



LEAVE YOUR TRACKS
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JOURNEY WITH US
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PARTICIPANT REGISTRATION GUIDE

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INTRODUCTION

Welcome to the Prince George 2015 Canada Winter Games Participant Registration Guide.

This document will help outline how to register as a participant for the Prince George 2015 Canada Winter Games.

Before you begin creating your profile, please ensure you have the following information available:

- Legal name
- Preferred name
- The Contingent (Province) you will be representing
- Participation Type (Athlete, Artist, Mission Staff, ...)

General Information

- Current mailing address
- Phone
- Valid e-mail address
- Date of Birth
- Preferred language

Sport

- Sport and events in which you will be competing or supporting

Emergency Contact Information

- Name
- Relation
- Phone
- Valid e-mail address

Family Physician Information

- Name
- Phone
- Valid e-mail address

Personal Medical Information:

- Health Card Number
- Medical plan information
- Current medical problems or concerns including any allergies
- Medical history including previous surgery, injuries, or illnesses
- Significant family medical history (heart disease, diabetes, etc)
- Allergies
- Vaccinations
- Have you had asthma and/or diabetes in the previous 6 months?
- Currently taking any medication
 - Other medical concerns
- Wear or use of wheelchair and/or eye glasses

This section is confidential and must be filled out by the athlete or by parents for minors. Only the medical staff is authorized to consult this information.



Biographical/Media Information

- Height/Weight
- Languages
- Hometown
- Current sport involvements
- Club or School Team
- Coach
- Position
- Previous games of this type you have participated in
- Other games you have participated in
- Recent athletic or artistic accomplishments in your sport or discipline (i.e. provincial, national championships or other Games)
- What are your goals for the Games?
- Your personal best result in your event
- List any awards or major accomplishments that you have received
- Who is your personal role model?
- Is there something interesting that you could tell us about yourself that would be of interest to the media?

**All biographical information is optional. You are encouraged to enter information to present your past experiences and reflect your personality in the information. As this information will be available to media, family and friends through the public website, please be respectful and appropriate in your answers.*

REGISTRATION

Note: If you have already been pre-registered by your team, and have received your User ID and Password by e-mail, you may skip the section: Updating Your Profile.

Step 1:

- Visit the Prince George 2015 Canada Games Registration site at: <http://cg2015.gems.pro/Register.aspx>

Step 2:

- Fill out the online form with your personal information:

**Be sure to enter a valid email address, as your login details and important 2015 Canada Winter Games information will be sent to your registration email address.*



- If you are an athlete, do not forget to select your sport and the events in which you will be competing:

PLEASE NOTE! Participants in the following categories who will be at the Games for the two weeks must register twice:

- Athlete
- Coach
- Apprentice Coach
- Manager
- Technical Support

PLEASE NOTE! Athletes participating in two different sports must register twice.

- At the bottom of the electronic registration form, you will notice a link to some important documents:

A. General consent

Every Games participant must agree to the conditions stipulated in the general consent form.

- For participants over the age of 19 on August 1, 2014:
→ Electronic acceptance of the agreement in the online registration will suffice.



- *For participants under the age of 19 on August 1, 2014:*
 - Each participant must print out the general consent form included in the first link at the bottom of the participant's registration form;
 - Have it signed by a parent or guardian;
 - Submit it to a coach or mission staff member;
 - Upon arrival in Prince George each mission must hand in all of its consent forms to CGC.

B. Medical consent

Every Games participant (athletes, participants, mission staff) who may be using the Host Society's health care services must consent to any medical, therapeutic, chiropractic, or surgical treatment that might occur during the Games.

- *For participants over the age of 19 on August 1, 2014:*
 - Electronic acceptance of the agreement in the online registration will suffice.
- *For participants under the age of 19 on August 1, 2014:*
 - Each participant must print out the medical consent form included in the second link at the bottom of the participant's registration form;
 - The participant must sign as well as have it signed by a parent or guardian;
 - Submit it to a coach or mission staff member;
- Each consent form must then be sent to the Host Society's by e-mail to the e-mail address in the accreditation section of this section.

C. Tabor Mountain sport venue consent

All athlete and participants who will be on active at the Tabor Mountain sport venue must consent to waive the liability associated with the risk of use of the Mountain.

- *For participants over the age of 19 on August 1, 2014:*
 - Electronic acceptance of the agreement in the online registration will suffice.
- *For participants under the age of 19 on August 1, 2014:*
 - Each participant must print out the general consent form included in the second link at the bottom of the participant's registration form;
 - Have it signed by a parent or guardian;
 - Submit it to a coach or mission staff member;
- Each consent form must then be sent to the Host Society's by e-mail to the e-mail address in the accreditation section of this section.

