

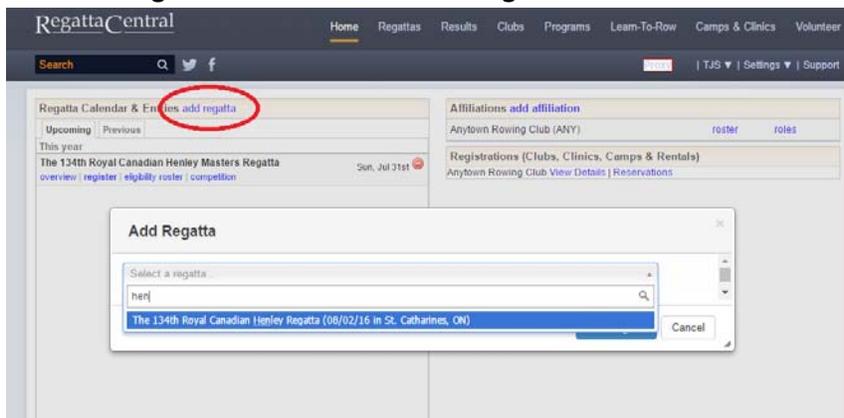
RCHR Club Eligibility Roster (CER)

All teams must complete their Club Eligibility Roster (CER), the list of competitors or potential competitors, on RegattaCentral by **June 30, 2016 at 11:59pm**. If you would like to add an athlete to your team's CER after this date, you will be subject to the [Schedule B fee structure](#) listed on the RCHR website. To find more about all rules and regulations pertaining to the RCHR regattas, visit their website at www.henleyregatta.ca.

Activating a Team's CER

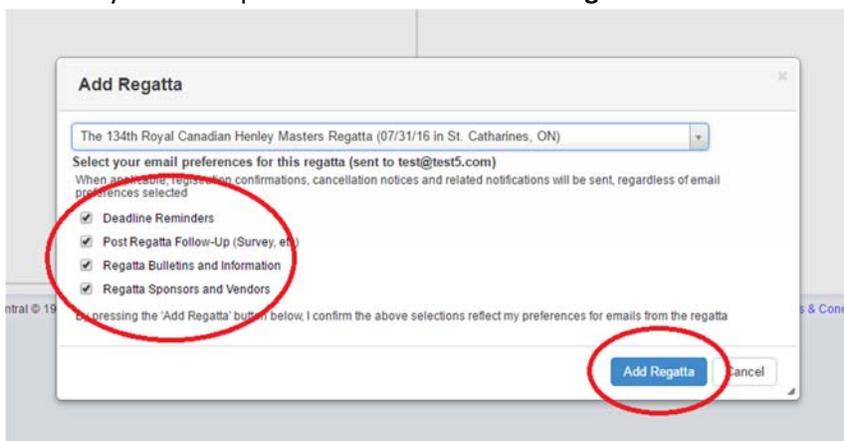
Coaches will need to follow the steps below to activate their team's CER for the RCHR and/or RCHR Masters:

1. Login to your RegattaCentral account
2. Click **'add regatta'** in the header of the **Regatta Calendar & Entries** box

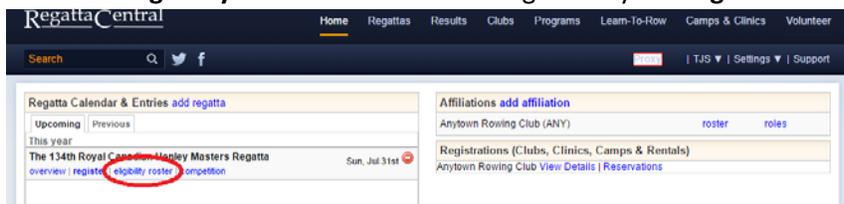


- a. **NOTE:** you may skip this step if you have already added the regatta(s) to your calendar

3. Select either the Royal Canadian Henley Regatta or the Royal Canadian Henley Masters Regatta
4. Confirm your email preferences and click **Add Regatta**



5. Click the **'eligibility roster'** link under the regatta in your **Regatta Calendar & Entries** box



- a. **NOTE:** If you are a Coach and do not see the complete team roster, contact RegattaCentral directly at 614-360-2922 to gain Coach Level Access.

