

ILCA CLASS

Manage2Sail correct configuration

The screenshot shows the Manage2Sail website interface. At the top left is the logo 'manage2sail.com' and at the top right is the language selector 'français (Suisse)'. The main content area is divided into two sections. On the left, under the heading 'J'ai déjà un compte Manage2Sail', there are two input fields for 'e-mail' and 'Mot de passe', a 'Mémoriser' checkbox, a 'Se connecter' button, and a link for 'Mot de passe oublié?'. On the right, a light blue box contains the text 'Don't have an account yet?' and 'Go ahead and create one!', with a yellow 'Créer un compte' button below it. At the bottom of the page, there are links for 'Mentions légales | Conditions générales | Privacy Notice | Aide et soutien' and the version number 'Version: 1.0.2.684'.

First step : Create the event

*Based on your **NoR** -- you only need about 10 minutes !*

Database : PORTAL

*The present document is written in English, but all menus are also in your language
(same positions on the displays for all languages)*

Base de test : <http://sailing.st-software.com/portal/fr-CH/login/signin>
Base de prodction : <https://portal.manage2sail.com/fr-CH/login/signin>

One Design Dinghy

Two steps

1. Event configuration : This is how to apply the NoR
2. Result management : This is how to apply the SI

Event configuration (*PORTAL DATABASE*) :

If you have some categories in one class **DO NOT** make any class categorie in the PORTAL database

Result Management (*ORM DATABASE*) :

Any class categorie or sub-ranking for a class is managed in the ORM database

ILCA – Event configuration

- Create the event : Give a name

The screenshot shows the 'Create new event' form. At the top, there is a navigation bar with 'Federation Profile', 'Administrateur Base test', and 'Help'. Below the navigation bar, there are 'Continue' and 'Cancel' buttons. A red circle highlights the 'Continue' button. A pink warning box contains text about data protection. The main form is titled 'Create new event: Nom de la régate / Regatta Name'. It has a 'Name *' field with the placeholder 'Nom de la régate / Regatta Name', a 'Club *' dropdown menu, and a 'Continue' button. A red arrow points from the text 'Event Name' to the 'Name' input field. At the bottom, there is a link for live tracking and footer information including 'Imprint | Terms and Conditions | Privacy Notice' and 'Version: 1.0.2.790'.

You are creating a new event, to which sailors have the possibility to register themselves. Please note that you have, as Data Controller, to comply with the General Data Protection Regulation in the treatment and processing of the data we are collecting on your behalf. We only will use the data in the context and of the purpose linked to event mentioned in the m2s database, i.e. in order to process the registration of sailors to an event and to transmit the data to the Club organizing the event, as described in our [Privacy Notice](#).

Create new event: Nom de la régate / Regatta Name

Name *

Club *

[Interested in Live Tracking of the boats during the event? Visit here.](#)

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• Event Name

Base de test : <http://sailing.st-software.com/portal/fr-CH/login/signin>
Base de prodction : <https://portal.manage2sail.com/fr-CH/login/signin>

ILCA – Event configuration

Event Details | Competitions | Fees | Merchandise Items | API

Modify Regatta Event: Régate SRS

Basic Info | Documents & Logos | Payments (2) | Boat team related

Basic Info

Name: Régate SRS | Event logo: [Edit Image]

Alias for Info: SRS2020

Event Days: 21.03.2020, 22.03.2020

Registration Days: 01.03.2020, 13.03.2020

Timezone: (UTC+01:00) Amsterdam, Be

is visible in info:

Entry import enabled:

Xir import enabled:

Hide tracking provider logo on info:

is club event:

Send email when registrator's note changes:

Notification Email: secretariat@cnm.ch

Send registration confirmation Email:

Registrations Email: manage2sail@swiss-sailing.ch

Place

Use one of recent: Select address

Name of Place: Club Nautique Morgien

Street / House Nr.: Place de la Navigation 1

Postal Code / City: 1110 Morges

Country: Switzerland

Region: Lac de Joux - Léman - G...

GPS: 8.4977 46.5059

Co-Organizing Clubs

Select club

Organizing Committee Contact

Use one of recent: jaug@acvf.ch

Email: jaug@acvf.ch | Web: www.cnmorges.ch

Phone: 079 123 45 67 | Fax:

Facebook: | GooglePlus:

- Event name – below it URL alias (for the public)
- Event dates (includes the boat inspection)
- **Date Limits** inbetween entry is possible
- Check the box to ensure the Race Manger will receive the entry
- Mail address of the Race Manager
- Organazing Authority address (*where sailors have to drive for the event*)
- Do not forget your region
- Published contact address (visible on m2s web-site)

ILCA – Event configuration

ILCA - DN World Cup 2022

Event Details Competitions Fees Merchandise Items API

Cancel Save Modify Regatta Event: ILCA - DN World Cup 2022

Basic Documents & Logos Payments Boat team related Check-in Settings

Documents Add new document

Name	Size	Sponsor Group	
ILCA.jpg	14.60 kB		Edit Download
Surprise.jpg	9.32 kB		Edit Download
Sponsor_Fondation_Bolle.jpeg	155.88 kB	Partner	Edit Download
gard.jpg	8.93 kB	Partner	Edit Download

Legal texts

Privacy Info for Sailors

Limitation of Liability

Disclaimer

ORM PDF Outputs

Club Logo For This event

Event Logo For ORM

Sponsors for reporting (Size: W194, H30 millimetres)

