



Dear Sir / Madam,

To enter Head of the River Amstel (or other regattas in the Netherlands), you must use the Dutch Rowing Federation website. You will receive an email with a username and password from knrb@time-team.nl which you will use to register for the event.

The system may seem overcomplicated for one crew attending one regatta, but it is the same system for all Dutch rowingclub events. Below is a short manual outlining the registration process.

STEP 1: Log in

Go to <https://entry.knrb.nl> and enter the username and password provided in the email.

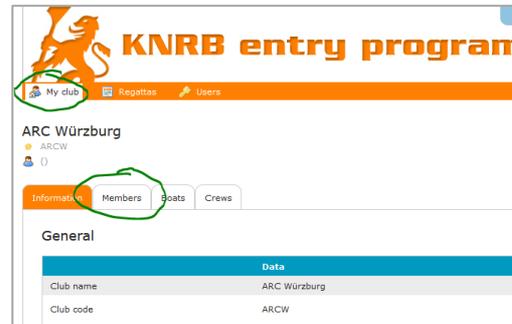
STEP 2: Complete and Update your Contact Information:

- i. Choose **My Club**
- ii. Edit General and Contact information by clicking on this icon 

Your contact information is used to coordinate event details with you, but for no other purpose.

STEP 3: Enter Athletes

- i. Choose **My Club**
- ii. Choose **Members**
 - a. Choose **Add +**
 - b. Enter First Name, Last Name, Date of Birth and Gender (please complete all fields)
 - c. Choose **Add +**
 - d. After checking the entry, choose: **Back**
 - e. To make a correction select **Edit**

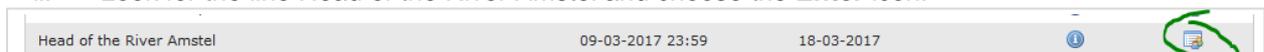


Repeat for all crew members, coxes, coaches

STEP 4: Enter a boat (*Optional. You are not required to enter a boat*)

STEP 5: Make an entry for the Head of the River Amstel

- i. Choose **Regattas**
- ii. Look for the line Head of the River Amstel and choose the **Enter** icon.



- a. Choose **Add +**
 - b. Fill out this form. First select the event, then the correct number of crew members can be selected (or added if you have not yet entered them).
 - c. Team-members from another club can also be selected after choosing **Select from other club**, but only if the other club also has an account and the member is registered in the system.
 - d. If the entry is complete Choose **Add +**
 - e. Review the entries you have made and choose: **Back**
 - f. If you need to make a change, Choose **Make revision**,
 - g. Make corrections and, Choose **Edit** and **Back**
- iii. Repeat for all teams

You can make modifications up to the date and time the entries close. After closing of the entries, new entries may not be accepted. Crew changes are still allowed. After the draw, there are limitations to the allowed changes in the crew.

All entries can be checked (without logging in) at <http://entries.knrb.nl/en> .

We look forward to your participation. Please don't hesitate to contact us at wedstrijdsecretariaat@headoftheriver.nl if you have any problems.