



Tracker System

Rower Management, Regatta and Head System

User Manual

V2.1

Note: All rates and fees shown in this manual are indicative only and subject to change.

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WHERE TO FIND TRACKER

Looking for Tracker?
Scroll Down to the Bottom of the Page

ROWING IRELAND

Home - Get Involved - Competition - Coach Development - Clubs - Performance - About Us - Contact Us

Rower Search Crew Builder

Rowing Ireland Newsletter: December Edition

Calendar & Event Details

- 25 Jan Sligo HOR, Gairavogue River
- 01 Feb St Michael's Head, O'Briens Bridge
- 08 Feb Head of the Shannon, Carrick-on-Shannon
- 15 Feb Cork HOR, Cork Marina
- 15 Feb Lagan HOR, River Lagan Belfast

Full Calendar

Results

- 07 Dec Muckross HOR
- 16 Nov Bann HOR
- 09 Nov Neptune HOR
- 02 Nov Castleconnell HOR

View All Results

Quick Links

- Tracker Menu
- Buy & Sell

Subscribe / Connect

Our sponsors and partners



Support us



Follow us

Signup to our #greenblades newsletter

Email *

Your email address

Tracker

- RI admin
- Regatta secretary
- HOR secretary
- Club secretary

Rower Facilities

- Club Points
- Payments
- Pay Rower Registration

Trackers New Home

CLUB SECRETARY

How do I log on

1. Go the Home page (www.rowingireland.ie) and scroll to the bottom of the page.

Our sponsors and partners



Support us



Follow us

Signup to our #greenblades newsletter

Email *

Your email address

Tracker

RI admin

Regatta secretary

HOR secretary

Club secretary

Rower Facilities

Club Points

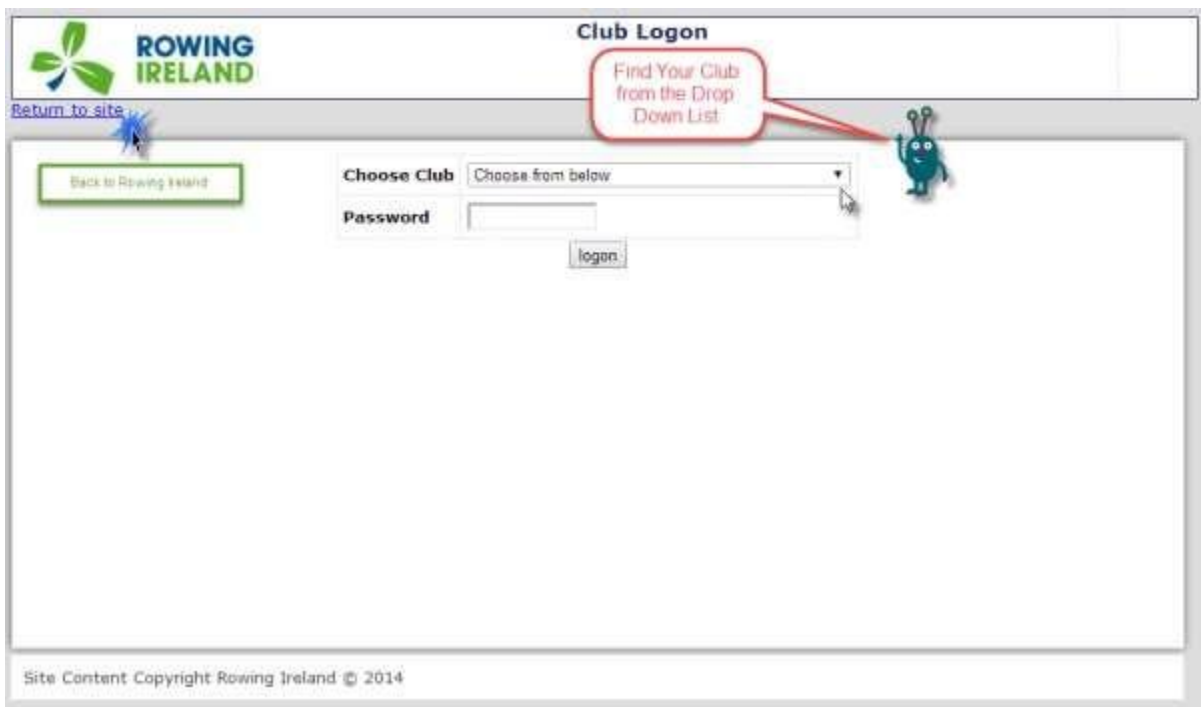
Payments

Pay Rower Registration

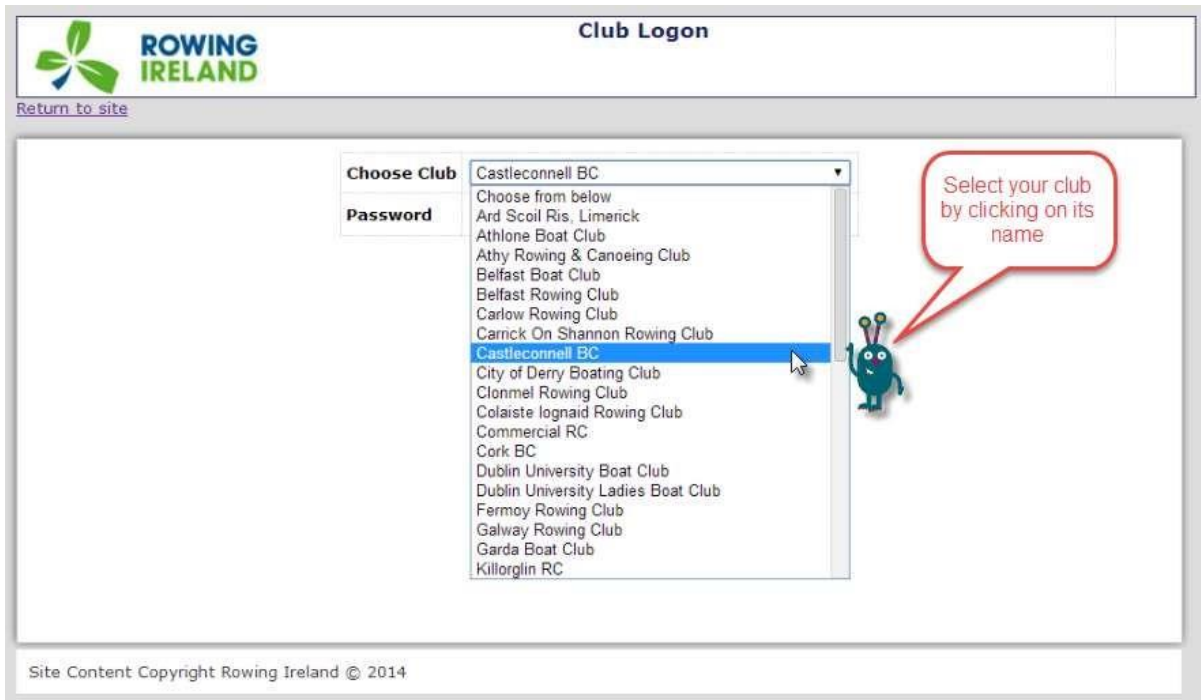
2. Click on the Club secretary link



3. You will be presented with this screen. Click on the “Choose Club” drop-down menu

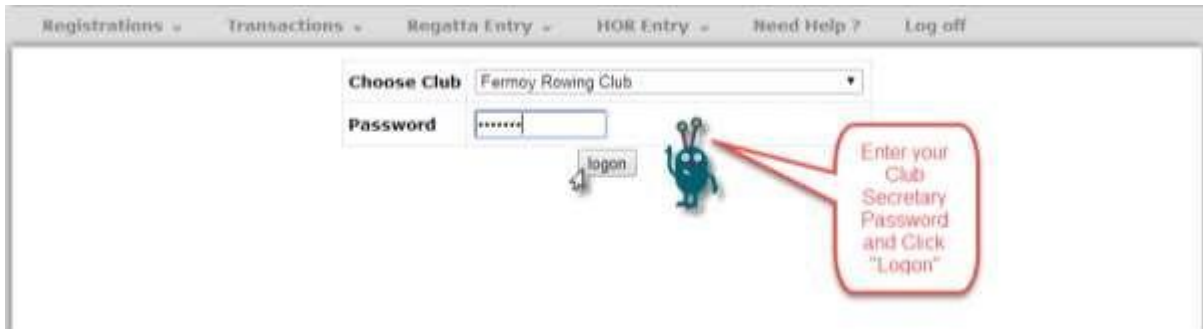


4. Select your club from the list by scrolling up or down. The list is alphabetical.



5. Having selected your club, now enter the Club secretary password, and click Logon.

(If you do not know your password you will need to contact Rowing Ireland to issue a new one.)



Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help? Log off

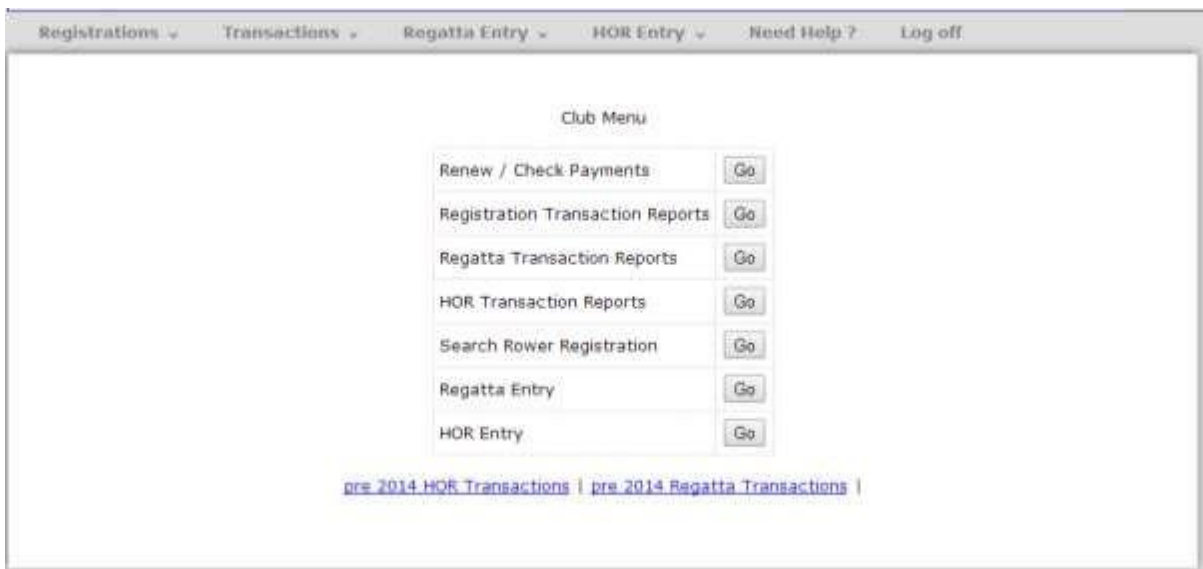
Choose Club Ferry Rowing Club ▾

Password *****

Logon

Enter your Club Secretary Password and Click "Logon"

6. You will be presented with the following screen – you are now at the Club secretary home page.



Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help? Log off

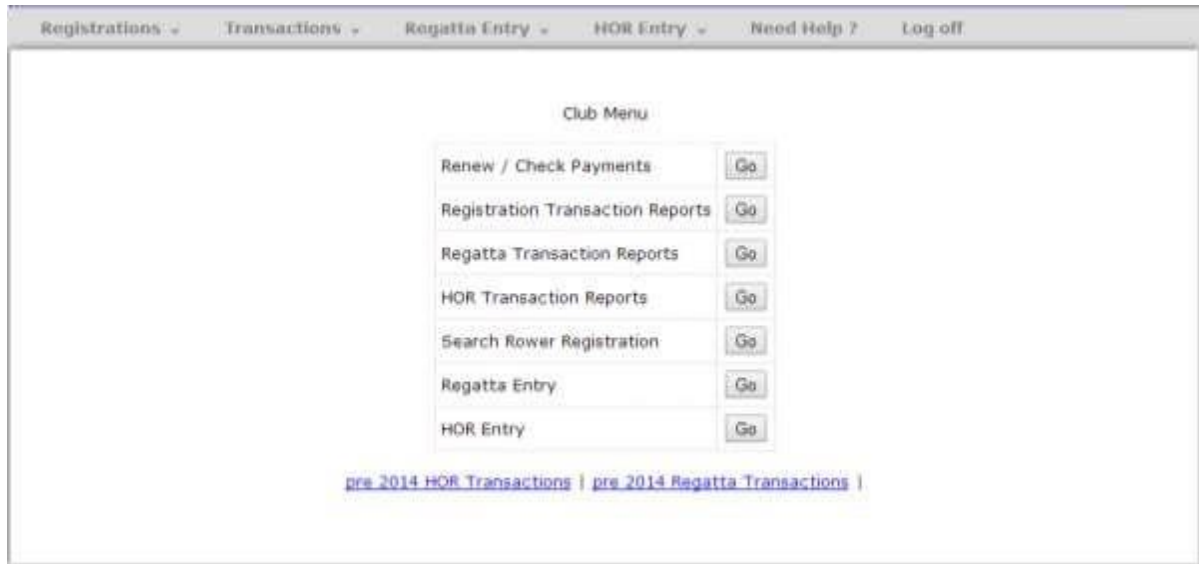
Club Menu

Renew / Check Payments	Go
Registration Transaction Reports	Go
Regatta Transaction Reports	Go
HOR Transaction Reports	Go
Search Rower Registration	Go
Regatta Entry	Go
HOR Entry	Go

[pre 2014 HOR Transactions](#) | [pre 2014 Regatta Transactions](#) |

Basic Tour of the Club Secretary Navigation Options

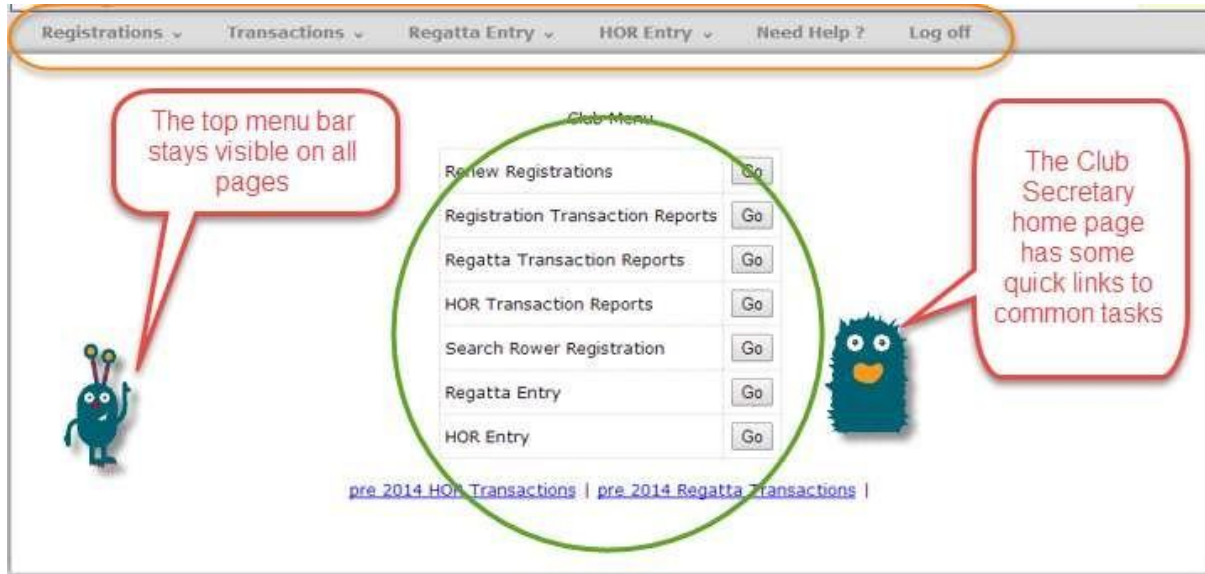
1. The following screen is the home page for the Club secretary. You can get here by logging on.



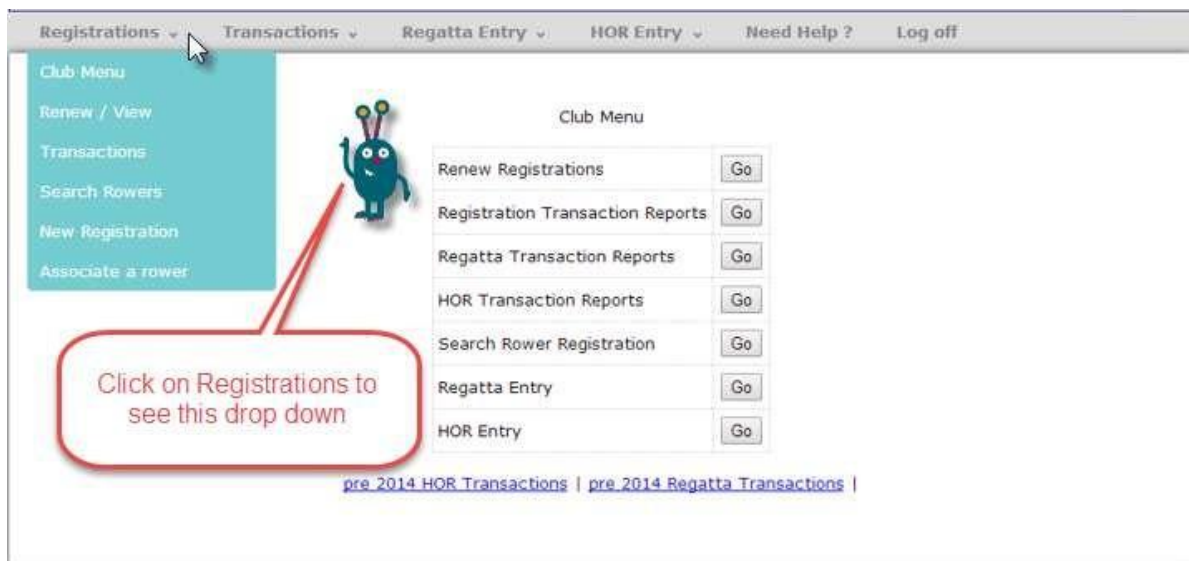
There are a number of functions which a Club Secretary can carry out on Tracker, namely:

- Register New or Reregister existing rowers with Rowing Ireland.
- Enter Regattas
- Enter Heads of the River (HOR) races
- Review Transactions for club financial record purposes

The system is designed to allow you to access these functions and related sub-functions with the top navigation bar. However for ease of use a number of the most common functions are also listed on the Club Secretary Home Page. The image below highlights some examples.



- By Clicking on items on the top Navigation Bar you get a list of Sub-functions that relate to the particular heading. For example click on Registration and you get the following drop down menu:



3. Each Sub-function for Registration is described below
 - a. Club Menu – returns you to the Club secretary Home Page
 - b. Renew / View – Renew Rowers or View list of registered rowers

Register Rowers

ROWING IRELAND

Registrations Transactions Regatta Entry HOR Entry Need Help? Log off

Displaying last registration Year (2014 only) Showing Last registration Paid / Unpaid Search

Currently accepting registrations for season.
 A list of rowers last registered with your club is given below.
 Please select the rowers you wish to register for this year and click submit.

Last Registered	Surname	First Name	Date of Birth	ID	Info	Rower/Non-Rower	Coach	Umpire	Renew
2014	(paid)				wins	Cox	----	----	registered
2014	(paid)				wins	Rower	----	----	registered
2014	(paid)				wins	Rower	----	----	registered
2014	(paid)				wins	Rower	----	----	registered
2014	(paid)				wins	Rower	----	----	registered
2014	(paid)				wins	Rower	----	----	registered
2014	(paid)				wins	Rower	----	----	registered
2014	(paid)				wins	Rower	----	----	registered
2014	(paid)				wins	Rower	----	----	registered
2014	(paid)				wins	Rower	----	----	registered
2014	(paid)				wins	Rower	----	----	registered

- c. Transactions – View a list of Transactions relation to historical registrations

Transactions Viewer

ROWING IRELAND

Registrations Transactions Regatta Entry HOR Entry Need Help? Log off

Refine Transaction Year Displayed
 Rowing Year 2014 Change

Transaction Search
 Paid or Unpaid Search

Rowing Transactions

Transaction	Rowing Year	Submitted	Paid	Ref	Amount	Paid	Due
2014-373-646	2014	21/01/2014	21/01/2014		60.00	60.00	0.00
2014-373-6330	2014	20/01/2014			180.00	30.00	150.00
2014-373-7861	2014	07/12/2013	14/01/2014		660.00	660.00	0.00
2014-373-10111	2014	22/10/2013	23/10/2013		30.00	30.00	0.00
2014-373-10106	2014	21/10/2013	22/10/2013		60.00	60.00	0.00
2014-373-10080	2014	21/10/2013	22/10/2013		720.00	720.00	0.00
					1710.00	1560.00	150.00

- d. Search Rowers – allows you to search for rowers by a number of criteria including the year they were registered with your club right back to 2005.

Search Registrations club

Registrations - Transactions - Regatta Entry - HOR Entry - Need Help ? Log off

[Back to club menu](#)

Search Rowers by Year

Rowing Year 2014 ▼

Search by paid registrations

Search by unpaid registrations for year

Search by registrations for year (paid and unpaid)

Display all registrations (Any Rower Registered since 2005)

Search

- e. New Registrations – allows the club to register people to Rowing Ireland for the first time

New Registrations club

Registrations - Transactions - Regatta Entry - HOR Entry - Need Help ? Log off

Currently accepting registrations for the 2014 season

Enter number of New Registrations

Submit

- f. Associate a rower – register an existing rower on Tracker with your club

Existing Registrations club

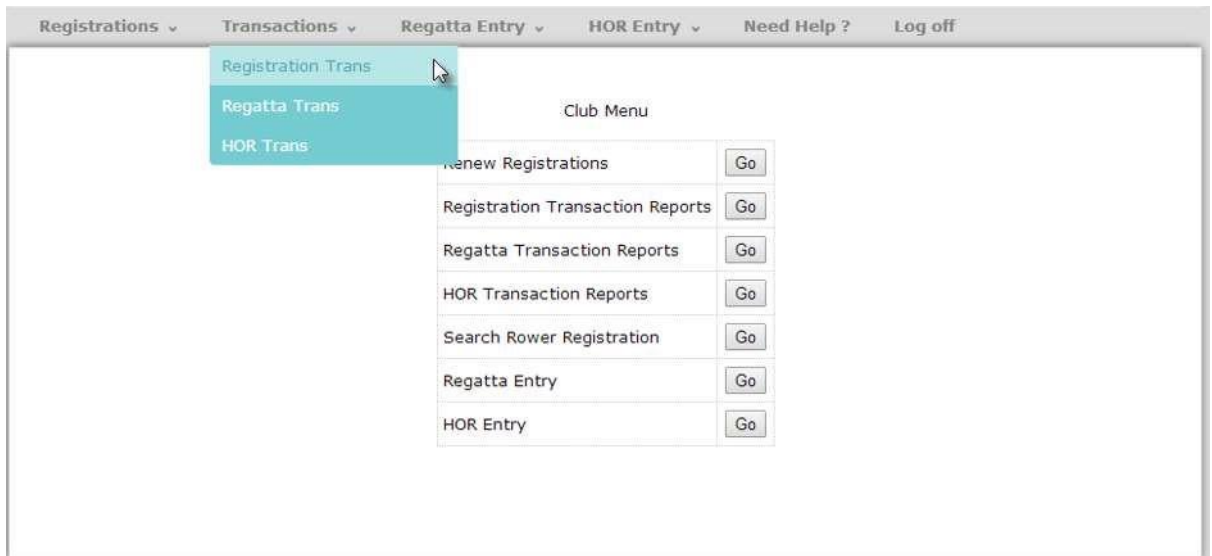
Registrations - Transactions - Regatta Entry - HOR Entry - Need Help ? Log off

