

# Registration Instructions for BBOP Membership on TeamSnap

The following link takes you to online BBOP registration for the 2022 season managed by our TeamSnap website: [BBOP 2022 Registration](#)

There are 4 Main Stages/Dialogs to be completed in sequence in the BBOP TeamSnap registration process:

**Info**

**Documents & Waivers**

**Registration Fees**

**Checkout**

## Instruction 1- New to TeamSnap

\* (if not new to TeamSnap skip to Instruction 2)

If you are completely new to TeamSnap or are not recognized from the computer/browser you are using, you will probably see this first:

 **Bellingham Bay Outrigger Paddlers**

2022 BBOP Season Registration

 **Welcome to TeamSnap's Club & League Registration**

This season we're using TeamSnap to manage our teams and registration. Please create an account to continue, or log in with your TeamSnap account.

Don't Have a TeamSnap Account? [Sign Up](#)

Log in With TeamSnap

Email

Password

[Forgot Password?](#)

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If you do actually have a TeamSnap login then go ahead with that and skip down to **Instruction 2** in these instructions, otherwise click on “Signup”

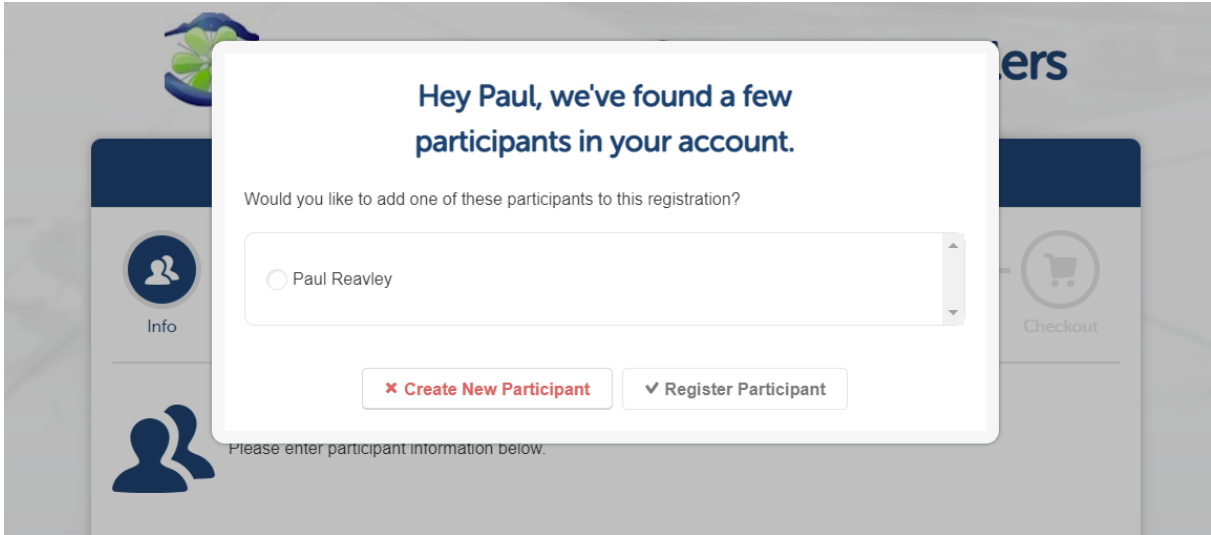
A new dialog will appear that you need to fill out with your name, email address, birthday, and a new password of your choosing. You also will have to check the box saying you agree to TeamSnap terms of service and policies. After filling everything out, click on “Create Your Account”. If you successfully create a new account, you should see the 1st registration dialog next - Continue to **Instruction 3A** of these instructions.

# Instruction 2 - You Have Logged Into TeamSnap

If TeamSnap recognizes you, you probably will first see this unless you started an unfinished registration:



Click on “New Signup”.



When you start on the registration page, if you are recognized there will be a pop up dialog that allows you to fill much of the initial registration form with information that TeamSnap already knows about you.. You can avoid having to do extra data entry here if you click on the circle next to your name, then click on the **Register Participant** button. If the popup dialog does not offer your name as an option, or there is no popup dialog then you need to proceed as a New Participant and fill out all of the required registration form information. You should see the 1st registration dialog next - Continue to **Instruction 3A** of these instructions. If you are registering more than one person you still need to read **Instruction 3A**.

# Instruction 3A - Registering for BBOP 2202 Season - 1 Participant

## First Registration Dialog - Info

### Step 1 Enter Participant Info

The first registration dialog/page is a long one and has a number of fields/questions that have to be answered before you can continue to the next registration dialog/stage. The first long section of this dialog is called “**Step 1 Enter Participant Info**”. Notice the **red asterisk** by many of these fields - each of these has to be completed before you can continue with registration. Notice some items such as the photo upload do not have red asterisks - that means you do **not** have to fill/complete those. (You can edit your account anytime and add such information if you wish to later). Each entry field that has a caret/down facing arrow to the right of it means that you should click on the caret to see and choose from some options. Move your mouse to your preferred choice and click on it.

