



NEPEAN SAILING CLUB

JAM Scoring Instructions

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1. Getting Started

Before scoring a JAM race, be sure to:

1. Familiarize yourself with the contents of this document
2. Know the passwords to
 - a. Log into the NSC office PC as a scorer
 - b. Access the file upload utility on the NSC web site
 - c. Access the JAM category in the file upload utility

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

2. Race Committee Start and Finish Sheets

It is important that the RC use a proper form to record boats that start, and one to record boats that finish. The start sheet is a list of registered boats, sorted strictly by sail number. A typical start sheet looks like this:

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

The RC checks off the Checked In column as boats arrive at the start. This allows the scorer to identify boats that start but do not finish, and resolve errors or ambiguities in the finish sheet. For example, it is common for two or more boats to share a sail number. If the finish sheet does not clearly identify them, the start sheet can resolve the question.

The finish sheet looks like this:

PAGE 1

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

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

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

3. Entering Results in Sailwave

On completion of the race, a bosun will bring the completed start and finish sheets to the NSC office, and will put copies in the scoring binder. It's best to meet them there, in case you have any questions about the race or results. However, if that is not possible, you can find the results in the binder.

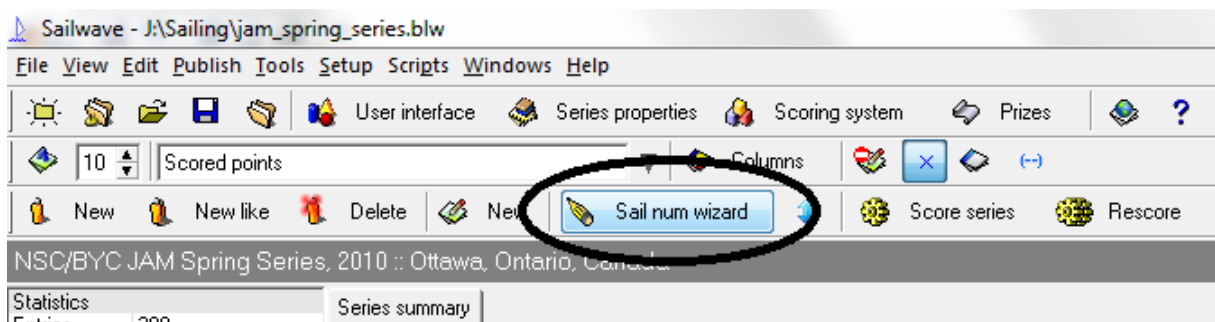
When entering the results, it helps to have two people: one to read the results and check them off, and another to put them in Sailwave. The instructions below refers to these two roles as the "reader" and the "scorer", although both roles can be performed by one person.

First, the scorer logs into the PC and retrieves the latest Sailwave file. If you are the only one scoring a series, you might just keep the latest Sailwave file on a "thumb drive" (USB memory stick). However, when multiple scorers are involved it is safer to download the Sailwave file from the NSC web site, as follows:

1. In a web browser, go to http://www.nsc.ca/nsc_racing/results/current_year/jam/FILENAME, where FILENAME is typically jam_spring_series.blw, jam_summer_series.blw or jam_fall_series.blw.
2. Save the page to a corresponding local file (in Firefox, click the File menu and then click Save Page As).

Once the Sailwave file is available, the scorer should open it in Sailwave. Then the reader reads out the first result. When the scorer has entered the result, the reader checks it off on both the start and finish sheets. To actually enter the result in Sailwave, the scorer proceeds as follows:

1. Click "Sail num wizard":



2. Select the correct race number:

Enter results via sail number

Race Race 6
Competitor

Which race do you want to enter results for...
Select a race number or leave it as it is and then press Enter or click Next to proceed...

Race number 6 Race 6

June 24 - (Adding more finishes) Edit race

Which field are you going to be entering (usually SailNo)...

