

SailOK

Handicapping

Sailboat Handicap Recording



Recorder's Manual

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<http://sailok.com>

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Getting Started

Installing the Software

You may have received the software on a CD or you may have downloaded it from our website. In either case, the installation is similar. There will be an installation program named so as to indicate the program and the revision number. For example, revision 2.0 is distributed on a file named Handicap_Dist2_0.exe and is the only associated file. If you downloaded the file, locate it in the folder in which you saved it, using Windows Explorer, and double click on it. If you received the software on a CD, load the disk into your CD drive, open it with Windows Explorer and again double click the file name.

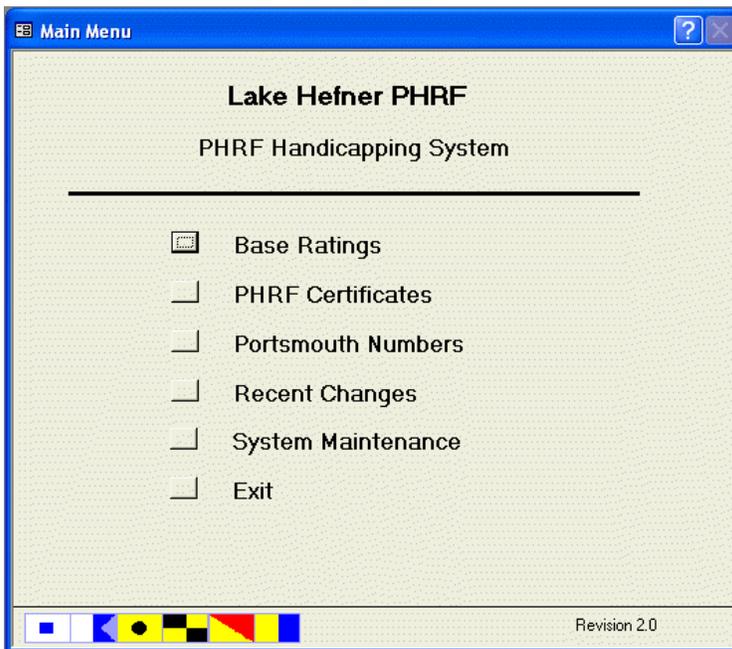
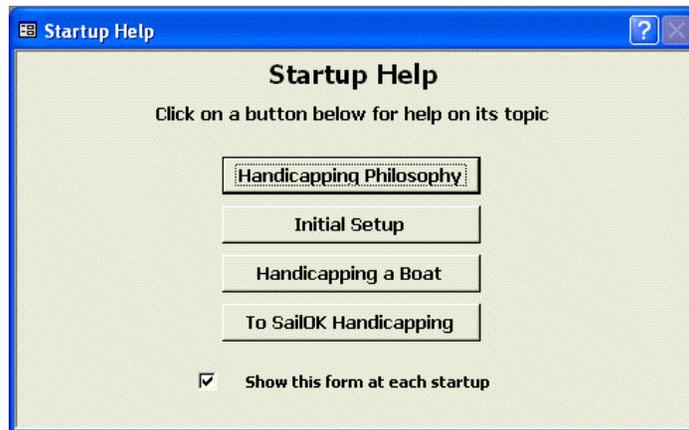
The installation program will guide you through initial installation. The first screen identifies the program and displays a copyright notice. Click the Next button to continue. The next screen displays the license agreement. Please read and, if you agree with the terms, click the corresponding radio button then click the Next button again. The next screen is just a reminder to refer to the README file for further instructions on setup after installation. Click the Next button again after reading. The next screen allows you to specify where you want the software installed and suggests a default folder. Use the Browse button to select another folder if you do not want the suggested default. Click the Next button again. The next screen gives you the options of installing shortcuts on the Start Menu and the Desktop. It is generally advisable to at least install it on the Start Menu even if you do not choose the Desktop. Check or uncheck the option boxes and click the Next button again. The next screen verifies installation options. Click the Next button again. The next and final screen gives you the option of displaying the README file and of executing the program. It is advisable to check the box to display README but do not execute the program. It is not yet ready to run. Click the Finish button to complete the first step of installation. At any screen during the installation procedure, other than the final one, you can click the Back button instead of the Next button to move back one or more steps. This allows you to correct any errors you might have made in earlier specifications.

After installing the programs, it will be necessary to manually correct the name of the database. SailOK Handicapping is supplied initially with a skeleton set of data tables for handicapping data. These databases are intentionally misnamed. The purpose is so that future upgrades can be supplied without having to rebuild your data. It will be necessary for you to correct these names upon initial installation. The Handicapping database will be named Empty_Handicap_Data.mdb and will be found in the folder where you installed the software. Its name must be changed to Hanidicap_Data.mdb.

Running the Program

After the software has been installed, you can run it by clicking it on the Start Menu or its icon on the Desktop, whichever you elected to install. If you selected neither then you will have to determine how to run it on your own. This will start Microsoft Access and present the SailOK Handicapping Main Menu. The first time the program is run,

however, this Help Menu will appear before the Main Menu. You can click any of the buttons to see the associated help text. This screen will continue to be the first thing displayed each time you start SailOK Handicapping. If you uncheck the check box near the bottom, the screen will no longer appear and the Main Menu will be the first form displayed. There is another option on the System Maintenance Menu to turn this feature back on should you decide to restore it. To finish the initial setup of the system, select the “To SailOK Handicapping” option to get to the Main Menu.



The Main Menu looks like this. For initial setup, select the “System Maintenance” option to display the System Maintenance Menu.

The menu form displays a background image that is linked to a file installed with the programs. You can change the image to one of your choosing by replacing the existing file with one of your choice. The file name is MainBgnd.jpg and must remain the same. The new image must also be a JPEG image. If you name the file

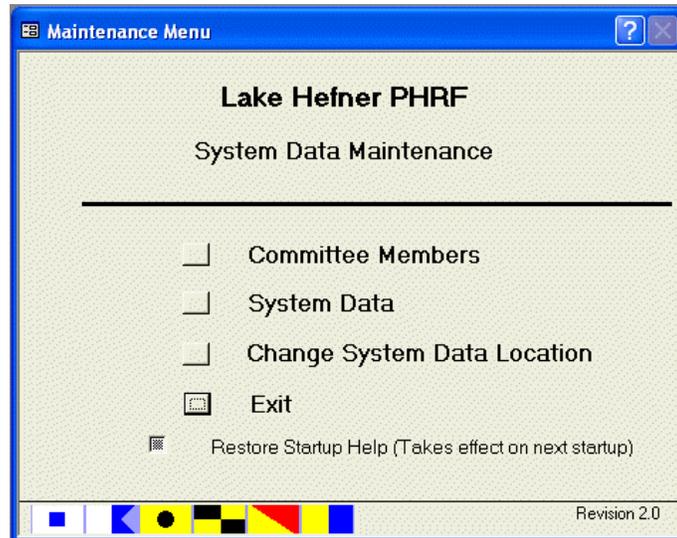
wrong or submit something other than a JPEG image, Access will complain at startup but the menu will still load and function without any background image. The file is located in a folder named Graphics under the folder where you installed the application. If you selected the default installation location the image file will be found at

C:\SailOK\PHRF\Graphics\MainBgnd.jpg

Initial Setup & Customization

After successfully installing the programs and databases of SailOK Handicapping, it will still be necessary to do some specific setup procedures, or customization. After this Startup Help Form closes, the Main Menu will appear. From it, select the Maintenance Menu and from that, select the "Change System Data Location" option to specify where your system data is located. If you took the default installation location then this step is not necessary.

