



GWN Event Registration Steps & GWN Online Management Tool

GWN Event Registration Steps

Step 1: Register Now

- Click on the "Register Now" button
- Choose an event that you wish to participate in by clicking in the bubble next to it and selecting the appropriate race class using the drop down box. Click the "Next" button
- You will be prompted to sign into the system as a New User or Existing User (see below)

Step 2: Sign into your Account - Existing User vs. New User

If you have signed up for one of the following items below, you are an existing user:

- GWN Paddle Zone
- GWN Pro Shop (paddle / equipment order via GWN)
- GWN Florida, Tampa & Ohio Training Camps
- Central Region Race-off and GWN Sport Regatta
- GWN Dragon Boat Challenge
- Mercer County Dragon Boat Festival
- Orlando International Dragon Boat Festival at Walt Disney World Resort

Please use Option A for instructions. If you have not signed up for any items, than please proceed to Option B (New User).

Option A: Existing User

- Sign into your account by clicking on the "Sign In" button
- Enter in your email address and password
- **NOTE:** Please always remember your password as you will be using this to sign into the online management tool

Option B, Step B-1: New User

- In the "Are You A New User" section, click the "Sign Up" button
- Fill in the information on this page:
- Email Address
- Confirm Email Address
- Password
- Confirm Password
- **NOTE:** Please always remember your password as you will be using this to sign into the online management tool
- When you have completed the above information, click the "Create Profile" button. If you have come to this page by mistake, click the "Back" button

Step B-2: Member Profile

- To create your profile in the system, fill in the information
- When you have filled in all of the information click the "Save Member Info" button. You're information is now saved into the system

Already a Member but forgot your password?

- On the "Sign In" page, click the "What is My Password" link
- Enter your email address in the space provided. A new password will be emailed to your account. After logging in with the new password, you may change the password to your liking



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Step 3: My Races

- Will you be a crew member (paddler or drummer) during the races? Select "Yes" or "No" from the drop down menu and click "Submit"
- If you qualify for one or more races, choose the race you want from the drop down menu, and then click "Submit"

GWN Event Registration Steps, cont'd

Step 4: Payment Method

- You will then be asked to select the payment method you will be using (cheque, credit card), and if you have been given a Promo Code enter it in the space provided
- Click the "Next" button

Step 5: Create Team & Sign Waiver

- Enter your team name in the space provided
- Select your position on the team from the drop down list provided
- Enter your team website (if applicable)
- Choose your team's "Industry Cup" from the drop down list provided
- If you would like to have information sent to you via email from the Sponsors of the event you have chosen, place a check mark in the box by clicking on it
- The GWN waiver is also posted on this page. Please review terms and place a check mark in the box by clicking on it, which will sign your waiver electronically, which eliminates all paper waivers
- Click the "Submit" button

Step 6: Supplemental Products

- Choose products from the list that you wish to purchase
- Click the "Add to Basket" button at the bottom of the page

Step 7: My Basket Items

- Review your selections, and if there are no changes, click the "Checkout" button
- To pay for your items, click the "Process Transaction" button
- Enter your credit card/other information in the spaces provided
- Click "Process Transaction"

Step 8: Order Confirmation

- You will be given an order number. Click the order number to view the details and print a copy of the order as this duplicates as your receipt. An email of the Order information has been sent to your email account on file
- Upon completion of your online registration, you will land on your Home Page. Click on "Go to Crew Management Tool"



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GWN Online Management Tool

How to sign-in (all members):

- To sign into your management tool homepage, go to the GWN website, www.gwndragonboat.com, and enter your email and password under the “Sign In” box on the right-hand-side of any webpages

Tool Features - Allows you to do all of the following:

- Register for all GWN events (i.e. GWN Dragon Boat Challenge, GWN Sport Regatta, Training Camps, Mercer County Dragon Boat Festival, Orlando International Dragon Boat Festival at Walt Disney World Resort, Earth Dragons)
- Update your profile, change your password
- Keeps track of all of the events that you have already signed up for – order tracking and receipts

Tool Features for Team Captains – Crew Management Tool Homepage:

- **NEW FEATURE!** Under “MY CREW”, team captains will be able to invite their past members as long as they were their team captain. Click on the “**Invite Crew from Past Events**” to view and select this year’s crew roster list.
- The Crew Management Tool allows you to invite crew members to join your team (or delete crew members)
 - Click the “Build Team” button to begin
 - From the drop-down list, select the position for that team member
 - Enter both the First and Last names of a team member. You can send them an invitation via email by clicking on the “Invite” button
 - Once your invitee receives the email, they will be prompted to accept or decline your invitation to join your crew. If they accept the invitation, they will be brought to the website to create an account and electronically sign the waiver. Acceptance will appear on your Crew Management homepage

Please note: Inviting your members is an important step, as this is your roster list
- Order extra items by clicking on the “Add More” button
- Communicate with your team with any news/messages by clicking the “Email Team” button
- Remind any members to register and sign their waiver by clicking the “Remind” button beside each member’s name
- Check on the status of your team anytime
- Modify team information i.e. team name, team website
- Download event waiver for those participants under 18 and for those sharing email addresses (see next page)
- See your Order Tracking and Receipts



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GWN Online Management Tool, cont'd

Note on Participants under 18:

Team Captains:

Please still add them to your team online, as this does act as your roster list. You can download the waiver (which is on your crew management page), print off copies and have them filled out and signed by their guardians. Please mail, fax, or scan & email the waiver to the GWN Office. The GWN team will cross-reference them with your team roster list, and GWN will sign the waiver (electronically) on their behalf.

BY MAIL: GWN Dragon Boat 577 Wellington St. West, 2nd Floor, Toronto, Ontario, M5V 1G3

BY FAX: 416-962-9300

BY EMAIL: info@gwndragonboat.com

Note on family members sharing an email address:

Team Captains:

Please register one of them with the one email address they have. For the other family member(s), please use the member's phone number(s) in conjunction with our domain name: e.g. 4165551212@gwndragonboat.com. (We will receive the member's invitation). This way, the participant's name will be in the system as this also acts as your team's roster list.

Please have the family member(s) send in their waiver to the GWN Office via mail, fax or scan & email. GWN will then electronically sign the waiver on their behalf and accept membership on the team.

BY MAIL: GWN Dragon Boat 577 Wellington St. West, 2nd Floor, Toronto, Ontario, M5V 1G3

BY FAX: 416-962-9300

BY EMAIL: info@gwndragonboat.com

Tool Features for Team Members:

- You will receive an email from your team captain / administrator to accept the invitation to join the team
- Upon accepting, you will be brought to the website to create a member profile (see Step B-2 and Step 3) and to sign the waiver electronically by clicking on the check box (after reading the Festival's waiver posted on the page)
- You will be able to view all the team info that your team captain has entered. You do not have the ability to make any changes as the team captain / administrator only has the capabilities to do so