

# Step-by-Step Guide: Creating an Account on Scribe<sup>®</sup> Championreg.com

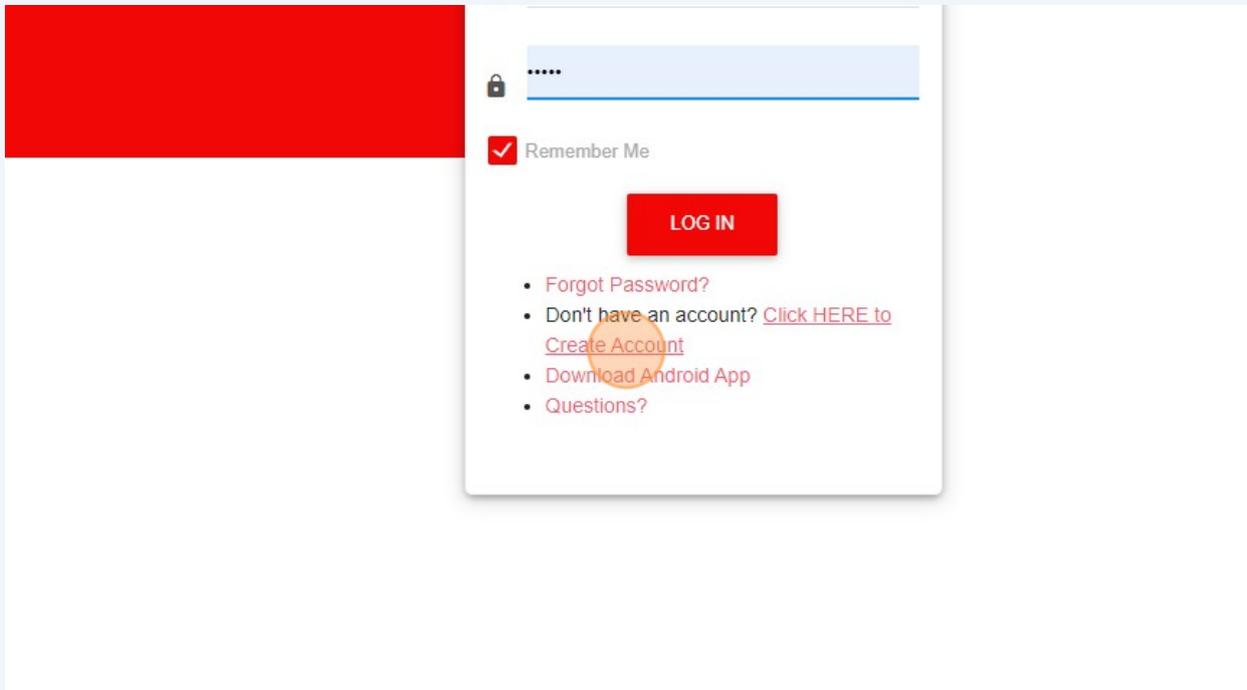
1

Navigate to

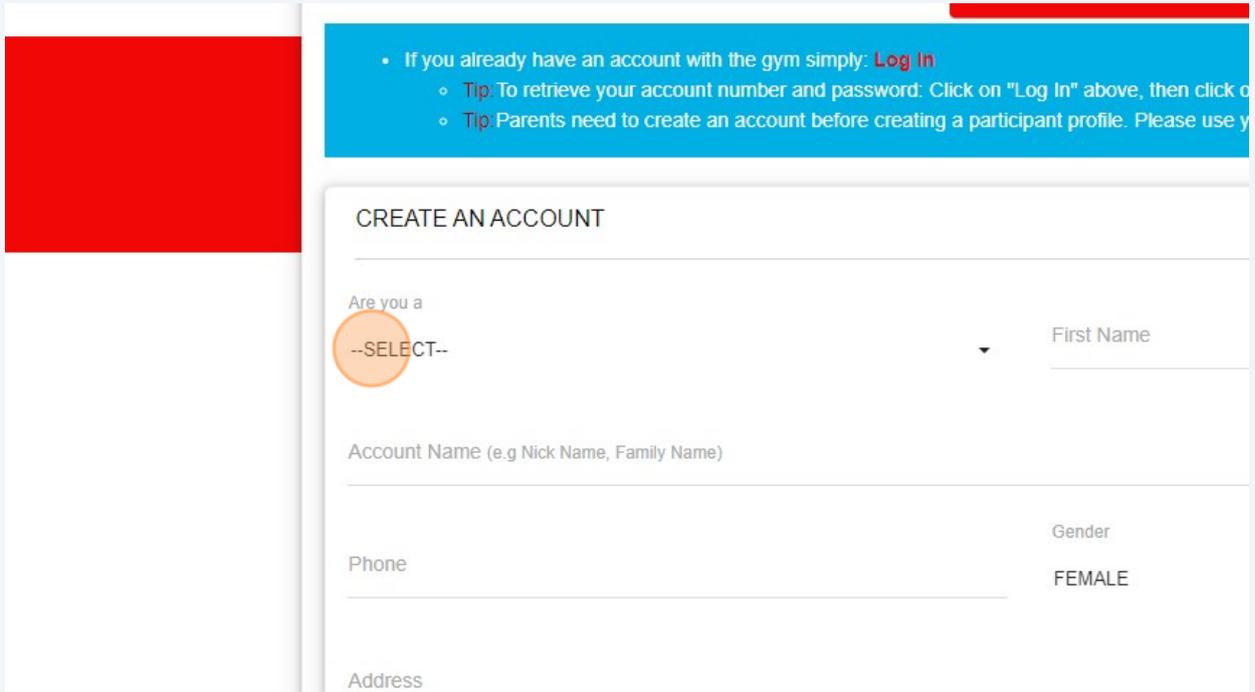
<https://championreg.com/Index.aspx?q=9l3UJFMunACYtfBtSTPvhw==>

2

Click "Click HERE to Create Account"



3 Click "--SELECT--"



• If you already have an account with the gym simply: **Log In**

- Tip: To retrieve your account number and password: Click on "Log In" above, then click on "Forgot Password"
- Tip: Parents need to create an account before creating a participant profile. Please use your email address.

CREATE AN ACCOUNT

Are you a

--SELECT--

First Name

Account Name (e.g Nick Name, Family Name)

