REGATTA TOOLBOX USER GUIDE

April 17, 2018

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Overview

Regatta Toolbox is a modern, web based regatta management platform, and is built to work any device, utilizing a fully responsive design. This ensures you and anyone who uses our services will have a consistent experience across all devices. Regatta Toolbox recommends the use of Google Chrome or Apple Safari for the best experience and security. Older versions or other browsers may experience some issues displaying content or executing actions.

Because Regatta Toolbox is web based, an App is not necessary to download. However, a strong and reliable internet connection is necessary. A dedicated Wi-Fi or 4G/LTE connection is required to use our safety wristbands to reduce any delays when updating registration info, scoring, or scanning wristbands.

Our user experience design follows the best practices for mobile and desktop, providing a left-hand menu for all users. Regular users will see the standard options, and admin will be presented with additional options in the lower left portion of the menu to access additional settings and pages. If you are accessing our site on a tablet or mobile device, you may need to click the **<** arrow in the upper left to hide/show the menu bar.

We're always looking to improve our services so please don't hesitate to provide feedback, or if you feel anything in this document needs clarification, revision, or updating.

Have fun and sail fast!

Regatta Toolbox

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Getting Started

To get started, head to **www.regattatoolbox.com** and click the log in/sign up button in the upper right. If you do not have an account, make sure you are completing the information in the sign-up tab. If you already have an account, please select the log in tab.

Once your account is created, you will be prompted to upload an image. If you are an organizer, we recommend uploading an image or your Club's burgee or other identifying image. If you are a sailor, we recommend uploading a passport style headshot. If at any time you would like to change your profile picture, you can do so by clicking on **Settings** in your account dashboard, and then click on the profile picture to upload a new one.

Creating an Event

It is commitment free to create an event with Regatta Toolbox, and always will be. If you are not charging an entry fee, our services are also free to use. Club Member charges are free, but we do require a Stripe account to be connected to enable that feature. For all other information about our services and pricing, please visit our **pricing page.**

# Basic Details

Name & Venue
Enter the name of your event and the venue. Our venue text field uses a Google Maps lookup and will display the selected option as an interactive map on the Event Details page. We recommend choosing one of the options displayed, otherwise your map may not appear. Be sure to enter a regularly monitored email address in the contact email field. This is the email that your competitors will be corresponding with.

Key Dates
Use the date selectors to choose when registration closes, when the regatta begins, and when it ends. If you are charging a late fee for entries, be sure to click the checkbox and select the date. All dates are considered the date in which the action will happen, at 00:01 hours local time. For example, if you select January 1 as the date in which registration will close, any attempts at entering the event <u>on or after</u> January 1 will be unable to do so.

Visibility
When your event is set to "private" it will not appear on the public **Event List** on Regatta Toolbox. This means you will need to post or share direct links to your event in order for competitors to find it. Most organizers keep their event "private" until they are ready to go live.

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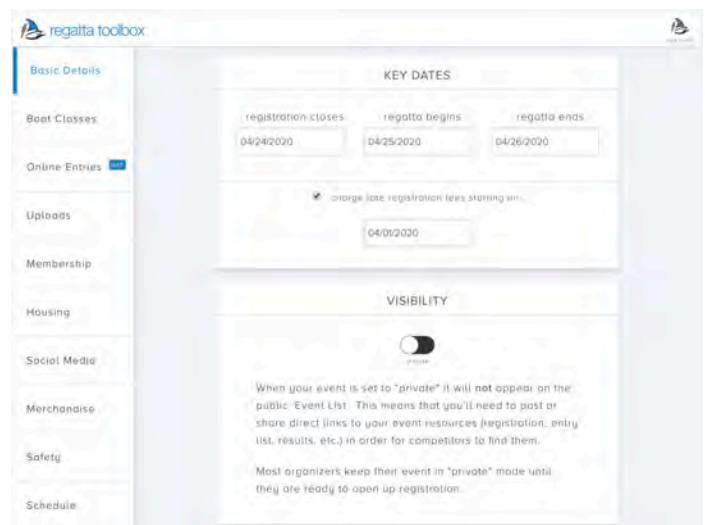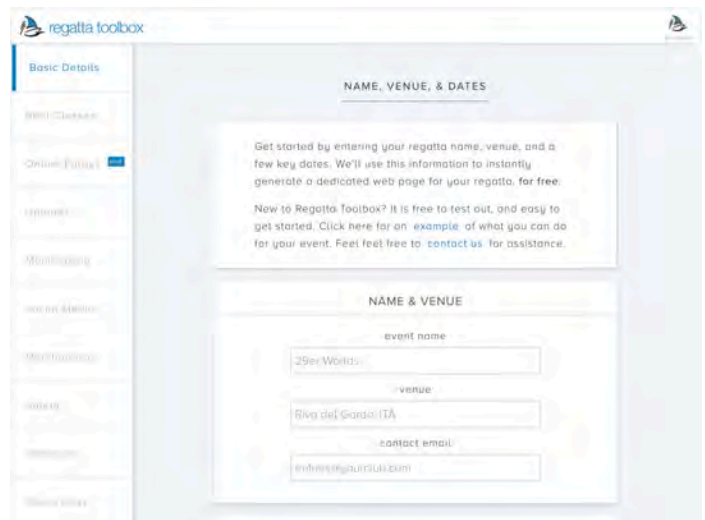
Boat Classes

Each boat class will be treated as its own class for scoring. If you intend to score boat classes separately, it is best to have separate boat classes. For example, Optimist racing is usually broken into an Optimist Red, White, Blue fleet, and an Optimist Green Fleet. You should not add Optimist Green as a division to Red, White, Blue if you intend to score them separately. You may add an infinite amount of boat classes to your event. The fees, settings, and other changes you make to a boat class will only ever apply to that specific boat class. To get started, click the "+ ADD A CLASS" button.

Entry & Late Fees

Add your fees by clicking the boxes. The late fee is the whole amount to be charged, not the individual increase. For example, if you would like to charge a $50 late fee on top of a $100 entry fee, you would put $100 for the entry fee and $150 for the late fee.

Divisions

A Division is considered an additional form of entry information relative to that boat class. The most common use is when an age or gender division is applied within that boat class. A good example is the Optimist class which uses Red, White, and Blue color designations for age ranges. If you are running an Optimist event, you would add Red, White, and Blue Divisions. A competitor may be in an unlimited amount of divisions.
Note: Divisions can be sorted separately in the results, but will keep the same scores.

Advanced Settings

Entry Cap: If you'd like to place a limit on the amount of boats that are allowed to race in the boat class, enter that amount here. Any entry after that limit is reached will receive a notification when attempting to register and will be placed on a waitlist in chronological order. If a confirmed entry withdraws, we will automatically place the first entry on the waitlist into the confirmed list. This number can be adjusted anytime to suit your needs.

Minimum Sailors/Entry: This allows you to set a minimum number of sailors that are required to be entered per registration to complete the process. In some cases, this might make it easier to collect additional crew information at the time of registration.

Minimum Sailor Age: This allows you to set a minimum age the sailor must be based on the DOB they enter during registration. The competitor will not be able to register if that age is not met.

Custom Fields: Each boat class is allowed to ask 3 additional questions should you need to collect additional details. These questions will become required for all entries. We recommend not using this method to collect medical details or ask for a legally binding approval from a parent. If you would like to collect additional personal or medical information or legally binding parent/guardian approval apart from our standard information, we would recommend using our e-signature waivers for that.

Coach Registration: If you would like to allow coaches to register, turn this option to **True**. This will allow coaches to register without the Coaches appearing on the results page.

