



# **WCL PARTICIPANT REGISTRATION 2023**

## **USER GUIDE**

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## INTRODUCTION

Welcome to Wrestling Canada Lutte's (WCL) Participant Registration Database!

To ensure participants are eligible and approved to participate in various WCL sanctioned activities, we have developed this national database. The database requires participants to create a unique participant profile, which can be renewed on an annual basis (starting January 1st annually) without needing to submit general participant profile information.

Participant profiles will then be used to register for other WCL sanctioned events and activities without needing to resubmit general participant profile information. *NOTE: Event registration is a separate process.*

This user guide has been developed to help you through the registration process. Please be sure to keep your information updated to save you time when renewing or registering for future events.

## GENERAL

If you have questions, please contact: [info@wrestling.ca](mailto:info@wrestling.ca).

Please use the system's "<<Back" button on the bottom left of the screen. Using your browser back button will result in information being lost and may require you to restart your registration.






## BEFORE YOU GET STARTED

Please note that you will need to following information on hand before getting started.

Everyone:

- Profile Photo – Passport style headshot (shoulders and above) that clearly identifies the individual. No sunglasses, hats, masks, etc. The file should be in JPG format (maximum 20 MB).
- NCCP number – To verify training requirements including Safe Sport training e-module. If you do not have an NCCP number, you can create at the following link: <https://thelocker.coach.ca/account/login?ReturnUrl=%2faccount%2fdetail%2f6243674>.
- Credit card for payment of registration.

- Proof of citizenship and age. Acceptable documents include:

<p><b>*PREFERRED</b> Passport – please include photo and signature page</p> 	<p>Permanent residence card</p> 	<p>Certificate of Indian Status</p> 
<p>Birth certificate AND government issued photo ID (driver's licence, provincial health card, school identification)</p>	<p>Refugee status International student permit</p>	

Applicable to certain roles:

- E-PIC criminal check – applicable for coaches, officials, team leaders, medical, WCL committee members, WCL coach developers, Event HOCs, WCL Board, WCL staff.

If you do not currently have one and wish to purchase one directly through the registration system, please upload a blank document when requested during the registration process. The cost of the E-PIC will be added to the shopping cart and the E-PIC processed after completion of payment. **\*\*Please be sure to use your legal name when creating your profile, as the E-PIC will be using the information in your profile to do the criminal check.**

- Vulnerable Sector Check (VSC) – applicable for coaches, medical, WCL staff.

If you do not have a VSC or are waiting for the results, please upload a document indicating that you are waiting for a result.

## GETTING STARTED

1. 2023 WCL Participant Registration URL: <https://2mev.com/#!/memberships/wrestling-canada-lutte-2023>. Click on “New Participant Registration 2023”. This will take you to the login page. If you already have an account, you can enter your email address and password to access your registration process. Then proceed to step 3.



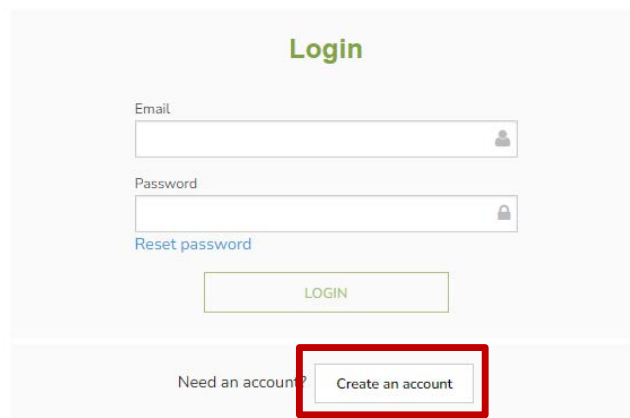
Welcome to Wrestling Canada Lutte's (WCL) Participant Registration Database!

