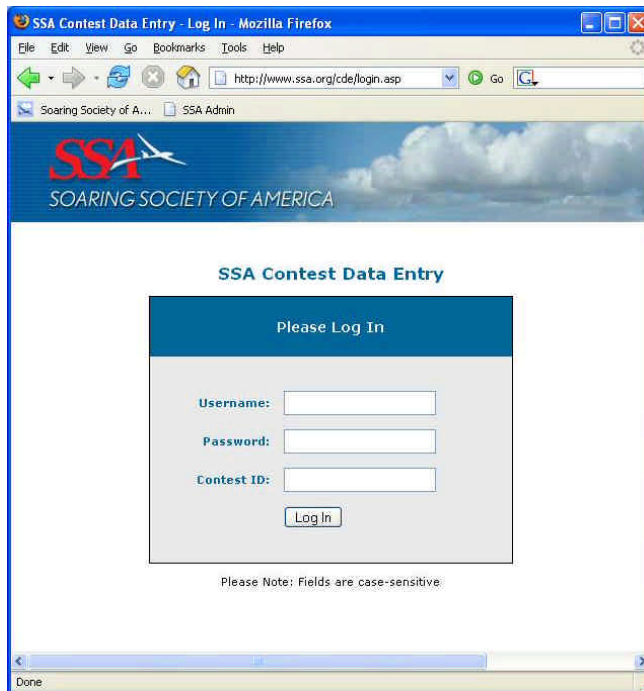


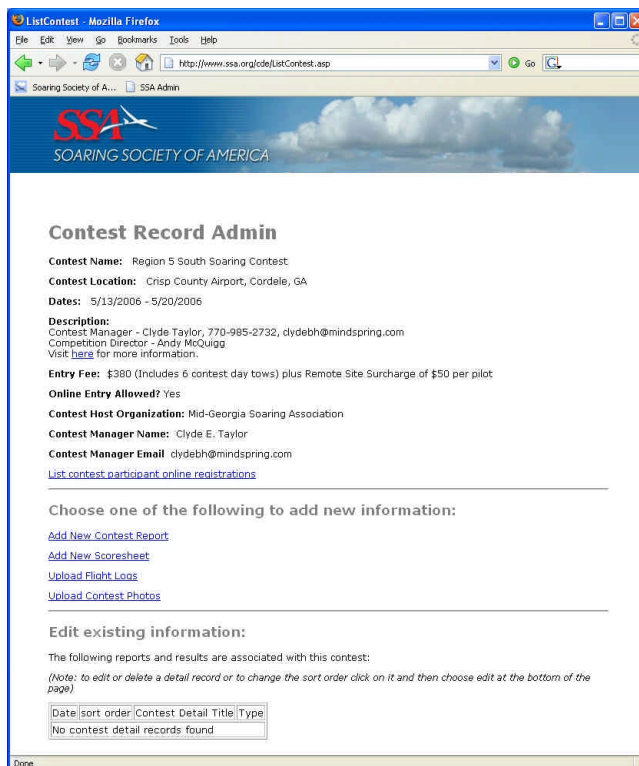
## Step by step instructions for posting contest results

1. Go to [www.ssa.org/cde/login.asp](http://www.ssa.org/cde/login.asp) You should get a page that looks like this:



The screenshot shows a Mozilla Firefox browser window with the address bar displaying <http://www.ssa.org/cde/login.asp>. The page features the SSA logo and the text "SOARING SOCIETY OF AMERICA". Below this, the heading "SSA Contest Data Entry" is followed by a "Please Log In" box. This box contains three input fields: "Username:", "Password:", and "Contest ID:", each followed by a text entry box. A "Log In" button is positioned below these fields. A note at the bottom of the login box states: "Please Note: Fields are case-sensitive".

