



**AYC**  
JUNIOR SAILING  
*Summer*  
*2023*

*AnnapolisYC.com/  
Juniors/Summer*

**CLUBSPOT**

***Get ready to register:***

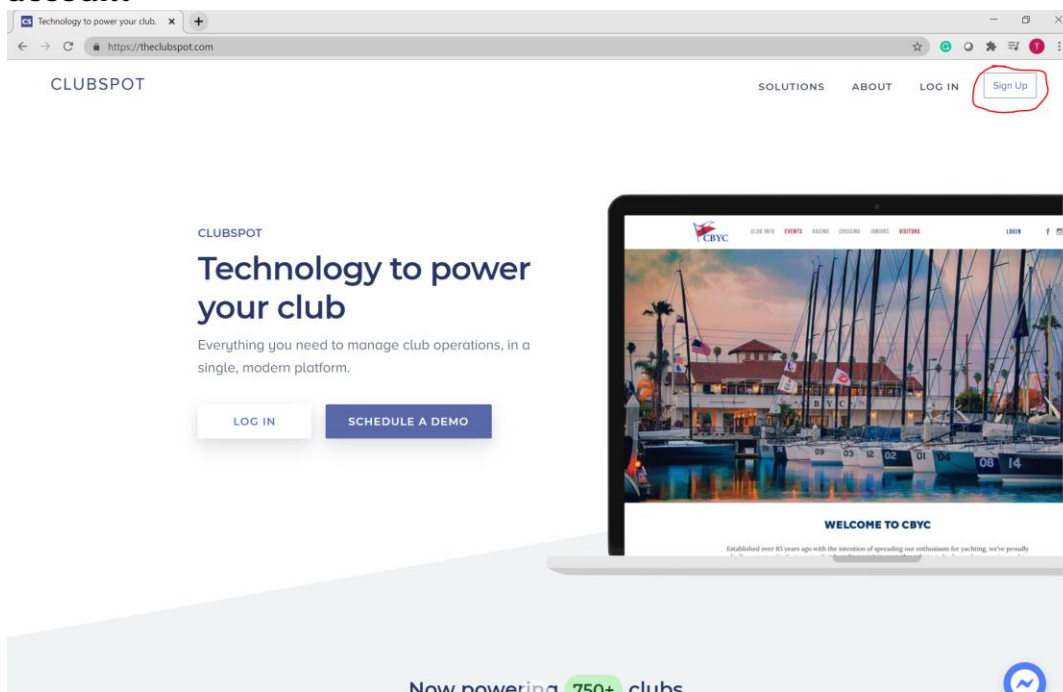
**CREATE AN ACCOUNT  
& SET UP  
SAILOR PROFILES**

*Read the steps and follow the instructions  
to make registration a breeze*

## **Creating a Clubspot account and adding profiles to your account will greatly speed up the process of registering for the 2023 AYC Summer Programs.**

**When you create profiles in your account for the participants you plan to register and fill out the relevant fields, that information will auto-fill on the registration form. This will let you breeze through registration with only a few clicks. Here is how to set up your Clubspot account and profiles.**

- 1. Visit <https://theclubspot.com/>**
- 2. Click on the “Sign Up” button in the top left or log in if you already have an account**



CLUBSPOT

SOLUTIONS ABOUT LOG IN **Sign Up**

CLUBSPOT

**Technology to power  
your club**

Everything you need to manage club operations, in a single, modern platform.

