JSA Online Waiver Database User Guide

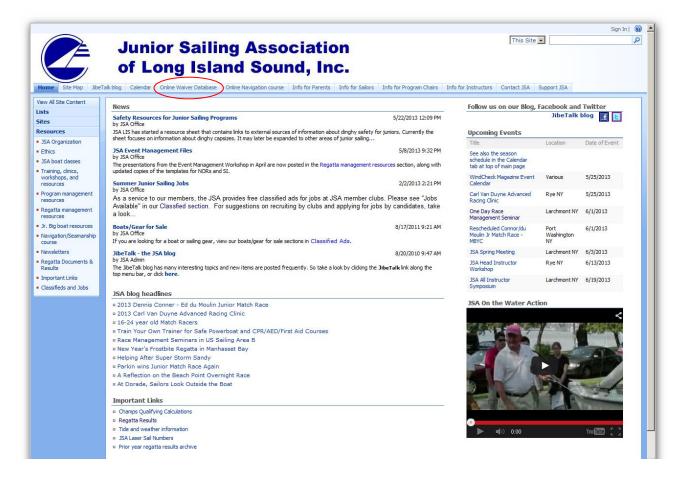May 2013

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Getting Started

To find the JSA online waiver database, you start at the JSA home page (http://www.jsalis.org). Click on the Online Waiver Database tab.

That will bring you the online waiver database login page. If this is your first time, please use the top section (New Users) to create a login for yourself. Use your own name (not name of child). Your email address will become your login id. Please make a note of the email used, and your password, as this will be how you log into the database in the future. Click "Create Login" to finish.

If you are a returning user, just use the middle section to login, using the email address and password you specified when you created your login.

If you've forgotten your password, please use the bottom section. You need to type in your first and last name precisely as you did when you created your login and use the same email address as well. Click "Email my password" and check your inbox for the result - you may need to check your spam folder as well.

Please note that cookies must be enabled for the site to work.

Junior Sailing Association of Long Island Sound, Inc.

Home | Login
Please login

New users: please create a login
*First Name
*Last Name
*Email address
*Password
*Repeat password
[Create Login]
* denotes required field

Current users: please login here
*Email address
*Password
[Login]
* denotes required field

Forgot your password? Enter your email address here:
*First Name
*Last Name
*Email address
[Email my password]
* denotes required field

You must enable cookies in your browser to login to this site.

For Parents

The first time you login to the online waiver database, you will be presented with our privacy policy. Please read it and click "I Agree" at the bottom to continue.

If this is your first time into the database, you will then be presented with a screen requesting personal information for your child. Be sure to click "Save information" when you're done to continue to the next step.

In Step 2, you provide information about the club junior sailing program at which your child will be sailing in the summer ("home club"), as well as the boat(s) expected to be sailed. If you're not sure about boat types or sail numbers, this information can be provided later. If you indicate that your family is a member of U.S. Sailing, please provide the membership number. Click "Save information" to continue.

Junior Sailing Association of Long Island Sound, Inc.

home | logout | my sailors | all sailors | regattas | clubs | users | data

Step 1 Personal Information	Step 2 Enter Club, Boat, and Class Information	Step 3 Sign Waivers	Step 4 Print Copy

	Save Information
Sailor Name	Sample Sailor
Home Club*	ZZ Test YC
Confirm club change	☐ Changing the home club will delete 2 regatta entries.
Weight*	120
Birth Date	1999-12-30 - 13 years old

Check classes to be sailed this year	Enter boat information if available			
	Sail Number	JSA Sail Number	Hull Color	Boat Name
☑ Optimist				
☑ Blue Jay				
☑ Pixel	12			
☑ Laser Radial				
☑ Laser Standard				
☑ Club 420	6789			
Check memberships	Enter member numbers where applicable			
☑ JSA Member				
☐ US Sailing Member				
☐ Optimist Class Member				
☐ Blue Jay Class Member				
☐ Pixel Class Member				
☐ Laser Class Member				
☑ Club 420 Class Member				

Racing experience is required for the Laser and 420 classes.

