



REGISTRATION SYSTEM

2019-2020 Club User Guide

The following document is a guide for all club staff who manages their database. The Alberta Water Polo (herein referred to as AWPA) Registration System is a management tool that can be used for communication, reporting, insurance and much more.

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Overview

Each Club is responsible, and has access to, all of its registrants (athletes, coaches, board members, team managers, chaperones, other volunteers, coaches and referees).

The Registration System can be used for tracking important information for the club's registrants as well as communicating to your registrants, or targeted registrant groups, through the email distribution function. The database has the ability to track the role (athlete, coach, official, volunteer and alumni) and activities of your registrants.

It is critically important that all registrants be recorded regardless of their role for insurance and reporting. Since the Volunteer registration category is a \$.50/ (then a credit of \$1.00) please ensure anyone who has volunteered their time from team managers, to chaperones, to minor officials, fundraising committees, etc. is registered.

Please note that regardless of the registration category or time of registration within the season; their status will last no more than 365 days and will always expire on August 31st of each calendar year. Clubs will need to re-activate registrants as of September 1st of each calendar year.

Registration Responsibilities

The club is responsible for registering

1. All athletes, associated with the club;
2. All coaches associated with the club;
3. All officials associated with the club;
4. All Master Learning Facilitators, Learning Facilitators, Master Evaluators and Evaluators, associated with the club;
5. All volunteers, including club board members, team managers, team chaperones, minor officials and provincial board members associated with the club.

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Newsletter and Other Capabilities

Club users can select “All Registrants”, “Inactive Registrants” or History

The screenshot displays the 'Registrants' page of the Water Polo Canada registration system. At the top left is the Water Polo Canada logo. A navigation bar includes 'My Info', 'Registrants' (highlighted), 'Events', 'Travel Permit', 'Report', and 'Logout'. The page title is 'Registrant'. Filter options include: Gender (Show All), Language (Show All), Year (2012-2015), Primary Role (Alumni, Athlete, Coach, Official), Secondary Roles (Alumni, Athlete, Coach, Official), Status (--Show All--), and Club Type (Show All). Action buttons include 'Email all registrants on grid', 'Email selected registrants on grid', 'Export to Excel', and 'Add New'. A callout bubble points to the 'Export to Excel' button. Another callout bubble points to the 'Email all registrants on grid' and 'Email selected registrants on grid' buttons.

The Club User has access to all of its registrants. You can sort registrants by gender, club, single or multiple years of birth, language, various roles including primary and/or secondary role, registrant category and status, and filter by first and/or last name. You can email all of your registrants, or selected registrants sorted by the fields listed above. For example, if a club is having a training camp, they can sort male/female competitive athletes born in 1997 and send them the information. The club can also export their entire, or filtered, registrant list to Excel.

When sending an email through the Registration System, each respective club may have their logo appear at the top of the email. In order to have this done the club must email a high resolution .jpeg file of the club's logo to office@albertawaterpolo.ca requesting the addition of their logo to the email distribution system.

At the bottom of each email there is a link, which allows email recipients the option to not receive emails from the Registration System anymore: *If you do not want to receive messages anymore please [click here](#) to deregister from the mailing list.*

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Sorting Registrants by Primary and Secondary Role

Registrants are recorded as a “Primary Role” and “Secondary Role”. This will provide more accurate data for reporting. A registrant can only have one (1) primary role and may have multiple secondary roles. Classifications of these roles are done through each individual profile.

When sorting registrants by “Role” a Club User has the ability to sort by multiple roles. This can be done by holding down the *ctrl* button on the keyboard while simultaneously left clicking the mouse on each role you wish to view. The AND/OR function allows you to search for all coaches (coach OR coach), all officials (referee OR referee), all volunteers (volunteer OR volunteer), all athletes (athlete OR athlete). Using the AND will specifically search for registrants with those roles (i.e. coach AND official will yield all registrants with the primary role of coach AND secondary role of official).

Sorting Registrants by Year of Birth

When sorting registrants by “Year” a Club User has the ability to sort by multiple years of birth. This can be done by holding down the *ctrl* button on the keyboard while simultaneously left clicking the mouse on each year you wish to view.

