

## **Chautauqua Lake Rowing High School Club Team Registration Procedure**

1. **CLRA registration**: go to our web site, [www.rowchautauqua.org](http://www.rowchautauqua.org) to the “High School Registration” tab. Go to button “Registration Open!”. This takes you to TeamSnap software registration page. Register in the TeamSnap site completing all the required information. Make sure you check that you wish to receive email and SMS (alerts/text messages). Step 2 is to download / read the current year Parent Athlete Handbook. **Both parent and athlete should read** the policies in the Handbook. Print the last page; both parent and student should complete the signature page. Bring this page to registration. The next step is payment. There are 3 selections: Rower, Coxswain, & Security Deposit. You must provide an answer for all 3 options. e.g. if you are a Rower, you would select Rower, under Coxswain you would select "not participating in this", and finally select Security Deposit. Each athlete must pay the Security Deposit. If you wish you may also make a donation to the CLRA; add the amount to the Donation line. You can make your payment on line using credit card (Visa or Master Card). A transaction fee charged by the card companies is added to the final total. You may also elect to pay by cash or check at registration. Athletes should be paid in full no later than the first day of practice. Retain passwords for future use of the site.
2. **US Rowing Waiver: Choose the BASIC Membership** – There are several levels of membership within US Rowing. The only one required for the High School Club Team is the Basic Membership for the nominal cost of \$9.75. The Team does not prohibit you from joining US Rowing at a different level, but it is not required. Only Basic Level is necessary. Also, it is not a requirement for you to donate to US Rowing; you will need to answer, “Not Now” for the donation question if no donation is made. The button to US Rowing can be found under the High School page. Click the “US Rowing On-Line Waiver” button. On the US Rowing site, under Individuals click either “Join” or “Members, Renew/Upgrade”. You will be asked for information and eventually some rowing questions. Associate with team: Chautauqua Lake Rowing. Team Code: N4RSC. To assist you if needed, two helpful videos can be found at the following link: <http://www.usrowing.org/about/membershipbenefits/tutorials>. Retain passwords for future use of the site. Note that your member number is your password.
3. **Registration Day**: There is **NO** off site registration location this year. For your first outdoor practice, have team registration completed, US Rowing waiver signed on-line, and bring the signed handbook form. If you are paying in person instead of on-line bring check (or cash) for dues and security deposit (\$100). When paying by check, if possible, please write two separate checks.
4. **Phone App**: To have update information including schedules, directions, etc. go to your phone’s App Store. Download the app TeamSnap, Sports Team Management. Parents can also obtain this app. This is a great way to stay current on our schedule or see if there are any upcoming events. The app can also be used to set up the calendar app on the phone.