ROWING NEW ZEALAND

SCHOOL

KEY PERSON MANUAL

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CREATING NEW SCHOOL MEMBERS

This process allows you as the school's key person, to create new 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 Rowing NZ database.

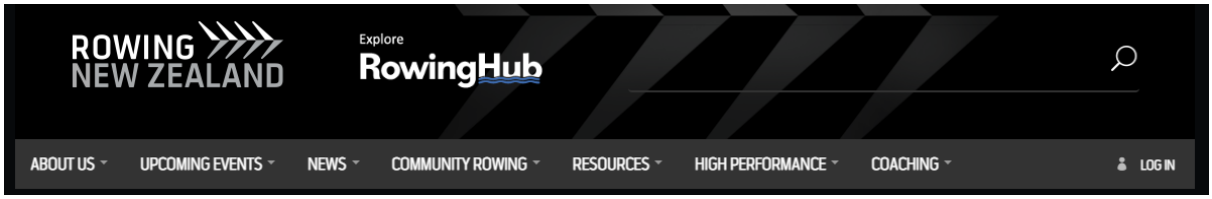
If a person has previously been a member of your school in the past, but not the previous season, chances are that they are in your membership list. Please search for them before creating a new record for them.

If you are wanting to register a new member who has previously been a member of another school or club, you must contact Rowing NZ to have this person transferred over to your school.

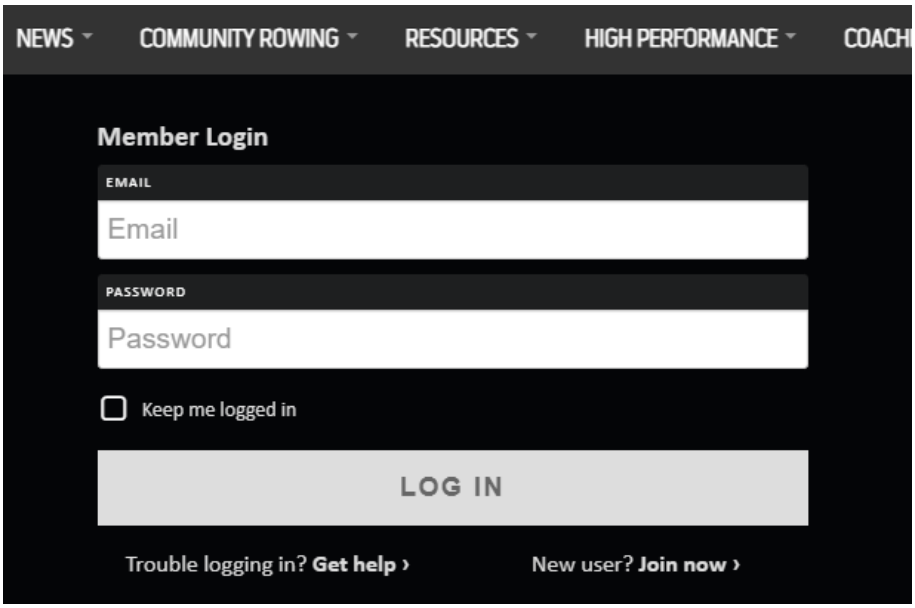
Do not re-create them as this will create a duplicate profile.

1. Go to www.rowingnz.kiwi

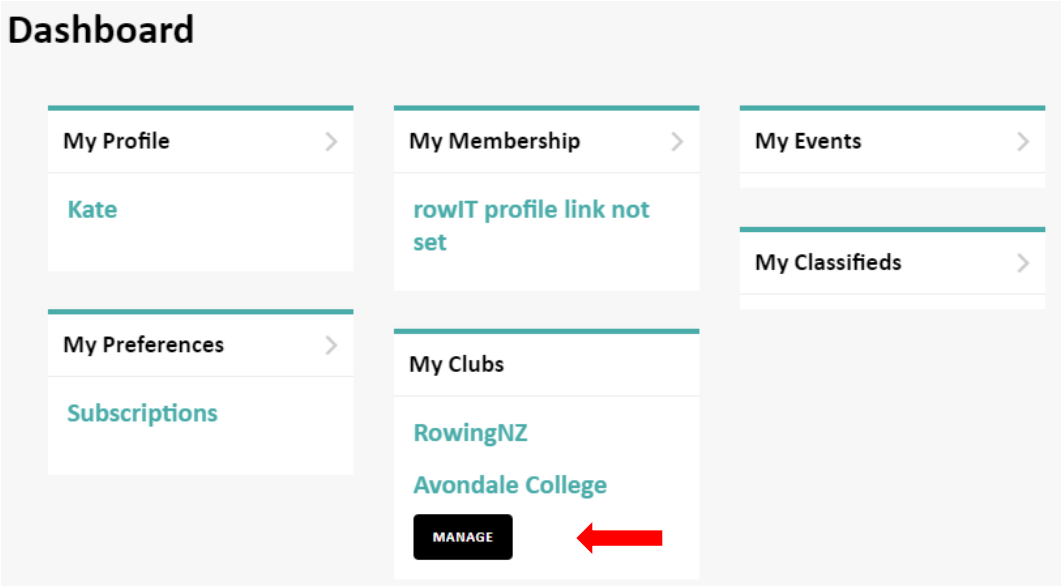
2. Select **Log In** in the top right corner of the screen.



