



# **On-Line Registration User Guide**

## Alberta Games On-line Registration User Guide

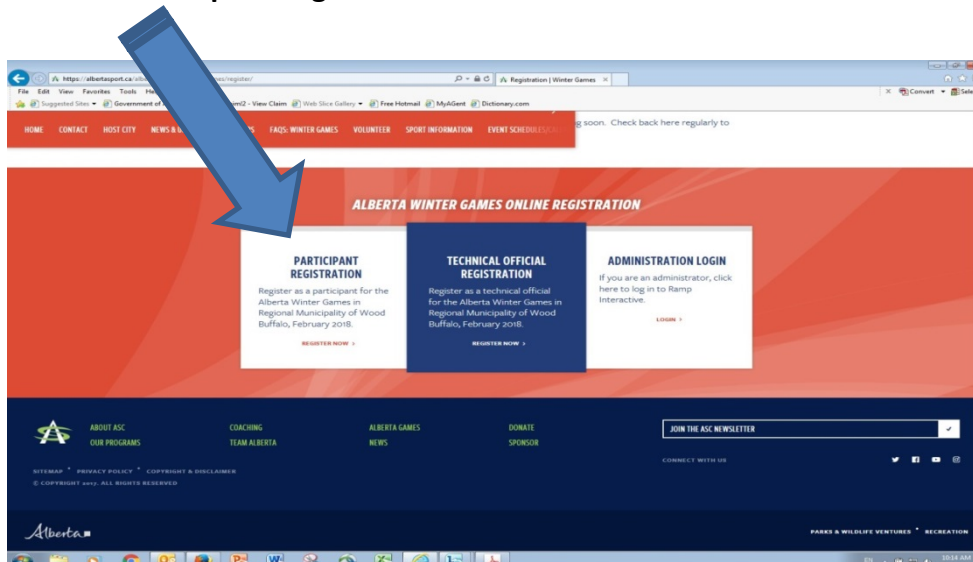
PARTICIPANTS (athletes, coaches and chaperones) must be directed to register prior to Zone playoffs. All participants that register through [www.albertawintergames.ca](http://www.albertawintergames.ca) are filed as “inactive” and confirmed Zone rosters will need to be activated by the Provincial Sport Coordinator prior to the **January 23rd** registration deadline. Please ensure that all information submitted during the registration process (Waiver of Release and Liability upload) and forms (Official Zone rosters and Zone Athlete lists) submitted to you are complete.

### How a **PARTICIPANT** (athlete, coach, or chaperone) completes the Registration Process

1. Go to [www.albertawintergames.ca](http://www.albertawintergames.ca) web site
2. Find the Alberta Winter Games Online Registration Header



3. Click on “Participant Registration” box



4. Fill in all fields on the on-line form – completed Waiver of Liability & Release Form upload, sport-specific, personal, and health/medical information

Alberta Games - Waiver of Liability & Release forms are to be Scanned or Photographed by the participant **(and properly signed)** prior to starting the registration process.

Three (3) signatures are required for Athlete registration 1) Athlete 2) Parent/Guardian, and 3) Witness.

The Waiver of Liability & Release form is linked directly to the online Registration, or [www.albertawintergames.ca](http://www.albertawintergames.ca) at 2018 Alberta Winter Games - Forms page. A participant will not be able to submit their registration without a completed Waiver form file being uploaded.

Acceptable files are .jpg, .jpeg, .bmp, .gif, .png, .pdf, .doc, .docx. There are many free "Scan to PDF" apps for smartphones that you may want to use. These apps create files that are a reasonable size and faster to upload.

**THE PARTICIPANT, OR THEIR PARENT/GUARDIAN, MUST HAVE A VALID E-MAIL ADDRESS TO REGISTER!**

**Note: some e-mail extensions such as hotmail, msn and live.com often go to junk-mail**

## Participant Registration

Games

2018 Alberta Winter Games - Regional Municipality of Wood Buffalo

Participant Waiver

This file is uploaded and saved on the registration page. You will not be able to submit your registration without the Waiver file being uploaded. Acceptable files are .jpg, .jpeg, .bmp, .gif, .png, .pdf, .doc, .docx. are a reasonable size and faster to upload.

Upload Waiver

Browse...

