



# Import Competitors from a .csv File

## Synopsis

TopYacht has a utility for populating the Master List from a .csv file. Additional sub-options permit the addition of the boats to a series and a race,.

## Prerequisites:

- A TopYacht 'Enhanced (Regatta) mode License is required.
- The TopYacht 'File' menu is enabled

## Scenario 1: ONLY populate the Master List

### Step 1:

Create the .csv file. Only the **MUST HAVE** columns are needed; (See [Appendix 1: Create the .csv File](#))

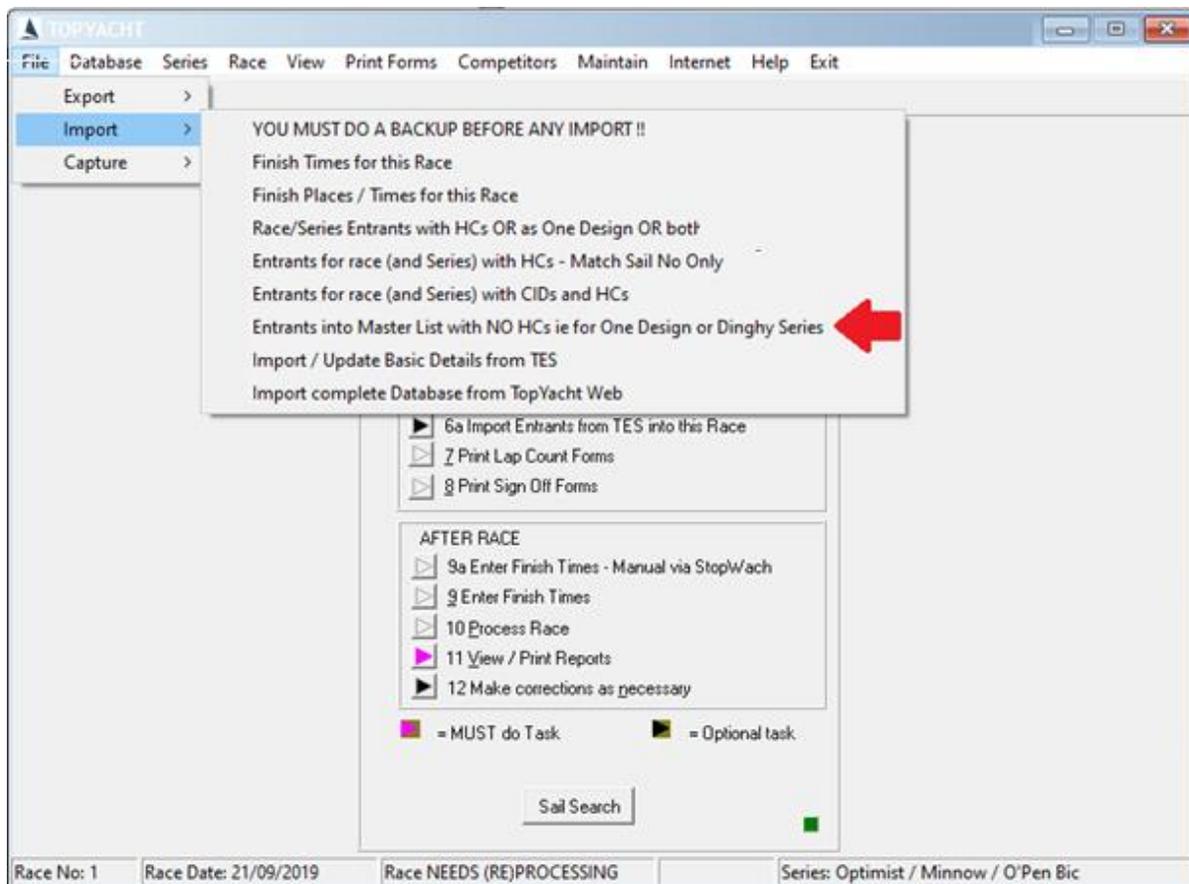
### Step 2

Save the .csv file.

