

# 2024 ACA Nationals Entries Systems Quick Start Guide

Here is the link to the Entries System for ACA 2024 Nationals:

<https://aca-reg.web.app/>

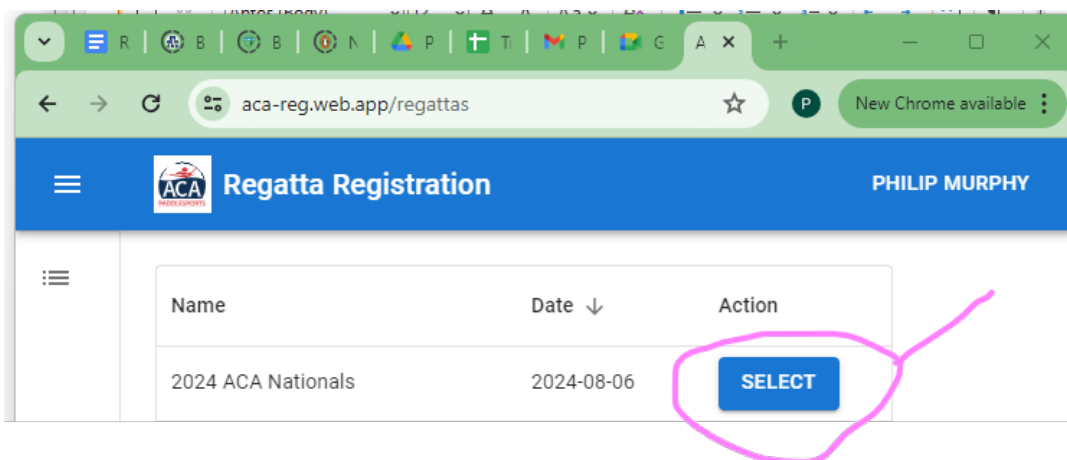
It will ask you to log in from a Google account. You must have sent an email associated with that Google account to Azusa Murphy (amurphy@americancanoe.org) so she can add that email to the system.

Optional: Link a non google email (yahoo.com, msn.com, yourclub.org, etc) to use for login:

1. Go to the [Google Account Sign In page](#).
2. Click **Create account**.
3. Enter your name.
4. Click **Use my current email address instead**. **at the very bottom** near the Next button.
5. Enter your current email address.
6. Click **Next**.
7. Verify your email address with the code sent to your existing email.
8. Click **Verify**.

Once your login succeeds, you just need to:

## A: Select the 2024 ACA Nationals Regatta



**B: Go to the paddler page to see what paddlers from your club have registered and been cleared by SafeSport:**

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**Paddlers**

Club Filter: All

Paddler	Birth Year	Gender	Club	Level	ACA/CKC #	# of Events	Action
Albrecht, Emma	2004	Female	SDCKT	Senior	49390191	0	
DuBois, Claire	1999	Female	VCK	Senior	67636649	0	

– you might want to set the Club Filter to your club:

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**Paddlers**

Club Filter: SDCKT

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Paddler	Birth Year	Gender	Club	Level	ACA/CKC #	# of Events	Action
Albrecht, Emma	2004	Female	SDCKT	Senior	49390191	0	

If you don't see some of your paddlers, encourage them to register on the ACA website.

