

COVID19: Race Sign On Instructions

Mark Elkington: 30 September 2020

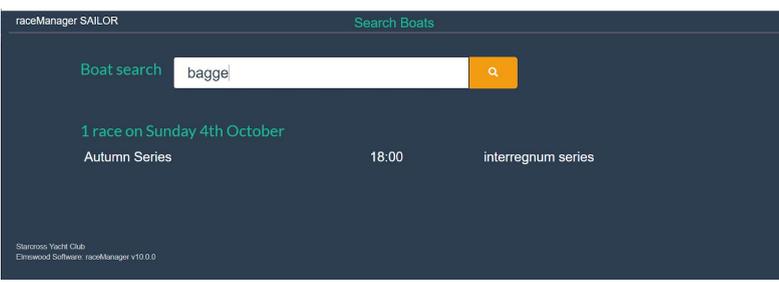
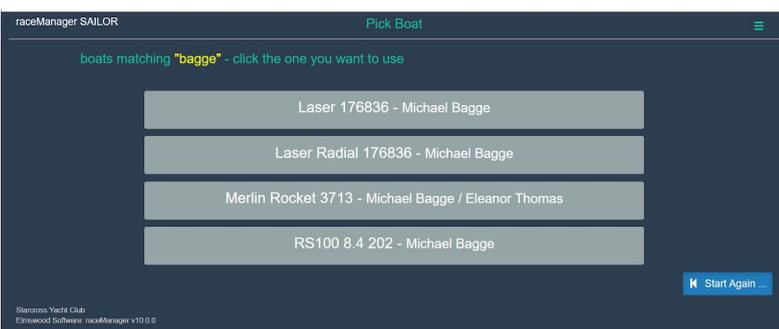
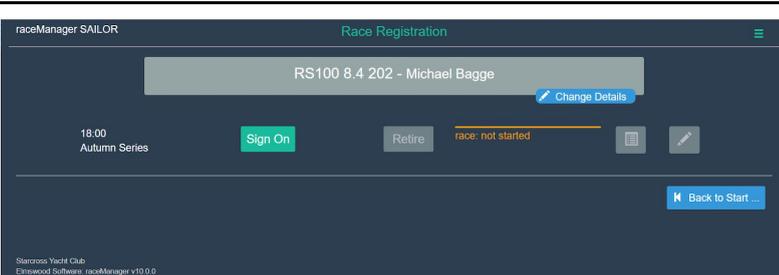
To avoid having to use the same computer for everyone to sign on, we are going to temporarily adopt an online sign on system. The system we are using is part of the new raceManager system I am working on and when it is released next year it will allow you to sign on, signoff, retire, get results, submit a protest, log cruising, add boats etc. - but for now I have turned off all of those functions just leaving the basic sign on function.

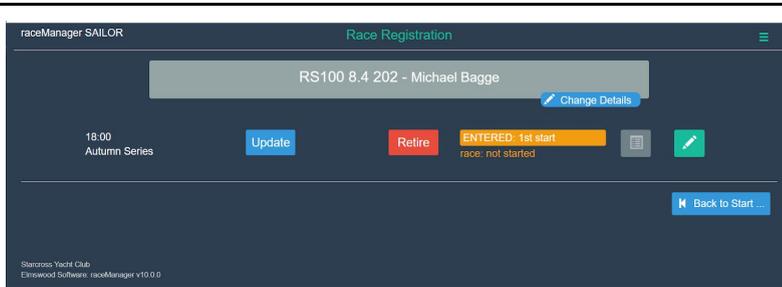
You will be able to sign on for a race next Sunday from the previous **Tuesday** - but you must sign on **at least 24 hours** before the race to allow me time to move data between systems. The system will show a "access closed" banner when the entries have closed.

The signon system can be accessed from the Quick Links section on the Members Home page - **Race Registration**.

If your boat is in the existing raceManager system it should be accessible from this new signon facility. If you need to **add a new boat**, please post on the website forum (or email me via the club contacts page) giving me the class, sail number, helm and crew - I will create the new boat and enter you for the race.

I hope the system is reasonably self-explanatory - but I have provided a quick summary below. **If you have any questions please post them on the club forum and I will try to answer them.**

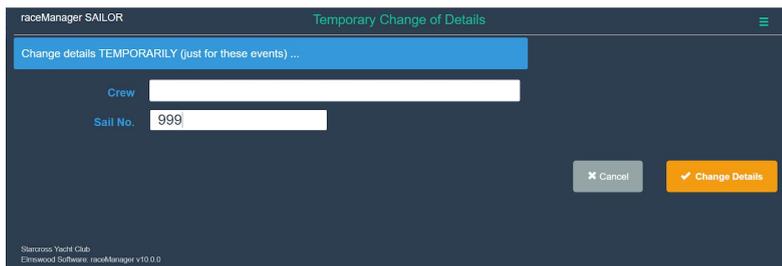
	<p>Opening screen. Search for your boat using sail number, and/or class, and/or helm's surname - then click the orange search button.</p>
	<p>If more than one matching boat is found you will get a list for you to choose from - click the boat you want to enter. If there is only one matching boat it will go directly to the next screen.</p>
	<p>You can now enter by clicking the green Sign On button. The button will change colour to blue and now be labelled Update. In most cases this is all you need to do.</p>



This is what is displayed if your entry is accepted. Your allocated start number is shown.

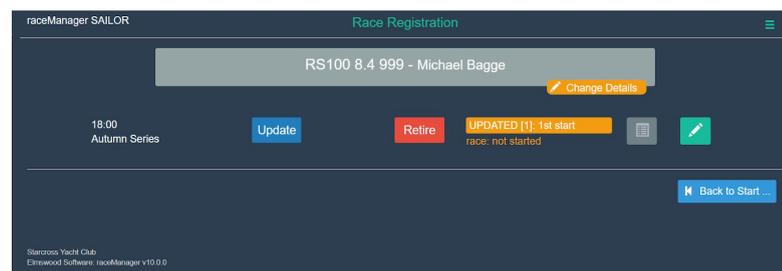
If you change your mind and decide not to race - you can use the **Retire** option to cancel your entry.

To make changes to your entry - click the blue **Change Details** button - see below.



Changing Boat Details for a Race

When you click the **Change Details** button you will see a simple form - make the changes and click the orange button to submit the changes. In this case I just changed the sail number to 999.



You have now set the details for the temporary change - now you must apply it. On returning to the previous screen you will see the details have changed and the **Change Details** button is now orange. To apply the change you now need to click the blue **Update** button to apply the change to a specific race - it now confirms that you have made the change.

Note the change you make is not made permanently in the database - it only applies for each race you apply it to. When the full system is released you will be able to make permanent changes which will be applied to all future races.

You do not have to apply the change to all races on a day - so for example you can have different crews for each race.

You can also make the change before clicking the **Sign On** button to make the entry.