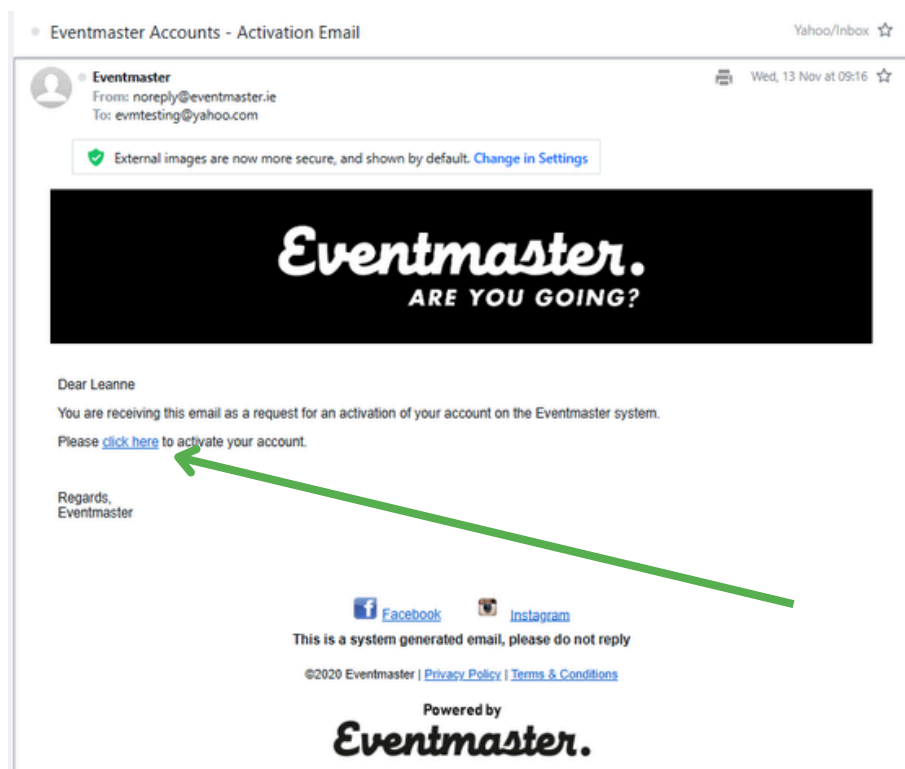




How to Activate your account

1 Click on the activation link in your activation email. Your Activation email will be sent automatically on November 20th. To get a replacement activation email please contact support@eventmaster.ie



2 You can set your password in this step. Once you have chosen your password, Click Submit.

Eventmaster. Sign In Services

Account activation

Email
evmtesting@yahoo.com

Name
Leanne

Password

Repeat password

SUBMIT



How to Activate your account

3 You can not log into your account with the password you have just chosen.

Log in to your **Rowing Ireland** account

Email address
evmtesting@yahoo.com

Password

The account has been successfully activated

I agree to Eventmaster [Terms and Conditions](#) and [GDPR & Privacy Policy](#) *

SIGN IN

[Forgot password?](#)



4 Next you will be prompted to set up two factor authentication. This is a security feature as you will have access to membership data on the platform. The steps for this are all on screen with instructions. In step one you can download the Google Authenticator app on your mobile phone.

2 FACTOR AUTHENTICATION - STEP 1 OF 3

We have recently upgraded our system security. This is for the protection of our customers and their personal data. All users are now required to use 2-Factor Authentication when logging into the system. In order to setup 2-Factor Authentication you will need to download the Google Authenticator App.

You can download the app using the buttons below, or just search for "Google Authenticator". You will only be required to setup the app once. From then on you will access the app to receive your 1 time token.

To download "Google Authenticator", click on the image or use the link.

 <small>App Store Link</small> https://apps.apple.com/us/app/google-authenticator <small>COPY APP STORE LINK</small>	 <small>Google Play Link</small> https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2 <small>COPY GOOGLE PLAY LINK</small>
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After you have successfully downloaded the app please press continue below.

