

2018 CCB (Asia) Hong Kong International Dragon Boat Races

Second Phase of Online Registration – User Manual for Team Manager

The Chinese version of the online registration system manual shall prevail.

A. Log in to the Team Manager Page

1.1 Team Managers are required to use the “Username” and “Password” listed in the confirmation email being sent by the Race Secretariat to login to the Team Manager Page:

<https://hkidbr.sportsoho.com/en>.



User account

Log in

Username *

Password *

7 C 9 Q C

What code is in the image? *

B. “My Profile”

2.1 Team Managers may change the log in password and preview the information of the club, team(s) and personal particulars through clicking the “Details” button.

My Profile

Team Manager ID	T059	<input type="button" value="Details"/>
Club Name (English)	Test Club 1	
Club Name (Chinese)	測試團體 1	

C. "My Team"

3.1 Team Managers may check the status of registrations, supporting documents (if applicable) and crew list here. By clicking each "Manage" button, Team Managers may manage the crew list for respective race category.

My Team

Team Name (English): TeamName One

Team Name (Chinese): 隊伍1

Race Category	Registration Status	Supporting Documents	Crew List	
Inter-Company Championship (Standard Boat)	Confirmed	Incomplete	Incomplete	Manage
Banking Championship (Standard Boat)	Confirmed	Incomplete	Incomplete	Manage
Professional Bodies Championship (Standard Boat)	Confirmed	Incomplete	Incomplete	Manage
Youth Championship cum HKCDBA Chairman Shield (Standard Boat)	Confirmed	Incomplete	Incomplete	Manage

3.2 Team Managers can manage the crew list by clicking the name of athletes and their respective roles on the left-hand side of the table. Please click the "Submit" button after completion of the crew list. For the combination of team members, Team Managers may refer to the "Entry Requirement" and "Race by-law" which listed in the Bulletin No. 1.

Manage The Crew List

Inter-Company Championship (Standard Boat)

Upload Supporting Document

Choose File No file chosen

<input type="checkbox"/> A0068 Athlete1 甲隊員 Overseas	Coach
<input type="checkbox"/> A0070 retry retry Overseas	
<input type="checkbox"/> A0017 rocky female 1 Local	x
<input type="checkbox"/> A0019 rocky female 2 Lok Hin Sung Local	Drummer
<input type="checkbox"/> A0020 rocky female 3 Local	
<input type="checkbox"/> A0021 rocky female 4 Local	x
<input type="checkbox"/> A0022 rocky female 5 Local	
<input type="checkbox"/> A0024 rocky female 6 Local	Paddler
<input type="checkbox"/> A0025 rocky female 7 Local	
<input type="checkbox"/> A0026 rocky female 8 Local	
<input type="checkbox"/> A0023 rocky sung 6 Local	
<input type="checkbox"/> A0048 Thomas Test 21 托 Overseas	

Roles

Drummer Helm Paddler Coach Reserve

Coach

x

Drummer

x

Paddler

	x	x
	x	x
	x	x
	x	x
	x	x
	x	x
	x	x
	x	x

Helm

x

Reserve

	x	x
	x	x
	x	x
	x	x
	x	x
	x	x

Submit Cancel

D. "My Athlete"

4.1 Team Managers may view the list of team members and their respective status in this session. Team Managers may click the "Invite New Athlete" button for adding new joiners.

My Athlete

	UID	Name	Gender	Status
1	N/A	Chung		Invited
2	A0005	Athlete1	Male	Completed
3	A0007	rocky male 3	Male	Completed
4	N/A	rocky		Invited



4.2 Team Managers are required to insert the name and email address of the athlete to be invited. An invitation email will be sent to the athlete after clicking the "Submit" button.

Invite new athlete

Name *

Email Address *

E. Important Dates

5.1 The second phase of online registration will be ended by **11:59pm, 8 May 2018 (Hong Kong Time)**. Team Managers are required to complete the crew list(s) of the confirmed race category(s) for their teams on or before the aforementioned deadline; otherwise, the registration will be cancelled.

END