

Setting up a series in Topyacht (results software)

Using Topyacht results is covered in the “Topyacht and finishing guide”, this document is for the setup of the race in Topyacht Results.

To set up a series

1. Go and look at TES before you do any of this and look for:
 - a. **Hcer** menu, review each handicap and for the race in question look for each of the handicaps that there are no empty boxes. If there is no certificate number (eg for AMS) or an error in data entry then resolution will be required. Note yachts without valid certificate will not be included in that handicap.
 - b. In **Hcer** menu, for each handicap check division numbers – if there is no division leave it “123”
 - c. Double check the Double Handed entries (typically the same PHS value)
 - d. From the main TES screen, hover over the **Edit** button for the series you are dealing with, look at the bottom left hand corner of your screen where the URL shown will include a Series ID number. Take note of the SID (write it down for later)
2. Open Topyacht Results and then if you haven’t already done this, **Import** the Database (using **Administrator** mode and the **File** menu, you will need to know the name of it) then select the database (using **Administrator** mode and the **Database** menu). Then restore the Database using the command **Database, Restore**. Along the way you will need to select the database again. Remember, from here on, any changes you make remain local until you upload the database again for other people to use.
3. From the **Series** menu, select **Create a New Series**. Give it a name, for example during the Christmas races it might be the Sovereign Series, later adding in the three races. For a stand alone race like King Island, the name of the series will be same as the name of race. If there is a similar series already in the database, you can elect to clone it. It will ask you if you wish to clone or create a new one (we strongly recommend you clone, it is much easier).
 - a. After hitting **Next**, note the entry box for **Minimum number of starters for valid race** which is important for the series scores. That screen also has the ability to get HCs and times from another race in another series (eg Cock of the Bay feeding a Sovereign Series)
 - b. After hitting **Next**, note the various Handicap “Groups”, they need to match exactly the TES handicap division names for the importing of handicaps to work later. Each has a template, for example if Double Handed PHS, use the YV template. You can return to this later if you want to pretty the names up prior to publishing results after importing.
4. From the **Series** menu, click **Select a Series** (or choose option **1** from the main screen) and choose the one you just set up. Scroll to the right, enter the Series ID you noted earlier in the “TES SE ID” column. If there are multiple series for the same race set up in TES, then enter multiple SIDs in the “TES SID” column, separated by commas. Note the “ORD” column determines where in the results listing the race is listed (9 being higher than 1). When finished with checking and data entry, click **OK**.
5. From the **Race** menu or by selecting option **2** you need to set up the first race. Subsequent race setup is identical but do not set up race 2 until race 1 results have been processed (not sure why, it’s what we are told to do).
 - a. Select **Add New Race**
 - b. Give it a **Start date**

- c. Give it a **Start time** by editing on the RHS using 24hr format and enter “123” in the **Div No** column assuming there are no division splits. Alternatively, if there are multiple divisions, you need to set up a separate start time for each division adding a unique division number for each
 - d. Note the check boxes such as **Pursuit Race** and **Over night Race** which is important for entering results in longer races. Enter the **Race Note/Name** which needs to match the race name people expect to see (it’s what is used when results are published)
 - e. Select **Accept** or **Close** depending on whether you are editing or creating
6. Select the race, then select **6a** to import entrants from TES into this race
 - a. Select **Validate**, then **Load Into Topyacht** then select checkbox options **1** and **2** along the way. There may be various messages, click **OK** to each then **Accept** at the last prompt. If it’s the first race, select option **3** to add existing competitors to this race.
 - b. Select **Accept** then from **Competitors** menu select **Add EXISTING Competitor as Series Entrant to THIS Series**
 - c. Sort the **IN** column so the tick icon is at the top. Select the Line Honours column on the right, hit the spacebar against each until there is a tick in each. Select **Accept** as the final step. (Intuitive isn’t it ?)
7. Validate by selecting from the **View** menu **Competitors in this Race**, sort it by boat name and adjust which columns you want shown using **Display/Hide Columns** button. Note if a boat has no valid handicap in any division, they will not appear on the list.
8. Note if there are any errors or adjustments to handicaps, the **6a** step will need to be repeated after TES has been updated, possibly adding them to line honours too.
9. If your happy click **Print to Internet** followed by **Upload** from the **Internet** menu, being careful you select the correct series. If the Internet option is greyed out, see additional step below. Have a look at the Results section of the web site and validate everything is OK. This is a really important test for you and a spot where we tend to find problems.
10. Backup the database ensuring the file name ends in “.zip”, consider uploading it again using the **Export** option from the **File** menu using the **Administrator** mode.
11. From here on its results data entry according to the “Topyacht and Finishing guide”.

To set up Internet results page (if it hasn’t already been done)

1. From the **Internet** menu, select **Series**
2. Use the **Add** button if the race you had in mind is missing
3. Choose the race/series you have set up
4. Click on it and use the **Settings** button to set up (similar to the other races if you cannot remember what to click, copy them). Typically tick **Entrants**, the various divisions (Groups). You may wish to add to the Series Scores if it is truly a Series. Note there are other steps to downloading templates which will need to be done if it is the first race of the year. Select the **Internet Site**, name the **Series Folder** (eg YYYYM2? where ? is the race). Select the **Header** and **Footer** files.
5. Click **OK** then try the Internet upload again (step 9 above)

To process series results (eg Sovereign Series)

6. Process the last race of the series results as per “Topyacht and Finishing guide”
7. From the **View** menu, select **Series Scores**, it will guide you through the process and let you validate the results
8. Validate and Print the results, similarly to a race