



## GYA Capdevielle Series Quick Start Guide

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

The console is located at:

[www.regattanetwork.com/clubmgmt/](http://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.

REGATTA NETWORK  
Regatta Network Event Management Console 1.0

Members - Login Below

Note: Your browser must allow session cookies to be set in order to login.

Username:

Password:

[Forgot Your Password? Leave the password box blank and click on 'Submit'. Your password will be sent to you via email.](#)

New Users

You're just a few steps away from obtaining your own Regatta Networks Club Account

Registration Problems or Questions? Visit our Support Desk. | View Our Privacy Policy  
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REGATTA NETWORK

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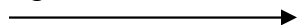
Note: Usernames and passwords are case sensitive.

## 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



**REGATTA NETWORK.COM** Regatta Network Event Management Console 2.0

**Club Management**  
Club Information  
Club Tools & Web Applets  
Terms of Use

**Event Management**  
View Events  
Create A New Event

**Help & Resources**  
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Support Desk

**LIVE HELP OFFLINE**

**Other**  
Logout  
Help

Hide Menu

**Demo Yacht Club Events for 2018**

Jump To: 2019 2018 2017 2016 2015 2014 2013 2012 2011 2010

Start Date	End Date	Event	
02/04/18	02/04/18	July 12 race	Manage This Event
03/02/18	03/03/18	One design regatta	Manage This Event
03/16/18	03/16/18	A Fein Race	Manage This Event
05/05/18	05/05/18	Spring Dock Day	Manage This Event
06/02/18	06/03/18	Lido 14 Pacific Northwest District Championship	Manage This Event
06/06/18	06/08/18	Espoo-Suursaari Race	Manage This Event
06/25/18	06/27/18	Double Handed Regatta	Manage This Event
12/18/18	12/20/18	Vogue Optical Charlottetown Race Week	Manage This Event

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### Step 3 – Create A New Event

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

The screenshot shows a web browser window with the Regatta Network website. The browser's address bar shows "Regatta Network, Inc." and the URL "http://www.regattanetwork.com". The website's header features the Regatta Network logo and navigation links for "Apps", "GoToAssist Corporate", and "LiveHelp". The main navigation menu is open, showing categories like "Club Management", "Event Management", "Help & Resources", and "Other". The "Event Management" section is active, displaying "View Events" and "Create A New Event". A dropdown menu titled "New Event Template" is open, listing various event templates. The "2018 GYA Capdevielle Series Template" is highlighted in yellow. Other templates include "2018 Junior Olympic Sailing Festival Template", "High School Event Template (ISSA)", "Match Racing Championship Eliminations Registration", "TEMPLATE: 201\_ Area [ ] Eliminations for the U.S. \_\_\_\_Handed Junior Sailing...", "ICSA Regatta Template", "TEMPLATE: 201\_ Area [ ] Eliminations for the U.S. \_\_\_\_Handed Men's and ...", "---YOUR CLUB TEMPLATES---", "2018 Rhodes 19 Class Association National Championship - 10/03/2018", "2018 NACRA 15 North American Championship - 09/21/2018", "2018 Gulfport to Pensacola Race - 06/21/2018", "2018 OD Race Day Spring #3 - 06/10/2018", "2018 Race to the Coast - 06/08/2018", and "2018 Mandeville Race - 06/02/2018". Below the dropdown menu is a "Create This Event" button. The footer of the page contains the text "Registration Problems or Questions? Visit our Support Desk | View Our Privacy Policy".

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.

