

- 1) Go to <https://www.regattacentral.com/ng/login> and log-in using your RegattaCentral Username and Account.
 - a. If you don't have an account, then click the "Need an account? Sign up," link.
- 2) Go to the Head of the Nicomekl Regatta page:
<https://www.regattacentral.com/ng/regatta/5935/home>

The screenshot shows the top navigation bar of the RegattaCentral website. On the left, there is the RegattaCentral logo (powered by stackSports) and a search icon. In the center, there are icons for Regattas, Clubs, and Help. On the right, there are icons for Home and a user profile for Claire. Below the navigation bar, a banner for the "Head of the Nicomekl" regatta is displayed, including the date "Sep 15, 2018", location "South Surrey, BC (CA)", and "Sanctioned by Rowing Canada Aviron". To the right of the banner, there are two counters: "ENTRIES 0" and "CLUBS 0", with a "Register" button next to them. Below the banner is a horizontal menu with tabs: "Home", "Register", "Schedule/Results", "Clubs", and "Entries".

News

Welcome to the Nicomekl Rowing Clubs 24th Annual Regatta. We hope that you will join us for a fun regatta where novices, juniors, para's and every level of masters are encouraged to race.

The course is a 6k head-race down the winding Nicomekl River in South Surrey, British Columbia, Canada – just a few minutes from the US border. Beautiful, protected flat water with an open 1km run to the finish that can challenge crew skills. The course is similar in length, twists and turns to the Head of the Charles.

There is a leisurely 6 km row along the course to the start line at Elgin Dam so that rowers can become familiar with the course. The finish of the race is at the Crescent Beach Pier.

The "General Information" sidebar contains the following details:

- Sanctioned by:** Rowing Canada Aviron logo and the word "CANADA".
- Venue:** Nicomekl River, South Surrey, BC.

- 3) Click on the "Register" tab or "Register" button.

This screenshot is similar to the previous one but highlights the "Register" tab in the horizontal menu and the "Register" button in the banner area with a purple box. A purple arrow points from the "Register" tab to the "Register" button.

News



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- Sanctioned by:** Rowing Canada Aviron logo and the word "CANADA".
- Venue:** Nicomekl River, South Surrey, BC.

- 4) On the Register tab and review the Event List; Class Race 11.05 am and Trophy Race 1.45 pm. Look for the Event and the boat you are entering.
 - a. There is no cost to enter an event, except the Seat Fee. When going through the checkout process, you will indicate the number of rowers who are competing in 1 event (35CAD/rower) and the number of rowers who are competing in a second event (15 CAD/rower).

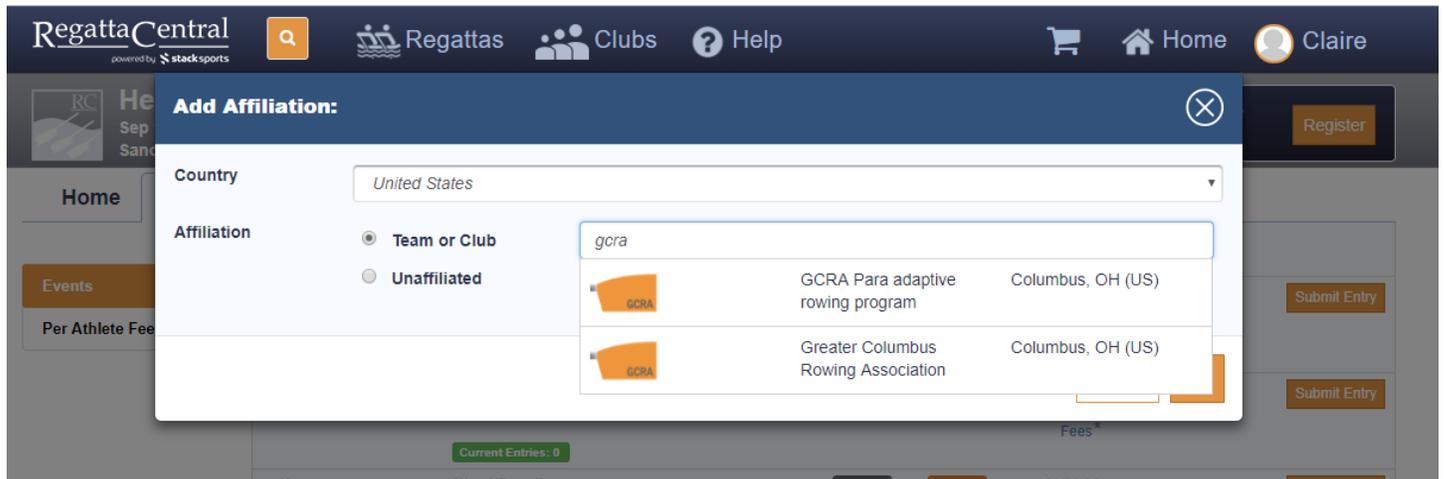
- 5) Click the "Submit Entry" button on the event you would like to enter.
 - a. If you are not already logged in, you will be prompted to do so now. Please enter your RegattaCentral Username and Password
 - b. If you don't have an account, click on "Need an account? Sign up."

