

This guide has been designed to assist you in registering or entering events & courses/workshops on the CRNZ Club Membership and Paddler Portal.



1) Find Events and Courses in the live Event Calendar

Head to the <u>Event Calendar</u> on the CRNZ website to see all the upcoming events and courses/workshops.

Events can be searched or filtered based on disciplines, distances, dates, location and much more...



2) Open the event you want to enter and "add" the ticket (entry) you want

Scroll down the event information to the Tickets section and select the ticket.

Adding a ticket will prompt you to log in to your personal profile on the Portal.

If you don't have one, you'll need to create one.

Anyone can create a user profile in the Portal.



3) Log In or Create a User Profile

 If you already have a User Profile select Log in;

To log in you will need your username and password to access your account. Your username will likely be your email address.

If you don't have a log-in, click
"Sign Up" to create a user profile.

Complete the details requested in the Sign Up form and agree to the Policies/Terms & Conditions of the Portal.



Entering for a child?

If you are entering on behalf of a child or family member you must create a user profile for each member and add them to your profile as a Family Member. See more about <u>adding family members</u> to your profile.

4) Select the number of tickets and allocate to profiles

Once signed in, your user profile(s) will be listed. Add a ticket to the person you wish to enter by clicking on the "+"

If you have multiple family member profiles, you will be able to add the ticket to more than one profile.



5) Complete the entry form and Proceed to Checkout

\$ 30.00-60.00	\$ 30.00-60.00	\$ 30.00-60.00	
Aaron Osborne :	Long Course Crew Boat Sunday AM	Contact Phone Number *	
2024 Central Region Marathon Championships Entry	Long Lap(L) = 4km. Short Lap(S) = 1km. Portage(P)=60m	Relationship •	
Folli	Long Course Crew Boat Category / Craft Sunday AM		
	Double Ski / Multisport	Event Weiver / Terms and Conditions	
Only enter the person whose profile you are logged in with. If you are entering for someone else (le	Double Ski / Mulitsport Long Course Crew Boat Sunday AM	Event waiver / Terms and Conditions	
Child) you will need to create a new user profile. If that person is a family member, add them to your family under "my profile"	Multisport Mixed Open. 3L 12km, 0P \$		
your raining and any promo .	Double Ski / Mulitsport Crew Boat Team Names Sunday AM	Please read and agree to the following Event Waiver / Terms and Conditions	
Complete the following form and proceed to checkout to complete online payment.	Please enter full names of all of the crew boat members racing in your team		
You will receive an email with payment confirmation. You can download an invoice once paid.		Where the entrant is under 18 years of age the terms and conditions of this document must also be confirmed by the entrant's parent or legal guardian	
Please ensure you have selected the correct ticket (entry) for your age and number of events you wish to enter, eg II you only want to race one event out of three you should have selected the "1 Event" ticket.	Health Information	I hereby apply for entry to participate in this Event. I have read, understood, acknowledge, agree and accept all of the statements in this document and wish to	
For the races you are wanting to enter please complete the form under each distance below.	Please complete the information below	proceed with the activity at my own risk. *	
Cancel Proceed to checkout Add & continue	Cancel Proceed to checkout Add & continue	Cancel Proceed to checkout Add & continue	

All required fields will be highlighted with a red asterisk*.

Once you have completed the entry form click **"Proceed to checkout".**

If you have not completed all the required fields, you will not be able to "Proceed to Checkout".

The message "Required Fields are not completed. Please update the required fields" will appear.

To complete – click back onto the Update button and complete the required fields, in most cases it is highlighted in red.



6) Complete Payment

Check all the information is correct and you are purchasing the correct tickets (entries).

Click "**Pay with Card**" and complete the payment via credit or debit card.

Once you have completed payment, you can request to download the invoice if desired. You will receive an email with payment confirmation.

ITEME BAVED FOR LATER (8)		Hide sa	ved items 🐑	
If you have discount code, please enter it here.		😂 Update		
discount code	Apply	Order Summ	Order Summary	
		Total items item saved for later	1	
		Discount O	- \$10.00	
		Tax 0 Total (NZD)	\$3.91	
			Pay with Card	
		VISA		

Need help?

If you have any questions or require assistance, please contact us at <u>membership@crnz.org</u> or reach out to your club membership manager.

For a list of other resources and help guides please visit the <u>CRNZ Paddler Portal Help Page</u>