

Using the US SAILING Calendar

You will need to begin with the following information:

- Date
- Location
- Boat
- Registration Deadline
- A link to the event website
- Your club's US SAILING membership number - this can be found at <http://www1.ussailing.org/membership/memberlookupflname.aspx>
- Contact details
- HIGHLY Recommended – your contact person's US SAILING membership number. This will enable them to go back into the website at a later date and change the calendar listing if needed.

Ready to begin?

You begin by going to the US SAILING calendar (www.ussailing.org/Calendar/) and clicking **Add Events**: The calendar entry page will appear.

You then will need to complete each field. For example:

- Title would be "Men's Bathtub Regatta"
- Groups would be "Men" and "Adult"
- Event Type would be "Regattas - Fleet"
- Organizing Authority/Host is the Club's name: XYZ Sailing Club
- ID is the club's US SAILING membership number. This number will also link to XYZ's website.
- Geographic scope is usually Local, Regional or Area
- If possible, select a class from the choices on the right. Most one designs are listed

Secure Site

US SAILING Home
Site Map & Search

Lost your number?
Need to join?

Calendar | Store | Membership

JOIN US SAILING Be part of it! US SAILING

General | Regatta Setup | Registration Setup | Training Setup | Event Groups | Enrollment

Update Event Information

Event ID: Adding New Event Status: Active

Title: _____

Event Type: Select Value

Dates: From (mm/dd/yy) _____ To (mm/dd/yy) _____

Organizing Authority / Host: _____

Membership ID of Host Organization: _____

If you don't know your organization's Membership ID, you can obtain it from US SAILING's Membership Department.

Address: _____

Event Location: City: _____ State: _____ Country: USA

Event Scope: Local Area Continental
(View Explanation) Regional National International Grand Prix

Membership ID of General Contact: _____

Select Groups: Hold <Ctrl> to select multiple groups.
All Adult Masters Women Men Youth High School College Disabled

Select Classes: Hold <Ctrl> to select multiple classes.
Select One Design Class
PHRF IMS Portsmouth MORC Americap IRC Royal Channel Handicap 11 Metre 110 12 Metre 18 Square Meter 18HT 2.4 Metre 2.4mRN3 210 2ber

Class

- General contact is the person who can answer questions and is usually the chair. It is the person whose membership number and password will allow the registrar to access the entry information.
 - Enter his/ her US SAILING membership number.
 - Event URL is the homepage for that event. **You must put in the http://** For instance, if it is a US SAILING Championship: <http://championships.ussailing.org> and then the specific link for the Championship. It might be the appropriate page on your own website.

Once you have filled out the form, click **Save**.

Now, you want to be sure that your information went in properly, so go back to the calendar. When you look at the Calendar (<http://www.ussailing.org/Calendar/>), you will see your entry listed. If you are not using online registration, you are all set.