

NSC Sailwave Scoring Instructions



NEPEAN SAILING CLUB

Race Scoring Instructions

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2021-08-21: Vers 5. Update by Hugh Morrin. Added section 8.

2020-05-03: Vers 4. Update by Hugh Morrin. Under “Special Processing at the End of a Series”, boats that are only NR or DNC in the series should be “excluded”; previous wording said “removed”.

2019-03-29: Update by Hugh Morrin.

2013-11-26: Original Issue, prepared by Jan Huus.

NSC Sailwave Scoring Instructions

1. Getting Started

Before scoring a race, be sure to:

1. Familiarize yourself with the contents of this document
2. Know the passwords to:
 - a. Log into the NSC office PC as a scorer, if using the NSC office computer.
 - b. Access the file upload utility on the NSC web site for the series you're scoring.

It is also best to have a copy of the correct version of Sailwave installed on your home PC, in case any changes are required after the results are posted. With all that in place, scoring is easy and fun. If you run into problems that you can't resolve by other means, please e-mail scoring@nsc.ca.

2. Race Committee Check-In and Finish Sheets

It is important that the RC use a proper form to record boats that check in at the start, and one to record boats that finish. The check-in sheet is a list of boats that are in the starting area before the race, that the RC records as being present. It is typically a list of sail numbers and boat names. It could also be a list registered boats, sorted by sail number, as below:

Boat Name	Boat Type	Sail #	Fleet	Club	PHRF	Checked In	Finish Recorded
Rushlight	C&C 24	1	B	NSC	237		
Martin 15	Martin 16	15	C	NSC	336		
Southern Cross	C&C 27-1	17	B	NSC	228		
...		

The RC checks off the Checked In column as boats arrive at the start. This allows the scorer to identify boats that start, but do not finish, and resolve errors or ambiguities on the finish sheet. For example, it is not uncommon for two or more boats to share a sail number. If the finish sheet does not clearly identify them, the check-in sheet can resolve the question. Note that checking in is no longer a requirement in the Sailing Instructions, so the check-in sheet may not include all boats.

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The finish sheet looks like this:

PAGE 1

Date: June 17th Race Bosun #1: Wynn Davies
 Course: J Race Bosun #2: Jan McEvoy
 Wind Direction: NW-W Volunteer: Ann Marie Sahagian
 Wind Strength (Approx): 5-6 kts Volunteer: IED EEDSON
 Race: 1 Of 1 Volunteer: Hugh McDowell
 Sheet 1 Of 2 Fleet #1: ~~18:20~~
 Time of First Gun: 6:16 Fleet #2: 18:26
 Start Times - Fleet #3: 18:32

Position	Sail Number	Finish Time	Description/Notes
1	208	18:58:56	
2	237	18:59:28	EXPRESSO
3	93	19:00:48	BRYAN AWAY
4	74222	19:01:11	PANACEA

It is filled in with sail numbers, finish times and, in most cases, boat names. Due to the nature of the process, the finish sheet will often contain errors in sail numbers (e.g. writing 74422 instead of 74222), and missing boat names.

3. Entering Results in Sailwave

On completion of the race, a bosun will upload the finish sheets (aka scoring roughs) to Box.com.

When entering the results, it helps to have two people: one to read the results and check them off, and another to enter the results in Sailwave. The instructions below refer to these two roles as the "reader" and the "scorer", although both roles can be performed by one person.

First, the scorer logs into the PC and retrieves the latest Sailwave file. It is always best to download the file from the NSC web site before scoring a race, and upload it when you are done. That way it is available to anyone who may need to look at it to resolve a scoring inquiry. To download the Sailwave file from the NSC web site, proceed as follows (using JAM as an example):

1. In a web browser, go to the current results page, such as http://www.nsc.ca/nsc_racing/results/YEAR/jam/spring_series.htm.
2. Replace "htm" with "blw" to reveal the Sailwave file (e.g. spring_series.blw).
3. Save the page to a corresponding local file (clicking CTRL-S will open a Save As dialog box).

