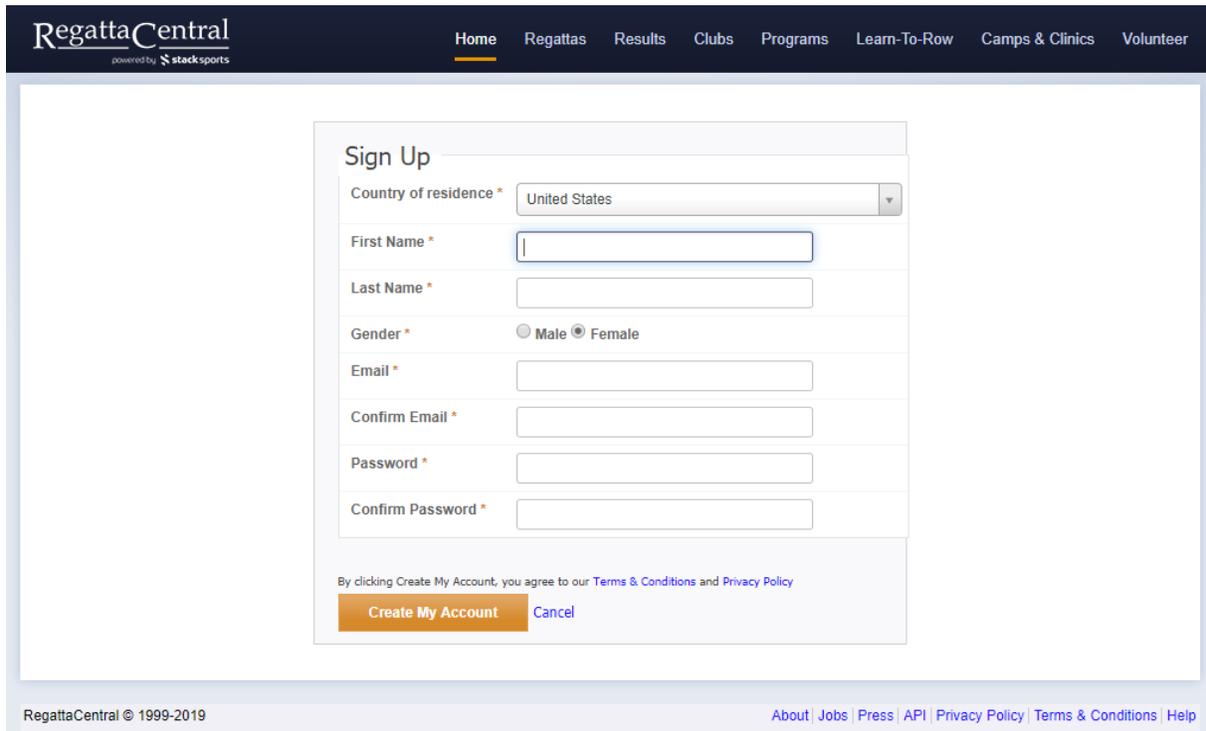


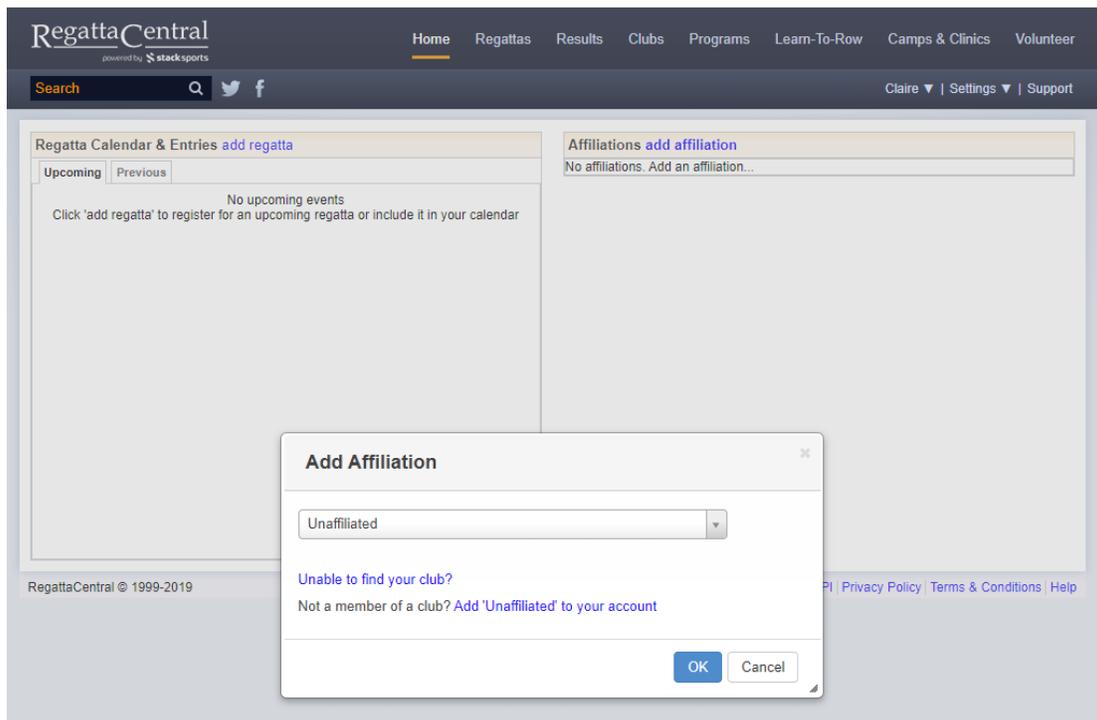
HOW TO CREATE AN ACCOUNT AND REGISTER FOR AN INDOOR REGATTA