Enter the number rowers you wish to register

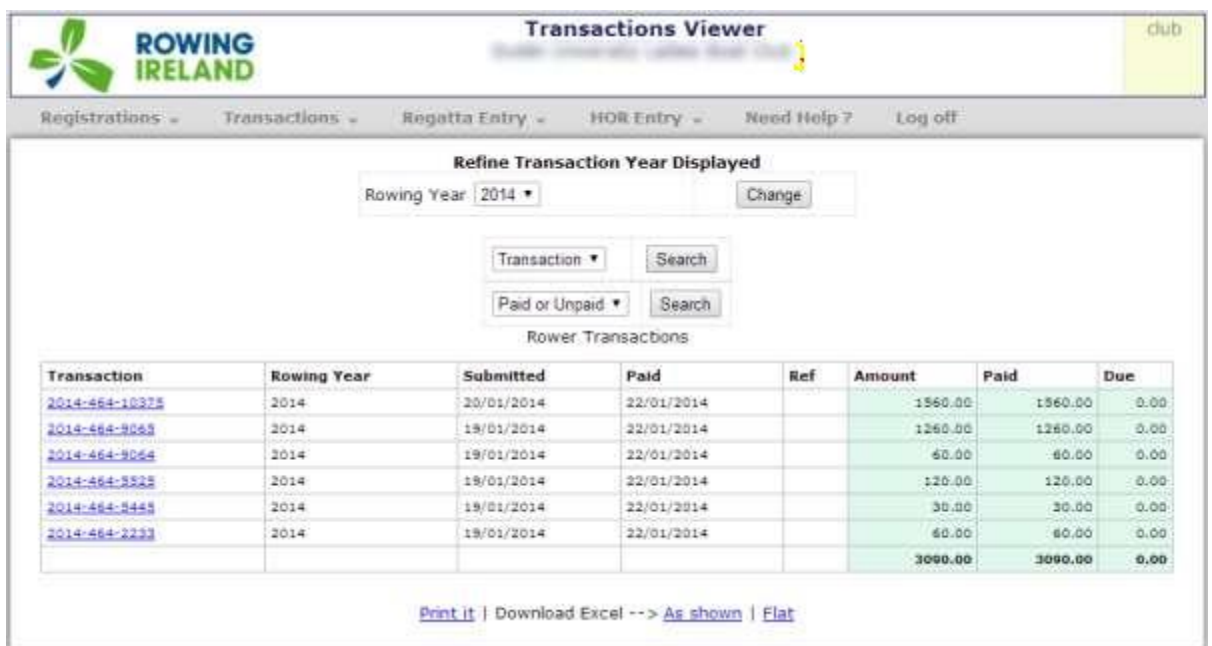
Proceed

4. Transactions navigation

Clicking on the Transactions tab produces a drop down with additional menu options as follows:



- a. Registration Trans allows you view historical transactions relating to registrations of rowers



- b. Regatta Trans allows you view historical transactions relating to Regatta entries

ROWING IRELAND **Regatta Transactions Viewer** club

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help ? Log off

Year: 2014 ▾ Regatta: Select All ▾ Status: Paid or Unpaid ▾

Club: Event: Select All ▾

Mode: Event ▾ [Payment Mode](#)

Regatta - Transactions - All Events: 2014

HOR	Event	Club	Trans Form	In Crews	% Representation	Crews	EURO Paid	EURO Due
Flesic Valley Regatta	Womens Intermediate 2-	<input type="text"/>	Show	3	100.00	3.00	0.00	30.00
						3.00	0.00	30.00

[Print it](#) | [Download Excel -->](#) [As shown](#) | [Flat](#)

c. HOR Trans allows you view historical transactions relating to Heads

ROWING IRELAND **HOR Transactions Viewer** club

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help ? Log off

Year: 2014 ▾ HOR: Select All ▾ Status: Paid or Unpaid ▾

Club: City of Derry Boating Club (Club) Event: Select All ▾

Mode: Event ▾ [Payment Mode](#)

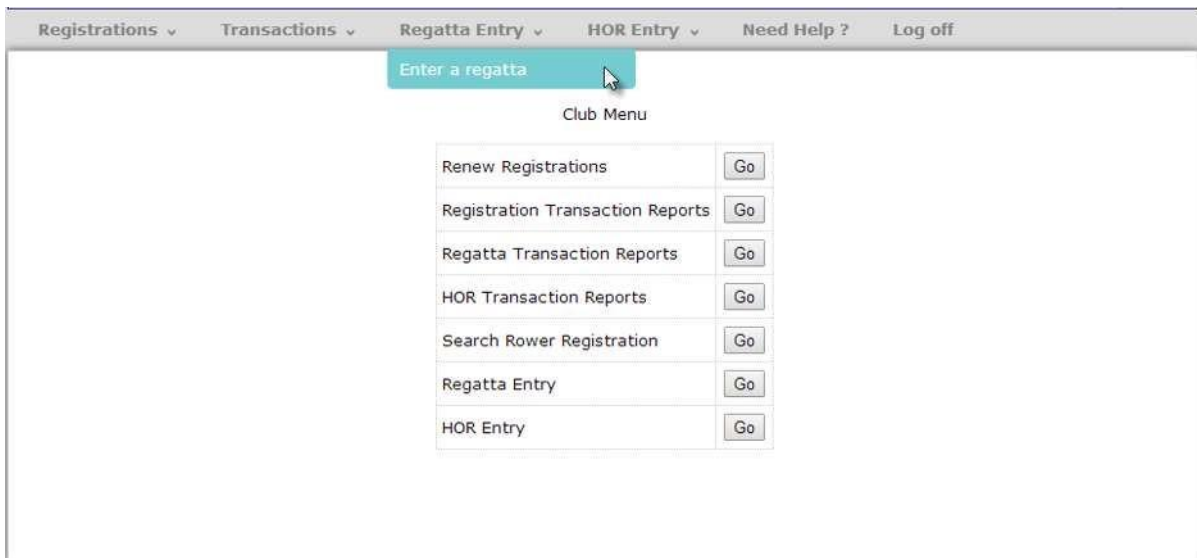
HOR - Transactions - All Events: 2014

HOR	Event	Club	Trans Form	In Crews	% Representation	Crews	EURO Paid	EURO Due
Sligo HOR	Mens Masters 8+, Fixed , Head 1 , 12.30 Pm	City of Derry Boating Club	Show	1	25.00	0.25	0.00	10.00
Sligo HOR	Mens Masters 2X, Fixed , Head 1 , 12.30 Pm	City of Derry Boating Club	Show	1	100.00	1.00	0.00	15.00
Sligo HOR	Mens J18A 4X-, Fixed , Head 1 , 12.30 Pm	City of Derry Boating Club	Show	1	100.00	1.00	0.00	20.00
Sligo HOR	Mens Novice 2X, Fixed , Head 2 , 3.30 Pm	City of Derry Boating Club	Show	1	100.00	1.00	0.00	15.00
Sligo HOR	Mens Masters 4+, Fixed , Head 2 , 2.30 Pm	City of Derry Boating Club	Show	1	100.00	1.00	0.00	20.00
Sligo HOR	Mens J18A 2X, Fixed , Head 2 , 3.30 Pm	City of Derry Boating Club	Show	1	100.00	1.00	0.00	15.00
						5.25	0.00	95.00

[Print it](#) | [Download Excel -->](#) [As shown](#) | [Flat](#)

5. Regatta Entry

Click on this tab and you can enter the Enter a Regatta section of the site



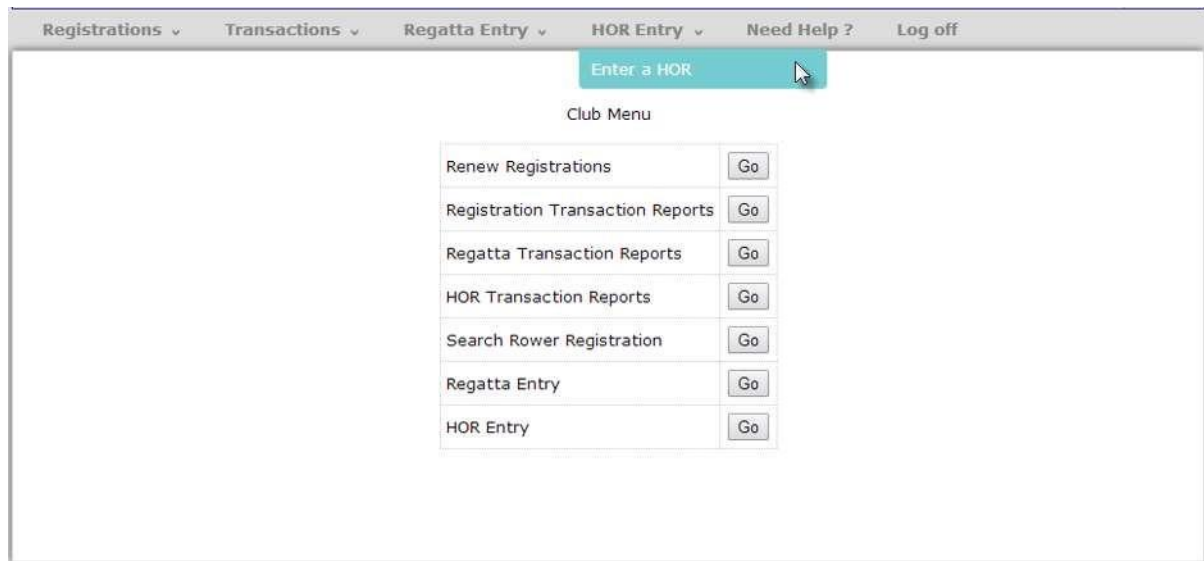
A list of available regattas is presented. The image below represents test data

The screenshot shows a table of available regattas. The table has columns for Date, Name, Venue, Event Status, and Entry Closing Date. There is a link 'Order by Venue' above the table. Each row has a 'Go' button to the right of the 'Entry Closing Date' column.

Date	Name	Venue	Event Status	Entry Closing Date	Action
15/02/2014	Full Status	River	yes	05/02/2014	Go
15/02/2014	Non-Status	River	no	05/02/2014	Go
09/04/2014	Kk Test	The Pond	yes	02/04/2014	Go
01/05/2014	The Big one	The Basin	yes	23/04/2014	Go
01/05/2014	Deep Space 9 Regatta	The Basin	yes	23/04/2014	Go
31/05/2014	Neptune Test 1	Islandbridge	semi	21/05/2014	Go
21/06/2014	neptune test 2	islandbridge	yes	11/06/2014	Go
28/06/2014	neptune Test 3	islandbridge	yes	18/06/2014	Go
01/07/2014	ABBA memorial Regatta	The Basin	yes	18/06/2014	Go
18/07/2014	Champs	NRC	yes	09/07/2014	Go

6. HOR Entry

Click on this tab and you can enter the Enter a Regatta section of the site



A list of available Heads is presented. The image below represents test data.

The screenshot shows the 'Order by Venue' section of the application. At the top, there is a navigation bar with tabs: Registrations, Transactions, Regatta Entry, HOR Entry (selected), Need Help?, and Log off. Below the navigation bar, there is a link labeled 'Order by Venue'. Underneath this link is a table with the following data:

Date	Name	Venue	Submissions Closing Date	Action
15/02/2014	Lagan HOR	River Lagan Belfast	05/02/2014	Go
01/03/2014	Erne HOR	Enniskillen	19/02/2014	Go
30/03/2014	Other Head - KK	There	19/03/2014	Go
31/03/2014	Roller	River	19/03/2014	Go

7. "Need Help" sends an email directly to Rowing Ireland's nominated help contact
8. "Log-off" – well that kind of speaks for itself.

How to Register Rowers

Registering New Rowers

Starting at the Club Secretary home page click on “Registration” the Navigation Bar and select “New Registration”



Add the Number of New Rowers you wish to Register and hit the Submit button.



Add the Rower details as required. Make sure the info is correct – spelling and date of birth must match passport or birth cert.

(* indicates required field)

Fill in the form for each rower, one at a time and click submit at the end.

Entry No. 1	(Remove)
*First Name	<input type="text"/>
*Surname	<input type="text"/>
*Address	<input type="text"/>
*Gender	Male ▾
*Membership Type	Rower ▾
*Coach	No ▾
*Umpire	No ▾
*Date of Birth(dd/mm/yyyy)	<input type="text"/>
Email	<input type="text"/> <small>For juniors enter guardian's email</small>
Mobile	<input type="text"/> <small>For juniors enter guardian's mobile</small>
Entry No. 2	(Remove)
*First Name	<input type="text"/>
*Surname	<input type="text"/>
*Address	<input type="text"/>
*Gender	Male ▾
*Membership Type	Rower ▾
*Coach	No ▾
*Umpire	No ▾
*Date of Birth(dd/mm/yyyy)	<input type="text"/>
Email	<input type="text"/> <small>For juniors enter guardian's email</small>
Mobile	<input type="text"/> <small>For juniors enter guardian's mobile</small>

Remove is if you change your mind for one rower but don't want to lose the whole form if you had lots of rower details.

What happens if I Submit a rower for a New Registration but he has already been registered on the system?

A Note on Para Rowers

If you register as a Rower you will not be eligible to race in Para events. Please select Para if you wish to race in Para events during the year.

You will get an error message below asking you to check the details and if he is in fact already registered then you need to go into the Renew Section and/or Add to Club i.e. Associate them to your club (see “Associate a Rower to Club” for more details)

New Registrations club

1st Warning is that a rower may already be on the system and allows you look at their details to see if in fact it's true

Entry No. 2 : A rower with the same name and date of birth exists in Rowing Ireland Database. [View](#)
 If you are sure that this rower is a different rower please include the rowers middle name along with their first name in the first name field.

If you wish to associate this rower with your club, you need to remove them from the list below, by clicking on **Remove** link, for Entry No.2. Having done that, use the **associate rower** function in the registration (* indicates required field)

2nd message tells you how to remove your existing submission if they do exist already and suggests you use the **Associate Rower** function instead

What happens if everything is ok and they don't exist on the system already? You are presented with a Transaction to record the amount you are required to pay Rowing Ireland for the registration. An example is shown below.

Transaction 2014-373-10406 club
 Printed: 25 Jan 2014

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help? Log off

Transaction 2014-373-10406
 Printed: 25 Jan 2014

The Rower Details you have input have been submitted to Rowing Ireland for processing.
 Please Print this page and submit a copy with Payment and Proof of Age as appropriate to:
 Rowing Ireland, National Rowing Centre, Farran Wood, Ovens, Co. Cork.

Registration transactions 2014-373-10406

ID	Name	Date of Birth	Membership	Due	Paid	Date	ReF
10406	Doe, Jane	21/01/1900	Rower (Adult), Umpire	80.00	0.00		
				80.00	0.00		

Total Paid: 0.00 **Total Due: 80.00**

Note: Registration numbers are only valid following payment of the amounts shown above and proof of age as appropriate.

[Print it](#)

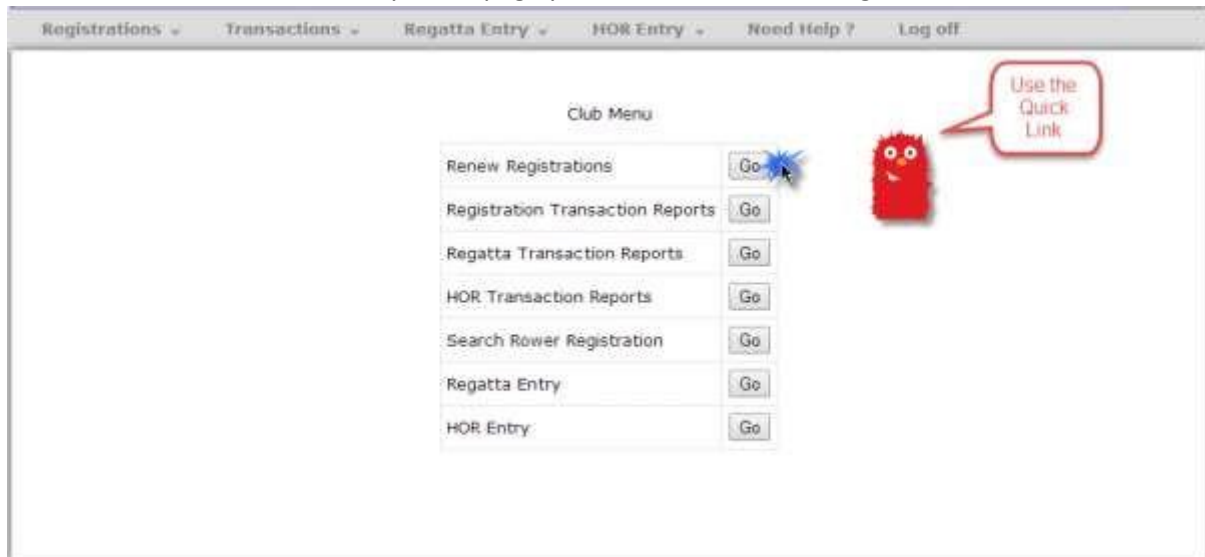
What do you do now? Pop a cheque in the post or call the office and pay by Credit Card. The Office will record your Transaction as Paid and your rowers will be available for selection for entries in Head and Regattas according to their rowing status/grade.

How to Renew a Rower's Registration

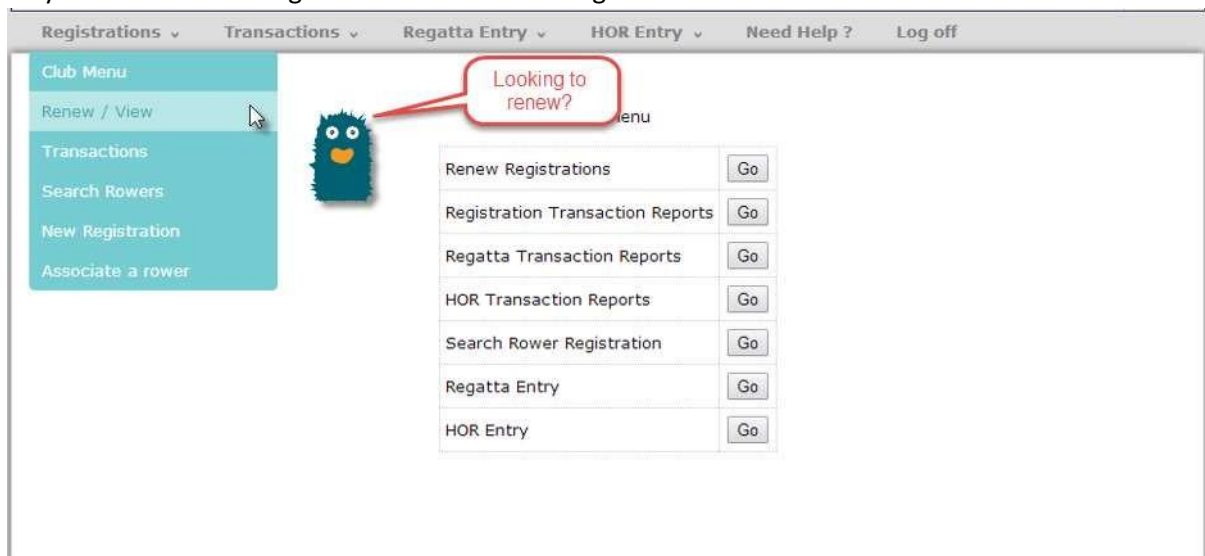
Where a rower is already registered with your club you will simply have to Renew their Registration for the new season.

You can get to the Renew a Rower section two ways:

Quick Link: On the Club Secretary home page you can click on Renew Registration as shown below.



Or you can use the Navigation bar and click on Registrations



Whichever way you go, you will be presented with a list of rowers that have been registered with your club in the past. You can filter by Year that they were last registered or paid to find a rower who may be returning after a few years "sabbatical".

ROWING IRELAND Register Rowers club

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help ? Log off

Displaying last registration: Last Year (2013) Showing: Last registration Paid / Unpaid Search

Currently accepting registrations for season.
 A list of rowers last registered with your club is given below.
 Please select the rowers you wish to register for this year and click submit.

Last Registered	Surname	First Name	Date of Birth	ID	Info	Rower/Non-Rower	Coach	Umpire	Renew
2013 (paid)					wins	----	Coach ▾	Umpire ▾	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Associate ▾	----	----	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Rower ▾	----	----	

You can Register people as Rowers, Cox, Associate or Para from a drop down menu for each rower you wish to re-register.

ROWING IRELAND Register Rowers club

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help ? Log off

Displaying last registration: Last Year (2013) Showing: Last registration Paid / Unpaid Search

Currently accepting registrations for season.
 A list of rowers last registered with your club is given below.
 Please select the rowers you wish to register for this year and click submit.

Last Registered	Surname	First Name	Date of Birth	ID	Info	Rower/Non-Rower	Coach	Umpire	Renew
2013 (paid)					wins	----	Coach ▾	----	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Rower ▾	----	----	
2013 (paid)					wins	Associate ▾	----	----	
2013 (paid)					wins	Cox	----	----	
2013 (paid)					wins	Associate	----	----	
2013 (paid)					wins	Rower	----	----	
2013 (paid)					wins	Para	----	----	
2013 (paid)					wins	Rower	----	----	

Note: A red callout box with the text "Select Registration Type" points to the dropdown menu in the fourth row, which is currently open to show options: Associate, Cox, Associate, Rower, Para, Rower.

Once you have made your selections for each person you want to reregister – including whether they are a Coach or Umpire also, select RENEW for each as shown below – the system highlights them so you can see who is to be renewed and who is not being renewed.

Register Rowers

club

Registrations - Transactions - Regatta Entry - HOR Entry - Need Help? Log off

Displaying last registration: Last Year (2013) Showing: Last registration Paid / Unpaid Search

Currently accepting registrations for season.
 A list of rowers last registered with your club is given below.
 Please select the rowers you wish to register for this year and click submit.


Last Registered	Surname	First Name	Date of Birth	ID	Info	Rower/Non-Rower	Coach	Umpire	Renew
2013 (paid)	wins	Rower	---	---	✓
2013 (paid)	wins	Rower	---	---	✓
2013 (paid)	wins	Rower	---	---	✓
2013 (paid)	wins	Rower	---	---	✓
2013 (paid)	wins	Associate	---	---	✓
2013 (paid)	wins	Rower	---	---	✓
2013 (paid)	wins	Associate	---	---	☐
2013 (paid)	wins	Rower	---	---	✓
2013 (paid)	wins	Rower	---	---	☐
2013 (paid)	wins	Rower	---	---	✓
2013 (paid)	wins	Rower	---	---	☐

If you are happy with your choice then you can select RENEW REGISTRATION at the foot of the page to process your renewed registrations.

Displaying last registration This Year(2014) and last (2013) Showing Not Registered (2014)

Currently accepting registrations for season.
 A list of rowers last registered with your club is given below.
 Please select the rowers you wish to register for this year and click submit.

Last Registered	Surname	First Name	Date of Birth	ID	Info	Rower/Non-Rower	Coach	Umpire	Renew
2013 (paid)	Woods	Harriet	20/01/1988	4000	wins	Cox	Coach	Umpire	<input checked="" type="checkbox"/>
2013 (paid)	Woods	Mr. David	20/01/1988	4001	wins	Rower	---	---	<input checked="" type="checkbox"/>
2013 (paid)	Woods	Charles	20/01/1988	4002	wins	Rower	---	---	<input checked="" type="checkbox"/>
2013 (paid)	Woods	Tom	20/01/1988	4003	wins	Rower	---	Umpire	<input checked="" type="checkbox"/>
2013 (inv)	Woods	Wynne	20/01/1988	4004	wins	Para	---	---	<input checked="" type="checkbox"/>
2013 (paid)	Woods	Steve	20/01/1988	4005	wins	Rower	Coach	---	<input checked="" type="checkbox"/>
2013 (paid)	Woods	Harriet	20/01/1988	4006	wins	Rower	---	---	<input type="checkbox"/>
2013 (paid)	Woods	Michael	20/01/1988	4007	wins	Cox	---	---	<input checked="" type="checkbox"/>
2013 (paid)	Woods	Tom	20/01/1988	4008	wins	Rower	---	---	<input type="checkbox"/>
2013 (paid)	Woods	John	20/01/1988	4009	wins	Rower	---	---	<input type="checkbox"/>
2013 (inv)	Woods	John	20/01/1988	4010	wins	Rower	Coach	---	<input checked="" type="checkbox"/>
2013 (paid)	Woods	John	20/01/1988	4011	wins	Rower	---	---	<input checked="" type="checkbox"/>
2013 (paid)	Woods	John	20/01/1988	4012	wins	Para	---	Umpire	<input checked="" type="checkbox"/>
2013 (paid)	Woods	John	20/01/1988	4013	wins	Para	---	---	<input checked="" type="checkbox"/>
2013 (paid)	Woods	John	20/01/1988	4014	wins	Rower	---	---	<input checked="" type="checkbox"/>



Happy with your selection? Click here to process

You will be presented with a Transaction Report which itemises your selection and outputs the amount due to Rowing Ireland.

		Transaction 2014-501-9866 Printed: 12 Feb 2014				dub	
Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help? ▾ Log off ▾							
Transaction 2014-501-9866 Printed: 12 Feb 2014							
The Rower Details you have input have been submitted to Rowing Ireland for processing.							
Please Print this page and submit a copy with Payment and Proof of Age as appropriate to: Rowing Ireland, National Rowing Centre, Farran Wood, Ovens, Co. Cork.							
Registration transactions 2014-501-9866							
ID	Name	Date of Birth	Membership	Due	Paid	Date	Ref
		18/02/1997	Rower (Junior)	30.00	0.00		
				30.00	0.00		
				Total Paid: 0.00	Total Due: 30.00		
Note: Registration numbers are only valid following payment of the amounts shown above and proof of age as appropriate.							
Print it							

What do you do now? Pop a cheque in the post or call the office and pay by Credit Card. The Office will record your Transaction as Paid and your rowers will be available for selection for entries in Head and Regattas according to their rowing status/grade.

