

## BC Wrestling Association On-line Registration Guide for New Clubs

Welcome to BC Wrestling!

The following process is designed to guide you through the on-line registration process and register your club as a new member of BC Wrestling. **Please note that athletes must pay for each registration. Athletes are permitted to register with a maximum of 2 clubs. One of which must be a school and one a club.**

### STEP 1 – SUBMIT REQUIREMENTS FOR JOINING BC WRESTLING

Any community or private club or school team wishing to join BC Wrestling Association shall:

- 1 - Submit a completed **Criminal Record Check** for the Head Coach
- 2 - Have a qualified/trained and NCCP certified **Coach**. Athletes are required to be coached by a NCCP certified coach.
- 3 - Athletes must join through a **registered program**.

### STEP – 2 SUBMIT A CRIMINAL RECORD CHECK

A criminal record check must be submitted. Here are some options:

- 1 - Upon completion by the local police department within the last 6 months.
- 2 – Upon request for a copy from the school district the coach works in and completed within the last 6 months.
- 3 - Upon receiving a letter from a school administrator confirming a criminal record check has previously been completed and that the coach is an individual of good standing. This letter must be on official school letterhead.
- 4 – Upon receipt of the report from mybackcheck.com

### STEP 3 – SUBMIT EVIDENCE OF A QUALIFIED, TRAINED AND CERTIFIED NCCP COACH

- 1 - Coaches must provide their NCCP number to BC Wrestling
- 2 - BC Wrestling will validate the certification of the coach
- 3 - If the coach requires certification, BC Wrestling will advise the coach of upcoming coaching workshops.

When a club has submitted the evidence for the Club head Coach – CRC and NCCP Certification number, the club can proceed and set up a membership account through the BC Wrestling on-line registration system.

### CREATING A NEW ACCOUNT FOR NEW CLUBS

**STEP 4** - Go to [www.bcwrestling.com](http://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 5 – Create a New Account**

- 1 - When you are at the database portal, CLICK on the [Create a New Account 2](#)
- ENTER in all the information accurately.
- 3 – REMEMBER to note down your email address and password that you created. This information will be your log-in information to this account.

### **STEP 6 – Adding Your Club**

- 1– CLICK on [Add a New Club Tab](#) and follow the prompts beginning with registering your club.

### **STEP 7 – Register Your Club**

- 1-CLICK on [Register Club Tab](#) and a new page will appear.
- 2- ENTER all [Club Information](#).
- 3- **CHECK the small box “By selecting this checkbox, this club agrees to:”**

**IMPORTANT: This step is important as you are agreeing the terms and conditions of membership**

**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.**

- 4- CLICK [Save](#)

Congratulations your club is now registered! Now add your club members. The database will take forward directly to the ADD new member page.

### **STEP 8 – Add New Club Members**

- 1 – CLICK on [Add New Member](#). This action will take the page back to where you have just previously entered information on registering your club.
- 2 – ENTER pertinent information about each of your members (including address, birth dates, and email). Repeat this step until all club members have been entered.

**TIP: Have all contact information ready before you begin. A really important field is ‘class-main’. This indicates which category that the member falls under for the purpose of club registration fees.**

- 4 – When completed, CLICK on [SAVE](#).

### **STEP 9 – Notifying BC Wrestling**

When all club members have been entered, the club registration process has been completed. Your account will not need to be activated by BC Wrestling to access other functions on the system.

- 1 – Notify BC Wrestling by email at [info@bcwrestling.com](mailto:info@bcwrestling.com) your account has been set-up.
- 2 – BC Wrestling will review the account for accuracy and completeness.
- 3- When approved, BC Wrestling will activate your account. This will allow you to use the system to register for events.

### **STEP 10 – Registration Fees Payment Process**

- 1 – Input complete information on all members then **CLICK My Clubs**
- 2 - A screen will appear to the right with 5 links to the right hand side - **CLICK PRINT REGISTRATION FORM**
- 3 – **CLICK** on your browser’s [Back Key](#)
- 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/club manager please ensure that you have informed your school/club office or our new mailing address. We will not receive payments sent to the old address.**

**Deadline for club registration is the WOF 2017 event. After WOF, club registration (membership 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 club after the deadline, please submit payment to BC Wrestling at the time of the roster addition in order to ensure your new member is fully insured under the BCWA insurance liability insurance.**

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

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