

Eastern Soaring League Registrar & Contest Director Guide

<http://www.flyesl.org>



Mission Statement

"Enhance the sport of radio controlled (R/C) thermal soaring through the establishment and maintenance of reasonable standards for contest operations"

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1. Overview

The purpose of this document is to outline the ESL web site tasks performed by Registrar and Contest Directors of ESL contests.

At the beginning of each season, the contest coordinator is responsible for ensuring that the contests within their division (thermal duration, hand launch, electric) are properly added to the ESL web site calendar. The contest coordinator must add the contest to the ESL calendar and properly identify the Registrar for that contest. Once the contest has been established, the Registrar has the ability to update the contest details, manage the list of registered pilots, and upload scores for verification and acceptance by the ESL Scorekeeper. Once the registrar (or contest coordinator) has added CD information to the contest, the CDs will also have the ability to make the changes outlined in this document.

2. Web site authentication and authorization

The ESL web site is built using the DotNetNuke framework, which provides an infrastructure for authentication and authorization. Upon logging into the web site, users with special authorization may see an administrative banner above the normal page content, as well as other visual elements on the page that enable administrative functions.

While the contest coordinators have the ability to modify all contests on the ESL schedule, other users will only see the expanded capabilities outlined in this document for the specific ***contest(s) where they are listed as CD or registrar.*** Just because you are a CD for your contest doesn't mean you can modify other contests.

3. Modifying the contest details

Log into the ESL web site and click on the contest you wish to modify. The 'Contest Information' section of the page shows all the information that will be displayed relating to the contest. However, you will also notice buttons that are not displayed to non-administrative users.

Click the 'Edit Contest Details' button to start to make changes to the contest. The page will be redisplayed with all editable fields available for making changes. Remember to press the 'Save' button when your changes are complete. Fields that are left empty will not be displayed.

A sample page is shown below:

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The screenshot shows the 'Contest Information' tab for a contest named 'Southern NH ALES'. The browser address bar shows the URL: <http://www.flyes.org/Contest.aspx?contestid=178&ur>. The page title is 'Eastern Soaring League > C...'. The contest name is 'Southern NH ALES'. There are buttons for 'Save', 'Delete', 'Edit Attendees', and 'Download Roster'. The Registrar is 'Heller, Preston (jaizon)'. Contest Directors are 'Beach, Duke (duke)'. The Contest Type is 'Electric'. The Name is 'Southern NH ALES'. The Start Date is '9/13/2014' and the End Date is '9/14/2014'. The Status is 'Tentative'. There are fields for Registration Link, Discussion Link, PayPal Email, Single Day Fee (0.00), All Days Fee (0.00), Check In Time (n/a), Pilots Meeting Time (n/a), First Flight Time (n/a), Checks Payable To, and Check Mailing Address. A Description field is also present.

The screenshot shows the 'Other Information' tab. It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and custom links. The text area is currently empty. Below the editor are buttons for 'Save' and 'Delete'. At the bottom, there is a copyright notice: 'Copyright © 2011 - 2013 all rights reserved by Eastern Soaring League'.

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The following table describes each of the available fields:

Field	Description
Registrar	This identifies the person responsible for managing contest registration and handling fees.
Contest Directors	Up to two contest directors can be listed.
Contest Type	Choose from 'Unlimited TD', 'Hand Launch', 'Electric', 'non-ESL'.
Name	The name of the contest, such as 'CRRC Soar-In'. This name will be displayed on the home page.
Start Date	The date of the first competition (practice days are typically mentioned in the Description field).
End Date	The date of the last competition.
Location	Typically city, state (keep it short as it displays on the list on the home page).
Status	Choose from 'Tentative', 'Confirmed', 'Open', 'Closed'. This field is described further below.
Registration Link	Leave this field blank to use ESL registration. Otherwise, put in the full URL of the external registration page (such as http://2k13OpenSoar.eventbrite.com).
Discussion Link	This field may be used as a link to a forum discussion page on the ESL website, RC Groups, or similar.
Pilots Per Channel	Indicate the maximum number of pilots per fixed frequency if sharing will be restricted. Note that the ESL registration mechanism will not enforce this restriction, but will highlight shared frequency usage.
PayPal Email	Put in the PayPal email account if you allow prepayment via PayPal.
Single Day Fee	Enter a dollar amount as a per/day fee.
All Days Fee	Enter the dollar amount charged for all days.
Check In Time Pilots Meeting Time First Flight Time	Select a time of day (between 7AM and 10AM)
Checks Payable To	Indicate the preferred payee for registration payment by check
Check Mailing Address	Address to be used for pre-payment by mail.
Description Awards Directions Other Information	These are rich text fields that should be used to fully describe the contest. Include any rulebook variations, special considerations such as limited access, no-fly zones, etc. It is good to highlight last flight group times here as well. The goal of these fields is to ensure that competitors are not surprised by anything they discover only by attending the contest.

4. Understanding the 'Status' field

The status field controls how the contest is displayed on the home page, as well as whether or pilot registrations are accepted. The typical progression of status values are shown below.

'Tentative' – The contest has been granted a slot on the ESL calendar with a date that may be revised and a registrar has been identified. The contest is displayed on the home page with a warning icon (exclamation point in a triangle). All information regarding the contest is to be considered subject to change.

'Confirmed' – The contest details have been updated by the registrar and reviewed by the contest coordinator. The host club has confirmed the field availability for the selected date. The contest will display on the home page with an hourglass icon indicating that changes are unlikely, but registration is not yet available. Note that 'Confirmed' status is optional; a contest can go to 'Open' status directly if desired.

'Open' – At this point, the contest is accepting pilot registrations. The home page will display a pencil or checkmark icon depending on the registration state of the viewing user.

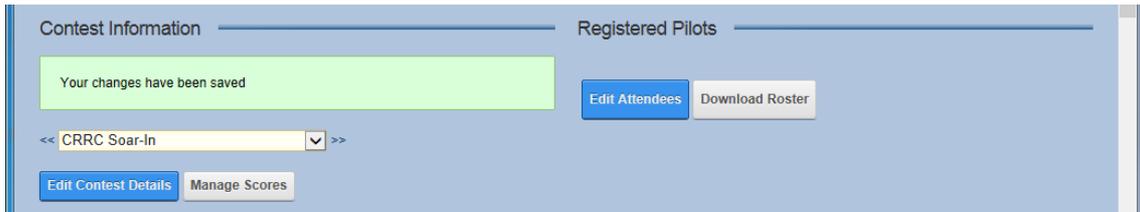
'Closed' – The contest is no longer accepting registrations. This status is still available, but is not frequently used.

5. Using the Rich Text Editor

The contest fields for Description, Awards, Directions, and Other Information are optional fields that use the DotNetNuke rich text editor. These fields are not displayed if they are blank, but should be used to provide additional information regarding the contest. All the features of the editor are beyond the scope of this document, but everyone should be able to get acceptable results by simply using your favorite document processing software to prepare and format the information and paste it into the appropriate rich text editor field.

6. Saving changes

Once all desired updates have been made to the contest, press the 'Save' button which appears at both the top and bottom of the Contest Information display. The page will be reloaded in view mode with a success message displayed.



7. Opening Registration

As a contest administrator you have the capability to enable registration by simply registering yourself first. Otherwise, simply change the 'Status' field to open and pilots will be allowed to register.

