

# Registrations 2017

Step 1: Follow the link to the Registration page and select Pirates RFC

<http://members.rugbycanada.ca/page/show/2221196-alberta>

\*\*\*All coaches, match officials, managers and medical staff will need to register through the Management Registration Tab.

Step 2: Create an account if you don't have one (links found either at the top or the bottom of the page) and login (found at the bottom of the page)

Step 3: Who Are You Registering?

- Select yourself to register OR add a new person to register with your account by clicking 'A New Person'

Step 4: Member Information

- Complete the personal information for the person you are registering or yourself - this may be several pages depending on whether the individual is a minor or not (Member Information, Guardian Information, Emergency Contact Information)
- If you are missing any required information it will not let you proceed and will send you back to the page with the missing information highlighted

Step 5: Membership Selection

- Please note, all players must register in the category based on birth year. If a player needs to be moved up or down an age grade it CANNOT be done on the system and is handled on a case by case basis. You will have to register in the appropriate category and then apply for dispensation, which can take some time to complete, so please apply as soon as possible. No games can be played until the dispensation is approved. Any variation in fees will be adjusted outside the registration system. Please contact Kate Childs ([kchilds@ualberta.ca](mailto:kchilds@ualberta.ca)) if this applies to you.
- All players must select 'Athlete' if they are playing a full season and 'Visitor' for temporary passes (2-weeks).
  - Visitor passes will require a start date - please select your start date to coincide with your FIRST game to maximize the amount of games you can play on a two week pass. If you don't know when your first game is going to be, either wait until you are sure to register OR try to get as close as possible, as changes to dates are not possible. A pass is for two consecutive weeks.
  - You may only take out **ONE** Visitor passes a season and they cannot be used for playoffs.
- **If the Upgrade Password is required please enter 'ABupgrade39'**
- Select all categories that are required - there is often only one option
- SPECIAL NOTE: If registering for U5, select Rec Category, no one else is to select this category

- You will move through all the fees, from Rugby Canada, Rugby Alberta, Club and Alberta Junior Rugby (junior players only)

#### Step 6: Waiver and Code of Conduct

- Please read, acknowledge your understanding and 'sign' where required

#### Step 7: Review

- Please review the information to ensure accuracy
- If any changes need to be made, click the edit button of that section to correct

#### Step 8: Shopping Cart

- Please check your fee assessment
- If the numbers look correct, proceed to Checkout
- The fee totals should appear as follows:
  - U5 (birth year 2012) -- \$42.30
  - U7 - U9 (birth years 2008 to 2011) -- \$93.92
  - U11 (birth year 2006) - \$99.08
  - U13 - U15 Girls (birth years 2002 - 2005) -- \$161.55
  - U13 - U15 Boys (birth years 2002 - 2005) -- \$161.55
  - U17 (birth years 2000 and 2001) -- \$161.55
  - U19 (birth year 1999) - \$161.55
  - Senior men - \$424.32
  - Senior women- \$424.32
  - Senior Visitor -- \$52.62
  - Junior Visitor -- \$52.62
- If the fees are not showing up correctly, please contact Kate Childs ([kchilds@ualberta.ca](mailto:kchilds@ualberta.ca)) before proceeding to Checkout

#### Step 9: Payment

- Payment options are PayPal, Credit Card, Debit Card, or Interac Online
- Choose the appropriate option and complete the required information to pay
- Once payment is approved you should have a receipt provided - please save a copy of this for your records