

# ILCA CLASS

Manage2Sail correct configuration

The screenshot shows the manage2sail.com website interface. At the top, there is a dark blue header with the site name 'manage2sail.com' on the left and a language selector 'français (Suisse)' with a dropdown arrow on the right. The main content area is white. On the left, under the heading 'J'ai déjà un compte Manage2Sail', there are two input fields for 'e-mail' and 'Mot de passe'. Below these is a 'Mémoriser' checkbox and a 'Se connecter' button. A link for 'Mot de passe oublié?' is also present. 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. The footer is a light gray bar containing links for 'Mentions légales', 'Conditions générales', 'Privacy Notice', and 'Aide et soutien' on the left, and 'Version: 1.0.2.684' on the right.

## 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*) :

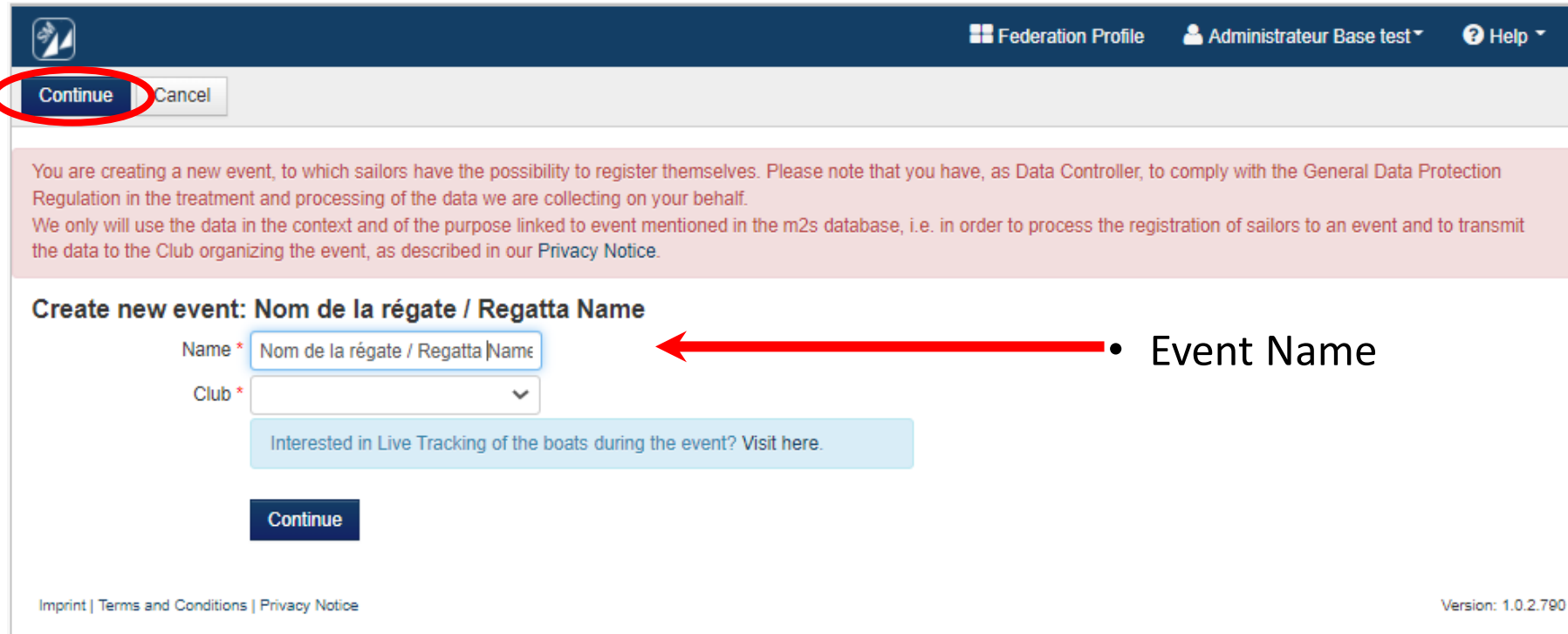
If you have some categories in one class **DO NOT** make any class categorie in the PORTAL database


### 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



 Federation Profile    Administrateur Base test    ? Help

**Continue**    Cancel

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 \*  ← • Event Name

Club \*

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

**Continue**

[Imprint](#) | [Terms and Conditions](#) | [Privacy Notice](#)    Version: 1.0.2.790

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

The screenshot shows the 'Modify Regatta Event: Régate SRS' page. The 'Event Details' tab is selected, showing fields for Name, Alias for info, Event Days, Registration Days, Timezone, and various checkboxes. The 'Basic Info' tab is also visible, showing fields for Place (Name of Place, Street / House Nr., Postal Code / City, Country, Region, GPS) and Co-Organizing Clubs. The 'Organizing Committee Contact' section is at the bottom.

