



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 Enrollment Manual (Team Manager only)

*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 not finish team manager registration, please refer to [Online Registration Manual for Team Manager](#) and complete the registration first

For registered manager, please follow the step below for online enrollment

I. Sign In

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

The screenshot displays the website's header with the association's logo and name in Chinese and English. A red navigation bar contains links for 'Sign in', 'Athlete Registration', 'Team Manager Registration', and 'Events Sign Up Status'. The main content area shows a login form with two input fields labeled 'Team Manager ID' and 'Password', which are highlighted with a red box and labeled '1.2'. Below these fields is a blue link 'forget login name or password'. Two radio buttons are present: 'Login as athlete' and 'Login as team manager', with the latter selected and highlighted by a red box and labeled '1.1'. At the bottom right, a 'Submit' button is highlighted with a red box and labeled '1.3'.



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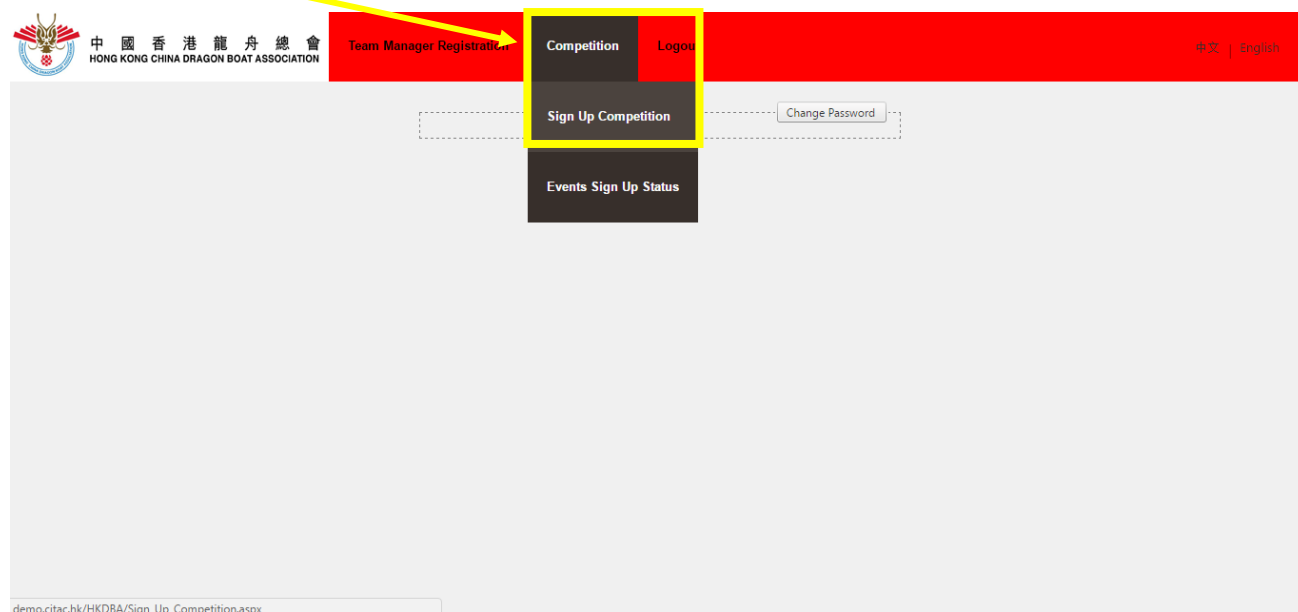
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II. Application for Enrollment

Step 2

2.1 Click “Competition” & “Sign Up Competition” button





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Step 3

3.1 Select the race under “Events” (For example, Hong Kong International Dragon Boat Races 2017)

3.2 Please click “Yes” if your team would like to reserve marquee

**** Due to space availability, marquees will be assigned on a first come first served basis and informed by organizer by email later**

3.3 Select “Add” for the Category you would like to apply



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Team Manager Registration Competition Logout

