

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.

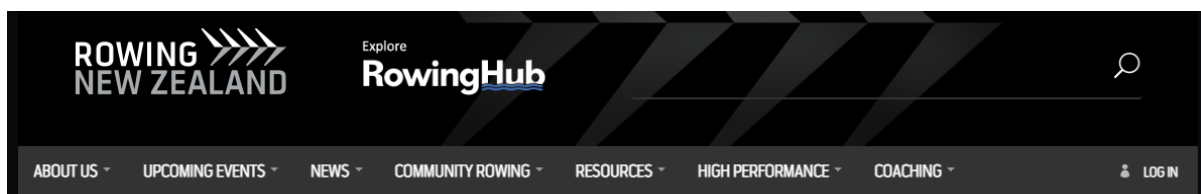
Schools should wherever possible include all their members, not just those who need a competition license. There is no cost in listing unlicensed members in the Rowing NZ database.

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.**

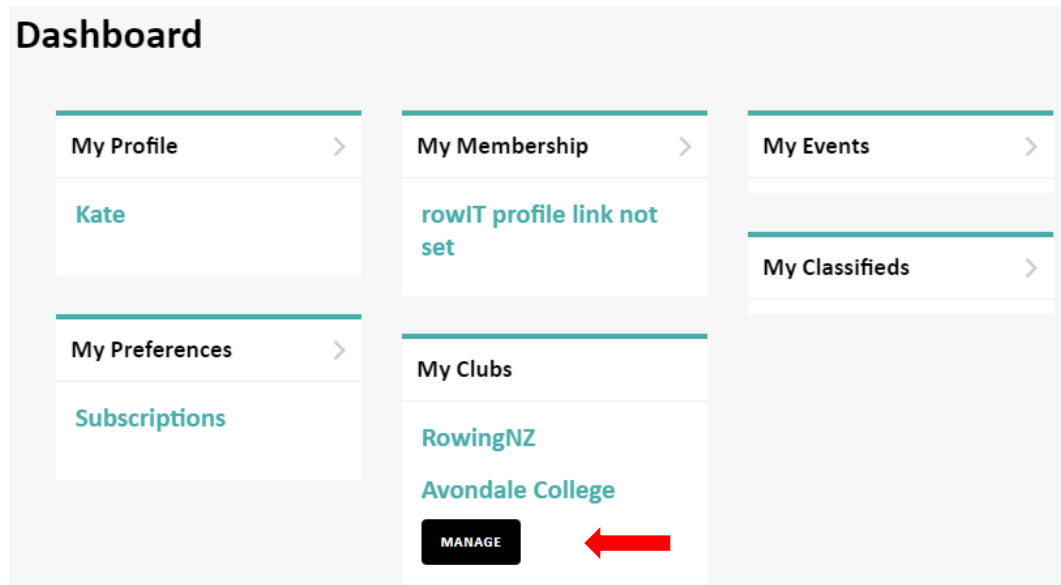
1. Go to [www.rowingnz.kiwi](http://www.rowingnz.kiwi)
2. Select **Log In** in the top right corner of the screen.



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

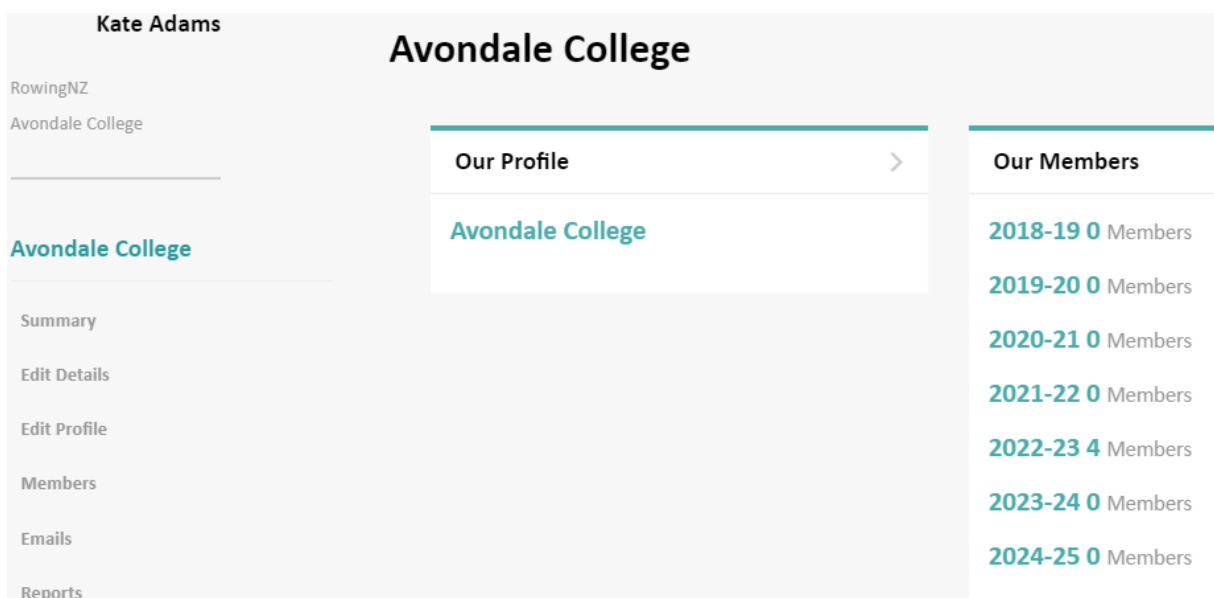
The image shows a 'Member Login' form. At the top, there is a navigation bar with links: 'NEWS', 'COMMUNITY ROWING', 'RESOURCES', 'HIGH PERFORMANCE', and 'COACHING'. The form itself has a title 'Member Login'. Below the title are two input fields: 'EMAIL' with a placeholder 'Email' and 'PASSWORD' with a placeholder 'Password'. Below these fields is a checkbox labeled 'Keep me logged in'. At the bottom of the form is a large 'LOG IN' button. Below the button are two links: 'Trouble logging in? Get help >' and 'New user? Join now >'.

