

CLUB

KEY PERSON
MANUAL

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CREATING NEW CLUB MEMBERS

This process allows you as the club's key person, to create new members within your club and will enable you to grant competition licenses.

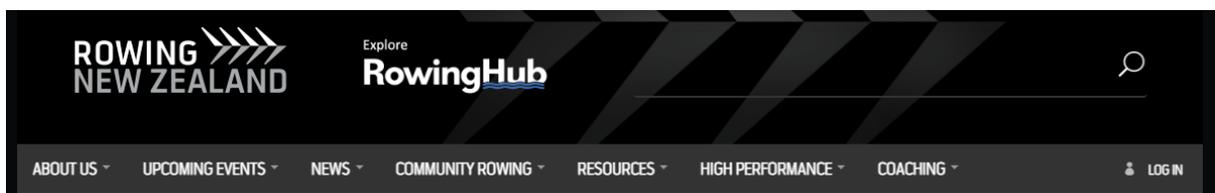
Clubs should wherever possible include all their members, not just those who need a competition license. There is no cost in listing unlicensed members in the Rowing NZ database.

If a person has previously been a member of your club 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.

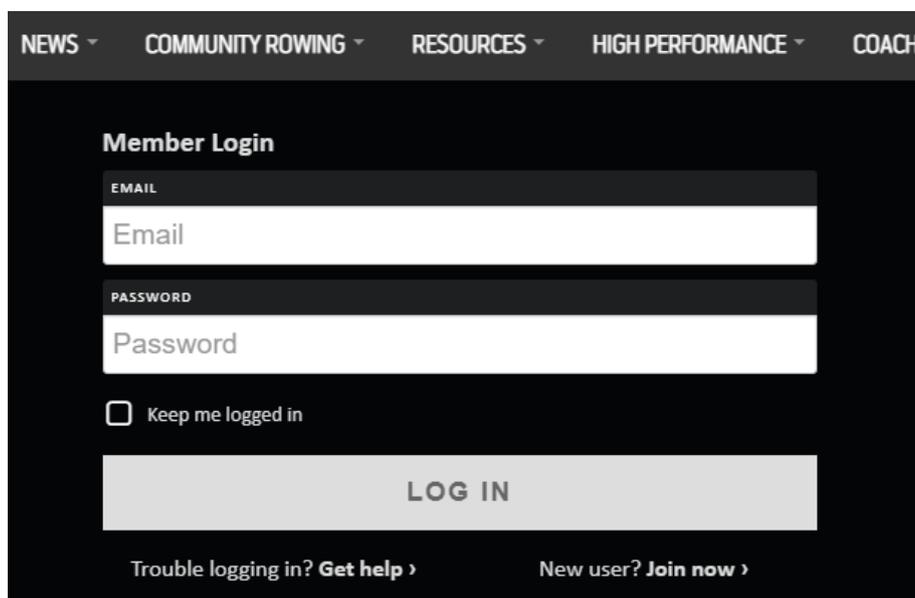
If you are wanting to register a new member who has previously been a member of another club, you must contact Rowing NZ to have this person transferred over to your club.

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

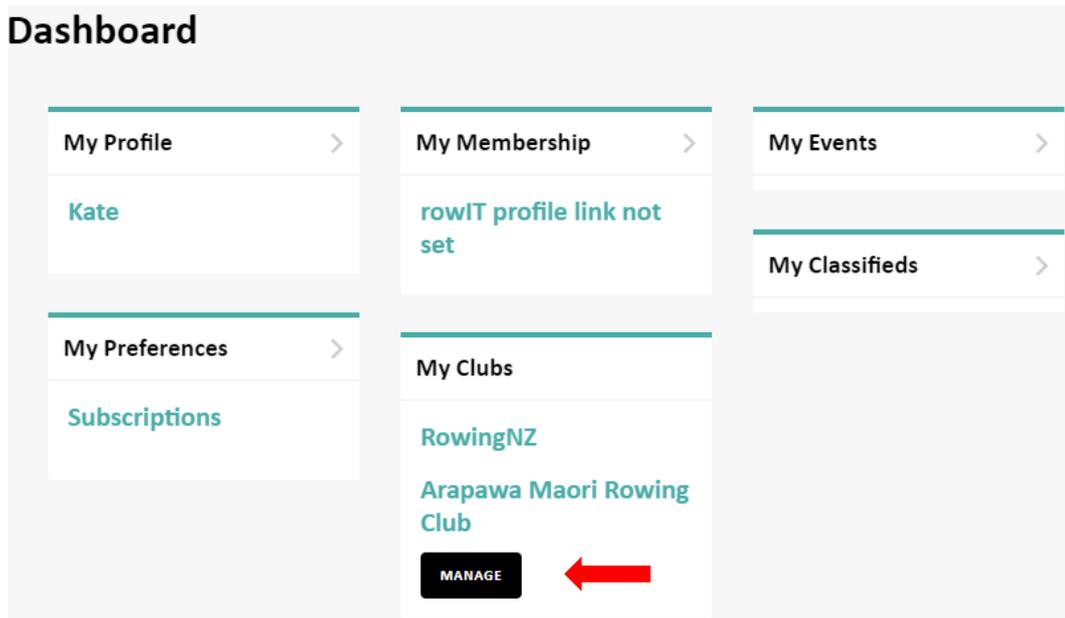
1. Go to www.rowingnz.kiwi
2. Select **Log In** in the top right corner of the screen.



