

### Managing the results in 5 steps

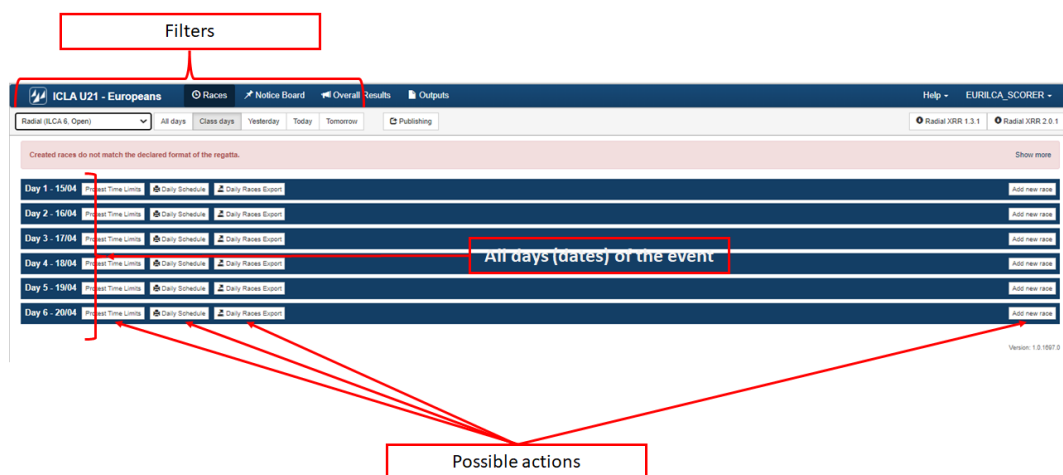
This document describes the actions necessary for Scorer to register the arrival – and publish the results – and insert penalties or scoring changes.

In this manual we assume that all boats are registered, and ready to start. You have now to manage the results. Sign-in on **ORM.Manage2sail.com/production/Account/Login**

- Select the event you will manage.
- In the main menu line (dark blue line on top of your display) click on **<Races>**

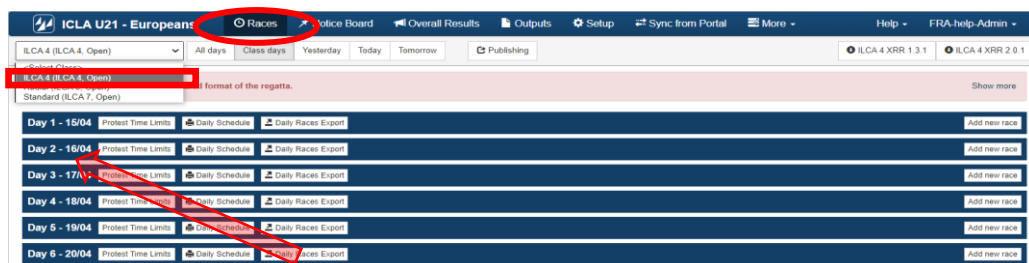
### Step 1) create the race to run

a) This is the initial view of the event

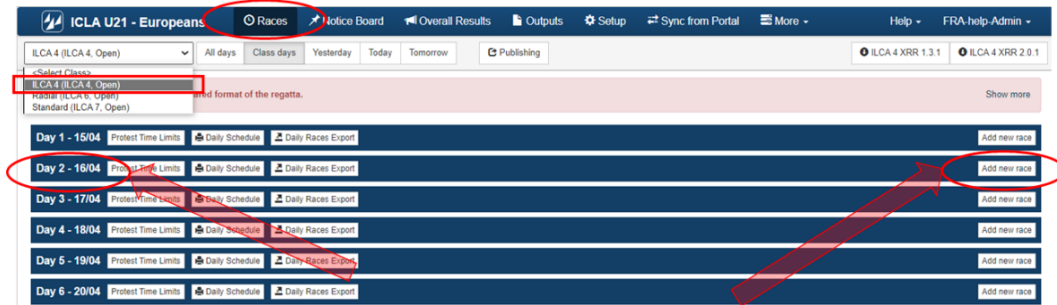


**NOTE :** If at least one race has been sailed and ranking is done → **go to d)** to manage the result of the next race.

