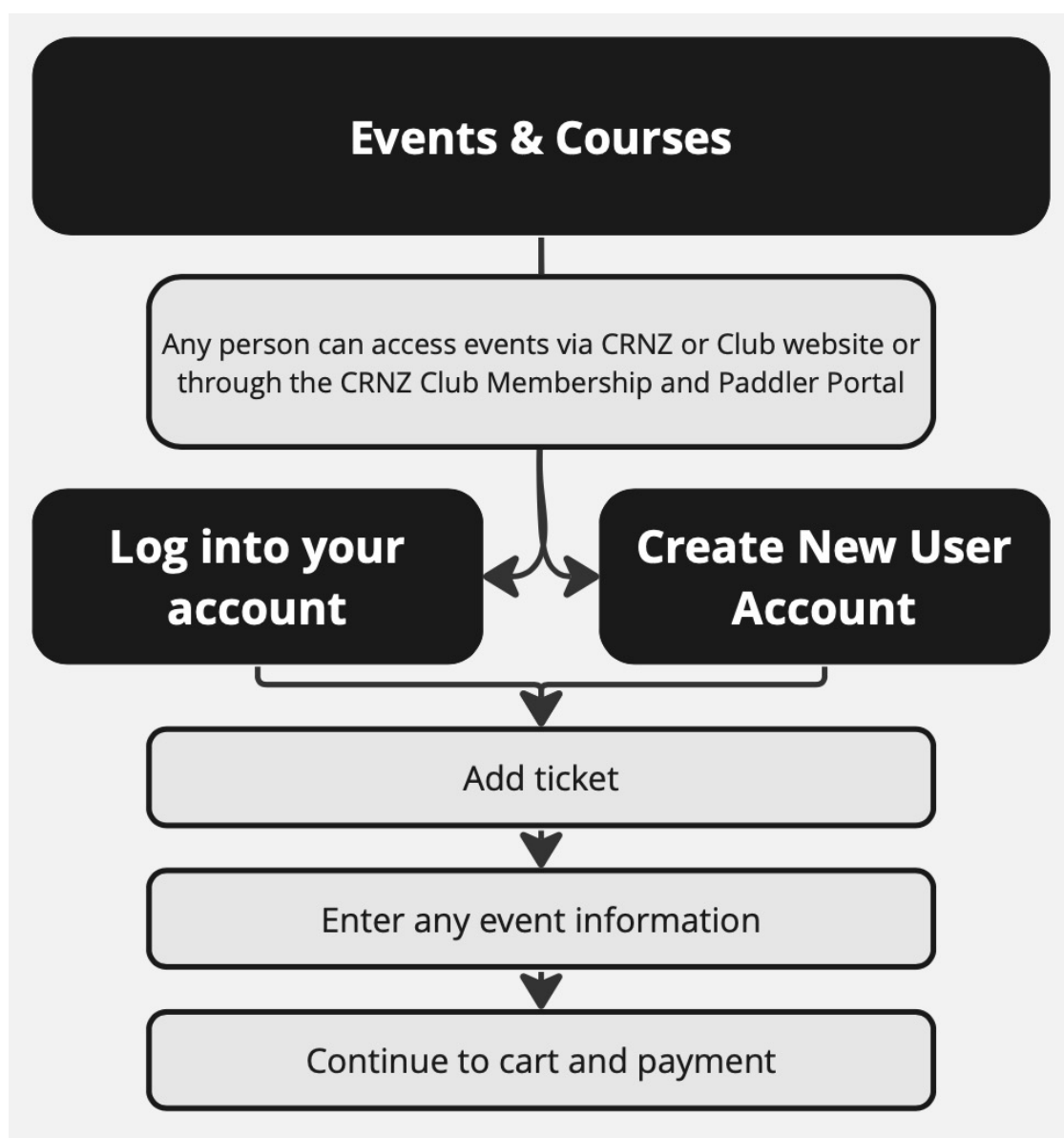# How to Enter Events & Courses

This guide has been designed to assist you in registering or entering events & courses/workshops on the CRNZ Club Membership and Paddler Portal.

Events & Courses

Any person can access events via CRNZ or Club website or through the CRNZ Club Membership and Paddler Portal

Log into your account

Create New User Account

Add ticket

Enter any event information

Continue to cart and payment

1) Find Events and Courses in the live Event Calendar

Head to the [Event Calendar on the CRNZ website](#) to see all the upcoming events and courses/workshops.

