

Participant Registration Handbook



**ARCTIC WINTER GAMES
YELLOWKNIFE 2008**

**Designed to be used by the contingents
February 14th, 2008**

What is it?

For those new to the Arctic Winter Games, “participant registration” is the primary means in which contingents inform the games administration who will be attending. The reasons for registration are:

- **Security** determines access to facilities at the games. The security credentials will be in the form of laminated identification cards. The information gathered from the participant registration process is the basis for the identification cards.
- **Scheduling of athletic events** provides the basis of information to allow games administration to schedule the athletic events.
- **Background information** provides information that could be essential to other aspects of the games, such as medical background and media information.

How is it done? As in the past several games AWG 2008 will ask contingents to register participants online, prior to the games.

What will I need as the contingent member responsible for registration?

You will require a computer with an internet connection, a digital camera (or a scanner), and the information from the members of your contingent.

Why does my contingent have to do this?

This will save long waits upon your arrival (probably late at night). In the past games, virtually every contingent has complied. If your contingent has pre-registered, then each member only needs to pick up their preprinted credentials. At this time, an AWG staff person will also mark them as “attending” the games.

What is the nature of the information?

The registration information is broken down into 5 different categorizations:

- **General information** consists of basic demographic information such as name, address, contact information and participant type (for example, Coach, Athlete, Official, etc.).
- **Sports information** associates a sports activity to the participant based on their participation type. Note: the association will vary based on the type of participant (this is explained in more detail on page 8).
- **Medical information** is designed to supply the medical people with background health information in the case of a medical incident.
- **Biographical and media interest information** may be used to supplement the background information on the participant.
- **A photograph** must be supplied which will be the centerpiece of the identification badge to enable the participant access to competition and events.

I. Accessing the system and logging on.

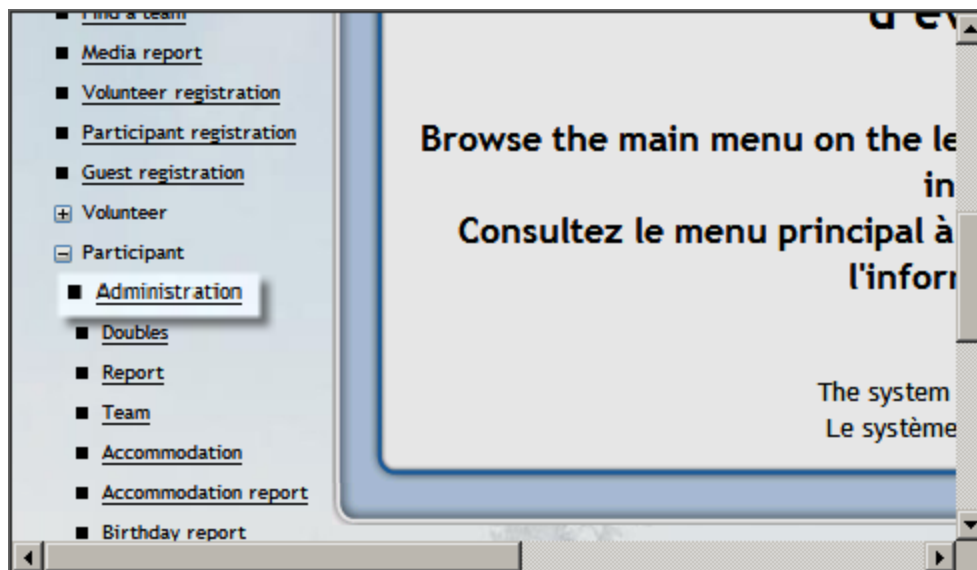
1. From your Internet browser go to the Arctic Winter Games website <http://awg2008.gems.pro/>
2. Click on the login link.



3. The login screen will appear. Enter your contingent's user ID and password and click the submit button. Note that both user ID and password are case sensitive. Your user ID and password have been given to your contingent and will allow you to register, review, and update your contingent information.