The club registrar will contact the PSO to activate their members.
If a member is pending, they can be downgraded but once an individual has been active in the database, they cannot be downgraded or removed.

Club Registration and Registration of Club Users

Each club must register their organization with their PSO. This is a one (1) time action and is done by completing and signing the **Club Registration Survey and Decoration Form**.

Every September the club President will submit the above form and then receive an email with the username and password to have access to the database. There will be only one issued to each club, with the president sharing with those in the club who should have access. The Club User will be need to be re-activate each season.

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Club User Confirmation

After the Provincial Association has activated the club and club user(s) on the Registration System each Club User will receive the following email notification:

As of September 1st of each calendar year club users become inactive. Inactive or pending club users cannot access the system.

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Login and Personal Information

Once you receive your username and password log into the OB database through www.waterpolo.ca and ensure your profile information is correct. You should take this time to familiarize yourself with the user interface.



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Recording New Registrants

When creating your club registration form, please ensure that all the information requested in this database is added. On the registration form ask if the athlete has been registered with ANY water polo club across Canada. The Club User will need all information in order to register an individual on the Registration System. Ask your members to either type or block lettering (if hand printing) because it is important to have the name spelt correctly.

Take the information from your clubs' registration form submitted and enter the data into the fields. Any field with a red asterix * is a mandatory field. Once all fields are complete click save and repeat for each registrant.

Please note that it is very important to:

- format the date of birth, postal code and phone number or it will not save
- that you spell the first and last names correctly
- if the member has been registered with another water polo club across Canada, a transfer form will need to be filled in, information is below

English | Français

WATER POLO CANADA
Canadian Water Polo Association Inc.

My Info | **Registrants** | Events | Travel Permit

Click *Registrants* and once the page loads click *Add New*

Registrant

Gender: Show All | Language: Show All | Year: 2012-2015

Primary Role: Alumni, Athlete, Coach, Official | AND | Secondary Roles: Alumni, Athlete, Coach, Official | Category: --Please Select-- | Show

Status: --Show All-- | Club Type: Show All

Email all registrants on grid | Email selected registrants on grid | Export to Excel | Add New

Category: --Please Select-- | Change Category

Pending | Change Status

First Name: | Last Name: | Show

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Activating New Registrants

Club users only have the ability to move registrants from Inactive to Pending. “Inactive” registrants will be listed with a **black dot** under the status column (far right side); “Inactive” registrants within the program year will be listed with a **yellow dot**, “Pending” registrants with a **red dot** and “Active” registrants with a **green dot**.

Only registrants who are “Active” are eligible to participate in water polo events, which include training and competition. **Pending or Inactive registrants are not covered by the WPC insurance program.**

Once the club user has made members ‘pending’ they need to email office@albertawaterpolo.ca and request that they be activated.

Once a registrant is first entered into the system, they are entered as “Pending”. August 31st of each calendar year each registrant in the system becomes “Inactive”. It is the responsibility of the club and their respective PSO, to ensure registrants who are participating in water polo events (training and competition) are listed in the system as “Active”.

Hover over the section *Registrants* and click on the sub-menu item *All Registrants*.

The screenshot displays the Water Polo Canada registration system interface. At the top left is the logo for Water Polo Canada, featuring a red maple leaf with a water polo player silhouette. The text "WATER POLO CANADA" and "Canadian Water Polo Association Inc." is visible. In the top right corner, there are language options for "English" and "Français".

The main navigation bar is red and contains the following tabs: "My Info", "Registrants", "Events", "Travel Permit", "Report", and "Logout". The "Registrants" tab is currently selected and highlighted.

Below the navigation bar, there is a sub-menu for "Registrants" with options: "All Registrants", "Inactive Registrants", and "History". The "All Registrants" option is selected.

The interface shows a search and filter section with the following elements:

- Gender: Show All (dropdown)
- Year: 2015, 2014, 2013, 20212 (dropdown)
- Language: Show All (dropdown)
- Primary Role: Alumni, Athlete, Coach, Official (dropdown)
- Secondary Roles: Alumni, Athlete, Coach, Official (dropdown)
- Category: --Please Select-- (dropdown)
- Status: --Show All-- (dropdown)
- Club Type: Show All (dropdown)

At the bottom of the filter section, there are several buttons: "Email all registrants on grid", "Email selected registrants on grid", "Export to Excel", and "Add New".

