

Founding Member of International Dragon Boat Federation Founding Member of Asian Dragon Boat Federation Associate Member of Sports Federation & Olympic Committee of Hong Kong, China Founding Member of Hong Kong Water Sports Council

國際旅行聯合會制含智具 並消離升聯合會制含會員 中國香港體育協會暨美林匹克委員會屬會會員 各港水上運動議會到會會員

## **Online Registration and User Manual for Athlete**

\*If there is any inconsistency or ambiguity between the English version and the Chinese version of this User Manual for Athlete, the Chinese version shall prevail.

For athlete who has NEVER been joined in any races organized by HKCDBA before, please refer to P.1-P.10 as NEW Registration

For athlete who has joined any kind of races organized by HKCDBA before (including IDBR and local races), please refer to P.10-P.14 Renewal of Registration.

## I. **NEW Registration**

### Step 1

Go to https://reg.hkdba.com.hk

Click "Athlete Registration" button on the manual bar

中國香港龍舟總會 HONG KONG CHINA DRAGON BOAT ASSOCIATION	Sign in Athlete Registration	Team Manager Registration	Events Sign Up Status
	Athlete No. Password	Forget login name or passwo  Login as athlete  Login as team manager  Submit	or <u>d</u>

## Step 2

Fill in your personal particulars as below and upload a recent photo (All personal data collected are used for Hong Kong China Dragon Boat Association internal use only.)

- 2.1 "☑" your Club (Please double check with your team manager about the affiliated club name in team manager registration)
- 2.2 Fill in your personal particulars
- 2.3 Upload your recent photo (1MB maximum size in JPG or JPEG format)
- 2.4 Fill in the captcha words
- 2.5 Click "Next" button



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與原程用聯合會制含會員 亞洲龍用聯合會制含會員 中國香港總有協會聚果林匹克委員會屬合會員 香港水上調節議會制會會員



Sign in Athlete Registration

Team Manager Registration

**Events Sign Up Status** 

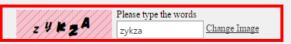
## Athlete Registration

Athlete Reg	gistration Fee (HK\$ 50)					Recent Photo
	Registration r: 01 Apr, 2017 - 31 M	ar, 2018				2.3
Club*	✓Show Checked Clubs  ✓ Club IDBR2017	s Only	2.1			* <mark>● Koala.jpg</mark> × Remove
Name (Eng)*	Kelvin Wong Please enter the same nar Kong ID Card/Passport	me as appeai	's on your Hong	HKID / Passport No. ( numbers)*	First 4 1032	Maximum photo size is 1MB in JPG or JPEG format
Name (Chi)						
	Hong Kong	•		Travel document type	HKID -	
DOB*	01/01/1980 🗐	Age	37	Gender *	®M○F	
Tel*	+ 852 - 25048	8332	mail* Login ID and pas	hkdba@hkolympic.o		
Address 1						
Address 2						
Address 3						
Emergenc	y Contact Person*	Gary Chan		Emergency Contact N	o.* 25771873	
*Must F	ill				,	2.2

## For enquiry or alteration of personal particulars, please email to hkdba@hkolympic.org.

I do not want to receive HKCDBA activity promotional emails.

Please ☑ if appropriate.



#### Declaration

- 1)本人同意遵守中國香港龍舟總會之會章、會規及比賽守則,中國香港龍舟總會有權拒絕接納本人之申諸而無需給予任何原因。
- I agree to abide by the constitution, by-law, race rules and regulations of the Association, which may refuse to accept this application without giving any reason therefore