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

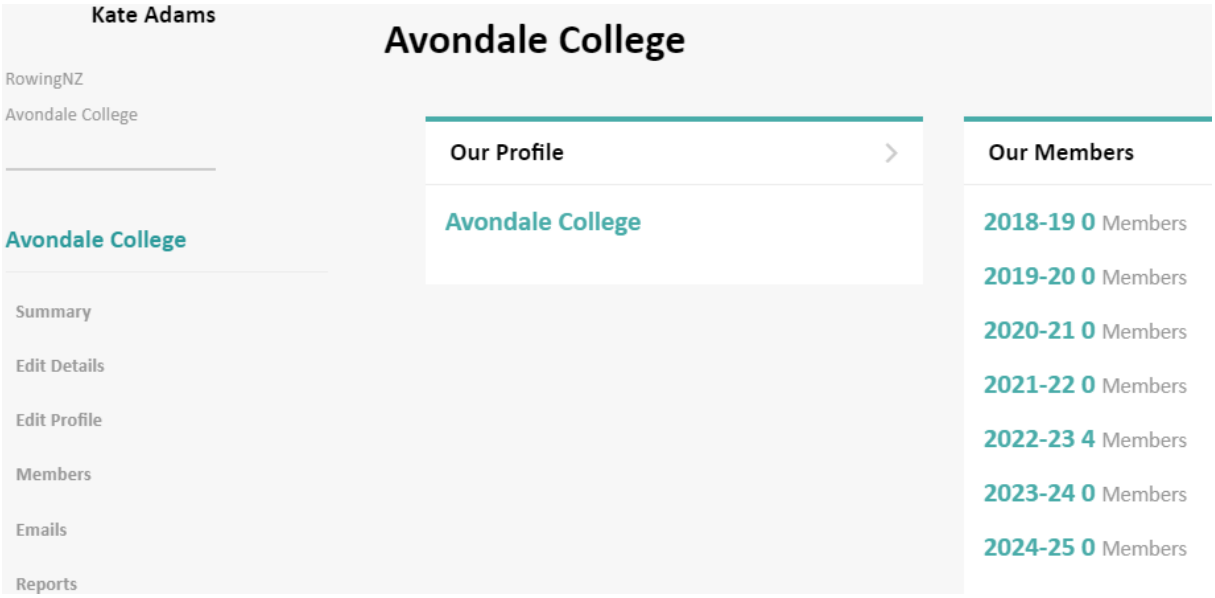


4. From the dashboard select **Manage** under **My Clubs**.

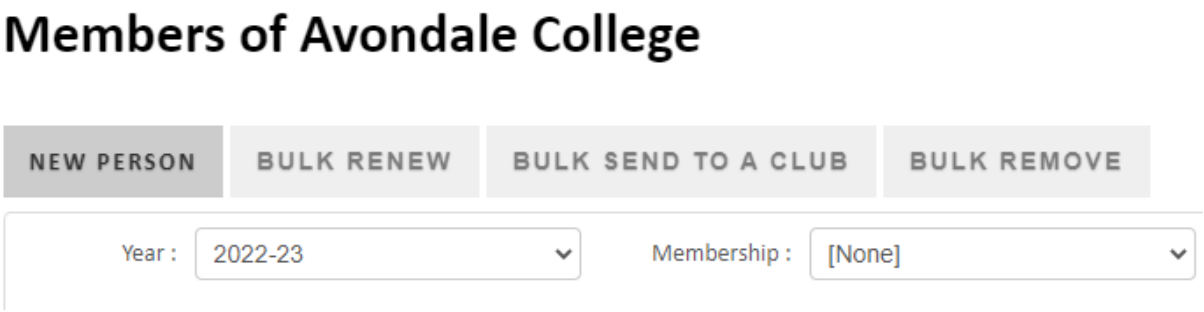


5. This is your school's dashboard.

   From here select the **current season** on the right hand side under **Our Members**.



6. Select **New Person**.



7. 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.**

8. 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.

9. 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 6-10 correctly, it will show **Bugs Bunny created!**

12. If you need to create more new members follow steps 6-10. If you are finished select **Summary** on the left hand side of the screen.

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

NOTE: The link the Rowing NZ database and RowIT is not automatic. Please contact RowIT directly if you require their assistance.

RENEWING SCHOOL MEMBERS FOR A NEW SEASON

These processes allow you as the school's key person to renew members within your school. Schools should wherever possible include all their members. There is no cost in listing unlicensed members in the database.

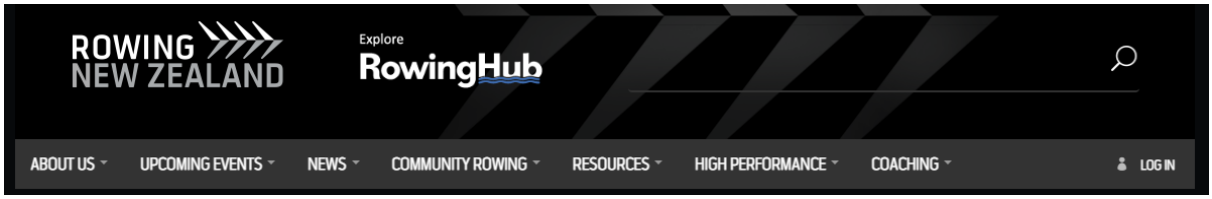
If a person has previously been a member of your school in the past, but not the previous season, chances are that they are in your membership list. Please search for them before creating a new record for them.

BULK RENEWAL FROM THE PREVIOUS SEASON

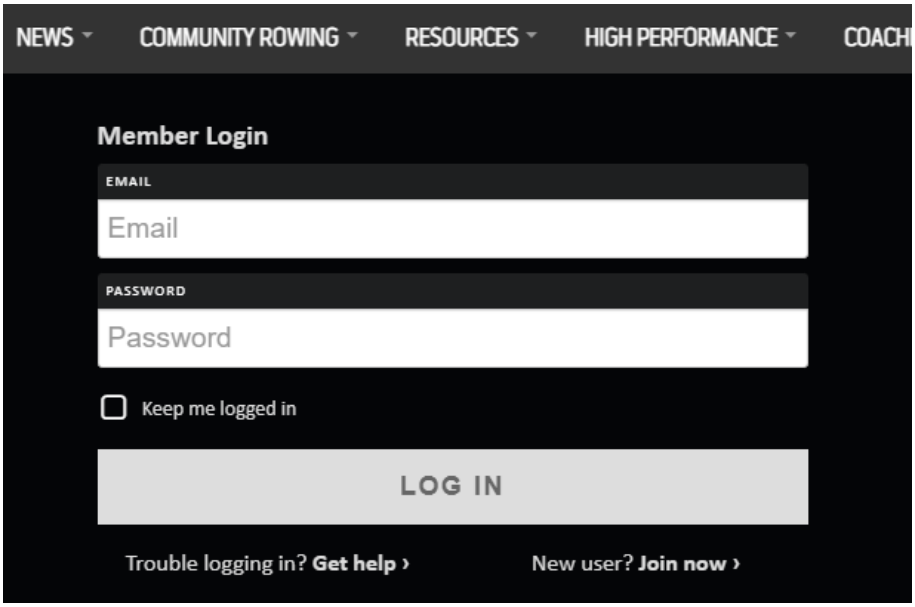
This process allows a school's key person to bulk renew members within their school.

1. Go to www.rowingnz.kiwi

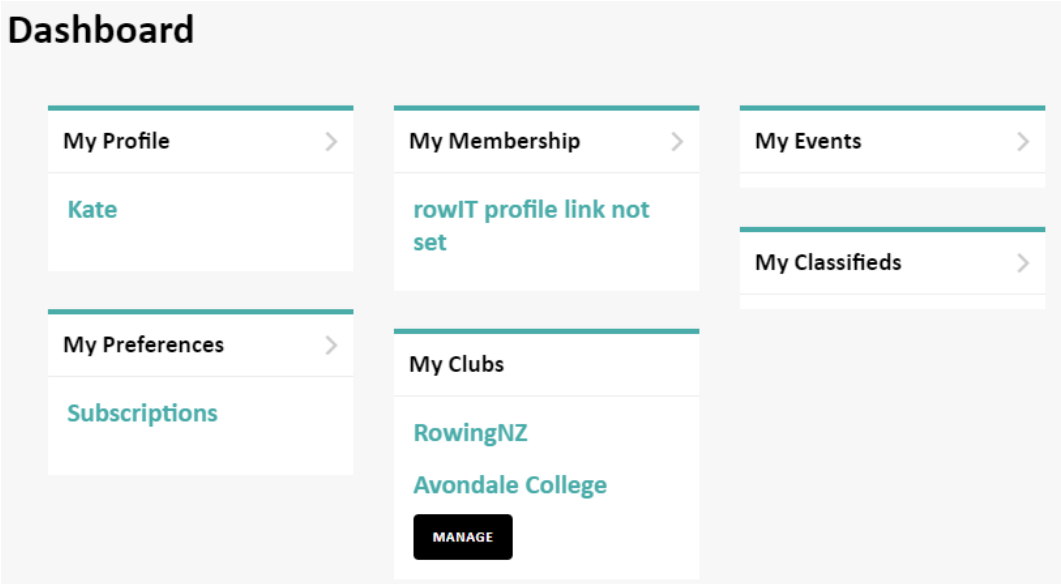
2. Select **Log In** in the top right corner of the screen.



