

QUICK START GUIDE

ZW 5

DOCUMENT VERSION 5.03



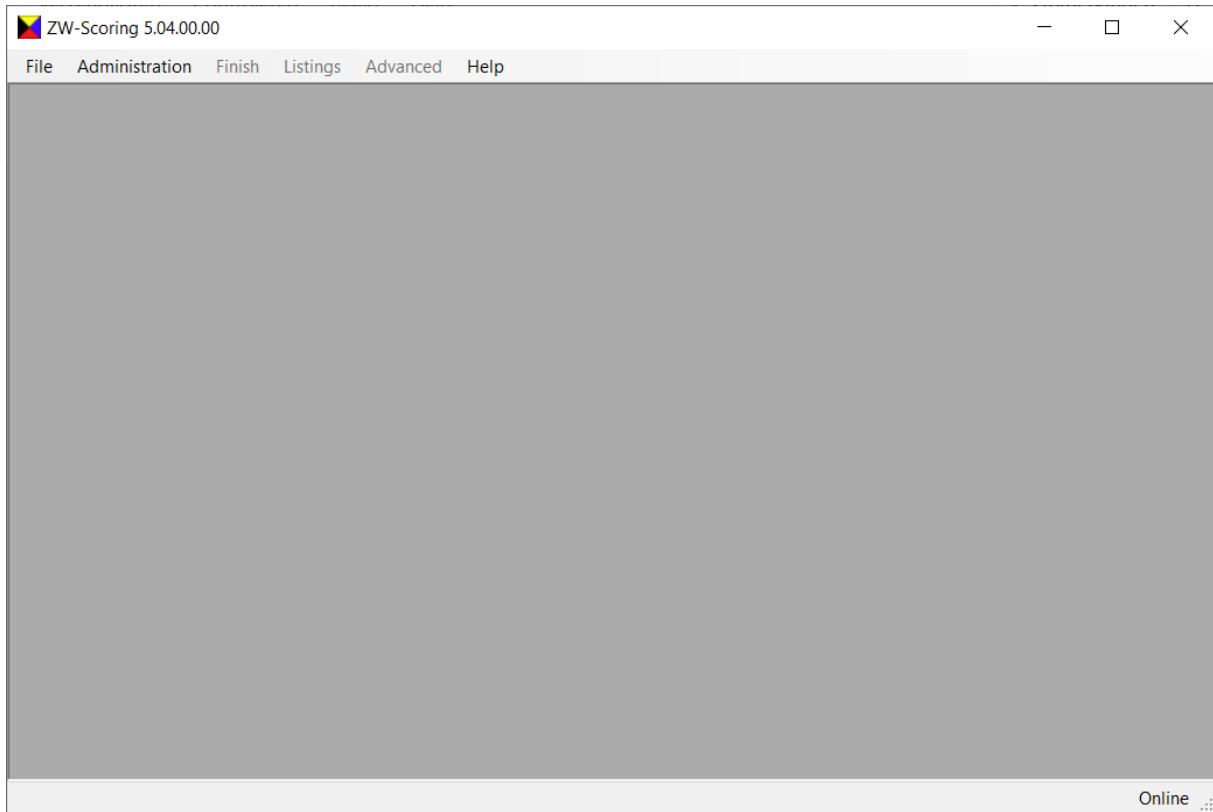
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1. Introduction

This Manual assumes you went through the installation and registration process just fine. It should be self-explaining. Registration serves no commercial purpose, I just want to know where my program ends up and who is using it, so that I know I'm not wasting my time.

After installing and starting ZW you see this form:



The version number of ZW may vary in this document's examples.

What to do next?

