Regatta Certification

Once all the steps outlined in the *Post-Regatta Pre-Certification Guide* have been completed, the regatta will need to be marked as Certified so that the money can be released to RCA, a PRA if applicable, and the LOC. If there were not enough funds to cover all the Seat Fees, then all the money will go to the LOC and the LOC will be invoiced by RCA and a PRA if applicable.

To Certify the regatta, please follow these steps:

- Navigate to the regatta page, and click on the "Staff Quick Links" link on the Sidebar
- Once on the page, look for the "Reports" section, then "Payments" sub-section and finally "Post-Regatta Certification"
- Click on the "Post-Regatta Certification" link to be taken to the summary page
- The Post-Regatta Certification page will show a summary of the number of unique athletes, total number of seats, total credit card receipts, and the RCA Fees and the PRA fees if applicable
- Review the total number of seats to ensure it matches the regatta organizer's information
- To finish, click the green "Certify Regatta" button at the bottom of the page