

How to Register for Brighton Rowing Club Events

PROCESS

There are three steps to register in a Brighton Rowing Club (BRC) program:

- 1) Complete Paper Forms:** These are required to be signed and mailed to or dropped at the Registrar's home.
- 2) Register:** Entered online at RegattaCentral.com. This step provides information about the rower and his/her primary and secondary guardians, registers the rower for the desired program, provides the ability to complete the online USRowing Waiver, and allows for ordering uniforms.
- 3) Pay:** Credit cards or checks may be used. Credit cards are accepted on-line, although use of a personal check saves BRC 2.4%!

A confirmation email will be sent when all requirements have been met.

REFERENCE

The latest version of this document is available from <http://BrightonCrew.org/Documents.html>.

CONTACTS

Registrar@BrightonCrew.org, David Kaiser, 750-0493

Treasurer@BrightonCrew.org, Susan Williams, 271-4617

Support@RegattaCentral.com, Tech Support, weekdays 9 am to 4:30 pm EST, 614-360-2922

1) Complete Paper Forms

No forms are required for fall season if the rower was registered for spring in the same calendar year.

Print paper forms containing waivers and agreements from <http://BrightonCrew.org/Documents.html> or use the links below.

[+Authorizations_Med-CoC.pdf](#)

combined Medical Treatment & Code of Conduct

[+BRC-GWC_Waiver.pdf](#)

Brighton Rowing Club/Genesee Waterways Center waiver

[+Travel_Permission.pdf](#)

[+USRowing_Waiver.pdf](#)

Download, print, sign, and mail, or drop off to:

<p>David Kaiser - BRC 175 Danforth Crescent Rochester, NY 14618</p>
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585-750-0493
Registrar@BrightonCrew.org

2) Register

Preparation

If you are registering for the first time gather email addresses, cell phone numbers, medical insurance ID, heights & weights, etc. for the rower and contact information for his/her primary and secondary guardians before you begin. Set aside 15-20 minutes and avoid distractions.

If you are registering someone who has rowed with BRC before many of the fields will be pre-populated and you will need less preparation and less time to register for this season.

Browser

Use Internet Explorer or Firefox. Apple Mac's Safari is known to be incompatible, perhaps others too.

Caution

You *must* follow the following instructions *before* using the **PROGRAMS** tab to enroll online. The main steps involved in registering for the first time are:

- 1) create an account that defines the parent (Home tab's **JOIN NOW** or **PREFERENCES**), and
- 2) create a household **ROSTER** containing *both* the parent and rower (Home tab's **EDIT ROSTER**).

Failure to do so will require you to repeat your **PROGRAMS** data entry.

You *won't* be able to save online if you cannot complete a required field. You will also be auto-logged off after 15 minutes of inactivity and *lose* your work. Why not grab your rower to help make this task go faster and perhaps have a little fun together!

A. CREATE PARENT ACCOUNT

Tips

- The main account in RegattaCentral *must* belong to the parent, *not* the rower. Define the parent who will have the primary BRC focus. BRC assumes the rower lives at the home of the account holder.
- Enter all phone numbers with area code using the format 585-123-4567.

To create new parent account:

1. Navigate to <http://RegattaCentral.com>. At the top-left of the **HOME** tab under **NEW USERS**, press **JOIN NOW!**
2. In **SELECT YOUR COUNTRY** choose **UNITED STATES**. For **SELECT YOUR STATE/REGION** choose **NEW YORK**. For **SELECT YOUR CLUB AFFILIATION** choose **BRIGHTON ROWING CLUB**, *not* Brighton High School!
3. Enter primary (not rower's!) for *all* fields, then press **CREATE MY ACCOUNT!** At confirmation screen, do not select any regatta.

To verify/update existing parent account, e.g. email address, cell phone number:

1. Navigate to <http://RegattaCentral.com>. At top-left of **HOME** tab, log in at **EXISTING USERS**.
2. At top-left, press **PREFERENCES** to the right of your name.
3. Correct data and press **UPDATE**.

If you forgot your password, enter your email address at <http://RegattaCentral.com/password.jsp> or click on "**FORGET YOUR LOGIN INFO?**" beneath the **LOGIN** button in the upper left of the **HOME** tab.

