



Regional Online Registration Guide

Regional Local Organizing Committee (LOC) can look forward to a streamlined process for registration that is being used for all Regional Championship events. WUFOO is an online registration system that will be used to manage all Regional Championships for the 2018-19 season. This system accepts payment via credit card.

SCMB will develop, manage and complete registrations for each of the six Regional events. The LOC will receive registration within 2 business days of registration closing date.

- 1. The last time we held Regionals we looked after the registration. Why is the process changing?** By streamlining all registrations, athletes can register for their local Regional Championship using the same system. Centralized online registrations will also result in less volunteer time. In addition, the data will be kept in one location for future planning for SCMB.
- 2. Who sets the registration fee?** The LOC will determine the ideal registration fee by using the Regional fee guidelines, which can be found on SCMB website and Competition Announcement Form. It may be beneficial for the LOC to increase registration fees to account for online registration processing fees. See point 6 below.
- 3. Who sets the registration deadline?** As per SCMB Standing Rules, the registration closes 35 days prior to event, with late fees up to 30 days prior to event. No registrations will be accepted less than 30 days prior.
- 4. Can we accept late registrations?** A late registration policy will be included in the registration information and late registrations will be accepted (with a fee) for five days after the registration deadline. No registrations will be accepted beyond this deadline. This follows the policy of all other SCMB competitions.
- 5. Can we accept offline registrations?** No offline registrations will be accepted. Should athletes not be able to register using the online method, they must contact SCMB Section.
- 6. What are the Online Registration Service fees?** By streamlining the process, all regions will benefit from the SCMB account which eliminates the monthly fee to each region for the online system! There are online registration service fees that will come out of the registrations fees directly. Those fees are based on number of transactions and entries, and are as follows:

Online System User Fee: 5% + \$0.50/transaction
SCMB Management: \$75.00 + \$0.25/entry
- 7. How do I request registration numbers before the deadline?** At any point during registration, you can request registration numbers, by contacting the SCMB Section.



- 8. What do I do with the registration information when I receive it from SCMB?** The registration list will be emailed in an Excel spreadsheet format to the LOC Chair, Chief Referee and Chief Data Specialist. Registration will be categorized by event with the list of Skater's in alphabetical order by category/Age. You will also receive a list of Coaches and Skater's emergency contacts.
- 9. What do we do if there are errors in the registration lists?** All skaters will be asked to review their entry prior to final submission. Following the registration deadline changes can be made by contacting the LOC.
- 10. What happens if there is a withdrawal?** All requests for refunds will be made through SCMB directly. A refund will be given up to and including the registration deadline date and will be subject to an online service fee and administration fee. Refunds will not be given following the deadline date. Refunds will be issued via cheque.
- 11. How will we get our registration money?** Following the close of competition registration, the service fees will be taken from the overall amount and a cheque will be issued from SCMB to the LOC. The LOC will receive the issued cheque by the date of their competition.