Next select the "Maintain System Data" option to customize your version as necessary. Note that if you installed in a location other than the default, it may be necessary to select the "Change System Data Location" option first in order to tell the system where its data is located. If this is the case, you will get a message to indicate it.



The menu form displays a background image that is linked to a file installed with the programs. You can change the image to one of your choosing by replacing the existing file with one of your choice. The file name is MainBgnd.jpg and must remain the same. The new image must also be a JPEG image. If you name the file wrong or submit something other than a JPEG image, Access will complain at startup but the menu will still load and function without any background image. The file is located in a folder named Graphics under the folder where you installed the application. If you selected the default installation location the image file will be found at

C:\SailOK\PHRF\Graphics\MainBgnd.jpg

Selecting the System Data option will open the System Data Form for you to change any of the parameter values to customize the system to fit your needs.

- Start by entering your fleet's name as you want it to appear on your forms and reports. Replace the Text Value field on the line labeled Fleet with the appropriate name.
- Supply the location of your handicapping data, if you did not take the default installation location.
- Supply the location of the scoring data if you did not take the default installation location.
- Supply the folder location for your web reports at the RepDir line is desired.
- Other customization can be done later.

Code	Name	Value As Text	Integer	Number	Date
BaseDate	Base Effective Date				28-Mar-03
CertDate	Certificates Effective Date				20-Mar-03
Fleet	Handicapping Fleet Name	Lake Hefner PHRF	0	0	
HcapData	Handicap Data	c:\SailOK\PHRF\Handicap_Data.mdb	0	0	
LastChg	Date of last changes report		0	0	10-Sep-02
Lkey	License Key	Register at www.sailok.com	0	0	
PWR1	Portsmouth wind range 1		4	0	
PWR2	Portsmouth wind range 2		12	0	
PWR3	Portsmouth wind range 3		19	0	
PWR4	Portsmouth wind range 4		54	0	
RepDir	Reports Directory	c:\SailOK\PHRF			
ScoreData	Scoring Data	c:\SailOK\Face\Score_Data.mdb	0	0	
TOT-A	Time Factor A		550	0	
TOT-B	Time Factor B		725	0	

Record: 6 of 14

If you have registered your copy of SailOK Handicapping, you will have received a License Key. This value must be entered into the Text Value column of the Lkey row. You can type it there but you must do so very carefully, exactly as you received it, including upper and lower case and the exact spacing specified. If you saved the email in which you received the key as instructed then you can just type a question mark in the Text Value column and supply the location of the file when asked. SailOK Handicapping will then read the key from that file for you, eliminating the chance for typing or interpretation errors.

With this done, you are ready to begin recording your handicap data. You must first exit the system completely and restart it for your changes to take effect.

Handicapping Philosophy

Handicapping of centerboard and most multihull boats is adequately covered by the Portsmouth system. Most keelboats, however, are not well represented in Portsmouth. Portsmouth is a statistically based system and there are just too many varieties of keelboats and too many variations within those varieties, not to mention too much variance in sailors' abilities, for representative statistical sampling.

There have been numerous attempts at reasonable handicapping systems for keelboats, most of them based on some measurement rule. These always tend to be expensive and cumbersome. They work fairly well for the grand prix circuits but for most club racing, they are just overkill. As a result, the Performance Handicap Rating Fleet, of PHRF, was established. It is by far the predominant system used for most keelboat handicapping. It is

the system primarily supported by SailOk Handicapping. As its name implies, PHRF is a performance based rating system but it is not statistical. Instead, the ratings are based on observations and the accumulated knowledge of a qualified rating committee, usually with some means of arbitrating disagreements.

Actual handicapping, whether PHRF or Portsmouth, is beyond the scope of this document as well as this software. SailOK Handicapping, instead, provides a means of recording and maintaining handicapping data and providing it to SailOK Scoring, or your scoring system, in a convenient and immediately useable form. Maintaining Portsmouth ratings is fairly straight forward, unless your club deviates from the standard Portsmouth tables. Then it may become a little more problematic. Maintaining PHRF ratings, however, usually involves maintaining the underlying certificates and related information upon which the rating was based. This can be a much bigger problem. In the case of either system, providing the data to you scoring system is always a concern. SailOK Handicapping solves all these problems for you.

Handicapping: Overview

Entering a Base Rating

The first step in entering a new certificate is to ensure that there is a base rating for the class of boat. If not then it should be entered before recording the individual certificate. To do so, select Base Ratings from the Main Menu to display the list of current base ratings for all classes currently rated by you rating committee. If the class of the new boat is not listed then it must be added at this time.

Click the Add button to open the form allowing entry of all the data associated with the class and its base rating. This is the time to give an alias to the class if desired. After entering all the information you have, including the rating, click the exit button to close the form and return to the list of ratings. The new class should now appear. Close that form to return to the menu and you are ready to add the new certificate.

Entering an Individual Certificate

If there is a not base rating on file for the class of the boat getting a new certificate then it must be added first. See the previous section. To add the new certificate, once the base rating is on file, select the PHRF Certificates option on the Main Menu to open the list of active certificates. Click the Add button to open the form for entering all the data associated with the new certificate. Then fill in all the blanks as supplied on the actual certificate. Click the Done button to return to the list. The new certificate should now appear. Close that form to return to the menu.

Entering a Portsmouth Rating

Entering a new Portsmouth rating is much like entering a new PHRF base rating. Select Portsmouth Numbers from the Main Menu to open the list of current Portsmouth

numbers. Click the Add button to open the individual class Portsmouth form. Enter all the data supplied by your rating committee or from the Portsmouth tables, if authorized. Click the Exit button to close the form and return to the list. The new class should now appear. Close that form to return to the menu.

