



Sailboats USA

practical resources for DIY sailboat owners



CLUB SITES · FOR CLUB OFFICERS & MEMBERS

Club Sites Guide

How to find a sailing or yacht club, give your club a free mini-site on Sailboats USA, and run it: the club calendar, learn-to-sail classes, membership and dues tracking, officers, and members-only pages.

[Club directory by state](#)

[Club calendar](#)

[Learn to sail & classes](#)

[Membership](#)

[Dues tracking](#)

[Officers](#)

[Members-only pages](#)

[Claiming a club](#)

sailboatsusa.com/clubs.html • contact@sailboatsusa.com

Last updated October 2026

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Sections are tagged by who they're for: **OFFICERS** **TREASURER** **MEMBERS**. Screenshots show **Juniper Lake Sailing Club**, a made-up demo club; all names and numbers in them are fictional.

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PART 1 OF 6

Getting Started

Club Sites gives every sailing club, yacht club, community sailing center and sailing school a free, organized home on Sailboats USA, listed by state so sailors can find you.

- 1.1 What Club Sites Are
- 1.2 Finding a Club
- 1.3 Starting Your Club's Site
- 1.4 Claiming an "Unclaimed" Club
- 1.5 Approval & the Verified Club Badge

1.1 What Club Sites Are

sailboatsusa.com/clubs.html

Most clubs need the same things: a calendar, a place to describe classes and racing, a way to bring in new members and keep track of dues, and a list of who the officers are. Club Sites puts all of that in one place, in a consistent layout that members and visitors already know how to use.



Club Sites

Find yacht clubs, sailing clubs and community sailing centers near you — or give your club a free, organized home on Sailboats USA: a members-only calendar, learn-to-sail classes, racing, membership and dues, officers, and contact pages, all in one place.

[Start your club's site →](#)[Find a club](#)



Club calendar

Racing, classes, socials, meetings and cruises. Mark any event *members only*; members can add events to their own calendars.



Dues & fees

Members pay on your club's own payment page (PayPal, Square, Stripe link, check). Your treasurer sees who's current and who's overdue. Sailboats USA never touches the money.



Learn to sail & classes

List each class: ages, level, what's included, session dates, price and a sign-up link.



Racing & cruising

Fleets, series, sailing instructions, results links, cruises and rallies.



Safety & CG Auxiliary

Vessel safety checks, boating-safety courses and flotilla activities.



Officers & members

Commodore, president, treasurer, secretary and more. Approve join requests and keep a members-only roster.

- **Free.** No subscription, no setup fee, no per-member charges.
- **Your club's own colors and logo**, at a web address like `sailboatsusa.com/club.html?id=your-club-wa`.
- **Public and members-only content.** Every page, event and class can be shown to everyone or only to approved members.
- **Sailboats USA never handles money.** Members pay dues on your club's own payment page; your treasurer records it here.
- **Run by your officers.** You decide which officers can edit the site.

1.2 Finding a Club

The **Find a club** section on **clubs.html** lists every approved club, grouped by state and province. Narrow it down by state, by type (yacht club, sailing club, community sailing center, sailing school, racing association, cruising club, youth program, boating club) or by typing a name, city or lake.

Find a club

All states & provinces

All types

Search by name, city or lake...

Oregon 2 clubs



River Bend Sailing Club

Sailing club · River Bend · Bend River
Dinghy racing and lessons on the river.



Sunset Shores Yacht Club

Yacht club · Sunset Shores · Pacific coast
Coastal yacht club with a protected harbor.

Unclaimed

Washington 4 clubs



Cedar Point Yacht Club

Yacht club · Port Cedar · Puget Sound
Cruising and social yacht club with reciprocal moorage and an active racing fleet.

✓ Verified club



Juniper Lake Sailing Club

Sailing club · Juniper Lake · Juniper Lake
A friendly, volunteer-run club for dinghy and small-keelboat sailors on Juniper Lake. Learn to sail, race on Wednesda...

✓ Verified club



Harbor Town Community Sailing

Community sailing center · Harbor Town · Bayside Harbor
Nonprofit sailing center: youth camps, adult lessons and boat rentals.



North Fork Sailing Association

Racing association / fleet · North Fork · Fork Reservoir
One-design racing on the reservoir, spring through fall.

Unclaimed

The directory, grouped by state (sample clubs).

- ✓ **Verified club** means Sailboats USA confirmed the page is run by the club's officers.
- **Unclaimed** means the page has only basic public facts and nobody from the club manages it yet (see 1.4).
- Signed-in members see **My clubs** at the top: every club they belong to or have asked to join.

1.3 Starting Your Club's Site **OFFICERS**

sailboatsusa.com/club-edit.html?new=1

Before you start, check the directory. If your club is already listed as *Unclaimed*, claim it instead (1.4) so you don't end up with two pages.

1. Sign in to Sailboats USA (it's free) and click **Start your club's site** on clubs.html.
2. Enter the club name, type, state, city, home waters, year founded and website.
3. Choose **your office** (Commodore, President, Secretary...) and the name members know you by.
4. Tell us **how we can confirm you're an officer**, for example "I'm on the board page of our website" or "email the club at...". Only Sailboats USA sees this.
5. Tick the box confirming you're authorized and agree to the Club Sites terms, then click **Create club site**.