1. Go to <https://www.regattacentral.com/v3/signup>
2. 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”

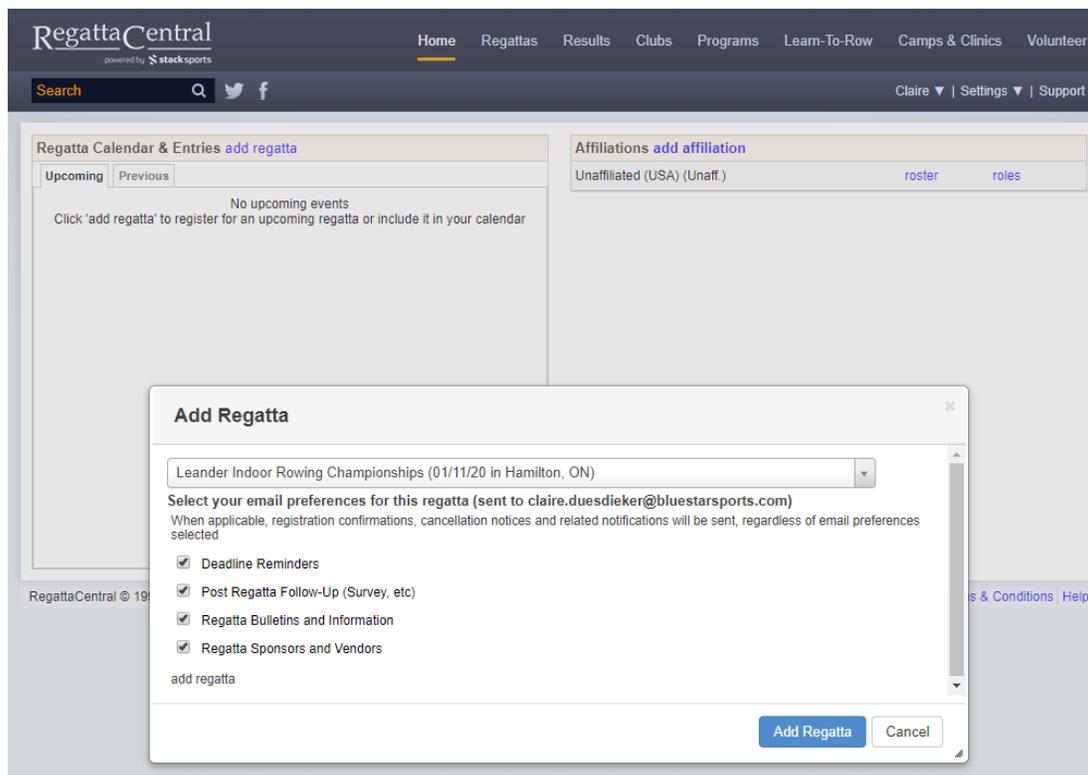


The screenshot shows the 'Sign Up' form on the RegattaCentral website. The form is titled 'Sign Up' and includes the following fields: 'Country of residence *' (a dropdown menu currently showing 'United States'), 'First Name *', 'Last Name *', 'Gender *' (with radio buttons for 'Male' and 'Female'), 'Email *', 'Confirm Email *', 'Password *', and 'Confirm Password *'. Below the form, there is a disclaimer: 'By clicking Create My Account, you agree to our [Terms & Conditions](#) and [Privacy Policy](#)'. At the bottom of the form are two buttons: 'Create My Account' (highlighted in orange) and 'Cancel'. The website's navigation bar is visible at the top, and the footer contains the copyright notice 'RegattaCentral © 1999-2019' and a list of links: 'About | Jobs | Press | API | Privacy Policy | Terms & Conditions | 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



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



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.

