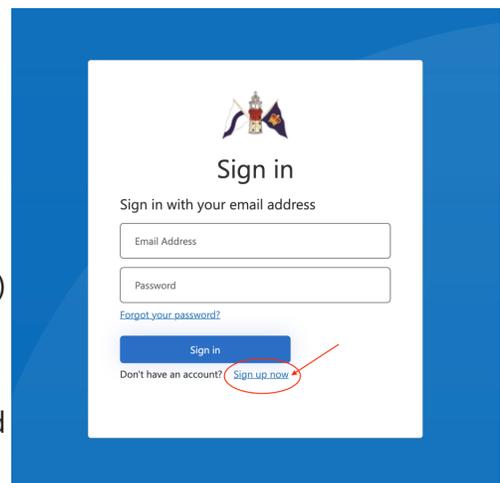# How to Get to the Newport Bermuda Race Starting Line - A Guide for Entry

This guide is intended to help summarize the entry rules defined in the Notice of Race, which governs our race and all processes.

1. Begin by creating a new account on our entry system

- For 2024, new accounts in the **Bermuda Race Entry System** are required for ALL participants. Account data will not be imported from SailGate from 2022 and prior races.
- Skippers can send invitations to crew to create their accounts or crew can create accounts on their own and Skippers can invite them to their Crew Locker. (See Step 4)
- All participants can begin by selecting '**Sign Up Now'** on the Login screen
- During the sign up process, you will be asked for a valid email and will need to verify your it with a code before you can set a password.
- To finalize the sign up process, you will need to complete personal details.
- If you are an entrant (Skipper, PIC, Entry Manager), you must check the box under **'Account Options'** that you intend to manage boats, crew, and race entries to proceed and opt into email communications.
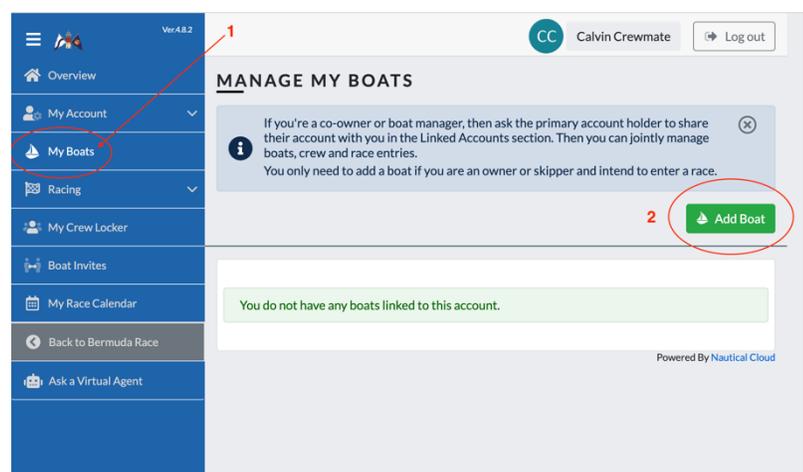

2. Add a boat to your account

- When signed into the race **Entry System**

- Select **'My Boats'** from the left navigation and add your boat details.
- Details for boats already in the ORR database may be imported automatically. If not found, you will be directed to enter your boat details manually.

- Note: If you don't see a **'My Boats'** tab in your navigation, choose **'My Account' > 'My Details'**, and scroll to the **'Account Options'** section at the bottom of the form. Select **'I intend to manage boats, crew, and race entries'** and **'Update'** to save.

3. Initiate entry of your boat in the Newport Bermuda Race. Pay initial entry fee.

Entry will open on June 16, 2023. Entry may not be initiated after April 7, 2024. The fee structure is very similar to that of the 2022 race. The entry fee is based on LOA (ORR), division entered, and date on which entry is initiated. A deposit of 50% of the entry fee is due in order to initiate entry. Early entrants are rewarded with lower fees than later entries. Please see the **fee schedule table and fee details in the NOR**.

- When signed into the race **Entry System**
- Select **'Racing' > 'Enter Races'** in the left navigation.

- If you have multiple boats added to your account, select the correct boat first at the top of the form, and then select the green **'Enter Race'** button.
- Select your intended division from the list.
- Checkout at the bottom of the page and pay your deposit.

4. Invite Reserve PIC and/or Crew to your Crew Locker

Note: To initiate a boat entry, a Reserve Person In Charge has to accept a Skipper/PIC invitation and set up their account. Other crew members can complete this process later up until the Crew Deadline.

