

Creating a New Sailwave File

Use these instructions if you wish to set up a new sailwave file to record the results for an event or series.

Please note: files for official BBSC events should have already been set up in advance by the sailing committee and/or webmaster and can be found in the subfolders for the relevant year in the sailwave folder on the clubhouse computer eg *documents/sailwave/2026 sailwave results*

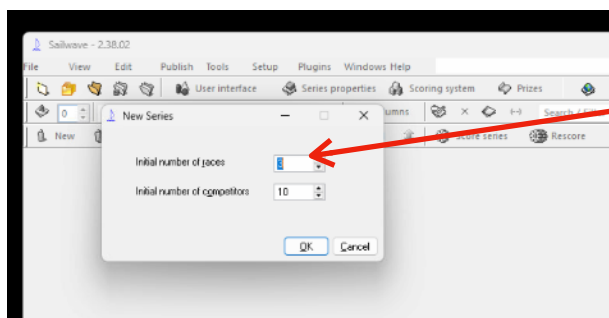
The steps involved to set up a file include:

- A Opening the sailwave program, creating a new file and saving it in the appropriate folder
- B Specifying the fields of information displayed in the results for each boat/competitor in the event
- C. Specifying the information eg race number and or date to be displayed for each race
- D. Specifying the scoring systems and discard rules to be used to calculate the result scores
- E. Specifying where the published results document (PDF or HTML file) is to be saved

Consult the published Notice of Race and Sailing Instructions for the event/series for information on the number of races and their dates, scorings systems and discard calculations to be used to ensure that the published results will reflect the information provided to competitors.

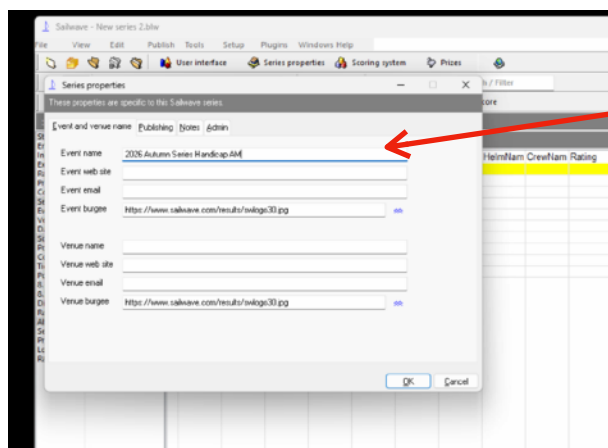
A. Open the Sailwave Programme and create a new file

1. Open Sailwave on the club house computer
(There is a shortcut on the desktop of the clubhouse computer labelled sailwave program)
2. Under the drop down menu under the 'File' tab along the top select 'New Series'
3. Enter the number of expected races in the series or event you are planning in the pop up box. This information will be in the Notice of Race (NOR)



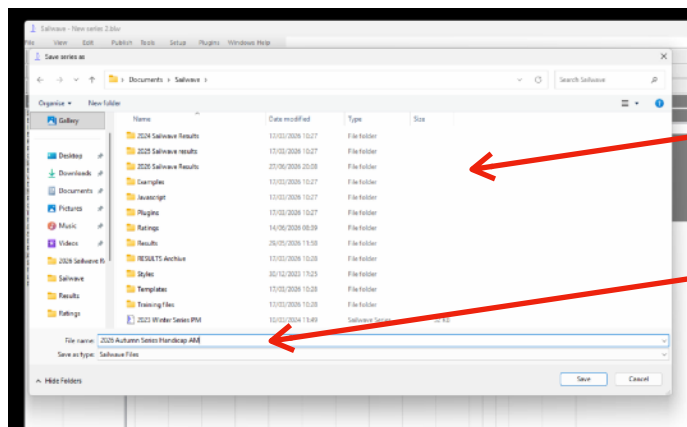
Enter the number of expected races here

4. Enter the event name as you wish it to be displayed in the heading of the published results. Click on the 'Series Properties' File and Enter the event name in the pop up box eg '2026 Autumn Series Handicap PM' or '2025 Snipe Open' and click OK. Answer yes to creating an new event ID.