Note: If you are already using the Google Authenticator Application to access other systems please skip this setup, you will need to add a new device using the + icon on your Authenticator App and continue to step 2.

I DOWNLOADED GOOGLE AUTHENTICATOR



App Icon

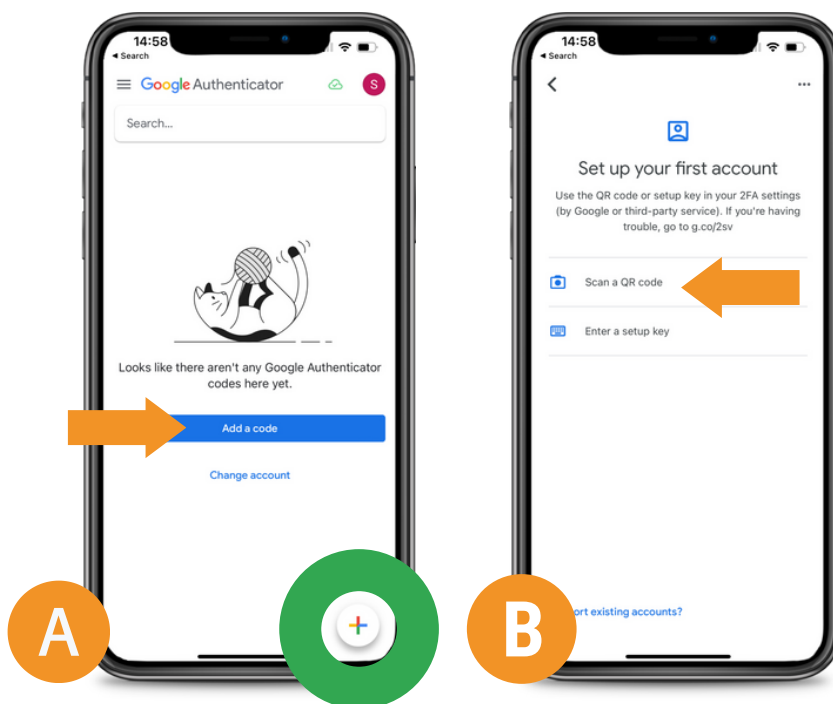
Once downloaded, click on 'I downloaded Google Authenticator'



How to Activate your account

- 5 In the Google Authenticator app, as part of the initial set up you may need to select '**Add Code**' and then '**Scan a QR Code**'

If you already have the Google Authenticator app you can add a new code by clicking on the plus icon in the bottom right hand corner .



- 6 Scan the QR Code on the Eventmaster Login screen through your Google Authenticator App on your phone. Once you have scanned the QR Code, click **Continue**.

2 FACTOR AUTHENTICATION - STEP 2 OF 3

In the Google Authenticator app please scan this QR code using your mobile device camera



MM2DAMDBGU4DGNLG

After you have successfully scanned the above QR code please continue to Step 3

CONTINUE





How to Activate your account

- 7 The authenticator code will appear as **EventmasterAccounts** in your app. This is where you will find the 6 digit code when logging in to your account going forward.

TWO FACTOR AUTHENTICATION

Please enter your 6-digit Google Authenticator code

This can be found on the Google Authenticator App on your smartphone under EventmasterAccounts

393 923

Submit



- 8 After you enter in your code and click submit, you will be brought to the affiliation steps.

If you cannot see these steps, go to:

<https://membership.rowingireland.ie/backoffice/affiliationpage.html>

Rowing Ireland

Club Management Welcome, Leanne Services

WELCOME TO THE 2025 MEMBERSHIP SYSTEM PORTAL

In Order to open access to your club management portal you will be required to action following items:

ACTIONS REQUIRED BY YOUR CLUB	
Step 1: Fill Affiliation and Safety audit	ACTION NOW
Step 2: Pay Affiliation Fees	ACTION NOW
Step 3: Assign Club Officials	ACTION NOW