

# myYC Admin Guide

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## Background

myYC began as a custom project to build a web site with online registration for a regatta called the Scotch Bonnet Light Race, run out of the Genesee Yacht Club each year. The site took at least a couple solid weeks of effort to put together, and that was with a 20 year software industry veteran working on it. We wanted payment via PayPal and a number of other interesting features which took time to develop.

This went over so well that the GYC Women Skippers Invitational got into the act and this early pre-prototype of myYC was copied for WSI. Content as well look and feel were changed for the new regatta – still a substantial effort searching and replacing text in a bunch of computer code.

The following year, when the local Rochester Hospice Regatta also expressed interest in being hosted, the kernel of what myYC is today was born, and we started looking for a way to turn this into a business. When we very successfully hosted the 2008 J22 World Championship at the Rochester Yacht Club using prototype myYC code, we knew we had the experience we needed to build a substantial online regatta platform.

During the 2008-2009 winter we started from scratch and, based on lessons learned from several local level regattas and one world championship, build the core of the myYC platform. Then in 2009, we used this platform to host the annual regattas we had been hosting and to add a couple (the Hospice Regattas National Championship, and the USA Junior Olympics, both at RYC).

Through 2009 we used myYC ourselves to build regatta sites, and with each site we brought live, we learned ways to make the process easier. By the time we hosted the USA Junior Olympics, for instance, it took all of two hours to put the site together on myYC.

In early 2010, when we were able to copy the previous year's Hospice Regattas National Championship site and be up and running in about 30 minutes with the 2010 site, we knew myYC was ready. Creating regattas was simple, and the features built in were comprehensive. We then saw that the capabilities in place would also work for classes, clubs, and even individual sailors, enabling them to create simple sites to connect with members and crew, set up their own online stores, and more.

At this point, anyone can build compelling and powerful sailing web sites on the myYC platform in as little as an hour or less. myYC delivers point-and-click ease of use, balanced against the ability to create unique sites focused on a particular purpose (sailing). All myYC sites share three common characteristics: they are **Easy** - to create and to use; **Useful** - these are not just brochure sites, they support flexible functionality tuned specifically to support sailors; and **Affordable** - myYC's goal is to support a wide range of sailors and sailing activities.

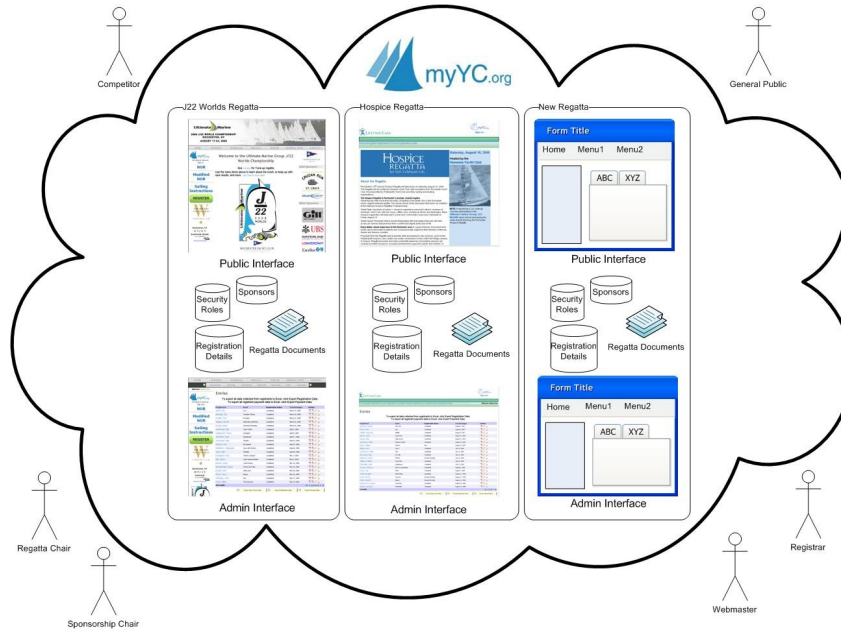
This Admin Guide will walk you through how to create and maintain myYC sites. Should you have any additional questions or concerns, please don't hesitate to contact us.