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

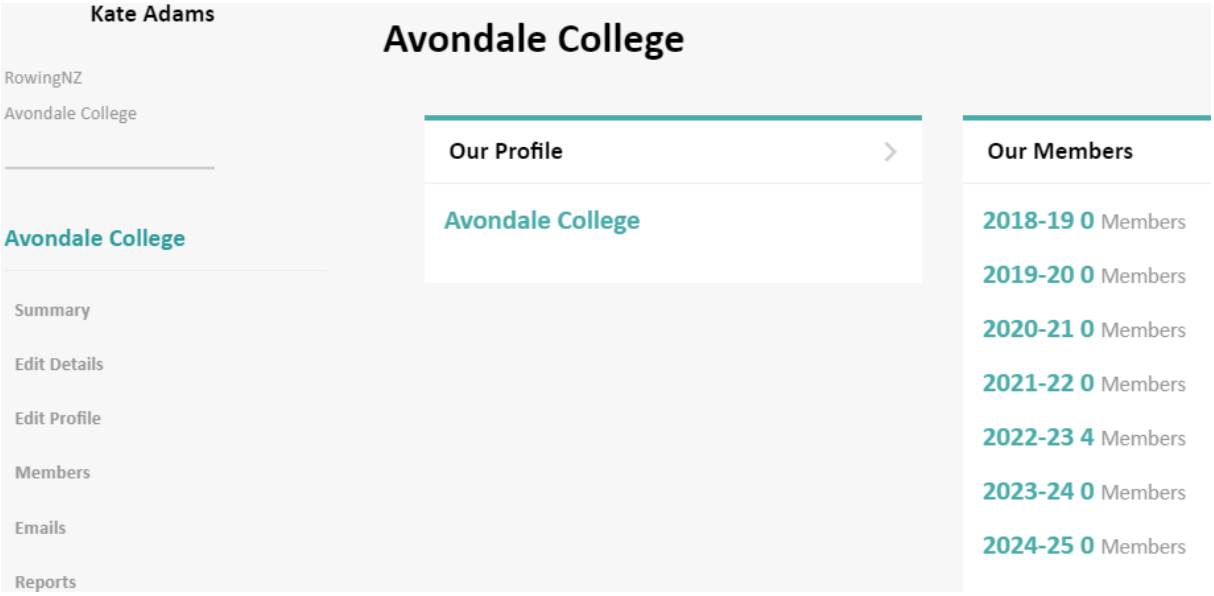


4. From your dashboard select **Manage** under **My Clubs**.



5. This is your school's dashboard.

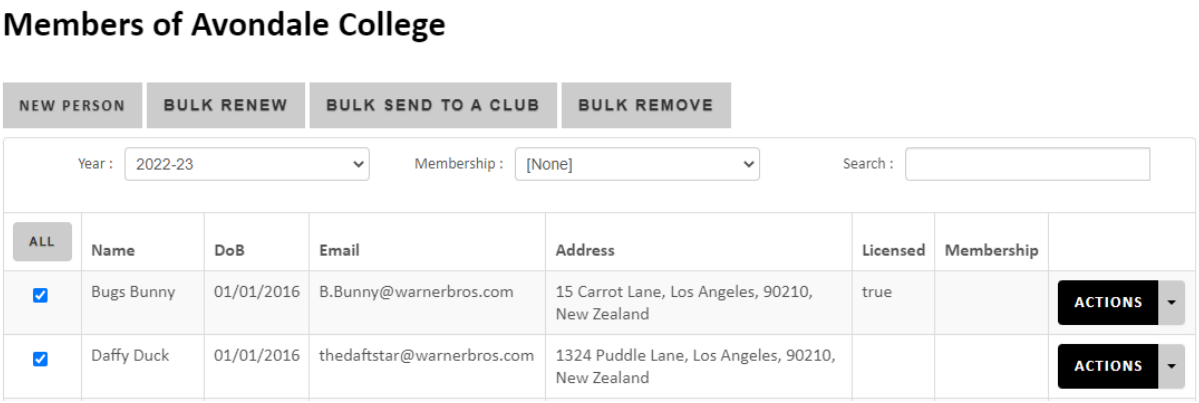
   From here select the **previous season** on the right hand side under **Our Members** i.e., if you are creating memberships for the 2023-24 season you would select **2022-23**.



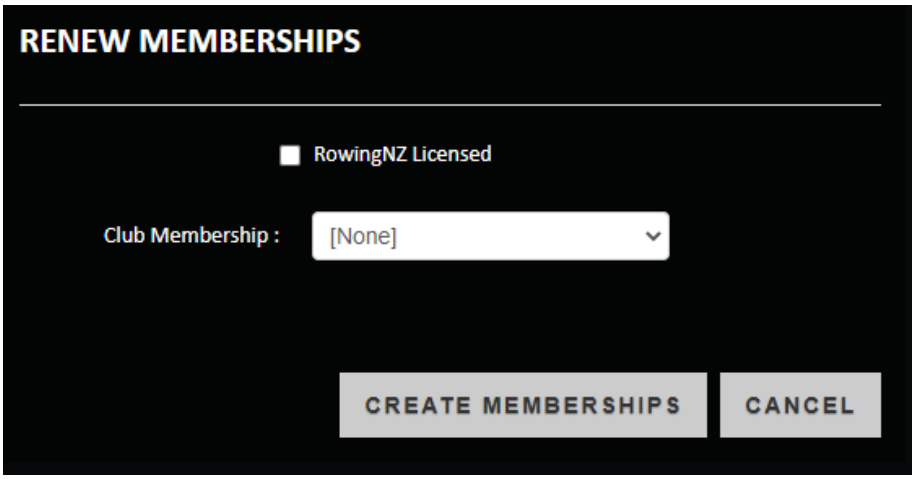
6. Along the left hand side, next to the names there are tick boxes.
   Tick the people you want to renew.

   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 or refresh your browser*.**

7. At the top of the page select **Bulk Renew**.



8. Select **Create Memberships**.



DO NOT click "RowingNZ Licensed" under the bulk renewal option. This feature has been disabled to prevent rowers been licensed unnecessarily.

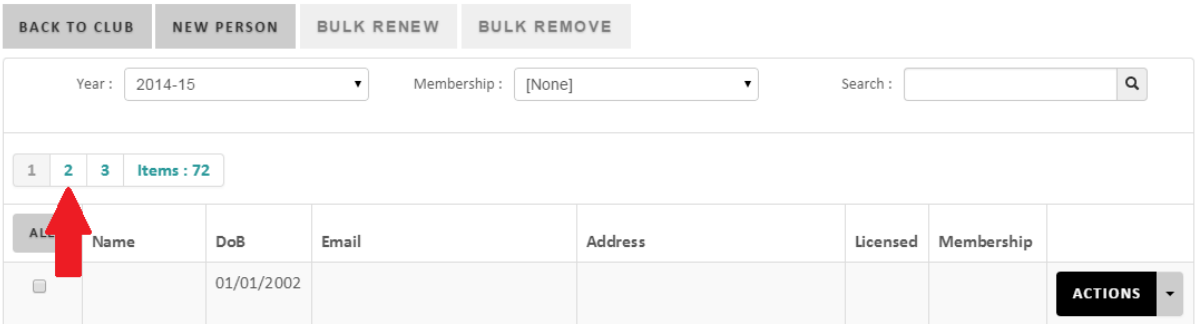
Please note if you licence a person, the club **will be charged the licence fee** irrespective of whether the member rows in a licensable regatta or not. As of 2023, the license fee sits at $90 + GST per person.

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 and

we recommend doing this just prior to making regatta entries on RowIT for a licensable regatta.

9. This will return you to the list of the previous season's members. At the top it will show **Membership(s) renewed into 2023-24** if successful.

10. 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 6-8.