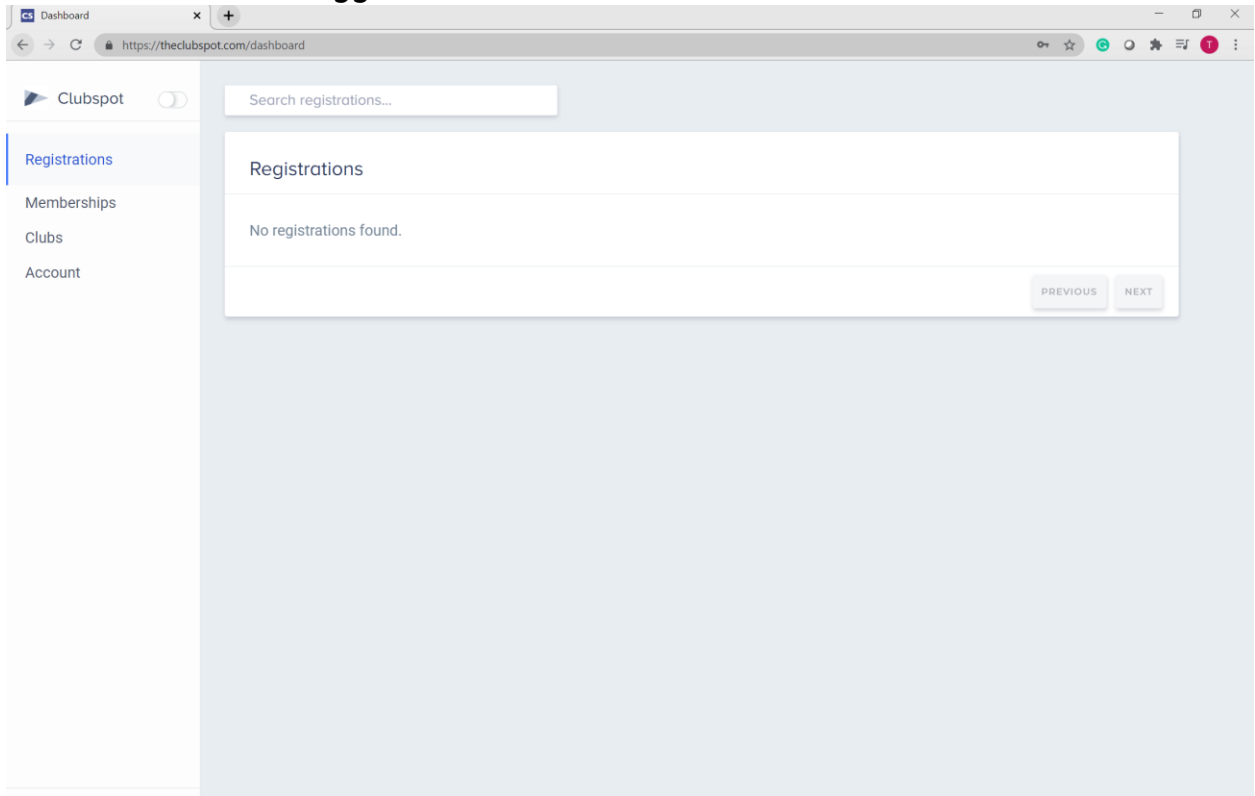
LOG IN SCHEDULE A DEMO

WELCOME TO CBYC

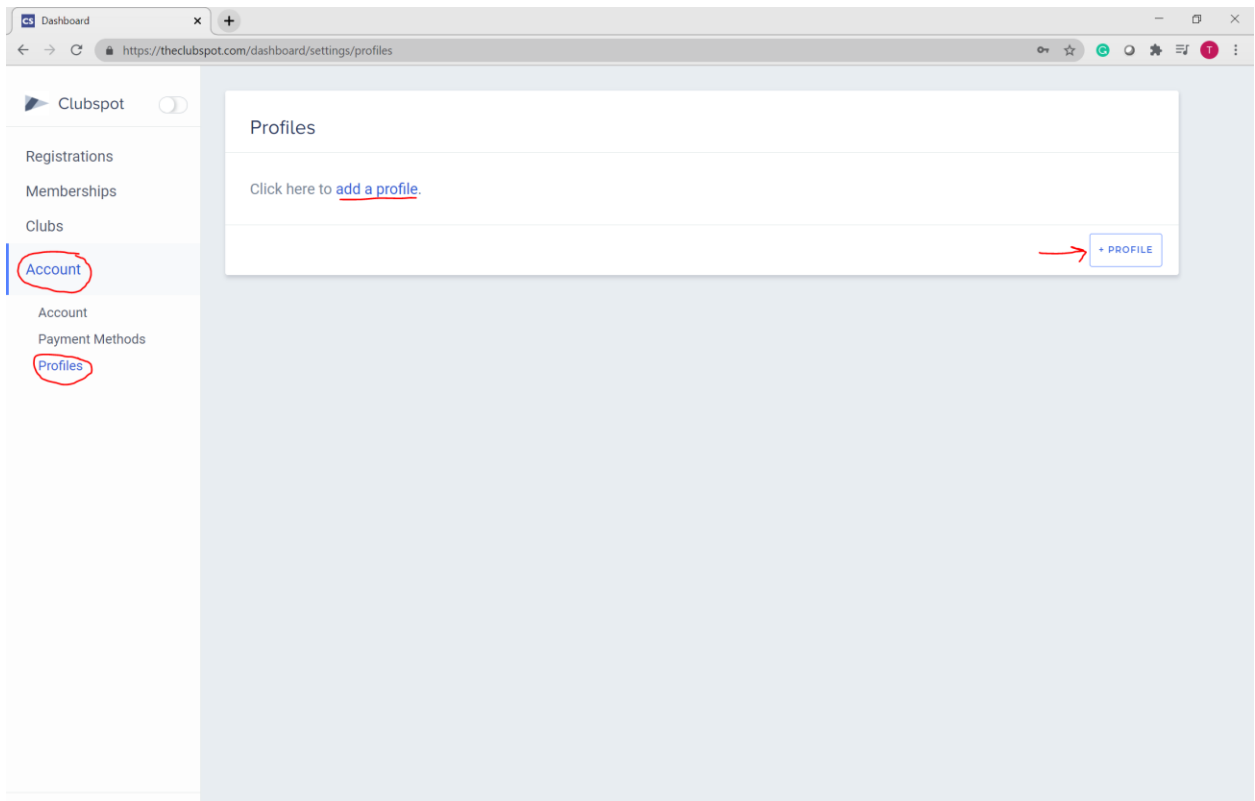
Established over 85 years ago with the intention of spreading our enthusiasm for yachting, we're proud to [unreadable]

Now powering 750+ clubs

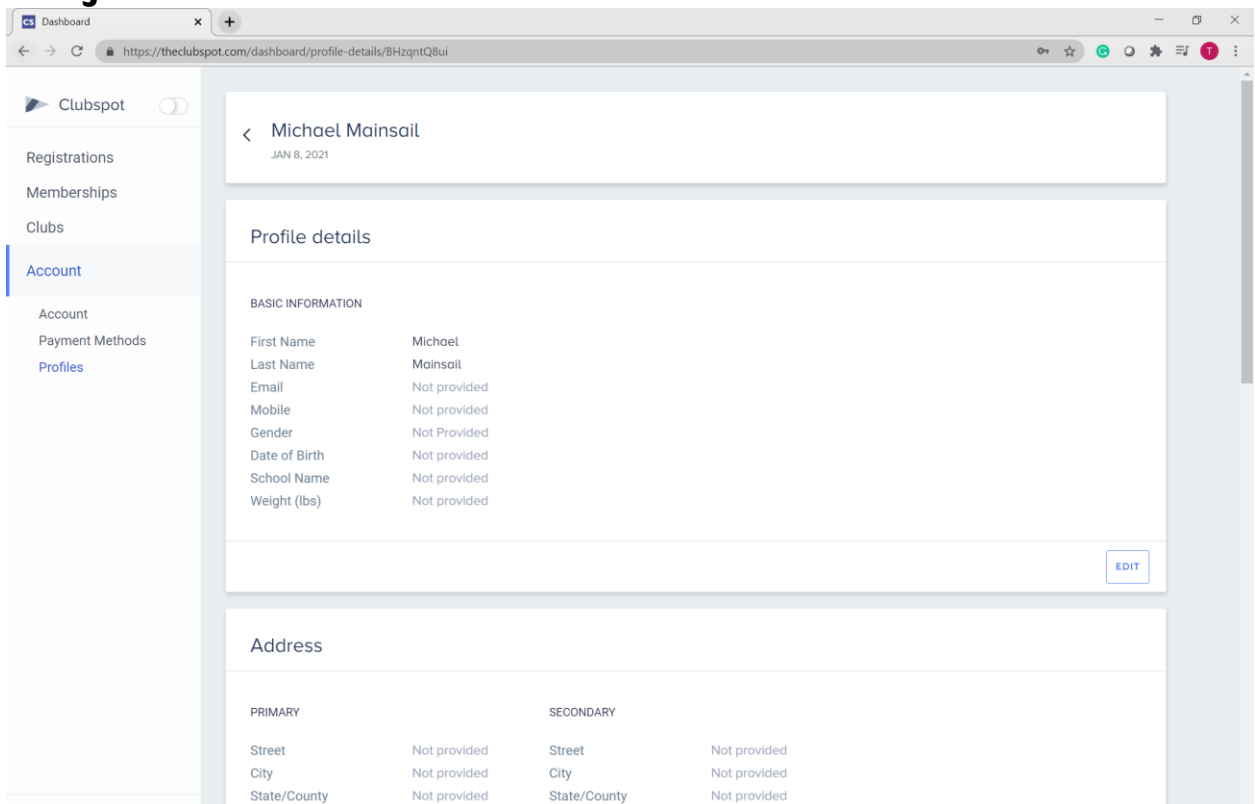
3. Enter in your email, your name, and create a new password.
4. After setting up your account, you should be logged in and see the four tabs on the left (picture below).
5. When you are logged in, you should land on this page. For this example, we will be using Mary Mainsail's newly created account to add profiles for her children, Michael, Maggie, and Mark.



