

2022 Steerers Regatta Registration Guideline

This document will guide you through step by step of the Yacht Scoring registration process for the 2022 Steerers Regatta host by Port Credit Yacht Club.

The guidelines are written for first time registrants for this event.

If you are a returning competitor from the 2021 Steerers event your basic profile data may be retrieved from the Yacht Scoring system however we would ask you thoroughly review <u>every data field</u> to ensure the information is represented accurately and in full compliance with the 2022 Steerers registration requirements.

For the best registration experience be sure to reference and follow instructions contained within the yellow shaded captions with red text as shown below

Guidelines and instructions are contained with yellow highlight with red text sections throughout the pages that follow.

If you require additional support please reach out to Anne Sanderson at sandersonam@outlook.com

This is the registration home page of the 2022 Steerers Regatta



2022 63rd Annual Steerers' Regatta Event Registration

2022 63rd Annual Steerers' Regatta Event Registration	You have two options. Option 1.
Please enter your email address and access code. We will look up your information in our system and if you have used Yacht Scoring in the past, we'll pre-fill the registration form for you. Note: If you have or manage multiple boats, please make sure you have and use a unique access code for each boat so we can lookup the correct entry info for you. Your Email Access Code / Login Pass (If this is your first time registering for an event in Yacht Scoring, enter your email and create a new Access Code or leave field blank. You will be able to create/update the Access Code during the registration process.) continue entry and/or look up my information	Option 2. Disregard Option 1, leave option 1 fields empty and select continue entry
I forgot my Access Code (Login Code), please send it to me Your Email: email my previous login info	

2022 63rd Annual Steerers' Regatta

Event Registration Note: If you own or register multiple boats for different events, make sure you have a unique Access Code for each boat. (Junior Sailors - Please fill out ALL the information marked with an asterisk, Boat Lengths (LOA's) Opti-9ft, Laser-14ft, 420-14ft, O'Pen BIC-9ft)

	Data Fields have been fill with instructional text to help guide you.	We did not find your email/ <u>You can try again</u> or simply con	Access Code in our records. nplete Registration Form below	
Owner/Skipper's Information		Ya	Rating Information	
Login Access Code *: First Name *:	Create Password 🖋 ፀ Enter Frist Name	Boat Name *:	Enter sail# nothing else! (SEE NOTE 2)	Bow Number: LEAVE BLANK Cert Number / ORC Ref. Num.: LEAVE BLANK
Last Name *: Date of Birth * Use drop down to Address *:	Enter Last Name	Sail Prefix: Sail Number *: Year Built:	3 letters (3 Letter Country Code)	Crew Number *:
City *: State/Province *:	Enter City Enter Province	Boat Type * (<i>i.e. TP52, J 35</i>): Length (LOA) *: Beam:	SEE NOTE 3	Enter only if your sail displays a country code, if not leave blank. NOTE 2 – Enter numeric portion of sail number only. If not known at time of
Zip/Postal Code *: Country *: CAN or USA	Enter Postal 3 letters (3 Letter Country Code) Enter # or leave blank	Draft: Hull Color:	LEAVE BLANK	registration enter "unknown". Do not populate with anything else. NOTE 3 – This field must be populated precisely using the Class of course as follows: For Optimist Green – enter "Optimist Green" For Pram – enter "Pram"
Mobile Phone *: Mobile Carrier Office Phone:	Enter full cell number Your Cell Carrier Why? LEAVE BLANK	Spin Color: Registration: Boat Emergency Phone:	LEAVE BLANK LEAVE BLANK LEAVE BLANK	For Optimist Red, Blue and White – enter "Optimist" only For C420 White Sail – enter "C420 White Sail" For C420 Spinnaker – enter "C420 Spinnaker" For Laser 4.7 – enter "ILCA 4 Laser 4.7" For Laser Radial – enter "ILCA 6 Laser Radial" For Laser Full Rig – enter "ILCA Laser Full Rig"
Fax Number: E-Mail *: Yacht Club *:	LEAVE BLANK Enter full e-mail Spell Club Name Out In Full	Radio Call: Notes or comments: Optional - Leave blank or type additiona committee should be made aware of.	LEAVE BLANK	NOTE 4 – This field must be populated precisely as follows: For all Optimist – enter "2.4m" For Pram – enter "2.7 m" For all C420 – enter "4.2 m" For all Laser configurations – enter "4.2 m" For 29er – enter "4.45 m"
USSailing Number: World Sailing Number: World Sailing Status: Class Member Number:	*optional *optional Select World Sailing Status ¥ *optional	Additional Crew Na (No First Name Crew 1: Double Handed Fleets Only- oth Above Crew Name(s) will be used for display	ame(s) for Display Purposes Only! ot including yourself) Last Name herwise LEAVE BLANK Double Handed Fleets Only A purposes only. Full Crew List information should be added	Single Handed Registrant - Leave fields blank. DO NOT populate with skippers name. Coach Registrant – Leave fields blank. DO NOT populate with Coach name. Double Handed Registrant – You MUST populate these fields with your Crew first name (separate field) and last name (separate field). Upon completing your skippers registration you must re login to your owners profile and set up your crew information in the crew screen and then email your crew through Yacht Scoring that will instruct your crew to login and complete their crew information and waivers.

and maintained in the "Owner's Corner".

