

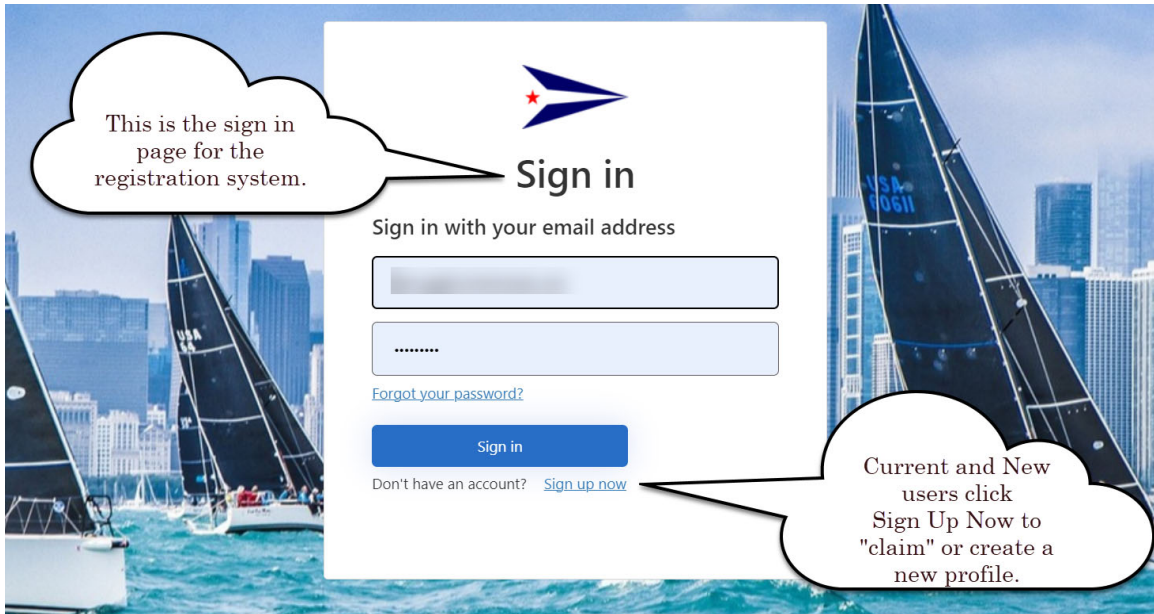
Chicago Yacht Club Race to Mackinac[®]

