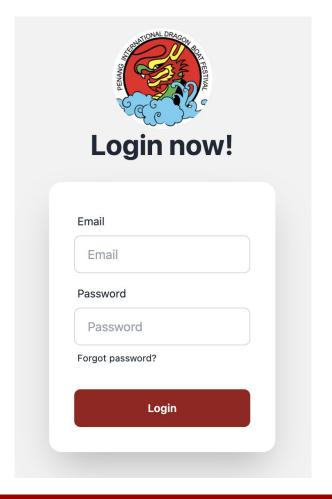


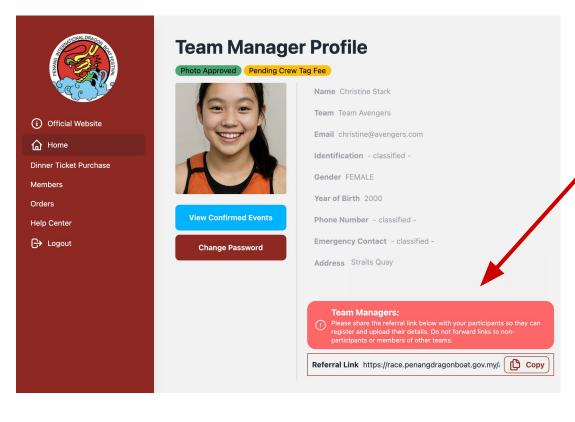


# **Stage 3 Walkthrough Team Manager**



Login to race.penangdragonboat.gov.my



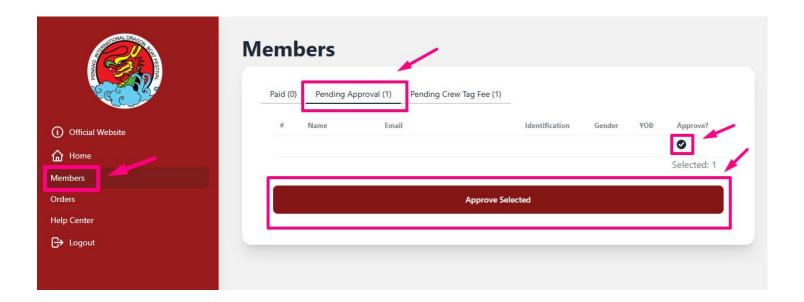


**TEAM MANAGER - STEP 2**Copy referral link and **share** to Team Member for registration

Participants that register via this link will be assigned to your Team

Team Manager should double confirm registered events at the **BLUE BUTTON**"VIEW CONFIRMED EVENTS"

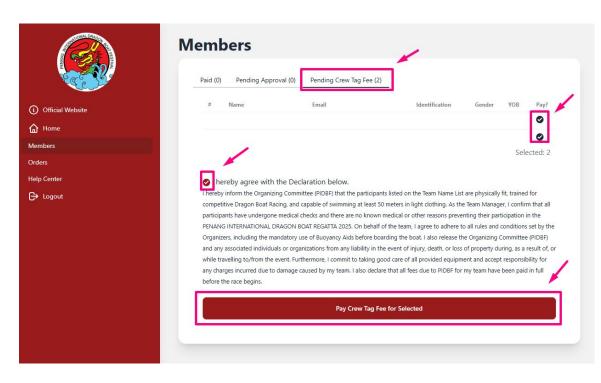




Once your team members have registered, view the list in your dashboard under **MEMBERS > PENDING APPROVAL**.

Approve the participants belonging to your team.

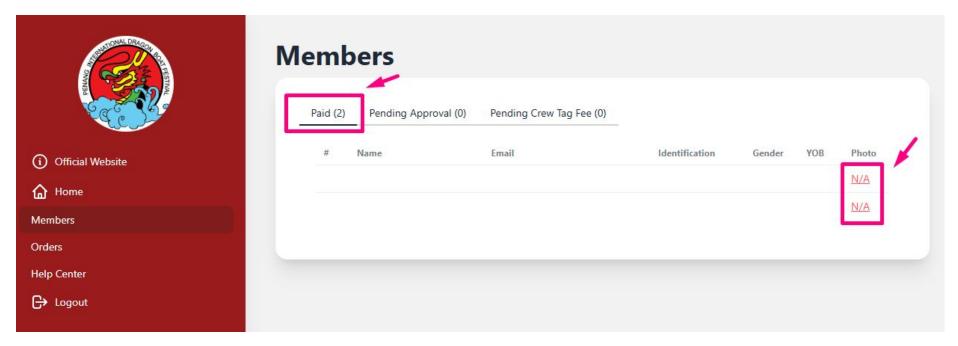




In the **MEMBERS** page, under **PENDING CREW TAG FEE** tab, make payments for your participants.

You may pay in stages or for groups of participants — do not need to wait until all have registered. Complete all payments before Stage 3 closes.

**Note:** If your credit card payment is rejected, check with your bank to ensure international online payments are enabled. Some banks block international transactions by default.



In the **MEMBERS** page, under **PAID** tab, you can double confirm all of your participants. Please ensure their photos are verified.





## **THANK YOU**

Stage 3 is now complete. Please check our official website penangdragonboat.gov.my and your WhatsApp group for Bulletin 4 and details on the opening of Stage 4.