# Webscorer Internet Site:

1. Webscorer Sign In: Email                     P/word :
2. Prior to building your excel spreadsheets you will need to understand the number of races that you want to run and a consistent naming convention.
   For example
   > NQ Race 2 – OC1 Long Course
   > NQ Race 2 – OC6 Mixed Long Course
3. Each race will need its own Excel spreadsheet. If you have 10 races you will need 10 spreadsheet's
4. Excel Naming  make sure you have a consistent naming convention
5. *File format must be as below especially if multiple divisions/craft in one race.*

| Bib | Name | Team name | Category | Gender |
|---|---|---|---|---|
| 3257 | Thoroughgood/Cooper | Outrigger Whitsunday | Master Men | Male |
| 1 | Strecker/Morris | Melanuka | Master Women | Female |
| 3 | Suchanek/ McPherson/ Mennell | Outrigger Whitsunday | V3 Open Mixed | |
| 34 | Harris | Outrigger Whitsunday | V1 U6 Men | Male |

> Bib numbers are essential, if a bib is not supplied enter the number 1. You can change an existing bib number in the web scorer app but cant enter if the field is left blank

> For single craft enter paddlers names. If OC6 and club has entered more than one canoe please enter as below
> Sunset Bay 1
> Sunset Bay 2

> Please enter gender it makes it easier to sort results for club points.
> *If Mixed please leave blank*

6. Once you have saved excel file return to Webscorer Sign in on Internet
   a. Select Organiser
   b. Select My Start Lists

c. Select Post Start list from file
d. Enter the information required

## Post start list from file

### Upload start list file

Supported file types: XLS, XLSX, CSV and tab-delimited TXT.

[                                                    ] [ Browse... ] [ Upload ]

Column headers must match with those listed in the sample files.

### Race info

| | |
|---|---|
| Race name | [ Enter name of race ] |
| Race location | [ Pinpoint map location ] |
| Race date | [MM ▾] [DD ▾] [YYYY ▾] [▦] |
| Race time | [HH ▾] [00 ▾] |
| Time zone | [GMT(+10) ▾] |
| Sport type | [Select sport ▾] |
| Start type | [Choose one ▾] |
| Race visibility | ⦿ Public    ○ Private (must know URL to access race) |

### Optional info

| | |
|---|---|
| Organized by | [ NQ Zone AOCRA ] |
| Race website | [ http://aocra.com.au/nqzo ] |
| Show custom image | ⦿ Yes    ○ No |

[ AOCRA NQ ZONE ]   [                        ] [ Browse... ] [ Upload ]

File types supported: .gif, .jpg, .jpeg, .pjpeg, .bmp, .png

| | |
|---|---|
| Add race notes | ○ Yes    ⦿ No |

e. Error notes will show in red box at top of page when you select upload

f. When file has been checked a message saying "Upload ok" "Click Post Start List"

g. Click on Post Start List on Right hand side of page

h. Start List will now show see example below



i. If you **select Organizer and my Start List** your Start List will now appear.

j. Now you need to download this start list to your IPAD using Webscorer APP

# Webscorer Ipads

To get your Start List on your ipad

1. Open Webscorer Pro App
2. Select **Download Races**
3. Select **Search for Start Lists**  - use date and sport to find – Search Webscorer
4. The event start list should appear.  For multiple events on one date make sure you identify each event separately
5. Select the correct Start list by selecting arrow on the right side of page - checking time posted especially if using multiple ipads.

## 6. View/Edit Start List
   a. Select View/Edit Start List >
   b. Select Add Racer + (bottom toolbar)
   c. Enter Name and Club
   d. Enter Category by ticking Category and Done
   e. Enter Canoe Number (Bib Number) *Use the – and + 100 or*
   f. Check Details and press Start List to Return to Start List

## 7. Start Race
   a. Select from Main Page Race Achive
      i. My Start Lists (or Time a Race)
      ii. Select Relevant Start List ie "Cap Coast 14.2.2015 Event 1 – 12km".. Select >
      iii. Use as Start List
         1. If Message "What do want to do ith unfinished race  - Choose Discard
      iv. Your Race Set up will have
         1. Race Name "ie Waipuhi 17km"
         2. Start Type "Mass"
         3. Mass Start Options "Use Start List"
      v. Select Race Details > Button in Top Toolbar
         1. Multiple Distance "off"
         2. Relay "Off"
         3. Record Lap Times "Off"
         4. Post Live Results "Off"
      vi. Select Racer Set in Top Toolbar
         1. Name On
         2. Bib On
         3. Category On
         4. Age Off
         5. Year of Birth Off
         6. Gender Off

