

Race Officer/Timekeeper- On Arrival and eRace Instructions

This is not a detailed description of how to operate the computer --but an 'Aide-Memoir'
For a more detailed explanation refer to the relevant information sheet

On Arrival

- Sign in noting wind strength and direction
- Liaise with the support boat crew to take you out to the committee boat.
- Turn on the computer (button on the front), the printer (button on LH top), the screen (button under the bottom RH corner), the keyboard put in front of the screen (slider top RH edge).
- Touch, then double touch, the 'OPEN' icon- 'Open a Program' screen appears.
- Select today's series race- Wait until the 'Home Page' appears which takes about 15 seconds
- Print off 'Lap and Time' recording sheets, also a 'Duty Crew log. – as required
- Computer is now ready for members to sign on
- Raise the Red Ensign when a Support Boat is afloat

- When all competitors have signed in, get the 'Race Entries' sheet printed. (Ask the OOD to do this and send it out to you if you are on the Committee boat)
- The 'Race Entries' sheet enables you to check the number of boats racing and shows you any signing on errors.
- Refer to the Sunday or Wednesday 'Starting a Race' instruction sheets.

Entering Results

- Select the race to be entered- Green button under 'Enter Race Results'- the 'Race Entry' screen appears
- Refer to the 'Race Entries' sheet for amendments- only data under 'DINGHY' can be amended
- To amend Membership Number or Helm Name the competitor must be re-entered by selecting 'Add a Competitor'
- Add any missing PY number- Select 'List of PY Numbers' button
- When all amendments have been entered select 'Save Amendments'
- Select 'Enter Race Results' button
- If, after amending an entry, 'VOID' appears in the 'Corrected Time' column ignore this entry line. DO NOT ATTEMPT TO DELETE IT
- Enter the timer start time in minutes into the cell highlighted- (Headed 'Slow', 'Fast' or 'Laser')
- Enter the number of Laps sailed and Elapsed Time for each competitor. The elapsed time is as recorded from the **first fleet Warning Signal- do not adjust this time.**
- If the competitor does not have a Finishing Time you **must** enter in the laps column one of the Finishing Codes listed on the screen
- Check all entries are correct
- Select 'Calculate and Print Results' and check the printout
- The 'HOME SCREEN' appears and you can either select another race to enter results or select 'Save/Close the Program'.
- If you have selected 'Save/Close the Program' and you wish to go back to the program you can select 'Re-Open Today's Program' on the 'Open a Program' screen that appears
- If you have finished entering and have printed the results, select 'CLOSE the eRace Program'
- On the screen that appears select 'Shut down the Computer'- The computer is turned off.

Turn off the printer, the screen and the keyboard- place the keyboard on top of the printer