

Entry System Users

Clubs and Schools can give selected members the right to submit entries on behalf of the Club. In doing so, the Club/School can also determine how long before the close of entries that these entries need to be submitted so that they can be authorised.

Select **Entry System Users** from the left hand menu.

ROWING Victoria **Rowing Victoria Incorporated.**
Regatta Season: 2015-2016

Main Menu

Melbourne Rowing Club Inc

VIC Season: 2015-2016

Regatta Entry System Users

Clubs may choose to allow individual athletes or coaches within their club to submit regatta entries, without providing them with club administrator privileges. Any entries submitted by these non-privileged users will initially go into an **un-authorised holding queue** and must be subsequently **"authorised"** by a club administrator before they are included in the club's endorsed regatta entries i.e. entries in the un-authorised holding queue will not be invoiced or included in the regatta until such time that they have been authorised.

NOTES:

- Only current financial members can be assigned permission to submit regatta entries.
- Users enabled here will access the regatta entry form via their 'User Account'.
- Any entries not authorised by the close of entries will be discarded. It is the club's responsibility to ensure all entries are completed by the close of entries. Reinstatement of any unauthorised entries will attract a late entry fee.

Clubs may choose a cut-off time, relative to the standard close of entries, after which these users will no longer be able to create new regatta entries.

Melbourne Rowing Club Inc
(enter zero or leave blank to allow user submitted requests up until the close of entries)

Cut-off time: hours before close of entries

2015-2016 Members with Regatta Entry Privileges:
Tick the box to the right of a person to enable their user account access to regatta entries.

Last Name	First Name	Gender	Birth Date	Membership Type	Member#	
Aikman	Alisdair	M	1970	2015/16 Officials/Volunteers Membership	34481	<input checked="" type="checkbox"/>
Ainsworth	Philip	M	1951	2015/16 Officials/Volunteers Membership	34491	<input type="checkbox"/>
Assender	Abi	F	1999	2015/16 School Competitive Membership	35123	<input type="checkbox"/>
Atkins	David	M	1956	2015/16 Senior Competitive Membership	35149	<input type="checkbox"/>

Determine an appropriate cut-off time (in hours) before entries close. In this example, Melbourne wants entries submitted 48 hours before the official close of entries so that a Club Administrator can approve the entries.

Then select all members that you allow to submit entries by clicking the box beside their membership number.