

CBYRA Online Registration

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Beth plans to prepare and distribute a list of instructions at Sunday's race management meeting (March 8, 2009)

1. Set-up
 - a. The club creates the NOR
 - b. The club sends the NOR to CBYRA
 - c. CBYRA (Beth) creates the "regatta file". This can be done within one day.
 - d. CBYRA sends the "regatta file" to the club to approve – entry fees, deadlines, classes, etc.
 - e. The club makes corrections as necessary and sends them to CBYRA.
 - f. CBYRA posts the NOR and the "regatta file" and any other documents the club would like to make available (such as the Sailing Instructions) on the CBYRA website under Event Registration.
 - g. CBYRA returns the "regatta file" to the club
 - h. Sailors may register online on the CBYRA website.
 - i. The club should link their website to the CBYRA site to make it easier for sailors to register for events.
2. Payment
 - a. CBYRA accepts credit card payments from registrants.
 - b. CBYRA submits a cheque to the host club, after deducting 7% for their services, when registration closes.
 - c. If the club chooses to accept paper entries, CBYRA will provide to the club an Excel spreadsheet in the correct format. The club enters the data from the paper entries on the spreadsheet and sends it to CBYRA, who then adds the new entries to the list of registrants displayed on their website.
 - d. CBYRA does not charge the 7% for paper entries.
3. Scoring
 - a. The club loads the "regatta file" into JavaScore version 5.1.04 (See Club Entry Procedure.ppt)
 - b. The club may enter late entries manually.
 - c. The club enters race scores and checks them and sends the "regatta file" back to CBYRA.
 - d. CBYRA posts the scores and uses them as input to the HighPoint scoring process.
4. Publicity
 - a. On request, CBYRA will send an email to a list of names provided by the club reminding them or announcing to them of event registration.