

How to manage your SECONDARY SCHOOL ENTRIES

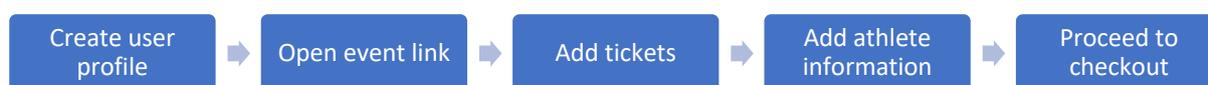


This guide has been designed to assist school sport managers/administrators in the process of helping manage your school's entries on the Canoe Racing New Zealand (CRNZ) Paddler Portal.

We recommend you enter using a computer rather than a phone

Table of Contents

Getting Started	2
Finding the Event / Link	2
Events available to enter	2
Team Manager Information	3
Entering the event	3
Additional Entries/Editing Entries	5



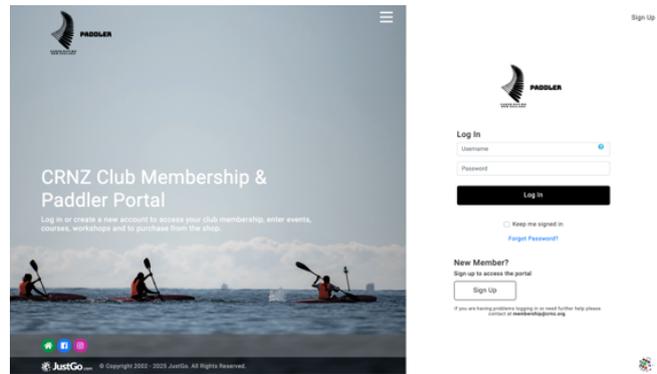
There is further information how to manage each of the following features and functions in the [Paddler Portal Help Centre](#).

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

To get started you will need to set up a user profile.

Click here for a guide on [Creating a User Profile](#)



Finding the Event / Link

The NZ Secondary School entry form is **not** on the public event page on the CRNZ online event calendar.

You will need to click the direct (private) link sent to schools from Canoe Racing NZ. If you have not received this link, please contact events@crnz.org
Please do not share this link with students/parents.

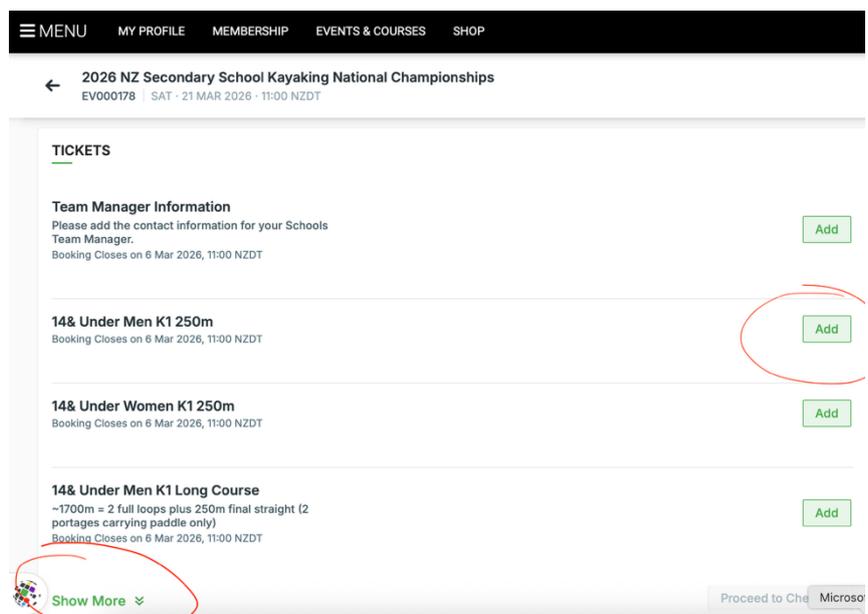
Events available to enter

Open the link and navigate down the page to Tickets.

Here you will see each individual, crew and team events that are available to enter.

To see more events click the show more button.

