



## Quick Start Guide

### Step 1 -- Log into the Regatta Network Management Console.

The console is located at:

[www.regattanetwork.com/clubmgmt/](http://www.regattanetwork.com/clubmgmt/)

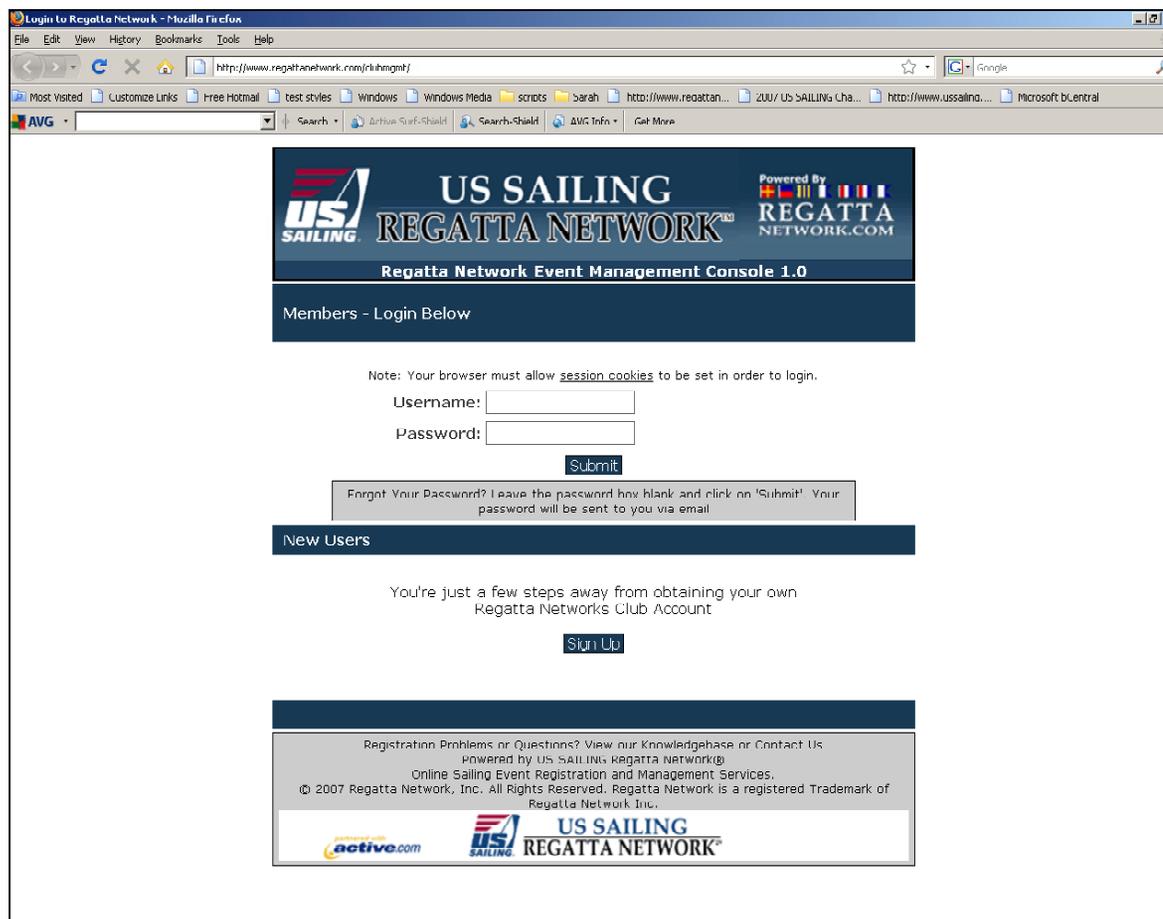
Your Regatta Network account manager should have provided you with a username and password to access the console.

When you've entered your username and password, click the blue "Submit" button.