To ensure participants are eligible and approved to participate in various WCL sanctioned activities, we have developed this national database. The database requires participants to create a unique participant profile, which will then be renewed on an annual basis (starting January 1st annually). Participant profiles will then be used to register for other WCL sanctioned events and activities without needing to resubmit general participant profile information.

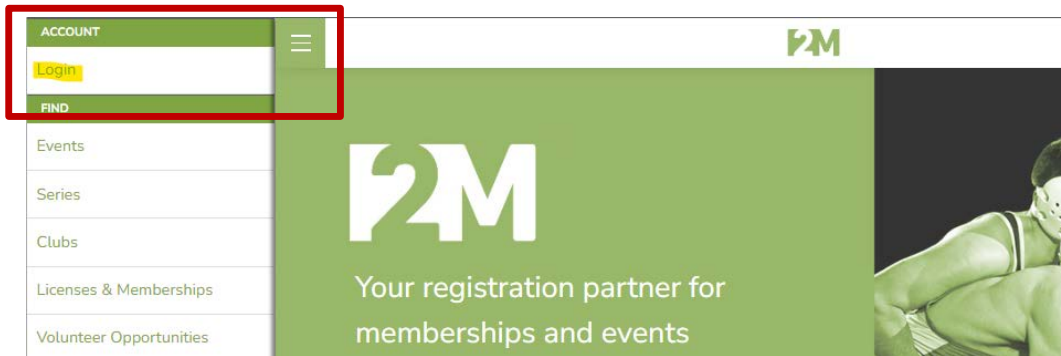
We want this process to be as streamlined as possible so please take the time to upload your information and keep it updated to save you time when registering for future events.



If you don't have an account yet, click on “Create an account”.



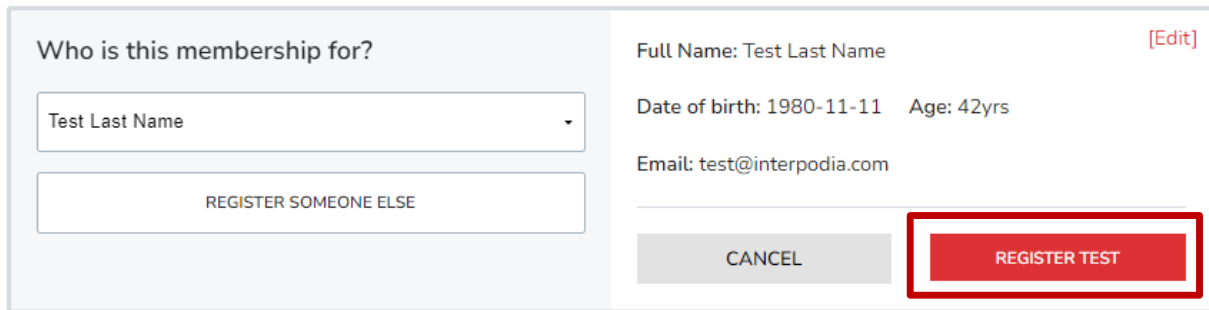
For the mobile version, please click on the icon consisting of three stacked lines, then click “Login”.



