

Guide to Using ICSA TechScore

<https://ts2.collegesailing.info/>
(Copy and paste into your browser)

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When accessing the TechScore website, you may get a message saying the site is not trusted or has a bad certificate. Don't worry; you're in the right place. Click Proceed to Site to continue.

Getting an Account

Before you can sign in and create a regatta, you need to register on TechScore. To do this, go to the register here link at the bottom of the login page (See Fig. 1). Only sailors registered on the ICSA database (<http://www.collegesailing.org/directory/individual/>) can get accounts. It can take as long as a week to get your account approved so *DO THIS AHEAD OF TIME*. You may want to use a general team password so one username can be used by anyone scoring your regatta.

Figure 1: TechScore Login Page

Clicking that link brings you to the account creation page. Fill out the information and click Request Account. This will send the request, but remember: it takes up to a week to get your account approved, so *DO THIS AHEAD OF TIME*.

Figure 2: Account Registration

You will get an email when your account is approved, at which point you can create your regatta.

Creating a Regatta

When you have your account and log in to TechScore, you will see a page of every regatta you have created (if this is your first regatta, it will be blank). There is also a navigation bar with dropdown menus at the top of the screen, as can be seen below.

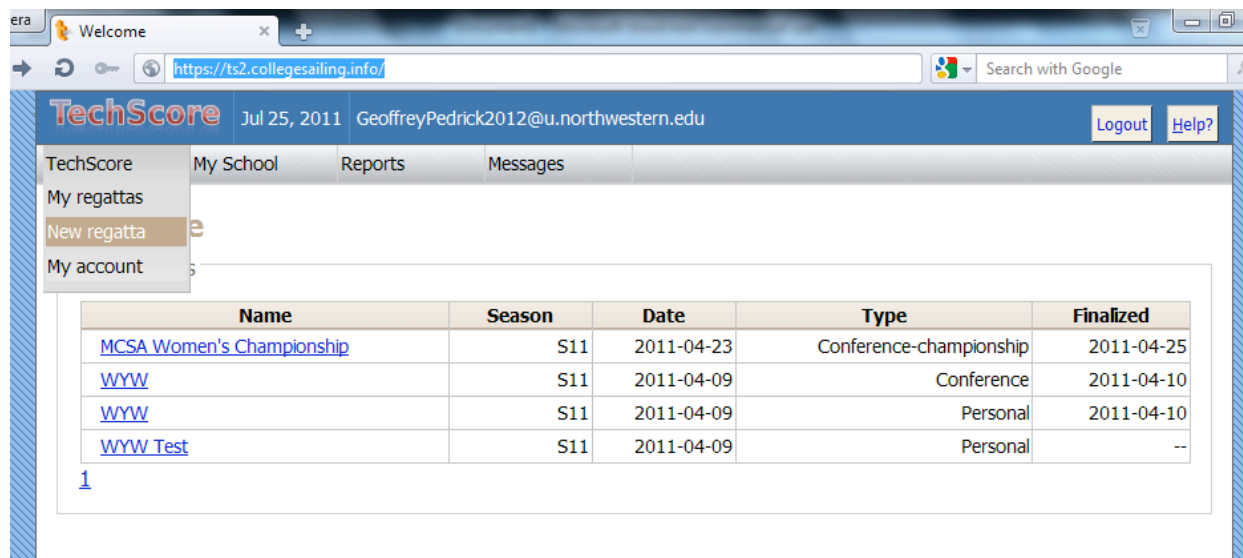


Figure 3: My Regattas/TechScore dropdown

In the first dropdown menu, named “TechScore,” you will find an option named New regatta. Clicking this brings you to the regatta creation page (Fig. 4 below). This page is where you set up the facts about your regatta.