### Step 3:

Open the file menu

**File | Import | Entrants into Master List with NO HCs.....**

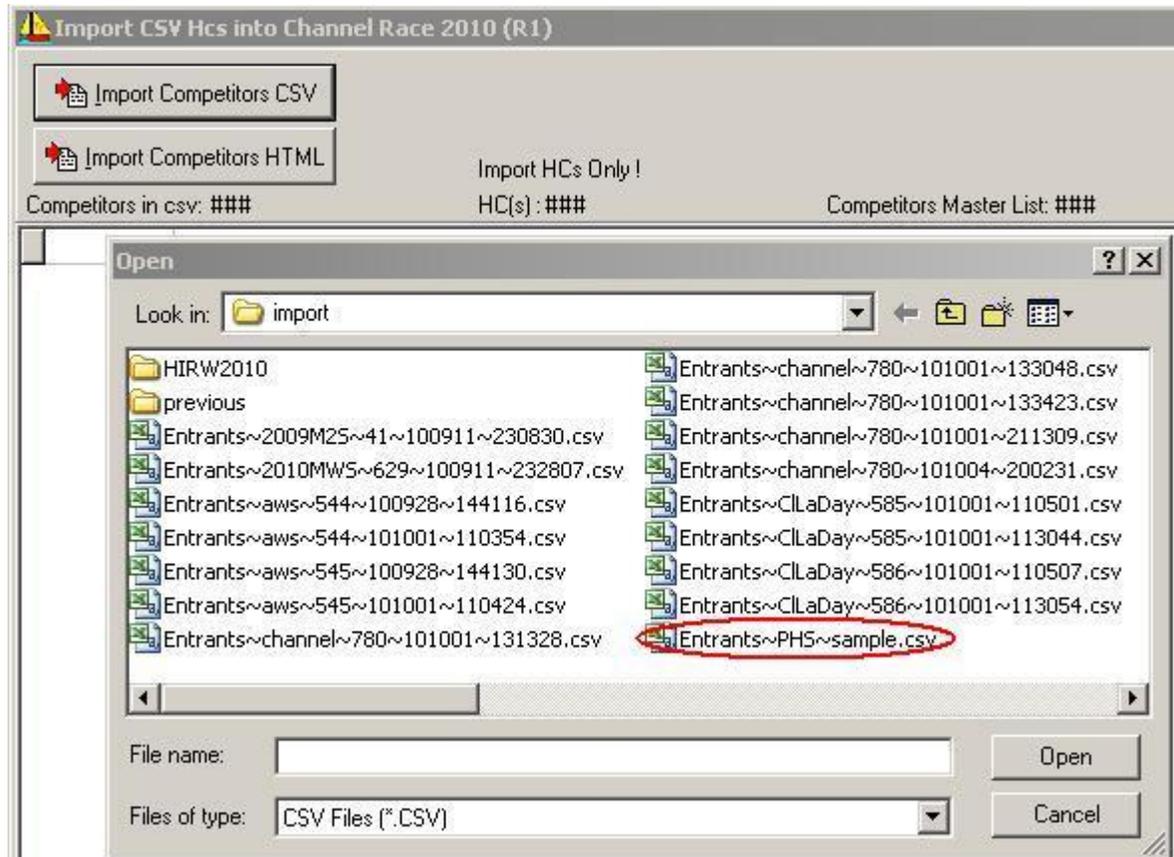


**Step 4:**

Click 

**Step 5:**

Find and select the file created from **Error! Not a valid bookmark self-reference.**



**Step 6:**

Click on the target file, then click 

Then select Sail No from the dialogue that pops up.

If your data has TES BIDs available (in a column of the csv) then **using the TES BID is a much better alternative**. This is **only** available to TES users where the BID is generated in TES.

Import CSV Hcs into Channel Race 2010 (R1)

Validate C:\Documents and Settings\All Users\Documents\TopYacht\import\Entrants~PHS~sam

Import HCs Only!  
 Competitors in csv: ### HC(s): ### Competitors Master List: ###

DIV	CLASS	BOAT NAME	SAIL NO	FIRST NAME	LAST NAME	FROM	PHS	DESIGN	NEW
1	D1	2 UNLIMITED	AUS216	Greg	Prescott	RYCT	1.12	Melges 32	
1	D1	42 SOUTH	CPA9500	Mark	Ballard	BYC	1.085	Beneteau 44.7	
1	D1								
1	D1								
1	D1								
1	D1								
1	D1								
1	D1								
1	D1	SILVER MIST	1331	Andrew	Sutherland	RYCT	0.9	Farr 37	
1	D1	TROUBLE	1	Dave	Willans	BYC	0.885	Masrm Club 30	

Data Import for this Race and this Series...