中文 | English

3.1 Events | Hong Kong International Dragon Boat Races 2017

Club | dddd1234

Print List of Competitors

Team Manager Data

3.2

Team Manager ID: D458

Team Manager Name: ddddttest

Email: athleteac123@gmail.com

Tel: 12345678

Total Member Number: 20

Member Number (M): 10

Member Number (F): 10

View team list

Marquee Hiring (Fee: \$700) ☐ Yes ☒ No

Total: HK\$ 0.00



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3.4 Click “Add New Team” and then click “Submit” button after filling in your Team Name, press “Cancel” if any change

**** Application for enrollment will be sent to organizer after “submit”**

總會
OCIATION

Team Manager Registration Competition Logout 中文 | English

Events Hong Kong International Dragon Boat Races 2017 ⓘ

Club dddd1234 Print List of Competitors

Marquee Hiring (Fee: \$700) ☐ Yes ☒ No

123@gmail.com

3.4

Total: HK\$ 0.00

Category	Small Boat/ Standard Boat	Distance	Entry Fee (Per Te
International Open	Standard boat	500	HK\$0.00
<div> <div>+</div> <div>Add New Team</div> </div> <div> <div>Team Name (English)</div> <div>Team Name (Chinese)</div> </div> <div> <div>Team Name (English):</div> <div>Team Name (Chinese):</div> </div> <div> <div>SSSSmall Boat</div> <div>SSSSmall Boat</div> </div> <div> <div>Submit</div> <div>Cancel</div> </div>			
ADD/新增	International Open	Small boat	200
ADD/新增	International Mixed	Standard boat	500
ADD/新增	International Mixed	Small boat	200
ADD/新增	International Women	Standard boat	500

View team list

3.5 Once you submit the application, a pop up message will be shown as below, which mean we have received your application.

Apps 收件匣 (21) - hkdbs6 hkdbs2017 - Outlook Google Transl

demo.citac.hk says:
Application for Enrollment DONE! You will receive an email from organizer about the application status for different category.

OK

3.5

Sign Up Competition

Events CCB (Asia) Hong Kong International Dragon Boat Races 2017 ⓘ

Club dddd1234 Print List of Competitors

Team Manager Data

Team Manager ID D458

Team Manager Name ddddttest

Email athleteac123@gmail.com

Tel 12345678

Total Member Number 33

Member Number (M) 15

Member Number (F) 18

View team list

Marquee Hiring (Fee: \$700) ☒ Yes ☐ No

Tot

Category	Small Boat/ Standard Boat
ADD/新增	International Open
ADD/新增	International Open
<div> <div>+</div> <div>Add New Team</div> </div> <div> <div>Team Name (English)</div> <div>Team Name (Chinese)</div> </div> <div> <div>SSSSmall Boat</div> <div>SSSSmall Boat</div> </div> <div> <div>Add Team Member</div> </div>	
ADD/新增	International Mixed



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Step 4

4.1 "Application Time" will be shown after submitted application for enrollment

** Organizer will accept entries on first come, first served basis if the application exceed the quotas in each category

4.2 Please click "Delete" if you would like cancel the team your enrolled

** Application of the team for that Category will be cancelled and the latest application time will be updated if your team re-apply the category again.

[Registration](#) [Competition](#) [Logout](#) [中文](#) | [English](#)

Dragon Boat Races 2017

[Print List of Competitors](#)

☒ Hiring ☐ Yes ☒ No

Total: HK\$ 0.00

Category	Small Boat/ Standard Boat	Distance	Entry Fee (Per Team)
International Open	Standard boat	500	HK\$0.00
+ Add New Team			
Team Name (English)	Team Name (Chinese)	4.1 Application Time	Crew List Submit Time
SSSSmall Boar	SSSSmall Boat	20/3/2017 15:53:19	4.2 Delete
新增 International Open	Small boat	200	HK\$0.00
新增 International Mixed	Standard boat	500	HK\$0.00
新增 International Mixed	Small boat	200	HK\$0.00
新增 International Women	Standard boat	500	HK\$0.00
新增 International Women	Small boat	200	HK\$0.00
新增 International Cancer Survivors	Small boat	200	HK\$0.00

Your application has been completed!