2.4

- 2)本人證實所填資料正確無訛,本人聲明能夠游泳最少100米及身體並無任何疾病,適合參加龍舟比賽。如因本人的疏忽或健康或體能欠佳,而引致本人於訓練或比賽時傷亡,或在前赴或離開訓練或比賽場地時傷亡或財物損失,一切責任由本人承擔,中國香港龍舟總會無須負上任何責任。本人明白並願意承擔在任何龍舟訓練或比賽期間所有意外風險及責任,如有需要,本人會自行購買所需保險。本人亦同意授權予中國香港龍舟總會使用上述提供之所有個人資料作處理本申請之用。
- I warrant that the information supplied aforesaid is true, correct and complete. I declare that I can swim for at least 100 meters. I am healthy, physically fit, and suitable to participate in the dragon boat races. I understand that I join the training or races at my own risk. I also agree to discharge Hong Kong China Dragon Boat Association from any responsibility in the event of injury, death or loss of property incurred, as a consequence of or while traveling to and from the venue(s) if the cause of injury, death or loss of property is due to my own negligence or inadequacy in health and fitness. I will purchase insurance coverage myself. I agree that the information provided to be used by Hong Kong China Dragon Boat Association to process this application.

2.5

Next



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立河北升聯合會計會會

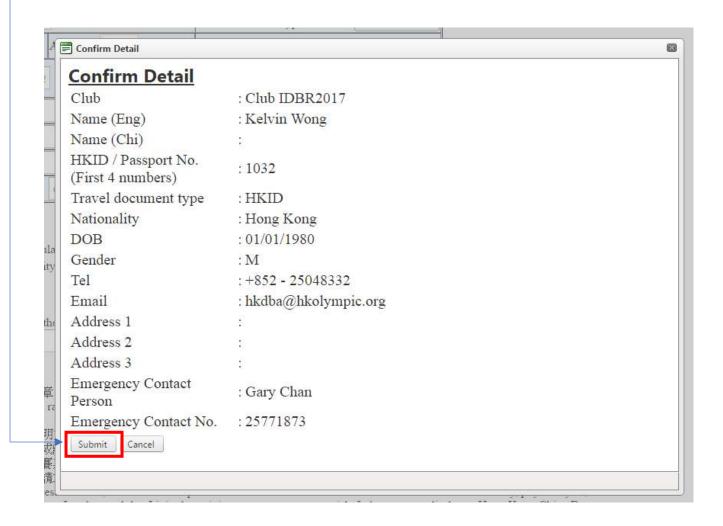
Associate Member of Sports Federation & Olympic Committee of Hong Kong, China 中国香港轉貨協會競奏制度

Founding Member of Hong Kong Water Sports Council 
香港水上運動議會銷會會

亞洲龍舟聯合會制會會員 中國香港體育協會發表林匹克委員會屬會會員

## Step 3

Please click "Submit" button after you have confirmed the details. If not, please click "Cancel" and revise.





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亞洲龍舟聯合會制會會員 中國香港體育協會賢泰林匹克委員會屬會會員

### Step 4

You will received a system generated message and email as below. Please proceed to Step 5 for settling payment of registration fee.







Athlete No.: B73108273

Athlete registration received, please settle the payment of registration fee in a week through:

- 1. Bank transfer (HSBC Account: 600-650-568-002) and email the payment record to hkdba@hkolympic.org; or
- 2. Crossed Cheque payable to "Hong Kong China Dragon Boat Association", and mail to the Secretariat

Address of Secretariat: Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

\* Please write down the name of athlete with athlete number at the back of deposit slip or cheque.

Log-in password will be received after Secretariat approved your account

For enquiry, please email to <a href="https://hkolympic.org">hkdba@hkolympic.org</a> or contact HKCDBA secretariat at <a href="mailto:2504-8332">2504-8332</a>.

\*Please do not reply to this email as it is sent by automated system.



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亞洲龍舟聯合會制會會員 中國香港體育協會發表林匹克委員會屬會會員

## Step 5

Please settle the payment of registration fee (\$50/year) according to the message in Step 4 and please note that:

1. Crossed cheque OR We only accept:

2. Bank-in slip

Please mark the Athlete Name and Athlete No. at the back of the cheque or bank-in slip.

