



How to Register a Team

This user guide explains how to register a team for a league or an event in Goalline.

As a club or team registrar, you'll need to register your teams for leagues and events. To register your team, locate the event registration form applicable to you on your PSO's Goalline site. To register your team, use the search criteria to find event registration forms that pertain to your team. Searching by category, for example, will allow you to search for all available registration forms applicable to that category. Once you've located the event form(s) you'd like to register for, select the form.

Each team registration form will be customized for each specific event, so you may be asked different questions or have a different number of required team staff and players. Fees for each event or program may differ as well. Some team registration forms will not require player information at the time of registration. Refer to the "How to Edit a Roster" user guide for how to add your players later on. If you have any questions about the information collected, please refer to the event contact information for the specific event.

When registering a team in an event for the very first time, do not select "Registered Here Before?" or "Sign In." These tools will be used once you've registered a team to simplify and speed up the registration process, but your first registration must be completed by simply filling in the form.

HOME > TEST EVENT REGISTRATION FORM REGISTRATION [Manage Your Account](#)

[Registered Here Before?](#)

Event Information

Take note of event information such as dates, location/venues, applicable competitive categories and any eligibility requirements. Pay close attention to any required fields as the event organizers have set the information as required. Failure to complete all required fields will result in your inability to submit the form.

Location	Ottawa	Contact Name	Test Test
Start Date	Oct 6, 2018	Contact Email	test@test.com
End Date	Oct 7, 2018	Contact Phone	1234567890
		Sanctioned	Yes

Please note that your association name should be your club name.

** Indicates Required Field*

Association Name: *

Team Name: *

Some forms may request and/or require more coaching staff positions, some may not collect coaching positions at all.

	<i>First Name *</i>	<i>Last Name *</i>	<i>Birthdate *</i>	<i>Email *</i>
Head Coach *	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
Assistant Coach	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
Assistant Coach	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>

When entering a coaching staff member, a main contact or a player, a pop-up window will appear if they have previously registered in Goalline. The pop-up window will appear after you have entered their first name, last name and birthdate. Once this pop-up appears and the club or team registrar clicks “Yes,” the person’s email will be auto-populated. If a pop-up window (as seen below) does not appear, then check the spelling of their name and/or the entry of their birthdate. If the pop-up window still does not appear, the person may not have previously registered in Goalline. Please do not add players to the roster that do not have a pop-up window. Ensure that they have registered for their PSO/WPC membership before being added to the roster.

One Matching Participant Record Found
✕

Do you wish to accept this participant for your roster?

First Name: Test3
Last Name: Test3
Birthdate: 2000-11-08
Email Address: test@test.com
City: Test
State/Province: British Columbia

Enter the information for the team’s main contact. The contact here is considered the team's main contact for the purpose of registration. Some forms may give a dropdown selection for the main contact (as in the example below), whereas some forms may require that it be a specific staff member. Some forms may collect coaching staff positions but request that the main contact be a different person; in those cases, it is possible to be both a coaching position and the main contact, simply enter your information in both sections as required. If main contact is chosen on the dropdown menu, it is recommended that they be the club registrar.

Main Contact Full Information

Note: This information will be combined with the information above for the main contact.

Choose Main Contact: * Main Contact (Not in)
Main Contact (Not in)
Head Coach
Assistant Coach
Assistant Coach

First Name: *

Last Name: *

Birthdate: *

Email: *

Some forms may request and/or require a roster to be entered. If a minimum number of players is required, it will be indicated at the bottom of the "Player Information." Prior to entering the players on the registration form, please ensure that they have registered for the correct membership.

Player Information				
# *	First Name*	Last Name*	Birthdate *	Email Address *
1 *	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
2 *	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
3 *	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
4 *	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
5 *	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
6 *	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
7 *	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>

8	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>

A minimum of **7 players** are required.

Select the program option that applies to your team. There may be several program options available or there may only be one available option. Administrators can restrict the programs to allow only participants of a certain age or gender. Should any of these program restrictions appear to be incorrect, please refer to the event contact person listed at the top of the form.

Program Information	
Test Event Registration	
<input type="radio"/> Test Event Registration	\$1000.00
Membership Required	
The following memberships are required by each player:	
Water Polo Canada Membership: WPC Membership Fee - Competitive (\$36.61)	
The following memberships are required by each coach:	
Water Polo Canada Membership: WPC Membership Fee - Competitive (\$36.61)	
Any outstanding membership fees will be added to the total registration cost on the next step.	

Select the appropriate payment type. There may be multiple payment methods available (cash/cheque or online) or there may not be a choice. If you are offered a choice, select your desired payment method. When selecting an online payment method, you'll be prompted for payment on the next page.

Payment Information
Payment Type: Offline

Carefully review the waivers and policies and provide your consent via the requested method (the below example uses a check box). When consent is required, you are unable to submit the form without providing your consent.

Policies

Waiver

Registrants are required to review [Water Polo Canada's Waiver of Liability](#) policy prior to registration.

I agree to the waiver.

Privacy Policy

Registrants are required to review [Water Polo Canada's Privacy Policy](#) prior to registration.

By checking this box, or entering your name (if applicable), you and/or your team agree to be bound by the following policies and conditions:

- i) above policies and conditions ;
- ii) [Water Polo Canada Code of Conduct](#) ;
- iii) National Registration Policy ;
- iv) Event Sanctioning Policy ;
- v) [Photo/Video Release Form](#) (If you would not like Water Polo Canada to reproduce, use, alter, exhibit, display, broadcast, distribute and create derivative works of photograph or filmed images of yourself, please email communications@waterpolo.ca).

These policies and conditions are binding upon yourself, your team, administrators and representatives even if you have not read them.

You will be asked to check if you want to receive email from our system; this question is to allow the administrators to be compliant with new anti-spam legislation. It is recommended to select this check box so that you don't miss out on important information from event organizers.

Would you like to receive email from our system? This includes announcements, game reminders, practice times, etc. Check this box to opt in to receiving email communications.

When you have provided all requested and required information, click “Submit Team Registration.” Please note that the registration is not yet complete!

Carefully review the information you have provided. If you selected an online payment method, your payment gateway will be displayed on this step. Follow the payment process completely and, when ready, click “Confirm” to finalize your registration.

Team Information	
Association Name - Test Club	
Team Name - Test Team	
Head Coach (Main Contact)	
Test Test	
Birthdate: 2000-11-11	
Email: test@test.com	
Main Contact Information	
First Name	Test
Last Name	Test
Birthdate	2000-11-11
Email	test@test.com
Address 1	123 Test
Address 2	
City	Test
Prov/State	BC
Country	Canada
Postal/ZIP Code	

Player Information			
#	Name	Birthdate	Email
Payment Information			
Item	Quantity	Cost	
Test: Event Registration	1	\$1000.00	
Test Test Water Polo Canada WPC Membership Fee - Competitive Fee	1	\$36.61	
Total		\$1036.61	
Payment Method: Offline			
<input type="button" value="Confirm"/>			

When your registration is complete, you will see a message similar to the message above. The organizers may include more information on the completed page, but it's important to note that unless you've seen a completed message, your team may not be registered for the event yet.

You will receive a confirmation email confirming that your team has been registered.

Once you have registered a team, you may use the "Registered Here Before?" tool for your next team registration.