



LBIYRA Quick Guide

Clubspot for Sailors / Parents (or those Registering them)

This guide will show you

- 1) How to register for a Clubspot account
- 2) How to register sailors in Clubspot for each interclub they are attending
- 3) How to register multiple sailors from the same family.
- 4) How to modify information on your Clubspot Account (fix errors)

**YOU MUST REGISTER YOUR
SAILOR(S) FOR EACH INDIVIDUAL
INTERCLUB.**

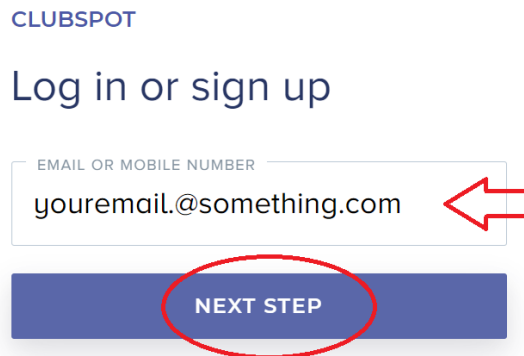
Welcome to LBIYRA Interclubs. It is easier to do work with Clubspot on a laptop/PC browser but can easily be done on an Android or Apple PAD or PHONE **You must first register as a user of the Clubspot system to register Sailors for any Interclubs.** Follow these simple steps below. If you are already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

How To Signup as a Clubspot User – you must do this first once

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**

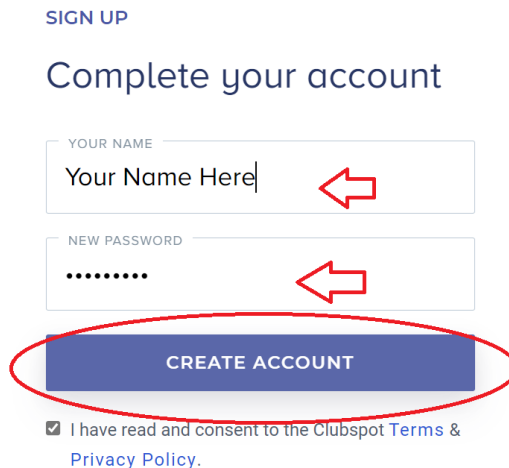


3. Enter in your email address and then click on **NEXT STEP**
 - Your email address will now become your Clubspot USERID to sign into the



system

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



Registering Sailors For LBIYRA Interclubs:

1. Go to the LBIYRA Website, and on the top navigation bar, click on **INTERCLUBS** and 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