You will receive an email from organizer within 2 working days about the

application status for different category, please settle payment if

application succeed and complete step 5



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Step 5

Submission of Crew List

5.1 Click “Add Team Member” to add team members into your crew list.

[Registration](#)
[Competition](#)
[Logout](#)
[中文](#) | [English](#)

Dragon Boat Races 2017

Print List of Competitors

Hiring
☐ Yes
☒ No

Total: HK\$ 0.00

Category	Small Boat/ Standard Boat	Distance	Entry Fee (Per Team)
International Open	Standard boat	500	HK\$0.00
+ Add New Team			
Team Name (English)	Team Name (Chinese)	Application Time	Crew List Submit Time
SSSSmall Boar	SSSSmall Boat 5.1	20/3/2017 15:53:19	Add Team Member Delete
International Open	Small boat	200	HK\$0.00
International Mixed	Standard boat	500	HK\$0.00
International Mixed	Small boat	200	HK\$0.00
International Women	Standard boat	500	HK\$0.00
International Women	Small boat	200	HK\$0.00
International Cancer Survivors	Small boat	200	HK\$0.00



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5.2 If Team manager (who responsible for online enrollment) would like to update the information of team manager and coach (In case they have different team manager & coach for different category), please enter the updated information and click "Update" button.

** Please input 0000 as passport No. if there are some passport with less than 4 or without numbers (ie: C4KHSPGAB).

** Team manager can NOT be Drummer/ Helm/ Paddler for the same category

5.3 If the team manager is unable to locate any team member in the list, which means:

- The member has not finish athlete registration or his registration is invalid (Maybe expired) or
- The member has not registered under your club/team. Please ask him to update his club information on his personal particular or
- The team member does not meet the entry requirement of that race category. (e.g.: Age) or
- The team member has already assigned by another team/club in the same category. This race rules applied, "Each paddler cannot represent different teams (sub-teams under the same team name (Team A, Team B) are regarded as different teams) in the same category." etc.

5.3a Before filling in the crew list, please pay attention to the requirements for different category.

Competition Team Member Management

International Open - Small boat, 200

5.3 Athlete Name

☐ M ☐ F ☒ Not Limited ☒ Hong Kong resident Refresh

Athlete No.	Name	Age
B73647901	Cheng2	14
B73655499	Cheng3	17
B73667086	Cheng4	37
B73672245	Cheng5	46
B73683053	Cheng6	31
B73699477	Cheng7	46
B73708392	Cheng8	51
B73714221	Cheng9	57
B73732420	Cheng10	19
B73743951	Cheng11	25
B73754949	Cheng12	49
B73766893	Cheng14	63
B73773749	Cheng15	60

Add Team Member Reserve

Drummer Helm Drummer/Helm/Paddler Paddler

5.2 Team (International Open)SSSSmall Boat

Team Name (English) SSSSmall Boat

Team Name (Chinese) SSSSmall Boat

Name of Coach dddtest

HKID / Passport No. of Coach(First 4 digits) 1234

Name of Team Manager dddtest

HKID / Passport No. of Team Manager (First 4 digits) 1234

Email of Team Manager

Update

Drummer

Helm

Reserve

5.3a

Before submit the crew list, please confirm you have fulfill the criteria as the below:

- Must have a Drummer or Helm
- Insufficient number of entries (minium: 8)

For any teams would like to register for International Race(s), they must fulfill two requirements as below:

- 1) at least 60% of the team members on the crew list must hold the passports issued by countries or regions outside Hong Kong; and
- 2) at least 12 paddlers (for standard boat races) and 6 paddlers (for small boat races) on the boat respectively must hold the passports issued by countries or regions outside Hong Kong

Submit Delete Cancel



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5.4 Select team members to different positions. Pick the team members on the team list, and then press the position respectively.

**If the team manager is unable to select the team member to the specific position, which may mean:

- The number of team members assigned reaches specific limits, e.g., the assigned male members reach the male paddlers limits in the Mixed category, therefore adding additional male paddlers to the crew list is not allowed

5.5 Team member's name will be shown on the table on the right-hand side. For alteration, please click "x" on the right of the team member's name and repeat the step 5.4

5.6 Please click "Submit" button after you completed the crew list. If you want to re-enter the whole crew list, please click "Delete" button.