Fair Winds and Following Seas,

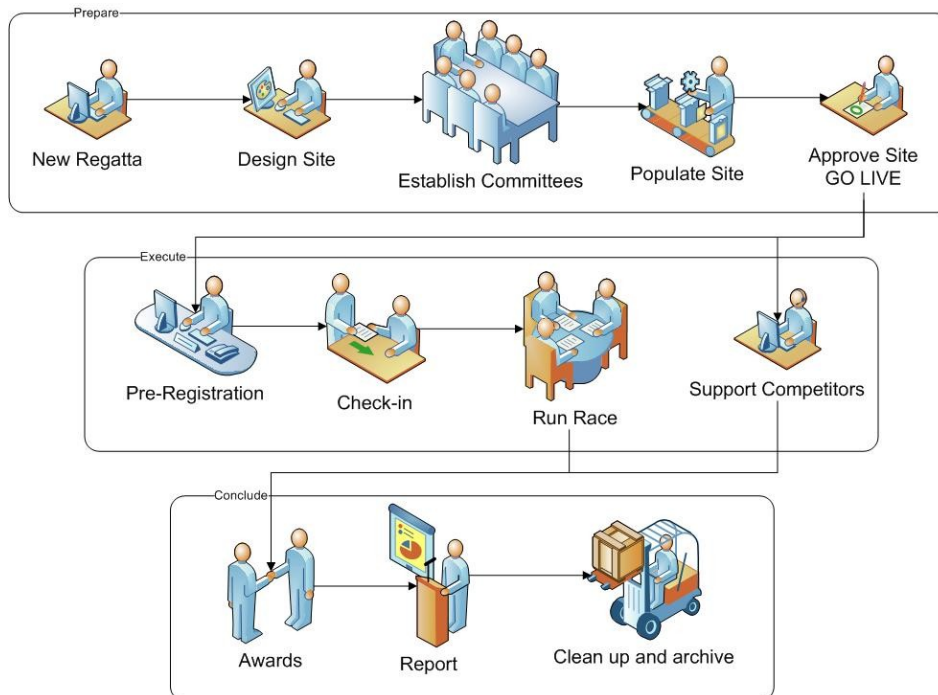
myYC Support

## Overview

The basic idea behind myYC is that it is a platform for hosting sailing sites easily so that competitors as well as members of the General Public can interact with the sites while members can easily maintain the site, share information, and manage registration.



Each site has its own “space” within myYC including site data and security roles which you control. For regattas, myYC streamlines the entire regatta lifecycle:



## Quick Start

You can be up and running with a myYC site in 3 steps:

### 1) **Create a myYC account**

By setting up an account in myYC you get the ability to create sites, and you also get a personal profile in myYC. If you set up your profile information, you can generally register for a myYC regatta in a couple clicks.

Click on Sign Up in the upper-left hand corner of myYC.org. Fill out the basic information and you will be sent an email confirming your new account. Click on the link in that email to create your account and log in to myYC. Note that myYC will never sell your information or use it for any purpose outside of myYC.

At this point you will see your personal home page tabs. Currently the available tabs are Regatta Sites, Class Sites, Club Sites, Sailor Sites, and Boats. On each tab you can create sites and see sites you are signed up for. For instance My Regattas is where you manage regattas you are competing in, regattas you are a working on (where you are a committee member), and which you have created.

You can optionally fill out additional information under the My Profile link in the upper-left corner of myYC, and by creating a boat on the Boats tab. This enables myYC to pre-fill information for you when you register for myYC regattas, and you can optionally display this information in your public profile.

### 2) **Create a site**

Click on the appropriate tab for the site you want to create, and then on the Create link in the upper-right of the tab to create a myYC site. This will launch a site setup wizard.