Racing experience	3 years

Save Information

Profile Update

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The next page is the waiver, release, and medical authorization. Please read this page carefully as it is reviewed and revised every year. To finish creating this record for your child, you must

- Tick the box indicating: **I have thoroughly read and understand the 2013 JSA Waiver, Release and Medical Authorization and have reviewed the 2013 JSA schedule. By signing this document, I acknowledge the execution of this agreement and agree to each of the provisions listed above.**
- Tick one of the boxes that indicate whether you **authorize an instructor from my Club or Program, or an adult who bears this document, to authorize emergency treatment for the Junior Sailor named above in the event that a parent or legal guardian cannot be reached at the above telephone numbers at the time of the emergency.**
- Enter the name of your first elementary school to provide additional identification.
- And click **"I Agree".**

Until all of these steps are complete, the record is not complete. When you click "I Agree", you will be taken to a page that allows you to print the agreement you just signed by clicking on the "Print Copy" button at the bottom of the page. After printing, place a copy in your files, and click "Done".

This takes to you to what will be your home screen the next time you login. At this point, you can choose to:

- Print the waiver
- Revise the information for your sailor by clicking Revise Forms
- Add another child by clicking "Add Sailor". This will allow you to use much of the information you've already entered for your additional children.

If your club asks that you enter a "Waiver ID" as part of its overall sailing program registration process, that number can be found here and on the printed waiver.

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home | logout | my sailors

Select a sailor record to update, or select "add sailor" to start a new record.

Sailor	Status	Waiver ID	Next action	Alternate actions
Sally Sailor	complete	62602	Print waiver	Revise forms	Add sailor

Profile Update

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For Program Chairs and Club Administrators

If you are a program chair or club administrator, you must create a login id for the database (if you don't already have one as a parent of a sailor) and then email the JSA office with your name, club, and login id asking to be made a club admin for the database. Once this has been accomplished, when you login to the database you will see a different screen (see below).

The default display is for all the sailors in your program. If you have children of your own in the program, you can access their records by clicking on the "my sailors" tab; the "all sailors" tab allows you to see every sailor that has been entered in the database for your club.

From this screen you can get data downloads:
- A spreadsheet with full information on every sailors (Data export)
- A document with mailing label information
- A document with a waiver and medical information for every sailor.

Only those sailors with a status of "complete" will be included in these downloads. A status of "complete" is also required for the sailor to be visible in the regatta registration activities.

You can also do some limited editing of your club's sailor records, such as boat types and sail numbers assigned, by clicking directly on the sailor's name.

Junior Sailing Association of Long Island Sound, Inc.

home | logout | my sailors | all sailors | regattas | clubs
Hello Laura Trumbull

Club	ZZTEST
Sailor last name starts with	
Status	
Display page	1 to 13 ▾ Display

- ○ Data export (.csv)
- ○ Mailing labels (.csv)
- ○ Waivers (.pdf)

Download

Club	Sailor	Parent	Status	Last update
ZZTEST	Dec 1995 Deephouse	Jim Deephouse	complete	2012-01-02 14:47:44
ZZTEST	Theodeta Randolf '96	Jim Deephouse	x2011	2012-01-03 17:03:55
ZZTEST	Jan 96 Deephouse	Jim Deephouse	x2010	2011-01-01 09:27:22
ZZTEST	Club Jan 96 Deephouse	ZZTest Deephouse	complete	2012-01-03 22:55:08
ZZTEST	January Deephouse	Chris Testing Deephouse	x2011	2012-01-03 17:03:55
ZZTEST	Teddy Druckman	Anne Druckman	incomplete	2011-01-09 12:26:06
ZZTEST	john john	john john	incomplete	2011-05-30 09:45:00
ZZTEST	Sample 3 Sailor	John Sailor	x2011	2012-01-03 17:03:55
ZZTEST	Sample Sailor	John Sailor	complete	2012-01-03 16:18:26
ZZTEST	Sample 2 Sailor	John Sailor	x2011	2012-01-03 17:03:55
ZZTEST	Sally Sailor	Mother Sailor	x2011	2012-01-03 17:03:55
ZZTEST	George Sailor	Mother Sailor	complete	2012-01-02 19:26:23
ZZTEST	Sally Ride	R Whittredge	complete	2012-01-03 16:09:25

Note: only complete waivers can be downloaded.

Profile Update

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If you click on a sailor's name from the "All sailors" screen, you will get a display like the one below. You can get a printout of this sailor's information by clicking on "Display PDF" and you can delete a sailor by typing the word "DELETE" (all caps) in the box and then clicking on the "Delete" button (please be careful with this; there is no "Are you sure?" prompt and all deletions are final). Most useful, you can edit boat class, class membership, sail number, weight and racing experience for this sailor by clicking on the "Modify" button. Only a parent can edit the rest of the personal information for their sailor.

