



Quick guide to entering the Newport Bermuda Race on SailGate

This is a summary guide to some of the important aspects of your entry. You and your crew must complete all parts of the entry process, not only those highlighted in this guide.

1. If you were a Captain in NBR 2016 or 2018, log on to your existing account:

- a. From Bermudarace.com click on the 'Entry System' link and then 'Captain's Portal'
- b. Enter your email and password credentials that you used for the previous Newport Bermuda Race.
- c. Use the 'Forgot Password' link to reset your password if you have forgotten it. Do not create a new account if you have a previously registered account.

If you were NOT a Captain in NBR 2016 or 2018, create an account:

- a. From Bermudarace.com, click on the 'Entry System' link and then 'Captain's Portal'.
- b. Register for a new account using the 'Create Account' link.
- c. Complete the Registration form. On all forms, please pay attention to adjacent '?' icons—clicking them will display useful guidance.
- d. Follow the instructions to validate and activate your new account.

2. Select or add the boat you will enter in the race:

- a. Select 'Boats' from the left navigation.
- b. If you will be entering the same boat as in the previous race it should already be listed. Select the boat and edit, update, and save any changes.
- c. If there are no boats listed, or you will be racing a different boat, use the '+ Add boat' button and follow the prompts to add the new boat. Carefully read the instructions to use information from an existing certificate, which is possible.
- d. After entering at least the minimum detail, save your boat details.

3. Enter the Newport Bermuda Race:

- a. Select 'Races' from the left navigation.
- b. In the upper right of the screen find the 'Choose another boat:' field. From the drop-down list select the boat you wish to enter.
- c. Check the box adjacent 'Newport Bermuda Race', and then use the 'Enter race' button.
- d. Follow the prompts to select your division and initiate your entry.
- e. After reviewing the 'Thank you for initiating your entry' response, click OK to continue.

4. Complete the Offshore Experience Form:

- a. Select 'Races' from the left navigation.
- b. Check the box adjacent 'Newport Bermuda Race' and select 'Live entry status'. You should visit the 'Live Entry Status' view frequently as you progress through the entry process.
- c. Scroll down to the 'Additional Requirements:' section and select 'Edit Offshore Experience Form'. Carefully follow the instructions. You may be required to complete an 'Extended Response' form and if so, you must confirm that you have done so before continuing.

The preceding steps 1 through 4 are the minimum required for the Organizing Committee to review your initial entry information before offering an 'Invitation to complete your entry'.

5. Invite your Crew:

- a. Select 'Crews' from the left navigation.
- b. Check the box adjacent your boat, and select 'Manage crewlist'.
- c. Select '+Add' to add a crewmember to your list. Any crew already associated with your profile will be available in your 'Addressbook': Select yourself to start.
- d. Select '+Add' and enter a working email address and name details for each additional crewmember you wish to invite.
- e. For each added crew on the list, check the box adjacent the name and select 'Manage Crew Functions'. Click in the 'Assign Functions...' field for a list of roles. Assign one or more roles to each crewmember.
- f. For large crews, consider assigning one or more crew members the role of 'Crewlist manager'.
- g. When finished creating and setting roles for your crewlist, select 'Send invitations not yet sent'
- h. You can view the status of crewlist invitations and acceptances from the 'Manage Crewlist' view.

6. Pay your Entry Fee:

- a. Select 'My Account' and then 'Overview' from the left navigation.
- b. Select 'Pay now or setup payments'.
- c. Follow the instructions to set up your payment method.

7. Manage your personal details:

- a. Select 'Settings' from the left navigation
- b. Review all sub-items and complete all forms (each crewmember must do the same as part of their account).
- c. Pay particular attention to 'Miscellaneous'. Important safety requirements must be documented here.

8. Routinely review 'Tasks' and 'Live Entry Status':

- a. Entry in the Newport Bermuda Race is a process that evolves as the race date approaches. It is advisable to accomplish as much as possible as early as possible, however some entry requirements can only be fulfilled in 2020.
- b. 'Tasks' can be viewed from the 'Tasks' item in the left navigation.

- c. Log On to your account, Select 'Races' and click on Newport Bermuda Race to view 'Live Entry Status'. Complete all open items as early as possible. Pay attention to specific deadlines listed in the NOR.