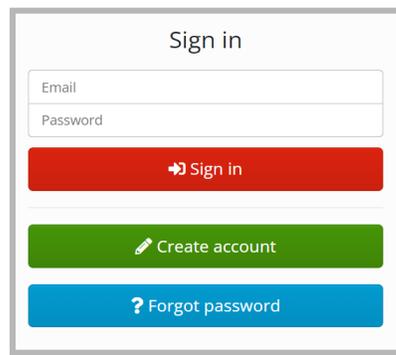


BCSCA Coach Registration Guide

Follow the instructions below to register your team's coaches for their BCSCA membership. Our new registration process allows for access to member resources, membership registration, and online payments all in one place.

1. Create an account on our [website](#) -> Click *Create account*.
 - a. Add your email and pick a password.
 - i. *All coaches will be registered under this account.



Sign in

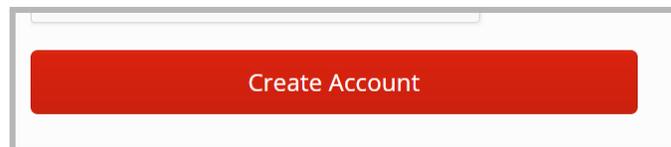
Email

Password

→ Sign in

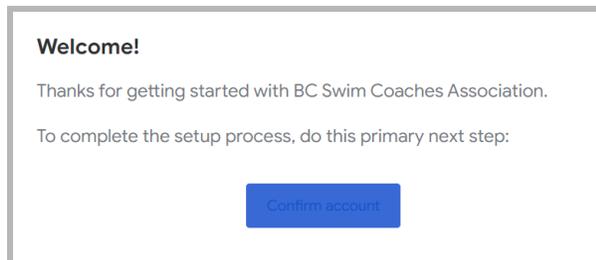
✎ Create account

? Forgot password



Create Account

- b. Click *Create Account*.
 - c. Open your email and click *Confirm account*.



Welcome!

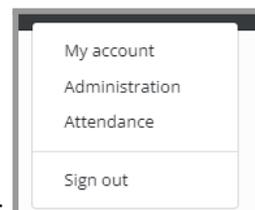
Thanks for getting started with BC Swim Coaches Association.

To complete the setup process, do this primary next step:

Confirm account

- d. Under your profile, add an address and primary contact name.

2. Now you are logged in, you can register your coaches as members.



My account

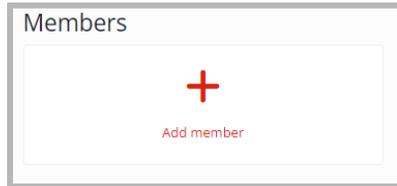
Administration

Attendance

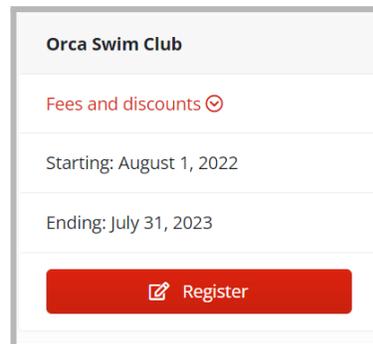
Sign out

- a. Click on *My Account* in the top right corner.

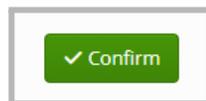
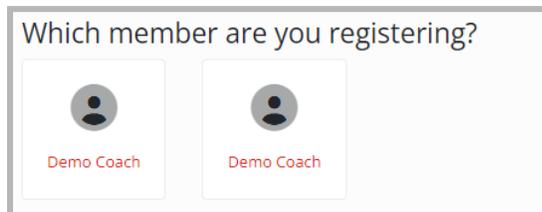
- b. Click **add Member** and fill out the information form for each coach.



- c. Select **Explore or Register** under your geographical region.



- d. Select **Register** under your club*.
e. Select the coach/member who is receiving the membership.



- f. Click **Confirm**

You will receive a confirmation email for each coach registered. All billing can be completed on the website by uploading your card information under your profile.

*If you cannot find your club let us know at bcswimcoaches@gmail.com