



## **REGISTRATION INSTRUCTIONS**

### **PLEASE READ BEFORE BEGINNING THE REGISTRATION PROCESS**

*It is suggested that you print these instructions so they can easily be referred to while completing the registration form.*

- On event website, click “**Register Now**” link
- This will lead you to a separate registration page
- Locate blue box on right side of the page, enter your email address then hit “**sign up**”
  - \*if you have used this registration system before, a screen will come up saying, “We've found your account. Please enter your password to continue.”*
  - \*enter your password, if you have forgotten your password click, “**I forgot my password**” to have it emailed to you.*

### ***Step 1 – Entry Info***

- Fill out form, be sure to fill in all green fields as they are required to move on to the next step. Click “**submit and continue**” when form is completed.
  - \*if you have not used this registration system before, when filling out “Login Info for this Account” it is suggested you make a password you will remember as you may want to log in if you need to update any of your information.*
- The following will be required on the form:
  - \*First Name
  - \*Last Name
  - \*Email
  - \*Address 1
  - \*City/Town
  - \*State/Province
  - \*Zip/Postal Code
  - \*Country
  - \*Citizenship
  - \*Primary Phone Number
  - \*Date of Birth
  - \*Gender

### ***Step 2 – Team/Yacht Info***

- Fill out form, be sure to fill in all green fields as they are required to move on to the next step. Click “**submit and continue**” when form is completed.
- Form will ask for:
  - \*Your Position (select helmsmen or crew)
  - \*Yacht Name (if no name, just enter 505)
  - \*Boat Type (enter 505)
  - \*Designer (enter 505)
  - \*LOA (enter 5.05 Meters)
  - \*Year Manufactured (enter a year)
  - \*Home Port (enter the city/town you primarily sail out of)
  - \*Sail Number (enter sail #)
  - \*Model (enter 505)

### **Step 3 – Divisions**

-Select 505 then click “**submit and continue**” to move on.

### **Step 4 – Confirm**

-Check over previously filled out information and check “*Yes, I have read and agree to the Sign Up Agreement*” box then click “**submit and continue**” at the bottom of the page.

### **Step 5 – Event Fees**

-Check the box on the left under ENTRY FEES and then click “**make payment**” at the bottom of the page.

-The next page will ask for your method of payment. Select one of the four payment options then click “**submit and continue**” at the bottom of the page.

-If you select “*Credit Card Online (Visa and Mastercard only)*” enter all required information then click “**submit credit card payment**” at the bottom of the page.

-If you select “*Club Account (For members of the club hosting the event only)*” you may enter your StFYC membership number ONLY if you are an StFYC member. Once entered, click “**submit club account payment**” at the bottom of the page.

-If you plan to send a check, select “*By mailed check/cheque*” and enter the name on check and check number. Don’t forget to mail the check well in advance. Once entered, click “**submit check payment**” at the bottom of the page.

-If you select “*I will pay event fees later*” you can sign back in at any time to make your payment, or you can pay during registration at the St. Francis Yacht Club. Click “**Skip payment for now...**” at the bottom of the page.

### **Step 6 – Event Requirements**

-Please fill in the following requirements for media purposes:

-**Media waiver:** read and then you’ll be asked “Is this form complete and ready to use for your events?” select “*YES. I have read and agreed to the terms described above. (You can return to update information at any time.)*” Then click “**save changes**” at the bottom of the page. The helm or crew can fill this out on behalf of the team.

-**Crew waiver:** read and then you’ll be asked “Is this form complete and ready to use for your events?” select “*YES. I have read and agreed to the terms described above. (You can return to update information at any time.)*” Then click “**save changes**” at the bottom of the page.

-**Name of Team Mate:** If you are the helmsmen filling out the registration form, enter the name of the forward hand you are sailing with. If you are the forward hand filling out the registration form, enter the name of the helmsmen you are sailing with.

-**Number of Years Racing:** fill in, then you’ll be asked “Is this form complete and ready to use for your events?” select “*YES. I have read and agreed to the terms described above. (You can return to update information at any time.)*” Then click “**save changes**” at the bottom of the page.

-**Number of Years Racing Together as Helm/Forward Hand:** fill in the number of years you have been sailing as a team with your current partner, then you’ll be asked “Is this form complete and ready to use for your events?” select “*YES. I have read and agreed to the terms described above. (You can return to update information at any time.)*” Then click “**save changes**” at the bottom of the page.

-You will then be asked to upload a team photo, once uploaded, you will be asked “Is this form complete and ready to use for your events?” select “*YES. I have read and agreed to the terms described above. (You can return to update information at any time.)*” Then click “**save changes**” at the bottom of the page.

-**How many additional people will you and your teammate bring to this event?** Please let us know if you or your teammate will be bringing your spouse, children, or other guests. Then click “**save changes**” at the bottom of the page.

***If you have successfully completed registration, a summary page will come up and will show what has been completed and what still needs to be submitted. You do not need to worry about the box on the bottom right that says Team Information: 505.***