2. General settings

First you may want to have a look at the general settings form. You can find it under 'File'-'>'Settings'

The screenshot shows the 'Settings' dialog box for ZW-Scoring. The window has a title bar with 'Settings' and standard Windows window controls. Below the title bar is a 'Help' button. The main area is divided into two columns. The left column contains fields for 'Output to' (D:\ZW-Scoring\), 'Name *:' (Gerhard Bouma), 'Address:', 'City:', 'Country:', 'Club *:' (Gerhard Bouma), 'E-mail *:' (zwscoring@zw-scoring.nl), and 'Registration key' (hidden). Below these are three checked checkboxes: 'Play sound on warnings', 'Keep me informed by e-mail of program updates', and 'Allow ZW to collect some usage data to help improve the program'. The right column is titled 'These default settings are used for new ZW-files.' and contains a section for 'Rules' (RRS 2021-2024 Appendix A), 'Scoring' (Low Points), 'Language on results' (English), and 'Max number of races' (15). Below this is a 'Language of menus' dropdown set to 'English'. At the bottom right are 'OK' and 'Cancel' buttons. There are also date fields for 'e-Captain account' (2099-01-01), 'ZW Sponsor' (2099-04-30), and three empty date fields for other unspecified settings.

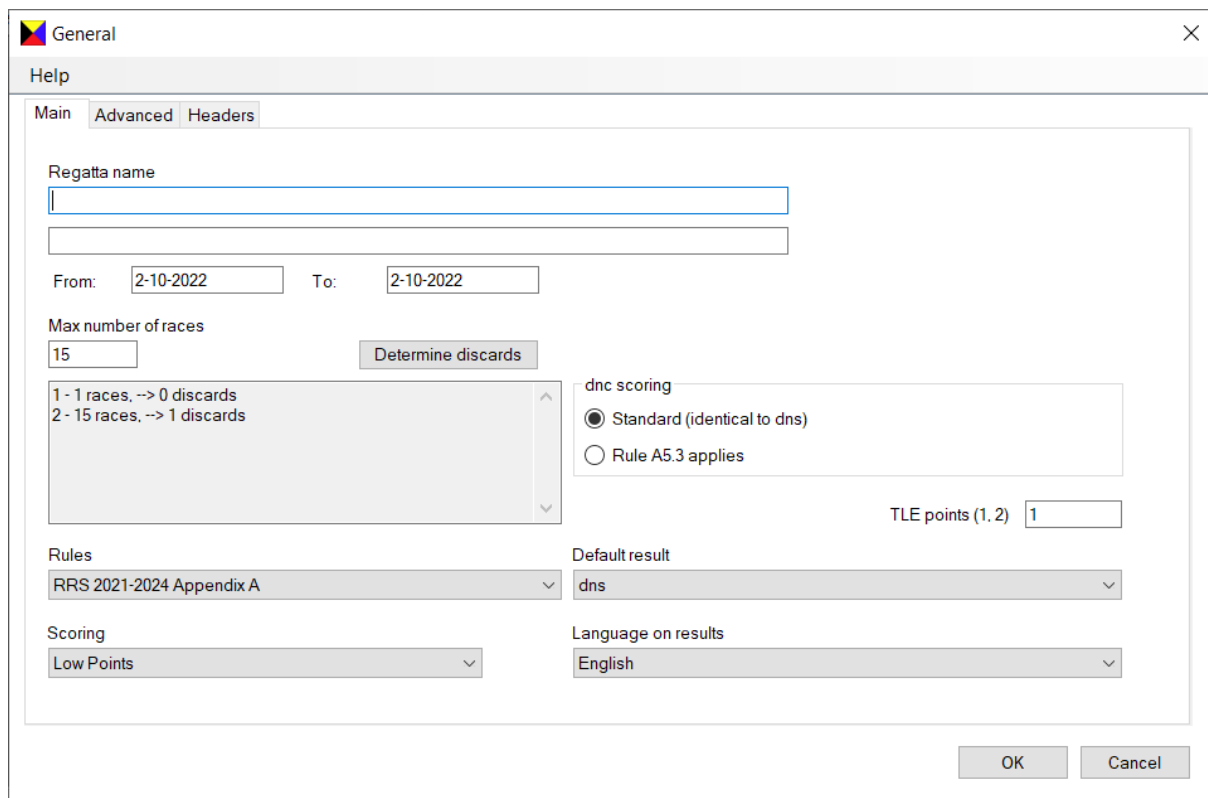
Field	Value
Output to	D:\ZW-Scoring\
Name *	Gerhard Bouma
Address	
City	
Country	
Club *	Gerhard Bouma
E-mail *	zwscoring@zw-scoring.nl
Registration key	hidden
Rules	RRS 2021-2024 Appendix A
Scoring	Low Points
Language on results	English
Max number of races	15
Language of menus	English
e-Captain account	2099-01-01
ZW Sponsor	2099-04-30
-	2022-04-30
-	2022-06-11
-	2022-04-30

