ROWING NEW ZEALAND
CLUB KEY PERSON MANUAL

SCHOOL'S VERSION

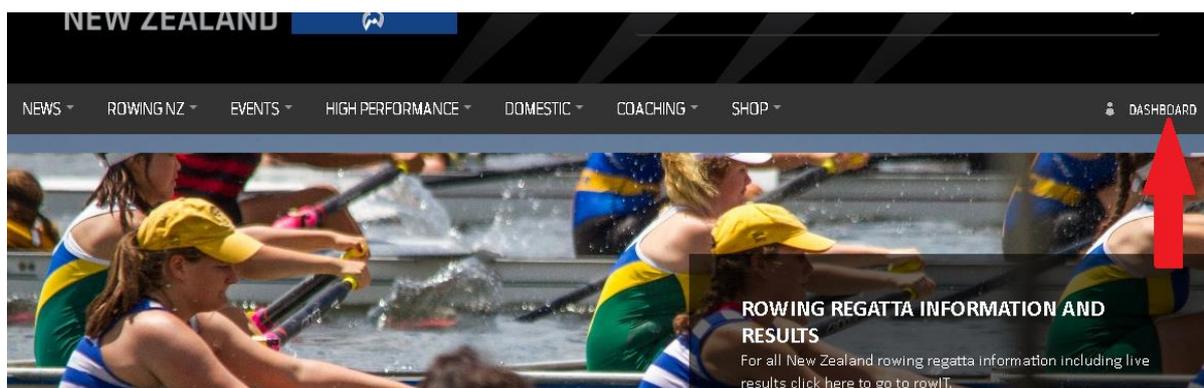# CONTENTS

CREATING NEW ROWING CLUB MEMBERS

This process allows you as a school's key person to create new members within their school. Schools should wherever possible include all their rowing clubs members not just those who need a competition license, there is no cost in listing unlicensed members in the database.

Please do not create a new person for someone who has held a competition license from another club or school, i.e. they are transferring to a new club. Please contact RNZ to have them moved over in the database.
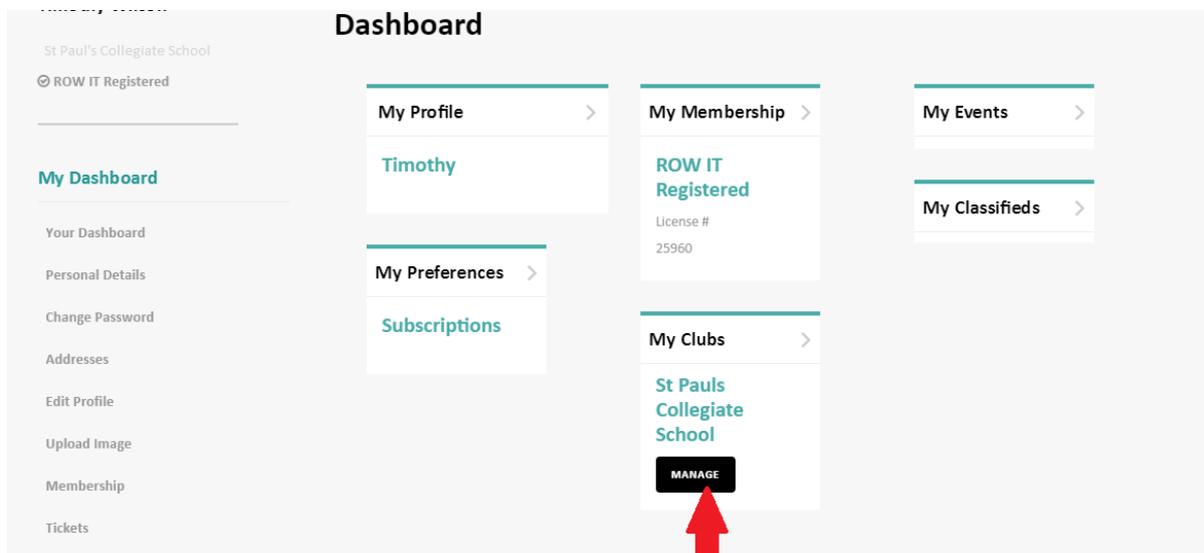
1. Go to www.rowingnz.kiwi
2. Select **Login** in the top right corner of the screen