Start your club's site

Free for yacht clubs, sailing clubs, community sailing centers and sailing schools.

You must be an officer or board-appointed volunteer of the club. We review new clubs before they appear in the directory (usually within a day or two). You can keep building while you wait. Before starting, [check whether your club is already listed](#); if it is, open its page and click **Claim this club** instead.

Club name

Type

Yacht club

State / province

Choose...

City

Home waters (lake, river, bay)

Year founded (optional)

Club website (optional)

Your office

Commodore

Your name as shown to members

How can we confirm you're an officer? (only Sailboats USA sees this)

☐ I'm authorized by the club to manage its page and I agree to the [Club Sites terms](#).

Create club site

You land on your officer dashboard right away and can start building. The club stays hidden from the directory until it's approved (1.5).

1.4 Claiming an “Unclaimed” Club OFFICERS

To help sailors find clubs, Sailboats USA lists some clubs before they join, as **unclaimed starter pages**. These show only basic public facts: the club's name, city, year founded, address and a link to its own website. Their tabs (Racing, Membership...) point visitors to the club's website until an officer fills them in. We never copy a club's text, photos, events or prices.



Unclaimed club page. This page has only basic public information so sailors can find the club. Are you an officer? [Claim this club](#) to add your calendar, classes and more.



North Fork Sailing Association

Racing association / fleet · North Fork, WA · Fork Reservoir Unclaimed

[Home](#)
[Calendar](#)
[Membership](#)
[Contact](#)

One-design racing on the reservoir, spring through fall.

Upcoming events

No upcoming events posted publicly.

Club at a glance



Fork Reservoir

1. Open the club's page and click **Claim this club**.
2. Give your name, your office and email, and tell us how we can confirm you're an officer.
3. We check (usually by the club's published email or website) and approve the claim. You become the club's first editor and member, and an **Edit club site** button appears on the page for you.

Claim North Fork Sailing Association

Tell us who you are. We'll confirm with the club (usually by email to the club's published address or a quick call) and then hand you the keys.

Your name

Alex Rivera

Your office

Commodore

Email

visitor@example.com

How can we confirm you're an officer?

e.g. I'm listed on the club website's board page; reach me at the club email; call the clubhouse...

Send claim

Cancel

Not happy that your club was listed? Email contact@sailboatsusa.com and we'll correct or remove the starter page.

1.5 Approval & the Verified Club Badge

- **Waiting for approval:** new clubs show a yellow banner and are visible only to their officers and Sailboats USA. We usually review within a day or two.
- **Approved:** the club appears in the directory under its state.
- **Verified club:** when we've confirmed the officers, we may add the ✓ Verified club badge.
- **Not approved:** the dashboard shows why (for example, we couldn't confirm you're an officer). Reply to contact@sailboatsusa.com with more details.

PART 2 OF 6

A Tour of Your Club's Site

What visitors and members see. Every tab is optional except Home, Calendar, Membership and Contact; a tab appears once you've put something on it.

- 2.1 The Home Page & Tabs
- 2.2 The Club Calendar
- 2.3 Learn to Sail & Classes
- 2.4 Membership & Dues
- 2.5 Members-Only Pages & the Roster



Juniper Lake Sailing Club

Sailing club · Juniper Lake, WA · Juniper Lake · Founded 1968

Small boats, big smiles — since 1968

[Join / request membership](#)

[Home](#)
[Calendar](#)
[Learn to Sail](#)
[Memberships](#)
[Youth](#)
[Racing](#)
[Safety](#)
[Location](#)
[About](#)
[Officers](#)
[Contact](#)

A friendly, volunteer-run club for dinghy and small-keelboat sailors on Juniper Lake.

Learn to sail, race on Wednesday nights, or just come down to the docks on a sunny afternoon — there's a place for you here.

[More about the club →](#)

Upcoming events

OCT 7

Wednesday Night Race
 Wed, Oct 7, 2026, 6:00 PM – 8:30 PM · Start line off the north dock
Racing

OCT 10

Vessel Safety Check Day
 Sat, Oct 10, 2026 · Juniper Lake Sailing Club
Safety / CG Auxiliary

OCT 14

Wednesday Night Race
 Wed, Oct 14, 2026, 6:00 PM – 8:30 PM · Start line off the north dock
Racing

OCT 17

Fall Social & Potluck
 Sat, Oct 17, 2026, 5:00 PM – 9:00 PM · Juniper Lake Sailing Club
Social

OCT 21

Wednesday Night Race
 Wed, Oct 21, 2026, 6:00 PM – 8:30 PM · Start line off the north dock
Racing

OCT 25

Frostbite Regatta
 Sun, Oct 25, 2026, 10:00 AM – 3:00 PM · Juniper Lake Sailing Club
Racing

[Full calendar →](#)

Membership

Sail with us!

[Request membership](#)

Club at a glance

- Founded 1968
- Juniper Lake
- 2nd Tuesday, 7 pm at the clubhouse
- 100 Shoreline Dr, Juniper Lake, WA
- [example.org](#)

Explore

- [About the Club](#)
- [Membership](#)
- [Youth & Junior Sailing](#)
- [Racing](#)
- [Safety & Coast Guard Auxiliary](#)
- [Location & Facilities](#)

- **Header:** your logo (or initials), name, type, city, home waters, year founded, tagline and badges, in your club color.
- **Welcome text** and the next **upcoming events**.
- **Sidebar:** the visitor's membership box (join, or their own dues status), **Club at a glance** (founded, waters, meetings, address with a map link, website) and links to every page.
- **Tabs:** Home, Calendar, Learn to Sail, Membership, any pages you turn on (Racing, Cruising, Youth, Safety & Coast Guard Auxiliary, Reciprocal, Facilities, Clubhouse Rentals, Community, History, Members Only), About, Officers, Roster (members only) and Contact.

