



NCCC Competition Database User Guide



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History: The NCCC Competition Database became operational for the 2013 Competition Year and its use is mandatory for all event sanctions, flyers, and results. As the RCD of the Roadrunner Region, I realized that a system of this complexity was sure to be difficult to learn for many of our club event chairs and governors. The system had no documentation and I did not believe it was intuitive enough for users around the country to use with confidence and accuracy. I wrote this guide to try to help the many NCCC volunteers who create sanctions, develop flyers, and prepare event results to work their way through the nuances of the Competition Database. I make no claim that I have come up with answers for every possible situation, but I have tried, through trial and error, to develop notes with screen shots to help Comp DB users toward success. As you find things not covered in the User Guide, feel free to e-mail suggestions for wording clarification, new entries, and corrections of things I may have explained incorrectly to: LT4CE@YAHOO.COM. Thank you for helping make this a better product for all of us.

Update History (new as of December 2013)

12/13/13 Changes

Deleted references to club mileage as this is no longer checked.

1. Page 5 – Added note to clarify that “Event Time” is 24-hour format.
2. Page 5 – Clarified how to use the same location for multiple events on the same day, and the same, or sequential times for events on the same day.
3. Page 5 – Warning that multiple events on same day must have same address to prevent Travel Point errors.
4. Page 6 – Clarified the term “Regional Sanction” as being a Non-Sanctioned event from a NCCC perspective.
5. Page 6 – Described the purpose for the new “Other” event type.
6. Page 8 & 16 – Flyer naming rules clarified. The first six positions of a flyer name must be the sanctioning club’s number, i.e. RR-543. The prior rule of all ten positions is not valid since you can use the same flyer for multiple events.
7. Page 18 – Added note about updating event info if using Google Calendar.
8. Page 20 – Noted that Enthusiast Members cannot earn NCCC National Competition points.
9. Page 20 – Added procedure to give club providing a borrowed sanction 100 points even if no one is present.
10. Page 21 – Added explanation of how to force correct result orders for rallyes and car shows.
11. Page 21 – Added note that both NCCC members of a team in a rallye/funkhana/show must have the same points.
12. Page 22 – Note from programmer for “short cut way” to do on-line results entry.
13. Page 22 – Added note to delete Chair & Governor lines from the NCCC Results Spreadsheet before uploading results.
14. Page 28 – Added notes regarding mandatory class wording for Funkhanas and how to find the exact class wording that must be used for any type of event.
15. Page 38 – Added note on how to bypass Governor approval if the RCD is entering the event results.
16. Page 41 – Explained the procedure to correct point totals for a person who changes clubs during a single competition year.

Sanctioning Your Event

This section covers creating your event in the Competition Database, getting your sanction number to be used when obtaining an Insurance Certificate, and as required on flyers, and results. These screens establish the type of event, the event's location, time, date, and Chair/Co-Chair contacts.

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Step 1 - Create an Event & get Sanction Number

Event Chairperson → Login to the following URL (link):

<https://93075438.domainhost.com/NCCCCompetitionDatabase/2014/Programs/AddEvent.php5>

The screenshot shows the 'NCCC Competition Database' header and 'NCCC Event Login' sub-header. Below the header is a form with three input fields: 'Enter NCCC Number', 'Enter password', and 'Enter Sanction Number (leave blank for new event)'. A 'Log in' button is located below the input fields. Three red arrows point to the input fields and the 'Log in' button.

- Enter your NCCC number
 - Life members must include the “LM” at the end of the NCCC number
 - Ladies must include the “L” at the end of the NCCC number - If a Lady Life Member, it would be “LML”
- Create your own password – make sure you do not forget.
 - If a Governor or RCD is creating the event, do not use your existing Membership Database password
- Leave Sanction Number blank & Click “Log In”

The screenshot shows the 'NCCC Competition Database' header. Below the header, it says 'Hi PAUL, click a button to start'. There are three buttons: 'Add New Event', 'List My Events', and 'Return to Login Screen'. A red arrow points to the 'Add New Event' button.

- Click on “Add New Event”

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NCCC Competition Database

Welcome, PAUL HAMERSLY (as Chairperson). Please enter the requested information and click the Enter Event into Database button.

Add New Event to NCCC Competition Database

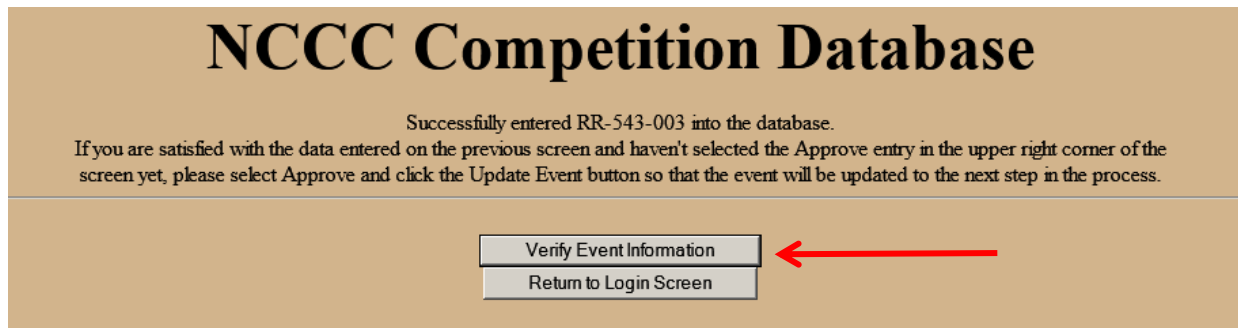
Event Name	<input type="text"/>	Host Club	ARIZONA COMPETITION CORVETTES	Club Number	RR-543
Event Type	<input type="text"/>	Sanction Type	<input type="text"/>	Event Date & Time <small>(yyyy-mm-dd hh:mm)</small>	Time Zone <input type="text"/>
Event Address	<input type="text"/>	Event City	<input type="text"/>	Event State <input type="text"/>	Event Zip Code <input type="text"/>
Chair	PAUL HAMERSLY	Chair NCCC #	RR-543-0010LM	Chair Email	lt4ce@yahoo.com
Co-Chair	<input type="text"/>	Co-Chair NCCC #	<input type="text"/>	Co-Chair Email	<input type="text"/>

Mandatory, after all data in rows 1-3 is entered

- You are now at the NCCC Competition Database's "Add New Event Screen"
 - Your personal and club information will already be filled from the NCCC Membership Database because you logged in as the Chairperson creating this new event.
 - Enter event details in each box using formats as shown where applicable.
 - Note: Event Time is 24-hour format. I.e., 4:00pm would be 16:00, and 04:00 would be 4:00am. (12/13)**
 - Choose a "meaningful and unique" Event Name so you can differentiate between events. Ex: "Tempe Diablo AX-1"
 - Use the "pull down" boxes for Event Type, Sanction Type, Time Zone, and State.
 - All blank boxes in the first 3 rows must be filled in. Co-Chair information is not mandatory.
- If you are going to create multiple events for the same day, **MAKE SURE THEY EACH HAVE THE EXACT SAME ADDRESS.** Any differences will cause Travel Point calculation errors. (12/13)
 - Some clubs put on multiple events on the same day, such as a car show and a rallye. For the purposes of the Competition Database and correct calculation of Travel Points, use the same address for all events on the same day, even if the rallye has a different local start location. If you use different addresses, the Competition Database will try to force travel points for each event address.
- If you are going to create multiple events for the same day, **MAKE SURE THEY HAVE THE EXACT SAME START TIME**, or at a minimum, sequentially increasing start times so the events sort into the correct order.

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- **Event Type** – Use the pull-down and select your event type.
 - **Event Type “Other”** is provided so a club can obtain a Regional Sanction Number for events such as caravans, parades, etc. in order to provide this information to the Insurance Carrier on the Insurance Certificate Request.
 - **Note that you will not normally be doing results for these events and the Competition Database will reflect that results are overdue, but this can be ignored. (12/13)**
- **Sanction Type** – Use the pull-down and select sanction type
 - **NATIONAL = NCCC SANCTIONED EVENT FOR POINTS & AWARDS**
 - **“Regional”** = replaces the old term of “Non-Sanctioned Event” and will have a Non-Sanction Number format with an “R” – i.e., RR-543-R01. **(12/13)**
- The Event Chair/Co-chair can be changed, or a Co-Chair can be added at a later date if necessary.
- Click on the “Enter Event Into Database” button
 - **Important, your event is not saved in the Competition Database until this step is complete.**
 - See Page 4 screen shot for location of the button



- You will now see your Sanction Number at the top of the screen
 - Each club can have a maximum of 10 sanctioned events per year
 - The club's next available sanction number will be assigned when you create the next event
- Click on the “Verify Event Information” button to return to the event you created

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You are now back to the main screen for your event.

Note that you now have a Sanction Number.

NCCC Competition Database

Welcome Back PAUL HAMERSLY (as Chairperson)

Update RR-543-003 in NCCC Competition Database

Event Name	LS AX 12-12 Event 2	Host Club	ARIZONA COMPETITION CORVETTES	Club Number	RR-543	New Event Entered	Approval:
Event Type	Low Speed Autocross	Sanction Type	National	Event Date & Time	2012-12-01 08:00:00 <small>(yyyy-mm-dd hh:mm)</small>	Time Zone	Mountain
Event Address	2200 W Alameda	Event City	Tempe	Event State	Arizona	Event Zip Code	85283
Chair	PAUL HAMERSLY	Chair NCCC #	RR-543-0010LM	Chair Email	lt4ce@yahoo.com	Chair Password	molly
Co-Chair		Co-Chair NCCC #		Co-Chair Email		Co-Chair Password	

Flyer File Name: Event Results File Name:

Online Registration URL:

- Double check everything, then
 - Use the drop down arrow & click on **“Approved”** in the “Approval” box - upper right corner screen.
 - Click on the **“Update Event”** button.
- You can create additional events at this time by clicking the **“Enter New Event”** button.
 - This will populate a new event with identical type, date, time, & location information.
- If you log out & log back in with this Sanction Number, you will not be able to update the event until the Governor & RCD approve this sanction.
 - As the Event Chair, you are now waiting for your Governor, and then your RCD, to approve your Sanction.

