MANAGE2SAIL INSTRUCTIONS FOR OPEN IOM EUROPEANS 2027

Few basic facts to complete the entry

Stage 1

Member NCAs (National Class Associations) should send Entry Forms to the OA for competitors who are allocated places in Stage One. These competitors must also complete their personal entry in the Manage2Sail system and pay the entry fee there. The deadline for all actions is 18th December 2026 at 24:00 Finnish time.

Stage 2,3, and 4

Member NCAs shall send Entry Forms to the OA for competitors entering Stages Two, Three and Four only if they are prepared to guarantee payment of the entry fee for each competitor who is allocated a place. The deadline for Entry Forms is 18th December 2026 at 24:00 Finnish time. Once a place has been allocated, payment is required whether or not the competitor races. These competitors must also complete their personal entry in the Manage2Sail system and pay the entry fee there.

Step 1: Find the IOM EC27 event in the system

Go to www.manage2sail.com and select “Events”. Then choose the year 2027, month 6 and country code FIN. Scroll down the list of events and select “2027 IOM EUROPEAN CHAMPIONSHIP” to open the event page, where all event information is available. Please check the Notice Board regularly for updates. Before proceeding further, complete Step 2.

Step 2: Create your own profile

Manage2Sail is based on the principle that **every sailor has a personal profile in the system**, which is used for registration. When you register for your first competition through Manage2Sail, you must create an account by selecting the Create account button. This needs to be done only once; the same profile can then be used for any competition organised by a club that uses Manage2Sail.

Your profile must contain at least the information required for competition registration. The following details are mandatory, and we recommend entering them when you create your profile:

1. first and last name,
2. club,

3. email address,
4. mobile phone number.
5. For the IOM EC27 competition, gender and age are also required.

Please note that the system requires you to verify your email address by clicking the link in the message sent to the address you provided.

If you already have a profile, log in at www.portal.manage2sail.com using your email address and password. If any required information is missing from your profile, you must complete it before continuing. Hovering over the red exclamation mark shows which details are missing, and you can add them by selecting the Edit link. Once your profile is complete, register for the event by selecting it and providing the required information.

Step 3: IOM EC27 registration and event information

The next step is to register and pay the entry fee. Go to www.portal.manage2sail.com and log in with the email address and password created in Step 2. On the landing page, locate the event among the upcoming events: enter IOM, select FIN and click Search to see the list of IOM events in Finland. Select “2027 IOM EUROPEAN CHAMPIONSHIP” and click REGISTER on the following page. Complete the information step by step; the final stage is payment of the entry fee, where you may also book a camper site for the event.

To change or continue an earlier registration, log in at www.portal.manage2sail.com and select the competition from your upcoming events. Registrations can be modified until the registration deadline has passed.

Step 4: Entry fee payment – the final stage

Payment is also handled through Manage2Sail. The payment transaction itself is processed by the Dutch payment service provider Mollie, which **you must select** before choosing a payment method. Three payment methods are available:

1. credit card (both debit and credit cards are accepted) – **recommended by the OA**,
2. bank transfer (SEPA), and
3. Apple Pay (available only when using the site on an Apple phone or iPad) – **recommended by the OA**.

Card and Apple Pay payments work as in any online shop, and your payment is recorded in the system immediately. **The OA strongly recommends these payment methods.**

Thanks to the EU’s SEPA cooperation between banks, a bank transfer works almost like a domestic transfer: it is made in your online bank in the same way and is free of charge. However, please note the following:

• The account number is Dutch, and the payee is Stichting Mollie Payments.

• Payments reach the OA (HSK) only on the basis of the reference number, so it is essential to provide it. The reference number is a European reference beginning with RF; the RF prefix is part of the number and must not be omitted. At least Nordea Bank customers must enter the reference number without dashes, i.e. “RFNN NNNN NNNN NNNN” (where N stands for a digit), even though the payment instructions show dashes for clarity. The reference number may also be entered in the message field.

• A bank transfer can take up to three banking days to arrive, so please make the payment in good time. If payment is left to the last minute, you may be asked to provide proof of payment before your entry is confirmed.

• Some banks require the payee’s address: Keizersgracht 126, 1015 CW Amsterdam.

Note: Selecting the payment method (and, for credit cards, completing the payment) is successful once the system returns you to the Manage2Sail page. Please ensure that you complete the payment process to the end.

Your registrations and continuing an interrupted registration

After logging in at https://portal.manage2sail.com, you can review your registrations. Select View to see the status of a registration. If a registration was left unfinished, you can complete it by selecting Edit. Hovering over the red exclamation mark shows what is still missing. When providing boat details, always state the sail number including the national letters, the boat’s name (if it has one), the club (which may differ from the skipper’s club) and the country.