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home | logout | my sailors | all sailors | regattas | clubs

	Sailor Information		
Status Last update	**complete** 2012-01-02 19:26:23	Display PDF	Done
Sailor Email	George Sailor 444 Street Local, CT 12345 US	Birth date Nickname Home Summer Cell	March 1, 2003 Female 222-222-2222
Mother Email	Mother Sailor 444 Street Local, CT 12345 US lctmailg@gmail.com	Home Work Summer Cell	222-222-2222
  Email	 , US	Home Work Summer Cell	
Emergency contacts Day phone Alt phone	contact #1 friend xxx-xxx-xxxx	contact #2 friend xxx-xxx-xxxx	
Physician Phone Insured name	Dr Doctor xxx-xxx-xxxx Mother Sailor	Insurance co Policy number Group number	Insurance company 123456
Medical conditions (or "none") None			

ZZ Test YC		Modify	
Classes sailed this year	**Sail number**	**JSA sail number**	**Boat name**	**Hull color**
Weight	**Racing Experience**			

Done	Type "DELETE" [ ] DELETE

Profile Update

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When you click on the "Modify" button you are taken to a screen that allows you to identify the boats for this sailor as well as sail numbers. If a sailor is not associated with a boat class via this screen, the sailor will not show up in the lists for regatta registration. Click "Save Information" when you're done which will return you to the prior screen and you can click "Done" to return to the list of "All sailors"

Junior Sailing Association of Long Island Sound, Inc.

Step 1 Personal Information	Step 2 Enter Club, Boat, and Class Information	Step 3 Sign Waivers	Step 4 Print Copy

Save Information

Sailor Name	Sample Sailor
Home Club*	ZZ Test YC
Confirm club change	☐ Changing the home club will delete 2 regatta entries.
Weight*	120
Birth Date	1999-12-30 - 13 years old

Check classes to be sailed this year / Enter boat information if available

Check classes to be sailed this year	Sail Number	JSA Sail Number	Hull Color	Boat Name
☑ Optimist				
☑ Blue Jay				
☑ Pixel	12			
☑ Laser Radial				
☑ Laser Standard				
☑ Club 420	6789			

Check memberships / Enter member numbers where applicable

Check memberships	
☑ JSA Member	
☐ US Sailing Member	
☐ Optimist Class Member	
☐ Blue Jay Class Member	
☐ Pixel Class Member	
☐ Laser Class Member	
☑ Club 420 Class Member	

Racing experience is required for the Laser and 420 classes.

Racing experience	3 years

Save Information

Profile Update

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Another important item for the Club Admin to update annually is the information on the Clubs tab.

Junior Sailing Association of Long Island Sound, Inc.

home | logout | my sailors | all sailors | regattas | clubs

Club	ZZTEST	
Sailor last name starts with		
Status		
Display page	1 to 13	Display

○ Data export (.csv)
○ Mailing labels (.csv)
○ Waivers (.pdf)

Download

Club	Sailor	Parent	Status	Last update
ZZTEST	Dec 1995 Deephouse	Jim Deephouse	complete	2012-01-02 14:47:44
ZZTEST	Theodeta Randolf '96	Jim Deephouse	x2011	2012-01-03 17:03:55
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ZZTEST	January Deephouse	Chris Testing Deephouse	x2011	2012-01-03 17:03:55
ZZTEST	Teddy Druckman	Anne Druckman	incomplete	2011-01-09 12:26:06
ZZTEST	john john	john john	incomplete	2011-05-30 09:45:00
ZZTEST	Sample 3 Sailor	John Sailor	x2011	2012-01-03 17:03:55
ZZTEST	Sample Sailor	John Sailor	complete	2012-01-03 16:18:26
ZZTEST	Sample 2 Sailor	John Sailor	x2011	2012-01-03 17:03:55
ZZTEST	Sally Sailor	Mother Sailor	x2011	2012-01-03 17:03:55
ZZTEST	George Sailor	Mother Sailor	complete	2012-01-02 19:26:23
ZZTEST	Sally Ride	R Whittredge	complete	2012-01-03 16:09:25

Note: only complete waivers can be downloaded.

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Clicking on the "Clubs" tab takes you to a list of all the clubs. If you click on "View" or the acronym for the club it will take you to a screen with full contact information for that club. For your own club, the "View" button is changed to an "Edit" button which you should click to update the information for your club. This is also where you enter instructor information for use in regatta registration.

