



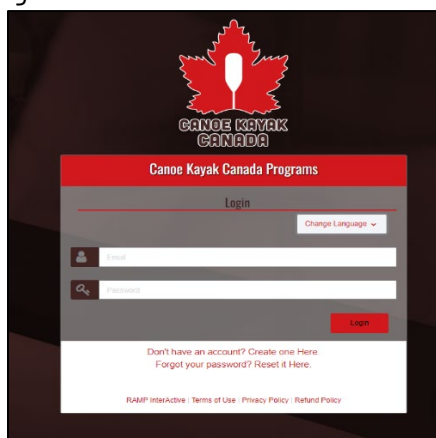
2022 CKC SPRINT NATIONAL TEAM TRIALS #2 - ENTRIES SUBMISSION

Reminders

- Instructions and links for previous registration documents can be found here: <https://canoekayak.ca/event/sprint-national-team-trials-2/>
- Please ensure your athletes have registered themselves (or their parent/guardian have done this if they are minors), as per the Athlete Registration instructions. They must do this to sign the waivers and select payment method.
- Please ensure coaches have registered themselves through the coach's registration. We will be asking that all coaches who are coaching athletes at CKC events register. This will also be part of our processes in the future.
- The following instructions apply to Sprint National Team Trials #2. As we are just starting with this database, the process for entering athletes will differ as we progress along in the season. We will ensure to create instructions for each event to help the process be as efficient as possible. Please reach out to [Kenna Robins](#) if you are encountering any issues or if you have questions. **To note: coaches will need the password to be able to register their athletes (CKC_NTT2).**
- **Entries are due by June 13th.** Confirmation of athlete registration and their subsequent entries will be done as close to possible after the closing of entries. The draw will be posted by end of day, June 18th.

Landing page & Dashboard

To login to the registration system, you will be logging into the "[Canoe Kayak Canada Programs](#)" page. Please choose your language and create an account if you do not have one already. Please note, this same account can be used for your club registration in the future.





**CANOE KAYAK
CANADA**

**It's Who We Are.
C'est Notre Nature.**

Once you have successfully logged in you will get to the following page, where the default view is the "Dashboard" view. To note, there may be options depending on what is available at the time of registration.

Canoe Kayak Canada Programs

- Pay Outstanding Balances** \$5.00 Balance Owing >>
- Participant** Register as a Participant >>
- Coach/Staff Registration** Register as a Coach or Staff Member >>
- Official Registration** Register as an Official >>
- Executive/Volunteer Registration** Register as an Executive/Volunteer >>
- Competition** Register for a competition >>

English Français

Team Contact and Team "Name"

Please choose the option: Competition.



The screenshot shows the 'Canoe Kayak Canada Programs' dashboard. On the left is a dark sidebar with the logo and a menu: Dashboard, Register, My Family Members, My Registrations, My Teams/Permits, Transactions, Refund Policy, Your Account, and Logout. The main content area has a white background with a red header 'Canoe Kayak Canada Programs'. Below the header are six red buttons: 'Pay Outstanding Balances' (\$5.00 Balance Owning >>), 'Participant' (Register as a Participant >>), 'Coach/Staff Registration' (Register as a Coach or Staff Member >>), 'Official Registration' (Register as an Official >>), 'Executive/Volunteer Registration' (Register as an Executive/Volunteer >>), and 'Competition' (Register for a competition >>). The 'Competition' button is circled in black. At the bottom, there are language options: English and Français.

You will then reach this page:

The screenshot shows the 'Canoe Kayak Canada Programs' Competition Registration form. The sidebar is the same as in the previous screenshot. The main content area has a white background with a red header 'Canoe Kayak Canada Programs' and a sub-header 'Competition Registration'. The form contains four dropdown menus: 'Choose a Season' (with '2022-2023' selected and circled in black), 'Choose a Competition' (with 'Choose' selected), 'Team' (with 'Choose' selected), and 'Choose a Team Contact' (with 'Choose' selected). Below the dropdowns is an orange 'Continue' button. At the bottom, there are language options: English and Français.