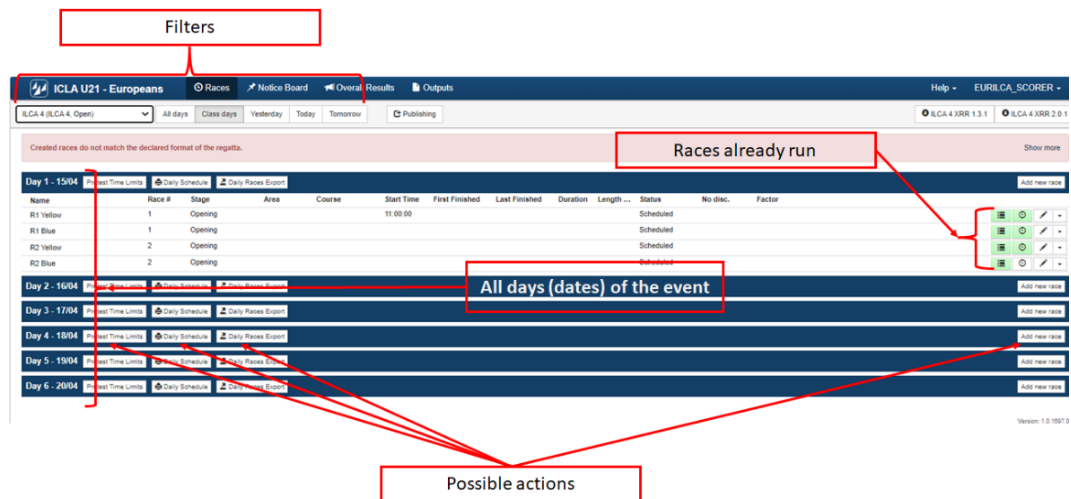
b) Go to the menu **<RACES>** and **choose the class and day** of the race you will manage.  
→ select the class you will manage



c) Click on **<Add new race>** action button



d) View of the event after some races are already run  
→ click on **<Add New Race>** action button



### Step 2 : Boats assignment to a fleet or a race

After the date has been selected and the action button **<Add New Race>** has been clicked

Choose the type of race :

→ **Step 2a** for Qualifying / Final fleets series

→ **Step 2b** for Single series.

### Step 2a : Fleet assignment boats to a race (Qualifying / Final series)

a) Initial fleet assignment

→ click on **<Opening Qual Series>**

The initial assignment will be decided by a "seeding committee"

→ Click on the **<Random>** assignment button.

Check the class you are working with

Configured fleets and categories

List of boats in the class that are not assigned

You immediately see the random assignment

Boats assigned par fleets and categories

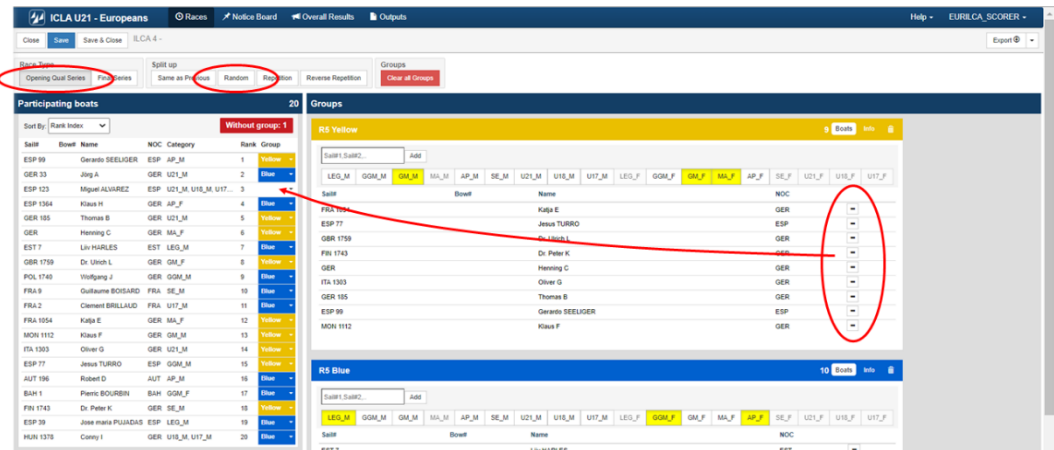
List of boats with their assignment

Then the "seeding committee" may adjust the boats into fleets so that not all boat of a country or of a category are in the same fleet.

This is a manual operation easy to manage after you see the automatic random assignment.

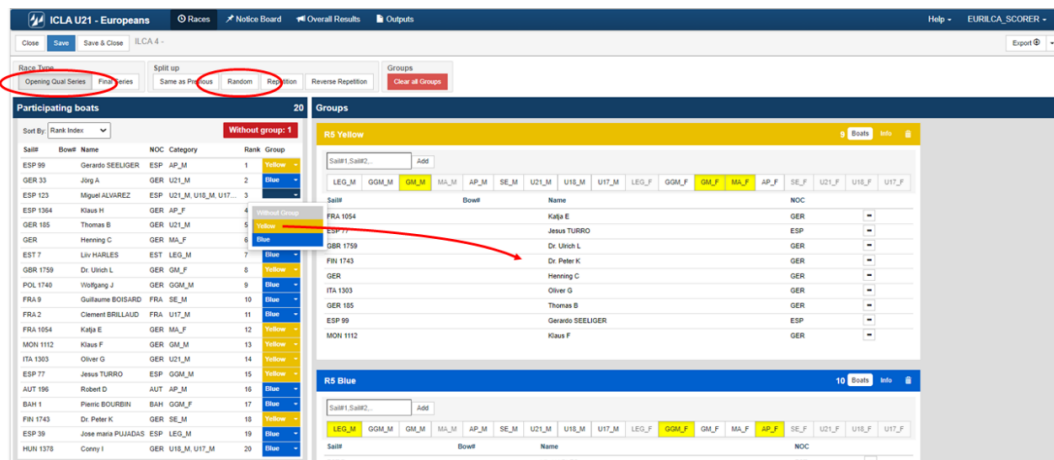
## Race Management How to manage your event

- Let's assume that the seeding committee decides to change one boat from one fleet to another fleet.
- "Remove" the boats you want to change the fleet  
➔ Click on the <MINUS> button at the right end of a line.



