

# ENTRY INSTRUCTIONS

## Entering The Race

Press the **Enter the Race** button -- you will be linked to the race entry process. The Regatta Manager system (now called Compete-at) has the capability to remember your personal and yacht information from year to year. They call this feature your "Passport Account." If you raced in 2007 you probably have an account that will save some entry time. Enter your email address -- this is your user name and password if you know it. Otherwise, click Forgot Password. You will receive a temporary password by email. If you do not have an existing Passport Account apply for a new one. It is free and is the basis of the registration system.

***Note that the Passport Account has forms, e.g., Health, that are not required for the Marion Bermuda Race.***

In the Passport system:

Fill in the Personal Information form, change your password if desired and click the My Events tab. You will see the 2009 Marion Bermuda Race link. Click the event to move to the Race registration system. You can follow the wizard through the forms that are part of the race.

Race Registration System:

- Be sure your Personal Information is correct -- remember to enter your birth year (yyyy). Click Submit and Continue or Save Changes after each form is complete
- Enter/update your yacht information
- Select the Monohull or Multihull Division
- Check the data you have entered so far on the Confirm step
- Payments. Enter the expected number of crew and click Make Payment to go to the next page.
- You may elect to skip payment at this point until your navigator has entered the experience form (see below). Note that we must receive payment before we can accept your entry. Payment is promptly refunded if we do not accept your entry.
- Press "Return to your Passport Account" (upper right on your screen) to exit the sign-up wizard. You will see the 2009 Marion Bermuda Race listed under Your Events. Click that link and you will return to the entry form and be able to view the Requirements List.
- Now you can choose which form to work on. This list shows your progress toward completing the entry forms. You can skip the forms such as Communication gear, Life Raft, EPIRB etc and fill them in later.
- Please read and accept the Event Agreement
- Fill out your Experience Form
- Answer the "Have you participated in this race before" question.
- If you know which sub-race you want to enter answer the Double-handed, short-handed, Family yacht etc. questions. You can enter/change these answers anytime up to May 22, 2009.
- Proceed to Invite a new Team Member.

## Invite a New Team Member

As you assemble your crew you can invite them to join in the registration process. This will give them access to the system to record their personal information, international passport information, next of kin etc.

If you are completing the initial entry form please invite your Navigator as the first crew member. The navigator should complete the Experience Form as his or her experience will be considered by the Acceptance Committee.

To Invite a crew member:

- Click Invite New Member
- Enter the email address for the person you are inviting
- Select the Team position: Skipper, Navigator etc.
- Provide the First and Last name
- Click Save Changes

An email will be sent to the new member with a link to login to the system. They must verify their email address and accept your invitation. You can monitor the status of your invitations to “manage” your team. If you move the cursor over their name you can view a quick status of a crew member’s progress filling out the forms.

When your navigator has completed the experience form and you have paid your Entry Fee our Acceptance Committee can review your application. When you receive the email accepting your application you can complete the rest of the forms. Note that there are some deadlines for selecting which race, Celestial, Spinnaker etc. These dates are specified in the NOR.

When you complete the initial entry forms (through the payments page) you will receive a confirmation from [support@compete-at.com](mailto:support@compete-at.com) with the subject: “Sign Up Confirmation for 2009 Marion Bermuda Race”. When you click the link you will go directly to your race forms. Save this email for future reference. You will use this link many times so it is a good idea to “Bookmark” it or mark it as a “Favorite” in your browser.

## **Questions**

If you have questions during the registration process please email them to [race@marionbermuda.com](mailto:race@marionbermuda.com)