2.2 The Club Calendar

The calendar shows a **month** view (or a **list** on phones), color-coded by type: Racing, Class / Lesson, Cruise / Rally, Social, Meeting, Safety / CG Auxiliary, Work party / Volunteer, Youth and Other. Click the colored buttons to show only some types.

Home

Calendar

Learn to Sail

Membership

Youth

Racing

Safety

Location

Members

About

Officers

Roster

Contact

Logo

Juniper Lake Sailing Club

Sailing club · Juniper Lake, WA · Juniper Lake · Founded 1968

Small boats, big smiles — since 1968

Verified club

Member

Club calendar

MonthList←October 2026→Today

Racing

Class / Lesson

Social

Meeting

Safety / CG Auxiliary

Work party / Volunteer

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7 6pm Wednesday Night ...	8	9	10 Vessel Safety Check Day
11	12	13 7pm Board meeting	14 6pm Wednesday Night ...	15	16	17 5pm Fall Social & Potluck
18	19	20	21 6pm Wednesday Night ...	22	23	24 9am Haul-out work party
25 10am Frostbite Regatta	26	27	28	29 7pm Adult Learn to Sail ...	30	31

Month view as a member sees it: members-only events (like the board meeting) are included.

- **Visitors** see public events; **members** also see events marked members-only.
- Click any event for details: time, location (with map link), cost, contact, description and a sign-up link.
- **Add to my calendar** downloads the event for Google Calendar, Outlook or Apple Calendar.

Sailboats USA · Club Sites Guide · 10 / 30

Vessel Safety Check Day

Safety / CG Auxiliary

🕒 Sat, Oct 10, 2026

📍 Juniper Lake Sailing Club

👤 Safety Officer: Ray Holcomb

Free safety checks by the Coast Guard Auxiliary. Bring your boat to the ramp or ask for a check at your slip.

📅 Add to my calendar

Close

2.3 Learn to Sail & Classes

The **Learn to Sail** tab shows your sailing-school introduction followed by a card for each class: who it's for, level, price, what's included, each session's dates, times and spots left, and a **Sign up** button to your own registration page. Youth programs also appear on the Youth tab.



Juniper Lake Sailing Club
Sailing club · Juniper Lake, WA · Juniper Lake · Founded 1968 ✓ Verified club

Join / request membership

HomeCalendar**Learn to Sail**MembershipYouthRacingSafetyLocationAboutOfficersContact

 **Learn to Sail**

Adult Learn to Sail
Learn to sail (adult) · Ages 18+ · Beginner — no experience needed

\$395 (\$345 members)
Five evenings on the water in our club dinghies, plus one classroom session. By the end you'll rig, launch, sail and return safely on your own.
What's included

- Club boats and life jackets
- Textbook and knot card
- Certificate of completion
- One month free club membership

Session	Dates	Times	Spots
Session A	May 4 – Jun 1	Mon 6–8:30 pm	4 left
Session B	Jun 9 – Jul 7	Tue 6–8:30 pm	8 left

Sign up →

Ask a question

Youth Summer Camp
Learn to sail (youth) · Ages 8–12 · Beginner & intermediate

\$325 / week
Half-day camps with US Sailing certified instructors. Swim test required.
What's included

- Boats and life jackets
- Camp T-shirt
- Friday family regatta

Session	Dates	Times	Spots
Week 1	Jun 22–26	9 am–12 pm	Full
Week 2	Jul 6–10	9 am–12 pm	6 left

Sign up →

Ask a question

Minnows
Kids / Minnows · Ages 5–7 · First time on the water

\$150 / week
What's included

- Parent-and-child sail on Friday

Ask a question

Racing Clinic
Racing clinic · Ages 14+ · Can sail on your own

\$90
What's included

- Starts, mark roundings and rules

Session	Dates	Times	Spots
Clinic	Apr 18	9 am–4 pm	10

Ask a question

2.4 Membership & Dues

The **Membership** tab combines your joining information, a table of **membership types and dues**, your **payment buttons** and any other payment instructions (checks, late fees...).



Juniper Lake Sailing Club

Sailing club · Juniper Lake, WA · Juniper Lake · Founded 1968

Small boats, big smiles — since 1968

✓ Verified club

✓ Member

Home

Calendar

Learn to Sail

Membership

Youth

Racing

Safety

Location

Members

About

Officers

Roster

Contact



Membership

Anyone who loves sailing is welcome — you don't need to own a boat.

How to join

- Click **Request membership** and tell us a little about yourself
- Our Membership Chair will be in touch within a week
- Pay your dues using one of the buttons below

Membership types & dues

Type	Dues	
Individual	\$225 / year	Full sailing privileges, club boats, racing
Family	\$350 / year	Two adults + children under 21 at home
Junior	\$75 / year	Under 21, sailing privileges with a parent's waiver
Social	\$90 / year	Events and clubhouse, no boat privileges

Pay dues & fees



Pay 2027 dues with PayPal

PayPal ↗



Pay by card (Square)

Square ↗

Prefer a check? Make it payable to **Juniper Lake Sailing Club** and mail it to PO Box 42, Juniper Lake, WA.