**C: The Entries page – click on the icon with two people**

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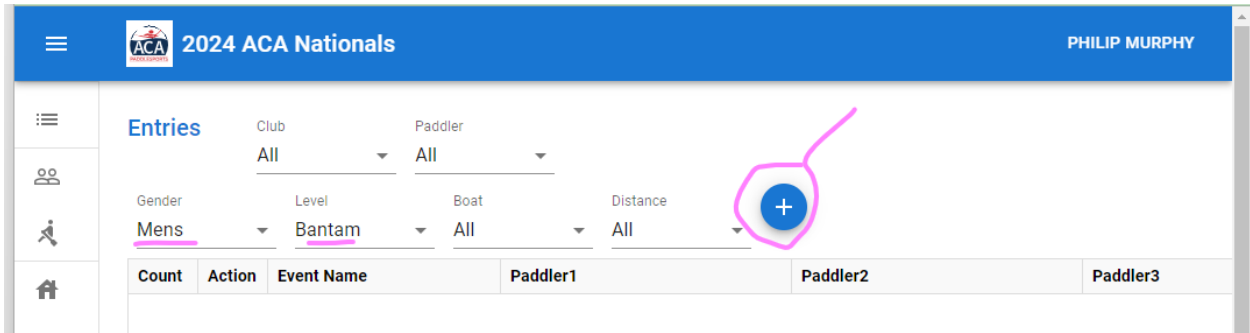
**Entries**

Club: All Paddler: All

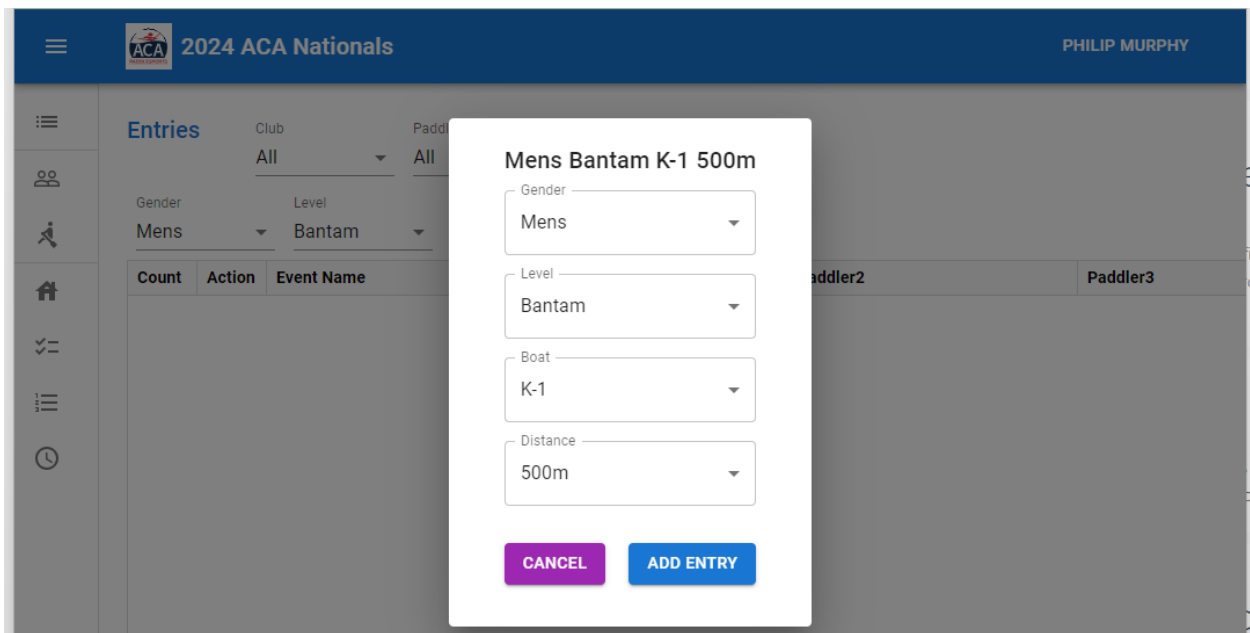
Gender: Mens Level: Bantam Boat: All Distance: All

