

## HOW TO CREATE AN ACCOUNT AND REGISTER FOR AN INDOOR REGATTA

- 1. Go to https://www.regattacentral.com/v3/signup
- Enter the required information on the page (Country of Residence, First Name, Last Name, Gender, Email, Confirm Email, Password, Confirm Password), and click the button that says "Create My Account"

RegattaCentral	Home	Regattas	Results	Clubs	Programs	Learn-To-Row	Camps & Clinics	Volunteer
powrate \$ stacksports	Sign Up Country of residence * First Name * Last Name * Gender * Email * Confirm Email * Password * Confirm Password *	United Stat	ies Female	ons and Priva	cy Policy			
RegattaCentral © 1999-2019					About Joi	os   Press   API   Priva	acy Policy   Terms & Co	nditions Help

- 3. On the page that appears, search for your affiliation
  - a. If you are not able to find it, you can select "Unable to find your club?" to create your affiliation in the system
  - b. You can also choose "Add 'Unaffiliated' to your account" if to represent "Unaffiliated (CAN)"
- 4. Once you have your club or Unaffiliated selected, click "OK," and the affiliation will be added to your account

RegattaCentral	Home Re	egattas Results	Clubs Programs	Learn-To-Row	Camps & Clinics	Volunteer
Search Q У f					Claire 🔻   Settings	▼   Support
Regatta Calendar & Entries add regat Upcoming Previous No upcon Click 'add regatta' to register for an upco	ta ning events ming regatta or include it in your cale	endar	ions add affiliation ations. Add an affiliation			
	Add Affiliation			×		
	Unaffiliated		v			
RegattaCentral © 1999-2019	Unable to find your club? Not a member of a club? Add 'U	Unaffiliated' to your a	account	PI   Priva	acy Policy   Terms & Cor	nditions   Help
			ОКС	ancel		

- 5. A pop-up will appear to confirm your phone number this is optional and not required to register for regattas. You can enter your number, or select "Later" or "No Thanks."
- 6. On the left side of the page, you should see a box that says "Regatta Calendar & Entries" click the link that says "add regatta"
- 7. In the pop-up that appears, search for the event you want to compete at, choose your email preferences, and click the "Add Regatta" button

RegattaCentral	Home Regattas	Results Clubs Programs Learn-To-Roy	w Camps & Clinics Volunteer
Search Q 🎽 f			Claire ▼   Settings ▼   Support
Regatta Calendar & Entries add regatta Upcoming Previous No upcoming events Click 'add regatta' to register for an upcoming regatta or in	clude it in your calendar	Affiliations add affiliation Unaffiliated (USA) (Unaff.)	roster roles
Add Regatta			×
Leander Indoor Rowing Champion Select your email preferences for When applicable, registration confirma selected Deadline Reminders	nships (01/11/20 in Hamil this regatta (sent to cl- tions, cancellation notices a	ton, ON) aire.duesdieker@bluestarsports.com) nd related notifications will be sent, regardless of email pr	eferences
RegattaCentral © 19  Post Regatta Follow-Up (Survey Regatta Bulletins and Informatio Regatta Sponsors and Vendors add regatta	, etc) n		s & Conditions   Help
		Add Regatta	Cancel

RegattaCentral	Home	Regattas	Results	Clubs	Programs	Learn-To-Row	Camps & Clini	cs Volunteer
Search Q У f							Claire ▼   Setti	ngs 🔻   Support
The Leander Indoor Rowing Championships has bee	en added to	your calenda	r. To register	and subm	it entries click t	the 'register' link bel	ow for the desired	regatta
Regatta Calendar & Entries add regatta			Affiliat	ions add	affiliation			
Upcoming Previous			Unaffilia	ted (USA)	(Unaff.)		roster	roles
overview   register   competition	Januar	y 11, 2020 🥥						

- 8. Click on the "register" link below the regatta to get to the Registration Page
- 9. On the page that appears, fill out your Contact Details and Race Day Contact. Then at the bottom, click the "Next" button.

