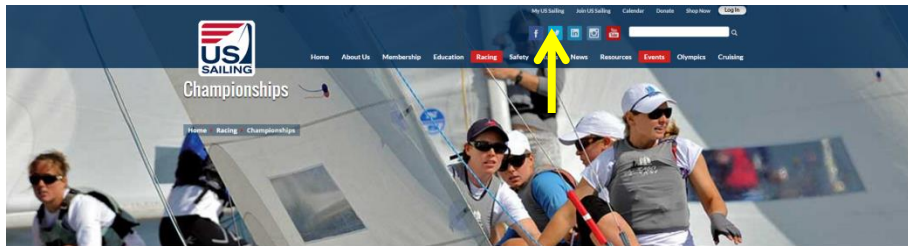**First Sail Program Common Calendar**

Thank you for your commitment to growing the sport of sailing and joining the First Sail initiative!

The First Sail common calendar is where potential participants are able to find First Sail Experiences listed near them, as well as more information about your organization. Using your US Sailing member ID number (constituent ID number if not a member of US Sailing) you are able to add and edit your organizations experiences.
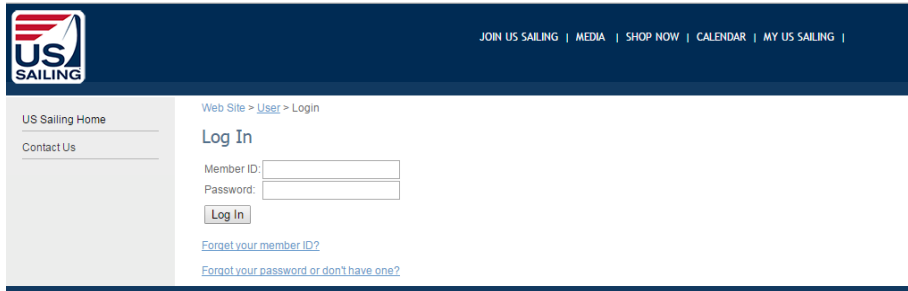
This guide is meant to break down how to add an experience to the common calendar into manageable steps. For more specific questions, or if you experience difficulties that are not addressed in this guide, please direct your questions to FirstSail@ussailing.org

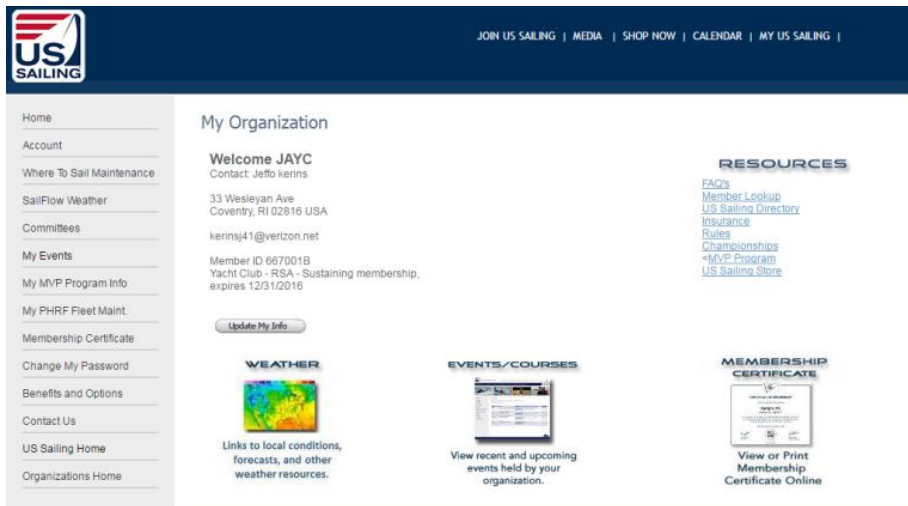The link provided below will direct you to the US Sailing home page

Link – http://ussailing.org

Step 1 – Click on the "My US Sailing" link on the top of the home page

Step 2 – Enter your organization's US Sailing member ID Number / constituent ID number and password.

Step 3 – Follow the "My Events" tab from the "My US Sailing" landing page

Step 4 – Once on the "My Events" page, follow the "Add New Event"

Step 5 – Fill in all appropriate fields. It is important that under "Event Type" that course is selected and that under "Event Calendars" that First Sail is selected. If these two items are not selected your experience WILL NOT show up on the common calendar.

My Events

Return to My US Sailing   Add New Event

	Event Type	Start Date	End Date	Event Title	Host Name
Edit Delete	Course	8/5/2016	8/5/2016	First Sail Experience	US Sailing

Step 6 – After you submit your experience, it shows up under "My Events". It may take several minutes for your experience to appear on the common calendar.