

**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.

The screenshot shows the homepage of the Junior Sailing Association of Long Island Sound, Inc. The navigation menu at the top includes: Home, Site Map, JibeTalk blog, Calendar, **Online Waiver Database** (circled in red), Online Navigation course, Info for Parents, Info for Sailors, Info for Program Chairs, Info for Instructors, Contact JSA, and Support JSA. The main content area is divided into several sections:

- News:** Contains three articles: "Safety Resources for Junior Sailing Programs" (5/22/2013 12:09 PM), "JSA Event Management Files" (5/8/2013 9:32 PM), and "Summer Junior Sailing Jobs" (2/2/2013 2:21 PM). It also includes "Boats/Gear for Sale" (8/17/2011 9:21 AM) and "JibeTalk - the JSA blog" (8/20/2010 9:47 AM).
- JSA blog headlines:** A list of recent blog posts including "2013 Dennis Conner - Ed du Moulin Junior Match Race", "2013 Carl Van Duynne Advanced Racing Clinic", "16-24 year old Match Racers", "Train Your Own Trainer for Safe Powerboat and CPR/AED/First Aid Courses", "Race Management Seminars in US Sailing Area B", "New Year's Frostbite Regatta in Manhasset Bay", "Helping After Super Storm Sandy", "Parkin wins Junior Match Race Again", "A Reflection on the Beach Point Overnight Race", and "At Dorade, Sailors Look Outside the Boat".
- Important Links:** A list of links including "Champs Qualifying Calculations", "Regatta Results", "Tide and weather information", "JSA Laser Sail Numbers", and "Prior year regatta results archive".
- Follow us on our Blog, Facebook and Twitter:** A section for social media links.
- Upcoming Events:** A table listing events with columns for Title, Location, and Date of Event.
- JSA On the Water Action:** A video player showing a person on a boat.

Title	Location	Date of Event
See also the season schedule in the Calendar tab at top of main page		
WindCheck Magazine Event Calendar	Various	5/25/2013
Carl Van Duynne Advanced Racing Clinic	Rye NY	5/25/2013
One Day Race Management Seminar	Larchmont NY	6/1/2013
Rescheduled Connor/du Moulin Jr Match Race - MBYC	Port Washington NY	6/1/2013
JSA Spring Meeting	Larchmont NY	6/3/2013
JSA Head Instructor Workshop	Rye NY	6/13/2013
JSA All Instructor Symposium	Larchmont NY	6/19/2013

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

\* denotes required field

### Current users: please login here

\*Email address

\*Password

\* denotes required field

### Forgot your password? Enter your email address here:

\*First Name

\*Last Name

\*Email address

\* 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.

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Step 1 Enter Personal Information	Step 2 Enter Club, Boat, and Class Information	Step 3 Sign Waivers	Step 4 Print Copy
Please fill in the form below then click "Save information" button.			
<input type="button" value="Save information"/> <input type="button" value="Cancel"/>			
<b>Sailor Information</b>			
First Name*	<input type="text"/>	Birth date*	<input type="text"/> <input type="text"/> <input type="text"/>
Last Name*	<input type="text"/>	Sex*	<input type="radio"/> Female <input type="radio"/> Male
Nickname	<input type="text"/>	Tee shirt size*	<input type="text"/>
Sailor's Email	<input type="text"/>		
Address*	<input type="text"/>		
City*	<input type="text"/>		
State*	<input type="text"/>	Home phone*	<input type="text"/>
Zip/postal code*	<input type="text"/>	Summer phone	<input type="text"/>
Country code (ISO)*	US	Cell phone	<input type="text"/>
	<b>Your Information*</b>	<b>Other Parent Information</b>	
First Name*	Mother <input type="text"/>	<input type="text"/>	
Last Name*	Sailor <input type="text"/>	<input type="text"/>	
Relationship*	<input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Guardian/Other	<input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Guardian/Other	
Work phone	<input type="text"/>	<input type="text"/>	
Cell phone	<input type="text"/>	<input type="text"/>	
Email	<input type="text"/>		
Receive JSA newsletter by email?	<input type="checkbox"/>		
Same as sailor	<input type="checkbox"/> Items below will be filled in when you click Save.	<input type="checkbox"/> Items below will be filled in when you click Save.	
Home phone*	<input type="text"/>	<input type="text"/>	
Summer phone	<input type="text"/>	<input type="text"/>	
Address*	<input type="text"/>		
City*	<input type="text"/>		
State*	<input type="text"/>	<input type="text"/>	
Zip/postal code*	<input type="text"/>	<input type="text"/>	
Country code*	US	US	
	<b>Emergency contact #1*</b>	<b>Emergency contact #2*</b>	
Name*	<input type="text"/>	<input type="text"/>	
Daytime phone*	<input type="text"/>	<input type="text"/>	
Alternate phone	<input type="text"/>	<input type="text"/>	
Relationship to sailor*	<input type="text"/>	<input type="text"/>	
<input type="button" value="Save information"/> <input type="button" value="Cancel"/>			

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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.

