



LBIYRA Quick Guide

Clubspot for Coaches

This guide will show you:

- 1) How to Register yourself on the Clubspot System
- 2) How to Register for each interclub you attend

ALL COACHES ATTENDING EACH INTERCLUB MUST REGISTER FOR THE INDIVIDUAL INTERCLUBS.

Welcome to LBIYRA Interclubs. It is easier to do work with Clubspot on a laptop/PC browser but can easily be done on an Android or Apple PAD or PHONE. **You must first register as a user of the Clubspot system to register for any Interclubs.** Follow these simple steps:

How To Register [As A User of Clubspot](#) (only need to do this once, skip these steps if you have registered before in Clubspot)

1. Navigate in your browser to www.theclubspot.com website.
2. On the screen that shows up and in the top right corner, click on **ACCOUNT**



3. Enter in your email address and then click on **NEXT STEP**
 - Your email address will now become your Clubspot USERID to sign into the

system

4. This screen below will appear, enter in your name and password, and that completes the user registration. **DONE!**

SIGN UP

Complete your account

YOUR NAME

Your Name Here



NEW PASSWORD

.....



CREATE ACCOUNT

☒ I have read and consent to the Clubspot [Terms](#) & [Privacy Policy](#).

Registering [As A Coach](#) at an Interclub

You must register for each individual Interclub that you attend as a coach. If you have registered for any interclubs previously, log on with your Clubspot userid and password. There is a class named “COACH” set up in the system (vs. a boat class) for each regatta. When signed up as a COACH, the LBIYRA and the host club can then communicate to all coaches via text msgs on your phone as well as to your email. This will help in an emergency or to disseminate important information.

Follow these simple steps:

1. Go to the LBIYRA Website and navigate to **Interclubs** where you will see a list like the one below. Click on the interclub you would like to register for.

7/6 - Little Egg Harbor Yacht Club

7/13 - Spray Beach Yacht Club

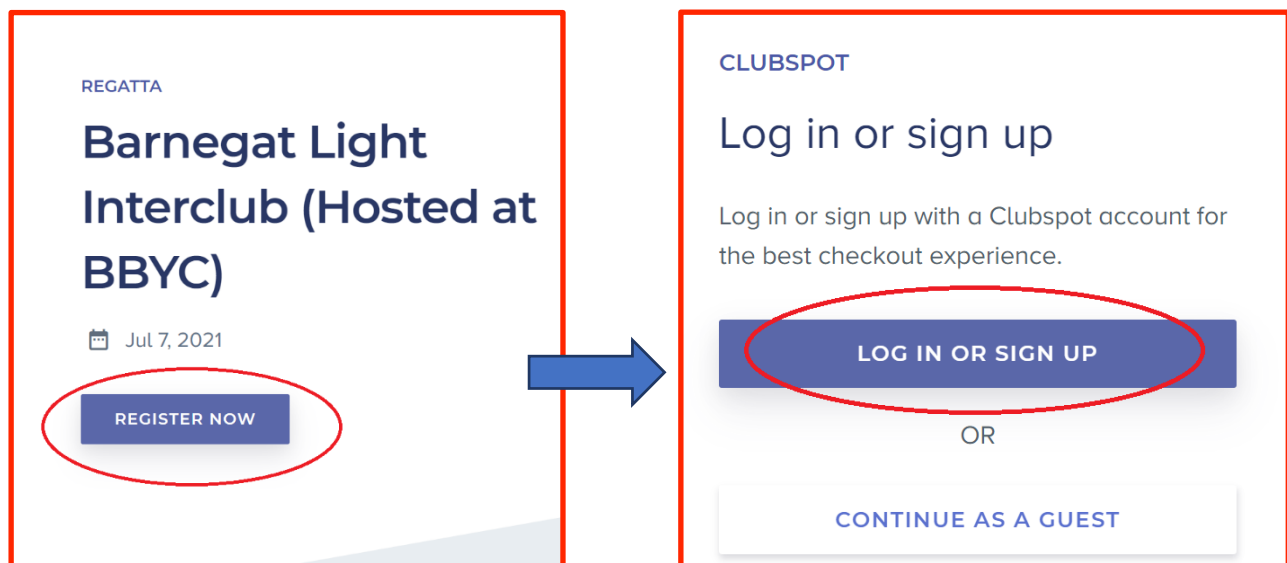
7/20 - Haven Beach Club

7/27 - Brant Beach Yacht Club

8/3 - Surf City Yacht Club

8/10 - Barnegat Light Yacht Club

2. You will see a screen like the one on the left, click on **REGISTER NOW**. The screen on the right will appear, click on **LOG IN OR SIGN UP** and enter your USERID/password on the next screen you see.