Note your username and password in the space below:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

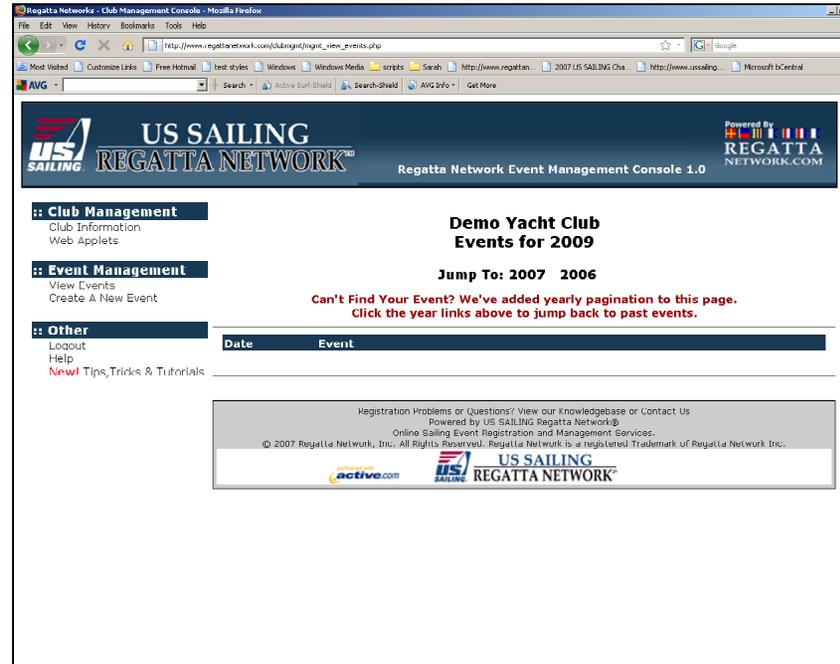


Note: Usernames and passwords are case sensitive.

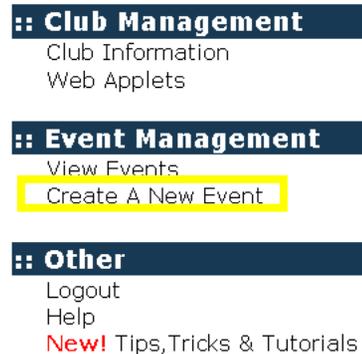
## Step 2 – Management Console Home

The first page is the “home” page of the Regatta Network Management Console.

The page features a menu of available options along the left side of the screen and a listing of events that have been created by your club or organization.

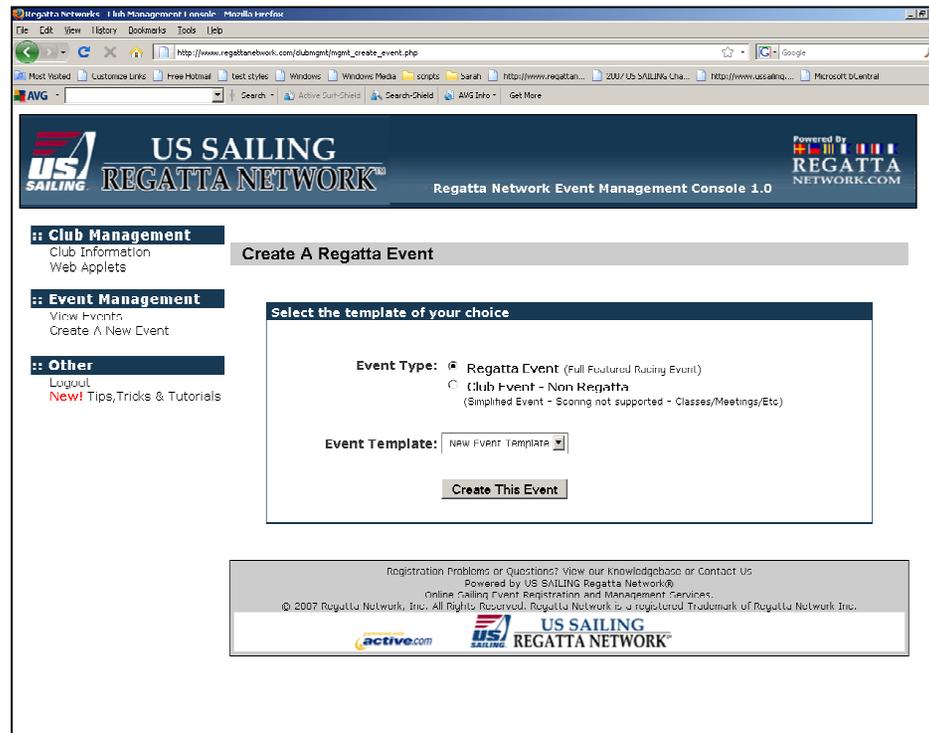


As a first step, select “Create A New Event” in the Event Management section of the menu