B. DEFINE ROWER

To add new rower or to verify/update an existing rower, e.g. email address, USRowing Number, etc.:

1. After logging in, press the tab **HOME**, 1st tab at top-left.
2. Click on **EDIT** just to the right of **MY ROSTER** in far-right second section.
3. Click on **EDIT** to the left of an existing rower's name to update existing rower's data or press **ADD NEW ATHLETE** and enter *formal* birth certificate first name, *not* nickname.

If under 13 years old, enter birth date as if 14 since we are not legally able to collect data on those under 14 years of age. (System does not comply with [COPPA](#).)

The **USRA# (USRowing Athlete Number)** is optional.

4. Repeat for additional BRC rowers in family.

Only choose **ARCHIVE SELECTED** if rower has retired from BRC.

C. REGISTER ROWER FOR PROGRAMS

1. Press the tab **PROGRAMS**, 5th from left at top.
2. Under **BRIGHTON ROWING CLUB**, press **SHOW DETAILS**.
3. Press **REGISTER** to right of the desired program.

If a **LOGIN** button appears to the right do *not* yet enter other data except **USER ID** and **PASSWORD** then press **LOGIN**.

4. Select the rower who will be participating in the program from the **PARTICIPANT** drop-down list. Do *not* select the parent.
5. Begin entering or checking the data in this form. Do *not* pause for more than 15 minutes! *Tip*: Press the **TAB** key to visit every one of the fields until the very last.

Bold fields require data to be entered. "None" is an acceptable entry.

Field instructions are in **grey** at right.

Enter all phone numbers with area code using the format 585-123-4567.

You can *and should* update this data anytime it changes.

6. Select the **PAYMENT METHOD** option at the bottom. *Note*: Paying by check will save BRC 2.4%.
7. Press **REGISTER**, and then print the confirmation page for your records. An email version will follow quickly.
8. Continue on to make your payment by credit card or check. Checks payable to *Brighton Rowing Club* can be mailed, or dropped off, with the required forms (see above) to the Registrar.

D. ORDER UNIFORMS

Varsity Rowers

Two articles of clothing are required for varsity rowers, a tech shirt and a unisuit. Monogrammed Gore-Tex jackets are also available, but are optional. To order clothing, log into www.RegattaCentral.com and...

1. Press the **CREW SHOP** tab, 10th from left at top.
2. Under **BRIGHTON ROWING CLUB**, press **SHOW DETAILS**.

3. Press **PURCHASE** to right of the desired item.
4. Select the rower who will be wearing the clothing from the **PARTICIPANT** drop-down list. Do *not* select the parent.
5. Begin entering or checking the data in this form. Do *not* pause for more than 15 minutes!
TIP: Press the **TAB** key to visit every one of the fields until very end.
6. Select the **PAYMENT METHOD** option at the bottom.
7. Press **REGISTER**.
8. Continue to make your payment by credit card or check. Checks payable to *Brighton Rowing Club* can be mailed, or dropped off, with the required forms (see above) to the Registrar.
9. Repeat for the second article of clothing, if necessary and/or for the Gore-Tex jacket, if desired.

Novice Rowers

One article of clothing is required for novice rowers, a racing T-shirt. Monogrammed Gore-Tex jackets are also available, but are optional. To order the shirt and/or jacket, log into www.RegattaCentral.com and...

1. Press the **CREW SHOP** tab, 10th from left at top.
2. Under **BRIGHTON ROWING CLUB**, press **SHOW DETAILS**.
3. Press **PURCHASE** to right of the desired item.
4. Select the rower who will be wearing the clothing from the **PARTICIPANT** drop-down list. Do *not* select the parent.
5. Begin entering or checking the data in this form. Do *not* pause for more than 15 minutes!
TIP: Press the **TAB** key to visit every one of the fields until very end.
6. Select the **PAYMENT METHOD** option at the bottom.
7. Press **REGISTER**.
8. Continue to make your payment by credit card or check. Checks payable to *Brighton Rowing Club* can be mailed, or dropped off, with the required forms (see above) to the Registrar.
9. Repeat for the Gore-Tex jacket, if desired.

Scullers

No clothing is required for scullers. Racing T-shirts are available, but are optional. To order a shirt, log into www.RegattaCentral.com and...