Match imported boats against those already in TopYacht based on:

Match On

TES Boat ID

Sail No

OK Cancel

**Step 7:**

Click on 

If you are importing boats (matching on Sail Number) with the same sail number as an existing boat then it will be assumed to be the same boat. **This can only be solved** by altering the Sail Number in the left window; validating again, then proceeding.

**Step 8:**

Press the  button.

**Then:**

- Set up a race (TopYacht Menu Step 2); and
  - Add Competitors to the Series (TopYacht Menu Step 3); and
- Have a list of any starting handicap values handy so the handicap value fields can be loaded

## Scenario 2: Import Handicaps and Enter into Series/Race

### Step 1:

Create the .csv file. The **MUST HAVE** columns are needed, as well as the optional handicap group columns. (See [Appendix 1: Create the .csv File](#)),

### Step 2

Save the .csv file.

### Step 3:

In the Series Setup (Page 3) ensure that the Handicap Group Names are identical with the heading names in the handicap group optional column header.

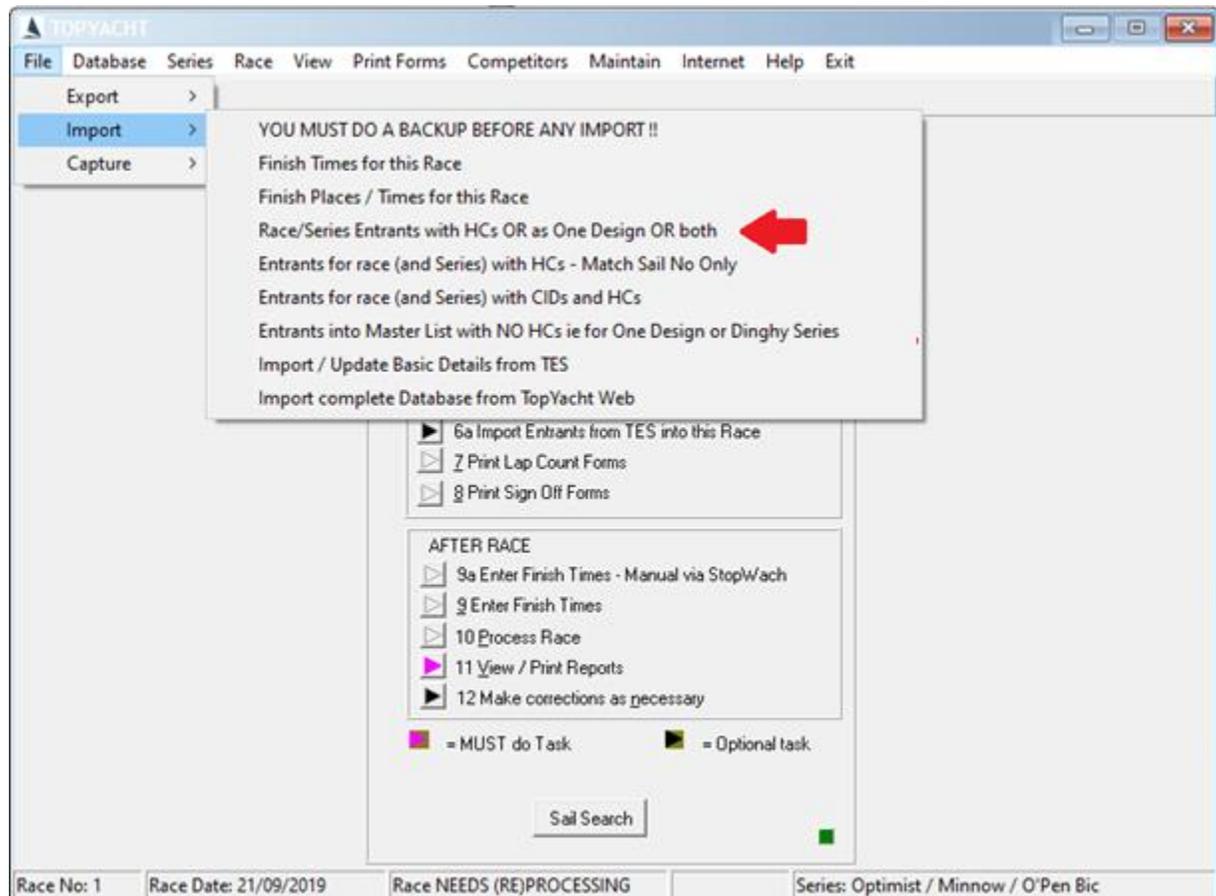
### Step 4:

Select (or create) the first race

### Step 5:

Open the file menu

**File | Import | Race/Series Entrants with HCs or.....**



### Then:

Continue with the process described in [Scenario 1: ONLY populate the Master List](#)

## Scenario 3: Import Specific Classes only with Handicaps and Enter into Series/Race

Prior to executing the steps in "Scenario 2: Import Handicaps and Enter into Series/Race", carry out the following steps:

**Follow the steps outlined in the document:**

[Selectively Import Classes from a csv File or TES](#)

**Then:**

Follow the steps set out in "Scenario 2: Import Handicaps and Enter into Series/Race".

## Appendix 1: Create the .csv File

Excel, (and most other spread sheets), databases and some word processors allow the export of data ("save as..") a 'flat' text file in **Comma Separated Variables (.csv)** format. TopYacht allows the import of such a list. Always choose the simplest CSV format. The file extension is expected to be **.csv**.

### Layout:

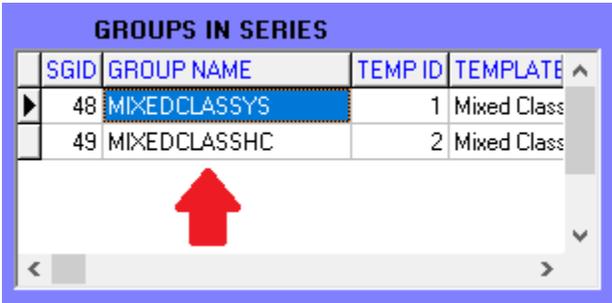
The first row **must** contain specific **Column Headings**

<b>The 6 MUST HAVE columns</b>		
<b>Heading</b>	<b>Field Size</b>	<b>Comments</b>
CLASS	20	This <b>MUST</b> be a class name exactly as used in TopYacht's Class List
SAIL NO	8	Alpha/Numeric
BOAT NAME	20	Alpha/Numeric
FIRST NAME	20	[Of Skipper] Alpha/Numeric
LAST NAME	20	[Of Skipper] Alpha/Numeric
FROM	4	Name of Club/State etc.
<b>OPTIONAL Handicap Group Columns</b>		
PHS	5	Numeric (x.xxx format)
AMS	5	Numeric (x.xxx format)
IMS	5	Numeric (x.xxx format)
PHRF	5	Numeric (x.xxx format)
PHRF-NZ	5	Numeric (x.xxx format)
ORCxxx <sup>1</sup>	5	Numeric (x.xxx format)
SMS	5	Numeric (x.xxx format)
OD	5	Numeric = 1.000. This is ignored but needed to import into the OD group.
<b>Other OPTIONAL Columns</b>		
CREW_1	20	Alpha/Numeric
CREW_2	20	Alpha/Numeric
SAIL NO2	8	Alpha/Numeric
SAIL NO3	8	Alpha/Numeric
NOTE	25	Alpha/Numeric
NOTE1	25	Alpha/Numeric
NOTE2	25	Alpha/Numeric
NOTE3	25	Alpha/Numeric

<sup>1</sup> Further Reading: See [ORC ratings options in TES and TopYacht](#)

