



WCL PARTICIPANT REGISTRATION 2024

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 resubmit general participant profile information.

Participant profiles are then 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.



On the top right of the landing page, please select your language option:



BEFORE YOU GET STARTED (FIRST TIME REGISTRANTS)

For first time registrants, 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 various 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.
- Photo Identification. Acceptable documents include:

*PREFERRED
Passport – please include photo and signature page



Refugee Status



Certificate of Indian Status



Permanent resident card



Birth certificate AND government issued photo ID (driver's licence, provincial health card, school identification)

International study permit AND foreign passport (please include photo & signature page)

APPLICABLE TO CERTAIN ROLES:

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

If you do not currently have an E-PIC 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.

- Respect in Sport - applicable to WCL staff and Board of Directors.

Please upload a copy of the certificate of completion. If you have not yet completed the module, please upload a placeholder document.

- Governance Essentials – applicable to WCL Board of Directors.

Please upload a copy of the certificate of completion. If you have not yet completed the module, please upload a placeholder document.

BEFORE YOU GET STARTED (REGISTRANTS WHO ARE RENEWING)

Previously registered participants will need to renew and review their participant information for the 2024 calendar year, without needing to resubmit all information. Please note that you will need to following information on hand before getting started.

EVERYONE:

- **Profile Photo (if you are updating your 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).
- Credit card for payment of registration.
- **Photo Identification (if you are updating your photo ID)**. Please see the section above for acceptable documents.
- **Other** – if you are updating any other information in your profile, please ensure that you have it on hand.

GETTING STARTED / LANDING PAGE

2024 WCL Participant Registration URL: <https://2mev.com/#!/memberships/wrestling-canada-lutte-2024>. Click on “New Participant Registration OR Registered Participant Renewal 2024”. This will take you to the login page. If you already have an account, please enter your email address and password to access your registration process, then proceed to “Who is this membership for?” page. ****To eliminate the creation of duplicate profiles, please use the same email address when renewing your profile.**



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.

To support WCL's various safe sport policies, systems and processes, including being a signatory of Abuse-Free Sport, WCL approved a new Safe Sport Participant Fee Policy effective July 1, 2023.

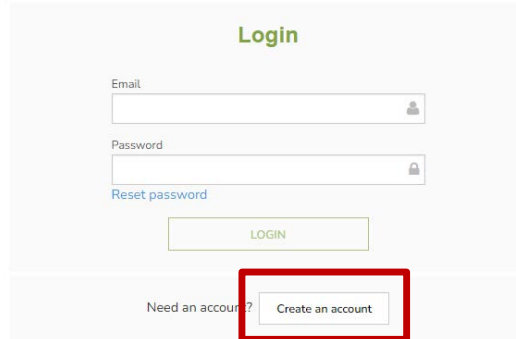
The safe sport participant fee (\$160 CAD) is applicable to athletes, coaches, and team leaders once annually per calendar year.

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.

New Participant Registration
OR
Registered Participant Renewal 2024

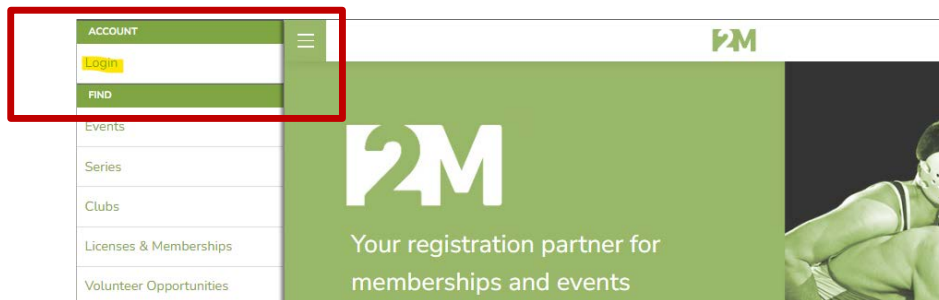
CREATE AN ACCOUNT

For first time registrants that don't have an account yet, click on "Create an account".