3. You will be prompted to enter your login details. **Type them in** then select **Login**

4. From the dashboard select **Manage** under My Clubs

5. This is your club's dashboard. From here select any **year range** on the right hand side under Our Members.

6. Select **New Person**

7. Then fill in as many of the blank spaces as possible. There are a number of compulsory fields. These include **First Name, Last Name, Gender, Date of Birth (this must be entered as DD/MM/YYYY), email address (this will allow people to login to the website to update details in the future), postal address details (this will mean people receive the Oarsport magazine).**

8. If the person needs a competition license **tick** the **RowingNZ Licensed** box. Ticking this box will grant them a competition license and automatically send their data to RowIT.
   Please note if you licence a person the club **will be charged the licence fee** – therefore only licence a person if you are sure they will be competing in a regatta that requires a licence (you can return into the database and issue a licence at a later date if needed).

9. The club membership field will only let you select **school rower**. This will get passed over to the club you operate out of if you decide to use this feature. The final set of tick boxes allows you at allocate roles to people. This includes **President, Safety Officer, Club Captain etc.** You can assign someone as many roles as you need.

10. Select **Save**

11. You will be returned to the New Person screen. If you have completed steps 7 – 10 correctly it will show **Bob Jones created!** If you need to create more new members follow steps 7 – 11. If you are finished select **Summary** on the left hand side of the screen.

12. Once finished, you will need to "send" these people to the club that you operate out of. See on how to do this.

## RENEWING SCHOOL MEMBERS FOR A NEW SEASON

These two processes allows you as a school's key person to renew members within your school. Schools should wherever possible include all their members. Not just those who need a competition license, there is no cost in listing unlicensed members in the database.

If a person has been a member of your school in the past, but not the previous season, chances are that they are in your membership list. Please search for them before creating a new record for them. Please do not create a new record for someone who has held a competition license from another club, i.e. they are transferring to a new club. Please contact RNZ to have them moved over in the database.
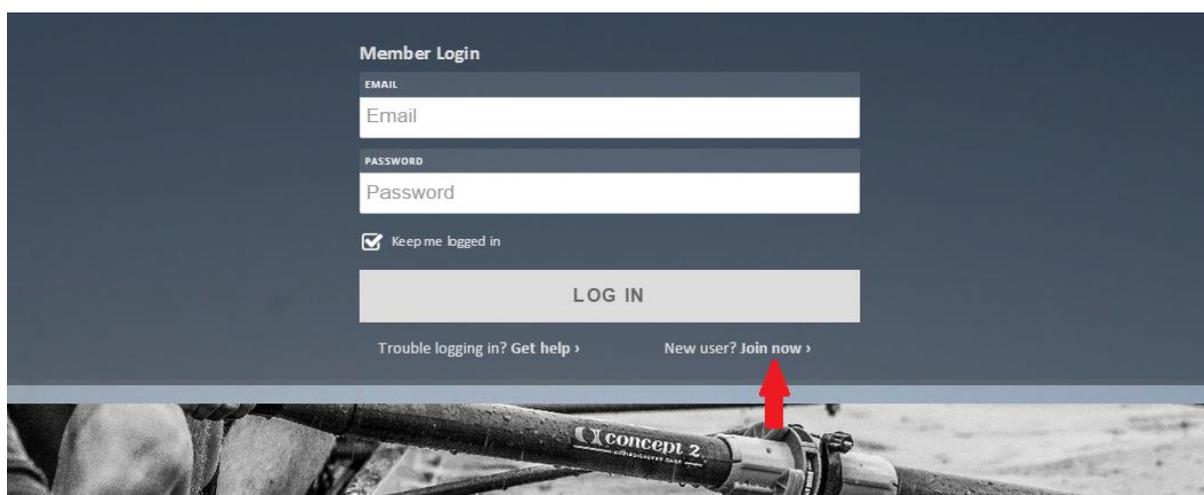
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BULK RENEWAL FROM THE PREVIOUS SEASON

