

BC Wrestling Association

How to Register Your Team for a BC Wrestling Sanctioned Tournament or Event

Follow this step by step guide to enter your team in BC Wrestling sanctioned events and tournaments.

7 STEPS TO REGISTERING YOUR TEAM

STEP 1 – First, go to the BC Wrestling website at www.bcwrestling.com

- On the Home page there is a link for **BC Wrestling Online Membership** on the right side of the page
- **CLICK** on the word **MEMBERSHIP** and this will take you to the database portal

STEP 2 - Accessing the Online Database

- **CLICK** on the login link on the left hand side of the page.
- **ENTER** in your login information

TIP – The login username is the “Primary contact” for the club email address. Forgot your password? enter in your email address, then **CLICK** on forgot password function. The password will be emailed to the email address you defined as your primary contact for the account.

- **CHECK** your email for the password. **ENTER** your login information and hit **ENTER** to access the database.

STEP 3 - Creating a Tournament Roster

- **CLICK** on Event Registration where all sanctioned events will appear.
- Select the event that you wish to register for and click **NEXT**

STEP 4 - Adding Athlete Information

- Once this page, your team roster will appear. Under the **ENROL** column:
 1. **SELECT** the athletes that will be participating
 2. **ENTER** in their weight in kilograms
 3. **SELECT** the age or division (i.e. schoolboy, cadet, girl, etc.)

STEP 5 - Reviewing and Sending your Event Roster

- **SCROLL** to the bottom of the screen and **CLICK** on **Download Event Roster** and **OPEN** the file
- **REVIEW** all your team roster information for accuracy. Make any necessary changes
- **SAVE** this file to your computer in a location that can be located later
- **COMPOSE** an email and **SEND** to the email address that is listed on the event registration page.
- **ATTACH** your roster that you had saved to your computer and in the **SUBJECT LINE** list your **TEAM NAME** and then click **SEND**.

STEP 6 - Email Confirmation

- The event organizers will send a receipt confirmation. If there are any questions you will be contacted at this time.

STEP 7 - Paying for tournament

- **PRINT** the tournament roster (saved on your computer) and bring it to the tournament with you
- At the bottom of the roster will be the **TOTAL OWING** for tournament entry fees. Pay this fee at the registration table

If you have further questions or concerns, contact the BC Wrestling office by email at info@bcwrestling.com, or by telephone at 604-737-3092. If you haven't registered your team yet please read the **NEW** Guide for Existing Clubs.

