

# User Guide.

## Before beginning

A. This manual is for the « Player » registration only. If you wish to register as a Coach, a Referee, a Board Member, a Volunteer or have already registered for the 2017 season, please refer to the « Management Registration User Guide ».

B. Have your credit card, debit card, discover card or Paypal information on hand.

C. When a step of the registration is completed, a check mark appears. You can always come back to change your information.

- ✓ Welcome  
*Bienvenue*
- ✓ Who Are You Registering?  
*Qui enregistrez-vous?*
- ✓ Member Information  
*Renseignements du membre*
- ✓ Emergency Information  
*Renseignements en cas d'urgence*

Membership Fee  
*Cotisation*

Waiver  
*Renonciation*

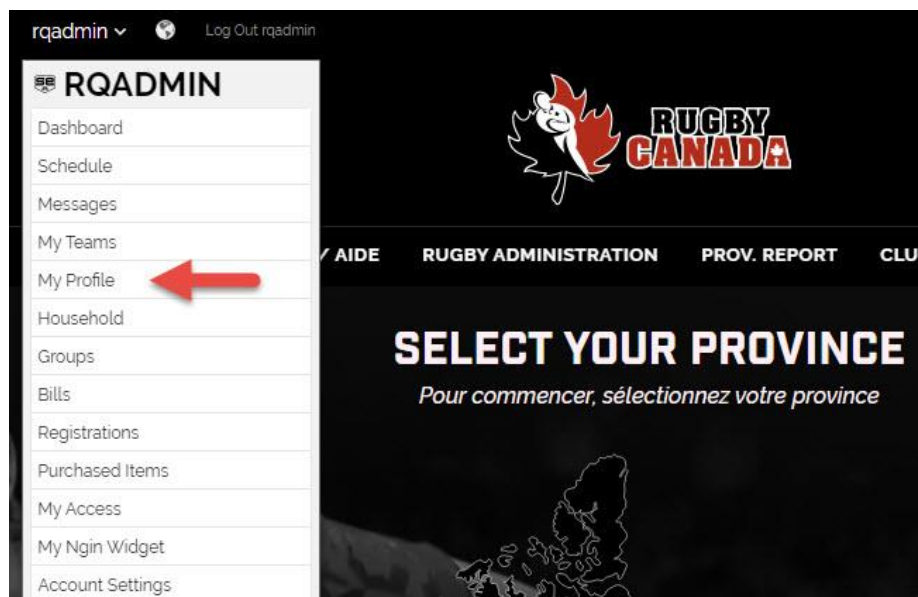
Review  
*Vérification*

Receipt  
*Reçu*

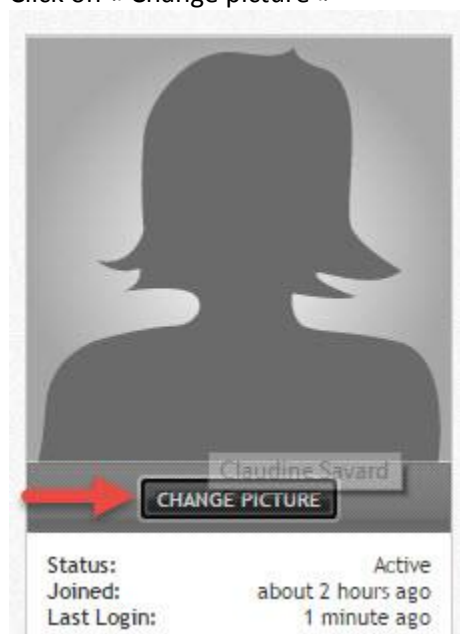
D. In the « Member Information » section, you are asked for a Beneficiary. You need to enter the name of your Beneficiary in case of death.

E. To add your picture in your profile

Connect to your account. Click on the arrow beside your user name (top of the page), then choose «My profile ».



Click on « Change picture »



- 1- Select your picture in your files
- 2- Upload your picture

The screenshot shows a yellow dialog box titled "NEW PROFILE PICTURE" with a "CANCEL" button in the top right corner. Below the title bar, there is a small icon of a profile picture and the heading "Change Your Profile Picture". A paragraph of text follows: "Your current Profile Picture will be overwritten with the new image. Recommended file types include: JPG and PNG. Images with a width of at least 300 pixels will look best." Below this text is a horizontal line. Underneath the line, the text "Image to Upload:" is followed by a button labeled "Choisissez un fichier" and the text "Aucun fichier choisi". At the bottom of the dialog, there is a yellow bar containing two callout boxes. Callout box "1" points to the "Choisissez un fichier" button. Callout box "2" points to an "Upload Image" button.

