

NOTICE OF RACE

Manual Registration and Scoring the Regatta (for Organizers)

Notice of Race is an online tool for the sport of sailing. Organizers set up their regattas so that Competitors can register for them. Organizers score the regattas and Competitors can then track their results. The I-LYA Travelers Series has adopted the use of Notice of Race as the main tool to keep all results in one place and be able to have the overall Travelers Series results available immediately after an event is completed.

Shut off registration on NoticeOfRace.net (unless you are planning to have computers available for Competitors to register themselves the morning of the regatta, you should turn off on-line access to registration)

1. Click into **General Information about Your Event** on the Event page.
2. Uncheck the *Allow Registration* box
3. Scroll to the bottom of the page and click the **Save Changes** button

Print and/or Export Scratch Sheet - for use by registration tables and to give to Race Committee

1. **Scratch Sheet** link can be found towards the bottom of the Event Page or on the Public Page for the regatta.
 - a. If needed, adjust the columns of your scratch sheet (must be done through the Event page)
 - b. Click the arrow on each column to select the correct ones in the order you want
 - i. Sail#
 - ii. Club
 - iii. Skipper Name
 - iv. Crew
 - c. Scroll down and click the **Save Changes** button
 - d. Click **View Scratch Sheet**
 - e. Click the **Change to Print Mode** button
2. Print several for registration table(s)
 - a. Change the sort to Skipper Name for ease of finding sailors as they check in (NOTE: at this time, the sort is by first name since the field is the competitors full name – we are working with the programmer to allow us to sort by last name)
 - b. Select individual divisions (if you have separate registration lines for each division) or print them all together
 - c. Right click on the screen and select Print...
 - d. Print several copies as needed
 - i. Each registration line should have at least one copy
 - ii. Make sure to also have one copy of ALL the pre-registered sailors for those at the unregistered table to verify that the sailor hasn't been registered by someone else.
3. **GOAL:** To have an updated Scratch Sheet to your RC before they leave the dock.
 - a. Each RC needs a Scratch Sheet with all boats for each division on that course.
 - b. RC needs to head out to set courses immediately following the skippers meeting (usually held at 10a)
 - c. **Smaller regattas and/or those with mostly pre-registered boats** may be able to keep up with updating changes or entering new competitors into the database before printing Scratch Sheets for RC
 - i. Periodically give registration forms and waivers with adjusted Sail #s or other information needing updated to those working the data on NoticeOfRace.net.
 - ii. See page 2 for details on how to add new competitors.
 - iii. See page 3 for details on how to update information.
 - iv. **Delete any sailors who pre-register but do not show up**
 1. Click **Competitors** on the Event page.
 2. Click **Edit Existing Competitors and Splits**
 3. Click **Edit this Competitor** next to the competitor you need to delete
 4. Click the **Delete this Competitor** button
 5. Click the **Click here to confirm deleting this competitor** button
 - d. **Larger regattas and/or those with mostly morning of registration** should NOT hold up RC to enter new competitors or changes into the system
 - i. Export the scratch sheet to a file
 1. Select individual divisions if you want different files for each or do them all if you are comfortable with making changes to a spreadsheet
 2. Click the **Export to Tab Delimited Text** button
 - ii. Open the exported file(s) in Excel (or other spreadsheet program)
 1. Adjust column widths to be able to see all information before printing
 2. Add a column or leave enough room on the Sail# field to update sail #s as needed

3. Make it easier for registration workers to add competitors and for RC to read them
 - a. Change the font size to a larger font
 - b. Add grid lines
4. If all divisions were exported, move each division to its own Tab
5. Print each division with plenty of room at the bottom for handwriting in new registrants
- iii. Registration workers should write in new registrants as they turn in paperwork and pay
- iv. Manually updated Scratch Sheets should be given to RC before heading out.

Manually add any competitors that fill out a paper registration form.

