



2020 SPRING LEAGUE PROGRAM REGISTRATION GUIDE

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Changes for the 2020 Spring League Program

Not many changes this year, but the biggest one is for coaches. For the 2020 Spring League Program we have added the Coach License WSCL 100 League Orientation and Youth Protection course. This course is new this season and is required for your coach license. The cost of the course free of charge.

Coach Registration Process:

1. Registration System
 - a. Submit registration information.
 - b. Submit for background check.
 - c. Take Concussion in Sports Training test.
 - d. Pay for registration.

Within approximately 24 hours you will receive a link to the WSCL Coach Website with instructions on how to set up an account.

2. Coach Website
 - a. Set up your coach account if you don't already have one.
 - b. Take the WSCL 100 Orientation and Youth Protection course if you haven't already.
3. Roster Assignment. Once the following criteria has been met, you will be assigned to the team roster and then you are insured to start riding with the team.
 - a. Passed background check.
 - b. Passed WSCL 100 course.

Coaches will know when they have been assigned to the team roster via automatic email from the registration system. At this time the coach is able to participate in the Spring League Program and team activities.

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What You Need to Know About Our Registration System



The Washington Student Cycling League partners with SportsSignUp Play 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.sportssignup.com/>.
- Registration accounts are “family” accounts for adults and children. The primary account holder must be 18 years or older.
- Three (3) email addresses and phone numbers can be added to the account. This is important for receiving team communications or messages from the League Administrator or Registrar.
- To receive text updates from your team or League Administrator via *easyAlert™, you must activate this service by selecting “opt-in” in your account profile.
- **Minors MUST be registered for programs, classes and clinics by a parent/guardian. No exceptions.**
- All registrants must use their legal name.
- Coaches and students will be required to upload a photo image to their profile. This is used for security purposes and will be visible on the team roster for coaches, parents, and students to see. PLEASE USE HEADSHOT IMAGES rather than action shots. This photo will also be used on Coach and Student License cards.

IMPORTANT!!

- **If you have had an account in the past and you have forgotten your password or which email address you used to set up your account, please use the forgot password feature or contact the [Registrar](#) for assistance. DO NOT CREATE ANOTHER ACCOUNT. Your coaching licensing requirements are tracked via the registration system and creating multiple accounts will result licensing issues that may prevent you from participating in the program.**
- Profile information like address and medical information needs to be updated each season. This information is critical but unfortunately at this time we do not have a way to force registrants to review and update this information. So before registering, please update your profile information.

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Registration Checklist – Get Registration Ready

COACH REGISTRATION

- [] Do you have the participation code? If not, contact your Head Coach or League Registrar.
- [] Do you have a current headshot in .jpeg. jpg or .png format ready? Remember, headshot – not action shot.
- [] Read [CDC Concussion Training for Coaches](#)
- [] Credit or debit card for payment.

Returning Coaches: Update your profile information.

Log into your account. Under ACCOUNT OPTIONS, select **ACCOUNT SETTINGS**.

- [] Update your address. For address changes, under ACCOUNT INFORMATION, select **EDIT**.
- [] Update your headshot. To change headshot, under ADULTS, select **YOUR NAME**. Then under ADULT OPTIONS, select **CHANGE IMAGE** and then **CHOOSE FILE** then **REPLACE IMAGE**.

STUDENT REGISTRATION

- [] Do you have the participation code? If not, contact your Head Coach or League Registrar.
- [] Do you have a current headshot in .jpeg. jpg or .png format ready? Remember, headshot – not action shot.
- [] Name, date of birth, grade, and school your child attends.
- [] Doctor's name and phone number.
- [] Insurance provider number.
- [] Lisa of medical issues, allergies and medications.
- [] Name and phone of emergency contact.
- [] Credit or debit card for payment.

Returning Students: Update your profile information.

Log into your account. Under ACCOUNT OPTIONS, select **ACCOUNT SETTINGS**.

- [] Update your address. For address changes, under ACCOUNT INFORMATION, select **EDIT**.
- [] Update your headshot. To change headshot, under CHILDREN, select **CHILDS NAME**. Then under CHILD OPTIONS, select **CHANGE IMAGE** and then **CHOOSE FILE** then **REPLACE IMAGE**.
- [] Update child's medical information. To change medical information, under CHILDREN, select **CHILDS NAME**. Then under CHILD OPTIONS, select **EDIT**.

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How to Register as a Coach

1. Create an account or log into your existing account. Remember, do not create a duplicate 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, select your team division (high school or middle school), and then select **REGISTER AS AN ADULT | COACH**.

There may be 3 requirements at this point to proceed.

