# Before the Event

1. Download a copy of the database
   1. File => Download Database Copy
   2. Hostname: scorekeeper.wwscc.org
   3. Select series
2. If desired, download a copy of the attendance data
   1. Attendance => Download Attendance Data
   2. Hostname: scorekeeper.wwscc.org
   3. Attendance => Configure Attendance Values
   4. Verify desired values are set

**Example**

PunchCard = Series(nwr,pro); championships=0; MinYear(2011); maxyearcount<= 4;

ISTClass = totalevents <= 9; avgyearcount <= 3;

# During Registration

1. Enter part of the first and/or last name
2. Select the driver from the list of drivers
   1. If the name is grey italic or not preset, you must click **“New Driver”** to create a new driver entry
3. Verify the member number for barcodes
   1. You can **“Edit Driver”** to update the member # information
4. Verify that the correct car(s) have **Registered** to the left of them.
   1. To (un)register a car, select it and click **“Register Entrant”** or **“Unregister Entrant”**
   2. **In Event** means the car already has times recorded in the event
   3. **Used** means that the car has been used in previous events
5. Cars can also be created, edited or deleted.
   1. **“New From”** prefills the data with the selected car.

# Merging registration databases

1. Take laptops to timing
2. File => Merge Database
3. Select host - nwr computer
4. Merge process will open
   1. both laptops need to get to item 3
   2. wait for other changes then press continue

# Tasha’s FAQ’s

1. If an entrant is registered for two classes at the same event, <class> and **TOPM**, and it is the AM session where <class> is running, does registration need to do anything to make sure the entrant’s <class> entry info is used first?

*No, if multiple cars are registered, TOPM is only used once all other cars have been used in other run groups. Data Entry can also override if they need to.*

1. If an entrant is running <class> and also registered for **TOPM**, but <class> runs PM so the **TOPM** entry isn't allowed/needed. What does registration need to do to make sure the correct entry is used in this situation?

*Nothing is required; however, you can unregister the* ***TOPM*** *if you wish.*

1. For an entrant who is correctly pre-registered for AM and PM and has no changes, does registration need to do anything besides verify entry info and make sure the entrant has a barcode?

*No, they are ready to go*