SPECIAL NOTES FOR ALL SANCTIONS

1. If you cancel your event, you can later go into the “Update Event” page and change its date, location, and/or event type so you re-use the sanction number and not lose it.
2. If you need to actually delete a sanction once it has been issued, RATHER THAN CANCELLING AND LATER RESCHEDULING IT, contact the your RCD who will contact the Competition Database Administrator to make the deletion. Only the Database Administrator can delete a sanction from the system.
3. The first six positions of the Sanction Number must be used as the first six positions of the file name for the event flyer.
(12/13)
 - a. Example: RR-543-001 is the Sanction Number for an autocross.
 - i. The flyer for that autocross (and even multiple autocrosses the same day at the same site) might be: “RR-543-Autocross-Flyer.pdf.” The first six positions are mandatory, and the rest should be unique and meaningful.
4. The Sanction Number assigned by the Competition Database System MUST be used as the first ten positions of the file-name to be used later when uploading the Event Result Spreadsheet.
 - a. Example: RR-543-001 is the Sanction Number for an autocross.
 - i. The results file name might be: “RR-543-001-Autocross-Results.xls”

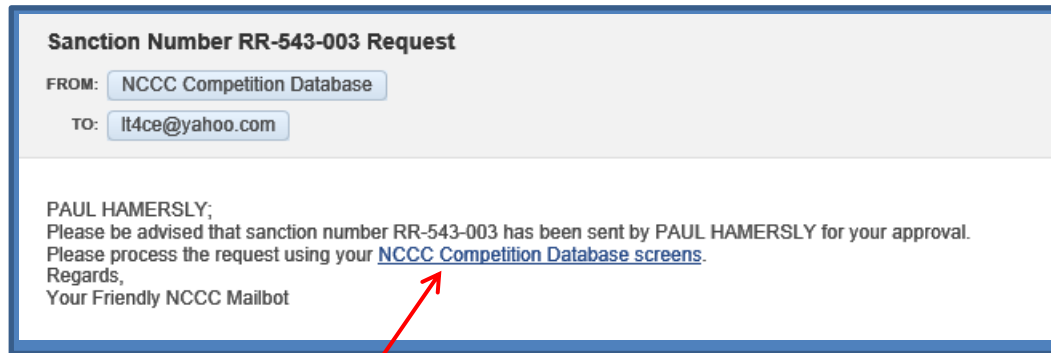
SPECIAL NOTES FOR “BORROWED SANCTIONS

1. If using a “borrowed” sanction, the name of the Event Chair on the “Create Event” screen MUST be a member of the club whose number is being used to obtain the sanction. These are verified from the Membership Database. The Event Chair’s name DOES NOT have to be entered on the results.
2. If using a “borrowed” sanction, you can enter your own e-mail address for the Event Chair so you get the notifications, not the person’s name you are using from the club giving away the sanction.
 - a. However, you cannot prevent the donor club’s Governor from receiving notification e-mails. Make sure you inform the Governor that they will appear. The governor can delete them from his/her e-mail In-Box.

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Governor Approval of the Sanction:

- An automatic e-mail will be sent by the Competition Database to the club Governor asking for approval.
- If the Governor logs in from the link in the e-mail, no Governor password is required



- Logging in from the e-mail takes you directly into the Competition Database screen for the applicable event.
- Governors can also log-in directly using the link the standard Competition Database log-in screen (Page-1).
- After logging in, or after entering the Competition Database directly from the notification e-mail, the Governor reviews and clicks on **“Approved”** in the Approval box in the upper right corner of this screen.
- The Governor must click on the **“Update Event”** button after making the approval.
- An automatic e-mail will be sent to the RCD requesting approval.
 - If you log-in to the Competition Database under this Sanction Number, you will not be able to make changes until after the RCD’s approval.

RCD Approval of the Sanction:

- The RCD will get an e-mail notice indicating that an event is ready for review & approval.
 - The RCD goes through the same steps as the Governor and approves the event sanction.
 - RCD needs to be sure to check event location/time to be identical for multiple events on same day.
 - After the RCD **“Approves”** and **“Updates Event”** an automated e-mail will be sent to the Event Chairperson and the Club Governor telling them that the RCD approved their Sanction.

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Special Note on “Approval Screens”

- The screen seen UNTIL ALL APPROVALS ARE COMPLETE will look similar to the one below.
 - The block to the left of the “Approval” block is the event’s “Status.”
 - I.e., “Sent to Governor” or “Sent to RCD”
 - Look at the “Update Event” block in the lower left
 - It is “grayed out” until all approvals have been made, preventing changes before event approval.

NCCC Competition Database

Competition Year 2012

Welcome Back PAUL HAMERSLY (as Governor)

Update RR-543-003 in NCCC Competition Database

Event Name	LS AX 12-1-12 Event 2	Host Club	ARIZONA COMPETITION CORVETTES	Club Number	RR-543	Event Sent to RCD	Approval: <input type="button" value="v"/>
Event Type	Low Speed Autocross <input type="button" value="v"/>	Sanction Type	National	Event Date & Time	2012-12-01 08:00:00 <small>(yyyy-mm-dd hh:mm)</small>	Time Zone	Mountain <input type="button" value="v"/>
Event Address	2200 W Alameda	Event City	Tempe	Event State	Arizona <input type="button" value="v"/>	Event Zip Code	85283
Chair	PAUL HAMERSLY	Chair NCCC #	RR-543-0010LM	Chair Email	lt4ce@yahoo.com	Chair Password	molly
Co-Chair	<input type="text"/>	Co-Chair NCCC #	<input type="text"/>	Co-Chair Email	<input type="text"/>	Co-Chair Password	<input type="text"/>

Flyer File Name: Event Results File Name:

Online Registration URL:

Search for Member

By Last Name: OR NCCC Number:

☐ Active Members Only

- After approvals are completed, the event may again be changed and the “Update Event” button will be active.
- Remember, **“Update Event”** must be clicked after any change or approval is made to actually process your change within the Competition Database.

Disapproval:

- If either the Governor or RCD disapproves the Sanction, the Originating Chairperson will receive an e-mail and must follow-up to determine the problem. Possible reasons for disapproval may be:
 - It may be a conflict in event scheduling.
 - Distance issues with other NCCC events on the same date
 - Date unavailable because of national meetings
 - Etc.

Step 1A – Event Changes

The event type, location, date, chairperson, etc. can be updated or changed from the Event Screen by the Event Chair, Club Governor, or the RCD at any time. After making changes, the **"Update Event"** button must be clicked. Applicable e-mails will be generated and the approvals process will begin again.

Loading the Event Flyer into the Competition Database

This section covers loading your event Flyer into the Competition Database so it will be available on your Region Calendar.

Step 2 – Upload the Event Flyer



The screenshot shows a login interface for the NCCC Competition Database. The title "NCCC Competition Database" is at the top in a large, bold, black serif font. Below it, "Competition Year 2012" is centered in a smaller, bold, black serif font. Underneath that, "NCCC Event Login" is centered in a black serif font. The login form consists of three input fields stacked vertically, each with a label to its left: "Enter NCCC Number", "Enter password", and "Enter Sanction Number (leave blank for new event)". Each field is a white rectangle with a thin black border. Below the third field is a "Log in" button, which is a small, light blue rectangle with rounded corners and the text "Log in" in a black sans-serif font.

Enter NCCC Number	<input type="text"/>
Enter password	<input type="password"/>
Enter Sanction Number (leave blank for new event)	<input type="text"/>
<input type="button" value="Log in"/>	

- Log-in leaving the Sanction Number blank
- You will see the following screen

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Competition Year 2012

Hi PAUL, click a button to start

[Add New Event](#) [List My Events](#) [Return to Login Screen](#)



- Choose “List My Events”
- You will see this screen

NCCC Competition Database

Competition Year 2012

Calendar of Events for RR-543

Name of Event	Sanction Number	Hosting Club	Date	Event Status	Chair	Flyer	Results	Update	On Calendar
TEST COMP DB	RR-543-001	ARIZONA COMPETITION CORVETTES	04-Oct-12	Flyer Sent to RCD	PAUL HAMERSLY	Flyer	Due 19-Oct-12	Update Event	
Last RR AX for 2012	RR-543-002	ARIZONA COMPETITION CORVETTES	01-Dec-12	Waiting for Results	DEBI HAMERSLY	Flyer	Due 16-Dec-12	Update Event	
LS AX 12-1-12 Event 2	RR-543-003	ARIZONA COMPETITION CORVETTES	01-Dec-12	Event Sent to RCD	PAUL HAMERSLY	Due 17-Oct-12	Due 16-Dec-12	Update Event	

[Return to Login Screen](#) [Previous screen](#)



- Select the **“Update Event”** button of the event for which you want to upload the flyer
- You will see the following screen. Note that the “Event status” is “Waiting for Flyer.”

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NCCC Competition Database

Competition Year 2012

Welcome Back PAUL HAMERSLY (as Governor)

Update RR-543-003 in NCCC Competition Database

Event Name	LS AX 12-1-12 Event 2	Host Club	ARIZONA COMPETITION CORVETTES	Club Number	RR-543	Waiting for Flyer	Approval: <input type="text"/>
Event Type	Low Speed Autocross	Sanction Type	National	Event Date & Time	2012-12-01 08:00:00 <small>(yyyy-mm-dd hh:mm)</small>	Time Zone	Mountain
Event Address	2200 W Alameda	Event City	Tempe	Event State	Arizona	Event Zip Code	85283
Chair	PAUL HAMERSLY	Chair NCCC #	RR-543-0010LM	Chair Email	lt4ce@yahoo.com	Chair Password	molly
Co-Chair		Co-Chair NCCC #		Co-Chair Email		Co-Chair Password	

Flyer File Name: Event Results File Name:

Online Registration URL:

Update Event

Manually Input/Verify Results

Return to Login Screen

Enter New Event

Previous Screen

List Region Events

List My Events

Search for Member

By Last Name: OR NCCC Number:

☐ Active Members Only

Lookup Member

Instructions for Uploading Flyers

1. Use the **browse** button to locate your file.
2. Click the Upload File Button.
3. If the file exists, the screen will display an error message saying that the file already exists.
4. If the file upload is successful, an informational message will be displayed.
5. If the file upload is **NOT** successful, an error message will be displayed.
6. In case of error, cut and paste the error message into an email message and forward the message [Webmaster](#)

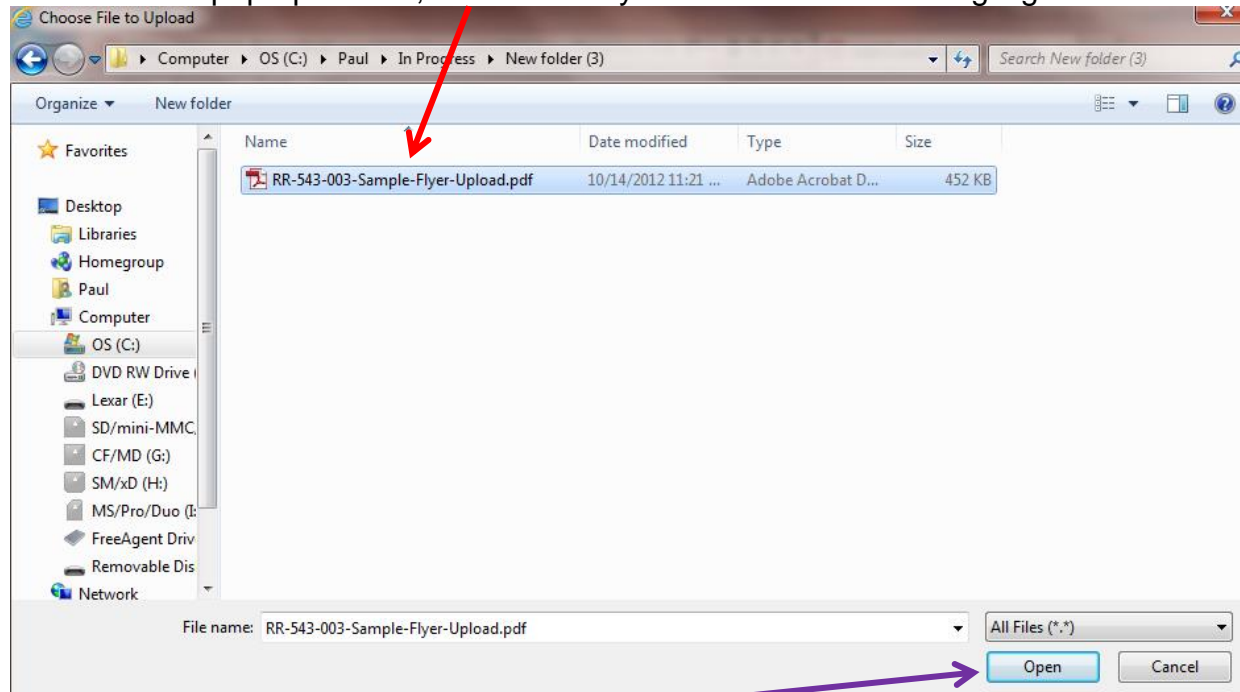
Please name your flyer starting with the same name as your Club Number (e.g. RR-CCC-) with a .pdf file extension.
You MUST convert your flyer to .pdf format. Note that the program will replace all spaces in the filename with underscores.

