

**Alberta Amateur Wrestling Association**  
**On-line Registration Guide for New Clubs**

The following process is designed to guide you through the on-line registration process and register your club as a new member of Alberta Wrestling.

**2015/2016 Alberta Amateur Wrestling Membership Fees**

- Annual Club Registration \$100.00 (Regardless Of Membership)
- Officials & Coaches \$65.00
- Senior Athlete (1995 and prior) \$65.00
- Junior Athlete (1996, 1997) \$65.00
- Juvenile Athlete (1998, 1999) \$65.00
- Cadet Athlete (2000, 2001) \$65.00
- Bantam Athlete (2002, 2003) \$65.00
- Kids Athlete (2004, 2005) \$35.00
- Novice Athlete (2006, 2007) \$35.00
- Tyke Athlete (2008, 2009) \$35.00
- On-Mat Associate (Manager/Parents/Chaperones) \$30.00
- Daily Membership For School-Based Athletes \$10.00 per event (Paid At Event)
- There is no annual membership for school programs only operating within their season of play, but registration is still required
- All athletes, coaches and officials who attend a National Championships will be assessed a \$100 sanction fee at the time of registration for the event. This fee must be paid or the registration will not be processed

**\*NOTE 1\*** In the case of board members and off-mat associates, the registration system will initially set the cost of \$30. Alberta Wrestling will switch this fee to exempt (\$0) upon processing.

**\*NOTE 2\*** School-based programs are not required to pay any of the annual membership fees (unless participating in the 2016 Alberta Winter Games) but registration is required for reporting purposes and allowing for easier event registration. All school-based athletes and coaches will be assessed a \$10 daily membership fee if they participate in the Alberta Winter Games Trials, Alberta Youth Wrestling Festival and Alberta Open

**\*NOTE 3\*** All athletes, regardless of affiliation, participating in the 2016 Alberta Winter Games must be full members of Alberta Wrestling

**STEP 1 – SUBMIT REQUIREMENTS FOR JOINING ALBERTA WRESTLING**

Any community or private club or school team wishing to join the Alberta Amateur Wrestling Association shall:

- 1 - Submit a completed Criminal Record Check for the Head Coach
- 2 - Have a qualified/trained and NCCP certified Coach. Athletes are required to be coached by a

NCCP certified coach.

3 - Athletes must join through a registered program.

## **STEP 2 – SUBMIT A CRIMINAL RECORD CHECK FOR ALL COACHES**

A criminal record check must be submitted for all coaches.

AAWA can receive your criminal record check directly from [mybackcheck.com](https://mybackcheck.com)!

Simply complete your background check at <https://www.mybackcheck.com/Public/Login.aspx> and there will be option to send the completed check directly to organizations, with Alberta Amateur Wrestling Association being included in this list.

If a check has been completed in another method, please send it to [aawa@ocii.com](mailto:aawa@ocii.com)

## **STEP 3 – SUBMIT EVIDENCE OF A QUALIFIED, TRAINED AND CERTIFIED NCCP COACH**

Please ensure to include NCCP numbers when registering club coaches.

## **STEP 4 - CREATING A NEW ACCOUNT FOR NEW CLUBS**

Go to [www.albertaamateurwrestling.ca/registration/](http://www.albertaamateurwrestling.ca/registration/)

Alternatively, CLICK on the Registration tab on our home page

## **STEP 5 – CREATE A NEW ACCOUNT**

1 - When you are at the database portal, CLICK on the [Create a New Account](#)

2 - ENTER in all the information accurately.

3 – REMEMBER to note down your email address and password that you created. This information will be your log-in information to this account.

**If you receive an error screen after creating a new account, refresh the page or return and log in using your account info, your account WILL have been created regardless of this error**

## **STEP 6 – ADDING YOUR CLUB**

1– CLICK on [Add a New Club Tab](#) and follow the prompts beginning with registering your club.

## **STEP 7 – REGISTER YOUR CLUB**

1-CLICK on [Register Club Tab](#) and a new page will appear.

2- ENTER all [Club Information](#).

3- CHECK **the small box “By selecting this checkbox, this club agrees to:”**

**IMPORTANT:** This step is important as you are agreeing the terms and conditions of membership

4- CLICK [Save](#)

Congratulations your club is now registered! Now add your club members. The database will take forward directly to the ADD new member page.

### **STEP 8 – ADD NEW CLUB MEMBERS**

1 – CLICK on [Add New Member](#). This action will take the page back to where you have just previously entered information on registering your club.

2 – ENTER pertinent information about each of your members (including address, birth dates, and email). Repeat this step until all club members have been entered.

**TIP:** Have all contact information ready before you begin. A really important field is ‘class-main’. This indicates which category that the member falls under for the purpose of club registration fees.

3 – When completed, CLICK on [SAVE](#).

### **STEP 9 – NOTIFYING ALBERTA WRESTLING**

When all club members have been entered, the club registration process has been completed. Your account will need to be activated by Alberta Wrestling to access other functions on the system.

1 – Notify Alberta Wrestling by email at [aawatechnical@gmail.com](mailto:aawatechnical@gmail.com) your account has been set-up.

2 – Alberta Wrestling will review the account for accuracy and completeness.

3- When approved, Alberta Wrestling will activate your account. This will allow you to use the system to register for events.

### **STEP 10 – REGISTRATION FEES PAYMENT PROCESS**

1 – Input complete information on all members then CLICK [My Clubs](#)

2 - A screen will appear to the right with 5 links to the right hand side - CLICK [PRINT REGISTRATION FORM](#)

3 – CLICK on your browser’s [Back Key](#)

4 - CLICK [PRINT MEMBERS FORM](#) (This will open up a form which details all your club members and the total amount owed. [PRINT](#) this form.

5 – REVIEW forms carefully

6 – SIGNATURE at the bottom of the page

7 – PAYMENT OPTIONS:

- 1) Check mailed into the Alberta Wrestling Office
- 2) Credit Card called into the Alberta Wrestling Office

TIP: It is very important to read through the Code of Conduct information that is listed at the bottom of the page. Please ensure to review the Athlete Code of Conduct. These are Terms and Conditions of participation and membership that your club is agreeing to, and will be held responsible for.

If you have further questions or concerns, please contact our office via email or telephone [aawatechnical@gmail.com](mailto:aawatechnical@gmail.com) , or 780-415-0140

Thank you for registering with Alberta Wrestling. We look forward to working with you.