

How to Guide for Rowing Manager

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Membership

For the 2025-2026 season Rowing SA requires all rowers, coxswains, administrators, coaches, volunteers; both competitive and non-competitive to have a Rowing SA membership in order to be covered by insurance and the National Integrity Framework.

This is a change from previous years where membership of an affiliated rowing club was sufficient to be covered by insurance and only members competing in Rowing SA Regattas were required to hold a current membership.

This change will mean members interacting with your club in any capacity will need to have a profile and a current membership on Rowing Manager. Some common groups this will impact will be:

- Come and Try athletes
- Club Volunteers (e.g., individuals involved in boat maintenance, cooking BBQ'S, serving on a committee)
- Social or Recreational athletes (i.e. athletes that are training either on or off the water but are not competing).

Membership Categories

There are a variety of Membership categories available to cater to the different groups within the Rowing SA community. There have also been some changes to existing membership categories to align with the Rowing Australia Affiliation fee structure.

Senior:

'Senior Memberships' have replaced 'Club Memberships' and are for all competitive members 20 years of age or over as of the 30th of June.

Junior:

'Junior Memberships' have replaced 'School Memberships' and are for all competitive members 19 years of age or under as of the 30th of June.

There are 7 competitive membership types available within each category:

Membership	Description
Coxswain	This membership should be used for athletes that intend as competing as a coxswain ONLY . Athletes with this membership will not be eligible to be entered in a rowing seat. This membership lasts for the duration of the season (1st of July - 30th of June).
Full Season	This is an unrestricted membership class and will allow the individual to participate in all regattas throughout the season in either a rowing or coxing seat
July-December	This is a limited membership category that will allow the individual to participate in all regattas throughout July-December in either a rowing or coxswain seat.
January-June	This is a limited membership category that will allow the individual to participate in all regattas throughout January-June in either a rowing or coxswain seat
Entry Level - Full Season	This membership is only available to members that are in their first competitive season of rowing. This membership category will allow the individual to participate in all regattas throughout the season in either a rowing or coxing seat
Registration (Interstate Regatta eligible)	This category is for individuals intending to compete in interstate regattas ONLY . It will cover the individual's participation in training activities. Individuals with this membership will NOT be eligible for regattas in SA.
Single Regatta	This membership is for individuals intending to compete in a single regatta. It will cover the individual's participation in training activities. Clubs must specify the regatta the membership is required for when applying the membership. An individual may purchase multiple single regatta memberships. Individuals with Single Regatta Memberships will NOT be eligible to compete in State Championship Events.

There are also a range of Non-Competitive Memberships available. These memberships are for individuals that will not be competing in a rowing or coxing seat at regattas. They are:

Membership	Description
Come & Try / Learn to Row	This membership has a limited term of 10 weeks. It is for individuals participating in Learn to Row programs or Come and Try periods within a Club or School.
Social/Recreational	This category is for individuals who row or train recreationally or socially within a club.
Coach	This membership is for individuals participating in the sport as a coach of recreational or competitive athletes.
Official/Volunteer	This membership is for individuals involved in the sport as Rowing SA Officials or Volunteers, or individuals involved in Clubs or Schools in a Volunteer capacity in a non-training related role.

Please see the 2025/2026 Rowing SA Membership Fees table for Membership Costs, or for more information on the benefits of the membership categories.

Choosing A Membership Type

It's important to select the membership that reflects the individual's participation in the sport. This will guarantee they have the appropriate insurance coverage.

Example 1: An individual volunteering for your club as a coach must have a Coach Membership.

It is also important that an individual has a membership that covers them for the duration of their participation in rowing or club activities, and that the membership is applied prior to taking part in those activities.

Example 2: an athlete beginning to train in August needs a membership even if they do not plan on racing until December.

We understand that sometimes it is difficult to know what membership type may be best for an individual. To assist with this most membership categories are upgradeable with just the difference payable.

Example 3: An athlete joins your club for a Come and Try program. They have never tried the sport and are unsure what they will do after the program concluded.

