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”

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
   a. The disclaimer in blue at the top may or may not appear depending on the payment requirements for the specific regatta
11. On the page that appears, you’ll need to fill out 2 fields: Erg Score and Athlete.

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

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
16. On the next page, you can see the confirmation page, which indicates you are fully registered.
17. If you click the “My Entries” button or “My Invoice” button, you should see the information below:

**My Invoice**

![My Invoice Image]

**My Entries**

![My Entries Image]