

# Online Entries

Login and go to the [**Online Entries**] tab

Select the regatta you want to enter, then click on [ **Select**] button. To add/edit entries, click on the [ **entries**] link

Select the event you want to enter from the drop list, and click on [ **Add Entry**]

Enter a team name, and tick the events you want to enter.

You can add up to 5 teams at a time

Click on [ **Save Changes**] once you have completed your entries

Once you have completed the entries, you need to add people to the teams. Click on the (Click to add) link

This screen will list all the members in your club that are eligible to enter the selected event.

Select the members you want in your team by ticking the box next to their name.

If you want to add people to your team that are not members of your club, then click on the Add non-club member link at the bottom. You will need to type in the persons ID Num to add them to your team.

Once you have completed your entries, go back to the [ **Online Entries**] tab and click on the Roster / Invoice link

This page shows a breakdown of the people competing and what their fees are

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