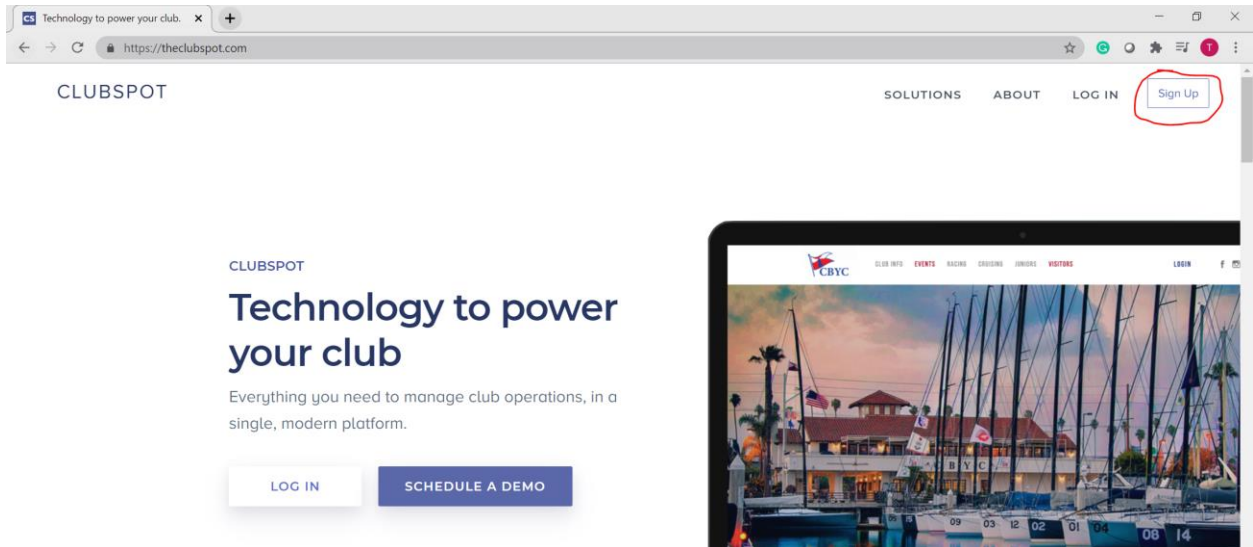


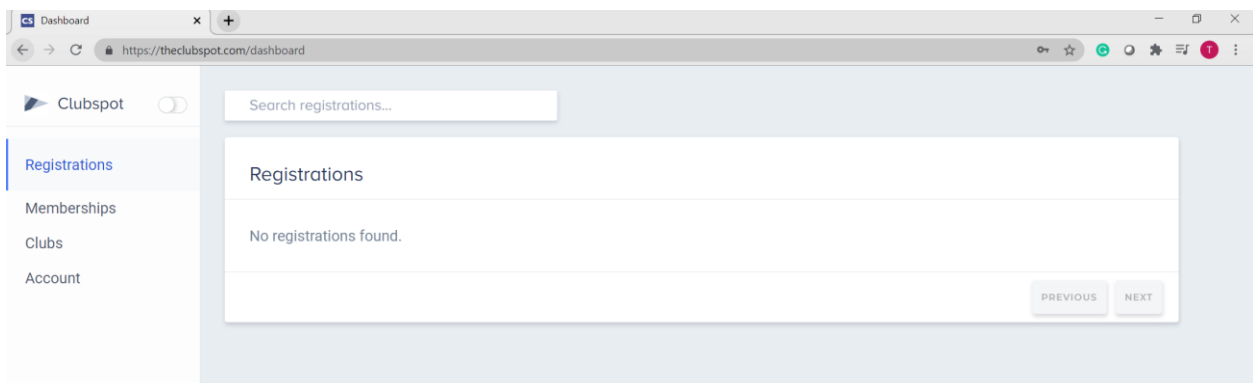
# Creating a Clubspot Account and Setting Up Profiles

Creating a Clubspot account and adding profiles to your account will greatly speed up the process of registering for 2022 Nantucket Yacht Club Junior Sailing. 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.

