

# (1) Getting Started

Home

## 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

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HOME

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3. Complete the fields on the form

### Sign Up

Country of Residence

First Name

Last Name


Gender  Female  Male

Email

Confirm Email

Password

Confirm Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

By clicking Create My Account, you agree to our [Terms & Conditions](#) and [Privacy Policy](#)

CANCEL

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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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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HOME REGATTAS RESULTS CLUBS PROGRAMS MORE Q

### Regatta Calendar & Entries [add regatta](#)

Upcoming Previous

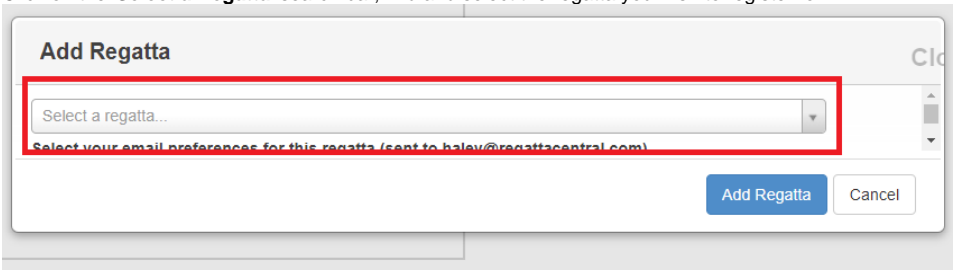
No upcoming events  
Click 'add regatta' to register for an upcoming regatta or include it in your calendar

### Affiliations [add affiliation](#)

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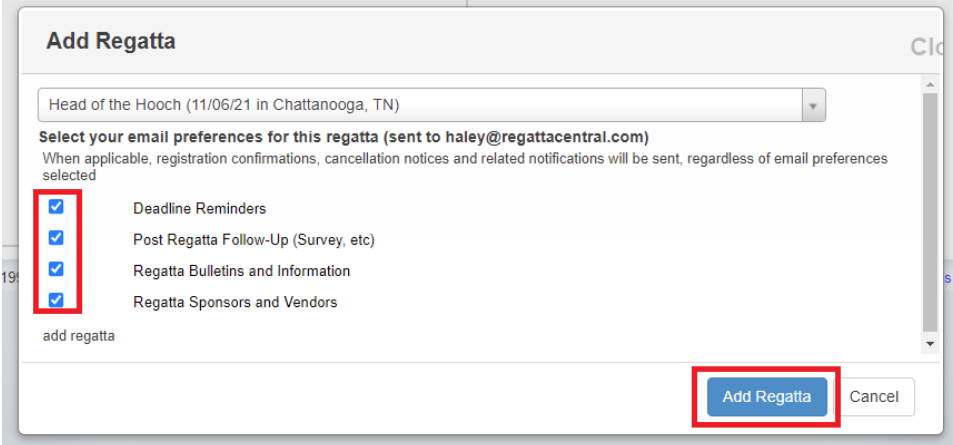
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- a. Click on the **'Select a Regatta'** search bar; find and select the regatta you wish to register for.



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 are four checkboxes, each with a blue checkmark, and their corresponding labels: "Deadline Reminders", "Post Regatta Follow-Up (Survey, etc)", "Regatta Bulletins and Information", and "Regatta Sponsors and Vendors". A red rectangular box highlights the first three checkboxes. At the bottom right, there are two buttons: "Add Regatta" and "Cancel". A red rectangular box highlights the "Add Regatta" button.

- 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 section 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 heading "This year". Below that, there is a row for "Head of the Hooch" with the date "November 6, 2021" and a red minus sign icon. Underneath the regatta name, there are three links: "overview", "register", and "competition". A red rectangular box highlights the "register" link.

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](#)