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**.

## Members of Avondale College

NEW PERSON	BULK RENEW	BULK SEND TO A CLUB	BULK REMOVE
------------	------------	---------------------	-------------

Year :

2022-23

▼

Membership :

[None]

▼

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 to 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

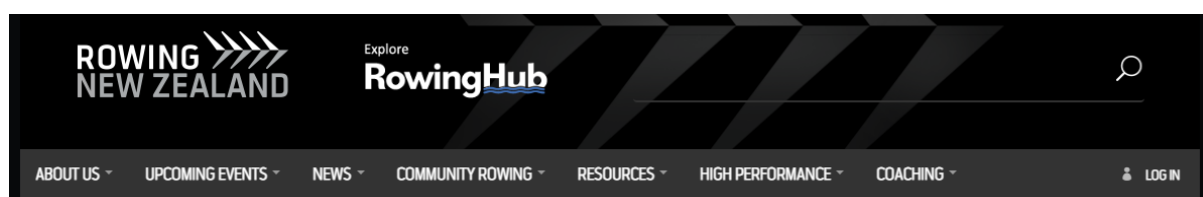
These processes allow you as the school's key person to renew members within your school. Schools should wherever possible include all their members. There is no cost in listing unlicensed members in the database.

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.

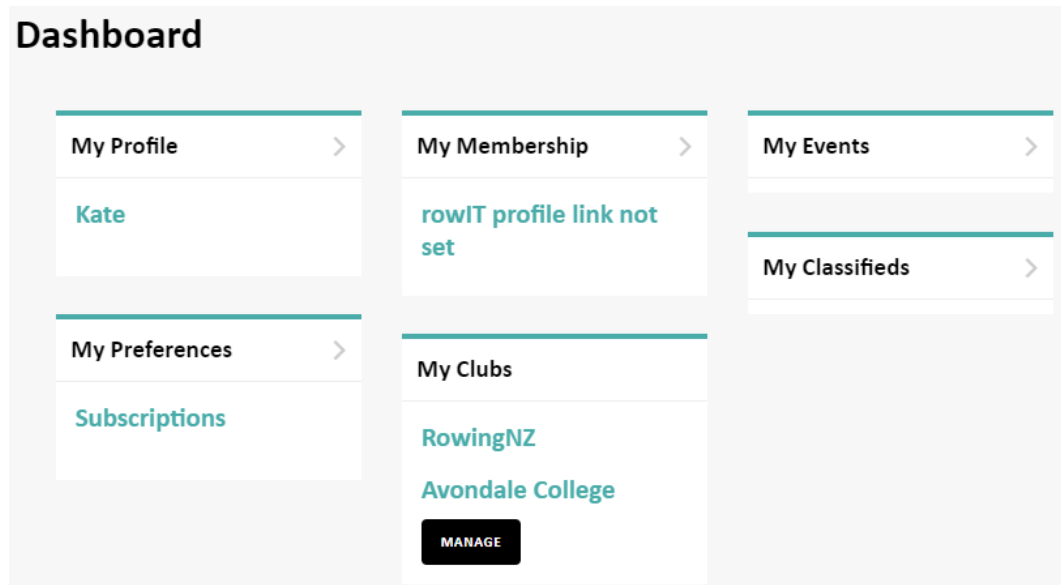
1. Go to [www.rowingnz.kiwi](http://www.rowingnz.kiwi)
2. Select **Log In** in the top right corner of the screen.



