

# SportiCal online member club registration instructions

## Login

- Go to <http://canoekayakbc.sportical.com>.
- Scroll to the bottom right and click "Login"
- Enter the club's username and password. This can be found in the club renewal email from CKBC or contact [sandra@canoekayakbc.ca](mailto:sandra@canoekayakbc.ca).
- Once logged in, scroll to the bottom again, and click "My Account".

## Complete the renewal process

### Step 1: Complete club info

- Click "Edit/Confirm"
- Complete all applicable information. Required fields are indicated with an asterisk.
- Click "Save Changes". A list of the club's information will appear. If the data entry form is still visible, there is an error validating the input. Check all red coloured fields and try again.

NOTE: A primary contact or head coach cannot be selected unless directors or coaches have been previously entered. Update these once these sections are completed.

IMPORTANT: The primary contact will be used as the club contact on the CKBC web site.

### Step 2: Complete the directors' list

- Click "Directors" in the grey menu bar near the top.
- Either a table of names and contact information, or a blank listing will appear, depending on whether club data has previously been entered.
- 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.
- Once the directors' list is complete and accurate for the current year, press "Confirm Directors".
- This step is complete if a green "Directors confirmed" message appears. If a red message appears, either there is not enough directors, or not provided enough information about the directors on-file. Check all red coloured fields and try again.

NOTE: Canoe Kayak BC requires each club to have a minimum of three individual directors for any given year.

### Step 3: Complete the coaches' List

- Click "Coaches" in the grey menu bar near the top.
- Either a table of names and contact information, or a blank listing will appear, depending on whether club data has previously been entered.
- 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.
- Once the coaches' list is complete and accurate for the current year, press "Confirm Coaches".
- The step is complete if a green "Coaches confirmed" message appears. If a red message appears, not enough information was provided about the coaches on-file. Check all red coloured fields and try again.

NOTE: Canoe Kayak BC requires each club to have a minimum of one trained for any given year.

### Step 4: 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

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 message listing required documents disappears, the requirements to renew club membership have been met.

NOTE: Canoe Kayak BC requires the following documents for club registration:

- Annually: CKBC Member Club Compliance Form; Annual Report; AGM minutes
- Once (and as updated): Constitution and By-Laws; Certificate of Incorporation

NOTE: The following documents are optional to post and are provided as a benefit to your club. It also ensures your important information is safely saved on a cloud and accessible to all current and future board and staff members.

Optional: Minutes; Income & Expense Statement; Balance Sheet; Club Logo; Club Jersey Design

### **Step 5: Renew your club registration**

- Click "Renewals" in the grey menu bar near the top.
- If any of the renewal requirements have not been met a message will list what is missing. Complete these requirements to proceed with renewal for the current year.
- If there are no missing items, proceed with renewal by clicking "New Renewal".
- Enter name and contact information, select the fee (\$0, CKBC will invoice you once registration is complete) and provide additional comments if necessary.
- Click "Save Changes"
- A pending renewal record will now appear. If the data entry form is still visible, there is an error validating the input. Check all red coloured fields and try again.

### **Step 6: Confirmation & Verification**

- A confirmation email will be sent to the address provided in the renewal step. CKBC will send an invoice following receipt of your registration.
- Once payment has been received, Canoe Kayak BC will verify what has been submitted online (including documents) before approving the membership.

### **Optional items**

Clubs have the option to complete the Equipment and Contributions sections on their club pages. Completing these sections ensures your important information is safely saved on a cloud and accessible to all current and future board and staff members. The contribution section will also help with grant applications, specifically gaming.

These are provided as a benefit to your club and not a requirement for Canoe Kayak BC club membership.

### **Equipment Inventory**

- 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.

NOTE: Most insurance providers require an annual equipment inventory, including detailed descriptions and values.

### **Contributions**

- 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.

### *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. Complete records of all volunteered hours and donated services or materials must be retained as part of the organization's gaming records. Valuation of volunteerism and donations is based on:*

- *Donated materials at verified fair market value;*
- *Donated accredited professional services at verified fair market value; and*
- *Volunteer labour at up to \$20.00/hour*