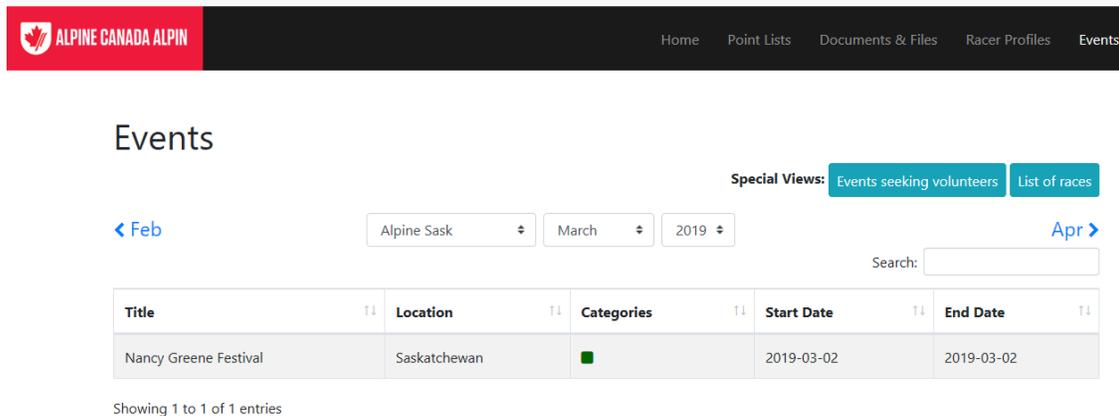


Instructions for New Registration System

1. Please enter your racers and volunteers as one entry per club. The club administrator will still collect all their racers and volunteers into one list. Once you have the list composed please go to:

<http://alpinepoints.ca/events/?M=3&Y=2019&ptso=5>

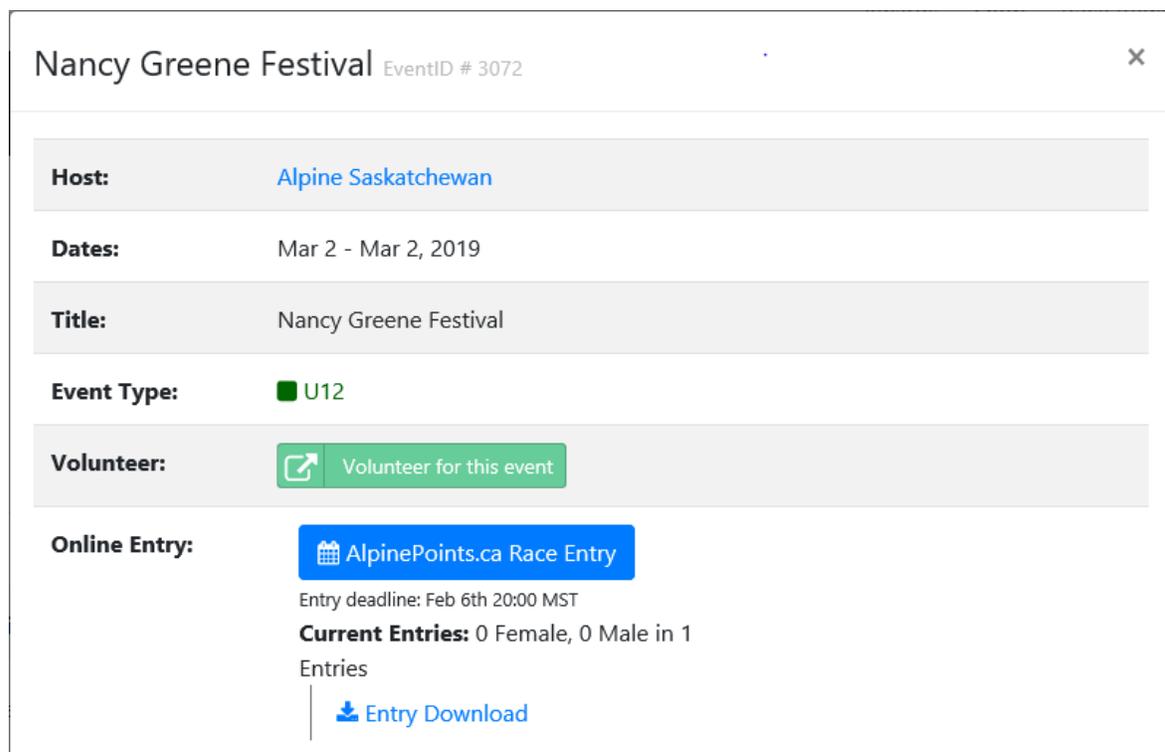
2. You should see the following:



The screenshot shows the Alpine Canada Alpin website's Events page. The header includes the logo and navigation links: Home, Point Lists, Documents & Files, Racer Profiles, and Events. The main heading is "Events". Below it, there are filters for "Special Views" (Events seeking volunteers, List of races), a date range selector (Feb, Alpine Sask, March, 2019, Apr), and a search bar. A table lists the event "Nancy Greene Festival" in Saskatchewan, categorized as U12, with start and end dates of 2019-03-02. Below the table, it says "Showing 1 to 1 of 1 entries".

