

Online system link : <https://hkcdba.azurewebsites.net/login>

Hong Kong China Dragon Boat Association Portal

Account Registration

1

2

3

Already have an account? →

English | 繁體中文 | 简体中文

重要事项 Important notes:

- 请确保所填写的电邮地址正确无误，以便日后接收总会信息。
Please ensure the correct email address to receive our latest news.

- (1) 请以电邮地址注册账户。
- (2) 输入密码并重复输入密码以确认密码。
- (3) 然后按"登记"

- (1) Please provide an email address for account registration.
- (2) Create a password and retype the password.
- (3) Then click "Register".



中國香港龍舟總會 Hong Kong China Dragon Boat Association

4 歡迎使用中國香港龍舟總會網上系統

5 請點擊[連結](#)確認你的電郵地址。

如果您無法點擊以上連結，請複製以下連結並貼到瀏覽器中。

6 [https://hkcdba.azurewebsites.net/login?
a=291860&b=445c6708f21df803e91573861065a19b&c=9e2063225076138d382daaa4801b1861](https://hkcdba.azurewebsites.net/login?a=291860&b=445c6708f21df803e91573861065a19b&c=9e2063225076138d382daaa4801b1861)

Welcome to HKCDBA! Verify Your Email Address.

Your HKCDBA system account has been created.

Please click [this link](#) to verify your email address.

If you are unable to click the link above, please copy and paste the following link into your browser.

[https://hkcdba.azurewebsites.net/login?
a=291860&b=445c6708f21df803e91573861065a19b&c=9e2063225076138d382daaa4801b1861](https://hkcdba.azurewebsites.net/login?a=291860&b=445c6708f21df803e91573861065a19b&c=9e2063225076138d382daaa4801b1861)

Best Regards,
Secretariat, Hong Kong China Dragon Boat Association
中國香港龍舟總會秘書處

此乃自動系統發出之電子郵件，請勿回覆此電郵。

This email is automatically generated. Please do not reply as this mailbox is unmonitored.

适用于领队
Apply to Team manager

重要事项 Important notes:

- 请确保所填写的电邮地址真确无误，以便日后接收总会信息。
Please ensure the correct email address to receive our latest news.

- (4) 成功建立帐户后，阁下将会收到由系统自动发出的'启用帐户'电邮。
- (5) 请按"链接"以启用帐户。
- (6) 如遇"链接"未能正常运作，请按电邮下方之超链接地址启用帐户。

- (4) Once the account had been created successfully, you will receive a verify email generated by the system automatically.
- (5) Please press "this link" to activate your account.
- (6) User must press "this link" or copy and paste the link at the browser to activate account

适用于领队 Apply to Team manager

Hong Kong China Dragon Boat Association Portal

Log In

Your email has successfully been verified.
Please login below.

7

LOGIN

[Forgot Password?](#)
[Create your Account](#) →

[English](#) | [繁體中文](#) | [简体中文](#)
[User Guide](#)

点击链接后，浏览器会直接转载到中国香港龙舟总会网上系统。

Your browser will redirect to the HKCDBA's Portal.

(7) 请输入已验证的电邮地址和密码，然后按"登入"以进入网上系统。

Type in your registered email and password and press "LOGIN" to the Portal.

The screenshot shows the HKCDBA Portal dashboard. The top navigation bar is red with the HKCDBA logo on the left and notification, user, and help icons on the right. The user is logged in as hkcdba7@outlook.com. The main content area displays a welcome message and a 'Profile Signup' section. The 'Profile Signup' section contains the HKCDBA logo, a message stating 'You do not have a registered profile!', and a green button labeled 'Register Your Profile'. A red box highlights the button, and a red arrow points to it from the right. The left sidebar contains navigation options: Home, My Profile, Change Password, and Logout.

(8) 若阁下已成功启用帐户后，系统会显示此页面。请按"注册"以创建你的个人资料。

Press "Register Your Profile" to create your profile after login.

适用于领队 Apply to Team manager

HKCDBA

hkcdba7@outlook.com

My Profile

Home My Profile

Settings

Title Mr.

Full Name in Chinese * Surname First Name

Full Name in English * Surname First Name
Full Name As Per Your Identity Document

Gender Male

Date of Birth D M YYYY
Eg. 4/m/yyyy

Region Hong Kong, China

Address
Flat | Floor | Block

Building | Estate

Street No.

