

Online Enrollment System user manual (Team Manager)

1. First Login

1 Go to <https://reg.hkdba.com.hk> through **Firefox browser**

1.1 Click "Login as team manager"

1.2 Enter your "Login ID" (Login ID refers to the Team Manager ID and password refers to the first 4 digits of your registered HKID / Passport No.

- Affiliated club will receive Login ID and password by email.
- Temporary Clubs and overseas teams are required to submit registration form to hkdba@hkolympic.org by email or by fax 852 - 2577 1873. Login ID and password will be sent by email to the team manager.

1.3 Click "Submit"

中國香港龍舟總會
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Sign in Athlete Registration Team Manager Registration Events Sign Up Status

Login ID
Password

[Forgot login name or password](#)

☐ Login as athlete
☒ Login as team manager

Submit

Login ID: C103
Password: ●●●●

[Forgot login name or password](#)

☐ Login as athlete
☒ Login as team manager

Submit

Online Enrollment System user manual (Team Manager)

2 Change of password is required during the first login

Click “Change Password”



The screenshot shows the top navigation bar of the system with the Hong Kong China Dragon Boat Association logo and name on the left, and three menu items: 'Team Manager Registration', 'Competition', and 'Logout' on the right. Below the logo, a message states 'You will be logged out in 14:49.' In the main content area, there is a dashed rectangular box containing a blue button labeled 'Change Password'.

Old Password refers to first 4 digits of HKID / Passport No. during the first login

Format of new password should be :

At least FOUR (4) numbers and

Not more than FIFTY (50) digits including numbers, capital and small letters.

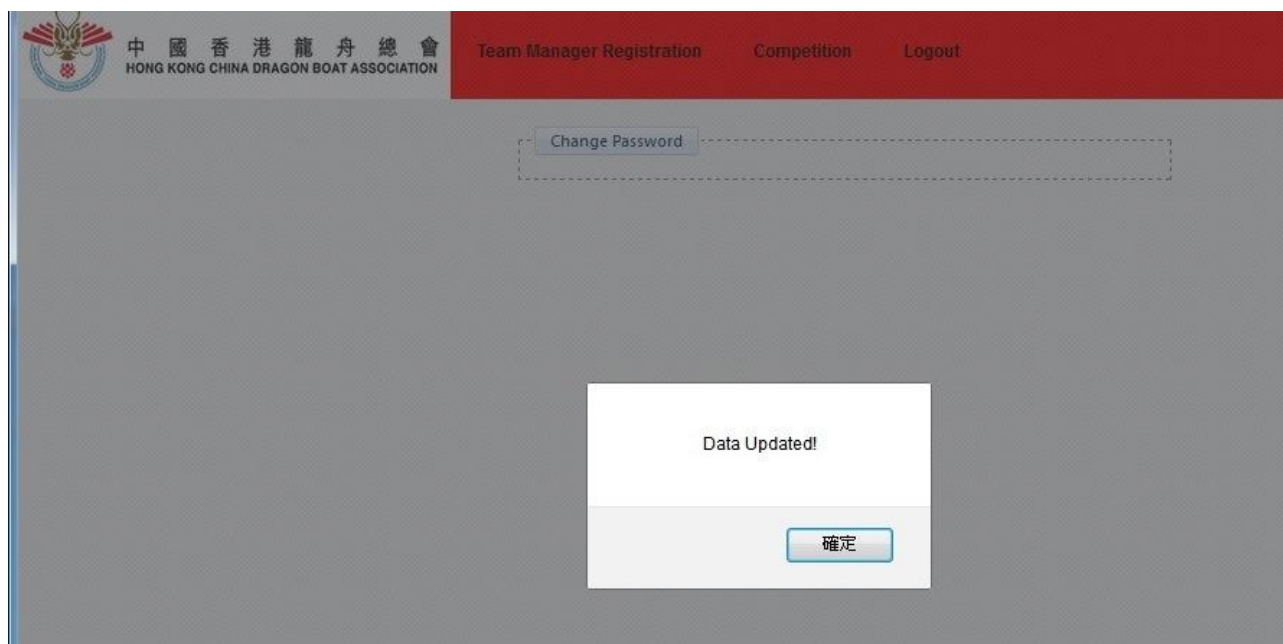
Click “Submit” once completed.



This screenshot shows the 'Change Password' form. It includes the same top navigation bar as the previous screenshot. Below the logo, the message 'You will be logged out in 14:30.' is displayed. The main content area features a dashed rectangular box containing the form. At the top of this box is a blue button labeled 'Change Password'. Below it are three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Each field is followed by four dots (••••) indicating masked input. At the bottom right of the dashed box are two buttons: 'Submit' and 'Cancel'.

