2017 JCC Maccabi Online Registration Guide
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*)
When a user 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 household members under one account, utilizing one login for the entire family.
Creating a new account

- The first step when creating an 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.
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.
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!

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.

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.
Age Determines Level of Participation

- 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.
Contact Information

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

- 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.
- 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.

- 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
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?

Please give all details pertaining to the participant’s special medical/behavioral/psychological conditions
Athlete/Artist Housing Questions

• 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.
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?

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?
- Is the participant a member of a synagogue?

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
• **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.
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.
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.

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.”
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.
Proof of Age Upload

New for 2017

• 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 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.
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.