

Regatta Document Generator Help

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How the Document Generator Works

A user begins by clicking the link on the NZRYA website to open a web-based form. As information about the regatta is entered, the form hides or reveals further questions down the form according to their relevance. Many of the questions come furnished with default answers, making the data entry process as quick and easy as possible. A user might only need ten to fifteen minutes to create a full set of regatta documents from scratch.

When the form is submitted, the document generator builds each of its documents according to the information submitted and stores the completed documents in the Google cloud. The document generator then emails you with links to each stored document so that they can be published in the NZRYA sailing calendar and optionally on your club website, or social media platform.

The list of documents the generator creates for you includes:

- Notice of Race – complies with the NZRYA standard and tailored to your event
- Sailing Instructions – complies with the NZRYA standard and tailored to your event
- Entry Form – specific to your event and the class being raced
- List of Entries – an abbreviated list of entered skippers for publishing to the web
- Entry Data Spreadsheet – all the data gathered from submitted entry forms to assist you with your managing the event.

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Getting Started Building Your Regatta

Getting started is easy. Open the Regatta document generator form and work through the questions. Most of the questions have some descriptive text to get you pointed in the right direction and if that's not sufficiently clear, you can refer to the help provided here for each field in the form. Most of the questions are required (indicated by an *). If your question isn't a required

question, you can leave it unanswered, or come back to it later. If you miss a required question, the form will point you back to it before it lets you submit.

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Form Sections

The form is divided up into sections. Click on a section header to open it. Any open section will close when you click on another section header. The headers at the top of each section help you navigate around the form and reduce the amount of information cluttering up your screen.

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General Section

* **Regatta Title** – The name of the event which will appear on all generated documents. The title is free-form with any text being accepted. However, the preferred format for the regatta title is:

[YYYY] [Class Abbreviation] [Event]

e.g. 2024 EC12 National Champs

* **Organising Authority** – The name of the NZRYA affiliated club that is organising and hosting the regatta. You may only select the club name from the drop-down list. Selecting a club will:

- Include the club name in the header text at the top of both the Notice of Race and Sailing Instructions.
- Populate the club's bank account number in the Notice of Race and on the entry form so that skippers entering know where to deposit the entry fee.

* **Assisting Authority** – Occasionally, the Organising Authority is assisted by a second club. Such assistance is acknowledged in the top section of the Notice of Race. The field defaults to "None".

* **Class Sailed** – The name of the class of boat that will be sailed. You may only select the class from the drop-down list. The list includes classes for all Class Associations affiliated to NZRYA. Selecting the class to be sailed also informs the document generator about:

- The class rules to reference.
- The National Class Association (NCA) to reference.

* **Is This an NZRYA Championship Regatta?** – Select Yes or No. Most NZRYA regattas are championship events including:

- National Championships
- North and South Island Championships
- Regional Championships
- Other named events with championship status

NZRYA provides 1st, 2nd and 3rd place medals for all championship events.

* **Is this a Ranking Regatta?** – Select Yes or No. Does the event count toward ranking points for national selection. Regattas are nominated as ranking events by the Class Association. If your regatta is a ranking event, this will be stated in the header text at the top of both the Notice of Race and Sailing Instructions. Note that NZRYA policy requires a Ranking Regatta to also be a Championship Regatta.

* **Multi-Heat Scoring System To Be Used** – If your regatta is a Championship, or Ranking event, one of the two approved multi-heat scoring systems must be selected from the list. Depending on which of these you enter, various clauses in the Notice of Race and Sailing Instructions will have wording altered as appropriate. If the regatta is neither championship or ranking, you have the option to select an alternative scoring system. It is up to the Organising Authority to ensure any alternative scoring system is fit for purpose.

* **Will Umpires be Used?** – Select Yes or No. Selecting Yes will include IRSA Addendum DR21 02 - Test Rule For Umpired Radio Sailing in the NoR section on Rules and add the text of DR21 as an appendix to the Sailing Instructions. Other appropriate changes are also made to headings and text in the SI.

* **Will Protest Arbitration Be Used?** – Select Yes or No. Selecting Yes will include a reference to RRS Appendix T Arbitration, in the Sailing Instructions.

* **Is A Practice Day Scheduled?** – Select Yes or No. Selecting Yes will add a Practice Day to the front of the schedule in the Notice of Race. Practice Day is not a Competition Day.

* **Number of Competition Days** – Select the number of days of competition from the dropdown list. Competition days does not include Practice Day if one is included in the regatta. For each Competition Day you will be asked for timings of the briefing, first race start and last race start.

* **Is There An Entry Limit?** – Select Yes or No. Selecting Yes will reveal questions on the size of the entry limit and what action the document generator should take when the limit is reached.

* **Limit On Number of Entries** – Any limit on number of entries is at the discretion of the Organising Authority. As a general rule, aim for the same number of fleets as days of competition, then adjust your entry limit based on the size of fleet your venue can accommodate.

