



中國香港龍舟總會 HONG KONG CHINA DRAGON BOAT ASSOCIATION

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

國際龍舟聯合會創會會員
亞洲龍舟聯合會創會會員
中國香港體育協會暨奧林匹克委員會屬會會員
香港水上運動議會創會會員

Online Registration Manual for Team Manager

*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 manager who has NEVER been registered in any races organized by HKCDBA before, please refer to **P.1-P.7 as NEW Registration***

*For manager who has joined ANY kind of races organized by HKCDBA before (including IDBR and local races), please refer to **P.8– P.10 Login as team manager***

I. NEW Registration

Step 1

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

Click “Team Manager Registration” button

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Sign in Athlete Registration **Team Manager Registration** Events Sign Up Status

Athlete No.

Password

[Forgot login name or password](#)

☒ Login as athlete
☐ Login as team manager




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Step 2

Fill in all personal particulars and click "Next" button



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Sign inAthlete RegistrationTeam Manager Register

Team Manager Registration

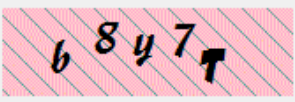
Team Manager Data

	<input checked="" type="checkbox"/> New RegistrationTemporary Club
Team Manager Name (Eng)	Thomas SHE
Team Manager Name (Chi)	Thomas SHE
HKID / Passport No. (First 4 numbers)	1032
Tel	2504 8332
Email	hkdba@hkolympic.org

* Login ID and password will be sent to this email.

Affiliated Club Data

Affiliated Club Name (Eng)	Club IDBR2017
Affiliated Club Name (Chi)	Club IDBR2017



Please type the words
b8y7t

[Change Image](#)

Next



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Step 3

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

Confirm Detail

Team Manager Name (Eng)	: Thomas SHE
Team Manager Name (Chi)	: Thomas SHE
HKID / Passport No. (First 4 numbers)	: 1032
Tel	: 2504 8332
Email	: hkdba@hkolympic.org
Affiliated Club Name (Eng)	: Club IDBR2017
Affiliated Club Name (Chi)	: Club IDBR2017

A message will then be shown as below and click "確定".

Athlete Reg

demo.citac.hk 顯示 :

資料已成功登記，經秘書處確認後，閣下可登入已登記之電郵獲取登入名稱及密碼。如有查詢，請致電2504 8332與本會秘書處聯絡。

Registration successful! Please login your registered email to receive ID and Password after approval. For enquiry, please contact HKCDBA secretariat at 2504 8332.

445 Temp

Thomas SHE

Thomas SHE

332



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Step 4

You will receive an email (by login to the email you input in step 2) with Login ID and Password after HKCDBA's approval.

HKCDBA: Login ID of Club / Temporary Club and Password of HKCDBA Online Registration System

? **hkdba@hkolympic.org**

收件者: hkdba

Dear Team Manager,

Club / Temporary Club registration succeeded, please find the login information below:

Login ID of Club / Temporary Club: D445
Password: J.wp\$3Zg

For enquiry, please email to hkdba@hkolympic.org 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.

Step 5

Login to system

- 5.1 Select "Login as team manager" button
- 5.2 Enter your "Team Manager ID" and "Password"
- 5.3 Click "Submit" button



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Sign inAthlete RegistrationTeam Manager RegistrationEvents Sign Up Status

5.2

Team Manager IDD445
PasswordJ.wp\$3Zg

[Forget login name or password](#)

5.1

☐ Login as athlete
☒ Login as team manager

5.3

Submit

4



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Step 6

You may change the password for safety reason

6.1 Click "Change Password"

The screenshot shows the website's header with the logo and navigation links: Team Manager Registration, Competition, and Logout. The 'Change Password' button is located in the top right corner, highlighted with a red box and labeled 6.1. A blue arrow points from the text 'Click "Change Password"' to the button.

6.2 Requirement of new password:

- i) At least FOUR (4) numbers AND
- ii) Not more than FIFTY (50) digits including numbers, capital and small letters.

6.3 Click "Submit" button

The screenshot shows the password change form with three input fields: Old Password, New Password, and Confirm Password. The 'Submit' button is highlighted with a red box and labeled 6.3. A blue arrow points from the text 'Click "Submit" button' to the button.



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Step 7

If you forget Login ID or Password

7.1 Select “Login as team manager” button

7.2 Click “Forget login name or password” button



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[Sign In](#)

[Athlete Registration](#)

[Team Manager Registration](#)

[Events Sign Up Status](#)

Team Manager ID

Password

7.2

[Forget login name or password](#)

☐ Login as athlete

7.1

☒ Login as team manager



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- 7.3 Enter registered personal particulars of Team Manager which you input in step 2
- 7.4 Enter the captcha
- 7.5 Click "Submit" button
- 7.6 Team Manager can login to the registered email input in step 2 for receiving the new password after the message of "Your account information has been sent to: (registered email address)" shown as below.