The screenshot displays the 'Regatta Network Event Management Console 2.0' interface. The main content area is titled 'Create Event Menu: 2018 GYA Capdevielle Series Template : January 1 - December 20, 2018'. A yellow box highlights the 'Event Details' section, which includes the following fields:

- Event Title:** 2018 GYA Capdevielle Series Template
- Host Yacht Club:** Gulf Yachting Association
- Event Location:** (If left blank, Club address will be used)
- Address:** [Empty text field]
- City:** [Empty text field]
- State:** [Dropdown menu]
- Zip:** [Empty text field]
- Country:** United States of America
- Event Start Date:** Jan 1, 2018
- Event End Date:** Dec 20, 2018
- Last Day To Register:** Dec 20, 2018
- Time:** 00:00 CST
- Hide This Event From Club Events Page
- Event Registrar Email Address:** [Empty text field]
- Separate Multiples With Commas
- Email Notification Setting:** Do Not Send Email

Below the highlighted section is the 'Additional Event Access' section, which prompts the user to 'Enter the names and email addresses of individuals for the following roles. These users will have access to scoring an...'. The interface also features a sidebar with navigation options like 'Club Management', 'Event Management', and 'Help & Resources', and a 'LIVE HELP OFFLINE' button.

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.

Regatta Network - Club | LiveHelpNow | Main Op... | GoToMyPC : My Comput... | Weather History for Ash...

Regatta Network, Inc. [US] | https://www.regattanetwork.com/clubmgmt/mgmt\_event\_detail.php?action=create

Apps | GoToAssist Corpora... | API error codes - P... | Zhik 29er Class Wor... | Windfinder - wind... | smartflower POP - f...

**Club Management**  
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**Event Management**  
View Events  
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**Help & Resources**  
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Support Desk

**LIVE HELP OFFLINE**

**Other**  
Logout

Hide Menu

**Create Event Menu: 2018 GYA Capdevielle Series Template : January 1 - December 20, 2018** [Back to Event Menu]

Event Details | Form Questions | Form Details | Payment Options | Event Site Options | Scoring Options

Create This Event

**Entry Form Options**

Boat Information

- Ask For Measurement Cert.
- Ask to Score on Skipper/Boat
- Ask For Crew Size (Note: This will enable an optional crew application for each crew member. If you want to require an individual crew entries for this event, instead of checking this box, create registration fees (from the [Fee Editor](#)) that require Crew Applications)
- Ask For Handicap Rating: Single Handicap
- Custom Verbiage:
- Ask For Boat Name
- Ask For Bow Number
  - Automatically Assign Bow Numbers (Requires 'Ask for Bow Number' - Auto-increments bow numbers as registrants sign up)
- Ask For Sail Number
- Ask For Hull Color
- Ask For Spinnaker Color
- Ask For Overall Length
- Ask For Draft
- Ask For Beam
- Ask For Sail Plan (Sloop/Ketch/Etc)
- Do Not Ask For Boat Manufacturer (Applies to Non One-Design Events)

