

Alpine Ski Nova Scotia

Respect in Sport for Parents - Access procedures

Below you will find the registration and re-access information for your membership for completing the Respect in Sport Parent program. We have found that if these instructions are made available to users as displayed, it tends to minimize any registration questions people may have. Whenever possible it is requested these instructions be provided as displayed.

If you have a desire to post Helpdesk information on your own internal website, we request you simply invite users to access the program link. On the login page, tools are available to assist the user, and should they need to contact the helpdesk, a page is displayed which has information the helpdesk agents will be asking for. Please do not post the helpdesk phone number or email address.

Of course having the user in the program is only one step; you also need to retrieve their certification data. Please request the individual(s) who are to be administrators create a profile on the system. Admins do not need to complete payment. Simply create a profile and stop at that point. Once RGI has been notified who is to be an administrator, we will bypass the payment section to provide full system access and will assign the administrative rights to the user(s). All admin users should be unique individuals. For data security reasons, please do not use generic admin user accounts designed to be shared by multiple people.

Respect in Sport Parent Program for Alpine Ski Nova Scotia - Registration and Re-Access Information

Website for Program: <https://asnsparent.respectgroupinc.com>

Registration Information:

- Once at the site, the default language is English. Click the link "Français" to convert registration to French
- Select "Register a New User"
- If you have previously certified in the Respect in Sport Parent Program, enter your existing certification number in the box provided and select Check. Once your profile has been found and loaded, complete the registration and select Submit.
- If you have not certified in the Parent Program previously, complete the displayed registration fields. All fields marked with a red X are mandatory.
- For Username and Password, you may select any entries you wish however spaces may not be included in the entries. Respect Group Inc. recommends using your email address for the username as this is always unique to a single individual. Please note these fields are case sensitive, and on re-entry, must be entered exactly as during registration.
- After completing registration, select Submit. You will next be taken to the Child Management page where you connect children to your profile. This is very important to ensure you and your child both receive credit for your completion of the Respect in Sport Parent Program. Failure to enter your child's information during this step may inhibit your child from participating in the sport or event. Children's names should be entered in the same way they have been provided to Alpine Ski Nova Scotia. For example, if your Child is registered as Michael for ASNS, he must be entered using the name Michael in this program. Add your child's/children's first name, last name and date of birth, and gender and then select "Add Another Child" or "No Further Children to Add". Complete the process as many times as you need to.
- You will now be redirected in to the program. After registration fields have been filled in, click Submit. You will be directed to the program payment page. Follow the indicated instructions. To complete payment, you will be automatically redirected to the PayPal website where you may pay with credit cards or through e-cheques processed through your bank. All payment processing is handled by PayPal. Respect Group never sees or has access to credit card numbers or information. After payment is complete, you will be redirected back into the program.
- Select the appropriate language button to access the program instructions and content.

Re-Access:

- Return to the website address above (same address as for registration)
- Enter your username and password in the selection boxes indicated (username and password are case sensitive)
- Select "Login"
- For Username/Password assistance, click on Forgot Username? or Forgot Password? on the login page

General Information:

- Should you experience any challenges while taking Respect in Sport, numerous tools are available inside the program and before you login. Inside the program, look for the Help button. Prior to logging in you will also see buttons to retrieve usernames and passwords, and to look up your certificate number.
- Respect Group Inc. programs make use of Pop-Up windows within the program. Please ensure Pop-Up blockers are turned off or, when prompted, set to allow pop-ups from the identified web address.