

# *Race Log*

for Sailboat Racing



## Reference Manual

Release 3.5

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# Installation and Technical Information

## Race Log File and Directories

Race Log Program files  
Fleet files, Archive file  
Saved reports, Report Layout files

## Installed to directory

\Rlog  
\Rlog\data  
\Rlog\reports

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## INSTALLATION of Race Log system

### *Diskette*

- insert diskette into drive A
- click Start | Run from the Windows Start Menu
- type A:\SETUP and press Enter
- you will be prompted to enter 2<sup>nd</sup> and 3<sup>rd</sup> diskettes

### *CD*

- insert CD into CD drive
- click Start | Run from Windows Start Menu
- type D:\SETUP and press Enter ( your CD drive letter may be something other than D )

The installation program assumes that you want to install on drive C:, and it creates the directory \RLog (or a name you select) for the program and systems files. You may change these settings when asked during the install process.

## New Release History...

### New in Release 1.2

- 1) A new **SORT dialog box** for sorting up to 3 columns of data in a data window. The SORT capability will sort by last name in the Name column based on which name option you select in the SORT dialog box:

Option: "**First Last**" - first name followed by last name,  
example: MaryAnn Smith will sort by Smith  
caution: Mary Ann Smith will sort by Ann

"**Last, First**" - last name followed by first name separated by a comma,  
example: Smith, Mary Ann will sort by Smith

- 2) Improved SAVE capability for **saving your scoring methods** and scoring options.
- 3) **High Point Scoring** method has been added, along with options to control how many points for first place, DNS, DNF, and DSQ.
- 4) Full **TIE BREAKING** has been added.
- 5) Corrected errors in this documentation.
- 6) Miscellaneous bug fixes have been incorporated into this release.

### New in Release 2.0 & 2.1

- 1) Corrected bugs in **Tie Breaking**, extensive testing has found it to be accurate
- 2) Corrected various bugs
- 4) Added **Data Entry Dialog Box** to increase ease of use for entering race results

- 5) Added **Low-Point Averaged** scoring method as described in US Sailing Association's "International Yacht Racing Rules", Appendix B2
- 6) Added additional documentation, and added documentation in Word and WordPerfect formats
- 7) Multiple screen formats for providing the option of keeping track of additional data such as Sailing Club or Country of origin. Multiple report formats to provide the option of printing all or a portion of the data. Short report format for compact reporting handy for publishing results in magazines.
- 8) Added Calculator and Calendar tools.
- 9) Added ability to enter Override Points so you can control how many points a sailor receives in special scoring situations.
- 10) Added option to set a Race Range when scoring: Score *all races* or Score *selected races*.
- 11) Added ability to create scoring subset from Standings list, ie. select top 10, top 20, etc.

### **New in Release 2.3**

- 1) Added ability to enter Race Dates, and print optionally print them
- 2) Added ability to optionally print to a file, so report can be enhanced by a word processor or text editor before publishing
- 3) Fixed lock up problems
- 4) Added new Score Methods:
  - High Point Average
  - High Point Fixed
  - High Point Fixed Average
- 5) Added ability to include Bonus for 1<sup>st</sup>, 2<sup>nd</sup>, and/or 3<sup>rd</sup> in High Point Methods
- 6) Ability to Include or Exclude DNS's from scoring for High Point Methods, and ability to Include or Exclude all Entrants when calculating DNS score for Low Methods.

### **New in Release 2.4**

- 1) Added TEAM Scoring.

### **New in Release 2.5**

5/28/96

- 1) Fixed problems with Class (subset scoring)
- 2) Minor enhancements to data searching routines in the "Enter Finishes" dialog box.
- 3) Minor corrections to documentation and Help files

## **New in Release 2.6**

11/24/96

- 1) Addition of "Clear Finishes..." option in the FILE menu. This allows you to clear out the Finishes in a fleet file and still keep the Sailor data. Useful for starting a new season with last years fleet file without re-entering all the sailors.
- 2) You can now Over-ride the Throwouts Percent with an actual number of Throwouts. The number of races to Throw can be entered when you select "Score". This number over-rides the Throwout Percent specified in the Scoring Options Setting screen for this "Scoring".
- 3) The actual number of Races Scored after Throwouts is listed when you print the results. It's listed in the heading information where all the Scoring Options are printed.
- 4) The Report output width has been improved for printing to a File. The maximum is now 157. (The minimum is still 60). A maximum of 157 allows for the widest printing results when using Windows 95 WordPad and setting the print orientation to "Landscape" with a font size of 8. ('Word Pad' allows for Fixed size fonts which keeps everything lined up. Most Word Processors use proportional fonts which causes alignment be off a little when printing the Race Log results unless you manually edit the output.)
- 5) Bug fix for scoring files with sailors who have no Finishes entered for them. Bug fix for erroneously printing a column heading of "TEAM" instead of "CLASS".

## **New in Release 2.7**

5/17/97

- 1) Create Standings report in HTML format for inclusion on a Web site.
- 2) Added "Bonus Point" scoring method - actually the same as previously supported "Olympic" method.
- 3) Upgraded support of DNC, DNS, DNF, OSC, RET, DSQ, and DND to the precise definition of each as specified in the new 1997 Rules. Formerly a DNS was treated as a Did Not Compete, and a DNS was the default Finish if nothing was entered for a race. Now a DNS means the racer showed up at the starting area, but Did Not Start. A DNC is now the default entry for a racer who did not show up and will automatically be filled in for non-competing yachts in a series.
- 4) Extended the ability to specify whether the penalty is to be added to the number of Entrants, Starters, or Finishers to all of the above penalty indicators.
- 5) Expanded the "Class" and "Team" column to 3 characters.
- 6) Added column for "State", "Member".
- 7) Added ability to customize screen layout and report layout by selecting which columns to display, in addition to the preset screen layouts already provided.
- 8) Added ability to report the "Total Points" (score before removing Throwouts), in addition to the "Score" for Low Point Method.



- 9) Added Conversion program to convert old Race Log fleet files to new format. This will occur automatically when you open an old file. The old file will automatically be updated, and will not be readable by your old Race Log release (Release 2.6 or older).
- 10) Added Race Results forms to installation files. Use for filling in results on committee boat. RACEFORM is provided in .TXT format for MS NotePad, .WRI format for MS Windows 95 WordPad, and .DOC for MS Word 2.0 format.

### **Corrections and additions to the Release 2.7 release - 5/26/97**

- 11) Corrected scoring problem - DNF was not calculated properly when penalty is added to number of Starters. Fixed.
- 12) Corrected scoring problem - DND was improperly being "thrown out" when calculating Throwouts. Fixed.
- 13) Customize Report Format - added option to select  
     Columnar "R\_1 R\_2 R\_3 ...." format,  
     or Short "2-5-1-df-3-dc-dc-..." format  
     when building Report Format.
- 14) Added handy Forms to install disk (installed to your \rlog directory) for entering Race Results.  
     "raceform.wri" - MS Windows 95 WordPad format  
     "raceform.doc" - MS Word 2.0 for Windows format  
     "raceform.txt" - MS Windows 3.1 NotePad format

### **Corrections and additions to Release 2.7 - 10/2/97**

- 15) Added additional edit checking on new fleet File Names when using SaveAs to ensure a valid DOS File Name. Prevents common problem of users entering long File Names, and File Names with spaces. Long File Names and File Names with spaces are OK for Windows 95 32 bit applications, but not OK for any DOS programs such as Race Log even when running under Windows 95. Also removed SaveOnto from the File menu because it confused many users who should have used SaveAs. SaveOnto is used to combine or concatenate two files. This function is still available on the Command Line.

### **Corrections and additions to Release 2.7 - 2/20/98**

- 16) Sail Numbers will now appear Right Justified in the display column instead of Left Justified, and will Sort by Numeric Value. You may restore the Left Justification by editing the scr\*.ini files and remove the '(N)' on the 'Number' line.

### **New in Release 2.8 - 3/7/99**

- 17) Simplify the install process for Windows 95, 98, NT users. Use of "InstallShield" for installing Race Log on Windows 95, 98, NT computers. Automatically set up icons for execution from Windows Start menu.
- 18) Allow installation under top level of directory structure, common in Windows, example - C:\Program Files\Rlog. Formerly limited to only top level directory for RLog install directory.
- 19) Allow selection of up to three Divisions or Classes on "Select Class to Score..." menu option. Formerly limited to two selections.

## **New Enhancements in Basic Race Log Release 2.9 -- 06/01/00**

- Renamed more menus for ease of use
- Stability enhancements
- Allow override of sailor who already has a finish when entering data using the "Enter Finishes" dialog box. easier to recover from data entry errors
- New "Division" field in addition to "Class" field. you can keep track of a racer's Division and Class at the same time. new selection screen to select Class or Division for fleet subset scoring.
- This release has new file format which will be compatible with the upcoming Registration Version of Race Log. fleet files created with this release will work with the new Registration Version.
- Turn On/Off printing of Scoring Options at beginning of Score Reports
- Added ability to flag Throwout Races by printing with parentheses, (nn). You can turn this On or Off.
- Upgrade Reference Manual to Release 2.9 and added screen shots.

## **New in Race Log Regatta Registration Version Release 2.9**

- New "Registration View" for entering complete Regatta Registration information for each sailor, plus "Event View" for event specific information.
- Keep track of sailors: name, address, email, phone, local contact, payments, association status, age, gender, class, division, boat name, and more including comments for free form information.
- Easily Search and Sort sailor data.
- Reports include multiple "Mailing Labels", "Registration Lists", "Scoring Sheets" (with racer data)
- Complete integration with Basic Race Log - automatically invoke the "Racing View" with opened fleet file for entering scoring information, then return to "Registration View".
- Upgrade Reference Manual to Registration Version - Release 2.9 and added screen shots.

## **New in Race Log 3.0**

- Complete re-write of the "Racing View" Race Log for Windows
- Many ease-of-use enhancements
  - easier navigation among the many Race Log options
  - single screen for selecting Score Method and associated bonus points, penalty options, etc
  - improved method of changing screen format (full control over which fields appear on screen and report)
  - keep track of finishes you enter when using the Enter Finishes dialog box
  - correct results by inserting a penalty or corrected Finish – Race Log will automatically figure out how to re-sequence results
  - change Font type, Font color, and Font size of screen
- Improved printing
  - three print options – Direct to Printer, HTML Format, WordPad format
  - control over Font type and size – useful for printing large fleets
- Automatic upload of results to internet – hosted at Race Log website
  - free hosting of results at Race Log website
  - anyone can upload at click of a button – no need to wait on your computer guru to help with uploads

## **New in Race Log 3.1**

- Find function in Registration View is now Case Insensitive

- Added more fields on Registration View grid to provide more ability to Sort data by fields such as Age, Measured, etc.
- Added new Report to print out and summarize Payment information in Registration View.
- More intelligence while Re-sequencing when Inserting Penalties in Racing View
- Added "Red" color error messages while entering data in "Enter Finishes" dialog box in Racing View
- Added ability to Sort data by clicking on Column Heading in Racing View
- Added visual queue that Column heading is active when mouse passes over the Column Heading in the Racing View.
- Throwout "earlier" finish or penalty when throwing out duplicate finish or penalty (previous versions threw out "last").

### **New in Race Log 3.2**

- Completed support of new Racing Rules 2000-2004: 1) new Penalty codes, 2) Tie breaking, 3) Scoring Penalty
- Fleet files with the old Penalty codes will still work, they will be interpreted and printed out as the New codes.
- Added more intelligence to Re-sequencing done by Race Log when using the "Insert Penalty/Finish" dialog box, plus support for new Rules
- Added more intelligence to "Enter Finishes" dialog box to allow for entering a penalty, then continue with next finish without Race Log getting lost, added "Reset" buttons to make it easy to find the next Race to enter, and to find the next Finish to enter for any selected Race
- Significant performance improvements: 1) when loading the Registration View, and 2) when scoring (90 seconds down to 2 seconds for large fleet file).

### **New in Race Log 3.3**

- Fixed a bug to conform to US Sailing's interpretation of tie breaking rules for situations where multiple boats are tied, rule A8.1 does not break the tie, rule A8.2 breaks the ties of two pairs, however A8.2 does not break the tie of the singles in the pairs, and rule A8.3 must be applied to the singles instead of rule A8.2.
- Added "Drag 'n Drop" method of entering finishes. Simple drag each racer to the finish list as in order of finish. Can re-sequence by dragging finisher to different spot in finish list. Can change finish to a Penalty with a click of the mouse, and re-sequencing of the finish list is done automatically.
- Added ability to create Customized registration report. Specify which fields by dragging Fields to Layout area. Automatically switch between Landscape and Portrait mode depending on how wide the layout is. Modify Field widths, specify Sort field, rearrange layout with mouse drag. Layouts can be Saved and reused or modified.
- Added ability to Archive fleet data from your fleet files. Archive can be added to, can be selected from to create new files, or add onto existing fleet files. Extensive ability to specify Selection Criteria to determine which records to Add to Archive, and which records to Extract from Archive.
- Added support for the new ISAF ID created by the International Sailing Federation. Sailor's name becomes a link to biographical data. See - [www.sailing.org](http://www.sailing.org) - for more information.
- Added ability to select and create a UserID from within Race Log. Formerly the user had to go to the Race Log website first, and then request the UserID when ordering the product. UserID's are used to establish a folder at the Race Log website for "one-click" uploading of race results to the internet -- results available at ....

<http://www.racelog.com/results/youruserid>

### **New in Race Log 3.4**

- Stability enhancements
- Usability enhancements - more buttons on menu bar, easier access to Race Log functions
- Display currently selected **Score Method** on button bar
- Throwouts can now be used for High Point scoring methods (High Point, High Point Average, High Point Fixed, High Point Fixed Average)

- Improved appearance of results reports -- optionally add **shading** to every other listed sailor ( for Web format, and Direct to Printer format), and option to print **borders** on Web format
- Improved control over report width
- Updated tie breaking now in Shareware version (previously only in Pro version)
- More "fixed width" Fonts available for printing reports, and for screen display

### **New in Race Log 3.4, Build 5**

- Squares of 40 Method (used by Snipes). This is similar to High Point Fixed Averaged
- Added ability to capture existing UserID. Previously could only Create a UserID. If you reinstall Race Log and lose the connection to your UserID, then this will allow you to reconnect to it
- Fixed occasional lost record bug.

### **New in Race Log 3.5, Build 6 (2/11/06)**

- Added ability to "Use" a UserID which is already established on the Race Log website. this capability is coordinated with the new ability to "create" a new UserID at the Race Log website.[http://www.racelog.com/results/rlogt\\_choose.htm](http://www.racelog.com/results/rlogt_choose.htm), and then capture it in Race Log via the "UserID" menu selection (Registration View, or Racing View).
- Easier access to the "Upload" function from a button on the Menu Bar in Racing View. You can open existing reports and upload directly without requiring that a "Fleet" file be opened.
- Shareware version now supports 3 userids, the Pro version 15 userids.
- The Pro version now supports "On-line" Regatta registration with optional payment accepted with Paypal. (Not available in Shareware Version because a small level of support is required to get Paypal set up.)
- On-line registered sailor data is downloaded directly into Race Log "Registration View" saving lots of data entry time at regatta check-in.

### **New in Race Log 3.5, Build 9**

- Added ability to Import external data into Race Log fleet file format. Added ability to

### **New in Race Log 3.5, Build 11**

- Completed all Online Registration capabilities including complete Paypal integration and setup, and ability to easily customize Online Registration Form, and automatic upload of Form to internet.
- Network Fleet Files - Added ability to Open/Save/Share fleet files on internet
- Add ability to save the Import Map defined in the import external file process. The map can be reused.

\*\* Call ELB Software if you are interested in setting up On-line registration.  
for any of your regattas. (847) 746-4515

# Race Log Startup

Windows (95, 98, ME, NT, 2000, XP) users click the Start menu and then select “Race Log ” from the Race Log menu entry. Below is the first screen you will see...



Click the “Registration View” or the “Racing View” button to enter the Race Log product.

## Registration View

The Registration View is for entering, viewing and reporting on regatta or fleet data. Use this view to register a new fleet for a regatta. From the Registration View you can go to the Racing View for the fleet file you are processing. You can also access your Race Log “Archive” file from the Registration View.

## Racing View

You can enter the Racing View directly from the screen above if you are mainly interested in entering “Finish” data and scoring. The Racing View also lets you create new fleet files and add/change/delete racers in the fleet file. The personal data types of fields such as address, phone, email and such are not viewable in the Racing View.

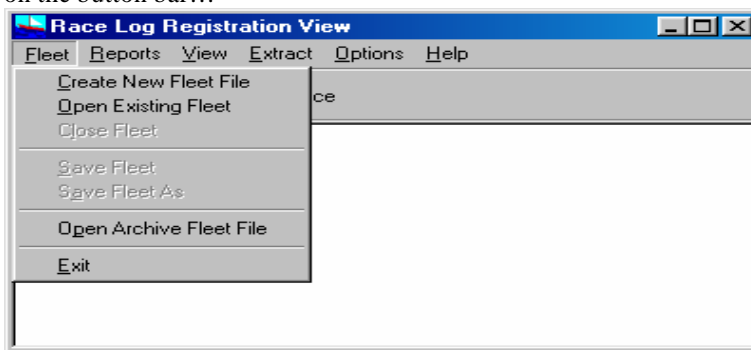
# Regatta Registration

This feature allows users to enter all regatta registration, or seasonal fleet data into Race Log screens on PC, or to download data into Race Log from On-line Regatta Registration process. First the PC data entry screens will be reviewed. The downloaded data will automatically be formatted to the same fields on the following screens. An external data Import process can also be used to fill in the data represented in the following screens. This data can be saved in a fleet Archive which allows sailor data be saved and accumulated from season to season. The fleet files managed here can also be saved on the internet as a Network Fleet File for sharing among dispersed race managers.

