

2017 JCC Maccabi Online Registration Guide



JCC Association
of North America



Who Registers for JCC Maccabi?

Everyone that participates in the JCC Maccabi must register online, this includes:

- Athletes and Artists
- Coaches
- Delegation Heads
- Spectators

Where do they register for JCC Maccabi?

- ❑ For JCC Maccabi Games: www.jccmaccabigames.org/registration
- ❑ For JCC Maccabi ArtsFest: jccmaccabiartsfest.org/registration



What web browsers should you use to register?

- Chrome – any version
- Firefox – any version
- Internet Explorer 9 or above – older versions will cause complications
- Safari – there can be issues if your cookies are on, if Safari doesn't work, use a different browser

We strongly recommend using Chrome or FireFox

Can I register from my phone or tablet?

- Yes, the registration system is supported by all mobile devices using **Chrome** (*other browsers will not work seamlessly*)

Registration Home Page

When a users visits either JCCMACCABIGAMES.ORG/ JCCMACCABIARTSFEST.ORG the first step users will be presented with is the registration home page. This screen will provide you the opportunity to either log-in to an existing account or create a new account.

The system will automatically assume the user is creating a new registration, as such it will present the create a registration screen. If a user already has an account they wish to log into they simply will need to click the login button located in the top right hand corner of the screen.

Remember that multiple users can register under the same account. Meaning a host family will register all house hold members under one account, utilizing one login for the entire family.



The screenshot shows the registration home page. At the top right, there are two buttons: "Login" (highlighted with a green box) and "Register". Below this is the "Register" section, which includes instructions for creating an account, password requirements, browser requirements, and a link for local delegation head. The registration form consists of several input fields: "Account Name - Please write your family name followed by your delegation (ex. Cohen Chicago)", "Email:", "Create Password:", and "Confirm Password:". There is also a checkbox for "Keep me logged in" and a "SIGN ME UP" button at the bottom right. At the bottom of the page, there are logos for "SECURED & SECURED" and "NO CSS" and a footer for "Registration and Payments by Regpack".

Creating a new account

- The first step when creating a account is to select an account name. The account name should be the family name followed by the delegation name. For example:

SteinAlbanySchenectady
LevineMiami

- Users will then be asked to provide an e-mail address and create a password. Please note that the e-mail address provided must be an active e-mail address, as the system will utilize this e-mail for communication and the forgot password function.
- The password selected should be one the user can easily remember and shared with any additional registrants of the account.

Login to my account

Register

Create an account below by completing the required fields.

All passwords **MUST** be at least 6 characters and contain no special characters (i.e. !@#%&*)

Browser Requirements: This system will work with all major browsers. We recommend using IE9 or higher, Google Chrome, Firefox, and Safari.

If you have created an account and are having login issues [please do not create a duplicate account](#), [contact your local delegation head](#) for additional assistance.

Account Name - Please write your family name followed by your delegation (ex. Cohen Chicago)

Email:

Password:

Confirm Password:

Keep me logged in

Accessing an existing account

- If the user already has an account with Regpack – meaning they participated in 2014, 2015, or 2016 they will simply enter their e-mail address and password used to created their account.
- If they have forgotten their password users can utilize the forgot password button and a re-set e-mail will be sent to the e-mail they registered with. JCC Association, nor Regpack has this information stored, the only way to re-set a users password is by following the steps prompted when clicking forgot password.
- Please note that the only information that will carry over from previous registrations is the login information.

Login to my account

Login

All passwords MUST be at least 6 characters and contain no special characters (i.e. !@#%&*)

Browser Requirements: This system will work with all major browsers. We recommend using IE9 or higher, Google Chrome, Firefox, and Safari.

If you have created an account and are having login issues please do not create a duplicate account, [contact your local delegation head](#) for additional assistance.

Email:

Password:

[forgot password?](#)

Keep me logged in

Entering a single mailing address for all users

Based on feedback from previous years, for 2017 we have worked with Regpack to provide users the opportunity to enter one address at the account level for all registrations under that account! This will be an option for new users as well as returning users!

