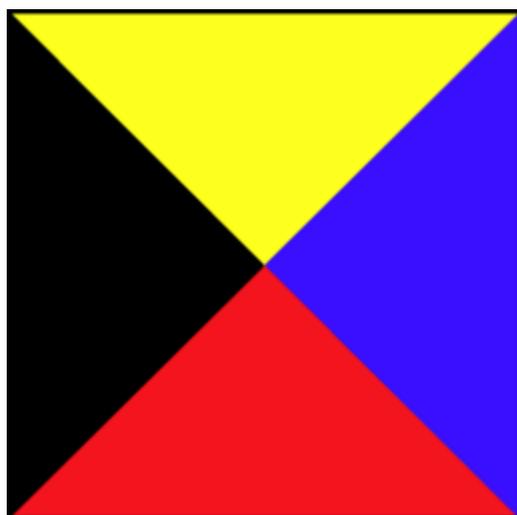


QUICK START GUIDE

ZW 5

DOCUMENT VERSION 5.01.06.08



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1. Introduction

Let's start with a small disclaimer. ZW 5 was built on the foundations of ZW 4. I started building ZW 5 in 2017 after I received the original ZW 4 source code from Leo Eggink, written in Visual Basic 6. The fact that you could download and install this new program does not mean that it's completely done. I think I have to spend some more winters building on it before I can say it's complete.

So, I've done my best providing you with a solid program, but you may still run into some issues. Please let me know if you do, you can always mail me at zwscoring@zw-scoring.nl

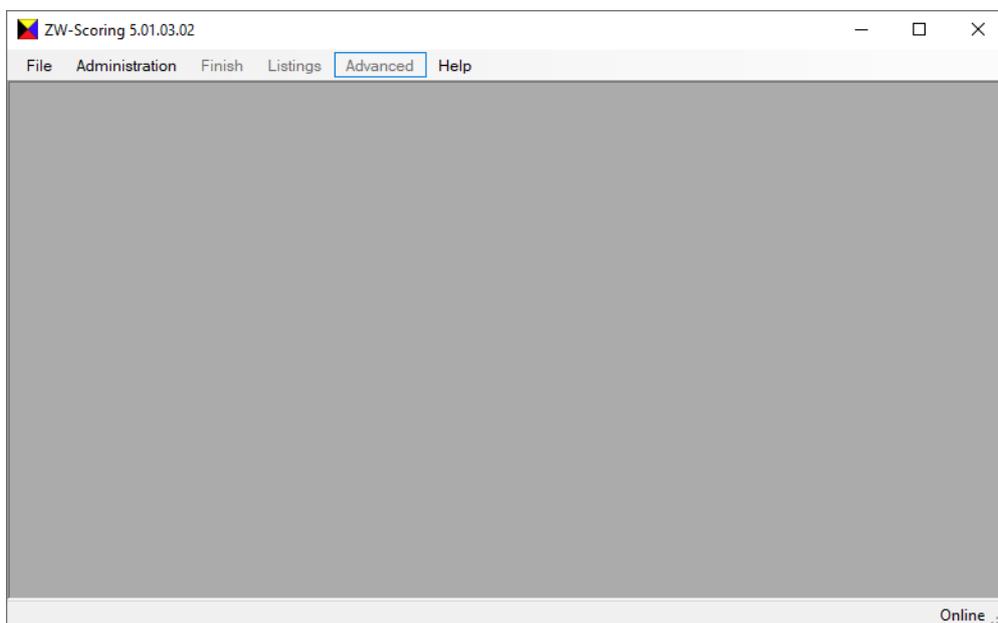
The Help function is lagging behind quite a bit. But you as a user may need some guidance, especially if you're not familiar with the original program. This Quick Start will help you get on your way. I will add to it as I go along.

It's called Quick Start, because I won't go into all the details of Regatta management and all the advanced options that you can use. You as a race official probably know more about this than I do. All these things are for the future.

If you want me to add or change things to this manual, please mail me, especially if you send me an instruction that I can add and share with other ZW users. That makes me very happy.

This Quick Start Guide assumes you went through the installation and registration process just fine.

So, now you see this form:



What to do next?

We'll go through the steps in a 'workflow' order, and try to address options of the program as we go along.

2. General settings

First you may want to have a look at the general settings form. You can find it under 'File'->'Settings'

The screenshot shows a 'Settings' dialog box with the following fields and options:

- Output to:** D:\OneDrive\Documenten\ZW-Scoring\
- Name *:** Gerhard
- Address:** (empty)
- City:** (empty)
- Country:** (empty)
- Club *:** My Club
- E-mail *:** zwscoreing@zw-scoring.nl
- Registration key:** -key data--
- Rules:** RRS 2021-2024
- Scoring:** Low Points
- Language of menus:** English
- Language on results:** English
- Max number of races:** 10
- e-Captain account:** (2022-01-01, 2021-04-06, 2021-04-06, 2021-04-06, 2021-04-06)
- Play sound on warnings:**
- Keep me informed of program updates:**
- Allow ZW to collect some usage data to help improve the program:**

Here you find your registration data and key. I've hidden my key here. Also you can configure the main directory where ZW will save your regatta data.

Furthermore you can select some options that will be default if you create a new regatta.

You can set the language of the texts in the program differently from the language on the printed results.

If you have an e-Captain account activated it will show here. The e-Captain link is out of scope of this document, suffice it to say that you can upload your regatta results to your e-Captain account or site through this option. For more details you can contact the e-Captain helpdesk.

3. Create a regatta

Let's create a regatta now: 'File'->'New' gives you this form

The screenshot shows a 'General' dialog box with the following fields and options:

- Regatta name:** My Regatta
- From:** 2-7-2021
- To:** 2-7-2021
- Max number of races:** 10
- Determine discards:** Button
- Discard rules list:**
 - 1 - 1 races, -> 0 discard(s)
 - 2 - 10 races, -> 1 discard(s)
- dnc scoring:**
 - Standard (identical to dns)
 - Rule A5.3 applies
- TLE points (1, 2):** 1
- Rules:** RRS 2021-2024
- Default result:** dns
- Scoring:** Low Points
- Language on results:** English

Most things speak for themselves.

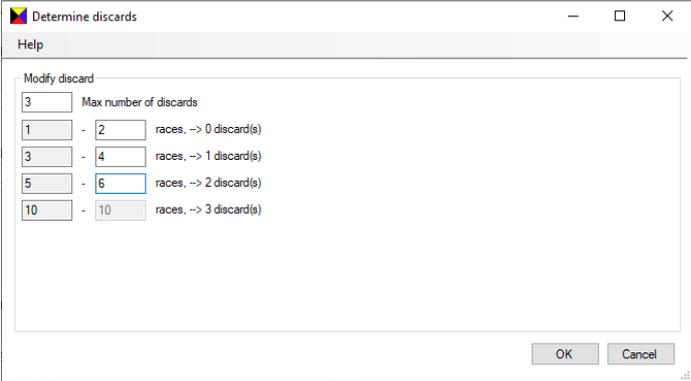
Under Regatta name you can enter two headers, the first line will also determine the directory name where your output files will be stored. The name of this folder won't change when you change the Regatta name, but you can modify the location on the 'Advanced' tab, see also the next page.

You can enter a start and end date, but at the moment those don't appear on regular output.

