



THE SYSTEM FOR ATHLETICS CLUBS

2024 START-OF-SEASON INFORMATION PACKAGE

Message from Athletics Canada

Athletics Canada is proud to announce a new partnership with AthleticsReg, powered by Interpodia, a leading software company that provides innovative solutions for sports organizations. The partnership is aimed at creating a straightforward and effective digital experience for members and users of Athletics Canada's services.

The partnership with Interpodia will provide Athletics Canada members with a portal to access and update information, enable fluid process for registration between branches, clubs and events, and allow administrative tasks to operate more efficiently.

Interpodia's configurable services for clubs, events and branches that all vary from each other make it effective to national sport organizations as diverse and disparate as Athletics Canada. Combining interdependent processes and transactions for clubs, events, memberships, compliance and screening into a conditional flow makes things more simple and less fragmented.

Club Program and Membership Registration

2024 season

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ABOUT THIS DOCUMENT

CONTENT

This document outlines the AthleticsReg portal configuration procedure for Athletics clubs.

The following terms are applicable to this document:

- AC: Athletics Canada
- Branch: Provincial & Territorial Sport Organization

AthleticsReg is a multi-level platform with memberships for Athletics Canada, branches, and club programs that are linked to each other to best assist registrants.

AC and each branch set up their memberships independently in AthleticsReg at the start of each season.

Clubs are responsible for overseeing the configuration of their registration portal (registration categories, registration rules, fees, etc.) within the context of their preferred configuration option (A or B - described in detail in the process below).

IMPORTANT THINGS TO KNOW ABOUT ATHLETICSREG

1. AthleticsReg is AC online membership platform. AthleticsReg is powered by [Interpodia](#), an online technology and solutions provider that has been working with sports organizations since 2009. Interpodia is headquartered in Vancouver, BC.
2. Interpodia is a PCI compliant merchant and works with [WePay](#), a branch of Chase Bank. A [WePay](#) account is required to process credit card payments in AthleticsReg.
3. Each organization using AthleticsReg can collect information from registrants and use the information within the parameters of privacy law. Interpodia's privacy policy can be consulted [here](#). All data collected is stored by AWS in Montreal, Quebec.
4. AthleticsReg works best when participants register themselves, therefore, it is strongly recommended to keep the use of bulk uploads and administrator registrations available for exceptional circumstance and will need to be approved by AC and the BRANCH in advance.

Clubs can contact their branch for information on AthleticsReg training / Q&A sessions for the 2024 season.

CONFIGURATION OPTIONS (OPTION A OR B)

A **configuration option** refers to the way clubs will use the AthleticsReg system for members registration (memberships, club programs) and payment (credit card via [WePay](#), [Payment Group](#)).

There are **two (2) main configuration options** available within AthleticsReg, and a club must select one (1) configuration option each season:

	Option A	Option B
Registration Options	<p>Each participant registers in AthleticsReg for:</p> <ul style="list-style-type: none"> ▪ AC membership ▪ BRANCH membership ▪ Club program 	<p>Each participant registers in AthleticsReg for:</p> <ul style="list-style-type: none"> ▪ AC membership ▪ BRANCH membership
Payment method	<ul style="list-style-type: none"> ▪ Participant pays by credit card via AthleticsReg. ▪ AC membership fees, BRANCH membership fees, and club program fees are deposited into each organization's respective WePay/banking account. ▪ Registrations requiring payment by cash, cheque, or EFT will be processed on a case-by-case basis by info@interpodia.com <div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 150px; height: 100px; margin: 20px auto;"> <p>A WePay account is required!</p> </div>	<ul style="list-style-type: none"> ▪ Participant pays by credit card via AthleticsReg. ▪ AC membership fees and BRANCH membership fees are deposited into each organization's respective WePay/banking account. ▪ Registrations requiring payment by cash, cheque, or EFT will be processed on a case-by-case basis by info@interpodia.com

A club may request an ADDON SETUP after it has submitted the form for club portal configuration if offline payments or registrations are needed:

- **[PAYMENT GROUPS \(OPTION C\)](#)**: Allows a club to manage membership registrations ONLINE, and payments OFFLINE (setup fees apply).
- **[BULK UPLOAD \(OPTION D - Subject to AC & BRANCH Approval\)](#)**: Allows a club to manage membership registrations and payments OFFLINE (setup fees apply).