Sponsors for reporting (Landscape Size: W281, H30 millimetres)

• NoR – Parental consent ... Insurance – SI

• Sponsors displayed on m2s website
Sponsor : max 2 on the line after the event title
Partners : on the second line
Further partners : on the bottom of the display

• Legal Information (Mandatory)

• Event logo on printed matters

• Footer logos for printed matters (*Portrait / Landscape*)

ILCA – Event configuration

← Régate SRS | Event Details | Competitions | Fees | Merchandise Items | API | Club Profile | Jean Bernard Luther

Cancel Save Modify Regatta Event: Régate SRS

Basic Info | Documents & Logos | **Payments** | Boat team related

Accepted Currency CHF | Default VAT | Invoice due days

Event number

Order prefix

Up to 10 alphanumeric characters (no spaces)

Bookkeeping Code

Payments accepted by Cash Bank wire

Specific PayPal Email

Invoice texts

Invoice Address Copy default text

Bank-wire Information

Additional text

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← • Accounting identifier (*style Events2022*)

← • Payment method
Highly recommended SIX – Ask Swiss Sailing for the global contract

← • Bank references
only if you use 2Bank wire transfer

← • Any texte you want to print on pro-forma invoices

ILCA – Event configuration

ILCA - DN World Cup 2022

Event

Event Details

Competitions

Fees

Merchandise Items

API

Cancel Save

Modify Regatta Event: ILCA - DN World Cup 2022

Basic Info

Documents & Logos

Payment

Boat team related

Check-in Settings

Event Approvals

SailorApp Settings

Used Approvals	Needed for ORM	Is Allowed
<input type="checkbox"/> Checked	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Paid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Insured	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Disclaimer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Inspected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> License	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Parental consent	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Custom 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Custom 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Gathered National IDs

Swiss Sailing Number

Dutch Sailing ID

Belgium Sailing ID

Other

Select country

National ID of any country is allowed

13.03.2022

- Necessary checks to allow competitors to enter the event
- Necessary checks to allow competitors to compete (Starting list)
- Activation of SailorApp (allow the use of Jury Terminal by competitors)
- National ID licences authorized and stored
- Authorization for foreign countries **DO NOT** select any country

ILCA – Event configuration

← ILCA - DN World Cup 2022 **Event** Check-In Tools

Event Details Competitions Fees Merchandise Items API

Cancel Save **Modify Regatta Event: ILCA - DN World Cup 2022**

Basic Info Documents & Logos Payments Boat team related **Check-in Settings**

Sailor info documents

Enable info documents

On-Site Self Check-In

Enable On-Site Self Check-In

Document texts

Route card info text

Online Self Check-In

Enable Online Self Check-In

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- Skip this display, it is not needed for Swiss events

ILCA – Event configuration



• Create a "competition"

Registration Counts

Order	Competition	Scoring options	Gender	Days	Approved	Pending	Registered	Refused	Cancelled	Paid	Published	Status
					0	0	0	0	0	0	0	



Basic data

Scoring options * One design

Additional Scoring

Class * ILCA 6

Name * ILCA 6

Alias for Info I6

Only alphanumeric characters and no spaces

Status * Registration opened

Ext. Registration URL

Sort Order 2

Gender Gender open

Scope International

Is Invitational

Sailors minimal count 1

Sailors maximal count 1

Entries soft limit 70

Order by 'paid status', then
Date on INFO

Order by registration date on
INFO

Unpaid Teams on INFO Show

Is seminar

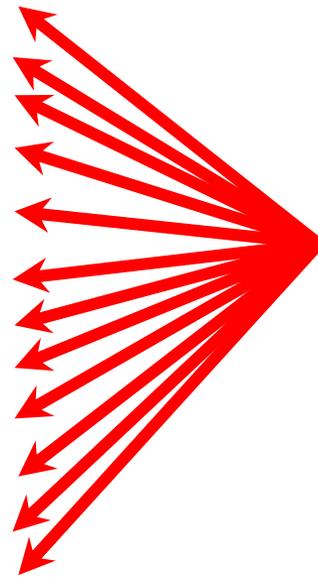
Hide on INFO

Disable SailorApp

Prefer teamname over Sail number

Allow Custom Team Flag

Specific Days



- Chose "One Design"
- Chose the class "ILCA 6"
- Name the class for printed matter
- Give an alias for the URL
- Chose status "Registration opened"
- Sort order in the list displayed on the public database
- Select "Gender open"
- Select scope "International"
- Select the number of crew authorized
- Set the entry soft limit (i.e. number of accepted boats)
- Set the order displayed on the entry list
- Set if you want to see the unpaid teams

Use the example here displayed to make your settings

ILCA – Event configuration

- Chose appropriate options
- *Visible* = "visible, but not mandatory to fill in"
- *Required* = "must be answered"
- *Hidden* = "Field is not displayed"

Info Settings ⓘ

When configuring visibility of the personal data please make sure that you have a good reason to do so (ie. it is important to have that information visible by public) and you have proper agreements with the sailors to public such data

Show Birthday on INFO ⓘ

Custom configuration ⓘ

When configuring data fields requirement and visibility, please be aware that for each type of personal data type you set 'visible' or 'required' you should have a good reason to collect it. Set fields that are not necessary for the registration as hidden in order to comply with privacy data regulations (e.g. GDPR).

