



AUSTRALIAN OUTRIGGER CANOE RACING ASSOCIATION

WEBSITE INSTRUCTIONS

FOR CLUB REGISTRARS

AOCRA
AUSTRALIAN OUTRIGGER CANOE RACING ASSOCIATION

[NQ ZONE](#) [SQ ZONE](#) [NSW ZONE](#) [SOUTHERN STATES](#) [WA ZONE](#)

[Login](#) [Race Registration](#) [VISITING THE SUNSHINE COAST FOR THE WORLD DISTANCE CHAMPS](#)

[Visiting Sydney for the SHC](#) [Trans Tasman Gubbi Gubbi Championships 2019](#) [IVF WORLD DISTANCE CHAMPS 2019](#)

Welcome to AOCRA

Australian Outrigger Canoe Racing Association is the administrative hub of outrigger canoe racing in Australia.

[Find A Club Near You](#) [View our Strategic Plan for 2018-2021](#)

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A BRIEF OVERVIEW

Firstly, you need to open the AOCRA website – www.aocra.com.au. This is the main AOCRA website, and where you get the majority of your information. We also have a Facebook page, www.facebook.com/AOCRAIN/. This page is updated on a regular basis as is the website.

What does the website enable you - as a club - to do?

- Each of your committee members has a unique sign in
- You are able to view a list of your members (and change a member's email address)
- Lodge CLUB nominations for regattas (including payment)
- Lodge TEAM nominations for regattas
- Pay your Annual Affiliation Fee
- Change your own details (i.e. the Secretary can update his/her phone numbers, email addresses etc)
- Change your club details (i.e. postal addresses, financial information etc)
- View all regattas Australia wide

You can also view each Zone's own website – so rather than each zone having a totally separate domain name for their website, all zones are incorporated into the AOCRA website, and are just a click away...

A Zone also has the ability to edit their website to suit their needs.

CLUB SIGN-IN

First and foremost – if any of your Club Committee email addresses are incorrect – your ZONE can go online and change them for you. This is important to remember: -

If, for example, you appoint a new Secretary, and the new Secretary isn't given any passwords etc on changeover, then the new Secretary won't be able to access the website.

All that is required is for a ZONE official to go onto the site and alter the email address for the Secretary.

Then the new Secretary can click on **FORGOT PASSWORD**, and the system will send an email with his/her password to the email address. If at first, you think you haven't received an email please check your spam folder.

Clubs can also use a generic email address for committee members eg registrar_sampleclub@outlook.com.au. This ensures continuity of contact and access to club's historical information for incoming committee members.

So, you've typed in www.aocra.com.au

Click on **LOGIN** up the top left-hand corner.