Dues cover the calendar year. A \$25 late fee applies after March 31.

Payments go directly to Juniper Lake Sailing Club. Sailboats USA never handles club money. After paying, [tell the treasurer](#) so your dues get recorded.

My membership

Jordan Ellis

Plan: Individual

Overdue since Wed, Dec 31, 2025

You told the treasurer you paid on 2026-09-28.

Pay dues

My contact info

Club at a glance



Founded 1968



Juniper Lake



2nd Tuesday, 7 pm at the clubhouse



100 Shoreline Dr, Juniper Lake, WA



example.org

A member whose dues are overdue sees it in the sidebar, and that they've already told the treasurer they paid.

2.5 Members-Only Pages & the Roster

- Any page, event or class marked **members only** carries a  tag and is shown only to approved members and officers. Use it for notices, minutes, bylaws, gate codes and work parties.
- The **Roster** tab lists active members with their role and boat. A member's email and phone appear only if that member chose to share them.



Juniper Lake Sailing Club

Sailing club · Juniper Lake, WA · Juniper Lake · Founded 1968

✓ Verified club

✓ Member

Small boats, big smiles — since 1968

- [Home](#)[Calendar](#)[Learn to Sail](#)[Membership](#)[Youth](#)[Racing](#)[Safety](#)[Location](#) [Members](#)[About](#)[Officers](#)[Roster](#)
- [Contact](#)



Member roster 7 members · visible to members only

Email and phone appear only for members who chose to share them. [Change what I share.](#)

Name	Role	Boat	Contact
Dana Whitfield	Commodore	Flying Junior #4412	dana@example.com (555) 010-0101
Marcus Lee	Treasurer	Laser #201877	marcus@example.com
Priya Natarajan	Secretary		priya@example.com
Tom Becker	Vice Commodore	Thistle #3990	—
Bill Harrington			—
Jordan Ellis		Sunfish "Tangerine"	jordan@example.com (555) 010-0177
Margaret Ostrowski		O'Day 19	—

PART 3 OF 6

For Members

Joining a club, paying dues and controlling what you share. You'll need a free Sailboats USA account.

- 3.1 Joining a Club
- 3.2 Paying Dues & Telling the Treasurer
- 3.3 Your Contact Info, Privacy & Leaving

3.1 Joining a Club MEMBERS

1. Open the club's page and click **Join / request membership** (sign in first if asked).
2. Check your name and email, and add your phone, boat and membership type if you like.
3. Add a note to the officers and choose whether fellow members can see your email and phone.
4. Click **Send request**. The club's membership officer is notified in their Sailboats USA Messages.

Request membership in Juniper Lake Sailing Club

The club's officers will review your request. Once approved you'll see members-only events and the roster.

Your name

Email

Phone (optional)

Your boat (optional — e.g. "Catalina 27, Wind Song")

Membership type

Not sure yet

Note to the officers (optional)

☐ Show my email and phone to fellow members in the roster

Officers see your name, email, phone and boat. Dues are paid to the club directly, never through Sailboats USA.

Send request

Cancel

The header shows ⌚ **Membership requested** until an officer approves you. Then it shows ✓ **Member** (with your office, if you hold one) and the members-only content appears.

3.2 Paying Dues & Telling the Treasurer MEMBERS

1. Open the club's **Membership** tab and use one of the club's payment buttons, or follow its instructions (for example, mailing a check). **You pay the club directly**; Sailboats USA never sees the money.
2. Click **tell the treasurer** under the payment buttons. Enter the date, amount, how you paid and any confirmation number.
3. The treasurer gets a message, records the payment, and your **Paid through** date updates.

Tell the treasurer you paid

This just lets the officers know — they confirm it and update your dues.

Date paid

10/01/2026

Amount

\$250

How you paid

PayPal

Note (optional — e.g. confirmation number)

Send

Cancel

Your sidebar always shows your standing: **Paid through** (green), **Due** within 30 days (yellow), **Overdue** (red) or **No dues recorded**. Only you and the club's officers can see it.

3.3 Your Contact Info, Privacy & Leaving MEMBERS

- Click **My contact info** to change your name, email, phone and boat, or whether fellow members see your email and phone.
- Officers always see the contact details you give when you join, so they can reach you about the club.
- To leave, open **My contact info** and click **Leave club**. You lose access to members-only content; the club keeps its record of dues you paid.

PART 4 OF 6

Running the Site

The officer dashboard is where you build and update everything. Open it with the yellow **Edit club site** button on your club's page.

- 4.1 The Officer Dashboard & Club Info
- 4.2 Pages & Formatting
- 4.3 Calendar Events
- 4.4 Classes & Programs
- 4.5 Officers & Who Can Edit

4.1 The Officer Dashboard & Club Info **OFFICERS**

sailboatsusa.com/club-edit.html?id=your-club

The dashboard has seven tabs: **Club info**, **Pages**, **Calendar**, **Classes**, **Members** (with a red count of requests and payment notices waiting), **Dues setup** and **Officers**.