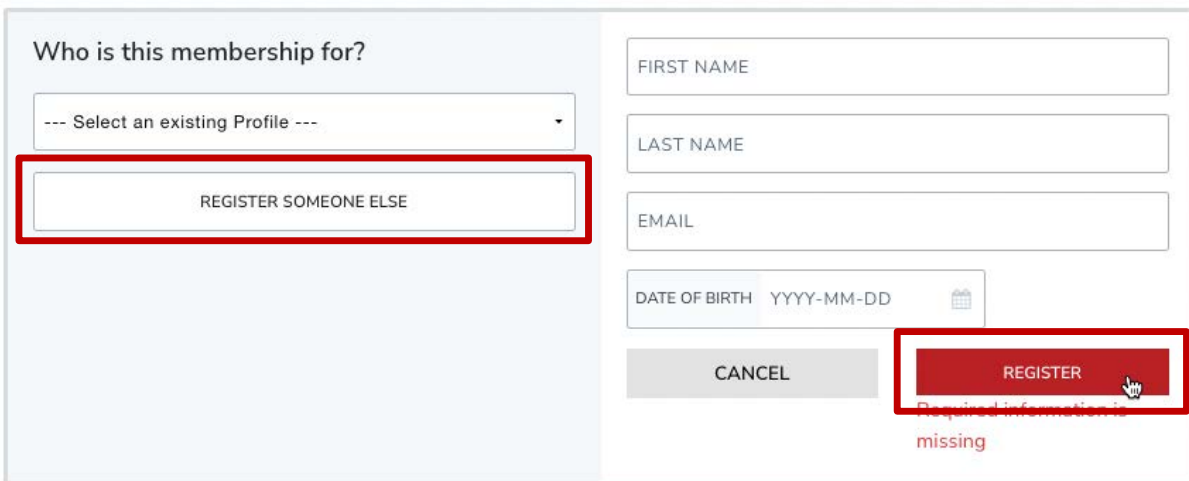
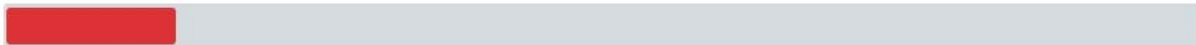
2. Enter the required information that is being requested, then click “Sign Up”.

A screenshot of a 'Sign Up' form on a light gray background. The title 'Sign Up' is in green. Below the title is the text 'Already have an account?' with a 'Login' button. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Confirm Email', 'Password (min. 6 characters)', and 'Confirm Password'. Each field has a small icon to its left (person, envelope, and lock). Below the password fields is a checkbox labeled 'Accept Privacy Policy & Terms and Conditions (required)'. At the bottom of the form is a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA' logo. A red box highlights the 'SIGN UP' button at the bottom center of the form.

3. On this page, you will see that your information will be automatically entered into the form on the right column. Click on “Register [First name of registrant].”



If you want to register someone other than yourself (for example, your children), simply click on “Register Someone Else” and enter their information (*NOTE: these are unique identifiers for every individual*). Then click on “Register”.



*\*If you want to register more than one person, please note that you will need to register one person at a time. Note: only one payment will be required. Make sure to “Submit & Complete” from the cart every 20 to 30 registrants to avoid cart loading issues.*

4. On this page, enter registrant address information. Click “Save & Continue”.

The form displays the following information:

- Official Test** (IN PROGRESS) with a **Remove Application** button.
- You Are Registering** (with an **[edit]** link):
  - Official Test
  - January 1 1983
  - test@wrestling.ca
- Address** (with an **[edit]** link):
  - House of Sport RA Centre 2451 Riverside Dr.
  - Ottawa, K1H 7X7
  - Ontario, Canada
  - 1112223333
- Member Address** section with a dropdown menu (---Select an address---) and an **ADD ADDRESS** button.
- Input fields for: STREET, PROVINCE / STATE / COUNTY, CITY, POSTAL/ZIP CODE, Canada, and PHONE NUMBER.
- CANCEL** and **SAVE & CONTINUE** buttons.

5. On this page, you can choose the option(s) for which you want to register. Then click “Next”.

The form contains the following content:

- Text: "The safe sport participant fee (\$160 CAD) is applicable to athletes, coaches, and team leaders once annually per calendar year."
- Text: "For more information, please refer to the policy at the following link: <https://wrestling.ca/wp-content/uploads/2018/03/Safe-Sport-Participant-Fee-Policy-June-2023.pdf>. Please direct any questions to: info@wrestling.ca."
- Wrestling Canada Lutte Participant - Please Check All That Apply** section with a list of roles and a "LEARN MORE" link for each:
  - Athlete
  - Coach Competition-Introduction
  - Coach Competition-Development
  - Official / Referee
  - Team Leader
  - Staff
  - Volunteer
  - Board of Directors
  - Committee Member
- Navigation buttons:** **BACK**, **CLOSE & EXIT**, and **NEXT**.

