



## Team BC Registration Instruction Manual

Welcome to the Team BC Registration System. The information collected during this process will be used in a number of ways, including for your accreditation card at the Games, medical emergencies, and the Team BC website. Please ensure you have answered all questions to the best of your ability.

Things you need to have on hand before you start the process:

- health card
- physician name and phone number
- dentist name and phone number
- emergency contact name and phone number
- height in cm; weight in kg
- immunization records (specifically meningococcal)

This Instruction Manual should help you walk through each step. We have included screen shots of each step to make the process extremely easy. Please follow along this way to ensure you cover each step.

If you have any questions along the way, please feel free to contact:

Tami Tate  
Team BC Operations Manager  
[Tamit@teambc.org](mailto:Tamit@teambc.org) or 250.595.8381

## TEAM BC Registration

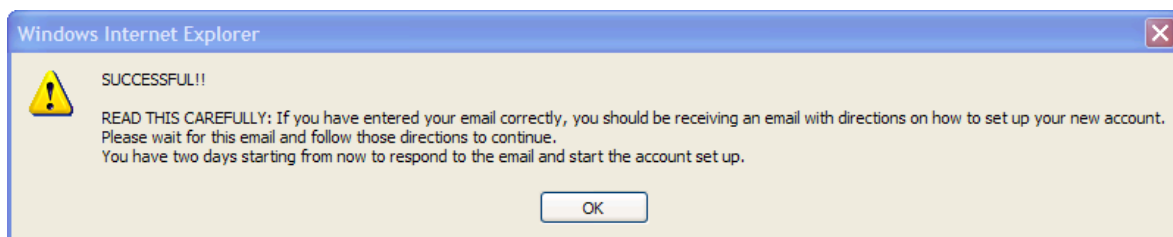
- ❑ Go to [www.teambc.org](http://www.teambc.org)
- ❑ Click on the yellow box near the top “Team BC Online Registration”.
- ❑



- ❑ On the right side, register as a **NEW USER**.

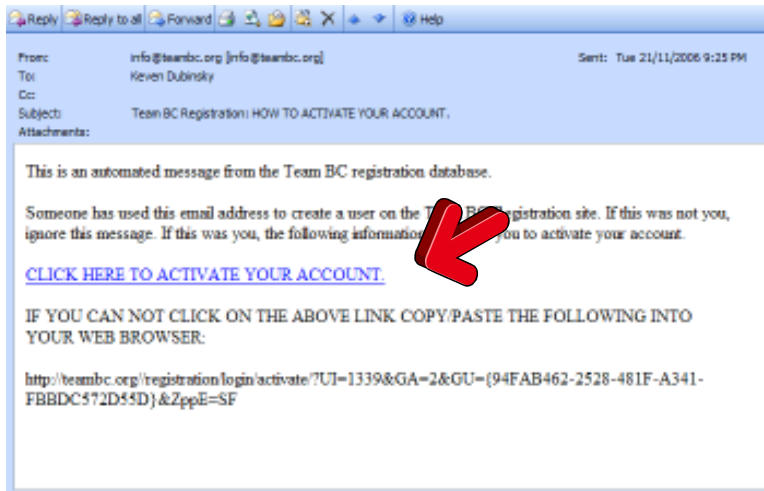


- ❑ You will receive an e-mail to confirm and instructions on “**activating your account**”.



- ❑ Click on the **link to activate your account**. If the link does not work, you may need to cut and paste the link (provided) into your web browser.

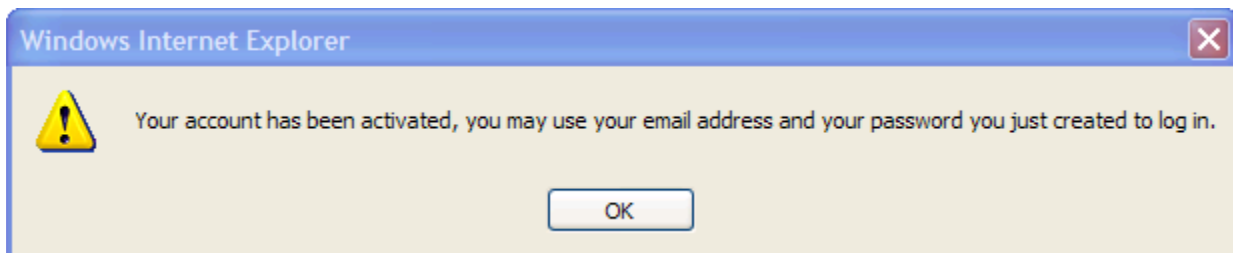
- NOTE: you must activate this account **within 2 days** or it will expire!!!



