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The Team Management and Registration functionality allows Team Captains to create and manage a list of team members and to register the team for team racing regattas. Team Captains can be skippers or an adult Sustaining Member. USODA Administrators can also create and manage a team on behalf of a Team Captain.

The team management functionality is accessible through the new "Team Management" link on the Regatta Central sub-menu.

When creating a team, the team captain must first provide a unique team name, the system will not allow duplicate names to be used.

Once created, only the Team Captains (or Administrators) will be able to make changes to the team name or its members.

Valid teams consist of 4 or 5 members each of whom must be a USODA member in good standing and have their medical treatment and event waivers signed (checked) on their membership records. The Team Captain can add fewer or more members to a team, but will not be able to register a team with less than 4 or more than 5 members.

Teams will automatically expire 6 months after they were last modified.

Team members can only belong to one team at a time. When adding members to a team, only members not already on a team and who are active USODA members, are available for selection.

A Team Captain can create up to 5 teams. This limit is imposed to avoid somebody from "reserving" an inordinate number of team names.

A "List All Teams" button allows Team Captains, Event Organizers and Administrators to review the status of all existing teams. This list will display invalid team warnings if the team is the wrong size, team member's membership has expired or a team member's waivers have not been checked, all of which would prevent the team from being registered.

To enable Team Registration for an event, the Administrator must select the "Team Race Event" category on the event calendar event edit page. Two event fees should be defined, the first a "4 Person Team Fee" and the second: "Additional (5th) Skipper Fee".

To register a team for a Team Racing Regatta, the Team Captain selects the team from the "Register a Team" pop-up at which time the team members eligibility is once again checked, particularly that the memberships are valid through the last day of the event. If any eligibility issues are encountered, warnings are displayed and registration disabled until the issues have been resolved.

The registration form automatically selects the appropriate fees based on the number of team members. It is possible to register the team with 4 members and later be able to Update the registration with a 5th team member and vice versa.

If one or more team members change, after the team has been registered, the registration can be updated by simply registering the team again, no additional charges will be charged.

On the following pages are examples of usage such as:

1. Team Captain (Kevin Sergo) Creating a Team
2. Administrator creating a team on behalf of Team Captain Kevin Sergo
3. Reviewing Team Status prior to registering for an event
4. Editing an existing Team
5. Viewing all teams and members
6. Registering a Team for a Team Race Regatta
7. Reviewing a Team Race regatta registration status

1. Team Captain (Kevin Sergo) Creating a Team

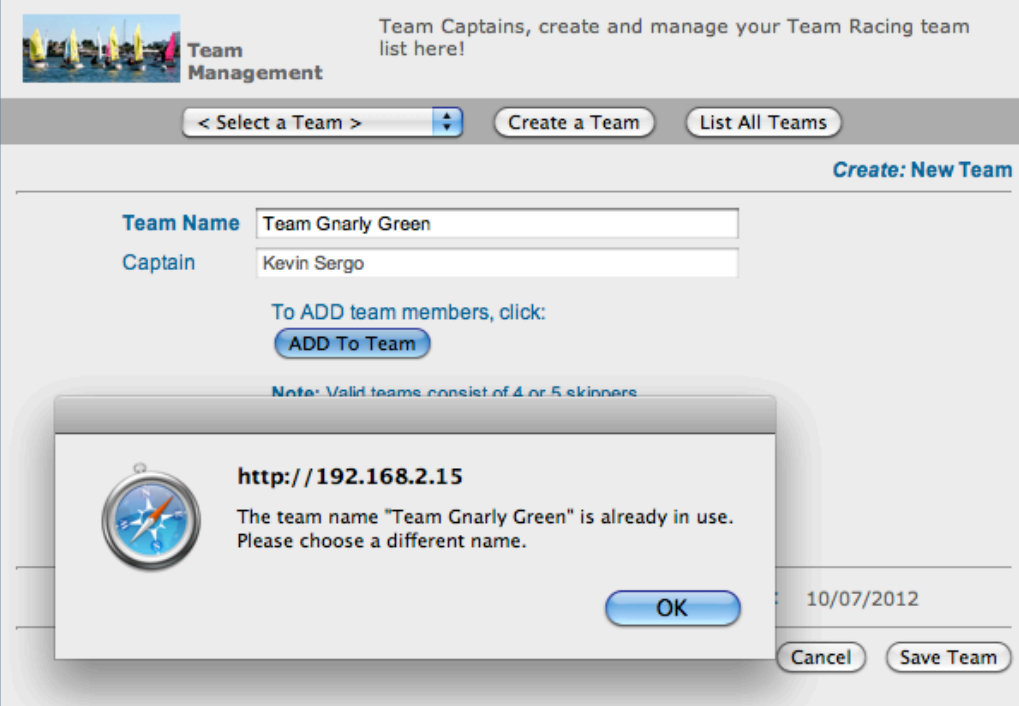
Navigate to the Team Management page:

The screenshot shows the USODA Members Only Area. The header includes the USODA logo and the text "United States Optimist Dinghy Association". The user is identified as "User: Kevin Sergo (1)" with links for "Sign Off" and "Home". A navigation bar contains links for "Member Home", "Regattas", "USNT/DT", "International", "Committees", and "Directory". Below this is a "Regatta Central" banner with a photo of sailboats. A secondary navigation bar includes "Notices", "Team Management", "Event Registration", "Links", and "Files". The "Team Management" section features a sub-header "Team Management" with a small sailboat icon and the text "Team Captains, create and manage your Team Racing team list here!". Below this is a dropdown menu labeled "< Select a Team >" and two buttons: "Create a Team" and "List All Teams". A message states "<< no team selected >>". Further down, instructions read: "Please select the team you want to edit from the pop-up above OR, click Create button to start a new team".

and click the "Create a Team" button and enter a unique team name (note that the Team Captain field is already populated with Kevin's name so it is important that the Team Captain is logged into the Members Only Area using their own credentials):

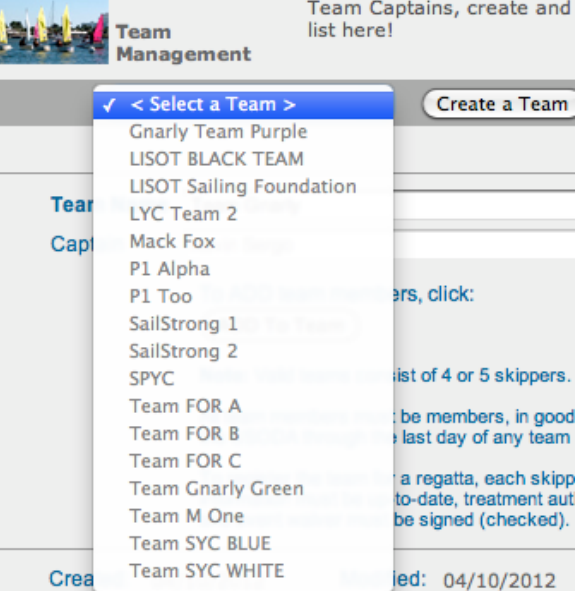
This screenshot shows the "Create: New Team" form within the "Team Management" section. The form includes a "Team Name" field with the text "Team Gnarly Green" and a "Captain" field with the text "Kevin Sergo". Below these fields is a link "To ADD team members, click:" followed by an "ADD To Team" button. A "Note" states: "Valid teams consist of 4 or 5 skippers. All team members must be members, in good standing, of the USODA through the last day of any team racing regatta. To register the team for a regatta, each skipper's medical information must be up-to-date, treatment authorization and event waiver must be signed (checked).". At the bottom, there are fields for "Created: 04/10/2012", "Modified: 04/10/2012", and "Expires: 10/07/2012". The form concludes with "Cancel" and "Save Team" buttons.

