

Instructions for Club Reps

Using the Waka Ama NZ Online Entries

STEP ONE:

- You will need to log in to the members area here <http://wakaama.co.nz/members-area/login.php?url=%2Fmembers-area%2F>
- Log ins are allocated to club reps, please contact admin@wakaama.co.nz if you need a new password



Home News ▾ Events ▾ For Paddlers ▾ For Clubs ▾ About us ▾ Club Toolkit ▾ **Members Area**

Home

Great Barrier Reef Ocean Challenge (GBROC)

Don't miss the chance to challenge yourself in Australia's longest iron race on the first weekend of June. A unique adventure, set against the stunning coast line of far north Queensland, the 45km downwind course from Yorkeys Knob to Port Douglas combines

HEKILI Great Barrier Reef Ocean Challenge

Hall of Fame
WAKA AMA NZ

STEP TWO

- Click on the online entries tab (along the top)

Waka Ama NZ (Nga Kaihoe o Aotearoa Inc) Wed 15th Apr 2015 - 3:24
Logged in as amiria@waka

[Welcome](#) [Members](#) [ID Cards/Affiliation](#) [Accounts](#) [Online Entries](#) [Messages](#) [Contact Details](#) [Help](#) [Logout](#)

Welcome

WAKA AMA NZ (NGA KAIHOE O AOTEAROA INC)

Select:

- [Members](#)
- [ID Cards / Affiliation](#)
- [Accounts](#)
- [Online Entries](#)
- [Messages](#)
- [Contact Details](#)
- [Help](#)

STEP THREE

- Use the drop down menu to find the race you want to enter
- Races are listed newest to oldest
- Push select after clicking on the race – otherwise it will always default to newest race (e.g. Ice Breaker Challenge)

Waka Ama NZ (Nga Kaihoe o Aotearoa Inc) Wed 15th Apr 2015 - 3:29PM 432
Logged in as amiria@wakaama.co

Welcome Members ID Cards/Affiliation Accounts **Online Entries** Messages Contact Details Help Logout

Online Entries

[Receive Money](#) [Create Invoice](#) [Transfer Money](#) [Finalise Invoice](#)

Select Regatta:

- ICEBREAKER CHALLENGE
IceBreaker Challenge (Sanctioned)
- Whaingaroa Hoe 2015 (Sanctioned)
- Tai Tonga 41 Waka Ama Marathon Regatta (Sanctioned)
- AROCA Winter Series Event 1 - Te Pou Herenga (Sanctioned)
- Waka Ama NZ Coaching Course - Hoe Tonga
- 2015 ActivePost Long Distance Nationals
- Paddlez Up Gizzy (Sanctioned)
- The Sugarloaf Race 2015 (Sanctioned)
- AROCA Tamariki Summer Sprint Series 2014 Race #7 (Sanctioned)
- 13th Annual Portage Crossing 2015 (Sanctioned)
- AROCA Tamariki Summer Sprint Series 2014 Race #6 (Sanctioned)
- Mana Super 6 Ocean Challenge (Sanctioned)
- 2015 Activepost Waka Ama Sprint Nationals
- Kaihoe o Ngati Rehia Sprint Regatta 2015 (Sanctioned)
- AROCA Tamariki Summer Sprint Series 2014 Race #4 (Sanctioned)
- Flip and Float - Tairawhiti
- 2014 AROCA W1 Sprint National Trials (Sanctioned)
- AROCA Tamariki Summer Sprint Series 2014 Race #3 (Sanctioned)
- Flip and Float - Tutukaka
- AROCA Summer Sprint Series Race #2 (Sanctioned)

voice Amount	Payment	Balance
	Balance Due	

STEP FOUR

- Click on entries

Online Entries

[Receive Money](#) [Create Invoice](#) [Transfer Money](#) [Finalise Invoice](#)

Select Regatta: IceBreaker Challenge (Sanctioned)

ICEBREAKER CHALLENGE (SANCTIONED)

EVENT DATE
Sat, 30th May 2015

ENTRIES CLOSE
18 May - 11:59pm

ROSTER CLOSES
22 May - 11:59pm

REGISTRATIONS

- [Entries \(0\)](#)
- [Roster Invoice \(0\)](#)

