

## NEW CLUB REGISTRATION PACKAGE

**THIS DOCUMENT CONTAINS IMPORTANT INFORMATION REGARDING THE ALBERTA GYMNASTICS FEDERATION (AGF) NEW CLUB REGISTRATION PROCESS.**

**A COMPLETE PACKAGE, FULL PAYMENT AND DEPOSIT MUST BE SUBMITTED TO THE AGF OFFICE TO BE CONSIDERED FOR MEMBERSHIP.**

The following club membership categories are available:

• GYMNASTICS FOR ALL (GFA)	\$275.00
• GFA + DEVELOPMENTAL	\$375.00
• GFA + DEVELOPMENTAL + 1 COMPETITIVE DISCIPLINE	\$500.00
• GFA + DEVELOPMENTAL + 2 COMPETITIVE DISCIPLINE	\$625.00
• GFA + DEVELOPMENTAL + 3 COMPETITIVE DISCIPLINE	\$750.00
• GFA + DEVELOPMENTAL + 4 COMPETITIVE DISCIPLINE	\$875.00

\*Plus GST and applicable service fees

**As a new club, you are required to submit a deposit based on your planned programming as per below. This amount will be held for the first season of membership and credited to your account for the following season.**

• GYMNASTICS FOR ALL (GFA)	\$500.00
• GFA + DEVELOPMENTAL	\$1,000.00
• GFA + DEVELOPMENTAL + COMPETITIVE	\$1,500.00

**To be considered fully registered a club must:**

- Complete the online Club Membership Application on Uplifter
- Remit Club membership fee payment

Any new club wanting to be recognized as a member club with AGF, must submit a club registration package. Once a completed package including payment has been submitted, it will be reviewed for approval by the AGF Board of Directors at their next scheduled meeting.

A club that has not received approval or is waiting for approval on becoming an AGF member **CANNOT** collect or charge AGF membership fees. **If the club is collecting fees without AGF approval they will be denied membership.**

**How to Register a NEW Member Club:**

To register to become an AGF Member Club, the following must be submitted for consideration by the AGF Board of Directors:

1. Business licences
2. For profit - a copy of certificate of incorporation
3. For non-profit – verification of registration with Alberta Societies
4. Club's tenant/lease agreement
5. Coach's information
  - NCCP Numbers – include certification level
  - Police Check
  - Vulnerable Sector Check (if born prior than 1986)
  - Intervention Record Check
  - Respect in Sport completion certificate
  - Making Ethical Decisions completion certificate
6. Owners and/or Club Operators
  - Police Check
  - Vulnerable Sector Check (if born prior than 1986)
  - Intervention Record Check
  - Respect in Sport for Activity Leaders completion certificate
7. Completed New Club Registration
8. Payment of Club Membership fee and deposit
9. Arrange a site visit with AGF Staff member

**Forms of payment accepted:**

VISA, MASTERCARD, American Express, Cheque, Direct Deposit  
(Amounts exceeding \$1,000.00 will be charged a 2.5% transaction fee if paid by credit card)

Payments will not be processed until AGF Board approval of application.

**Alberta Gymnastics Federation Communications**

A minimum of one club contact must be designated to receive all club communications. This person is expected to distribute AGF communications to the appropriate club personnel.