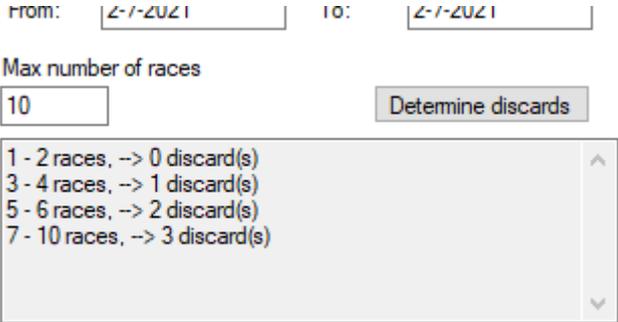
You can enter the number of races that you scheduled, ZW will reserve space for that. Just enter a realistic value to keep the program working efficiently.

When you start finishing and this number is too low, ZW will increase it dynamically.

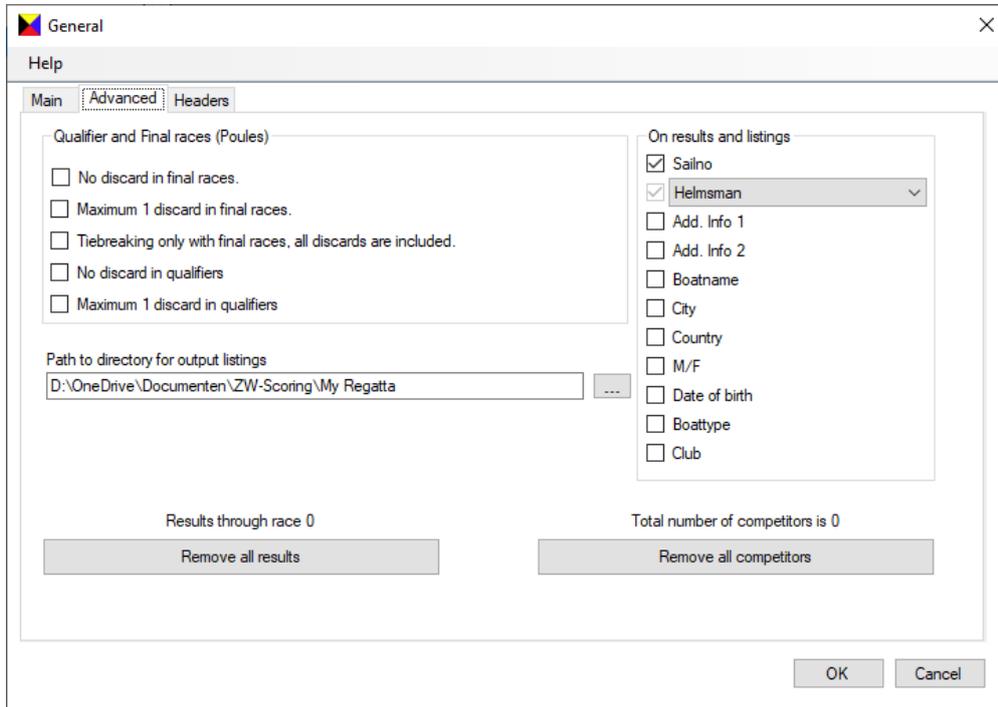
When you press 'Determine discards' you get this nice little form that allows you to configure your discards:



After pressing OK, you see the discards schedule like this:



The 'Advanced' tab gives you some extra options and (output) settings that can be overruled when actually creating the output.

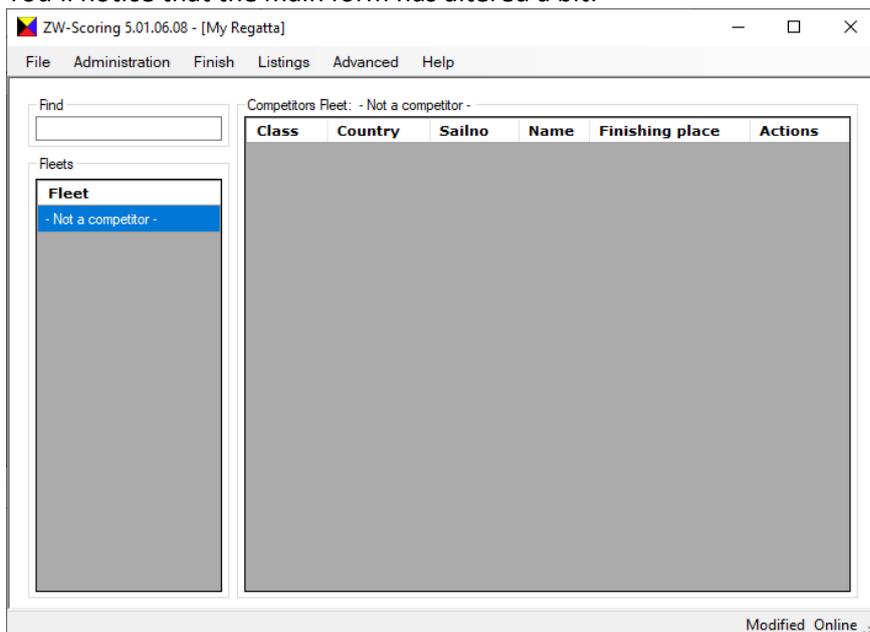


You can also clear your regatta from all competitors and results, when present, and start fresh. The 'Helmsman' dropdown lets you chose between showing the Helmsman or Boat name first.

The 'Headers' tab gives you some more output title options. The order of the headers on this tab is also the order in which the headers appear on the output.

When you're done, click 'OK', and your regatta is created.

You'll notice that the main form has altered a bit:



The ' - Not a competitor - ' fleet is a default fleet that ZW creates. When you want to take competitors out of the race, but don't want to delete them, you can park them here. ZW 4 worked the same way, but there this fleet was invisible. Usually it will be empty.

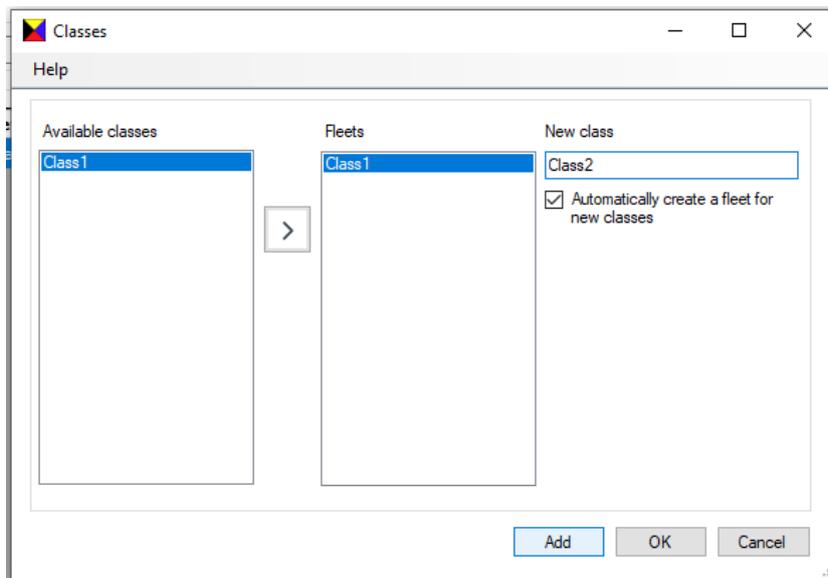
4. Classes and Fleets

For adding Classes, Fleets and Competitors there is a quick way of importing those through an excel document. First I'll go through the regular way using the ZW User Interface. After that I'll explain the quicker way.