Enter the series or event name here

5. From the drop down menu under the 'File' tab along the top select the option 'Save Series as'. Complete the file name (usually the same as the event name already entered above) then click on the folder you wish to save your file in. Official BBSC events and series are stored in the subfolders named 'XXXX Sailwave Results' where XXXX is the year eg 2026 under the main folder documents/sailwave. Click 'Save'

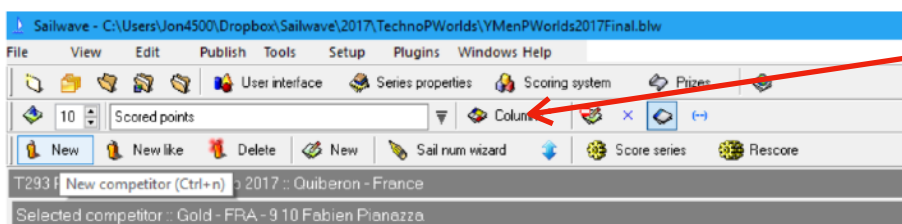


Select the folder to save the file in here

Enter the file name here

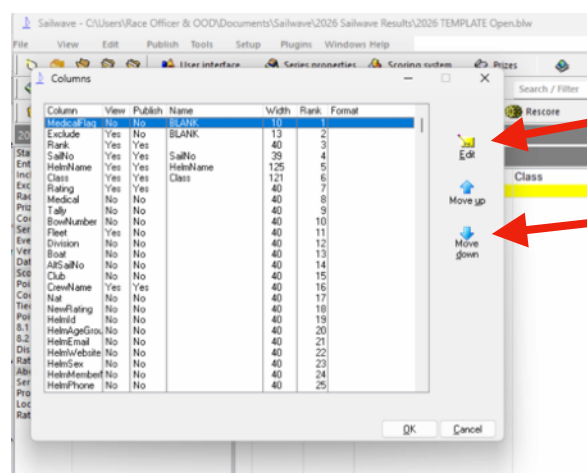
B. Specifying the information to be displayed for each competitor/boat

1. Click on the button along the top labelled 'columns'



Click on Columns

2. The pop up box which appears will list the available columns of information for the competitors in the event. The column headed 'View' indicates if these are included on the main sailwave file used for entering race results. The column headed 'Publish' indicates if these are included on the published results for printing or uploading to the website



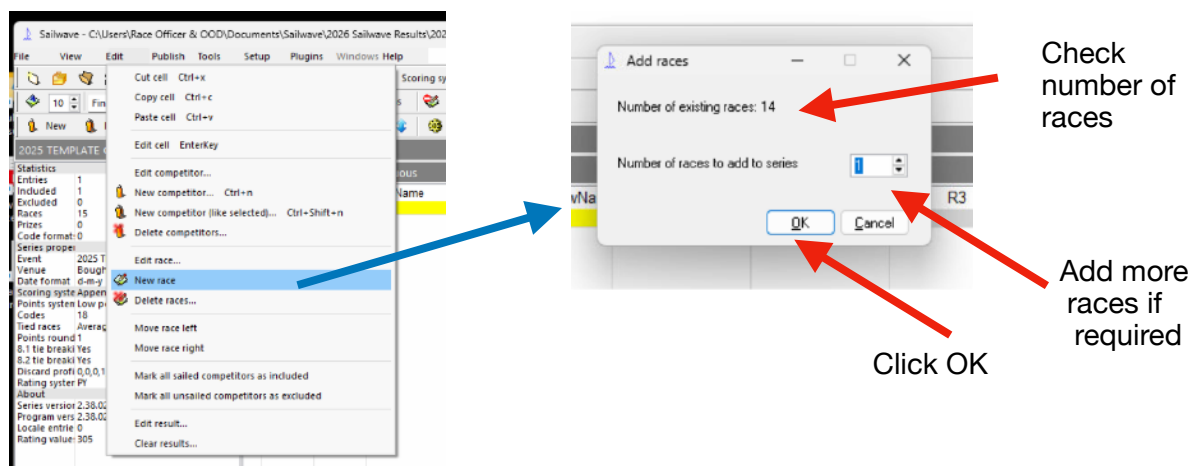
Click here to edit the settings for the highlighted column

