

# NOTICE OF RACE

## Regatta Setup (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.

### Login/Sign Up for NOR

1. Go to [www.noticeofrace.net](http://www.noticeofrace.net)
2. Login or Sign Up as the ORGANIZER of your club
  - a. Login using previously registered ORGANIZER
  - b. Sign Up as an ORGANIZER (not a competitor – if you already have competitor registration, you will need to create a new registration as an organizer) and log in.
    - i. Set up your log in and profile as your organization using your club's mailing address so that it can be passed on from regatta chair to regatta chair.
    - ii. A contact person (generally you) is necessary but can be changed year after year as needed.

### Payments through NOR

1. If your regatta plans to take payments through NOR, you MUST set up your account with them prior to publishing your regatta.
2. Click the "To apply, and for more information, click here" link at the bottom of the Race Committee Tools page.

### Help for NOR

1. Read through NOR's help document: [noticeofrace.net/help/helpevents.aspx](http://noticeofrace.net/help/helpevents.aspx)
2. Dan Sadoski - [dsadoski@specwareinc.com](mailto:dsadoski@specwareinc.com) (developer of site – former Traveler Series Scorer & parent of competitor)
3. Kathy Trask – [traskfamily@funnware.com](mailto:traskfamily@funnware.com) (Current Traveler Series Scorer & parent of competitor)

### Set up the Regatta

1. Click **New Event** button at top left of main Race Committee Tools page.
2. Click **Copy an Existing Event or Use a Template**
  - a. Templates are new to NOR so that all regattas and their basic information can be consistent throughout the entire Traveler's Series.
  - b. A 2014 I-LYA Traveler Series Template has been created and should be used by all Organizers.
3. In the Select Event to be Copied from box, choose Templates
4. In the list of templates, select 2014 I-LYA Traveler Series Template
  - a. The options that have already been created are listed on the right
  - b. Any options can, and may need to be, adjusted based on your regatta. Further information is below.
5. In the **General Information about your Event**, fill in the name, date, descriptions, and website (if applicable).
6. Click **Create New Event** to save the regatta.
7. Click each of the following items to adjust/add any basic information about your regatta.
  - a. **Courses** can be reused so feel free to put in as many as your organization might use.
    - i. Each course just needs a name; Opti, 420/Laser, Thistle, etc. but a description can also be included (e.g. Windward Leeward, Twice Around; Windward Leeward, Once Around; Olympic Triangle).
    - ii. Courses are required when scoring the event and if any have already been created under this Login, they will be available for your use in this regatta.
    - iii. Since Courses are not event specific, after clicking Save All Changes, you will need to click the **Go To your regatta name** link just above the Save All Changes button
  - b. **General Information about your Event** should have all the information that you need except to select I-LYA Junior Sailing as your Club List – this will allow the Traveler Series Scorer to accurately keep sailors within the correct team for team scoring.

- c. **Competitors** will be ignored until registration/scoring
- d. **Payments** will be used if you are using an online link to process your payments or if you want to be able to use club charge accounts to pay for registration. Those who will take payments at the event will leave this area empty.
- e. **Associations** should already have I-LYA Jr Travelers Series 2014 – this will allow competitors to find all our regattas without searching through all the other events available.
- f. **Documents and Prerequisites**
  - i. Manage Documents
    1. Upload documents that you want your competitors to be able to view and/or print (NOR, SI's, etc.).
    2. Already included should be the forms sent to you by the Traveler Series SRO
      - a. I-LYA Season Waiver
      - b. I-LYA Medical Form
      - c. Concussion Info Sheet (if applicable for your state)
  - ii. Manage Competitor PreRequisites
    1. Terms should be listed as per I-LYA Traveler Series but can be adjusted to accurately reflect your event (including instructions on how to pay online)
    2. Also include any other special details that apply. For example:
      - a. Lunch is included in your entry fee and will be served on the water/after racing/between races.
      - b. T-Shirts will be available for \$\_\_.
      - c. Please join us after racing for.....
- g. **Boat Types, Divisions and Classes** should already be included for boat types and divisions that most regattas in the I-LYA Jr Traveler Series use. Some regattas may need to adjust these for added divisions or different classes for Opti.
  - i. Edit Divisions - input each division and any classes under each. Divisions are each of the fleets that you will allow competitors to enter and classes for each are how you might separate each division for awards (e.g. Opti Green is its own division but Opti Gold/Silver or Opti Red/Blue/White would have two or three classes added to it so that you can split the competitors by age). Classes are NOT required.
    1. Name – Opti Green, Opti (will create classes for age level splits later), 420, Laser Radial, Laser Full, and Thistle will be the six divisions we will have (not everyone will end up running Thistle or even Laser Full depending on how many boats show but these are the divisions we should be offering at each regatta).
    2. Rule – One Design
    3. Split Type can be left as None and adjusted later if need be.
    4. If you leave the throwouts fields blank to start, all races will count towards a final placing. As we all expect to have at least 5 races, you can enter 1 but if you end up with less than 5, you'll need to come back here to change this as it will drop one race when calculating the final placings.
    5. Classes are needed when having a different set of finishes within a division. Generally, this will just be our Opti sailors. Except for the green fleet, all opti sailors start the same course and finish together but in order to award as many trophies as possible, the competitors are broken down by age into three classes (Red – 13 & Over, Blue – 11-12, and White – 11 & Under). These classes can be set up before the event for sailors to enter themselves (make sure to include the age brackets for each so they know which class to select) or by the organizer before races are scored and then connect each competitor to the correct class within the opti division.
    6. Crew Positions – in order for the crew to be scored separately (as we do for 420's and Thistles in the overall TS), we need to set it up so the crews are also registered. For both 420 and Thistle divisions, select Crew Required and Add a Crew Position (Crew for 420 and Crew 1 and Crew 2 for Thistle).
  - h. **Series Scoring Method** should be set to Low Points: first receives 1 point (A4)

When all of your setup is complete, make sure that you check the **This Event is NOT Visible/Active. Check this box when you are ready to show users this event** box within the "General Information about the Event" section to show the event to the public so that our sailors can register.

Additional information will be provided in a separate document for entering competitors that do not register themselves as well as scoring the event.