Below the buttons, there are additional filters: "Category: --Please Select--" with a "Change Category" button, and "Pending" with a "Change Status" button.

At the very bottom, there are input fields for "First Name:" and "Last Name:" with a "Show" button.

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Select the registrants whom you wish to activate, ensure “Active” is shown in the “Status” drop down menu, and click “Change Status”. Please note that registrants must be pending (identified with a **red dot**) prior to being activated.

Current status is “Pending” as shown by the red dot.

Select Active and click Change Status to activate

ID	Category	First Name	Last Name	Gender	Date of birth	Email	Club Type	Phone	Status	Edit	Expiry Date
<input checked="" type="checkbox"/> 18734	Provinciale-Récréative Athlète	Jeff	New	Male	1982-06-30	jlindell@waterp..	Primary	514-979-2676	●		Aug 31, 2013

New status is “Active” as shown by the green dot.

ID	Category	First Name	Last Name	Gender	Date of birth	Email	Club Type	Phone	Status	Edit	Expiry Date
<input type="checkbox"/> 18734	Provinciale-Récréative Athlète	Jeff	New	Male	1982-06-30	jlindell@waterp..	Primary	514-979-2676	●		Aug 31, 2013

A club must request their PSO to activate their registrants. Only active registrants are eligible for water polo events.

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Registering Returning Registrants in a New Program Year

As of September 1st of each calendar year, all registrants will become inactive and will therefore not have access to their personal profile or any water polo events in Canada (practice or competition). A registrant with an inactive status is denoted by a **black dot** in the status column.

Registering a returning registrant is a simple 2-step process:

1. Change the category of the returning registrants – which in effect is setting the registrant category for the upcoming season. Once the registrant category has been modified/set you will note their status as “Pending” as denoted by the **red dot** under the status column and their expiration as August 31st of the upcoming year (i.e. for the 2018-2019 program year it is August 31st, 2019). You will first need to select the Province in the drop down menu in order for the Provincial Registration Categories to appear.

The screenshot shows a web interface for managing registrants. At the top, there are several filter dropdowns: Gender (Show All), Language (Show All), Year (2012), Primary Role (Alumni, Athlete, Coach, Official), Secondary Roles (Alumni, Athlete, Coach, Official), Status (--Show All--), and Club Type (Show All). There are also buttons for 'Email all registrants on grid', 'Email selected registrants on grid', 'Export to Excel', and 'Add New'. A 'Category' dropdown is open, showing options like Bénévole, Estivale, and Nationale-Arbitre. Below the filters is a table with columns: ID, Category, First Name, Last Name, Gender, Date of birth, Email, and Expiry Date. The table contains one row for a registrant with ID 18734, name Jeff, and expiry date August 31, 2013.

ID	Category	First Name	Last Name	Gender	Date of birth	Email	Expiry Date
18734	Provinciale-Récréative Athlète	Jeff	New	Male	1982-06-30	jlindell@waterp..	Aug 31, 2013

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- Once a returning registrants' status is "Pending" (red dot) they are now eligible to have their status changed from Pending to "Active", which is denoted by a green dot in the status column. The club user will need to email office@albertawaterpolo.ca to activate.

Registrant

Gender: Show All Year: 2015, 2014, 2013, 2012 Language: Show All

Primary Role: Alumni, Athlete, Coach, Official AND Secondary Roles: Alumni, Athlete, Coach, Official Category: --Please Select-- Show

Status: Club Type: Show All

Email all registrants on grid Email selected registrants on grid Export to Excel Add New

Category: --Please Select-- Change Category

Active, Pending, Active Change Status

First Name: jeff Last Name: Show

ID	Category	First Name	Last Name	Gender	Date of birth	Email	Club Type	Phone	Status	Edit	Expiry Date
<input checked="" type="checkbox"/> 18734	Provinciale-Récréative Athlète	Jeff	New	Male	1982-06-30	jlindell@waterp..	Primary	514-979-2676	●		Aug 31, 2013

Registrant

Gender: Show All Year: 2015, 2014, 2013, 2012 Language: Show All

Primary Role: Alumni, Athlete, Coach, Official AND Secondary Roles: Alumni, Athlete, Coach, Official Category: --Please Select-- Show

