



Selectively Import Classes from a .csv File or TES

Synopsis

TopYacht Operators may be faced with receiving a single entrants list.

The allocation of classes, courses and starts typically happens at the last minute, making the TopYacht Operators life more stressful.

While this scenario often plays out at OTB regattas, the procedure will also work for Keel Boat events.

This utility allows the quick loading of TopYacht series after these administrative decisions have been made.

It can be used equally well with TES (Step 6a) downloads as it does for importing from .csv files

Step 1:

For each **series**, on page 2 of the Series Setup Wizard, check the “Import Listed Classes Only” box

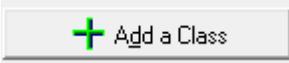
A screenshot of a software interface showing five checkboxes stacked vertically. From top to bottom: 'Pursuit Race' (unchecked), 'Use Block Entry' (unchecked), 'Team Score Series' (unchecked), 'Show Div Labels' (unchecked), and 'Offer: Import Listed Classes Only' (unchecked). A red arrow points to the 'Offer: Import Listed Classes Only' checkbox.

Step 2:

Follow: *Admin | Maintain | For This Series | Edit Divisions in Series*

Step 3:

A screenshot of a dialog box titled "DIVISIONS/CLASSES FOR: Season 2019-20". The dialog contains a table with the following columns: Div No, CLASS, YS, Nos, C_S_ID, CCF, SIC. The table is currently empty. Below the table is a large empty area. To the right of this area is a button labeled "+ Add a Class". At the bottom of the dialog are three buttons: "Remove a Class", "Print", and "Close".

- Click  **+ Add a Class**
- Select each class to be added to the series from the drop-down list
- At this stage of proceedings, it is most likely that the Race Committee will have set the number of starts, the start order, and allocated classes to each start. This means that the Division Number can be allocated to each class, and the Division Numbers in the Select / Set up a Race step can be populated.
- Add the Division Number to the respective class/es.
If the division numbers cannot be derived (yet) use any number that comes to mind to satisfy the software. Remember to edit these when the race committee get their act together.
- Click  **Close**

Document Revision

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