Nautical Cloud Race Registration and Scoring System

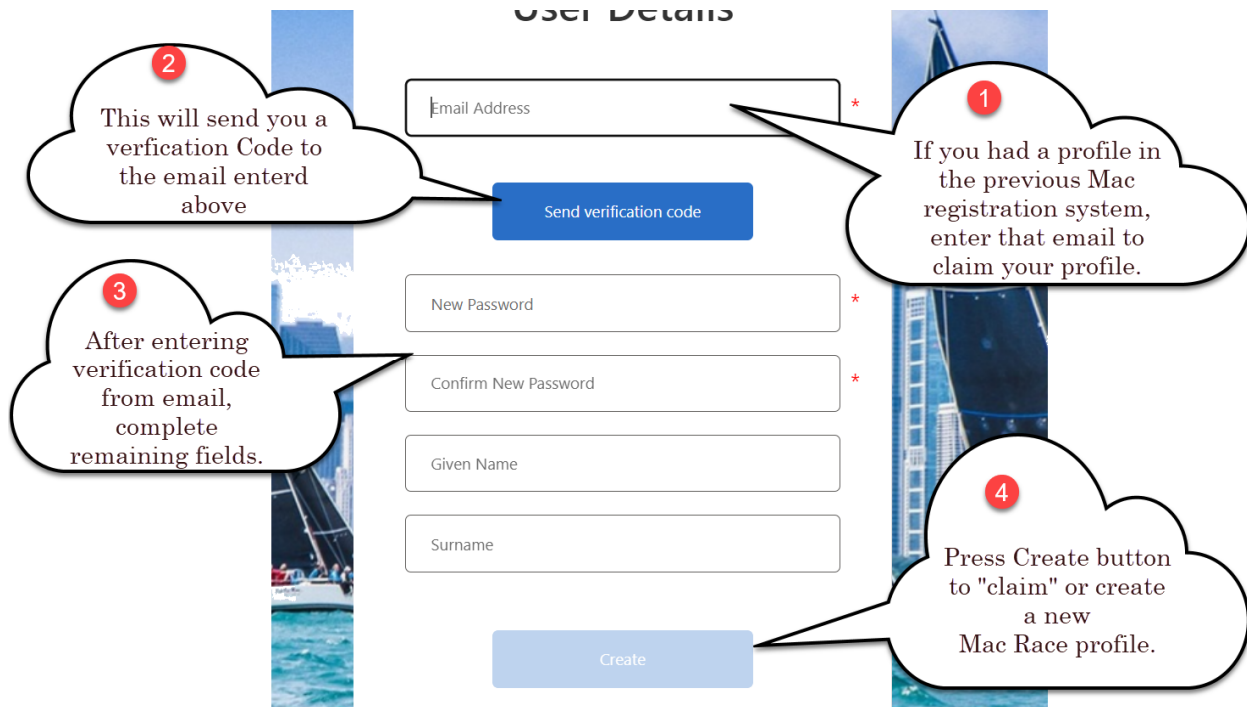
Claim or Create your Account

To claim a previous profile, or create a new profile, on the new Mac registration system, you must create an account. For users who had profiles in the previous Mac registration system, we have migrated your data to the new system. To claim the migrated profile, use the same email as the previous system.

To start go to: <https://cyracemanagement.com>




Once you create your account and log into the system all your Mac 24 information should be available. It is recommended that you use a computer for the initial account setup, after the initial set up access via phone and tablets will be available.



Chicago Yacht Club Race to Mackinac[®]

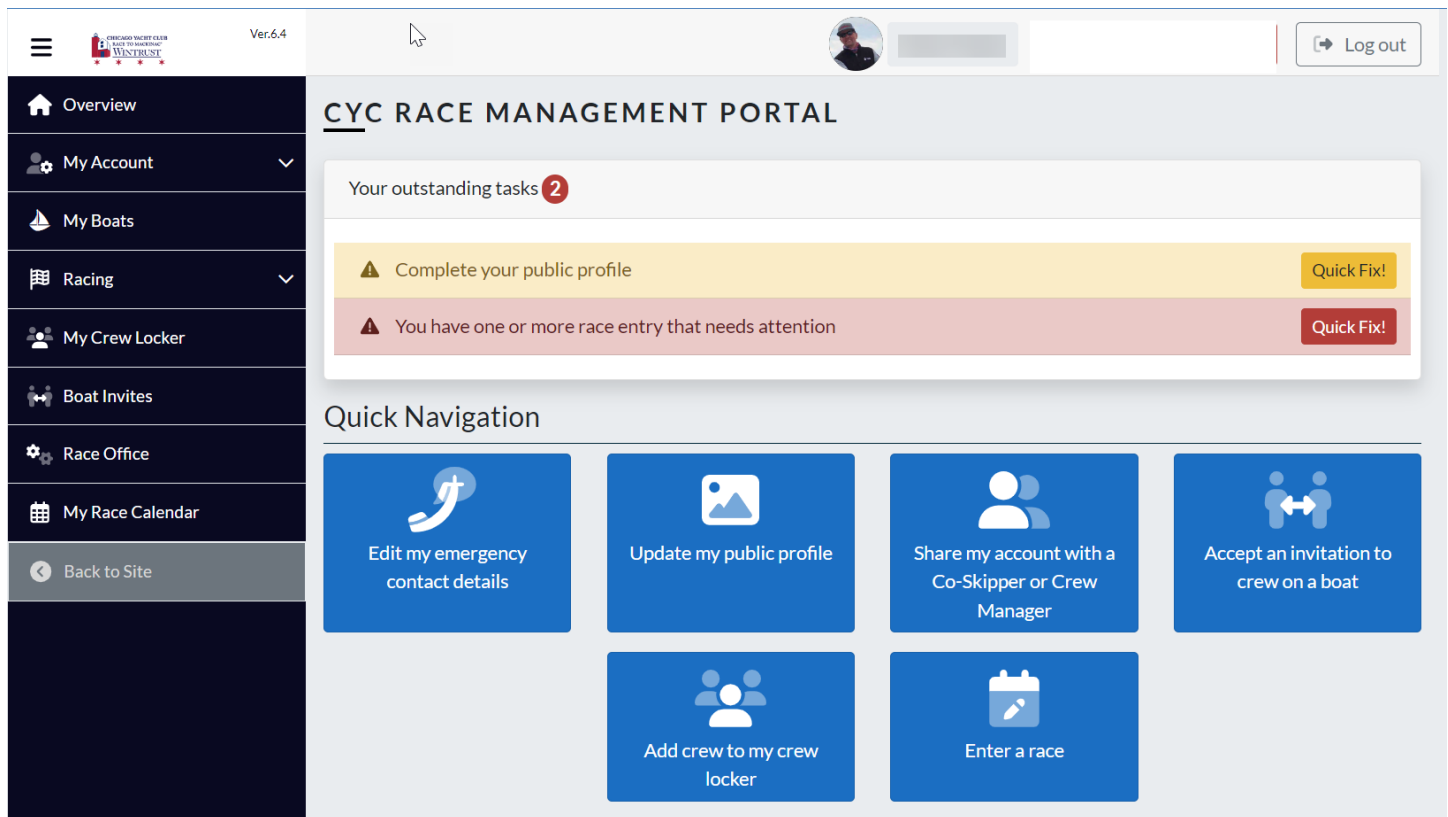
CYC Race Management Portal

This is your global profile that will be used in any race utilizing the Nautical Cloud registration platform is broken out into 6 major sections. As you work your way through the system, please pay careful attention to the information boxes. 