The Edit screen for Club information allows you to input information about your club that can be used for regatta registration. It also allows you to input information about your instructors that is needed for regatta registration as well. To edit an instructor's information, click on the instructor's name; to add an instructor, click on "Add instructor"

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home | logout | my sailors | all sailors | regattas | clubs

Club Information	
Club name*	ZZ Test YC
Club code*	ZZTEST
Area*	○ A (Long Island) ○ B (Westchester/Bronx) ◉ C (Connecticut)
Address	
City, State Zip	,
Phone	
Fax	
Email	
Web site	www.jsalis.org Example: wwww.myclub.com (do not include http://)
Program chair	
First name	
Last name	
Phone	
Email	
Save Cancel	

Instructors				
Role	Name	Sex	Cell phone	Email address
Add instructor				
Instructor	3rd Instructor	M	215-333-cell	tes@instructor.com
Instructor	fifth instructor	F	203-555-1212	my.name@gmail.com
Instructor	ZZ First Instructor	F	123123	chrwiof@noemail
Instructor	ZZZthird instructor	F	215.402.cell	sss@sss

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- Adding an instructor for the first time: Complete the screen below. Please note that all the information starred is required to aid communication and housing assignments during regattas.

- Editing an existing record for an instructor: At the beginning of each year, all instructor records are set to Former status, so select Current for those who will be active this year. Only Current status instructors are available later to be registered for regattas.

- Deleting an existing record for an instructor who is no longer active: Click on "DELETE" to remove the instructor from the database altogether.

Once you have completed updating the instructor, use "Save" to save the new information and then use "Cancel" to return to the Club Edit screen or "Add another instructor" to go to the Add an instructor screen.

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Instructor Information	
First name*	FirstName
Last name*	LastName
Sex*	○ Female ● Male
Cell phone*	203-555-1212
Email address*	info@jsalis.org
Status*	● Current ○ Former
Club code	JSALIS
Role	Instructor

Save   Add another instructor   Cancel

DELETE

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For Instructors or Club Admins doing Regatta Registration

To register sailors at your club for regattas, you should be a person who has been assigned as a club administrator for your junior program (see page 7). After you log in, click on the Regattas tab (circled below) to get to the Regattas screen (shown below).

To register for a regatta, click on "Prepare entry" next to the regatta for which you wish to register.

The first screen you will see is the "Club and Instructors" screen. Much of the information on this screen is pre-filled using the information entered in the "Clubs" screen. So all you need do is fill in the information about the person actually doing the regatta entry, the safety boat information, and select the instructor(s) who will be attending the regatta. *Note: only instructors having a Current status in the "Clubs" section will be displayed. If you see a need to update the club data showing on this screen, including instructor info, use the "Edit" link next to the club address, then return to this screen after the "Clubs" section has been updated. Click "Save" when you're done.

home | logout | my sailors | all sailors | regattas | clubs | users

Step 1 Club and Instructors	Step 2 Select Sailors	Step 3 Organize Boats	Step 4 Under Age & Weight Permissions	Step 5 Request Housing	Step 6 Submit Entry	Step 7 Check List

Regatta name	Test regatta	Event dates	2012-07-01 - 2012-07-03
Sponsor club	JSA of LIS	Registration due	2012-06-28
Sponsor contact	Program Chair	Sponsor phone	xxx-xxx-xxxx
This is a test regatta.			

CLUB/PROGRAM SUBMITTING ENTRY

Club *	ZZTEST ZZ Test YC
Address Edit	99 West Wharf Road Madison, CT 06443
Phone	
Fax	
Email	

PERSON SUBMITTING ENTRY/CONTACT PERSON

First name*	Carol
Last name*	Administrator
Phone*	xxx-xxx-xxxx
Email*	xxx@xxx.xxx
Safety boat info*	12 ft rib

INSTRUCTORS ATTENDING THE REGATTA   *Use the Club section to add instructors.*

	Name	Cell phone	Email address
☑	3rd Instructor	215-333-cell	tes@instructor.com
☐	fifth instructor	203-555-1212	my.name@gmail.com
☐	ZZ First Instructor	123123	chrwiof@noemail
☐	ZZZthird instructor	215.402.cell	sss@sss

Save   Cancel

Type "DELETE"   DELETE!

Then click on "Select Sailors" . To see your sailors who may be registered, specify the fleet and then click "Display". If you do not see a sailor whose name you expect for that fleet, go back to the individual record for that sailor and update the boat class assigned.