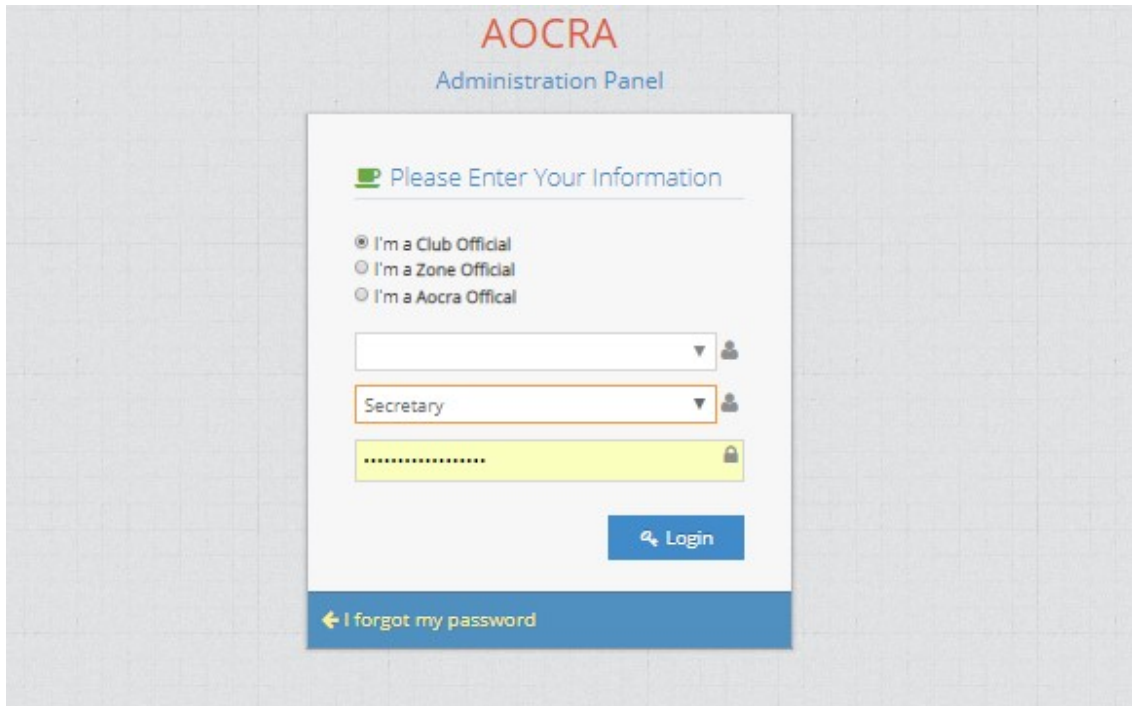


The Sign in page is next. Select "Committee/Zone/Club Login".

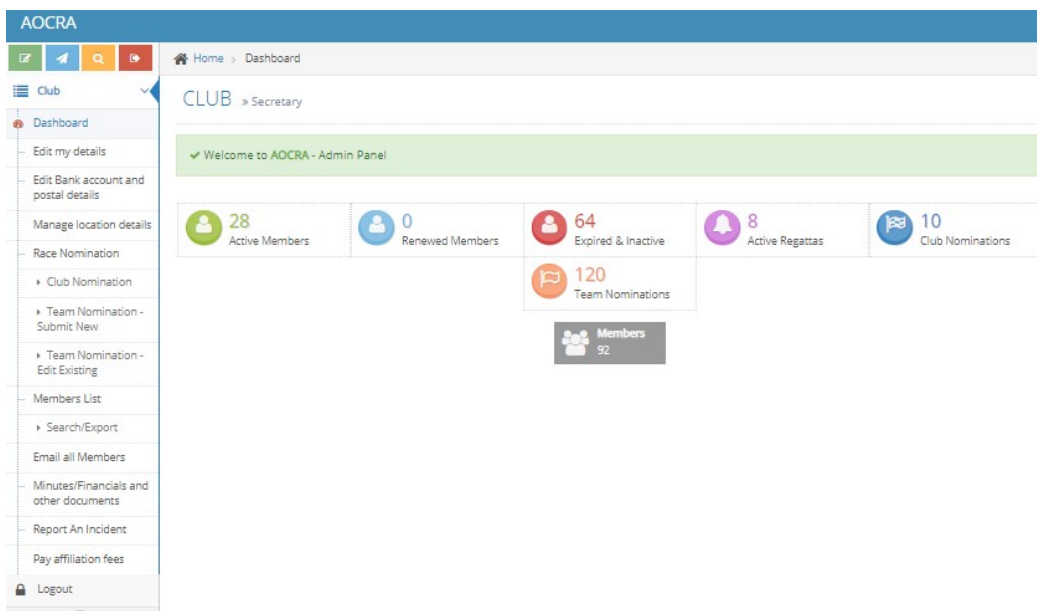
Sign In

Member ID	<input type="text"/>	
Password	<input type="password"/>	
	<input type="submit" value="Submit"/>	
<input type="button" value="I'm not a Member - I want to Join!"/>	<input type="button" value="Committee/Zone/Club Login"/>	<input type="button" value="Forgot member id/password"/>

Click on **Club Official**, select your **club**, select your **position** and then type in your password. If you have forgotten your password this is where you click on "I forgot my password". If you can't find the email, please check your spam/junk folders.



Once you are in, this is the dashboard you will have access to.



I will go through each option on the Dashboard and explain its function.

EDIT MY DETAILS

A committee member can edit their contact details here. Name, Phone number and email address. The email address you use is the one the site will send all correspondence in reference to the club/zone.

Club name: _____

Position : _____

Password : _____

Name : _____

Phone 1 : _____

Phone 2 : _____

Email : _____

EDIT BANK ACCOUNT AND POSTAL DETAILS

Club website, bank account and postal details are entered here.

IMPORTANT: If you alter your Bank account details you **MUST** download and complete the Direct Debit Request Form. If you don't, when you process payments the website will send your new bank account details off and they won't match the details of the old DDR and your payment will be rejected.

Website:

ABN:

BSB:

GST Registered: Yes No

Bank:

Account name:

Account no:

Postal address:

IMPORTANT: If you alter your Club Bank details, you must complete the [Direct Debit Request Form](#) and on forward to the AOCRA Treasurer

Save Changes

Reset

MANAGE LOCATION DETAILS

Fill in details where applicable and **Save Changes**.

