

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

Step 1 - Create an Event & get Sanction Number

Event Chairperson → Login to the following URL:

<https://93075438.domainhost.com/NCCCCompetitionDatabase/2013/Programs/AddEvent.php5>

NCCC Competition Database

NCCC Event Login

Enter NCCC Number

Enter password

Enter Sanction Number (leave blank for new event)

- 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”

NCCC Competition Database

Hi PAUL, click a button to start

- Click on “Add New Event”
- You will go to the “Add New Event” screen to set up your event.

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	<input type="text"/>	Time Zone	<input type="text"/>
				<small>(yyyy-mm-dd hh:mm)</small>			
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	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"/>

Enter Event into Database

Return to Login Screen

Back to Previous Screen

- You are now at the NCCC Competition Database Add New Event Screen
 - Enter event details in each box using formats as shown where applicable.
 - Sanction Type will always be “National” in the Roadrunner Region.
 - Verify that your e-mail address is correct
 - This comes from the Membership database - error indicates a mistake in your membership records.
 - Enter Co-chair info if available
- The Event Chair/Co-chair can be changed at a later date if necessary
- Click on the “Enter Event Into Database” button

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 Competition Database Administrator to make the deletion so your club can re-claim the sanction. Only the Database Administrator can delete a sanction from the system.
3. 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 both the Event Flyer and the Event Result Spreadsheet.
 - a. Example: RR-543-001 is the Sanction Number for an autocross.
 - i. The flyer’s name might be: RR-543-001-Autocross-Flyer.pdf
 - ii. 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. 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 that Governor that they will appear. The governor can delete them from his/her e-mail In Box.

NCCC Competition Database

Successfully entered RR-543-003 into the database.

If you are satisfied with the data entered on the previous screen and haven't selected the Approve entry in the upper right corner of the screen yet, please select Approve and click the Update Event button so that the event will be updated to the next step in the process.

Verify Event Information

Return to Login Screen

- 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

NCCC Competition Database

Welcome Back PAUL HAMERSLY (as Chairperson)

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	New Event Entered	Approval: <input type="button" value="Approve"/>
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

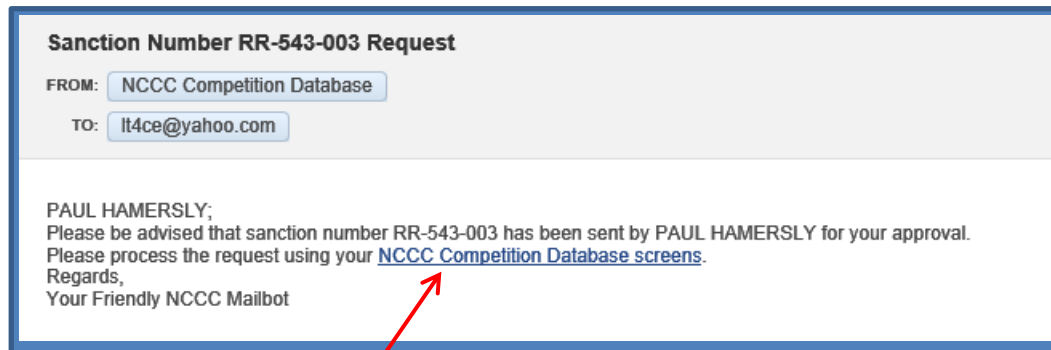
- Double check everything, then
 - Use the drop down arrow & click on "Approved" in the "Approval" box at the upper right corner screen.
 - Click on the "Update Event" button.

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

- You can create additional events at this time by clicking the “Enter New Event” button.
- 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 the RCD to approve your Sanction.

Governor Approval of the Sanction:

- An automatic e-mail will be sent by the Competition Database to the club Governor asking for approval.
 - You will also get an e-mail telling you this.
- 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 on page-1 - the standard Competition Database log-in screen
- 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 clicks on the “Update Event” button.**
- 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.

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

RCD Approval of the Sanction:

- The RCD will get an e-mail asking for event approval.
 - The RCD goes through the same steps as the Governor and approves the event sanction.
 - After the RCD “**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.

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 will indicate the “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="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:

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 move the change into the 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. 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 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.

Step 2 – Upload the Event Flyer

The Governor uploads the event flyer → Log-in



NCCC Competition Database

Competition Year 2012

NCCC Event Login

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 this screen

NCCC Competition Database

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 for 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.”

