INSTRUCTIONS FOR USING HMS 2022 Scoring v1

"HMS 2022 Scoring v1.xlsm" is an Windows Excel Workbook saved as a 'Read Only' file.
It may not work correctly on a Mac computer
Intended for scoring multi-heat events run under HMS 2022, it can also be used for single heat events that use the same scoring system as HMS 2022 but also use Race 1 in tie breaking and average points calculations. The differences are automatically catered for.

NEW FEATURES IN 2022
The software operates in almost exactly the same way as that for HMS 2016

Scoring abbreviation **NSC** is added to the list in the Comments column on the Race Results sheet.
RDGfix and **RDGave** are retained as redress options

TOPICS YOU MIGHT NEED IN A HURRY!
The following pages guide you through using the system and are essential reading.
However if you need quick guidance on the topics below, and are viewing this file on a computer, just click on the one you want.

Clearing a real mess	Colour code for cells	Copying data into Score Sheet
Dead heats	Dealing with DNF etc.	DAFT!
Printing Score Sheet	Printing Summary Sheet	Promotion changes
Pdf generation	Redress & Average Points	Removing missing entrants
Tie breaking	Tie break for de/promotion	Manual tie break
Verifying Races		
Web Print	Withdrawn boats	

NOW WOULD BE A GOOD TIME TO PRINT THIS DOCUMENT IF NOT ALREADY DONE!
Have it handy when the system is in use.

BASICS OF USE.
1. Open the file with Excel 97 or later.
2. Once the Score Sheet appears immediately 'Save As' with a name of your choice e.g. 'MyEvent'
3. On the Score Sheet enter the details of the event (Event; Date, Host)
4. On the 'Score Sheet' enter Skippers names, Sail No's and other details in the columns provided.
5. For each Race move to the 'Race Results' sheet and enter Sail No's for each Heat in the finishing order.
6. Optionally you can hide unused heats.
7. After any Race you can go to the 'Score Sheet' and click on the 'Program Options' button to reveal the Options and select 'Summary Page Print Preview' to print out the current scores and positions. This also breaks any ties.

IN MORE DETAIL.
1. For a new event ALWAYS use a fresh copy of **HMS 2022 v1.0 scoring.xlsm**
   Whilst means are provided to remove data, it is tedious to remove everything this way

2. An attempt to 'Save' will prompt you to 'Save As'. Use a filename and folder and save where you can find it again. You can use a simple 'Save' once the 'Save As' has been done and that is worth doing after every Race. Could save you a lot of typing if things go wrong.

3   Cell A1 will indicate whether the system is set to promote 4 or 6 boats for Race 3 and later
      (e.g. **HMS 2022 Scoring v1 – March 2022 - Promote = 4**) If you wish to change that, click on
      the 'Program Options' button and from the options offered select 'Change/Verify Promotion'.
      Follow the prompts, answering YES to the questions if you are sure you want to make the change.

4   At top left of the 'Score Sheet' enter the Event name, the date(s) and host club.

5   Still on the 'Score Sheet' enter the Skippers details in any order as you can sort them later.
      Skippers Name and Sail No. are essential.
      Club/City, Hull and MYA No. are optional. (see also ON THE SCORE SHEET later)
      Anything is accepted as a Sail No. (e.g. X45) as it is used as a 'name' rather than a number.
      With entries complete, click on one of the sort buttons at the top of the details columns.
      It will sort in ascending alpha-numeric order of that column and adjust column widths to match
      the entries in cells.
      If anyone doesn't turn up simply delete the Skipper, matching Sail No. and other details
      Then click on one of the 'Sort' buttons at the top of the details columns as doing so also removes
      blank rows. You can actually do this at any time without affecting scores provided that the boats
      removed have not already received a score.

6   When you have the results of any heat you can enter them on the 'Race Results' sheet.
      A drop down list is provided but you will probably find it simpler to type in the Sail No's
      Either way the Sail No's must be entered in finishing order.
      Entering Sail No's produces '**OK**' or '**UP**' in the Comments column and the score is calculated.

