



WCRFC 2021
Registration Guide

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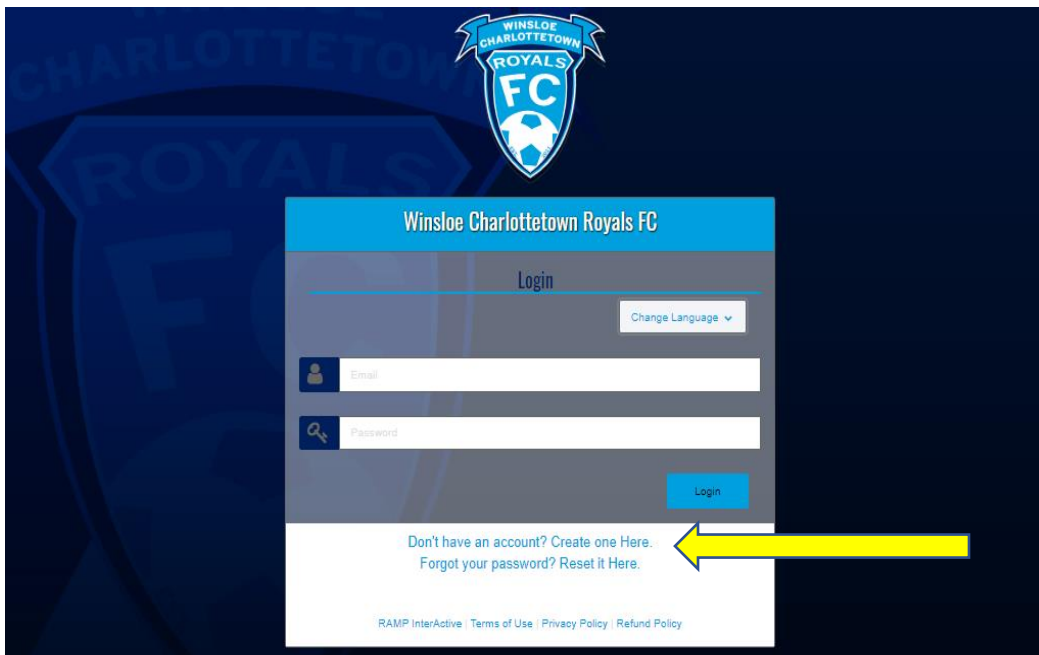
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Introduction

The Winsloe Charlottetown Royals FC soccer club has transitioned to a new registration database provider in time for the 2021 soccer season. We expect that the new registration database will provide our members with a better user experience and make the registration process more efficient. This guide has been created to assist members in the registration process.

Creating an Account

Members will need to create a new account with WCRFC. The previous access codes that were used for the Goalline system are no longer needed. Following the registration link from the WCRFC website, Members will click on “Don’t have an account? Create one Here”



Members will be then asked to enter an email address and create a password for their account. Using the same email and the password created, you can now login to the registration account.

The image shows a registration form for Winsloe Charlottetown Royals FC. The form is titled "Create an Account" and is set against a dark blue background with a faint soccer field pattern. The form fields are as follows:

- Email:** A white text input field.
- Password:** A white text input field.
- Please confirm your password:** A white text input field.
- Language Preference:** A dropdown menu currently showing "English".

