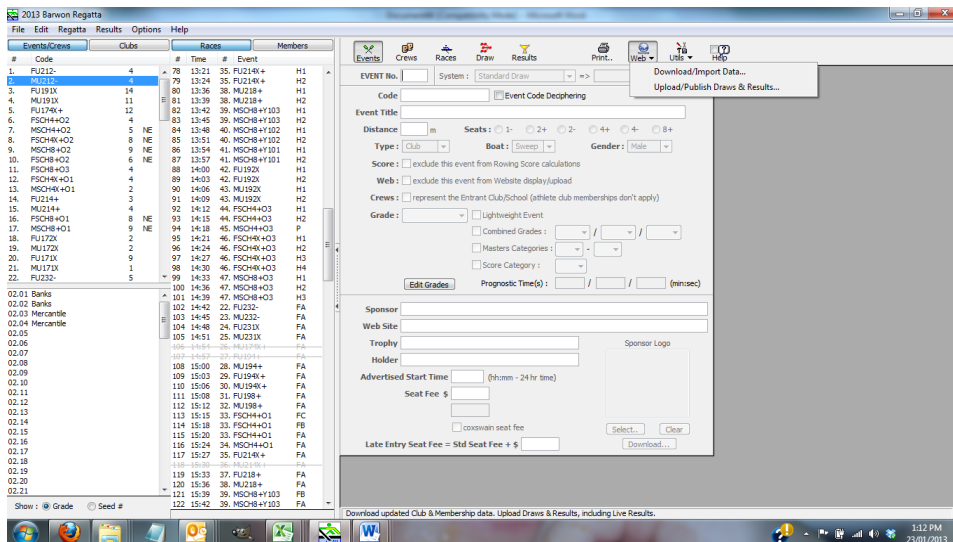


Upload Regatta Data

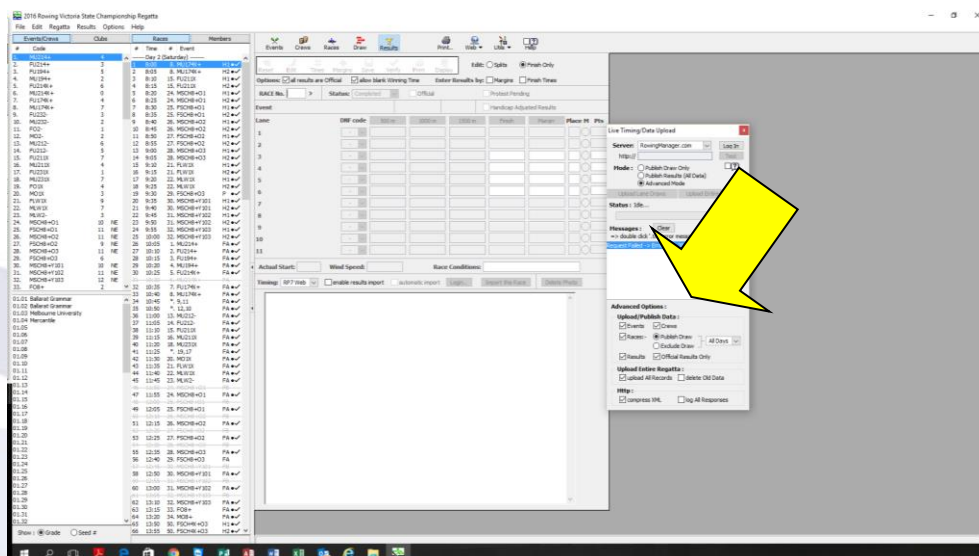
These instructions guide regatta secretaries to upload regatta draws, progressions and results to RM and to the mobile version at m.rowingmanager.com.au

Once this process is complete there is no need to do anything (unless you lose internet connection) except to check on Rowing Manager occasionally that the results are being updated.

1. You will need to be connected to the internet & have the RP7 file open
2. Go to “Web” and then “Upload/Publish Draws & Results”



3. On the morning of the regatta click on all boxes so that draws and results are enabled (under the “Advanced Options” heading).
4. Click on the “login” – this info will be prefilled. Click ok.
5. Click on “Test” The page should refresh once connected with the server. You should get the message “Web Server Connection OK”)
6. Click on “Upload Entire Regatta” and also “Upload Lane Draws”
7. This will continue to update every time you edit the RP7 file (results, crew changes, scratchings and draw updates will now appear in Rowing Manager)



8. You can move the pop up box to the bottom of the page so it is barely visible. **Just don't shut it down.** If you do, start the process again.