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

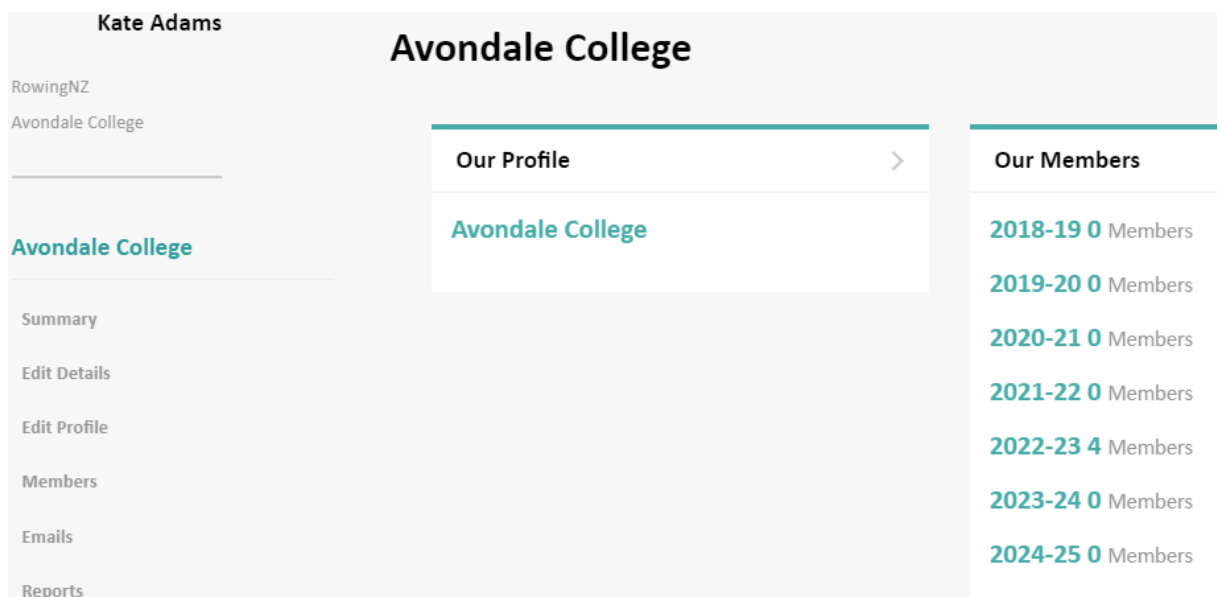
The image shows a 'Member Login' form on a dark background. At the top, there is a navigation bar with links: 'NEWS', 'COMMUNITY ROWING', 'RESOURCES', 'HIGH PERFORMANCE', and 'COACHING'. The form itself has the title 'Member Login'. It contains two input fields: 'EMAIL' with a placeholder 'Email' and 'PASSWORD' with a placeholder 'Password'. Below these fields is a checkbox labeled 'Keep me logged in'. At the bottom of the form is a large 'LOG IN' button. Below the button, there are two links: 'Trouble logging in? Get help >' and 'New user? Join now >'.

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**.

## Members of Avondale College

NEW PERSON	BULK RENEW	BULK SEND TO A CLUB	BULK REMOVE
------------	------------	---------------------	-------------

Year :  Membership :  Search :

ALL	Name	DoB	Email	Address	Licensed	Membership	
<input checked="" type="checkbox"/>	Bugs Bunny	01/01/2016	B.Bunny@warnerbros.com	15 Carrot Lane, Los Angeles, 90210, New Zealand	true		ACTIONS ▾
<input checked="" type="checkbox"/>	Daffy Duck	01/01/2016	thedaftstar@warnerbros.com	1324 Puddle Lane, Los Angeles, 90210, New Zealand			ACTIONS ▾

8. Select **Create Memberships**.

### RENEW MEMBERSHIPS

☐ RowingNZ Licensed

Club Membership :

CREATE MEMBERSHIPS CANCEL

**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.

BACK TO CLUB		NEW PERSON		BULK RENEW		BULK REMOVE	
Year : 2014-15		Membership : [None]		Search :			
1		2		3		Items : 72	
ALL	Name	DoB	Email	Address	Licensed	Membership	ACTIONS
<input type="checkbox"/>		01/01/2002					

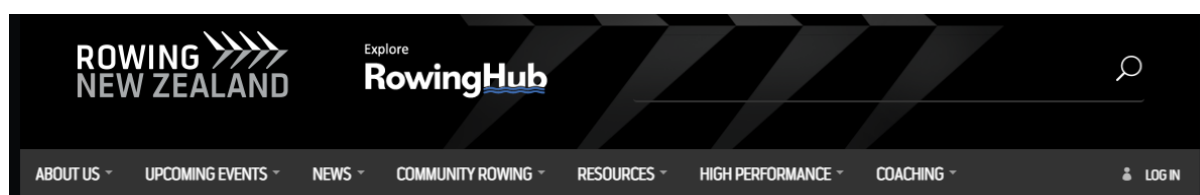
11. Once finished, you will need to “send” these people to the club that you operate out of. See page 12 on how to do this.