Status: --Show All-- Club Type: Show All

Email all registrants on grid Email selected registrants on grid Export to Excel Add New

Category: --Please Select-- Change Category

Active Change Status

First Name: jeff Last Name: Show

ID	Category	First Name	Last Name	Gender	Date of birth	Email	Club Type	Phone	Status	Edit	Expiry Date
<input type="checkbox"/> 18734	Provinciale-Récréative Athlète	Jeff	New	Male	1982-06-30	jlindell@waterp..	Primary	514-979-2676	●		Aug 31, 2013

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Registrant Confirmation Email

All registrants will receive the following email notification as soon as their status becomes active. This email applies to both new and returning registrants:



Hello Member Test,

Username: Member Test

Password: 542cf5cc

Password is automatically generated by the system

Thank you for registering and becoming part of the Water Polo in Canada community.

With your new registration, you can:

- Participate in numerous sanctioned events
- Develop skills to become an athlete, coach, official or volunteer
- Manage and update your Profile through the Registrant Login section at www.waterpolo.ca (registration portal far right top corner)

Please note that you will only have access to your profile once your Club and/or Provincial Organization has **activated** your account.

Please contact your Club or Provincial Organization for any problems with regards to your account or registration status.

Registration Expiry

Please note that, regardless of its type or classification, your registration will expire on August 31st, 2020 or sooner. No registration classification will exceed August 31st regardless of the start date.

All Registrants are required to follow the Provincial and Water Polo Canada policies applicable for athletes, coaches, officials and volunteers found at www.waterpolo.ca and your provincial website.

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Registrant Categories

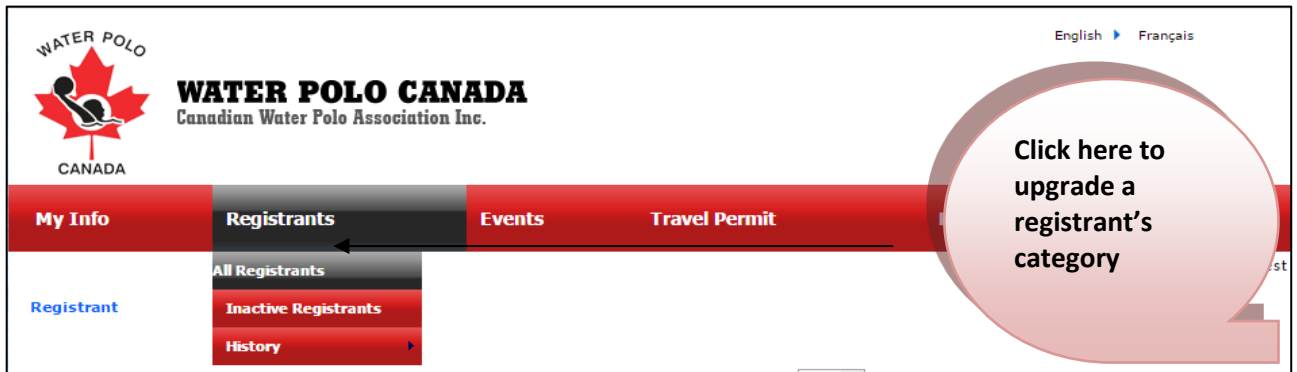
Alberta Water Polo Membership Fees 2018-2020 <i>Unless noted membership runs Sept. 1-Aug. 31st</i>	2019-2020 Fees
Club Affiliation Fee	WPC: \$100 Safe Sport: \$100 AWPA: \$250 2019/20 Fee: \$450
*VOLUNTEERS- volunteers will cost \$0.50 to register but each volunteer in the database will be REIMBURSED \$1.00 by AWPA in the club invoicing.	\$0.50 Credit for each
Rural Club Athlete/Developing Region –club must be 60K outside of the 2 city programs to be able to register. These athletes could not participate in any of the provincial or city programs.	WPC: \$3.31 Safe Sport: \$2.69 AWPA: \$2.70 2019/20 Fee: \$8.70
Swim Like a Dolphin - NEW this season. This is for clubs that are registered with our program and report card process. Program is designed to introduce WP to new athletes through a fun lesson layout. No league play community or provincial.	WPC: \$5.00 Safe Sport: \$4.00 AWPA: \$2.00 2019/20 Fee: \$11.00
Affiliate University Member –There must be approval for the club to register athlete/coaches in this. University athletes and coaches; must register under the University Club Category	WPC: \$5.00 Safe Sport: \$4.00 AWPA: \$5.00 2019/20 Fee: \$14.00
Athlete Seasonal - Sept. 1-Dec. 31 or Jan. 1-April 30 or May 1-Aug. 31 Athletes cannot participate in the provincial league but can participate in the city leagues. This can also be used for the Swim Like a Dolphin program.	WPC: \$7.17 Safe Sport: \$4.83 AWPA: \$14.50 2019/20 Fee: \$26.50
Athlete Member-no provincial league - this category is for clubs to register athletes who, can be a part of their city/community leagues ONLY, athlete to train only or in the pup program. The athlete will not be able to be added to any rosters (provincial or national leagues)	WPC: \$20.97 Safe Sport: \$19.03 AWPA: \$13.00 2019/20 Fee: \$53.00
Provincial Coach and/or Volunteer Coach – this is for a paid or volunteer coach who is on the pool deck and can be listed on a roster for city and provincial league. Any one registered in this category must have a police check and Making Ethical Decisions.	WPC: \$20.97 Safe Sport: \$19.03 AWPA: \$47.10 2019/20 Fee: \$87.10
Provincial Athlete - able to participate in city leagues, provincial events and some invitational tournaments.	WPC: \$20.97 Safe Sport: \$19.03 AWPA: \$47.10 2019/20 Fee: \$87.10
Coach National (NCL, Major League or an international tournament) – this is for a paid or volunteer coach. Anyone registered in this category must have a police check.	WPC: \$37.53 Safe Sport: \$22.47 AWPA: \$60.50 2019/20 Fee: \$120.50
Athlete National -this is for athletes attending NCL, Major League, 14U NCL Westerns and outside of the Province tournaments that have international teams attending (competitive level)	WPC: \$37.53 Safe Sport: \$22.47 AWPA: \$60.50 2019/20 Fee: \$120.50