- When signed into the race **Entry System**
- Select the **'My Crew Locker'** in the left navigation

- Your Crew Locker is a list of all of the possible crew members you will select from to add to your **'Race Crew List'**
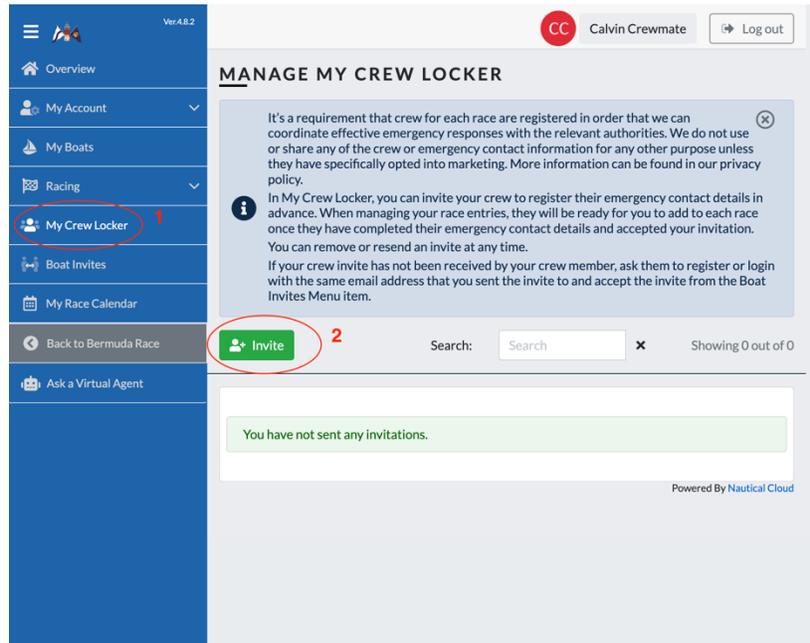
- Use the **'Invite'** button to add a crew member. Be sure to use a known valid email address for your crew member as they will be sent a link to create their account to manage their personal information.
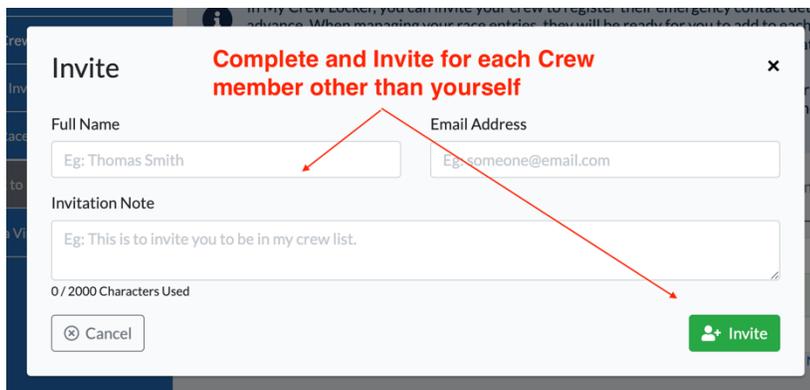
- Repeat for each crew member you wish to add to your Crew Locker.
- You can invite as many crew members as you wish to your Crew Locker.
- After your invited crew members set up accounts on the entry system AND accept your invitation, you will be able to add them to your race crew.
- You can invite crew members to your Crew Locker at any time after you have set up your account as an skipper / entry manager.

5. Create your Race Crew List

- After you have initiated entry for your boat in the Race (and crew have accepted your invitation) you may assign crew to your Race Crew List.
- When signed into the race **Entry System** from the **'Racing'** tab in the left navigation, select '**My Race Entries' > 'Manage'**
- Select the **'Crew'** tab at the top of the Race Entry Form
- The list of crew in your Crew Locker will be displayed on the left. Use the **(+)** icon adjacent all crew members you wish to add to your Race Crew List.
- In your Race Crew List, use the **green** buttons below each crew member to designate the correct PIC and RPIC role for your crew. **Note: At least two crew members (PIC and RPIC) must be on your Race Crew List to proceed in order to complete your Offshore Experience Form. All other crew members may be invited and added later.**
- Use the drop-down list for each crew member to set other crew functions.

6. Complete the Offshore Experience Form to request an Invitation to complete race entry

- All entrants, regardless of past NBR experience, must complete the **'Offshore Experience Form' (OEF)**. The past experience of the entered Person-In-Charge (PIC) and Reserve-Person-In-Charge (RPIC) entered in the **'Offshore Experience Form'** is reviewed by the Qualifications Committee. After review, entrants will receive an Invitation to Complete Entry, or a request for more information to provide more experience details.
- Per the NOR, the OEF must be completed and the balance of your entry fees must be paid not later than the deadline to initiate entries on April 7, 2024.
- **Every entrant must request and receive an invitation to complete entry to become eligible to race.**
- To fill out the OEF, when signed into the **Entry System,** select '**Racing' >'My Race Entries' > 'Manage'** and from the tabs at the top, then select **'Offshore Experience'** and complete and submit the questionnaire as directed. You must select a correct PIC and RPIC described in step 5.

