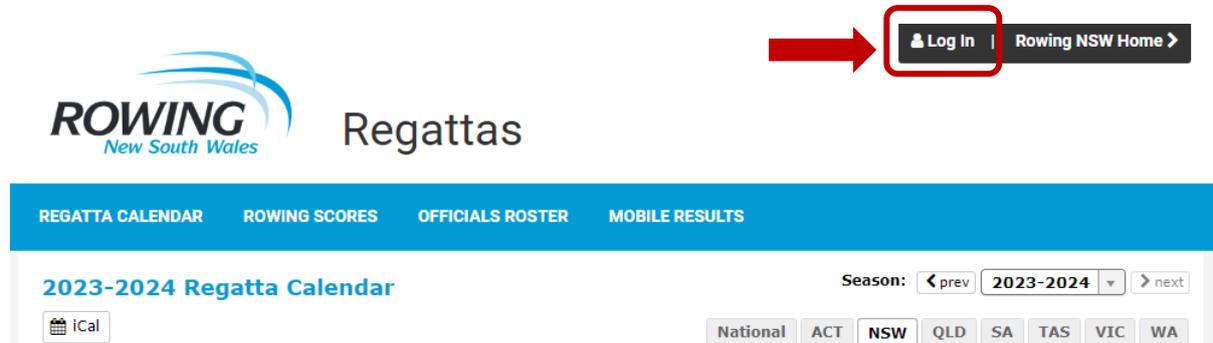


Regatta entries through Rowing Manager

Step 1

Go to the [Rowing NSW Regatta page](#) and click on Log In in the top right hand corner of the page



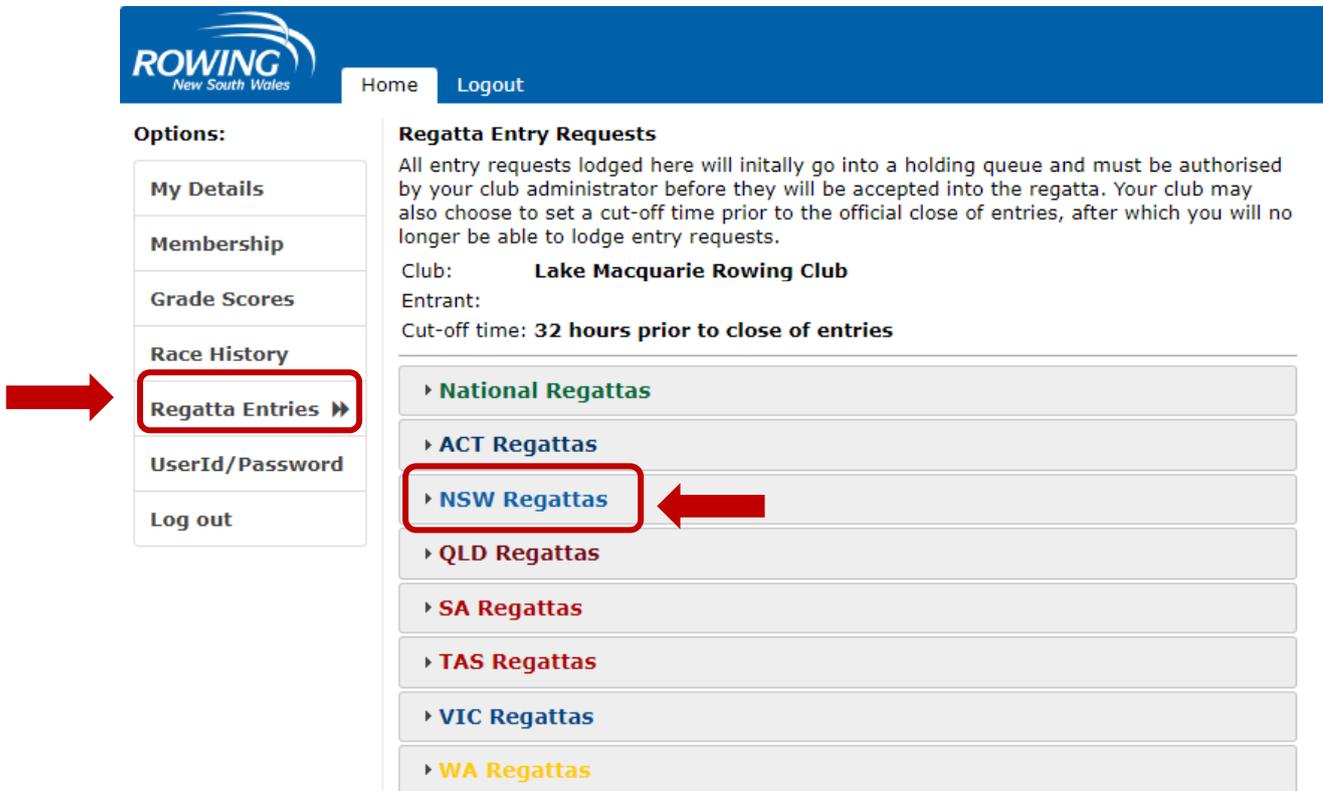
Step 2

Log in using your Rowing NSW user name and password, then click Log In. If you forget your password, click Recover Password and an email will be sent to your nominated email address.

The screenshot shows the login page on RowingManager.com. It features a 'Welcome to RowingManager.com' message and a login form with 'User ID:' and 'Password:' fields. A red box highlights these fields, and a red arrow points to the 'Log In' button. Below the login form is a 'Recover Password' link, also highlighted with a red box. The page includes a 'Cookie Policy' section and a 'Regattas' section with logos for Rowing Australia, Australian Capital Territory, New South Wales, Queensland, and South Australia.