## Sailor Data

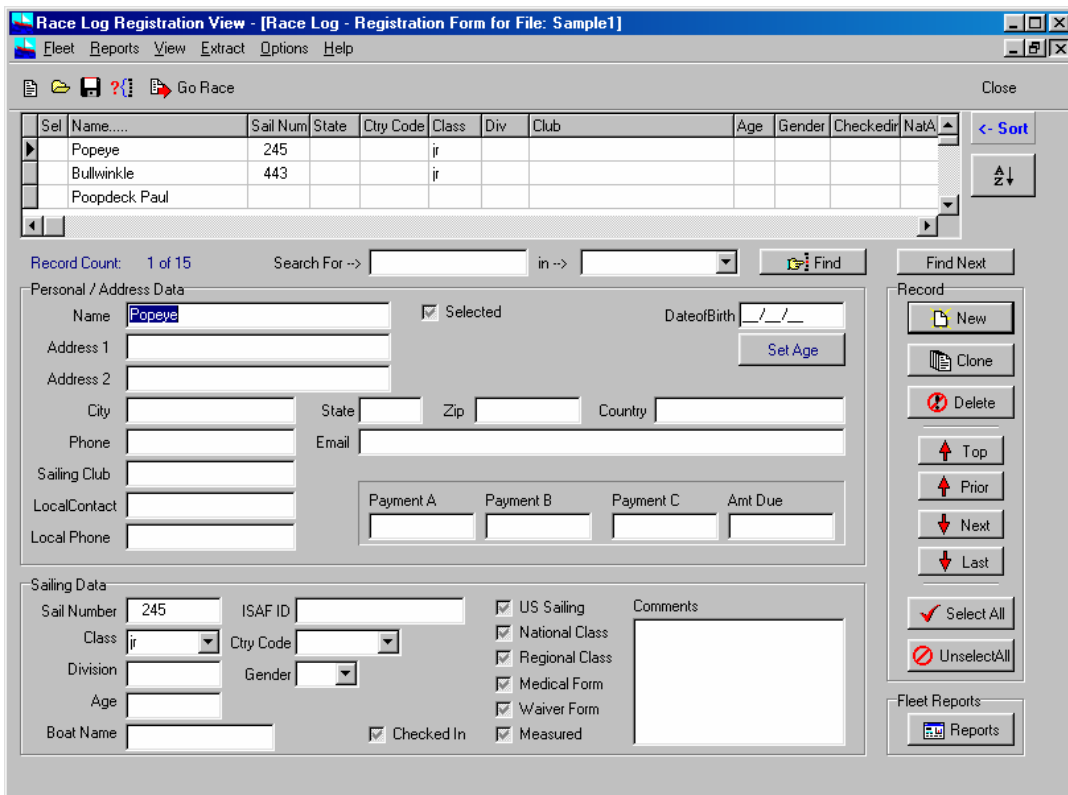
Enter as much or as little sailor data as need to manage your fleet or regatta.

Select **“Fleet”** | **“Create New Fleet”** or **“Open Existing Fleet”** from the menu, or click one of the buttons on the button bar...



*The “Open Archive Fleet File” option above will open the Archive file and display all sailor data in the Archive. See the “Archive” section for more information.*

Enter the sailor data, then click the **“New”** button in the Record area of the screen to enter another, and so on...



Each Button on the above screen has built-in **Pop-up-Hints**. Just hold the cursor over any button for a couple of seconds and a pop-up *Hint* will explain its function.

**Navigation** - Click the “**Next**” or “**Prior**” button in the Record area to scroll through the data. The multi-line scroll area above the data entry area of the screen is there to help you visually see where you are in the fleet data. You can also use the Scroll Bar there to scroll through the fleet data.

**Searching** – type in the data you wish to search for into the entry box next to the “**Search**” button, then select the “**Field**” from the next box, and click the “**Search**” button. *Race Log* will scroll to the next record containing the data. Click “**Search Again**” to find the next, and so on. The search is Case sensitive, so “Smith” and “smith” are different.

**Sorting** - Sort the fleet data by clicking on any of the Column Headings. Clicking on the “Name” Column will sort by the data as it appears in the column – ie. by First Name if you have typed the name in “First Last” format. Clicking the “**A-Z**” button on the right side of the screen will sort by Last Name even though the name is in “First Last” format. Or you can enter the name as “Last, First”. In this case clicking on the “Name” column heading will sort by Last Name.

**Age** - The “**Set Age**” button will calculate and set the Age field based on the “Date of Birth” field. The appropriate Class field will also be set based on the calculated Age. (This is currently set for the Optimist Class.)

## Event Data

Select “**View**” | “**Event Information**” to enter data pertaining to your event...

Event		Date	
Event Name	<input type="text" value="LBYC Invitational"/>	Start Date	<input type="text" value="2/3/00"/>
Location	<input type="text" value="Lake Bluff, IL Beach"/>	End Date	<input type="text" value="2/5/00"/>
Event Personnel			
Chair Person 1	<input type="text" value="Fred"/>		
Chair Person 2	<input type="text" value="Frank"/>		
Chair Person 3	<input type="text" value="Fran"/>		
Association Contact 1	<input type="text" value="Joe"/>		
Association Contact 2	<input type="text" value="Bill"/>		
Race Committee 1	<input type="text"/>		
Race Committee 2	<input type="text"/>		
Race Committee 3	<input type="text"/>		
Race Committee Judge 1	<input type="text"/>		
Race Committee Judge 2	<input type="text"/>		
Race Committee Judge 3	<input type="text"/>		

*Event Information screen*

You can switch between views from the “**View**” menu. Enter as much or as little data as needed. There are no required fields. This data is saved in the fleet file you are actively viewing.

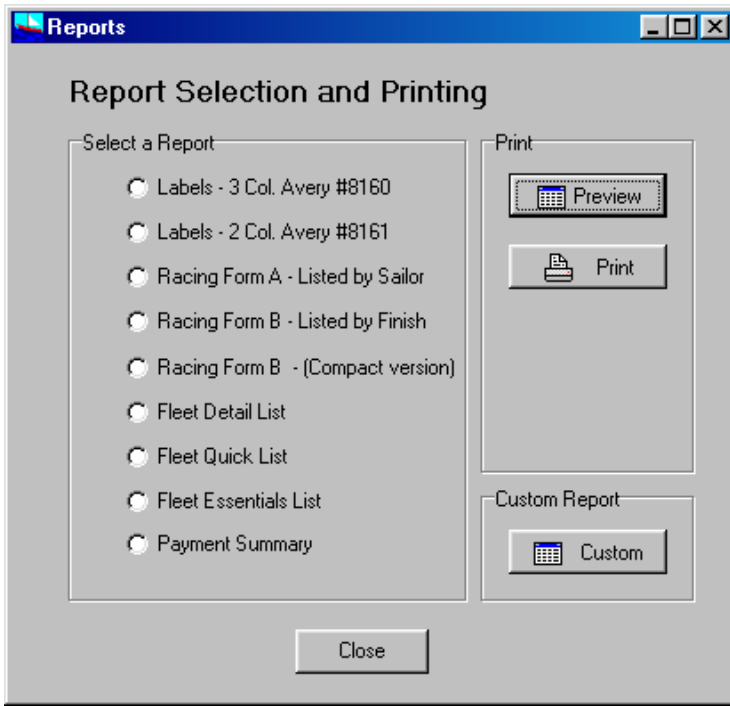
**Race Results** – Click “**Go Race**” from the “**View**” menu, or the “**Race**” button on the button bar to go to the Racing View. The Racing View of *Race Log* will open with the fleet file you have been working on. Go to the *Race Log* documentation below for instructions on entering finishes and scoring races.

**Important** note regarding fleet files - When you exit the **Racing View** after you finish scoring, you will be returned to the **Registration View** of the same fleet file. The fleet data for each of the Views – **Registration, Event, and Racing**, is in a single fleet file. Each View shows you the pertinent data from the file for that View. So you can go straight to the Racing View of *Race Log* and open your fleet file if you have no more Registration data to enter.

## Reports

Clicking the “Reports” button or using the “Reports” menu will display the following window where you select which Registration report to create.





Mailing Labels - "Labels 3 Col" button generates an Avery # 8160 compatible report (3 column labels). The data will be in the most recent sort order you specified in the Registration View.

Mailing Labels - "Labels 2 Col" button generates an Avery # 8161 compatible report (2 column labels). The data will be in the most recent sort order you specified in the Registration View.

Forms for the Race Committee to use in compiling Finishes...

Racing Form – “Racing Form A” button generates a racing form as below with racers listed based on most recent sort order specified in the Registration View.

Racing Form for RIC – example 11      Event – LEYC Individual

Location \_\_\_\_\_      Date \_\_\_\_\_

Condition \_\_\_\_\_

	Name	Sail number	Class	Race 1	Race 2	Race 3	Race 4	Race 5	Race 6
1	Sailor One	121	BLU	_____	_____	_____	_____	_____	_____
2	Sailor Two	122	RED	_____	_____	_____	_____	_____	_____
3	Sailor Three	123	RED	_____	_____	_____	_____	_____	_____
4	Sailor Four	124	RED	_____	_____	_____	_____	_____	_____
5	Sailor Five	125		_____	_____	_____	_____	_____	_____
6	Sailor Six	126		_____	_____	_____	_____	_____	_____
7	Sailor Seven	127		_____	_____	_____	_____	_____	_____
8	Sailor Eight	128	WHT	_____	_____	_____	_____	_____	_____
9	Sailor Nine	129	WHT	_____	_____	_____	_____	_____	_____
10	Sailor Ten	130	WHT	_____	_____	_____	_____	_____	_____
11	Sailor Eleven	131		_____	_____	_____	_____	_____	_____



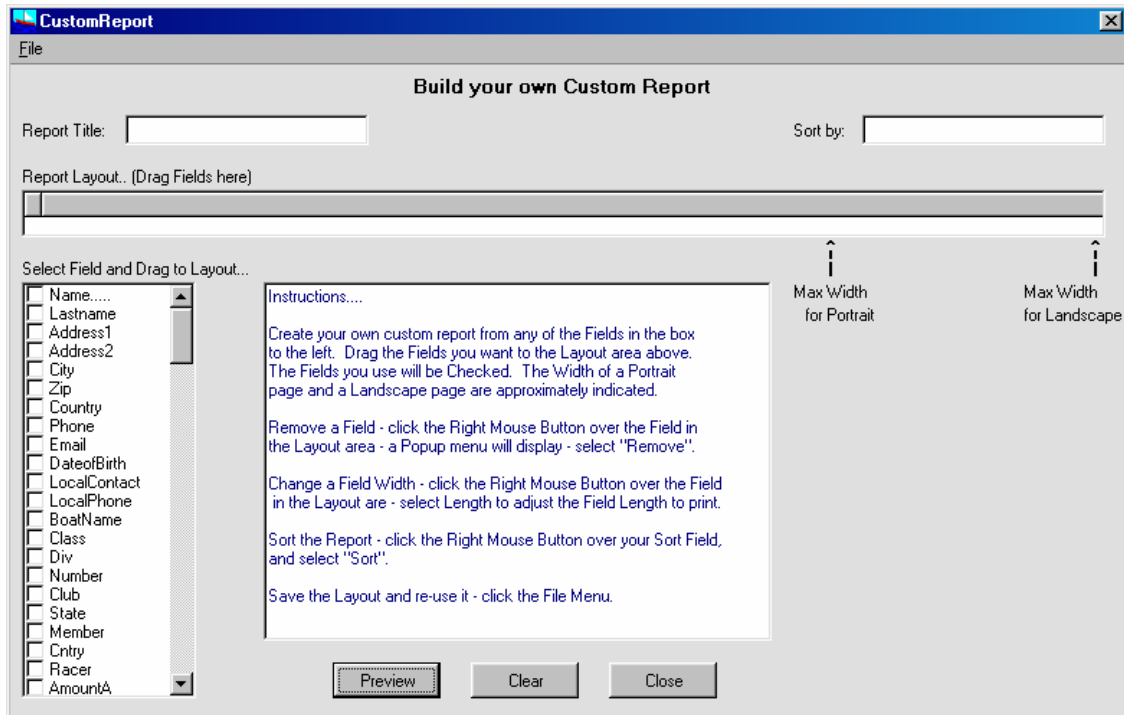
**Custom Report** – Clicking the “Custom” button on the Reports screen will display the window below where you may define your own report layout.

Use the mouse to drag Fields from the field list to the Layout area. A “Left Mouse button” click over the Field column heading will allow you to 1) change the length of the field displayed on the report (shortened from the default field length), b) select the Sort field for the report, and c) view the Field name of the field in the layout.

You can re-arrange the fields by moving the field column heading with the mouse.

Add a title to the report in the “Report Title” entry field.

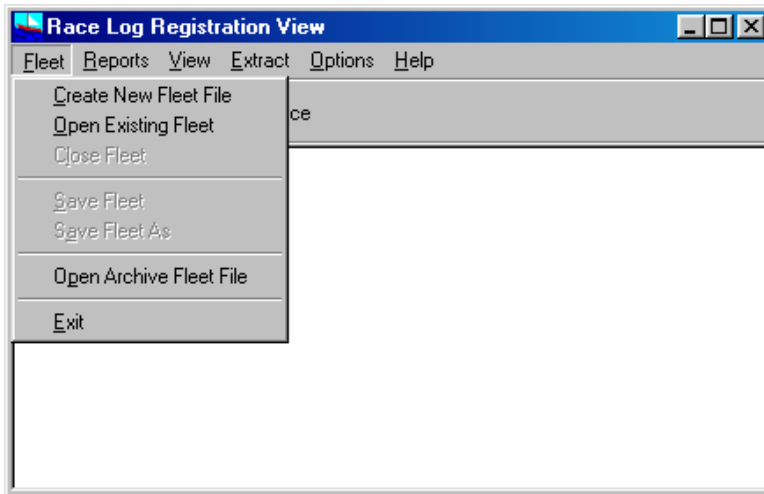
The layout can be saved and re-opened via the “File” menu selection.



*Create a report layout by dragging fields to the Report layout area above.*

# Archive Fleet File

The Race Log Archive file is accessible from the Registration View. The purpose of the Archive file is to save fleet registration data for re-use. For example if you host multiple regattas during the season, you can save all of the registration data from each regatta into the Archive file. All of the fleet data is then available for next year's regattas. You can use the Mailing label reports to send invitations without re-entering the data again. You can use the Extract feature to pull out only the sailors you are interested in to create a new fleet file for your next regatta.



*.Archive menu item.*

## Opening the Archive

Select "Open Archive Fleet File" from the Fleet menu to open your Archive. An Archive file is simply another fleet file and will be displayed just as any other fleet file. There will be no "Finish" data stored in the Archive. All other previously entered data will be available. The Finish data is stripped when the records are added to the Archive.

Sel	Name.....	Sail Num	State	Ctry Code	Class	Div	Club	Age	Gender	Checkedir	NatA
Y	Boris		IL		GRN	sun				N	
Y	Bullwinkle	443		USA	jr	sun			M	Y	N
Y	Daffy Duck									N	

Record Count: 1 of 20    Search For -->    in -->    Find    Find Next

Personal / Address Data

Name: Boris     Selected    DateofBirth: \_/\_/\_

Address 1: 23 Suset Lane    Set Age

Address 2: \_\_\_\_\_

City: Wheeling    State: IL    Zip: \_\_\_\_\_    Country: \_\_\_\_\_

Phone: \_\_\_\_\_    Email: Boris@atl.manageit.net

Sailing Club: \_\_\_\_\_

LocalContact: \_\_\_\_\_

Local Phone: \_\_\_\_\_

Payment A: \_\_\_\_\_    Payment B: \_\_\_\_\_    Payment C: \_\_\_\_\_    Amt Due: \_\_\_\_\_

Sailing Data

Sail Number: \_\_\_\_\_    ISAF ID: \_\_\_\_\_     US Sailing    Comments

Class: GRN    Ctry Code: \_\_\_\_\_     National Class

Division: sun    Gender: \_\_\_\_\_     Regional Class

Age: \_\_\_\_\_     Medical Form

Boat Name: \_\_\_\_\_     Checked In     Waiver Form

Measured

Record

New    Clone    Delete

Top    Prior    Next    Last

Select All    UnselectAll

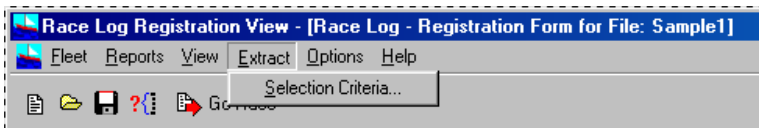
Fleet Reports    Reports

Registration View data screen – fleet data, or Archive data.

## Extract from the Archive

Specify your selection criteria as below, to indicate which records you want to pull out of the Archive file. You can then create a new fleet file with the selected data, or add the data to an existing fleet file. Use the “**New File**” button on the *Selected Records* screen below to create a new fleet file – you will be prompted for a new filename. Use the “**Add**” button to add the selected records to the end of an existing file – you will be prompted for a filename.

**Selecting records** – The following screens show how to specify selection criteria



Extract and Selection Criteria menu item.

**Selection Criteria**

Select which records to Extract...