This process allows a club's key person to bulk renew members within their school.
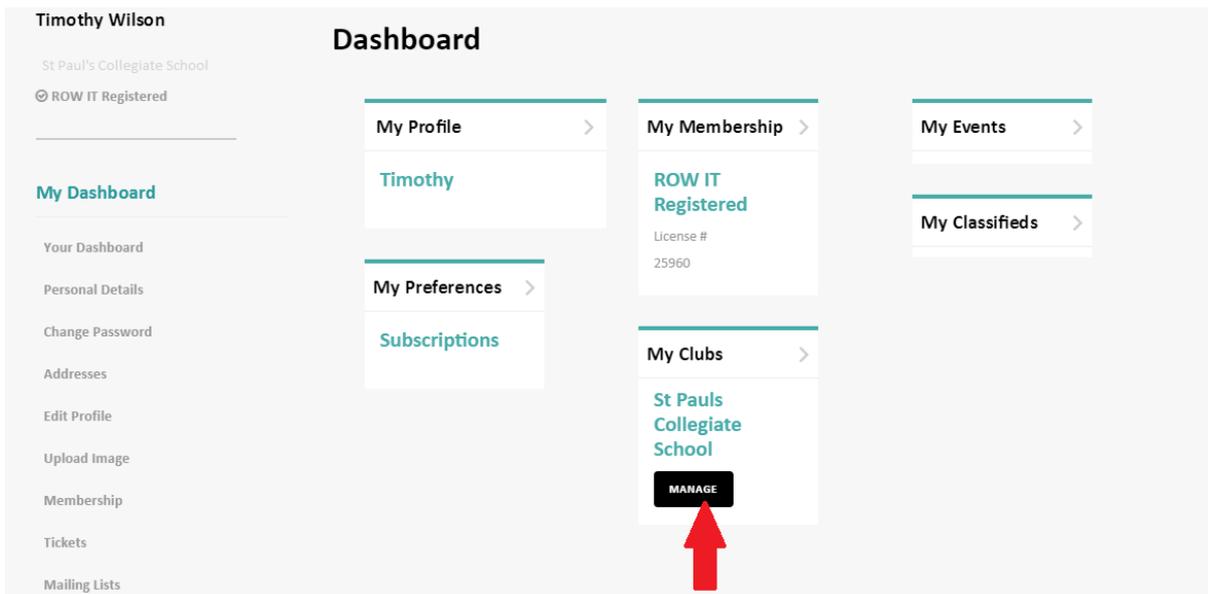
1. Go to www.rowingnz.kiwi
2. Select **Login** in the top right corner of the screen
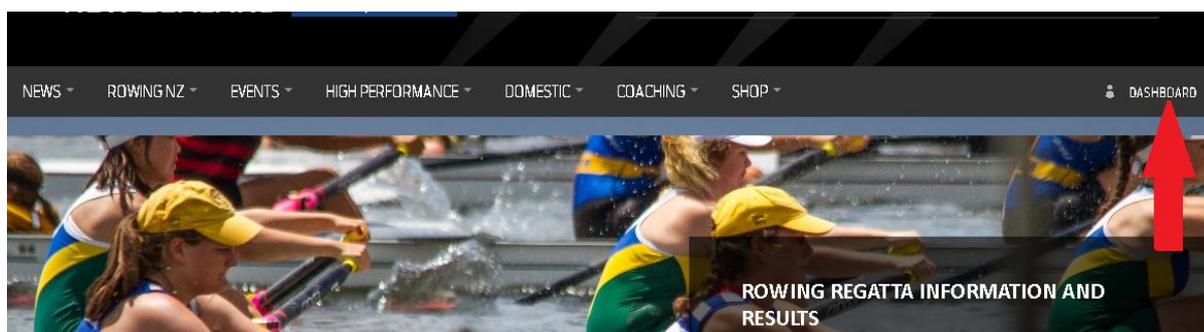
3. You will be prompted to enter your login details. **Type them in** then select **Login**

