# GYA Capdevielle Series Quick Start Guide

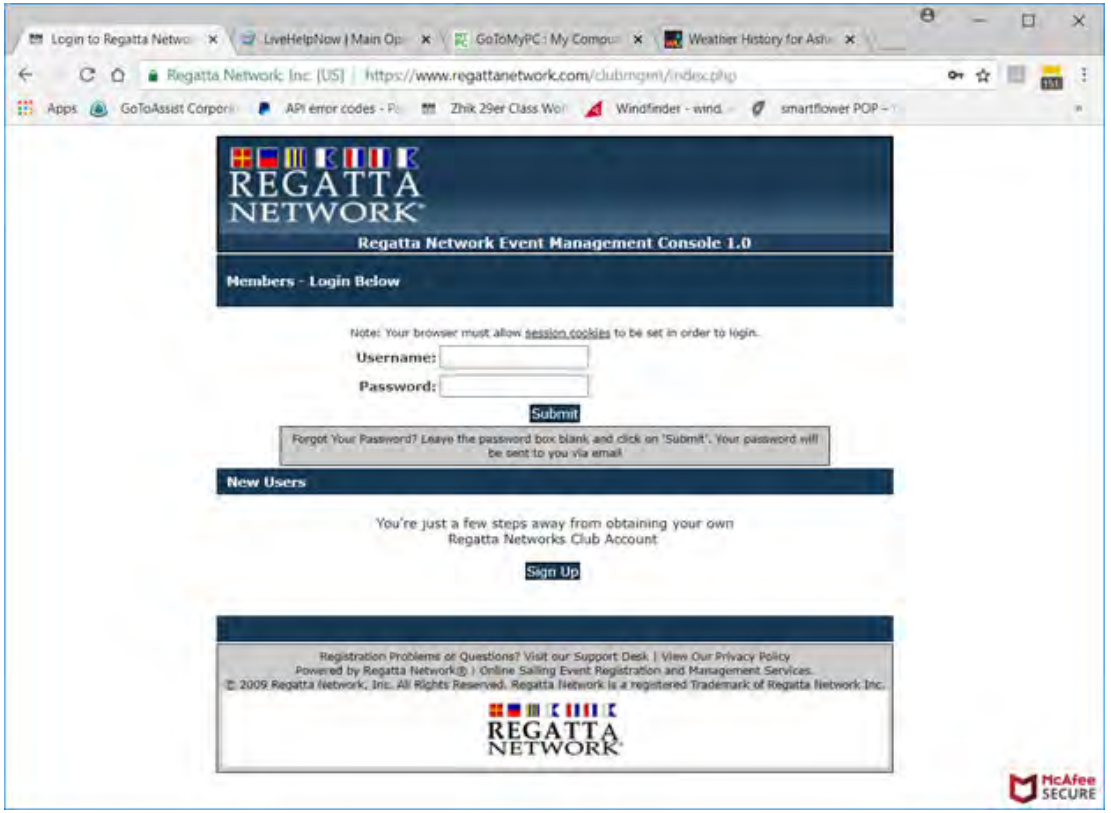
**Step 1 -- Log into the Regatta Network Management Console.**

The console is located at:

www.regattanetwork.com/clubmgmt/

You will need a username and password to access the console. This is either the master credentials for your account, or club level user credentials

When you've entered your username and password, click the blue "Submit" button.



