

# Registering as Coaching Staff/Board of Directors



1

Navigate to <https://register.pwsaontario.com/Account/Login>

2

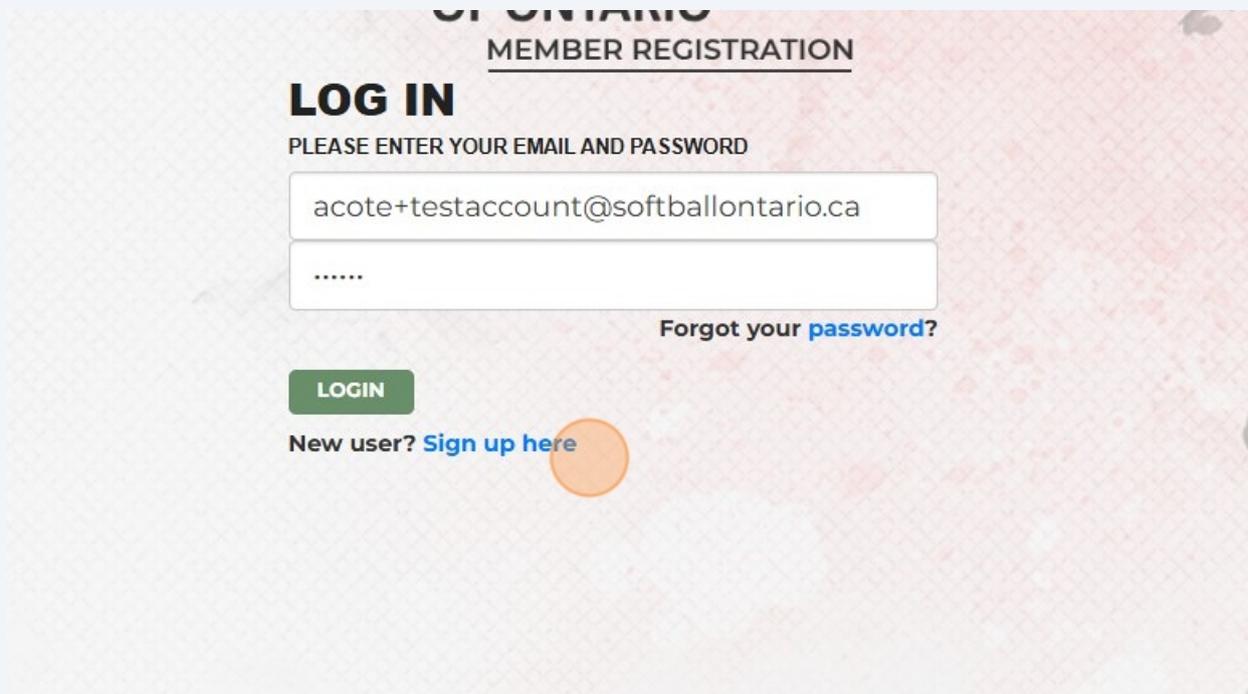
If you have an account, log into your existing account using your username and password.

If you are a new coaching staff/ board member to PWSA, please click on the Sign Up Here option.

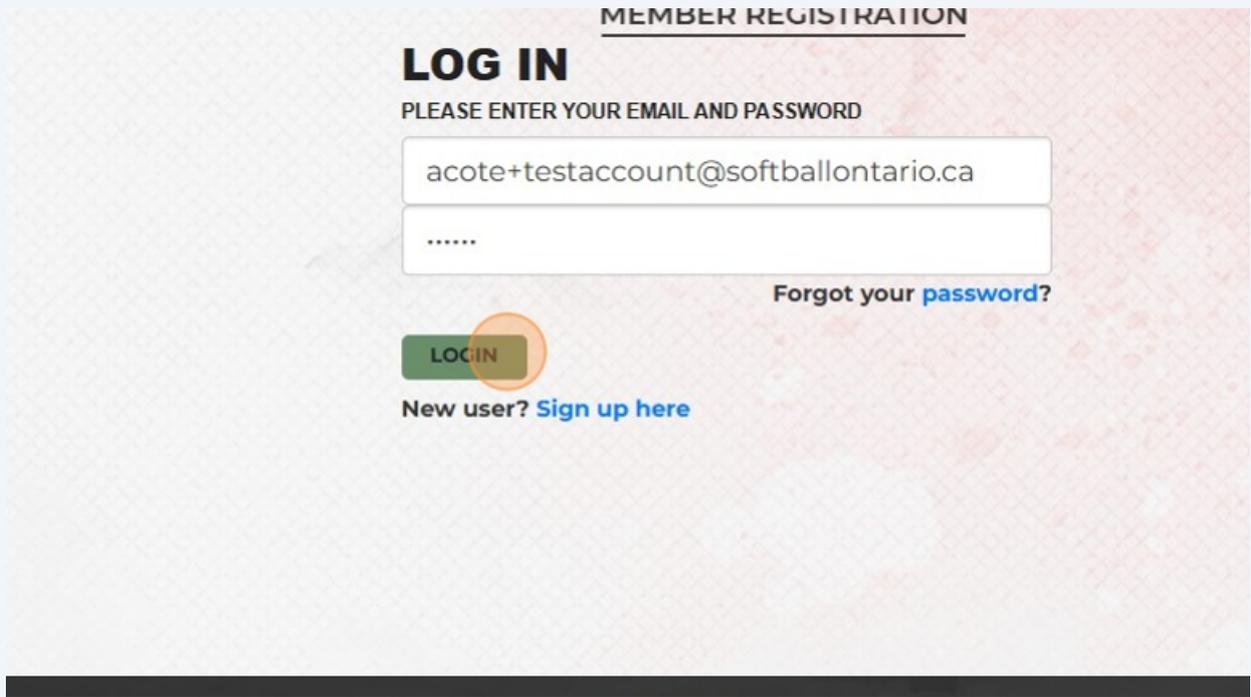
This will take you to a screen where you will enter, your first name, last name and email address. This will send you a link to the email address you provided. Please check your spam folder or junk mail as sometimes it ends up in there.

