



Return to your Passport Account Logout

YACHT CLUB **event manager**

Club Home **Your Events** Membership Club Website Club Store

Home Setup Event Website Manage Entries Notifications Scoring Reports

club home > all events > hermode ocean...

Around the Island Race help

Search for Entries

Name Email Team -- All Online --

Entry Summary

Total registrants	156
Total participant count (with team)	478
Total registration Fees Paid	\$4,390
Payment Pending	34
Withdraw Requests	-

Approval Summary

The following entries need approval

Entry Form	12
Race Document	4
Waiver Number One	34

Event Dates

Event Start Date	Jan. 22, 08
Event End Date	Jan. 23, 08
Registration Open	Oct. 01, 07
Registration Close	Jan. 21, 08
Payment Due Date	Jan. 21, 08
Lock Entry Date	-

General Setup

Key Event Web Pages

Event Website	Listed	<input type="button" value="Email Link"/>
Signup Page	Visible	<input type="button" value="Email Link"/>
Login (Registrants)	Visible	<input type="button" value="Email Link"/>
Entry List	Hidden	<input type="button" value="Email Link"/>
Results	Hidden	<input type="button" value="Email Link"/>
Photo Gallery	Visible	<input type="button" value="Email Link"/>
Forums	Hidden	<input type="button" value="Email Link"/>
Links	Visible	<input type="button" value="Email Link"/>
News	Hidden	<input type="button" value="Email Link"/>
Documents	Hidden	<input type="button" value="Email Link"/>
Sponsors	Visible	<input type="button" value="Email Link"/>
History Page	Hidden	<input type="button" value="Email Link"/>

TIPS & SUGGESTIONS

First Time User?
Click here to create your first event using our event wizard.

Preview Your Website
To preview this event website, click "login" on the top right of this page.

Combine Requirements
Whenever possible, combine multiple requirements into one, to keep the process simple.

Use Notifications
Prompt participants to fulfill requirements or pay a balance. To learn more click here.

Event Fees
Keep your fee structure as simple as possible to avoid confusion.

Upload Documents
Post as much information in the documents section as possible. Examples: Rules & Regulations, important updates, parking information, etc. Click here to upload docs.

Onsite Registrations
Have you demonstrated the system and granted access to the person who will be in charge of onsite registrations?
Visit the FAQs for more tips

Regatta Manager Quick Start Guide



Regatta Manager eliminates the tedious process of manual entries and elevates regattas and yacht clubs to world-class standards. Designed to alleviate the headaches of managing any size race, Regatta Manager handles all the specific needs of organizers at local, regional and international levels.

For technical support visit www.compete-at.com/support and <http://compete-at-sailing.blogspot.com/>.