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:

Search for Member

By Last Name: OR NCCC Number:

Active Members Only

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](#)

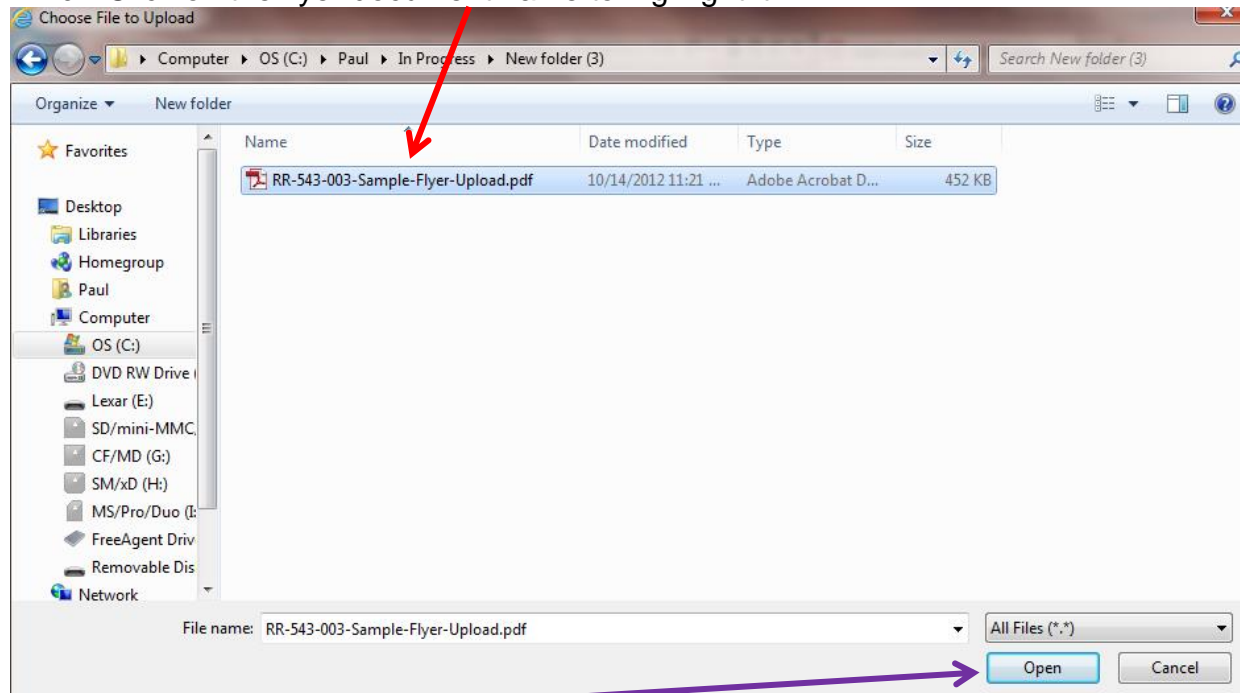
**Please name your flyer starting with the same name as your Club Number (e.g. RR-CCC-) with a .pdf file extension.
You MUST convert your flyer to .pdf format. Note that the program will replace all spaces in the filename with underscores.**

Local Filename for Upload:

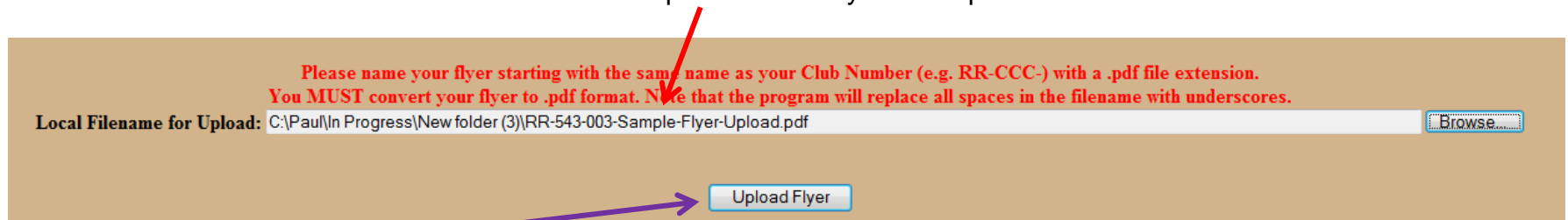
- You must have your flyer ready in advance
- It must be in "PDF" format (Portable Document Format by Adobe)

