Setting up a Discover Sailing Day

Accredited Discover Sailing Centres can set up a Discover Sailing Day in revSPORT to allow the public to experience what sailing is about. Every Discover Sailing Day set up in revSPORT will appear on the Discover Sailing Day Finder, allowing people to find it and register to participate.

The following steps outline how to set up a Discover Sailing Day:

1. After logging in to your revSPORT portal, click events in the left-hand menu.

2. In the events area, click add event.

3. Add the relevant details for the Discover Sailing Day you are setting up. When adding details, please take note of the information about the following fields:

   **Select event**: you can type in the name of a previous Discover Sailing Day to clone it and amend details accordingly (e.g. date) to save time.

   **Link to course**: select Australian Sailing – Discover Sailing Day. This will ensure registration form and participant communications pre and post event are tailored accordingly.

   **Venue**: if your venue does not display from the drop-down field, set up your venue first by clicking on venue overview and re-start the process again from point 1.
Visible to: the options available:
- Public – included in main list: available to anyone and included in the public events list
- Public – hidden from main list: available to anyone but not included in the public events list
- Members only: available to members only (not to be used for Discover Sailing Day)

Display on home page: This will determine if the course displays on the homepage events widget on the revSPORT website.

Description: There is a standard description set up on the Discover Sailing Day template. Note: after the event has been added you will be able to view the template description when editing the course. You can add additional information below this description by entering relevant details e.g. parking availability, lunch options etc.

Event waiver: There is a standard event waiver (T’s & C’s) set up on the Discover Sailing Day template. Note: after the course has been added you will be able to view the template waiver when editing the event. You can add additional details below this waiver by entering relevant details e.g. refund policy.
Registration email text: there is standard information that displays on the registration confirmation email. If you want to add additional information, this might include; Parking instructions, lunch options, clothing required etc.

Show attendee list: by ticking this box, a list of registered attendees will appear for people to view.

Registration is open to: by default this is locked to members only but by ticking the ‘Whole of Sport’ checkbox below, anyone will be able to register. People with already an Australian Sailing number will access directly the Discover Sailing Day registration form while those ones without will be prompted to get an Australian number first for insurance purposes and then will be directed to the event registration form.

Additional registration fields: you can add as many additional registration fields as required for the event.

4. Click Add event to create your Discover Sailing Day.
5. Click on **view event live** to check the user view of the form and to copy the URL to make it available on your website or to send it via email if needed.

For additional support using the revSPORT system, please contact onlineservices@sailing.org.au