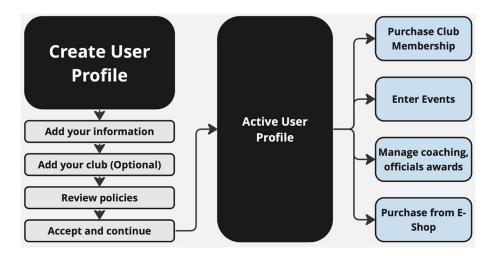


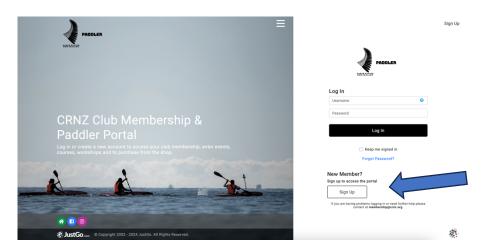
This guide has been designed for individuals to create a user profile on the Canoe Racing NZ Club Membership & Paddler Portal.



If unsure, if you have any questions or if you require assistance, please contact us at membership@crnz.org

1) Create a New User Account

Head to crnz.justgo.com and click the Sign Up button.



2) Enter Your Details, Add Your Club, Agree to Terms & Conditions

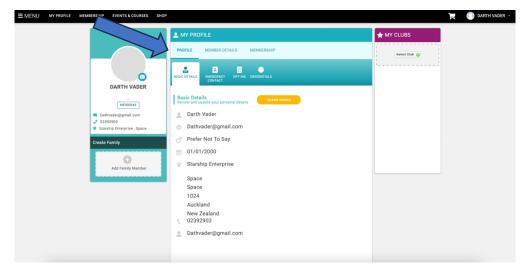
- a) On the Sign Up screen, enter your details and choose the user name you will use on every sign in (it will default to your email address).
- b) Add your club or the club you want to join.
 - a. You don't have to add a club if you do not want to. Adding a club does not mean you are a paid member.
 - b. Alternatively, you can add or find a club once you have created an account.
- c) After clicking Sign Up, you will be logged in and presented with the CRNZ and JustGo terms and conditions. After reviewing these documents, select the Accept & Continue button at the top or bottom of the screen.

	Address	🗵 Select a club	Agreements & Opt-ins
PADDLER	Address Line 1	Q. Type here to search	- Back Accept & Continue
	Suburb	Arawa Cance Club (Avonside)	0
		BOP Paddlesports Inc (Bethleham)	Communication Preferences
	Town/City Region	· use radingents inc (artificiant)	Cance Racing New Zealand
	Select Region +	 Eastern Bay Canoe Racing Club (Kakahoraa Drive) 	To help us continually improve the sport and provide the best experience for you we'd like to contact you in relation to the following
Sign Up	Post Code Country	 Eastside Paddlers (East Christohuroh) 	I would like to receive news, information, videos, offers and event information from CRNZ and my club
First Name Last Name	New Zealand Y	Hawkes Bay Kayak Racing Club (Clive)	I am interested in, and would like to receive CRNZ information regarding coach development
	Do you have a Disability/Impairment?	Karapiro Kayak Racing Club	I am interested in, and would like to receive CRNZ information volunteering and officials development
Email Address			
Email Address	Which ethnic group (s) do you identify with or belong to?	 Mana Kayak Club (Titahi Bay) 	I would like to receive JustGo news, features and product information
	New Zealand Maori New Zealand European	Marlborough Triathlon & Multisport Club	I would like to receive information from JustGo's partners or affiliates
Contact Number	Chinese	 Nelson Surf Ski Club 	O User Declaration
	Coek Island Maori Fijian Indian	 North Shore Canoe Club (Takapuna) 	By clicking on Accept and Continue you agree to:
	Indum Indum Other European Other Pacific Island	 Otago Kayak Racing Club (Central Dunedin) 	CRN2's Conditions of Use JustGo's Terms and Conditions of Use
Date of Birth	Samoan	Poverty Bay Kayak Club	To learn more about how CRNZ protects your personal data please read CRNZ's Privacy Policy
Day • Month • Year •	Prefer not to say Cther (Please Specify)	🛞 Royal Akarana Yacht Club (Orakei)	To learn more about how JustGo protects your personal data please read JustGo's Privacy Policy
Gender	Select Your Club Please select from the club list below	Southern Lakes Multisport Club	0
Male Female Another Gender	+ SELECT	Takapuna Boating Club (Takapuna)	Privacy Declaration
O Prefer Not To Say		Template Club	By providing your personal information you consent to its use, storage and disclosure in accordance with the CRNZ Privacy Policy.
Username	By clicking on Sign Up you agree to JustGo's		
	Terms and Conditions of Use	 Waltara Keyek Club (Waltara) 	CRNZ Portal Terms and Conditions
Password	To learn more about how JustBo protects your personal data please also read our Privacy Palicy	Waitemata Canoe & Multisport Club (Te Atatu Peninsula)	The Terms & Conditions outlined in this document apply to all individuals who
		 Wanganui Mulitsport Club (Wanganui East) 	subscribe to this portal as a User.
0	Sign Up	Wellington Kayak & Knee Board Paddling Club (Kilbirnie)	By progressing you are also accepting JustGo's Terms and Conditions of Use.

Editing Your Profile

If you already have a profile you can update your contact information, your opt-in communications, emergency contact information and preferences by going to the **Profile** and **Member Details** tab.

It is important to keep your information up to date so clubs and CRNZ can keep customise your user experience. This information will also streamline by auto filling for entering events.



Purchasing Club Membership

Once you have selected and added a club, you will be presented with a selection of membership options available to you, which may be filtered based on factors such as your age or your new member status.

To see more information about a membership, click More Info at the bottom of the tile. If you're still unsure, contact the club directly. If you're ready to proceed, click select to begin your purchase.



Once you have selected a membership option, you will be prompted to complete your profile. This information will include details of an emergency contact, health information and any specific information required by the club.

Once complete, select **Checkout** to proceed to payment. If you wish to browse further before finalising, select **Save and Continue**.

Payment

When you reach the checkout, your Club Membership if you are joining a club, will be itemised in the cart. You will also see a Canoe Racing NZ \$ cost item and any products selected will also appear in your cart.

If any discounts or surcharges have been applied, you can see the details by clicking on the tooltip under Order Summary.

To finalise your membership, click **Pay with Card**. A pop-up will allow you to enter your card details. When complete, click **Pay**.

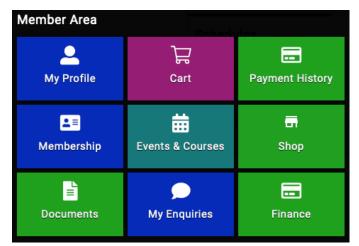
Once your payment has been processed, you will receive confirmation on the next screen and advice that an email is on the way to the email address you provided during your registration.

User Functions

On the left hand side of your screen or the menu you will see the member area. These tiles or buttons will take you to different areas within the CRNZ Club Membership & Paddler Portal.

My Profile – This area will give you access to your profile.

Cart – Keep up to date with items you have added to your shopping cart.



Payment History – Will give you access to all payments and invoices generated in this portal.

Membership – This will take you to your membership status of any clubs you are members of or take you to the club membership page (If you have linked a club to your profile)

Events and Courses – This link will take you to the events and courses page.

Shop – This link will take you to the shop.

Documents – Documents have been shared with you will show up in this section.

My Enquires – Will give you direct access to connect with our membership team. If you have any issues please check the user guides before raising an enquire.

Finance – In this section you will be able to see your subscriptions and instalments summaries.