

# How to set up an Invitational

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## Introduction

This page is for regatta administrators who need to set their regatta to invitational status and invite teams to participate.



Note: This page is for regatta organizers who have staff access to their regatta.

## Directions for setting up an invitational

1. Go to [RegattaCentral](#) and log in.
2. Click the **Overview** link underneath the Regatta within your regatta calendar.
3. Click on the **Edit** tab for the lower section.
4. Select "Yes (White-listed clubs only)" from the drop down menu next to **Invitational**

**General**

Name: Anytown Demo Regatta

Date: Dec 19 2012

Duration: 1 day

Event Type: sprint

Invitational: No (dropdown menu open showing 'Yes (White-listed clubs only)')

**Venue Information**

City: Columbus

a.

5. Click the **Update** button at the bottom of the page.
6. Now you will need to select teams to invite. Click on the Staff 'Quick Links' section located at the bottom of the left-hand tool bar.
7. Click on the **Invited Organizations** link under the Entry Permissions section
8. Start typing in the name of a team you would like to invite in the **Team** field. Click on the team in drop down menu to select it.

Staff > Invitations

Add Team

Team: Anytown Rowing Club

Scope: All Events

Note: [empty field]

Invite

a.

9. Use the **Scope** menu to select which event you would like to invite the team to participate in. If they are invited to all events then you can leave "All Events" selected.
10. Use the note field to make any notes.
11. Click the **Invite** button to add the team to the invited list which will appear below. Repeat this process until you have invited all of the teams.
12. Select the check boxes next to the teams and hit the **Uninvite** button to remove teams from the list if you need to.

## Support

Please call 614-360-2922 or email [support@regattacentral.com](mailto:support@regattacentral.com) with any questions!

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