

# APPLYING REGISTRATION RULES IN ICEREG FOR EVENT REGISTRATION

If you are hosting an event and using IceReg to manage event registration, here are some important things to know about registration rules.

## What is a registration rule?

A **registration rule** in IceReg dictates which **valid** Provincial / Territorial Sport Organization (PTSO) membership – and corresponding Speed Skating Canada (SSC) membership – an individual must hold to register for an event. Note a **valid** membership is an umbrella term for the following membership statuses: issued, processing, and manual hold.

### IMPORTANT!

In IceReg, registration rules are applied via the PTSO memberships.

## Where can I find a list of registration rules and their corresponding SSC membership?

An Excel spreadsheet listing the registration rules (per PTSO, and with each rule's corresponding SSC membership) is available [here](#) in SSC's resource library. Note registration rules are revised annually and are only available once a PTSO configures their IceReg dashboard for the current season.

## What happens if a registration rule is missing or incorrectly applied within the event's configuration?

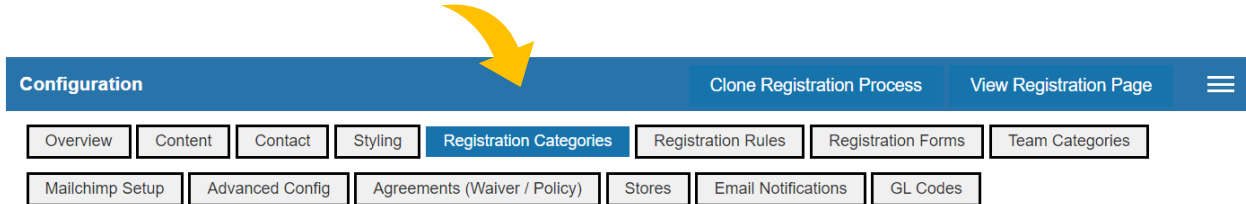
If a registration rule is missing or incorrectly applied, IceReg can force a registrant to purchase a membership or membership upgrade unnecessarily during the event registration process.

## Which registration rules should I apply?

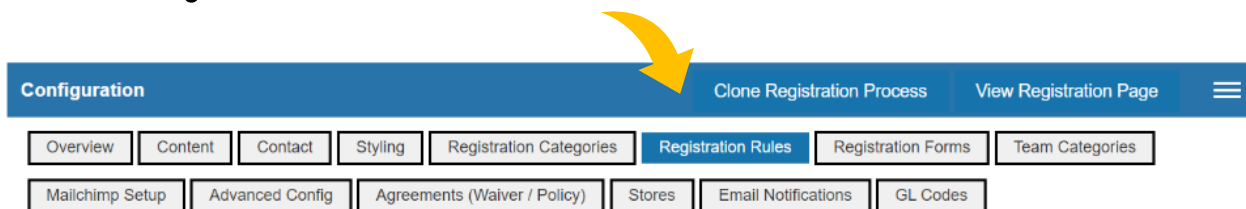
Registrant Type	Registration Rules
Canadian skaters	<ul style="list-style-type: none"> <li>▪ <b>Step 1:</b> Create a single registration category for Canadian skaters.</li> <li>▪ <b>Step 2:</b> Apply the registration rule(s) from every PTSO that ladders up to the minimum SSC skater membership requirement. <a href="#">Click here</a> for instructions on applying registration rules.</li> <li>▪ <b>Step 3:</b> Apply the registration rule(s) from every PTSO that ladders up to any SSC skater membership that is <b>higher</b> in the SSC skater membership hierarchy than the minimum SSC skater membership requirement, if applicable. <a href="#">Click here</a> for instructions on applying registration rules.</li> </ul> <p><b>SSC Skater Membership Hierarchy:</b></p> <ol style="list-style-type: none"> <li>1. SSC Team Athlete</li> <li>2. National Athlete</li> <li>3. Provincial / Territorial Athlete</li> <li>4. Club Athlete</li> </ol> <p><b>Sample Scenario:</b></p> <p>If an event requires skaters to hold a SSC-level <b>National Athlete</b> membership, then you must apply the registration rule(s) from every PTSO that ladders up to:</p> <ul style="list-style-type: none"> <li>▪ the SSC-level <b>National Athlete</b> membership, and</li> <li>▪ the SSC-level <b>SSC Team Athlete</b> membership.</li> </ul>
Canadian coaches	<p>Create a single registration category for Canadian coaches. Then apply the registration rule from each PTSO that ladders up to the SSC-level <b>Coach</b> membership. <a href="#">Click here</a> for instructions on applying registration rules.</p> <p><b>SSC Coaches:</b></p> <p>For SSC coaches to register to the event, please also apply the <b>SSC Coaches</b> registration rule from the <b>Speed Skating Canada Memberships 2023/2024</b> membership organization.</p>
Canadian officials	<p>Create a single registration category for Canadian officials. Then apply the registration rule from each PTSO that ladders up to the SSC-level <b>Official</b> membership. <a href="#">Click here</a> for instructions on applying registration rules.</p>
International registrants	<p>Create a separate event in IceReg (you can also clone the original event) for international registrants <b>without</b> registration rules. Ensure the event for international registrants is password protected.</p>

