



Comox Valley Cougars Track & Field Club

Updating your AthleticsReg Profile(s)

It is very important to make sure all profiles attached to your AthleticsReg account are up to date **before** you complete your 2025 registration.

Please note any changes you make to the profile(s) will only be in effect for NEW registrations, so please make sure to update the profiles before you complete your registration.

This manual will guide you through how to view and update your profiles through AthleticsReg.

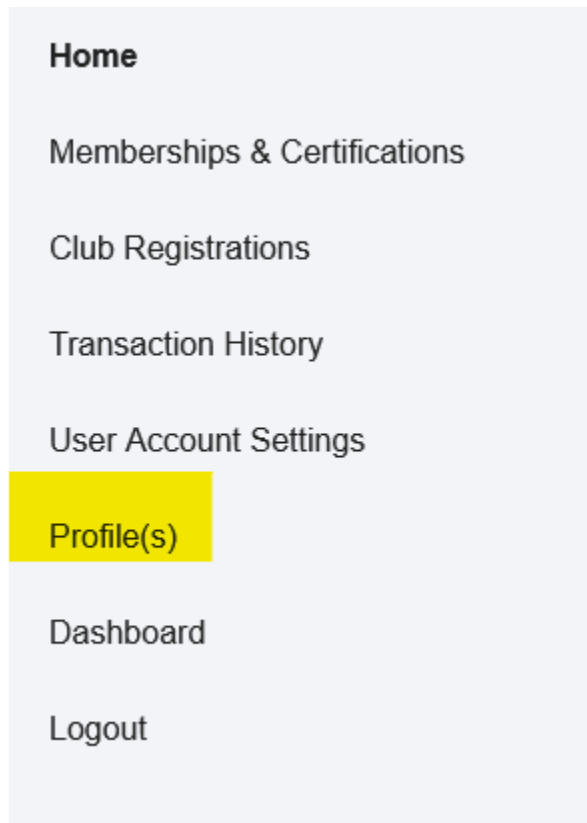
Step 1) Login to your AthleticsReg account

This can be done by accessing the general AthleticsReg website, <https://athleticsreg.ca/#!/login> or by accessing the Comox Valley Cougars 2025 online portal, <https://athleticsreg.ca/#!/events/comox-valley-cougars-2025> and clicking on *Login* in the top right corner of the page

If you have held an account with BC Athletics in the past five (5) years you will have an active account. Please ensure you are logging in with the email address and password associated with your account. If you have questions regarding your account, please reach out directly to BC Athletics.

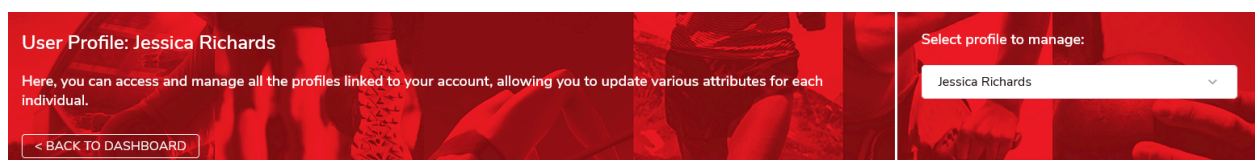
Step 2) Open the Profile(s) page and select the profile you want to view/manage.

In the left hand navigation menu select *Profile(s)*



This will display the profile(s) associated with your account.

If there is more than one profile associated with your account you will be able to select the profile you want to view/manage using the drop-down in the top right corner.



Step 3) Edit the profile information

Once you have selected the profile you want to manage, scroll down to review the information.

To update the information, click *Edit* in the bottom right of the applicable section.

Name Jessica Richards	Email [REDACTED]@gmail.com	Phone -
Date of Birth 1985-09-11	Gender F	Nationality Canada

[Edit](#)

Member Information

Name	Value	Last Updated	
Athletics Member ID	8539040	October 25, 2023	
Primary coach	Stefanie Hoffman/Graham Morfitt	October 25, 2023	Edit
Communication Language	English	September 28, 2023	Edit

This will open a modal where you can update the applicable information. Make sure to click *Save* in the bottom right to ensure the changes are successfully saved. Carefully review the information after updating the modal to ensure it is correct.

Note - not all information is editable through your profile (e.g. you cannot change your Athletics Member ID, but you can update your name, email address, primary coach, emergency contact info etc.)

If you have any questions regarding this information, or how to update your profile(s), please reach out to the club registrar, Jessica Richards, registercvcougars@gmail.com.

Thank you,
Comox Valley Cougars Track & Field Club