



# **Membership & Tracker FAQs**

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## 1. How do I register with Rowing Ireland?

To be registered on the RI membership system, you must be a member of one of the affiliated clubs with Rowing Ireland. The list of affiliated clubs can be found using this link [HERE](#). It is only the clubs who have access to the system who can register their members.







## 2. Where can I find access to Tracker?

Tracker can be found at the footer of the Rowing Ireland website. The only people that can access the Tracker system are - club secretary, RI administration, Regatta secretary and HOR Regatta secretary.

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<p>Support us</p>  <p>Let's row for gold</p>	<p>Follow us</p> <ul style="list-style-type: none"> <li> Facebook</li> <li> Twitter</li> <li> LinkedIn</li> <li> Instagram</li> <li> YouTube</li> </ul>	<p>Signup to our #greenblades newsletter</p> <p>Email *</p> <input data-bbox="624 1514 959 1559" type="text" value="Your email address"/> <input data-bbox="624 1615 746 1659" type="button" value="SIGNUP"/>	<p><b>Tracker</b></p> <ul style="list-style-type: none"> <li>RI admin</li> <li>Regatta secretary</li> <li>HOR secretary</li> <li>Club secretary</li> </ul>	<p>Rower Facilities</p> <ul style="list-style-type: none"> <li>Club Points</li> <li>Payments</li> <li>Pay Rower Registration</li> </ul>
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## 3. How do I pay for my membership?

Registrations should be paid using the rower '[pay a rower registration](#)' as it is connected to the system and your profile will be marked as paid automatically. For clubs registering a few members, you can add more than one registration at a time.

If you make a payment via bank transfer or cheque, proof of payment needs to be sent to [margherita@rowingireland.ie](mailto:margherita@rowingireland.ie) and she will be able to manually mark the registrations as paid as soon as she can.

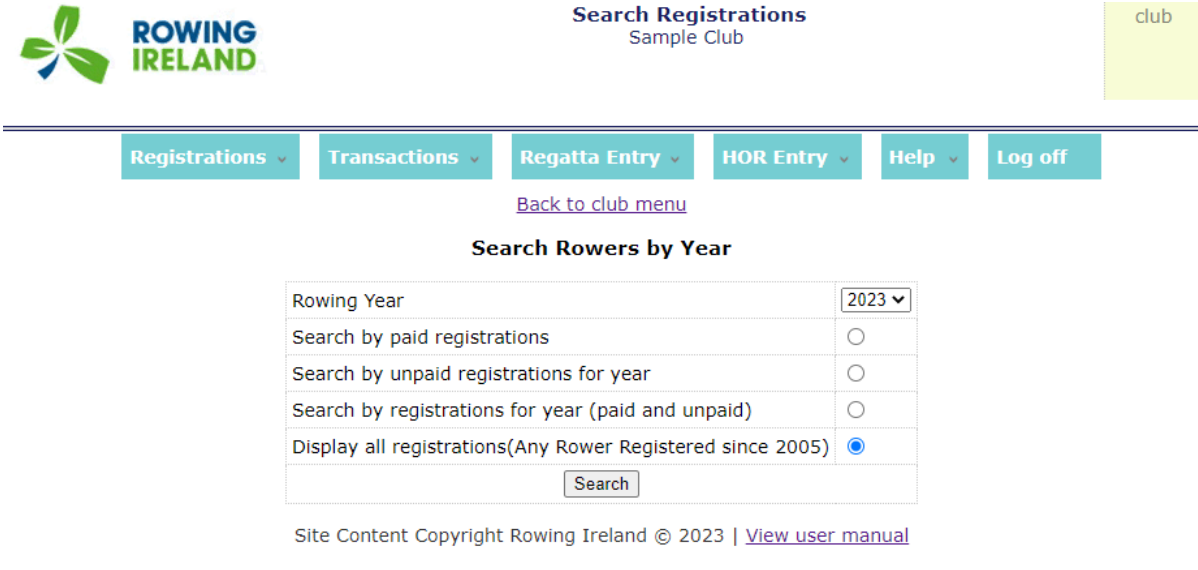
#### 4. I am trying to pay for my membership but no club is appearing in the drop down. What should I do?