Select Records with--> Y    Data    in -->    Field    Select

AND    with-->    in -->

AND    with-->    in -->

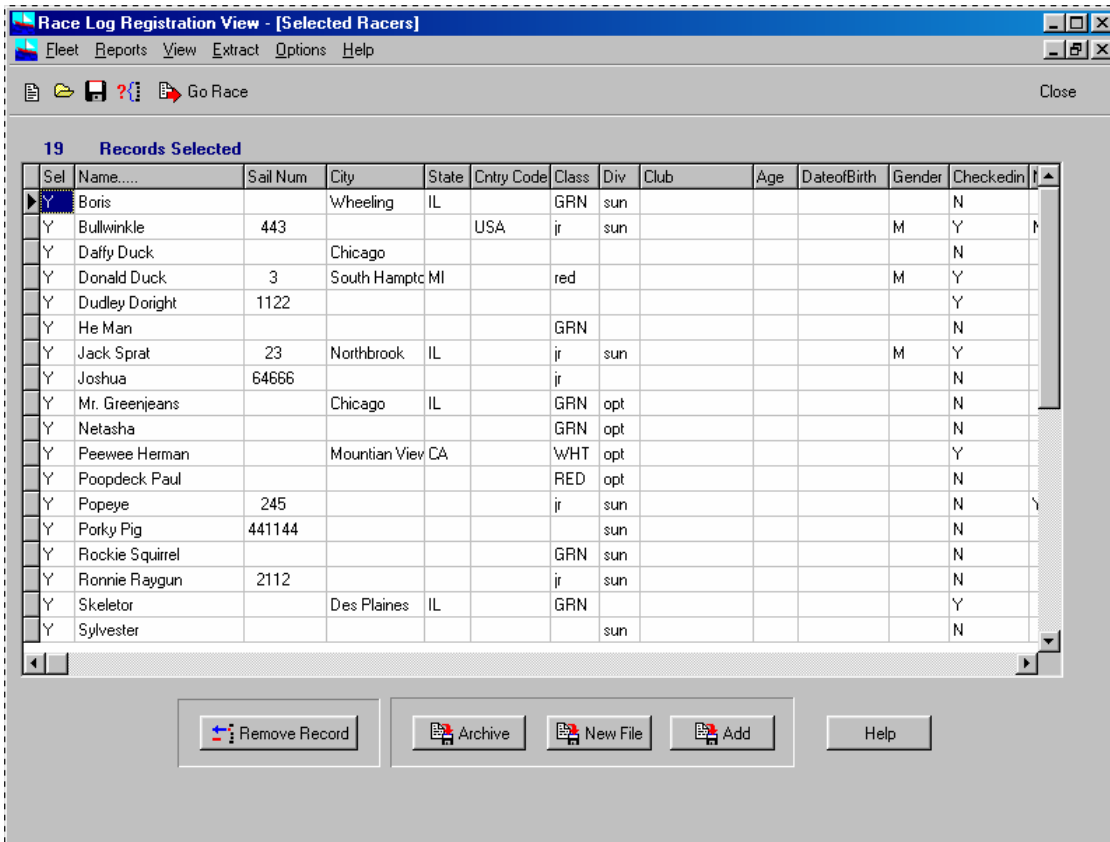
Select    Cancel

Specify Selection Criteria screen.

The screen above will allow you to specify which records to pull out of the Archive. As an example you may wish to extract only records where “DIV” (Division field) is “SUN” as in Sunfish. This assumes you use the Division field to indicate what boat is being raced. Any field in your fleet data can be used in the selection process.

An additional field is available to simplify the selection process – the “Sel” (Selected) field. This field contains either a “Y” ( for Yes, select this record) or “N” (for No, don’t select this record). You can specify this by mouse clicking the following checkbox  Selected next to the “Name” field on the Registration screen. There is also a shortcut button “**Select All**” and “**UnSelect All**” for setting the whole Archive to all “Y’s” or all “N’s”. You can then use this field in your Selection Criteria.

For multiple field selection criteria the “AND” tells Race Log to select records which meet each of your criteria – such as select records which have both Div = SUN AND Gender= F for all female Sunfish sailors. “OR” tells Race Log to select records which meet any one of your criteria – such as Div=WHT OR Div=BLU to obtain records which are have either WHT or BLU in the Division field.



Selected Records screen.

The above screen displays the records selected from the open fleet or Archive file. You can remove any record from the above list by selecting the record, and then clicking the “**Remove Record**” button. The record will be removed from the Selection list, but not deleted from your fleet file.

## Adding to the Archive

Open a fleet file, then use the “Selection Criteria” as shown above to specify which records you want to add to the Archive. Click the “**Archive**” button on the Selected Records screen to add the records to the Archive. The Finish data will be stripped as the records are added to the Archive, however the original

fleet file will not be changed. You can also remove records from the selection list as described above in “Extracting from the Archive”.



# Import External Data

External data can be imported into Race Log, allowing data from Spreadsheets, Access databases, flat files, other scoring programs and more to be used with Race Log.

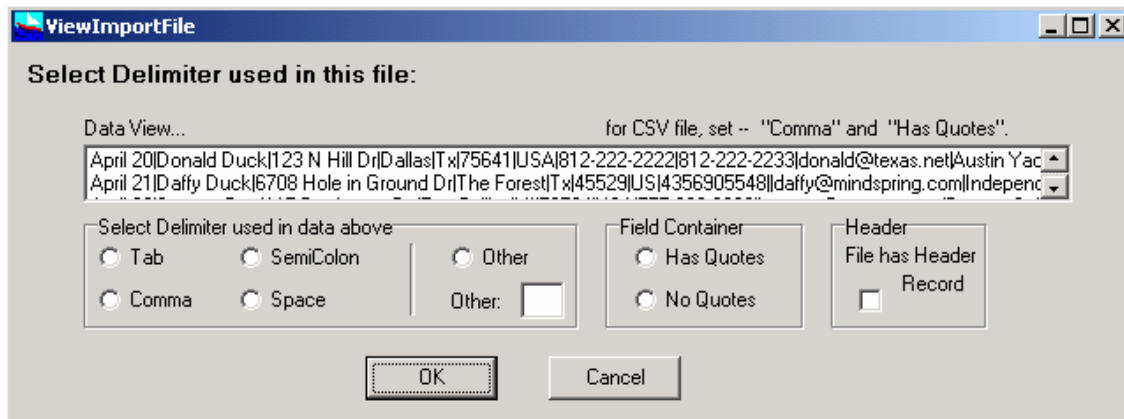
The Race Log fleet file is a fixed format file with fields in fixed locations in the record, and with a header record as the first record in the file. The Race Finish data is a variably occurring fixed field at the end of each record. The import function converts a delimited file to this format.

The data to import must be a delimited file with a fixed number of fields in each record. Some of the fields may have no data but it must indicate it's presence with adjacent delimiters. You can specify what the delimiter is in the Import Dialog screens in Race Log (see below). The file format can be a CSV file which meets the import format criteria. CSV files are usually created in a spreadsheet program such as Excel. A CSV file has fields which are delimited by Commas, and has quotes around some of the fields (usually text fields). Or the file can be delimited by any delimiter with or without quotes around the fields. Race Log also asks you whether the file has a header record ( first record in file is a descriptor record which has field names, no data). The following screens show the "Delimiter Selection" and the "Drag and Drop" screen where the import field map is specified.

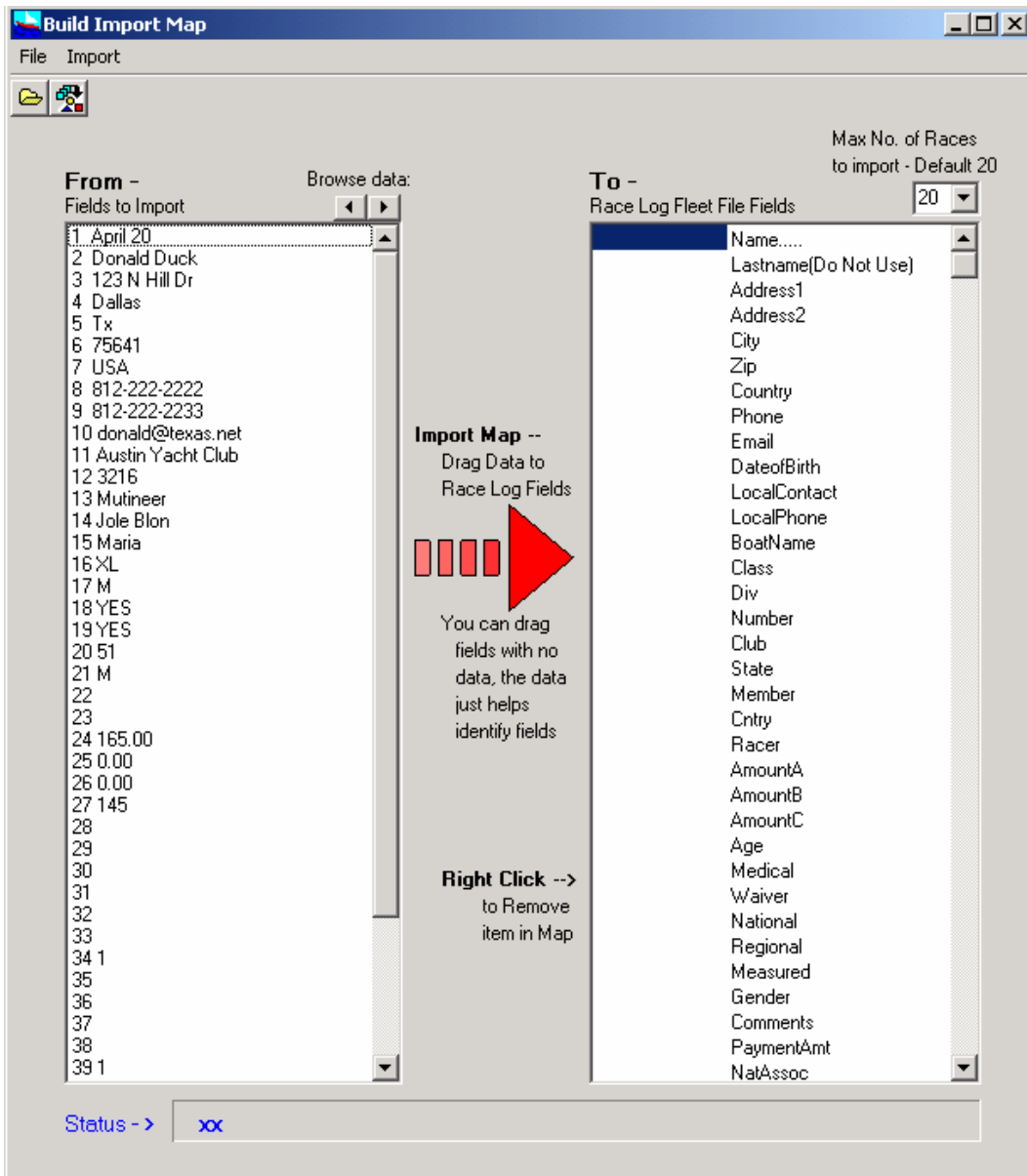
Imported files can be anywhere on your computer, but Race Log has a "Download" directory where these files can be stored before going through the import process. This makes for easy management of import files. The "converted" file is then saved in the "Data" directory where you normally find Race Log fleet files.

Once the file is converted it can be opened like any other fleet file in the Registration View or Racing View screens.

Since there are a variable number of Race Finishes in a Race Log file, you can specify how many Races to import from the import file. Some import files may have only Registration data for example and no finishes. So in this case you would select "0" races to import. The number of Races selected for import has no effect on entering finish data later in the Racing View of Race Log. You can import 5 races for example because that may be all that exists on the import file. However you can then enter as many additional race finishes as necessary later in Race Log.



*Above – Select 1) Delimiter, 2) are Quotes used to contain fields (does not have to be all fields, just some fields – then select "Has Quotes", 3) is there a header record*



Above – Drag fields in the “From” column to the appropriate field in the Race Log (the “To” column)

The Import dialog screen shows the data in the import (“From”) file so you can easily identify what fields you are importing, and then drag to the appropriate Race Log field. You can scroll through the data to help in the field identification process. If the file does not have a header record then this will be your only guide to what you are importing.

Each field in the “From” column is also identified with a generated Field Number. You can drag a field in the “From” column even though it has no data, only a Field Number.

If you make a mistake and drag to the wrong “To” field, then use the “Right Mouse” button to click over the dragged item you want to remove. A popup menu will give you the opportunity to Remove the dragged item.

Once you have “dragged and dropped” you import map, then select the “Convert” menu item to convert the file and save it into the Race Log “Data” directory with the rest of your fleet files.

The Map defined by the drag-n-drop process can be saved to a Map file. The Map can then be re-used by opening the saved map file which will automatically fill in the right side column of the above screen. Map files are saved in the **\Rlog\Map** directory.

Restrictions:

- Import file must have same number of fields in each record, empty fields are OK as long as they are indicated by adjacent delimiters.
- Quoted fields can have a delimiter within the field – ex. “Smith, Ralph” – if “comma” is used as the delimiter then the comma in the example field is part of the field and not treated as a delimiter.

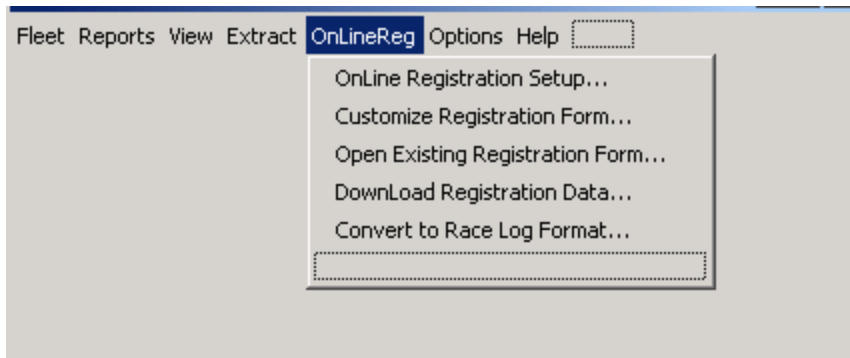
No “escaped” delimiters, or “escaped” quotes are allowed in the file. In other words if the file has Quotes around fields, then a “ cannot be contained inside the field.

# Online Registration

(requires Pro Version)

For Up-to-Date information about this new feature, go to Race Log website [www.racelog.com](http://www.racelog.com)

The following menu from the Registration View of Race Log provides access to all the Online Registration capabilities.

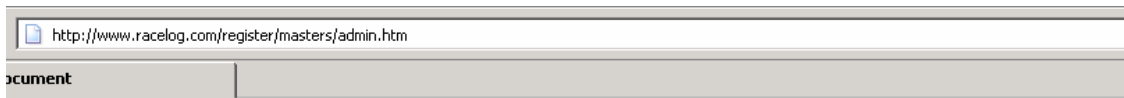


Your “RegisterID” is required for the setup of Online Registration and is assigned by ELB Software. Registered users send your request to [elb@racelog.com](mailto:elb@racelog.com)

You can extend the Registration capabilities of Race Log to allow online registration for regattas. You can provide a link from your website to the following URL where sailors will go to register online for your regatta – <http://www.racelog.com/register/RegisterID>. Instructions are clearly provided in the process to guide users to payment by optional Paypal, or payment by Check with mail-in instructions. This requires that you set up a “Merchant” Paypal account which is hooked up to your club’s bank account. You will need your “RegistrationID” assigned by ELB Software to set up the website referred to above. This is similar in concept (although a different ID) to the UserID for uploading results to the internet. Receipts are generated for the user to print out to provide verification of registration. Also Paypal generates an email receipt for the user, and an email notification of payment to the email used to setup your Paypal account. If optional online Paypal payment is not selected then that sailor’s payment fee will be denoted in the fleet file as a negative number indicating Amount Due instead of Amount Paid.

The registration data is downloaded by the Race Log user directly into Race Log. This is done with the “OnlineReg” menu above and selecting “DownLoad Registration Data...” in the Registration View of Race Log. The data can be downloaded at any time, even before all registrants are completed. You can manage the on-going flow of registrants to see how many to expect for you regatta. This saves a lot of data entry time at regatta check in since the sailors data is already in Race Log format, ready to score. Once the data is downloaded into Race Log then all the Registration View functions outlined in the previous section are available for this new fleet file.

You can manage, view, and download online registration data into other file formats than Race Log from the “Admin” section of the website files you generate. You can access this screen at <http://www.racelog.com/register/RegisterID/admin.htm> This is not a publicly visible web address, so provide it only to those who need access to it.



## Race Log "Online Registration" Administration Page

[Browse Registrants](#)

[Download Registrant File to Excel](#)

"Right Click" (ie. use the right mouse button) on the above link, and select "Save Target As..", to download the file onto your computer.

The downloaded file is a delimited Text file, with "|" as the delimiter. When you open the file with **Excel** you will be prompted to specify whether the file is "Fixed Width" or "Delimited" -- select "Delimited". Type the "|" character (upper case of the "\" key) for the delimiter in the "Other" box, and uncheck the "Tab" box.

---

*The above screen is the Admin screen for managing online registration data.*

## Setup Online Registration and Paypal

**Payment Setup**

### Online Registration Setup

**Step 1:** Paypal setup at Paypal.com - see instructions --->

**Step 2:** Enter information from Paypal.com setup, or Skip to Step 3

Email Address

Retype Email

Registration ID assigned by Race Log

AUTH Token

**Step 3:**

Regatta Info to appear on Receipt Forms

Regatta Name

Regatta Date

Regatta Location

Mailing Address for Mail-in fees

Address Line 1

Address Line 2

Address Line 3

**Upload** internet support files with above setup information:

**Step 4:** Customize Registration Form

### Paypal and On-line Registration Setup Guide

**Step 1.** Setup up Paypal account at [www.paypal.com](http://www.paypal.com). Please open and print the [instructions](#) before going to the paypal website.  
If you do not want on-line payments, and expect sailors to mail-in payments, or pay at regatta check-in, then skip to Step 3.

**Step 2.** Setup On-line Registration screens with information derived from Step 1.

**Step 3.** Setup Regatta Name information for on-line receipt screens, and then upload.

**Step 4.** Customize On-line Registration Form, and then upload..

*Walk through steps on screen for setting up online registration.*

### Step 1

#### Paypal setup for RaceLog Online Registration:

If you plan to have sailors pay by check only (no Paypal) and mail it in, then you can proceed to Step 3. Other go the the Paypal website – [www.paypal.com](http://www.paypal.com) and follow the instructions below. Each step must be carefully set up as specified in order for the whole process to work correctly.

