

Team Registration for the Festival

Before you start the registration process, please have the following information ready before you start the registration process:

1. Team Name or Team Names if you are registering for multiple teams.
2. Headshot photo to upload to your member's profile if you don't have a Team Connect or former Bonzi account. This photo needs to be a clear photo of yourself only. Similar images or format of a passport photo or government ID would be ideal.
3. The email address that the festival will send all communications to.
4. Emergency contact and their phone number to complete the profile.

Got everything you need? OK, let's go!

1. Register your team by clicking on the register link on the page.
<http://bostondragonboat.bonzidev.com/home.php>
2. If you are returning member from last year, please login using your former Bonzi account. If not, you will need to create an user account before proceeding. Once an user account is created, you may then register your team.
3. Choose the right division (Only choose visiting if you are outside of MA)

MEMBER LOGOUT Registration

Registration for 2018_BDBF

Choose Category Registrant Information Waivers Review & Pay Receipt

Registering Boston Dragonboat

Member Role

Please check these boxes if you will also be a player or coach / team official for your team.

☐ Coach / Team Official
☐ Player

Categories

- ☒ **Coed LOCAL**
Base Fee \$1200.00
- ☐ **Coed VISITING**
Base Fee \$900.00
Registration is Closed
- ☐ **Women LOCAL**
Base Fee \$1200.00
Registration is Closed
- ☐ **Women VISITING**
Base Fee \$900.00
Registration is Closed

Cancel Registration Continue to Registrant Information

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4. Complete all fields completely and accurately.

5. Are you ERDBA member? ERDBA stands for Eastern Regional Dragon Boat Association. <http://www.erdba.net/>

The screenshot shows a web browser window with the URL 'secure-sam.com'. The page is titled 'Registration for 2018_BDBF'. At the top, there are tabs for 'MEMBER LOGOUT' and 'Registration'. Below the tabs, there is a navigation bar with links: 'Choose Category', 'Registrant Information' (active), 'Waivers', 'Review & Pay', and 'Receipt'. The main content area is titled 'Team Information' and contains the following fields:

- Team Name required: I LOVE DRAGONBOAT
- Are You a Member of ERDBA? required: ☐ Yes ☒ No
- Contact Name required: Boston Dragonboat
- Organization Name / Affiliation required: BDBF 2018 Test
- Contact Primary Phone required: (617) 555-2222
- Contact Secondary Phone: (empty)
- Address: 1 Love Dragonboat
- Address (cont.): (empty)
- City: Boston

**** You do not have the option to choose the division online, please put the division you would like to register for in the comments sections.**

6. Next, you will be asked to review and agree to a series of forms. Waiver of liability, authorization of photo / video release and the acknowledgment of the refund policy. You must click agree in order to continue the registration process.
7. Once you've agree to all the policies, you will see this page, be sure to review the information before you hit confirm registration.

The screenshot shows a web browser window with the URL 'secure-sam.com'. The page is titled 'Boston Dragon Boat Festival, Inc'. At the top, there are tabs for 'MEMBER LOGOUT' and 'Registration'. Below the tabs, there is a navigation bar with links: 'Choose Category', 'Registrant Information', 'Waivers', 'Review & Pay' (active), and 'Receipt'. The main content area is titled 'Registration Payment Summary' and contains a table with the following data:

Team	Registration Category	Fees
I LOVE DRAGONBOAT	Coed LOCAL	
	Base Fee	\$1200.00
	Sub Total	\$1200.00
	Payment Due	\$1200.00

After you click Confirm Registration, we will show you a receipt that you can print. Your receipt will show the name of the check payee and the address where you should mail your check.

Back To Waivers [Confirm Registration](#)

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8. By clicking on the confirm registration page, it will bring you to the following page.
Please print a copy of this receipt and mail it in with the checks to address listed.
9. Please be sure to put the name of the team you are registering on the check itself.

Registration for 2018_BDBF

Choose Category | Registrant Information | Waivers | Review & Pay | Receipt

[Return to Member Account](#) [Register Again](#)

Registration Information

Check Information
Make checks payable to: Boston Dragon Boat Festival

Mail checks to:
Boston Dragon Boat Festival
437 Cherry Street, C/O GBCCA
West Newton, MA 02465
Pay & Refund Policy
IMPORTANT: Please review the updated instruction & policy for 2018

WE ARE NO LONGER ACCEPTING CREDIT CARD PAYMENT.
You will be required to mail in two checks.
- First check is for the race registration base fee- Please indicate the team name (or names for multiple team) you are paying for.
- Second check is for damage deposit in the amount of \$200.00 per registered team. The damage deposit check will not be cashed and will be refunded within 90 days after the Festival less any penalties or fines are incurred.

In the event you wish to withdraw a team registration, refunds will only be issued if another paid team has been confirmed to take your registered spot.

Registration Form Information
Your registration form(s) will be emailed to you. If you do not have email, please contact your administrator or return to your Member Account and click the **My Registrations** button and the **Print Form** button for the current season.

Receipt Information
Print a copy of your receipt for your records or return to your Member Account and click the **My Registrations** button and the **Print Statement** button for the current season. [Print Receipt](#)

Registration Payment Summary		
Participants	Registration Category	Fees
I LOVE DRAGONBOAT	Coed LOCAL	

10. If you click on return to member's page, it will bring you back to your profile page. This is your individual profile where you can change your password, and view your teams.

Boston Dragon Boat Festival, Inc

MEMBER LOGOUT | Registration

My Member Account

[My Member Account Home](#) | [Sign Out](#)

[Register Now](#)
[View Team Assignments](#)
[My Registrations](#)
[Change My Password](#)
[Add A Family Member](#)

Member Profiles

Boston Dragonboat

Account Balances

Event	Registration Date	Balance
2018_BDBF	03/05/2018	\$1200.00

Notices
You have no current notices.

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11. What happens now? You mail the checks for your team(s) registration and refundable damage deposit to the address listed on the final page. Once the festival receives your check, notice will be sent to the email used to register that Team Connect has been enabled. You will now be ready to invite paddlers (players) to be part of your team. Please allow 7 to 10 days before contacting the festival regarding the status of your team's registration.
12. Please reference the document Team Connect instruction document to walk you step by step how to add your members to the team.