Area Hong Kong Island (HK)

District Central and Western

Sub District Kennedy Town

Email Address hkcdba7@outlook.com

Phone Number +852 Phone Number

HKID or Birth Certificate * HKID ()
The HKID or Birth Certificate valid formats are X123456(7) or XXX123456(7). If you are a passport holder, please submit together with copy of your passport and visa permit by email to 'hkcdba@hkolympic.org'

Existing Individual Member
You will be contacted to verify your identity.

Recent Photograph
Photo size must be at least 600 pixels wide and 750 pixels tall.
The photo size must be at least 50KB and no more than 10MB.
The background must be plain and light coloured.
Glasses are allowed. The frame must not cover any part of the eyes. There must be no glare on the lenses. Dark glasses are not permitted.
Head covering for religious or medical reasons is allowed. Your full facial features must be visible.
Your photo must be in focus. Balance the lighting and colour, not too dark or too light.
There must not be any shadows on your face or behind the head.
Your facial expression is neutral, and looking straight into the camera.

[Click to Upload Recent Photograph](#)

* Please enter either a English Name or Both

Create Profile

(9) 请于适当空格内位置填写个人资料，填写完成和上传近期照片后按 '建立个人档案'提交。

Please fill in your personal information and upload a recent photography, once completed then select “Create Profile”.

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The screenshot shows the HKCDBA Portal interface. At the top, the logo 'HKCDBA' is on the left, and navigation icons (bell, A, question mark) are on the right. Below the logo, the user's name 'Johnny Depp' is displayed next to a profile picture. The main navigation menu on the left includes 'Home', 'My Profile', 'My Subscriptions', 'TEAM MANAGEMENT', 'My Teams', 'ACCOUNT', 'Change Password', and 'Logout'. The main content area is titled 'Dashboard' and contains a message: 'Welcome to the HKCDBA Portal!' followed by 'Your profile registration is not verified.' and a note: 'For any further queries or guidance on how to use the portal, please contact your administrator in charge.'

(10) 提交个人资料后，请耐心等待系统管理员批核。
After submitting your profile, please wait patiently for the approval of the system administrator.



中國香港龍舟總會 Hong Kong China Dragon Boat Association

歡迎使用中國香港龍舟總會網上系統！

你的個人資料已經獲得認證。

請點擊[以下連結](#)登入網上系統。

假如你未能點擊上述連結，請複製連結並於瀏覽器網址列內貼上。

<https://hkcdba.azurewebsites.net/login>

Welcome to HKCDBA!

Your HKCDBA profile has been approved.

Please click [this link](#) to access your account.

If you are unable to click the link above, please copy and paste the following link into your browser.

<https://hkcdba.azurewebsites.net/login>

Best Regards,
Secretariat, Hong Kong China Dragon Boat Association
中國香港龍舟總會秘書處

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适用于领队
Apply to Team manager

(11) 当系统管理员已批核阁下的个人资料后，随即就会收到由系统自动发出的认证电邮。

(12) 请按"以下链接"重新登录系统。

(11) When the administrator approved your profile, you will receive a confirmation email generated by the system automatically.

(12) Press "this link" to login system again.

适用于领队 Apply to Team manager

HKCDBA

Johnny Depp

Home

My Profile

My Subscriptions

TEAM MANAGEMENT

13 My Teams

ACCOUNT

Change Password

Logout

My Teams

Create Teams as Team Manager

14 Create New

Team Membership Invites

Show 50 entries

Search:

No.	Team Name	Team Invitation Date	Actions
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

My Teams

Show 50 entries

Search:

No.	Team Name	Team Join Date
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

Managed Teams

Show 50 entries

Search:

No.	Team Name	U24/University	Secondary	Team Creation Date	Action
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

Pending Approval

Show 50 entries

Search:

No.	Team Name	U24/University	Secondary	Status	Request Submission Date
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

重新登入系统后，领队可在左边目录
(13) 按"我的队伍"
(14) 按"建立队伍"
即可以建立和管理队伍。

Team manager to create a team at
(13) Press "My team"
(14) Press "Create New"
to develop and manage the team

HKCDBA

Johnny Depp

Create Team

Home > Create Team

Enter Team Details

15 Team Name

16 Under 24 / University or Secondary School

17

(15) 填写队伍名称

(16) 若队伍由 24 岁以下、大专或中学组成，领队可点击此项目。

(17) 按"提交建立队伍请求"。

(15) Fill in the team's name

(16) Indicate whether the team is form up with individuals below 24 years of age.

(17) Press "Submit Team Creation Request".

18

The screenshot shows the HKCDBA Portal dashboard for user Johnny Depp. The 'Home' menu item is highlighted with a red box. The 'Race Schedule' section is highlighted with a red box, and the 'Dragon Boat Competition (Testing)' link is highlighted with a red box and a blue arrow pointing to it. The 'Participating Races' section is also visible below.