You immediately see the unassigned boat on the left hand list (blanc assignment)

➔ In the "drop-down" menu, reassign the boat to the fleet you want to move her.



No further action is necessary.

Once the assignment is done, save your job by clicking on <Save and Close> on the top left of the display.

➔ For the "other races of the day" go to the c) section below

## Race Management How to manage your event

### b) For the **first race of a day**

*NOTE : If unequal number of races have been sailed on the previous day, see section c) hereafter and skip section b)*

- ➔ Select the "race type" (<Opening Qual Series> or <Final Series>)
- ➔ Select the way you want to make the split into fleets.
- ➔ The boat will automatically be assigned to the correct fleet according to the Sailing Instructions by automatic procedure.

ICLCA U21 - Europeans

Race type: **Opening Qual Series** | Final Series

Participating boats: 20

Without group: 20

You need to select race type before you will be able to assign boats to groups

List of boats in the class

Sail#	Bow#	Name	NOC	Category	Rank	Group
EST 7		Liv HARLES	EST			
ESP 123		Miguel ALVAREZ	ESP			
GER 33		Jörg A	GER			
BAH 1		Plénic BOURBIN	BAH			
GBR 1759		Dr. Ulrich L	GER			

- For the **first race of the day**, the choice is <Repetition> or <Reverse repetition>.

ICLCA U21 - Europeans

Race type: **Opening Qual Series** | Final Series

Split up: Same as Previous | **Repetition** | Reverse Repetition

Select the way you want to create fleets

Participating boats: 20

Without group: 20

R1 Yellow

R1 Blue

Are you missing a group?

Create a new group in race 1

No further action is necessary.

Once the assignment is done, save your job by clicking on <Save and Close> on the top left of the display.

- ➔ For the "other races of the day" go to the c) section below

## Race Management How to manage your event

- c) For the **other races of the day**, or if unequal number of races on the previous day
- ➔ Select the "race type" (<Opening Qual Series> or <Final Series>)
  - ➔ Click on <Same as Previous>
  - ➔ The boat will automatically be assigned to the correct fleet.

The screenshot shows the 'Race Management' interface for 'ICLA U21 - Europeans'. The 'Race Type' dropdown is set to 'Opening Qual Series'. The 'Same as Previous' button is highlighted with a red circle and an arrow pointing to it from a red callout box that says 'Select same as Previous'. The 'Participating boats' table shows 20 boats. The 'Groups' section shows two groups: 'R1 Yellow' and 'R1 Blue'. Red arrows point from the 'Same as Previous' button to the 'R1 Yellow' and 'R1 Blue' group headers.

No further action is necessary.

Once the assignment is done, save your job by clicking on <**Save and Close**> on the top left of the display.

- For each other races of the day
  - ➔ Select the race
  - ➔ Repeat the operation of c) section.

### Step 2b : Boats assignment to a race (case of a single series. No fleets)

- a) Go on menu <**RACES**>
- ➔ Select the class you will work with
  - ➔ Select the race you will work with
  - ➔ Click on <**All In**> button.

Check the class you are working with

Participating boats 20

Sail#	Bow#	Name	NOC	Rank	Group
FRA 1054		Katja E	GER		
FIN 1743		Dr. Peter K	GER		
MON 1112		Klaus F	GER		
HUN 1378		Conny I	GER		
BAH 1		Pieric BOURBIN	BAH		
POL 1740		Wolfgang J	GER		
ESP 99		Gerardo SEELIGER	ESP		
ESP 77		Jesus TURRO	ESP		
EST 7		Liv HARLES	EST		
GER 185		Thomas B	GER		
AUT 196		Robert D	AUT		
ESP 123		Miguel ALVAREZ	ESP		

Without group: 20

List of boats in the class that are not assigned

All boats will be assigned to the starting list.