Crew Member-wide settings ⓘ

WS ID	Visible ⓘ	Skipper Required ⓘ	Skipper & Crew Required ⓘ	Required ⓘ	Hidden ⓘ
WS Classification	Visible ⓘ	Skipper Required ⓘ	Skipper & Crew Required ⓘ	Required ⓘ	Hidden ⓘ
Club	Visible ⓘ	Skipper Required ⓘ	Skipper & Crew Required ⓘ	Required ⓘ	Hidden ⓘ
National ID	Visible ⓘ	Skipper Required ⓘ	Skipper & Crew Required ⓘ	Required ⓘ	Hidden ⓘ
Date of Birth	Visible ⓘ	Skipper Required ⓘ	Skipper & Crew Required ⓘ	Required ⓘ	Hidden ⓘ
Gender	Visible ⓘ	Skipper Required ⓘ	Skipper & Crew Required ⓘ	Required ⓘ	Hidden ⓘ
Id / Passport Number	Visible ⓘ	Skipper Required ⓘ	Skipper & Crew Required ⓘ	Required ⓘ	Hidden ⓘ
Person Emergency Contact	Visible ⓘ	Skipper Required ⓘ	Skipper & Crew Required ⓘ	Required ⓘ	Hidden ⓘ

Contacts

Skipper phone	Visible ⓘ	Not applicable	Not applicable	Required ⓘ	Hidden ⓘ
Skipper email	Visible ⓘ	Not applicable	Not applicable	Required ⓘ	

Team-wide settings ⓘ

Country part of Sail Number	Not applicable	Not applicable	Not applicable	Required ⓘ	Not applicable
Tactician selected	Visible ⓘ	Not applicable	Not applicable	Required ⓘ	Hidden ⓘ
Skipper filled in	Visible ⓘ	Not applicable	Not applicable	Required ⓘ	
Represented Country of Boat	Visible ⓘ	Not applicable	Not applicable	Required ⓘ	
AIS number of Boat	Visible ⓘ	Not applicable	Not applicable	Required ⓘ	Hidden ⓘ
Note from registrator	Visible ⓘ	Not applicable	Not applicable	Required ⓘ	Hidden ⓘ

Instruction to sailor's note ⓘ

By the registration, you will have to :

- book a time slot for the boat inspection at the following address : <https://www.slottr.com/sheets/18263636>.
- mail at nacra15organization@ucnm.fr a medical statement that they are in sufficient physical condition to

Use this picture as template to make your settings (Swiss Sailing standard)

ILCA – Event configuration

Represented Country of Boat	Visible <input type="checkbox"/>	Not applicable	Not applicable	Required <input checked="" type="checkbox"/>	
ALS number of Boat	Visible <input type="checkbox"/>	Not applicable	Not applicable	Required <input type="checkbox"/>	Hidden <input checked="" type="checkbox"/>
Note from registrator	Visible <input checked="" type="checkbox"/>	Not applicable	Not applicable	Required <input type="checkbox"/>	Hidden <input type="checkbox"/>

Instruction to sailor's note

By the registration, you will have to :

- book a time slot for the boat inspection at the following address : <https://www.slottr.com/sheets/18263636>.
- mail at nacra15organization@ycgm.fr a medical statement that you are in sufficient physical condition to take part to the event (1 statement for each crew).

For competitors less than 18 years old :

The parent/guardian (legal representative) has to SIGN and mail the "Parental Consent" to nacra15organization@ycgm.fr .
Document is to be downloaded at : <https://www.manage2sail.com/e/N15WC2021> > Notice Board > Documents

In the field here below, mention:

Placement of the note People

Note Change Notification

Email

Confirmation Email settings

Confirmation E-Mail Free Text

Remember that you have to :

- book your inspection time slot for the boat inspection at the following address : <https://www.slottr.com/sheets/18263636>
- mail at nacra15organization@ycgm.fr a medical statement that you are in sufficient physical condition to take part to the event (1 statement for each crew).
- mail to nacra15organization@ycgm.fr, the requested "Parental Consent" (competitor below 18 years old) SIGNED by the parent/guardian legal representative.
Failing to show this document at the registration can be ground for a exclusion of the competitor.
Parental consent is to be downloaded at : <https://www.manage2sail.com/e/N15WC2021> > Notice Board > Documents.

Ensure that you have mentioned:

Requested Files

Title	Description	Required	
<input type="checkbox"/> Parental Consent	This file has to be filled in and mailed to the OA while entering	Yes	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
<input type="checkbox"/> Insurance certificate	Proof of your third party insurance up to an amount of EUR 2'000'000.-- , valid in competition.	No	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

- Specific message linked to the configured class
This message is displayed on the entry dialog
- Place where you want to display the message
We strongly suggest to chose "People" option
- E-mail confirmation message
This is a copy of the above message.
It will be printed on the entry confirmation

Example of message is available at <https://www.acvl.ch/formation-officiels/manage2sail/tutoriels/>

ILCA – Event configuration

← Régate SRS **Event** Check-In Tools Club Profile Jean Bernard Luther

Event Details Competitions **Fees** Merchandise Items API

Payment Categories Dates Fees

- Set the categories (i.e. Juniors / Seniors) if needed

Sometimes the registration fee may vary for the different categories of the sailors (for example 'juniors' and 'seniors' or for 'locals' and 'foreigners'). This is the page where you can define such categories. Those categories will then be available for selection when defining the fee on the 'Fees' tab. There is also a possibility to restrict the categories based on the length of the boat