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Step 1 <a href="#">Personal Information</a>	Step 2 Enter Club, Boat, and Class Information	Step 3 Sign Waivers	Step 4 Print Copy
<a href="#">Save Information</a>			
Sailor Name	Sample Sailor		
Home Club*	ZZ Test YC		
Confirm club change	<input type="checkbox"/> Changing the home club will delete 2 regatta entries.		
Weight*	120		
Birth Date	1999-12-30 - 13 years old		
<b>Check classes to be sailed this year</b>	<b>Enter boat information if available</b>		
<input checked="" type="checkbox"/> Optimist	Sail Number	JSA Sail Number	Hull Color
<input checked="" type="checkbox"/> Blue Jay			
<input checked="" type="checkbox"/> Pixel	12		
<input checked="" type="checkbox"/> Laser Radial			
<input checked="" type="checkbox"/> Laser Standard			
<input checked="" type="checkbox"/> Club 420	6789		
<b>Check memberships</b>	<b>Enter member numbers where applicable</b>		
<input checked="" type="checkbox"/> JSA Member			
<input type="checkbox"/> US Sailing Member			
<input type="checkbox"/> Optimist Class Member			
<input type="checkbox"/> Blue Jay Class Member			
<input type="checkbox"/> Pixel Class Member			
<input type="checkbox"/> Laser Class Member			
<input checked="" type="checkbox"/> Club 420 Class Member			
<i>Racing experience is required for the Laser and 420 classes.</i>			
Racing experience	3 years		
<a href="#">Save Information</a>			

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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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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	<a href="#">Print waiver</a>	<a href="#">Revise forms</a>   <a href="#">Add sailor</a>

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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.



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 Hello **Laura Trumbull**

Club	ZZTEST	<input type="radio"/> Data export (.csv)
Sailor last name starts with	<input type="text"/>	<input type="radio"/> Mailing labels (.csv)
Status	<input type="text"/>	<input type="radio"/> Waivers (.pdf)
Display page	1 to 13 <input type="button" value="Display"/>	<input type="button" value="Download"/>

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

Note: only complete waivers can be downloaded.

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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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Sailor Information				
Status Last update	<b>complete</b> 2012-01-02 19:26:23	<a href="#">Display PDF</a>		<a href="#">Done</a>
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 <a href="mailto:letmail@gmail.com">letmail@gmail.com</a>	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				
<b>ZZ Test YC</b>		<a href="#">Modify</a>		
<b>Classes sailed this year</b>	<b>Sail number</b>	<b>JSA sail number</b>	<b>Boat name</b>	<b>Hull color</b>
<b>Weight</b>	<b>Racing Experience</b>			
<a href="#">Done</a>	Type "DELETE"		<a href="#">DELETE</a>	

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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”



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<a href="#">Save Information</a>			
Sailor Name	Sample Sailor		
Home Club*	ZZ Test YC		
Confirm club change	<input type="checkbox"/> Changing the home club will delete 2 regatta entries.		
Weight*	120		
Birth Date	1999-12-30 - 13 years old		
<u>Check classes to be sailed this year</u>	<u>Enter boat information if available</u>		
	<u>Sail Number</u>	<u>JSA Sail Number</u>	<u>Hull Color</u>
<input checked="" type="checkbox"/> Optimist			
<input checked="" type="checkbox"/> Blue Jay			
<input checked="" type="checkbox"/> Pixel	12		
<input checked="" type="checkbox"/> Laser Radial			
<input checked="" type="checkbox"/> Laser Standard			
<input checked="" type="checkbox"/> Club 420	6789		
<u>Check memberships</u>	<u>Enter member numbers where applicable</u>		
<input checked="" type="checkbox"/> JSA Member			
<input type="checkbox"/> US Sailing Member			
<input type="checkbox"/> Optimist Class Member			
<input type="checkbox"/> Blue Jay Class Member			
<input type="checkbox"/> Pixel Class Member			
<input type="checkbox"/> Laser Class Member			
<input checked="" type="checkbox"/> Club 420 Class Member			
<i>Racing experience is required for the Laser and 420 classes.</i>			
Racing experience	3 years		
<a href="#">Save Information</a>			

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



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Club	ZZTEST	<input type="radio"/> Data export (.csv)
Sailor last name starts with		<input type="radio"/> Mailing labels (.csv)
Status		<input type="radio"/> Waivers (.pdf)
Display page	1 to 13 <input type="button" value="Display"/>	<input type="button" value="Download"/>