## Create an account

*(If you already have a Sports Engine account, please go to next page)*

Go to the home page

<http://members.rugbycanada.ca/>

1. Choose your province

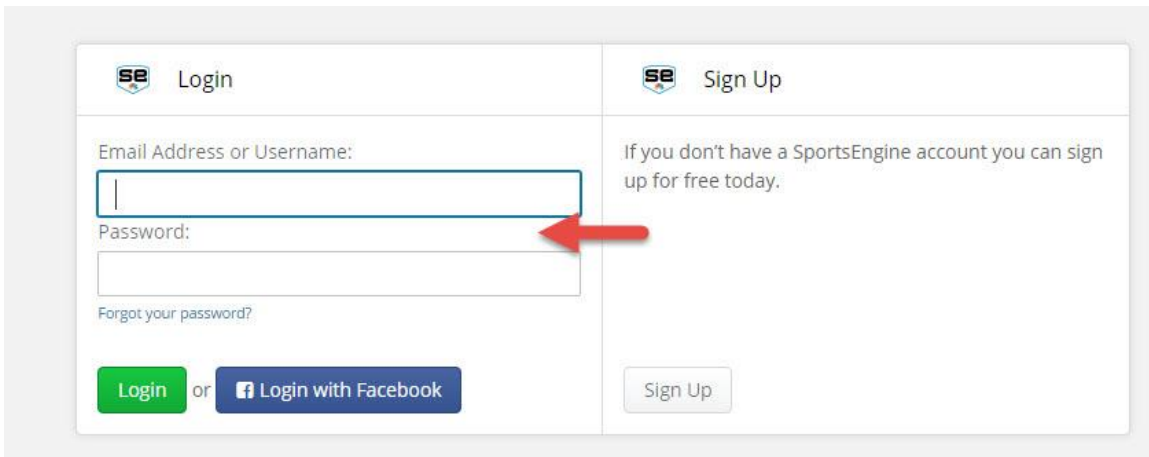


2. Choose your club.

Follow the instructions to create your account

## Registration in a club

1. At the home page, choose your province, then your club and connect into your account.



You should see your club's name

## Welcome to the 2017 Beaconsfield Rugby Football Club Member Management!

You should see the name of your club here

This member management registration session will allow you to complete contact information, sign up for participation and submit payment. To complete registration through our secure site, please have your Visa, MasterCard, Discover, Paypal or Interac information available. Following the completion of this registration, you will see a charge on your account.

On the left of your screen, you will see the registration steps.

- Welcome  
*Bienvenue*
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- Waiver  
*Renonciation*
- Review  
*Vérification*
- Receipt  
*Reçu*

Click on « Continue »

## 2. Choose who you are registering.

Who Are You Registering? *Qui enregistrez-vous?*

Select the person you are registering *Choisissez la personne que vous inscrivez*

Claudine Savard (self) 1

Joel Levasseur (other) 3

Rugby Québec (other) 2

A New Person *Une nouvelle personne*

1- yourself

2- a new person (your children for example)

3- will show only when a new person has been added

Click on « continue »

## 3. Member information

Complete all the fields marked with an asterisk (\*), all other fields are optional.

At the section « Membership section »

These are the possible choices :

- Veteran, senior, junior, minor (depends on the birth date)
- Off-Season training
- Recreational League
- Temporary Athlete

**Please note, those are the available registrations, they are not necessarily all offered by your club.**

Membership Selection/Choix d'affiliation: \*

- Senior Rugby Player / Joueur(euse) senior
- Temporary Athlete Membership / Athlète membre temporaire

Depends on your birthdate

Click on « Continue »

When registering a minor child, an extra step is created : Guardian Information.  
Complete all the fields marked with an asterisk (\*), all other fields are optional.

## Guardian Information *Renseignements sur le parent tuteur*

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 Currently Registering: Claudine Savard

Parent/Guardian Information /  
Renseignements sur le parent/tuteur

Parent/Guardian 2 Information /  
Renseignements sur le parent/tuteur 2

Click on « Continue »

### 4. Emergency information

Complete all the fields.

If you click « yes » in the health section, please specify.