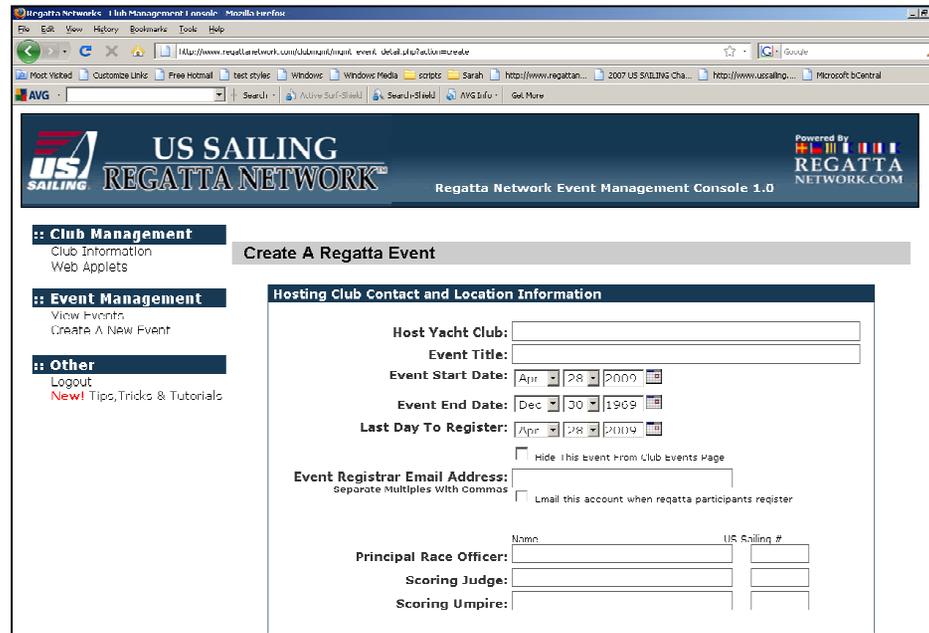
### Step 3 – Create An Event

The first page you will come to will let you choose an event template. You have the option of choosing a Regatta Event or a Club Event (Non-Regatta). There is also the option of an event template that is based on previous events that you have created. After selecting the event type and an event template, click the gray “Create This Event” button.



This page will create the essential details of your event – including all registration and scoring options.

The first section is for the general details about your event. The Event Name, host yacht club, and event dates, and a closing date for registration. It also asks for the Organizers or PRO email address and can automatically



The Entry Form Options section creates the entry form for your event. It details the options available for on your entry form.

Most of the options are fairly clear.

If you're setting up a one design event, you can either allow the competitor to enter their bow numbers, or assign bow numbers automatically. These numbers are assigned sequentially based on the Time of registration (1<sup>st</sup> person to enter is assigned bow# 1, 2<sup>nd</sup> is assigned bow# 2 and so on.)

Also, the "Ask for Class Association" field is a free text yes/no question. So it can be used to gather other information from the entrant. (Are you sailing with an all woman crew? Etc.)

The US SAILING number verification actually polls the US SAILING server to verify the US SAILING number provided is valid. This verifies against the entrant's name, number and date of the event to assure that the US SAILING membership will be in effect on the date of the event.