Participating boats 20

Sail#	Bow#	Name	NOC	Rank	Group
FRA 1054		Katja E	GER		
FIN 1743		Dr. Peter K	GER		
MON 1112		Klaus F	GER		
HUN 1378		Conny I	GER		
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POL 1740		Wolfgang J	GER		
ESP 99		Gerardo SEELIGER	ESP		
ESP 77		Jesus TURRO	ESP		
EST 7		Liv HARLES	EST		
GER 185		Thomas B	GER		
AUT 196		Robert D	AUT		
ESP 123		Miguel ALVAREZ	ESP		

List of boats

Boats assigned to a race and by categories if any

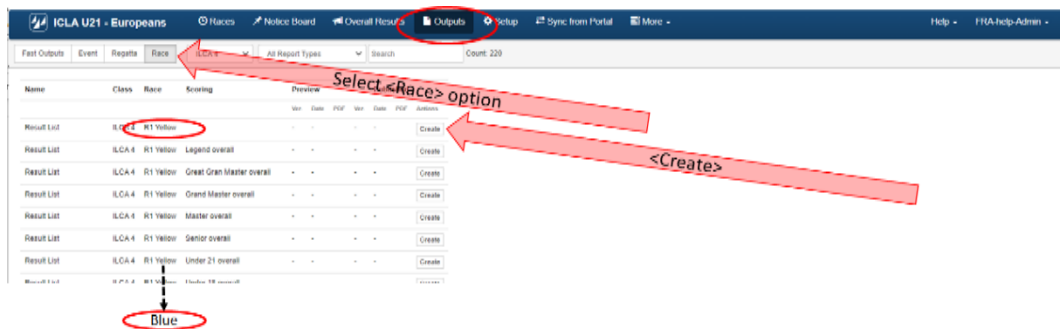
No further action is necessary.

Once the assignment is done, save your job by clicking on <**Save and Close**> on the top left of the display.

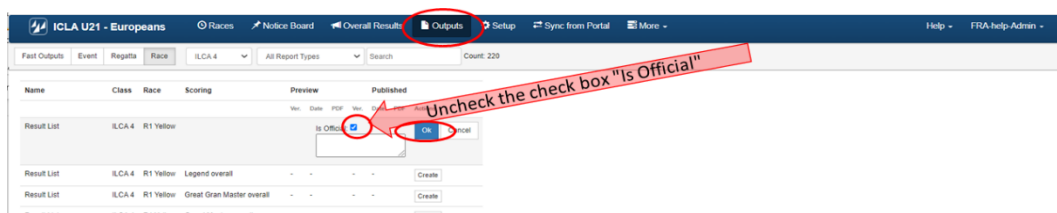
- b) For each other races of the day
- ➔ Select the race
  - ➔ Repeat the operation of a) section here above.

### Step 2c : Publish the starting list (with assignment if any)

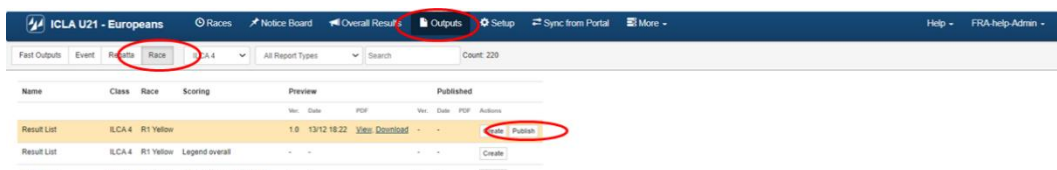
- a) Go on <OUTPUT> menu
  - ➔ Select the class
  - ➔ Click on <Race> button and then
  - ➔ Select the fleet (Yellow / Blue) you want to publish the starting list.



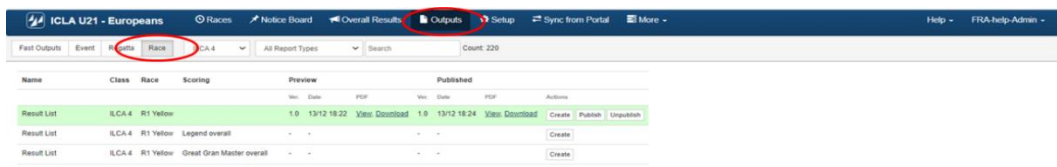
- b) Ignore the field "Is official"
  - ➔ Uncheck the <✓> button and click on <OK> button
  - ➔ Click on <Create> button



- c) The list will be created (orange line)



- d) Click on <Publish> button, the list will be published (green line) on the public website



**NOTE :** (A PDF form is also generated on the public website, but it is not necessary, all information is on the web. Save papers !)

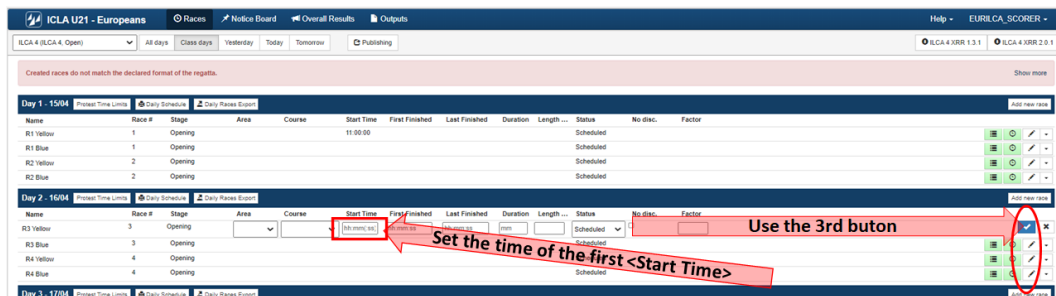
**No further action is necessary.**

If there is an error somewhere, you may unpublish the list by clicking on the corresponding button !