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

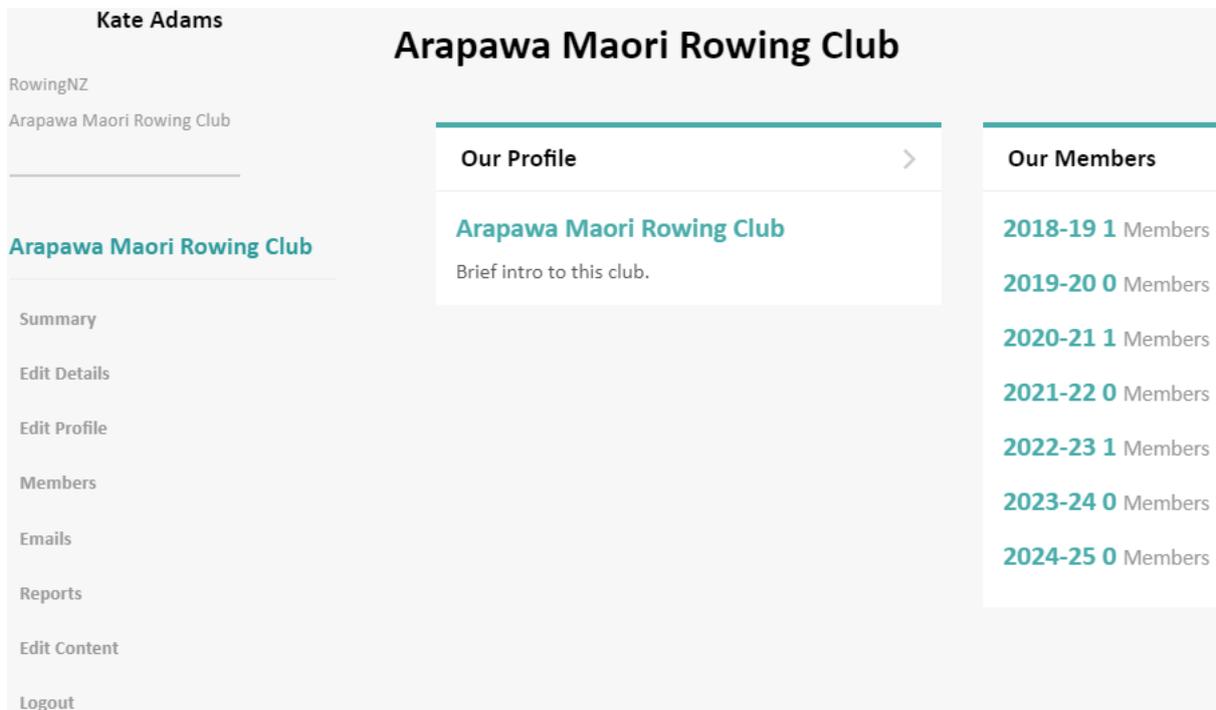
A screenshot of the 'Member Login' form. The form is set against a dark background with white text. At the top, there are navigation links: 'NEWS', 'COMMUNITY ROWING', 'RESOURCES', 'HIGH PERFORMANCE', and 'COACHING'. The form title is 'Member Login'. Below the title are two input fields: 'EMAIL' with 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, light-colored button labeled 'LOG IN'. 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 club's dashboard.

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



6. Select **New Person**.

Members of Arapawa Maori Rowing Club

NEW PERSON **BULK RENEW** **BULK REMOVE**

Year : 2023-24 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. If your club wants to classify their rowers by certain membership types, this can be chosen from the next drop down box. If you require a membership type that is not list, please contact Rowing NZ. Rowing NZ does not use this data – it is purely there to assist clubs manage their membership.
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.

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

RENEWING CLUB MEMBERS FOR A NEW SEASON

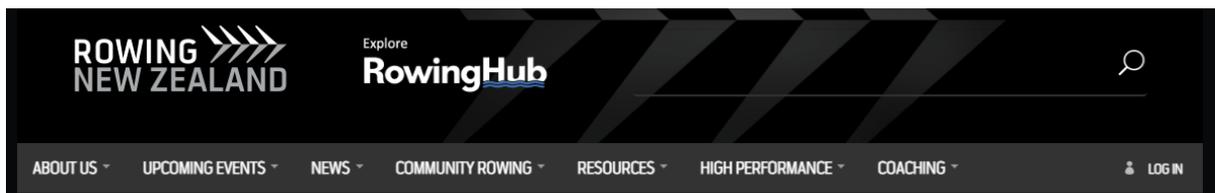
These processes allow you as the club's key person to renew members within your club. Clubs should wherever possible include all their members. There is no cost in listing unlicensed members in the database.

If a person has previously been a member of your club 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 club's key person to bulk renew members within their club.