The screenshot shows the RegattaCentral website interface. At the top, there is a navigation bar with the RegattaCentral logo, a search icon, and links for Regattas, Clubs, and Help. On the right, there are icons for a shopping cart, Home, and a user profile for 'Claire'. Below the navigation bar, the event details are displayed: 'Head of the Nicomekl', 'Sep 15, 2018 | South Surrey, BC (CA)', and 'Sanctioned by Rowing Canada Aviron'. There are counters for 'ENTRIES' (0) and 'CLUBS' (0), along with a 'Register' button. A main menu includes 'Home', 'Register', 'Schedule/Results', 'Clubs', and 'Entries'. On the left, there is a sidebar with 'Events' and 'Per Athlete Fee'. The main content area shows a list of events with columns for event number, name, category, duration, and fees. Three events are listed: 'Womens Masters 2x' (WOMENS, 2x, CAD0.00 + Seat Fees), 'Mixed Jr 2x' (MIXED, 2x, CAD0.00 + Seat Fees), and 'Mixed Open 2x' (MIXED, 2x, CAD0.00 + Seat Fees). Each event has a 'Submit Entry' button. A purple arrow points to the 'Submit Entry' button for the 'Womens Masters 2x' event.

- 6) The Entry Form will appear. You need to FIRST select your competing organization.

