ORCV Race Management

Topyacht and Finishing guide

Background

The Topyacht Entry System (TES) is a browser based software application where races are set up (into races and series), where competitors enter races and also where competitors enter details about the boat and the crew as well as upload compliance documentation. TES provides functionality for the handicapper which records handicaps for use by the Topyacht results system.

The Topyacht Results System is a piece of software living on a laptop which records the finishing times for all competing yachts and produces the results for publishing on the ORCV web site.

Note: For the results system, it is wise to have a backup system in place. We record with pen/paper finish times as a backup, sometimes we also have a spreadsheet. A template for results is available as a Race Director resource. Blue Water Tracks also has finish times and calculates results (although that isn't an authorised result).

The Topyacht Results should already be on the ORCV Race Director laptop, do not use a personal laptop.

Topyacht Entry System (TES) - Setup

Note there are useful on line help files available at
https://topyacht.net.au/results/shared/tes_docs/

Race setup is not covered here, there is a separate guide document for that. It is quite specialised and is usually managed by the office, engaging Topyacht themselves, a service the ORCV pays for.

Open TES via the URL and credentials provided. You will be a generic ORCV user rather than a named user.

Topyacht Entry System (TES) - Race Entry Review

After logging in, you will be presented with a list of "events", which in the context of the ORCV are annual seasons or special races like the Osaka. Select the current season.

Select Event to administer

EVENT
→ ORCV Season 2019-2020
→ EXPRESSIONS OF INTEREST - Osaka Double Handed Yacht Race 2023
→ ORCV Season 2018-2019
→ ORCV Melbourne to Noumea Yacht Race 2018

You will then be presented with a list of "series", in the context of the ORCV there are one or two actual series such as the Winter Series, mostly a series equates to a single race.

The following are the most used functions by a Race Director:

1. **Review Entries** - Basic entrant list, which is handy to copy/paste into a spreadsheet. It contains basic contact details too. A simpler form is "Rep1" which provides a very basic Excel report or "Rep 3" which has a lot more detail.

2. **Edit Entries** – Provides the ability to Edit a competitor's race entry. The screen presented is similar to that used by the competitor as they enter the race. A Race Director would rarely edit the entry unless asked, for example we may edit the AMS handicap certificate number and competitor details such as double handed skippers.

| Events | Series Entrants | Event Data | Utils | Hcer Menu | Off Shore | Club Menu | Log Out |

Entrants for Stanley Race 2019

Show 50 ∨ entries   Search: [ ]

BOAT NAME	SAIL NO	DESIGN	FIRST NAME	LAST NAME	EDIT	MOVE	DROP	EMAIL	SMS	OK Q	BID	SAID	E NOTE	SERIES MODE
TEST BOAT	TEST02	Hunter	Rodney	McCubbin	✎	✛	⛔	✉	▯	0	2843	3958		

Showing 1 to 1 of 1 entries   ◀ Previous   Next ▶

Print Page

Shown below are the handicaps. Note the entry box provided for the AMS certificate number. If a valid certificate number was entered, TES would automatically upload the handicap value (next time the upload function was run by the handicapper).

ENTRY OPTIONS
For more than one result, there is a charge per each **additional** result.

Please select the options for which you wish to receive results.
Please check/set any relevant rating(s) certificate details below.

AMS: ☐	AMS certificate No: [12345]		No match found for with above sail number.
IRC: ☑	IRC certificate No: 16824	IRC date: 28/05/2019	IRC rating: 1.030
OMR: ☐	Offshore Multihull Rule		
PHS: ☑	Performance based handicap system		
DhHC: ☑	DhHC (separate double handed division entry)		

We set up double handed co-skippers as shown below:

Name to display as `SKIPPER`.   Leave this blank UNLESS the name is different to individual above.
For joint owners spread them across the two cells eg `John Smith /`   and `Tim Brown`

First Name: [John Smith /]   Last Name: [Jenny Brown]

3. **Payment status** – Mainly used by the office, a valid race entry must also have been paid for.

ENID	BOAT NAME	SAIL NO	FIRST NAME	LAST NAME	CHILD	PAID	OK	PAY BY	AMOUNT	E NOTE	TESBID	ENTERED AT	FEE OPT	RECEIVED
124420	ADDICTION	S16	Richard	McGarvie		☑	☑	crcd	395.50		346	20-02-2019	4	2019-02-20
123635	ALIEN	R880	Justin	Brenan		☐	☑	crcd			67	03-02-2019	2	
123951	ARCADIA	S17	Peter	Davison		☑	☑	crcd	340.50		7498	09-02-2019	2	2019-02-09
123628	ARCHIE	SM25	Jeff	Sloan		☑	☑	crcd	340.50		5221	03-02-2019	2	2019-02-19

4. **Compliance status Checklist** – Used by the office to keep track of compliance and the Race Director for a quick overview of where things are at. Important note – it is not electronically linked to the Race Docs functionality which means there is duplication of ticking the boxes which is a bit tedious for the office and easy to forget.