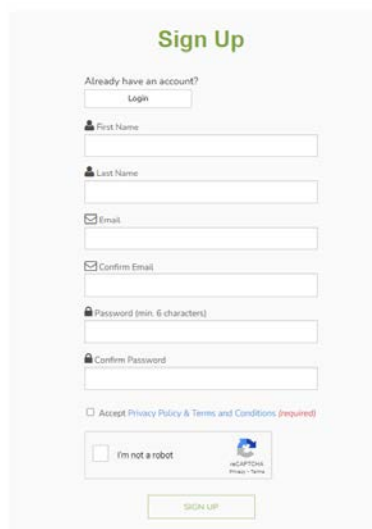


The screenshot shows a desktop login form titled "Login". It includes fields for "Email" and "Password", a "Reset password" link, and a "LOGIN" button. At the bottom, there is a link "Need an account?" and a "Create an account" button, which is highlighted with a red rectangular box.

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



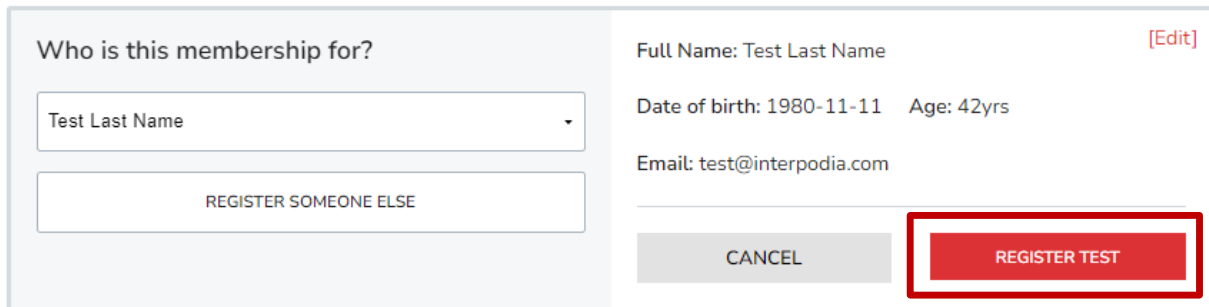
Enter the required information that is being requested, then click "Sign Up".



The screenshot shows a desktop sign-up form titled "Sign Up". It includes a "Login" link for existing users, and fields for "First Name", "Last Name", "Email", "Confirm Email", "Password (min. 6 characters)", and "Confirm Password". There is a checkbox for "Accept Privacy Policy & Terms and Conditions (required)" and a CAPTCHA section with the text "I'm not a robot" and a "SIGN UP" button, which is highlighted with a red rectangular box.

WHO IS THIS MEMBERSHIP FOR

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].”



Who is this membership for?

Test Last Name

REGISTER SOMEONE ELSE

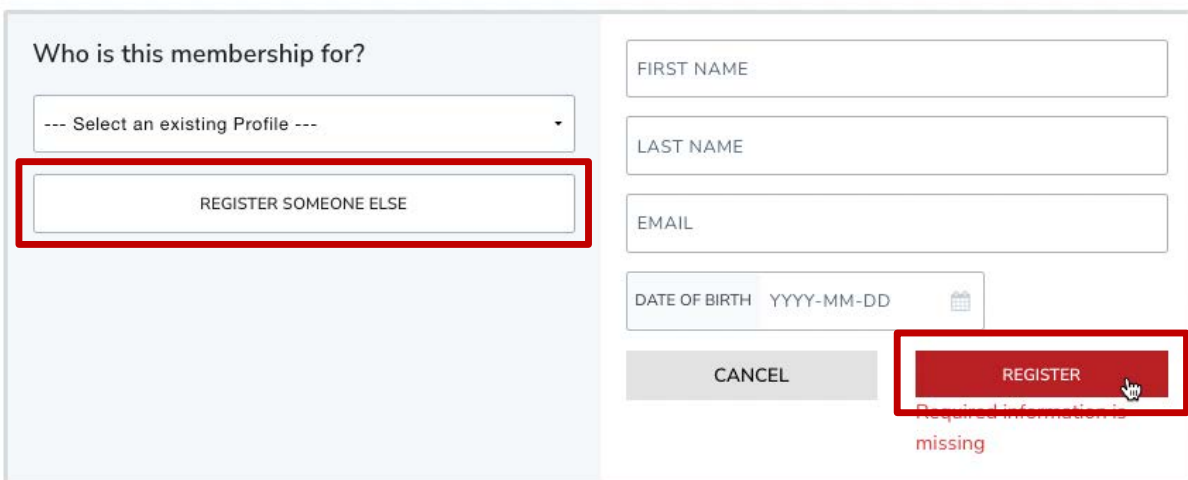
Full Name: Test Last Name [Edit]

