



Padtrac Users Guide

WHAT IS PADTRAC?

Padtrac is an online system that allows users to register CKC members, submit Sprint entries for the National Championships, and track membership fee transactions. The system also provides clubs with member information as well important deadlines.

PRIVACY STATEMENT

Before beginning, first-time users are required to read and accept the Privacy Statement to continue. For further information on CanoeKayak Canada's Privacy Policy please see <http://www.canoeKayak.ca/files/File/CKCPrivacyPolicyJune2006.pdf>

REGISTRATION

Registering an Existing Member:

1. From the home page click on the "Online Registration" tab

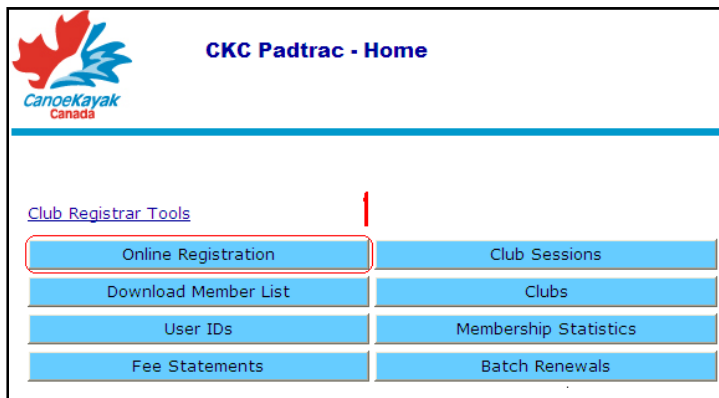


Figure 1

2. Beneath the "Filter Options" heading, select the year the member was last registered (To find a member from any previous year select "all")
3. Locate the individual's name from the members list and click "Register 200X"

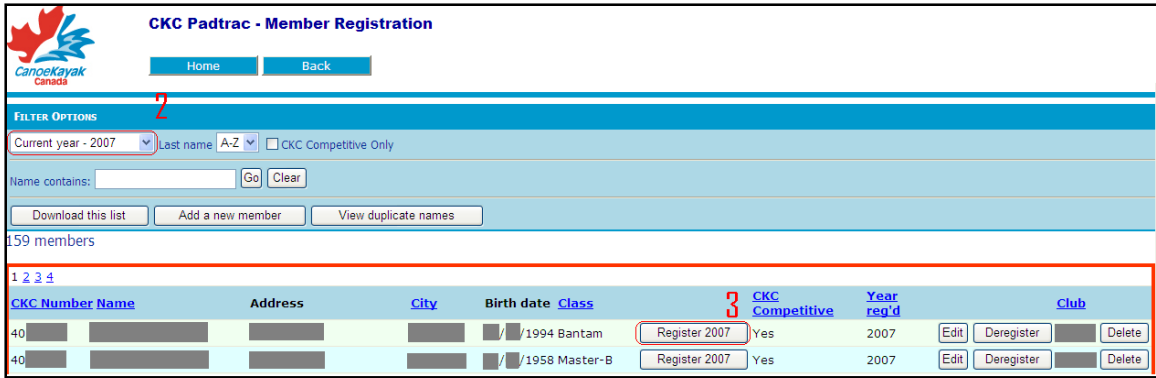


Figure 2

4. Member should now appear in the members list for current year, but will NO longer appear in the previous year's member list

Registering an Existing Member from Another Club:

1. From my Division- Contact Divisional registrar (info@canoekayakbc.ca)
2. From another Division- Contact CKC Domestic Development Director

Registering a new Member:

1. From the home page click on the "Online Registration" tab (See Figure 1)
2. Beneath the "Filter Options" heading, click on "add a new member" bar

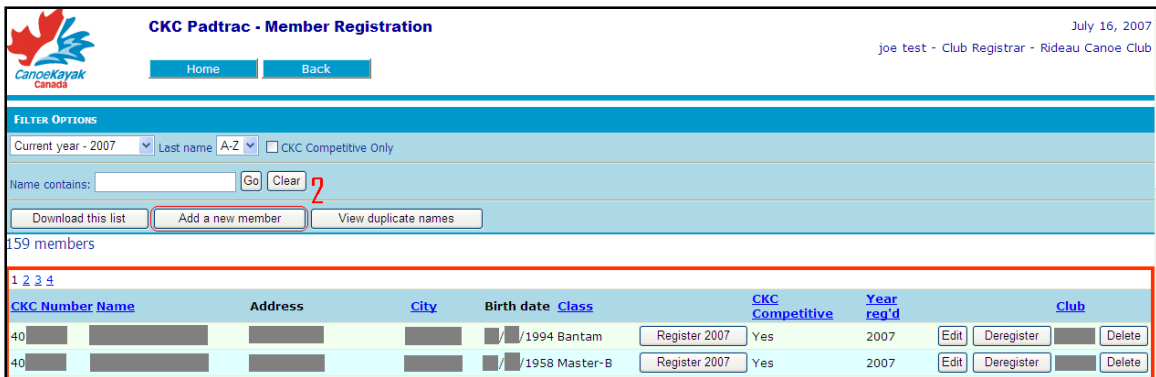


Figure 3

3. Fill in member's name and click check for duplicates.
4. If the member has not been registered previously complete their information
5. Select a member type (ie. CKC Competitive).

