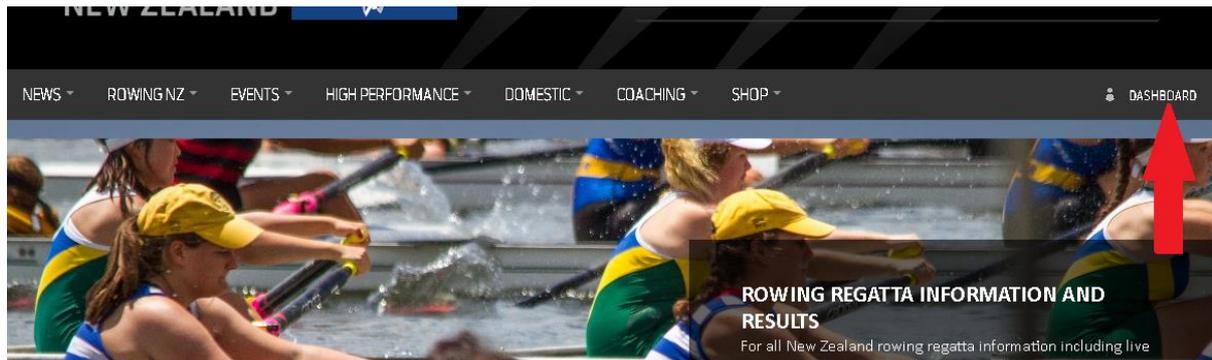


## LICENSING INDIVIDUALS ONE BY ONE

If you have had individuals that you didn't licence in a bulk licence (most likely because they were new to rowing and you didn't know whether they would attend a licensable regatta) then you can go back in and licence them at a latter date. We recommend this so that you aren't charged a fee for someone who doesn't row at the major regattas.

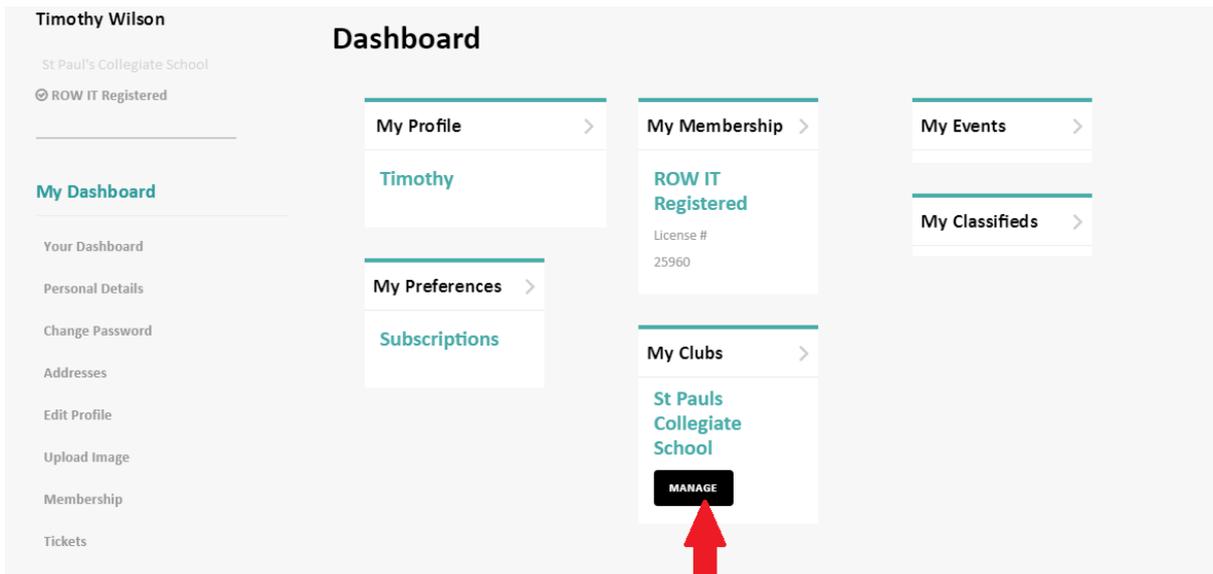
1. Go to [www.rowingnz.kiwi](http://www.rowingnz.kiwi)
2. Select **Login** in the top right corner of the screen



