HOW TO REGISTER FOR A CAS EVENT

Guide to a complete and timely registration

1 REGISTER ATHLETES, COACHES & EVENTS

- Registration should be done through the CAS Registration system, available online here.
- Video tutorials are available from within the help section of the system for those new to the system. The one most common mistake: don't forget to add athletes to your event registrations!
- Once you have completed your registration, you will be able to export a report that will give you your total amount due for event registration.
- ON & QC clubs will need to go through a different, manual process that involves filling out all kinds of Excel spreadhseets. Instructions are available in QUICK LINKS section and SPORTITY app.

2 FILL OUT THE ONLINE REGISTRATION FORM

- The form is accessible from the QUICK LINKS section of the event page and the SPORTITY app.
- Use this form to confirm contact details, coaches, number of athletes, athlete fees, athlete area fees, pictures, and a few other details.
- Once you get to the confirmation screen, an amount will be provided will provide a money amount due for this poart of your registration. You will also get a confirmation email with this amount.

3 FILL OUT THE EXTRA POOL TIME / SPACING FORM

- This form is accessible from the QUICK LINKS section of the event page and the SPORTITY app.
- Use this form to confirm whether you want to purchase extra pool time before the competition, and details on your spacing preferences. A seperate invoice will be sent for this.

4 PAY!

- The amount to be paid is the amount from **Step 1** + **Step 2**. We will endeavour to send invoices as soon as possible, but please know that you already have easy access to the amount due.
- Payment methods are clearly outlined in the Event Page.
- Note that we have a strong preference for EFTs. Direct deposits are preferred, but Interac payments are also accepted. **Note that in all cases, it is extremely important to include the name of the club in the message field, and to use the correct password**.

5 SEND STUFF IN - LABELED CORRECTLY & ON TIME!

- After Step #2, you will receive a Dropbox File Request email. Use this link to send everything we will be expecting from your: Music files, Coach Cards, Pictures.
- Coach cards should be exported exclusively from ISS Coach Card software (available here) and sent in excel format (.xlsx)
- Make sure everything is labeled as per instructions. Doing this right is a quick job for you, but a very long one for us if we have to redo everyone's.
- There are specific deadlines for all of these - please respect them.