Mailing address: Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong For Bank-in slip, please email a copy to <a href="https://hkdba@hkolympic.org">hkdba@hkolympic.org</a>

Name of Beneficiary	Hong Kong China Dragon Boat Association
Beneficiary Account	600-650568-002
Name of the Bank	The Hongkong and Shanghai Banking Corporation Limited



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與緊張中學的互則管官員 亞洲龍井聯合會制會會員 中國資本總倉協會歷表林匹克委員會屬會會員 香港水上運動議會副會會員

#### Step 6

Please inform HKCDBA about your registration by provide the following information by email to <a href="https://hkdba@hkolympic.org">hkdba@hkolympic.org</a>

#### Information needed:

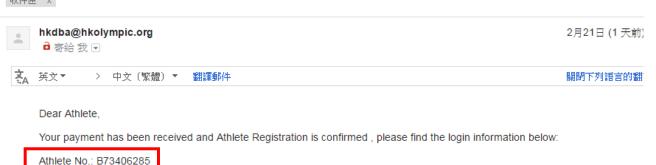
Password: B1E08^BE

- a) Athlete name,
- b) Athlete No.,
- c) Affiliated club name (Please double check with your team manager) and
- d) copy of bank-in slip OR mail your cheque to Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong with the (Athlete name, Athlete No. and Affiliated club name) marked at the back

## Step 7

You will receive an email (by login to the email you input in step 2.2) with Login ID/Athlete No. and Password after HKCDBA checking on your information provided.

HKCDBA: Payment Received of Athlete Registration and Login Detail of HKCDBA Online Registration System 收件厘 x



Please be reminded to bring along the athlete registration card on the race day. For new registration, email will be issued when ca

For card replacement, please pay replacement fee HK\$30 in a week, please settle the payment through:

- 1. Bank transfer (HSBC Account: 600-650-568-002) and email the payment record to hkdba@hkolympic.org; or
- 2. Crossed Cheque payable to "Hong Kong China Dragon Boat Association", and mail to the Secretariat

Address of Secretariat: Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

\* Please write down the name of athlete with athlete number at the back of deposit slip or cheque.

For enquiry, please email to <a href="https://hkolympic.org">hkdba@hkolympic.org</a> or contact HKCDBA secretariat at 2504 8332.

\*Please do not reply to this email as it is sent by automated system.



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與於龍州學以資明各首員 亞洲龍舟聯合當納會會員 中國香港體育協會歷典林匹克委員會屬會會員 香港水上運動議會副會會員

## Step 8

System Login

- 8.1 Select "Login as athlete" button
- 8.2 Enter your athlete no. and password
- 8.3 Click "Submit" button



## Step 9

You may change the password for safety reason.

9.1 Click "Change Password"



- 9.2 Requirement of new password:
  - i) At least FOUR (4) numbers AND
  - ii) Not more than FIFTY (50) digits including numbers, capital and small letters.
- 9.3 Click "Submit" button



中國香港龍舟總會 HONG KONG CHINA DRAGON BOAT ASSOCIATION	ete informatio	n Logout	
	9.2	Old Password  New Password  Confirm Password	Change Pacquord
			9.3 Submit Cancel

## Step 10

If you forget Login ID or Password

- 10.1 Select "Login as athlete" button
- 10.2 Click "Forget login name or password" button



