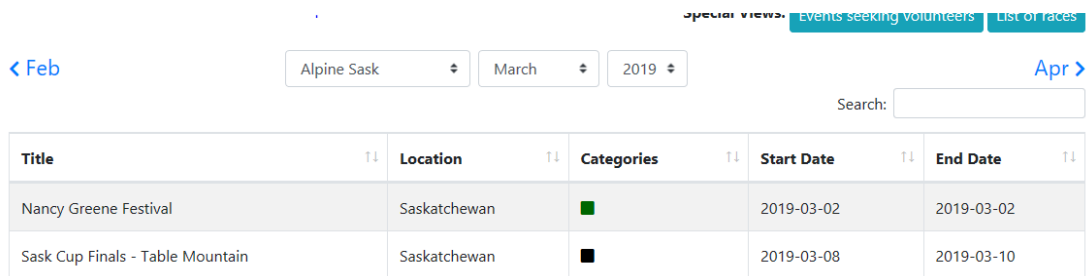


Instructions for New Registration System

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:



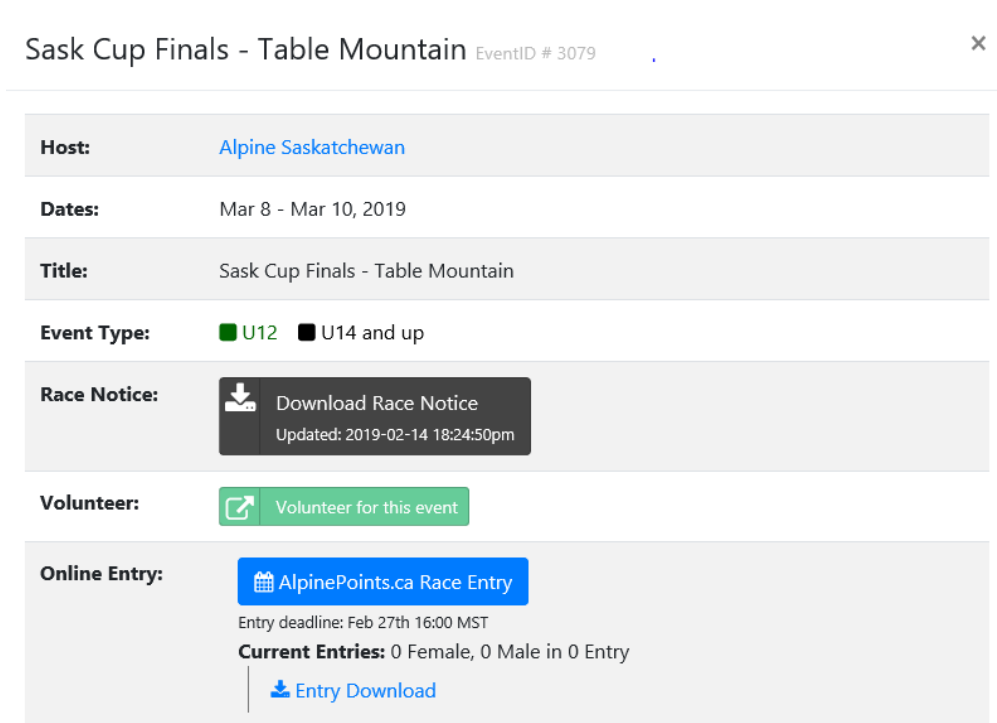
special views: Events seeking volunteers List of races

< Feb Alpine Sask March 2019 Apr >

Search:

Title	Location	Categories	Start Date	End Date
Nancy Greene Festival	Saskatchewan	■	2019-03-02	2019-03-02
Sask Cup Finals - Table Mountain	Saskatchewan	■	2019-03-08	2019-03-10

3. Select the Sask Cup Finals – Table Mountain. You should get a pop up screen that looks like:



Sask Cup Finals - Table Mountain EventID # 3079

Host: [Alpine Saskatchewan](#)

Dates: Mar 8 - Mar 10, 2019

Title: Sask Cup Finals - Table Mountain

Event Type: U12 U14 and up

Race Notice: [Download Race Notice](#)
Updated: 2019-02-14 18:24:50pm

Volunteer: [Volunteer for this event](#)

Online Entry: [AlpinePoints.ca Race Entry](#)
Entry deadline: Feb 27th 16:00 MST
Current Entries: 0 Female, 0 Male in 0 Entry
[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 Sask Cup Finals - Table Mountain

Mar 08 - Mar 10, 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 coordi for the event and CC'd to you for confirmation.

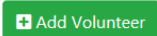
1. Who is attending? Click add button if more than one person is coming.

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:



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 Friday together and mark their arrival & departure date as Mar 8, click Volunteer. Repeat for each day + a separate entry for those who are available for all days.

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.

Interested in working: Course Office Gates Timing Other

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:



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.

The screenshot shows the 'Online Race Registration' login page. At the top, there are navigation links for 'Awards', 'Shop', 'Race Registration', 'Live Timing', and 'PTSO Login'. Below this is a dark header with the 'ALPINE CANADA ALPIN' logo on the left and 'Home', 'Point Lists', 'Documents & Files', 'Racer Profiles', 'Events', and 'Results' on the right. The main content area is titled 'Online Race Registration' and 'Login Page'. It features two input fields: 'Email' and 'Password'. Below these is a blue 'Login' button. At the bottom of the form area, there are two links: 'Need an account?' and '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

A navigation bar with the following items: 'Canadian Races', 'International Races', 'Your Teams', and 'Account / Preferences'. On the right side, there is a red 'Log out' button.

Race Entry for event #3079

A box containing the following information: '2019-03-08 Saskatchewan, SK, CAN Sask Cup Finals - Table Mountain - Entry Information'. Below this is a blue button with a download icon and the text 'Race Notice'. At the bottom, it says 'Entry Deadline: 2019-02-27 16:00:00 MST'.

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

Entry Date	Athletes	Coach	Status
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No race entries from you for this event yet.

[+ Add New Entry](#)

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

Race Entry for event #3079

2019-03-08 Saskatchewan, SK, CAN Sask Cup Finals - Table Mountain - Entry Information

 Race Notice

Entry Deadline: 2019-02-27 16:00:00 MST

Race Entry Last Update: 2019-02-14 19:54:24 MST

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

Editing team: . ×

Add members to this race entry form

ACA

ASK -club- -Any- Search by Name Search Clear

12. Use the pull down menus to choose ASK (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 me at raecoulter@sasktel.net and I can assist you with your entry form if you are having issues. Hopefully you are getting used to this process of registration for the Saskatchewan races. We are excited to move onto this more automated system.

The registration will be closed to alterations as of **Wednesday, February 27 at 4 p.m.** Scratches will still be submitted to Rae-Anne Coulter by email. The deadline for these are **Wednesday, March 6 at noon!**