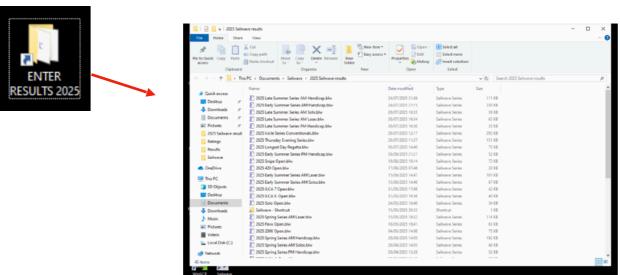
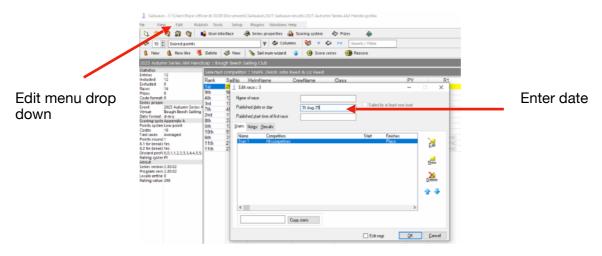
HOW TO ENTER THE RACE RESULTS ON SAILWAVE

A. Find the Sailwave file for the event or series

- 1. Ensure you know which races you are entering results for (eg Autumn series am races 5&6 and pm race 3). This information will be on the calendar displayed on the BBSC website (www.boughbeechsc.org.uk)
- 2. Collect together the relevant completed race sign on sheets and race recording sheets
- 3. Click on the Icon on the desktop named ENTER RESULTS 20XX If the Icon is missing the files can be found at This PC/Documents/Sailwave/20XX sailwave results (where XX is the last 2 digits of the calendar year)
- 3. Select the file for the event/series and open it



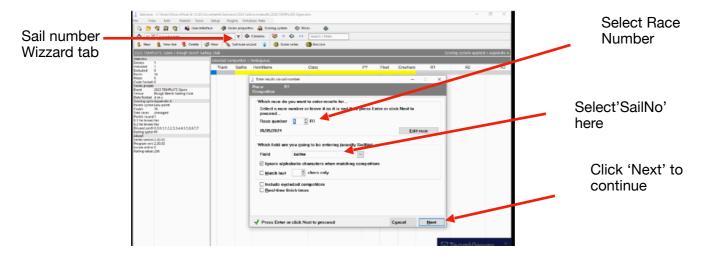
4. Click on the edit menu then the edit race option. select each race in turn that you are going to enter the results for (eg R3, R4) then enter the date of the race. If previous races in the series were not run (eg adverse weather) please leave these columns blank.



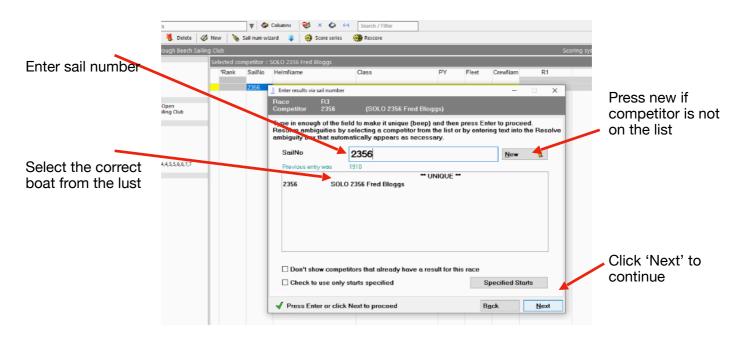
- 5. Click 'OK' to continue.
- 6. Select 'New Race' from the edit menu to add extra races if needed.

B. Enter and Publish the Race Results

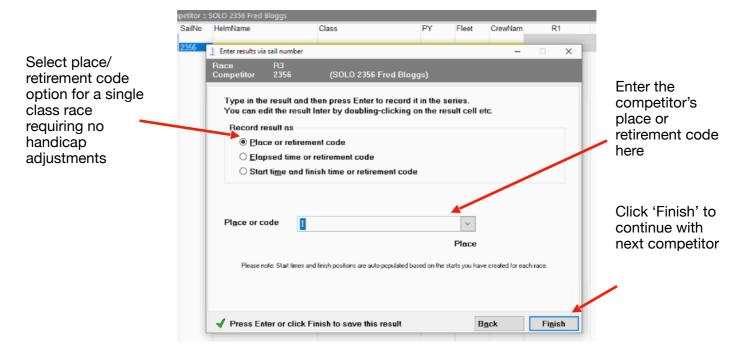
- 1. Click on Sail num Wizzard tab
- 2. In the Pop up box, ensure the correct race number is selected and 'SailNo' is selected in the field box. The race numbers are listed on the club calendar on the front page of the BBSC website.
- 3. Click 'Next' to continue.



