



# 中國香港龍舟總會 HONG KONG CHINA DRAGON BOAT ASSOCIATION

Founding Member of International Dragon Boat Federation  
Founding Member of Asian Dragon Boat Federation  
Associate Member of Sports Federation & Olympic Committee of Hong Kong, China  
Founding Member of Hong Kong Water Sports Council

國際龍舟聯合會創會會員  
亞洲龍舟聯合會創會會員  
中國香港體育協會暨奧林匹克委員會屬會會員  
香港水上運動總會創會會員

## Online Registration and User Manual for Athlete

\*If there is any inconsistency or ambiguity between the English version and the Chinese version of this User Manual for Athlete, the Chinese version shall prevail.

For athlete who has NEVER been joined in any races organized by HKCDBA before, please refer to P.1-P.10 as NEW Registration

For athlete who has joined any kind of races organized by HKCDBA before (including IDBR and local races), please refer to P.10-P.14 Renewal of Registration.

### I. NEW Registration

#### Step 1

Go to <https://reg.hkdba.com.hk>

Click "Athlete Registration" button on the manual bar

中國香港龍舟總會  
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Sign in Athlete Registration Team Manager Registration Events Sign Up Status

Athlete No.

Password

[Forgot login name or password](#)

Login as athlete  
 Login as team manager

Submit

#### Step 2

Fill in your personal particulars as below and upload a recent photo (All personal data collected are used for Hong Kong China Dragon Boat Association internal use only.)

- 2.1  your Club (Please double check with your team manager about the affiliated club name in team manager registration)
- 2.2 Fill in your personal particulars
- 2.3 Upload your recent photo (1MB maximum size in JPG or JPEG format)
- 2.4 Fill in the captcha words
- 2.5 Click "Next" button



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中國香港龍舟總會  
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[Sign in](#) [Athlete Registration](#) [Team Manager Registration](#) [Events Sign Up Status](#)

## Athlete Registration

Athlete Registration Fee (HK\$ 50)

New Registration  
 Reg. Year : 01 Apr. 2017 - 31 Mar. 2018

Show Checked Clubs Only

Club\*  Club IDBR2017

Recent Photo

2.3



\*  \* Remove

Name (Eng)\* Kelvin Wong  
 Please enter the same name as appears on your Hong Kong ID Card/Passport

Name (Chi)

Nationality Hong Kong

DOB\* 01/01/1980 Age 37

Tel\* +852 - 25048332

Address 1  
 Address 2  
 Address 3

Emergency Contact Person\* Gary Chan

HKID / Passport No. (First 4 numbers)\* 1032

Travel document type HKID

Gender\*  M  F

Email\* hkdba@hkolympic.org  
 \* Login ID and password will be sent to this email.

Emergency Contact No.\* 25771873


\*Must Fill

Maximum photo size is 1MB in JPG or JPEG format

2.2

For enquiry or alteration of personal particulars, please email to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org).  
 I do not want to receive HKCDBA activity promotional emails.  
 Please  if appropriate.

Please type the words

 zykza  [Change Image](#)

2.4

**Declaration**

1) 本人同意遵守中國香港龍舟總會之會章、會規及比賽守則，中國香港龍舟總會有權拒絕接納本人之申請而無需給予任何原因。  
 I agree to abide by the constitution, by-law, race rules and regulations of the Association, which may refuse to accept this application without giving any reason therefore.

2) 本人證實所填資料正確無訛，本人聲明能夠游泳最少100米及身體並無任何疾病，適合參加龍舟比賽。如因本人的疏忽或健康或體能欠佳，而引致本人於訓練或比賽時傷亡，或在前赴或離開訓練或比賽場地時傷亡或財物損失，一切責任由本人承擔，中國香港龍舟總會無須負上任何責任。本人明白並願意承擔在任何龍舟訓練或比賽期間所有意外風險及責任，如有需要，本人會自行購買所需保險。本人亦同意授權予中國香港龍舟總會使用上述提供之所有個人資料作處理本申請之用。  
 I warrant that the information supplied aforesaid is true, correct and complete. I declare that I can swim for at least 100 meters. I am healthy, physically fit, and suitable to participate in the dragon boat races. I understand that I join the training or races at my own risk. I also agree to discharge Hong Kong China Dragon Boat Association from any responsibility in the event of injury, death or loss of property incurred, as a consequence of or while traveling to and from the venue(s) if the cause of injury, death or loss of property is due to my own negligence or inadequacy in health and fitness. I will purchase insurance coverage myself. I agree that the information provided to be used by Hong Kong China Dragon Boat Association to process this application.