## RENEWING INDIVIDUALS ONE BY ONE

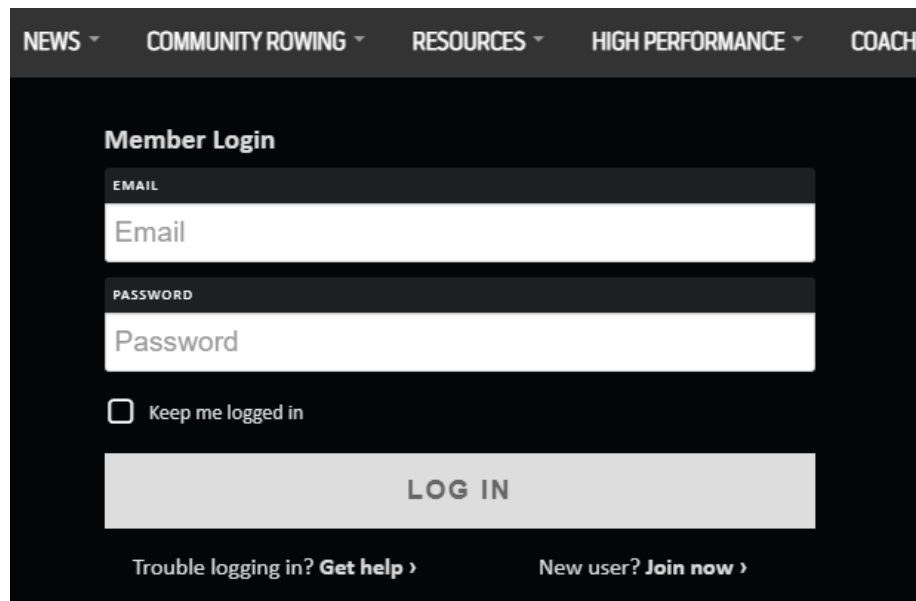
This process allows you as the school's key person, to renew individual members within your school rather than in bulk.

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](http://www.rowingnz.kiwi)
2. Select **Log In** in the top right corner of the screen.

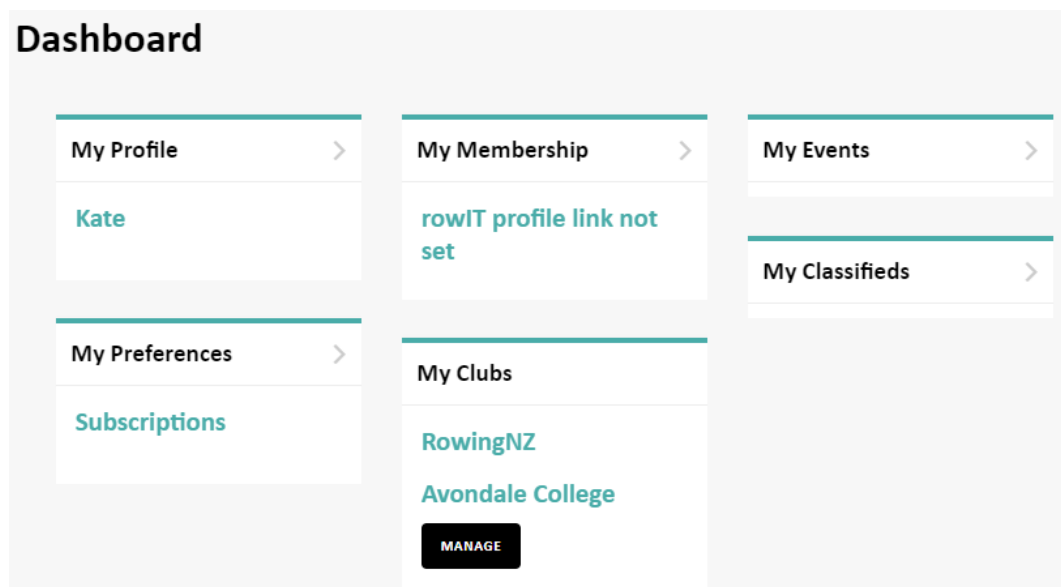


3. You will be prompted to enter your login details. Type them in then select **Log In**.



The image shows a 'Member Login' form on a dark background. At the top, there is a navigation bar with links: NEWS, COMMUNITY ROWING, RESOURCES, HIGH PERFORMANCE, and COACH. The login form itself has a title 'Member Login'. Below the title are two input fields: 'EMAIL' and 'PASSWORD'. The 'EMAIL' field contains the placeholder text 'Email', and the 'PASSWORD' field contains the placeholder text 'Password'. Below these fields is a checkbox labeled 'Keep me logged in'. At the bottom of the form is a large 'LOG IN' button. Below the button, there are two links: 'Trouble logging in? Get help >' and 'New user? Join now >'.

