

REGISTRATION GUIDE FOR COACHES

The Michigan Scholastic Cycling Association partners with Sports SignUp Play for our registration and team management needs. Here is some important information that you need to know about using our registration system.



- The registration site is here: www.miscabike.org/register
- Registration accounts are “family” accounts. The primary account holder must be 18 years or older. Multiple adults and children can be added to the account.
- All registrants must use their legal name.
- Three (3) email addresses can be added to the account. If you have a child in the League and would like your child and/or spouse to receive emails from team coaches and MiSCA, please add their email address to the account.
- Receive urgent text updates from your coaches or MiSCA via *easyAlert. To activate this service, you must “opt-in”.
- You will be required to add a photo image to your profile if you don’t already have one. Your image will be visible on the team roster for parents, riders and other coaches to see which can be helpful. This photo will also be used on your Coach License card.

INCLUDED

- HOW TO REGISTER A TEAM
- HOW TO REGISTER AS A VOLUNTEER COACH
- HOW TO REGISTER FOR COACHING CLINICS

COACH REGISTRATION CHECKLIST – GET REGISTRATION READY

- Is a Participation Code required? If so, you can obtain it from the [Registrar](#) or [head coach](#)
- Read [Concussion Management Handout](#)
- Have a photo of yourself ready to upload in .jpg/.jpeg format

HOW TO REGISTER A TEAM (TEAM MANAGERS / HEAD COACHES ONLY)

1. Create account or log into your account.
2. From the dashboard, select **APPLY TO COACH/VOLUNTEER**.
3. Under Registrants, select yourself and then **REGISTER NOW**.
4. Under Team Annual Registration, select **REGISTER AS A TEAM MANAGER OR HEAD COACH**.
5. Answer the required questions then select **CONTINUE**.
6. Read the Consent Form and select **I AGREE**.
7. From the Shopping Cart, select **CONTINUE TO CHECKOUT** or **REGISTER ADDITIONAL PLAYERS/VOLUNTEERS**.

HOW TO REGISTER AS A VOLUNTEER COACH

1. Create account or log into your account.
2. From the dashboard, select **APPLY TO COACH/VOLUNTEER**.
3. Under Registrants, select yourself and then **REGISTER NOW**.
4. Under Coach & Rider Annual Registration, choose your role and select **REGISTER**.
5. THERE ARE UP TO 6 REQUIREMENTS AT THIS POINT:
 - a. **Participation Code:** At various times of the year, there may be a Participation Code required. Enter the participation code here and select SAVE. If you do not have the current code, please contact the [Registrar](#) or [head coach](#). NOTE: participation codes are not the same as promotion codes. Participation codes are used to proceed with the registration process. Promotion codes are typically used for various discounts and are entered at checkout.
 - b. **CDC Concussion Quiz:** You can study the [Concussion Training for Coaches](#) before taking the quiz.
 - c. **Person ID Image:** Upload an image of yourself. This is important for security purposes. NOTE: You can change your profile picture at any time by going to the dashboard and under Account Options select ACCOUNT SETTINGS. Click on your name under Adults and under Adult Options select CHANGE IMAGE.
 - d. **Certificate Requirements:** If you selected a Level 2 or Level 3 Coach role, you must upload the additional required certificates. If you're still working on these requirements or do not have certificates available, you can register for the coaching level you have attained while you complete the required certifications. Contact the [Registrar](#) when ready to upgrade (no fee).
6. Now you will be asked questions about coaching and your goals and to agree to various rules and releases. Complete all of the coaching fields and select **CONTINUE**.
7. Please read the Consent Form and select **I AGREE** to proceed.
8. From the Shopping Cart, select **CONTINUE TO CHECKOUT** or **REGISTER ADDITIONAL PLAYERS/VOLUNTEERS**.
9. If you chose Continue to Checkout, you will now begin the Background Check procedure if you do not have a valid MiSCA background check. NOTE: MiSCA background checks are valid for 2 years. **SELECT BEGIN BACKGROUND CHECK**. *If your background check is valid, skip to #16.*
10. Enter personal data and select **CONTINUE**.
11. Enter personal data and select **CONTINUE**.
12. Read the Background Check Discloser, enter your initials, and select **I AGREE**.
13. Read the Background Check Authorization, enter your initials, and select **I AGREE**.
14. Read the Background Check Release, enter your initials, and select **I AGREE**.
15. From the Shopping Cart, select **CONTINUE TO CHECKOUT** or **REGISTER ADDITIONAL PLAYERS/VOLUNTEERS**.
16. You will receive a confirmation email with your registration receipt.

HOW TO REGISTER FOR COACHING CLINICS

1. Create account or log into your account.
2. From the dashboard, select **REGISTER TO PLAY/PARTICIPATE**.
3. Under Registrants, select yourself and then **REGISTER NOW**.
4. All open coaching clinics/events should be listed here. Find the clinic you are registering for then **REGISTER AS A RIDER**.
5. Enter personal data and select **CONTINUE**.
6. Please read the Consent Form and select **I AGREE** to proceed.
7. From the Shopping Cart, select **CONTINUE TO CHECKOUT** or **REGISTER ADDITIONAL**
8. **PLAYERS/VOLUNTEERS**.

HOW TO UPDATE YOUR ATHLETE'S CATEGORY

1. Log in to your **TEAM PAGE**
2. From coach tools, select **MANAGE TEAM INFO**
3. Find the rider you would like to update, and select **EDIT**.
4. Under **MiSCA RACE CATEGORY**, you may select their appropriate category you expect them to race in this season from the drop-down menu.
5. Use the **TEAM RIDER GROUP** box to type in the group they ride in specific to your team during practices.
6. Click on the **SAVE** button to complete the athlete's update.

First Name
First

Last Name
Lastname

MiSCA Race Category
Middle School Advanced Female

Team Rider Group
text box: each team can have unique group names

This selection is assigned by the coach and used by MiSCA for race registration and series points.

This is the group the rider participates in during team activities.

School Name: *
My Middle School

choose 1 from a list of 20 categories

Enter the name of the school that you will be attending in the fall of this year or Home School (this is NOT your team name, your actual school)

Save Cancel

STAY CONNECTED WITH YOUR TEAM

Sports SignUp Play is a leading team and league management system, now providing schedules, calendars, communications, rosters and more to busy coaches and youth sports families in an easy-to-use app. The SSU Play app is free and can be used with any team or club!

SportsSignUp *Play*

