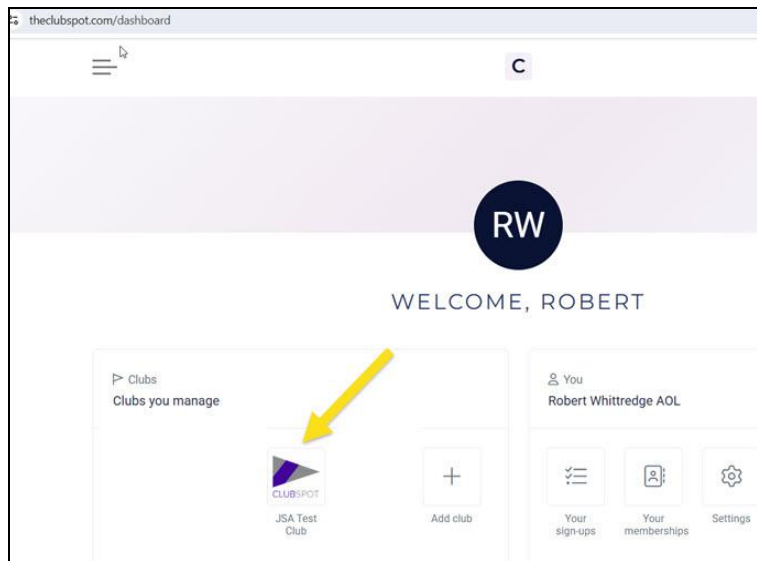


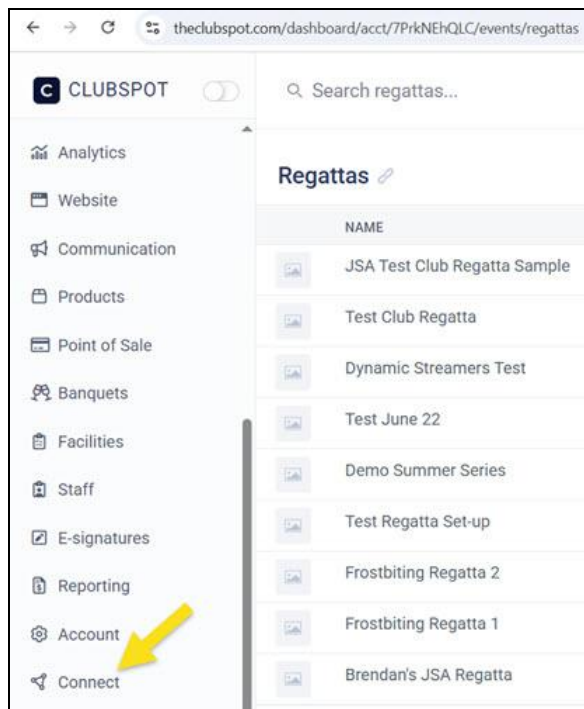
JSA Roster and Regatta Registration System –Access the Regatta set-up area in Clubspot

2025 Update: Clubspot has created a comprehensive Help Center guide about how to set up, manage and score regattas. That guide may be viewed in the *Regattas* section [at this direct link](#).

2) After you login, you will be directed to your personal Clubspot dashboard. that includes a list of entities that you are associated with on the Clubspot platform. You should see your club's name and burgee in the list of items ... click on it.



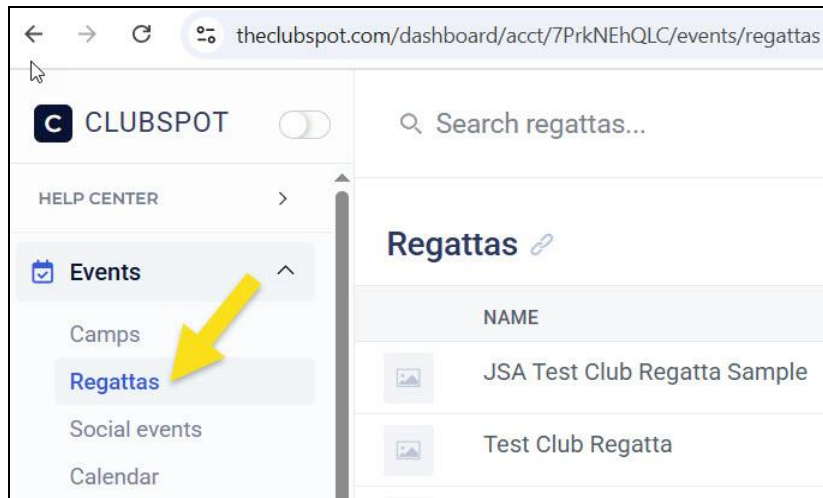
Scroll down to the bottom of items listed on the left side of your screen and click on “Connect.”.



