SOARS 2.0 Documentation

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How to Open and Manage Your SOARS Account

This paper is designed to explain 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) 342-7948.

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, 111111A) 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.

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.
Annual Report Screen
When you click the **Annual Report button** on the main menu, you will be taken to this screen, which shows the information US Sailing has on file for you. You can edit most of your information here:

You can update your information through these links:
- Update your Member Information in My US Sailing - **My Account**
- Update your Club and Class Affiliations in My US Sailing - **My Sailing Profile**

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>Fleet</td>
<td>☑ Youth</td>
<td>☑ OneD - Centerboards</td>
</tr>
<tr>
<td></td>
<td>☑ Interscholastic</td>
<td>☑ OneD - Keelboats</td>
</tr>
<tr>
<td>Match</td>
<td>☑ Intercollegiate</td>
<td>☑ Handicap</td>
</tr>
<tr>
<td>Team</td>
<td>☑ Adult</td>
<td>☑ Offshore/Ocean</td>
</tr>
<tr>
<td></td>
<td>☑ Disabled</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

I have reviewed and updated my information.

All information is now current: ☑

Save & Exit  Exit Without Saving

Click here to view or download the SOARS 2.0 documentation.

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

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
When you click the **My Log Book button** on the main menu, you will be taken to this screen, which 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.

### SOARS 2.0 - Log Book Management

#### Member ID:  
Name:

#### Log Summary

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Event Name</th>
<th>City, State</th>
<th>Role(s)</th>
<th>View/Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2015</td>
<td>Junior Olympic Festival - Maine &amp; Northeast NE</td>
<td>Northeast Harbor, ME</td>
<td>Judge, Race Mgt</td>
<td>View/Edit</td>
</tr>
<tr>
<td>07/02/2015</td>
<td>Saunderstown YC July 4 Series</td>
<td>Saunderstown, RI</td>
<td>Race Mgt</td>
<td>View/Edit</td>
</tr>
<tr>
<td>04/15/2015</td>
<td>Charleston Race Week, Circle 2 (J70)</td>
<td>Charleston, SC</td>
<td>Race Mgt</td>
<td>View/Edit</td>
</tr>
<tr>
<td>03/05/2016</td>
<td>One Day Race Management Seminar</td>
<td>Marblehead, MA</td>
<td>Click here to view or edit this entry.</td>
<td>View/Edit</td>
</tr>
<tr>
<td>09/10/2015</td>
<td>NBVA Junior Race Week/US Sailing Junior Olympic Festival</td>
<td>Jamestown, RI</td>
<td>Race Mgt</td>
<td>View/Edit</td>
</tr>
<tr>
<td>08/07/2015</td>
<td>Buzzards Bay Regatta</td>
<td>South Dartmouth, MA</td>
<td>Race Mgt</td>
<td>View/Edit</td>
</tr>
</tbody>
</table>
Log Detail Report Screen
From the Log Summary screen, click Log Detail Report button to see a detailed summary of multiple events:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Name</th>
<th>City, State</th>
<th>Hosted by</th>
<th>Event Details</th>
<th>Judge</th>
<th>Race Mgt</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2016</td>
<td>Junior Olympic Festival - Maine &amp; Northeast NE</td>
<td>Northeast Harbor, ME</td>
<td>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>
<td>Race Mgt: PRO=Franny Charles, Signal Staff</td>
</tr>
<tr>
<td>07/02/2016</td>
<td>Saunderstown YC July 4 Series</td>
<td>Saunderstown, RI</td>
<td>Saunderstown YC</td>
<td>Regatta - Fleet Racing, Local, Drop, 29 Entries, 5 Classes, 15 Races</td>
<td>Race Mgt: PRO=Matthew Hill, Principal Race Officer</td>
<td></td>
</tr>
<tr>
<td>04/15/2016</td>
<td>Charleston Race Week, Circle 2 (J/70)</td>
<td>Charleston, SC</td>
<td>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>
<td></td>
</tr>
<tr>
<td>03/05/2016</td>
<td>One Day Race Management Seminar</td>
<td>Marblehead, MA</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>
<td></td>
</tr>
</tbody>
</table>