Field SailNo

Ignore alphabetic characters when matching competitors

Match last chars only

Include excluded competitors

Real-time finish times

Press Enter or click Next to proceed Cancel Next

3. Enter the sail number and select the corresponding boat:

Enter results via sail number

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

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

SailNo 74222 New

Previous entry was 108

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

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

✓ Press Enter or click Next to proceed

Back Next

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

Enter results via sail number

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

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

Record result as

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

Start time 18:20:00

Finish time or 19:17:21 Laps

Elapsed time is 0:57:21

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

✓ Press Enter or click Finish to save this result

Back Finish

If the boat is marked with a finish code such as OCS rather than a finish time, click "Elapsed time or retirement code" and select the corresponding code.

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

4. Generating the Results

Before you can publish the results, you have to score the series. Just click Score Series on the toolbar, and when a window pops up, click Score Series again. Then you have to publish two files: one for the complete series to date, and one for the current race. The series results will be put on the web site and the race results bulletin board. The current race results are to be read in the bar.

To publish the series results, select the Publish menu and click "Results...". This will display a window like the following:

Publish web page :: results options

Ottawa, Ontario, Canada
NSC/BYC JAM Spring Series, 2010
Scored by Fleet, viewing Scored points

Title: Results as of @ on #

What to publish | Options | Notes

Final Provisional

Publish a series summary table
 All races
 All sailed races
 Just these races

Publish individual race tables
 All races
 All sailed races
 Just these races

Publish a prize winners table
 Publish notes
 Add a page breaks
First N only: 6

Include these scored groups

A
B
C

None
All
↑ ↓

Next Cancel

Be sure that you have selected "Publish a series summary table" and "Publish individual race tables". Then click Next and click Publish in the window after that. The results should display in your web browser, in a temporary file. At that point, save the results (e.g. to a thumb drive) by selecting File, Save Page As in the web browser, and select the "Web Page, HTML Only" option. Name the file spring_series.htm, summer_series.htm, or fall_series.htm as appropriate. Also print a copy to put on the bulletin board.

An additional print-out is needed for reading in the bar. The simplest option is to simply reprint the complete results from above, or photocopy the relevant pages. Alternatively, you may prefer to create a separate print-out of the current race only. To do that, select the "Just these races" option and enter the race number. If it is not the last race in the series you can also deselect the "Publish a series summary table" option. This time you do not need to save the file - just print a copy. At this point you can save the Sailwave file and close Sailwave.

5. Uploading Results to the Web Site

To begin the upload process, go to http://nsc.ca/private/general/upload_racing.htm, which will prompt you for a member name and password (unless the browser is already logged in). Click the Browse button to select the series result HTML file, select the JAM Results category and enter the JAM category password, then click Upload It:

Upload Form

Input File (max. size: **1.7Mb**): C:\Users\Jan\Documents\Sailing\2010\Scoring\spring_series.htm

Server File Name (optional):

Category: JAM Results

Category Password:

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

Next, you need to add an entry for the current race to the jam.htm file:

SPRING SERIES:

- Results:
 - May 6: Practice Race, W Course, **Winds WNW, 20-25 knots**. Race abandoned after the only two starters dropped out.
 - May 13: Race #1. **Winds SE 1-5 knots**.
 - May 20: Race #2. **Winds N 3-11 knots**.
 - May 27: Cancelled due to lack of wind. **Winds 0-2 knots omnidirectional**.
 - June 3: Race #3. **Winds W 2-5 knots**.
 - June 10: Race #4. **Winds NE 2-5 knots**.
 - June 17: Race #5. **Winds NW 4-8 knots**.
 - June 24: Race #6. **Winds NW 10-15 knots**.
 - **Cumulative & Individual Results**.

More **wind details** for most evenings are available [here](#).

Open jam.htm in a text editor (e.g. Notepad), and find the relevant section:

```
<p class="subtitle">SUMMER SERIES:</p>
<ul>
  <li>Results:
    <ul>
```

Then copy one of the existing ... entries and edit it. A typical entry is as follows:

```
<li>June 24: Race #6. <a href=" ../winds/winds.php?date=20100624">Winds NW 10-15 knots</a>.</li>
```

It is also helpful to add an entry to the "revision log" section. Then upload the revised jam.htm file and check the results on the web site to ensure everything looks correct.