Example:

\* **Novice/Open** ?

Novice (under 2 yrs experience) ▼

Novice (under 2 yrs experience)

Open (over 2 yrs experience)

Notice also that next to some fields there are small question marks. If you station your mouse cursor over these question marks you will see additional information that may help explain your choice and/or the reason for collecting this information.

Example:

\* **BBOP Member Since** ?

Just use Jan 1 for Month and Day.

What year did you first become a member? (ok to ignore a year off if applicable, and simply choose Jan 1 for month and day, all we care about is the year)

Late Registration (August)

Top of the first registration dialog



## 2022 BBOP Season Registration



Info



Docs & Waivers



Registration Fees



Checkout



### Participant Info

Please enter participant information below.

#### Step 1: Enter Participant Info

##### Participant 1 Info

close

\* First Name

\* Birthdate

\* Last Name

\* Email

\* Address

\* Telephone

\* City

\* Gender

\* State/Province


\* Zip/Postal Code

Player Photo

Photo Upload

### Continuation of First Dialog - Additional Participant Info

**Player Photo**



**Photo Upload**

Note: JPEG format suggested. Photos larger than 200x260 pixels will be cropped automatically.

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**Additional Participant Info**

<p><b>* Emergency Contact</b></p> <input type="text"/>	<p><b>* Novice/Open</b> <a href="#">?</a></p> <input type="text"/>
<p><b>* Emergency Contact Phone</b></p> <input type="text"/>	<p><b>* My Role in Bellingham Bay Outrigger Paddlers Club</b> <a href="#">?</a></p> <input type="text"/>
<p><b>Medical issues we should be aware of</b></p> <input type="text"/>	<p><b>* Outrigger Experience</b> <a href="#">?</a></p> <input type="text"/>
<p><b>* Swimming Ability</b></p> <input type="text"/>	<p><b>* Registration Type</b> <a href="#">?</a></p> <input type="text"/>
<p><b>* Volunteer Selection 1</b> <a href="#">?</a></p> <input type="text"/>	<p><b>* BBOP Member Since</b> <a href="#">?</a></p> <input type="text"/> <input type="text"/> <input type="text"/>
<p><b>Volunteer Selection 2</b> <a href="#">?</a></p> <input type="text"/>	<p><b>Late Registration (August 1 or later)?</b> <a href="#">?</a></p> <input type="checkbox"/>
<p><b>Volunteer Selection 3</b> <a href="#">?</a></p> <input type="text"/>	<p><b>* Vaccinated for Covid (proof will be required before you may paddle)</b></p> <input type="text"/>
<p><b>* Year Started Paddling</b> <a href="#">?</a></p> <input type="text"/> <input type="text"/> <input type="text"/>	<p><b>Team Coordinator/Board Member (use fee discount)</b> <a href="#">?</a></p> <input type="checkbox"/>
<p><b>* Paddler Classification</b> <a href="#">?</a></p> <input type="text"/>	

**Additional Participant Info** - “Additional” just means more information needed from each participant being registered.

Once you have filled out all of your information in the section of this dialog labeled “**Step 1**” - **AND** you are only registering yourself, look at the bottom of the dialog where **Step 2** and **Step 3** are.

## Step 2: Enter Parent Info

Only should be filled out if you are the parent or legal guardian of a minor whose information you were just filling out above.

## Step 3: Show of Hide Info

Click on this check box if you wish to hide the registrant contact information above from other team members.

If you are only registering yourself you are now ready to click on “**Save and Continue**”. If there is something you have missed you will not go on to the next dialog. TeamSnap should show some **red text** and scroll you to the part of this first dialog that still needs to be completed. Occasionally our experience is that the **red text** may be missing, but if the first dialog is still showing after you click on “**Save and Continue**” you can be assured that there is still some required item that has not been completed.

**Participant 1 Info**
close

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**• First Name**

⊘ This is required.

**• Birthdate**

⊘ This is required.

**• Last Name**

⊘ This is required.

**• Email**

⊘ This is required.

**• Address**

⊘ This is required.

**• Telephone**

⊘ This is required.

**• City**

⊘ This is required.

**• Gender**

⊘ This is required.

**• State/Province**

⊘ This is required.

## Instruction 3B - Registering for BBOP 2202 Season - Multiple Participants

\*\* All of the instructions for registering single participants apply to registering multiple participants so please read all of the instructions in Instruction 3A above first if you haven't already. Then return to these instructions \*\*.