- Name and Start date can be found at <http://mcsasail.org/index.php/Racing>.
- On the water (first race) is 9:30 as per current MCSA protocol.
- Duration will be 2 days for almost all regattas.
- Venue is a dropdown menu where you can select your school’s sailing site. If it is not listed yet, email mitsail@mit.edu to get it added. If you don’t get a confirmation within a few days, send a follow-up email.
- Scoring is *Standard* unless you have A and B sail the same races
- Type: Most regattas will be *In-Conference*, so you can leave it. Other options are *Intersectional* (Fall Fury, Cary-Price, Buckeye (spring)) and *Conference Championship* for our qualifiers. Lastly, there is a *Personal* option for keeping the regatta from showing up on the public site <http://scores.collegesailing.info/>. This is useful if you want to make a regatta to experiment with to familiarize yourself with TechScore before creating your real regatta.
- Participation: *Coed* or *Women*, depending on the regatta.
- Divisions: Most regattas have 2. Singlehanded events have 1 and Wisco 3-way has 3.
- Number of Races: This should be the number of teams coming to the event or 10, whichever is larger.
- Host is your school.

TechScore My School Reports Messages

New regatta

Create

Name:

Start date:

On the water:

Duration (days):

Venue:

Scoring:

Type:

Participation:

Divisions:

Number of races:

Host(s) **MCSA**
 There must be at least one:

Figure 4: New Regatta

Adding Teams

When you have set all the parameters on the [New regatta](#) page, click [Create](#) at the bottom. This will bring you to a page where you can add the teams that are attending your regatta (See Fig. 5). These teams can be found at <http://mcsasail.org/index.php/Racing> under your regatta. You will need to scroll down to the MCSA section to find our teams.

Regatta Teams Rotations RP Forms Finishes Download Windows

Created new regatta "Timme Tune-Up". Please add teams now.

Add Team

Add team from ICSA school

Choose schools which are participating by indicating how many teams are invited from each school. Use your browser's search function to help you.

William and Mary

MCSA

University of Akron

Bowling Green State University

Carleton College

University of Chicago

Denison University

Great Lakes Maritime Academy

Grinnell College

Hiram College

Hope College

University of Illinois

University of Iowa

Indiana University

Figure 5: Add Teams

Selecting the Boat

TechScore uses FJ's as the default boat for regattas. Since most MCSA teams use 420's, you will need to change this. In the Edit races page (See Fig. 6), you can pick which boat is used in each race, or pick one type for every race in a division.