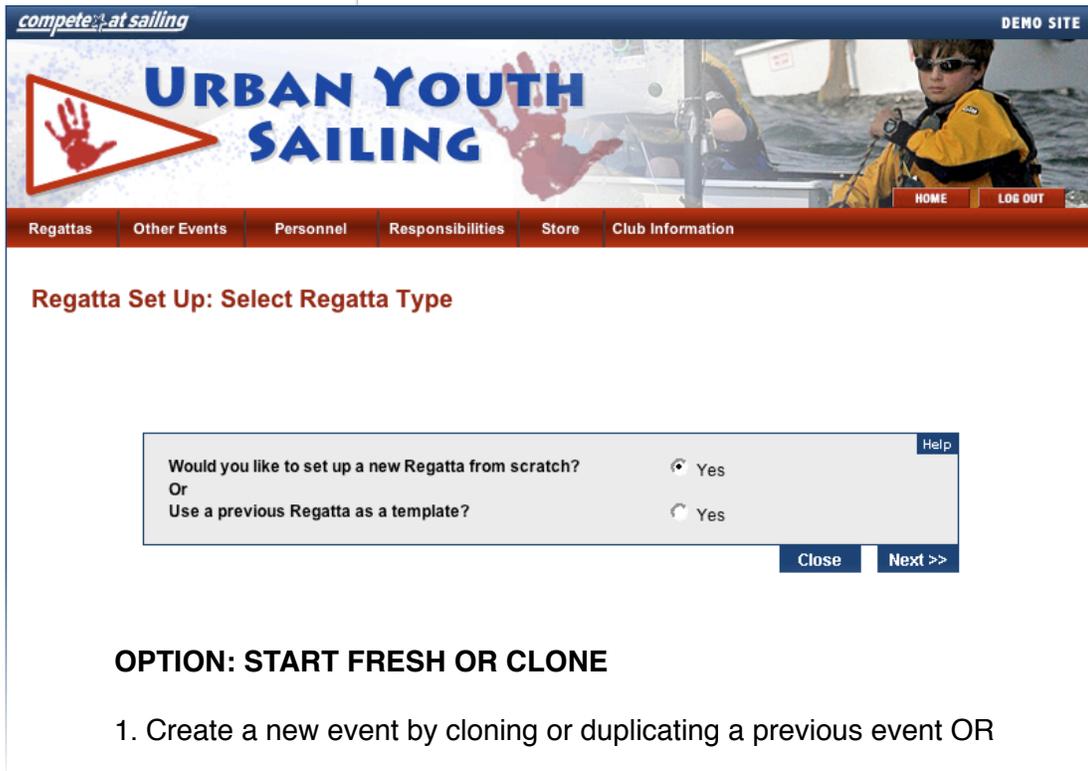
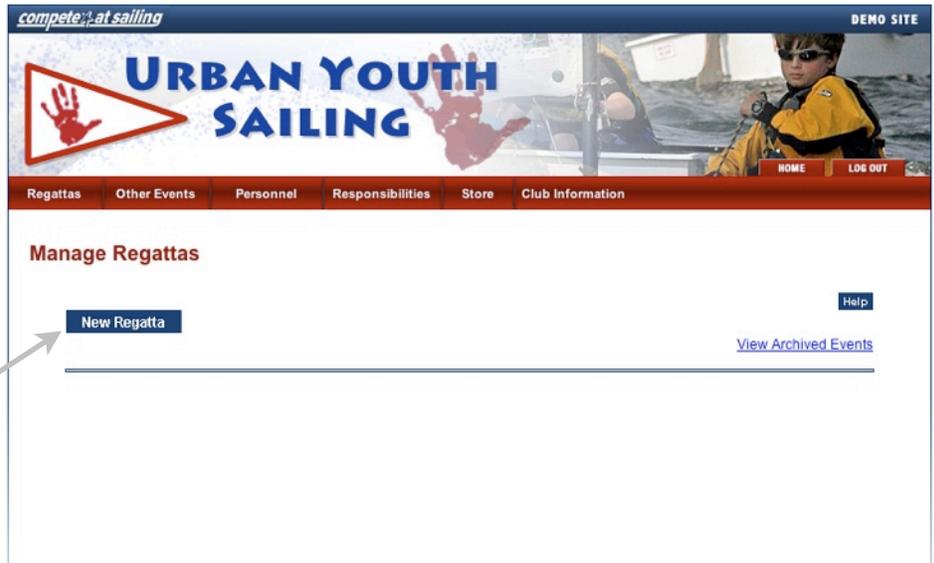
EVENT WIZARD

The event wizard walks you through six short steps to establish the very basics of a regatta. You can change any configuration you set later.

CREATE A NEW REGATTA

After logging into your account, begin by clicking "Regatta" in the main menu.

Click "New Regatta" to begin.



OPTION: START FRESH OR CLONE

1. Create a new event by cloning or duplicating a previous event OR
2. Create one from scratch.

ENTER BASIC RACE INFORMATION

The next screen provides a short form to enter some general information about the regatta; Name, Dates, Location, etc. It's important to set the correct Time Zone to ensure your registration is turned on and off on the dates you specify at the correct time.

URBAN YOUTH SAILING

Regattas | Other Events | Personnel | Responsibilities | Store | Club Information

Regatta Set Up: General Information

Regatta Set Up Wizard Introduction - Regatta Manager will now quickly take you through the basic options for your event. Besides these basic options Regatta Manager offers many other options for your event and we encourage you to explore the system through the main menu. Also you may change any or complete any of these options at later by using the main menu bar.

Step 1 of 6

Event Name * 2008 Invitational Regatta

Event URL * 2008invitational
(Ex: FallRaceSeries3_06)

Do not include spaces or special characters in the Event URL.

Location * Annapolis MD AYC

Contact Email * jsmith@compete-at.com

List Event Yes

Charity Event: Yes

Youth Event: Yes

Event Start Date * 12/25/2008 mm/dd/yyyy

Event End Date mm/dd/yyyy

Registration Open Date * 01/01/2008 mm/dd/yyyy

Registration Close Date * 12/24/2008 mm/dd/yyyy

Payment Last Date mm/dd/yyyy

Lock Entries Date mm/dd/yyyy

Time Zone GMT + 13:00

This option when selected will list the event in the public internet. They include the club's public calendar, Regatta-Manager master calendar as well as other sites fed by Regatta-Manager.