* **What Action When Entry Limit Is Reached?** – Select an action for the document generator to take when your limit on the number of entries has been reached:

- No Action – the document generator will do nothing. It is up to you to manage over-subscription of the event. You still have the option of contacting the NZRYA Sailing Master to have the entry form manually closed.
- Close the Entry Form – the document generator will automatically close the entry form, preventing any further entries.

* **Are Lunches Provided?** – Select Yes or No. Selecting Yes will include a statement to the effect in the NoR.

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Venue Section

* **Venue Name** – Select a venue from the dropdown list. All venues commonly used by NZRYA affiliated clubs are included (listed north to south). When a venue is selected, a Google Maps link for the location will be included in Notice of Race. To specify a venue not in the list, select Other.

* **Venue Name if Other** – This field only appears if the user has selected Other for Venue Name. Enter the name of your venue. It can also be useful to add an address (particularly important if not including a Google Maps link).

e.g. Lake Taupo, Motuoapa Esplanade, Motuoapa

Google Maps URL – This field only appears if the user has selected Other for Venue Name. A Google Maps URL is an optional field, but is a very useful addition to the Notice of Race in locating your venue. To get the URL, open Google Maps in your browser and navigate to your venue at a suitable magnification. Copy the URL from the address bar at the top of the browser and paste it into the form.

* **Launch and Retrieval** – Select Wet or Dry. If this needs any further explanation, it can be added in the Venue Notes text.

Venue Notes – This is an optional field. Add here any notes about your venue that you want added to the Notice of Race. This is the place to include any health and safety note for your

venue. Add each note as a separate line with no spaces between lines. Any text you include here will be added as bullet points under Venue Notes in the Notice of Race.

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Practice Day Section

This section is hidden if you have answered No to the question: Is A Practice Day Scheduled?

* **Practice Day Date** – Select a date for Practice Day from the dropdown calendar. The calendar defaults to today's date, so start there and work forward to your required date. Dates are in DD/MM/YYYY format.

* **Practice Day Times** – Enter the Start and End time for practice sailing. Times are required in 24 hour format (HH:MM).

* **Is Practice Day Registration Measurement Available?** – Select Yes or No to indicate in the Notice of Race whether registration and measurement will be available for those boats present at the practice session.

* **Practice Day Registration/Measuring Times** – This field only appears if you enter Yes to the question: Is Practice Day Registration Measurement Available? Enter the Start and End time for Practice Day registration and measuring. These might be different to practice sailing times depending on an availability of admin and measuring staff. Times are required in 24 hour format (HH:MM).

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Event Day 1 Section

* **Event Day 1 Date** – Select a date for Practice Day from the dropdown calendar. The calendar defaults to today's date, of the day following Practice Day if one has been specified. Dates are in DD/MM/YYYY format.

* **Day 1 Registration** – Enter the start time for Day 1 registration and measuring. This is usually scheduled prior to briefing on Day 1 of the event. Times are required in 24 hour format (HH:MM).

* **Day 1 Briefing** – Enter the Start time for the briefing on the first day of competition. Time is required in 24 hour format (HH:MM).

* **Day 1 First Race Warning Not Before** – Enter the time for the warning signal for the first race on Day 1 of competition. Note that the warning signal may not be given prior to the time entered here. Time is required in 24 hour format (HH:MM).

* **Day 1 Last Race Warning Not After** – Enter the time for the warning signal for the last race on Day 1 of competition. Note that this warning signal may not be given after the time entered here. Time is required in 24 hour format (HH:MM).

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Event Days 2 to 4 Sections

These sections are only visible if the number of competition days are 2 or more. They are identical to the Event Day 1 Section, except they do not include a question for Registration start time.

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SHRS Qualifying Series Section

This section is only visible if your choice of multi-heat scoring system is SHRS.

* **Heat Movement Table** – Select Table 1, or Table 2. Determines how boats are allocated to heats under SHRS.

* **Minimum Number of Races Before Series Split** – Enter the number of race to complete prior to splitting into finals series.

* **Earliest Date and Time before Series Split** – In conjunction with the previous question, this determines the earliest the regatta will split into fleets for the finals series.

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Schedule Notes Section

Additional Schedule Notes – This is an optional field. Include here any notes relating to the schedule that you want added to the Notice of Race. Add each note as a separate line with no spaces between lines. Any text you include here will be added as bullet points under Schedule Notes in the Notice of Race.

* **Location for Registration and Measuring** – If registration and measuring will take place at a location other than the sailing venue, select Other from the dropdown list. A field will appear asking for the location details.

* **Registration and Measuring Location if “Other”** – Enter details of the Registration and Measuring Location. Details will be included in the Notice of Race.
e.g. Community Hall, 357 Lakes Drive

* **Location for Briefing** – If briefings will take place at a location other than the sailing venue, select Other from the dropdown list. A field will appear asking for the briefing location details.