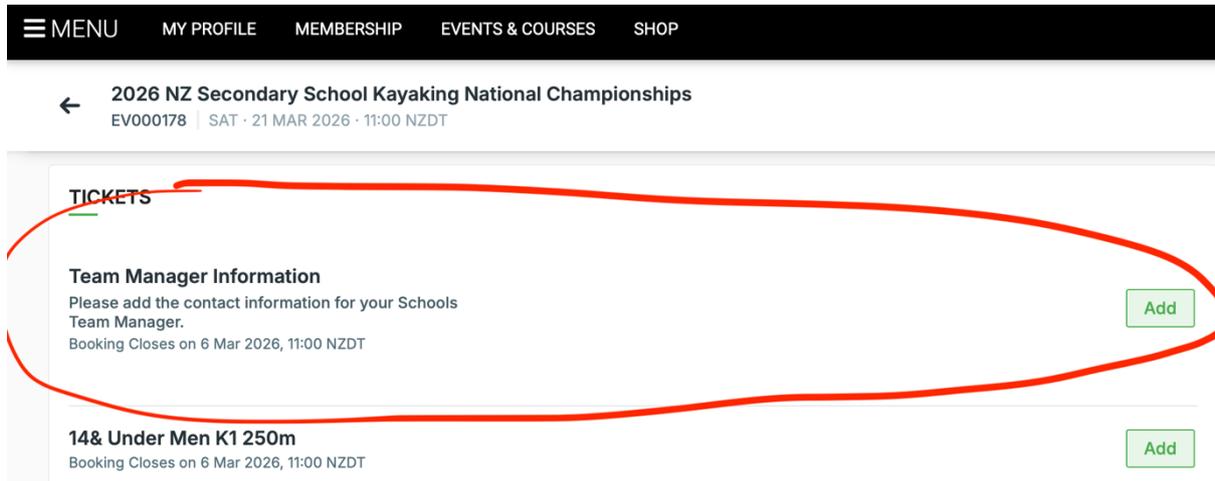
To begin adding entries to an event click the add button of the corresponding event.



Team Manager Information

There is also a ticket here to submit the name and contact details of the team manager for your school who will be the main point of contact during the event.

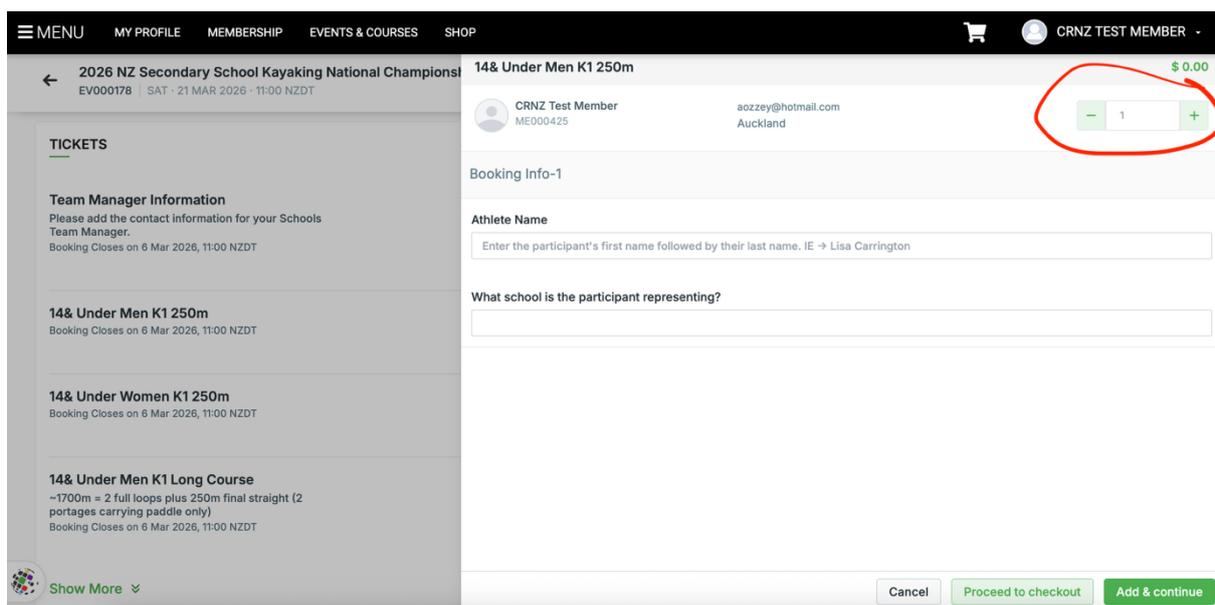
See event guide for details on TM role.