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



The image shows a 'Dashboard' with a light gray background. The title 'Dashboard' is at the top left. Below the title, there are several sections. On the left, there is a 'My Profile' section with a right arrow and the name 'Kate' below it. Below that is a 'My Preferences' section with a right arrow and the word 'Subscriptions' below it. In the center, there is a 'My Membership' section with a right arrow and the text 'rowIT profile link not set' below it. Below that is a 'My Clubs' section with a right arrow. Under 'My Clubs', there are two entries: 'RowingNZ' and 'Avondale College', both in blue text. Below these entries is a black button with the word 'MANAGE' in white. On the right, there is a 'My Events' section with a right arrow. Below that is a 'My Classifieds' section with a right arrow.

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

Kate Adams

RowingNZ

Avondale College

## Avondale College

Our Profile

Avondale College

### Our Members

2018-19 0 Members  
2019-20 0 Members  
2020-21 0 Members  
2021-22 0 Members  
2022-23 4 Members  
2023-24 0 Members  
2024-25 0 Members

Avondale College

Summary  
Edit Details  
Edit Profile  
Members  
Emails  
Reports

- 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**.

## Members of Avondale College

NEW PERSON BULK RENEW BULK SEND TO A CLUB BULK REMOVE

Year : 2022-23 Membership : [None] Search :

ALL	Name	DoB	Email	Address	Licensed	Membership	
<input type="checkbox"/>	Bugs Bunny	01/01/2016	B.Bunny@warnerbros.com	15 Carrot Lane, Los Angeles, 90210, New Zealand	true		ACTIONS

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

## Members of Avondale College

NEW PERSON BULK RENEW BULK SEND TO A CLUB BULK REMOVE

Year : 2022-23 Membership : [None] Search :

ALL	Name	DoB	Email	Address	Licensed	Membership	
<input type="checkbox"/>	Bugs Bunny	01/01/2016	B.Bunny@warnerbros.com	15 Carrot Lane, Los Angeles, 90210, New Zealand	true		ACTIONS
<input type="checkbox"/>	Daffy Duck	01/01/2016	thedaftstar@warnerbros.com	1324 Puddle Lane, Los Angeles, 90210, New Zealand			EDIT PERSON EDIT DETAILS SEND TO A CLUB REMOVE
<input type="checkbox"/>	Foghorn Leghorn	01/01/2016	kingrooster@warnerbros.com	The Henhouse, Los Angeles, 90210, New Zealand			

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.

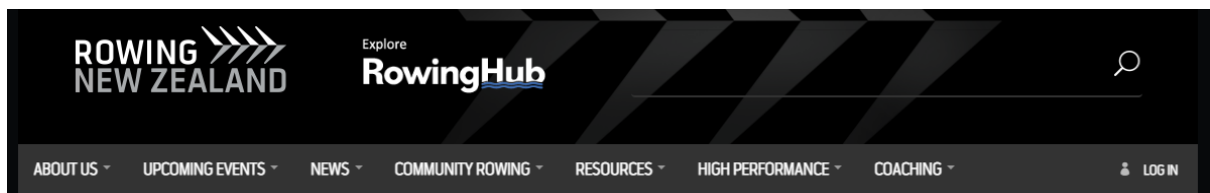
## SENDING MEMBERS TO CLUBS

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

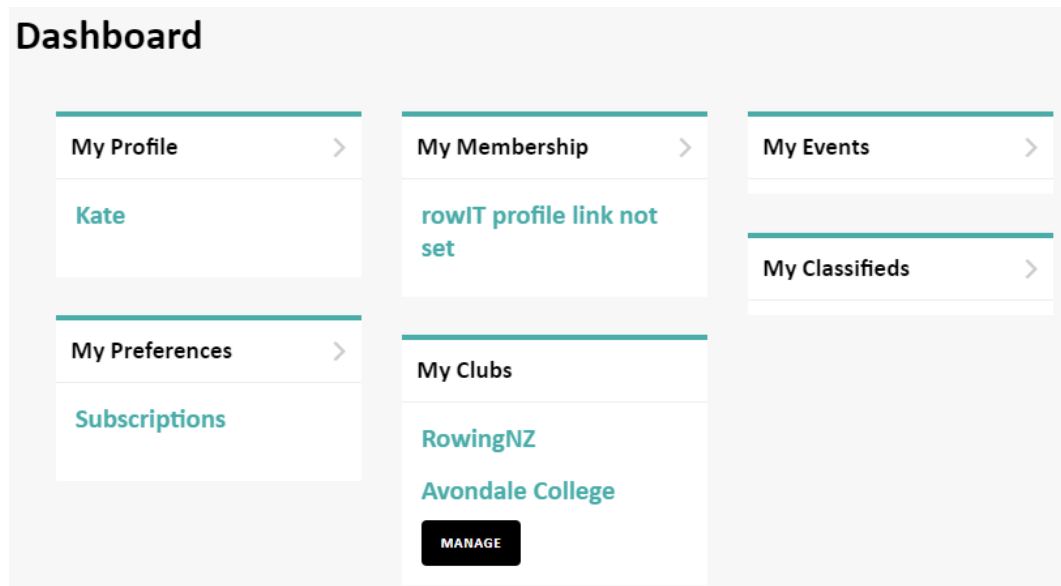
1. Go to [www.rowingnz.kiwi](http://www.rowingnz.kiwi)
2. Select **Log In** in the top right corner of the screen.