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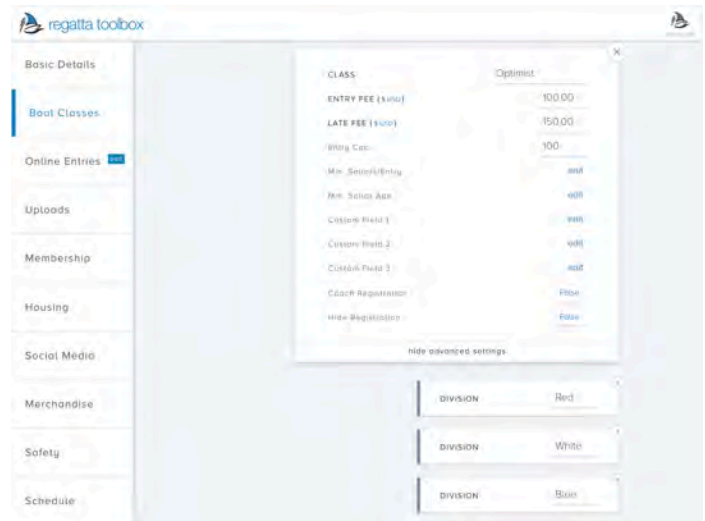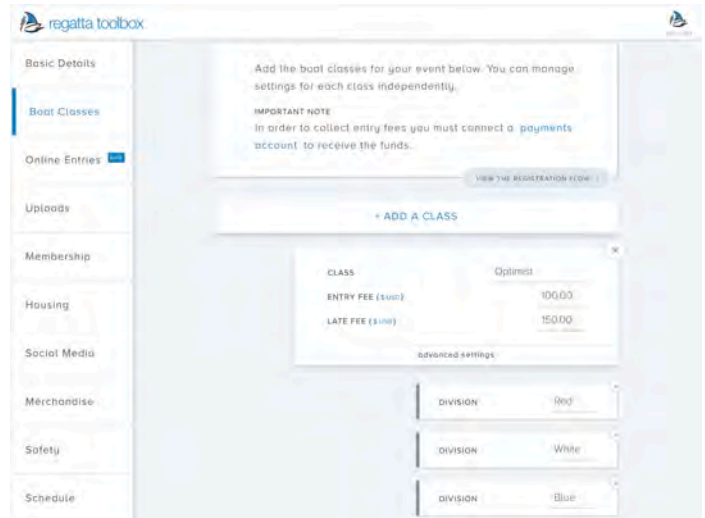
Hide Registration: This option allows you to hide/show the particular boat class on the registration page. This is a good option for organizers looking to stagger entries, or if you would like to disable entry for a particular boat class.
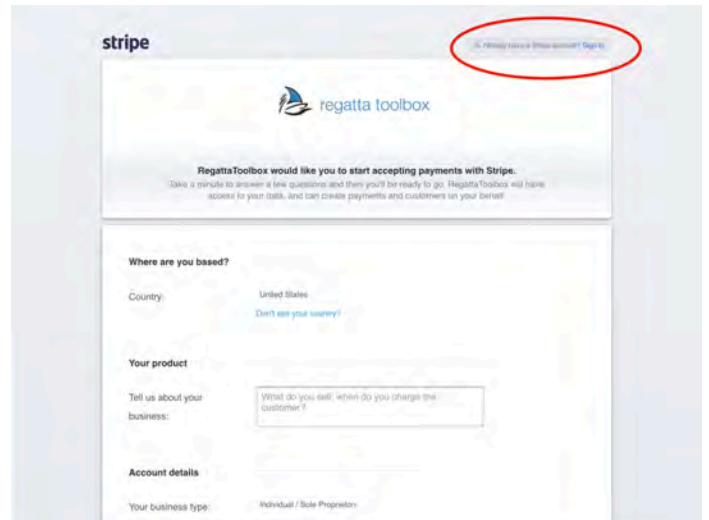
Online Entries

We use **Stripe** as our online payment merchant to accept entry fees. Stripe is a leader in accepting online payments and is PCI-DSS and PSD2 (for European users) compliant. Sensitive payment information never touches Regatta Toolbox, so your customers and your money are safe from fraudulent activity.

Connecting Stripe
To accept online entries, a Stripe account is required. You can create a Stripe account if you don't have one, or connect an existing account. To get started, click **Connect a Stripe Account**. If you already have an existing Stripe account, you can click the upper right to login. Please note that personal information asked during the account creation process does not reflect on you personally. These details exist to confirm that you are not acting maliciously by accepting money online. After connecting your Stripe account, be sure to confirm your preferred currency by scrolling down the page.

By enabling online entries and connecting a Stripe account, you are ready to start accepting payments from any major credit card provider or users who prefer to use Apple Pay.

Club Charges
Regatta Toolbox allows users to pay entry fees via their Club Member Account. To switch this feature on, scroll to the bottom of the **Online Entries** page, and flick the switch to enabled. Whenever a competitor registers using this method, the event organizer email will be notified. You will then be able to approve or reject the member number. Clicking "Approve" will update the paid status to match others who have entered. "Reject" will send a notice to the competitor that their entry was rejected, and that they should complete payment via a different method.
*Note: The organizer will be responsible for billing Club Member charges. Also, when Club Charges are enabled, sanctioning fees will not become automated for any Club Member charges only.*

Parent/Guardian Details
The Parent/Guardian Details switch will add an extra section in the online entry form which requires each competitor to add Parent/Guardian Details. If an e-signature waiver is connected for the event, the Parent/Guardian email will be the email used to deliver the waiver.

Sailor Address
This switch will require an address to be entered in order for an online entry to be accepted.

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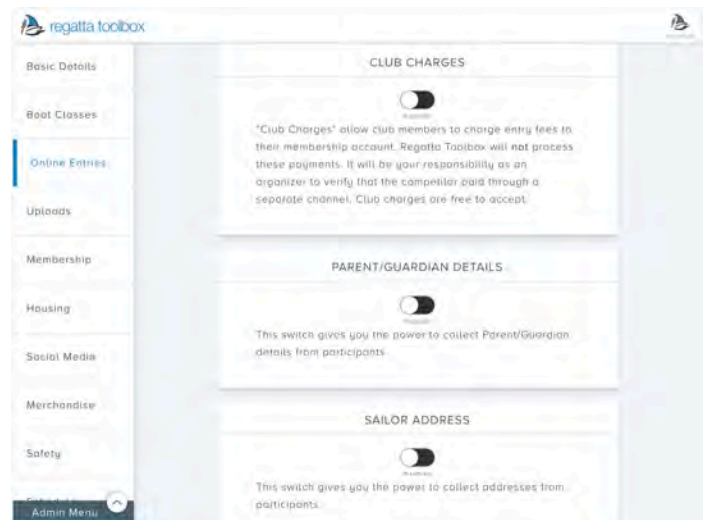
Uploads

The uploads section is where you can upload event images and important event documents like the NOR, Sis, Amendments, or any other information. All of these documents will be displayed in the Key Documents section on the Event Details page. Additionally, this is where you can upload waivers to be signed either by a checkbox, or through a legally binding e-signature process which requires a small fee per contract.

Main Image
The main image of the event will be displayed on every event page, including the results. Additionally, the main image serves as the primary image used for social media posts on Facebook and Twitter. For this reason, it is important that the image size be 1200 x 627.

Club Burgee
Here you can upload an image of your club burgee or organization. This image will be displayed in the upper right corner of all event pages including the results. We highly recommend using an image with a transparent background in a flat design style. The recommended image size is 600 x 400, and the image should use the maximum space.
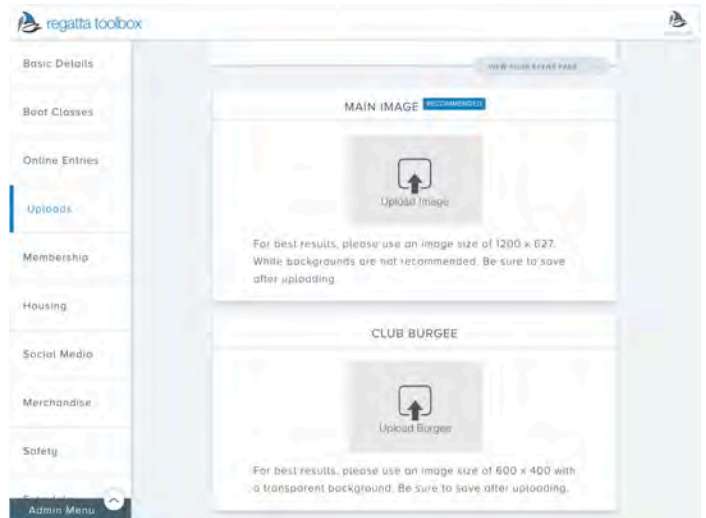
NOR & Sis
Here you can upload copies of the NOR and Sis. Only PDF documents will be allowed.

Waivers
We offer two different types of waivers to be uploaded.

Option 1 is a checkbox style option which will be required to be clicked before completing registration. In this instance, it is recommended to upload a waiver with no text fields required to be filled in.

Option 2 allows you to collect legally binding e-signatures that conform with the ESIGN Act for a small fee. In this instance, text fields are acceptable, but the document should be modified for a single signature.

To add a waiver, click **+ WAIVER** and then choose your file. You may then name your waiver and select the type. Once the waiver is uploaded, we will give it a generic name, which you can change by clicking on the text.
*Note: E-signature documents require 24-48 hours to be processed and readied for use. If you require a quicker turnaround time, please contact Regatta Toolbox Support.*

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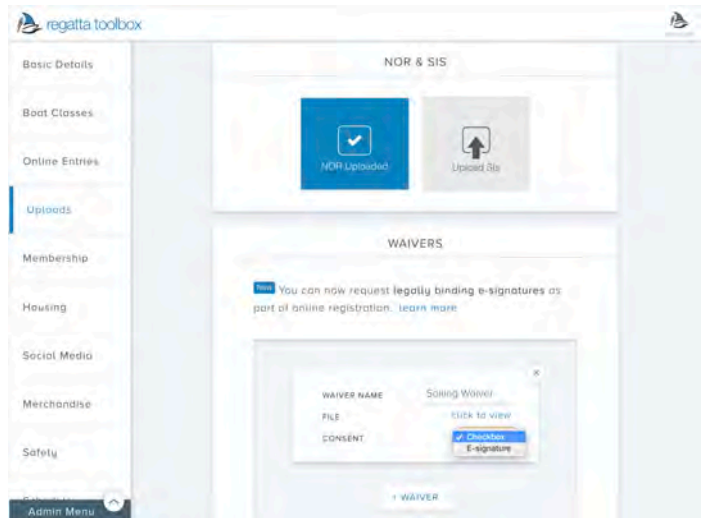
E-signatures

In order to enable e-signatures, we will need a credit card on file. A detailed explanation of why we need a credit card and when the credit card will be charged can be found on our **FAQ** page.

