



# Quick Start Guide - Using TopYacht for a Regatta.

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## Prerequisites:

- The current version of TopYacht is installed on your computer.
- You have a database ready to go and installed on your computer.

## Your Tasks will be to:

1. Set up each race (do NOT set up the next race until the current race is complete!)
2. Add entrants to the race.
3. Enter finish times.
4. Process the race.
5. Print out results to paper.
6. Upload results to the Web.
7. Alter any data as needed e.g. spelling of skipper name OR alteration to start time OR alteration to a finish time.


Each of these steps (and others optional ones) are covered in detail within [HELP](#)

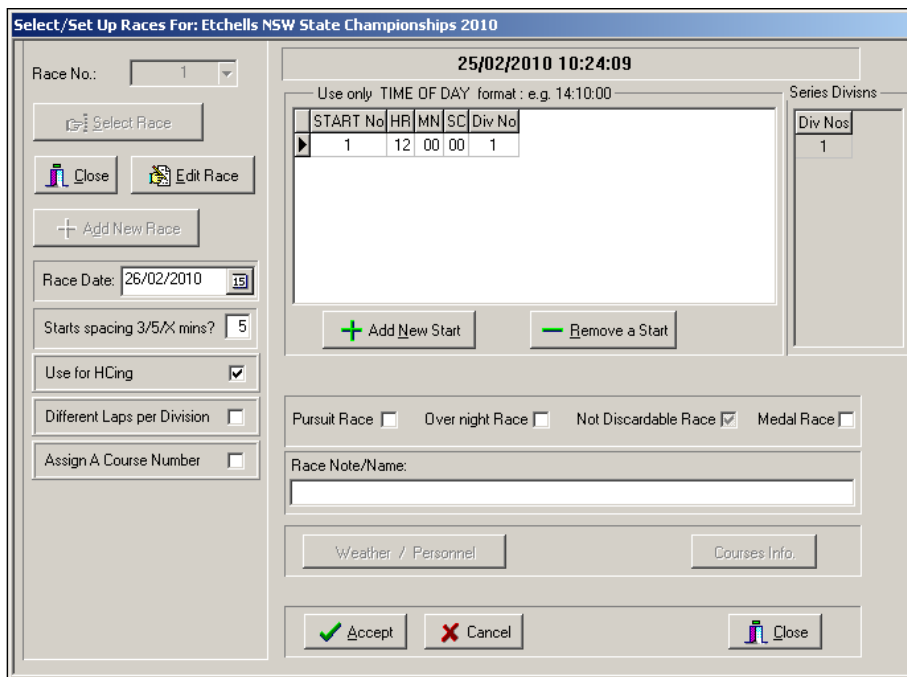
See [HELP | Set Up a Season of Regatta | Set Up TopYacht for a New Series / Season.](#)

## **Step 1: Set Up a Race**

Before you can do this you must first select the relevant Series using step 1 on the main menu of TopYacht.


Once the Series is selected....

1. Use Step 2 of the main menu.
2. On the Race Set Up screen.
3. Click on the  button.
4. Once the new race is created you need to.
  - a. Set the race date
  - b. Set up a start for each division number that is racing.
5. Accept
6. Close.



## Step 2: Add Entrants to Race

Use **Step 6** on the main menu.

For a regatta you can either click the  button OR use the spacebar (or double click) in the Add column if entering entrants from a sign on sheet.

To Alter handicaps manually (if needed) simply alter the handicap at the right of the screen.

Notes:

- The handicaps are normally 'hidden'. To see them drag the vertical orange bar to the left.
- Initial handicaps may be set elsewhere (see end of this doc)
- To sort a column, click on the column heading e.g. "Boat Name"
- Columns with the title in italics, means you can edit the data in that column.
- When finished make sure to press the Accept button.

Sail No	IN	ADD	Boat Name	Class	First Name	Last Name	Div No	From	Crew 3	PHS
511	☺		GRAND V	Etchells	Gordon	Hinds	1	RSYS		1,000
690	☺		HAT TRICK	Etchells	David	Henry	1	CYCA		1,000
767	☺		CHAMPAGNE CHAF	Etchells	Mike	Thackray	1	RSYS		1,000
832	☺		ABSOLUTE PEARLE	Etchells	Peter	McNeill	1	BCC		1,000
870	☺		TBA	Etchells	Mark	Bradford	1	RQYS		1,000
876	☺		FIFTEEN	Etchells	David	Clark	1	CYCA		1,000
947	☺		MAGPIE	Etchells	Graeme	Taylor	1	MYC		1,000
1058	☺		FENG SHUI	Etchells	Troy	Tindill	1	NZYC		1,000
1082	☺		ALCHEMIST	Etchells	Richard	Hammond	1	RSYS		1,000
1084	☺		WHY BE FLAT	Etchells	Kane	Sinclair	1	LMYC		1,000
1088	☺		SUN TZU	Etchells	Roger	Hickman	1	RSYS		1,000
1102	☺		PANTHER	Etchells	Stephen	Orouke	1	CSC		1,000
1124	☺		ROUE	Etchells	Michael	Morris	1	RSYS		1,000
1125	☺		TONIC	Etchells	Peter	Alexander	1	RSYS		1,000

### **Step 3: Enter Finish Times**

See the document [Entering Finish Times](#).


### **Step 4: Process the Race**

Use Step 10 “Process Race” on main menu.

### **Step 5: Print Results to Paper**


Use **Step 11... View | View Results** (top left menu)

Hide columns that are not relevant with the Display/Hide button.

Press  **ALL Groups** button to print out the reports to paper.

### **Step 6: Upload results to the Web**


First, follow the print results as per the previous point.

When you press the  **ALL Groups** button, select the “Internet” radio-button option, then print.

Return to main screen.

Follow menu sequence.

Internet | Upload (on the Menu Bar).

Select relevant series from the Drop-Down list, then press the  button.

### **Step 7: Altering Data**

#### **Altering start times:**

1. Select the relevant race in Step 2 from the main menu.
2. Once you have selected the race (you must select the race even if it is R1) then press the Edit button and makes relevant changes.
3. When done press the Accept button (bottom screen) then close screen.
4. Don't forget to reprocess race.

#### **Altering Finish times:**

1. This is best done by using the same process as initially entering times.
2. Once on the StopWach screen find and update the time (or add a new one).
3. Then “Use Times” as previously.
4. Don't forget to reprocess race.

#### **Altering Boat details:**

1. Select Series and the FIRST race for which the change is to apply.
2. Edit the data on the screen. If you want to alter Sail No then sort on another column then you will be able to edit the sail no.
3. When done click another cell.
4. In the confirmation dialog that pops up, choose the scope for the change.

**Step 8: Add Initial Handicap:**

1. From the main menu.
2. Select Series then select race 1.
3. Click step 3 on main menu
4. Use "Add existing entrant.." option (i.e. top option)
5. For every boat add a handicap of 1.000. (This is quickly done using the '1' key and the down arrow key.