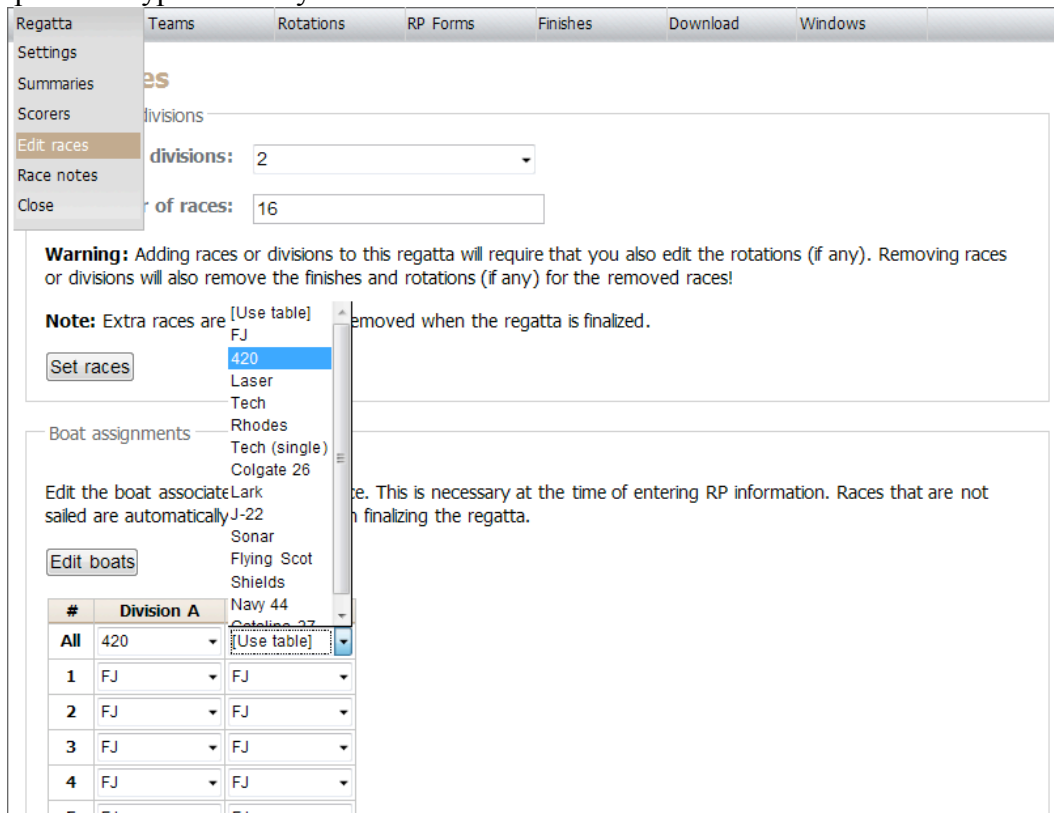


Figure 6: Selecting the Boat

Creating A Rotation

Once all the teams have been added to the regatta, you are ready to create a rotation. The first page you can leave as default, as shown below. Click Next >> to get to the rest of the rotation settings.

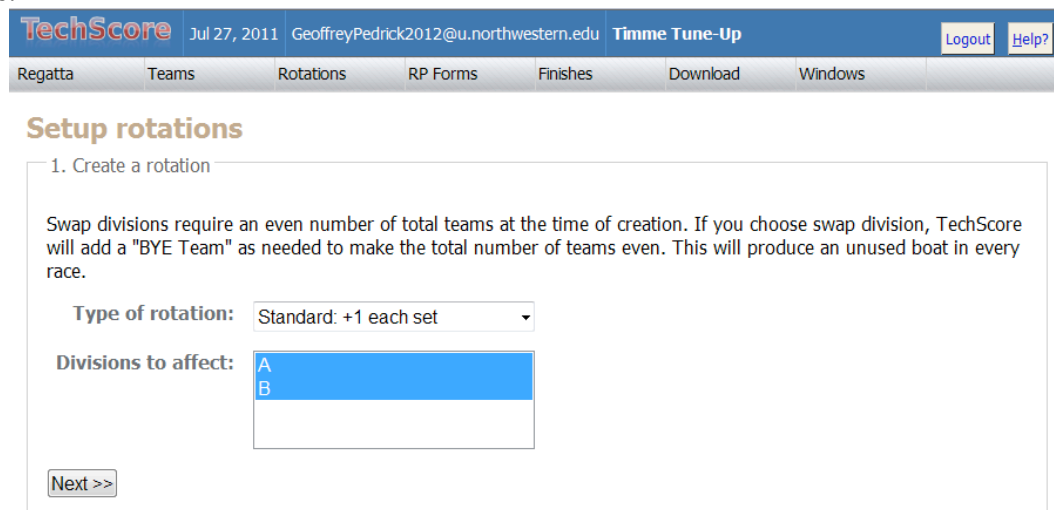


Figure 7: Rotation Creation

On this page, you can see every team you have added to your regatta and what sail number each will have for the first race. TechScore automatically numbers them starting with 1 and going to the total number of teams added (16, in Fig. 8 below). *When you have teams towing boats, you will need to get the sail numbers they are bringing so you can include those in the **rotation**. **Try to get this information a few days ahead of time so you don't need to wait** until the morning of the regatta.* As you can see in Fig. 8, sail numbers 13-15 have been changed to demonstrate this. You can also [Tweak Sails](#) later if you create the regatta before hearing sail numbers, as will be shown later.

The important thing to note on the Rotation Settings page is the Style. This should be changed to *Navy: Rotate on division change*, as shown below.

Races you set on the [New Regatta](#) page when creating the event.

Races in set should always be 2.

Order sails in first race should be *Numerically* to keep things simple.

Once you have all these set properly, you can click [Create rotation](#).

