**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 20 – Note from programmer for “short cut way” to do on-line results entry.
11. Page 21 – Added explanation of how to force correct result orders for rallyes and car shows.
12. Page 21 – Added note that both NCCC members of a team in a rallye/funkhana/show must have the same points.
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.
Step 1 - Create an Event & get Sanction Number

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

https://93075438.domainhost.com/NCCCCompetitionDatabase/2014/Programs/AddEvent.php

- 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”

Click on “Add New Event”
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.
- **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 screen shot on previous page 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
You are now back to the main screen for your event.

Note that you now have a Sanction Number.

### NCCC Competition Database

#### Update RR-543-003 in NCCC Competition Database

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Host Club</th>
<th>Club Number</th>
<th>New Event Entered</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS AX 12-1-12 Event 2</td>
<td>ARIZONA COMPETITION CORVETTES</td>
<td>RR-543</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Sanction Type</th>
<th>Event Date &amp; Time</th>
<th>Event Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Speed Autocross</td>
<td>National</td>
<td>2012-12-01 08:00:00</td>
<td>85283</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Address</th>
<th>Event City</th>
<th>Event State</th>
<th>Event Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200 W Alamedas</td>
<td>Tempe</td>
<td>Arizona</td>
<td>85283</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chair Name</th>
<th>Chair NCCC #</th>
<th>Chair Email</th>
<th>Chair Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAUL HAMERSLY</td>
<td>RR-543-0030LM</td>
<td>hame@yahoocom</td>
<td>molly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Co-Chair Name</th>
<th>Co-Chair NCCC #</th>
<th>Co-Chair Email</th>
<th>Co-Chair Password</th>
</tr>
</thead>
</table>

#### Instructions:

- 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.
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.
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.

- 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

- Log-in leaving the Sanction Number blank
- You will see the following screen
Choose “List My Events”
You will see this 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.”
You must have your flyer ready in advance

It must be in “PDF” format (Adobe Portable Document Format)
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”
The file name and location will now be in the “Local Filename for Upload” line 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 “Continue” button
  - After you are returned to the Update Event screen, 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.
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
  
  o 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.
  
  o Procedures must be established within each region for implementing Google calendars.
  
  o 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.
  
  o 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)*
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 “KKJJ” 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. Check this carefully.
   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:
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

- 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.
Processing Results using the standard NCCC Excel Spreadsheet form

- Use the “Browse” feature to identify your results spreadsheet on your computer
- Highlight the file-name.
- Click “Open”
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”
The file-name of your uploaded result file will show on this screen.

