

# (3A - Optional) Making an Invitational Regatta

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

## Overview

Regatta Administrators can set their regatta to an invite only event also known as an invitational through RegattaCentral; below is a step-by-step guide on this process for your convenience.

## How to create an invitational

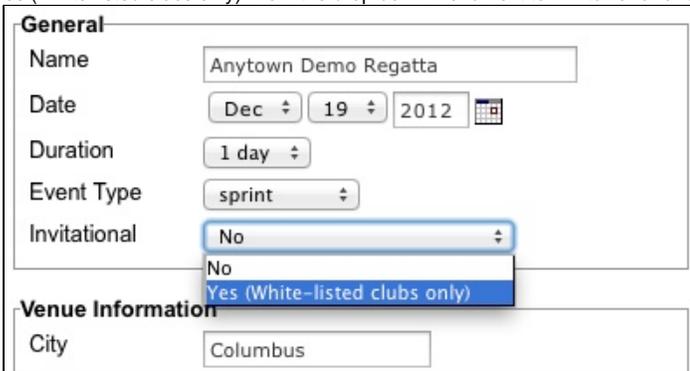
1. Go to [RegattaCentral](#) and Login.



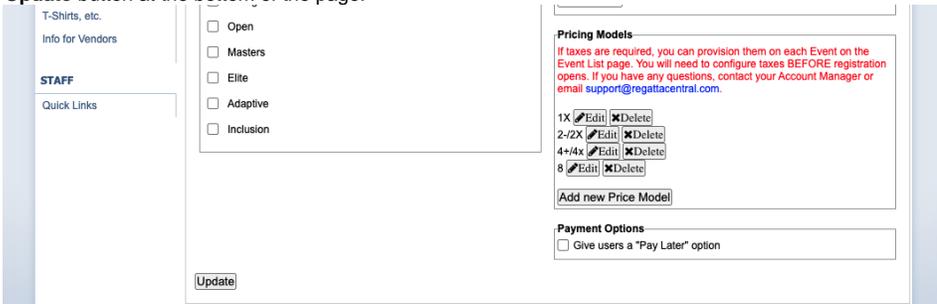
- a. Click the **Overview** link underneath the Regatta within your regatta calendar.



- a. Click on the **Edit** tab for the lower section of the overview page.
4. Select "Yes (White-listed clubs only)" from the drop down menu next to **Invitational** underneath general in the upper left hand corner.

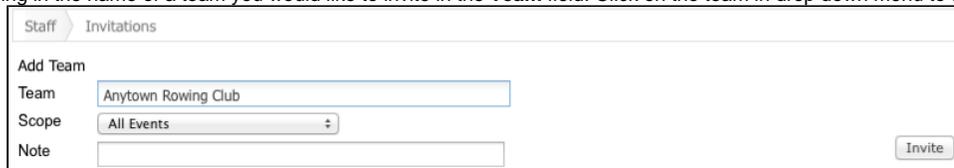


- a. Click the **Update** button at the bottom of the page.



6. 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.

a.



The screenshot shows a web interface for adding a team to an invitation. At the top, there are two tabs: 'Staff' and 'Invitations', with 'Invitations' being the active tab. Below the tabs is the heading 'Add Team'. There are four input fields: 'Team' with the text 'Anytown Rowing Club', 'Scope' with a dropdown menu showing 'All Events', and 'Note' which is currently empty. To the right of the 'Note' field is a button labeled 'Invite'.

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

For assistance, please contact your RegattaCentral Account Manager. If you need help finding their information, please contact [support@regattacentral.com](mailto:support@regattacentral.com) with "Please forward to Account Manager" in subject line or call 614-360-2922.

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