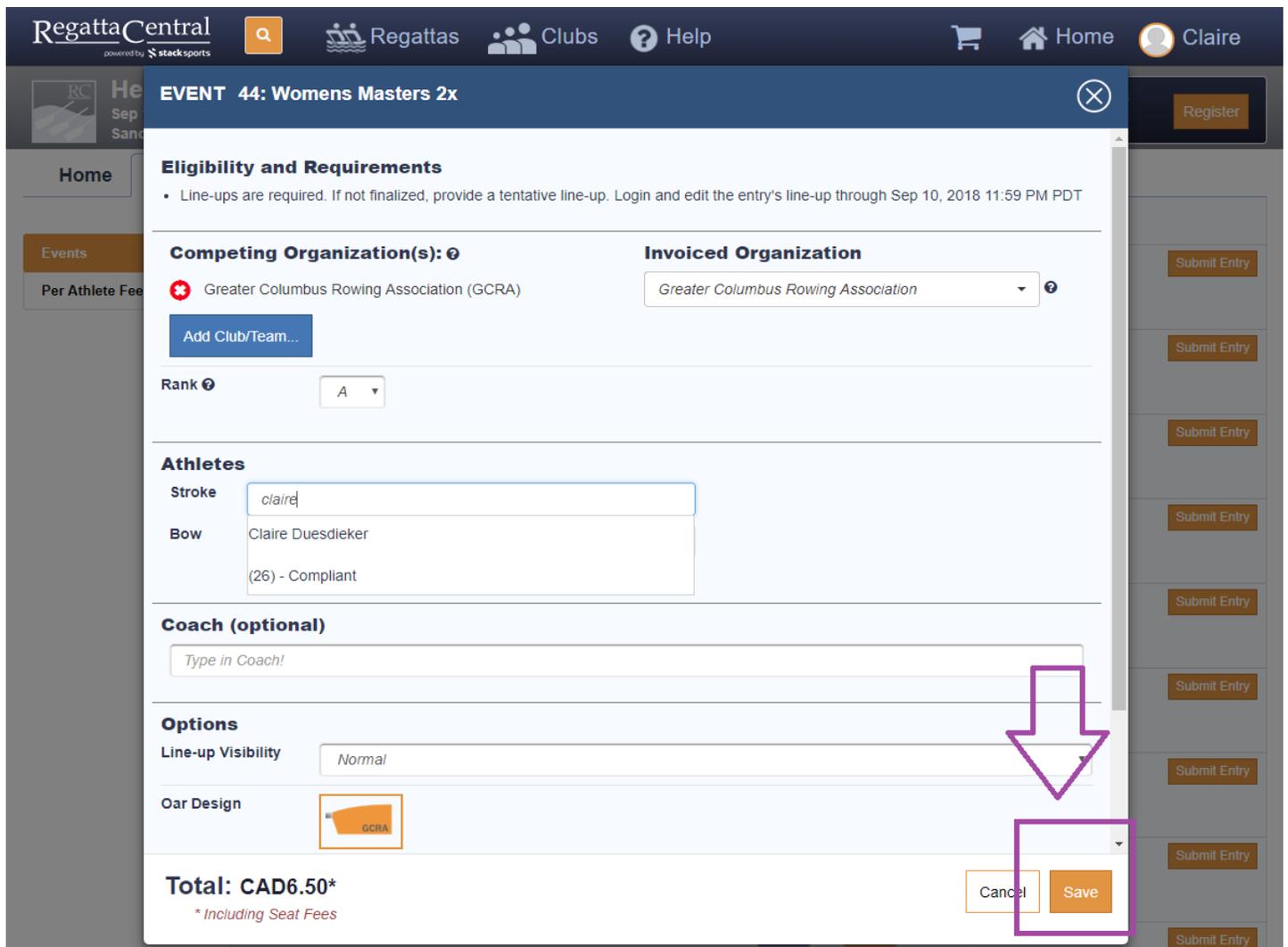
The screenshot shows the entry form for 'EVENT 44: Womens Masters 2x'. The form is titled 'Eligibility and Requirements' and includes a note: 'Line-ups are required. If not finalized, provide a tentative line-up. Login and edit the entry's line-up through Sep 10, 2018 11:59 PM PDT'. The form is divided into several sections: 'Competing Organization(s):' with an 'Add Club/Team...' button, 'Invoiced Organization' with a dropdown menu showing 'Anytown Rowing Club', 'Rank' with a dropdown menu showing 'A', 'Coach (optional)' with a text input field, 'Options' with a 'Line-up Visibility' dropdown menu showing 'Normal', 'Oar Design' with a text input field and a link to 'OarSpotter', and 'Crew Bio (optional)' with a text input field and a character count of '350 characters remaining (350 maximum)'. At the bottom, there is a 'Total: CAD6.50*' and a note '* Including Seat Fees'. There are 'Cancel' and 'Save' buttons at the bottom right. A purple arrow points to the 'Add Club/Team...' button.

7) In the pop-up that appears, search for your club, and once you select the record, click "OK."



8) Type the names of the rowers into the appropriate place in the boat, and select their records. Once you are done, click the "Save" button in the bottom right.

- a. The Total Fee listed in the bottom left ONLY includes the RCA Seat Fee. The Event Fee will be added at Checkout.