* **Briefing Location if “Other”** – Enter details of the Registration and Measuring Location. Details will be included in the Notice of Race.

* **Location for Presentation Ceremony** – If the presentation ceremony will take place at a location other than the sailing venue, select Other from the dropdown list. A field will appear asking for the presentation location details.

* **Presentation Location if “Other”** – Enter details of the Presentation Ceremony Location. Details will be included in the Notice of Race.

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Entry and Fees Section

* **Entry Closing Date** – Select a date for close of entries from the dropdown calendar. The calendar defaults to 5 days before the first day of competition – this would be the Monday prior to the event where competition starts on Saturday. This default can be changed if needed. The Notice of Race will state that entries close at 1700 on the selected date. Dates are in DD/MM/YYYY format.

* **Late Entries Accepted?** – Select Yes, or No. Selecting Yes will make visible the Late Entry Closing Date and Late Entry Fee fields. If you don't want to use the default behaviour around late entries, you can select No to this question and add a Schedule Note stating a different scenario.
e.g. “Late entries will be accepted up to the time of the first briefing.”

* **Late Entry Closing Date** – This field appears if you select Yes to the question: Late Entries Accepted? Select a date for close of late entries. The dropdown calendar defaults to 2 days before the first day of competition – this would be the Thursday prior to the event where competition starts on Saturday. This default can be changed if needed. The Notice of Race will state that late entries close at 1700 on the selected date. Dates are in DD/MM/YYYY format.

* **Entry Fee** – Enter the total entry fee for the regatta. The total entry fee includes the NZRYA levy for championship events and any Class Association levies. The Notice of Race does not break the fee down. The amount you enter defaults to \$NZD format.

* **Late Entry Fee** – This field appears if you select Yes to the question: Late Entries Accepted? Enter any late entry fee for the regatta. The amount you enter defaults to \$NZD format.

Other Fee Name – This field is optional. Enter the name of any other fee you wish to include. This might be used where the organising club wants to identify a fee (e.g. for a social activity) which is separate to the entry fee.

* **Other Fee Amount** – This field appears if you enter text in to the Other Fee Name field. Enter an amount for the Other Fee. The amount you enter defaults to \$NZD format.

* **Is Payment Available at Registration?** – Select Yes or No. If Yes selected, a reminder is included in the Notice of Race to bring the correct amount in cash to event registration.

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Prizes and Trophies Section

The Following Prizes Will Be Awarded – This is an optional field. Include here the list of prizes and trophies that will be awarded. Add each item as a separate line with no spaces between lines. Any text you include here will be added as bullet points under Prizes in the Notice of Race.

NZRYA provides 1st, 2nd and 3rd place medals for all championship events and text should be added here to include these if appropriate. The class association may also provide medals or trophies for your event which should be added here.

* **Will Age Group Prizes be Awarded?** – Select Yes or No. If Yes selected, a question will be added to the entry form asking the competitor for their age group. If No is selected, the age group question is omitted from the entry form.

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Entry Form Questions Section

Entry Form Question 1 – This is an optional field. Text you enter here will be used as a question on the entry form. The text should be worded such that the question requires a Yes/No answer. If you leave this field blank, no corresponding question will be added to the entry form.

e.g. Will you be attending the Saturday night social function?

Entry Form Question 2 – This is an optional field. Text you enter here will be used as a second question on the entry form. The text should be worded such that the question requires a Yes/No answer. If you leave this field blank, no corresponding question will be added to the entry form.

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Further Information Section

Further Information URL – This is an optional field. Use this field to include in the Notice of Race, the URL (link) to any website providing further information on the regatta. To get the URL, open the website in your browser, copy the URL from the address bar at the top of the browser then paste it into the form.

* **Contact Name** – Enter the name of the person nominated to respond to any inquiries about the regatta. This name will appear in the Further Information section at the end of the Notice of Race.

* **Contact Phone Number** – Enter the phone number of the contact person. The number will appear in the Further Information section of the Notice of Race.

* **Contact Email Address** – Enter the email address of the contact person. The email address will appear in the Further Information section of the Notice of Race.

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Submit Form Section

* **Recipient Email for Document Delivery** – Enter the email address of the person who is to receive the output of the document generator.. This email address will not be included in any of the generated documentation. All communications from the document generator will be to this email address.

Submit Button – Click the Submit button to generate your documents. If there are required questions not answered, the form will insist these be completed before the submit is allowed. After the form is submitted, the document generator. will take a few minutes to build all the documents and email you with the results. The time will vary depending on the current load on Google cloud and email servers.

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Email Communications From the Document Generator

The document generator communicates with you by email. You will normally receive two emails from the document generator each time you submit the form. Emails will have the following Subject lines with each email conveying different information about your regatta.

