



## Annual Team Coach and Athlete Registration Readiness Checklist

### In CCN

- o Is the team registered and paid for? (Team Registration)
- o Registration Dates set to start too late or close too early will prevent the team from accepting registrations
- o The Team location should match your team
- o Is the team's website listed?
- o Is a team contact email shown?
- o Is the team phone number shown (if desired)?
- o Is the team logo showing?
- o Are the team's social media links showing?

### Financials & Accounting

Are you charging Team Fees or setting up a store?

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

### Configuration Front Page:

- Does the team need a capacity limit? (overall, per registration category, etc.)
- Do you need an updated passcode for registration 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

**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 ibuprofen

**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

For Assistance, see CCN Documentation Options on the Coach Resources Page of the Minnesota Cycling Website.