Step 3

Click on Regatta Entries from the left hand menu, then click on the NSW tab in the centre of your screen.



The screenshot shows the Rowing NSW website interface. At the top left is the Rowing NSW logo. Below it is a navigation bar with 'Home' and 'Logout' links. On the left is a vertical menu titled 'Options:' with items: 'My Details', 'Membership', 'Grade Scores', 'Race History', 'Regatta Entries' (highlighted with a red box and a red arrow pointing to it), 'UserId/Password', and 'Log out'. The main content area is titled 'Regatta Entry Requests' and contains the following text: 'All entry requests lodged here will initially go into a holding queue and must be authorised by your club administrator before they will be accepted into the regatta. Your club may also choose to set a cut-off time prior to the official close of entries, after which you will no longer be able to lodge entry requests.' Below this text are the details: 'Club: Lake Macquarie Rowing Club', 'Entrant:', and 'Cut-off time: 32 hours prior to close of entries'. A list of regatta categories is shown below, each with a right-pointing arrow: 'National Regattas', 'ACT Regattas', 'NSW Regattas' (highlighted with a red box and a red arrow pointing to it), 'QLD Regattas', 'SA Regattas', 'TAS Regattas', 'VIC Regattas', and 'WA Regattas'.

Step 4

Scroll down the page until you find the regatta you want to enter and click on the green + Enter Now button



The screenshot shows the 'NSW Regattas' section of the website. It features a list of regattas with their respective entry and request closing dates. A red arrow points to the 'RNSW Spring Regatta' entry. The data is as follows:

Regatta Name	Entries Close	Requests Close
NSW High Performance Pathway TT 1	18/9/2023 @ 17:00 AEST	17/9/2023 @ 09:00 AEST
Iron Cove Classic 1	2/10/2023 @ 17:00 AEDT	1/10/2023 @ 09:00 AEDT
Lake Macquarie Derby	2/10/2023 @ 17:00 AEDT	1/10/2023 @ 09:00 AEDT
RNSW Spring Regatta	9/10/2023 @ 17:00 AEDT	8/10/2023 @ 09:00 AEDT

Step 5

Click on the race number/event code from the list on the left hand side of the page.

Regatta: Newcastle Grammar School Rega

[Review Entries](#)

[Exit Entry Form](#)

Date: Sat 21st October

Select Event:

Filter: **All** **All**

#	Code	
1	Para 1x	i
2	Mix 4x	i
3	MixM 4x	i
4	WU15/16 1x	i
5	WS1000 2x	i
6	WM 1x	i
7	WU17/19/O 4x	i
8	MU15/16 2x	i
9	MS1000 1x	i
10	MM 2x	i
11	MU17/19/O 4x	i
12	WU15/16 4x+	i
13	WS1000 1x	i
14	WM 4x	i
15	WU17/19/O 2x	i
16	MU15/16 1x	i
17	MS1000 4x	i
18	MM 1x	i
19	MU17/19/O 2x	i
20	WS1000 4+/-	i
21	WO 4+/-	i
22	MO 2-	i
23	Mix 8+	i

Event:

Crew:

search all names (composite crew, other club entry)

	Athletes	Age	Club
Bow	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cox	<input type="text"/>		<input type="text"/>

Coach 1

Coach 2

Coach 3

Regatta: Newcastle Grammar School Rega

Date: Sat 21st October

[Review Entries](#) [Exit Entry Form](#)

Step 6

Enter the names of the crew in the white text areas. Type in the first three letters of the person's name and the name should pop up for you to click on.

For composite crews, tick the "search all names (composite crew, other club entry)" tick box. You will need to type the person's whole first name and the first few letters of their last name for their name to pop up.

The Event, Crew, Age and Club text boxes highlighted in yellow will fill automatically – **Do not change these.**

Add a coach if warranted.

When your entry is complete, click on the green **Save Entry** button.

Select Event:

Filter: **All** **All**

#	Code	
1	Para 1x	i
2	Mix 4x	i
3	MixM 4x	i
4	WU15/16 1x	i
5	WS1000 2x	i
6	WM 1x	i
7	WU17/19/O 4x	i
8	MU15/16 2x	i
9	MS1000 1x	i
10	MM 2x	i
11	MU17/19/O 4x	i
12	WU15/16 4x+	i
13	WS1000 1x	i
14	WM 4x	i
15	WU17/19/O 2x	i
16	MU15/16 1x	i
17	MS1000 4x	i
18	MM 1x	i
19	MU17/19/O 2x	i
20	WS1000 4+/-	i
21	WO 4+/-	i
22	MO 2-	i
23	Mix 8+	i
24	WO 2-	i

Event: MM 2x

Crew: Lake Macquarie

search all names (composite crew, other club entry)

	Athletes	Age	Club
Bow	Jeremy Smith	55	Lake Macquarie
2	Stuart Boyd	58	Lake Macquarie
3			
4			
5			
6			
7			
8			

Cox Av. Age
56.5

Coach 1

Coach 2

Coach 3

Save Entry

Reset

Step 7

Once saved, click on the Review Entries tab at the top of the page. Your entry will be displayed in the list as pending until it is approved by the Club Captain after the entry cut-off time.

You can delete your entries up until the entry cut-off time by clicking on the red cross icon next to your entry.

To submit further entries, click on the green Entry Form button

Regatta: **Newcastle Grammar School Rega**
Date: **Sat 21st October**

 [▶ Entry Form](#)

Entry Requests Received
Requests are not included in your club's official regatta entries until authorised by a club administrator.

22/09/2023	11:33	10	MM 2x	Lake Macquarie	Jeremy Smith[26597] Stuart Boyd[356]	Tudy MacDonald	Pending 
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Click on Log Out from the left hand menu to leave the entry system.