

## Registration

Due to the requirements of the GDPR, each sailor must approve that his or her personal data is processed in a digital register both internally and publicly. Registration for the regatta is made via the Sailarena registration system through the following three steps.

- A** The person in charge (**Responsible on board**) registers the boat:
1. Click on “Sail Österlen” in the lower right-hand corner to go to the current regatta.
  2. Click on “Register” and fill in the required information.
  3. Confirm by clicking on “Save”.
- B** When the boat's registration is confirmed, **Responsible on board** completes the registration and invites the crew members:
1. Sign in to Sailarena [www.sailarena.com](http://www.sailarena.com) with the Sailarena account used at registration.
  2. Click on the menu in the upper right-hand corner and select “My account”.
  3. In the menu on the left, select “My registrations”.
  4. Edit the registration and complete missing information.
  5. Click “Add crew” and invite the crew members with their email addresses.
  6. Confirm by clicking on “Save”.

Under My account/My registrations, the status of the registration is displayed. When all mandatory information has been filled in and the crew has accepted and filled in their information, a green "tick" is displayed. Responsible on board can add and remove crew members and also send reminders. Registration can be updated and completed until the organizing authority closes this function.

- C** **Each crew member** receives an invitation via email and confirms their participation:
1. Click on the link in the invitation to go to Sailarena. Sign in with your Sailarena account; if you do not have an account, you can quickly and easily register one.
  2. Complete the registration with the required information and accept the processing of personal data within Sailarena and by the organizing authority.
  3. Confirm by clicking on “Save”.

As well as Responsible on board, each crew member can see his or her crew registration under My account/My registrations. Registration can be updated and completed until the organizing authority closes this function.