Local Filename for Upload:

- You must have your flyer ready in advance
- It must be in "PDF" format (Adobe Portable Document Format)

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- A “PDF” document can be created from within MS Word, Excel, PowerPoint, etc. by using the “Save As” feature and selecting “PDF” as the file type. They can also be created directly from within Adobe products.
- The first 6 positions of the flyer’s file name must EXACTLY match the event Sanction Number (Ex: RR-543) (12/13)
- Use the “Browse” feature to locate your flyer on your computer
 - On the pop-up screen, click on the flyer document name to highlight it



- Click “Open”

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- The file name and location will now be in the “Local Filename for Upload” line of your Competition Database screen

Please name your flyer starting with the same name as your Club Number (e.g. RR-CCC-) with a .pdf file extension.
You MUST convert your flyer to .pdf format. Note that the program will replace all spaces in the filename with underscores.

Local Filename for Upload: C:\Paul\In Progress\New folder (3)\RR-543-003-Sample-Flyer-Upload.pdf

- Click **“Upload Flyer”**
- When the upload is completed, you will get this screen

NCCC Competition Database

Competition Year 2012

RR-543-003-Sample-Flyer-Upload.pdf was successfully uploaded.

- After uploading your flyer, click on the “Back to Previous Screen” button
 - After going back, make sure you loaded the correct flyer
 - Click on **“Update Event”** so the flyer is available within the Competition Database
- An automatic e-mail will now be generated for the Governor to approve the flyer.
- After the Governor approves the flyer, an automatic e-mail will be generated for the RCD to approve the flyer.
- After the RCD approves the flyer, automatic e-mails will be sent to any mailing list the RCD sets up for notifications within the Competition Database.
- To use same flyer for multiple events
 - Use the “List My Events” button & select the next event
 - Use flyer drop down to show previously loaded flyers & select again.

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What happens to your flyer?

- **The flyer will be available from within the Competition Database by opening the following link (URL):**
<https://93075438.domainhost.com/NCCCCompetitionDatabase/2014/Programs/ListEventsForRegion.php?regionCode=RR>
- **If looking for Events & Flyers from a region other than Roadrunner, replace the last 2 characters in the above link with the region you want to see**
 - **WC, RM, SW, WR, MW, FL, SE, CA, MI, IN, WO, EO, ER**
- There may be a national web site page for the flyers from all regions in the future
- A RCD may post your flyer to a Google or Region calendar.
 - Procedures must be established within each region for implementing Google calendars.
 - If changing a flyer or event info, the original info must be deleted from Google and then the new info uploaded. **(12/13)**
- You should always send your Event Calendar or its Internet link, to the Club Governors in your region.
 - More awareness of your club's events will help to increase attendance.
- Consider using social media to promote your event and ensure that your social media postings include a link to your event flyer.
- You should always post your flyer on your club's web site.

- **Roadrunner Region flyers will also be available through the Roadrunner Region web site**

Before your event

- Remember that you can change the event details at any time, but you will go through the approval process again.
- The event may also be cancelled following current Rulebook guidelines.

Processing Event Results Using the Competition Database

This section covers preparing your event results and getting them into the Competition Database through one of two procedures. Special attention will be paid to ensuring that NCCC numbers are accurate and corresponding names are correct per the Membership Database. Also that Travel Points, and applicable Bonus Points are properly awarded.

SPECIAL NOTES before preparing your results:

- 1. NCCC Enthusiast Members CANNOT earn points at NCCC sanctioned events. (12/13)**
- 2. ONLY NUMERIC DATA WILL BE ACCEPTED IN THE “TIME/SCORE” COLUMN**
 - a. EXCEPTIONS ARE “DNF” AND “DNR”**
- 3. Times entered for a Speed Event MUST BE ENTERED in SECONDS W/DECIMALS.**
 - a. If a time exceeds one minute, enter it as 60 seconds plus seconds over one minute.
 - i. I.e., 1 minute, 13.234 seconds must be entered as 73.234.
4. If you are preparing results for more than one event held on a day, try doing the first event by itself and getting all the errors corrected. Then, use the lessons learned while doing the remaining events. If you are using a NCCC spreadsheet, once one event is accurate, you can copy & paste the names, NCCC numbers, and classes from the first accurate spreadsheet to the spreadsheets for subsequent events. Then, enter the applicable times, etc.
 - a. When copying on a result spreadsheet, remember to copy only within columns. Do not copy entire rows!
5. **Ties CANNOT be entered.** Make a score change to show that one is higher than the other in the event of a tie.
6. If the Chair or Co-chair competes in the event, but is taking the Chair or Co-chair points for the event, and you want to record their competition times, DO NOT enter their NCCC number or points on the Entrants score page (page-1) of the results. Enter their NCCC Number and Points only in the worker section.
7. If using a “borrowed” sanction, the name of the Event Chair on the Sanction DOES NOT have to be entered on the results.
8. If using on-line data entry for results, you MUST include the suffix of “LM” for a male Life Member, and the suffix of “LML” for a Life Member Lady.
 - a. The LM and LML are not mandatory if recording results on the NCCC spreadsheet, however, they will be accepted if present. If not on the spreadsheet when it is uploaded, after validation, they will appear.
9. When you are in an on-line data entry screen and you run out of lines for new entrants or workers, click on the **“Update Event”** button to add additional blank data entry lines.
10. Travel Points will not be correct if the event site ZIP Code is entered incorrectly on the Sanction.
11. Travel Points will not be correct if a member’s ZIP Code is incorrect in the NCCC Membership Database.
12. From the system programmer: A trick to doing event results is to only enter NCCC Number, Class, and Score using the On-line Data Entry function.
 - a. The system will fill in the names and give you yellow error boxes which you can click to fill in all the other data correctly. **(12/13)**
13. If the event was using a ‘borrowed’ sanction and no one from the sanctioning club is present, the club will not automatically get 100 points. If you want the club to get the 100 points, manually enter the club number in the club section (old page 2) and click on “Validate Data Entered.” The club will then get the Hosting Club’s 100 points. **(12/13)**

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14. Make sure both members of a 'team' (rallye, funkhana, show) have the same points. If one team member is not NCCC, do not enter them in the results. **(12/13)**
15. A blank "Time/Score" will show as DNF on the final result report. Make sure you enter a number in the Time/Score blocks.
16. **You will have to be creative in determining how to show results from a Rallye or Concours/PC Car Show as strictly numeric with the highest score being the winner and so on, down to last place. Best advice is to enter "100" for first place, "99" for second place, "98" for 3rd, etc. Now, enter your actual results in the "Remarks" column so your entrants can see their real results. (12/13)**
 - a. In a rallye or show, if you entered a "1" for first place and a "2" for second place, the Comp DB would change second to first and first to second because it always makes the higher numeric number the higher (lower numeric) place.
 - b. You must enter "scores" for each place that are successively lower numerically for each position to make it work.
 - c. The scores must be all numeric, so do not enter something like "KKJJJ" for a full house in a poker rallye. You can enter that information in the "Remarks" column.
 - d. If you leave the Time/Score column blank in a rallye or a PC, the system will enter "9999.99999" in the Time/Score column confusing all your entrants when they see their results.
17. A "DNF" (Did Not Finish) in the results "Time" column must be accompanied by a "DNF" entered in the "Remarks" column. After results are validated, the DNF "Time" be converted to 99999.99999 to ensure it is last place and points will be "2."
18. A "DNS" (Did Not Start) must be entered as "DNR" (Did Not Run) in the results "Time" column. DNR must also be entered in the "Remarks" column and the same process for DNF described above will be followed.
19. When doing results for multiple events held on the same day at the same place, the Competition Database "MAY" attempt to insert Travel Points on more than one event. This will happen if the location, date, and time field are not absolutely identical. This "MAY" also happen when using sanctions from multiple clubs as often occurs at 7-event days.
 - e. When this occurs, click on the **"Manually Input/Verify Results"** button
 - f. Manually delete the False Travel Points for all applicable competitors and workers
 - g. Click on the "Total Points" block for each entry block to correct total, or you will have errors in the Total Points column as seen below:

23	COLLEEN	SW-200-0145L	L1G	61.91800	7	0	0	7	
24	JEAN	SW-131-0377LML	L1SK	64.35600	9	0	0	12	
25	MELINDA	SW-569-0022L	L1SK	69.96500	7	0	0	7	
26	BONNIE	SW-131-0232L	L1SM	61.46700	0	10	0	10	Class L1SK,L1SM FTD
27	CINDY	SW-055-0658L	L2J	57.35000	0	10	0	10	Ladies 2nd Overall FTD
28	CATHY	SW-055-0626L	LRP	60.28400	0	9	0	9	Ladies 3rd Overall FTD
29	BRENDA	SW-568-0020L	LRP	63.86100	7	0	0	9	
30	MARLENE	SW-063-1064L	LRPAF	56.92100	0	11	0	11	Ladies 1st Overall FTD
31	KEVIN	SW-055-0625	RP	56.83400	9	0	0	9	
32	GILBERT	SW-568-0019	RP	58.31800	7	0	0	9	
33	BOB	SW-568-0002	RPAF	56.42500	0	10	0	10	Class RP,RPAF FTD

Step 3 – Enter the Event Results

- Log-in normally, entering the event's Sanction Number on the Log-in screen
 1. If you leave the Sanction Number blank, select the correct event from the "List My Events" option after log-in

The screenshot shows the NCCC Competition Database login interface. At the top, it says "NCCC Competition Database" in a large, bold, black serif font. Below that, in a smaller bold black serif font, is "Competition Year 2012". Underneath that is "NCCC Event Login" in a regular black serif font. The login form consists of a light brown rectangular box containing three input fields and a "Log in" button. The first input field is labeled "Enter NCCC Number" and is empty. The second input field is labeled "Enter password" and is empty. The third input field is labeled "Enter Sanction Number (leave blank for new event)" and is empty. The "Log in" button is a small, light gray rectangular button with the text "Log in" in a small black font.

