

Registration Process for 2016 Head of the Housatonic

AUGUST 29 – SEPTEMBER 9

TRAILER REGISTRATION

All teams, clubs, and schools for the Head of the Housatonic **must** 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 **not** 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 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 is titled "Head of the Housatonic" with the date "Oct 8, 2016" and location "Indian Well State Park » Shelton, CT (USA)". Below this, it says "Hosted By New Haven Rowing Club » USRowing Registered". On the left, there is a navigation menu with sections: "INFORMATION" (Overview, News, Contacts, Sponsors, History, Venue, Volunteer, Event List, Clubs, Entries, Heat Sheet/Draw, Results) and "REGISTRATION" (Dates & Deadlines, Rules & Eligibility). The "Venue" item is highlighted. In the main content area, there are buttons for "View" and "Edit". Below these is a link: "Click Here for Registration Instructions for Head of the Housatonic". A shopping cart icon shows "Cart: 1 item" with buttons for "Checkout" and "Empty Cart". A dark blue button reads "Team/Club Trailer Registration". Below that is a brown button "Click Here to Register". A registration card for "2016 HoH - Trailer Registration" is displayed, showing "Oct 8, 2016", "Cost \$0.00 USD", and "Deadline Sep 9, 2016". At the bottom of the card, there is a "Quantity" dropdown set to "1" and an "Add to Cart" button.

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

2016 HoH - Trailer Registration (Oct 8, 2016)

	New Haven Rowing Club 	or New Affiliation	\$0.00
 Add another			

Total: \$0.00

[Next](#)

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

Head of the Housatonic

[Cart](#) [modify](#)
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	<input type="text"/>
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](#) [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

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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 (USA) (Unaff.)	roster	roles
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Registrations (Clubs, Clinics, Camps & Rentals)

Anytown Rowing Club	View Details	Reservations
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3. Select the **Head of the Housatonic**
4. Verify your email preferences
5. Click **Ok**
5. Click the **'register'** link

RegattaCentral

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Upcoming

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This year

Head of the Housatonic

Sat, Oct 10th

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Affiliations [add affiliation](#)

Unaffiliated (USA) (Unaff.)

[roster](#)
[roles](#)

Registrations (Clubs, Clinics, Camps & Rentals)

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.