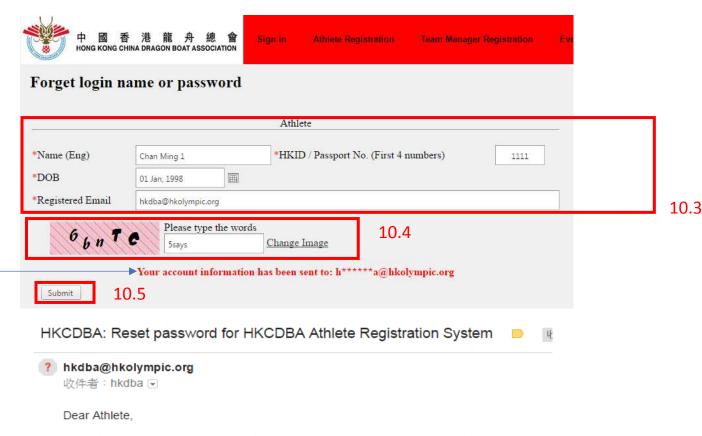


## HONG KONG CHINA DRAGON BOAT ASSOCIATI

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亞洲龍舟聯合會制會會員 中國香港體育協會發表林匹克委員會屬會會員

- 10.3 Fill in the registered athlete information
- 10.4 Fill in the captcha words
- 10.5 Click "Submit" button
- 10.6 Team Manager can login to the registered email input in step 2.2 for receiving the new password after seeing the message of "Your account information has been sent to: XXXXX" shown as below.



Reset the login password as instructed, please find below your login information:

Athlete number: B72687867 New Login Password: gjR~K:dm

For enquiry, please email to <a href="https://hkdba@hkolympic.org">hkdba@hkolympic.org</a> or contact secretariat at 2504 8332.

Hong Kong China Dragon Boat Association

\*Please do not reply to this email as it is sent by automated system.

Registration DONE! Please tell your team manager to select you into the

crew/team list when applying the races later!

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Founding Member of Hong Kong Water Sports Council

無政能內學的言則皆實用 亞洲龍舟聯合會制會會員 中國南港總方協會歷表林匹克委員會屬會會員 香港水上運動議會副會會員

## II. Renewal of Registration

## Step 1

Login to the system and check your status Go to <a href="https://reg.hkdba.com.hk">https://reg.hkdba.com.hk</a>

- 1.1 Select "Login as athlete" button
- 1.2 Enter your athlete no. and password
- 1.3 Click "Submit" button



1.4 After login, click "Athlete Information" button



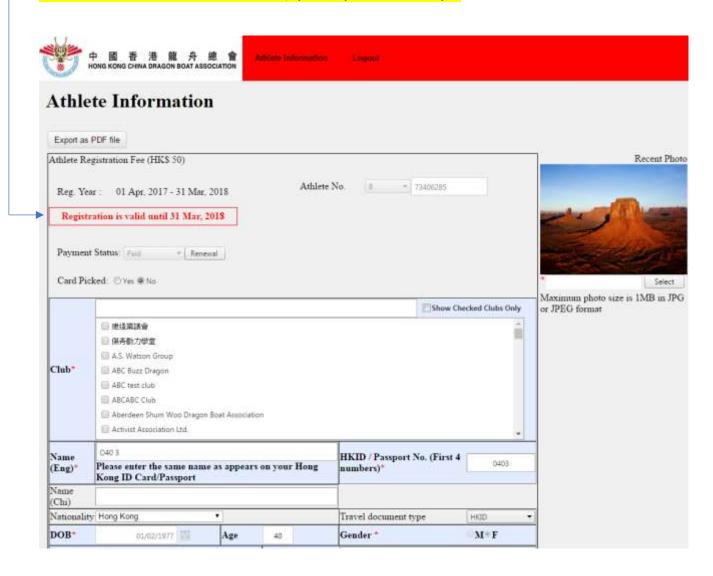


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亞洲龍舟聯合會制會會員 中國香港體育協會發表林匹克委員會屬會會員

#### 1.5 Check your payment status as below

If it shows "Registration is valid until 31 Mar 2018" as below or any day before (for example until 31 Mar 2017/2016/2015/2014 and so on), please proceed to Step 2

