



## Create a Program

Last Modified on 18/08/2017 1:01 pm AEST

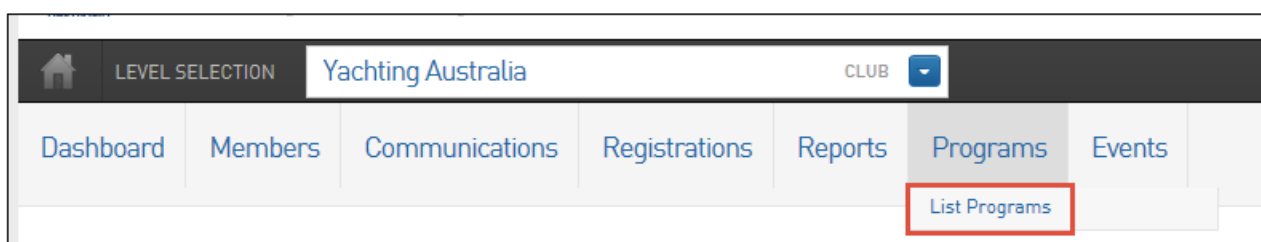
The Program functionality allows your organisation to participate in a National Discover Sailing Day Program as well as Discover Sailing Day Programs on any other day. Programs that are set up via the Program functionality in the myClub system will appear on the Discover Sailing Day Program Finder, allowing the public to find your Program and register to participate. To use the Program functionality, complete the following steps:

**Step 1: Add a Member Record Type for Program Participants** Follow the steps to create a Member Record Type for the Program you are creating. If you are setting up a Discover Sailing Program (i.e. Discover Sailing Day), it's recommended that you set up the following Member Record Type: Discover Sailing Participant. Please ensure that you map this Member Record Type to the appropriate State (Parent) Type. Contact your State Association if you are unsure about how to do this.

**Please Note:** It is important that you set up a specific Member Record Type for Discover Sailing Participants so you can easily distinguish anyone who registers for a Discover Sailing Day program from Club members.

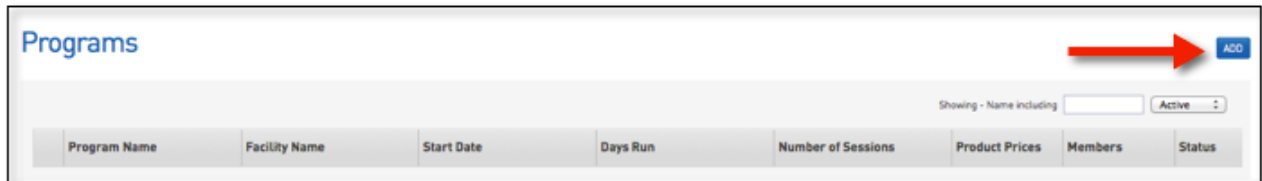
**Step 2: Setting up a Program** Programs will be set up at national level for clubs to participate in. The following steps outline how you can set up a Program:

2.1. Login to your myClub database and select Programs>List Programs in the header.

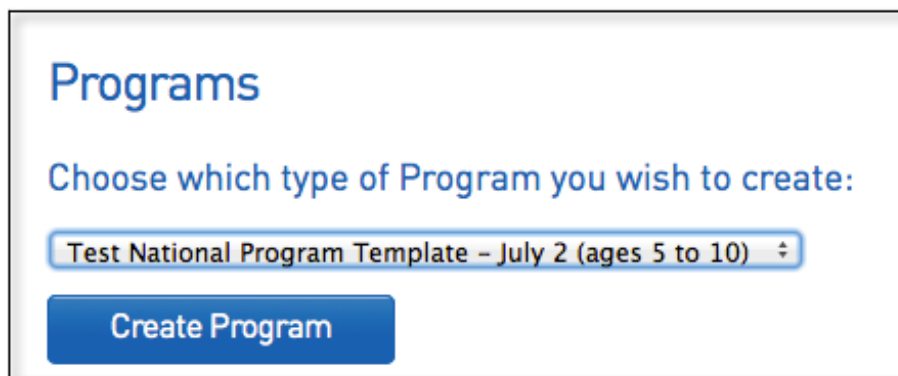


## 2.2. Click on Add a New Program

Please note: You need to add a new program for every individual day you run. For example, if one Program is a Monday and the other is a Friday, they need to be set up as individual programs. Also, if you are running a Program for dinghy sailing as well as Keelboat sailing, you need to set up an individual Program for each type.




2.3. Choose the Program you wish to create. This can be selected from the drop-down list set by Yachting Australia. Click 'Create Program' when you find the Program that you want to run.



2.4. The next screen will give you the ability to edit the Program details.


Please note: There are some restrictions that are set by the national body to create a standard national program. All fields that have a red dot against them are mandatory.

## Program Details

**Program Name:**  

**Program Type:**

**Active?:**

**Location Type:**  

**Location:**  

## Age Details

**Youngest Suggested Age:**

**Oldest Suggested Age:**

**Oldest DOB:**

**Allow Oldest DOB exceptions?:**

**Youngest DOB:**

**Allow Youngest DOB exceptions?:**

Once you have added the required details click 'Create Program'.

Your Program will now appear on the Discover Sailing Day Program Finder

## Related Articles

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