Please note that you can select multiple roles.

approved a new Safe Sport Participant Fee Policy effective July 1, 2023.

The safe sport participant fee (\$160 CAD) is applicable to athletes, coaches, and team leaders once annually per calendar year.

For more information, please refer to the policy at the following link: <https://wrestling.ca/wp-content/uploads/2018/03/Safe-Sport-Participant-Fee-Policy-June-2023.pdf>. Please direct any questions to: [info@wrestling.ca](mailto:info@wrestling.ca).

Wrestling Canada Lutte Participant - Please Check All That Apply


<input type="checkbox"/> Athlete	LEARN MORE
<input type="checkbox"/> Coach Competition-Introduction	LEARN MORE
<input type="checkbox"/> Coach Competition-Development	LEARN MORE
<input checked="" type="checkbox"/> Official / Referee	LEARN MORE
<input checked="" type="checkbox"/> Team Leader	LEARN MORE
<input type="checkbox"/> Staff	LEARN MORE
<input type="checkbox"/> Volunteer	LEARN MORE
<input type="checkbox"/> Board of Directors	LEARN MORE
<input type="checkbox"/> Committee Member	LEARN MORE

◀ BACK    CLOSE & EXIT    NEXT

6. Please upload a profile photo, noting the requirements in the “Before You Get Started” section of this use guide.

Official Test IN PROGRESS Remove Application

Upload Photo \*

Drag file here  
or  
browse   
(Maximum size 20MB)

◀ BACK    CLOSE & EXIT    NEXT



Once the photo has been uploaded or selected, please click “Next”.

Official Test IN PROGRESS Remove Application

Upload Photo \*

Selected image

← BACK    CLOSE & EXIT    **NEXT**

7. On this page, please enter the various requested information. *NOTE: some information will only be applicable to certain roles.*

Complete emergency contact information.

Emergency Contact Information

Emergency Contact Name \*

Emergency Contact Phone (xxx-xxx-xxxx) \*

Emergency Contact Relationship \*

Please upload your Vulnerable Sector Check (if applicable). If you do not have a VSC or are waiting for the results, please upload a document indicating that you are waiting for a result.

Vulnerable Sector Check

Please upload your Vulnerable Sector Check (VSC) \*


(Maximum 1.5MB) Drag file here or **browse**

Please upload your E-PIC criminal check (if applicable). If you do not currently have one and wish to purchase one directly through the registration system, please upload a blank document when requested during the registration process. The cost of the E-PIC will be added to the shopping cart and the E-PIC processed after completion of payment. **\*\*Please be sure to use your legal name when creating your profile, as the E-PIC will be using the information in your profile to do the criminal check.**

Enhanced Police Information Check (E-PIC)

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Please upload your Enhanced Police Information Check (E-PIC) \*



(Maximum 1.5MB)

Drag file here  
or  
[browse](#)

Please complete the self-identification questions (OPTIONAL).

Please share with us the following demographic information if you are comfortable. The information you provide will assist WCL in meeting our commitment to equity, diversity, and inclusion. This information increases WCL's capacity to monitor progress on increasing EDI in programs and services, to recognize and remove barriers, and to design new measures to achieve greater EDI in our community.

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Gender Identity --- Select an option ---

Self-Identification - Please Check All That Apply

- Disability
- Indigenous
- Person of colour
- New Canadian
- Francophone
- LGBTQIA2S+
- Prefer not to say
- None of the above

Please enter your Club Name (if applicable). If you are not affiliated with a club, please enter "Unaffiliated, [Province]".

Club Information

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Club Name \*

ENTER TEXT

This field is required

Please enter the NCCP number. If you have an NCCP number, but it is unknown, please use 00. If you do not have an NCCP number, you can create at the following link: <https://thelocker.coach.ca/account/login?ReturnUrl=%2faccount%2fdetail%2f6243674>.