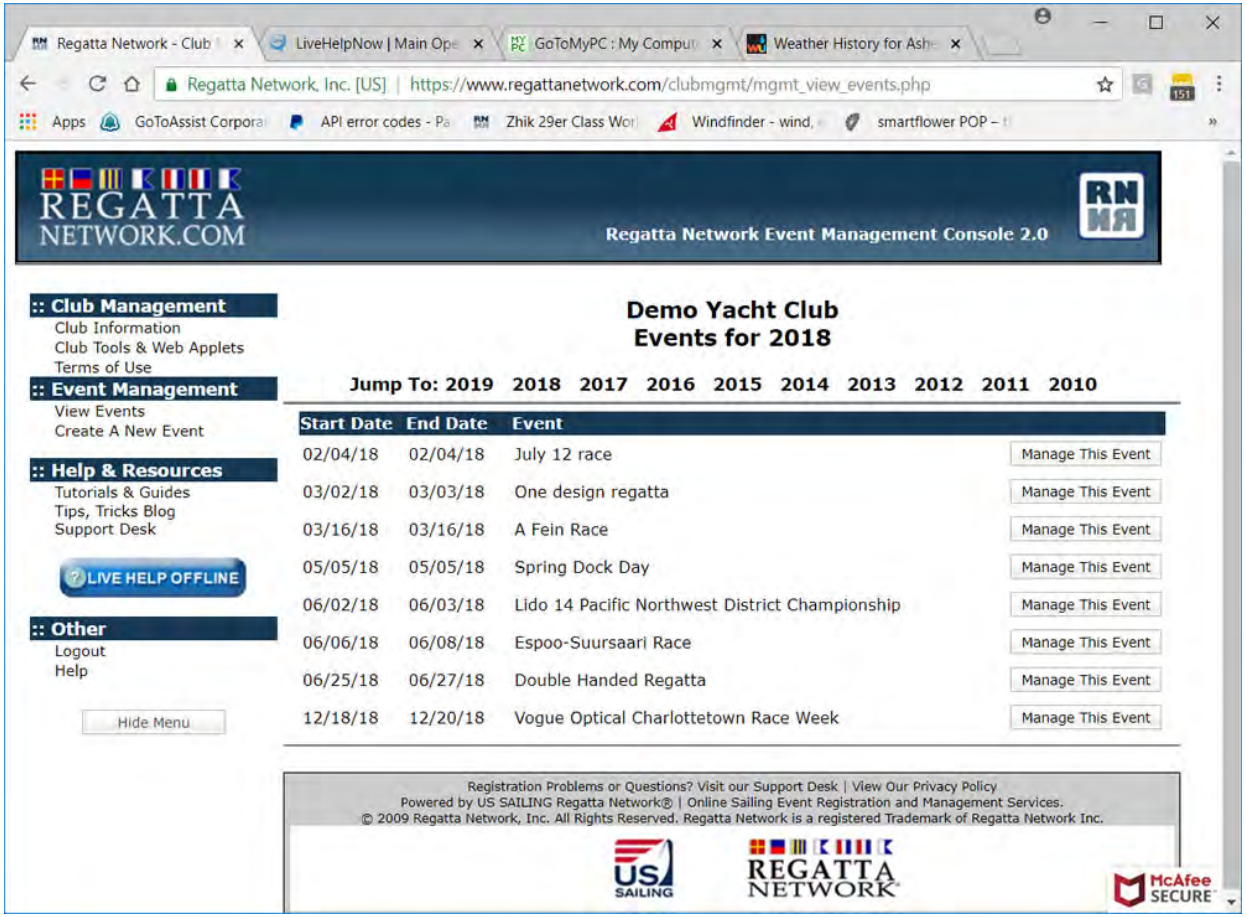

Note: Usernames and passwords are case sensitive.

**Step 2 – Management Console Home**

The first page is the "home" page of the Regatta Network Management Console.

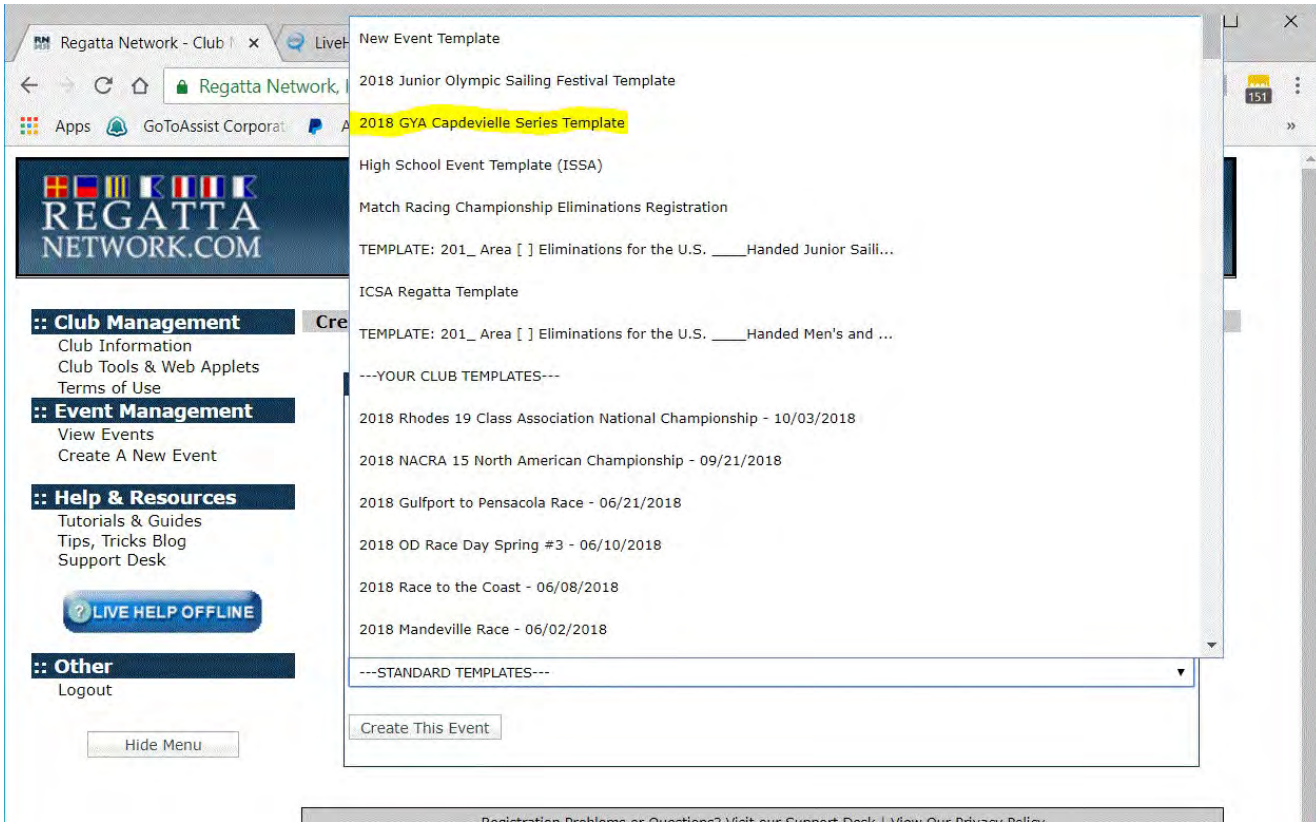
The page features a menu of available options along the left side of the screen and a listing of events that have been created by your club or organization.