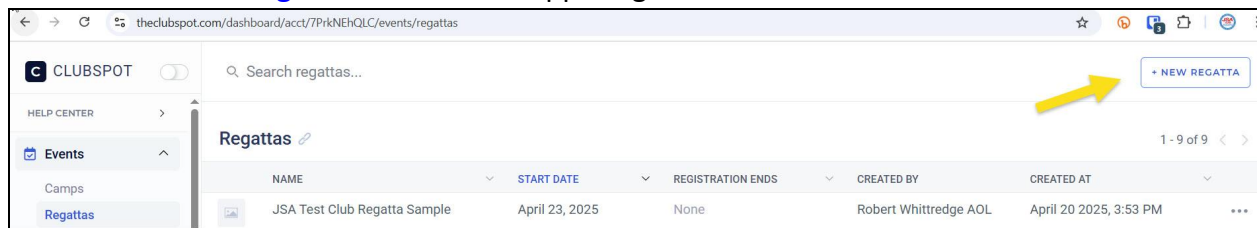
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JSA Roster and Regatta Registration System –Access the Regatta set-up area in Clubspot

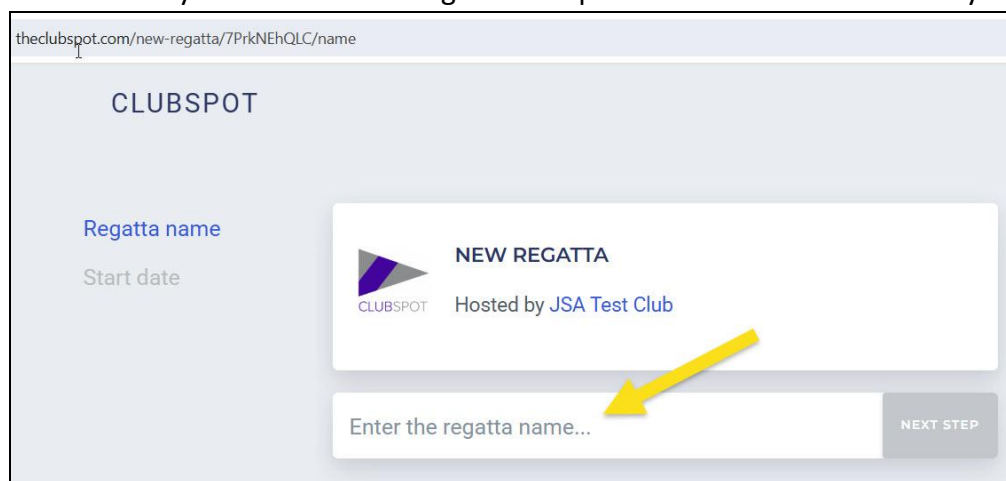
You will now be looking at your Club's dashboard on Clubspot and will be able to see the existing events hosted by your club. Click on Regattas.



The Regattas hosted by your club will be displayed. If you would like to create a new regatta, click on the **+New Regatta** button in the upper right corner of the screen.



This will take you into the New Regatta set-up screens. Enter the name of your Regatta...