1. Overview
2. My Account
3. My Boats
4. Racing
5. Crew Locker
6. Boat Invites

Overview

This is your dashboard with actions that need to be completed and shortcuts to common tasks. Under “Your outstanding tasks”, you can always click “Quick Fix” to take you to complete open items. Task list items that are yellow are recommended, but not required. Items in red are required to complete your profile or race entry.



The screenshot shows the CYC Race Management Portal dashboard. At the top, there is a navigation bar with the Chicago Yacht Club logo, the version number 'Ver.6.4', a user profile picture, and a 'Log out' button. The main content area is divided into a left sidebar and a main panel. The sidebar contains menu items: Overview, My Account, My Boats, Racing, My Crew Locker, Boat Invites, Race Office, and My Race Calendar. The main panel features a 'CYC RACE MANAGEMENT PORTAL' header, a 'Your outstanding tasks' section with two items (one yellow, one red), and a 'Quick Navigation' section with six blue buttons for various actions.

Navigation Bar: Chicago Yacht Club Race to Mackinac Winterfest, Ver.6.4, User Profile, Log out

Left Sidebar: Overview, My Account, My Boats, Racing, My Crew Locker, Boat Invites, Race Office, My Race Calendar, Back to Site

Main Panel:

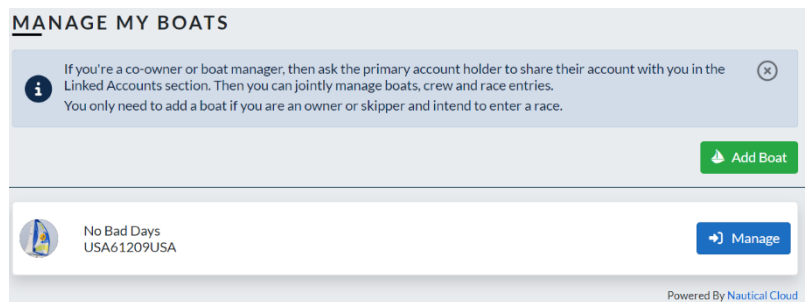
- CYC RACE MANAGEMENT PORTAL**
- Your outstanding tasks 2**
- Complete your public profile** (Yellow background) [Quick Fix!](#)
- You have one or more race entry that needs attention** (Red background) [Quick Fix!](#)
- Quick Navigation**
- Edit my emergency contact details**
- Update my public profile**
- Share my account with a Co-Skipper or Crew Manager**
- Accept an invitation to crew on a boat**
- Add crew to my crew locker**
- Enter a race**

My Account

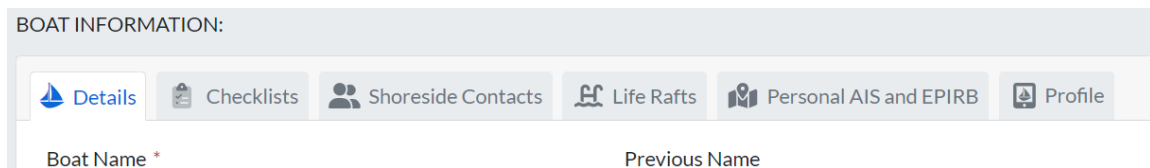
- **My Details:** Key personal information, validate the migrated data and populate any empty fields.
- **Emergency Contact:** Validate the migrated data and populate any empty fields.
- **Passport:** Not required by Mac Race.
- **Link account:** Invite others to help you manage your account. They will have access to your boat information, race entries and crew list.
- **Public Profile:** When people use the Who's Entered and results pages of our website, they can view information about the crew on each boat. This is where to update the public information.
- **My Transaction:** User will see any charges incurred for the race; this mostly pertains to Skipper/IC who have an entry.
- **My Certificates:** In this area user will upload their personal certifications. Some examples are Safety at Sea, Minor Waiver, and CPR/First Aid.

My Boats

Your previously entered boat profile has been migrated here. Click the manage button to display.



Click through each of the tabs and validate the migrated data and populate any empty fields.



If you are adding a new boat, utilize the search feature. This will check the ORC database for existing certificates (even if they are expired). Once you press the “Add” button, it will populate most of the required boat measurement information automatically. There should NOT be a space between the country and sail number when searching.