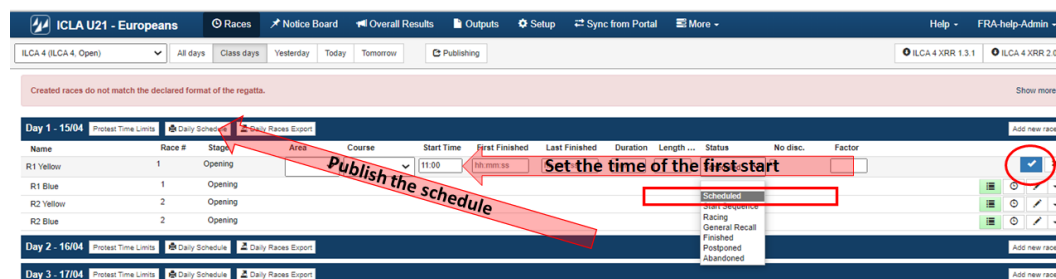


### Step 2e : Publish the schedule of the day

- a) Go to the menu <RACES>
  - ➔ Select the <Class> you want to set the time
  - ➔ Select the race
  - ➔ Select the line of the first race of the day with the 3<sup>rd</sup> button at the end of a line (looks like <Pencil>)



- b) Set the scheduled time for the first race of the day in the column "Start Time"



Validate the Start Time by clicking on the < ✓ > button at the right end of the line.

- c) Click on <Daily Schedule> action button.  
This will publish (on the public website) the schedule of the races of the day.  
*NOTE : (A PDF form is also generated on the public website, but it is not necessary, all information is on the web. Save papers !)*  
**No further action is necessary.**

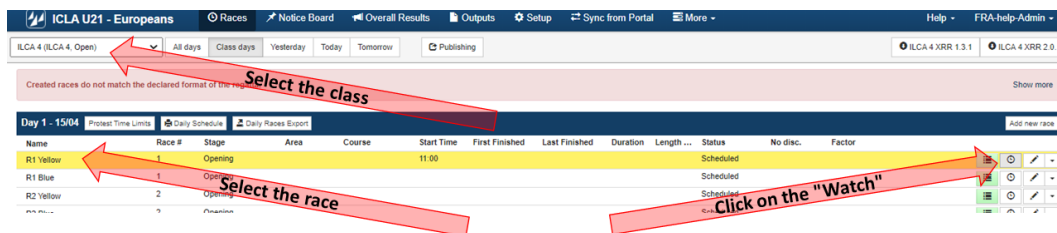
#### TIPS :

- If you have more than one race for the day, only publish the schedule of the first one of the day and then, the system will automatically set "Followed by" on the next ones.
- Do not change the "status" field.  
Leave it unchanged on "Scheduled" it will be set later according to the stage of the race.

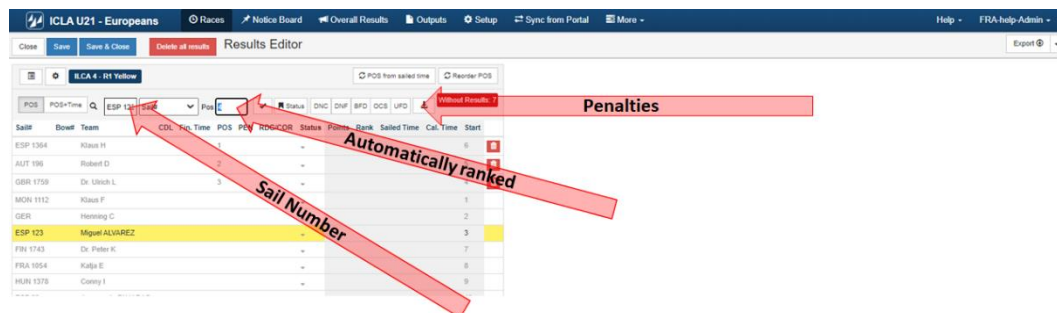
At the end of the day, if you have prepared too many races or if some races are not sailed, just delete the race (right button at the end of the line) and create it again the day after.

### Step 3) Arrival Management

- Go to the menu **<RACES>**
  - ➔ Select the class you want to manage the arrival list
  - ➔ Select the race
  - ➔ Click on the second button to the right of the line (looks like a **<Watch>**) of the race / fleet you want to manage the arrival list



- In the filter, select the boat sail number, its arrival order will automatically be set



Validate the ranking by clicking on the **<✓>** button.