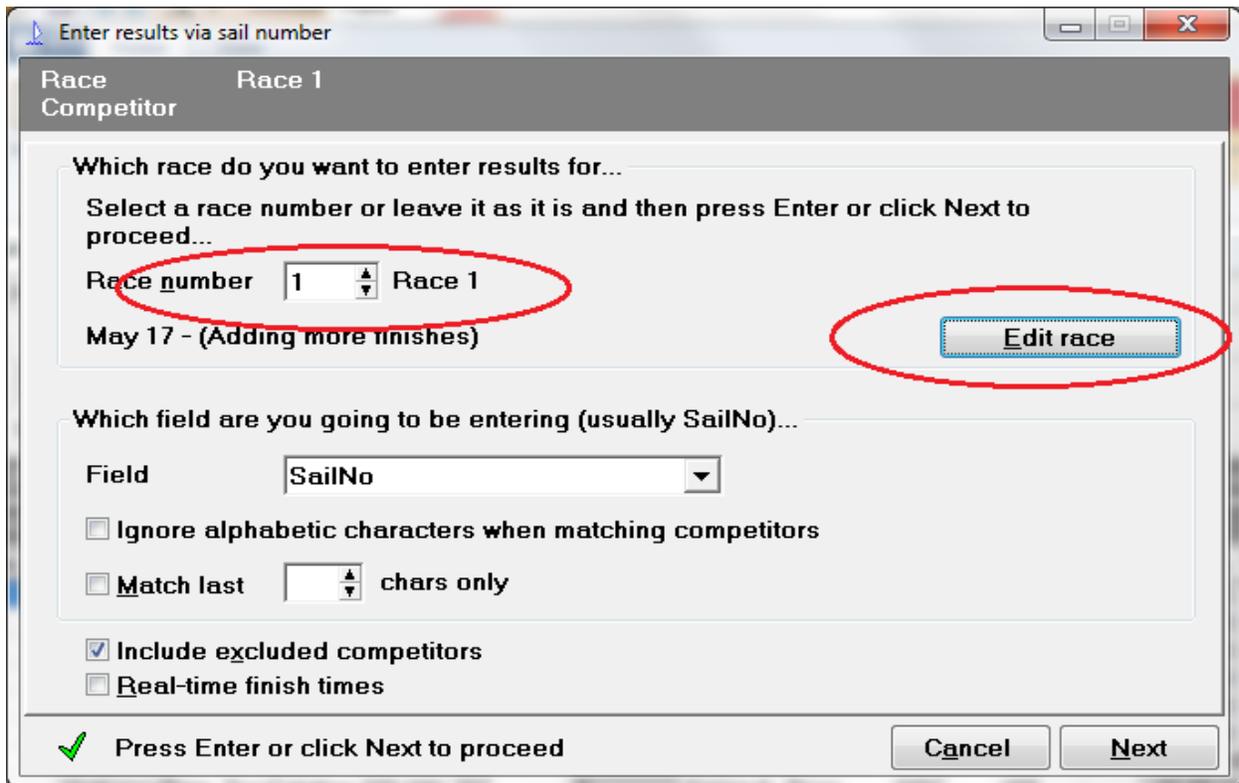
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Once the Sailwave file is available, the scorer should open it in Sailwave. To begin, update the race information with the correct start time, course, wind direction, and wind speed. To do this, proceed as follows:

1. Click "Sail num wizard":



2. Select the correct race number and click "Edit Race":



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3. If a race has been cancelled or abandoned, click the “Notes” tab and enter the reason.

Start for race Race 1

This start | All starts

Name: Start 1

Competitors in this start: Fleet=A

Finishes will be recorded as: Finish time

Start time: 18:20

Distance:

Accumulated elapsed time

Discard me first

This race is not discardable

Course: W

Average wind strength: 8 kt

Wind direction: SE

OK Cancel

Name of race: Race 1

Published date or day: Jul 07

Published start time of first race: 18:20

Sailed by at least one boat

Starts | Notes | Results

Name	Competitors	Start	Finishes
Start 1	Fleet=A	18:20	Finish time
Start 2	Fleet=B	18:26	Finish time
Start 3	Fleet=C	18:32	Finish time

Edit

New

Delete

Copy starts

Edit next

OK Cancel

Otherwise, click “Edit”:

4. Update “Start Time” as necessary, then enter “Course”, “Average Wind Speed,” and “Wind Direction,” information from the finish sheet. Click “OK” when complete. Repeat for all other fleets by selecting them the mouse and then repeating steps 3 and 4. When all fleets are updated, press “OK” again to return to the “Enter results via sail number” window.

5 Click “Next” on the window, enter the sail number, and select the corresponding boat:

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Enter results via sail number

Race Race 6
Competitor 74222 (A - Niagara 31 74222 Searle, David - Panache)

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

SailNo 74222 New

Previous entry was 108

** UNIQUE **	
74222	A - Niagara 31 74222 Searle, David - Panache

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

✓ Press Enter or click Next to proceed

Back Next

6. Enter the exact finish time (not the elapsed time):

Enter results via sail number

Race Race 6
Competitor 74222 (A - Niagara 31 74222 Searle, David - Panache)

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

Record result as

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

Start time 18:20:00

Finish time or 19:17:21 Laps

Elapsed time is 0:57:21

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

✓ Press Enter or click Finish to save this result

Back Finish

If a boat is marked with a finish code, such as OCS, rather than a finish time, pull down the "Finish time or" menu and select the corresponding code. Press Enter on the keyboard or click "Finish."