Will everyone listed under this account share the same address? yes no

Home Address

Address 1

Address 2

City

State/Province

Zip/Postal Code

Country

Before completing your first registration the system will automatically ask if you are interested in creating an additional registration under your account. If you are interesting in doing so simply follow the prompted steps, if not, click no and you will be able to complete your original registration.

If the account holder selects “yes” than they will be prompted to enter their mailing address.

Please keep in mind once a account creator selects “yes” the system will not provide the opportunity for registrations to enter their address.

Will everyone listed under this account share the same address? yes no

Before completing your first registration the system will automatically ask if you are interested in creating an additional registration under your account. If you are interesting in doing so simply follow the prompted steps, if not, click no and you will be able to complete your original registration.

If the account will be utilized to register individuals with several different mailing addresses than “no” must be selected and each registrant will have to enter their own unique address on their basic information page.



JCC Association
of North America



Age Determines Level of Participation

Date of Birth - -

Month Day Year

Date of birth for registrant

Gender Male Female

Choose level of participation Spectator VIP (Permission Required) Officials/Vendors

Date of Birth - -

03 03 1985

Month Day Year

Date of birth for registrant

Gender Male Female

Choose level of participation Coach/Chaperone Delegation Head Local JCC Staff Spectator Host Family Member/Volunteer VIP (Permission Required) Officials/Vendors

- Our system is an age determinant system, meaning you will ONLY see the appropriate available levels of participations once you have provided your birthdate and delegation. This is important to communicate to your users as it is a common question every year.
- This is built in as a security measure to ensure individuals are registering for the correct type of participation at JCC Maccabi.

Date of Birth - -

03 03 2000

Month Day Year

Date of birth for registrant

Gender Male Female

Choose level of participation Athlete Spectator Host Family Member/Volunteer VIP (Permission Required) Officials/Vendors

Contact Information

Contact Information

Registrant's Email

Registrant's primary phone number while at JCC Maccabi Games - -

Primary phone number type

Cell

Home

Work

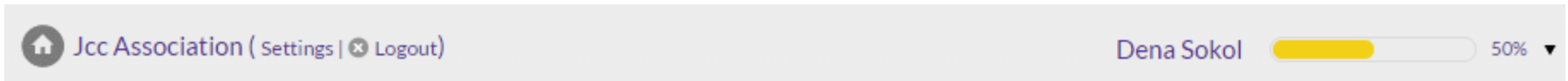
Other

do not include parentheses, spaces, periods, or dashes

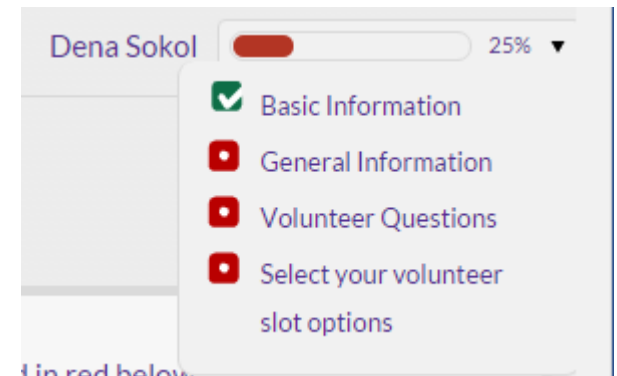
- This is the e-mail address and the phone number of the user registering, this means if the registration is for an athlete we need the athletes contact information etc.
- The overall account email can and should be the parents, but each individual registrant needs an direct email address associated to their specific registration.
- We encourage Delegation Heads to use Regpack to communicate with their teens, in order to ensure communication is going to the correct place we need the correct e-mail address. Additionally information is pulled from Regpack for the Host Communities text message alert systems. If we do not have accurate information coming in, we will not be able to provide accurate information going out.

Navigating a Users Registration

Once the Basic Information page has been completed a user see their progress and navigate their registration using their status bar. This is located in the top right hand corner of their screen.