1. This athlete should have a Come and Try Membership. (\$10). This will cover the athlete for all club activities (including all on water and off water training) for 10 weeks from the time the membership is applied.
 - At the conclusion of the Come and Try program the athlete decides that they would like to continue training with the club but would like to wait and see before committing to racing.
 - This athlete's membership should be upgraded to a Social/Recreational Membership (\$20) - the upgrade cost will be \$10 meaning the total cost will be \$20.
 - This membership will cover the athlete for all club activities (including all training activities) for the duration of the season.
2. After training with the club for a few months the athlete decides, they would like to try some racing.

- This athlete will need a Competitive Membership in order for them to compete.
- As the athlete is in their first competitive season, they will be eligible for an Entry Level Membership (Junior Entry Level \$115 /Senior Entry Level \$216.59*).
- This can also be an upgrade.

*RA affiliation fee for Junior members who compete at either of the listed regattas in the fee structure document.

3. The total season membership cost for this athlete will be the cost of the Entry Level Membership.

Example 4 : One of your returning senior athletes wants to do winter training with the club before deciding if they will commit to racing for the season.

1. This athlete needs a Social/Recreational Membership (\$20) to ensure they have coverage while they are participating in training activities.
 - After going well in winter training the athlete decides they will commit to racing in the July-December period.
2. This athlete's membership should be upgraded to a Senior July-December Membership (\$226.59). The upgrade cost will be \$206.59.
 - After doing well throughout the July-December racing season that athlete decides they will continue rowing for the SA Rowing Championships.
3. This athlete's membership should be upgraded again with a second half year membership, January to June membership (\$461.59). The upgrade cost will be \$235 (which is the purchase of the January to June membership). **This is more expensive than purchasing the Full Season Membership initially.**
4. The total season membership cost for this athlete will be the cost of two half season Memberships.
5. All upgrades are managed directly with your clubs.
6. ***Please note when upgrading, you do not need to pay the Rowing Australian Affiliation Portion – this is a one-off annual fee***

Bulk New Member Upload Form

We understand that the requirement to have all club members registered in Rowing Manager will be an additional administrative burden to clubs. Therefore, a Bulk Upload spreadsheet will be available for clubs to enter multiple new members at once (this sheet has previously only been available for schools).

Member Details

Additional details will also be required when registering new members and renewing members in Rowing Manager. As usual each member will require:

- Date of Birth
- Gender (Male/Female/Non-Binary) Email Address

In addition to this all members will now require:

- Postcode
- Emergency Contact Details (Name, Mobile Number, Email Address, Relationship)

Club Details

There has been an expansion to the Club Details and Contacts functionality on Rowing Manager. There are 3 new functions as part of this expansion.

1. Office Bearers & Contacts (Now a requirement for all clubs)

As part of the 2024-25 Affiliation Agreement Clubs and Schools will now be required to maintain their Office Bearer & Contact Lists within Rowing Manager. These lists will form the main contact lists for communication from Rowing SA. Details on the Contact & Office Bearers List is NOT public and is for internal use only. Clubs and Schools will have a slightly different set of Office Bearer & Contact Positions available to them.

2. Website Contacts

This is public club contact information and details. This information is public and will be displayed on the Rowing SA Rowing Manager website for members within the rowing community, or general public, to utilise. An example of this information in use can be found [here](#).

3. Learn to Row

This is public information and will be displayed on the Rowing SA Rowing Manager. This page will allow clubs to enter details about their Learn to Row Programs so members of the public can easily find them. An example of this information in use can be found [here](#).

Use The Bulk New Member Upload Spreadsheet

This spreadsheet is for the processing of multiple new members (members that do not have an existing profile on Rowing Manager). Existing members requiring membership renewal can be processed through the 'Membership Renewals' menu, or existing members requiring a transfer from one club to another can be processed through the 'Club Transfers' menu.

The Bulk New Member Spreadsheet can be accessed by clicking on 'Bulk New Members' in the menus on the left of the screen under the 'Club Administration' options and then downloading the spreadsheet template 'bulk_new_members.xls' near the bottom of the page

The Bulk New Member Spreadsheet looks like the below. It is important that your club's name appears in the top left, and to ensure all details are entered, correct, and complete for all members.