PHRF Base Ratings

Base Ratings List

Selecting the Base Ratings option from the Main Menu displays the form, a list of the classes currently rated by your committee and recorded into the system. The classes

The screenshot shows a software window titled "Base Ratings" with a subtitle "Lake Hefner PHRF Base Ratings". At the top, there are buttons for "Exit", "Add", "Review", "Print", and "Web". Below these is a table with the following columns: Class, Alias, Description, Sec/Mi Rating, Effective Date, First Rated, and # Boats. The table lists various boat classes such as Aquarius 23, Balboa 26, Beneteau 210, etc. At the bottom of the window, there is a record selector showing "Record: 1 of 66".

Class	Alias	Description	Sec/Mi Rating	Effective Date	First Rated	# Boats
▶ Aquarius 23		Aquarius 23 swing keel	270	15-May-98	5/15/1998	1
Balboa 26		Balboa 26 swing keel	216	13-Dec-90	12/13/1990	1
Beneteau 210		Twin rudders	195	26-May-01	5/26/2001	1
Beneteau 25	B-25	Beneteau 25 Sport boat	120	17-Apr-03	4/17/2003	1
Beneteau 281			174	30-Aug-01	8/30/2001	1
C&C 24			225	26-May-01	5/26/2001	1
C&C 25		Longer description	219	12-Mar-98	3/12/1998	2
Cape Dory 30			210	19-Apr-98	4/19/1998	1
Catalina 22	C-22	Catalina 22 swing keel	270	11-May-84	5/11/1984	7
Catalina 25	C-25	Catalina 25 all keel configurations	225	01-May-00	5/10/1990	13
Catalina 27	C-27	Catalina 27 all keel and rig configurations	204	01-May-00	5/26/1984	9
Catalina 30			186	19-Apr-98	4/19/1998	1
Chrysler 26		Same boat as TMI 26	228	25-Jul-01	7/25/2001	1
Clipper 30		Clipper Marine 30 swing keel	273	10-May-84	5/10/1984	1
Columbia 24	COL 24	Both deck versions	255	15-May-84	5/15/1984	2
Coronado 25			231	18-May-84	5/18/1984	1
Freedom 28			192	23-May-93	5/23/1993	1
Hobie 33	H-33	Hobie 33 monohull with standard equipment	96	18-May-93	5/18/1993	1
Hunter 212			225	26-May-01	5/26/2001	1
Hunter 22		Hunter 22 swing keel	252	18-May-93	5/17/1987	2
Hunter 240		Hunter 240 water ballast	255	25-Apr-01	4/25/2001	0
Hunter 25.5			204	16-Feb-91	6/13/1987	1
Irwin 23		Irwin 23 shoal keel/centerboard	246	10-May-84	5/10/1984	0
Islander 28	I-28		204	19-Apr-98	6/26/1997	2
J-22 ODR	J-22	J-22 One Design - no overlapping genoa	174	01-May-01	4/12/1984	20
J-24	J-24		168	01-May-01	5/5/1984	11
J-80		J-80 - PHRF rig	114	01-Jun-98	6/1/1998	0

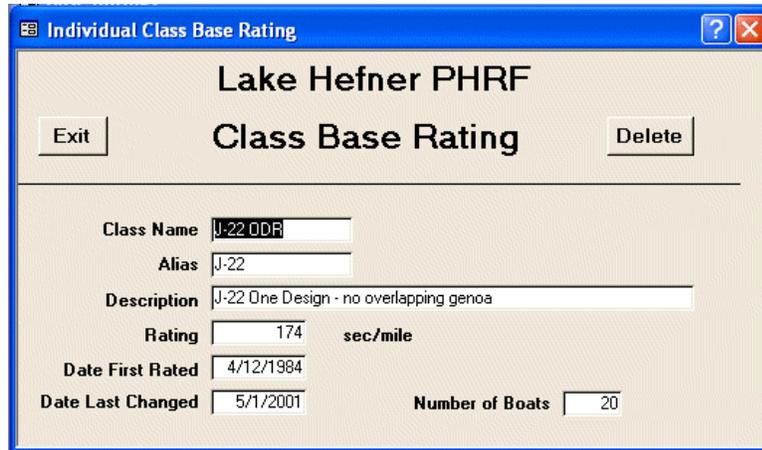
are listed in alphabetical order, each class contained on one line. Click the Add button to begin adding a newly rated class or click the record selector (the box at the far left edge) to select an existing class. You cannot delete or modify any of the data on this form. To change any of the data for a class, select the class and click the Review button to open the single class rating form. On it you can make changes or even drop the class.

You can also print this list or send it to a file for uploading to your club's web page. Click the Print button to produce the list in a printable form but in preview mode. This allows you to view it on the screen before committing it to Windows for printing. Press the Ctrl-P key on the preview report to send it to the Windows Print dialog. To send it to the web page, click the Web button. When finished, click the Exit button to return to the menu.

Class Base Rating Form

This is the single class rating form. It is used to enter a new class rating or modify the data associated with an existing class. It also gives a means for dropping a class completely from your records. The fields on the form are:

- Class Name
- Alias
- Description
- Base Rating
- Date first rated
- Date rating last changed
- Number of Boats



The screenshot shows a window titled "Individual Class Base Rating" for "Lake Hefner PHRF". The main heading is "Class Base Rating". There are "Exit" and "Delete" buttons. The form fields are as follows:

Class Name	J-22 DDR
Alias	J-22
Description	J-22 One Design - no overlapping genoa
Rating	174 sec/mile
Date First Rated	4/12/1984
Date Last Changed	5/1/2001
Number of Boats	20

The name is required but the alias and description are optional. The rating also is required. The date first rated is for the date of the first time the class was rated. The date last changed is for the date of the most recent rerating of the class.

If this is a new rating, enter as much information as supplied by your rating committee. The description may be the place for any relevant comments. Be sure to include the class name, rating and first date.

If this is a change, make any changes necessary. If the rating is being changed, you will have the option of applying the change to all individual certificates of the class. Unless directed not to do so by the rating committee, you should usually apply the change to all affected boats. Also, if it is a rating change, be sure to enter the effective date of the change in the date last changed field.

The Number of Boats is calculated based on the Certificates table and its value cannot be changed manually. To delete the class, click the delete button and confirm your intent when asked.

Click the Exit button to return to the list of base ratings. Your changes should be reflected on the list.

