WCL PARTICIPANT REGISTRATION 2023

USER GUIDE

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.

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.

◀◀ BACK	CLOSE & EXIT

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:

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

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.
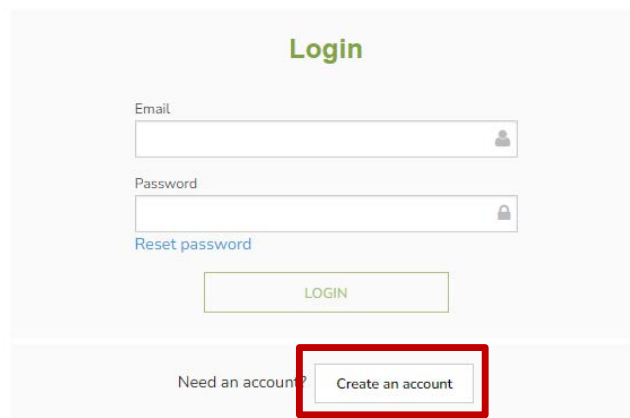

Welcome to Wrestling Canada Lutte's (WCL) Participant Registration Database!

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.

New Participant Registration 2023

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

Login

Email

Password

Reset password

LOGIN

Need an account?   Create an account
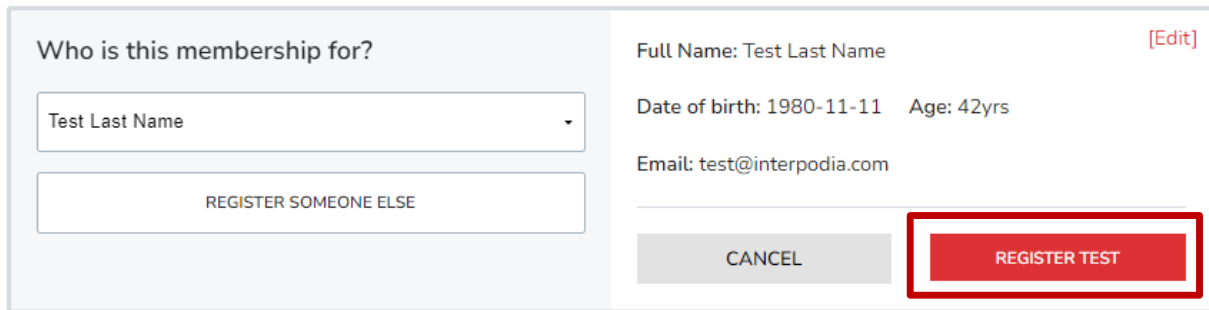
For the mobile version, please click on the icon consisting of three stacked lines, then click "Login".
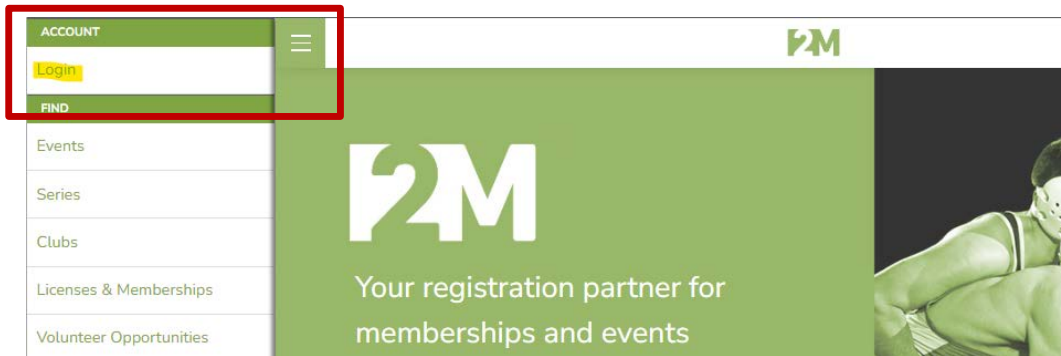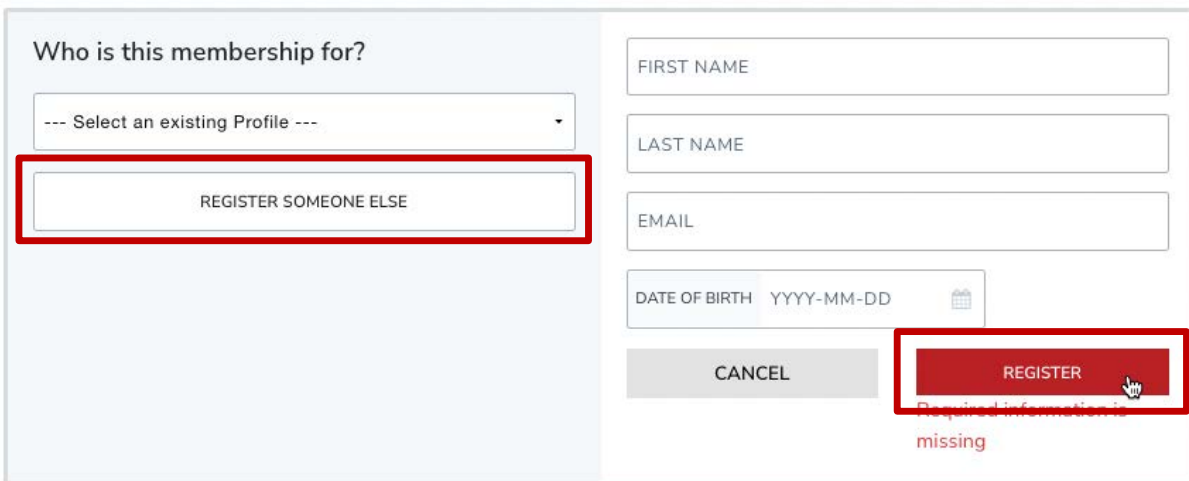
2. Enter the required information that is being requested, then click "Sign Up".

