

ENTERING SNB CARNIVALS – SURFCANS

Classes will be held to update SurfCANS users in the process for entering carnivals and the enhancements to the program.

Listed below is a brief outline to assist members who have already been trained in the use of SurfCANS.

All Clubs will be issued with instructions on how to download the updated version of SurfCANS together with their unique ID and password.

CLUBS SHOULD NOTE THAT ALL CODES FOR EVENTS HAVE BEEN CHANGED

Steps to entering Carnivals

- Double click on the SurfCANS logo on your computer desktop.
- Click on “Login” on the top Menu Bar.
- Login using your unique ID and password.
- Proceed through welcome screen.
- Click on “Select Carnival” on the top Menu Bar
- Click on Carnival you wish to enter and then hit the select button
- Click on “New Batch” on the top Menu Bar
- Give the Batch a name so you can recognise the batch in case of changes/copy etc.
- Call up the members you wish to enter in an event by surname in the “search by Surname” box on the lower left of the screen. To call up multiple names at the same time, place a comma between the names.
- Click on the “Proceed” button or hit the enter key on your keyboard.
- Select the members to be entered in an event by highlighting them using <Ctrl> Click (i.e. hold down the <Ctrl> button and then click on the member using the mouse left click button).
- “Ctrl” click on the event/s (right side of screen) the member/s are entering.
- Drag the event to the empty grey box on the left centre of the screen.

Handy Hints

- Team Names must be added for all teams.
- Set Team Names prior to commencing entries.
- Boat Entries must detail Starters, Sweep and Reserves.
- If a member is not current in SurfTRAX then they will not be allowed to be entered in an event via SurfCANS
- To validate a single entry, right click on that person and click on the “validate current entry”.

Once you have completed your entries you will need to validate them.

- Click on the “Validate” button on the top menu bar.

OR

- Click on Batch Validation on the lower right side of the screen and the validation will be completed overnight. If you use this option, you must check your entries to ensure that they validated

Once you have your entries completed, you can copy entries from one batch in a carnival to another carnival. (User Guide in Annex D)