#### TIPS :

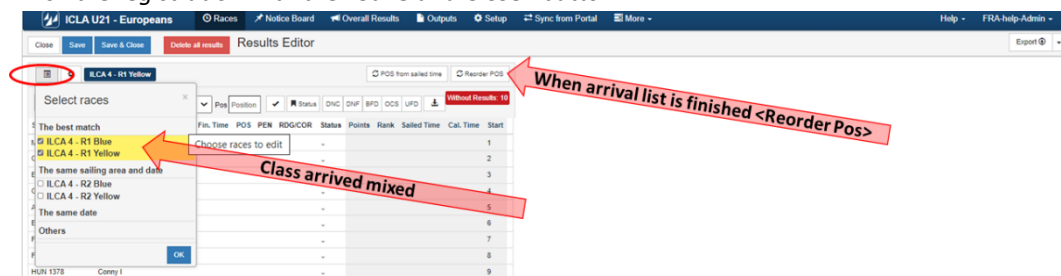
- if you hold the taste "**Ctrl**" of your keyboard and use the mouse "**left click**" it also will validate your choice
- **To know** : boats that are not on the finish list are probably DNF. Force them with this ranking.  
**Changing this later is always possible.**

**NO WORRY** if you have made an error, just assign the ranking you want to the boat you have selected (yellow line), confirm your ranking by clicking on the **<✓>** button.

The system will ask you what you want to do with the already ranked boats (move down / two boats at the same place)

**TIPS** : If the classes arrive mixed up (i.e. Yellow and Blue mixed together)

- Use the small "**List**" icon on top left and select which class / categories are mixed.
- Then register the arrival list the same way as mentioned under b)
- Finish the registration with the **<Save and Close>** button.

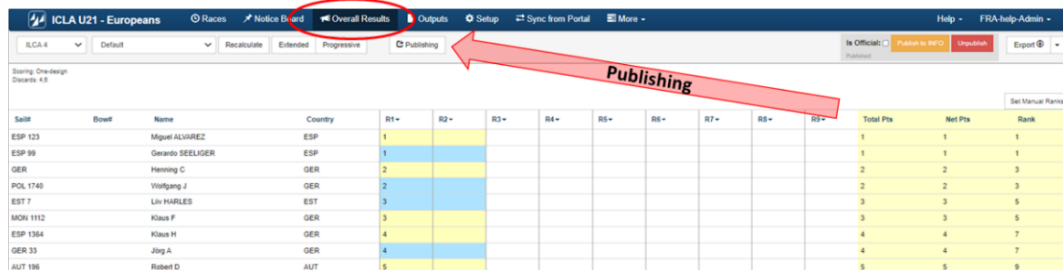


- Then select one class and click on **<Reorder Pos>** button. The system will automatically set the arrival order fleet by fleet / class by class.
- Same procedure for each class.

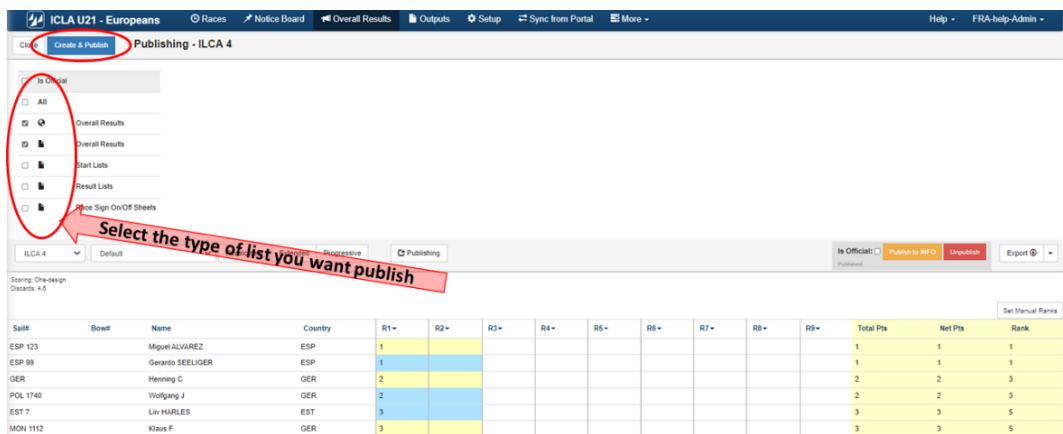
Save your job by clicking on **<Save and Close>** on the top left of the display.

