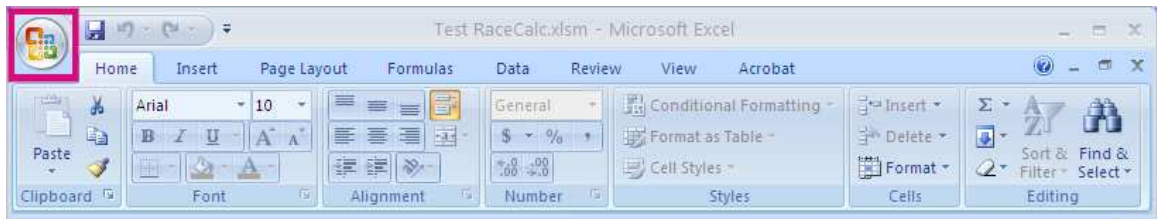


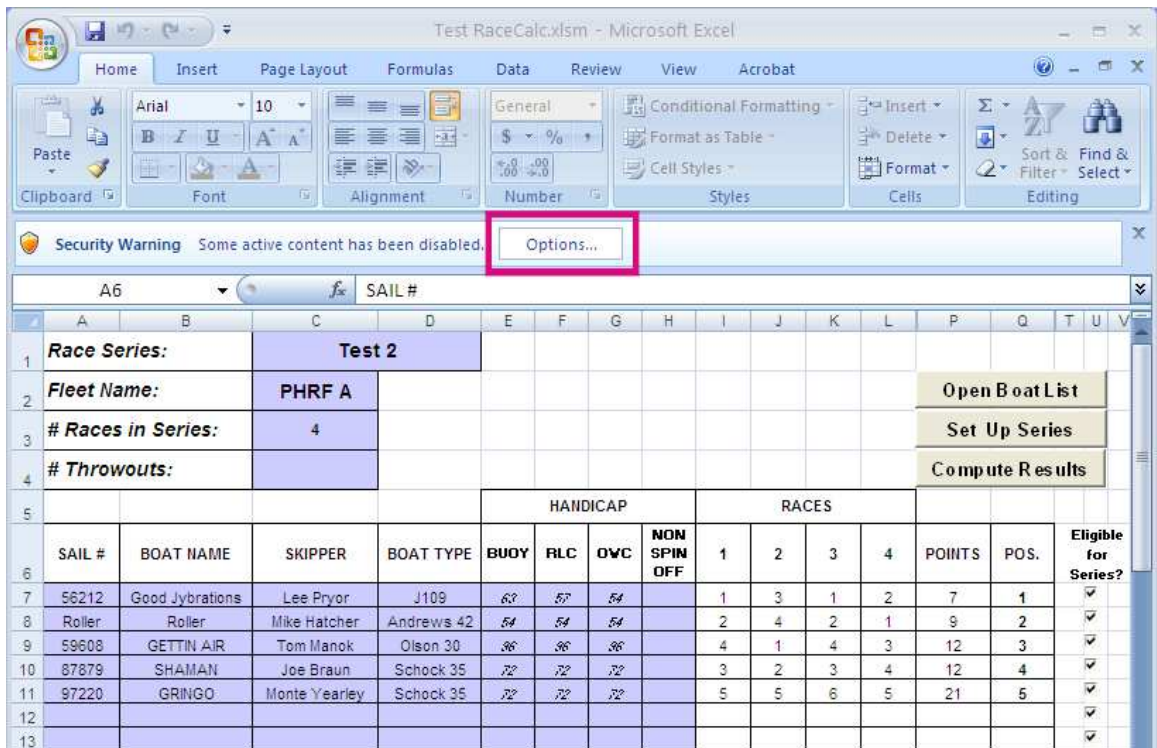
# RaceCalc on OYC Computer

In order to run RaceCalc on the OYC computer (Office 2007+), follow these steps:

1. Log in to the computer as the Race Committee user
2. Open Excel
3. Click on the Microsoft Office button in the upper left corner:

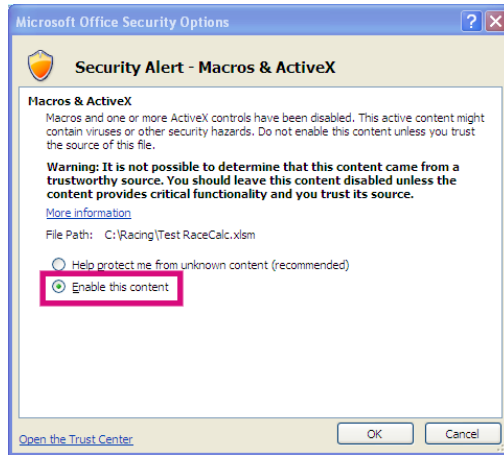


4. Click on "New" and "My Templates"
5. Select RaceCalc as the template
6. Macros may initially be disabled, as illustrated by the Security Warning below. If so:
  - a. Click on the "Options" button:



## RaceCalc on OYC Computer (cont)

- b. Select “Enable this content” and click “OK”:



7. Enter data into RaceCalc as described in the Instructions tab of the workbook

Note that the BoatListing.xls spreadsheet and the race results spreadsheets are assumed to be located in the following folder:

**C:\Documents and Settings\Race Committee\My Documents\Racing\**

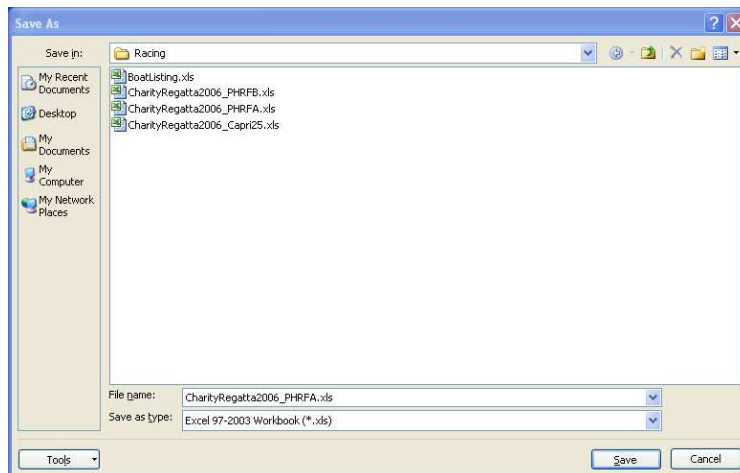
8. Save the race results workbook into the above folder, using a filename that follows the following convention:

**<Series Name><Year>\_<Fleet Name>.xls**

e.g., **CharityRegatta2006\_PHRFA.xls**

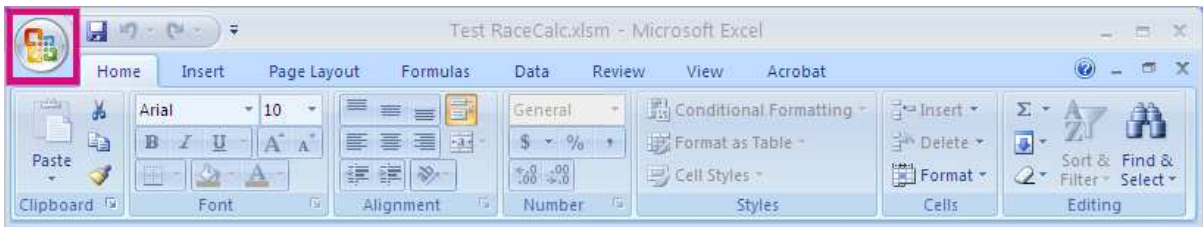
(In a typical race series that has multiple fleets, it would be a good idea to create a separate subfolder to hold all of the workbooks for that series. In the above example, it would be a subfolder called **Charity Regatta**.)

***It is critical that you save the workbook in the Excel 97-2003 Workbook format. This is enables the underlying macros to work properly:***



## RaceCalc on OYC Computer (cont)

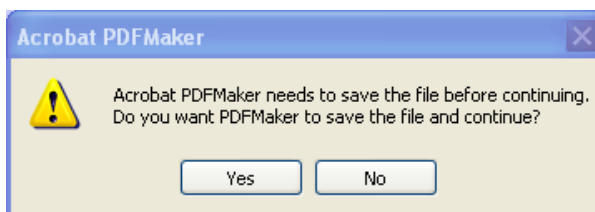
9. Once the race results have been computed and saved with the appropriate .xls filename, print two copies each of the race & series results. One copy is filed in the appropriate OYC racing file folder, and the other copy is taken upstairs into the clubhouse to be posted.
- 10. When there are multiple races in a series, you will likely need to re-open the workbook at a later date rather than continuing directly on to Step 11 below. In this situation, resume by opening Excel, clicking on Open, browsing to (and opening) the desired file, then going to Step 6 above.**
11. In order to enable the results to be posted on the OYC website, save the results into PDF format:
  - a. Click on the Microsoft Office button in the upper left corner:



- b. Select "Save As" and "Adobe PDF":
  - c. Save the PDF file into the same Racing folder (including series subfolder, if applicable), according to the following steps:
    - i. Click "Convert to PDF" (only need the Series sheet):

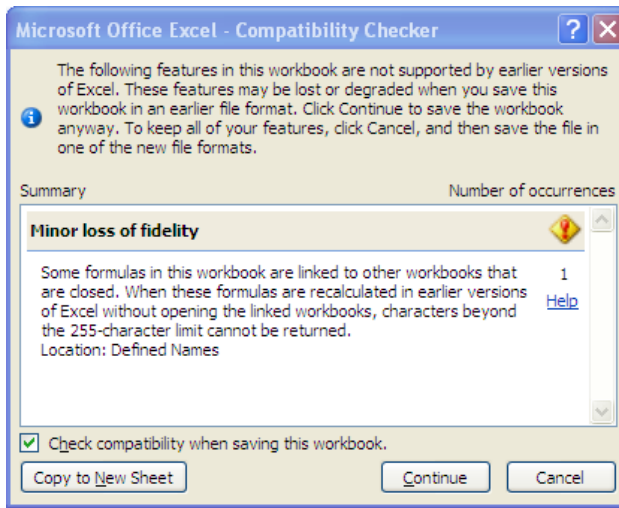


- ii. Click "Yes" (this window may not appear):

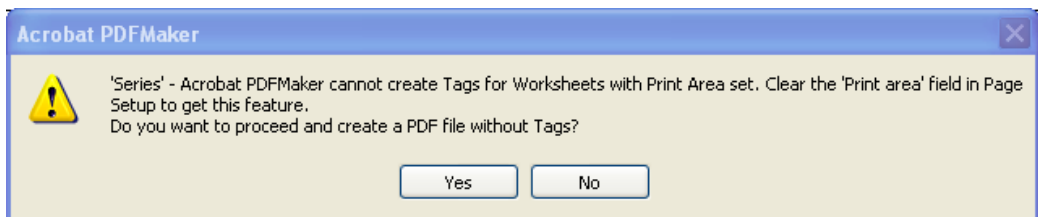


## RaceCalc on OYC Computer (cont)

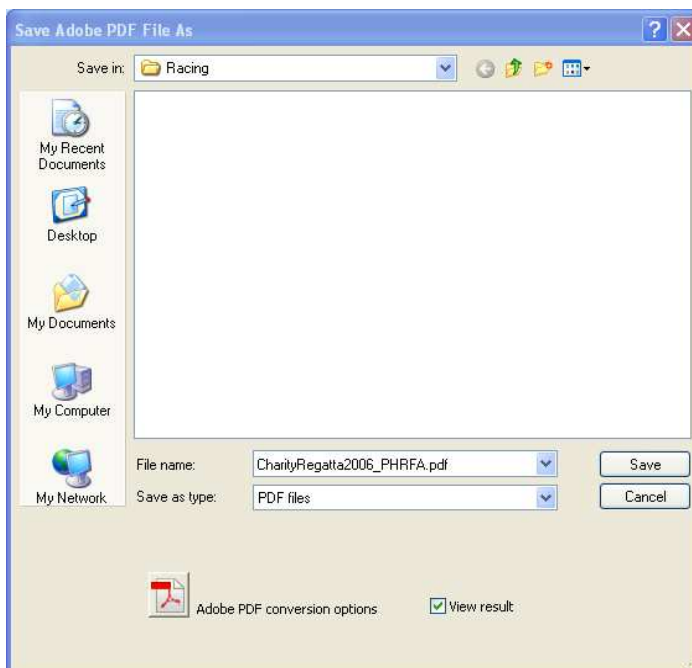
- iii. Click “Continue” (this window may not appear):



- iv. Click “Yes”:

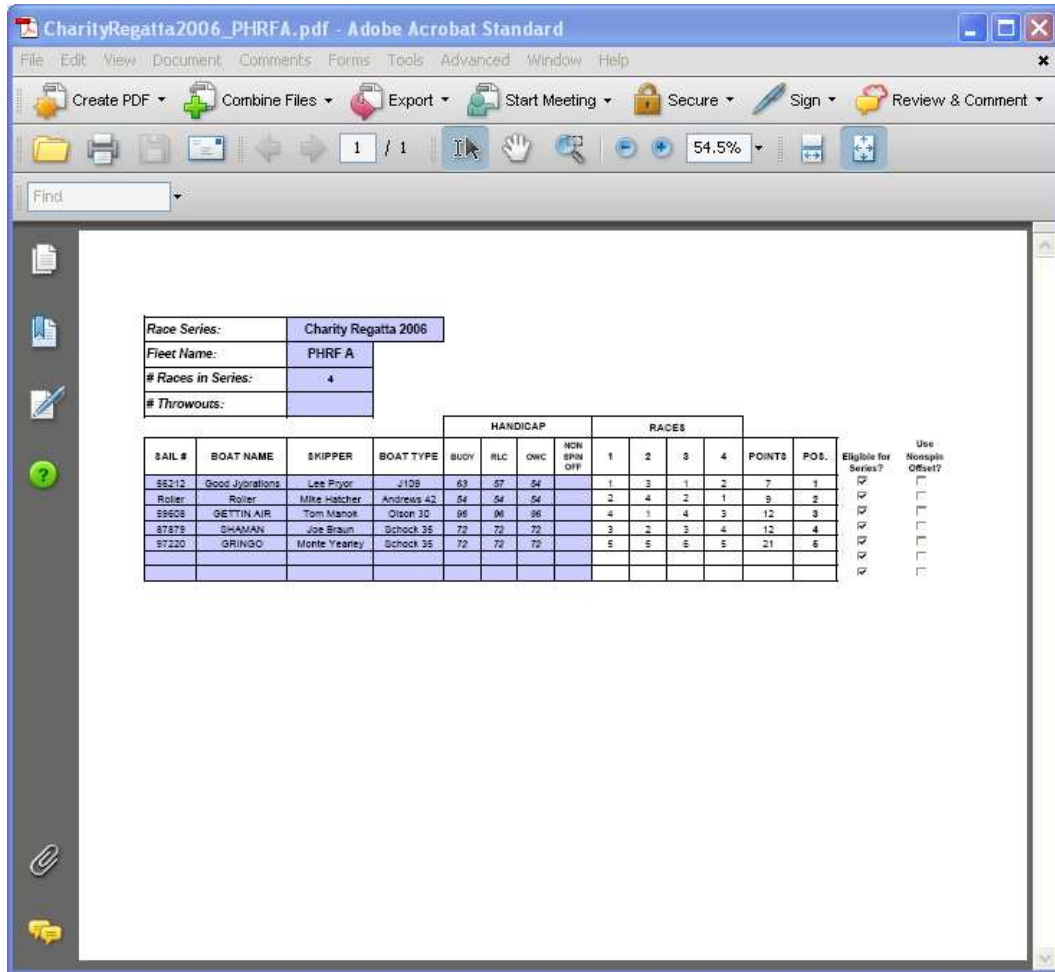


- v. Browse to **C:\Documents and Settings\Race Committee\My Documents\Racing\** folder (or appropriate subfolder) and click on “Save”:



## RaceCalc on OYC Computer (cont)

vi. After a few moments, a window containing the PDF file will appear:



12. Close this window & notify the OYC office manager that the results are available for sending to the OYC webmaster.

**13. Congratulations, you're done! Go to the clubhouse and enjoy a beverage of your choice.**

**NOTE: You may at some point in time find yourself tempted to create a new RaceCalc workbook by copying and editing an existing race file.**

**RESIST THIS TEMPTATION!**

**The results will be unreliable, likely erroneous, and will cause you great amounts of grief – mostly at the hands of the racers, who will (rightfully) dispute the accuracy of your race results. If you follow the steps outlined in this document, however, the racers will heap praises upon you for doing such a great job. You choose.**

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FOR INFORMATION ONLY:

The RaceCalc template is stored in the following location:

C:\Documents and Settings\Race Committee\Application Data\Microsoft\Templates\RaceCalc\_v3\_10b2.xlt