You must have your “RegisterID” assigned to you by ELB Software before completing the following Paypal registration. Send a request to ELB Software – [elb@racelog.com](mailto:elb@racelog.com) (Pro Version only)

Go to [www.paypla.com](http://www.paypla.com)

Setup a PayPal “Merchant” account – there are several types –

- select “PayPal Website Payments Standard”
- setup Bank Account, Email verification, etc.

Go to “MyAccount”

Go to “Profile”

‘Financial Information’

‘Bank Accounts’

Verify Bank account information

Go to “Selling Preferences”

“Instant payment Notification Preferences”

Turn ON

Enter URL – <http://www.racelog.com/register/RegisterID/resend.php>

Go to “Selling Preferences”

“Website payment Preferences”

Auto Return - ON

Return URL – <http://www.racelog.com/register/RegisterID/receipt.php>

Payment Data Transfer – ON

When you click “Save”, an **Identity Token** is created, and you must go back into “Website Payment Preferences” to retrieve it...

Copy it and paste it into an email. Send to yourself for save keeping , and enter (Paste it) into the Online Registration Setup screen in Race Log.

## Step 2

Enter the Email you used to register your account at Paypal

Enter the Registration ID assigned to you by ELB Software.

Enter the Identity Token created during the Paypal registration process.

## Step 3

Enter your Regatta Name and Mailing Address for mailing in the registration fee paid by check.

Then **Upload** the automatically generated HTML files to support your online registration process.

## Step 4

Customize your online registration form. This generates the customized HTML form, allows you to Preview it. And then Upload it to the internet. This automatically puts the form into your Registration ID folder and is available to your registrants at <http://www.racelog.com/register/RegistrationID>.

**Customize Registration Form**

**Entry Form**

Your Regatta Name \_\_\_\_\_  
 Regatta Dates \_\_\_\_\_

Competitor's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
 Phone H \_\_\_\_\_ W \_\_\_\_\_ Email \_\_\_\_\_  
 Yacht Club Affiliation \_\_\_\_\_  
 Sail Number \_\_\_\_\_  Show Hull Types: \_\_\_\_\_ *list hull types -- maps to Division field in fleet file*

Class Association Member  US Sailing Member  
 (Must show membership card at registration)

Age \_\_\_\_\_ Gender \_\_\_\_\_

Local Contact \_\_\_\_\_ Local Phone \_\_\_\_\_

Registration Fees (US Sailing Members deduct \$10) On-line Fees Due: Due Date

Regatta Fee	\$ _____	Comments...	<i>blank out comments if not needed</i>
Sailor Meals	\$ _____ <input type="checkbox"/> Allow Qty	Comments...	
Guest Meals	\$ _____ <input type="checkbox"/> Allow Qty	Comments...	

*fill in fee description if needed, and amount -- blank out description if not needed negative number for discount*

Total Amount Due \_\_\_\_\_

I agree to be bound by The Racing Rules of Sailing and by all other rules that govern this event

Regatta Address \_\_\_\_\_ Comments... \_\_\_\_\_

Preview Cancel

*Customize your online registration form, then Preview, and Upload it.*

The following items are customizable as shown on the above screen. Basically anywhere you can enter data is a customizable entity...

**Regatta Name** – enter the name of your regatta to appear on registration screens

**Regatta Dates** (one line of text, ex. Aug 1 – Aug 4, 2006)

**Hull Types** – allows form to ask user which fleet he will sail in, ex “Sunfish”, “Laser”. The fleets can be managed in one fleet file by Race Log, or separated into separate fleet files by Race Log after downloading to Race Log on your PC. If “Show Hull Types” is not checked then this option will not appear on the online registration form.

**Age or Birthdate** – allow users to enter Age or Birthdate on the online registration form. If Birthdate is entered then Race Log will automatically calculate Age which will appear on the registration form after downloading to Race Log

**Due Date** – optional date will appear on form

**Regatta Fee** – enter the fee for the regatta in the dollar amount field

**Comments** – explanation which will appear on the online registration form

**Sailor Meals** – any text can appear here to describe additional fees, along with dollar amount in the next field

**Allow Qty** – check if you want the user to select how many of this item he is ordering. The price will be calculated automatically based on the price entered in the previous box.

**Comments** – explanation which will appear on the online registration form

**Guest Meals** – use same as above “Sailor Meals” line for any additional fee item.

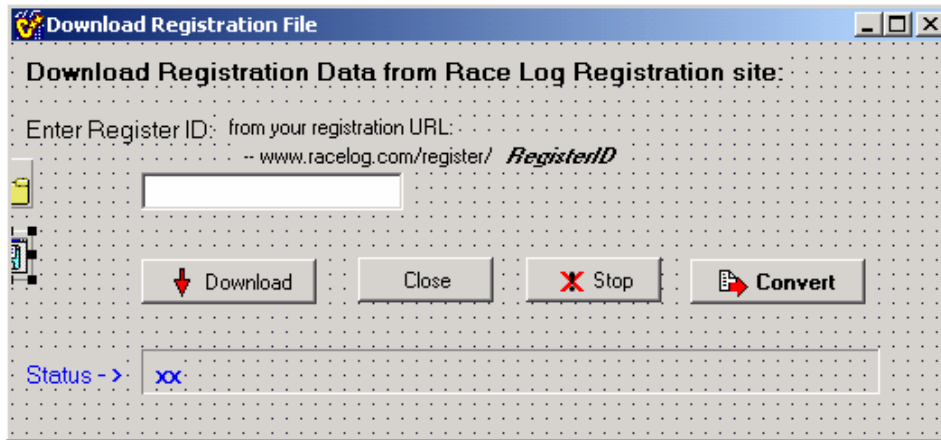
*Note* – both “Sailor Meals” and “Guest Meals” entries are optional. If there is no addition fee other than the “Regatta Fee” then leave these fields blank and nothing will be generated.

**Regatta Address** – Optional Comment field will appear on bottom of generated form

**Comments.** – Optional Comment field will appear on bottom of generated form.

The form can be **Previewed**, and then saved. You can save multiple versions of your form for testing, for multiple regattas, and for re-use.

## Download Registered Sailors



*Download registered sailors into Race Log*

The download process creates a “download” file which you can save into the “download” directory in the Race Log installation. You can keep several versions of your download file. Then use the “Convert” function to convert the downloaded file to Race Log format and save it in the “data” directory where your fleet files are stored.



# Network Fleet Files

(requires Pro Version)

Fleet files can be stored on the internet and shared among geographically dispersed race managers. This saves the effort of copying and emailing fleet files between users who need to pass the processing of a fleet file to multiple people. Fleet files can be uploaded from Race Log, and downloaded to Race Log from a Open/Save Fleet Files menu selection in either the Registration View of Race Log or the Racing View of Race Log. A button on the menu bar also accesses this function.

This features requires that you be assigned a NetFileID which is a folder on the Race Log website where you files will be stored. This is not a visible part of the website, and the NetFileID must be assigned to you by ELB Software. Registered users can send a request for a NetFileID to ELB Software at [elb@racelog.com](mailto:elb@racelog.com). Multiple network file ID's are available.

Enter your NetFileID in the form below. The ID is saved automatically and will appear on your next use of Race Log.

Click on the folder below next to the “Network File List” to display a list of files saved on the network under your ID. Select the file you want to download, then click the Download button. You can specify where the file is saved on your PC and what filename to use. The default directory is the RaceLog\Data directory where all your fleet files are saved by Race Log. In order to manage your downloaded files more intelligently you may want to use a specific file extension when you name these files – such as “.nff” for Network Fleet File.

Click on the folder next to the “File to Upload” entry field to select which file you want to upload or “save” back to the network location.

**Network Files**

**Manage your Race Log Network Fleet files**  
- You must be connected to the Internet  
- You must have a NetFile ID assigned by ELB Software

**NetFile ID:** - enter if not already listed...  
test

**Network File List** - select file to download...  
[Folder icon] [Empty list box]

**File to Upload**  
[Folder icon] [Empty text box]

Upload Download Close Stop

Status ->

*Enter NetfileID, list Network Files, and select fleet file to upload*

The Network Fleet File capability can also be used to store your fleet files from season to season (including your Race Log Archive file). These files can easily get lost as scoring responsibility passes from person to person each year.

# Entering Race Results in Racing View

## Quick Start for New *Race Log* Users

- Open an existing file of fleet data using the "**Fleet**" | "**Open Existing Fleet**" menu option, or create a new file using the "**Fleet**" | "**New Fleet**" menu option.
- Enter your sailor's Name and/or Sail Number along with their Finishes in the appropriate Race column on the screen, or select the "**Edit**" | "**Enter Finishes...**" menu option and *Race Log* will prompt you for each finish starting with the First finisher.
- Before you score the results you need to select your scoring method (such as Low Point) and scoring options (such as throwouts). Select the "**Options**" | "**Score Method**", or "**Scoring**" | "**Score Method**" menu selection and fill in the appropriate information
- Select "**Score It**" from the "**Scoring**" menu. Your fleet will be scored and standings will be displayed on the screen.
- Print the results by selecting "**Print**" from the "**Fleet**" menu. That's it!
- *Race Log* automatically computes your scores including all Penalties, Tie breaking, and automatically computes Throwouts (including not throwing out a DND).

## Data Entry Overview

The Race Log system works similar to a word processor or spreadsheet system in that your data can be entered in a full screen edit mode. Use the *Home* key to move the cursor between the Command Line and the Data area. There is no particular order of entry required - partial names or Sail numbers can be entered and updated later; finishes can be modified at any time; records can be deleted or added at any point in your data entry process. Save your fleet data using the "**Fleet**" pulldown menu, or type the "**save**" command on the Command Line. You will be asked to save if you try to quit but forgot to save your data.

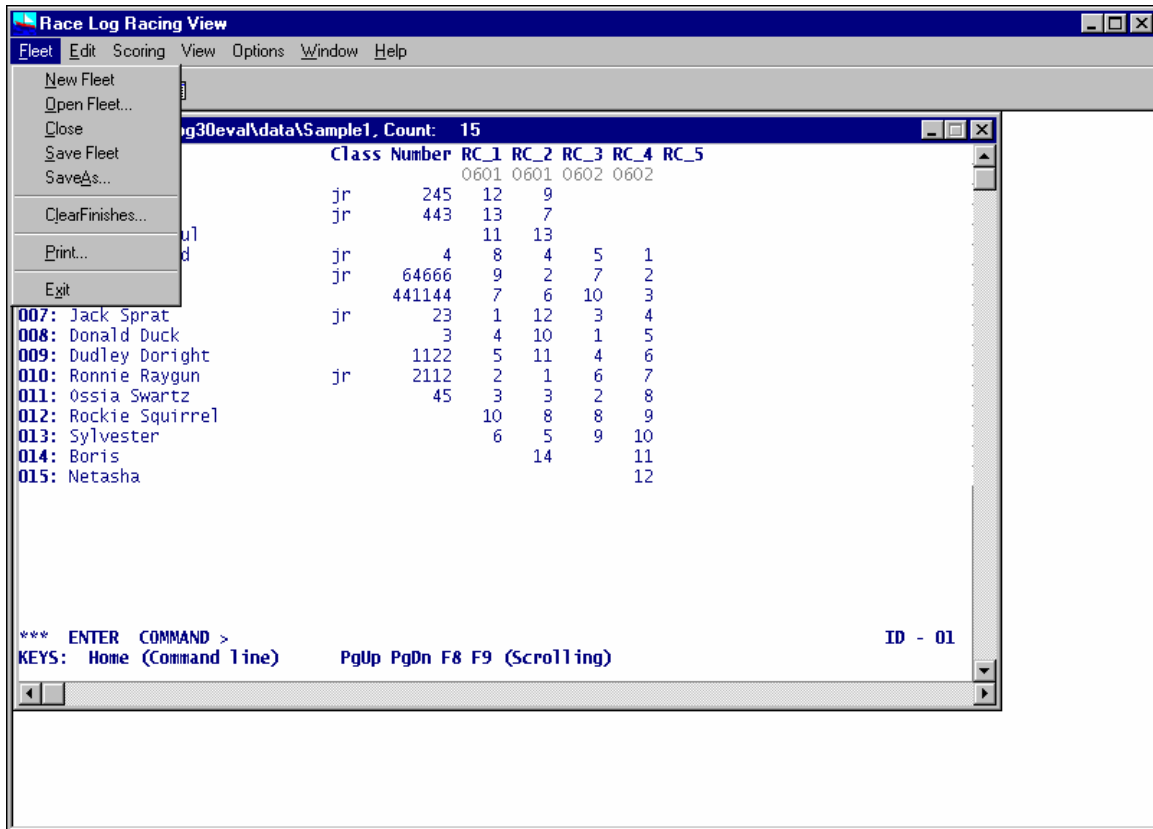
The Race column is where you enter a racer's Finishing position, or DNC, DSQ, DNF, etc.. Actual points earned by the racer are automatically calculated by Race Log. ( Occasionally it is necessary to override the actual points a sailor earns for his finish. This situation can occur if you have a protest and need to adjust scores, or if you provide series credit for sailing in out of town regattas. For information on Override Points see the **Override Points** section.)

Again, similar to a word processor or spreadsheet, you can edit an existing file containing race results, or you can create a new file, and you can have more than one file open at the same time which is handy for comparing to a previous year's data. Open an existing score file or create a new one by making the appropriate selection from the "**Fleet**" pulldown menu.

Race results can also be entered using the "**Enter Finishes**" dialog box on the "**Racers**" pulldown menu. This will prompt you for the next finish in the next race. All you do is enter the Name or Sail number of the racer.

## Data Entry Specifics - Full Screen

Enter racing data by typing in the data screen under the appropriate columns.



The *Home* key will move the cursor back and forth between the Command line (where you can enter commands) and the Data area of the screen (where you can enter and edit data).

After entering the sailors Names or Sail Numbers you may want to *Sort* the list of names by last name (see the SORT dialog box in the *Edit* pulldown menu) or by Sail Number so that you can more easily find the sailor you are entering results for. Make sure you *Save* your fleet data to keep it in your *Sorted* order.

The *mouse* can be used to place the cursor anywhere on the screen where you need to enter or change data.

The data can be *Sorted* by mouse clicking any Column Heading.

The *Tab* key will move the cursor to the next column, *Shift/Tab* will move to the previous column.

The *Arrow* keys will move the cursor around the screen.

The *Enter* key is a little different than a word processor, it will take you to the next line but it does not insert data onto the following line like a word processor. It will, however, create a new record (new line) if you hit the Enter key while on the last record in the file. Also the Enter key will remember where you started typing on a line and position you on the next line underneath where you started typing. This is handy for entering multiple finishes for a particular race since Enter will keep you in the same Race column.

The *Insert*, *Delete*, and *Backspace* keys work as you expect them in a word processor.

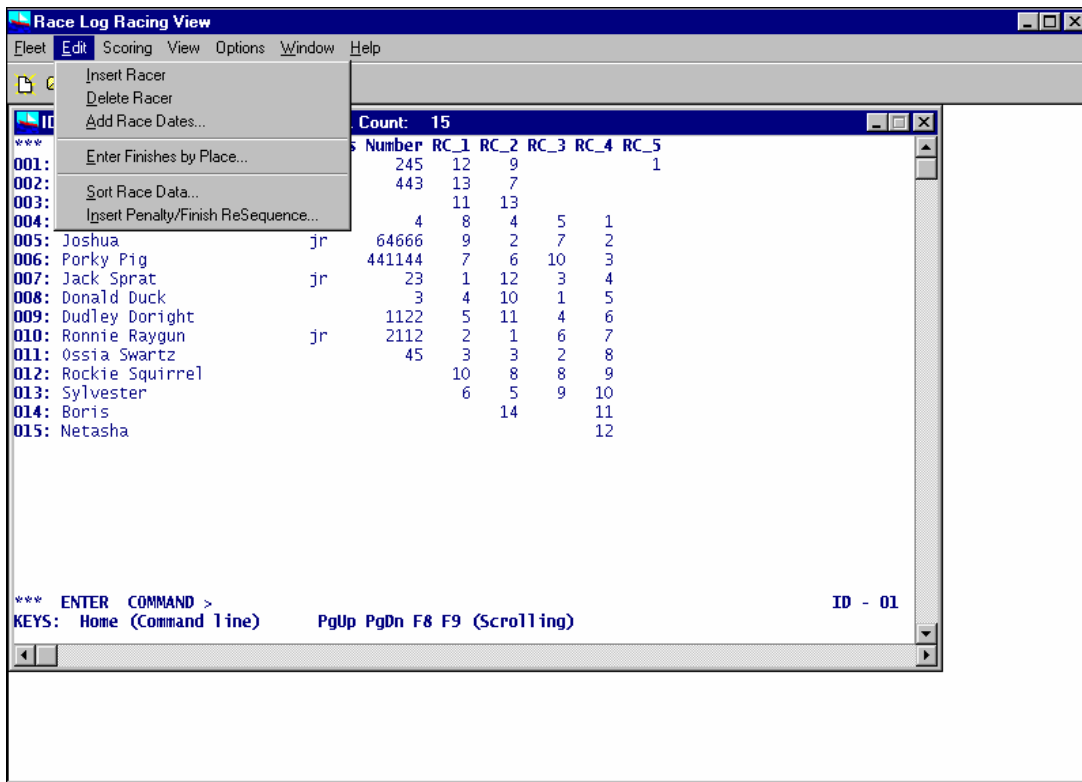
The “**Insert Racer**” and “**Delete Racer**” entries on the “**Edit**” pull-down menu will insert or delete a line (or record). First, place the cursor on the line you want to delete, or place the cursor on the line where you want to insert a new record and then select the “**Insert Racer**” or “**Delete Racer**” option. (Also see **Keyboard** below: *F2*, *Ctrl+F2*, and *Ctrl+Del*.)

