

# *Race Log*

for Sailboat Racing

## Reference Manual

Release 2.7

# Table of Contents

µContents of diskette (or Download File) Installed to directory.....	4
INSTALLATION of Race Log system.....	6
NOTES ON COMPUTER SIZE.....	6
PRINTERS.....	6
MOUSE PROBLEMS.....	6
OPERATING SYSTEM.....	7
Notes on Microsoft Windows 3.1.....	7
Notes on Microsoft Windows 95.....	7
OPERATION of Race Log -- to Start <i>Race Log</i> .....	8
New in Release 1.2.....	8
New in Release 2.0 & 2.1.....	9
New in Release 2.3.....	9
New in Release 2.4.....	9
New in Release 2.5.....	10
New in Release 2.6.....	10
New in Release 2.7.....	10
<b>ENTERING RACE RESULTS.....</b>	<b>12</b>
Quick Start for New <i>Race Log</i> Users.....	12
Data Entry Overview.....	12
Data Entry Specifics - Full Screen.....	12
Data Entry Specifics - “Enter Finishes” Dialog Box.....	13
Clear Finishes from Existing File.....	14
<b>SCORING.....</b>	<b>15</b>
How to Score.....	15
Penalty Scoring.....	15
Override Points.....	15
Set Race Range.....	16
Throwouts.....	16
Error Checking.....	16
<b>SCORING OPTIONS.....</b>	<b>18</b>
Scoring Method and Settings.....	18
High Point Method:.....	18
High Fixed Point Method:.....	19
High Fixed Point Average Method:.....	19
High Point Average Method:.....	19
Low Point Method:.....	19
Low-Point Averaged Method:.....	20
Bonus Point Method:.....	21
<b>PRINTING.....</b>	<b>23</b>
Print to Printer.....	23
Print to File.....	23
HTML Format.....	23
<b>SPLITTING FLEETS INTO SEPARATE DIVISIONS.....</b>	<b>25</b>
Class or Division.....	25
Select Top Finishers.....	25
Custom Selection.....	25
<b>COMMANDS.....</b>	<b>26</b>
<b>KEYBOARD MAP AND HOT KEYS.....</b>	<b>28</b>

<b>FORMATS.....</b>	<b>30</b>
Screen Formats.....	30
Report Formats.....	30
Customize Your Own Formats.....	30
<b>TEAM SCORING.....</b>	<b>32</b>
<b>HELPFUL TOOLS.....</b>	<b>33</b>
Calendar.....	33
Calculator.....	33
<b>WINDOW MANIPULATION.....</b>	<b>34</b>
<b>SYSTEM SETTINGS.....</b>	<b>35</b>
System Limits:.....	35
Select Printer Type:.....	35
<b>***** YOUR SUGGESTIONS ARE WELCOME! ***** .....</b>	<b>36</b>
For more information contact:.....	36

**Contents of diskette (or Download File)**

**Installed to directory**

readme.txt	information	\rlog
log.exe	race log program	\rlog
rlog.bat	batch file to execute score program	\rlog
rlog.ico	icon for launching from Windows	\rlog
sys.ini	file to hold system option settings for score program	\rlog
scropt.ini	file to hold scoring option settings	\rlog
scr.ini	file to hold screen format settings	\rlog
scr0.ini	file to hold screen format settings	\rlog
scr1.ini	file to hold screen format settings	\rlog
scr2.ini	file to hold screen format settings	\rlog
scr3.ini	file to hold screen format settings	\rlog
scr4.ini	file to hold screen format settings	\rlog
scr1t.ini	file to hold screen format settings	\rlog
scr3t.ini	file to hold screen format settings	\rlog
scr4t.ini	file to hold screen format settings	\rlog
scr1a.ini	file to hold screen format settings	\rlog
scr2a.ini	file to hold screen format settings	\rlog
scr3a.ini	file to hold screen format settings	\rlog
scr4a.ini	file to hold screen format settings	\rlog
scr1ta.ini	file to hold screen format settings	\rlog
scr3ta.ini	file to hold screen format settings	\rlog
scr4ta.ini	file to hold screen format settings	\rlog
srcust.ini	file to hold screen format settings	\rlog
srcustt.ini	file to hold screen format settings	\rlog
rsult1a.ini	file to hold report parameters	\rlog
rsult2a.ini	file to hold report parameters	\rlog
rsult3a.ini	file to hold report parameters	\rlog
rsult4a.ini	file to hold report parameters	\rlog
rsult1ta.ini	file to hold report parameters	\rlog
rsult2ta.ini	file to hold report parameters	\rlog
rsult3ta.ini	file to hold report parameters	\rlog
rsult4ta.ini	file to hold report parameters	\rlog
rsltcust.ini	file to hold report parameters	\rlog
rsltcstt.ini	file to hold report parameters	\rlog
sample1	sample fleet file - actual standings	\rlog\data
sample2	sample fleet file - demonstrates error checking	\rlog\data
sample3	sample fleet file - demonstrates tie breaking	\rlog\data
sample4	sample fleet file - demonstrates Team scoring	\rlog\data
rlogword.doc	documentation in MS WORD for Windows 2.0 format	\rlog
rlogwp51.doc	documentation in WordPerfect 5.1 format	\rlog
rloghelp.hlp	internal file for help system	\rlog
raceform.wri	form for entering race results - MS WordPad format	\rlog
raceform.doc	form for entering race results - MS Word 2.0 format	\rlog
raceform.txt	form for entering race results - MS NotePad format	\rlog
descript.txt	Race Log description of features	\rlog
order.txt	Race Log order form	\rlog
register.txt	Race Log registration form	\rlog
install.exe	install program	not copied

ELB Software grants the purchaser the right to use one (1) copy of the Race Log software ("Software") on a single computer, and to make additional copies of the Software for backup purposes only. The Software is owned by ELB Software and is protected by United States copyright laws and other applicable copyright laws. ELB Software warrants that the Software will perform substantially in accordance with the accompanying documentation. ELB Software disclaims all other warranties, express or implied, including but not limited to, any implied warranty of merchantability or fitness for a particular purpose. In no Event will ELB Software be liable for any consequential or incidental damages arising out of the use of or inability to use the Software. In no case shall ELB Software's liability exceed the purchase price paid by the purchaser for the Software.

---

## INSTALLATION of Race Log system

### *Diskette*

- 1- insert diskette into drive a: (or b:)
- 2- type a: (or b:) and press Enter
- 3- type install and press Enter

The installation program assumes that you want to install on drive c:, and it creates the directory \ **RLOG** (or a name you select) for the program and system files, and subdirectory \ **DATA** for your data files.

### *Downloaded*

- 1- Copy the downloaded file into a directory by itself. (optional).
- 2- Run the self-extracting zip file by typing "**rlogfile**" while in the download directory, (or by double clicking the **rlogfile.exe** file while in Windows 3.1 File Manager, or Windows 95 Explorer).
- 3- Type "**install**" (or double click the **install.exe** file from Windows) while in the unzipped directory to install Race Log, and then follow instructions.
- 4- Type "**rlog**" (or double click **rlog.bat** in Windows) in the installed directory to run the Race Log program.

The installation program assumes that you want to install on drive c:, and it creates the directory \ **RLOG** (or a name you select - different from the download directory) for the program and system files, and subdirectory \ **DATA** for your data files.

## NOTES ON COMPUTER SIZE

*This release of Race Log, will operate on 286 or higher computers. You must have a Hard Drive and 2 meg of RAM. If you have an older 8086 such as an IBM PC/XT you will need Race Log Release 2.0. All future enhancements will be geared to the more up to date computers - 286 and higher (this is not to imply that 286's are up to date any more) since they have more memory and speed than the old clunkers. If you are not sure what you have, the MEM command entered at the DOS prompt will help you. This command will tell how much memory (RAM) you have and also will tell whether you have any Extended memory. If you have Extended memory, then bets are that you have a 286 or better (368, 486, Pentium, etc.).*

## PRINTERS

The Race Log system has been tested with Dot-Matrix printers such as the Panasonic KX-P1123, and Laser type printers such as Hewlett Packard Laser Jet and HP Desk Jet printers. The system has NOT been tested with Post-Script type printers.

