# Chichester Harbour Race Week 2022

## Online Entry

The CHRW online entry system lets you enter the regatta and manage your own entry. Often you just complete your form, pay your entry fee and that's it. But sometimes you may need to make changes later – different crew, replacement sail number, even a different boat. Now you can do all this on your phone, tablet or computer.

## The Basics

### Getting started

Go to the CHRW website, click *Entry Form* and submit your email address[1]. That sends you an email with a link in it. Open that link and you are in your CHRW account.

### Your CHRW account

Look on it as a folder with your name on it to hold your entry forms. Most people have just one form but you can have several, for instance for a family. You can add, update and delete entries in your account.

### Completing an entry form

Press *New Entry Form*. Work your way through the pages (maximum 4), filling in the boxes. The *Next* button submits and checks that page. The *Back* button steps back to the previous page.

Boxes marked * are mandatory. Boxes marked † are not required immediately but are needed before you compete. For instance, if you don't know your crew's email address you can come back later and fill it in.

When you get to the end of the form, confirm that everything is correct then either *checkout* immediately or start another entry form.

### Checkout

Entry fees are set out in the Notice of Race; the entry form calculates yours for you. You can pay by card or PayPal. Card payments are processed by PayPal but you do not need to open a PayPal account.

### Reviewing your entry form or forms

After checkout you can go back to the beginning and see your entry form(s) with their payment status. You also get there later by logging back into your account.

Most people need read no further but...

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[1] Email is an important communication channel between the regatta organisers and competitors. That means it's a very good idea if you can receive emails when you are at the venue – in other words, on your phone. So when you enter, it is highly recommended that you do so with an address that is routed to your phone.

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### Advanced Stuff

### A password?

Optionally you can give your account a password and then sign in with your email address and that password. That way you bypass the email loop - handy if you plan to return often. Or just always sign in by email.

Forgotten your password? Sign in by email only.

### Updating an entry form

You can make changes to your entry form at any time. For instance, you can add your crew's email address.

You can change any of the boxes **except**, if you have already paid your entry fee, you cannot change the ones that were used to calculate that fee. These are *Class, Harbour Dues Paid, Helm and Crew Age, Number of Days.* **But** you can change *Class* prior to your first race in the regatta if that doesn't affect your entry fee, so from one single-hander to another for example. This is particularly useful if your boat has multiple rigs and you want to defer the decision as to which to use.

Select *Update* from the ⋮ menu to reopen your entry form. Work your way through the pages making any updates as you go. When you reach the end you can *checkout* if you haven't already done so.

### Replacing an entry

After you have paid an entry fee you cannot make changes which affect that fee but you can **replace** that entry form with another. When you replace an entry form its fee is refunded in full. Use Replace if you want to convert from a two-hander to single-hander or vice versa.

To replace an entry, select *Replace* from the ⋮ menu to open a new form. Complete that form, pay its entry fee and the refund is made.

**Note**: Replace is not available after your first race.

### Deleting an entry

If you can't make it then it's best to delete your entry so you don't appear on the entry list or in the results. Your entry fee may be eligible for a refund – see the Notice of Race.

To delete an entry, select *Delete* from its ⋮ menu.

### Need some help?

Just ask the admin team via the *Contact Us* form on the event website.