PHRF Certificates

Certificates List

Selecting the PHRF Certificates option from the Main Menu displays the form, a list of all the individual PHRF certificates currently rated by your committee and recorded into the system. The certificates are listed in class/number order; each boat contained on one

Certificates Lake Hefner PHRF
Active Certificates

StatusOption: Active Archived

OrderOption: Class Sail Owner Name

Buttons: Exit, Add, Review, Print, Web

Class	Number	Owner	Boat Name	Base	Adjust	Rate	Effective Date	Approved By
Aquarius 23	752	Earl Miller	Heather-J	270	0	270	4/29/2003	David Bass
Balboa 26	290	Deal Bowman	Chickadee	216	0	216	12/15/1990	Bayless Kirtley
Beneteau 210	80	John Fleming		195	0	195	5/26/2001	Mike Anderson
Beneteau 25	71	Bilodeau/Fleming		120	0	120	4/17/2003	Preston Thompson
Beneteau 281	614	Tom David	SS Tadpole	174	0	174	8/30/2001	Mike Anderson
C&C 24	297	Bill Brett	Airborne	225	0	225	5/26/2001	Mike Anderson
C&C 25	584	Pat McNamara		219	0	219	4/25/2001	Mike Anderson
C&C 25	747	Roy Lockwood		219	0	219	4/1/2000	Tom Holdridge
Cape Dory 30	28	Mike Anderson	Liberated Fantasy	210	0	210	4/19/1998	Bruce McDermott
Catalina 22	13031	Francis Beling	Ippya	270	0	270	4/25/2001	Mike Anderson
Catalina 22	13310	George Farha	It's George	270	0	270	5/26/2001	Mike Anderson
Catalina 22	14723	Robert Heatley	Serenity	270	0	270	5/8/2003	Preston Thompson
Catalina 22	455	Jack Williams		270	0	270	5/11/1984	Bayless Kirtley
Catalina 22	6416	Dave Bryan	Escapade	270	0	270	5/14/1985	Bayless Kirtley
Catalina 22	8367	Scott Rush	Oasis	270	0	270	4/7/1998	Bayless Kirtley
Catalina 22	8672	Jay Huston		270	0	270	6/14/2002	Bayless Kirtley
Catalina 25	1358	Bill Bales	Wave Bye	225	0	225	4/19/1998	Tom Holdridge
Catalina 25	1749	John Walters	La Dolce Vita	225	0	225	4/1/2000	Tom Holdridge
Catalina 25	1895	Steve Meyer	Turtle Herd	225	0	225	4/19/1998	Tom Holdridge
Catalina 25	2102	Jeff Brown	Sans Souci	225	0	225	9/12/2001	Mike Anderson
Catalina 25	2358	Terry Flaughner	The Audacity	225	0	225	8/9/1992	Harold Eiseman
Catalina 25	2906	Robbin Phillips		225	0	225	3/20/2003	Preston Thompson
Catalina 25	3316	Chris Bayouth	Tanny Ann III	225	0	225	5/26/2001	Mike Anderson
Catalina 25	3693	Andy Walford	Spirit Wind	225	0	225	5/26/2001	Mike Anderson
Catalina 25	3924	Jerry Searcy	Twin Dolphins	225	0	225	3/23/2003	Bayless Kirtley
Catalina 25	4237	Jeff Burke	My Harley	225	0	225	6/14/2001	Mike Anderson
Catalina 25	5692	Eliot Schecter	The Cat's Meow	225	0	225	12/15/1990	Rick Hudak

Record: 1 of 137 (Filtered)

line. You can change the order of the list by selecting one of the radio buttons in the top right corner of the form. Click the Add button to begin adding a new certificate or click the record selector (the box at the far left edge) to select an existing one. You cannot delete or modify any of the data on this form. To change any of the data for a boat, select the boat and click the Review button to open the individual certificate form. On it you can make changes or even drop the boat's certificate.

You will see, in the top left corner, another set of radio buttons. When certificates become inactive, they are not removed completely from the tables. Instead, their status is changed from active to archived. When a certificate is archived, everything else remains unchanged. That way, it can later be restored to active status, either to the same or a new owner. More on this in the next section. This same form is used for displaying both the active and the archived certificates. Select which set you want by clicking the corresponding radio button.

You can also print this list or send it to a file for uploading to your club's web page. Click the Print button to produce the list in a printable form but in preview mode. This allows you to view it on the screen before committing it to Windows for printing. Press the Ctrl-P key on the preview report to send it to the Windows Print dialog. To send it to the web page, click the Web button. When finished, click the Exit button to return to the menu.

Individual PHRF Certificate

This is the individual PHRF Certificate form. It is used to record the data for a new certificate or modify the data associated with an existing one. It also gives a means for removing a certificate from active status, restoring an archived certificate to active and removing an archived one entirely. There are many fields on the form. For convenience in fitting the page, it is displayed here in two sections.

The screenshot shows a software window titled "Individual Rating Certificate" for "Lake Hefner PHRF". The main title is "Active Rating Certificate". At the top, there are three buttons: "Exit", "Archive", and "Print".

The top section contains the following fields:

- Sail No. [7]
- Owner []
- Boat Name []
- Address [3824 NW]
- Class [Beneteau 25]
- City, ST, zip [Okla City] [OK] [73116]
- Date Filed [4/1/2003]
- Telephone []

The bottom section is titled "Rating Committee Use Only" and contains the following fields:

- Base Rating [120]
- Hull/Keel Adjustments [0]
- Genoa Adjustments [0]
- Spinnaker Adjustments [0]
- Motor/Prop Adjustments [0]
- Other Adjustments [0]
- Total Adjustments [0]
- Final Rating [120]
- Previous Rating []
- Comments [2nd phone]
- Initial Date []
- Last Date [4/17/2003]
- First Approved By [Preston]
- Last Approved By [Preston]
- Exit button

The top section is used for all certificates. It supplies all the owner information and the class of boat, for all standard production classes, as well as the rating.

- The sail number, class, date filed and owner's name are all required. They are required for the certificate to be valid also.
- The address and phone information are not specifically required but are certainly desirable. Your rating committee may require them for the certificate to be valid.

- The base rating is initially taken from the base ratings table for the corresponding class.
- Any adjustments listed on the certificate should be entered manually in the appropriate fields.
- Comments by the rating committee, if any, go in the comments field.
- The last date and approved by fields also correspond to data from the certificate.

If this is a new certificate, the program will automatically step through all the regularly entered fields, including last data and first approved by. If there are any adjustments to be entered, you will have to do so manually, using the mouse to position to the corresponding field. The final rating will be calculated automatically.

If you are making changes to an existing certificate, you will usually position manually to the appropriate fields and enter the corresponding values. Be sure to enter the last date and last approved by fields, if appropriate, usually only in the case of a changed rating.

When finished, if there are no changes need to the bottom section of the form, click either Exit button to save your changes or additions and return to the list of certificates.