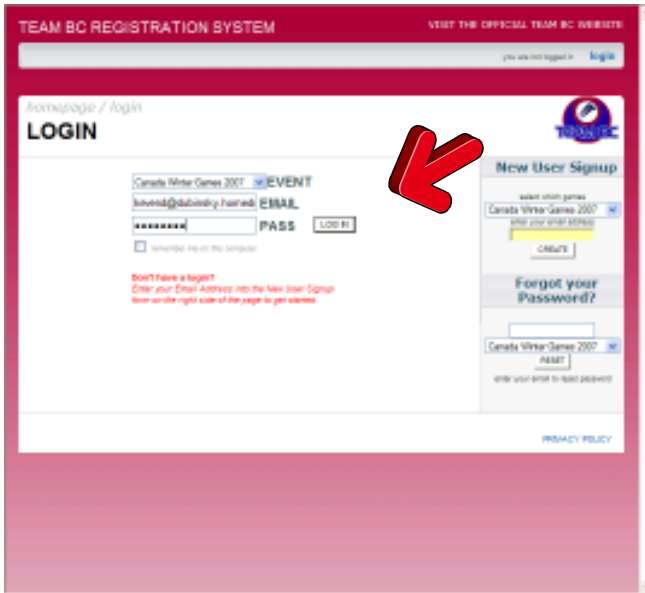
- Create a password that is longer than **6 characters** and contains both **letters and numbers**. Write down your password so that you don't forget.



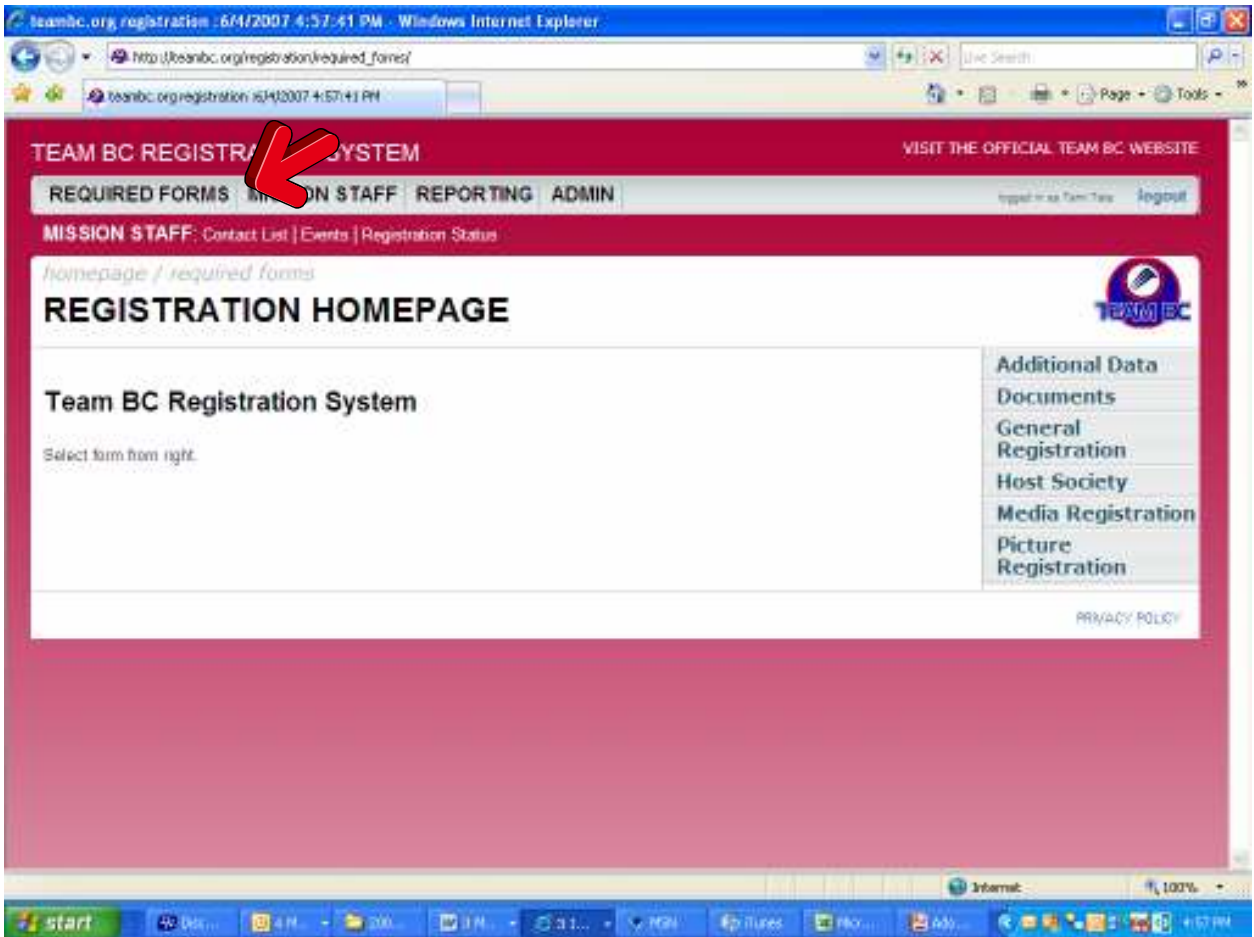
- You will receive the following message.