**Event Details:**

- Name: Régate SRS
- 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: ☒
- Xr 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: 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@jacvi.ch
- Email: jaug@jacvi.ch
- Phone: 079 123 45 67
- Facebook:
- Web: www.cnmorges.ch
- Fax:
- 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 Manager 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 info Documents & Logos Payments Boat team related Check-in Settings

Documents

Add new document

Name	Size		Edit	Download
SI	386.29 kB		Edit	Download
SailorsApp_users-manual	674.94 kB		Edit	Download
Covid19 Nacra15 EM 21.06.21.pdf	708.22 kB		Edit	Download
French Governmental legislation	46.93 kB		Edit	Download
Emergenc signals	129.77 kB		Edit	Download
Right-of-way-eng.pdf	87.40 kB		Edit	Download
NoR	438.61 kB		Edit	Download

Sponsors

Add new sponsor

Name	Size	Sponsor Group	Edit	Download
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

The Organization Authority complies with the Swiss Data Protection Law (LPD RS 235.1) which is currently as close as possible to the European Global Data Protection Regulation (GDPR) and Manage2Sail complies with the European GDPR (see PRIVACY DATAPROCESSING INFO).

Limitation of Liability

BY CONTINUING YOUR REGISTRATION, YOU CONFIRM THAT YOU ACCEPT THE FOLLOWING TERMS AND CONDITIONS OF PARTICIPATION

For sailors under 18 years old, see point 6.

1) Rules

1.1) The "rules" as defined in the World Sailing Racing Rules of Sailing, edition 2021-2024.

1.2) COVID: If the event is cancelled for governmental health reasons, the participant will receive an email confirming the cancellation of the event and the fees will be refunded in accordance with art 5.1.

2) Image rights

2.1) I automatically and without compensation of any kind, grant the organising authority, the service providers and the partners of the event, the permanent right to produce, use and show, at their discretion, in all broadcasts relating to the event, any name, image of myself or my boat, made during the period of the competition in which it is taking part.

Disclaimer

I have read and understood the following participation terms and conditions and I hereby pledge myself to accept them without any restriction.

1) Rules

1.1) I agree to sail in respect of the "rules" as defined in the World Sailing Racing Rules of Sailing, edition 2021-2024.

1.2) COVID: If the event is cancelled for governmental health reasons, I'm aware that I will receive an email announcing the event cancellation and the fees will be refunded in accordance with art 5.1.

2) Image rights

2.1) I automatically and without compensation of any kind, grant the organising authority, the service providers and the partners of the event, the permanent right to produce, use and show, at their discretion, in all broadcasts relating to the event, any name, image of myself or my boat, made during the period of the competition in which it is taking part.

ORM PDF Outputs

Club Logo For This event

No file uploaded...

Edit image

Event Logo For ORM

ILCA

Edit image

Sponsors for reporting (Size: W194, H30 millimetres)

Edit image

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

Edit image

• 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

The screenshot displays the 'Modify Regatta Event: Régate SRS' interface. The 'Payments' tab is selected, showing fields for currency (CHF), VAT (0), and invoice due days (10). The event number is 2564, and the order prefix is a redacted field. The bookkeeping code is 32564XXXXX. Payment methods 'Cash' and 'Bank wire' are both checked. A specific PayPal email field is present. The 'Invoice texts' section includes an 'Invoice Address' field with contact information for Club Nautique Morgien, a 'Copy default text' button, a 'Bank-wire Information' field with a redacted area, and an 'Additional text' field.

← 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** Check-In Tools

**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"/> Paid	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Insured	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Disclaimer	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Inspected	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> License	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Parental consent ?	<input type="checkbox"/>	
<input type="checkbox"/> Custom 2 ?	<input type="checkbox"/>	
<input type="checkbox"/> Custom 3 ?	<input 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 Federation Profile

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 ?

Document texts

Route card info text ?

On-Site Self Check-In

☐ Enable On-Site Self Check-In ?