For single-handed boats, such as Laser, Radial and Optimist, you will see the screen below. If you have more sailors in this fleet than can be displayed on one page, use the "Display page" field to get to the next set of sailors.

Indicate that a sailor is going to the regatta by ticking the circle under "Sailor". Use this opportunity to update any information that is missing or incorrect in the sailor record, such as class association and JSA sail numbers. This screen will also alert if you need to submit an age and/or weight permission request form for a sailor. As usual, click Save when you are done.

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Please fix the errors below.

Step 1 Club and Instructors	Step 2 Select Sailors	Step 3 Organize Boats	Step 4 Under Age & Weight Permissions	Step 5 Request Housing	Step 6 Submit Entry	Step 7 Check List

Regatta name	Test regatta	Event dates	2012-07-01 - 2012-07-03
Sponsor club	JSA of LIS	Registration due	2012-06-28
Sponsor contact	Program Chair	Sponsor phone	xxx-xxx-xxxx
This is a test regatta.			

Club entering regatta	ZZTEST	
Select fleet	Laser Standard	Display page 1 to 4 Display

The minimum weight for this class is 130.
Please upload 1 more under age/weight permission request form(s).

Save   Cancel

Sailor name	Sailor	Not entered	JSA Sail #	Class Sail #	Age/Weight Waiver?
Number entered	1				1
Dec 1995 Deephouse	●	○	101	LS1	weight
Chris 2012 Deephouse	○	●		LS111	age,weight
Chris 2012B Deephouse	○	●	jls	LS111	age,weight
Sample Sailor	○	● Club 420			age,weight

Save   Cancel

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For boats with more than one sailor in the crew, you will see the screen below while in Select Sailors. In this instance, you indicate the sailors going to the regatta and whether they are skipper or crew. Note that one of the sailors is already registered as Laser Standard, which indicates he is listed in the database as able to sail more than one boat class, including the Laser and the Club 420. Once you've completed this screen and clicked Save, you will need to click on "Organize Boats" to associate sailors with each other and with boats.

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Please fix the errors below.

Step 1 Club and Instructors	Step 2 Select Sailors	Step 3 Organize Boats	Step 4 Under Age & Weight Permissions	Step 5 Request Housing	Step 6 Submit Entry	Step 7 Check List

Regatta name	Test regatta	Event dates	2012-07-01 - 2012-07-03
Sponsor club	JSA of LIS	Registration due	2012-06-28
Sponsor contact	Program Chair	Sponsor phone	xxx-xxx-xxxx

This is a test regatta.

Club entering regatta	ZZTEST	
Select fleet	Club 420 ⌄	Display page 1 to 5 ⌄ Display

Please upload 2 more under age/weight permission request form(s).

Save   Cancel

Sailor name	Skipper	Crew	Not entered
Number entered	1	1	
Dec 1995 Deephouse	○	○	⦿ Laser Standard
Chris 2012 Deephouse	○	○	⦿
Chris 2012B Deephouse	○	○	⦿
Sally Ride	⦿	○	○
Sample Sailor	○	⦿	○

Save   Cancel

Profile Update

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In the "Organize Boats" screen, the sailors designated in the prior screen as skippers are so listed and you need to associate with them a sail number and their crew. This screen will also indicate the boats for which age/weight waivers are needed. Click Save when complete.

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Step 1 Club and Instructors	Step 2 Select Sailors	Step 3 Organize Boats	Step 4 Under Age & Weight Permissions	Step 5 Request Housing	Step 6 Submit Entry	Step 7 Check List

Regatta name	Test regatta	Event dates	2012-07-01 - 2012-07-03
Sponsor club	JSA of LIS	Registration due	2012-06-28
Sponsor contact	Program Chair	Sponsor phone	xxx-xxx-xxxx
This is a test regatta.			

Club entering regatta	ZZTEST		
Select fleet	Club 420 ▾		Display

Save   Cancel

Sail #	Skipper	Crew #1	Co-skipper?	Crew #2	Age/weight waiver?
101	Sally Ride	Sample Sailor ▾ ☐	▾		age

Save   Cancel

Profile Update

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The next step is to upload under-age/weight permissions waivers that are needed. The instructions on how to upload are shown below. Note that the maximum file size is 2 Mb and the accepted image formats are .jpg, .pdf, and .png

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Step 1 Club and Instructors	Step 2 Select Sailors	Step 3 Organize Boats	Step 4 Under Age & Weight Permissions	Step 5 Request Housing	Step 6 Submit Entry	Step 7 Check List

Regatta name	Test regatta	Event dates	2012-07-01 - 2012-07-03
Sponsor club	JSA of LIS	Registration due	2012-06-28
Sponsor contact	Program Chair	Sponsor phone	xxx-xxx-xxxx
This is a test regatta.			