Profile/Login:
Select Club...
(submit entries for a different club)

SA Season: **2024-20...**

Regattas
Regatta Entries
Entry System Users
Crews List
Boats Register
Results Reports
RP7 Software

Accounts
Regatta Accounts
Membership Invoices
Payment History

Club Administration
System Administrators
Learn To Row
Website Contacts
Office Bearers & Contacts
Membership List
Membership Renewals
New Member Request
Bulk New Members
New Memberships
Club Transfers

User Profile
My Details
Change Password
My User Account
Officials Module

Logout
Logout

Bulk New Member Requests

You may submit a list of new rowers to be added to the database in an Excel spreadsheet. This spreadsheet must conform to the format of the template below.

First Name, Last Name - no all uppercase names please.
Gender - must be either 'M' or 'F' or 'N' (Male/Female/Non-Binary are also acceptable).
Date of Birth - d/m/yyyy (4 digit year required).
Membership Category:
Please note that you can apply for different membership categories for different people within the same spreadsheet, so it is necessary to supply the membership category for each person. It is recommended that you use the category abbreviation as it is less ambiguous.

Abbrev.	Category	
Coach	Coach	@ \$20.00
Soc/Rec	Social/Recreational	@ \$20.00
Snr Reg	Senior - Registration	@ \$36.00
Snr Entry	Senior - Entry Level	@ \$208.50
Jnr Cox	Junior - Coxswain	@ \$86.00
Jnr Jul-Dec	Junior - July-December	@ \$130.00
Jnr Jan-Jun	Junior - January-June	@ \$153.00
Jnr Full	Junior - Full Season	@ \$219.00
Sen Cox	Senior - Coxswain	@ \$165.50
Sen Jul-Dec	Senior - July-December	@ \$218.50
Sen Jan-Jun	Senior - January-June	@ \$270.50
Sen Full	Senior - Full Season	@ \$365.50
Sen Single	Senior - Single Regatta	@ \$89.50
Jnr Single	Junior - Single Regatta	@ \$44.00
Off/Vol	Official/Volunteer	@ \$0.00
Jnr Reg	Junior - Registration	@ \$36.00
Jnr Entry	Junior - Entry Level	@ \$109.00
LTR	Come & Try/Learn to Row	@ \$0.00

Additional columns that may be requested depending on State requirements:
Email Address, Mobile Phone, Postcode, Emergency Contact Person

Spreadsheet Template:  [bulk_new_members.xls](#)

By submitting new member requests via the spreadsheet template you are certifying that information provided is correct to the best of your knowledge and that your club/school is accepting financial liability for these memberships. Club applicants will subsequently be required to agree to the sport's terms of membership. School applicants should also be made aware of the relevant Rowing South Australia Policies and Rules, including the Anti-Doping Policy.

When complete the file should be emailed to: blannan@rowingsa.asn.au

The membership category selected must use the Membership Category abbreviations as found at the top of the spreadsheet. This data gets imported straight into Rowing Manager and errors in fields like name, date of birth, or email, can have significant impacts on how an athlete is classified for entry purposes or if they are able to receive and complete their waiver to make them eligible for entry.

Once complete you will need to email the spreadsheet to <mailto:blannan@rowingsa.asn.au> for processing.

	A	B	C	D	E	F	G	H	I	J	K
1	CLUB:	Rowing South Australia									
2	Please ensure names are in Proper Case and spelling is correct.										
3	Membership Categ Coach, Soc/Rec, Snr Reg, Snr Entry, Jnr Cox, Jnr Jul-Dec, Jnr Jan-Jun, Jnr Full, Sen Cox, Sen Jul-Dec, Sen Jan-Jun, Sen Full, Sen Single, Jnr Single, Off/Vol, Jnr Reg, Jnr Entry, LTR										
4	First Name	Last Name	Gender (M/F/N)	Date of Birth (d/m/yyyy)	Membership Category	Email	Postcode	Emergency Contact	Emergency Phone	Emergency Relation	Emergency Email
5											
6											
7											

Upgrade Memberships

To upgrade a membership, you will need to go to your existing membership list - this can be found in the Club Administration menus on the left of screen.

Profile/Login:

Select Club...

(submit entries for a different club)

SA Season: 2024-20...