Then click "ADD To Team" to populate the team list:



The screenshot shows the "Team Management" interface. At the top, there's a header with a sailboat icon and the text "Team Captains, create and manage your Team Racing team list here!". Below this is a navigation bar with a dropdown menu "< Select a Team >", a "Create a Team" button, and a "List All Teams" button. A "Create: New Team" link is also visible. The main form has fields for "Team Name" (containing "Team Gnarly Green") and "Captain" (containing "Kevin Sergo"). Below these fields is a button labeled "ADD To Team". A modal dialog box is open in the foreground, displaying a compass icon and the text: "http://192.168.2.15 The team name 'Team Gnarly Green' is already in use. Please choose a different name." with an "OK" button. At the bottom right of the dialog, there are "Cancel" and "Save Team" buttons. A date "10/07/2012" is visible in the background.


Before allowing the user to add team members, the system checks that the team name is unique and warns if not. It is easy to check which names are already in use by just popping up the < Select a Team > pop-up:



This screenshot shows the "Team Management" interface with the "< Select a Team >" dropdown menu open. The menu lists several team names, including "Gnarly Team Purple", "LISOT BLACK TEAM", "LISOT Sailing Foundation", "LYC Team 2", "Mack Fox", "P1 Alpha", "P1 Too", "SailStrong 1", "SailStrong 2", "SPYC", "Team FOR A", "Team FOR B", "Team FOR C", "Team Gnarly Green", "Team M One", "Team SYC BLUE", and "Team SYC WHITE". The "Team Gnarly Green" option is highlighted. The background shows the same form as the previous screenshot, but the modal dialog is not present.

(Please note that since these team names are "owned" by other Team Captains they are all disabled.)

Kevin changes the team name to Team Gnarly:



Team Management

Team Captains, create and manage your Team Racing team list here!

< Select a Team >

Create a Team

List All Teams

Create: New Team

Team Name

Team Gnarly

Captain

Kevin Sergo


To ADD team members, click:

ADD To Team

Note: Valid teams consist of 4 or 5 skippers.

All team members must be members, in good standing, of

and clicks the the "ADD To Team" button to start adding team members starting with himself:



Team Management

Team Captains, create and manage your Team Racing team list here!

Team Gnarly

Create a Team

List All Teams

EDIT List

Team Gnarly

(0 entries in list)

To ADD, select below and click [>>]

Schuneman, Grant Richard

Scott, Catherine Camille

Scott, Harrison Robert

Scott, William Cromwell

Scully, Kara

Segalla, Griffin Maxwell

Sellig, Adele

Sellig, George

Senke, Quinn Alexander (Quinner)

Sergo, Kevin Michael

>>

<<

Showing all eligible skippers.


(1214 items available)

< none >

To REMOVE, select above and click [<<]

Done

He adds three other skippers to Team Gnarly:



Team Management

Team Captains, create and manage your Team Racing team list here!

Team Gnarly
Create a Team
List All Teams

[EDIT List](#)

Team Gnarly
(4 entries in list)

To ADD, select below and click [>>]

Abate, Marcus S (Marcus)
Abate, Nicola
Abbott, John Winther (Jack)
Abraham, Gavin John
Acker, Ezra
Ackley, Suzanne
Adam, Chris
Adams, Philip Albert
Affoo, Abigail
Ahn, Nathan

Showing all eligible skippers.
(1210 items available)


>>
<<

Brophy, Emma
Guerriero, Max
Sergo, Kevin
Zeigler, Harrison

To REMOVE, select above and click [<<]

Done

and clicks Done to finish adding members and creating the team.



Team Management

Team Captains, create and manage your Team Racing team list here!

Team Gnarly
Create a Team
List All Teams

[EDIT: Team Gnarly](#)

Team Name
Team Gnarly

Captain
Kevin Sergo

Brophy, Emma
Guerriero, Max
Sergo, Kevin
Zeigler, Harrison

(4 entries in list)

To CHANGE team members, click:

[EDIT Team](#)

Note: Valid teams consist of 4 or 5 skippers.

All team members must be members, in good standing, of the USODA through the last day of any team racing regatta.

To register the team for a regatta, each skipper's medical information must be up-to-date, treatment authorization and event waiver must be signed (checked).