Regatta Networks - Club Management Console - Mozilla Firefox

http://www.regattanetwork.com/clubmgmt/mgmt\_event\_detail.php?action=create

AVG

### Regatta Entry Form Options and Details

**Entry Form Options**

- Ask For Measurement Cert.
- Ask to Score on Skipper/Boat
- Ask For Crew Size (Note: If you want to obtain individual crew entries for this event, instead of checking this box, create registration fees (from the Fee Editor) that require Crew Applications)
- Ask For Handicap Rating
- Ask For Boat Name
- Ask For Bow Number
- Ask For Sail Number
- Ask For Overall Length
- Ask For Draft
- Ask For Beam
- Ask For Sail Plan (Sloop/Ketch/Etc)
- Ask For Class Association  
Verbiage:
- Ask For Class Assoc. Member Number  
Verify Against:
- Ask For ISAF Number
- Ask For Coach Information
- Ask For Parent/Guardian Information
- Ask For Emergency Contact Information
- Ask For Hometown Newspaper Information
- Ask For Graduation Year
- Ask For Historical Race Data
- Ask For Registrants Weight
- Ask For Shirt Size
- Ask For
- Ask For Paralympic Ratings on Paralympic Classes
- Ask For Medical Information (Special Requirements, Medications, etc)
- Ask For Flight Information
- Ask For Lodging Requirements
- Ask For US SAILING Area
- Ask For Yacht Club Affiliation
- Non Regatta Event (Use for Meetings, Classes, Speakers, etc)
- Junior Regatta Event (Disables Public Personal Information Reports)
- Enable US SAILING number verification
- Disable Auto-Form Fill via Cookies
- Automatically Assign Bow Numbers
- Minimize Crew Application (Crew Application records First and Last Name only)

HINT: If you aren't sure about an Entry Form option, you can select the option and preview the form before you publish your entry. All options are editable and test entries are easily deleted.

Entry Form Custom Questions Section:

This section allows you to ask five custom questions to your registrants.

Entry Form Details Section:

This section includes a field for “Maximum crew Size” which is used for events that require crew signatures on the standard entry form or classes that require crew weigh in.

Entry form comments are useful to include additional instructions to the entrant. Information on scheduling, links to download waivers, etc.

The Waiver and Release form is for the individual club’s waiver form. If a waiver/release copy is entered into this field, the entry form will include a Yes/No drop down to indicate that the entrant has accepted the waiver.

**Entry Form Custom Questions**

Question 1:

Question 2:

Question 3:

Question 4:

**Entry Form Details**

Maximum Crew Size:

**Entry Form Comments:**  
(These comments will be displayed at top of Entry Form. HTML OK)

[Open/Close HTML Editor] [Enlarge Editor]

**Waiver and Release :**  
(Filling in this text box with waiver verbiage requires the registrant to agree to the waiver in order to register for the regatta - Leave blank for open registration.)

[Open/Close HTML Editor] [Enlarge Editor]

**Minor Waiver and Release :**  
(Filling in this text box with waiver verbiage requires the registrants under the age of 18 to agree to the waiver in order to register for the regatta)

[Open/Close HTML Editor] [Enlarge Editor]

**Additional Race Documents To Be Uploaded:**  
(Filling this text box instructs registrants to upload documents that you require to process registrants - Leave blank to disable this option.)

[Open/Close HTML Editor] [Enlarge Editor]

Minor Release Link: Simply input the link to the appropriate minor release for your event or club. Please be sure to include the complete link including http://

Custom Thank-You E-mail Opening and Closing: The copy added in these fields will appear before and after the standard email message with the registration and payment links. The messages are sent in plain text to avoid spam blockers and to accommodate mail clients that don't accept html messages, so custom formatting is not available.

Custom Printed Entry form Link: If your club has a custom entry form, Regatta Network can format this form to be pre-populated with entrant information for Check-in and waiver signing. A sample of the standard entry form is included in the appendix to this document.

**Minor Release Link:**

(Link appended to registration email for registrants under the age of 17 on the date of regatta)

**Custom Thank-You Email Opening:**

(Here you can customize the opening message that will be emailed to all registrants)

**Custom Thank-You Email Closing:**

(Here you can customize the closing message that will be emailed to all registrants)

**Custom Printed Entry Form Link:**

(If you are using a Custom Regatta Network entry form, enter the full URL here )

## Regatta Payment Options:

This section details the payment options to offer to entrants to your event. We currently offer: credit card, charge to a yacht club member account, and check by mail option to print an entry form and mail.