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

The screenshot shows the Régate SRS interface. At the top, the 'New Competition' button is circled in red. Below it, the 'ILCA 6' event configuration page is shown. The 'Event Details' tab is selected, and the 'Competition: ILCA 6' is displayed. The 'Basic data' section contains the following fields:

- Scoring options: One design
- Additional Scoring: (empty)
- Class: ILCA 6
- Name: ILCA 6
- Alias for Info: I6
- Status: Registration opened
- Ext. Registration URL: (empty)
- 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: ☐

At the bottom, the 'Info Settings' section is partially visible, with a note: "When configuring visibility of the personal data please make sure that you have a good reason to do so (ie. it is".

• Create a "competition"

- 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 ⓘ**

	Visible ⓘ	Skipper Required ⓘ	Skipper & Crew Required ⓘ	Required ⓘ	Hidden ⓘ
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**

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

**Team-wide settings ⓘ**

	Visible ⓘ	Not applicable	Not applicable	Required ⓘ	Hidden ⓘ
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 ⓘ	Hidden ⓘ
Represented Country of Boat	Visible ⓘ	Not applicable	Not applicable	Required ⓘ	Hidden ⓘ
AIS number of Boat	Visible ⓘ	Not applicable	Not applicable	Required ⓘ	Hidden ⓘ
Note from registrar	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 [nacra15nominization@uvcnm.fr](mailto:nacra15nominization@uvcnm.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 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@ycgm.fr](mailto:nacra15organization@ycgm.fr) a medical statement that they 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](mailto: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](mailto: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](mailto: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	
Parental Consent	This file has to be filled in and mailed to the OA while entering	Yes	
Insurance certificate	Proof of your third party insurance up to an amount of EUR 2'000'000.-- , valid in competition.	No	

Add File

- 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
+		

# 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



Payment Categories

Dates

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

Edit

+

13/03/2020

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- Set the dates (limits for Entries / Late entries)

The price changes at midnight the day mentioned

- 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 restriction
Dés 10m	No LOA restriction



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	Dés 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	+

- 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

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

Event Details Competitions Fee Merchandise Items API

New merchandise item

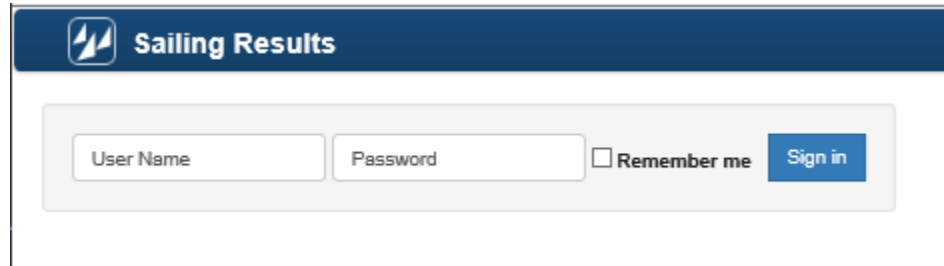
Item No	Name	Supplier	Price	VAT	Max	Ordered	Paid	Delivered	Limit	Balance	
1	Crew Pasta Party	Included in Event fee	0	0	5				1000	1000	<a href="#">Edit</a> <a href="#">Make unavailable</a> <a href="#">Delete</a>
2	Support person Pasta Party		30	0							<a href="#">Edit</a> <a href="#">Make unavailable</a> <a href="#">Delete</a>


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Version: 1.0.2.684

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



A screenshot of a web application's login page. At the top, there is a dark blue header bar with a white icon of three sails and the text "Sailing Results". Below the header, there is a light gray rectangular box containing the login form. The form has two input fields: "User Name" and "Password". To the right of the "Password" field is a checkbox labeled "Remember me". To the right of the checkbox is a blue button with the text "Sign in".