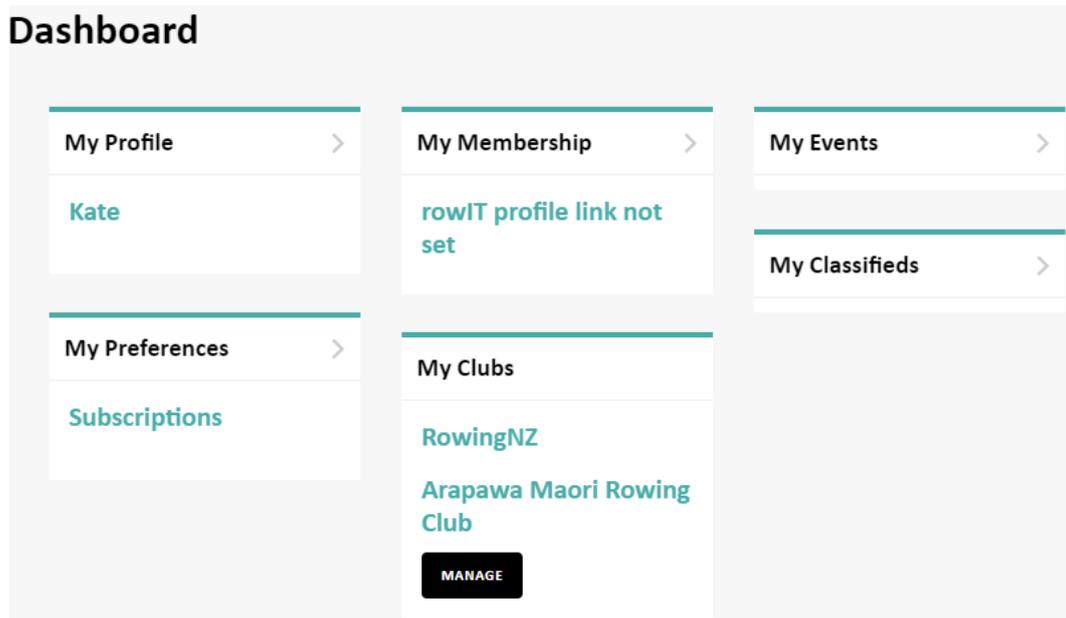
1. Go to www.rowingnz.kiwi
2. Select **Log In** in the top right corner of the screen.



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

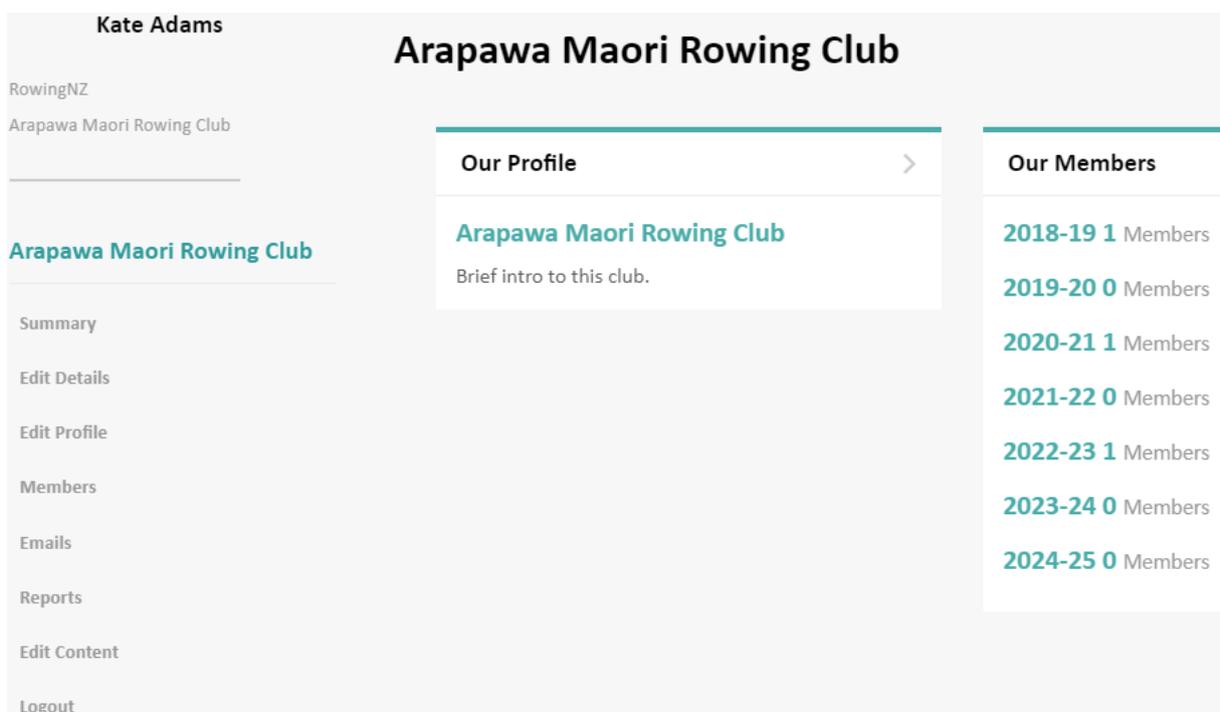
The image shows a 'Member Login' form on a dark background. At the top, there is a navigation bar with the following items: 'NEWS', 'COMMUNITY ROWING', 'RESOURCES', 'HIGH PERFORMANCE', and 'COACHING'. Below the navigation bar, the form is titled 'Member Login'. It contains two input fields: 'EMAIL' and 'PASSWORD'. Below the password field 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 >'.