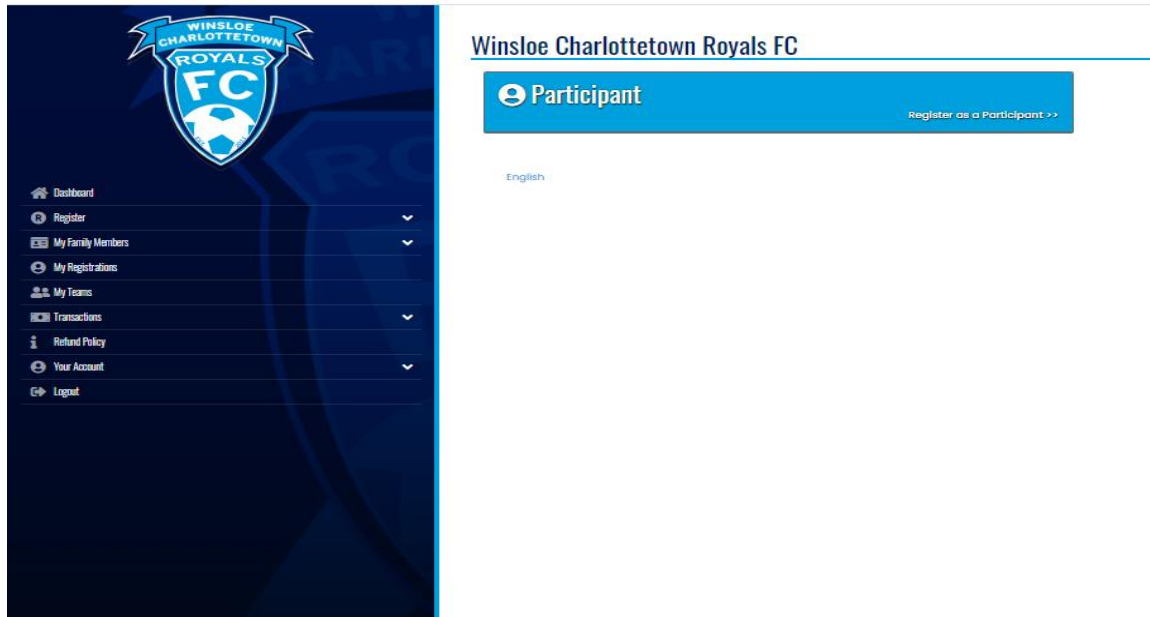
Below the form fields is a dark blue box containing the following "Password Requirements":

- At least 6 characters long
- An uppercase character
- A lowercase character
- A number
- A symbol e.g. ! @ \$ % & ?

At the bottom right of the form is a blue button labeled "Create Account". Below the form is a white footer area with two links: "Click Here to Go Back to Login Page" and "Forgot your password? Reset it Here."

Setting up Registration Account

After successful login, members will be taken to the Dashboard where you will find a menu of services. From this page, members will set up family member for registration, access receipts, view their registrations and change their account settings (email, password).



Adding Family Members

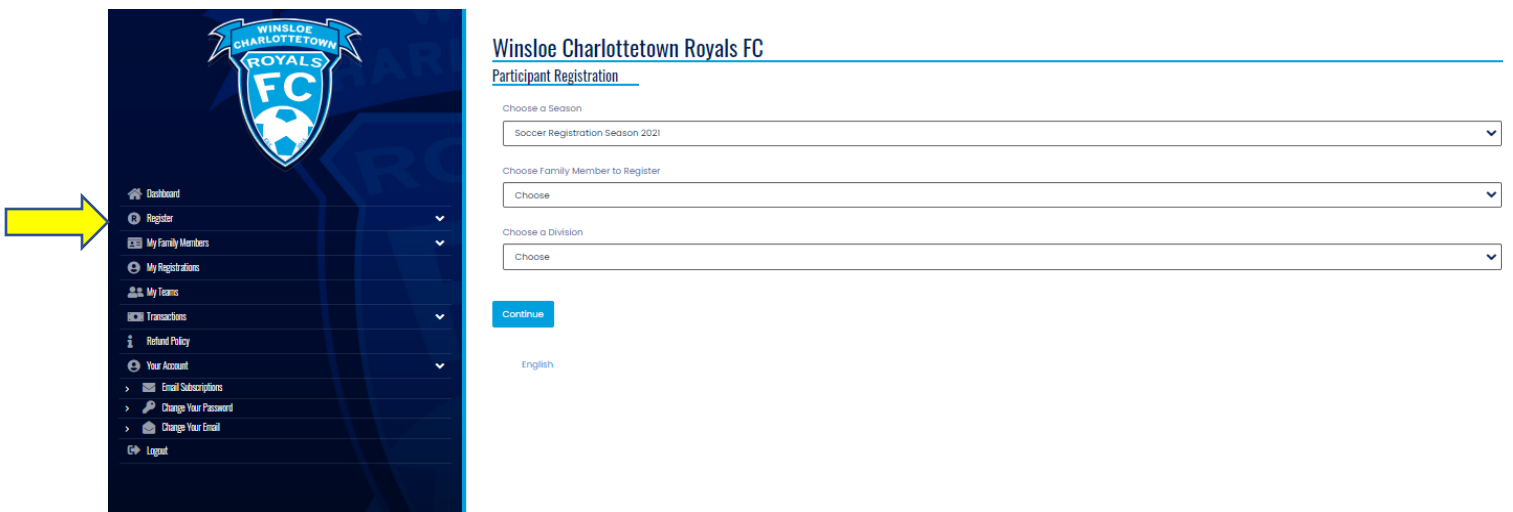
Members will first need to add each participant from the same family by clicking “My Family Members” from the menu. This includes each parent or guardian that will be listed as a contact for the players. At minimum, each participant/family member must have their address, phone number, birth date, and an email address documented. Once the information has been entered for the participant, click submit.