So, now you need to define the 'Classes' that your competitors sail in, and their 'Fleets', or 'Starting groups' if you want.

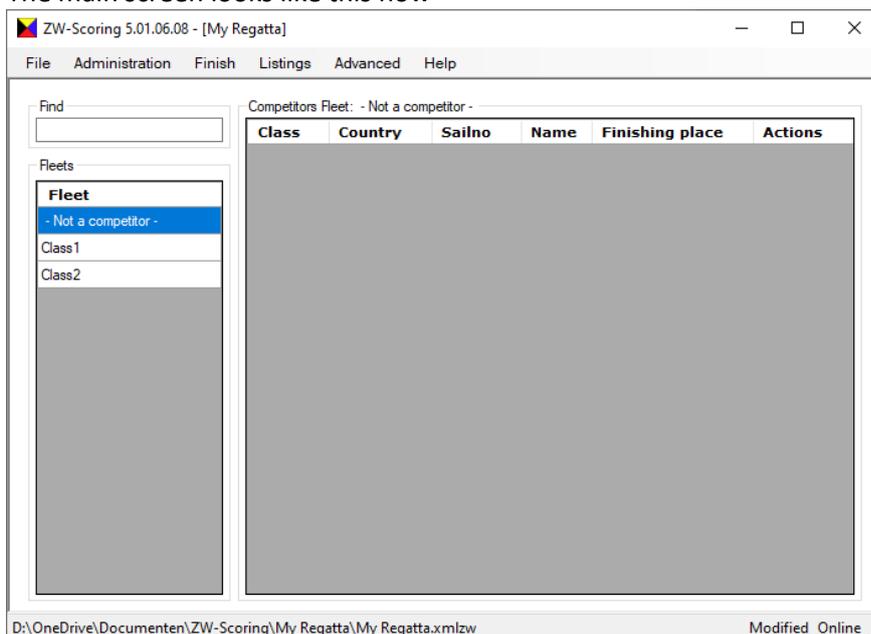
First we create a few classes, and at the same time create fleets for them.

Go to 'Administration' -> 'Classes'



So, you see I already added a class, Class1, and automatically added a Fleet for it. Class2 is ready to be added, press 'Add' for each class/fleet you want to add. When you're done press 'OK'.

The main screen looks like this now



You can double click on the Fleet names and edit the settings of the Fleet. Also try right clicking in the Fleets column and on Fleets.

The screenshot shows the 'Fleets' dialog box with the following settings:

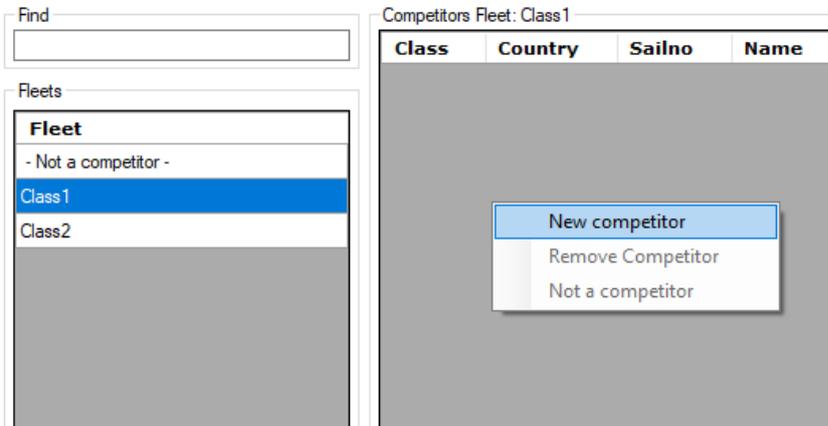
- Class: Class1
- Fleet 1 of 2 - Number of enlisted competitors: 0
- Number of Competitors used for DNF: Using defaults, Specify (0)
- Scoring Penalty: Penalty 20%, Specify; Z-flag Penalty: 0; Scoring Penalty: 0
- Number of discards: Using defaults, Specify (0)
- Non discardable races: Example: 10 11 12
- Qualifier and Finals: Using defaults, Specify; No discard in finals; Max 1 discard in finals; Tiebreaking with finals; No discard in qualifiers; Max 1 discard in qualifiers
- First as: 1; In the overall results, the first competitor of this fleet will be shown as
- ISAF XRR Regatta reporting: Include in ISAF XRR export; XRR Gender: [dropdown]

I will go into Groups and Handicaps later in this document.

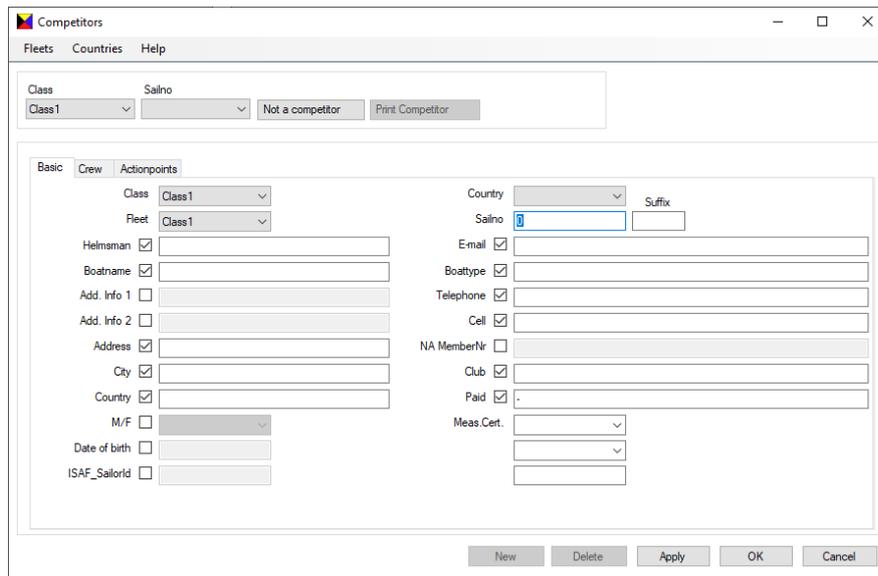
One remark though, when you select a handicap system for this fleet other than '1-Design', you get the option to add a second handicap. You can use it, it creates some Sub-fleets and you need to assign the competitors. In this document I won't go into this yet.

5. Add Competitors

Now you're ready to add competitors. Click on a fleet name on the left, and then right click on the pane on the right.



Click on 'New competitor', you'll get the Competitors form:



The screenshot shows a 'Competitors' form window. At the top, there are tabs for 'Fleets', 'Countries', and 'Help'. Below the tabs, there are dropdown menus for 'Class' (set to 'Class1') and 'Sailno', and a 'Print Competitor' button. The main form area is divided into two sections: 'Basic' and 'Actionpoints'. The 'Basic' section contains fields for 'Class' (Class1), 'Fleet' (Class1), 'Helmsman' (checkbox), 'Boatname' (checkbox), 'Add. Info 1' (checkbox), 'Add. Info 2' (checkbox), 'Address' (checkbox), 'City' (checkbox), 'Country' (checkbox), 'M/F' (checkbox), 'Date of birth' (checkbox), and 'ISAF_Sallorid' (checkbox). The 'Actionpoints' section contains fields for 'Country' (checkbox), 'Suffix', 'Sailno', 'E-mail' (checkbox), 'Boattype' (checkbox), 'Telephone' (checkbox), 'Cell' (checkbox), 'NA MemberNr' (checkbox), 'Club' (checkbox), 'Paid' (checkbox), and 'Meas.Cert.' (checkbox). At the bottom of the form, there are buttons for 'New', 'Delete', 'Apply', 'OK', and 'Cancel'.

