



Comox Valley Cougars Track & Field Club

Online Registration Manual

For our 2025 membership year we have moved to a fully integrated online registration system.

This new system allows members to register for club programs, while at the same time registering for, or renewing, their BC Athletics and Athletics Canada memberships.

Please make sure your profile information is up to date ***prior*** to completing your 2025 registration. For more information on how to update your profile, please see the *Updating your AthleticsReg Profile* document, available on our website, www.comoxcougars.org

Making payments is now easier with a simple one time payment for your club fees and BCA/AC fees.

Note, if changes are made to your membership(s), this may result in additional fees and payments being due at the time of those changes.

This manual will guide you through this new process to complete your online registration with the Comox Valley Cougars Track & Field Club

Thank you,
Comox Valley Cougars Track & Field Club

Step 1) Open the Cougars online registration [portal](#) and login to your AthleticsReg account

If the above link does not work, copy and paste the following URL into your browser

<https://athleticsreg.ca/#!/events/comox-valley-cougars-2025>

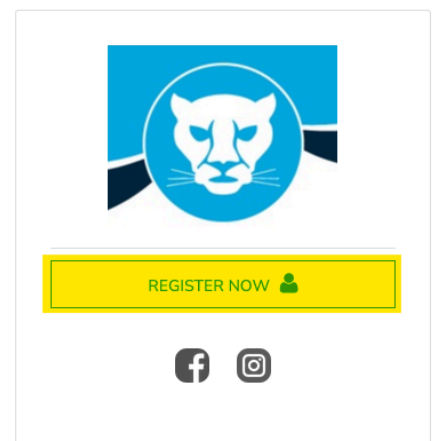
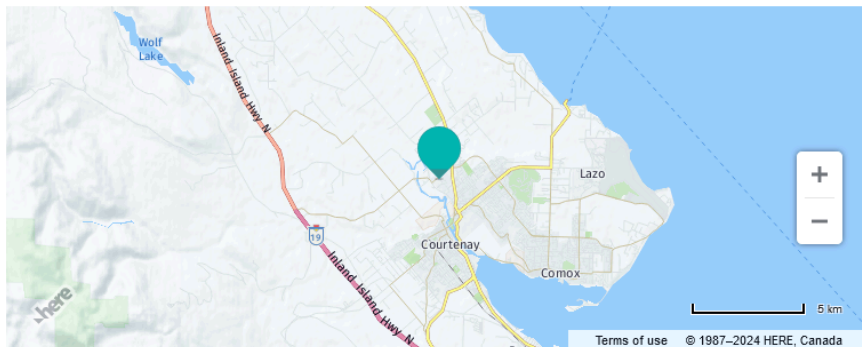
- Click **Register Now** to the right, below the club logo to begin the registration process

Comox Valley Cougars 2025

Welcome to the Comox Valley Cougars Track & Field Club's online registration portal. To register for one of our club programs and purchase your BC Athletics/Athletics Canada membership please click **Register Now** to the right.

For more information on our club and the programs we offer, please visit our website, comoxcougars.org

☎ 250-338-4191
✉ registercvcougars@gmail.com
🌐 <http://www.comoxcougars.org/>



This will bring you to the Comox Valley Cougars 2025 online registration portal login page



- Scroll to the bottom of the page and enter your login details (email address and password)

If you are new to BC Athletics, we're glad you're here!
Please **create an account** below to begin your registration.

Questions? Contact us: bcathletics@bcathletics.org

Email

Password

[Reset password](#)

New to Athletics? Start by creating a new account:

This will open the page asking you to select the member you would like to register.

Step 2) Register the member(s) for all applicable club programs and required BCA/AC memberships

- Select the member you would like to register, then click **Register** (member name)

Who do you want to register?

John Test Profile

[REDACTED]

[REDACTED]

[REDACTED]

REGISTER SOMEONE ELSE

John

Test Profile

DATE OF BIRTH 2014-01-01

Male

johndoe@email.com

CANCEL REGISTER JOHN

If there are multiple members associated with your account, select the first member you would like to register. When you have completed the initial registration steps for that member you will be asked to proceed to your cart for check-out, or to register another member. It is your choice if you would like to register multiple members at one time, or process each member registration separately.