The image shows a screenshot of the Winsloe Charlottetown Royals FC website. On the left is a dark blue sidebar menu with the club's logo at the top. A yellow arrow points to the 'My Family Members' option. The main content area is titled 'Winsloe Charlottetown Royals FC' and contains a 'Participant' registration form. The form includes fields for First Name, Middle Name, Last Name, Former Last Name, Birthdate (with a dropdown for month and year), Gender (Female), Nickname, Address, City, Country (Canada), Province (PE), Postal Code, Cell Phone, Other Phone, Email, and Secondary Email. At the bottom of the form are three checkboxes: 'Respect in Sport Parent Certificate #', 'Respect in Sport Coach Certificate #', and 'NCCP #'. Below the form are two buttons: 'Photo' and 'Birth Certificate'.

Registering for the Season

Selecting “Register” from the menu, proceed through each step of choosing the participant/family member and division in which they are registering. The division that is selected from the drop-down menu must be clicked before continuing to the next step. The next step is to upload a photo of the participant, but this is an optional step.



The image shows a screenshot of the Winsloe Charlottetown Royals FC website. On the left is a dark blue sidebar menu with the club's logo at the top. A yellow arrow points to the 'Register' option. The main content area is titled 'Winsloe Charlottetown Royals FC' and contains a 'Participant Registration' form. The form has three dropdown menus: 'Choose a Season' (Soccer Registration Season 2021), 'Choose Family Member to Register' (Choose), and 'Choose a Division' (Choose). Below the dropdowns is a blue 'Continue' button and a link for 'English'.

A parent or guardian will need to be selected from the drop-down menu. These will be from the family members that were added in the previous step. More than one parent or guardian can be added as a contact for the player provided that the parent or guardian was added as a family member.

Winsloe Charlottetown Royals FC
Parent/Guardian/Emerg. Contact Information

Parent/Guardian/Emerg. Contact Details

Choose a Parent/Guardian/Emerg. Contact
Choose

I want to add a 2nd Guardian/Parent/Emerg. Contact for this registration

Back [Continue](#)

English

Members will then be asked to answer questions relating to their registration including allergies and medical conditions; if the participant lives outside of the city of [Charlottetown boundaries](#) and is considered a non-resident; and interest in volunteering with WCRFC. **Note: if the participant is a non-resident, a non-resident fee of \$15 is applied to the fee. Please enter NR15 as a code.**

Winsloe Charlottetown Royals FC
Questions

Please select which location you would like to register for.
Simmons

Does the player have any allergies or medical conditions?
 Yes
 No

If you answered yes, please list below.

Do you live outside of the Winsloe/Charlottetown boundaries i.e. non-resident? Non-residents are required to pay a non-resident fee of \$15. Please add code NR15 to your registration.
No

Are you interested in volunteering with WCRFC?
 Coach a team
 Manage a team
 WCRFC Board
 Volunteer

Back [Continue](#)

Waivers

Registrants will be asked to sign two waivers as part of the registration process.