- There are 2 methods for loading results into the Competition Database
 1. Manual data entry on-line
 - Initiate by clicking on the **"Manually Input/Validate Results"** button.
 - This is covered in a separate section – see Page-30.
 2. Use the Standard NCCC Excel Spreadsheet for your results and upload it to the database
 - Note that only one event can be reported per spreadsheet
 - The spreadsheet master form can be downloaded from the NCCC web site
 - **Before uploading your results spreadsheet, DELETE rows 107 & higher (Chair & Governor info) on page-2. (12/13)**
 - If not done, this info will appear extraneously within your results on the Comp DB.

NCCC Competition Database User Guide

Processing Results using the standard NCCC Excel Spreadsheet form

NCCC Competition Database

Competition Year 2012

Welcome Back PAUL HAMERSLY (as RCD)

Update RR-543-003 in NCCC Competition Database

Event Name	LS AX 12-12 Event 2	Host Club	ARIZONA COMPETITION CORVETTES	Club Number	RR-543	Waiting for Results	Approval:	
Event Type	Low Speed Autocross	Sanction Type	National	Event Date & Time	2012-12-01 08:00:00 <small>(yyyy-mm-dd hh:mm)</small>	Time Zone	Mountain	
Event Address	2200 W Alameda	Event City	Tempe	Event State	Arizona	Event Zip Code	85283	
Chair	PAUL HAMERSLY	Chair NCCC #	RR-543-0010LM	Chair Email	lt4ce@yahoo.com	Chair Password	molly	
Co-Chair		Co-Chair NCCC #		Co-Chair Email		Co-Chair Password		

Flyer File Name: RR-543-003-Sample-Flyer-Upload.pdf Event Results File Name:

Online Registration URL:

Search for Member

By Last Name: OR NCCC Number:

☐ Active Members Only

Instructions for Uploading Event Results

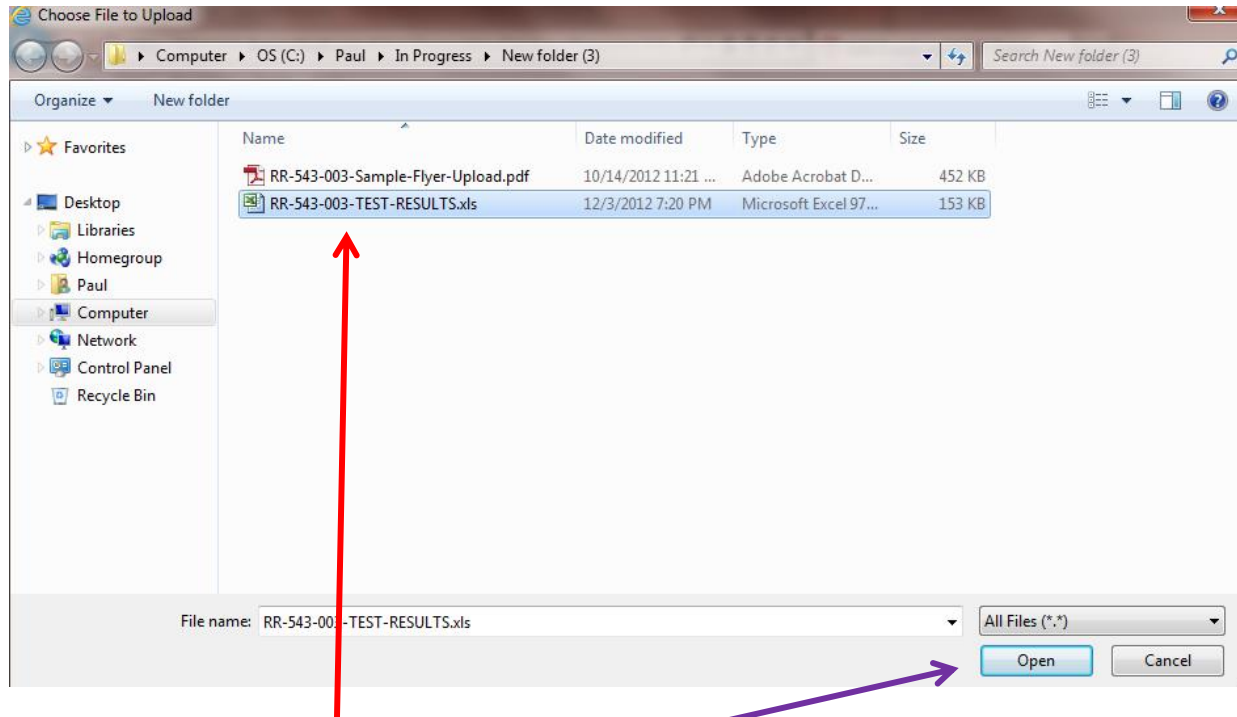
1. Use the **browse** button to locate your file.
2. Click the Upload File Button.
3. If the file exists, the screen will display an error message saying that the file already exists.
4. If the file upload is successful, an informational message will be displayed.
5. If the file upload is *NOT* successful, an error message will be displayed.
6. In case of error, cut and paste the error message into an email message and forward the message [Walt Jenkins](#)

Please name your Event Results file with the same name as your Event (e.g. RR-CCC-xxx) with a .xls file extension.

Local Filename for Upload:

- Use the “Browse” feature to identify your results spreadsheet on your computer

NCCC Competition Database User Guide



- Highlight the file-name.
- Click "Open"

NCCC Competition Database User Guide

NCCC Competition Database

Competition Year 2012

Welcome Back PAUL HAMERSLY (as RCD)

Update RR-543-003 in NCCC Competition Database

Event Name	LS AX 12-1-12 Event 2	Host Club	ARIZONA COMPETITION CORVETTES	Club Number	RR-543	Waiting for Results	Approval:	
Event Type	Low Speed Autocross	Sanction Type	National	Event Date & Time	2012-12-01 08:00:00 <small>(yyyy-mm-dd hh:mm)</small>	Time Zone	Mountain	
Event Address	2200 W Alameda	Event City	Tempe	Event State	Arizona	Event Zip Code	85283	
Chair	PAUL HAMERSLY	Chair NCCC #	RR-543-0010LM	Chair Email	lt4ce@yahoo.com	Chair Password	molly	
Co-Chair		Co-Chair NCCC #		Co-Chair Email		Co-Chair Password		

Flyer File Name: RR-543-003-Sample-Flyer-Upload.pdf Event Results File Name:

Online Registration URL:

[Update Event](#) [View Flyer](#) [Manually Input/Verify Results](#) [Return to Login Screen](#) [Enter New Event](#) [Previous Screen](#) [List Region Events](#) [List My Events](#)

Search for Member

By Last Name: OR NCCC Number:

☐ Active Members Only [Lookup Member](#) [Add Event to Regional Google Calendar](#) [Update Region Notifications](#) [Set Event Validated Flag](#)

Instructions for Uploading Event Results

1. Use the **browse** button to locate your file.
2. Click the Upload File Button.
3. If the file exists, the screen will display an error message saying that the file already exists.
4. If the file upload is successful, an informational message will be displayed.
5. If the file upload is **NOT** successful, an error message will be displayed.
6. In case of error, cut and paste the error message into an email message and forward the message [Walt Jenkins](#)

Please name your Event Results file with the same name as your Event (e.g. RR-CCC-xxx) with a .xls file extension.

Local Filename for Upload: C:\Paul\In Progress\New folder (3)\RR-543-003-TEST-RESULTS.xls [Browse...](#)

[Upload Event Results](#)

- The file-name will now show in the “Local Filename for Upload” box.
- Click on the “Upload Event Results” button.
- You will get a screen telling you that it uploaded successfully
- Click on **“Continue”**

NCCC Competition Database User Guide

The file-name of your uploaded result file will show on this screen.

NCCC Competition Database
Competition Year 2012
Welcome Back PAUL HAMERSLY (as RCD)

Update RR-543-003 in NCCC Competition Database

Event Name	LS AX 12-1-12 Event 2	Host Club	ARIZONA COMPETITION CORVETTES	Club Number	RR-543	Results Sent to RCD	Approval: <input type="text"/>
Event Type	Low Speed Autocross	Sanction Type	National	Event Date & Time	2012-12-01 08:00:00 <small>(yyyy-mm-dd hh:mm)</small>	Time Zone	Mountain
Event Address	2200 W Alameda	Event City	Tempe	Event State	Arizona	Event Zip Code	85283
Chair	PAUL HAMERSLY	Chair NCCC #	RR-543-0010LM	Chair Email	lt4ce@yahoo.com	Chair Password	molly
Co-Chair		Co-Chair NCCC #		Co-Chair Email		Co-Chair Password	

Flyer File Name: RR-543-003-Sample-Flyer-Upload.pdf Event Results File Name: RR-543-003-TEST-RESULTS.xls
Online Registration URL:

Search for Member
By Last Name: OR NCCC Number:
☐ Active Members Only

- Click on the **"Import Excel File Results"** button
 - This step is MANDATORY**
 - This imports your uploaded file into the Competition Database and initiates Phase-1 error checking for correct NCCC Numbers, correct names per the NCCC Membership Database, the club's declared home city mileage, and correct Travel Points based upon the event location and the entrants' addresses in the Membership Database.
- If there are errors, you will get the following screen:

NCCC Competition Database User Guide

NCCC Competition Database

Competition Year 2012

Processing Sanction number RR-543-003 Results

Elements in Yellow are incorrect for this event

#	Name	NCCC Name	NCCC Number	Class	Time/Score	Earned	Bonus	Travel	Total	Remarks	Entrant Type
1	BARBARA BASSETT	BARBARA BASSETT	RR-332-0176L	L1SH	49.815	10	0	0	10	FTD L-1S	Competitor
2	PAT JENKINS	PAT JENKINS	RR-332-0160L	L1SK	56.887	9	0	0	9	FTD-3 Ladies	Competitor
3	DEBI HAMERSLY	DEBI HAMERSLY	RR-543-0011LML	L2J	42.681	11	0	0	11	FTD Ladies	Competitor
4	GEORGE RAY	GEORGE RAY	RR-332-0157LM	1SA/B	46.899	7	0	0	7		Competitor
5	ROBERT BASSETT	ROBERT BASSETT	RR-332-0180	1SH	44.484	7	0	0	7		Competitor
6	RAY JENKINS	RAY JENKINS	RR-332-0144	1SJ	49.221	7	0	0	7		Competitor
7	JIM ENRIQUEZ	JIM ENRIQUEZ	RR-332-0104	1SK	40.977	10	0	0	10	FTD Gp-1S	Competitor
8	BRUCE MUNDY	BRUCE MUNDY	RR-332-0099	1SK	41.208	7	0	0	7		Competitor
9	JOE MORITZ	JOSEPH MORITZ, JR	RR-543-0018	1SK	47.425	6	0	0	6		Competitor
10	FELIX GALLARDO	FELIX GALLARDO	RR-543-0006	1E	46.654	9	0	0	9		Competitor
11	RICHIE ZASO	RICHIE ZASO	RR-543-0027	1E	46.89	7	0	0	7		Competitor
12	DALE MCKEEMAN	DALE MCKEEMAN	RR-303-1054	1M	39.413	10	0	0	10	FTD Gp-1	Competitor
13	TODD HOLZWARTH	TODD HOLZWARTH	RR-543-0029	2H	39.239	11	0	0	11	FTD Men	Competitor
14	JOE GRASSEL	JOE GRASSEL	RR-332-0091	2H	48.517	7	0	0	7		Competitor
15	MIKE TERREY	MICHAEL TERREY	RR-332-0118	2J	43.696	7	0	0	7		Competitor
16	EMANUAL MAUL	EMANUEL MAUL	RR-543-0028	2K	43.345	10	0	0	10	FTD Gp-2	Competitor
17	WALTER LOTT	WALTER LOTT	RR-332-0178	NOV	54.104	7	0	0	7		Competitor