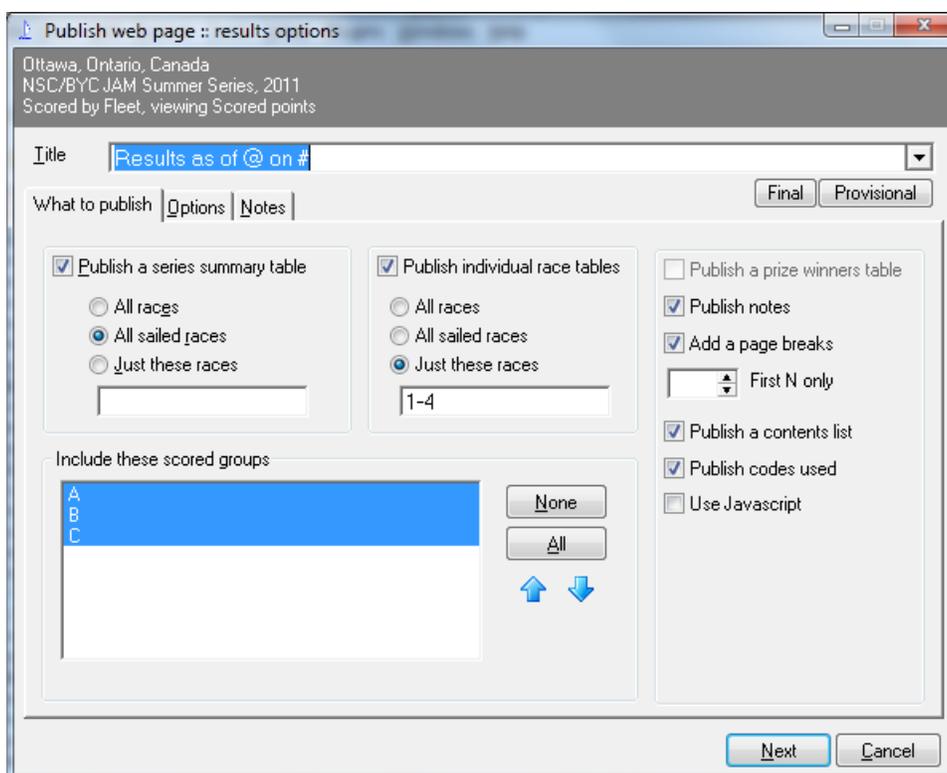
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Once all boats have been entered, scan the start sheet for boat that started, but did not finish (i.e. were not checked off by the reader). Enter DNF codes for those boats. Press “Esc” on the keyboard when complete. Other situations, such as boats that raced but are not registered, are described in the Common Problems section below.

4. Generating the Results

Before you can publish the results, you have to score the series. Just click “Rescore” on the toolbar.

To publish the series results, select the Publish menu and click "Results..." or press Ctrl-P, which will display the following window:



Be sure both "Publish a series summary table" and "Publish individual race tables" are checked. Click “All sailed races” under each heading (not “Just these races”, as shown above). Hit “Next”. For Style, select “Blue Blocks”. For Destination, select “My default internet browser”. Click “Publish”. The results should display in your web browser. At that point, save the results (e.g. to the desktop or to a thumb drive) by clicking CTRL-S (or selecting File, Save Page As) in the web browser, and select the "Web Page, HTML Only" option. Name the file spring_series.htm, summer_series.htm, or fall_series.htm as appropriate.

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Save the Sailwave file and close Sailwave.

5. Uploading Results to the Web Site

To begin the upload process, go to the “MEMBER SERVICES” page of the NSC web site and click “Upload Utilities”, which will prompt you for a member name and password (unless the browser is already logged in). Select the Racing Upload Utility. Then click the Browse button to select the series result HTML file, select the category (e.g. JAM Results), enter the category password, then click Upload It:

Upload Form

Input File (max. size: **1.7Mb**):

Server File Name (optional):

Category:

Category Password:

Make a copy of the series result HTML file with a _YYYY_MM_DD suffix (e.g. summer_series_2010_07_29) and upload that too. Also upload the Sailwave blw file (making sure you have closed the file in Sailwave first).

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6. Reading Results in the Bar

No longer done.

