



# TES ~ Importing Trailable Yacht Entrants into TopYacht via Step 6a.

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## Background

TopYacht can be used to import the Trailable Yacht entrants from TES.

The functionality depends on the method used as detailed below.

Australian Sailing (AS) updates the CBH values for trailable yachts on an ad-hoc basis. While TopYacht endeavours to keep the CBH values in the virgin TopYacht database up to date, it is recommended that users verify the values stored in the in-use database before using them.

See the TopYacht HELP topic: ***Add or Edit a Class Name and / or Yard-Stick***

Click [HERE](#) to visit Australian Sailing CBH listings page.

## Prerequisites:

- A TopYacht TES Interface licence;
- An Internet connection to the computer hosting TopYacht
- Knowledge of the TES User-name and Password (This will be supplied by TopYacht as part of the Club's first-ever TES setup).
- Knowledge of the TES Event ID (EVID) and TES Series ID (SeID) (See the article '[TES Determining Event and Series ID](#)')

## In TES

In this scenario, the user treats the entry TES entry as a rating, where TopYacht personnel configure TES with a handicap group of (say) 'EHC'. When entries close, the TES administrator loads the most recent (or locally preferred) CBH value for each boat via the TES handicapper's menu.

**The TES administrator must instruct TopYacht Personnel to configure the handicap group as "EHC" when setting up TES**

## In TopYacht

### Step 1: Setup the Registration Page

See the document: [Importing Keelboat Entrants into TopYacht via Step 6a](#)

## Step 2: Set up Each Series Page

### Open the Series Select Page... Series | Select a Series (Or TopYacht Menu Step 1)

Enter the TES Series ID (SID) into

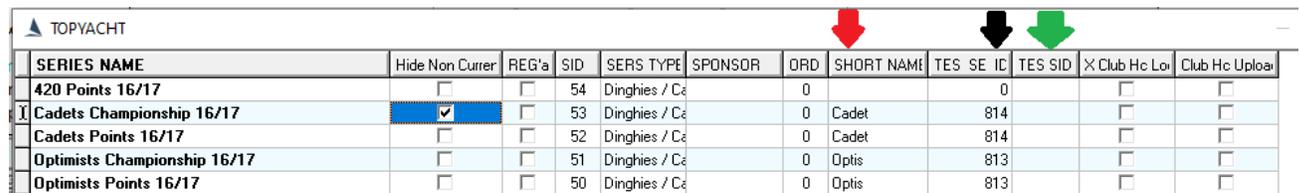
- the “TES SE ID” column (black arrow) OR
- the “TES SIDs” column (green arrow). This option is used where multiple TES Series contain competitors that are destined for the one TopYacht

Separate the different SIDs with a comma.

#### Caution:

If there is ONLY one TES Series ID number, place the number in the column with the BLACK arrow... NOT the column with the GREEN arrow.

TopYacht will otherwise throw an error



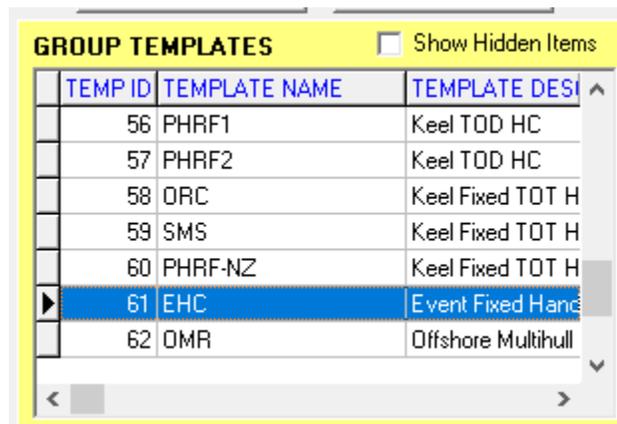
SERIES NAME	Hide Non Currer	REG'a	SID	SERS TYPE	SPONSOR	ORD	SHORT NAME	TES SE ID	TES SID	X Club Hc Lov	Club Hc Uploa
420 Points 16/17	<input type="checkbox"/>	<input type="checkbox"/>	54	Dinghies / C		0		0		<input type="checkbox"/>	<input type="checkbox"/>
Cadets Championship 16/17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	53	Dinghies / C		0	Cadet	814		<input type="checkbox"/>	<input type="checkbox"/>
Cadets Points 16/17	<input type="checkbox"/>	<input type="checkbox"/>	52	Dinghies / C		0	Cadet	814		<input type="checkbox"/>	<input type="checkbox"/>
Optimists Championship 16/17	<input type="checkbox"/>	<input type="checkbox"/>	51	Dinghies / C		0	Optis	813		<input type="checkbox"/>	<input type="checkbox"/>
Optimists Points 16/17	<input type="checkbox"/>	<input type="checkbox"/>	50	Dinghies / C		0	Optis	813		<input type="checkbox"/>	<input type="checkbox"/>

When a Block Entry is used in TES, the TES system automatically populates the relevant TES ‘child’ series. Additionally, end users may also enter at the child series level where they choose only to enter one series (and not a block of series).