2. Enter your username, password and contest ID and click on "log in". Important, this information is case sensitive. You should get a page that looks like this:



The screenshot shows a Mozilla Firefox browser window with the address bar displaying <http://www.ssa.org/cde/ListContest.asp>. The page features the SSA logo and the text "SOARING SOCIETY OF AMERICA". Below this, the heading "Contest Record Admin" is followed by a list of contest details:

- Contest Name:** Region 5 South Soaring Contest
- Contest Location:** Crisp County Airport, Cordele, GA
- Dates:** 5/13/2006 - 5/20/2006
- Description:** Contest Manager - Clyde Taylor, 770-985-2732, clydebh@mindspring.com  
Competition Director - Andy McQuigg  
Visit [here](#) for more information.
- Entry Fee:** \$380 (Includes 6 contest day tows) plus Remote Site Surcharge of \$50 per pilot
- Online Entry Allowed?** Yes
- Contest Host Organization:** Mid-Georgia Soaring Association
- Contest Manager Name:** Clyde E. Taylor
- Contest Manager Email:** clydebh@mindspring.com

Below the details is a link: [List contest participant online registrations](#).

Choose one of the following to add new information:

- [Add New Contest Report](#)
- [Add New ScoreSheet](#)
- [Upload Flight Logs](#)
- [Upload Contest Photos](#)

Edit existing information:

The following reports and results are associated with this contest:  
(Note: to edit or delete a detail record or to change the sort order click on it and then choose edit at the bottom of the page)

Date	sort order	Contest Detail Title	Type
No contest detail records found			

- The top section contains basic information about the contest that was submitted to the SSA during the contest sanctioning process.
  - The middle section contains links that enable you to add new contest results, reports, flight logs and photos from an ongoing contest and make them available to visitors to the [SSA contest reports section](#) on the website.
  - The lower section displays the reports, results and flight logs that are already in the system and allows you to edit content, delete or change the order in which they are displayed.
3. To add a new contest report.

Click on “add new contest report”, you will get a page like this:

**Add/Edit Contest Report**

**Title** (For example: "Day 1, Report"; note don't include the date in the title)

**Date** (You may change this to go back and add entries for prior days)

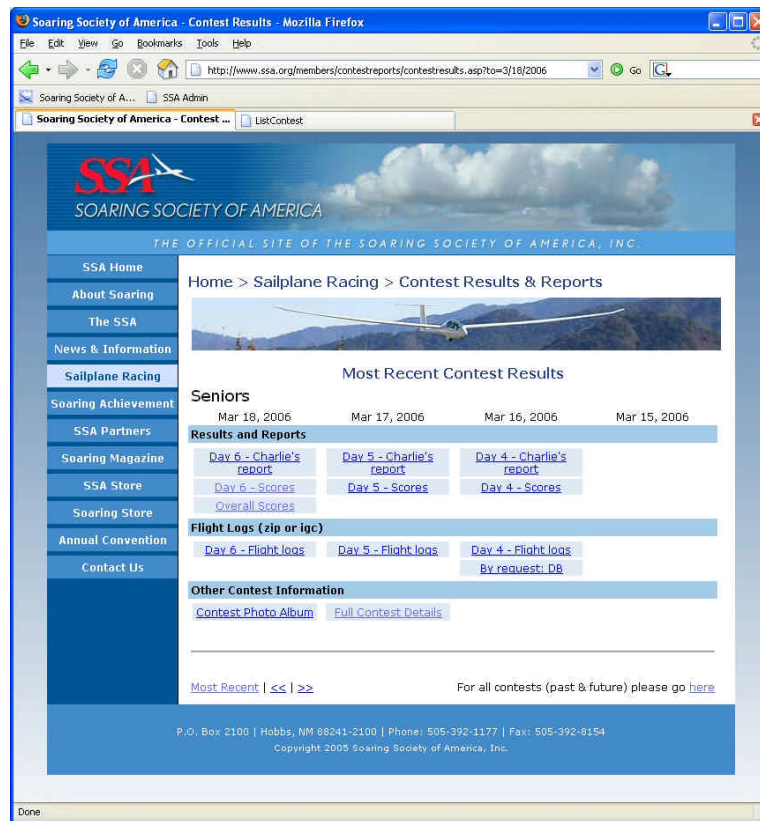
**Sort Order** (Entries are ordered first by date, then by sort order)

**Descriptive Text** (Enter the contest report here, you can cut & paste if desired)

**Title:** Use something like “Day 1 report”, “Day 1 Task”; do not include the date in the title. You may add just a single day report or you may add as many reports as you like; e.g. Pilots meeting, The launch, Task report, BBQ with friends.