- A users status bar will change colors based on the level of completion of their registration. When the bar is green is indicates the registration is 100% complete.
- A user can click on the arrow located just adjacent to their status bar for a drop down of all the forms associated with their registration.
 - If a user clicks on a specific page they will be automatically taken to that specific page.
 - If a page is complete a green check box will appear next to it, if it is not complete the user will see a red square with a white dot.



Parent/Guardian Information

Parent/Guardian #1

Salutation	<input type="text" value="Mrs."/>	✓
First Name	<input type="text" value="Joe"/>	✓
Last Name	<input type="text" value="Smith"/>	✓
Relationship to registered participant	<input type="text" value="Father"/>	✓
<hr/>		
Email	<input type="text" value="JoeS@aol.com"/>	✓
Primary phone number (cell phone preferred)	<input type="text" value="5555555555"/>	✓
<small>do not include parentheses, spaces, periods, or dashes</small>		
Primary phone number type	<input checked="" type="radio"/> Cell <input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Other	✓

- It is required that athletes enter at least **ONE** parent/guardian.
- There is an option to add a second parent/guardian should the participant choose to provide additional contacts.

Does the parent/guardian #1 have the same address as the participant? yes no ✓

- Should the parent/guardian reside at the same address as the athlete, the system will autofill the parents address to streamline the process.



Emergency Contact

Please provide an emergency contact that can be used on during the week of JCC Maccabi that is not the participants guardian.

Full Name

John Smith



Relationship to registered participant

Grandfather



- We ask that the athletes emergency contact is **not** the registrants parent or guardian but rather another individual above the age of 18.
- Please note that a participants parents will always be a first point of contact in case of an emergency.

Heads-Up Concussion Awareness

- In order to participate in JCC Maccabi all athletes and parent/guardians of athletes are required to read and sign the CDC's Heads- Up Concussion Awareness document.


WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- REPORT IT. Tell your coach, chaperone, and parent if you think you or one of your teammates may have a concussion. You won't play your best if you are not feeling well, and playing with a concussion is dangerous. Encourage your teammates to also report their symptoms.
 - GET CHECKED OUT BY A DOCTOR. If you think you have a concussion, do not return to play on the day of the injury. Only a doctor or other health care provider can tell if you have a concussion and when it's OK to return to school and play.
 - GIVE YOUR BRAIN TIME TO HEAL. Most athletes/artists with a concussion get better within a couple of weeks. For some, a concussion can make everyday activities, such as going to school, harder. You may need extra help getting back to your normal activities. Be sure to update your parents, coaches, chaperones, and doctor about how you are feeling.
- This page is designed with a two step signature process

E-Signature

Agree and Go to Next Step >> ✔

I Disagree

 As the participating athlete I have read, confirm, and agree to abide by the codes established by JCC Maccabi and to be bound by them and to be bound by all the contents thereof and the agreements set forth in all of the above listed documents.

Decline ACCEPT

Medical Information

- You will need access to the following information in order to fill out the medical information section of the registration:
 - Doctor and Dentist name and phone number
 - Medical condition detail (like asthma, diabetes, seizure information)
 - If the participant has a medical alert bracelet
 - Previous operations or serious injuries (name, date, details, lingering issues)
 - Allergy information (type of allergy, severity, medical actions taken when allergy occurs)
 - Prescription information (medicine name, dosage, time taken)
 - Any other information related medical/behavioral/psychological conditions
 - Over-the-counter medicine allowances
- **New for 2017**, ALL PARTICIPANTS WHO ARE REGISTERED IN JCC MACCABI are required to have age-appropriate vaccines recommended by the American Academy of Pediatrics (AAP).
 - Tdap vaccine
 - IPV (Poliovirus)
 - Hepatitis B
 - Hepatitis A
 - MMR (Measles, Mumps, Rubella) or serologic evidence of immunity.
 - Varicella vaccine (Varivax – for Chicken Pox), or serologic or historical evidence of immunity
 - Meningitis ACY

Insurance policy holder name	<input type="text"/>	○
Insurance carrier name	<input type="text"/>	○
Insurance group number	<input type="text"/>	○
Insurance member ID number	<input type="text"/>	○
Insurance company phone number	<input type="text"/>	○



Special Medical, Behavioral, or Psychological Conditions

This is a challenging question to ask users but we encourage you to ask your families to be honest when answering this question. Their response is not used to isolate their teen but rather to ensure they have the best experience possible!