Administration

Administration Menu

Regattas

Regatta Entries

Crews List

Boats Register

Results Reports

RP7 Software

Accounts

Regatta Accounts

Membership Invoices

Payment History

Club Administration

System Administrators

Membership List

Membership Renewals

New Member Request

Bulk New Members

SCC Account

SCC Account

User Profile

My Details

Change Password

My User Account

Officials Module

Logout

Logout

Membership List

Current Season Previous Season (Process Renewals)

ROWING SOUTH AUSTRALIA Sort by: Name Download

2024-2025 Rowing South Australia Financial Members (@ 8/7/2024)

Last Name	First	Date of Birth	Other Club/Sch.	Cox Accrd	Coach Accrd	Rowing Score	Grd	Member#	Type	Sch. Year
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Membership Types:

= Birth Date Verified

Coach	Coach
Jnr Cox	Junior - Coxswain
Jnr Entry	Junior - Entry Level
Jnr Full	Junior - Full Season
Jnr Jan-Jun	Junior - January-June
Jnr Jul-Dec	Junior - July-December
Jnr Reg	Junior - Registration
Jnr Single	Junior - Single Regatta
LTR	Come & Try/Learn to Row
Off/Vol	Official/Volunteer
Sen Cox	Senior - Coxswain
Sen Full	Senior - Full Season
Sen Jan-Jun	Senior - January-June
Sen Jul-Dec	Senior - July-December
Sen Single	Senior - Single Regatta
Snr Entry	Senior - Entry Level
Snr Reg	Senior - Registration
Soc/Rec	Social/Recreational

From here you will be able to see your entire current season membership list and their details, including their membership type.

Individuals that have not completed their waiver will appear in grey with a next to their name.

All other members will appear in black with a next to their name.

Click on either of these two symbols to bring up the individuals Member Record. This will have more details including the individuals' memberships for that season and their total membership fees. To upgrade, click on the blue 'Purchase Subscription' button.

Membership: **Subscriptions:**

7/7/2024 **\$20.00** Social/Recreational

Total Fees: **\$20.00**

 **Purchase Subscription**

And then click on the 'Subscription' drop down menu to bring up a selection of available memberships. Once you have made your selection the 'Purchase/Upgrade Cost' will be displayed. To finalise the upgrade, click 'Purchase'.

Please note: a membership cannot be downgraded. If required, *please contact the Rowing SA Office to discuss downgrading an individual's membership.*

Update Emergency Contact Details & Postcode For Existing Members

To update emergency contact and postcode details for existing members you will need to open their Member Record. To do this go to your 'Membership List' - this can be found in the 'Club Administration' menus on the left of screen.

Profile/Login:

Select Club... 

(submit entries for a different club)

SA Season: 2024-20... 

Administration

Administration Menu

Regattas

Regatta Entries

Crews List

Boats Register

Results Reports

RP7 Software

Accounts

Regatta Accounts

Membership Invoices

Payment History

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System Administrators

- Membership List
- Membership Renewals
- New Member Request
- Bulk New Members

SCC Account

SCC Account

User Profile

My Details

Change Password

My User Account

Officials Module

Logout

Logout

Membership List

Current Season Previous Season (Process Renewals)

ROWING SOUTH AUSTRALIA Sort by: Name   Download

2024-2025 Rowing South Australia Financial Members (@ 8/7/2024)

