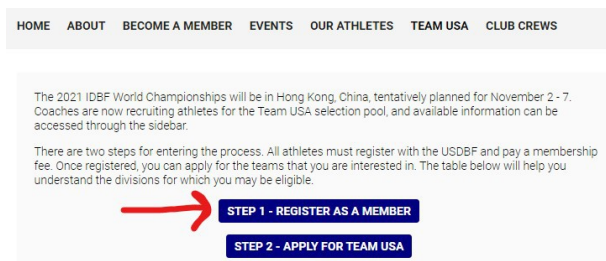


How to Register as a USDBF Member

For distribution to TeamUSA athletes already in their selection pools.

Step 1 – Register as an Member of USDBF.

You can do this by visiting the [Team USA page of our web site](#), at usdbf.org, and click the **Step 1 – Register as a Member** button.



On the resulting page, click **Register**, and go through filling out the form.

IMPORTANT NOTE:

Please provide correct address information, as you will be mailed an identification card, which you will need for credentials at USDBF events such as the Club Crew National Championships.



Notes About Completing the Form:

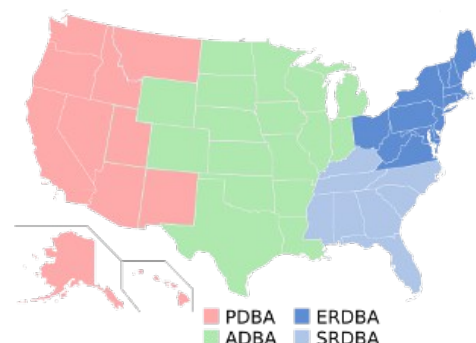
The first question about your gender is your racing gender, and it can be changed at will. Unfortunately, we have no control over this question, as it is required in this format by the system. However, we recognize and see the diversity in our athletes, so we have provided a second, optional question about gender further down.

Club is another required question we couldn't influence. Please select **Click here, and proceed.** **Region and club will be selected below.**

The image shows a portion of the registration form. It includes a 'Gender:*' section with radio buttons for Male, Female, and Other. Below that is a 'Club:*' section with a dropdown menu. A red arrow points to the dropdown menu, which has two options: 'Click here, and proceed. Region and club will be selected below.' and 'Select club...'. Below the dropdown is an 'Address' section with a text input field. A red arrow points to the text input field, which has a placeholder text: 'Click here, and proceed. Region and club will be selected below.'

Select your affiliated Region from the list, according to this map.

Note: If you are an athlete of single-person crafts that only dragon boats biennially as a member of Team USA (for example, OC1), and you do not have an individual membership in your region, please select **No Regional Affiliation**.



If you selected one of the four regions, a field for club will appear, and you can select your club from the list, which is limited to the clubs from that region.

- If you are an individual member, the option is at the top of this list (Ex: SRDBA – Individual Member (no applicable club))
- Some clubs may not be on this list, either because they are not members of their regions, or because we accidentally left them out (it's a new system). If you do not see your club on the list, please select **My club is not listed**, and provide it in the next field. We will check it and amend your record if needed.
- If you have No Regional Affiliation, your menu shows a choice for Independent Paddling Athlete.

Photo – This should be a passport-style photo – square, with your face filling most of the space. You can finish the registration without uploading a photo, but you should add your photo by no later than March 1. If possible, keep the photo small, no larger than 2 inches square, but the file size can be no larger than 5MB.

When you click Register Now, you will be taken to a confirmation page. On this page, if you click the yellow **Check out with PayPal** button at lower right, you will get to a payment screen for PayPal's services. Here, you can either **Log in to your PayPal account** to pay, or you can choose **Pay with a credit or debit card**, and PayPal will process your payment without you having to have a PayPal account.

The screenshot shows a 'Tax Invoice/Statement' on the left and 'How to Pay' on the right. The invoice includes details like account name, invoice reference, date of issue, status, and a table of items with a total of \$55.00. A red arrow points to the 'DOWNLOAD' button at the top left of the invoice. The 'How to Pay' section includes 'Payment instructions', 'Pay via PayPal using your Debit/Credit Card' (with a red arrow pointing to the 'Check out with PayPal' button), and 'Pay via Cheque'.

Item	Amount
Membership Fee	\$55.00
Total	\$55.00

If you choose the blue **Download** button at the top left, you can download and print a copy of your invoice to mail with a check, if you prefer. The mailing address is on the invoice.

Step 2 – Once you have paid or printed your invoice, check your e-mail for a confirmation from United States Dragon Boat Federation regarding “Membership details,” which will have your user name in it. Check your spam if you don't see it fairly soon. Open the e-mail, and click the black **Set your Password** button. Set your password, and log in to the USDBF site.

Step 3 – Return to the [Team USA page of our web site](https://usdbf.org), at usdbf.org. This time, and click the “Step 2 - Apply for Team USA.”

There are two steps for entering the process. All athletes must register with the US fee. Once registered, you can apply for the teams that you are interested in. The tat understand the divisions for which you may be eligible.

Two blue buttons are shown: 'STEP 1 - REGISTER AS A MEMBER' and 'STEP 2 - APPLY FOR TEAM USA'. A red arrow points from the text above to the 'STEP 2' button.

On this page, note the chart at the top that will help you determine what divisions your age qualifies you for, if you don't already know. Scroll down to the events list, and click the blue Apply button next to the division that you are interested in.

A table showing event details: 'Senior C Mixed, Open, and Women', 'Team USA', 'Tue 02 Nov 2021 - Sun 07 Nov 2021', and 'Hong Kong, China'. To the right of the table are two buttons: 'INFO' and 'APPLY >'. A red arrow points to the 'APPLY >' button.

Senior C Mixed, Open, and Women	Team USA	Tue 02 Nov 2021 - Sun 07 Nov 2021	Hong Kong, China	INFO	APPLY >
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Fill out the resulting form. Click the Team USA Waiver, read it, and tick the remaining boxes regarding the waiver agreements, then click Submit.

This process can be repeated for each division you choose to apply to. If you are registering for more than one division, do not be concerned if the questions are different. Coaches' data needs vary, and the questions reflect the things they want to know. You can apply for as many divisions as your age qualifies you for.

Once this is complete, check your e-mail again. You will have a confirmation email, and it will have details about your division, with clickable links that will enable you to e-mail your coach, sign up for social media, and see the selection criteria. Your coach will also be provided with a notification that you have applied to their division.

We hope you enjoy your experience, and we wish you luck in being selected for Team USA.