Name	Boat Length Restrictions (optional)		
	From	To	
Moins que 10m	No LOA restriction		Edit
Dès 10m	No LOA restriction		Edit
<input data-bbox="486 648 532 679" type="button" value="+"/>			

ILCA – Event configuration



Sometimes the registration fee may vary for the different categories of the sailors (for example 'juniors' and 'seniors' or for 'locals' and 'foreigners'). This is the page where you can define such categories. Those categories will then be available for selection when defining the fee on the 'Fees' tab. There is also a possibility to restrict the categories based on the length of the boat

Name	Boat Length Restrictions (optional)
	From
Moins que 10m	No LOA restriction
Dés 10m	No LOA restriction



- **Set the dates (limits for Entries / Late entries)**
The price changes at midnight the day mentioned

Those are the dates when the 'early entry fee' becomes 'entry fee' and so on. You can define as many dates as you want. Those dates will be included in the fee definition table in the 'Fees' tab

Date
10/03/2020
13/03/2020

- **Entries (see NoR 4.2)**
The price changes at midnight the day mentioned
- **Late entries (see NoR 4.3)**
The price changes at midnight the day mentioned

ILCA – Event configuration



Sometimes the registration fee may vary for the different categories of the sailors (for example 'juniors' and 'seniors' or for 'locals' and 'foreigners'). This is the page where you can define such categories. Those categories will then be available for selection when defining the fee on the 'Fees' tab. There is also a possibility to restrict the categories based on the length of the boat

Name	Boat Length Restrictions (optional)
From	
Moins que 10m	No LOA re
Dès 10m	No LOA re



Payment Categories Dates Fees

Those are the dates when the 'early entry fee' becomes 'entry fee' and so on. You can define as many dates as you want. Those dates will be included in the fee definition table in the 'Fees' tab

Date

10/03/2020

13/03/2020



Payment Categories Dates Fees

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Search

Name	Fee is for	Payment Category	Registration prices timeline (and date)		
Bateaux jaugés SRS			Until 10/03/2020	Until 13/03/2020	+
Registration	Registration	Dès 10m	100 CHF	150 CHF	Edit
Registration	Registration	Moins que 10m	80	110	✓ x
Bateaux Non jaugés			Until 10/03/2020	Until 13/03/2020	+

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Version: 1.0.2.684

- **Entry fee**

The price changes at midnight the day mentioned

- **Late entry fee**

The entry is not any more possible after midnight the day mentioned

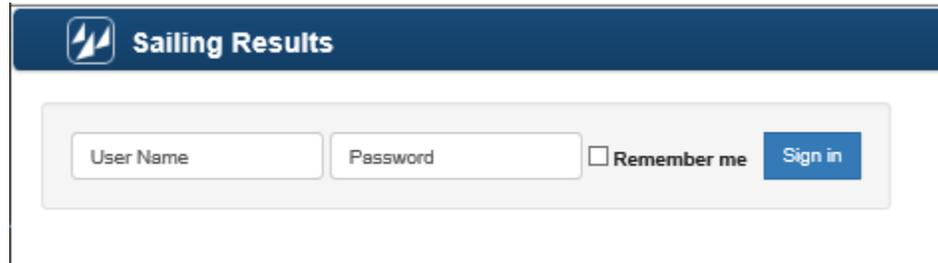
ILCA – Event configuration

The screenshot shows the 'Régate SRS' interface. The top navigation bar includes 'Event', 'Check-In', and 'Tools'. Below it, a secondary navigation bar highlights 'Merchandise Items'. A 'New merchandise item' button is visible. The main content is a table with columns: Item No, Name, Supplier, Price, VAT, Max, Ordered, Paid, Delivered, Limit, Balance, and action buttons (Edit, Make unavailable, Delete). Two items are listed: 'Crew Pasta Party' (Price: 0, VAT: 0, Max: 5, Limit: 1000, Balance: 1000) and 'Support person Pasta Party' (Price: 30, VAT: 0). A red arrow points from the text below to the 'Support person Pasta Party' row.

Item No	Name	Supplier	Price	VAT	Max	Ordered	Paid	Delivered	Limit	Balance	
1	Crew Pasta Party	Included in Event fee	0	0	5				1000	1000	Edit Make unavailable Delete
2	Support person Pasta Party		30	0							Edit Make unavailable Delete

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- You may be interested in offering (for free) or selling some merchandise (i.e. Pasta Party – Official Dinner – T-Shirts – Caps - etc.)



Sailing Results

User Name Password Remember me Sign in

Second step : Manage the Race

Based on the SI -- you need 15 to 20 minutes !