RegattaCentra	al	Home	Regattas	Results	Clubs	Programs	Learn-To-Row	Camps & Clinics	s Voluntee
Search C	ર ¥ f							Claire 🔻   Setting	gs 🔻   Suppor
Leande Jan 11, 2020 Hosted By Le	er Indoor Rowing » indoor » St Mary CSS - Main ander Boat Club » Sanctioned by	Cham Gym » Ham / RCA and R	IDIONSHI NIIton, ON (CAN ROWONTARIO	ps ) (2019)			0 Entries	0 🛆 Clubs 2/-1	Register
(1) INFORMATION	Registration Form								
Overview News Contacts	Club/Team Affiliation Club Unaffiliated (CAN)		v Ne	w Club					
History	Contact Details								
Venue Volunteer	Name		Claire Duesd	ieker Keoha	ne	±.			
Event List	Address		6233 Riversi	de Drive					
Clubs Entries			Suite 1N						
Heat Sheet/Draw	City		Dublin						
Results	State/Province		Ohio			T			
Dates & Deadlines	Zip/Postal Code		43017						
Rules & Eligibility	Country		United States			*			
My Entries	Mobile Phone		• (614)	360-2922					
My Invoice Compliance	Home Phone		• (614)	360-2922					
TRAVEL & LODGING									
Directions & Parking	Race Day Conta		f the primary of	uptact for you	r club <b>due</b>	ing the rega	tta, came ac above		
Food & Dining	Name	Claire	Duesdieker K	eohane			and as above		
	Mobile Phone	•	(614) 360-29	22					
T-Shirts, etc.									

- 10. On the page that appears, you'll see the Event List. Find the Event you want to enter, and click the "Submit Entry" button
  - a. The disclaimer in blue at the top may or may not appear depending on the payment requirements for the specific regatta

RegattaCentra	al	Home	Regattas	Results	Clubs	Programs	Learn-To-Row	Camps & Clinics	Volunteer			
Search	a ¥ f							Claire 🔻   Settings	▼   Support			
RC       Leander Indoor Rowing Championships         Jan 11, 2020 » indoor » St Mary CSS - Main Gym » Hamilton, ON (CAN)         Hosted By Leander Boat Club » Sanctioned by RCA and ROWONTARIO (2019)												
() INFORMATION												
Overview News	IMMED waitlist	IATE PAYMENT REQUIRED requests (Your card will o	D: This regatta nly be charged	requires crea I if a waitlist i	lit card pay s accepted	/ment at checko )	out. A credit card is a	lso required to reserv	e			
Contacts	Event# 🔺 Ever	ıt			Entry F	ee (\$CAD) *	Current Entries	i -				
Sponsors	1 U23	165 Men			Standa	rd: \$12.00	0	Submit E	Intry			
History	2 Sen	ior 165 Men			Standa	rd: \$12.00	0	Qubmit F	inte (			
Volunteer								Submit E	illuy			
Event List	3 023	Open Men			Standa	ra: \$12.00	Ŭ	Submit E	ntry			
Clubs	4 Sen	ior Open Men			Standa	rd: \$12.00	0	Submit E	ntry			
Entries	5 Mas	ters Men (30-49) 2k			Standar	rd: \$12.00	0	Submit E	intry			
Results	6 Mas	ters Men (50+) 2k			Standar	rd: \$12.00	0	Submit E	intry			
Z REGISTRATION	7 U23	135 Women			Standar	rd: \$12.00	0	Submit E	ntry			
Dates & Deadlines	8 Sen	ior 135 Women			Standa	rd: \$12.00	0	Submit E	Intry			
Registration Form	9 U23	Open Women			Standar	rd: \$12.00	0	Submit E	intry			
My Entries	10 Sen	ior Open Women			Standa	rd: \$12.00	0	Submit E	intry			
My Invoice Compliance	11 Mas	ters Women (30-49) 2	2k		Standar	rd: \$12.00	0	Submit E	intry			
ITRAVEL & LODGING	12 Mas	ters Women (50+) 2k.			Standa	rd: \$12.00	0	Submit E	intry			
Directions & Parking	13 Ban	tam Men 1k			Standar	rd: \$12.00	0	Submit E	ntry			
Food & Dining	14 Rec	reational Men 1k			Standar	rd: \$12.00	0	Submit E	intry			

