



2024 Manitoba Summer Games

Athlete, Coach and Manager – Online Registration Instructions

All Manitoba Games participants including athletes, coaches and managers must be registered in order to receive their accreditation at Games. An accreditation badge gives participants the correct access to the athletes village, sport venues, food services and transportation network.

Certain aspects of the registration profiles are used for other areas within the Host Society. For example, the biography section is available for the media, the medical section is shared with the medical team in the event that an athlete needs medical attention, and the food allergies are shared with food services. **It is important that all of this information is filled out.**

Please follow the steps outlined below to complete your registration. Once finished, review the checklist provided at the end of these instructions.

Registration deadline: July 14, 2024

Important tips before you start:

- ★ Complete your registration on a computer or laptop (not from your phone).
 - ★ We recommend you have a photo of you ready to upload. More information on photo guidelines can be found in Step 3 below.
 - ★ The webpage may refresh at certain points and it may load back to the top of the registration page – this is normal! Continue on with the registration once it loads.
 - ★ If you are a Games participant under the age of 18 as of August 11, 2024, you will need to complete the registration with a parent or guardian as there are signatures required.
 - ★ If you are competing in more than one sport (two phase athlete) at the Manitoba Games, you will need to complete the registration form twice, once for each sport.
 - ★ **Payment will NOT be due at the time of registration.** You will receive a payment link later on.
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STEP 1 - Select the link below

- [Athlete](#)
- [Coach](#)
- [Manager](#)

STEP 2 - Complete the registration page

All fields marked with a * are mandatory. We encourage you to include as much information as possible.

General Information

- Please enter your mailing address, not your physical address.

Personal Medical Information

- Please fill out the information that you think would be relevant in the event that the athlete needs medical attention.
- **Food allergies and other allergies** are captured in this section.

STEP 3 - Upload a photo

This is a VERY important step and is often missed. Your photo can be uploaded on the right side of the registration page at the top.

If you do not have a photo of yourself, stand in front of a blank wall and use your cell phone to take one. Please ensure you follow the guidelines below for your photo and upload it right away. Examples are included.

- Head and shoulders close up
- No sunglasses or hat
- No other people in the photo



Full legal name	First name <input type="text"/>	Middle name <input type="text"/>	Last name <input type="text"/>	
	* <small>Please enter your full legal name as it appears on your photo ID (e.g. your passport)</small>			
Preferred name	First name <input type="text"/>	Last name <input type="text"/>		
	<small>Use only if your full legal name differs from what you are known by.</small>			
Used name				
Type	Executive			

If you have any questions or need support through the registration process, please contact games@sportmanitoba.ca or at 204-925-5619



STEP 4 - Consent to event waivers

Everyone accredited at the Games must agree to the Code of Conduct and Waiver of Liability (you do not need to provide signed copies of either of these forms). By selecting 'yes' on the drop-down, you give your consent.

If you are a Games participant under the age of 18 as of August 11, 2024, a parent or guardian will need to accept terms of the consent.

STEP 5 - Registration Confirmation

The system will now ask you to create a password. Make sure you write this down (a note in your phone works well) as you will need to login again to update any information. Next, hit save and you will see a confirmation page.

Once you see this confirmation page, you will receive a confirmation email with your login information (be sure to check your junk mail).

STEP 6 - Final Step

All done? Make sure you've done everything on our registration checklist!

- I completed the registration page with my personal information
- I identified if I have any allergies in the Personal Medical Information section
- I uploaded a photo following the guidelines in Step 3
- I consented to the Code of Conduct and Waiver of Liability
- I wrote down my login information to access my volunteer profile again later on

NEXT STEPS - PAYMENT (Athletes only)

You will receive an email prompting you to make a payment **once you are selected to a final roster by your PSO.**

Payments are made through PayPal, or can be accepted by cheque or cash at our office at 317-145 Pacific Avenue.

- One Phase Athlete: \$250.00
- Two Phase Athlete: \$300.00 (\$250.00 on the first registration, \$50.00 on the second registration).

Registration fee deadline: July 28, 2024

If you have any questions or need support through the registration process, please contact games@sportmanitoba.ca or at 204-925-5619