For more on printers see the section on "System Settings".

## MOUSE PROBLEMS

If you have a Mouse but it is not working properly, make sure you have specified your Mouse driver in your AUTOEXEC.BAT file. Many people use a Mouse in Windows 3.1 but have not used it in a DOS application such as *Race Log*. The following AUTOEXEC.BAT file works for DOS 5.0 on a computer where Windows 3.1 is installed:

```
C:\WINDOWS\SMARTDRV.EXE
@ECHO OFF
PROMPT $p$g
```

```
PATH C:\DOS;C:\WINDOWS;C\WP51;C:\RLOG
SET MOUSE=C:\MOUSE
LOADHIGH C:\WINDOWS\MOUSE.COM /Y
LOADHIGH C:\DOS\DOSKEY
```

Note that the LOADHIGH command loads Mouse from the WINDOWS 3.1 directory instead of the MOUSE directory. This will ensure that the Mouse works when running *Race Log* in DOS, and also when launching *Race Log* from Windows 3.1.

Windows 95 seems to present no problems for Mouse use in DOS programs.

## **OPERATING SYSTEM**

### **System Requirements**

Runs on DOS 3.3 or higher (DOS 5.0 or higher is recommended for Race Log), must have hard drive (takes approximately 1 Meg on hard drive), 2 meg or more of memory (RAM), IBM compatible computer (286 or higher for Race Log *Release 2.7* and higher).

### **Notes on Microsoft Windows 3.1**

Race Log can be run in a DOS box under Windows, or can be launched from Windows. It is suggested that you run the Race Log program in Full Screen mode. You may try the "Window" mode, however the Mouse does not always work in "Window" mode.

You can toggle back and forth between Full Screen and "Window" mode by hitting the Alt+Enter key combination.

To add Race Log to a Microsoft Windows 3.1 Program Group,

- select Properties from the Windows 3.1 File menu,
- create a new Program Item for Race Log
- enter a Description such as Race Log
- enter the Command Line - c:\rlog\log.exe (or your directory)
- enter c:\rlog as the Working Directory (or your directory)
- select Change Icon to select a default icon

See also section above on MOUSE PROBLEMS.

### **Notes on Microsoft Windows 95**

Race Log can be run in a MS-DOS Prompt Window, or can be launched from an icon (provided on installation diskette) on the Desktop, or launched from Windows Explorer. Race Log runs fine in either Full Screen or Window mode. Printing your race results to a File from Race Log and then customizing with Windows 95 Wordpad is the easiest way to customize your output.

To create a Windows 95 Shortcut for Race Log:

- launch Windows Explorer
- select log.exe in the \RLOG directory
- click the right mouse button
- select "Create Shortcut"
- after the shortcut is created, drag it with the left mouse button from the Windows Explorer screen to the Desktop or to a desktop folder containing your commonly used programs
- select Properties, then the Program tab
- set the working directory to your \RLOG directory
- select the icon provided in the \RLOG directory
- set "Close on exit"

## OPERATION of Race Log -- to Start *Race Log*

*Mode 1: (assumes installed on drive c:)*

Change to the c: drive and the score system directory by entering

```
"c:"  
"cd\rlog" (or the directory you installed to if different than \rlog)
```

and then type "rlog" to run the system.

*Mode 2:*

Add your \RLOG directory to the PATH statement in your AUTOEXEC.BAT file if you know how, then reboot. Example:

```
PATH=C:\DOS;C:\MOUSE;C:\RLOG
```

Then type "rlog" from anywhere to start the *Race Log* system.

If you type "rlog" alone, without any filename, the system will start up without any *Race Log* file opened. Use the "File" pulldown menu to open an existing *Race Log* file or to create a new one. Alternately, you may specify what file you want opened by entering the filename on the command line: "rlog fleet.dat" will start the system and open the "fleet.dat" file from the \rlog\data default directory. Any file which is not in that default directory must be fully qualified: "rlog a:fleet.dat" or "rlog c:\somedir\fleet.dat".

( don't actually type the quotes in the above examples)

### New in Release 1.2

- 1) A new **SORT dialog box** for sorting up to 3 columns of data in a data window. The SORT capability will sort by last name in the Name column based on which name option you select in the SORT dialog box:

Option: "**First Last**" - first name followed by last name,  
example: MaryAnn Smith will sort by Smith  
caution: Mary Ann Smith will sort by Ann

"**Last, First**" - last name followed by first name separated by a comma,  
example: Smith, Mary Ann will sort by Smith

- 2) Improved SAVE capability for **saving your scoring methods** and scoring options.
- 3) **High Point Scoring** method has been added, along with options to control how many points for first place, DNS, DNF, and DSQ.
- 4) Full **TIE BREAKING** has been added.
- 5) Corrected errors in this documentation.
- 6) Miscellaneous bug fixes have been incorporated into this release.



## **New in Release 2.0 & 2.1**

- 1) Corrected bugs in **Tie Breaking**, extensive testing has found it to be accurate
- 2) Corrected various bugs
  
- 4) Added **Data Entry Dialog Box** to increase ease of use for entering race results
- 5) Added **Low-Point Averaged** scoring method as described in US Sailing Association's "International Yacht Racing Rules", Appendix B2
- 6) Added additional documentation, and added documentation in Word and WordPerfect formats
- 7) Multiple screen formats for providing the option of keeping track of additional data such as Sailing Club or Country of origin. Multiple report formats to provide the option of printing all or a portion of the data. Short report format for compact reporting handy for publishing results in magazines.
- 8) Added Calculator and Calendar tools.
- 9) Added ability to enter Override Points so you can control how many points a sailor receives in special scoring situations.
- 10) Added option to set a Race Range when scoring: Score *all races* or Score *selected races*.
- 11) Added ability to create scoring subset from Standings list, ie. select top 10, top 20, etc.

## **New in Release 2.3**

- 1) Added ability to enter Race Dates, and print optionally print them
- 2) Added ability to optionally print to a file, so report can be enhanced by a word processor or text editor before publishing
- 3) Fixed lock up problems
  
- 4) Added new Score Methods:
  - High Point Average
  - High Point Fixed
  - High Point Fixed Average
- 5) Added ability to include Bonus for 1<sup>st</sup>, 2<sup>nd</sup>, and/or 3<sup>rd</sup> in High Point Methods
- 6) Ability to Include or Exclude DNS's from scoring for High Point Methods, and ability to Include or Exclude all Entrants when calculating DNS score for Low Methods.

## **New in Release 2.4**

- 1) Added TEAM Scoring.

## **New in Release 2.5**

5/28/96

- 1) Fixed problems with Class (subset scoring)
- 2) Minor enhancements to data searching routines in the "Enter Finishes" dialog box.
- 3) Minor corrections to documentation and Help files

## **New in Release 2.6**

11/24/96

- 1) Addition of "Clear Finishes..." option in the FILE menu. This allows you to clear out the Finishes in a fleet file and still keep the Sailor data. Useful for starting a new season with last years fleet file without re-entering all the sailors.
- 2) You can now Over-ride the Throwouts Percent with an actual number of Throwouts. The number of races to Throw can be entered when you select "Score". This number over-rides the Throwout Percent specified in the Scoring Options Setting screen for this "Scoring".
- 3) The actual number of Races Scored after Throwouts is listed when you print the results. It's listed in the heading information where all the Scoring Options are printed.
- 4) The Report output width has been improved for printing to a File. The maximum is now 157. (The minimum is still 60). A maximum of 157 allows for the widest printing results when using Windows 95 WordPad and setting the print orientation to "Landscape" with a font size of 8. ('Word Pad' allows for Fixed size fonts which keeps everything lined up. Most Word Processors use proportional fonts which causes alignment be off a little when printing the Race Log results unless you manually edit the output.)
- 5) Bug fix for scoring files with sailors who have no Finishes entered for them. Bug fix for erroneously printing a column heading of "TEAM" instead of "CLASS".