**Date:** This field is pre-filled with today’s date. You may change this as long as you retain the same format, mm/dd/yyyy. Note that if you’re doing the contest report around midnight (mountain time) that the date may roll forward.

**Sort Order:** Information presented in the SSA contest reporting section is grouped into “Results and Reports”, “Flight Logs” and “Other”. Reports and results are sorted first by date (in columns) and then by sort order (in rows). For example, looking at the report page below you will see that on Day 6 there is a contest report, a day 6 scoresheet and an overall scoresheet. To present these three items in the order shown below: “Overall Scores” must have a sort order greater than “Day 6 – Scores” which must have a sort order greater than “Day 6 – Charlie’s report”; e.g “Overall Scores” sort order = 2, “Day 6 – Scores” sort order = 1, “Day 6 – Charlie’s report” sort order = 0. Note: you can always go back and change this if you wish to insert a new item or move items up or down.



**Descriptive text:** This is where you can type in the contest report. You may also copy & paste from Word or other editing programs. Keyboard shortcuts are “ctrl+a” select all text on the page, “ctrl+c” copy selected text, and “ctrl+v” paste copied text.

After you have entered all the required information click on “Add to Database”.

4. To add new contest results

The process is identical to adding contest reports. Make sure when you copy the preformatted scoresheet from winscore (or other) into the Contest Results box that you select everything (hint, use ctrl+a).

5. To upload flight logs

From the page shown in step 2 click on “upload flight logs”, you should get a page that looks like this:

**Upload Flight Logs**

**Title** (For example: "Day 2, winner (igc)" or "Day 1, leaders (zip)"; note don't include the data in the title)

**Date** (You may change this to go back and add entries for prior days)  
5/1/2006

**Sort Order** (Entries are ordered first by date, then by sort order)  
0

**Flight Log File** (Browse to the file; only \*.igc, \*.cai or \*.zip)

**Notes:**

1. You may upload igc, cai or zip files only.
2. If uploading individual igc files we recommend that you upload no more than the top 3 daily and the top 3 cumulative (either 1st through 3rd in a single class contest, or 1st from each of multiple classes).
3. If uploading a zip file it may contain as many logs as you like given the limitations of bandwidth and therefore upload time.
4. Note that Winscore can generate a zip file that contains both the igc files and the scoring information that can be viewed by the (free) winscore viewer or other igc viewers. Go to "File" -> "Export" -> "Winscore\_Flight\_File"; the settings here allow you to condense the .igc files to reduce their size but not their viewability for internet spectators. This condensation process increases the sampling rate to 10 seconds and strips off unneeded manufacturer and other data. It also has the ability to include only the logs of the top 10 competitors that day (10 is the default, but you can set this to whatever you desire).

Title, date and sort order operate in exactly the same manner as in reports and results.

Use the “Flight Log File” browse button to navigate to and highlight the file that you want to upload. Then click on “add to database”.

Notes:

1. You may upload igc, cai or zip files only.
2. If uploading individual igc files we recommend that you upload no more than the top 3 daily and the top 3 cumulative (either 1st through 3rd in a single class contest, or 1st from each of multiple classes).
3. If uploading a zip file it may contain as many logs as you like given the limitations of your bandwidth and therefore upload time.
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other igc viewers. In Winscore go to "File"->"Export"->"Winscore\_Flight\_File"; the settings here allow you to condense the .igc files to reduce their size but not their viewability for internet spectators. This condensation process increases the sampling rate to 10 seconds and strips off unneeded manufacturer and other data. It also has the ability to include only the logs of the top 10 competitors that day (10 is the default, but you can set this to whatever you desire).

## 6. To upload pictures

The contest photo album is a subsection of the main SSA photo gallery. You need not be the contest scorer to upload photos, you need only be an SSA member and be logged into ssa.org (note this login is from the SSA home page at [www.ssa.org](http://www.ssa.org) and is different from the scorer login shown in step 1).

