

Team Racing ranking list

A 'pilot' project from the team racing sub-committee at World Sailing

How to create an event and enter the teams/sailors

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Dear Organizing authority,

Thanks to be involved in the organization of team racing event.

To promote the team race, a new ranking list system was created and promoted by the team racing sub-committee from World Sailing.

I. Create your account

1) Create your user

First, you need to create an account at this address:

https://www.sailcup.com/TRranking/OA_login.php

Click on the “Create a new account” button.

On the next screen, enter all information:

- Name of your club: Yacht Club Sidney or Sailing Club of London.
- You have the possibility to enter the website of your club. Not mandatory, but it will help other sailors, coaches, to find useful information of your club if they want to come.
- Select the country of your club.
- Put an email. Important, this email will be the login to connect, and you will receive the temporary password to this email.
- Select the time zone of your club’s location.
- Don’t forget to check the agreement box.

When it is done, click the ‘Validate’ button.

Check your email, you should receive an email with the temporary password.

2) Logon for the first time

When you have received your temporary password, go to:

https://www.sailcup.com/TRranking/OA_login.php

Then, enter your email and the temporary password.

On the next panel, your email should be already present. Enter the following information:

- The temporary password: the one just entered in the previous panel
- Your new password
- Your new password again to confirm.

Validate with the button.

II. Manage an event

1) Create an event

On the menu bar, click 'Create an event', you need to enter some information:

- Name of your event, like: 'summer team race 2022' or 'Asian Optimist Team Race championship 2022'.
- If your event has a dedicated website, please enter here
- Enter how many editions you have already organized of this event
- The first and last day of the event
- The format of the team race event: 2 vs 2, 3 vs 3 or 4 vs 4.
- If the boats are provided or not.
- If it is possible for a team to ask to be invited, or it is closed, and only teams already qualified from previous events can enter your event.
- Select the category of your event:
 - o Regional: for some local clubs
 - o Inter regional: for club from different regions, event other neighbour countries.
 - o National championship: per year, each country can organize one and only one National team race championship. This event can automatically receive 3 as a grade.
 - o Continental event: if your event invites many teams, clubs from other countries from same continents.
 - o Continental championship: per year, each continent can organize one and only one Continental championship. This event can automatically receive 1 as a grade.
 - o World event: if your event invites many teams, club from all over the world.
 - o World championship: per year, only one event can have this title. It will be a grade W!
- Select how many racing areas you will have for this event. Most of the time is one, but big organization can manage to have 2 race committee teams.

All the following information will be needed to decide the grading of your event:

Registration information, about club(s), about team(s).

- Chief umpire: enter the World Sailing id of your chief umpire. If you don't know yet, no problem! You will have the possibility to enter it later, even during the event.
- PRO: if you have one, enter the World Sailing id. This information is not mandatory.

When it is done, enter the grade of your event that you hope.

Click the button 'Check grading criteria of your event before submit it'.

The system will tell you, according to the rules and parameters, which grade you should receive. This is not automatically; it will be at the appreciation of the team racing ranking list to upgrade you.

When you are happy, click the button 'Create/Save the event and ask grading'

Now, you can see that your event is created:

List of your event(s)											
future or running event											
Name	Start	End	Grade asked	Grade Received	World Sailing grade received ?	Modify website or chief umpire	Register teams & sailors	Enter result	Result sent	Delete / Cancel	
summer 2022	2022-06-25	2022-06-26	3	X	N	Edit / Modify	Manage Teams & sailors	No team registered	N	Delete	

When you will know your chief umpire, you can update by clicking the button 'Edit/modify'

In the following picture, you can see that your event has been accepted with a grade.

List of your event(s)											
future or running event											
Name	Start	End	Grade asked	Grade Received	World Sailing grade received ?	Modify website or chief umpire	Register teams & sailors	Enter result	Result sent	Delete / Cancel	
summer 2022	2022-06-25	2022-06-26	3	3	Y	Edit / Modify	Manage Teams & sailors	No team registered	N	Delete	

2) Send message to all teams

To allow clubs to score points for the ranking list, the teams registered to your event need to have a club ID.

At the same event, many teams can have the same team/club ID, if they are coming from the same club of course.

Do not hesitate to send a message to all your teams before the event to explain that they need to create their own club ID.

The process is this one:

- Connect to https://www.sailcup.com/TRranking/TEAM_login.php
- Click the red button 'Create new account'
- Enter all required information
- Click the 'Validate' button.
- Wait the reception of the email with the temporary password
- If not received, check your spam
- When received, go to the same address:
https://www.sailcup.com/TRranking/TEAM_login.php
- Enter your email and the temporary password

- Change the password
- Now your club ID is created

3) Enter the teams/entries.

When you will receive all the registration of your event, it is time to enter the teams.

