

Adding Bulk Members

Schools may bulk load new students by selecting **Bulk New Members** which will display the following.

Rowing Victoria Incorporated.
Regatta Season: 2015-2016

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Rowing Victoria Incorporated. as: **Presbyterian Ladies College Melbourne**

Login as:
Select Club...
(submit entries for a different club)

VIC Season: 2015-2016

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Bulk New Member Requests

You may submit a list of new rowers to be added to the database in an Excel spreadsheet. This spreadsheet must conform to the format of the template below.

First Name, Last Name - no all uppercase names please.
Gender - must be either 'M' or 'F' (Male or Female is also acceptable).
Date of Birth - d/m/yyyy (4 digit year required).
Email Address - the email address column is optional.
Membership Category:
Please note that you can apply for different membership categories for different people within the same spreadsheet, so it is necessary to supply the membership category for each person. It is recommended that you use the category abbreviation as it is less ambiguous.

Rec Recreational @ \$5.00
Comp Competitive @ \$50.00
Sch School @ \$25.00

Spreadsheet Template: [bulk_new_members.xls](#)

By submitting new member requests via the spreadsheet template you are certifying that information provided is correct to the best of your knowledge and agree that the applicant has been made aware of and agrees to the relevant Rowing Victoria Incorporated. Policies and Rules, including the Anti-Doping Policy, and that your club is accepting financial liability for these memberships.

When complete the file should be emailed to: support@rowingmanager.com
Membership fees will be invoiced to: **Presbyterian Ladies College Melbourne**

This page briefly summarises the information that must be entered in the spreadsheet that is available from the page.

Enter all the new members that you want to load up into the spreadsheet noting instructions above regarding Membership Category.

1	Please ensure names are in Proper Case and spelling is correct.					
2	School:					
3	First Name	Last Name	Gender (M/F)	Date of Birth (d/m/yyyy)	Membership Category	Email (optional)
4	Josephine	Bloggs	F	12/01/2004	Sch	joe.bloggs@optusnet.com.au
5						
6						

Send the completed spreadsheet to Rowing Victoria by emailing to info@rowingvictoria.asn.au **together with proof of ID/Date of Birth**. Without the proof of ID/Date of Birth, the new members will not be loaded into Rowing Manager.

All **club** members will also be required to **accept the National Sports Membership Terms**. They will be individually emailed this declaration proceeding Rowing Victoria's processing of the bulk membership form. Each member will be required to agree to this declaration before they will be able to be entered into regattas. Therefore every club member (including club and school dual members) will be required to have a **valid** email address in Rowing Manager.

Please note that this email address will only be used for Rowing Victoria related activity.