## **New in Release 2.7**

5/17/97

- 1) Create Standings report in HTML format for inclusion on a Web site.
- 2) Added "Bonus Point" scoring method - actually the same as previously supported "Olympic" method.
- 3) Upgraded support of DNC, DNS, DNF, OSC, RET, DSQ, and DND to the precise definition of each as specified in the new 1997 Rules. Formerly a DNS was treated as a Did Not Compete, and a DNS was the default Finish if nothing was entered for a race. Now a DNS means the racer showed up at the starting area, but Did Not Start. A DNC is now the default entry for a racer who did not show up and will automatically be filled in for non-competing yachts in a series.
- 4) Extended the ability to specify whether the penalty is to be added to the number of Entrants, Starters, or Finishers to all of the above penalty indicators.
- 5) Expanded the "Class" and "Team" column to 3 characters.
- 6) Added column for "State", "Member".

- 7) Added ability to customize screen layout and report layout by selecting which columns to display, in addition to the preset screen layouts already provided.
- 8) Added ability to report the “Total Points” (score before removing Throwouts), in addition to the “Score” for Low Point Method.
- 9) Added Conversion program to convert old Race Log fleet files to new format. This will occur automatically when you open an old file. The old file will automatically be updated, and will not be readable by your old Race Log release (Release 2.6 or older).

# Entering Race Results

## Quick Start for New Race Log Users

- Open an existing file of fleet data using the "**File**" | "**Open**" menu option, or create a new file using the "**File**" | "**New**" menu option.
- Enter your sailor's Name and/or Sail Number along with their Finishes in the appropriate Race column on the screen, or select the "**Edit**" | "**Enter Finishes...**" menu option and **Race Log** will prompt you for each finish starting with the First finisher.
- Before you score the results you need to select your scoring method (such as Low Point) and scoring options (such as throwouts). Select the "**Options**" | "**Score Method**" menu selection and fill in the appropriate information. When done, click "**Save**" at the bottom of the Options screen so you won't have to do this again the next time you Score your Fleet.
- Select "**Score It**" from the "**Score**" menu. Your fleet will be scored and standings will be displayed on the screen.
- Print the results by selecting "**Print All**" from the "**Print**" menu. That's it!
- **Race Log** automatically computes your scores including all Penalties, Tie breaking, and automatically computes Throwouts (including not throwing out a DND).

## Data Entry Overview

The Race Log system works similar to a word processor or spreadsheet system in that your data can be entered in a full screen edit mode. Use the *Home* key to move the cursor between the Command Line and the Data area. There is no particular order of entry required - partial names or Sail numbers can be entered and updated later; finishes can be modified at any time; records can be deleted or added at any point in your data entry process. Save your data using the "**File**" pulldown menu, or type the "**save**" command on the Command Line. You will be asked to save if you try to quit but forgot to save your data.

The Race column is where you enter a racer's Finishing position, or DNC, DSQ, DNF, etc.. Actual points earned by the racer are automatically calculated by Race Log. (Occasionally it is necessary to override the actual points a sailor earns for his finish. This situation can occur if you have a protest and need to adjust scores, or if you provide series credit for sailing in out of town regattas. For information on Override Points see the **Override Points** section.)

Again, similar to a word processor or spreadsheet, you can edit an existing file containing race results, or you can create a new file, and you can have more than one file open at the same time which is handy for comparing to a previous year's data. Open an existing score file or create a new one by making the appropriate selection from the "**File**" pulldown menu.

Race results can also be entered using the "**Enter Finishes**" dialog box on the "**Edit**" pulldown menu. This will prompt you for the next finish in the next race. All you do is enter the Name or Sail number of the racer.

## Data Entry Specifics - Full Screen

Enter racing data by typing in the data screen under the appropriate columns.

The *Home* key will move the cursor back and forth between the Command line (where you can enter commands) and the Data area of the screen (where you can enter and edit data).

After entering the sailors Names or Sail Numbers you may want to *Sort* the list of names by last name (see the SORT dialog box in the EDIT pulldown menu) or by Sail Number so that you can more easily find the sailor you are entering results for. Make sure you *Save* your data to keep it in your *Sorted*

order.

The *mouse* can be used to place the cursor anywhere on the screen where you need to enter or change data.

The *Tab* key will move the cursor to the next column, *Shift/Tab* will move to the previous column.

The *Arrow* keys will move the cursor around the screen.

The *Enter* key is a little different than a word processor, it will take you to the next line but it does not insert data onto the following line like a word processor. It will, however, create a new record (new line) if you hit the Enter key while on the last record in the file. Also the Enter key will remember where you started typing on a line and position you on the next line underneath where you started typing. This is handy for entering multiple finishes for a particular race since Enter will keep you in the same Race column.

The *Insert*, *Delete*, and *Backspace* keys work as you expect them in a word processor.

The **“Insert”** and **“Delete”** entries on the **“Edit”** pull-down menu will insert or delete a line (or record). First, place the cursor on the line you want to delete, or place the cursor on the line where you want to insert a new record and then select the **“Insert”** or **“Delete”** option. (Also see **Keyboard** below: *F2*, *Ctrl+F2*, and *Ctrl+Del*.)

*Insert and Overtyping mode when typing.* You can tell what mode you are in by the size of the cursor. If the cursor is an underline then you are in insert mode. If the cursor is block shaped then you are in overtype mode. You can change between Insert and Overtyping mode by pressing the Insert Key. When entering finishes in the Race columns the system will always automatically overtype what was in that column whether you are in Insert or Overtyping mode. The Insert and Overtyping modes act in a more normal word processor fashion in the other data columns - such as Name, Class and Number (sail number)

Any Race column left blank will automatically be scored as DNC. This will also happen if a 0 or bad data is entered in a Race column. You only need to fill in the finishes for those who actually started a race, this includes DSQ and DNF - these must be entered. DNC may be entered if you chose.

*Race dates* will appear on the first line under the column heading. If the Race Date line is not there, select **“Add Race Dates”** from the **“Edit”** pulldown menu. Then use the mouse to click under the column heading for a specific race. A dialog box will open for you to enter a date. The following formats may be used to enter a date: mm-dd-yy, mm/dd/yy, mmddyy. (**Examples:** 012996, 1/29/96, 1-29-96).

## Data Entry Specifics - “Enter Finishes” Dialog Box

Select the **“Enter Finishes”** dialog box from the **“Edit”** pulldown menu.

The Race Log system will:

Automatically determine the current race:

- Positions you at the next Race to enter (RC\_9, RC10, etc)
- Prompts you for the Finish to enter (1st, 2nd, etc)

You type the racer's:

- **First Name** and/or
- **Last Name** and/or
- **Sail Number**

(You can enter an abbreviation such as "Al" for Albert. "Al " will find Al. The Status line will tell you if there is an error. Don't type the quotes.)

Then click the “**Do It**” button, (or *Tab* to the button and press Enter, or use the Hot key of *Alt-d*). Data will automatically be updated in the data window when you “**Quit**” the Enter Finishes Dialog Box.

Use the “**Add**” button to add a new racer. When you enter a new racer's Name or Sail Number and that sailor is not found, the Status line will tell you that no Sailor is found. Then click “**Add**” to add the sailor (of *Tab* to the button and press Enter, or use the Hot key of *Alt-a*).

The **RACE:** box in the upper left will automatically position you at the next race to enter. You may override this by clicking the Arrow buttons or by typing in the specific Race you wish to score or correct. (Or type RC\_3, RC12, etc, use the underscore is for RC\_1 thru RC\_9).

The **Finish** box in the upper right will automatically prompt you for the next finish. You can override this by typing into the box (“1” for 1st, “2” for 2nd, dnf, etc.), or click on the “DNC”, “DSQ”, or “DNF” buttons. DNC's are assumed if no finish is entered.