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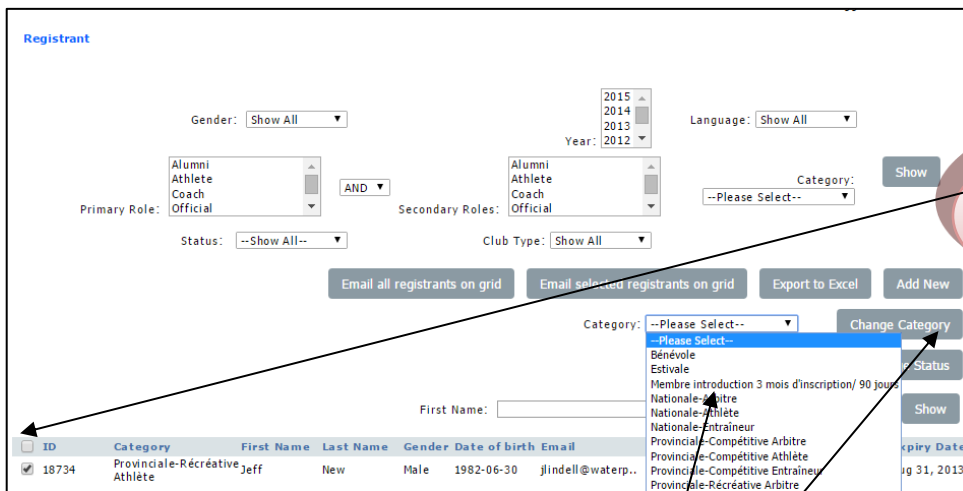
Changing the Registrant Category

Each club user has the ability to upgrade the registration category of individuals at any point in time regardless of their status. Club users cannot downgrade registrants to a lower category. This can only be done through each respective PSO.

Hover over the section *Registrants* and click on the sub-menu item *All Registrants*.



To change the category first select the registrant(s) you wish to modify. Click the “Category” drop down menu, select the new category and click “Change Category”.



Generating Reports

A club user can use the Registration System to generate billing information of what is owed to their Provincial Association and statistics based on registration category and age.

