surface. The selected button, if any, appears to have a black dot in its center. Select a button by placing the mouse pointer over it and clicking the left mouse button. Alternatively, you can tab to the selected button and toggle it on or off by pressing the Enter key. Selecting any button will automatically deselect all other buttons in the group. Some groups may require a button to be selected whereas others may not.

**Record Selector:** The record selector is what appears to be a column of gray rectangles just to the left of each row in the body of the form. The one on the last row, the empty new record contains an asterisk (\*). When you first open a form, one of the record selectors, usually the first one, contains a black pointer to the corresponding row. If the record selector is dark and its pointer is white, this indicates that the row is selected. To select any row, click on its record selector with the left mouse button. Alternatively, if a record selector has the focus, you can move between records by using the tab key or down arrow to move down and the shift-tab key or up arrow to move up.

# Import File Formats

## **Import Participants File**

This file, used by the Import option on the Participants form, will usually be produced by an on-line registration system based on your club's web page. The system can accumulate data and download once at the end of registration or it can download periodically. The file must conform to the following specifications.

This must be a comma-separated, ASCII text file. Each item is considered as text and should be surrounded by quotation marks. Each line begins with a line identifier. Note that all fields are required but some may be blank. If a field is left blank, its enclosing quote marks must still be included as well as the separating comma. The first line of the file identifies it as registration data and names the series it belongs to. The two required fields are:

- 1) "REGISTRATION" – Line identifier
- 2) The series short name or code, enclosed between quotation marks

The remaining lines contain registrations, one per line. Note that all fields are required although some may be left blank. The nine required fields are:

- 1) "ENTRANT" – Line identifier
- 2) Identifying number, sail number or bow number (required)
- 3) Boat class (required)
- 4) Fleet to sail in (may be blank, "")
- 5) Skipper's name (may be blank, "")
- 6) Crew names (may be blank, "")
- 7) Boat name (may be blank, "")
- 8) Alias number, bow number or sail number if different than #2 (may be blank, "")
- 9) PHRF rating in seconds per mile (may be blank, "")

## **Import Race File**

This file, used by the Import option on the Races form, can be created by any text editor or custom program. SailOK Scoring provides a separate Race Committee Score Sheet in the form of another electronic form much like the others employed. Regardless of how it is created, the file must conform to the following specifications. The program supplied with SailOk Scoring does conform.

This must be a comma-separated, ASCII text file. Except where noted, all fields are interpreted as text and must be enclosed between quote marks. Note that all fields are required but some may be blank. If a field is left blank, its enclosing quote marks must still be included as well as the separating comma. The first line identifies the file as well as supplying the race specific fields.

All fields are text, except the number of starts, and must be enclosed between quote marks. The number of starts is not enclosed. The nine required fields are:

- 1) "RACE" – Line identifier
- 2) Series short name or code
- 3) Race number (may be blank, "")
- 4) Race date "yyyy-mm-dd" (may be blank, "")
- 5) Wind strength (may be blank, "")
- 6) Time type (0=No Times, 1=Stopwatch, 2=Time-Of-Day, may be blank, "")
- 7) Race committee (may be blank, "")
- 8) Comments (may be blank, "")
- 9) Number of starts (this is not a text field and must not be quote marked)

The next section defines the starts for the race, one line per start. All fields are text and must be enclosed between quote marks except the start number and the start time or offset which are not enclosed. The six required fields are:

- 1) "START" – line identifier
- 2) Start number (no quote marks)
- 3) Start time or offset (no quote marks)
- 4) Course description (may be blank, "")
- 5) Course length (may be blank, "")
- 6) List of fleets in start separated by commas

The last section lists the finishes as recorded by the race committee, one line per boat. All fields are text and must be enclosed between quote marks. The seven required fields are:

- 1) "FINISH" – line identifier
- 2) Id number, sail number or bow number as appropriate
- 3) Boat class (may be blank, "")
- 4) Finish time (may be blank, "", if scoring code applies)
- 5) Scoring code (may be blank, "")
- 6) Number of SCP penalties (blank, "", if code not SCP)
- 7) Number of ZFP penalties (blank, "", if code not ZFP)

# Championship Regatta with Preliminary/Seeding Round

## Overview

A major championship regatta may have more boats than can reasonably be accommodated on a starting line at one time. One popular method of dealing with the situation is to break the regatta into a preliminary or seeding round, followed by a final round. For the preliminary round, the competitors are divided into 4 fleets, approximately equal in size. The method of assigning boats to fleets is up to the Organizing Authority. It may be done randomly or some seeding criteria may be employed.

The preliminary round then consists of 6 races. Each race involves 2 of the 4 fleets. This cuts the number of boats in each race to only half the total registered, a much more manageable number. At the end of the series each fleet will have sailed 3 of the 6 races and will have shared exactly 1 race with each of the other 3 fleets, thus sailing against the competitors in her own fleet all 3 times and every other competitor once. The races are not scored by assigned fleet but as a single fleet. Each boat's score for the series is then the total of her scores from the 3 races she was assigned to sail. Usually all races are counted.