NCCP Information - Your NCCP number is linked to your NCCP Locker Profile (unique for each individual), where your safe sport and coach education training and certification information is maintained. To find your NCCP number or create one, please click on the following link: <https://thelocker.coach.ca/account/login?mode=login>

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NCCP Number \*

Please select your citizenship status from the drop-down menu. Please upload proof of citizenship & age, noting acceptable documents. Please refer to the “Before You Get Started” section of this user guide.


**Citizenship Information**

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Citizenship Status

Upload proof of citizenship & age. Accepted documents include: passport (please include photo & signature page), permanent resident card, certificate of indian status, birth certificate AND government issued photo ID.

If you submitted a passport, please indicate the passport expiry date



Drag file here  
or

(Maximum 1.5MB)

Please complete safe sport disclosure (if applicable).

Safe Sport Screen Disclosure - [Link to download Screening Disclosure Form if needed](#)

Have you been convicted of a crime? \*

Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? \*

Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? \*

If you responded YES to any question, please complete and upload a Screening Disclosure Form (<https://wrestling.ca/wp-content/uploads/2022/03/Safe-Sport-Screening-Disclosure-Form.pdf>).


Safe Sport Screen Disclosure - [Link to download Screening Disclosure Form if needed](#)

Have you been convicted of a crime? \*

Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? \*

Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? \*

Please upload a completed Screening Disclosure Form \*



(Maximum 1.5MB)

Drag file here  
or

Click Next once all information has been completed.

◀ BACK

CLOSE & EXIT

8. On this page, please review and confirm all information you have entered. **NOTE: you will be unable to make any more changes past this page.** If you made an error, simply press the “[edit]” button to adjust your selection.

Official Test IN PROGRESS Remove Application

**Membership Summary for Official Test**  
Please review carefully, as you won't be able to make any more changes past this page.

You Are Registering	[edit]	Address	[edit]
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Then click “Complete & Proceed to Cart”. Or click “Complete and Add Another Membership” if you are registering multiple individuals.

← BACK    CLOSE & EXIT    COMPLETE AND ADD ANOTHER MEMBERSHIP    **COMPLETE AND PROCEED TO CART**

9. To complete registration, several waivers and agreements need to be completed before proceeding to the checkout. Please confirm your identity and click “Yes” to proceed.

**CHAIADH LUTTE**

**Acknowledgement of one or more waivers or agreements is required for Official Test**

Please Note: In order to complete this registration, Official Test must acknowledge all required waiver(s) / agreement(s) **now**, before being able to proceed to checkout. You can pause registration and resume later with Official Test if required.

Selecting "NO" below will remove all associated registrations for from the cart.

Are you Official Test?

**YES**    NO

NOTE: if you are registering for someone else (or if you are not the guardian), you will need to enter their information and a valid email address. The completion of waivers and agreements is required as part of the registration process.

Acknowledgement of one or more waivers or agreements is required for TESTO O

What is your first name?  
First

What is your last name?  
Last

What is your relationship with TESTO?  
Parent

What is your email address?  
email@email.com

CONTINUE

Please review the waiver / agreement. Please enter the legal name of the participant or guardian where indicated. Click “I agree to the above” to proceed. NOTE: If you do not agree to the waiver / agreement, you will be unable to complete registration.

To confirm your agreement, enter your **full legal name**

Official Test

This field is required

I agree to the above

Close and exit

Please click checkbox(es) where indicated.

provided by them in the administration and enforcement of the UCCMS, and none of the parties shall subpoena or demand the production of any notes, records or documents prepared by the SDRCC or the Office of the Sport Integrity Commissioner in the course of proceedings arising from the administration and enforcement of the UCCMS, regardless of their form or medium.

14. If I have any questions regarding the collection, use or disclosure of my information as described herein, I (my child) can contact the Office of the Sport Integrity Commissioner at info@osic-bcis.ca.