Events can be searched or filtered based on disciplines, distances, dates, location and much more…
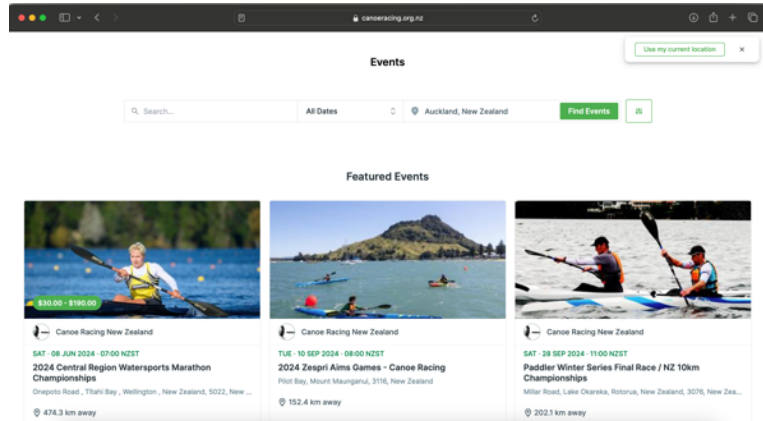
2) Open the event you want to enter and "add" the ticket (entry) you want

Scroll down the event information to the Tickets section and select the ticket.

Adding a ticket will prompt you to log in to your personal profile on the Portal.

If you don't have one, you'll need to create one.

Anyone can create a user profile in the Portal.
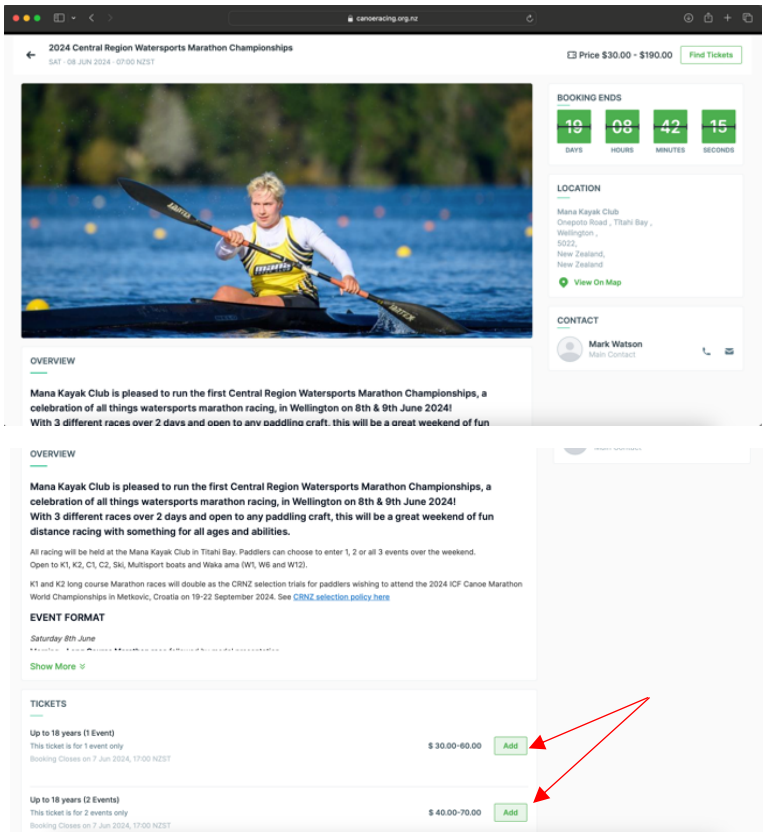
3) Log In *or* Create a User Profile

1) If you already have a User Profile select Log in;

To log in you will need your username and password to access your account. Your username will likely be your email address.

2) If you don't have a log-in, click "Sign Up" to create a user profile.