If you elect to require immediate payment, the entrant will not be shown on any Fleet Spilt or Entrant Lists until their account has been marked as paid.

By default, club charges will be only for the club with the Regatta Network Account. However, if you wish to accept charges from clubs with reciprocal privileges, you can add a list of these clubs on the Club Information page.

Obviously, the system does not verify the validity of any club account. The system will assume that these charges are valid at the time of entry. It is the sponsoring club's responsibility to verify and collect these funds.

Regatta Payment Options	
<input type="checkbox"/>	Offer Credit Card Payment
<input type="checkbox"/>	Offer Club Charge Payment
<input type="checkbox"/>	Offer Mail In Payment (Pay by check/cash with mail in entry form)
<input type="checkbox"/>	Require Immediate Payment <small>(Registrant will be told their registration is not complete without payment and will not show on standard public registrant lists)</small>

(Note: Section below is from club information page)

Modify Club Information	
Yacht Club Name:	<input type="text" value="Demo Yacht Club"/>
Address2:	<input type="text" value="501 Demo Drive"/>
Address Line 2:	<input type="text"/>
City:	<input type="text" value="Demo"/>
State/Province:	<input type="text" value="TX"/>
ZIP/Postal Code:	<input type="text" value="77777"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Website Address:	<input type="text"/>
Club Email Address:	<input type="text"/>
Default Burgee Image:	<input type="text" value="http://www.clytcsail.com/images/mainlogo.gif"/>
	<input type="checkbox"/> Display Burgee On Club Events Page
Primary Contact Person:	<input type="text"/> <input type="text"/>
	First Name Last Name
Contact Phone Number:	<input type="text"/>
Contact Email:	<input type="text"/>
Accepted Club Accounts:	<input type="text"/>
	<small>Separate Club Names with Comma Only Leave blank if you accept all clubs</small>
Event List Notes:	<input type="text"/>
	<small>Additional information listed under upcoming events applet.</small>
<input type="text"/>	
[Open/Close HTML Editor] [Enlarge Editor]	

## Regatta Scoring and Fleet Information

This section sets up the basic fleets and scoring information for your event.

If using Regatta Network for scoring, and your event has a provision for a throwout after X raced, don't enter anything into the throwout box until you've reached the throwout threshold. Otherwise the system will assign throwouts immediately.

Class information is fairly straight forward, and if using Regatta Network for scoring, it will apply the correct scoring method to each class.

**HINT:** You can easily move entrants to new classes, however if your event usually forms a specific one design class (J/24 for example), it is easier to designate that class initially, rather than add it after registration is open.

Current scores are provisional and subject to modification keeps this copy on scoring until clicked off. If this box is not checked, scores will become "official after midnight on the last day of the event.

### 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)

### Competing Classes and Scoring Methods

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

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

Portsmouth Classes/Fleets:   
(Separate Classes with a comma)  Do not use US SAILING portsmouth database. I will use handicaps as DPN for each competitor

IRC Classes/Fleets:   
(Separate Classes with a comma)

ORC Classes/Fleets:   
(Separate Classes with a comma)

**Current scores are provisional and subject to modification**  
(This disables automatic finalization of online score results)

## Regatta Notice of Race

This section allows for a link to the notice of race for your event. This can be a PDF or word document, and can be hosted on your server or ours.

Again, please include the full url including the http:// .

The Standard Regatta Network NOR is used primarily for One Design Class Associations that have a standard notice of race for all circuit or series events. Once completed, the system will generate a correctly formatted NOR with the information in the appropriate section.

Once complete click the “Create This Event” button, and the system will automatically forward you to the Event Management Page.