Database : ORM

Base de test : <http://sailing.st-software.com/sailingorm/Account/Login>

Base de prodction : <https://orm.manage2sail.com/production/Account/Login>

One Design Dinghy

Result Management in 5 steps

All the following operation are based on the SI

Use the World Sailing Standard it makes your job easier

- Scoring configuration
- Categories configuration
- Race officers
- Jury Terminal configuration
- Printed matter (results) configuration

Base de test : <http://sailing.st-software.com/sailingorm/Account/Login>

Base de prodction : <https://orm.manage2sail.com/production/Account/Login>

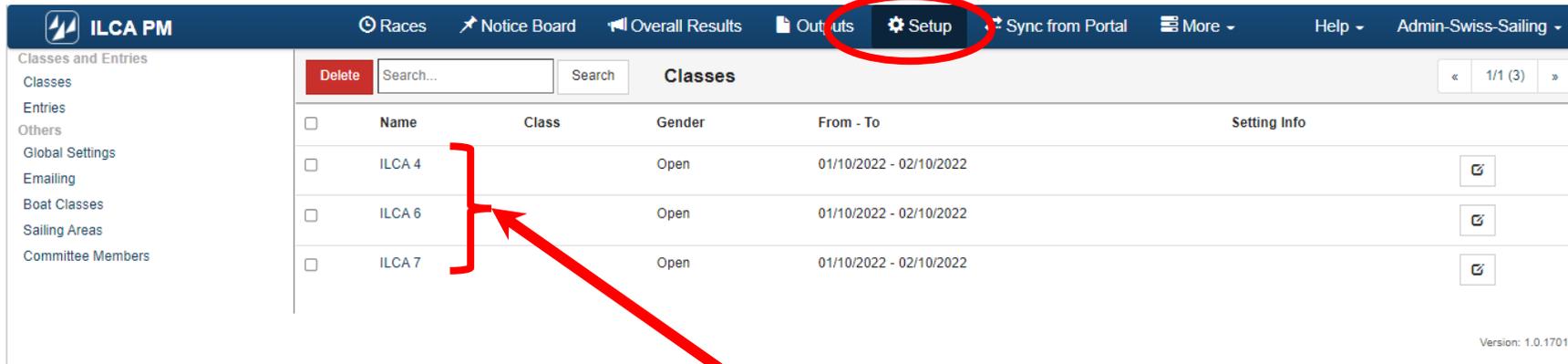
ILCA – Event configuration



Year	Name	From	To
2022	blu26 Cup / Primavera Chigle e Derve	09/04	10/04
2022	Coppa Roda - 40a edizione	27/08	28/08
2022	Coppa Wulschlegel Group	26/03	27/03
2022	CSP Optimist	22/04	24/04
2022	EurILCA Master Series SLII – Lugano	13/03	13/03
2022	Invernale del Ceresio	10/07	10/07
2022	Lugano x 2	11/06	11/06
2022	Luzzina	01/10	02/10
2022	Regata delle Castagne (Campionato Ticinese)	10/09	11/09

- Select the event to configure

- Start your configuration



ILCA PM

Races Notice Board Overall Results Outputs **Setup** Sync from Portal More - Help - Admin-Swiss-Sailing -

Classes and Entries

Classes

Entries

Others

Global Settings

Emailing

Boat Classes

Sailing Areas

Committee Members

<input type="checkbox"/>	Name	Class	Gender	From - To	Setting Info
<input type="checkbox"/>	ILCA 4		Open	01/10/2022 - 02/10/2022	
<input type="checkbox"/>	ILCA 6		Open	01/10/2022 - 02/10/2022	
<input type="checkbox"/>	ILCA 7		Open	01/10/2022 - 02/10/2022	

Version: 1.0.1701.0

- Classes to handle

ILCA – Event configuration

Reg #	Name	Default Function	Club	NOC
1	Leonardo Giannini	Race Manager	NRO	SUI
4	Piero Occhetto	Jury	IJ	ITA
6	Ulli Scheu	Jury	NJ	SUI
5	Enrico Vaccaro	Jury	NJ	SUI

- Set the list of Committee members

- Click on <New>

Registration #

Default Function

First Name *

Last Name *

Custom Initials

Club Short Name

NOC/Country Code

- Register the names of the officer

Function
First Name
Last Name
Initials
Title (NJ – NRO – NU etc)
Country

ILCA – Event configuration

EurlCA Master Series SUI – Lugano

Races Notice Board Overall Results Outputs **Setup** Sync from Portal More Help cvll.jury.2

Classes and Entries
Classes
Entries
Global Settings
Enrolment
Boat Classes
Sailing Areas
Committee Members

Save Global Settings

Basic

Hide Official Notice Board

Hide Schedule On Info

Hide Notices On Info

Hide Sport Communication On Info

Hide Jury On Info

Hide Rule42s On Info

Hide Hearing Sched. On Info

Hide Crew Subst. On Info

Hide Equip. Subst. On Info

Hide Scoring Inq. On Info

Hide Protest Times On Info

Status customization

Status	Type	Default N-Value	Overriden	Custom N-Value
RAF	Start + N		<input type="checkbox"/>	<input type="text"/>
DNC	Start + N	1	<input type="checkbox"/>	<input type="text"/>

• Set the global settings

• Hide "Sport Communication"

Report options

Jury Initials Only

SailorApp

Disable Hearing Requests

Disable Scoring Inquiries

Disable Crew Substitutions

Disable Equipment Substitutions

• Set "Jury initials only"

• Disable "Crew Substitution"

er (Swiss Sailing)

ILCA – Event configuration

EurlCA Master Series SUI – Lugano

Classes and Entries

Classes

Entries

Others

Gliding

Emailing

Boat Classes

Sailing Areas

Committee Members

Save Emailing

Default Email Sender Address: regata@cvll.ch

Autonotifications from SailorApp

On Hearing Req. Created

piero.occhetto@gmail.com TEST!

mathias.rehholz@gmx.de TEST!

scheuvel@bluewin.ch TEST!

evaccaro53@yahoo.it TEST!

