How to Manage Sail Canada Program Participants in the Online Checklist System*

An explanation of how a Sail Canada Program Participant's information should look in 'Checklick'

Sail Canada's online Checklist System is Powered by Checklick

What is a Sail Canada Program Participant?

A Participant is defined as an athlete whose Sail Canada checklist(s) has/have been modified in any way but not limited to, an achieved skill, inserted comment. An athlete who is registered for multiple sessions/lessons throughout the year is only counted as a participant once throughout that calendar year irrespective of how many evaluations are performed on that athlete's profile.

How things should look as you review your Program Participants in Checklick?

The number of participants is viewed in the **Insights** tab as illustrated below.
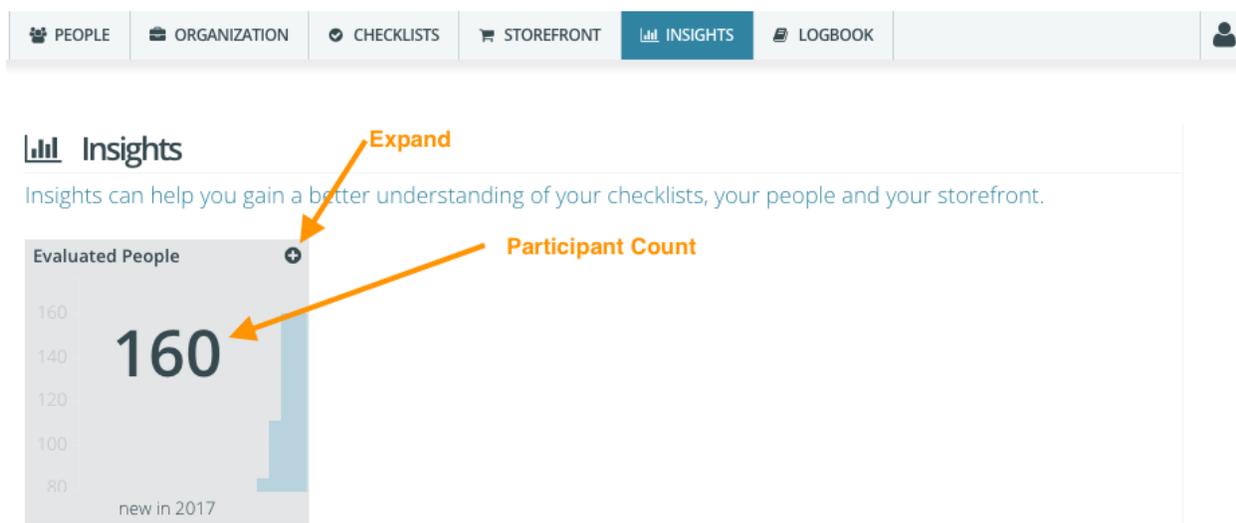
The **default filter setting is set to all participants for the current calendar year**. You can expand the infographic by clicking on the "+" icon to reveal a more detailed histogram of your participants for the calendar year.

You can select more filter settings by clicking "more options". Refer to this help article on how to refine your filter options and how to download spreadsheets of various details regarding your participants.

The spreadsheet downloads are located at the bottom of the page just below the date timeline.