Club	Sailor	Parent	Status	Last update
ZZTEST	<a href="#">Dec 1995 Deephouse</a>	Jim Deephouse	complete	2012-01-02 14:47:44
ZZTEST	<a href="#">Theodeta Randolph '96</a>	Jim Deephouse	x2011	2012-01-03 17:03:55
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ZZTEST	<a href="#">Club Jan 96 Deephouse</a>	ZZTest Deephouse	complete	2012-01-03 22:55:08
ZZTEST	<a href="#">January Deephouse</a>	Chris Testing Deephouse	x2011	2012-01-03 17:03:55
ZZTEST	<a href="#">Teddy Druckman</a>	Anne Druckman	<i>incomplete</i>	2011-01-09 12:26:06
ZZTEST	<a href="#">john john</a>	john john	<i>incomplete</i>	2011-05-30 09:45:00
ZZTEST	<a href="#">Sample 3 Sailor</a>	John Sailor	x2011	2012-01-03 17:03:55
ZZTEST	<a href="#">Sample Sailor</a>	John Sailor	complete	2012-01-03 16:18:26
ZZTEST	<a href="#">Sample 2 Sailor</a>	John Sailor	x2011	2012-01-03 17:03:55
ZZTEST	<a href="#">Sally Sailor</a>	Mother Sailor	x2011	2012-01-03 17:03:55
ZZTEST	<a href="#">George Sailor</a>	Mother Sailor	complete	2012-01-02 19:26:23
ZZTEST	<a href="#">Sally Ride</a>	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 screenshot shows a web browser window displaying the "Club List" page of the Junior Sailing Association of Long Island Sound, Inc. The page features a navigation menu with links for home, logout, my\_sailors, all\_sailors, regattas, and clubs. Below the menu is a table listing various sailing clubs, each with a "View" button. The table columns are Code, Club name, Club phone, Program Chair, Phone, and Email. The club "22 Test YC" is highlighted with a red circle around its "Edit" button.

	Code	Club name	Club phone	Program Chair	Phone	Email
<a href="#">View</a>	AYC	American Yacht Club	(914)967-4800 ex 129	Tom and Linda Blackwell	(203) 256-8110	<a href="#">Send email</a>
<a href="#">View</a>	BPYC	Beach Point Yacht Club	914-698-1600	John Beres		
<a href="#">View</a>	BHC	Belle Haven Club	(203)-340-9939	John Glynn	(203) 247-0470	<a href="#">Send email</a>
<a href="#">View</a>	BRYC	Black Rock Yacht Club	203-333-9185	Rick Hutchinson	203-333-9185	<a href="#">Send email</a>
<a href="#">View</a>	CPYC	Cedar Point Yacht Club	203-226-7411	Denise Latour	203-226-7411	<a href="#">Send email</a>
<a href="#">View</a>	CYC	Centerport Yacht Club	631 261 5440	Lauran Johnson	631-757-4146	<a href="#">Send email</a>
<a href="#">View</a>	CSH	Cold Spring Harbor Beach Club	631-692-6540	Sam Morgan		<a href="#">Send email</a>
<a href="#">View</a>	DJST	Darien Junior Sailing Team	203-655-6757	Linda Hannett	203-656-0333	<a href="#">Send email</a>
<a href="#">View</a>	DYS	Douglaston Yacht Squadron	718.229.3900	Michel Fiechter	917.586.4245	<a href="#">Send email</a>
<a href="#">View</a>	GREA	Great Neck Park District				
<a href="#">View</a>	HBC	Head of the Bay Club	631 351-9647	Diane Mendez	631 427-5555	<a href="#">Send email</a>
<a href="#">View</a>	HEM	Hempstead Harbor Club	(516) 671-0600	Chris Lucas	516-674-2412	<a href="#">Send email</a>
<a href="#">View</a>	HHYC	Horseshoe Harbor Yacht Club	9149489418	Deborah/Elleie Norris	6027992131	<a href="#">Send email</a>
<a href="#">View</a>	HUGU	Huquenot Yacht Club	914 636 6138	Lindsey Rouen	914 636 6138	<a href="#">Send email</a>
<a href="#">View</a>	HUNT	Huntington Yacht Club	631-427-4949	James Neumann	631-678-2517	<a href="#">Send email</a>
<a href="#">View</a>	HYMC	Huntington YMCA	(631)-421-4242			
<a href="#">View</a>	IHYC	Indian Harbor Yacht Club	203-869-2484	Carter Harris	914-701-5140	<a href="#">Send email</a>
<a href="#">View</a>	JSALIS	JSA of LIS	914-834-4202	Bob Whittredge	914-834-4202	<a href="#">Send email</a>
<a href="#">View</a>	LSC	Larchmont Shore Club	914 834 7512	Tim Doolin	914-391-2423	
<a href="#">View</a>	LYC	Larchmont Yacht Club	(914) 834-2440	Suzanne Schlegel	914-834-8538	<a href="#">Send email</a>
<a href="#">View</a>	MBYC	Manhasset Bay Yacht Club	516.767.2150	Lynne Stebbins		<a href="#">Send email</a>
<a href="#">View</a>	MYC	Milford Yacht Club	(203) 783-0069	Pete Gil	203-306-8862	<a href="#">Send email</a>
<a href="#">View</a>	NYAC	New York Athletic Club YC	914-738-2700	Eileen O'Rourke	914-632-3564	<a href="#">Send email</a>
<a href="#">View</a>	NORO	Noroton Yacht Club	203-662-0356	Meredith Dunne	203-656-2492	<a href="#">Send email</a>
<a href="#">View</a>	NORP	Northport Yacht Club	6312617633	Don Earl		
<a href="#">View</a>	NORW	Norwalk Yacht Club	203-866-1813	Nick Risom		<a href="#">Send email</a>
<a href="#">View</a>	OYC	Orient Yacht Club				
<a href="#">View</a>	OBC	Oriente Beach Club	(914)698-1900			
<a href="#">View</a>	PYC	Pequot Yacht Club	203-255-5740 X21	Tim Clarke	203-255-5740 X21	<a href="#">Send email</a>
<a href="#">View</a>	PWYC	Port Washington Yacht Club	516-767-1614	Catherine Einhaus	516-414-0260	<a href="#">Send email</a>
<a href="#">View</a>	RYC	Riverside Yacht Club	203 637 1706	Kristin Taylor	203 637 8020	<a href="#">Send email</a>
<a href="#">View</a>	RPYC	Rocky Point Club	203.637.2397	Patrick Cassidy	203.344-1806	<a href="#">Send email</a>
<a href="#">View</a>	RPSA	Roton Point Sailing Association	203 838-1606	John Cross	203 838-1606	<a href="#">Send email</a>
<a href="#">View</a>	SCLF	Sea Cliff Yacht Club	516-671-7374	Harvey Bass	(516) 671-0763	<a href="#">Send email</a>
<a href="#">View</a>	SEAW	Seawanhaka Corinthian Yacht Club	516-922-6200 x 117	Peter Johnson		
<a href="#">View</a>	SIYC	Shelter Island Yacht Club	631-749-1829	John Sommi		<a href="#">Send email</a>
<a href="#">View</a>	SCC	Shore & Country Club	203 838 7507	Lisa Wist	203 655 4899	
<a href="#">View</a>	SHYC	Southampton Yacht Club				
<a href="#">View</a>	STAM	Stamford Yacht Club	203 323-3161 ext. 30	Dave Gurney	203 323-3161 ext. 30	<a href="#">Send email</a>
<a href="#">View</a>	SOHL	Solihy Maritime	718-409-7400	Rob Crafe	718-409-7400	<a href="#">Send email</a>
<a href="#">View</a>	TKNK	Tokeneke Club				
<a href="#">View</a>	WFC	Waterfront Center				
<a href="#">View</a>	WEER	Wes Burn Beach Club	(203) 866-1655	Christine Kellogg	(203) 655-8863	<a href="#">Send email</a>
<a href="#">Edit</a>	22TEST	22 Test YC	302.477.1867	Chris Deephouse	610.585.5802	<a href="#">Send email</a>