### Step 4 : Publish the results

- Go to the menu **<OVERALL RESULT>**  
➔ Click on **<Publishing>** and select the list you intend to publish

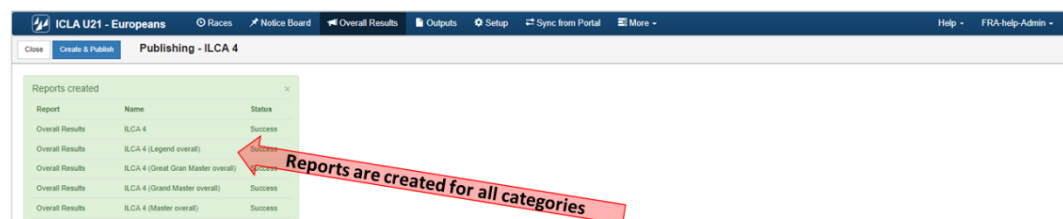


- Select the lists you want to publish

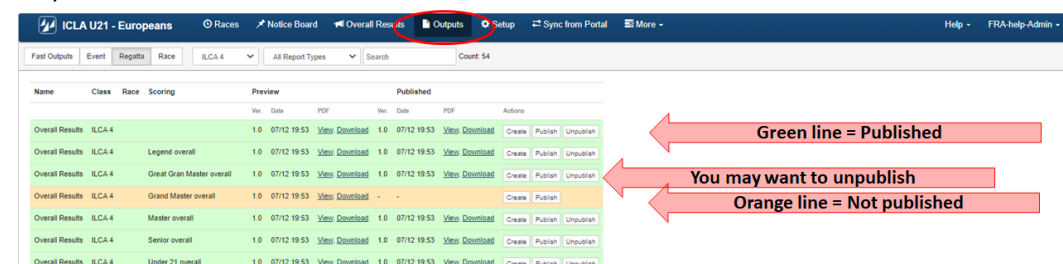


**NOTE :** The "earth" symbol means you want to create a list on the web site, the "notebook" symbol means you want to create a PDF list

- Click on **<Create and Publish>**  
Reports are automatically created and published for all categories (Legend – Great Grand Master – etc) defined by the Organizer.



With the menu option **<OUTPUT>** you may select which report you want to unpublish (or publish)!



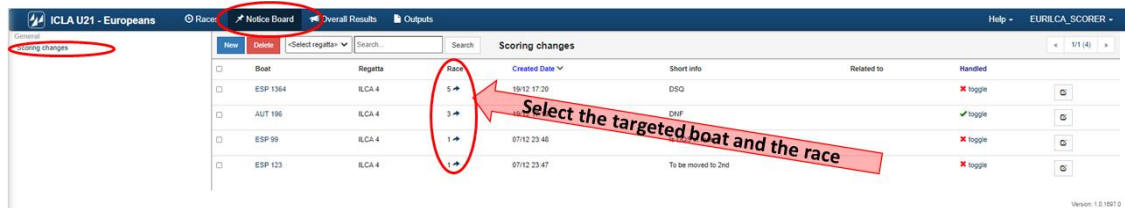
### Step 5 : Update results

After race officer decisions (OCS - UFB – BFD – NSC -....), Scoring inquiries or after Jury (hearings) decisions.

- a) Go to the menu **<NOTICE BOARD>**

➔ Select **<SCORING CHANGE>**

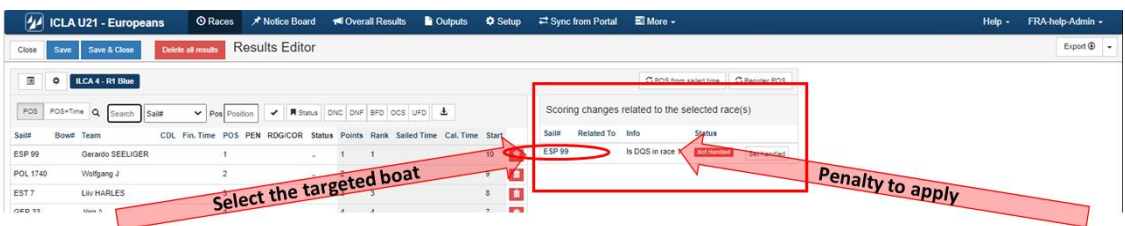
You see a list of boats on which you have to modify their scoring.



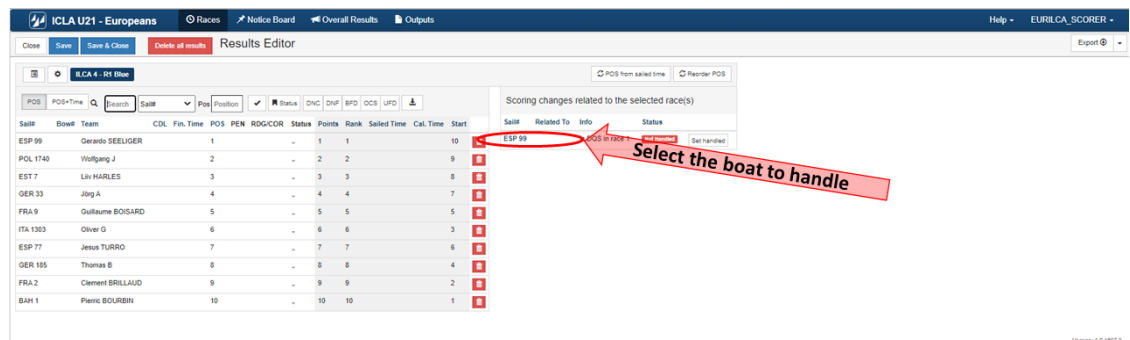
- b) Click on the **<green arrow>** of a line where you have to execute a scoring change

