

INSTRUCTIONS FOR TEAM CAPTAINS

NOTE

Each team that your club or organization enters to race - requires its own team account. For example "Team Mixed", "Team Women", "Team Youth"

If your club has one person acting as team captain for more than one team, the team captain's email will be allowed for multiple accounts.

1. [CLICK HERE TO REGISTER AS A TEAM CAPTAIN](#)

Keep these instructions open or print out

- ENTER USERNAME – *suggestion USE THE TEAM NAME spaces accepted, not case sensitive - usernames can't be changed*
- ENTER TEAM CAPTAIN'S EMAIL – *Email address can be used for more than one team account*
- Dropdown appears – ENTER TEAM NAME *exactly as you would like it to appear on race schedules*
- ENTER CAPTAIN'S FIRST & LAST NAME
- Password and Verification Link will be emailed to you

2. [COMPLETE YOUR TEAM MEMBER LIST & INFORMATION](#)

- Login with username and password sent to you
- You will be taken to the DRAGON BOAT TEAM & RACES page
- Scroll down – CHANGE YOUR PASSWORD – Click "UPDATE"
- Scroll up – to BLUE button – "EDIT TEAM MEMBER LIST & INFO"
- Fill in team information
- If you are a Sport / Club Racing team select your racing class
- Click "ADD TEAM MEMBER"
- Repeat - "ADD TEAM MEMBER" until all team members are added
- "UPDATE" - Save your team list
- On left black sidebar – Click "RACES /TEAM CAPTAIN PROFILE/PASSWORD"
- *continue to Step 3*

3. [REGISTER TO RACE & BUILD ROSTER](#)

- DRAGON BOAT TEAM & RACES - see available races *in pink*
- Choose a race and select the RACING CLASS
- Click "REGISTER"
- Select 26 roster members
- Click yellow "INVITE" buttons to send email invitations
- The email invitation will include a link to an electronic waiver
- Members sign the waiver electronically

- The team captain will receive an email informing him that a member has accepted the invitation
- *continue to Step 4*

4. PAY FOR THE RACE

- Click on “PAYMENT” - Left black sidebar
Note: Particularly when making a payment in the store - USE CHROME OR FIREFOX as your internet browser. Internet Explorer is a known problem.

FREQUENTLY ASKED QUESTIONS / TROUBLE SHOOTING

- Why didn't a team member receive the email when I clicked “INVITE”?
 1. Look in the SPAM folder.
 or
 2. A firewall or security setting by their internet provider or work place will block certain types of email.
- What can I do if they didn't receive the email and waiver?
 On RACE REGISTRATION page – On the right side of the persons name - Click “GET WAIVER LINK” – Link appears in a field. Copy the link and paste into an email.
- Waivers are customized with the name of the roster member invited to race. Be sure to click on the “GET WAIVER LINK” to the right of that name.
- Web browser issues particularly when making a payment – USE CHROME OR FIREFOX.– Internet Explorer is a known problem.