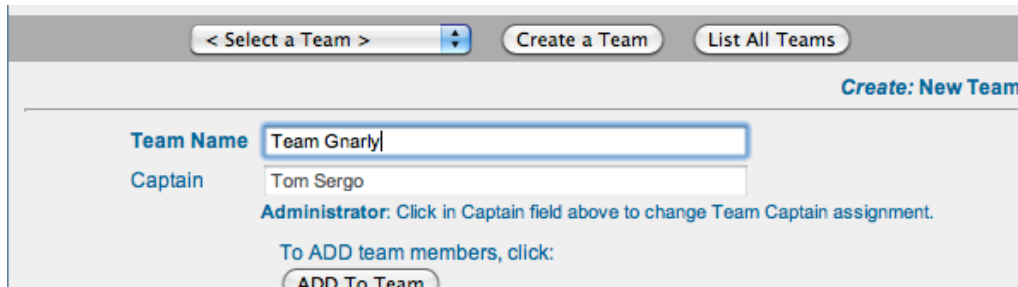
Created: 04/10/2012
Modified: 04/10/2012
Expires: 07/09/2012

Cancel
Delete Team
Save Changes

2. Administrator creating a team on behalf of Team Captain Kevin Sergo

The only difference in the above procedure, when an administrator creates a team, relates to the Team Captain field. Since the Team Captain field is populated with the name of the person who is logged in to the Members Only Area, the Team Captain field will be

populated with the Administrator's name, in this case mine (Tom Sergo):



< Select a Team > Create a Team List All Teams

Create: New Team

Team Name Team Gnarly

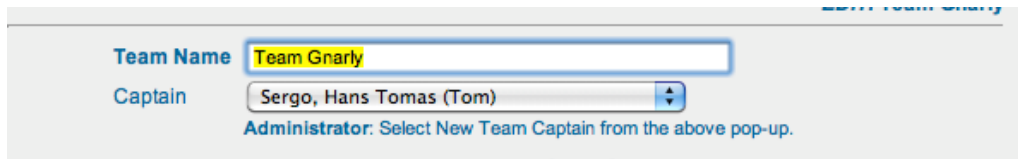
Captain Tom Sergo

Administrator: Click in Captain field above to change Team Captain assignment.

To ADD team members, click:

ADD To Team

Please note the "Administrator:" note under the Team Captain field. Since the Team Captain for Team Gnarly should be Kevin Sergo, the system provides administrators with the means for changing the Team Captain for a team. All you need to do is click in the Captain field, which will change the field to a pop-up congaing all skipper from which you can select an alternative Team Captain:



Team Name Team Gnarly

Captain Sergo, Hans Tomas (Tom)

Administrator: Select New Team Captain from the above pop-up.



Team Name Team Gnarly

Captain

- Sellig, Adele
- Sellig, George
- Senke, Quinn Alexander (Quinner)
- ✓ Sergo, Hans Tomas (Tom)
- Sergo, Kevin Michael
- Sergo, Robert (Bob)



Team Name Team Gnarly

Captain Kevin Sergo

Administrator: Click in Captain field above to change Team Captain assignment.

3. Reviewing Team Status prior to registering for an event

To make sure that your team is valid and can be registered for an event, the team status can be checked by clicking on the "List All Teams" button. This display includes checks for team size, expired memberships and unsigned waivers. For purposes of illustration Team Gnarly has been reduced to 3 members and Kevin's membership has been set to expired:



< Select a Team > Create a Team List All Teams

"Team Gnarly" (3 members)

Team too small! Valid teams have 4 or 5 members.
1 team member's USODA membership has expired!

Emma Brophy

- [Ineligible -> Medical treatment authorization not signed.]
- [Ineligible -> USODA event waiver not signed.]

