

Event Report Guidelines

Many thanks for volunteering to write an RS event report!

Writing your report

You can write directly into an email or use Microsoft Word. Please

- Include the full name of the club
- Include the date the event took place
- Mention and thank the sponsor(s)
- In boats with more than one person please always mention the crew!
- Add your name at the end of the report

You can write as much as you like, but a couple of paragraphs giving a feel for the event should be enough. Pictures speak louder than words, so do please send any you have access to.

Results tables

For major Championships, the secretariat will get the results spreadsheet direct from the club. For other events, please can you send these to us, a link to the results on the club website is fine. If sending a file, we need them in sailwave or html format if possible (these look by far the best on-line). Failing this, an excel spreadsheet.

Photos

A handful of the best photos would be ideal please, plus any links to online galleries.

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 - please tell us who took them, so that we can credit them – Y&Y will not publish them without this. 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.

Sending it

Please send to the relevant person in secretariat for sending on to media and placing on website (unless you have agreed to send it to a committee member to send on) sally@rs-association.com or clare@rs-association.com If you're not sure who to send it to, send it to one of us and we'll pass it on if necessary.