

## (3.b.) Submitting a Composite Entry

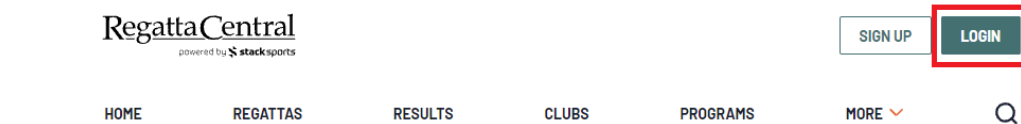
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### Overview

The term "composite entry" is used to describe any boat which represents more than one team or club; each rower's affiliation (team, club, organization, etc.) must be indicated on the entry form.

### Instructions: Submitting a Composite Entry

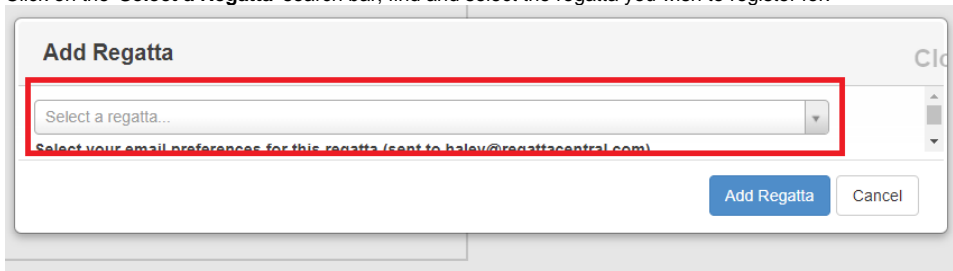
1. Login using the **Login** at the top of the RegattaCentral homepage.
  - a. If you do not have an account follow the instructions in **How to Create an Account** above.



2. Click the **add regatta** link located in the **Regatta Calendar & Entries** box on the left side of your screen.



- a. Click on the **Select a Regatta** search bar; find and select the regatta you wish to register for.



- b. If you wish to opt out of any regatta-related emails, uncheck one or more of the checked boxes on the left-hand side.

Head of the Hooch (11/06/21 in Chattanooga, TN)

Select your email preferences for this regatta (sent to haley@regattacentral.com)  
When applicable, registration confirmations, cancellation notices and related notifications will be sent, regardless of email preferences selected

Deadline Reminders  
 Post Regatta Follow-Up (Survey, etc)  
 Regatta Bulletins and Information  
 Regatta Sponsors and Vendors

add regatta

Add Regatta Cancel

- c. Click 'Add Regatta'
3. Click on the 'register' link underneath the name of the regatta you wish to register for.
- a. Click [here](#) for directions if you wish to register under an affiliation that is not yet listed

Regatta Calendar & Entries add regatta

Upcoming Previous

This year

Head of the Hooch November 6, 2021

overview register competition

4. This will bring you to the **Registration Form** section. Enter or confirm your contact information, fill out any empty fields or dropdowns under '**Addit**  
**ional Information and Options**' and click '**Next**'
- a. If your affiliation is not auto-populated under the 'Club' drop down you can search for a new club or add it to your account via the instructions on the [Adding Affiliation Page](#)

Registration Form

Club/Team Affiliation

Club Unaffiliated (AFG) New Club...

Contact Details

Name Haley Haxton

Address

City

State/Province

Zip/Postal Code

Country United States

Mobile Phone (201) 555-5555

Home Phone (201) 555-5555

### Additional Information and Options

**Terms & Conditions**

- \* I have read, understand & agree to all of the information found on the Registration and Rules & Procedures pages of the Hooch website (headofthehooch.org). Select... v
- \* I understand that if I qualify for, but do not provide a Guaranteed Entry Code (GEC), my entry will not be guaranteed nor will it be seeded. Contact the registrar if you did not receive your code. Select... v
- \* I have read, understand and agree to follow the COVID protocols as published on the Hooch's website (https://www.headofthehooch.org/covid19) and realize that the COVID situation is fluid and should review the policy for any updates before traveling to the Hooch. Select... v

**Travel & Logistics**

- \* Will your crew be bringing a trailer to the venue (this is used for planning purposes only, no trailer reservation is required)? Select... v
- \* When will your crew's trailer be arriving at the venue? Select... v

**Next**

5. Click the 'Submit Entry' link for the desired event

**Anytown Summer Test Regatta**  
 Jun 5, 2021 » sprint » San Diego, CA (USA)  
 Hosted By: Anytown Rowing Club, Anytown Rowing Club

13 Entries 3 Clubs **Cart**

**INFORMATION**

Event#	Event	Entry Fee (\$USD) *	Current Entries	
1	Mens Open 4+	Standard: \$0.00	2	<a href="#">Submit Entry</a>
2	Womens Open 4+	Standard: \$0.00	3	<a href="#">Submit Entry</a>
3	Mens Masters 1x	Standard: \$0.00	2	<a href="#">Submit Entry</a>
4	Mens Masters Ltwt 1x	Standard: \$0.00	2	<a href="#">Submit Entry</a>
5	Womens Masters 1x	Standard: \$0.00	2	<a href="#">Submit Entry</a>
6	Womens Masters Ltwt 1x	Standard: \$0.00	2	<a href="#">Submit Entry</a>

6. Read through the information under **Eligibility & Requirements** to ensure that the entry will be compliant

**Head of the RC**  
 Oct 23, 2021 » sprint » Columbus, OH (USA)  
 Hosted By: Anytown Rowing Club

16 Entries 3 Clubs **Register**

**Event 2: Womens Open 4+**

**Eligibility & Requirements**

- Line-ups are required. If not finalized, provide a tentative line-up. Login and edit the entry's line-up through .

**Entry Description**

Affiliation(s): Anytown (ANY) remove Need to change club name or abbreviation?  
 Add Club/Team...

Rank: A What is an entry's rank?

**Athletes**

Cox: lauren test (16)

Stroke: Enter and select athlete name

7. Add additional affiliation(s) using the 'Add Club/Team...' link in the **Entry Description** box

a. Add all clubs/teams that will be represented by members of the crew

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Cox: lauren test (16)

Stroke: Enter and select athlete name

8. Enter each athlete into their seat, then select the correct **Affiliation** for each athlete using the drop-down menu to the right of their name

a. This list will be populated with the teams listed in the **Entry Description** box

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**Entry Description**

**Affiliation(s):** Anytown (ANY) remove *Need to change club name or abbreviation?*  
Unaff. (USA) (Unaff.) remove  
[Add Club/Team](#)

Rank  *What is an entry's rank?*

**Athletes**

<b>Cox</b>	lauren test (16)	Anytown
<b>Stroke</b>	Katie test (29) - Compliant	Affiliation
<b>3</b>	Enter and select athlete name	Affiliation
<b>2</b>	Enter and select athlete name	Affiliation
<b>Bow</b>	Enter and select athlete name	Affiliation

Average Age: -

9. Click 'Save'

## Support

### Phone

- 614-360-2922

### Email

- [support@regattacentral.com](mailto:support@regattacentral.com)

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