Worker Point Totals

#	Name	NCCC Name	NCCC Number	Position	Points	Travel	Total Points	Remarks
1	STEVE RYAN	STEVE RYAN	RR-543-0009	Chairperson	9	0	9	Chairperson
2	PAUL HAMERSLY	PAUL HAMERSLY	RR-543-0010LM	Co-Chairperson	9	0	9	Co-Chairperson

NCCC Competition Database User Guide

- You are in “Error Checking Phase-1”
- **You CANNOT CORRECT ANY PHASE-1 ERRORS ON-LINE!!!!**
 - Correct name errors on your spreadsheet
 - The system screen that highlighted the errors will show you the correct name from the NCCC Membership Database.
 - Only names that EXACTLY match the first and last names in the NCCC Membership Database will be accepted.
 - **When a name is highlighted as an error, you MUST determine if you had the wrong name for a correct NCCC number,**
OR
 - **If you had the wrong NCCC number.**
- If you have mileage errors, hold your cursor over the yellow (error) blocks to get a pop-up telling you the **corrections to be made to your Excel spreadsheet**
- Special Note: For a Funkhana, the classes **MUST BE** exactly as shown below, not just A/B/C/D: **(12/13)**
 - A (Man Driver/Lady Navigator)
 - B (Man Driver/Man Navigator)
 - C (Lady Driver/Man Navigator)
 - D (Lady Driver/Lady Navigator)
- For any event, you can find the correct class wording the Comp DB is looking for by using on-line data entry and clicking on a blank ‘class’ block – the system will show you the acceptable choices. **(12/13)**
- **Make each of these corrections in your Excel spreadsheet.**

NCCC Competition Database User Guide

After you correct your spreadsheet, you need to be able to upload it again:

NCCC Competition Database
Competition Year 2012
Welcome Back PAUL HAMERSLY (as RCD)

Update RR-543-003 in NCCC Competition Database

Event Name	LS AX 12-1-12 Event 2	Host Club	ARIZONA COMPETITION CORVETTES	Club Number	RR-543	Results Sent to RCD	Approval:	
Event Type	Low Speed Autocross	Sanction Type	National	Event Date & Time	2012-12-01 08:00:00 <small>(yyyy-mm-dd hh:mm)</small>	Time Zone	Mountain	
Event Address	2200 W Alameda	Event City	Tempe	Event State	Arizona	Event Zip Code	85283	
Chair	PAUL HAMERSLY	Chair NCCC #	RR-543-0010LM	Chair Email	lt4ce@yahoo.com	Chair Password	molly	
Co-Chair		Co-Chair NCCC #		Co-Chair Email		Co-Chair Password		

Flyer File Name: RR-543-003-Sample-Flyer-Upload.pdf Event Results File Name: RR-543-003-TEST-RESULTS.xls
Online Registration URL:

Update Event View Flyer View Results File Manually Input/Verify Results Import Excel File Results Return to Login Screen Enter New Event Previous Screen List Region Events List My Events

Display Database Results

Search for Member
By Last Name: OR NCCC Number
☐ Active Members Only Lookup Member

Add Event to Regional Google Calendar Update Region Notifications Set Event Validated Flag

1. Click the “pull down arrow” at the “Event Results File Name” block and choose “BLANK” for the file-name
2. Click on “Update Event”
 - a. This tells the database there is no results file and that an Excel spreadsheet must be loaded.
 - b. Go back to the File Upload Screen and upload your corrected spreadsheet.
 - c. Remember that you MUST click on the “Import Excel File Results” button to re-initiate Phase-1 Error Checking.
 - d. You may go through this process several times until you have no Name, NCCC number, or mileage errors in your spreadsheet file.

NCCC Competition Database User Guide

- After you CORRECT ALL ERRORS HIGHLIGHTED ON THE PHASE-1 SCREEN on your spreadsheet, regardless of how many times you need to re-upload the spreadsheet,
- Return to the main Competition Database screen and.....

NCCC Competition Database
Competition Year 2012
Welcome Back PAUL HAMERSLY (as RCD)

Update RR-543-003 in NCCC Competition Database

Event Name	LS AX 12-1-12 Event 2	Host Club	ARIZONA COMPETITION CORVETTES	Club Number	RR-543	Results Sent to RCD	Approval: <input type="text"/>
Event Type	Low Speed Autocross	Sanction Type	National	Event Date & Time	2012-12-01 08:00:00 <small>(yyyy-mm-dd hh:mm)</small>	Time Zone	Mountain
Event Address	2200 W Alameda	Event City	Tempe	Event State	Arizona	Event Zip Code	85283
Chair	PAUL HAMERSLY	Chair NCCC #	RR-543-0010LM	Chair Email	h4ce@yahoo.com	Chair Password	molly
Co-Chair		Co-Chair NCCC #		Co-Chair Email		Co-Chair Password	

Flyer File Name: RR-543-003-Sample-Flyer-Upload.pdf Event Results File Name: RR-543-003-TEST-RESULTS.xls

Online Registration URL:

Search for Member
By Last Name: OR NCCC Number:
☐ Active Members Only

- Once error free → click on the **“Manually Input/Verify Results”** button and you will see your result data in an on-line, changeable, spreadsheet-style format.

3. Go to the SECOND FOLLOWING PAGE.

NCCC Competition Database User Guide

Processing Results using Competition Database On-line Data Entry

- Click on the **"Manually Input/Verify Results"** button. You will get the following screen with everything blank, except the host club info on Page-2.

Actual on-line data entry screens will have more lines, but these clips will give you the gist of the on-line data entry screen.

- Enter a NCCC Number first and make sure it is correct.
- If valid, the Membership Database will fill-in your First and Last Names.
- Fill in the remaining cells for each row – Class, Time/Score, Points, and Remarks.
- Continue to fill in the on-line spreadsheet until all entrants and workers are complete.
- Once filled in, procedures are the same whether using on-line data entry, or loading a spreadsheet. Go to the next page and see the note at the bottom to click on "Validate Data Entered"

NCCC Competition Database

Competition Year 2013

Sanction number RR-331-001 Entrants

#	First Name	Last Name	NCCC Number	Class	Time/Score	Earned	Bonus	Travel	Total	Remarks
1				▼						
2				▼						
3				▼						
4				▼						
5				▼						
6				▼						

Worker Points

#	First Name	Last Name	NCCC Number	Position	Points	Travel	Total Points	Remarks
1				▼				
2				▼				
3				▼				
4				▼				
5				▼				
6				▼				
7				▼				

Club and Travel Points

#	Name of Club	Club Number	Mileage	Club Points	Number of Entrants	Number of Workers
1	DESERT CORVETTE ASSOCIATION	RR-303	110		1	
2						
3						
4						
5						
6						

NCCC Competition Database User Guide

NCCC Competition Database

Competition Year 2012

Sanction number RR-543-003 Entrants

#	First Name	Last Name	NCCC Number	Class	Time/Score	Earned	Bonus	Travel	Total	Remarks
1	FELIX	GALLARDO	RR-543-0006	1E	46.654	9	0	0	9	
2	RICHIE	ZASO	RR-543-0027	1E	46.890	7	0	0	7	
3	DALE	MCKEEMAN	RR-303-1054	1M	39.413	10	0	0	10	FTD Gp-1
4	GEORGE	RAY	RR-332-0157LM	1SA/B	46.899	7	0	0	7	
5	ROBERT	BASSETT	RR-332-0180	1SH	44.484	7	0	0	7	
6	RAY	JENKINS	RR-332-0144	1SJ	49.221	7	0	0	7	
7	JIM	ENRIQUEZ	RR-332-0104	1SK	40.977	10	0	0	10	FTD Gp-1S
8	BRUCE	MUNDY	RR-332-0099	1SK	41.208	7	0	0	7	
9	JOSEPH	MORITZ, JR	RR-543-0018	1SK	47.425	6	0	0	6	
10	TODD	HOLZWARTH	RR-543-0029	2H	39.239	11	0	0	11	FTD Men
11	JOE	GRASSEL	RR-332-0091	2H	48.517	7	0	0	7	
12	MICHAEL	TERREY	RR-332-0118	2J	43.696	7	0	0	7	
13	EMANUEL	MAUL	RR-543-0028	2K	43.345	10	0	0	10	FTD Gp-2
14	BARBARA	BASSETT	RR-332-0176L	L1SH	49.815	10	0	0	10	FTD L-1S
15	PAT	JENKINS	RR-332-0160L	L1SK	56.887	9	0	0	9	FTD-3 Ladies
16	DEBI	HAMERSLY	RR-543-0011LML	L2J	42.681	11	0	0	11	FTD Ladies
17	WALTER	LOTT	RR-332-0178	NOV	54.104	7	0	0	7	
18										

Worker Points

#	First Name	Last Name	NCCC Number	Position	Points	Travel	Total Points	Remarks
1	STEVE	RYAN	RR-543-0009	Chairperson	9	0	9	Chairperson
2	PAUL	HAMERSLY	RR-543-0010LM	Co-Chairperson	9	0	9	Co-Chairperson
3								

Club and Travel Points

#	Name of Club	Club Number	Mileage	Club Points	Number of Entrants	Number of Workers
1	DESERT CORVETTE ASSOCIATION	RR-303	1	10	1	0
2	CORVETTE CLUB OF ARIZONA	RR-332	14	78	10	0
3	ARIZONA COMPETITION CORVETTES	RR-543	27	100	6	2
4						

- Additional entrants can be added or changes made on this screen.
- **IF YOU DID NOT UPLOAD A SPREADSHEET FILE, BUT CHOSE TO MANUALLY INPUT YOUR RESULTS ONLINE, YOU WILL HAVE BEEN FILING OUT THIS SAME FORM.**
- **For either manner of results entry to the database, when finished adding and/or changing data, Select “Validate Data Entered”**

