# 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 register/unregister 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