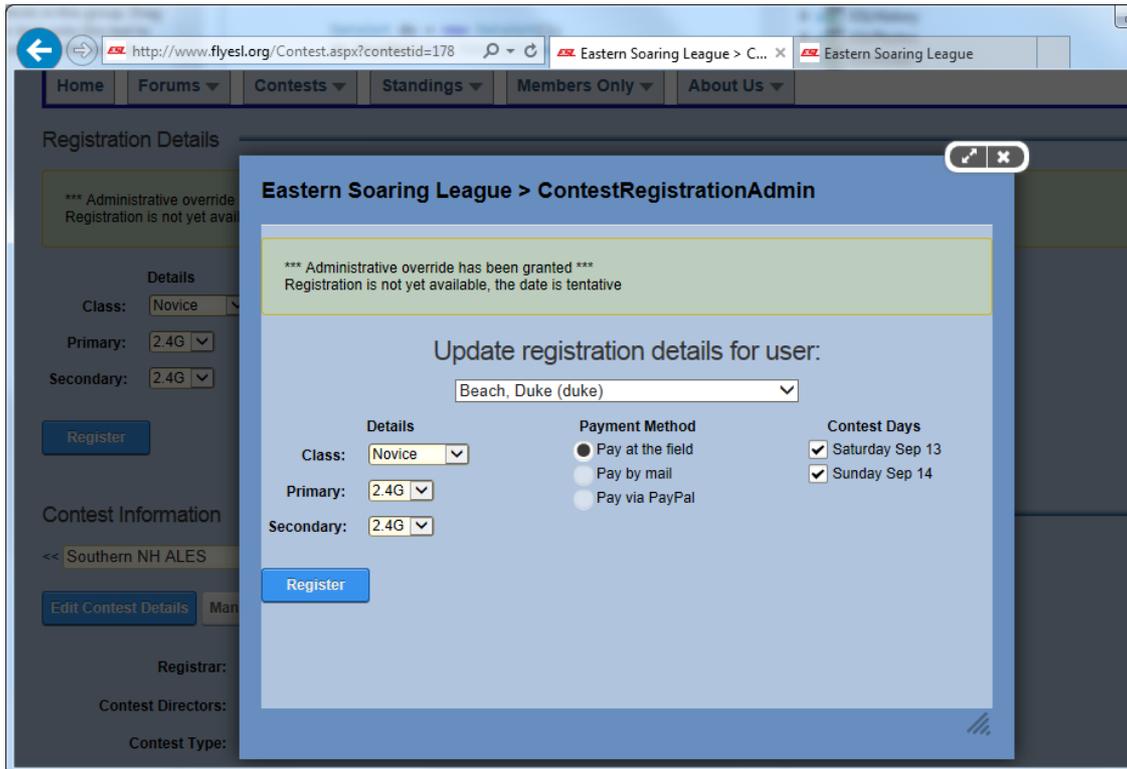
8. Closing Registration

You also have the ability to close registration by changing the status to 'Closed'. Registered pilots will not be affected, but new registrations will not be allowed.

9. Editing Attendees

The 'Edit Attendees' button allows you to modify the registration details for existing and/or new contest registrations. Pressing this button displays a popup window that allows you to modify registration details for any user with an ESL login. Not that if you perform an initial registration this way the affected user will be sent a confirmation email.

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10. Download the Roster

You may find it useful to use the download roster function by pressing the 'Download Roster' button just before the contest. This button will initiate download of a spreadsheet containing registration information in a format suitable for tracking attendance and payment.

11. Download the F3KScore Pilot List

Hand launch contests also offer the option of downloading a pilot list in a format suitable for pasting into F3KScore. Pressing the 'Download F3KScore Pilot List' button will initiate a spreadsheet download.

12. Managing Scores

At the conclusion of the contest you also have the ability to upload scores to the ESL scorekeeper via the 'Manage Scores' button. Pressing the 'Upload Scores' button results in the following page display:

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Use the 'Get Scoring Workseet' to download a sample spreadsheet with the appropriate columns. However, a better choice is to use the 'File', 'Export Standings to Spreadsheet' function of ESLScore. Click the 'Choose File' button (different browsers will have different names), then press 'Upload Score File'. Regardless of the method used to upload scores, they must be reviewed and approved by the ESL scorekeeper before they are visible to other users.