Role

Role

Athlete

Sport

choose

Personal Information

Last Name

First Name

DOB

MM/DD/YYYY

MM/DD/YYYY

Gender

☒ Male ☐ Female

Address

Province

Alberta

City/Town

Other

Zone

choose

Postal Code

A1A1A1

A1A1A1

Home Phone

\*\*\*\*\* (10 digit phone number)

City/Town

Zone

Postal Code

Home Phone

Cell Phone

Parent Email

#### Emergency Contact

Emergency Contact

Relationship

Contact Phone

#### Health

☐ Medical Condition (Click box if you have medical condition(s))

☐ Food Allergies/Dietary Restrictions (Click box if you have food allergies and/or dietary restrictions)

#### Transportation

**Transportation from Home Community to Games and/or Home**

☒ Requires Transportation (Click box if required)

☒ Bus Required To Games (Click box if you require a bus to games)

☒ Bus Required From Games (Click box if you require a bus from games)

Submit

Click "Submit" at the bottom of the page. A confirmation page will appear with all information just entered. If changes need to be made, the text box will have a message adjacent to it. When the information is corrected, the participant can click 'Submit' for final submission.

5. This participant is now part of the sport's "Inactive Participant Registrations", and will receive an e-mail response indicating they have completed the first part of Games registration.

*"Your Alberta Games personal registration has been received. This is just the first step in registration for the 2018 Alberta Summer Games taking place on February 16-19 in Regional Municipality of Wood Buffalo.*

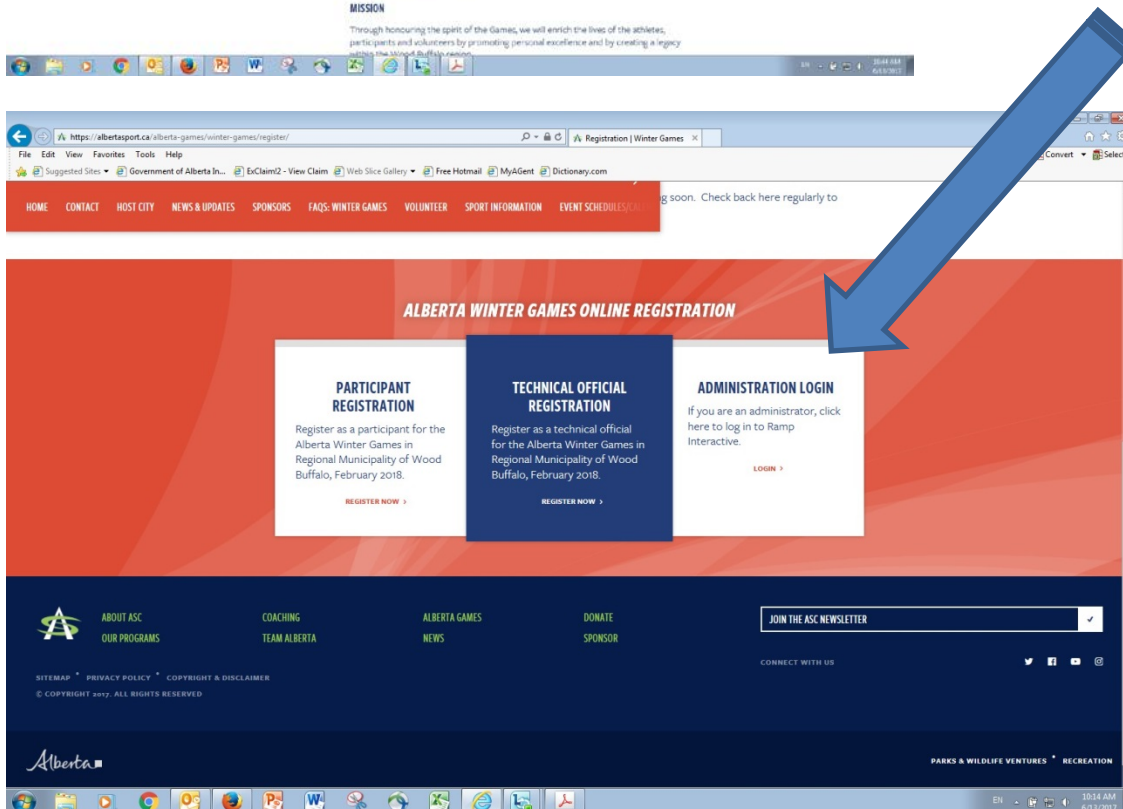
*You will be officially registered ONLY if you are named on the Zone team roster submitted by your Provincial Sport Association at the end of January 2018 to the Alberta Games registration office.*