The screenshot shows the 'Juniper Lake Sailing Club' dashboard. At the top, there's a header with the club's logo, name, location (Juniper Lake, WA), status (approved, verified), and a 'View site' link. Below this is a navigation bar with tabs: Club info (active), Pages, Calendar, Classes, Members (with a red notification icon), Dues setup, and Officers. The main content area is the 'Club info' tab, which contains various input fields for club details. These include: Club name (Juniper Lake Sailing Club), Short name (JLSC), Type (Sailing club), State/province (Washington), City (Juniper Lake), Home waters (Juniper Lake), Year founded (1968), Tagline (Small boats, big smiles — since 1968), Welcome/short description (A friendly, volunteer-run club for dinghy and small-keelboat sailors on Juniper Lake. Learn to sail, race on Wednesday nights, or just come down to the docks on a sunny afternoon — there's a place for you here.), Regular meetings (2nd Tuesday, 7 pm at the clubhouse), Club color (blue square), Club address (100 Shoreline Dr, Juniper Lake, WA), Mailing address (PO Box 42, Juniper Lake, WA), Public phone ((555) 010-0142), Public email (info@example.org), Website (https://example.org/), Facebook page (https://facebook.com/example), Instagram (empty), Logo (square works best, Choose File button), Who gets messages (Contact the club's messages: Secretary — Priya Natarajan; I paid my dues' notices: Treasurer — Marcus Lee), and Membership requests (Secretary — Priya Natarajan). At the bottom, there's a 'Save club info' button.

Juniper Lake Sailing Club
Juniper Lake, WA · status: approved · ✓ Verified · [View site](#)

Club info | Pages | Calendar | Classes | Members 2 | Dues setup | Officers

Club name
Juniper Lake Sailing Club

Short name (e.g. WSC) Type
JLSC Sailing club

State / province City
Washington Juniper Lake

Home waters Year founded
Juniper Lake 1968

Tagline (one line under the club name)
Small boats, big smiles — since 1968

Welcome / short description (home page & directory card)
A friendly, volunteer-run club for dinghy and small-keelboat sailors on Juniper Lake.
Learn to sail, race on Wednesday nights, or just come down to the docks on a sunny afternoon — there's a place for you here.

Regular meetings (e.g. 3rd Thursday, 7 pm) Club color
2nd Tuesday, 7 pm at the clubhouse Used for the club header and buttons.

Club address Mailing address (if different)
100 Shoreline Dr, Juniper Lake, WA PO Box 42, Juniper Lake, WA

Public phone Public email
(555) 010-0142 info@example.org

Website Facebook page
https://example.org/ https://facebook.com/example

Instagram Logo (square works best)
Choose File No file chosen

Who gets messages (they arrive in that officer's Sailboats USA Messages)
"Contact the club" messages Membership requests
Secretary — Priya Natarajan Secretary — Priya Natarajan

"I paid my dues" notices
Treasurer — Marcus Lee

Only officers who have a Sailboats USA account and are linked on the Officers tab appear in these lists.

Save club info

Club info holds everything in your header and Contact tab: name and short name (used as your logo placeholder, e.g. "JLSC"), type, location, home waters, year founded, tagline, welcome text, regular meetings, **club color**, addresses, phone, email, website and social links, and your **logo** (square images work best).

At the bottom, choose **who gets messages**: "Contact the club" messages, membership requests and "I paid my dues" notices can each go to a different officer, such as your secretary, membership chair and treasurer.

4.2 Pages & Formatting OFFICERS

On **Pages**, open any section, write it, choose **Everyone** or **Members only**, and click **Save page**. A page with text becomes a tab; leave it empty to hide it. You can rename the tab title too.



Juniper Lake Sailing Club
Juniper Lake, WA · status: **approved** · ✓ Verified · [View site](#)

Club info

Pages

Calendar

Classes

Members 2

Dues setup

Officers

Turn on the pages your club needs. Each page with text becomes a tab on your club site. Formatting: a blank line starts a new paragraph; ## makes a heading; - makes a bullet; ****bold****; links and emails become clickable. Classes, events and officers have their own tabs here, so you don't need to type them into pages.

About the Club

public

Who you are, where you sail, what makes the club special.

Tab title

Who can see it

About the Club

Everyone

Who we are

Juniper Lake Sailing Club was founded in 1968 by a handful of dinghy sailors who wanted a place to keep their boats and teach their kids. Today we have about 180 members, a fleet of club boats, and a clubhouse on the north shore.

- 24 club dinghies and 4 small keelboats for members
- Dry storage for 60 member boats
- Launch ramp, hoist and a heated clubhouse

Questions? Email info@example.org

Save page

Membership

public

Learn to Sail

not shown

Youth & Junior Sailing

public

Racing

public

Cruising

not shown

Safety & Coast Guard Auxiliary

public

Reciprocal Privileges

not shown

Location & Facilities

public

Type this...	...to get
A blank line	A new paragraph
## Steps to join	A heading
- Club boats and life jackets	A bullet point
Late fee	Bold text
https://... or name@club.org	A clickable link or email

Tip: classes, events and officers have their own dashboard tabs, so you don't need to type them into pages. The **Members Only** page is ideal for notices, minutes and gate codes.

4.3 Calendar Events **OFFICERS**

The **Calendar** tab lists upcoming and past events with **Edit**, **Copy** and delete buttons. Click **+ Add event** to create one.