*Insert and Overtyp mode when typing.* You can tell what mode you are in by the size of the cursor. If the cursor is an underline then you are in insert mode. If the cursor is block shaped then you are in overtype mode. You can change between Insert and Overtyp mode by pressing the Insert Key. When entering finishes in the Race columns the system will always automatically overtype what was in that column whether you are in Insert or Overtyp mode. The Insert and Overtyp modes act in a more normal word processor fashion in the other data columns - such as Name, Class and Number (sail number)

Any Race column left blank will automatically be scored as DNC. This will also happen if a 0 or bad data is entered in a Race column. You only need to fill in the finishes for those who actually started a race, this includes DSQ and DNF - these must be entered. DNC may be entered if you chose.

## Race Dates

Dates will appear on the first line under the column heading. If the Race Date line is not there, select “**Add Race Dates**” from the “**Edit**” pulldown menu. Then use the mouse to click under the column heading for a specific race. A dialog box will open for you to enter a date. The following formats may be used to enter a date: mm-dd-yy, mm/dd/yy, mmddy. (**Examples:** 012996, 1/29/96, 1-29-96).



## Data Entry Specifics - “Enter Finishes” with Dialog Box

Select the "Enter Finishes by Place" dialog box from the "Edit" pulldown menu.

**Race and Finish to Apply**

Current Race: RC\_5    Reset for Race  
Reset for Finish

Current Finish: 1st    or Penalty: -

**Enter Name and/or Sail Number of Racer to Apply**

First Name:

Last Name:

Sail Number:

**Status of last Apply:**


Status: -->

Last Sailor Successfully Applied	Number	Finish
▼		

Apply Finish    Add New Sailor    Close

DNF  
DNS  
R&F  
DSQ  
DNE  
OCS  
BFD  
SCP  
ZFP

How to use the “Enter Finishes” Dialog Box...

- 1 – *Race Log* will automatically determine the current Race to score:
  - Race Log positions you at the next Race to enter (RC\_9, RC10, etc)
  - Race Log prompts you for the next Finish to enter (1st, 2nd, etc)
  
- 2 – For each Finish you wish to enter type the racer's...
  - **First Name** and/or
  - **Last Name** and/or
  - **Sail Number**  
(You can enter an abbreviation such as "Al" for Albert. "Al " will find Al. The Status line will tell you if there is an error. Don't type the quotes.)
  
- 3 - Then click the “**Apply Finish**” button, (or *Tab* to the button and press Enter). *Race Log* will keep track of the Finishes you apply in the “Status of Last Apply” area. If you get lost you can click the Down arrow to view your entries. Data will automatically be updated in the data window when you “**Close**” the Enter Finishes Dialog Box.
  
- 4 – When done with a Race, click  to advance to the next Race. You will be prompted for the 1<sup>st</sup>, 2<sup>nd</sup>, etc for the new Race.

“**Add New Sailor**” button will add a new racer. When you enter a new racer's Name or Sail Number and that sailor is not found in your fleet file, the Status line will tell you that no Sailor is found. Then click “**Add**” to add the sailor (of *Tab* to the button and press Enter).

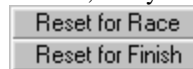
The **Current Race:** box in the upper left will automatically position you at the next race to enter. You may override this by clicking the Arrow buttons or by typing in the specific Race you wish to score or correct.

The **Current Finish** box in the upper right will automatically prompt you for the next finish. You can override clicking the Arrow buttons.

**Penalties** are entered by clicking on the “DNF”, “DNS”, etc. buttons. DNC is assumed if no finish is entered. After entering a Penalty you can continue entering Finishes. Race Log will keep track of your next Finish to enter.

If you accidentally or purposefully enter a finish for a racer who already has a finish, you will get a warning message. You can decide to Override the existing finish, or Cancel and try to enter a different racer.

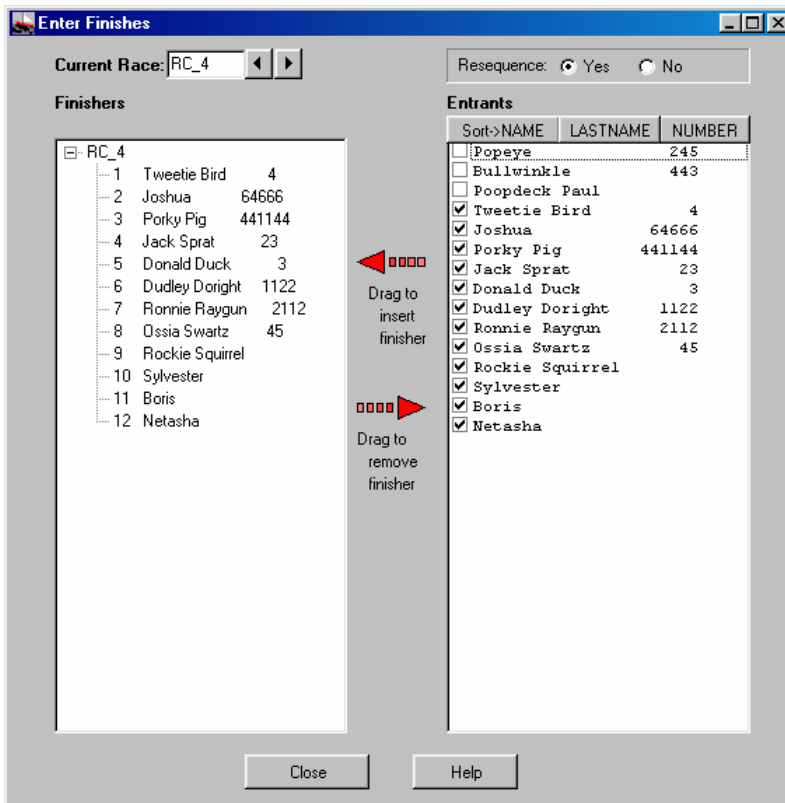
If you get lost you can click “Reset for Race” to position at the next Race to enter finishes for, and you



can click “Reset for Finish” to position at the next Finish to enter for the current race.

Click on the “Close” button when you have finished entering your scoring data (or *Tab* to the “Close” button and then press Enter).

## Data Entry Specifics - “Enter Finishes” via Drag ‘n Drop



*Drag from right to left to insert finish, drag from left to right to remove from finish list.*

Use the Mouse to drag Sailors from the “Entrants” list on the right to the “Finishers” list on the left. Finishers are inserted into the finish list depending on where they are “Dropped” with the mouse.

After dragging a sailor to the finish list, you can change the sailor to a penalty by clicking the finisher with the “right” mouse button. This will display a list of penalties to select. The list will automatically be re-sequenced. (You can turn off re-sequencing by selecting “No” at the top of the window.)

## Insert Penalty / Finish – Resequence

If you make a mistake entering your Finishes, or if you need to insert a Penalty after you thought you were done entering Finish data, you can easily update your results. Race Log will analyze your change and automatically re-sequence all finishes based on what and where you insert a new finish or penalty. Study the examples on the next page to better understand how Race Log will handle your change.

Place your cursor in the data screen where you wish to enter a new Finish or a Penalty. The cursor can be placed on a blank entry, or on an existing finish. Then select the “**Edit**” | “**Insert Penalty/Finish Resequence**” menu item.

The following dialog box will display...

The selected Racer and Race will be display on the above screen so you can verify that you have made the correct selection. You can navigate to another Racer or Race using the “arrow” buttons. Once you have the correct spot you can click one of the “Penalty” buttons, or select a new Finish. Then click the “Insert New Penalty/Finish” button. Race Log will figure out the rest and properly re-sequence all the Finishes for the affected Race.

Penalties (according to Racing Rules 2000-2004):

<b>DNF</b>	Did Not Finish
<b>DNS</b>	Did Not Start – came to starting area
<b>RAF</b>	Retired After Finish ( <i>formerly RET</i> )
<b>DSQ</b>	Disqualified
<b>BFD</b>	Disqualified – over early with Black Flag rule 30.3
<b>OCS</b>	Disqualified – over early, rule 29.1 or 30.1
<b>DNE</b>	Disqualified Not Excludable – cannot throw out, rule 88.3(b) ( <i>formerly DND</i> )
<b>DNC</b>	Did Not Compete – did not come to the starting area
<b>SCP</b>	Scoring Penalty – rule 44.3
<b>ZFP</b>	Scoring Penalty – Z flag, rule 30.2
<b>RDG</b>	Redress Given – use Over-ride points discussed in next section



(enter the points in the “New Finish” box with a decimal point;  
 eg. 2.3 4.0 3. - the presence of the decimal point tells Race Log that this is  
 Points to be given, not a Finish, and will not be re-sequenced)

**New Finish** Enter a new Finish to replace the existing finish, or a new Finish to be placed  
 in an empty finish slot, without decimal point. Race Log will re-sequence as  
 necessary. Make sure to click the  button to post the Finish to the “Verify  
 New Penalty/Finish” box.

Then click the “Apply Insert New Penalty/Finish” button to update your data and re-sequence.



### Insert Penalty/Finish Examples...

#### Before

##### Current Finishes

John 1  
 Jake 2  
 Jane 3  
 Joshua 4  
 Jack 5

##### Jane was Disqualified

Insert DSQ for Jane

#### After

##### Resequenced by Race Log

John 1  
 Jake 2  
 Jane DSQ  
 Joshua 3  
 Jack 4

##### Current Finishes

John 1  
 Jake 2  
 Jane 3  
 Joshua 4  
 Jack 5

##### Jane should be Second (2<sup>nd</sup>)

Insert 2 for Jane

##### Resequenced by Race Log

John 1  
 Jake 3  
 Jane 2  
 Joshua 4  
 Jack 5

##### Current Finishes

John 1  
 Jake 2  
 Jane 3  
 Joshua 4  
 Jack 5  
 Jim –

##### Jim should be Fourth (4<sup>th</sup>)

Insert 4 for Jim

##### Resequenced by Race Log

John 1  
 Jake 2  
 Jane 3  
 Joshua 5  
 Jack 6  
 Jim 4

##### Current Finishes

John 1  
 Jake 2  
 Jane 3  
 Joshua 3  
 Jack 4  
 Jim 5

##### Duplicate 3's

##### Jane should be Fourth (4<sup>th</sup>)

Insert 4 for Jane

##### Resequenced by Race Log

John 1  
 Jake 2  
 Jane 4  
 Joshua 3  
 Jack 5  
 Jim 6

##### Current Finishes

John 1  
 Jake 2  
 Jane 4  
 Joshua 5  
 Jack 6  
 Jim 7

##### Missing 3

##### Jane should be Fourth (3<sup>rd</sup>)

Insert 3 for Jane

##### Resequenced by Race Log

John 1  
 Jake 2  
 Jane 3  
 Joshua 4  
 Jack 5  
 Jim 6

Race Log will handle any re-sequence situation automatically. However any mistakes such missing Finishes, or duplicate Finishes will continue uncorrected until you correct the mistake as in the last two examples. Race Log “Error Checking” will catch these problems at Scoring time.

### **Clear Finishes from Existing File**

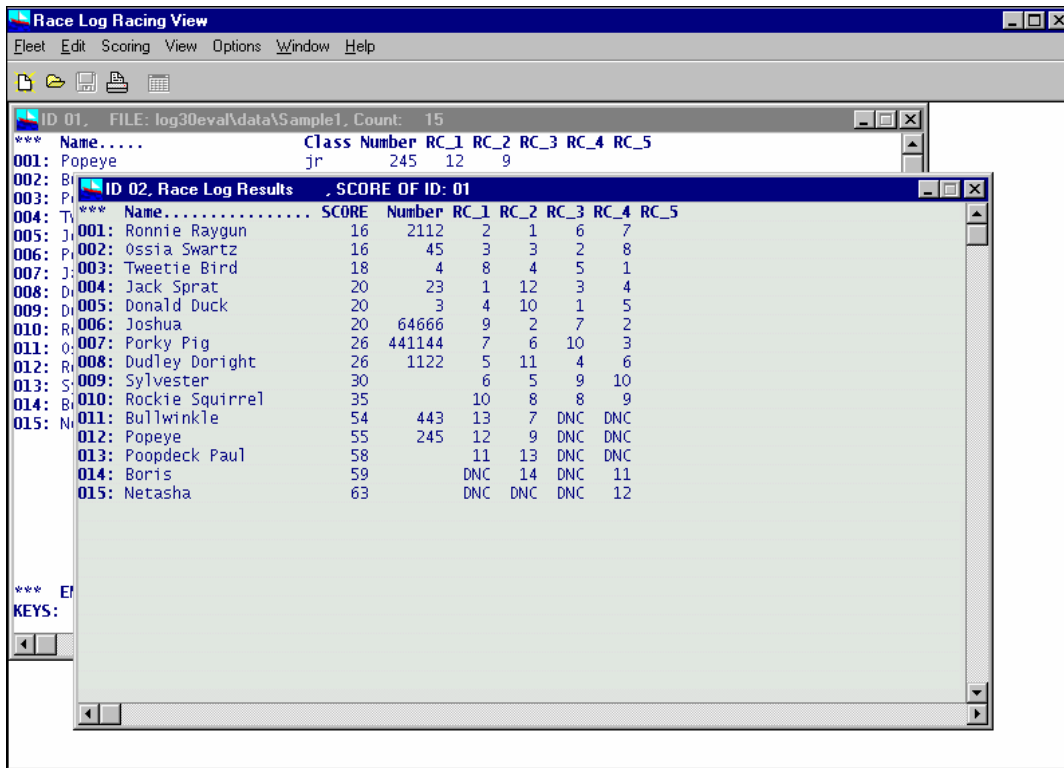
You can re-use an existing fleet file and save yourself the effort of re-entering the Sailor’s name and sail number. To clear the *race finish* data from a file and leave the Sailors intact select “**Clear Finishes...**” from the “**Fleet**” pulldown menu. Use “**Save Fleet**” to write over the existing file and lose the original finishes. Use “**SaveAs...**” to write to a new file and keep the cleared finishes in the original file.

Be careful to ensure you don’t have extraneous, or inactive Sailors in your fleet file if you are counting all Entrants in a series. Every sailor in the fleet file is considered an Entrant in your series whether they have finishes recorded or not. For more information on this issue see the “**Scoring Options**” Section.

# Scoring

## How to Score

Once your data is entered simply select "**Score It**" from the **Scoring** pulldown menu. The finishes in the data window will be checked for errors ( if "Error Checking.." under the "Options" menu is turned on) and a new window will appear with the resulting scores and standings. Notice this window has no command line at the bottom, has a Grey background, and you cannot edit the data in this window, this is a *result* or *report* window. You may use the Mouse or scroll keys, *F8* and *F9* for left and right scrolling, and the *Page Up* and *Page Down* keys, to view the results.



Next you may print the results by selecting **Print** selections from the "**Fleet**" pulldown menu. You will be prompted for a new title, just hit the Enter key or click the OK button to use the default title. (Don't click on CANCEL unless you want to cancel the Print request.) You're done.

Don't forget to save your data. The result window isn't actually data, you must get back to the data window and type "**save**" on the command line or select "**Save Fleet**" from the pulldown menu. The data file and data window will always contain exactly what you enter. Conversions to scores such as DNC's, or scoring 1st as .75 will be done automatically by Race Log and then used in calculating your total Score. However the data in the file will not actually change to .75, it will stay "1" in the data file.

## Penalty Scoring

**Race Log** uses the following definitions for penalties as specified in the Racing Rules 2000-2004. **Race Log** automatically computes the score for each penalty based on your settings of the Scoring Options for your scoring method, see the section on Scoring Options for more information:

Penalties (according to Racing Rules 2000-2004):

**DNF**                      Did Not Finish

<b>DNS</b>	Did Not Start – came to starting area
<b>RAF</b>	Retired After Finish ( <i>formerly RET</i> )
<b>DSQ</b>	Disqualified
<b>BFD</b>	Disqualified – over early with Black Flag rule 30.3
<b>OCS</b>	Disqualified – over early, rule 29.1 or 30.1
<b>DNE</b>	Disqualified Not Excludable – cannot throw out, rule 88.3(b) ( <i>formerly DND</i> )
<b>DNC</b>	Did Not Compete – did not come to the starting area
<b>SCP</b>	Scoring Penalty – rule 44.3 (Low Point Method only)
<b>ZFP</b>	Scoring Penalty – Z flag, rule 30.2 (Low Point Method only)
<b>RDG</b>	Redress Given – use Over-ride points discussed in next section

## Override Points

Situations arise which require that you override the points calculated for a racer by Race Log. This situation can occur if you have a protest and need to adjust scores (RDG), or if you provide series credit for sailing in out of town regattas, and so forth. Since the data you normally enter is the actual Finish, you need to let Race Log know that the number you enter is either a “*Finish*” or actual “*Points*”. The default is “*Finish*”. If you must enter Override Points, enter the “*Points*” you want the racer to earn in the appropriate Race column. Include the decimal point whether you enter a whole or fractional number. A maximum of 1 digit is allowed after the decimal. This is done in the Data window, or the “Enter Penalty/Finish” dialog box.