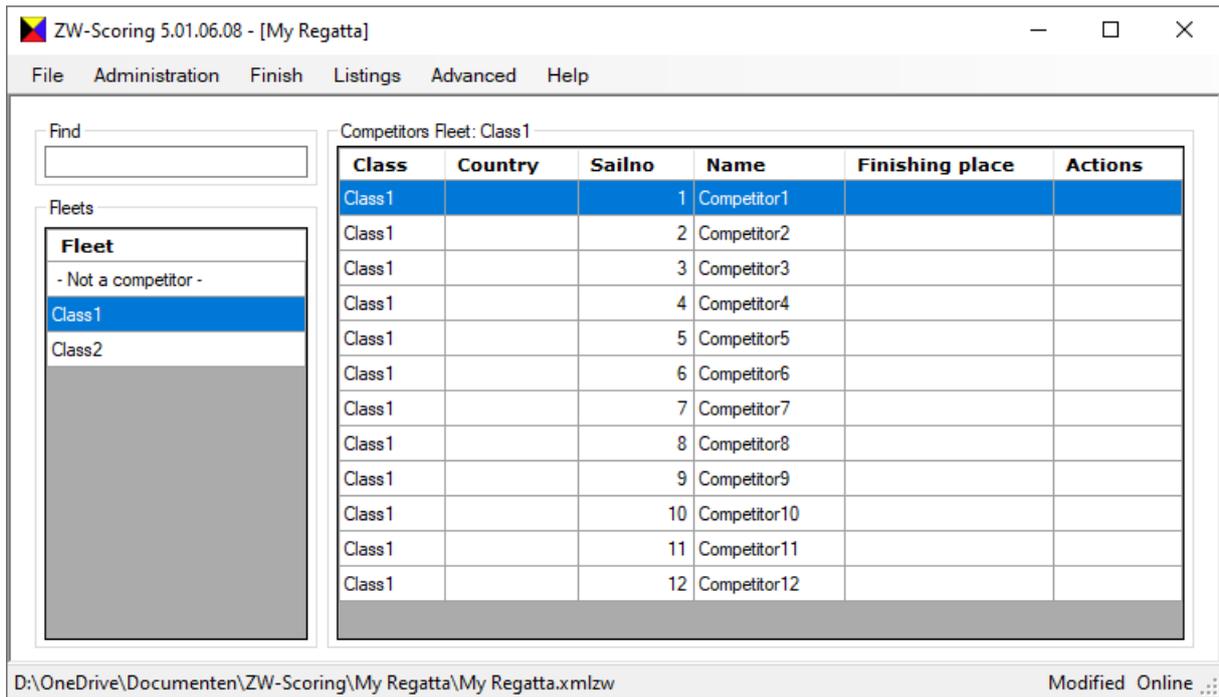
Note: The 'Crew' and 'Actionpoints' tabs are a leftover from making ZW4 a complete regatta management system. I think I'll concentrate on the results part, and get rid of these tabs in the future.

The bar on top is for selecting other competitors from here, you can also page up and down. If you uncheck items, they will be skipped when tabbing through the items.

Enter at least a Sailno and Helmsman name, press Apply, New and enter the next competitor. Cancel will leave the form without saving, Apply does a save and stays on the form.

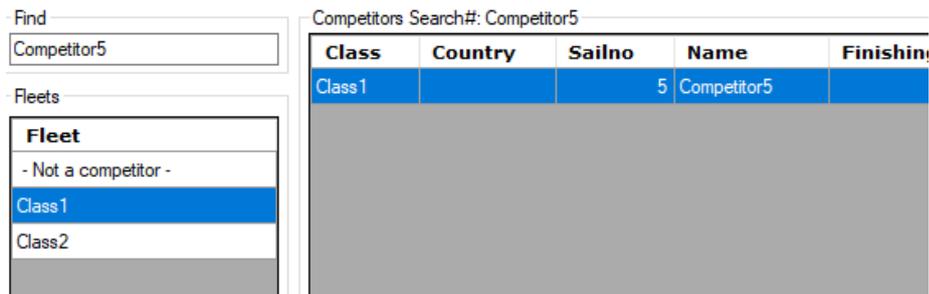
If this competitor is in a fleet that is not a 1-Design, you'll get an extra 'Handicaps' tab. The button 'Not a competitor' moves this competitor out of this fleet.

This is it really, add competitors until you're done, see my example below.



You can double-click or right click on the Competitors and Fleets to manipulate them.

You can also search for any competitor through the 'Find' box.

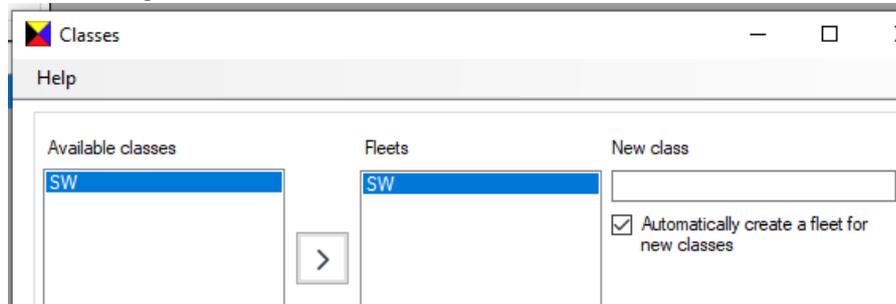


When you're all done entering the competitors, you can start finishing. Press F7 for the finish form.

6. Handicaps

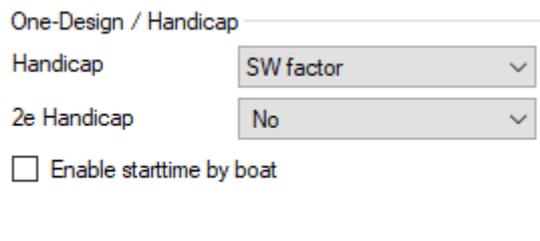
The best way to work with Handicaps in ZW is as follows. I'll use SW factor as an example.

Create a regatta and add a Class and Fleet like so:



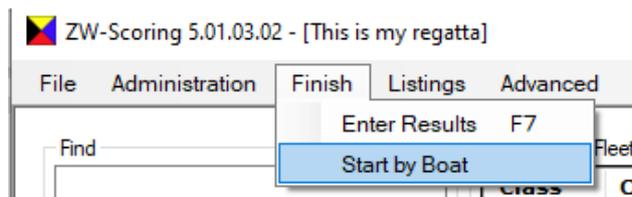
ZW supports a bunch of Handicap systems, you define the Handicap system in the Fleets form. Double click on the Fleet in the main page.

When you select 'SW Factor' in this form for example, it changes to this:



Leave the 2nd Handicap alone, it's for special cases. Only use it when you know what to do with it.