11. On the page that appears, you'll need to fill out 2 fields: Erg Score and Athlete.

Regatta Centra	Home <b>Regattas</b> Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer
Search C	Claire 🔻   Settings 🔻   Support
RC Leande Jan 11, 2020 Hosted By Lea	er Indoor Rowing Championships » indoor » St Mary CSS - Main Gym » Hamilton, ON (CAN) ander Boat Club
() INFORMATION	Event 8: Senior 135 Women
Overview	Eligibility & Requirements
News	Age Category: Senior     Bewer much be 20 or older as of Dec 21, 2020
Contacts	<ul> <li>Rowers must be 23 of older as of Dec 31, 2020</li> <li>Line-ups are required. If not finalized, provide a tentative line-up. Login and edit the entry's line-up through .</li> </ul>
Sponsors	<ul> <li>Birthdates are required. You may submit the entry without birthdates but you must login and provide them by .</li> <li>Composite entries (crews representing more than one team) are not permitted in this event.</li> </ul>
History	- Entry Description
Venue	Affiliation(s): Unaff. (CAN) (Unaff.) remove Need to change club name or abbreviation?
Volunteer	
Event List	Fra Score
Clubs	
Entries	Athlete
Heat Sheet/Draw	Enter and select athlete name
Results	
<b><i>E</i></b> REGISTRATION	Coach (optional)
Dates & Deadlines	Add Coach
Rules & Eligibility	Options
Registration Form	Line-Up Visibility Normal
My Entries	Oar Design No design on file for your club. Upload a photo of your design at OarSpotter.
My Invoice	Athlete Provide highlights (recent victories, trivia, etc) about this Bio(optional)
Compliance	crew to be used by race announcers, media, etc.
TRAVEL & LODGING	350 characters remaining (350 maximum)
Directions & Parking	
Lodging	Save Cancel
Food & Dining	

12. If you type in your name, and you don't see your record appear in the drop-down, a pop-up will appear where you can enter your first name, last name, gender, and date of birth. If you do not have an RCA number, it will still allow you to register.

RegattaCentra	<u> </u> !s		Regattas		Clubs	Programs	Learn-To-l		Camps &	Clinics	Volunteer	
Search O	. <b>∀</b> f								Claire 🔻	Settings 🔻		
Leande Jan 11, 2020 : Hosted By Lea	Indoor Row indoor » St Mary CSS - inder Boat Club	ing Champ Main Gym » Hamilt	DIONSHI ton, ON (CAN)	ps				0 Entries	0 Clubs	- <b>3</b> / -6	Cart	
Overview	-Eligibility & Requir	romente										
News Contacts Sponsors	Age Category     Achi Rowers must Line-ups are Birthdates ar Composite er	ete ease verify the birthda DTE: Team administrat	ite and spelling tors may be not	of this athlet tified when a	e's name bef new athlete	ore clicking 'OK'. record is created.	p thro ide th	ugh . em by .				
Venue Volunteer	Entry Descrip Fi	irst Name: ast Name:	Claire Duesdieker	r Keohane			Nee	Need to change club name or abbreviation?				
Event List Clubs	Erg Score 8:00	ender: irth Date:	Female 01/01/1990	0			iknow	/n				
Entries Heat Sheet/Draw Results	Athlete R Claire	CA#:	ок	Cance	21							
<b>REGISTRATION</b> Dates & Deadlines	Coach (optional) Add Coach											

13. Once you have the Erg Score and Athlete fields filled out, click the "Save" button at the bottom to progress to checkout.

RegattaCentra	Home <b>Regattas</b> Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer
Search Q	S 🔰 f Claire ▼   Settings ▼   Support
Leande Jan 11, 2020 > Hosted By Lea	er Indoor Rowing Championships b Indoor » St Mary CSS - Main Gym » Hamilton, ON (CAN) nder Boat Club
(1) INFORMATION	Event 8: Senior 135 Women
Overview	Elicibility & Requirements
News	Age Category: Senior
Contacts	<ul> <li>Rowers must be 23 or older as of Dec 31, 2020</li> <li>Line-ups are required. If not finalized, provide a tentative line-up. Login and edit the entry's line-up through .</li> </ul>
Sponsors	<ul> <li>Birthdates are required. You may submit the entry without birthdates but you must login and provide them by .</li> <li>Composite entries (crews representing more than one team) are not permitted in this event.</li> </ul>
History	
Venue	Entry Description
Volunteer	Anniation(s): Unail. (CAW) (Unail.) remove
Event List	
Clubs	Erg Score 8:00 Provide your most recent 2k erg score. (mm:ss). Enter 00:00 if unknown
Entries	Athlate
Heat Sheet/Draw	Chira Duardiakar Kaabaa (20) - Compliant
Results	
<b>REGISTRATION</b>	Coach (optional)
Dates & Deadlines	Add Coach
Rules & Eligibility	Options
Registration Form	Line-Up Visibility Normal
My Entries	Oar Design No design on file for your club. Upload a photo of your design at OarSpotter.
My Invoice	Athlete Bio(optional) Provide highlights (recent victories, trivia, etc) about this
Compliance	crew to be used by race announcers, media, etc.
TRAVEL & LODGING	
Directions & Parking	350 characters remaining (350 maximum)
Lodging	Save Cancel
Food & Dining	