 **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

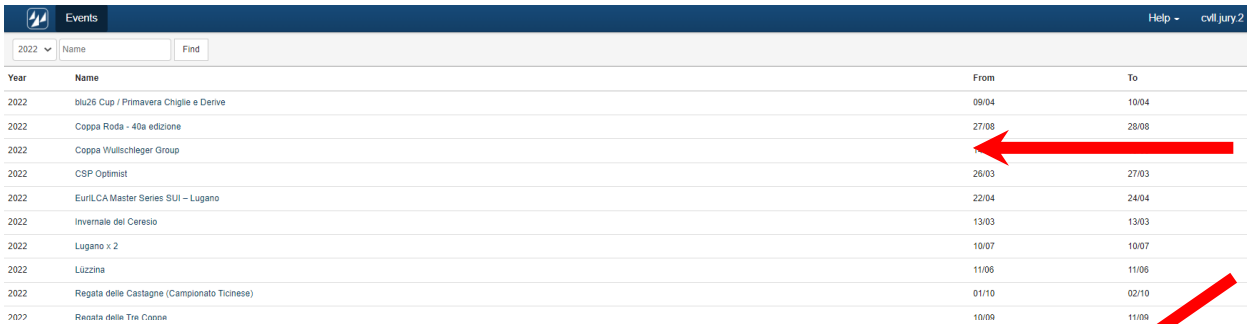
Use the World Sailing Standard it makes your job easier

- 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>

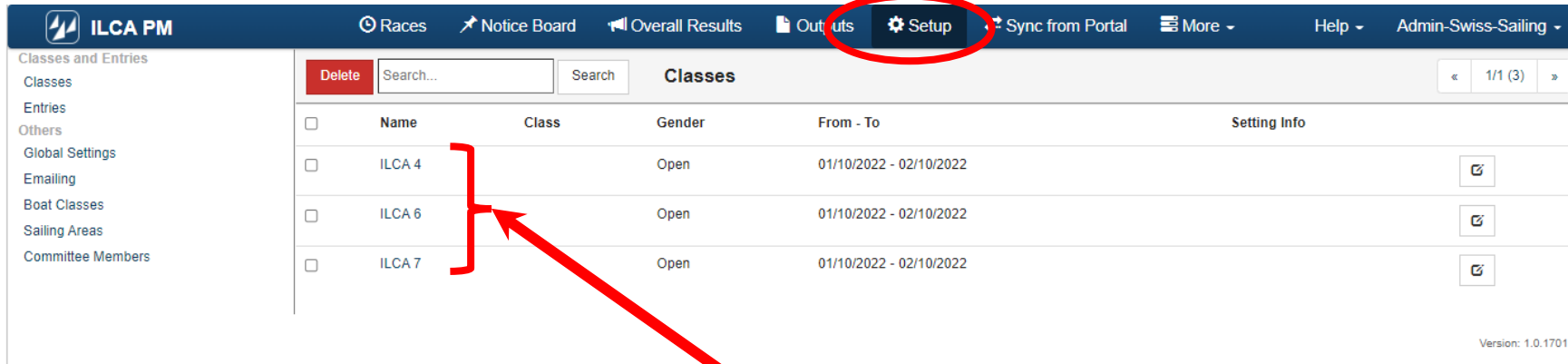
# ILCA – Event configuration



Year	Name	From	To
2022	blu26 Cup / Primavera Chigle e Derive	09/04	19/04
2022	Coppa Roda - 40a edizione	27/08	28/08
2022	Coppa Wulschleger 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

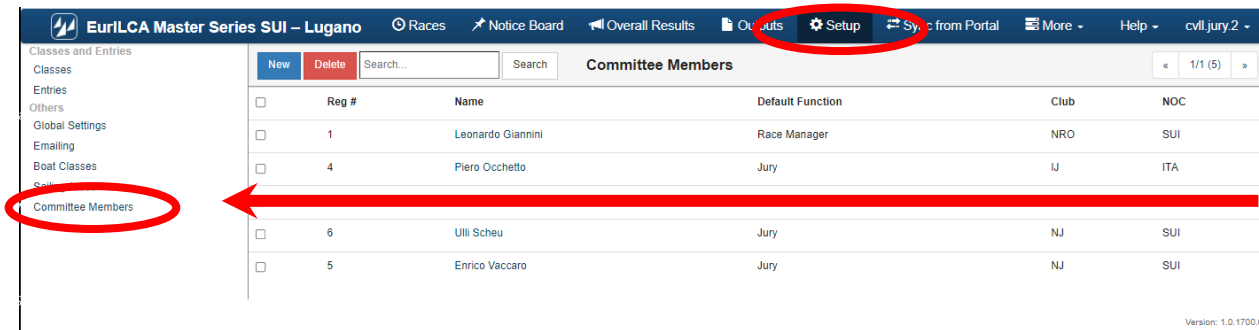


ILCA PM						Races	Notice Board	Overall Results	Outputs	Setup	Sync from Portal	More	Help	Admin-Swiss-Sailing
Classes and Entries														
Classes														
Entries														
Others														
Global Settings														
Emailing														
Boat Classes														
Sailing Areas														
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