NCCC Competition Database User Guide

NCCC Competition Database

Competition Year 2012

Sanction number RR-543-003 Entrants

#	First Name	Last Name	NCCC Number	Class	Time/Score	Earned	Bonus	Travel	Total	Remarks
1	FELIX	GALLARDO	RR-543-0006	1E	46.654	9	0	0	9	
2	RICHIE	ZASO	RR-543-0027	1E	46.890	7	0	0	7	
3	DALE	MCKEEMAN	RR-303-1054	1M	39.413	10	0	0	10	FTD Gp-1
4	GEORGE	RAY	RR-332-0157LM	1SA/B	46.899	7	0	0	7	
5	ROBERT	BASSETT	RR-332-0180	1SH	44.484	7	0	0	7	
6	RAY	JENKINS	RR-332-0144	1SJ	49.221	7	0	0	7	
7	JIM	ENRIQUEZ	RR-332-0104	1SK	40.977	10	0	0	10	FTD Gp-1S
8	BRUCE	MUNDY	RR-332-0099	1SK	41.208	7	0	0	7	
9	JOSEPH	MORITZ, JR	RR-543-0018	1SK	47.425	6	0	0	6	
10	TODD	HOLZWARTH	RR-543-0029	2H	39.239	11	0	0	11	FTD Men
11	JOE	GRASSEL	RR-332-0091	2H	48.517	7	0	0	7	
12	MICHAEL	TERREY	RR-332-0118	2J	43.696	7	0	0	7	
13	EMANUEL	MAUL	RR-543-0028	2K	43.345	10	0	0	10	FTD Gp-2
14	BARBARA	BASSETT	RR-332-0176L	L1SH	49.815	10	0	0	10	FTD L-1S
15	PAT	JENKINS	RR-332-0160L	L1SK	56.887	9	0	0	9	FTD-3 Ladies
16	DEBI	HAMERSLY	RR-543-0011LML	L2J	42.681	11	0	0	11	FTD Ladies
17	WALTER	LOTT	RR-332-0178	NOV	54.104	7	0	0	7	
18										
19										

Worker Points

#	First Name	Last Name	NCCC Number	Position	Points	Travel	Total Points	Remarks
1	STEVE	RYAN	RR-543-0009	Chairperson	9	0	9	Chairperson
2	PAUL	HAMERSLY	RR-543-0010LM	Co-Chairperson	9	0	9	Co-Chairperson
3								
4								

Club and Travel Points

#	Name of Club	Club Number	Mileage	Club Points	Number of Entrants	Number of Workers
1	DESERT CORVETTE ASSOCIATION	RR-303	1	10	1	0
2	CORVETTE CLUB OF ARIZONA	RR-332	14	78	10	0
3	ARIZONA COMPETITION CORVETTES	RR-543	27	72	6	2
4						
5						

Validate Data Entered

Back to Update Event Screen

- Clicking on “Validate Data Entered” initiates error-checking Phase-2.
- All errors found will be displayed in blocks highlighted in yellow.
- The program only accepts specific wording in the notes fields, so you may have to make changes.
- You may also have to change values in the points columns. If earning Bonus Points, “Earned” points must be zero (“0”) and all points go in the “Bonus” column
- Cursor over each yellow highlighted block
 - For points, manually change each one by clicking on the blocks
 - For Notes, click on the block and the desired wording will be entered.

NCCC Competition Database User Guide

Review – here is a screen shot showing a sample of how the correct wording will appear.

The screenshot displays the NCCC Competition Database web application. The main table, titled "NCCC Competition Database" and "Competition Year 2012", lists entrants with columns for First Name, Last Name, NCCC Number, Class, Time Score, Earned, Bonus, Travel, Total, and Remarks. A red arrow points to a tooltip that appears when hovering over a highlighted cell in the "Total" column of row 17. The tooltip text is "Should be 0 points". Below the main table are sections for "Worker Points" and "Club and Travel Points".

#	First Name	Last Name	NCCC Number	Class	Time Score	Earned	Bonus	Travel	Total	Remarks
1	FELIX	GALLARDO	RR-543-0006	1E	46.654	9	0	0	9	
2	RICHIE	ZAGO	RR-543-0027	1E	46.890	7	0	0	7	
3	DALE	MCKEEMAN	RR-303-1054	1M	39.413	0	10	0	10	Mens 2nd Overall FTD
4	GEORGE	RAY	RR-332-0157LM	1SA/B	46.899	7	0	0	7	
5	ROBERT	BASSETT	RR-332-0180	1SH	44.484	7	0	0	7	
6	RAY	JENKINS	RR-332-0144	1SJ	49.221	7	0	0	7	
7	JIM	ENRIQUEZ	RR-332-0104	1SK	40.977		10	0	10	Class 1SA/B, 1SH, 1SJ, 1SK FTD
8	BRUCE	MUNDY	RR-332-0099	1SK	41.208	7	0	0	7	
9	JOSEPH	MORITZ, JR	RR-543-0018	1SK	47.425	6	0	0	6	
10	TODD	HOLZWARTH	RR-543-0029	2H	39.239	0	11	0	11	Mens 1st Overall FTD
11	JOE	GRASSEL	RR-332-0091	2H	48.517	7	0	0	7	
12	MICHAEL	TERREY	RR-332-0118	2J	43.696	7	0	0	7	
13	EMANUEL	MAUL	RR-543-0028	2K	43.345	7	0	0	7	
14	BARBARA	BASSETT	RR-332-0176L	L1SH	49.815	0	10	0	10	Ladies 2nd Overall FTD
15	PAT	JENKINS	RR-332-0160L	L1SK	56.887	0	9	0	9	Ladies 3rd Overall FTD
16	DEBI	HAMERSLY	RR-543-0011LML	L2J	42.681	11	0	0	11	Ladies 1st Overall FTD
17	WALTER	LOTT	RR-332-0178	NOV	54.104	7				
18										
19										

Worker Points

#	First Name	Last Name	NCCC Number	Position	Points	Travel	Total Points	Remarks
1	STEVE	RYAN	RR-543-0009	Chairperson	9	0	9	Chairperson
2	PAUL	HAMERSLY	RR-543-0010LM	Co-Chairperson	9	0	9	Co-Chairperson
3								
4								

Club and Travel Points

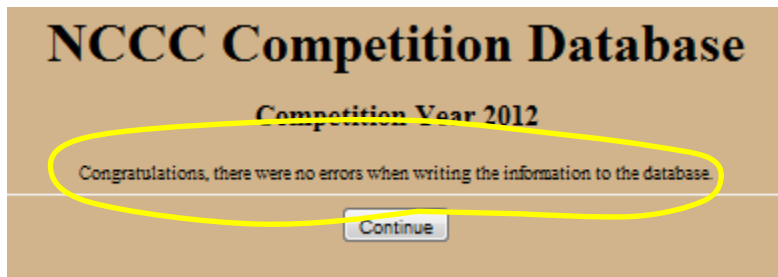
#	Name of Club	Club Number	Mileage	Club Points	Number of Entrants	Number of Workers
1	DESERT CORVETTE ASSOCIATION	RR-303	1	1	1	0
2	CORVETTE CLUB OF ARIZONA	RR-332	14	1	10	0
3	ARIZONA COMPETITION CORVETTES	RR-543	27	5	6	2
4						
5						

Validate Data Entered
Back to Update Event Screen

- Holding the cursor over a highlighted block results in a pop-up showing you the correct entry! Click to use it.
- Note that the "correct wording" can be inserted in the "Notes" Column by clicking on the suggestion pop-up. You must manually click on every cell that is highlighted to make all the changes.

NCCC Competition Database User Guide

- After you correct the errors in the yellow blocks, click on the “Validate Data Entered” block again.
- If you still have errors, you will return to the previous screen with the errors in highlighted yellow blocks to be corrected.
- Once all errors were successfully corrected, you will see this message

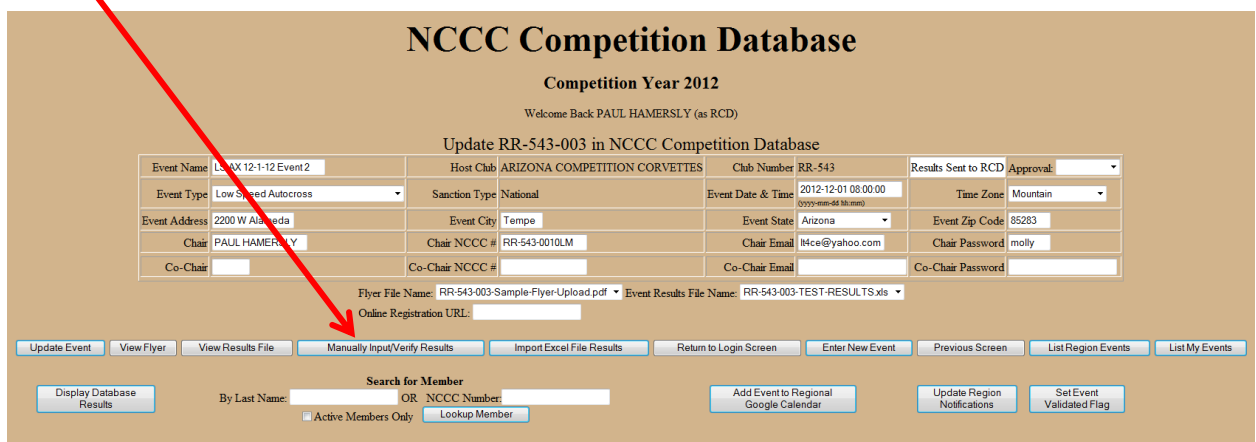


- Select “Continue” to return to the Event Screen
- Click on **“Update Event”** to write your finished results into the Competition Database.

Congratulations, you are done! At this point, feel free to make yourself a double Martini.....

Unless you are the RCD. The RCD must still do the final validation of the results, even if the RCD did the results input.