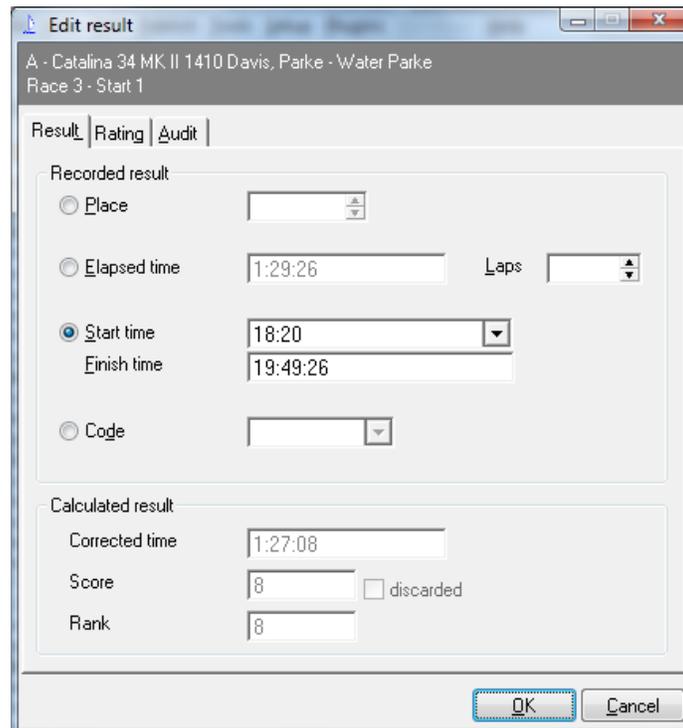
7. Additional Notes

Unregistered Boats

Unregistered boats often appear in the races. They may be entered in the Sailwave file with an NR indicator, or they may not be in the Sailwave file at all. In either case, they are typically handwritten on the start and finish sheets by the RC, and should be scored as NR in the results. If the boat is not already in the Sailwave file with an NR indicator, it is best to add an entry, including the sail number and any other information you may have.

Incorrectly Entered Finish Time

If you notice the entered finish time is incorrect or a scoring code needs to be applied, highlight the result, right click, and select “Edit result.” Then correct the finish time or select the appropriate code



on the window that pops up, select “OK” when complete, and press “Rescore” on the toolbar:

Changes to Results After They Are Posted

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Problems that require later updates to the results include such things as the RC failing to record a boat at the finish. The chief scorer will keep you informed of any such updates required.

Special Processing at the End of a Series

When a series is completed, there may be boats who appear with only DNC and/or NR entries. For example, a boat may be NR in one race and DNC in the rest, or a boat might be mistakenly recorded in a race, and then changed to DNC, so they appear with DNC in all races. These boats should be excluded from the series before final results are calculated, to avoid affecting the scores of other DNC boats. To remove a boat from the series, right-click on it in Sailwave and select Edit Competitor, click the Exclude check-box, press Enter, and then “Rescore” on the toolbar:

The screenshot shows a window titled "Edit competitor :: A - J-22 1482 Huus, Jan - Cheque Mate". It has tabs for "Entry", "Notes", "Audit", and "Medical". The "Entry" tab is active. Fields include: "Bow number" (empty), "Tally number" (empty), "Boat Type" (J-22), "Sail #" (1482), "Boat Name" (Cheque Mate), "Helm" (Huus, Jan), "Crew" (empty), "Club" (NSC), "Nationality" (empty), "Fleet" (A), "Division" (empty), "PHRF" (189), and "Notes" (empty). There is an "Exclude" checkbox. At the bottom, there are checkboxes for "Hide fields unused by all competitors in the series" and "Edit next", along with "OK" and "Cancel" buttons.

8. Adding a New Series

To create the Summer Series Sailwave file from the Spring file, or the Fall Series from the Summer Series file:

1. Copy the .blw file for summer series to a new file for the fall series.
2. Open the fall series blw.
3. Click Series Properties - change Event Name from Summer to Fall. Click OK.
4. Click Sail num Wizard.

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5. Create a new race (don't configure it - just scroll to the end of the races and click Create race #). This preserves whatever Starts configuration you have setup.
6. Click Cancel to get out of the Sail num wizard.
7. Under the Tools menu, click Unscore series.
8. Under the Edit menu, choose Delete races.
9. Select all the races except the last one (by default will be named R and a number)
10. Click OK. Click yes to confirm deleting the races.
11. Under the Edit menu again, select "Mark all unsailed competitors as excluded"
12. Now, you can go into the Sail num wizard and configure R1 (change the name to Race 1 and the date to the proper date).