*When you have been confirmed to represent your Zone (as an athlete, coach or chaperone) at the Alberta Games, you will receive further email correspondence.*

*Alberta Games has its own Facebook and Instagram page. Be sure to join us by clicking the "Like" button and get updates on the Alberta Games.*

# How a PROVINCIAL SPORT COORDINATOR confirms PARTICIPANTS in the Registration Process

1. Go to [www.albertawintergames.ca](http://www.albertawintergames.ca) web site
2. Find the Alberta Winter Games Online Registration Header and **click Administration Login**



Enter your Username and Password (provided by ASC Sport Consultants)

Welcome

Please login with your Username and Password.

Login

2018 Alberta Winter Games - Regional Municipality of Wood Buffalo (Alberta Games)

Dashboard / Inactive Participants

### Inactive Participants

Records Per Page: 100

Search:

Sort By: Name

Search

Row#	ID	Last	First	Role	City	Zone	Sport	DOB	AgeAtCutoff
------	----	------	-------	------	------	------	-------	-----	-------------

Click on **Inactive Participants** in the left tab to view participants entered on-line

A list of participants who have registered on-line will be generated

- c. Click on **“Activate”** button to confirm members of each Zone team.

2016 Alberta Summer Games - Leduc (Alberta Games)

Dashboard / Inactive Participants

### Inactive Participants

Records Per Page: 100

Search:

Search

Row#	ID	Last	First	Role	City	Zone	Sport	DOB	AgeAtCutoff	
1	4151	Bib	Bob	Athlete	Athabasca	3	Sport - test	10/27/2001	14	<a href="#">Activate</a>

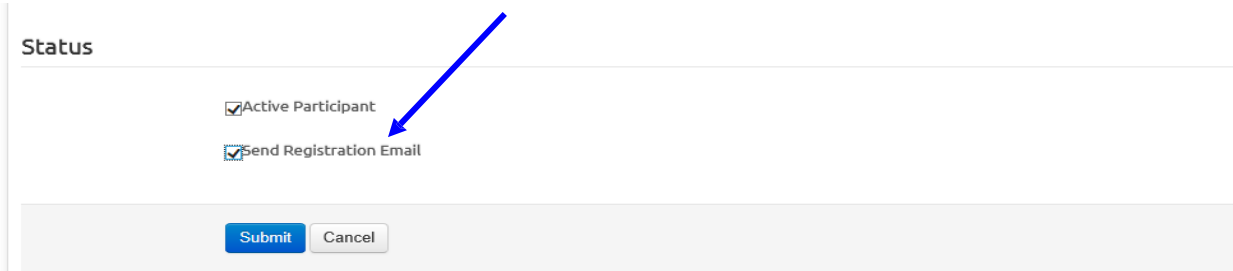
Participants that are ‘activated’ disappear from the inactive list and will now be populated in the Participants section as a confirmed **Participant**.

Please make sure that you **ONLY activate those participants that are part of a final Zone team**. Potential alternates **DO NOT** get activated.

If you have a participant that's age is highlighted in red it may mean the athlete is over or under age (or their DOB has been entered incorrectly). Please make sure to check the athletes' eligibility.

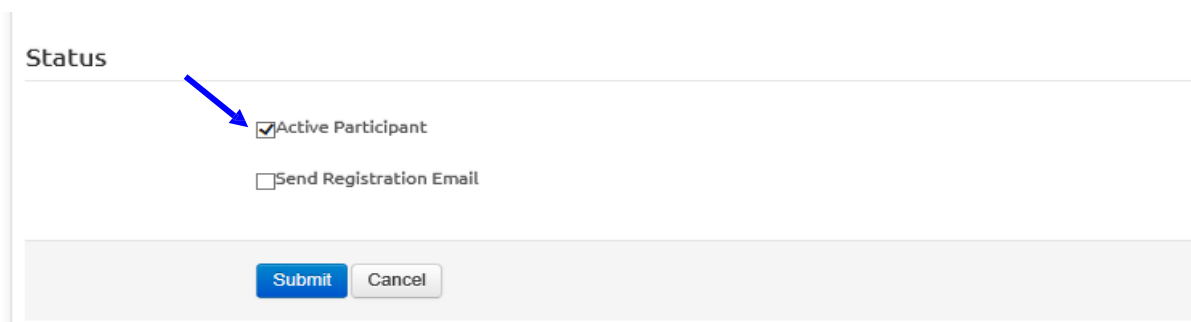
### ***Notes for the Provincial Sport Coordinator***