- To remove an athlete from the team's CER, check the box to the left of their name and click the **Remove** button

The 134th Royal Canadian Henley Masters Regatta
 Jul 31, 2016 » sprint » Martindale Waterways » St. Catharines, ON (CAN)
 Hosted By Canadian Henley Regatta Joint Committee

72 Entries 19 Clubs 25 / 15 Register

Eligibility Roster: Anytown Rowing Club

Roster Deadline and Requirements
 The list below is your roster of eligible athletes. It includes all athletes from your roster added by Jun 30, 2016 (or have been added and assessed the Henley roster fee).
 Per regatta rules (see section 10) only athletes added to your RegattaCentral roster by Jun 30, 2016 11:59:59 PM are eligible for no additional fee.
 Notes:
 • The entry form will automatically calculate and add applicable roster fees.
 • Fee Calculation: Roster fees are calculated as of the date an athlete was added to your roster and not the date of your entry (ie. the earlier date is used)

Athlete	USRowing#	Last Name	First Name	Rowing	Coxing
<input type="checkbox"/>	July	July	Ann	0	0
<input checked="" type="checkbox"/>	July	July	Beth	0	0
<input checked="" type="checkbox"/>	July	July	Julia	0	0
<input checked="" type="checkbox"/>	July	July	Marianne	0	0
<input checked="" type="checkbox"/>	July	July	Robert	0	0
<input checked="" type="checkbox"/>	July	July	Sally	0	0

Remove

- NOTE:** You should only remove an athlete from the team's CER if you are 100% sure they will not compete at either the Royal Canadian Henley Regatta or the Royal Canadian Henley Masters Regatta.

Adding an athlete to the team's CER

Adding an Athlete to a Canadian or non-USRowing member organization's roster

Follow the steps below to add an athlete to the team's CER:

- Click the **'roster'** link beside the team in the Affiliations box located in the upper right corner of your account homepage

RegattaCentral

Home Regattas Results Clubs Programs Learn-To-Row Camps & Clinics Volunteer

Search

Regatta Calendar & Entries add regatta

Upcoming Previous

This year

The 134th Royal Canadian Henley Masters Regatta Sun, Jul 31st

overview register eligibility roster competition

Affiliations add affiliation

Anytown Rowing Club (ANY) roster rosters

Registrations (Clubs, Clinics, Camps & Rentals)

Anytown Rowing Club View Details Reservations

- Click the **'Add'** icon in the tool bar of the roster

RegattaCentral

Home Regattas

Search

Anytown Rowing Club

Active Archived

Add Archive Export Merge Delete

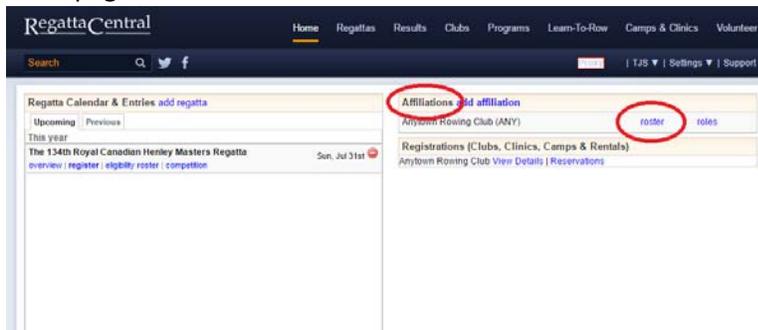
	Last Name	First Name	Gender	Age (12/31)	Email	Home Phone
1	age	athelle	Female	9		
2	Afonso	Alfred	Male	46		

- Complete the **First Name**, **Last Name**, **Gender** and **Birth Date** fields
- Click **Submit**

Adding an Athlete to a USRowing member organization's roster

Follow the steps below to add an athlete to the team's CER:

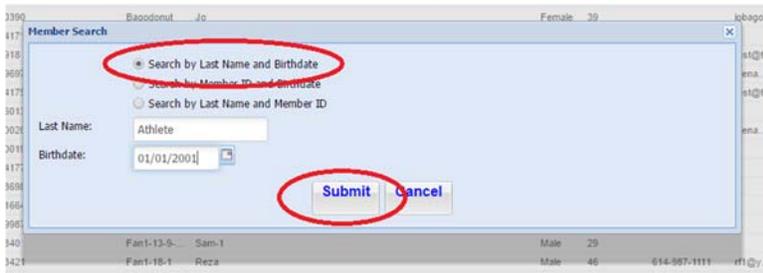
1. Click the **'roster'** link beside the team in the Affiliations box located in the upper right corner of your account homepage



2. Click the **'Add'** icon in the tool bar of the roster



3. Select the Yes option in the Current or New Member pop-up
4. Select the desired Member Search option and complete the fields



5. Click **Submit**
6. Select the matching record and click **Add to Club**

If you need further assistance, contact support@regattacentral.com or 614.360.2922.