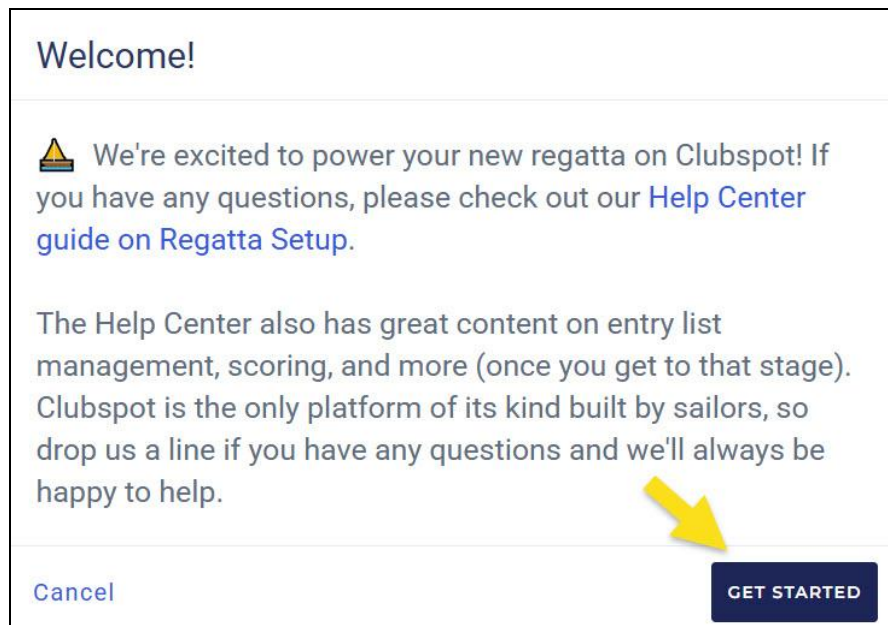


... and also the start date of the Regatta, and Click on Create Regatta.

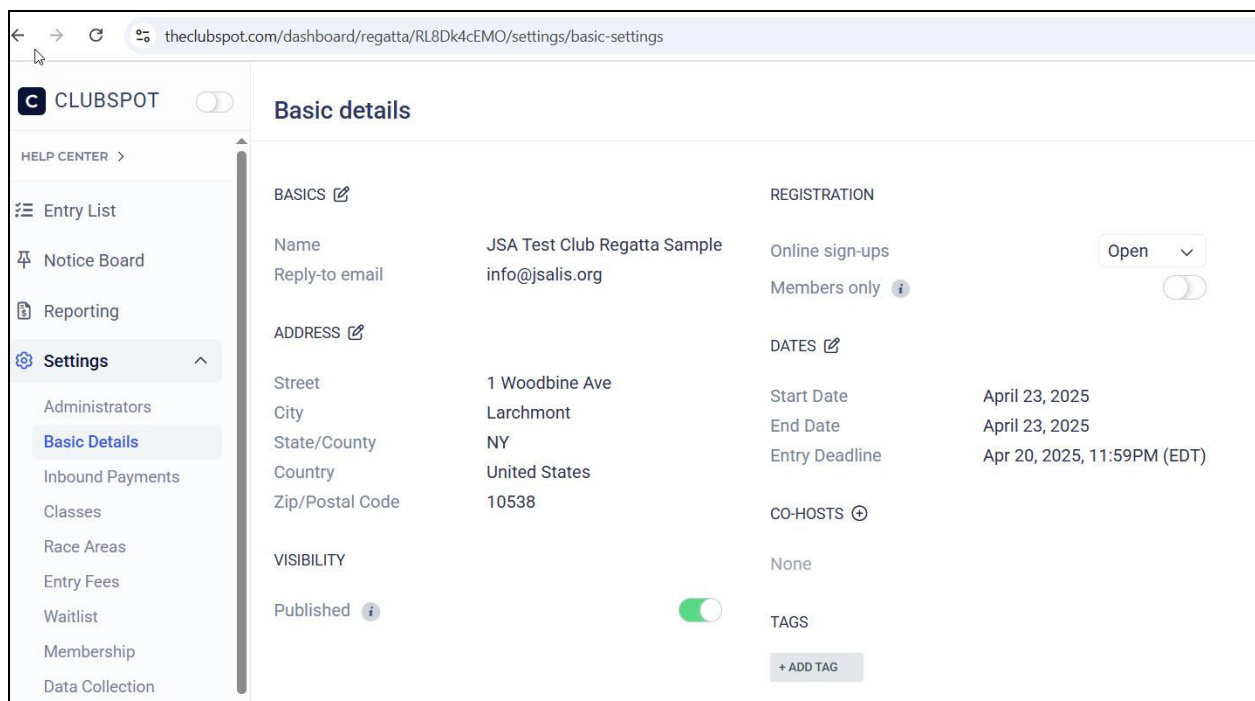
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JSA Roster and Regatta Registration System –Access the Regatta set-up area in Clubspot