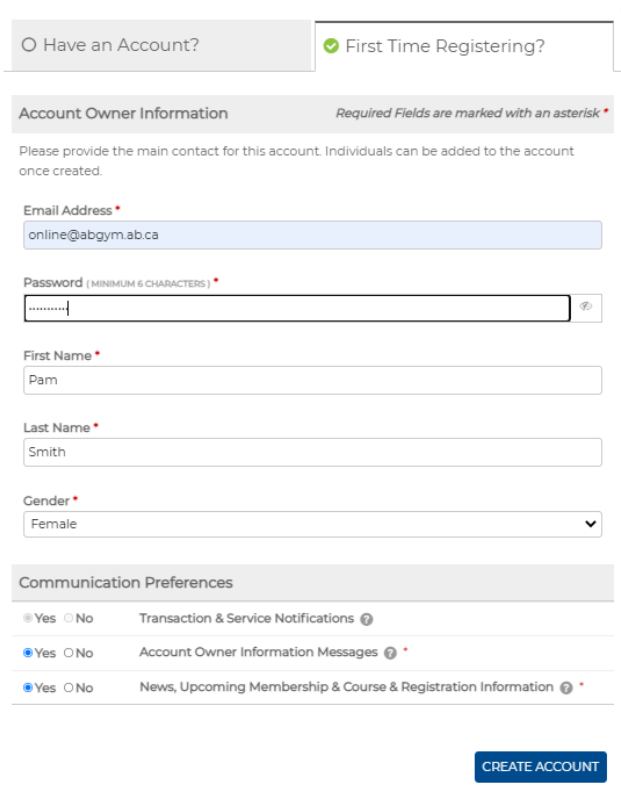
**THE FOLLOWING IS A STEP-BY-STEP GUIDE FOR COMPLETING YOUR CLUB'S REGISTRATION. PLEASE READ AND FOLLOW CAREFULLY.**

**STEP 1**

**How to Register for an Annual Club Membership**

To create your club account on Uplifter and register for one of the club membership categories, follow the steps below:

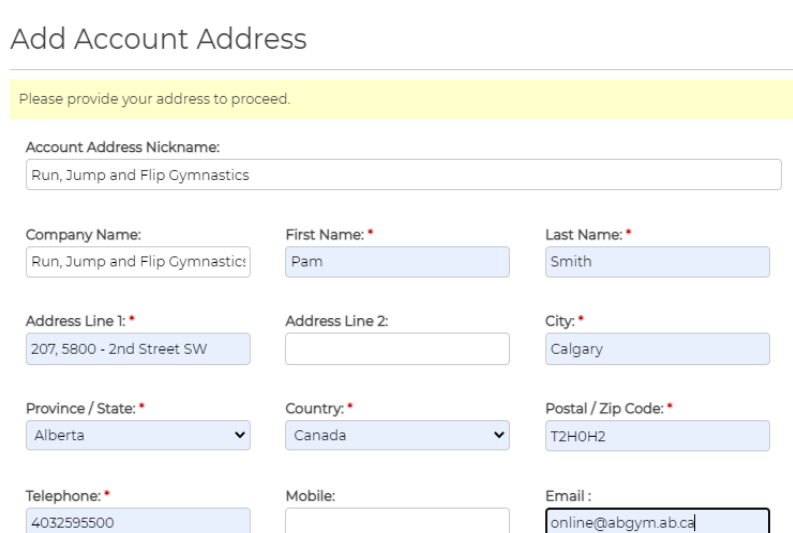
1. [Click Here](#) to go to Uplifter
2. **Create** your club's account. Select First Time Registering, enter all the required information, Click **CREATE ACCOUNT**



The screenshot shows a registration form with the following sections:

- Registration Type:** Radio buttons for "Have an Account?" (unselected) and "First Time Registering?" (selected).
- Account Owner Information:** A header with a note "Required Fields are marked with an asterisk \*". Below it is a sub-header "Please provide the main contact for this account. Individuals can be added to the account once created."
  - Email Address \*:** Text input field containing "online@abgym.ab.ca".
  - Password (MINIMUM 6 CHARACTERS) \*:** Password input field with a strength indicator.
  - First Name \*:** Text input field containing "Pam".
  - Last Name \*:** Text input field containing "Smith".
  - Gender \*:** Dropdown menu with "Female" selected.
- Communication Preferences:** A section with three rows of radio buttons:
  - Transaction & Service Notifications: "Yes" selected.
  - Account Owner Information Messages: "Yes" selected.
  - News, Upcoming Membership & Course & Registration Information: "Yes" selected.
- CREATE ACCOUNT** button at the bottom right.