- 14. On the checkout page, you have a few options:
  - a. Submit another entry by clicking the "Register for Another Event" button
  - b. Progress on to payment by clicking the "Next" button
  - c. Remove the entry by clicking the "Remove" link
  - d. Edit the entry by clicking the "Edit" link

RegattaCent	tral	Home Regattas R	esults Clubs Pro	grams Learn-To-Row	Camps & Clinics	Volunteer
Search	৭ У f				Claire ▼   Settings	▼   Support
Lear Jan 11, 20 Hosted By	1 der Indoor Row 20 » indoor » St Mary CSS - I 7 Leander Boat Club	/ing Championship Main Gym » Hamilton, ON (CAN)	S		0 0 Entries Clubs	-3 / -6
Invoice#: 107371 Unaffiliated (CAN)	3					
	1	2	(	3		
	Cart	Checkout	Con	nplete		
Entries Payment for the follow	ving items is due at checkout			REGIS	TER FOR ANOTHER E	VENT
EVENT/ITEM #	DESCRIPTION	DETAILS		PRICE	QTY	TOTAL
8	Senior 135 Women	8:00 - Duesdieker Keohane, C.	remove	edit CAD12.00	1 (	AD12.00
					GRAND TOTAL: C	AD12.00
					DUE NOW (CAD): C	AD12.00
					NEXT	
RegattaCentral © 1999-201	19		At	oout   Jobs   Press   API   Priv	acy Policy   Terms & Co	onditions   Help

- 15. On the Payment page, you'll see a final summary of your entries, and a Payment form. Enter your payment details, agree to the refund policy, and click "Register & Submit Payment."
  - a. If the regatta doesn't require payment, you will have an option to register and Pay Later instead

RegattaCentral	Home Regattas	Results	Clubs F	Programs	Learn-To-Row	Camps & Cl	nics Voluntee	er
Search Q У f						Claire ▼   Se	ttings 🔻   Suppor	ort
C Leander Indoor Rowing Jan 11, 2020 » Indoor » St Mary CSS - Main Gy Hosted By Leander Boat Club	Championsl ym » Hamilton, ON (CAI	nips N)				0 Entries C	0 lubs -3 / -6	
Invoice#: 1073713 Unaffiliated (CAN)								
	2			3				
Cart	Check	out	C	omplete				
Entries Payment for the following items is due now					RE	TURN TO CART		H
EVENT/ITEM # DESCRIPTION DETAIL	s	PRICE	TOTAL					
8 Senior 135 Women Duesdie	eker Keohane, C.	\$12.00	\$12.00	D	Select Payn	nent Metho	a nere	
					VISA MasterCard			
		GRAND T	DTAL: \$12.00	) (	CARD NUMBER		۵	
	F	PREVIOUS CR	EDITS: \$0.00	<b>)</b>	IAME ON CARD			
		DUE NOW (	CAD): \$12.00	0	POSTAL/ZIPCODE			
					Month Vear	v		
					2VV			
				1	ACCEPT THE REFUN	D POLICY		
					REGISTER	& SUBMIT PA	YMENT	

16. On the next page, you can see the confirmation page, which indicates you are fully registered.

RegattaCentral	Home	Regattas	Results	Clubs	Programs	Learn-To-Row	Camps &	& Clinics	Volunteer
Search Q У f							Claire 🔻	Settings '	V   Support
Leander Indoor Rowing Jan 11, 2020 » indoor » St Mary CSS - Main G Hosted By Leander Boat Club	Cham ym » Ham	I <b>PiONSh</b> i ilton, ON (CAN	ips				1 Entries	1 Clubs	-3 / -6
		2			3				
Cart		Check	out		Complete				
Sector Finished	!								
ον	'ERVIEW	МҮ	ENTRIES	M	Y INVOICE				
RegattaCentral © 1999-2019					About   Job	s   Press   API   Priva	acy Policy   1	ferms & Co	nditions   Help

17. If you click the "My Entries" button or "My Invoice" button, you should see the information below:

## My Invoice

RegattaCentral	Home Regattas	Results	Clubs	Programs	Learn-To-Row	Camps & Clinic	cs Volunteer	
Search Q 😏 f						Claire ▼   Settir	igs 🔻   Support	
Leander Indoor Rowing Jan 11, 2020 » indoor » St Mary CSS - Main Gy Hosted By Leander Boat Club	Champions m » Hamilton, ON (CA	hips				1 1 Entries Clut	-3 ( -6	
Home / Regatta / Invoice								
Unaffiliated (CAN) Invoice#: 1073713								
Entries Payment for the following items is due now								
EVENT/ITEM # DESCRIPTION	DETAILS				STATUS	PRICE	TOTAL	
8 Senior 135 Women	8:00 - Duesdieł	ker Keohane, C.			ок	\$12.00	\$12.00	
GRAND TOTAL: \$12.00								
VISA ENDING IN DEC 11, 2019 -\$12.00								
	DUE NOW (CAD): \$0.00							