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

- You can create a “pdf file” directly from MS Word, Excel, or PowerPoint using the “Save As” feature
- The flyer name must use the first 10 positions EXACTLY matching the event’s Sanction Number (Ex: RR-543-003)
- Use the “Browse” feature to locate your flyer on your computer
 - Click on the flyer document name to highlight it



- Click “Open”
- The file name and location will now be in the upload block of your Competition Database screen



- Click “Upload Flyer”

- When the upload is completed, you will get this screen



- 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”
- 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, the event is ready for results to be posted.
- **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.

What happens to your flyer?

- The flyer will be available to all NCCC members through the Roadrunner Region web site
 - There may be a national web site page for all region’s flyers in the future
- You should always send your calendar to the governors of the clubs in your region.
- You should always post your flyer on your club’s web site.
- The RCD may send your flyer to a Google calendar.
 - Procedures must be established within each region for implementing Google calendars.

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.

SPECIAL NOTES FOR RESULTS:

1. **Times entered for a Speed Event MUST BE ENTERED IN SECONDS. IF a time exceeds one minute, enter it as 60 seconds plus the additional seconds over a minute.**
2. **Ties CANNOT be entered.** You MUST make a change to the scores to show one higher than the other in the event of a tie, regardless of the method you used to break the tie during the event.
3. 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.
4. If the Chair or Co-chair compete in the event, but are 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.
5. IF using a “borrowed” sanction, the name of the Event Chair on the Sanction DOES NOT have to be entered on the results.
6. 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 and then uploading them. However, they will be accepted if present. If not on the spreadsheet when it is uploaded, after validation, they will appear.
7. IF using on-line result data entry for an event with over 45 competitors, at the 45th line, “Update Event” to add additional blank data entry lines.
8. Travel Points will not be correct if the event site ZIP Code is entered incorrectly on the Sanction.
9. Travel Points will not be correct if a member’s ZIP Code is incorrect in the Membership Database.
10. A shortcut to doing event results is: Create your event results spreadsheet by only entering 5 data fields: First Name, Last Name, NCCC Number, Class, and Score.
 - a. You will get a lot of errors for missing points and bonuses when you upload it and go through the error-checking procedures.
 - b. Click on each “yellow highlighted box” to correct all the mistakes and the Competition Database will fill in everything you left out.

SPECIAL NOTES FOR RESULTS PROCESSING VALID AS OF MAY 2013

These special notes are items applicable to Competition Database Problems and Errors that are planned for correction during 2013. This page may be removed from this Guide once each of these errors is corrected.

1. On-line data entry of results does not work properly. DO NOT USE UNTIL FURTHER NOTICE

2. Last Names do not presently show on result reports. They will be added during 2013.
3. A “DNF” (Did Not Finish) in the results “Time” field will show as an error. Re-enter the “DNF” before the end of Phase-2 error checking and before you do final results validation and approval. A “DNF” entry gives the competitor 2 points. Make sure the 2 points are on your results, or add them manually.
4. A “DNS” (Did Not Start) in the results “Time” field will show as an error. Re-enter the “DNS” before the end of Phase-2 error checking and before you do final results validation and approval. If this does not work, substitute “DNF” and make sure there are 2 points granted to the entrant.
5. 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 usually occurs when using sanctions from multiple clubs as often occurs at 7-event days.
 - a. When this occurs, you must make manual corrections.
 - b. Click on the “Manually Input/Verify Results” button
 - c. Manually delete the False Travel Points for all applicable competitors and workers
 - d. Manually click on the “Total Points” cell for every entry and update the Total Points to show deletion of the false Travel Points.
 - e. Note, If you do not do the manual update of the Total Point field, you will see the following error situation

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
 - If you leave the Sanction Number blank, select the correct event from the "List My Events" option after log-in

NCCC Competition Database
Competition Year 2012
NCCC Event Login

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"/>	

- There are 2 methods for loading results into the Competition Database
 - Manual data entry on-line
 - Initiate by clicking on the "Manually Input/Validate Results" button.
 - This is covered in a separate section on page 22.
 - Using 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
 - If your event status is "Waiting for Results", there will be a section at the bottom for uploading your results spreadsheet.
 - Once uploaded, the Competition Database will go through 2 phases of error
 - Phase-1 checks Names, NCCC numbers, and mileage. Once that is complete & error free
 - Phase-2 will check for Earned and Bonus points and Remarks annotations.

