Instructions to Race Officers using HAL's Race Results Mk.2

Instructions to the Race Officer for entering results into the computer

Please use HAL to calculate the results, it really is quite straightforward and allows results to be displayed on the screen in the club house on the day.

Start the computer before racing and allow to update, allow at least **ten minutes** before starting HAL's Race Results. This is to allow the PC to update files to the current versions.

Step 1 Choose your races.

Click the *Enter Results* button at the top left. The screen shows the races scheduled for each day and you can select the races you are running.
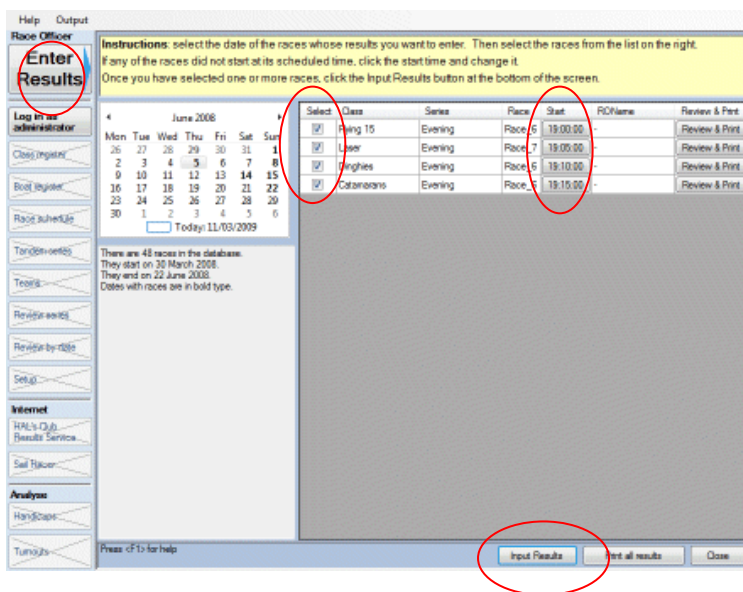
Step 2 Verify start times.

Start times are already entered and if altered MUST be changed before entering results. The first race should start on time, but if there is a postponement it will need changing. The second race will need to be corrected.

Step 3 Input results.

Click the *Input Results* button at the bottom of the screen. You will be asked to give your name and details of the wind conditions. These are not essential to the results, but help in any later analysis.
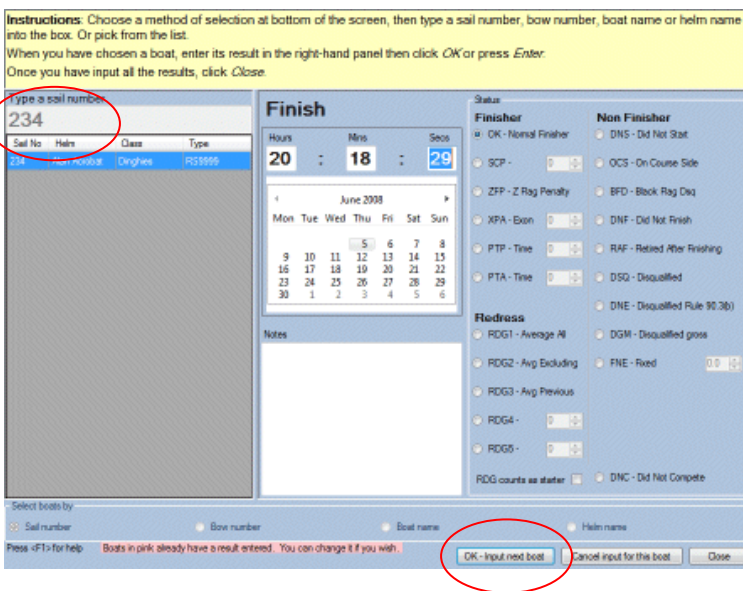
Start inputting results for each boat, in the order they crossed the finishing line. You can select each boat either by selecting it from the list, or by typing its sail number into the box.

Some boats have multiple entries in the boat register, please select the correct one. Lasers can have different rigs, two handers different crews.

Additional boats not already in the register can be added at this stage by clicking on additional boat at the bottom of the register.

When you have selected the boat, input its result. For handicap racing this is the finish time, or for class racing as a finishing place. If you are using average laps the number of laps for each boat will need to entered as you enter their finishing time

If the boat was not a normal finisher, for example **D**id **N**ot **F**inish select its status from the options on the right of the screen. When the result is correct, press *OK – Input next boat.*

If you realise after entering the results for a boat that you made a mistake, you can input the same boat again and over-write what you put in. There will also be an opportunity to make corrections during Step 4. Repeat Step 3 until all the boats have been put in, and then click the *Close* button to go back to the first screen.

Step 4 Review.

Click *Review and print* against each race in turn. The screen shows the results you input. If there is a problem with a result, then click the *Edit* button and alter it, or the *Delete* button. If there are boats you forgot to enter, click *Close* and go back to step 3.

When you are happy with the results, print them from the *Output* menu.

Step 5 Internet.

To upload the results to HAL's Club Results Service so that they are available on the web site and can be viewed in the club house, click *HAL's Club Results Service* near the bottom left of the screen.

Then click *Update Server,* all the boxes will change to green.

Step 6 Finish.

Close all the screens until you get back to the original one. Then close the program from the *File* menu and that is it.

Any problems please let the Principal Race Officer or Duty Officer know.

That's it, you have finished.

Have a well-earned drink.