### Regatta Notice Of Race

**Custom Notice Of Race Link:**

(If you are using your own web-ready NOR enter the full URL here  
[i.e. http://mysite.com/nor.htm])

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#### Options for Standard Regatta Network NOR

**Fleet Number:**

**Race Number:**  **in the Series**

**Area Hotel Information:**  
Enter hotel address and information here.

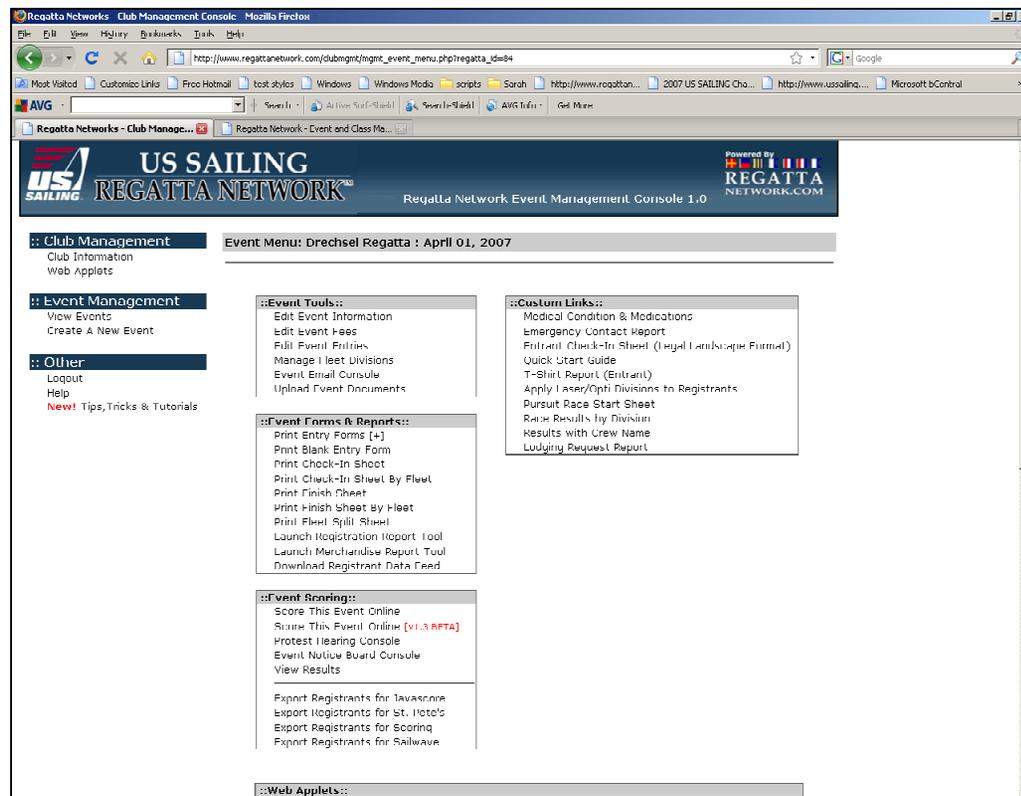
**Directions to Regatta Site:**  
(Or link from maps.google.com)

**Regatta Information Contact:**  
(Contact Name, Address, Phone)

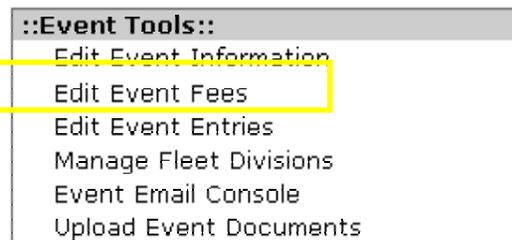
**Registration Includes:**  
(Lunches, Dinner, Snacks, beer, etc)

DELETE THIS ENTRY

The next step is to add the entry and late fees for your event,



From the Event Management Console,  
Select the Edit Entry Fees option.



From the Regatta Fees section, select [Add Fee]

The screenshot shows a web browser window titled "Regatta Networks - Club Management Console - Mozilla Firefox". The address bar shows the URL: [http://www.regattanetwork.com/clubmgmt/mgmt\\_fee\\_list.php?regatta\\_id=84](http://www.regattanetwork.com/clubmgmt/mgmt_fee_list.php?regatta_id=84). The page header features the "US SAILING REGATTA NETWORK" logo and the text "Regatta Network Event Management Console 1.0".

The main content area is titled "Regatta Fees : Drechsel Regatta : April 01-02, 2007". On the left, there is a navigation menu with sections: "Club Management" (Club Information, Web Applets), "Event Management" (View Events, Create A New Event), and "Other" (Logout, **New!** Tips, Tricks & Tutorials).

