

ONLINE REGISTRATION GUIDE AND PROCESS FLOW

The following guide takes you through from the very first time that you are using the online registration. Therefore it is very important that the person doing the registration for the first time must either be the Team Manager or an appointed representative. Subsequent correspondence will always be sent to this first person. Also, this will be the person who will be required to make payment online (either by Credit Card or Debit Card).

Step 1:

- (1) To begin, enter a valid email address.
 - (a) This must be the Team Manager's email address because all the registration information will be summarized and sent back to this email address for confirmation.
 - (b) This will also be the email address that you will need to enter to access the registration information in the event that you would like to make changes at a later date.
 - (c) *What is the "Already Registered" button for?*
 - (i) This is to be used only when the Team Manager wishes to retrieve or change registration information.
 - (ii) If you need to do this, you must first enter the Team Manager's email address in the box, then click on the "Already Registered" button
 - (iii) You will be taken to a page where you will need to enter your password. This is the password that you created at your initial registration.
 - (iv) Then you will be able to retrieve all the registration information and carry on to make any changes.
 - (d) *What is the "Registering a Group" button for?*

This is an information button only. It will show you the following information:

You will have the opportunity to add additional group members later in the registration process. If there are fees to be paid, the total fees for all registrants in the group will be charged to the first person who made the registration for the group (i.e. should be the Team Manager). If members of the group are paying individually (for example, with different credit or debit cards), please create separate registrations for each.

- (2) Then click "Continue" and you will be taken to the "Personal Information" page.

Step 2:

- (1) You are now on the "Personal Information" page.
- (2) Fill in the information required. You must provide information for every box that has a red star (★).
- (3) You must upload the photograph of the person that is being registered, otherwise you will not be able to proceed. The photograph must be in JPEG format and should not be more than 20MB in size.
- (4) You must create a password. This is the password that will be reproduced for every team member being registered for subsequently.
- (5) "Proof of Employment" is only required for teams entering the "Inter-Corporate" category.
- (6) When you have completed filling all the information, click "Continue" and you will be taken to the "Activities" page.

Step 3:

- (1) On this page you must answer "Are you liable for registration fees"?
 - (a) "Yes" if you are competing as a paddler, a drummer or a steersperson;
 - (b) "No" if you are a Team Manager who is not competing in the event
- (2) Then proceed to mark off the categories that your team will be participating in.
- (3) Then select either "Add Another Person" button OR "Continue".
 - (a) If you click "Add Another Person":
 - (i) You will be taken to a page where you will need to enter the other person's email address;
 - (ii) Then click "Continue";
 - (iii) Then you will be taken to a page where you will need to fill in the person's information (remember to upload photograph otherwise you cannot proceed) and provide information for every box that has a red star (★).
 - (iv) No need to create a Password for this person because the Password created by the first person doing the registration will be used subsequently for all the team members.

- (v) "Proof of Employment" is only required for teams entering the "Inter-Corporate" category.
 - (vi) You must indicate that you agree to the terms and conditions on the Waiver and Release of Liability. For participants under the age of 21, you can download this document, have it signed by a parent or guardian and return the document (either in soft copy by email to savasprints@sava.com.sg; or hard copy to SAVA's office);
 - (vii) When you are done here, click "Continue" and you will be taken to the "Check Out" page
- (b) The "Checkout" page is the same page that you will get to if you had clicked on "Continue" at **Step 3 item (3)** instead of "Add Another Person".

Step 4:

- (1) You are now on the "Checkout" page.
- (2) Verify that all the team members that you have registered are listed;
- (3) At this point you can still "Add Another Person" (a button is provided for after the summary of registrants).
- (4) Check that the Fee Summary is correct;
- (5) And finally, make payment. You can make payment online by Credit Card or Debit Card.
- (6) For organizations that require SAVA to invoice, please select the appropriate option.