Registration Process for 2016 Head of the Housatonic

AUGUST 29 – SEPTEMBER 9

TRAILER REGISTRATION

<u>All teams, clubs, and schools</u> for the Head of the Housatonic <u>must</u> pre-register their trailer between Aug. 29 and Sept. 9. To complete the trailer registration, follow the Trailer Registration Instructions below.

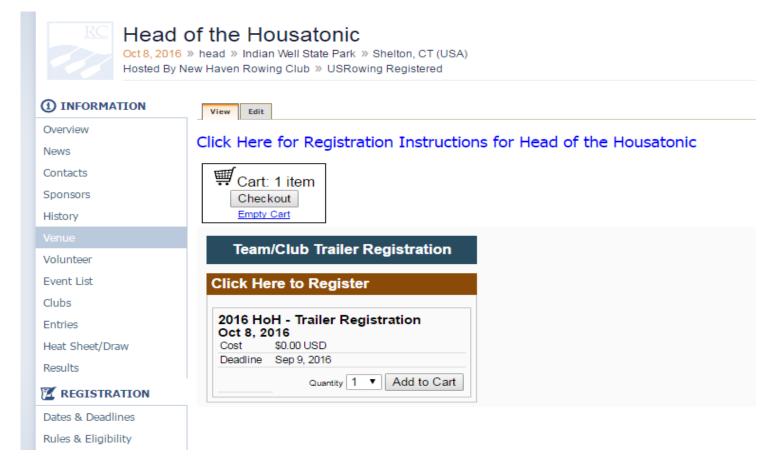
Once Trailer Registration closes, the Regatta Committee will review the list of teams bringing trailers to determine which registrations can be accepted based on the number submitted. Trailer registrants will receive a confirmation email if your trailer is accepted and you will be able to submit entries when regatta registration opens on September 12.

Car-Toppers do <u>not</u> have to pre-register and will be able to submit entries when regatta registration opens on September 12.

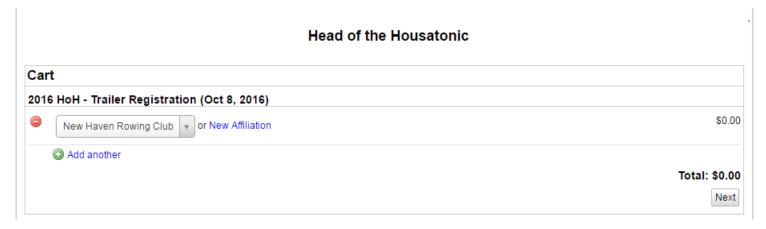
Clubs and teams that want to rent tent space at Indian Well State Park will be able to do so when registration opens on September 12.

TRAILER REGISTRATION INSTRUCTIONS

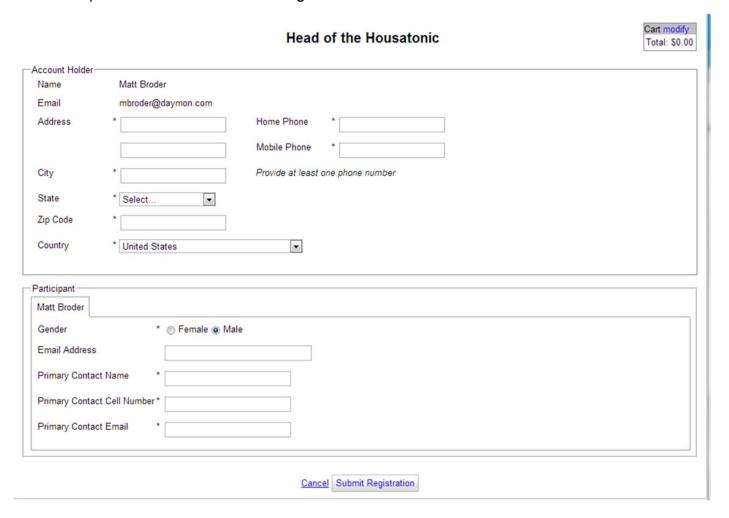
- 1 Go to <u>www.regattacentral.com</u>
- 2. If you are bringing a trailer, click on **Trailer Registration** and add the item to your cart



- 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



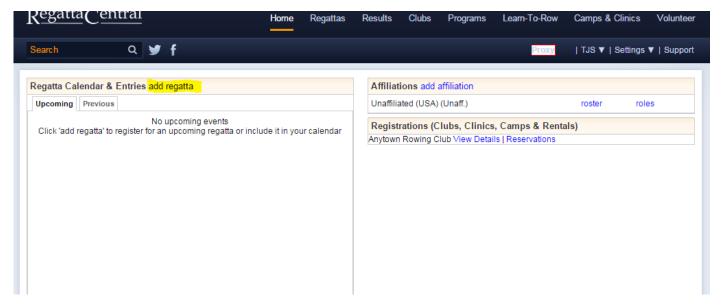
- 5. Click Proceed to Checkout
- 6. Complete the fields and click Submit Registration



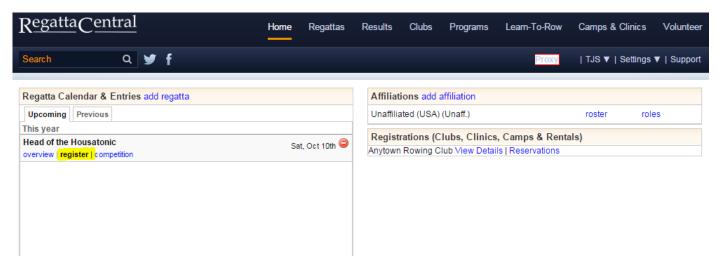
Regatta Registration, September 12-23

Regatta registration is set to open September 12 at 8:00 a.m. Eastern. 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



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



- 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