4. Once you have supplied the proper credentials the explorer frame will then expand to show the "Participants" link. Click on the "Participants" link. It will then expand to show a sub link entitled "Administration". Click on the "Administration" link.



5. You are now at the "Adminstrating participants" screen. From here you will navigate throughout the system. To register a participant, click the "New" button.

The screenshot shows the 'Adminstrating participants' screen. The left sidebar features the 'ARCTIC WINTER GAMES YELLOWKNIFE 2008' logo and a menu with 'GEMS' expanded to show 'Home', 'Medals', 'Calendar', 'Sports', 'Find an athlete', 'Find a team', 'Media report', 'Volunteer registration', 'Participant registration', 'Guest registration', 'Volunteer', 'Participant', 'Administration', 'Doubles', 'Report', and 'Team'. The 'Administration' link is selected. The main content area is titled 'Adminstrating participants' and contains a 'Find' section with input fields for 'ID number', 'First name', 'Last name', 'E-mail', 'Contingent', 'Type', 'Sport', 'Status', and 'Sort'. The 'Sort' dropdown is set to 'ID number'. At the bottom are 'Find' and 'New' buttons.

II. Registering the Participant

By clicking the “New” button from the Administrating participants’ screen, you will be presented with the “Participant” screen.

1. Enter the “General” information

Please note that the blue asterisk denotes required fields.

General information

Legal name

| | | |
|----------------------|----------------------|----------------------|
| First name * | Middle name | Last name * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please enter your legal name according to your picture ID (e.g. your passport)

The contingent is pre-entered and locked in by virtue of your assigned login.

Contingent *

Select the participant type for the contingent member. The choices, as determined by AWG administration, are as follows:

| | |
|----|----------------------------------|
| a. | <i>Assistant Chef de Mission</i> |
| b. | <i>Athlete</i> |
| c. | <i>Chaperone</i> |
| d. | <i>Chef de Mission</i> |
| e. | <i>Coach</i> |
| f. | <i>Cultural Participant</i> |
| g. | <i>Mission Staff</i> |
| h. | <i>Official</i> |
| i. | <i>Other</i> |

Date of birth * (YYYY-MM-DD)

Contingent *

Date of birth * (YYYY-MM-DD)

Contingent *

Participation Type *

Type

Sports

Junior Male Junior Male

Dog Mushing

Mandatory for participant

Chef de Mission, Chef de Mission, Cultur

...e, Coach, Official should register only a

...should register a category in this section.

If you select type “Mission Staff” or “Other” you are required to provide additional information by entering information in the Specification field.

2. **Enter the “Sports” information.**

You associate a sports activity to a participant based on their participation type. There are two groups of sports information:

- The **sport** itself (For example, Alpine Skiing, Dog Mushing, Speed Skating, Badminton, etc.).
- The **group breakdowns** underneath the sport itself. These are termed categories (For example, the categories within alpine skiing are junior male, junior female, juvenile male, and juvenile female).

Here are the required associations between a participant and a sport/category you must make:

| If you are registering: | Then..... |
|--------------------------------|-------------------|
| Chef de Mission | Make no selection |
| Assistant Chef de Mission | Make no selection |
| Cultural Participant | Make no selection |
| Mission Staff | Make no selection |
| Other | Make no selection |
| Coach | Select a sport |
| Official | Select a sport |
| Chaperone | Select a sport |
| Athlete | Select a category |

