Good habits when using SOARS

For most Sail Canada officials, we have just completed our first sailing season with SOARS. Like anything new we learn from experience and now that we have it, we thought it best to offer you some suggestions on how to get the most from the system.

To begin, all are reminded to familiarize themselves with the SOARS 2.0 documentation. It can be found here:

https://www.ussailing.org/wp-content/uploads/2018/03/Using-Your-SOARS-Log.pdf

Despite these instructions, users can inadvertently cause problems in the system due to a lack of best practices. This document is meant to offer some guidance on how we can all use SOARS most effectively. It is also important to remind everyone that is a US Sailing developed software. It may have some appearance of being very US oriented but there is no reason it cannot work for all sailing events.

Sail Canada is fortunate to have this service available to its officials but it is not for free. Its important we give it our best effort to get our best value from it and to give productive feedback to the RMSC. With your valuable contribution, we can work with our US Sailing colleagues to have an effective logging system.

The additional guidance given below is a result of both US Sailing's own experiences and the experiences of Sail Canada Officials we have heard from in 2019.

[BP]: This notation serves to remind you that the tip given is a *Best Practice* in SOARS. *(yes, that's a little rulebook humour)*

Official Profile: We recognize many of the features as yet do not support Canadian oriented details. As we prove this platform has merit for our needs, we can work with US Sailing to expand its database of certification, courses and other features which are available to US residents and US Sailing certified official. **Nevertheless, be as complete as possible when creating your profile [BP].**

Event Creation and Event Maintenance

1. For each event, the senior officials (Typically RO, PRO or Chief Judge) should agree amongst themselves who will create the event in SOARS for others to use. Junior Officials should not create events [BP]. This is to reduce the duplication of events or incorrectly formatted events.
2. Event creators should try to be consistent in the naming convention, especially for annually recurring events. A standard naming convention could be "YEAR"+ "Class"+ "Championship Name".   The location should be the closest logical city name and state/province.

For example: Here is the search for this summer's Laser Radial Youth Worlds held at CORK.
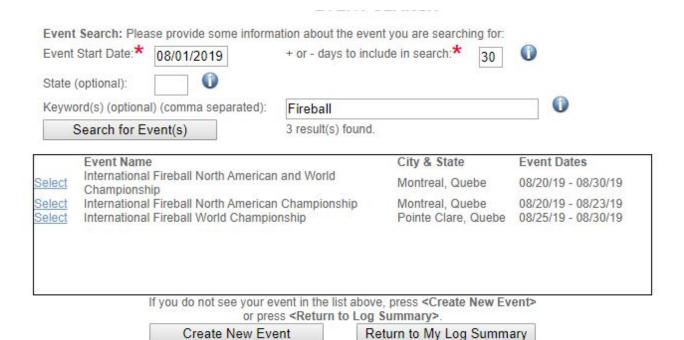
Notice 3 entries for 1 event. More than that, one event has a different date range! This is what we want to avoid.

3. When should an event be created?
    a. The event should be created not later than the first day of the event so that any volunteer who serves early and perhaps not for the whole event can find and log their activity as soon as they would like to.
    b. You can set up events well prior to the date of the event but it's not a requirement. It probably best not to set an even more than 1 month in advance.

4. Events should be distinct.
    a. For example, the Fireball Pre-Worlds(North Americans) and Worlds held in Montreal in 2019 would be 2 events, not 1 event.

Event Search: Please provide some information about the event you are searching for:

Event Start Date:* `08/01/2019`   + or - days to include in search:* `30` ⓘ

State (optional): `[    ]` ⓘ

Keyword(s) (optional) (comma separated): `Fireball` ⓘ

Search for Event(s)   3 result(s) found.

	Event Name	City & State	Event Dates
Select	International Fireball North American and World Championship	Montreal, Quebe	08/20/19 - 08/30/19
Select	International Fireball North American Championship	Montreal, Quebe	08/20/19 - 08/23/19
Select	International Fireball World Championship	Pointe Clare, Quebe	08/25/19 - 08/30/19

If you do not see your event in the list above, press <Create New Event>
or press <Return to Log Summary>.