Examples of valid Override Points entered in a Race column: 2.5 2.0 3. 8.1

Examples of invalid Override Points: 2 3.55

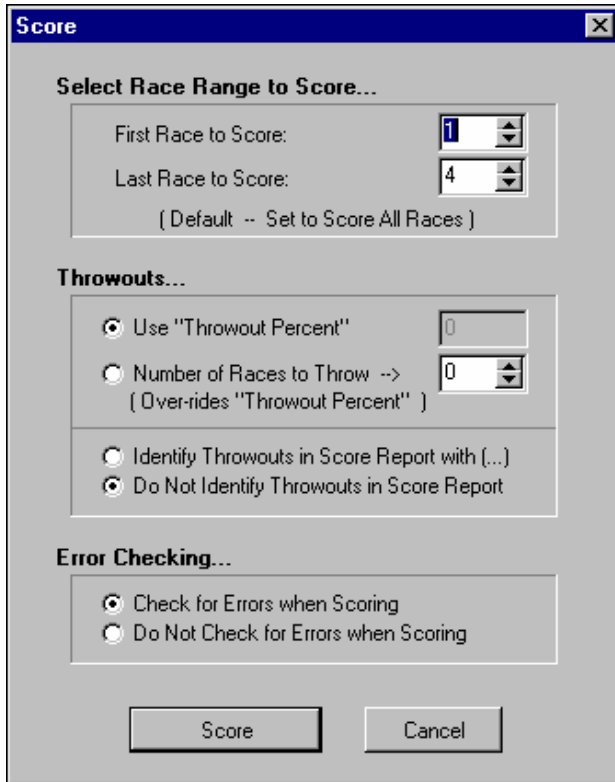
The decimal point must be included or Race Log will assume you have entered the racer’s “*Finish*”. An error message will indicate a problem with too many decimal points. You may need to turn off Error Checking (see Error Checking section) if your scoring situation results in gaps in your finishes, such as *no 3rd place finisher*. This is a condition which is automatically checked for by Error Checking. You may need to turn it off before Scoring by selecting “**Options**” | “**Error Checking**”.

for *Low Point*, *Low Point Averaged*, and *Olympic* Methods: The Override Points you enter are actual points earned for that race.

for *High Point* Method: The Override Points you enter are not actual points, but represent a compromise finish. If you enter 2.5 then the Race Log program will treat this as a finish between the 2nd place finisher and the 3rd place finisher and calculate points based on that sequence of finishers.

## Select “Score” | “Score It”...

Select “Score” | “Score It”...



## Set Race Range to Score...

This Dialog box appears when you select the “**Score It**” menu selection to Score your fleet. The *First Race* and *Last Race* is automatically set to *all races*. Or a specific range of races to be scored can be selected, such as the past weekend’s results. Use the Arrow buttons to set the *First* and *Last* race you wish to Score.

Normally you will Score all races to establish standings for all of your scoring data. Or you may select a subset of races and establish standings based only on those selected races. This allows you to keep all your fleet data for a whole season in one file, and optionally score the whole season or score a specific weekend from the same data file.

## Throwouts

Race Log will exclude from scoring a racer’s worst finishes. This is done by specifying a “Percentage” of races to throw in the Scoring Options dialog box. Select “**Score Options...**” from the “**Options**” pulldown menu. The percentage entered (*20* for 20%) will be rounded down to ensure that no more than the specified percent will be thrown.

Each time you score you have the opportunity to *over-ride* the Throwouts Percent in the above Dialog Box with an actual number of races to throw. You may enter any number 0 or greater to indicate how

many races to throw from this scoring. Leave the over-ride entry field blank to use the Throwouts Percent you set in the “Score Option Settings...” dialog box.

For more information on Throwouts for you selected Scoring Method see the section on Scoring Options.

## **Error Checking**

If there are any errors in your scoring data they will be found when you **Score**. Error messages will be displayed indicating the problem. Race Log will check for:

- missing finishes
- duplicate finishes
- finishes higher than the number of participants
- minimum participation requirements
- inconsistent throwout option

Correct the errors and then re-Score.

Error Checking can be turned off by selecting “**Options**” | “**Error Checking...**”. This is useful if duplicate finishes need to be entered in special scoring situations. If you need to score in this manner, it is wise to first score with Error Checking on just to check your data. Then turn Error Checking off to produce your standings.

Error checking is automatically disabled while scoring subsets (Class or Division) to compensate for missing finishes.

# Scoring Options

## Scoring Method and Settings

*Scoring Method:* This is set by choosing "Score Method" from the "Options" pulldown menu. You may select one of:

- Low Point
- Low Point Averaged
- High Point
- High Point Averaged
- High Point Fixed
- High Point Fixed Average
- Bonus Point ( old Olympic method)
- Squares of 40

The screenshot shows a dialog box titled "Score Method". At the top right, there is a "Select Score Method" dropdown menu. Below it, a row of buttons allows selecting a method: "LowPoint" (selected), "LowPointAve", "HighPoint", "HighPointAve", and "HighPointFix".

On the left side, there are two sections:

- Current Scoring Method is:** A button labeled "Low Point".
- Selected Scoring Method is:** A button labeled "Low Point".

Below these is a section for "RDG - Redress given: --" with instructions: "-- Enter Finish/Score with a decimal point" and "-- see 'Over-ride points' in documentation".

At the bottom left, there are two buttons: "Apply Changes" and "Cancel".

The main area on the right is titled "Scoring Options" and contains several settings:

- % of Races to Throwout = 0
- First Place Points n.nn = 1.00
- DNC =  Starters +  Entrants + 2
- DNF =  Starters +  Entrants +  Finishers + 1
- DNS, RAF =  Starters +  Entrants + 1
- DSQ, OCS, BFD, DNE = 2
- SCP, ZFP =  Value +  Percent = 0
- Minimum DNC Score = 0
- Minimum Starters for Race = 0
- % of Races to Quality for Scoring = 0

Many scoring options settings are available for each Method. The current settings will be displayed. Once you have the *Scoring Settings* dialog box available you can make your changes and then click the "Apply Changes" button.

### **High Point Method:**

A First receives the highest score. Each yacht is scored one point for finishing (see Finish Bonus) and one point for each starting yacht it beats. Each yacht's score is totaled and the highest score wins.

**Throw-outs** are now available for all High Point methods (High Point, High Point Ave, High Point Fixed, High Point Fixed Ave), although when you throw out a DNC which has a score of 0 you are not changing the resulting score. However the throwout action will level the playing field by eliminating x number, or x% of races from each participant.

### **Options for High Point Score Settings...**

#### **Throw Outs: Set percent of races to throw out**

**Finish Bonus =:** This specifies how many points to add to each Finishing yacht. This is typically 1, however the number can be changed here. A yacht's score is the number of yacht's it beats plus this bonus.

**Start Bonus =:** This specifies how many points to add to each Starting yacht. This is typically 0, however number can be changed here. A Start bonus makes non-attendance more severe

**Bonus for 1st, 2nd, 3rd:** A partial point bonus, such as .25, or any decimal number less than 1, will be added to each 1st (or 2nd, or 3rd). Each bonus may be a different value or 0.

**DNC:** This value specifies how many points will be scored for a non-starter. This is usually set to 0 for the High Point Method since usually only Starters are calculated in the score.

**CountDNC's:** Select whether **non-Starters**, (DNC's), are counted as beaten yachts in the High point scoring. The default is \*Not Counted\*. If set to Counted, then non-Starters are counted as defeated in races in which they did not start when calculating a score.

**DNS, DNF, RAF:** This value specifies how many points will be scored for a Did Not Start, Did Not Finish, and Retired. This is usually set to 1 for the High Point Method.

**DSQ, OSC, BFD, DNE:** This value specifies how many points will be scored for a Disqualification, Disqualified Not Discardable, and On Course Side (Over Early) usually a 1, but greater than a DNC.

**Minimum Starters:** This tells the Race Log system not to score a race below a minimum number of racers. An error message will alert you to this condition when scoring.

**% of Races to Qualify:** Used to ensure that a racer has sailed in the specified percentage of the total number of series races in order to qualify for a series. Enter 0 if no checking is required. This is usually set to a percentage > 0 on the last "scoring" of the season to produce the final standings.

If a racer started in less than the required % of races, then he will not have a total score ("NC" for not counted). He may, however, be counted as a participant based on the setting of "**Counted**" or "**Not Counted**" above.

This option is not as important for High Point as other methods since participation is rewarded with points.

### **High Point Average Method:**

A First receives the highest score. Each yacht is scored one point for finishing (see Finish Bonus) and one point for each starting yacht it beats. Each yacht's score is totaled and divided by the number of races it Starts. The highest score wins. Throw-outs in this method don't make sense so they are not calculated.

*See High Point Method above for option settings.*



### **High Fixed Point Method:**

A First receives the highest score. This score is pre-set by the race committee and set in the “Top Score” box. Each subsequent finisher is scored one point less than the yacht ahead. Each yacht's score is totaled and the highest score wins. If the Top Score is less than the number of Starters, Race Log will use the number of Starters as the Top Score. This may not produce the results you are seeking so make sure your High or “Top” points are set properly

*See High Point Method above for option setting, but following are considerations for High Fixed...*

**Finish Bonus**, Start Bonus don't make sense for High Fixed method since the High Score is already set and is the same for each racer and each race, although they can be set.

**Bonus for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>**: These settings don't make sense for High Fixed method since the High Score is already set and is the same for each racer and each race, although they can be set.

**CountDNC's**: This should be set to NO for High Point Fixed

### **High Fixed Point Average Method:**

A First receives the highest score. This score is pre-set by the race committee and set in the “**Top Score..**” box. Each subsequent finisher is scored one point less than the yacht ahead. Each yacht's score is totaled and divided by the number of races it starts. The highest score wins. Throw-outs in this method don't make sense so they are not calculated. If the Top Score is less than the number of Starters, Race Log will use the number of Starters as the Top Score.

*See High PointFixed Method above for option settings and further conderations for all High Point Fixed methods.*

### **Squares Method: (Squares of 40)**

This is the same as High Point Fixed Average, except that the points are squared before calculating the standings. The results are then averaged. This method is used by the **Snipe** Class. Race Log allows you to pick 40 (the default), or any other number as the High or Top score. So in effect you can do a “Squares of Anything” method. All the Options for this method have the same considerations and comments as “High Fixed Point Average” above.

*See High PointFixed Method above for option settings and further conderations for all High Point Fixed methods.*

### **Low Point Method:**

A First receives the lowest score, usually 1 or .75, based on your settings in the Scoring Settings. A Second receives a 2, and so on, as specified by US Sailing Association's "International Yacht Racing Rules". A racer's standing is based on the sum of his finishes counted. *This method is the most popular scoring method.* However this method usually will require using the Throwouts option for scoring a whole season where weekly participation varies.

**Throwouts**: This setting establishes the percent of races to throw out. The result window will show how many points each racer has earned for his/her best races not thrown out. Races will be thrown starting from the lowest scores per racer including DNC's. In addition to regattas, this entry is helpful for seasonal scoring to address the fact that most entrants will miss some of the races. A setting of 20 indicates 20%. If 20% represents a fractional number then the number of throwouts is rounded down.

**First Place Points**: This is usually set to 1.00 or .75 for Low Point (Other numbers can be entered just for fun).

**DNC = Entrants, or Starters +**: The Did Not Compete penalty equals the number of Entrants (or Starters ) plus the penalty number entered here. This is typically 1 or 2 for the Low Point Method.

**DNF = Starters, or Entrants, or Finishers +:** Penalty for those receiving a Did Not Finish. This will be added to the number of *starters, entrants, or finishers* for each race. The number of *starters* and *finishers* may be different for each race, and may be less than the number of entrants. This is typically 1 for Low Methods.

**DNS, RAF = Starters, or Entrants +:** Penalty for those receiving a Did Not Start, or Retired. This will be added to the number of *starters* or *entrants* for each race. The number of *starters* may be different for each race, and may be less than the number of *entrants*. This is typically 1 for Low Methods.

**DSQ, OSC, BFD, DNE = Starters or Entrants +:** Penalty for those receiving a Disqualified, Disqualified Not Discardable. This will be added to the number of *starters* or *entrants* for each race as set above for the "DNS, RAF" setting.

**SCP, ZFP:** The Scoring Penalty is added to the Finish entered into Race Log. The Penalty is a fixed *Value*, or a *Percent* of Entrants (typically 20%). The resulting points is always less than or equal to a DNF. The Race Log score report will show the *Finish* with an "S" or "Z" next to it. The SCP and ZFP penalty applies only to the Low Point scoring method.

**Minimum Score for DNC:** Use this setting to set a minimum score which will be used if the number of entrants in a fleet varies widely from week to week. A setting such as 10, for example, will level the DNC penalty scores.

**Minimum Starters:** This tells the Race Log system not to score a race below a minimum number of racers. An error message will alert you to this condition when scoring.

**% of Races to Qualify:** Used to ensure that a racer has sailed in the specified percentage of the total number of series races in order to qualify for a series. Enter 0 if no checking is required. This is usually set to a percentage > 0 on the last "scoring" of the season to produce the final standings. If a racer started in less than the required % of races, then he will not have a total score ("NC" for not counted). He is, however, counted as an entrant in the series. This affects the DNC, DNF, etc. scores if these penalties are to be added to the number on Entrants. This option is useful for the Low Point method for seasonal scoring to ensure that a minimum participation is achieved.

### **Low-Point Averaged Method:**

A First receives the lowest score, usually 1 or .75, based on your settings in the Scoring Settings. A Second receives a 2, and so on. This method is described in Appendix B2A of US Sailing's Racing Rules book. A racer's standing is based on the average of his finishes counted. This method does not reward participation so use of the "% of Races to Qualify" option is necessary to score an extended series to prevent a one or two time winner from walking away with a series. DNC's are not calculated in the score, just the races which are started. A race which is not attended is considered not scored

**Throwouts:** This setting establishes the percent of races to throw out. The result window will show how many points each racer has earned for his/her best races not thrown out. Scores are thrown starting from the worst scores per racer not including DNC's. DNC's are not considered as part of the score in this method. Using a percentage implies that each racer may receive a different number of throwouts depending on how many of their races are scored. A setting of 20 indicates 20%. If 20% represents a fractional number then the number of throwouts is rounded down.

**First Place Points:** This is usually set to 1.00 or .75 (Other numbers can be entered just for fun).

**DNC = Starters or Entrants +:** This value is not used in the Low-Pt Averaged method. DNC's are **not** calculated in the score, so the "% of Races to Qualify" setting is necessary in order to insure accurate and fair scoring.

**DNF = Starters, Entrants, or Finishers +:** Penalty for those receiving a DNF. This will be added to the number of *starters*, *entrants*, or *finishers* for each race. The number of *starters* and *finishers* may be different for each race, and may be less than the number of *entrants*. This number is typically 1 for Low Methods.

**DNS, RAF = Starters or Entrants +:** Penalty for those receiving a Did Not Start, or Retired. This will be added to the number of *starters* or *entrants* for each race. The number of *starters* may be different for each race, and may be less than the number of *entrants*. This is typically 1 for Low Methods.

**DSQ, OSC, BFD, DNE = Starters or Entrants +:** Penalty for those receiving a Disqualified, Disqualified Not Discardable, and Retired. This will be added to the number of *starters* or *entrants* for each race based on the setting for "DNS, RAF". The number of *starters* or *entrants* may be different for each race, and may be less than the number of entrants. This is typically 1 for Low Methods.

**SCP, ZFP:** The Scoring Penalty is added to the Finish entered into Race Log. The Penalty is a fixed *Value*, or a *Percent* of Entrants (typically 20%). The resulting points is always less than or equal to a DNF. The Race Log score report will show the *Finish* with an "S" or "Z" next to it. The SCP and ZFP penalty applies only to the Low Point scoring method.

**Minimum Score for DNC:** Not used for this method.

**Minimum Starters:** This tells the Race Log system not to score a race below a minimum number of racers. An error message will alert you to this condition when scoring.

**% of Races to Qualify:** [This Setting is most important for Low Pt Average.] This specifies the percentage of all races in which a racer must participate in order to qualify for the series. This is generally set to 0 to allow all racers to be included in day to day or weekly scoring for a long series, however this may provide inaccurate standings for the Low-Pt Averaged method. This setting is *extremely important* for this method since only the races started are included in the scoring calculation. If a racer has one 1st and then all DNC's he would be in first place (or tie for first) unless this setting sets a minimum participation requirement.

### **Bonus Point Method:**

A First receives 0, Second - 3, Third - 5.7, Fourth - 8, Fifth - 10, Sixth - 11.7, Seventh and thereafter - Place + 6 as specified in by US Sailing Association's "International Yacht Racing Rules". A racer's standing is based on the sum of his counted finish scores, higher finishes being penalized as the above scores indicate. This type of method is call a "spread" method since there is a bigger spread between 1<sup>st</sup> and 2<sup>nd</sup> for example, than between 10<sup>th</sup> and 11<sup>th</sup>. The reasoning is that it is harder to move from 2<sup>nd</sup> to 1<sup>st</sup> than from 11<sup>th</sup> to 10<sup>th</sup>.

**Throwouts:** This setting establishes the percent of races to throw out. The result window will show how many points each racer has earned for his/her best races not thrown out. DNC's will be the first races to be thrown out.

**First Place Points:** Bonus Point is automatically set to 0 points but you may override this.

**DNC = Entrants, or Starters +:** The Did Not Compete penalty equals the number of Entrants (or Starters ) plus the penalty number entered here. This is typically 1 or 2 for the Bonus Point Method.

**DNF = Starters, or Entrants, or Finishers +:** Penalty for those receiving a Did Not Finish. This will be added to the number of *starters*, *entrants*, or *finishers* for each race. The number of *starters* and *finishers* may be different for each race, and may be less than the number of entrants. This is typically 1 for Bonus Method.

**DNS, RAF = Starters, or Entrants +:** Penalty for those receiving a Did Not Start, or Retired. This will be added to the number of *starters* or *entrants* for each race. The number of *starters* may be different for each race, and may be less than the number of *entrants*. This is typically 1 for Bonus Method.

**DSQ, OSC, BFD, DNE = Starters or Entrants +:** Penalty for those receiving a Disqualified, Disqualified Not Discardable. This will be added to the number of *starters* or *entrants* for each race as set above for the “DNS, RAF” setting.

**Minimum Score for DNC:** Use this setting to set a minimum score which will be used if the number of entrants in a fleet varies widely from week to week. A setting such as 10, for example, will level the DNC penalty scores.