State:

Venue:

Parking:

Street:

Town:

Postcode:

Latitude:

Longitude:

Save Changes

Reset

RACE NOMINATION

This enables a club to nominate and pay for teams to compete in AOCRA events across the country. When you click on **Race Nomination** further menu options appear.

1. Club Nomination
2. Team Nomination - Submit New
3. Team Nomination – Edit Existing

Click on Club Nomination, then select **Race Registration** of the event you wish to nominate for.

01/02/19	AOCRA (National Sprint Titles Juniors/Golden/Platinum divisions)	COMBINED EVENT	OC6 SPRINT 2, OC1 SPRINT 1.	18/01/19	18/01/19	SQ	Race Registration
01/02/19	AOCRA (National Sprint Titles Open/Master/Senior Master Divisions)	NATIONAL TITLES	OC6 SPRINT 2, OC1 SPRINT 1.	18/01/19	18/01/19	SQ	Race Registration
16/02/19	Koa Kai Outrigger Canoe Club (OC6 Regatta)	CLUB EVENT	OC6 SHORT COURSE.	13/02/19	13/02/19	NSW	Race Registration
23/02/19	AOCRA (2019 Sydney Harbour Challenge)	COMBINED EVENT	OC6 MARATHONCLU	15/02/19	18/02/19	SQ	Race Registration

Enter the number of teams in the box that lines up with the race and division. When you're finished click on **submit** and the site will calculate the cost of all races.

Zone	SQ ZONE					
Host Club	AOCRA					
Title	National Sprint Titles Juniors/Golden/Platinum divisions					
Enter number of Junior Teams	Name	V12 SPRINT 1 Straights	OC6 SPRINT 1 Straights	OC6 SPRINT 2 Turns	OC1 SPRINT 1 Straights	V1 SPRINT 1 Straights
	Minnows Mixed	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	12U Girls				<input type="text"/>	<input type="text"/>
	12U Boys				<input type="text"/>	<input type="text"/>
	12U Mixed	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	14U Girls				<input type="text"/>	<input type="text"/>
	14U Boys				<input type="text"/>	<input type="text"/>

Make sure you agree with the fee charged then click on **Proceed**.

Zone	SQ ZONE	
Host Club	AOCRA	
Title	National Sprint Titles Juniors/Golden/Platinum divisions	
Junior Fee payable		\$144.00
Total		\$144.00
Total		\$144.00
<input type="button" value="✓ Proceed"/> <input type="button" value="✕ Cancel"/>		

You will then go to the **Direct Debit** payment page. Click in the acceptance box and then **SUBMIT**. Wait, the site will then confirm your payment. If the site seems slow to accept your payment **DO NOT** click on the **SUBMIT** button again as you will be charged twice. A club can also pay by using an individuals Credit Card. Just click on the button next to the Credit card option and fill out the details required. However, you will be charged a 2% surcharge, it is automatically added.

You will now receive 3 tax invoices by email which will add up to the total of the race fees.

1. The first is from AOCRA – it is the AOCRA share of the race nomination.
2. The second is from the Zone – it is the Zones share of the race nomination.
3. The third is from the Host Club – it is the Club’s share of the race nomination.



The AOCRA Treasurer will distribute the funds to the 3 above bodies from the money’s received from the nominating club.

You may be asking, “Why receive 3 tax invoices?”

The reason is the different GST status of the 3 entities. Most clubs are NOT registered for GST, some Zones ARE registered and some Zones ARE NOT and AOCRA IS registered for GST.

Without getting too technical, if AOCRA received all of the money and then distributed it we would have to remit GST on the full amount – which means less money for the Zones and Host Clubs.


By issuing 3 separate Tax invoices at the time of the nomination, AOCRA is simply HOLDING the funds on behalf of the other 2 bodies and therefore GST on the full amount doesn’t have to be remitted.


Amount	\$72
Payment method	<input checked="" type="radio"/> Direct method <input type="radio"/> Credit card
BSB	
Account number	
Account name	
<input type="checkbox"/> By accepting the terms and conditions set out herein you further authorise Arthur J. Gallagher Insurance Brokers Ltd to on forward information relating to any incident and/or claim to AOCRA.	
<input type="button" value="Submit"/>	
<small>Please click SUBMIT only once. Pressing the SUBMIT button more than once may result in your account being charged multiple times.</small>	
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><small>powered by</small>  <small>SecurePay</small></div><div style="text-align: center;"> <small>Your payment is secured.</small></div></div>	

TEAM NOMINATION

Click on TEAM NOMINATION – SUBMIT NEW. You don't have to submit your team straight away, you can come back to it at a later stage. You may be waiting for a coach to confirm a paddler or a paddler to renew their AOCRA membership etc.