➔ This will open the race number in which you have to change a scoring

➔ And display the boat you have to change the scoring on the right of the ranking list

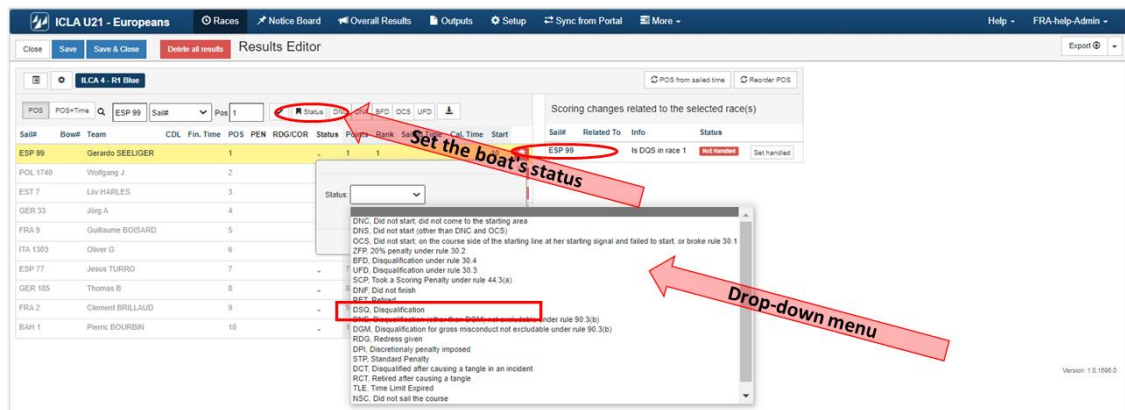


- c) Click on the **<Sail Number>** of the boat to handle



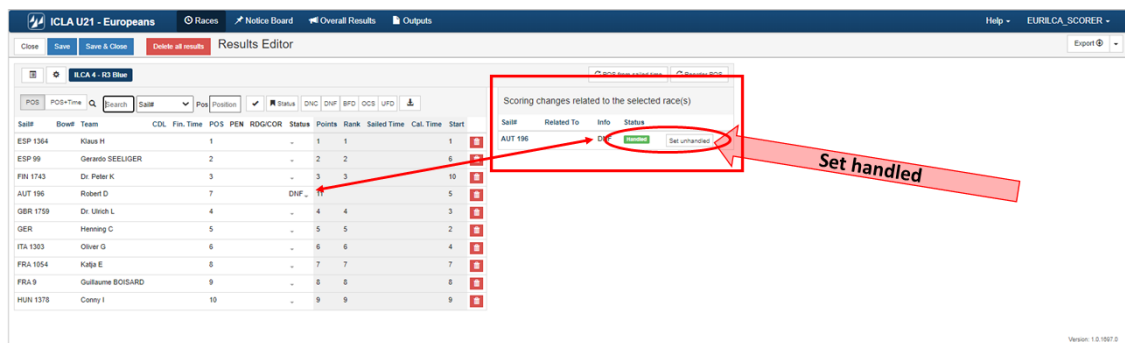
This will highlight the targeted boat

- d) Apply the decision
- ➔ Click on <Status>
  - This displays a "drop-down" menu
  - ➔ Select the scoring option to apply



Save your job by clicking on <Save> on the top left of the display.

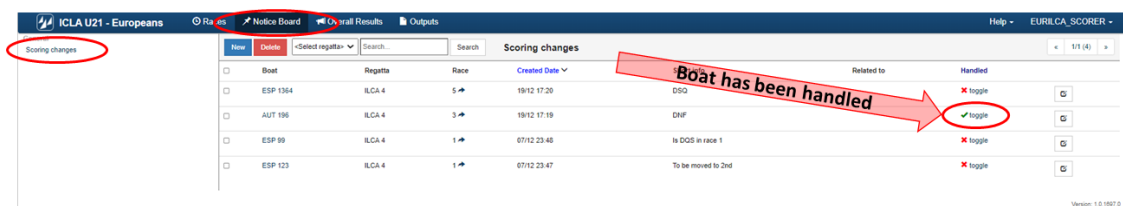
- e) Finish your job
- ➔ Go to the list of boat you have to make a scoring change (right hand of your display)
  - ➔ Set the status to <Handled>



Save your job by clicking on <Save and Close> on the top left of the display.

*NOTE : You may have more than one boat to change the scoring  
Repeat the action for all boats of the list  
with a red cross at the right hand of the line.*

The "Scoring Changes" display shows the handled / not handled boats



Once penalties or scoring changes have been handled, you may re-publish the results, the same way as **step 4** ➔ select <OVERALL RESULTS> and <Publishing> button.