HKCDBA: Reset password for HKCDBA Online Registration System

? **hkdba@hkolympic.org**
收件者: hkdba

Dear Team Manager,

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

Login ID of Club / Temporary Club: D445
Password: ,6ZO: ?LM

For enquiry, please email to hkdba@hkolympic.org or contact secretariat at 2504 8332.

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

Registration DONE! Please ask your team member to finish the athlete registration for applying the races later!



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II. Login as team manager

Step 1

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

Then Login to system

1.1 Select “Login as team manager” button

1.2 Enter your “Team Manager ID” and “Password”

1.3 Click “Submit” button

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Sign in Athlete Registration Team Manager Registration Events Sign Up Status

1.2 Team Manager ID
1.2 Password

[Forget login name or password](#)

☐ Login as athlete
☒ Login as team manager

1.1

1.3 Submit

Step 2

If you forget Login ID or Password

2.1 Select “Login as team manager” button

2.2 Click “Forget login name or password” button

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Sign in Athlete Registration Team Manager Registration Events Sign Up Status

Team Manager ID
Password

2.2 [Forget login name or password](#)

☐ Login as athlete
☒ Login as team manager

2.1

Submit



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香港水上運動議會創會會員

2.3 Enter registered personal particulars of Team Manager

2.4 Enter the captcha

2.5 Click "Submit" button

2.6 Team Manager can login to the registered email for receiving the new password after the message of "Your account information has been sent to: (registered email address)" shown as below.

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Sign in Athlete Registration Team Manager Registration Events Sign Up Status

Forget login name or password

Club

*Club Club IDBR2017

*Name of Team Manager (ENG) Thomas She

*Registered Email hkdba@hkolympic.org *HKID / Passport No. (First 4 numbers) 1032

Your account information has been sent to: h*****a@hkolympic.org

Please type the words
m a s f M
ssc38 Change Image

Submit

HKCDBA: Reset password for HKCDBA Online Registration System

? hkdba@hkolympic.org
收件者: hkdba

Dear Team Manager,

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

Login ID of Club / Temporary Club: D445

Password: ,6ZO: ?LM

For enquiry, please email to hkdba@hkolympic.org or contact secretariat at 2504 8332.

Hong Kong China Dragon Boat Association

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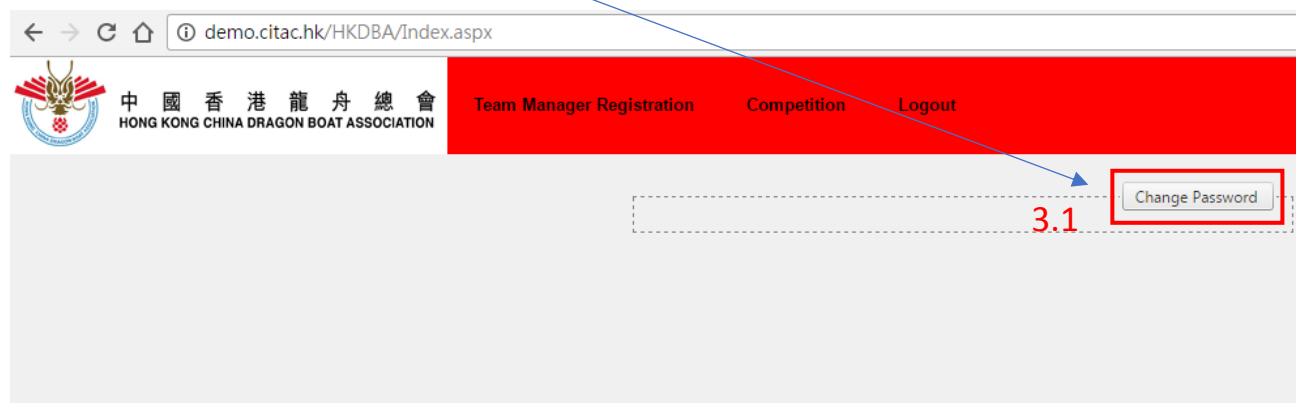
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Step 3

You may change the password for safety reason

3.1 Click "Change Password"



3.2 Requirement of new password:

- i) At least FOUR (4) numbers AND
- ii) Not more than FIFTY (50) digits including numbers, capital and small letters.

3.3 Click "Submit" button



Login DONE! Please ask your team member to finish the athlete

registration for applying the races later!