

PHRF Mid-Atlantic Handicap Certificate

Application/Renewal How-to

Revised: 20180504

PHRF Mid-Atlantic is partnered with US Sailing to issue and renew certificates. All certificates cost \$25 and are valid for one calendar year. Follow the guides below to obtain a new certificate or to renew your prior year's certificate. Before beginning, your US Sailing membership must be up to date and you are able to login to the US Sailing Membership Portal with your credentials.

If you experience any problems with your US Sailing membership or the US Sailing website, contact them directly here: www.ussailing.org/about/our-organization/contact

New boat application:

- Before beginning, make sure that you have all details available about your boat. This includes, but is not limited to: make, model, hull and appendage specifics, sail dimensions, etc. There is a spreadsheet that contains the required data available on the PHRF-MA website or attached along with this document if you received via e-mail.
- Go to the My US Sailing login from www.ussailing.org or the following link and log in to your account.

www1.ussailing.org/user/Login.aspx

US SAILING MEMBERSHIP

Web Site > User > Login

US Sailing Home

Contact Us

LOG IN

Member ID:

Password:

[Forget your member ID?](#)

[Forgot your password or don't have one?](#)

- Once logged in, click on the “My PHRF Boats” link on the menu on the left.
- Verify that there are no boats that you are wishing to obtain a certificate for listed there.

- If you do not have any boats previously registered to your account you may see a message to contact you fleet administrator. If so, proceed to the following link:

[US Sailing PHRF-MA Initial Application](#)

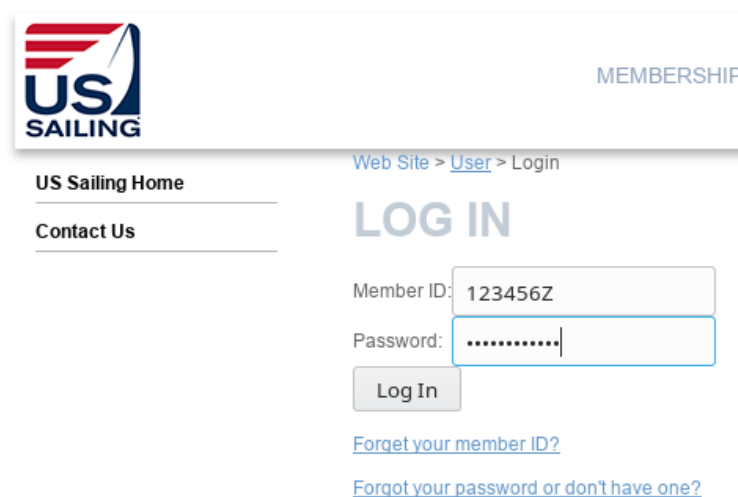
From there you will be able to fill out an application for your new boat to be associated with your account. If you have collected info in the aforementioned spreadsheet, you can use this to expedite this form.

- If you have any troubles processing this form or with the US Sailing website, contact the US Sailing at phrf@ussailing.org.
- Once this application has been received a certificate will be issued quickly if your model boat is already in our database and has no significant modifications. Boats not in our database, boats with very old base ratings, or custom/modified boats may take longer as PHRF- MA will required a review to assign a rating.

New boat application if you have a prior boat registered via US Sailing:

- Before beginning, make sure that you have all details available about you boat. This includes, but is not limited to: make, model, hull and appendage specifics, sail dimensions, etc. There is a spreadsheet that contains the required data available on the PHRF-MA website or attached along with this document if you received via e-mail.
- Go to the My US Sailing login from www.ussailing.org or the following link and log in to your account.

www1.ussailing.org/constituents/MyUSSailing.aspx



US SAILING MEMBERSHIP

Web Site > [User](#) > Login

[US Sailing Home](#)

[Contact Us](#)

LOG IN

Member ID:

Password:

[Forget your member ID?](#)

[Forgot your password or don't have one?](#)

- Once logged in, click on the “My PHRF Boats” link on the menu on the left.
- Select “New Registration”

Offshore - Boat Certifications

Please select whether you are renewing an existing registration, or whether you'll be entering a new boat—a boat that you have not previously registered with a your fleet.

Select a boat to process:

I'm registering a new boat—not yet in the fleet:

- From there you will be able to fill out an application for your new boat to be associated with your account. If you have collected info in the aforementioned spreadsheet, you can use this to expedite this form.
- If you have any troubles processing this form or with the US Sailing website, contact the US Sailing at phrf@ussailing.org.
- Once this application has been received a certificate will be issued quickly if your model boat is already in our database and has no significant modifications. Boats not in our database, boats with very old base ratings, or custom/modified boats may take longer as PHRF- MA will required a review to assign a rating.

Renewing a certificate:

- Go to the My US Sailing login from www.ussailing.org or the following link and log in to your account.
- www1.ussailing.org/constituents/MyUSSailing.aspx

US SAILING MEMBERSHIP

Web Site > User > Login

US Sailing Home

Contact Us

LOG IN

Member ID:

Password:

[Forget your member ID?](#)

[Forgot your password or don't have one?](#)

- Once logged in, click on the “My PHRF Boats” link on the menu on the left.
- From the drop down menu, chose the boat you wish to renew, and click “Process”.

Offshore - Boat Certifications

Please select whether you are renewing an existing registration, or whether you'll be entering a new boat—a boat that you have not previously registered with a your fleet.

Select a boat to process:

I'm registering a new boat—not yet in the fleet:

- If you have any changes to make to your boat's configuration, do that now. If you are renewing with no changes, select "Revalidate My Certificate...". Making changes to you configuration may delay the issuance of your new certificate.

REVIEW LATEST REGISTRATION

Please review your latest registration. If you need to report equipment changes that may effect you rating, continue to edit your boat configuration. Otherwise, simply continue to have your certification emailed to you.

- If you have any troubles processing this form or with the US Sailing website, contact the US Sailing at phrf@ussailing.org.

Important Contact Info:

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