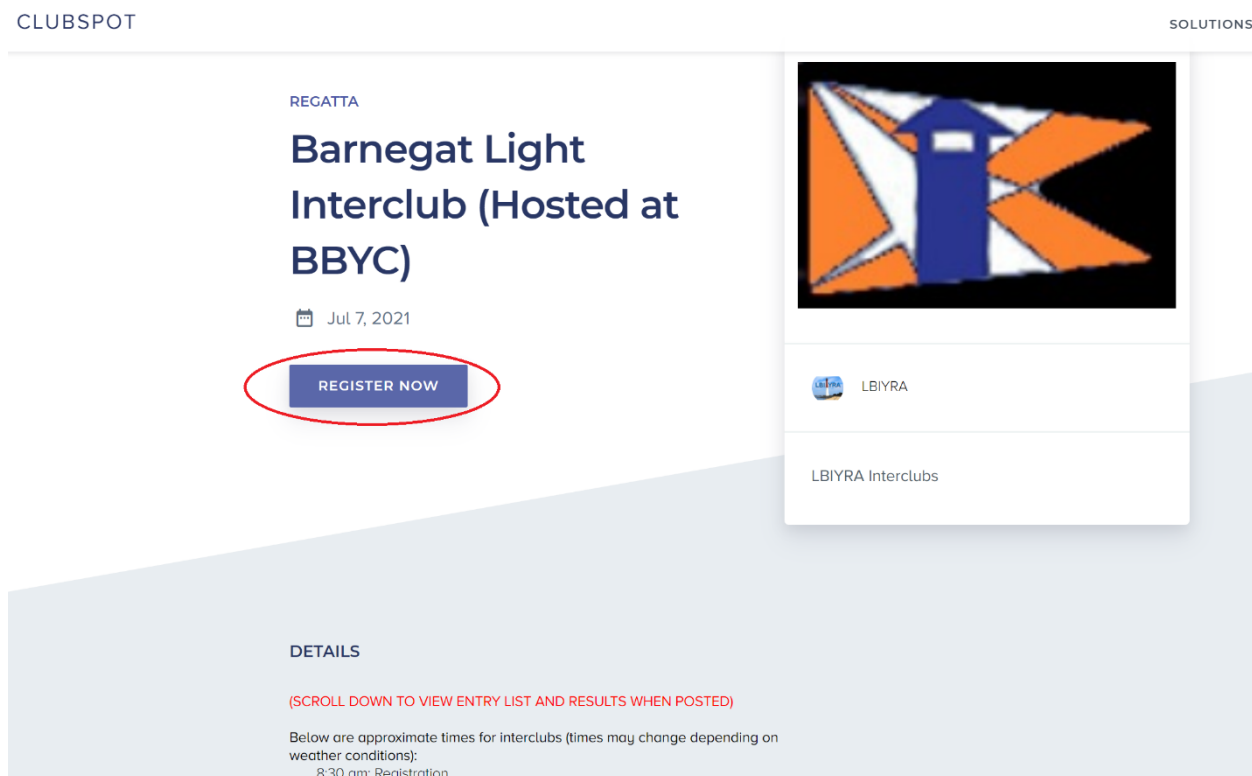
7/20 - Haven Beach Club

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 this when you click on (register) and click on **REGISTER NOW**



3. The screen below will appear; click on the **LOG IN OR SIGN UP**, and this brings up a screen to enter your USERID and password

CLUBSPOT

Log in or sign up

Log in or sign up with a Clubspot account for the best checkout experience.

LOG IN OR SIGN UP

OR

CONTINUE AS A GUEST

CLUBSPOT

Log in or sign up

EMAIL OR MOBILE NUMBER

Youremail@email.com

NEXT STEP

4. If this is your first time registering your sailor, the screen below will appear. Enter your sailor's name:



Register for Barnegat Light Interclub (Hosted at BBYC)

Registration is powered by Clubspot, the leader in modern club management.

BASIC DETAILS

Registrant name

FIRST NAME

Johnny

LAST NAME

Smith

NEXT STEP

5. Choose your sailor's boat class, and the screen on right will appear. Click on **REGISTER "JOHNNY"**:

| Boat Class | Entry Fee | Register Button |
|--------------|-----------|-----------------|
| OPTI | \$5.00 | REGISTER |
| LASER RADIAL | \$5.00 | REGISTER |
| LASER 4.7 | \$5.00 | REGISTER |
| CLUB 420 | \$10.00 | REGISTER |
| SUNFISH | \$5.00 | REGISTER |

Next Screen

< Registration

Entry fee

| | |
|-------|--------|
| Opti | \$5.00 |
| Total | \$5.00 |

REGISTER JOHNNY

6. This data input screen will appear next,
 - A. Enter in your skipper's information.
 - B. You will then be asked to read the LBIYRA Waiver in the Additional Information area
 - C. Then 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 Parent information.
 - F. Then click on **NEXT STEP** , See screen sequence below.

The screenshot displays the 'SKIPPER' registration screen, labeled 'Screen 1'. It features a form for skipper details and a section for the LBIYRA Waiver. A red box labeled 'A.' is placed over the skipper details form, and another red box labeled 'B.' is placed over the waiver text. A green arrow points from a red box labeled 'Further Down first Screen View' to the waiver section.

SKIPPER **Screen 1**

Your details have been prefilled from your profile.

Skipper details

FIRST NAME
John

LAST NAME
Barbano

If the participant does not have an email and/or mobile number, please enter the primary parent/guardian's email and/or mobile number below.