- Once you have activated your account and created your password, log on using your e-mail address and the password you just created **at www.teambc.org/registration.**



Click on Required Forms to see each of the areas you must complete (or put cursor over top or required forms and the areas will drop down underneath).



## There are 6 Sections:

- General
- Media
- Picture
- Additional Info
- Host Society
- Documents

## SECTION 1: General Registration

- Enter you information in the Team BC system (items with an \* are required)

**Team BC Registration System**  
YOU MUST HAVE THIS INFORMATION FILLED BEFORE YOU CAN DO ANYTHING ELSE IN THE REGISTRATION.

Type your information into the form.

Select your sport and whether you are a coach or athlete

\* = Required Field

PRIVACY POLICY

The screenshot shows a registration form with various fields. A red arrow points to the 'Sport' and 'Role' dropdown menus. A callout bubble points to the top of the form with the text 'Type your information into the form.' Another callout bubble points to the 'Sport' and 'Role' dropdowns with the text 'Select your sport and whether you are a coach or athlete'.

- Click on “**Submit my Information**” at the bottom of the page.

**Team BC Registration System**  
YOU MUST HAVE THIS INFORMATION FILLED BEFORE YOU CAN DO ANYTHING ELSE IN THE REGISTRATION.

Kevin Dubinsky

Common Name: [Empty] Middle Name: [Empty]

Nick Name: [Empty]

Date of Birth: Jan 10 1977 Gender: Male

Height (cm): 188 Weight (kg): 95

House / Apt: 256 - 35 Street Name: Keefer Place

City Town: Vancouver Province: BC

Postal Code: V6H 4A9

Home Phone #: (604) 2610087 Work Phone #: (604) 6783070

Emergency Contact Name: Catherine Emergency Contact Phone #: 6047373030

Sport: Boxing Role: Coach

Submit My Information

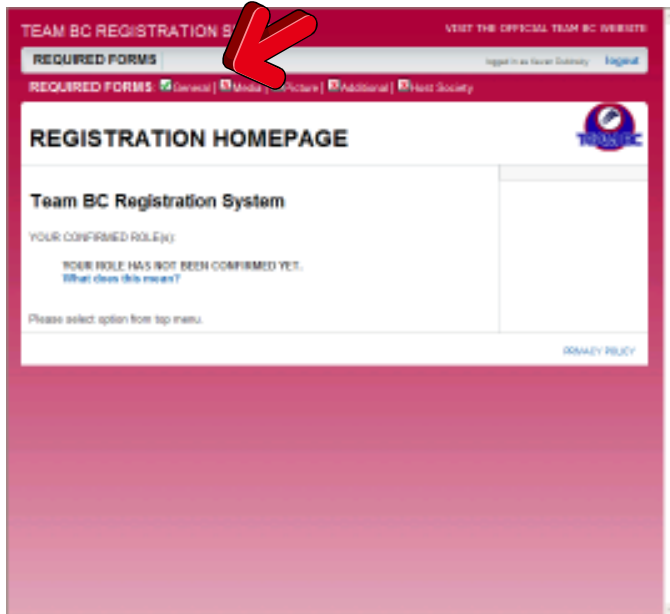
\* = Required Field

PRIVACY POLICY

The screenshot shows the same registration form as above, but with sample data entered into the fields. A red arrow points to the 'Submit My Information' button.