Two elements of the site setup wizard deserve special mention.

#### **Site URL**

myYC gives you the ability to specify a custom URL for your site. Your site URL will be of the form [http://myyc.org/site/\[Site URL\]](http://myyc.org/site/[Site URL]) where [Site URL] is specified by you in the site wizard (e.g. <http://myyc.org/site/2010melges24NA>). If you have a unique domain for your site (e.g. <http://m24northamericans2010.com>) we can support that as well (see Other Services below).

#### **Copy Site**

The second element of the site setup wizard which deserves special mention is the copy site checkbox. If you check the Copy Existing Site checkbox on the first page of the setup wizard and then click Next, you will be presented with a list of existing sites which have checked the Allow this site to be copied checkbox in their setup. By selecting one of these sites, you will be copying most of the detail settings for that site (colors, logos, menus, etc.), but not the list of competitors or

other information very specific to the site you are copying. If you are running an annual regatta, this can mean that setting up the current year's regatta site will take you all of 30 minutes to complete.

### 3) **Set up the site**

When you have completed the site setup wizard, you will be placed into your site. Because you are the creator of the site, you will see a number of administrative controls which the general public will not see.

Most notably, you will see an admin menu at the top of your screen. The admin menu contains a great deal of functionality you can use to control your site. The remainder of this guide will explain in detail how to use the admin menu.

But you don't even need to go into the site admin menu to do some simple site maintenance. A number of elements in your site are editable in-place, and you will see simple controls (a pencil icon for Edit, and a red circle icon for Delete) below editable elements. Upload a logo for your site, define some content for the main page, upload the NOR and SI, and you have a basic site completed (see WYSIWYG Editing below).

When you are satisfied with your site, use the Go Public menu item under the Site menu to open your site to the public. You can continue to make changes to your live site, and instructions are below on how to do so. You can also take your site private again with the Go Private menu item which will then be shown in the Site admin menu.

Your free myYC site supports functionality comparable to Yahoo or Google groups. You can flag other myYC users as members of your club or class, or sailors who crew for you. Once they are members of your site, you can share files and other information with them (via private myYC pages), members of your group can email the group, and designated members can help manage the site.

## **Premium Sites**

If you want to take online registrations, set up an online store, or use other myYC premium features, you will need to upgrade. During this introductory period we are offering one free premium site to participating classes, clubs, and individual sailors. The process for getting a token is manual.

Contact Sam Weiner at 585.209.0006 or [sam@myyc.org](mailto:sam@myyc.org). Let him know what organization you represent (for a class, club, or regatta site) and what email address you used to register with myYC. Once he upgrades your site you will see new administrative menu items appear and you will have access to additional myYC Page types in the menu builder.

The primary thing you will want to set up for a premium site is:

## **Payment Options**

Under payment options you can configure how competitors and other members of the public will be able to pay for registration (if your site uses registration) and also for site store items and any other for-pay items you might add to your site. Options under Mail payment add appropriate sections to the completed registration form PDF which will be generated for registrants – they can fill those sections out by hand on their printed form and mail payment to you. Checking Pay online by member number simply adds a member number question to registrations to help you process registrations in your back-office (see Registrar below).

If you choose Pay online by credit card or PayPal account, you can give your competitors a very convenient way to pay, and collect revenues directly into a PayPal account you set up. PayPal account setup is a simple process, and PayPal is a well established and secure transaction processor. PayPal transaction fees are not excessive, and PayPal will independently maintain accounting information for you as a check against the myYC accounting reports. For more information on setting up a PayPal account, see <http://paypal.com>.

At this point the only other thing you need to do for a regatta is walk through Registration Setup (see Race Committee below). You will likely also edit some elements using the WYSIWYG controls described below. And there's a good chance you'll use the powerful myYC Menu Builder (described under Web Master below) to create a completely custom menu for your site, adding myYC pages packed with functionality for your competitors and the general public.