Here you can configure the main directory where ZW will save your regatta data. You can change your registration data also.

Check the Rules and Scoring system, set the languages you need for the program and the results. Leave the other options as they are.

3. Create a regatta

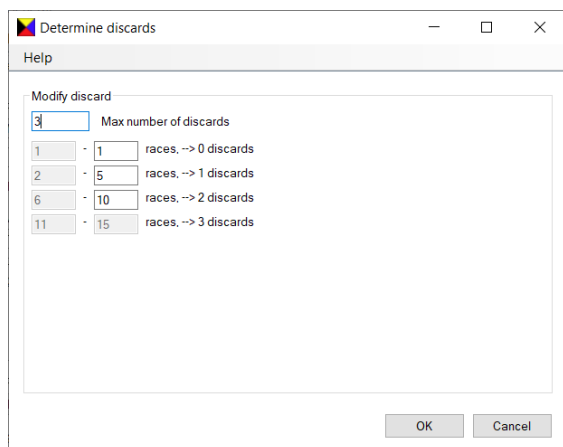
Let's create a regatta now: File->New gives you this form. You can also reach this form later, when you want to edit an existing regatta, under Administration->General (F2). By default the RRS rules from the settings form are selected. If you use an old version then ZW will warn you about this when you are going to print results.



The 'General' dialog box is used to configure a new regatta. It features a 'Main' tab and a 'Help' button. The 'Regatta name' field is at the top, followed by two lines for printing headers. Below these are 'From' and 'To' date pickers, both set to '2-10-2022'. The 'Max number of races' is set to '15', with a 'Determine discards' button next to it. A list shows the discard rules: '1 - 1 races, --> 0 discards' and '2 - 15 races, --> 1 discards'. The 'dnc scoring' section has two radio buttons: 'Standard (identical to dns)' (selected) and 'Rule A5.3 applies'. The 'TLE points (1, 2)' field is set to '1'. The 'Rules' dropdown is set to 'RRS 2021-2024 Appendix A', and the 'Default result' dropdown is set to 'dns'. The 'Scoring' dropdown is set to 'Low Points', and the 'Language on results' dropdown is set to 'English'. 'OK' and 'Cancel' buttons are at the bottom right.

Enter a name for your regatta. You have two lines for your printing headers.
If you want more than one discard you can specify it by clicking on 'Determine discards'.

You'll get this nice little form that allows you to configure your discards:

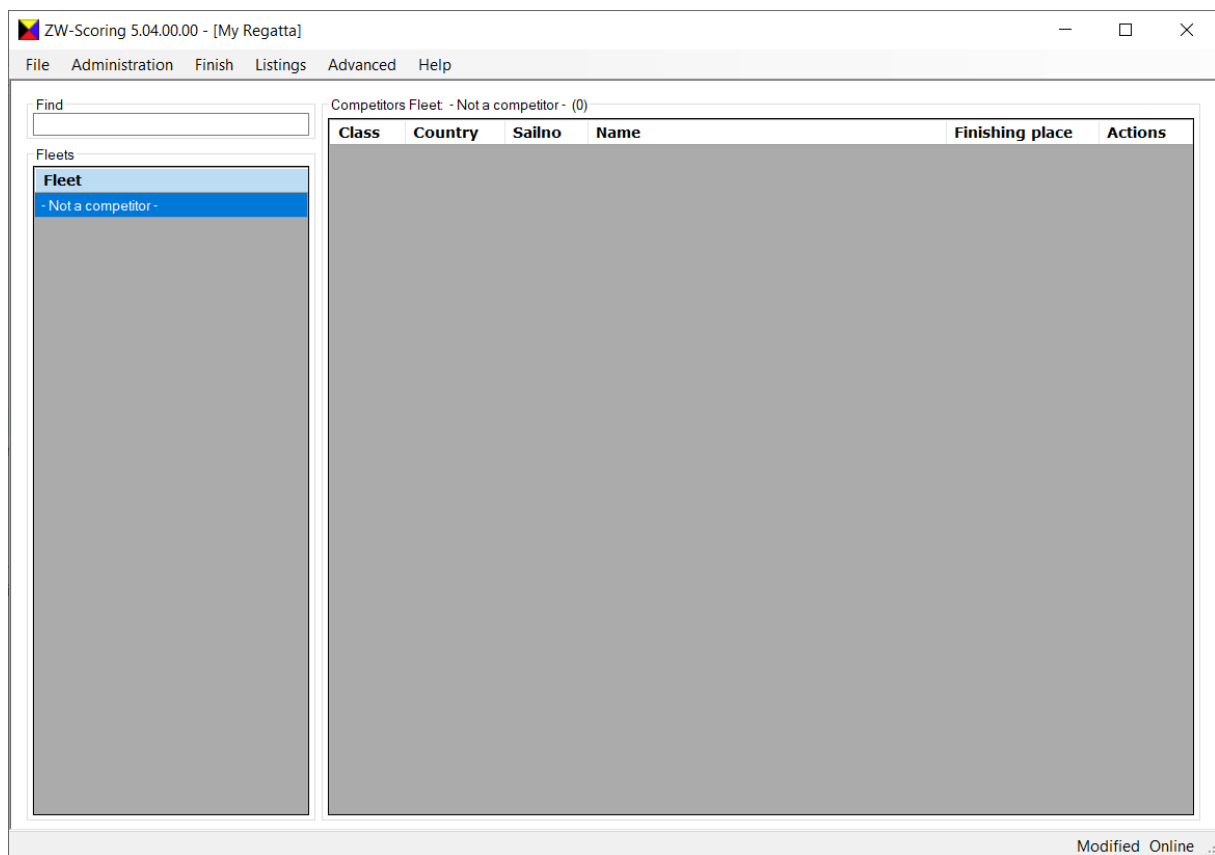


The 'Determine discards' dialog box is used to configure the discard rules. It has a 'Modify discard' section with a 'Max number of discards' field set to '3'. Below this is a table with four rows, each representing a range of races and the corresponding number of discards. The 'OK' and 'Cancel' buttons are at the bottom right.

Races	Discards
1	1
2	5
6	10
11	15

Enter the max number of discards and fill in the ranges. Press OK and OK again. Your regatta is now created.

You'll notice that the main form has altered a bit:



The '- Not a competitor -' fleet is a default fleet that ZW creates. When you want to take competitors out of the race, but don't want to delete them, you can park them here. ZW 4 worked the same way, but there this fleet was invisible. Usually it will be empty.

4. Classes, Fleets and Competitors

First thing to do now is add classes, fleets and competitors. The Manual will go into how to do this manually, but since this is a Quick Start I'll just show you the easy shortcut.

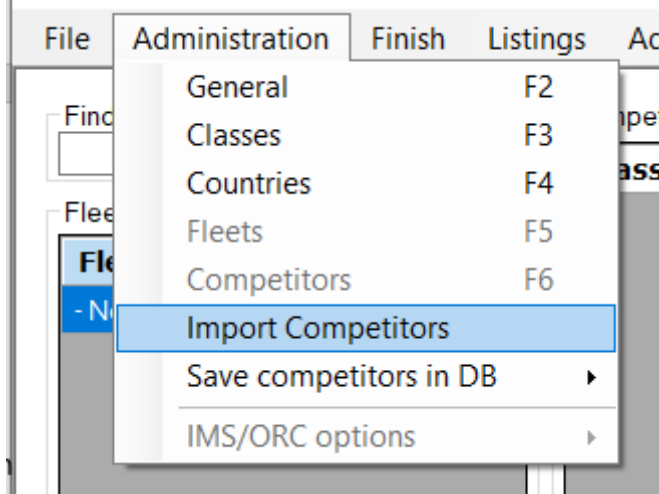
Create an excel file like this:

	A	B	C	D
1	class	sailno	name	
2	Optimist	1	Sailor 1	
3	Optimist	2	Sailor 2	
4	Optimist	3	Sailor 3	
5	Optimist	4	Sailor 4	
6				

If you want to use Open Office or .txt or .csv files, please check the Manual.

