

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](#)

重要事項 Important notes:

- 請確保所填寫的電郵地址真確無誤, 以便日後接收總會資訊。
Please ensure the correct email address to receive our latest news.

- (1) 請以電郵地址註冊帳戶。
- (2) 輸入密碼並重複輸入密碼以確認密碼。
- (3) 然後按“登記”

- (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.

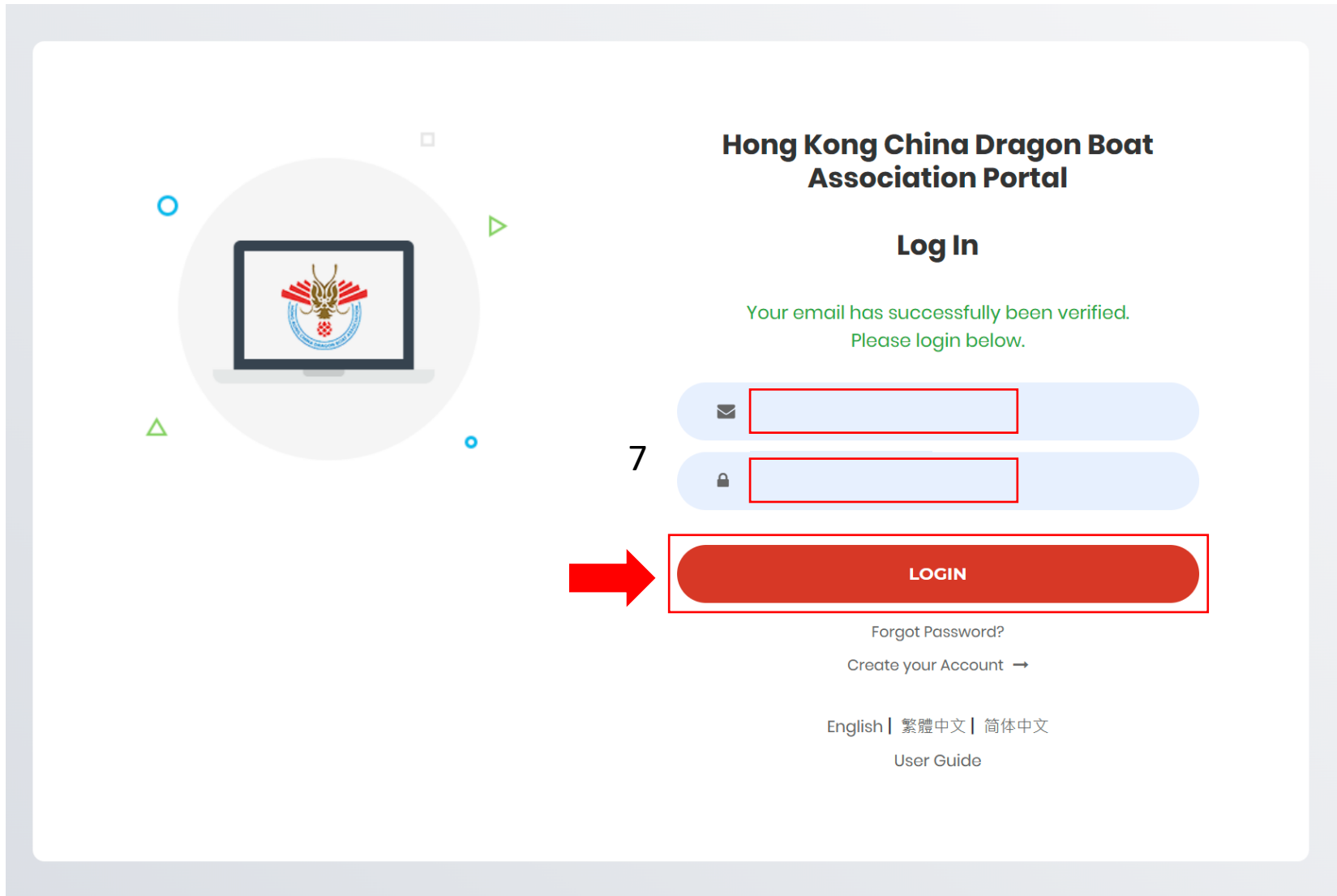
適用於領隊
Apply to Team manager

重要事項 Important notes:

- 請確保所填寫的電郵地址真確無誤，以便日後接收總會資訊。
Please ensure the correct email address to receive our latest news.