If you have a previous card already on file with us, you can select that card, or add a **New Card.**
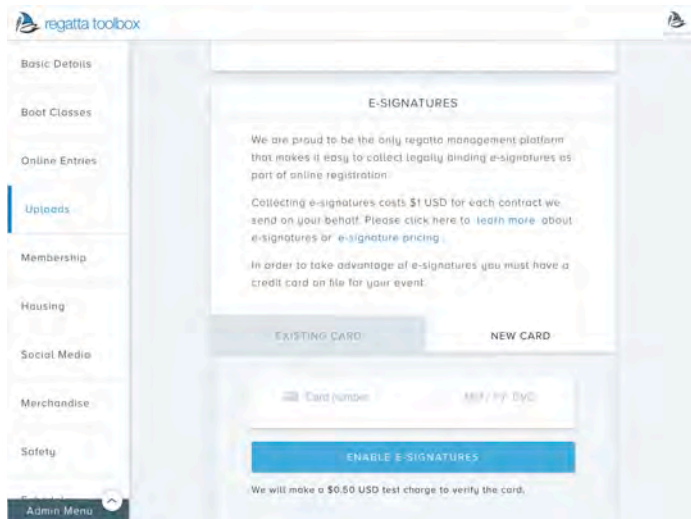

Amendments

To add an amendment of any kind, click **+ AMENDMENT** and upload your PDF. After uploading, give your amendment a title. Amendments will be displayed in the Key Documents section under the NOR and SIs.

Other Docs

Other docs may be used to display additional information pertinent to the event such as travel or arrival information, measurement schedules, etc. Click on **+ OTHER DOC** to add a new PDF. After selecting your file, give it a new name for your users to find. Other documents will be displayed in the Key Documents section under the NOR and SIs, and also under any amendments that have been posted.
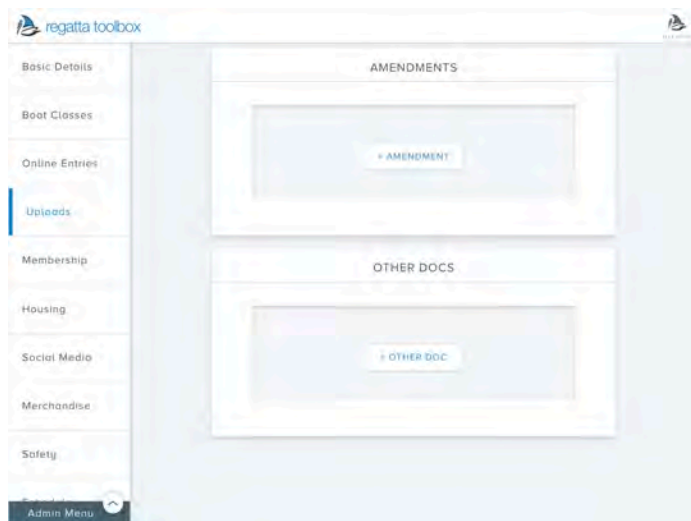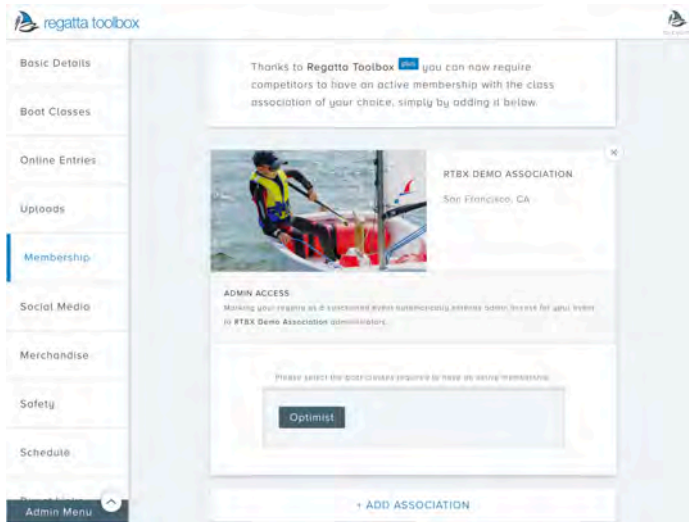
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Membership

Regatta Toolbox offers the ability to connect external memberships as well as internal ones. As part of the membership integration, Regatta Toolbox can independently verify that each entry is a verified and active member of the chosen association. Additionally, Regatta Toolbox can pay out 'sanctioning fees' to the connected association automatically.

To connect membership verification, click
+ ADD ASSOCIATION and choose from the list of available options. Once you've connected that association, you can select which of your boat classes will have membership validation.
Note: if any additional boat classes are added after you connect an association that also require membership verification, you will also need to click on the new boat class to enable it.

US Sailing Membership: US Sailing membership can be added in addition to any other association. This will require the entrant in the specific boat class to be an active member of both the connected association and US Sailing.

Social Media

Regatta Toolbox has social media integrations from Facebook, Twitter, Periscope, Instagram, and YouTube. These platforms have been integrated directly into all event pages, sharing, and even communication, engaging your users even further with your events.

To connect each of your social media accounts, you can either add the specified URL or use your login credentials to make the connection. For Instagram users, you can even create your own hashtag to market to your followers and competitors. Creating a hashtag will only display images with those tags on the Event Details page.
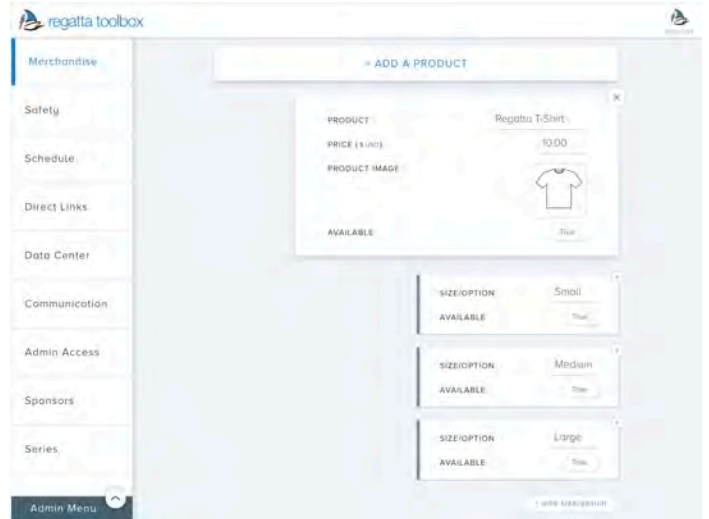
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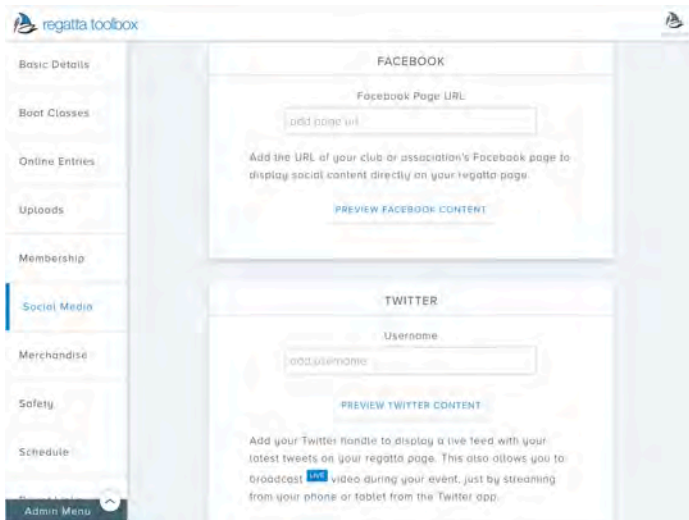
Merchandise

Unlimited merchandise items can be created and sold to your entries during the time of registration. You can use the merchandise section to sell or collect t-shirts, lunch orders, or even boat charters. Each merchandise option and the product have availability switches so you can disable them at any time. Merchandise order reports and individual order reports are available in the Data Center.

To get started, click **+ ADD A PRODUCT** and add your product name, price, and add an image. You should use a square shaped image.

Under the product details box, you can add additional sizing or options. The size and options are great for offering different choices under the parent merchandise item like sizes or lunch options.

To make a product or size/option unavailable, set the available option to False.

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Safety

Safety is one of Regatta Toolbox's most modern features and premium services. If you are using our RFID safety wristbands and kiosks, you can use this area to open the scanning page. You should use this section logged in on one of our kiosks, or if you are using a computer for scanning wristbands. To get started, click **START SCANNING**.
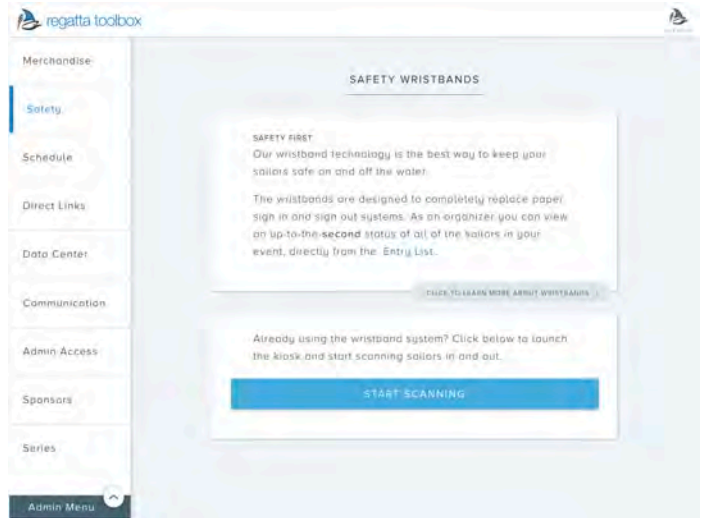
Once the scanning page is open, set the switch in the lower right corner of the box to the appropriate status. A blue color indicates sailors are going SAILING, while a green status indicates the sailors are returning ASHORE. Once you've set the appropriate status, you may connect the scanner. Once the scanner is connected, **ensure the input field is highlighted blue**, indicating it is ready to accept a scan.

