

## MISSA Team Administration Instructions

*How to make sure your team is activated and regatta-ready  
(revised August 2025)*

### **SUMMARY**

All sailing teams, whether new or old, big or small, varsity or club, need to complete five basic steps each year to be active members of MISSA. If you are a team parent, faculty administrator, or coach, this guide will explain each step of the process for you.

#### **Basic Steps (must be done in this order):**

- 1. Make sure your school exists in our database.**
- 2. Make sure you have a registration admin and they have a working login.**
- 3. Team administrator updates all information.**
- 4. Team admin pays dues.**
- 5. Make sure your team has an active TechScore account.**

This whole process includes a few human (part-time volunteer) reviews and some non-real-time syncing of different databases. So it can take several days to step through the process. Please don't wait until the last minute.

Also, please note that all the webpages shown as links here can also be just found on our website [missa.hssailing.org](https://missa.hssailing.org).

### **STEP 1: MAKE SURE YOUR SCHOOL EXISTS IN OUR DATABASE.**

If you know this is an existing team, you can skip right to Step 2.

Otherwise, please look for your school here:

<https://registration.hssailing.org/schools/directory-search>

Your school will be listed as "Inactive" at the beginning of each school year until you register for that year. If your school is there, go to Step 2.

Otherwise you are a new school, and you need to request to be added to the database. Click

<https://registration.hssailing.org/admins/request-new-school>

and fill out the form shown at right.

If you already have an Admin login for another school, be sure and note that in the box. Otherwise, filling out this form will request both the new school record and your Admin account.

You will get a notification when the school record is created (after it is verified by ISSA). You will also get an email when your Admin account is approved. These could be almost instantaneous, or could take a couple days.

**REGISTER NEW SCHOOL WITH ISSA**

Use the form below to add a new school to ISSA.

**Other options:**

1. Check the [School Directory](#) for a list of returning schools.
2. [Register](#) as an admin for a returning school.

Please review ARTICLE III of the [ISSA Bylaws](#) for eligibility.

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Phone *	Email *
<input type="text"/>	<input type="text"/>
City *	State *
<input type="text"/>	<input type="text"/>
District *	League (for MASSA district ONLY)
-- Select option --	-- Select option --
School *	Adult Type *
<input type="text"/>	-- Select option --

I am currently the School Admin for the following schools: (one per line)

Review Bylaws \*

## STEP 2: MAKE SURE YOU HAVE A REGISTRATION ADMIN WITH A WORKING LOGIN

If you are a brand new school, this was taken care of in step 1, go on to step 3.

If you are a new admin for an existing team, the easiest thing is to get the log in from your predecessor, then log in at <http://registration.hssailing.org> and click on “Administrator Profile” in the menu on the right. Update the name, phone number, and email to be yours and pick a new password. The account is now yours, go to step 3!

If you don't have the password from a former admin, just request a new admin user account. Go to <http://registration.hssailing.org/admins/admin-registration> and fill out this form shown at right. Your account will be reviewed and approved within a day, usually sooner.

The form is titled "REGISTER AS ADMINISTRATOR OF ISSA SCHOOL". It contains the following fields and options:

- First Name (text input)
- Last Name (text input)
- Phone Number (text input)
- Email address (text input)
- Adult Type \* (dropdown menu)
- District \* (dropdown menu)
- Filter -- (dropdown menu)
- Create Password \* (text input)
- Confirm password \* (text input)
- Please Review By Laws (checkbox)
- Review Bylaws? \*
- Register (button)
- Reset (button)

A red asterisk indicates required fields. Below the form, the text "FIND YOUR DISTRICT" is visible.

The form is titled "ADD/REMOVE SCHOOLS". It contains the following fields and options:

- Name \* (text input)
- District \* (dropdown menu)
- Select option - (dropdown menu)
- I am currently the School Admin for the following schools: (one per line) (text area)
- The following is the primary email address I want to use to administer all of my schools: (text input)
- Email \* (text input)
- Other email addresses I've used to administer schools: (these will be eliminated) (text area)
- Please ADD me as the administrator for the following school(s): (one per line) (text area)
- Please REMOVE me as administrator of the following schools: (one per line) (text area)
- Submit (button)

## ADDING OR REMOVING SCHOOLS FROM YOUR EXISTING ACCOUNT

If you already have a registration admin account but need to add another school (or remove a school from it, use the “Add/Remove Schools” form at <http://registration.hssailing.org/admins/multiple-school-form>

### **STEP 3: UPDATE YOUR SCHOOL'S INFORMATION**

Now that you have a login as a Registration Admin, use it! Log in, click the name of the school, and then update as follows:

*Roster.* You should include all sailors – they won't be able to sail in a regatta if they aren't listed here. Sailors listed must meet the eligibility rules. By listing their names you are attesting that they do.

*School Information:* Must list contact information for the school itself, not a yacht club or parent.

*Primary Administrator.* This is the person who speaks on behalf of your team to MISSA and ISSA. In most cases this is a parent or faculty member, and in most cases it is the same as the person with the Registration admin login. But the two are not linked. Adding someone in this field does **not** give them an admin account - see step 2 for that!

Once the information is updated, hit the "SAVE ALL CHANGES" button. You must do this each school year even if you didn't change anything. Once you do this each year, your team will show in the directory as "Pending" meaning it has been updated, but has not paid dues yet.

### **STEP 4: PAY DUES**

Dues are listed in the MISSA Rules, section 2. The dues are \$150 per team. For most teams, paying dues is as simple as logging in to the registration site, clicking the "Invoice" button, then clicking "Pay Now." You will pay through PayPal, but you don't need to set up a PayPal account and there are no fees to you. You can use a credit card or bank account.

If you want to make one payment covering multiple schools, you can simply calculate the total, log into PayPal and then send the total amount. Please follow up with an email to the MISSA District Director and Treasurer listing the schools and confirming receipt of the payment.

If you need an invoice, or have to pay with a paper check, please email the District Director and Treasurer for instructions.

## **STEP 5: MAKE SURE YOUR TEAM HAS A TECH SCORE ACCOUNT**

Now that your team is active, the final step is making sure the appropriate person on your team has a TechScore account. *Every team needs a TechScore Admin, but It does not have to be the same person as the Registration Admin.* For many teams, a team parent handles the team admin role, and a coach has the TechScore account.

*So what is TechScore and who needs it?* Scores and results for all High School regattas are available on a public website <http://scores.hssailing.org/>. TechScore is the “back end” of this site and is used by the official scorers when your team is a regatta host.

During every regatta, a representative for each team must also use TechScore to enter the Record of Participation forms. This process of letting the scorers know which sailors were in the boat for each race must be done during the regatta or the team will be penalized. So, someone with your team’s TechScore login must be at each regatta. A coach responsible for multiple schools can have a single TechScore login covering all the schools.

Teams will only show up in TechScore after their registration is active (dues paid) and there can be a delay of a couple days. Sailors will only show up in TechScore and be eligible for regattas if they are listed on the roster in the registration site. Again, there can be a couple day delay, so don’t wait until right before a regatta to have your dues paid and roster updated.

To get a new TechScore account, go to <https://ts.hssailing.org/register> and fill out the form. If you want one account linked to multiple teams, explain that in the “Notes” field.

If you just need to add new schools to an existing TechScore account, just email [sailingmissa@gmail.com](mailto:sailingmissa@gmail.com) with the details.