

2025 NCAA Women's Rowing Championships

Registration Instructions

You will receive an email message from “Regatta Timing” with your assigned username and initial password. These credentials are required to complete your registration.

1. Go to
<https://secure.regattatiming.com/backoffice/>
2. Enter your assigned username and initial password, then click **Log-in**.

3. Click **Profile**. Update your password (recommended) and complete your profile information. When you are done with your updates, click **Save**.

4. To add athletes to your roster, click **Add Athlete**.

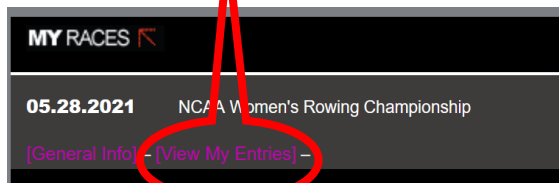
You will need to enter each athlete's name and date of birth, then click **ADD ATHLETE**. Complete this process for each athlete.

As you enter your athletes, your roster will be built, as seen here.

You may also **edit** athlete information and **archive** athletes who are no longer on your roster.

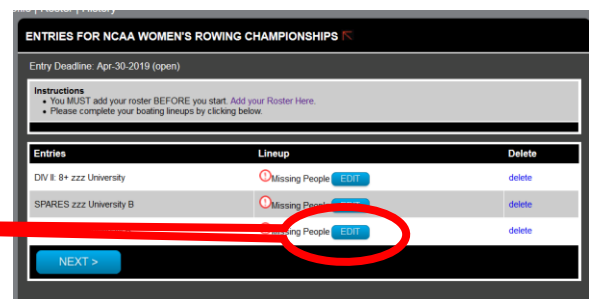
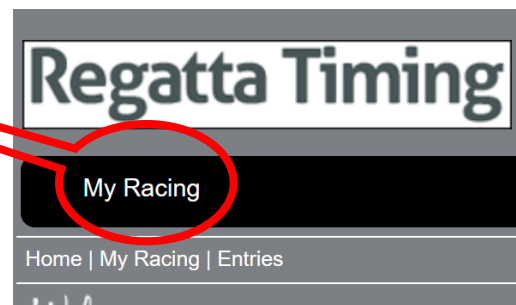
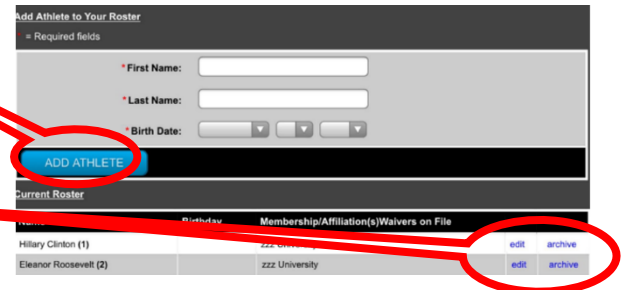
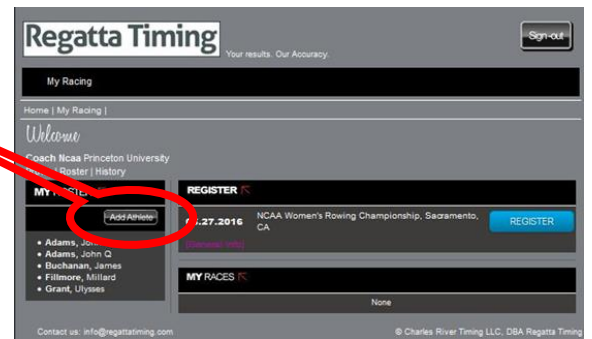
5. After you have entered your athletes, click **My Racing**.

6. Click **View My Entries**.

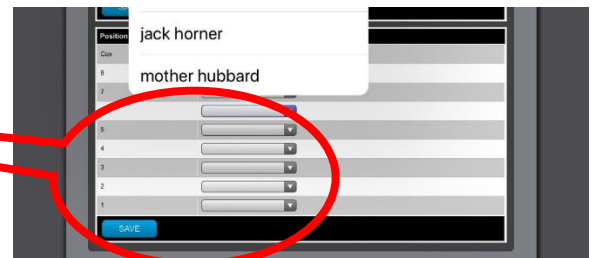


Your qualifying entries will show on the next page. You should now complete the boating line-ups. **Spares should be added to the entry labeled "Spares"**.

7. Click **Edit**.

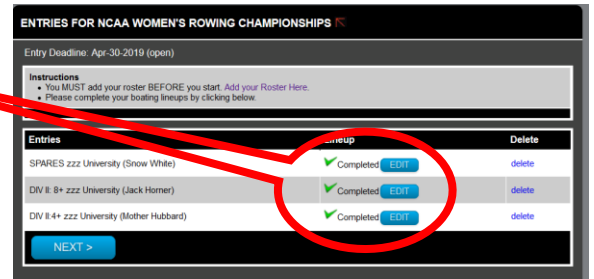


On the Edit screen, select athletes from the drop-down box for each position in the boat, and **Save**.



After you have completed the line-ups you will see a green check with a “Completed” status. (NOTE: You may click on the EDIT button next to this message if you need to change your line-up.)

NOTE: You will be able to edit your line-up on-line until 5/29.



8. After all line-ups are added, click the turquoise Next box at the bottom of the page.

Note: You must have line-ups entered to move on to the questions.

9. The next screen will show a summary of your entries. Review this information; if all is correct, please click **Complete Registration**.

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

If you have any questions, please contact deb@regattatiming.com

