

How to enter your CLUB CREW BOAT ENTRIES



This guide has been designed to assist you in the process for helping manage your club entries on the Canoe Racing New Zealand (CRNZ) Paddler Portal.

We recommend you enter using a computer rather than a phone

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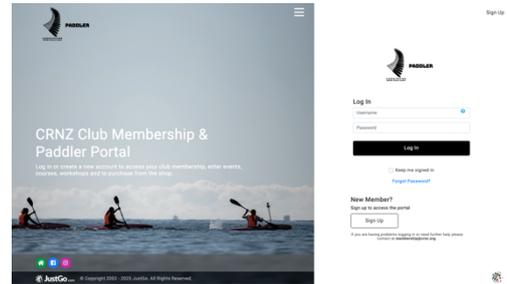


There is further information how to manage each of the following features and functions in the [Paddler Portal Help Centre](#).

If unsure, if you have any questions or if you require assistance, please contact us at events@crnz.org or membership@crnz.org

Getting Started

- 1) To get started you will need to set up a user profile.
Click here for a guide on [Creating a User Profile](#)
- 2) Once you have set a up user profile you will need club administrator access. Your president should be able to give you access or please contact events@crnz.org if you are unable to.



Finding the Event / Link

The CRNZ Crew Boat Events are not found under the existing event page. You will need to click the direct link sent from Events@crnz.org

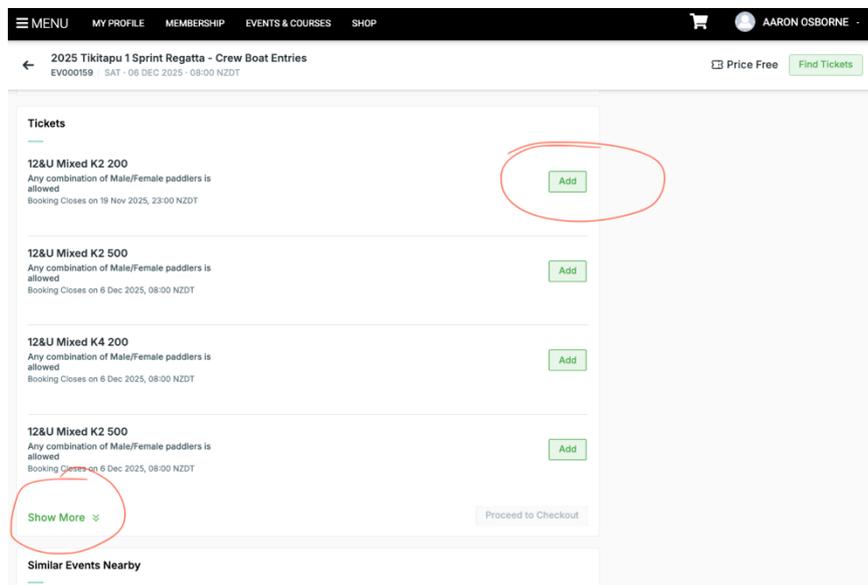
Events available to enter

Open the link and navigate down the page to Tickets.

Here you will see each crew boat event that is available to enter.

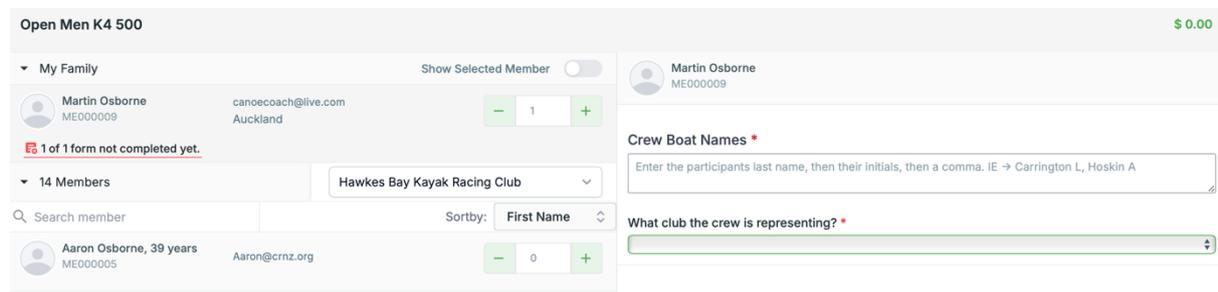
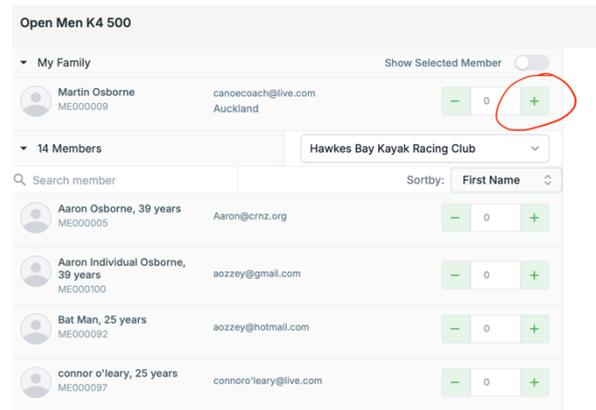
To see more events click the show more button.

To begin adding entries to an event click the add button of the corresponding event.



