



IMPORTANT PROFESSIONAL COACH REGISTRATION INFORMATION

Skate Canada is pleased to provide you with an online registration option again this season. Online registration will be available on Tuesday August 5, 2008 and is simple and available when you are.

Police Clearance and Position of Trusts checks are valid for three (3) years. Please check your enclosed registration form for the expiry date of your Police Clearance and Positions of Trust check. BackCheck is offering a new online service which does not require a notarized form. You must have a credit card issued in your name in order to use the online service. More information can be found on the enclosed flyer from BackCheck. Paper forms can be found online in the Members Only area.

Included in this registration package is a preprinted Professional Coaching Registration form. Should you wish to register by submitting a cheque or money order, simply complete the attached registration form and update any incorrect information directly on the form. Be sure to read the Coaches' Code of Ethics and sign the Coaches' Declaration and mail the form along with payment to Skate Canada.

To register on-line, access the Skate Canada Web Site (www.skatecanada.ca) and select the "Members Only" tab.

- Enter your 10 digit Skate Canada number for the ID
- Enter your password
- Select your choice of language and click LOGON
- You may be prompted to change your password. See below on how to change your online password.

A Welcome screen will be displayed. Select 2008/2009 Coaches Registration and follow the instructions or select Personal Profile from the Main Menu

In order to support drop down lists for selecting provinces and activity types, your browser will install the necessary software to do this. The first time you EDIT your file, the system may take as long as 30 seconds to display a security window asking you to install and run a script. Select YES. The system will install the application for your Browser to support the drop down lists.

UPDATE & REGISTRATION

- In your Personal Profile the menu on the left hand side of the screen will allow you to move between various options. Select Member Information and then General Information and all of your personal information will be displayed



- Ensure all of the information listed is correct (name, address, date of birth etc.). Skate Canada will be using e-mail as a means of communication with coaches. Please ensure your e-mail is accurate. If any information has changed, simply click on the appropriate field and type in the correct information. Some fields may not be updated on-line.
- Once you have completed editing, simply click on the **SAVE CHANGES** button to update and save the changes in your personal information. **The REGISTER button will not update any information changed.**
- Coaches will have an option to upload their photo to their membership profile. This can be done at the time of registration or at any time during the season. To upload your photo simply select **UPLOAD NEW PICTURE** and **BROWSE** your files for your photo. This photo will appear on your Skate Canada Coaches' membership card for the 2009/2010 season.

Skate Canada	General
<p> Main Menu Member Information General Information Membership Card Coach Card Orgs Coached At </p>	<p> Organization ID Registration Number Primary Activity First Name Last Name Middle Initial Address 1 Address 2 City Province Postal Code Country Birth Date Place of Birth Hometown </p>

The next step is to report the Skate Canada clubs where you will be coaching. Select the **ORGS COACHED AT** button. You will then be prompted to input the Skate Canada Club or Skating School number. If you are unsure of the number, simply select the **FIND ORGANIZATION** button. You will then be prompted to type the club/school's name and the number will be displayed. If you are unsure of the correct spelling for the club, the first three letters can be typed and a listing of clubs beginning with the same three characters will be displayed. Find the right club or school and simply click on **ADD** to include this club or school to your record.

- Once you have selected all of the organizations that you coach at, select **GENERAL INFORMATION**. You are now ready to submit your registration.

SUBMITTING YOUR REGISTRATION

- Select the **REGISTER** button. This will bring you to a screen that will require you to input your credit card number for payment. Your registration will not be accepted unless a valid Credit Card number is input. **Please double check the numbers entered and ensure the expiry date is correct (MM/YY).**
- Select **SUBMIT TO SKATE CANADA**. A confirmation screen will appear and you can print this confirmation simply by selecting **FILE – PRINT**. **NOTE: When submitting your registration you are agreeing with the Professional Coaches' declaration and you confirm your compliance with Skate Canada's Professional Coaches Code of Ethics. A copy can be found in the Members Only area or in the Skate Canada rule book.**

The Member Services Department will process your registration and within three business days and then you will be able to print your membership card on-line. Please be sure to forward a copy of your valid First Aid Certificate if you have recently updated your certification.

Registration received with an invalid First Aid certificate will be processed but de-activated pending receipt of a valid certificate. Registration received without the required police checks will not be processed. The coach will be notified by e-mail or mail. Skate Canada's screening and First Aid policies can be found on the Members Only area of Skate Canada's web site or in the Skate Canada rulebook.

CHANGING YOUR ON-LINE PASSWORD

When changing your password you will be prompted to enter a new password between 6 and 12 characters long (alpha and /or numeric) and you will also be required to answer a question to confirm your identity. Once the password has successfully been changed, you will be prompted to login again using your **NEW** password.

Please note:

- the password cannot be the same as the previous password
- the password cannot be the member's last name
- the password must be between 6 and 12 characters long (alpha and/or numeric)
- the new password must be entered and then entered again to verify the password
- the password is **NOT** case sensitive

Any questions regarding the registration process for Professional Coaches can be directed to the Member Services Department by email at memberservices@skatecanada.ca or by telephone at 1.888.747.2372 extension 2519.