D. Provincial/Territorial consent

Management of your province's consent forms is at your discretion. The Canada Games Council has set up a depository in which you can add your document. Please contact Aaron Bruce if you wish to add your form.

E. Accreditation

- Consent forms can be sent to this e-mail address; consent@canadagames2015.ca but you must attach each grouping consent form as a separate attachment.
 - General
 - Medical
 - Ski Venue



- Accreditation will not be issued to an athlete or participant until all waivers are completed and received by the Host Society.

Step 3:

- Enter and confirm your password then click Apply to complete your profile.

Step 4:

- A confirmation page should be displayed on your screen to let you know your registration has been completed successfully.

Step 5:

- You should receive an email shortly at the email address you have specified during your registration. Check your email to make sure you have received this. If you do not see it in your Inbox, be sure to check your Spam folder, in case it has ended up in there.

UPDATING YOUR PROFILE

If you have already created a profile and would like to update your information, or if you have been pre-registered for the Prince George 2015 Canada Winter Games by your team manager, follow the steps below to help guide you through accessing your profile and updating your information.

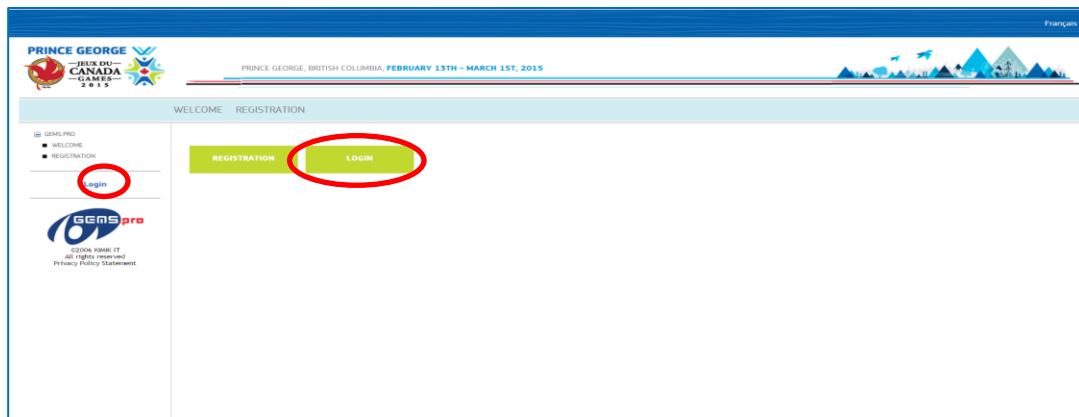
Step 1:

- Visit the Prince George 2015 Canada Winter Games Registration site at:
<http://cg2015.gems.pro/Register.aspx>

Step 2:

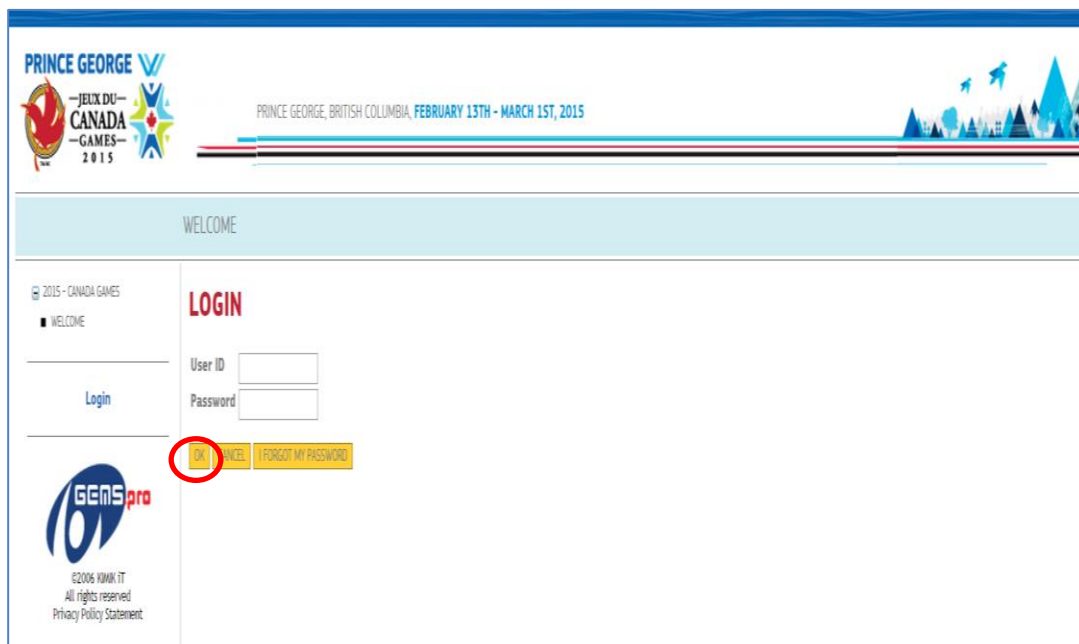
- Click on the **Login** link :