2.5 [Next](#)



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Founding Member of Hong Kong Water Sports Council 香港水上運動總會創會會員

## Step 3

Please click "Submit" button after you have confirmed the details. If not, please click "Cancel" and revise.

**Confirm Detail**

Club	: Club IDBR2017
Name (Eng)	: Kelvin Wong
Name (Chi)	:
HKID / Passport No. (First 4 numbers)	: 1032
Travel document type	: HKID
Nationality	: Hong Kong
DOB	: 01/01/1980
Gender	: M
Tel	: +852 - 25048332
Email	: hkdba@hkolympic.org
Address 1	:
Address 2	:
Address 3	:
Emergency Contact Person	: Gary Chan
Emergency Contact No.	: 25771873



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中國香港體育協會暨奧林匹克委員會屬會會員  
香港水上運動議會創會會員

## Step 4

You will received a system generated message and email as below.  
Please proceed to Step 5 for settling payment of registration fee.

中國香港龍舟總會  
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Athlete No.: B73108273

Athlete registration received, please settle the payment of registration fee in a week through:  
1. Bank transfer (HSBC Account: 600-650-568-002) and email the payment record to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org); or  
2. Crossed Cheque payable to "Hong Kong China Dragon Boat Association", and mail to the Secretariat

Address of Secretariat: Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

\* Please write down the name of athlete with athlete number at the back of deposit slip or cheque.

Log-in password will be received after Secretariat approved your account

For enquiry, please email to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org) or contact HKCDBA secretariat at 2504 8332.

? [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org)

✉ 寄給我 ▾

文 英文 ▾ > 中文 (繁體) ▾ 翻譯郵件

Athlete No.: B73108273

Athlete registration received, please settle the payment of registration fee in a week through:

1. Bank transfer (HSBC Account: 600-650-568-002) and email the payment record to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org); or
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Address of Secretariat: Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

\* Please write down the name of athlete with athlete number at the back of deposit slip or cheque.

Log-in password will be received after Secretariat approved your account

For enquiry, please email to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org) or contact HKCDBA secretariat at [2504 8332](tel:25048332).

\*Please do not reply to this email as it is sent by automated system.



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香港水上運動議會創會會員

## Step 5

Please settle the payment of registration fee (\$50/year) according to the message in Step 4 and please note that:

We only accept:

1. Crossed cheque OR
2. Bank-in slip

**Please mark the Athlete Name and Athlete No. at the back of the cheque or bank-in slip.**

Mailing address: Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong  
For Bank-in slip, please email a copy to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org)

Name of Beneficiary	Hong Kong China Dragon Boat Association
Beneficiary Account	600-650568-002
Name of the Bank	The Hongkong and Shanghai Banking Corporation Limited





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香港水上運動議會創會會員

## Step 6

Please inform HKCDBA about your registration by provide the following information by email to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org)

## Information needed:

- a) Athlete name,
- b) Athlete No. ,
- c) Affiliated club name (Please double check with your team manager) and
- d) copy of bank-in slip OR mail your cheque to Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong with the (Athlete name, Athlete No. and Affiliated club name) marked at the back

## Step 7

You will receive an email (by login to the email you input in step 2.2) with Login ID/Athlete No. and Password after HKCDBA checking on your information provided.

HKCDBA: Payment Received of Athlete Registration and Login Detail of HKCDBA Online Registration System

收件匣 x

 **hkdba@hkolympic.org**  
寄給我

2月21日 (1 天前)

英文 > 中文 (繁體) 翻譯郵件

關閉下列語言的翻

Dear Athlete,

Your payment has been received and Athlete Registration is confirmed , please find the login information below:

Athlete No.: B73406285  
Password: B1E08^BE

Please be reminded to bring along the athlete registration card on the race day. For new registration, email will be issued when ca one month.