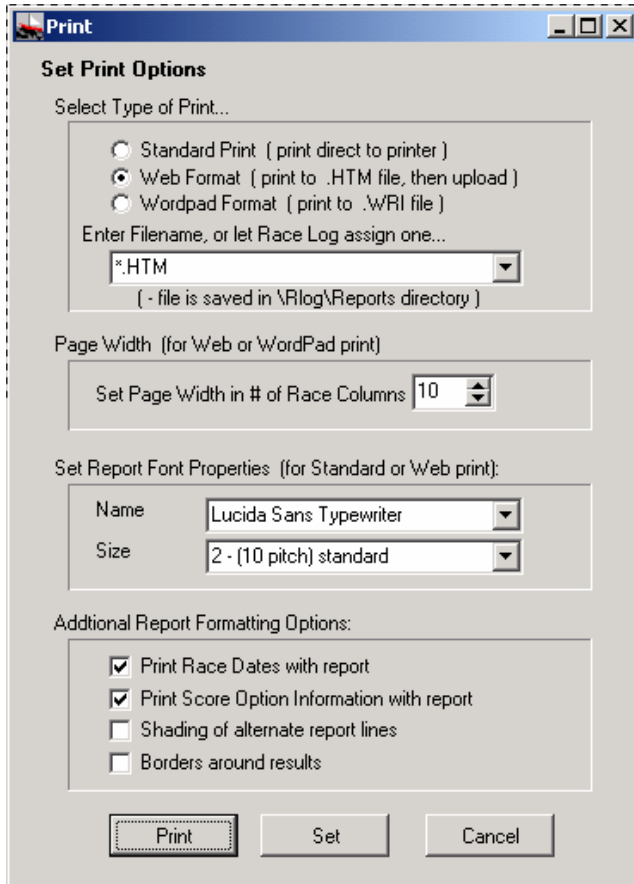
**Minimum Starters:** This tells the Race Log system not to score a race below a minimum number of racers. An error message will alert you to this condition when scoring.

**% of Races to Qualify:** This specifies the percentage of all races in which a racer must participate in order to qualify for the series. This is generally set to 0 to allow all racers to be included in day to day or weekly scoring for a long series. This option is useful for the Bonus Point method for seasonal scoring to ensure that a minimum participation is achieved.

***Note:** You may want to score your data using more than one method in order to compare the results of different methods. After you score the data using "Score It" from the pull down menu or by typing the "score" command, you may change the method as described above. Then get back to your data window and "score" again. You will now have two result windows to compare. You can create as many scoring result windows as you need.*

# Printing

Select “**Print...**” from the “**Fleet**” menu, or the Printer icon of the button bar...



*Print Options screen*

## Three Print methods are available...

- Standard Print
- Web Format
- WordPad Format

**Standard Print** – prints directly to your default printer.

**Web Format** – saves the report to a “.htm” file and displays the output in an “Internet Browser” format. From here you can view the results, print the results, and **upload** the results to your personal folder at the Race Log website. This will publish your results to anyone who has access to the internet.

**WordPad Format** – saves the report to a “.wri” file and displays the output in Windows WordPad utility. From here you can format and edit the output to your liking and then print using WordPad’s print capabilities.

You can use the capabilities of WordPad such as “Edit” | “Select All” and then change the font size, or select certain text to Bold, Italicize, or change color, etc. You can also use “File” | “Page Setup...”, or “File” | “Print” to change to Landscape printing for fleets with a large number of races printed across the page. It is recommended that you NOT change the Font since some Fonts are

“proportional” Fonts. Race Log prints in columnar fashion and the proportional Fonts lose the columnar orientation (ie. Things won’t line up!).

All of the report files are saved in the \Rlog\Reports directory so you can print again without re-scoring.

**Enter File Name** - You can choose a file name or let Race Log generate one for you for the Web Format and the WordPad Format. If you choose your own filename you must include the “.WRI” or “.HTM” extension.

**Page Width** - You can set the output width for Web Format and the WordPad Format (in number of characters on a line). A larger number will allow a more Races printed across the page in Landscape mode.

WordPad - Valid entries range from 60 to 156 characters. A maximum of 156 with a Font size of 8-pitch allows for the widest printing of race results without wrapping onto a new line.

Web Format – Valid entries are from 1 to 60 Race columns across the page. You can fit more with a smaller font.

**Set Report Font** – You can select the Font type, and Font size used to print your report for the Standard Print, and the Web Format output type. This will allow you to fit more data across the page with a smaller font. “1 (8 pitch)” is the smallest font size.

**Race Dates** - You can specify whether you want the Dates you entered in the fleet data window to print on the report.

**Score Options** – You can specify whether the score method and other settings which explain your results are printed at the beginning of your report.

**Shading** – For the Direct to Printer, and Web formats, this will highlight with shading every other racer on the score report. (Web format will display the shading, however to print with the shading from a web format or web browser you must configure your browser to allow printing background colors.)

**Borders** – For the Web format, this will print borders around each item on the report for easier reading of results. This can be used with or without **Shading**.

## Upload Results to Internet

**Automatic upload** of results to internet – Results can be hosted at Race Log website for users of Race Log. Users will be assigned a User ID which creates a personal folder on the Race Log website. Results can be uploaded to internet at the click of a button.

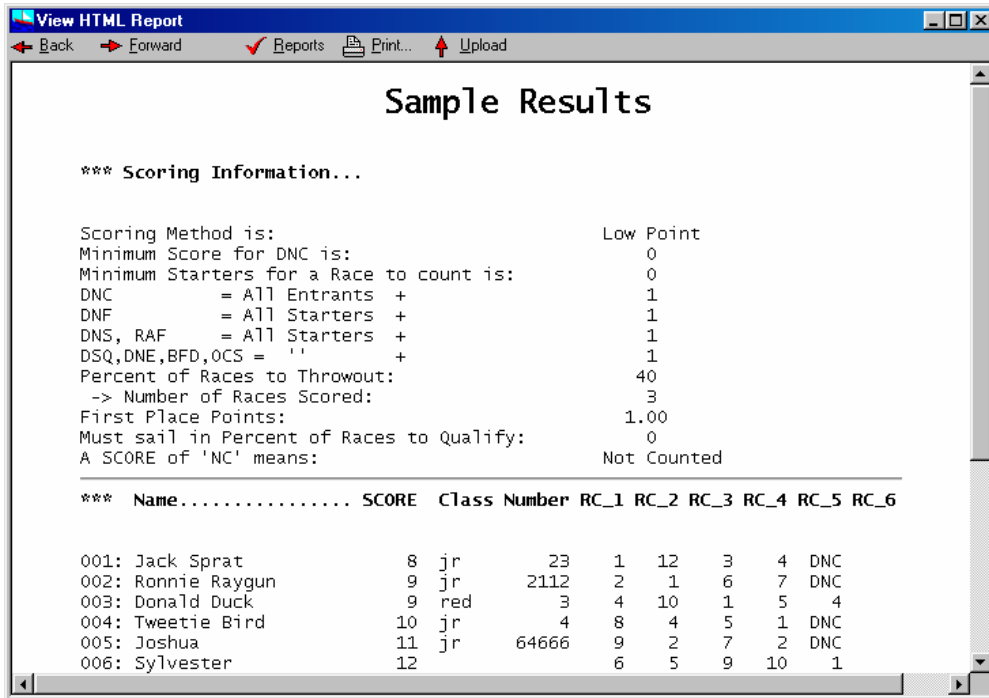
You will need to create a UserID if you do not already have a Race Log UserID. You can check to see if the User ID you want is available at the Race Log website – click on the “Find a User ID” link at [www.racelog.com](http://www.racelog.com) or see the “Race Log UserID” section below. You can create a UserID from within Race Log if you are on-line (connected to the internet). A UserID must be between 3 and 15 lower case letters only. No numbers, punctuation, or special characters.

Uploading is done by selecting the "Web Format" on the "Print Options" screen shown above. When you attempt to upload, Race Log assumes you are connected to the internet. If not you will get an appropriate error message. All you have to do is go through your normal dial-up routine, or just make sure your connection is active if you have DSL or Cable access - then click the Upload button.

Your uploaded results are viewable on the internet at "<http://www.racelog.com/results/youruserid>". The print file created by the upload process has a extension of ".htm", and is saved in the **\Rlog\reports** directory on your computer. The file can be printed again, uploaded again, and emailed to others. This file can be uploaded to other websites as well using tools provide by the hosting website.

Only one report can be uploaded. The next time you upload you will overwrite your previous upload. You can upload as many times as you wish. If there is a connection problem when you attempt to upload, just try again. The Race Log website is hosted by one of the many commercial web hosting companies. The hosting company, not ELB Software, is responsible for maintaining adequate performance and availability.

Following is the screen produced by the “Web/Format Upload” print selection...



This screen allows you to preview the results as they will appear on the internet. From this screen you can...

- Print
- Upload
- Open a previously saved web format report

**Print** – Print the report by clicking the “right” mouse button over the report. This will display a pop-up menu. Select the Print option to print your report in Web format. The report will use the Font type and size you selected on the Print Options screen. This allows you to control how much data prints across a page. Title and column headings will be bolded to produce an easy to read report.

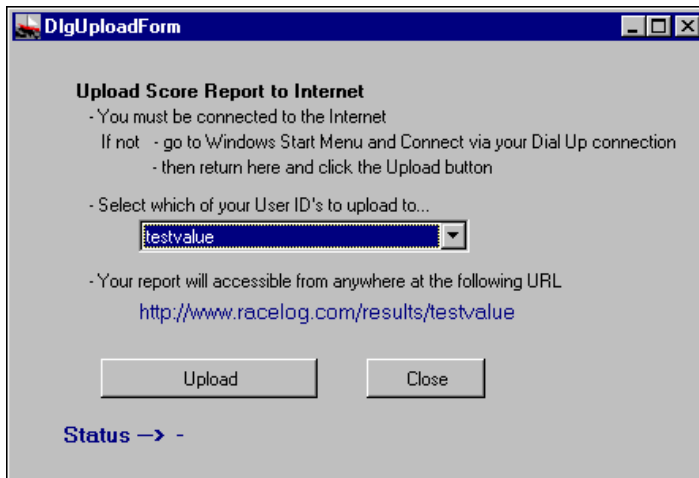
**Upload**– Click the “Upload” button to upload the currently displayed report to your own personal internet folder on the Race Log website. Your report will be available at the following URL...

*<http://www.racelog.com/results/youruserid>*

The folder will hold one report, and each upload will overwrite your previously uploaded report.

**Open** – You can open a previously created report as long as you used a unique filename when you created it. Select “Open” from the “Reports” menu.

The following screen is displayed when you click the “Upload” menu...



*Upload screen*

## **Connecting to the Internet**

At this point you should be connected to the internet via your dial-up connection, or your cable or DSL connection. If you must “dial” to get to the internet, leave this screen (don’t Close it), find your dial-up connection icon on your desktop or Windows Start menu. If you use AOL, connect to AOL in the normal manner. Return to this screen, select your UserID from the drop-down list box, then click the “Upload” button. The UserID selection list will typically show just one UserID. However Race Log is set up to eventually allow you to acquire multiple folders for uploading results – ie. multiple UserID’s.

The “Status” line will alert of success, or of problems during the upload process. Once your Upload is complete, then “Close” the screen and continue your scoring tasks. The Uploaded results are now available on the internet at the URL listed on the screen.



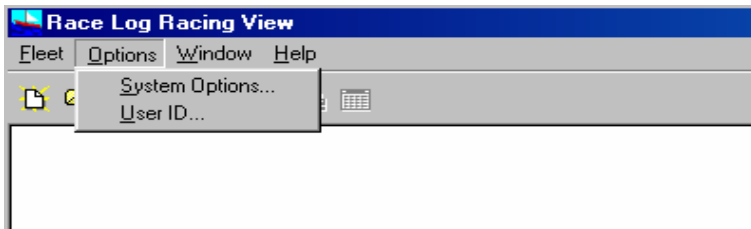
# Race Log UserID

The Race Log UserID is used for specifying a folder on the Race Log website where your score results can be easily uploaded and made available on the internet. The “Upload” function is described above. It is done from within Race Log and is extremely easy to use. You can upload your results without requiring your computer or internet expert technician to be involved. A UserID must be between 3 and 15 lower case letters only. No numbers, punctuation, or special characters. This is described in the “**Uploading Results to Internet**” section above. More information on the UserID function is at the Race Log website [www.racelog.com](http://www.racelog.com). You can also check to see if the ID you wish to use is available at the website, or on the screens described below.

The Shareware version of the product allows only one UserID to be defined per copy of Race Log. The Upgrade version allows multiple UserIDs to be set up providing multiple folders for uploading results. Your club can use multiple ID’s for each of your racing classes – clubasunfish, clubalaser, etc.

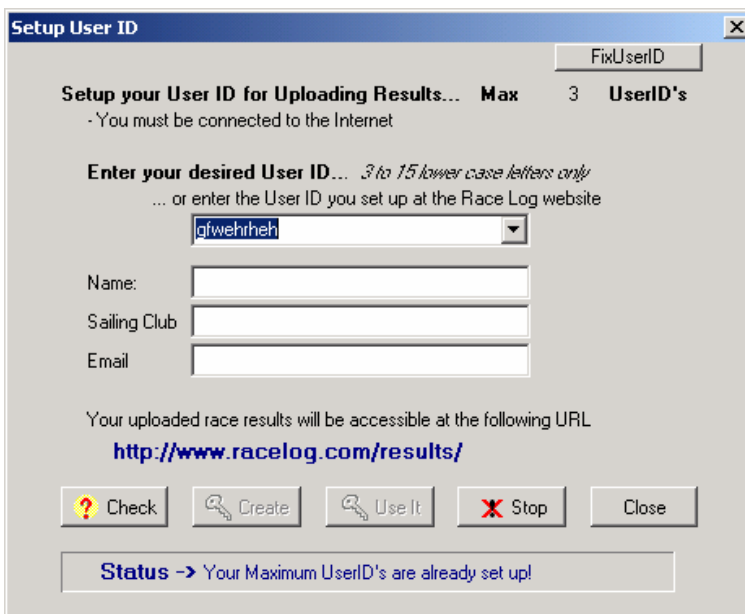
## Create a UserID

From the “Options” menu select “UserID” to check the availability of, and to create a UserID. This menu item is in both the “Registration View” and the “Racing View” of Race Log.



*UserID Menu*

Selecting the “UserID” menu item will open the Setup UserID screen below...



*Setup UserID screen*

If you already have a UserID it will be displayed and the Status message will tell you it is already set up as shown above. You can have up to 3 with the Shareware version and 15 with the Pro version in order to handle your multiple fleets and regattas.

If there is no UserID set up yet, then enter the UserID you want and click the “**Check**” button. The Status message will tell you if your selection is available to use. If available then fill in your Name, Sailing Club, and email (in case you need to be contacted regarding website problems). Click the “**Create**” button and watch for a successful status message. You can now use the Upload function.

If you already set up a UserID, either on the Race Log website at – [http://www.racelog.com/results/rlogt\\_choose.htm](http://www.racelog.com/results/rlogt_choose.htm), or in Race Log as described above in a previous Race Log session, and that UserID is not showing up on the above screen, then you can use the “**Check**” function to see if it is actually setup on the Race Log website. When you click “**Check**” Race Log will tell you if the UserID is already setup, and will display user/owner data. If this is your UserID then you can click “**Use It**” to hook up to it. You will be prompted with a message asking if this is really your UserID for verification purposes.

# Dealing with Multiple Classes/Divisions

## How to use Class or Division field

You may keep track of multiple Classes and / or Divisions of sailors in the same fleet file. You may score them separately or score all Classes or Divisions along with the whole fleet. An example of this is "Junior" sailors racing with your fleet. Simply score their actual finishes to see how they stand within the whole fleet. Indicate they are Juniors by typing something in the Class column such as "JR". Select "**Select Class**" or "**Select Division**" from the "**Score**" pulldown menu and enter "JR" for your selection criteria. You may select up to three values of Class or Division to create a new subset window. (*The Race Log system make no difference between Upper and Lower Case searches.*) A new window with the subset of "juniors" you selected will appear. You may also get a message indicating that the data could not be found. Once the window appears simply score this group as described above. The only difference in scoring a subset is that you will be asked if you wish to have the subsetted racers scored using their actual finishes, or with their finishes converted relative to 1. You may optionally use "**SaveAs**" to save the data in the subset window to a separate file.

When you score a subset window, you will be asked if you wish to score "**Relative to One**". If you chose YES you will eliminate the gaps in finishes due to the fact you aren't scoring the whole fleet. The finishes will be converted to *1 through ...n* for the standings. The data in the fleet file is NOT changed however. If you chose NO for "Relative to One" then the finishes from the original data window will not be altered. The resulting score will be identical to the score a racer receives in the whole fleet scoring. In order to perform scoring of a subset window with NO for "Relative to One", Race Log requires that you first score the whole fleet. Race Log will provide a warning message if you haven't done this.

## Select Top Finishers

Select the "**Select Top Finishers..**" menu item from the "**Score**" pull-down menu. This option is used to select the Top 10, Top 20, Bottom 10, or any other range of Finishers in order to subset the fleet for further scoring. In order to do this you must first score the whole fleet so that an *ordering* can be established by Race Log. The range of finishers is selected from the Score Result Window which displays your standings, and then a new window with the selected finishers is opened. You can Score this new collection of racers. As with any SCORE'ing from a subset window you will be asked if you want to convert the scores relative to 1. You may optionally use "**SaveAs**" to save the data in the subset window to a separate file.

## Custom Selection

You may use the "**Select**" command (see **Commands** below) to split a fleet apart using your own selection criteria. Example:

### Select IL in St

This command will create a new window with only sailors from the State (St) of Illinois (IL) by selecting the IL's from the St column. This subset may be scored separately. Scoring will work as discussed above in the "Class or Division" paragraph.

# Command Line

Various commands are available in the Racing View of Race Log. You may enter these commands on the command line. (Ignore Case except when entering Column names).