## How do I apply a registration rule?

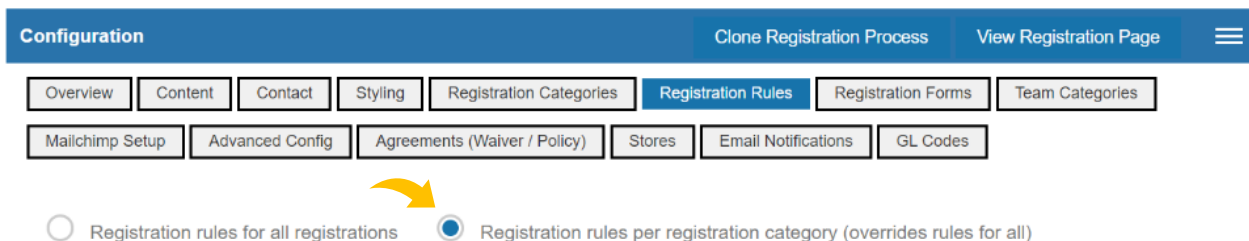
1. Within the event you created, go to the **Configuration** tab and then the **Registration Categories** sub-tab. Create a registration category for each registrant type (skater, coach, etc.).



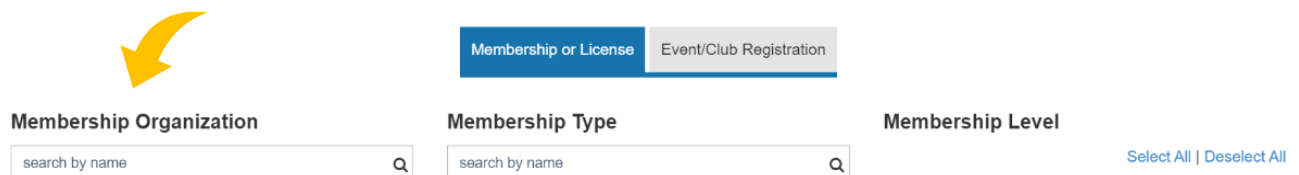
2. Go to the **Registration Rules** sub-tab.



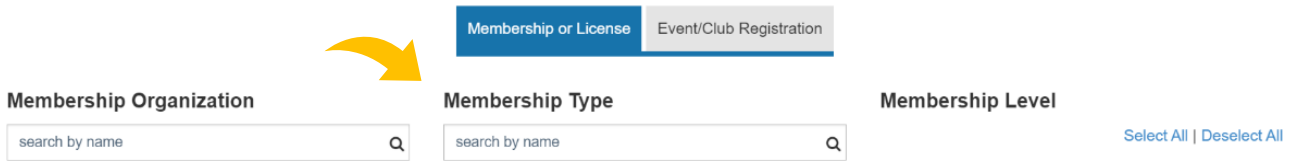
3. Check the **Registration rules per registration category (overrides rules for all)** circle, which will allow you to apply the relevant registration rules to each individual registration category.



4. Click the green **Add Rule** button next to the registration category that requires registration rules. Click **Membership or Licence**. Under the **Membership Organization** options, select the **PTSO**.



- Under **Membership Type**, select the registration rule(s). Please deselect, as needed.



Membership Organization      Membership Type      Membership Level

search by name      search by name      search by name

Select All | Deselect All

- Click **Save**. Note the **Actions** button allows you to edit an existing registration rule.

## How do I validate a registrant's PTSO membership status?

Download the **Complete Registration w/ Membership Info** report from the event's dashboard and go to the **Licence Status** column.