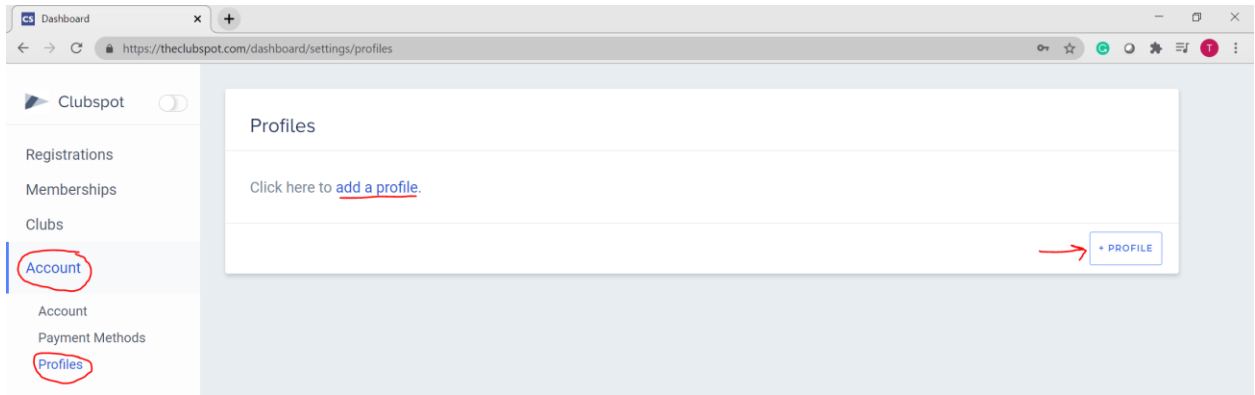
1. Visit <https://theclubspot.com/>
2. Click on the “Sign Up” button in the top left or log in if you already have an account



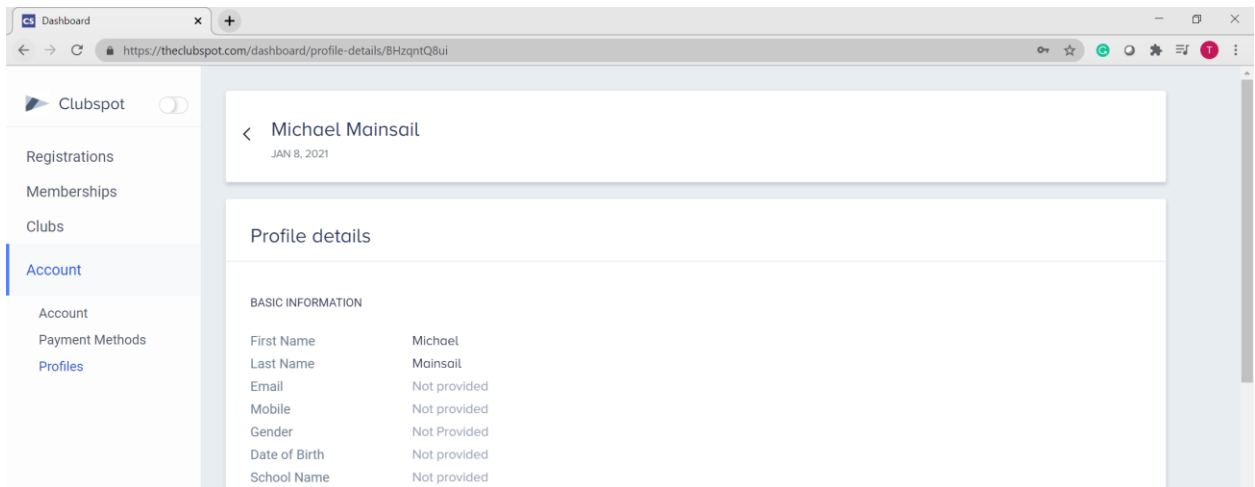
3. Enter in your email, your name, and create a new password.
4. After setting up your account, you should be logged in and see the four tabs on the left
5. When you are logged in, you should land on this page. For this example, we will be using Mary Mainsail’s newly created account to add profiles for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