Step 3:

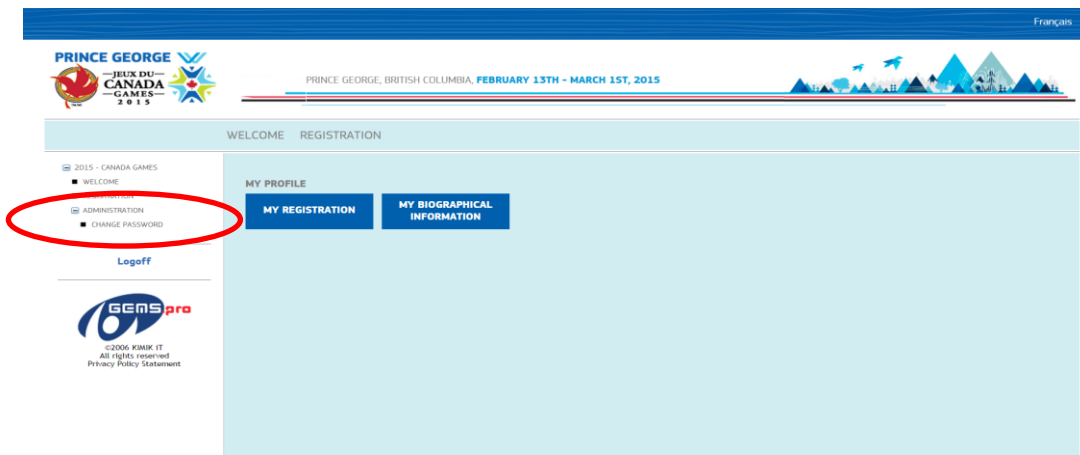
- Login to your profile using the User ID and Password provided in your registration email and click the **OK** button:



Step 4:

- Change your password (we recommend you change your password to something you can easily remember when you first login to the system. You must click on the little + sign next to **Administration** in the left menu, then click **Change Password**.





- Enter your current password, then enter your new password, confirm it and click the **Change Password** button.

PRINCE GEORGE
JEUX DU
CANADA
GAMES
2015

PRINCE GEORGE, BRITISH COLUMBIA, FEBRUARY 13TH - MARCH 1ST, 2015

WELCOME REGISTRATION

2015 - CANADA GAMES
WELCOME
REGISTRATION
ADMINISTRATION
CHANGE PASSWORD

Logoff

GENSpro

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CHANGE PASSWORD

You must change your password.

Password

New Password

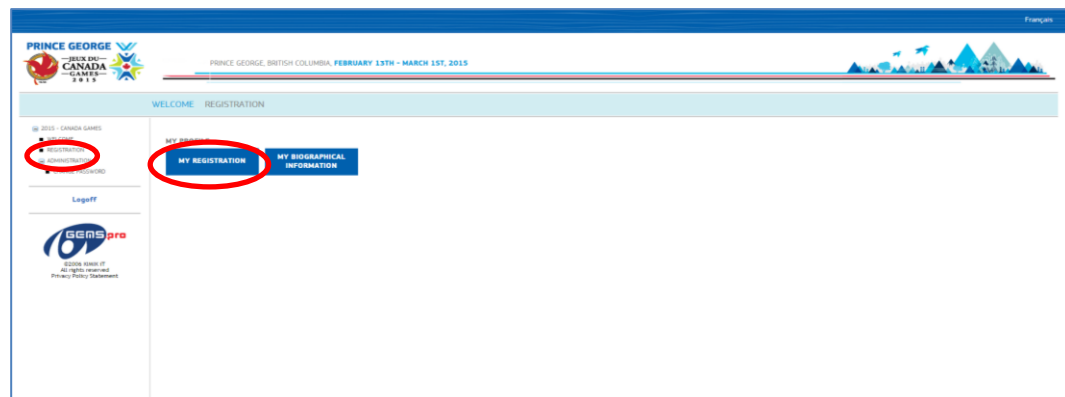
Confirm New Password

CHANGE PASSWORD CANCEL

The password must be at least 8 characters long and one of the characters must be a symbol.
Choose from one of these: !@#\$%^&*()_-=

