

Quick Reference Sheet: Joining a program in the system and creating an account

- 1. Go to https://membership.rowingcanada.org and click Join a Rowing Program
- 2. Choose the province, club, then program of your choice and click the join button
- 3. Click REGISTER NOW
- 4. Follow the prompts:

First screen when creating an account

			Français [Log In]	
Home	Join a Rowing Program/Register	My Account	About	
Create a New Account				
Fields with an asterisk (*) are re	equired to create a new account.			
Personal Information				Important to put in
Name	First Name * Last Name	*		correct birth date for racing and insurance
Commonly Used First				purposes. Also
Name (nickname) Date of Birth	Select Month - + Select Day - + Select Year			uniquely identifies you
	- Select One - • *			iii tile system
Language Preference	English *			
Athlete with a disability				
(adaptive)	•			
Continue 🕝				
			Use	an email the club can
ext screen looks lil	ke this. Red * are required field	ds:	reac	h you at. Your
Contact Details		4	info	rmation is private and
E-mail	joerowing@rower.com	*	prot	ected.
Confirm E-mail	joerowing@rower.com	*		
Address:	1234 Happy Street	*		
		1		
City:	Victoria]*		
Country:	Canada *			
Province/State:	British Columbia *			1
Postal Code:		You can ente		
		emergency c	ontact	
Phone Number:	(555)123-4567 * Extension:	numbers Fo	r nrivacy	
Phone Number: Emergency Phone Number:		numbers. For reasons, nam		
Emergency Phone Number:	(555)765-4321 * Extension:	reasons, nam		
Emergency Phone Number: Select a User Name and Page 1	(555)765-4321 * Extension:	reasons, nam		
Emergency Phone Number: Select a User Name and Pa	(555)765-4321 * Extension: assword Joerowing	reasons, nam	nes are not	
Emergency Phone Number: Select a User Name and Pauser Name Password	(555)765-4321 * Extension: assword joerowing	reasons, nam	nes are not (Password	d must be at aracters)
Select a User Name and Pouser Name Password Confirm Password	(555)765-4321 * Extension: assword joerowing	reasons, nam	nes are not	aracters)
Select a User Name and Pa User Name Password Confirm Password	(555)765-4321 * Extension: assword joerowing	reasons, nam	nes are not (Password	

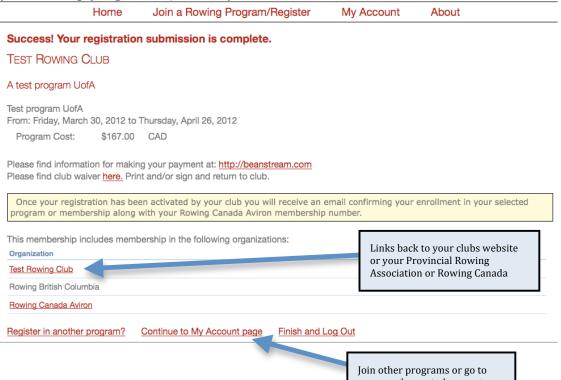
After this, the final process of joining a program will begin again.

- 5. You will be asked to confirm your program choice
- 6. Click the accept button

Screen asking member to confirm their choice:

Join a Rowing Program/Register Home My Account About You have selected the following Rowing Program to join: **TEST ROWING CLUB** Spring LTR LTR From: Sunday, April 01, 2012 to Monday, April 30, 2012 Program Cost: \$130.00 CAD Please ensure this is the correct program information. A club representative will contact you after you confirm membership in the following program. Questions regarding your online registration and specific program information should be directed to your club Please be advised that communication from the club, provincial rowing association or Rowing Canada Aviron may be directed to you through the information provided in this registration. Accept Decline

7. The final screen will indicate you have successfully registered. You now have an account in the system and have submitted to join a program at your club. For any subsequent programs or roles you have you do NOT need to create an account again in the system...simply log in and join away!



Join other programs or go to your newly created account page