Race Name	Venue	Date
Dragon Boat Competition (Testing) (Click to Submit Race Registration) Registration closes on Mar 16, 2023 (8 hours & 37 minutes)	Shing Mun River	1/6/2023

Race Name	Venue	Date	Confirmed/Cancelled
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(18) 回到"首页"后，可在"赛事时间表"看到即将到来的比赛

(18) The upcoming race at Race Schedule section in Home Page.

(19) 按下赛事名称便可立即为队伍报该比赛。

(19) Click the race name to register a race.

Dragon Boat Competition (Testing)

Manager Name	祖高域諾華克 (NOVAK DJOKOVIC)	
Contact Number		
Email Address		
Address		
Team Name	20	Cheers Dragon Boat Club
Reserve Marquee	21	No
Race Bulletin	English 繁體中文 简体中文	

Notice to Participants / Terms & Conditions [English](#) | [繁體中文](#) | [简体中文](#)

I have read and agree to the Race Bulletin and Notice to Participants/Terms & Conditions.



22

Race Categories

S/N	Category Name	Distance	Boat Type	Category Date	Entry Requirements	Number of Teams
1	Open Championship 公開錦標賽 公开锦标赛 <small>Crew list registration closes on 31 March 2023 (12 days, 21 hours & 1 minutes)</small>	500M	Small Boat	30/3/2023	All participants must be Hong Kong Residents and registered as HKCDBA's individual members by HKID Card Number. 所有參加者必須為香港本地居民，以香港身分證號碼註冊為中國香港龍舟總會2023-24年度個人會員。 所有參加者必須為香港本地居民，以香港身分證號碼註冊為中國香港龍舟總會2023-24年度個人會員。	23 1 Team
2	International Open Championship 國際公開錦標賽 国际公开锦标赛 <small>Crew list registration closes on 31 March 2023 (12 days, 23 hours & 59 minutes)</small>	500M	Small Boat	30/3/2023	-	-

Total Small Boats : 1
Total Standard Boats : 0

Update Team Registration

24

适用于领队
Apply to Team manager

- (20) 选择参赛队伍
(21) 选择预留帐篷
(22) 点击「我已阅读并同意赛事通告及参加须知/条款及细则。」
(23) 每位领队只可为一队参赛队伍报名。
(24) 点击"提交队伍注册"/"编辑注册"
(领队可重复提交至第一阶段报名结束，系统将会以最新一次提交为准)

- (20) Select team
(21) Select to reserve marquee
(22) Click the "I have read and agree to the Race Bulletin and Notice to Participants/Terms & Conditions."
(23) Each Team Manager can register for 1 team only.
(24) Click to "Submit Team Registration"/ "Updated Team Registration"
(Team Manager can update team registration until end of first phrase of registration, the latest registration shall prevail.



中國香港龍舟總會
Hong Kong China Dragon Boat Association

适用于领队
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致領隊：

謹通知貴隊伍第一階段報名程序已完成登記。

隊伍名稱： Team Johnny
賽事名稱： Dragon Boat Competition (Testing)
隊伍登記項目：
- Local Mix (PENDING)
- Local Open (PENDING)
- Internation Open (PENDING)

你可以點擊[連結](#)進入系統查閱資料及繳費。

Dear Team manager,

Your race registration has been acknowledged.

Please take note of your registration details below.

Team: Team Johnny
Race Name: Dragon Boat Competition (Testing)
Registered Categories:
- Local Mix (PENDING)
- Local Open (PENDING)
- Internation Open (PENDING)

You may access the portal via [this link](#) to view your full race registration details.

Best Regards,
Secretariat, Hong Kong China Dragon Boat Association
中國香港龍舟總會秘書處

此乃自動系統發出之電子郵件，請勿回覆此電郵。

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(25) 若閣下完成第一阶段报名程序，随即便会收到由系统自动发出的通知。

Team manager will receive an email generated by the system automatically, once submitted the team registration.

The screenshot shows the HKCDBA Portal dashboard for user Johnny Depp. The dashboard includes a welcome message, a 'Race Schedule' table, and a section for 'Outstanding Race Registrations'.

Welcome to the HKCDBA Portal!
Thank You for using our system!
For any further queries or guidance on how to use the portal, please contact your administrator in charge.