PACIFIC Division Clubs – Not all divisions have the same categories so in an effort to best track our memberships please enter member names as follows:

If a member is a competitive Sprint member click the CKC competitive box ONLY unless this member is also a coach – in which case click COACH as well.

If the member is a ‘day of event member’ click the GENERAL member box. DAY OF EVENT members participate 3 times or less.

If the member is not a CKC competitive or GENERAL member, click the MOST appropriate box. If you check more than one box your member is counted more than once and you will also be billed more than once.

Those youth (U19) who are NOT competitive should be entered as follows:

3 visits or less should be entered as school programs

4 or more visits should be entered as day camps

PadTrac - Add / Edit Member Information

Home Back

Name First Name * Last name * **3**

Check for Duplicates

Use previous address

Address 1
Address 2
City
Province
Postal Code [Lookup Postal Code](#)
Phone
Mobile
Health Card
Email
Medical Concerns
Emerg Contacts

Figure 4

Club: Rideau Note: Transfers to/from other divisions must be done by the CKC office. Transfers between clubs in the same division must be done by the divisional registrar.

Registration Year: 2007 2006 not registered

Birth Date * Year Month Day
1 1 1

Gender * Female Male

4

Member Type: CKC Competitive

Aboriginal Canoe Polo Coach
 Day Camp Dragonboat - competitive Dragonboat - recreational
 General Marathon Official
 Other Outrigger Recreational
 School program Volunteer

Program Memberships

Cancel **5**
 Ignore duplicate names

Figure 5

6. At bottom of page click either “Save and return” or “Cancel”. To add another new member select “Save, add another member”
7. Member should now appear in the members’ list for current year

Deregistering or Deleting an Existing Member:

1. From the home page click on the “Online Registration” tab (See Figure 1)
2. Beneath the “Filter Options” heading, select the year the member is registered
3. Locate the individual’s name from the members list and click “Deregister” or “Delete” (deleting the member will completely remove the name from the database, deregistering will simply remove member from current year).

CKC Padtrac - Member Registration

July 16, 2007
joe test - Club Registrar - Rideau Canoe Club

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FILTER OPTIONS

Current year - 2007 Last name: A-Z CKC Competitive Only

Name contains: Go Clear

Download this list Add a new member View duplicate names

159 members

1 2 3 4	CKC Number	Name	Address	City	Birth date	Class	CKC Competitive	Year reg'd	Club
	40				/1994	Bantam	Register 2007 Yes	2007	Edit Deregister Delete
	40				/1958	Master-B	Register 2007 Yes	2007	Edit Deregister Delete

Figure 6

4. Name should no longer appear in current year’s members list

Changing Member’s Information:

1. From the home page click on the “Online Registration” bar (See Figure 1)
2. Beneath the “Filter Options” heading, select the year the member was last registered
3. Locate the individual’s name from the members list and click the “Edit” bar

CKC Padtrac - Member Registration

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FILTER OPTIONS

Current year - 2007 Last name: A-Z CKC Competitive Only

Name contains: Go Clear

Download this list Add a new member View duplicate names

159 members

1 2 3 4	CKC Number	Name	Address	City	Birth date	Class	CKC Competitive	Year reg'd	Club
	40				/1994	Bantam	Register 2007 Yes	2007	Edit Deregister Delete
	40				/1958	Master-B	Register 2007 Yes	2007	Edit Deregister Delete

Figure 7

4. Update the information (See Figure 4)
5. At the bottom of the page click either “Save” to save the changes made, or “Cancel” to cancel changes and return to membership list page (See Figure 5)

Filter Options and Organizing Member Lists:

Filter Options allow you to narrow your search. These options include the registration year, division, club, member's last name, and competitive and non competitive members. Once the filter options are selected, the members' list appears. This list may be organized according to CKC number, last name, city of residence, age category, CKC competitive or noncompetitive, year registered or club. Click on the category heading to sort by that category (ie. Click on "Class" bar to sort by age class). To select another page, click on the desired page number on the top left of the member's list.

Duplicate Names:

The duplicate names function will prevent you from adding a member twice, and therefore will avoid double registration and double charging. If a member is added with the same name as another member, simply click the "Ignore Duplicate Names" box at the bottom of the member information page before submitting their information. To double check if a member is already added to the system click the "Check for duplicates" bar at the top of the member information page.