As a first step, select "Create A New Event" in the Event Management section of the menu



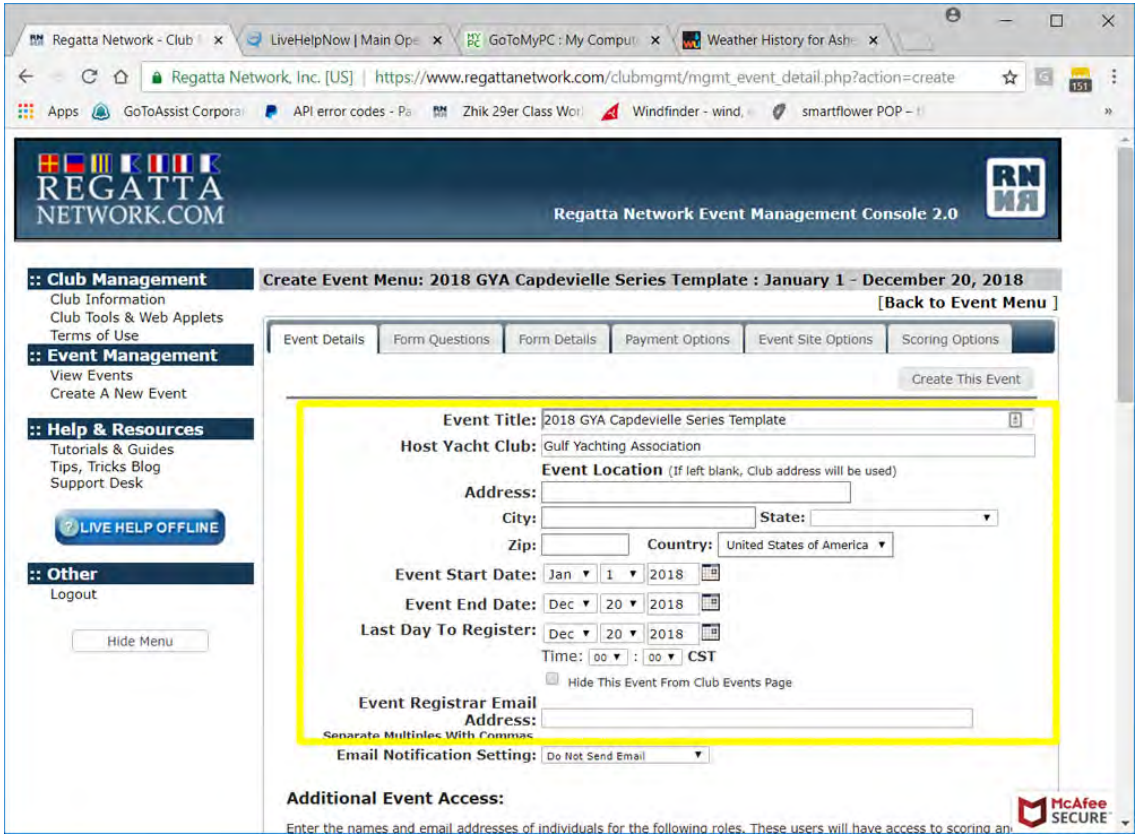
**Step 3 – Create A New Event**

To create a new Capdevielle event select the GYA Capdevielle template, and click “Create This Event.”