## FREE Online Store

Premium myYC sites include support for flexible product catalogs, enabling you to offer regatta apparel, club apparel, or anything else to competitors and the general public. If you have set up a PayPal payment option, credit card and PayPal account payments will be credited directly to your account.

You can also have a free online store for your regatta, class, club, or even just your sailing team. myYC is closely partnered with the Ultimate Marine Group, a supplier of performance sailing goods and services. If you agree to have UMG supply your online store, we will populate your store with product decorated with your logo or other artwork, ship product directly to your customers, and share profit with your organization. UMG offers embroidery and scree printing services, and for larger regattas, UMG can even run your regatta store completely. See <http://sailumg.com> for more detail on UMG.

## WYSIWYG Editing

Many site elements are editable in a What You See Is What You Get (WYSIWYG) fashion. In other words, you see the site elements just as a competitor or other member of the public would see them, except that you have additional controls to manage content. Content that is not editable in a WYSIWYG fashion is editable by the Web Master (see the Content menu under Web Master below). The WYSIWYG areas of the site are:

- **Race Documents/Other Documents**  
To upload your Notice of Race, Sailing Instructions, etc., click on the Create Document link under the Race Documents or Other Documents list. This will bring up a dialog which will allow you to upload documents to be listed under each section. There is a Public Document checkbox in this dialog. If a document is public, everyone will be able to see it. If a document is not public, it may be under committee review, or it may be intended only for committee use (the committee may maintain other documents here which they use in managing the regatta, but which are not intended for public consumption). Uploaded documents will be displayed with standard edit and delete icons below them.
- **Sponsors**  
If the Sponsors section is displayed (see Appearance settings under Web Master controls below), you will see an Add Sponsor link. Click on this link and an Add Sponsor dialog will be displayed, enabling you to specify sponsorship details. In particular, a sponsor image (logo) should be uploaded, and a URL should be entered. The sponsor image will be automatically resized to fit the designated Sponsor section on your web site, and that image will bring the competitor to the sponsor's site when clicked on. Sponsors added will be displayed with standard edit and delete icons below them. If financial sponsorship detail is specified, that information will be included in revenue reports available to the Regatta Committee.
- **Main body content**  
If no main body content has been defined, you will see a link in the center of your

site home page with a link to Customize content. Click on this link and you will be presented with a rich editor in the browser which will enable you to create content for the main page of your site. This rich editor can be found throughout myYC in a number of admin areas. It allows you to do things like center text, bold text, create bulleted lists, etc. with controls similar to word processors like Microsoft Word. In fact you can copy and paste from web sites and from Word documents directly into this rich editor with a fair degree of success.

## Administration Menu

When you have administrative rights to a site, and you are signed in to myYC, you will see a menu at the top center of the site which contains the following:

### **Site**

The Site menu contains items which give you global control over and visibility into your site. General Info enables you to change the options you selected in the site wizard, Payment Options lets you configure how you get paid by registrants and store customers, while the reports sub-menu contains summary and detail reports on regatta activity. Detail reports are exportable as Excel.

You can also delete your site here, and make your site visible to the public with the Go Public menu item or make your site invisible again using the Go Private menu item.

### ***Race Committee (Premium Feature)***

The Race Committee menu is used for regattas to set up registration, to manage registrants, and to manage races once registration has ended.

## Registration Setup

In many ways, this is the heart of a myYC regatta. Every regatta has unique requirements around registration. Our goal here in particular has been to develop functionality which makes it easy to setup registration for simple regattas, but which has the flexibility to handle a range of regatta requirements.

In registration setup you can change various aspects of how registration is presented to competitors, what questions they are asked, and how the completed registration PDF is formatted (this PDF is automatically generated when a competitor registers, and emailed to the competitor and to the Registrar – see Security under Web Master below).

Put simply, when competitors register for a myYC regatta they are presented with a form containing a set of tabs (sections). Each tab contains question groups, and each question group contains questions.