- Participant information can be viewed or edited in either the Inactive Participants or the Participants area.
- With the Admin login, when viewing a participant, you can download/view each waiver if necessary.
- If a new or revised Waiver of Liability and Release is provided to you, you can replace the original form previously uploaded
- When viewing a participant's personal registration file, they can be activated directly by clicking the "Active Participant" box. **Be Sure, to click on the "Send Registration Email" Box** so the participant receives a bounce-back information message from the Alberta Games office



The screenshot shows a form titled "Status". It contains two checkboxes: "Active Participant" (checked) and "Send Registration Email" (checked). A blue arrow points to the "Send Registration Email" checkbox. At the bottom of the form are two buttons: "Submit" and "Cancel".

- Participants deleted from the 'Inactive' Participants or 'Active' Participants area cannot be retrieved.
- *If a Participant is activated by mistake, you can edit their registration by unclicking the 'Active Participant' box, in their personal profile and then clicking Submit button (see below). The individual's registration will return to the 'Inactive Participants' folder.*



The screenshot shows the same "Status" form. In this state, the "Active Participant" checkbox is checked, and the "Send Registration Email" checkbox is unchecked. A blue arrow points to the "Active Participant" checkbox. The "Submit" and "Cancel" buttons are still at the bottom.

- Participants can be activated or information edited by the Provincial Sport Coordinator up to and including the registration deadline of **January 23, 2018**.
- Changes to the final Zone team roster after January 23rd are permitted **ONLY** for injury replacement, illness or extreme circumstances. Please ensure that your alternates have registered as inactive by **January 23, 2018**. **Please contact and consult your Sport Liaison regarding changes where you have questions.**



If, as the Provincial Sport Coordinator, you have to enter a participant (athlete, coach or chaperone), click on Participants tab, and then the Add Participant button, and complete the required individual registration information.



- Fill in all fields on the on-line form – sport specific, personal, and health/medical information.

(Be sure the participant has a valid e-mail address and that you’ve received a completed electronic Waiver of Liability & Release form from them or their parent/legal guardian before initiating the registration)

- When a Sport is selected, the events for that specific sport will appear in the event drop down box. You can add more than one event per participant.
- Head coaches must provide their NCCP number on their registration form to be entered in the system in order to save their registration.
- Select whichever transportation option applies to the participant (you can have more than one box marked (eg. Bus Required **To** Games and/or Bus Required **From** Games). If unsure please select transportation to and from as a default. **Transportation TO?FROM? will be defaulted, will it not???? Insert comment from one pager instructions**
- Click on the “Send Registration Email” Box in order that the participant receives a bounce-back information message from the Alberta Games Office.

Once all required information is entered, click ‘Submit’

