

# (1) Getting Started

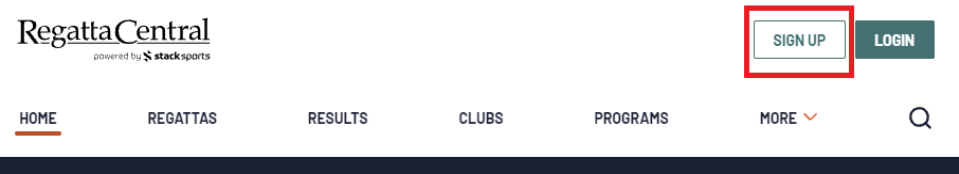


## Overview

RegattaCentral provides organizational and management tools to rowing clubs and regattas. This wiki page covers how to get started using RegattaCentral to submit entries in a regatta.

## How to Create an Account

1. Go to [www.regattacentral.com](http://www.regattacentral.com)
2. Click the 'Sign up' link located at the top right-hand of the page



3. Complete the fields on the form

A "Sign Up" form with the following fields: "Country of Residence" (dropdown menu set to "United States"), "First Name", "Last Name", "Gender" (radio buttons for "Female" and "Male", with "Female" selected), "Email", "Confirm Email", "Password", and "Confirm Password". At the bottom, there is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. Below the form, there is a "CANCEL" link and a "CREATE MY ACCOUNT" button, both highlighted with red boxes.

4. Click 'Create My Account'
5. If you forgot your Username or Password click 'Login' in the top right-hand of the page.
  - a. Use the 'username' link to request that your username be sent via email.

- b. Use the 'password' link to request that a link be sent via email to reset your password.

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SIGN UP LOGIN

HOME REGATTAS RESULTS CLUBS PROGRAMS MORE Q

### Login

Username

Password

Keep me logged in

Forgot your [Username](#) [Password](#)

Need an account? [Sign up](#)

CANCEL LOGIN

## How to Submit Entries

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.

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SIGN UP LOGIN

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

Regatta Calendar & Entries [add regatta](#)

Upcoming Previous

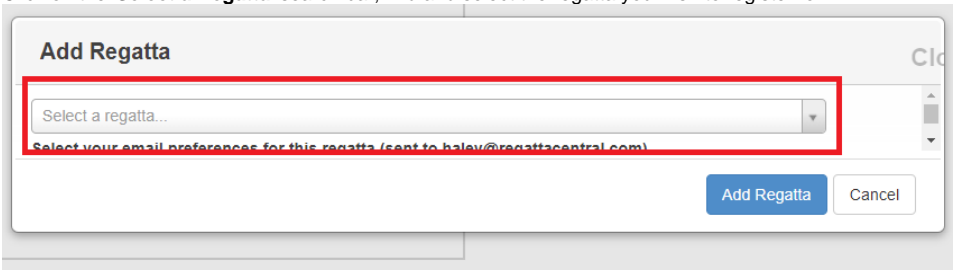
No upcoming events  
Click 'add regatta' to register for an upcoming regatta or include it in your calendar

Affiliations [add affiliation](#)

Unaffiliated (AFG) (Unaff )	<a href="#">roster</a>	<a href="#">roles</a>
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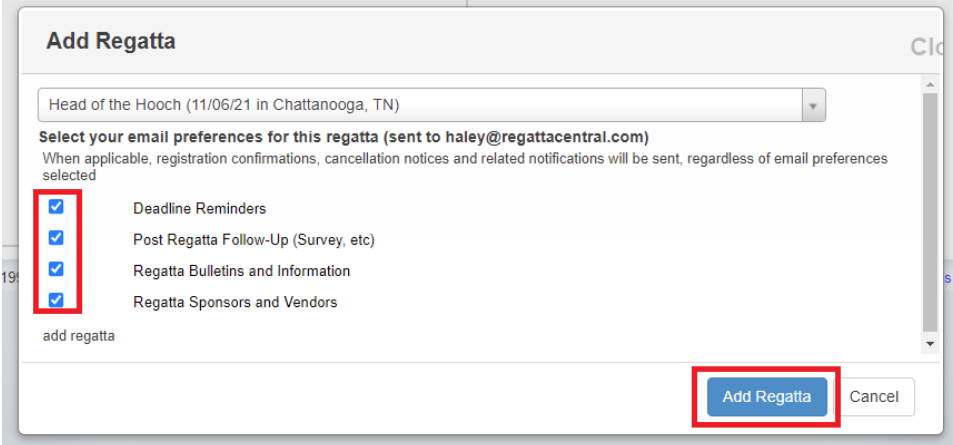
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- a. Click on the **'Select a Regatta'** search bar; find and select the regatta you wish to register for.



The screenshot shows a modal window titled "Add Regatta". At the top, there is a search bar with the placeholder text "Select a regatta...". Below the search bar, there is a line of text: "Select your email preferences for this regatta (sent to halev@regattacentral.com)". At the bottom right of the modal, there are two buttons: "Add Regatta" and "Cancel". A red rectangular box highlights the search bar.

- 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.



The screenshot shows the "Add Regatta" modal window with the search bar populated with "Head of the Hooch (11/06/21 in Chattanooga, TN)". Below the search bar, there is a heading: "Select your email preferences for this regatta (sent to halev@regattacentral.com)". Underneath, there is a note: "When applicable, registration confirmations, cancellation notices and related notifications will be sent, regardless of email preferences selected". There is a list of four email preferences, each with a checked checkbox: "Deadline Reminders", "Post Regatta Follow-Up (Survey, etc)", "Regatta Bulletins and Information", and "Regatta Sponsors and Vendors". A red rectangular box highlights the checkboxes. At the bottom right, there are "Add Regatta" and "Cancel" buttons, with the "Add Regatta" button also highlighted by a red box.

- 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



The screenshot shows a page titled "Regatta Calendar & Entries" with a link "add regatta". Below the title, there are two tabs: "Upcoming" and "Previous". Under the "Upcoming" tab, there is a section titled "This year". Below this, there is a row for the regatta "Head of the Hooch" with the date "November 6, 2021" and a minus sign icon. Underneath the regatta name, there are three links: "overview", "register", and "competition". The "register" link is highlighted with a red rectangular box.

4. This will bring you to the **Registration Form** section. Enter or confirm your contact information, fill out any empty fields or dropdowns under **'Additional Information and Options'** and click **'Next'**

## Registration Form

Club/Team Affiliation

Club  [New Club...](#)

### Contact Details

Name	<input type="text" value="Haley Haxton"/>
Address	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Country	<input type="text" value="United States"/>
Mobile Phone	<input type="text" value="(201) 555-5555"/>
Home Phone	<input type="text" value="(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).
- \* 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.
- \* 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.

#### Travel & Logistics

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

[Next](#)

5. Click the '**Submit Entry**' link on the **My Entries** page to view the list of available events
6. Click the '**Submit Entry**' link for the desired event
7. Complete the **Entry Form** and click the '**Save**' button

Further instruction on submitting an entry is available [here](#).

## Support

### Phone

- United States & Canada: 614-360-2922

### Email

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

[Home](#)