

Local sailors are required to pay a **“one time” reduced membership fee of €20 to IODAI for 2017** in addition to the Event Registration Fee. In the example shown the event is the Munsters 2017.

For a new sailor they first must create an account on www.iodai.com:

Follow these steps to create an account:

1. Go to www.iodai.com
2. Click Account (upper right hand corner)
3. Click Register
4. Fill out the form and click the Blue Register button
6. Go to your email and find the mail from IODAI
7. Click the Activation Link

Add sailor and register for Munsters:

1. Log in using your username/email and password
2. Go to Events
3. Click register next to Munsters 2017
4. If you have a new account and haven't created any sailors yet, you should get the following message "You currently have no sailors. To add a sailor click here. Click the word **"here"**
5. Fill out the sailor form. The form on the video has been filled with dummy data, but you should make sure all of the data related to your sailor is correct!!!
6. When you have finished entering your sailors information click the Save button
7. Go to Events
8. Click register next to Munsters 2017
9. You should see your sailor on the list. Click "Verify"
10. Review your sailor details and amend if needed.
11. Tick the two required checkboxes on the bottom on the page and click the Verify button
12. Click the Next button
13. Select your membership (One time fee for 2017 - €20) and tick the checkbox next to your sailor's name
14. Click the Register button
15. After this you will be taken to Paypal. Use your Paypal account to complete the payment. Alternatively click "Pay with Debit or Credit Card" if you don't have a PayPal account
16. Once payment is complete you should receive an email confirming your registration.