For more in-depth instructions, please refer to our Safety Wristband User Guide.

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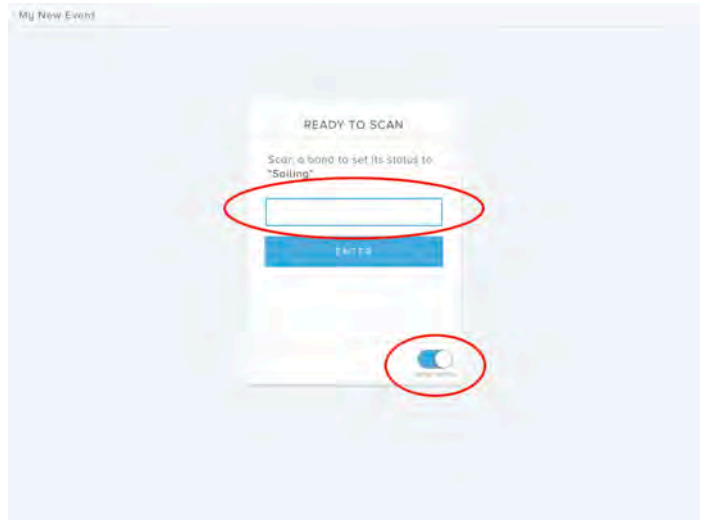
Schedule

The schedule section allows you to add the schedule for the event as laid out in the NOR. This gives your competitors an easy location to view the schedule of events like registration, measurement, competitors' meeting, and warning times for races. The schedule is displayed publicly on the Event Details page.

To get started click **+ ADD TO SCHEDULE** and enter the name of the scheduled event, and the date. If your scheduled event has a start and/or end time, be sure to enter that information there as well.

Scheduled events will be displayed automatically by date and time. Scheduled events can be removed at any time or edited as necessary.
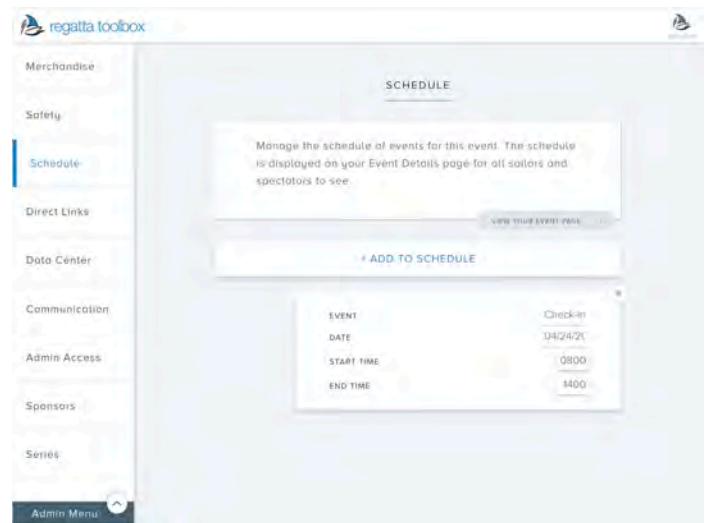
Direct Links

The Direct Links page displays all of your relevant event links including the Event Details, Registration, Entry List, and Results pages. These URLs can be shared or linked per your requirements. At the bottom of the list we also provide embed code via iframe html. This code can be copy and pasted onto any webpage which will display the event details page with the relevant links.

Data Center

The Data Center is where you can find all the event data available for export in .csv form. Here is a list of our standard available exports and explanation of the information it provides:

- Competitor list: all relevant registration data
- Safety Wristband Data: the timestamps that accompany each scan of an RFID wristband
- Merchandise Inventory: a summary of the inventory you should have on hand from merchandise orders
- Merchandise orders: a summary of individual merchandise orders by entry
- Scratch Sheet: after you add a race in the scoring section, we'll automatically generate a scratch sheet with sail numbers, bow numbers, and fleet assignments if you are using a flighted or qualifying format.

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Communication

Our communications tab is where you can expect to send mass email communications to all of your competitors and make announcements on the notice board. At the top of the page is a counter that shows you how many individuals are subscribed to receive push notifications through Facebook Messenger for your event.

Notice Board
Posting to the notice board will display posts on the Event Details page while simultaneously pushing out notices to subscribers. Anyone who wants to subscribe to receive notifications can do so directly from the event details page.

Email
The email console allows you to email your competitors in a bulk form. You can choose to email by specific class or by multiple classes. A copy of the email will automatically be sent to the email on record for the event for your records.
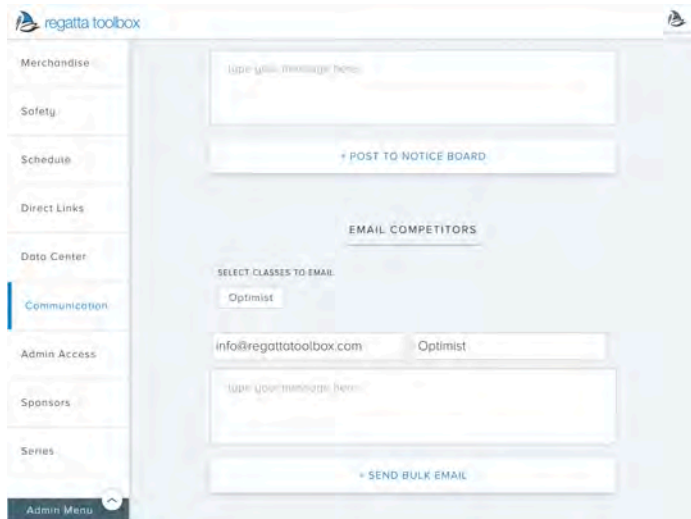

Admin Access

Admin access allows you to extend administrative privileges to certain individuals. Only the event creator has the ability to add or revoke privileges, and those who are granted access cannot add additional users.

To share access, click on **+ NEW ADMIN** and add the user's email. The user will automatically be notified, and the event will instantly be added to their account dashboard. If the user does not have a Regatta Toolbox account, we will automatically create one for them, and prompt them to create a password when they log in for the first time.

Additionally, if you add association membership validation, the admin for that association will automatically be granted access to your event as indicated in the Additional Access area.

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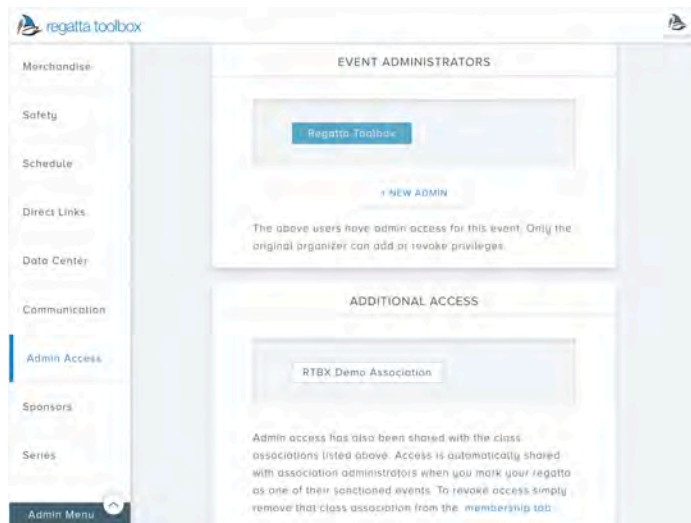
Sponsors

The Sponsors tab allows you to display your event sponsors at the bottom of the event page and the results page.

Click **+ ADD A SPONSOR** and then add your sponsor's name, their URL, and upload a logo. Sponsors will appear from right to left in the order you add them on the Event Details, Entry List, and Results pages.

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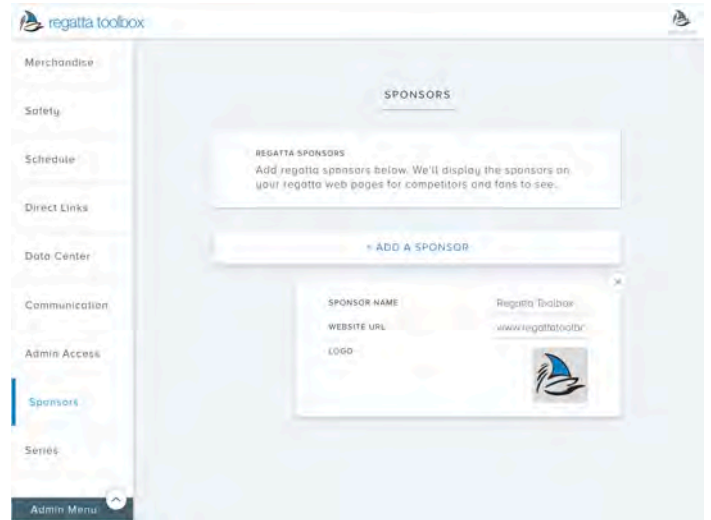
Series

The Series tab allows you to connect a standalone event to a *Series* which forces a double registration. Additional entry fees can be collected for both events while simultaneously double registering the entry. All subsequent entries for individuals for other connected standalone events will be given options to dual enter, or enter the standalone event only. *Note: Connected Series events do not carry over scores.*

To connect the event to a Series click **ADD THIS EVENT TO A SERIES**. You'll be presented with events that you also have admin access to and nothing else. If you do not see the particular event you are looking for, double check that you have admin access to it.
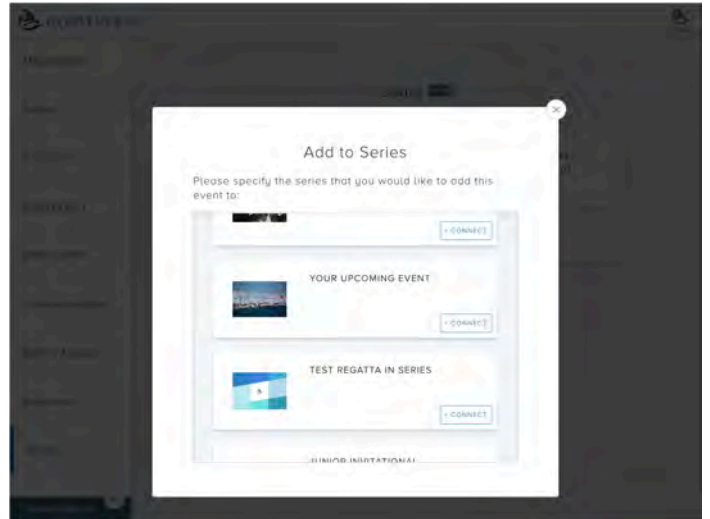
After connecting your Series, you must connect the appropriate class(es) with the corresponding Series boat classes. You can do this by clicking on **select class** and then choose from the options presented.

