

Updating Club / School Rowing Manager Administrators

Select **System Administrators** from the left hand menu bar, the **New Administrator** to add additional administrators.

You can limit what functions each administrator can do by selecting/deselecting the tick boxes as shown in the following image. You can also delete administrators from this page.

Rowing Victoria Incorporated. as: **Melbourne Rowing Club Inc**

Login as:

(submit entries for a different club)

VIC Season:

Regattas
[Regatta Entries](#)
[Entry System Users](#)
[Crews List](#)
[Results Reports](#)
[RP7 Software](#)

Accounts
[Regatta Accounts](#)
[Payment History](#)

Club Administration

- [System Administrators](#)
- [Website Contacts](#)
- [Membership List](#)
- [New Memberships](#)

User Profile
[My Details](#)
[Change Password](#)

Logout
[Logout](#)

System Administrators

+ New Administrator

Only people with **'Admin'** privileges can alter these settings and **Admin** level implies all other privileges by default.

<input checked="" type="checkbox"/> James Scott	<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Regattas	<input checked="" type="checkbox"/> Membership	<input checked="" type="checkbox"/> Accounts	(<input checked="" type="checkbox"/> emails)	Reset Password
<input checked="" type="checkbox"/> Jennifer Matthies	<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Regattas	<input checked="" type="checkbox"/> Membership	<input checked="" type="checkbox"/> Accounts	(<input checked="" type="checkbox"/> emails)	Reset Password
<input checked="" type="checkbox"/> Emily Scott	<input type="checkbox"/> Admin	<input type="checkbox"/> Regattas	<input type="checkbox"/> Membership	<input checked="" type="checkbox"/> Accounts	(<input checked="" type="checkbox"/> emails)	Reset Password

At least one person must be nominated to receive overdue account reminder emails.
Additional Accounts Invoice Recipients: treasurer@melbournrowing.com.au

You can check a new administrators email address and send them login details via the **Reset Password** beside their name.

Click on **Save Permissions** to save the changes.

Restricting Administrators Privileges

Clubs and Schools can restrict what administrators can do by ticking/unticking the privileges options.

Admin: Selecting Admin gives ALL privileges as shown in the following image.

Melbourne Rowing Club Inc

VIC Season: 2015-2016

Regattas

- Regatta Entries
- Entry System Users
- Crews List
- Results Reports
- RP7 Software

Accounts

- Regatta Accounts
- Payment History

Club Administration

- System Administrators
- Website Contacts
- Membership List
- New Memberships

User Profile

- My Details
- Change Password

Logout

- Logout

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.

Regattas: Selecting just Regattas gives access to the following functions.

Melbourne Rowing Club Inc

VIC Season: 2015-2016

Regattas

- Regatta Entries
- Entry System Users
- Crews List
- Results Reports
- RP7 Software

User Profile

- My Details
- Change Password

Logout

- Logout

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.

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

ACT NSW TAS **VIC**

Membership: Selecting just Membership gives access to the following functions.

Melbourne Rowing Club Inc

VIC Season: 2015-2016

Club Administration

- Membership List
- New Memberships

User Profile

- My Details
- Change Password

Logout

- Logout

MELBOURNE ROWING CLUB INC - Active Members

This membership list is obtained from the ROMS database. As we do not have access to current State membership data from ROMS, it simply includes all athletes that are eligible to compete for your club or school.

	Last Name	First	Date of Birth	Other Club/Sch.	Sweep	Scull
<input type="checkbox"/>	Aikman	Alisdair	M 1970		4.00000	4.00000
<input type="checkbox"/>	Ainsworth	Philip	M 1951		3.70000	3.70000
<input type="checkbox"/>	Ainsworth	Victoria	F 1996		3.72780	3.70000
<input type="checkbox"/>	Alder	Rachael	F 1982		3.52619	3.48584
<input type="checkbox"/>	Allard	Anthony	M 1989		3.87250	3.87250
<input type="checkbox"/>	Allwood	Elizabeth	F 1981		3.87619	3.70888
<input type="checkbox"/>	Ambrens-Barnes	Kirsten	F 1976		3.54608	2.50521
<input type="checkbox"/>	Anapliotis	Sofia	F 1968		0.00000	0.00000
<input type="checkbox"/>	Anderson	Sarah	F 1991	Carey Grammar School	3.35000	3.69766
<input type="checkbox"/>	Ao	Xiang	F 1988		0.00000	0.00000
<input type="checkbox"/>	Arico	Riccardo	M 1983		3.37256	3.70000
<input type="checkbox"/>	Assender	Abi	F 1999	Presbyterian Ladies College Melbourne	3.45737	3.56000
<input type="checkbox"/>	Atchinson	Tracey	F 1968		0.00000	0.00000

Accounts: Selecting just Accounts gives access to the following functions.

Melbourne Rowing Club Inc

VIC Season: <input type="text" value="2015-2016"/>	My Details
Accounts	Member#: 56741
Regatta Accounts	Name: Emily Scott
Payment History	Date of Birth: <input type="text" value="07/1992"/> verified
User Profile	Gender: Female
My Details	Membership: Data not available
Change Password	Club: Melbourne
Logout	School: <input type="text"/>
Logout	Mobile: <input type="text"/>
	Email: <input type="text" value="james@rowingvictoria.asn.au"/>
	<input type="button" value="Save"/>