Title	Location	Categories	Start Date	End Date
Nancy Greene Festival	Saskatchewan	■	2019-03-02	2019-03-02

3. Select the Nancy Greene Festival. You should get a pop up screen that looks like:



The screenshot shows a pop-up window for the "Nancy Greene Festival" (EventID # 3072). The details are as follows:

- Host:** Alpine Saskatchewan
- Dates:** Mar 2 - Mar 2, 2019
- Title:** Nancy Greene Festival
- Event Type:** ■ U12
- Volunteer:** Volunteer for this event
- Online Entry:** AlpinePoints.ca Race Entry

Additional information includes: Entry deadline: Feb 6th 20:00 MST, Current Entries: 0 Female, 0 Male in 1 Entries, and a link for Entry Download.

4. For **Volunteers** choose the green “volunteer for this event” button. A new tab will open that looks like:

Volunteer for an event

Saskatchewan Nancy Greene Festival

Mar 02, 2019

Thank you for your interest in signing up for this event. Please fill out the form below and your volunteer form will be shipped to the volunteer coordinator for the event and CC'd to you for confirmation.

1. Who is attending? Click add button if more than one person is coming.

Volunteer Information:

First Name	Last Name	Phone #	Email
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Phone #"/>	<input type="text" value="Email"/>

Interested in working: Course Office Gates Timing Other

Ski Club: Official Certification:

[+ Add Volunteer](#)

5. Enter a volunteer, their interest in where they want to work, which ski club they belong to and their Official Level. Then use the green “Add Volunteer” to add your next volunteer and so on until all your volunteers are entered. Please group your volunteers together according to the day(s) they would like to volunteer. Eg: enter all the volunteers for Saturday together and mark their arrival & departure date as Mar 2, etc.

Below is an example if I were to volunteer for both days. If you have more than one volunteer for both days, click on “Add Volunteer” continue to do so until finished.

Volunteer Information:

First Name	Last Name	Phone #	Email
<input type="text" value="Rae-Anne"/>	<input type="text" value="Coulter"/>	<input type="text" value="3062928278"/>	<input type="text" value="raecoulter@sasktel.net"/>

Interested in working: Course Office Gates Timing Other

Ski Club: Official Certification:

[+ Add Volunteer](#)

When will you be arriving and departing?

Expected Arrival Date	Expected Departure Date
<input type="text" value="Mar 2"/>	<input type="text" value="Mar 3"/>

Submit the form by hitting the green Volunteer! button at the bottom of this screen.

- To enter your **Racers** choose the blue AlpinePoints.ca Race Entry. Once you pick this button you will receive a new pop up screen to a log in page.

EN FR Awards Shop Race Registration Live Timing PTSO Login

ALPINE CANADA ALPIN Home Point Lists Documents & Files Racer Profiles Events Results

Online Race Registration

Login Page

Email

Password

Login

[Need an account?](#) [Forgot Password?](#)

- Create a new account with the link below the blue login button unless you already have a login and password. The next screen will prompt you to enter your email for you to receive a confirmation email containing your password. Once you have this email hit the confirm account button in your email and it will return you to the website to create a password. Once your password is created follow the prompt back to the login page and proceed to login. Once you are logged in you will receive the following screen:

Online Race Registration

National Races

Canadian Races International Races Your Teams Account / Preferences Log out

Race Entry for event #3072

2019-03-02 Saskatchewan, SK, CAN Nancy Greene Festival - Entry Information

Entry Deadline: 2019-02-06 20:00:00 MST

Your current entries in this event - Click on an existing entry to Edit / Delete it

Entry Date	Athletes	Coach	Status
2019-02-05 17:55	0		Not Submitted

[+ Add New Entry](#)

8. Choose the green “Add New Entry” button and your screen will expand to show you:

Race Entry for event #3072

2019-03-02 Saskatchewan, SK, CAN Nancy Greene Festival - Entry Information

Entry Deadline: 2019-02-06 20:00:00 MST

Race Entry Last Update: 2019-02-06 18:57:53 MST

Coach Name <input type="text" value="Please enter the coach name(s)."/>	Coach Email <input type="text" value="Please enter a valid email address."/>
Coach Phone # / Alternate Contact Method <input type="text" value="Please a valid coach phone # or alternate contact method."/>	Club <input type="text" value="Please enter your club."/>
Additional Entry Note: Optional <input type="text"/>	

 Delete Entry

 Save as Draft

 Submit Entry

 Add Racers to Entry

9. Enter your coach name, email, phone and club information. For extra coaches please enter their names in the Additional Entry note part. This system only allows for entry of one coach but we will need to know your total number of coaches for lift passes.