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



- This is your club'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**.

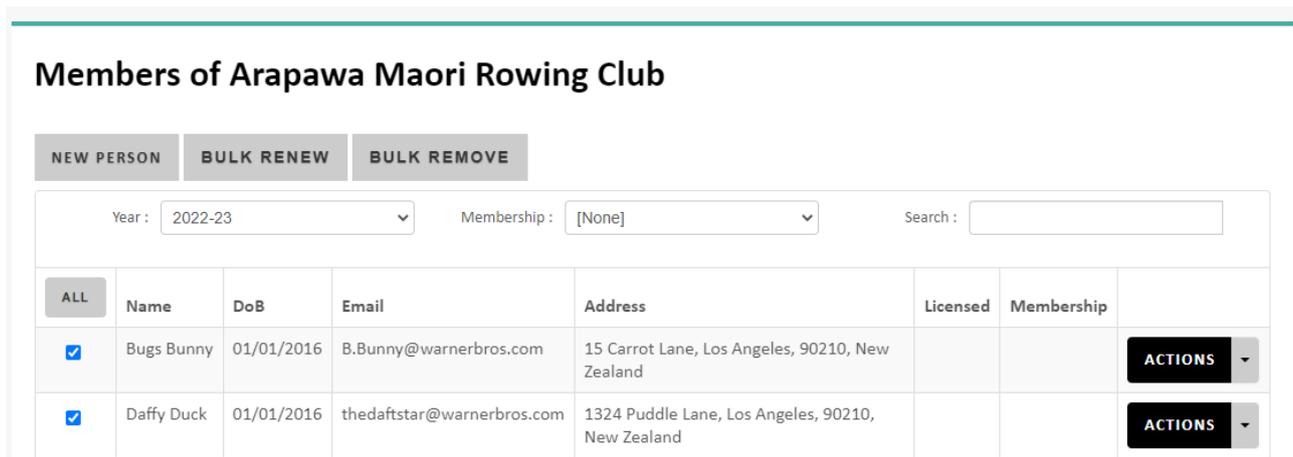


6. Along the left hand side, next to the names there are tick boxes.
Tick the people you want to renew.

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**.



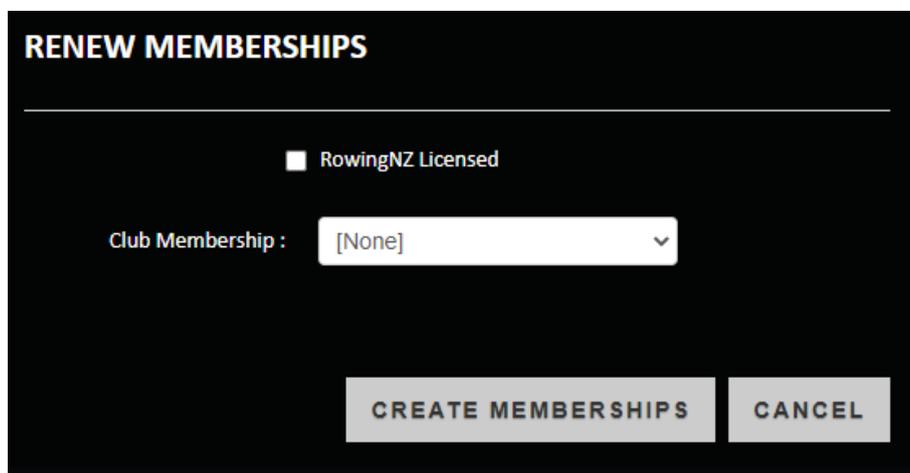
Members of Arapawa Maori Rowing Club

NEW PERSON **BULK RENEW** 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 | | | 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 : [None] ▾

CREATE MEMBERSHIPS **CANCEL**

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

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

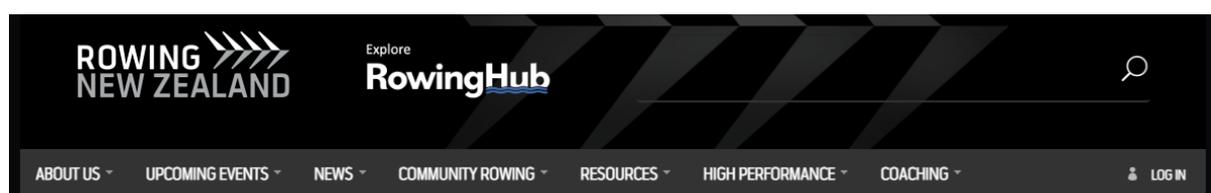
| ALL | Name | DoB | Email | Address | Licensed | Membership | ACTIONS |
|--------------------------|------|------------|-------|---------|----------|------------|---------|
| <input type="checkbox"/> | | 01/01/2002 | | | | | |

