

Entering Ladder Events

Before you begin:

Gather the following information:

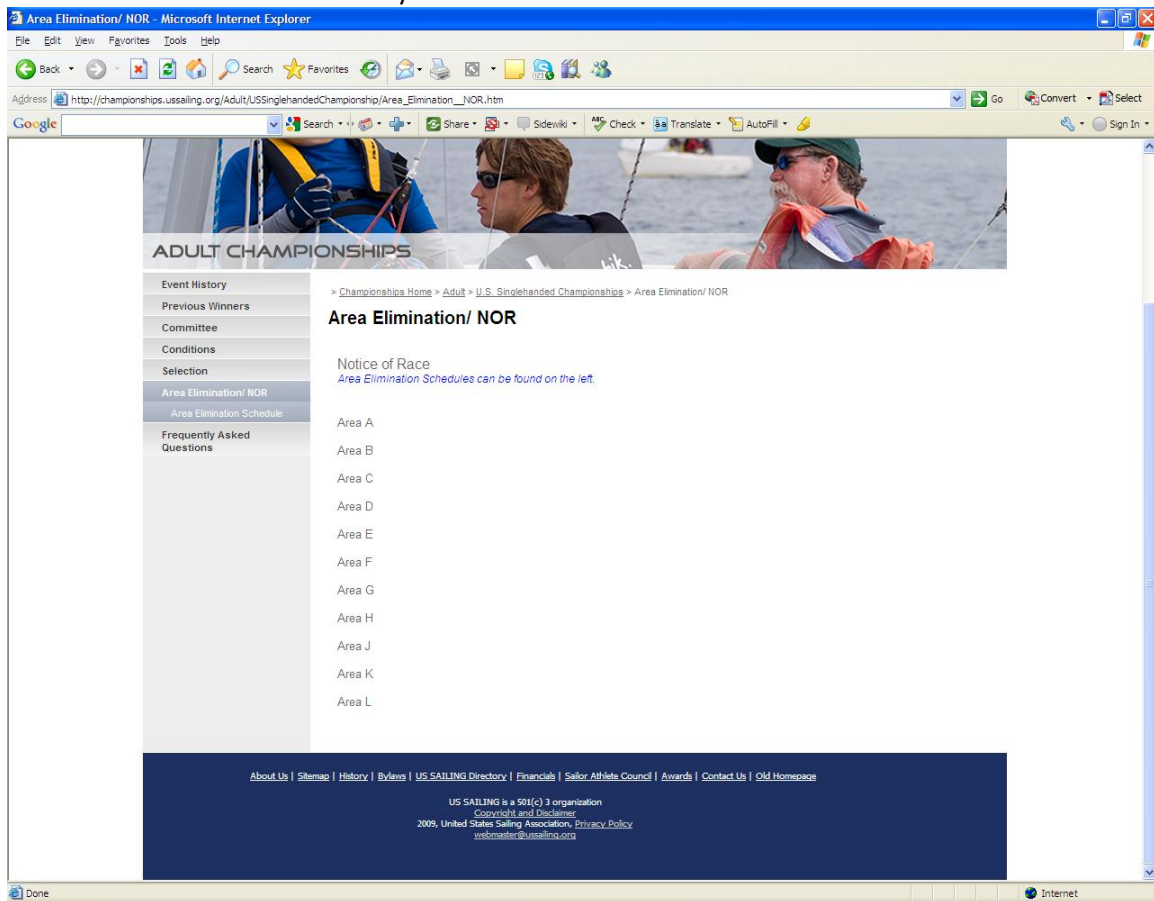
- The host of the elimination's US SAILING membership number – instructions can be found under Frequently Asked Questions in the Contact Us section of the championship site: <http://championships.ussailing.org>
- The dates of the event
- The boats being sailed
- The Event URL if available

Entering information:

We do this by going to the US SAILING championship homepage:

<http://championships.ussailing.org> to find your championship. This method puts a little “tag” on your registration which puts it in Area, Championship, and the Main Calendar, as well as Match Racing if appropriate.