You can click the Print button to print a copy of the form and its data. A popup will ask if you want to include the data. If you answer yes then you will get a copy of the form exactly as it appears, including all the data. If you answer no then you will get an application blank suitable for filling out to apply for a rating. Note that the order of the information on the blank is slightly different from the form shown here.

This is also the form where you can change the status from active to archived. Click the Archive button and, after confirmation, the certificate will be archived and will no longer appear in the list of active certificates.

If this was an archived certificate then the top of the form will look like this

The screenshot shows a software window titled "Individual Rating Certificate" with a blue header bar. The main content area has a light green background and is titled "Lake Hefner PHRF Archived Rating Certificate". At the top left is an "Exit" button. At the top right are "Restore", "Delete", and "Print" buttons. Below these are several input fields arranged in two columns:

Sail No.	226	Owner	
Boat Name	The Coven	Address	2604
Class	J-22 ODR	City, ST, zip	OKC OK 73120
Date Filed	6/8/2001	Telephone	

but the rest will be as shown above. The difference is in the buttons. Archive has become Restore and a new Delete button has been added. Click the Delete button to remove an archived certificate entirely and permanently from your records, after confirmation. The Restore button allows you to return a certificate to active status. It may be that one was archived in error. This is a simple means to restore it. It may also be that a new certificate has been issued for the boat but to a new owner. This also gives a simple means of entering that new certificate without having to reenter all the data on the boat.

When you click the Restore button, you will be asked whether this is a new owner. If not then the certificate's status is just changed from archived to active and no other changes are made. The certificate then reappears in the active list and disappears from the archived. If it is a new owner then you will be reminded to enter the new owner's name and other information and the Exit button will change to a Done button. When finished, click the Done button to create a new certificate with active status, leaving the old one as archived.

The bottom half of the certificate form lists important specifications for a custom, or non-standard, boat. It is also used to list any deviations for a standard boat.

Deviations From Standard Boat None

LOA LWL Beam Draft Disp

Rig (check one)
 Masthead Fractional (% if fractional)

Keel (check one)
 Fin Full Centerboard Daggerboard Swing

Sail Measurements (fill in all)
P I Spinnaker SMG Headsail LP (%)
E J Spinnaker SL Spinnaker Pole

Power (check one)
 Inboard Outboard Saildrive Fixed Outboard None

Prop (check all that apply)
 In Aperture Folding Sail Drive Fixed 2 Blade
 Exposed Shaft Feathering Strut Drive Fixed 3 Blade

Other (modifications or explanations as may be useful)

For a custom boat, all sections are usually required. For a standard boat, only those sections corresponding to deviations are usually supplied. In either case, all this data comes directly from the boat's certificate and should be just entered as supplied. The "Other" section usually corresponds to comments or explanations supplied by the boat owner.

Portsmouth Ratings

Portsmouth Tables

Selecting the Portsmouth Ratings option from the Main Menu displays the form, a list of the classes currently rated by your committee and recorded into the system. The classes

The screenshot shows a window titled "Portsmouth Table" with a header "Lake Hefner PHRF Portsmouth Maintenance". Below the header are buttons for "Exit", "Add", "Review", "Print", and "Web". A table lists various sailing classes with columns for Class, Alias, Description, DPN, and Wind Range (subdivided into <4, >=4, >=12, <19, and >=19). At the bottom, there is a record selector showing "Record: 1 of 19".

Class	Alias	Description	DPN	Wind Range				
				<4	>=4	>=12	<19	>=19
▶ 420	420	International 420	98.4	104	101.3	94	90.8	
505	505	International 5-0-5	80.2	82.4	81.1	79.8	78.2	
Dolphin Sr	DLPSR	Dolphin Sr	106.2	112.1	108.9	100.3	98.9	
Dutchman	FD	Flying Dutchman	80.2	82.5	81.5	78.2	75.9	
E Scow	E-SC	E-Scow	73.2	77.7	75.3	70.6	69.3	
Fireball	FB	Fireball	86	87.9	87.6	85	83	
Flying Scot	FSCT	Flying Scott	90.4	92.2	91.5	89.7	87.7	
Force 5	F5	Force 5	96.1	98.1	96.5	95.4	93.4	
Hobie 16	HOB16	Hobie 15 cat	76.8	0	0	0	0	
JY 15	JY15	JY 15	91.1	92.7	92.1	92	0	
Laser	LASE	Laser	91.4	93.7	92.1	91.2	88.5	
Laser Radial	LASEM	Laser Radial/Laser M	96.2	98.6	96.3	91.4	91.4	
Lightning	LI	Lightning	87.8	93.2	88	86.3	84.6	
One Design 14	OD14	One Design 14 std rig	88.3	89.2	87.8	87.8	87.8	
Optimist	OPTI	Optimist Pram	138	0	0	0	0	
Snipe	SN	Snipe	92.6	95.6	93.1	91.3	89.8	

are listed in alphabetical order, each class contained on one line. Click the Add button to begin adding a newly rated class or click the record selector (the box at the far left edge) to select an existing class. You cannot delete or modify any of the data on this form. To change any of the data for a class, select the class and click the Review button to open the single class rating form. On it you can make changes or even drop the class.

You can also print this list or send it to a file for uploading to your club's web page. Click the Print button to produce the list in a printable form but in preview mode. This allows you to view it on the screen before committing it to Windows for printing. Press the Ctrl-P key on the preview report to send it to the Windows Print dialog. To send it to the web page, click the Web button. When finished, click the Exit button to return to the menu.

Class Portsmouth Rating

This is the single class rating form. It is used to enter a new class rating or modify the data associated with an existing class. It also gives a means for dropping a class completely from your records. The fields on the form are:

- Class Name
- Alias
- Description
- Base Rating
- Date first rated
- Date rating last changed

SinglePortsmouth : Form

Lake Hefner PHRF

Exit Portsmouth Class Rating Delete

Class Name: 505

Alias: 505 Enter the class name

Description: International 5-0-5

Dpn: 80.2

Wind Range 1: 82.4

Wind Range 2: 81.1

Wind Range 3: 79.8

Wind Range 4: 78.2

The name is required but the alias and description are optional. The Dpn rating also is required. The Wind Range Factors are desirable, if available but, if not, just leave blank and the Dpn will be used for all wind ranges in handicapping the boats of this class.

If this is a new rating, enter as much information as supplied by your rating committee. The description may be the place for any relevant comments. Be sure to include the class name and Dpn. If this is a change, make any changes necessary.

To delete the class, click the delete button and confirm your intent when asked.

Click the Exit button to return to the list of Portsmouth ratings. Your changes should be reflected on the list.