Access to the photo upload page is either from the page shown in step 2 (click on "upload contest photos"), or any SSA member may access the upload page by clicking on the link at the bottom of the photo gallery page as shown below:

Soaring Society of America - The Sport - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.ssa.org/test/sport/PhotoGalleryMain.asp?category=239

Soaring Society of A... SSA Admin

Soaring Society of America - The Sport ListContest

**SSA**  
SOARING SOCIETY OF AMERICA  
THE OFFICIAL SITE OF THE SOARING SOCIETY OF AMERICA, INC.

SSA Home  
About Soaring  
The SSA  
News & Information  
Sailplane Racing  
Soaring Achievement  
SSA Partners  
Soaring Magazine  
SSA Store  
Soaring Store  
Annual Convention  
Contact Us

Home > About Soaring > Photo Gallery

Region 4 South Photo Gallery

test  
5/1/2006

SSA members can post photos by [clicking here.](#)

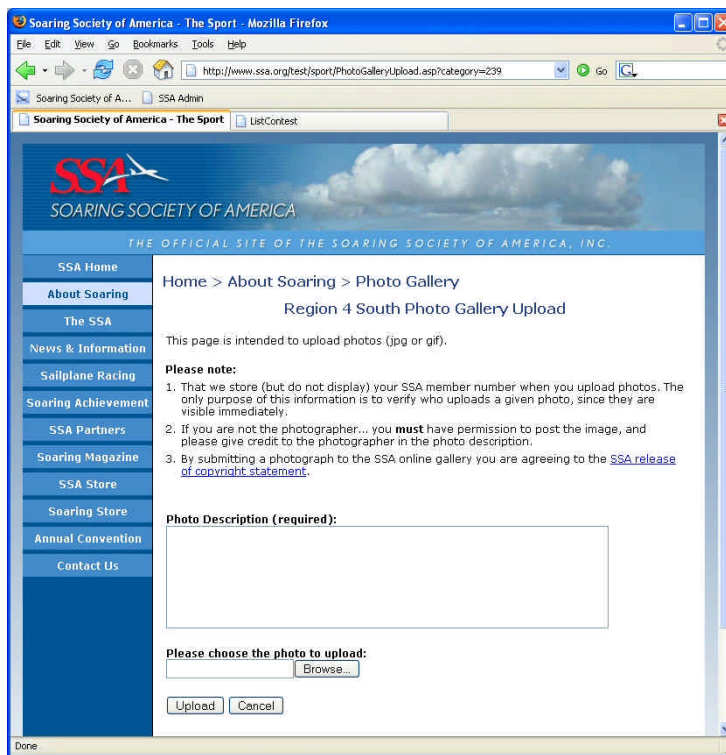
P.O. Box 2100 | Hobbs, NM 88241-2100 | Phone: 505-392-1177 | Fax: 505-392-8154  
Copyright 2005 Soaring Society of America, Inc.

Done

This is the gallery that you're in  
(access only from the contest  
reporting page)

Click here to add photos to  
this gallery

You should get an upload page that looks like this:



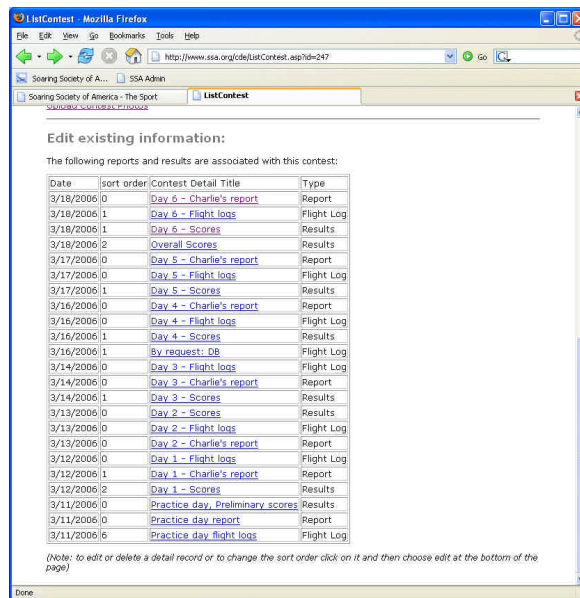
Enter the photo description, use the browse button to navigate to the photo that you want to upload and click on “upload”.

**Note:** the images displayed in the gallery are a maximum of 640x480 pixels. Reducing your photos to this size prior to upload will significantly reduce your upload time and will not decrease the resolution of the displayed image.



