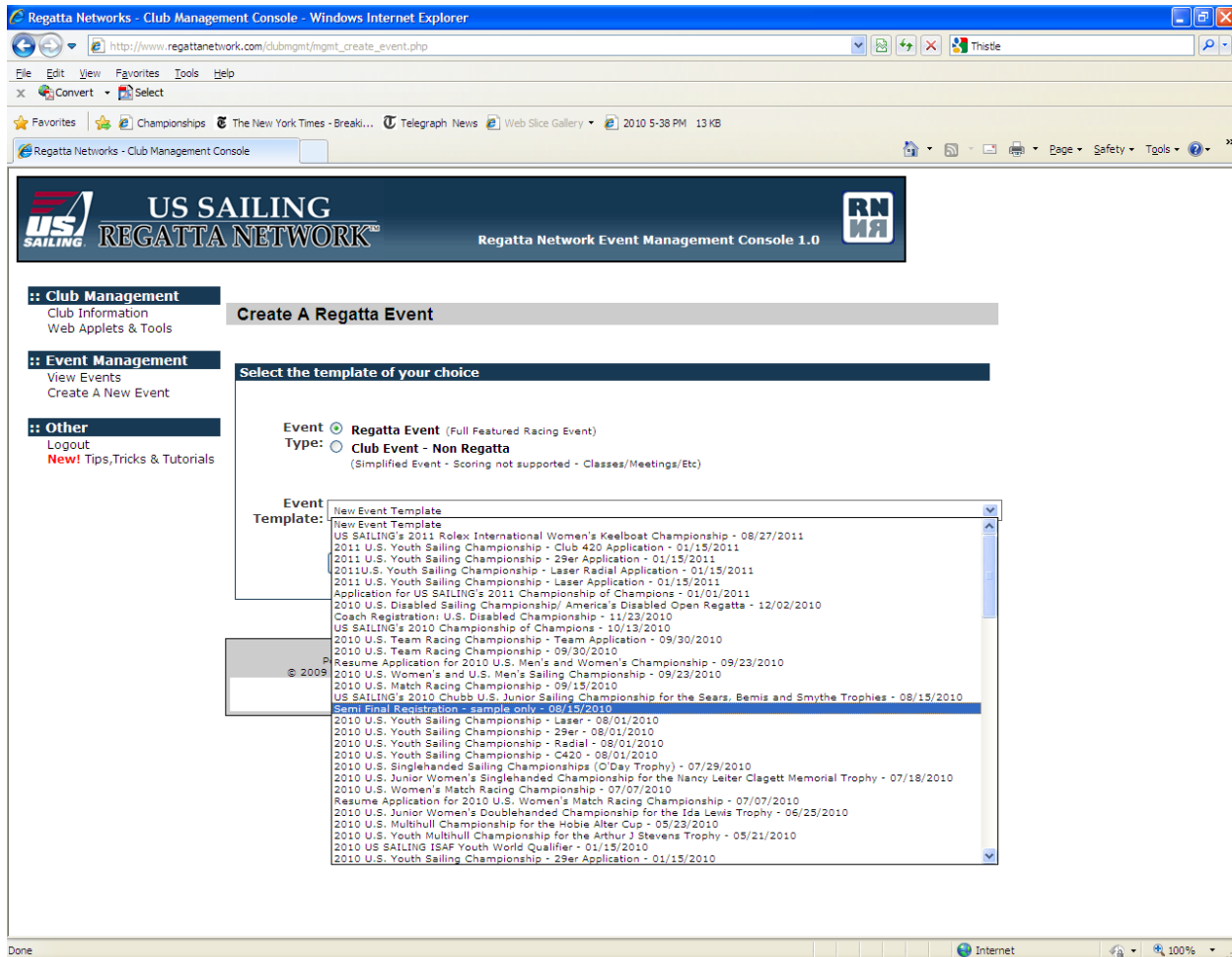


## Creating Semi-Final Registration in Regatta Network

Regatta Network runs regular training sessions each week. If you are new to the system, you can sign up for one at [www.regattanetwork.com](http://www.regattanetwork.com). Taking a few minutes to get an overview before you begin can be quite helpful.

Once you get a Regatta Network Account, you must set up your Semi-Final. If your organization used Regatta Network last year for a semi-final, you can pull that up using the drop down screen (example below) or you can create a new one using the sample below, thereby creating a new Event Template.



**Two tips:** Make sure you are clear that it is a semi-final for a US SAILING event. For instance, entitle it the Area H Qualifier for the U.S. Junior Triplehanded Championships.

Have the registrar's e-mail address with you so you can enter their name in.

Assuming you have not used it, click "Create a New Event" and the following screen will appear.