The season may or may not be automatic, but please choose "2022-2023" if it isn't already selected.

Under "Choose a Competition" select: **2022 Sprint National Team Trials #2.**



Canoe Kayak Canada Programs

Competition Registration

Choose a Season

2022-2023

Choose a Competition

2022 Sprint National Team Trials #1

Canoe Kayak Canada Programs

2022 Sprint National Team Trials #1

Entries submission for Sprint National Team Trials #1 in Dartmouth, Nova Scotia.
Entries should only be submitted by the coach.

Choose a Category and Age Group

Choose

Team

Choose

Choose a Team Contact

Choose

[Continue](#)

English Français

Under "Choose a Category and Age Group" select: **CKC National Team Trials**.

SPECIAL NOTE:

As a club coach, Provincial/Territorial coach, or National Team coach, you have the ability to register all of your athletes and their entries **at one time**. For this set of trials, the entries submission process is **SEPARATE** from the athlete registration (this will change in the future) so please go ahead and enter in all the athletes that you are representing at Trials #2 (in the events they are racing). If you are only submitting singles and another coach is submitting the doubles, this is OK and that coach will be able to do that separately. We will confirm all entries with the coaches who have submitted entries when the deadline is complete to ensure we have everything captured correctly. If two coaches have submitted the same athlete in different doubles, we will also confirm those entries prior to finalizing the draw.



Canoe Kayak Canada Programs

2022 Sprint National Team Trials #1
Entries submission for Sprint National Team Trials #1 in Dartmouth, Nova Scotia.
Entries should only be submitted by the coach.

Choose a Category and Age Group
CKC National Team Trials

CKC National Team Trials
This category is only to be used for CKC National Team Trials and not for regular registration.

Team
Choose

Choose a Team Contact
Choose

Choose Your Packages

2022 Sprint National Team Trials #1 - Entries submission
\$0.00
Password

Coaches: Please register all athletes in their events for Trials 1 (including their doubles partner).
All information will be verified.

Under "Team" this is where you can put either your club name for club entries, or if you are a Provincial/Territorial or National Coach who are submitting doubles entries only, you can put the organization that you are with. This name is not tied to anything on the program, it is just used by the system and so it is not a piece of information that needs to be perfect in your naming.

For entering a Team for the first time, please select: **Create a New Team**. Then you can give your team a name as per the above instructions.

NOTE: If you created a team for Trials #1, go ahead and use that same team as you should have many of your athletes already in your 'roster' in the following page.

Once you have chosen a Team Name, please Choose yourself as the Team Contact. If you have not previously registered in the system, please select "**Add a Family Member**" and fill in the required fields.



CKC National Team Trials

This category is only to be used for CKC National Team Trials and not for regular registration.

Team
CKC Club Test

Choose a Team Contact
DEMO Test

Team Contact Information

First Name DEMO	Middle Name	Last Name Test	Former Last Name
Birthdate 1/1/1980	Gender Female		
Address test address	City test city		
Country Canada	Province AB	Postal Code TSTTST	
Cell Phone 555-555-5555	Other Phone		
Email test@testemail.com	Secondary Email		

Once you have selected the Team Contact or filled in the required fields, please check the box for **"2022 Sprint National Team Trials #2and – Entries submission"** under the "Choose your Packages". Please also enter the password provided:

Choose Your Packages

2022 Sprint National Team Trials #1 - Entries submission

\$0.00

Password

Coaches: Please register all athletes in their events for Trials 1 (including their doubles partner).
All information will be verified.

Continue

Select "Continue" after entering the password.



Athlete & Staff Names (Team Roster)

You will then reach this page, where we ask that you please enter in **ALL** of your athletes that you are representing at Trials #1 (or all athletes that you are submitting an entry for, whether singles and/or doubles). You will select what races they are doing in a further screen. Again, more than one coach can enter in the same athlete if they have different responsibilities (ex. One coach entering the singles and another is entering the doubles). You need to list the athletes on this page to be able to select them for entries in the next screens.