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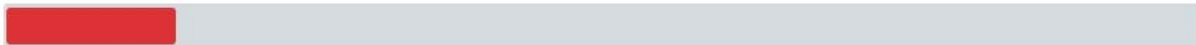
If you want to register more than one person, please note that you will need to register one person at a time. Note: only one payment will be required. Make sure to "Submit & Complete" from the cart every 20 to 30 registrants to avoid cart loading issues.

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

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

Please note that you can select multiple roles.

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

Once the photo has been uploaded or selected, please click "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.

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.

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.**

Please complete the self-identification questions (OPTIONAL).

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

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

NCCP Number *

ENTER TEXT

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

Citizenship Status

--- Select an option ---

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.

Drag file here
or
browse

(Maximum 1.5MB)

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

YYYY-MM-DD   YYYY-MM-DD

Please complete safe sport disclosure (if applicable).

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).

Click Next once all information has been completed.

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.

Then click "Complete & Proceed to Cart". Or click "Complete and Add Another Membership" if you are registering multiple individuals.

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.

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.

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.

Please click checkbox(es) where indicated.

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.

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

BILLING & PAYMENT

Billing Address ✎

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

Credit Card Information
CARD NUMBER

1234 1234 1234 1234

CARD HOLDER NAME | EXPIRY DATE | CVC

CARD HOLDER NAME | MM/YY | CVC ?

VISA ● AMEX 🛡 Credit Card Safe securityMETRICS

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

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".
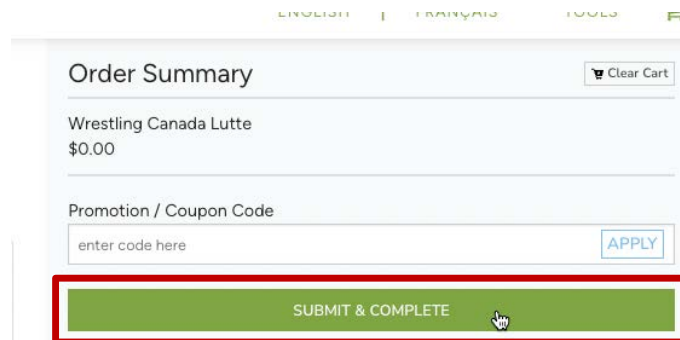
Click "Submit & Complete" to finalize your registration.
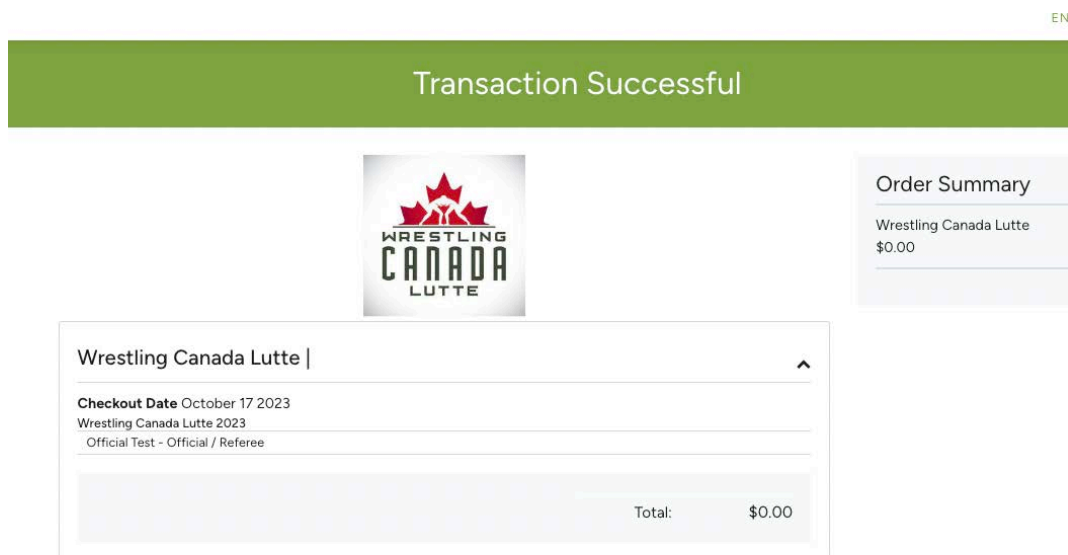
21. Upon completion of registration you will see a "Transaction Successful" message that will include a detailed summary of your registration and purchases. You will receive a confirmation email as well as the receipt.

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