Event Reference Manual

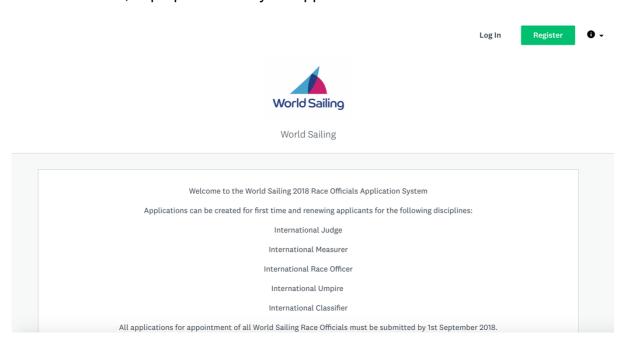
How to obtain an event reference



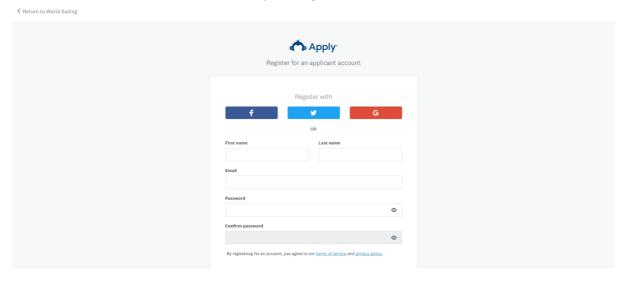
The World Sailing platform for Race Official applications can be found at the following link:

https://worldsailing.smapply.io

Please complete the following steps to register on the platform and begin requesting reference, in preparation for your application as an International Official.



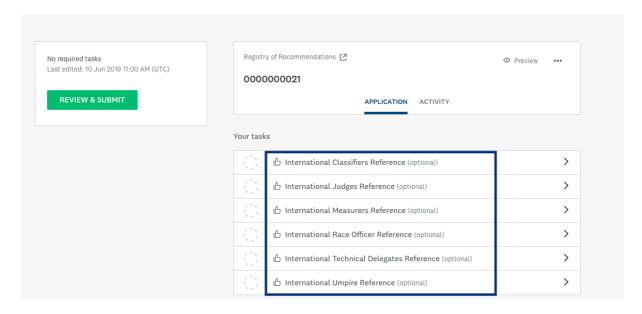
You will then be taken to the following page where you will need to enter your details and email address. Once completed you will be emailed a verification link.



On verifying your account you will have access to log in. You will be able to view all the application programmes available. Please ensure you select **Registry of Recommendations**.



On entering the Registry of Recommendations, you shall be provided with the option to choose the discipline you wish to collect references for. Please note you are able to collect for multiple disciplines.



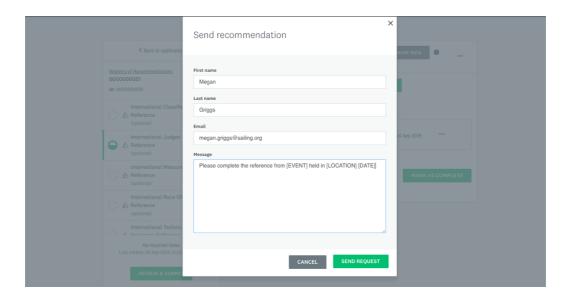
Please click request a Recommendation to begin this stage.

To request a reference please enter the name and email address of the official whom shall be completing the reference. You can choose to include a message to be sent in the automated email informing them of your request.

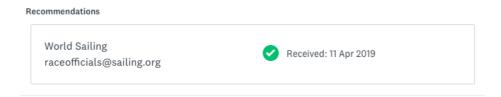
Please note- All event references must be discussed and requested by yourself and the referee before an event. Once it has been confirmed they shall provide a reference you must complete the above steps within the 4 weeks post event.

Once all details are entered please click send request. Your referee should receive an email with a link to complete the reference.





It is your responsibility to ensure your reference requests are completed. World Sailing suggests you communicate with your referee to advice this being completed. You will be able to log into your account at any time to check the status of your requests. Once a response has been provided you shall receive an automated email (please note this may go to your junk inbox.) On entering your application, you shall see the original three dots is replaced with a green tick and the date this was received to your application.

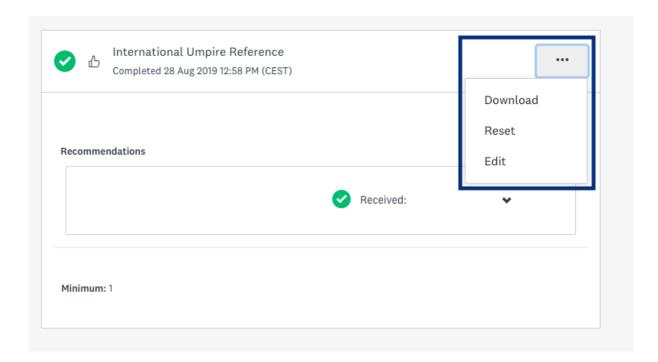


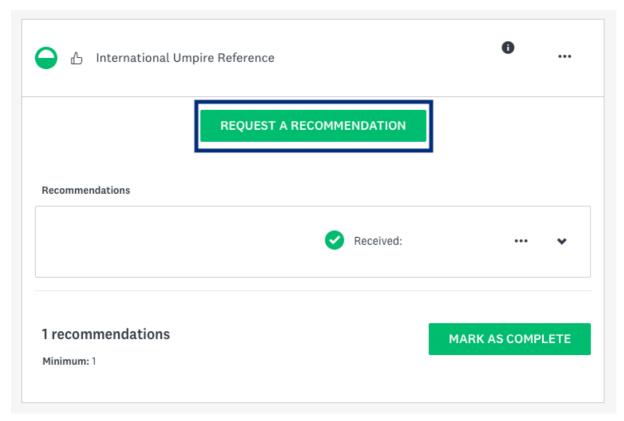
The Registry of Recommendations is a separate section to the application platform and shall allow you to continually collect and store references to 'build up' your portfolio until you are ready to apply for international status.

Please continue to use the above method to collect multiple references, choosing the Request a Recommendation button for each new reference.

If the button is not visible, please follow the below steps. Choosing the edit option in the top right hand corner







Please do not Mark As Complete or Submit the Section until you are ready to complete your application for International status.



World Sailing
20 Eastbourne Terrace
London W2 61G
United Kingdom

Tel: + 44 (0)2039 404 888

www.sailing.org

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