Add event

Title

Type

Racing

▼

☐ All-day event

Who can see it

Everyone

▼

Starts

04/07/2027

📅

06:00 PM

🕒

Ends (optional)

mm/dd/yyyy

📅

08:30 PM

🕒

Location

Cost (e.g. "\$25, members free")

Sign-up / details link

Contact (e.g. Race Chair: Pat, 555-1234)

Description

Skippers' meeting 5:30 pm. All classes welcome.

Repeat (e.g. a weekly race series)

Weekly, 20 times

▼

Save event

Cancel

- **Type** sets the color and where else it appears (racing events also show on the Racing tab, Safety / CG Auxiliary on the Safety tab, classes on Learn to Sail).
- **Who can see it:** Everyone, or Members only.
- **All-day** events and events spanning several days are supported. The end time is optional.
- **Repeat** creates a whole series at once: weekly (2 to 26 times) for a race series, or monthly (3, 6 or 12 times) for meetings. Each copy can then be edited or deleted on its own.
- Add a **cost**, a **contact** and a **sign-up / details link** (e.g. your regatta registration page).



Juniper Lake Sailing Club

Juniper Lake, WA · status: **approved** · ✓ Verified · [View site](#)

Club info

Pages

Calendar

Classes

Members **2**

Dues setup

Officers

[+ Add event](#)

Upcoming (9)

When	Event	Type	Shown to	
Wed, Oct 7, 2026, 6:00 PM – 8:30 PM	Wednesday Night Race Start line off the north dock	Racing	Public	Edit Copy Delete
Sat, Oct 10, 2026	Vessel Safety Check Day Juniper Lake Sailing Club	Safety / CG Auxiliary	Public	Edit Copy Delete
Tue, Oct 13, 2026, 7:00 PM – 8:30 PM	Board meeting Clubhouse	Meeting	Members	Edit Copy Delete
Wed, Oct 14, 2026, 6:00 PM – 8:30 PM	Wednesday Night Race Start line off the north dock	Racing	Public	Edit Copy Delete
Sat, Oct 17, 2026, 5:00 PM – 9:00 PM	Fall Social & Potluck Juniper Lake Sailing Club	Social	Public	Edit Copy Delete
Wed, Oct 21, 2026, 6:00 PM – 8:30 PM	Wednesday Night Race Start line off the north dock	Racing	Public	Edit Copy Delete
Sat, Oct 24, 2026, 9:00 AM – 1:00 PM	Haul-out work party Juniper Lake Sailing Club	Work party / Volunteer	Members	Edit Copy Delete
Sun, Oct 25, 2026, 10:00 AM – 3:00 PM	Frostbite Regatta Juniper Lake Sailing Club	Racing	Public	Edit Copy Delete
Thu, Oct 29, 2026, 7:00 PM – 8:00 PM	Adult Learn to Sail — info night Clubhouse	Class / Lesson	Public	Edit Copy Delete

4.4 Classes & Programs **OFFICERS**

On **Classes**, click **+ Add class / program**. Fill in the name, kind (adult or youth learn-to-sail, kids, teen, racing clinic, keelboat, private lessons, safety course...), ages, level, price, description, **what's included** (one per line) and as many **sessions** as you need, each with dates, days/times and spots left. Add your **sign-up link** so the card shows a Sign up button.

Edit class

Name

Adult Learn to Sail

Kind

Learn to sail (adult)

Who can see it

Everyone

Ages

18+

Level

Beginner — no experience needed

Price

\$395 (\$345 members)

Sign-up link (your registration page)

https://example.org/register

Display order

1

Description

Five evenings on the water in our club dinghies, plus one classroom session. By the end you'll rig, launch, sail and return safely on your own.

What's included (one per line: boats, PFDs, textbook, certificate, US Sailing membership...)

Club boats and life jackets
Textbook and knot card
Certificate of completion
One month free club membership

Sessions & schedule

Session A	May 4 – Jun 1	Mon 6–8:30 pm	4 left	✕
Session B	Jun 9 – Jul 7	Tue 6–8:30 pm	8 left	✕
+ Add session				

Save class

Cancel

Tip: update “spots left” (or type “Full”) as sessions fill. Use **Copy** to start next year’s class from this year’s, and **Display order** to put your most popular class first.

4.5 Officers & Who Can Edit OFFICERS

List your officers and board in the order you want them on the Officers tab: title (choose from the list or type your own), name and an optional public email. To let an officer help manage the site:

1. They request membership in your club and you approve them (5.1).
2. On **Officers**, link their row to their member account and tick **Can edit site**.
3. Click **Save officers**. Their office title now shows next to their name in the roster.



Juniper Lake Sailing Club

Juniper Lake, WA · status: **approved** · ✓ Verified · [View site](#)

[Club info](#)[Pages](#)[Calendar](#)[Classes](#)[Members](#) 2[Dues setup](#)[Officers](#)

List your officers and board in the order you want them shown on the club's Officers tab. Link an officer to their member account (they must be an approved member first) and tick **Can edit site** to let them manage the club site — e.g. your treasurer for dues, your race chair for the calendar.