15. I (on my behalf and that of my child) understand and agree the terms set out herein and I (on my behalf and that of my child) have had the opportunity to seek independent legal advice before executing this agreement. I (on my behalf and that of my child) freely consent to the terms set out herein.

I agree to this Universal Code of Conduct to Prevent and Address Maltreatment in Sport Consent

**WCL Policies & Procedures**

As a registered participant of WCL, I acknowledge that I have read and understand and agree to abide by WCL's Policies and Procedures, including but not limited to the Safe Sport Policy Manual. WCL policies are available at the following link:  
<https://wrestling.ca/resources/policy-manual/>

I agree with these WCL Policies & Procedures

10. You are now at the final step of the registration.

**NOTE: If you've already provided a copy of your criminal check or already have one in your profile, please REMOVE this fee from the cart.**

Cart Summary

Your order is **NEARLY** complete. Please review and submit the information below to complete your transaction.

Interpodia Background Checks - through Sterling BackCheck

Canadian Background Check (through Sterling BackCheck)  
Canadian Criminal Record Check for Wrestling Canada Lutte \$25.00

Sub Total:	\$25.00
Processing Fees:	\$3.00
GST:	\$1.40
<b>Total:</b>	<b>\$29.40</b>

Remove Item


Do you want to remove Canadian Criminal Record Check for Wrestling Canada Lutte ?

NO YES

Edit billing address, if necessary. Complete payment information, if applicable.

### BILLING & PAYMENT

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Billing Address 

House of Sport RA Centre 2451 Riverside Dr. ,  
Ottawa,  
Ontario, K1H 7X7,  
Canada  
1112223333






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Credit Card Information


CARD NUMBER


  

CARD HOLDER NAME      EXPIRY DATE      CVC

If payment is not applicable, you will see an orange message box indicating such.


**Wrestling Canada Lutte** 

Wrestling Canada Lutte 2023  
Official Test - Official / Referee 

Total:      \$0.00

### BILLING & PAYMENT

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Billing Address 

House of Sport RA Centre 2451 Riverside Dr. ,  
Ottawa,  
Ontario, K1H 7X7,  
Canada  
1112223333

Payment is not required for this transaction  
To complete the transaction you must click "Submit and Complete"



If you have a promotion or coupon code, please enter the code and click “Apply”.



ENGLISH | FRANÇAIS | TOOLS

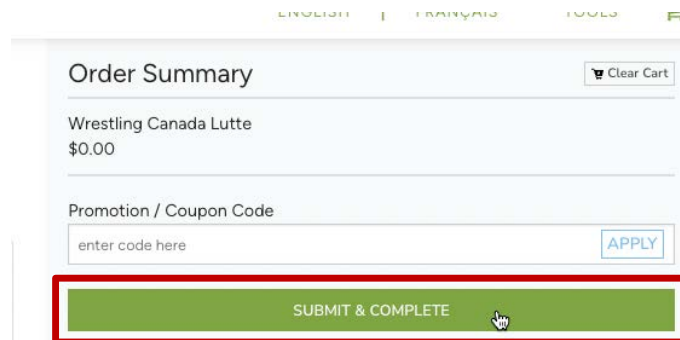
### Order Summary

Wrestling Canada Lutte  
\$0.00

Promotion / Coupon Code

APPLY

Click “Submit & Complete” to finalize your registration.



