HalSail FAQ

How can I import boats into HalSail from a spreadsheet or csv file?

It is sometimes convenient to import boats from a spreadsheet or csv file, rather than using the normal input screens.

- You will find **Load boats from spreadsheet or csv file** in the *Boats* menu.
- Navigate to the Excel (.xls or .xlsx or .csv) file.
- Click *Import*.
- HalSail will read the boats details row by row until it comes to a row with no sail number, when it will stop.
- HalSail will display a preview of the boats in the spreadsheet. It will look for sail numbers (the purely numeric part) that duplicate boats already in the register. If there are any duplicates you will be offered the choice of ignoring the duplicate, updating the boat already in the register, or adding a new boat. The default option will be as follows:
    - If the complete sail number, including letters, of the boat being imported is the same as that of an existing boat, and they are of the same type, assume they are duplicates and preselect the ignore option.
    - If the complete sail number of the boat being imported is the same as that of an existing boat, but the type of boat is different, preselect the new-boat option.
    - If the complete sail number is different, albeit with the same numerical number, and the type of boat is the same, preselect the update option.
    - If the complete sail number is different, albeit with the same numerical number, and the type of boat is different, preselect the new-boat option.
- When you are satisfied with the preview, all the boats will be entered into the *Boat Register*.

There are some pre-conditions you have to fulfill for the above procedure to work.

- The spreadsheet must contain headers in row 1, 2 or 3 specifying what is in each column. You can input any combination of
    - sail number
    - bow number
    - selectors
    - boat name
    - boat type
    - boat owner
    - helm
    - crew
    - club the owner represents
    - phone
    - email
    - notes
    - class
    - handicap
    - handicaplow *
    - handicaphigh *
- * handicaplow and handicaphigh are only used for ORC handicaps where there is a separate value for low and high wind strengths.
- Only sail number is obligatory.
- Handicaps must be specified in a format appropriate for the type of handicap used for the class, for instance 950 for a RYA_PY class, or 0.950 for an IRC class.
- The first row with no entry in the sail number column indicates the end of the data.
- The columns can be in any order, but must be within the first 26 columns (A to Z) of the spreadsheet.
- If you specify a class the boat will be put into it. If you do not specify a class the boat will be put into the *Boat Register* but will not have any class associated with them. In that case handicap data will be ignored.

If you wish, you can download a sample Excel file to get the correct format.

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