How to Associate an Existing Rower with your Club

In Tracker you can register a rower with your club in three ways, depending on whether the rower has rowed in the past and which club they were registered with.

New Registration: A new registration is used when someone is registering for the first time. Basic details are added and birth certs are required to validate age etc. – as a new registration

Renew Registration: Renewal is used where a rower has been registered with Rowing Ireland with you club already. Most rowers reregister with the same club year after year. It's simply a matter of renewing the registration.

Associate a Rower: Where a rower wishes to change clubs then the Associate a Rower function can be used to associate the rower with the club. Here's how:

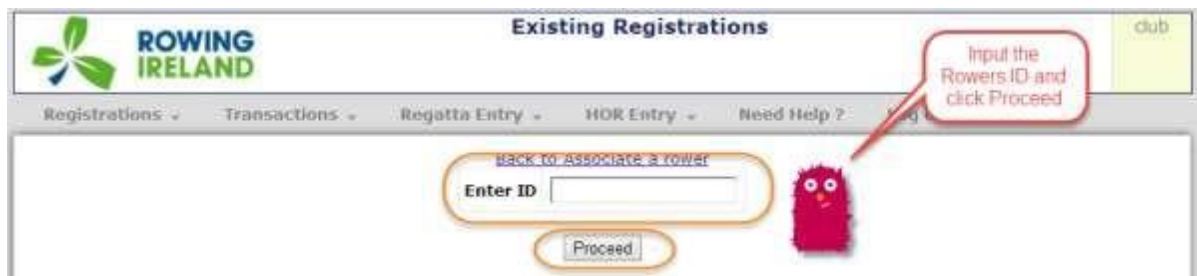
You will need the Rower ID of the rower to start. This can be found on their previous Registration Card or by searching on RowingIreland.ie using their surname.



Input the number of rowers you intend to Associate with your Club and click proceed.



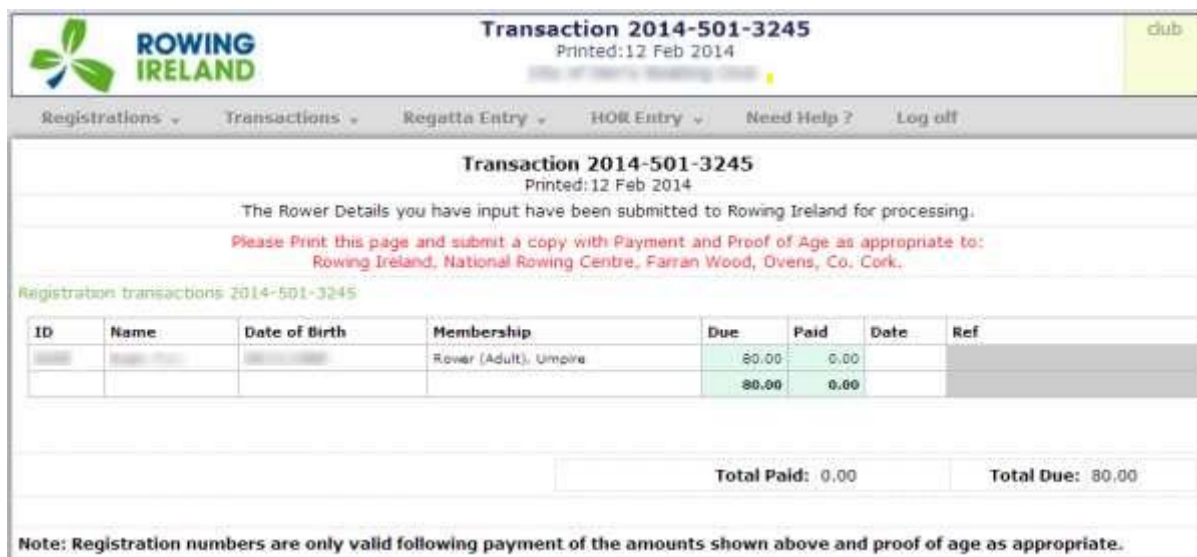
Input the rower ID's as requested and click proceed.



Update the rowers details and click Renew Registration to proceed.



Tracker will then output a handy invoice for the registration fees due.



What do you do now? Pop a cheque in the post or call the office and pay by Credit Card. The Office will record your Transaction as Paid and your rowers will be available for selection for entries in Head and Regattas according to their rowing status/grade.

How to Enter a Regatta

Selecting a Regatta to Enter

The joy of racing. It's what it's all about.

Here we should you how to get your crews lined up for the big day.

From the Club Secretary home page you can use the Quick Link or the navigation bar.

ROWING IRELAND Club Secretary - Main Menu club

Registrations ▾ Transactions ▾ **Regatta Entry ▾** HOR Entry ▾ Need Help ? Log off

Enter a regatta

Club Menu

Renew Registrations	Go
Registration Transaction Reports	Go
Regatta Transaction Reports	Go
HOR Transaction Reports	Go
Search Rower Registration	Go
Regatta Entry	Go
HOR Entry	Go

Use the Quick Link or the Drop Down

Select the Regatta you wish to enter.

Registrations ▾ Transactions ▾ **Regatta Entry ▾** HOR Entry ▾ Need Help ? Log off

[Order by Venue](#)

Date	Venue	Event Status	Entry Closing Date	Go	
15/02/2014		yes	05/02/2014	Go	
15/02/2014		no	05/02/2014	Go	
09/04/2014	Kk Test	The Pond	yes	02/04/2014	Go
01/05/2014	The Big one	The Basin	yes	03/04/2014	Go
01/05/2014	Deep Space 9 Regatta	The Basin	yes	23/04/2014	Go
31/05/2014	Neptune Test 1	Islandbridge	semi	21/05/2014	Go
21/06/2014	neptune test 2	islandbridge	yes	11/06/2014	Go
28/06/2014	neptune Test 3	islandbridge	yes	18/06/2014	Go
01/07/2014	ABBA memorial Regatta	The Basin	yes	18/06/2014	Go
18/07/2014	Champs	NRC	yes	09/07/2014	Go

Select the Regatta you wish to enter by clicking "GO"

Regatta Entry Page

Selecting a regatta to enter brings you to the main Regatta Entry page. There is some important information for both you and the Regatta Secretary as shown below. It's a busy page with lots of info. Worth taking time to review it all.

Registrations - Transactions - **Regatta Entry** - HOR Entry - Need Help ? Log off

Club contact person for this Regatta

Name	Mobile	Email
Mike Myers	087 1234567	mm@oscars.com

Please provide a contact person for us:

The closing date for entries is **23/04/2014 @ 19:00**

Regatta Secretary:ghgh Phone:+353 86 810 9880 Email:hgh@jkk.ie

[View Course info, Draws, directions, Safety info or other important documents related to the Regatta](#)

[View Regatta Info](#)

No online declarations required for this event

[View all my Crews or Crew Members](#)

When you have created an entry, you can view the crews and their crew numbers

Events Available

Name of event	Max points	Win Points	Loss points	Status	Fee per crew	Add or modify entry	Entries
Mens Senior 8+	8000	100	20	Full Status	€80.00	enter or view/amend	
Mens Senior 4+	4000	0	0	Non Status	€40.00	enter or view/amend	
Mens Senior 4-	4000	100	20	Full Status	€40.00	enter or view/amend	
Mens Senior 4X-	4000	100	20	Full Status	€40.00	enter or view/amend	
Mens Senior 2-	2000	100	20	Full Status	€20.00	enter or view/amend	
Mens Senior 2X	2000	100	20	Full Status	€20.00	enter or view/amend	
Mens Senior 1Y	1000	100	20	Full Status	€10.00	enter or view/amend	

A list of the events offered at the regatta and a link to Enter or Amend a crew.

Add your Club Contact Details

To get started you must add your own details to allow the Regatta Secretary contact you. These are compulsory.


Registrations > Transactions > Regatta Entry > HOR Entry > Need Help? Log off

Club contact person for this Regatta

Name	Mobile	Email
Mike Myers	087 1234567	mym@oscars.com

[Update](#)

Please provide a contact person for us.

Regatta Secretary:ghgh Phone: 

[View Regatta Info](#)

No online declarations required for this event

[View all my Crews or Crew Members](#)

Events Available

Name of event	Max points	Win Points	Loss points	Status	Fee per crew	Add or modify entry	Entries
Mens Senior 8+	8000	100	20	Full Status	€80.00	enter or view/amend	
Mens Senior 4+	4000	0	0	Non Status	€40.00	enter or view/amend	
Mens Senior 4-	4000	100	20	Full Status	€40.00	enter or view/amend	
Mens Senior 4X-	4000	100	20	Full Status	€40.00	enter or view/amend	
Mens Senior 2-	2000	100	20	Full Status	€20.00	enter or view/amend	
Mens Senior 2X	2000	100	20	Full Status	€20.00	enter or view/amend	
Mens Senior 1V	1000	100	20	Full Status	€10.00	enter or view/amend	

Note: A callout box with a red cartoon character says: "Add your contact details and Click Update. You can amend them later if necessary."

Enter an Event

Next step is to select an event to enter. Scroll down the page to view all the events and click "Enter" to build a crew.

Registrations > Transactions > Regatta Entry > HOR Entry > Need Help? Log off

Club contact person for this Regatta

Name	Mobile	Email
Mike Myers	087 1234567	mim@oscars.com
<input type="button" value="Update"/>		

Please provide a contact person for us.

The closing date for entries is **23/04/2014 @ 19:00**

Regatta Secretary:ghgh Phone:+353 86 810 9880 Email:bhg@jjk.ie

[View Regatta Info](#)

required for this event

[Click Enter to Build a Crew](#)

[View all ... or Crew Members](#)

Events Available

Name of event	Max points	Win Points	Loss points	Status	Fee per crew	Add or modify entry	Entries
Mens Senior 8+	8000	100	20	Full Status	€80.00	enter or view/amend	
Mens Senior 4+	4000	0	0	Non Status	€40.00	enter or view/amend	
Mens Senior 4-	4000	100	20	Full Status	€40.00	enter or view/amend	
Mens Senior 4X-	4000	100	20	Full Status	€40.00	enter or view/amend	
Mens Senior 2-	2000	100	20	Full Status	€20.00	enter or view/amend	
Mens Senior 2X	2000	100	20	Full Status	€20.00	enter or view/amend	
Mens Senior 1V	1000	100	20	Full Status	€10.00	enter or view/amend	

Build a Crew

Selecting “Enter” brings you to the “Crew Builder” where you can build a crew from the eligible (registered & paid) rowers based on the combination of their status points relative to the Event you are seeking to enter.

The crew builder has three important areas:

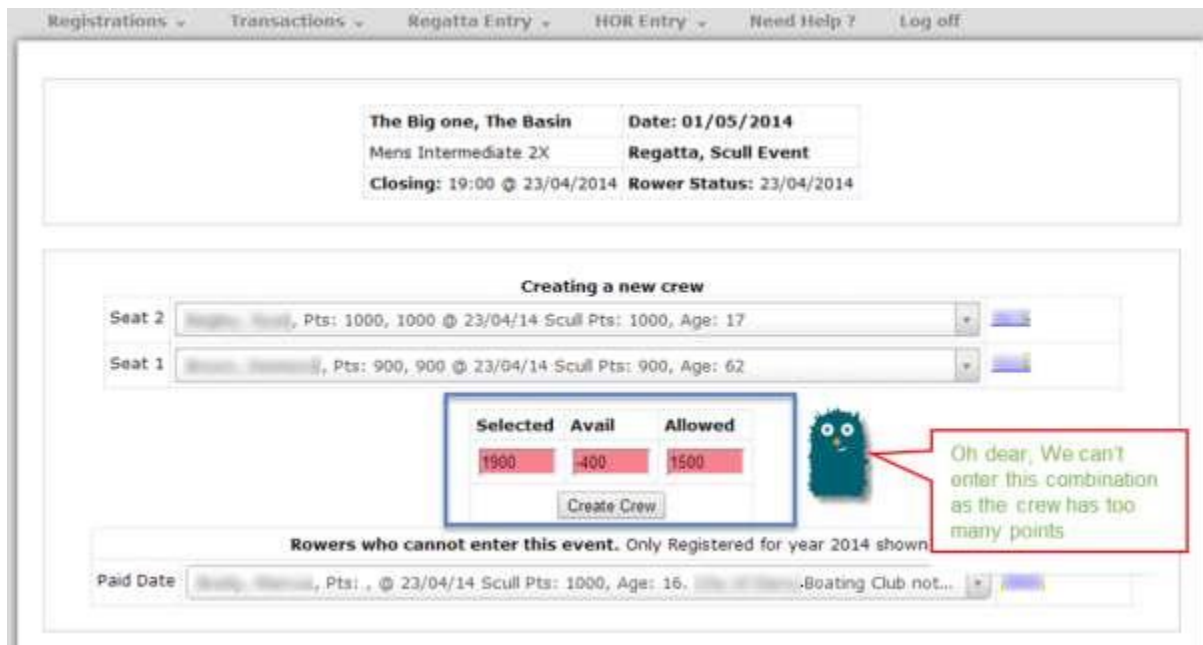
1. The Rower Selection drop-downs – from which you select individual rowers
2. The Points accumulator – which shows the total points of the rowers you are selecting and the max allowed for the event.
3. Rowers not available for this crew based on their status.

The screenshot shows the 'Crew Builder' interface for the event 'The Big one, The Basin' on 01/05/2014. The event details include 'Mens Intermediate 2X', 'Regatta, Scull Event', and a closing time of 19:00 on 23/04/2014. The 'Creating a new crew' section has two dropdown menus for 'Seat 2' and 'Seat 1', both currently set to 'Select a rower'. Below these is a table with columns 'Selected', 'Avail', and 'Allowed'. The 'Selected' column shows '0', 'Avail' shows '1500', and 'Allowed' shows '1500'. A 'Create Crew' button is located below the table. At the bottom, a section titled 'Rowers who cannot enter this event' shows a list of rowers with their 'Paid Date', 'Pts', 'Scull Pts', and 'Age'.

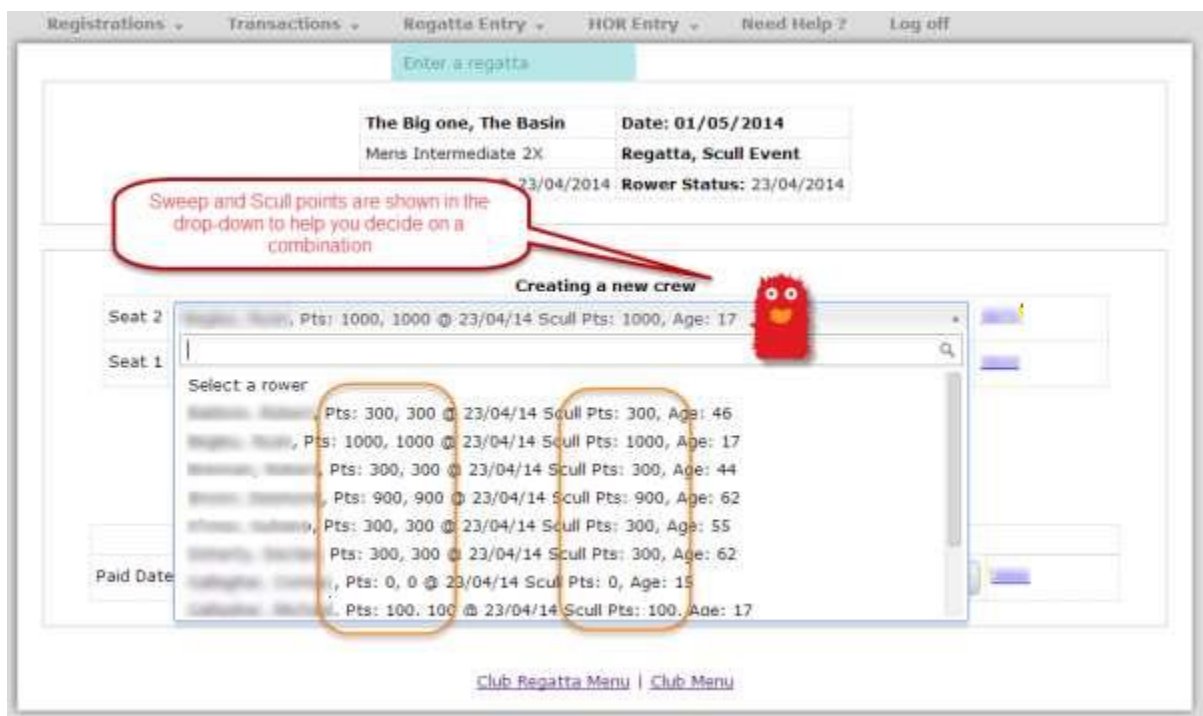
Let's focus on 1 and 2 as we build a crew and see what happens. Firstly selecting two rowers who are eligible in terms of total points:

The screenshot shows the 'Crew Builder' interface after two rowers have been selected. The 'Seat 2' dropdown now shows 'Boating Club not... Pts: 300, 300 @ 23/04/14 Scull Pts: 300, Age: 46'. The 'Seat 1' dropdown now shows 'Boating Club not... Pts: 1000, 1000 @ 23/04/14 Scull Pts: 1000, Age: 17'. The 'Selected' column in the table now shows '1300', 'Avail' shows '200', and 'Allowed' shows '1500'. A red cartoon character is next to a speech bubble that says 'Success! This crew is eligible. In fact you are 200 points under the limit for this event'. The 'Create Crew' button is still visible.

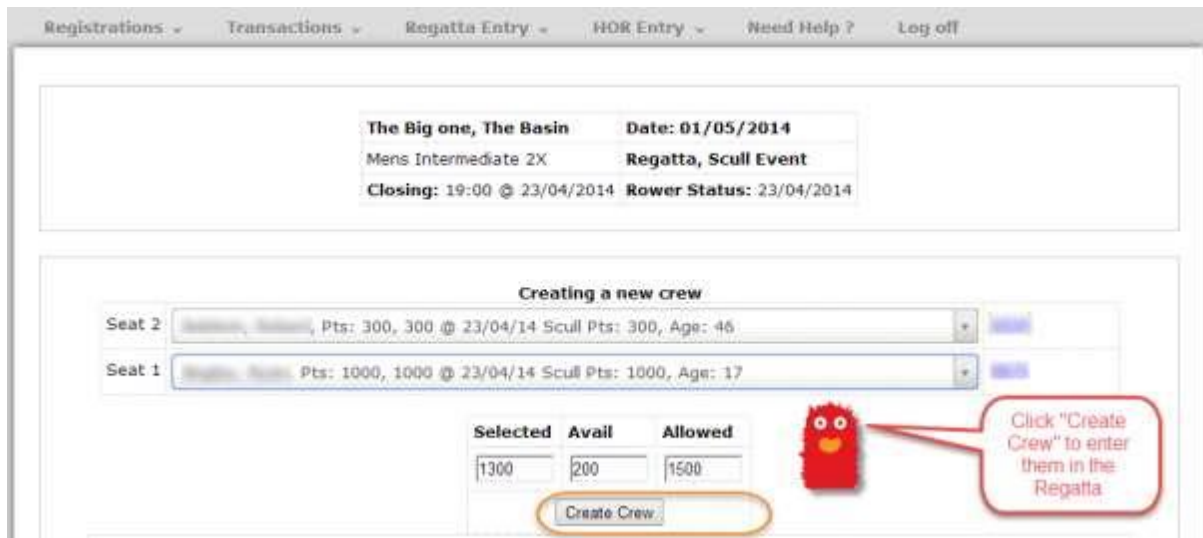
Let's see what happens when we select two rowers whose points exceed the allowable points for this event:



You will need to select a different combination of rowers from the drop down based on the points. You can see in the drop-down the points for each rower to help you decide who to swap in.



Let's assume you have selected a combination that works, then click enter Crew as follows:



Your crew will be entered and you will then be asked if you want to enter another crew in the same event or go back to the main event listing to select a new event to enter.



Let's go back to the main event listing to see what has changed now we have entered a crew.

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help ? Log off

Club contact person for this Regatta

Name	Mobile	Email
Mike Myers	887 1234567	mm@escars.com

Update contact person if you wish

The closing date for entries is **23/04/2014 @ 19:00**

Regatta Secretary:ghgh Phone:+353 86 810 9880 Email:hhg@jfk.ie

[View Regatta Info](#)

No online declarations required for this event.


Check the (2) rower's points on crews we are part of.

View all my [Crews](#) or [Crew Members](#)

Events Available

Name of event	Max points	Win Points	Loss points	Status	Fee per crew	Add or modify entry	Entries
Mens Senior 8+	8000	100	20	Full Status	€80.00	enter or view/amend	
Mens Senior 4+	4000	0	0	Non Status	€40.00	enter or view/amend	
Mens Senior 4-	4000	100	20	Full Status	€40.00	enter or view/amend	
Mens Senior 4X-	4000	100	20	Full Status		view/amend	
Mens Senior 2-	2000	100	20	Full Status		view/amend	
Mens Senior 2X	2000	100	20	Full Status		view/amend	
Mens Senior 1X	1000	100	20	Full Status		view/amend	
Mens Lightweight 1X	0	100	20	Full Status		view/amend	
Mens Intermediate 8+	6000	100	20	Full Status	€80.00	enter or view/amend	
Mens Intermediate 4+	3000	100	20	Full Status	€40.00	enter or view/amend	
Mens Intermediate 4X-	3000	100	20	Full Status	€40.00	enter or view/amend	
Mens Intermediate 2-	1500	100	20	Full Status	€20.00	enter or view/amend	
Mens Intermediate 2X	1500	100	20	Full Status	€20.00	enter or view/amend	1
Mens Intermediate 1X	750	100	20	Full Status	€10.00	enter or view/amend	

Look - you've a crew entered! You can View or Amend it prior to the Regatta closing date



Paying for your entry

You can view your Club's transactions for a Regatta by clicking on the View Transaction link at the foot of the Regatta Entry page or use the link on the navigation bar at the top of the Club Secretary page. Both options are shown below:



Event	Count	Status	Fee	View
Womens J16 4X+	0	Full Status	€40.00	enter or view/amend
Womens J16 2X	0	Full Status	€20.00	enter or view/amend
Womens J16 1X	0	Full Status	€10.00	enter or view/amend
Womens J15 4X+	0	Full Status	€20.00	enter or view/amend
Womens J15 1X	0	Full Status	€5.00	enter or view/amend
Womens J14 4X+	0	Full Status	€20.00	enter or view/amend
Womens J14 1X	0	Full Status	€5.00	enter or view/amend

[View Transactions](#) | View all my Crews or Crew Members

[Club Regatta Menu](#) | [Club Menu](#)

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Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help? Log off

- Registration Trans
- Regatta Trans**
- HOR Trans

Club Menu

- Renew Registrations
- Registration Transaction Reports
- Regatta Transaction Reports
- HOR Transaction Reports
- Search Rower Registration
- Regatta Entry
- HOR Entry

Viewing a specific Transaction for a Regatta will generate a form as follows.



The Big One, The Basin, Event Date: 01/05/2014
Printed: 12 Feb 2014 22:43:20
Regatta 1: All club entries
Please Print this page and submit a copy with a cheque made payable to:
Regatta Secretary, St. Donal's Boat Club, Mullinahown

Event	Composite	Fee per team	% Teams	Total	Paid	Due
Mens Intermediate 2X		€20.00	1	€20.00	€0.00	€20.00
Totals		1		€20.00	€0.00	€20.00

Note: Crews may only compete at the Regatta after payment has been received

[Print it](#)

Pop a cheque in the post to the Regatta Secretary to ensure your crews can race on the day.

How to Enter a Head

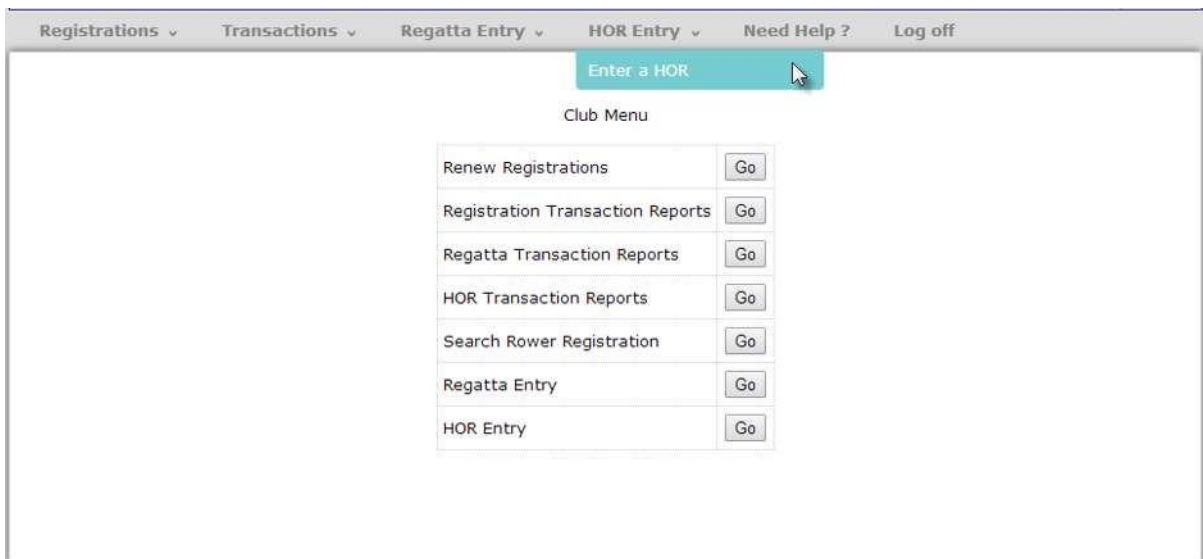
Select a Head to Enter

There are two ways to Enter a Head

You can use the Quick Links on the Club Secretary home page to enter a Head:



You can also use the top navigation bar to go to the list of Heads (HOR Entry)



A list of Heads which are available to enter is presented. The image below represents test data.