6. From here, click on **Account** (left side), then click **Profiles**, and then **Add a Profile**.



**7. You will be prompted to enter in a first name and last name then you will be brought to this screen.**



- 8. You can input all information fields by clicking **Edit** in the bottom right corner of each section. Again, the more you fill out in the profile, the less you will have to manually fill out on the registration form.**

The screenshot shows the Clubspot dashboard with the 'Account' section selected in the sidebar. The 'Profiles' tab is highlighted. The main content area displays the profile details for 'Michael Mainsail', created on 'JAN 8, 2021'. The 'Profile details' section includes 'BASIC INFORMATION' with fields for First Name, Last Name, Email, Mobile, Gender, Date of Birth, School Name, and Weight (lbs). The 'Address' section shows 'PRIMARY' and 'SECONDARY' addresses. An 'EDIT' button is circled in red in the bottom right corner of the profile details section.

BASIC INFORMATION	
First Name	Michael
Last Name	Mainsail
Email	clubspottest@gmail.com
Mobile	1234567890
Gender	Male
Date of Birth	January 1, 2005
School Name	St. Mary's
Weight (lbs)	85

PRIMARY		SECONDARY	
Street	1600 Pennsylvania Avenue NW	Street	30 Rockefeller Plaza
City	Washington	City	New York
State/County	DC	State/County	NY

- 9. When you are done filling out the profile for the first participant, you can click the **Profiles** tab on the left and add another profile for the next participant you plan on registering.**

The screenshot shows the Clubspot dashboard with the 'Account' section selected in the sidebar. The 'Profiles' tab is highlighted. The main content area displays a table of profiles. A '+ PROFILE' button is circled in red in the bottom right corner of the table.

	FIRST NAME	LAST NAME	CREATED	
1	Michael	Mainsail	Jan 8, 2021	...

10. It is **HIGHLY** recommended that you create profiles for all the participants you plan on registering
  11. Once you have completed all the necessary profiles, you will be ready for registrations. The section below will show you how to use your profiles and register all participants very quickly.
- 

## Using Profiles During Registration

Now that you have set up your children's profiles, you will be ready to go through registration very quickly. Once you have received the registration link, here are the steps to use your profiles to expedite the registration process:

1. When registration has opened and you receive the registration link, log in to your Clubspot account, then launch the registration link in a new tab. This is the first page you will see.




Register for 2021 AYC Summer Sailing

Registration is powered by Clubspot, the leader in modern club management.

2. You should see the three profiles you set up in your account. If you do not see the profiles, make sure you have logged in to your Clubspot account in another tab and refresh the registration page. Select the profile of the first participant you want to register, enter in the membership status that pertains to you, and then click "Next Step"

### 3. Select the classes and sessions for the participant.



Register for 2021 AYC Summer Sailing

Registration is powered by [Clubspot](#), the leader in modern club management.