Last Name	First	Date of Birth	 Other Club/Sch.	Cox Accrd	Coach Accrd	Rowing Score	Grd	Member#	Type	Sch. Year																																				
Membership Types: <table> <tr> <td>Coach</td> <td>Coach</td> </tr> <tr> <td>Jnr Cox</td> <td>Junior - Coxswain</td> </tr> <tr> <td>Jnr Entry</td> <td>Junior - Entry Level</td> </tr> <tr> <td>Jnr Full</td> <td>Junior - Full Season</td> </tr> <tr> <td>Jnr Jan-Jun</td> <td>Junior - January-June</td> </tr> <tr> <td>Jnr Jul-Dec</td> <td>Junior - July-December</td> </tr> <tr> <td>Jnr Reg</td> <td>Junior - Registration</td> </tr> <tr> <td>Jnr Single</td> <td>Junior - Single Regatta</td> </tr> <tr> <td>LTR</td> <td>Come & Try/Learn to Row</td> </tr> <tr> <td>Off/Vol</td> <td>Official/Volunteer</td> </tr> <tr> <td>Sen Cox</td> <td>Senior - Coxswain</td> </tr> <tr> <td>Sen Full</td> <td>Senior - Full Season</td> </tr> <tr> <td>Sen Jan-Jun</td> <td>Senior - January-June</td> </tr> <tr> <td>Sen Jul-Dec</td> <td>Senior - July-December</td> </tr> <tr> <td>Sen Single</td> <td>Senior - Single Regatta</td> </tr> <tr> <td>Snr Entry</td> <td>Senior - Entry Level</td> </tr> <tr> <td>Snr Reg</td> <td>Senior - Registration</td> </tr> <tr> <td>Soc/Rec</td> <td>Social/Recreational</td> </tr> </table>											Coach	Coach	Jnr Cox	Junior - Coxswain	Jnr Entry	Junior - Entry Level	Jnr Full	Junior - Full Season	Jnr Jan-Jun	Junior - January-June	Jnr Jul-Dec	Junior - July-December	Jnr Reg	Junior - Registration	Jnr Single	Junior - Single Regatta	LTR	Come & Try/Learn to Row	Off/Vol	Official/Volunteer	Sen Cox	Senior - Coxswain	Sen Full	Senior - Full Season	Sen Jan-Jun	Senior - January-June	Sen Jul-Dec	Senior - July-December	Sen Single	Senior - Single Regatta	Snr Entry	Senior - Entry Level	Snr Reg	Senior - Registration	Soc/Rec	Social/Recreational
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From here you will be able to see your entire current season membership list and their details, including their membership type.

Individuals that have not completed their waiver will appear in grey with a  next to their name. All other members will appear in black with a  next to their name.

Click on either of these two symbols to bring up the individuals Member Record and scroll down to

the section marked 'contacts'.

Click on the blue 'Edit Contacts' button to make all fields editable. Once complete, click the green 'Save Contacts' button.

Request An Individual Log In To Rowing Manager

Any member with a valid email address associated with their Rowing Manager profile can request a password and log in to their personal profile.

From here an individual will be able to see their membership record including their race history, update their phone number, email address, postcode, and emergency contact details, and view their regatta entries (if they are a member with Regatta Entry privileges assigned by their club).

Senior clubs in particular may wish to encourage this approach for their members in order to keep details as up to date as possible.

To obtain an individual password go to [Rowing Manager](#) and click 'Recover Password'.

Welcome to RowingManager.com

Membership, Regatta Entries, Boat Race Officials and more...

User ID:

Password:

Log In

By logging in to this website you agree to abide by and use the information in accordance with the Privacy Policies of the relevant Rowing Associations.



| [Recover Password](#) | [Privacy](#) | [Support](#)

Complete and submit the 'Password Recovery' form. This will generate an email to the members registered email address. They will then need to follow the prompts in this email to set their password.

Manage Club System Administrators On Rowing Manager

All Clubs and Schools are able to manage their own Rowing Manager Administrators and their associated privileges on Rowing Manager.

it is strongly recommended that these are reviewed at least annually and updated as required.

To access this, go to the 'System Administrators' menu - this can be found in the 'Club Administration' menus on the left of screen.

- Regattas
 - Regatta Entries
 - Entry System Users
 - Crews List
 - Boats Register
 - Results Reports
 - RP7 Software
- Accounts
 - Regatta Accounts
 - Membership Invoices
 - Payment History
- Club Administration
 - System Administrators
 - Learn To Row
 - Website Contacts
 - Office Bearers & Contacts
 - Membership List
 - Membership Renewals
 - New Member Request
 - Bulk New Members
 - New Memberships
 - Club Transfers

From here, you will see a list of your current Club Administrators and the administration levels they are able to access.

These are:

Admin - This is the highest access level and will give the member access to all other levels. Members with Admin. privileges will be able to edit Club Details (including Office Bearer & Contacts), view and manage accounts and invoices, add members and view/manage all member details, submit regatta entries. All members with Admin Access are able to add or remove club System Administrators.

Regattas - This will allow the member to submit and edit regatta and entries, and authorise entries submitted by Regatta Entry Systems Users (if the club has assigned any), view results reporting, and edit crews lists and boat registers.

Membership - This will allow the member to create new members, upgrade existing memberships, and view/edit members details.

Accounts - This will allow the member to view all invoicing and accounts details.