If you are using the 'pay rower registration' facility and no club or the club you are looking to register with is not appearing, it means your club has not registered you yet on the system. Contact your club secretary straight away and ask them to make sure to register you for the year and this should give you access to a club in the drop down menu.

#### 5. How do I find my RI membership number?

There are three ways you can find your membership number -

Option 1: You can contact your club secretary and ask them to search in the search rowers section of the system. If you are a past member and haven't been registered with the club, they can go as far back as 2005 to check your last number.



The screenshot shows the 'Search Registrations' page for a 'Sample Club'. At the top left is the Rowing Ireland logo. The page title is 'Search Registrations' with 'Sample Club' below it. A yellow box labeled 'club' is on the right. A navigation bar contains buttons for 'Registrations', 'Transactions', 'Regatta Entry', 'HOR Entry', 'Help', and 'Log off'. Below this is a link for 'Back to club menu'. The main section is titled 'Search Rowers by Year' and contains a form with the following fields:

Rowing Year	2023 ▼
Search by paid registrations	<input type="radio"/>
Search by unpaid registrations for year	<input type="radio"/>
Search by registrations for year (paid and unpaid)	<input type="radio"/>
Display all registrations(Any Rower Registered since 2005)	<input checked="" type="radio"/>

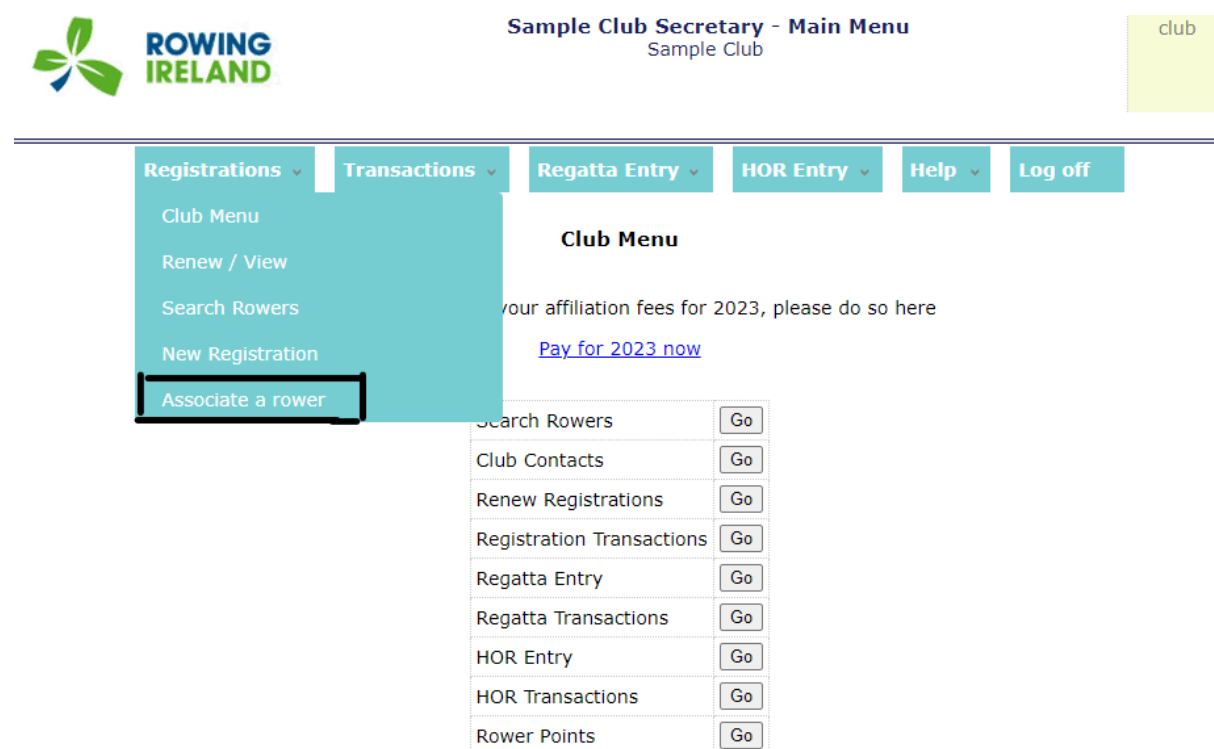
Below the form is a 'Search' button. At the bottom of the page, it says 'Site Content Copyright Rowing Ireland © 2023 | [View user manual](#)'.

