

# Regatta Hosts: Registering your club's sailors

When you are registering your junior sailors for a regatta that your club is hosting, you will have a third payment option that allows you to register your sailors **free of charge**.

To access this option, you must be logged into Regatta Toolbox under the email address that we have granted Program Director access to and proceed to registration through the [Program Director Registration](#).

Go to the event for which you want to register. Click the blue **Register** button.

The screenshot displays the Regatta Toolbox interface. At the top, a notification states "Your document is ready to sign. - jsatestclub@gmail.com - Gmail". The navigation menu includes "SERVICES", "ABOUT", "PRICING", "FAQ", "REGATTA LIST", and "HOST A REGATTA". The main content area features a sidebar with "Event Details", "Entry List", "Register", and "Results". The central event card for "New Test Regatta" includes a photo of sailboats, the event name, location ("Larchmont Yacht Club, Woodbine Avenue, Larchmont, NY, USA"), dates ("Jun 30, 2018 - Jun 30, 2018"), a blue "REGISTER" button, and a note that "registration ends Jun 30, 2018". Below the event card is a "KEY DOCUMENTS" section with icons for "NOR", "SIs", and "Email contact". The bottom left corner has an "Admin Menu" button.

You will come to a screen like the one below. Click on the blue writing at the bottom of the box that says "[Click here for Program Director registration](#)". **DO NOT** click on the blue Continue button.

The screenshot shows the 'regatta toolbox' website interface. On the left is a navigation menu with 'Event Details', 'Entry List', 'Register', and 'Results'. The main content area features a registration form for 'NEW TEST REGATTA' at 'Larchmont Yacht Club, Woodbine Avenue, Larchmont, NY, USA'. Under 'SELECT YOUR CLASS:', there are three buttons: 'C420', 'Instructor', and 'Optimist'. A large blue 'CONTINUE' button is positioned below these options. At the bottom of the form, there is a blue link: 'Click here for Program Director registration'. The top navigation bar includes 'SERVICES', 'ABOUT', 'PRICING', 'FAQ', 'REGATTA LIST', 'HOST A REGATTA', and an 'account' icon. An 'Admin Menu' button is visible in the bottom left corner.

Add your entries... then hit the "Proceed to Payment" button.

The screenshot shows the 'regatta toolbox' website interface for adding new entries. The main content area has a header for 'New Test Regatta' with the text 'Add registrations for JSA Test Club sailors below.' and a large blue button labeled '+ ADD NEW ENTRY'. On the right side, there is a 'Summary' section with the text 'Please add entries to the registration form.' The top navigation bar is identical to the previous screenshot, including 'SERVICES', 'ABOUT', 'PRICING', 'FAQ', 'REGATTA LIST', 'HOST A REGATTA', and an 'account' icon.

Which will take you to the payment screen (below). There is now a third Option: **Free (Host Club Only)**. Click on it and Complete Registration.

PAYMENT ✕

Bank Transfer (ACH)

Credit/Debit Card

Free (Host Club Only)

As a verified Program Director at **JSA Test Club** you have the option to register your sailors free of charge.

[COMPLETE REGISTRATION](#)

[< back to entries](#)