To add or delete System Administrators you will need to have Admin. privileges yourself, then:

Use  **New Administrator** to open a member search bar. Enter the name of the person you would like to add as an administrator (you can search and add any member - not just your own club members).

☒ Admin ☒ Regattas ☒ Membership ☒ Accounts => ☒ emails

Use ☐ Admin ☒ Regattas ☐ Membership ☒ Accounts => ☒ emails to assign privileges by ticking/unticking the checkboxes.

Use  to remove a member entirely as a System Administrator.

When finished click the 'Save Permissions' button.

Add Office Bearer & Contact Information

Office Bearer & Contact Information is a new function for our clubs on Rowing Manager and completing/keeping this information updated is now a condition of affiliation with Rowing South Australia moving forward. Rowing SA will be using this information to form the basis for all our communication with schools and clubs.

Clubs and Schools will have a slightly different list of Office Bearers & Contacts available to them.

CLUBS

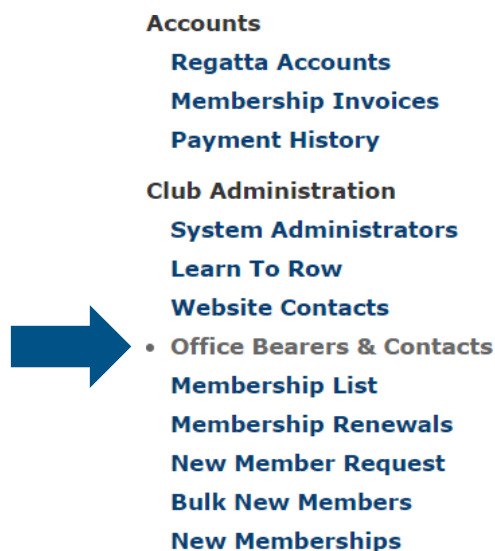
President Captain Secretary Treasurer Head Coach
Learn to Row Program Safety Officer
Child Safety Office (where club has U18 members) Media Officer
Regatta Entries

SCHOOLS

Rowing Coordinator Accounts Manager (Bursar) Head Coach
Media Officer Parent Committee Regatta Entries

A name, email, and mobile phone number are required for the mandatory positions. This information is not public and is for communication between the Rowing SA and the Clubs and Schools only.

To complete this information, use the 'Office Bearers & Contacts' menu - this can be found under the 'Club Administration' menus on the left-hand side of the screen.



Complete the Office Bearers & Contacts details (some positions are not mandatory and will not be utilised by each club - these have a checkbox to indicate the position is not held) and click the blue 'Save Contacts' button.

Once all contacts have been updated for the season click the checkbox marked 'updated for 2025-2026 season'.

These details can be edited using the same steps.

Add Club Contact Details

The Club Contact Details section is a new function. This information is **public** and will be displayed on the Rowing SA Rowing Manager Website for members within the rowing community, or general public, to utilise.

An example of this information in use can be found [here](#).

Clubs will need to keep their own Club Contact details updated in Rowing Manager.

To do this click on the 'Website Contacts' menu - this can be found under the 'Club Administration' menus on the left-hand side of the screen.



Clubs may choose which information they wish to complete however it is recommended that clubs complete as much as possible. This will enable other clubs, members of the rowing community, and members of the public to easily access up to date information about the club.

Add Club Learn To Row Details

The Club Learn to Row Details section is a new function. This information is **public** and will be displayed on the Rowing SA Rowing Manager Website for members within the rowing community or members of the public to view to and access Learn to Row Programs.

An example of this information in use can be found [here](#).

Clubs will need to keep their own Learn to Row details updated in Rowing Manager.

To do this click on the 'Learn To Row' menu - this can be found under the 'Club Administration' menus on the left-hand side of the screen.

Accounts

Regatta Accounts
Membership Invoices
Payment History

Club Administration

System Administrators



• **Learn To Row**

Website Contacts
Office Bearers & Contacts
Membership List
Membership Renewals
New Member Request
Bulk New Members
New Memberships
Club Transfers

Clubs may choose which information they wish to complete however it is recommended that clubs complete as much as possible. This will enable members of the rowing community and members of the public to easily access up to date information about the clubs Learn to Row Programs.