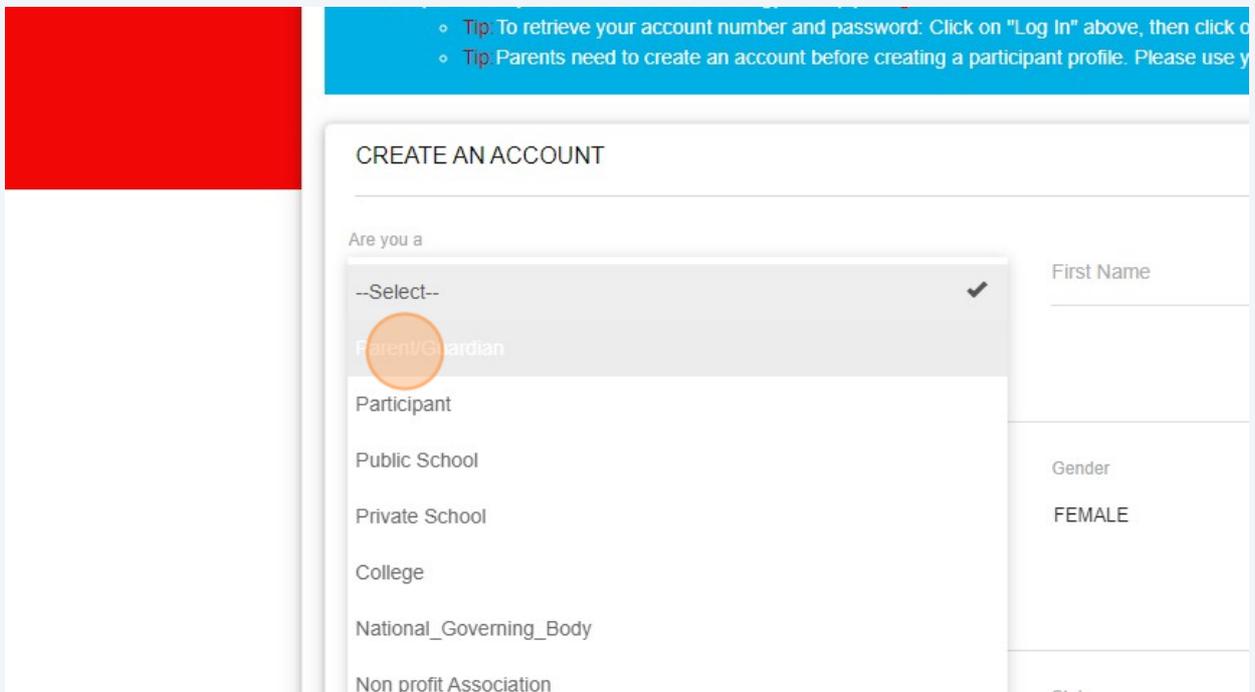
Phone

Gender

FEMALE

Address

4 Click "Parent/Guardian". Accounts need to be setup as parent/guardian prior to creating athlete profile.



• Tip: To retrieve your account number and password: Click on "Log In" above, then click on "Forgot Password"

- Tip: Parents need to create an account before creating a participant profile. Please use your email address.