| | | | |
|---|--|---|---|
|  Arctic Sports <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female <input type="checkbox"/> Open Male <input type="checkbox"/> Open Female |  Badminton <input type="checkbox"/> Juvenile Male <input type="checkbox"/> Juvenile Female <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female |  Basketball <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female |  Biathlon - Ski <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female <input type="checkbox"/> Senior Male <input type="checkbox"/> Senior Female |
|  Biathlon - Snowshoe <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female <input type="checkbox"/> Senior Male <input type="checkbox"/> Senior Female |  Cross Country Skiing <input type="checkbox"/> Midget Male <input type="checkbox"/> Midget Female <input type="checkbox"/> Juvenile Male <input type="checkbox"/> Juvenile Female <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female |  Curling <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female |  Dene Games <input type="checkbox"/> Juvenile Female <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female <input type="checkbox"/> Open Male |
|  Dog Mushing <input type="checkbox"/> Juvenile Coed <input type="checkbox"/> Junior Coed |  Figure Skating <input type="checkbox"/> Ladies 1 Female <input type="checkbox"/> Ladies 2 Female <input type="checkbox"/> Ladies 3 Female <input type="checkbox"/> Ladies 4 Female |  Gymnastics <input type="checkbox"/> Junior Female |  Hockey <input type="checkbox"/> Bantam Male <input type="checkbox"/> Midget Male <input type="checkbox"/> Junior Female |
|  Indoor Soccer <input type="checkbox"/> Juvenile Male <input type="checkbox"/> Juvenile Female <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female <input type="checkbox"/> Intermediate Female |  Snowboarding <input type="checkbox"/> Juvenile Male <input type="checkbox"/> Juvenile Female <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female |  Snowshoeing <input type="checkbox"/> Juvenile Male <input type="checkbox"/> Juvenile Female <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female |  Speed Skating <input type="checkbox"/> Juvenile Male <input type="checkbox"/> Juvenile Female <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female |
|  Table Tennis <input type="checkbox"/> Juvenile Male <input type="checkbox"/> Juvenile Female <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female |  Volleyball <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female |  Wrestling <input type="checkbox"/> Junior Male <input type="checkbox"/> Junior Female | |

3. Enter Passport information.

Information in this section should be entered by persons traveling from outside Canada.

Passport information

Information in this section should be entered by persons traveling from outside Canada

| | |
|------------------|-----------------------------------|
| Passport no. | <input type="text"/> |
| Nationality | <input type="text"/> |
| Place of birth | <input type="text"/> |
| Country of issue | <input type="text"/> |
| Date of issue | <input type="text"/> (YYYY-MM-DD) |
| Date of expiry | <input type="text"/> (YYYY-MM-DD) |

4. Enter the "Medical" information.

Only the participant's emergency contact name, contact relationship and phone numbers are mandatory. **Please remember that a participant's medical information may be extremely helpful, or critical, in an emergency.** This information is held in the strictest confidence and will not be utilized outside the scope of the games medical staff's need to assist injured participants.

Emergency contact information

| | | | |
|----------|------------------------|----------------------|------------------------|
| Name | First name | Middle name | Last name |
| | <input type="text"/> * | <input type="text"/> | <input type="text"/> * |
| Relation | <input type="text"/> * | | |

Family physician information

| | | |
|-------|----------------------|----------------------|
| Name | <input type="text"/> | |
| Phone | Cellular | Work |
| | <input type="text"/> | <input type="text"/> |

Personal medical information

| | | | |
|------------------------------------|---|--------------------------|----------------------------|
| Health care/Social security number | <input type="text"/> | | |
| Medical plan/insurance | Name of medical plan or insurance company | Plan/Policy/Group number | Full name of insured party |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please give details of any current medical problems or concerns including any allergies:

5. Enter the “Biographical / Media” information.

This section is optional but will be very useful for identifying participant information (for example, height, weight, hometown, accomplishments in sport, etc.).

Biographical/Media Profile Information

Height (cm)

Weight (kg)

Languages

- Athabaskan
- Chipewyan
- Cree
- Danish
- Dene
- English
- French
- Greenlandic
- Gwich'in
- Inuinnaqtun
- Inuktitut
- Inupiaq
- Inuvialuit
- Inuvialuktun
- North Slavey
- Russian
- South Slavey
- Saami
- Yup'ik

6. Choosing a Password.

You have the opportunity to choose a password. The password must be at least 8 characters long and must have at least 1 non alphanumeric character (not A-Z or 0-9). If you leave the password fields empty a password is automatically generated for you.