## SECTION 2: Media Registration

- ❑ Once you have entered your general information, click on “**Required Forms**”. Your General form will show a green check mark meaning you have completed this section.
- ❑ Now click on “**Media Registration**”.



- ❑ In the Media section, please try to answer all questions as best you can. These are used by the media to promote you and your sport.
- ❑ Your Mission Staff will be reading these thoroughly and editing/removing inappropriate content. Please use proper language (no “MSN” talk lingo, etc).
- ❑ Information entered here will not show up on the website unless it is approved first by a mission staff.
- ❑ If you update your information after it is approved, it will drop from the website until it receives re-approval.

TEAM BC REGISTRATION SYSTEM

REQUIRED FORMS

REQUIRED FORMS  General  Media  Picture  Additional  Host Society

Homepage / required forms

### MEDIA REGISTRATION

**FOI Disclaimer for Team BC Registration On Line Forms:**

The personal information collected on this form is subject to the provisions of the Freedom of Information and Protection of Privacy Act and will be used in determining which athletes become members of Team BC. Selected athletes' information may also be used on the Team BC website. Members must sign a Consent & Waiver Form regarding the use of their personal information. For more information regarding this form please contact:

Sport Branch  
Ministry of Small Business and Economic Development  
PO Box 9620, Six Star Golf  
Victoria BC V8W 9W3  
Phone: (250) 396-1188

**Team BC Media Registration System**

Number of Years in Sport/Kit:

Club Team/Sports Affiliations:

**NOTE:**

- Please try to answer all questions as best you can.
- Your mission staff will be reading these thoroughly and editing/removing inappropriate content.
- Information entered here will not show up on the website unless it is approved first by a mission staff.
- If you update your information after it is approved, it will drop from the website until it receives re-approval.

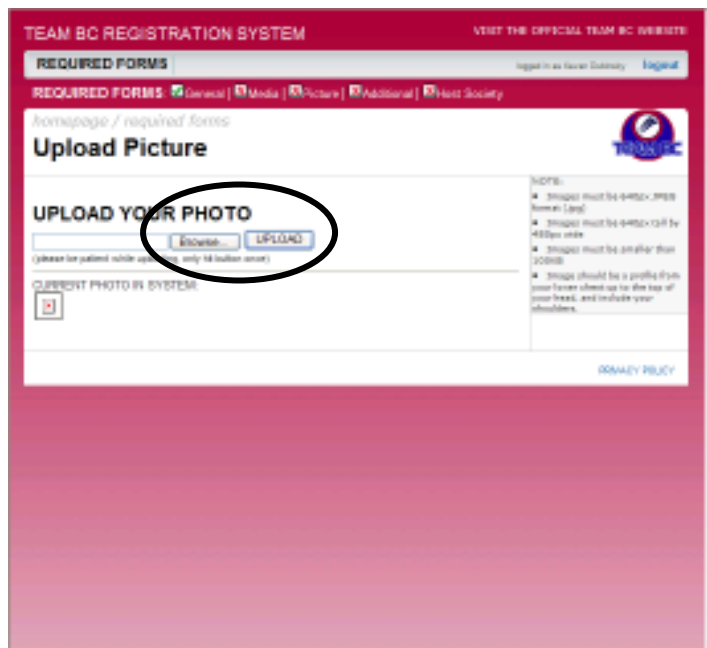
## SECTION 3: Picture Upload

- ❑ In Required Forms, click on **“Picture”**.
- ❑ If your coach or mission staff has already taken your photo, they will upload your picture, so you can skip this section.
- ❑ Your photo must be loaded in your computer in a JPG format.
- ❑ Click browse to find your photo. Then click on **“Upload”** and upload your photo:
  - Image must be a head and shoulders picture.
  - You must not be wearing head gear or sunglasses. You must be facing forward. And the picture must include only yourself! Please note that the picture will be seen publicly, so be professional in your presentation.
  - Images must be JPEG format (.jpg)
  - Images must be smaller than 100kb