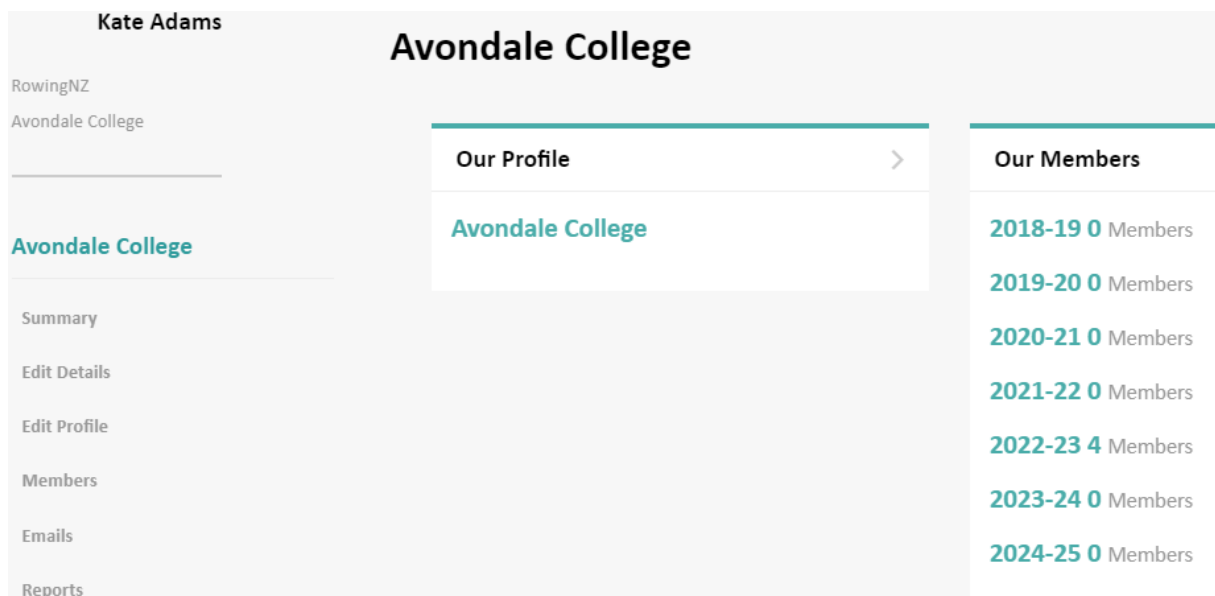
3. You will be prompted to enter your login details. Type them in then select **Log In**.

The image shows a 'Member Login' form. At the top, there is a dark grey header with white text links: 'NEWS', 'COMMUNITY ROWING', 'RESOURCES', 'HIGH PERFORMANCE', and 'COACHING'. Below this, the form has a title 'Member Login'. There are two input fields: 'EMAIL' with a placeholder 'Email' and 'PASSWORD' with a placeholder 'Password'. Below the password field is a checkbox labeled 'Keep me logged in'. At the bottom of the form is a large grey button with the text 'LOG IN'. Below the button are two links: 'Trouble logging in? Get help >' and 'New user? Join now >'.

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



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



- 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**.

## Members of Avondale College

NEW PERSON		BULK RENEW		BULK SEND TO A CLUB		BULK REMOVE	
Year : 2022-23		Membership : [None]		Search :			
ALL	Name	DoB	Email	Address	Licensed	Membership	
<input checked="" type="checkbox"/>	Bugs Bunny	01/01/2016	B.Bunny@warnerbros.com	15 Carrot Lane, Los Angeles, 90210, New Zealand	true		<b>ACTIONS</b> ▼
<input checked="" type="checkbox"/>	Daffy Duck	01/01/2016	thedaftstar@warnerbros.com	1324 Puddle Lane, Los Angeles, 90210, New Zealand			<b>ACTIONS</b> ▼

- 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**.

