

## (3.a.) Submitting an Entry

Home

### Overview

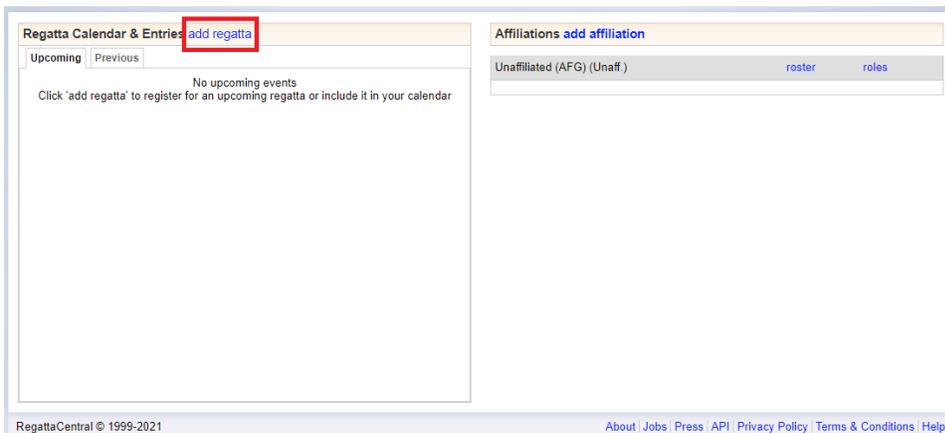
Regatta registration via RegattaCentral is a two-part process; the Registration Form, and entry submission for the regatta's event categories. A step-by-step guide for both parts of regatta registration can be found below.

### Instructions: Submitting an Entry

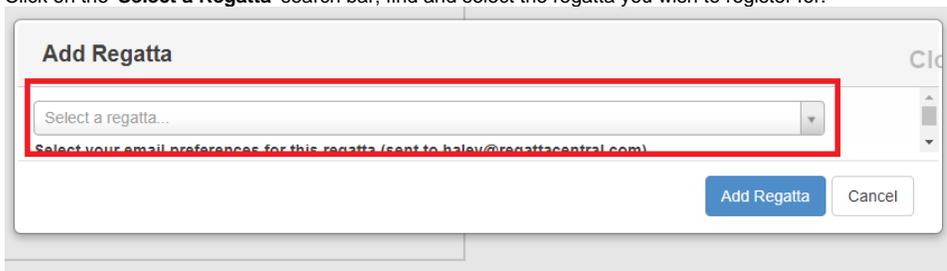
1. Login using the **Login** at the top of the RegattaCentral homepage.
  - a. If you do not have an account follow the instructions in [How to Create an Account](#)



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... ▾

\* 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... ▾

\* 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... ▾

**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... ▾

\* When will your crew's trailer be arriving at the venue? Select... ▾

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**

- Overview
- News
- FAQ
- Contacts
- Sponsors
- History
- Venue
- Volunteer
- Event List

Event#	Event	Entry Fee (\$USD) *	Current Entries	
1	Mens Open 4+	Standard: \$0.00	2	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px; border: 1px solid #ccc; border-radius: 3px;">Submit Entry</a>
2	Womens Open 4+	Standard: \$0.00	3	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px; border: 1px solid #ccc; border-radius: 3px;">Submit Entry</a>
3	Mens Masters 1x	Standard: \$0.00	2	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px; border: 1px solid #ccc; border-radius: 3px;">Submit Entry</a>
4	Mens Masters Ltwt 1x	Standard: \$0.00	2	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px; border: 1px solid #ccc; border-radius: 3px;">Submit Entry</a>
5	Womens Masters 1x	Standard: \$0.00	2	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px; border: 1px solid #ccc; border-radius: 3px;">Submit Entry</a>
6	Womens Masters Ltwt 1x	Standard: \$0.00	2	<a href="#" style="background-color: #0056b3; color: white; padding: 2px 5px; border: 1px solid #ccc; border-radius: 3px;">Submit Entry</a>

6. Complete the **Entry Form** and click the **'Save'** button
- a. Based on Regatta configurations and requirements, the registration form may be different - particularly whether the regatta requires line-ups at the time of entry or not.
    - Start typing the name of the athlete and a list of options will show up if you have access to athletes through the team-wide roster.
    - If you do not see a list of options, type the first and last name then hit the **'tab'** button on your keyboard to open the pop-up window where you can provide more information about the athlete.
    - If the information matches a record in the team-wide roster it will latch onto the existing athlete record and give you future access to the record through the entry form and **'roster'** link on the **Home** page.