The **Date:** entry can be left blank or can be used to enter a race date. *Tab* to the Date: entry and start typing a date, or mouse click the Date: area and a dialog box will open for entering a date.

Click on the “**Quit**” button when you have finished entering your scoring data (or *Tab* to the “**Quit**” button and then press Enter, or use the Hot key of *Alt-t*).

### **Clear Finishes from Existing File**

You can re-use an existing fleet file and save yourself the effort of re-entering the Sailor's name and sail number. To clear the *race finish* data from a file and leave the Sailors intact select “**Clear Finishes...**” from the “**File**” pulldown menu. Use “Save” to write over the existing file and lose the original finishes. Use “SaveAs” to write to a new file and keep the cleared finishes in the original file.

Be careful to ensure you don't have extraneous, or inactive Sailors in your fleet file if you are counting all Entrants in a series. Every sailor in the fleet file is considered an Entrant in your series whether they have finishes recorded or not. For more information on this issue see the “Scoring Options” Section.

# Scoring

## How to Score

Once your data is entered simply type “**score**” on the command line or select “**Score It**” from the pulldown menu. The finishes in the data window will be checked for errors and a new window will appear with the resulting scores and standings. Notice this window has no command line at the bottom and you cannot edit the data in this window, this is a *result* or *report* window. You may use the Mouse or scroll keys, *F8* and *F9* for left and right scrolling, and the *Page Up* and *Page Down* keys, to view the results.

Next you may print the results by selecting the “**Print All**” from the “**Print**” pulldown menu. You will be prompted for a new title, just hit the Enter key or click the OK button to use the default title. (Don't click on CANCEL unless you want to cancel the Print request.) You're done.

Don't forget to save your data. The result window isn't actually data, you must get back to the data window and type “**save**” on the command line or select “**Save**” from the pulldown menu. The data file and data window will always contain exactly what you enter. Conversions to scores such as DNC's, or scoring 1st as .75 will be done automatically by Race Log and then used in calculating your total Score. However the data in the file will not actually change to .75, it will stay “1” in the data file.

## Penalty Scoring

**Race Log** uses the following definitions for penalties as specified in Appendix A of the most recent US Sailing “International Yacht Race Rules”, **Race Log** automatically computes the score for each penalty based on your settings for the Scoring Options for your scoring method, see the section on Scoring Options for more information:

- DNC** - Did not compete, did not come to the starting area
- DNS** - Did not start, but came to the starting area
- OCS** - On course side, over early
- DNF** - Did not finish
- RET** - Retired after finishing
- DSQ** - Disqualified
- DND** - Disqualified not discardable, can't be a throwout
- RDG** - Redress given, (Note: 'RDG' not actually entered into Finish, however Race Log handles RDG by allowing the scorer to actually enter the Over-ride Points instead of the Finish position, see the section on Override Points for more information on entering actual score values.
- ZPG** - Z flag given, (Note: 'ZPG' not actually entered into Finish, however Race Log handles ZPG by allowing the scorer to actually enter the Penalty Points, see the section on Override Points for more information on entering penalty score values.

## Override Points

Situations arise which require that you override the points calculated for a racer by Race Log. This situation can occur if you have a protest and need to adjust scores, or if you provide series credit for sailing in out of town regattas, and so forth. Since the data you normally enter is the actual finish, you

need to let Race Log know that the number you enter is either a “*finish*” or actual “*points*”. The default is “*finish*”. If you must enter Override Points, enter the “*points*” you want the racer to earn in the appropriate Race column. Include the decimal point whether you enter a whole or fractional number. A maximum of 1 digit is allowed after the decimal. This is done in the Data window, not the Enter Finishes dialog box.

Examples of valid Override Points entered in a Race column: 2.5 2.0 3. 8.1

Examples of invalid Override Points: 2 3.55

The decimal point must be included or Race Log will assume you have entered the racer’s “*finish*”. An error message will indicate a problem with too many decimal points. You may need to turn off Error Checking (see Error Checking section) if your scoring situation results in gaps in your finishes, such as *no 3rd place finisher*. This is a condition which is automatically checked for by Error Checking. You may need to turn it off before Scoring by selecting “**Options**” | “**Error Checking**”.

for *Low Point*, *Low Point Averaged*, and *Olympic Methods*: The Override Points you enter are actual points earned for that race.

for *High Point Method*: The Override Points you enter are not actual points, but represent a compromise finish. If you enter 2.5 then the Race Log program will treat this as a finish between the 2nd place finisher and the 3rd place finisher and calculate points based on that sequence of finishers.

## Set Race Range

This Dialog box appears when you select the “**Score It**” menu selection to Score your fleet. The default of “**All Races**” is pre-selected. Or a specific range of races to be scored can be selected, such as the past weekend’s results, by clicking the “**Select Race Range**” option. Then use the Arrow buttons to set the *Starting* and *Ending* race you wish to Score. Re-selecting the “All Races” option will reset the *Starting* and *Ending* races to include ALL races.

Normally you will Score all races to establish standings for all of your scoring data. Or you may select a subset of races and establish standings based only on those selected races. This allows you to keep all your fleet data for a whole season in one file, and optionally score the whole season or score a specific weekend from the same data file.

## Throwouts

Race Log will exclude from scoring a racer’s worst finishes. This is done by specifying a “Percentage” of races to throw in the Scoring Options dialog box. Select “Score Option Settings...” from the “Options” pulldown menu. The percentage entered (**20** for 20%) will be rounded down to ensure that no more than the specified percent will be thrown.

Each time you score you have the opportunity to over-ride the Throwouts Percent with an actual number of races to throw. You may enter any number 0 or greater to indicate how many races to throw from this scoring. This number is entered in the “Score” dialog box. Leave the over-ride entry field blank to use the Throwouts Percent you set in the “Score Option Settings...” dialog box.

For more information on Throwouts for you selected Scoring Method see the section on Scoring Options.

## Error Checking



If there are any errors in your scoring data they will be found when you **Score**. Error messages will be displayed indicating the problem. Race Log will check for:

- missing finishes
- duplicate finishes
- finishes higher than the number of participants
- minimum participation requirements
- inconsistent throwout option

Correct the errors and then re-Score.

Error Checking can be turned off by selecting “Options” | “Error Checking”. This is useful if duplicate finishes need to be entered in special scoring situations. If you need to score in this manner, it is wise to first score with Error Checking on just to check your data. Then turn Error Checking off to produce your standings.

Error checking is automatically disabled while scoring subsets (Class or Division) to compensate for missing finishes.

# Scoring Options

## Scoring Method and Settings

*Scoring Method:* This is set by choosing "**Score Method**" from the "**Options**" pulldown menu. You may select one of:

- **Low Point**
- **Low Point Averaged**
- **High Point**
- **High Point Averaged**
- **High Point Fixed**
- **High Point Fixed Average**
- **Bonus Point**

Many scoring options settings are available for each Method. The current settings will be displayed. Or select "**Score Settings**" from the "**Options**" pulldown menu to view the Options settings.

Once you have the *Scoring Settings* dialog box available you may *Tab* to the option you want to change or click the mouse anywhere on the option. Once you have made your changes you may click on the "**Set**" button (or *Tab* to the "Set" button and hit *Enter*) to change the settings for the duration of your current Race Log program session. Click on "**Save**" to permanently save the new settings.

### High Point Method:

A First receives the highest score. Each yacht is scored one point for finishing (see Finish Bonus) and one point for each starting yacht it beats. Each yacht's score is totaled and the highest score wins. Throw-outs in this method don't make sense so they are not calculated.

### Options for High Point Score Settings...

**Finish Bonus =:** This specifies how many points to add to each Finishing yacht. This is typically 1, however the number can be changed here. A yacht's score is the number of yacht's it beats plus this bonus.