When you enter registration setup you are presented with a set of administrative tabs controlling how the tab, question groups, and questions are presented to competitors. The administrative tabs are:

- **Registration**

Here you set the important dates for your regatta:

- Registration start date  
Registration will open (and a Register button will be displayed in the left column) at 0000 hours on this day.
- Late registration starts after date  
Registrations received after this date will have a late fee applied (configured on the Payment tab)
- Registration end date  
Registration ends (and the Register button is removed from the left column) at 2359 hours on this day.
- Require competitor to agree to terms & conditions  
If this checkbox is checked, the terms & conditions entered in the Terms & conditions text area will be added to the Payment tab during registration, and a checkbox will be displayed called “I agree with these terms & conditions” which the competitor will be forced to check before they can complete registration.

- **Payment**

The payment tab in registration setup controls registration fees charged to competitors on the payment tab in live registration. In addition to a base registration fee, and a late registration fee (charged after the late registration date defined on the Registration tab), a discount for US SAILING members can easily be added by checking the Offer discount to USSA members checkbox and defining a discount amount. If this is checked, a USSA membership # question will automatically be added to the registration form on the Registrant tab, and a checkbox will be added to the Payment tab of the live registration, letting the competitor indicate that they are a USSA member. If the competitor does check this box, the discount will be applied, and the USSA membership # field will be required.

- **Items**

Items are additional things you want to sell on the payment tab during live registration. This can include apparel, picnic tickets, and so on. These items will also be available in a store if one is added to your site (see the Product Catalog myYC page under Web Master below). The payment tab in live registration will give the user an option to add these items to their registration, and will automatically add the item's cost to the total due (in other words, the registration will include a shopping cart containing these items as well as the registration fee and associated fees and discounts).

- **Boat, Registrant, Skipper**

These tabs contain questions commonly asked in regatta registrations. Each of these tabs give you an ability to enable or disable the tab (to show or not show that tab in the live registration form), to specify custom header and instruction

information for that section, and to add or remove commonly asked questions (and make them mandatory or not) by just clicking checkboxes. One of the advantages to using these pre-packaged tabs (in addition to how easy they are to set up) is that many of the questions asked on these tabs will be pre-populated for logged in myYC users who have set up their personal profile and boat information.

- **Addl. Sections, Addl. Questions**

The Addl. Sections tab is where you add sections to registration (displayed by default as tabs in the live registration – see Form View under Other info below) The Addl. Questions tab is where you add questions to those sections.

On the Addl. Questions tab, you must first add Question groups to registration sections. Question groups can be added either to the core sections like Registrant, Payment, etc. or to sections defined under Addl. Sections. A Question group simply groups questions within a section and gives you an opportunity to add instructions specific to that question group.

Once you have added question groups, you will see your question groups listed at the bottom of the Questions tab. To the right of each question group, you will see Actions listed. Edit and delete icons are shown, which you can use to edit or delete the question group. You will also see a plus sign icon – use this to add questions to your question group.

When adding questions to a question group, you will be presented with a pop-up dialog for adding questions. Specify a question, select an answer field type, and indicate whether the question is mandatory or not.

Text box and Option – Yes or No questions can be added to a single question group. Single and Multiple Choice questions, however, can only be grouped with other questions of the same type (Single Choice options with other Single Choice options, and Multiple Choice options with other Multiple Choice options).

The available answer field types are:

- **Text box**  
This is the most general answer type. The competitor will be presented with a free-form text box to answer this question, which they can use to type their answer, whatever it is.
- **Option – Yes or No**  
This is a simple selection list, presented to the competitor as two radio button options for a Yes or No answer.
- **Single Choice**  
This answer field type gives you an ability to specify a list of potential answers to be presented to the competitor as radio buttons so they can choose one of the answers specified.

- **Multiple Choice**

This answer field type gives you an ability to specify a list of potential answers to be presented to the competitor as checkboxes so they can choose one or more of the answers specified.