ENID	BOAT NAME	SAIL NO	FIRST NAME	LAST NAME	PAID	OK	*Hull	*Safety Audit	*Liferaft	*Insurance	*EPIRB	*Radio Vox Chk	*Crew	*Stability	TESBID
124420	ADDICTION	S16	Richard	McGarvie	Y	☑	☑	☑	☑	☑	☑	☑	☑	☑	346
123635	ALIEN	R880	Justin	Brenan		☑	☑	☑	☑	☑	☑	☑	☑	☑	67
123951	ARCADIA	S17	Peter	Davison	Y	☑	☑	☑	☑	☑	☑	☑	☑	☑	7498
123638	ARCHIE	SM35	Jeff	Sloan	Y	☑	☑	☑	☑	☑	☑	☑	☑	☑	5321
124031	AUDERE	B454	John	Cain	Y	☑	☑	☑	☑	☑	☑	☑	☑	☑	10129
124144	CARRERA S	AUS49005	Bruce	Reidy	Y	☑	☑	☑	☑	☑	☑	☑	☑	☑	10737
123774	CARTOUCHE	B10	Steven	Fahey	Y	☑	☑	☑	☑	☑	☑	☑	☑	☑	4463

5. **Reports specific to race entry** – There are a number of useful reports, which provide Excel format files for further use:
   - Rep1 – Details about each boat incl Liferaft and EPIRB
   - Rep3 – Entry summary incl divisions and handicaps
   - Rep5 – Similar to Rep3 but with more specifics on handicaps
   - TY – Similar to Rep3 but cleaner format

There are additional reports and functionality under the "Event Data", "Utils", "Hcer" and "Off Shore" menus but as a Race Director do not use those.

Topyacht Entry System (TES) - Compliance Review

The key to understanding how compliance documents work, is that there are documents which are uploaded against a boat (Boat Docs). A <u>subset</u> of these are required for a race (Race Docs).

As a Race Director you will rely on the office to review compliance requirements. The office will set up compliance requirements, it is unlikely this will need to change. If you do need to change it, from the **Off Shore** menu, under Set Up / Edit click **Docs Required** then select the Series (Race). There will be a simple check box for which Boat Docs are required for the race including the ability to add some additional custom items.

To review an individual boat's compliance documents, click the **Reps** link, find the boat then click the **Document** link.

Reps link

Boat Reports for King Island Race - Monohulls 2019 seid:6572

Sort by clicking on column label. Shift click another column label for secondary sort.

Filter column by entering text in empty cell at top of column.

BOAT NAME ⬍	SAIL NO ⬍	SERS CONTACT ⬍	BT REP 04 ⬍
ADDICTION	S16	Richard McGarvie	📙
ALIEN	R880	Justin Brenan	📙
ARCADIA	S17	Peter Davison	📙
ARCHIE	SM35	Jeff Sloan	📙
AUDERE	B454	John Cain	📙

Document link ⟶

The following shows access to the key offshore information used for compliance and for Incident Management. It is critical Race Directors can maintain this information (eg last minute crew changes) and access it directly or via reports.

4   3   1   2

TopYacht Boat ID: 67   Log out   enuu:123635

| Entry Detail | Offshore Crew | Boat Details | Boat Docs | Race Docs | Race Dates |

MyTopYacht allows you to store documents relating to your boat.
* These items are then available to you whenever you wish; AND
* these documents can be made available to event organisers [see `Race Docs` tab].
* Uploaded forms can be pdf, jpg or png format. Forms must be *single file* under 2M. Boat photo up to 5M.
* **Hint: scan *forms* in black and white with 240 dpi resolution.**
     `How To` upload documents from iPhone/iPad   `How To` upload documents from Android phone/tablet Help!

Item	OK	Form	Upload	File Date	View	Expiry Date	Extra	
Boat Photo	☐		GO	2015-10-30	GO			
High Quality Boat Photo	☐		GO		GO			
Stability Documentation	☐		GO	2015-10-08	GO			
Stability Declaratiion		Click	GO	2018-10-30	GO			
Hull Construct Standard	☐		GO	2015-10-08	GO			
One Design Cert	☐		GO					
Radio Inspection Cat 3~7	☐	Click	GO		GO			
Insurance Cert	☐		GO	2018-10-18	GO	2019-08-30	included	O/S Race Cover
Sat Phone Cert	☐	Click	GO		GO			
Lifejacket Service Certs	☐		GO		GO			
Equipt Audit Form Cat 1	☐	Click	GO		GO			
Equipt Audit Form Cat 2	☐	Click	GO	2018-10-30	GO			
Equipt Audit Form Cat 3	☐	Click	GO		GO			

The following are the most used functions by a Race Director:

1. **Boat Docs** – This is where documents are uploaded by competitors. It is fairly intuitive, use the **Go** button to upload a view or view a file. The theory is the documents are reused for each race and the latest is kept against the boat.