Recent Changes

SailOK Handicapping keeps track of all changes to individual PHRF ratings, except those resulting from a class base rating change. The changes include,

- Adding new certificates,
- Archiving old certificates,
- Restoring archived certificates to the original owner,
- Changes to individual ratings.

Click the Recent Changes option of the Main Menu to display this form, listing all the changes made since the date specified in the field near the top.

Class	Sail Number	Owner	BoatName	Old Rating	New Rating	Effective Date	Code
Catalina 22	8024	Ann	Serendipity	270		3/20/2003	Drop
Santana 525	130	Chris	Deep Blue Funk	186		3/20/2003	Drop
Santana 23	5	Robert	Good Deal	177		3/20/2003	Drop
Santana 22	560	Tom		243		3/20/2003	Drop
Santana 20	352	David		222		3/20/2003	Drop
J-24	2554	Leroy	Look Ma	168		3/20/2003	Drop
Hunter 22	71	Shawn	Fervency	252		3/20/2003	Drop
Catalina 25	3924	Don	Twin Dolphins	225		3/20/2003	Drop
Catalina 25	1988	Ben	I B Sailing	225		3/20/2003	Drop
Wylie Wabbit	20		Wabbit	147		3/20/2003	Drop
Catalina 22	6016	Terry	Sanibel Shell	270		3/20/2003	Drop
Merit 25	844	Preston	Music	171		3/20/2003	Drop
J-24	2544	Janie	Look Ma		168	3/20/2003	Add
J-24	1913	Janie	Rock 'n' Roll		168	3/20/2003	Add
Star ODR	5581	Andy	Anna Beth		147	3/20/2003	Add
Ranger 28 TM	68	Don	Cimarron		180	3/20/2003	Add
J-22 ODR	614	Shawn	Fervency		174	3/20/2003	Add
J-22 ODR	551	Johnny	Paranoia		174	3/20/2003	Add
Catalina 25	2906	Robbin			225	3/20/2003	Add

This date is set in your System Data and can optionally be reset by printing the report of recent changes. Refer to System Data in a later section. Each line corresponds to one change. The fields are:

- Class, sail number, owner and boat name to identify the certificate.
- Old Rating is the rating before the change on a Drop or Change entry.
- New rating is the new rating assigned on an Add, Change or Restore entry.
- Effective Date is the effective date of the change.

- Code indicates the nature of the change. The valid values are Add, Drop, Restore and Change.

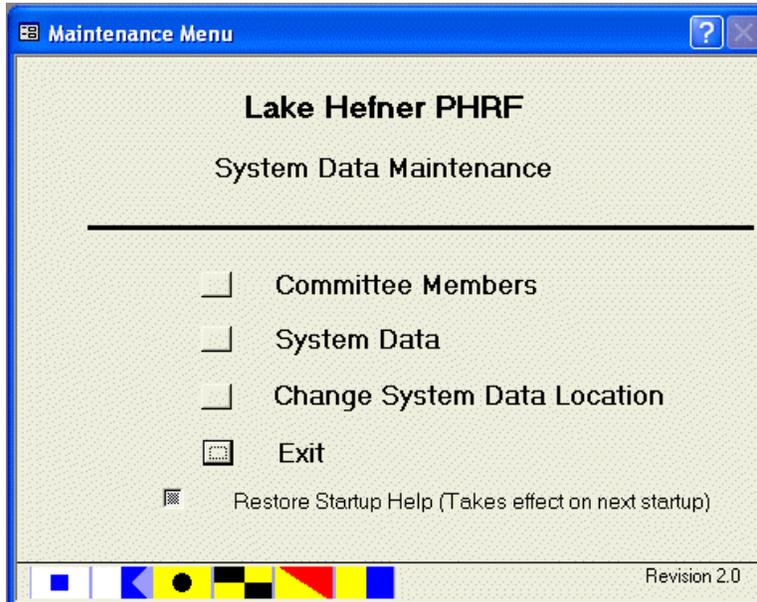
You cannot make changes to the values on the form or add new entries. Since all changes, adds and drops from the active certificates appear here and there is always the possibility of making such a change in error, there is a Delete button on this form to provide a means of deleting erroneous entries from the changes history.

Click the Print button to display a report of the data on the form in preview mode. Press Ctrl-P then to send the report to Windows for printing. Click the Web button to send the corresponding report to a file for uploading to your club's web page.

The date field at the top of the form is the cutoff date for entries to appear on this form and the subsequent reports. Any entries dated before that date remain in the table but will not appear on the form or its reports. The purpose of the reports is to give your members a quick reference of changes made since the referenced date. When you print the report, you will be given the option of bringing the date forward to the date of the report. If you do so then the next time you open this form, the new date will control the records displayed and subsequently printed on any reports. You can also change the date on this form.

System Data

Select the System Maintenance option on the Main Menu to open this System Data Maintenance Menu. The options are:



- Committee Members
- System Data
- Data Location
- Exit

There is also a check box to restore the startup help form that appears before the Main Menu. If you have turned of that option and want it back, this is the place to restore it.

Select the Committee Members option to open this form that lists the rating committee members by year, most recent year first. You should always keep this data up to date for historical purposes. It gives the year, the member's name and a check box to indicate the committee chairman. The data is not used in SailOK Handicapping but is stored only for historical purposes.



Select the System Data option to display this form

Code	Name	Value As Text	Integer	Number	Date
BaseDate	Base Effective Date				28-Mar-03
CertDate	Certificates Effective Date				20-Mar-03
Fleet	Handicapping Fleet Name	Lake Hefner PHRF	0	0	
HcapData	Handicap Data	c:\SailOK\PHRF\Handicap_Data.mdb	0	0	
LastChg	Date of last changes report		0	0	10-Sep-02
Lkey	License Key	Register at www.sailok.com	0	0	
PWR1	Portsmouth wind range 1		4	0	
PWR2	Portsmouth wind range 2		12	0	
PWR3	Portsmouth wind range 3		19	0	
PWR4	Portsmouth wind range 4		54	0	
RepDir	Reports Directory	c:\SailOK\PHRF			
ScoreData	Scoring Data	c:\SailOK\Race\Score_Data.mdb	0	0	
TOT-A	Time Factor A		550	0	
TOT-B	Time Factor B		725	0	

Record: 6 of 14

listing the parameters you specify to control the operation of your handicapping system. Unless instructed to do so as part of a system upgrade, you should never add or delete rows from the form. Likewise, do not change the Code or Name fields unless instructed. The Text, Integer, Number and Date columns are for your use. Usually only one of the columns applies on any one row. Listed by Code, the relevance of the rows is,

- BaseDate: The effective date of the Base Ratings data.
- CertDate: The effective date of the Certificates data.
- Fleet: Enter the name of your handicapping fleet here.
- HcapData: The folder in which you installed your handicapping tables.
- LastChg: The effective date for the Recent Changes form and reports.
- Lkey: The License Key you received when you registered.
- PWR: The maximum wind for each of the Portsmouth wind ranges.
- RepDir: The location for you web page reports.
- ScoreData: The folder in which you installed your scoring data, if any.
- TOT: The A and B factors used for scoring PHRF as Time-On-Time.

