

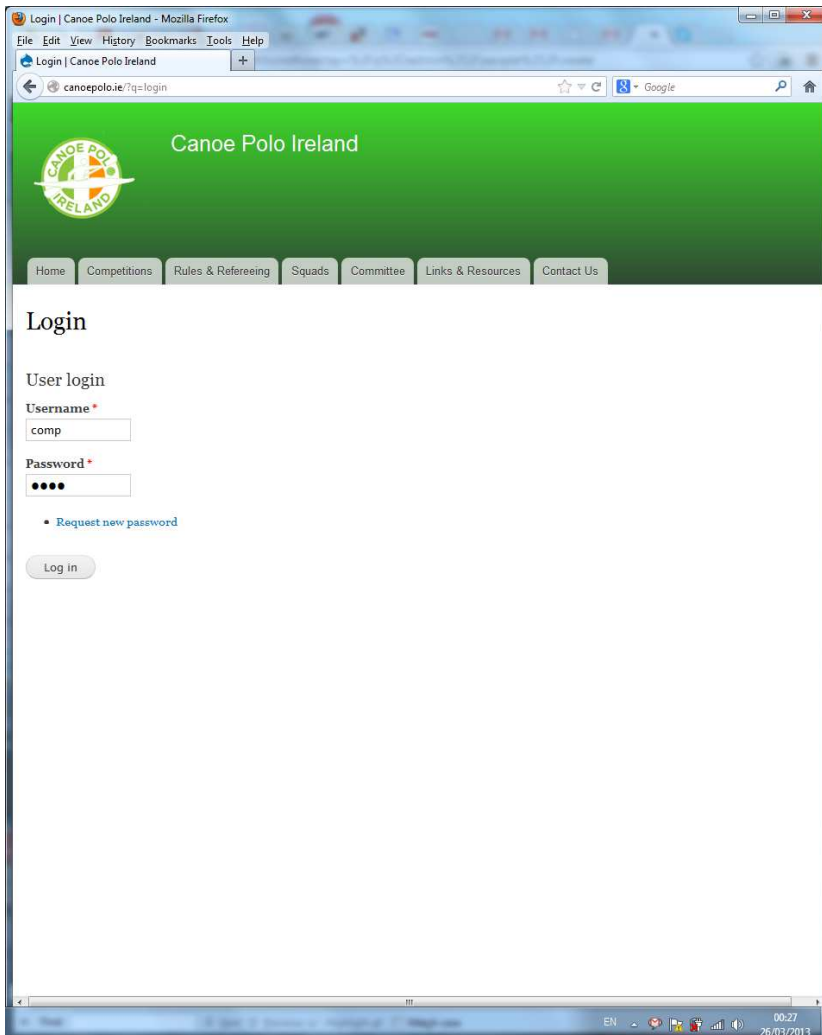
# How to create a Competition

25 March 2013

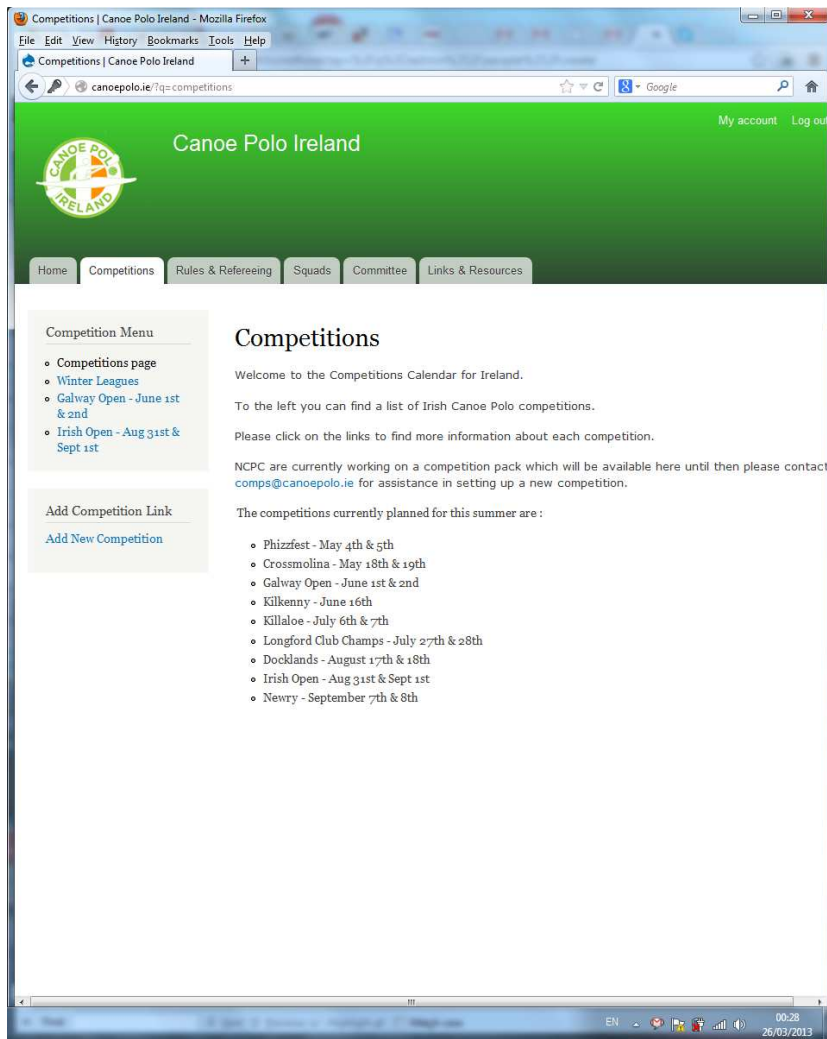
23:28

**Step 1:** Email admin@canoepolo.ie with a desired username, email, and password

**Step 2:** Login at <http://canoepolo.ie/?q=login>



**Step 3:** On