3. On the next screen, enter your Club Name in the Account Address Nickname and Company Name.




The screenshot shows the "Add Account Address" form with the following fields:

- Account Address Nickname:** Text input field containing "Run, Jump and Flip Gymnastics".
- Company Name:** Text input field containing "Run, Jump and Flip Gymnastics".
- First Name \*:** Text input field containing "Pam".
- Last Name \*:** Text input field containing "Smith".
- Address Line 1 \*:** Text input field containing "207, 5800 - 2nd Street SW".
- Address Line 2:** Empty text input field.
- City \*:** Text input field containing "Calgary".
- Province / State \*:** Dropdown menu with "Alberta" selected.
- Country \*:** Dropdown menu with "Canada" selected.
- Postal / Zip Code \*:** Text input field containing "T2H0H2".
- Telephone \*:** Text input field containing "4032595500".
- Mobile:** Empty text input field.
- Email:** Text input field containing "online@abgym.ab.ca".

- Make sure that you have verified your account via the email sent to the email address used to create your account.

Welcome to Alberta Gymnastics Federation. Please verify your email address.

- Navigate to  no-reply@abgym.uplifterinc.com  
Tue 2021-06-01 8:05 AM  
To: You

- Select the applicable club membership category.

AGF Club Membership: GFA Only			AGF Club Membership: GFA + 2 Competitive Discipline		
Membership & Course Description	Fees		Membership & Course Description	Fees	
<b>2021 - 2022 Annual Renewing Club, GFA Only Membership</b> <a href="#">View Details</a> 0 Event(s) Start & End Date: Jul 1, 2021 - Jun 30, 2022 Day / Time / Location: Membership w GFA Only, Alberta Gymnastics Federation, 207, 5800 - 2nd Street SW, Calgary Alberta, Canada T2H 0H2	\$275.00 Annual Renewing Club Membership w GFA Only	Beta until: 2021-06-18 <b>REGISTER</b>	<b>2021 - 2022 Annual Renewing Club, GFA + Developmental + 2 Competitive Discipline Membership</b> <a href="#">View Details</a> 0 Event(s) Start & End Date: Jul 1, 2021 - Jun 30, 2022 Day / Time / Location: Membership w GFA + 2 Comp, Alberta Gymnastics Federation, 207, 5800 - 2nd Street SW, Calgary Alberta, Canada T2H 0H2	\$625.00 Annual Membership w GFA + 2 Comp Discipline	Beta <b>REGISTER</b>
AGF Club Membership: GFA + Developmental Only			AGF Club Membership: GFA + 3 Competitive Discipline		
Membership & Course Description	Fees		Membership & Course Description	Fees	
<b>2021 - 2022 Annual Renewing Club, GFA + Developmental Only Membership</b> <a href="#">View Details</a> 0 Event(s) Start & End Date: Jul 1, 2021 - Jun 30, 2022 Day / Time / Location: Membership w GFA + Dev Only, Alberta Gymnastics Federation, 207, 5800 - 2nd Street SW, Calgary Alberta, Canada T2H 0H2	\$375.00 Annual Membership w GFA + Dev Only	Beta <b>REGISTER</b>	<b>2021 - 2022 Annual Renewing Club, GFA + 3 Competitive Discipline Membership</b> <a href="#">View Details</a> 0 Event(s) Start & End Date: Jul 1, 2021 - Jun 30, 2022 Day / Time / Location: Membership w GFA + 3 Comp, Alberta Gymnastics Federation, 207, 5800 - 2nd Street SW, Calgary Alberta, Canada T2H 0H2	\$750.00 Annual Membership w GFA + 3 Comp Discipline	Beta <b>REGISTER</b>
AGF Club Membership: GFA + 1 Competitive Discipline			AGF Club Membership: GFA + 4 Competitive Discipline		
Membership & Course Description	Fees		Membership & Course Description	Fees	
<b>2021 - 2022 Annual Renewing Club, GFA + Developmental + 1 Competitive Discipline Membership</b> <a href="#">View Details</a> 0 Event(s) Start & End Date: Jul 1, 2021 - Jun 30, 2022 Day / Time / Location: Membership w GFA + 1 Comp, Alberta Gymnastics Federation, 207, 5800 - 2nd Street SW, Calgary Alberta	\$500.00 Annual Membership w GFA + 1 Comp Discipline	Beta <b>REGISTER</b>	<b>2021 - 2022 Annual Renewing Club, GFA + Developmental + 4 Competitive Discipline Membership</b> <a href="#">View Details</a> 0 Event(s) Start & End Date: Jul 1, 2021 - Jun 30, 2022 Day / Time / Location: Membership w GFA + 4 Comp, Alberta Gymnastics Federation, 207, 5800 - 2nd Street SW	\$875.00 Annual Membership w GFA + 4 Comp Discipline	Beta <b>REGISTER</b>

