

2023 NCAA Women's Rowing Championships Registration Instructions

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

Enter your assigned Username and Password, then click on the Log-In box.

2. Click on the Profile button.

3. Update your password and complete your profile (optional). When you are done, click the Save box at the bottom.

4. Add athletes to your Roster. After entering the athlete's information, click on the Add Athletes box). 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

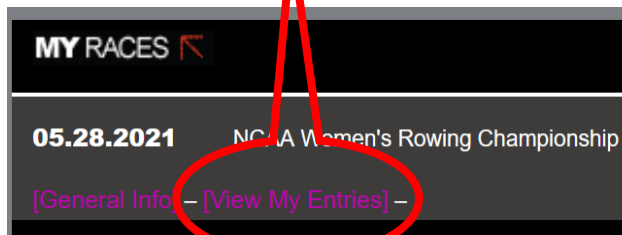
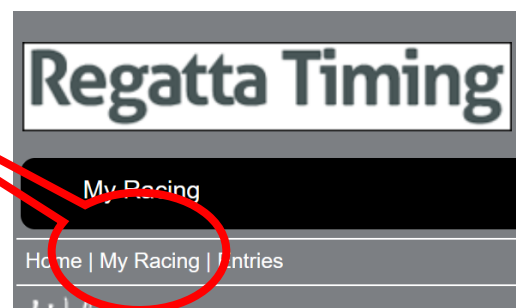
Name	Birthday	Membership/Affiliation(s)	Waivers on File	
Hillary Clinton (1)		zzz University		edit archive
Eleanor Roosevelt (2)		zzz University		edit archive

Archived

Name	Birthday	Membership/Affiliation(s)	Waivers on File	
Mamie Eisenhower (2)		zzz University		edit Add to roster
Ladybird Johnson (2)		zzz University		edit Add to roster
Pat Nixon (2)		zzz University		edit Add to roster
Nancy Reagan (1)		zzz University		edit Add to roster

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

5. Click on View My Entries



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.

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.

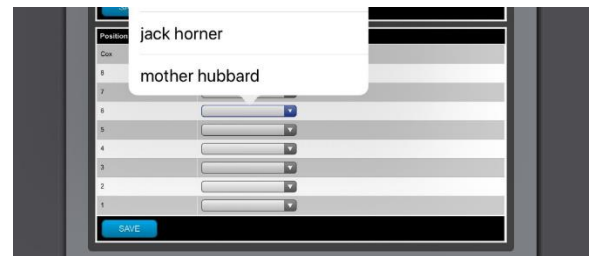
Entries	Lineup	Delete
DIV 8 8+ zzz University	Missing People EDIT	delete
SPARES zzz University B	Missing People EDIT	delete
DIV 8 4+ zzz University B	Missing People EDIT	delete

[NEXT >](#)

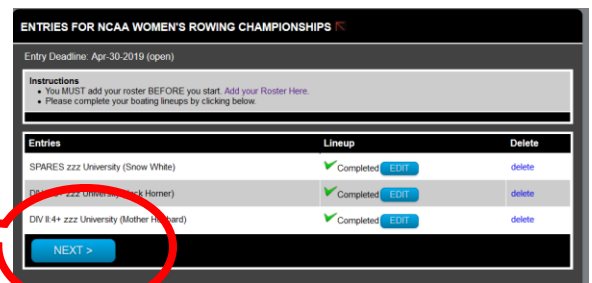
In the Edit screen, select athletes from the drop-down box for each position in the boat, and Save.

After you have completed the line-ups you will see a green check with a "Completed" message next to the entry.

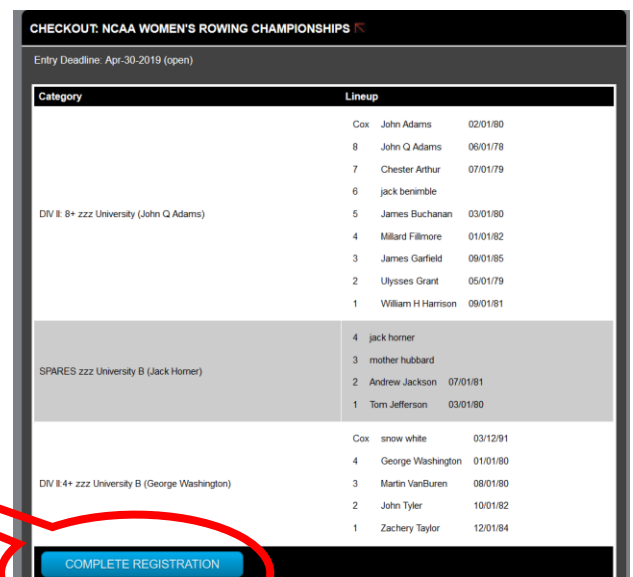
NOTE: you may click on the EDIT button next to this message if you need to change your line-up, until the Line-Ups deadline.



6. After all line-ups are added, click the Turquoise Next box at the bottom of the page. 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.**



7. In the final section, you will need to answer questions regarding contacts and transportation. You must answer **all** of the questions. In the last section, 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.



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

**IF YOU HAVE ANY QUESTIONS,
PLEASE CONTACT
deb@regattatiming.com**