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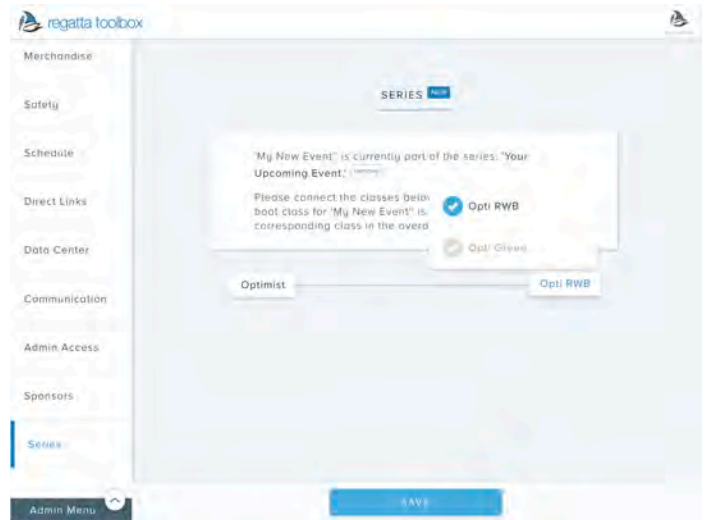
Going Live

Before making your event live, there are a few key items you should double check to ensure your customers have a smooth experience. Below you can find a list of common problems some users experience when taking their events live that have presented challenges with online entry.

Checklist

- ✓ If applicable, check your visibility switch is set to **Public** if you'd like the event to appear on the public events list online. If you would like to keep your event private, you will be responsible for publishing the link to registration.

- ✓ Check that your boat class registrations are set to **False** for hiding registration

- ✓ Check that the appropriate **divisions** are available

- ✓ Check that you have the correct Stripe account connected

- ✓ Check that the switch to enable **Club Charges** is per your preference

- ✓ Check that your NOR is uploaded and waivers are configured

- ✓ Check that **Membership** is configured for the appropriate classes

- ✓ Check that any **Merchandise** items are set to visible

Resources

While Regatta Toolbox is designed to be a self-serving platform, we understand that occasionally people need help. If this user guide does not answer the questions you have, please feel free to email **support@regattatoolbox.com** for assistance.

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Event Management

Once your event goes live and you start receiving entries, there are several areas you become familiar with on the live side of our service. These are will help maximize your engagement with your entries, fans, and sponsors. In addition, you'll need to know your way around a few key areas to help troubleshoot common regatta questions and situations.

<u>Event Details</u>

The Event Details page is the landing page for all of your competitors and fans who want to know what's happening. Here you can find the links to all the necessary pages to your event, and we provide a prominent **Register** button right at the top of the page. Once your regatta gets underway, this button will automatically switch to a **Results** button, to make it easy for new visitors to find results.

Scrolling down the Event Details page will display more content, with the first section being Key Documents. In this area you can link the NOR, SIs, Amendments, and any other additional documents you need to share.

Scrolling further down the Event Details page will display social media content with platform content toggles, the schedule, and an interactive Google Map for anyone to easily find the location of your event. Below this area is where your sponsors will be.
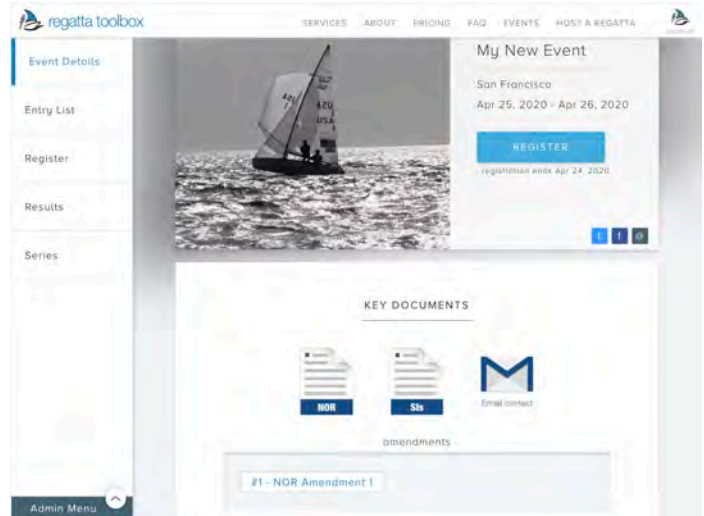
<u>Entry List</u>

The Entry list is where you will spend the majority of your time up until the first race to manage entries, update information and payments, and monitor registrations. It's important to be familiar with this page as an administrator so you know where to go to handle the action. It's important to know that an admin and a regular user can both access the Entry List, but are presented with completely different options. A regular user will not be able to click on anything, but an admin can. These permissions are controlled through our **Admin Access** panel in the Manage Event section.

- **Refunds**: refunds can be initiated by clicking on the payment button for the particular entry. Once you click into the payment, you'll be given an option to refund. You can refund up to the total amount, or a lesser amount if you choose.
- **Sorting**: to sort the columns numerically or alphabetically, just click the column name header. This will toggle the list accordingly, and will display a small circle with an arrow signifying which column you are sorting by.
- **Sail Number**: to update a regatta registration, click on the sail number of the individual entry. This is where you can change sail numbers, update classes or divisions, and add or change a crew member. It's important to know that the entered user also has the ability to make these changes on their end as well through their account dashboard.
- **Checked In**: the checked in column on the far right is a static column that allows you to make a visual representation whether or not the entry has completed registration on site or measurement if required for your event. The status is reversible and does not affect scoring or anything else in the platform. If using our Safety Wristbands, this update will automatically update to Checked In when a wristband is assigned to the entry.
- **Merchandise**: If you are collecting merchandise orders during the entry process, you will see a merchandise column. This column allows you to monitor whether the entry has received the merchandise items that they ordered, such as a t-shirt or lunch.

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- **Waivers**: if you are collecting e-signature waivers for your event, you will see another column for this. The column will display different status' depending on the situation. If the waived is unsigned, it will say so. When completed, it will say signed. If you are collecting waivers for boats with multiple sailors, you may see an option that says partially signed. This means that at least one of the sailors has signed, but not all have completed the waiver. Clicking on the waiver button will display any information relative to the waiver including who signed, who's missing, and any custom text fields you may have requested. For waivers that have an unsigned or partially signed status, you will have an option to re-send a notification for the individual to compete the waiver. Please keep in mind that we automatically send reminders every three days until the waiver is signed, or until 30 days has passed. Once an unsigned waiver passes 30 days, it will enter into a voided state. To re-initiate the contract, just click the re-send button. Voided waivers do not incur additional costs.
- **Safety Wristbands**: to activate the safety wristband view, click on the Wi-Fi icon in the lower right of the screen. This will toggle the view for your dashboard until turned off. Please see the Safety Wristband section below in greater detail to understand how best to use this.

<u>Register</u>

The register button will take any user to the registration page for the event. In the case that registration is closed, we will show a registration closed message, and then redirect the user back to the Event Details page.

If the user already has a registration on file for the event, we will display a message asking if they would like to make changes to their current registration, or create a new one.

<u>Results</u>

The results page is the majority of your event traffic will come from. We've spent a lot of time formatting this page specifically for all types of users, but especially for mobile use. In the top right corner, there are a few clickable options that allow you to perform actions that are regular occurrences on the results page.

Sharing: the first three options available are quick sharing options to broadcast results. The first is Twitter, followed by Facebook, and then by email. Clicking any of these three buttons will automatically pull the event URL and display related content for your preferred medium.

Printing: The fourth option is a print option. Clicking this button will prepare the currently viewed page for printing. You should use the options available in your print settings to configure the page.

Media: The fifth option is for media formatted results. If you have media outlets requesting a media view, you should direct them to this button.

Copy/Paste: The final option all the way to the right will copy all of the viewable results data to your clipboard, should you need to export the results for use somewhere else. We recommend pasting the copied results into Microsoft Excel for the best results.

Notifications: Regatta Toolbox has automated results messages built with Facebook Messenger. In the lower right of the results page is a Messenger button. Anyone can click on this button to subscribe to results updates, without needing a Regatta Toolbox account. A Facebook Messenger account will be required. Results messages are automated, and are sent whenever you click Publish after scoring a race.