Online Enrollment System user manual (Team Manager)

3 A message of “Data Updated” will be shown when completed.



4 A message will be shown for incorrect information. Please amend the information as instructed.



Online Enrollment System user manual (Team Manager)

2. Update of information

- 1 Go to <https://reg.hkdba.com.hk> through **Firefox browser**
 - 1.1 Click "Login as team manager"
 - 1.2 Enter "Login ID" (Login ID refers to the Team Manager ID and Password refers to the first 4 digits of your registered HKID / Passport No.)
 - 1.3 Click "Submit"

中國香港龍舟總會
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Sign in Athlete Registration Team Manager Registration Events Sign Up Status

Login ID

Password

[Forget login name or password](#)

☐ Login as athlete

☒ Login as team manager

Submit

2 Update of information

Please update the information after login # and click "Submit" when completed.

中國香港龍舟總會
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Team Manager Registration Competition Logout

You will be logged out in 14:54.

Team Manager Registration

Team Manager Data

Team Manager ID	C103	<input checked="" type="checkbox"/> Temporary Club
Team Manager Name (Eng)	Mary Smith	
Team Manager Name (Chi)	史密夫瑪莉	
HKID / Passport No. (First 4 digits)	9630	
Tel	987654332	
Email	456@hotmail.com	

Affiliated Club Data

Affiliated Club Name (Eng)	Gold Dragon Team
Affiliated Club Name (Chi)	金龍隊

Submit

3. Forget Login ID or Password

1. Go to <https://reg.hkdba.com.hk> through **Firefox browser**

1.1 Click “Login as team manager”

1.2 Click “Forget login name or password”

The screenshot shows the login page of the Hong Kong China Dragon Boat Association. The header includes the association's logo and name in Chinese and English, and a navigation bar with links: Sign in, Athlete Registration, Team Manager Registration, and Events Sign Up Status. The main form has fields for Login ID and Password. Below these fields, there is a link "Forget login name or password" (annotated with a red circle 2), and two radio buttons: "Login as athlete" and "Login as team manager" (the latter is selected and annotated with a red circle 1). A "Submit" button is at the bottom.

2. Enter personal particulars :

2.1 Select “Club Name”.

2.2 Enter your registered email.

2.3 Enter your HKID / Passport No.

2.4 Please re-enter the token as shown on the left hand side.

2.5 Tick ☒ the box of password reset.

2.6 Click “Submit”.

The screenshot shows the "Forget login name or password" page. It has a header with the association's logo and name, and a navigation bar with links: Sign in, Athlete Registration, Team Manager Registration, and Events Sign Up Status. The main form is titled "Forget login name or password". It contains a dropdown menu for "Affiliated Club" (annotated with a red circle 1), an "Email" field (annotated with a red circle 2), and an "HKID / Passport No. (First 4 digits)" field (annotated with a red circle 3). Below these fields is a CAPTCHA section with the text "Please type the words" and a box containing the letters "K B M C N" (annotated with a red circle 4). A "Change Image" link is next to the CAPTCHA box. At the bottom, there are three checkboxes: "Get login name" (checked), "Reset Password" (annotated with a red circle 5), and "Submit" (annotated with a red circle 6).

3. Password will be reset and sent to the Applicant by email.

4. Applicant can login to the system again with new password.

4. Race enrollment (Only Team Manger can handle the race enrollment)

Each applicant will have 15 minutes to complete the application. To speed up the process, please have the crew list, Name and HKID / Passport No. of Team Manager and Coach ready before you login.

The remaining time for session timeout will be shown on the top left hand corner. Please click “Save as draft” or “Submit” when it comes near to 15 minutes after you logged in.

Please be reminded that all unsaved information will be lost if the session expired.

1 Go to <https://reg.hkdba.com.hk> through Firefox browser

1.1 Click “Login as team manager”

1.2 Enter your “Login ID” (Login ID refers to the Team Manager ID and password refers to the first 4 digits of your registered HKID / Passport No.

1.3 Click “Submit”

2 Click “Competition” on the top manual bar and select “Sign up Competition” in the pull down menu

Online Enrollment System user manual (Team Manager)

3 The system will bring you to the Sign up competition (Team Manager) page :

Team Managers MUST complete this page before you can get access to the crew list.

“Club Name” and club information will be generated automatically when you logged in.

