PREAMBLE

It is inevitable that use of this document will reveal errors, deficiencies and areas where improvements can be made. It is, therefore, a working document that may develop as the need arises. Please report any queries or proposed amendments to the MYA Racing Officer.

BRIEF INSTRUCTIONS for HMS 2022 WORKBOOK

This page, Section 1, is a complete outline of scoring.
More detail is given in the following pages. Section 2 gives some background. Sections 3 and 4 give advice on the most common error messages. Section 5 explains the scoring exceptions that may occur in a Race. Section 6 address other matters. The instruction "Save As" is to take a backup of the Workbook under a new file name, usually the event name with Race number, Heat letter, and suffix if appropriate.

SECTION 1

PRE-EVENT

In a new Workbook file downloaded from the MYA website, open the Score Sheet. Record the details of the event (Event name, date, host club) in Rows 2-4. If the number of boats to be promoted is not 4, change this with the Program Options button.

In Rows 10 onwards, using Columns B and C, enter Skipper name and Sail No for each competitor in any order. Record the Skipper name with 'Surname' first so that later sorting by name provides the list in surname order.

- If there is a boat with a single-digit sail number, it must be entered with a leading '0' (zero).
- If two or more boats have the same sail number, consult the Race Officer. The Workbook will NOT detect or reject duplicate sail numbers.

When pre-event data recording is completed, click on the Sort button for Sail # (Row 9 Column C). Check for any clashes or errors. **Save As** with a new file name.

AFTER EACH HEAT

On the Race Results sheet, record the sail numbers in their finishing order. Clicking on a sail number cell provides a drop-down list to choose the sail number from; but you will probably find it simpler to type in the Sail No.

It is possible to (inadvertently) type in the same sail number more than once. The Race Results sheet will NOT detect or prevent such duplication during data entry for the Heat; it will only be revealed as an issue when the Race Results are Verified.

Attempting to record a sail number not entered in the Score Sheet will launch an error message. There are several possible causes for the error, see Section 3.

For each sail number recorded, either **OK** or **UP** in its Comments cell appears.

UP   In a multi-Heat Race, appears for the boats to be promoted (Race 2 onwards). They get no points in that Heat, **#N/A** appears instead. These cells have a green background.

OK   Appears for the other boats in the Heat. Their points are as shown in the Points column.

When recording of the Heat results is complete, **Save As** with a new file name.

AFTER EACH RACE

When the recording of the results for the final Heat of a Race is completed, click on the Verify button for the relevant Race (Row 5 of the Race Results sheet). A window will pop open and list any problems, or confirm that all seems to be well.

Then, on the Score Sheet, click the Program Options button and select "Display Score Sheet for Print". Close the resulting print preview window. Do this **regardless** of any intention to actually print the scores, see Section 2. **Save As** with a new file name.

END OF THE EVENT

Click on the Program Options button and **again** select "Display Score Sheet for Print". This arranges the full colourful Score Sheet of all Race Results for printing. **Save As** with a new file name.

SECTION 2

SCORING BACKGROUND

As the Scorer, you will be given Heat results sheets from time to time which list sail numbers in finishing order for a particular Race and for a particular Heat in that Race. Your primary (if not only) task is to record the Heat results in the Race Results worksheet. Thereafter, the HMS Workbook calculates and displays the resulting scores for the boats in the Score Sheet worksheet.

If you have any doubts about the Heat results sheet you have been given, ask the Race Officer (or relevant Official) to provide you with a clear, correct copy.

The Workbook makes some modest checks: while you record results in the Race Results; after recording when you Verify the Race; and finally when you click "Display Score Sheet for Print" from the Program Options menu.

Despite the name, "Display Score Sheet for Print" is primarily the function for sorting, checking, and calculating the Score Sheet. These checks will catch some common mistakes but are not exhaustive. See Section 6.7 if a warning appears that ties cannot be broken (it can be ignored).

Transient Workbook errors or unexpected outcomes can often, but not always, be cleared by clicking "Display Score Sheet for Print" again (and perhaps again).

Errors are inevitable. Always **Save As** to a **new** file name after any burst of data entry or Workbook change. Section 3 deals with errors during data entry for a Heat, and Section 4 with errors found when Verifying the end of a Race.

SECTION 3

DURING RECORDING OF HEAT/RACE RESULTS

> Error window pops up, "No Such Boat! There is no boat with that sail number".

Click "Cancel" (do not click "Retry" and certainly not "Help"). The reason you see this error message is due to one of the following:

3.1 **Key stroke error** when recording a sail number in Race Results.
➔ Enter the correct sail number.

3.2 **Late entry to the event,** no one told you.
➔ Alert the Race Officer. Enter the Skipper name and Sail # in the Score Sheet. Resume recording the Heat results.

3.3   **Boat's sail number incorrectly recorded** at the finish line.
➔ Alert the Race Officer. When the Heat results sheet has been corrected (i.e., this isn't your problem), re-record the results by re-typing the correct sail numbers in their correct order.