1. Click **Competitors** on the Event page.
2. Click **Enter New Competitors**
 - a. STEP 1 – Sailor Information
 - i. If this is NOT the competitors first I-LYA TS regatta (answered YES on the TS Paper Registration form)
 1. Search to see if the competitor is already in the system
 2. Last name is the default option to search for
 - a. Enter the competitors last name and hit Enter or click the **Go (Reset/Restart)** button
 - b. If correct competitor comes up, highlight them and click the **Use this Competitor** button
 3. If competitor is not found by last name, check the registration papers for additional information and change the *Find a Competitor by:* option to see if you can find the competitor a different way
 - a. Email address
 - b. Sail#
 - c. ID (use file from TS Scorer to find ID number for sailors who are in the system)
 4. If competitor is not found in any of the search options, click the **Enter new Competitor and Boat** button and follow the instructions below as if this was their first I-LYA TS regatta.
 - ii. If this IS the competitors first I-LYA TS regatta (answered NO on the TS Paper Registration form)
 1. Click the **Enter new Competitor and Boat** button
 2. Enter information
 - a. First & Last name of competitor
 - b. Email address (if not known, you can make one up – name@something.com)
 - c. Club Affiliation – use the Select From List so that the correct abbreviation is connected
 - d. Username and password is not required and will be auto-generated as the sailor’s first and last name for them to use (and adjust if needed).
 - e. Age is required for Opti sailors (for selecting the correct class breakdown)
 - f. Clicking the ‘This sailor is a Junior’ (pressing the space bar when the box is highlighted also selects the box) keeps advertising appropriate as well as allows multiple competitors to be set up under one email address.
 3. Click the **Create User Login** button
 4. To finalize the creation of the new competitor, click the **Create User Login** button again
 - b. STEP 2 – Add this competitor to the correct division (boat type)
 - c. STEP 4 – Enter Event (Step 3 is for regattas which connect boats to skippers and as a junior regatta, we don’t use that feature so we are skipping a step)
 - i. Verify skipper name
 - ii. Enter (or verify) club (use from list so abbreviations are set up correctly)
 - iii. Enter (or verify/adjust) age if necessary
 - iv. Enter (or verify) Sail#
 - v. If Division requires crew, make sure you connect the correct crew
 1. 420 has one crew, Thistle has two
 2. Click the Select this Crew box to see if any crew has already been connected to this skipper
 - a. If correct crew is listed, select him/her
 - b. If no crew or not the correct crew is listed
 - i. Use the Search for Crew to find them in the database
 1. Click the **Add them to your crew** button
 2. Select the new crew in the correct Select this Crew box
 - ii. If they aren’t found, use the Enter New Crew Member section
 1. Enter name and email address
 2. Click the **Add this sailor to Notice of Race and to your crew** button
 3. Select the new crew in the correct Select this Crew box
 - d. Click the **Enter this event** button
 - e. Start again at a. (click the **Click here to enter a new competitor** button)

Edit Competitor Information - Sail #s, Classes within a Division, Competitor name or club affiliation abbreviation

1. Click **Competitors** on the Event page.
2. Click *Edit Existing Competitors and Splits*
3. Adjust any information needed
4. Click the **Save** button

Edit/Add Classes to Divisions that might need them (generally Opti – Gold/Silver or Red/Blue/White).

1. If necessary, adjust the classes for a division
 - a. Click **Boat Types, Divisions, and Classes** on the Event page.
 - b. Click the **Edit Divisions** button
 - c. Highlight Opti (or the division you need to adjust)
 - d. Click the **Edit Selected Division** button
 - e. Add or Delete Classes
 - f. Click the **Save and Back to Division List** button to adjust further divisions or the **Save and Back to the Event** button
2. Any competitors that had already registered before you added Classes will need to be assigned to the correct class.
3. Adjust any competitor's Class based on their age
 - a. Click **Competitors** on the Event page.
 - b. Click *Edit Existing Competitors and Splits*
 - c. Use the drop down boxes to adjust the Class for all the competitors that need it

Score each individual race

1. Under Races on the Event page, click the **Add a new race** button
2. Name the race (e.g. Laser Full – Race 1)
3. Connect a Division to a Course (e.g. Laser Full – 420/Laser)
 - a. Highlight the Division
 - b. Highlight the Course
 - c. Click the **Add selected division to selected course** button
 - d. Adjust start times (Not required – can just leave as is)
4. Click the **Score this Race** button
 - a. There are four (4) ways to score a race
 - i. Click *Try the new Rapid Scoring Method* at the top
 - ii. Type in a sail number, hit Enter, type in the placing, hit Enter
 - iii. Highlight each boat/competitor in the list, enter placing, click the **Score this competitor** button
 - iv. Scroll down to list of competitors, find each boat, enter placing
 - b. Click the **Save all Finishes** button
 - c. Click *View Results for this race* to verify finishes
 - i. Results will open in a new browser tab
 - ii. Close the tab to return to the scoring page
 - d. Check the Mark this Race as Published at the top of the page
 - e. Click the **Return to Main Event Editing page** button
5. Start again at 1. to continue entering all races for each division
6. Click *View Series Results* periodically to see overall results for the day (two races must be published before this link is available)

View/Print the overall Series Results

1. If any races appear to be missing, verify that you have checked the Publish Race box
2. If you want to start over for any race, uncheck the Publish Race box and you will be able to delete that race in the Races section
3. Once all races have been scored, click *View Series Results* to get overall placings
 - a. Can be gotten to from event page (below all races) or public page of the regatta (above list of races)
 - b. **Adjust the throwouts for each division**
 - c. Print out for announcing winners
 - i. Click *Change to print mode*
 - ii. Select individual divisions or print all at the same time
 - iii. Right click on the screen
 - iv. Select Print...
 - v. Print results for posting/announcing