RENEWING INDIVIDUALS ONE BY ONE

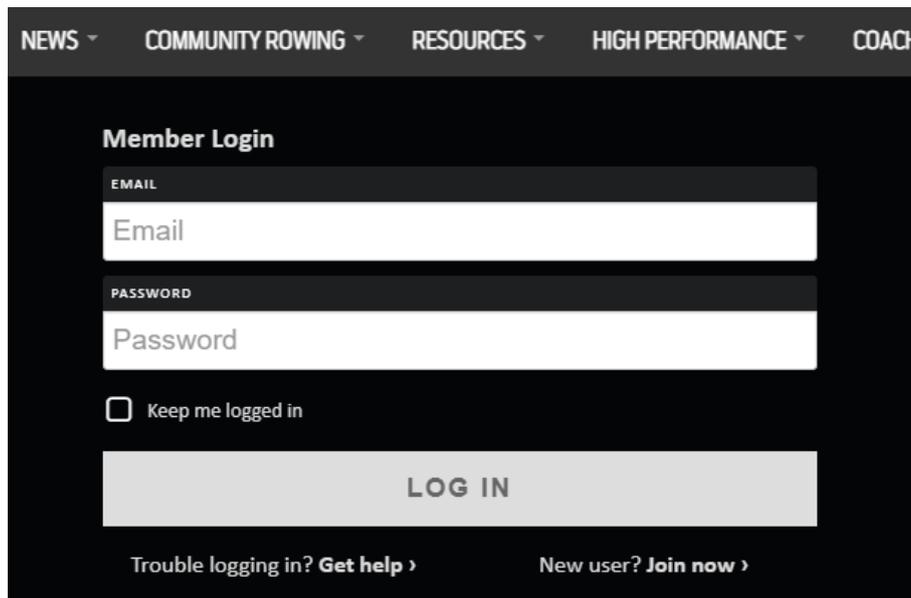
This process allows you as the club's key person, to renew individual members within your club rather than in bulk.

If a person has previously been a member of your club 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.

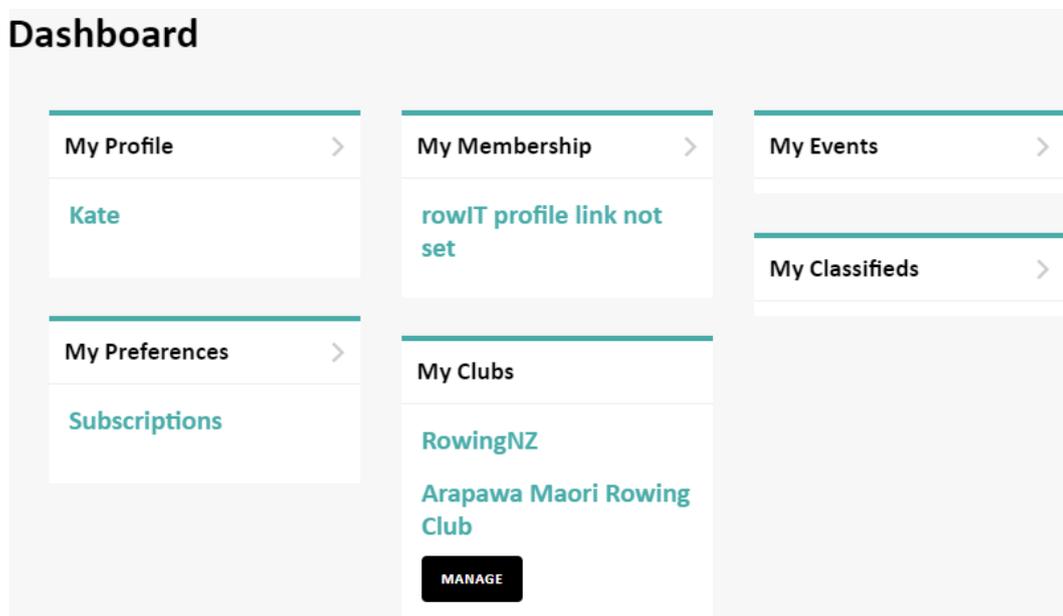


3. You will be prompted to enter your login details. Type them in then select **Log In**.



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

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



The screenshot displays a 'Dashboard' with several sections. On the left, there are 'My Profile' (showing the name 'Kate') and 'My Preferences' (showing 'Subscriptions'). In the center, there is a 'My Membership' section with the text 'rowIT profile link not set' and a 'My Clubs' section listing 'RowingNZ' and 'Arapawa Maori Rowing Club' with a 'MANAGE' button below. On the right, there are 'My Events' and 'My Classifieds' sections, both with right-pointing chevrons.

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

Kate Adams

RowingNZ
Arapawa Maori Rowing Club

Arapawa Maori Rowing Club

Our Profile >

Arapawa Maori Rowing Club
Brief intro to this club.