EMAIL
njjrb@aol.com

MOBILE
6092036114

BIRTH MONTH
Jun

BIRTH DATE
24

BIRTH YEAR
2011

Further Down first Screen View

Additional information

LBIYRA WAIVER For and in consideration of Long Beach Island Yacht Racing Association and its member clubs – Little Egg Harbor Yacht Club, Spray Beach Yacht Club, Haven Beach Club, Brant Beach Yacht Club, Surf City Yacht Club, Barnegat Light Yacht Club (the "Organization") allowing me, the undersigned, to participate in any capacity in an Organization sanctioned, licensed or approved event or activity ("Event" or "Events"); I, for myself, and on behalf of my spouse, children, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors, and assigns, hereby agree to and make the following contractual representations pursuant to this Agreement (the "Agreement"): A. RULES AND REGULATIONS: I hereby agree to abide by the rules, regulations, and policies of the Organization, including any and all COVID—19 related safety measures required by the Organization. B. ACKNOWLEDGMENT OF RISK: I knowingly, willingly, and voluntarily acknowledge the inherent risks associated with the sport of sailing, and that participation in any Organization involves risks and dangers including, without limitation, the potential for serious bodily injury (including but not limited to broken bones, head or neck injuries), sickness and disease (including communicable diseases), trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal

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

Parent/Guardian

PARENT/GUARDIAN NAME

Papa John

PARENT/GUARDIAN EMAIL

floyd@gmail.com

PARENT/GUARDIAN MOBILE

6092036114

Update profile details 



7. Next enter your boat details and click on **NEXT STEP**,
8. This brings you to payment screen, and enter Credit Card and click on **PAY 10.00**

BOAT DETAILS

Boat

COUNTRY
USA

SAIL NUMBER
12218

If you don't know your sail number yet, please enter TBD.

CLUB / ORG
BBYC

BOAT NAME (OPTIONAL)

NEXT STEP

Next Screen

PAYMENT DETAILS

Please complete checkout to confirm your registration.

Payment

☒ Credit/Debit Card

Card number MM / YY CVC

PAY \$10.00

☒ Remember me for one-click payment next time.

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

Next Screen

STATUS

Order complete

☒ Your payment was processed, and your Barnegat Light Interclub (Hosted at BBYC) order is complete. Please feel free to save this confirmation for your records.

You will also receive a separate payment receipt at mamma@gmail.com.

Confirmation #: UQFM9AC59L

ADD ANOTHER ENTRY **VIEW YOUR ACCOUNT**

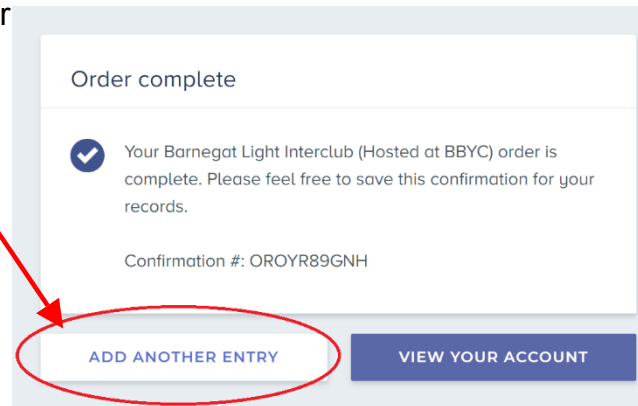
DONE WITH

Registering Multiple Children From One Clubspot USERID

So you have multiple children in the Interclubs? No problem, the system allows for multiple “profiles” attached to your USERID.

In this example, you just entered Johnny Smith’s registration in an interclub and want to also enter another sailor, Susan Smith.

