



On Line Registration Instructions for 2018 Alberta Winter Games ~ Regional Municipality of Wood Buffalo

How to complete the Registration Process

1. Go to the Alberta Games web site: www.albertawintergames.ca
2. Locate “Alberta Winter Games On-line Registration Header
3. Click on “**Participant Registration**” box to register as an **Athlete, Coach or Chaperone**
4. Click on “**Technical Official Registration**” box to register as a **Technical Official**

NOTE: Waiver of Liability & Release Form (PARTICIPANT REGISTRATION ONLY)

- All **PARTICIPANTS** (athletes, coaches & chaperones) **must upload, sign and submit an Alberta Games - Waiver of Liability & Release Form** (available at www.albertawintergames.ca under “Forms” at 2018 Alberta Winter Games - Regional Municipality of Wood Buffalo) as part of the registration process in order to participate in the Alberta Games.
- Since all Games athletes are under 18 years of age, a parent/legal guardian must also sign the Alberta Games – Waiver or Liability & Release Form for each athlete.
- Fill in all fields on the on-line form (**Note: a valid e-mail address is required, and families with more than one Zone team member participating in Games should use separate e-mail addresses, if possible**)
- Once your Sport is selected, use the drop-down box to select age category & events. In some sports, more than one event per participant can be selected.
- Head coaches – ADD your NCCP# to the registration in order to complete registration.

Bus transportation to/from the Games has been selected for all Participants (Athletes, Coaches, Chaperones) If you DO NOT require transportation to/from the Games or you live within 100kms of Fort McMurray, please deselect the bus transportation option.

- Once all required information is entered, click ‘**Submit**’ to register. A confirmation page will appear with all information that has been entered. If changes need to be made, it will be shown on the registration page. If the information is correct click “Submit” for the final submission.