The platform for applications can be found at the following link:

https://worldsailing.smapply.io

Please complete the following steps to register on the platform and begin your application.

Please note if you registered last year as an applicant or have created a Registry of Recommendations you DO NOT need to re-register and can enter the site using your previously created log in details. If you used the platform as a Recommender or a Reviewer BUT NOT an applicant, please contact Raceofficials@sailing.org to request your user to be provided with applicant access. This shall prevent you needing to use an alternative email address to set up a new account.

To register please click on the green ‘Register’ tab located at the top right-hand side of the screen.

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 per discipline. Please note both first time applications and renewing applications are under the same programme.
Section 1 - Personal Information

The initial information to be completed shall be Personal Information. Please note on entering your MNA you will be automatically provided with an MNA contact email address. Please make note of this address* as you shall be required to enter the contact information for your MNA endorsement. *Only required for First Time Applications. If you have an alternative address suitable for contacting your MNA please do not hesitate to use for this requirement, the contact we provide may act as a guideline.

Once all Personal Information has been completed, please Mark the Section as complete.
Section 2- Application for International Measurer

Please click on Application for International Measurer.

This section begins with outlining your status of application as a First Time/Renewal applicant.
There are two options to complete the ‘List of Events’

Option 1- Download the PDF document and re-upload to the application platform.

The PDF document shall be downloaded to your personal computer. This can be edited and saved in your own files before re-uploading to the application platform using the Upload a file button. Please ensure your name is listed in the document title and all pages are in landscape when uploading to your application. If you shall not be completing this immediately and uploading back to your application, please click save and continue to prevent any loss of information.
Option 2- Enter event information into the table within the application as visible below.

If you choose this method, please ensure you scroll to the right hand-side of the table and complete all the required columns.

If you are using Option 2 and are not entering all events you wish to list in your application, please ensure you click Save and Continue before leaving the application site. (If you do not complete this step you shall lose all information entered onto Page 1 of the Application Form and the Events Table when you next log in.)
When all information has been inputted please mark this section, Mark As Complete

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<th>End date</th>
<th>Descriptions</th>
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</table>

List any academic or other qualifications you have which you consider relevant to measure's work.
Section 3 - MNA Endorsement

Please click request a Recommendation to begin this stage.

To request the endorsement please enter your endorsers full name and the email address for the contact of your MNA. You can choose to include a message to be sent in the automated email to your MNA informing them of your request. Once all details are entered please click send request.

You will be able to view your requested recommendation. Once you have sent this you can Mark the section as complete.
Please note it is your responsibility to ensure your MNA completes the recommendation on your behalf. World Sailing suggests you communicate with your MNA 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 by an MNA endorser 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.
Stage 4 - International Reference

If you have previously received references stored within the Registry of Recommendations you shall initially see this message when you enter the International References. This shall transfer all you collected information into your application.

If you do not see this initial message please proceed back to your Registry of Recommendations to ensure you have reviewed and submitted this section.

You shall then be able to log back into your application, where you shall note the 'Reuse data' button visible at the top of the International Judge References section. Please click this button to transfer your previously collected references to your application.

Please note: You shall be able to continue collecting references through your application and shall not need to further use your Registry of Recommendations.
If you have not collected any references using Survey Monkey, please follow the below steps.

Please click request a Recommendation to begin this stage.

To request a reference please enter the full 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.


Once all details are entered please click send request.

When all references you require to be gained through Survey Monkey have been requested please mark as complete.
Please note 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 by your referee 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.

If you have already submitted references for your application as PDF versions to World Sailing please use the World Sailing email address raceofficials@sailing.org making one request to upload all of your references already submitted to the office (noting event details and referee’s name) that you require for upload to your application. These will be uploaded by the Executive Office to your application.

Uploaded references shall not feature in this section but an additional Uploaded Documents sections shall become visible.
Section 5 – Invite Class (Endorsement)

Please click request a Recommendation to begin this stage.

To request an endorsement please enter YOUR full name and the email address of the contact of your chosen class. You can choose to include a message to be sent in the automated email informing them of your request.

You will be able to view your sent recommendation and the date this is requested. Once requested you can mark the section as Complete.