4. From your dashboard select **Manage** under My Clubs

5. This is your club's dashboard. From here select the **previous year range** on the right hand side under Our Members. i.e. if you are creating memberships for the 2015/16 season you would select **2014-15**
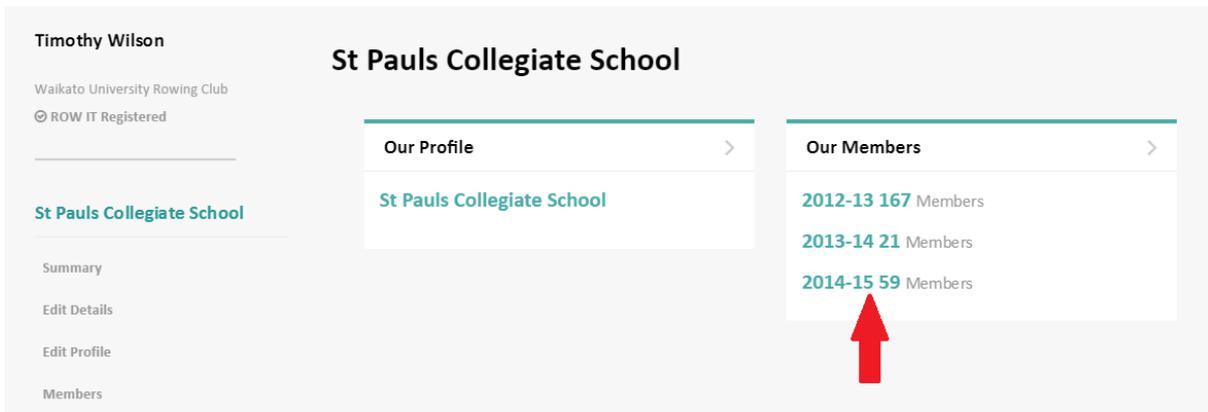
6. Along the left hand side, next to the names there are tick boxes. **Tick** the people you want to renew. *Note: you can only tick people one page at a time. Selecting **ALL** cannot be undone by selecting **ALL** again, you must manually untick each person*
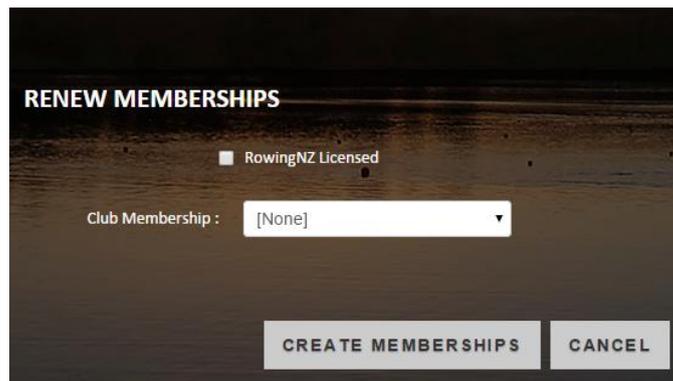
7. Then at the top of the page select **Bulk Renew**
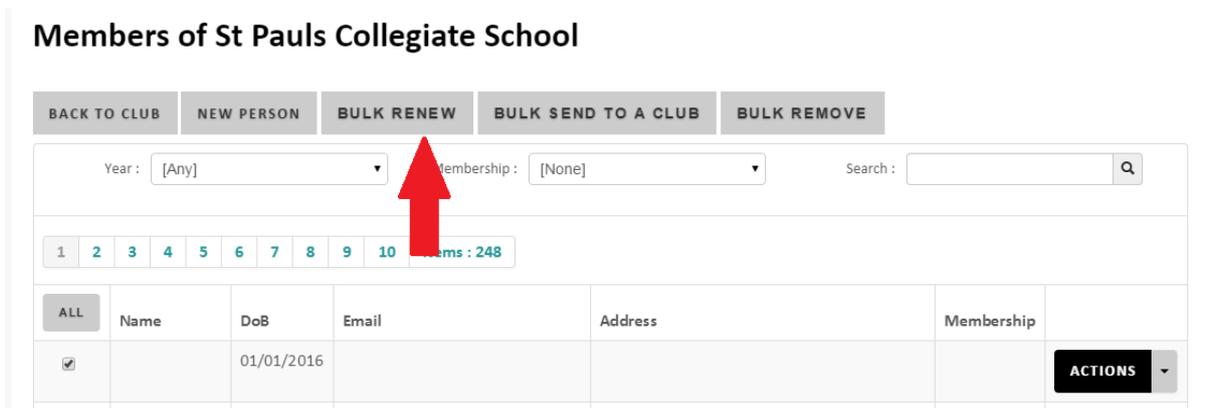
8. If you need all the people selected in step 6 to have a competition license tick the **RowingNZ Licensed box**, if not leave it unticked. Club membership will only let you set to school rower. This will get passed over to the club you operate out of. *NOTE: whatever you select in this step will be applied to all the people you selected in step 6.*