2024 PORTAL SETUP

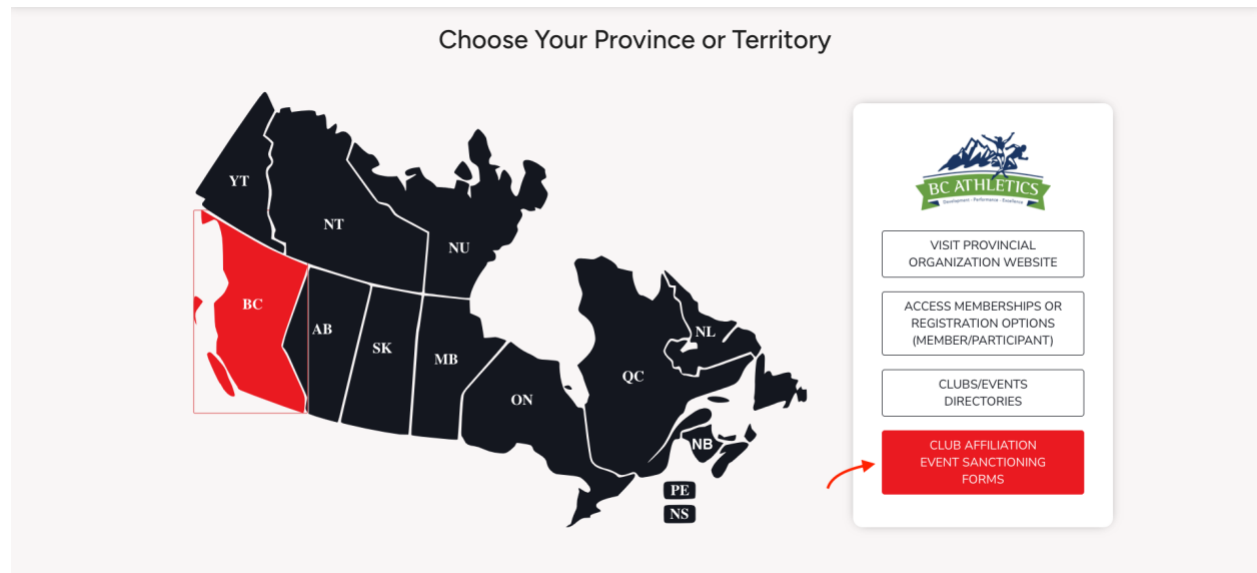
Important!

Clubs are very strongly encouraged to configure their AthleticsReg portals before the end of September, as the response time of Interpodia's support team past that date may be delayed due to high registration traffic across Interpodia's platforms.

GET STARTED: CONFIGURATION OPTIONS (ALL CLUBS)

Once your club has selected a configuration option, complete and submit the applicable configuration request form:

1. Access the AthleticsReg Home Page: <https://athleticsreg.ca/#!/>
2. Scroll down to the map of Canada
3. Select your province
4. Click on the 'Club Affiliation Forms' to access your provincial process



Once the form is submitted, please allow **5 to 10 business days** to receive your draft 2024 portal from Interpodia.

CONFIGURATION OPTION A: SETUP A WEPAY ACCOUNT

This step only applies to clubs that select Configuration Option A for the first time.

A WePay account is required to process credit card payments (club program fees, merchandise) in AthleticsReg.

Click here to consult the step-by-step guide on creating a WePay account, which is required to process credit card payments (club program fees, merchandise) in AthleticsReg. Note once a WePay account is activated, it shall remain active season after season until a club chooses to deactivate it.

CONFIGURATION OPTION A & B: SETUP YOUR REGISTRATION PROCESS

STEP 1: REVIEW AND EDIT

Interpodia will get your draft 2024 portal going, **and email you an onboarding email**, when you receive your draft 2024 portal from Interpodia, please **review and edit** the portal's configuration, including but not limited to:

Club contact information	Click on the Configuration tab, and then the Contact sub-tab.
Registration page Confirmation email Email header Transaction successful message	Click on the Configuration tab, and then the Content sub-tab.
Registration categories and registration rules	Go to Appendix A for details on registration categories and registration rules. *All registration rules must be added anew.
IMPORTANT THINGS TO KNOW ABOUT CONFIGURATION OPTION B	
<i>When using configuration options B, a club creates registration categories at \$0.00 using either the club's terminology (club program names) or their branch's terminology (branch membership categories). Clubs using configuration options B are still responsible for ensuring the correct registration rules are applied.</i>	
Waiver(s), if applicable	Click on the Configuration tab, and then the Waiver sub-tab.
Payment method (credit card payment or payment group)	A club should have only one (1) payment option within their registration process: credit card payment or payment group. This can be verified by executing a test registration.

STEP 2: TEST REGISTRATIONS

Important!