Profile Update  
Privacy Policy

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"



## Junior Sailing Association of Long Island Sound, Inc.

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Club Information	
Club name*	ZZ Test YC
Club code*	ZZTEST
Area*	<input type="radio"/> A (Long Island) <input type="radio"/> B (Westchester/Bronx) <input checked="" type="radio"/> C (Connecticut)
Address	
City, State Zip	
Phone	
Fax	
Email	
Web site	www.jsalis.org Example: www.myclub.com (do not include http://)
Program chair	
First name	
Last name	
Phone	
Email	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Instructors				
Role	Name	Sex	Cell phone	Email address
<a href="#">Add instructor</a>				
Instructor	<a href="#">3rd Instructor</a>	M	215-333-cell	tes@instructor.com
Instructor	<a href="#">fifth instructor</a>	F	203-555-1212	my.name@gmail.com
Instructor	<a href="#">ZZ First Instructor</a>	F	123123	chrwiof@noemail
Instructor	<a href="#">ZZZthird instructor</a>	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.



## Junior Sailing Association of Long Island Sound, Inc.

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Instructor Information	
First name*	<input type="text" value="FirstName"/>
Last name*	<input type="text" value="LastName"/>
Sex*	<input type="radio"/> Female <input checked="" type="radio"/> Male
Cell phone*	<input type="text" value="203-555-1212"/>
Email address*	<input type="text" value="info@jsalis.org"/>
Status*	<input checked="" type="radio"/> Current <input type="radio"/> Former
Club code	JSALIS
Role	Instructor
<input type="button" value="Save"/> <input type="button" value="Add another instructor"/> <input type="button" value="Cancel"/>	
<input type="button" value="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.



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Host Club	Event name starts with	Year
-- All ---		2012
Display page 1 to 1	Display	<a href="#">Add new regatta</a>

Club	Regatta name	Event Dates	Registration Due	Prepare entry	Host club links
IHYC	Law Trophy	2012-07-02 - 2012-07-03	2012-06-28	<a href="#">Prepare entry</a>	<a href="#">View Entries</a> <a href="#">Edit Regatta</a>

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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.

