

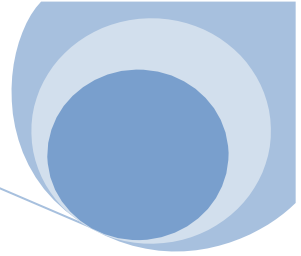
The page features a decorative design with three overlapping blue circles of varying sizes, each with a gradient from dark to light blue. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the circles. The largest circle is at the top right, a medium one in the center, and a large one at the bottom right.

2021 Taipei International Dragon Boat Championships

Registration Manual

UTK Inc

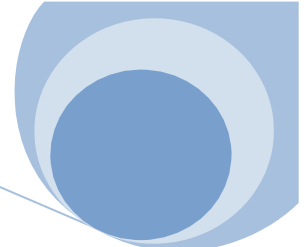
<http://www.UTK.com.tw/>



1. Log in\Register to join

Open Google Chrome browser and key in the following website address : <http://dragonboat.taipei/>. Then, click on the Championships Registration at the left side of the page to access the log in page.





2. Log in \ Sign up for an account

賽事報名

Championships Registration

登入 Log In

請在此輸入帳號 Account

請在此輸入密碼 Password

記憶密碼供下次使用 **登入 Log In**

Remember the password

競賽規程所有相關報名附件，請於系統完成報名後下載列印即可。

All registration related documents listed in the Rules and Regulations can be found in the system. Download and print after completed the registration online.

註冊帳號 Sign Up

註冊帳號將於4/19上午10點開放註冊。

The registration will open at 10:00 on 4/19.

請在此輸入帳號 Account

請在此輸入密碼 Password

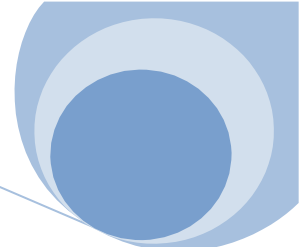
請在此輸入確認密碼 Confirm Passwo

新增帳號 Sign Up

If you don't have an account for the event, please sign up first.

The accounts from previous championships have been deleted from the system.

Any team that wishes to participate the Championships needs to start a new account. Please fill in your account name, followed by your password and key in your password once again to confirm.



註冊帳號 Sign Up

去年舊帳號皆已刪除，請重新註冊帳號。
註冊帳號將於4/19上午10點開放註冊。

The registration will open at 10:00 on 4/19.

The registration form contains the following fields and elements:

- Account: 請在此輸入帳號 Account
- Password: 請在此輸入密碼 Password
- Confirm Password: 請在此輸入確認密碼 Confirm Passwo
- Verification Code: 請輸入驗證碼
- Image: W1NCZ with a signature
- Audio: 點我發音
- Image Change: 更換圖片
- Sign Up Button: 新增帳號 Sign Up

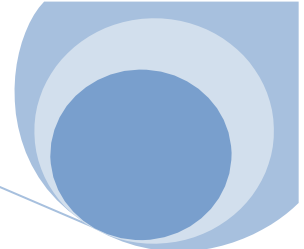
Use log in service once you have an account set up.

登入 Log In

The login form contains the following fields and elements:

- Account: 請在此輸入帳號 Account
- Password: 請在此輸入密碼 Password
- Remember Password: 記憶密碼供下次使用
- Login Button: 登入 Log In
- Notice: 競賽規程所有相關報名附件，請於系統完成報名後下載列印即可。

All registration related documents listed in the Rules and Regulations can be found in the system. Download and print after completed the registration online.



Instruction for system operation

a.Screen Display

You can find all the functions you need for logging in at the **Function Column** on the left and information of related functions on the right **Content window**.