7. Accomplish all outstanding race entry and crew tasks by NoR Deadlines

- The Bermuda Race entry system will list tasks that need to be completed to be eligible to race. Additional details are included in the remaining steps of this guide.
- Outstanding crew tasks are displayed in your account **'Overview'** at the top of the left navigation.
- Outstanding Race entry tasks are displayed in **'Racing' > 'My Race Entries' > 'Manage'**
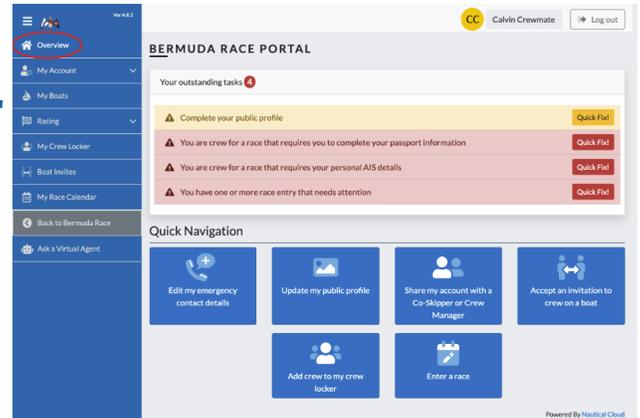
8. Arrange for pre-race inspection

A checklist to arrange your pre-race inspection will be available in early 2024. The following are directions once that is available.

- Entrants are responsible for arranging an appointment with an Inspector (available from the **Official Notice Board**) at a mutually convenient time for their pre-race inspection. A self inspection option is available to boats that have competed in previous races as described in the NoR. Inspection plans must be submitted in the Bermuda Race entry system using the Inspection Plan checklist by 17 May 2023.
- Entrants are also responsible for preparation of their yacht and its equipment in advance of the agreed inspection time so as to make most efficient use of their Inspector's time. Inspection must be completed not later than June 7, 2024.
- To log your inspection, when signed into the race **Entry System**
- Select **'My Boats'** from the left menu, then '**Manage'**
- Select **'Checklists'** from the top menu then **'Edit Checklist'** to complete.

9. Arrange berth in Bermuda

Royal Bermuda Yacht Club and The Royal Hamilton Amateur Dinghy Club require yachts to pre-register for dock space. Space is limited and skippers are encouraged to sign up early. Forms available online soon.
https://bermudarace.com/overview/entryguide/

10. Attend an approved Safety at Sea Course

Note: 30% of a yacht's crew (including the PIC and RPIC) must hold a valid World Sailing approved Offshore Personal Survival Course Certificate. US Sailing schedules courses meeting this requirement at many locations around the country, however some courses do not satisfy Newport Bermuda Race Requirements. Two crew members must also have hands on First Aid and CPR training.
To log these certifications, each sailor must:

- After attending training, log into the **Entry System**
- Select **'My Account'** in the left menu, then **'My Certificates'**
- Select **'Manage'** to upload certificates.

11. Arrange for measurement for your ORR Rating

Yacht measurement and certificate processing arrangements must be initiated by April 13, 2024 and measurement data for your rating must be in the hands of US Sailing's Offshore Office no later than May 31, 2024, except that sail certificates may be submitted not later than June 7, 2024. Captains are responsible for arranging measurement of their yacht by a US Sailing approved measurer at a mutually convenient time and place. (The US Sailing Offshore office can also help with many rating questions.) Note that measurement may begin as early as the Fall 2023 if major alterations or repairs to your yacht before the start are not expected.

12. Make sure each crew member has applied for and received a World Sailing Classification

Most divisions limit the number of non-Group 1 sailors (non- amateurs) on the crew. To be considered a Group 1 sailor, competitors must have a Sailor Categorization of Group 1 issued by World Sailing that is valid for the duration of the race. For more about the Sailor Categorization Code and instructions for applying for a World Sailor ID

and a Sailor Categorization, visit World Sailing's website. Sailors seeking a Group 1 Categorization are encouraged to apply early.

13. Sign up for Special Entry Trophies

There are five special trophies for which you may wish to compete. Each year some skippers qualify but fail to register for the Special Entry trophies and subsequently miss out on some terrific prizes they might have won. Don't let this be you!

14. Register at Race Headquarters and watch the virtual Captains' Meeting

Race headquarters will open at the Sail Newport on Sunday, June 16, 2024. Each entrant is required to register in person at race headquarters before 1600 June 19, 2024. All crew must visit race headquarters to be processed in advance by Bermuda Border Control. The Captains' Meeting will be at 1700, Thursday, June 20, 2024 virtually only. Link will be sent ahead of time.

15. Join us at the Start, Friday June 21, 2024

First gun is scheduled at 1300. We'll see you there. We will be live streaming on bermudarace.com so tell your family and friends to tune in!