The first section is for the general details about your event. The Event Name, host yacht club, and event dates, and a closing date for registration.

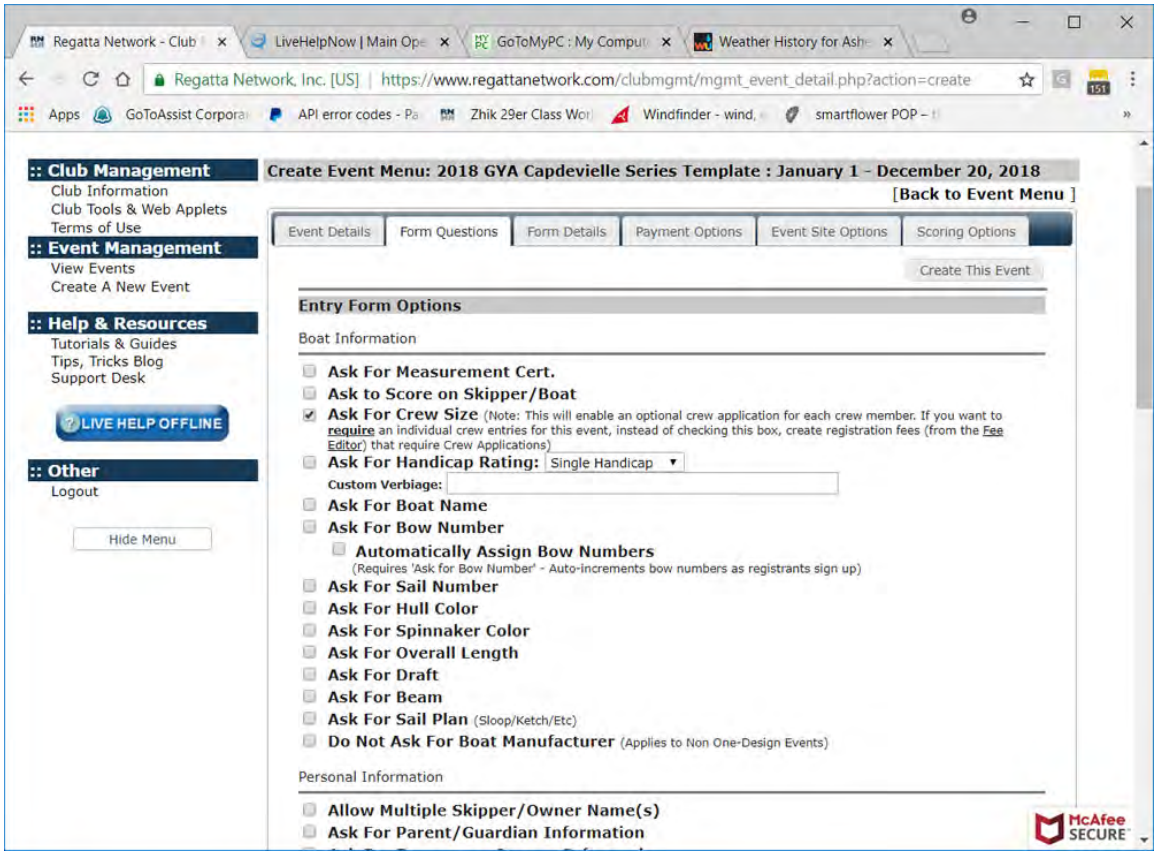
You can also add event level access for an additional Admin, PRO, Scorer and Judge/Jury Secretary by adding their email address. The email address becomes the username and the system will automatically generate a password for them.



If you are doing a separate registration for the Capdevielle Series, you can click the button to Create This Event, and leave the other information tabs alone.

If you wish to use the same registration form for other fleets in your regatta, please go through the options to include sail numbers, boat names, etc. for your event.

Most of the options are fairly clear. If you aren't sure about an Entry Form option, you can select the option and preview the form before you open your registration. All options are editable and test entries are easily deleted.



