

PRINTING REQUIREMENTS

To print forms go to “Print” on the top horizontal menu

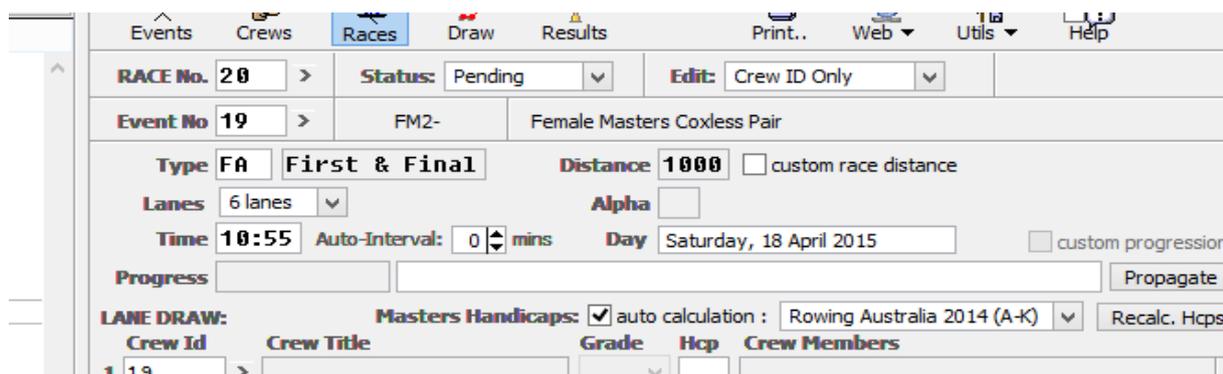
- Print a copy of the draw to put up on a notice board – do this as close to the start of the regatta as possible to ensure the draw is up to date (use the “draw sheet” or “day sheet”)
- IF not done prior to the regatta, print BRO sheets (1 per L2 BRO) up until Finals time
- Print the judges / timekeepers sheets for the judges (at the start of the day for heats and when available for the finals). There are 4 races per page for the judges
- You may need to print the BRO sheets for the finals – depending on the amount of races. Otherwise this can be done via radio – chat to the Referee on the day
- You can also print “medals results” which will help you with your presentations
- “Media Results” gives you the results in AAP format – sent this through to news.copy@aap.com.au and to your local papers – you may need to clarify some of the event names as it uses coding, but the rest is good to go.

SCRATCHING CREWS

- Find the crew either in their race (through the race list)
- Or through the crew listing (through the event list)
- Select the crew by clicking on the name of the club
- Select the “scratched” tick box
- You will then need to check that the scratching does not change the progression through to finals.
- If it changes the progression – you may need to move crews around (redraw)
- And / or you may need to change the progression code
- Depending on whether any racing for that event has occurred, you may need to manually enter crews into a final
- RP7 will only progress crews if it makes sense as per the original set up – it will not make assumptions!
- If unsure, discuss with the Referee
- If the scratching form is completed because of a medical issue, ensure that the form is signed by the First Aid Officer (and later send to the RV office with the rest of the forms)

CREW CHANGES

- Find and select the crew as per above *scratching crews* info
- Select the “substitute” box and enter the new rowers name i.e. Humphrys, Bronwyn or Hum, Bro – it will predict the person
- You need to ensure the rower is listed for the club they are racing for – if not, do not make the change and let the person who has made the change know the change is not eligible
- You will also need to ensure that the grade of the crew is still eligible
- You may also need to check that masters’ handicaps have not changed. Select “re-calc. handicaps” and if they have, notify the referee.
- To “unchange” a seat, click on the substitute tick box and the original rower will reappear.
- Where a crew change effects a masters category, you will need click on the “Recalculate” button and check the drop down box is set to “Rowing Australia 2014 (A-K)”.



