

# Registration Handbook – Club

This document explains the registration procedures for international competitions open to any Club (for example, World Cup, Continental Cup and other international events).

There is no limit to the number of teams that can be registered, unless otherwise specified in the Bulletin.

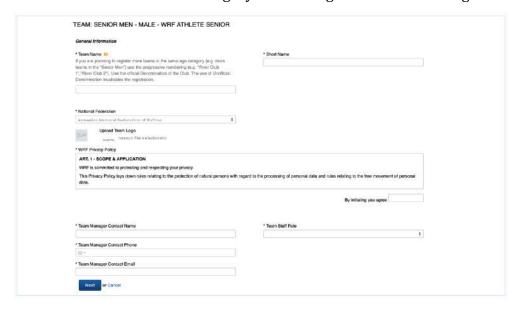
An athlete may compete in different categories: the responsibility to be present at the start on time rests with each individual athlete.

For each team a substitute can be registered. The substitute for a Mixed Teams has to be a woman.

## To register your Team, follow the link

https://theflow.rsportz.com/divisions/register

Choose the event and the category. Fill the registration form and go on.



After the registration of the Team, **don't forget to upload the nominal entries** from the Dashboard.



Manage your Team and upload the nominal entries.

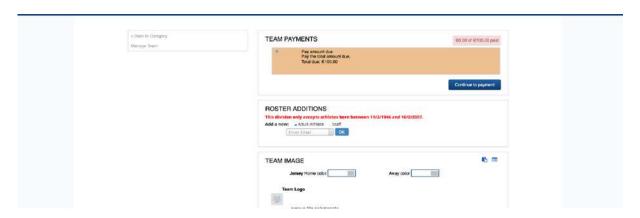


### MY REGISTRATIONS



To add an athlete to the "Roster", click "Add" and...

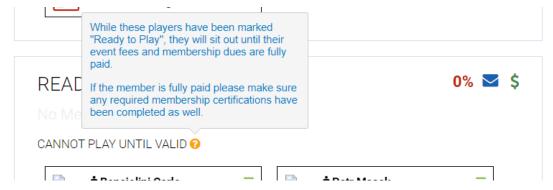
a) **if the athlete** <u>is already registered</u> **on the platform**, type the name, choose the role and click "**Add**":



b) **if the athlete** <u>is not yet registered</u> on the platform, you can add a new member to your delegation by selecting his role and entering his email. The new athlete will receive an email to verify his account (all the athletes must verify their account).

The athlete has been added to your roster. If the athletes are already registered, the operation becomes much faster and easier.

Remember to pay the "Athlete membership" for the athletes who have not a valid international membership.



You will also receive a confirmation email. Click on "Check it out World Rafting Federation" to be able to manage your Team (and its "roster").



# "WRF ATHLETE"

# **PROCEDURE**

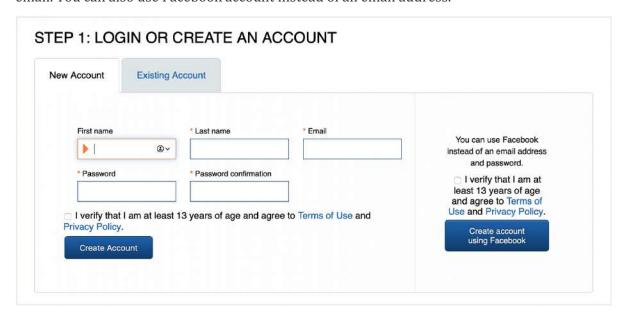
All the athletes who compete in international events muss possess the "Athlete membership" available on the online platform "The Flow". This <a href="link">link</a> (<a href="https://theflow.rsportz.com/memberships">https://theflow.rsportz.com/memberships</a>) will bring you to the "Membership Type" page:



Choose your membership type: click "I WANT TO REGISTER AS ATHLETE".

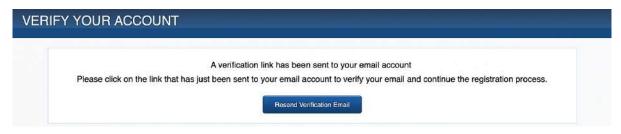
The procedure is the same for all Athletes and Para-Athletes.

If you have already a WRF account, log in. Otherwise you can create a new one: you need just your email. You can also use Facebook account instead of an email address.

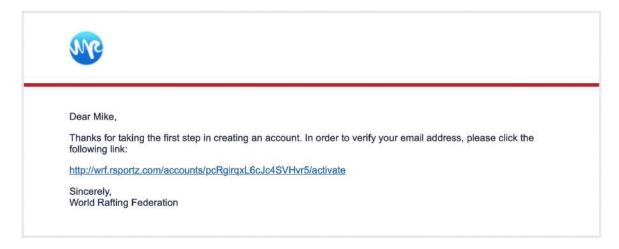


If you created a new account, a **verification link** will be sent to the email address that you provided.

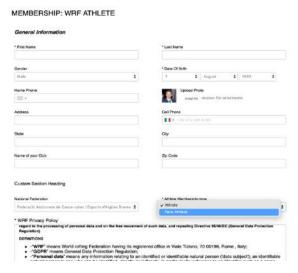




Check your mailbox and **verify your email address** by clicking the link inserted in the email verification.



Fill the following form in (select "Athlete" or "Para-Athlete") and..



Click "Next" and go to the "Payment Page" in order to complete the process. The cost of the annual license is **20 Euro**: it is payable online through <a href="Stripe">Stripe</a>.





**We protect your data!** WRF and RSportz are GDPR Compliant. Users must agree to Terms of Use, we have custom waivers to be initialled when registering at any event / membership. Each user has the ability to decide what and where data is displayed throughout the platform for themselves or their children.

After the payment your membership will be valid and it will expire after 12 months.

