Registration/Scoring Instructions
for the I-LYA Traveler's Series on TheClubspot.com

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TEST REGATTA:

We have set up the I-LYA TEST REGATTA so that you can play with the functions of this website without making any changes to real regattas or real sailors :) If you would like access, request by emailing jbarner18@yahoo.com

REGATTA ADMINISTRATION RIGHTS:

If you are receiving this document, you also have full administration rights to your specific Traveler's Series (TS) regatta. Anyone with full admin rights can assign admin rights to others helping with the regatta. Note: While you can use one login for all with your regatta, it is best to have individual logins so that you will know who changed what.

- Go to your regatta, Settings - Administrators. Make your adjustments or invitations there.
- There are three levels of administration rights, so please assign them thoughtfully: Full Access (can see everything). Basic Access (can do scoring and see registration info), and Scoring (for scorers). You will see these options pop up after you add the administrator's name, email and phone.

REGATTA SETUP/COMMUNICATION:

Your TS regatta has been set up on theclubspot.com. Fleets are already assigned and properly labeled. We have put in a standard template welcome message for your regatta's homepage, which you are free to adjust and edit (other than the TS#).

Fees: 2025:
- **$30.00** for early bird registration (more than 7 days before the event)
- **$40.00** if registering between 6 days and 48 hours before the event
- **$60.00** if registering less than 48 hours before the event

Your regatta is set up as a "FREE" regatta. Meaning that payment will not be collected upon electronic sailor registration in theclubspot.com. Payment will be provided upon check in (Check or Cash). Do NOT select the offline payments - ILYA will get charged $4/sailor and that will be passed to the Host.

Your To Do's as a TS Regatta Administrator:
Add Documents: Add your NOR and SI's in Documents. Go to Notice Board – Race Docs – then click on +Documents to add anything. We recommend adding only PDFs.You can add as many documents as you like. They will appear on your home page.
You can download the SI template and the NOR template at this website:
https://sites.google.com/view/i-lyajuniorsailing/regatta-management
Customize Fleets/Classes: Laser Radial, Laser 4.7, Club 420, Opti (Red/White/Blue)

and Opti Green are preloaded. If you want to add/remove a class: Go to Settings – Classes. Click on the 3 dots to the far right and click "Archive" to deactivate that class. This can be undone, the class will still appear on your admin screen but it will not appear on the scoring or results.

Customize Your Communications (Since this regatta is cloned, please review details, dates, etc):
This is a great feature of theclubspot.com:
1) Custom greeting/regatta information. This information will appear on the homepage of the registration page. Go to Settings – Basic Details – and scroll down to Description to enter your custom welcome text. We have a template text in there which you can edit.
2) Registration Note – this will appear after they have completed registration.Go to Settings – Basic Details – and scroll down to Registration Note to enter your text.
3) Confirmation Email – this is an email sent to the sailor once registration is complete: Go to Communications – Confirmation Emails. We have already placed a confirmation email that includes the instruction and link to add their Emergency/ Medical and online waiver at the Overall Traveler Series Registration.
4) Outbound Email or SMS– You can send an outbound email or text to all registrants or a specific class in the Communication section. Please use this sparingly as we do get charged for the SMS feature and this charge will be passed along to the regatta host club.

I-LYA WAIVERS/EMERGENCY CONTACT INFO:
All required medical and emergency contacts and the required series waivers are also being collected in one place, online. This is one of the many reasons we moved to theclubspot.com. This is being collected in the I-LYA Junior Sailing Membership - a free requirement and prerequisite to register for any I-LYA TS event. You also have administration rights to this information as well. The I-LYA team is working with each team to make sure that all sailors are captured here, as this is a general registration for the series.

On your specific regatta registration, we are still requiring the parent contact details and DOB on your regatta. There is a place for *optional* medical details (those kids with severe medical information would likely place it here too, but most won't) within your regatta so that you have quick access to that.

If you need to access the emergency contact information, there are several ways to do this:
1) Before your regatta you can download a spreadsheet within your regatta, which contains all of the information on each registrant FOR YOUR REGATTA. Go to Entry List - Entries: Sort the data by first name (click on the Sailors heading). Then go to the Export function on the top right of this page, and choose Registrations. This will export a spreadsheet to your computer which will contain all of the sailor's contact information. You can sort it by any column you like (usually last name is ideal).

2) You can also go to the I-LYA Junior Sailing Membership and download the emergency contact information and medical information for all registrants of the TS. See above for the same process.

3) During your regatta, anyone with administration rights to this separate site (email kathyallyn@gmail.com or jbarner18@yahoo.com) for permissions beyond yourself), can view the sailor's medical and emergency contact information online – via their phone or a computer. Due to privacy issues, please give access to this information sparingly.