The screenshot shows the 'Races' tab in the software. Key fields include:

- RACE No.:** 20
- Status:** Pending
- Edit:** Crew ID Only
- Event No.:** 19
- Event Name:** FM2- Female Masters Coxless Pair
- Type:** FA (First & Final)
- Distance:** 1000 (with a checkbox for 'custom race distance')
- Lanes:** 6 lanes
- Alpha:** (empty)
- Time:** 10:55
- Auto-Interval:** 0 mins
- Day:** Saturday, 18 April 2015 (with a checkbox for 'custom progression')
- Progress:** (empty)
- Masters Handicaps:** auto calculation : Rowing Australia 2014 (A-K) (with a 'Recalc. Hcps' button)
- LANE DRAW:** A table with columns: Crew Id, Crew Title, Grade, Hcp, Crew Members. Row 1: 19.

MANUALLY ADDING CREWS TO A RACE

- Select the race you want to adjust from the race list, ensure you have selected the “races” icon
- Use the arrow next to the crew Id to add crews to lanes or to leave lanes empty
- Only crews which are entered into the race will appear in the list from which to choose

ENTERING RESULTS

- Click on the race from the race list on the left hand menu or go to the results page and enter the race number in the race number box
- Click on the “Results” icon
- Ensure that the “Margin” icon is ticked against “Enter Results by:” (once done, will always appear like this until unticked)
- Enter the results using the pop up which will appear
- Enter the Winning Time (if timed, if not, enter the time as NT or NTT)
- Enter the margins in time (format: 00:00.0) (Judges have stopwatches)
- If no timed margins taken, please leave this blank
- Click “Official”
- Once the race results are saved a “dot and tick” will appear next to the race in the race list

EDITING RESULTS

- To edit a result change the “Status: “Completed” box to “Pending” on the result page
- If you edit a result of a heat, you need to check that the correct crews have progressed to the final

PROGRESSION CHANGES

- Each race has had a dummy run and will progress to a final unless something has been changed since the file has been finalised
- Once all of the results are entered for the event, check the crews have automatically progressed to the finals
- If you have made a change to a race, it may cause RP7 confusion and you may need to manually enter crews into lanes.
- To change a progression, select the race and ensure the “races” icon is selected – adjust the progress code or progress wording accordingly
- For example: 1->FA 2->FB means 1st to A Final, 2nd to B Final. You can also use “R” meaning “rest” – so the remaining will progress to your choice of final. “RE” would indicate “rest eliminated” – the description will automatically appear in the longer version if you have it correct, compare with other races to make sure you have it correct or refer to the RV rules which details the full progression system used in Victoria.

LIVE RESULTS

- Upload results if you can connect to the internet during the regatta
 - Go to “Web” then “Upload/Publish Draws & Results...”
 - Login using “rowing” for username and password
 - Select “Publish Results (All Data)”
 - Then select “Upload Entire Regatta”

CREWS NOT FINISHING / NOT STARTING / DISQUALIFICATION / ETC.

- Where crews:
 - Do not start (fine)
 - Do not start (late)
 - Do not finish
 - Are disqualified, etc.

There are options when entering the results in the drop down box next to the crew (DNF code).
- Depending on whether any racing for that event has occurred, you may need to manually enter crews into a final if the not finishing / non starting crews altered the progression
- RP7 will only progress crews if it makes sense as per the set up – it will not make assumptions!
- The judges **MUST** tell you what has happened to crews not allocated a placing – i.e. they must communicate with the starter or other umpires to clarify what has happened to these crews and note it on their judge’s sheet. If they have not done this – ask them to amend the sheet so we have accurate records.
- Only allocate “no fine” to crews where a medical certificate has been provided or the Referee has detail and approved of the incident

OTHER

- Never delete races
- Never add races – it will alter all of the race numbers and cause confusion – there should never be a need for this
- Avoid combining races at all costs (this should have been done by RV prior to the regatta)
 - If 100% necessary; change the event number to * (Control then 8)
 - Enter in the Type (H for Heat or F for Final)
 - Re-enter the time of the event
 - Leave the Progress code as blank
 - You may also need to re-enter the race distance
 - Manually enter each crew into the appropriate lanes by entering their Crew Id
- Late entries cannot be accepted on the day of the regatta
- If a rower is not in RP7, they cannot be entered into a seat or race
- If there is ever any confusion at the regatta
 - First chat to the Referee
 - Then call Bron on 0423 368 394