- **Other Info**

The Other info tab gives you additional control over format and content of the completed registration PDF which gets automatically generated for competitors, among other things.

The Registration Form View control determines how registration sections, question groups, and questions are presented to competitors. The default selection, tab view, displays sections as tabs, with the question groups and questions contained within each tab. The Sectional view displays all sections as a single, long form to the competitor. All question groups and questions are displayed in this single form with the section headers as separators between them.

PDF header type controls the header of the generated registration PDF. The Regatta header option includes canned information about your regatta (name, dates, etc.). Form title only will display only the registration title, and Form title and club logo will display the title along with the club logo (see Web Master->Structure->Header & Logo below).

PDF header and footer images are custom images to be included at the top and bottom of the generated PDF.

Questions per line in PDF will change how many questions (and associated answers) are displayed on each line in the completed registration PDF.

Registrar's header and contact information are included at the bottom of the generated PDF.

Questions on pdf controls whether all questions and question options will be included in generated registration PDFs (Full Form PDF) or only those questions and question options which have been selected (Only Answered Questions).

## Registration

The Registration menu enables the race committee to review registrations and to export registrant information for scoring.

The manage sub-menu enables the race committee to view the currently registered competitors and edit their registrations. Click on the PDF icon on a registration to generate a PDF of that registration. Use the drop down to the right of the registration to select an action to perform on that registration. The default action selected is Edit Registration, or you can change the status of the selected registration (for instance when you receive payment via check for a registration). Click Go to perform the selected action

on the selected registration.

Buttons at the bottom right of the list also enables the race committee to export registration information to Excel, the QuickScore format, or to the SailWave format.

## **Race Management**

Race management enables the race committee to create races within a regatta. These will be displayed on a Race page if one is added to your regatta (see the Race myYC page under Web Master Menu below). Create new races using the create button which shows below the Race list. Most information related to a new race is optional. You can create a race specifying just a date and a name for the race.

Once a race is created, it will be displayed on the Race page, and you will see a set of actions associated with the race. The paper clip icon is an attachment action, which will allow you to upload a flat file of race results (a PDF, Word Doc, or other file).

The next icon (with the green arrow coming diagonally out) allows you to upload raw results, to be formatted for display by myYC. In the long term, this will be a significant feature of myYC – that raw results will be supported, and individual sailors will be able to track their detailed performance across regattas and club races. The minus icon next to this will delete any uploaded raw race results.

The standard edit and delete icons to the far right allow you to edit or delete the race.

## ***Registrar (Premium Feature)***

The Registrar menu Mange Registrations and Export Registrants sub-menu items perform the same functions as the sub-menu items under Race Committee->Registration menu (Manage and Export Excel). They are copied here only so that a separate Registrar can be appointed with access only to these functions (see Security under Web Master below). Users given the Registrar role will also receive copies of registration confirmation emails sent to competitors.

The main thing the Registrar will do is use the Manage Registration functionality to regenerate PDFs for registered competitors when needed, or to edit competitor registrations. For instance when a competitor mails in payment (instead of paying online) their registration status shows as Payment Pending. When the registrar receives that payment, they should come into manage registration, and using the drop-down under Actions, select Change State To->Completed and click GO. This will change the registration state to completed, and also email the competitor automatically notifying them that their registration has completed processing.

## ***Web Master***

The bulk of myYC functionality is found under the Web Master menu. The Web Master menu gives control over a large number of aspects of your site, so you can customize the look, feel, and content of your site with quite a bit of flexibility. At the same time, this is

not a full web site creation tool. A myYC web master does not need to know HTML to be able to change site appearance, structure, and so on.