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Scoring

Regatta Toolbox supports two primary methods for scoring regattas. This first is standard one design scoring, and second is one design fleet scoring for flights including round robin style for qualifying and finals series.

To get started, click on the **admin menu** in the lower left, and then select **Score Event**. This will open up the scoring panel. Each boat class is displayed along the left-hand side, with **Settings** and **+ add race** buttons. Keep in mind that if you are scoring on a tablet or mobile phone, the left-hand menu may be collapsed into a **<** icon in the top right. Click on the **<** icon to show or hide the menu.

Settings

The first thing you should do is click on **Settings** for each respective boat class. **Standard One Design** will automatically be enabled for you. If you are not using this method of scoring, please skip to the next section which details fleet scoring. You should scroll to the **Race Drops** section and apply the appropriate drops for the selected boat class.

Clicking on a number will apply the race discard only after that race has been scored in accordance with RRS Appendix A. You may update these at any time.
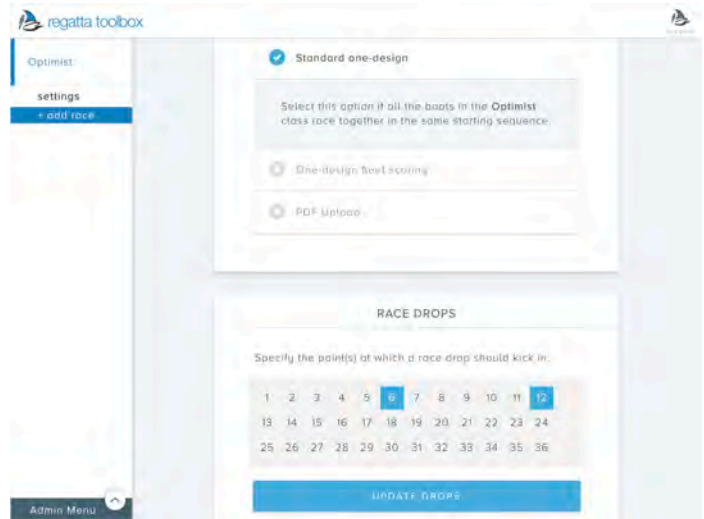

Scoring Panel

To begin scoring, click on **+ add race**. This will add a race in numerical order directly under the desired boat class. You may then click into the desired race to begin scoring. The scoring panel is consistent no matter what type of racing you are doing, so it is good to familiarize yourself with this screen.

The scoring panel is broken into three sections; unscored, scored, and letter scores. Each section is divided by a dark line across the screen.

The unscored section is where you will find all entered boats available to be scored, listed in order first by country code, and then by numerical order. Bear in mind that the numerical ordering is not a strict 1, 2, 3, 4 but rather a 1, 10, 100, 2, 20, 200 ordering. Additional sorting options can be toggled at any time by clicking on **Sorting** in the top right corner.

regatta toolbox
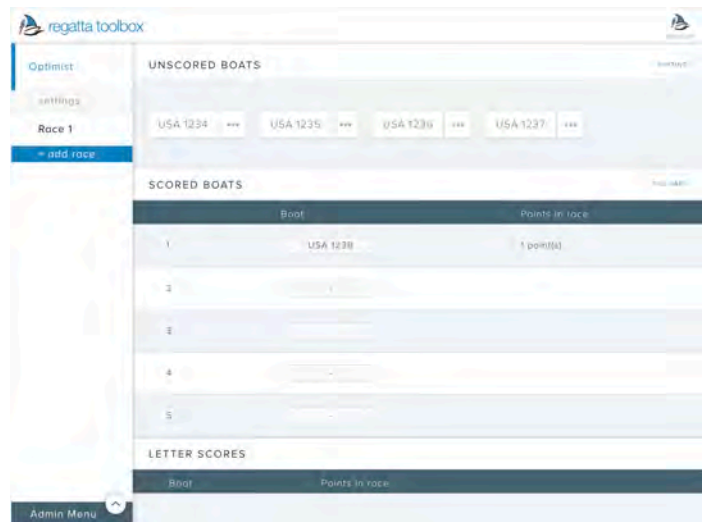
<u>One Design Scoring</u>

To score a boat, click or tap the **sail number**. The boat will move into the scored section below, and subsequent boats will shuffle forward in the unscored section. If you need to un-score a boat, click on the **sail number** of the boat again in the scored section, and you will see that boat move back to the unscored section.
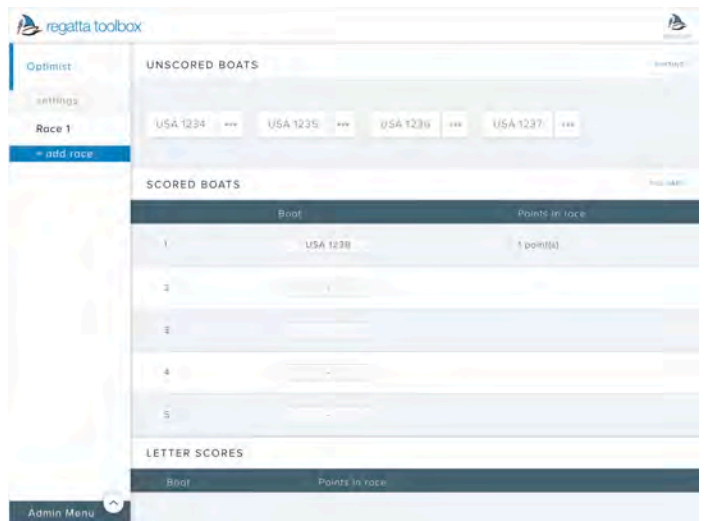

To apply a letter score, or assign a boat a particular place (like in-between two boats), click on the **three dots** located immediately to the right of the sail number. This will bring up the letter score or assign place options.
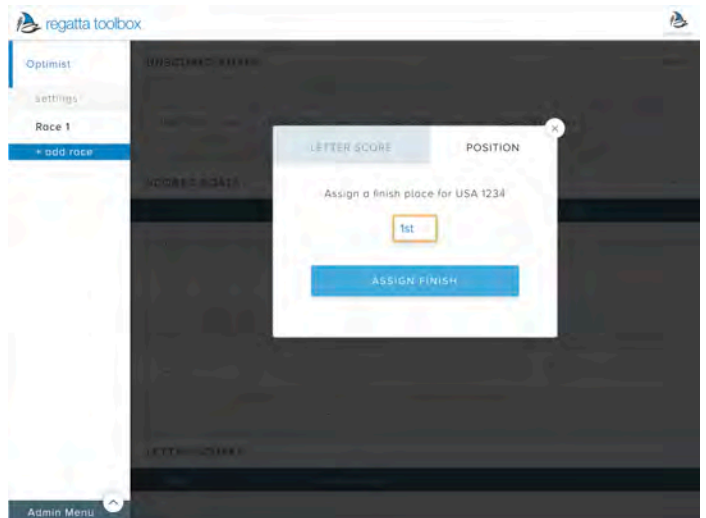

To assign a letter score, click on the desired abbreviation, and adjust points as necessary if required. Clicking **Assign Score** will move the selected boat to the letter scores section of the scoring panel.

If a boat is later found to be OCS, DSQ, or any other post racing penalty, you may click on that boat to un-score them to apply the appropriate penalty. If boats behind the penalized boat are awarded an improved score, you can easily move them up by clicking the **Fill Gaps** button located in the upper right of the scored boats section. Clicking this will move up all boats to fill scoring gaps while adjusting scores simultaneously. If a boat receives a scoring penalty that does not reward the boats behind additional places (ZFP, DPI, etc), it is best to leave the gaps in the scores.

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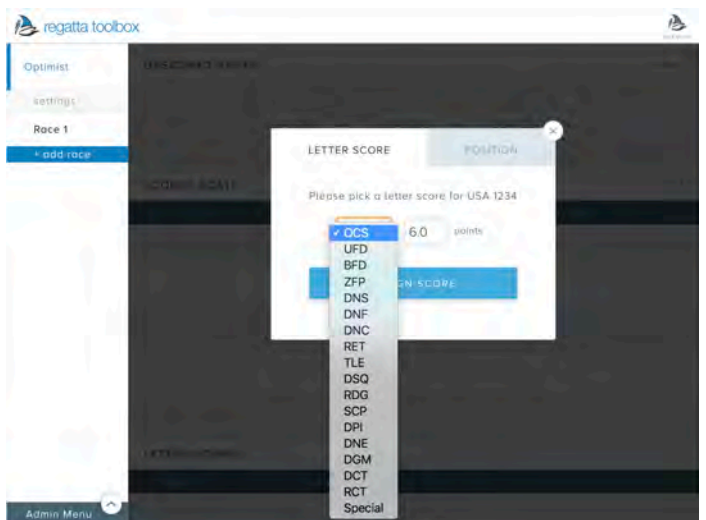
When your race is ready to be published, click on the **Publish Scores** button located at the bottom of the page. Once this button is clicked, the race cannot be unpublished. Any adjustments to scores are made in real time. If your race is thrown out by the protest committee, you may click delete race, which will permanently remove all scores for that race.
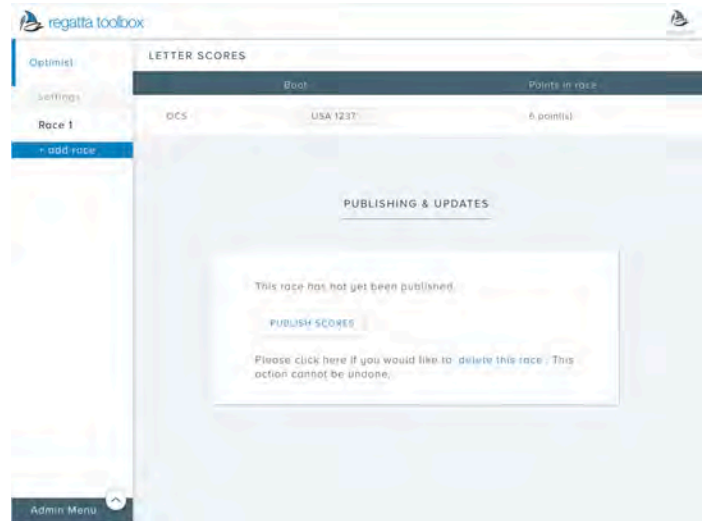
Qualifying and Finals Setup

Click on **settings** to get started for the desired boat class, and select the **one-design fleet scoring** option. You will see a little checkbox appear asking if fleet assignments will change throughout the event. If you plan on re-assigning colors in a qualifying series, you should click the checkbox.