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
- The disclaimer in blue at the top may or may not appear depending on the payment requirements for the specific regatta

The screenshot shows the RegattaCentral website interface. At the top, there is a navigation bar with the RegattaCentral logo (powered by stacksports) and menu items: Home, Regattas, Results, Clubs, Programs, Learn-To-Row, Camps & Clinics, and Volunteer. A search bar and social media icons are also present. Below the navigation bar, the event title "Leander Indoor Rowing Championships" is displayed, along with the date "Jan 11, 2020" and location "St Mary CSS - Main Gym » Hamilton, ON (CAN)". A disclaimer in a blue box states: "IMMEDIATE PAYMENT REQUIRED: This regatta requires credit card payment at checkout. A credit card is also required to reserve waitlist requests (Your card will only be charged if a waitlist is accepted)".

The main content area features a table with the following columns: Event#, Event, Entry Fee (\$CAD) *, and Current Entries. Each row includes a "Submit Entry" button. The table lists 14 events:

Event#	Event	Entry Fee (\$CAD) *	Current Entries
1	U23 165 Men	Standard: \$12.00	0
2	Senior 165 Men	Standard: \$12.00	0
3	U23 Open Men	Standard: \$12.00	0
4	Senior Open Men	Standard: \$12.00	0
5	Masters Men (30-49) 2k	Standard: \$12.00	0
6	Masters Men (50+) 2k	Standard: \$12.00	0
7	U23 135 Women	Standard: \$12.00	0
8	Senior 135 Women	Standard: \$12.00	0
9	U23 Open Women	Standard: \$12.00	0
10	Senior Open Women	Standard: \$12.00	0
11	Masters Women (30-49) 2k	Standard: \$12.00	0
12	Masters Women (50+) 2k	Standard: \$12.00	0
13	Bantam Men 1k	Standard: \$12.00	0
14	Recreational Men 1k	Standard: \$12.00	0

On the left side, there is a sidebar menu with sections: INFORMATION (Overview, News, Contacts, Sponsors, History, Venue, Volunteer, Event List, Clubs, Entries, Heat Sheet/Draw, Results), REGISTRATION (Dates & Deadlines, Rules & Eligibility, Registration Form, My Entries, My Invoice, Compliance), and TRAVEL & LODGING (Directions & Parking, Lodging, Food & Dining).

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

The screenshot shows the RegattaCentral website interface for the Leander Indoor Rowing Championships. The main content area is titled "Event 8: Senior 135 Women". On the left, there is a navigation menu with sections for "INFORMATION" (Overview, News, Contacts, Sponsors, History, Venue, Volunteer, Event List, Clubs, Entries, Heat Sheet/Draw, Results) and "REGISTRATION" (Dates & Deadlines, Rules & Eligibility, Registration Form, My Entries, My Invoice, Compliance). Below that is a "TRAVEL & LODGING" section (Directions & Parking, Lodging, Food & Dining). The main form area contains the following sections:

- Eligibility & Requirements:** A list of requirements including age category (Senior), rowing age (23 or older as of Dec 31, 2020), line-ups, birthdates, and composite entries.
- Entry Description:** Affiliation(s) set to "Unaff. (CAN) (Unaff.)" with a "remove" link and a note "Need to change club name or abbreviation?".
- Erg Score:** A text input field with a placeholder "Provide your most recent 2k erg score. (mm:ss). Enter 00:00 if unknown".
- Athlete:** A text input field with a placeholder "Enter and select athlete name".
- Coach (optional):** A section with an "Add Coach" link.
- Options:** A dropdown menu for "Line-Up Visibility" set to "Normal".
- Oar Design:** A note: "No design on file for your club. Upload a photo of your design at OarSpotter."
- Athlete Bio(optional):** A text area with a placeholder "Provide highlights (recent victories, trivia, etc) about this crew to be used by race announcers, media, etc." and a character count "350 characters remaining (350 maximum)".

At the bottom of the form are "Save" and "Cancel" buttons.

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.

This screenshot shows the same registration form as above, but with a pop-up dialog box open over the "Athlete" field. The dialog box is titled "Athlete" and contains the following fields:

- First Name:** Text input field containing "Claire".
- Last Name:** Text input field containing "Duesdieker Keohane".
- Gender:** A dropdown menu set to "Female".
- Birth Date:** A date picker field showing "01/01/1990".
- RCA#:** An empty text input field.

At the bottom of the dialog box are "OK" and "Cancel" buttons. The background form is dimmed, showing the "Athlete" field with "Claire" entered and the "Coach" section below it.