Number of team members of the team will be listed in the box of “Team Manager Data”. Please click “view member list” to check the member list.

You will be logged out in 12:29.

Sign Up Competition

Affiliated Club:
 Temporary Club: Gold Dragon Team [Print List of Competitors](#)
 Events: Samsung 58 th Festival of Sport - Dragon Boat Competition [i](#)

Team Manager

Team Manager Data

Team Manager ID: C103
 Team Manager Name: Mary Smith
 Email: 456@hotmail.com
 Tel: 987654332
 Total Member Number: 0
 Member Number (M): 0
 Member Number (F): 0 [View Member List](#)

Total: HK\$ 0

Category	Competition Boat Type & Distance	Entry Fee (per team) (HK\$)	No. of entries
	Small boat		
Fee (HK\$)	200 Meter		
Open			

Entry Fee (per team): Standard boat: Fee of Others
 Small boat: Fee of Others [Submit](#)

Brief competition information will be shown when you mouse over this icon [i](#).

You will be logged out in 11:54.

Sign Up Competition

Affiliated Club:
 Temporary Club: Gold Dragon Team [Print List of Competitors](#)
 Events: Samsung 58 th Festival of Sport - Dragon Boat Competition [i](#)

Team Manager

Team Manager Data

Team Manager ID: C103
 Team Manager Name: Mary Smith
 Email: 456@hotmail.com
 Tel: 987654332
 Total Member Number: 0
 Member Number (M): 0
 Member Number (F): 0


Competition Information:
 Competition Name: Samsung 58 th Festival of Sport - Dragon Boat Competition
 Competition Date: 05 Apr. 2015
 05 Apr. 2015: 1000 - 1700
 Competition Location: Hong Kong China Dragon Boat Association Shek Mun Training Centre
 Deadline: 31 Mar. 2015

Category	Competition Boat Type & Distance	Entry Fee (per team) (HK\$)	No. of entries
	Small boat		
Fee (HK\$)	200 Meter		

Entry Fee (per team): Standard boat: Fee of Others
 Small boat: Fee of Others [Submit](#)

Online Enrollment System user manual (Team Manager)

- 3.1 Tick ☒ the race categories you want to participate
- 3.2 Fill in the no. of teams for each race category. The amount of entry fee will be calculated automatically.
- 3.3 Click "Submit"

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HONG KONG CHINA DRAGON BOAT ASSOCIATION

Team Manager Registration Competition Logout 中文 | English

You will be logged out in 9:41.

Sign Up Competition

Affiliated Club

Temporary Club [Print List of Competitors](#)

Events ⓘ

Team Manager Team Member

Team Manager Data

Team Manager ID

Team Manager Name

Email

Tel

Total Member Number

Member Number (M)

Member Number (F)

Total: HK\$ 2900

Category	Competition Boat Type & Distance	Entry Fee (per team) (HK\$)	No. of entries
Open	Small boat 200Meter	1200	2
Post- secondary Open	Small boat 200Meter	500	1

Entry Fee (per team):

3 2

	Small boat
Fee (HK\$)	200 Meter
Open	<input checked="" type="checkbox"/>
Mixed	<input type="checkbox"/>
Women	<input type="checkbox"/>
Inter- company	<input type="checkbox"/>
Post- secondary Open	<input checked="" type="checkbox"/>
Post- secondary Women	<input type="checkbox"/>
Junior(U23)	<input type="checkbox"/>
Senior(O40)	<input type="checkbox"/>

1

Online Enrollment System user manual (Team Manager)

3.4 Tick ☒ Need tents if needed.

	Standard boat
Fee (HK\$)	500 Meter
Professional Bodies Invitational Race \$3,200 -	<input type="checkbox"/>
Disciplinary Forces Invitational Race \$3,200 -	<input type="checkbox"/>
Uniformed Youth Groups - Free	
Post-secondary Schools Invitational Race Free Free	
Fancy Costume Free -	<input type="checkbox"/>

☐ Not Applicable
 ☒ Need tents

Arrival & departure date, time and flight number

3.5 Overseas teams please input the arrival & departure details.

☐ Not Applicable
 ☐ Need tents

Arrival & departure date, time and flight number

Local teams please tick ☒ Not applicable.

