

## 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. If there are any duplicate sail numbers with boats already in the register you will be offered the choice for each duplicated boat:
  - Ignore the duplicate and leave the boat in the register unaltered (default)
  - Update the details of the boat in the register with those taken from the spreadsheet
  - Add a new boat with the duplicate sail number.
- 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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