SCORE	<b>SCORE</b> to score (same as selecting from pulldown menu).
FIND	<b>FIND "CHARLIE"</b> to locate Charlie in your data window, the search always starts at the beginning of the file and searches all columns and records. The quotes are optional.  <b>FIND CHARLIE in Name</b> to locate a record with Charlie's in the Name column. <b>FIND 1 in RC_9</b> to locate the winner of the ninth race.
FINDN	<b>FINDN RALPH</b> to Find the <b>Next</b> occurrence of Ralph after an initial FIND command positions you into the data.
*** FIND and FINDN(ext) are repeatable commands. Just hit the Enter key after a FIND in order to repeat the FIND.	
LOCATE	<b>LOCATE 15</b> positions you at the 15th record or line in the active window.
PRINT	<b>PRINT</b> to print the active window, can be a data window or a result window with standings
SELECT	<b>SELECT "JR" IN Class</b> to create a subset window with Junior racers. <b>SELECT "SMITH" IN Name</b> to create a subset window with all the Smith's who are in the data window. ( IN limits your search to a Column; all data columns will be searched if you don't use the IN parameter.)
TOP	<b>TOP</b> to position you to the top, or first record in your active window.
BOTTOM	<b>BOTTOM</b> to position you to the bottom, or last record in your active window.
REMOVEID	<b>REMOVED</b> (or abbreviate to RID) to remove the current window. <b>RID 03</b> to remove the window labeled with ID 03.
CHANGEID	<b>CHANGED 03</b> (or abbreviate to CID) to switch to the window labeled ID 03.
SORT	<b>SORT Class</b> to redisplay your race data in sequence by Class, this will group together racers in the same Class. Up to 3 classes may be entered to do sorts within sorts. <b>SORT Class Number</b> to sort by Sail Number within Class. <b>SORT RC_2</b> to sort by the finishes in Race 2, ie. show the standings for Race 2 only.
SAVE	<b>SAVE</b> saves the data in the currently active window (same as selecting SAVE from the FILE pulldown menu). The file will be saved in the \RLOG\DATA directory unless you type in a specific path.

**SAVEAS**                    **SAVEAS A:FLEET.DAT**    saves the data in the currently active window into the specified file which may or may not already exist. You will be asked permission to overwrite an existing file. This is a handy way to create a backup of your fleet onto a floppy disk (same as selecting SAVEAS from the FILE pulldown menu).  
The file will be saved in the \RLOG\DATA directory unless you type in a specific path.

**SAVEONTO**                **SAVEONTO A:BIG.DAT**    saves the data in the currently active window onto the end of the specified file. You will be prompted if the file does not exist in order to create a new one. This will allow you to add *racers* to the racers on an existing file, but it does not add *aces* onto an existing file (same as selecting SAVEONTO from the FILE pulldown menu).  
The file will be saved in the \RLOG\DATA directory unless you type in a specific path.

Many of the above actions can be accomplished by mouse clicks such as clicking on a partially hidden window to bring it to the front (the CHANGEID command).

Each command can be abbreviated by typing enough of the command to make it unique from another command such as **L** for **LOCATE**. But **S** for **SAVE** is not unique due to SAVEAS, SAVEONTO and SELECT. In addition the CHANGID and REMOVEID commands have special abbreviations as indicated.

# Keyboard Map and Hot Keys

(letters may be UPPER or lower case)

<i>Alt-E</i>	invoke Edit menu
<i>Alt-H</i>	invoke Help menu
<i>Alt-F</i>	invoke File menu
<i>Alt-O</i>	invoke Options menu
<i>Alt-P</i>	invoke Print menu
<i>Alt-S</i>	invoke Score menu
<i>Alt-W</i>	invoke Window menu
<i>Alt-X</i>	Exit Race Log
<i>Arrow(s)</i>	moves cursor
<i>Delete</i>	deletes character at cursor
<i>Ctl-Delete</i>	deletes record at cursor
<i>F1</i>	invoke Help for current context
<i>F2</i>	insert record before cursor
<i>Ctl-F2</i>	insert record after cursor
<i>F3</i>	repeat character from line above
<i>F4</i>	
<i>F5</i>	turn off indenting for Enter key
<i>F6</i>	next window
<i>F7</i>	
<i>F8</i>	scroll one page left
<i>Ctl-F8</i>	scroll to far left
<i>F9</i>	scroll one page right
<i>Ctl-F9</i>	scroll to far right
<i>F10</i>	invoke menu
<i>Home</i>	toggle cursor between command line and data window
<i>Insert</i>	toggle between Insert and Overtyp mode
<i>PageUp</i>	scroll up one page
<i>Ctl-PageUp</i>	scroll to top
<i>PageDown</i>	scroll down one page
<i>Ctl-PageDn</i>	scroll to bottom
<i>Tab</i>	move cursor to next column
<i>Shift-Tab</i>	move cursor to previous column

Hot Keys on Menu items are highlighted in Red

## **Additional notes about the Keyboard:**

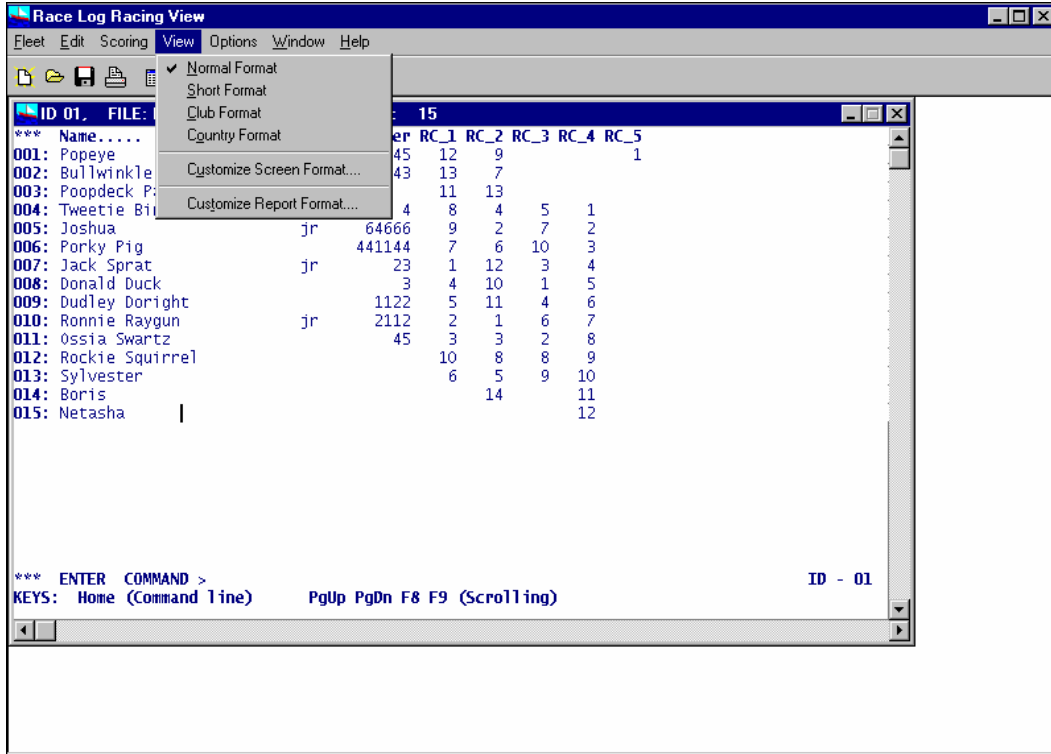
<i>Home</i>	Toggles the cursor between the command line and the data portion of the window. Home also returns the cursor to the beginning of the command line if the cursor is elsewhere on the command line. The mouse can also be used to toggle between the data portion and command line of a window. Click anywhere on the command line or copyright line to position cursor to command line. Click anywhere on the data portion of the window to position cursor to data entry area.
<i>Insert</i>	Changes the typing mode from Insert mode to Overtyp mode, and back again (just like a Word Processor.)
<i>Delete</i> Processor.)	Deletes the character where to cursor is positioned (just like a Word

*Backspace*

Backs up the cursor and overtypes whatever is there (just like a Word Processor.) However the cursor stays in the column where you are typing.

## Formats

Race Log (in the Racing View) allows you to select from four pre-defined screen Formats to control what type of data you wish to enter and display for each racer. Select the Format from the menu and the format will change, or select "Customize Screen Format..." and pick your own format.



### Screen Formats

Normal format - **Name... Class Number RC\_1 RC\_2 RC\_3 ...**  
xxxxx xx xxxxxx 1 1 2

Short format - **Name... Number**  
xxxxxx xxxxxx 1-1-2-ds-4

Club format - **Name... Class Number Club RC\_1 RC\_2 ...**  
xxxxxx xx xxxxxx xxxxx 1 1

Country format - **Name... Class Number Club Ctry RC\_1 RC\_2 ...**  
xxxxxx xx xxxxxx xxxx xxx 1 1

The format can be changed to accommo date the amount of data you want to keep for a racer. You can change from one format to another by selecting the "View" menu. For example if you enter data using the "Club" format and then change to the "Short" format, your data is still there, its just not displayed.

The screen format is automatically saved when the fleet file is saved. When a file is opened it will display in the last format used when the file was saved.

## Report Formats

Normal format - **Name... Class Number R\_1 R\_2 R\_3 ...**  
 xxxxxx xx xxxxxx 1 1 3

The report format is changed by selecting "**View**" | "**Customize Report Format...**". The report format determines how the score results are displayed on the screen and on the printer. The report format can be Set for the duration of the Race Log session, or can be Saved to make it permanent.

## Customize Your Own Formats

In addition to the above fixed Formats, you may customize your own Format by selecting which Fields to include in your screen or report. Select "**View**" | "**Customize Screen Format...**" or any of the Format menu items. A list of available Fields is displayed. Just click the Fields you wish to keep track of and Race Log will do the rest. You may switch back and forth from a Fixed format to the "Build Your Own" format. "Name" and "Sail Number" are required.

Fields for Screens	Column Heading	Required	Description
Name	Name.....	X	Sailor's Name, 20 positions
Class	Class		Class such as "Jr", "Blu", "Red", etc., 3 pos
Division	Division		Division such as "Jr", "Blu", "Red", etc., 3 pos
Sail Number	Number	X	Sail Number, 6 pos
Sailing Club	Club.....		Sailor's home club, 12 pos
City	City		Sailor's City
State	St		Sailor's home State, 2 pos
Country	Ctry		Sailor's Country, 3 pos
Gender	Gender		Sailor's Gender – 1 pos, M, or F
Member	Mbr		Membership status, 1 pos
Age	Age		Sailor's Age, 2 pos
Finishes	RC_1, RC_2, etc	X	Finishes for each race

Fields for Reports	Column Heading	Required	Description
Name	Name.....	X	Sailor's Name, 20 positions
SCORE	SCORE	X	Computed points for standings
Total	Total		Points before throwouts are subtracted, only for Low Point Methods, required by Hobies
Class	Class		Class such as "Jr", "Blu", "Red", etc., 3 pos
Division	Division		Division such as "Jr", "Blu", "Red", etc., 3 pos
Sail Number	Number	X	Sail Number, 6 pos
Sailing Club	Club.....		Sailor's home club, 12 pos
City	City		Sailor's City
State	St		Sailor's home State, 2 pos
Country	Ctry		Sailor's Country, 3 pos
Gender	Gender		Sailor's Gender
Member	Mbr		Membership status, 1 pos
Age	Age		Sailor's Age, 2 pos



Finishes	RC_1, RC_2, etc.	X	Finishes for each Race - Columns (column headings) - Short (string of finishes)
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## Team Scoring (not yet activated for Release 3.x)

### Overview:

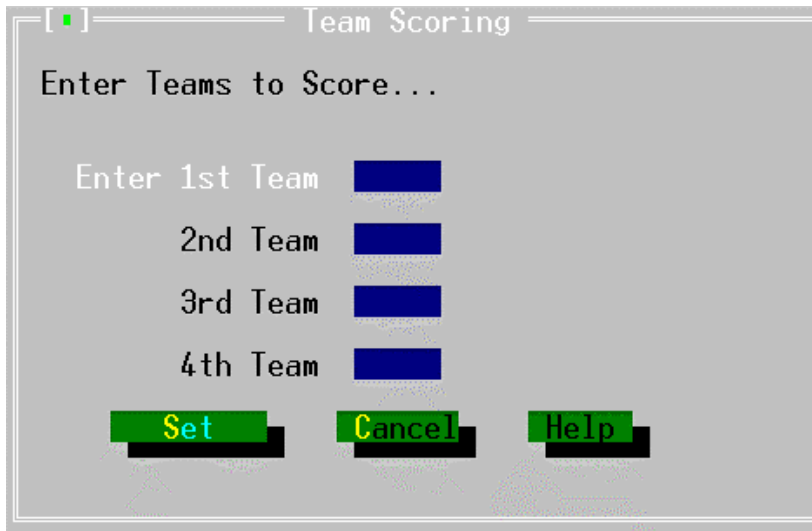
**Race Log** can keep track of up to 4 teams in each fleet file. It's easy to score Teams by specifying a Team for each sailor and then Scoring the fleet as you normally score. When the Score Results window appears you can then Score the Teams to find out the Team ranking.

### Instructions:

First go to to "Options" | "Team Scoring Setup..." set the View to **Team** mode. You will be asked to select a **Team Screen Format**, then "Team Report Format..." to set up your desired Views. See Screen Formats and Report Formats above to review what the various Formats look like. "Team" will be substituted where "Class" is shown in the Formats listed above.

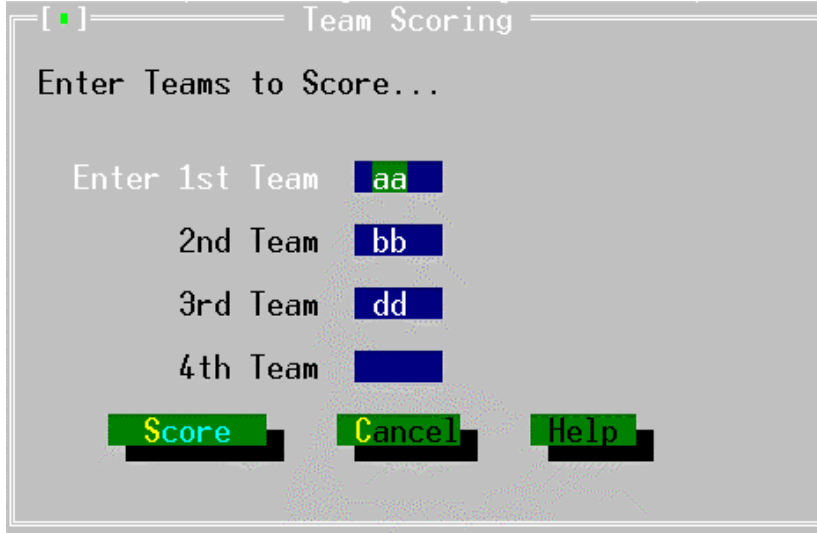
You will then be asked to identify the Teams you wish to score in the Dialog Box shown below. You can specify up to 4 Teams to score against each other. The data you select in from the Team Column in the fleet data window. This Dialog Box will also be presented again when you actually score the Teams to allow you to change your mind about the Teams.

*This screen is from the old Race Log 2.9 version ( a new similar screen will be set up in version 3.0 )*



Then **Score** in a normal fashion using any of the Data Entry and Score Methods. The entire fleet will be ranked as in any non-team Scoring.

Teams are scored *after* you Score the whole fleet. When the Score Result window is displayed, select “Score” | “Score Team..”. The Team Standings will appear in a new window with the Total Points for each Team. All Team members scores will be totaled, and then ranked.



Select a **Print** method to print your results while the Team Standings Window is still displayed. The Team Results will be printed along with the full Results if the Team scoring has been done.

The Team Standings window will close when the Score Results window is closed.

# System Settings

The "System Settings" selection on the "Options" pulldown menu is where you change the *Printer type* as mentioned above. Settings for *Maximum Racers* and *Maximum Races* are shown on this menu.

## System Limits:

(These settings can be left alone unless you have a very large file with a large number of racers and/or a large number of races. A higher number may reduce performance, and a lower number means better performance )

**Maximum Number of Races** - This is set to 200 by default. This means that a maximum of 200 races can be entered for each racer into a scoring file. (Pre-set to 6 for Evaluation Version).

**Maximum Number of RaceRs** - This is set to 300 by default. This means that a maximum of 300 racers can be entered into the scoring file. (Pre-set to 15 for the Evaluation Version).

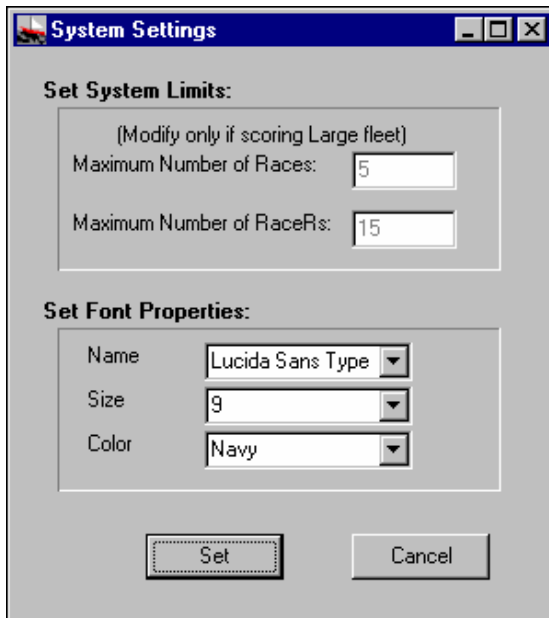
## Fonts:

**Font Name.** Lucida Sans Typewriter

**Font Size** – sizes ranging from 7 to 16 pitch can be selected. Size 9 is the default and appears to be most appropriate to 1024 X 768 resolution monitors

**Font Color** – select from Black, Gray, Blue, Navy, Teal, Maroon. Default is Navy.

Your screen will change to the selected fonts immediately after clicking "Set".



**\*\*\*\*\* Your Suggestions are welcome! \*\*\*\*\***

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