Personal Information

- Allow Multiple Skipper/Owner Name(s)
- Ask For Parent/Guardian Information

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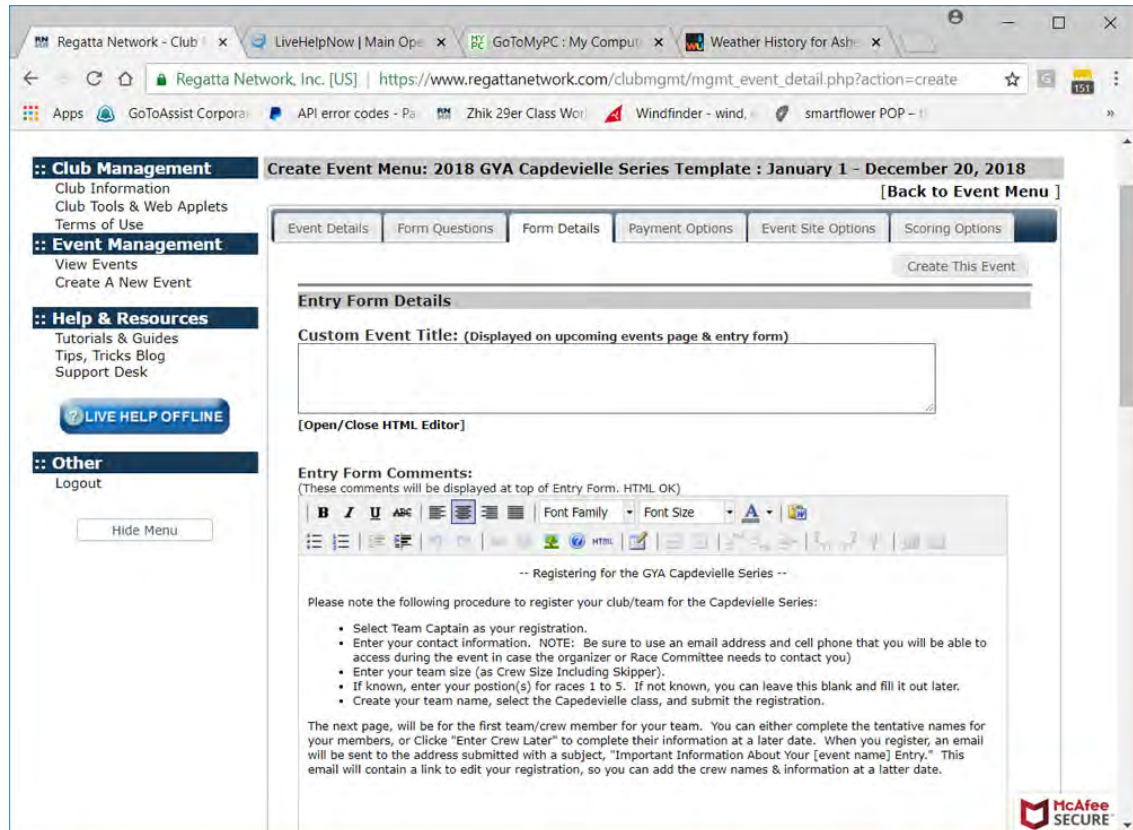
## Entry Form Details Section:

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://



The screenshot shows a web browser window with the URL [https://www.regattanetwork.com/clubmgmt/mgmt\\_event\\_detail.php?action=create](https://www.regattanetwork.com/clubmgmt/mgmt_event_detail.php?action=create). The page title is "Create Event Menu: 2018 GYA Capdevielle Series Template : January 1 – December 20, 2018". The page has a navigation menu with tabs for "Event Details", "Form Questions", "Form Details", "Payment Options", "Event Site Options", and "Scoring Options". The "Form Details" tab is active. Below the navigation menu is a "Create This Event" button. The main content area is titled "Entry Form Details" and contains a "Custom Event Title: (Displayed on upcoming events page & entry form)" field. Below this is an "[Open/Close HTML Editor]" button. The "Entry Form Comments:" section includes a rich text editor with a toolbar and a text area containing the following text: "Please note the following procedure to register your club/team for the Capdevielle Series:" followed by a bulleted list of instructions: "• Select Team Captain as your registration.", "• Enter your contact information. NOTE: Be sure to use an email address and cell phone that you will be able to access during the event in case the organizer or Race Committee needs to contact you)", "• Enter your team size (as Crew Size Including Skipper).", "• If known, enter your position(s) for races 1 to 5. If not known, you can leave this blank and fill it out later.", "• Create your team name, select the Capdevielle class, and submit the registration." Below the list is a paragraph: "The next page, will be for the first team/crew member for your team. You can either complete the tentative names for your members, or Clicke "Enter Crew Later" to complete their information at a later date. When you register, an email will be sent to the address submitted with a subject, "Important Information About Your [event name] Entry." This email will contain a link to edit your registration, so you can add the crew names & information at a latter date." The page also features a "LIVE HELP OFFLINE" button and a "Hide Menu" button. The McAfee SECURE logo is visible in the bottom right corner.

