

## NORTH EAST LIPTON INTER-CLUB CHALLENGE

### ENTRY and REGISTRATION

1. Go to [Event Registration Page](#). Click on **Register Now**.
2. Click on **Non-members**. (Your team is not a member of NYC)
3. Continue without logging in. (You will be creating a team account, not a personal entry)
4. Select **“New Participant”**
5. This will open a box titled "Add Participant". Under First Name put in the differentiating name of your club. Under Last Name, put in either Yacht Club, Sailing Club, Sailing Association etc.

A screenshot of a web form titled "Add participant". The form has two input fields. The first is labeled "FIRST NAME" and contains the text "Noroton". The second is labeled "LAST NAME" and contains the text "Yacht Club". At the bottom left of the form is a "Cancel" link, and at the bottom right is a dark blue button with the word "CREATE" in white capital letters.

Click on “Create”

6. Click on **“Register”**
7. Click on **“Check Out”** at bottom right.

8. (i) Under Skipper Details, enter the email address and cell phone number of the contact person for your team. Leave the Team Name unchanged in the skipper name box.

(ii) Under Additional Information, enter the name of your club again. (sigh)

(iii) Enter the hull bow number if you know it at this time

(iv) If your club is borrowing a boat from a non-club member and the owner's representative is sailing with you, please enter the name of the Owner's Rep.

Click on **Next Step**

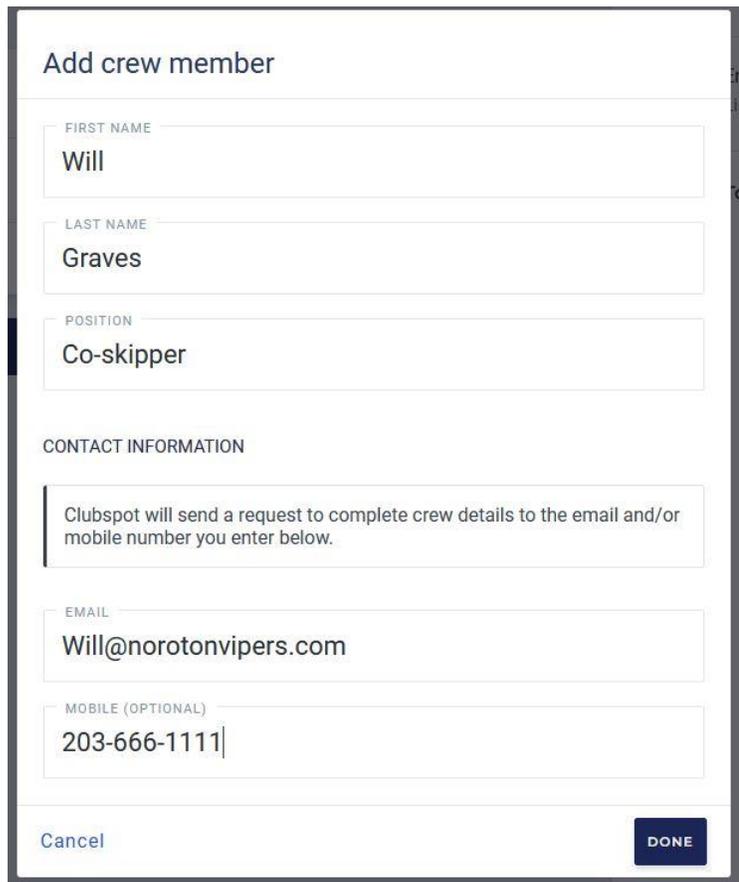
9. The heading "Team" will appear and the page will ask for crew members.

Click on **+ ADD CREW.**

10. Enter the first and last name of the team member. Click on "Position" and select either "Co-Skipper" for a designated helm or "Crew" for a team member who will be sailing but not helming.

Enter the contact information of the team member.

Click on "Done"



The screenshot shows a mobile application interface for adding a crew member. The form is titled "Add crew member" and contains several input fields. The "FIRST NAME" field is filled with "Will", the "LAST NAME" field with "Graves", and the "POSITION" dropdown menu is set to "Co-skipper". Below these fields is a section for "CONTACT INFORMATION" which includes a text box with the instruction: "Clubspot will send a request to complete crew details to the email and/or mobile number you enter below." The "EMAIL" field is filled with "Will@norotonvipers.com" and the "MOBILE (OPTIONAL)" field is filled with "203-666-1111". At the bottom of the form, there are two buttons: "Cancel" on the left and "DONE" on the right.

- 11.** Repeat this for each team member. You can come back and add team members later. You can start with no team members and come back later. A designated helm does not have to helm, but unless someone is designated as a co-skipper they cannot helm. You can have as many team members registered as you think you will need. A team member does not have to sail but unless a team member is registered, they shall not sail. If you know a team member will NOT be sailing, then please remove them from the list of team members so that we stop chasing them for waivers and dinner tickets etc. Include your owner's rep in your list as "crew"
- 12.** When you have entered the team members, Click on **Next Step**
- 13.** The next heading is Boat Details. Enter the Country of your club, the Sail Number if you know it and.....the Club/Organization name again (deep sigh)
- 14.** Click on **Next Step**
- 15.** This takes you to Payment Details. Prior to December 31<sup>st</sup> you will only be asked to pay a \$5 deposit to secure your entry and to pay the balance prior to April 1st. If you register after December 31<sup>st</sup>, you will be asked to pay the entry fee of \$330 in full at the time of registration to secure your entry.
- 16.** Choose either credit card or bank transfer by ach to pay.

**Welcome to the 2024 North East Lipton Inter-Club Challenge!**