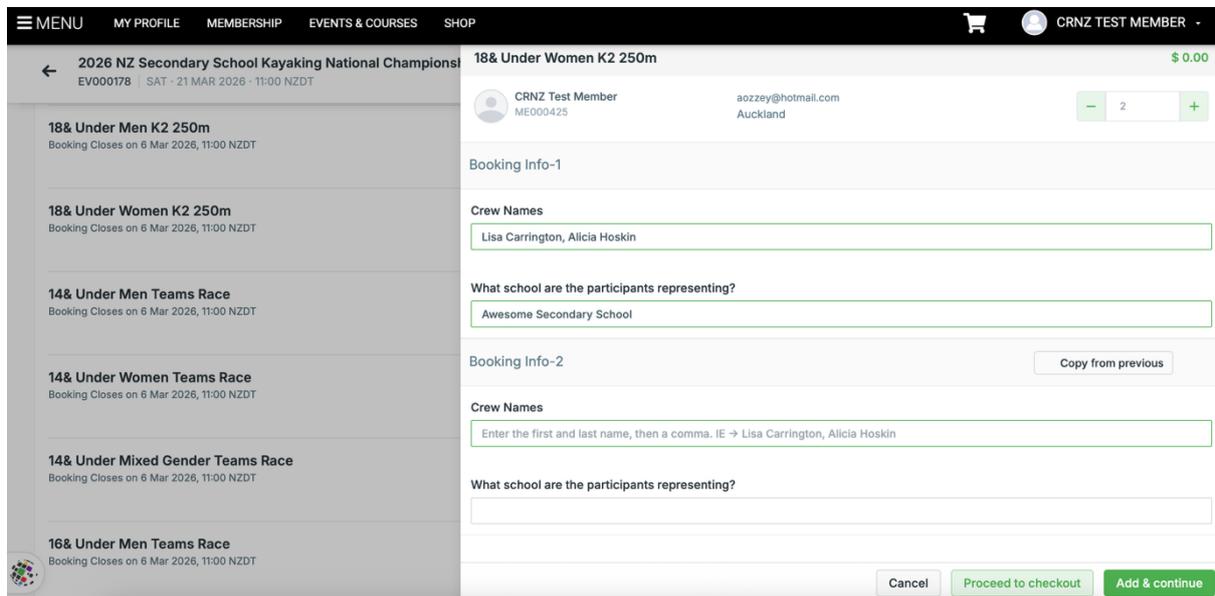
Entering the event

To enter the names of the paddler(s) in each event by clicking the + Button and adding the names in the form provided.

If you are entering more than one participant or team to the event keep adding by clicking the + Button.



Follow the instructions by entering all of the participants' information. Enter their first name followed by their last name. For crew boats (K2) and Team Relays, separate each individual by a comma.



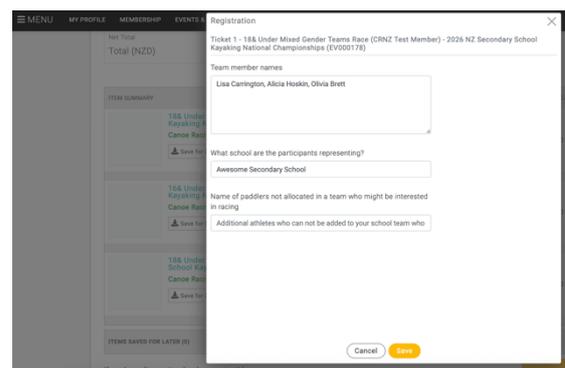
Once you have entered all the relevant information click :

- Add and Continue if you have further entries to add.
- Proceed to checkout if you are finished with all entries.

There is a \$0 entry cost allocated to these events so while you will "Checkout" there is no payment required at the time. Schools will be invoiced for all students following the close of entries.

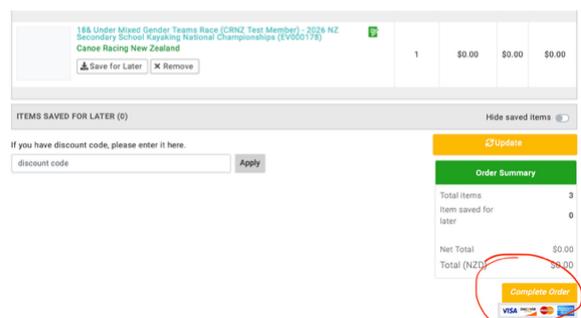
To check your entries or the people in each event you can click the note pad icon to open up the information. You are able to edit the information here.

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
18& Under Women K2 250m (CRNZ Test Member) - 2026 NZ Secondary School Kayaking National Championships (EV000178) Canoe Racing New Zealand	1	\$0.00	\$0.00	\$0.00
16& Under Women K1 250m (CRNZ Test Member) - 2026 NZ Secondary School Kayaking National Championships (EV000178) Canoe Racing New Zealand	1	\$0.00	\$0.00	\$0.00
18& Under Mixed Gender Teams Race (CRNZ Test Member) - 2026 NZ Secondary School Kayaking National Championships (EV000178) Canoe Racing New Zealand	1	\$0.00	\$0.00	\$0.00



Once you are happy with all of your entries click the complete order.

This will complete the entry process.



Additional Entries/Editing 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. You are unable to delete any entries.

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

If you wish to delete/remove entries, please contact the CRNZ event organisers.