

Registration Process for 2015 Head of the Housatonic

AUGUST 30 – SEPTEMBER 11

TRAILER REGISTRATION

All competitors bringing a trailer to the Head of the Housatonic **must** pre-register their trailer between Aug. 30 and Sept. 11. To complete the trailer registration, follow the instructions below.

Once Trailer Registration closes, the Regatta Committee will review the list of teams bringing trailers to determine which registrations can be accepted based on the number submitted. Trailer registrants will receive a confirmation email if your trailer is accepted and you will be able to submit entries when regatta registration opens on September 14.

Car-Toppers do not have to pre-register in 2015 and will automatically be able to submit entries when regatta registration opens on September 14.

Clubs and teams that want to rent tent space at Indian Well State Park will be able to do so when registration opens on September 14.

TRAILER REGISTRATION INSTRUCTIONS

1. Go to www.regattacentral.com
2. If you are bringing a trailer, click on **Trailer Registration** and add the item to your cart


The screenshot shows the RegattaCentral website interface. At the top, the event title "Head of the Housatonic" is displayed with the date "Oct 10, 2015" and location "Indian Well State Park, Shelton, CT (USA)". A navigation bar shows "0 Entries", "0 Clubs", and "87 / 64" participants. A left sidebar menu includes "INFORMATION" (Overview, News, Contacts, Sponsors, History, Venue, Volunteer, Event List, Clubs, Entries, Heat Sheet/Draw, Results) and "REGISTRATION". The main content area features a "Click Here for Registration Instructions for Head of the Housatonic" link, a "Cart: 0 items" indicator, and a "Team/Club Trailer Registration" section with a "Click Here to Register" button. Below this, a registration card for "2015 HOH - Team/Club Trailer Registration" lists a limit of 55 participants (55 remain), a cost of \$0.00 USD, and a deadline of Sep 11, 2015, with registration opening on Aug 30, 2015.

3. Click the **Checkout** button
 - a. If you have an existing RegattaCentral account, use the Existing Users box to login
 - b. If you do not have an existing RegattaCentral account, complete the New Users section
4. Select your Affiliation from the drop down box
 - a. If your affiliation is not listed, click the New Affiliation link to add a new one to your account

Head of the Housatonic

Cart

2015 HOH - Team/Club Trailer Registration

 Team/Club affiliation... or [New Affiliation](#) \$0.00

 [Add another](#)

Total: \$0.00

Add additional items...

5. Click **Proceed to Checkout**
6. Complete the fields and click **Submit Registration**

Head of the Housatonic

Total: \$0.00

Account Holder

Name	Matt Broder		
Email	mbroder@daymon.com		
Address	* <input type="text"/>	Home Phone	* <input type="text"/>
	<input type="text"/>	Mobile Phone	* <input type="text"/>
City	* <input type="text"/>	<i>Provide at least one phone number</i>	
State	* <input type="text" value="Select..."/>		
Zip Code	* <input type="text"/>		
Country	* <input type="text" value="United States"/>		

Participant

Matt Broder	
Gender	* <input type="radio"/> Female <input checked="" type="radio"/> Male
Email Address	<input type="text"/>
Primary Contact Name	* <input type="text"/>
Primary Contact Cell Number	* <input type="text"/>
Primary Contact Email	* <input type="text"/>

[Cancel](#)

September 14-27

REGATTA REGISTRATION

Regatta registration is set to open September 14. Follow the steps below to submit entries:

1. Go to www.regattacentral.com
2. Login to your RegattaCentral account (orange box in upper right corner)
3. Click the 'Add Regatta' link in the header of the **Regatta Calendar & Entries** box

The screenshot shows the RegattaCentral website interface. At the top, there is a navigation bar with links for Home, Regattas, Results, Clubs, Programs, Learn-To-Row, Camps & Clinics, and Volunteer. Below the navigation bar is a search bar and social media icons. The main content area is divided into two columns. The left column is titled 'Regatta Calendar & Entries' and has a yellow highlight on the 'add regatta' link. Below this, there are tabs for 'Upcoming' and 'Previous'. The 'Upcoming' tab is selected, and the text below it says 'No upcoming events' and 'Click 'add regatta' to register for an upcoming regatta or include it in your calendar'. The right column is titled 'Affiliations' and has a yellow highlight on the 'add affiliation' link. Below this, there is a table with one row: 'Unaffiliated (USA) (Unaff.)' with links for 'roster' and 'roles'. Below the table is a section titled 'Registrations (Clubs, Clinics, Camps & Rentals)' with a link for 'Anytown Rowing Club View Details | Reservations'.

3. Select the **Head of the Housatonic**
4. Verify your email preferences
5. Click **Ok**
5. Click the 'register' link

The screenshot shows the RegattaCentral website interface, similar to the previous one. The navigation bar and search bar are the same. The main content area is divided into two columns. The left column is titled 'Regatta Calendar & Entries' and has a yellow highlight on the 'add regatta' link. Below this, there are tabs for 'Upcoming' and 'Previous'. The 'Upcoming' tab is selected, and the text below it says 'This year' and 'Head of the Housatonic' with a date 'Sat, Oct 10th' and a red minus sign. Below this, there are links for 'overview', 'register' (highlighted in yellow), and 'competition'. The right column is titled 'Affiliations' and has a yellow highlight on the 'add affiliation' link. Below this, there is a table with one row: 'Unaffiliated (USA) (Unaff.)' with links for 'roster' and 'roles'. Below the table is a section titled 'Registrations (Clubs, Clinics, Camps & Rentals)' with a link for 'Anytown Rowing Club View Details | Reservations'.

6. Complete the Registration Form and click **Next**
7. Click the 'Submit Entry' link beside the desired event
8. Complete the entry form and click **Save**
9. On the next page, you will be asked to:
 - a. Submit another entry in the same event
 - b. Submit another entry in a different event
 - c. Go to your invoice

Please contact Traci Stocker at traci@regattacentral.com or 614.360.2922 ext. 104 if you need assistance.