Commodore	Dana Whitfield	commodore@example.org	Dana Whitfield	☒ Can edit site
Vice Commodore	Tom Becker	Public email (optional)	Tom Becker	☐ Can edit site
Treasurer	Marcus Lee	treasurer@example.org	Marcus Lee	☒ Can edit site
Secretary	Priya Natarajan	secretary@example.org	Priya Natarajan	☒ Can edit site
Race Committee Chair	Tom Becker	racing@example.org	Not linked to an account	☐ Can edit site
Sailing School Director	Elena Brooks	school@example.org	Not linked to an account	☐ Can edit site
Safety Officer	Ray Holcomb	Public email (optional)	Not linked to an account	☐ Can edit site

[+ Add officer](#)

Save officers

Every editor can change everything on the dashboard, so only tick **Can edit site** for officers you trust with it, typically the commodore or president, secretary, treasurer and race chair. A club must always keep at least one editor. When officers change after an election, update this tab so outgoing officers lose access.

PART 5 OF 6

Members & Dues

Approve new members, publish your dues and payment options, and keep everyone's "paid through" date current — without Sailboats USA ever touching the money.

- 5.1 Approving New Members
- 5.2 Setting Up Dues & Payment Buttons
- 5.3 Recording Payments
- 5.4 Members Without an Account & Exporting the Roster
- 5.5 Annual Renewal Checklist

5.1 Approving New Members TREASURER OFFICERS

The **Members** tab starts with **Membership requests**: each person’s contact details, boat, chosen membership type and note. Click **Approve** or **Decline**. Approved members see members-only content the next time they open the club page.



Juniper Lake Sailing Club
Juniper Lake, WA · status: **approved** · ✓ Verified · [View site](#) >

Club info

Pages

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Members 2

Dues setup

Officers

Membership requests (1)

Name	Contact	Boat / plan	Note	
Casey Morgan Oct 1, 2026	casey@example.com (555) 010-0190	Hobie 16 Individual	Just moved here from the coast — would love to race on Wednesdays!	ApproveDecline

Members who say they paid (1)

Jordan Ellis	\$225 · PayPal · 2026-09-28 · Confirmation 8XK21	Record paymentDismiss
--------------	--	----------------------------------

Members (7)

3 current1 due soon2 overdue1 no record

+ Add member↓ Export CSV

Filter by name...

All dues

Name	Role	Plan	Dues	Contact	
Bill Harrington (no account)	Member	Social	No dues recorded	bill@example.com	PaymentEdit
Dana Whitfield Flying Junior #4412	Commodore	Family	Paid through Thu, Dec 31, 2026 last: \$350 · Check · 2026-01-08	dana@example.com (555) 010-0101	PaymentEdit
Jordan Ellis Sunfish "Tangerine"	Member	Individual	Overdue since Wed, Dec 31, 2025 last: \$225 · PayPal · 2025-01-04	jordan@example.com (555) 010-0177	PaymentEdit
Marcus Lee Laser #201877	Treasurer	Individual	Paid through Thu, Dec 31, 2026 last: \$225 · PayPal · 2026-01-15	marcus@example.com	PaymentEdit
Margaret Ostrowski (no account) O'Day 19	Member	Family	Paid through Thu, Dec 31, 2026 last: \$350 · Check by mail · 2026-02-11	margaret@example.com	PaymentEdit
Priya Natarajan	Secretary	Family	Due Tue, Oct 20, 2026 last: \$350 · Square · 2025-10-20	priya@example.com	PaymentEdit
Tom Becker Thistle #3990	Vice Commodore	Individual	Overdue since Tue, Jun 30, 2026 last: \$225 · Check · 2025-07-01	tom@example.com	PaymentEdit

Dues are paid to the club directly (see [Dues setup](#)). Record each payment here to keep everyone's "paid through" date current. Members see only their own dues status.

Below that, **Members who say they paid** lists payment notices waiting for you, and the **Members** table shows everyone with a count of who is **current**, **due soon** (within 30 days), **overdue** or has **no record**. Filter by name or dues status to build a reminder list.

5.2 Setting Up Dues & Payment Buttons TREASURER



Juniper Lake Sailing Club
Juniper Lake, WA · status: **approved** · ✓ Verified · [View site](#)

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Dues setup

Officers

Sailboats USA never handles your club's money. Members pay on your own payment page (PayPal, Square, a Stripe payment link, Venmo, your existing club software, or a check), and the money goes straight to the club. Your treasurer then records the payment on the Members tab.

Membership types & dues

shown on your Membership tab

Individual	\$225	year	Full sailing privileges, club boats, racing	×
Family	\$350	year	Two adults + children under 21 at home	×
Junior	\$75	year	Under 21, sailing privileges with a parent's waiver	×
Social	\$90	year	Events and clubhouse, no boat privileges	×

+ Add membership type

Payment buttons

PayPal	Pay 2027 dues with PayPal	https://example.org/pay	×
Square	Pay by card (Square)	https://example.org/card	×

+ Add payment button

Tip: PayPal, Square and Stripe all let you make a reusable "payment link" for a fixed amount, such as one per membership type.

Other payment instructions

(e.g. "Mail checks payable to...", Zelle address, late-fee policy)

Prefer a check? Make it payable to ****Juniper Lake Sailing Club**** and mail it to PO Box 42, Juniper Lake, WA.

Dues cover the calendar year. A \$25 late fee applies after March 31.