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Secondary Clubs

There are times when clubs will combine to create a team for a tournament/ league or a member is affiliated with another club with different roles. For example a member is an athlete with Calgary Polo Splash but coaches with the Calgary Mako Club. The affiliation fee will be charged to the club which registered the member and is their primary club. The secondary club will email office@albertawaterpolo.ca and request their club be added to the members profile.

Club Reports

The Club Report section details how much money is owed by the club to the Province based on the registration categories and fees. The provinces invoices at the end of March and Aug 31. WPC invoices the province the following fall, past the season.

Hover over the *Report* section and click on the sub-menu item *Club Report*. Select the Season (i.e. 2014-2015), the Status (Show All, Active or Inactive) and then click *Show* to generate the report.

The screenshot shows the Water Polo Canada website interface. At the top left is the logo with a red maple leaf and the text 'WATER POLO CANADA' and 'Canadian Water Polo Association Inc.'. On the top right, there are language options 'English' and 'Français'. Below the logo is a navigation bar with tabs: 'My Info', 'Registrants', 'Events', 'Travel Permit', 'Report', and 'Logout'. The 'Report' tab is active, showing sub-options 'Club Report' and 'Agegroup Report'. Below the navigation bar, there are filters for 'Season' (set to 2014-2015) and 'Status' (set to Show All), and a 'Show' button. The user is logged in as 'Club Test'.

The amount of registrants within each category will be displayed. The fees and categories will reflect the fees owed to the province which also included the Water Polo Canada fee.

The screenshot shows the 'Club Report' table. At the top, there are filters for 'Season' (set to 2010-2011) and 'Status' (set to Show All), and buttons for 'Show' and 'Export to Excel'. The table has the following columns: Club Name, Volunteer, Total Membership, Total Member Fee, Club Fees, Total Fees, Paid, and Balance. The data is as follows:

Club Name	Volunteer	Total Membership	Total Member Fee	Club Fees	Total Fees	Paid	Balance
CSL - Unattached	2	2	0	0	0	0	0
Total	2	2	0	0	0	0	0

Show All includes all active registrants and inactive registrants (who were activated during the season).

Inactive includes registrants who were activated at one point in time during the season (i.e. Sessional Registrants).

Provincial registration categories will be displayed along with provincial registration fees.

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Age Group Report

A club user can also use the *Report* section to track detailed data for reporting purposes – such as the amount of registrants for each category based on age.

Hover over the *Report* section and click on the sub-menu item *Age group Report*. Select the Season (i.e. 2014-2015) and click *Show* to generate the report.

The screenshot shows the Water Polo Canada website interface. At the top left is the logo with a red maple leaf and the text "WATER POLO CANADA". To the right, there are language options for "English" and "Français". Below the logo is a navigation bar with buttons for "My Info", "Registrants", "Events", "Travel Permit", "Report", and "Logout". The "Report" button is highlighted, and a sub-menu is visible with options for "Club Report" and "Agegroup Report". Below the navigation bar, there is a form for selecting a season. The "Season:" label is followed by a dropdown menu showing "2014-2015" and a "Show" button. The user is logged in as "Club Test".

Select the season to view the registrants. Please note a club can only view its own data.

A matrix is created for each provincial category with age along the horizontal axis.