2. **Race Docs** – This is where the office and/or Race Director go to review compliance information. Note the **Use** and **OK** checkboxes. The **OK** is the one the office use after having reviewed the uploaded document. Each document needs checking, for example Insurance may have expired.

Entry Detail	Offshore Crew	Boat Details	Boat Docs	Race Docs	Race Dates

Tick **use** box to use item uploaded to `Boat Docs` for **King Island Race - Monohulls 2019**.
* Uploads must be a single file under 2M. Boat photo up to 5M.
* Required items are indicated with a `Y`
* Equipment Audit Cat 'Y', indicates the *minimum* level required.
* Red `file dates` are those stored for this RACE; black `file dates` are for those stored for the BOAT.
* Hint: scan *forms* in black and white with 240 dpi resolution.
HELP
`How To` upload documents from iPhone/iPad   `How To` upload documents from Android phone/tablet Help!

Use	OK	Rqrd	Item	Form	Upload	File Date	View	Expiry Date	Extra
☐	☐		Equipt Audit Form Cat 1				GO		
☑	☑	Y	Boat Photo			2015-10-30	GO		
☐	☐	Y	High Quality Boat Photo				GO		
☑	☑	Y	Stability Documentation			2015-10-08	GO		
☑	☑	Y	Stability Declaratiion			2018-10-30	GO		
☑	☑	Y	Hull Construct Standard			2015-10-08	GO		
☑	☑	Y	Insurance Cert			2018-10-18	GO		
☑	☑	Y	Equipt Audit Form Cat 2			2018-10-30	GO		
☑	☑	Y	Liferaft 1 Inspection			2018-10-22	GO		
☐	☐	Y	Liferaft 2 Inspection				GO		
☑	☑	Y	EPIRBs Rego Cert			2015-10-08	GO		

3. **Boat Details** – Additional details compared to the basic boat entry, mainly used by Incident Management and Emergency Services. Importantly note the **Show Offshore Racing** button which opens quite a bit more detail such as Liferaft and PLB details, Satphone number etc as well as the emergency boat contact, the person responsible for co-ordinating communications with crew on a boat.

ALIEN R880   **Justin Brenan**
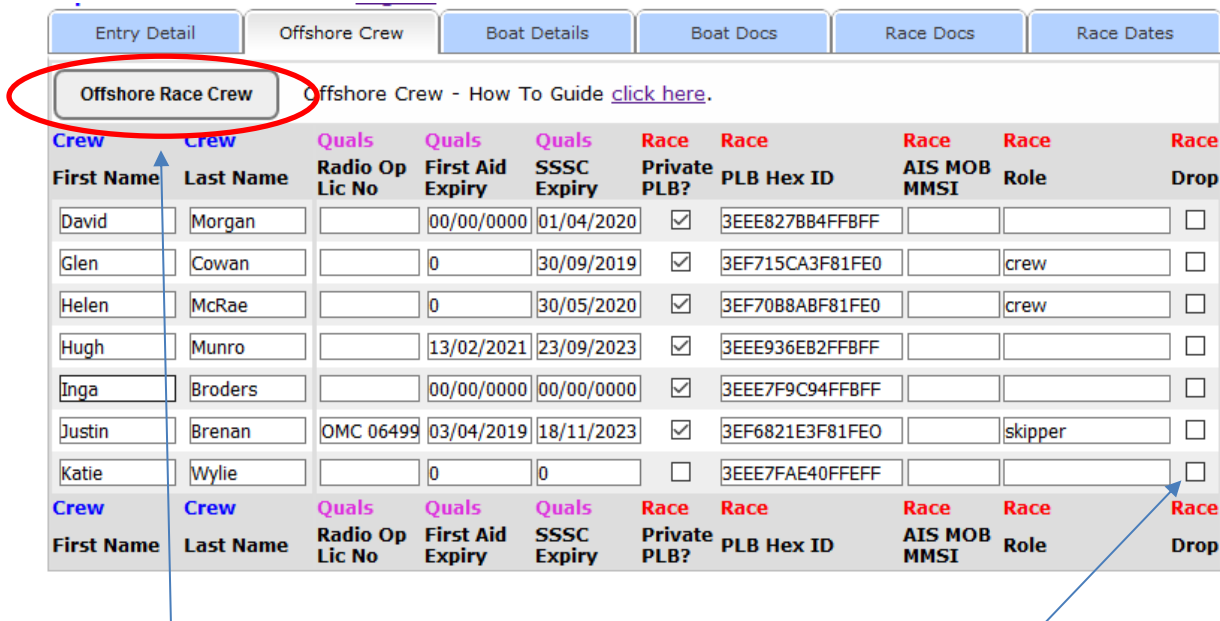
TopYacht Boat ID: 67   Log out

| Entry Detail | Offshore Crew | Boat Details | Boat Docs | Race Docs | Race Dates |

