

Use of Mark Pollard's 'Regatta' software (notes produced by Ron Wallace)

This first section (all of page 1) is optional and only applies if you use RowingEntry.com

Downloading entries from RowingEntry.com (previously 'MyEventz')

If you do not use RowingEntry.com, you will have to enter all doubling-up of rowers and boat sharing manually – this can take a lot of time and is prone to errors so I recommend you use RowingEntry.com for entries to your regatta. You will have to set up RowingEntry.com with your events, closing date etc.

Log onto RowingEntry.com

Username: *****

Password: *****

Go to 'Home' tab and select appropriate competition

Go to 'Competition Entries' tab and check that all entries are *Pending* or *Completed*. If status is *Open* then click on the checkout icon (shopping trolley) to the right of the club name and then click on the 'Update Payment' box and change status to 'Pending'.

Open the 'Competition Maintenance' tab and then click on the Competition Entries List in the blue list on left.

Click on the grey text "Extract for external system" (just to Right of "Copy to Text")

Tick the "Remove formatting for Excel" check box; then Click on the 'Copy entries to Excel' option.

This section only required if you need to divide entries into separate Saturday and Sunday events

Open this file in Excel

Sorting data into Saturday and Sunday events

Go to Data tab in Excel and choose 'Filter';

Then click on the downward triangle on the 'Event Date' column;

Leave the check box for the first date that you want (eg Saturday) ticked and uncheck other boxes.

Select all this filtered data (Ctrl A) then copy to clipboard (Ctrl C)

Select a new blank worksheet tab and paste (Ctrl V) the selected data into this. Name this worksheet (eg 'Sat Data').

Go back to the original filtered list and the 'Event Date' column; this time select the check box for the 2nd day of racing (eg Sunday). Repeat the above stages to create a 'Sun Data' Workbook.

Saving the data as a csv file

Go to the first workbook (eg Saturday Data) and choose 'Save as'

Choose 'Other formats'

Scroll down to find 'CSV' and select this option.

Choose an appropriate filename (eg 'RowingEntry Sat) and click save. Accept (or ignore) any warnings about this operation only saving current worksheet and not supporting various formatting options.

Click on the 'Sun Data' workbook and repeat the save procedure to create a CSV file for it.

Running the 'Regatta' software from Mark Pollard

Select Operations and then Create New Regatta and enter Name and Date of event

Select Operations and then Load OARA

Answer "Use own Load Configuration file?" with NO.

Select csv file. Answer YES to detecting doubling-up.

Select Operations from top menu, then **Draw all Events**. Choose YES to "OK to overwrite?" question.

Make sure that the Display Locked box is UNTicked.

Change Display (inverted triangle) to Draw Status and Errors.

check for errors in draw (eg no entrants or only one entrant).

Correct these errors. If moving a crew from one event to another then select the option to 'record changes in Notes column' (or similar). This will (eg) move a single R1 4+ entry into whatever event you select (Open 4+) and will note this move in the 'notes' section for the crew.

Select Editors top menu option and then **Race editor** – this is the main editor to set up the information to allow the software to schedule races. Perform the following operations on this page;

1. Choose options for intervals for minimum time between races, doubling-up, boat sharing.
2. Rigid scheduling will run all quarter finals in an event as consecutive races; it will then run all semi-finals as consecutive races etc. I would suggest the Flexible option for scheduling. (Moderate option is something in the middle!) You can experiment with these.
3. Choose the option for placement of finals (I recommend Anytime)
4. Add a Race Period – click on this bottom (lower left) and then add as many race periods as you want. If you are planning on three 2-hour blocks with a 15 minute break between, you would enter 09:00-11:00, 11:15-13:15, 13:30 -15:30, HOWEVER – I recommend you initially make the last block much longer than you think you may need (eg enter it as 13:30-18:00). This will allow the software to allocate all required races. If you find that the racing is finishing too late with lots of gaps, then you may need to modify the minimum times allocations (see point 1)
5. Click on Schedule Races button

Checking and editing draw

Having made the first run of the race editor, you can check the result in various ways –

I suggest that initially you go the 'Display' option and choose the inverted triangle for 'Draw Status and Errors' Look at the section for "Checking for gaps in Race Schedule" – this shows empty slots that have had to be inserted (the fewer the better but it is rarely possible to make this zero)

You may wish to then change the 'Display' to 'Race Schedule' which will show a chronological list of races.

If you are unhappy with the results, you can go back to the Race Editor and change the timings. Each time you do this press 'Clear Race Times' (and say Yes when asked if you are sure), then Schedule Races again. Repeat this until you are happy with the results.

Numbering

Once you are happy with your race order, go to Operations and choose Number Races and then Number Crews.

Options

Select Editors and then Preferences to change Lane names, fees etc

Output / Printing

You can output the currently-displayed page to a printer or choose the very useful 'Copy to clipboard' option. You can then paste the page into Word, Excel etc.

NB to maintain formatting in these programs, you should choose a fixed-width font such as Courier

Using the software during the regatta

Entering a result

Choose the Results Editor and then select the winner. You can select the verdict from the drop-down suggestions or you can type your own text (eg '3.2 seconds')

Displaying results

If you wish to see results of races and have follow-on races populated with winners then you must go to the drop-down menu to the right of "Display locked" and choose 'Results'

Checking whether a race can be delayed or rescheduled

This is a very useful function of the software. Click on the blue 'i' icon and then choose (usually) a race number. You will be provided with a lot of info in a new box but scroll to the 'Races that may be a problem' section. This lists all the race times that wither crew may be involved in. You can easily see if it is possible to delay or reschedule a race using this.

Any questions?

Please contact me;

Ron Wallace ron@cofd.co.uk Tel (H) 01651 872861 Tel (M) 07811 292 546