3. After you have successfully logged on, enter your first and last name. (Note: For subsequent interclubs the system stores your information in a profile.)

BASIC DETAILS

Registrant name

FIRST NAME
Scott

LAST NAME
Barband

NEXT STEP

4. Choose Coach by clicking on the **REGISTER** button depicted below and a pop up screen will appear, then click on **REGISTER SCOTT** (it will have your first name). Registration is free.

COACH

ENTRY FEE
Free

REGISTER

Registration

Entry fee	
Coach	\$0.00
Total	\$0.00

REGISTER SCOTT

5. This data input screen will appear next,
 - A. Enter your information.
 - B. Then click on the course(s) you will be coaching on.
 - C. You will then be asked to read the LBIYRA Waiver, and click on **I AGREE TO THE LBIYRA WAIVER**
 - D. Then confirm you have read the waiver by typing in your name that represents your electronic signature.
 - E. Next fill in emergency contact info and click on **NEXT STEP**,
 - F. Fill in your Yacht Club Name
 - G. Then click on **NEXT STEP**, See screen sequence below.

Coach details

Form fields for Coach details:

- FIRST NAME: Scott
- LAST NAME: Barbano
- EMAIL: njjrb@aol.com
- MOBILE: 6092036114

A red box highlights the input fields, and a label 'A.' points to it.

Additional information

Interclub Coaches - Indicate the Boat Class(es) You Will Coach For This Interclub

Boat Class Selection:

<input checked="" type="radio"/> Optimist	<input type="radio"/> ILCA 7 (4.7)
<input type="radio"/> ILCA 6 (Radial)	<input type="radio"/> Sunfish
<input type="radio"/> Club 420	Choose all that apply

A red box highlights the selection area, and a label 'B.' points to it.

LBIYRA WAIVER For and in consideration of Long Beach Island Yacht Racing Association and its member clubs – Little Egg Harbor Yacht Club, Spray

and enforceability of any remaining provisions. I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDITIONS, AND KNOW IT CONTAINS AN ASSUMPTION OF RISK, RELEASE, AND WAIVER FROM LIABILITY. By clicking on the dropdown box that states I AGREE TO THE LBIYRA WAIVER and signing by typing in my name below, I (as the participant or as the Parent/Legal Guardian) hereby accept the terms and conditions of this Agreement.

CLICK TO ENTER

I AGREE TO THE LBIYRA WAIVER

C.

TYPE YOUR NAME TO SIGN THIS WAIVER ELECTRONICALLY. You agree that your electronic signature is the legal equivalent of your manual signature on this waiver.

CLICK TO ENTER

Scott LastName **Type in Last Name**

D.

Emergency contacts

EMERGENCY CONTACT

Scott Mom

E.

EMERGENCY CONTACT MOBILE

6095551212

RELATIONSHIP TO PARTICIPANT

Mother

Update profile details 

F.

NEXT STEP

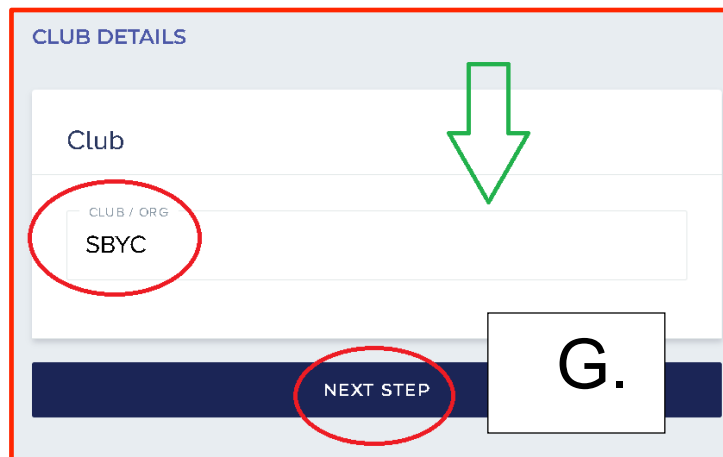
CLUB DETAILS

Club

CLUB / ORG
SBYC

NEXT STEP

G.



6. Complete the registration with these steps

PAYMENT DETAILS

Please complete checkout to confirm your registration.

Payment

This order is free. Click below to complete your order.

COMPLETE ORDER

By using Clubspot you agree to our [Terms of Use](#).

STATUS

Order complete

✓ Your Barnegat Light Interclub (Hosted at BBYC) order is complete. Please feel free to save this confirmation for your records.

Confirmation #: YAAC71MRCE

[ADD ANOTHER ENTRY](#) [VIEW YOUR ACCOUNT](#)