The 'Enable start time by boat' gives you an extra option on the main form, but it only works if there already are competitors:



Enter your competitors, filling at least a Sailno, Helmsman and Boat type.

Crew	Actionpoints	Handicaps	ORC
Class	SW	Country	<input type="checkbox"/> SW factor
Fleet	SW	Sailno	123
Helmsman	<input checked="" type="checkbox"/> Competitor1	E-mail	<input checked="" type="checkbox"/>
Boatname	<input checked="" type="checkbox"/>	Boattype	<input checked="" type="checkbox"/> Laser Master

The competitor form now also has extra tabs for entering your Handicap factors:

Class	Sailno	Not a competitor	Print Competitor
SW		<input type="checkbox"/>	<input type="button" value="Print Competitor"/>

Basic	Crew	Actionpoints	Handicaps	ORC	
Spinnaker	Yes	SW factor	10	Portsmouth	0,1
TCF	2	IRC-TCC	2	IRC-TCC-NS	2
PHRF	2000	PHRF-tcf	2	ISAF SCHRS	0,1
<input type="checkbox"/> Modify all handicaps					

In this case an SW Factor can be entered. All factors can also be imported through the Excel option.

7. Selection races in Groups, splitting to Gold and Silver fleet

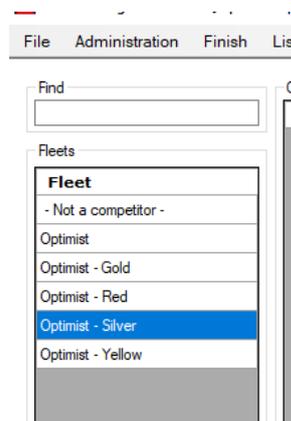
You can define selection races and groups. For example, you have three selection races with two starts each, where 4 groups of competitors are sailing against each other in a schema like this for example:

	Race1	Race2	Race3
Startgroup1 (Red)	A-B	A-C	A-D
Startgroup2 (Yellow)	C-D	B-D	B-C

This gives a total result which you can then split into a Gold fleet and Silver fleet. You can also define a medal race.

How to do this?

1. Create a main fleet, Optimist in the picture below;
2. Create two extra Fleets with a group name Yellow en Red, and if you want to split to finals, also add a Gold fleet and a Silver fleet, like so::



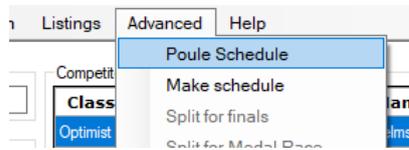
3. Add all contestants to the main fleet

The screenshot shows the same 'Fleets' list on the left, with 'Optimist' highlighted. To the right is a table titled 'Competitors Fleet: Optimist'. The table has the following structure:

Class	Country	Sailno	Name	Fi
Optimist		1	Helmsman 1	
Optimist		2	Helmsman 2	
Optimist		3	Helmsman 3	
Optimist		4	Helmsman 4	
Optimist		5	Helmsman 5	
Optimist		6	Helmsman 6	

- Go to 'Advanced'-'>'Poule Schedule'. ZW could do the next automatically ('Make schedule'), but I did not build that yet. You'll get a blank form.

imist qualifications]



- You can now assign competitors to the Starting groups, leave the first column alone. I should protect it, but that's on my todo list.

Fleet

Optimist

MASK	Result in	Race 1	Race 2	Race 3
Optimist 1	Optimist	Optimist - Yellow	Optimist	Optimist
Optimist 2	Optimist	Optimist	Optimist Optimist - Yellow Optimist - Red	st
Optimist 3	Optimist	Optimist	Optimist - Gold Optimist - Silver	st
Optimist 4	Optimist	Optimist	Optimist	st
Optimist 5	Optimist	Optimist	Optimist	Optimist

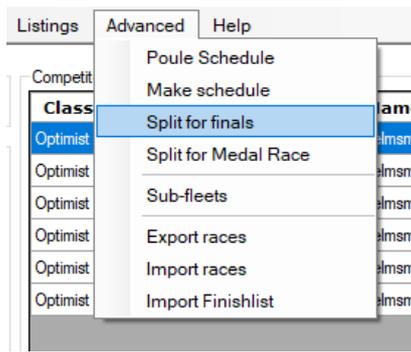
- Click on the fleet name and select the Starting group. If you need to do many competitors you can define a mask and copy that over the competitors that you want to change.
- Now start finishing them. The results will be in the main fleet (so not with the starting groups)

Optimist qualifications

Results: Optimist

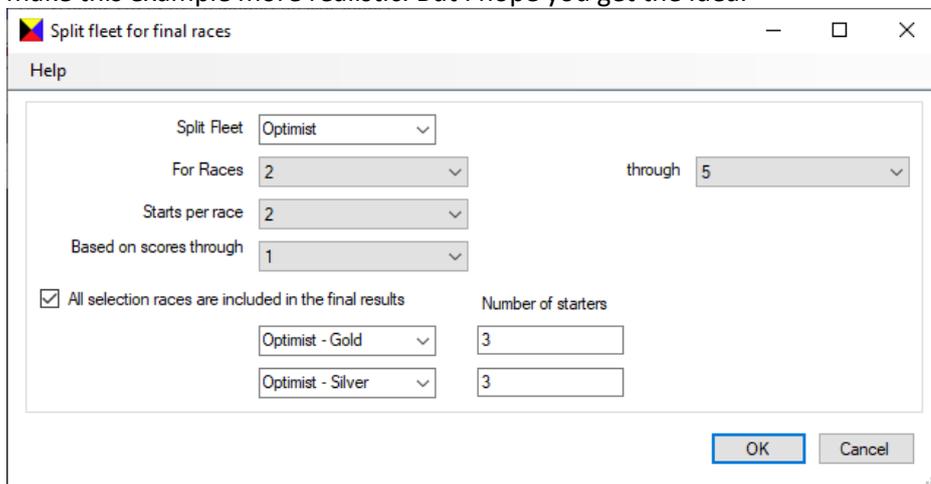
No	Sailno	Name	Points	1
1	3	Helmsman 3	1	1
1	4	Helmsman 4	1	1
3	1	Helmsman 1	2	2
3	2	Helmsman 2	2	2
5	5	Helmsman 5	3	3
5	6	Helmsman 6	3	3

8. After the selection you can split into Gold and Silver Fleet. Go to 'Advanced'-'>'Split for finals'



9. This is the default, most of the time that'll do.

In my example I only did 1 finish, usually you'll have 3. I was lazy, if I have time someday I'll make this example more realistic. But I hope you get the idea.



10. Press OK twice, you'll get a print with 3 pages: the original total score and the lists for the Gold and Silver fleet.

11. That's it, finish the fleets until you're done.

12. After the split the results will be in the Gold and Silver fleets

8. Using Excel or Open Office to import Classes, Fleets, Competitors and Groups

First: ZW only supports the import of .xlsx Excel files directly. For Open Office you need to export your Calc sheet to a .csv file. I'll tell you what to do at the end of this chapter.

If you want to experiment, have large amounts of competitors, or even have a website for entering competitors, it may be much more convenient to export/maintain them in an Excel sheet and import them as often as you want into ZW. In Appendix A you find a complete overview of the Excel columns you can define, for this example I'll stick to the bare minimum.