- a. Online Quiz Requirement: You can study the [CDC Concussion Training for Coaches](#) before taking the quiz. Select **TAKE THE QUIZ**. A separate screen will open up. After completion of the quiz, go back to the first screen in SportsSignUp Play and select **CONTINUE**.
- b. Person ID Image Required: Select **UPLOAD IMAGE**, then select **CHOOSE FILE**. A screen will pop up to import the image. Select the image, then select **OPEN** and then **UPLOAD IMAGE**. Adjust the image as needed and select **SAVE** and then **DONE**.
- c. 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.

Now you will be asked questions about coaching and your goals and to agree to various rules and releases. Complete all of the coaching fields and select **CONTINUE**.

5. Please read the Consent Form and select **I AGREE** to proceed.
From the Shopping Cart, please consider making a tax-deductible donation. If you want to do so, select the Donation Amount and it will be added. Then **CONTINUE TO CHECKOUT** or **REGISTER ADDITIONAL PLAYERS/VOLUNTEERS**.
6. From the Shopping Cart, select **CONTINUE TO CHECKOUT** or **REGISTER ADDITIONAL PLAYERS/VOLUNTEERS**.
7. 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**.
8. Enter personal data and select **CONTINUE**.
9. Enter personal data and select **SAVE & CONTINUE**.
10. Read the Background Check Agreement and select both **I AGREE** options, then select **SUBMIT**.
11. Read the Disclosure Regarding Background Search and select **I AGREE**, then select **SUBMIT**.
12. Read the Background Screening Consent and Authorization and enter Registrant field data and select **I Accept** and then **SUBMIT**.
13. Please consider making a tax-deductible donation by selecting **Donation Amount** and then **ADD TO CART**.
14. From the Shopping Cart, select **CONTINUE TO CHECKOUT** or **REGISTER ADDITIONAL PLAYERS/VOLUNTEERS** and checkout.
15. Please is provided by and fascinated through SportsSignUp Play, and not the Washington Student Cycling League). Then select **PAY WITH CREDIT CARD** to checkout.

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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 an account or log into your existing account. Remember, do not create a duplicate account.
2. From the dashboard, select **APPLY TO COACH/VOLUNTEER**.
3. Under Registrants, select yourself and then **REGISTER NOW**.
4. Under 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. The team registration fee is based on the number of students 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 CONSENT FORM and select **I AGREE**.
7. From the Shopping Cart, please consider making a tax-deductible donation. If you want to do so, select the Donation Amount and it will be added. Then **CONTINUE TO CHECKOUT** or **REGISTER ADDITIONAL PLAYERS/VOLUNTEERS**.
8. Please review the refund policy and decide if you want to purchase the Regsaver insurance policy (NOTE: this policy is provided by and facilitated through SportsSignUp Play, and not the Washington Student Cycling League). Then select **PAY WITH CREDIT CARD** to checkout.

How to Register for Coaching Clinics

1. Create account or log into your account. Remember, do not create a duplicate 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. If a Participation Code is required, enter it here and select **SAVE**.
6. Enter personal data and select **CONTINUE**.
7. Read the CONSENT FORM and select **I AGREE**.
8. From the Shopping Cart, please consider making a tax-deductible donation. If you want to do so, select the Donation Amount and it will be added. Then **CONTINUE TO CHECKOUT** or **REGISTER ADDITIONAL PLAYERS/VOLUNTEERS**.
9. Please review the refund policy and decide if you want to purchase the Regsaver insurance policy (NOTE: this policy is provided by and facilitated through SportsSignUp Play, and not the Washington Student Cycling League). Then select **PAY WITH CREDIT CARD** to checkout.

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How to Register a Student

1. Create account or log into your account. Remember, do not create a duplicate account.
2. From the dashboard, select **REGISTER TO PLAY/PARTICIPATE**.
3. Under Registrants, select the Student and then **REGISTER NOW**.
4. Under Coach & Rider Spring League Registration, the qualifying division should already be marked. Select **REGISTER AS A PLAYER**.
5. If a Participation Code is required, enter it here and select **SAVE**.
6. Enter personal data and select **CONTINUE**.
7. Read the CONSENT FORM and select **I AGREE**.
8. From the Shopping Cart, select **CONTINUE TO CHECKOUT** or **REGISTER ADDITIONAL PLAYERS/VOLUNTEERS** and checkout.
9. Please is provided by and fascinated through SportsSignUp Play, and not the Washington Student Cycling League). Then select **PAY WITH CREDIT CARD** to checkout.
10. 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.

Team Communication

STAY CONNECTED WITH YOUR TEAM THROUGH THE SPORTSSIGNUP PLAY MOBILE APP

The Team Chat mobile app is free for teams, coaches, students 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://apps.apple.com/us/app/si-play-manage-si-play-or-league-athletics-teams/id1048786895>



https://play.google.com/store/apps/details?id=com.siplay.android_siplay

League Registrar

Contact: registration@washingtonleague.org