3.4   **Boat changed its sail number**, no one told you.
➔ Alert the Race Officer.
(a) If this is the first Race of the event, then simply change the boat's Sail # on the Score Sheet. Resume recording the Heat results.
(b) If the boat has at least one result already recorded under its previous number, then there are two options.
    (i) Continue recording the boat's results using its old sail number.
        Every time the new number appears, record the result under the
        old number.
    (ii) Create a new boat in the Score Sheet with the new number.
        Change the old sail number to the new number in Race Results.
        Clear out the old sail number and its details from the Score Sheet.

> The Workbook stops responding or shows an incomprehensible error message.

3.5   **The data entry cells** in the Race Results sheet were probably accidently damaged by a keystroke error or mouse click error.
➔ Abandon the Workbook, restart the computer, load the last "Save As" Workbook, and continue from that Save As point of backup.

SECTION 4
WHEN VERIFYING A RACE

> Error window pops up, "Did you make a typo? No entry found for boat XY".

Click "OK". Following are the likely reasons you saw this:

4.1   **You did make a typo** when recording a sail number in Race Results.
➔ Search through the Heat results sheet(s) for boat XY.
If present, record XY correctly. Note that this means that the typo key stroke error has given some other boat, ZW, an incorrect result. There are two possibilities.
    (a)   ZW is a non-finisher. Section 4.3 deals with this.
    (b)   ZW has been recorded twice. In due course a further error window will pop up
            (if it has not done so already). Sections 4.4 and 4.5 deal with this.

4.2   **XY is not listed on any Heat results sheet** for the Race in question.
➔ Alert the Race Officer. There are two possibilities.
    (a)   XY was missed off a Heat results sheet in error, it did finish correctly.
            Await a clear, correct copy of the Heat results sheet(s).
            Correct the recorded Heat results.
    (b)   XY is a non-finisher. Section 4.3 deals with this.

4.3   **The boat did not finish** its Heat in the Race in question, and this was not noted on its Heat results sheet.
➔ Alert the Race Officer. Await a clear, correct copy of the Heat results sheet(s). Correct the recorded Heat results.

> Error window pops up, "Oops! Scored more than once. Boat XY scored 2 times".

Click "OK". Following are the likely reasons you saw this:

4.4   **Boat XY is listed twice** in the Heat results sheet(s).
➔ Search through the Heat results sheet(s) for boat XY and confirm duplicate entries.
Go to Section 4.5 if no duplicates.
Alert the Race Officer. Await a clear, correct copy of the Heat results sheet(s).
Correct the recorded Heat results.

4.5   **Key stroke error** when recording a sail number in Race Results.
➔ Search through the Heat results sheet(s) for boat XY.
If XY is recorded only once in the Heat results sheet(s),
  (i)   check this result is correctly recorded in the Race Results;
  (ii)   find the incorrect second recording of XY in the Race Results;
  (iii)   make a note of the Heat where this occurs.
This means that the typo key stroke error has failed to give some other boat, ZW, its correct result in that Heat. Review the Heat results sheet for that Heat. There are two possibilities.
  (a)   It is clear that there is a boat ZW listed in that Heat and that the sail number XY was incorrectly recorded instead. Correct the Heat results.
  (b)   It is not clear that there is a boat in that Heat which was incorrectly recorded as XY. It is probable that there is a non-finisher in that Heat whose sail number is not currently known, but is probably similar to XY, perhaps "YX". Section 4.3 deals with this.

SECTION 5
SCORING ABBREVIATIONS

PENALTIES

> BFD   DNC   DNE   DNF   DNS   DSQ   NSC   OCS   RET   UFD

5.1   A boat may be listed on the Heat results sheet with one of the above scoring abbreviations.
➔ Record the boat's sail number below the boats which did finish. Record the scoring abbreviation in the Comments by overtyping **OK** with the abbreviation.

5.2   The Race Officer may direct that a boat listed on the Heat results sheet as having finished and NOT in a promotion position shall be recorded with one of the above abbreviations.
➔ Record the scoring abbreviation in the Comments cell for the boat by overtyping **OK** with the abbreviation.

5.3 You may notice if there happen to be a number of boats (5 or more) recorded with penalties following action under 5.1 and/or 5.2. If the Race Officer has not also noticed this, they would welcome an alert. Review 6.8.

5.4 The Race Officer may direct that a boat listed as a finisher AND IN a promotion position as **UP** (green cell) shall be recorded as not finished with one of the above abbreviations.
➔ Do NOT overtype the **UP**. Instead, first move all the boats up one position in the Heat. Then record the boat's sail number below the boats which did finish. Record the scoring abbreviation in the Comments by overtyping **OK** with the abbreviation.

BOAT WITHDRAWN

DNC   WDN

5.5 A boat may be listed on the Heat results sheet as withdrawn from the event (temporarily or otherwise).
➔ Record the boat's sail number below the boats which did finish. Record the scoring abbreviation in the Comments by overtyping **OK** with the abbreviation **DNC** (not **WDN**).

5.6 The Race Officer may direct that a boat be recorded as withdrawn from the event (temporarily or otherwise).
➔ Record the boat's sail number in the space for WITHDRAWN boats at the foot of the Race Results. The scoring abbreviation in the Comments automatically shows **WDN**.