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

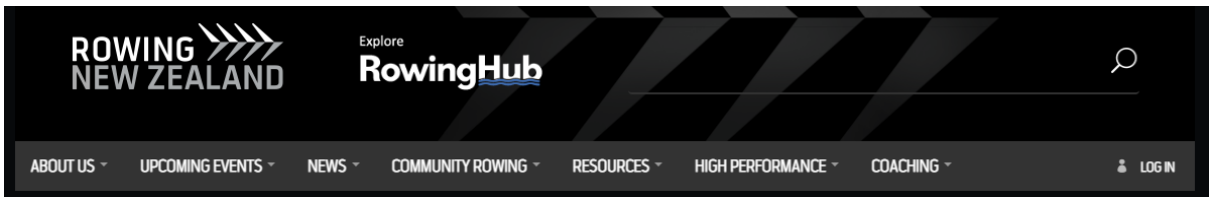
RENEWING INDIVIDUALS ONE BY ONE

This process allows you as the school's key person, to renew individual members within your school rather than in bulk.

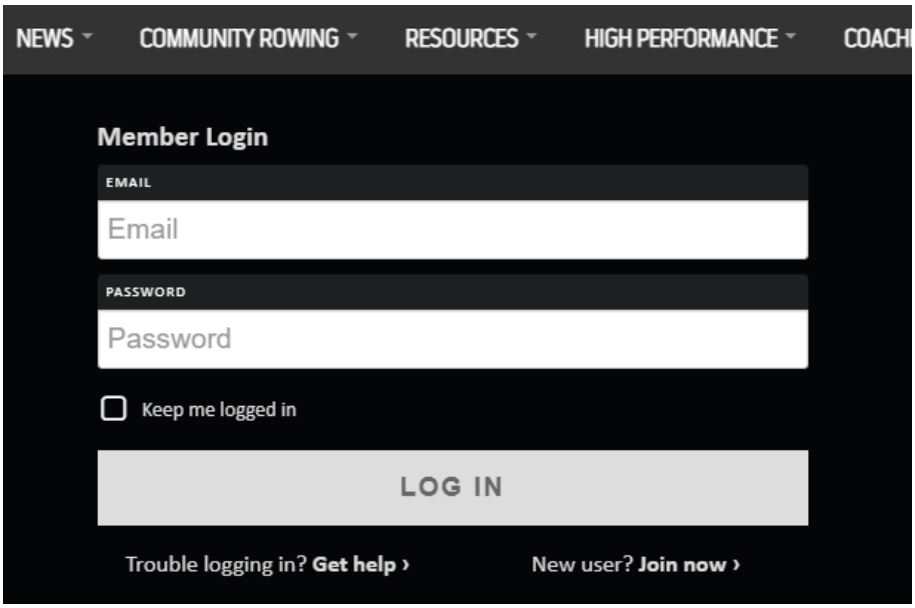
If a person has previously been a member of your school in the past, but not the previous season, chances are that they are in the database. Please look for them before creating a new record.

1. Go to www.rowingnz.kiwi

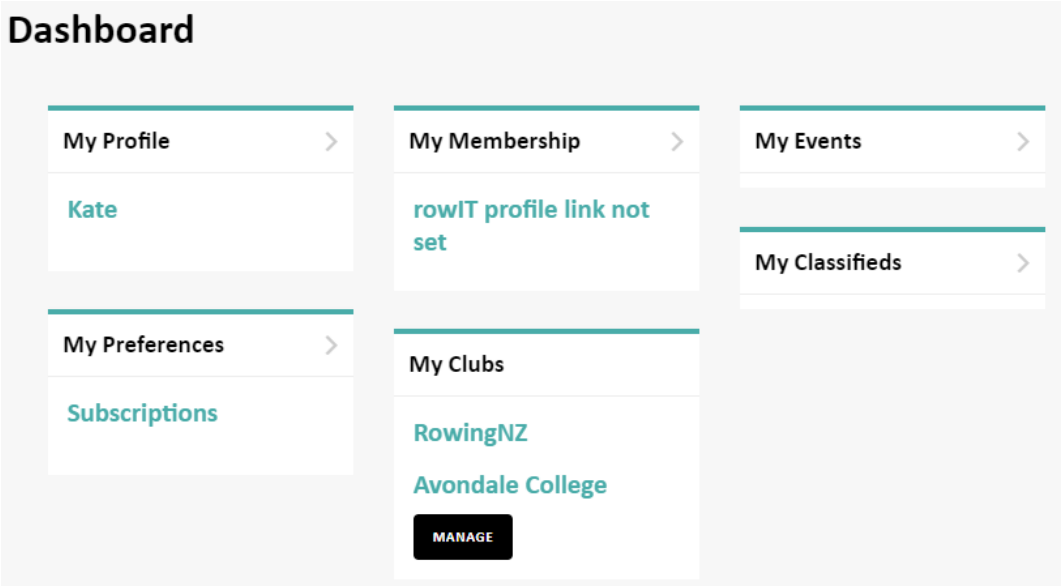
2. Select **Log In** in the top right corner of the screen.



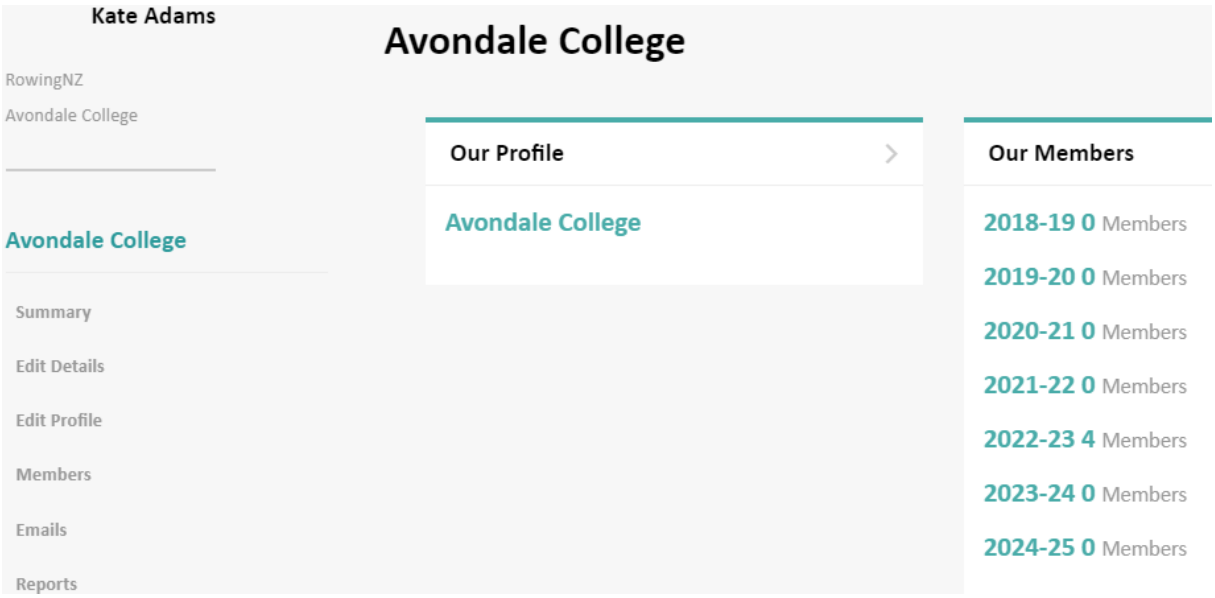
3. You will be prompted to enter your login details. Type them in then select **Log In**.