Does the participant have any special medical/behavioral/psychological conditions that would impact their involvement in JCC Maccabi?

yes no

Please give all details pertaining to the participant's special medical/behavioral/psychological conditions

Athlete/Artist Housing Questions

Does the participant require a kosher home?	<input checked="" type="radio"/> yes	<input type="radio"/> no	✓
Please select one of the following	<input type="radio"/> I require a glatt kosher home	<input type="radio"/> I require a kosher home	○
Does the participant eat in non-kosher restaurants?	<input checked="" type="radio"/> yes	<input type="radio"/> no	✓
Does the participant require a shomer Shabbat family?	<input checked="" type="radio"/> yes	<input type="radio"/> no	✓

- We inquire regarding Kosher practices to ensure each teen is placed in a home where their needs are met.
- We ask if the teen has a specific host family – maybe a family member who resides in the host community that they would like to stay with. If they do please simply make sure to advise your families to enter the information the exact same way the host family will in the system. In order for our housing matching system to pair the two, Sam must be Sam and not Sammy.

Does the participant have a specific host family that they would like to stay with? yes no

Host family main contact - first name

Host family main contact - last name

Host family relationship to athlete

Please explain host family relationship to athlete

Roommate Requests

- Athletes can request up to 2 other participants to house with.
- It is important to communicate with your families that roommate requests are just that, requests and they are NOT guaranteed
- Roommate requests must be confirmed by the Delegation Head on the confirmation page on the back end of the system. We will review this during our back end trainings.

Does the participant have specific roommate request?

yes

no

1st requested athlete roommate - first name

1st requested athlete roommate - last name

1st requested athlete roommate - delegation

Relationship to 1st athlete roommate request

- Friend
 Brother
 Sister
 Cousin

1st athlete roommate request - comments

Would you like to add another requested roommate?

yes

no

Athlete/Artists General Information

- Collection of general information about the participating athlete/artist. Based on feedback from the last couple of years we have eliminated several questions in this section.
- The intention of the questions asked is so that the information collected can be used to assist in uniform orders and pre-game logistics/demographics.

T-Shirt Size

Warm Up Size (Top)

Warm Up Size (Bottom)

Uniform Top

Uniform Bottom

Is the participant a member of a JCC? yes no

Is the participant a member of a synagogue? yes no

Please select any youth group(s) that the participant is actively involved in

- USY (United Synagogue Youth)
- NFTY (North American Federation of Temple Youth)
- BBYO (B'nai B'rith Youth Organization)
- NCSY (National Conference of Synagogue Youth)
- Other
- None

Athlete Sport Questions

Date of Birth - -
Month Day Year

Gender Male Female

- **Age** and **gender** determine the sport options an athlete is presented with. Depending on which sport they choose the appropriate age/gender bracket will appear along with additional relevant sport questions.

Sport

Baseball Basketball Dance Flag Football Golf Ice Hockey Lacrosse Soccer (7V7) Swimming Table Tennis Tennis Track & Field Volleyball

Baseball position(s) played?

14U Boys 16U Boys 16U Girls

13-14 Boys 15-16 Boys 13-14 Girls 15-16 Girls

Volleyball position(s) played?

Catcher Pitcher 3rd Base Short Stop 2nd Base 1st Base Left Field Central Field Right Field

Setter Middle Blocker Outside Hitter Libero/Defensive Specialist



Artist Specialty Questions

- As many of the specifics with regards to experience and preferences are already asked of your artists during their application process, we have streamlined the Artists specialty questions to simply reflect which specialty they have been accepted to.

Art Specialty?