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: <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:

Online Registration URL:

Search for Member

By Last Name: OR NCCC Number:
 Active Members Only

Instructions for Uploading Event Results

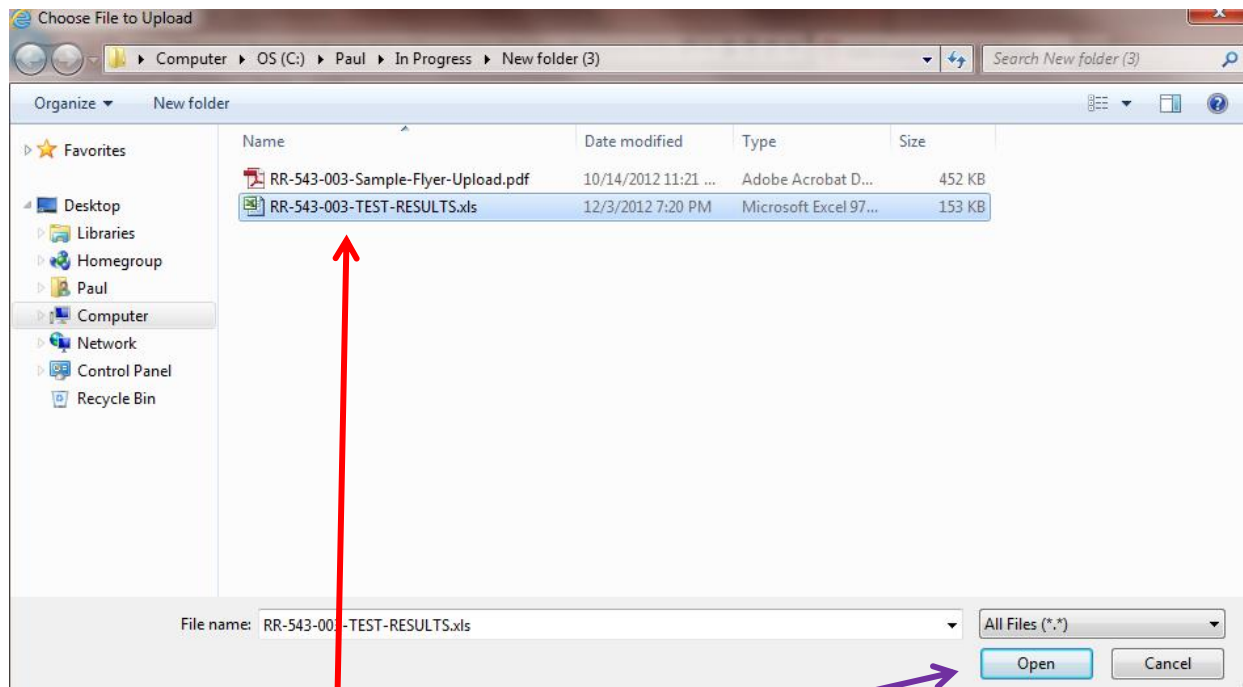
1. Use the **browse** button to locate your file.
2. Click the Upload File Button.
3. If the file exists, the screen will display an error message saying that the file already exists.
4. If the file upload is successful, an informational message will be displayed.
5. If the file upload is **NOT** successful, 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:

- If uploading the NCCC standard Excel Spreadsheet, use the “browse” feature to identify it on your computer

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly



- Highlight the filename.
- Click "Open"

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: <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:

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:

- The filename will now show in the **Upload box**.
- Click on the “Upload Event Results” button.

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

- The 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	lh4ce@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 Lookup Member

- 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 NCCC Numbers, correct names per the NCCC Membership Database, and club mileage.
- If there are errors, you will get the following screen

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

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

Club Totals

#	Club Name	Club Number	Mileage	Club Points	# Entrants	# Workers
1	ARIZONA COMPETITION CORVETTES	RR-543		100	6	2
2	CORVETTE CLUB OF ARIZONA	RR-332	26	78	10	
3	DESERT CORVETTE ASSOCIATION	RR-303		10	1	

There were errors in the Excel sheet. Please fix them, re-upload and re-submit the file.