Add Boat ×

Hull Type *
Monohull

Sail Number
USA249 [Search](#)

Boat Name	Rating Authority	Cert Number	Issue Date
	ORC	US6968-1	7/11/2023

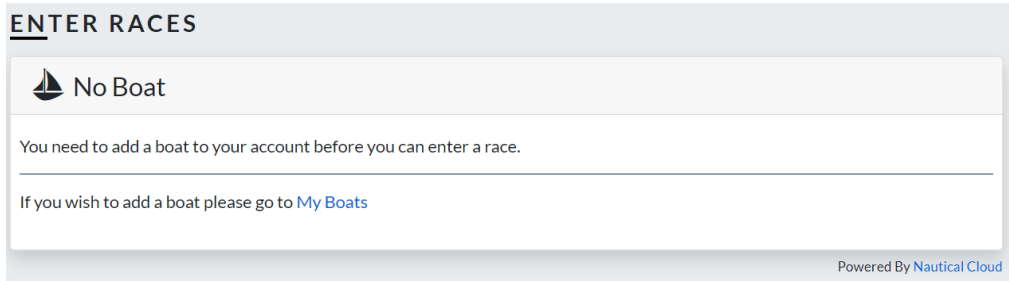
[Cancel](#) [Ignore and Add](#) [Add](#)

If you've never had an ORC certificate issued, you'll need to manually add measurement data until your certificate has been issued.

Racing

Contains all race entry information

- **Enter Races:** If you have not previously entered a race, this screen will show available races to enter. **You must have a boat setup in your profile to enter a race.**



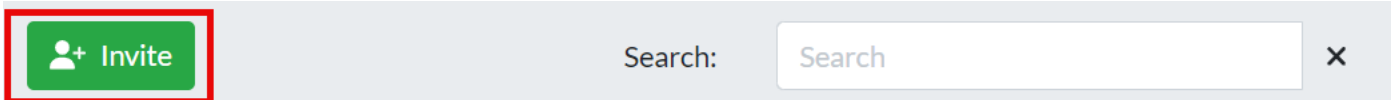
- **My Race entries:** This is where to see your migrated race entry data.

Crew Locker

All crew that had accepted their invitations by 1200 CDT on 4/25/24 have been migrated into the new system.

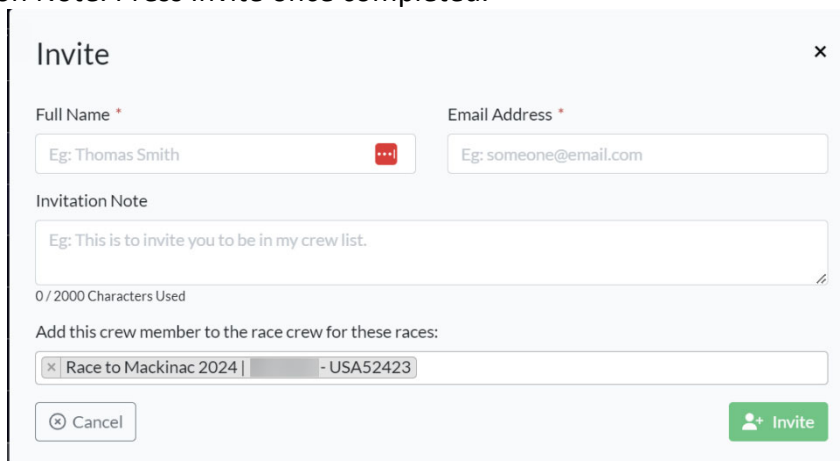
To Invite New Crew:

1. Ensure that the crew has been added in "My Crew Locker". If they are not in your Crew Locker, then click the green "Invite" button.

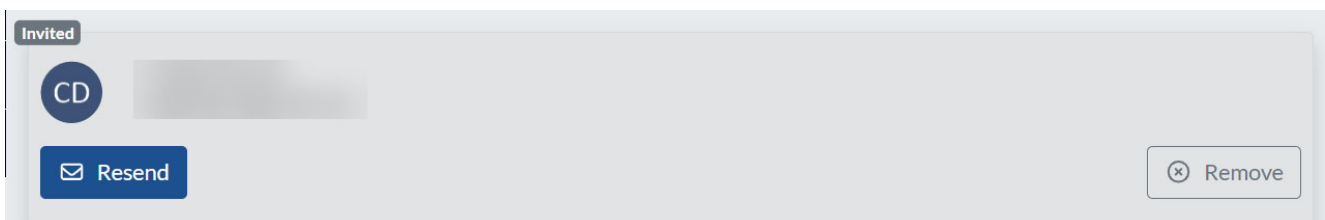


The Search function only searches your Crew Locker. It does not search all users within the Mac Registration System. **Before inviting Crew, make sure to confirm the email address they want to use. Sending to an email that is not the same as their email address in the Mac Registration system will cause the invite to not appear in their profile.**

2. Enter the Full Name and Email Address of the crew to be invited. You can include an optional Invitation Note. Press Invite once completed.