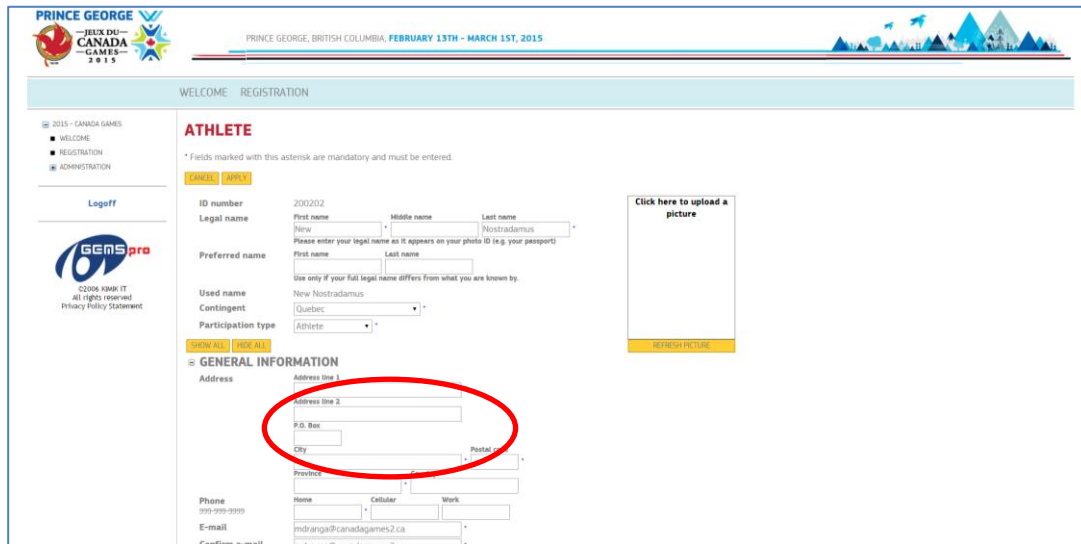
Step 5:

- Click on the **Participant Registration** link to view your own personal profile:



Step 6:

- Fill in the missing information in your profile, and verify any of the information that has already been entered.



PRINCE GEORGE 2015 CANADA GAMES

PRINCE GEORGE, BRITISH COLUMBIA, FEBRUARY 13TH - MARCH 1ST, 2015

WELCOME REGISTRATION

2015 - CANADA GAMES

WELCOME

REGISTRATION

ADMINISTRATION

Logoff

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ATHLETE

* Fields marked with this asterisk are mandatory and must be entered.

GENERAL INFORMATION

Address line 1

Address line 2

P.O. Box

City

Postal code

Phone

Home

Cellular

Work

E-mail

Confirm e-mail

- Also, verify your selected Sport and Events to be sure you are signed up for the events you were expecting.



SPORT

Sport

Alpine Skiing

Events

Giant Slalom

☐ Female

☐ Male

☐ Para Female

☐ Para Male

Ski Cross

☐ Female

☐ Male

Slalom

☐ Female

☐ Male

☐ Para Female

☐ Para Male

Super G

☒ Female

☐ Male

- Be sure to update the **Biographical/Media Profile Information**. This part of your profile will be available on the website at Games Time for your friends and family to see. It will be reviewed by your Provincial/Territorial Teams after you submit your registration and will help provide information for the media guide.

BIOGRAPHICAL/MEDIA PROFILE INFORMATION

Height

Weight

Languages

Spoken	Understand	Written
<input type="checkbox"/> English	<input type="checkbox"/> English	<input type="checkbox"/> English
<input type="checkbox"/> French	<input type="checkbox"/> French	<input type="checkbox"/> French

Hometown

How many years have you participated in your sport or discipline?

Club or School Team

Coach

Position

List any previous games of this type you have participated in (note year)

List any other games you have participated in (note year)

Please list your most recent athletic or artistic accomplishments in your sport or discipline (i.e. provincial, national championships or other Games)

Your	Full name of competition/event	Placing
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

What are your goals for the games?

What is your personal best result in your event?

Please list any awards or major accomplishments that you have received (please note the year):

Who is your personal role model?

Is there something interesting that you could tell us about yourself that would be of interest to the media?

GETTING SUPPORT

If you are having problems with your profile, or have questions around the documents that must be signed before the Games, contact your Chef de Mission. We will make sure you are able to use the system and are registered and ready for the Prince George 2015 Canada Winter Games.



CHOOSE YOUR PATH
CHOISISSEZ VOTRE VOIE

Canada

BRITISH
COLUMBIA

CITY OF
PRINCE GEORGE

REGIONAL DISTRICT
of Fraser-Fort George

2015-2016
CANADA
-GAMES-

Uxalił Teneh
OFFICIAL HOST
FIRST NATION

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