REDRESS

RDGave

5.7 The Race Officer may direct that a boat be recorded as given redress, being the **average of its points** for its preceding Races.

(a) If the boat is not yet recorded in the Race Results for this Race:
➔ Record the boat's sail number below the boats which did finish. Record **RDGave** in the Comments. The Points cell changes to '**R**'. If the Points cell changes to any other indicator, such as "DAFT!", alert the Race Officer.

(b) If the boat is recorded in the Race Results and the Comments cell is not **UP**:
➔ Record **RDGave** in the Comments. The Points cell changes to '**R**'. If the Points cell changes to any other indicator, such as "DAFT!", alert the Race Officer.

(c) If the boat is recorded as **UP** in its Comments cell (green cells):
➔ Alert the Race Officer and make no change. Await a revised, clear, correct copy of the complete Heat results sheet.

RDGfix

5.8 The Race Officer may direct that a boat be recorded as given redress, being a **specified number of points**.

(a) If the boat is not yet recorded in the Race Results for this Race:
➔ Record the boat's sail number below the boats which did finish. Record **RDGfix** in the Comments. The Points cell changes to '**R**'. Overtype the '**R**' with the number of points specified. It may be that this number is to be provided to you at a later time.

(b) If the boat is recorded in the Race Results and the Comments cell is not **UP**:
➔ Record **RDGfix** in the Comments. The Points cell changes to '**R**'. Overtype the '**R**' with the number of points specified. It may be that this number is to be provided to you at a later time.

(c) If the boat is recorded as **UP** in its Comments cell (green cells):
➔ Alert the Race Officer and make no change. Await a revised, clear, correct copy of the complete Heat results sheet.

5.9 Notes on redress.
(a) Redress initially gives '**R**' points to a boat. If the Points remain as '**R**', the boat will have red "****" around their entry in the Scores column of the Score Sheet.
(b) Overtyping the '**R**' with a number also overtypes the Workbook logic and programming in that cell. Any later changes to a boat's Comments or Points in that race will not be possible. Revert to the previous file backup and re-enter the results.

SECTION 6
OTHER MATTERS

DEAD HEATS (TIES ON THE FINISHING LINE)

6.1 When the Finish Line team find it impossible to separate boats, the boats share the points for the places covered. For example, three boats that dead heat for 13th share 13, 14 and 15, and so get 14 points each.

6.2 If the boats affected are NOT in promotion positions (their Points cell is clear, not green):
➔ Overtype the Points of each boat with the shared value. For example, type "14" into the Points cell of each of the three tied boats. Review 5.8.
You may notice that some of the dead heat boats are in demotion or relegation positions. If the Race Officer has not also noticed this, they would welcome an alert. Review 6.8.

6.3 If one or more of the boats affected ARE in a promotion position (their Points cell is green):
➔ Alert the Race Officer and make no changes. There are NO circumstances where the **#N/A** points of a boat may be over-typed. Await a revised, clear, correct copy of the complete Heat results sheet.

ALTERATION TO A BOAT'S FINISHING POSITION

6.4 Following a Protest Committee decision under RRS 61.4(c) a boat may be promoted regardless of its Heat result.
➔ Make no change to the boats currently in promotion positions. The now-promoted boat sails in the higher Heat and is not recorded in the current Heat. See 13.3 in the Full Instructions if

there are 25 or more boats in the Heat.

6.5   The Race Officer may direct that a boat be recorded into a specified position in a Heat.
➔ Record (or re-record) the Heat when you have been given a revised, clear, correct copy of the complete Heat results sheet.

RESETTING THE RESULTS OF A RACE

6.6   Only in case of dire need should you click any red "Reset" button in the Race Results sheet.
➔ Better to abandon the current Workbook, restart the computer, load the last "Save As" Workbook, and continue from that Save As point of backup.

SCORE TIES ON THE SCORE SHEET

6.7   The Workbook automatically breaks score ties. It may sometimes issue a warning that it is unable to do so, usually in the early stages of an event.
➔ The message may safely be ignored. If it occurs at the end of the event, alert the Race Officer.

DEMOTION / RELEGATION

6.8   The Workbook provides scoring for the results of HMS Heats but does not provide the mechanics for managing the HMS Fleet Control Board nor for running an HMS event.
➔ This lack gives particular difficulty to the Race Committee when re-scheduling or re-dividing the fleet and there are boats tied at a demotion/relegation boundary. The difficulty is caused either when a number of boats fail to finish a Heat (5 or more in an event with 4-boat promotion) or when some boats dead heat. In order to decide which boats to demote to a lower Heat, and which boats remain in their current Heat, the Race Committee needs to break HMS position ties (not score ties), and the Workbook does NOT do that.

PRINTING A SCORE SHEET

6.9   Click on the Program Options button and select "Display Score Sheet for Print". If a single page print is desired: show the margins at the print preview screen and reduce them, then on Page Setup adjust the % size so all competitors and all races are shown.

end