

Event Reports for RS Websites - Guidelines

Writing your report

You can write directly into an email or use Microsoft Word. Please mention the full name of the club, the classes involved, when the event took place, the sponsor(s), who wrote the report, and who took the photos.

In boats with more than one person please always mention the crew!

You can write as much as you like, but a couple of paragraphs giving a feel for the event should be enough. And pictures speak louder than words if you have access to any - on or off the water, any standard.

Results tables

For major Championships, the secretariat will get the results spreadsheet direct from the club. For regional events and opens, please can you send these to us. We need them in html format if possible (these look by far the best on-line, and are possible if the results were done on sailwave). Failing this, an excel spreadsheet.

In boats with more than one person please always mention the crew!

Photos

For major Championships, the secretariat will get any professional photos direct from the club or photographer. However, we always love informal photos too - on and off the water. For regional events and opens, please can you send any photos to us - you must tell us who took them. If they are from a professional photographer then please ensure we have permission to use the photos. We would like photos attached to the email as JPG files. Please don't embed photos into the body of an email or inside a Word DOC file or PDF as this reduces the size and quality, making it very difficult to extract them and sometimes rendering them unusable. Where possible, please ensure that photos are less than 180kb which is about 500 pixels across. If you are able to give a label/useful title to the photos (e.g. who is in them, which race, etc.) it makes for a better read.

Social Media

Mention any relevant Facebook links, Twitter feeds, YouTube/Vimeo videos you may have - we can link or embed these in reports.

Sending it

Please send to the relevant person in secretariat for sending on to media and placing on website -

heatherc@rs-association.com

sally@rs-association.com

clare@rs-association.com

However if you're not sure who to send it to, send it to one of us and we'll pass it on if necessary.