Event Specific Questions:

T-shirt included, do you wear Adult or Youth Sizes?	\bigcirc Youth \bigcirc Adult	Reply to both only. If Doubl
T-shirt included, please indicate your t-shirt size	\bigcirc xs \bigcirc s \bigcirc m \bigcirc l \bigcirc xl	the opportuni their crew info
Do you require a vegetarian lunch option?	○ Yes ○ No	Select either requirements

Select Desired Racing Course/Class: 0 Alpha - HG1 One Design Optimist Green Alpha - HG1 One Design C420 White Sail 0 C Alpha - HG1 One Design Pram SELECT ONE COURSE ONLY. The selected Race Course / Bravo - HG2 One Design Optimist Class must match the data you populated in the "Boat Type" field Reference NOTE 3 0 Charlie - HG3 C420 Spinnaker One Design ILCA 4 (Laser 4.7) 0 Delta - HG4 One Design Coaches - select last Radio button. No results will be displayed. 0 ILCA 6 (Laser Radial) Delta - HG4 One Design Delta - HG4 One Design ILCA 7 (Laser Full Rig) ()**OPTIMIST Boat Type / Class ONLY.** 0 Delta - HG4 One Design 29er To designate your Optimist entry colour (red, blue or white) you must select from the "Sub-Class to compete in" drop 0 Zulu Course Support Boats Coach down to complete your registration correctly. Please select a Sub-Class to compete in: ×

continue and submit my registration to this event

Click to continue to next page.

T-shirt questions as applicable for Skipper e Handed registration your Crew will have ty to select their T-shirt when they complete

yes or no button as appropriate. Any special must be arranged separately.

rmation.



		Event Online Pa	erers' i ayment	Regatta t				
Entry Fee				Qty			Total	
Entry Fee (See no	otes below)			1		s	\$ 	
Additional even	t items available for on	iline purchase:					 	
		Please make sure to complete	e all fields	s above!			 	
FEES								
FEES Required Fees are	as follows:							
FEES Required Fees are	e as follows:					1		
FEES Required Fees are Complete Entry F	e as follows: Form Online		Fee	HST	Fee+HST			
FEES Required Fees are Complete Entry F Single-Handed	e as follows: Form Online Early Bird Registration	on or before June 30, 2022	Fee \$140	HST \$18.20	Fee+HST \$158.20			
FEES Required Fees are Complete Entry F Single-Handed Competitor	e as follows: Form Online Early Bird Registration Registration	on or before June 30, 2022 June 1 – July 19, 2022	Fee \$140 \$160	HST \$18.20 \$20.80	Fee+HST \$158.20 \$180.80			
FEES Required Fees are Complete Entry F Single-Handed Competitor Double- Handed	e as follows: Form Online Early Bird Registration Registration Early Bird Registration	on or before June 30, 2022 June 1 – July 19, 2022 on or before June 30, 2022	Fee \$140 \$160 \$280	HST \$18.20 \$20.80 \$36.40	Fee+HST \$158.20 \$180.80 \$316.40			

Early Bird Registration or		on or before June 30, 2022	\$80	\$10.40	\$90.40
Coach	Registration	June 1- July 19, 2022	\$85	\$11.05	\$96.05
	Coach Flag Deposit	Refundable upon flag return	\$20		\$20.00

Fees include lunch on both days, a BBQ on Thursday and Post-race snack on Friday.

The first 325 entries will receive a regatta t-shirt.

• A full refund, less a \$25.00 processing fee, will be granted to those entries cancelled before July 10, 2022.

• A 50% refund of the registration fee will be granted to those entries cancelled before 11:59 pm on Tuesday, July 19, 2022.

No refunds will be granted after 11:59 pm on Tuesday, July 19, 2022.

Participants must fill out the event Waiver to be considered registered. Skippers please advise your CREW that they must ALSO complete the event waiver to be considered registered.

https://pcyc.net/youth-event-waiver

continue and review your purchases/payments

It is your responsibility to populate the Total \$ field with the applicable <u>"Fee + HST"</u> Total as shown in the Fee Table displayed on the same page.

Note there is a Early Bird rate through to June 30, 2022. After June 30, 2022 the full Registration Rate applies. Please ensure you populate the Total \$ data field accordingly to avoid your registration from being declined.

This is a second reminder the participants waiver and acknowledgment submission form must be independently completed and submitted.

Double Handed Registrations. It is Skippers responsibility to ensure your Crew completes and submits their own waiver.

This will be cross verified and if not completed the boat (Skipper and Crew) will not be permitted to participate in the event.

Select to proceed to confirm Entry Fee and submit payment



Once you have successfully submitted payment you still have more to do to fully complete your registration.

All Registrants – Single Handed, Double Handed and Coaches follow the next steps:

Log back into your Owners Corner using the email you registered with and the password that was assigned to you by Yacht Scoring in your registration confirmation email or the subsequent password you set up thereafter.

(see next page for screen shot Owners Corner Main Menu page)



- World Sailing Classification
- <u>USSailing Membership</u>
- Entry Fee Payment (Not Received)
- Skipper/Boat Waiver (Signed)
- Email my Documents

2022 63rd Annual Steerers' Regatta **Owner's Corner** Skipper Name - 60189 - CAN 60189 add past crew add new crew You have indicated that you'll have 2 crew members aboard (including yourself) Change my Crew number Note: The following Crew Name(s) are for Display Purposes Only! For Single Handed and Coach Registrations (Not including yourself) The first and only name and email listed will be yours. Crew Name Crew Name 1: For Double Handed Registrations: Above Crew Name(s) will be used for display purposes only. Full Crew List information should be added and maintained in the "Owner's Corner" The first name and email listed will be yours. The second name listed will be the name of your Crew that you update my crew name display populated at the bottom of the very first data collection screen of this registration. There will be no email for your Crew yet. We will cover that later. Email Weig USSailing ISAF Updated Waiver Name All Skippers and Coaches select the position 1 update tab to advance to the Skipper Name Skipper email \checkmark send reminder update 1. remove next screen. send reminder update 2. √ remove Crew Name 0.00 Lbs Note: Weight added only when units are known (Lbs/Kg) Total Crew Weight: 0.0 Kg



2022 63rd Annual Port Credit Mississauga, O July 20th to J	Single Handed and Coach Registrations ONLY CONGRATULATIONS! Provided you have paid the entry fee and submitted the waiver your registration is completed. You can log back into Owners Corner at any time prior to the start of the event to update any information including your sail	
 Online Registration Form (Start your Race Entry Process Here) Owner's Corner (login) (Payment, Crew List, Info Update, etc) Crew's Corner (login) (Crew Info Update) Current Registration List Scratch Sheet Scratch Sheet Crew List Starting Sequence Race Results Scrolling Display Screens (Scratch Sheet, Results, etc) Media Formatted Info & Results Entry Fee No 	SailFlow Weather Forecast Image: SailFlow Weather Forecast Image: Notice of Race Sailing Instructions Sailing Instructions Official Notice board RC Announcements - (No Announcements) Documents & Forms (3 Docs) Subscribe to Event News Press / Media Registration Event Contacts Crew/Boat/Charter Board General Race Forms	number. Double Handed Registrations ONLY You have more registration work to do to successfully set up your Crew. Start by logging back into Owners Corner.
Main Resources View/Update My Entry Information Mu Sail Inventory	YS Software Updates Email Decementary Provide ProvideProvide Provide Provide Provide Provide Provide Provide Provide	Select My Crew List
 <u>My Crew List (2 of 2)</u> (view / update) <u>Crew Gear Size Report</u> <u>Email my Crew</u> 	Legenderics to organizers Legenderics to organizers update my social links Team	

- Verify Crew:
 - World Sailing Classification
 - <u>USSailing Membership</u>
- Entry Fee Payment (Not Received)
- Skipper/Boat Waiver (Signed)
- Email my Documents



Crew Member Inf (** = Required	ormation Update d Information)	
** First Name: Crew First Name ** Last Name: Crew Last Name Date of Birth: V V V	Safety Course Taken (SaS, Sea Survival, etc): Course Name: Course Date: (dd/mmm/yyyy) Emergency Contact Name: Enter on shore emergency contact	
shirt size here Sailing Gear: Shirt: Size Shorts: Shoes: Shoes:	Emergency Contact Phone: on shore phone # Emergency Contact Mobile: on shore mobile # Emergency Contact email: on shore full email	
Phone Number: Mobile Number: Enter Crew mobile # Address: Enter Crew Address	Are there any health issues that you would like to <u>voluntarily</u> let the Race Committee know in case of any emergency?	At Minimum it is the Skippers responsibility to bopulate their Crew full email in the applicable field and then select update crew member information to eturn to the previous screen
City, State, Zip, Country: Enter Crew City , Province Postal Country Position:	If required by the event, please complete the following info:	
World Sailing #: optional World Sailing Status: Select World Sailing Status V USSailing #: optional Home Yacht club: LEAVE BLANK - Boat Club declaration is made by Skipper	Passport Number: LEAVE BLANK Passport Country: LEAVE BLANK Passport Expiry Date: (dd/mmm/yyyy)	Note: To assist your crew with which fields need to be completed we have populated the fields with instructional text. Please share this with your crew.
If required, please describe your sailing experience:	Send me Race ettews	
update crew men	mber information	



Final Reminders:

It is the Skippers responsibility to:

1. Verify all Skippers Registration data is complete and accurate the PCYC waiver form has been submitted and the correct entry fee has been paid.

2. Verify your Crew data page has been fully completed including emergency contact information. You can view this at any time by logging into Owners Corner and selecting My Crew List.

3. Verify your Crew (or Crew's Parent / Guardian if Crew is a minor) has submitted the independent PCYC Waiver Acknowledgment found at <u>https://pcyc.net/youth-event-waiver</u>

4. Verify the sail number is correctly declare before you leave the dock on day one of the event.