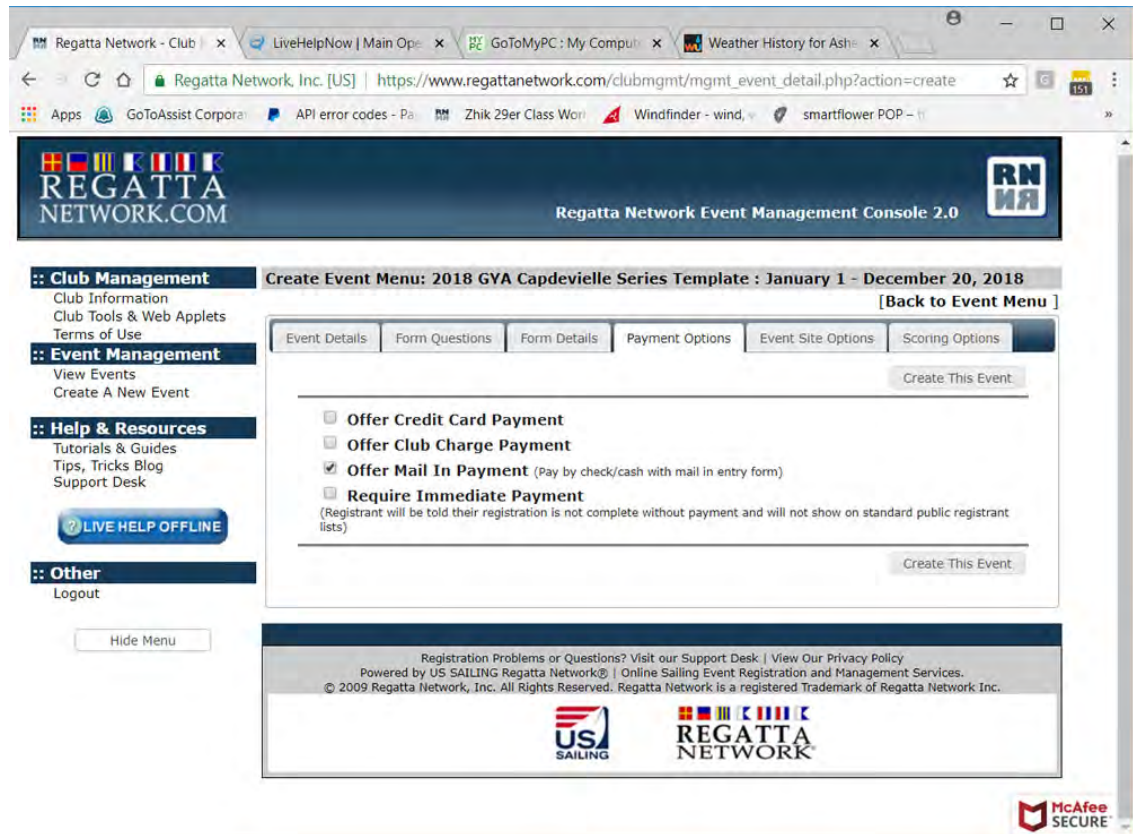
## Regatta Payment Options:

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.



The screenshot displays the Regatta Network Event Management Console 2.0 interface. The browser address bar shows the URL: [https://www.regattanetwork.com/clubmgmt/mgmt\\_event\\_detail.php?action=create](https://www.regattanetwork.com/clubmgmt/mgmt_event_detail.php?action=create). The page title is "Create Event Menu: 2018 GYA Capdevielle Series Template : January 1 - December 20, 2018". The left sidebar contains navigation menus for Club Management, Event Management, Help & Resources, and Other. The main content area shows a "Payment Options" tab selected, with a list of options: "Offer Credit Card Payment", "Offer Club Charge Payment", "Offer Mail In Payment (Pay by check/cash with mail in entry form)", and "Require Immediate Payment (Registrant will be told their registration is not complete without payment and will not show on standard public registrant lists)". A "Create This Event" button is visible below the options. The footer includes logos for USA SAILING and REGATTA NETWORK, along with copyright information for Regatta Network, Inc. (© 2009) and a McAfee SECURE logo.