+

On Crew Subst. Created

If you want to use this autonotification, please select the related email type below

On Equip. Subst. Created

leo@giannini.ch TEST!

+

On Scoring Inq. Created

leo@giannini.ch TEST!

- Set the E-Mailing default settings

- Define the e-mail address for :
Default address
Jury team
Race officers team
Technical committee
Scorer

leo@giannini.ch TEST!

regata@cvll.ch TEST!

g.caprari@ieee.org TEST!

+

Email Types & Templates

CASES

Show available parameters

Case Created / Updated

Allowed

Subject * Case Updated

Body *
Dear Sailor,
Please be noted that Case {{CaseNumber}} that relates to you has been updated.
Manage2Sail

Send TEST on following address: TEST!

Hearing Scheduled

Allowed

Subject * Hearing scheduled for Case

Body *
Dear Sailor,
Please be noted that the hearing for Case {{CaseNumber}} that relates to you has been scheduled.
The date and time is: {{CaseHearingDate}} {{CaseHearingTime}}
Manage2Sail

- Enable a standard message

- Update the standard message according if necessary
Never modify the text in between {...and...} it is a "placeholder" used by the program !

- You may set email addresses in the first part of the display **only after** the messages for a group are enabled

ILCA – Event configuration

Using the **SI** you will have to setup the ranking options

The screenshot shows the ILCA PM web application. The top navigation bar includes 'Races', 'Notice Board', 'Overall Results', 'Outputs', 'Setup', 'System', 'from Portal', 'More', 'Help', and 'Admin-Swiss-Sailing'. The 'Setup' menu item is circled in red. The left sidebar contains 'Classes' (circled in red), 'Others', 'Global Settings', 'Emailing', 'Boat Classes', 'Sailing Areas', and 'Committee Members'. The main content area displays a table of classes with columns for Name, Class, Gender, From - To, and Setting Info. The table lists three classes: ILCA 4, ILCA 6, and ILCA 7. A red arrow points to the edit icon (a square with a pencil) for the ILCA 6 class.

<input type="checkbox"/>	Name	Class	Gender	From - To	Setting Info
<input type="checkbox"/>	ILCA 4		Open	01/10/2022 - 02/10/2022	
<input type="checkbox"/>	ILCA 6		Open	01/10/2022 - 02/10/2022	
<input type="checkbox"/>	ILCA 7		Open	01/10/2022 - 02/10/2022	

- Select the class you want edit the setup

ILCA – Event configuration

Tips in very simple 3 steps

you may copy a full setting from another already configured event, without working the whole settings

This is a new very useful feature

Tips for ILCA CLASS -- use the following "event" templates of year 2022

- Europa Cup → **EurILCA Europa Cup** (CVN)
- EuroMaster → **Eurilca Masters Series** (CVLL)
- Swiss Championships → **ILCA Swiss Open Chamionships** (YCA's)
- Points SwS Championships → **CSP ILCA** et autres classes (CNM)

ILCA – Event configuration

Tips in very simple 3 steps

<input type="checkbox"/>	Name	Class	Gender	From - To	Setting Info	
<input type="checkbox"/>	29er		Open	30/04/2022 - 01/05/2022	O(12R)	
<input type="checkbox"/>	Coach boats		Open	30/04/2022 - 01/05/2022		
<input type="checkbox"/>	ILCA 4 / 4.7		Open	30/04/2022 - 01/05/2022	O(12R)	
<input type="checkbox"/>	ILCA 6 / Radial		Open	30/04/2022 - 01/05/2022	O(12R)	
<input type="checkbox"/>	ILCA 7 / Standard		Open	30/04/2022 - 01/05/2022	O(12R)	
<input type="checkbox"/>	RS Feva		Open	30/04/2022 - 01/05/2022	O(12R)	

- **Step 1** : select the class you want edit the setup

Save Save & Close Class **Class - ILCA 6**

General Scoring Reports Committee Statuses Integration [Load From Another Event](#)

Basic

Name * ILCA 6 Scope

Long Name

Short Name * ILCA 6 Gender * Open

Class No Limit Is Open Class

Start Date 30/04/2022 End Date 01/05/2022

Competition

Format * Opening Series Only Default protest time

Opening Groups

Starting Groups

Rounds

Series # Custom Race Name

Opening 0

Preferences

Search Prefers Sail# & Bow# Use dates in race time

- **Step 2** : Click on button <Load from Another Event>
And follow the menu

ILCA – Event configuration

Scoring copy

Select event from which to copy settings from

Event

2022, EurilCA Europa Cup

Select

Close

Scoring copy

Select the class setup to copy from: EurilCA Europa Cup

Event

ILCA 4 / 4.7

ILCA 6 / Radial

ILCA 7 / Standard

Back to list

Select

Select

Select

Scoring copy

Confirm copy from: EurilCA Europa Cup - ILCA 6 / Radial

Back

When copy is made all unsaved changes are lost
Following data will be copied:

- Fleet Definitions
- Starting Groups
- Categories
- Scoring Configurations

Copy also the reporting options

Copy

Close

- **Step 3** : select reference event you want copy
Insert year and event name
 - Click the <Search> button
 - Click the <Select> button
 - Click the <Select> button of the class you want to copy
Tip : The class name must be absolutely identical
 - Select the "reporting" options
 - Click the <Copy> button

ILCA – Event configuration

DONE !