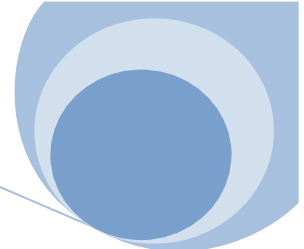
系統小幫手	System assistance ▲
常見問題	Frequently Asked Questions
報名流程	Registration Procedure
相片檢核表	Photo Checklist
報名教學	Tutorial for Registration
修改密碼	Reset Password
報名系統	Registration System ▲
報名狀態	Registration Status
比賽報名	Championships Registration
龍舟練習預約報名	Sign up for Practice
龍舟練習預約資料維護	Practice Reservation Data
列印表單	Print ▲
郵寄封面	Cover for Post
報表列印	Forms
繳款單	Payment Slip
繳款單收據列印	Receipt

報名狀態 Event Status

隊名 無
 Name of the Team N/A
 參加組別 尚未選擇組別
 Category Select a category
 送出狀態 未送出
 System Status Not submitted
 正備取 無
 Registration staus N/A
 繳費狀態 未繳費
 Payment Status No payment received
 審核狀態 尚未審核
 Approval Status Pending

(繳費需隔日才會顯示)

(The system will reflect the payment status the next day the payment is received.)



*System operation problems

Question: Why does my browse page look weird?

Answer: Maybe it's because your browser is an older version. This site uses standard XHTML & CSS syntax structure. Older browsers may not support it. Please use IE 6 sp1 or above to browse this site.

Question: Why is the information on the right side of my screen being cut off?

Answer: It may be the screen resolution problem. It is recommended to adjust the resolution to 1024*768 to browse this site.

Question: I have a problem with the operation of the registration system. Where can I find assistance?

Answer: The system user manual is available for download once you log in the system. A video demonstrating registration process is also available to assist you. Further questions, please write or call us UTK Inc. (02)8792-2885 #812.

Question: Why does the photo I just uploaded didn't show on the display?

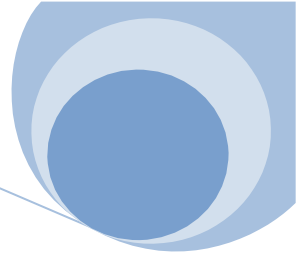
Answer: The system only supports uploading JPG files!! For scanned photoes, please make sure to save it as a JPG file not a TIFF file. Please use numbers and English in your file name.

Question: I reuploaded my photo. How come the new photo I uploaded does didn't show on the screen?

Answer: The IE will temporarily store pictures. There are two ways to resolve the problem. 1. Reset the screen after uploading, 2. Select "every time the screen is viewed" function in the setting. Find the function with the following path: Tools-->Internet Options-->Temporary Internet files-->Settings

Note: This person does not have this problem when uploading photos for the first time.

Download User Manual	User Manual
Step 1	Log in the registration system
Step 2	Fill in the contact information
Step 3	Register for the Championships
Step 4	check and submit registration



b. Reset password

A vertical navigation menu with the following items: 系統小幫手 (System Helper), 常見問題 (FAQ), 報名流程 (Registration Process), 相片檢核表 (Photo Check Sheet), 報名教學 (Registration Tutorial), 修改密碼 (Reset Password) - highlighted with a red circle, 報名系統 (Registration System), and 報名狀態 (Registration Status). The text 'Reset Password' is visible to the right of the highlighted item.

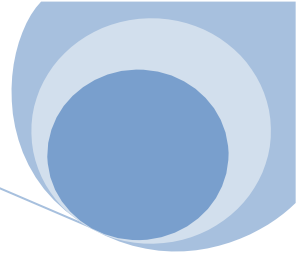
Please reset the password to something that's easy for you to remember.

Please key in your old password in the first row. For the next two rows, please key in your new password. Click the reset password button when you finished.

The password reset form titled '修改密碼' (Reset Password). It contains three input fields: '*目前密碼' (Current Password), '*新密碼' (New Password), and '*確認新密碼' (Confirm New Password). Below the fields are two buttons: '變更密碼' (Change Password) and '取消' (Cancel).

The following window will appear once your password is reset successfully.