Senior team

My club members 

Other Club members 

International Competitors

Surname: Given name: Male DOB:

Name	OC6 MARATHON OMX 1 Team
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Notes:


DECLARATION ON BEHALF OF NON-AOCRA MEMBERS

I confirm and acknowledge that all the listed Team Members (including juniors under the age of 18, whereby the parent or guardian shall confirm and acknowledge on the behalf of the junior Team Member) (I/we) as noted on this Team nomination have read the Indemnity and Release below and that the submission of this Team Nomination confirms that I/we understand and accept the terms thereof.


I hereby acknowledge that all the above Team Members have read and agree to be bound by the above Indemnity and Release

When you are ready to submit names for the team the first time, click on the + next to My club members. A drop down will appear with all of your CURRENT club members. Put a tick in the box next to the paddlers you wish to select. If you are nominating for a National or Club event you will only be able to select paddlers from your club. If the event is a Combined event you will be able to select paddlers from all clubs.

Senior team

My club members 

<input type="checkbox"/>	6'	Master(F)
<input type="checkbox"/>	6'	Senior Master(M)
<input type="checkbox"/>	6'	Golden Master(M)
<input type="checkbox"/>	8'	Senior Master(M)
<input type="checkbox"/>	1'	Senior Master(M)
<input type="checkbox"/>	1'	Senior Master(M)
<input type="checkbox"/>	1'	Open(M)
<input type="checkbox"/>	1'	Master(F)
<input type="checkbox"/>	2'	Open(F)

Other Club members 

Once you've selected everyone you click on the **GO** button. Put a tick in the boxes next to the paddlers you want in each team. The picture below only shows one team, but you may have purchased 10 and all ten will show with all the paddlers you selected. You put a tick in the box that corresponds with the team they are in.

You will find it much easier for your reference and the event host if you select one team at a time. Especially if you have a large club with multiple nominations. This will generate one page per team.

The site will allow Juniors to race up and Seniors to race down in divisions other than their actual age group. Once you're done, click on the Declaration and SUBMIT. This will produce a team sheet that will be sent to you, host club, zone secretary and National secretary and treasurer.

Troubleshooting – why a member doesn't show

1. Not currently registered with AOCRA
2. Membership is due to expire before the date of the event...
3. Club Transfer hasn't fully processed

Junior Team

My club members
Other Club members

Go

International Competitors

Surname: Given name: Male DOB: Add

Name	V12 SPRINT 1 (Straight) MIXED 1 Team
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

Notes:

DECLARATION ON BEHALF OF NON-AOCRA MEMBERS

I confirm and acknowledge that all the listed Team Members (including juniors under the age of 18, whereby the parent or guardian shall confirm and acknowledge on the behalf of the junior Team Member) (live) as noted on this Team nomination have read the Indemnity and Release below and that the submission of this Team Nomination confirms that I/we understand and accept the terms thereof.

I hereby acknowledge that all the above Team Members have read and agree to be bound by the above Indemnity and Release

Submit

TEAM NOMINATION – EXISTING TEAMS

If you need to make changes at a later date, log in as usual and select Team Nominations - Existing Teams. When you click on this it will bring up the existing team that you have nominated. You click on Edit and make your changes. It is very helpful for the Host club if you write in the notes what changes you have made. This will generate a new email to the host club, secretary and also to the Club Registrar.

Please be aware every time you open the existing team nomination the website will produce an email even if no changes were made. So only go in if you are editing and remember to write the changes in the notes.

MEMBER LIST

In this area you have access to all club members and their personal details that they filled out when first registering as an AOCRA member. This information is confidential and not to be passed onto any other entity's.

You can search individual club members by Surname, AOCRA ID, Gender, Age division and active members. You select how you wish to search. We hold onto Expired members up to 5 years. This area will show if a paddler is Active, Inactive, Expired and Req for Renewal.

1. Active member – has current AOCRA membership
2. Inactive member – Is a person joining AOCRA initially who will need to be activate by the club Registrar once they have confirmed that all club membership requirements have been met. Eg paid club fee's and signed Code of Conduct etc. If you accidently activate a person you will need to contact the National Registrar to deactivate.
3. Expired – their AOCRA membership has expired. Currently paddlers are notified 8 weeks before this date to renew. It is good for you to keep your own records and remind paddlers closer to the expiry date. This can alleviate any problems when an event comes around.
4. Req for Renewal – This indicates a person that has re-joined AOCRA who will need to be activated by the club Registrar once they have confirmed that all club membership requirements have been met.