- 9) If you are done submitting entries, then click the "Proceed to Checkout" button at the top.
- The Subtotal shown in the screenshot below ONLY includes the Seat Fees, and in the next step you will add the Event Fees.

The screenshot shows the RegattaCentral website interface. At the top, there is a navigation bar with the RegattaCentral logo, a search icon, and links for Regattas, Clubs, and Help. On the right side of the navigation bar, there is a shopping cart icon with a '1' inside, a Home icon, and a user profile icon for 'Claire'. Below the navigation bar, there is a header section for the event 'Head of the Nicomekl' on 'Sep 15, 2018 | South Surrey, BC (CA)', sanctioned by Rowing Canada Aviron. To the right of the header, there are statistics for 'ENTRIES' (0) and 'CLUBS' (0), along with a 'Register' button. Below the header, there is a main navigation menu with 'Home', 'Register', 'Schedule/Results', 'Clubs', and 'Entries'. On the left side, there is a sidebar with 'Events' and 'Per Athlete Fee'. The main content area features a notification box with a green border and a purple arrow pointing to a green 'Proceed to Checkout' button. The notification text reads: 'The following items have been successfully added to your cart: Womens Masters 2x Subtotal (1 items): CAD6.50'. Below this, there is a red warning: 'WARNING: Items in your cart will not be submitted until you complete the checkout process.' At the bottom of the notification box, there are two dropdown menus labeled 'All Genders' and 'All Boats'.

- 10) On the page that appears, you will need to look at the "Order Prerequisites" section. This is where you will indicate the number of rowers competing in one event and the number of rowers competing in a second event as well. The first event is 35 CAD/rower, the second event is 15 CAD/rower.
- If you are only entering 1 event, then put the quantity of rowers competing at 35 CAD each. Then put "0" quantity for the second event
 - If you are entering 2 events, then put the quantity of rowers competing in 1 event at 35 CAD each, and the quantity of rowers competing in a second event at 15 CAD each.
 - If you are going through the process a second time, and are entering rowers into a second event ONLY, then put "0" quantity for Question 1, and indicate the quantity of rowers competing in a second event at 15 CAD.



Head of the Nicomekl

South Surrey, BC (CA)

Please Note: Your registrations will not be submitted until you successfully complete the checkout process. Any items left in cart after the log out will be auto-deleted after the deadline is passed or applicable caps are reached.

Invoiced Organization

Greater Columbus Rowing Association
Columbus, OH (US)

(1) Entries CAD6.50

Subtotal (1 items) **CAD6.50**

Due Now **CAD6.50 ***

** Including Seat Fees*

Next

Due Now

Payment for the following items is due at checkout

Entries

| Event # | Event | Boat | Price * | Action | Status |
|---------|-------------------|---------------|---------|---------------|-------------------------------------|
| 44 | Womens Masters 2x | C. Duesdieker | CAD6.50 | remove edit | <input checked="" type="checkbox"/> |

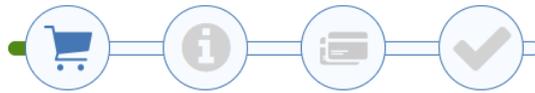
Order Prerequisites

The following information is required. Options selected here are in addition to those you made on your previous orders (select N/A or 0 if you do not need to purchase any additional).

| Item | Price | Qty | Total | Status |
|--|----------|----------|---------|-------------------------------------|
| 1. Select # of Rowers Competing in One Event | CAD35.00 | Select ▼ | CAD0.00 | <input checked="" type="checkbox"/> |
| 2. Select # of Rowers Competing in a Second Event (select 0 if none) | CAD15.00 | Select ▼ | CAD0.00 | <input checked="" type="checkbox"/> |

** Including Seat Fees*

11) Once you have selected quantities for each item (even if "0"), you will be able to click the yellow "Next" button.



Head of the Nicomekl

South Surrey, BC (CA)

Please Note: Your registrations will not be submitted until you successfully complete the checkout process. Any items left in cart after the log out will be auto-deleted after the deadline is passed or applicable caps are reached.