The web master can control:

## Structure

Structure menu items control the look and feel and structure of your site – the core template elements. Specifically:

- **Header & Logo**  
Controls the top of your site. The Header logo is displayed in the top left corner of the site and is a link to the home page of your site. The Club logo, if uploaded, is displayed in the top right of your site and is a link to your club web site. The main header area can contain your site name (in the font and font color, and using the background color specified here) or a custom Header image.
- **Appearance**  
The appearance dialog enables you to select colors for various parts of your site either by entering color values directly, or by picking colors using the color picker control (the pallet icon to the right of each color).

The appearance dialog also includes a Display right panel on home page checkbox. If this is checked, sponsors will be displayed to the right of your site home page. If not checked, no sponsors are displayed.

- **Menu**  
The myYC Menu Builder is the most powerful piece of myYC. Using the menu builder, you can add a range of menu items to your site from simple links to myYC Pages, packed with functionality.

To create a menu item, specify a name, optionally pick a Parent menu item (to create cascading drop-down menus off your main menu), and pick a menu option. You will also need to check Is public to make the page visible (non-public pages are either under review or are elusively for committee use). The Sequence field contains an integer which allows you to reorder your menu items (we will be improving this functionality soon so you can use up and down arrows to visually re-sequence menu items). If Is new window is checked, this menu item will open it's target in a new browser window.

Available menu options are Link, which simply points to the URL specified, Content Page, which will display the content specified in the Content rich edit field below, and myYC Page, which contains packaged functionality you can add to your site. This last is the most interesting. The myYC Page types available for free sites are:

- **Album & Images**

This will add photo albums to your site. Photo albums are managed under the Content menu (below). When photos are added to albums, they are automatically resized and displayed to the public as a slideshow.

The slideshow can be maximized for a full-screen slideshow – hover over the slideshow and select the far-right icon from the pop-up menu.

If you have a large number of large images, you can send that to us and we will reformat and upload your images for a small fee. Contact us for details.

- **Item**

Item pages contain generalized items – these can be simply a description (similar to a News page item), or can include a document (similar to the Regatta or Other Document listings), or they can contain a picture, or all of the above. Item pages are intended for any generalized list of items you want to maintain either for the general public or for your committee.

- **News**

A news page gives you the ability to create news items to be displayed to the public. When you add a news page to your site it becomes another WYSIWYG area of your site – when you go to the news page you added you can manage news items (create, edit and delete them). When members of the general public go there, they see only the news items themselves.

Additional myYC Page types available to premium sites are:

- **Charter Boat**

A charter boat page adds charter boat management to your site. Members of the general public will be given the ability to list their boats for charter. After a boat is listed for charter, only the user listing their boat and the Web Master are able to edit that charter boat listing. Other users will only see the read-only listing on the charter boat page.

- **Competitors**

If a competitors page is added to your site, registered competitors will automatically be listed on that page as they register for your regatta. We will shortly be adding an ability for you to specify what information about competitors is displayed. Right now it defaults to competitor name, sail number, and boat name.

- **Contact**

A contact page will list designated site contacts, selected from within the users specified as committee members under Security (below). As with Schedule, if you have a different format you'd like to use for contact information, or your

contacts are not myYC members, simply use a Content page to list contact information.

- **Product Catalog**

A product catalog adds a store to your site. You can add items to your catalog (optionally also offering these items to competitors during registration), and members of the general public will be able to shop this catalog, adding items to their shopping cart and eventually checking out. This shopping functionality is governed by the same payment options specified for the site as a whole. Product Catalog content is not yet editable in a WYSIWYG fashion. Instead it is editable under the Content menu (below).

An important note on myYC product catalogs – myYC has a close relationship with our partner the Ultimate Marine Group (<http://sailumg.com>). Running a regatta store well really requires some knowledge of retail and of the peculiarities of event vending. UMG can supply you with discounted merchandise to sell or, If you would rather not deal with any of this, UMG can manage your regatta store for you completely.

- **Race**

A race page will list races and, after they are uploaded, associated results (see Race Management above). Races are WYSIWYG editable.