- RCD must log-in and from the Event Update screen, and select “Manually Input/Verify Results”



NCCC Competition Database
Competition Year 2012
Welcome Back PAUL HAMERSLY (as RCD)

Update RR-543-003 in NCCC Competition Database

Event Name	LS-XX 12-1-12 Event 2	Host Club	ARIZONA COMPETITION CORVETTES	Club Number	RR-543	Results Sent to RCD	Approval:
Event Type	Low Speed Autocross	Sanction Type	National	Event Date & Time	2012-12-01 08:00:00 (0000-0000-00 00:00:00)	Time Zone	Mountain
Event Address	2200 W Alameda	Event City	Tempe	Event State	Arizona	Event Zip Code	85283
Chair	PAUL HAMERSLY	Chair NCCC #	RR-543-0010LM	Chair Email	hce@yahoo.com	Chair Password	molly
Co-Chair		Co-Chair NCCC #		Co-Chair Email		Co-Chair Password	

Flyer File Name: RR-543-003-Sample-Flyer-Upload.pdf Event Results File Name: RR-543-003-TEST-RESULTS.xls

Online Registration URL: _____

Update Event View Flyer View Results File **Manually Input/Verify Results** Import Excel File Results Return to Login Screen Enter New Event Previous Screen List Region Events List My Events

Display Database Results Search for Member Add Event to Regional Google Calendar Update Region Notifications Set Event Validated Flag

By Last Name: _____ OR NCCC Number: _____
☐ Active Members Only

- Look at the bottom of the results screen that comes up with this selection:

NCCC Competition Database User Guide

NCCC Competition Database

Competition Year 2012

Sanction number RR-543-003 Entrants

#	First Name	Last Name	NCCC Number	Class	Time/Score	Earned	Bonus	Travel	Total	Remarks
1	FELIX	GALLARDO	RR-543-0006	1E	46.654	9	0	0	9	
2	RICHE	ZASO	RR-543-0027	1E	46.890	7	0	0	7	
3	DALE	MCKEEMAN	RR-303-1054	1M	39.413	10	0	0	10	FTD Gp-1
4	GEORGE	RAY	RR-332-0157LM	1SA/B	46.899	7	0	0	7	
5	ROBERT	BASSETT	RR-332-0180	1SH	44.484	7	0	0	7	
6	RAY	JENKINS	RR-332-0144	1SJ	49.221	7	0	0	7	
7	JIM	ENRIQUEZ	RR-332-0104	1SK	40.977	10	0	0	10	FTD Gp-1S
8	BRUCE	MUNDY	RR-332-0099	1SK	41.208	7	0	0	7	
9	JOSEPH	MORITZ, JR	RR-543-0018	1SK	47.425	6	0	0	6	
10	TODD	HOLZWARTH	RR-543-0029	2H	39.239	11	0	0	11	FTD Men
11	JOE	GRASSEL	RR-332-0091	2H	48.517	7	0	0	7	
12	MICHAEL	TERREY	RR-332-0118	2J	43.696	7	0	0	7	
13	EMANUEL	MAUL	RR-543-0028	2K	43.345	10	0	0	10	FTD Gp-2
14	BARBARA	BASSETT	RR-332-0176L	L1SH	49.815	10	0	0	10	FTD L-1S
15	PAT	JENKINS	RR-332-0160L	L1SK	56.887	9	0	0	9	FTD-3 Ladies
16	DEBI	HAMERSLY	RR-543-0011LML	L2J	42.681	11	0	0	11	FTD Ladies
17	WALTER	LOTT	RR-332-0178	NOV	54.104	7	0	0	7	
18										

Worker Points

#	First Name	Last Name	NCCC Number	Position	Points	Travel	Total Points	Remarks
1	STEVE	RYAN	RR-543-0009	Chairperson	9	0	9	Chairperson
2	PAUL	HAMERSLY	RR-543-0010LM	Co-Chairperson	9	0	9	Co-Chairperson
3								

Club and Travel Points

#	Name of Club	Club Number	Mileage	Club Points	Number of Entrants	Number of Workers
1	DESERT CORVETTE ASSOCIATION	RR-303	1	10	1	0
2	CORVETTE CLUB OF ARIZONA	RR-332	14	78	10	0
3	ARIZONA COMPETITION CORVETTES	RR-543	27	100	6	2
4						

Validate Data Entered

- The RCD now clicks on the “Validate Data Entered” button
- After the “Results Correct” screen, click on “Continue”
- Click on the “Back to Update Event” button

NCCC Competition Database User Guide

After reviewing the results for correctness, the RCD still has several tasks remaining

- Click on the **"Approved"** choice in the Approval block in the upper right corner
- Click on **"Update Event"**

NCCC Competition Database
Competition Year 2013
Welcome Back PAUL HAMERSLY (as RCD)
Update RR-303-003 in NCCC Competition Database

Event Name	Barb & Cindy's Rallye	Host Club	DESERT CORVETTE ASSOCIATION	Club Number	RR-303	Waiting for Results	Approval: <input type="button" value="Waiting for Results"/>
Event Type	Gimmick Rallye	Sanction Type	National	Event Date & Time	2013-04-21 11:30:00	Time Zone	Mountain
Event Address	2318 N Scottsdale Rd	Event City	Scottsdale	Event State	Arizona	Event Zip Code	85257
Chair	BARBARA SHAW	Chair NCCC #	RR-303-1190L	Chair Email	brshaw48@yahoo.com	Chair Password	vette4063nc
Co-Chair	CYNTHIA SWAN	Co-Chair NCCC #	RR-303-0394L	Co-Chair Email	cindyswan@msn.com	Co-Chair Password	swan

Flyer File Name: RR-303-MysteryRallyeFlyer.pdf Event Results File Name: RR-303-003-Results.xls
Online Registration URL:

Update Event View Flyer View Results File Manually Input/Verify Results Import Excel File Results Return to Login Screen Enter New Event Previous Screen List Region Events List My Events

Search for Member
By Last Name: OR NCCC Number:
☐ Active Members Only

Display Database Results Add Event to Regional Google Calendar Update Region Notifications Publish Event Results

- Return to this screen

NCCC Competition Database
Competition Year 2013
Welcome Back PAUL HAMERSLY (as RCD)
Update RR-303-003 in NCCC Competition Database

Event Name	Barb & Cindy's Rallye	Host Club	DESERT CORVETTE ASSOCIATION	Club Number	RR-303	Results Accepted	Approval: <input type="button" value="Results Accepted"/>
Event Type	Gimmick Rallye	Sanction Type	National	Event Date & Time	2013-04-21 11:30:00	Time Zone	Mountain
Event Address	2318 N Scottsdale Rd	Event City	Scottsdale	Event State	Arizona	Event Zip Code	85257
Chair	BARBARA SHAW	Chair NCCC #	RR-303-1190L	Chair Email	brshaw48@yahoo.com	Chair Password	vette4063nc
Co-Chair	CYNTHIA SWAN	Co-Chair NCCC #	RR-303-0394L	Co-Chair Email	cindyswan@msn.com	Co-Chair Password	swan

Flyer File Name: RR-303-MysteryRallyeFlyer.pdf Event Results File Name: RR-303-003-Results.xls
Online Registration URL:

Update Event View Flyer View Results File Manually Input/Verify Results Import Excel File Results Return to Login Screen Enter New Event Previous Screen List Region Events List My Events

Search for Member
By Last Name: OR NCCC Number:
☐ Active Members Only

Display Database Results Add Event to Regional Google Calendar Update Region Notifications Publish Event Results

- You must complete each of the following steps in order to finish your event.
- Note that it is now annotated with "Results Accepted" in the approval block.

- Click on the **"Publish Event Results"**

- If you loaded your results from an excel spreadsheet, you will see a new button. Click on the **"View Results File"** button to view your results from this screen.
- If you entered results on-line, you can view the final results by clicking on **"List My Events"** and then the applicable **"Results"** button.

Your event is now complete. CONGRATULATIONS ON YOUR FINE WORK!

NCCC Competition Database User Guide

Special notes for RCDs only:

If you are working from the RCD log-in to the Competition Database, you can change the event status by using the “pull-down” menu on the Event Status block in the upper right corner of the screen. For this example, I am using an event that is complete. The status is listed as “Results Accepted.”

The screenshot shows the NCCC Competition Database interface for Competition Year 2013. The user is logged in as PAUL HAMERSLY (as RCD). The main heading is "Update RR-332-001 in NCCC Competition Database". Below this is a form with various fields for event details. A red arrow points to the "Results Accepted" dropdown menu in the top right corner of the form. The dropdown menu is open, showing options: "Event Sent to Governor", "Event Dispatched by Governor", "Event Sent to RCD", "Waiting for RCD", "Flyer Sent to Governor", "Flyer Requested by Governor", "Flyer Sent to RCD", "Flyer Requested by RCD", "Flyer Accepted", "Waiting for Results", "Results Sent to Governor", "Results Requested by Governor", "Results Sent to RCD", and "Results Requested by RCD".

Event Name	Host Club	Club Number	Results Accepted	Approval:
CCA Spring Rallye	CORVETTE CLUB OF ARIZONA	RR-332	Results Accepted	

Event Type	Sanction Type	Event Date & Time	Time Zone
Gimmick Rallye	National	2013-03-03 12:30:00 (GMT-07:00 -07:00)	Mountain

Event Address	Event City	Event State	Event Zip Code
2121 N. Arizona Avenue	Chandler	Arizona	85225

Chair	Chair NCCC #	Chair Email	Chair Password
BOB BASSETT	RR-332-0180	bobbasett@okanaganlaw.co	BearValleyRR

Co-Chair	Co-Chair NCCC #	Co-Chair Email	Co-Chair Password
JIM KERBER	RR-332-0129	kerbers@cox.net	2013SpringRallye

Flyer File Name: RR-332-001.pdf Event Results File Name: RR-332-001-CCA-Rallye-Results-REVISED.xls

Online Registration URL:

Update Event View Flyer View Results File Manually Input/Verify Results Import Excel File Results Return to Login Screen Enter New Event Previous Screen List Region Events List My Events

Search for Member
By Last Name: OR NCCC Number:
☐ Active Members Only

Display Database Results Add Event to Regional Google Calendar Update Region Notifications Set Event Validated Flag

If you need to make changes to an event, such as changing a flyer or the results because an error was found after they were originally input, the RCD can change the event status by using the pull-down

The screenshot shows the NCCC Competition Database interface for Competition Year 2013. The user is logged in as PAUL HAMERSLY (as RCD). The main heading is "Update RR-332-001 in NCCC Competition Database". Below this is a form with various fields for event details. A red arrow points to the "Results Accepted" dropdown menu in the top right corner of the form. The dropdown menu is open, showing options: "Event Sent to Governor", "Event Dispatched by Governor", "Event Sent to RCD", "Waiting for RCD", "Flyer Sent to Governor", "Flyer Requested by Governor", "Flyer Sent to RCD", "Flyer Requested by RCD", "Flyer Accepted", "Waiting for Results", "Results Sent to Governor", "Results Requested by Governor", "Results Sent to RCD", and "Results Requested by RCD".

Event Name	Host Club	Club Number	Results Accepted	Approval:
CCA Spring Rallye	CORVETTE CLUB OF ARIZONA	RR-332	Results Accepted	

Event Type	Sanction Type	Event Date & Time	Time Zone
Gimmick Rallye	National	2013-03-03 12:30:00 (GMT-07:00 -07:00)	Mountain

Event Address	Event City	Event State	Event Zip Code
2121 N. Arizona Avenue	Chandler	Arizona	85225

Chair	Chair NCCC #	Chair Email	Chair Password
BOB BASSETT	RR-332-0180	bobbasett@okanaganlaw.co	BearValleyRR

Co-Chair	Co-Chair NCCC #	Co-Chair Email	Co-Chair Password
JIM KERBER	RR-332-0129	kerbers@cox.net	2013SpringRallye

Flyer File Name: RR-332-001.pdf Event Results File Name: RR-332-001-CCA-Rallye-Results-REVISED.xls

Online Registration URL:

Update Event View Flyer View Results File Manually Input/Verify Results Import Excel File Results Return to Login Screen Enter New Event Previous Screen List Region Events List My Events

Search for Member
By Last Name: OR NCCC Number:
☐ Active Members Only

Display Database Results Add Event to Regional Google Calendar Update Region Notifications Set Event Validated Flag

- To redo the flyer, select **"Event Sent to RCD"** & click on **"Approved"**
 - Click on "Update Event"
 - Status will now be **"Waiting for Flyer"** and you can reload the flyer
 - Reload flyer and do all approvals
- To redo the results, select **"Flyer Sent to RCD"** and click **"Approved"**
 - Click on "Update Event"
 - Status will now be **"Waiting for Results"** and you can redo the results
 - Redo the results and do all approvals, plus publish the results again
- If a RCD is entering the results, the RCD can change status to "Results Sent to RCD" and bypass the Governor approval step. (2/14)

NCCC Competition Database User Guide

The RCD is required to forward all region event flyers to each region Governor. The Competition Database System can do this for the RCD. Click on the **"Update Region Notifications"** button.