- **Regatta Documents:** [Your Regatta Title]
This email will include the Notice of Race and Sailing Instructions as pdf attachments and the URLs to your Entry Form and the List of Entries. None of these documents contain information of a private or confidential nature and can be shared as widely as needed during the planning and development stage of the regatta.
- **Entry Data Spreadsheet:** [Your Regatta Title]
This email includes the URL to the spreadsheet that captures entry data off submitted entry forms. The spreadsheet will initially arrive with column names, but no data. However, as entries roll in, the spreadsheet will capture personal information about each skipper and this needs to be managed with care. Do not share the email or the URL, except as needed by your club to manage the regatta.
- **Regatta Entries Closed:** [Your Regatta Title]
This email will be sent to remind you that the closing date for entries has passed and informing you that the entry form has been disabled. It also includes the URL to the spreadsheet that captures entry data off submitted entry forms. As mentioned above, do not share the email or the URL, except as needed by your club to manage the regatta.
- **Regatta Documents Locked:** [Your Regatta Title]
This email will typically result from trying to edit the regatta after it has been published.

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Document Generator Warnings

The document generator generally leaves it to you to ensure the data you enter is correct. However, it does undertake some rudimentary “sanity checks” along the way. If anything needs to be raised with you it will appear in an email as one or more Warnings. You can ignore the warnings, or make a correction. A list of all possible warnings would look like this:

The following warnings are brought to your attention:

- Other Fee is specified, but the amount is not a dollar value.
- Closing date for entries is after the start of competition.
- Closing date for late entries is after the start of competition.
- Day 1 and Day 2 are not consecutive.
- Day 2 and Day 3 are not consecutive.
- Day 3 and Day 4 are not consecutive.

The Google Maps URL entered for this venue is invalid, or not included.
No prizes have been included.
Further Information URL is not valid, or not included.

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Making Alterations and Corrections

One of the emails you receive (Regatta Documents) contains a link back to the document generator enabling you to edit your regatta. "... *you may edit the event as many times as needed, by clicking [here](#).*"

Clicking on this link will take you back to the document generator populated with your regatta data. You can make any changes you want, scroll to the bottom of the form and click Submit again. A fresh set of documents will be generated. You can go through this cycle as many times as you need up to the point where your regatta documents are published.

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Testing Your Documents

Proof read your Notice of Race and Sailing Instructions. Better still, get someone else to do it – a fresh set of eyes can be beneficial here.

When you are happy with the race documents, test the entry form. Get a couple of people from your regatta organising committee to put in entries also. After each entry, you should see the data captured in the Entry Data Spreadsheet. Within 15 minutes, you should also see entries appearing in the List of Entries.

Note that each time you submit data to the document generator, you create a clean set of regatta documents. This has the effect of removing any test entries you have previously made.

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Get Published

When you are ready to publish, forward your Regatta Documents email to the NZRYA Sailing Master. The email address can be found under NZRYA Contacts on the NZRYA website. The Sailing Master will review your documents and approve them. Once approved, the Sailing Master will forward your Regatta Documents email to the NZRYA webmaster for publishing in the sailing calendar. Your documents can also be published on your club website or on the class association website should you wish.

Once published, the Sailing Master will lock your documents from further changes. You will not be able to generate new versions of your documents from this point. Changes that need to be made to the Notice of Race or Sailing Instructions after their date of publication, are communicated by publishing numbered Amendments. Contact the NZRYA Sailing Master for guidance.

Your regatta is officially up and running.

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Background Processes

The document generator performs a number of processes for you in the background:

- Every 15 minutes it checks if your regatta has received a new entry and if it has, updates the Entry List. It also checks whether the entry limit has been reached if you have specified one.
- Once a day it checks if your entry close date (or late entry close if you have one) is in the past. If it is, the Entry Form is disabled and you are notified by email.
- Once a day it checks if your first day of competition was 14 days or more in the past. If so, it deletes all regatta files from the system.
- Once a day it checks whether 90 days have passed since you created or last edited your regatta. If 90 days has passed, it deletes all regatta files from the system.
- When the regatta is published, it locks files to prevent changes being made.

- If a regatta is cancelled, it disables the regatta entry form.

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Sailing Master Functions

The NZRYA Sailing Master can perform a limited number of functions on your behalf:

- Publish the regatta. This places a lock on all regatta documents preventing any further changes.
- Unpublish the regatta. This removes the lock, allowing a further revision of the regatta to be made. Note that alterations to the Notice of Race and Sailing Instructions may only be communicated via an Amendment – the original version remains in place with changes identified in the Amendment.
- Cancel the regatta. This action places a lock on the regatta and closes the entry form.
- Disable, or enable the entry form. This will normally occur, at the request of the organiser, in relation to managing entries when an entry limit has been reached.

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