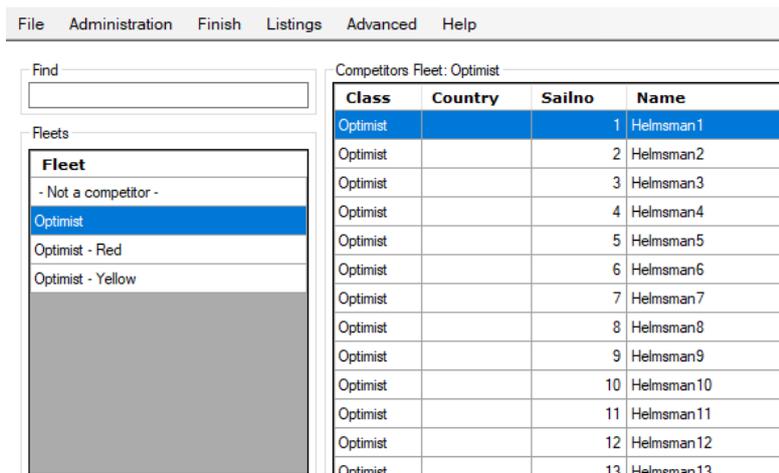
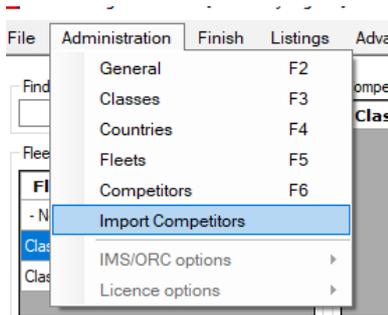
So, just like in chapter 4, create your regatta. Next go to 'Administration' -> 'Import Competitors' and import your excel. All done, you can start finishing.

What does the Excel/OO sheet have to look like? For the Optimist example above, something like this:

To be sure, the Groups are for completeness of this example. If you just want to have regular races, leave them out. Only the first three columns are mandatory. The order of the columns is free for you to decide. ZW will notice if contestants are already present.

	A	B	C	D	E	F	
	Class	Sailno	Name	race1	race2	race3	
2	Optimist	1	Helmsman1	Red	Red	Red	
3	Optimist	2	Helmsman2	Red	Red	Red	
4	Optimist	3	Helmsman3	Red	Red	Red	
5	Optimist	4	Helmsman4	Red	Red	Red	
6	Optimist	5	Helmsman5	Red	Red	Red	
7	Optimist	6	Helmsman6	Red	Red	Red	
8	Optimist	7	Helmsman7	Red	Red	Red	
9	Optimist	8	Helmsman8	Red	Red	Red	
0	Optimist	9	Helmsman9	Red	Yellow	Yellow	
1	Optimist	10	Helmsman10	Red	Yellow	Yellow	
2	Optimist	11	Helmsman11	Red	Yellow	Yellow	
3	Optimist	12	Helmsman12	Red	Yellow	Yellow	
4	Optimist	13	Helmsman13	Red	Yellow	Yellow	
5	Optimist	14	Helmsman14	Red	Yellow	Yellow	
6	Optimist	15	Helmsman15	Red	Yellow	Yellow	
7	Optimist	16	Helmsman16	Red	Yellow	Yellow	
8	Optimist	17	Helmsman17	Yellow	Red	Yellow	
9	Optimist	18	Helmsman18	Yellow	Red	Yellow	
0	Optimist	19	Helmsman19	Yellow	Red	Yellow	

So now save your file and import it:



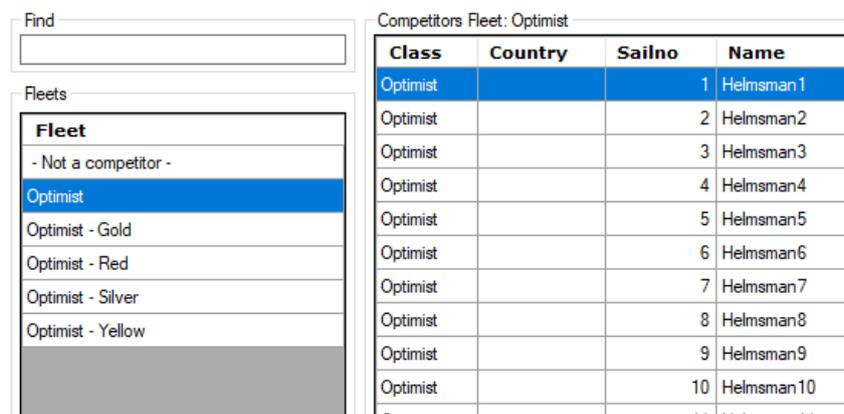
I hear you think, what about the Gold and Silver fleet?

You can add these through the excel also, just add a line like this at the end:

32	Optimist	31	Helmsman31	Yellow	Yellow	Red
33	Optimist	32	Helmsman32	Yellow	Yellow	Red
34	Optimist	-1	add fleet	Gold	Silver	
35						

The 'add fleet' will cause ZW to create extra fleets. Be sure to put the values for this in the correct columns (class, sailno, name and race1 and race2), also when you add more columns to your sheet.

Re-importing the sheet will show you this, notice the two extra fleets.

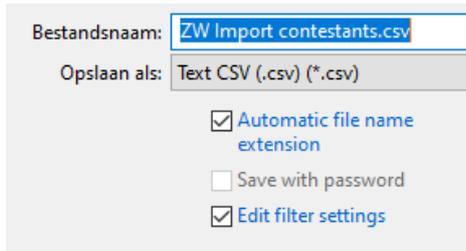


You can check the results of the grouping in 'Advanced' -> 'Poule Schedule'.

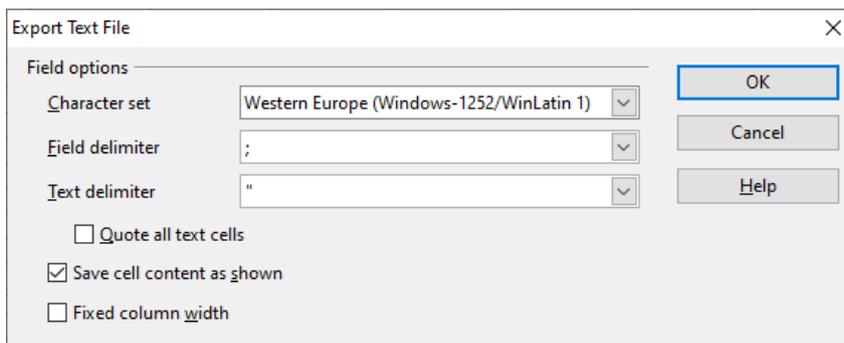
Don't forget to configure your fleets, this import does not provide for that.

8.a. Saving to .csv in Open Office

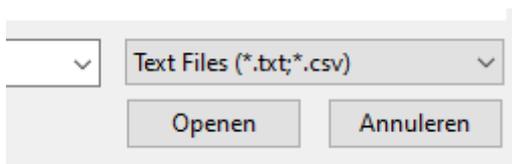
Save your file as .csv and check the 'Edit filter settings'. It seems there is a little bug in OO where it doesn't set all texts to English. ZW has that too, it's complicated to keep track of all your texts. 😊



Press save and change the Field delimiter to ;



After your file is saved, close it and import it into ZW. You can find the file like so:



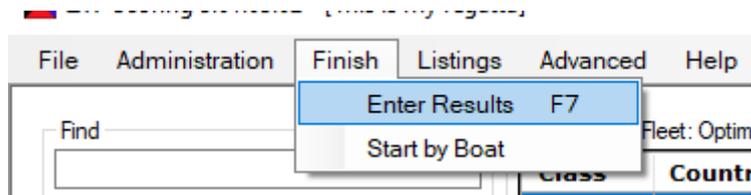
The .txt option allows for tab delimited files (instead of ; delimited in a .csv file)

Select your file, import, and it's done.