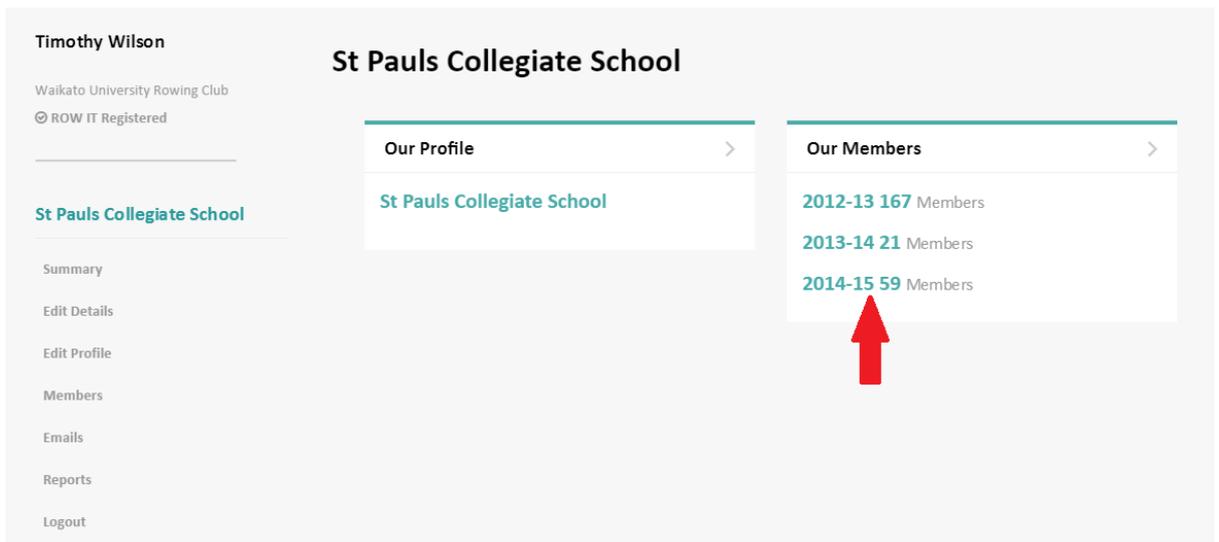
3. You will be prompted to enter your login details. **Type them in** then select **Login**

A screenshot of the 'Member Login' form. The form is set against a dark grey background. It contains the following elements: a title 'Member Login', an 'EMAIL' label above a white input field containing the text 'Email', a 'PASSWORD' label above a white input field containing the text 'Password', a checked checkbox labeled 'Keep me logged in', a grey 'LOG IN' button, and two links at the bottom: 'Trouble logging in? Get help >' and 'New user? Join now >'. A red arrow points to the 'Join now' link.

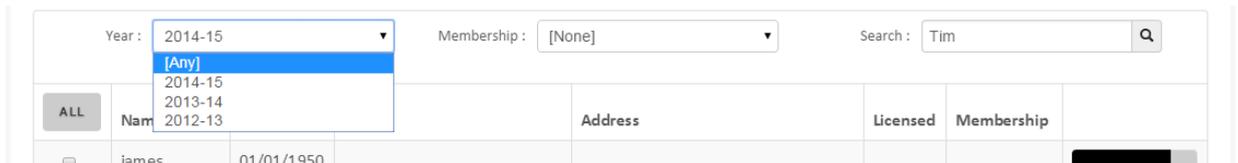
4. From the dashboard select **Manage** under My Clubs