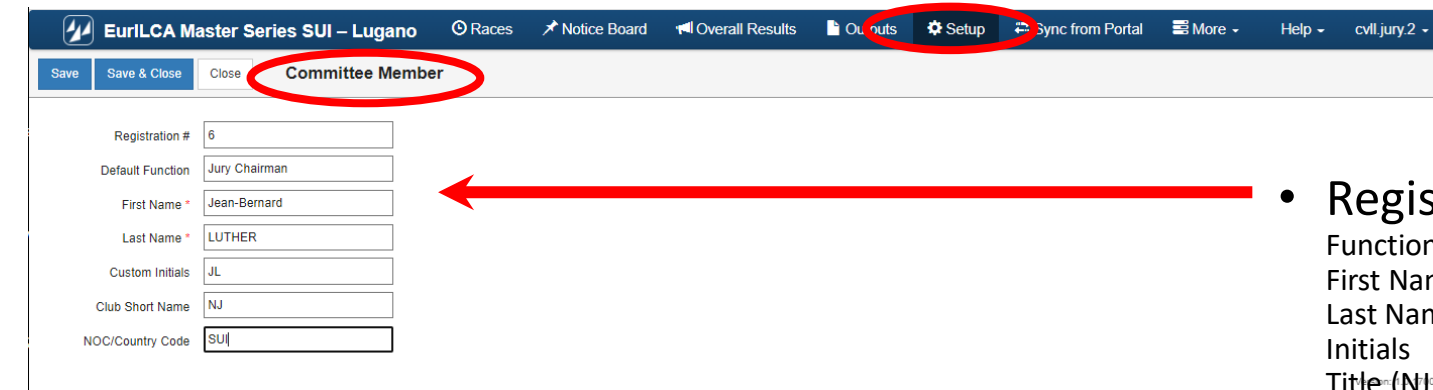
- Classes to handle

# ILCA – Event configuration



- Set the list of Committee members

- Click on <New>



- 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

**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	Override	Custom N-Value
RAF	Start + N		<input type="checkbox"/>	<input type="text"/>
DNC	Start + N	1	<input type="checkbox"/>	<input type="text"/>
RCT	Start + N	1	<input type="checkbox"/>	1 <input type="text"/>
TLE	Finish + N	1	<input type="checkbox"/>	1 <input type="text"/>
NSC	Start + N	1	<input type="checkbox"/>	1 <input type="text"/>

**Report options**

- Jury Initials Only ☒

**SailorApp**

- Disable Hearing Requests ☐
- Disable Scoring Inquiries ☐
- Disable Crew Substitutions ☒
- Disable Equipment Substitutions ☐

- Set the global settings
- Hide "Sport Communication"
- Set "Jury initials only"
- Disable "Crew Substitution"

# 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
- Others
- E-Mailing**
- Boat Classes
- Sailing Areas
- Committee Members

**Save** | **E-Mailing**

Default Email Sender Address:

**Autonotifications from SailorApp**

On Hearing Req. Created ☒

<input type="text" value="piro.occhetto@gmail.com"/>	TEST!	
<input type="text" value="mathias.rebolz@gmx.de"/>	TEST!	
<input type="text" value="scheuvel@bluewin.ch"/>	TEST!	
<input type="text" value="evaccaro53@yahoo.it"/>	TEST!	
<input type="button" value="+"/>		

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

On Crew Subst. Created ☐

On Equip. Subst. Created ☒

<input type="text" value="leo@giannini.ch"/>	TEST!	
<input type="button" value="+"/>		

On Scoring Inq. Created ☒

<input type="text" value="leo@giannini.ch"/>	TEST!	
<input type="button" value="+"/>		

**Email Types & Templates**

**CASES**

Show available parameters

Case Created / Updated

Allowed ☒

Subject \*

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 \*

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

• Set the E-Mailing default settings

• Define the e-mail address for :

Default address  
Jury team  
Race officers team  
Technical committee  
Scorer

• 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

- Select the class you want edit the setup

ILCA PM

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

Classes and Events  
**Classes**

Delete Search... Search

<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"/>
<input type="checkbox"/>	ILCA 6		Open	01/10/2022 - 02/10/2022	<input type="checkbox"/>
<input type="checkbox"/>	ILCA 7		Open	01/10/2022 - 02/10/2022	<input type="checkbox"/>

