

**MISSA Team Administration Instructions** (rev. June 2020)  
*How to make sure your team is activated and regatta-ready*

**SUMMARY**

All sailing teams, whether new or old, big or small, varsity or club, need to complete five basic steps each year to be active members of MISSA. If you are a team parent, faculty administrator, or coach, this guide will explain each step of the process for you.

**Basic Steps (must be done in this order):**

- 1. Make sure your school exists in our database.**
- 2. Make sure you have a registration admin and they have a working login.**
- 3. Team administrator updates all information.**
- 4. Team admin pays dues.**
- 5. Make sure your team has an active TechScore account.**

This whole process includes a few human (part-time volunteer) reviews and some non-real-time syncing of different databases. So it can take several days to step through the process. Please don't wait until the last minute.

Also, please note that all the webpages shown as links here can also be just found on our website [missa.hssailing.org](http://missa.hssailing.org).

**STEP 1: MAKE SURE YOUR SCHOOL EXISTS IN OUR DATABASE.**

If you know this is an existing team, you can skip right to Step 2.

Otherwise, please look for your school here:

<https://registration.hssailing.org/schools/directory-search>

Your school will be listed as "Inactive" at the beginning of each school year until you register for that year. If your school is there, go to Step 2.

Otherwise you are a new school, you need to go to

<https://registration.hssailing.org/admins/register-new-school>

and fill out the form shown at the right.

If you already have an Admin login for another school, be sure and note that in the box. Otherwise, filling out this form will request both the new school record and your Admin account.

You will get a notification when the school record is created (after it is verified by ISSA. You will also get an email when your Admin account is approved. These could be almost instantaneous, or could take a couple days.

Register New School with ISSA

The form is titled "Register New School with ISSA" and contains the following fields and elements:

- First Name \* (text input)
- Last Name \* (text input)
- Phone \* (text input)
- Email \* (text input)
- District \* (dropdown menu with "-- Select option --")
- New School Name \* (text input)
- City \* (text input)
- State \* (text input)
- Adult Type \* (dropdown menu with "-- Select option --")
- A checkbox labeled "Review Bylaws? \*" with the text "Please Review ByLaws" above it.
- A "SUBMIT" button.
- A red asterisk legend: "\* Required fields".
- A text box for "If you are currently the registered School Admin for any other schools, please list them." with a small icon in the bottom right corner.

## STEP 2: MAKE SURE YOU HAVE A REGISTRATION ADMIN WITH A WORKING LOGIN

If you are a brand new school, this was taken care of in step 1, go on to step 3.

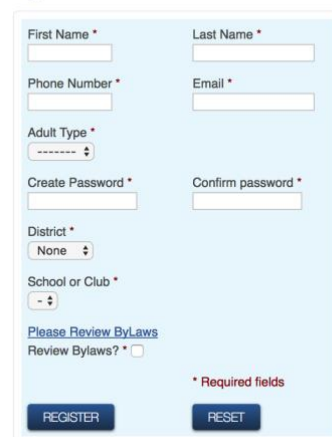
If you are a new admin for an existing team, the easiest thing is to get the log in from your predecessor, then log in at <http://registration.hssailing.org> and click on “Administrator Profile” in the menu on the right. Update the name, phone number, and email to be yours and pick a new password. The account is now yours, go to step 3!

If you don't have the password from a former admin, just request a new admin user account. Go to <http://registration.hssailing.org/admins/admin-registration> and fill out this form:

Your account will be reviewed and approved within a day, usually sooner.

Finally, if you already have a registration admin account but need to add another school (or remove a school from it, use the “Unify Schools” form at <http://registration.hssailing.org/admins/multiple-school-form>

Register as Administrator of ISSA School



The image shows a web form titled "Register as Administrator of ISSA School". The form has a light blue background and contains the following fields and controls:

- First Name \* (text input)
- Last Name \* (text input)
- Phone Number \* (text input)
- Email \* (text input)
- Adult Type \* (dropdown menu with a downward arrow)
- Create Password \* (text input)
- Confirm password \* (text input)
- District \* (dropdown menu with "None" selected and a downward arrow)
- School or Club \* (dropdown menu with a downward arrow)
- A link: [Please Review ByLaws](#)
- Review Bylaws? \*
- A red asterisk and text: \* Required fields
- Two buttons at the bottom: REGISTER and RESET

## STEP 3: UPDATE YOUR SCHOOL'S INFORMATION

Now that you have a login as a Registration Admin, use it! Log in, click the name of the school, and then update as follows:

*Roster:* You should include all sailors – they won't be able to sail in a regatta if they aren't listed here. Sailors listed must meet MISSA eligibility rules. By listing their names you are attesting that they do.

*School Information:* Must list contact information for the school itself, not a yacht club or parent.

*Primary Administrator:* This is the person who speaks on behalf of your team to MISSA and ISSA. In most cases this is a parent or faculty member, and in most cases it is the same as the person with the Registration admin login.

Once the information is updated, hit the “SAVE ALL CHANGES” button. You must do this each school year even if you didn't change anything. Once you do this each year, your team will show in the directory as “Pending” meaning it has been updated, but has not paid dues yet.

#### **STEP 4: PAY DUES**

Dues are listed in the MISSA Rules, section 2. We lowered the dues to \$125 in 2016 and have held them at that level. For most teams, paying dues is as simple as logging in to the registration site, click the "Invoice" button, then click "Pay Now." You will pay through PayPal, but you don't need to set up a PayPal account and there are no fees to you. You can use a credit card or bank account.

If you want to make one payment covering multiple schools, you can use the form at [https://docs.google.com/forms/d/e/1FAIpQLSd-jOIGzOUHndzKuuOtlXEQYvyl4cCxRGEqkQrxE9THGjCcpA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSd-jOIGzOUHndzKuuOtlXEQYvyl4cCxRGEqkQrxE9THGjCcpA/viewform?usp=sf_link). You will be emailed an invoice that you can pay online. You can also use this form to request reduced dues if your team has only one or two sailors and you aren't sailing in any qualifier or championship events.

If you have to pay with a paper check, please email for mailing instructions.

#### **STEP 5: MAKE SURE YOUR TEAM HAS A TECH SCORE ACCOUNT**

Now that your team is active, the final step is making sure the appropriate person on your team has a TechScore account. Every team needs a TechScore Admin, but It does not have to be the same person as the Registration Admin.

*So what is TechScore and who needs it?* Scores and results for all High School regattas are available on a public website <http://scores.hssailing.org/>. TechScore is the "back end" of this site and is used by the official scorers when your team is a regatta host. During every regatta, a representative for each team must also use TechScore to enter the Record of Participation forms. This process of letting the scorers know which sailors were in the boat for each race must be done during the regatta or the team will be penalized. So, someone with your team's TechScore login must be at each regatta. A coach responsible for multiple schools can have a single TechScore login covering all the schools.

Teams will only show up in TechScore after their registration is active (dues paid) and there can be a delay of a couple days. Sailors will only show up in TechScore and be eligible for regattas if they are listed on the roster in the registration site. Again, there can be a couple day delay, so don't wait until right before a regatta to have your dues paid and roster updated.

To get a new TechScore account, go to <https://ts.hssailing.org/register> and fill out the form. If you want one account linked to multiple teams, explain that in the "Notes" field.

If you just need to add new schools to an existing TechScore account, just email [sailingmissa@gmail.com](mailto:sailingmissa@gmail.com) with the details.