

Instructions to Race Officers using HAL's Race Results

Before the Race

If you would like a printed schedule of flag sequences for the start, or a round sheet, follow the instructions to end of Step 3 and use the *Output* menu to produce what you need. If you need to print start times for a pursuit race, select that race alone.

Instructions to the Race Officer for entering results into the computer

Step 1 Choose your races.

Start HAL's Race Results. Click the *Enter Results* button at the top left.

Step 2 Enter Race Officer, wind direction and strength.

Click OK

Step 3 Select the date and race.

The screen shows the races scheduled for each day. N.B the window opens with today's date selected. If necessary use the calendar to find your races and select the one for which you want to enter results. As you will be entering "Elapsed Times" you will have to select each race in turn.

Step 4 Verify start times.

Click the *Start* button against any races that did not start at the scheduled time. Then click the *Input Results* button at the bottom of the screen.

Step 5 Input results.

Start inputting results for each boat in turn it is easier if they are in the order they crossed the finishing line. You can select each boat either by selecting it from the list, or by typing its sail number into the box. If you want to use bow numbers, boat names or the names of the helms rather than sail numbers, choose the option at the bottom of the screen.

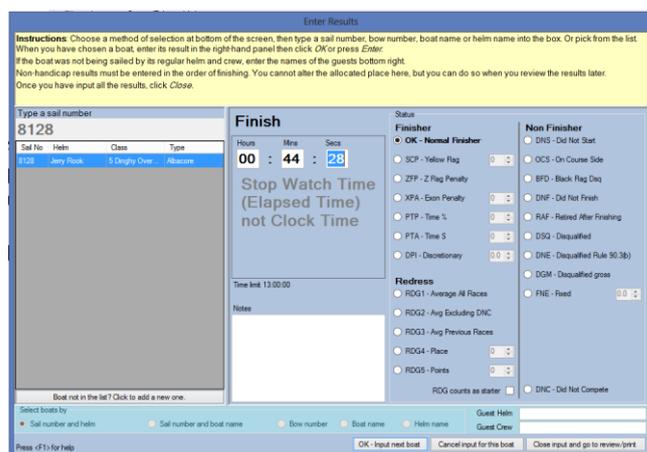
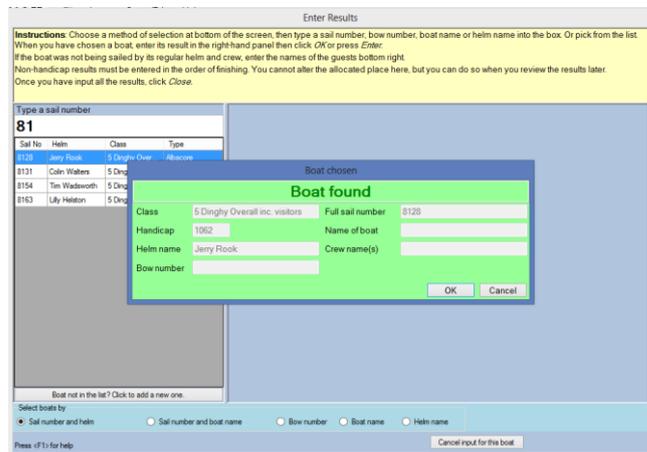
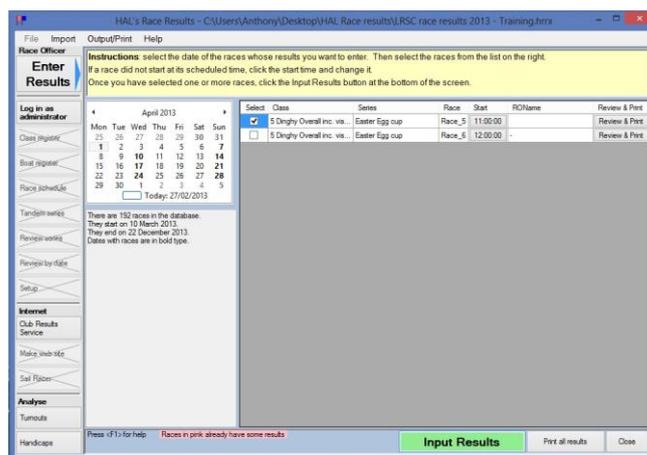
If the boat does not appear on the list, click *Boat not on the list?*, and go to Step 7

When you have selected a boat, input its result, either as an elapsed time, or for level races as a place

If the boat was not a normal finisher, select its status from the options on the right of the screen.

When the result is correct, press *OK* – *Input next boat*.