To note: You do not need to enter in any other information even though there are fields that say, "Cell phone, Primary Email, Secondary Email". Since athletes are registering separately, this information will be captured elsewhere. **Please only enter first and last names of all athletes.**

Canoe Kayak Canada Programs					
<u>Team Roster</u>					
Team Roster					
	First Name	Last Name	Cell Phone	Primary Email	Secondary Email
1	FirstName1	SecondName1			
2	FirstName2	SecondName2			
3	FirstName3	SecondName3			
4	FirstName4	SecondName4			
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



At the bottom of the page, you can enter in your own first and last name as the main coach responsible for these entries. If you wish to enter in additional names at this time, please go ahead.

Team Staff

	First Name	Last Name	Cell Phone	Primary Email	Secondary Email	Position
1	<input type="text" value="Stafffirstname"/>	<input type="text" value="Stafflastname"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back

English Français

Click on **“Continue”** to get to the entries.

Individual Event Entries

This page is where you will select all the **individual event entries** for each athlete. Select “Continue” after completing this page.

To note: For those coaches only entering athletes in doubles, you do not need to select anything on this screen, you can scroll right to the bottom and select “Continue”. Doubles and fours events will occur in the next screen.

Canoe Kayak Canada Programs

Individual Events

1 **FirstName1 SecondName1**

- CKC National Team Trials Men C1 1000m
- CKC National Team Trials Men C1 500m
- CKC National Team Trials Men K1 1000m
- CKC National Team Trials Men K1 500m
- CKC National Team Trials Paracanoe Men K1 200m (KL1, KL2, KL3)
- CKC National Team Trials Paracanoe Men Va'a 200m (VL1, VL2, VL3)
- CKC National Team Trials Paracanoe Women K1 200m (KL1, KL2, KL3)
- CKC National Team Trials Paracanoe Women Va'a 200m (VL1, VL2, VL3)
- CKC National Team Trials Women C1 200m
- CKC National Team Trials Women C1 500m
- CKC National Team Trials Women K1 500m (2 events)

2 **FirstName2 SecondName2**

- CKC National Team Trials Men C1 1000m
- CKC National Team Trials Men C1 500m
- CKC National Team Trials Men K1 1000m
- CKC National Team Trials Men K1 500m
- CKC National Team Trials Paracanoe Men K1 200m (KL1, KL2, KL3)
- CKC National Team Trials Paracanoe Men Va'a 200m (VL1, VL2, VL3)
- CKC National Team Trials Paracanoe Women K1 200m (KL1, KL2, KL3)
- CKC National Team Trials Paracanoe Women Va'a 200m (VL1, VL2, VL3)



Doubles Event Entries

This page is where you will select all the **doubles and fours event entries** for each athlete.

The screenshot shows a web interface titled "Canoe Kayak Canada Programs". Under the "Team Events" section, there is a list of four events, each with a teal square containing a white "+" icon. The first event, "Men C2 500m - CKC National Team Trials", has its "+" icon circled in red. Below each event name, it says "No Records Found". At the bottom left, there is a "Back" link and an orange "Continue" button.

Event Name	Action
Men C2 500m - CKC National Team Trials	+
Men K2 500m - CKC National Team Trials	+
Women C2 500m - CKC National Team Trials	+
Women K2 500m - CKC National Team Trials	+

Please select the "+" to add entries to the event.

A pop-up window will appear where you can select the athletes that you had previously listed in the "Team Roster". (please see next screenshot)



Men C2 500m

Team Name

Hold CTRL key to select multiple

Team Roster

- FirstName1 SecondName1
- FirstName2 SecondName2
- FirstName3 SecondName3
- FirstName4 SecondName4

Cancel Submit

If you have more than one entry per event (ex. you have 2 crews that you wish to enter in Men C2 500m), in the box called "Team" please enter "Team 1" and subsequent "Team 2", ... for those crews in their order of seeding. You can only enter one crew at a time.