The dates listed are ordinarily maintained by the system through your day-to-day processing and should not be changed here unless some unusual circumstances dictate to do so. The location of you handicapping and scoring data were set up during the installation process and also should not be changed here unless the files are moved for some reason. SailOK Handicapping provides a regular procedure for correcting the data locations anyway. The PWR values must be specified by you rating committee. They are supplied initially as specified in the Portsmouth Handbook and should only be changed if

your committee dictates otherwise. Likewise, the TOT factors must be specified by your rating committee and should only be changed if so directed.

It is your responsibility to enter the proper value for your handicapping fleet's name. This name appears on all forms and reports. When you register the software, a License Key is generated, based on the name supplied. If you change this name after entering the License Key, the software will revert to its evaluation mode. To restore it to full capability, you must contact SailOK Software to register the new name and receive and install a new key. There is no charge for this service. When you get your key, you must enter it very carefully into the Text column of the corresponding row. The key must be entered exactly as received, including any upper and lower case and spacing. Alternatively, if you saved the email as instructed, you can type a question mark in the text field, supply the location of the email file and SailOK Handicapping will read the key from the file and install it for you, eliminating any possibility of misreading or mistyping the value.

When finished, click the Exit button to return to the Maintenance Menu.

Features

SailOK Handicapping has many features, many of which may not be found in other handicapping programs. It is aimed at PHRF handicapping but allows for maintenance of your customized subset of the Portsmouth tables. This allows for a great deal of flexibility and convenience in handicapping your boats and providing handicapping data to your scoring program, if you use one. Some of these features are:

Handicapping Data

- Maintains a master list of PHRF classes and their respective base ratings.
- Maintains complete PHRF certificate information for each rated boat.
- Maintains a custom subset of the Portsmouth tables with wind factors.
- Keeps an archive of removed certificates.
- Maintains a list of all added and dropped certificates and rating changes.
- Archived certificates can be restored to a new owner without reentering all the boat data.

Reporting

- Many neatly formatted reports are provided, including Base Ratings, Individual Certificates, Portsmouth Ratings and Recent Changes.
- Reports are available in html form at the click of a button for direct uploading to a web page.
- Reports can be previewed on screen before committing to print.
- Multiple copies can be specified.
- Reports are sent to Windows for processing.

Data Entry Aids

- Classes can have an alias or shorter name. This may be useful when adding a new certificate.
- Hot Keys are provided to get to all form buttons so it is almost never necessary to use the mouse, if so desired.
- Extensive help is provided for the field, button or other item containing the mouse pointer by pressing F1.
- Automatic hints are available for most fields and buttons by holding the mouse over the item a second or two.
- Several form fields, such as class alias, are associated with lists of valid values. These lists can be displayed by pressing the question mark key within the field.
- A value from the above lists can be copied directly back to the form from which the list was invoked with a single click of the mouse.

Other Features

- Sail numbers can be alphanumeric
- Duplicate sail numbers are allowed as long as the classes are different.
- Classes can have an alias or shorter name but the true name appears on all reports and forms.
- There is no limit to the number of Portsmouth ratings, class base ratings or individual PHRF certificates, either active or archived.

Limitations of Unregistered Copy

- The Main Menu displays a reminder that the copy is unregistered.
- Only 10 new PHRF Certificates can be entered.
- There is no limit on the number of PHRF Base Ratings or Portsmouth Ratings.

Registering Your Copy

You can remove the above limitations and notices from the unregistered copy of SailOk Handicapping by registering with SailOK Software and paying the associated registration fee. Current prices and details can be found on the web site (see the cover page of this manual). There will be a form to fill out and submit, with your payment. Upon receipt of the form and payment, SailOk Software will email you a License Key that will validate your copy and remove the shareware restrictions. It is not necessary to download or reinstall the software or data. The License Key will come with instructions on how to save it and install it into the program.

Registration also includes full support by email (and telephone where necessary) for one full year, including any corrections and enhancements to the program. Continuing support after that year is also available for a small annual fee.

Reports

SailOK Handicapping provides several printable reports. Each of the reports is available by clicking the Print button on the corresponding form. These reports include,

- PHRF Base Ratings
- Active PHRF Certificates
- Individual Certificate Form
- PHRF Application Blank
- Portsmouth Tables
- Recent PHRF Changes

Note: All reports will be presented in preview form. That is, they will display on the screen for proofreading instead of being sent directly to the printer. If the report needs further work on its underlying data, just click the close button (the little X in the upper right corner) to close it. If it looks all right and you want to print it, Press Ctrl-P (press and hold the Ctrl key and press the P key) to send it to Windows for printing. The Windows printer dialog screen should allow you to specify multiple copies if desired.

HTML

Some of the forms that produce the above reports also have a Web button. You can click it to produce the corresponding report in html format, suitable for posting on your club's web page. Html is a text markup language. It is the language of the World Wide Web. Web pages are developed in html or a variant thereof and all browsers recognize html to describe how the page should be displayed. A further description of html is beyond the scope of this document. Further understanding is not necessary in order to use the system or to produce the various web reports.

Navigating the System

Select the SailOK Handicapping desktop icon or select SailOK Handicapping from the Start menu to begin. The Main Menu form will appear shortly. Choose an option from the menu by clicking the corresponding Button. Doing so will present another menu or a Data Entry form. Follow the specific instructions for that menu or form. Click the Exit Button to quit SailOK Handicapping, close Access and return to Windows.

All the Data Entry forms deal with one or more tables in the data base. In their header sections, most have buttons near the top and all have at least an **Exit** button. Some of these buttons open another form or report. Some forms have an **Add** button to begin entering new records. The buttons are described in the respective form's description. Click the Exit button to close the current form and return to the form or menu from which it was called.