* Required

Close Next >>

TIP: The Event URL field is a pointer to where your event will reside on our system. You should **not** enter a website address for your yacht club.
Example: If your race is called the "2008 Regatta Invitational", you should enter "2008invitational" in this field.

TIP: "List Event" will publicly display this event. It is suggested that you do check this so you can preview your event but then later disable it until you are ready to go live.

ENTER SCORING DETAILS

Check the appropriate boxes to indicate how you will be scoring the race. Regatta Manager integrates with the most widely used scoring packages.

TIP: At this step you can also load your Notice of Race (NoR) and Sailing Instructions (SI) and will automatically be made available for download. You can also upload any additional docs in the "Amendments" section on the right – directions, special instructions, etc.

CONFIGURE YOUR WEB SITE

Next, you can simply click to turn on specific web pages. You can always change this later if you needs change.

TIP: Signup Page - this enables new registrants to enter your race.
Login Page - this enables existing registrants to login to update their entry and fulfill requirements.

TIP: We encourage you to use the online gallery. You can enable it so that anyone can post images from your event.

ESTABLISH REQUIREMENTS

Decide which information is important for your race and simply turn-on the appropriate forms. You can create and edit custom waivers if needed. This info can be edited at any time.

TIP: Unless you have to review each and every requirement, we suggest you do not check "approval required". Approval required essentially places entries in a pending state until you approve each one.

CREATE DIVISIONS

Divisions are used to segment entrants. They often correlate to scoring packages and are also available during export. You can always change them later and also add classes within divisions.

CREATE YOUR EVENT FEES

The fees page in the wizard allows you to set up payment type and basic event fees such as entry fee, late fee, optional fees, etc.

TIP: In "Payment Type" enable "Allow Skip Payment at Signup" during testing. This will allow you to register for your event to test, without having to pay. Be sure to uncheck this before going live with your event.

TIP: Use the "Optional Fees" section to set up fees for such things as event apparel or dinner tickets.

Regatta Set Up: Common Fees

Step 6 of 6

This is a short list of the most common fees used by event organizers. Regatta-Manager provides many more types of fees that can be added to your event after the initial set up process. If you wish to add other fees please go to "Financial -- Fees"

Please select the types of payments you wish to receive.

Select Payment Options

- Allow Payments by Credit Card (Visa & Mastercard)
- Allow Payments by Check
- Allow Payments by Club Membership
- Allow Skip Payment at Signup

Please select the fee you want to apply to all entries.

Select	Required Fees	Amount	Notes
<input checked="" type="checkbox"/>	Entry Fee - Flat Rate	\$ 100.00	
<input type="checkbox"/>	Entry Fee - Per Foot	\$ 0.00	Per Foot (Based on LOA)
<input type="checkbox"/>	Crew Fee	\$ 0.00	Per Crew Member
<input type="checkbox"/>	Late Fee 1 - Flat Rate	\$ 0.00	Due After <input type="text"/> mm/dd/yyyy
<input type="checkbox"/>	Late Fee 2 - Flat Rate	\$ 0.00	Due After <input type="text"/> mm/dd/yyyy
<input type="checkbox"/>	Division Fee		
<input type="checkbox"/>	J24	\$ 0.00	
<input type="checkbox"/>	J22	\$ 0.00	

This type of fee allows you to set an amount and then the user will enter the quantity.

Select	Optional Fees	Amount/Qty.
<input checked="" type="checkbox"/>	Event T-Shirt - Large	\$ 25.00
<input type="checkbox"/>		\$ 0.00

WIZARD IS COMPLETE

You have successfully completed the setup of new Regatta.

Regatta manager is your comprehensive tool to help you manage a successful event.

Use the menu bar above to setup and manage your event.

The Regatta Set Up menu allows you to edit the details of this event including the General Info, Requirements, Event Personnel, and their associated Responsibilities.

The Regatta Management menu allows you to set up the Divisions and Classes for the event as well as manage the Entries for the event.

The Race Management menu allows you to set up and manage the individual races (Manage Race) including creating the Scratch Sheet and Export the race data to JavaScore (Export JavaScore).

The Financial menu allows you to set up the fees associated with the event.