Use arrows to change the order in which the highlighted column is displayed

3. Press OK when you have completed your editing

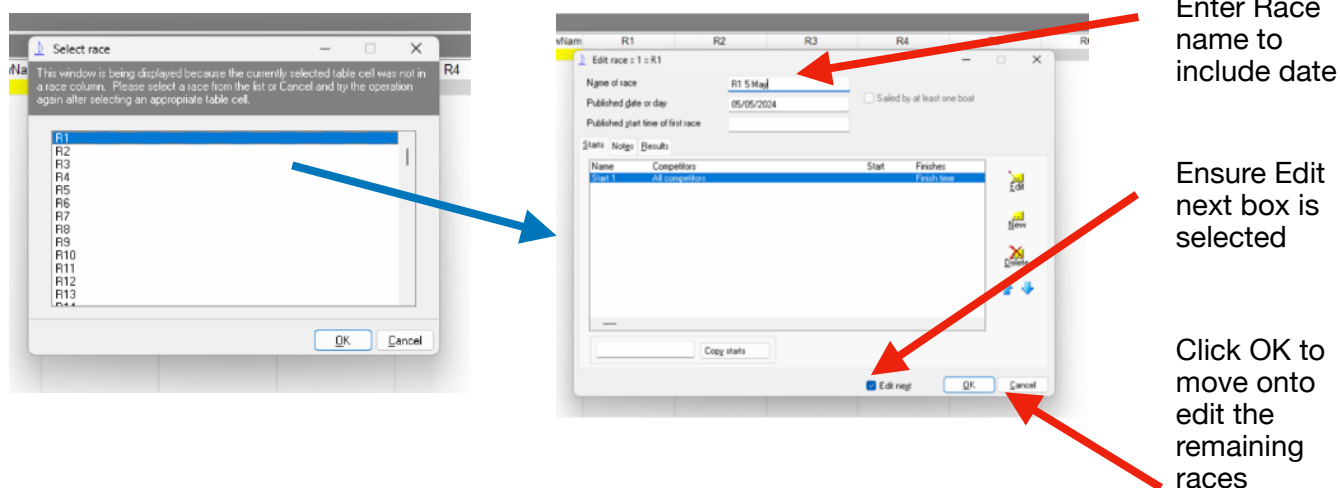
C. Specifying the information to be displayed for each race

1. Under the drop down menu under the 'Edit' tab along the top select 'New Race'.
2. Check how many races sailwave has allocated for your event and add some more in the box provided if required. Press OK. The number of races planned for your event will be specified in the published Notice of Race.



3. Under the drop down menu under the 'Edit' tab along the top select 'Edit Race' to get a list of the races. Sailwave will have labelled them R1, R2, R3 etc which is sufficient for most single or two day events.

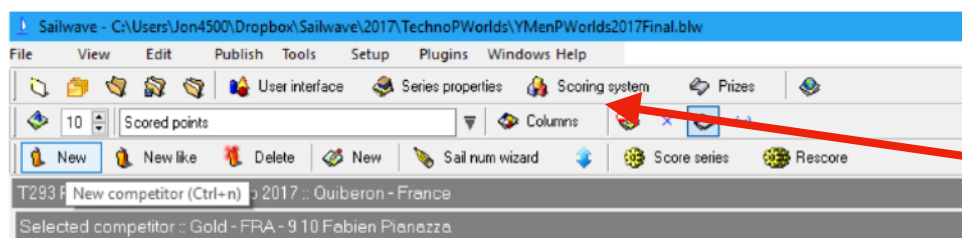
4. For Longer series it is helpful but not essential to add the date to each Race Number. This can be done by selecting the first race and clicking OK. Edit the name of the race to include the date eg 'R1 5 May'. Ensure that the Edit Next box is checked and press OK to move onto the each race in sequence.



5. Unclick the 'Edit next' when you have finished editing the race names and click 'OK'

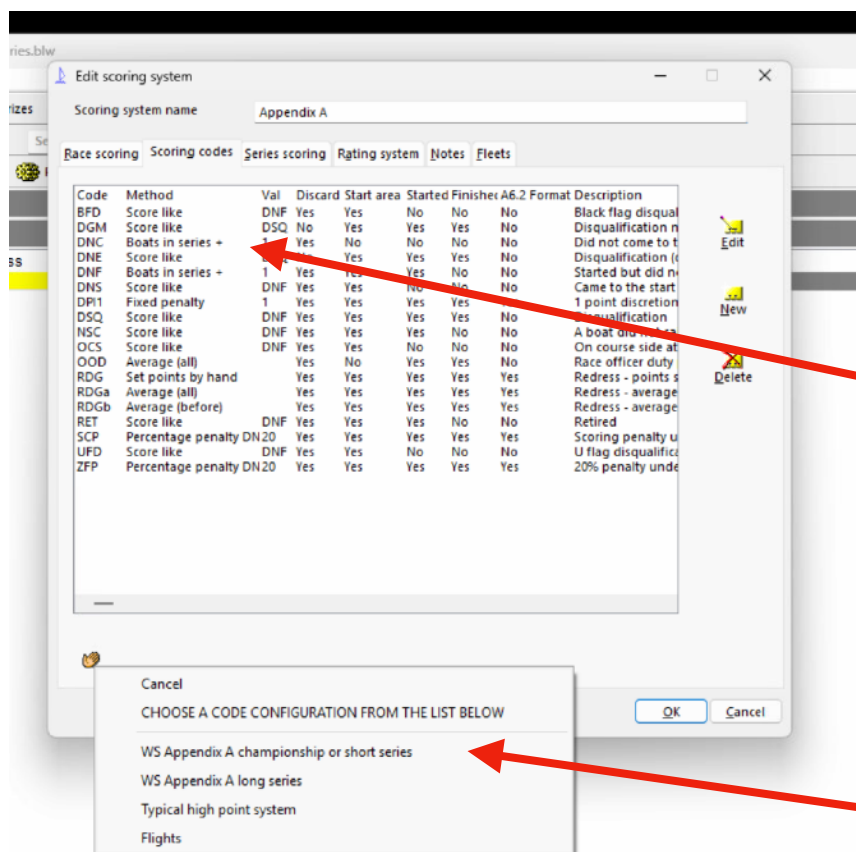
D. Specifying the scoring systems and discard rules to be used to calculate the result scores

1. Click on the button along the top labelled 'scoring systems'



Click on the scoring system button

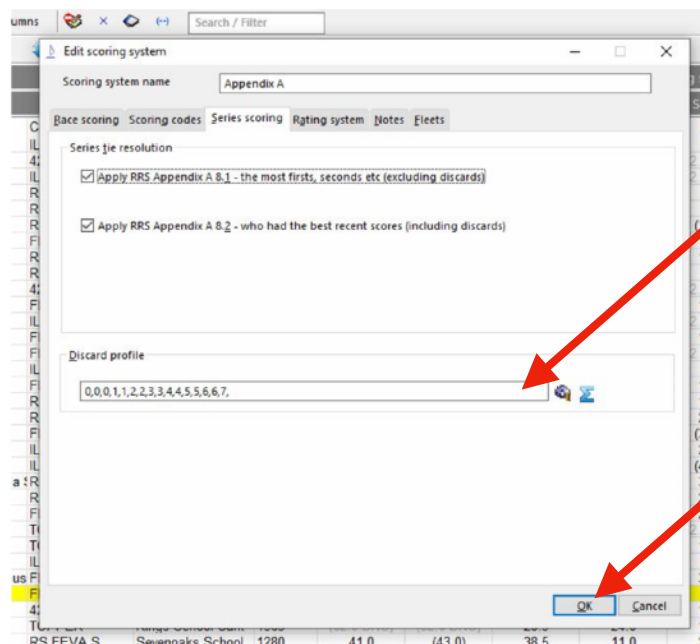
2. Click on the tab labelled 'race scoring' and then on the hand icon in the bottom left corner. Select the race scoring system eg short series (1-2 day event) or long series (multi week event). The published sailing instructions for the event will specify the scoring rules.
3. If any of the scoring codes scoring calculations need amending from the standard methods then click on the code from the list and edit the score calculation from the drop down menu that appears
4. Click OK



Edit the calculation for scoring codes if different from the standard method by clicking on the code

Select the scoring code configuration for the event eg long or short series

5. Click on the tab labelled 'series scoring'
6. In the box under discard profile the list of numbers (0,0,0,1,1,2,2,3,3,4,4 etc) indicates the number of discards to apply if there are 1,2,3,4,5,6,7,8,9,10,11 etc races sailed in the event/series.