9. Finishing

When you're all set configuring your regatta, fleets and competitors with maybe even selection races and/or handicaps, we get to the fun part, finishing.

Go here or press F7:



You get to this clever screen

A screenshot of the 'Finish' screen in the software. The window title is 'Finish'. The menu bar includes 'Competitors', 'Fleets', 'Options', and 'Help'. There are input fields for 'Race' (set to 1), 'Fleet' (set to Optimist - Red), 'Startdate', and 'Starttime'. Below these are 'Sailno' and 'Results' fields, and checkboxes for 'zfp', 'scp', 'oth', and 'rdg'. A table with columns 'Sailno', 'Results', and 'Name' is shown. The table has six rows, with the first row highlighted in blue.

Sailno	Results	Name
Optimist 1		Helmsman1
Optimist 2		Helmsman2
Optimist 3		Helmsman3
Optimist 4		Helmsman4
Optimist 5		Helmsman5
Optimist 6		Helmsman6

Just enter the sail numbers in finishing order. ZW will find the correct boat and fleet and score them in the order you enter them. So there's no need to separate the finishing boats in order of their starting groups.

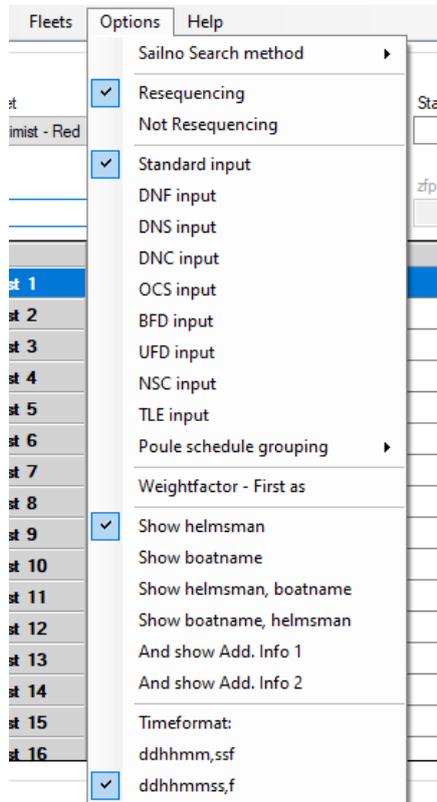
If ZW finds duplicate sail numbers, you get to choose from the unfinished boats with that number. You can also finish a group by clicking on the gray cell with the Class/number on it.

After the first boat is finished, the others in the fleet in question get the default score that you selected in the General settings of the regatta.

When you enter a sail number that is not in the system, then ZW will beep, so you don't have to look at your screen all the time. You can turn the beep off on the ZW Settings form.

I've done my best to make this process as fast as possible, so it should be able to keep up with you entering the finishes.

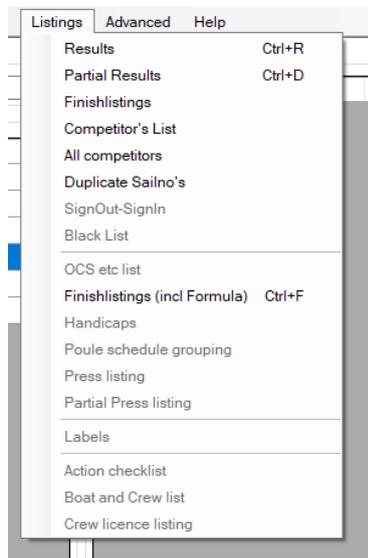
If you have, for example, many OCS scores, you can change the behaviour of ZW through the Options menu:



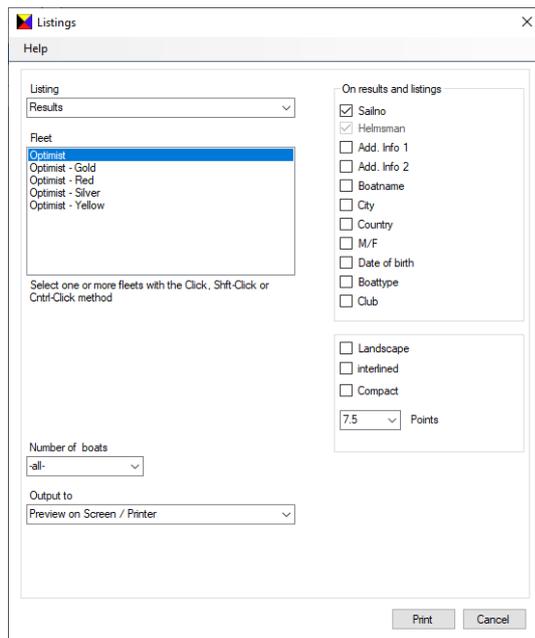
Change the 'Standard input' to 'OCS input', and boats that you finish from then on get an OCS score. Also check out the other options that you can use to modify the behaviour of ZW.

10. Printing results

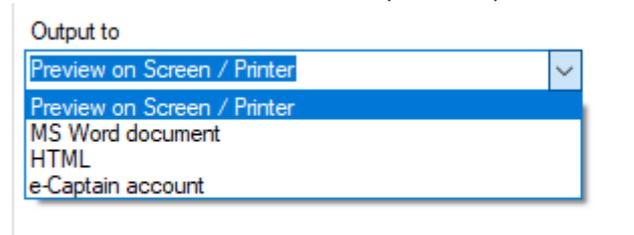
is my regatta]



As you can see by the grayed out options, I still have many listings to go. But the most important one is 'Results'. It will take you here:



You can select the fleets, modify the output a bit and output to different possibilities

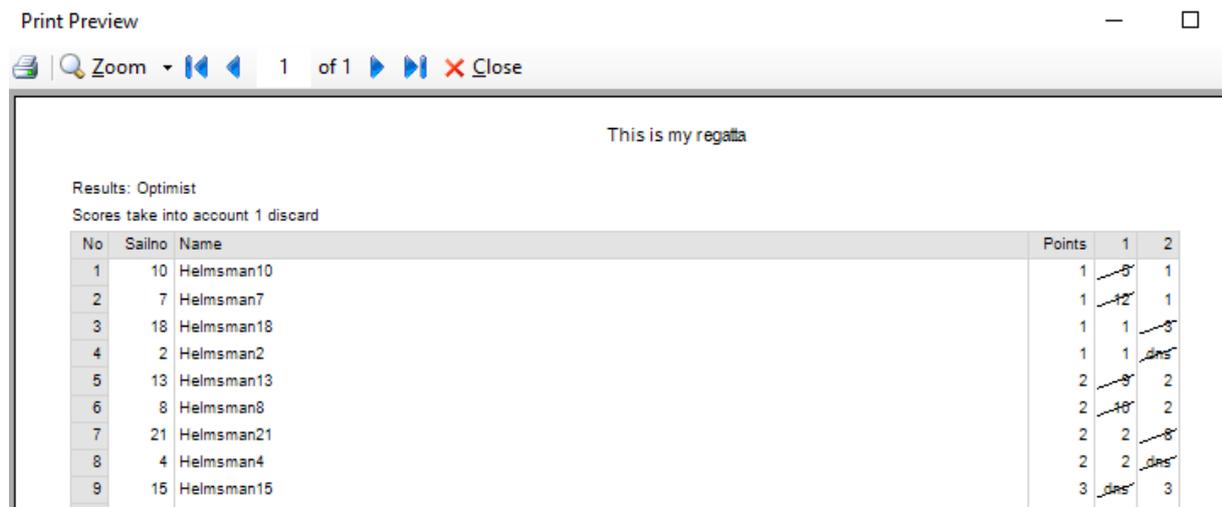


The e-Captain option is out of scope for this instruction. The MS Word and HTML option will output the results to documents in your regatta folder:

Output to

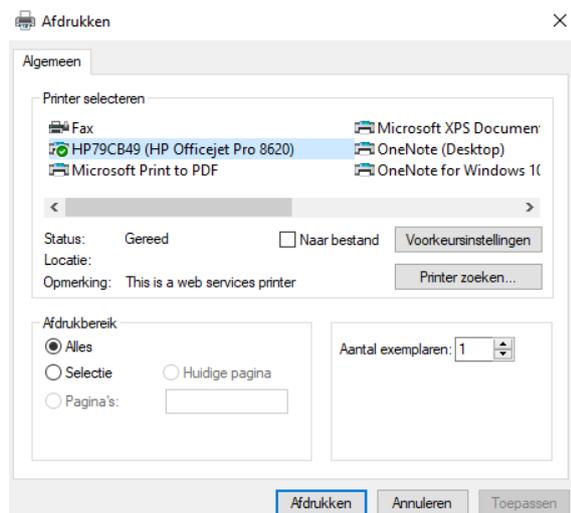
 Listings will be merged into 1 output
 Directory: D:\OneDrive\Documenten\ZW-Scoring\This is my regatta Open

But the preview option does just that:



If you're surprised by these points, this was some random result I entered in a selection phase with two starting groups.

You get the results on your screen. The little printer icon on the top left, shows the standard Windows control:

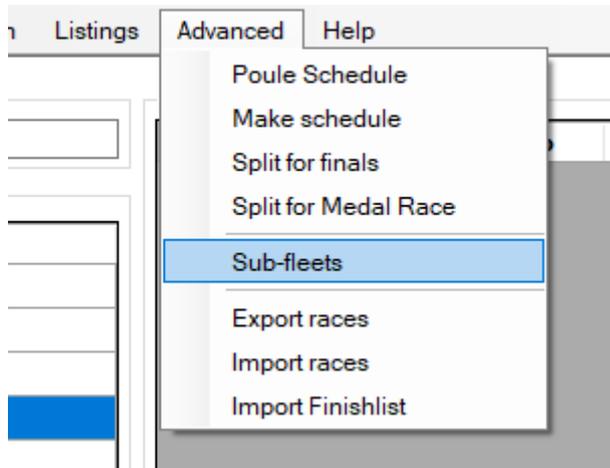


You can print to your printer or PDF or anything you want really.

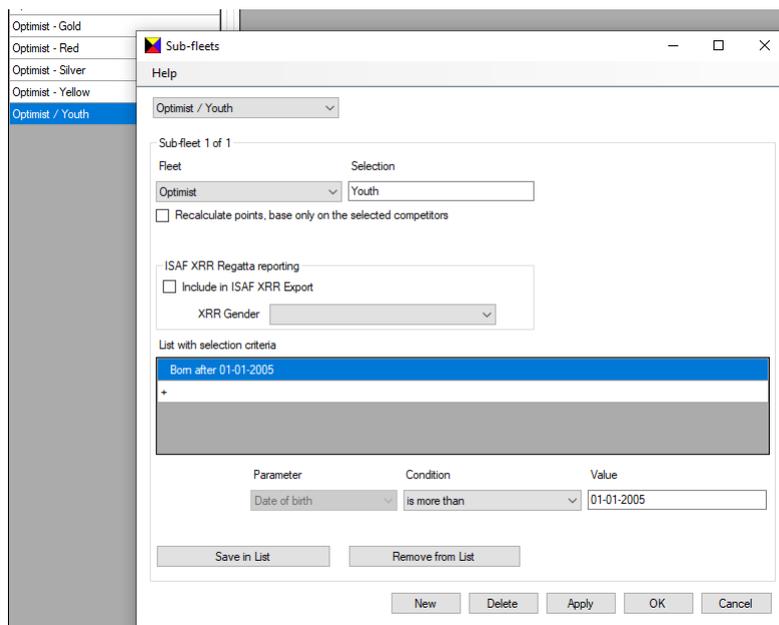
11. Sub-fleets

A little something on Sub-fleets.

[is my regatta]



Sub-fleets can best be described as virtual fields. You can create selections on competitors in a fleet and create separate results for them. Like so:



I won't expand on this example, but you can imagine that when you enter dates of birth and sexes to your competitors, you can create results for Men/Women or Seniors/Youths whatever you want. You can create complex queries on the competitors to filter out anything you want. For example all youths from a certain country.

12. Regattas in a series

Appendix A Excel columns

These are the column names in English with alternatives that are also valid.

The names are not case sensitive. Red is mandatory.

The order is up to you, ZW will find them.

The Manage2Sail columns are experimental. Manage2Sail splits columns where ZW wants them joined. 'Skipper street' doesn't contain the house number, and Crew1 is also split into parts. You have to join these columns somehow to get them properly into ZW.

	Alternatives			Manage2Sail
class	klasse			
nat				sail number country
sailno	Zeilno			sail number #
boatname	scheepsnaam			boat name
name	Naam			boat team name
info1	beman1	crew1		crew1 lastname
info2	beman2	crew2		remaining crew
fleet	Veld			
address	Adres	straat	Street	skipper street
city	Plaats			skipper city
country	Land			represented country
phone	Tel	ext		skipper phone
club	vereniging			boat team club
paid	betaald			
tot-i	tot			
tn-sc-lw	lowsn	tot-lw	tn-lw	
tn-sc-hw	highsn	tot-sw	tn-sw	
tod-o	tod			
ilc				
da				
age				
sw				
spi				
overall				
tn-sc-mw	medsn	tot-mw	tn-mw	
cell	Gsm	Mobile	Mobile	skipper cellphone
e-mail	Email			skipper email
birthdate	geb-datum			skipper date of birth
m/f	m/v	sex		skipper gender
boattype	boottype	type		boat type
gph				
tot-o				
tot-i				
plt-i				
pld-i				
plt-o				
pld-o				
orctimestamp				
portsmouth				

texelspi				
isaf-schrs				
tcf	irm-tcm			
irc-tcc				
irc-tcc-ns				
phrf				
phrf-tcf				
orcfileid				
tn-i-lw	tn-ud-lw			
tn-i-mw	tn-ud-mw			
tn-i-hw	tn-ud-hw	tn-ud-sw		
tn-o-lw	tn-cr-lw			
tn-o-mw	tn-cr-mw			
tn-o-hw	tn-cr-hw	tn-cr-sw		
texel				
texel5spi				
texel5				
NatMember				
sailorid				
MCclass	Mbklasse			
MCnat	Mbnat			
MCno	mbno			
DH-TOT				
DH-TOD				