Boat Basics: [only owner/rep can change any details for boat]

Boat Name *	ALIEN	Event Boat Name	
Sail No *	R880		
Home Club Initials	RYCV	Boat Rego Number	
Design	Lidgard 36		
Designer	lidgard	Builder	lidgard
Launch Year	1996	Beam	3.5
Length Overall	10.9	LWL	9.36
Draft	2.5	Displacement	4620
Hull Colour	White	Deck Colour	grey
Hull Material	epoxi/ glass/foam/co		

Boat Extra Items

Boat Bio: Please note Alien carries Nautilus Insurance logo on Hull.

Boat Phone	na		
Insurance Co	Nautilus	Insurance Policy Number	PRI-15516
Insurance Expiry Date	30/8/2018		

[Save Changes] [Show Offshore Racing]

A subset of those additional details are shown below.

Boat Offshore Items

EPIRB - brand/type	Lidgard	EPIRB - Hex ID (15	3EEC893B06FFBFF
Stability Index (degrees)	124	MMSI (9 digits)	503002650
VHF Radio ?	☑	HF Radio ?	☑
Radio call sign	VKV5546		
Boat Satellite Phone	na	Secondary Boat Sat Phone	
Life Raft 1 - type	ZODIAC	Life Raft 1 - capacity	8
Life Raft 1 - serial No	XDC-BCB75-I010	Life Raft 1 - cert No	2795
Life Raft 1 is YA approved	☐	Life Raft 1 - cert expiry	30.10.2016

4. **Offshore Crew** – One of the most important sections, this is where crew emergency contact details and PLB details are entered. There are functions for inviting crew to the boat and functionality for crew to accept invitations and maintain their own crew records using "My Topyacht". Their Email address is the key for this so it needs to be correct and maintained. It is common for the Race Director and office to process last

minute crew changes and chase up missing information. It is critical that reports extracted from Topyacht which go to AMSA and to Clickatel for NoK comms are maintained, that is final versions on race day used.

Entry Detail	Offshore Crew	Boat Details	Boat Docs	Race Docs	Race Dates

Offshore Race Crew   Offshore Crew - How To Guide click here.

Crew First Name	Crew Last Name	Quals Radio Op Lic No	Quals First Aid Expiry	Quals SSSC Expiry	Race Private PLB?	Race PLB Hex ID	Race AIS MOB MMSI	Race Role	Race Drop
David	Morgan		00/00/0000	01/04/2020	☑	3EEE827BB4FFBFF			☐
Glen	Cowan		0	30/09/2019	☑	3EF715CA3F81FE0		crew	☐
Helen	McRae		0	30/05/2020	☑	3EF70B8ABF81FE0		crew	☐
Hugh	Munro		13/02/2021	23/09/2023	☑	3EEE936EB2FFBFF			☐
Inga	Broders		00/00/0000	00/00/0000	☑	3EEE7F9C94FFBFF			☐
Justin	Brenan	OMC 06499	03/04/2019	18/11/2023	☑	3EF6821E3F81FEO		skipper	☐
Katie	Wylie		0	0	☐	3EEE7FAE40FFEFF			☐
Crew First Name	**Crew Last Name**	**Quals Radio Op Lic No**	**Quals First Aid Expiry**	**Quals SSSC Expiry**	**Race Private PLB?**	**Race PLB Hex ID**	**Race AIS MOB MMSI**	**Race Role**	**Race Drop**

Note ability to add crew using this menu.

Note ability to drop crew if they are no longer racing.

The key details can be edited on screen but the primary interface is accessed by clicking the **Offshore Race Crew** button then selecting **Edit Crew Data**.

Close								

Scroll right to see additional fields.   To save altered data, click in another cell. Once the alteration is accepted the cell will get a coloured border.