- 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

### Competition Year 2012

Processing Sanction number RR-543-003 Results

Elements in Yellow are incorrect for this event

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>NCCC Name</th>
<th>NCCC Number</th>
<th>Class</th>
<th>Time/Score</th>
<th>Earned</th>
<th>Bonus</th>
<th>Travel</th>
<th>Total</th>
<th>Remarks</th>
<th>Entrant Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BARBARA BASSETT</td>
<td>BARBARA BASSETT</td>
<td>RR-332-0176L</td>
<td>L1SH</td>
<td>49.815</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>FTD L-1S</td>
<td>Competitor</td>
</tr>
<tr>
<td>2</td>
<td>PAT JENKINS</td>
<td>PAT JENKINS</td>
<td>RR-332-0160L</td>
<td>L1SK</td>
<td>56.887</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>FTD-3 Ladies</td>
<td>Competitor</td>
</tr>
<tr>
<td>3</td>
<td>DEBI HAMERSLY</td>
<td>DEBI HAMERSLY</td>
<td>RR-543-0011LM</td>
<td>L2J</td>
<td>42.681</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td>FTD Ladies</td>
<td>Competitor</td>
</tr>
<tr>
<td>4</td>
<td>GEORGE RAY</td>
<td>GEORGE RAY</td>
<td>RR-332-0157LM</td>
<td>ISA/B</td>
<td>46.899</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td></td>
<td>Competitor</td>
</tr>
<tr>
<td>5</td>
<td>ROBERT BASSETT</td>
<td>ROBERT BASSETT</td>
<td>RR-332-0180L</td>
<td>L1SH</td>
<td>44.484</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td></td>
<td>Competitor</td>
</tr>
<tr>
<td>6</td>
<td>RAY JENKINS</td>
<td>RAY JENKINS</td>
<td>RR-332-0144L</td>
<td>L1SJ</td>
<td>49.221</td>
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<td>0</td>
<td>0</td>
<td>7</td>
<td></td>
<td>Competitor</td>
</tr>
<tr>
<td>7</td>
<td>JIM ENRIQUEZ</td>
<td>JIM ENRIQUEZ</td>
<td>RR-332-0104L</td>
<td>ISK</td>
<td>40.977</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>FTD Gp-1S</td>
<td>Competitor</td>
</tr>
<tr>
<td>8</td>
<td>BRUCE MUNDY</td>
<td>BRUCE MUNDY</td>
<td>RR-332-0099L</td>
<td>ISK</td>
<td>41.208</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td></td>
<td>Competitor</td>
</tr>
<tr>
<td>9</td>
<td>JOE MORTIZ</td>
<td>JOSEPH MORTIZ, JR</td>
<td>RR-543-0018L</td>
<td>ISK</td>
<td>47.425</td>
<td>6</td>
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<td>0</td>
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<td></td>
<td>Competitor</td>
</tr>
<tr>
<td>10</td>
<td>FELIX GALLARDO</td>
<td>FELIX GALLARDO</td>
<td>RR-533-0006L</td>
<td>ISK</td>
<td>46.654</td>
<td>9</td>
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<td>0</td>
<td>9</td>
<td></td>
<td>Competitor</td>
</tr>
<tr>
<td>11</td>
<td>RICHIE ZASO</td>
<td>RICHIE ZASO</td>
<td>RR-543-0027L</td>
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<td>46.899</td>
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<td>0</td>
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</tr>
<tr>
<td>12</td>
<td>DALE MCKEEMAN</td>
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<td>39.413</td>
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</tr>
<tr>
<td>13</td>
<td>TODD HOLZWARTH</td>
<td>TODD HOLZWARTH</td>
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<td>39.259</td>
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<td>0</td>
<td>11</td>
<td>FTD Men</td>
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<tr>
<td>14</td>
<td>JOE GRASSEL</td>
<td>JOE GRASSEL</td>
<td>RR-332-0091L</td>
<td>2H</td>
<td>48.517</td>
<td>7</td>
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</tr>
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<td>43.696</td>
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</tr>
<tr>
<td>16</td>
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<td>EMANUEL MAUL</td>
<td>RR-543-0028L</td>
<td>2K</td>
<td>43.345</td>
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<td>10</td>
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<td>17</td>
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### Workcr Point Totals

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>NCCC Name</th>
<th>NCCC Number</th>
<th>Position</th>
<th>Points</th>
<th>Travel</th>
<th>Total Points</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>STEVE RYAN</td>
<td>STEVE RYAN</td>
<td>RR-543-0009L</td>
<td>Chairperson</td>
<td>9</td>
<td>0</td>
<td>9</td>
<td>Chairperson</td>
</tr>
<tr>
<td>2</td>
<td>PAUL HAMERSLY</td>
<td>PAUL HAMERSLY</td>
<td>RR-543-0010LM</td>
<td>Co-Chairperson</td>
<td>9</td>
<td>0</td>
<td>9</td>
<td>Co-Chairperson</td>
</tr>
</tbody>
</table>
• You are in “Error Checking Phase-1”

• **You CANNOT CORRECT ANY PHASE-1 ERRORS ON-LINE!!!!**
  o Correct name errors on your spreadsheet
  o 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.
  o **When a name is highlighted as an error, you MUST determine if you had the wrong name for a correct NCCC number,**
    OR
  o **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)
  o A (Man Driver/Lady Navigator)
  o B (Man Driver/Man Navigator)
  o C (Lady Driver/Man Navigator)
  o 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.**
After you correct your spreadsheet, you need to be able to upload it again:

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.
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…..

