

St. Wenceslaus Sports Online Registration Process

St. Wenceslaus has now started using an online registration process to register athletes for our various sports activities. This will allow us to better track all sports participants and will also allow us to keep electronic records of all signed commitment forms (as opposed to having to keep hardcopy documents signed by athletes, parents, and coaches).

The website for this online registration process is <http://www.stwenceslaussports.org>

Creating a New User ID

The first step that needs to be completed is creating a new User ID. A hyperlink on the left side of the webpage will allow you to enter your family information and create a new User ID. Keep track of your User ID and your Password as you will need it whenever you register for a sport.

Once you complete this process, you will receive a confirmation email that also contains an *electronic signature*. You MUST keep this *electronic signature* as this is the signature that you will enter when registering a participant for a sport and agreeing to the commitment forms and policies. ** - If you do not receive this email within a few minutes, your spam filter may be the culprit. Check your junk mail. If you cannot locate the email, notify the administrator by using 'Ask a Question'.

Adding a New Participant

After you sign on, you will see a link that will allow you to "Add a Participant". Click on this link and fill out the appropriate information necessary for the participant that will be registering for a sport. You can add all of your children that will be participating in sports at this point in time (even if they are not registering for a sport right now).

Registering for a Sport

To register a participant for a sport, click on the participant's name. On the left, there will be a list of sports that are currently available for registration. Click on the appropriate sport and fill out the required fields. All requirements will need to be filled out (including acceptance of the policies and forms) in order to successfully register for the sport. You should be able to open, view, and (if needed) print each of the policies and forms. Each of these forms will need to be agreed to.

Once all requirements have been filled out and all forms agreed to, click on the SUBMIT button. A new screen will appear that will ask for your *electronic signature*. This is the signature that you received with your original confirmation email when you first created your User ID. Enter this *electronic signature*, click 'Agree', and you have now successfully completed the registration process!

If you have lost your electronic signature, click on the hyperlink on the left side of the web page titled "Retrieve E-Signature?". An email containing your electronic signature will be sent to the email address you identified as your primary email address in your family profile. If you have any questions at any point in time (or experience any problems), click on 'Ask a Question' and the administrator will respond to you.

Registering as a Coach

If you are going to coach or assist as a coach for a particular sport, you will need to register as a coach for the sport. To register as a coach, sign on and click on the link at the top of the page titled "Click to Register as a Coach". Select the sport, enter the 'Coaches Key', and click on the SUBMIT button. The 'Coaches Key' will be provided to you by the chairperson of the sport. Once you have successfully entered the 'Coaches Key', you will then be asked to enter the coaches personal information along with agreeing to certain requirements and documents related to the sport you are registering for. You will complete the registration process by entering your *electronic signature*.