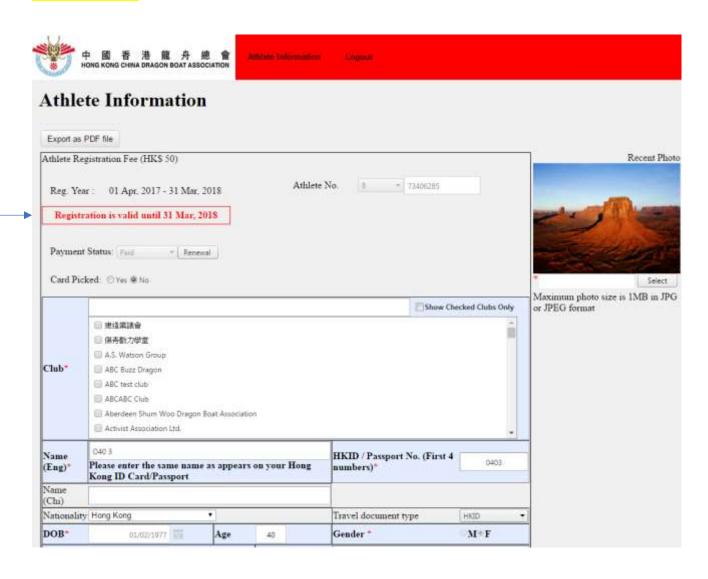




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亞洲龍舟聯合會制會會員 中國香港體育協會賢泰林匹克委員會屬會會員

If it shows "Registration is valid until 31 Mar 2018" as below or any day after (for example until 31 Mar 2019 or 2020 and so on), your athlete registration process has COMPLETED and tell your team manager to select you into the crew/team list when applying the races later! You can ignore all remaining steps.





Founding Member of International Dragon Boat Federation 

亞洲龍舟聯合會制會會員 中國香港體育協會發表林匹克委員會屬會會員

## Step 2

Please settle the payment of registration fee (\$50/year) as below:

1. Crossed cheque OR We only accept:

2. Bank-in slip

Please mark the Athlete Name and Athlete No. at the back of the cheque or bank-in slip.

Mailing address: Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong For Bank-in slip, please email a copy to <a href="https://hkdba@hkolympic.org">hkdba@hkolympic.org</a>

Name of Beneficiary	Hong Kong China Dragon Boat Association
Beneficiary Account	600-650568-002
Name of the Bank	The Hongkong and Shanghai Banking Corporation Limited



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Founding Member of Hong Kong, Water Sports Council

與政策/中央百濟百百日 亞洲龍舟聯合自制會會員 中國香港轉貨協會歷典林匹克委員會屬會會員 香港水上運動議會副會會員

### Step 3

Please inform HKCDBA about your registration by provide the following information by email to <a href="https://hkdba@hkolympic.org">hkdba@hkolympic.org</a>

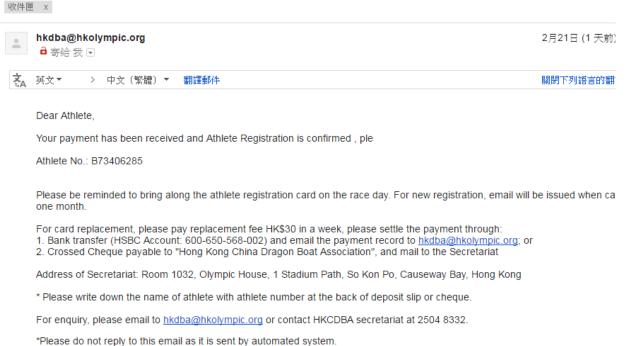
### Information needed:

- a) Athlete name,
- b) Athlete No.,
- c) Affiliated club name (Please double check with your team manager) and
- d) copy of bank-in slip OR mail your cheque to Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong with the (Athlete name, Athlete No. and Affiliated club name) marked at the back

## Step 4

You will receive an email by login to your registered email after HKCDBA checking on your information provided in step 3 and payment status:

HKCDBA: Payment Received of Athlete Registration and Login Detail of HKCDBA Online Registration System



Registration DONE! Please tell your team manager to select you into the

crew/team list when applying the races later!