- Select **REGISTER**

- The screen below will appear

**2021 - 2022 Annual Renewing Club, GFA Only Membership** \$275.00

📅 July 1, 2021 - June 30, 2022 ⌚ Membership w GFA Only

📍 207, 5800 - 2nd Street SW, Calgary Alberta

---

Which individual is to be enrolled in this membership & course?

1.

**ADD NEW INDIVIDUAL**
**FIND INDIVIDUAL**
**CANCEL**
**ADD**

- If you do not have an individual appear in the drop down.

Which individual is to be enrolled in this membership & course?

1.

10. Click

**ADD NEW INDIVIDUAL**

11. You can Select  I would like to register myself into memberships & courses information into the available fields.

or you can add another individual's

### Add New Individual

I would like to register myself into memberships & courses

Any family account owners registering as individuals for memberships & courses will first need to be added to your Account Owner Family Account. Add your family's individuals below.

\* = Required Fields

First Name *	Last Name *	Gender *
<input type="text"/>	<input type="text"/>	<input type="text" value="--"/>
Birthdate (DD / MMM / YYYY) *	Allergies	Medical Conditions
<input type="text" value="▼"/> / <input type="text" value="▼"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
Emergency Contact Name *	Emergency Contact Number *	
<input type="text"/>	<input type="text"/>	

**CANCEL** **ADD INDIVIDUAL**

I would like to register myself into memberships & courses

12. If you clicked on that has a red asterisk \*

you will be required to fill out any Field

13. Click **ADD INDIVIDUAL**

14. Either your name, or the individual you added, will appear in

Which individual is to be enrolled in this membership & course?

1.	<input type="text" value="Smith, Pam - (1988-02-01) (Female)"/>
----	---

15. Click **ADD**

16. Click on **VIEW CART** or Click on **SHOPPING CART(1)** at the top right-hand side of your screen.

17. The next screen will show you the membership you selected as well as any Additional information required.

Add Program

Memberships & Courses

2021 - 2022 Annual Renewing Club, GFA Only Membership	AGF Club Membership Jul 1, 2021 - Jun 30, 2022 Membership w GFA Only	\$275.00
---	--	----------

Pam Smith

Additional information

Additional Account Information

Legal Club Name *	Club Name ? *	Physical Club Address ? *
<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town ? *	Postal Code ? *	Mailing Address (If different from physical address) ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town ?	Postal Code ?	Club Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

18. Fill out everything in the **Additional Information** area. The information below is required and you will not be able to continue with the purchase of club renewal if it is not completed:

- Legal Club Name
- Club Name
- Physical Club Address
- City/Town
- Postal Code
- Club Email
- Main Club Contact
- Main Club Contact Phone Number
- Main Club Contact Email
- 1. Name of Elected Officer
- 1. Email of Elected Officer
- 1. Phone number of Elected Officer
- 2. Name of Elected Officer
- 2. Email of Elected Officer
- 2. Phone number of Elected Officer
- Club Administrator Name
- Club Administrator Email
- Registrar/Bookkeeper/Treasurer Name
- Registrar/Bookkeeper/Treasurer Email
- Incorporation
- Club Set-Up
- Facility
- Do you offer Competitive Acro?
- Do you offer Competitive Men's Artistic?
- Do you offer Competitive Women's Artistic?
- Do you offer Competitive Trampoline?
- Do you offer Developmental Acro?
- Do you offer Developmental WAG?
- Do you offer Developmental T & T programs?
- Do you offer Developmental GFA programs?
- Do you offer Active Start programs?
- Do you offer Adult Gymnastics?
- Do you offer CanGym program?
- Do you offer CANJUMP program?
- Do you offer Camps?
- Do you offer Special Needs?
- Do you offer Birthday Parties?
- Do you offer Drop-in?

19. In the **Billing Information**. Read and accept the terms for each of the attached **Policies**.

### 2. Billing Information

My Billing Information is different than my Contact Information  
*NOTE: if you are paying by credit card, your Billing Information must be the same as the information on your credit card statements.*

Contact Information  
(Primary) Run, Jump and Flip Gymnastics

Run, Jump and Flip Gymnastics  
Pam Smith  
207, 5800 - 2nd Street SW  
Calgary, Alberta T2H 0H2  
Tel: (403) 259-5500

### Policies

Please review the following policies by clicking on the link below. Acceptance of policies marked with an asterisk (\*) are required to complete your registration.

Account Owner Policies for Run, Jump and Flip Gymnastics (Jacqueline Escobar)

Declaration of Validity Form \*

Canadian Anti-Spam Legislation Consent Form \*

Compliance Statement \*

20. Select **3. Payment Information**

21. Choose a payment option: **“Pay by Cheque”, “Pay by E-transfer”, “Pay by credit card”**

22. An “Invoice” receipt will confirm the registration. The invoice will also be posted to the club’s account. To view the invoice status, navigate to My Account by clicking on your name on the top right.

**STEP 2** Complete the **NEW Club Membership Registration on Uplifter as per Step 1 and submit all requested supporting documents into the AGF office via [membership@abgym.ab.ca](mailto:membership@abgym.ab.ca).**

**STEP 3** **AWAIT AGF APPROVAL**

**STEP 4** **Once approved please follow the steps below.**

Complete the Excel Spreadsheet template and upload it to your Club’s Uplifter Account.

- All members (coaches/competitive athletes/demo team/GFA athletes) must be listed on the appropriate tab in the excel template. **(Excel Template located at [abgym.ab.ca](http://abgym.ab.ca)> Membership> Registration> AGF Coach and Athlete Registration & Upgrading Forms > Excel Spreadsheet Template).**
- Contact [online@abgym.ab.ca](mailto:online@abgym.ab.ca) if you require assistance.

**STEP 5** Submit coach, and athlete registration fees to the AGF office by credit card, cheque or direct deposit.

# Important!

**Please review to ensure your club's registration package is complete.**

- The New Club Registration Package has been completed and all supporting documents listed below have been submitted to the AGF office:
  - Certificate of incorporation, business license
  - Verification of registration with Alberta Societies (if you are a non-profit)
  - Tenant/lease agreement
  - Information for each coach: NCCP numbers including certification level, police check, vulnerable sector check (if born prior to 1986), intervention record check, and certificates of completion for Respect in Sport and Making Ethical Decisions training.
  - Information for each Owner and/or Club Operator: police check, vulnerable sector check, intervention record check, and certificate of completion for Respect in Sport for Activity Leaders training.
  
- The New Club Membership Fee Registration has been submitted online.
  
- Await approval from AGF.
  
- Once approved you will be required to submit your club's:
  - Coach and athlete information using the AGF Excel template via your Club's Uplifter account.
  - Payment for coach and athlete registrations.

**Please contact the AGF office should you have any additional questions.**

***We look forward to you joining our Gymnastics Family!***