ENGLISH | FRANÇAIS | TOOLS

### Order Summary

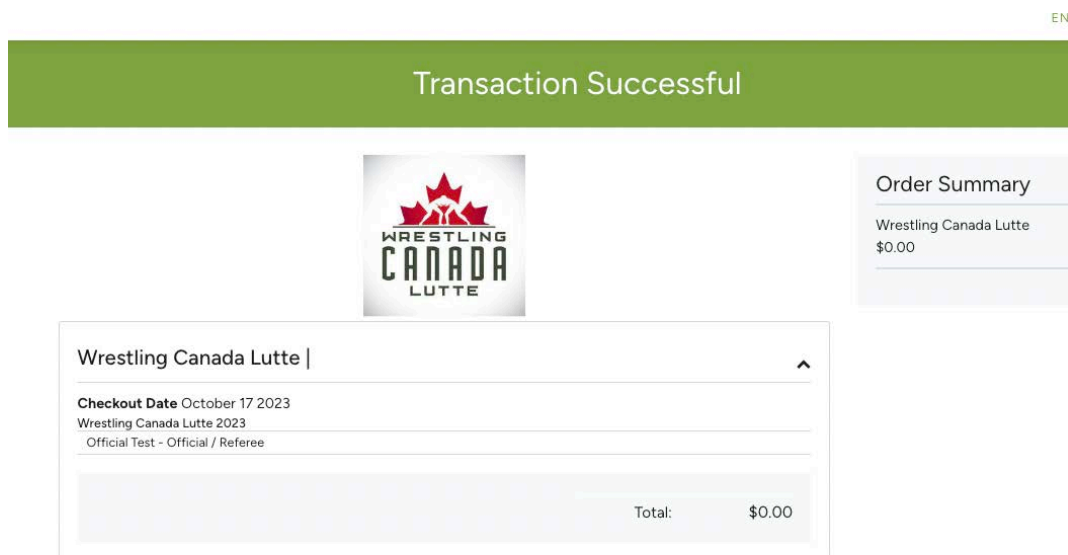
Wrestling Canada Lutte  
\$0.00

Promotion / Coupon Code


APPLY

SUBMIT & COMPLETE

21. Upon completion of registration you will see a “Transaction Successful” message that will include a detailed summary of your registration and purchases. You will receive a confirmation email as well as the receipt.



Transaction Successful



Order Summary

Wrestling Canada Lutte  
\$0.00

Wrestling Canada Lutte |

Checkout Date October 17 2023  
Wrestling Canada Lutte 2023  
Official Test - Official / Referee

Total: \$0.00

## FREQUENTLY ASKED QUESTIONS

Purchasing & completing a Sterling Background Check

<https://support.interpodia.com/knowledge/purchasing-a-sterling-background-check>

How to download your Background Check

<https://support.interpodia.com/knowledge/how-to-download-your-background-check>

What to do if I get an error when I apply my coupon

<https://support.interpodia.com/knowledge/i-get-an-error-when-i-apply-my-coupon>

How to reset / update my password

<https://support.interpodia.com/knowledge/how-do-i-reset-my-forgotten-password>

Processing membership – How to sign your incomplete agreements, waivers

<https://support.interpodia.com/knowledge/processing-membership-how-to-sign-your-incomplete-agreements-waiver-policy>

How can I update the information I entered during event registration

<https://support.interpodia.com/knowledge/how-to-update-registration-information>

How to access my profile and manage my membership / certifications

<https://support.interpodia.com/knowledge/access-my-memberships-information>

How to upload a picture / photo for a membership

<https://support.interpodia.com/knowledge/uploading-a-picture-for-a-membership>

How to resend a registration confirmation email

<https://support.interpodia.com/knowledge/how-to-re-send-a-confirmation-email>

Where to find my orders receipt

<https://support.interpodia.com/knowledge/where-to-find-my-orders-re>

How do I view my orders

<https://support.interpodia.com/knowledge/how-do-i-view-my-orders>

How to update my contact address & phone number

<https://support.interpodia.com/knowledge/how-to-update-my-profile>

How to register someone from your user account who already has their own profile under their own user account

<https://support.interpodia.com/knowledge/how-to-register-someone-from-your-user-account-who-already-have-their-own-profile-under-their-own-user-account>

How to clear your browser cache

<https://support.interpodia.com/knowledge/how-to-clear-your-browser-cache>

How to find and register for an event

<https://support.interpodia.com/knowledge/registering-for-an-event>