

## System Access

Club administrators can send access details including an initial password to their members by selecting **Entry System Users** on the left hand menu bar.

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

**Melbourne Rowing Club Inc**

VIC Season: 2015-2016

**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](mailto:support@rowingmanager.com)

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

ACT NSW QLD TAS VIC WA

**Rowing Victoria Incorporated : 2015-2016 Regattas**

9/1/2016 **2016 MRA and Rutherglen Regattas** Entries Close : 4/1/2016 @ 12:00 AEDT  
You have 4 entries in this regatta.

Session	Date	Start	End	User
28	10/12/2015	11:24	11:27	Jennifer Matthies

This will display current members as shown below. Click on **reset password** beside the relevant individuals name to email an ID and password.

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

**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:** 48 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"/>	reset password
Ainsworth	Philip	M	1951	2015/16 Officials/Volunteers Membership	34491	<input type="checkbox"/>	reset password
Assender	Abi	F	1999	2015/16 School Competitive Membership	35123	<input type="checkbox"/>	reset password

A pop-up screen is displayed showing the individuals ID, and their email address as shown below. Click on **New Password** to generate an initial password. This will generate a password, and the email text that is sent when you click on **Save & Send Email**.



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**Melbourne Rowing Club Inc**

VIC Season: 2015-2016

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**Regatta Entry System**

Clubs may choose to allow i providing them with club ad initially go into an un-auth administrator before they al i.e. entries in the un-author that they have been author

NOTES:  
i. Only current financi  
ii. Users enabled here v  
iii. Any entries not auth ensure all entries are will attract a late ent

Clubs may choose a cut-off longer be able to create new **Melbourne Rowing Club** (enter zero or leave blank t

Cut-off time: 48  
Save

**2015-2016 Members with**

Tick the box to the right of

Last Name	First Name	Gender	DOB	Membership	Membership No	Reset Password
Aikman	Alisdair					<input type="checkbox"/>
Ainsworth	Philip	M	1951	2015/16 Officials/Volunteers Membership	34491	<input type="checkbox"/> reset password
Assender	Abi	F	1999	2015/16 School Competitive Membership	35123	<input type="checkbox"/> reset password
Atkins	David	M	1956	2015/16 Senior Competitive Membership	35149	<input type="checkbox"/> reset password

**Reset Password**

Passwords are stored in an encrypted format and hence can only be reset by the creation of a **New Password**.

User Ids default to the person's membership number, however it can be edited.

Name: **Alisdair Aikman (#34481)**  
 User Id:   
 Password:

A valid email address must be supplied where a person's log in credentials are set.

Email Address:

The following email will be sent when a new password is generated:

Your log in credentials have been reset by Melbourne Rowing Club Inc. Please find below your User ID and a new temporary password. You may be required to choose a new password the next time you log in.  
 Name: Alisdair Aikman  
 User Id: aaikm01  
 Password: seniguvu  
 Log in here: <https://www.rowingmanager.com>