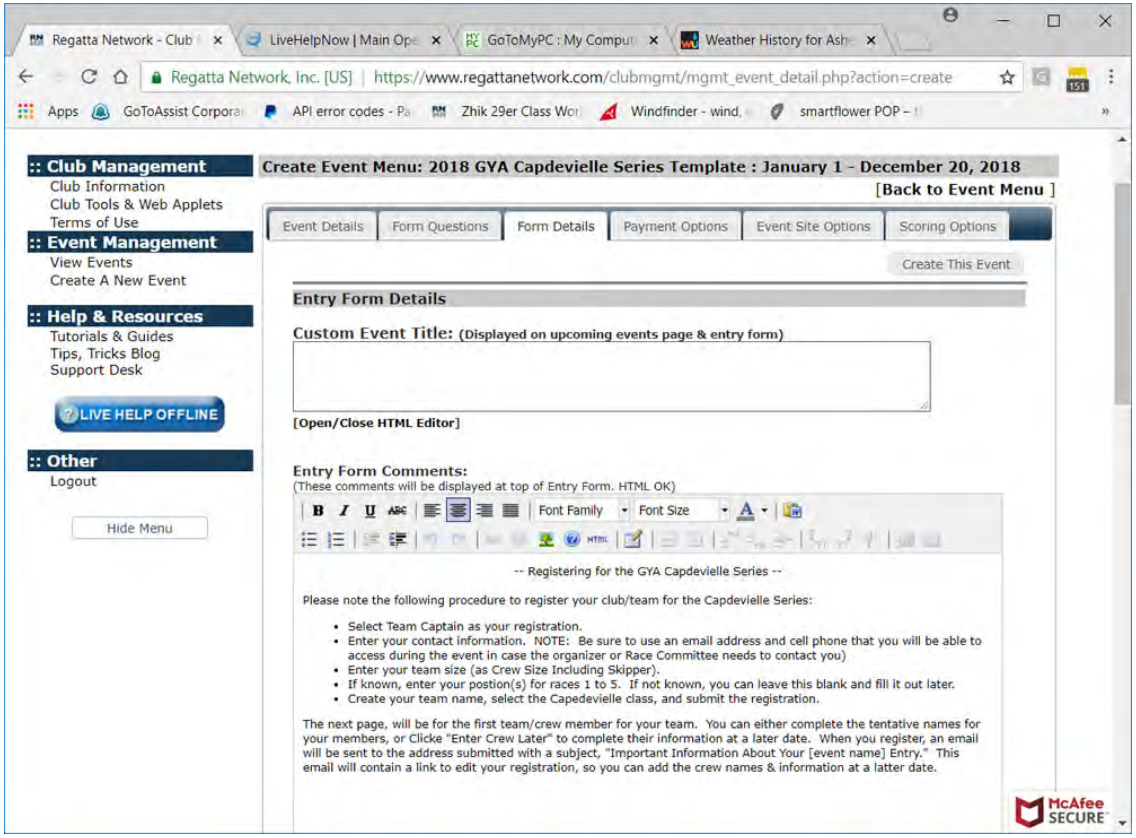
Entry Form Details Section:

This section includes a field for "Maximum crew Size" which is used for events that require crew signatures on the standard entry form or classes that require crew weigh in.

Entry form comments are useful to include additional instructions to the entrant. Information on scheduling, links to download waivers, etc.

The Waiver and Release form is for the individual club's waiver form. If a waiver/release copy is entered into this field, the entry form will include a Yes/No drop down to indicate that the entrant has accepted the waiver.

Minor Release Link: Simply input the link to the appropriate minor release for your event or club. Please be sure to include the complete link including http://