Option 2: If you are a currently registered member of a club, you can use the club points section [HERE](#), click on the club you are currently with, find your name and scroll to the side of the sheet and you will see your membership number.

Option 3: If you are still unable to find this number, you can contact [margherita@rowingireland.ie](mailto:margherita@rowingireland.ie) with your past club and DOB and she can search the database.

## 6. I am currently registered with one club but I am moving to another club, how do I do this?

Firstly, you must find out your membership number with your current club before moving. Once you have this, pass it onto the new club secretary and they will use it to be able to associate you as a rower with their club. This can also be used for college students rowing for their college club and local club.



**Sample Club Secretary - Main Menu**  
Sample Club

club

Registrations ▾ Transactions ▾ Regatta Entry ▾ HOR Entry ▾ Help ▾ Log off

**Club Menu**

your affiliation fees for 2023, please do so here  
[Pay for 2023 now](#)

Search Rowers	Go
Club Contacts	Go
Renew Registrations	Go
Registration Transactions	Go
Regatta Entry	Go
Regatta Transactions	Go
HOR Entry	Go
HOR Transactions	Go
Rower Points	Go

**7. I just registered new members on the system and they have received 1000 points, can you fix this?**

All new/overseas/returning members that are newly registered on the system will receive an automatic 1000 point allocation. This is in place to force secretaries to provide us with [status sheets](#) for us to determine the correct points. These status sheets can be sent to [margherita@rowingireland.ie](mailto:margherita@rowingireland.ie) and she will be able to update this.

**8. I don't agree with my current points, who do I contact about this?**

If you do not agree with your current points allocation on Tracker, an email should be sent to [margherita@rowingireland.ie](mailto:margherita@rowingireland.ie) and she will pass it onto the Domestic Events Committee. You can also contact them directly at [domestic.events@rowingireland.ie](mailto:domestic.events@rowingireland.ie)

**9. How do I change my registration type?**

To update your registration, you must contact [margherita@rowingireland.ie](mailto:margherita@rowingireland.ie). She will be able to let you know if there is a cost to update your registration eg. recreational rower to competitive rower is a further cost. Payment can be made [HERE](#) using the miscellaneous payments section and then proof of payment must be forwarded onto Margherita before she can go ahead and update your profile.

**10. I made a mistake while registering a rower, how can I update this?**

Any updates to rower profiles must be done by RI. The use of fada's on the system do not work so please avoid them where possible as it will not be recognised on the system.

**11. Where do I send date of birth ID Validations?**

To ensure all rowers are in the correct age category, IDs can be sent via email to [margherita@rowingireland.ie](mailto:margherita@rowingireland.ie) and she will go in and validate your DOB on the system.

**12. Since the rule change, how can I calculate what age group junior rowers will be in next year?**

A junior age reckoner was put together by the Domestic Events Committee to help people determine junior age categories for each year. This can be found [HERE](#)

**13. How do we get access to our club's event?**

To get access to your club's event you need to ensure your event licence has been paid. You will receive this licence from the domestic events committee after the ratification of the events calendar at the AGM each year. Once we receive payment for this, you can contact [margherita@rowingireland.ie](mailto:margherita@rowingireland.ie) and she will be able to send you your password for the event.

**14. Do you have a manual on how to use Tracker?**

Yes, the manual for Tracker can be found at the bottom of the main page when you are logging into the system or you can view it [HERE](#). This will give you step by step instructions for how to register members, how to set up events and anything else you should require.

**Any further information you need or questions about Tracker, please contact [margherita@rowingireland.ie](mailto:margherita@rowingireland.ie) and she will be able to help you.**