Please note it is your responsibility to ensure your class completes the endorsement on your behalf. World Sailing suggests you communicate with your class 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 see the original three dots replace with a green tick and the date this was received to your application.
Section 6- Upload a Photo

All First Time Applications require a jpeg image. This DOES NOT have to be a ‘passport style’ photo but we suggest an image which provides visual recognition of your face. Please attach the file and Mark as Complete.

When all sections are marked as complete please progress to Review and Submit your application.

Please note your application shall not be finalised and confirmed as completed until you have submitted your application.
### Personal Information: International Umpires

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<td>World Sailing</td>
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<tr>
<td>First Name</td>
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<td>Nationality</td>
<td>United Kingdom</td>
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<td>Second Nationality</td>
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<td>MHA</td>
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**IMPORTANT NOTE FOR FIRST APPLICANTS:** Please ensure to use the email populated below (since you have selected your MHA) in the task “Invoke MHA.” The email populated below is the one you must use to receive your endorsement if you are submitting a First Application.

**GREAT BRITAIN**

Jaqui@kentorstrpy.org.uk

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<tr>
<td>Town State</td>
<td>Paddington</td>
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<tr>
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**Do you have another address to declare?**

No

[Submit your application]
First Time Applicants- Adding an Additional Class

Please note if you are a renewing applicant who is adding an additional class you shall be required to complete two applications, one for the class renewal and one as a first time applicant for the new class you wish to apply for. Alternatively, if you are applying for more than one additional class you shall need to create separate applications for each class you are applying for.

For additional class applications please begin by following the Personal Information and Application for an International Measurer stage guidelines above.

Please ensure you tick the box – If you are an IM and you are adding an additional class.

When all information is entered please mark this section as complete.
List any academic or other qualifications you have which you consider relevant to your work.

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[PREVIOUS] [SAVE & CONTINUE TESTING] [FORM AS COMPLETE]
Section 3 – Invite Class (Endorsement)

Please click request a Recommendation to begin this stage.

To request an endorsement please enter the full name and the email address of the contact of your chosen class. You can choose to include a message to be sent in the automated email informing them of your request.
You will be able to view your sent recommendation and the date this is requested. Once requested you can mark the section as Complete.

Please note it is your responsibility to ensure your class completes the endorsement on your behalf. World Sailing suggests you communicate with your class 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 see the original three dots replace with a green tick and the date this was received to your application.
Invite Class (Endorsement)

Task Instructions: 
- Get a Recommendation
- Fill in your endorsers First Name and Last Name
- Fill in your Classes email address (as outlined when selecting your Class on the application form)
- Click "Send Request"

Your endorser will then be sent an email and link to complete a endorsement for your application.

Recommendations
World Sailing
racofficial@sailing.org
Requested: 11 Apr 2019
Review and Submit

When all sections are marked as complete please progress to Review and Submit your application.

Please note your application shall not be finalised and confirmed as completed until you have submitted your application.
Renewing Applications

Please follow the guidelines above to complete Stage 1 Personal Information and Stage 2- Application for an International Measurer.

When all information is entered please mark this section as complete.
Section 3 – Invite Class (Endorsement)

Please click request a Recommendation to begin this stage.

To request an endorsement please enter the full name and the email address of the contact of your chosen class. You can choose to include a message to be sent in the automated email informing them of your request.
You will be able to view your sent recommendation and the date this is requested. Once requested you can mark the section as Complete.

Please note it is your responsibility to ensure your class completes the endorsement on your behalf. World Sailing suggests you communicate with your class 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 see the original three dots replace with a green tick and the date this was received to your application.
Please use the "Get a Recommendation" button to invite your Class to endorse your application.

Fill in your endorser’s first Name and Last Name.

Fill in your Class’s email address (as outlined when selecting your Class on the application form).

Click "Send Request".

Your endorser will then be sent an email and link to complete an endorsement for your application.

Recommendations

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<tr>
<th>Name</th>
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<th>Requested</th>
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<tr>
<td>World Sailing</td>
<td><a href="mailto:racofficial@sailing.org">racofficial@sailing.org</a></td>
<td>11 Apr 2019</td>
</tr>
</tbody>
</table>
Review and Submit

When all sections are marked as complete please progress to Review and Submit your application.

Please note your application shall not be finalised and confirmed as completed until you have submitted your application.