

# Instructions for Entering the Marion Bermuda Race

## General Information

The 2007 Marion to Bermuda Cruising Yacht Race has selected Regatta-Manager to manage the website for our entry process. The entry is a two-part entry process. The first part provides general information about you (the Captain) and your yacht including your offshore experience as well as that of your Navigator. Once completed, the application is reviewed by the Acceptance Committee for compliance with the rules about which yachts are eligible and their estimate of the crew's ability to complete the race safely. They will accept or reject your application via email. When an application is accepted you will get a link to the second part which contains all the additional forms necessary for an international offshore race. All the forms you complete in the first part may be edited at any time before registration in Marion.

## Questions

If you have any questions about the entry process please contact the webmaster by email: [mbrwebmaster@comcast.net](mailto:mbrwebmaster@comcast.net)

## Part 1 – Entering the Race

### Signup Page

Click Signup to get started.

If you have entered another regatta managed by Regatta-Manager you may have a Passport ID that contains your personal information and automatically fills in many of the regatta forms.

Please note that the bottom of each form contains a button to Update the form. This is required to save the information you enter.

When you click signup you can begin to enter your personal information. The initial entry process is guided by an entry wizard that will take you through the complete process (10-15 minutes). If you get interrupted and have to sign in again you can navigate using the tabs at the top of the screen or by using the Requirements page to work on specific documents. Please be as complete as possible. The fields marked with an \* are required. You will be able to return to all the forms in Regatta-Manager to make changes as necessary.

### Confirm Page

Next you will see a Confirm Page. Please check the information you entered, edit as necessary and then Confirm.

### Yacht Info

Here you can enter the particulars about your Yacht. Note the on-screen instructions about submitting the form.

### Skipper Waiver

Please read the Waiver text and indicate that you have read and agree to the terms.

### Rating Certificate

Enter the data from your certificate. You can upload an electronic version of your certificate if you have it. We will collect current information about your rating just before the race. If you do not have a certificate yet you can fill this in later.

### Crew Information

Provide the information about the Captain on this first form. Use the Notes area to describe experience even if it is not related to an offshore regatta, e.g., a passage from New York to Halifax.

### **Navigator Experience**

Provide the Navigator's offshore experience. This form will be connected to the Navigator in Part 2 of the entry process.

### **Application Instructions**

Explains how the approval process works for your information.

### **Requirements**

This is a summary page that tracks the status of the forms necessary to enter the approval portion of the race entry. You can use this page to navigate between the forms and to check the status of the forms as you fill them out. Please be sure to answer the Yes/No questions on this form as they indicate which special races within the race you wish to enter.

### **Payments**

Calculate the entry fee for your yacht by entering the number of crew (including the skipper). You can now make your payment using a credit card using this secure system. Please note that we must receive payment to begin processing your application.

When all the forms are completed and the payment is processed the Acceptance Committee will review your application and communicate the status to you via email.

When you are accepted into the race you will receive an email with a link to the next portion of the entry process where you can enter the rest of the information. If the Acceptance Committee needs additional information they will request it by email.

In the unlikely event that your Application is not accepted your payment will be promptly refunded.

### **Still have questions??**

Contact the webmaster: [mbrwebmaster@comcast.net](mailto:mbrwebmaster@comcast.net)