<a href="#">home</a>	<a href="#">logout</a>	<a href="#">my sailors</a>	<a href="#">all sailors</a>	<a href="#">regattas</a>	<a href="#">clubs</a>	<a href="#">users</a>
----------------------	------------------------	----------------------------	-----------------------------	--------------------------	-----------------------	-----------------------

<b>Step 1 Club and Instructors</b>	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.						

<b>CLUB/PROGRAM SUBMITTING ENTRY</b>			
Club *	ZZTEST ZZ Test YC		
Address <a href="#">Edit</a>	99 West Wharf Road Madison, CT 06443		
Phone			
Fax			
Email			
<b>PERSON SUBMITTING ENTRY/CONTACT PERSON</b>			
First name*	Carol		
Last name*	Administrator		
Phone*	xxx-xxx-xxxx		
Email*	xxx@xxx.xxx		
Safety boat info*	12 ft rib		
<b>INSTRUCTORS ATTENDING THE REGATTA</b>			
<i>Use the Club section to add instructors.</i>			
<input checked="" type="checkbox"/>	Name	Cell phone	Email address
<input checked="" type="checkbox"/>	3rd Instructor	215-333-cell	tes@instructor.com
<input type="checkbox"/>	fifth instructor	203-555-1212	my.name@gmail.com
<input type="checkbox"/>	ZZ First Instructor	123123	chrwiof@noemail
<input type="checkbox"/>	ZZZthird instructor	215.402.cell	sss@sss
<a href="#">Save</a> <a href="#">Cancel</a>			
Type "DELETE"		<a href="#">DELETE!</a>	

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.



## Junior Sailing Association of Long Island Sound, Inc.

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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).						
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						
Sailor name	Sailor	Not entered	JSA Sail #	Class Sail #	Age/Weight Waiver?	
<i>Number entered</i>	1				1	
Dec 1995 Deephouse	<input checked="" type="radio"/>	<input type="radio"/>	101	LS1	weight	
Chris 2012 Deephouse	<input type="radio"/>	<input checked="" type="radio"/>		LS111	age,weight	
Chris 2012B Deephouse	<input type="radio"/>	<input checked="" type="radio"/>	jjs	LS111	age,weight	
Sample Sailor	<input type="radio"/>	<input checked="" type="radio"/> Club 420			age,weight	
<input type="button" value="Save"/> <input type="button" value="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.



## Junior Sailing Association of Long Island Sound, Inc.

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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 <input type="button" value="Display"/>

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

Sailor name	Skipper	Crew	Not entered
<i>Number entered</i>	1	1	
Dec 1995 Deephouse	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Laser Standard
Chris 2012 Deephouse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chris 2012B Deephouse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sally Ride	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sample Sailor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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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.



## Junior Sailing Association of Long Island Sound, Inc.

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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
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					
Sail #	Skipper	Crew #1   Co-skipper?	Crew #2	Age/weight waiver?	
101	Sally Ride	Sample Sailor <input type="checkbox"/>		age	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

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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



## Junior Sailing Association of Long Island Sound, Inc.

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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
<input type="checkbox"/>	Dec 1995 Deephouse	weight	LSRS	ZZTEST	
<input type="checkbox"/>	Sally Ride	age	C420	ZZTEST	
<input type="checkbox"/>	Sample Sailor	age	C420	ZZTEST	
				<input type="button" value="Browse..."/>	<input type="button" value="Upload file"/>
<input type="button" value="Cancel"/>					

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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.



## Junior Sailing Association of Long Island Sound, Inc.

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Step 1 <a href="#">Select Sailors</a>	Step 2 <a href="#">Organize Boats</a>	Step 3 <a href="#">Club and Instructors</a>	Step 4 <a href="#">Request Housing</a>	Step 5 <a href="#">Submit Entry</a>	Step 6 <a href="#">Check List</a>
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	<input type="button" value="Display"/>	
			<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	
Request Housing	Sailor name	First night	Number of nights	Special requests/allergies/etc.	
<input type="checkbox"/>	3rd Instructor	Sun Jul 1	2		
<input type="checkbox"/>	Dec 1995 Deephouse	Sun Jul 1	2		
<input type="checkbox"/>	Sample Sailor	Sun Jul 1	2		
<input type="checkbox"/>	Sally Ride	Sun Jul 1	2		
			<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

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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 <a href="#">Select Sailors</a>	Step 2 <a href="#">Organize Boats</a>	Step 3 <a href="#">Club and Instructors</a>	Step 4 <a href="#">Submit Entry</a>	Step 5 <a href="#">Check List</a>
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.				
<b>Entry Summary</b>				
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		
<b>Total</b>		<b>4</b>	<b>2</b>	<b>3</b>
<b>Entry fees</b>		Number of entries	Entry fee	Total fees
On time entries (sailors)		3	\$ 40.00	\$ 120.00
Instructor entries		1	\$ 20.00	\$ 20.00
<b>Total</b>				<b>\$ 140.00</b>
Do you want to add or remove any sailors? Do you want to submit entries for additional fleets?			<a href="#">Go to Step 1.</a>	
Do you want to re-arrange crew and boats?			<a href="#">Go to Step 2.</a>	
Do you want to update instructor and safety boat information?			<a href="#">Go to Step 3.</a>	
<b>Payment Instructions</b>				
Prepare a check for \$ 140.00 payable to ""				
Is this entry for ZZ Test YC complete?			<input checked="" type="radio"/> No <input type="radio"/> 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?			<input checked="" type="radio"/> No <input type="radio"/> Yes	
			<b>Submit</b>	