**Event 3: Mens Masters 1x**

**Eligibility & Requirements**

- Line-ups are optional
- 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): /shydino (shydino) [remove](#) [Need to change club name or abbreviation?](#)

**Athlete (optional)**

Enter and select athlete name   TBD

**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)

7. You will be directed to your cart to review your entries, at which time you can 'Register For Another Event' or hit 'Next' to fill out payment information, review the Regatta's refund policy

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

13 Entries | 3 Clubs

Invoice#: 2100226  
 Anytown Rowing Club

1 Cart | 2 Checkout | 3 Complete

**Entries**

Payment for the following items is due at checkout

EVENT/ITEM #	DESCRIPTION	DETAILS	PRICE	QTY	TOTAL
3	Mens Masters 1x	One, A. <input type="checkbox"/>	USD0.00	1	USD0.00
4	Mens Masters Lwt 1x	Two, A. <input type="checkbox"/>	USD0.00	1	USD0.00
5	Womens Masters 1x	Three, A. <input type="checkbox"/>	USD0.00	1	USD0.00
6	Womens Masters Lwt 1x	Four, A. <input type="checkbox"/>	USD0.00	1	USD0.00

GRAND TOTAL: USD0.00  
 DUE NOW (USD): USD0.00

[REGISTER FOR ANOTHER EVENT](#)

[NEXT](#)

a. Once you hit 'Next' and enter all necessary payment information, click 'Register' to complete your registration.

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

13 Entries 3 Clubs

Invoice#: 2100226  
 Anytown Rowing Club

1 Cart 2 Checkout 3 Complete

Entries  
 Payment for the following items is due now or you may choose to pay later

EVENT/ITEM #	DESCRIPTION	DETAILS	PRICE	TOTAL
3	Mens Masters 1x	One, A. <input type="checkbox"/> OK	\$0.00	\$0.00
4	Mens Masters Lwt 1x	Two, A. <input type="checkbox"/> OK	\$0.00	\$0.00
5	Womens Masters 1x	Three, A. <input type="checkbox"/> OK	\$0.00	\$0.00
6	Womens Masters Lwt 1x	Four, A. <input type="checkbox"/> OK	\$0.00	\$0.00

RETURN TO CART

PAYMENT

[I ACCEPT THE REFUND POLICY](#)

**REGISTER**

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

b. You will see the screen below signifying your registration has been completed/successful

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

13 Entries 3 Clubs

1 Cart 2 Checkout 3 Complete

Finished!

OVERVIEW MY ENTRIES MY INVOICE

## Additional Information: Completing the Entry Form

### Rank

If entering more than one boat in an event, choose which rank to assign to each boat (the "A" boat is typically fastest).

### Entering the Line-Up

Start typing the name of the athlete and a list of options will show up if you have access to athletes through the team-wide roster. If you do not see a list of options, type the first and last name then hit the **'tab'** button on your keyboard to open the pop-up window where you can provide more information about the athlete. If the information matches a record in the team-wide roster it will latch onto the existing athlete record and give you future access to the record through the entry form and **'roster'** link on the **Home** page.

### USRowing Waiver Status

If your club is a USRowing member organization then the USRowing waiver status will appear next to the athlete's name as you add them to the entry form. Select the record with the most current waiver. If you see multiple records for the athlete, go to your **'Roster'** and **'merge'**.

### RCA Member Numbers

If your club is a Canadian organization you will see an RCA number if it is available. The RegattaCentral entry form and roster communicate with the RCA member database when an athlete record is added or modified. The RegattaCentral system will fill in the athlete's RCA number if a matching record is found in the RCA database.

### Options Section

- Customize your **Line-Up Visibility** if you want to hide the names in your entries until the registration deadline or until the regatta. \*If you are entering a singles event you will not be able to hide the name of the athlete.
- Select the blade that represents your club. Blade designs are maintained by [OarSpotter](#).
- Designate the coach and/or write a small biography of the crew (this information is typically used by announcers). These options can be set to required by a regatta admin.

### Additional pages with helpful entry information

- [Composite Entries](#)
  - The term "composite entry" is used to describe any crew which represents more than one team or club. The entry process is slightly different for composite crews because each rower's affiliation (team, club, organization, etc.) must be indicated on the entry form.

- [Entry Fees & Payment](#)

## Support

### Phone

- United States & Canada: 614-360-2922

### Email

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

[Home](#)