
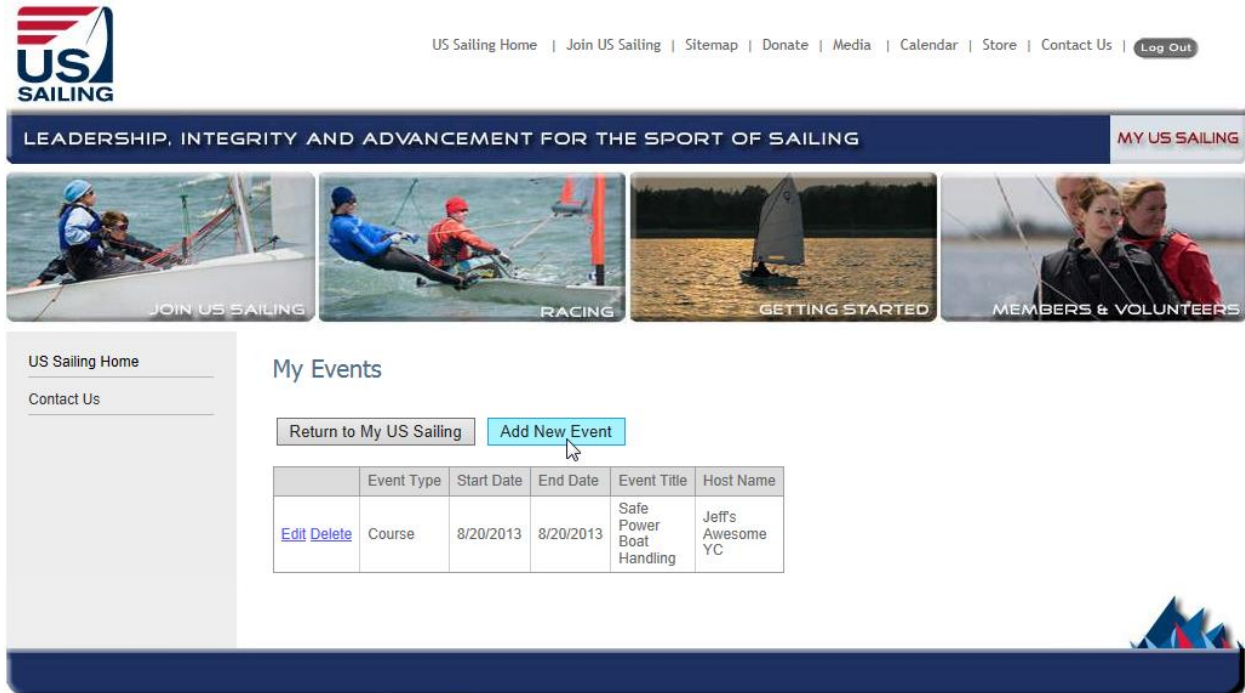


Adding Events to the US Sailing Calendar

You can log into [My US Sailing](#) by clicking the  button in the upper right of any of our website pages. My US Sailing is a personalized area where you can update your account information and access many useful member benefits. Once you log into My US Sailing, click My Events on the left menu. You will see a list of all of your events.

To Edit or Delete an event, click Edit or Delete next to the appropriate event.



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LEADERSHIP, INTEGRITY AND ADVANCEMENT FOR THE SPORT OF SAILING [MY US SAILING](#)

JOIN US SAILING RACING GETTING STARTED MEMBERS & VOLUNTEERS

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	Event Type	Start Date	End Date	Event Title	Host Name
Edit Delete	Course	8/20/2013	8/20/2013	Safe Power Boat Handling	Jeff's Awesome YC

You will only see events listed that were created under the same Member ID with which you logged in. **Whatever member account you used to create an event is the account you must log in under to later edit that same event.**

For example, if I am an officer of XYZ Yacht Club, and I log in under my personal (not the club's) Member ID to add an event at my club, in the future I can only edit that event by logging in again under my personal Member ID. If I log in under the club's Member ID, I would not see the event listed.

To Add a new event, click the Add New Event button. Fill in the information for your event and click the Submit button at the bottom.

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Add New Event

Event Type	Course
Event Title	Safe Power Boat Handling
Start Date	08/20/2013
End Date	08/20/2013
Event Info Web Address (URL)	http://www.jayccourses.com
Event Registration Web Address (URL)	http://www.jayccourses.com/registration
Event Notes	This is an introductory level course. No prior training is required.
Host Member ID (what is this?)	667001B
Host Name	Jeff's Awesome YC
Host Address	15 Maritime Drive
Host City	Portsmouth
Host State	RI
Host Country	USA
Host Zip	02871
Contact Name	Brad Marchand
Contact Email	bmarchand@jayc.com
Contact Phone	401-555-1212

To include this event on any of these specific US Sailing event calendars, please check its box.

Powerboat Operator Courses
 Racing Clinics
 Basic Sailing Courses & Events
 Navigation Courses
 Match Racing
 Team Racing
 Disabled Sailing
 Junior Olympics
 US National Championships and Qualifiers
 Youth Events

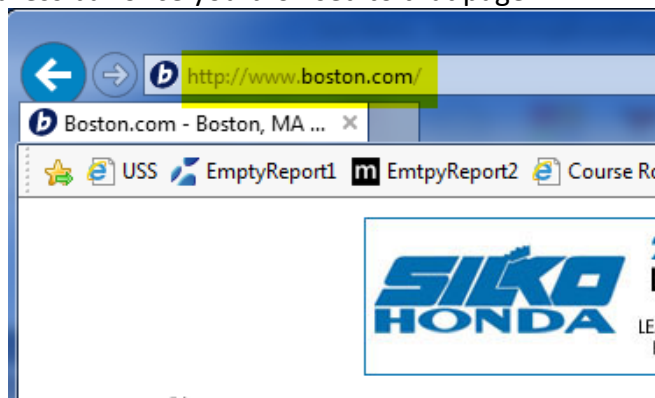
Event Calendars

[Submit](#)

Here are details about some specific fields:

1. *Event Info Web Address* and *Event Registration Web Address*

- a. If you have a web page with information about your event, put this web address in the field.
- b. If you have a specific web address for registration for this event, enter that web address in this field.
- c. Neither of these values is required, so you don't need a value for either of these unless you have a corresponding info or registration web address.
- d. Important: Please include the *entire* web address to ensure that link works, including the beginning *http://* portion. The easiest way to do this is to browse to the page and copy the link from the address bar at the top of your browser.
 - i. Example: Rather than just *www.boston.com*, it is best to use **http://www.boston.com**, which is what you would get when copying it from the address bar once you browsed to that page:



2. *Host Member ID*

- a. This field is not required, but it will pre-populate with your Member ID when adding a new event. You can clear this value if you choose.
- b. Providing a Member ID in this field allows this event to be listed on a calendar showing just your events. You can easily put this calendar on your own website, listing just your US Sailing Events. You can click [HERE](#) for instructions on this, or when adding an event, you can click the [what is this](#) link as seen in the screenshot above.

3. *US Sailing Event Calendars* (check boxes at the bottom)

- a. US Sailing has a number of calendars on our website that list a specific subset of events. These calendars list a combination of events that are created by US Sailing staff along with those created by individual and member organizations.
- b. If your event belongs on one or more of these calendars, you can check the box so it will be included.
- c. We ask that you only include your event on one of these calendars if it truly does fit. If you have any questions about whether your event should be on one of these calendars, you can [contact](#) a staff member from the appropriate department.