



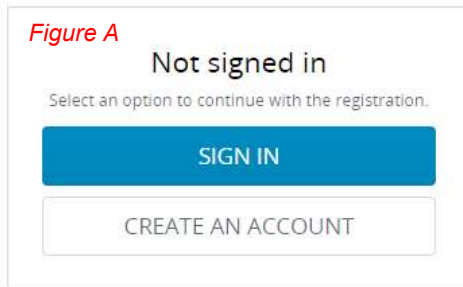
# Step-by-Step Online Registration Instructions



## • Step 1:

Beginning on the registration **Welcome page** (the page where you downloaded this document from), scroll down to the bottom of the page where you will find the options to **Sign In or Create an Account** (see *Figure A*).

If you already have a SportsEngine account, click on the **Sign In** button and proceed to **Step 2** now. If you do not have a SportsEngine account, click on the **Create an Account** button, which will take you to a new page where you will be asked to provide the following information:



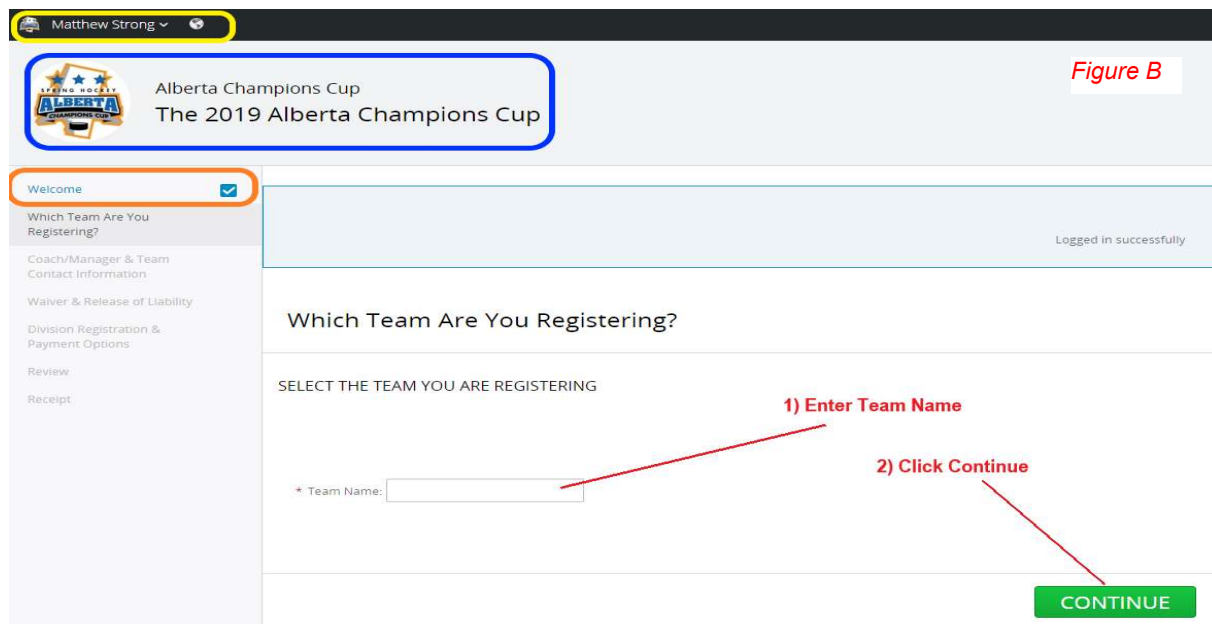
- Email Address
- First Name
- Last Name
- Password
- Date of Birth

After each of the above fields have been filled out, click on the **Green Sign Up** button, after which you will be instructed to check the inbox of the given email address for an activation link from SportsEngine ([no-reply@sportsengine.com](mailto:no-reply@sportsengine.com)). The email may take a couple minutes to go through. Once it arrives, click on the **Green Activate My Account** button and proceed to **Step 2**.

## • Step 2:

You will be redirected back to the registration form. If done correctly, your screen should mirror *Figure B* (below). Enter in the name of the team you wish to register and before clicking on the **Green Continue** button, please ensure that:

- Your name is listed in the top left corner of the page (see *yellow box*)
- That the registration form is for The Alberta Champions Cup (see *blue box*)
- That there is a checkmark to the right of the **Welcome page**. (see *orange box*)





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- **Step 3:**

You will now be taken to the **Coach/Manager & Team Contact Information page**. There should now be checkmarks to the right of both the **Welcome** and **Which Team Are You Registering? pages**. Please complete all of the required fields and if applicable please provide alternative contact information for another coach, co-manager, or any team representative other than yourself. *Please note that the alternative contact information will only be used by the Tournament Committee in the event that the primary contact cannot be reached.* Once all of the necessary fields are completed, scroll down to the bottom of the page and click on the **Green Continue** button.

- **Step 4:**

You will now be taken to the **Waiver & Release of Liability page**. Please click on the link to download and complete the Waiver & Release of Liability form. Each team is required to have completed and returned the form to [accinfo@chanceconsulting.ca](mailto:accinfo@chanceconsulting.ca) by **no later than April 22, 2019**. This date along with all of the other important dates leading up to the tournament have also been outlined on **Page 3 of the Manager Operations Manual in the Summary of Key Dates Section**. Once the form has been downloaded locally, scroll down to the bottom of the page and click on the **Green Continue** button.

- **Step 5:**

You will now be taken to the **Age Groups & Division page** where you will find a list of outlining the various Age Groups and their respective Divisions. Select the age group and desired division for the team that you are registering.

*\*\*\* Please note that the list of divisions is subject to change dependant on demand. Please refer to the **Payment Options & Refund Policy** document, which can be found on the registration **Welcome page** for the refund policy and options available to team(s) affected by division changes. If there are changes made to any division(s) in the future, the tournament committee will contact the managers of all affected teams **BEFORE** proceeding with any changes\*\*\**

After selecting one of the listed divisions, scroll down to the bottom of the page and click on the **Green Continue** button.

- **Step 6:**

You will now be taken to the **Registration Fee & Payment Options page**. For your convenience the details of the registration options are outlined once again. This information can also be found on **Page 1 of the Payment Options & Refund Policy** document. Please select your desired payment option from the list of available options at the bottom of the page and click on the **Green Review** button.

- **Step 7:**

You will now be taken to the **Review page**. Please carefully review and ensure the accuracy of all of the provided information.

If you are registering multiple teams, click on the **Green Register Another Team** button and repeat **Steps 1 to 7** again. Please note that the information that you provided in **Steps 1 & 3**



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will automatically populate for you, which will help expediate the process of registering multiple teams.

If you are only registering one team or if you are done registering multiple teams, please click on the **Green Continue to Shopping Cart** button then click on the **Green Checkout** button.

## Still Having Issues?

Please contact our head office and we will gladly help get your registration setup and completed!

[accinfo@chanceconsulting.ca](mailto:accinfo@chanceconsulting.ca)