

# CIRC2018

## [RegattaCentral FAQ](#)

Contact [Support@RegattaCentral.com](mailto:Support@RegattaCentral.com) if you need assistance using any of these features.

614-360-2922 x106

Event Info: Contact

CIRC Competition: John S Butsch CIRC Director 773.525.1030 x203

CIRC Expo: Montana Butsch 312.342.5241

**All Registration** is now handled through **RegattaCentral**. Although you can explore all **Indoor Rowing** and **Expo Events**, you will need a free RC account to register.

### Process for Making an Entry via RegattaCentral

#### New Users

In order to submit entry in an event, users need to login to an existing RegattaCentral account. If you do not already have a RC account, skip to **Step 1** below to create one.

If you have previously used RegattaCentral to submit regatta entries, go to [www.regattacentral.com](http://www.regattacentral.com) and login to your existing account. Then proceed to **Step 1** under "**Existing Users**" below.

If you have not previously submitted entries through RC, follow the steps below to create an account:

1. Go to [www.regattacentral.com/signup](http://www.regattacentral.com/signup)
2. Complete the 'Sign Up' form and click '**Create My Account**'
3. '**Add Affiliation**' to your account
  - a. If you are not a member of a rowing club or other organization, add '**Unaffiliated**' to your account
  - b. If you are unable to find your organization, click the '**Unable to find your club?**' link to add it to the RC database
4. Click **OK**
5. Proceed to Step 6 below

#### Existing Users

Go to [www.regattacentral.com/login](http://www.regattacentral.com/login) and login to your account. Follow the steps below to submit entry:

6. Click '**Add Regatta**' in the **Regatta Calendar & Entries** box on the left side of your homepage

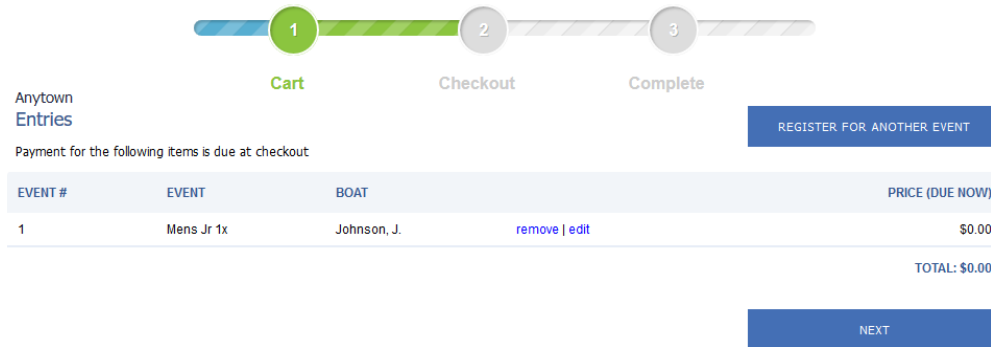


7. Select your email preferences and click '**Add Regatta**'
8. Click '**register**'
9. Complete the Registration Form and click '**Save**'
10. Click the '**Submit Entry**' link beside the desired event
11. Complete the **Entry Form** and click the '**Save**' button

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12. If you would like to submit more entries, select '**REGISTER FOR ANOTHER EVENT**' and repeat steps 10 & 11



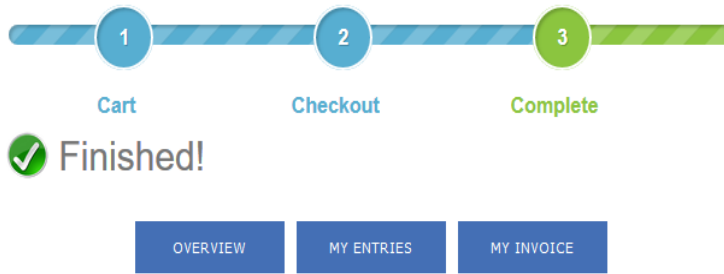
13. If you are done submitting entries, click '**NEXT**'

14. Compliance – select the applicable option and click **Next** to close the pop-up

15. Click **NEXT**

16. Complete the Credit Card information and click **SUBMIT** to complete the registration process

a. You should receive a Finished! page upon completion



## Using the Roster Team Entries

The team-wide roster is used to store information about members of rowing/paddling organizations. This roster can be used to update member information, categorize members as Active or Inactive (Archived), and monitor USRowing waiver status for USRowing member organizations where appropriate.

Most account holders will see only member records that they have added to the roster or used in line-ups. **Full access to the roster is limited to authorized accounts to protect the privacy of member information. Contact RegattaCentral support if you believe your account should be granted full access to the team-wide roster.**

**How do I edit my athlete information or add an athlete to my roster?**

- Go to [www.regattacentral.com](http://www.regattacentral.com) and login
- Click on the 'Roster' link to the right of your team's name listed in the Affiliations box
  - Double click on an athlete's name to edit information
  - Click on the "New" button to add an athlete to your roster
- Go to [www.regattacentral.com](http://www.regattacentral.com) and login
- Click on the 'Roster' link to the right of your team's name listed in the Affiliations box
  - Double click on an athlete's name to edit information
  - Click on the "New" button to add an athlete to your roster
  - Be sure to have the following information as you create your Roster:
    - Full Name & address, email, phone, Birthdate, current age, sex
    - Best 2K time or if only doing 500m Sprint events, the Best 500m time

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- Best 2K or 1K if Adaptive

## Tips for new users:

- A RegattaCentral account is created when you enter your name and email address at the beginning of the registration process. Check your email for a message containing the password to your account. The email will be from support@regattacentral.com and you may need to check your junk or spam folder.
- Once you have entered your email address for the first time you should now register as an existing user - remember that your password was emailed to you.
- The system will time out after 25 minutes of inactivity. If you go over the allotted amount of time - you will receive an error message, your information will be lost and you will have to start over. Avoid leaving your computer in the middle of a registration.
- Registration services are provided by RegattaCentral for many clubs. Often your club will allow you to register directly on their website. These registrations are processed by our website and your invoice can be viewed by logging into [www.regattacentral.com](http://www.regattacentral.com) and clicking the 'View Details' link next to your club's name (right side of the page in the registrations box.)
- You can also change your username and password on RegattaCentral. Log in then click the "Account" link in the upper right hand side of the page.

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