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help ? Log off

[Order by Venue](#)

Date	Name	Venue	Submissions Closing Date	
15/02/2014	Lagan HOR	River Lagan Belfast	05/02/2014	Go
01/03/2014	Erne HOR	Enniskillen	19/02/2014	Go
30/03/2014	Other Head - KK	There	19/03/2014	Go
31/03/2014	Roller	River	19/03/2014	Go

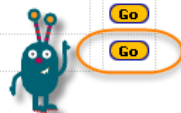
Select the head you wish to enter by clicking on "Go" for that Head as follows:

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help ? Log off

[Order by Venue](#)

Date	Name	Venue	Submissions Closing Date	
15/02/2014	Lagan HOR	River Lagan Belfa		Go
01/03/2014	Erne HOR	Enniskillen		Go
30/03/2014	Other Head - KK	There	19/03/2014	Go
31/03/2014	Roller	River	19/03/2014	Go

Click "Go" to enter a Head



HOR Entry Page

Selecting a HOR to enter brings you to the main HOR Entry page. There is some important information for both you and the HOR Secretary as shown below. It's a busy page with lots of info. Worth taking time to review it all.

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help ? Log off

Club contact person for this HOR

Name: Mobile: Email:

Please provide a contact person for us

Your Club's contact for the Head

The closing date for entries is **19/03/2014 @ 19:00**

HOR Secretary: hghghg Phone: 0861234567, Email: hghghg@iol.ie

[View HOR Info](#)

[View all my Crews or Crew Members](#) [View your entry](#)

Events Available

Head Name	Time	Name of event	Fee per Crew	Add or modify entry	Entries
Rolling		Mens Senior 8+	€48.00 or £0.00	enter or view/amend	
Rolling		Mens Senior 4-	€32.00 or £0.00	enter or view/amend	
Rolling		Mens Senior 4X-	€32.00 or £0.00	enter or view/amend	
Rolling		U23 (ns) Mens Senior 2-	€16.00 or £0.00	enter or view/amend	
Rolling		Mens Senior 2-	€16.00 or £0.00	enter or view/amend	
Rolling		Mens Senior 2X	€16.00 or £0.00	enter or view/amend	

The list of Events, Fees and Crew Entry function

Add your Club Contact Details

To get started you must add your own details to allow the HOR Secretary contact you. These are compulsory.

Registrations - Transactions - Regatta Entry - HOR Entry - Need Help ? Log off

Club contact person for this HOR

Name: Mike Myres Mobile: 0871234567 Email: MM@MGM.com

Update

Add your contact info and click "Update". You can amend this info later if necessary

HOR Secretary:hghghg Phone:0861234567, Email:hghghg@iol.ie

[View HOR Info](#)

Enter an Event

Next step is to select an event to enter. Scroll down the page to view all the events and click "Enter" to build a crew.

Registrations - Transactions - Regatta Entry - HOR Entry - Need Help ? Log off

Club contact person for this HOR

Name: Mike Myres Mobile: 0871234567 Email: MM@MGM.com

Update

made your changes

The closing date for entries is 19/03/2014 @ 19:00

HOR Secretary:hghghg Phone:0861234567, Email:hghghg@iol.ie

[View HOR Info](#)

Click "enter" for the event you wish to enter a crew

Head Name	Time	Name of event	Fee per Crew	Add modify entry	Entries
Rolling		Mens Senior 8+	€48.00 or €0.00	enter or view/amend	
Rolling		Mens Senior 4-	€32.00 or €0.00	enter or view/amend	
Rolling		Mens Senior 4X-	€32.00 or €0.00	enter or view/amend	
Rolling		U23 (ns) Mens Senior 2-	€16.00 or €0.00	enter or view/amend	
Rolling		Mens Senior 2-	€16.00 or €0.00	enter or view/amend	
Rolling		Mens Senior 2X	€16.00 or €0.00	enter or view/amend	

Build a Crew

Selecting “Enter” brings you to the “Crew Builder” where you can build a crew from the eligible (registered & paid) rowers based on the combination of their status points relative to the Event you are seeking to enter.

The screenshot shows the 'Crew Builder' interface for the 'Roller, River' event on 31/03/2014. The event is a 'Head of the River, Sweep Event' with a closing time of 19:00 on 19/03/2014. The interface is divided into three numbered sections:

- 1**: A section titled 'Creating a new crew' with two dropdown menus for 'Seat 2' and 'Seat 1', both currently set to 'Select a rower'.
- 2**: A table showing the points accumulator:

Selected	Avail	Allowed
0	1500	1500

Below the table is a 'Create Crew' button.
- 3**: A section titled 'Rowers who cannot enter this event. Only Registered for year 2014 shown.' with a search bar for 'Paid Date' and a 'Boating Club n...' dropdown.

At the bottom, there are links for 'Club HOR Menu' and 'Club Menu'.

The crew builder has three important areas:

1. The Rower Selection drop-downs – from which you select individual rowers
2. The Points accumulator – which shows the total points of the rowers you are selecting and the max allowed for the event.
3. Rowers not available for this crew based on their status.

Let's focus on 1 and 2 as we build a crew and see what happens. Firstly selecting two rowers who are eligible in terms of total points:

The screenshot shows the 'Crew Builder' interface for the 'The Big one, The Basin' event on 01/05/2014. The event is a 'Regatta, Scull Event' with a closing time of 19:00 on 23/04/2014. The interface shows two rowers selected:

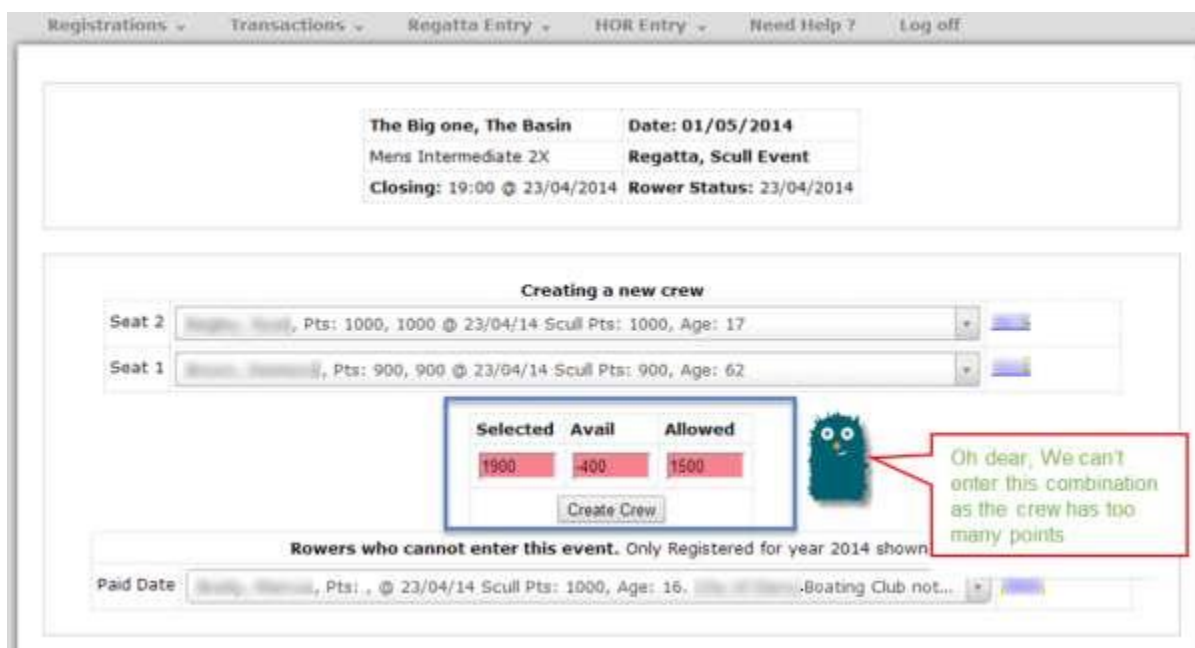
- Seat 2: [Rower Name], Pts: 300, 300 @ 23/04/14 Scull Pts: 300, Age: 46
- Seat 1: [Rower Name], Pts: 1000, 1000 @ 23/04/14 Scull Pts: 1000, Age: 17

The points accumulator table shows:

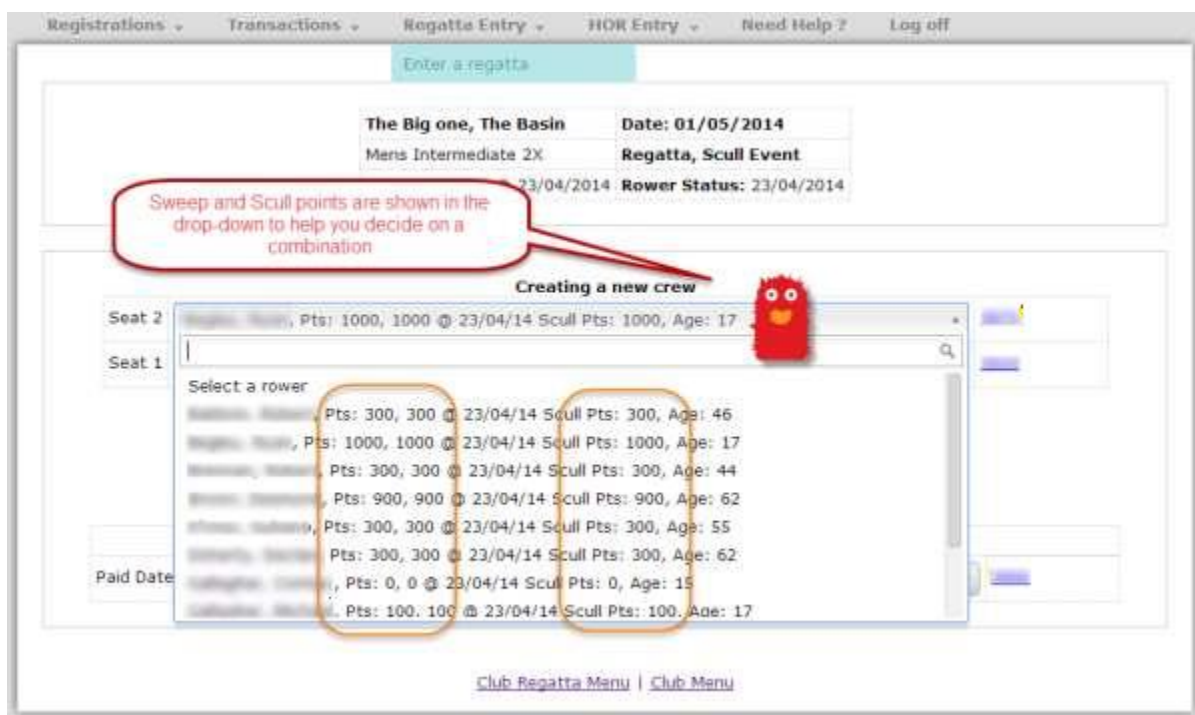
Selected	Avail	Allowed
1300	200	1500

A red cartoon character next to a speech bubble says: "Success! This crew is eligible. In fact you are 200 points under the limit for this event".

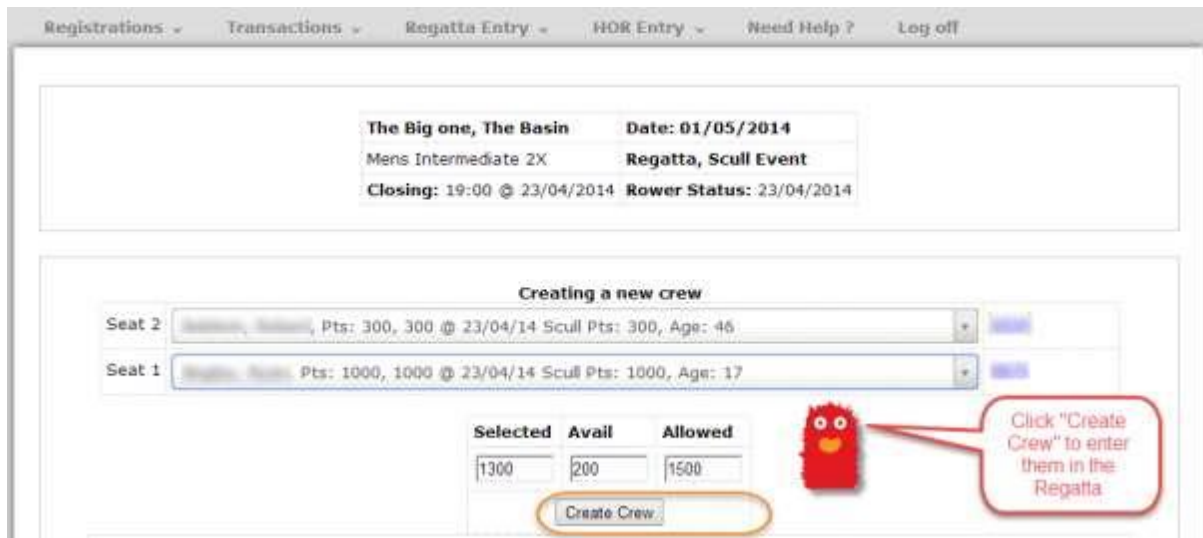
Let's see what happens when we select two rowers whose points exceed the allowable points for this event:



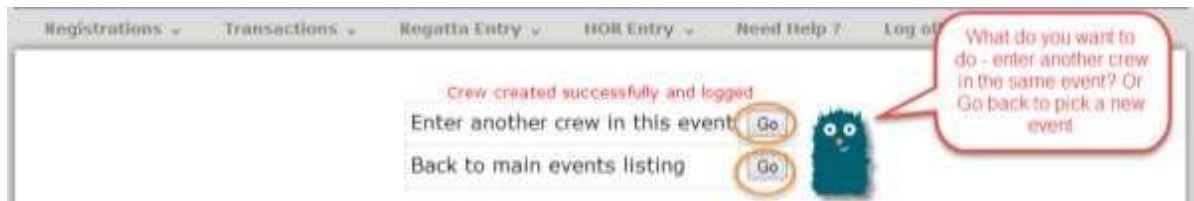
You will need to select a different combination of rowers from the drop down based on the points. You can see in the drop-down the points for each rower to help you decide who to swap in.



Let's assume you have selected a combination that works, then click enter Crew as follows:



Your crew will be entered and you will then be asked if you want to enter another crew in the same event or go back to the main event listing to select a new event to enter.



Let's go back to the main event listing to see what has changed now we have entered a crew.

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help ? Log off

Club contact person for this Regatta

Name	Mobile	Email
Mike Myers	087 1234567	mm@oscars.com

Save

Update contact person if you wish

The closing date for entries is **23/04/2014 @ 19:00**


Check the (2) rower's points on crews we are part of.

[View all my Crews](#) or [Crew Members](#)

Events Available

Name of event	Max points	Win Points	Loss points	Status	Fee per crew	Add or modify entry	Entries
Mens Senior 8+	8000	100	20	Full Status	€80.00	enter or view/amend	
Mens Senior 4+	4000	0	0	Non Status	€40.00	enter or view/amend	
Mens Senior 4-	4000	100	20	Full Status	€40.00	enter or view/amend	
Mens Senior 4X-	4000	100	20	Full Status		view/amend	
Mens Senior 2-	2000	100	20	Full Status		view/amend	
Mens Senior 2X	2000	100	20	Full Status		view/amend	
Mens Senior 1X	1000	100	20	Full Status		view/amend	
Mens Lightweight 1X	0	100	20	Full Status		view/amend	
Mens Intermediate 8+	6000	100	20	Full Status	€80.00	enter or view/amend	
Mens Intermediate 4+	3000	100	20	Full Status	€40.00	enter or view/amend	
Mens Intermediate 4X-	3000	100	20	Full Status	€40.00	enter or view/amend	
Mens Intermediate 2-	1500	100	20	Full Status	€20.00	enter or view/amend	
Mens Intermediate 2X	1500	100	20	Full Status	€20.00	enter or view/amend	1
Mens Intermediate 1X	750	100	20	Full Status	€10.00	enter or view/amend	

Look -- you've a crew entered! You can View or Amend it prior to the HOR closing date



Amend Your Entry

You can amend your entry prior to closing by clicking View/Amend in the previous screen shot.

Paying for your entry

You can view your Club's transactions for a Regatta by clicking on the View Transaction link at the foot of the Regatta Entry page or use the link on the navigation bar at the top of the Club Secretary page. Both options are shown below:

Womens J16 4X+	0			Full Status	€40.00	enter	or	view/amend
Womens J16 2X	0			Full Status	€20.00	enter	or	view/amend
Womens J16 1X	0			Full Status	€10.00	enter	or	view/amend
Womens J15 4X+	0			Full Status	€20.00	enter	or	view/amend
Womens J15 1X	0			Full Status	€5.00	enter	or	view/amend
Womens J14 4X+	0			Full Status	€20.00	enter	or	view/amend
Womens J14 1X	0			Full Status	€5.00	enter	or	view/amend

[View Transactions](#) | [View all my Crews](#) or [Crew Members](#)

[Club Regatta Menu](#) | [Club Menu](#)

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Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Need Help? Log off

Registration Trans
Regatta Trans
 HOR Trans

Club Menu

Renew Registrations	<input type="button" value="Go"/>
Registration Transaction Reports	<input type="button" value="Go"/>
Regatta Transaction Reports	<input type="button" value="Go"/>
HOR Transaction Reports	<input type="button" value="Go"/>
Search Rower Registration	<input type="button" value="Go"/>
Regatta Entry	<input type="button" value="Go"/>
HOR Entry	<input type="button" value="Go"/>

Viewing a specific Transaction for a Regatta will generate a form as follows.

The Big one, The Basin, Event Date: 01/05/2014
 Printed: 12 Feb 2014 22:43:20
 Regatta 1: All club entries
 Please Print this page and submit a copy with a cheque made payable to:
 Regatta Secretary, St. Donal's Boat Club, Mullinahown

Event	Composite	Fee per team	% Teams	Total	Paid	Due
Mens Intermediate 2X		€20.00	1	€20.00	€0.00	€20.00
Totals		1		€20.00	€0.00	€20.00

Note: Crews may only compete at the Regatta after payment has been received

[Print it](#)

Pop a cheque in the post to the Regatta Secretary to ensure your crews can race on the day.

REGATTA SECRETARY

How do I log on

Go the Home page (www.rowingireland.ie) and scroll to the bottom of the page.

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Tracker

RI admin

Regatta secretary

HOR secretary

Club secretary

Rower Facilities

Club Points

Payments

Pay Rower Registration

Tracker's New Home

Click on the Regatta Secretary link



You will be presented with this screen. Click on the drop-down list to select your Regatta

ROWING IRELAND

Regatta logon

[Return to site](#)

Find your Regatta from the Drop Down List

Username: Portadown Regatta (25/06/2011): awaiting secretary validation

Password:

Submit

If your regatta isn't listed contact Rowing Ireland

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Select your Regatta from the list by scrolling up or down. The list is date ordered.

ROWING IRELAND

Regatta logon

[Return to site](#)

Select Your Regatta from the list by clicking on the link

Username: Irish University Championships (11/04/2014)

Deep Space 9 Regatta (01/05/2014)

Portadown Regatta (03/05/2014)

Lough Rynn Regatta (10/05/2014)

Bantry Regatta (10/05/2014)

Sligo Regatta (11/05/2014)

Semi-Status (16/05/2014)

Lee Regatta (24/05/2014)

Belfast Sprint Regatta (24/05/2014)

Neptune Test 1 (24/05/2014)

Carlow Regatta (01/06/2014)

Dublin Metropolitan Regatta (08/06/2014)

Athlone Regatta (14/06/2014)

Galway Regatta (15/06/2014)

neptune test 2 (21/06/2014)

Castleconnell Sprint Regatta (22/06/2014)

Cork Regatta (28/06/2014)

Password:

Submit

Having selected your Regatta, now enter the Regatta Secretary password, and click Logon.

(If you do not know your password you will need to contact Rowing Ireland to issue a new one.)



Regatta logon

[Return to site](#)

Username Flesk Valley Regatta (07/04/2014) ▼

Password



Enter your Regatta password and click "Submit"

If this is your first time logging in as the Regatta Secretary you will be presented with the Regatta Set-Up Page. This page outlines the criteria for the regatta – password, event date, your contact details, etc. Some criteria are only editable by Rowing Ireland. These are shown but grey-ed out.

Home Documents Entries Results Need Help? Log off

[Back to Regatta Menu](#)

Please enter phone, email and name to continue

*Regatta Name	Flesk Valley Regatta
*Regatta Venue	Flesk Valley
*Password (min:6)	123456
*Start Date of Event (dd/mm/yyyy)	07/04/2014
*End Date of Event (dd/mm/yyyy)	07/04/2014
Entry Closing Date (dd/mm/yyyy)	26/03/2014 - can enter until. 26/03/2014 - points date for early entries.
*Regatta Secretary's Name	David Smith
*Regatta Secretary's Email Address	<input type="text"/>
*Regatta Secretary's Phone	<input type="text"/>
Enter name which cheques should be made payable to	Flesk Valley Regatta
Pay in Euro's or Sterling?	Euro ▼
Regatta Secretary's Address	<input type="text"/>
Status Event	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Semi
Must Declare (tick for 'yes')	<input checked="" type="checkbox"/> 06/04/2014 00:00
Championships (tick for 'yes')	<input type="checkbox"/>
University Championships (tick for 'yes')	<input type="checkbox"/>
Payment html	<input type="text"/>
	If you want to allow clubs to pay via paypal simply enter your paypal payment button html code here. More info
Grand League (tick for 'yes')	<input type="checkbox"/>
Third Level Only (tick for 'yes')	<input type="checkbox"/>
Schools Only (tick for 'yes')	<input type="checkbox"/>

* indicates a required field

Note the WARNING Some info is required

Example of Regatta info that can only be set by Rowing Ireland

Complete any necessary information and click Submit. Once all information has been provided or you are logging in for your second or later time, you will be presented with the following Regatta Secretary home page:



Basic Tour of the Regatta Secretary Navigation Options

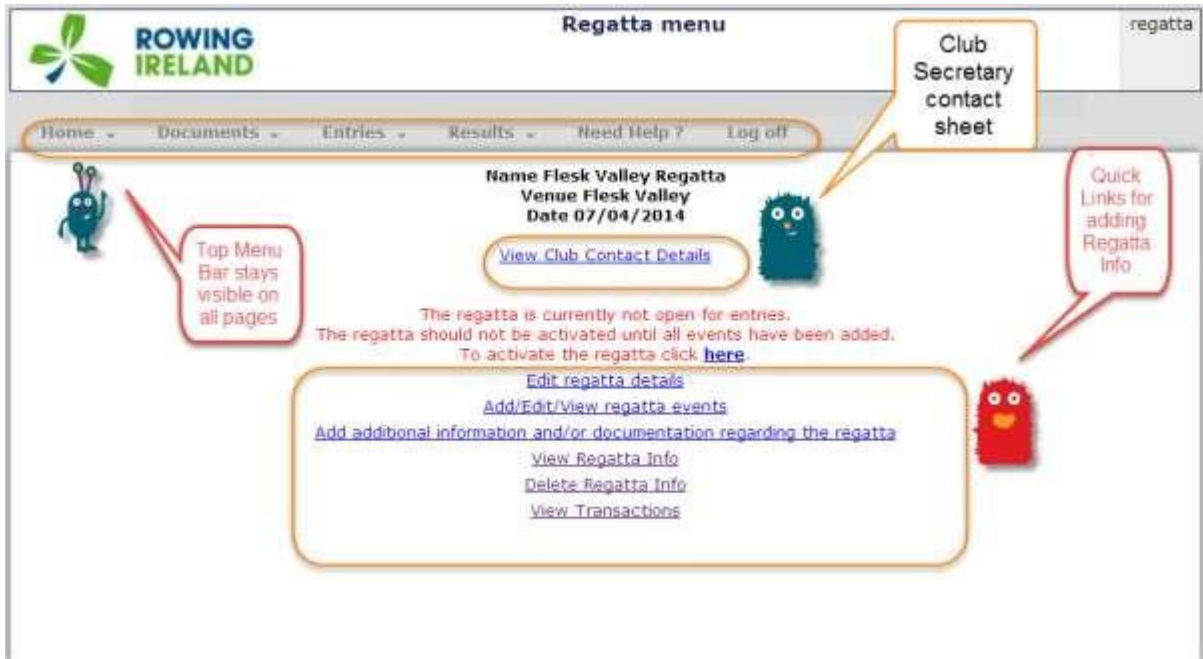
The following screen is the home page for the Regatta secretary. You can get here by logging on.