Password

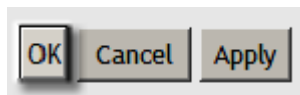
If you leave the password fields empty a password is automatically generated for you
The password must be at least 8 characters long and must have at least 1 non alphanumeric characters (not A-Z or 0-9).

Password

Repeat password

7. Completing the registration form.

Upload the participant registration information by clicking the “OK” button in the lower left portion of the form.



At this point the participant’s registration is uploaded and entered into the AWG database. The system then assigns a unique AWG ID number to the participant.

8. Entering the Participant's picture.

The participant's photo is mandatory. It is important that the photo be identifiable and appropriate so that security staff can easily recognize the participants. The photo must be a headshot of the face with as little surroundings as possible (passport quality). Half or full length portraits are unacceptable.

Typically a digital camera can be used for the photos. The photos cannot exceed 65,536 bytes (64 KB) in size and must be of jpeg format (.jpg). The recommended size is 150 pixels wide by 200 pixels in height or a 3:4 proportion. Can we provide more help here???

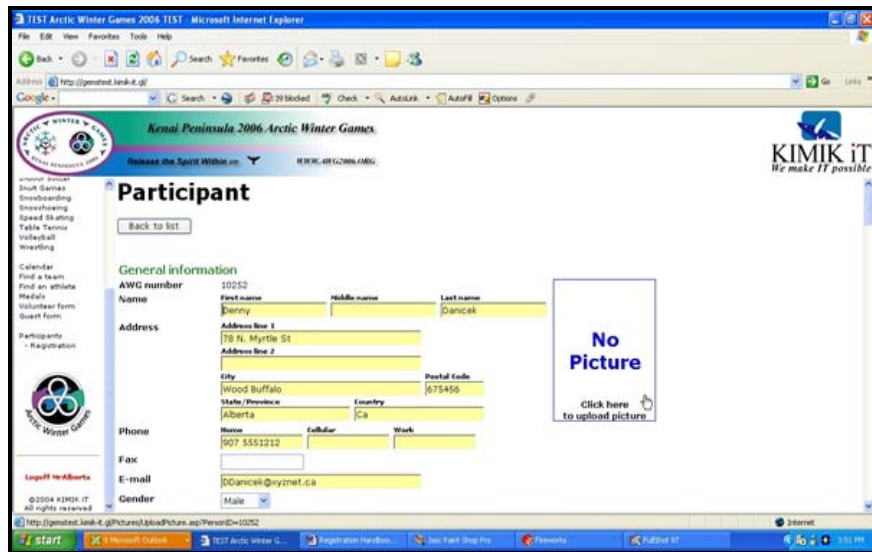


A fine example of a participant photo

You may choose to photograph your participants and store the photos by name on your hard drive in preparation for the uploading of the photograph in the registration process.

Once the registration information has been entered the participant's screen will show a "No Picture" box to the right of the "General information" data. Uploading a photo can be done immediately after the participant has registered, or at a later date, but is essential to finalizing the registration process for the participant.

To upload the photo click on the "No Picture" box.

