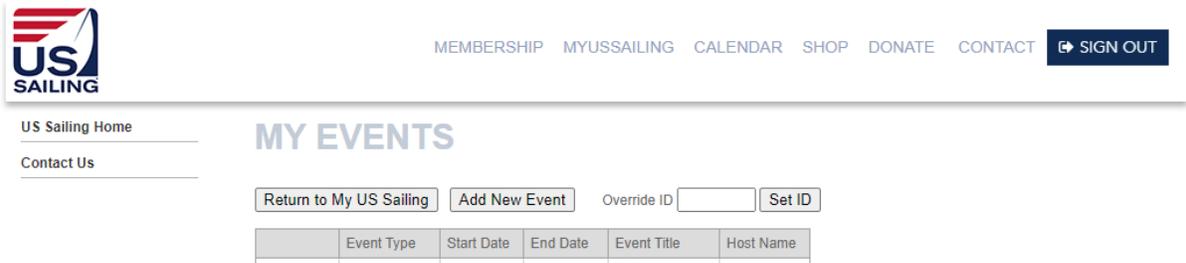


Adding Events to the US Sailing Calendar

You can log into [My US Sailing](#) by clicking the  button or the  button at the top of any of our website pages and log in using your US Sailing Member credentials. **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.



US Sailing Home

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MEMBERSHIP MYUSSAILING CALENDAR SHOP DONATE CONTACT SIGN OUT

MY EVENTS

Return to My US Sailing Add New Event Override ID Set ID

Event Type	Start Date	End Date	Event Title	Host Name
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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. **Make sure you check off One Design** from the list along with any other box(ex: Match Racing, Youth, Offshore, etc.), this will ensure your event is posted in any related calendars posted on our website.



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MY EVENTS

[Return to My US Sailing](#) [Add New Event](#) Override ID [Set ID](#)

Edit Event

Event Type	<input type="text" value="Race/Regatta"/>
Event Title	<input type="text" value="Championship of Champions"/>
Start Date	<input type="text" value="10/08/2020"/>
End Date	<input type="text" value="10/11/2020"/>
Event Info Web Address (URL)	<input type="text" value="https://www.ussailing.org/competition/championsh"/>
Event Registration Web Address (URL)	<input type="text"/>
Event Notes	<input type="text" value="NOR Posted- Check for Covid-19 Updates on event website"/>
Host Member ID (what is this?)	<input type="text" value="123456A"/>
Host Name	<input type="text" value="Balboa Yacht Club"/>
Host Address	<input type="text" value="1801 Bayside Drive"/>
Host City	<input type="text" value="Corona del Mar"/>
Host State	<input type="text" value="CA"/>
Host Country	<input type="text" value="USA"/>
Host Zip	<input type="text" value="92625"/>
Contact Name	<input type="text" value="Walter Johnson"/>
Contact Email	<input type="text" value="walter@walterjohnsonyachts.com"/>
Contact Phone	<input type="text" value="(949) 421-8006"/>

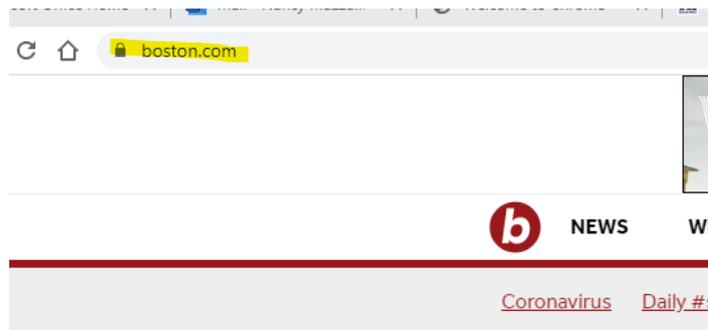
To include this event on one of these specific US Sailing event calendars, please check its box.

- Event Calendars
- Powerboat Operator Courses
 - Racing Clinics
 - Basic Sailing Courses & Events
 - Navigation Courses
 - Match Racing
 - Team Racing
 - Adaptive Sailing
 - Junior Olympics
 - US National Championships and Qualifiers
 - Youth Events
 - Safety At Sea Seminars
 - First Sail
 - Flotilla
 - Offshore Race with SER Requirements
 - One-Design**
- [Submit](#)

[Instructions on Adding/Editing Events](#)

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.