There are a number of functions which a Regatta Secretary can carry out on Tracker, namely:

- Edit Regatta Details – basic contact info, start date, declaration on/off, etc
- Add, Edit or View Regatta Events – setting up and managing individual events within the Regatta
- Add Information about the regatta for Club Secretaries (directions, draws, prospectus, safety information, etc)
- View and manage entries – including overseas entries
- Update, view and submit Regatta results.

The system is designed to allow you to access these functions and related sub-functions with the top navigation bar. However for ease of use a number of the most common functions are also listed on the Regatta Secretary Home Page. The image below highlights some examples.



By Clicking on items on the top Navigation Bar you get a list of Sub-functions that relate to the particular heading. For example click on "Home" and you get the following drop down menu:



Each Sub-function for the Regatta Secretary is outlined below

Home

The Home Tab allows you to access the following

- Regatta Menu – *brings you back to the Regatta Secretary Home Page*
- Regatta Details – *presents the Regatta information, closing dates, contact details etc.*
- Edit Events – *allows you to build and edit events for your regatta*
- Club List – *Presents a list of Club Contacts and also a function to mail them.*

The screenshot displays the 'Regatta menu' interface. At the top left is the 'ROWING IRELAND' logo. The page title is 'Regatta menu' and the URL is 'regatta'. A navigation bar includes 'Home', 'Documents', 'Entries', 'Results', 'Need Help?', and 'Log off'. A sidebar menu on the left lists 'Regatta Menu', 'Regatta Details', 'Edit Events', and 'Clubs list', with 'Regatta Menu' highlighted. The main content area shows regatta details for 'Flesk Valley Regatta' on '07/04/2014'. A message states: 'The regatta is currently not open for entries. The regatta should not be activated until all events have been added. To activate the regatta click [here](#).' Below this is a table of actions:

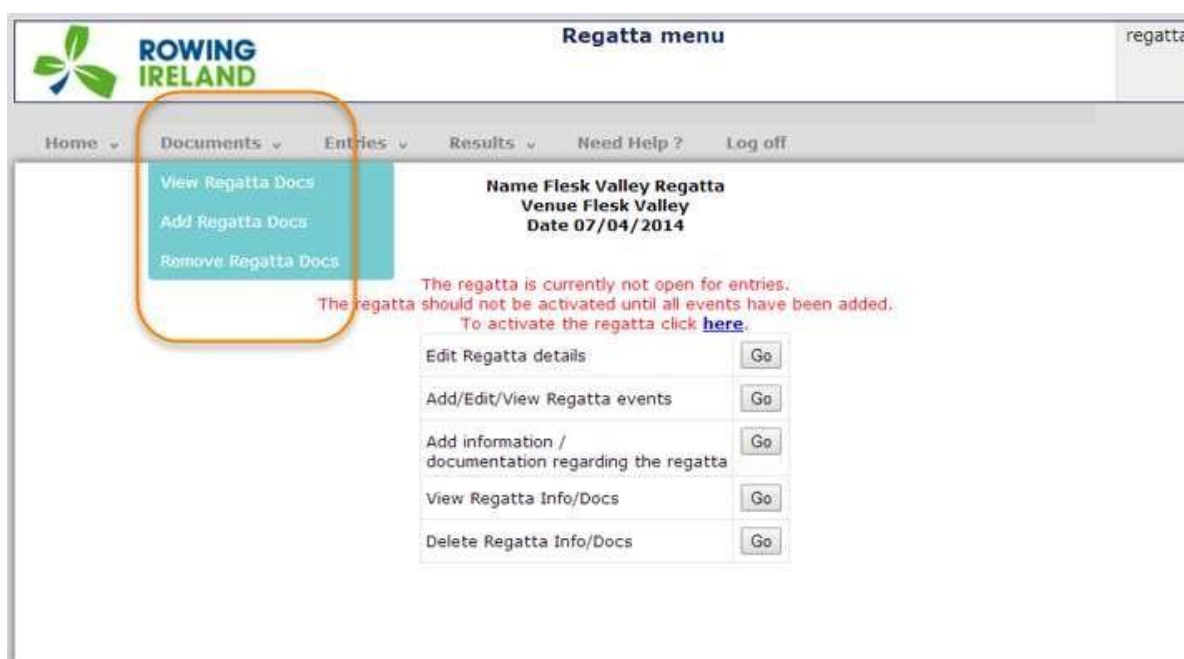
Edit Regatta details	Go
Add/Edit/View Regatta events	Go
Add information / documentation regarding the regatta	Go
View Regatta Info/Docs	Go
Delete Regatta Info/Docs	Go

Documents

The Documents section allows you to add important information about your regatta for the public (via Rowingireland.com) and club Secretaries (via the Club secretary function). Documents might include Health & Safety information, Directions, Prospectus or any other documents you wish to make available. Please use formats that are commonly viewable eg PDF's, Excel or Word to make it easy for people to view your documents.

The documents section is accessed by clicking on Documents on the main navigation bar and the following drop-down options presented themselves:

- View Regatta Docs – *View the list of documents you have already uploaded*
- Add Regatta Docs – *Upload a new Document*
- Remove Regatta Docs – *Remove a Document*



The screenshot shows the Rowing Ireland website interface. At the top left is the Rowing Ireland logo. The main navigation bar includes 'Home', 'Documents', 'Entries', 'Results', 'Need Help?', and 'Log off'. The 'Documents' dropdown menu is open, showing three options: 'View Regatta Docs', 'Add Regatta Docs', and 'Remove Regatta Docs'. The main content area displays the following information:

Regatta menu regatta

Home ▾ Documents ▾ Entries ▾ Results ▾ Need Help? Log off

Name Flesk Valley Regatta
Venue Flesk Valley
Date 07/04/2014

The regatta is currently not open for entries.
The regatta should not be activated until all events have been added.
To activate the regatta click [here](#).

Edit Regatta details	Go
Add/Edit/View Regatta events	Go
Add information / documentation regarding the regatta	Go
View Regatta Info/Docs	Go
Delete Regatta Info/Docs	Go

Entries

Entries is where the magic happens! Your options include:

- Entry Menu – *set up and edit events*
- View Transactions – *view club entry transactions*
- Set Payments – *manage who has paid (and who hasn't!)*
- Manual Entry – *make an entry on behalf of a club*
- Manage Overseas Entries - *entry system for overseas clubs*
- View Crews Entered – *view lists of crews entered in events*
- Declare Crews – *when a regatta requires declarations you can manage them here*
- View Rowers Entered - *view lists of rowers entered in events*



Results

Under the Rules of Rowing (Rules 2.17) Regatta Secretary is required to submit the results of their regatta to Rowing Ireland. within seven (7) days. The Results section of the Regatta Secretary Tracker function is where you can manage the results and submit them to Rowing Ireland.

The following sections are accessible from the Results tab on the main navigation bar:

- Results Manager – *set up and edit events*
- Enter Race Results – *add results by event*
- View Regatta Results – *view the results already input*
- Submit Results to Rowing Ireland – *submit results as final step before closing regatta*

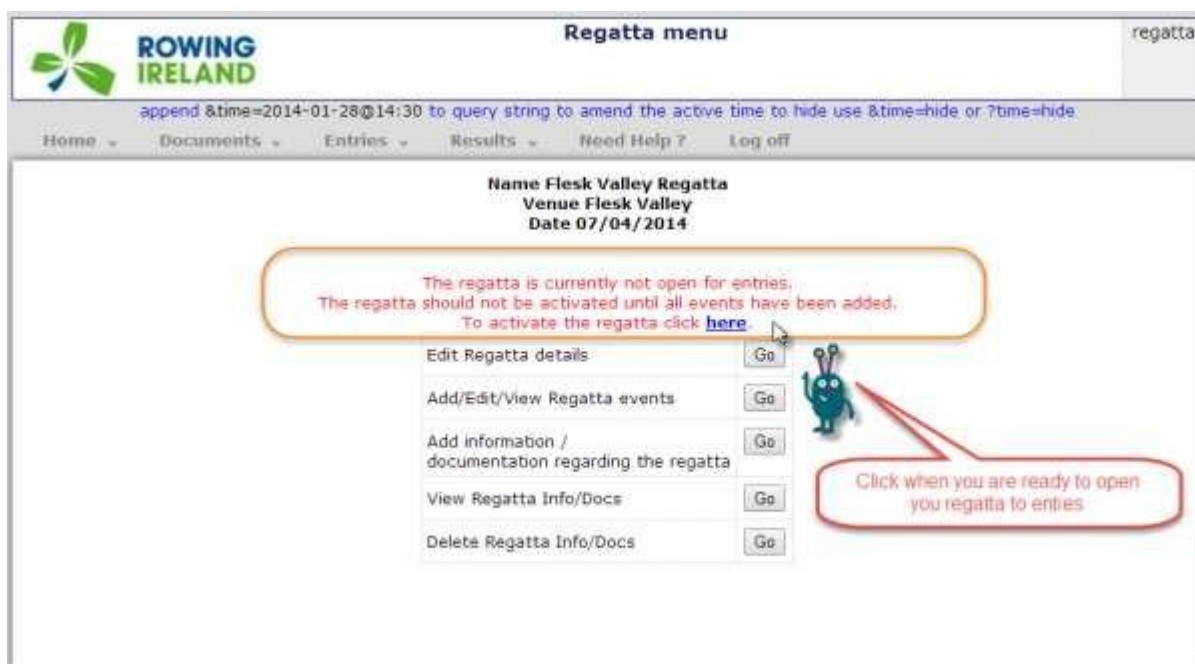


Activating a Regatta

Tracker enables the Regatta Secretary to set up and manage their regatta. The system is designed to allow the Regatta Secretary to build their regatta prior to making it available to entries.

Once it is ready then the Regatta can be activated – at this point it will be visible to Club Secretaries and will accept entries. It is possible to edit certain aspects after the regatta is activated however it is best to have set it up correctly in advance to avoid having to deal with entries for events that have been deleted etc.

You can activate (and deactivate) your regatta on the Regatta Secretary Home Screen as shown below:



Once the Closing Date for entries has passed the regatta will no longer be open to entries but will remain visible to Club secretaries for Declarations, Substitutions and viewing Regatta Information. The regatta secretary does not need to de-activate the regatta as Tracker manages the Closing Date.

Note: If you deactivate your regatta once entries have been submitted, Club Secretaries will not be able to access their entries.

Creating or Editing Your Regatta Events

Navigating to the Create Event Page

There are two ways to get to the screen that allows you Create or Edit your Regatta Events. You can use the Quick Links on the Regatta Home page (shown below):



Or you can use the Top Navigation bar as shown below:



Either way this is where you want to get to – the Create Events Page. We are going to look at the two areas (Marked 1 and 2).



Area 1 is where you want to set up events from scratch. A choice of Men Standard, Women Standard, Invitation, Men’s Para and Women’s Para are available

Area 2 provides you with an option to clone the event set up of a previous regatta. In School this is known as “cogging”. College-types call it plagiarising. However in most work environments it’s known as “getting stuff done quickly.” **WARNING: If the regatta you clone has errors in its event entry, so will you.**

Standard Entry Set Up

Let's set up a standard event. Starting from the Create Events page shown below, click on the "Enter Womens standard event" link or "Enter Mens standard events" link. They have the same format and set up so this example works for either.

ROWING IRELAND

Create Events - Choose Standard/Non-Standard

regatta

Home Documents Entries Results Need Help? Log off

The closing date for entries is 26/03/2014

- Enter Mens standard events
- Enter Womens standard events
- Enter Invitation events
- Enter Mens Para events
- Enter Womens Para events

Click either Mens or Womens standard events

All Events (that you have not already attached to this Regatta, based on gender, grade, boat and whether it is standard or non-standard, will be cloned in

Clone From: Choose a regatta Clone

This will present a screen similar to the following, showing all possible Standard Events and allows you either set a specific fee per event or set an overall fee per rower.

regatta

Home Documents Entries Results Need Help ? Log off

[Back to create events menu](#)

Price per rower(Euro)

Entering a value here will mean that it is auto copied into price fields when select is ticked.

Grade	Abrev	Fee per team	Selected
Senior	8+	€ <input type="text"/>	<input type="checkbox"/>
Senior	4+	€ <input type="text"/>	<input type="checkbox"/>
Senior	4-	€ <input type="text"/>	<input type="checkbox"/>
Senior	4X+	€ <input type="text"/>	<input type="checkbox"/>
Senior	4X-	€ <input type="text"/>	<input type="checkbox"/>
Senior	2-	€ <input type="text"/>	<input type="checkbox"/>
Senior	2X	€ <input type="text"/>	<input type="checkbox"/>
Senior	1X	€ <input type="text"/>	<input type="checkbox"/>
Lightweight	4-	€ <input type="text"/>	<input type="checkbox"/>
J14	4X+	€ <input type="text"/>	<input type="checkbox"/>
J14	2X	€ <input type="text"/>	<input type="checkbox"/>
J14	1X	€ <input type="text"/>	<input type="checkbox"/>
J12	4X+	€ <input type="text"/>	<input type="checkbox"/>
J12	2X	€ <input type="text"/>	<input type="checkbox"/>
J12	1X	€ <input type="text"/>	<input type="checkbox"/>

Submit

Set your Fee and Select the event.

Scroll down to click "SUBMIT"

Click Submit to save you changes

Worth Noting that :

1. You must set a fee
2. You must click selected
3. You must scroll down and click Submit

Note: Where "Price per rower" is set, the Fee Per Team is calculated by multiplying the number of rowers in a crew by the "Price per rower".

In the example below the Fee per Rower was set to €5 and the Intermediate 2- was the only event selected. When we click Submit this following is what is presented:

The closing date for entries is 26/03/2014

[Enter Mens standard events](#)
[Enter Womens standard events](#)
[Enter Invitation events](#)
[Enter Mens Para events](#)
[Enter Womens Para events](#)

All Events (that you have not already attached to this Regatta , based on gender,grade,boat and whether it is standard or non-standard, will be cloned in

Clone From:

Events Created									
Name of event	Max points	Win	Loss	Status	Gender	Boat	Grade	Fee per Crew	Delete
Womens Intermediate 2-	1500	100	20	yes	Womens	2-	Intermediate	€10.00	(edit) delete

When you return to the Event set up lists you will find any event you have already created is marked accordingly as shown below:

Intermediate 4+	€		
Intermediate 4-	€		
Intermediate 4X-	€		
Intermediate 4X	€		
Intermediate 2-	€10.00		selected
Intermediate 2X	€		
Intermediate 1X	€		

Invitation Events Set Up

Invitation events are defined in the Rules of Rowing and may be set up by the Regatta Secretary as required using the Enter Invitation Event link as shown below:



ROWING IRELAND

Create Events - Choose Standard/Non-Standard

regatta

Home Documents Entries Results Need Help? Log off

The closing date for entries is 26/03/2014

[Enter Mens standard events](#)


[Enter Womens standard events](#)

[Enter Invitation events](#)

[Enter Mens Para events](#)

[Enter Womens Para events](#)

Clicking on the Enter Invitation Events link brings you to the following page which allows you select a number of combinations to form your event:



ROWING IRELAND

Create Invitation Events

regatta

Home Documents Entries Results Need Help? Log off

[Back to create events menu](#)

Price per rower(Euro)

Entering a value here will mean that it is auto copied into price fields when select is ticked

Event Name

Boat

Gender

Grade

Entry Fee(euro)

Name your event and select from Boat, Gender, Grade - add a fee and click "submit"

You will be returned to the Event Set up page where your new events should be listed among those already saved as shown below:

The closing date for entries is 26/03/2014

[Enter Mens standard events](#)
[Enter Womens standard events](#)
[Enter Invitation events](#)
[Enter Mens Para events](#)
[Enter Womens Para events](#)

All Events (that you have not already attached to this Regatta , based on gender,grade,boat and whether it is standard or non-standard, will be cloned in

Clone From:

Name of event	Max points	Win	Loss	Status	Gender	Boat	Grade	Fee per Crew	Delete
★ Womens Intermediate 2-	1500	100	20	yes	Womens	2-	Intermediate	€10.00 (edit)	delete
Special Race (ns) Mixed Intermediate 8+	6000			no	Mixed	8+	Intermediate	€0.00 (edit)	delete

Para Events Set Up

Para events are defined in the Rules of Rowing and may be set up by the Regatta Secretary as required using the “Enter Mens Para events” or “Enter Womens Para events” link as shown below:

The closing date for entries is 26/03/2014

[Enter Mens standard events](#)
[Enter Womens standard events](#)
[Enter Invitation events](#)
[Enter Mens Para events](#)
[Enter Womens Para events](#)

All Events (that you have not already attached to this Regatta , based on gender,grade,boat and whether it is standard or non-standard, will be cloned in

Clone From:

Click either Mens or Womens Para events

Clicking on the Enter Mens or Womens Events link brings you to the following page which allows you select a number of combinations to form your event:

Back to create events menu

Price per rower(Euro)

Entering a value here will mean that it is auto copied into price fields when select is ticked.

Grade	Abrev.	Fee per team	Selected
Para Mta	1X	€ <input type="text"/>	<input type="checkbox"/>
Para Mas	1X	€ <input type="text"/>	<input type="checkbox"/>

When you click submit you will be returned to the event set up page again, with your new event(s) showing on the list as shown below:

The closing date for entries is 26/03/2014

[Enter Mens standard events](#)
[Enter Womens standard events](#)
[Enter Invitation events](#)
[Enter Mens Para events](#)
[Enter Womens Para events](#)

All Events (that you have not already attached to this Regatta , based on gender,grade,boat and whether it is standard or non-standard, will be cloned in

Clone From:

Name of event	Max points	Win	Loss	Status	Gender	Boat	Grade	Fee per Crew	Delete
Mens Para Mta 1X	0			no	Mens	1X	Para Mta	€5.00 (edit)	delete
Womens Intermediate 2-	1500	100	20	yes	Womens	2-	Intermediate	€10.00 (edit)	delete
Special Race (ns) Mixed Intermediate 8+	6000			no	Mixed	8+	Intermediate	€5.00 (edit)	delete

Adding Documents

Tracker allows you to add important documents which you wish to share with those entering or competing in the regatta. You can use the Documents link on the navigation bar to get to this section or use the Quick links – both are shown below:



The first step is to Add Documents which is a simply matter of uploading the document you wish to share:



You'll get a confirmation as follows and the opportunity to upload another file:



Managing Entries

View Entries

Having opened your Regatta to entries you can view the entries by clicking on the Entries tab on the Navigation bar and select Entry Menu from the drop-down.



This will bring you to a page with a number of links which are explained below:

ROWING IRELAND **Regatta menu** regatta

append &time=2014-01-28@14:30 to query string to amend the active time to hide use &time=hide or ?time=hide

Home - Documents - Entries - Results - Need Help? - Log off

Name Flesk Valley Regatta
Venue Flesk Valley
Date 07/04/2014

Declare crews entering this Regatta	Declare
Declared Status of crews in Excel Format	Download
Crews entered	View Download
Rowers entered	View Download
Fees per Club	View Download
Fees per club per event	View Download
Excel - View Crews	Download
Excel - Club to Event	Download
Excel - Club Entry Details	Download
Excel - Event Entry Details	Download

1 – Declarations need to be made if you have set your Regatta up to require declarations.

2 – “View” presents an online version of the particular information

3 – “Download” lets you down load the information to be used for other purposes, eg accounts or regatta programme.

Declarations

Declarations are set in the Regatta Details page. This page can be found by clicking on Home Tab on the Navigation bar, and on Regatta Details in the Drop Down as follows:

ROWING IRELAND

Regatta menu

append &time=2014-01-28@14:30 to query string to amend the active time to hide use &time=hide or ?time=hide

Home Documents Entries Results Need Help? Log off

Regatta Menu
Regatta Details
Edit Events
Clubs list

Name Flesk Valley Regatta
Venue Flesk Valley
Date 07/04/2014

The regatta is open for entries.
To deactivate the regatta click [here](#).
Note that crews entered will be unaffected.

Edit Regatta details Go

Add/Edit/View Regatta events Go

Add information /
documentation regarding the regatta Go

View Regatta Info/Docs Go

Delete Regatta Info/Docs Go

On the following page you can de-select or reset the date for declarations.

ROWING IRELAND

Edit a Regatta

append &time=2014-01-28@14:30 to query string to amend the active time to hide use &time=hide or ?time=hide

Home Documents Entries Results Need Help? Log off

Back to Regatta Menu

*Regatta Name	Flesk Valley Regatta
*Regatta Venue	Flesk Valley
*Password (min:6)	123456
*Start Date of Event (dd/mm/yyyy)	07/04/2014
*End Date of Event (dd/mm/yyyy)	07/04/2014
Entry Closing Date (dd/mm/yyyy)	26/03/2014 - c 26/03/2014 - p
*Regatta Secretary's Name	David Smith
*Regatta Secretary's Email Address	dsmith@flesk.tv
*Regatta Secretary's Phone	0871234567
Enter name which cheques should be made payable to	Flesk Valley Regatta
Pay in Euro's or Sterling ?	Euro
Regatta Secretary's Address	St Dona's Rowing Club, Flesk Valley
Status Event	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Semi
*Must Declare (tick for 'yes')	<input checked="" type="checkbox"/> 06/04/2014 00:00
Championships (tick for 'yes')	<input type="checkbox"/>

If you want to have crews Declare ahead of the Draw, this is where you set it up

Going back to the Entries Page, you can update their declared Status from “Not Set” to “declared” or “not attending”. If they are declared they will appear in the Draw. If they are not attending they will not appear in the Draw. The Declaration Page is shown below.

The screenshot shows the 'Admin Secretary - Declare Crew' interface. At the top, there is a navigation bar with 'Home', 'Documents', 'Entries', 'Results', 'Need Help?', and 'Log off'. Below this is a banner for 'Flesk Valley Regatta (regatta admin)' with a 'Back to Regatta Menu' link. The main area contains a table with columns: Club, Event, Crew, Declared, and Info. A dropdown menu is open for the 'Declared' column of the first row, showing options: 'Declared', 'Not Attending', 'not set', and 'Declared'. A yellow callout '1' points to the dropdown, and another yellow callout '2' points to the 'Process' button next to it.

Club	Event	Crew	Declared	Info
Cork BC	Womens Intermediate 2-	A	Declared	Process
Cork BC	Womens Intermediate 2-	B	Not Attending	Process
Cork BC	Womens Intermediate 2-	C	not set	Process
Dublin University La	Womens Intermediate 2-	A	not set	Process
Dublin University La	Womens Intermediate 2-	B	not set	Process
Dublin University La	Womens Intermediate 2-	C	not set	Process

Once the Declarations are done – whether by the clubs or the regatta Secretary, the system will show the status, the time they were declared and who declared them (club or regatta secretary). An example is shown below.

The screenshot shows the 'Admin Secretary - Declare Crew' interface after declarations are complete. The banner now reads 'Declarations online can be made up until Sunday 6th of April 2014 00:00'. The table shows the 'Declared' column with status and the 'Info' column with date and time.

Club	Event	Crew	Declared	Info
Cork BC	Womens Intermediate 2-	A	Declared	regatta - Sat 15/2/14 22:17
Cork BC	Womens Intermediate 2-	B	Not Attending	regatta - Sat 15/2/14 22:22
Cork BC	Womens Intermediate 2-	C	Declared	regatta - Sat 15/2/14 22:22
Dublin University La	Womens Intermediate 2-	A	Declared	regatta - Sat 15/2/14 22:22
Dublin University La	Womens Intermediate 2-	B	Declared	regatta - Sat 15/2/14 22:22
Dublin University La	Womens Intermediate 2-	C	Not Attending	regatta - Sat 15/2/14 22:22

View Transactions

Getting paid is always good. Knowing who owes what is a good place to start. Selecting the Transactions Drop Down from the Entries Navigation Bar presents a screen allows you to search for transactions by Club, by Crew, by event, who has or hasn't paid. Section 2 of the Screen will change depending on the info you have requested.