- Print out the Under Age Weight Permissions Form for each sailor.
- Complete the forms. They must be signed by three people.
- Scan the completed forms and upload them using the form at the bottom of this page.
  - The maximum file size is 2,000,000 bytes
  - The accepted formats are .jpg, .pdf, and .png

3 more permission forms must be uploaded.

Select	Sailor name	Waiver type	Fleet	Club	Permission Request
○	Dec 1995 Deephouse	weight	LSRS	ZZTEST	
○	Sally Ride	age	C420	ZZTEST	
○	Sample Sailor	age	C420	ZZTEST	
		Browse...			Upload file
	Cancel				

Profile Update

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If your club is allowed by the host to request housing, you will see an extra step. Click on "Request Housing" and complete the form before submitting your entry. IMPORTANT: please make sure that the sailors and instructors for whom you are requesting housing really are going to use the housing offered as a courtesy to the regatta host.

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Step 1 Select Sailors	Step 2 Organize Boats	Step 3 Club and Instructors	Step 4 Request Housing	Step 5 Submit Entry	Step 6 Check List

Regatta name	Test regatta	Event dates	2012-07-01 - 2012-07-03
Sponsor club	JSA of LIS	Registration due	2012-06-28
Sponsor contact	Program Chair	Sponsor phone	xxx-xxx-xxxx

This is a test regatta.

Housing is available starting 2012-07-01 for 2 nights.

Your club may request housing for 10 people.

Club entering regatta	ZZ Test YC	Display page 1 to 3 ▼	Display

Save   Cancel

Request Housing	Sailor name	First night	Number of nights	Special requests/allergies/etc.
☐	3rd Instructor	Sun Jul 1 ▼	2 ▼	
☐	Dec 1995 Deephouse	Sun Jul 1 ▼	2 ▼	
☐	Sample Sailor	Sun Jul 1 ▼	2 ▼	
☐	Sally Ride	Sun Jul 1 ▼	2 ▼	

Save   Cancel

Profile Update

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Finally, click on "Submit Entry" to submit your regatta entry. This screen is primarily for review purposes but it uses the information in your entry to calculate the regatta fees owed. It also provides Payment Instructions and asks you to confirm that the entry is complete and that you certify the participants in the entry. Please read this page carefully and follow all instructions before clicking Submit. IMPORTANT: Once you've clicked Submit, click on the "Check List" to make sure that your entry is acceptable and that you haven't left out any steps.

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Step 1 Select Sailors	Step 2 Organize Boats	Step 3 Club and Instructors	Step 4 Submit Entry	Step 5 Check List
Regatta name	Test regatta	Event dates	2012-07-01 - 2012-07-03	
Sponsor club	JSA of LIS	Registration due	2012-06-28	
Sponsor contact	Program Chair	Sponsor phone	xxx-xxx-xxxx	
This is a test regatta.				

Entry Summary

Entering club/program	ZZ Test YC (ZZTEST)	Date submitted		
Person submitting entry / contact person	Carol Administrator	xxx-xxx-xxxx	xxx@xxx.xxx	
Safety boat info	12 ft rib			

Fleet	Number of Sailors	Number of Boats	Age/weight waivers
Laser Standard	1	1	1
Club 420	2	1	2
Instructors	1		
Total	4	2	3

Entry fees	Number of entries	Entry fee	Total fees
On time entries (sailors)	3	$ 40.00	$ 120.00
Instructor entries	1	$ 20.00	$ 20.00
Total			$ 140.00

Do you want to add or remove any sailors? Do you want to submit entries for additional fleets?	Go to Step 1.
Do you want to re-arrange crew and boats?	Go to Step 2.
Do you want to update instructor and safety boat information?	Go to Step 3.
Payment Instructions	
Prepare a check for $ 140.00 payable to ""	
Is this entry for ZZ Test YC complete?	⦿ No ◯ Yes
Do you certify that the participants in this entry 1) are competent sailors, 2) meet the age and minimum weight requirements for this event [or have special permission to compete], and that 3) their boats have adequate flotation and are seaworthy?	⦿ No ◯ Yes
	Submit

The "Check List" page gives you final instructions for this regatta for payment, age/weight waivers, etc. It also gives you the ability to download the files that are associated with this entry which is strongly recommended for your recordkeeping purposes.