Crew First Name	Crew Last Name	Crew Mobile No	Crew Email address	Crew AS Num (YA Num)	Extra Gender	Extra Year of Birth	Extra Medical condition/Doc info
David	Morgan						
Glen	Cowan		Redacted to respect Privacy				
Helen	McRae						
Hugh	Munro						
Inga	Broders						
Justin	Brenan						
Katie	Wylie						
Crew First Name	**Crew Last Name**	**Crew Mobile No**	**Crew Email address**	**Crew AS Num (YA Num)**	**Extra Gender**	**Extra Year of Birth**	**Extra Medical condition/Doc info**

Note scroll bar there is a lot of hidden information which can be edited such as Next of Kin.

5. **Reports specific to compliance** – As previously discussed, the following reports will be useful for compliance review:
   - Compliance Status Checklist covered previously
   - Rep2 – Crew details incl NoK (used for Clickatel upload)
   - Rep4 – Crew experience report (used by RD for Risk Assessment)
   - Rep6 – Crew PLB details (used by AMSA to validate PLB data)
   - Rep7 – Details about each boat incl Liferaft, EPIRB and emergency contact details

Topyacht Results system

Pre race setup

To setup the Topyacht Results system, you first need to load the entrants and their handicaps. This is typically prepared by the ORCV handicapper, based on an extract from the Topyacht Entry System (TES). Note the later section about skipper names. The handicapper emails the Race Director team when they are ready, letting it know the database file name. Data lives on the Topyacht server, but needs to be downloaded to the Laptop before results can be recorded. You first download the series, then select the race.

1. Open **Topyacht** by double clicking the icon, ensure you are in **Administrator** mode (you often have to do this).
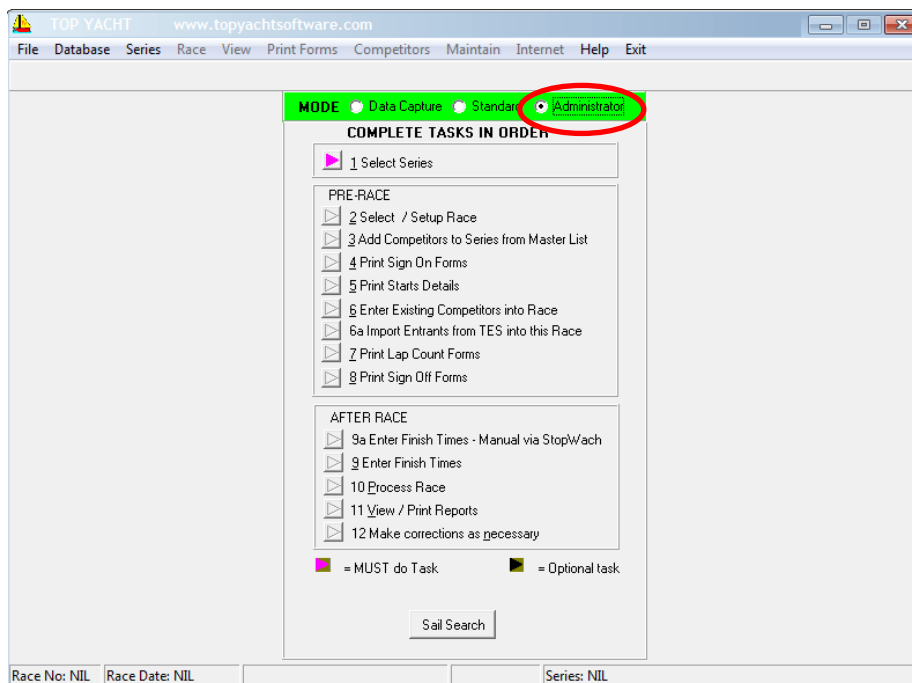
2. From the **File** menu, select **Import** then **Import complete Database from TopyachtWeb**. Click **Open File List**, then scroll and select the file the handicapper told the race directors to use. Finally click **Download and Install Database**.
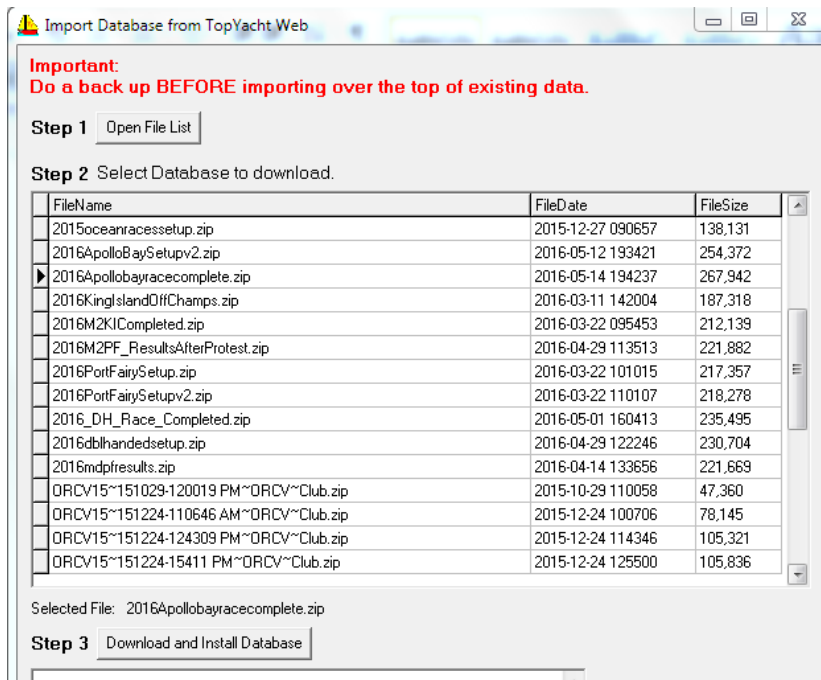
Hint – sort by date