To begin the final series, the fleet is again split but this time only into 2 parts. The top scoring half of the boats in the preliminary round is assigned to an upper, or championship, fleet and the lower scoring half is assigned to a lower, or consolation, fleet. These divided fleets can then race in separate races or at least separate starts. Thus again, only half the registered boats compete in a single start. The scores from the preliminary round may be carried forward into the final series or may be excluded so that each boat begins with a clean slate. If preliminary round scores are included in the final and a throwout race is allowed, it is usually advisable to not allow preliminary races to be discarded.

## Considerations

The concept and physical implementation are straight forward enough. Scoring is even fairly simple. The difficulty arises in trying to present the results in an understandable and acceptable manner. SailOK Scoring resolves these issues by adopting the following principles.

- The preliminary races are scored as 6 individual races although they may have actually been only 3 races with 2 starts each.
- The DNC (Did Not Compete) scoring code is used in the preliminary races to indicate a race that the respective boat was not assigned to sail in. This allows for those entries to be omitted from the results reports. **Boats must not be scored by the Race Committee as DNC** as any DNC entry will be ignored by the system. They must use DNS instead.
- Initial assignments to the preliminary round fleets must be recorded manually on the Series Participants form.
- The system will semi-automatically split the fleet for you after the preliminary round. This split, once accomplished, may not be reversible except manually. It is imperative

that the preliminary round is complete and no further changes will be made before performing the split.

### Implementation

Begin by setting up a Regatta as usual. When specifying the Scoring Abbreviation Set to use, select one that assigns 999 points to the DNC code. This signals the programs to ignore any DNC entries in the regatta. This is also why boats should never be recorded manually as DNC, even if that would be the appropriate scoring entry.

When entering race results, it is important to score the preliminary rounds as 6 individual races. If you import the results instead of manually entering, some special considerations apply. The race committee may conduct 3 races with 2 starts each instead of the required 6 individual races. Knowing this regatta has a preliminary round (999 points for DNC) the import program will ask if you want to split the 2 starts into 2 separate races. You must answer Yes. Also, the race committee will probably not supply appropriate race numbers. The program will ask for and you must be sure to supply the correct numbers.

Other than the above, scoring and reporting the preliminary, or seeding, races is no different than regular races. You will note that the printed reports do not display the DNC entries at all. In those races that a boat was not assigned, the entry will be blank. This allows for a readable and understandable result sheet without having to skip around trying to find scores.

At the end of the preliminary round, you must split the fleet according to the preliminary results. First, be sure that the round is complete before continuing. Select the regatta on the Series form and click the Fleets button. On the Series Fleets form, click the ReAssign button to begin the fleet division. Since this operation may not be reversible, you will be asked to confirm your intent. Next, you need to know whether preliminary round scores will be carried forward in to the final round. If not, you will have to supply a new Series Name for the final round. This series must already be set up before you perform the split. This will actually be scored as 2 separate series. If scores are carried forward then no new name is required.

Next, you will specify how to handle an odd number of boats, where the fleet cannot be split exactly in half, and boats tied at the split point score. Should the extra boats go into the upper or lower division? You will also supply fleet names for the 2 new divisions. Finally, the program will perform the split according to your specifications and set the appropriate fleet assignments. It then flags the preliminary series as having been split and after which race the split was accomplished. If scores are carried forward and the final round is contained in the same series as the preliminary then the fleet designations in the completed races will also be changed to reflect the new assignments. This is the main reason that splitting the fleet cannot be reversed. If the final begins a new series then the completed races will not be altered.

In the final round, whether a new series or a continuation of the preliminary, it is no longer necessary, or desirable, to enter individual races. If the race committee conducts races with 2 starts, they should be entered as such.

# System Requirements

SailOK Scoring is a Microsoft Access database application for Windows. The following are minimum system requirements.

- Microsoft Access 2000 or newer
- Microsoft Windows 95 or newer
- 5 MB available disk space for installation
- CD ROM or 3-1/2 inch floppy drive for installation. The program can also be downloaded and installed from our web page, <http://SailOK.com>
- Computer capable of running the above
- Additional disk space for data storage

SailOK Scoring has been tested on Windows 95, Windows 98, Windows 2000 and Windows XP and functions properly on all. It has not been tested on any other versions of Windows but can reasonably be expected to run on any version that supports Access 2000 or later.

The following are suggestions in addition to the above requirements.

- A season of 50 races with 50 boats each can easily consume 1 MB of disk space
- A processor speed of 500mhz or faster will be good although not required
- Some reliable and convenient available backup media
- Regular backups should always be made of any dynamic data
- A reasonable quality printer for the quality reports
- SailOK Handicapping provides a seamless and convenient sister application to maintain your handicap data.