Where block entry is used within TES, **only** use the child SE ID number in the column headed with a black pointer.

Provide a unique a “short name” for each series (red). This will become the file name of the downloaded list of entrants. So, make it short and series specific e.g. “Cadet” for the cadet Division.

## Step 3: Create the Handicap Groups (Series setup Page 3)



TEMP ID	TEMPLATE NAME	TEMPLATE DESI
56	PHRF1	Keel TOD HC
57	PHRF2	Keel TOD HC
58	ORC	Keel Fixed TOT H
59	SMS	Keel Fixed TOT H
60	PHRF-NZ	Keel Fixed TOT H
61	EHC	Event Fixed Hand
62	OMR	Offshore Multihull

Choose the EHC template.

## Step 4:

Create the first race. This step is essential as it provides data locations to accept handicap values.

## Step 5:

Click on Step 6a on the TopYacht front page menu, and follow the on-screen prompts until the import is complete.

## Step 6 (Optional)

At the completion of this importing process, TopYacht 'lands' on the screen associated with Step 6.

The stripping of alpha characters from (or truncating) sail numbers is performed in this screen.

Users may wish to consider such stripping of alpha characters using the Alpha Character stripping utility (See [HELP | Sail Number Alpha Character Stripping](#)). Heed warning No 1

## Step 7

Only when the import is complete, re-open the Series Setup and change the text in the column from "EHC" to 'CBH'. All reports will now show CBH instead of EHC on the column headings.

To add late entries from TES,

- change the GROUP\_NAME heading back to EHC,
- Import the late entries
- change the GROUP\_NAME heading back to CBH

## Step 8: You are good to go!!!!

### Other Important Considerations

#### Item 1: TES Boat IDs.

When you import boats into TES it will automatically import **and match against** the TES Boat ID. If the same boat is already in the TopYacht master list without the correct TES BID, **the boat will be imported a second time**. It is best to start using 6a in a new database without any boats.

For the same reason it is important not to manually add boats into TopYacht – unless you also add their TES BID<sup>1</sup>.

#### Item 2 Developing PHS values

The handicapping utility in TopYacht evolves a new handicap value as part the processing of each race. TES plays no part.

The default AHC of each boat at the start of each series by default is 1.000.

While the user has the option of rolling the end-of-last-season's CHC values into the AHC value of each boat for the first race,<sup>2</sup> consider suppressing the PHS results until (say) 4 races have been run, then use the procedure described in the document '[Establishing Sensible Starting Handicap for a Regatta or New Season.](#)'

This works well with a bunch of new starters.

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<sup>1</sup> This can be added with **Admin | Maintain | For Master List | Edit Boat Skipper Details**. PS: do not use this screen for any other changes to the boat/sailor- all other changes must be done in TopYacht menu item step 6.]

<sup>2</sup> This must be done manually on a boat-by-boat / Series by Series basis using TopYacht Step 6 following the import

### Item 3: Handling Late Entries into the Series and Amending Errors

Late entries (i.e. boats that enter the series after at least one race has been run) are downloaded in exactly the same manner as the initial download.

#### **Beware**

Choose the import options carefully

Data Import for this Race and this Series....

*Be careful to select the options to suit your requirements!*

- 1 - Add NEW entrants to Race\_Series - include HCs where appropriate
- 2 - Import/update ALL HCs and RATINGS for existing boats where applicable
- 2a - Import/update ONLY RATINGS for existing boats where applicable
- 3 - Update ALL details for existing entrant IN SERIES/RACE eg Tes Boat ID, Boat Name, Skipper Name etc
- 4 - Update ALL details for existing entrants IN MASTER LIST eg Tes Boat ID, Boat Name, Skipper Name etc

OK Cancel

- Do **not** check box 2. If handicaps are **not** uploaded to TES after each race  
Doing so will reset every AHC value for the selected race to 1.000
- Only check Check-Box 1 to add the late entrants. They will be allocated a PHS value of 1.000
- Only check Check-Box 3 (and/or 4) to amend errors in previously down-loaded entries at a Series Level of Master List level.
- Check-box 2a if reserved for keel-boat IMS rating management.

### Summary:

Step 6a should only be used

- for the initial start-of-series download,
- Adding late entries
- Updating incorrect information

### Document Revision Record:

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