A message box containing the text: '修改密碼完成 ~ 謝謝 ~' (Password reset completed ~ Thank you ~) and 'your password is reset successfully.'

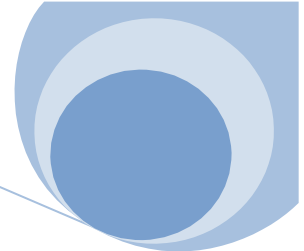


c. Championships Registration

Click Championships Registration button located on the left column.

系統小幫手 ▲
常見問題
報名流程
相片檢核表
報名教學
修改密碼
報名系統 ▲
報名狀態
比賽報名
龍舟練習預約報名
龍舟練習預約資料維護
選手異動 Modify Data
列印表單 ▲
郵寄封面
報表列印
繳款單
繳款單收據列印

Championships Registration



Fill in the information for each box.

隊伍資訊 / Team Information

* 單位名稱 Unit Name

公司統一編號 VAT number

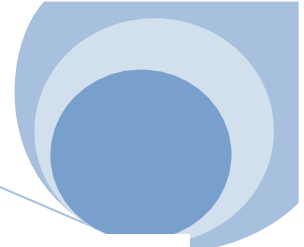
* 隊名 Team Name
(中文的隊名限制8個字)

(Please note that the name in Chinese of the team should not exceed 8 words.)

* 競賽類組 Division

* 申請公舵 Apply for a Steersman 要申請 Yes, We need a Steersman 不申請 No, We have a Steersman

* 隊伍簡介 Team Introduction



聯絡人資訊 / Contact Information

* 姓名 Name

* 電話 Phone

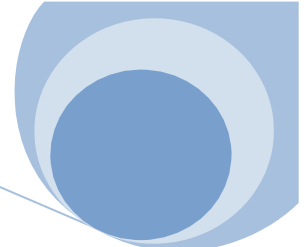
* 手機 Mobile

* 電子郵件 Email

傳真 Fax

地址 Address

* 是否為政府機關 Government Agencies Yes No



補助金領取資訊 / Subsidy Recipient Information

*具領單位	<input type="text" value="Organization"/>
*匯款戶名	<input type="text" value="Remittance account name"/>
*匯款銀行(含分行別)	<input type="text" value="Bank (branch information included)"/>
*匯款帳號	<input type="text" value="Remittance account"/>
*連絡電話	<input type="text" value="Contact number"/>

*存摺影本 Copy of Account Book

<input type="text"/>	<input type="button" value="選擇圖片"/> Select Image
<input type="button" value="上傳 Upload"/>	

*上傳照片檔案限為jpg格式，相片大小限4MB以內。

The upload photo file is limited to jpg format with 4MB file size or less.

新增職員 Adding New Crew Staff

點選新增職員按鈕 Click on the Add Staff button


職員列表 Clerk List	<input type="button" value="新增職員 Add Clerk"/>
<input type="text" value="暫無資料 No Data"/>	
共0人	0 people in total

Click on “Add” when all the columns are correctly filled.

職員資料 / Clerk Information

新增資料 Add Data

姓名 Name (請填入與檢錄證件相同之姓名) (Please fill in the name on your ID or passport)	
性別 Gender	▼
<input type="checkbox"/> 我是外國人 I am foreigner	
[TW] 台灣 Taiwan	▼
身分證字號 ID Number / 護照號碼 Passport Number	
生日 Birthday (ex:2000/1/1) 請輸入西元生日	
聯絡電話 Phone Number / 手機 Mobile	
地址 Address	



職員類別 Clerk Type	▼
不出賽 Not participating	▼

照片 / Picture

選擇檔案

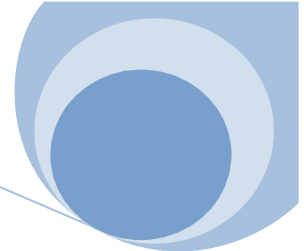
未選擇任何檔案

上傳 Upload

* 檔案限為jpg 格式，一個月內彩色照片，五官不得遮掩俾利辨識人貌，照片畫素至少需 531 pixels X 354 pixels (高 X 寬)，**相片大小限4MB以內**，臉部需占照片70%~80%，頭部或頭髮不得碰觸到相片邊框，女性長髮碰觸照片下緣例外，不帶帽不戴墨鏡遮蓋五官。**若照片不符合規定，造成無法參賽，請自行負責**