## Import Rules

- The .csv **must** have as its first line the column headings listed above.
- Any additional columns, with or without headings, will be ignored by the importer.
- Do not exceed the character count specified in the field size (above).
- There **cannot** be any commas in any of the data fields.
- There are 6 **must have** fields.
- There is **no** mandated column order.
- The .csv **must not** have blank lines at the bottom<sup>2</sup>.
- The "has crew" check box must be checked before TopYacht will import Crew Names. See TopYacht HELP topic: [Add or Edit a Class Name and / or Yard-Stick](#)
- The Class Names **must** be as per the **Class Names** list See TopYacht HELP topic: [Add or Edit a Class Name and / or Yard-Stick](#)
- TopYacht has a [template](#) available for download that takes care of the **Class Name** verification. It has a drop-down list of all the currently recognised classes and their variants. It also converts the BOAT NAME field will be automatically converted to UPPER CASE to be consistent in appearance with TES-loaded boat names.
- If you have generated a .csv file from a previous master list, it is important to delete all other columns (including headings) except those listed above.
- If used, The **OPTIONAL Handicap Column/s** headings **must** have a corresponding group name in the series-setup (page 3) to import into a series / race.



SGID	GROUP NAME	TEMP ID	TEMPLATE
48	MIXEDCLASSYS	1	Mixed Class
49	MIXEDCLASSHC	2	Mixed Class

- Close Excel before attempting the import. TopYacht cannot access files still open in Excel.
- The first race in the series must be created to import **any** handicap value.

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<sup>2</sup> Open the .csv file with a simple text editor with (say) NotePad and inspect for empty rows at the bottom.

## Notes

- The Note column can be used for Bow Numbers. See *TopYacht HELP* topic: **Bow Numbers (Hull Numbers)**
- The Note1 Column can be used to handle a third crew member See *TopYacht HELP* topic: **Handle a Third Crew member**
- Be careful with boat classes like "Hobie". It is meaningless, as there are several variants of Hobie Class cats, all with different Yardsticks. It must be "Hobie14" or whatever. The template is kept up to date by TopYacht Tech Support.
- For keel boats use a class name of 'D1' for Division 1 boats, 'D2' for Division 2 etc.
- A list of all the classes contained within TopYacht's database can be printed by using the Print button on **Add or Edit a Class Name and / or Yard-Stick**. There are some 450 entries!
- Suitable Group Templates for the handicap system options above are contained in each TopYacht virgin database.
- Because of the boats with the same class and sail number are assumed to be the same boat, you **must not** have multiple boats of the same class where each is listed with a sail number of **N.A.** If you do, you will create a competitor with one skipper and a lot of crew members all on the boat of sail number N.A.
- There is an optional field called "**From**". While this heading **must** exist, it is not necessary to populate in this field. This can be ignored or used to indicate which School / Club / State / Country a competitor is representing. i.e. where they are "from".
- If the .csv file is missing one of the necessary headings then you will be given the opportunity to modify the on-screen heading, and then press the **Retry** button.

Save the .csv file into

- <C:\Users\Public\Documents\TopYacht\import> for Windows 7 (and later) Operating systems versions
- <C:\Documents and Settings\Public Documents\TopYacht\import> for Windows XP Operating systems versions

This folder is the 'landing folder' when the import utility is activated.

Save As

This PC > Local Disk (C:) > Users > Public > Public Documents > TopYacht > docs

Organize New folder

Name	Date modified	Type	Size
Template for TopYacht competitor list im...	09/07/2018 22:15	Microsoft Excel W...	17 KB

File name: Copy of Template for TopYacht competitor list import.xlsx

Save as type: Excel Workbook (\*.xlsx) **1**

Authors:

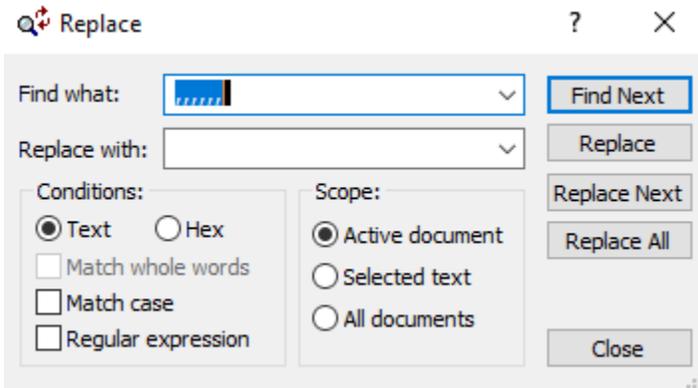
- Excel Workbook (\*.xlsx)
- Excel Macro-Enabled Workbook (\*.xlsm)
- Excel Binary Workbook (\*.xlsb)
- Excel 97-2003 Workbook (\*.xls)
- XML Data (\*.xml)
- Single File Web Page (\*.mht;\*.mhtml)
- Web Page (\*.htm;\*.html)
- Excel Template (\*.xltx)
- Excel Macro-Enabled Template (\*.xltm)
- Excel 97-2003 Template (\*.xlt)
- Text (Tab delimited) (\*.txt)
- Unicode Text (\*.txt)
- XML Spreadsheet 2003 (\*.xml)
- Microsoft Excel 5.0/95 Workbook (\*.xls)
- CSV (Comma delimited) (\*.csv) **2****
- Formatted Text (Space delimited) (\*.prn)
- Text (Macintosh) (\*.txt)
- Text (MS-DOS) (\*.txt)
- CSV (Macintosh) (\*.csv)

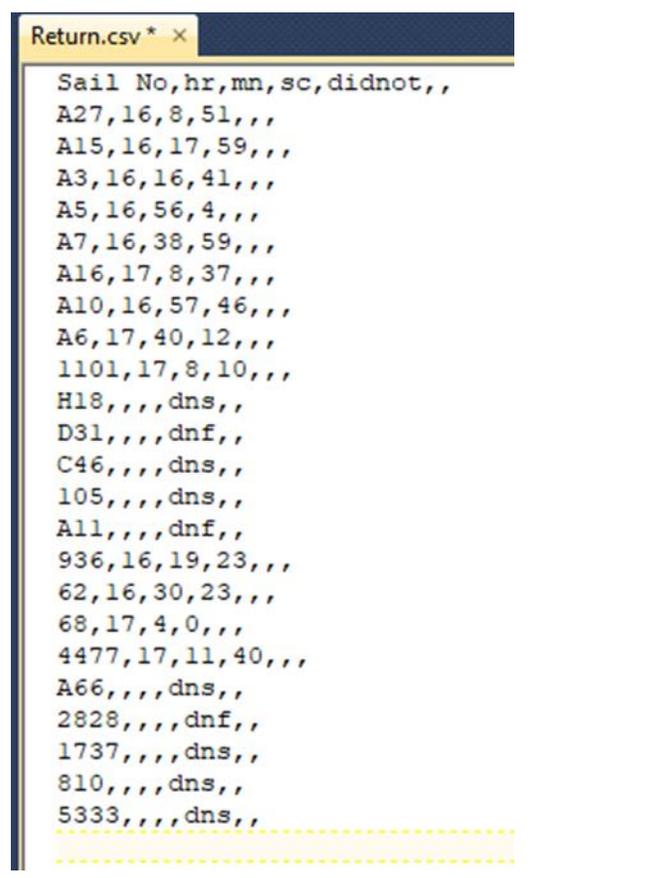


```
Return.csv x
Sail No,hr,mn,sc,didnot,
A27,16,8,51,
A15,16,17,59,
A3,16,16,41,
A5,16,56,4,
A7,16,38,59,
A16,17,8,37,
A10,16,57,46,
A6,17,40,12,
1101,17,8,10,
H18,, ,dns,
D31,, ,dnf,
C46,, ,dns,
105,, ,dns,
A11,, ,dnf,
936,16,19,23,
62,16,30,23,
68,17,4,0,
4477,17,11,40,
A66,, ,dns,
2828,, ,dnf,
1737,, ,dns,
810,, ,dns,
5333,, ,dns,
```

**Step 2:**

Using the editor's Replace function, replace a 6-comma string with a null character. Use the 'Replace All' option.



