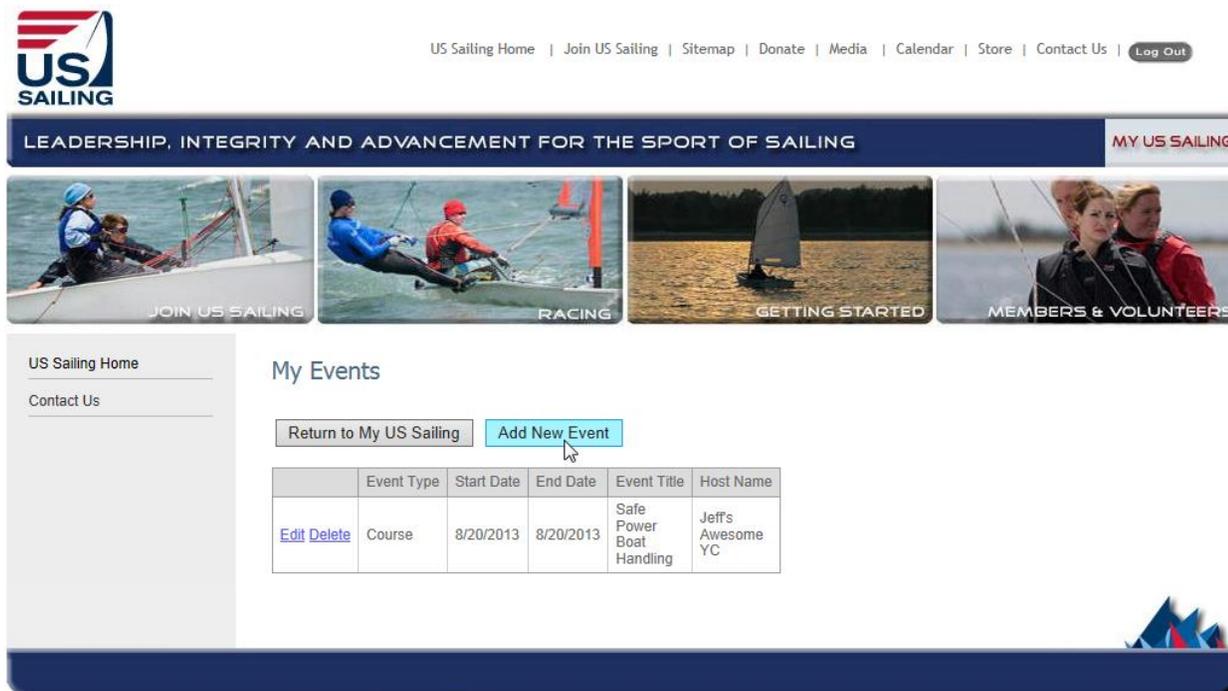


Adding Events to the US Sailing Calendar

Log into [My US Sailing](#) . 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 your events.

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



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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.

Here are details about some specific fields:

1. *Event Info Web Address and Event Registration Web Address*
 - a. Use the link to your NOR page here
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.
3. *US Sailing Event Calendars* (check boxes at the bottom)
 - a. US Sailing has several 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 [Karen Davidson](#) or [Betsy Alison](#).