**If the team manager is unable to submit, which may mean:

- Drummer/ Helm is missed or the No. of Paddler is less than the minimum requirement

Competition Team Member Management

International Open - Small boat, 200

Athlete Name

☐ M ☐ F ☒ Not Limited ☒ Hong Kong resident Refresh

	Athlete No.	Name	Age
M	B73699477	Cheng7	46
F	B73732420	Cheng10	19
F	B73743951	Cheng11	25
F	B73793701	Cheng17	50
F	B73815727	Cheng19	39
F	B73825322	Cheng20	50
M	B73836211	Cheng21	16

Team (International Open)SSSSmall Boat

Team Name (English) SSSSmall Boat

Team Name (Chinese) SSSSmall Boat

Name of Coach dddtest

HKID / Passport No. of Coach(First 4 digits) 1234

Name of Team Manager dddtest

HKID / Passport No. of Team Manager (First 4 digits) 1234

Email of Team Manager

Update

5.5

5.4

Drummer Cheng14 (F) - B73766893 x

Cheng3 (M) - B73655499 x Cheng4 (M) - B73667086 x

Cheng5 (M) - B73672245 x Cheng6 (M) - B73683053 x

Cheng18 (F) - B73805436 x Cheng4 (M) - B73667086 x

Cheng8 (M) - B73708392 x Cheng15 (F) - B73773749 x

Helm Cheng9 (M) - B73714221 x

Reserve

Cheng20(F) - B73825322 x Cheng10(F) - B73732420 x

Cheng11(F) - B73743951 x Cheng14(F) - B73766893 x

Cheng17(F) - B73793701 x Cheng19(F) - B73815727 x

Before submit the crew list, please confirm you have fulfill the criteria as the below:

- Must have a Drummer or Helm
- Insufficient number of entries (minium: 8)

For any teams would like to register for International Race(s), they must fulfill two requirements as below:

- 1) at least 60% of the team members on the crew list must hold the passports issued by countries or regions outside Hong Kong; and
- 2) at least 12 paddlers (for standard boat races) and 6 paddlers (for small boat races) on the boat respectively must hold the passports issued by countries or regions outside Hong Kong

5.6

Submit Delete Cancel



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香港水上運動議會創會會員

5.7 Once you submit the crew list, a pop up message as below will be shown.

demo.citac.hk says:
Submission of Crew List DONE!

OK

HKID / Passport No. of Team Manager (First 4 digits)
Email of Team Manager

Update

Drummer Cheng5 (M) - 873672245

Cheng12 (F) - 873754949 Cheng2 (M) - 873647901
Cheng16 (F) - 873783166 Cheng3 (M) - 873655499
Cheng18 (F) - 873805436 Cheng4 (M) - 873667086
Cheng8 (M) - 873708392 Cheng15 (F) - 873773749
Helm Cheng9 (M) - 873714221
Reserve
Cheng20(F) - 873825322 Cheng10(F) - 873732420

Add Team Member Reserve
Drummer Helm
Paddler Drummer/Helm/Paddler

For any teams would like to register for International Race(s), they must fulfill two requirements as below:

5.8 Submission time will be shown as below after you submit the crew list.

5.9 Team manager can revise the crew list by clicking “Add Team Member” button before the submission deadline.

5.10 Once the crew list confirmed, you may print it out for your reference. You may choose to print out all in once or choose the specific category.

Registration Competition Logout 中文 English

International Dragon Boat Races 2017

Print List of Competitors

Free Hiring (700) Yes No

Total: HK\$ 2400.00

Category	Small Boat/ Standard Boat	Distance	Entry Fee (Per Team)
International Open	Standard boat	500	HK\$3,200.00
International Open	Small boat	200	HK\$1,700.00

+ Add New Team

Team Name (English)	Team Name (Chinese)	Application Time	Submission Time	Crew List	Submit Time	Print	Delete
SSSSmall Boat	SSSSmall Boat	23/3/2017 14:29:42	23/3/2017 14:55:44	Add Team Member			
International Mixed	Standard boat	500	HK\$3,200.00				
International Mixed	Small boat	200	HK\$1,700.00				
International Women	Standard boat	500	HK\$3,200.00				
International Women	Small boat	200	HK\$1,700.00				
International Cancer Survivors	Small boat	200	HK\$1,700.00				

Submission of Crew List DONE!