EuriLCA Master Series SUI – Lugano

Classes

Name	Class	Gender	From - To	Setting Info
ILCA 4 / 4.7		Women	22/04/2022 - 24/04/2022	Default: O(9R,1D) 4.7 Women over 30: O(9R)
ILCA 6 / Radial		Open	22/04/2022 - 24/04/2022	Default: O(9R,1D) Radial Apprentice Men: O(9R) Radial Apprentice Women: O(9R) Radial Master Men: O(9R) Radial Master Women: O(9R) Radial Grand Master Men: O(9R) Radial Grand Master Women: O(9R) Radial Great Grand Master Men: O(9R) Radial Great Grand Master Women: O(9R) Radial Legend: O(9R) Radial Apprentice Over 30: O(9R) Radial Master Over 30: O(9R,1D) Radial Grand Master Over 30: O(9R,1D) Radial Great Grand Master Over 30: O(9R,1D) Radial Women Over 30: O(9R,1D)
ILCA 7 / Standard		Men	22/04/2022 - 24/04/2022	Default: O(9R,1D) Standard Apprentice: O(9R) Standard Master: O(9R) Standard Grand Master: O(9R,1D) Standard Great Grand Master: O(9R,1D)

- After the setting has been done you'll see :
 - Class Name (as it was set in PORTAL)
 - Class (the one selected in PORTAL)
 - The gender (authorized in PORTAL)
 - The categories – number of races (Qualif / Final) – Discards

ILCA – Event configuration

- All basic settings (Tabs : General – Scoring – Reports) are already done !

CSP ILCA et régates 29er et RS F... 2022

Races Notice Board Overall Results Outputs **Setup** Sync from Portal More - Help - Admin-Swiss-Sailing -

Save Save & Close Class - ILCA 6 / Radial

General Scoring Reports **Committee**

Options

Print committee on entry list

Print committee on start list

Print committee on result list

Print committee on overall results

Display in info

Members

Race Committee Members				Available Members		
Function	Name	Club		Default Function	Name	Club
↑ ↓	Race Manag	Vincent MESSERLI NRO	+			
↑ ↓	Yorick KLIPFEL	NM	+	Jury Chair	Jean-Bernard LUTHER NJ	
				Jury	Manon Kivell RJ	

• Now let's do the fine tuning (Committee tab)

- Where do we print / display the Committee
- Which committee is working for the selected class
 - Click on <+> to link a committee member
 - Click on the <Trash bin> to remove the link
 - Move up or down to change the order of the displayed information

ILCA – Event configuration

- No need to change any penalty status

Class - ILCA 6 / Radial

Save Save & Close Close

General Scoring Reports Committee **Statuses** Integration

Status	Type	Default N-Value	Overriden	Custom N-Value
RAF	Start + N		<input type="checkbox"/>	
DNC	Start + N	1	<input type="checkbox"/>	
DNS	Start + N	1	<input type="checkbox"/>	1
OCS	Start + N	1	<input type="checkbox"/>	1
BFD	Start + N	1	<input type="checkbox"/>	1
UFD	Start + N	1	<input type="checkbox"/>	1
DNF	Start + N	1	<input type="checkbox"/>	1
RET	Start + N	1	<input type="checkbox"/>	1
DSQ	Start + N	1	<input type="checkbox"/>	1
DNE	Start + N	1	<input type="checkbox"/>	1
DGM	Start + N	1	<input type="checkbox"/>	1
DCT	Start + N	1	<input type="checkbox"/>	1
RCT	Start + N	1	<input type="checkbox"/>	1
TLE	Finish + N	1	<input type="checkbox"/>	
NSC	Start + N	1	<input type="checkbox"/>	1

- Except the TLE status all penalties are World Sailing Appendix A standard "Starting boats" + 1

- TLE may be changed to "Starting boats" + 2

ILCA – Event configuration

- Integration tab
Is used to transfer result lists to foreign countries that are not using Manage2Sail

CSP ILCA et régata 29er et RS Féva 2022

Races Notice Board Results Outputs Setup Sync from Portal More Help Admin-Swiss-Sailing