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

RegattaCentral
powered by **stacksports**

Home **Regattas** Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search

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

0 Entries 0 Clubs -3 / -6

INFORMATION

- Overview
- News
- Contacts
- Sponsors
- History
- Venue
- Volunteer
- Event List
- Clubs
- Entries
- Heat Sheet/Draw
- Results

REGISTRATION

- Dates & Deadlines
- Rules & Eligibility
- Registration Form
- My Entries**
- My Invoice
- Compliance

TRAVEL & LODGING

- Directions & Parking
- Lodging
- Food & Dining

Event 8: Senior 135 Women

Eligibility & Requirements

- Age Category: Senior
- Rowers must be 23 or older as of Dec 31, 2020
- Line-ups are required. If not finalized, provide a tentative line-up. Login and edit the entry's line-up through .
- Birthdates are required. You may submit the entry without birthdates but you must login and provide them by .
- Composite entries (crews representing more than one team) are not permitted in this event.

Entry Description

Affiliation(s): Unaff. (CAN) (Unaff.) [remove](#) [Need to change club name or abbreviation?](#)

Erg Score: Provide your most recent 2k erg score. (mm:ss). Enter 00:00 if unknown

Athlete

Coach (optional)

[Add Coach](#)

Options

Line-Up Visibility:

Oar Design: No design on file for your club. Upload a photo of your design at [OarSpotter](#).

Athlete Bio(optional):
350 characters remaining (350 maximum)

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

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Home Regattas Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search Claire | Settings | Support

Leander Indoor Rowing Championships

Jan 11, 2020 » indoor » St Mary CSS - Main Gym » Hamilton, ON (CAN)
Hosted By Leander Boat Club

0 Entries 0 Clubs -3 / -6

Invoice#: 1073713
Unaffiliated (CAN)

1 Cart 2 Checkout 3 Complete

Entries

Payment for the following items is due at checkout

EVENT/ITEM #	DESCRIPTION	DETAILS	PRICE	QTY	TOTAL
8	Senior 135 Women	8:00 - Duesdieker Keohane, C. remove edit	CAD12.00	1	CAD12.00

REGISTER FOR ANOTHER EVENT

GRAND TOTAL: CAD12.00

DUE NOW (CAD): CAD12.00

NEXT

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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

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Home Regattas Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search Claire | Settings | Support

Leander Indoor Rowing Championships

Jan 11, 2020 » indoor » St Mary CSS - Main Gym » Hamilton, ON (CAN)
Hosted By Leander Boat Club

0 Entries 0 Clubs -3 / -6

Invoice#: 1073713
Unaffiliated (CAN)

1 Cart 2 Checkout 3 Complete

Entries

Payment for the following items is due now

EVENT/ITEM #	DESCRIPTION	DETAILS	PRICE	TOTAL
8	Senior 135 Women	Duesdieker Keohane, C.	\$12.00	\$12.00

GRAND TOTAL: \$12.00
PREVIOUS CREDITS: \$0.00
DUE NOW (CAD): \$12.00

RETURN TO CART

Select Payment Method here

VISA MasterCard DISCOVER

CARD NUMBER
NAME ON CARD
POSTAL/ZIPCODE
EXPIRATION
Month Year
CVV

I ACCEPT THE REFUND POLICY

REGISTER & SUBMIT PAYMENT

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

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Home Regattas Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search Claire | Settings | Support

Leander Indoor Rowing Championships

Jan 11, 2020 » indoor » St Mary CSS - Main Gym » Hamilton, ON (CAN)
Hosted By Leander Boat Club

1 Entries 1 Clubs -3 / -6

1 Cart 2 Checkout 3 Complete

Finished!

OVERVIEW MY ENTRIES MY INVOICE

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

My Invoice

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Home Regattas Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search Claire | Settings | Support

Leander Indoor Rowing Championships
 Jan 11, 2020 » indoor » St Mary CSS - Main Gym » Hamilton, ON (CAN)
 Hosted By Leander Boat Club

1 Entries 1 Clubs -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 - Duesdieker Keohane, C.	OK	\$12.00	\$12.00

GRAND TOTAL: \$12.00

VISA ENDING IN [REDACTED] DEC 11, 2019 -\$12.00

DUE NOW (CAD): \$0.00

My Entries

RegattaCentral powered by **stacksports**

Home Regattas Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search Claire | Settings | Support

Leander Indoor Rowing Championships
 Jan 11, 2020 » indoor » St Mary CSS - Main Gym » Hamilton, ON (CAN)
 Hosted By Leander Boat Club

1 Entries 1 Clubs -3 / -6 Cart

INFORMATION

- Overview
- News
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- Venue
- Volunteer
- Event List
- Clubs
- Entries
- Heat Sheet/Draw
- Results
- REGISTRATION**

Club: Unaffiliated (CAN) [New Club...](#)

Entries (1)

[Submit Entry](#) [Expense Worksheet](#) Show Scratches

Event 8: Senior 135 Women competition **Actions**

BoatID 2 Entry 8:00: Claire Duesdieker Keohane [edit](#) | [scratch](#) | [move](#)