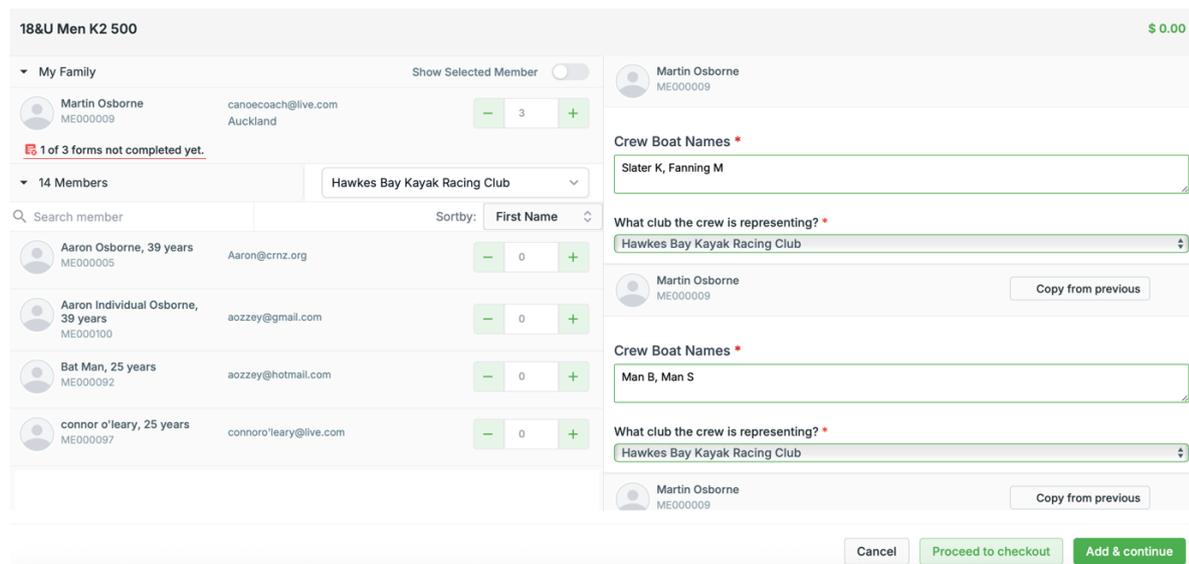
Entering the event

To enter crew boats in this event select the number of entries by pressing the add button next to your profile name.



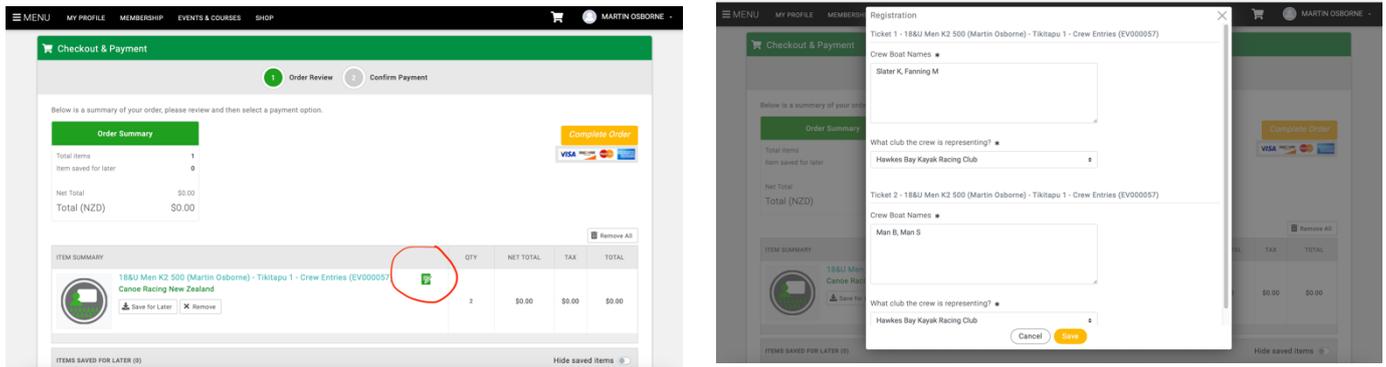
Follow the instructions by entering the crew boat participants. Enter their last name followed by the initial of their first name. Separated by a comma.

- If you do not know both the participants please enter one of the paddlers names.
- If you are entering two paddlers from different clubs you will need to discuss and decide what club is entering that crew boat and what club they are representing.
- If you are entering multiple crews you can press the + button to open up more entry options to the right of the screen.



Once you have entered all the relevant information of the crews click either proceed to checkout if you are finished with all entries. Or Add and Continue if you have further entries to add.

To check your entries or the people in each event you can click the note pad icon to open up the information. You are able to edit the information here.



Once you are happy with all of your entries click the complete order. This will complete the entry process.

Additional Entries

If you have additional entries to place you can navigate back to the event / tickets and click add more. You can edit the existing entries and add new entries until the event entry closing date.

Tickets

18&U Men K2 500

Booking Closes on 6 Dec 2025, 08:00 NZDT

Add More

3 Tickets Booked. [View Details](#)

Open Woman K4 500

Booking Closes on 6 Dec 2025, 08:00 NZDT

Add More

1 Ticket Booked. [View Details](#)

To edit click the view details of the ticket. Then edit the crew boat name and then press the save button.