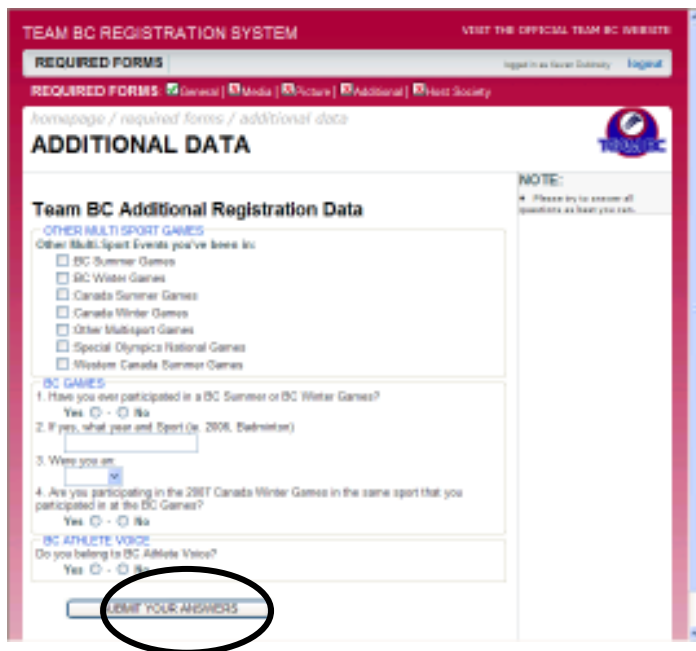
Sample Photo

- ❑ If you do not know how to upload a photo or do not have a photo, please ask your coach or mission staff for your sport for assistance.



## SECTION 4: Additional Information

- ❑ In Required Forms, click on “**Additional**”.
- ❑ Fill out this section. This information is used to help us collect data for the BC Games Society, the Aboriginal Sport and Recreation Association and BC Athlete Voice. If you are not a member of BC Athlete Voice, then follow the link.
- ❑ When finished hit “**SUBMIT YOUR ANSWERS**”



The screenshot shows the 'ADDITIONAL DATA' form in the TEAM BC REGISTRATION SYSTEM. The form is titled 'Team BC Additional Registration Data' and includes a 'NOTE' section that reads: 'Please try to answer all questions as best you can.' The form contains several sections with checkboxes and radio buttons:

- OTHER MULTI SPORT GAMES:** Other Multi-Sport Events you've been in:
  - BC Summer Games
  - BC Winter Games
  - Canada Summer Games
  - Canada Winter Games
  - Other Multi-sport Games
  - Special Olympics National Games
  - Western Canada Summer Games
- BC GAMES:**
  - 1. Have you ever participated in a BC Summer or BC Winter Games?  
Yes  No
  - 2. If yes, what year and Sport (ie. 2006, Basketball)
  - 3. Were you at:  
 Yes  No
  - 4. Are you participating in the 2011 Canada Winter Games in the same sport that you participated in at the BC Games?  
Yes  No
- BC ATHLETE VOICE:**
  - Do you belong to BC Athlete Voice?  
Yes  No

A red circle highlights the 'SUBMIT YOUR ANSWERS' button at the bottom of the form.

## SECTION 5: Host Society Registration

- ❑ In Required Forms, click on “**Host Society**”. This information is some of the specific information we need to give the host society, especially your medical information.
- ❑ Fill out this section. This information is important information for the Host Society.
- ❑ Medical Health number and Emergency Contact Info is **MANDATORY**.
- ❑ When finished hit “**SUBMIT YOUR ANSWERS**”



