

# Tips for Regatta Setup, Registration/Check-In and Scoring

1. Create event and post the following on at noticeofrace.net:
  - a. Individual Club NOR
  - b. Individual Club SI
  - c. Traveler Series Waiver
  - d. Traveler Series Medical Form
  - e. Concussion info form for your state (if needed)
2. Encourage all skippers to log into noticeofrace.net to register ASAP.
3. On the morning of registration:
  - a. Have copies of Waiver, Medical Form, TS paper registration form, pens and staplers available
  - b. Shut off on-line registration
  - c. **GOAL: To have an updated spreadsheet to your RC before they leave the dock.**
    - i. Check out the instructions for small regattas/mostly pre-registered sailors versus large regattas/mostly day of registration in the Day of the Regatta instruction sheet.
    - ii. When printing scratch sheets, consider the Tab Delimited Option. Cut and paste into or open in an Excel spreadsheet; you can add a column for updated sail numbers and handwrite the new registrants at the bottom. Think about what info you need (don't forget crew is needed for check in and adjust as needed. Recommend: (L-R) Sail Number, Club, Skipper Name, Crew Name. Print by fleet. At least 4 copies of each.
      1. 2 for pre-registered check-in (or as many lines as you have at registration)
      2. At least 1 for the unregistered check-in people to verify that the boat is not already registered by someone else
      3. 1 clean copy to update for the RC.
  - d. Set up at least 2 separate lines: one for pre-registered (possibly split by division) and one for not pre-registered (possibly split by division).
  - e. Have computers and printer set up in a quiet, sane place.
  - f. When greeting sailors, encourage skipper and crew to check-in together before rigging.
  - g. **Pre-registered sailors** pay their fee and verify their sail numbers. Highlight the scratch sheet to show the sailor has checked in. Corrected sail numbers should be written on the scratch sheet AND highlighted. Later they will be delivered to the computer guru who will update the program.
  - h. **Unregistered sailors** will turn in their carefully completed paper form and pay their fee. Be sure to try and determine if they have sailed in 2012, 2013, or 2014. If they are in the system, we want to avoid entering them again by searching for their name. Get email addresses so they have a way to access their log in info the next time they sail.
    - i. If being used, distribute wrist bands after paying and checking in.
  - j. Handwrite the new registrants and corrected sail numbers onto a clean printed scratch sheet and deliver them to the race committee BEFORE they leave the dock.
  - k. Deliver changes and new registrations to the computer guru who can carefully update registration.
    - i. **Sailors who pre-register and do not show up should be removed from the online entrants so they do not skew the actual number of competitors.**
    - ii. DO NOT enter a new sailor until you are certain they are not already in the system (search by last name and/or sail number)
4. Have RC communicate information periodically during the day to keep the frantic pace of inputting changes and results when they are back at shore to a minimum
  - a. Take pictures of scratch sheets to send back to computer people with updated sail# information
  - b. Take pictures of finishes to send back to computer people to input scores throughout the day