Create New Event   **Return to My Log Summary**

5. Series's over a period longer than a string of consecutive days are always a challenge. It is suggested that a long series be listed as it's described in the NoR (2019 SYC Summer Series, 2018 Jaguar Cup Series, etc.)   Creators can then enter the true PRO and chief judge if they exist, or otherwise enter "Various" for events in which there are many race officers and/or PC chairs. Then each person who serves in that event can enter their own details, including their specific dates, and use the comment box to elaborate.

6. Only SOARS Admin or the event creator can edit an existing event. Contact Sail Canada if you have identified an error.

7. Duplicate events or events created in error that should be deleted can only be done by top-level administrators of the SOARS system at US Sailing. Request for deletion should be sent to The US Sailing Race Administration Director: matthewhill@ussailing.org.   Events with log entries will not be deleted without proper confirmation. If you are requesting deletion in the case of multiple entries, be explicit about which to delete and which to preserve. A screenshot helps [BP].

8. There are always exceptions. When in doubt, communicate with your colleagues.

Let's keep SOARS clean!

Recording your Events in your Log

1. Assume the senior official assigned to create the event in SOARS did so as planned.
   a. We hope they did a thorough job. If not, contact them to update the event details [BP].

2. Searching for Events
   a. Choose an early date if you are not sure exactly when the event was.
   b. Choose many days to be included in the search to help widen the search window.
   c. Choose a keyword like a class or event name
   d. The state is a free-response field. If the creator enters "QC," then a search using "Quebec" will not return a match. Be flexible, consider possible alternative search terms, and if all else fails… read the directions.

3. Choosing Officials
   a. The Officials list is mostly US Sailing Officials.
   b. If the official's name is not available you can put it in using the "This person not in above list" entry box.
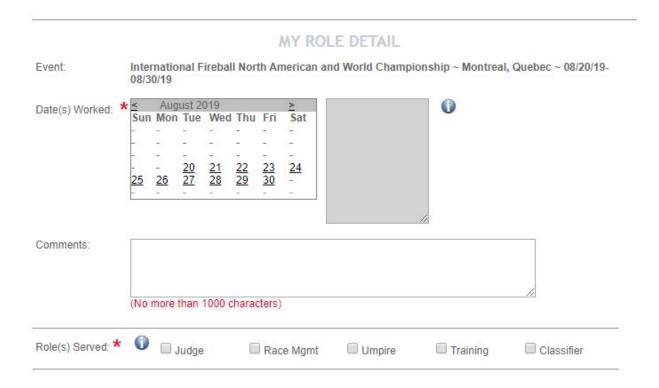
4. Your role: Be sure of your role during the event and the days served [BP]. Using SOARS allows the RMSC to validate your log. Should 2 officials claim the same role erroneously then we will need to verify who did what. Use the comments box to further clarify any details.

MY ROLE DETAIL

Event: International Fireball North American and World Championship ~ Montreal, Quebec ~ 08/20/19-08/30/19

Date(s) Worked: *

August 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	20	21	22	23	24
25	26	27	28	29	30	-

Comments:

(No more than 1000 characters)

Role(s) Served: * ☐ Judge ☐ Race Mgmt ☐ Umpire ☐ Training ☐ Classifier

5. Highlight only the dates you served. The example above shows an event from 20 Aug to 30 Aug. Individuals should click each day they worked, which will highlight their dates populate the grey box on the right.

6. Your log is only activated after you have entered your first event.

7. Only you can create a log entry for the events you have served on.

BC Sailing   SASK SAILING   SAILvoileNB   VOILE QUÉBEC   Sail Nova Scotia   PRINCE EDWARD ISLAND   SailNL   Ontario Sailing   Sail Manitoba   Alberta Sailing