

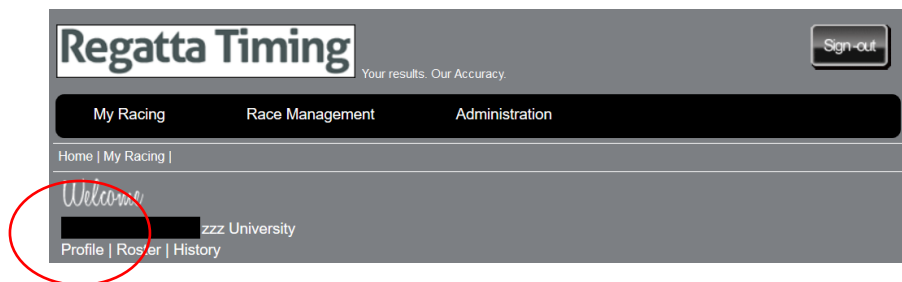
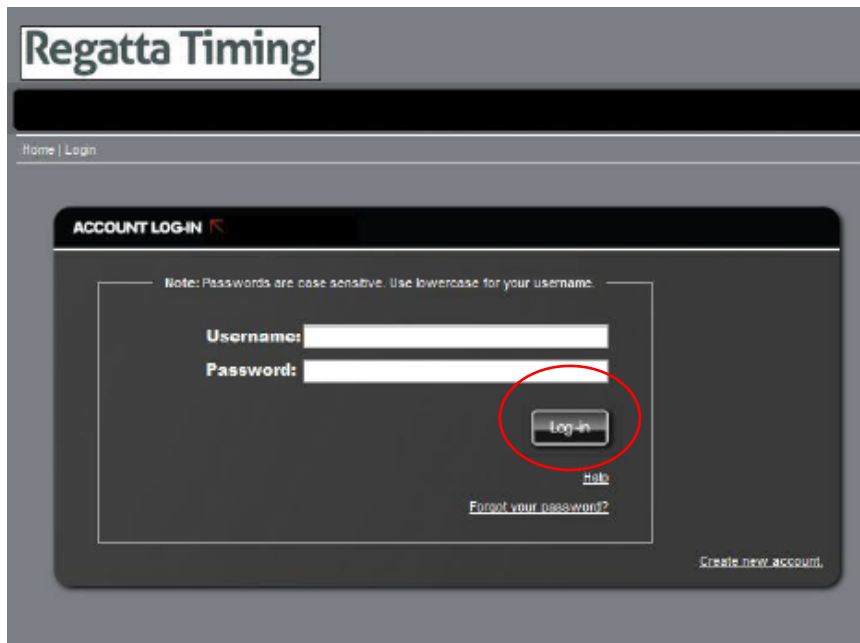
# 2019 NCAA Women's Rowing Championships

## Registration Instructions

You will be assigned an initial Username and Password.

Go to <https://secure.regattatiming.com/backoffice/>

1. Enter your assigned Username and Password, then click on the Log-In box (circled in red below). Click on the Profile button (circled in red below).



2. Update your password and complete your profile (optional). When you are done, click the Save box at the bottom (circled in red below).

**YOUR PROFILE**

User Information  
[\[update organization & sport info\]](#)

Please, confirm your information, update any changes to your address, or select a new password.

\* = Required fields

\* First Name:

\* Last Name:

\* Address:

\* City:

\* State:

\* Zip:

\* Country:

\* Phone:

\* Email Address:

\* Birth Date (MM/DD/YYYY):

\* Gender: ☐ Male ☐ Female

\* Select Password:

\* Verify Password:

\* Please enter a secret question for which only you know the answer. Your question will be used to prompt you in case you forget your password.

\* Secret Question:

\* Question Answer:

**SAVE**

3. Add athletes to your Roster. After entering the athlete's information, click on the Add Athletes box (circled in red below). As you enter your athletes, your Roster will be built in the space below. You may also edit and archive athletes on this page. (Click on edit or archive.)