The main content area contains a table with the following structure:

Description	Charge
	<a href="#">[Add Fee]</a>

Below the table is a "[Return To Event Menu]" link.

At the bottom of the page, there is a footer with the text: "Registration Problems or Questions? View our Knowledgebase or Contact Us. Powered by US SAILING Regatta Network@ Online Sailing Event Registration and Management Services. © 2007 Regatta Network, Inc. All Rights Reserved. Regatta Network is a registered Trademark of Regatta Network Inc." and logos for "active.com" and "US SAILING REGATTA NETWORK".

The Fee Options page will let you define the fees for your event.

Regatta Networks - Club Management Console - Mozilla Firefox

http://www.regattanetwork.com/clubmgmt/mgmt\_fee\_edit.php?add=1&regatta\_id=81

US SAILING REGATTA NETWORK  
Regatta Network Event Management Console 1.0

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**Club Management**  
Club Information  
Web Applets

**Event Management**  
View Events  
Create A New Event

**Other**  
Logout  
Help  
**New!** Tips, Tricks & Tutorials

**Edit Regatta Fees : Drechsel Regatta : April 01-02, 2007**

New to the fee editor? [Click here for help.](#)

**Edit Fee Options**

Description:

Fee Type:

Tracking ID:

Sort Order:

Fee/Di:

At  Discount (Percentage on Registration)

US SAILING Discount

Non-Class Member Fee

Class Member Fee

Coach Fee

ISCA Coach Fee

Age Under Discount

Meal Item

Merchandise Item

LOA Fee

Multi Registration Fee (Non Regatta)

Shipping Fee

Require  Crew Application  
(Do Not Include Skipper - entries)

Allow  Additional Crew Application  
(Do Not Include Skipper - Use this)

Fee Notes:

[Open/Close HTML Editor] [Enlarge Editor]

DISABLE THIS FEE



For most events it is easiest to create the entry fee and late fee as a single record.

Options on registration fees include a Tracking ID for GL Codes if required by your club or organization

Use of the payment date (versus the registration date) for application of the Late Fee

If you're going to require crew registration for your event, you can define how many registrations are required for each entry

When you are finished click the "Add This Fee" button.

**Edit Fee Options**

Description:

Fee Type:

Tracking ID:

Sort Order:

Fee/Discount Amount: \$

Apply A Late Fee to This Fee

TOTAL Amount Due ON & AFTER Late Date: \$

Date Effective:

Time Effective:  :  :  Central Standard Time

Use date of payment for this fee

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:

[\[Open/Close HTML Editor\]](#) [\[Enlarge Editor\]](#)

DISABLE THIS FEE

**Add This Fee**

If your event offers a discount for US SAILING membership, or offer other merchandise or meal options, use the same procedure as above. Simply select Add a Fee and add the discount as a separate fee.

Regatta Networks - Club Management Console - Mozilla Firefox

http://www.regattanetwork.com/clubmgmt/mgmt\_fee\_list.php?regatta\_id=84

US SAILING REGATTA NETWORK™ Regatta Network Event Management Console 1.0

**Club Management** Regatta Fees : Drechsel Regatta : April 01-02, 2007

Club Information  
Web Applets

**Event Management** Here are the current regatta fees:

Description	Charge	
Registration Fee	\$125.00	[Edit Fee]

**Other**

Logout [Add Fee]  
**New!** Tips, Tricks & Tutorials

[Return To Event Menu]

Registration Problems or Questions? View our Knowledgebase or Contact Us  
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Online Sailing Event Registration and Management Services.  
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Find: [ ] Next Previous Highlight all Match case

The use of this discount will a) verify US SAILING Membership of the entrant as of the event date against the US SAILING database and b) add the discount amount under the NA/US Sailing number field on the Entry Form.