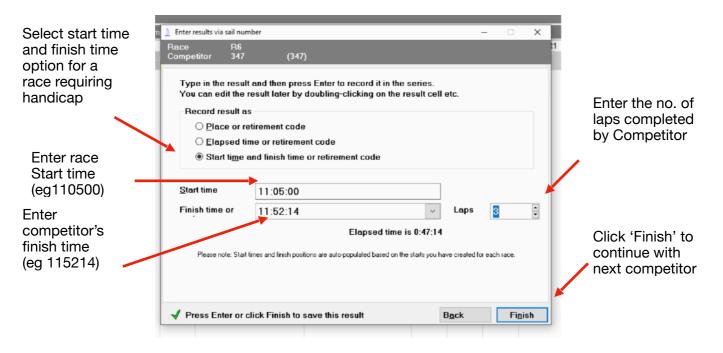
- 4. Enter the results for each competitor by entering the sail number of the competitor.
- 5. If the competitor appears in the list below, they can be selected. The competitor will be highlighted in blue on the list once selected. If the competitor does not appear in the list below then press the 'New' button (and you can add the competitors full details later). Your race day may also be the start of a new series in which case you will sadly have to enter then details for ALL competitors from scratch
- 6. Click 'Next' to continue



- 7. To enter the Competitor's result for a single class race select the option to record the result as a place or retirement code then enter the place number (1,2,3 etc) or retirement code. Common Retirement codes are listed in a table at the end of this document.
- 8. Click Finish to continue for the next competitor. When all the competitors are entered close the Wizzard by clicking the 'X' in the top right of the box.

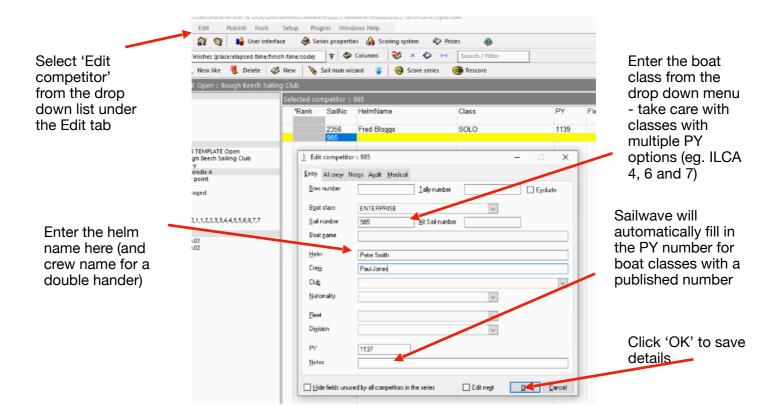


9. To enter the Competitor's result for a multi class handicap race select the option to record the result as a start time and finish time and retirement code, then enter the start time of the race, finish time of the competitor and number of laps completed by the competitor. Enter times as the 24hr clock times in the format of a six digit number where the first two digits are the hour, the next to the minutes and the last two the seconds. Enter a retirement code in the finish time box if required. Common Retirement codes are listed in a table at the end of this document.

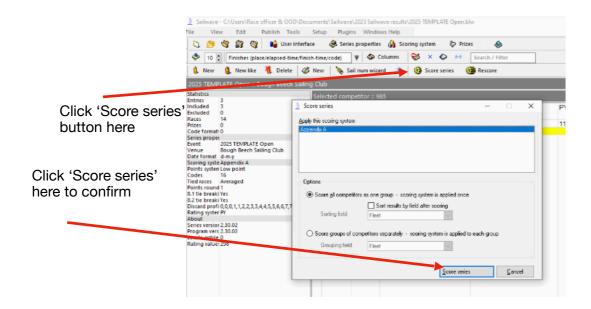


10. When all the results have been entered highlight any row containing the new sail numbers added and select 'Edit competitor' from the Edit from down menu. Fill in the boat class and helm/

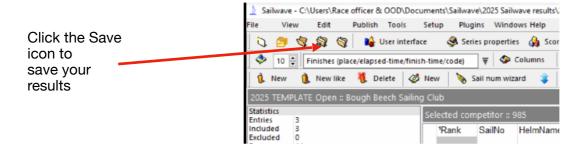
crew names using the information from the race sign on sheet. Other fields can be completed when required for open meetings (eg club of competitor).



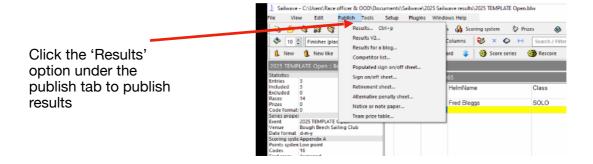
- 11. If you need to correct the entry for a competitor, e.g. because you accidentally gave them the wrong number of laps, go to Sail Number Wizard and re-enter the correct details for that competitor/race and the previous result will be overwritten.
- 12. When all the race results have been entered click on the score series button to calculate positions and sort into place order for the series to date. Sailwave can generate spurious blank lines in the on the page showing the series results which need to be removed before it will calculate the results. If when you have finished inputting the results, there are any blank lines, highlight them and use the Delete and "Delete competitor" function to erase them.



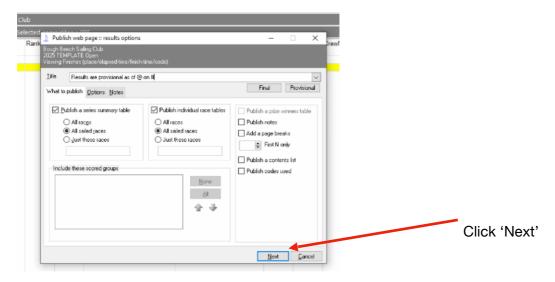
13. Save the results you have entered by pressing on the relevant icon or by selecting the save option on the drop down menu on the Edit tab. Failure to save your entries may lead to them being lost and requiring re-entry.



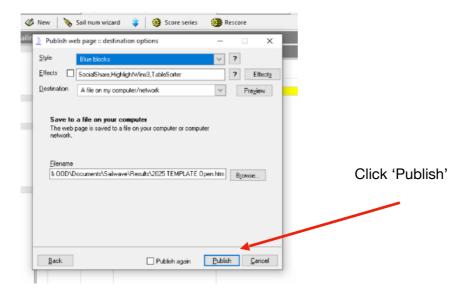
14. Publish your results (ready for printing and uploading to the website) by clicking 'Results' under the drop down menu of the publish tab.



15. Click the next Button on the first pop-up box. The other fields will be populated automatically.



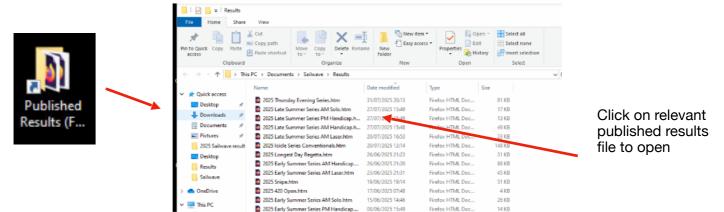
16. Click 'Publish' on the second pop up box. (Do not change the file name and destination from the pre-populated information or the published results will not be able to upload to the website).



- 17. Close the sailwave file by clicking on the 'X' in the top right hand corner.
- 18. Enter the results for any other races that need to be done

D Check and Print the Published Results

1. Select the 'Published results' folder icon on the computer desk top and click to open. Open the relevant published results file from the list of files.



- 2. Sense check the Published Results File to ensure the information is as expected. Eg The elapsed and corrected laps times for a race should all be approximately as expected (usually between 20-50 mins).
- 3. Ensure the clubhouse printer is switched and contains paper then use 'Control' + 'P' to print the results. When you come to print out the results for the noticeboard, rather than printing out the whole document, it's sensible to print just the first pages showing the overall series standings and the final pages showing the races you have just scored. Miss out the intervening races.
- 4. Pin print out to the race results notice board in the clubhouse. Close the Published Results File using the 'X' on the top right hand corner.



D Upload Published Results to the BBSC Website

1. Click on the 'Upload Results to Website' icon on the clubhouse computer desktop. Wait for the program to run (usually <20 seconds).



The published results can be viewed on the BBSC website at https://www.boughbeechsc.org.uk/race-results

2. If the internet is not working at the Clubhouse then the results cannot be uploaded at this time and this step will need to be omitted.

E List of Common Place/retirement codes

DNS Did not start (other than OCS)

OCS Did not start; on the course side of the starting line at her starting signal and failed to start, or broke rule 30.1 ("I" flag was flown but boat failed to comply with round the ends rule)

UFD Disqualification under rule 30.3, i.e. when "U" flag has been flown at the start.

BFD Disqualification under rule 30.4, i.e. when the Black Flag has been flown at the start

NSC Did not sail the (correct) course, e.g. did not pass through the start line on an upwind leg.

DNF Did not finish (correctly)

RET Retired

DSQ Disqualification, usually following a protest hearing.

DNE Disqualification that is not excludable

OOD An average score is given to boat of anybody on club duty that day who is entered in the series.

Draft document v1. October 2025