ROWING IRELAND Regatta Transactions Viewer regatta

Home Documents Entries Results Need Help? Log off Search Criteria

Year: 2014 Regatta: Fiesk Valley Regatta Status: Paid or Unpaid
 Club: Dublin University Ladies Boat Club (Club) Event: Select All
 Mode: Crew [Payment Mode](#) Search

Set the paid flag per team, note you can restrict to view to per club to make it easier to manage
Fiesk Valley Regatta - Transactions

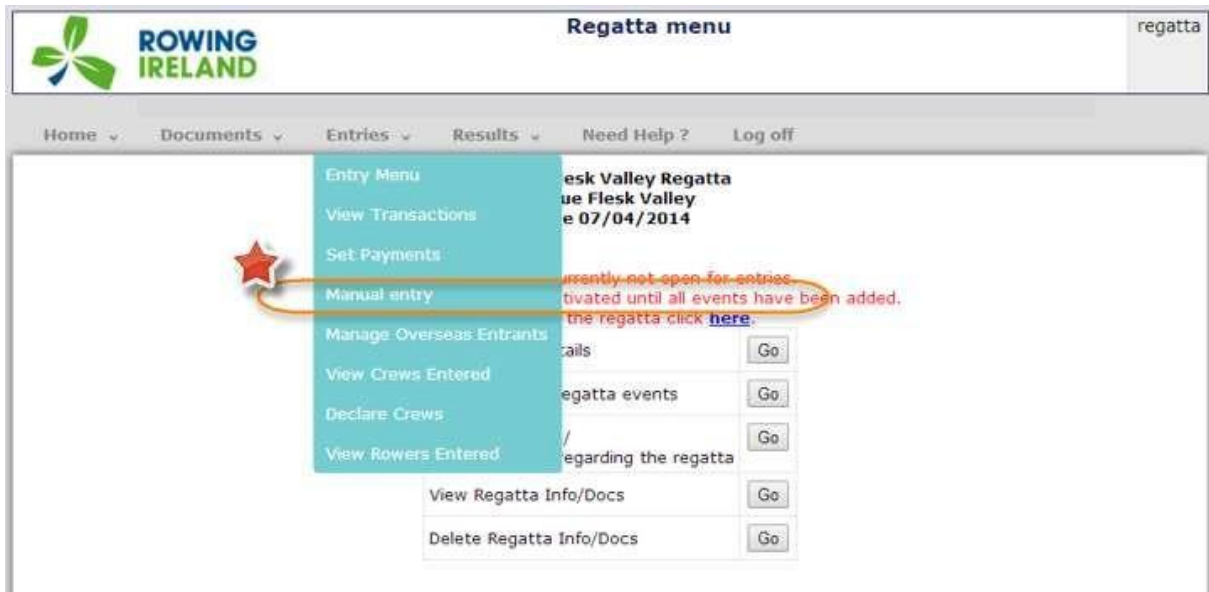
Club	Event	Composite	Trans Form	In Crews	% Representation	Crews Submitted	Payments	Set "paid"	EURO Due
Dublin University Ladies Boat Club	Womens Intermediate 2-		Share	1	100.00	1.00 15/02/2014	Paid		10.00
			Share	1	100.00	1.00 15/02/2014	Paid		0.00 10.00
			Share	1	100.00	1.00 15/02/2014	Paid		0.00 10.00
						3.00			0.00 30.00

[Set Payment](#) Click to record the payment changes

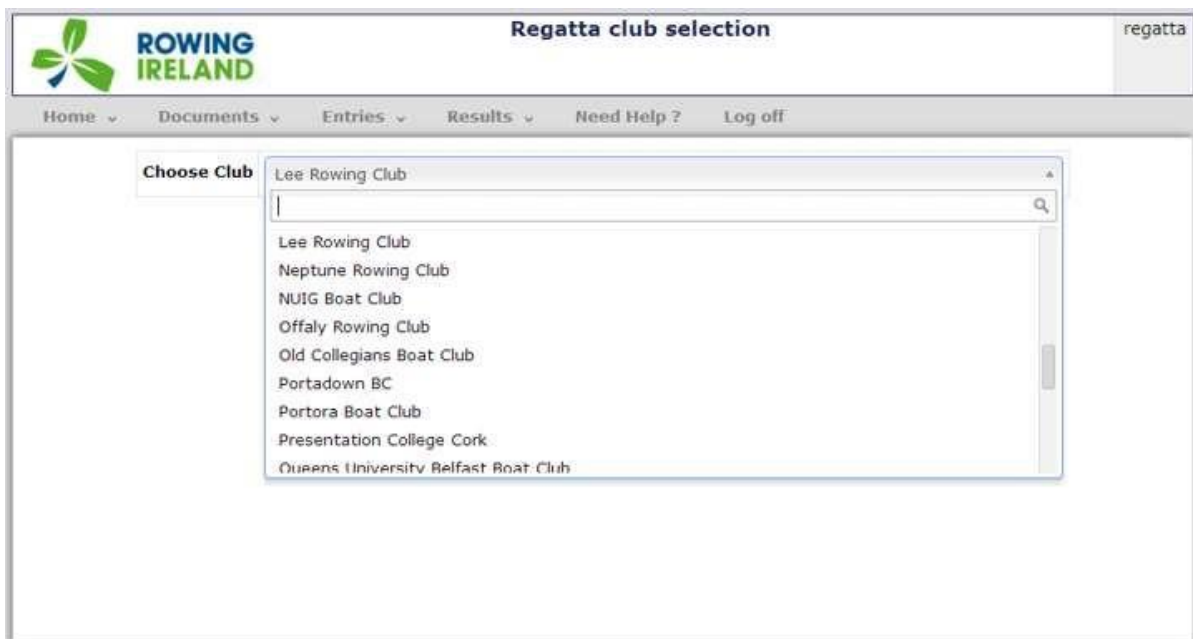
Manual Entry

The manual entry function allows you to make an entry on behalf of a club who for some reason may not have been able to make an entry themselves. Note: these manual entries cannot be made after the Regatta has closed to entries.

Select Manual Entry from the Entry drop-down list as shown below:



Select the Club you wish to make a manual entry for from the drop down:



You will be presented with the Club Secretary entry page for that particular club. You can then make an entry on their behalf by clicking on the event they need an entry submitted for:

Shannon Rowing Club Secretary - Enter Regatta regatta

append &time=2014-01-28@14:30 to query string to amend the active time to hide use &time=hide or ?time=hide

Home Documents Entries Results Need Help? Log off

Club contact person for this Regatta

Name	Mobile	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide a contact person for us

The closing date for entries is **26/03/2014 @ 19:00**

Regatta Secretary: David Smith Phone: 08712345657 Email: dsmith@flesk.tv

[View Regatta Info](#)

Online declarations closing date : 06/04/14 00:00
[Declare entries for regatta](#)

[View all my Crews or Crew Members](#)

Events Available

Name of event	Max points	Win Points	Loss points	Status	Fee per crew	Add or modify entry	Entries
Mens Para Mta 1X	0			Non Status	€5.00	<input type="button" value="enter"/> or view/amend	
Womens Intermediate 2-	1500	100	20	Full Status	€10.00	<input type="button" value="enter"/> or view/amend	
Special Race (ns) Mixed Intermediate 8+	6000			Non Status	€5.00	<input type="button" value="enter"/> or view/amend	

[Club Regatta Menu](#)

You can then process an entry in the normal manner. This is described in detail in the relevant section of the Tracker Manual under the Club Secretary sections.

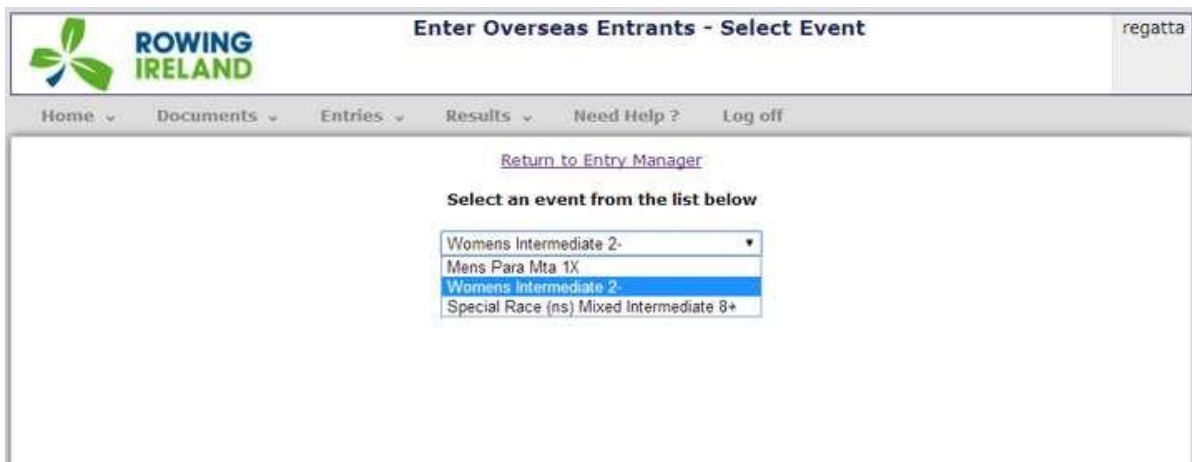
Overseas Entries

Clubs that are not registered with Rowing Ireland will not have access to the Tracker System. However many regatta's attract overseas entrants. In these cases their entry can be added by the regatta secretary manually, using the Overseas Entry option.

The overseas entry option can be accessed by clicking on the Manage Overseas Entries drop-down option as shown below:



Select the Event they wish to enter:



Click Choose Event:

Return to Entry Manager

Select an event from the list below

Womens Intermediate 2-

Choose Event

Name the Crew, Enter the Rowers Names and Click “Enter Crew”:

Return to Entry Manager | Overseas entries

1 Enter Crew Name Welsh Rowing Club

2 Enter Rower 2 (surname, first name) Mlylaly, Lyllelanel

Enter Rower 1 (surname, first name) Dawidi, Lyllelanel

3 Enter Crew

You will be returned to the Overseas Entry page to select a new event to add an entry for. This screen will also show you the overseas entries already logged to the system. Changes can be made to an individual entry as required from this page.

Return to Entry Manager

Select an event from the list below

Mens Para Mta 1X

Choose Event

Overseas Crews Entered

Event	Team Name	Options
Womens Intermediate 2-	Welsh Rowing Club	delete edit

View Entries

You can View Crew Entered or View Rowers Entered links from the Drop-Down menu of Entries:

The screenshot shows the 'Regatta menu' interface. The 'Entries' dropdown menu is open, displaying several options. Two red stars are placed next to 'View Crews Entered' and 'View Rowers Entered'. A red callout box with a white background and a red border points to these two options, containing the text: "Both links will bring you to screens that allow you modify crews". The background of the page shows the 'Flesk Valley Regatta' event page, which is currently not open for entries.

An example of one of these pages:

The screenshot shows the 'View All Rowers Entered' page. It features a table with the following columns: Event, Club, Team, Actions, Declared, Seat, Member, and Rower Club. The table lists various rowing teams and their members for the 'Womens Intermediate 2-' event. Below the table, there are links for 'Print it', 'Download Excel', 'As shown', and 'Flat'.

Event	Club	Team	Actions	Declared	Seat	Member	Rower Club	
Womens Intermediate 2-	Overseas	- no entries - (os)	View Modify Delete	not set	2	Millyaly, Lyllelleneil	O.S.	
					1	Dawwidli, Lyllelleneil	O.S.	
	Cork BC	Cork BC A	View Modify Delete	Declared	2	View Modify Delete	Cork BC	
					1	View Modify Delete	Cork BC	
		Cork BC B	View Modify Delete	Not Attending	2	View Modify Delete	Cork BC	
					1	View Modify Delete	Cork BC	
		Cork BC C (400)	View Modify Delete	Declared	2	View Modify Delete	Cork BC	
					1	View Modify Delete	Cork BC	
		Dublin University Ladies Boat Club	Dublin University Ladies Boat Club A (1200)	View Modify Delete	Declared	2	View Modify Delete	Dublin University Ladies Boat Club
					1	View Modify Delete	Dublin University Ladies Boat Club	
			Dublin University Ladies Boat Club B (750)	View Modify Delete	Declared	2	View Modify Delete	Dublin University Ladies Boat Club
					1	View Modify Delete	Dublin University Ladies Boat Club	
			Dublin University Ladies Boat Club C	View Modify Delete	Not Attending	2	View Modify Delete	Dublin University Ladies Boat Club
					1	View Modify Delete	Dublin University Ladies Boat Club	

Regatta Results

Regatta results must be submitted to Rowing Ireland using the Tracker system. Under the Rules of Rowing a Regatta Secretary is required to submit the results of their regatta to Rowing Ireland within seven (7) days. You can access the results section from the Results Tab on the main navigation bar.



The system allows you to then:

1. Enter results
2. Submit results to Rowing Ireland
3. View Regatta Results



Enter Race Results

Click on Enter Race Results as shown below:

ROWING IRELAND

Regatta menu

regatta

append &time=2014-01-28@14:30 to query string to amend the active time to hide use &time=hide or ?time=hide

Home Documents Entries Results Need Help? Log off

Name Flesk Valley Regatta
Venue Flesk Valley
Date 15/02/2014

Enter race results Go

Submit Results to Rowing Ireland Go

View Regatta Results Go

You are brought to the Enter Regatta Results page. This page has an important notice which we have highlighted below:

ROWING IRELAND

Enter Regatta Results

regatta

Home Documents Entries Results Log off

RESULTS must be entered for all races
i.e Participation has an impact on points generation.
Any unassigned crew finishes are assumed to have rowed and deducted 20 points unless, DNS, DNF,DSQ flags are set.

Name of event	Gender	Boat	Grade	Edit Result
Mens Para Mta 1X	mens	1X	para mta	- no entries -
Womens Intermediate 2-	womens	2-	intermediate	{0 / 7} edit results
Special Race (ns) Mixed Intermediate 8+	mixed	8+	intermediate	- no entries -

To update the results click on edit Results for the event you wish to update:

ROWING IRELAND

Enter Regatta Results

regatta

Home Documents Entries Results Need Help? Log off

RESULTS must be entered for all races
i.e Participation has an impact on points generation.
Any unassigned crew finishes are assumed to have rowed and deducted 20 points unless, DNS, DNF,DSQ flags are set.

Name of event	Gender	Boat	Grade	Edit Result
Mens Para Mta 1X	mens	1X	para mta	- no entries -
Womens Intermediate 2-	womens	2-	intermediate	{0 / 7} edit results
Special Race (ns) Mixed Intermediate 8+	mixed	8+	intermediate	- no entries -

The Results page for an event looks as follows, with three important parts:

Regatta Secretary -- Update Results
Womens Intermediate 2-

append &time=2014-01-28@14:30 to query string to amend the active time to hide use &time=hide or ?time=hide

Home Documents Entries Results Need Help? Log off

Back to results/events

Fesk Valley Regatta - 15/02/2014
Womens Intermediate 2-

Club Name	Crew Name	Race Position	Amend Crew
Cork BC	Cork BC A Declared, so set their position.	-NotSet-	View Amend
Cork BC	Cork BC B Declared as not Attending, so set to did not race.	-NotSet-	View Amend
Cork BC	Cork BC C Declared, so set their position.	-NotSet-	View Amend
Dublin University Ladies Boat Club	Dublin University Ladies Boat Club A Declared, so set their position.	-NotSet-	View Amend
Dublin University Ladies Boat Club	Dublin University Ladies Boat Club B Declared, so set their position.	-NotSet-	View Amend
Dublin University Ladies Boat Club	Dublin University Ladies Boat Club C Declared as not Attending, so set to did not race.	-NotSet-	View Amend
Overseas Crew	Welsh Rowing Club Did not declare, so set to did not race.	-NotSet-	Amend via the main menu 'Edit Overseas Entrants Function'

Submit

Back to Results/Event List

1) You can update the crews finishing position with a drop-down selection as follows:

Race Position

- NotSet-
- NotSet
- Competed
- 1st
- 2nd
- 3rd
- 4th
- 5th
- 6th
- Did not start
- Did not finish
- Disqualified
- Row over

- 2) You can View or Amend the crew in the event of Substitutions. This is IMPORTANT as points are WON or LOST depending on who was in a Crew. Even Crews that didn't win need to be recorded accurately.
- 3) "Submit" – submit the results.

Where there are no substitutions, it is simply a matter of placing all the crews in their finishing positions and clicking "Submit". Doing so returns you to the Enter Regatta Results and you can submit additional results or amend the current set:

ROWING IRELAND Enter Regatta Results regatta

Home - Documents - Entries - Results - Need Help? Log off

[Back to regatta results manager](#)
RESULTS must be entered for all races
 i.e Participation has an impact on points generation.
 Any unassigned crew finishes are assumed to have rowed and deducted 20 points unless, DNS, DNF,DSQ flags are set.

Name of event	Gender	Boat	Grade	Edit Result
Mens Para Mta 1X	mens	1X	para mta	- no entries -
Womens Intermediate 2-	womens	2-	intermediate	results complete - (7) edit results
Special Race (ns) Mixed Intermediate B+	mixed	B+	intermediate	- no entries -

Substitutions

In the event of a substitution during the Regatta you must make the changes when submitting the results. This is done by editing the Crew in the Results section.

ROWING IRELAND Regatta Secretary -- Update Results regatta
Womens Intermediate 2-

[append &time=2014-01-28@14:30 to query string to amend the active time to hide use &time=hide or ?time=hide](#)

Home - Documents - Entries - Results - Need Help? Log off

[Back to results/events](#)

Flesk Valley Regatta - 15/02/2014
Womens Intermediate 2-

Club Name	Crew Name	Race Position	Amend Crew
Cork BC	Cork BC A Declared, so set their position.	1st	View Amend
Cork BC	Cork BC B Declared as not Attending, so set to did not race.	2nd	View Amend
Cork BC	Cork BC C Declared, so set their position.	Completed	View Amend
Dublin University Ladies Boat Club	Dublin University Ladies Boat Club A Declared, so set their position.	2nd	View Amend
Dublin University Ladies Boat Club	Dublin University Ladies Boat Club B Declared, so set their position.	Did not start	View Amend
Dublin University Ladies Boat Club	Dublin University Ladies Boat Club C Declared as not Attending, so set to did not race.	Disqualified	View Amend
Overseas Crew	Welsh Rowing Club Did not declare, so set to: did not race.	Completed	Amend via the main menu 'Edit Overseas Entrants Function'

[Back to Results/ Event List](#)

Click here to amend a crew

This will present a screen with the eligible rowers from the particular club. If the substitution is not eligible then the crew should not have raced and the matter should be referred to the Chair of the Domestic Events Committee.

ROWING IRELAND Club: **Womens Intermediate 2-** regatta

Home Documents Entries Results Need Help? Log off

Flesk Valley Regatta, Flesk Va
 Womens Intermediate 2-
 Closing: 19:00 @ 05/02/2014 Rower Status: 15/02/2014

1

Rower changes to date: 0 of 1

Seat 2	[Name]	Infopts: 0, 0 @ 26/03/14 Sweep Pts: 0, Age: [Age], entered: 1 times
Seat 1	[Name]	Infopts: 0, 0 @ 26/03/14 Sweep Pts: 0, Age: [Age], entered: 1 times

2

Selected	Avail	Allowed
0	1500	1500

Modify Crew

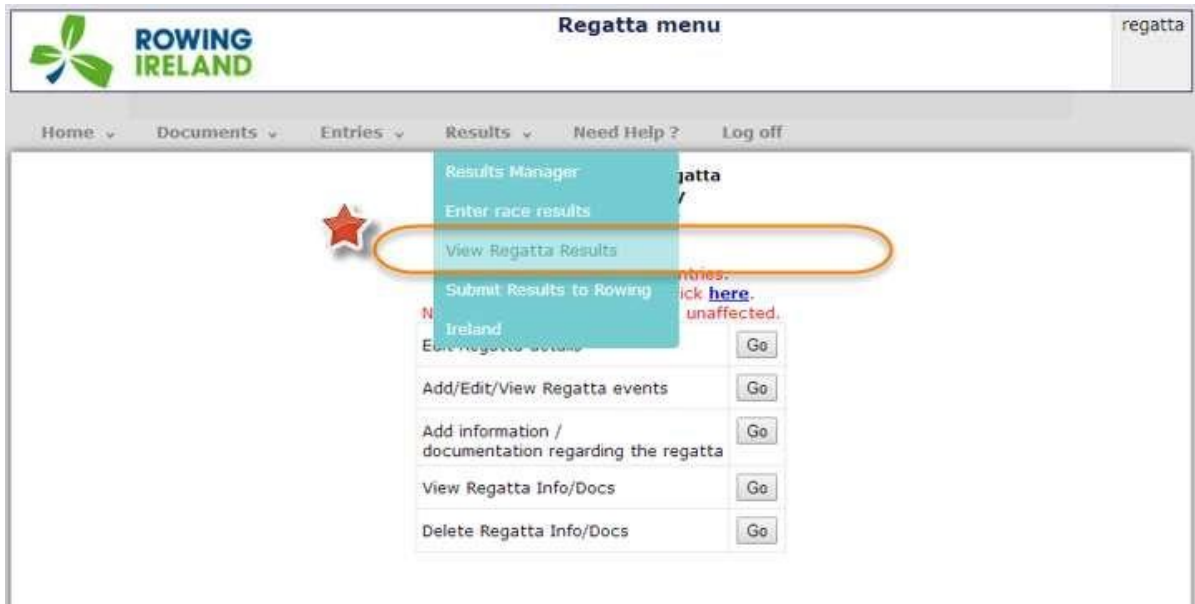
Rowers who cannot enter this event. Only Registered for year 2014 shown.

Max entries per event: [Name] Infopts: 0, 0 @ 15/02/14 Sweep Pts: 0, Age: [Age], Rower entered 1 times

[Club Regatta Menu](#)

View results

You can View the results you have input into the system by clicking View Results from the Results drop-down menu as shown below:



The View Results page is shown below:

The screenshot shows the 'View Regatta Results' page. At the top left is the 'ROWING IRELAND' logo. The page title is 'View Regatta Results'. Below the navigation bar, there is a link 'Back to regatta results manager' and the event name 'Fleisk Valley Regatta'. A table displays the results for the event.

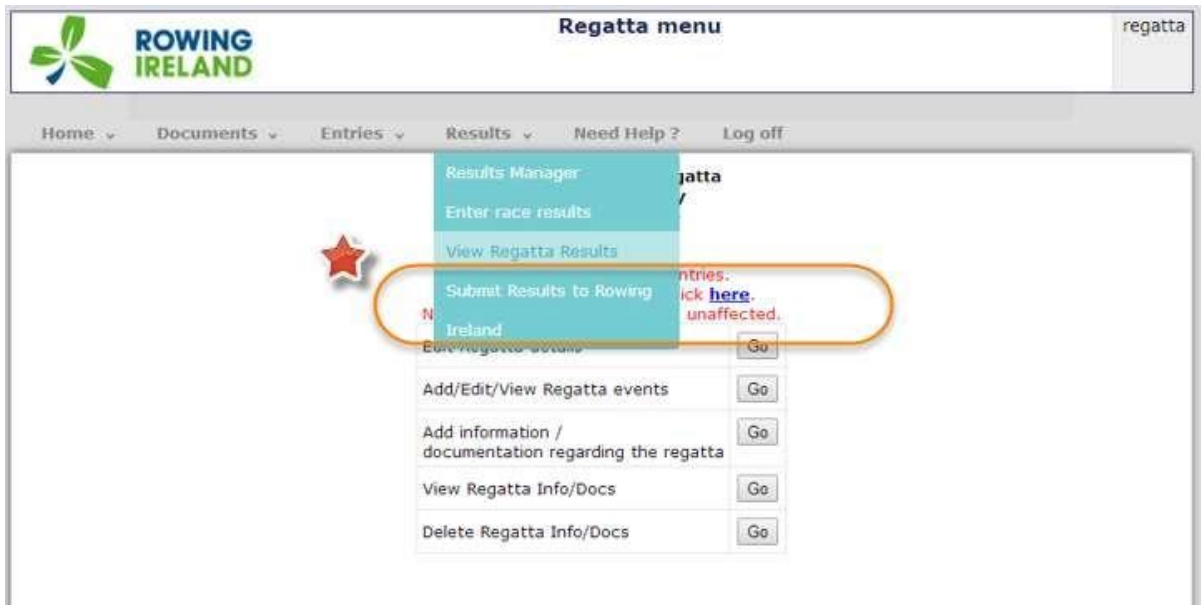
Event Name	Results	Crew name	Actions	Declared	Race Position
Womens Intermediate 2-	Results	Cork BC A	View Modify Delete	Declared	1st
		Cork BC B	View Modify Delete	Not Attending	2nd
		Dublin University Ladies Boat Club A (1200)	View Modify Delete	Declared	2nd
		Cork BC C (400)	View Modify Delete	Declared	Completed
		-- no entries -- (0s)	View Modify Delete	-not set-	Completed
		Dublin University Ladies Boat Club B (750)	View Modify Delete	Declared	Did not start
		Dublin University Ladies Boat Club C	View Modify Delete	Not Attending	Disqualified

At the bottom of the table, there are links: [Print it](#) | [Download Excel -->](#) [As shown](#) | [Flat](#)

Submit Results

Once you are happy that all results have been entered correctly, including substitutions you should now submit the results to Rowing Ireland so that the relevant points can be allocated to those who competed.