1. Photo Upload Consent
2. Informed Consent and Assumption of Risk Agreement

Winsloe Charlottetown Royals FC
Waivers

Photo Upload Consent

During sanctioned soccer program with your respective club and/or Provincial Sport Organization (PEI Soccer), we take photographs of activities involving players to share the fun and skill development that soccer provides. By which incidentally, some photographs may capture your child's participation, directly or indirectly. These photos may be published through our website, social media pages, news bulletins, billboards, and ads. With this, we seek for your consent in allowing us to publish photos which may involve your child to the said platforms. Thank you for allowing us to showcase the great game of soccer by checking the box below.

Consent to Photo Upload

Informed Consent and Assumption of Risk Agreement - YOUTH

INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT
(To be executed for Participants under the age of majority)

WARNING! By signing this document, you will assume certain risk and responsibilities. **Please read carefully!**

Participants/Guardians

1. This is a binding legal. Clarify any questions or concerns before signing. As a Participant in activities, programs, classes, services provided and events sponsored or organized by the PEI Soccer Association Inc. and its affiliated clubs and teams (collectively the "Organization") and the sport of soccer, including but not limited to: games, tournaments, practices, training, personal training, dry land training, use of strength training and fitness conditioning equipment, machines and facilities, nutritional and dietary programs, orientational or instructional sessions or lessons, aerobic and anaerobic conditioning programs (collectively the "Activities"), the undersigned being the Participant and Participant's Parent/Guardian (collectively the "Parties") acknowledges and agrees to the following terms outlined in this agreement.
2. I am the Parent/Guardian of the Participant and have full legal responsibility for the decisions of the Participant.

Description of Risks

3. The Parties understand and acknowledge that:
 1. The Activities have foreseeable and unforeseeable inherent risks, hazards and dangers that no amount of care, caution or expertise can eliminate, including without limitation, the potential for serious bodily injury, permanent disability, paralysis and loss of life;
 2. The Organization may offer or promote online programming (such as webinars, remote conferences, workshops, and online training) which have different foreseeable and unforeseeable risks than in-person programming;
 3. The Organization has a difficult task to ensure safety and it is not infallible. The Organization may be unaware of the Participant's fitness or abilities, may give incomplete warnings or instructions, may misjudge weather or environmental conditions, and the equipment being used might malfunction; and
 4. The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and COVID-19 is extremely contagious. The Organization has put in place preventative measures to reduce the spread of COVID-19; however, the Organization cannot guarantee that the Participant will not become infected with COVID-19. Further, attending the Activities could increase your risk of contracting COVID-19.
4. The Participant is participating voluntarily in the Activities. In consideration of that participation, the Parties hereby acknowledge that they are aware of the risks, dangers and hazards and may be exposed to such risks, dangers and hazards. The risks, dangers and hazards include, but are not limited to:

The final page is a summary page that provides an opportunity to review the registration information that has been entered before submitting for payment. This page is also where the fees are listed and any promo codes can be applied.

Questions Edit

"Please select which location you would like to register for."

Simmons

"Does the player have any allergies or medical conditions?"

Yes

"If you answered yes, please list below."

"Do you live outside of the Winsloe/Charlottetown boundaries i.e. non-resident? Non-residents are required to pay a non-resident fee of \$15. Please add code NRIS to your registration."

No

"Are you interested in volunteering with WCRFC?"

Volunteer

Pricing Details

Item	Price	Total Credit Card
US BOYS - Summer Soccer Registration	\$85.00	\$85.00
Promo Code (NRIS)	\$15.00	\$15.00
Total	\$100.00	\$100.00

Payment Information

Promo Code

NRIS Remove Promo Code

Payment Type

Choose ▼

Back Submit Registration

English ↑

Once the registration is submitted, a confirmation email will be sent to the email associated with the participant's profile. A copy of the invoice can be accessed from My Registrations on the side menu.

Multi-Player Families

The steps are repeated for each player that is being registered for the season.

WCRFC offers discounts to families registering more than 2 players for the season. The discount applies to the fee of the youngest players registering. There are promo codes that need to be entered in the payment area. To access the appropriate promo code, please contact

registrar@winsloecharlottetownfc.ca.