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 <a href="#">Select Sailors</a>	Step 2 <a href="#">Organize Boats</a>	Step 3 <a href="#">Club and Instructors</a>	Step 4 <a href="#">Submit Entry</a>	Step 5 <a href="#">Check List</a>
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.				
<b>Entry Summary</b>				
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	
Laser Standard	1		1	
Club 420	2		1	
Instructors	1			
<b>Total</b>	<b>4</b>		<b>2</b>	
<b>Entry fees</b>	Number of entries		Entry fee	
On time entries (sailors)	3		\$ 40.00	
Instructor entries	1		\$ 20.00	
<b>Total</b>			<b>\$ 140.00</b>	

### 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](#)

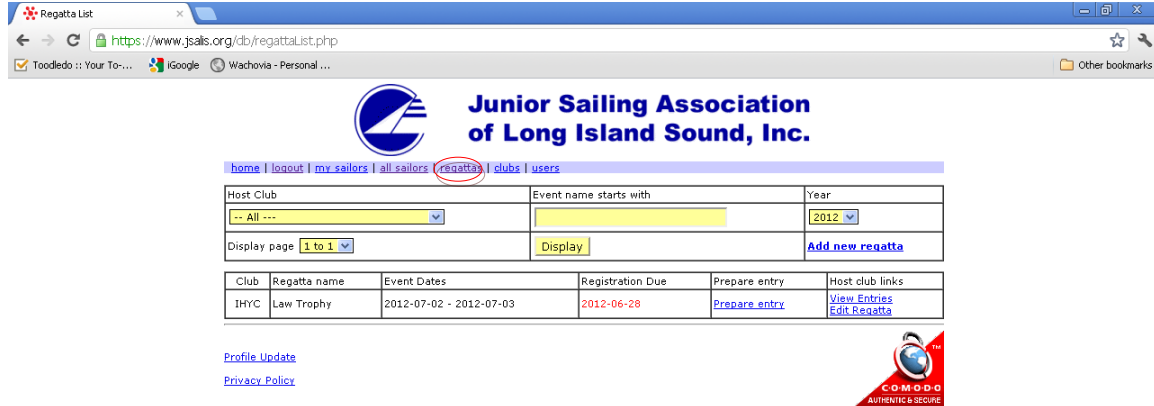
Excel (.csv) download hint for Windows users - much faster

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.




The screenshot shows a web browser window with the URL <https://www.jsais.org/db/regattalist.php>. The page header includes the logo and name of the Junior Sailing Association of Long Island Sound, Inc. The navigation menu contains links for home, logout, my sailers, all sailors, regattas (circled in red), clubs, and users. Below the navigation menu is a search and filter section with dropdown menus for Host Club (set to All) and Year (set to 2012), and a Display page selector (set to 1 to 1). A Display button and an Add new regatta link are also present. A table lists regattas with columns for Club, Regatta name, Event Dates, Registration Due, Prepare entry, and Host club links. The table contains one entry for the IHYC Law Trophy regatta. Links for Profile Update and Privacy Policy are located at the bottom left, and a COMODO logo is at the bottom right.

Host Club	Event name starts with	Year
-- All --		2012

Display page 1 to 1    Display    **Add new regatta**

Club	Regatta name	Event Dates	Registration Due	Prepare entry	Host club links
IHYC	Law Trophy	2012-07-02 - 2012-07-03	2012-06-28	<a href="#">Prepare entry</a>	<a href="#">View Entries</a> <a href="#">Edit Regatta</a>

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 COMODO  
AUTHENTIC & SECURE

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

[home](#) | [logout](#) | [my sailors](#) | [all sailors](#) | [regattas](#) | [clubs](#) | [users](#) | [data](#)