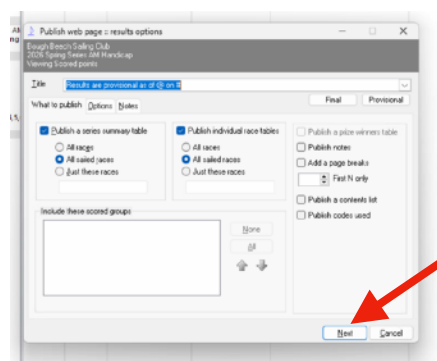
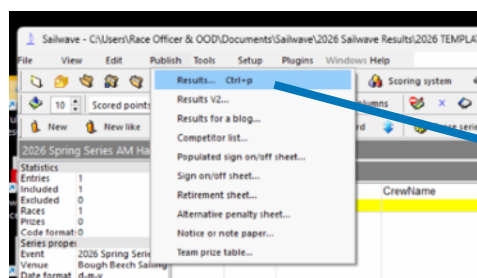
Enter discard profile

Click OK

7. Check the number of discards programmed against those specified in the Notice of Race and edit the numbers in the box as needed
8. Once the correct discard profile is entered in the box, press 'OK'

E. Specifying where the published results document (PDF or HTML file) is to be saved

1. Select the 'Publish' drop down menu from the top bar and select 'results'. Click 'Next' on the first Pop Up Box

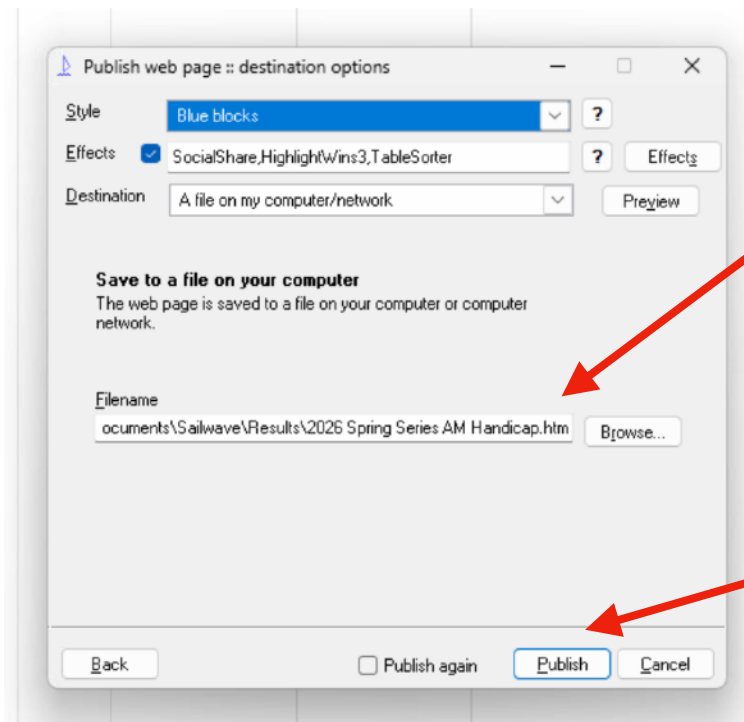


Click Next

2. Enter the file name and pathway for the published results to be saved in the second Pop-up box and click 'Publish'.
3. To upload published sailwave race results onto the BBSC website they must be saved in the correct folder using the following format where '2026 Spring Series AM' is replaced with the name of the event starting with the calendar year. **C:\Users\Race Officer & OOD\Documents\Sailwave\Results\2026 Spring Series Handicap AM.**
4. Results that do not need to be uploaded to the website eg casual training races can be saved in any folder of your choosing.

5. The published results file can now be found and viewed in the file
C:\Users\Race Officer & OOD\Documents\Sailwave\Results\

Enter the file name
and file pathway
to save a copy of
the published
results.



Click
Publish

The published results will also be uploaded to the BBSC website when the 'Upload Results' icon is pressed from the desktop screen.

6. Once uploaded the published results will be stored in the uploads folder on the BBSC website server. In order to appear in the list of published results on the BBSC website a results post for this event will need to be set up on the BBSC website. Please ask the BBSC webmaster (webmaster@boughbeechsc.org.uk) or another website admin to do this for you and inform them what date you wish the results to appear on the website. Race results will be linked from the following page on the BBSC website: <https://www.boughbeechsc.org.uk/race-results>