**Start Bonus =:** This specifies how many points to add to each Starting yacht. This is typically 0, however number can be changed here. A Start bonus makes non-attendance more severe

**Bonus for 1st, 2nd, 3rd:** A partial point bonus, such as .25, or any decimal number less than 1, will be added to each 1st (or 2nd, or 3rd). Each bonus may be a different value or 0.

**DNC:** This value specifies how many points will be scored for a non-starter. This is usually set to 0 for the High Point Method since usually only Starters are calculated in the score.

**MORE..** Click here to set whether non-Starters, (DNC's), are counted as beaten yachts in the High point scoring. The default is \*Not Counted\*. If set to Counted, then non-Starters are counted as defeated in races in which they did not start when calculating a score.

**DNS, DNF, RET:** This value specifies how many points will be scored for a Did Not Start, Did Not Finish, and Retired. This is usually set to 1 for the High Point Method.

**DSQ, DND, OCS:** This value specifies how many points will be scored for a Disqualification, Disqualified Not Discardable, and On Course Side (Over Early) usually a 1, but greater than a DNC.

**Minimum Starters:** This tells the Race Log system not to score a race below a minimum number of racers. An error message will alert you to this condition when scoring.

**% of Races to Qualify:** Used to ensure that a racer has sailed in the specified percentage of the total number of series races in order to qualify for a series. Enter 0 if no checking is required. This is usually set to a percentage > 0 on the last "scoring" of the season to produce the final standings. If a racer started in less than the required % of races, then he will not have a total score ("NC" for not counted). He may, however, be counted as a participant based on the setting of "**More**" above. This will affect the DNC, DNF, DSQ, etc. scores. This keeps the scores of the qualifiers from changing when you switch from scoring *without*, to scoring *with* the % Qualified turned on. This option is not as important for High Point as other methods since participation is rewarded with points.

### **High Fixed Point Method:**

A First receives the highest score. This score is pre-set by the race committee and set in the {Top Score} box. Each subsequent finisher is scored one point less than the yacht ahead. Each yacht's score is totaled and the highest score wins. Throw-outs in this method don't make sense so they are not calculated. If the Top Score is less than the number of Starters, Race Log will use the number of Starters as the Top Score.

*See High Point Method above for option settings.*

### **High Fixed Point Average Method:**

A First receives the highest score. This score is pre-set by the race committee and set in the **Top Score..** box. Each subsequent finisher is scored one point less than the yacht ahead. Each yacht's score is totaled and divided by the number of races it starts. The highest score wins. Throw-outs in this method don't make sense so they are not calculated. If the Top Score is less than the number of Starters, Race Log will use the number of Starters as the Top Score.

*See High Point Method above for option settings.*

### **High Point Average Method:**

A First receives the highest score. Each yacht is scored one point for finishing (see Finish Bonus) and one point for each starting yacht it beats. Each yacht's score is totaled and divided by the number of races it Starts. The highest score wins. Throw-outs in this method don't make sense so they are not calculated.

*See High Point Method above for option settings.*

### **Low Point Method:**

A First receives the lowest score, usually 1 or .75, based on your settings in the Scoring Settings. A Second receives a 2, and so on, as specified by US Sailing Association's "International Yacht Racing Rules". A racer's standing is based on the sum of his finishes counted. *This method is the most popular scoring method.* However this method usually will require using the Throwouts option for scoring a whole season where weekly participation varies.

**Throwouts:** This setting establishes the percent of races to throw out. The result window will show how many points each racer has earned for his/her best races not thrown out. Races will be thrown starting from the lowest scores per racer including DNC's. In addition to regattas, this entry is helpful for seasonal scoring to address the fact that most entrants will miss some of the races. A setting of 20 indicates 20%. If 20% represents a fractional number then the number of throwouts is rounded down.

**First Place Points:** This is usually set to 1.00 or .75 for Low Point (Other numbers can be entered just for fun).

**DNC = Entrants +:** The Did Not Compete penalty equals the number of Entrants (or Starters - see MORE..) plus the penalty number entered here. This is typically 1 or 2 for the Low Point Method.

**MORE..** Click here to set whether the DNC penalty will be added to the number of *Entrants* in the Series (i.e. the number of sailors in the fleet file), or the number of *Starters* in a given race.

**DNF = Starters +:** Penalty for those receiving a Did Not Finish. This will be added to the number of *starters* (se MORE..) for each race. The number of starters may be different for each race, and may be less than the number of entrants. This is typically 1 for Low Methods.

**MORE..** Click here to set whether the DNF penalty will be added to the number of *Entrants* in the Series (i.e. the number of sailors in the fleet file), or the number of *Starters* in a given race, or the number *Finishers* (only for Low Point) in a given race..

**DNS, RET = Starters +:** Penalty for those receiving a Did Not Start, or Retired. This will be added to the number of *starters* for each race. The number of starters may be different for each race, and may be less than the number of entrants. This is typically 1 for Low Methods.

**MORE..** Click here to set whether the DNS, RET penalty will be added to the number of *Entrants* in the Series (i.e. the number of sailors in the fleet file), or the number of *Starters* in a given race.

**DSQ, DND, OSC = Starters +:** Penalty for those receiving a Disqualified, Disqualified Not Discardable, and Retired. This will be added to the number of *starters* for each race. The number of starters may be different for each race, and may be less than the number of entrants. This is typically 1 for Low Methods.

The “**More**” setting for “DNS, RET” also applies to “DSQ, DND, OSC”.

**Minimum Score for DNC:** Use this setting to set a minimum score which will be used if the number of entrants in a fleet varies widely from week to week. A setting such as 10, for example, will level the DNC penalty scores.

**Minimum Starters:** This tells the Race Log system not to score a race below a minimum number of racers. An error message will alert you to this condition when scoring.

**% of Races to Qualify:** Used to ensure that a racer has sailed in the specified percentage of the total number of series races in order to qualify for a series. Enter 0 if no checking is required. This is usually set to a percentage > 0 on the last "scoring" of the season to produce the final standings. If a racer started in less then the required % of races, then he will not have a total score (“NC” for not counted). He is, however, counted as an entrant in the series. This affects the DNC, DNF, etc. scores if these penalties are to be added to the number on Entrants. See “**More**” settings above. This option is useful for the Low Point method for seasonal scoring to ensure that a minimum participation is achieved.

### **Low-Point Averaged Method:**

A First receives the lowest score, usually 1 or .75, based on your settings in the Scoring Settings. A Second receives a 2, and so on. This method is described in Appendix B2A of US Sailing's "1993-96 Internamtion aYacht Racing Rules". A racer's standing is based on the average of his finishes counted. This method does not reward participation so use of the "% of Races to Qualify" option is necessary to score an extended series to prevent a one or two time winner from walking away with a series. DNC's are not calculated in the score, just the races which are started. A race which is not attended is considered not scored

**Throwouts:** This setting establishes the percent of races to throw out. The result window will show how many points each racer has earned for his/her best races not thrown out. Scores are thrown

starting from the worst scores per racer not including DNC's. DNC's are not considered as part of the score in this method. Using a percentage implies that each racer may receive a different number of throwouts depending on how many of their races are scored. A setting of 20 indicates 20%. If 20% represents a fractional number then the number of throwouts is rounded down.

**First Place Points:** This is usually set to 1.00 or .75 (Other numbers can be entered just for fun).

**DNC = Entrants +:** This value is not used in the Low-Pt Averaged method. DNC's are not calculated in the score, so the "% of Races to Qualify" setting is necessary in order to insure accurate and fair scoring.

**MORE..** Has no effect for Low Point Averaged method.

**DNF = Starters +:** Penalty for those receiving a DNF. This will be added to the number of *starters* for each race. The number of starters may be different for each race, and may be less than the number of entrants. This number is typically 1 for Low Methods.

**MORE..** Click here to set whether the DNF penalty will be added to the number of *Entrants* in the Series (i.e. the number of sailors in the fleet file), or the number of *Starters* in a given race, or the number *Finishers* (only for Low Point) in a given race..

