



## 2017-2018 RSA MEMBERSHIP REGISTRATION TIPS

Rope Skipping Alberta is adjusting its registration processes to eliminate the need for handwritten submission by clubs followed by manual entry into RSA's systems. To keep it simple for competitive and recreational clubs and schools, there are two components:

- An Excel worksheet that will enable members to import their data directly into the RSA registration form; and,
- The submission of payment for membership feeds to RSA.

### Step 1: 2017-2018 RSA Membership Worksheet

The 2017-2018 RSA Membership Forms can be downloaded from the RSA website at <http://albertaropeskipping.com/>

The screenshot shows an Excel spreadsheet titled "2017-2018 RSA Membership Worksheet". The spreadsheet has columns A through I and rows 1 through 23. Row 1 is highlighted in red and contains the text "CLUB/SCHOOL DETAILS". Row 2 is empty. Row 3 contains the instruction: "Please provide the following information for your club. Only one primary contact and one head coach may be identified. Multiple secondary contacts may be listed (as applicable). Contacts must be RSA members." Row 4 is empty. Row 5 is empty. Row 6 is the start of a shaded blue section titled "Club Details". Rows 6 through 19 are shaded blue and contain the following fields: "Club/School", "Address", "City/Town", "Province", "Postal Code", "Phone Number", "General Email", "Consent to receive RSA communications", "Club Classification", "Primary Contact for RSA", "Head Coach", "Secondary Contact", and "Secondary Contact". The "Club Classification" field has a drop-down menu open, showing options: "--Select--", "Recreational/School", "Competitive", and "Competitive and Recreational". Row 20 is empty. Row 21 is empty. Row 22 is empty. Row 23 is empty. The spreadsheet has four tabs at the bottom: "Club Details" (blue), "Coaches, Officials, Volunteers" (blue), "Athletes" (blue), and "Fee Summary" (red). Annotations with yellow boxes and arrows point to various parts of the spreadsheet: "All areas to be completed are shaded blue throughout." points to the blue shaded area. "Drop-down lists used to facilitate entry." points to the "Club Classification" drop-down menu. "Information in the three blue tabs must be completed" points to the "Club Details" tab. "Information in red tab will populate based on data in blue tabs" points to the "Fee Summary" tab.

All clubs must complete the three blue tabs. The red tab, "Fee Summary" will populate automatically based on the information entered in the blue tabs. To facilitate entry, none of the fields are locked allowing minor adjustments to be made as needed to accommodate entry from a variety of systems.

- **Club Details**

The screenshot shows an Excel spreadsheet with the following content:

	A	B	C	D	E	F	G	H	I
1	<b>CLUB/SCHOOL DETAILS</b>								
2									
3	<i>Please provide the following information for your club. Only one primary contact and one head coach may be identified. Multiple secondary contacts may be listed (as applicable). Contacts must be RSA members.</i>								
4									
5		<b>Club Details</b>							
6	Club/School								
7	Address								
8	City/Town								
9	Province	AB							
10	Postal Code								
11	Phone Number								
12	General Email								
13	Consent to receive RSA communications	--Select--							
14	Club Classification	--Select--							
15		--Select--							
16	Primary Contact for RSA	Recreational/School							
17	Head Coach	Competitive							
18	Secondary Contact	Competitive and Recreational							
19	Secondary Contact								
20									
21									
22									
23									

The spreadsheet has a ribbon at the bottom with the following tabs: Club Details (selected), Coaches, Officials, Volunteers, Athletes, Fee Summary. The status bar at the bottom left shows 'Ready'.

The name indicated for the Club/School will be used as the official name of the club throughout the season. Please ensure that the name of the club is entered as it is to be used in competitions and RSA communications.

RSA required one person to serve as the primary contact as a liaison between the club and RSA. If there are changes to the contact during the season, it is the club’s responsibility to update RSA at [ropeskippingalberta.board@gmail.com](mailto:ropeskippingalberta.board@gmail.com). Two additional secondary contacts may be provided; however, they will only be used by RSA if it is unable to communicate with the primary contact.