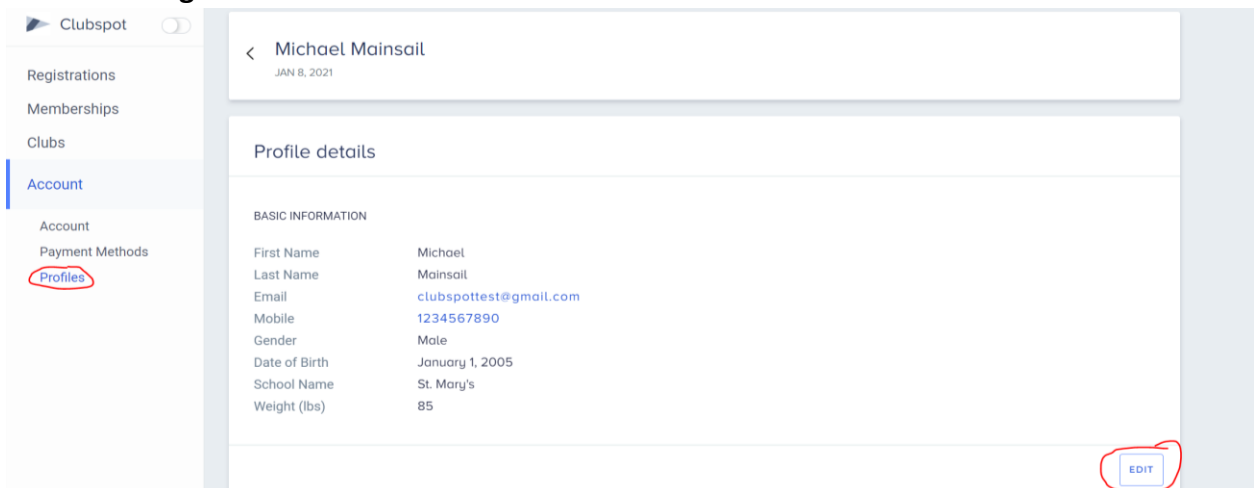
6. From here, click on **Account** (left side), then click **Profiles**, and then **Add a Profile**.



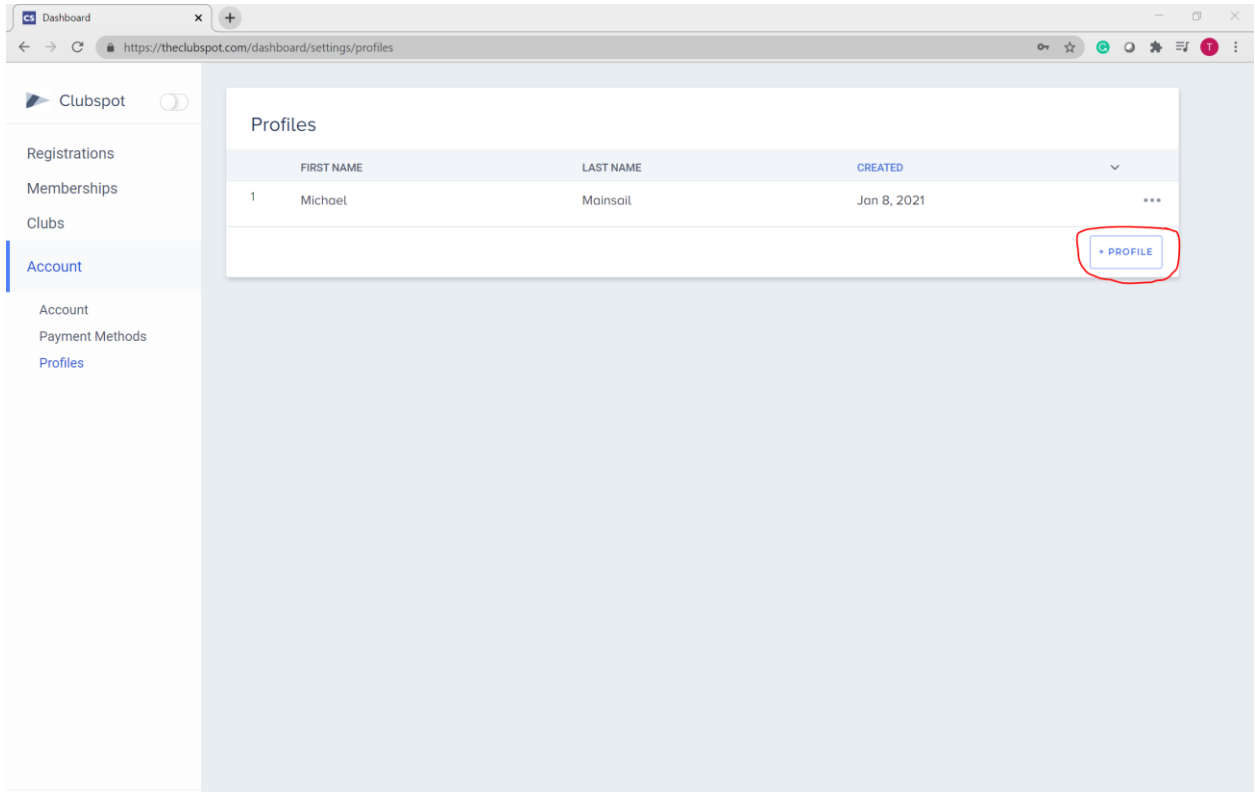
7. You will be prompted to enter in a first name and last name then you will be brought to this screen.