**THIS REGISTRATION BECOMES ACTIVE AUTOMATICALLY.**

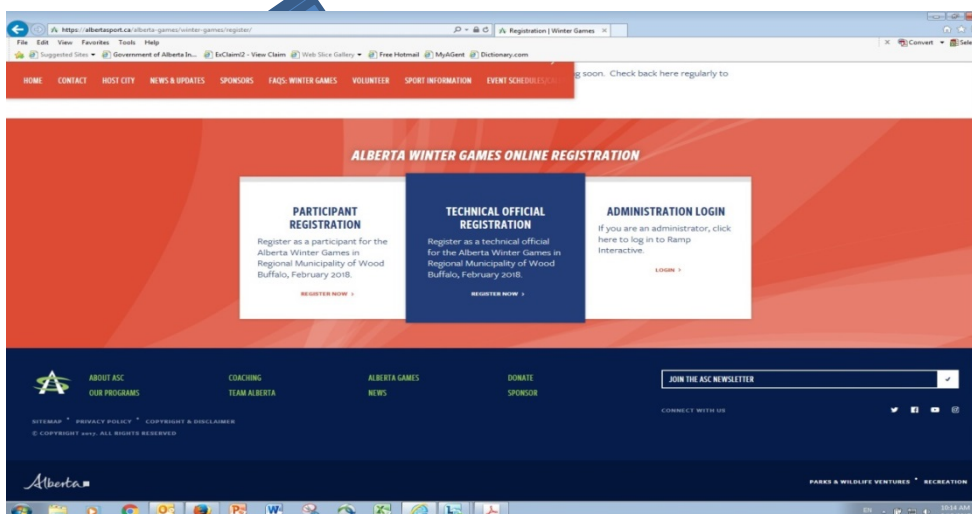


# **HOW A TECHNICAL OFFICIAL COMPLETES THE REGISTRATION PROCESS**

1. Go to [www.albertawintergames.ca](http://www.albertawintergames.ca) web site
2. Find the Alberta Winter Games on-line registration header



3. Click on “Technical Officials Registration” button

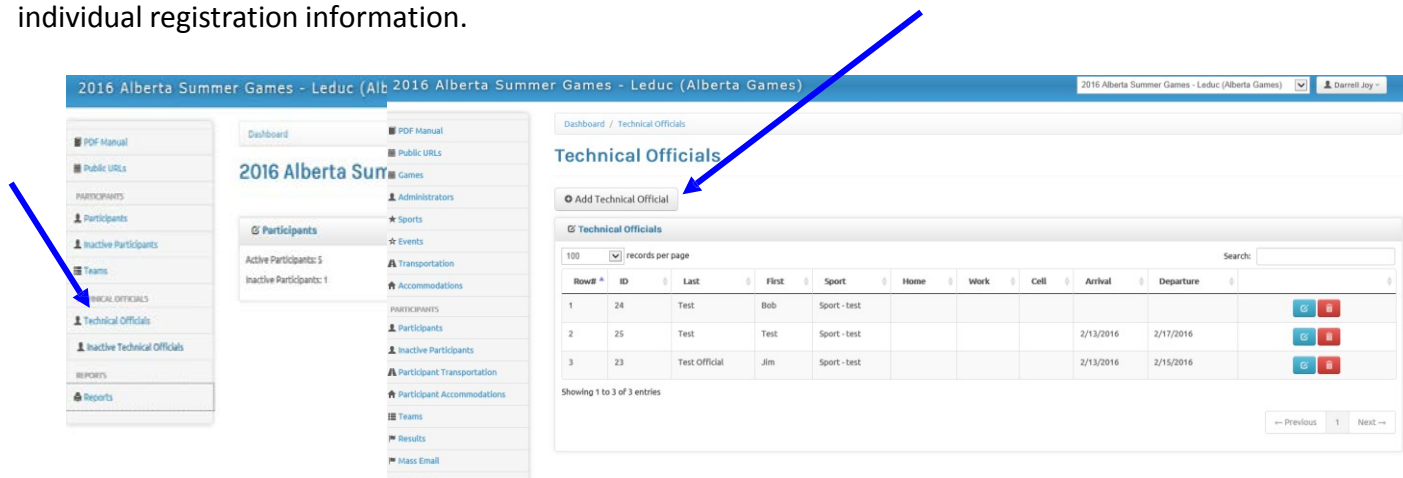


**Technical Officials are NOT required to complete an Alberta Games – Waiver of Liability & Release form.**

**TECHNICAL OFFICIALS ARE HOWEVER REQUIRED TO COMPLETE ALL PERSONAL & INFORMATION FIELDS IN THE REGISTRATION PROCESS.**

**INFORMATION THAT IS PROVIDED WILL BE USED BY THE GAMES HOST SOCIETY TO ASSIGN ACCOMMODATION, PLAN FOR OPENING CEREMONIES PARTICIPATION, AND SCHEDULE SHUTTLES AS NECESSARY.**

Provincial Sport Coordinators may also log in with their username and password and enter a Technical Official, by selecting the **Technical Officials** tab, and then the **Add Technical Official** button and submit the required individual registration information.