For card replacement, please pay replacement fee HK\$30 in a week, please settle the payment through:  
1. Bank transfer (HSBC Account: 600-650-568-002) and email the payment record to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org); or  
2. Crossed Cheque payable to "Hong Kong China Dragon Boat Association", and mail to the Secretariat

Address of Secretariat: Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

\* Please write down the name of athlete with athlete number at the back of deposit slip or cheque.

For enquiry, please email to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org) or contact HKCDBA secretariat at 2504 8332.

\*Please do not reply to this email as it is sent by automated system.



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香港水上運動總會創會會員

## Step 8

### System Login

- 8.1 Select "Login as athlete" button
- 8.2 Enter your athlete no. and password
- 8.3 Click "Submit" button

中國香港龍舟總會  
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Sign in Athlete Registration Team Manager Registration Events Sign Up Status

8.2 Athlete No. B73406285  
Password .....

[Forget login name or password](#)

8.1  Login as athlete  
 Login as team manager

8.3

## Step 9

You may change the password for safety reason.

- 9.1 Click "Change Password"

中國香港龍舟總會  
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Athlete Information Logout

9.1

- 9.2 Requirement of new password:

- i) At least FOUR (4) numbers AND
- ii) Not more than FIFTY (50) digits including numbers, capital and small letters.

- 9.3 Click "Submit" button



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香港水上運動總會創會會員



中國香港龍舟總會  
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Athlete Information    Logout

9.2

Change Password

Old Password	.....
New Password	.....
Confirm Password	.....

9.3       

## Step 10

If you forget Login ID or Password

10.1 Select "Login as athlete" button

10.2 Click "Forget login name or password" button



中國香港龍舟總會  
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Sign in    Athlete Registration    Team Manager Registration    Events Sign Up Status

Athlete No.

Password

10.2 → [Forget login name or password](#)

10.1 →  Login as athlete  
 Login as team manager





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香港水上運動總會創會會員

10.3 Fill in the registered athlete information

10.4 Fill in the captcha words

10.5 Click "Submit" button

10.6 Team Manager can login to the registered email input in step 2.2 for receiving the new password after seeing the message of "Your account information has been sent to: XXXXX" shown as below.

中國香港龍舟總會  
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Sign in Athlete Registration Team Manager Registration

### Forget login name or password

Athlete

\*Name (Eng) Chan Ming 1 \*HKID / Passport No. (First 4 numbers) 1111

\*DOB 01 Jan, 1998

\*Registered Email hkdba@hkolympic.org

Please type the words  
6 b n T c  
5says Change Image

Your account information has been sent to: h\*\*\*\*\*a@hkolympic.org

Submit

10.3

10.4

10.5

HKCDBA: Reset password for HKCDBA Athlete Registration System

hkdba@hkolympic.org

收件者: hkdba

Dear Athlete,

Reset the login password as instructed, please find below your login information:

Athlete number: B72687867

New Login Password: gjR~K:dm

For enquiry, please email to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org) or contact secretariat at 2504 8332.

Hong Kong China Dragon Boat Association

\*Please do not reply to this email as it is sent by automated system.

**Registration DONE! Please tell your team manager to select you into the**

**crew/team list when applying the races later!**



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香港水上運動總會創會會員

## II. Renewal of Registration

### Step 1

Login to the system and check your status

Go to <https://reg.hkdba.com.hk>

- 1.1 Select “Login as athlete” button
- 1.2 Enter your athlete no. and password
- 1.3 Click “Submit” button

中國香港龍舟總會  
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Sign in Athlete Registration Team Manager Registration Events Sign Up Status

1.2 Athlete No. B73406285  
Password .....

[Forget login name or password](#)

1.1  Login as athlete  
 Login as team manager

1.3 Submit

1.4 After login, click “Athlete Information” button

中國香港龍舟總會  
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Athlete Information Logout

Change Password



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香港水上運動議會創會會員

## 1.5 Check your payment status as below

If it shows "Registration is valid until 31 Mar 2018" as below or any day **before** (for example until 31 Mar 2017/2016/2015/2014 and so on), **please proceed to Step 2**

中國香港龍舟總會  
HONG KONG CHINA DRAGON BOAT ASSOCIATION

Athlete Information Logout

### Athlete Information

Export as PDF file

Athlete Registration Fee (HK\$ 50)

Reg. Year : 01 Apr. 2017 - 31 Mar. 2018 Athlete No. 73406285

**Registration is valid until 31 Mar, 2018**

Payment Status: Paid Renewal

Card Picked:  Yes  No

Club\*  
 建業業議會  
 保壽動力學堂  
 A.S. Watson Group  
 ABC Buzz Dragon  
 ABC test club  
 ABCABC Club  
 Aberdeen Shum Wop Dragon Boat Association  
 Activist Association Ltd.