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Step 1 Select Sailors	Step 2 Organize Boats	Step 3 Club and Instructors	Step 4 Submit Entry	Step 5 Check List

Regatta name	Test regatta	Event dates	2012-07-01 - 2012-07-03
Sponsor club	JSA of LIS	Registration due	2012-06-28
Sponsor contact	Program Chair	Sponsor phone	xxx-xxx-xxxx
This is a test regatta.			

Entry Summary

Entering club/program	ZZ Test YC (ZZTEST)	Date submitted	2012-05-13 13:12:24
Person submitting entry / contact person	Carol Administrator	xxx-xxx-xxxx	xxx@xxx.xxx
Safety boat info	12 ft rib		

Fleet	Number of Sailors	Number of Boats	Age/weight waivers
Laser Standard	1	1	1
Club 420	2	1	2
Instructors	1		
Total	4	2	3

Entry fees	Number of entries	Entry fee	Total fees
On time entries (sailors)	3	$ 40.00	$ 120.00
Instructor entries	1	$ 20.00	$ 20.00
Total			$ 140.00

Check List

1. Print a copy of this page.
2. Prepare a check for $ 140.00 payable to

3. Prepare and print age/weight waivers. Get the forms.
4. Mail above items to:
   JSA of LIS
   Attn: Program Chair

,

○ Entry summary (.pdf)
○ Waivers (.pdf)
○ Laser Standard entry (JSA .csv)
○ Club 420 entry (JSA .csv)
○ Age/Weight waiver list (.csv)

Download

Done

Excel (.csv) download hint for Windows users - much faster

1. Click download above and save the file on your computer
2. Open Microsoft Excel from the Start Menu
3. Click the Open icon (Ctrl-O) and select the file you saved.

For regatta hosts

If your club is a regatta host, to set up the event for registration you should be a person who has been assigned as a club administrator for your junior program (see page 7). After you log in, click on the Regattas tab (circled below) to get to the Regattas screen (shown below).

The first step is to set up your regatta which you can do by clicking on the "Add new regatta" link highlighted in blue bold below.

This brings you to a page where you can do all the setup for your regatta.

Step 1 Basic information	Step 2 Fleet information	Step 3 Clubs eligible for housing	Step 4 Upload Documents

Save   Cancel

Event name*	
Host club*	American Yacht Club ▼
Event start date*	MM/DD/YYYY
Event end date*	MM/DD/YYYY
Event description	
Regatta instructions web site	Start with "http://" or "https://"

Event Chair

First name	
Last name	
Phone	
Email	

Entry instructions

Entry due date*	MM/DD/YYYY Late registration fee is charged after this date
Entry close date	MM/DD/YYYY No web registration after this date
Entry submit option*	⦿ Download by host ◯ Send email to host
Email address to send entries	Program chairs will email entries to this address.
Notify email address*	This web registration system will notify this address of changes to regatta registrations after the due date.
Ask for U.S Sailing membership number	☐
Accept non-JSA entries	☐
Entry format*	◯ JSA ◯ St. Pete ◯ Race Sail

Entry fees

Entry fee option*	⦿ Per sailor ◯ Per boat
Entry fee ($)	
Late fee ($)	Fee charged after the entry due date. Normally greater than the entry fee.
Instructor entry fee ($)	
Instructor late fee ($)	Fee charged after the entry due date. Normally greater than the instructor entry fee.
Payment method	◯ check ◯ online
Online payment URL	Start with "http://" or "https://"
Check payable to	
Address	
City, State Zip code	,

Housing Information

Is housing available?	☐
Clubs eligible for housing	- Use step 3 to select specific clubs eligible for housing.
Housing slots per club	Leave blank for unlimited.
First night for housing	MM/DD/YYYY
Number of nights	
Housing deposit ($)	
Hand-signed request required?	☐
Additional housing information	
Last update (event)	

Save   Cancel

Once you've completed this page, click "Save" to continue to the next page. Most of the fields are self-explanatory but some require a bit of instruction:

- Regatta instructions web site – if you have posted additional information or would like to put a pointer to where the NOR, SI, and results may be posted from within your club's web site, put the link here omitting the prefix of http://
- Entry close date – this is the date after which you do not want to accept club entry changes through the online registration system.
- Late fee – this should be the total dollars you want to charge for late registrations, not the incremental late fee. This fee will be used in the calculations later. If you leave it as zero, the regular fee will always be used.
- Payment method – Choose "online" if you would like clubs to pay through some sort of online payment mechanism like PayPal. The next field is the link you want clubs to use to pay through that online payment mechanism. The JSA does not check that clubs actually execute this action.
- Entry format – this allows you to specify the format of the spreadsheet the system will give you for upload into your scoring program.
- Ask for U.S. Sailing membership number – tick if you require all entries have a U.S. Sailing membership number, such as for US Sailing ladder event.
- Accept non-JSA entries – this button doesn't do anything as it is just there for information purposes. Host clubs should decide how they want to manage non-JSA entries if that is desired.
- Entry submit option – Select "Download by host" to get the forms from the database direct to tour computer whenever you wish. This is the preferred method. Or select "Send email to host" if you would like the clubs to send you all the forms by email (and specify the address to which they should send the forms in the next field).
- Notify email address – this allows you specify an email address that will receive notifications every time a club changes their entry after they have first submitted.
- Housing deposit – this allows you to specify a dollar amount that clubs must pay to secure housing in addition to the regatta fees. The intent is to reinforce the importance of accurate housing requests.
- Hand-signed request required? -- this allows you to tell clubs that they have to send a hand-signed paper version of the housing request as an additional way to validate the accuracy of the housing beds requested.

After you click Save, click on Fleet Information to specify the fleets to be sailed at your regatta. At the bottom of this page, you will note a blank field; this is to allow you to specify other boat classes (for instance, Ideal 18s), to specify the crew size for that boat, and whether a sail number is required for each entry. There is also an option to specify that your regatta is Team Racing; if you select that option, the sailor entries do not require a boat to be associated. Click Save to complete this page and you are done if your regatta does not offer housing.

If you are offering housing, click on the Clubs eligible for housing tab to be taken to this screen. Simply tick the clubs that may submit housing requests and click Save.

If you need to update regatta details for an existing regatta, click on the "Edit Regatta" link in the entry for your regatta on the main Regattas page. Once registration for your regatta is underway, you can see entries by clicking on the "View Entries" link by your regatta.

When you click on "View Entries" for your regatta, you will come to the screen below which gives you information on the clubs that have entered the regatta and provides access to various files to download. Consolidated (across all clubs) files are available for each fleet for upload into scoring programs. Consolidated files are also available for housing requests, scanned versions of the underage/weight permission waivers, and all the instructors that have been identified as attending. To get the medical/participant waiver form files, however, you must click into each club in the list.

Junior Sailing Association of Long Island Sound, Inc.

home | logout | my sailors | all sailors | regattas | clubs | users

Regatta name	Test regatta	Event dates	2012-07-01 - 2012-07-03
Sponsor Club	JSA of LIS	Registration due	2012-06-28

[Display]

○ All Entry Summaries (.pdf)
○ Laser Standard entry (JSA .csv)
○ Laser Radial entry (JSA .csv)
○ Club 420 entry (JSA .csv)
○ Under Age/Weight Permission Forms (scans)
○ Housing Requests (.csv)
○ All Instructors (.csv)
[Download]

Tee shirt summary

[Done]

Click each entry below to view and download the waiver PDF files.

BOATS ENTERED BY CLUB AND FLEET

Club	LSRS	LSRR	C420	Total Boats	Instructors	Entry date	Contact
ZZ Test YC	1		1	2	1	Not complete	Carol Administrator
Total	1	0	1	2	1		

Tee shirt summary	Complete entries	In progress entries	Total shirts	
Child Medium	0	1	1	
Child Large	0	1	1	
Adult Small	0	1	1	
Total	0	3	3	

Profile Update

Privacy Policy

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AUTHENTIC & SECURE

During 2013 a new feature will be tested by a small group of designated club hosts. They will have the option to publish final regatta documents – NORs, SIs, other info and Results – on a web page in the JSA website. We hope it will prove useful to permit a host club to easily and quickly update the published versions of its regatta documents.

Click on Upload Documents to display the screen below. There will be two document publishing methods:
1) Upload file by selecting Topic (NORs, SIs, etc.), typing a label (e.g., "Club-name, Event-name, Date"), select the document file (PDF is recommended) and upload. Or,
2) Save link for the URL path to each document file stored on your own server.