Our Members

- 2018-19 **1** Members
- 2019-20 **0** Members
- 2020-21 **1** Members
- 2021-22 **0** Members
- 2022-23 **1** Members
- 2023-24 **0** Members
- 2024-25 **0** Members

Summary
Edit Details
Edit Profile
Members
Emails
Reports
Edit Content
Logout

- 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 Arapawa Maori Rowing Club

NEW PERSON BULK RENEW BULK REMOVE

Year: [Any] Membership: [None] Search:

ALL Name Address Membership

| Name | Address | Membership |
|-----------------|---|------------|
| Bugs Bunny | 15 Carrot Lane, Los Angeles, 90210, New Zealand | |
| Daffy Duck | 1324 Puddle Lane, Los Angeles, 90210, New Zealand | |
| Foghorn Leghorn | The Henhouse, Los Angeles, 90210, New Zealand | |

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

| 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 | | | ACTIONS ▼ |
| <input type="checkbox"/> | Daffy Duck | 01/01/2016 | thedaftstar@warnerbros.com | 1324 Puddle Lane, Los Angeles, 90210, New Zealand | | | EDIT PERSON EDIT DETAILS 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. If your club wants to classify their rowers by certain membership types, this can be chosen from the next drop down box. If you require a membership type that is not listed, please contact Rowing NZ. Rowing NZ does not use this data – it purely to assist clubs manage their membership.
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**.

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

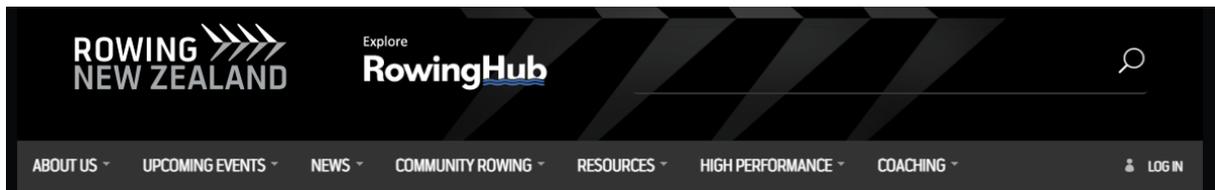
CLUB REPORTS

By running this report, you will be able to view the information that has been input into the database by your club key person for the current season.

This includes:

- Name
- Date of birth
- Gender
- Email address
- License status

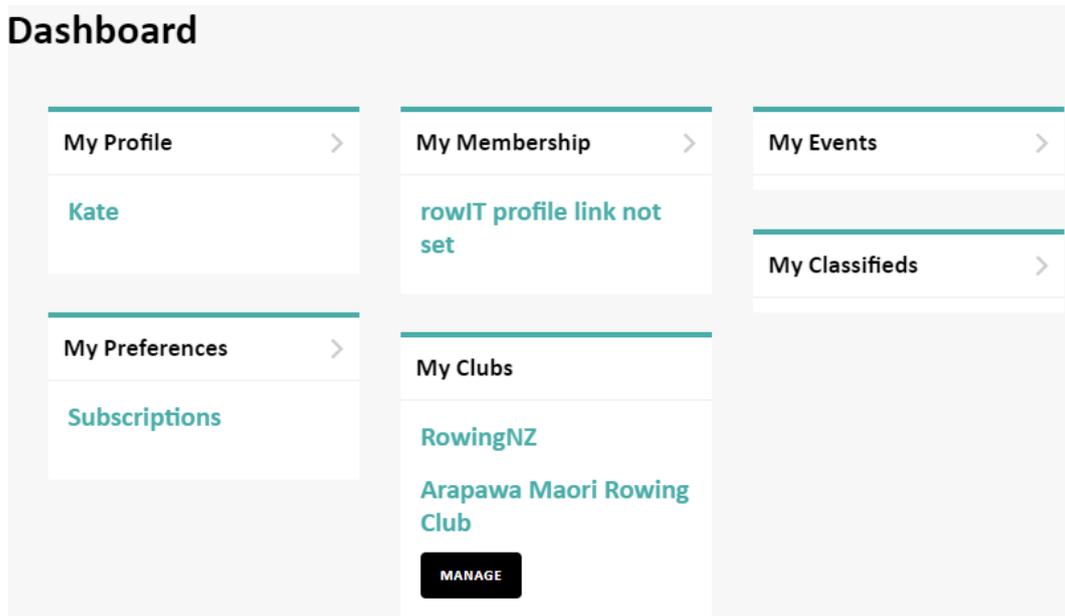
1. Go to www.rowingnz.kiwi
2. Select **Log In** in the top right corner of the screen.



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

A screenshot of the 'Member Login' form on the RowingHub website. The form is set against a dark background with white text and input fields. At the top, a navigation bar shows 'NEWS', 'COMMUNITY ROWING', 'RESOURCES', 'HIGH PERFORMANCE', and 'COACHING'. The form title 'Member Login' is centered. Below it are two input fields: 'EMAIL' with a placeholder 'Email' and 'PASSWORD' with a placeholder 'Password'. A checkbox labeled 'Keep me logged in' is below the password field. A large, light-colored 'LOG IN' button is at the bottom of the form. At the very bottom, there are two links: 'Trouble logging in? Get help >' and 'New user? Join now >'.