Click on the “Get Started” button in the Welcome notice.



This will take you to the dashboard for your new Regatta. Click on Settings in the left-hand column to enter the parameters (basic details, boat classes, entry cost, documents, etc.) for your new Regatta. Note, leave Members Only unchecked to assure sailors outside of your club may register. Also, leave your regatta "unpublished" while you work through the set-up process. Activate the Published toggle only after all settings have been updated and confirmed. Here is a view of the **Basic Details screen**.

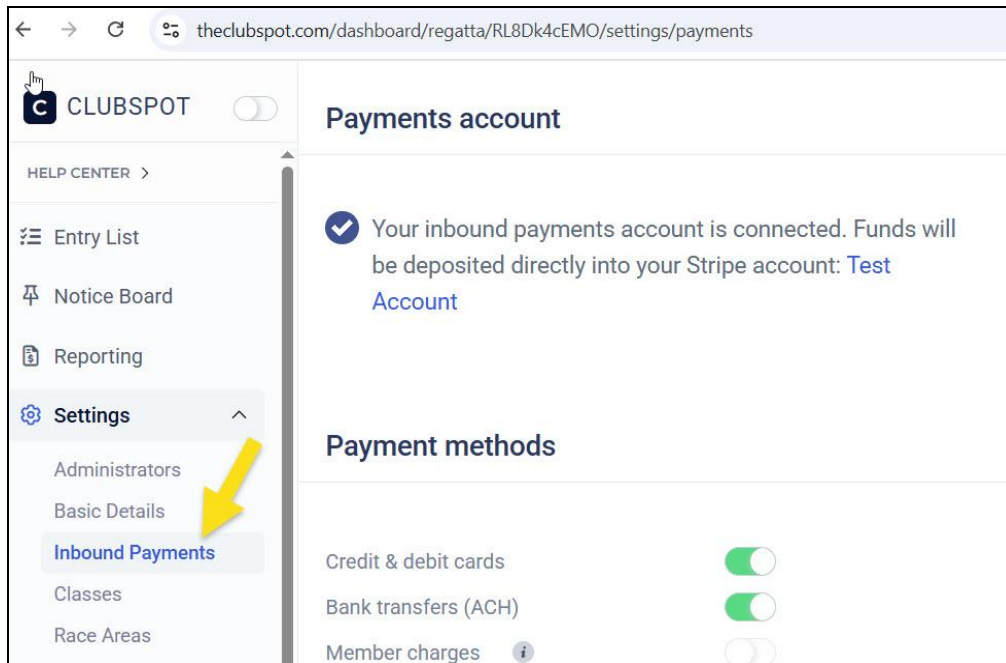


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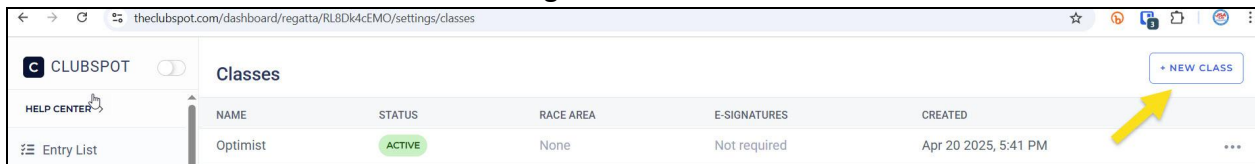
JSA Roster and Regatta Registration System –Access the Regatta set-up area in Clubspot

Step through each of the items listed below Settings in the left-hand column and enter all pertinent data for your Regatta.