Payment for the full amount of all registrants must be paid online before the registration will be considered complete

- Select the club program(s) you would like to register for, then click **Next**

Athlete Development (ages 14+)

This program is open to athletes ages 14 years and older.

All ages are calculated as of December 31st, 2025.

Training begins in early to mid March, depending on weather. More information on our club programs, including training information and fees can be found on our website, www.comoxcougars.org

Masters Program (ages 35+)

The Masters program is open to athletes ages 35+ years.

All ages are calculated as of December 31st, 2025

Training begins in early to mid March, depending on weather. More information on our club programs, including training information and fees can be found on our website, www.comoxcougars.org

Club Coaches

If you are a coach with the Comox Valley Cougars, select this option.

For more information on coaching with the Comox Valley Cougars Track & Field club, please see our website www.comoxcougars.org, or contact our club registrar, registercvcougars@gmail.com

Club Associates

If you are a club associate, that holds an active board position with the Comox Valley Cougars, select this option.

If you are interested in volunteering for an available board member position with the club, please see our website www.comoxcougars.org, or contact our club registrar, registercvcougars@gmail.com.

Club Officials

If you are a BCA official with the Comox Valley Cougars, select this option.

For more information on becoming a BCA official with the Comox Valley Cougars Track & Field club, please see our website www.comoxcougars.org, or contact our club registrar, registercvcougars@gmail.com

NEXT

- Select the BC Athletics membership required for the club program(s) you have selected and click **Add Membership to Cart**

⚠ In order to register you are required to have one of the following

- BC Athletics - 2025 Athlete Membership
- BC Athletics - 2025 Technical Membership

ADD MEMBERSHIP TO CART

Note - If you have selected only an athlete membership (junior development, athlete development, or masters), or have selected only a technical membership (coach, associate, or official), the required BC Athletics membership will be automatically selected and a modal will automatically open with the fields you need to complete for the BCA membership.

Note for club coaches, club associates and club officials - if you select an athlete program, along with the technical program, you may be required to complete the technical membership information first, regardless if you select the BCA athlete or BCA technical membership first.

- Select the competitive athlete membership or technical membership required for the club program you have selected then click **Next**

Competitive Athlete Memberships

Senior
\$125.00 + GST

Senior / Master
\$125.00 + GST

Master
\$85.00 + GST

Memberships that are required for the club program you have selected will be highlighted in green. You must select one of these memberships to move forward with the registration.

- Select the Comox Valley Cougars as the membership affiliation, then click **Next**

Membership Affiliation (Club / Team)

Selecting a membership affiliate is required.

If you are not with a club, select the "Unattached" option below

Senior / Master *

Comox Valley Cougars

BC Athletics Clubs

Comox Valley Cougars

◀ BACK

NEXT

- Complete all section under **questions for athlete name** then click **Next**
 - BCA Zone - *select Vancouver Island-Central Coast (Zone 6)*
 - Primary Coach - *enter the name of your primary coach if applicable. If you are a new member leave this field blank*
 - Additional Information (Athlete Members) - *Select all events you are interested in for the 2025 season*
 - Additional Information - *Enter all allergies, health concerns and other information*

John Test Profile IN PROGRESS

Questions for John Test Profile

BCA Zone
[VIEW ZONE MAP](#)

Region *
Vancouver Island-Central Coast (Zone 6)

Additional Information (Competitive Athletes)

Primary Coach
Jane Smith

Competition Last Name
Doe

Competition First Name
John

Hometown
Comox

Do you reside outside of Canada or is your address different from above? *
No

- Review the information and confirm it is correct, then click **complete and return to registration**

Membership Summary for John Test Profile

Please review carefully, as you won't be able to make any more changes past this page. Click the Edit button to update any section.

You Are Registering	Address [edit]
John Test Profile Male January 1 1971 johndoe@email.com	[REDACTED] Rd Comox, V9M 4C6 British Columbia, Canada 778-[REDACTED]

Membership Options [edit]						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: left;">MEMBERSHIP OPTIONS</td> <td style="width: 50%; text-align: left;">CLUB</td> </tr> <tr style="background-color: #f2f2f2;"> <td colspan="2" style="padding: 5px;">BC Athletics - 2025 Athlete Membership</td> </tr> <tr> <td style="padding: 5px;"> Senior > Senior </td> <td style="padding: 5px;"> BC Athletics Clubs Comox Valley Cougars </td> </tr> </table>	MEMBERSHIP OPTIONS	CLUB	BC Athletics - 2025 Athlete Membership		Senior > Senior	BC Athletics Clubs Comox Valley Cougars
MEMBERSHIP OPTIONS	CLUB					
BC Athletics - 2025 Athlete Membership						
Senior > Senior	BC Athletics Clubs Comox Valley Cougars					

- Complete the required club forms, then click **Next**

Note - The forms displayed will vary depending on the club program(s) for which you have registered.