Show Checked Clubs Only

Name (Eng)\* D403  
Please enter the same name as appears on your Hong Kong ID Card/Passport

HKID / Passport No. (First 4 numbers)\* 0403

Name (Chi)

Nationality Hong Kong Travel document type HKID

DOB\* 01/02/1977 Age 40 Gender\* M F

Recent Photo  
Maximum photo size is 1MB in JPG or JPEG format



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中國香港體育協會暨奧林匹克委員會屬會會員  
香港水上運動總會創會會員

If it shows "Registration is valid until 31 Mar 2018" as below or any day **after** (for example until 31 Mar 2019 or 2020 and so on), your athlete registration process has COMPLETED and tell your team manager to select you into the crew/team list when applying the races later! You can ignore all remaining steps.



Athlete Information

Logout

## Athlete Information

Export as PDF file

Athlete Registration Fee (HK\$ 50)

Reg. Year : 01 Apr. 2017 - 31 Mar. 2018

Athlete No. 73406285

Registration is valid until 31 Mar, 2018

Payment Status: Paid Renewal

Card Picked:  Yes  No

Club\*

- 康達業議會
- 保壽動力學堂
- A.S. Watson Group
- ABC Buzz Dragon
- ABC test club
- ABCABC Club
- Aberdeen Shum Wop Dragon Boat Association
- Activist Association Ltd.

Name (Eng)\*

D40 3  
Please enter the same name as appears on your Hong Kong ID Card/Passport

HKID / Passport No. (First 4 numbers)\*

0403

Name (Chu)

Nationality: Hong Kong

Travel document type

HKID

DOB\*

01/02/1977

Age

40

Gender\*

M F

Recent Photo



Select

Maximum photo size is 1MB in JPG or JPEG format



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香港水上運動議會創會會員

## Step 2

Please settle the payment of registration fee (\$50/year) as below:

We only accept:

1. Crossed cheque OR
2. Bank-in slip

**Please mark the Athlete Name and Athlete No. at the back of the cheque or bank-in slip.**

Mailing address: Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong  
For Bank-in slip, please email a copy to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org)

Name of Beneficiary	Hong Kong China Dragon Boat Association
Beneficiary Account	600-650568-002
Name of the Bank	The Hongkong and Shanghai Banking Corporation Limited





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香港水上運動總會創會會員

## Step 3

Please inform HKCDBA about your registration by provide the following information by email to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org)

## Information needed:

- Athlete name,
- Athlete No. ,
- Affiliated club name (Please double check with your team manager) and
- copy of bank-in slip OR mail your cheque to Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong with the (Athlete name, Athlete No. and Affiliated club name) marked at the back

## Step 4

You will receive an email by login to your registered email after HKCDBA checking on your information provided in step 3 and payment status:

HKCDBA: Payment Received of Athlete Registration and Login Detail of HKCDBA Online Registration System

收件匣 x



hkdba@hkolympic.org

2月21日 (1 天前)

寄給我



英文



中文 (繁體)

翻譯郵件

關閉下列語言的翻

Dear Athlete,

Your payment has been received and Athlete Registration is confirmed , ple

Athlete No.: B73406285

Please be reminded to bring along the athlete registration card on the race day. For new registration, email will be issued when ca one month.

For card replacement, please pay replacement fee HK\$30 in a week, please settle the payment through:

- Bank transfer (HSBC Account: 600-650-568-002) and email the payment record to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org); or
- Crossed Cheque payable to "Hong Kong China Dragon Boat Association", and mail to the Secretariat

Address of Secretariat: Room 1032, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

\* Please write down the name of athlete with athlete number at the back of deposit slip or cheque.

For enquiry, please email to [hkdba@hkolympic.org](mailto:hkdba@hkolympic.org) or contact HKCDBA secretariat at 2504 8332.

\*Please do not reply to this email as it is sent by automated system.

**Registration DONE! Please tell your team manager to select you into the**

**crew/team list when applying the races later!**