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



- On the left hand side of the select **Reports**.



6. From here, you can select which report you want to create.

Depending on whether you've allocated Membership Classes to your members, you will be able to filter them by that class, or you will just have **[ANY]**.

Select the membership class you want. Then select **Download CSV**.

Arapawa Maori Rowing Club

DOWNLOAD AS CSV

Membership :

Search :

Items : 4

| Person | RowingNZ Licence | Licence Expires | Club Membership | Email | Gender | Date of Birth |
|-----------------|------------------|-----------------|-----------------|--|--------|---------------|
| Bugs Bunny | | | | B.Bunny@warnerbros.com | Male | 01/01/2016 |
| Daffy Duck | | | | thedaftstar@warnerbros.com | Male | 01/01/2016 |
| Foghorn Leghorn | | | | kingrooster@warnerbros.com | Male | 01/01/2016 |

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.

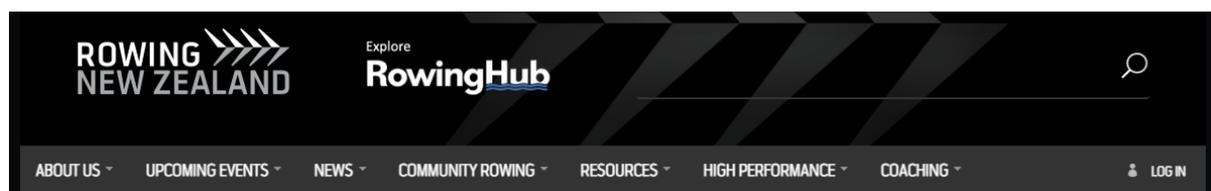
The following are licensable regattas:

- 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

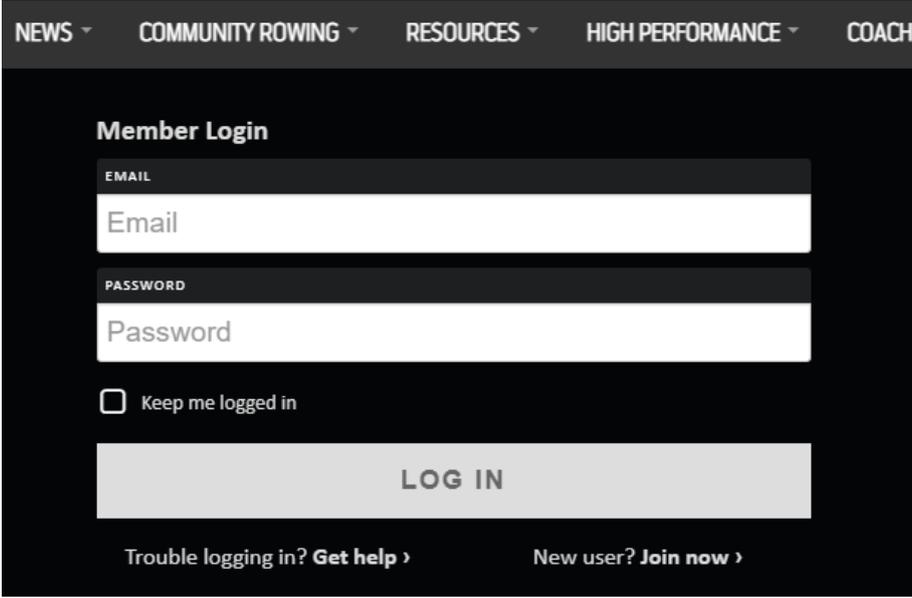
LICENSING INDIVIDUAL MEMBERS ONE BY ONE

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.