## Creating Semi-Final Registration in Regatta Network

### Creating a New Registration

The screenshot shows a web browser window with the URL [http://www.regattanetwork.com/3/deregist/event\\_detail.php?regatta\\_id=342&action=edit](http://www.regattanetwork.com/3/deregist/event_detail.php?regatta_id=342&action=edit). The page title is "Regatta Network - Club Management Console". The main content area is titled "Edit A Regatta Event" and contains a form with the following fields and options:

- Host Yacht Club:
- Event Title:
- Event Start Date:
- Event End Date:
- Last Day To Register:
- Time:
- Event Registrar Email Address:
- Hide This Event From Club Events Page
- Email this account when regatta participants register
- Principal Race Officer:
- Scoring Judge:
- Scoring Umpire:

Fill out the details. Please be sure that you are familiar with US SAILING's regulations on PRO's and Chief Judges at the Semi-Final Level. These can be found at <http://championships.ussailing.org>

If you do not have an appropriately certified PRO or Judge, your Area Race Officer is a great resource. You can find out who they are at <http://RaceAdmin.ussailing.org>. The

link is [http://raceadmin.ussailing.org/Race\\_Officers/Area\\_Race\\_Officers.htm](http://raceadmin.ussailing.org/Race_Officers/Area_Race_Officers.htm)

The next step is to check the fields that will appear in your registration. You will want to check the following boxes:

- ✓ Ask for Class Association – type in “Is your sailing organization a member of US SAILING?”
- ✓ Ask for Class Assoc. Member Number
- ✓ Ask for Parent/Guardian Information
- ✓ Ask for Emergency Contact Information
- ✓ Ask for Registrants Gender
- ✓ Ask for Medical Requirements
- ✓ Ask for US SAILING Area
- ✓ Ask for Yacht Club Affiliation
- ✓ Junior Regatta Event
- ✓ Require a VALID US SAILING number to enter

Optional but often helpful are

- ✓ Ask for Shirt Size
- ✓ Automatically Assign Bow Numbers
- ✓ Ask for Coach Information (if you are hosting a Grade 1 Coaching event – see <http://championships.ussailing.org>)
- ✓ Ask for Lodging requirements

Those are the basics but you can add custom questions in the next section. An example could be “Are you bringing a trailer?”

We then move onto creating the form itself.

## Creating Semi-Final Registration in Regatta Network

**Entry Form Comments:** These will appear at the top of the form. Suggested language could be:

“ Type out your organization’s full name. You will be asked to provide your club or sailing organization's US SAILING membership as part of registration and will not be able to proceed further without it. You can find it at <http://www1.ussailing.org/membership/memberlookupfname.aspx> ”

Optional “Attendance at the Awards Ceremony is mandatory. “

**Waiver** templates can be found at <http://championships.ussailing.org>. Click on the Championship Management section and look in the Safety Section.

- ✓ Require Crew Members to agree to waivers as well.

The next section is Minor Waiver and Release. You can do either one of two things: copy the language of the waiver into the form and ask the parents to sign at registration OR attach a link on your website to waivers so that it can be brought or sent in signed.

You can also include the basic language on US SAILING’s drug and alcohol policy here. “Each sailor under 21 must complete and sign separate copies of this form. Competitor’s Agreement: I agree to comply with the restriction on drinking and the use of illegal drugs for the entire event. I also agree to share in the responsibility for making the event run smoothly both on and off the water. In particular, I will respect that others are also taking this championship seriously, I will respect property that is not mine, I will respect the efforts of the event hosts, and I will respect and show appreciation for the generosity of my housing hosts.”

To finish up, you can add any customized comments to be e-mailed to the registrants. For example, if you want them to park somewhere specific or provide a link to a website, you would include that here.

Then select how the registrants will be displayed. For JUNIORS, you must select **Junior Event List**. US SAILING’s privacy policy does not allow us to share city/state online.

Then you select your payment options. Select **Require Immediate Payment**.

## Creating Semi-Final Registration in Regatta Network

Lastly you will prepare for scoring. This is pretty easy.

- ✓ Enter the number of races per your Notice of Race
- ✓ Select "Results with Crew Members"
- ✓ Enter the fleet or fleets you will be sailing
- ✓ Enter a link if you have one for your NOR (highly recommended)
- ✓ Current scores are provisional and subject to modification

Save your entry form and then the main menu will appear once more.

**Regatta Scoring and Class/Fleet Information**

Number of Races:

Throw outs: Starting at  Races, add  throw out per  races

Series Regatta  
 Distance Race: Races last more than a day  
 Team Race Regatta

Trophies to:  deep.

**Scoring Results Format :**  
  
(This selects the style and special conditions of your scoring results)

Show results with/without divisions. Note: You must select a Scoring Results Format that does not show divisions for this to work properly

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**Competing Classes and Scoring Methods**


One Design   
Classes/Fleets:  
(Separate Classes with a comma)

PHRF (TOT/TOT)   
Classes/Fleets:  
(Separate Classes with a comma)

Go to Edit Entry Fees to add your entry fee. **If this is a regatta for more than one sailor, select the number of crew for the registration to be complete.** This excludes the helm. This will ensure that the crew gets an entry form too. You can add late fees too.

**LIVE HELP ONLINE**

**Other**  
Logout  
Help

**This Event's QR Code**  
Event ID: 4802  
**Your Event Website**  
  
(What's This?)

Description:   
Fee Type:   
Tracking ID:   
Sort Order:

Fee/Discount Amount: \$   
 Apply A Late Fee to This Fee

Waitlist Limit:   
(Registrants over limit are waitlisted - Leave blank if not waitlisting)

Require  Crew Application(s) for Complete Registration  
(Do Not Include Skipper - entries show as "Pending" till this number is reached)

Allow  Additional Crew Application(s)  
(Do Not Include Skipper - Use this for alternates or variable crew sized fees)

Fee Notes:   
[Open/Close HTML Editor]  
 **DISABLE THIS FEE**

If you have any questions, please contact Regatta Network via e-mail at [support@regattanetwork.com](mailto:support@regattanetwork.com) or you can telephone them at (866) 987-2638