3. After doing this, upon returning to the main screen, select **Administrator** mode again, then select **Database** then **Restore**. Choose the file then click **Select**. There are a couple of warning messages, select **OK** to each.
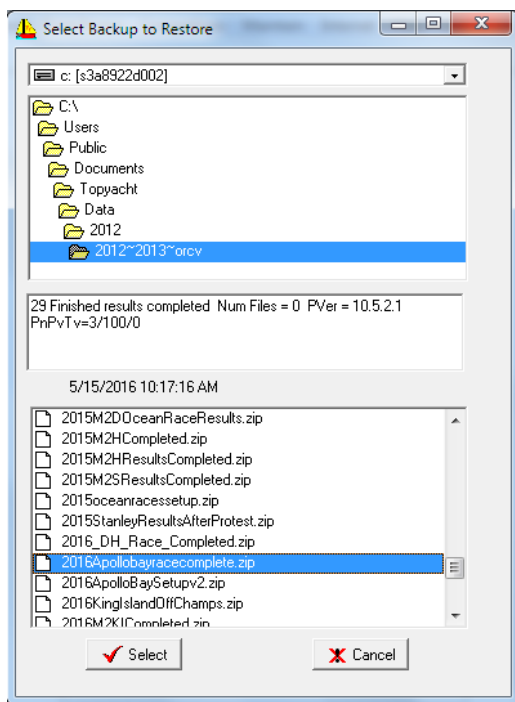
4. To choose the race, return to **Administrator** mode, from the **Series** menu, **Select a Series**, choose the Race (considered a series) and click **OK**.

5. The final step is to choose the race within the series. Using **Administrator** mode, from the menu select **Race** then **Select or Setup a Race**. Typically for ocean races there is only one race it should be "1" and be highlighted already. Note you sometimes get errors when processing multiple day races, there is a checkbox under **Edit Race** where this is changed, it provides for days to be counted as well as hours. Check the start time then click **Select Race** then **Close**.

6. From the main screen, click **9a Enter Finish Times – Manual via Stopwatch**

7. From the top left corner, change mode to **Auto**.
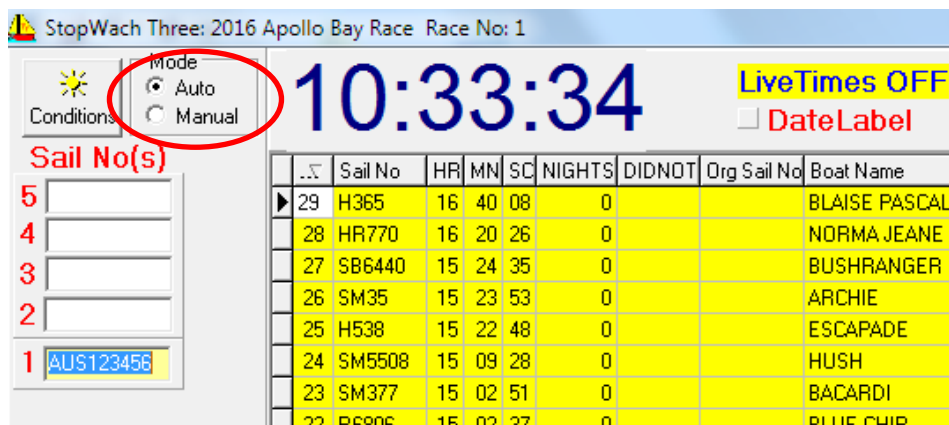
8. Check the computer clock is accurate, **Right Click** the Date and Time in the bottom right hand corner of the computer screen. Click **Adjust Date/Time**. Click the tab called **Internet Time** then **Change Settings** then **Update Now**. Note this obviously won't work if the Laptop doesn't have an internet connection.

You are ready to record results. About now it's a good idea to prepare the backup log, where you record finish times manually just in case ! Murphy's Law definitely applies.