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.
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

<table>
<thead>
<tr>
<th>#</th>
<th>First Name</th>
<th>Last Name</th>
<th>NCCC Number</th>
<th>Class</th>
<th>Time/Score</th>
<th>Earned</th>
<th>Bonus</th>
<th>Travel</th>
<th>Total</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**Worker Points**

<table>
<thead>
<tr>
<th>#</th>
<th>First Name</th>
<th>Last Name</th>
<th>NCCC Number</th>
<th>Position</th>
<th>Points</th>
<th>Travel</th>
<th>Total Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td></td>
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<td>3</td>
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</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
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<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**Club and Travel Points**

<table>
<thead>
<tr>
<th>#</th>
<th>Name of Club</th>
<th>Club Number</th>
<th>Mileage</th>
<th>Club Points</th>
<th>Number of Entrants</th>
<th>Number of Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DESERT CORVETTE ASSOCIATION</td>
<td>RR-303</td>
<td>110</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td>3</td>
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<tr>
<td>4</td>
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<td></td>
</tr>
<tr>
<td>5</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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”**
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.
Review – here is a screen shot showing a sample of how the correct wording will appear.

- 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.
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:

**Congratulations, you were no errors when writing the information to the database.**

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”

- Look at the bottom of the results screen that comes up with this selection:
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
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".
- Return to this screen.

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!
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.”

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:

- 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)
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.

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
Saturday, 01-Dec-2012

Individual Event Results
Sanction Number Results
Event Results for RR-543-003

Hosting Club
ARIZONA COMPEITITION CORVETTES

- 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:
• 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
  o Print
  o Send its URL to your entrants so they see the results
  o 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)
  o Their club points will be applied to each club of which they were a member during their time of membership. HOWEVER,
  o 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 Points Reporting

## Competition Year 2012

### Event Results for Sanction number RR-543-003

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Sanction Number</th>
<th>Sanction Type</th>
<th>Hosting Club</th>
<th>Club Number</th>
<th>Date and Time Of Event</th>
<th>Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS AX 12-1-12 Event 2</td>
<td>RR-543-003</td>
<td>National</td>
<td>ARIZONA COMPETITION CORVETTES</td>
<td>RR-543</td>
<td>2012-12-01 08:00:00</td>
<td>Low Speed Autocross</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>First Name</th>
<th>NCCCNumber</th>
<th>Class</th>
<th>Time</th>
<th>Earned Points</th>
<th>Bonus Points</th>
<th>Travel Points</th>
<th>Total Points</th>
<th>Remarks</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>FELIX</td>
<td>RR-543-0006</td>
<td>1E</td>
<td>46.654</td>
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<td>0</td>
<td>0</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>RICHIE</td>
<td>RR-543-0027</td>
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<td>0</td>
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<td>7</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>DALE</td>
<td>RR-303-1054</td>
<td>1M</td>
<td>39.413</td>
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<td>0</td>
<td>10</td>
<td>Mens 2nd Overall FTD</td>
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</tr>
<tr>
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<td>0</td>
<td>9</td>
<td>Ladies 3rd Overall FTD</td>
</tr>
<tr>
<td>16</td>
<td>DEBI</td>
<td>RR-543-0011LML</td>
<td>L2J</td>
<td>42.681</td>
<td>0</td>
<td>11</td>
<td>0</td>
<td>11</td>
<td>Ladies 1st Overall FTD</td>
</tr>
<tr>
<td>17</td>
<td>WALTER</td>
<td>RR-332-0178</td>
<td>NOV</td>
<td>54.104</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

### Worker Points

<table>
<thead>
<tr>
<th>#</th>
<th>First Name</th>
<th>NCCC Number</th>
<th>Earned Points</th>
<th>Travel Points</th>
<th>Total Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PAUL</td>
<td>RR-543-0010LM</td>
<td>9</td>
<td>0</td>
<td>9</td>
<td>Co-Chairperson</td>
</tr>
<tr>
<td>2</td>
<td>STEVE</td>
<td>RR-543-0009</td>
<td>9</td>
<td>0</td>
<td>9</td>
<td>Chairperson</td>
</tr>
</tbody>
</table>

### Club Points

<table>
<thead>
<tr>
<th>#</th>
<th>Club Name</th>
<th>Club Number</th>
<th>Mileage</th>
<th>Club Points</th>
<th>Number of Entrants</th>
<th>Number of Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CORVETTE CLUB OF ARIZONA</td>
<td>RR-332</td>
<td>14</td>
<td>78</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>ARIZONA COMPETITION CORVETTES</td>
<td>RR-543</td>
<td>27</td>
<td>69</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>DESERT CORVETTE ASSOCIATION</td>
<td>RR-303</td>
<td>1</td>
<td>10</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
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.
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.