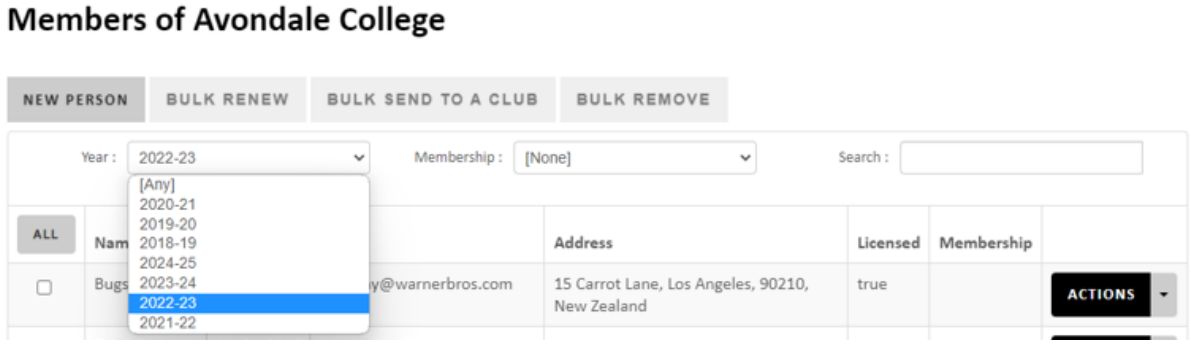
4. From the dashboard select **Manage** under **My Clubs**.



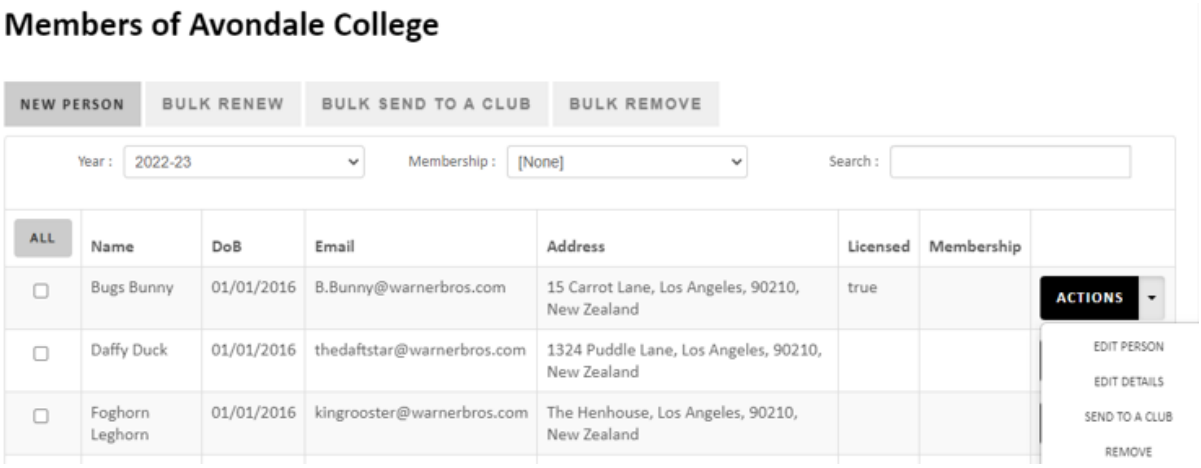
5. This is your school's dashboard.
   From here, select **any season** on the right hand side under **Our Members**.



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



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



8. Check that all the member's details are still correct on the top half of the page and update 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.

10. The final set of tick boxes allows you to allocate roles to people. This includes **President, Safety Officer, Club Captain etc.**

11. You can assign some as many roles as you need.

12. Select **Save**.

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

NOTE: The link the RNZ database and RowIT is not automatic. Please contact RowIT directly if you require their assistance.

SENDING MEMBERS TO CLUBS

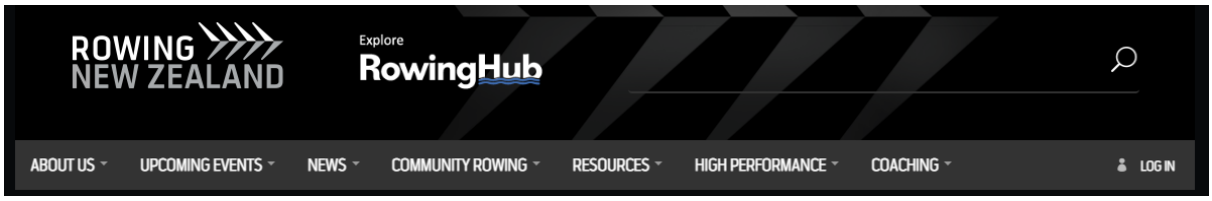
Once people are given memberships to your school for the current season, or you have added additional members, they must be then "sent" to the club that your school operates out of. This is required so we can bill the club for the competition license, and they can be selected in RowIT.

Some schools have their own rowing clubs, but this process needs to be actioned whether your school is affiliated to a separate club or to a school club, i.e.

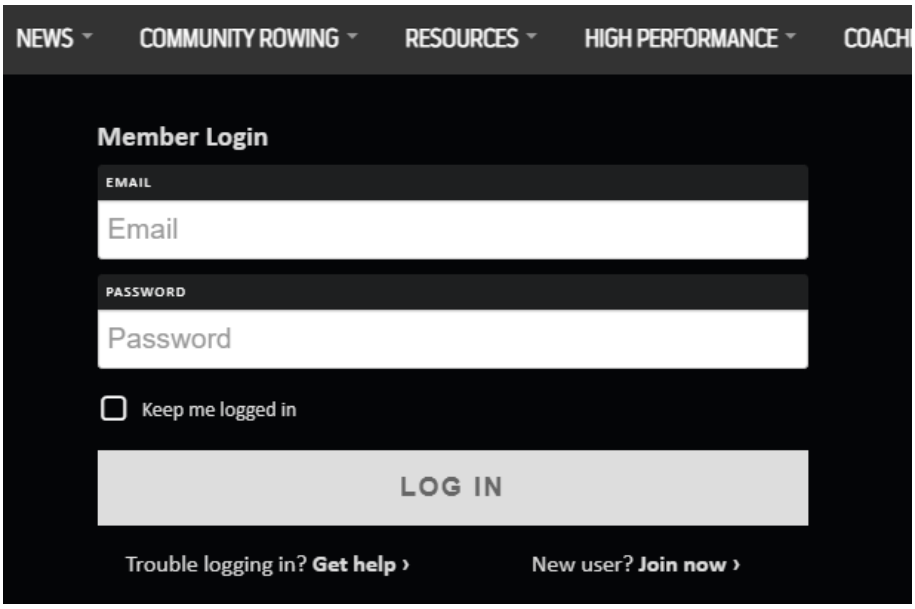
- Auckland Grammar School must be sent to Auckland Grammar Rowing Club
- St. Peters School must be sent to Cambridge Rowing Club