## 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

The screenshot shows the 'Scoring Options' tab in the Regatta Network event creation interface. The page is titled 'Clubmgmt/mgmt\_event\_detail.php?action=create'. The left sidebar contains navigation links for 'Event Management', 'Help & Resources', and 'Other'. The main content area includes a 'Create This Event' button, a 'Number of Races' field set to 5, and 'Throw outs' settings. There are several checkboxes for race options: 'Series Longer Than A Regatta (RRS A9 Applies)', 'DNC Method For Registrants After Series Has Started' (set to 'Registrants +1'), 'Distance Race: Races last more than a day', 'Team Race Regatta' (checked), and 'Enable Separate Division Start Times'. The 'Scoring Results Format' is set to 'Standard Results Page'. There are also checkboxes for 'Show results with/without divisions' and 'Show Total Corrected Time'. The 'Competing Classes and Scoring Methods' section has input fields for 'One Design & Pursuit Racing Classes/Fleets' (containing 'Capdevielle Viper 640'), 'PHRF (TOD/TOT) Classes/Fleets', 'Portsmouth Classes/Fleets' (with a checkbox for 'Do not use US SAILING portsmouth database'), and 'IRC/SMS Classes/Fleets'. A McAfee SECURE logo is visible in the bottom right corner.



## 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 screenshot shows a web browser window with the URL [https://www.regattanetwork.com/clubmgmt/mgmt\\_fee\\_list.php?regatta\\_id=1](https://www.regattanetwork.com/clubmgmt/mgmt_fee_list.php?regatta_id=1). The page header includes the Regatta Network logo and the text "Regatta Network Event Management Console".

The main content area is titled "Regatta Fees : 2018 GYA Capdevielle Series Template : January". Below the title, it says "Here are the current regatta fees:" followed by a table with the following structure:

Description	Char
<b>WARNING: You need to have at least ONE registration fee before offe registration for your event!! Please add one now</b>	
[Copy Fees From A Past Event]	
	<a href="#">[Return To Eve</a>

The left sidebar contains navigation menus:

- Club Management**
  - Club Information
  - Club Tools & Web Applets
  - Terms of Use
- Event Management**
  - View Events
  - Create A New Event
- Help & Resources**
  - Tutorials & Guides
  - Tips, Tricks Blog
  - Support Desk
- Other**
  - Logout
- This Event's QR Code**
  - Event ID: 17181
  - [Link To Event Website](#)

At the bottom of the page, there is a footer with the text: "Registration Problems or Questions? Visit our Support Desk | View Our Privacy Policy | Powered by US SAILING Regatta Network® | Online Sailing Event Registration and Management © 2009 Regatta Network, Inc. All Rights Reserved. Regatta Network is a registered Trademark of Regat". Logos for "US SAILING" and "REGATTA NETWORK" are also present.

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.

New to the fee editor? [Click here for help.](#)

#### Edit Fee Options

Description:    
Fee Type:    
Tracking ID:   
Sort Order:

Amount: \$  \*

**Please Note: This low registration cost may be subject to the \$2 minimum Regatta Network processing fee (see Terms of Use). If you have questions, please contact [support@regattanetwork.com](mailto:support@regattanetwork.com)**

Apply A Late Fee to This Fee

Waitlist Limit:   
(Registrants over limit are waitlisted - Leave blank if not waitlisting)

#### Team Race Instructions (Please Read Carefully):

-If requiring one application for entire team, enter total team size below. This is the total number of all skippers, and crews (i.e. Total Boats x Total Sailors per boat) to be recorded.

-If requiring separate registrations/payments for each boat on team, enter only the total number of sailors, including skipper, per team boat to be recorded.

**In either case, you must specify the number of crew applications per boat that you wish to receive in the "Require \_\_\_ Crew applications" below.**

Enter Team Size (See Above):

**This is a Team Captain Registration Fee**  
(Allows registrants who pick this fee to create their Team Name)

Require  Crew Application(s) for Complete Registration  
(Do Not Include Skipper - entries show as "Pending" till this number is reached)

Allow  Additional Crew Application(s)  
(Do Not Include Skipper - Use this for alternates or variable crew sized fees)

**DISABLE THIS FEE**

[Edit This Fee](#)