Setup rotations

2. Standard for Div. A, B [\[?\] 1](#)

Order: < Drag to change order

A
B

Style: Navy: rotate on division change ▾

Races: **Unscored races**

1-16

Races in set:

Enter sail numbers in first race of div. A:

Illinois Illini	1
Iowa Iowa	2
Michigan Wolverines	3
Michigan Maize	4
Marquette Marquette	5
Michigan State Michigan State	6
Michigan Tech Michigan Tech	7
Miami University Miami University	8
Northern Michigan Northern Michigan	9
Northwestern Wildcat	10
Robert Morris Robert Morris	11
Minnesota Gophers	12
UW Milwaukee UW Milwaukee	1117
Wisconsin Badgers	3336
Wisconsin Badgers 2	4810
Western Michigan Western Michigan	16

Order sails in first race: Numerically ▾

<< Start over

Figure 8: Rotation Settings

Tweaking Sail Numbers

If you create your rotation with the default numbers, before you hear which sail numbers teams are towing, you can manually switch one number with another in the Tweak Sails page. This is also useful if you have a breakdown and need to change sails mid-regatta. Notice above how Western Michigan still has the default sail number, 16. Under the Rotations dropdown, you can select Tweak Sails which brings you to the page shown in Fig. 9. In the dropdown on that page, select *Replace sail with a different one*. Leave both divisions selected.

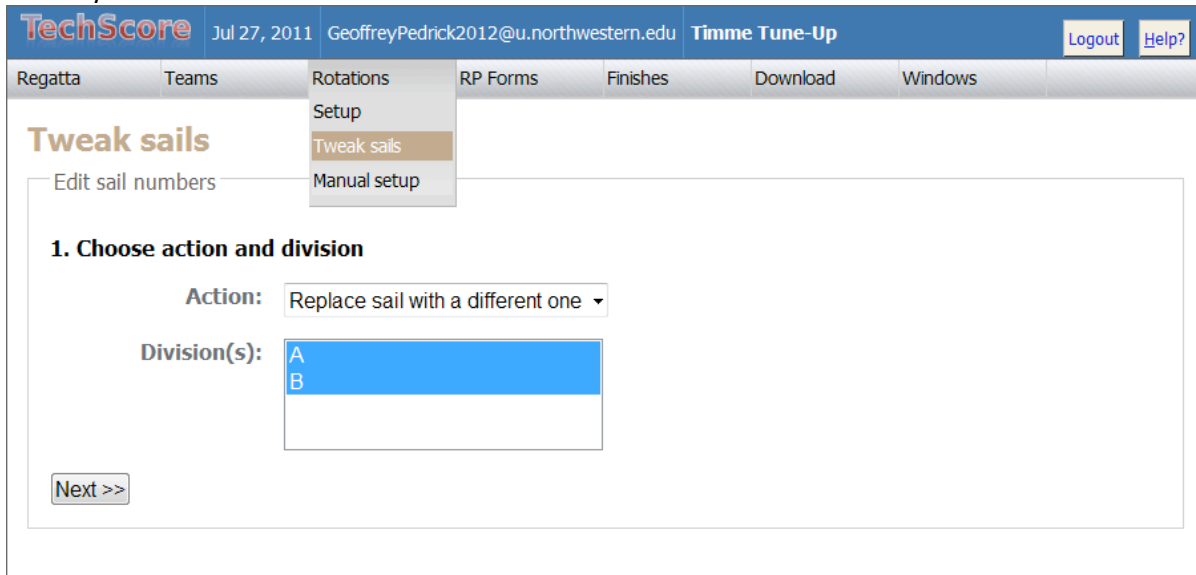


Figure 9: Tweak Sails

Clicking Next >> will bring you to the page below in Fig. 10, where you can select which sail number you want to change and type in what to replace it with. Since we have not yet started the regatta, this replacement is for all races, 1-16.

Unfortunately, you cannot use sail numbers that have letters in them (GL4, for example), so modify any sails with letters as necessary and enter them into your rotation so you and your scorer on the water will know what sail it should be. (ex: use duct tape to make it GL41 and put 41 as the number in TechScore)