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.**



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.



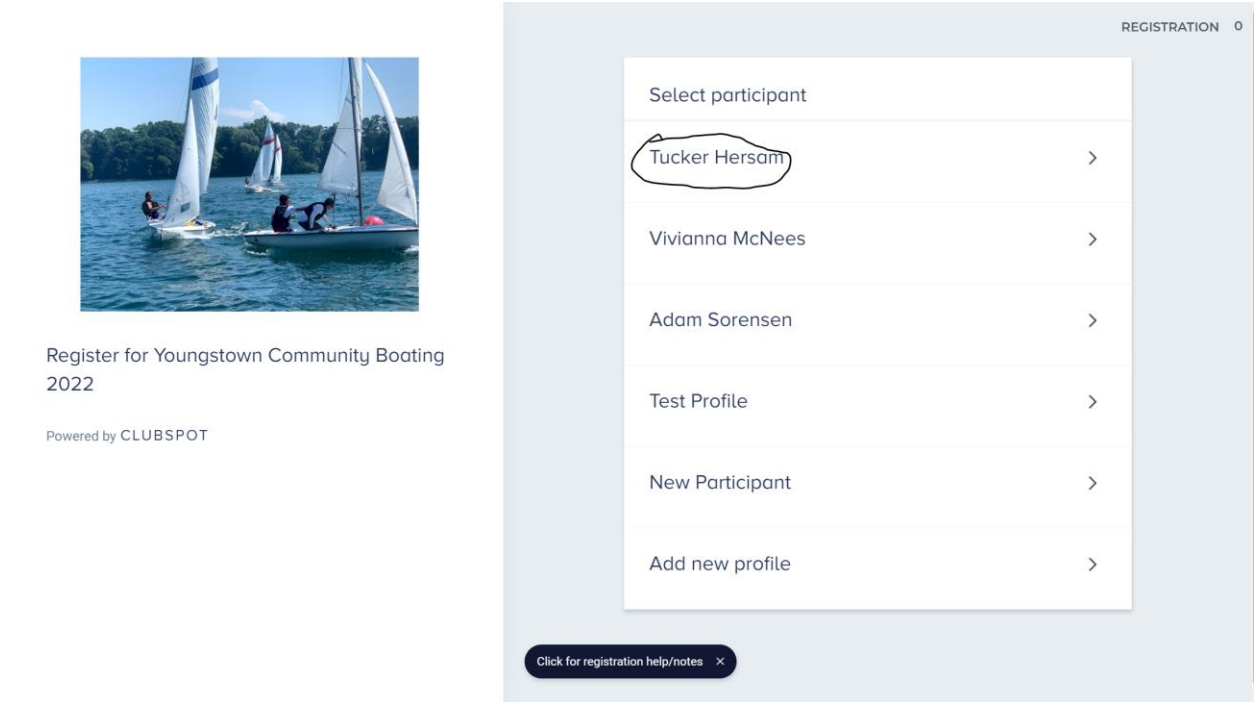
10. It is **HIGHLY** recommended that you create profiles for all the participants you plan on registering

11. Once you have completed all the necessary profiles, you will be ready to sign up!

# 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.



The screenshot shows a registration page for "Youngstown Community Boating 2022". On the left, there is a photograph of several sailboats on a body of water. Below the photo, the text reads "Register for Youngstown Community Boating 2022" and "Powered by CLUBSPOT". On the right, there is a "REGISTRATION 0" header and a list of participants to select from. The list includes "Tucker Hersam" (circled), "Vivianna McNees", "Adam Sorensen", "Test Profile", "New Participant", and "Add new profile". At the bottom of the registration area, there is a button that says "Click for registration help/notes x".