Please note if you licence a person the club **will be charged the licence fee** – therefore only licence a person if you are sure they will be competing in a regatta that requires a licence (you can return into the database and issue a licence at a later date if needed).

9. Select **Create Memberships**

10. This will return you to the list of the previous seasons members. At the top it will show **Membership(s) renewed into 2014-15** if successful.

11. To get to the next page of names for bulk renewing, select the **next page number** from the top of the page. Then repeat steps 6 - 11
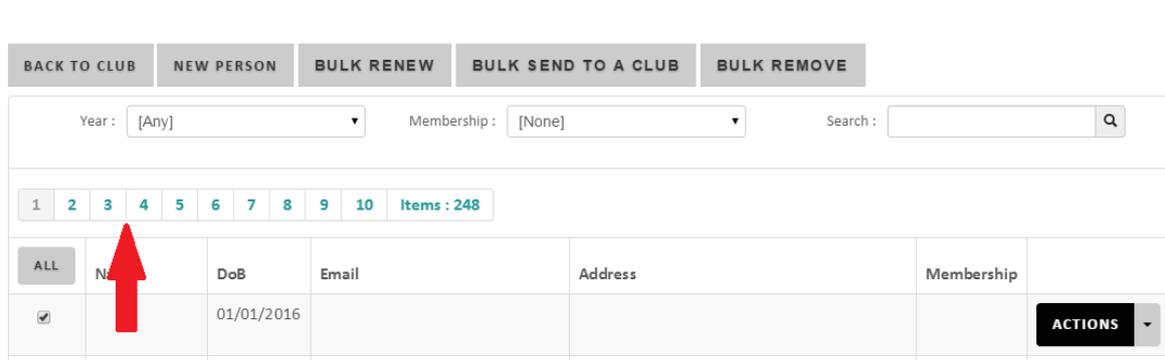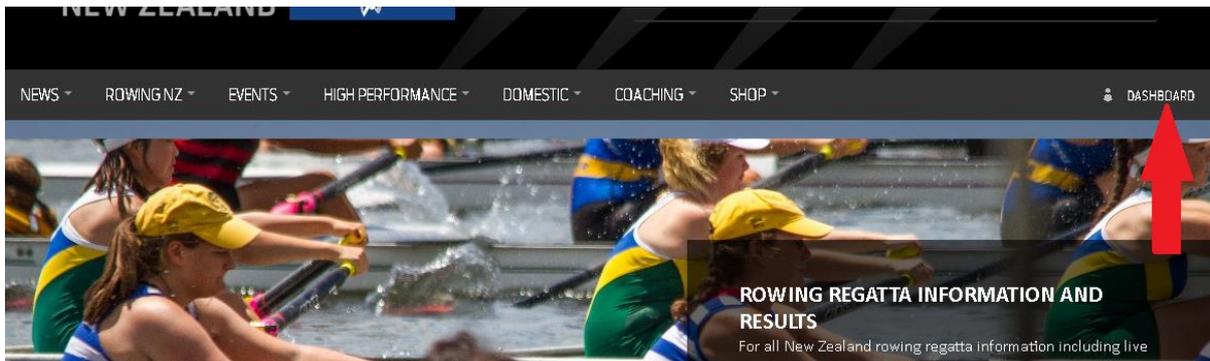