CREATE AN ACCOUNT

Are you a

--Select--

Parent/Guardian

Participant

Public School

Private School

College

National\_Governing\_Body

Non profit Association

First Name

Gender

FEMALE

State

## 5 Submit Registration

Insurance Policy #  
1111111111

Physician Phone  
1111111111

Emergency Contact Number  
1111111

SUBMIT REGISTRATION

## 6 Return to the login screen.

steve13@regchamp.com

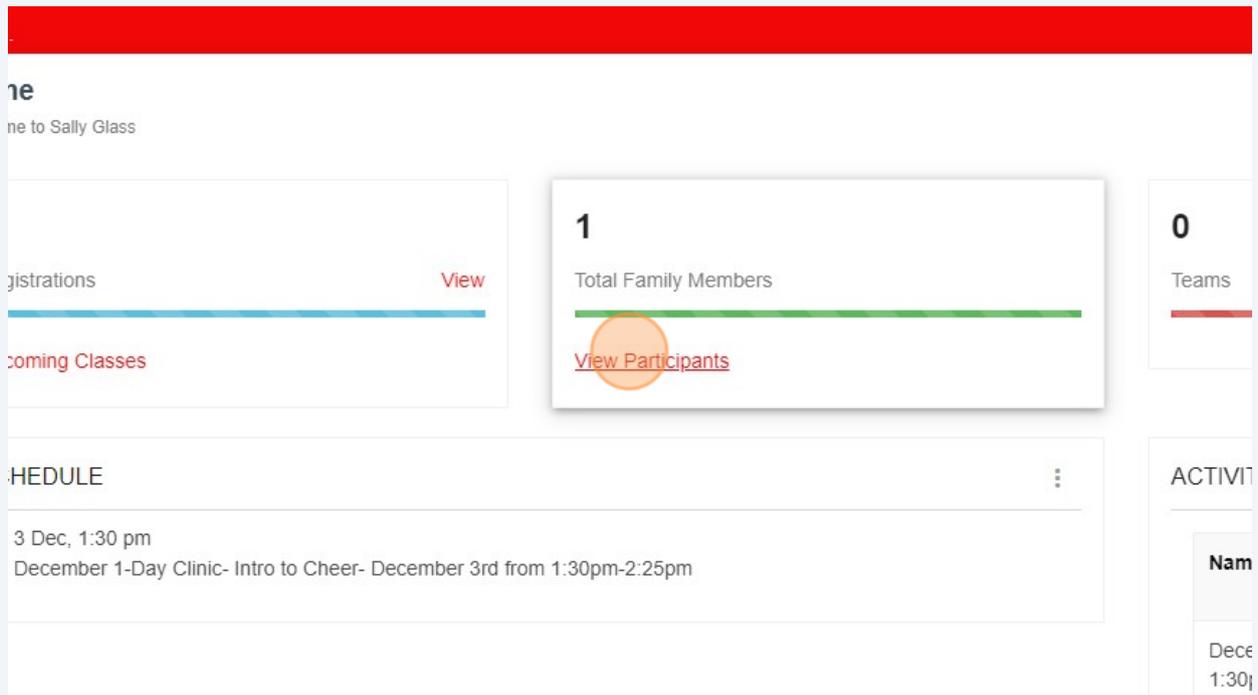


Remember Me

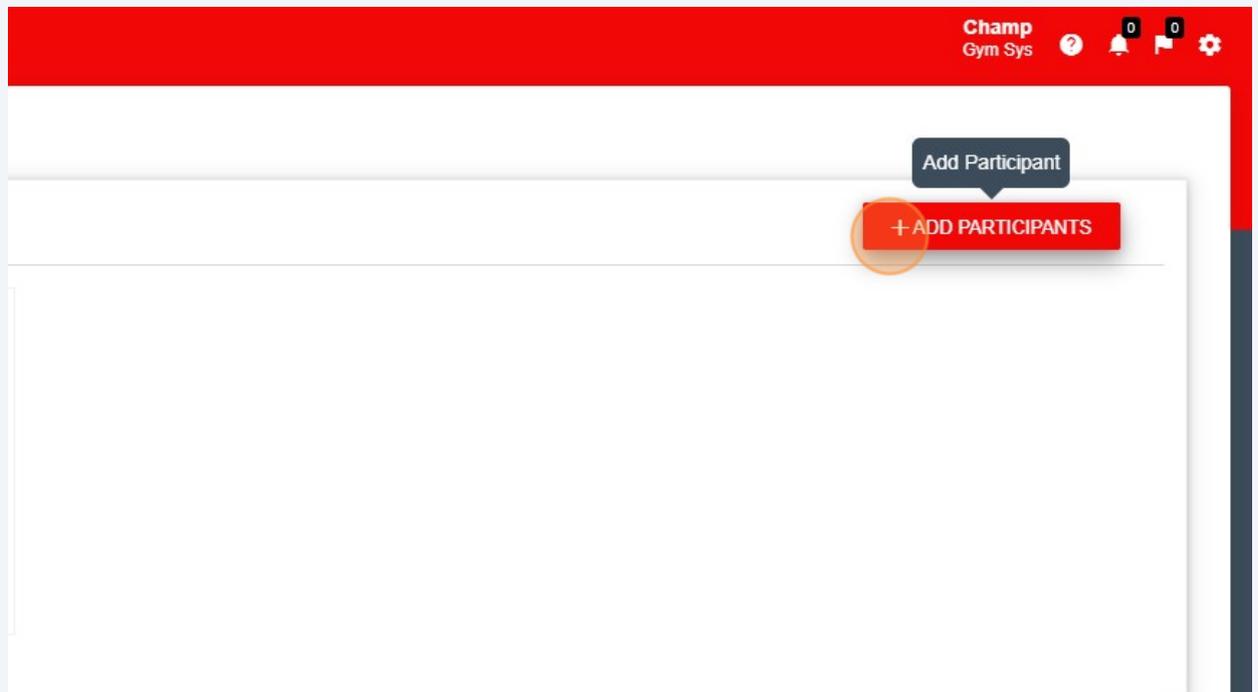
LOG IN

- [Forgot Password?](#)
- [Don't have an account? Click HERE to Create Account](#)
- [Download Android App](#)
- [Questions?](#)

7 Click "View Participants" from your homepage.



8 Click "ADD PARTICIPANTS"



## 9 Enter Athlete's Information

Search...

Welcome  
ally Glass  
1012 - 1227

### Participant Setup

ADD NEW PARTICIPANT

Profile Info

First Name \* 

Last Name \*

Gender \*  
FEMALE

BirthDate

Hide  
No  Yes

steve13@regchamp.com

Upload Profile Image/Enter Profile URL

## 10 Leave Athlete Email Field Blank

Last Name \*  
Johnson

BirthDate

Email  
steve13@regchamp.com

Profile URL

EDIT PHOTO

Policy #

11 You can also leave password field blank.

A screenshot of a form with three input fields. The first field is a dropdown menu labeled "Type \*" with the text "PLEASE SELECT" and a downward arrow. The second field is a text input labeled "Primary Phone # \*". The third field is a password input labeled "Password" with a blue highlight and a blue circle over the password characters. The form is set against a light blue background.

12 Click "Save" once you have filled out the required fields.

A screenshot of a form with three sections: "Insurance Details", "Physician Details", and "Emergency". Each section has a text input field and a label to its right. The "Insurance Details" section has "Company Name" and "Policy". The "Physician Details" section has "Name" and "Phone". The "Emergency" section has "Contact Name" and "Contact". At the bottom, there are two buttons: a red "SAVE" button with a blue circle over it, and a white "CANCEL" button. The form is set against a light blue background.