

JSA Database Club Administrator Tips

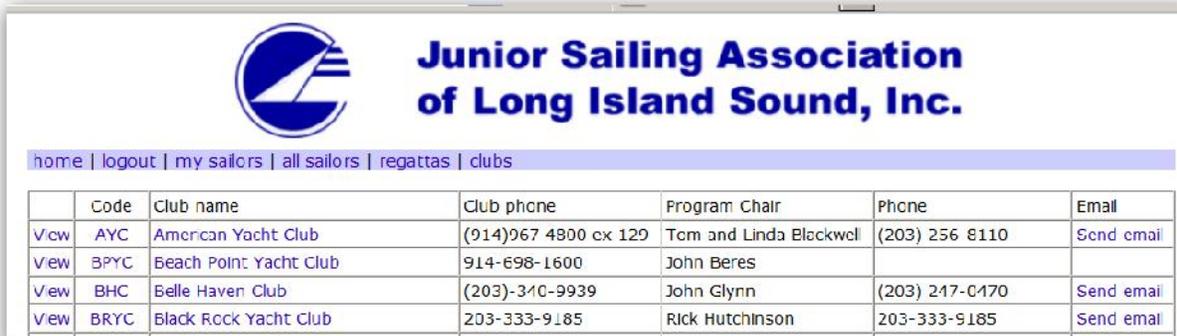
Club Administrator:

- Club administrators have access to all information about your sailors, including personal info on the sailor's waiver form. Administrators may also set up registration for regattas that your club hosts and can register sailors and instructors for regattas your club is attending. To provide backup coverage, JSA recommends at least three people be assigned to the administrator role (e.g., two people from the adult junior program leaders and one person from the summer instructor staff).
- If you are a new program chair who is or was a parent of a JSA sailor this year or last year, you may request your existing parent database account be upgraded to club administrator by emailing JSA office the email address you use as your database username.
- If you did not have a database account last year and will not have children in a junior sailing program this year, create a new basic account at the database login screen <https://www.jsalis.org/db/login.php>, fill in the new user info, continue until you are asked to enter data for a sailor and then logout. Email the JSA office and we will upgrade your new account to admin status.
- If a person is no longer to be an administrator, email the JSA office so their account may be deactivated.

Program Registration: Here are some suggestions for getting the most benefit from the JSA database during your club's junior program registration:

- Use the JSA database to simplify getting the basic info about your parents and sailors into a spreadsheet format for your program office. Why manually type it from paper registration forms when your parents can do it more quickly and accurately? So ask your parents to register their junior sailors on the JSA database as a first step in the registration process for your club's junior program. Provide this link to them on your website or email communications <http://www.jsalis.org/login.html>. Then you may check their registration progress and download the parent and sailor info in a spreadsheet format by using the club-administrator feature of the JSA database.
- If you have a junior program registration day, set up a few laptops on a table and ask your parents to enter the information into the JSA database right there during the event.
- Remind parents that they may reuse the info they entered in the prior year by using the same username (an email address) and password they used during the prior year. They they only need to reverify that the info is still valid for this year instead of re-entering all over again. The prior year records will show status as "xYEAR" until they are reverified by the parent, then the status becomes "Complete".

Club Information in the database includes emails and phones for your junior sailing office and for instructors. This info will be used whenever you create your entry for a regatta and is also a directory that may be viewed to help you make connections with another club's junior program. See the "Clubs" tab as shown here, then select *Edit*, then *Add Instructor* for a new instructor, or *Click on an old instructor's name* to be deleted and then click Delete button. For each instructor, include personal email and cell phone so the instructor may be contacted by a regatta host club. Even if an instructor is not likely to coach at a regatta, include them in the list so they may receive regular email from the JSA office.