To note: For each event you will have all athletes available to register in any event, no matter what discipline they may be, so please ensure you select only those athletes for that discipline and event. As stated previously, we will send out confirmation of entries as soon as we can, but you will also see the summary at the last page of this registration to confirm.



Men C2 500m

Team Name

Team 1

Hold CTRL key to select multiple

Team Roster

FirstName1 SecondName1
FirstName2 SecondName2
FirstName3 SecondName3
FirstName4 SecondName4

Cancel Submit

After entering your first crew you will see the following page after clicking "Submit" on each entry.

Canoe Kayak Canada Programs

Team Events

- Men C2 500m - CKC National Team Trials**
Team 1
FirstName1 SecondName1
FirstName2 SecondName2
Edit Delete
- Men K2 500m - CKC National Team Trials**
No Records Found
- Women C2 500m - CKC National Team Trials**
No Records Found
- Women K2 500m - CKC National Team Trials**
No Records Found

Back Continue



Please add each entry as needed.

Canoe Kayak Canada Programs

Team Events

+ **Men C2 500m - CKC National Team Trials**

Team 1

FirstName1 SecondName1
FirstName2 SecondName2

Edit Delete

Team 2

FirstName3 SecondName3
FirstName4 SecondName4

Edit Delete

+ **Men K2 500m - CKC National Team Trials**

No Records Found

+ **Women C2 500m - CKC National Team Trials**

No Records Found

+ **Women K2 500m - CKC National Team Trials**

Select "Continue" after completing all the doubles entries and you will then get to the summary page.

Confirming Details and Submitting of Registration

This page (shown in a few screenshots) will show you all that you have submitted. Please review before submitting. You can go back and edit anything you have submitted.



Canoe Kayak Canada Programs

Confirm Details and Submit Registration

CKC Club Test

Edit

DEMO Test

1/1/1980, Female

test address

test city, AB TSTTST

test@testemail.com

Cell Phone: 555-555-5555 NCCP #: aaa

Canoe Kayak Canada Programs

Edit

2022 Sprint National Team Trials #1

Entries submission for Sprint National Team Trials #1 in Dartmouth, Nova Scotia.

Entries should only be submitted by the coach.

Team Roster

Edit

#	First Name	Last Name	Cell Phone	Primary Email	Secondary Email
1	FirstName1	SecondName1			
2	FirstName2	SecondName2			

Individual Events

Edit

FirstName1 SecondName1

- Men C1 1000m
- Men C1 500m

FirstName2 SecondName2

- Men K1 1000m
- Men K1 500m

FirstName3 SecondName3

- Men C1 1000m
- Men C1 500m

FirstName4 SecondName4

- Men K1 1000m
- Men K1 500m

Team Events

Edit

Men C2 500m

Team 1

- FirstName1 SecondName1
- FirstName2 SecondName2

Team 2

- FirstName3 SecondName3
- FirstName4 SecondName4

Men K2 500m

Women C2 500m

Women K2 500m



Women K2 500m

2022-2023 Edit

2022 Sprint National Team Trials #1

CKC National Team Trials

2022 Sprint National Team Trials #1 - Entries submission
\$0.00

Coaches: Please register all athletes in their events for Trials 1 (including their doubles partner).
All information will be verified.

Pricing Details

Item	Price
2022 Sprint National Team Trials #1 - Entries submission	\$0.00
Administration Fee	\$0.00
Total	\$0.00

Payment Information

There is no outstanding amount to pay. After confirming the registration details, you can submit the registration below.

Back Submit Registration

English Français ↑

If you are satisfied with your information, please click on SUBMIT REGISTRATION.

Submit Registration

You will then receive a confirmation email. Any questions? Please send your questions to: Kenna Robins (krobins@canoekayak.ca).