Competitions Page click "Add New Competition" link

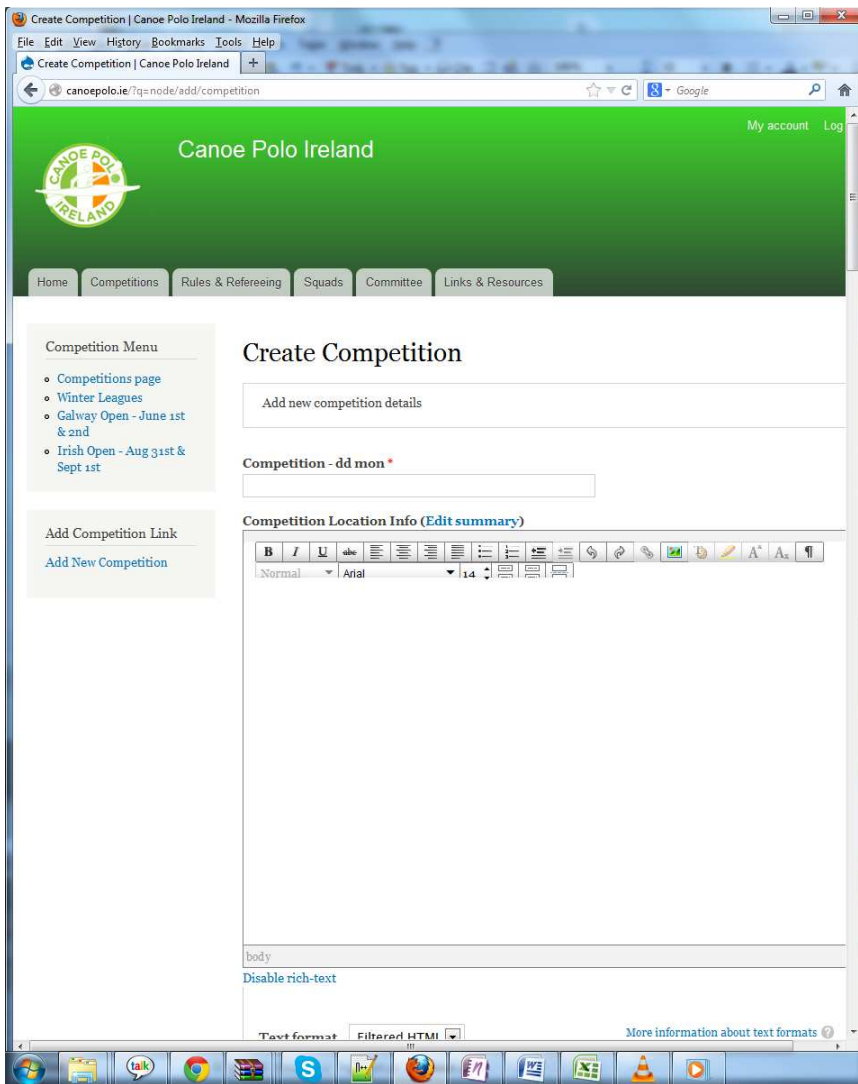


**Step 4:** Enter the details for your competition into the boxes provided for each topic.

There is a What You See Is What You Get editor for most content boxes allowing you to style your text as you wish.