You can access the Submit Results section through the Entries drop-down as shown below:



This is a very simple process – just be sure you are happy with what you are submitting. You will not be able to make changes afterwards. **WARNING:** You will be locked out of the Regatta once you click SUBMIT. Only Rowing Ireland will be able to access the data from this point on.



WARNING: You will be locked out of the Regatta once you click SUBMIT. Only Rowing Ireland will be able to access the data from this point on.



HOR SECRETARY

How do I log on

Go the Home page (www.rowingireland.ie) and scroll to the bottom of the page.

Our sponsors and partners



Support us



Follow us

Signup to our #greenblades newsletter

Email *

Your email address

Tracker

RI admin
Regatta secretary
HOR secretary
Club secretary

Rower Facilities

Club Points
Payments
Pay Rower Registration

Tracker's New Home

Click on the HOR Secretary link



You will be presented with this screen. Click on the “Head” drop-down menu

The screenshot shows the 'HOR logon' page with the Rowing Ireland logo. The Username field is a dropdown menu currently displaying 'Sligo HOR (25/01/2014) awaiting secretary validation'. A red speech bubble points to the dropdown with the text 'Find your Head from the Drop Down'. A blue cartoon character is positioned to the right of the dropdown. Below the dropdown is a Password field and a Submit button. A blue cartoon character is also on the left side of the page, with a speech bubble that says 'If your Head isn't listed contact Rowing Ireland'.

Select your HOR from the list by scrolling up or down. The list is date ordered.


The screenshot shows the 'HOR logon' page with the Username dropdown menu open, displaying a list of HORs ordered by date. The list includes: Sligo HOR (25/01/2014) awaiting secretary validation, St Michael's Head (01/02/2014) awaiting secretary validation, Head of the Shannon (08/02/2014) awaiting secretary validation, Cork HOR (15/02/2014) awaiting secretary validation, Lagan HOR (15/02/2014) awaiting secretary validation, Mixed Head (22/02/2014), Erne HOR (01/03/2014), Lagan Scullers HOR (08/03/2014), Galway HOR (15/03/2014), Fermoy HOR (16/03/2014), Dublin HOR (22/03/2014), Flesk HOR (29/03/2014) (highlighted in blue), Other Head - KK (30/03/2014), Roller (31/03/2014), Flesk Valley HOR (12/04/2014), New Ross Barrow Challenge (20/09/2014), High Performance Trials (27/09/2014), Tullamore Time Trial (04/10/2014), Skibbereen HOR (18/10/2014), and Castleconnell HOR (01/11/2014). A blue cartoon character is on the right side of the page, with a speech bubble that says 'Select your Head'. An orange oval highlights the 'Flesk HOR (29/03/2014)' option in the list.

Having selected your Head, now enter the HOR Secretary password, and click Logon.

(If you do not know your password you will need to contact Rowing Ireland to issue a new one.)



If this is your first time logging in as the HOR Secretary you will be presented HOR Set-Up Page. This page outlines the criteria for the HOR – password, event date, your contact details, etc. Some criteria are only editable by Rowing Ireland. These are shown but grey-ed out.


Edit a Hor
hor

append &time=2014-01-28@14:30 to query string to amend the active time to hide use &time=hide or ?time=hide

Home
Documents
Entries
Results
Need Help ?
Log off

[Back to HOR Menu](#)
Please enter phone, email and name to continue

*Hor Name	<input type="text" value="Fleek HOR"/>
*Hor Venue	<input type="text" value="Castletlek"/>
*Password (min:6)	<input type="text" value="123456"/>
*Start Date of Event (dd/mm/yyyy)	<input type="text" value="29/03/2014"/>
*End Date of Event (dd/mm/yyyy)	<input type="text" value="29/03/2014"/>
Entry Closing Date (dd/mm/yyyy)	19/03/2014 - can enter untl. 19/03/2014 - points date for early entries.
*Hor Secretary's Name	<input type="text"/>
*Hor Secretary's Email Address	<input type="text"/>
*Hor Secretary's Phone	<input type="text"/>
Enter name which cheques should be made payable to	<input type="text"/>
Pay in Euro's or Sterling ?	<input type="text" value="Euro"/>
Hor Secretary's Address	<input type="text"/>
Third Level Only (tick for 'yes')	<input type="checkbox"/>
Schools Only (tick for 'yes')	<input type="checkbox"/>
HOR type	<input type="radio"/> Rolling <input type="radio"/> Fixed <input checked="" type="radio"/> Rolling / Fixed (Both allowed)
Payment html	<div style="border: 1px solid gray; height: 40px;"></div>
Number of Fixed Heads:	<input type="text" value="2"/>
Fixed Head 1 Name / Time	<input type="text" value="Fixed 1"/> - <input type="text" value="10.00"/>
Fixed Head 2 Name / Time	<input type="text" value="Fixed 2"/> - <input type="text" value="12.00"/>
HOR Validated (tick for yes)	<input type="checkbox"/>

* indicates a required field

Note the warning that some info is required

Some info can only be changed by Rowing Ireland

Complete any necessary information and click Submit. Once all information has been provided or you are logging in for your second or later time, you will be presented with the following HOR Secretary home page:

Name Flesk HOR
Venue Castleflesk
Date 29/03/2014

The HOR is currently not open for entries.
The HOR should not be activated until all events have been added.
To activate the HOR click [here](#).

Edit HOR details:	<input type="button" value="Go"/>
Add/Edit/View HOR events	<input type="button" value="Go"/>
Add information / documentation regarding the hor	<input type="button" value="Go"/>
View HOR Info/Docs	<input type="button" value="Go"/>
Delete HOR Info/Docs	<input type="button" value="Go"/>

Basic Tour of the HOR Secretary Navigation Options

The following screen is the home page for the HOR Secretary. You can get here by logging on.



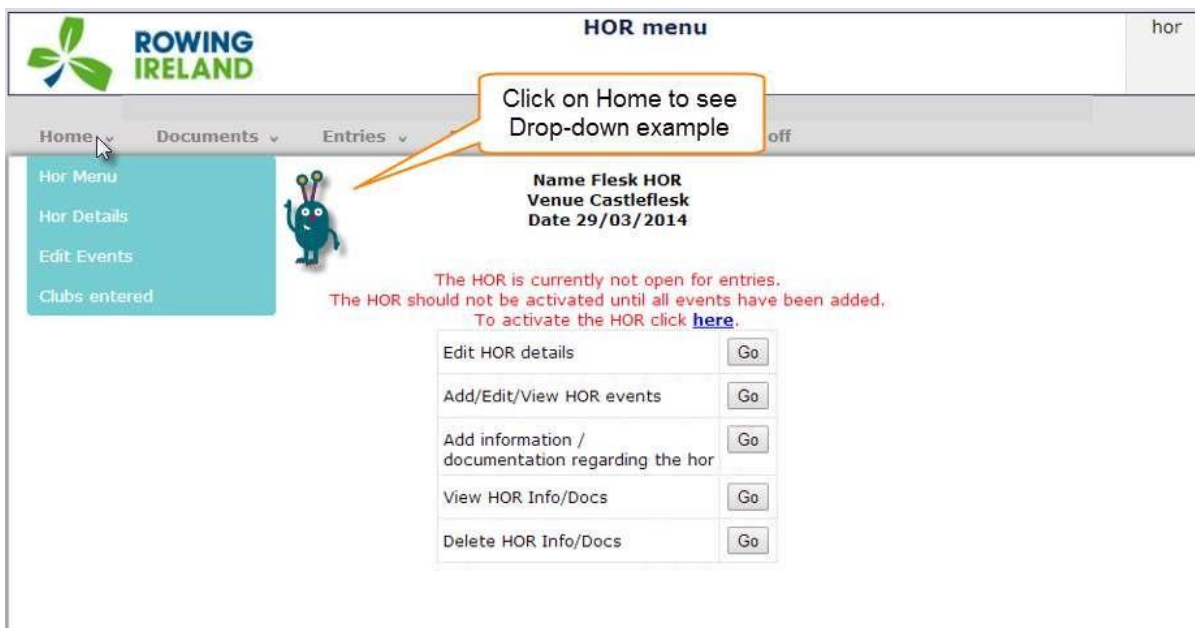
There are a number of functions which a HOR Secretary can carry out on Tracker, namely:

- Edit HOR Details – basic contact info, start date, declaration on/off, etc
- Add, Edit or View HOR Events – setting up and managing individual events within the HOR
- Add Information about the HOR for Club Secretaries (directions, draws, prospectus, safety information, etc)
- View HOR info/docs
- Delete HOR/Info docs

The system is designed to allow you to access these functions and related sub-functions with the top navigation bar. However for ease of use a number of the most common functions are also listed on the HOR Secretary Home Page. The image below highlights some examples.



By Clicking on items on the top Navigation Bar you get a list of Sub-functions that relate to the particular heading. For example click on “Home” and you get the following drop down menu:



Each Sub-function for the HOR Secretary is outlined below

Home

The Home Tab allows you to access the following

- HOR Menu – *brings you back to the HOR Secretary Home Page*
- HOR Details – *presents the HOR information, closing dates, contact details etc.*
- Edit Events – *allows you to build and edit events for your HOR*
- Clubs Entered – *Presents a list of Club Contacts and also a function to mail them.*

The screenshot shows the 'HOR menu' page. At the top left is the 'ROWING IRELAND' logo. The page title is 'HOR menu' and there is a search box containing 'hor'. A navigation bar includes 'Home', 'Documents', 'Entries', 'Results', 'Need Help?', and 'Log off'. A dropdown menu is open under 'Home', listing 'Hor Menu', 'Hor Details', 'Edit Events', and 'Clubs entered'. The main content area displays 'Name Flesk HOR', 'Venue Castleflesk', and 'Date 29/03/2014'. A red message states: 'The HOR is currently not open for entries. The HOR should not be activated until all events have been added. To activate the HOR click [here](#).' Below this is a table of actions:

Edit HOR details	Go
Add/Edit/View HOR events	Go
Add information / documentation regarding the hor	Go
View HOR Info/Docs	Go
Delete HOR Info/Docs	Go

Documents

The Documents section allows you to add important information about your HOR for the public (via Rowingireland.com) and club Secretaries (via the Club secretary function). Documents might include Health & Safety information, Directions, Prospectus or any other documents you wish to make available. Please use formats that are commonly viewable eg PDF's, Excel or Word to make it easy for people to view your documents.

The documents section is accessed by clicking on Documents on the main navigation bar and the following drop-down options presented themselves:

- View HOR Docs – *View the list of documents you have already uploaded*
- Add HOR Docs – *Upload a new Document*
- Remove HOR Docs – *Remove a Document*

ROWING IRELAND HOR menu hor

Home ▾ Documents ▾ Entries ▾ Results ▾ Need Help ? Log off

View Hor Docs
Add Hor Docs
Remove Hor Docs

Name Flesk HOR
Venue Castleflesk
Date 29/03/2014

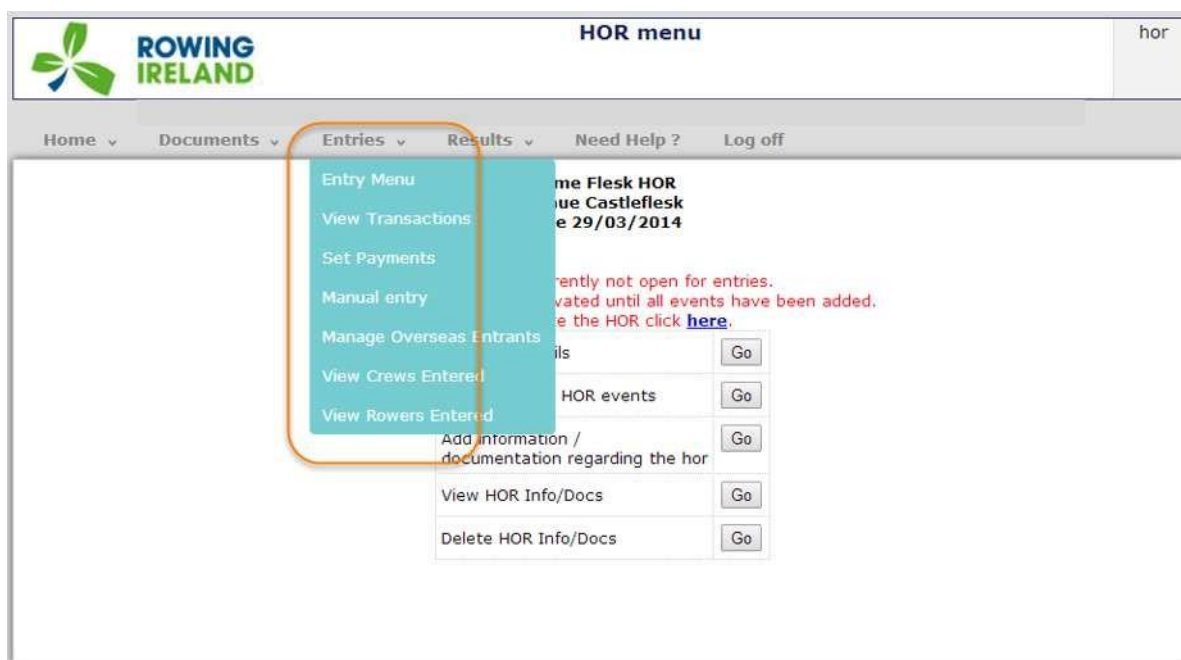
The HOR is currently not open for entries.
The HOR should not be activated until all events have been added.
To activate the HOR click [here](#).

Edit HOR details	Go
Add/Edit/View HOR events	Go
Add information / documentation regarding the hor	Go
View HOR Info/Docs	Go
Delete HOR Info/Docs	Go

Entries

Entries is where the magic happens! Your options include:

- Entry Menu – *set up and edit events*
- View Transactions – *view club entry transactions*
- Set Payments – *manage who has paid (and who hasn't!)*
- Manual Entry – *make an entry on behalf of a club*
- Manage Overseas Entrants - *entry system for overseas clubs*
- View Crews Entered – *view lists of crews entered in events*
- View Rowers Entered - *view lists of rowers entered in events*



Activating a HOR

Tracker enables the HOR Secretary to set up and manage their HOR. The system is designed to allow the HOR Secretary to build their HOR prior to making it available to entries.

Once it is ready then the HOR can be activated – at this point it will be visible to Club Secretaries and will accept entries. It is possible to edit certain aspects after the HOR is activated however it is best to have set it up correctly in advance to avoid having to deal with entries for events that have been deleted etc.

You can activate (and deactivate) your HOR on the HOR Secretary Home Screen as shown below:



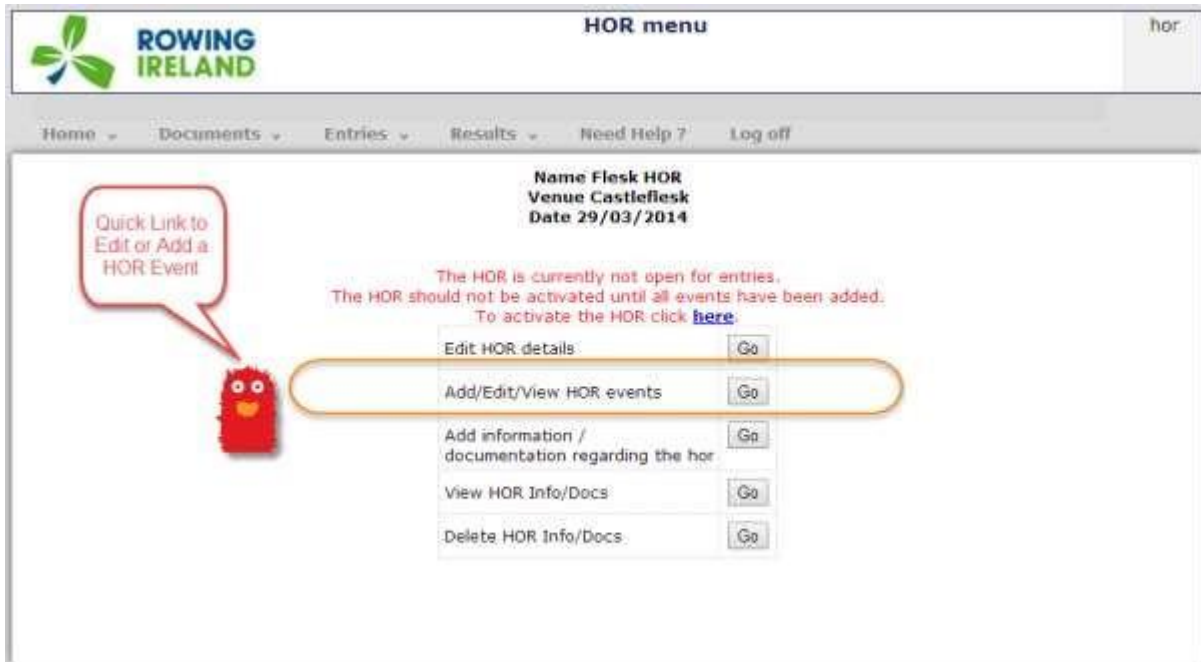
Note: If you deactivate your HOR after there are entries, the Club Secretary will not be able to access the HOR.

Once the Closing Date for entries has passed the HOR will no longer be open to entries but will remain visible to Club secretaries for Substitutions and viewing HOR Information. The HOR secretary does not need to de-activate the HOR as Tracker manages the Closing Date.

Creating or Editing Your HOR Events

Navigating to the Create Event Page

There are two ways to get to the screen that allows you Create or Edit your HOR Events. You can use the Quick Links on the HOR Home page (shown below):



Or you can use the Top Navigation bar as shown below:



Either way this is where you want to get to – the Create Events Page. We are going to look at the two areas (Marked 1 and 2).



Area 1 is where you want to set up events from scratch. A choice of Men Standard, Women Standard, Invitation, Men’s Para and Women’s Para are available

Area 2 provides you with an option to clone the event set up of a previous HOR. In School this is known as “cogging”. College-types call it plagiarising. However in most work environments it’s known as “getting stuff done quickly.” *WARNING: If the HOR you clone has errors in its event entry, so will you.*

Standard Entry Set Up

Let's set up a standard event. Starting from the Create Events page shown below, click on the "Enter Womens standard event" link or Enter Mens standard events" link. They have the same format and set up so this example works for either.

ROWING IRELAND

Create Events - Choose Standard/Non-Standard hor

Home Documents Entries Results Need Help? Log off

The closing date for entries is 19/03/2014

[Enter Mens standard events](#)
[Enter Womens standard events](#)
[Enter Invitation events](#)
[Enter Mens Para events](#)
[Enter Womens Para events](#)

Click either Mens or Womens Standard

All Events (that you have not already attached to this HOR, based on gender,grade,boat and whether it is standard or non-standard, will be cloned in

Clone From: Choose a hor Clone

You will be brought to a screen which asks you which head you wish to create the Event for. In HORs there are Rolling and Fixed Head options. You can also have a combination of these events and up to 10 Fixed Heads. This means you can set up events across different head combinations.

Start with the first head you wish to add an event to:

ROWING IRELAND

Create Standard Events (mens) hor

Home Documents Entries Results Need Help? Log off

[Back to create events menu](#)

Select Head: Select One Set Head

Select One
Rolling Head
Fixed Head: Fixed 1
Fixed Head: Fixed 2

In this example we are going to set up an event for the Fixed Head 1. Selecting this Head will present a screen similar to the following, showing all possible Standard Events and allows you either set a specific fee per event or set an overall fee per rower. Worth Noting that:

- You must set a fee
- You must click selected
- You must click the “Add event to : XXX” button to save your changes

Back to create events menu

Select Head: Fixed Head Fixed 1 Set Head

Price per rower(Euro)

Entering a value here will mean that it is auto copied into price fields when select is ticked.

Add event to Fixed 1

Grade	Abrev.	Entry Fee per team	Selected
Senior	8+	€	<input type="checkbox"/>
Senior	4+	€	<input type="checkbox"/>
Senior	4-	€	<input type="checkbox"/>
Senior	4X+	€	<input type="checkbox"/>
Senior	4X-	€	<input type="checkbox"/>
Senior	3-	€	<input type="checkbox"/>
Senior	2X	€	<input type="checkbox"/>

Area 1 allows you to move around among the heads to add events to specific heads. Make sure you are in the right head at the right time!

Area 2 is where you can set a master Fee per Rower. This will automatically add Fee per team to Area 3

Area 3 is where you select individual events for your Head.

Area 4 is where you add those events to your Head. This must be clicked to save your changes. The button is also available at the foot of the page.

In the example below the Fee per rower was set to €5 and the Intermediate 2- was the only event selected. When we click “Add Event to : Fixed 1” this following is what is presented:

Event Added

The closing date for entries is 19/03/2014

[Enter Mens standard events](#)
[Enter Womens standard events](#)
[Enter Invitation events](#)
[Enter Mens Para events](#)
[Enter Womens Para events](#)

All Events (that you have not already attached to this HOR , based on gender,grade,boat and whether it is standard or non-standard, will be cloned in

Clone From: Choose a hor

Name of event	Event Type	Max points	Fee per Crew	Delete
Mens Intermediate 2-	Fixed(1),Fixed 1,10:00	1500	€10.00	edit delete

When you return to the Event set up lists you will find any event you have already created is marked accordingly as shown below:

Intermediate 4-	€		
Intermediate 4X-	€		
Intermediate 4X	€		
Intermediate 2-	€10.00		selected
Intermediate 2X	€		
Intermediate 1X	€		

Invitation Events Set Up

Invitation events are defined in the Rules of Rowing and may be set up by the HOR Secretary as required using the Enter Invitation Event link as shown below:



ROWING IRELAND

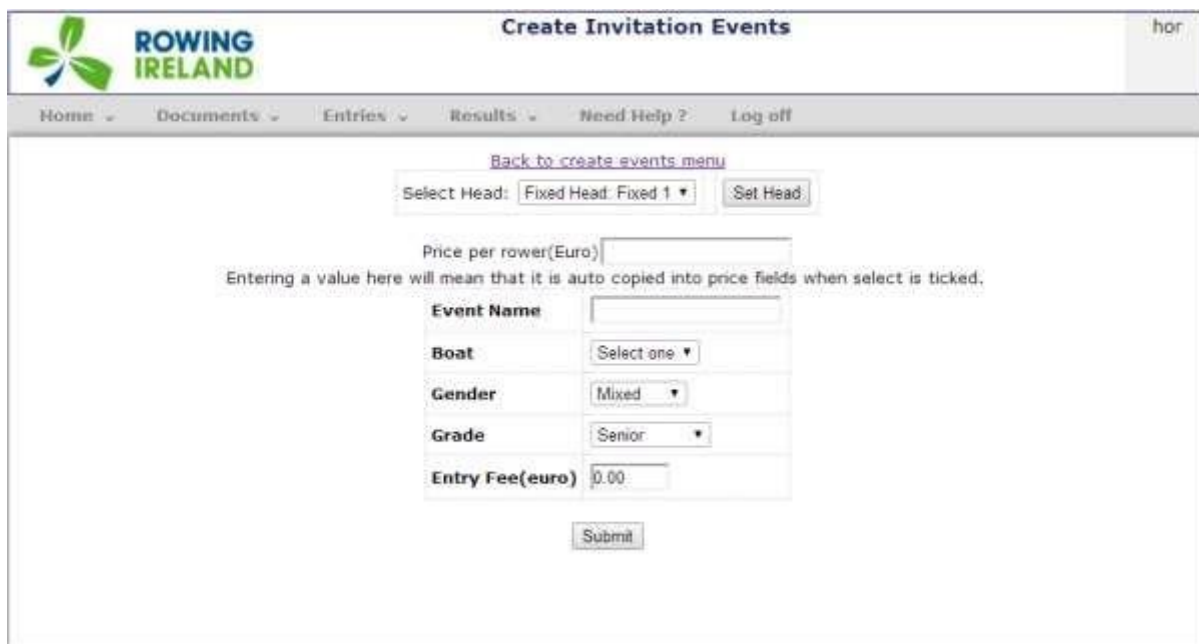
Create Events - Choose Standard/Non-Standard

Home Documents Entries Results Need Help? Log off

The closing date for entries is 26/03/2014

- [Enter Mens standard events](#)
- [Enter Womens standard events](#)
- [Enter Invitation events](#)
- [Enter Mens Para events](#)
- [Enter Womens Para events](#)

Clicking on the Enter Invitation Events link brings you to the following page which allows you select a number of combinations to form your event:



ROWING IRELAND

Create Invitation Events

Home Documents Entries Results Need Help? Log off

[Back to create events menu](#)

Select Head: Fixed Head: Fixed 1 Set Head

Price per rower(Euro)

Entering a value here will mean that it is auto copied into price fields when select is ticked.