A screenshot of a "Invite" form. The form has a title "Invite" and a close button "X" in the top right corner. It contains two input fields: "Full Name *" with the example "Eg: Thomas Smith" and a red eye icon, and "Email Address *" with the example "Eg: someone@email.com". Below these is a text area for "Invitation Note" with the example "Eg: This is to invite you to be in my crew list." and a character count "0 / 2000 Characters Used". At the bottom, there is a section "Add this crew member to the race crew for these races:" with a dropdown menu showing "Race to Mackinac 2024" and "USA52423". There are two buttons at the bottom: "Cancel" and "Invite" (with a person icon and plus sign).

3. Once the crew invite has been sent, it will show in your Crew Locker.



Boat Invites

Boat invitations are from your skipper/s who have invited you to sail with them. You should accept their invitation so that your skipper can link you to the crew of a race entry. That way we can coordinate any emergency response in the unlikely event that one is needed.

You can also decline an invitation if you were not expecting one and leave the crew if you would like to remove yourself from that skipper's crew list. .



The first box is for invites, and you may get more than 1 invite. Once you except the invite, your invitation will be moved down to invitations accepted.

MANAGE MY RECEIVED BOAT INVITES

Invitations I have received

You do not have any invitations.

Invitations I have accepted


 MB 

My Race Calendar

This is where you can see all the races you are a crew member. By selecting details this will take you to the public side of the race management system and the Official Notice Board.

MY RACE CALENDAR

Here you can see all the races where you are a crew member on a boat.



JUL
12
2024

Fri
Race to Mackinac 2024

[Details >](#)

Powered By [Nautical Cloud](#)

Once the “Details” button is selected, it will take you to the Official Notice Board.

OFFICIAL NOTICE BOARD

Race to Mackinac 2024

Timezone: Central Daylight Time
Start Date: 12 Jul 2024
Distance: 289nm


- [Add to Calendar](#)
- [Go to race website](#)
- [Enter race](#)
- [View who's entered](#)
- [Protest Board](#) 0
- [Scoring Inquiries](#) 0

Notice of Race

- [Notice of Race 115th Race to Mackinac](#)
issued January 30, 2024 at 06:53
- [Notice of Race Amendment 1 Mackinac](#)
issued March 01, 2024 at 06:54

Additional Event Documents

- [Safety Requirements Monohulls](#)
issued January 30, 2024 at 06:58
- [Safety Requirements Multihulls](#)
issued January 30, 2024 at 06:58
- [Safety at Sea QA](#)



Race to Mackinac 2024

Clicking on the “View who’s entered” will take you to the race scratch sheet page.

Entries showing in red have not yet completed all the entry requirements. This takes approximately 2 hours to update.

Race to Mackinac 2024

[Download](#)

Downloads a complete Scratch Sheet in Excel.

[All Entries](#) | [Cruising Division](#) | [Racing Monohull](#) | [Double Handed](#) | [Multihull](#)

Click the various tabs to display boats in their Divisions.

Use this box to search for specific boats.

Search (min 3 chars)

Class not assigned

[Cruising 1](#) | [Cruising 2](#) | [Cruising 3](#)

Total entries for Class not assigned: **6**

Boat	TCF	Skipper/s	Owner	Boat Type
9L <i>9 Lives IV</i> USA52637	-	George Seaverns	George Seaverns	Hunter Legend 37 wk
BM <i>Best Mark</i> USA	-	Michael Befus	Michael Befus	

All Entries

Cruising Division

Racing Monohull

Double Handed

Multihull

Search (min 3 chars)

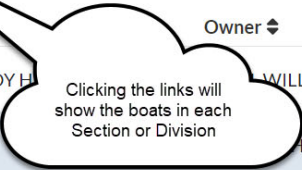


[Mackinac Cup](#) | [Mackinac Trophy](#) | [Class not assigned](#)

[Beneteau 36.7](#) | [Beneteau 40.7](#) | [GL 52](#) | [J105](#) | **[J109](#)** | [J111](#) | [J120](#) | [Section 1](#) | [Section 10](#) | [Section 2](#) | [Section 3](#) | [Section 4](#) | [Section 5](#) | [Section 6](#) | [Section 7](#) | [Section 8](#) | [Section 9](#) | [Tartan 10](#)

Total entries for J109: 9

Boat	TCF	Skipper/s	Owner	Boat Type
BL <i>BLOODLINE</i> USA312	-	JOHN, WILL, & WOODY HANSMANN	JOHN, WILL, & WOODY HANSMANN	J109
BU <i>BULL</i> USA368	-	MICHAEL HENDRIE	MICHAEL HENDRIE	J109
DA <i>DAYBREAK</i> USA265	-	CHRISTOPHER CHATAIN	CHRISTOPHER CHATAIN	J109
FT <i>FULL TILT</i> USA249	-	PETER PRIEDE	PETER PRIEDE	J109



Chicago Yacht Club Race to Mackinac[®]

Outstanding Tasks

To manage your Race Entry, click Racing>My Race Entries>Manage.

