How to Open and Manage Your SOARS Account

This paper is designed to take you through the process of starting a SOARS log and recording your events and training. If you have questions or encounter problems, please email the Race Administration office at raceadmin@ussailing.org or call the office at (401) 682-2953.

What is SOARS?
The Sailing Officials Automated Reporting System (SOARS) is US Sailing’s log for race officials. It is a handy way to keep track of the events you have run or worked on, courses you have taken, courses you have taught and other race official duties you may have performed. Use of SOARS is required for anyone who wishes to be certified or recertified as a race official by US Sailing. The system also allows area officials and members of the race officials committees, who manage the certification of officials, to easily view members’ logs and evaluate their experience.

Getting Started: Accessing SOARS
SOARS is available at http://www1.ussailing.org/SOARS/MainMenu.aspx

1) Start by logging in to SOARS. You will need your US Sailing member ID (a six-digit number followed by a capital letter – for example, 11111A) and your password. You can reset your password at My US Sailing.
2) If you have a problem with your password or can’t reset it, please contact US Sailing and one of our staff can reset it for you.

Navigation and Keyboard Shortcuts

- Feel free to bookmark the entry page, but bookmarks will not work on limited access pages.
- Grey fields are Read Only and cannot be edited
- Fields marked with a red asterisk are required
- You can use the following key combinations to navigate on most pages:
  - Ctrl-Home – takes you to the beginning of a line or a selection box
  - Ctrl-End – takes you to the end of a line or a selection box
  - Ctrl-click allows you to select multiple items
  - Shift-click allows you to select all items in a range
  - Ctrl-F – opens your browser’s Find window
  - Ctrl-P – opens your browser’s Print window (but note that there is also a dedicated View/Print function on some pages)
  - Tab – takes you to the next data field
• Please use the navigation buttons on the SOARS pages, and please resist the temptation to use your browser’s back button.

• “Wildcard” searches are possible using the % symbol. This function allows users to search for names of events and people using a portion of the name. The % symbol can be used before, after, or on both sides of text in a search box. For example, entering:
  o frank% returns results such as Franks, Franklin and Frankenstein
  o stein% returns results such as Stein, Steiner and Steinhauer
  o %stein% returns results such as Frankenstein, Steinhauer and vonSteinmeister

• Pop-ups – several pages in SOARS will appear as a pop-up rather than a separate tab. You may need to adjust your browser’s pop-up settings to permit this. The method varies with your browser:

![Pop-up blocked](image)

**About your General Information**

• Your name and other profile information can be edited in My US Sailing/My Account.

• Your club and class affiliations can be edited in My US Sailing/My Sailor Profile (you can list only one club and one class – sorry).

• You must update your general information at least once a year. When you make a change in your Annual Report, you will be asked to confirm that all your information is now current. If it is not, SOARS will require you to update it before you continue. Some functions may not be available to you until you update.

• Only your current certifications, tests and Continuing Education events are listed on the Main Menu screen. A complete history can be found on your Annual Report screen.
Main Menu Screen
This is the first screen you will see when you enter SOARS. Users choose from three types of activity on this page.

- View and edit your general information, such as your associations, preferences and a complete history of your tests, Continuing Ed events and certifications.
- Enter information about your role and responsibilities in events.
- Administrative reports are available to Area officers and others with administrative privileges.

This area shows your current certifications, tests, and Continuing Education units. A complete list is located on your Annual Report page.
Annual Report Screen
This screen shows the information US Sailing has on file for you. You can edit most of your information from this page:

You can update your information through these links.

This is a complete list of your tests, CEUs and certifications.

(continued on the next page)
**General Information and Availability:**

*Annual Report last updated: 8/24/2016 11:41:00 AM*

**Member of an Appeals Committee?**  Yes  ☐ No  ☐
If yes, which one?  

**Upgrades wanted** (contact your Area Official to pursue further or contact Race Administration):
- ☐ Regional Race Officer
- ☑ National Race Officer
- ☐ International Race Officer
- ☐ Judge
- ☐ National Judge
- ☐ International Judge
- ☐ Regional Umpire
- ☐ National Umpire
- ☐ International Umpire

**Types of events you prefer to work** (check all that apply):

<table>
<thead>
<tr>
<th>Format</th>
<th>Groups</th>
<th>Boat Types</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fleet</td>
<td>Youth</td>
</tr>
<tr>
<td>☐</td>
<td>Match</td>
<td>Intercollegiate</td>
</tr>
<tr>
<td>☑</td>
<td>Team</td>
<td>Adult</td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>Disabled</td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>OneD - Centerboards</td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>OneD - Keelboats</td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>Handicap</td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>Offshore/Ocean</td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>Multihull</td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>Sailboards</td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>Kites</td>
</tr>
<tr>
<td>☐</td>
<td></td>
<td>Radio Controlled</td>
</tr>
</tbody>
</table>

**Travel Availability:**
- Regional:  Can travel on own expenses
- National:  <Select One>
- International:  <Select One>

I own the current editions of:
- ☑ Judges Manual
- ☑ Appeals and Cases Book
- ☑ Race Management Handbook
- ☑ Join the Race Committee Team
- ☑ WS Case and Call books

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* I have reviewed and updated my information.