### SEND MEMBERS

Destination : Akaroa Rowing Club ▼

- Akaroa Rowing Club
- Aramoho Whanganui Rowing Club
- Arapawa Maori Rowing Club
- Armada
- Ashburton Rowing Club
- Auckland Grammar Rowing Club
- Auckland Rowing Club
- Avon Rowing Club
- Awarua Boating Club
- Barbarians Rowing Club
- Bay of Plenty Coast Rowing Club
- Belvoir Rowing Club
- Blenheim Rowing Club
- Cambridge Rowing Club
- Canterbury Rowing Club
- Christ's College Rowing Club
- Clifton Rowing Club
- Columba College Rowing Club
- Composite Crew(s)
- Counties Manukau Rowing Club

ICE L

- You will need to repeat this for each page of athletes.  
**If you accidentally 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.

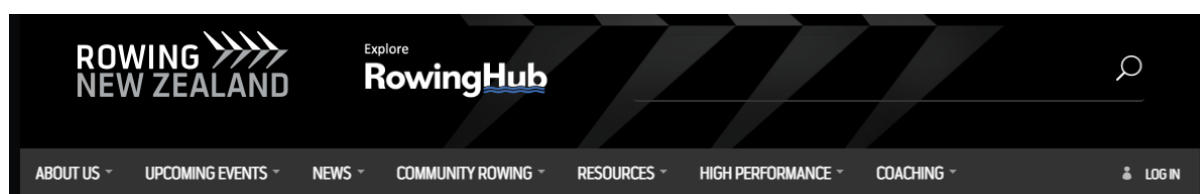
The following are licensable regattas:

- 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

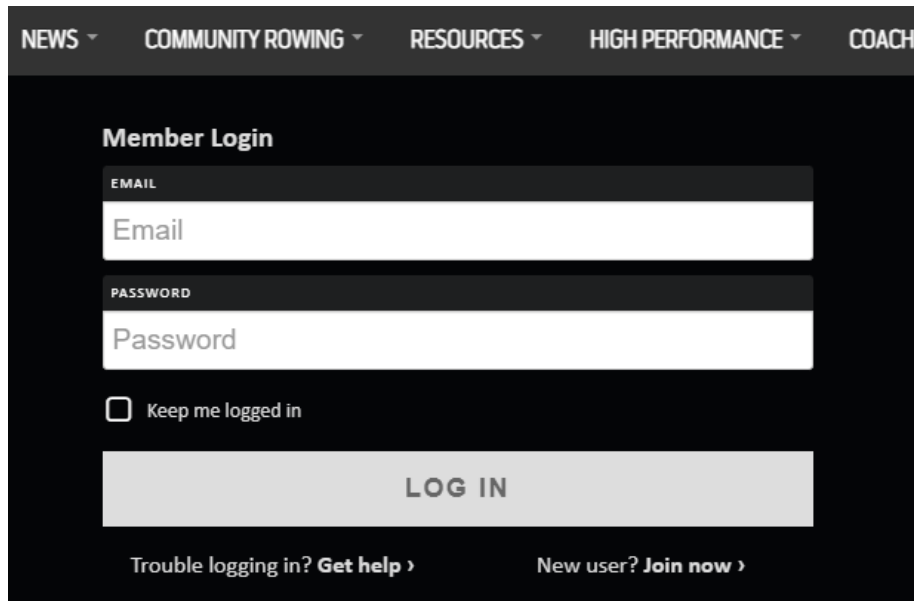
**THIS IS THE ONLY METHOD FOR LICENSING YOUR MEMBERS TO HELP PREVENT THE WRONG PEOPLE BEING LICENSED.**