Date of birth: 1980-11-11 Age: 42yrs

Email: test@interpodia.com

CANCEL REGISTER TEST

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”.



Who is this membership for?

--- Select an existing Profile ---

REGISTER SOMEONE ELSE

FIRST NAME

LAST NAME

EMAIL

DATE OF BIRTH YYYY-MM-DD

CANCEL REGISTER

Required information is missing

**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.*

REGISTRANT OPTIONS

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

Official Test IN PROGRESS Remove Application

You Are Registering [edit] Address [edit]

Official Test
January 1 1983
test@wrestling.ca

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

Member Address

---Select an address---

ADD ADDRESS

STREET PROVINCE / STATE / COUNTY

CITY POSTAL/ZIP CODE

Canada PHONE NUMBER

CANCEL **SAVE & CONTINUE**

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

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

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

◀ BACK CLOSE & EXIT **NEXT**

Please note that you can select multiple roles.

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

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


◀ BACK CLOSE & EXIT **NEXT**

PROFILE PHOTO

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

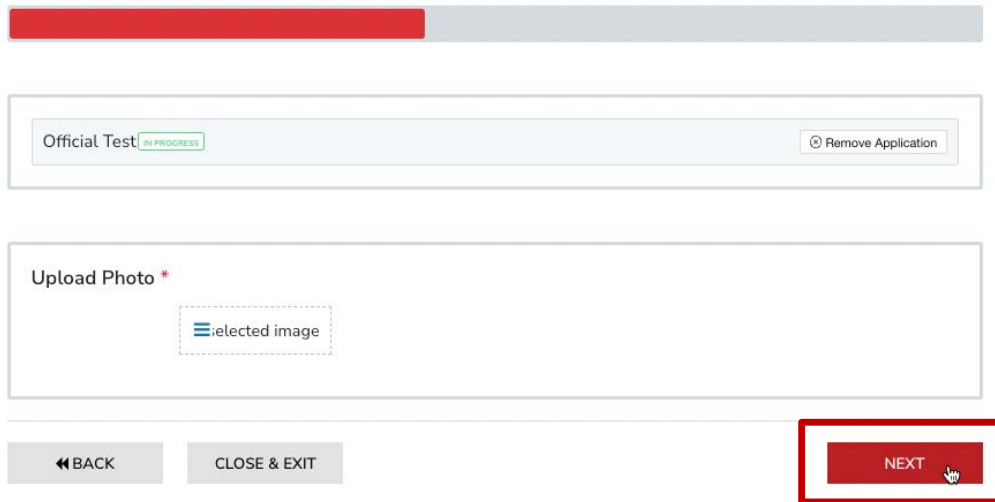
Official Test IN PROGRESS [Remove Application](#)