12. Once finished, you will need to "send" these people to the club that you operate out of. See on how to do this.

RENEWING INDIVIDUALS ONE BY ONE

This process allows you as a school's key person to renew individual members within your school rather than in bulk. If a person has previously been a member of your school in the past, but not the previous season, chances are that they are in the database. Please look for them before creating a new record.

1. Go to www.rowingnz.kiwi
2. Select **Login** in the top right corner of the screen

3. You will be prompted to enter your login details. **Type them in** then select **Login**

4. From the dashboard select **Manage** under My Clubs

5. This is your club's dashboard. From here, select **any year range** on the right hand side under Our Members.

6. Rather than scrolling through pages of names, the easiest way to find an individual to set the year to **[ANY]** and type in the person's name in the search box, then press the **magnifying glass**.

7. From the list that is shown, select **Actions** on the right hand side, then **Edit.**

8. Unless the person's details have changed then the top half of the page can be left as is. If the person needs a competition license **tick** the **RowingNZ Licensed** box. By ticking this box it will grant the person a competition license and automatically send their data to RowIT. Club membership will only let you set to school rower. This will get passed over to the club you operate out of.
   Please note if you licence a person the club **will be charged the licence fee** – therefore only licence a person if you are sure they will be competing in a regatta that requires a licence (you can return into the database and issue a licence at a later date if needed).

9. The final set of tick boxes allows you to allocate roles to people. This includes **President, Safety Officer, Club Captain etc.** You can assign some as many roles as you need.
10. Select **Save**
11. Once finished, you will need to "send" these people to the club that you operate out of. See on how to do this.

Once people are given memberships to your school for the current season, or you have added an additional member they then have to be "sent" to the Club that your school operates out of. This is required so we can bill the club for the competition license and that they can be selected in RowIT.

1. Go to www.rowingnz.kiwi
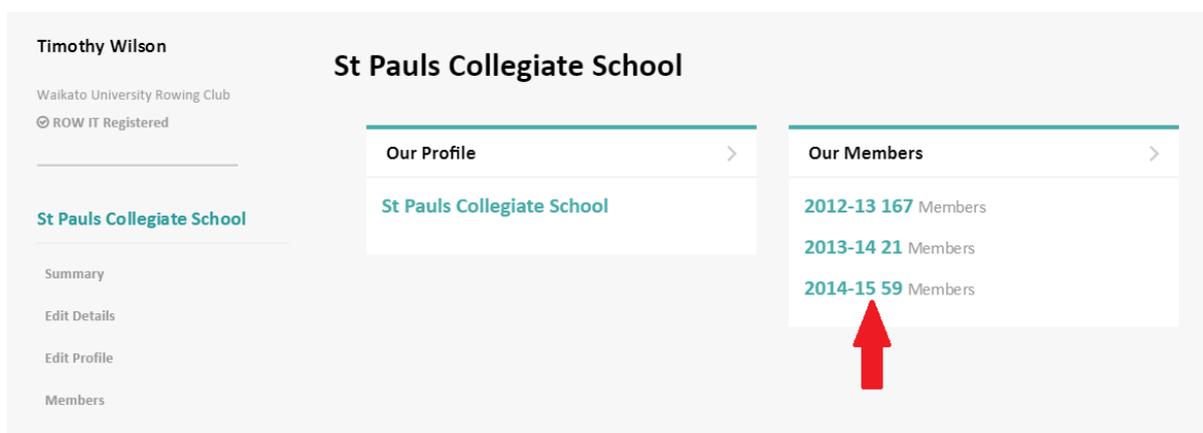2. Select **Login** in the top right corner of the screen