6. Reading Results in the Bar

Before heading up to the bar, go to the bulletin board in the hallway, just down from the office. Find the clipboard containing the printed JAM results, and add the new series printout to the clipboard. If there is an older printout of the same series, remove it and throw it in a recycling bin.

Then go to the bar with the printed results for the current race, and read them over the microphone (or find an eager volunteer to read them for you). If you are unfamiliar with the use of the microphone and sound board, any bosun should be able to help you.

The usual procedure is to read all the results in reverse order, i.e. from last to first place, starting with "C" fleet and ending with "A" fleet.

7. Additional Notes

Unregistered Boats

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

Cancelled Races

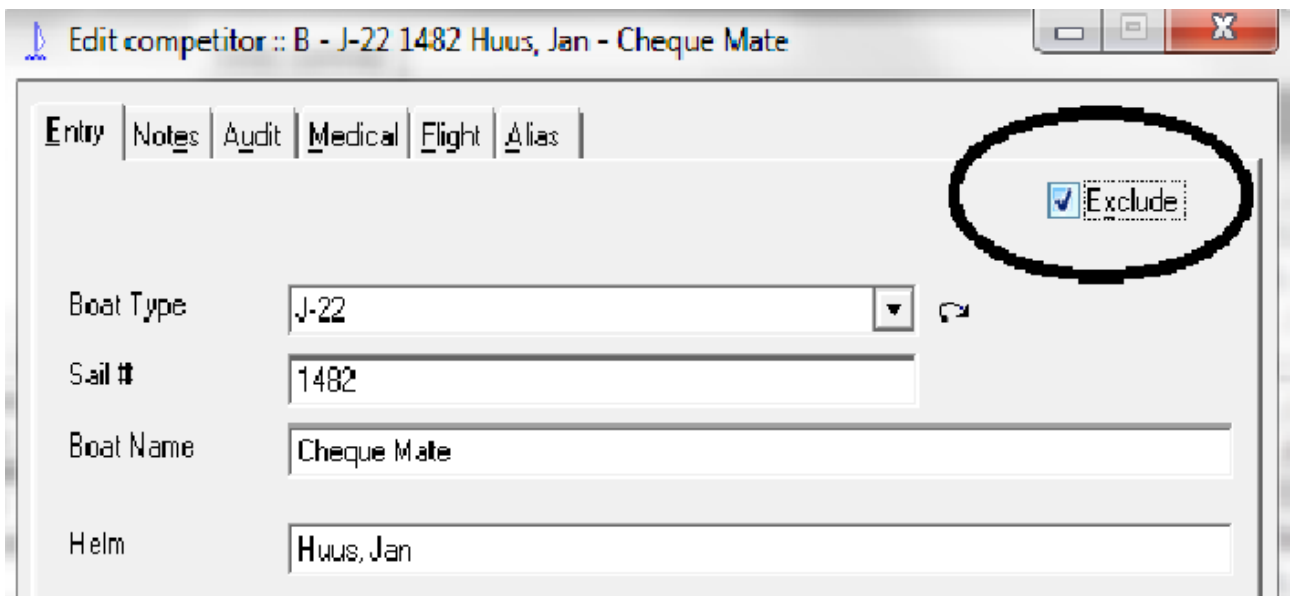
The race numbers and dates are typically entered in the Sailwave file ahead of time, but then a race may be cancelled. Although jam.htm should list dates of cancelled races, they should not be included as race numbers. So if four races are actually run in a series, they should be race numbers 1-4 in the Sailwave file and in the posted results, regardless of how they appeared in the original schedule. This typically requires editing the races in the Sailwave file when a race is cancelled.

Changes to Results After They Are Posted

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

Special Processing at the End of a Series

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



If you then rescore the series, the excluded boats will not affect other DNC scores.