10. Choose the light blue “Add Racers to Entry” button at the bottom of the page. You will get the below pop up screen.

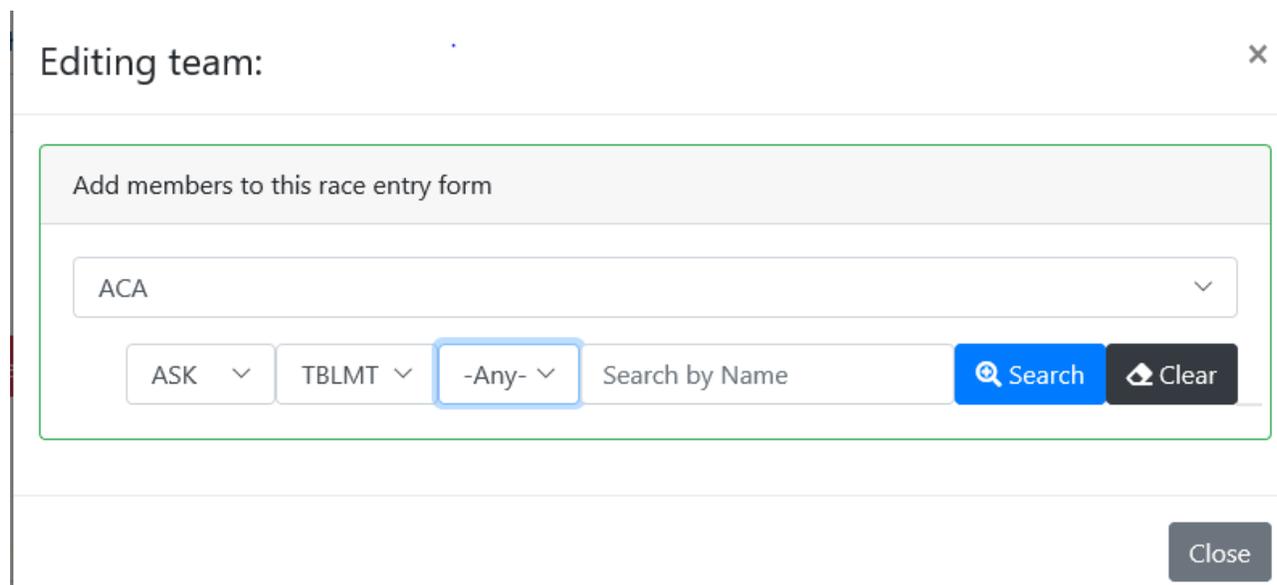
Editing team: ✕

Add members to this race entry form

Select database to get racers from ▼



11. Use the pull down menu to choose ACA. Once you pick this you should see the below:



The screenshot shows a web interface titled "Editing team:" with a close button (X) in the top right corner. Below the title is a light gray box with the text "Add members to this race entry form". Inside this box, there is a search form. At the top of the form is a dropdown menu with "ACA" selected. Below this are three more dropdown menus: "ASK", "TBLMT", and "-Any-". The "-Any-" dropdown is highlighted with a blue border. To the right of these dropdowns is the text "Search by Name". Further right are two buttons: a blue "Search" button with a magnifying glass icon and a dark gray "Clear" button with a trash can icon. Below the search form is a "Close" button.

12. Use the pull down menus to choose ASK (for Alpine Saskatchewan) the club and category pull downs if you like. I find it usually finds the “registered” skier if you simply pick the ACA pull down and then enter the skier's name. Once the skier is found the system will auto fill the province, club and age category.

13. Once your skier is found use the green “Add” button to add them to the race entry.

14. You will then see the screen from point 8 again. You can continue to add racers to the entry with selecting the light blue “Add Racers to Entry” button. Once all your racers are added hit the green “submit entry” button and you are registered. Congratulations, we look forward to hosting you and your families.

If you are having issues with the program finding your skier they are either not registered (ACA) or sometimes their name has been entered into the system with a name misspelling. Please contact myself at raecoulter@sasktel.net or Kara Annand at karaannand@gmail.com. and we can assist you with your entry form if you are having issues, we understand this is new to everyone. We are excited to move onto this more automated system.

The registration will be closed to alterations as of **Thursday, February 21 at 4 p.m.** Scratches will still be submitted to Kara Annand by email. The deadline for these are **Wednesday, February 27 at noon!**