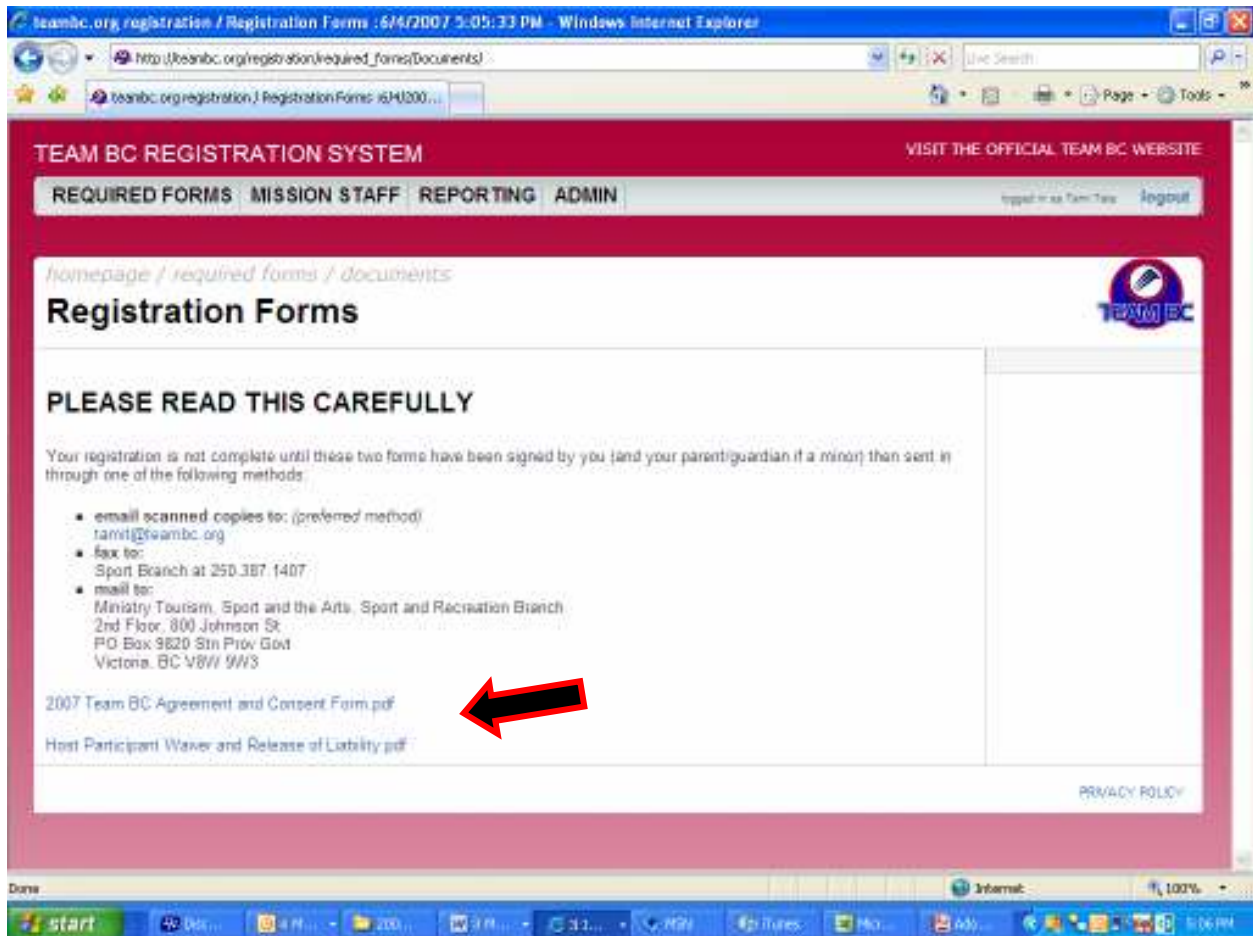
The screenshot shows the 'HOST SOCIETY REGISTRATION' form in the TEAM BC REGISTRATION SYSTEM. The form is titled 'Host Society Registration System' and includes a 'NOTE' section that reads: 'Please try to answer all questions as best you can. \* Questions marked \* are mandatory.' The form contains several sections with text input fields:

- Personal Information:**
  - Emergency Contact - First & Last Name \* mandatory
  - Emergency Contact Relationship (ie. Uncle, Brother) \* mandatory
  - Emergency Contact Phone \* mandatory
  - Family Physician - First & Last Name
  - Physician Phone # (incl. Area Code)

The form is displayed in a web browser window with the URL 'http://www.teambc.org/registration/required\_forms/host\_society.asp'.

## SECTION 6: Documents

- There are two forms that must be filled out by you and returned before your registration is complete. If you are a minor, you will need a parent/guardian signature on the forms. These are the TEAM BC AGREEMENT form and the HOST SOCIETY WAIVER AND CONSENT form.
- Either give this form to your coach, mission staff, or **fax to 250-387-1407, email to [TamiT@teambc.org](mailto:TamiT@teambc.org)** or mail to the address on the forms. Make sure your name and sport are filled out!! Your consent form must be submitted for you to be eligible for Team BC. You can also mail to



**CONGRATS!!! You are all done!!!**

Thank you for taking the time to complete your registration.

Any questions, please don't hesitate to contact

Tami Tate at [tamit@teambc.org](mailto:tamit@teambc.org) or 250-595-8381.