新增 Add

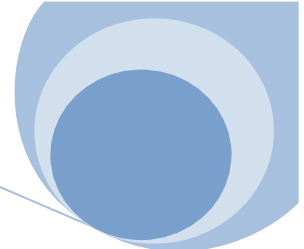
*Files are limited to jpg format, color photos within one month, facial features must not be obscured to identify the human appearance, the photo pixels must be at least 531 pixels X 354 pixels (height X width), the size of the photo must be within 4MB, and the face needs to be It accounts for 70% to 80% of the photo. The head or hair must not touch the frame of the photo. Female long hair touches the bottom edge of the photo. If the photo does not meet the regulations, it will not be able to participate in the competition.



Adding New Team Member

Click on “Add Team Member”. Fill in all required columns and then hit the Add button.

隊員列表 Team Member List	新增隊員 Add Team Member
暫無資料 No Data	
共 0 人	




Click on “Add” when all the columns are correctly filled.

隊員資料 / Team Member Information

新增資料 Add Data

姓名 Name (請填入與檢錄證件相同之姓名)	
性別 Gender	▼
<input type="checkbox"/> 我是外國人 I am foreigner	
[TW] 台灣 Taiwan	▼
身分證字號 ID Number / 護照號碼 Passport Number	
生日 Birthday (ex:2000/1/1) 請輸入西元生日	
聯絡電話 Phone Number / 手機 Mobile	
地址 Address	



選手類別 Team Member Type

▼

照片 / Picture

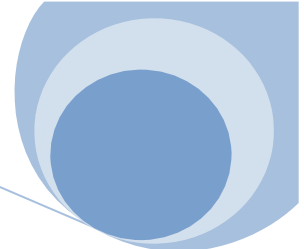
選擇檔案

未選擇任何檔案

上傳 Upload

* 檔案限為jpg 格式，一個月內彩色照片，五官不得遮掩俾利辨識人貌，照片畫素至少需 531 pixels X 354 pixels (高 X 寬)，**相片大小限4MB以內**，臉部需占照片70%~80%，頭部或頭髮不得碰觸到相片邊框，女性長髮碰觸照片下緣例外，不帶帽不戴墨鏡遮蓋五官。**若照片不符合規定，造成無法參賽，請自行負責**

新增 Add

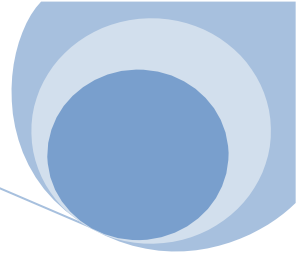


For those who wish to participate in the Steersperson Training workshop, please specify selections.

舵手研習營 第一順位 Steersman Train NO.1	請選擇選手 Please Select Steersman	▼
舵手研習營 第二順位 Steersman Train NO.2	請選擇選手 Please Select Steersman	▼
舵手研習營梯次 Steersman Train Time	請選擇梯次 Please Select Time	▼

各隊限派1員參與研習。

It is limited to one person for each team to participate in the Steersperson Training Workshop. Please specify the information of designated member and reserved member for the training. When the designated member is unable to attend for any reason, the reserved member will take his/her place. For such request, please inform the organizer 7 days prior to the start of the first training workshop. It is for the organizer to make changes of insurance for the event.



e. Check information, save it and submit

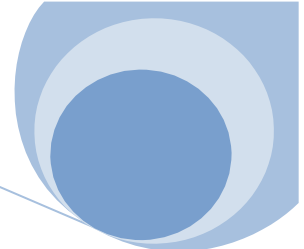
Click on the save button to save information provided.

