2024 TGA Registration Guide

Thank you for your participation in the 2024 Transplant Games of America! This document will give you important information as you register for the Games.

IMPORTANT NOTES BEFORE YOU BEGIN

*Each individual registering will need to create their own account using an email address that has not been used to register a different individual

➢ Date of Birth
   o The system asks you to indicate your date of birth European style. (Year/Month/Day)
   o To enter your date of birth, first click on the text box to make a calendar appear.
      1. After the calendar appears, click on the year displayed on the top of the calendar. This will populate a decade at a time.
      2. If the year you were born in is not currently displayed on your screen, scroll over to the double arrows on the left side of the calendar, and click until the year you were born appears on the calendar.
      3. After clicking on the year you were born, you will then want to click on the month displayed to the left of the year you were born.
      4. Select the month you were born.
      5. Lastly, select the day you were born.
   o Double check the year/month/day selected to make sure it is your birthday.
➢ Selecting your gender
   o Select the biological gender you were born with.
➢ Selecting a time zone
   o When selecting a time zone, to make your process quicker, you may type in your time zone, and select it when it appears in the dropdown.
➢ Entering phone number
   o If your phone number is based in the United States, first press + (1)
➢ Uploading a profile photo
   o except for public participants, everyone who registers will receive a credential at the Games.
   o If you would like to have your photo on your credential, you will need to upload a selfie-style photo.
   o To upload your photo, you will first need to sign in/create and account.

- Once you have accessed the registration system by entering your email and creating a password, there will be a grey circle on the top right of your screen with the outline of a human inside it.
- Navigating your mouse over the outlined human will cause a upload icon to appear.
- Click on the icon and select your photo to upload.

HOW TO CREATE A PROFILE

1. Click on the registration link provided.
2. Carefully read the welcome page note. There is important information enclosed in it.
3. Select Log In, then Sign Up to create your profile.
   a. Except for individuals who only sign up for the public 5k, everyone who registers for the Games will receive a credential.
   b. If you would like your photo included on your credential, make sure you upload it to your profile.

   *Make sure your photo is good quality. If photos have poor resolution they may be rejected.

4. Confirm your email address.
   a. To confirm your email, check your inbox after you have created your profile. You will have received an email from Fusesport with a link to click and confirm your email address. Once this is complete you may continue registering for the event.
   b. You may also confirm your email by clicking the reset password function and click to update their password in their email.
       *You will need to confirm your email address within 24 hours of creating your profile, otherwise the link will expire.

   *This step is very important for ALL registrants to do before continuing their registration.

5. After confirming your email, you may continue with the registration process.

COMPETITION REGISTRATION FLOW

1. After confirming your address, and continuing registration, you will fill out your personal details such as your address, emergency contact, and division information.

*Make sure all information you fill out for your division information is correct. The rest of the registration process will differ depending on whether competitor/non-competitor is selected, and the participation type (division 1, 2, & 3, other, and public participant) indicated.

2. After completing the personal details page, the next page will ask you to select your delegation/team affiliation as well as your role. Please select what applies to you (adult, youth, or 5 and under).

3. This is the point in the registration process where it becomes unique to each user based on the division role, they selected under the division information tab.

*IF 'COMPETITOR' IS SELECTED

➢ After indicating your delegation and role, click 'save and continue' to be directed to the competition schedule and sign up.
   o This page is where all competitors can view every competition, by day, the divisions and ages allowed to compete, and the amount of time estimated for each competition.

* Carefully read through each day and select 'yes' or 'no' to each of the questions asked on this page. The system will process your answers and personalize the rest of the registration based on your responses.

*Make sure you read the important notes displayed on this page to understand how specific competitions will be held and what you will need to do in order to properly register for them.

➢ After answering 'yes' or 'no' to each of the questions, you may click 'save and continue.'
➢ For the days answered 'yes', the system will display the competitions offered on the selected days.
   1. Select which competition you would like to compete in for that day.
   2. Select which event within your competition you would like to compete in
   3. Select your age group.
   4. If applicable to the competition, select your team name/delegation.
   5. Click 'save and continue'.