Remember:

- It is not mandatory that all team has an ID, and the same for all skippers!
- A team can have an ID and not the skippers.
- A skipper can give his ID even if the team doesn't have an ID
- Only one skipper can give the idea, even if the other skippers of the team don't have any ID
- A team can have no ID and, in this situation, can decide to represent a specific country.
- A skipper can sail for a specific team during an event, and the next event can sail for another team

Click on the button 'Manage Teams & sailors'.

List of all teams of your event :

Register a new team	Name of the new entry/team : (This is NOT the id of the team! This is more a name like: TEAM A, team pirates, the sharks, team Germany ...) <input style="width: 100%;" type="text"/>	
	TEAM/CLUB ID of the club : (where is coming the new team Many teams can come from same club) The TEAM ID is created at: TEAM_login.php: <input style="width: 100%;" type="text"/>	
	MNA/country represented : (if no TEAM/CLUB ID specified as club for this team) <input style="width: 100%;" type="text" value="-- select a country --"/>	

Don't forget to enter each sailor ID for each team after, when the team is registered !!

Enter the following information:

- Name of the new entry/team: this the name of the team, not the World Sailing id! This name must be unique for this event! It will identify the team for the result. It can be 'team A, team B' and so on... Or the name of the country, in case of a continental championship. This is the only information which can NOT be empty.
- TEAM/CLUB ID: if a team wants to represent its club, you have to put their ID here. Many different teams on your event can share the same ID. This information is not mandatory.

- MNA/country. If a team/entry doesn't have a TEAM/CLUB ID but they want to represent their country, anyway, select the country. To enter the country, you must leave empty the 'TEAM/CLUB ID'.

When it is done, click the 'create this new team/entry'.

Repeat the process for all your entries/teams.

Don't leave this webpage, stay on it.

4) Enter the sailors

Now, time to enter the sailors.

Teams already registred				
Name of the team	World Sailing id	World Sailing name	Club/ University	MNA represented
team A	FRA1	Montpellier Medical University	University	FRA - France
team B	FRA1	Montpellier Medical University	University	FRA - France
team C	ESP1	Barcelona Universidad	University	ESP - Spain

Click on the link of a team to enter their sailors. Here, team A, team B or team C.

team's name : **team A** [Delete this team](#)

World Sailing id : FRA1 - country represented : France

Add a skipper to this team : World Sailing id of this skipper : [Add this new skipper](#)

You can now enter, one by one, all the sailors from this team by entering their World Sailing ID.

III. Enter the result

As you can see, to enter the result, you should be the last day of the event:

future or running event										
Name	Start	End	Grade asked	Grade Received	World Sailing grade received ?	Modify website or chief umpire	Register teams & sailors	Enter result	Result sent	Delete / Cancel
summer 2022	2021-10-20	2021-10-21	3	3	Y	Edit / Modify	Manage Teams & sailors	Too early	N	Delete

When it will be the last day of the event, or later, you can enter the result:

List of your event(s)										
future or running event										
Name	Start	End	Grade asked	Grade Received	World Sailing grade received ?	Modify website or chief umpire	Register teams & sailors	Enter result	Result sent	Delete / Cancel
summer 2022	2021-10-13	2021-10-14	3	3	Y	Edit / Modify	Manage Teams & sailors	Enter Result	N	Impossible event started

Click on the button 'Enter Result'.

1) Chief umpire

If you want to modify or update the chief umpire, you can do it at any moment before sending the result. After, it will be too late.

For this, click on the button "Edit/Modify" in the column 'Modify website or chief umpire'.

You need to have a chief umpire, he will be the one to validate your result!

2) Result check

General ranking & information

number of match sailed :

Team name during event	World Sailing id	Club / university name	Country represented	Overall position
team A	FRA1	Montpellier Medical University	FRA	-- select --
team B	FRA1	Montpellier Medical University	FRA	-- select --
team C	ESP1	Barcelona Universidad	ESP	-- select --
team D	FRA2	YCPR	FRA	-- select --
team E	-- no WSid --	-- no WSid --	ITA	-- select --
team F	FRA4	Cercle Nautique Nice	FRA	-- select --

You can see all your teams.

Enter the number of races sailed.

Select the overall position of each team and click the button 'First result Validation, Final validation below'

When it is done, on the same page, below, you have this display:

Verification

84 race(s) sailed.

Team name	Country	World Sailing id	Overall position
team A	FRA	FRA1	1
team C	ESP	ESP1	2
team B	FRA	FRA1	3
team D	FRA	FRA2	4
team E	ITA		5
team F	FRA	FRA4	6

Click the 'Send result' button.

You are now back to 'home':

List of your event(s)										
future or running event										
Name	Start	End	Grade asked	Grade Received	World Sailing grade received ?	Modify website or chief umpire	Register teams & sailors	Enter result	Result sent	Delete / Cancel
summer 2022	2021-10-13	2021-10-14	3	3	Y	too late	Impossible Result already sent	done	Y	Impossible event started

As you can see, the result is sent to the chief umpire for validation.

No more action is required from your side, thanks for your time!