The detail section of each form presents some or all of the fields from selected records of the underlying data table, presented in a tabular format. The records are selected to be appropriate to the row you selected on the calling form before opening this form. For example, when on the Certificates form, you select a particular boat and click the Review button, only the certificate for the selected certificate will be displayed. To select a row of the form detail, there is a little square, blank icon at the left of each row called the Record Selector. Click that icon to select the corresponding row. The icon will change to a highlighted arrowhead. To modify the data in any cell, place the pointer over the cell and click. The data can then be changed by deleting and/or typing. If the cell is highlighted, typing any character will erase the old contents before entering the typed character. If it is not highlighted, the typed character will be inserted at the pointer location without erasing the entire cell. If a character is typed within any cell, the Record Selector icon will change to something looking like a pencil to indicate the record is being edited. When the editing icon is displayed, you can press the ESC key to cancel the most recent change. In some cases, pressing ESC twice will cancel the full record edit and return the row to its previous value. Note that some forms, particularly those that display a list, do not allow any changes, additions or deletions to their respective data. It is necessary to select a specific row and click the Review button to make such changes.

When in any cell, pressing the **tab key**, the right **arrow** key or the **down arrow** key will save the cell contents and move the pointer to the next cell. If on the last cell of a line then these keys will move the pointer to the first field of the next line. Pressing the shift-tab key, the left arrow key or the up arrow key will move to the previous field on the line.

Note, however, that some cells can only contain certain data. Entering invalid data will usually produce a notice then return to the invalid field. Also, some fields may cause some other event which requires additional information. A popup window will appear in these cases to request any other information needed.

Hot Keys/Keyboard Shortcuts

Microsoft Windows tends to be pointing device (commonly referred to as a mouse) intensive. Some users prefer to limit mouse activity by using "Hot Keys" to keep their hands closer to the keyboard as much as practical. SailOK Handicapping attempts to address this need by providing a limited set of hot keys.

When in the body of a form, most of the movement and other activity can be accomplished with the character keys and the tab (or arrow) keys. There are some cases, however, where this is not possible. When in the body of the form, none of these keys will get to the command buttons at the top of the form. When on the record selector in the body, none of these keys will get to the row data. To alleviate these situations, the following hot keys have been implemented.

- **Ctrl-E** Moves the focus to the Exit button. Available anywhere on the form.
- **Ctrl-A** Moves the focus to the Add button if one exists on the form. Available anywhere on the form.
- **Ctrl-B** Moves the focus to the leftmost of the group of command buttons to the right of the form, if any exist. The "B" represents "Button Array" as there may be more than one. Available anywhere on the form.
- **Ctrl-M** Moves the focus from the record selector to the first field of the selected record. Available only when the focus is on the record selector.
- **Ctrl-P** When displaying a report in preview format, this key will send it to Windows for printing.
- **?** Opens an appropriate list form when in a field of the body that supports a list. Only available when the focus is in a field that actually supports this feature.

The Ctrl keys are implemented by holding down the CTRL key while pressing and releasing the associated letter key, just like using the Shift key with a letter to produce uppercase.

When the focus is on any command button, pressing the tab key will move it to the next command button. Pressing the tab key while holding the shift key (shift-tab) will move the focus to the previous command button.

This leaves one situation where the mouse must still be used. If the focus is on a command button, the only key that will get back to the body is the Add button. This, however, moves the focus to the first field of the new record. There is currently no way to get from the new record to existing records on the form without using the mouse.

Microsoft Access Features

Check Boxes: Check boxes are special features. They hold an underlying value of yes or no but the appearance to the user is just a little square box which may or may not hold a common check mark. If the box is checked, it represents a value of yes. If not checked then it represents a value of no. To check a box that is not checked or to uncheck a box

that is checked, click the left mouse button over the box. Alternatively, if the box currently has the focus, press the space bar to toggle between checked and unchecked or yes and no.

Command Buttons: Command buttons appear in the upper section of the data entry forms and to the left of the menu options. They are rectangular objects that appear to be raised above the form surface. Those on the data entry forms have a caption describing briefly their function. Those on the menu have no caption but a full explanation is included in the wording of the menu option. To execute the function of a command button, position the mouse pointer over the button and click the left button. Alternatively, if the button currently has the focus (signified by a faint dotted rectangle on the face of the button, surrounding any caption) you can just press the Enter key. Within the Scoring system, you can move from one command button to the next by pressing the tab key or move to the previous by pressing shift-tab.

Popup Forms: There are some popup forms which may appear in normal operation of SailOK Scoring. These forms typically provide additional information, request additional information or question whether you want to perform some function.

Those that provide information will display the information along with a single button, labeled OK. Read the information then click on the OK button to continue. You will notice that the OK button has the focus so you can also press the Enter key instead of clicking the mouse button.

Those that request confirmation will display some information, typically ask a question and display two or three buttons. The buttons may be Yes and No, Ok and Cancel or Yes, No and Cancel. If you click Yes or Ok then you confirm your intent to proceed. If you click Cancel then you indicate that you do not want to continue. The result of clicking No depends on the circumstance of the situation. Carefully review the information and question before making a decision. On most such forms, the Yes button has the focus but some may be No instead. Again, you can indicate this default choice by pressing the Enter key.

Radio Buttons: Radio buttons always consist of a group of buttons, only one of which can be selected at any one time. They appear on the form as a set of circles that look to be holes in the surface. The selected button, if any, appears to have a black dot in its center. Select a button by placing the mouse pointer over it and clicking the left mouse button. Alternatively, you can tab to the selected button and toggle it on or off by pressing the Enter key. Selecting any button will automatically deselect all other buttons in the group. Some groups may require a button to be selected whereas others may not.

Record Selector: The record selector is what appears to be a column of gray rectangles just to the left of each row in the body of the form. The one on the last row, the empty new record contains an asterisk (*). When you first open a form, one of the record selectors, usually the first one, contains a black pointer to the corresponding row. If the

record selector is dark and its pointer is white, this indicates that the row is selected. To select any row, click on its record selector with the left mouse button. Alternatively, if a record selector has the focus, you can move between records by using the tab key or down arrow to move down and the shift-tab key or up arrow to move up.

System Requirements

SailOK Handicapping is a Microsoft Access database application for Windows. The following are minimum system requirements.

- Microsoft Access 2000 or newer
- Microsoft Windows 95 or newer
- 5 MB available disk space for installation
- CD ROM or 3-1/2 inch floppy drive for installation.
- Computer capable of running the above
- Additional disk space for data storage

SailOK Handicapping has been tested on Windows 95, Windows 98, Windows 2000 and Windows XP and functions properly on all. It has not been tested on any other versions of Windows but probably will run on any version that supports Access 2000.

The following are suggestions in addition to the above requirements.

- 200 PHRF Certificates can easily consume 1 MB of disk space
- A processor speed of 500mhz or faster will be good although not required
- Some reliable and convenient available backup media
- Regular backups should always be made of any dynamic data
- A reasonable quality printer for the quality reports
- SailOK Scoring provides a seamless and convenient sister application to score your races and regattas.