A head coach is requested for each club if there are any coaching-specific matters that arise during the season or at an event or competition. If there are changes to the contact during the season, it is the club’s responsibility to update RSA at [ropeskippingalberta.board@gmail.com](mailto:ropeskippingalberta.board@gmail.com).

- **Coaches, Officials/Judges, Volunteers Membership Entry**

**Contact and Demographic Information**

More detailed information is being collected for coaches, officials/judges, and general club and RSA volunteers than in previous years. This information is required for a variety of purposes including compliance with the Societies Act, AGLC gaming requirements, demographic and trends analyses. All information fields must be completed for the membership to be processed.

COACHES, OFFICIALS/JUDGES, VOLUNTEERS MEMBERSHIP ENTRY												
#	First Name	Last Name	Phone Number	Email	Residence				Date of Birth			Gender
					Address	City	Prov.	Postal Code	Year (YYYY)	Month (MM)	Day (DD)	
1							AB					--Select--
2							AB					--Select--
3							AB					--Select--
4							AB					--Select--
5							AB					--Select--
6							AB					--Select--
7							AB					--Select--
8							AB					--Select--
9							AB					--Select--
10							AB					--Select--
11							AB					--Select--
12							AB					--Select--
13							AB					--Select--
14							AB					--Select--
15							AB					--Select--
16							AB					--Select--
17							AB					--Select--
18							AB					--Select--
19							AB					--Select--
20							AB					--Select--
21							AB					--Select--
22							AB					--Select--
23							AB					--Select--
24							AB					--Select--
25							AB					--Select--

### Roles and Membership Information

In 2017-2018, members are invited to register in multiple capacities that are reflective of their participation in the sport. This will help to ensure that all coaches receive any updates and communications pertaining to coaching, that all judges receive judging updates, etc. Only one primary role should be identified for each member, but there are no limits on the number of secondary roles that can be identified.

Postal Code	Date of Birth			Gender	Please indicate primary (only one per person) secondary roles (unlimited)					Consent to receive RSA communications	Membership Category
	Year (YYYY)	Month (MM)	Day (DD)		Coach	Judge	Club Director	Athlete	Other Volunteer		
				--Select--	--Select--	--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--	Primary	--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--	Secondary	--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--	Not applicable	--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--
				--Select--		--Select--	--Select--	--Select--	--Select--	--Select--	--Select--

Athletes who are involved in multiple capacities only need to be listed on this sheet and should not be included in the "Athletes" tab.

Only one primary role per member should be selected, but any number of secondary roles are permissible.

All members who will be involved in competitions in any capacity must be registered as "Competitive".

If "yes" is selected, they will be added to the distribution contact list to receive newsletters, e-blasts, etc.



- **Fee Summary**

This tab will be automatically populated based on the information provided in the blue tabs.

CLUB:	0
<b>RECREATIONAL MEMBERSHIP FEES:</b>	
Recreational club/school membership fee	\$ -
<b>COMPETITIVE MEMBERSHIP FEES:</b>	
Coaches, officials, and volunteers	\$ -
Competitive athletes	\$ -
<b>Total Payable to Rope Skipping Alberta</b>	<b>\$ 15.00</b>

Electronic membership cards registration file and payment have been processed.

Cheques must be mailed to:  
 Rope Skipping Alberta  
 #102, 4709 51 Avenue  
 Leduc, Alberta T9E 6Z6

## Step 2: Submission of Membership Registration

To purchase your membership, please email the completed file to [ropeskippingalberta.board@gmail.com](mailto:ropeskippingalberta.board@gmail.com). The membership file and payment must be received prior to the membership being registered.

Please make cheques payable to "Rope Skipping Alberta". Cheques must be mailed to:

Rope Skipping Alberta  
 #102, 4709 51 Avenue  
 Leduc, Alberta T9E 6Z6

Electronic membership cards will be sent once your registration file and payment have been processed.