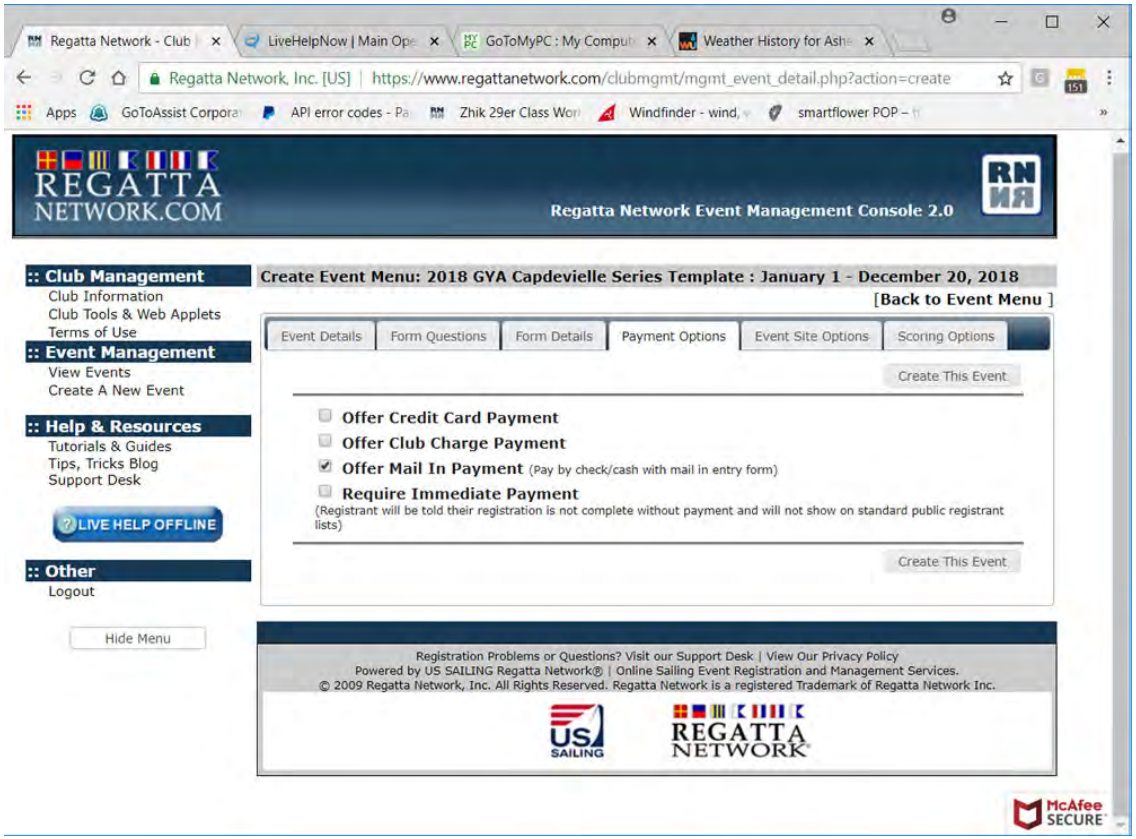
Regatta Payment Options:

This section details the payment options to offer to entrants to your event. We currently offer: credit card, charge to a yacht club member account, and check by mail option to print an entry form and mail.

If you elect to require immediate payment, the entrant will not be shown on any Fleet Spilt or Entrant Lists until their account has been marked as paid.

By default, club charges will be only for the club with the Regatta Network Account. However, if you wish to accept charges from clubs with reciprocal privileges, you can add a list of these clubs on the Club Information page.

Obviously, the system does not verify the validity of any club account. The system will assume that these charges are valid at the time of entry. It is the sponsoring club's responsibility to verify and collect these funds.



Scoring Options:

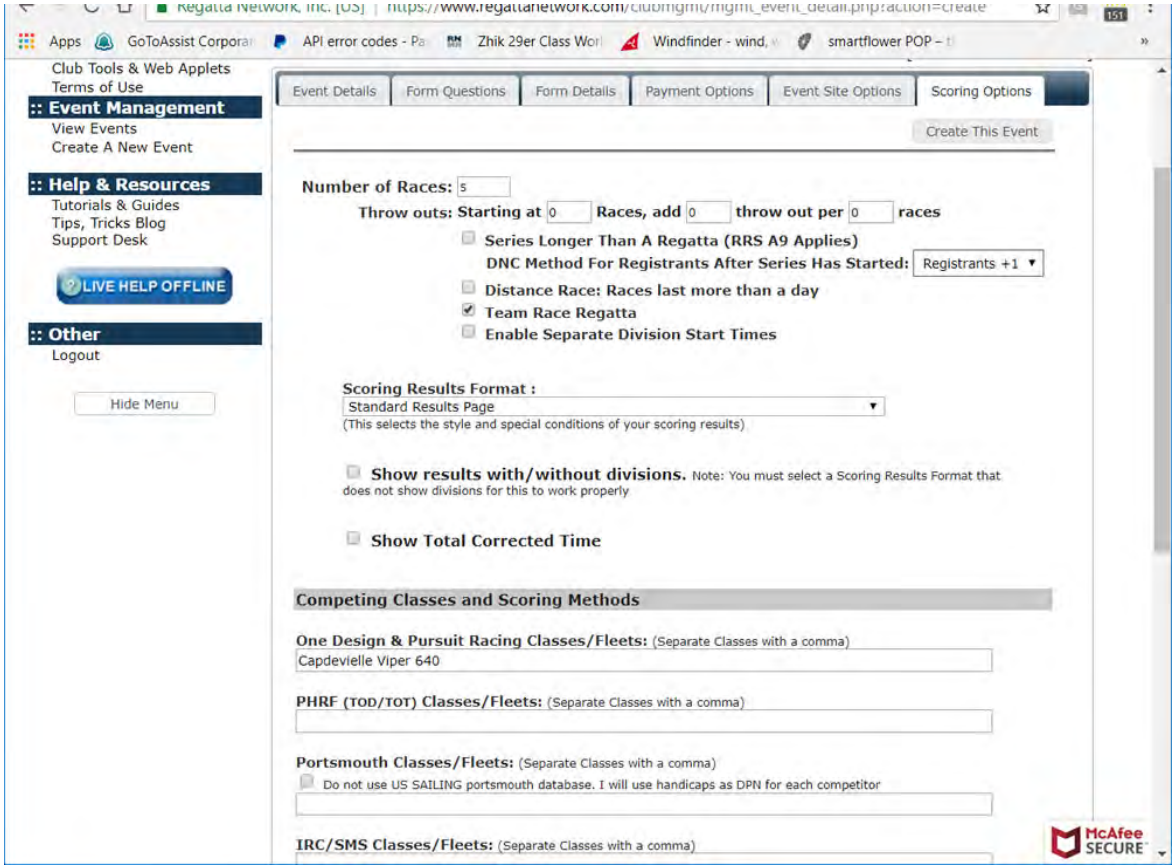
This section sets up the basic fleets and scoring information for your event. If you are registering other fleets for your event you can enter their information here for the appropriate scoring method.