      '**UP**' appears for the first 4 (or 6) boats in Heats below 'A' for Race 2 and later (the green cells) to
      signify promotion. They get no score in that Heat (#N/A appears instead) but get one in the Heat
      above. The scores will not be correct until all Heats of a Race are entered.

      Boats that do not finish correctly will need to have **OK** changed to **DNF**, **DSQ** etc.
      Unless marked '**UP**' (see below, AWKWARD BITS 1) you need not move such boats to the
      bottom of their Heat as long as the other boats are in their correct order.
      For instance if Boat 97 finishes 6th in a heat but is subsequently disqualified, you need only
      change **OK** to **DSQ**
      As with Sail No's you can select **DNF** etc. from a drop down list that appears, or type it in.

7   When all Heats have been entered on the 'Race Results' sheet, click on the yellow 'Verify Race n'
      button at the top of each race column. **DON'T MISS OUT THIS STEP!** Errors such as missing a
      boat or entering it more than once will be reported. Make a note of them and correct as necessary.

8   Now would be a good time to hide unused heats by use of the buttons so marked.
      They can be revealed at any time should you wish to do so.
      With unused heats hidden, the dummy heat for WITHDRAWN boats at the foot of the sheet is
      easier to use and it is only necessary to type the boat's number when WDN will appear
      automatically. Note that whilst you can mark a boat anywhere in the heats as WDN and still
      get correct scores, the dummy heat is there for the purpose and keeps things tidy.

9   If you are in a real mess, delete all entries for that race by clicking the red 'Reset' button for that
      race and type the results in again.

10   Move to the 'Score Sheet' and check that all Skippers have a valid score.
      The 'missing' ones will have **** around their entry in the Scores column and a blank for the
      missing score in the race(s) you have just entered. The cell will also be coloured pink

These errors must be corrected on the 'Race Results' sheet but there will not be any if you have used the Verify button and corrected errors.

Skippers with Redress outstanding will also have **** around their entry in the Scores column and an R where their score should be but this is not necessarily an error as the Jury may not have reached a decision.

When scores are OK, click on the 'Program Options' button and select the 'Summary Page Print Preview' button to transfer and sort the results for printing.

When this button is clicked, ties between boats having the same scores will be broken, and the Summary Sheet and Score Sheet sorted in order of Position.

You will be shown a 'Print Preview' which you can 'Print' if OK.

11   After the last Race has been entered and scores checked as above, use the 'Summary Page Print Preview' button to view the final Scores and Positions on the 'Summary' sheet then print it.

12   You may also want to print a full set of results as they appear on the Score Sheet.

Click on the 'Program Options' button and select 'Display Score Sheet for Print'.

This arranges the sheet for printing and displays a print preview which you can then print.

Any ties will be broken and the results will be sorted into Position order.

Should you wish to print in some other order then use one of the Sort buttons in row 9 and print from Excel's file menu

13   When either of the 'Summary Page Print Preview' or ''Display Score Sheet for Print' buttons are clicked, the Score Sheet will be updated so that ties between boats having the same scores will be broken, the Position column updated, and various cells colour coded as follows.

Discards/Excluded Scores   `46.0`   DNE   `54.0`

Missing Scores   ▯   Redress outstanding   `R`

The colours will also appear every time the Score Sheet is selected.

14   If there are scores missing or redress to be allocated, then the print of both the Summary Sheet and the Score Sheet will have a reminder in large print near the top, and Scoring Problem will appear on the Score Sheet at the top of the Scores column.

AWKWARD BITS.

1.   CORRECTING ERRORS.

Any boat(s) originally placed in one of the green cells on the Race Results sheet and subsequently awarded **DSQ**, **DNF** etc. must be removed to a lower position.

Move up the rest of those in the green cells and add the boat(s) now in the first four.

It is essential that the first four (or six) boats are the correct ones to ensure the correct scores.

The rest must be in the correct finishing order but can be interspersed with DNFs etc.

[You can even mark WITHDRAWN BOATS now; not permitted in earlier versions!]

For example if the original fourth boat gets DSQ then you can simply swap it with the original 5th boat and mark it as **DSQ** in the Comments column.