All information is now current:  ☐

**Save & Exit**  **Exit Without Saving**

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*Click here* to view or download the SOARS 2.0 documentation.

Need help or have a question about your SOARS account? Email: racadmin@usailing.org

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(continued from the previous page)

*Indicate your availability for events beyond your home venue here.*

*Please check this box after updating your information. You must update at least once a year.*
Log Summary Screen

- This page displays a summary of your log entries. Use the buttons at the bottom to create a new entry, view a detailed log report or return to the main menu.
Log Detail Report Screen
This page provides a detailed description of multiple events:

**SOARS 2.0 - Log Book Management**

**Log Detail Report For:**

Member ID:
Name:
Primary Address:

Area:
Membership Expiration:

Showing all entries for **2016** for all years

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Event Name</th>
<th>Hosted by</th>
<th>Event Details</th>
<th>Role(s): Duties Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2016</td>
<td>Junior Olympic Festival - Maine &amp; Northeast NE</td>
<td>Hosted by: MDI Comm Sailing &amp; NEH Fleet</td>
<td>Regatta - Fleet Racing, Regional, Drop, Youth. 100 Entries, 4 Classes, 29 Races</td>
<td>Judge: Separate from RC, Heard 8 Hearings</td>
</tr>
<tr>
<td>07/02/2016</td>
<td>Saunderstown YC July 4 Series</td>
<td>Hosted by: Saunderstown YC</td>
<td>Regatta - Fleet Racing, Local, Drop, 29 Entries, 5 Classes, 15 Races</td>
<td>Race Mgt: PRO-Franny Charles, Signal Staff</td>
</tr>
<tr>
<td>04/15/2016</td>
<td>Charleston Race Week, Circle 2 (J/70)</td>
<td>Hosted by: Charleston Race Week Inc.</td>
<td>Regatta - Fleet Racing, National, Drop, All, 50 Entries, 1 Classes, 24 Races</td>
<td>Race Mgt: PRO=Hank Stuart, Signal Staff</td>
</tr>
<tr>
<td>03/05/2016</td>
<td>One Day Race Management Seminar</td>
<td>Hosted by: Eastern Yacht Club</td>
<td>Training - Race Management, Regional, All, 40 Entries</td>
<td>Training: Basic Race Management Seminar, Assistant Instructor</td>
</tr>
</tbody>
</table>

[Return to Log Summary]
## SOARS 2.0 - View Full Log

### Log Detail Report For:

- **Member ID:**
- **Name:**
- **Primary Address:**
- **Area:**
- **Membership Expiration:**

Showing all entries for: **1 Year** for all years

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Event Name</th>
<th>Hosted by</th>
<th>Regatta/Local/Drop/Youth</th>
<th>Entries</th>
<th>Classes</th>
<th>Races</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2016</td>
<td>Junior Olympic Festival - Maine &amp; Northeast NE</td>
<td>Hosted by MDI Comm. Sailing &amp; NEH Fleet</td>
<td>Fleet Racing, Regional, Drop, Youth, 100 Entries, 4 Classes, 29 Races</td>
<td>Judge: Separate from RC, Heard &amp; Hearings</td>
<td>Race Mgt: PRO-Franny Charles, Signal Staff</td>
<td></td>
</tr>
<tr>
<td>07/02/2016</td>
<td>Saunderstown YC July 4 Series</td>
<td>Hosted by Saunderstown YC</td>
<td>Fleet Racing, Local, Drop, 20 Entries, 5 Classes, 15 Races</td>
<td>Race Mgt: PRO-Matthew Hill, Principal Race Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/15/2016</td>
<td>Charleston Race Week, Circle 2 (J/70)</td>
<td>Hosted by Charleston Race Week Inc.</td>
<td>Fleet Racing, National, Drop All, 50 Entries, 1 Classes, 24 Races</td>
<td>Race Mgt: PRO-Hank Stuart, Signal Staff</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
New Log Entry – Event Search

- SOARS will ask you to search for an existing event before you create a new event. This prevents users from creating multiple listings for the same event.
- To add your information to an existing event, click “Select” next to your event in the results box.
- If you don’t find the event after searching by any combination of date, state and/or keyword, click the “Create New Event” button.
- If you select an existing event, you will be taken to the Event Detail screen for that event, where the event information will already be filled in.
- If you are creating a new event, you will need to fill in the information about the event before entering your own personal details.
- For “Event Level,” “Event Format,” “Course Type” and “Boat Types,” you may choose “Training” if you are entering a seminar or other training event. Use “Number of Entries” to indicate the number of participants in the event.

NOTE: Please be certain you have the correct information about the event, such as the name, classes, number of boats and number of races. If you are not certain, it’s best to defer to the event organizer or to your ARO or RAJ. You will find email links to both on the Event Detail screen.

IMPORTANT - PLEASE READ: After an event is created and saved, only people with administrative privileges (such as AROs, RAJs, committee members and Race Administration staff) can edit the event details. You may edit your own role details at any time.

