

CIRC2018

[Regatta Central FAQ](#)

Please contact **RegattaCentral Support** if you need assistance using any of these features.

Phone United States & Canada: 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 **Regatta Central**. Although you can explore all **Indoor Rowing** and **Expo Events**, you will need a free RC account to register.

Individual Athletes: Getting Started

1. **How to Create an Account**
2. Go to www.regattacentral.com
3. Click the '**Join**' link located in orange box at the top of the page
4. Click the '**Select Club/Team...**' link
 - a. Select the country in which your club is located using the '**Country**' drop down menu
 - b. Start typing the name of your team or club in the search box
 - i. If you compete as an Unaffiliated athlete select the '**Unaffiliated**' option and click '**OK**' at the bottom of the window
 - c. Click on the name of your club to highlight it then click '**OK**'
 - i. If the club or team is not listed:
 1. Try simplifying the search terms to expand the list of options (i.e., "Anytown" instead of "Anytown Rowing Club")
 2. If the club or team is still not listed click the '**New Team or Club**' tab to add it to our database
5. Fill in the rest of your account information and click '**Create My Account**'
6. Next you will need to select regattas to add to your calendar. Select any regattas you are interested in, or to which you may want to submit entries. You can also add regattas to your calendar later. Click '**OK**' when you are done selecting regattas.
7. **How to Submit Entries**
8. Login using the orange box at the top of the screen if you have a RegattaCentral Username and Password
 - a. If you forgot your Username or Password click '**Login**' in the orange box. Use the '**username**' link to request that your username be sent via email. Use the '**password**' link to request that a link be sent via email to reset your password.



- b.
 9. 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
 - a. You can choose regattas you want to register and submit entries for, or you may choose regattas that you want to easily access. Once added to your calendar the regatta will be saved in your account.
 10. Click on the '**register**' link to the right of the club or team you wish to register under
 - a. Click [here](#) for directions if you wish to register under an affiliation that is not yet listed
 11. This will bring you to the **Registration Form** section. Enter or confirm your contact information and click '**Save**'
 12. Click the '**Submit Entry**' link on the **My Entries** page to view the list of available events
 13. Click the '**Submit Entry**' link for the desired event

Complete the **Entry Form** and click the '**Save**' button -More-

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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 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

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 - 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
 - Best 2K or 1K if Adaptive

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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 and clicking the 'View Details' link next to your clubs 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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