

Authorising Entries

Where Clubs and Schools permit members to submit entries, these entries need to be authorised by a Club administrator prior to the close of entries.

Select **Regatta Entries** and find the relevant regatta. A note will indicate if there are any entries that require your authorisation.

Rowing Victoria Incorporated.
Regatta Season: 2015-2016

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(submit entries for a different club)

VIC Season: **2015-2016**

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Regatta Entries

Instructions :- Please feel free to experiment with any Test Regatta to learn how the system works. The **Entry System Help** contains complete instructions on the entry process.

Close of Entries - Entries close at the advertised time of day. If you are logged in to the entry form prior to that time, you may finish submission of your current/last entry and then the entry form will close. You have a maximum of 10 minutes to complete the final entry.

Late Entries - For regattas where late entries are accepted, the option to submit late entry requests will usually be available immediately following the close of entries. Late entries will only be accepted where there is a lane available in any existing draw.

Regatta Contacts :- A regatta contact person is someone who will be in attendance at the regatta and has the authority to act as a representative for your club/school. When asked to nominate a contact person please supply a mobile phone number as they may be contacted by the regatta organisers if necessary.

Support :- In the first instance requests should be directed to the relevant State contact listed below. Entry system problems or after hours technical support can be referred to: support@rowingmanager.com

Options :- access all past regattas in the 2015-2016 season

ACT NSW TAS VIC

Rowing Victoria Incorporated. : 2015-2016 Regattas

ACCOUNT OVERDUE WARNING

Melbourne Rowing Club Inc has unpaid regatta entry fees for one or more VIC regattas. All regatta entry fee payments are due by the close of late entries, and immediate settlement of your account is required (or you risk the suspension of further regatta entries acceptance).

As an administrator you can edit entries in your State even after entries have closed to standard club users.

Date	Regatta Name	Entries Close
9/1/2016	2016 MRA and Rutherglen Regattas	4/1/2016 @ 12:00 AEST
<p>You have 1 pending entry requests that require authorisation.</p> <p>Edit Entry List (Add/Authorize Entries)</p>		
30/6/2016	RV Test Regatta	29/6/2016 @ 24:00 AEST

You have 1 entry in this regatta.

State: All Current Regatta Entries

Click on **Edit Entry List** to view all your Club or School entries for the regatta.

REGATTA: 2016 MRA and Rutherglen Regattas **CLUB: Melbourne Rowing Club Inc**

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SUMMARY OF REGATTA ENTRIES

Regatta: 2016 MRA and Rutherglen Regattas - click to Edit the crew.
Entries for: Melbourne Rowing Club Inc - click to Delete the crew from your entries.
Total Entries: 0 - indicates the crew is saved in the Crews List.
Received:

Please nominate a Regatta Contact Person for your club/school

Select Name:

Name: Mobile:

Club Member Entry Requests

Date	Time	Event#	Event Code	Crew	Submitted by	Status
9/12/2015	17:43	5	FO1X	Melbourne	Nicole Payne[53898] Emily Scott	Pending <input type="checkbox"/> <input type="button" value="Accept"/> <input type="button" value="Decline"/>

Regatta Entries

Accept or decline the entries as necessary.