**Add Athlete to Your Roster**

\* = Required fields

\* First Name:

\* Last Name:

\* Birth Date:

**ADD ATHLETE**

**Current Roster**

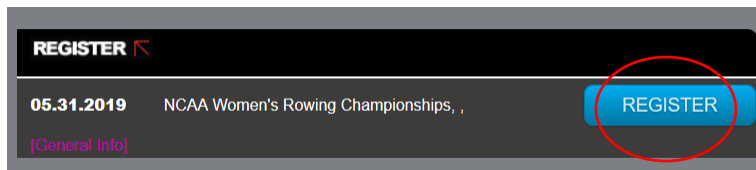
Name	Birthday	Membership/Affiliation(s)Waivers on File		
Hillary Clinton (1)		zzz University	<a href="#">edit</a>	<a href="#">archive</a>
Eleanor Roosevelt (2)		zzz University	<a href="#">edit</a>	<a href="#">archive</a>

**Archived**

Name	Birthday	Membership/Affiliation(s)Waivers on File		
Mamie Eisenhower (2)		zzz University	<a href="#">edit</a>	<a href="#">Add to roster</a>
Ladybird Johnson (2)		zzz University	<a href="#">edit</a>	<a href="#">Add to roster</a>
Pat Nixon (2)		zzz University	<a href="#">edit</a>	<a href="#">Add to roster</a>
Nancy Reagan (1)		zzz University	<a href="#">edit</a>	<a href="#">Add to roster</a>

After you have entered your Athletes, click on My Racing at the top of the page.

4. Click on the turquoise Register box next (circled in red below).



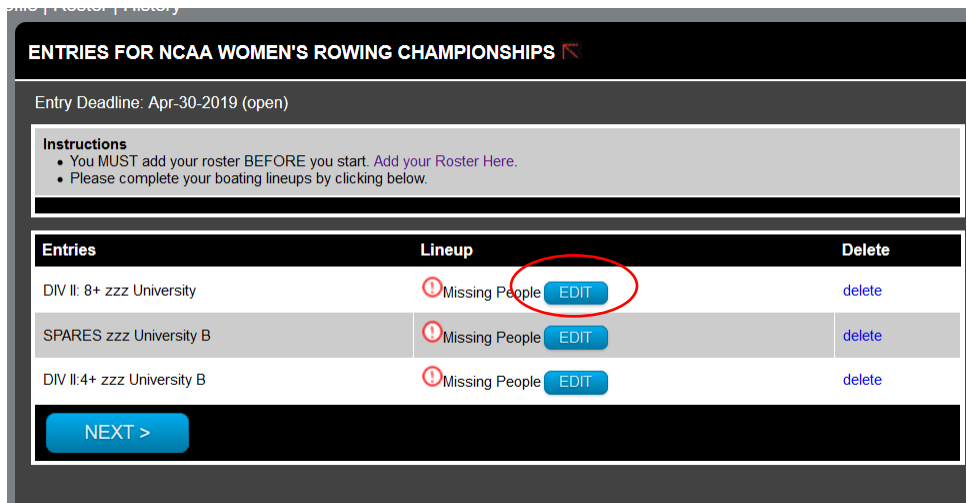
REGISTER

05.31.2019 NCAA Women's Rowing Championships, ,

[General Info]

REGISTER

Your qualifying entries will show on the next page. You should now complete the boat line-ups. **Spares should be added to the entry labeled "Spares"**. Click on the Edit box (circled below in red)



ENTRIES FOR NCAA WOMEN'S ROWING CHAMPIONSHIPS

Entry Deadline: Apr-30-2019 (open)

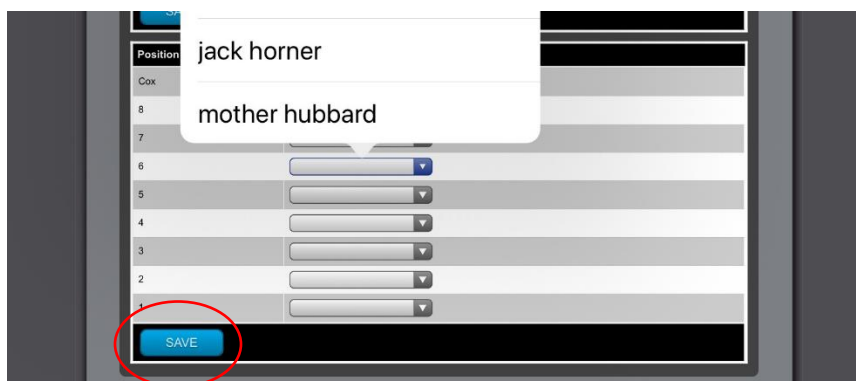
**Instructions**

- You MUST add your roster BEFORE you start. [Add your Roster Here.](#)
- Please complete your boating lineups by clicking below.

