

On-Line Registration Instructions

2016 Alberta Winter Games: Medicine Hat

How to complete the Registration Process

1. Go to the Alberta Games web site: www.albertagames.com
2. Click on the 2016 Alberta Winter Games Header
3. Select "Registration" from the drop-down menu
4. Click on "**Participant Registration**" button to register as an **Athlete, Coach or Chaperone**
5. Click on "**Technical Official Registration**" button to register as a **Technical Official**

NOTE: Waiver of Liability & Release Form (PARTICIPANT REGISTRATION ONLY)

- All **PARTICIPANTS** (athletes, coaches & chaperones) **must upload, sign and submit an Alberta Games - Waiver of Liability & Release Form** (available at www.albertagames.com under "Forms") as part of the registration process in order to participate in the Alberta Games.
- Since all Games athletes are under 18 years of age, a parent/legal guardian must also sign the Alberta Games – Waiver or Liability & Release Form for each athlete.
- Fill in all fields on the on-line form (*Note: a valid e-mail address is required, and families with more than one Zone team member participating in Games should use separate e-mail addresses, if possible*)
- Once your Sport is selected, use the drop-down box to select age category & events. In some sports, more than one event per participant can be selected.
- Head coaches – ADD your NCCP# to the registration in order to complete registration.
- Select & check a Transportation option that applies to you (i.e. Bus Required **To** Games or Bus Required **From** Games, or both). If unsure, please select transportation to and from as a default.
Bus transportation is available to and from the games for all participants (athletes, coaches & chaperones) living 100km from Medicine Hat
- Once all required information is entered, click 'Submit' to register. A confirmation page will appear with all information that has been entered. If changes need to be made, it will be shown on the registration page. If the information is correct click "Submit" for the final submission.
- A \$60.00 Alberta Games fee, payable and forwarded to the respective **Provincial Sport Association** is required for all ATHLETES