2. You should see the 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 you are registering to continue.

3. Select the classes and sessions for the participant.



Register for Youngstown Community Boating 2022

Powered by CLUBSPOT

Registration for Tucker Hersam [edit](#)

REGISTRATION 0

**DINGHY DEMONS**

DESCRIPTION

Age 7-9 This is a program for our youngest sailors. If your son or daughter is new to sailing and under age 10, they will most likely be in the Dinghy...

[see more](#)

**ADD CLASS**

**OPTIMIST LEARN TO SAIL & RACING**

DESCRIPTION

Age 9-15 The Opti Program is for graduates of the Pram Program OR new sailors who are ready to learn how to race. It is divided into two groups, begin...

[see more](#)

**ADD CLASS**

[Click for registration help/notes](#) x

ADVENTURE SAILING

REGISTRATION

**Register for Youngstown Community Boating 2022**

Powered by CLUBSPOT

Registration for Tucker Hersam [edit](#)

- Week 2  
July 4 - July 8  
\$325.00
- Week 3  
July 11 - July 15  
\$325.00
- Week 4  
July 18 - July 22  
\$325.00
- Week 5  
July 25 - July 29  
\$325.00
- Week 6  
August 1 - August 5  
\$325.00
- Week 7  
August 8 - August 12  
\$325.00

[Click for registration help/notes](#) x

**ADD SESSIONS**

est sailors. If your son or daughter is  
most likely be in the Dinghy...