Entries	Lineup	Delete
DIV II: 8+ zzz University	Missing People EDIT	delete
SPARES zzz University B	Missing People EDIT	delete
DIV II:4+ zzz University B	Missing People EDIT	delete

NEXT >

In the Edit screen, select athletes from the drop-down box for each position in the boat, and Save (circled below in red).



Position

jack horner

mother hubbard

Cox

8

7

6

5

4

3

2

1

SAVE

After you have completed the line-ups you will see a green check with a Completed message. NOTE: you may click on the EDIT button next to this message if you need to change your line-up, until the Line-Ups deadline.

**ENTRIES FOR NCAA WOMEN'S ROWING CHAMPIONSHIPS**

Entry Deadline: Apr-30-2019 (open)

**Instructions**

- You MUST add your roster BEFORE you start. [Add your Roster Here.](#)
- Please complete your boating lineups by clicking below.

Entries	Lineup	Delete
SPARES zzz University (Snow White)	✓ Completed <a href="#">EDIT</a>	<a href="#">delete</a>
DIV II: 8+ zzz University (Jack Horner)	✓ Completed <a href="#">EDIT</a>	<a href="#">delete</a>
DIV II: 4+ zzz University (Mother Hubbard)	✓ Completed <a href="#">EDIT</a>	<a href="#">delete</a>

[NEXT >](#)

5. Click the Turquoise Next box at the bottom of the page (circled in red above). This takes you to a page of questions regarding transportation and contact information. Please answer all questions. **NOTE: You must have line-ups entered in order to move on to the questions. You may go back and edit your line-ups after you have selected a boat weigh-in time.**

The first question asks you to select a boat weigh-in time. From the dropdown menu, select a time for Wednesday or Thursday. When you select a Weigh-In time and Save (circled in red below), this information will be saved, even if you do not complete the registration at that time.

**Boat Transportation Information**

\* Select a boat Weigh-In time: 08:00 [SAVE](#)

\* Transport your own boat

**Thursday**

- 08:00 ✓
- 08:15
- 08:30
- 08:45
- 09:00

\* Are you transporting your own boats, are you?

\* If you are transporting your own boats, are you?

\* If you are transporting your own boats, have you?

In the final section of this page, you will see a summary of your entries. Review this information; if all is correct, please click on the box marked Complete Registration at the bottom of the page (circled below in red).

CHECKOUT: NCAA WOMEN'S ROWING CHAMPIONSHIPS

Entry Deadline: Apr-30-2019 (open)

Category	Lineup
DIV II: 8+ zzz University (John Q Adams)	Cox John Adams 02/01/80
	8 John Q Adams 06/01/78
	7 Chester Arthur 07/01/79
	6 jack benimble
	5 James Buchanan 03/01/80
	4 Millard Fillmore 01/01/82
	3 James Garfield 09/01/85
	2 Ulysses Grant 05/01/79
	1 William H Harrison 09/01/81
SPARES zzz University B (Jack Horner)	4 jack homer
	3 mother hubbard
	2 Andrew Jackson 07/01/81
	1 Tom Jefferson 03/01/80
DIV II:4+ zzz University B (George Washington)	Cox snow white 03/12/91
	4 George Washington 01/01/80
	3 Martin VanBuren 08/01/80
	2 John Tyler 10/01/82
	1 Zachery Taylor 12/01/84

COMPLETE REGISTRATION

6. You will receive a confirmation email from Regatta Timing once your Registration is completed.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT [deb@regattatiming.com](mailto:deb@regattatiming.com)