Please be sure to click the Update button to save your changes when working in the system (where ever applicable).

For more information about *Regatta manager* or any of 1bigthinks other products please visit our website at: <http://www.regatta-manager.com> or send us an email at sailing@compete-at.com

WIZARD IS COMPLETE

At this point you have successfully configured the basics of your event. For some events, this is all that is needed and you are ready to go. For more complex events, you will want to spend time to create additional fees, setup classes for divisions, etc.

CREATE ADVANCED FEES

On the “Fees” page in the “Set Up” Menu you can create additional fees, that weren’t available via the wizard.

Group Fees [\(Top\)](#)

This type of fee allows you to create a list of options out of which the user can select one.

Select	Req.	Tax	Group Fees	Amount	Notes
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Day 1 <input type="button" value="Add"/>		
<input type="checkbox"/>			J22	\$ 100.00	
<input type="checkbox"/>			J24	\$ 100.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Day 2 <input type="button" value="Add"/>		
<input type="checkbox"/>			J22	\$ 100.00	
<input type="checkbox"/>			J24	\$ 100.00	

TIP: “Group Fees” gives you great flexibility to establish fee options for users that are unique to your event. With Group Fees, you label the name of the group and then add the options for the user to choose. If you select “Req” then the registrant must choose one before completing their registration.

Manage Notifications

Successfully Updated Notifications.
All notifications will be CC'ed to jsmith@competeat.com

Delete	Send Now	Send Date	Recipient/Requirement	Status
<input type="checkbox"/>	<input type="checkbox"/>	11/30/2008	- Payment Pending	Not Submitted

Subject: Payment Due
 Message: You have an outstanding balance for the 2008 Invitational Regatta. Please login here <link> to complete your financial obligation.
 Attachment:

NOTIFICATIONS

Notifications allow you to send emails to groups of registrants based on any requirement or payment status. You can send notifications on-demand or set them up to run at a predefined date. *Example: Create a balance due notice and send it two weeks prior to your event to all registrants who have not paid in full.*

Costs and Payment Options for Registrants

Standard Regattas - 5% of Entries

Compete-At offers a very simple fee structure that requires NO up-front costs, maintenance costs or tiered pricing. **We retain a 5% convenience fee for each entry.** This cost is often passed directly back to the entrant during their registration as a “convenience fee” or “processing fee” so in essence, you can use the system at virtually no cost.

Example: You charge registrants \$100 to enter your regatta. Compete-At retains \$5 and distributes \$95 back to your organization. Your collected entry revenue are distributed every 2 weeks.

Regatta Manager Fees	5% of entry fees
Setup Costs	Free
Website Hosting	Free
Technical Support	Free
Online Photo Gallery	Free
Crew Finder Forum	Free
Online Store	2% of sales plus credit card fees
Budgeting & Reports	Free
Email Notification Engine	Free

Youth & Charity Regattas - FREE

Compete-At is dedicated to promoting the sport of sailing and proactive in increasing involvement. Therefore we waive our standard convenience fee for eligible youth and charity regattas.

Online Credit Card Processing

If you decide to offer online credit card payment as an option to registrants, you simply turn it on. Unlike most online systems, you do not need your own merchant account. Credit card processing fees will be passed back to you and average approximately 3%.

Offline Payment Types - Check and club account

You can offer one or multiple payment options for registrants; credit card, mailed check or club account. With offline payment types such as a mailed check, Regatta Manager allows the registrant to enter the event and indicate that payment has been mailed. Once you receive the check, you simply update their payment status in the system and their entry is complete.