Recording race finish times

This is where things can get stressful and go wrong. IT stuff can wait, recording finishing times cannot, so worst case write it down and enter manually later. We typically use a time app on the phone, which is set to GPS time, we then screen capture the time as the yacht crosses.

It gets busy in some races at the finish line. Topyacht allows a boat to be selected (on the right hand pane), when you hit the **Enter** key the finish time is recorded. One quirk is that you may not have meant that. If you hit **Enter** the system will record a finish time for whatever boat is highlighted, good function but not so good if you hit enter by mistake or twice when finishing a boat. In that case, **CTRL+D** is your friend, it deletes a record on the left hand side (the selected record).

Recorded finish times can be edited manually, if a mistake is made.

Option 1 enter sail numbers here if you anticipate the order they will arrive, select then hit **Enter** (beware hitting Enter when setting up the boxes)

Option 2 sort this side by sail number, highlight the boat then hit **Enter** to record finish time, note color coding of completed boats. There may be more boats than competing the race, sometimes we are looking at all boats entered in the off shore series (a bit confusing when you first see it)

Note the ability to **Save Times**, do this regularly. Also note the **Use Times** button, we use this when publishing.

Times may be manually edited once recorded.

There is a finishing checklist in the General shared folder which is useful, there is a lot to do and it is easy to forget.

The suggested approach in ORCV Ocean races for finishing a race is to:

1. Receive the "30mins to finish" radio call or SMS, make a note in the tracking spreadsheet. Let Media/Comms or others know if it is a long race, eg beer and pies at Hobart.
2. Following the "5mins to finish" radio call, make a note in the tracking spreadsheet, then switch to Topyacht results software
   a. Option 1, add them to the "next 5" sail numbers on the left hand side of the screen (by typing in the sail number). Click on them to be ready for the finish
   b. Option 2, find them on the right hand side of the screen, click on the grey box next to their sail number (arrow should appear)
3. Verify finisher identity, using binoculars and/or radio, they may need to illuminate sails. Double check they are selected. Watch the finish, at the exact time of finishing (bow or bowsprit crossing transit line) hit the **Enter** key, verify the finish time was recorded. Alternatively take the mobile phone screen shot and manually enter.
   - Hit enter as soon as you can after the finish and edit the time consistent with that recorded (directly into the left hand table). The format is HR = Hour (24hr format), MN = Minute, SC = Second. There is a "Nights" for multi day races
   - Remember to **Save Times**
4. Update the tracking spreadsheet with the finish time
5. Radio confirmation of finish time with welcome and any post race instructions
6. Update BWT with finish time, initiate Facebook post (using pre-prepared content and photo), initiate Clickatel send to NoK

Post race results finalisation

Post race, the results need to be published as soon as possible, once the Race Director has approved them. The database must also be backed up before packing up the Laptop (since the data is on the Laptop, not the server).

To calculate and publish the results:

1. From the finishing screen, click **Use Times**
2. **Confirm** then click **Process Race** and click **OK**
3. Review race results, add/remove columns as required – try to be consistent, it should be OK.
4. If happy with them, click the icon **ALL Groups**. Select **Internet** then **Print**
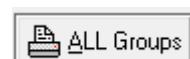
5. When asked **Update HCs on TES**, select **No**
6. When asked **Update Cross Club HC Database in TES**, select **No**
7. Select **Close**
8. From the menu select **Internet** then **Upload**
9. Click the button **To Web !**
   - Sometimes (eg start of season) there may be an error message about a template at this point, if so ring Simon D.
10. Click **OK** and then **Close**
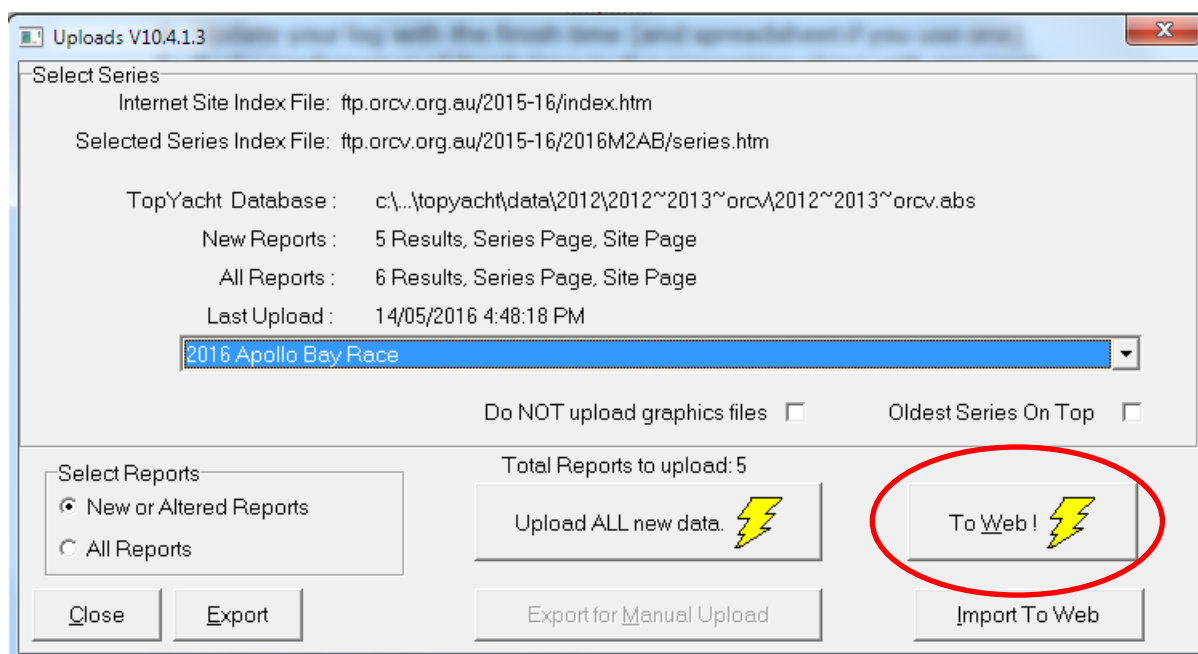
11. Go onto the ORCV web site, Sailing menu and select **Results**, double check the results
12. Print a set for posting at presentation
13. Initiate Media/Comms