Version: 1.0.1701.0

# 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

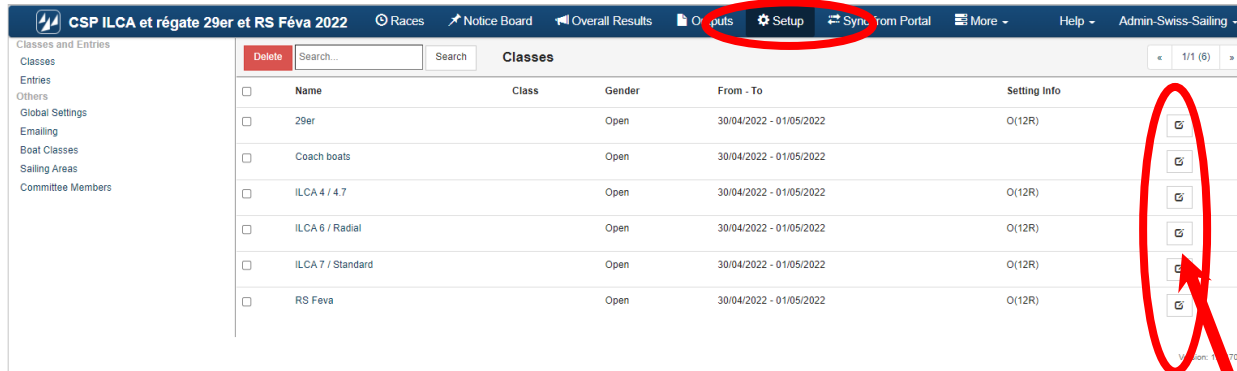
**Tips for ILCA CLASS --** use the following "event" templates of year 2022

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

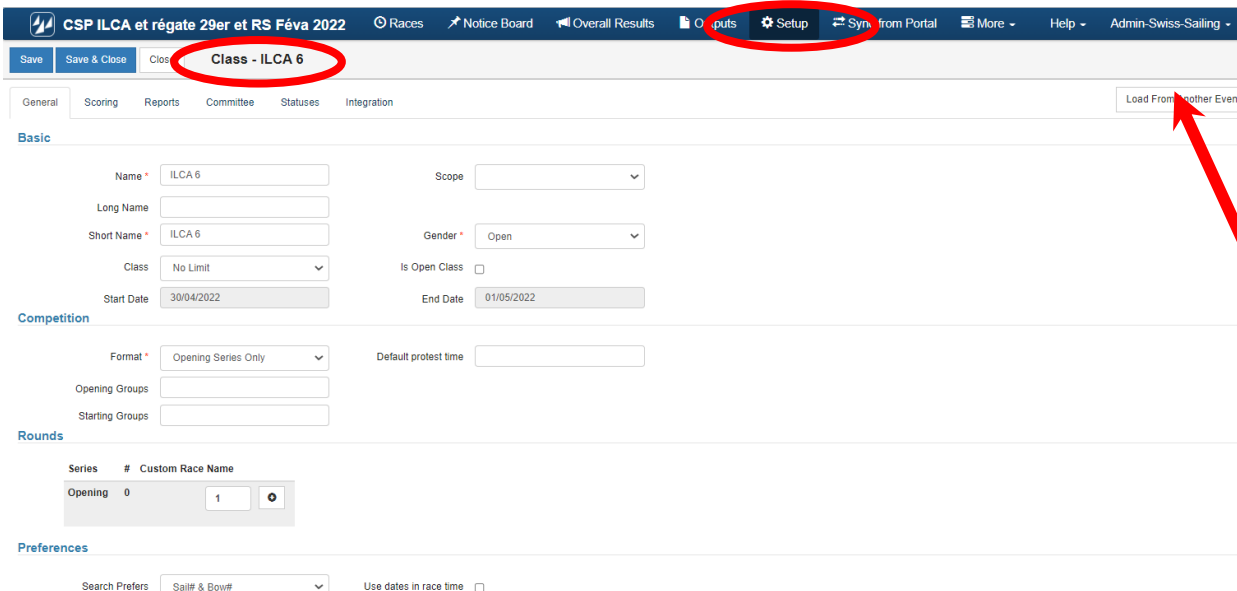


# ILCA – Event configuration

Tips in very simple 3 steps



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



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

# ILCA – Event configuration

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

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

# ILCA – Event configuration

DONE !