Step 1 Basic information	Step 2 Fleet information	Step 3 Clubs eligible for housing	Step 4 Upload Documents
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			
Event name*	<input type="text"/>		
Host club*	American Yacht Club		
Event start date*	<input type="text"/> MM/DD/YYYY		
Event end date*	<input type="text"/> MM/DD/YYYY		
Event description	<input type="text"/>		
Regatta instructions web site	<input type="text"/> Start with "http://" or "https://"		
<b>Event Chair</b>			
First name	<input type="text"/>		
Last name	<input type="text"/>		
Phone	<input type="text"/>		
Email	<input type="text"/>		
<b>Entry instructions</b>			
Entry due date*	<input type="text"/> MM/DD/YYYY Late registration fee is charged after this date		
Entry close date	<input type="text"/> MM/DD/YYYY No web registration after this date		
Entry submit option*	<input checked="" type="radio"/> Download by host <input type="radio"/> Send email to host		
Email address to send entries	<input type="text"/> Program chairs will email entries to this address.		
Notify email address*	<input type="text"/> This web registration system will notify this address of changes to regatta registrations after the due date.		
Ask for U.S Sailing membership number	<input type="checkbox"/>		
Accept non-JSA entries	<input type="checkbox"/>		
Entry format*	<input type="radio"/> JSA <input type="radio"/> St. Pete <input checked="" type="radio"/> Race Sail		
<b>Entry fees</b>			
Entry fee option*	<input checked="" type="radio"/> Per sailor <input type="radio"/> Per boat		
Entry fee (\$)	<input type="text"/>		
Late fee (\$)	<input type="text"/> Fee charged after the entry due date. Normally greater than the entry fee.		
Instructor entry fee (\$)	<input type="text"/>		
Instructor late fee (\$)	<input type="text"/> Fee charged after the entry due date. Normally greater than the instructor entry fee.		
Payment method	<input type="radio"/> check <input type="radio"/> online		
Online payment URL	<input type="text"/> Start with "http://" or "https://"		
Check payable to	<input type="text"/>		
Address	<input type="text"/>		
City, State Zip code	<input type="text"/>		
<b>Housing Information</b>			
Is housing available?	<input type="checkbox"/>		
Clubs eligible for housing	- Use step 3 to select specific clubs eligible for housing.		
Housing slots per club	<input type="text"/> Leave blank for unlimited.		
First night for housing	<input type="text"/> MM/DD/YYYY		
Number of nights	<input type="text"/>		
Housing deposit (\$)	<input type="text"/>		
Hand-signed request required?	<input type="checkbox"/>		
Additional housing information	<input type="text"/>		
Last update (event )	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="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 your 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.

The screenshot shows a web browser window with the URL <https://www.jsalis.org/db/regattaFleets.php>. The page header includes the logo and name of the Junior Sailing Association of Long Island Sound, Inc. and a navigation menu with links for home, logout, my sailers, all sailors, regattas, clubs, and users.

The main content area is a form titled "Fleet Information" (Step 2) for a regatta named "Test regatta". The form includes fields for "Host club" (JSA of LIS) and "Start date" (2012-07-01). Below these fields are "Save" and "Cancel" buttons.

The "Fleets to be sailed" section contains a table with the following columns: "Fleet name", "Crew size (including skipper)", and "Require sail number?". The table lists several boat classes with checkboxes for selection:

Fleet name	Crew size (including skipper)	Require sail number?
<input type="checkbox"/> Optimist:White		
<input type="checkbox"/> Optimist:Blue		
<input type="checkbox"/> Optimist:Red		
<input type="checkbox"/> Optimist:Green		
<input type="checkbox"/> Laser Standard		
<input type="checkbox"/> Laser Radial		
<input type="checkbox"/> Club 420		
<input type="checkbox"/> Blue Jay:Open		
<input type="checkbox"/> Blue Jay:Novice		
<input type="checkbox"/> Pixel:Open		
<input type="checkbox"/> Pixel:Novice		
<input type="checkbox"/> Team Racing		
<input type="checkbox"/> [Blank field]	1 or unspecified	<input type="checkbox"/>
<input type="checkbox"/> Add custom fleet		

At the bottom of the form are "Save" and "Cancel" buttons. Below the form, there are links for "Profile Update" and "Privacy Policy", and a logo for "COMODO AUTHENTIC & SECURE".

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.