Team Captain: Kevin Sergo

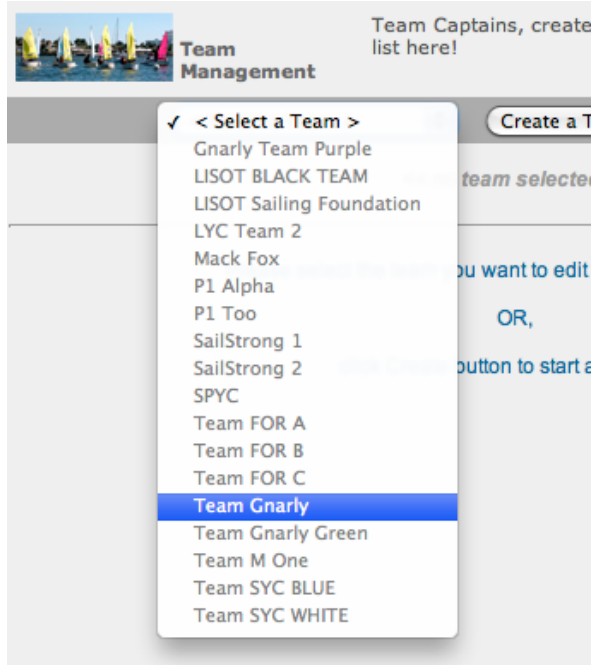
Created: 04/10/2012
Team Expires: 07/09/2012

Skippers:	Membership Expires
Emma Brophy	04/05/2013
Max Guerriero	08/16/2011 (Expired)
Kevin Sergo	01/01/2014

To correct these issues Emma Brophy must have her parents check the Medical Treatment and USODA Event waivers on her membership record, Max Guerriero needs to renew his membership and Kevin needs to add another member to Team Gnarly.

4. Editing an existing Team

To make changes to an existing team, the Team Captain (or Administrator) simply selects the team from the < Select a Team > pop-up:

A screenshot of the 'EDIT: Team Gnarly' form. At the top, there's a header with 'Team Gnarly' in a dropdown, and buttons for 'Create a Team' and 'List All Teams'. The main form area has a title 'EDIT: Team Gnarly'. Below this, there's a 'Team Name' field with 'Team Gnarly' and a 'Captain' field with 'Kevin Sergo'. To the right of the 'Captain' field, there's a list of team members: 'Brophy, Emma', 'Guerriero, Max', and 'Sergo, Kevin'. Below this list, there's a button labeled 'EDIT Team'. To the right of the 'EDIT Team' button, there's a note: 'Note: Valid teams consist of 4 or 5 skippers. All team members must be members, in good standing, of the USODA through the last day of any team racing regatta. To register the team for a regatta, each skipper's medical information must be up-to-date, treatment authorization and event waiver must be signed (checked)'. At the bottom of the form, there's a status bar with 'Created: 04/10/2012', 'Modified: 04/10/2012', and 'Expires: 07/09/2012'. Below this, there are three buttons: 'Cancel', 'Delete Team', and 'Save Changes'.

To add a 4th team member click the "EDIT Team" button and add another member:

Team Gnarly ▼ Create a Team List All Teams EDIT List

Team Gnarly
(3 entries in list)

To ADD, select below and click [>>]

Young, Thomas Donald (Tommy)
Younghans, Johanna (Hanna)
Younghans, Jonathan (Jack)
Zapater, Camila
Zapater, Felipe
Zeigler, Harrison James
Zeigler, Preston Alexander
Zenner, Thomas Edward
Zittre, Nathan Asher (Asher)
Zittre, Noah Parish

>>
<<

Brophy, Emma
Guerriero, Max
Sergo, Kevin

Showing all eligible skippers.
(1211 items available)

To REMOVE, select above and click [<<]

Done

and then Done to finish adding to the team:

Team Gnarly ▼ Create a Team List All Teams EDIT: Team Gnarly

Team Name Team Gnarly

Captain Kevin Sergo

Brophy, Emma
Guerriero, Max
Sergo, Kevin
Zeigler, Harrison

To CHANGE team members, click:

EDIT Team

Note: Valid teams consist of 4 or 5 skippers.

All team members must be members, in good standing, of the USODA through the last day of any team racing regatta.

To register the team for a regatta, each skipper's medical information must be up-to-date, treatment authorization and event waiver must be signed (checked).