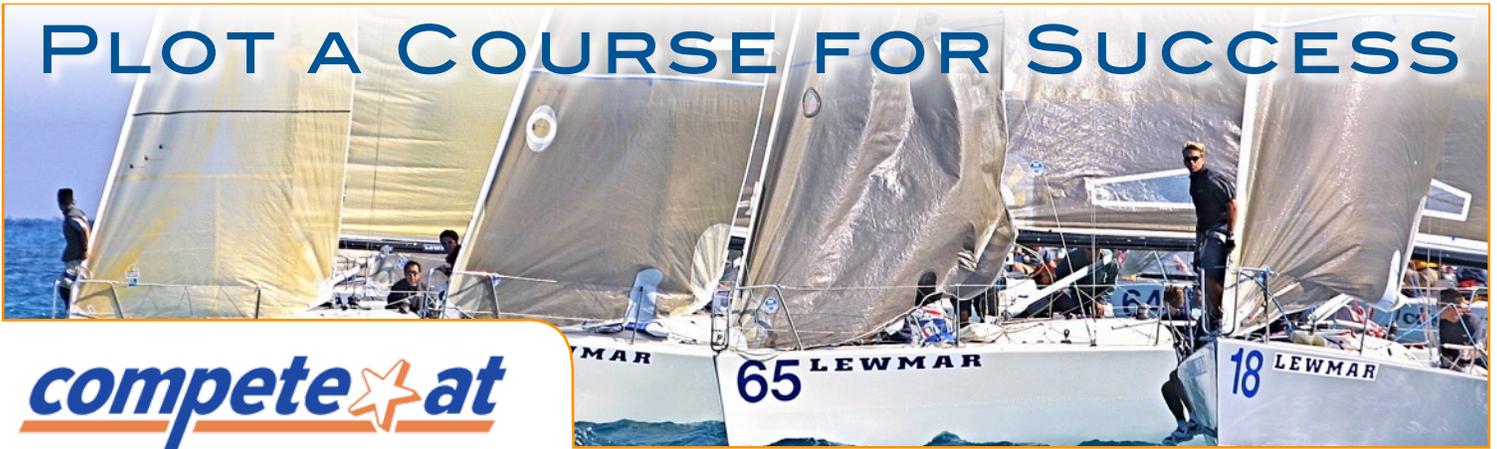
Accept Donations

Additionally, you can configure online donations to help increase contributions during the registration process. Allow for open dollar amounts OR predefine contribution levels.

SUGGESTIONS FOR RUNNING A SUCCESSFUL EVENT WITH REGATTA MANAGER

1. **Test your event.** If the fees, divisions, requirements etc. make sense to you, then it will make sense to your registrants. To register yourself, simply click "Allow Skip Payment at Signup" on the fees page. When you're done, delete your entry and don't forget to uncheck the skip payment box before going live.
2. **View FAQs.** Check out the Regatta Manager blog located here: <http://compete-at-sailing.blogspot.com/> and tutorial videos here <http://www.compete-at.com/help/regattamanager.htm>
3. **Enable Signup and Login pages early.** Make sure to enable the Signup and Login web pages when you are ready to start receiving entries. *Setup > Website > Site Setup > check "show" on the desired buttons > Click Update*
4. **Create a link from your existing website.** A link builder is available at <http://www.compete-at.com/sailing/resources.html> . To find all friendly urls for your event go to *Setup > Website > Site Setup >* and you will see friendly urls on the right of the page.
5. **Use the gallery.** Turn on the photo gallery page and set up a specific gallery for public posting.
6. **Create a buzz.** Send out a press release with the NoR and let the public know that registration is open.
7. **Simplify when possible.** If you don't really need to know crew information, then do not enable crew requirements. This adds a layer of complexity to your registration.
8. **Combine waivers.** If you have more than one custom waiver we encourage you consolidate them into one to make the registration process less cumbersome
9. **Create and post events in advance.** Create your events in advance, and have a complete season race schedule online. On each event site the registration buttons will appear automatically on the date you specify.
10. **List your event.** Once the basics of your regatta are configured, go ahead and list it online. While your event is listed, you can continue to configure requirements notifications, etc. Make sure to check off "List event" in general setup to your event on our calendar and our partner's website calendars. *Setup > General Information > check "List event" > Click Update*
11. **Keep everyone informed.** Provide as much information as possible in a timely manner by uploading documents. Examples are NOR, SI's, press releases and other event news. Additionally, you can upload the same documents to the results page to make sure everyone can find it. *Setup > General Information > upload docs > Update*
12. **Upload Results ASAP.** We recommend you publish your results ASAP, even preliminary results. The system allows you to overwrite an existing document, or hide a previously uploaded document. So, adding results in stages or as they become available is a simple process.
13. **Test drive your scoring package.** Perform a dry to run export / importing the regatta into your scoring program. We encourage you to export your event at least a week or two prior to the actual start date. This is a great way to become familiar with how Regatta Manager interacts with your scoring package of choice. Larger events might require split data for two or more course's/circle's. If you are a newbie to Regatta Manager, this might take a couple attempts. Tutorials on various scoring integration can be found here: <http://www.compete-at.com/help/regattamanager.htm>

PLOT A COURSE FOR SUCCESS



compete^{at}

Hassle Free Online Regatta Management for your Club

Compete-At is the worldwide leader in online regatta management. Yacht clubs from New Jersey to New Zealand have realized the need to move their regatta management online and Regatta Manager is the proven solution of choice.