Of course you can add Competitors in other classes as well, as many as you want. ZW will create a fleet, or starting group, for each class.

Go to Administration, Import Competitors and select the file you created.



The result will be this

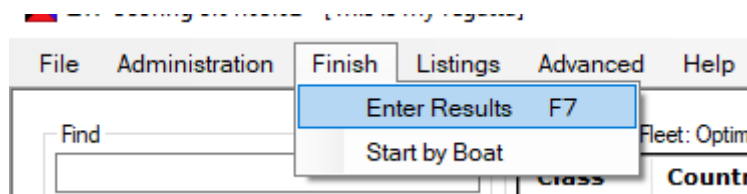
Find	
Fleets	
Fleet	
- Not a competitor -	
Optimist	

Competitors Fleet: Optimist (4)			
Class	Country	Sailno ▲	Name
Optimist		1	Sailor 1
Optimist		2	Sailor 2
Optimist		3	Sailor 3
Optimist		4	Sailor 4

5. Finishing

Now you're set to start entering finish lists.

Go here or press F7:



You get to this clever screen

A screenshot of a dialog box titled 'Finish'. It has a menu bar with 'Competitors', 'Fleets', 'Options', and 'Help'. The main area contains several input fields: 'Race' (a dropdown menu showing '1'), 'Fleet' (a dropdown menu showing 'Optimist'), 'Startdate' (an empty text box), and 'Starttime' (an empty text box). To the right of these fields are two checkboxes: 'Show finished duplicates' and 'Auto save'. Below the input fields are four buttons: 'Listing', 'Remove Results', 'Apply', 'OK', and 'Cancel'. In the center, there is a table with the following data:

Sailno	Results	Name	Penalty-places	Actions
Optimist 1		Sailor 1		
Optimist 2		Sailor 2		
Optimist 3		Sailor 3		
Optimist 4		Sailor 4		

In short, just type 1 <enter> 2 <enter> 3 <enter> 4 <enter> and you'll see that all boats are scored. That's is. To enter a second race, select 2 at the top left below 'Race', and repeat until you are all done.

Press OK when you have entered all results you want to.

By entering (type the number followed by <enter>) the sail numbers in finishing order, ZW will find the correct boat and fleet and score them in the order you enter them. So there's no need to separate the finishing boats in order of their starting groups.

If ZW finds duplicate sail numbers, you get to choose from the unfinished boats with that number. On the top right there is an option on this form that will allow you to still see duplicate sail numbers, even though they were already finished in ZW. This allows you to more easily correct mistakes.

You can also finish a boat by clicking on the grey row header with the Class/number on it. After the first boat is finished, the other competitors in the fleet in question get the default score that you selected in the General settings of the regatta.

When you enter a sail number that is not in the system, then ZW will beep so you don't have to look at your screen all the time. You can turn the beep on or off on the ZW Settings form. ZW uses the old-fashioned beeper in your computer for this, not all modern computers may have this present anymore.

If you need to enter anything other than a scoring place, like 'dnf' or 'ocs' then click on the competitor line again or re-enter the number. The latter will cause a warning, you can ignore it. Then enter the score you want in the box, followed by <enter>:

Sailno	Results
Optimist 2	dsq

Sailno	Results	Name
Optimist 1	1	Sailor 1
▶ Optimist 2	2	Sailor 2

This is the result:

Sailno	Results	Name
Optimist 1	1	Sailor 1
Optimist 3	2	Sailor 3
Optimist 4	3	Sailor 4
▶ Optimist 2	dsq	Sailor 2

Just a little warning now. If you do this and then want to score number 2 a '2' again, you're inclined to repeat this process and then type '2'. But that will cause ZW to create a shared second place, which is perfectly legal.