NCCC Competition Database

Competition Year 2013

Welcome Back PAUL HAMERSLY (as RCD)

Update RR-332-001 in NCCC Competition Database

Event Name	CCA Spring Rallye	Host Club	CORVETTE CLUB OF ARIZONA	Club Number	RR-332	Results Accepted	Approval:
Event Type	Gimmick Rallye	Sanction Type	National	Event Date & Time	2013-03-03 12:30:00 (GMT-07:00 -04:00)	Time Zone	Mountain
Event Address	2121 N. Arizona Avenue	Event City	Chandler	Event State	Arizona	Event Zip Code	85225
Chair	BOB BASSETT	Chair NCCC #	RR-332-0180	Chair Email	bobbassett@okanaganlaw.co	Chair Password	BearValleyRR
Co-Chair	JIM KERBER	Co-Chair NCCC #	RR-332-0129	Co-Chair Email	kerbers@cox.net	Co-Chair Password	2013SpringRallye

Flyer File Name: RR-332-001.pdf Event Results File Name: RR-332-001-CCA-Rallye-Results-REVISED.xls

Online Registration URL:

Update Event View Flyer View Results File Manually Input/Verify Results Import Excel File Results Return to Login Screen Enter New Event Previous Screen List Region Events List My Events

Display Database Results

Search for Member

By Last Name: OR NCCC Number:

Active Members Only Lookup Member

Add Event to Regional Google Calendar

Update Region Notifications

Set Event Validated Flag

On the screen that opens next, there will be a small block that is labeled **"Email Address."**

- You can enter a link to a mailing list that you maintain elsewhere, or you can type in the e-mail addresses of those you want to receive flyers.
- Separate each address with a comma and a space

NOTE – all flyers and results approved by the RCD will now be sent to everyone on this mailing list.

Event Reporting Using the Competition Database

This section covers reports available from the Competition Database.

Step 4 – Event Reports

- Log-in to the Competition Database using this link

<https://93075438.domainhost.com/NCCCCompetitionDatabase/2014/Programs/PointsCalculations.php?Region=RR>

- Change the last 2 characters in the above link to the NCCC Region desired.

NCCC Competition Points Reporting

Please choose a report

National Reports
Reports for 1 of 3 events

Men's National Championship Points Report Women's National Championship Points Report Club National Championship Points Report

Regional Reports
Reports for 1 of 3 events

Men's Regional Championship Points Report Women's Regional Championship Points Report Club Regional Championship Points Report

Regional Worker Points Report

Regional Event Reports

Regional Autocross Points Report Regional Car Show Points Report Regional Rallye Points Report

Date	Individual Event Results Sanction Number Results	Hosting Club
Saturday, 01-Dec-2012	Event Results for RR-543-003	ARIZONA COMPETITION CORVETTES

Previous screen
Close Window

- You will most likely be looking for your own event results near the bottom of the page.
- You can also see national and regional reports.
 - Click on a competitor's name to get a detail report of all events entered
 - National Report items in YELLOW have not been approved by the RCD
- Click on the desired button to see your report.

Other ways of accessing the Competition Database:

- List your region events. Change the last 2 characters to the desired region

<https://93075438.domainhost.com/NCCCCompetitionDatabase/2014/Programs/ListEventsForRegion.php?regionCode=RR>

- From this screen, you will have access to all your region flyers, event dates, results, etc. It also has an e-mail link to the Event Chairperson. It is a great event calendar!
- Here is a sample:

NCCC Competition Events Calendar

Calendar of Events for the RR Region

Name of Event	Sanction Number	Hosting Club	Date	Chair	Event Status	Flyer	Results
TEST COMP DB	RR-543-001	ARIZONA COMPETITION CORVETTES	04-Oct-12	PAUL HAMERSLY	Flyer Sent to RCD	Flyer	Due 19-Oct-12
Last RR AX for 2012	RR-543-002	ARIZONA COMPETITION CORVETTES	01-Dec-12	DEBI HAMERSLY	Waiting for Results	Flyer	Due 16-Dec-12
LS AX 12-1-12 Event 2	RR-543-003	ARIZONA COMPETITION CORVETTES	01-Dec-12	PAUL HAMERSLY	Results Accepted	Flyer	Results

[Previous screen](#)

- Remember that you can access flyers and results from this page.

<https://93075438.domainhost.com/NCCCCompetitionDatabase/2014/Programs/ListEventsForRegion.php?regionCode=RR>

- If you click on “Results” you will see the following screen which you can
 - Print
 - Send its URL to your entrants so they see the results
 - Send its URL link to the applicable region RCD and club Governor for your out-of-region entrants
- Special Note for NCCC Members who change clubs within a competition year: **(12/13)**
 - Their club points will be applied to each club of which they were a member during their time of membership. HOWEVER,
 - The Competition Database cannot determine that the member changed clubs within the year and combine the individual’s points to show the person’s combined total on the region reports.
 - CONTACT the Region Competition Director and request that the person’s points be combined to properly show their real point total for the year.**
 - The RCD must contact the Competition Database Administrator who will manually combine the person’s points so they have a composite total on the region’s reports.**

NCCC Competition Database User Guide

NCCC Competition Points Reporting

Competition Year 2012

Event Results for Sanction number RR-543-003

Name of Event	Sanction Number	Sanction Type	Hosting Club	Club Number	Date and Time Of Event	EventType
LS AX 12-1-12 Event 2	RR-543-003	National	ARIZONA COMPETITION CORVETTES	RR-543	2012-12-01 08:00:00	Low Speed Autocross

Competitors Results

#	First Name	NCCCNumber	Class	Time	Earned Points	Bonus Points	Travel Points	Total Points	Remarks
1	FELIX	RR-543-0006	1E	46.654	9	0	0	9	
2	RICHIE	RR-543-0027	1E	46.890	7	0	0	7	
3	DALE	RR-303-1054	1M	39.413	0	10	0	10	Mens 2nd Overall FTD
4	GEORGE	RR-332-0157LM	1SA/B	46.899	7	0	0	7	
5	ROBERT	RR-332-0180	1SH	44.484	7	0	0	7	
6	RAY	RR-332-0144	1SJ	49.221	7	0	0	7	
7	JIM	RR-332-0104	1SK	40.977	0	10	0	10	Class 1SA/B,1SH,1SJ,1SK FTD
8	BRUCE	RR-332-0099	1SK	41.208	7	0	0	7	
9	JOSEPH	RR-543-0018	1SK	47.425	6	0	0	6	
10	TODD	RR-543-0029	2H	39.239	0	11	0	11	Mens 1st Overall FTD
11	JOE	RR-332-0091	2H	48.517	7	0	0	7	
12	MICHAEL	RR-332-0118	2J	43.696	7	0	0	7	
13	EMANUEL	RR-543-0028	2K	43.345	7	0	0	7	
14	BARBARA	RR-332-0176L	L1SH	49.815	0	10	0	10	Ladies 2nd Overall FTD
15	PAT	RR-332-0160L	L1SK	56.887	0	9	0	9	Ladies 3rd Overall FTD
16	DEBI	RR-543-0011LML	L2J	42.681	0	11	0	11	Ladies 1st Overall FTD
17	WALTER	RR-332-0178	NOV	54.104	7	0	0	7	

Worker Points

#	First Name	NCCC Number	Earned Points	TravelPoints	TotalPoints	Remarks
1	PAUL	RR-543-0010LM	9	0	9	Co-Chairperson
2	STEVE	RR-543-0009	9	0	9	Chairperson

Club Points

#	Club Name	Club Number	Mileage	Club Points	Number of Entrants	Number of Workers
1	CORVETTE CLUB OF ARIZONA	RR-332	14	78	10	0
2	ARIZONA COMPETITION CORVETTES	RR-543	27	69	6	2
3	DESERT CORVETTE ASSOCIATION	RR-303	1	10	1	0

Previous screen

Close Window

Miscellaneous Notes on using the Competition Database:

- **Changing URL links:**
 - Note that each URL link has the year “2014”
 - Unless otherwise notified, the link will change each successive year.
 - I.e., for 2015, change the year in each link to 2015.
 - Note that some URL links are region specific.
 - Change the last characters of the URL to the region desired.
 - I.e. change “RR” to “SW” to list Southwest Region instead of Roadrunner.
- **The links in this guide are very long and must be correct character-for-character and are case-sensitive.**
 - Try a “Control+Click” on a link in this manual.
 - When you are on the desired screen
 - Click on “Add to Favorites”
 - Rename your saved Favorites link to a meaningful name such as “NCCC Enter Event,” “NCCC Points Reports,” or “NCCC Region Calendar” as appropriate.
 - If you do not reach the desired screen, try turning off “caching” in your browser & doing a refresh.
- **If you are a Governor and you create the event as Chairperson, you will have to make all approvals**
 - Once as Chairperson – using your Chairperson password
 - Again as Governor – using your Governor password
 - ***This may be changed in the future. If so and you create the event as governor, the system will recognize that you only need to approve it once.***
- **Travel Points.** The Competition Database calculates Travel Points for every individual based upon their home address Zip Code and the event location Zip Code effective in calendar year 2013. There is no need for mileage numbers to a club’s home city as was used prior to the Competition Database.
- **Convention Points.** Points for attending the NCCC Convention and for entering Convention events will be entered by the Competition Database Administrator, working in conjunction with Convention staff.

NCCC Competition Database User Guide

Special Procedures when someone changes clubs mid-year:

Background:

If someone changes clubs within the competition year, the “club” points attributable to that person up to the date of club change stay with the original club. However, club points earned after the switch go to the new club. The individual accrues all points for the year toward their personal point total.

Problem:

When members change clubs, their NCCC numbers change. The Competition Database cannot keep a running total of points for two different NCCC numbers.

Solution:

If someone changes clubs mid-year, notify your region RCD who will coordinate with the Competition Database Administrator to make the changes in the Competition Database..

Note, although all club and individual points will be tracked and totaled correctly on the Points Reports, after someone changes clubs mid-year, going back and looking at the on-line results for events completed while the person was still in the first club will show incorrect club totals. This is only for the on-line view of the earlier results because the person's club number was changed in the Competition Database where the results are stored.