

Entering Results with British Rowing Online Entry (BROE)

For full guidance help on completing results please see: http://help.britishrowing.org/index.php/Online_Entry/Comp_Admin (there is also a link to this on the left hand menu bar in BROE).

Below are some guidance notes that I hope will assist you in entering competition results online. These notes will not cover every eventuality so please do not hesitate to contact the office as soon as you have a problem. It is vital to the whole system that results are processed as soon as possible.

Crews should be sorted – add entries, add substitutions to the winning crews, move events etc. For all the crews that have been bumped/moved from one race category to another, at the bottom of entries list, type in the crew ID, this will bring up the crew details and select the new event

- Where crews have moved status, you can select them under the list of entries for an event and move them, or in the crew details itself there is a drop down to move the crew. For entries that have moved from one boat type to another, you need to add an entry in the above manner for the new crew and then scratch the old one.
- The system won't let you move a crew from one event to another where it is a different boat type. What you should do is add the crew as a new entry to the event they raced in (at the bottom of the entries listing as an add entry button) and then reject the original crew.

To add paper entries:

- Click on the “Add Crew Entry” button at the bottom of the list of entries.
- Pick the club you are entering crews for.
- Enter contact details (just use test@example.com) in this case since the competition has already run the contact details will not be used.
- For Master events, where categories have combined (eg Mas B/C/D) shift the crews into the lower event and set results there
- Click on Results tab, mark which events ran and which were qualifying
- **NB the system times out after 30min, so tick a few, save, tick a few more etc.**
- Go to the next tab and set results for each event that ran

- Click on the event ID number for each event and set the results
- Enter positions (1,2), times and verdicts (verdicts should be in the form of cvs (canvas) 1 L, 2 L, 1/2 L, NRO, E (easily) etc – i.e. as on the old ARA results forms) for finalists and set status to finished
- For those that didn't make the final, you do not need to enter times or positions, just set their status to "Non Finalist"
- Once all the events that ran have results set (a matching tick in each column 'Event Run' and 'Results Set') click button 'Proceed to Results Summary'
- Check results you have entered and choose 'Confirm results, award points and finalise competition' option.

The competition process has now been completed and the individual wins/points will be added to the British Rowing membership database.

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