



Process for Making Entries via RegattaCentral

New Entry System for National Regatta Events

Rowing Australia (RA) has confirmed that RegattaCentral (RC) will be used for the 2013 Masters event and advises the following: Rowing Australia (RA) has adopted RegattaCentral as its online system solution after an extensive review and evolution process which identified RC as the best available of all existing and available software systems. RC is the world's largest rowing regatta registration, regatta management and club management system, having been founded in 1999. It is widely used throughout the United States and Canada. The system as currently used offers a flexible and simple tool for communications between regatta managers and competitors, and for on line entries and payments. This means there are a few changes to how competitors will register online from previous year's Masters events and as the 2013 Masters will be the first time most users have experienced the RegattaCentral system, RA, in conjunction with RC, has taken a number of steps to assist with the familiarisation of all users with the system.

Seat Fees

As previously advised the Seat Fee for each event entered is \$45, with no charge for coxswains. This seat fee is **inclusive** of a RegattaCentral administration charge of 8% on each seat entry. The decision to include the charge as part of the seat fee is a decision that has been made for the 2013 Masters only. Rowing Australia acknowledges that given competitors had already been advised the seat fee prior to the finalisation of the RegattaCentral administration charge, then it would not be appropriate to increase the fee further. The Organising Committee is greatly appreciative of this outcome.

Dates and Deadlines

Entries for the regatta will be open from 9:00am on 27th February and will close at 11:59pm AEST on 1st April.

Payment for all entries must have been received by 5:00pm AEDT on 8th April 2013. Any entry that has not been paid by this time will not be accepted.

Data Transfer

As RegattaCentral (RC) has not previously been RA's national database, all data stored in previous databases (ROMS and Rowing Manager) has been transferred into RegattaCentral and is current at the time that entries open.

Any additions made to a club's athlete roster in ROMS or Rowing Manager after the date that data is first transferred will be transferred across into RegattaCentral periodically in line with the following timeline:

ROWING ACT

ACT Sports House, 100 Maitland Street, Hackett, ACT 2602

P.O. Box 8366, ANU ACT 6200

P +61 406 376 666

W www.rowingact.org.au

ABN 57 627 872 148



Dates	Frequency
27 th Feb - 12 th Mar	Weekly (Fridays) at 9:00am AEDT
13 th Mar – 26 th Mar	Bi-weekly (Tuesdays and Fridays) at 9:00am AEDT
27 th Mar – 1 st Apr	Daily at 9:00am AEDT

How do you add a member if they aren't on the athlete list?

Athletes should be added to ROMS or Rowing Manager in the same way that they have been added in previous years. That athlete record will then be verified by State Associations as in previous years and then transferred into the RC system periodically per the time frames in the table above.

If a club has a question regarding the status of an athlete's record they should contact their State Association in the first instance.

Accessing Athlete Data

In order to access the athlete data to make an entry, **individuals will need to login to an existing RegattaCentral account or create a new account.** If you have previously used RegattaCentral to submit regatta entries, go to www.regattacentral.com and login to your existing account. Proceed to **Step 1** under "**Submitting an Entry**" below.

If you are a new coach or you have not previously submitted entries through RC, follow the steps below to create an account:

1. Go to www.regattacentral.com
2. Click the **Join** link in the orange box at the top of the page
3. Click the "**Select Club/Team**" link
4. Select **Australia** in the **Country** drop down box and enter the name of your club or school in the **Team or Club** field
5. Click **OK** after you have selected the desired Team or Club
6. Complete the New Account fields and click "**Create My Account**"

Once the account is created, a pop-up box will appear that will allow you to add regattas to your RC calendar. Proceed to **Step 2** under "**Submitting an Entry**" below.

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Submitting an Entry

Once you have logged into your account, you will be able to submit entries by following these steps:

1. Click the '**add regatta**' link located in the '**Regatta Calendar & Entries**' box on the left side of your screen to add regattas on your calendar
2. Click the '**register**' link to the right of your club
3. Verify your contact information and click '**Save**'
4. Click the '**Submit Entry**' link beside the desired event
5. Complete the **Entry Form** and click the '**Save**' button

Additional information on submitting an entry (including a video tutorial) is available at

<https://wiki.regattacentral.com/display/RegRegEndUser/Submitting+an+Entry>

Payment

RegattaCentral supports a number of payment options for entries, including online payment submission. This will greatly reduce administrative processing and complication. Each individual submitting an entry will have the option of paying with a credit card at the time of entry. Clubs will also have the option of paying for their entries on account with invoices issued by the RegattaCentral system.

It is not necessary to make payment at the time that you make an entry. Individuals making entries on behalf of a club have the option of submitting that entry and adding it to the club's account for payment by the club by the payment due date.

RegattaCentral complies with all relevant security legislation and protocols and takes all precautions to protect user's privacy and information. It is PCI compliant, undergoes security audits by Comodo and PayPal and all traffic on RegattaCentral's payment processing site uses an EV-SSL certificate. More information on RegattaCentral's privacy policy is available at

<https://www.regattacentral.com/information/privacy.jsp>

More information on payment is available at

<https://wiki.regattacentral.com/pages/viewpage.action?pageId=557209>.

RegattaCentral Support:

Support services will be available by contacting:

Email: traci@regattacentral.com

Phone: before March 26th: 0488 442 006 (Monday – Friday between 9am and 11am AEDT);
after March 25th: +61 2 6100 3601 (Tuesday to Friday between 9am and 11am AEDT)

RegattaCentral will endeavour to respond to all support queries within 24 hours.

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