

HOW TO REGISTER ON LINE

On Line Registration link is www.jccmacreg.org

Everyone that participates in the Games MUST register on line and receive a credential.

The great part about this site is that families can all register within ONE account.

- 1) **If participated in 2007**, then you can sign into same account from last year. Click “**SIGN IN**” on the home page and then enter username and password. Once logged in, you will be on the “Account Home” page. Click the word “**Register**” next to your name. Go thru the registration as you did last year and complete the information as requested. (Further instructions are below).
 - a. If you do not remember your username or password please e mail Gennifer Roth at GenniferRoth@yahoo.com and she will send it to you.
- 2) **If New to the Games in 2008**, then you will need to first CREATE an ACCOUNT. CLICK “**REGISTER**” on the home page and then proceed through the registration process.
- 3) Below is a list which contains some information that ATHLETES will need on hand when registering. If at any time during the registration process you are not sure of an answer you can leave it blank and return later to complete. IN ORDER FOR INFORMATION TO BE SAVED, YOU MUST CLICK “NEXT” on each page AND reach the SUMMARY page-then CLICK “SUBMIT”
 - a. Date of Last tetanus shot
 - b. Medical information – including list of medications, allergies, past vaccinations and any injuries with dates.
 - c. Emergency Contact Information other than parents (name, phone)
 - d. Health Insurance Information (company name, phone, id#)
 - e. Primary Doctor name and phone
 - f. Dentist name and phone
 - g. Sport with age bracket and for individual sports times, ranking, etc.
- 4) **TIPS ON HOW TO REGISTER:**
 - a. New Accounts:
 - i. Select “**HOST CITY NAME**” (DETROIT) as your Delegation on the Create account page.
 - ii. Create Username and Password on this page too with all your demographic information.
 - b. On Select Program Page:
 - i. For Program, Select “Games”.
 - ii. For Host Community, Select “**HOST CITY NAME**” (DETROIT)
 - iii. For Registrant type, -as a host community there are the following options pending what the individual plans to do at the Games
 1. Select **Athlete** if between the ages of 12-16 as of July 31.
 2. Select **adult staff** if you are going to be a Delegation Head, Assistant Delegation Head, or Coach working directly with athletes.
 3. Select **volunteer** and/or **host family** if doing either or both of these.
 - a. As a volunteer there are only 3 pages to complete.

- b. If someone indicates that “YES” they want to be a host family within this registration then there will be 2 additional pages of questions to answer that are relevant to housing athletes.
 - i. ****It is important to know that this process may take 5-10 minutes to complete but is critical information as it relates to housing athletes.**
 - c. **NOTE:** that all siblings that are not athletes should be included within the parents Volunteer/Host Family registration in the “household member chart which is located on page 5 of the host family registration. Unless members of the family are also volunteering, an athlete, coach or JCC host staff, then there is no need to register them as any other type. They will receive “HOUSEHOLD MEMBER” credentials which will permit them entry to opening ceremonies and all sporting events.
 - d. Each account will permit only one person to register the family as a HOST FAMILY. For example if mom registers and answers YES to be a host family, then when adding dad to the account as a volunteer, host family question will NOT be available as this family is already tagged as a host family.
4. Select **JCC host staff** if you work at the JCC and are working with the Games
 5. Select **Adult staff/host family** – if you are a coach, delegation head, etc. that will ALSO be a host family.
 6. Select **JCC host staff/host family** – if you work at the JCC, are involved with the Games and will also be a host family.
 7. Select **spectator** if you are **ONLY** coming to the Games to watch sports or to see opening ceremonies (usually this is for extended family members, aunts, uncles, cousins, grandparents from out of town and also people that just live in the area that are only coming to see what is going on). This pass has limited access.
 - a. There is NO FEE for local spectators. Out of town spectators will pay on line for their passes.
 - b. ALSO, if a person is registered as any other registrant type, then those credentials will suffice and there is no need to also register as a spectator.

Once registration is completed by going through all the pages you will reach the summary page where you can view all of your information. If the information was answered it will say so and if not it will have the missing fields marked in RED. **Click the “submit” button on the summary page for your information to be saved.** You will then return to the ACCOUNT HOME page.

On the **Account Home page**, click the RED “Add Registrant” button and then continue to register the next person in your family.