Save Save & Close Close Class - ILCA 6 / Radial

General Scoring Reports Committee Statuses Integration Load From Another Event

ISAF Id

External Id

External Result Url

Disable Recalculation

Autoset 'IsTracked' On Races

Include nat ID in XRR

Include TCF in XRR

Info

Display owners in the result list

Display Boat Names In The Result List

Hide Handicap Column

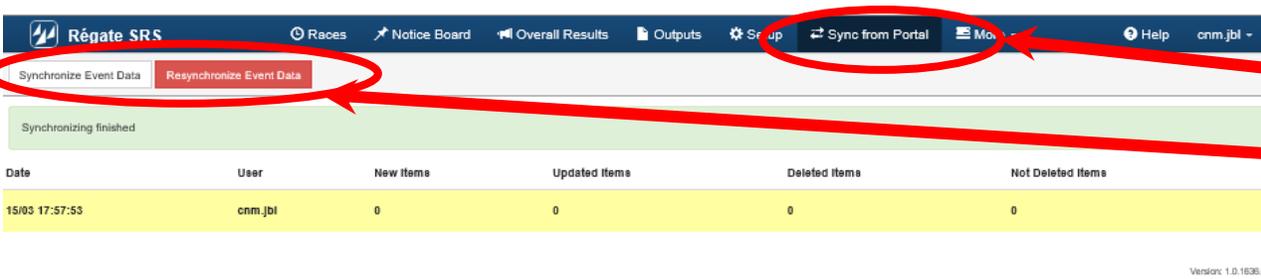
Version: 1.0.1700.0

Check these two boxes to allow exporting the National ID

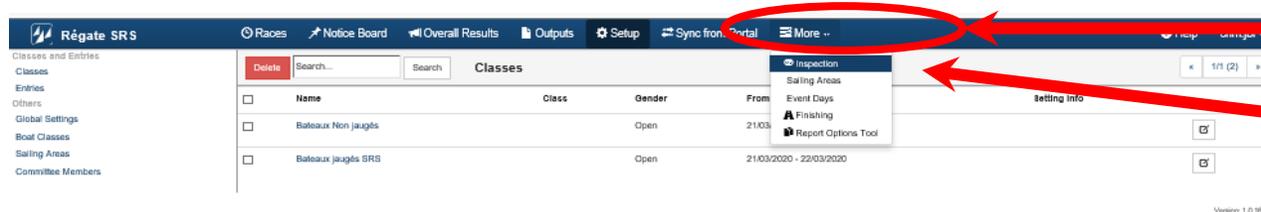
Use the example here displayed to make your settings

ILCA – Event configuration

Once all boats are registered and checked-in you need to accept them for racing
(Moves the boats to the starting list)



- **Step 1** : Synchronise the databases PORTAL and ORM
- Click on button <Synchronize> or <Resynchronize> if you have made changes in PORTAL

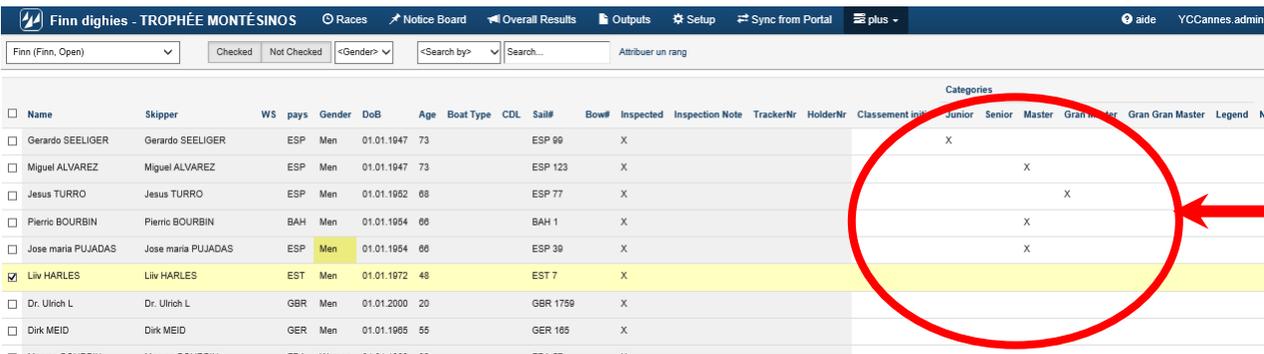


- **Step 2** : Assign boats to groups
- Menu "More"
- Option "Inspection"

ILCA – Event configuration

Last step to be executed:

Distribute the boats to the correct categories by clicking in their corresponding columns



Name	Skipper	WS	pays	Gender	DoB	Age	Boat Type	CDL	Sail#	Bow#	Inspected	Inspection Note	TrackerNr	HolderNr	Classement in	Categories				Legend	Nob	
																Junior	Senior	Master	Gran			
<input type="checkbox"/>	Gerardo SEELIGER	Gerardo SEELIGER	ESP	Men	01.01.1947	73			ESP 99		X						X					
<input type="checkbox"/>	Miguel ALVAREZ	Miguel ALVAREZ	ESP	Men	01.01.1947	73			ESP 123		X							X				
<input type="checkbox"/>	Jesus TURRO	Jesus TURRO	ESP	Men	01.01.1952	68			ESP 77		X								X			
<input type="checkbox"/>	Pierric BOURBIN	Pierric BOURBIN	BAH	Men	01.01.1954	68			BAH 1		X								X			
<input type="checkbox"/>	Jose maria PUJADAS	Jose maria PUJADAS	ESP	Men	01.01.1954	68			ESP 39		X								X			
<input checked="" type="checkbox"/>	Liv HARLES	Liv HARLES	EST	Men	01.01.1972	48			EST 7		X											
<input type="checkbox"/>	Dr. Ulrich L	Dr. Ulrich L	GBR	Men	01.01.2000	20			GBR 1759		X											
<input type="checkbox"/>	Dirk MEID	Dirk MEID	GER	Men	01.01.1965	55			GER 165		X											
<input type="checkbox"/>	Miguel ALVAREZ	Miguel ALVAREZ	ESP	Men	01.01.1947	73			ESP 123		X											

- Assign boats to categories

Note 1) one boat may be assigned to more than one category i.e. A Women may be assigned in

- Women Overall **and**
- Women Under 18

Note 2) If a category is empty you will not have any result for the empty category

Note 3) If you don't need a category, leave it empty