Upload Photo *

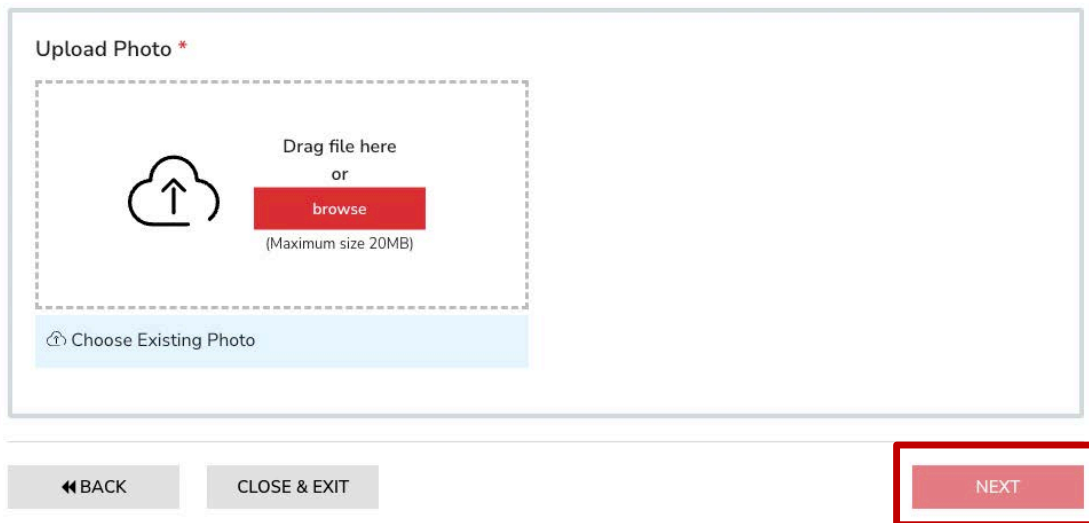
Drag file here
or
[browse](#) 
(Maximum size 20MB)

◀ BACK CLOSE & EXIT **NEXT**

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



If you need to edit or replace your photo, either drag or browse for a new file. Or simply select “Choose Existing Photo” and then click “Next”.



SUPPLEMENTARY INFORMATION FOR REGISTRANT

On this page, please enter or edit 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 placeholder 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)

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.

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 select your affiliated PTSO (Provincial / Territorial Sport Organization), followed by your Club Affiliation. If you are not affiliated with a club, please select "Unaffiliated (no club attachment)".

Club Affiliation

Please select your PTSO *

Alberta

Alberta - Select Club *

--- Select an option ---

Please enter your NCCP number. If you have an NCCP number, but it is unknown, please use 000. 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 your photo identification, noting acceptable documents. Please refer to the “Before You Get Started” section of this user guide.

Photo identification

Citizenship Status *

Upload proof of citizenship & age. Accepted documents include: passport (please include photo & signature page); OR permanent resident card OR certificate of Indian status; OR birth certificate AND government issued photo ID. If you selected other, please upload: proof of refugee status; OR international study permit AND foreign passport (please include photo & signature page).

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

--- Select an option ---

Drag file here or browse

(Maximum 1.5MB)

YYYY-MM-DD YYYY-MM-DD

Please upload a copy of the certificate of completion of the Respect Group Program e-training (if applicable). If you have not yet completed the module, please upload a placeholder document.

Respect Group Program Information

Please upload proof of completion of your Respect Group training *

Drag file here or browse

(Maximum 1.5MB)

Please upload a copy of the certificate of completion of the Governance Essentials e-training (if applicable). If you have not yet completed the module, please upload a placeholder document.

Governance Essentials

Please upload proof of completion of your Governance Essentials training *

Drag file here or browse

(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

REVIEW PAGE

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.

The screenshot shows a red header bar at the top. Below it is a light blue box containing the text "Official Test" with a green "IN PROGRESS" tag and a "Remove Application" button. A red-bordered box in the center contains the text "Membership Summary for Official Test" and "Please review carefully, as you won't be able to make any more changes past this page." Below this is a white box with two fields: "You Are Registering" with an "[edit]" button and "Address" with an "[edit]" button.

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

The screenshot shows a row of four buttons: "BACK" (with a left arrow), "CLOSE & EXIT", "COMPLETE AND ADD ANOTHER MEMBERSHIP", and "COMPLETE AND PROCEED TO CART". The "COMPLETE AND PROCEED TO CART" button is highlighted with a red border and a mouse cursor.