- (4) 成功建立帳戶後，閣下將會收到由系統自動發出的‘啟用帳戶’電郵。
 - (5) 請按“連結”以啟用帳戶。
 - (6) 如遇“連結”未能正常運作，請按電郵下方之超連結地址啟用帳戶。
- (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

適用於領隊 Apply to Team manager



點擊連結後，瀏覽器會直接轉載到中國香港龍舟總會網上系統。

Your browser will redirect to the HKCDBA's Portal.

(7) 請輸入已驗證的電郵地址和密碼，然後按“登入”以進入網上系統。

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 and a menu icon. The user's email, hkcdba7@outlook.com, is displayed in the top right. The main content area is titled 'Dashboard' and contains a welcome message: 'Welcome to the HKCDBA Portal!'. Below this, it states: 'You currently do not have a registered profile. To access features such as Member Signup & Race Registration, please create a profile.' A note at the bottom of this section reads: 'For any further queries or guidance on how to use the portal, please contact your administrator in charge.' The 'Profile Signup' section features the HKCDBA logo and the text: 'You do not have a registered profile! Please sign up below in order to access our portal.' A green button labeled 'Register Your Profile' is highlighted with a red box, and a red arrow points to it from the right.

(8) 若閣下已成功啟用帳戶後，系統會顯示此頁面。請按“註冊”以建立你的個人資料。
Press “Register Your Profile” to create your profile after login.

適用於領隊 Apply to Team manager

The screenshot shows the 'My Profile' page of the HKCDBA system. The page is titled 'My Profile' and includes a navigation menu on the left with options like 'Home', 'My Profile', 'Change Password', and 'Logout'. The main content area is a form for entering personal information. The form fields include:

- Title:** A dropdown menu with 'Mr.' selected.
- Full Name in Chinese:** Two input fields for 'Surname' and 'First Name'.
- Full Name in English:** Two input fields for 'Surname' and 'First Name'.
- Gender:** A dropdown menu with 'Male' selected.
- Date of Birth:** Three dropdown menus for 'D', 'M', and 'YYYY'.
- Region:** A dropdown menu with 'Hong Kong, China' selected.
- Address:** Multiple input fields for 'Flat | Floor | Block', 'Building | Estate', and 'Street No.'.
- Area:** A dropdown menu with 'Hong Kong Island (HK)' selected.
- District:** A dropdown menu with 'Central and Western' selected.
- Sub District:** A dropdown menu with 'Kennedy Town' selected.
- Email Address:** A text field containing 'hkcdba7@outlook.com'.
- Phone Number:** A text field with a '+852' dropdown and 'Phone Number' placeholder.
- HKID or Birth Certificate:** A text field for 'HKID' and a dropdown for '()'.
- Existing Individual Member:** A dropdown menu with '-' selected.

Below the form, there is a section for 'Recent Photograph' with a 'Click to Upload Recent Photograph' link and a photo of a woman. To the left of the photo, there are instructions: '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 your 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.'

At the bottom of the page, there is a red box around the 'Create Profile' button, with a red arrow pointing to it. Above the button, there is a note: '* Please enter either a English Name or Both'.