- Review the information and confirm it is correct

Additional Information	[edit]
Emergency Contact	
Q. Emergency Contact Name	James Smith
Q. Emergency Contact Phone	778-555-5555
Q. Emergency Contact Email	jamesmith@email.com
Photo Release	
Q. Photo Release	YES - I consent to the use of images for all members I am registering
TeamSnap Communication	
Q. Please enter the email address that will receive TeamSnap updates	emailforteamsnap@email.com - all

Note - If you need to make changes to the information, click [edit] in the top right of the section.

- Click **Complete and Proceed to Cart** when ready to complete waivers, terms & conditions and make payment for your registration(s)

Additional Information [\[edit\]](#)

Emergency Contact

Q. Emergency Contact Name James Smith

Q. Emergency Contact Phone 778-555-5555

Q. Emergency Contact Email jamesmith@email.com

Photo Release

Q. Photo Release YES - I consent to the use of images for all members I am registering

TeamSnap Communication

Q. Please enter the email address that will receive TeamSnap updates james@email.com - all

COMPLETE AND ADD ANOTHER PARTICIPANT

COMPLETE AND PROCEED TO CART

Note - If you would like to register additional members before proceeding to your cart, click **Complete and Add Another Participant**.

Your current registration will be saved and you will be brought back to the first step to select the member you want to register.

Step 3) Review and agree to all waivers, acknowledgements, agreements and consent forms

- When you proceed to cart, you will be prompted to acknowledge one or more waivers
- Select if you are the member displayed

Acknowledgement of one or more waivers or agreements is required for John Test Profile

Are you [John Test Profile](#)?

YES

NO

Note - If you select **Yes**, the applicable waivers will be required to be signed before your registration can be completed.

Agreement with all applicable waivers, acknowledgements and agreements is required to complete the registration

Note - If you select **No**, you will be asked to confirm the email address to which the waivers will be sent.

Acknowledgement of one or more waivers or agreements is required for John Test Profile

An email notification for each waiver / agreement will be sent to [John Test Profile](#) for them to acknowledge their waiver(s) / agreement(s). Please note that [John Test Profile](#)'s registration may be put into a pending status until the agreement(s) are completed.

What is the user's email address *required*

johndoe@email.com

CONFIRM

- Read and acknowledge each section of the **BRITISH COLUMBIA AMATEUR ATHLETICS ASSOCIATION - WAIVER, ACKNOWLEDGEMENTS & AGREEMENTS**

PLEASE CAREFULLY REVIEW AND ACKNOWLEDGE THE DOCUMENT PROVIDED BELOW

BRITISH COLUMBIA AMATEUR ATHLETICS ASSOCIATION - WAIVER, ACKNOWLEDGEMENTS & AGREEMENTS

Participant: John Test Profile

English

BC ATHLETICS MEMBERSHIP - WAIVER, ACKNOWLEDGEMENTS & AGREEMENTS

Participant Name: John Test Profile
Participant Date of Birth: Jan 01, 1971

SAFETY / ACKNOWLEDGEMENT OF RISK

The responsibility for sport safety must be shared by all. I, the undersigned, am aware that there is a certain risk of injury involved in my own or my child's participation in sport, either while travelling to or from the event; or while attending or participating in the programs or activities of the events which are sanctioned/approved by BC Athletics, its Divisions, its Member Clubs or recognized organizing societies. It is understood by me that the signing of this document is intended to indicate that on behalf of myself and/or my child I assume the shared responsibility and acknowledge the risk of injury by so participating.