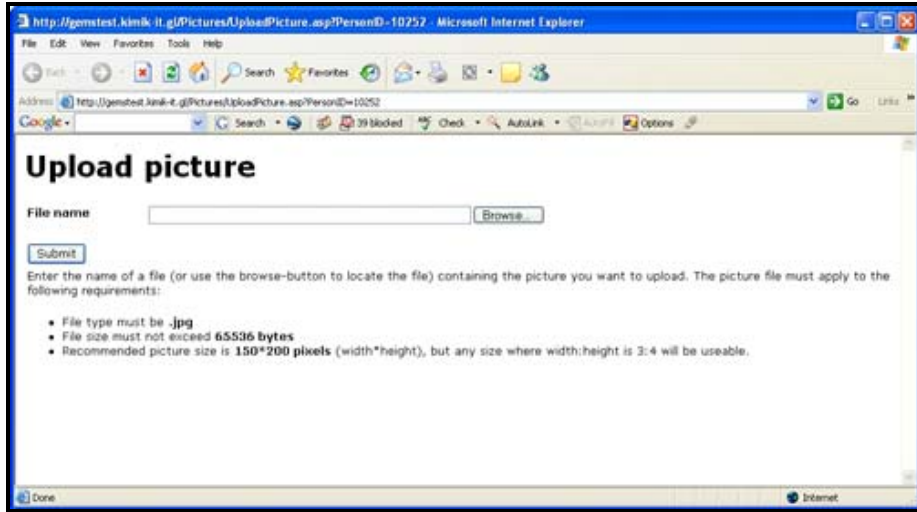


The screenshot shows a web browser window displaying the registration page for the Kenai Peninsula 2006 Arctic Winter Games. The page title is "Participant" and it features a "General information" section with the following fields:

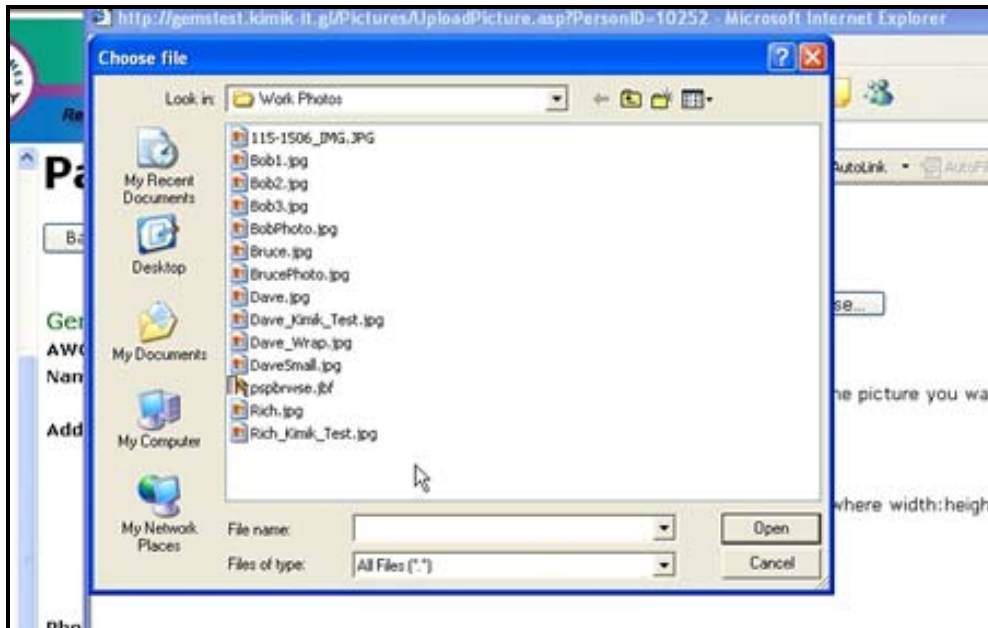
| Field | Value |
|------------|---|
| AWG number | 10252 |
| Name | First name: Jerry, Middle name: , Last name: Dancsek |
| Address | Address line 1: 76 N. Myrtle St, Address line 2: , City: Wood Buffalo, Postal Code: T6T5A56, State/Province: Alberta, Country: ca |
| Phone | Home: 907-5501212, Cellular: , Work: |
| Fax | |
| E-mail | DDancsek@qsynet.ca |
| Gender | Male |

To the right of the form is a box labeled "No Picture" with a link that says "Click here to upload picture".