☒ Not Applicable
 ☐ Need tents

Arrival & departure date, time and flight number

3.6 A message of "Update successful" will be shown.

Online Enrollment System user manual (Team Manager)

4 The system will then bring you to the Sign up competition (Team Member) page :

Sign Up Competition

Affiliated Club: [Dropdown]
 Temporary Club: Gold Dragon Team
 Events: Samsung 58 th Festival of Sport - Dragon Boat Competition

Team Manager | **Team Member**

Category: Open (Small boat - 200 Meter)
☐ Declaration on behalf of the organization, all team members and I were read and agreed to the declaration.

Athlete Name: [Text]
☐ M ☐ F ☐ Not Limited ☒ Hong Kong resident

	Athlete No.	Name	Age
F	A10262759	Athlete 23	30
F	A10276773	Athlete 24	20
M	A10281787	Athlete 25	33
F	A10299815	Athlete 26	48
M	A10309531	Athlete 27	18
M	A10314545	Athlete 28	30
M	A10328559	Athlete 29	27
M	A10333573	Athlete 30	33
F	A10347587	Athlete 31	17
F	A10358589	Athlete 32	30
M	A10366832	Athlete 33	42
F	A10371846	Athlete 34	17

Team: Gold Dragon Team A

Team Name (English): Gold Dragon Team
 Team Name (Chinese): 金龍 A 隊
 Name of Coach: Rose Smith
 HKID / Passport No. of Coach (First 4 digits): 9632
 Name of Team Manager: Mary Smith
 HKID / Passport No. of Team Manager (First 4 digits): 9630

Drummer: [Text]

Team Member: [Drummer] [Helm] [Paddler]
 Reserves: [Drummer] [Helm] [Paddler]

4.1 When completed the Sign up competition (Team Manager) page, please click the blue “Team Member” tab on top section.

A. Please ensure correct race category is selected before input the information of team manager and coach.

4.2 Enter your team name, information of team manager and coach.

If there is more than one team participating in the same category, you can provide different names for the team manager and coach accordingly.

4.3 Click “Add” which will show the names of all team members on the left hand side.

Please note that only the name, ID, gender and age of the team members will be shown.

Code of age group:

Aged 12-23 is “U23”

Aged 24-39 is “Adult”

Aged 40-49 is “O40”

Aged 50-59 is “O50”

Online Enrollment System user manual (Team Manager)

If the team manager is unable to locate a team member, please contact that member to register with HKCDBA before you can select this person through this platform.

All team managers MUST fill in team name, information of team manager and coach as instructed in step 2 & 3 before he or she can view the team member list.

B. Please ensure correct team name is selected before select team members.

4.4 Team members can be filtered by setting specific requirement.

4.5 Select team members

4.6 Confirm the positions

If the team manager is unable to confirm the positions, please check the race rules and / or contact relevant team members :

- a) The team member does not meet the entry requirement of that race category, e.g., Adult cannot enter junior race category;
- b) The team member does not meet the qualification of that position in that race category, e.g. Adult cannot act as paddler in the junior race category;
- c) The number of team members assigned reaches specific limits, e.g., assigned male members reach the limits of male paddlers in the Mixed category.
- d) The team member has already assigned by other team/club in the same category. This race rules applied, *"Each paddler cannot represent different teams (sub-teams under the same team name (Team A, Team B) are regarded as different teams) in the same category."*
- e) The team member is not local resident and not qualified to join local competitions.
Overseas teams are accepted to join International Dragon Boat Races only, please note.

4.7 Team member's name will be shown on the table on the right hand side. For alteration, please click "x" on the right of the team member's name and repeat the steps 4.5 and 4.6.

4.8 Please download and read the declaration. Please ☒ after read and consent to all the terms mentioned on the declaration.

4.9 If the crew list is not confirmed, please click "Saved as draft". A message of "Update successfully" will be shown.

4.10 If the crew list is confirmed, please click "Submit". A message of "Update successfully" will be shown.

4.11 ALL crew lists enrolled can be exported in PDF format by clicking "Print list of competition".

Team managers can amend the crew list anytime by clicking the "Save as draft" button and click "Submit" only after finalizing the crew list.

HKCDBA will NOT receive any information on teams from the system unless team managers click the "Submit" button, i.e. enrollments without clicking the "Submit" button will be regarded as

Online Enrollment System user manual (Team Manager)**“INCOMPLETE”.**

Team managers **MUST “Submit”** the crew list before the enrollment deadline (HK Time 23:59 of the deadline). The enrollment details will then be automatically sent to HKCBDA for further handling once “Submitted”. System will be closed and locked after 00:00, the day of the deadline, i.e. all teams cannot login to the system for changes.

If alteration of crew list is required after you have clicked “Submit”, please send your request by email to hkdba@hkolympic.org for manual processing at a fee. For details of the administration charge, please refer to the race bulletin.