資料送出 / Save

儲存資料 / Save	只儲存資料不送出
送出資料 / Submit	請務必檢視核對資料無誤，登錄截止後一概不再接受增刪、修改報名資料，亦不接受變更選手名單
單位名稱必填 Unit is a required field. 隊名必填 Team Name is a required field. 請選擇競賽組別 Please select Division. 隊伍簡介必填 Team Introduction is a required field. 聯絡人姓名必填 Contact Name is a required field. 聯絡人電話必填 Contact Phone is a required field. 聯絡人手機必填 Contact Mobile is a required field.	

Please click the Submit button when all the required information is filled. Please check your information before sending. Once the information is sent, no amendment is allowed.)

The system will check if you have all the needed information filled. Missing information or information needs modification will be listed below. Please check and refill your information before clicking Submit button.



After checking and submitting your information, the system will inform you whether your submitting comes through or not

送出成功!!資料已鎖定,您為正取 Submit Success

確定

You can find your registration status whether your team is listed as registered team, on the reserve list, ranks, etc. at Event Status.

報名狀態 Event Status

隊名 測試龍舟隊

參加組別 小型龍舟 Small-Size Dragon Boat 公開男子組 Men's Open

送出狀態 已送出

正備取 正取 序位 2含種子

繳費狀態 未繳費

審核狀態 尚未審核

選手異動狀態 免異動

(繳費需隔日才會顯示)

Registered team needs to print out registration form, make payment and send in by post of all the registration information.

參加組別 大型龍舟 Full-Size Dragon Boat 公開男子組 Men's Open

送出狀態 已送出

正備取 正取 序位 9含種子

Registered 9 (Seed teams included)

successfully submitted!

Information has been saved. You are registered for 2021 Taipei International Dragon Boat Championships.

The system will produce competition related forms automatically.

There is no need to make copies of forms in the Rules and Regulation Handbook.



列印表單 ▲

郵寄封面

報表列印

繳款單

繳款單收據列印

Select from the pull down menu on the left – Print forms

2021 Taipei International Dragon Boat Championships

2021臺北國際龍舟錦標賽

大型龍舟 Full-Size Dragon Boat 公開男子組 Men's Open 選手名冊

請在報名完成後，列印正式資料及報名費繳費收據寄回大會

列印時間：2021/04/07 下午 03:46
隊伍資訊 / Team Information

隊伍/Unit	隊名 Team Name	競賽項目 Division	競賽組別 Division	隊伍簡介 Team Introduction			
國泰	國泰	男子 Full-Size Dragon	公開男子組 Men's Open	國泰公司龍舟隊成立於民國80年，由陳國治先生擔任教練指導，曾參加2000、2002、2004、2006、2008、2010、2012、2014、2016、2018年世界龍舟錦標賽，並獲得多項冠軍。國泰公司龍舟隊一直秉持著「團隊合作、精益求精」的精神，不斷提升隊員的技術水平，並在國際龍舟賽場上展現了國泰公司的實力與風采。			
聯絡人資訊 / Contact Information		地址 Address					
姓名 Name	電話 Phone	手機 Mobile	電子郵件 Email	是否為政府機關 Government Agencies			
陳國治	0938111111	0938111111	chen@utk.com.tw	否			
職員資訊 / Clerk Information							
姓名 Name	照片 Picture	性別 Gender	身分證字號 ID Number / 護照號碼 Passport Number	生日 Birthday	國籍城市別 Nationality	聯絡電話 Phone Number / 手機 Mobile	職員類別 Clerk Type

Make a right click on your mouse to print once you have confirmed all information is correct.

The next step is to make payment and send the registration information by post. Please find the details in the Rules and Regulation Handbook.

Thank you for using this system. Please contact us for any questions or suggestions.

UTK Inc.

<http://www.utk.com.tw/>

tel:02-87922885

fax:02-87920085