Complete the details requested in the Sign Up form and agree to the Policies/Terms & Conditions of the Portal.
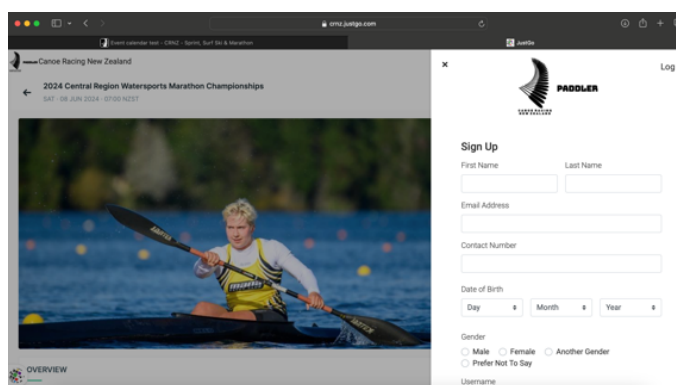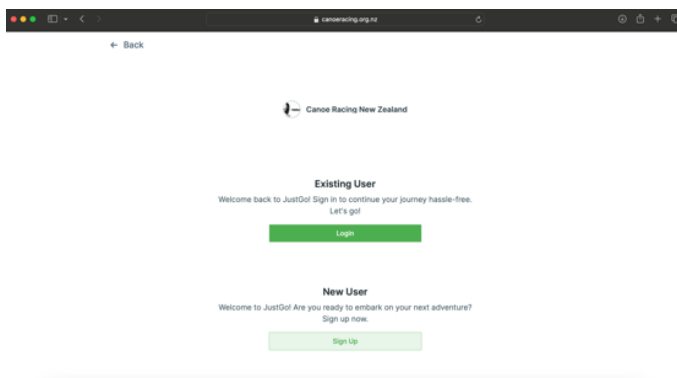
Entering for a child?
If you are entering on behalf of a child or family member you must create a user profile for each member and add them to your profile as a Family Member.
See more about [adding family members to your profile](#).
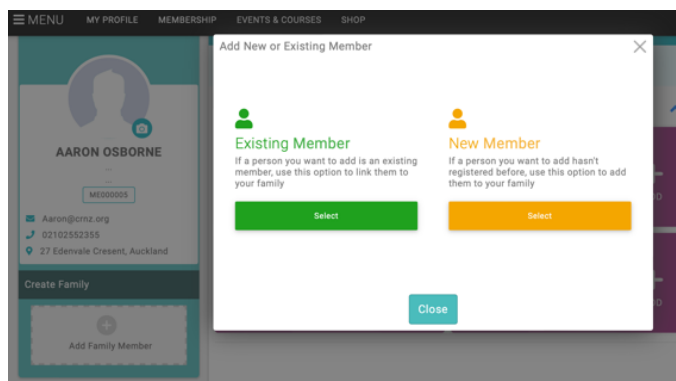
4) Select the number of tickets and allocate to profiles

Once signed in, your user profile(s) will be listed. Add a ticket to the person you wish to enter by clicking on the **"+"**

If you have multiple family member profiles, you will be able to add the ticket to more than one profile.
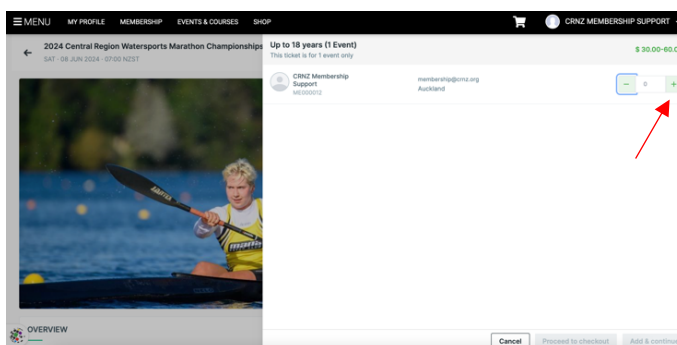
5) Complete the entry form and Proceed to Checkout

All required fields will be highlighted with a red asterisk*.

Once you have completed the entry form click **"Proceed to checkout".**

If you have not completed all the required fields, you will not be able to "Proceed to Checkout".

The message "Required Fields are not completed. Please update the required fields" will appear.

To complete – click back onto the Update button and complete the required fields, in most cases it is highlighted in red.

6) Complete Payment

Check all the information is correct and you are purchasing the correct tickets (entries).

Click "**Pay with Card**" and complete the payment via credit or debit card.

Once you have completed payment, you can request to download the invoice if desired. You will receive an email with payment confirmation.

Need help?

If you have any questions or require assistance, please contact us at membership@crnz.org or reach out to your club membership manager.

For a list of other resources and help guides please visit the CRNZ Paddler Portal Help Page