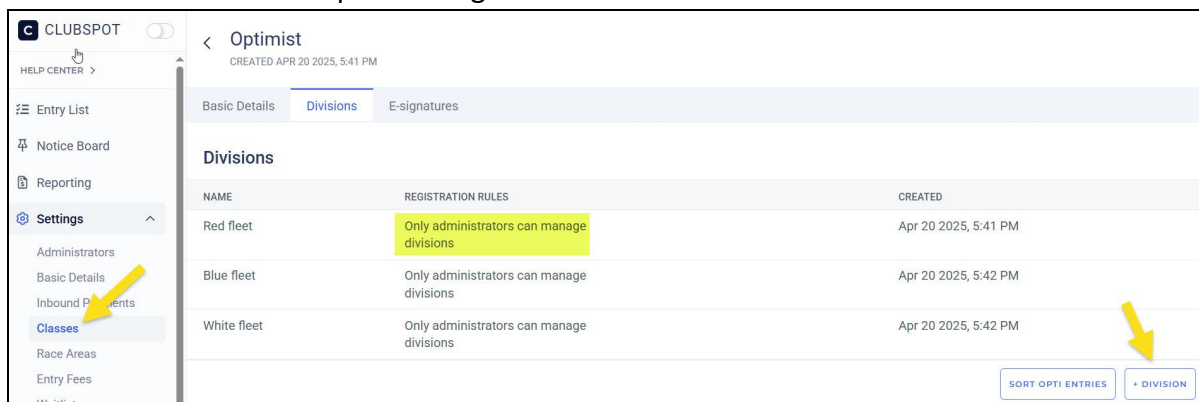
Inbound Payments are initially set up on Stripe by your club's finance office. Afterwards, you may select how inbound entry fees may be paid: select both Credit Card and ACH. Optionally select Member Charges for your own club's sailors.



Classes of boats Add each boat class using the New Class Button



For Optimists that will race some or all of the three age groups together on the same start, create the basic class named Optimist, then add a division for each of the age groups, such as the Red, Blue and White fleet divisions in this example. The “Only Administrators can Manage Divisions” will allow Clubspot to assign each sailor to the correct division based on birth date.



JSA Roster and Regatta Registration System –Access the Regatta set-up area in Clubspot

Entry Fees. Note that all entry fees should be entered on a "per boat" basis. If your club publishes a "per sailor" entry fee in the Notice of Race, be sure to convert “per sailor” entry fee to a "per boat" basis when entering this data in Clubspot.

Test Regatt...

Entry List

Accounting

Settings

Administrators

Basic Details

Inbound Payments

Classes

Entry Fees

Entry Caps

Membership

Data Collection

Entry Fees

CLASS	ENTRY FEE	LATE ENTRY FEE
Club 420	0.00	0.00
+ add class		

Member Discounts

CLASS	DISCOUNT	LATE DISCOUNT
Club 420	0.00	0.00
+ add class		

Membership. Add the validation for the JSA of LIS to assure that the data for each sailor in the JSA Roster Database is automatically available to simplify the entry for a regatta hosted by a JSA member organization. Once you have added JSA membership validation to your regatta, it will appear in [this list of JSA Regattas](#) and program directors will be able to enter sailors from their own junior program.

theclubspot.com/dashboard/regatta/RL8Dk4cEMO/settings/membership

CLUBSPOT

HELP CENTER >

Entry List

Notice Board

Reporting

Membership validation

CLUB/ORGANIZATION	STATUS	APPLIES TO
JSA of LIS	REQUIRED	All Classes
+ ADD VALIDATION		

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JSA Roster and Regatta Registration System –Access the Regatta set-up area in Clubspot

Data Collection. A variety of data from the JSA Roster Database may be captured for use by the regatta host. Not all the data is needed for every regatta. This example for an Optimist regatta includes the birth date needed to assign each sailor to the Red, Blue, or White division; gender to help distribute awards for a category like Girls; and medical / contact info in case of emergency.

