



Click or tap **Club Registration** from menu bar on home page – initial display shown in [Image 1](#).

This help document is available from the initial display menu bar. This is in pdf format so can be saved or printed if desired.

Image 1 – Club Registration initial display

Fill in the fields and click or tap the **Request Code** button - the enter Code dialogue appears ([Image 2](#))

Image 2 – Code entry dialogue

Enter the code sent to your email address, then click or tap the **Proceed** button – the Details dialogue appears ([Image 3](#))

Club Registration Form

This form **must only** be used by club officials (eg. Flag Officers or Racing Secretary).

Your Name	Ian Smith	
Your eMail address	ian@example.com	
Your phone number	01752 123467	
Your club office	Hon Sec	
Yacht Club	<input type="text" value="Example Yacht Club"/>	Full club name
Region	<input type="text" value=""/>	UK, select from list. Elsewhere, select Other.
Club Website URL	<input type="text" value="http://www.exampleyachtclub.org.uk"/>	Home page
Notification eMail list	<input type="text" value="ian@example.com"/>	Comma-separated list.
Comments	<input type="text" value=""/>	Non-UK, please give country and location. UK, give home port to group with neighbouring clubs.
<input type="button" value="Register Club"/>		

Image 3 – Details dialogue

Fill in fields as required – *you must select a Region from the Region drop-down.*

*If you should happen to leave the Region field empty, the system will select **Other** for you. This can be changed later by RYAYTC editors as necessary, but it much better to select your Region correctly in the first place.*

Click or tap the **Register Club** button - the acknowledgement message shown in [Image 4](#) should appear.

Club Registration Form

Thank you for your registration!

The details of **Example Yacht Club** have been recorded.

Initially the registration is NOT active. We will check the information and make it active shortly (usually within a working day).

If you wish to link to our website, please use only the Home Page URL <https://www.swytc.org.uk>. Other pages may not be permanent.

Image 4 – Acknowledgement message.

Click or tap the **YTC Home Page** link in the meu bar to exit the procedure..