Registration for  
**Michael Mainsail** [edit](#)

REGISTRATION 0

**ADVENTURE BOATING**

DESCRIPTION

Adventure Boating Ages: 12-17 Time: 9 am - 4 pm This course is designed for those who want to be on the water but aren't necessarily interested in rac...

[see more](#)

ADD CLASS

**AQUATIC ADVENTURE**

DESCRIPTION

Aquatic Adventure Ages: 8-12 Times: Monday - Friday (9 am - 12 pm or 1 pm - 4 pm) This class will use a variety of water activities such as paddle bo...

[see more](#)


ADD CLASS

**CREEK CRITTERS**

DESCRIPTION

Creek Critters Ages: 5-6 Time: Monday - Friday (9 am - noon) These popular one-week sessions are designed to introduce sailors to have fun on and arou...

Click for registration tips/notes X



Register for 2021 AYC Summer Sailing

Registration is powered by [Clubspot](#), the leader in modern club management.

Registration for  
**Michael Mainsail** [edit](#)

REGISTRATION 0

**ADVENTURE BOATING**

DESCRIPTION

Adventure Boating Ages: 12-17 Time: 9 am - 4 pm This course is designed for those who want to be on the water but aren't necessarily interested in rac...

[see more](#)

ADD CLASS

**AQUATIC ADVENTURE**

DESCRIPTION

Aquatic Adventure Ages: 8-12 Times: Monday - Friday (9 am - 12 pm or 1 pm - 4 pm) This class will use a variety of water activities such as paddle bo...

[see more](#)

ADD CLASS

**CREEK CRITTERS**

DESCRIPTION

Creek Critters Ages: 5-6 Time: Monday - Friday (9 am - noon) These popular one-week sessions are designed to introduce sailors to have fun on and arou...

Click for registration tips/notes X

Select your sessions

☒ Session 1

June 14 - June 25

Regular price: \$625.00

Your member price: \$500.00

☐ Session 2

June 28 - July 9

Regular price: \$625.00

Your member price: \$500.00

☒ Session 3

July 12 - July 23

Regular price: \$625.00

Your member price: \$500.00

☐ Session 4

July 26 - August 6

Regular price: \$625.00

Your member price: \$500.00

ADD SESSIONS

4. After you select your class and sessions, your cart will open on the right. If that is the only class you want to register, click **Register** at the bottom (Blue Box). If you want to add more classes & sessions, simply click the left arrow next to **Registration** at the top of the cart and continue to add classes.

Register for 2021 AYC Summer Sailing

Registration is powered by [Clubspot](#), the leader in modern club management.

Registration for  
Michael Mainsail [edit](#)

[Click for registration tips/notes](#)

**ADVENTURE BOATING**

DESCRIPTION

Adventure Boating Ages: 12-17 Time: 9 am - 4 pm This class is for those who want to be on the water but aren't necessarily looking for a challenge.

[see more](#)

**AQUATIC ADVENTURE**

DESCRIPTION

Aquatic Adventure Ages: 8-12 Times: Monday - Friday (9 am - 12 pm) This class will use a variety of water activities such as water polo, flag football, and water volleyball.

[see more](#)

**CREEK CRITTERS**

DESCRIPTION

Creek Critters Ages: 5-6 Time: Monday - Friday (9 am - 12 pm) These popular one-week sessions are designed to introduce sailors to the sport of sailing.

[Click for registration tips/notes](#)

**Registration**

Entry fee

Class: Aquatic Adventure Session 3 (Jul 12, 2021 - Jul 23, 2021) ~~\$625.00~~ **\$500.00**

Entry fee

Class: Aquatic Adventure Session 1 (Jun 14, 2021 - Jun 25, 2021) ~~\$625.00~~ **\$500.00**

Total \$1,000.00

A member discount of \$250.00 has been applied across your order.

[REGISTER MICHAEL](#)

5. You will see that most of the information will auto-fill. The only fields you will need to fill out will be under “Additional Information.”

STREET  
1600 Pennsylvania Avenue NW

CITY  
Washington

STATE/COUNTY  
DC

ZIP/POSTAL CODE  
20500

**Additional information**

GRADE?

IS THE SAILOR RELATED TO AN AYC MEMBER?