Tasks

This tab shows any outstanding items that need to be completed to finalize your Entry. You can click on any of the “Quick Fix” or “View Details” buttons to see what needs to be completed.

The screenshot shows a web interface for 'OUTSTANDING TASKS: RACE TO MACKINAC 2024:'. At the top, there is a navigation bar with tabs: 'Your Entry', 'Crew', 'Tasks' (with a red notification bubble containing the number '6'), 'RFI/RFC' (with a green checkmark), and 'Transactions'. A 'Crew Checklist' button is located in the top right corner. Below the navigation bar, a list of six tasks is displayed, each with a red warning icon and a corresponding action button:

- You do not have a valid ORC Certificate
- You have crew that need to complete their personal AIS details (Action: View Details)
- You need to complete CMSR Compliance Agreement 2024 checklist (Action: Quick Fix!)
- You need to complete Crew Safety Drill Certification checklist (Action: Quick Fix!)
- You need to complete ORC Rating Certificate checklist (Action: Quick Fix!)
- You need to complete Pre-Race Safety Inspection checklist (Action: Quick Fix!)

Clicking the “Quick Fix!” button will take you to checklist or item that needs to be completed. Detailed instructions for each of the Checklists are available in the system. You can Save as Draft while you are working on completing the Checklist. Once completed, Click Submit.

To submit this Checklist you must answer all questions and agree to the terms and conditions above

[Save as Draft](#)

[Submit](#)

Some checklists are automatically approved when completed, while others require review and approval by Race Committee or one of the CYCRTM sub-committees. These will show as Submitted.

BOAT CHECKLISTS:

Details Checklists Shoreside Contacts Life Rafts Personal AIS and EPIRB Profile

i Any updates you make will be saved before your submission. **x**

Submitted


Pre-Race Safety Inspection Last Updated: 4/29/2024

Boats required to have a Pre-Race Inspection:

1. Boats that have submitted a RFI for this race
2. Invited Competitors who have submitted a RFC for this race

All boats are eligible to opt for a Pre-Race inspection. A Pre-Race Inspection does not preclude a boat from having a Post-Race Inspection.

Boats required or wishing to Opt-In for a Pre-Race Inspection shall email chiefinspector@cycracetomackinac.com to schedule your inspection.

 Edit Checklist

Once Approved, they'll show as Approved and in green in My Boats>Manage under Checklists.

BOAT CHECKLISTS:

Details Checklists Shoreside Contacts Life Rafts Personal AIS and EPIRB Profile

i Any updates you make will be saved before your submission. **x**

Approved


Pre-Race Safety Inspection Last Updated: 4/29/2024

Boats required to have a Pre-Race Inspection:

1. Boats that have submitted a RFI for this race
2. Invited Competitors who have submitted a RFC for this race

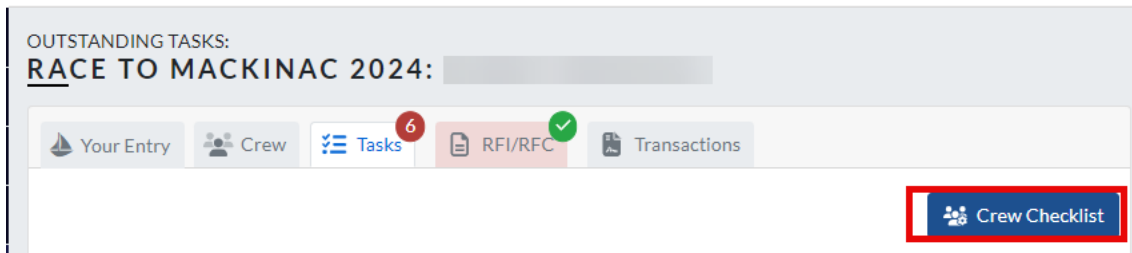
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Boats required or wishing to Opt-In for a Pre-Race Inspection shall email chiefinspector@cycracetomackinac.com to schedule your inspection.


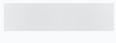





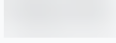








 Edit Checklist

Checklists can be updated at anytime. If they require approval, then they will be reviewed and re-approved or rejected based on the changes made.