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

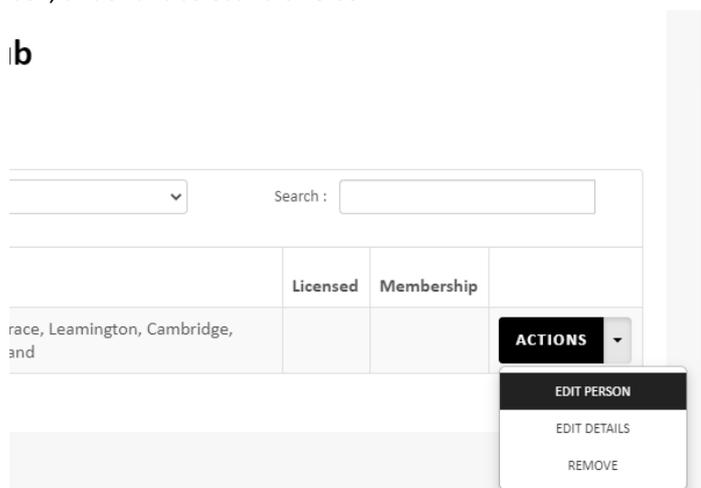


6. Rather than scrolling through pages of names, the easiest way to find an individual to set the year to **[ ANY ]** and type in the person's name in the search box, then press the **magnifying glass**.



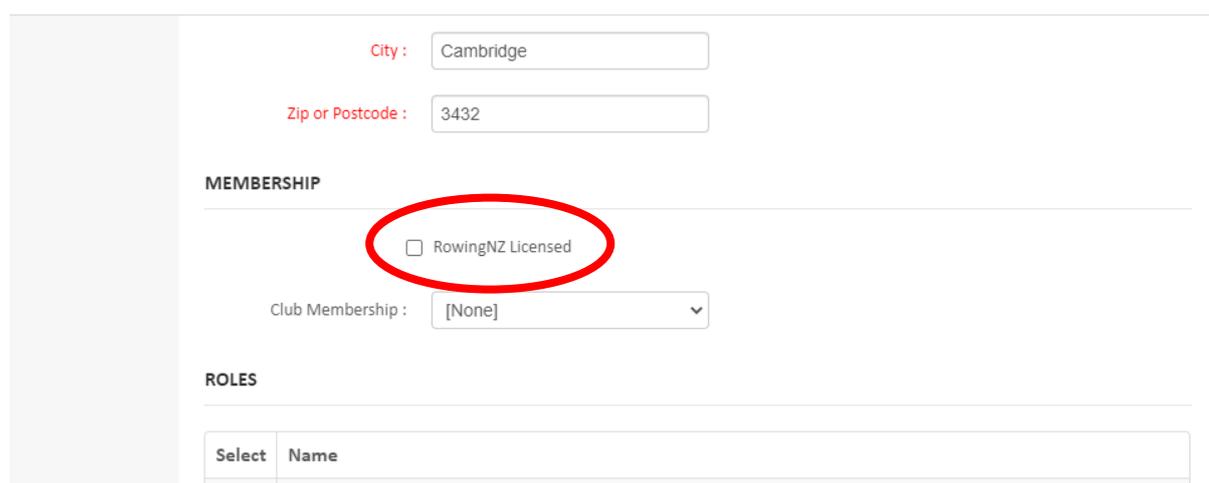
- Once you have found the person you are looking to licence on the righthand side there is an Actions box, under this select **Edit Person**

**b**



The screenshot shows a table with columns 'Licensed' and 'Membership'. A row is partially visible with text 'race, Leamington, Cambridge, and'. An 'ACTIONS' dropdown menu is open, showing options 'EDIT PERSON', 'EDIT DETAILS', and 'REMOVE'.

- Scroll down to find the membership area and Tick the **RowingNZ Licensed** box under Memberships



The screenshot shows a web form with fields for 'City' (Cambridge) and 'Zip or Postcode' (3432). Below these is the 'MEMBERSHIP' section, which includes a checkbox for 'RowingNZ Licensed' (circled in red) and a dropdown for 'Club Membership' (set to '[None]'). Below this is the 'ROLES' section, which is currently empty.

By ticking this box it will grant the person a competition license. 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).

- 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.

- Select **Save**

Once finished, you will need to “send” these people to the club that you operate out of.