4) Printed Docs: Not recommended but available if you have limited wifi access: You can download 1 emergency form per registrant and print them out for a binder. Go to Entry List: Entries: Sort the data by first name. Click on Export, then Emergency Forms. This will generate a printable PDF of all of the emergency forms, 1 per sailor. We have the waivers captured online so there is no need to retain any information. YOU MUST destroy (shred) any printed medical/emergency documents at the conclusion of your regatta as this has highly personal information on it.

REGISTRATION:

We highly encourage and recommend that the registration process is completed on the computer. It eliminates so many mistakes. Multiple computers can be used. Good wifi makes this process easier so consider that when selecting the registration spot.

- **Online Check In:** Online registration enables a "check in" for each sailor. Go to Entry List. At the top there is a "Search Entries" where you can type in the kid's first or last name. Go to the Check In Tab, click on Status, and choose Check In. Alternatively, on the main entry screen, you can use the toggle to check in. Please ensure that you have both skipper and crew present to check in time.

- **Remove a Registration:** If you have duplicate registrations or need to remove someone, click on the sailor's name that you want to delete, go to the 3 dots (...) to the right and click "Archive."

- **Update Sail Number:** Go to Entry List- Entries: find the sailor, click on sailor's name, go to Boat, click Edit, fill in the new sail number, and click Update. PLEASE make sure your lasers are using their assigned topsail numbers (1-3 digits) for the series. The list of topsail numbers assigned is on the juniors website: http://i-lya.org/junior-sailing/traveler-series/ If you have a new laser sail that needs a topsail number, please contact Kellie Schaffner kellie@waterlox.com.

- **Update Class:** Go to Entry List- Entries: find the sailor, click on sailor's name, go to Class, click Edit, choose new class, and click Update. Alternatively, you can use the drop down menu on the main entry list.

- **Offline**: Only if absolutely necessary. We highly recommend using a computer. Print out registrations into a spreadsheet. Go to Entry List, Entries, click on Filter and choose one fleet. Sort by sail number or name, whichever you prefer, then click on Export, Registrations and you will get a spreadsheet for that fleet. Alternatively, if you are good with Excel, you can just sort by fleet within the spreadsheet and avoid the process of creating exports for each fleet. You can make notes on the registration changes and then after they are done you can go in and make the changes online.

SCORING

To Make Scratch Sheets:
1. Go to Entries on the left hand side. You will see all the entries.
2. Click Filter to pull data for just one fleet. (Or per above you can just export the whole set of boats, and then in the spreadsheet sort by fleet then sail number).
3. Sort the list by sail number by clicking on the Sail Number column heading.
4. On the top right find the button that says "Export", choose scratch sheets.
5. This will create a spreadsheet for you that you can then re-sort if you need to, and print off.

Offline Scoring:
If you have wifi connectivity issues or technology issues with your scorers (not everyone loves being online!) we recommend having someone on the boat take pictures of the scoresheet with their phone, and text or email it in to someone on land with a laptop who can print that out and take care of the scoring on land.

Online / Offline Scoring:
● We recommend having someone on the boat take pictures of the scoresheet with their phone, and text or email it to someone on land with a laptop who can score based on that.
● You can score the races on your phone on the water (assuming you have connectivity). If scoring **by phone:** Log in to your regatta.
● Go to Scoring, then Races. If you are the first to score Race 1, clock on +new race. Then choose Click to Score. Choose the class. You will see Unscored boats and Scored Boats toggles on the bottom of your screen. As you click on a sail number the boat will move to the Scored Boats section in the order in which you clicked on them (therefore, click on 1st place first, 2nd place second, etc.). Once you have clicked on all of the boats and they are scored, move to the Scored Boats tab.
● **Letter score:** first put the boat in its place, then click on the boat name, then choose "Assign Letter Score" where you can choose the appropriate designation.
● **Mistakes:** If you make a scoring place mistake: You can simply drag and move the boats into their correct position at any time. To the left of each boat's place number, there is a white box with 4 dots, that is what you either choose (with your mouse or your finger) to drag around into the proper place. If you want to move the boat back to Unscored, click on the boat, choose remove the score, and it will be put back in the Unscored Boats category.

Publishing Scores:
Click the Publish button to make the race results public.

● Publishing Note: Race 1 applies to all fleets. Here is an example: If you have the Laser fleet scored for Race 1, you can choose to publish Race 1 and everyone can see the Laser scores. However, everyone can see everything going on for that Race for all fleets once it is published. Once you start scoring another fleet,

say 420s, you have three choices:

- ◦ 1) Unpublish Race 1 while you enter the 420 scores, so that nobody see them until they are done. Once 420 is complete you can publish again. Then unpublish when the next Race 1 comes in for, say Optis.
- ◦ 2) OR you wait until all fleets are scored for Race 1 before publishing.
- ◦ 3) OR publish the first fleet, keep it published, and let everyone see the scores being input live for each fleet.

Print Results:
1. Go to the Results section on your website.
2. Click on a class tab, and then the "More" button at the top right
3. Print Results