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

- You are at “Error Checking Phase-1”
- You CANNOT CORRECT NAME ERRORS HERE!
 - 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 NCCC Membership Database will be accepted.
 - You MUST determine if you had the wrong name for a 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
- Make each of these corrections in your excel spreadsheet
- After your spreadsheet is corrected with all the items shown,
- Return to the main Competition Database screen

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

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	lh4ce@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 the “down arrow” at the “Event Results File Name” block and choose “BLANK” for the file name
- Click on “Update Event”
- This tells the database there is no results file and that an Excel spreadsheet must be loaded.
- You will be back at the file upload screen so you can upload your corrected spreadsheet.
- You may go through this process several times until you have no Name, NCCC number, or mileage errors in your spreadsheet file.
- Once error free → click on the “Manually Input/Verify Results” button and you will see your result data in a more recognizable spreadsheet-style format. Go to the SECOND FOLLLOWING PAGE.
- **IF you are not uploading a results spreadsheet and desire to manually input your results on-line, click on the “Manually Input/Verify Results” button. You will get the following screen with everything blank.**

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

AS OF 5/8/13, ON-LINE DATA ENTRY FOR RESULTS DOES NOT FUNCTION PROPERLY AND CREATES FALSE ERRORS. DO NOT USE ON-LINE RESULTS DATA ENTRY UNTIL FURTHER NOTICE

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
- If valid, the Membership Database will fill-in your First and Last Names
- Fill in the remaining cells for each row.
- 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				v						
2				v						
3				v						
4				v						
5				v						
6				v						

Worker Points

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

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 2013 – Sanctions/Flyers/Results – Paul Hamersly

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 here.
- 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 2013 – Sanctions/Flyers/Results – Paul Hamersly

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	Point	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” initiated 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 your points column entries. If earning Bonus points, “Earned” points must be zero (“0”) and all points go in the “Bonus” column
- Cursor over each yellow highlighted block and click on the correct entry shown.
 - 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 2013 – Sanctions/Flyers/Results – Paul Hamersly

- Review:

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	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	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	58.887	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	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	8	0	8	Co-Chairperson
3								
4								

Club and Travel Points

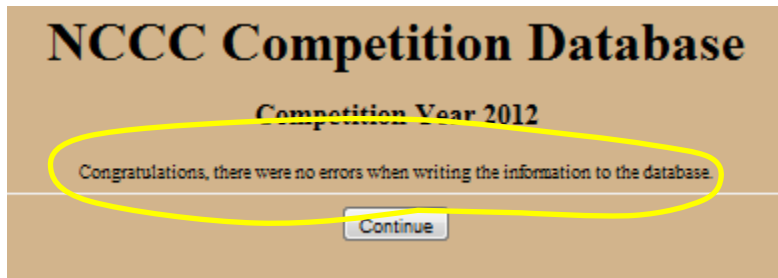
#	Name of Club	Club Number	Mileage	Club Points	Number of Entrants	Number of Workers
1	DESERT CORVETTE ASSOCIATION	RR-303	1	1	1	0
2	CORVETTE CLUB OF ARIZONA	RR-332	14	14	10	0
3	ARIZONA COMPETITION CORVETTES	RR-543	27	27	6	2
4						
5						

Buttons: 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!
- 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 2013 – Sanctions/Flyers/Results – Paul Hamersly

- After you correct the errors in the yellow blocks, click on the “Validate Data Entered” block again.
- If you still have errors, you will have to 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