Click **Update Settings** and then scroll down.

Use our color selector to choose the fleet colors that you will be using. DO NOT name the fleets Gold, Silver, or Bronze, as we will take care of that for you in the Final Series automatically.

If your event will have a Final Series after qualifying has concluded, you may designate at which race that happens below the fleet color selector. You can update this later if the race number changes.
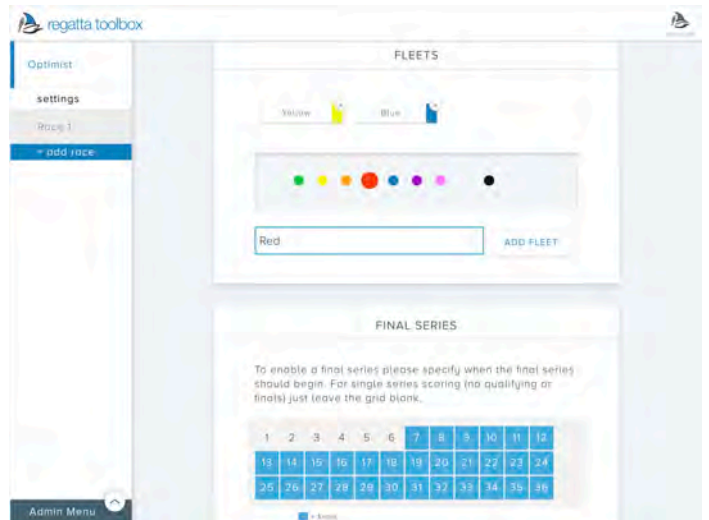
To make fleet assignments, click **+ add race**. You will automatically be taken to the fleet assignment page.
1. Designate the streamer **start order** for the race.
2. Choose your sorting option to display the boats. Use "current standings" if you'd like to assign colors based on the current results. Or choose from our automated options by clicking on **auto assign**.
3. To assign a color manually, tap or roll over the **assign fleet** button and select the desired color

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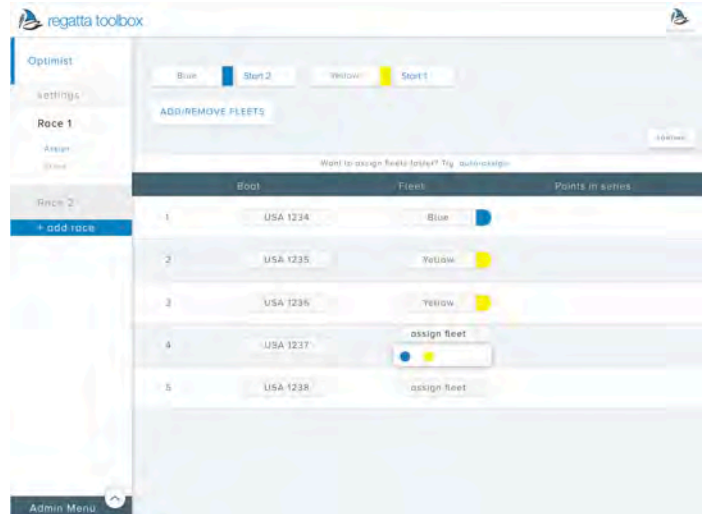
Qualifying and Finals Scoring

You can follow the same steps as our regular scoring. Boats will automatically be scored by fleet regardless of how they cross the finish line.

Boats are sorted by color and sailing number with additional options available by clicking on the **Sorting** option in the top right.
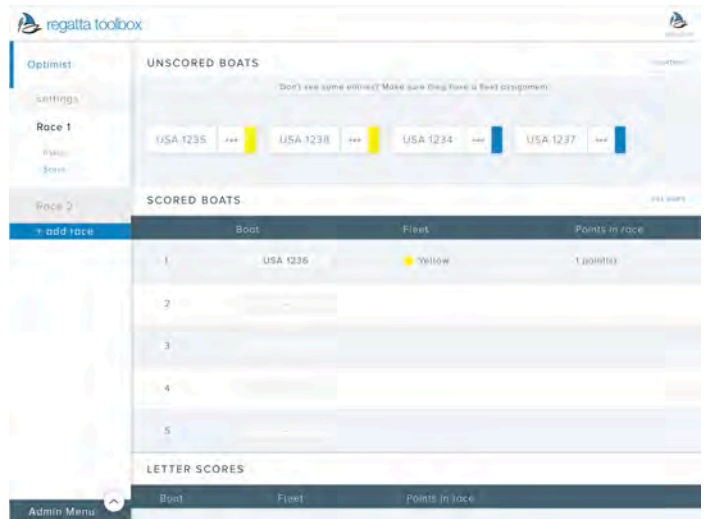

Final Assignments and Scoring

If you indicated you will have a finals series, we will automatically prompt you to assign those fleets once that race is reached.

You can assign final fleet assignments in the same manner as qualifying, including any adjustments. Finals fleet assignments will automatically carry over every time you add a race.
*Note: you do not have to use all of the available final fleets.*
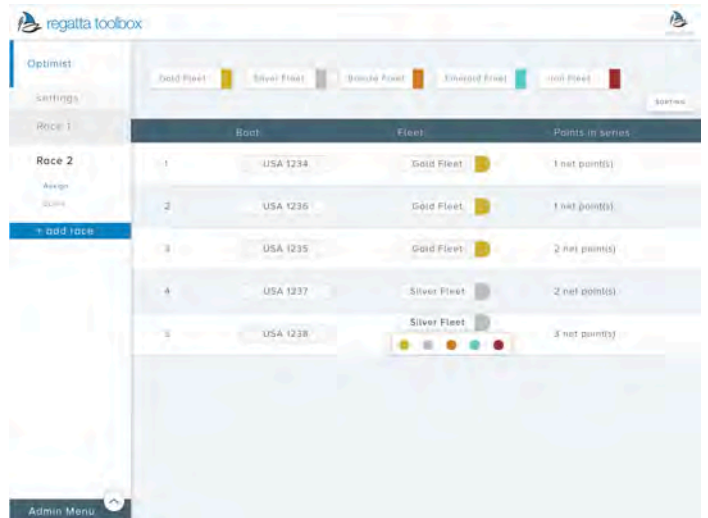
Other Methods

While Regatta Toolbox does not support handicap, match racing, or fleet scoring at this time, we have built the ability to upload PDFs of results.

To upload a results PDF, click on the boat class and then click **settings**. Then click on the **PDF Upload** option, and choose your file. This will automatically redirect anyone viewing results on the event site to the new PDF.
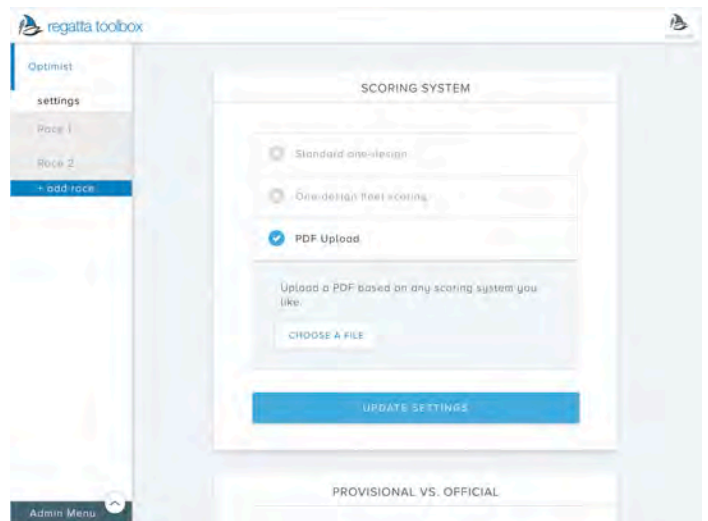
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Safety

Regatta Toolbox takes safety seriously, which is why we have an integrated feature using real-time technology. The use of our safety system may incur additional costs depending on if you own, or rent our equipment for your event. Our safety system relies on two key components, the wristbands, and the kiosks. The wristbands are reusable, waterproof, battery-free wristbands given to each sailor or boat, whichever you prefer. The kiosks are Apple iPads set in acrylic kiosks with integrated readers. The kiosks will need to be charged beforehand, or have access to a power source for all day use. The kiosks are not waterproof, but robust enough for normal sailing related use. A strong and reliable Wi-Fi network is necessary. In some cases, hot-spotting from a phone is perfectly acceptable.