I HAVE READ AND AGREE TO THE ACKNOWLEDGEMENT OF RISK

- Electronically sign the waiver and click **I agree to the above**

Electronic Signature Consent

John Doe

TO CONFIRM YOUR AGREEMENT, ENTER YOUR FULL LEGAL NAME

I agree to the above

Disagree & Exit

Note - if you **do not** agree with what is outlined in the waiver, acknowledge and agreements document, click **Disagree & Exit**.

This will remove your registration and bring you back to the start.

- Read the volunteer consent form
- Electronically sign the volunteer consent form
- Click **I agree to the above** to continue with the registration process

Volunteer Consent Form

Participant: John Test ProfileEnglish ▾

The Comox Valley Cougars Track & Field Club is 100% volunteer run. In addition to being part of BC Athletics and Athletics Canada, our club is part of the Vancouver Island Athletics Association (VIAA), which is a group of Vancouver island track & field clubs working together to make track & field happen on the island.

We depend on the families of our members to volunteer at our island meets to ensure a successful meet for everyone involved.

Athletes that are competitive members of a VIAA club receive discounted meet entry fees to each of the island series meets because all clubs provide family volunteers at each meet.

By joining the Comox Valley Cougars Track & Field Club parents/guardians of athletes under the age of majority, and members over the age of majority, agree to meet the following volunteer requirements:

- Volunteer a minimum of 2 hours per day at each away VIAA island series meet the athlete attends
- Volunteer a minimum of 4 hours per day at each of our club's home meets (Ice Breaker - April and Solstice - June)

Without the help of families our clubs would not be able to host these meets. If an event at a meet does not have enough volunteers that event may be cancelled.

There will be no refunds or credits for canceled events due to lack of volunteers.

Competition numbers may be withheld if volunteer requirements have not been met.

There will be no refunds or credits for missed events if an athlete number is delayed or not released due to volunteer requirements not being met.

By signing this waiver you are agreeing to meet the above requirements and understand that failure to meet these requirements may result in an athlete, yourself or others, not being permitted to compete, and/or event delays and cancellations.

Electronic Signature Consent

John Doe

TO CONFIRM YOUR AGREEMENT, ENTER YOUR FULL LEGAL NAME

I agree to the above

Disagree & Exit

The Comox Valley Cougars is a 100% volunteer run organization and we depend on our club families to volunteer at our home meets and all VIAA island series meets to help ensure track & field can continue to happen on the island.

- Review the information in your cart for accuracy, enter your payment information and click **Submit & Complete** when ready to check-out
- Your credit card will be charged for the amount shown in your cart and this will complete the online registration process

Your order is **NEARLY** complete. Please review and submit the information below to complete your transaction.

Comox Valley Cougars ^

Athlete Development (ages 14+): Comox Valley Cougars 2025
Tyson [REDACTED] \$350.00

Sub Total:	\$350.00
Processing Fees:	\$17.65
5% GST:	\$0.88
Total:	\$368.53

BC Athletics ^

BC Athletics - 2025 Athlete Membership
Tyson [REDACTED] U18 \$100.00
Athletics Canada Membership > Athletics Canada Membership 2025 (\$25.00) \$25.00

Sub Total:	\$125.00
Processing Fees:	\$5.86
5% GST:	\$6.54
Total:	\$137.40

Order Summary Edit Cart | Clear Cart

Comox Valley Cougars
\$368.53

BC Athletics
\$137.40

Promotion / Coupon Code
enter code here APPLY

TOTAL CAD **\$505.93**

Your credit card will be charged for the total shown here.
If your purchase includes items from multiple organizations, these purchases will be itemized separately on your credit card statement. **ATHLETICS.**

SUBMIT & COMPLETE

Note for athletes - If you have not completed the required waivers, acknowledgements, agreements and consent forms, your registration will be processed as **pending** and you will **not** have a valid membership with the club.

Note for coaches, associates and officials - If you have not completed the required waivers, acknowledgements, agreements, consent form, completion of the SafeSport course and a valid criminal record check on file with BC Athletics, your registration will be processed as **pending** and you will **not** have a valid membership with the club.

Athletes, coaches, associates and officials whose membership is in a **pending status** are not permitted to use club equipment, attend club practices, competitions, or other club functions until all requirements have been met.

If you have any questions regarding the online registration process, or other questions regarding the club, contact the club registrar, registercvcougars@gmail.com

Thank you,
Comox Valley Cougars Track & Field Club