

## **Regatta Central Instructions:**

**If you already have a regatta central account (anyone who has rowed this past winter should have one already), please SIGN IN to your account and skip to number 7.**

- 1) Go to [www.regattacentral.com](http://www.regattacentral.com)
- 2) On the left hand side of the screen, click the join now link
- 3) Make sure United States is selected and click next
- 4) Make sure New York is selected and click next
- 5) Select **Burnt Hills Rowing Association** from the drop down and click next
- 6) Please enter the information requested on the page. This information is the account holder information and can be either the rower OR the parents info.
- 7) Click the clubs tab at the top of the page
- 8) Click show details in the Burnt Hills Rowing Association box
- 9) Click the join/renew link next to the rowing item (there are multiple options, so please read carefully) you wish to join
- 10) Make sure that in the “select person” drop down box, the ROWER is listed. If not, please click the new person link next to the box and enter the rowers information. If the rower does not have a usrowing number, please leave that blank.
- 11) Please click proceed to checkout on the right side of the page.
- 12) Enter the requested information and click next
- 13) When finished, select the payment method from the drop down menu and click register
- 14) If you are mailing a check, you are done. If you are paying with a credit card, that information will be entered on the next page, and your registration will be complete. You should receive a confirmation email regarding completed registration.

**\*\*Please contact Mike Meier if you have any registration problems on regatta central, headcoach@burnthillsrowing.com or 369-7868.**