Race Schedule

Race Name	Venue	Date
Dragon Boat Competition (Testing) ← (Click to Submit Race Registration) <small>Registration closes on Mar 24, 2023 (7 days, 9 hours & 24 minutes)</small>	Shing Mun River	1/6/2023

Outstanding Race Registrations
Click Below To View Registration Details
- Team Johnny (Pending)

(26) 当你完全完成第一阶段报名程序后重新登入网上系统，在首页你便会看到你的队伍报名状态为"待办"。

When you finished the first phrase of registration and login back to our online system, the registration status of your team will be shown as "Pending".

Dashboard

Welcome to the HKCDBA Portal!

Thank You for using our system!

For any further queries or guidance on how to use the portal, please contact your administrator in charge.

Race Schedule

Race Name	Venue	Date
Dragon Boat Competition (Testing) Race Bulletin - English 繁體中文 简体中文 Notice to Participants / Terms & Conditions - English 繁體中文 简体中文 Registration closes on Mar 24, 2023 (4 days, 1 hours & 58 minutes)	Shing Mun River	1/6/2023

Outstanding Race Registrations

Click Below To View Registration Details

- Cheers Dragon Boat Club (Pending)
- Test crew (Pending)



如领队将会为另一参赛队伍报名，可到主页再次点击赛事名称（重复步骤14-24）完成步骤14-24后，另一参赛队伍的报名状态显示亦会为"待办"。

Team manager may refer to step (14-24) to register race for other team.

The other team registration status will be shown as "Pending" after step (14-24).

适用于领队 Apply to Team manager

HKCDBA

Johnny Depp

Home

My Profile

My Subscriptions

TEAM MANAGEMENT

My Teams

ACCOUNT

Change Password

Logout

My Teams

Create Teams as Team Manager

Create New

Team Membership Invites

Show 50 entries

Search:

No.	Team Name	Team Invitation Date	Actions
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

My Teams

Show 50 entries

Search:

No.	Team Name	Team Join Date
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

Managed Teams

Show 50 entries

Search:

No.	Team Name	U24/University	Secondary	Team Creation Date	Action
1	Team Johnny	No	No	Mar 9, 2023, 6:03:30 PM	Manage Team

Showing 1 to 1 of 1 entries

Previous 1 Next

Pending Approval

Show 50 entries

Search:

No.	Team Name	U24/University	Secondary	Status	Request Submission Date
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

提交建立队伍请求后，领队可在左边目录点击"我的队伍"

(27) 在"队伍管理"看到你的队伍

(28) 点击"队伍管理"邀请队员进入队伍

Team manager may click "My Teams" at the side bar

(27) Team name at Managed Team Section

(28) Click "Manage Team" to invite crew to join team

Managed Teams

Show 50 entries

Search:

No.	Team Name	U24/University	Secondary	Team Creation Date	Action
1	Team Johnny	No	No	Mar 9, 2023, 6:03:30 PM	Manage Team

Showing 1 to 1 of 1 entries

Previous 1 Next

适用于领队
Apply to Team manager



HKCDBA

Johnny Depp

Home Manage Team

Home My Profile My Subscriptions

TEAM MANAGEMENT My Teams

ACCOUNT Change Password Logout

Manage Team

Team Details [Add Athletes](#) ← 29

Note: You can add members to this team by sending an email invitation. They will be added to your team once they accept the invitation.

30 → Email Address * [Send Invite](#)

Active Athletes Archived Athletes

Show 50 entries

Search:

No.	Full Name in Chinese	Full Name in English	Email Address	Membership Card Number	Status	Team Joined Date	Actions
No data available in table							

Showing 0 to 0 of 0 entries

Sent Invites Archived Invites

Show 50 entries

Search:

No.	Email Address	Team Invitation Date	Actions
No data available in table			

Showing 0 to 0 of 0 entries

- (29) 点击"增加运动员"
- (30) 输入队员的电子邮件并按"送出邀请"以邀请运动员入队。

(29) Click "Add Athletes"
(30) Type crew's email address, then press "Send Invite" to request crew member joining team.

适用于领队
Apply to Team manager



中國香港龍舟總會

Hong Kong China Dragon Boat Association

Team (Team Johnny) Membership Update

Dear TM,

The following athlete with email **hkcdba1@outlook.com** has accepted your invite to join the team.

You may view the full details of your team in the portal at [this link](#).

Best Regards,
Secretariat, Hong Kong China Dragon Boat Association
中國香港龍舟總會秘書處

此乃自動系統發出之電子郵件，請勿回覆此電郵。

This email is automatically generated. Please do not reply as this mailbox is unmonitored.

(31) 当受邀请的运动员接受了你的邀请，
你将会收到一个由系统发出的通知电邮。

You will receive an acknowledgment email
from the system, once crew member accepted
the.