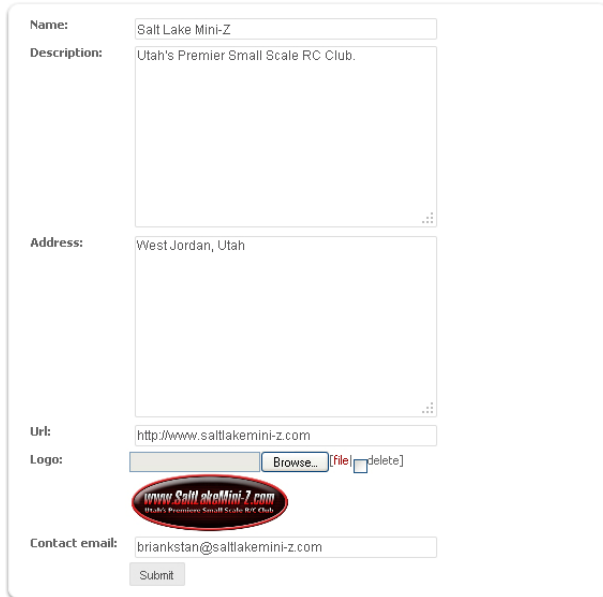


HFAY Website Club Admin Instructions:

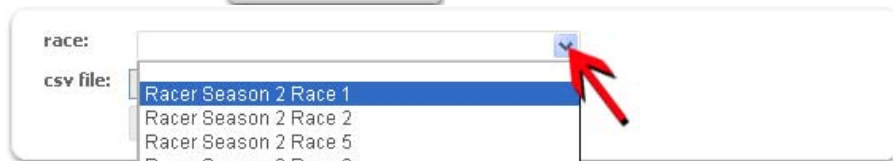
1. Register on website. Activate account by clicking on line in received email. If an email isn't received please check your spam folder.
2. Log in to account.
3. Upon initial log in the website will prompt you to add your club, you can also add your club logo by browsing to your club logo. (It can also be added later if you choose as well).



A screenshot of a web form for club registration. The form contains the following fields and content:

- Name:** Salt Lake Mini-Z
- Description:** Utah's Premier Small Scale RC Club.
- Address:** West Jordan, Utah
- Url:** http://www.saltlakemini-z.com
- Logo:** A field with a "Browse..." button and a "delete" button. Below it is a circular logo for "www.SaltLakeMini-Z.com Utah's Premier Small Scale RC Club".
- Contact email:** briankstan@saltlakemini-z.com
- A "Submit" button at the bottom.

4. Fill in information.
5. The website will send me an email to let me know that you have registered your club and your email.
6. Wait to receive confirmation email from me stating you are registered for the season and class you are participating in. (Once you receive the email you can proceed with step 7).
7. Go To (Club Admin -> Upload Results. (Select correct race from drop down, Browse to .txt or .csv file).



A screenshot of a form showing a dropdown menu for "race:". The menu is open, displaying the following options:

- Racer Season 2 Race 1 (highlighted with a blue bar)
- Racer Season 2 Race 2
- Racer Season 2 Race 5
- Racer Season 2 Race 6

A red arrow points to the dropdown arrow icon.

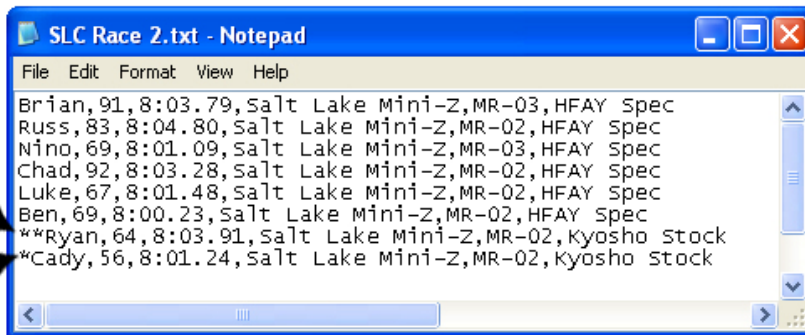


A screenshot of a form showing a "race:" dropdown menu and a "csv file:" field. The "csv file:" field has a "Browse..." button. A "Submit" button is located below the "Browse..." button. A red arrow points to the "Browse..." button.

8. Format of file needs to be (Race Name,Laps,Time,Club Name,Chassis Type,Motor Type) (See example below)
No spaces between commas, spaces in the fields are fine, IE. Between a first and last name or in a Club name.

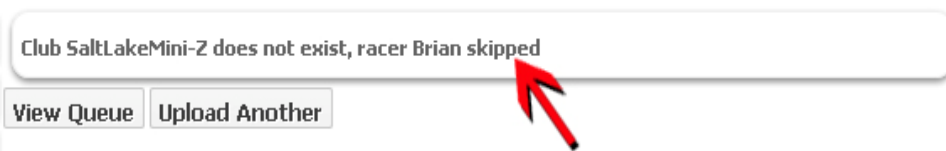
Format for 16 and under (add ** before name).

Format for Female drivers (add * before name).

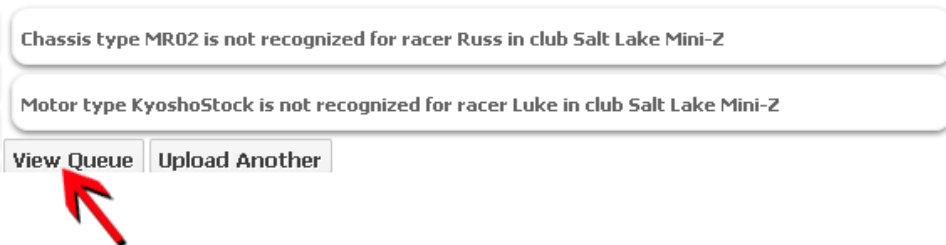


9. Ensure that Names are spelled correctly, and submitted the same each time or the system will create a new racer. Names cannot change during the season. The most important part of submitting times with the new system is to make sure the name is correct so points are awarded to the correct racer.

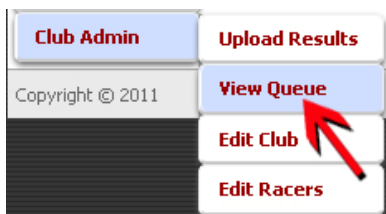
10. If you see that some times were skipped because of errors in the spelling of the club, you can correct them in the file and the re submit the file, it will skip the times for the racers that have already been added, it will also add the racer that the spelling was corrected for.



11. If there are some description errors in your submitted times you will see a screen like below. The times were still loaded however. If you would please edit the descriptions to the standard format by selecting the "View Queue" button so the forms look consistent. Standard formats should be listed like this: MR-02, MR-03, MR-015, MA-010, HFAY Spec, Kyosho Stock, PN70T. (The system will format for case sensitivity, so all lower case or upper case won't give the description errors).



12. Check Queue for uploaded Results and their accuracy. Make changes to the times as needed.



13. Wait for times to be processed at beginning of following month.

Important Notes:

Times need to be in the correct format with no additional fields.

Racer names need to be submitted the same to ensure they get calculated correctly.

The Club name in your times needs to match the club name that was registered. If they don't match you will received an error and the times won't be uploaded.

Descriptions should be consistent with the following descriptions: MR-02, MR-03, MR-015, MA-010, HFAY Spec, Kyosho Stock, PN70T. (Upper or lower case spelling doesn't matter, the system will auto correct it).

Please review your submitted times in the queue, if you see an error with a time or Racer name it can be changed prior to the processing of the event following the end of the month. (Only times from your club will be visible to you).