Sailno	Results	Name
Optimist 1	1	Sailor 1
▶ Optimist 2	2	Sailor 2
Optimist 3	2	Sailor 3
Optimist 4	4	Sailor 4

If you want number 2 to be second in, you now have to score it a 1.5 place, which will cause ZW to place the boat between 1 and the (other) number 2, replacing the old number two and moving everybody one place up (if needed):

Sailno	Results
Optimist 2	1.5

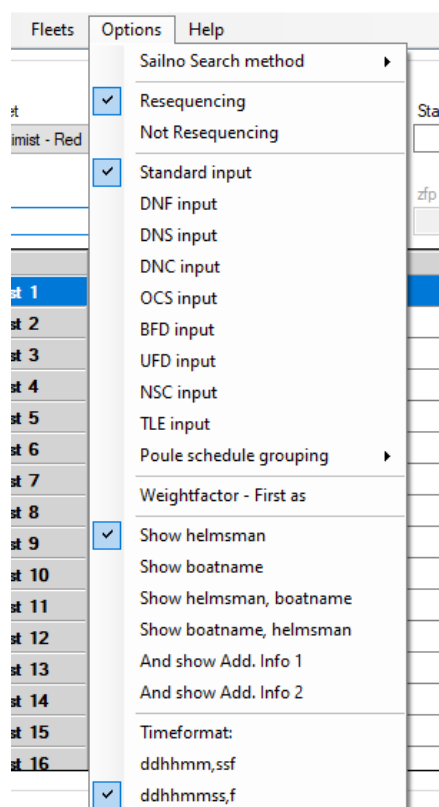
Sailno	Results	Name
Optimist 1	1	Sailor 1
▶ Optimist 2	2	Sailor 2
Optimist 3	2	Sailor 3

Enter

Sailno	Results	Name
Optimist 1	1	Sailor 1
▶ Optimist 2	2	Sailor 2
Optimist 3	3	Sailor 3
Optimist 4	4	Sailor 4

Better!

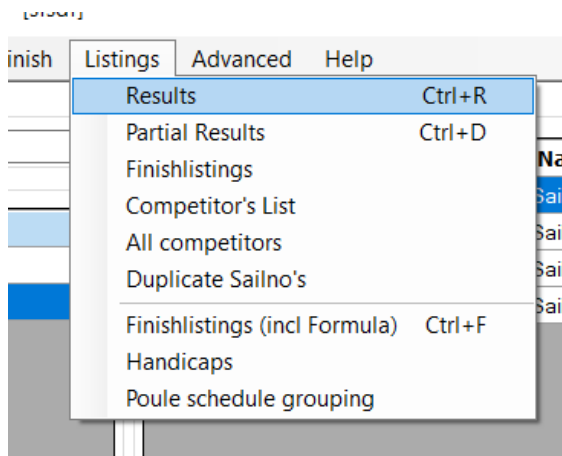
If you have, for example, many OCS scores, you can change the behaviour of ZW through the Options menu:



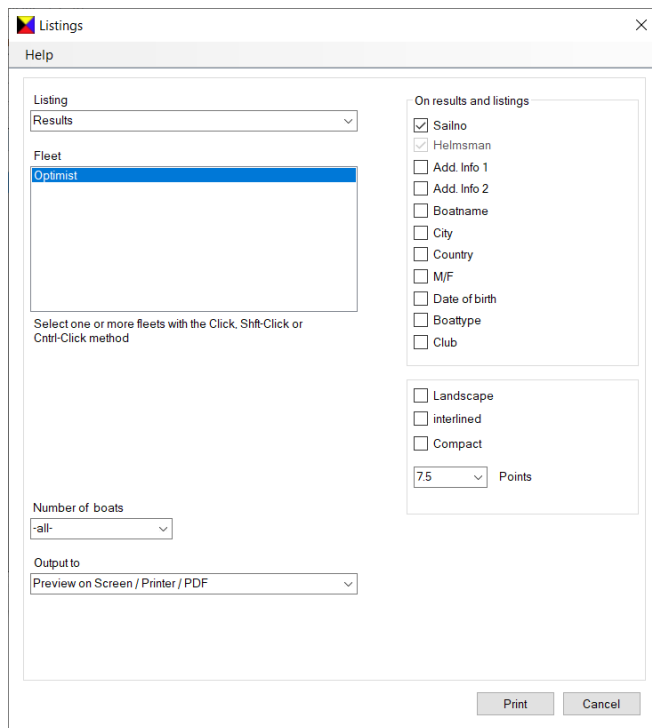
Change the 'Standard input' to 'OCS input', and boats that you finish from then on get an OCS score until you change it back. In this particular case you will see this text, the normal text field is not available anymore:

	For OCS	zfp
	Input sailno	
Name		

6. Printing results



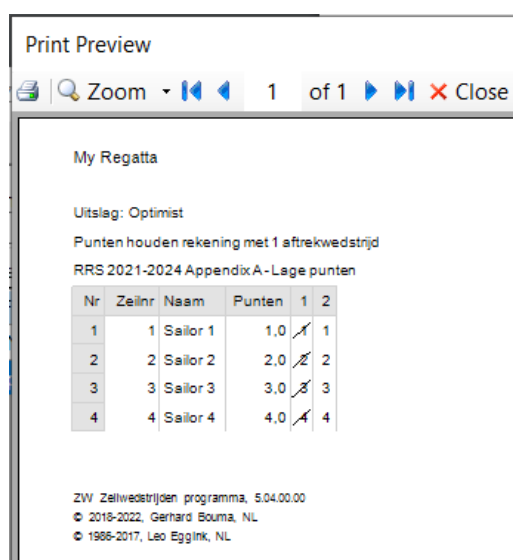
Clicking on 'Results' will take you here:



Select the fleet(s) you want the results of and press 'Print'.

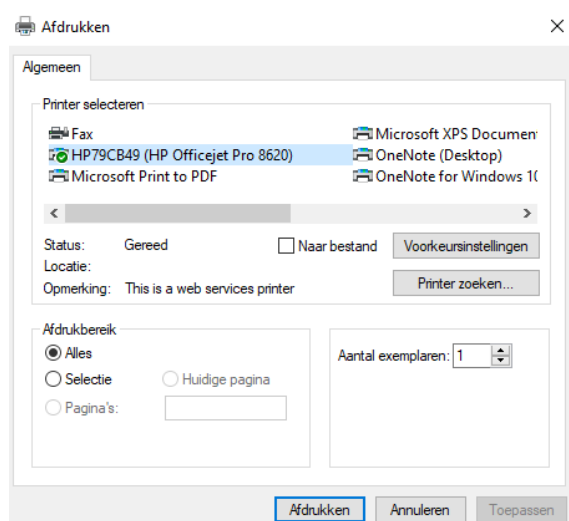
You can modify the output a bit and output to different possibilities. Just check them out or look them up in the main manual. I like to check 'Compact' to get all text nicely grouped together.

You'll get a preview form like this:



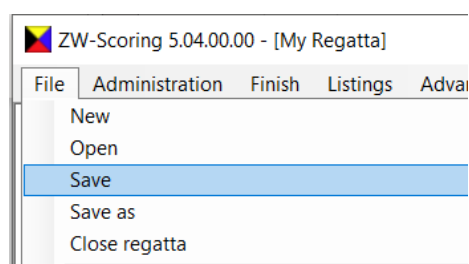
The default of 1 discard was used, you can recognize the discarded races since they are crossed out.

The little printer icon on the top left, shows the standard Windows control:



You can print to your printer or PDF or anything you want really.

That's it. Save the regatta to disk and you're all done.



Again, for any more info on scoring, check the Manual. It's not all complete but I'm working on it. Most important stuff is there.