1. Go to www.rowingnz.kiwi

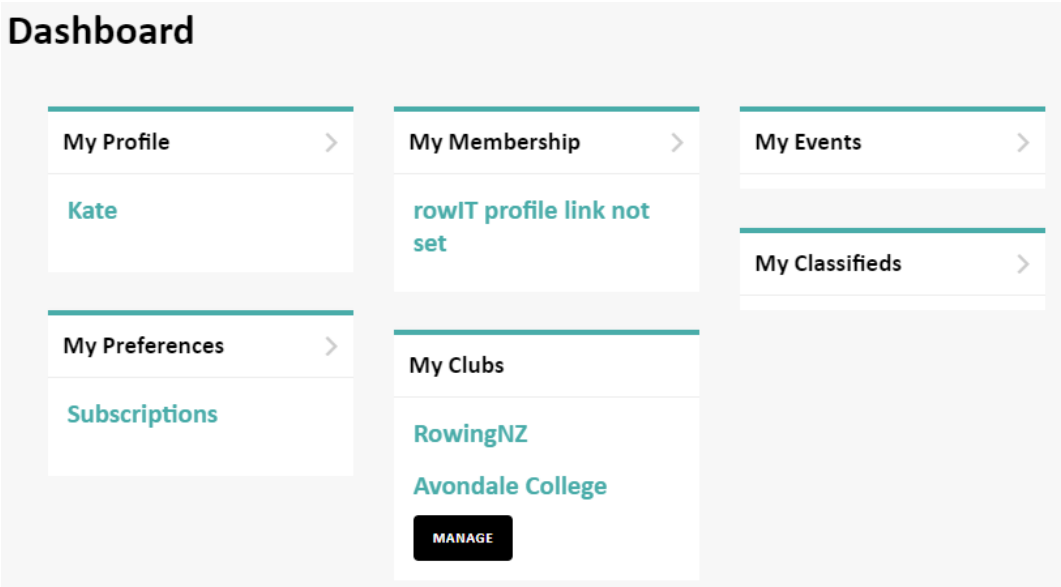
2. Select **Log In** in the top right corner of the screen.



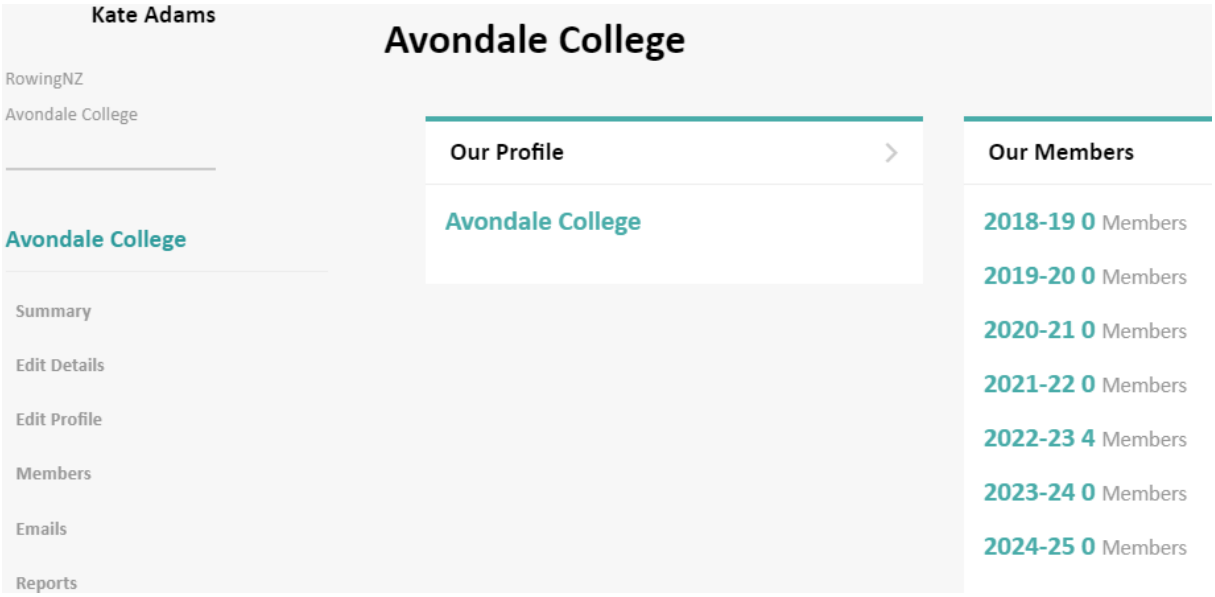
3. You will be prompted to enter your login details. Type them in then select **Log In**.



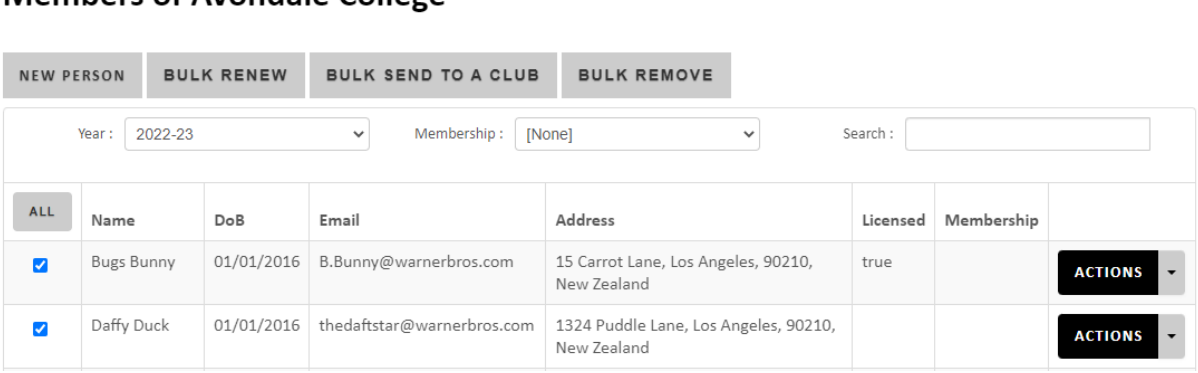
4. From the dashboard select **Manage** under **My Clubs**.



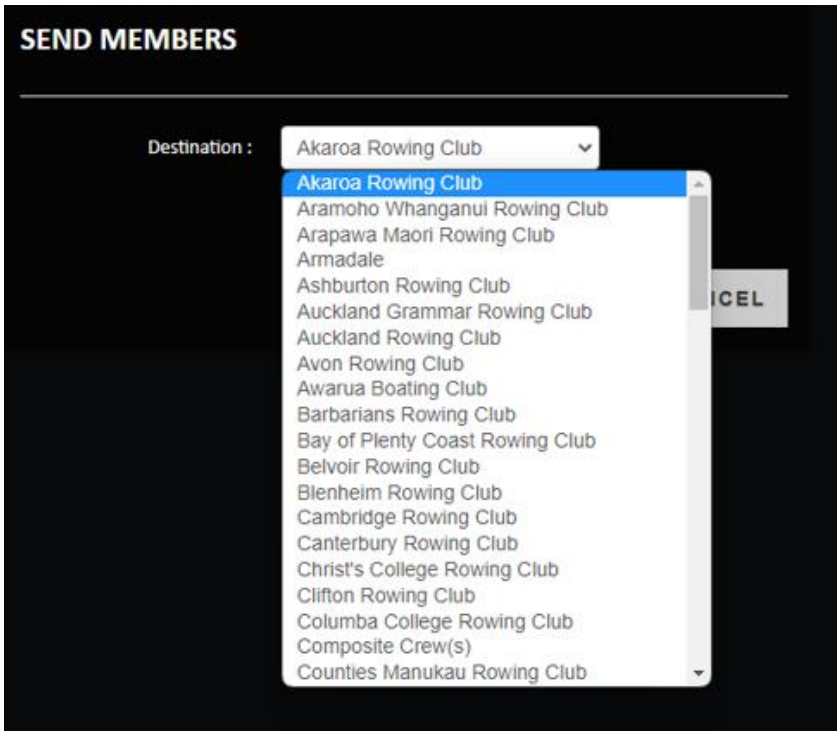
5. This is your school's dashboard.
   From here, select the **current season** on the right hand side under **Our Members**.



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.**



8. You will need to repeat this for each page of athletes.
   If you accidently send your people to the wrong club, please contact Rowing NZ immediately so it can be reversed it ASAP.

