

REGISTRATION GUIDE FOR COACHES



The Washington Student Cycling League partners with Sports IllustratedPlay for our registration needs. Here is some important information that you need to know about using our registration system.

- The registration site can be found here:
<https://washingtonleague.siplay.com/site/>
- Registration accounts are “family” accounts. The primary account holder must be 18 years or older. Multiple adults and children can be added to the account.
- All registrants must use their legal name.
- Three (3) email addresses can be added to the account. If you have a child in the League and would like your child and/or spouse to receive emails from team coaches and the League Administrator, please add their email address to the account.
- Receive urgent text updates from your coaches or league administrator via *easyAlert™. To activate this service, you must “opt-in”.
- You will be required to add a photo image to your profile if you don’t already have one for. Your image will be visible on the team roster for parents, riders and other coaches to see which can be helpful. This photo will also be used on your Coach License card.

INCLUDED

- HOW TO REGISTER AS A VOLUNTEER COACH
- HOW TO REGISTER A TEAM
- HOW TO REGISTER FOR COACHING CLINICS

COACH REGISTRATION CHECKLIST

- Is a Participation Code required? If so, you can obtain it from the [Registrar](#)
- Read [Concussion Management Handout](#)
- Have a photo of yourself ready to upload in .jpg/.jpeg format

HOW TO REGISTER AS A VOLUNTEER COACH

1. Create account or log into your account.
2. From the dashboard, select APPLY TO COACH/VOLUNTEER.
3. Under Registrants, select yourself and then REGISTER NOW.
4. Under Coach & Rider Spring League Registration 2017, select your role and then REGISTER, select the division of the team for which you will be participating and then select REGISTER.
5. THERE MAY BE 3 REQUIREMENTS AT THIS POINT TO PROCEED:
 - a. **Participation Code:** At various times of the year, there may be a Participation Code required. Enter the participation code here and select SAVE. If you do not have the current code, please contact the [Registrar](#). NOTE - participation codes are not the same as promotion codes. Participation codes are used to proceed with the registration process. Promotion codes are typically used for various discounts and are entered at checkout.
 - b. **CDC Concussion Quiz:** You can study the [Concussion Training for Coaches](#) before taking the quiz.

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- c. **Person ID Image:** Upload an image of yourself. This is important for security purposes. NOTE: You can change your profile picture at any time by going to the dashboard and under Account Options select ACCOUNT SETTINGS. Click on your name under Adults and under Adult Options select CHANGE IMAGE.
6. Now you will be asked questions about coaching and your goals and to agree to various rules and releases and select CONTINUE.
7. Please read the Consent Form and select I AGREE to proceed.
8. From the Shopping Cart, select CONTINUE TO CHECKOUT or REGISTER ADDITIONAL PLAYERS/VOLUNTEERS.
9. If you chose Continue to Checkout, you will now begin the Background Check procedure if you do not have a valid WSCL background check. NOTE: WSCL background checks are valid for 2 years. SELECT BEGIN BACKGROUND CHECK.
10. Enter personal data and select CONTINUE.
11. Enter personal data and select CONTINUE.
12. Read the Background Check Discloser and enter your initials in Registrant's Initials field and select I AGREE.
13. Read the Background Check Authorization and enter your initials in Registrant's Initials field and select I AGREE.
14. Read the Background Check Release and enter your initials in Registrant's Initials field and select I AGREE.
15. From the Shopping Cart, select CONTINUE TO CHECKOUT or REGISTER ADDITIONAL PLAYERS/VOLUNTEERS and checkout.
16. You will receive a confirmation email with your registration receipt. The Registrar will review your registration and assign you to the team roster. Once you have been placed on the team roster you will receive an automated email and at this point you are insured to start riding with the team.

HOW TO REGISTER A TEAM

1. Create account or log into your account.
2. From the dashboard, select APPLY TO COACH/VOLUNTEER.
3. Under Registrants, select yourself and then REGISTER NOW.
4. Under 2017 Team Registration, select REGISTER AS TEAM REGISTRAR.
5. Answer the required questions then select CONTINUE. Note: Under Please Select Your Team there will be a dropdown list. If you are a returning team from last year, your team will be listed here and you should select your team. The team registration fee is based on the the number of riders on the team from the last year your team participated in the League. If you are a new team, first time registering with the League, select ** NEW TEAM **.
6. Read the Team Training Limit and select I AGREE.

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7. From the Shopping Cart, select CONTINUE TO CHECKOUT or REGISTER ADDITIONAL PLAYERS/VOLUNTEERS.

HOW TO REGISTER FOR COACHING CLINICS

1. Create account or log into your account.
2. From the dashboard, select REGISTER TO PLAY/PARTICIPATE.
3. Under Registrants, select yourself and then REGISTER NOW.
4. All open coaching clinics/events should be listed here. Find the clinic you are registering for then REGISTER AS A PLAYER.
5. Enter personal data and select CONTINUE.
6. Please read the Consent Form and select I AGREE to proceed.
7. From the Shopping Cart, select CONTINUE TO CHECKOUT or REGISTER ADDITIONAL PLAYERS/VOLUNTEERS.

STAY CONNECTED WITH YOUR TEAM THROUGH THE SPORTS ILLUSTRATED PLAY MOBILE APP

The TeamWall mobile app is free for teams, coaches, student-athletes and parents and uses our registration management platform. STAY CONNECTED, here you can easily find your team schedule, communications and everyone's contact information.



<https://itunes.apple.com/us/app/si-play-manage-si-play-or-league-athletics-teams/id1048786895?mt=8>



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