Any errors affecting the finishing order **must** be corrected on the 'Race Results' sheet.
If the Comments column has been changed to **DSQ**, **DNF** etc. it must be manually changed to
'**OK**' or '**UP**' etc. where appropriate. It will not re-set automatically unless the Reset button is
used. Then you have to type **everything** in again for that Race

2.   REDRESS.
Redress may alter a boat's finishing position in which case adjust the Sail Nos. to suit on the Race
Results sheet.
More likely it will be either some sort of average or a fixed number of points decided by the Jury.

AVERAGE OF PRECEEDING RACES, **RDGave** If the Protest Jury awards average points for
races up to that race, then change the entry in the Comments column to **RDGave** (type it in or
select from the drop down list) The system will automatically calculate the boat's average for
previous races excluding Race 1 for multi heat events.

AVERAGES NOT APPLICABLE.
As the range of scores in Race 1 is lower than in other races, Average for the Event makes no
sense for Race 1 in a multiple heat event.
Average for preceding races makes no sense when there are too few preceding races to average.
If **RDGgave** is selected in the above conditions a warning <mark>DAFT!</mark> appears in the score column.
The score must be corrected by typing in some value provided by the Redress Jury.

OTHER REDRESS, **RDGfix**   If a boat is awarded some other Redress then change the entry in
Comments column to **RDGfix**. 'R' will appear in the Score column and on the 'Score Sheet' in
yellow on a red background and needs some more work to sort out. Once you have calculated or
been given the actual points score, replace the 'R' in the Points column next to the **RDGfix** on the
'Race Results' sheet, with the awarded or calculated score. It will then appear on the Score Sheet.

3.   DEAD HEATS (Ties on the Finishing Line)
When the Finish Line judges find it impossible to separate boats then they share the points for
the places covered. [Three boats that dead heat for 13th share 13, 14 and 15 so get 14 points each]
Values calculated must be typed into the Points column for the boats affected. Note that the score
for other boats remains correct.

4   WITHDRAWN BOATS.
When a boat is withdrawn by the Race Committee then it should be recorded in the dummy heat at
the foot of the 'Race Results' sheet. There it will automatically be marked as WDN in the
Comment column and will then be correctly scored. It is easier to use the dummy heat if unused
heats have been hidden.
Marking it as WDN in any other heat will still work correctly without affecting other boats but
might make it difficult to keep track.
If you are unsure about what WITHDRAWN means then seek advice as it is not quite straight
forward. Under HMS 2022 a boat is retained in the lowest heat, being recorded and scored as
DNC, until the race committee decide to re-divide the fleet into heats. At that point it is marked as
WDN and scored accordingly.
In the unlikely event of there being more than 20 boats withdrawn then there will inevitably be at
least one unused heat which may be used to record the extra withdrawn boats as WDN.
Note that all the time a boat is Withdrawn it must still receive a score so must be recorded for
every race that it is Withdrawn. That may mean for the rest of the event.
If it returns to racing it will be scheduled to sail in the lowest heat, be recorded there and get the
appropriate score.

5   TIE BREAKING.
     When boats have equal net scores, the tie between them is broken using the procedure in the
     Sailing Instructions. Initially this entails listing their scores in order from best to worst, with Race
     1 scores omitted. In a multi-heat event Race 1 is scored differently from all other Races in HMS.
     At the first point where the scores are different the tie is broken in favour of the boat with the
     lower score.
     If the tie remains their scores are listed in reverse order of races. At the point where their scores
     are different the tie is broken in favour of the boat with the lower score. All of this is achieved
     automatically each time the 'Summary Page Print Preview' button is clicked.
     Single heat events do not use HMS and use all races for tie breaking. The system recognises a
     single heat event and uses Race 1.