**DNS, RET = Starters +:** Penalty for those receiving a Did Not Start, or Retired. This will be added to the number of *starters* for each race. The number of starters may be different for each race, and may be less than the number of entrants. This is typically 1 for Low Methods.

**MORE..** Click here to set whether the DNS, RET penalty will be added to the number of *Entrants* in the Series (i.e. the number of sailors in the fleet file), or the number of *Starters* in a given race.

**DSQ, DND, OSC = Starters +:** Penalty for those receiving a Disqualified, Disqualified Not Discardable, and Retired. This will be added to the number of *starters* for each race. The number of starters may be different for each race, and may be less than the number of entrants. This is typically 1 for Low Methods.

The "**More**" setting for DNS, RET applies to DSQ, DND, OSC.

**Minimum Score for DNC:** Not used for this method.

**Minimum Starters:** This tells the Race Log system not to score a race below a minimum number of racers. An error message will alert you to this condition when scoring.

**% of Races to Qualify:** This specifies the percentage of all races in which a racer must participate in order to qualify for the series. This is generally set to 0 to allow all racers to be included in day to day or weekly scoring for a long series, however this may provide inaccurate standings for the Low-Pt Averaged method. This setting is *extremely important* for this method since only the races started are included in the scoring calculation. If a racer has one 1st and then all DNC's then he would be in first place (or tie for first) unless this setting sets a minimum participation requirement.

### **Bonus Point Method:**

A First receives 0, Second - 3, Third - 5.7, Fourth - 8, Fifth - 10, Sixth - 11.7, Seventh and thereafter - Place + 6 as specified in by US Sailing Association's "International Yacht Racing Rules". A racer's standing is based on the sum of his counted finish scores, higher finishes being penalized as the above scores indicate. This type of method is call a "spread" method since there is a bigger spread between 1<sup>st</sup> and 2<sup>nd</sup> for example, than between 10<sup>th</sup> and 11<sup>th</sup>. The reasoning is that it is harder to move from 2<sup>nd</sup> to 1<sup>st</sup> than from 11<sup>th</sup> to 10<sup>th</sup>.

**Throwouts:** This setting establishes the percent of races to throw out. The result window will show

how many points each racer has earned for his/her best races not thrown out. DNC's will be the first races to be thrown out.

**First Place Points:** Bonus Point is automatically set to 0 points but you may override this.

**DNC = Entrants +:** The Did Not Compete penalty equals the number of Entrants (or Starters - see MORE..) plus the penalty number entered here. This is typically 1 or 2 for the Bonus Point Method.

**MORE..** Click here to set whether the DNC penalty will be added to the number of *Entrants* in the Series (i.e. the number of sailors in the fleet file), or the number of *Starters* in a given race.

**DNF = Starters +:** Penalty for those receiving a Did Not Finish. This will be added to the number of *starters* (se MORE..) for each race. The number of starters may be different for each race, and may be less than the number of entrants. This is typically 1 for Bonus Point Method.

**MORE..** Click here to set whether the DNF penalty will be added to the number of *Entrants* in the Series (i.e. the number of sailors in the fleet file), or the number of *Starters* in a given race, or the number *Finishers* (only for Low Point) in a given race..

**DNS, RET = Starters +:** Penalty for those receiving a Did Not Start, or Retired. This will be added to the number of *starters* for each race. The number of starters may be different for each race, and may be less than the number of entrants. This is typically 1 for Bonus Point Method.

**MORE..** Click here to set whether the DNS, RET penalty will be added to the number of *Entrants* in the Series (i.e. the number of sailors in the fleet file), or the number of *Starters* in a given race.

**DSQ, DND, OSC = Starters +:** Penalty for those receiving a Disqualified, Disqualified Not Discardable, and Retired. This will be added to the number of *starters* for each race. The number of starters may be different for each race, and may be less than the number of entrants. This is typically 1 for Bonus Point Method.

The “**More**” setting for DNS, RET applies to DSQ, DND, OSC.

**Minimum Score for DNC:** Use this setting to set a minimum score which will be used if the number of entrants in a fleet varies widely from week to week. A setting such as 10, for example, will level the DNC penalty scores.

**Minimum Starters:** This tells the Race Log system not to score a race below a minimum number of racers. An error message will alert you to this condition when scoring.

**% of Races to Qualify:** Used to ensure that a racer has sailed in the specified percentage of the total number of series races in order to qualify for a series. Enter 0 if no checking is required. This is usually set to a percentage > 0 on the last "scoring" of the season to produce the final standings. If a racer started in less then the required % of races, then he will not have a total score (“NC” for not counted). He is, however, counted as an entrant in the series. This affects the DNC, DNF, etc. scores if these penalties are to be added to the number on Entrants. See “**More**” settings above. This option is useful for the Low Point method for seasonal scoring to ensure that a minimum participation is achieved.

**Note:** You may want to score your data using more than one method in order to compare the results of different methods. After you score the data using "**Score It**" from the pull down menu or by typing the "score" command, you may change the method as described above. Then get back to your data window and "score" again. You will now have two result windows to compare. You can create as many scoring result windows as you need.

# Printing

## Print to Printer

Any window including the data windows and score result windows can be printed by selecting any of the options from the "**Print**" pulldown menu. "**Print All**" prints everything in the active window. This is normally the option you will select to print your score results. "**Print From/To**" prompts you for a range of line numbers to print such as "3 12" - this prints record/line 3 through 12 from the active window.

"**Print Score Option Settings**" prints the scoring options which are currently in effect.

"**Set Report Printing Options...**" on the "**Print**" pulldown menu asks whether you want to print the scoring options settings at the front of your Race Log printout. This is usually set to "Yes".

When you Print you will be prompted for a new title for your report. You may leave it blank, and click OK to use the default report title. (Don't click on CANCEL unless you want to cancel the Print request.)

Laser or Desk Jet printers sometimes behave differently than Dot Matrix printers. Set the printer type in the "**System Settings**" selection on the "**Options**" pulldown menu. You may need to experiment with this if you are having problems with printed output.

## Print to File

The default is to print to a Printer. You may optionally print to a file so the output can be manipulated prior to publishing using a word processor or text editor. Select "**Set Print to File Options...**" from the "**Print**" pulldown menu. Then click ( **F** )File, click the down arrow or type in a file name. The down arrow will display a history list of previously entered file names which you may wish to reuse. Suggestion: Enter or select a file name with a ".txt" extension. This will make it easier to open the file by double clicking from Windows 3.1 File Manager, or Windows 95 Explorer. The print width can be modified so that you can control wrapping of finishes on the print page.

The default **page width** is 66 which is appropriate for printing from Windows "Notepad". Valid entries range from 60 to 157. Select a wider page width of up to 157 for printing with a small font in a word processor, Windows 95 "Wordpad", or Text Editor. A maximum of 157 allows for the widest printing results (without wrapping to a new line) when using Windows 95 "WordPad".

Windows 95 "Word Pad" provides one of the best printing tools since it allows for Fixed size fonts which keeps the output lined up in a columnar fashion. A maximum of 157 allows for the widest possible printing results when using Windows 95 "WordPad". While in WordPad set the print orientation to "Landscape", with a font size of 8. This is the most effective way to print *Race Log* results and customize your output. Most Word Processors use Proportional fonts which causes columnar alignment to be off a little when printing the *Race Log* results. See also What's new in Release 2.6

The print file created by Race Log will be put into your /RLOG directory.

## HTML Format

File printing in HTML format can be specified for publishing Race Log results on a Web Site. Select "**Set Print to File Options...**" from the "**Print**" pulldown menu, then select "( **F** )File - HTML

**Format**". The page width will automatically be changed to 83. You may change this. However testing has shown this size works well with most Web Browsers. You will also be prompted to enter a file name with a ".htm" extension. Click the down arrow or type in a file name. The down arrow will display a history list of previously entered file names which you may wish to reuse. You must use the ".htm" file extension preceded by up to eight characters (example file names: print.htm results.htm ).

