# ILCA District Members will need to create a profile, have it activated and then enter the event.

#### Step 1

Go to UKLA portal sign up page

https://portal.ilca.uk/signup

UKLA			
	HOME	CALENDAR	BOOK ON LINE
Home / Create account			
Create an account			
Create account			
First name			
Last name			
Email address			
Phone number			
Password			
Confirm password			
I'm not a robot			
Create account			

# **Step 2** Complete form with your details and press 'Create Account'

UKL								
			HOME	CALENDAR	BOOK ON LINE			
Home / Create account								
Create an account								
Create account								
First name								
Joe								
Last name								
Bloggs								
Email address								
masters@ilca.uk								
Phone number								
cccc								
Password								
•••••								
Confirm password								
•••••								
Vim not a robot	reCAPTCHA. Privacy - Terms							
Create account								

# **Step 3** This confirms that you have set up your profile



## Step 4

#### Activate your profile

Email <u>events@ilca.uk</u> with your name, contact details, sail number, rig, nationality and copy of your ILCA district membership

## Step 5

UKLA profile activated by UKLA and confirmed to you by email

#### Step 6

Log in to portal and book event

#### https://portal.ilca.uk

Step 7 Select calendar

### Step 8 Select event – ILCA Masters Nationals Stokes Bay Sailing Club

**Step 9** Select rig, book and pay.