- **Form**

Flexible forms management is an extremely useful function. What we have done here is take the generalized ability we developed for registration setup (see above) to ask questions and then gather and manage results, and we've generalized this further so that you can create any sort of form you want: club fleet registrations, launch/haul registration, Chili Cookoff registrations, Lunch Form, and so on.

After you add a Forms page to your site, you can go to that page and create forms. As you create forms, those forms will be listed under a Form Security menu which will now be available under the Web Master menu. Using the Form Security menu, you can specify other myYC users as administrators for particular forms. Form administrators are emailed form submission results (generated PDFs) and can manage form submission results.

Forms are managed largely in the same way registration setup is managed. After adding a forms myYC Page, go to the page and create a new form. Specify form General Info, then add Sections to your form. Once you have added a Section, you will be able to add Question Groups and Questions to those Sections.

Members of the general public coming to your forms page will only see a list of available forms and be given the option of filling out those forms.

PDFs are automatically generated for completed forms and emailed to the person completing the form and to anyone specified as a form administrator for this form.

Completed form submissions are also listed with the form. Click on the magnifying glass icon to the far right of the form in question on your forms page to see a list of form submissions. You can regenerate completed form PDFs here, and you can export form result data to Excel.

- **Race Document/Other Document**  
These pages list the same documents listed in the left column of your regatta, but with more detail in the list.
- **Events/Schedule**  
Events and Schedule pages are different ways of listing scheduled events for your site. These pages allow you to add structured events to your site with a specified start and end date etc. But frankly this does not work as smoothly as we'd like yet. If you prefer to have a different look for your schedule, you can also just add a simple Content Page (see above), create a schedule listing in a word processor like Microsoft Word, and copy and paste the schedule into your Content Page. Schedule events are manageable in WYSIWYG fashion from your added page.
- **Link**  
A link page contains grouped links to other sites, along with link icons. Links are managed via the Content menu (below).

## Content

Most content in your myYC site can be edited from the Content menu. As you add myYC pages to your site, additional options are added to the Content menu which can be used to manage content on those pages.

## Security

The security screen provides a simplified security management menu which enables the Web Master to easily make particular myYC users members of various committees, granting them access to different parts of the myYC admin menu functionality for this site.

The Web Master->Security menu item will bring up a list of myYC users, with checkboxes next to them for each role you can assign to the user. To assign a role, click on the appropriate checkbox. You can click Expand Filters at the top-right of the list to filter the list of users by name or by role. Note that if the user you are giving permissions to is signed in to myYC they will have to sign out and then sign in again to gain their new permissions.

For instance, a user who only has the Registrar checkbox checked under Security will only see the Registrar menu item in the admin menu when they are logged in. Regatta

Committee members see the Site menu, Race Committee members see the Race Committee menu, and Web Masters see all menus and menu items. If Form Administrator is checked for a particular user, that user will have the ability to manage forms, to export form results to Excel, and so on.

## Form Security

If you have added a Form page to your site, you will see a Form Security menu item under the Web Master menu. The Form Security allows you to designate other myYC users as administrators for individual forms you create (as opposed to the Form Administrator role defined under Security above, which gives the user an ability to manage all forms and create new ones).

## Help

Contains this guide.

## Other Services

If your site demands a particularly unique look and feel, you have a large number of photos which need to be re-formatted and uploaded, or you need other specific help with your site, we offer custom development and support services at a \$45/hr rate.

Custom Domain Hosting services are also available. If you have a domain registered for your event, or if you need a domain registered, we can host that for you and point it to your myYC site.

The features currently built into myYC is just the beginning. A great deal of functionality geared towards yacht clubs and other sailing organizations is currently under development along with more free functionality geared towards individual sailors.

myYC has been developed by sailors, for sailors. While some solid functionality is already in place, together we can build a set of services to broadly support the absolutely incredible sport and lifestyle which is sailing and remove all sorts of headaches, giving us more time to be on the water.

Please email any issues or feature suggestions to [support@myyc.org](mailto:support@myyc.org), and please consider hosting on myYC.