WAIVERS AND AGREEMENTS

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.

The screenshot shows a page with the "CANADIAN LUTTE" logo at the top. The main heading is "Acknowledgement of one or more waivers or agreements is required for Official Test". Below this is a "Please Note" section explaining that users must acknowledge all required waivers/agreements now to proceed to checkout. A red note states: "Selecting 'NO' below will remove all associated registrations for from the cart." The question "Are you Official Test?" is followed by two buttons: a blue "YES" button (highlighted with a red border and a mouse cursor) and a grey "NO" button.

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


SHOPPING CART SUMMARY

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
Total:	\$29.40




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


Billing Address 





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

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

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”.



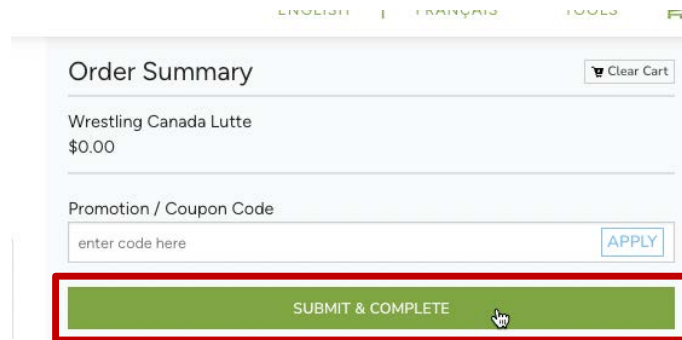
ENGLISH | FRANÇAIS | TOOLS

Order Summary Clear Cart

Wrestling Canada Lutte
\$0.00

Promotion / Coupon Code
enter code here APPLY

Click “Submit & Complete” to finalize your registration.



ENGLISH | FRANÇAIS | TOOLS

Order Summary Clear Cart

Wrestling Canada Lutte
\$0.00

Promotion / Coupon Code
enter code here APPLY

SUBMIT & COMPLETE

COMPLETION OF REGISTRATION

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.



EN

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

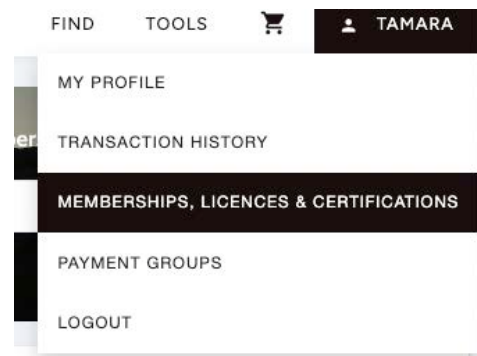
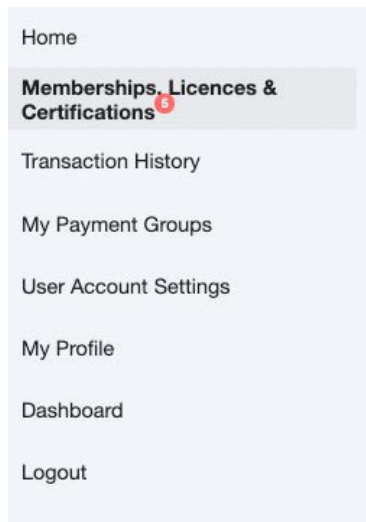
Total: \$0.00

HOW TO ACCESS MY MEMBERSHIP & CHECK MY STATUS

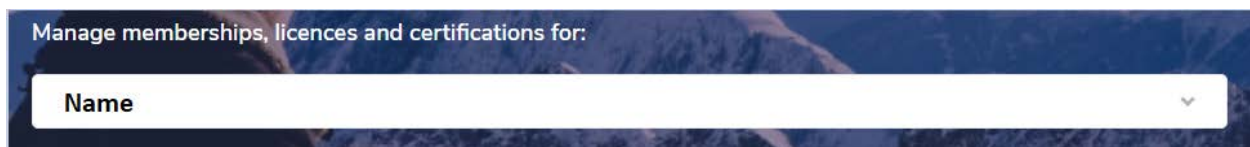
Once you've purchased your membership online (or if your membership has been created on the system for you), you can access all the details information from your account.