A paddler can not register for an OC1/2, V1 event if their status is 2,3 or 4.

To check when a paddlers AOCRA membership expires scroll down to the bottom of their personal details. You can also edit a paddlers email address if required.

The **EXPORT** button allows you to down load your members into a file. This can be personalized by using the age, gender etc buttons OR you can select all.

If you click on **VIEW DETAILS** – it will bring up all the information for that particular Member. Note the **EDIT** key beside the member's email address..... This is the only information for your members that you can alter.

If, for example, a member changes their email address, and also cannot remember their password, they are effectively locked out of the site.

By allowing their Club Committee to change their email address, the member can then just click on **FORGOTTEN PASSWORD** under the Existing Member Sign-in, and it will email their password to the registered email address.....

BULK ACTIVATION – NEW MEMBERS – RENEWING MEMBERS

Some safeguards have been incorporated into the system to protect clubs:-

When a paddler renews their AOCRA membership an email is generated and sent to the Registrar to activate. They can be activated by clicking on the prompts in the email **OR** by going to the above headers in the menu. Do not activate a member with out checking with your club committee that it is OK to do so. Some may have club membership outstanding or not filled out club paperwork etc. It could be many reasons you just need to check first.

If a new member tries to join, and the website finds another member with the same surname and date of birth, it will not accept their membership. This is to ensure that members do not leave an old club with a debt, and simply join a new club. So, John Smith can't leave Outrigger Whitsunday, and then sign-up online with Sunset Bay. He would have to **TRANSFER CLUBS**.

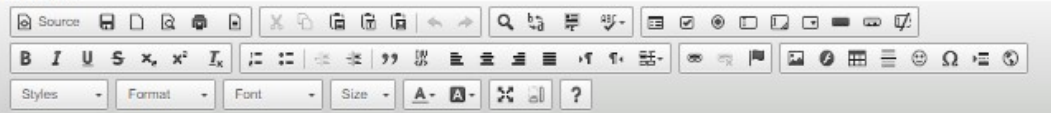
When a member **TRANSFERS CLUBS**, an email is generated to the Club registrar of the losing and gaining clubs. Both of these clubs must **CLICK** on the link to confirm the transfer. This is to ensure that the member is not indebted to the old club in any form.

EMAIL ALL MEMBERS

This is where you may send bulk emails to your current club members.

Subject

Comments



Attach file 1

No file chosen

Attach file 2

No file chosen

Attach file 3

No file chosen

MINUTES/FINANCIALS AND OTHER DOCUMENTS

You have access to documents loaded by a Zone official.

18/12/2016	NQ Zone Financials - Summary 2015
18/12/2016	NQ Zone Financials - Summary 2014
03/11/2014	AOCRA 2014 Financial Report
Minutes	
22/09/2018	NQ Zone Committee Meeting Minutes 13 June 2018
22/09/2018	NQ Zone Committee Meeting Minutes 9 May 2018

REPORT AN INCIDENT

Whenever there is an incident at a club training session or event, an **Incident report must be filled** out within **48 hours**. It can be done by the individual logging in as themselves or by a club. You fill out the details and click on SEND at the bottom and it will be sent to the Zone and National Secretary. **This is a requirement by our Insurer.**

Incident Details:

Date & Time	Day ▼ Month ▼ Year ▼
Location	<input type="text"/>
Canoe Type	<input type="radio"/> OC 1 <input type="radio"/> OC 2 <input type="radio"/> OC 6
Number of people involved	<input type="text"/>
Name of paddler/s	<input type="text"/>
Description of the events that caused the incident (describe tasks being undertaken, list the sequence of events and general conditions)	

PAY AFFILIATION FEES

This function is usually done by a Club Treasurer once a year and can be paid by Direct Debit or Credit Card.

Fee	\$330.00
Payment method	<input checked="" type="radio"/> Direct method <input type="radio"/> Credit card
BSB	<input type="text"/>
Account number	<input type="text"/>
Account name	<input type="text"/>
<input type="checkbox"/> I hereby confirm that I am authorised to process this Re-Affiliation and payment on behalf of 'Rocky Outrigger Canoe Club Inc.' Club FROM the nominated bank account held by AOCRA Inc.	
<input type="button" value="Submit"/>	

