



## OBJECTIVES

Crew submission is now easier than ever before. Gone are the days of submitting ID cards that got scanned to populate paddlers into crews. Everything is submitted through the Race Day Live (RDL) Helper App that can be accessed through one of the two RDL icons at the top left hand corner of the [HCRAPaddler.com](http://HCRAPaddler.com) homepage. (One for Regatta [RD] and one for Preseason / Long Distance [RDL]).

The RaceDayLive Helper application used by Club Secretaries and Coaches to set crews and submit them to RaceDayLive remotely. Thus, you can submit your crew without submitting physical paperwork from your tent on the beach using your smartphone or pc from home.

## WHAT TO DO...

### 1. Click the "RDL" icon (HCRAPaddler.com)

Use the corresponding "RDL" icon for the season you're registering a crew for.

### 2. Login / Enter Credentials

Login using your personal credentials in accordance with the instructions listed on the sign in page. [username - First Initial Last Name & password - DoB in YYYYMMDD format]

### 3. Select the "Race"

Using the dropdown in the top left hand corner, choose the corresponding race you're registering a crew for. Once chosen, the "Race" will turn green. Only the races available will be displayed in the dropdown.

### 4. Select the "Division" the crew will be racing in

The divisions available for each race will be displayed in the dropdown on the lefthand margin below the "Race" selection. i.e. **Iron, Koa, M, Open**. The nomenclature is (1) Iron, (2) Koa, (3) M, (4) Open where

- (1) = the amount of paddlers allowed per crew [Iron - 6-man, 9-man, 10-man, 12-man]
- (2) = the Class of canoe [Koa, Traditional, Unlimited, Non-Traditional]
- (3) = Sex {**M**ale, **F**emale, mi**X**ed}
- (4) = Division [Open, Novice, Jr, 40+, 45+, 50+, 55+, 60+, 65+, 70+]

As you make your selections, they will turn green letting you know that this was your selection.

## RACE RESULTS

Results can be found using the corresponding links on the left hand margin of the [HCRAPaddler.com](http://HCRAPaddler.com) homepage (Regatta Results / Long Distance Results)

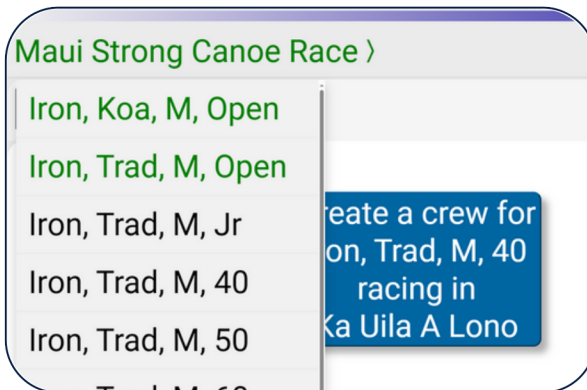
After clicking on the race you're looking for, results are displayed first by Overall Results then by Divisional Results.

At the top of the page is a "View" filter dropdown where you can choose to see results by

- Complete
- Overall
- Division
- Heats
- Medal Crews
- Medal Table
- Roster By Division
- Race Day Facts

## THINGS TO NOTE

Ever wonder who else is registered in your division? Check the results page even prior to the results being entered to see what clubs have entered into the same division. The "Roster By Division" report will tell you exactly who's registered in the opposing crew(s).





# CREW SUBMISSION



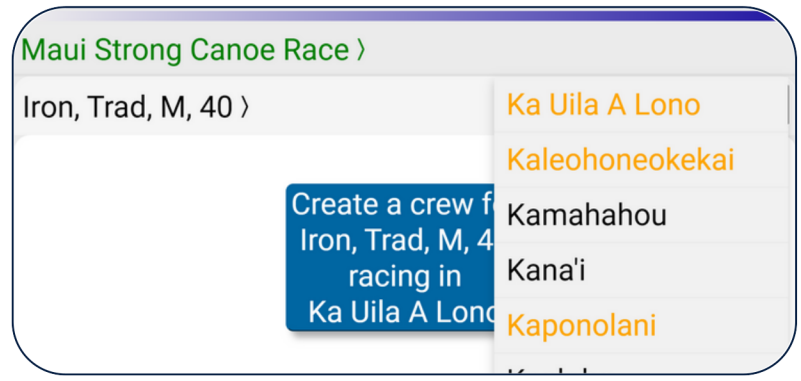
## WHAT TO DO...CONT.

### 5. Select your "Canoe"

Using the dropdown on the righthand side choose the canoe the crew will be using by name. You will see the list of canoes is filtered based on the divisions you chose in the previous step. (i.e. only Koa canoes appear in the list if the KOA division is selected.) Canoes in Yellow indicate they are already in use by another crew

### 6. Create a Crew

Confirm that the crew and canoe is correct as restated in the Blue box in the middle of the screen. Clicking the button will create the crew and allow you to proceed.



### 7. Choose your "Crew" members

The last dropdown on the right hand side below the "Canoe" dropdown is the Crew list. When you click the dropdown, the list will display all "registered" paddlers that qualify for the division selected. In the example above, only males qualified for the open crew will be displayed in the dropdown.

To select crew members, click on the paddlers who will be racing in this crew. Selection of the number of crew members will be dependent on the division you selected in the step 4. Crew members can also be added using their HCRA ID # which is especially handy if they come from another club.

Choose the wrong paddler? Click on them again to remove them from the crew and select another paddler.

## CANOES

Club canoes need to be entered into the data base in order for them to be populated into RDL. Additionally, these canoes also need to be validated each year to prove that they clear the minimum weight of 400 lbs. Associations can choose to allow or block canoes that have not been validated for the current year.

Canoe information can be updated by the clubs directly in the database by a Coach or Club Secretary. Click the "Edit Club Info" button from your Club Secretary view and then the "Canoe Registry" button to enter new canoes or update current canoe information.

## FILTERED LISTS

Filtered lists help to reduce the chances of making a mistake. ie A female paddler cannot be entered into a male crew and a Koa canoe cannot be used in an Unlimited division.