[View/Edit]

Return to Log Summary
<table>
<thead>
<tr>
<th>Start Date</th>
<th>Event Name</th>
<th>City, State</th>
<th>Hosted by</th>
<th>Regatta</th>
<th>Event Details</th>
<th>Judge</th>
<th>Role(s): Duties Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2016</td>
<td>Junior Olympic Festival</td>
<td>Northeast Harbor, ME</td>
<td>MDI Comm. Sailing &amp; NEH Fleet</td>
<td>Fleet Racing, Regional, Drop, Youth</td>
<td>100 Entries, 4 Classes, 29 Races</td>
<td>Separate from RC, Heard &amp; Hearings</td>
<td>Race Mgt: PRO=Franny Charles, Signal Staff</td>
</tr>
<tr>
<td>07/02/2016</td>
<td>Saunderstown YC July 4 Series</td>
<td>Saunderstown, RI</td>
<td>Saunderstown YC</td>
<td>Fleet Racing, Local, Drop</td>
<td>20 Entries, 5 Classes, 15 Races</td>
<td>Race Mgt: PRO=Matthew Hill, Principal Race Officer</td>
<td></td>
</tr>
<tr>
<td>04/15/2016</td>
<td>Charleston Race Week, Circle 2 (J/70)</td>
<td>Charleston, SC</td>
<td>Charleston Race Week Inc.</td>
<td>Fleet Racing, National, Drop, All</td>
<td>50 Entries, 1 Classes, 24 Races</td>
<td>Race Mgt: PRO=Hank Stuart, Signal Staff</td>
<td></td>
</tr>
<tr>
<td>03/05/2016</td>
<td>One Day Race Management Seminar</td>
<td>Marblehead, MA</td>
<td>Eastern Yacht Club</td>
<td>Training</td>
<td>Race Management, Regional, All, 40 Entries</td>
<td>Training: Basic Race Management Seminar, Assistant Instructor</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.
- Please note that “State” is a free-response field. If your search using “FL” (for example) does not return an event you expect, try using “Florida” or omitting the state entirely.
- 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.
- New events should use a consistent naming convention, especially for annually recurring events. Standard naming convention should be “YEAR” + “Class” + “Event Name.” Location should be the closest logical city name and state or province.
- 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. It’s best to leave event creation in SOARS to the event organizer, the Principal Race Officer or Chief Judge, or to your ARO or RAJ.

IMPORTANT - PLEASE READ: After an event is created and saved, only the original creator and 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.
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 of 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 RAJ 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
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:
  - frank% returns results such as Franks, Franklin and Frankenstein
  - stein% returns results such as Stein, Steiner and Steinhauer
  - %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 settings](image)

Other information

- “RDG” in the Race Management drop-down is the Appendix A11 scoring abbreviation for Redress Given. This question asks about successful redress requests from competitors.
- Deleting multiple or erroneous entries: please email raceadmin@ussailing.org with explicit directions about which entries to delete and which to preserve. A screenshot helps. This can be done only by admins at US Sailing.
**Administrative Reports**

Admin reports are available to area officials, such as AROs and RAJs, and US Sailing committee members. Other users do not have access to Admin reports and will not see the button on their main menu screen.

When you click the **Admin Reports button** on the main menu, you will be taken to this screen, which gives you access to several administrative search functions:

![SOARS 2.0 - Report Menu](Image)

Please note:

- Only US Sailing members and Sail Canada race officials can create SOARS logs.
- The log is accessible while the user’s membership is active. If the membership lapses, SOARS is inaccessible until the membership is renewed.
- When a member creates a SOARS log by entering the Annual Report information, the log is visible to the creator. However, it cannot be searched by an Admin user until at least one event is entered.
- As soon as a member adds one or more entries to his or her log, it can be searched by Admin users.
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
- “SS Exp” in the Certified Officials List below indicates when SafeSport training must be renewed

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 hotlinked to create an email

Questions, comments or suggestions for this document? Please email raceadmin@ussailing.org.