Age Group Report

Season: * 2014-2015 Show Export to Excel

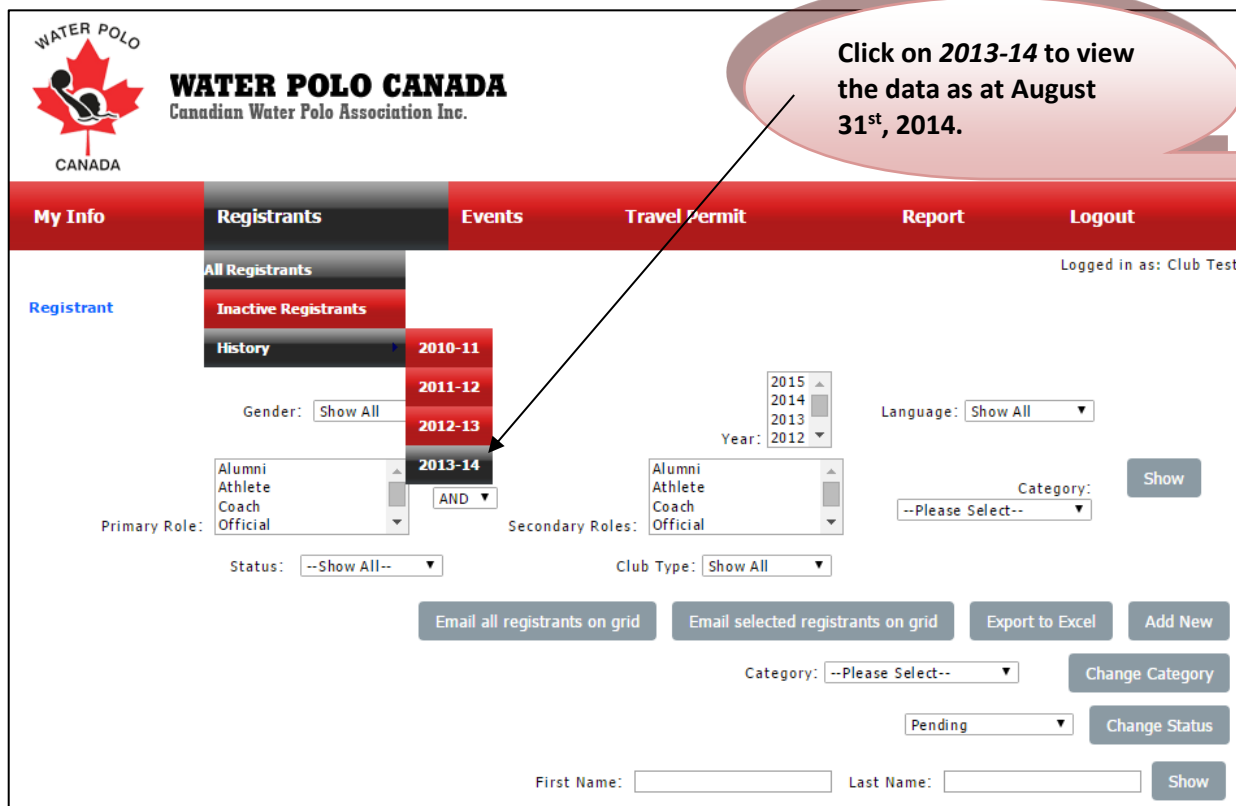
Nationale-Athlète								
Club Name	Atom	Bantam	Cadet	Youth	Junior	Senior	Master	Total
FWPQ- Non-attaché	0	0	0	0	0	0	1	1

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Viewing Data from Past Program Years

All registrants' and club users' status is inactive as at September 1st of each calendar. A Club User has the ability to view the previous program year's data as at August 31st of each calendar year. In order to do so, hover over the menu item *Registrants* and the sub-menu item *History* and then click on the program year that you would like to view.



The screenshot displays the Water Polo Canada registration system interface. The top navigation bar includes 'My Info', 'Registrants', 'Events', 'Travel Permit', 'Report', and 'Logout'. The 'Registrants' menu is expanded, showing 'All Registrants', 'Inactive Registrants', and 'History'. The 'History' sub-menu is open, displaying a list of program years: '2010-11', '2011-12', '2012-13', and '2013-14'. The '2013-14' option is highlighted, and a callout bubble points to it with the text: 'Click on 2013-14 to view the data as at August 31st, 2014.' Below the menu, there are various filters and options, including 'Gender: Show All', 'Year: 2015, 2014, 2013, 2012', 'Language: Show All', 'Primary Role: Alumni, Athlete, Coach, Official', 'Secondary Roles: Alumni, Athlete, Coach, Official', 'Status: --Show All--', 'Club Type: Show All', and buttons for 'Email all registrants on grid', 'Email selected registrants on grid', 'Export to Excel', 'Add New', 'Change Category', 'Change Status', and 'Show'.

After each program year new menu item will be added to the *History*. For example, on September 1st, 2014 a new menu item will be added for the 2013-2014 program year.

Troubleshooting

Please contact your Provincial Association if you encounter any technical problems with the Registration System, or have any questions regarding the registration process.