Event Name

Boat

Gender

Grade

Entry Fee(euro)

Submit

You will be returned to the Event Set up page where your new events should be listed among those already saved as shown below:

Event Added
The closing date for entries is 19/03/2014

[Enter Mens standard events](#)
[Enter Womens standard events](#)
[Enter Invitation events](#)
[Enter Mens Para events](#)
[Enter Womens Para events](#)

All Events (that you have not already attached to this HOR , based on gender,grade,boat and whether it is standard or non-standard, will be cloned in

Clone From:

Name of event	Event Type	Max points	Fee per Crew	Delete
Invitation Event (ns) Mixed Senior 8+	Rolling	8000	€0.00 (edit)	delete
Mens Intermediate 2-	Fixed(1),Fixed 1,10:00	1500	€10.00 (edit)	delete

Para Events Set Up

Para events are defined in the Rules of Rowing and may be set up by the HOR Secretary as required using the “Enter Mens Para events” or “Enter Womens Para events” link as shown below:

Event Added
The closing date for entries is 26/03/2014

[Enter Mens standard events](#)
[Enter Womens standard events](#)
[Enter Invitation events](#)
[Enter Mens Para events](#)
[Enter Womens Para events](#)

Click either Mens or Womens Para events

Clicking on the Enter Mens or Womens Para Events link brings you to the following page which allows you select a number of combinations to form your event:



Create Standard Events (mens - Para)

hor

Home Documents Entries Results Need Help ? Log off

[Back to create events menu](#)

Select Head: Fixed Head: Fixed 2

Price per rower(Euro)

Entering a value here will mean that it is auto copied into price fields when select is ticked.

Grade	Abrev.	Entry Fee per team	Selected
Para Mta 1X	1X	€ <input type="text"/>	<input type="checkbox"/>
Para Mas 1X	1X	€ <input type="text"/>	<input type="checkbox"/>

When you click “Add event to:” you will be returned to the event set up page again, with your new event(s) showing on the list as shown below:



Create Events - Choose Standard/Non-Standard

hor

Home Documents Entries Results Need Help ? Log off

Event Added

The closing date for entries is 19/03/2014

[Enter Mens standard events](#)

[Enter Womens standard events](#)

[Enter Invitation events](#)

[Enter Mens Para events](#)

[Enter Womens Para events](#)

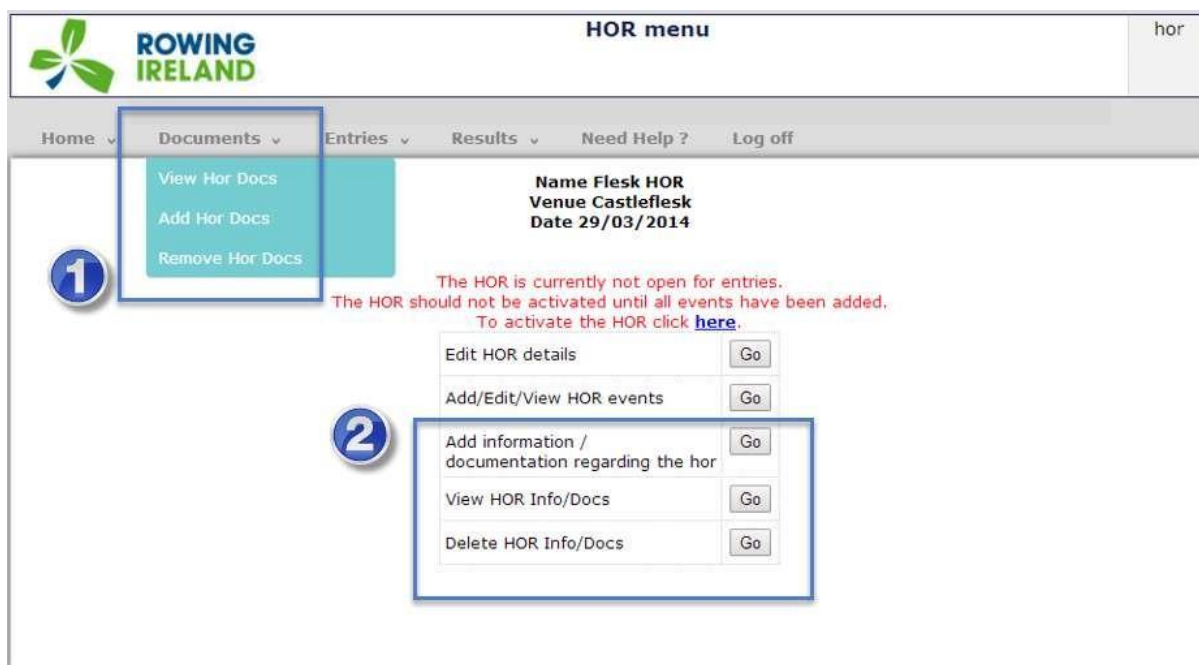
All Events (that you have not already attached to this HOR , based on gender,grade,boat and whether it is standard or non-standard, will be cloned in

Clone From: Choose a hor

Events Created				
Name of event	Event Type	Max points	Fee per Crew	Delete
Invitation Event (ns) Mixed Senior 8+	Rolling	8000	€0.00 (edit)	delete
Mens Intermediate 2-	Fixed(1),Fixed 1,10:00	1500	€10.00 (edit)	delete
Mens Para Mta 1X	Fixed(1),Fixed 1,10:00	0	€5.00 (edit)	delete
Mens Para Mas 1X	Fixed(1),Fixed 1,10:00	0	€5.00 (edit)	delete

Adding Documents

Tracker allows you to add important documents which you wish to share with those entering or competing in the HOR. You can use the Documents link on the navigation bar to get to this section or use the Quick links – both are shown below:



The first step is to Add Documents which is a simply matter of uploading the document you wish to share:



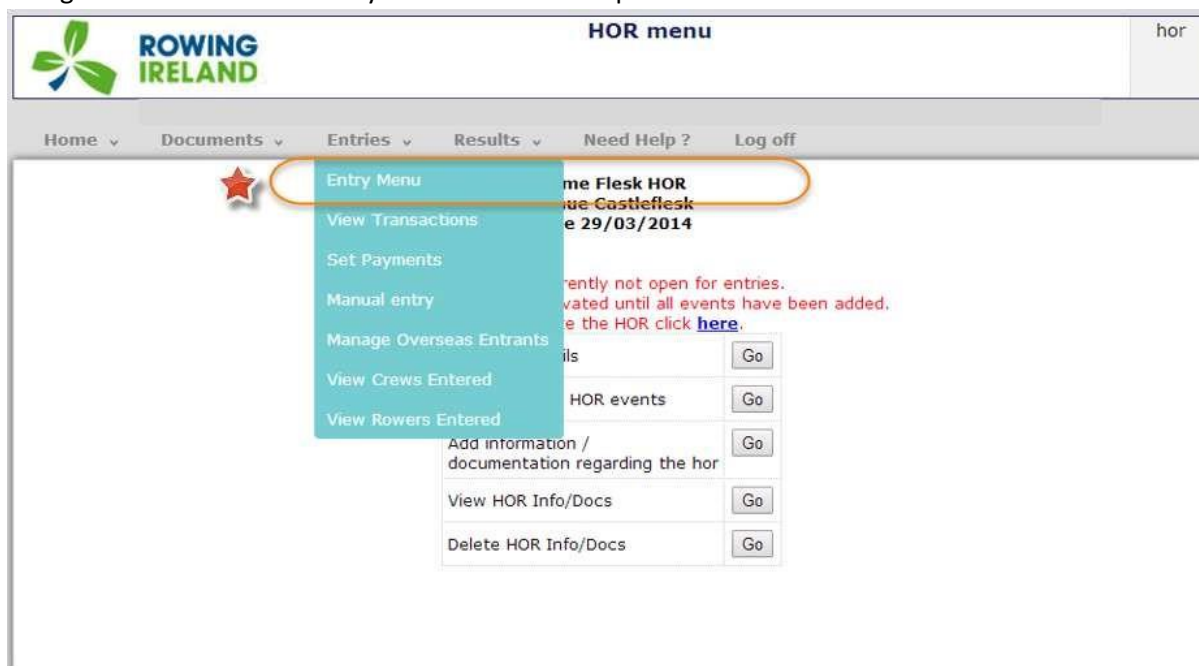
You'll get a confirmation as follows and the opportunity to upload another file:



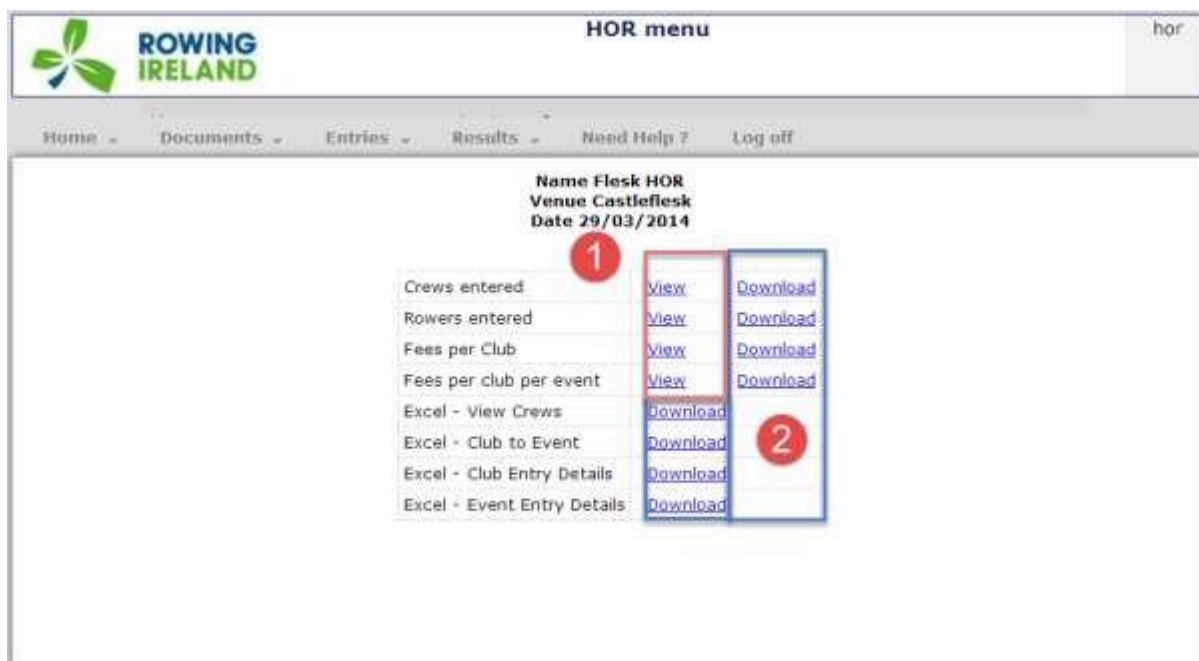
Managing Entries

View Entries

Having opened your HOR to entries you can view the entries by clicking on the Entries tab on the Navigation bar and select Entry Menu from the drop-down.



This will bring you to a page with a number of links which are explained below:



1 – “View” presents an online version of the particular information

2 – “Download” lets you down load the information to be used for other purposes, eg accounts or programmes.

View Transactions

Getting paid is always good. Knowing who owes what is a good place to start. Selecting the Transactions Drop Down from the Entries Navigation Bar presents a screen allows you to search for transactions by Club, by Crew, by event, who has or hasn't paid.

Section 1 provides a number of search criteria. Section 2 of the Screen will change depending on the info you have requested.

Hor Transactions Viewer

Home Documents Entries Results Need Help? Log off

Year: 2014 | HOR | Fleek HOR | Status: Paid or Unpaid

Club: Select All | Event: Select All | Mode: Club

Payment Mode

Fleek HOR - Transactions

Club	Trans Form	In Crews	% Representation	Crews	EURO Paid	EURO Due
Dublin University Boat Club	Show	1	100.00	1.00	0.00	10.00
University of Limerick Rowing Club	Show	2	100.00	2.00	0.00	20.00
				3.00	0.00	30.00

Print it | Download Excel --> As shown | Flat

Clicking Payment Mode will set up the page to allow you mark clubs as paid. This mode is shown below. Set a Crew or Club to Paid (Area 1) and save your changes by clicking on SET PAYMENT (area 2)

Hor Transactions Viewer

Home Documents Entries Results Need Help? Log off

Year: 2014 | HOR | Fleek HOR | Status: Paid or Unpaid

Club: Select All | Event: Select All | Mode: Crew

Payment Mode

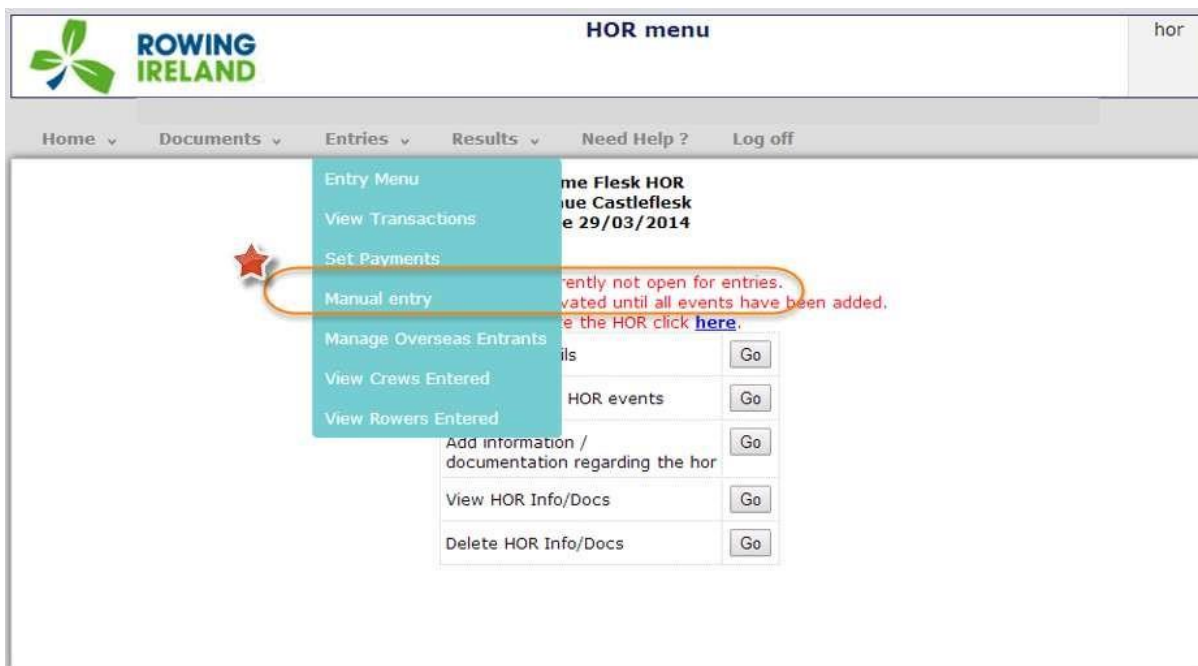
Set the paid flag per team, note you can restrict to view to per club to make it easier to manage

Fleek HOR - Transactions

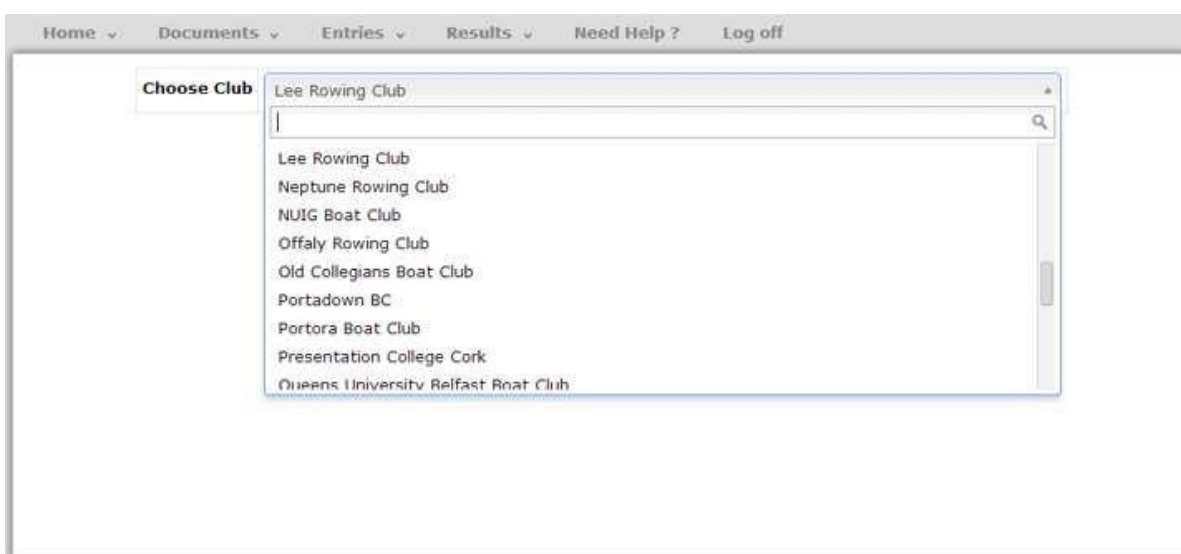
Club	Event	Composite	Trans Form	In Crews	% Representation	Crews	Submitted	Payments	EURO Paid	EURO Due
Dublin University Boat Club	Mens Intermediate 2-, Fixed, Fixed 1, 10:00		Show	1	100.00	1.00	17/02/2014	No	0.00	10.00
University of Limerick Rowing Club	Mens Intermediate 2-, Fixed, Fixed 1, 10:00		Show	1	100.00	1.00	17/02/2014	No	0.00	10.00
University of Limerick Rowing Club	Mens Intermediate 2-, Fixed, Fixed 1, 10:00		Show	1	100.00	1.00	17/02/2014	No	0.00	10.00
						3.00			0.00	30.00

Set Payment

Print it | Download Excel --> As shown | Flat



Select the Club you wish to make a manual entry for from the drop down:



You will be presented with the Club Secretary entry page for that particular club. You can then make an entry on their behalf by clicking on the event they need an entry submitted for:

Shannon Rowing Club - HOR Event

Home Documents Entries Results Need Help? Log off

Club contact person for this HOR

Name Mobile Email

Update

Please provide a contact person for us

The closing date for entries is **19/03/2014 @ 19:00**

HOR Secretary: John Flesky Phone: 0871234567, Email: John@Flesky.com

[View HOR Info](#)

As logged in as HOR Secretary can add entries

[View all my Crews or Crew Members](#)

Events Available

Head Name	Time	Name of event	Fee per Crew	Add or modify entry	Entries
Rolling		Invitation Event (ns) Mixed Senior 8+	€0.00	enter or view/amend	
Fixed Fixed 1	10:00	Mens Intermediate 2-	€10.00	enter or view/amend	
Fixed Fixed 1	10:00	Mens Para Mta 1X	€5.00	enter or view/amend	
Fixed Fixed 1	10:00	Mens Para Mas 1X	€5.00	enter or view/amend	

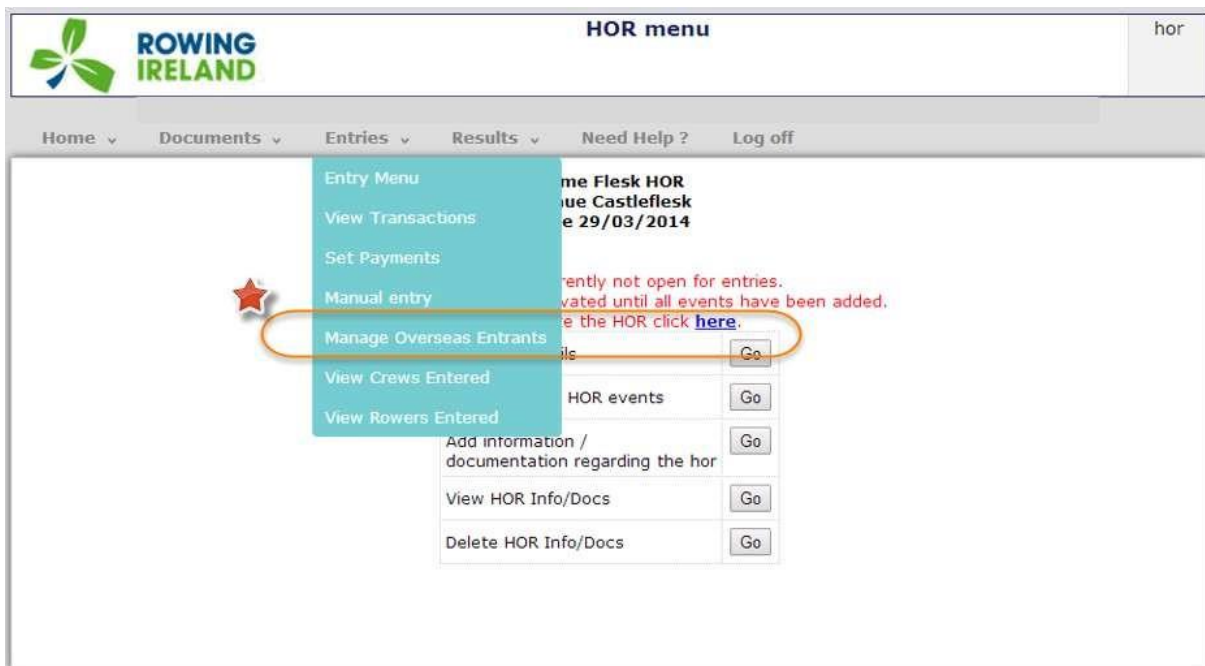
[Club HOR Menu](#)

You can then process an entry in the normal manner. This is described in detail in the relevant section of the Tracker Manual under the Club Secretary sections.

Overseas Entries

Clubs that are not registered with Rowing Ireland will not have access to the Tracker System. However many HOR's attract overseas entrants. In these cases their entry can be added by the HOR secretary manually, using the Overseas Entry option.

The overseas entry option can be accessed by clicking on the Manage Overseas Entries drop-down option as shown below:



Select the Event they wish to enter:



Click Choose Event:

Return to Entry Manager

Select an event from the list below

Mens Para Mta 1X, Fixed, Fixed 1, 10:00

★ Choose Event

Name the Crew, Enter the Rowers Names and Click “Enter Crew”:

Return to Entry Manager | Overseas entries

1 Enter Crew Name Welsh Rowing Club

2 Enter Rower 2 (surname, first name) Millyaly, Lyllelanel

Enter Rower 1 (surname, first name) Dawidli, Lyllelanel

3 Enter Crew

You will be returned to the Overseas Entry page to select a new event to add an entry for. This screen will also show you the overseas entries already logged to the system. Changes can be made to an individual entry as required from this page.

Return to Entry Manager

Overseas Crew Added

Select an event from the list below

Invitation Event (ns) Mixed Senior 8+ Rolling

Choose Event

Overseas Crews Entered

Event	Team Name	Options
Mens Intermediate 2-, Fixed, Fixed 1, 10:00	Welsh Rowing Club	delete edit

View Entries

You can View Crew Entered or View Rowers Entered links from the Drop-Down menu of Entries:

The screenshot shows the 'HOR menu' interface. At the top left is the 'ROWING IRELAND' logo. The main navigation bar includes 'Home', 'Documents', 'Entries', 'Results', 'Need Help?', and 'Log off'. A dropdown menu is open under 'Entries', listing options: 'Entry Menu', 'View Transactions', 'Set Payments', 'Manual entry', 'Manage Overseas Entrants', 'View Crews Entered', and 'View Rowers Entered'. The last two options are highlighted with a red box and a callout bubble that says 'Both links will bring you to screens where you can edit crews/rowers'. Below the menu, there are several 'Go' buttons for actions like 'Add information / documentation regarding the hor', 'View HOR Info/Docs', and 'Delete HOR Info/Docs'. A red star icon is next to the 'View Crews Entered' option.

An example of one of these pages:

The screenshot shows the 'View All Rowers Entered' page. At the top left is the 'ROWING IRELAND' logo. The main navigation bar includes 'Home', 'Documents', 'Entries', 'Results', 'Need Help?', and 'Log off'. Below the navigation bar, there is a link 'Back to Entry manager' and the text 'Flesk HOR'. The main content is a table with the following columns: 'Event', 'Club', 'Team', 'Actions', 'Seat', 'Member', and 'Rower Club'. The table lists rowers for the 'Mens Intermediate 2+, Fixed, Fixed 1, 10:00' event. At the bottom of the page, there are links for 'Print it', 'Download Excel --> As shown', and 'Flat'.

Event	Club	Team	Actions	Seat	Member	Rower Club
Mens Intermediate 2+, Fixed, Fixed 1, 10:00	Overseas	- no entries - (os)	View	2	Millylely, Lylenneni	O.S.
				1	Davidll, Lylenneni	O.S.
	Dublin University Boat Club	Dublin University Boat Club (100)	View	2	[blurred]	Dublin University Boat Club
				1	[blurred]	Dublin University Boat Club
	University of Limerick Rowing Club	University of Limerick Rowing Club A (600)	View	2	[blurred]	University of Limerick Rowing Club
				1	[blurred]	University of Limerick Rowing Club
		University of Limerick Rowing Club B (1300)	View	2	[blurred]	University of Limerick Rowing Club
				1	[blurred]	University of Limerick Rowing Club