Click on the left hand link that says: **Area Elimination Schedule**.



The screenshot shows a Microsoft Internet Explorer browser window displaying the website http://championships.ussailing.org/Adult/USSinglehandedChampionship/Area_Elimination_NOR.htm. The page features a header image of two sailors on a boat. Below the header, the main content area is titled "Area Elimination/ NOR" and includes a "Notice of Race" section with the text "Area Elimination Schedules can be found on the left." To the left of the main content is a navigation menu with the following items: "Event History", "Previous Winners", "Committee", "Conditions", "Selection", "Area Elimination/ NOR" (which is highlighted), "Area Elimination Schedule", and "Frequently Asked Questions". At the bottom of the page, there is a footer with links for "About Us", "Sitemap", "History", "Bylaws", "US SAILING Directory", "Financials", "Sailor Athlete Council", "Awards", "Contact Us", and "Old Homepage". The footer also contains the text: "US SAILING is a 501(c) 3 organization", "Copyright and Disclaimer", "2009, United States Sailing Association, Privacy Policy", and "webmaster@ussailing.org".

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Click on **ADD YOUR EVENT** listed under your Area. (this is what adds the little tag.)

The calendar entry page will appear. You then will need to complete each field. For example:

- Title would be “Area B U.S. Men’s Sailing Championship Semi Finals”
- Groups would be “Men” and “Adult”
- Event Type would be “Regattas – US SAILING”
- 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 Area
- If possible, select a class from the choices on the right. Most one designs are listed

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- General contact is the person who can answer questions and is usually the chair.
- Enter his/ her US SAILING membership number
- Event URL is the homepage for that event. For instance, if it is a US SAILING Championship: for the Men's Championship it would be <http://championships.ussailing.org/Adult/USMensandWomensChampionships.htm>

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

When you look at the Calendar under Championships (<http://www.ussailing.org/Calendar/>), you will see your entry listed.

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5/29/04 5/30	US Match Racing Semi Finals Area J	Newport Harbor Yacht Club Newport Beach, CA USA	NHYC	949-723-6869
Governor's Cup				
6/12/04 6/13	Area F U.S. Jr. Doublehanded Championship (Qualifier)	Windycrest Sailing Club 21765 Windycrest Road Sand Springs, OK USA	Skeeter Chilton	918-242-3228
Club 420				
6/12/04 6/13	Area F U.S. Jr. Singlehanded Championship (Qualifier)	Houston Yacht Club 3620 Miramar Drive La Porte, Texas USA	Georganna Scruggs	
Laser				
6/15/04 6/15	ECSA U.S. Men's Sailing Championships Quarter Finals	Eastern Connecticut Sailing Association U. S. Coast Guard Academy New London, CT USA	Cal Brouwer	860-444-7419 860-444-7419
6/18/04 6/18	Ensign Women's Regional Championship Regatta	Ensign Fleet 29 and Edgewater Yacht Club Cleveland, OH USA	Dianne Kube	216-382-8133
Ensign				
6/16/04 6/20	U.S. Multihull Championship	Roton Point Yacht Club 15 Pine Point Road Rowayton, CT USA	John Williams- US SAILING Alter Chair	
Hobie 16-For the 2003/2004 ALTER CUP -				
6/19/04 6/20	Area B U.S. Singlehanded Championship Eliminations	Bay Shore Yacht Club West Shore Road Bay Shore, NY USA	Glenn Schmidt	6315873408

There will also be a link on the calendar to the host yacht club's home page. If that link is not in **bold and underlined**, it means the club hasn't paid its dues for this year. Current membership is a requirement for hosting a US SAILING Championship Elimination.

On an administrative note if you are entering eliminations for US Championships, please be sure that the regatta is referred to as the Eliminations for the U.S.xxxxxx Championship - its "official title", even though sometimes we refer to these by their trophy names.

If you have problems, please send an e-mail to Championships@ussailing.org.