(9) 請於適當空格內位置填寫個人資料, 填寫完成和上傳近期照片後按‘建立個人檔案’提交。

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

The screenshot displays the HKCDBA Portal interface. At the top, the header includes the HKCDBA logo, a menu icon, and notification icons. The user's name, Johnny Depp, is shown in the top left. The main content area is titled 'Dashboard' and contains a welcome message: 'Welcome to the HKCDBA Portal!' followed by a notification: 'Your profile registration is not verified.' Below this, a message states: 'For any further queries or guidance on how to use the portal, please contact your administrator in charge.' The left sidebar contains navigation options: Home, My Profile, My Subscriptions, My Teams, Change Password, and Logout.

(10) 提交個人資料後，請耐心等待系統管理員批核。

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

此乃自動系統發出之電子郵件，請勿回覆此電郵。

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適用於領隊
Apply to Team manager

(11) 當系統管理員已批核閣下的個人資料後，隨即就會收到由系統自動發出的認證電郵。

(12) 請按“以下連結”重新登入系統。

(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.

適用於領隊 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

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

Showing 0 to 0 of 0 entries

My Teams

Show 50 entries

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

Showing 0 to 0 of 0 entries

Managed Teams

Show 50 entries

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

Showing 0 to 0 of 0 entries

Pending Approval

Show 50 entries

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

重新登入系統後，領隊可在左邊目錄
(13) 按“我的隊伍”
(14) 按“建立隊伍”
即可以建立和管理隊伍。

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 Submit Team Creation Request

(15) 填寫隊伍名稱

(16) 若隊伍由 24 歲以下、大專或中學組成，領隊可點擊此項目。

(17) 按“提交建立隊伍請求”。

(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

HKCDBA

Johnny Depp

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) (Click to Submit Race Registration) Registration closes on Mar 16, 2023 (8 hours & 37 minutes)	Shing Mun River	1/6/2023

Participating Races

Race Name	Venue	Date	Confirmed/Cancelled
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(18) 回到“首頁”後，可在“賽事時間表”看到即將到來的比賽

(19) 按下賽事名稱便可隨即為隊伍報該比賽。

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

(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.



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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

適用於領隊
Apply to Team manager

- (20) 選擇參賽隊伍
 (21) 選擇預留帳篷
 (22) 點擊「我已閱讀並同意賽事通告及參加須知／條款及細則。」
 (23) 每位領隊只可為一隊參賽隊伍報名。
 (24) 點擊“提交隊伍註冊”/“編輯註冊”
 (領隊可重覆提交至第一階段報名結束，系統將會以最新一次提交為準)

- (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

適用於領隊
Apply to Team manager

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。

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

(25) 若閣下完成第一階段報名程序，隨即便會收到由系統自動發出的通知。

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'.

Dashboard Content:

- 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 Table:

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) 當你完全完成第一階段報名程序後重新登入網上系統，在首頁你便會看到你的隊伍報名狀態為“待辦”。

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 <i>Click Below To View Registration Details</i> - Cheers Dragon Boat Club (Pending)  - Test crew (Pending) 		

如領隊將會為另一參賽隊伍報名，可到主頁再次點擊賽事名稱（重覆步驟14-24）完成步驟14-24後，另一參賽隊伍的報名狀態顯示亦會為“待辦”。

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).

適用於領隊 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

提交建立隊伍請求後，領隊可在左邊目錄點擊“我的隊伍”

(27) 在“隊伍管理”看到你的隊伍

(28) 點擊“隊伍管理”邀請隊員進入隊伍

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

適用於領隊
Apply to Team manager

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



HKCDBA

Johnny Depp

Home

My Profile

My Subscriptions

TEAM MANAGEMENT

My Teams

ACCOUNT

Change Password

Logout

Manage Team

Home > 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

Previous Next

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

Previous Next

(29) 點擊“增加運動員”

(30) 輸入隊員的電子郵件並按“送出邀請”以邀請運動員入隊。

(29) Click “Add Athletes”

(30) Type crew’s email address, then press “Send Invite” to request crew member joining team.



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) 當受邀請的運動員接受了你的邀請，你將會收到一個由系統發出的通知電郵。
You will receive an acknowledgment email from the system, once crew member accepted the.