Similarly, events that were converted from SOARS 1.4 may be missing some data, which will prevent you from saving changes. Please ask your RAJ or ARO for assistance with these events.
SOARS 2.0 - Log Book Management

Event Search

Event Search: Please provide some information about the event you are searching for:
Event Start Date: **08/10/2016**
+ or - days to include in search: **4**

State (optional):
Keyword(s) (optional) (comma separated):

Search for Event(s) 139 result(s) found

<table>
<thead>
<tr>
<th>Select</th>
<th>Event Name</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>12-Metre Regatta</td>
<td>Edgartown, MA</td>
<td>08/11/16 - 08/13/16</td>
</tr>
<tr>
<td>Select</td>
<td>13th Annual Cape Charles Cup</td>
<td>Virginia Beach - Eastern Shore, VA</td>
<td>08/12/16 - 08/14/16</td>
</tr>
<tr>
<td>Select</td>
<td>2016 CGSC Double Handed Race</td>
<td>Miami, FL</td>
<td>08/07/16 - 08/09/16</td>
</tr>
<tr>
<td>Select</td>
<td>2016 Chubb U.S. Junior Championships</td>
<td>San Diego, CA</td>
<td>08/11/16 - 08/15/16</td>
</tr>
<tr>
<td>Select</td>
<td>2016 Clipper Cup</td>
<td>Muskegon, MI</td>
<td>08/08/16 - 08/12/16</td>
</tr>
<tr>
<td>Select</td>
<td>2016 CORK International Board Regatta - Raceboard NAs</td>
<td>Kingston, ON</td>
<td>08/12/16 - 08/14/16</td>
</tr>
</tbody>
</table>

If you do not see your event in the list above, press <Create New Event> or press <Return to Log Summary>.

Create New Event  Return to My Log Summary
**Event Detail Screen**

**SOARS 2.0 - Log Book Management**

**Event Detail**

- **Event Start Date:** 08/16/2016
- **Event End Date:** 08/16/2016
- **Event Name:** USA Junior Olympic Festival - NBYA Jr Race Week
- **City:** North Kingstown
- **State:** RI
- **Country:** USA
- **Host Organization:** Narragansett Say YA
- **Event Format:** Regatta - Fleet Racing
- **Event Level:** Regional
- **Course Type:** Drop
- **Participants:**
  - All
  - Adult
  - Youth
  - Women
  - Men
  - College
  - High School
  - Masters
  - Disabled

**Boat Types:**

- **(Training)** Dartmouth, Pre, Portsmouth
- **(Sailing)** Club 420, Laser Radial, Optimist

- **Number of Entries:** 269
- **Number of Classes:** 4
- **Number of Races:** 55
- **Countries Represented:** 2

- **Chief Judge:** Daniel Davis
- **Chief Umpire:**
- **Principal Race Officer:** Matthew Hill
- **Lead Instructor:**
- **Lead Classifier:**

**Use the search tool to select an official (including yourself) from the dropdown list. If the official is not in the list (because he/she doesn't hold a current certification in that discipline), you may write him or her in. See the next page for detailed information on this function.**

**Edit event history is read-only.**

- **Save Event and Proceed to My Role Detail**
- **Save Event and Return to Search Results**
- **Cancel and Return to Search Results**
Event Detail Screen – Choosing Officials or Instructors

- Use the built-in search function to find a US Sailing-certified official or instructor
- The search box lists all currently-certified members in that discipline
- You may also enter the name on a non-certified race official
- The search function doesn’t recognize nicknames, so it won’t find “Penny” for Penelope or “Tommy” for Thomas. Last name often works better. If at first you don’t succeed, try again…
- Use the “Self” button to enter your own name

If the official is not currently certified by US Sailing, you may enter his or her name here…

...or select yourself.

Contact the ARO or RAI from your area if you have questions about an event or need help.
My Role Detail Screen
- This section describes what you did at the event
- Your details are visible only to you and Admin users, such as your ARO or RAJ

SOARS 2.0 - Log Book Management

My Role Detail

Event: USA Junior Olympic Festival - NOYA Jr Race Week – North Kingstown, RI – 08/16/16-08/10/16

Date(s) Worked: 08/16/16

Comments:
Use the comment box to record details such as who you worked with, what course you worked on, what you did, etc. These details are very helpful when you revisit your record later.

Role(s) Served: Judge Race Mgmt Umpire Training Classifier

Checking one or more boxes makes the corresponding detail sections visible below.
Administrative Reports

- Admin reports are available to area officials, such as AROs and RAJs, and committee members
- Other users do not have access to Admin reports

Results for search of all Race Officers named “Jones” in all areas:
Area officials can view reports for individual members by:
- Annual Report
- Log Summary
- Log Detail
- Individual Log Entry Detail

Display certified officials by certification, area and expiration year:

Search for officials who logged their participation in an event:
- This search generates a list of all who created a log entry for the selected event
- Participant names are hyperlinked to create an email
Do you have questions, comments or suggestions for this document? Email raceadmin@ussailing.org.

(v1.1 – rev 10.24.2016)