



## **Program registration goes live on February 1<sup>st</sup> at 11:00am EST Are you ready?**

Here is quick guide on how to go through the registration process:

1. Go to [www.nantucketcommunitysailing.org](http://www.nantucketcommunitysailing.org) and scroll over the *Registration* tab
2. Once you're over the *Registration* tab, scroll down to the *Program Registration* tab.
3. Next, you'll see a few buttons: **Youth Program Registration, Youth Private Lessons, Adult Program Registration.** (all of our Youth Group Programs (Guppies, Hunters, Opti's, Keelboat, 420s... are under Youth Program Registration) Click the button that best fits what you're looking for.
4. The next page will prompt you to either enter your username and password if you're a returning user OR New Account.
5. If you are a returning user you will select the sailor you wish to register from the list. If you are a new user, you will start by selecting the age of your sailor from the drop down menu and click next.
6. The next step is to choose the program(s) you want to register your sailor for. (tip: visit the schedules and fees page now to know exactly which program and session numbers you want to register for)
7. Next, you'll enter your sailor's personal info and a bit about their parent/guardian. (This will take place on a couple pages to complete)
8. After entering your information you will be able to select your membership for the season. Most people select a Student Membership at \$75 for the season. (There are a few options so visit the membership page if you want to learn more about those!) You can also purchase some great NCS merchandise – NCS Towels, SPF Rash Guards, NCS T-Shirts – at this point in the registration.
9. Next you'll have one more chance to review everything in your cart. If you have an additional sailor you wish to register you would do that by selecting in the upper right hand corner "add another participant". If you don't have any additional sailors, click continue.
10. The payment page is just that. Here is where you'll submit your payment information. You will have the option to pay with credit card or echeck. \* If you were a new user, you will also be asked to create a user id and password on this page.
11. Be sure to sign off on the waivers and policies and then submit your registration.
12. Please note that if you do not see the confirmation page or receive a confirmation email, your registration did not go through for some reason. *It is very unlikely this will happen, but if it does, we apologize and ask that you start back at 1.*

Note: These guidelines are intended to help parents work their way through the software. That said each registration is different and they should not be considered as the ONLY process to register. With so many variables, there is bound to be an exception to the rule. We hope this helps!