Double check skipper names

Go to ORCV web site results page, look for results then entrants list. Compare the skipper names to the TES skipper names, sometimes there is a problem due to handicapper taking file several days before the race. Also cater to multiple skippers, especially double handed.

1. Use "6. Enter existing competitors into race".
2. Edit the first name and/or last name then respond to prompt, typically "This race".
3. Accept then reprocess the race as per above.

Backup

To back up the Database to the server:

1. Ensure you are in **Administrator** mode
2. From the **Database** menu select **Backup**
3. Change the **File Name** to something appropriate as per the example
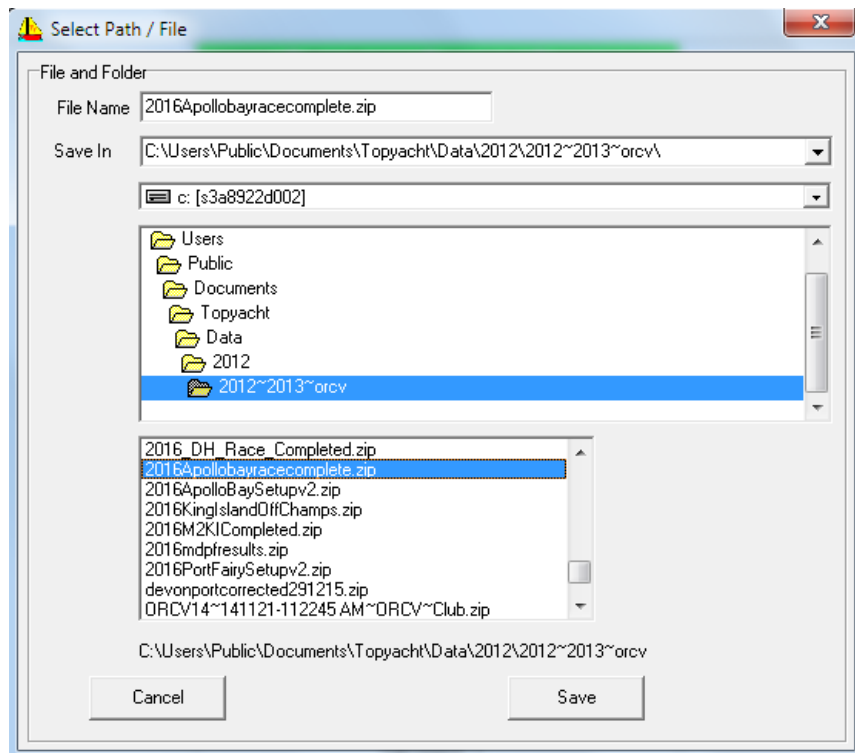
4. Similarly when asked add a **Title** for the file, click **OK**

Other post race considerations

There will be a number of other things to consider such as:

- Race Declarations and possibly Heads exit track photos
- Presentation event (if there is one) – preparation of results, determining trophy getters and ensuring trophies are ready, speakers and speeches
- Trip home, SMS through heads and return of trackers

Please power down and pack up the Laptop, ensure it has all the accessories it came with. Time for a beer !!