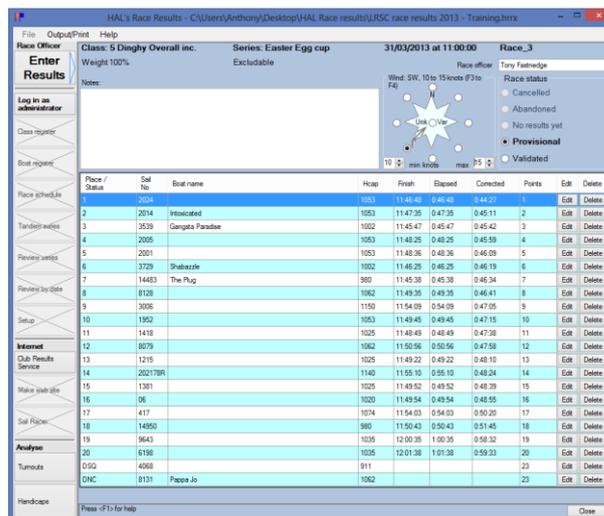
If you realise after entering the results for a boat that you made a mistake, you can input the same boat again and over-write what you put in. There will also be an opportunity to make corrections during Step 6. Repeat Step 5 until all the boats have been put in, and then click the *Close input and go to review/print*. This takes you back to the first screen.



Step 6 Review.

Click *Review* and *print* against each race in turn. The screen shows the results you input. If there is a problem with a result, then click the *Edit* button and alter it, or the *Delete* button. If there are boats you forgot to enter, click *Close* and go back to the previous step. Put in any notes about the race, such as protests received.

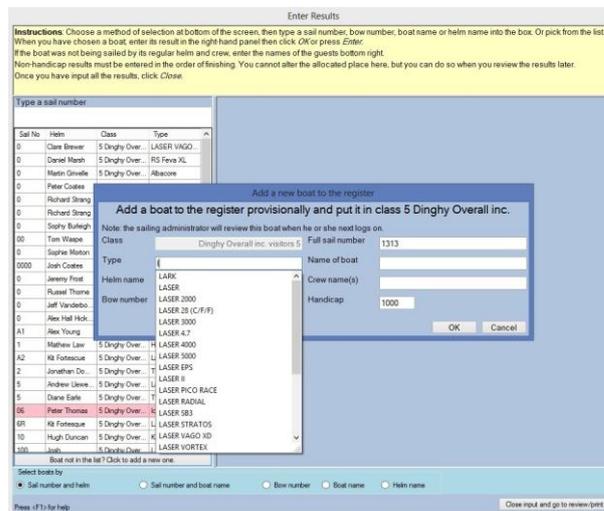
When you are happy with the results, print them from the *Output* menu. You can add wind direction and speed on this page if you forgot at the beginning.



Step 7 Adding boats.

This screen allows you to add boats that do not appear on the list. Fill in full sail number then start typing the Type of boat and a dropdown box will appear. Select the correct type and the correct Handicap will automatically be filled in. Fill in the remaining data, Helm name etc. and click ok.

This boat's elapsed time can now be added as in Step 5.

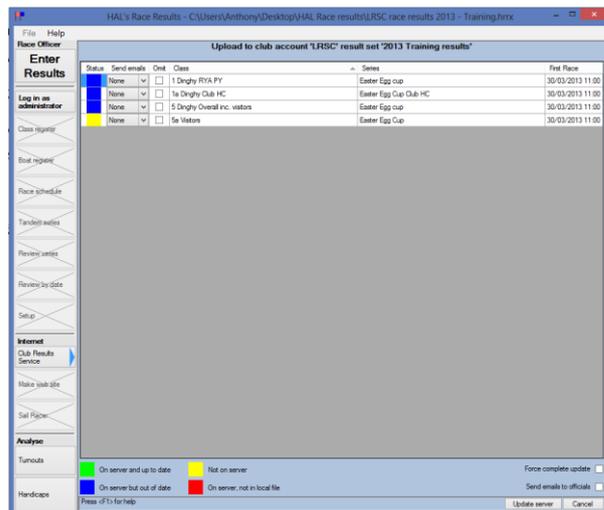


Step 8 Internet.

Upload the results to HAL's Club Results Service so that they are available on your club's web site. Click *Club Results Service* near the bottom left of the screen.

PLEASE make sure you tick the box at bottom right corner that says *Send emails to officials*.

Then click *Update server* – when the upload is complete a window opens asking if you want to view the results.



Step 9 Finish.

Close all the screens until you get back to the original one. Then close the program from the *File* menu.

You have finished. Have a well-earned drink!