Annual Team Registration Readiness Checklist (2024)

Listing Page

- Listing Visibility on? If on, the team is externally visible from the CCN Splash Page
- Registration Dates set to start too late or close too early will prevent the team from accepting registrations.
- Team Location should match your team
- Is the team's website listed?
- Is a team contact email shown?
- Is the team phone number shown (if desired)?
- Is the team logo showing?
- Are the team's social media links showing?

Financials & Accounting

Are you charging Team Fees or setting up a store?

- The team needs a Legal Entity
- The Team needs a Financial Controller (user access)
- The team needs a WePay account
    - The team is connected to the WePay account
    - The WePay account is connected to the team's bank
    - The WePay account must be in 'Active Status'

Configuration Front Page:

Does the team need a capacity limit?

Do you need an updated passcode for team access?

Content Tab

Registration Page

Is the team's coverage area correct?

Transaction Successful Page

Are contacts for student athlete registration and coach registrations shown?

Contact Tab

Is Contact Information shown? Name, Phone, Email & Website?

Registration Category Tab – Team Fees

- If the team is passing team fees through CCN,
- Are dollar amounts correct ?
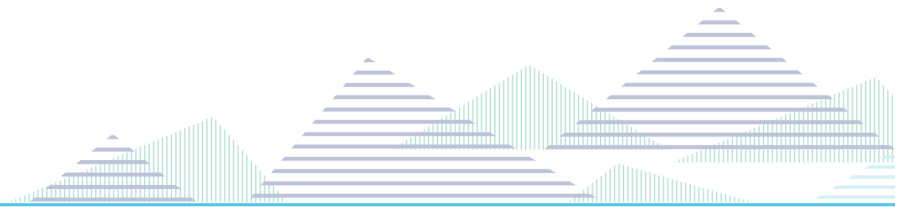- Is the Financial Setup complete?

Registration Forms Tab

- In addition to Standard Registration Questions (See Below), do you want to ask team-specific questions for your members during registration? Separate for Coaches and Athletes

i.e.

What is your goal for this season?

Do you hope to race this season?

Standard Registration Questions: The following information is already collected through MCA Registration and does **not need** to be included on a team registration form:

Person Registering
- Email of person registering
- Name of person registering

Participant
- First Name
- Last Name
- Date of birth
- Sex
- Email
- Address
- City
- Zip
- State
- Phone
- Grade level
- School attending
- Skill level
- Race/Ethnicity
- USAC License Number

Parent/Guardian 1
- Email
- First Name
- Last Name
- Cell Phone Number
- Home Phone Number
- Work Phone Number
- Address

Parent/Guardian 2
- Email
- First Name
- Last Name
- Cell Phone Number
- Home Phone Number
- Work Phone Number
- Address
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Additional Emergency Contacts are optional

Student Health Information
- My Child does have health insurance (Details)
- My child is in good physical and mental health and is able to fully participate in Association / Team events and practices
- Medical conditions or allergies
- Asthma inhaler
- Prescription medication
- I authorize ibuprof

Mailchimp Setup
If the team uses Mailchimp for emails, include the mailchimp setup here, an easy way to send bulk emails to your coaches or athlete families.

Waivers
If the team has a waiver, include the waiver setup here, to present, sign and view team waivers for coaches and athletes.

Stores
Does the team have one or more stores?
Financial setup with WePay is required – see above