Laptop
- Log in to your Regatta Toolbox account
- Find your event and navigate to the Entry List
- Activate the wristband view by clicking the   Wi-Fi symbol in the lower right corner
- Connect scanner to USB port

Kiosk
- Assemble Kiosk
- Connect tablet to Wi-Fi or hotspot
- Log in to your Regatta Toolbox account
- Find your event and navigate to the Entry List
- Activate the wristband view by clicking the Wi-Fi symbol in the lower right corner
- Connect the scanner to lightning adapter and connect lightning adapter to tablet

***Note: tablet keyboard disabled when scanner connected***

Assigning Wristbands
- Click **needs band** next to the entry
- Hold wristband over scanner, pull away when sound is made
- Wristband ID will automatically be entered
- You may give competitor their wristband
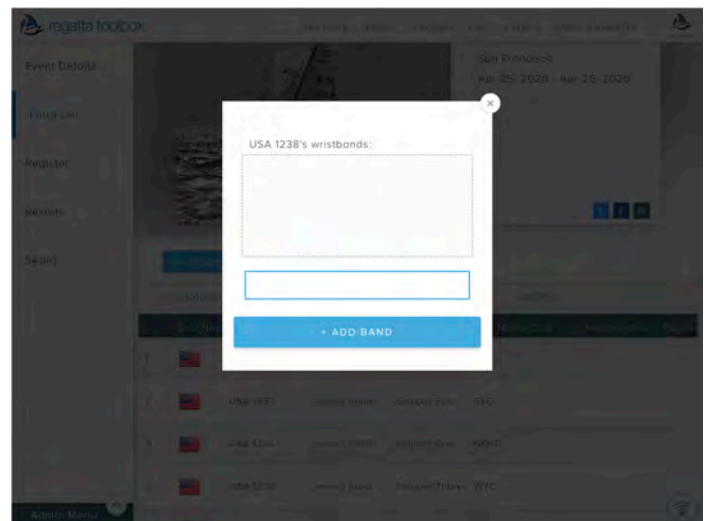
Assigning Multiple Wristbands
- If you would like to assign a second wristband to a crew for example, you can follow the same steps as above initially
- Once a second wristband is assigned, you may choose who the individual wristbands are assigned to by clicking on the name selector

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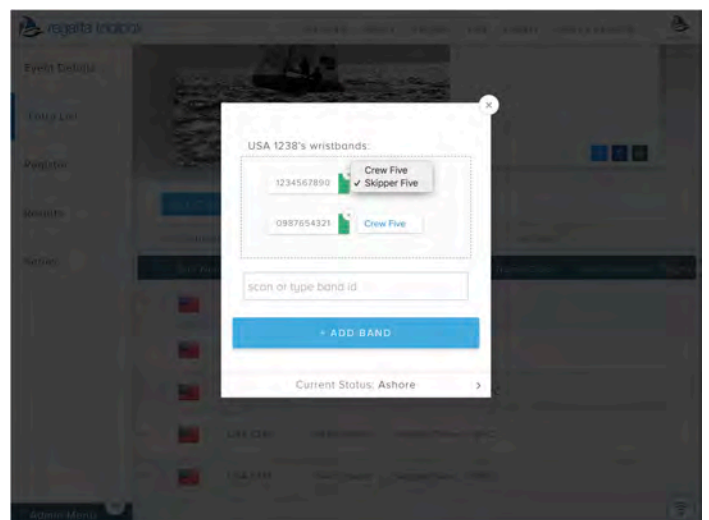
Dashboard Use

Once the regatta is underway, you can use the filter bar to sort by boat class and status.

If you need to look at specific information like wristband scan times or make a manual adjustment, you can do that by clicking the **Current Status** at the bottom of the menu to access this.

To manually update the status of a sailor, click on the **Set to Sailing** or **Set to Ashore** button at the top of the overlay.
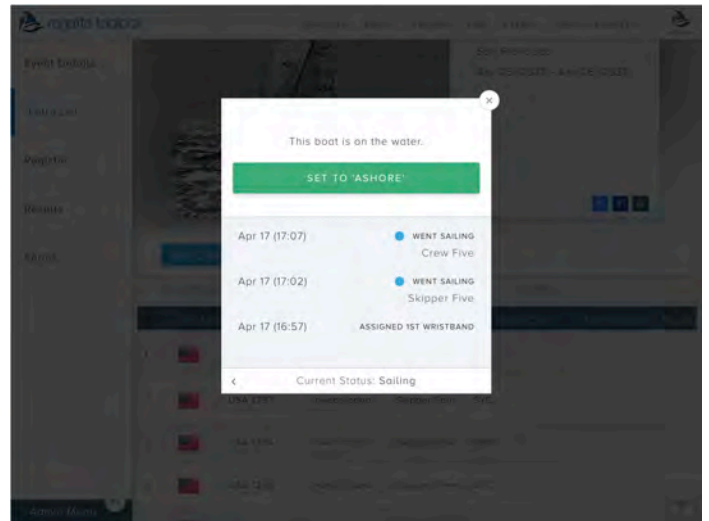
Kiosk Setup & Use

Unpack kiosk and components from case, and assemble. The screws holding the kiosk foot that join the tablet housing should be screwed only hand tight, or snug If using the provided tool. Over-tightening could lead to damaged housing.

Once assembled, ensure a stable and reliable Wi-Fi or hot spot is connected, and log in to your Regatta Toolbox account. Navigate to **admin menu > manage event** and select **Safety** from the left-hand menu. Launch the new safety window by clicking **Start Scanning.**
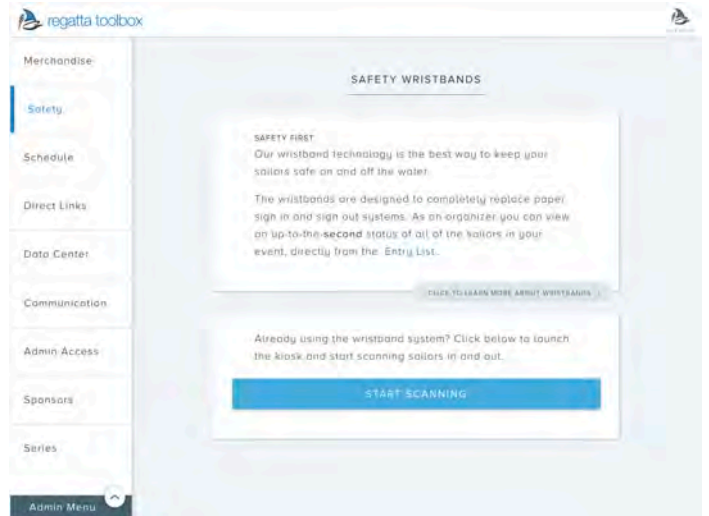
Once the new window opens, be sure to plug your scanner into the lightning adapter, and then the adapter into the lightning port on the tablet.

Adjust the **Going Sailing** or **Coming Ashore** toggle as required, and double check that the input field is active (blinking cursor and blue outline signifies active input field) – you may have to tap the input field.

When a sailor scans, they will be show a screen that displays corresponding info like wristband status, sail number, and their profile picture if one is available. If not, we will display the first letter of their first name. After a short duration, the screen will return to the original scan page, ready for the next sailor.
Note: sailors do not need to touch the screen to confirm anything

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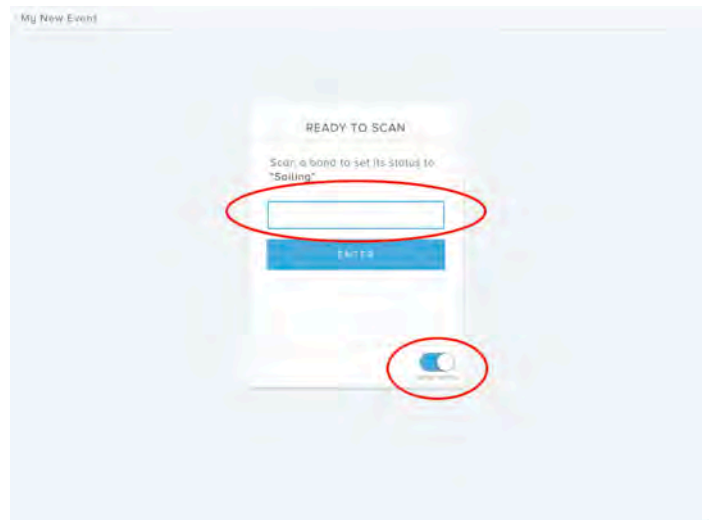
Troubleshooting

Entrant keeps getting a credit card declined message
The signals banks use to flag fraudulent charges vary and are constantly changing. Our recommendation is for the entrant to call their bank to learn more, or try a different card.

Entrant wants to update entry details
Any entrant can update their registration through their account dashboard. It's best not to try to do this through the **Register** page, but we have alerts configured to keep entrants from double registering.

Wristband not scanning
Check the wristband is not covered by rash-guard, wetsuit, spray top, etc. The wristband must be on the outermost layer. If the wristband is already on the outermost layer, it may be a faulty wristband.

Kiosk not scanning
Double check Wi-Fi, battery, and all connections. Especially check the input field to ensure it it highlighted blue.

Competitor has lost or misplaced wristband
You may assign a new wristband if the competitor has lost it. We recommend giving the competitor an opportunity to locate the missing wristband. You may use the admin controls to manually adjust their status in the meantime.

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