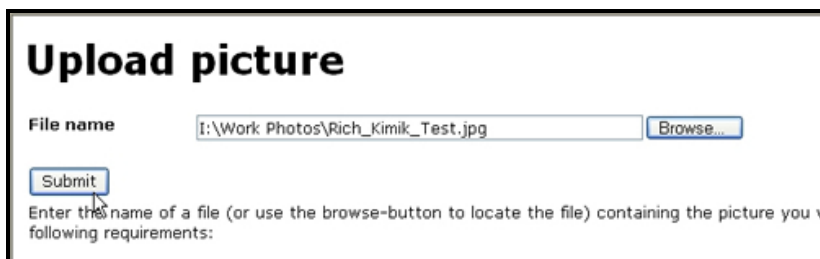
The "Upload picture" screen will appear. It is asking for the file name and path of the participant's photo on your computer. You can click the browse button to launch a windows file search dialogue.



This is an example of the file search dialogue that resulted by clicking the “Browse” button on the “Upload picture” screen. Click (or double click) the file that is the participant’s photo.

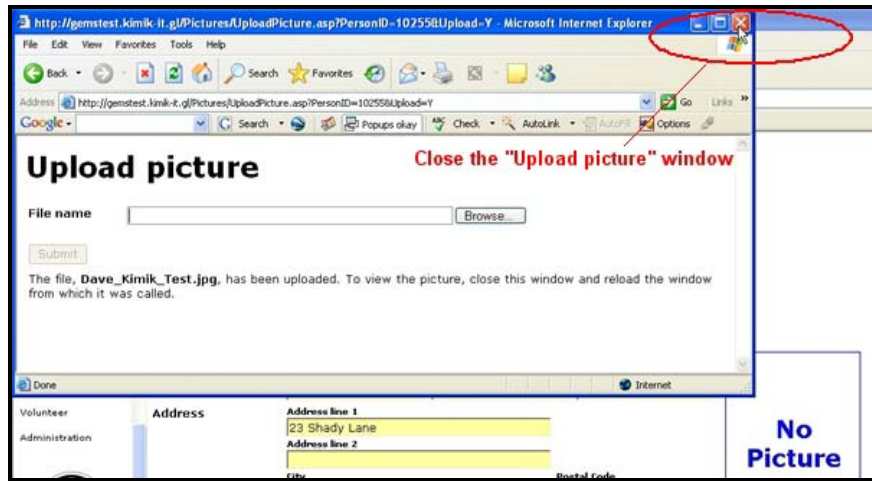


At this point you should have a file path and file name of the photo in the file name text box. Click the “Submit” button to upload it.

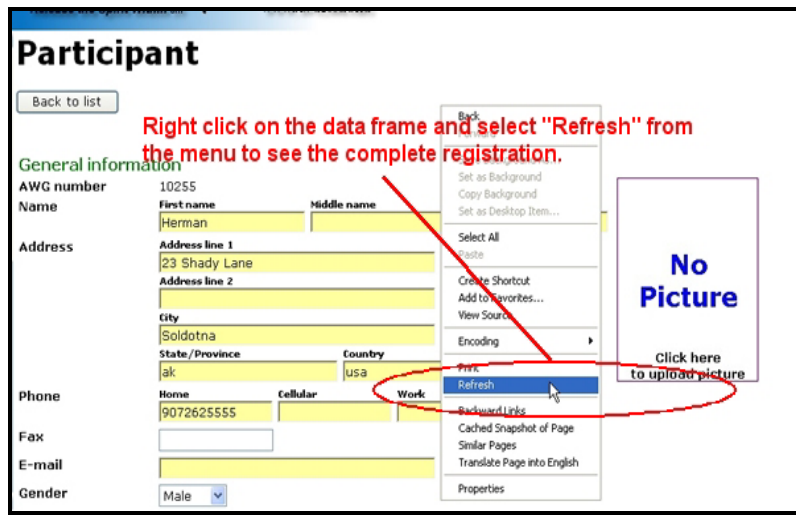


At this point, if the photo upload was successful, the process is complete.

Close the "Upload picture" window by clicking the "X" in the upper right of the window.



To view the registration data with the picture, right click on the data frame and select "Refresh" from the menu (Note that the system is frame based and using the refresh button on the browser will cause the left frame to refresh and place you back at the welcome screen).