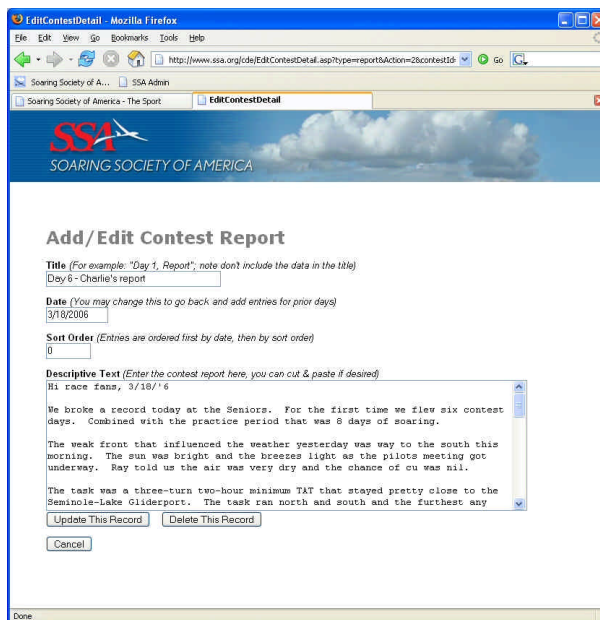
7. Editing results and reports after you have uploaded them.

Should you wish to edit results/reports, correct a posting date, or change their displayed order click on the contest detail title in the list of existing information.



Date	sort order	Contest Detail Title	Type
3/18/2006	0	Day 6 - Charlie's report	Report
3/18/2006	1	Day 6 - Flight logs	Flight Log
3/18/2006	1	Day 6 - Scores	Results
3/18/2006	2	Overall Scores	Results
3/17/2006	0	Day 5 - Charlie's report	Report
3/17/2006	0	Day 5 - Flight logs	Flight Log
3/17/2006	1	Day 5 - Scores	Results
3/16/2006	0	Day 4 - Charlie's report	Report
3/16/2006	0	Day 4 - Flight logs	Flight Log
3/16/2006	1	Day 4 - Scores	Results
3/16/2006	1	By request: DE	Flight Log
3/14/2006	0	Day 3 - Flight logs	Flight Log
3/14/2006	0	Day 3 - Charlie's report	Report
3/14/2006	1	Day 3 - Scores	Results
3/13/2006	0	Day 2 - Scores	Results
3/13/2006	0	Day 2 - Flight logs	Flight Log
3/13/2006	0	Day 2 - Charlie's report	Report
3/12/2006	0	Day 1 - Flight logs	Flight Log
3/12/2006	1	Day 1 - Charlie's report	Report
3/12/2006	2	Day 1 - Scores	Results
3/11/2006	0	Practice day, Preliminary scores	Results
3/11/2006	0	Practice day report	Report
3/11/2006	6	Practice day flight logs	Flight Log

You will first be shown a page with the current information; click on “edit” to make changes or “cancel to return to the previous page. Clicking on “edit” will give you a page like this:



**Add/Edit Contest Report**

**Title** (For example: "Day 1, Report"; note don't include the data in the title)  
Day 6 - Charlie's report

**Date** (You may change this to go back and add entries for prior days)  
3/18/2006

**Sort Order** (Entries are ordered first by date, then by sort order)  
0

**Descriptive Text** (Enter the contest report here, you can cut & paste if desired)  
Hi race fans, 3/18/'06  
We broke a record today at the Seniors. For the first time we flew six contest days. Combined with the practice period that was 6 days of soaring.  
The weak front that influenced the weather yesterday was way to the south this morning. The sun was bright and the breezes light as the pilots meeting got underway. Ray told us the air was very dry and the chance of cu was nil.  
The task was a three-turn two-hour minimum TAT that stayed pretty close to the Seminole-lake Gliderport. The task ran north and south and the furthest any

Update This Record Delete This Record Cancel

After making changes click on “update”, or if you wish to delete the entry entirely click on “delete”.

8. Making changes to flight logs

Changes to flight logs are done in the same manner as changes to results/reports. However if you wish to actually change the file that you have already uploaded you must first delete the entry and then upload a new flight log file.

9. Making changes to photos

If you wish to delete or modify the text description you must contact the webmaster at [webmaster@ssa.org](mailto:webmaster@ssa.org).