How is the sailor related to the AYC member?

CLICK TO ENTER

Has a Doctor Placed Any Restrictions On This Child's Activity?

CLICK TO ENTER

Are you interested in volunteering for regatta and social events within the Junior Program?

[Click for registration tips/notes](#)

**Order summary**

Entry fee

Class: Aquatic Adventure Session 3 (Jul 12, 2021 - Jul 23, 2021) ~~\$625.00~~ **\$500.00**

Entry fee

Class: Aquatic Adventure Session 1 (Jun 14, 2021 - Jun 25, 2021) ~~\$625.00~~ **\$500.00**

Total \$1,000.00

A member discount of \$250.00 has been applied across your order.

[REGISTER MICHAEL](#)

6. After filling out all necessary information, click **Next Step** at the bottom of the page. The next page will ask if you would like to purchase any products. Any any products you would like to purchase and then click **Proceed to Checkout**
7. At the checkout page, enter in your member number and click **Pay**. At the bottom you will see that a waiver will be sent to your email upon checkout.

The screenshot shows a checkout page with two main sections. On the left, under the heading "PAYMENT DETAILS", there is a message "Please complete checkout to confirm your registration." Below this is a "Payment" section with a "Member Charge" option selected. A "MEMBER NUMBER" field contains "M123", and a "PAY \$1,000.00" button is visible. Below the payment section is an "E-signatures" section for the "AYC Junior Sailing Release of Liability", with a note that a link to sign the document electronically will be emailed. At the bottom of this section, it states "By using Clubspot you agree to our Terms of Use." On the right, under the heading "< Checkout", there is an "Entry fee" section for "Class: Aquatic Adventure Session 3 (Jul 12, 2021 - Jul 23, 2021)" with a price of \$625.00 crossed out and \$500.00 in green. Below this is another "Entry fee" section for "Class: Aquatic Adventure Session 1 (Jun 14, 2021 - Jun 25, 2021)" with a price of \$625.00 crossed out and \$500.00 in green. A "Total" section shows "\$1,000.00". At the bottom, a green box states "A member discount of \$250.00 has been applied across your order." A small link "Click for checkout tips/notes" is at the bottom right.

8. After you order has been processed, you have the option to close out the tab if that is your only/last registration or click **Add Another Entry** to start the process over for another participant. This time, select the other participant's profile and continue with registration.

The screenshot shows an "Order complete" page. On the left, under the heading "STATUS", there is a message "Order complete" with a checkmark icon. Below this, it says "Your 2021 AYC Summer Sailing order is complete, and your payment has been recorded. Please feel free to save this confirmation for your records." and "Confirmation #: T9I2HIJ8OK". At the bottom, there are two buttons: "ADD ANOTHER ENTRY" (circled in red) and "VIEW YOUR ACCOUNT". On the right, under the heading "Your order", there is an "Entry fee" section for "Class: Aquatic Adventure Session 3 (Jul 12, 2021 - Jul 23, 2021)" with a price of \$625.00 crossed out and \$500.00 in green. Below this is another "Entry fee" section for "Class: Aquatic Adventure Session 1 (Jun 14, 2021 - Jun 25, 2021)" with a price of \$625.00 crossed out and \$500.00 in green. A "Total" section shows "\$1,000.00". At the bottom, a green box states "A member discount of \$250.00 has been applied across your order."



**If you need any assistance with setting up profiles, please reach out to Tucker Hersam at [tucker@theclubspot.com](mailto:tucker@theclubspot.com). If you are having difficulties registering, there is a Registration Tips/Notes on the bottom of every page.**



Register for 2021 AYC Summer Sailing

Registration is powered by Clubspot, the leader in modern club management.

REGISTRATION 0

Select participant

- ☐ Michael Mainsail
- ☒ Maggie Mainsail
- ☐ Mark Mainsail
- ☐ New participant

Membership status

- ☒ Non-Member
- ☐ AYC Member
- ☐ Junior Associate Member

NEXT STEP

[Click for registration tips/notes](#) X

**If you are still having trouble, reach out to Tucker Hersam at [tucker@theclubspot.com](mailto:tucker@theclubspot.com)**