Once logged in, you will access your member's account home page, from there you can access your list of memberships and past transactions from either:

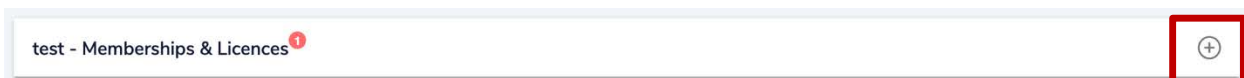
- The Membership, Licences & Certification menu on the left side
- The 'Member name's Membership & Licences" widget on the Home Page
- Your name (on the top right corner from a computer, on the top left from a tablet or phone), and go to the "My memberships" menu



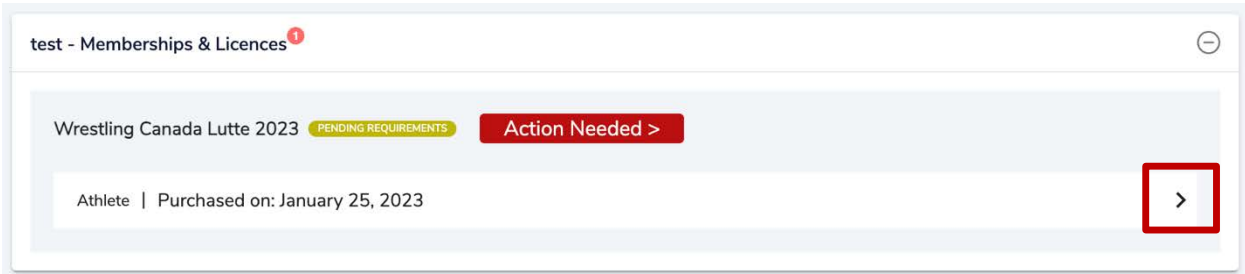
Your memberships are grouped by profile. Find the profile (person) who's membership you want to view and select it from the drop-down menu.



Select the "+" to see the list of memberships owned by a person:



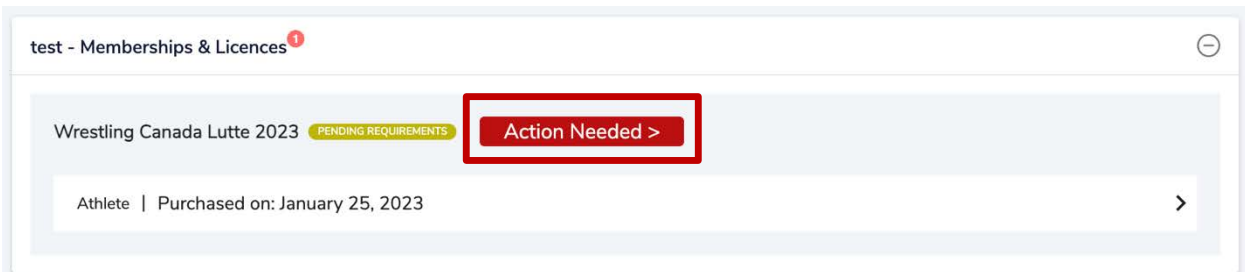
Select the ">" to view the membership:



You'll have access to all the details of your membership including (where relevant):

- your signed waivers/agreements
- your address for the membership
- which membership types you own

If there are any outstanding items, please click on the "Action Needed" button to review.



Missing requirements will be listed. Click on the "How to Complete" button to review.

Requirements - Wrestling Canada Lutte :: Athlete	Status	
Safe Sport Training (expiry after 2023-12-31)	INCOMPLETE	How To Complete
Proof of Citizenship Approved	INCOMPLETE	How To Complete
WCL Good Standing Approved	INCOMPLETE	How To Complete
PTSO Good Standing Approved	INCOMPLETE	How To Complete

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>