Does this participant have any medical conditions, health concerns,  
allergies or special needs that we should be aware of?: \*

Yes/Oui

No/Non

Please specify medical conditions, allergies, or other conditions /  
Veuillez spécifier toute maladie, allergie ou autre état de santé: \*

Click on « Continue »

## 5. Membership fee

In here, you will see the membership fee of the affiliation choice you made in the « Member information» section. Here's the Rugby Canada's and Rugby Québec's junior fees.

Rugby Canada Full Membership Fee / Liste complète des frais d'adhésion de Rugby Canada: \*

Junior Rugby Player / Joueur(euse) junior (\$90.50 CAD)

Provincial Fee Full Membership/ Liste complète des catégories d'adhésion provinciales: \*

U18/U16 Junior Rugby Player / Joueur(euse) junior (\$50.00 CAD)

Rugby Quebec Junior Refereeing Fees/Rugby Québec frais arbitrage junior:

U18 Referee Fee/Frais arbitrage U18 (\$16.53 CAD)

If you wish, you can make a donation to Rugby Québec via the Placements Sports Program.

Donation/ Don: \*

No Thanks/ Non merci

(\$25.00 CAD)

(\$50.00 CAD)

(\$75.00 CAD)

(\$100.00 CAD)

(\$200.00 CAD)

(\$500.00 CAD)



Finally, you will see your club's affiliation fee.

Club Fee Full Membership/Liste complète des catégories de club: \*

Junior U18 Boys Rugby Player / Joueur(euse) junior

Click on « Continue »

## 6. Waiver

Complete all the fields marked with an asterisk (\*), all other fields are optional. Upload and read the waiver.

 RC Waiver/Renonciation 

I/We have read, understand and agree to comply with the MEMBERSHIP AND/OR PARTICIPATION AGREEMENT as outlined above. / \*J'ai/nous avons lu, compris et accepté de me/nous conformer à l'ACCORD D'ADHÉSION/PARTICIPATION tel qu'indiqué ci-dessus.: \*

Yes

Signature (Full Name) / Signature (nom complet): \*

Name of the player here

Parent/Guardian Name / Nom du parent/tuteur: \*

Name of the parent here

Click on « Continue »

## 7. Review

Here, you can verify your information and make the necessary corrections if needed.

Click on « Edit » (1) if corrections have to be made. If you have a change of mind, you can erase your entry by clicking on « Delete Entry » (2), you will then be brought back to the club's home page.

 Claudine Savard [✖ Delete Entry](#) **2**

Member Information / Renseignements du membre / [✎ Edit](#) **1**

First Name/Prénom
Surname/Nom
Birthdate Date/de naissance
Gender/Sexe
Email/Courriel
Contact Telephone/Téléphone
Mobile Phone/Cellulaire
<small>Assurance personnelle en vertu de confidentialité: Québec, Canada 1-877-666-2222</small>

At the bottom of the page you can either (1) register another person or (2) pay.

**Register Another Person**

**1**

**Continue to Shopping Cart**

**2**

## 8. Shopping cart

Here you will have a resumé of your registration.

### Shopping Cart *Panier d'achat*

To change your order, edit your answers by selecting edit on the [Review page](#).

QTY.	ITEM
1	2017 Rugby Canada Athlete Membership- 001 - Senior Rugby Player
1	2017 Rugby Quebec Athlete Membership- 025 - Senior Rugby Player
1	2017 Rugby Quebec Athlete Membership- 025 - Senior Referee Fee
1	2017 Beaconsfield Rugby Football Club- 1003 - Senior Rugby Player
	Processing Fee
Grand Totals:	

If corrections are needed, you can go back to the « Review Page ».

Click on « Checkout » to pay for your registration.

When your registration will be completed, you will see a receipt on your screen. It will also be sent by e-mail.

### Receipt *Reçu*

You have successfully completed the Rugby Canada Membership Registration!

A detailed receipt of your responses and a confirmation of your registration will be sent to you via email.

Visit the Rugby Canada Store: <http://store.rugbycanada.ca/>

Support Rugby with a financial donation of any amount: <https://rcmembers.sportngin.com/register/form/697990726>

Vous avez complété le processus d'adhésion à Rugby Canada avec succès!

Un résumé détaillé de vos réponses et une confirmation de votre inscription vous seront envoyés par courriel.

Visitez la boutique de Rugby Canada : <http://store.rugbycanada.ca/>

Soutien Rugby avec un don financier de n'importe quel montant: <https://rcmembers.sportngin.com/register/form/697990726>