5 A notification email will be sent to the applicant accordingly :

「報名申請已收到，請於一星期內繳費。如有查詢，請電郵至 hkdba@hkolympic.org 中國香港龍舟總會。」

Race enrollment received, please pay in a week. Please email to hkdba@hkolympic.org for enquiry.
Hong Kong China Dragon Boat Association」

5. Please settle the payment before the due date. Please refer to the race bulletin for payment details.**6. Message will be shown for incorrect information. Please amend as instructed**

Sign Up Competition

Affiliated Club: [Dropdown]
Temporary Club: Gold Dragon Team
Events: Samsung 58 th Festival of Sport - Dragon Boat Competition

Team Manager | Team Member

Category: Open (Small boat - 200 Meter)

☐ Statement on behalf of the organization, all team members and I were read and agreed to the declaration.

Athlete Name: [Input]

☐ M ☐ F ☐ Not Limited ☒ Hong Kong resident

	Athlete No.	Name	Age
F	A10262759	Athlete 23	30
F	A10276773	Athlete 24	20
M	A10281787	Athlete 25	33
F	A10299815	Athlete 26	48
M	A10309531	Athlete 27	18
M	A10314545	Athlete 28	30
M	A10328559	Athlete 29	27
M	A10333573	Athlete 30	33
F	A10347587	Athlete 31	17
F	A10358589	Athlete 32	30
M	A10366832	Athlete 33	42
F	A10371846	Athlete 34	17

**- No drummer or helm found.
- Insufficient number of entries**

Team: Gold Dragon Team A

Team Name (English): Gold Dragon Team
Team Name (Chinese): 金龍 A 隊
Name of Coach: Rose Smith
HKID / Passport No. of Coach(First 4 digits): 9632
Name of Team Manager: Mary Smith
HKID / Passport No. of Team Manager (First 4 digits): 9630

Drummer: [Input]

[Input] [Input]

[Input] [Input]

[Input] [Input]


[Input] [Input]

Team Member:

Reserves:

Online Enrollment System user manual (Team Manager)

- 8 If you want to update information for the team manager or coach after you have clicked “Saved as draft”, please go to the Sign up competition (Team Manager) page and click “Update” after amendments made.



中國香港龍舟總會
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[Team Manager Registration](#)
[Competition](#)
[Logout](#)

[中文](#) | [English](#)

Sign Up Competition

Affiliated Club
 Temporary Club
 Events
[Print List of Competitors](#)

Team Manager
 Team Member

Category
☐ Statement on behalf of the organization, all team members and I were read and agreed to the declaration.

Submit
 Save as draft

Athlete Name

M F Not Limited Hong Kong resident Refresh

	Athlete No.	Name	Age
F	A10262759	Athlete 23	30
F	A10276773	Athlete 24	20
M	A10281787	Athlete 25	33
F	A10299815	Athlete 26	48
M	A10309531	Athlete 27	18
M	A10314545	Athlete 28	30
M	A10328559	Athlete 29	27
M	A10333573	Athlete 30	33
F	A10347587	Athlete 31	17
F	A10358589	Athlete 32	30

Team

Hide

Team Name (English)
 Team Name (Chinese)
 Name of Coach
 HKID / Passport No. of Coach(First 4 digits)
 Name of Team Manager
 HKID / Passport No. of Team Manager (First 4 digits)

Add
 Update
 Delete

Drummer

5. Deletion of team

1. Go to <https://reg.hkdba.com.hk> through **Firefox browser**

If there is more than one team participating in the same category, please go to the **Sign up competition (Team Member)** page and select the team to be removed.

1.1 Select "Race category"

1.2 Select "Name of the Team"

1.3 Click "Delete"

Several messages will be shown. To confirm the deletion of team, please click "Yes" on all the dialogue boxes.

Team managers MUST follow the exact steps as shown in deleting one of the teams from a race in the Sign up competition (Team Manager) page else the system will RANDOMLY delete a team for you. Please note that deleted records cannot be resumed. Team managers are required to enroll the race AGAIN if this happens.

Sign Up Competition

Affiliated Club: [Dropdown]
 Temporary Club: Gold Dragon Team
 Events: Samsung 58 th Festival of Sport - Dragon Boat Competition

Team Manager | **Team Member**

Category: Open (Small boat - 200 Meter) ①

☐ Statement on behalf of the organization, all team members and I were read and agreed to the declaration.

