



## EventAssistant – Clubhouse™

Having trouble remembering which events you have signed up for?

Did I remember to pay?

Tired of typing in your entry details every time you enter another event?

THEN **CLUBHOUSE** IS FOR YOU.

Clubhouse is an additional functionality being offered to sailors who regularly use EventAssistant for entering Sailing Events.

## How do I enter Clubhouse?

In order to enter Clubhouse you will need to access the sign-up / login page from the relevant *EventAssistant event microsite* (this will be located at the top righthand side of the event homepage with a link to **Enter**).

On the following page, if this is your first visit, you will need to select **New Account** and then you will need to enter the details that you will need to enter an event.

At the end of this process you will be returned to the Sign-up page and your personal **Sailor-ID** will be displayed. This is your unique **Sailor-ID** that you will need to login into clubhouse along with the password you specified when creating personal profile.

## Next steps

Once you have logged in you will see the clubhouse home page which offers you a number of options at the top (this will be discussed in more detail later in the document).





In addition, under Associations it will show you one or more filters to show relevant data:

**Associations**

- British International 420 Class Association** 
- International Optimist Class Association (UK) - IOCA(UK) 
- United Kingdom International Laser Class Association - UKLA 

The default Association is determined by the way (event microsite) you used to enter Clubhouse. If you have more than one Association, you can change the Association that you are processing, for example IOCA or UKLA. If more than one Association is present then you can delete one if you are no longer sailing that type of boat.

Some of the associations have their membership reference details stored in EventAssistant and this will then use to display your membership number and when this membership expires.

**Membership**

Membership Number	Expiry Date	
176	Expired on 31/08/2007	<a href="#">Renew Membership</a> 

Within the last month of the current membership year or if your membership has expired as above a **Renew Membership** link is shown. Depending on the association this will either take you to the online membership application, or the paper application form for renewing / joining the class association. If there are no membership records available online then the following will be displayed.


**Membership**

*We could not find any membership details for you  
Please contact your administrator regarding membership queries*

[Apply for Membership](#) 

You will also need to specify at least one boat. Click on **Specify a boat**.

**Boats**

**Optimist**  
GBR 5241 

[Specify a boat](#)



If you have different sail numbers or use different rigs in the laser you can create more than one boat profile.

**Boats**

<b>Laser Radial</b>	
GBR 51700	
<b>Laser Standard</b>	
GBR 51700	

If you are sailing a double-hander such as the 420, 29er or Cadet then it is advisable to wait until both helm and crew have signed up to Clubhouse so that there are Sailor-IDs for both helm and crew.

**Boat type**

Boat class

**Sail number**

Country code  Sailnumber

**Boat crew**

*To use another sailor profile ID, that sailor must already have registered*

<b>Helm</b>	<b>Crew</b>
<input type="radio"/> Me	<input type="radio"/> Me
<input type="radio"/> Sailor ID <input type="text"/>	<input type="radio"/> Sailor ID <input type="text"/>
<input type="radio"/> Manual input later	<input type="radio"/> Manual input later

You list of boats can look as follows:

**Boats**

<b>420</b>	
GBR 1 Crew is tbc (0)	
GBR 2 Helm is tbc (0)	
GBR 3 Crew is Philip LASKO (100003)	
GBR 51515 Helm is Helen O'LASKO (100009)	



Your sailing partner is sent an internal email which is available under Messages and also displayed on the Message Board for up to two weeks.

Message Board		
Date Sent	From	Message
5 January 2012	EventAssistant	Online entry submitted
5 January 2012	Annabel VOSE (100022)	ESP 58002: You have been added as the crew
5 January 2012	Robert VOSE (100006)	ESP 5800: You have been added as the crew

## My Profile

You can update your profile at any time. If your sailor profile is more than three months old, then the system will ask you to confirm that the details are still correct and you can update if any have changed. This has been implemented to ensure that the data is kept as up-to-date as possible for use when entering events.

## Settings

This feature will enable you to filter the events being displayed in *Events*. By default all the relevant databases are active but you can deselect one by ticking the relevant box. This would be relevant for UKLA Laser Radial sailors who do not want to see Laser 4.7 microsite details.








### Database Options

Hide	Description
<input type="checkbox"/>	Royal Lymington Yacht Club
<input checked="" type="checkbox"/>	UKLA Laser 4.7 Events
<input checked="" type="checkbox"/>	UKLA Laser 4.7 Training Events
<input type="checkbox"/>	UKLA Laser Major Events



# Messages

Here all the existing messages are displayed.