Save dues setup

- **Membership types & dues:** name, amount, period ("year") and what it includes. These appear on your Membership tab and in the join form.
- **Payment buttons:** choose the type (PayPal, Square, Stripe payment link, Venmo, Zelle, check by mail, your club website...), a button label and the **https://** link to your own payment page.
- **Other payment instructions:** who to make checks out to, where to mail them, Zelle details, late fees.

Tip: PayPal, Square and Stripe all let you create a reusable "payment link" for a fixed amount. Make one per membership type (Individual \$225, Family \$350...) so members can't pay the wrong amount.

5.3 Recording Payments TREASURER

Click **Payment** on a member's row (or **Record payment** on a "say they paid" notice, which fills in what they told you). Enter the date received, amount, method and what it was for, and set the new **Dues paid through**

date. For annual dues it suggests the next renewal date, one year after their last paid-through date (or December 31 for a first payment); change it if your club does things differently.

Record a payment: Jordan Ellis

Currently: Overdue since Wed, Dec 31, 2025. Recording here doesn't charge anyone; it just keeps your books.

Date received

09/28/2026

Amount

\$225

Method

PayPal

What for

Annual dues

Dues paid through (leave as-is for non-dues payments)

12/31/2026

Note

Confirmation 8XK21

Record payment

Cancel

History

2025-01-04

Annual dues

\$225

PayPal

Marcus Lee

- Choose **What for** to also log initiation fees, class fees, moorage or storage, event fees and donations. Only “Annual dues” changes the paid-through date.
- Each member’s full **payment history** shows at the bottom of this window, with who recorded each entry.
- Recording a payment never charges anyone. It’s your club’s bookkeeping.

5.4 Members Without an Account & Exporting the Roster

TREASURER

- **+ Add member** adds someone who doesn’t use Sailboats USA, so you can still track their dues. They’re marked “(no account)” and can’t see members-only content.
- **Edit** changes a member’s name, membership type, contact details, boat and a private **officer note**.
- **↓ Export CSV** downloads the roster for Excel or Google Sheets: name, role, plan, contact details, boat, dues status, paid-through date, last payment and member-since date.

5.5 Annual Renewal Checklist **TREASURER**

- ☐ Update **Dues setup** with the new year’s amounts and payment links (e.g. “Pay 2027 dues”).
- ☐ Post the renewal deadline on the **Membership** page and the **Members Only** page.
- ☐ Add a members-only calendar event for the deadline so it’s on everyone’s calendar.
- ☐ On **Members**, filter **Due soon** and **Overdue** and send reminders (Export CSV for a mail merge).
- ☐ Record payments as they arrive and clear the “say they paid” notices.
- ☐ After elections, update the **Officers** tab and who can edit the site.

PART 6 OF 6

Rules, Privacy & Help

The short version: Club Sites are free, your club runs its own site, and Sailboats USA never handles club money.

- 6.1 Money, Privacy & Safety
- 6.2 Frequently Asked Questions
- 6.3 Getting Help

6.1 Money, Privacy & Safety

- **No money through Sailboats USA.** Dues, fees, class payments and donations go straight to the club through its own payment page. Any question about a payment is between the member and the club.
- **Officers only.** Only a club's officers may create or manage its site. We may ask for proof, and we may hide or remove a site that breaks the Club Sites terms.
- **Accuracy.** Events, classes, prices and policies are posted by each club. Confirm with the club before you travel, pay or sign up.
- **Members-only content** is shown only to people the officers approve. Don't post anything you wouldn't want a member to share.
- **Member privacy.** Fellow members see a member's email and phone only if that member chooses to share them. Dues standing is visible only to the member and the club's officers.
- **Safety.** Clubs are responsible for their own programs, instructors, waivers and insurance.

The full terms are at sailboatsusa.com/clubs.html#terms; see also the Sailboats USA privacy policy.

6.2 Frequently Asked Questions

Does it cost anything?

No. Club Sites are free for clubs and members.

Can Sailboats USA collect dues for us?

No, by design. Members pay on your own payment page; you record payments here. This keeps your money in your club's account and keeps us out of it.

We already have a website. Why use Club Sites?

Many clubs use both. Club Sites puts you in the state-by-state directory where sailors look for clubs, and gives you a ready-made calendar, class listings, roster and dues tracking. Link your own website from Club info, and vice versa.

Can members see each other's dues?

No. Each member sees only their own standing; officers see everyone's.

A member doesn't use the internet. Can we still track their dues?

Yes. Use

+ Add member

(5.4).

Our commodore changed. How do we hand over the site?

Have the new officer join the club, then on Officers link them and tick

Can edit site

; untick the outgoing officer.

All our editors left. How do we get back in?

Email contact@sailboatsusa.com from the club's published address and we'll restore access to a current officer.

Can we delete our club site?

Yes. Email us from the club's published address and we'll remove it with its calendar, classes, roster and dues records.

Why can't I see the board meeting on the calendar?

It's marked members-only. Request membership, and once approved you'll see it.

6.3 Getting Help

Questions, a club listed wrongly, or ideas for Club Sites? Email [**contact@sailboatsusa.com**](mailto:contact@sailboatsusa.com) or use the Feedback page on sailboatsusa.com. We read everything.

Screenshots show "Juniper Lake Sailing Club" and other sample clubs, which are fictional. Any resemblance to real clubs or people is coincidental.