1. Navigate to the interclub webpage like you did originally (through the LBIYRA website) OR
2. If you do this directly after you input your first child, the system asks you if you want to enter another sailor



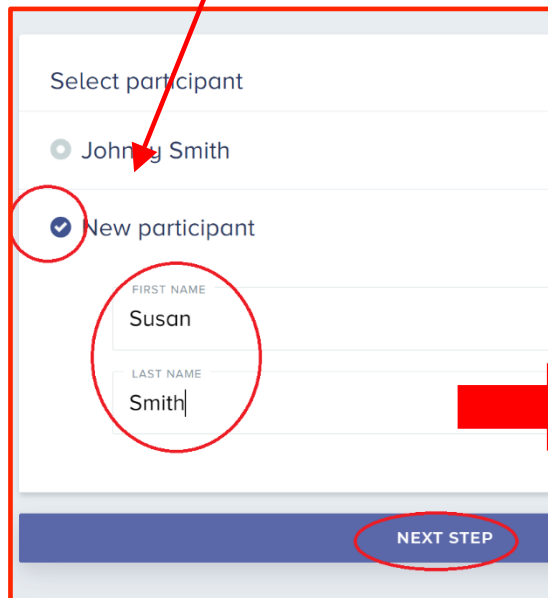
Order complete

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

Confirmation #: OROYR89GNH

ADD ANOTHER ENTRY **VIEW YOUR ACCOUNT**

3. Choose **New Participant**, and fill in sailor name and click on **NEXT STEP**, a screen pops up, choose the class of boat your sailor is sailing (in this example, LASER RADIAL) then click on **REGISTER** another screen pops up and click on **REGISTER SUSAN** at bottom of page.



Select participant

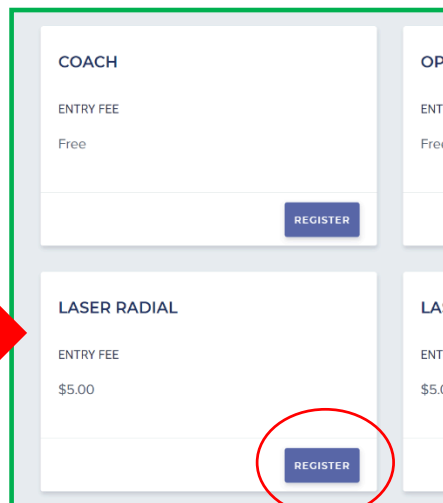
Johnny Smith

☒ New participant

FIRST NAME
Susan

LAST NAME
Smith

NEXT STEP



COACH

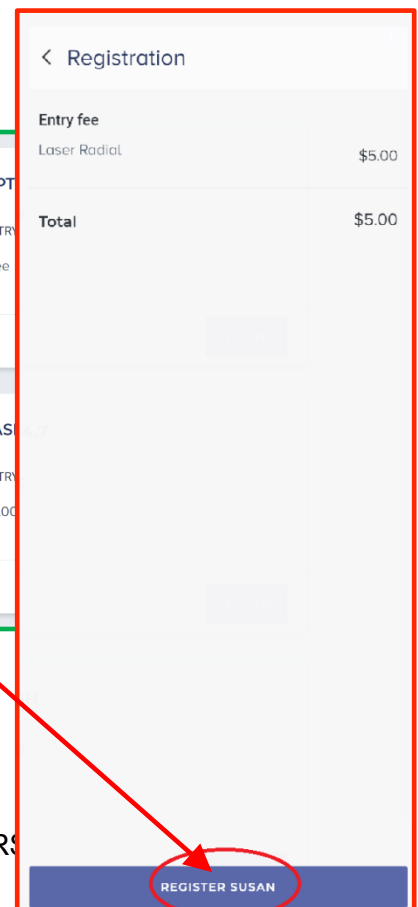
ENTRY FEE
Free

REGISTER

LASER RADIAL

ENTRY FEE
\$5.00

REGISTER



< Registration

| | |
|--------------|---------------|
| Entry fee | |
| Laser Radial | \$5.00 |
| Total | \$5.00 |

REGISTER SUSAN

4. Now enter in all the sailor information, scroll down and enter parent's information like above, and click on **NEXT STEP**

5. Enter the country (USA), sail number, and be sure to put in the letter abbreviation for your Club, click on **NEXT STEP** and the pay screen will appear. Enter your credit card info and click on **Pay \$n.nn**, the confirmation screen will appear and your are DONE!