For example: *If I selected, I wanted to participate on Sunday, and Tuesday, the system will first have a page title, "Sport Selection Sunday – Individual Event" this page will have Swimming, Cycling, Table Tennis, Lyrics for Life, and Texas Hold'em Poker as options for the registrant to select. If I select Swimming and click 'save and continue' it will take me to the next page where I will be able to select which Swimming events (Feestyle, IM, etc.) I want to compete in that day.*

* If participating in a team or doubles competition, registrants will need to select which team they are representing. If 'no team affiliation' was selected for registrants' delegation, they will not be allowed to compete in doubles or team events.

- ➤ If you are a division 1 competitor, you may choose to compete in volleyball and basketball team events.
- ➤ Division 2 and 3 competitors are not permitted to compete in volleyball or basketball team events.
- ➤ After clicking 'save and continue', competitors will be directed to the special events page where they will be able to select any events they wish to attend.
- ➤ At this point in the registration process, it will look the same for everyone.

<p align="center">*IF 'NON-COMPETITOR' IS SELECTED</p>

- ➤ After clicking 'save and continue' you will be directed to the 'General 5K' page.
  - o If you would like to participate in the 5K, click the box, and press 'save and continue'.
    - ▪ *A $35 fee will be added to your registration
  - o If you do NOT wish to participate in the 5K, simply click 'continue' (DO NOT SELECT THE 5K BOX) to be directed to the special events page.

<p align="center">*IF 'PUBLIC PARTICIPANT' IS SELECTED</p>

- ➤ If 'PUBLIC PARTICIPANT' is selected for division role, registrants will have an opportunity indicate if they would like to participate in the 5K Run/Walk.
- ➤ If the public participant does not want to participate in the 5k, they can click 'continue' and no 5K fee will be added to their registration.
- ➤ You will then be sent to the Release of Liability page to complete registration.

<p align="center">SPECIAL EVENT REGISTRATION FLOW</p>

- ➤ "Special Events Included with registration"
  - o This page outlines every special event included with registration (no additional fees) offered at the Games. On this page descriptions, dates, and times are outlined.
  - o Please select 'yes' or 'no' for each special event.
  - o Click, 'save and continue'.
- ➤ "Added Fees Special Events"
  - o This page outlines every special event that has an additional fee not included with registration.
  - o The additional fee for each event is written in red.
  - o Please select 'yes' or 'no' for each special event.
  - o Click, 'save and continue'.

*Note: The fees will be applied to your total after clicking 'save and continue.'

*Note on TGA Film Festival & Luncheon Series: The dates and times are displayed. There is a fee for each show selected.

CREDENTIAL INFORMATION

- ➢ Primary Credential Information Page
  - o Please select what best describes your relationship to the Games.
- ➢ Secondary Credential Information Page
  - o If applicable, please select a secondary relationship to the Games to be included on your 2024 credential.

COMPLETING REGISTRATION

- ➢ After registrants have indicated their credential information and click 'save and continue' you will be directed to a 'Release of Liability' page where you will need to click 'Agree and Continue'
- ➢ After you click 'Agree and Continue', a green check mark will appear on the left side of your screen next to the 'Release of Liability' tab. It WILL NOT take you to a new page.
- ➢ Once there is a green check mark next to the 'Release of Liability' tab, you can finalize registration.
- ➢ Finalize registration and make your payment.
- ➢ There will be a post-submission message. Included in this message is our refund policy.
- ➢ Registrants will receive a confirmation email with an invoice of their payment, as well as the link to the **2024 TGA Medical Waiver**.

DEADLINE	DATE
Competitor Registration Deadline	June 5, 2024
Medical Waiver Opening Date	March 5, 2024
Medical Waiver Deadline	June 21, 2024

*The medical waiver must be either be:

1. Faxed to (616) 356-2522

2. Mailed to the Transplant Life Foundation at 1595 Galbraith Ave. SE, Suite 500 Grand Rapids, MI 49546