The screenshot shows the website for the Junior Sailing Association of Long Island Sound, Inc. It features a logo on the left and a navigation bar with links: home | logout | my sailors | all sailors | regattas | clubs. Below the navigation bar is a table with the following data:

	Code	Club name	Club phone	Program Chair	Phone	Email
View	AYC	American Yacht Club	(914)967 4800 ex 129	Tom and Linda Blackwell	(203) 256 8110	Send email
View	BPYC	Beach Point Yacht Club	914-698-1600	John Beres		
View	BHC	Belle Haven Club	(203)-310-9939	John Glynn	(203) 247-0470	Send email
View	BRYC	Black Rock Yacht Club	203-333-9185	Rick Hutchinson	203-333-9185	Send email

General information about the use of the JSA database by club administrators is available on the JSA website on the "Program management resources" page <https://jsalis.securespsites.com/Program%20management%20resrouces/Forms/AllItems.aspx>. Select the document "Online database user guide" or the video "Demonstration of club administration functionality."

Regatta registration setup and management: See the "Regattas" tab as shown below and the user guide and video on the "Regatta management resources" page at <https://jsalis.securespsites.com/Regatta%20management%20resources/Forms/AllItems.aspx>

Junior Sailing Association of Long Island Sound, Inc.

home | logout | my sailors | all sailors | regattas | clubs
Regatta Entry Section is Under Construction

Host Club: -- All -- | Event name starts with: | Year: |
 Display page: 1 to 2 | Display | Add new regatta

Club	Regatta name	Event Dates	Registration Due	Prepare entry	Host club
ZZTEST	May 11 2011 test	2011-05-11 - 2011-05-11	2011-04-01	Prepare entry	View Entries Edit Regatta
SIAM	JSA Champs	2011-08-09 - 2011-08-10	2011-07-15	In progress: 4 sailors	

If you have any questions, please email JSA office info@jsalis.org with details of your issue and we'll get the answer to you right away.

Frequently Asked Questions:

Q: I had a JSA database account last year but cannot log in this year to update and reverify my child's waiver.

A: The parent may use the password reminder feature that requires them to fill in their first and last name and email address. If that info is recognized, the system will email the password.

- Sometimes the parent cannot remember which of their email addresses was used for the JSA database, or they may have mistakenly used their child's name as the account owner. If some of your parents have this trouble, look in the All Sailors list for your club to see the way they input their Parent Name as in this sample.

Club	Sailor	Parent	Status	Last update
zTEST	Sample Sailor	Sally Sailor	complete	2011-01-09 12:26:06

To determine what is the parent's email address in the JSA database. click on the sailor's name in the All Sailors list to open the detail view.

- The parent may have closed their email account since last year so the password reminder cannot be delivered. If that has occurred and the parent has been unable to recall their password, they must abandon the old JSA account, create a new JSA account and enter their family data again.

Q: I need to change my JSA database account profile because I have a new email address or changed my name or mistakenly used my child's name as the account owner.

A: When you are in the My Sailors view, click on the "Profile Update" link in the lower left corner and update your password, name or email address.

Q: I am a club junior program leader and want to edit the waivers for the sailors in my club's program.

A: As a JSA database administrator for your club, you may view all the waiver information for each sailor in your program, but you may change only non-personal information. So that means you can change the sailor's boat class, sail number, boat name and color, etc. To change non-personal information click the yellow "Modify" button in the sailor detail view. Only the parent can change personal information, like birth date, club assignment, etc., so ask the parent to make such changes.

Q: My club wants to assist the parents by having me fill out their sailor waiver forms for them.

A: Please *do not fill out a waiver form on behalf of a parent*. The waiver form requires an electronic signature by the parent to be valid. So if you fill out a waiver form for a parent, your club will not have a legally enforceable waiver.

Q: I am registering sailors from my club and some sailors in the Pixel, Blue Jay or Optimist fleet do not appear in the list of sailors available for registration.

A: Sailors are restricted by age range for Pixel and Blue Jay Novice / Open divisions and Optimist fleets. If the age of a sailor is out of the range for the division being registered, they will not appear in the list. Sometimes the parent has mistyped the sailor's birth date so if you ask the parent to correct the birth date that may fix the problem. In addition, a sailor must be checked off for all classes she may sail in. So if she primarily sails Optis, she must also be check off as a Pixel sailor in order to enter a Pixel event.