Count	Action	Event Name	Paddler1	Paddler2	Paddler3

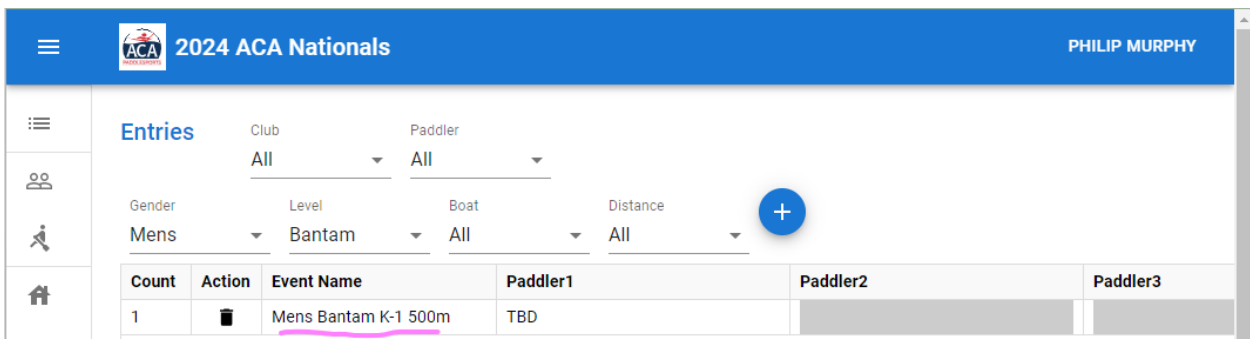
**D: Set all or some of the filters (except for the Club and Paddler filters) to zoom into a specific event(s), then click the + button and start adding paddlers into events**



Click the Blue “+” button:



Click ADD ENTRY and a new empty boat is added to that event:



Click on the TBD (To be determined) in the Paddler dropdown, and select from the paddlers in the system that are eligible to race in that event:

Count	Action	Event Name	Paddler1	Paddler2	Paddler3
1		Mens Bantam K-1 500m	<input type="text" value="TBD"/>		

Note that when the paddler is entered into the first event, a number [1] appears in square brackets. As you add that paddler to more events, that number will update, making it easy for you to track how many events they are in.

Count	Action	Event Name	Paddler1	Paddler2	Paddler3
1		Mens Bantam K-1 500m	Weathers, Caleb [1] (VCK - Bantam)		

### D Entries Page – Club Filter:

Setting the Club Filter is a great way to see only boats with your paddlers in them. *It does not restrict the list of paddlers you can put in a boat to just your club's paddlers:*

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Entries Club: VCK Paddler: All

Gender: Mens Level: Bantam Boat: All Distance: All

Count	Action	Event Name	Paddler1	Paddler2	Paddler3
1		Mens Bantam K-1 500m	Weathers, Caleb [1] (VCK - Bantam)		

### F Paddlers Page – Club filter

Back on the paddlers page, you can review entries for all your paddlers using the Club filter:

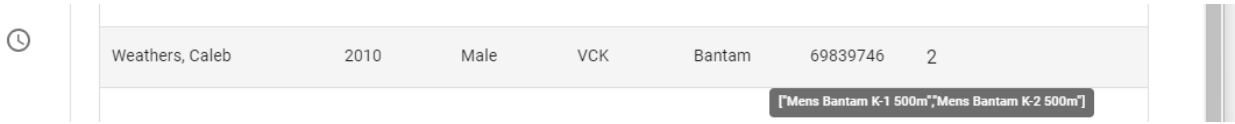
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Paddlers Club Filter: VCK

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Paddler	Birth Year	Gender	Club	Level	ACA/CKC #	# of Events	Action
DuBois, Claire	1999	Female	VCK	Senior	67636649	0	
Story, Andrew	1964	Male	VCK	MastersD	37647413	0	
Weathers, Caleb	2010	Male	VCK	Bantam	69839746	2	

To see which particular events a paddler has been entered in, hover over the number of Events:



The screenshot shows a table with a tooltip. The table has columns for Name, Year, Gender, Club, Discipline, ID, and Events. The tooltip displays the specific events for the selected row.

⌚	Weathers, Caleb	2010	Male	VCK	Bantam	69839746	2
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[Mens Bantam K-1 500m\*,Mens Bantam K-2 500m\*]

**That is all you need to know to get started!**