You can also see the completeness of your Crew profiles by clicking the “Crew Checklist” button.



This shows that crew member NP needs to complete his AIS Details. It also shows that crew members NP and JM have not uploaded a Safety at Sea Certificate.

		Crew Waiver	AIS Details	Medical Condition	Safety at Sea Compliance	World Sailor
						 Cat - 1 Status - Current Exp Date - 4/5/2026
						
						

Chicago Yacht Club Race to Mackinac®

Managing Your Race Entry

To manage your Race Entry, click Racing>My Race Entries>Manage.

MANAGE MY RACE ENTRIES

In My Race Entries, you should assign Crew that have accepted your invitations, change the skipper for the race and update your details for race communications. You can also withdraw from a race by clicking into manage.

Number of outstanding tasks

JUL 12 2024 Race to Mackinac 2024 - USA52423

Notice Board Manage

Tabs that are red have actions that need to be completed.

1. If you have not previously entered the 2024 CYC Race to Mackinac, you'll see that you need to complete the RFI/RFC before you will be entered in the race.

RACE ENTRY:
RACE TO MACKINAC 2024:

Your Entry Crew Tasks RFI/RFC Transactions

2. If you have already entered the 2024 CYC Race to Mackinac, your entry information has been migrated. If you see the green checkmark by RFI/RFC, you have no further actions needed, even if the tab is red.

RACE ENTRY:
RACE TO MACKINAC 2024:

Your Entry Crew Tasks RFI/RFC Transactions

3. Validate the migrated data and populate any empty fields on **Your Entry** tab.
4. Make sure to click "Update" after making any changes. You will get a confirmation message in the upper right corner that data was saved.

Update

Success
Race Entry Updated

Chicago Yacht Club Race to Mackinac[®]

Managing Your Crew

To manage your Race Entry, click Racing>My Race Entries>Manage.

Crew

1. Validate the migrated crew. If crew is missing, you can invite them by clicking Invite Crew.

MY CREW:
RACE TO MACKINAC 2024:

Your Entry **Crew** Tasks 6 RFI/RFC Transactions

Race crew should be added to your race entry. If they are not listed, you need to go to your crew locker and invite them first. Once they have completed their emergency contact details and accepted your invite, you will see them listed here.

"PIC" stands for person in charge. "Person in Charge" is the person in charge on board designated under RRS 46. You are required to Nominate a PIC and a skipper. To remove a skipper or PIC from your crew list, you must first add another crew member and appoint them the PIC and/or Skipper.

Crew Locker **Invite Crew**

Search: x

No Accepted Crew Locker Contacts

Race Crew 6 **Submit Crew**

Person In Charge Skipper

Migrated data will have the IC listed as Skipper.

AG **Make Reserve PIC** **Make Co-Skipper** **Switch PIC**

JM **Make Reserve PIC** **Make Co-Skipper** **Switch PIC**

2. Each IC will need to verify that the correct crew member is designated as the Reserve Person-In-Charge. This was assigned to the first person designated a "Watch Captain" in the previous registration system. If the wrong person is shown as RPIC, you can quickly change that.

To change a crew designation:

Click the green button for the crew member you want to designate as RPIC or if you want to change your PIC. Then hit the "Submit Crew" in the upper right corner.

NP **Make Reserve PIC** **Make Co-Skipper** **Switch PIC**

Race Crew 6 **Submit Crew**

Tasks

This tab shows any outstanding items that need to be completed to finalize your Entry. You can click on any of the “Quick Fix” or “View Details” buttons to see what needs to be completed.

OUTSTANDING TASKS:
RACE TO MACKINAC 2024: [Redacted]

Your Entry Crew Tasks **6** RFI/RFC **✓** Transactions

[Crew Checklist](#)

- ⚠ You do not have a valid ORC Certificate
- ⚠ You have crew that need to complete their personal AIS details [View Details](#)
- ⚠ You need to complete CMSR Compliance Agreement 2024 checklist [Quick Fix!](#)
- ⚠ You need to complete Crew Safety Drill Certification checklist [Quick Fix!](#)
- ⚠ You need to complete ORC Rating Certificate checklist [Quick Fix!](#)
- ⚠ You need to complete Pre-Race Safety Inspection checklist [Quick Fix!](#)

You can also see the completeness of your Crew profiles by clicking the “Crew Checklist” button.

OUTSTANDING TASKS:
RACE TO MACKINAC 2024: [Redacted]

Your Entry Crew Tasks **6** RFI/RFC **✓** Transactions

[Crew Checklist](#)

This shows that crew member NP needs to complete his AIS Details. It also shows that crew members NP and JM have not uploaded a Safety at Sea Certificate.