(4 entries in list)

Created: 04/10/2012 Modified: 04/10/2012 Expires: 07/09/2012

Cancel Delete Team Save Changes

5. Viewing all teams and members

Anyone who has a need to can look up the team names in use, who the Team Captains are and which skippers belong to which teams, by clicking the "List All Teams" button:



Team Management

Team Captains, create and manage your Team Racing team list here!

< Select a Team >

Create a Team

List All Teams

Team Lists

"Gnarly Team Purple" (5 members)

Team Captain: Alexander Ellis

Created: 04/10/2012

Team Expires: 07/09/2012

Skippers:

Peter Barron
Jack DeNatale
Alexander Ellis
Truckie Greenhouse
Walter Henry

Membership Expires

11/27/2012
08/28/2012
05/06/2014
08/05/2012
05/24/2012

"LISOT BLACK TEAM" (5 members)

Team Captain: Will Logue

Created: 04/10/2012

Team Expires: 07/09/2012

Skippers:

Audrey Giblin
Matthew Kaplan
Will Logue
Jack Parkin
Sean Walsh

Membership Expires

08/03/2012
07/12/2012
07/30/2012
08/16/2012
11/23/2012

"LISOT Sailing Foundation" (5 members)

Team Captain: cameron giblin

Created: 04/10/2012

Team Expires: 07/09/2012

Skippers:

Bram Brakman
Alex Fasolo
Sam Gavula
cameron giblin
Emma Kaneti

Membership Expires

07/14/2013
08/27/2014
06/12/2013
08/03/2012
06/10/2012

"LYC Team 2" (4 members)

Team Captain: Paul Streater

Created: 04/10/2012

Team Expires: 07/09/2012

Skippers:

Bailey Carter
Cameron Grubb
Eduardo Mintzias
Paul Streater

Membership Expires

05/17/2012
11/15/2013
10/05/2012
12/15/2012

"Mack Fox" (4 members)

Team Captain: Alie Toppa

Created: 04/10/2012

This is useful if, for example, a skipper is not available to be added to a team because they already belong to another team. In this case they can contact the team captain and ask that they be removed from their team, freeing them up to be added to another team.

6. Registering a Team for a Team Race Regatta

Events which have been set up as a "Team Race Event" have a "Register a Team" pop-up listing all available teams in place of the register button:

[▶ Notices](#)
[▶ Team Management](#)
[▶ Event Registration](#)
[▶ Links](#)
[▶ Files](#)

Apr 14 - 15 Opti Team Race Regatta
 Noroton Yacht Club
 Darien, CT
 4 Person Team Fee \$600.00
 Additional (5th) Skipper Fee \$150.00 (optional)

[0 signed-up] [List of Entries](#) (Your team is **NOT** registered). [Register a Team](#)

Apr 25 - 29 2012 KO Sailing USODA TEAM TRIALS

In this example, Will Logue, team Captain for LISOT BLACK TEAM is logged into the Members Only Area and selects his team from the Register a Team pop-up (note that only the team he is Team Captain for is selectable):

Apr 14 - 15 Opti Team Race Regatta
 Noroton Yacht Club
 Darien, CT
 4 Person Team Fee \$600.00
 Additional (5th) Skipper Fee \$150.00 (optional)

[0 signed-up] [List of Entries](#) (Your team is **NOT** registered)

Apr 25 - 29 2012 KO Sailing USODA TEAM TRIALS
 BRANT BEACH YACHT CLUB
 BRANT BEACH, NEW JERSEY
 This event is restricted to sailors who are TTQ qualified
 Sailors must be Team Trial Qualified (TTQ) to be eligible for
 Team Trials website: www.bbyc.net
 No Green Fleet
 Registration Deadline: **Midnight (EDT), Tuesday, April 3, 2012**
 \$25.00 Late Fee after 04/03/2012
 \$50.00 Very Late Fee after 04/14/2012

✓ **Register a Team**

Gnarly Team Purple

LISOT BLACK TEAM

LISOT Sailing Foundation

LYC Team 2

Mack Fox

P1 Alpha

P1 Too

SailStrong 1

SailStrong 2

SPYC

Team FOR A

Selecting "LISOT BLACK TEAM" brings up the Team Registration Form:

USODA Event Registration System [🏠]

TEAM REGISTRATION FORM

Register "LISOT BLACK TEAM" for:

Opti Team Race Regatta

Cancel

OK

Date: Saturday, April 14, 2012

Host: Noroton Yacht Club

Location: Darien, CT

Description:

Registration Information:

NOTE: Fleet selection is based on skipper's age on the first day of the event. Alternatively you may select the Green fleet.