After you have filled out the information for your first participant pay attention to the following option(s):

You should notice (just above Step 2 on the first dialog) either this button for adding another participant:

➤ Add Another Participant

Step 2: Enter Parent Info

Or you will see this:

➤ Import Past Participant

➤ Add Another Participant

Step 2: Enter Parent Info

If the next participant you want to add has already been a BBOP member in the last couple of years that we have been using TeamSnap then their info will probably be in the TeamSnap database so choose **“Import Past Participant”**. If you find the person you are looking for then you can choose them and have most of their information imported into the dialog for an added participant. If you do not find them then return and choose **“Add Another Participant”** and fill out their information just as you did for your first participant. All of the instructions above in **Instruction 3A** once again apply for this participant as well. When you have finished the information for all of the participants you are registering, click on **“Save and Continue”** and proceed to the second dialog in the registration process.

## Instruction 4 - Documents and Waivers

There are 3 waivers and a code of conduct to complete in the Documents and Waivers dialog. The top of this page looks like this:



# Bellingham Bay Outrigger Paddlers

## 2022 BBOP Season Registration



Info



Docs & Waivers



Registration Fees



Checkout



### Documents & Waivers

All paddlers need to sign our code of conduct and provide 3 waivers (PNWORCA, Paddlesport, BBOP). There is a separate Google form version for each of the 3 waivers. We provide a web link for each. Youth names should never appear in signature blocks. Each Google Waiver form has a "submit" button (no file upload required). The "Paddler under 18" sections should be filled out for youth paddlers and ignored otherwise.

Stu Doe

#### \* WAIVER #1 OF 3 (BBOP Waiver)

There is an external web link for this waiver. Leave this registration page open in your browser and copy the link at the end of this paragraph into a new tab on your browser which will take you to a Google Waiver Form. Complete the waiver form (ignore the "Paddler under 18" entries if the waiver is not for a youth registrant) and click on "submit" to finish. Then come back to this page and click the check box below to acknowledge that you have completed and agree to this waiver. <https://forms.gle/qhwhSBeJz3AvLpC7>

Follow the instructions for each of the 3 waivers that will take you to an external link where you will fill out and sign each waiver. If you are completing a waiver for a minor, fill out the parent/guardian information in each waiver, otherwise you can ignore those sections of each waiver. Underneath each waiver description is a check box that must be checked signifying that you have agreed to the waiver.

At the bottom of the Dialogs and Waiver dialog is the BBOP code of conduct. This needs to be read. Then you must sign at the bottom to acknowledge that you will endeavor to abide by these conduct guidelines. For family memberships, the code of conduct will only be signed by the primary person logging in and filling out registration.. That person takes responsibility for adherence to the code of conduct for members of the household. For couples with a family membership, they take responsibility for spouse/partner. For parents with keiki, their minor kids.

### Registration Documents & Waivers

**\* BBOP Code of Conduct**

Please read our code of conduct and with your signature acknowledge our club goals of personal respect, equipment care, and team cooperation that we intend to practice in all club activity.

I/we understand by purchasing a BBOP membership I/we agree to a) respect and obey club rules and approved procedures, b) demonstrate respect for the rights, beliefs, and opinions of fellow club members and approach disagreements with civility, c) respect BBOP's equipment and property and that of other outrigger clubs, and d) promote a positive image of BBOP and outrigger paddling in the local and extended paddling community.

I/we understand that BBOP is a non-profit club that is run by volunteers and I/we agree to support the club by volunteering for scheduled maintenance projects, BBOP-sponsored race tasks and other volunteer activities as requested by the Board.

I/we understand that I/we have the power and responsibility to make a positive difference in my/our club.

By entering my name in this box I agree to the terms of the waiver.

sign here

Expecting: John Doe2

 **Sign Waiver**



**Save & Continue** ▶

After you have checked all check boxes and signed the Code of Conduct signature box (it is not really a waiver), you can click on **Save & Continue**.



## Instruction 5 - Registration Fees

In the Registration Fee dialog you are given a number of membership options to choose from. Each is described and you will need to select the one that is appropriate for you. At the bottom of the dialog there is an opportunity provided to make an optional donation to BBOP. If you wish to earmark your donation there are instructions in the dialog for doing that.

**Optional Donation to BBOP**

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If you wish, you can choose from the set of donation options to make a general purpose donation to BBOP. If you want to designate your donation for a specific purpose email the treasurer at sue.debari@gmail.com and she will earmark the funds

Donation 1 | \$25.00

Donation 2 | \$50.00

Donation 3 | \$100.00

Donation 4 | \$250.00

Donation 5 | \$500.00

**Remove Selection**

**Save & Continue**

After you have chosen the membership you want and made a donation if you wished or left the donation section blank, you will click on **Save & Continue**.

## Instruction 5 - Checkout

Payment for membership(s). This page should be basically self-explanatory. There are 3 payment options:

Pay online via ACH transfer from your bank

Pay online using a credit card

Pay offline - you will be provided with a printable payment voucher and given instructions concerning where you can either hand deliver your payment or mail a check.