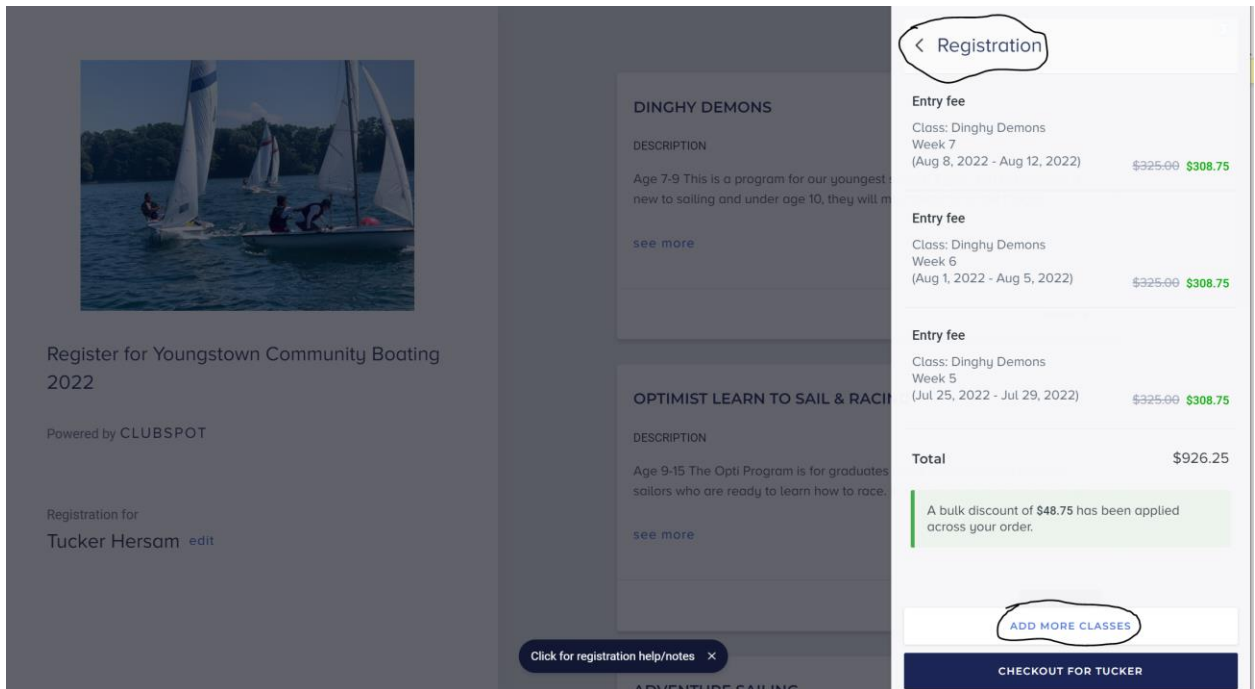
**ADD CLASS**

ICING

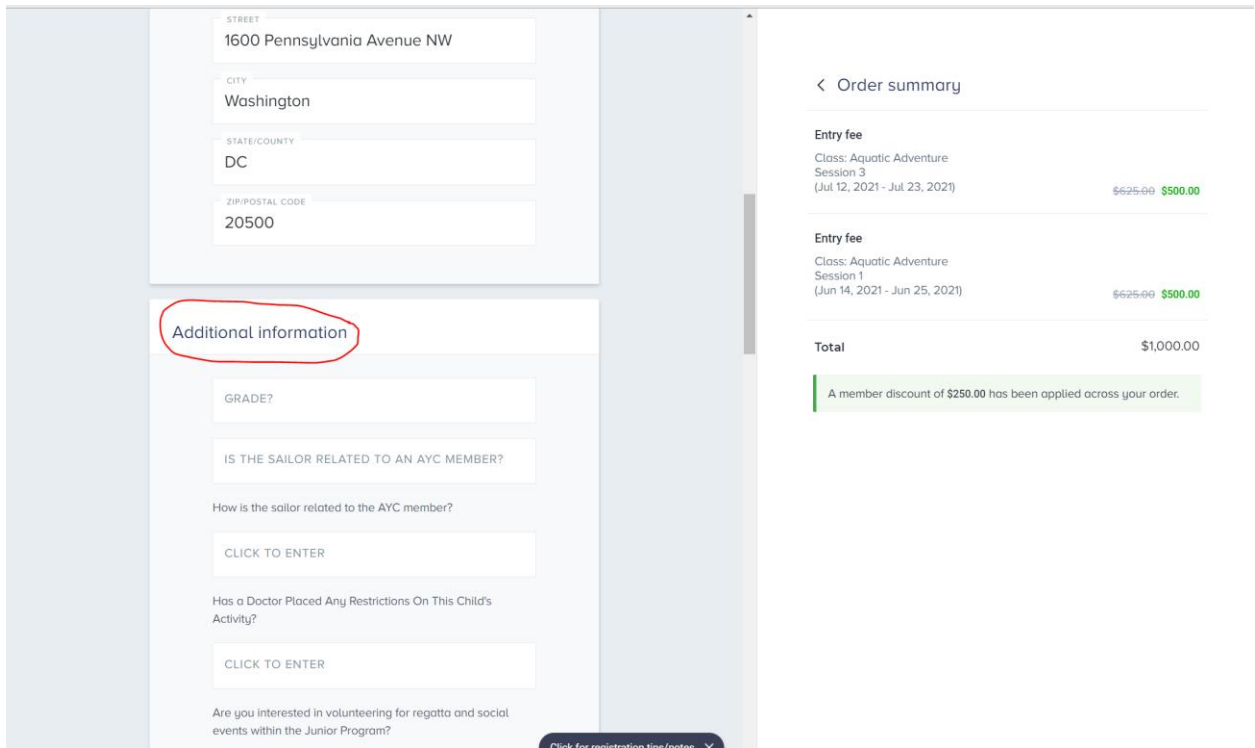
tes of the Pram Program OR new  
ce. It is divided into two groups, begin...

**ADD CLASS**

- 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 or **“ADD MORE CLASSES”** at the bottom and continue to add classes.



- 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.”**



- At the checkout page, enter in your payment information and click **Pay**. At the bottom you will see that a waiver will be sent to your email upon checkout.

7. After your 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.

STATUS

Order complete

✓ Your 2021 AYC Summer Sailing order is complete, and your payment has been recorded. Please feel free to save this confirmation for your records.

Confirmation #: T9I2HIJ8OK

**ADD ANOTHER ENTRY** VIEW YOUR ACCOUNT



Register for Youngstown Community Boating 2022

Powered by CLUBSPOT

REGISTRATION 0

Select participant

- Tucker Hersam >
- Vivianna McNeese >
- Adam Sorensen >
- Test Profile >
- New Participant >
- Add new profile >

Click for registration help/notes x