3. You will be prompted to enter your login details. **Type them in** then select **Login**

4. From the dashboard select **Manage** under My Clubs

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5. This is your club's dashboard. From here, select **the current year range** on the right hand side under Our Members.

6. From the list tick the people you want to send to the club you operate out of. It may be easier to select **ALL.** Then once they are ticked select **Bulk Send to Club**
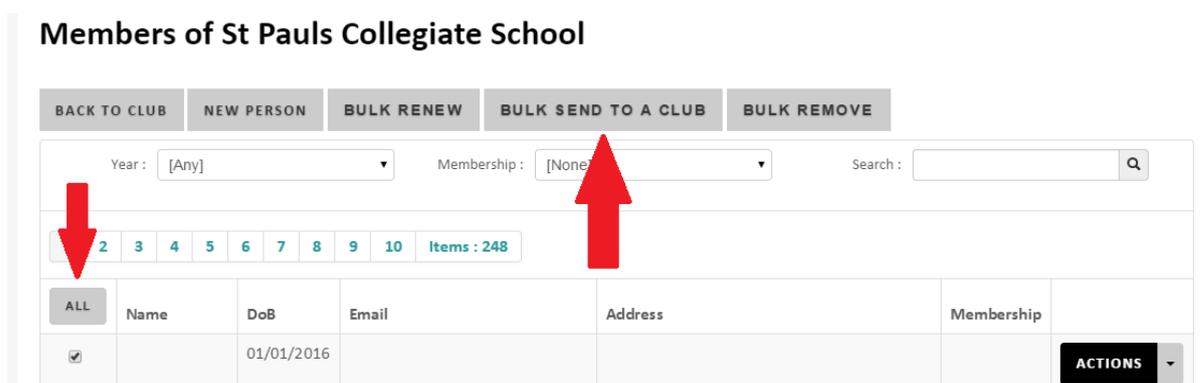
7. You will then be asked to select which club you would like to send the people to. Please select the club that you operate out of. Please double check it before pressing **Send.**
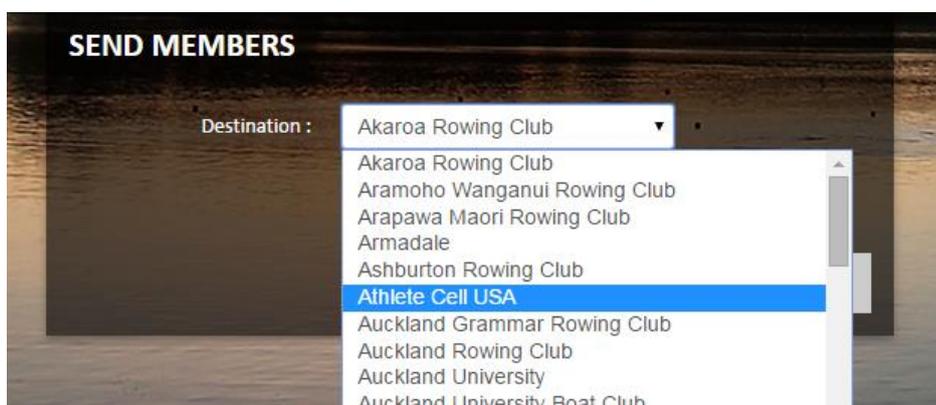
You will need to repeat this for each page of athletes

If you do accidently send your people to the wrong club. Please contact RNZ immediately so it can be reversed it ASAP.