Due Now

Payment for the following items is due at checkout

Entries

| Event # | Event | Boat | Price * | Action | Status |
|---------|-------------------|---------------|---------|---------------|--------|
| 44 | Womens Masters 2x | C. Duesdieker | CAD6.50 | remove edit | |

Order Prerequisites

The following information is required. Options selected here are in addition to those you made on your previous orders (select N/A or 0 if you do not need to purchase any additional).

| Item | Price | Qty | Total | Status |
|--|----------|-----|----------|--------|
| 1. Select # of Rowers Competing in One Event | CAD35.00 | 2 | CAD70.00 | |
| 2. Select # of Rowers Competing in a Second Event (select 0 if none) | CAD15.00 | 0 | CAD0.00 | |

* Including Seat Fees

Invoiced Organization

Greater Columbus Rowing Association
Columbus, OH (US)

(1) Entries CAD6.50
(2) Order Prerequisites CAD70.00

Subtotal (1 items) **CAD76.50**

Due Now **CAD76.50 ***

* Including Seat Fees

Next

12) On the next page, you will need to fill out your Contact Details, and Race Day Contact Information. You can also update your Email Preferences.



Head of the Nicomekl

South Surrey, BC (CA)

Please Note: Your registrations will not be submitted until you successfully complete the checkout process. Any items left in cart after the log out will be auto-deleted after the deadline is passed or applicable caps are reached.

Invoiced Organization

Greater Columbus Rowing Association
Columbus, OH (US)

(1) Entries CAD6.50
(2) Order Prerequisites CAD70.00

Subtotal (1 items) **CAD76.50**

Due Now **CAD76.50 ***

** Including Seat Fees*

Next

Contact Details

Name*

Address*

City*

State*

Zip*

Country*

Mobile Phone*

Home Phone*

Race Day Contact

Same as above



State*

Zip*

Country*

Mobile Phone*

Home Phone*

Race Day Contact

Same as above

Name*

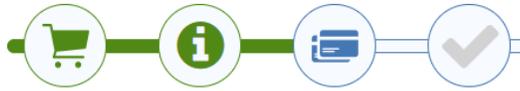
Mobile Phone*

Email Preferences

Select your email preferences for this regatta (sent to claire@regattacentral.com) When applicable, registration confirmations, cancellation notices and related notifications will be sent, regardless of email preferences selected

- Deadline Reminders
- Post Regatta Follow-Up (Survey, etc)
- Regatta Bulletins and Information
- Regatta Sponsors and Vendors

13) On the final page, you will need to choose a payment method, whether "PayLater" or "Credit Card." You will also need to click the check box agreeing to the refund policy, and then click the "Checkout" button.



Head of the Nicomekl

South Surrey, BC (CA)

Please Note: Your registrations will not be submitted until you successfully complete the checkout process. Any items left in cart after the log out will be auto-deleted after the deadline is passed or applicable caps are reached.

Due Now

Payment for the following items is due at checkout

Entries

| Event # | Event | Boat | Price * | Status |
|---------|-------------------|---------------|---------|--------|
| 44 | Womens Masters 2x | C. Duesdieker | CAD6.50 | ✓ |

Order Prerequisites

The following information is required and is subject to verification by the regatta.

| Item | Price | Qty | Total | Status |
|--|----------|-----|----------|--------|
| 1. Select # of Rowers Competing in One Event | CAD35.00 | 2 | CAD70.00 | ✓ |
| 2. Select # of Rowers Competing in a Second Event (select 0 if none) | CAD15.00 | 0 | CAD0.00 | ✓ |

* Including Seat Fees

Invoiced Organization

Greater Columbus Rowing Association
Columbus, OH (US)

(1) Entries CAD6.50
(2) Order Prerequisites CAD70.00

Subtotal (1 items) CAD76.50

Due Now CAD76.50 *

* Including Seat Fees

Select Payment Method
 Select Payment Method
 Credit Card
 Pay Later

fund policy.

Check Out