 <pre>Return.csv * x Sail No,hr,mn,sc,didnot,, A27,16,8,51,,, A15,16,17,59,,, A3,16,16,41,,, A5,16,56,4,,, A7,16,38,59,,, A16,17,8,37,,, A10,16,57,46,,, A6,17,40,12,,, 1101,17,8,10,,, H18,,,,dns,, D31,,,,dnf,, C46,,,,dns,, 105,,,,dns,, A11,,,,dnf,, 936,16,19,23,,, 62,16,30,23,,, 68,17,4,0,,, 4477,17,11,40,,, A66,,,,dns,, 2828,,,,dnf,, 1737,,,,dns,, 810,,,,dns,, 5333,,,,dns,,</pre>	<p>You will note that the modified text now has only two trailing commas. These will not stop the loader from successfully processing the file</p>
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**Step 3:**

Save the file and follow the import process.

## Appendix 3: Dump the Master List into a .csv File

### Background.

Master Lists can get out of hand, especially if they are repeatedly copied from a season to season to season. An easy way to clean up the Master List is to perform the house-keeping at the start of the season with a brand new database.

### Step 1:

Open the previous season's database.

### Step 2:

Open the Competitors Names Maintenance Screen

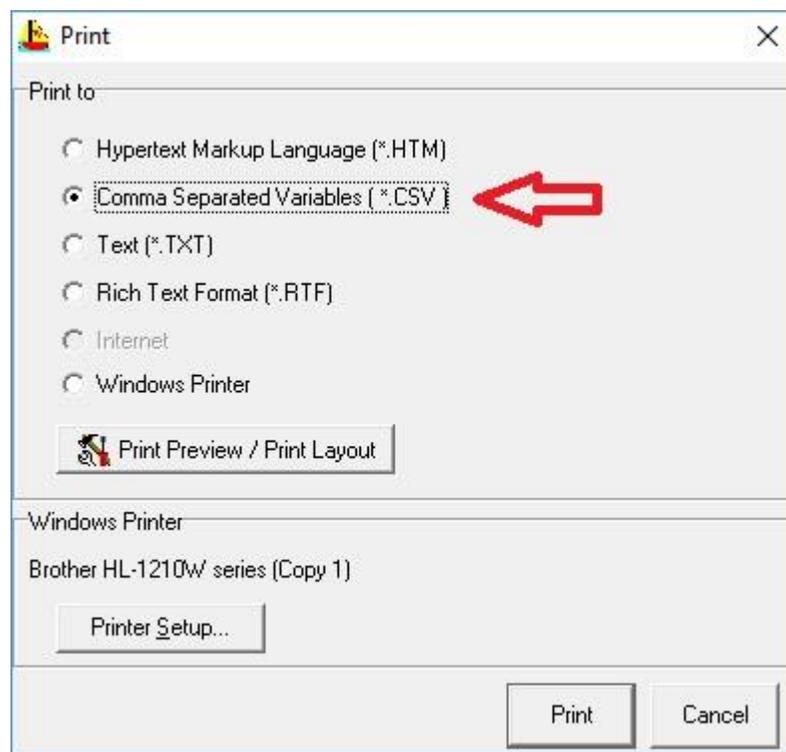
***Competitors | Update / Add new Competitor to Master List***

### Step 3:

Click on any cell in the main grid

### Step 4:

Hold down the <Ctrl> key and press "P", opening this selection box.



### Step 5:



Click on the Comma Separated Variable option, and press

TopYacht will dump the file into C:\Users\Public\Documents\TopYacht\export folder.

This file can now be edited to delete unnecessary boats (or add new ones)

Be sure to modify the header row to conform with TopYacht's requirements if the new list is to be re-imported into TopYacht for the new season.

## Appendix 4: Bow Numbers

The **NOTE** field can be used for loading bow numbers by entering the Bow Number allocated by the organising authority into this column.

## Further Reading:

Displaying [Country-of-Origin Flag](#) images on Internet Results Pages.

[Selectively Import Classes from a csv File or TES](#)

[Create a csv File to Import Finish Times](#)

[TES ~ Handling Bow Numbers](#)

TopYacht HELP topic; Bow Numbers (Hull Nos.)

## Document Revision

07-01-2022, 15-05-2020, 10-05-2020, 02-03-2020, 26-09-2019, 12-09-2019, 05-06-2019