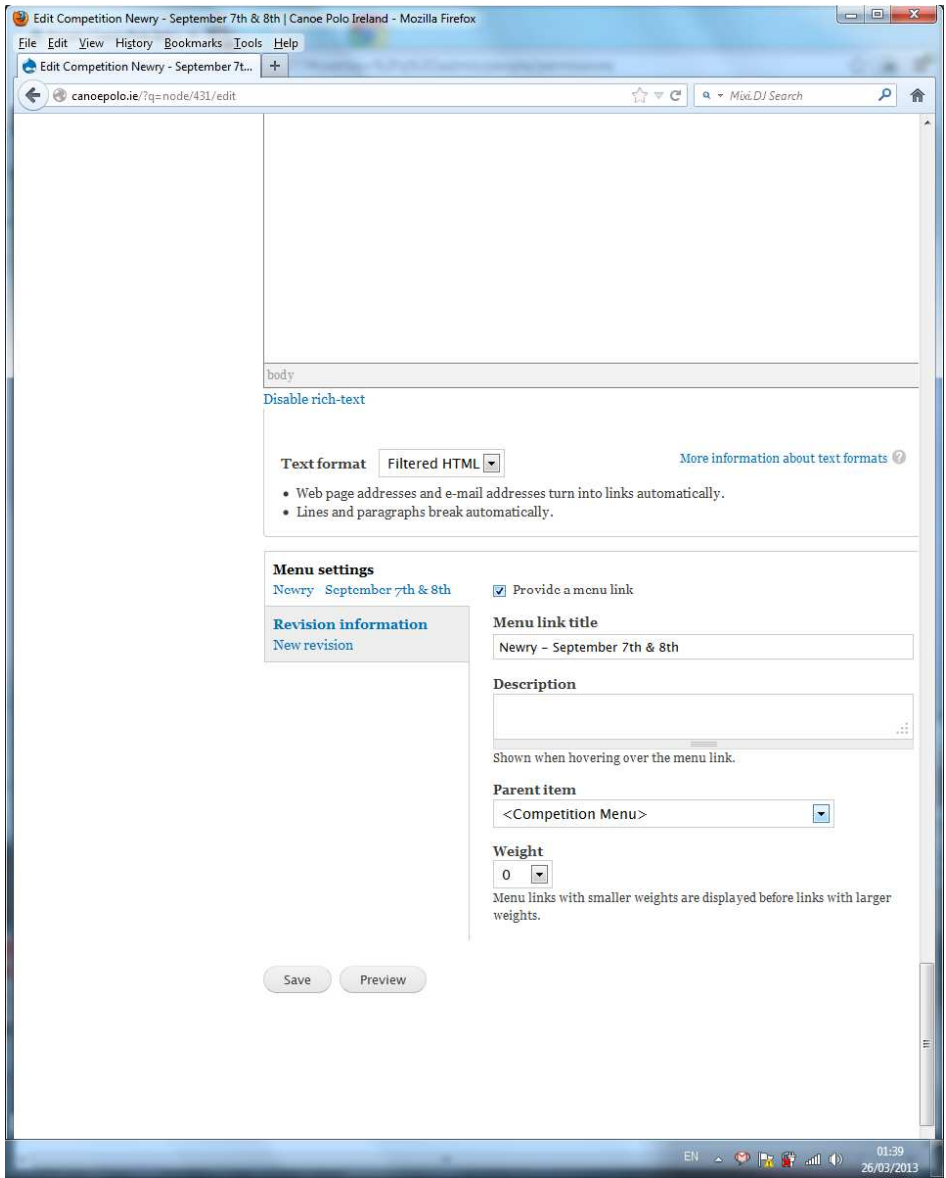
To enable online registration simply leave the registration content as it is. Otherwise leave the box empty to remove it.

Please remember to include a payment method or option in the entries box.



**Step 5:** Make sure to tick the box at the bottom to ensure your competition is included in the competition menu.

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**Step 6:** Click Save.