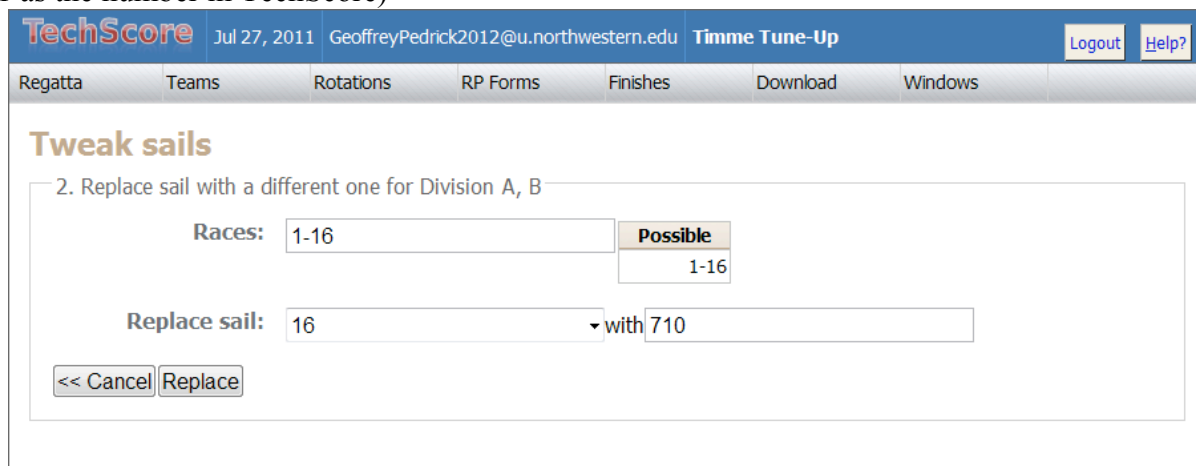


Figure 10: Sail Number swap

Now that the rotation is set, you are ready to start the races.

Entering Finishes

Finishes are entered into TechScore using only sail numbers. The scorer on the water should record sail numbers in the order they cross the line and then relay this information to the person using TechScore. The program will fill in the school based on the race number (in the top box). Make sure the information in Race is correct before you enter finishes.

Choose race

Race:

A	B
1-16	1-16

Using:

Add/edit finish for 1A

Enter sail numbers:
(Click to push)

Sail	>	Finish
	✓	12
	✓	3
11	✓	10
1117	✓	4810
	✓	6
2	✓	1
	✓	8
3336	?	
4	?	
	?	
5	?	
	?	
7	?	
710	?	
	?	
9	?	

Figure 11: Entering Finishes

The sails are listed numerically in the left column. Click these in the order of finishes to see the results in the right column. Above, boat 12 won the race, 3 got second, and so on. If you enter finishes out of sequence, you can always delete numbers from the right column and re-enter them. Once all the numbers have been entered for a race, the bottom button will light up and you can Enter finish for the race. Clicking this button will automatically bring you to the next race in either division (Example: Enter finish for 1A will bring you to the page where you enter finishes for 1B, not 2A) so remember to check that Race is correct at the top before entering finishes.

RP Information

As the regatta progresses and people fill out their RP forms, you can enter this information into TechScore so it shows up on the public results page. To do so, go to the [Enter RP](#) page under the RP Forms dropdown. Here you can select the team you wish to enter information for and enter the names and races below, as seen in Fig. 12 below. All of this information should exactly mirror what has been put on the paper RP forms you have posted.

Enter RP

Choose a team

Use the form below to enter RP information. If a sailor does not appear in the selection box, it means they are not in the ICSA database, and they have to be manually added to a temporary list in the [Unregistered form](#).

NOTE: You may only submit up to two sailors in the same role in the same division at a time. To add a third or more skipper or crew in a given division, submit the form multiple times.

Team:

Fill out form for Northwestern Wildcat

Representative:

Division A

Races	Crews
1-16	1

Skippers	Races sailed	Crews	Races sailed
<input type="text" value="Eric DeFeo '12"/>	1-16 ✓	<input type="text" value="Amanda Leigh Snyder '10"/>	1-16 ✓
<input type="text"/>	?	<input type="text"/>	?

Division B

Races	Crews
1-16	1

Skippers	Races sailed	Crews	Races sailed
<input type="text" value="Geoff Pedrick '12"/>	1-16 ✓	<input type="text" value="Kimberly Wieczner '12"/>	1-10 ✓
<input type="text"/>	?	<input type="text" value="Max Clemons '12"/>	11-16 ✓

Figure 12: Entering RP Information

Sometimes teams will put sailors in who are not yet entered in the ICSA database. These people will not show up in the regular RP dropdowns where you enter sailor names, so you need to manually add them on the [Unregistered](#) page (See Fig. 13 below). You can get there either from the link at the top of the [Enter RP](#) page or the RP Forms menu at the top. On this page, you can select the school using an unregistered sailor from the left dropdown menu, then enter the sailor’s information in the appropriate text boxes. Once all the information is entered correctly, click [Add sailors](#). You can now add these sailors to the team’s RP information. They will show up with a “*” next to their names to show they are unregistered.