## **My Entries**

Search       Image: Search of the search of t	RegattaCentra	al <sup>xorts</sup>	Home Regattas	Results	Clubs	Programs	Learn-To-Row	Camps & Clinics	Volunteer
Leander Indoor Rowing Championships         Jan 11, 2020 » indoor » St Mary CSS - Main Gym » Hamilton, ON (CAN)         Hosted By Leander Boat Club         Club         Cited By Leander Boat Club         Cited By Leander Club         Entries (1)         Submit Entry	Search (	৭ ¥ f						Claire ▼   Settings	▼   Support
INFORMATION   Overview   News   Contacts   Sponsors   History   Venue   Volunteer   Event List   Cubs   Entries   Entries   Entries   Entries   History   Venue   Volunteer   Event List   Cubs   Entries   Entries   Heat Sheet/Draw   Results	Leande Jan 11, 2020 Hosted By Lea	>r Indoor Rowing ( >>> indoor >>> St Mary CSS - Main Gy ander Boat Club	Championsh /m » Hamilton, ON (CA	ips N)			1 Entries	1 Clubs -3 / -6	Cart
Club Unaffiliated (CAN)   News   Contacts   Sponsors   History   Venue   Volunteer   Event List   Clubs   Entries   History   Volunteer   Event List   Clubs   Entries   Heat Sheet/Draw   Results	() INFORMATION								
News       Entries (1)         Contacts       Submit Entry         Sponsors       Submit Entry         History       Expense Worksheet [ Show Scratches Event S: Senior 135 Women competition         Venue       Actions         Volunteer       edit J 2 Entry 8:00: Claire Duesdieker Keohane         Clubs       Entries         Entries       Entries         Hast Sheet/Draw       Entries         Results       Entries         Fredistration       Entries	Overview	Club Unaffiliated (CAN)		▼ New	Club				
Contacts     Submit Entry     Expense Worksheet [ ] Show Scratches       History     Event 8: Senior 135 Women competition     Actions       BoatiD 2     Entry 8:00: Claire Duesdieker Keohane     edit   scratch   move       Volunteer     edit   scratch   move     edit   scratch   move       Event List     clubs     edit   scratch   move       Clubs     entries     edit   scratch   move       Entries     edit   scratch   move     edit   scratch   move       Heat Sheet/Draw     edit   scratch   move     edit   scratch   move       Results     entries     edit   scratch   move	News	<b>5</b> ( )							
Sponsors     Submit Entry     Expense Worksheet   Show Scratches       History     Event 8: Senior 135 Women competition     Actions       BoatID 2     Entry 8:00: Claire Duesdieker Keohane     edit   scratch   move       Volunteer     Event List     Clubs     Event 4:       Entries     Entries     Event 4:     Event 4:       Heat Sheet/Draw     Results     Event 5:	Contacts	Entries (1)							
History     Event 8: Senior 135 Women competition     Actions       Venue     edit 1 scratch 1 move     edit 1 scratch 1 move       Volunteer     edit 1 scratch 1 move     edit 1 scratch 1 move       Event List     clubs     edit 1 scratch 1 move       Clubs     edit 1 scratch 1 move     edit 1 scratch 1 move       Entries     edit 1 scratch 1 move     edit 1 scratch 1 move       Heat Sheet/Draw     esults     esults     esults	Sponsors	Submit Entry					🗐 Expense W	orksheet   🗆 Show	Scratches
Venue Volunteer Event List Clubs Entries Heat Sheet/Draw Results <b>C</b> REGISTRATION	History	Event 8: Senior 135 Wom	en competition					Actions	tch I move
Volunteer       Event List       Clubs       Entries       Heat Sheet/Draw       Results       T REGISTRATION	Venue	Entry 8.00. Claire D	uesdieker Keonarie					Guiliscia	ten ( move
Event List   Clubs   Entries   Heat Sheet/Draw   Results	Volunteer								
Clubs Entries Heat Sheet/Draw Results	Event List								
Entries Heat Sheet/Draw Results Results	Clubs								
Heat Sheet/Draw Results REGISTRATION	Entries								
Results	Heat Sheet/Draw								
<b>REGISTRATION</b>	Results								
	<b>REGISTRATION</b>								