



SportiCal Online Club Registration Instructions

Logging in

- Go to <http://canoekayakbc.sportical.net>
- Scroll to the bottom and click "Login"
- Enter the username and password assigned to your club. If you have forgotten the password, there is a retrieval option which asks for an email address. This is your clubname@canoekayakbc.ca address.
- Once logged in, scroll to the bottom again, and click "My Account"

Club Information

- Click "Edit/Confirm"
- Fill in all applicable information. Required fields are indicated with an asterisk.
- You won't be able to select a primary contact or head coach if your club has not previously entered Directors or Coaches. You can return to update later if necessary.
- IMPORTANT – the primary contact will be used as the club contact on the CKBC web site.
- Click "Save Changes".
- You should now see the information you have added. If you are still looking at the data entry form there was an error validating your input. Check the red coloured fields and try again.

Directors List

- Click "Directors" in the grey menu bar near the top.
- You will either see a table of names and contact information, or a blank listing, depending on whether your club has entered data previously.
- To add a Director click "New Director" and complete the form as in the previous example.
- To update a Director's information, click on the name of the Director.
- Remember, CanoeKayak BC requires each club to have a minimum of 5 individual Directors for any given year.
- Once your Director's list is complete and accurate for the current year, press "Confirm Directors".
- If you see a green "Directors confirmed" message appear, you are finished. If you see a red message you either don't have enough directors, or have not provided enough information about the directors on-file.

Coaches List

- Click "Coaches" in the grey menu bar near the top.
- You will either see a table of names and contact information, or a blank listing, depending on whether your club has entered data previously.

- To add a Coach click “New Coach” and complete the form as in the previous example.
- To update a Coach’s information, click on the name of the Coach.
- Starting in 2010, CanoeKayak BC will require each club to have a minimum of 1 coach for any given year.
- Once your Coach’s list is complete and accurate for the current year, press “Confirm Coaches”.
- If you see a green “Coaches confirmed” message appear, you are finished. If you see a red message you have not provided enough information about the coaches on-file.

Documents

- Click “Documents” in the grey menu bar near the top.
- Some documents are required either (once, or on an annual basis) and a message will appear in red indicating documents needed in order to renew your club membership.
- To add a Document click “Upload Document”. Select the type of document, browse for the file on your computer, and click the “Upload” button. The file needs to be in a commonly accepted format such as PDF, DOC, etc.
- To remove a document, click the “Delete” link. We recommend keeping historical documentation online. The delete option is there in case of error, wrong file, etc.
- To preview a document, click on its listing.
- Once the red messages disappear the document requirements to renew club membership have been met.

Equipment (optional)

- Click “Equipment” in the grey menu bar near the top.
- You will either see an equipment inventory, or a blank listing, depending on whether your club has entered data previously.
- To add a new item click “New Equipment” and complete the form as in the previous examples.
- To update an item’s information, click on the first column (type) of the record.
- To export the inventory to a file click “Download CSV”. You will be able to open this file in Microsoft Excel and most other spreadsheet applications.
- The equipment inventory is provided as a benefit to the club and is not a requirement for membership in CanoeKayak BC.
- Most insurance providers require an annual equipment inventory, including detailed descriptions and values.

Contributions (optional)

- Click “Contributions” in the grey menu bar near the top.
- You will either see a donations inventory, or a blank listing, depending on whether your club has entered data previously.
- To add a new item click “New Contribution” and complete the form as in the previous examples.
- To update an item’s information, click on the donor.
- In addition to cash and in-kind donations (goods), you can include volunteer time (hours) which is automatically converted to dollar values using the Gaming guidelines (see below)

- To export the inventory to a file click “Download CSV”. You will be able to open this file in Microsoft Excel and most other spreadsheet applications.
- The contributions inventory is provided as a benefit to the club and is not a requirement for membership in CanoeKayak BC.

Direct Access Gaming Guidelines

In-kind support may be fulfilled in any combination of volunteer time, donated labour, equipment, services and materials from other sources. Valuation of volunteerism and donations is based on:

- *Donated materials at verified fair market value*
- *Donated accredited professional services at verified fair market value*
- *General labour (e.g., administrative support): \$10.00/hour*
- *Skilled Labour (i.e., marketing, communications, Internet support): \$25.00/hour*

Renewals

- Click “Renewals” in the grey menu bar near the top.
- If any of the renewal requirements have not been met you will see a red message. Each of these requirements must be attended to before you can proceed with renewal for the current year.
- If you do not see a red message, proceed with renewal by clicking “New Renewal”.
- Enter your name and contact information, select the fee applicable, and provide additional comments if necessary.
- Click “Save Changes”
- You should now see a pending renewal record. If you are still looking at the data entry form there was an error validating your input. Check the red coloured fields and try again.

Confirmation

- A confirmation email will be sent to the address you provided in the renewal step. It will contain an endorsement form that must be signed by each Director and your Head Coach (if applicable).
- Print this email for signing and include the signed copy along with a cheque payable to CanoeKayak BC for your club registration fee.

Verification

- Once your endorsement and payment has been received, CanoeKayak BC will verify what has been submitted online (including documents) before approving your membership.