       7. Racer Check-In Off
- vii. Select Results Options in Top Toolbar
    1. Results ordered by Fastest Time
    2. Category Results On
    3. Overall Results On
    4. Overall by Gender Off
    5. Exclude Top x overall Off
    6. Team Scoring Off
    7. Penalties Off
    8. Handicaps Off
- viii. Select Category Setup in Top Toolar
    1. Ensure all Categories are ticked
- ix. Select Start List
    1. Ensure all racers are ticked
    2. Enter DNS (Do Not Starts)
        a. Press DNS in bottom Toolbar
        b. Select DNS competitor
        c. Close
- x. Race Start ( you are finally ready to begin)
    1. Start Race
        a. If False Start
        b. Select Race Control and Restart Race
- xi. Race Finish Set up
    1. Choose Show Name in addition to Bib # or Bib #
    2. As Racers cross finish line choose bib #
    3. If you are unsure select Unknow Racer
    4. If you choose wrong Bib #  as Bib # Turns Yellow you can retap and cancel time or swap Time
    5. Select DNF for Racers not finishing
- xii. Race Finish
    1. Select Race Control Finish Race
- xiii. Results
    1. Select Overall Results or
        a.
    2. Select Category
    3. If Times need to be edited this can be done by choosing Edit function
- b. Note Racer Results will show up at bottom of screen showing their position in division as bib# selected.  Great instant feedback when finishers not close.

8. Post Results (At discretion of Race Director/Race Recorder)
    a. From View Results Page – Choose Post Results from Top Toolbar
    b. Check Sport = Paddling Outrigger
    c. Post to Webscorer Public
    d. Edit details including Race Notes
    e. Post to Webscorer Public

PASSWORDS ETC

**IPADS:**                        **No Passcode**

**WEBSCORER:**

Email Address:

P/word :

Subscription valid to:

**ICLOUD:**

Email Address:

Password:

# SETTING UP A RACE SERIES

Below is the template that South Qld Zone use to set up their OC6 and OC1/2, V1 race series each year. When creating a series the Points System for placings that we use is under Administration on the website and in the Regatta and Training Rules. There is a different points system for OC6's and single craft but you can make up your own if you wish.

## Races in series

Add a race to the series  [ Choose a completed race ▼ ]  **Add race**

| Race # | Race name | Date | Multiplier | | |
|---|---|---|---|---|---|
| 1 | SQZ OC6 18/19 - Race 1 - Women/Mix Long | Oct 20, 2018 | 1 | Edit | ✕ |
| 2 | SQZ OC6 18/19 - Race 1 - Men Long | Oct 20, 2018 | 1 | Edit | ✕ |
| 3 | SQZ OC6 18/19 - Race 2 Women/Mix | Nov 24, 2018 | 1 | Edit | ✕ |
| 4 | SQZ OC6 18/19 - Race 2 - Men Long | Nov 24, 2018 | 1 | Edit | ✕ |
| 5 | Long Women Mixed | Feb 9, 2019 | 1 | Edit | ✕ |
| 6 | SQZ OC6 18/19 - Race 3 - Men Long | Feb 9, 2019 | 1 | Edit | ✕ |
| 7 | SQZ OC6 18/19 - Race 4 - Women/Mix Long | Mar 16, 2019 | 1 | Edit | ✕ |
| 8 | SQZ OC6 18/19 - Race 4 - Men Long | Mar 16, 2019 | 1 | Edit | ✕ |

- ✓ Save series setup
- 🗔 View series standings
- ❓ View tutorial
- ➕ Download points
- ✉ Get help via email or phone

## Exclude selected distances

Exclude distances from series results   ◉ No   ○ Yes

## Series contact

Organizer contact(s) for this result series   [ sqregistrar@gmail.com ]
Enter email addresses separated with ';'

## Ownership

Transfer this series (but not the races) to another organizer?   ○ Yes   ◉ No

Language: [ Default ▼ ]

### Link to your series standings page

To add a Webscorer series standings button for this race, copy the HTML code block below and paste it into your own website's editor.

| Button appearance: | Button code: |
|---|---|
| Click here for results | `<a href="https://www.webscorer.com/seriesresult?seriesid=171643' title="><span style='margin:0;padding:0;display:inline-block;width:160px;height:40px;background:url(https://s.ws-images.com/images/ws-button-any.png);font-` |

### Link to the Webscorer app

To add a Webscorer app button to your site, copy the HTML code block below and paste it into your own website's editor.

| Button appearance: | Button code: |
|---|---|
| FREE results app for iOS & Android | `<a href="https://www.webscorer.com/getapp' title="><span style='margin:0;padding:0;display:inline-block;width:160px;height:40px;background:url(https://s.ws-images.com/images/ws-button-any.png);font-family:arial, helvetica, sans-serif;font-size: 12px;line-` |

It is important to key in a paddler/team  name the same in each series event. If it is different Webscorer will create another paddler/team.  If you have found when checking the series that you have made a mistake it's easier to make the correction on the Ipad and then up load the race again. Webscorer will then adjust the race series automatically for you.

With Webscorer Pro you can also change Ownership of a race (see above) just by changing the organisers email address. This is helpful should you have any hardware malfunctions or I have loaded an event into the National account and then transferred it to a club.

This program does have more scope to time races differently, the above is just to get you started.