Figure 13: Unregistered Sailors

Penalties

Occasionally there will be boats over early or those that get protested. In these cases, you may need to change their result from the place in which they finished on the water. To do so, go to the Add penalty page under the Finishes dropdown menu. Here, you can enter which race you need and pick which scoring penalty to assign.

Figure 14: Choosing a Penalty

Penalties should be used as follows:

- DSQ: Boat loses a protest or breaks rule on the water resulting in disqualification
- RAF: Boat withdraws from race after being scored
- OCS: Boat is over the start line at go and does not restart
- DNF: Boat starts race but retires during it or receives outside assistance (ex: capsize recovery)
- DNS: Boat does not start the race
- BKD: Boat breaks
- RDG: Awarding redress is covered in Rule 62 and later rules in Part 5 of the Racing Rules of Sailing (2009-2012)
- BYE: If, due to breakdowns, there are more teams than usable boats, one team will not sail in each set.

Clicking [Next >>](#) brings you to the page where you select which teams deserve penalties. You can select multiple teams, in the case of OCS for example, by holding Ctrl and clicking each. Teams have their sail number for that race listed next to the name. For cases that result in DSQ or RDG, give a brief explanation of the ruling in the [Comments](#) box. These should be done one team at a time. Standard scoring is appropriate for almost all situations.

The screenshot shows the TechScore interface for assigning penalties. The header includes the TechScore logo, date (Jul 28, 2011), user email (GeoffreyPedrick2012@u.northwestern.edu), and the current race (WYW Test). Navigation tabs include Regatta, Teams, Rotations, RP Forms, Finishes, Download, and Windows. The main content area is titled 'Add penalty' and shows '2. OCS in race 2A'. A dropdown menu for 'Team:' lists four options: Minnesota Gophers (12), UW Milwaukee UW Milwaukee (1117), Wisconsin Badgers (3336), and Wisconsin Badgers 2 (4810). Below this is a 'Comments:' field with a placeholder text: 'Rationale behind penalty (especially for DSQ and RDG)'. The 'New score:' section has a checked checkbox for 'Use standard scoring (FLEET + 1)'. The 'OR Assign score:' section has an empty input field and an unchecked checkbox for 'Displace finishes'. At the bottom are 'Cancel' and 'Enter OCS' buttons.

Figure 15: Assigning Penalties

There are also team penalties, the most common of which results from improper RP information or missing signature on the form. Failure to fill out regatta evaluation forms also falls under this category. To enter a team penalty, go to the [Team penalty](#) under the [Finishes](#) dropdown menu (See Fig. 16 below). Select the school, which division (RP is for A and B), and the appropriate penalty, *MRP: Missing RP info*. Click [Enter team penalty](#) to apply.

Figure 16: Team Penalties

Summaries and Finalizing

Once your regatta is complete, RP information has been filled out, and any applicable penalties have been entered, you are ready to Finalize your regatta. First, go to the [Summaries](#) page under the [Regatta](#) menu. Enter a brief summary of each day including weather and any significant performance notes. You can also enter each day's summary at the end of the day instead of waiting until the end of the regatta. Just click [Add/Update](#) when you are done and it will save the summary.

To Finalize your regatta, go back to the [Settings](#) page under the [Regatta](#) menu. At the very bottom of the page, you will see a box labeled Finalize regatta. To finalize, check the box next to *I wish to finalize this regatta* and click **Finalize!** **DO NOT DO THIS UNTIL ALL OTHER INFORMATION IS ENTERED CORRECTLY.** Finalizing your regatta locks it in so you cannot change anything.

Figure 17: Finalize Regatta

This is the last step in scoring a regatta. Once finalized, your regatta is over and will show up as being completed in the public results page.