



Inscription guide *manage2sail*

Hi all

As mentioned already last year, from this season on, the inscription and ranking of our regattas will take place uniquely over the platform *manage2sail* (<https://www.manage2sail.com>). To assure the best possible start with the new program, here some remarks:

1. Registration at *manage2sail.com* as a sailor

1. First, you have to **register as a sailor** on *manage2sail.com* on the top right side (free of charge). That for, click on the yellow field "Register to events", then "Create Account" and follow the further instructions.
2. You will get an e-mail with the request to click on a link to verify your newly created account. Having done that step, you'll be able to log-in.
3. When logged-in, click on **Profile** in the menu bar at the top and add your personal data.
Hint 1: Fill in your invoicing address as well. If necessary, we can print you a correctly addressed receipt with ease at the inscription. For the future, payment of the starting fee directly at inscription will follow. Then you will get a proper receipt too.
Hint 2: The fields with respect to World Sailing are not relevant to us. But choose your Surf club and add your Swiss Sailing Number under National ID's (only Swiss riders).

2. Inscription to an event

As soon as your registered, you can log-in and register yourself to our events.

You find our events over the regatta-tab on swisswindsurfing.ch or directly over the link <https://bit.ly/2I3Jxck>. When logged-in on www.manage2sail.com, you can also search our regattas on the menu tab **Events**. That for, select Swiss Windsurfing in the dropdown-menu all to the right (this field needs some few seconds to get active) or by searching for the properly written event name. To get the results listed, you have to click on the "Search"-tab.

Here some indications on the inscription procedure:

1. You have to do a separate registration for every class you start in.
2. You have to accept the Terms and Conditions if you want to register only (we have no influence on this functionality).
3. The information's you filled into your **Profile** in step 1 will be suggested when you click into the field "select person".
Hint for families: you can register your kids / family members with the same login. But you have to go through all registration steps for every person separately.
4. The emergency contact fields are compulsory (we have no influence on that as well), but it will be proposed to you as well after having it filled in once.
5. Fill in your board- and sail brands into the field **Boat name** (e.g. Starboard/Severne) and **not** into the **Sponsor**-field. Reason: The field **Boat name** appears in all kind of reports, the **Sponsor**-field only on PDF-files.
6. You get a listing of all collected data (keyword GDPR) and the use has to be confirmed.



7. Order / Payment:

Choose the correct Payment Category (adults vs. juniors & members of Swiss Windsurfing vs. Non-members). Below you can / should choose additional items (description see below). The total costs to pay are displayed.

At the moment, payment (last step) is only possible at the on-site-inscription at the event. That's why you can only choose cash as payment method (has to be selected).

Riders Dinner

If you want to participate at the Riders Dinner, you can select this already at the inscription. You will get the dinner ticket at the first race day during the on-site-inscription. You can even choose further tickets for your company. Just choose the number of tickets you need.

Nicht-Poolmaterialzuschlag (Non-Pool-gear extra charge)

If you don't ride boards / sails of our Pool sponsors as indicated on our website, you have to pay a non-pool-gear extra charge as usual. Please choose that truthfully.

Inscription Course Racing (Kursrennen)

The same differentiation on the Payment Category takes place as in the Slalom class. Important: If you already registered for Slalom, you don't have to pay an additional starting fee for Course Racing. In that case, choose «bereits für Slalom bezahlt» («already paid for Slalom»).

DON'T FORGET:

If you intend to participate in Slalom and Course Racing, you have to do a separate inscription for each single class!