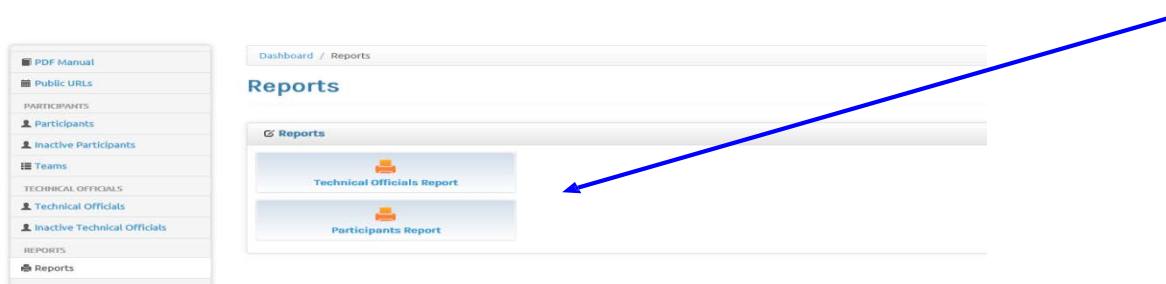
NOTE: Technical officials' accommodation is based on double occupancy. If a roommate is not indicated during Registration, the Host Society may be required to assign one.

## **REPORTS**

Once you are logged into the Alberta Games database, click on "Reports" in order to review reports.



Provincial Sport Coordinators can view Technical Officials or Participants Reports. Click on either Technical Officials or Participants Report box to access the reports area.



Once in the Reports area, different reports can be created by using the numerous drop-down menus or various information check boxes, then clicking [View Participant Report](#). Reports can be printed in HTML or CSV (excel) format.

**Participant Reports**

Report Title:

☒ Active Participants ☐ Inactive Participants

Last Name:

First Name:

Gender:

City/Town:

Date Entered Range:

Either or both dates can be entered.

Sport & Event:

Team:

Role & Zone:

Requires Transport: ☒ Any  
☐ Requires Transport  
☐ Requires To  
☐ Requires From

Medical & Food Allergies:

Columns: These checkboxes are not for filtering your report, they determine what columns to SHOW on your report.

☐ Check All

<input type="checkbox"/> DOB	<input type="checkbox"/> City/Town	<input type="checkbox"/> Emerg Contact	<input type="checkbox"/> Medical Info	<input type="checkbox"/> Stop To
<input type="checkbox"/> Age	<input type="checkbox"/> Province	<input type="checkbox"/> Emerg Relation	<input type="checkbox"/> Has Food Allergies	<input type="checkbox"/> Stop From
<input type="checkbox"/> Gender	<input type="checkbox"/> Postal Code	<input type="checkbox"/> Emerg Phone	<input type="checkbox"/> Food Allergy Info	<input type="checkbox"/> Accommodation
<input type="checkbox"/> Role	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Head Coach	<input type="checkbox"/> Requires Transport	<input type="checkbox"/> Room
<input type="checkbox"/> Sport	<input type="checkbox"/> Work Phone	<input type="checkbox"/> OnSite Cell	<input type="checkbox"/> Requires Transport To	<input type="checkbox"/> Events
<input type="checkbox"/> Zone	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> NCCP Number	<input type="checkbox"/> Requires Transport From	<input type="checkbox"/> Team(s)
<input type="checkbox"/> Address	<input type="checkbox"/> Email	<input type="checkbox"/> Has Medical Condition	<input type="checkbox"/> Transport	<input type="checkbox"/> Date Entered

### Summary Registration Information Required

- PARTICIPANTS (athletes, coaches and chaperones) **must** upload/submit a completed and properly signed **Waiver of Liability and Release** form, and are entered and confirmed on-line by the registration deadline of **January 23, 2018**
- All ATHLETES must also have a parent/legal guardian complete, sign and date their **Waiver of Liability and Release** form prior to it being uploaded in the registration process
- Completed **Zone team rosters, Zone athlete lists and Technical Officials roster** must be received by your Alberta Games - Sport Liaison by **January 23, 2018**
- **Please submit your excel Zone/Technical Officials Rosters electronically**

### Where to Go For Help

If you encounter a problem while completing the registration information on-line or have any questions regarding the registration system and process, please contact your Alberta Games - Sport Liaison, or the Calgary – Alberta Games registration admin desk.

Darrell Joy	403-297-2705	<a href="mailto:darrell.joy@albertasport.ca">darrell.joy@albertasport.ca</a>
Kerry McAndrews	403-297-2714	<a href="mailto:kerry.mcandrews@albertasport.ca">kerry.mcandrews@albertasport.ca</a>

Suzanne Becker  
Database Issues

403-297-2909

[suzanne.becker@albertasport.ca](mailto:suzanne.becker@albertasport.ca)