

## **Padtrac Registration**

You will receive a password from CKBC. Do not enter any of the new year members until after April 1.  
Padtrac website is [ckcpadtrac.ca](http://ckcpadtrac.ca)

Once you get into Padtrac click **Welcome to CKC Padtrac** and enter your **userid** and **password** then click **logon**  
**Click OK** to the first screen (you may get a prompt to agree to policies so do this if required)

You will be at the Padtrac Home page. Click **Online Registration**

It comes up showing the **current year – 2010** filter. You can change the filter to show this year, last year or both, or Last name initial or name contains. You can also sort the list by clicking on the blue headings.

## **Returning Members**

Returning members are registered differently than new members. Please check to see if members are already in the system (or leave the **look for duplicate names** on and do not re-enter if already in the system). You do not want to re-enter a member that is already in the system. You can look up members by search or sort – be sure to have correct year.

See instructions below

## **For a new member**

Click **Add a New Member** and a form will appear

Enter **name, address, phone, email**

Be sure Club says **Fort Langley**

Enter **Gender** and **Birth Date**

## **Member Type**

In the **Member Type** be sure that the **CKC competitive is unchecked**. The default is checked so you must uncheck it.

Please be sure **only one Member Type is selected in this section**.

**Member Type - whatever is the major type of paddling the member does.**

- All DB Team members must be entered as **DB members - either competitive or recreational**.
- **Recreational** includes Voyageur paddlers as well as are those that do all type of paddling not on a team

## **Program Memberships**

A member can be in several 2010 Program Memberships to indicate all types of paddling they do.

In the **Program Membership:**

- Check the **2010 FLCC member** box for all members
- Check either **2010 club DB - no team** box or the **2010 DB your team name** box, but not both
- Check the **2010 club OC** , if applicable
- Check the **2010 club voyageur paddler** , if applicable
- Check the **2010 club rec kayaker**, if applicable

At bottom of form, click **“Save and Return”** or **“Save, add another member”**

## **For returning members – register for 2010 and then edit to add to current programs**

Change year to show last year members (2009) and find the member you want to register for this year

On the line with the members name click on the **Register for 2010**

If you are showing 2009 members only, that name will disappear

Once registered, you must edit each member to update **2010** info. List the **2010** members and find the member again. It will show they are registered for **2010** but need to click **Edit** by their name to get their form to check off the programs that apply for **2010**. Do any changes required. Change Member Type if required (please read the information about member type under new members – must have CKC competitive unchecked and only one member type checked)

Program Membership – can select all types of paddling member does (but only one DB program)

- You will check for all members **2010 FLCC member**
- You will check either **2010 club DB - no team** or **2010 DB your team name** but not both
- You will check **2010 club OC** and/or **2010 club voyageur paddler** if either apply

Leave program membership from previous years as is.

At bottom of form, click **“Save and Return”** or **“Save, add another member”**