The benefits of an online regatta management system are hard to dispute. Eliminate the tedious process of manual entries and elevate your regattas and your yacht club to world class standards. Regatta Manager is designed to alleviate the headaches of managing any size race, while handling all the specific needs of organizers at local, regional and international levels.



Self-Service Registration

Sailors enjoy the benefits of a secure online profile and simple streamlined registration to all regattas in the system.

Point & Click Easy

Everyone, regardless of their computer skills, can set-up a fully functional tournament online in just a few minutes.

Nothing to Install

100% hosted solution so there are no headaches for you to deal with. Support is available to you and your club for all events.

No Up-front Costs

Compete-At offers a pay-as-you-go payment service. A small convenience fee is retained for each registration you receive.

How much will it cost my yacht club to use Regatta Manager?

In reality, Compete-At's Regatta Manager can be used at no cost to your yacht club.

Compete-At offers the complete system with no up-front costs to you. We provide a pay-as-you-go payment service, whereby a convenience fee is processed at the time of race registration. It's up to you whether to pass this convenience fee back to registrants, absorb the cost yourself or split it in any proportion.

This fee is five percent (5%)* for all event registrations. In effect, online registration through Compete-At can be set up at absolutely no charge to you.

Fees for youth and charity events are waived.

- Set-up Costs & Support - Free
- Online Photo Storage - Free
- Regatta and Club Specific Websites - Free
- Monthly Hosting Costs - Free
- Scoring Package Integration- Free
- Email Notification and Promotion Tools - Free
- Budgeting and Reports - Free

* Excludes credit card transaction fees

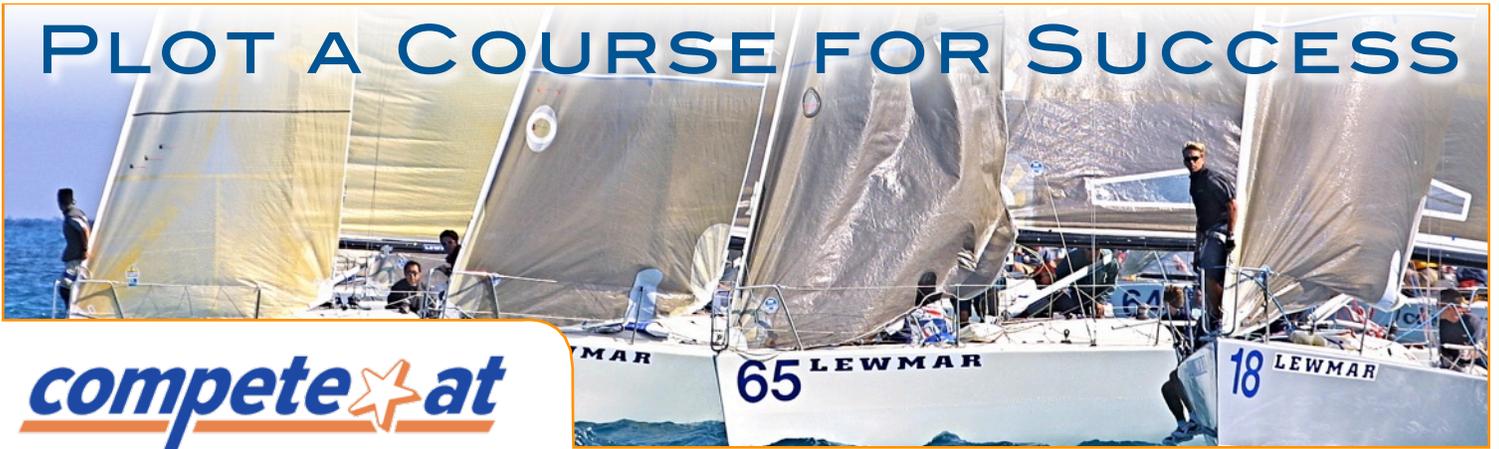
Compete-At Partners



compete^{at}

www.Compete-At-Sailing.com Boyd Tomkies 240.497.0037 x206

PLOT A COURSE FOR SUCCESS



CONTACT US TODAY

Personal demos can be scheduled with you or a group and conducted via a web browser.

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Sign Up Your Club Today:

<http://www.compete-at-sailing.com/signup>