

BC Wrestling Association On-line Registration Guide for Existing Clubs

Welcome back coaches to the 2017 – 2018 wrestling season! **Please note membership policies. Athletes may register with a maximum of 2 clubs (1 high school club) and one (1 community club) at any one time. Athletes are expected to pay for each registration. The deadline for club registration is WOF. After War On The Floor event, club registration fees must be paid in full in order to access the online event registration or register for any BC sanctioned event. To add athletes to your roster after the deadline please submit payment to BC Wrestling at the time of the roster addition in order to ensure your new member is full insured under the BCWA insurance liability insurance.** Please read this guide to refresh your memory and prepare to register your club for the coming season.

STEP 1 - Go to www.bcwrestling.com

1 – CLICK on BC Wrestling **Online Registration for Membership** located on the left side of the **HOME** page.

2 - CLICK on **Membership**. This will take you to the database portal.

STEP 2 - Accessing the Online Database

- When you are at the database portal, CLICK on the **Login Link**.
- ENTER in your **login information**.

TIP: Login information to access club information is the email of the contact person or club administrator who has registered your club. That may or may not be the club's email address.

TIP: If you can't remember your password then follow these instructions:

1. ENTER in your email address
2. CLICK on forgot password and follow prompts to have your password emailed
3. Retrieve your password from email message
4. Log in and enter the registration database

STEP 3 - ACCEPTING THE CONDITIONS

- 1 – CLICK on **My Clubs** and your club name should come up.
- 2 - CLICK on **Update** and your club information will appear.
- 3 – CHECK carefully the information is still correct.
- 4 – Make any changes to information at this time.

TIP: It is very important to read through the Code of Conduct information that is listed at the bottom of the page. Please ensure to review the Athlete Code of Conduct. These are Terms and Conditions of participation and membership that your club is agreeing to, and will be held responsible for.

5 - The most important step is next - CHECK the **small box** next to the “By selecting this checkbox, this club agrees to”

6 – CLICK **Save** and you will now be allowed to make changes to your account.

STEP 4 - DELETING OLD MEMBERS

This step will update your roster.

1 - CLICK on **Members Tab**. You will now come on the member's page for your club. If you see an individual that is no longer on your team, click on his/her name. A new page will open up. On this page, the member's contact information will be listed. Under the class (main) drop down menu, click on "deleted member" then click save. The athlete will not be deleted if you do not click save. Once this has happened, you will return to your entire members list. Repeat this step to delete all old members. Once this step is complete, the next step is to add new club members.

STEP 5 - ADDING CLUB MEMBERS

1 - Input information about each of your members (including address, birth dates, email).

TIP: Have all contact information ready before you begin.

- 2 - CLICK on the **Members Tab** at the top of the page. The member's page will open.
- 3 - CLICK on **Add a New Member**. You will be directed to a page where all information is to be entered.
- 4 - ENTER in the pertinent information as accurately as possible and CLICK on **SAVE**.

TIP: A really important field is 'class-main'. This indicates which category that the member falls under for the purpose of club registration fees.

Congratulations you have added a new member to your club. Repeat this step again to enter all club members. Once you have entered all of your club member's information, you have completed the registration process. Your club will be able to register online for events once your membership fees have been paid to BC Wrestling.

STEP 6 - PAYMENT PROCESS

- 1 - Input complete information on all members then **CLICK My Clubs**
- 2 - A screen will appear to the right with 5 links - **CLICK PRINT REGISTRATION FORM**
- 3 - **CLICK** on the **Back Key** (off the browser)
- 4 - **CLICK PRINT MEMBERS FORM** (This will open up a form which details all your club members and the total amount owed. **PRINT** this form.
- 5 - **REVIEW** forms carefully
- 6 - **SIGNATURE** at the bottom of the page
- 7 - **PAYMENT OPTIONS:**
 1. by online banking – Interac E Transfer
 2. by cheque and mail or courier to the BC Wrestling office
 3. in person at the BC Wrestling office

Coaches please make sure you have informed your club/school office of our new mailing address. Payments sent to the old address will not be received.

Deadline for club registration is WOF Tournament 2017.

If you have further questions or concerns, please contact our office via email or telephone info@bcwrestling.com , or 604-737-3092.

Thank you for registering with BC Wrestling. We look forward to working with you.