1. Press the **CREW SHOP** tab, 10th from left at top.
2. Under **BRIGHTON ROWING CLUB**, press **SHOW DETAILS**.
3. Press **PURCHASE** to right of the desired item.
4. Select the rower who will be wearing the clothing from the **PARTICIPANT** drop-down list. Do *not* select the parent.
5. Begin entering or checking the data in this form. Do *not* pause for more than 15 minutes!
Tip: Press the **TAB** key to visit every one of the fields until very end.

6. Select the **PAYMENT METHOD** option at the bottom.
7. Press **REGISTER**.
8. Continue to make your payment by credit card or check. Checks payable to *Brighton Rowing Club* can be mailed, or dropped off, with the required forms (see above) to the Registrar.

Recycled uniforms for loan or sale may be available at a reduced cost. Contact Uniforms@BrightonCrew.org.

Donate!

If you have outgrown your uniform or wish to donate it, BRC will provide you a tax form. This will help BRC lower the cost of participation to future rowers.

Unisex Shirt Size Guide:

		Bra/Cup						
Women	Weight	<34A	34B	36A	36B	36C	38B	38C
Women	90-110	XS	XS	S	S	-	-	-
Women	110-120	XS	S	S	S	-	-	-
Women	120-130	S	S	S	S	M	-	-
Women	130-140	S	S	S	S-M	M	-	-
Women	140-150	-	S-M	S-M	M	M	-	-
Women	150-160	-	M	M	M-L	M-L	L	-
Women	160-170	-	-	-	M-L	L	L	-
Women	170-180	-	-	-	L	L-XL	XL	XL
Women	180-190	-	-	-	-	XL	XL	XL

		Chest					
Men	Weight	29-34	36-37	38-39	40-41	42-43	44-46
Men	95-120	XS	XS	S	-	-	-
Men	125-135	XS	S	S	-	-	-
Men	140-150	-	S	M	M	-	-
Men	155-165	-	M	M	M-L	L	-
Men	175-185	-	-	L	L	L	XL
Men	185-195	-	-	L	L	L-XL	XL
Men	195-205	-	-	L	XL	XL	XXL
Men	205-215	-	-	-	XL	XL	XXL

E. COMPLETE ONLINE WAIVER

This is required because, while some of our regatta hosts require the USRowing paper waiver, others require the online version.

1. Go to <https://www.regattacentral.com/athletes>.
2. Enter **ROSTER CODE FJ-911162** and your rower's **LAST NAME**.
3. Press **BEGIN**.
4. When asked if you have a current (paid) individual USRowing membership choose **NO** if you are a new rower or if you have a free USRowing membership. Choose **YES** and enter the rower's USRowing Membership ID only if they have a paid membership with USRowing.
5. Press **NEXT**.
6. Enter the requested information about the rower and press **SUBMIT APPLICATION & WAIVER**. You'll receive confirmation that your annual USRowing waiver has been submitted and will be provided with a USRowing Member ID.

Support

USRowing: members@usrowing.org, or (800) 314-4769, weekdays 9am to 4:30pm EST

RegattaCentral: Support@RegattaCentral.com, or (614) 360-2922, weekdays 9am to 5pm EST

3) PAYMENT

Payment may be made online at www.RegattaCentral.com via credit card or via check. Checks should be made out to Brighton Rowing Club and mailed or delivered to:

David Kaiser
175 Danforth Crescent
Rochester, NY 14618

Payments not received by the registration deadline(s) will incur a late fee.

Regardless of whether you pay by check or credit card, you can view your payment obligation anytime on <http://RegattaCentral.com> by visiting the **HOME** tab and clicking on **VIEW INVOICE** at far bottom-right next to **BRIGHTON ROWING CLUB**.

A payment plan and/or partial scholarships may be requested from the Treasurer, listed on the first page.

READY-SET-GO?

Your rower will *not* be able to attend a BRC program until the online registration is complete, all waivers & agreements are received, and payment is made.

SPAM & JUNK MAIL?

Regatta Central will send the account holder an email confirmation of your account creation, program registration, and uniform orders. Please assure that you can find them! If not, check your **Spam/Junk Mail** folder. Then to ensure you receive future emails, add **RegattaCentral.com** to your safe list.

CHANGES

You can update your information anytime: e.g. email addresses, cell phone numbers, etc. Next season, this same data will be reused – you'll just have to check it. After updating Program data, save by pressing **REGISTER** again. You will *not* be charged a second time!