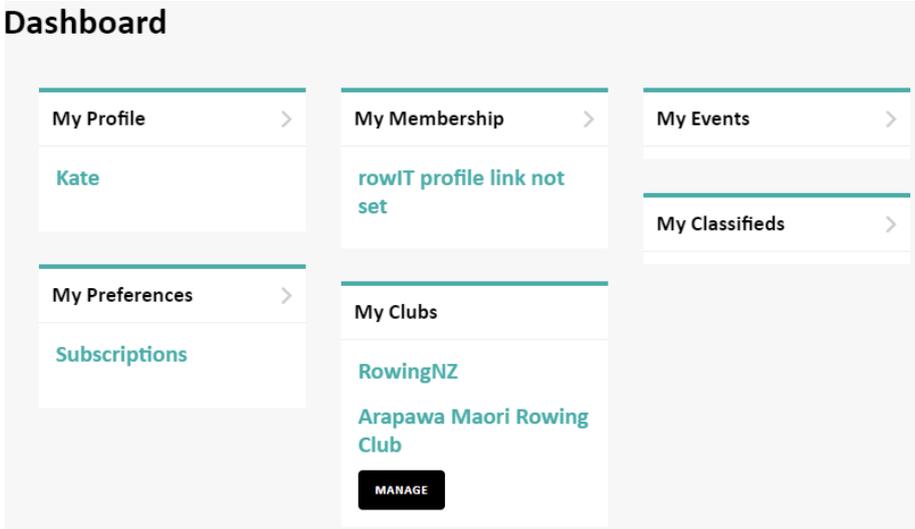


3. You will be prompted to enter your login details. Type them in then select **Log In**.



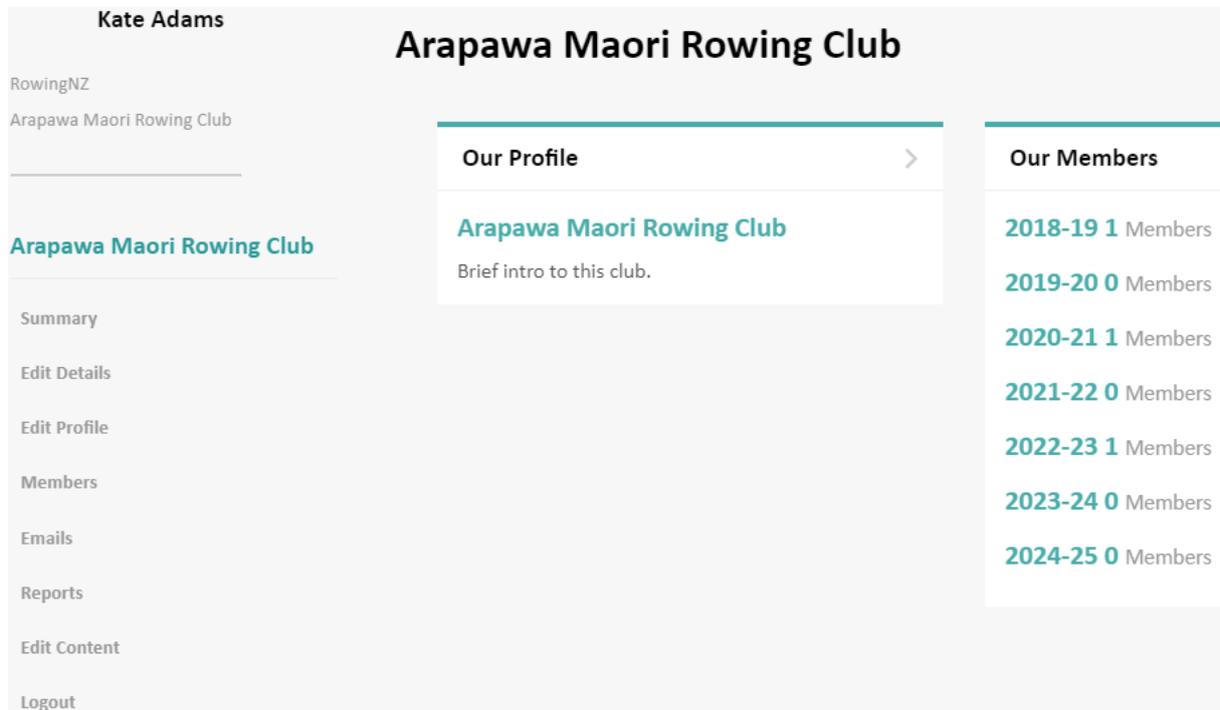
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4. From the dashboard select **Manage** under **My Clubs**.



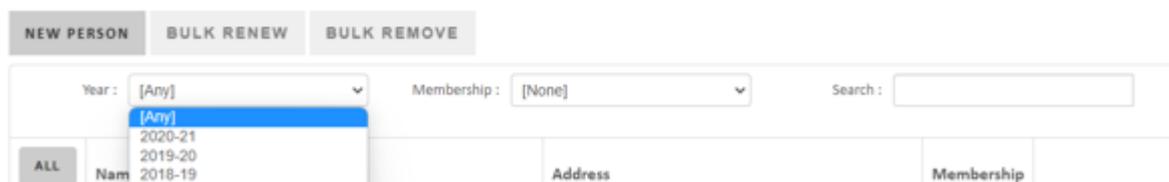
The image shows a 'Dashboard' with several sections. On the left, there are 'My Profile' (with the name 'Kate') and 'My Preferences' (with 'Subscriptions'). In the middle, there is 'My Membership' (with the message 'rowIT profile link not set') and 'My Clubs' (with 'RowingNZ' and 'Arapawa Maori Rowing Club' listed, and a 'MANAGE' button below). On the right, there are 'My Events' and 'My Classifieds'.

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



- 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 Arapawa Maori Rowing Club



- 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**.

| 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 | | | ACTIONS ▼ |
| <input type="checkbox"/> | Daffy Duck | 01/01/2016 | thedaftstar@warnerbros.com | 1324 Puddle Lane, Los Angeles, 90210, New Zealand | | | EDIT PERSON EDIT DETAILS REMOVE |
| <input type="checkbox"/> | Foghorn Leghorn | 01/01/2016 | kingrooster@warnerbros.com | The Henhouse, Los Angeles, 90210, New Zealand | | | |

- 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).

- 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** 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 Arapawa Maori Rowing Club

| NEW PERSON | | BULK RENEW | | 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  |