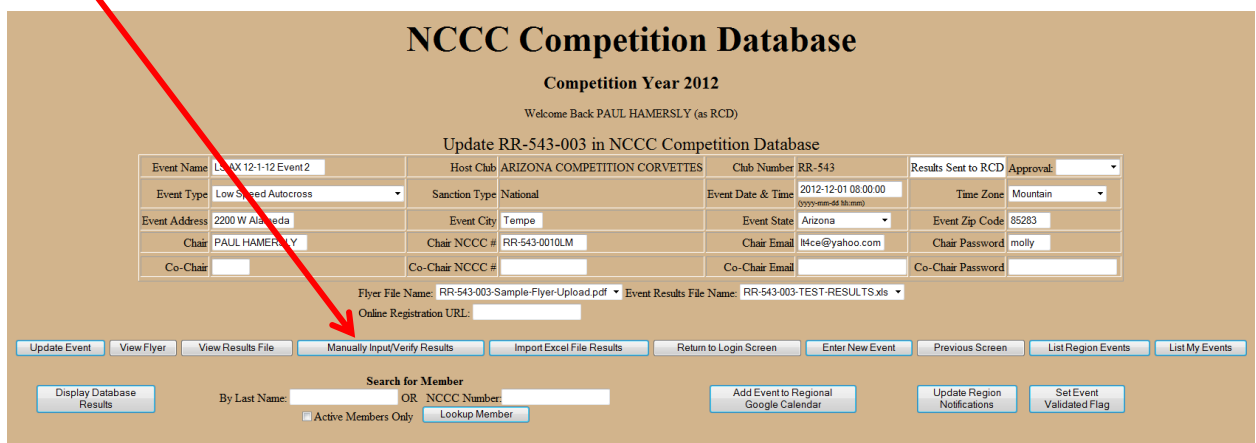


- Select “Continue” to return to the Event Screen
- Click on “Update Event”

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 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>(0300:44:44 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	mce@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

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

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

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	HOLZWARH	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 2013 – Sanctions/Flyers/Results – Paul Hamersly

At this point 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:
Event Type	Gimmick Rallye	Sanction Type	National	Event Date & Time	2013-04-21 11:30:00 <small>(yyyy-mm-dd hh:mm)</small>	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.co	Chair Password	vette4063nc
Co-Chair	CYNTHIA SWAN	Co-Chair NCCC #	RR-303-0394L	Co-Chair Email	cindyswan@msn.co	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

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

By Last Name: _____ OR NCCC Number: _____
 Active Members Only Lookup Member

- 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:
Event Type	Gimmick Rallye	Sanction Type	National	Event Date & Time	2013-04-21 11:30:00 <small>(yyyy-mm-dd hh:mm)</small>	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.co	Chair Password	vette4063nc
Co-Chair	CYNTHIA SWAN	Co-Chair NCCC #	RR-303-0394L	Co-Chair Email	cindyswan@msn.co	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

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

By Last Name: _____ OR NCCC Number: _____
 Active Members Only Lookup Member

- 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”
- Return to this screen & “Update Event” one last time.

- 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 2013 – Sanctions/Flyers/Results – Paul Hamersly

Special note 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 the year 2013. The user is logged in as Paul Hamersly (RCD) and is updating event RR-332-001. The event details are as follows:

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	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

The 'Results Accepted' dropdown menu is open, showing a list of status options. A red arrow points to the 'Results Accepted' option in the dropdown.

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. You cannot chose “Waiting for...” Choose the preceding entry and re-approve. You can now reload the flyer, or results spreadsheet.

This screenshot shows the same NCCC Competition Database interface, but with the 'Waiting for Governor' option selected in the event status dropdown menu. The event details are identical to the previous screenshot.

NCCC Competition Database 2013 – Sanctions/Flyers/Results – Paul Hamersly

Step 4 – Event Reports

- Log-in to the Competition Database using this link

<https://93075438.domainhost.com/NCCCCompetitionDatabase/2013/Programs/PointsCalculations.php?Region=RR>

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 the desired button to see your report.

Other ways of accessing the Competition Database:

- List your region events

<https://93075438.domainhost.com/NCCCCompetitionDatabase/2013/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 single link.

<https://93075438.domainhost.com/NCCCCompetitionDatabase/2013/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

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	Event Type
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

Notes on using the Competition Database:

- **Changing URL links:**
 - Note that each URL link has the year “2013”
 - Unless otherwise notified, the link will change each successive year.
 - I.e., for 2014, change the year in each link to 2014.
 - 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 one.
 - When you are on the correct log-in screen
 - Click on “Add to Favorites”
 - Rename your saved Favorites link to a meaningful name such as “NCCC Enter Event” or “NCCC Region Events” 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.*****
 - Change slated for calendar year 2013.
- Another change that may be forthcoming is for Club Mileage (as on the second page of the NCCC Results Spreadsheet)
 - The Competition Database will calculate mileage for every individual based upon their home address and the event location effective in calendar year 2013. Therefore, there is no need for mileage numbers to a club’s home city as this will no longer be used. The programs should be changed to delete this requirement sometime during 2013.