All clubs are strongly advised to **execute test registrations** before opening registration to the public. When executing test registrations, always ensure your **cart is empty** and **do not click the 'Submit and Complete' button**. If you accidentally click the 'Submit and Complete' button, ensure all test registrations are deleted by Interpodia before the portal goes 'live'.

STEP 3: SUBMIT FOR REVIEW

Once you are satisfied with the configuration of your club portal, click on the green **Submit for Review** button at the top-right corner of the dashboard. Interpodia will then review your club portal and send you a confirmation email when your club portal is "live" (within **2-5 business days**).

If the green **Submit for Review** button is not visible within your club dashboard, send an email to info@athleticsreg.ca requesting your club portal go 'live'.

ADDON SETUP (OPTION C): PAYMENT GROUPS (SUBJECT TO AC AND BRANCH APPROVAL)

A **payment group** is an offline payment tracker that allows organizations to track amounts owing to their branch when a participant registers online in AthleticsReg and pays the club directly by cash, cheque, or EFT.

Interpodia will create the payment group on behalf of clubs upon request.

Payment Group Setup Fee = \$49.00 plus applicable taxes per club per season

Each participant registers in AthleticsReg for:

- AC membership
- BRANCH membership

- Participant pays the club directly by cash, cheque, or EFT and amounts owing to AC and the BRANCH are tracked in **payment groups**.
- Club will have one (1) payment group to track amounts owing to AC and the BRANCH
- Club will be invoiced for AC membership fees and BRANCH membership fees at the end of the season.
- Club **cannot** accept credit card payments via AthleticsReg.

ADDON SETUP (OPTION D): BULK UPLOAD (SUBJECT TO AC AND BRANCH APPROVAL)

Access to bulk uploads will be limited to special circumstances and will require AC and BRANCH approval.

Bulk Upload Permission Setup Fee = \$99.00 plus applicable taxes per club per season

In case a participant DO NOT register in AthleticsReg, the club collects the registration information for:

- AC membership
- BRANCH membership

Then, the club will BULK UPLOAD membership information into AthleticsReg.

- Participant pays the club directly by cash, cheque, or EFT and amounts owing to AC and the BRANCH are tracked in a **payment group**.
- Club will have one (1) payment group to track amounts owing to AC and the BRANCH.
- Club will be invoiced for AC membership fees and BRANCH membership fees at the end of the season.
- Club **cannot** accept credit card payments via AthleticsReg.

NEED HELP?

TECHNICAL SUPPORT

Need help? Send an email with your queries to info@athleticsreg.ca. **Allow 1-2 business days for a response.**

There is also a **chat box** available from within the club dashboard. The chat box is located at the bottom-right of the dashboard and is visible from Monday to Friday between 8:00 AM and 5:00 PM PDT. **Response time ranges from a few minutes to a few hours.**

Questions in English and in French are welcome!

CAN WE TALK?

If you prefer to speak one-on-one with the AthleticsReg support team, please request a video phone call by sending an email to info@athleticsreg.ca with your availability.

KNOWLEDGE BASE

Clubs should check out Interpodia's bilingual [Knowledge Base](#), which includes guides, articles, and helpful hints.

APPENDIX A: MANAGING CLUB PROGRAMS IN ATHLETICSREG

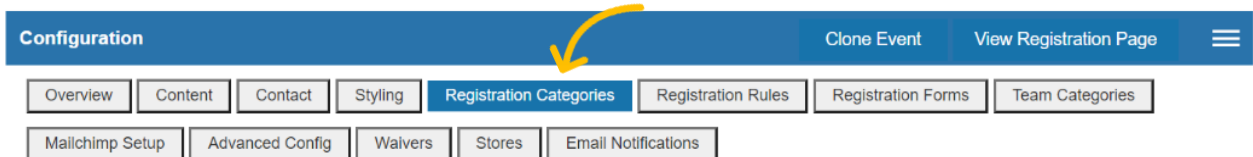
To create a club program, a club must (1) create a **registration category** and (2) add a **registration rule** be attached to the registration category. A registration rule dictates which BRANCH membership (and corresponding AC membership) must be purchased by the registrant.

Did you know? A registration category must have at least one (1) registration rule. Registration categories without a registration rule will not ensure that your club members purchase the appropriate membership option.

More detailed information is available in our complete guide: [HOW TO SETUP YOUR CLUB PORTAL AND CREATE YOUR CLUB PROGRAMS](#)

REGISTRATION CATEGORIES

Registration categories are managed within the **Registration Categories** tab.



REGISTRATION RULES

Registration rules are listed within the **Registration Rules** tab, under the **Registration Categories** check box. For simplicity, registration rules are listed using only the BRANCH's terminology.