LOGUE: Riverside, 15 Militaides

Registrations:

☐ LISOT BLACK TEAM 5 members (Will Logue, Team Captain)

Time now: 1:59 PM (EDT), 04/10/2012

☐ 4 Person Team Fee \$600.00 (required)

☐ Additional (5th) Skipper Fee \$150.00

Team Members:

LISOT BLACK TEAM [179]:

Audrey Giblin

Matthew Kaplan

Will Logue

Jack Parkin

Sean Walsh

Transaction ID: 39753

Cancel

OK

Clicking the LISOT TEAM BLACK check box automatically checks both the "4 Person Team Fee" and the "Additional (5th) Skipper Fee" based on the 5 member team size:

USODA Event Registration System [🔒]

TEAM REGISTRATION FORM

Register "LISOT BLACK TEAM" for:

Opti Team Race Regatta

Cancel

OK

Date: Saturday, April 14, 2012

Host: Noroton Yacht Clb

Location: Darien, CT

Description:

Registration Information:

NOTE: Fleet selection is based on skipper's age on the first day of the event. Alternatively you may select the Green fleet.

LOGUE: Riverside, 15 Militaides

Registrations:

☒ LISOT BLACK TEAM 5 members (Will Logue, Team Captain)

Time now: 1:59 PM (EDT), 04/10/2012

☒ 4 Person Team Fee \$600.00 (required)

☒ Additional (5th) Skipper Fee \$150.00

Team Members:

LISOT BLACK TEAM [179]:

Audrey Giblin
Matthew Kaplan
Will Logue
Jack Parkin
Sean Walsh

Clicking OK brings up the standard event "Summary & Payment Information" page:

USODA Event Registration System [
]
SUMMARY & PAYMENT INFORMATION

Event Information

Opti Team Race Regatta
Saturday, April 14, 2012
Noroton Yacht Clb
Darien, CT

Registrations

Will Logue

15 Militaides
Riverside, CT 06878
USA

Team Captain: "LISOT BLACK TEAM"
(203) 637-4411 (phone)

Event Fees

LISOT BLACK TEAM (5 Skippers)

4 Person Team Fee
Additional (5th) Skipper Fee

\$600.00
\$150.00

TOTAL FEES

\$US 750.00

Click the Back button to make changes to the above information -->
Back

Payment Information

Credit Card

Card Type

Card Number

Expiration Date

Card Identification Number

Cardholder Name: (as it appears on the card)

Billing Address (as listed on the credit card statement)

Company / Organization Name (if applicable)
Street
15 Militaides
City
Riverside
State
CT
Zip
06878
Country
USA

Click the Register button to process your credit card and complete your registration -->
Register

Transaction ID: 39753

Once the registration is completed the event calendar display will indicate this:

Apr 14 - 15
Opti Team Race Regatta
Noroton Yacht Clb
Darien, CT
4 Person Team Fee \$600.00
Additional (5th) Skipper Fee \$150.00 (optional)

[1 signed-up]
List of Entries
(Your team IS registered.)
View/Change

7. Reviewing a Team Race regatta registration status

As for regular events, clicking on the "List of Entries" button displays a list of registered teams:

The following Teams are currently registered:

Opti Team Race Regatta

Saturday, April 14, 2012

Registered:

Logue, Will (13)

(LISOT BLACK TEAM [179]:

Audrey Giblin

Matthew Kaplan

Will Logue

Jack Parkin

Sean Walsh

)

Total: 1

OK
