

Registration Instructions for Biathlon Alberta Users:

The following instructions provide registration and access information to Respect in Sport for coaches with Biathlon Alberta. To be properly credited for completing this program, it is important you register yourself into the appropriate section of the Respect in Sport system. Following these instructions will ensure this is achieved.

You are requested register into the sport of Biathlon Alberta. If you coach in multiple sports, once you have become certified in Respect in Sport you may apply your certifications to other associations.

- Type the link provided in your browser (you may want to add this to your favourites)
- On the right hand side of the page, there is a box for New Registration. In this box, you will see a drop-down selection list which reads "Select from these Divisions". Click on the drop down list to show the three divisions. They are Sport, Recreation and Other Associations. Choose "Sport".
- A new drop-down list will be displayed which reads "Select from these Associations". Please choose "Biathlon".
- A third (and final) drop-down selection list will be displayed which reads "Select from these Zones". If you know which zone you coach in, select this zone. If you are not sure which zone you coach in, select the buttons in the New Registration box which provide a listing of zones by map, or by a cities list.
- Click Register Now
- A new page will be displayed. At the top of this page, you will see the registration division, association and zone you selected. If this is correct, click the button which reads "Confirm intent to associate with...."
 - Complete all fields below. Any field with a red exclamation mark "!" is mandatory and must be completed.
 - You create your own username. It can be anything you would like but cannot include any spaces in it.
 - You can create any password you would like, however please be aware that on system re-access, your password must be typed in exactly as you enter it here.
 - The field for Association is the name of the team, club or association to which you belong.
 - If you do have an NCCP number, it is requested you provide this.
 - Please enter your proper date of birth.
 - If you forget your username or password in the future, we will ask you to provide your date of birth, first name and last name. If these are entered correctly you will be asked the question you enter in the bottom fields of the registration page. With a correct response, you will be able to access your username or change your password.
- Click Submit

Once in the system you may modify any information provided through the registration page by clicking the button "Edit Profile". Once you have certified yourself in Respect in Sport, you may add additional sports or associations for which you coach to your profile by clicking Add Additional Sports in the Edit Profile area.

The link to access Respect in Sport is <http://www.respectinsport.com/asrpwf>