Messages			
Date Sent	From	Message	
5 January 2012	EventAssistant	Online entry submitted	 <input type="button" value="Read"/>
5 January 2012	Robert VOSE (100006)	ESP 5800: You have been added as the crew	
13 December 2011	EventAssistant	Online entry submitted	 <input type="button" value="Read"/>
13 December 2011	EventAssistant	Please update sailor profile with Sailing Club	 <input type="button" value="Read"/>
13 December 2011	EventAssistant	Online entry submitted	 <input type="button" value="Read"/>
8 December 2011	Jan LASKO (100001)	GBR 3: You have been added as the crew	
21 November 2011	Robert VOSE (100006)	GBR 54006: You have been added as the crew	

Some of the messages are just one-liners to confirm an action such as being added to a boat profile. Others contain more information which can be read.

**Online entry submitted**

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Online entry submitted on Tuesday, December 13, 2011 15:07

Event: 420 Class Training Cardiff  
Venue: Cardiff Bay Yacht Club  
Dates: 28-29 January 2012

Boat: GBR 54006  
Sailed by: Robert VOSE / Philip LASKO

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On the “Home Page” only the message text is display is displayed if the message is NOT older than two weeks.

If you no longer require the message than you can delete it from your INBOX. 



# Events

In this section you can see a list of upcoming events which support online entry using EventAssistant. You can access the event website directly which will open in a new tab. On the righthand side you can see the status of for the event in question. If you have not already entered it will provide you with the option to **Enter Now**.

Date	Description	Status
21-22 Jan 2012	<a href="#">No. 6 Rutland Water Sailing Club</a> Rutland Water Sailing Club	GBR 402 / Open Training Paid: ✓ Sailor Declaration Missing Parental Consent Missing Entry process incomplete
11-12 Feb 2012	<a href="#">No. 7 Grafham Water Sailing Club</a> Grafham Water Sailing Club	GBR 402 / Open Training Paid: ✓ Sailor Declaration Missing Parental Consent Missing Entry process incomplete
25-26 Feb 2012	<a href="#">Noble Marine 29er Winter Championships</a> Chew Valley Sailing Club	Enter now

When you enter it will ask for a boat profile or take you to an entry screen to create one if there is not one present already.

420 Class Training Cardiff  
Cardiff Bay Yacht Club  
28-29 January 2012

Select boat 420: GBR51194 / Helm: Claire LASKO

Continue Exit

You will then be taken to an entry screen to confirm your emergency contact number from this event and your medical details (these fields are pre-filled from your sailor profile). If there is more than one fleet option, then this option will also be displayed, otherwise the only fleet available will be used by default.



Burghfield Optimist Open Meeting and TV Area Championships  
Burghfield Sailing Club  
4 February 2012

Boat Details

Boat type                      Optimist                                      Sail number                      GBR 4871  
Select fleet                     

Helm Details

Name:                                      Philip LASKO  
Emergency/mobile phone                        
number

Medical details *(relevant to sailing and safety officer)*


*Check and amend the above details if necessary and then confirm these details*

I confirm that the above details are correct

Once you have entered further options are displayed depending on the setup of the event in question. For many sites, you will be offered a link to pay online. For other sites it is possible to download a remittance form to be sent with your payment. Note: this form is sent to your INBOX in Clubhouse where it can be viewed and printed.

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21-22 Jan 2012

[IOCA SW Winter Training](#)   
Durleigh Sailing Club


[GBR 5322 / Training and Racing](#)

**Cheque/cash payment of £30.00 required**

**Entry process incomplete**

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18-19 Feb 2012

[Gul Laser 4.7 Ladder 5 plus 2012 European Qualifier 1](#)   
Royal Lyminster Yacht Club

[GBR 176716 / 4.7](#)

**Entry process incomplete**

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All the microsites now support “online” signatures, i.e you are displayed the appropriate declaration, and you confirm acceptance by typing in your full name. Parental consent forms are only requested if the sailor is under 18 at the beginning of the event.

21-22 Jan 2012

[Esso Winter Championships Coached Event](#)  
Datchet Water Sailing Club

[GBR 176716 / ESSO 4.7 Winter Championships](#)  
Coached Event

Paid: ✓

Sailor Declaration Missing

Parental Consent Missing

Entry Processed: ✓

Once the organiser mark the entry as “OK” then you will see  
Instead of **Entry process incomplete** |

**Entry Processed: ✓**

## Support

I hope that you will benefit from the extra features provided by EventAssistant Clubhouse and make it easier for you to participate in the enjoyment of sailing. This application is just taking it first steps on the 15<sup>th</sup> January 2011. Should you have any comments regarding this application or any questions then please get in touch with me.

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