The 'Boat' registration form contains the following fields and annotations:

- COUNTRY:** A dropdown menu with 'USA' selected, circled in red.
- SAIL NUMBER:** A text input field containing '6097', circled in red.
- Club / SRC:** A text input field containing 'BBYC', circled in red. A green arrow points from a 'PRO TIP' box to this field.
- BOAT NAME (OPTIONAL):** A text input field.
- PRO TIP:** A green-bordered box containing the text: "PRO TIP: Be sure to put in the **exact** standard abbreviation for your club **in all CAPS**: HBC, BBYC, SCYC, BLYC, SBYC, or LEHYC".
- NEXT STEP:** A blue button at the bottom, circled in red.

The 'Payment' form contains the following fields and annotations:

- Credit/Debit Card:** A section header with a checkmark icon.
- Card number:** A text input field, circled in red.
- MM / YY CVC:** A text input field, circled in red.
- PAY \$5.00:** A blue button, circled in red.
- Remember me for one-click payment next time:** A checkbox with a checkmark.

The 'STATUS' confirmation screen displays the following information:

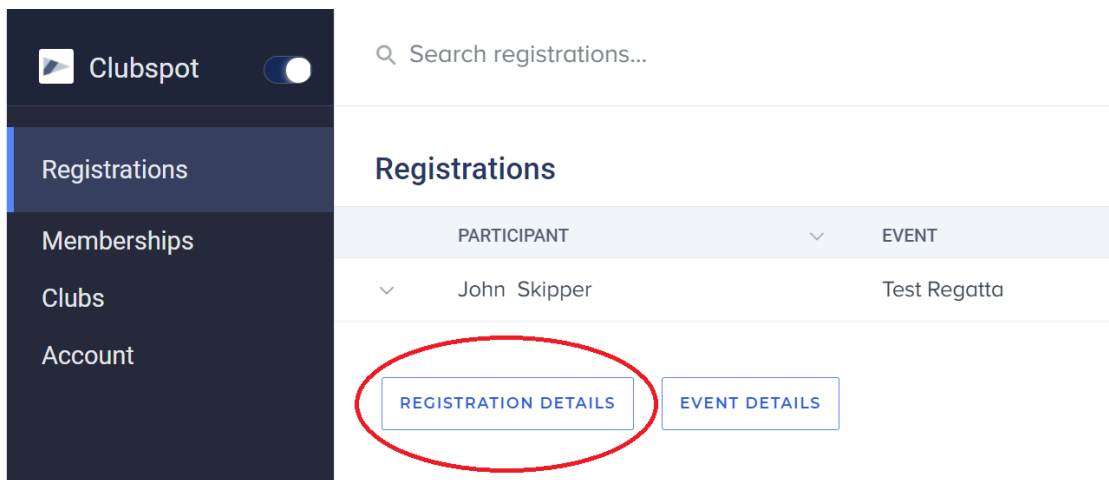
- Order complete:** A section header.
- Confirmation message:** "Your payment was processed, and your Barnegat Light Interclub (Hosted at BBYC) order is complete. Please feel free to save this confirmation for your records."
- Receipt information:** "You will also receive a separate payment receipt at mamma@gmail.com."
- Confirmation #:** "UQFM9AC59L"
- Buttons:** "ADD ANOTHER ENTRY" and "VIEW YOUR ACCOUNT".

How to modify information or fix errors on your Registrations

In the event that you've found that there is problem/error with a Sailor's registration, below is how you change information in the registration record. **If you registered for multiple Interclubs with an error , you will need to go back into each individual interclub and make corrections as it will not correct your additional registered regattas.**

Changing your Registration (in this example, Sail No.)

1. Log on to Clubspot using your USERID and password, then choose REGISTRATIONS. A screen like this will appear in the Interclubs you are registered for; now click on **REGISTRATION DETAILS**



2. A screen will appear like below; click on **Boat**, then click on **EDIT** and a popup screen will appear. Enter changes and click on **UPDATE**