To enter another participant go back to "Administrating participants" and click the new button.

III. Searching, Checking, and Updating within your Contingent

From the “Administrating Participants” screen you will be able to search and call up participants of your contingent. This can be used for updating previously entered information, adding photos at a later date, or just verifying registration information.

The search capability works in a variety of combinations. If you just click the “Find” button with the default presentation (which is just your contingent being pre filled) then you’ll receive a list of all members has been entered for your contingent.

If you enter “Tim” in the “First name” field you will receive all the contingent members whose first name starts with “Tim” (i.e.; Tim, Timothy, etc.).

If you enter “Coach” in the registration type you’ll get all the coaches.

If you enter “Coach” and “Tim” you’ll get all the coaches with the first name starts with “Tim”.

If you enter the ID number you’ll get the participant assigned that ID number.

The following example is a search for all participants in the Northwest Territories Contingent.

The screenshot shows the "Administrating participants" interface for the Arctic Winter Games, Yellowknife 2008. The page header includes the event logo and the text "A Celebration of Sport and Culture ARCTIC WINTER GAMES, YELLOWKNIFE 2008". On the left is a navigation menu with options like Home, Medals, Calendar, Sports, Find an athlete, Find a team, Media report, Volunteer registration, Participant registration, Guest registration, Volunteer, Participant, Administration, Doubles, Report, Team, Accommodation, and Accommodation report. The main search form is titled "Administrating participants" and contains the following fields and controls:

- Find** section:
- ID number:
- First name:
- Last name:
- E-mail:
- Contingent: **Northwest Territories** (dropdown menu)
- Type: (dropdown menu)
- Sport: (dropdown menu)
- Status: (dropdown menu)
- Sort: **ID number** (dropdown menu)
- Buttons: **Find** and **New**

The result will be a returned table of your requested “hits”. Click on the “ID No” hyperlink if you want to see the participant’s registration details.

Administrating participants

Find

ID number

First name

Last name

E-mail

Contingent Northwest Territories ▾

Type

Sport

Status

Sort ID number ▾

| upd | ID no | Name | Date of birth | Contingent | Type | Sport | Status | Picture |
|--------------------------|------------------------|---------------------------|---------------|-----------------------|-----------------|-------|-----------------|---------|
| <input type="checkbox"/> | 200031 | Douglas Peter Rentmeister | 1958-10-15 | Northwest Territories | Chef de Mission | | Self-registered | |
| <input type="checkbox"/> | 200218 | Mellissa Wood | 1975-10-30 | Northwest Territories | Other | | Self-registered | |
| <input type="checkbox"/> | 200219 | Sharon Firth | 1953- | Northwest | Other | | Self- | |

IV. Deactivating a participant.

If a registered participant is no longer attending then their registration must be deactivated by:

- Finding the participant through a search.
- Once the participant is found check their associated "Upd" box by clicking on it.
- In the status box select "Inactive"
- Careful here. Click the "Checked participants" update button (**not the All above participants** update button).
- This process can be undone if you choose to return the participant to a "Registered" status by simply reversing the procedure.

| | | | | | | | |
|-------------------------------------|-------|----------------|------------|---------------|----------|------------|---|
| <input type="checkbox"/> | 10250 | Timmy Thompson | 1960-12-25 | Alberta North | Official | Registered | |
| <input type="checkbox"/> | 10251 | Timmy Thompson | 1960-12-25 | Alberta North | Official | Registered | |
| <input checked="" type="checkbox"/> | 10252 | Denny Danicek | 1995-06-15 | Alberta North | Athlete | Registered | X |

47 participant(s)

Update

Status Inactive

Checked participants

All above participants

Alternatively, you can open the participant's information screen by clicking on the "ID No", and change the Status to Inactive under "Other Information" at the bottom of the form.

Other information

Status Inactive

Internal use only Registered

Public use

V. Other

Some other issues to take notice of:

As a security feature the system will log you off after a fixed period of inactivity.