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



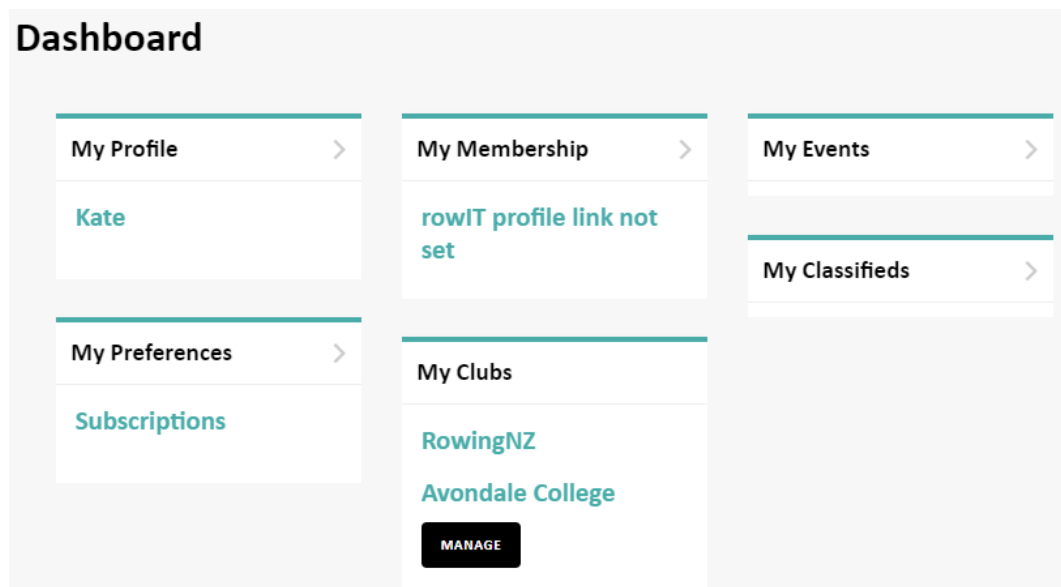


3. You will be prompted to enter your login details. Type them in then select **Log In**.



The image shows a 'Member Login' form on a dark background. At the top, there is a navigation bar with links: NEWS, COMMUNITY ROWING, RESOURCES, HIGH PERFORMANCE, and COACH. The form itself has a title 'Member Login'. Below the title are two input fields: 'EMAIL' and 'PASSWORD'. The 'EMAIL' field contains the placeholder text 'Email', and the 'PASSWORD' field contains the placeholder text 'Password'. Below these fields is a checkbox labeled 'Keep me logged in'. At the bottom of the form is a large 'LOG IN' button. Below the button are two links: 'Trouble logging in? Get help >' and 'New user? Join now >'.

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



The image shows a 'Dashboard' with a light gray background. The title 'Dashboard' is at the top left. Below the title are several sections. On the left, there are two sections: 'My Profile' with a right arrow and the name 'Kate' below it, and 'My Preferences' with a right arrow and the word 'Subscriptions' below it. In the center, there are two sections: 'My Membership' with a right arrow and the text 'rowIT profile link not set' below it, and 'My Clubs' with a right arrow. Below 'My Clubs' is a list of clubs: 'RowingNZ' and 'Avondale College'. Below the list is a black button with the word 'MANAGE' in white. On the right, there are two sections: 'My Events' with a right arrow and 'My Classifieds' with a right arrow.

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

The screenshot shows the dashboard for Kate Adams at Avondale College. On the left is a sidebar with navigation links: Summary, Edit Details, Edit Profile, Members, Emails, and Reports. The main content area has two tabs: 'Our Profile' and 'Our Members'. The 'Our Members' tab is active, displaying a list of seasons with the number of members for each: 2018-19 (0), 2019-20 (0), 2020-21 (0), 2021-22 (0), 2022-23 (4), 2023-24 (0), and 2024-25 (0).

- 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**.

## Members of Avondale College


The screenshot shows the 'Members of Avondale College' interface. At the top are four buttons: 'NEW PERSON', 'BULK RENEW', 'BULK SEND TO A CLUB', and 'BULK REMOVE'. Below these are filters for 'Year' (set to '2022-23' with a dropdown menu open showing '[Any]', '2020-21', '2019-20', '2018-19', '2024-25', '2023-24', '2022-23' (highlighted), and '2021-22'), 'Membership' (set to '[None]'), and a 'Search' box. Below the filters is a table with columns: ALL, Name, Email, Address, Licensed, Membership, and ACTIONS. The first row shows 'Bugs Bunny' with email 'B.Bunny@warnerbros.com' and address '15 Carrot Lane, Los Angeles, 90210, New Zealand'. The 'ACTIONS' dropdown is visible.

- 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**.

The screenshot shows the 'Members of Avondale College' table. The 'ACTIONS' dropdown menu is open for the first row, showing three options: 'EDIT PERSON', 'EDIT DETAILS', and 'REMOVE'. The table has columns: ALL, Name, DoB, Email, Address, Licensed, and Membership. The first row is 'Bugs Bunny' (DoB: 01/01/2016, Email: B.Bunny@warnerbros.com, Address: 15 Carrot Lane, Los Angeles, 90210, New Zealand). The second row is 'Daffy Duck' (DoB: 01/01/2016, Email: thedaffystar@warnerbros.com, Address: 1324 Puddle Lane, Los Angeles, 90210, New Zealand). The third row is 'Foghorn Leghorn' (DoB: 01/01/2016, Email: kingrooster@warnerbros.com, Address: The Henhouse, Los Angeles, 90210, New Zealand).

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

#### POSTAL ADDRESS

Country :  

Line 1 :

Line 2 :

Line 3 :

City :

Zip or Postcode :

#### MEMBERSHIP

☐ RowingNZ Licensed



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.

## Members of Avondale College

NEW PERSON   BULK RENEW   BULK SEND TO A CLUB   BULK REMOVE					
Year : <input type="text" value="2022-23"/> Membership : <input type="text" value="[None]"/> Search : <input type="text"/>					
ALL	Name	DoB	Email	Address	Licensed
<input type="checkbox"/>	Bugs Bunny	01/01/2016	B.Bunny@warnerbros.com	15 Carrot Lane, Los Angeles, 90210, New Zealand	true