- Visual Arts
- Dance
- Rock Music
- Musical Theater
- Vocal Performance/Glee
- Acting/Improv
- Culinary Arts
- Star Reporter



Photo Upload


Upload a headshot of the athlete/artist/adult; photos including **The registration will not be completed until a headshot picture is uploaded.** The headshot should be saved as a JPEG or PNG file. The photo upload works best with Google Chrome or Mozilla Firefox.

NOTE: There is a file size limit of 12 MB.

Upload a Picture

Photo Upload

 001.JPG

 Uploaded

- In order to participate each athlete (as well as coach and delegation head) will need to upload a photo of themselves, this photo will be used as identification on their credential.
- If you are using an photo from a smartphone please make sure the photo is/was taken with the phone in a vertical position. If the photo was taken horizontally it can created problems during the upload process.
- The photo used **MUST** be a headshot of the athlete, family photos, or group shots can not be accepted or used.

Confirmation Kit Page

New for 2017

- Athletes and artists along with their parents/guardians will be asked to signed document, the athlete/artist will be agreeing to the JCC Maccabi Code of Conduct, Agreement and Unconditional Release of Liability, and Declaration of Eligibility.
- This page is designed with a two step signature process.
- A participant will be unable to complete their registration and/or participate if they do not accept the terms of the Athlete/Artist Confirmation Kit.

To be answered by the participant- As the participating athlete/artist, I have read, confirm, and agree to abide by the codes established by JCC Maccabi and to be bound by them and bound by all the contents thereof and the agreements set forth in the above explained document.

Yes

No

To be signed by the parent/guardian of participant- E-Signature

Agree and Go to Next Step >>

I Disagree

“As the parent/guardian of the participating athlete/artist I have read, confirm, and agree to abide by the codes established by JCC Maccabi and to be bound by them and bound by all the contents thereof and the agreements set forth in the above explained document.”

Health Insurance Upload

New for 2017

Health Insurance Card Upload

Health Insurance Card (Front) No file chosen

Health Insurance Card (Back) No file chosen

- In order to participate in JCC Maccabi each athlete/artist must have valid health insurance.
- Athletes/artists must take and upload a clear photo of both the front and back of their insurance card. It is the delegation heads responsibility to ensure the photos uploaded are legible.
- If an participants prescription card is separate, please take and upload a photo of the prescription card as well.

Is your prescription card separate? yes no

Prescription Card

Prescription Card Upload No file chosen




Proof of Age Upload

New for 2017

Proof of Age Upload

Choose File No file chosen



- Each athlete must provide a proof of age for eligibility. This can be a copy of their birth certificate or passport.
- Please note that the passport *does not need to be valid*, expired passports will be accepted as proof of age.



Medical/Vaccination Form Upload

New for 2017

Medical Form Upload

Browse...

No file selected.



- Medical forms are provided to each family by their Delegation Head. This form can also be downloaded from the Medical Form Upload page on Regpack.
- Once this form has been completed by the athletes/artists doctor, the participant will have to scan and upload the completed form.
- In compliance with our 2017 JCC Maccabi Vaccinations Policy, all registered participants of JCC Maccabi are required to have age-appropriate vaccinations. Your participants are asked to upload their immunization records on the same page as their medical forms.

Vaccination Records Upload

Browse...

No file selected.



Dashboard

Dashboard

This form is called the dashboard. It is the central hub to navigate your registration, create and/or manage registration profiles, and make payments for spectator passes.

Below is the registration profile manager. All of the registration profiles under your account will be listed below. Be careful to not create duplicate registration profiles. If you have any questions please contact your local delegation head for assistance; if you are unsure whom that individual is please visit the JCC Maccabi contact list to locate the contact for your local delegation [Delegation Head Contact List](#).

Manage Registration Profiles

+ ADD REGISTRATION

- The Dashboard is where you will see all of the registrations that are associated to each account.
- It is your home page where you are able to review, edit, and complete any registration associated with the account.
- By hovering over the status bar, you can see all of the forms associated to that registration. If the forms are green, they are complete, if they are red, there are still required questions that need to be answered.