You can preview what the report will look like on the Internet if you have a Web Browser installed. Double click the "file.htm" you just created using your Windows 3.1 File Manager, or Windows 95 Explorer and your Browser should fire up displaying your report.

The file is ready to be added to a Web Site and Linked to.

The print file created by Race Log will be put into your /RLOG directory.



# Splitting Fleets into Separate Divisions

## Class or Division

You may keep track of multiple Classes or Divisions of sailors in the same fleet file. You may score them separately or score all Classes or Divisions along with the whole fleet. An example of this is "Junior" sailors racing with your fleet. Simply score their actual finishes to see how they stand within the whole fleet. Indicate they are Juniors by typing something in the Class column such as "jr". Select "**Select Class**" from the "**Score**" pulldown menu and enter "jr" for your selection criteria. You may select up to two values to create a new subset window representing a new Class.. (The Race Log system disregards Upper vs. Lower Case in searches.) A new window with the subset of "juniors" you selected will appear. You may also get a message indicating that the data could not be found. Once the window appears simply score this group as described above. The only difference in scoring a subset is that you will be asked if you wish to have the subsetted racers scored using their actual finishes or with their finishes converted relative to 1. You may optionally use "**SaveAs**" to save the data in the subset window to a separate file.

When you score a subset window, you will be asked if you wish to score "**Relative to One**". If you chose YES you will eliminate the gaps in finishes due to the fact you aren't scoring the whole fleet. The finishes will be converted to 1 through ....n for the standings. The data in the fleet file is NOT changed however. If you chose NO for "Relative to One" then the finishes will not be altered. The resulting score will be identical to the score a racer receives in the whole fleet scoring. In order to perform scoring of a subset window with NO for "Relative to One", Race Log requires that you first score the whole fleet. Race Log will provide a warning message if you haven't done this.

## Select Top Finishers

Select the "**Select Top Finishers..**" menu item from the "**Score**" pull-down menu. This option is used to select the Top 10, Top 20, Bottom 10, or any other range of Finishers. The range of finishers is selected from the Score Result Window which displays your standings. You can Score this new collection of racers. As with any SCORE'ing from a subset window you will be asked if you want to convert the scores relative to 1. You may optionally use "**SaveAs**" to save the data in the subset window to a separate file.

## Custom Selection

You may use the "Select" command (see Commands below) to split a fleet apart using your own selection criteria. Example:

### Select IL in St

This command will create a new window with only sailors from the State (St) of Illinois (IL) by selecting the IL's from the St column. This subset may be scored separately. Scoring will work as discussed above in the "Class or Division" paragraph.

# Commands

You may enter these commands on the command line. (Ignore Case except when entering Column names).

- SCORE**                    **SCORE**    to score (same as selecting from pulldown menu).
- FIND**                      **FIND "CHARLIE"**    to locate Charlie in your data window, the search always starts at the beginning of the file and searches all columns and records. The quotes are optional.
- FIND CHARLIE in Name**    to locate a record with Charlie's in the Name column.
- FIND 1 in RC\_9**        to locate the winner of the ninth race.
- FINDN**                    **FINDN RALPH**        to Find the **Next** occurrence of Ralph after an initial FIND command positions you into the data.
- \*\*\* FIND and FINDN(ext) are repeatable commands. Just hit the Enter key after a FIND in order to repeat the FIND.
- LOCATE**                  **LOCATE 15**        positions you at the 15th record or line in the active window.
- PRINT**                    **PRINT**                to print the active window, can be a data window or a result window with standings
- SELECT**                  **SELECT "JR" IN Class**    to create a subset window with Junior racers.
- SELECT "SMITH" IN Name**    to create a subset window with all the Smith's who are in the data window. ( IN limits your search to a Column; all data columns will be searched if you don't use the IN parameter.)
- TOP**                      **TOP**                to position you to the top, or first record in your active window.
- BOTTOM**                  **BOTTOM**            to position you to the bottom, or last record in your active window.
- REMOVEID**                **REMOVEID** (or abbreviate to RID)    to remove the current window.
- RID 03**                to remove the window labeled with ID 03.
- CHANGEID**                **CHANGEID 03** (or abbreviate to CID)    to switch to the window labeled
- ID                      03.
- SORT**                    **SORT Class**        to redisplay your race data in sequence by Class, this will group together racers in the same Class. Up to 3 classes may be entered to do sorts within sorts.
- SORT Class Number**    to sort by Sail Number within Class.
- SORT RC\_2**            to sort by the finishes in Race 2, ie. show the standings for Race 2 only.
- SAVE**                    **SAVE**                saves the data in the currently active window (same as selecting SAVE from the FILE pulldown menu).
- The file will be saved in the \RLOG\DATA directory unless you type in a specific path.

**SAVEAS**                    **SAVEAS A:FLEET.DAT**    saves the data in the currently active window into the specified file which may or may not already exist. You will be asked permission to overwrite an existing file. This is a handy way to create a backup of your fleet onto a floppy disk (same as selecting SAVEAS from the FILE pulldown menu). The file will be saved in the \RLOG\DATA directory unless you type in a specific path.

**SAVEONTO**                **SAVEONTO A:BIG.DAT**    saves the data in the currently active window onto the end of the specified file. You will be prompted if the file does not exist in order to create a new one. This will allow you to add *racers* to the racers on an existing file, but it does not add *races* onto an existing file (same as selecting SAVEONTO from the FILE pulldown menu). The file will be saved in the \RLOG\DATA directory unless you type in a specific path.

Many of the above actions can be accomplished by mouse clicks such as clicking on a partially hidden window to bring it to the front (the CHANGEID command).

Each command can be abbreviated by typing enough of the command to make it unique from another command such as **L** for **LOCATE**. But **S** for **SAVE** is not unique due to SAVEAS, SAVEONTO and SELECT. In addition the CHANGID and REMOVEID commands have special abbreviations as indicated.

# Keyboard Map and Hot Keys

(letters may be UPPER or lower case)

<i>Alt-E</i>	invoke Edit menu
<i>Alt-H</i>	invoke Help menu
<i>Alt-F</i>	invoke File menu
<i>Alt-O</i>	invoke Options menu
<i>Alt-P</i>	invoke Print menu
<i>Alt-S</i>	invoke Score menu
<i>Alt-W</i>	invoke Window menu
<i>Alt-X</i>	Exit Race Log
<i>Arrow(s)</i>	moves cursor
<i>Delete</i>	deletes character at cursor
<i>Ctl-Delete</i>	deletes record at cursor
<i>F1</i>	invoke Help for current context
<i>F2</i>	insert record before cursor
<i>Ctl-F2</i>	insert record after cursor
<i>F3</i>	repeat character from line above
<i>F4</i>	
<i>F5</i>	turn off indenting for Enter key
<i>F6</i>	next window
<i>F7</i>	
<i>F8</i>	scroll one page left
<i>Ctl-F8</i>	scroll to far left
<i>F9</i>	scroll one page right
<i>Ctl-F9</i>	scroll to far right
<i>F10</i>	invoke menu
<i>Home</i>	toggle cursor between command line and data window
<i>Insert</i>	toggle between Insert and Overtyping mode
<i>PageUp</i>	scroll up one page
<i>Ctl-PageUp</i>	scroll to top
<i>PageDown</i>	scroll down one page
<i>Ctl-PageDn</i>	scroll to bottom
<i>Tab</i>	move cursor to next column
<i>Shift-Tab</i>	move cursor to previous column

Hot Keys on Menu items are highlighted in Red

*additional notes about Keyboard:*

<i>Home</i>	Toggles the cursor between the command line and the data portion of the window. Home also returns the cursor to the beginning of the command line if the cursor is elsewhere on the command line. The mouse can also be used to toggle between the data portion and command line of a window. Click anywhere on the command line or copyright line to position cursor to command line. Click anywhere on the data portion of the window to position cursor to data entry area.
<i>Insert</i>	Changes the typing mode from Insert mode to Overtyping mode, and back again (just like a Word Processor.)
<i>Delete</i>	Deletes the character where the cursor is positioned (just like a Word Processor.)
<i>Backspace</i>	Backs up the cursor and overtypes whatever is there (just like a Word

Processor.) However the cursor stays in the column where you are typing.