		Crew Waiver	AIS Details	Medical Condition	Safety at Sea Compliance	World Sailor
	[Redacted]					
	[Redacted]					
	[Redacted]					

RFI/RFC

Chicago Yacht Club Race to Mackinac[®]

Minor Waivers

The minor should go into their account and upload the waiver under My Certificates.

Ver.6.4

Log out

Overview

My Account **1**

My Details

Emergency Contact

Passport

Linked Accounts

Public Profile

My Transactions

My Certificates **2**

My Boats

MY CERTIFICATES

Not Uploaded

Safety at Sea Compliance Not Uploaded

Upload a World Sailing Approved Offshore Personal Survival Course Certificate earned by attending (1) a two-day US Sailing approved "International Offshore Safety at Sea course with Hands-on Training" course (the first day may be online training), (2) a World Sailing approved "Offshore Personal Survival Course," or 3) a US Sailing online offshore course covering chapters 1-15.

Enter Expiration Date as indicated on the certificate. (If applicable, the Race Office will review and extend the expiration date.)

NOTE: (1) For certificates issued by US Sailing, the certificate must have the words **"INTERNATIONAL SAFETY AT SEA COURSE WITH HANDS-ON TRAINING"**. **DO NOT** upload certificates that are for only the online course components. Click here for [US Sailing Guidelines](#) and [Summary Chart](#).

(2) Certificates certified by other national authorities must state that the course [complies with World Sailing Offshore Personal Survival Course guidelines](#).

Not Uploaded

Minor Waiver Not Uploaded **4**

WAIVER FOR MINOR CREW MEMBER UNDER THE AGE OF 18 Chicago Yacht Club Race to Mackinac[®]

To be completed by the parent or guardian **3** and uploaded within the minors online account.

You can download the form [here](#) **3**.

Add

Add

You can download the form from the link here (Step 3), and it's also available on the Official Notice Board. Once the Parent or Guardian have signed the waiver, the minor can upload it into their profile. Once approved by the Race Office, the outstanding task on the IC Dashboard will disappear.

Chicago Yacht Club Race to Mackinac®

Complete a RFI or RFC

To manage your Race Entry, click Racing>My Race Entries>Manage.

RFI/RFC

This tab shows RFI “Request for Invitation” and RFC “Request for Change”. If you were already invited for the 2024 race before April 25, 2024, your RFI and RFC data has been migrated and you have no further action required.

If you have not yet submitted your RFI/RFC for the 2024 race, this is where IC/Skipper will enter information about their crew, boat, and experience that qualifies you for **The Race**. The Selections Committee is looking for details about your entry and crew experience.

RACE ENTRY:
RACE TO MACKINAC 2024: [REDACTED]

Your Entry | Crew | Tasks 3 | **RFI/RFC** ✓ | Transactions

Submit this form to complete Notice of Race 3.c or 3.I Requirements.
This Offshore Experience form is used to document to the satisfaction of the Selections Committee that the Person In Charge and Reserve Person In Charge, along with their crew, have sufficient offshore sailing experience. The Selections Committee may at its discretion, request further documentation of such participation.

An entrant shall resubmit the form if any previously submitted information changes (e.g. a change to PIC or RPIC in the crew list or you wish to change Divisions)
If the applicant Invited Competitor (IC) has participated within the past four years, their entry will receive an invitation to the CYCRTM.

Please include in your RFI the following:

1. Declare the **Division** you want to race in:
 1. Cruising? (Min LOA 26', Min crew 5, Friday start)
 2. Double-handed? (Min LOA 26' (21' if Stability Index >= 110), 2 crew, Saturday start)
 3. Racing Monohull? (Min LOA 26', Min crew 5, Saturday start)
 4. Multihull? (Min LOA 24', Min crew 3, Saturday start)
2. Boat Name, Model, and Sail Number
3. Complete your Preliminary Crew List - Including yourself, your Preliminary Crew List must contain the required number of crew members who have completed their Preliminary Crew Profile and executed their Crew Waiver. You must have at least 50% of your declared crew size on your Preliminary Crew List, but not less than 5 (for Cruising and Racing Monohull divisions), 3 for multihull, or 2 for Doublehanded.

RFI/RFC * Required fields

For number 3 you will have to go to crew locker and invite crew.

Refer to the Notice of race to review the requirements for this area.

Fill in number 1, and 2 in the your proposal. See example below.

Note, that as a skipper you will have to return here if their is any change to PIC/RPIC.

RFI/RFC * Required field:

Accepted

Your Proposal *

Cruising
Boat Name
I will have 8 crew with many years of experience racing offshore. The crew will have more than 50 completed Macs, and my boat is in its 10th Mac race. The crew will sail at least 3 distance races including one overnight

Once the requirements are completed, Submit your RFI/RFC to the Selections Committee for review. The committee may reach out to get more information before issuing an invitation to the race.