LICENSING MEMBERS

Please note if you licence a person, the club **will be charged the licence fee** irrespective of whether the member rows in a licensable regatta or not. As of 2023, the license fee sits at $90 + GST.

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 and we recommend doing this just prior to making regatta entries on RowIT for a licensable regatta.

The following are licensable regattas:

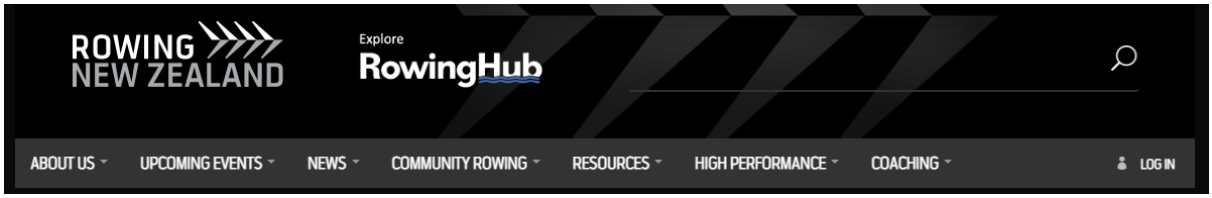
- New Zealand Rowing Championships
- New Zealand Masters Championships
- New Zealand University Championships
- North Island Club Championships
- South Island Club Championships
- Jury Cup Whanganui
- Wellington Provincial Championships
- Canterbury Championships
- Otago Championships
- Karāpiro Christmas Regatta
- North Island Junior Regatta
- South Island Junior Regatta

LICENSING INDIVIDUAL MEMBERS ONE BY ONE

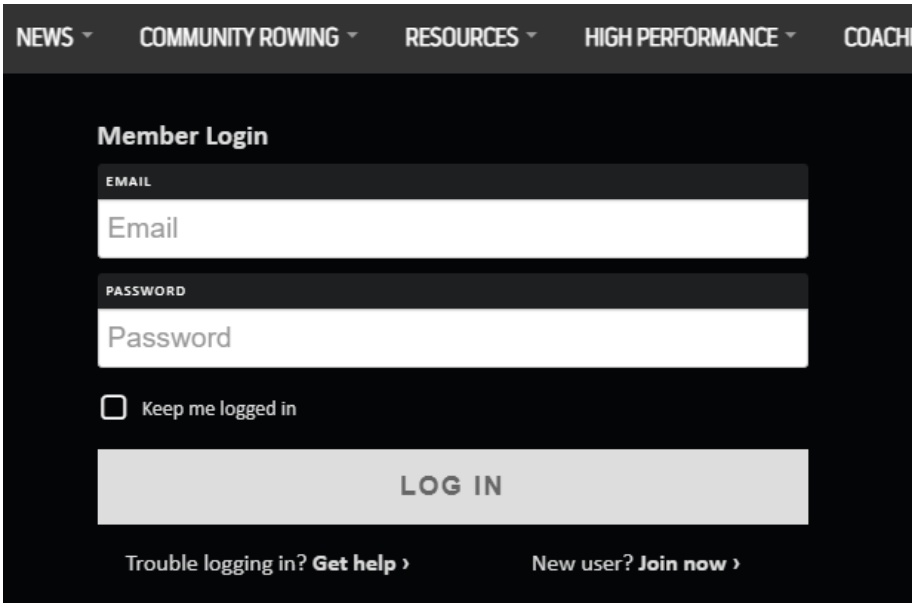
THIS IS THE ONLY METHOD FOR LICENSING YOUR MEMBERS TO HELP PREVENT THE WRONG PEOPLE BEING LICENSED.

1. Go to www.rowingnz.kiwi

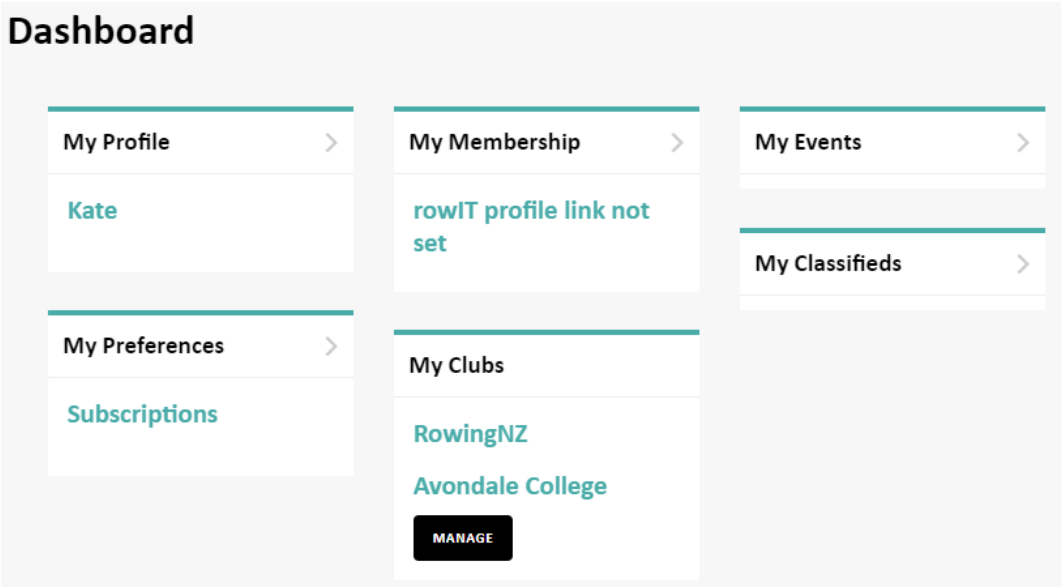
2. Select **Log In** in the top right corner of the screen.



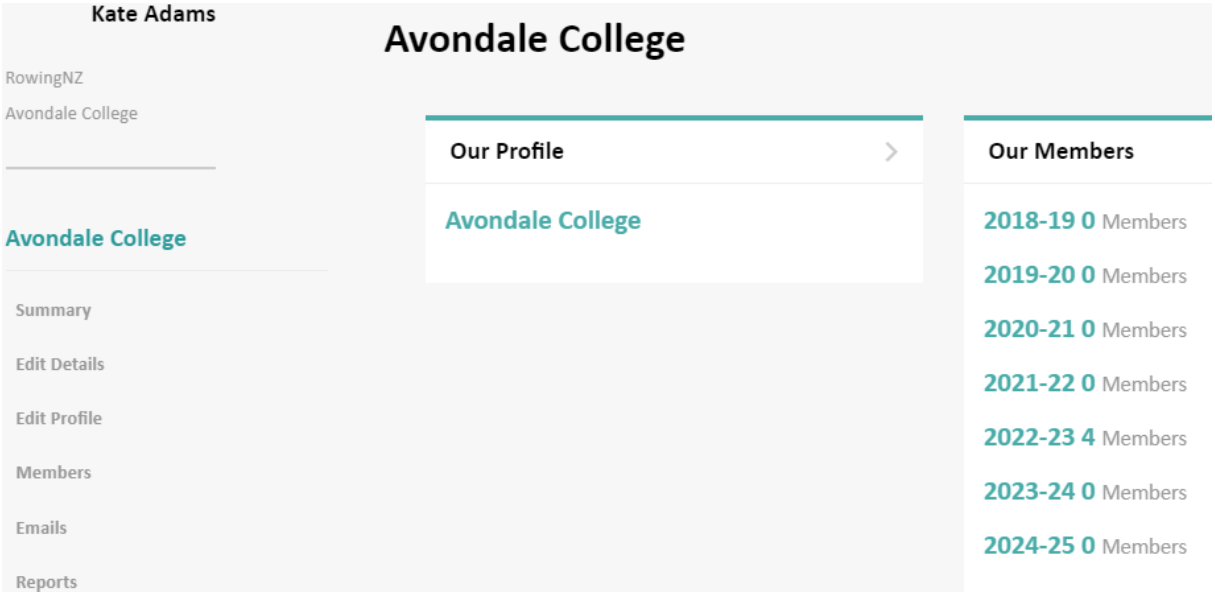
3. You will be prompted to enter your login details. Type them in then select **Log In**.