Regatta Form

https://www.jsais.org/db/regatta-HousingClubs.php

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

Step 1 Basic information		Step 2 Fleet information		Step 3 Clubs eligible for housing	
Regatta	Test regatta	Host club	JSA of LIS	Start date	2012-07-01
<b>Clubs Eligible for Housing</b> <i>if none are checked, all are eligible.</i>					
<a href="#">Save</a>		<a href="#">Cancel</a>			
Area A		Area B		Area C	
<input type="checkbox"/> Centerport Yacht Club	<input type="checkbox"/> American Yacht Club	<input type="checkbox"/> Black Rock Yacht Club			
<input type="checkbox"/> Cold Spring Harbor Beach Club	<input type="checkbox"/> Beach Point Yacht Club	<input type="checkbox"/> Cedar Point Yacht Club			
<input type="checkbox"/> Douglaston Yacht Squadron	<input type="checkbox"/> Belle Haven Club	<input type="checkbox"/> Darien Junior Sailing Team			
<input type="checkbox"/> Great Neck Park District	<input type="checkbox"/> Horseshoe Harbor Yacht Club	<input type="checkbox"/> Milford Yacht Club			
<input type="checkbox"/> Head of the Bay Club	<input type="checkbox"/> Huguenot Yacht Club	<input type="checkbox"/> Noroton Yacht Club			
<input type="checkbox"/> Hempstead Harbor Club	<input type="checkbox"/> Indian Harbor Yacht Club	<input type="checkbox"/> Norwalk Yacht Club			
<input type="checkbox"/> Huntington Yacht Club	<input type="checkbox"/> JSA of LIS	<input type="checkbox"/> Pequot Yacht Club			
<input type="checkbox"/> Huntington YMCA	<input type="checkbox"/> Larchmont Shore Club	<input type="checkbox"/> Roton Point Sailing Association			
<input type="checkbox"/> Manhasset Bay Yacht Club	<input type="checkbox"/> Larchmont Yacht Club	<input type="checkbox"/> Shore & Country Club			
<input type="checkbox"/> Northport Yacht Club	<input type="checkbox"/> New York Athletic Club YC	<input type="checkbox"/> Stamford Yacht Club			
<input type="checkbox"/> Orient Yacht Club	<input type="checkbox"/> Orienta Beach Club	<input type="checkbox"/> Tokeneke Club			
<input type="checkbox"/> Port Washington Yacht Club	<input type="checkbox"/> Riverside Yacht Club	<input type="checkbox"/> Wee Burn Beach Club			
<input type="checkbox"/> Sea Cliff Yacht Club	<input type="checkbox"/> Rocky Point Club	<input type="checkbox"/> Z2 Test YC			
<input type="checkbox"/> Seawanhaka Corinthian Yacht Club	<input type="checkbox"/> SUNY Maritime				
<input type="checkbox"/> Shelter Island Yacht Club					
<input type="checkbox"/> Southampton Yacht Club					
<input type="checkbox"/> Waterfront Center					
<a href="#">Save</a>		<a href="#">Cancel</a>			

[Profile Update](#)  
[Privacy Policy](#)

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.

The screenshot shows a web browser window with the URL <https://www.jsalis.org/db/regattaList.php>. The page features the organization's logo and navigation links: [home](#), [logout](#), [my sailers](#), [all sailers](#), [regattas](#), [clubs](#), and [users](#).

Search filters include:

- Host Club:
- Event name starts with:
- Year:
- Display page:
- Buttons: [Display](#), [Add new regatta](#)

Club	Regatta name	Event Dates	Registration Due	Prepare entry	Host club links
JSA LIS	Test regatta	2012-07-01 - 2012-07-03	2012-06-28	<a href="#">Prepare entry</a>	<a href="#">View Entries</a> <a href="#">Edit Regatta</a>
IHYC	Law Trophy	2012-07-02 - 2012-07-03	2012-06-28	<a href="#">Prepare entry</a>	<a href="#">View Entries</a> <a href="#">Edit Regatta</a>

Additional links: [Profile Update](#), [Privacy Policy](#). A logo for "COMODO AUTHENTIC & SECURE" is also visible.

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.

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Regatta name	Test regatta	Event dates	2012-07-01 - 2012-07-03
Sponsor Club	JSA of LIS	Registration due	2012-06-28
<a href="#">Display</a>	<input type="radio"/> All Entry Summaries (.pdf) <input type="radio"/> Laser Standard entry (JSA .csv) <input type="radio"/> Laser Radial entry (JSA .csv) <input type="radio"/> Club 420 entry (JSA .csv) <input type="radio"/> Under Age/Weight Permission Forms (scans) <input type="radio"/> Housing Requests (.csv) <input type="radio"/> All Instructors (.csv) <a href="#">Download</a>	Tee shirt summary	<a href="#">Done</a>
<b>Click each entry below to view and download the waiver PDF files.</b>			

### BOATS ENTERED BY CLUB AND FLEET

Club	LSRS	LSRR	C420	Total Boats	Instructors	Entry date	Contact
ZZ Test YC	1		1	2	1	<i>Not complete</i>	Carol Administrator
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>		
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			
<b>Total</b>		<b>0</b>	<b>3</b>	<b>3</b>			

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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.



## Junior Sailing Association of Long Island Sound, Inc.

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Step 1 Basic information		Step 2 Fleet information		Step 3 Clubs eligible for housing		Step 4 Upload Documents	
Regatta	Test one of everything	Host club	ZZ Test YC	Start date	2013-12-01		
<input type="button" value="Done"/>							
Notice of Race		Sailing Instructions		Results		Other	
				<a href="#">Results</a> <a href="#">Remove</a>		<a href="#">Waiver sample</a> <a href="#">Remove</a> <a href="#">Optimist Test</a> <a href="#">Remove</a>	
Action	Topic	Label	Reference				
Upload file	<input type="text" value="Notice of Race"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>				
			<input type="button" value="Upload file"/>				
Add link	<input type="text" value="Notice of Race"/>	<input type="text"/>	<input type="text" value="http://"/>				
			<input type="button" value="Save link"/>				
<input type="button" value="Done"/>							

- The maximum file size is 2,000,000 bytes
- The accepted formats are .jpg, .pdf, and .png

[Profile Update](#)

[Privacy Policy](#)