Once you have clicked on the link, follow the registration process by entering your information. Once you have completed this, the screens below will pop up for you when you log into your new account.

If you are having any trouble, please send an email to [info@pwsaontario.com](mailto:info@pwsaontario.com) or [info@softballontario.ca](mailto:info@softballontario.ca)



3 Click this button.



**4** Click on the Select Role dropdown. This will give you options to select:

Head Coach

Asst Coach/OF Manager (If you are an Off Field Team Manager please update your NCCP # to 999999).

Team Manager

Board of Director-No Charge Role

The screenshot shows a web interface with a green navigation bar at the top containing the links: HOME, MY ACCOUNT, PERMITS, EVENT REGISTRATION, and WELCOME ACO. Below the navigation bar is a black warning box with white text: "WARNING! By signing this document you will waive certain legal rights. Please read carefully." Underneath the warning is a dropdown menu labeled "Select Role\*" with an orange circle highlighting the dropdown arrow. Below the dropdown is a checkbox with the text: "The Participant (and the Participant's parent/guardian, if applicable) acknowledge that they have read this agreement and this agreement is to be binding upon themselves, their heirs, next of kin, assigns, executors, administrators, and represent electronic signatures in lieu of an original signature on paper." At the bottom of the form is a button labeled "Accept".

**5** Emergency Contact Information:

The Emergency Contact information needs to be completed in full, with a first name and last name. The emergency contact cannot be the person whose profile it is.

**6** Respect In Sport Number:

When completing your profile, all members must have a complete Respect In Sport Number on their profile. If you are 18 and older, you must have your own Respect In Sport Number.

Note: A Complete Respect In Sport Number will have an alpha-numeric certificate number that is formatted with the first 4 digits indicating the Association that issued the certificate. Example: PWSA-XXXXXX-X-XXXX

**7** Once you have selected your role, it will ask you to select the division you are coaching as well.

**WARNING! By signing this document you will waive certain legal rights. Please read carefully.**

Select Role\*

Select Division\*

Coach NCCP Number\*

Coach

8

You must enter your NCCP Number as this is mandatory. If you do not remember it, please put N/A and edit your profile once you know the number to add.

Note: The team will not be approved until all coaching staff have entered their NCCP#. (Each Coaching Staff will have their own unique NCCP#) Off Field Team Managers please use the NCCP #999999 to demote your role.

Certification levels as on the Affiliation Deadline Date will stand for the balance of the season and exemption requests will only be reviewed after that date.

Head Coach

Select Division\*

U9/U11

Coach NCCP Number\*

|

Coach	
#	Terms And Conditions
1	<a href="#">Head Coach Waiver.pdf</a>

9 You can click on the Waiver to download and read.

Coach NCCP Number\*

6569226

Coach	
#	Terms And Conditions
1	<a href="#">Head Coach Waiver.pdf</a>

The Participant (and the Participant's parent/guardian, if applicable) acknowledge that they have read this agreement and that this agreement is to be binding upon themselves, their heirs, next of kin, assigns, executors, administrators, and representatives. Electronic signatures in lieu of an original signature on paper.

10 Click this checkbox that you acknowledge the waiver.

Coach	
#	Terms And Conditions
1	<a href="#">Head Coach Waiver.pdf</a>

The Participant (and the Participant's parent/guardian, if applicable) acknowledge that they have read this agreement and that this agreement is to be binding upon themselves, their heirs, next of kin, assigns, executors, administrators, and representatives. Electronic signatures in lieu of an original signature on paper.

Accept



## 11 Click 'accept'

#	Terms And Conditions
1	<a href="#">Head Coach Waiver.pdf</a>

The Participant (and the Participant's parent/guardian, if applicable) acknowledge that they have read this agreement and agree that this agreement is to be binding upon themselves, their heirs, next of kin, assigns, executors, administrators, and electronic signatures in lieu of an original signature on paper.



Provincial Women's  
Softball Association of Ontario

76-7385 Magistrate Terrace  
Mississauga, ON L5W 1W9

Email: [info@pwsaontario.com](mailto:info@pwsaontario.com)

## 12 Click the "checkout" button

Regular	Quantity	Discount	Total
\$15.00	1	\$0.00	\$15.00
		Sub Total	\$15.00
		Tax	\$0.00
		Grand Total	<b>\$15.00</b>

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13

You can pay by E-Transfer or Credit Card. If you are paying by credit card please enter your card information and click validate card.

If you are paying by E-Transfer, please put Name of person who is sending the money and send the money to payments@pwsaontario.com

The screenshot shows the website header with the logo and navigation menu. The main content area is titled "PAYMENT" and features a dropdown menu for "Payment Type" with "e-Transfer" selected. Below this is a section for "E-transfer Information" with a text input field for "Name of Sender".

14

Click "proceed with payment"

The screenshot shows a payment confirmation screen with several empty text input fields. At the bottom, there are two buttons: "PROCEED WITH PAYMENT" (highlighted with an orange circle) and "CANCEL".

15 Click continue. This will take you back to the main menu.

\$15.00	1	\$0.00	\$15.00
		Sub Total	\$15.00
		Tax	\$0.00
		Grand Total	<b>\$15.00</b>
		Amount Paid	<b>\$0.00</b>



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16 If you are having any trouble, please send an email to [info@pwsaontario.com](mailto:info@pwsaontario.com) or [info@softballontario.ca](mailto:info@softballontario.ca)