THAT'S IT !

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 Men 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 !

The screenshot shows the 'Setup' page for 'Class - ILCA 6 / Radial'. The 'Setup' button in the top navigation bar is circled in red. Below it, the 'General', 'Scoring', 'Reports', and 'Committee' tabs are visible, with 'Committee' being the active tab. The 'Options' section contains several checkboxes: 'Print committee on entry list' (unchecked), 'Print committee on start list' (unchecked), 'Print committee on result list' (checked), 'Print committee on overall results' (checked), and 'Display in Info' (checked). The 'Members' section is divided into two tables: 'Race Committee Members' and 'Available Members'. The 'Race Committee Members' table has columns for Function, Name, and Club, and contains two rows: 'Race Manag' with Vincent MESSERLI from NRO, and 'Jury Chair' with Yonick KLIPFEL from NM. The 'Available Members' table has columns for Default Function, Name, and Club, and contains two rows: 'Jury Chair' with Jean-Bernard LUTHER from NJ, and 'Jury' with Manon Kivell from RJ. Red arrows point from the text in the adjacent list to specific elements: one from 'Now let's do the fine tuning (Committe tab)' to the 'Committee' tab; one from 'a. Where do we print / display the Committee' to the 'Print committee on overall results' checkbox; one from 'b. Which committee is working for the selected class' to the 'Jury Chair' row in the 'Available Members' table; and another from 'b.' to the 'Jury Chair' row in the 'Race Committee Members' table.

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	Jury Chair	Jean-Bernard LUTHER	NJ
Jury Chair	Yonick KLIPFEL	NM	Jury	Manon Kivell	RJ

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

- Where do we print / display the Committee
- Which committee is working for the selected class
  - Click on <+> to link a committe 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

CSP ILCA et régates 29er et RS Féva 2022

Races Notice Board Overall 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

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

Save Save & Close Close Class - ILCA 6 / Radial

General Scoring Reports Committee Statuses Integration Load From Another Event

ISAF Id ILCA6

External Id

External Result Uri ⓘ

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 ☐

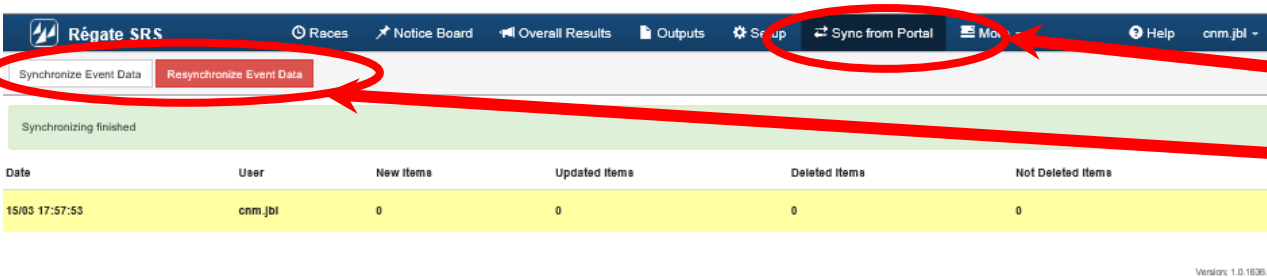
Version: 1.0.1700.0

Check these two boxes to allow exporting the National ID

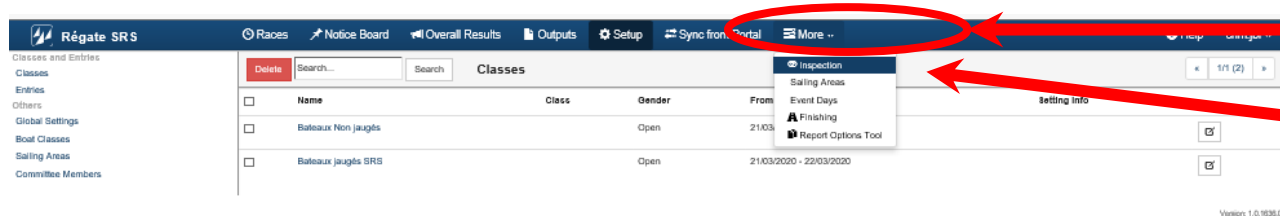
*Use the example here displayed to make your settings*

# 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

[illegible]

- 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