**Administering PRSC Cumulative Handicaps for IOM and DF95 v2**

*At first sight the administering of the new handicapping system, both at the lake and after the event, might appear to be somewhat daunting.*

*It could well be, if the person or persons doing the administering don’t use a bit of preplanning and organising before and after the event.*

*Here are some suggestions. I hope it helps. - Dave O*

The day before a handicap event.

1. Enter the event name(s) into the tablet ie;

DF95 Club Hcp 120325 or IOM Hcp Ht8 240724

1. Work out how to access the handicaps from the tablet or ask Lloyd to email the latest handicaps to you and then print them out.

At the lake before the start of racing.

1. If two classes racing, use a separate score sheet for each class.
2. Enter the skippers name and sail numbers from the top of the sheet and mirror these from the bottom of the sheet. Use the top entries for recording finishing places and the bottom entries for the handicaps.
3. If you have the handicaps printed then transfer them to your scoresheet (at the bottom). If not go to #4 below.
4. Open Excel on the tablet and open the file for the respective class.
5. Enter the initial handicaps on the scoresheet (at the bottom).
6. If you can reduce everyone’s handicap by a common denominator keep in mind that no one’s handicap should be greater than minus 30 seconds. You can do this anytime during the day’s event.

Also keep in mind that if you do this, the common denominator must be added back on at the end of the day otherwise the people that are not there will be adversely affected.

For Example: Reduce all handicaps by 30 seconds

John Smith – 120 New = 90

Peter Bloggs – 140 New = 110

Donald Trump – 30 New = Scratch

Taylor Swift – Scratch New = minus 30

1. Indicate on the scoresheet where and by how much you reduce handicaps so you can add them back on later.

During racing.

1. The end of the race add 30 for first, 20 for second and 10 for third. If 8 boats or less in a fleet take 20 seconds off the last place getter.
2. If more than eight boats take off 20 seconds for the last (two) placegetters.
3. Circle the 4 (or five if more than 8 boats) skippers that have had their handicaps changed. This makes it easier for the PRO to tell those 5 people what their new handicaps are.

At the conclusion of racing.

1. After the last race adjust the handicaps (add on any reductions you made during the course of racing), and mark that column with an arrow and perhaps a note “CARRY OVER HANDICAPS”

At Home

At the conclusion of the day and after entering the results from the tablet in the PRSC website (best of luck).

 Take photos of the handicap scoresheets for posterity as below.

1. Using the tablet go to photo and take a photo of the scoresheet(s) (in portrait).
2. Go to Gallery
3. There will be 3 locations in Gallery, Camera, DF95 and IOM.
4. Click on Camera.
5. Click on the photo of the scoresheet that you want to save.
6. Click on the 3 vertical dots.
7. Click on “move to album”
8. Click on DF95 or IOM album.
9. Photo will be moved to that album.
10. Do same for any other photos.

But wait there’s more.

Update Excel Handicap Files.

1. From the home page on the tablet scroll to the last page and click on the Sheets (Excel) icon.
2. When Sheets opens, look for Cumulative Handicaps file in ‘last opened’ or, if not there, press folder icon on top right and Cumulative Handicaps file should be visible to select.
3. Once loaded it shows 2 tabs, DF95 and IOM
4. Click on the file you want to update.
5. The worksheet will open.
6. Refer to the scoresheet from the days sailing.
7. On the tablet click in the cell adjacent to the relevant skippers name, at the bottom of the sheet a field opens awaiting entry. Select field and the keyboard will open. Enter the new handicaps. Ignore entries for those names not yet sailed a single race.
8. The file saves automatically so open next class if necessary and repeat.

If you have a problem ring Lloyd or Bruce or Hunter.

END