Class information is fairly straight forward, and if using Regatta Network for scoring, it will apply the correct scoring method to each class.

HINT: You can easily move entrants to new classes, however if your event usually forms a specific one design class (J/24 for example), it is easier to designate that class initially, rather than add it after registration is open.

Current scores are provisional and subject to modification keeps this copy on scoring until clicked off. If this box is not checked, scores will become "official after midnight on the last day of the event.

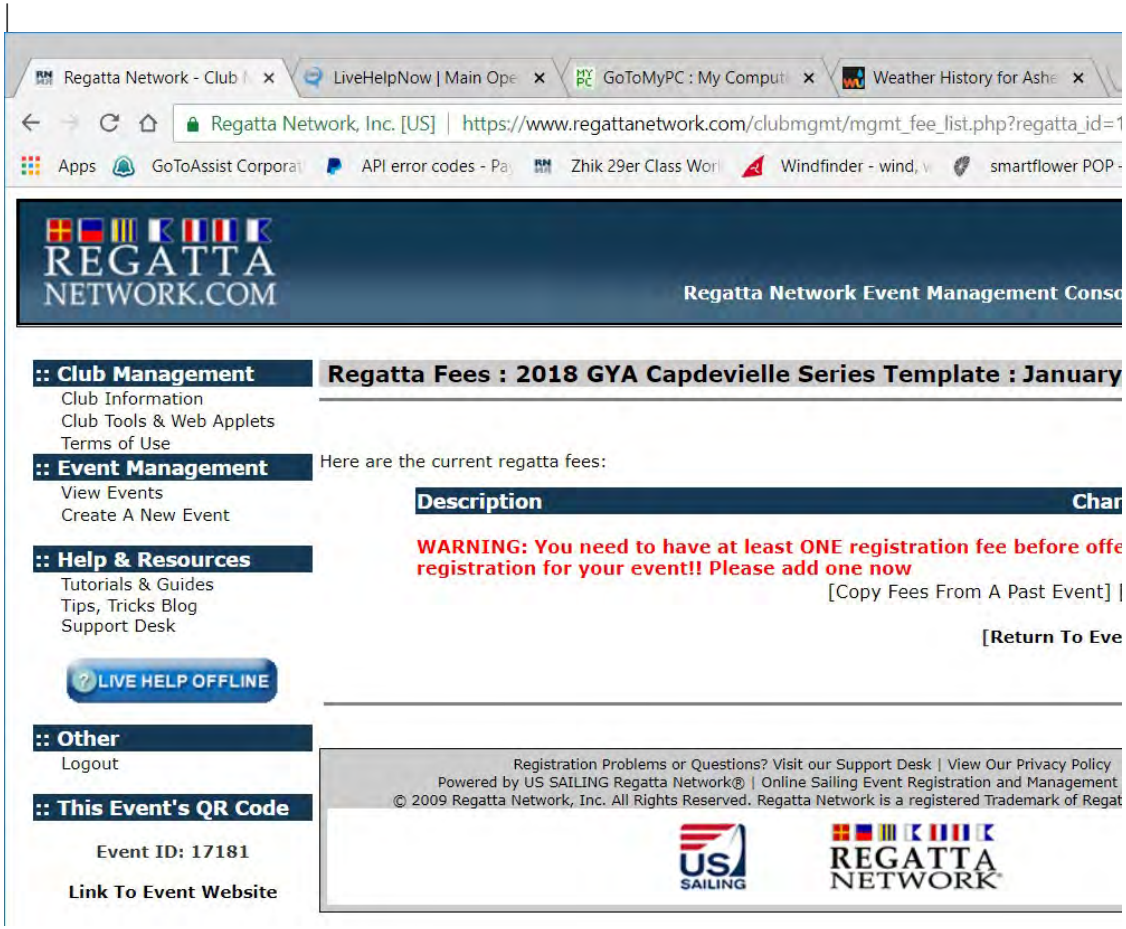
Click the button to Create This event



Create a Fee

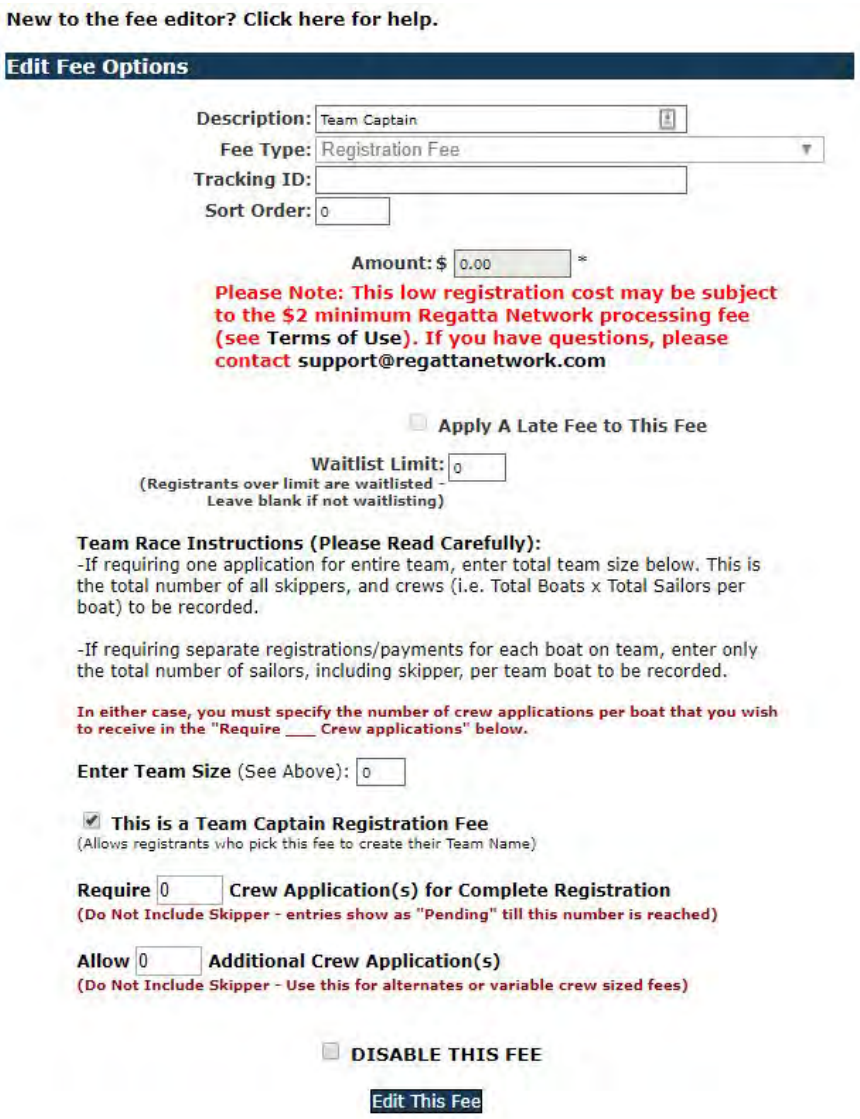
The next page will give you the option to create a fee or fees for your event.

The Capdevielle registration requires a $0 registration fee, as detailed here. The team captain registration will allow the team captain to create a team name for their club's entry.



The Capdevielle registration requires a $0 registration fee, as detailed here. The team captain registration will allow the team captain to create a team name for their club's entry.

Note: The $2 minimum fee does not apply to the $0 Capdevielle registration fees.

If you are registering other fleets/classes through this registration, simply add additional fees for each class. Remember that Regatta Network can not automatically add a fee for each crew member, so a $30 per sailor fee, means that a double handed boat needs a $60 registration fee, and a triple handed boat needs a $90 registration fee, and so on.

Once the fees have been created, your event is ready to open registration.