6   TIE BREAKING FOR PROMOTION OR DEMOTION
     Very rarely during an event there is a tie when it is necessary to decide which boats should be
     demoted or promoted. If for instance 5 or more boats are DNF and there are no other non-finishers
     or DSQs, someone is going to be lucky and stay up for the next Race.
     The tie needs to be broken but there is no automatic way for this situation so you have to do it
     manually as described above.
     To help with this, columns BG to BP on the 'Score Sheet' contain up to 10 best scores but exclude
     Race 1, as required by HMS 2021, or include it automatically for a single heat event.
     You can get there quickly by selecting Best_Scores in Name Box (just below Font Box).
     If more than 10 best scores are needed (unlikely) then you will have to search the scores manually.

7   TIES THAT CAN'T BE BROKEN – MANUAL TIE BREAK
     Although the vast majority of ties are broken automatically, in extremely rare conditions where
     the tied boats have the same score in every race, it will be necessary to break the ties manually.
     The results of the manual breaking are entered into the 'Man TB' column, which will
     automatically appear on the Score Sheet, with 1 for first, 2 for second and so on. Clicking either
     the 'Display Score Sheet for Print' or 'Summary Page Print Preview' button will apply the tie
     break and reorganise the results accordingly.
     This situation could occur at any time during the event and is best ignored until the end.
     If the 'Man TB' column is used during the event it is **essential to clear it** with the button provided
     before proceeding to further races.

OTHER FEATURES

1   ON THE RESULTS SHEET.
     The Race results sheet has reset buttons that allow you to reset (i.e. clear) the results for each
     individual race. Note that they clear all results not just for one heat. Use them only when you
     have a real mess!

     There is also a button that permits you to Reset ALL Races. It does exactly what it says and takes
     some while to do it! Only use it in case of dire need.

2   ON THE SCORE SHEET
     The columns for Club/City, Hull and MYA No. hold information that is not actually used by the
     program. You can use them for anything you want to record and change the headings to suit.

3   PROGRAM OPTIONS.
     Clicking the button labelled 'Program Option' reveals an array of buttons in two groups.

     On the right are various options for printing which are mainly self-explanatory.

When the Score sheet is displayed ('Display Score Sheet for Print') any of the Club/City, Hull and MYA No. columns that are unused will not appear on the print preview display or the print from it. They will however re-appear on the Score sheet itself.

'Print to Web' requires a little explanation.
This button prepares a new sheet containing a tidy version of the Score Sheet and turns that into an html file. The file is deposited in the folder that contains the workbook.
If you are using Excel 97, only the new sheet containing a tidy version of the Score Sheet is produced, as Excel 97 does not have the automatic web page generation in later versions. You are left to turn it into html manually.

'Produce pdf', when used with Excel 2007 or later, produces a pdf of the tidy version of the Score Sheet and deposits it in the folder that contains the workbook.
Earlier versions of Excel did not have the ability to produce a pdf so you are invited to use the normal 'Display Score Sheet for Print' and then use a 'pseudo printer' to get the actual pdf.

On the left are buttons to remove information and change the promotion schedule, which are self-explanatory.

VARIABLE PROMOTION

Normally you will select whether to promote 4 or 6 boats when you start the new event.
If you later want to change the value on some or all races, follow the instructions below before entering any results for the races concerned:
a.   Switch to the Race Results and find the race you wish to modify
b.   Enter the desired number of boats to be promoted in each heat ($1 < N < 19$) in Row 5
c.   Click on the 'Reset' button of each affected race.
         If you do this before the entering ANY results then use the 'Reset ALL Races' button at the top left of the sheet.
d.   Verify that size of green area at top of Heats B - E = N rows.
e.   Note that it is possible to change the number of boats to be promoted in any race for which the results have not yet been entered. Doing it after they have been entered will remove them.

f.   Although HMS permits only values of 4 or 6 to be used, the software allows any value.
         It is permissible, as far as the software is concerned, to use a different value in every race.
         It might not be sensible to do so!

COPYING DATA FROM OTHER WORKBOOKS

When copying data into the Score Sheet from other workbooks it is essential to use Copy/Paste Special/Values to preserve the formatting on the Score Sheet. This may give problems if using Excel 2007 as it works differently to previous versions. The easy way to overcome the problem is to make sure that the formatting of your other workbook matches that of the Score Sheet where all cells are formatted as Text (not the default of General) and there are heavy lines every three rows.

END