Submit | Save as draft

Athlete Name: [Input]

Team: Gold Dragon Team A ②

Team Name (English): Gold Dragon Team
 Team Name (Chinese): 金龍 A 隊
 Name of Coach: Rose Smith
 HKID / Passport No. of Coach (First 4 digits): 9632
 Name of Team Manager: Mary Smith
 HKID / Passport No. of Team Manager (First 4 digits): 9630

Add | Update | Delete ③

Drummer: Athlete 27 (M) - A10309531

Athlete No.	Name	Age
F A10387333	Athlete 35	35
F A10394604	Athlete 36	42
M A10402848	Athlete 37	14
M A10416862	Athlete 38	29
F A10421876	Athlete 39	39
F A10435890	Athlete 40	34
M A10449904	Athlete 41	18
F A10459620	Athlete 42	42
M A10468648	Athlete 43	49
M A10473662	Athlete 44	21
M A10487676	Athlete 45	43
F A10498177	Athlete 46	35

Athlete No.	Name	Age
Athlete 24 (F) - A10276773		
Athlete 25 (M) - A10281787		
Athlete 26 (F) - A10299815		
Athlete 27 (M) - A10309531		
Athlete 28 (M) - A10314545		
Athlete 29 (M) - A10328559		
Athlete 30 (M) - A10333573		
Athlete 31 (F) - A10347587		
Athlete 32 (F) - A10358589		
Athlete 33 (M) - A10366832		
Athlete 34 (F) - A10371846		

Online Enrollment System user manual (Team Manager)


2. Go to the **Sign up competition (Team Manager)** page after deletion of a team.

2.1 Change the number of entries

2.2 Click "Submit"

2.3 Amount of entry fee will be re-calculated automatically

If there is only one team participating in a race category, the team manager can mark the Number of Entries as "0" and click "Submit" in the Sign up competition (Team Manager) page. All records of that team will be deleted from the system accordingly.



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Team Manager Registration Competition Logout

中文 English

Sign Up Competition

Affiliated Club
 Temporary Club
 Events
 Print List of Competitors

Team Manager Team Member

Team Manager Data

Data Updated! (8/2/2015 16:38:07)

Team Manager ID: C103

Team Manager Name: Mary Smith

Email: 456@hotmail.com

Tel: 987654332

Total Member Number: 32

Member Number (M): 17

Member Number (F): 15

Total: HK\$ 3800

Category	Competition Boat Type & Distance	Entry Fee (per team) (HK\$)	No. of entries
Open	Small boat 200Meter	1200	2
Inter- company	Small boat 200Meter	1400	0

Entry Fee (per team):

Standard boat: Fee of Others
 Small boat: Fee of Others

Submit

	Small boat
Fee (HK\$)	200 Meter
Open	<input checked="" type="checkbox"/>
Mixed	<input type="checkbox"/>
Women	<input type="checkbox"/>
Inter- company	<input checked="" type="checkbox"/>

Online Enrollment System user manual (Team Manager)

6. Events sign up status (Open to the public)

1 Go to <https://reg.hkdba.com.hk> through **Firefox browser**

Click “Competition” and then “Events sign up status”

Before the enrollment deadline, BOTH number of entries received and approved entries will be shown.

- Number of entries received refers to entries under the “Saved as draft” mode but submitted with outstanding payment.
- Number of entries approved refers to entry details confirmed and payment settled.

You will be logged out in 4:32.

Events Sign Up Status

Samsung 58 th Festival of Sport - Dragon Boat Competition

Small boat

Category	Distance	No. of entries (Approved)
公開組 Open	200 Meter	0 (0)
混合組 Mixed	200 Meter	0 (0)
女子組 Women	200 Meter	0 (0)
商行組 Inter- company	200 Meter	0 (0)
大專組 Post- secondary Open	200 Meter	0 (0)
大專女子組 Post- secondary Women	200 Meter	0 (0)
少年組(U23) Junior(U23)	200 Meter	0 (0)
元老組(O40) Senior(O40)	200 Meter	0 (0)

Standard boat

Category	Distance	No. of entries (Approved)
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After the enrollment deadline, ONLY number of entries approved will be shown. As the progress of verification and payment checking takes time to proceed, online information to the public is only for easy reference. The confirmed entries announced at Team Managers Meeting would be treated as final.

Events Sign Up Status

Samsung 58 th Festival of Sport - Dragon Boat Competition

公開組 小龍 200米

Club	Team
金龍隊 Gold Dragon Team	金龍 A 隊 Gold Dragon Team A