It's important to note that **under the Checklists filter, you'll want to select only the Sail Canada checklists** to accurately confirm that your Sail Canada program participants' online sailor profiles are being updated.
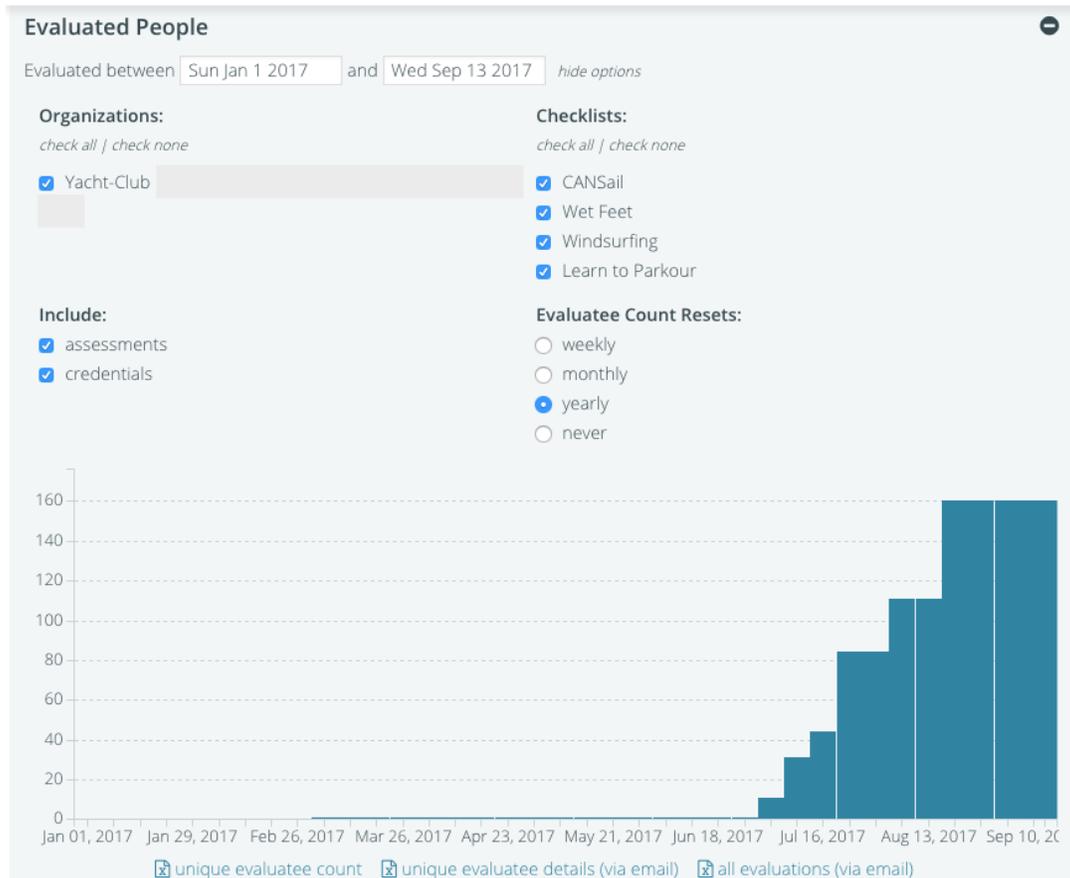
Difference between People on your Checklick People Page and Sail Canada Program Participants

There is a fundamental difference between people that are listed on your People page and people that have been identified as program 'participants';

> **People listed on your People page** - These are people that you have added to your database and are affiliated with your Organization.

> **Participants** - As defined in 1st section of this document.

The number of people on your People page may differ and can commonly be higher than the number of program participants. In this example, the **Organization has 478 people affiliated with their Organization** as listed on the People page however, the **participant count is 160** as demonstrated in the sections above.

The key difference is to understand that People can be added to your People page but they are not identified as a program participant & will not have their online Sailor profile updated until an evaluation is performed on any of the online checklists that your Organization has licensed from your PSA or Sail Canada.

Frequently Asked Questions (FAQ's)

Q: Can I change the status of a level from "in progress" to "unstarted" and will it affect my participant numbers?

 A: You can change the status of a level from "in progress" to "unstarted". If you set a checklist to In Progress or Achieved in error, you can reset to Unstarted using the drop-down menu, but keep in mind that this will not erase any previous evaluations and therefore still contributes to your evaluation count. Reverting back to the unstarted state is designed to ensure that the person being evaluated has an accurate record of their progress.

Q: Can I change the status of a level from "achieved" to "in progress" and will it affect that participant's online profile update?

A: Yes, you can change the level status from "achieved" to "in progress". This does not affect the participant's profile update because a participant is not defined by whether a level is achieved or not but instead, whether there is progress on their online checklist. Setting a level to the "achieved" state awards a certificate to a person for that level whereas if the level status is set to "in progress", a certificate is not awarded. In both cases the person's online sailor profile is updated.

Q: I'm using Storefront (Checklick's Online Payment and registration service), will that affect my participant's online profile?

A: No, Storefront is another way for people to register for your Organization's offerings and by extension, these people are automatically affiliated with your Organization and displayed on your People page. They are not identified as a participant until an evaluation is performed on any of the checklists that your Organization has licensed from your PSA or Sail Canada.

Other Help Resources

- Adding People to your People page one by one
- Importing Multiple People via Spreadsheet upload
- Evaluating People
- Evaluating a person, awarding levels, and reverting level status
- Evaluating Multiple People at once
- Checklick Help Center

Checklick Support

Email: support@checklick.com