STEP FIVE

- This will lead you to the online entry page, where you add entries by selecting the correct event

Entries

IceBreaker Challenge (Sanctioned) > Entries

[<< back to online entries](#)

Novice Men W1 - 5km	<input type="button" value="Add Entry"/>
Novice Men	
Novice Men W1 - 5km	
Novice Men W2 - 5km	
Novice Men W6 - 10km	
Novice Women	
Novice Women W1 - 5km	

STEP SIX

- Enter the team name

Add Team

ICEBREAKER CHALLENGE (SANCTIONED)

Team Name	<input type="text" value="Waka Ama Test"/>
Events	<input checked="" type="checkbox"/> Novice Women W6 - 10km

STEP SEVEN

- Once you have entered the team name this will direct you back to the Entries page – click the red text to enter paddlers

Entries

IceBreaker Challenge (Sanctioned) > Entries

[<< back to online entries](#)



Novice Women W6 - 10km

NOVICE WOMEN W6 - 10KM

1 Waka Ama Test

[Edit](#)

▲ 6 more members required (click to add)

STEP EIGHT

- Select the paddlers in the team, only eligible paddlers will have a tick box next to their name
- Ineligible paddlers will have the reason listed under Notes

Edit Team

ICEBREAKER CHALLENGE (SANCTIONED)

Team Name	<input type="text" value="Waka Ama Test"/>
Event	<input type="text" value="Novice Women W6 - 10km"/>
Exhibition Team	<input type="radio"/> Yes <input checked="" type="radio"/> No

[cancel](#)

Only Affiliated Members can enter this event.

Name	ID Num	Division (2015)	Notes
<input type="checkbox"/> Alyssa Savelio	NZ13123	Open 23 Women	Not Affiliated
<input checked="" type="checkbox"/> Amiria Mita	NZ01273	Open Women	
<input type="checkbox"/> Amiria Salzman	NZ07476	Open 23 Women	
<input checked="" type="checkbox"/> Anita Strickland	NZ00151	Golden Master Women	
<input type="checkbox"/> Anita Taggart	NZ00419	Senior Master Women	
<input checked="" type="checkbox"/> Anita Thompson	NZ14068	Golden Master Women	

STEP NINE

- Depending on team size, **the red text will remain until the team is full** (disregard if minimum amount of paddlers have been entered)

Entries

IceBreaker Challenge (Sanctioned) > Entries

[<< back to online entries](#)



Novice Men W1 - 5km ▾

Add Entry

NOVICE WOMEN W6 - 10KM

1 Waka Ama Test

Amiria Mita

Anita Strickland

Anita Thompson

Edit |

▲ 3 more members required (click to add)

STEP TEN

- Return to the online entries tab
- Click on the Roster/Invoice link (under entries link)
- This will show how much each paddler is charged and all of the paddlers currently on the roster

REGISTRATIONS

- [Entries \(1\)](#)
- [Roster / Invoice \(2\)](#)

ACCOUNT

Date	Reference	Activity	Invoice Amount	Payment	Balance
15-Apr-2015	PENDING	Entry Fees	120.00		120.00
				Balance Due	<u>120.00</u>

Roster

IceBreaker Challenge (Sanctioned) > Roster/Invoice

[<< back to Online Entries](#)

 [Download as Excel](#)

Name	ID Num	Race Divisions	Amount
Amiria Mita	NZ01273	Novice Women	40.00 x
Anita Strickland	NZ00151	Novice Women	40.00 x
Anita Thompson	NZ14068	Novice Women	40.00 x
TOTAL			<u>120.00</u>

Helpful links

- Can view all entries for every race with online entries on the Calendar event page (scroll to the bottom of the page)

Online Entries:

- Entries Close: Mon, 18th May 2015 at 11:59pm
- Roster Close: Fri, 22nd May 2015 at 11:59pm
- [View Entries by Club](#)
- [View Entries by Event](#)
- [View Entries Statistics](#)

- We also have a Club Toolkit which is constantly updated for more information about sanctioning, admin, safety etc
- <http://wakama.co.nz/pages/read/1000354>
- Here is the link with steps to affiliated, verify and order ID Cards – <http://www.wakaama.co.nz/pages/read/1003643>
- For further information or queries please contact admin@wakaama.co.nz