# Formats

Race Log system allows you to select from four pre-defined screen formats and four pre-defined report formats to control what type of data you wish to enter and display for each racer.

## Screen Formats

Normal format -	<b>Name...</b>	<b>Class</b>	<b>Number</b>	<b>RC_1</b>	<b>RC_2</b>	<b>RC_3</b> ...	
	xxxxx	xx	xxxxxx	1	1	2	
Short format -	<b>Name...</b>	<b>Number</b>					
	xxxxxx	xxxxxx	1-1-2-ds-4				
Club format -	<b>Name...</b>	<b>Class</b>	<b>Number</b>	<b>Club</b>	<b>RC_1</b>	<b>RC_2</b> ...	
	xxxxxx	xx	xxxxxx	xxxxx	1	1	
Country format -	<b>Name...</b>	<b>Class</b>	<b>Number</b>	<b>Club</b>	<b>Ctry</b>	<b>RC_1</b>	<b>RC_2</b> ...
	xxxxxx	xx	xxxxxx	xxxx	xxx	1	1

The format can be changed to accommodate the amount of data you want to keep for a racer. You can change from one format to another by selecting the "Format" | "Screen Format..." menu item. For example if you enter data using the "Club" format and then change to the "Short" format, your data is still there, its just not displayed.

screen format is automatically saved when the fleet file is saved. When a file is opened it will display in the last format used when the file was saved.

## Report Formats

Normal format -	<b>Name...</b>	<b>Class</b>	<b>Number</b>	<b>R_1</b>	<b>R_2</b>	<b>R_3</b> ...
	xxxxxx	xx	xxxxxx	1	1	3
Short format -	<b>Name...</b>	<b>Number</b>				
	xxxxx	xxxx	1-2-1-4-ds-2			
Club format -	<b>Name...</b>	<b>Class</b>	<b>Number</b>	<b>Club</b>	<b>R_1</b>	<b>R_2</b> ...
	xxxxxx	xx	xxxxxx	xxxx	1	1
Country format -	<b>Name...</b>	<b>Number</b>	<b>Club</b>	<b>Ctry</b>	<b>R_1</b>	<b>R_2</b> ...
	xxxxxx	xxxxxx	xxxx	xxx	1	1

The report format is changed by selecting "Format" | "Report Format...". The report format determines how the score results are displayed on the screen and on the printer. The report format can be Set for the duration of the Race Log session, or can be Saved to make it permanent.

## Customize Your Own Formats

In addition to the above fixed Formats, you may customize your own Format by selecting which Fields to include in your screen or report. Select "Format" | "Select Screen Format..." or any of the Format menu items. Then select "( ) Build Your Own Format". A list of available Fields is displayed. Just click the Fields you wish to keep track of and Race Log will do the rest. You may switch back and forth from a Fixed format to the "Build Your Own" format. "Name" and "Sail Number" are required.

<b>Fields for Screens</b>	<b>Column Heading</b>	<b>Required</b>	<b>Description</b>
Name	Name.....	X	Sailor's Name, 20 positions
Class	Class		Class or Division such as "Jr", "Blu", "Red", etc., 3 pos
Sail Number	Number	X	Sail Number, 6 pos
Sailing Club	Club.....		Sailor's home club, 12 pos
State	St		Sailor's home State, 2 pos
Member	Mbr		Membership status, 1 pos
Country	Ctry		Sailor's Country, 3 pos

<b>Fields for Reports</b>	<b>Column Heading</b>	<b>Required</b>	<b>Description</b>
Name	Name.....	X	Sailor's Name, 20 positions
SCORE	SCORE	X	Computed points for standings
Total	Total		Points before throwouts are subtracted, only for Low Point Methods, required by Hobies
Class	Class		Class or Division such as "Jr", "Blu", "Red", etc., 3 pos
Sail Number	Number	X	Sail Number, 6 pos
Sailing Club	Club.....		Sailor's home club, 12 pos
State	St		Sailor's home State, 2 pos
Member	Mbr		Membership status, 1 pos
Country	Ctry		Sailor's Country, 3 pos





# Team Scoring

## *Overview:*

**Race Log** can keep track of up to 4 teams in each fleet file. It's easy to score Teams by specifying a Team for each sailor and then Scoring the fleet as you normally score. When the Score Results window appears you can then Score the Teams to find out the Team ranking.

## *Instructions:*

Go to **"Format" | "Select/Setup Team Format.."** Select an appropriate Format. See Screen Formats and Report Formats above to review what the various Formats look like. "Team" will be substituted where "Class" is shown in the Formats listed above. Enter a Team Identifier in the Team Column (1 to 3 characters). Then **Score** in a normal fashion using any of the Score Methods. The entire fleet will be ranked as in any non-team Scoring.

Teams are scored after you Score the whole fleet. When the Score Result window is displayed, select **"Score" | "Score Team.."**. The Team Standings will appear in a new window with the Total Points for each Team. All Team members scores will be totaled, and then ranked.

Select **Print All** to print your results while the Team Standings Window is still displayed. The Team Results will be printed along with the full Results if the Team scoring has been done.

The Team Standings window will close when the Score Results window is closed.

# Helpful Tools

## Calendar

A Calendar tool is provided for convenient checking of race dates. Select the “**Calendar**” menu item from the “**Help**” pull down menu. A Mouse is required to increment or decrement the Calendar through the Months. Multiple instances of the Calendar can be created. The “**Next Window**” function, or F6 will help you find the Calendar if other windows overlap it.

## Calculator

A Calculator tool is provided for convenient checking of calculations when reviewing scores. Select the “**Calculator**” menu item from the “**Help**” pull down menu. A Mouse is required to operate the Calculator. Multiple instances of the Calculator can be created. The “**Next Window**” function, or F6 will help you find the Calendar if other windows overlap it.

# Window Manipulation

A partially hidden window can be brought to the front by clicking the mouse anywhere on it (just like MS Windows).

The F6 function key will bring the next window to the front. You may also Mouse click the "**F6 Next Window**" item on the status line.

A window can be closed by clicking the [■] on the upper left window border.

A window can be maximized, or restored to its original size by clicking the [↑] on the upper right window border.

A window can be resized by dragging with the mouse on the lower right corner of the window.

A window can be moved by dragging with the mouse anywhere on the upper border of the window.

The mouse can be used to toggle between the data portion and command line of a window. Click anywhere on the command line to position cursor to command line. Click anywhere on the data portion of the window to position cursor to data entry area.

# System Settings

The "System Settings" selection on the "Options" pulldown menu is where you change the *Printer type* as mentioned above. Settings for *Maximum Racers* and *Maximum Races* are shown on this menu.

## System Limits:

(These settings can be left alone unless you have a very large file with a large number of racers and/or a large number of races. A higher number may reduce performance, and a lower number means better performance )

**Maximum Number of Races** - This is set to 100 by default. This means that a maximum of 100 races can be entered for each racer into a scoring file.

**Maximum Number of RaceRs** - This is set to 100 by default. This means that a maximum of 100 racers can be entered into the scoring file.

## Select Printer Type:

- Dot Matrix (such as Panasonic KX-P1123..., etc, series)
- Laser Jet (such as HP Laser Jet or Desk Jet series).

**Set** - sets your selections for this Race Log session.

**Save** - saves your selections so they will stay set until you change them again.

**Cancel** - just cancel and don't change settings.

**\*\*\*\*\* Your Suggestions are welcome! \*\*\*\*\***

**For more information contact:**

**ELB Software**  
PO Box 463  
Lake Bluff, IL 60044

**phone:** (847) 295-8675.  
**CompuServe:** 74670,1435  
**email:** [elb@compuserve.com](mailto:elb@compuserve.com)

**Internet Site:** <http://ourworld.compuserve.com/homepages/elb>