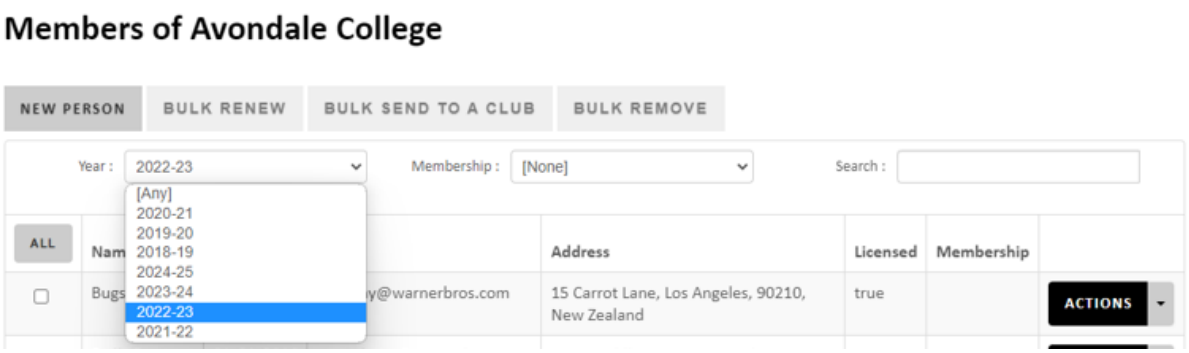
4. From the dashboard select **Manage** under **My Clubs**.



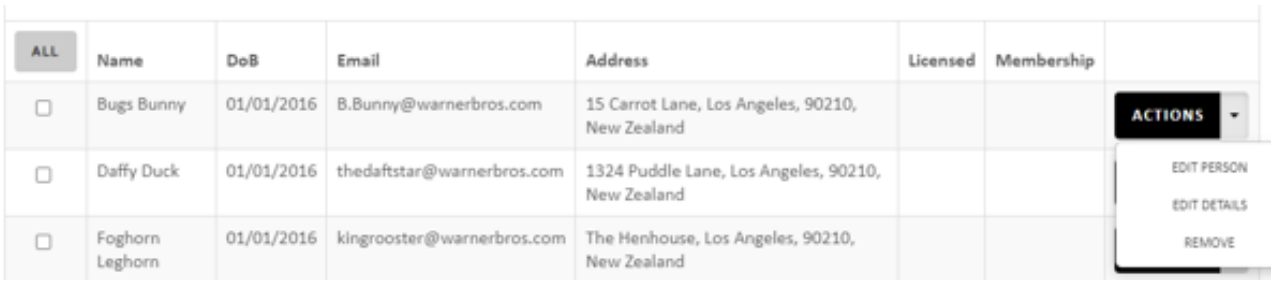
5. This is your school's dashboard.
   From here select the **current season** on the right hand side under **Our Members**.



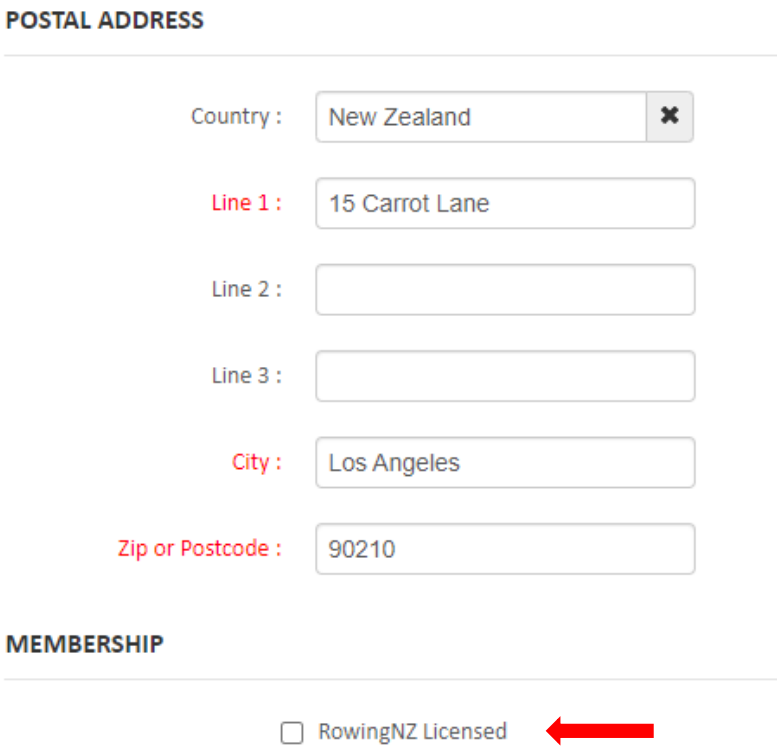
6. Rather than scrolling through pages of names, the easiest way to find an individual is to set the year to **[ANY]**, type in the person's name in the search box and then press **enter**.



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

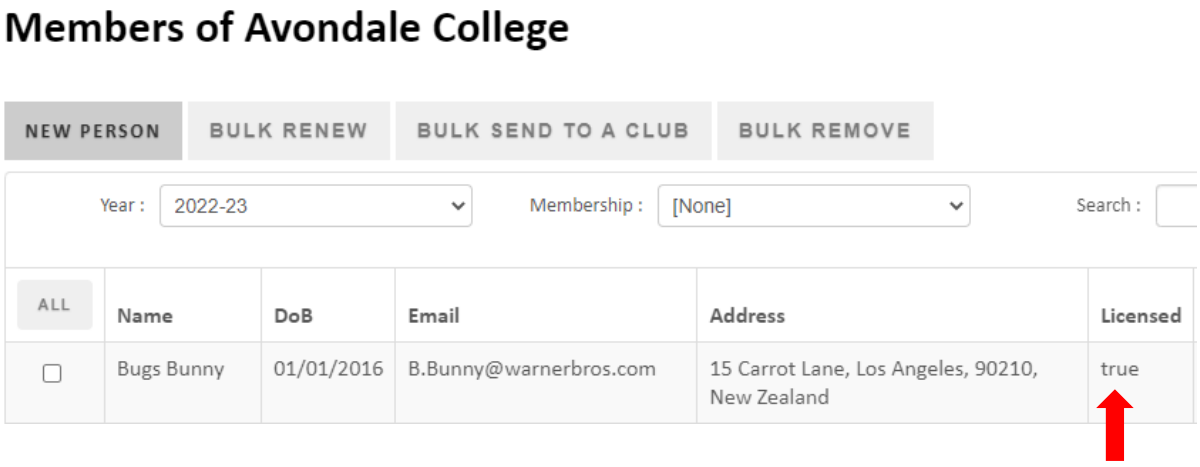


8. Scroll down to find the membership area and tick the **RowingNZ Licensed** box under **Memberships**.



By ticking this box, it will grant the member a competition license.

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** at the bottom of the screen. Members that have been licensed, will show on your member summary with the word "true" under the licensed column.