Regatta Networks - Club Management Console - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.regattanetwork.com/clubmgmt/mgmt\_fee\_list.php?regatta\_id=84

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**US SAILING REGATTA NETWORK** Regatta Network Event Management Console 1.0

Powered By REGATTA NETWORK.COM

**Club Management** Regatta Fees : Drechsel Regatta : April 01-02, 2007

Club Information  
Web Applets

**Event Management** Here are the current regatta fees:

View Events  
Create A New Event

Description	Charge
Registration Fee	\$125.00 [Edit Fee]
US Sailing Discount	- \$10.00 [Edit Fee]

Logout  
**New!** Tips, Tricks & Tutorials [Add Fee]

[Return To Event Menu]

Registration Problems or Questions? View our Knowledgebase or Contact Us  
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Online Sailing Event Registration and Management Services.  
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From the main event console, you can view the finished registration form.

Regatta Networks - Club Management Console - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.regattanetwork.com/clubmgmt/mgmt\_event\_menu.php?regatta\_id=84

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Print Finish Sheet By Fleet  
Print Fleet Split Sheet  
Launch Registration Report Tool  
Launch Merchandise Report Tool  
Download Registrant Data Feed

**::Event Scoring::**  
Score This Event Online  
Score This Event Online [v1.3 BETA]  
Protest Hooring Console  
Event Notice Board Console  
View Results

Export Registrants for Javascorp  
Export Registrants for St. Pete's  
Export Registrants for Scoring  
Export Registrants for Sailwave

**::Web Applets::**

**Registration Form**  
This web applet will allow your site visitors to register and pay for the event.  
To insert this web applet, use the following Internet address:  
[https://www.regattanetwork.com/clubmgmt/applet\\_registration\\_form.php](https://www.regattanetwork.com/clubmgmt/applet_registration_form.php) [View Now]  
(click to select and copy)

**Registrant List**  
This web applet will display all current registrants for this event including their Bow/Sail#, Boat Name, and the date they registered.  
To insert this web applet, use the following Internet address:  
[https://www.regattanetwork.com/clubmgmt/applet\\_flaetsplit\\_list.php?](https://www.regattanetwork.com/clubmgmt/applet_flaetsplit_list.php?) [View Now]  
(click to select and copy)

**Registrant Map**  
This web applet will display all US registrants on a dynamically created Google Map.  
To insert this web applet, use the following Internet address:  
[https://www.regattanetwork.com/clubmgmt/applet\\_registered\\_map.php](https://www.regattanetwork.com/clubmgmt/applet_registered_map.php) [View Now]  
(click to select and copy)

**Race Results Page**  
This web applet will display the current results of the regatta based on the scores that you have recorded for the event. This page also links to the individual scores of each race. Note: Only races with completed scoring will be displayed.  
To insert this web applet, use the following Internet address:  
[https://www.regattanetwork.com/clubmgmt/applet\\_regatta\\_results.php](https://www.regattanetwork.com/clubmgmt/applet_regatta_results.php) [View Now]  
(click to select and copy)

**Represented Countries List**  
This web applet will display a count and graph of all represented countries.  
To insert this web applet, use the following Internet address:  
[https://www.regattanetwork.com/clubmgmt/applet\\_country\\_list.php?](https://www.regattanetwork.com/clubmgmt/applet_country_list.php?) [View Now]

Click on the [View Now] link next to the URL in the registration form Applet.

Entry Form Top

Registration for Carl's Yacht Club : Drechsel Regatta - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.regatta-network.com/clubmgmt/applet\_registration\_form.jsp?regatta\_id=84

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Regatta Networks - Club Management... Registration for Carl's Yacht Club...

## Register For Drechsel Regatta Carl's Yacht Club April 01 - 02, 2009

Drechsel Regatta

### Event Fees

Registration Fee: \$125.00

### Skipper Information

Items marked with a \* are required unless stated otherwise.  
Have you registered with US SAILING Regatta Network before?  
Enter your name and US SAILING Number, then click the 'Look Up My Information' button below to retrieve your information tied to your US SAILING number.

Skipper First Name \*:

Skipper Last Name \*:

MNA#/US SAILING #:

((\$10.00 Registration discount for members)

Address \*:

City \*:

State/Province \*:

ZIP/Postal Code \*:

Country \*:

Phone Number \*:

Cell Phone Number \*:

Email Address \*:

Email Address Confirm \*:

Yacht Club Affiliation \*:

Birthdate \*:  (mm/dd/yyyy)

Sex:

