



Hello 2022 Steerers Regatta Registrant

IMPORTANT PRE-EVENT FOLLOW UP REGISTRATIION CHECK LIST

1. Due to ongoing COVID please stay fully up to date by **frequently** visiting the Official Notice Board for any new announcements.

NOTES:

- Field "Yacht Name": This field is required, but you may not have a yacht name. You may enter your last name or your sail number in this field
- Field "# of Crew" means total number of people on the boat (including skipper); so if double handed, put 2. Otherwise, it's 1.
- All participants should receive a regatta shirt. Please ensure you input your t-shirt size when prompted.
 - If you are a skipper, you will be asked for your t-shirt size when you pay in Yacht Scoring.
 - If you are crew, you will enter your t-shirt size in the "Crew Corner" of Yacht Scoring.

2(a) SINGLE HANDED Registrants please ensure your registration is fully completed. Login to Owners' Corner in Yacht Scoring Registration System. From Owners Home Page select "View/Update My Entry Information". Double check you have successfully completed the following:

- a) All Emergency Contact data fields including emergency contact name, all phone numbers and e-mail.
- b) **Your Sail No. is verified accurate. If you have entered N/A or TBD this must be resolved with your accurate Sail No. prior to registration close.**
- c) The Participant Waiver have been acknowledged (<https://pcyc.net/youth-event-waiver>).
- d) Your registration fee has been paid. **Unpaid registrations after will be removed from Competitor List and not reinstated.**
- e) Check Online Notice Board in Yacht Scoring for additional documents and information

2(b) DOUBLE HANDED Registrants please ensure your registration **along with your Crew registration is fully completed. As the double handed registrant, it is your responsibility to ensure your designated Crew data is also fully completed.**

Step 1. Login to Owners' Corner in Yacht Scoring Registration System. From Owners Home Page select "View/Update My Entry Information". Double check you have successfully completed the following:

- a) All Emergency Contact data fields including emergency contact name, all phone numbers and e-mail.
- b) **Your Sail No. is verified accurate. If you have entered N/A or TBD this must be resolved prior to registration close.**
- c) The Participant Waiver have been acknowledged (<https://pcyc.net/youth-event-waiver>). Needs to be done by both skipper and crew.

- d) Your registration fee has been paid. **Unpaid registrations will be removed from Competitor List and not reinstated.**

Be sure to click "Continue and Update My Information" box at bottom of screen when you have completed your review and updates if / as required.

Step 2. Return to Owners Home Page. Select "My Crew List" link. Your Crew is listed in table at bottom of page. If your Crew is not listed, you did not declare you crew correctly at the bottom of the Owners data gathering page. Return to Owners page select "View/Update My Entry Information" and add your crew name at bottom of owners page screen. Be sure to click "Continue and Update My Information" box at bottom of screen when you have completed your review. Then from Owners Home Page select "My Crew List" link.

Click "Update" box to the right of your Crew name.

Then double check all your Crew data fields are fully completed.

- a) Your Crew first and last name fields are populated. **If not populated, you must add it.**
- b) Your Crew email field is populated. **If not populated, you must add it.**
- c) All Emergency Contact data fields including emergency contact name, all phone numbers and e-mail. **If not populated keep reading.**
- d) All Participant Waivers have been acknowledged

Be sure to click "Continue and Update My Information" box at bottom of screen when you have completed your Crew data review.

If c. and d. are not completed, you must notify your Crew to promptly complete it. Do this from the "My Crew List" page by clicking the box "send reminder" to the right of the Crew name. Doing so will cause Yacht Scoring System to e-mail a reminder to your crew asking they login and complete their crew registration data. At this late stage, best to follow it up with a phone call to make sure it gets done before registration closes.

Again, it is your responsibility as boat registrant to ensure your Crew data is fully completed.

Questions?: Contact Anne Sanderson via email at sandersonam@outlook.com or steerers@pcyc.net