# **OKWA Portal Users Guide** Information for Club Admins and Coaches

September 4, 2023

## **Page Registration** Club Admins and Coaches

- 1. Navigate to <u>https://portal.okwa.us</u>
- 2. Click on Register Here link
- From the Sign In page, click
   'Sign up now' link
- 4. Enter email address and then click Send Verification Code
- 5. Check your email for code
- 6. Enter code and complete remaining info

OriginalOriginalPlease Login	Lo Don't have an acc	ogin count? <u>Register Here</u>	2
Image: Control of the second secon	ress	samplecoach@	Otheclub.com
Forgot your password?         Sign in         Don't have an account?       Sign up now	3	Verification code ha	s been sent to your inbox. F o the input box below.
ormation		samplecoach@th Verification Code	eclub.com

Verify code



# **Club Summary Club Admin**

- The bar across the top indicates the number of coaches you currently have (blue) and how many you can add (green). The red boxes show how many wrestlers are needed to add another coach.
- Club Admins shows everyone currently setup as an admin for this club.
- Club Contacts are the Head Coach and the Club Contact for the club.
- Age Group Summary shows the number of wrestlers on your roster by age group.



## Sample OKWA Club Home

Summary Club **Club Summa** 



## **Club Admins**

#### Email

clubadmin@ewpo

club2@admin.con

## **Club Contacts**

Head Coach

Head Coach Email: headcoach@ewpok.com Phone: (918) 555-2222

#### Club Contact

Club Admin Email: clubadmin@ewpok.com Phone: (918) 555-1233

## Age Group Summary

#### Club Home

Info	Coaches	Roster	Availabl	e Add Wre	estlers								
<b>ary</b> ach Li	st												
Coaches	<b>3</b> 2		3	4	5	6	7	8	9	10	11	12	
Vrestler	s 1- <i>5</i>	5	6 - 10	11 - 15	16 - 21	22 - 28	29 - 36	37 - 45	46 - 55	56 - 66	67 - 78	79 - 91	

Your club currently has 8 coach(es) for 55 wrestler(s). You can add 1 more coach(es)

	Name	Phone Number
k.com	Sample ClubAdmin	(918) 555-1234
1	Sample Two	(918) 554-564

6U Count	8U Count	10U Count	12U Count	15U Count	18U Count	Total Count
8	5	6	18	12	6	55





Sample Summary

Club Admin

 Club info pages allows for the club admin to update information about the club including the Head Coach and Primary Club Contact info which will be used for communications from the OKWA Board.

### Sample OKWA Club Home

Summary	Club Info	Coaches	Roster	Available	Add Wrestlers	
ClubInfo	Form					
					Club	
					Editing Sample	
					OKWA Club	Save Cancel
					Club Details	
					Club Name Sample OKWA Club	
					* required	
					Address 101 Main St	
					* required	
					City	
					Sperry	
					State	
					A OK	•
					* required	
					Zip 74073	
					* required	
					County	
					* required	
					Region Southeast	
					Practice Address	
					✿ 401 S Main	
					Website	
					www.sperrywrestlingclub.com	

## **Coach List Club Admin**

- Allows Club Admins to add and edit coaches within their club.
- Club Admin can add up to the allowed number of coaches per the bar at the top.
- Click on the edit button allows club admin to update info including the background check, safe-sport, and concussion protocol training.
- Once all training and background check have been acknowledged, the Club Admin can use the "Submit for Approval" button to submit the coach for Board approval.



	Арр	Monitoring					
ub Home							
oaches Roster Available Add	Wrestlers						
3 4 5 6 - 10 11 - 15	5 6 16 - 21 22 - 28	7 29 - 36	8 37 - 45	9 46 - 55	10 56 - 66	11 67 - 78	12 79 - 91
ch(es) for <b>55</b> wrestler(s). You can add <b>2</b> mo	ore coach(es).						
Selection						Show	Cards On
COACH Ann BATES CLUB Sample OKWA Club	No Photo Uploaded	COACH Sample CLUB ANADAR	Coach RKO		No Photo Uploaded	COAC Barb CLUB ANA	н para GARCIA DARKO
tion <sup>CT INFO</sup> 55-3669 BATES@fak3em4il.com	Personal InformAPPROVALCONTASTATUS(918)ApprovedcoachUSA NUMBER1213443422	ation ACT INFO 555-1234 h@ewpok.com			Personal Info APPROVAL STATUS Pending USA NUMBER 6773986	CONTACT INFO 366-555-6688 Barbara.GARCL	A@fak3em4il.com
Edit Submit Submit for Approval		Ŕ	Edit				Ê Edit







## **Edit Coach Club Admin**

- Club admins can add and update information about a coach in the Edit Coach screen.
- Checking the boxes for Background Check, Safesport Complete, and Concussion Training Complete indicate that the club admin has confirmed these have been completed by the coach.
- Background check and safe-sport will continue to be completed through the USA Wrestling website. No USA membership is required for either of these items.
- Concussion training can be completed using the link below or through the USA wrestling website. Either training will suffice.

https://bit.ly/NFHSConcussion



Hannah.LEBLANC@fak3em4il.com	
* required	
Coach First Name	
* required	
Coach Last Name	
* required	
Coach Phone	
* required	
Coach USA #	Upload Photo
* required	Choose File
Mailing Address <ul> <li>9039 Albert Cottages</li> </ul>	
* required	
City	
Anadarko	
* required	
State → OK ·	
* required	
Zip 73005	
* required	
Biography Coach LEBLANC coaching those 42 wrestlers at	



ile chosen

S Cancel





# Club Admin

- The Club Roster page allows the Club Admin to update wrestler information and release wrestlers from the club roster.
- Club Admins can see which wrestlers are pending the parent approval on the waiver status as well. For wrestlers who have not completed the Insurance Waiver, the Club Admin can resend the email to the parent.
- Releasing and adding wrestlers will not be available from January 1st until after the OKWA State Tournament. Any changes during this time frame must be done completed by a Board Member.



#### Sample OKWA Club Home

Summary	Club Info Coaches	Roster Available	Add Wrestlers		
Vrestle	r List				
Clear Se	lection Pending Selec	ted Wrestler: Austin ALL	SON		
8 colun	nns showing 🔻				
	WRESTLER NAME	WAIVER STATUS	CLUB NAME	PC FULLNAME	PC EMAIL
	▼ *a*	<b>▼</b> *a*	<b>▼</b> *a*	Υ =	<b>Y</b> =
	Austin ALLISON	Approved	ANADARKO	Stephanie WYATT	Stephanie.WYATT@fak
	Albert AUSTIN	Approved	ANADARKO	David LEACH	David.LEACH@fak3em
	Melissa BAUTISTA	Approved	ANADARKO	Christopher HODGE	Christopher.HODGE@1
	Donna BLEVINS	Approved	ANADARKO	Mary GALLAGHER	Mary.GALLAGHER@fa
	Brandon CLEMENTS	Approved	ANADARKO	Ashley THOMPSON	Ashley.THOMPSON@f
	Julie COMBS	Approved	ANADARKO	Brittany DELGADO	Brittany.DELGADO@fa
	Kyle CONRAD	Approved	ANADARKO	Eugene JACKSON	Eugene.JACKSON@fa

12	1 2 3 4	5 > >			Displ	aving page 1 of 6 (total 55 records)	10 -	ito
	Brandon DALTON	Approved	ANADARKO	Sharon TRAN	Sharon.TRAN@fak3em4il.com	926-555-1443	Brenda EATON	
	Mary CROSBY	Approved	ANADARKO	Brittany ZUNIGA	Brittany.ZUNIGA@fak3em4il.c	661-555-508	Christian HIGGII	NS
	Michael CRAWFORD	Approved	ANADARKO	Betty FLETCHER	Betty.FLETCHER@fak3em4il	892-555-5141	Kimberly HEND	RIX
	Kyle CONRAD	Approved	ANADARKO	Eugene JACKSON	Eugene.JACKSON@fak3em4i	916-555-1537	Charlotte REILLY	Y
	Julie COMBS	Approved	ANADARKO	Brittany DELGADO	Brittany.DELGADO@fak3em4i	772-555-5494	Mason YODER	





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(
ems per page

SC FULLNAME

Angela CHAS

Kyle HERRERA

Michael BRAVO

Zachary BUCKLE

Samantha NOLAN

**T** =

PC PHONE NUMBE

**T** =

860-555-6714

13-555-9548

608-555-890

646-555-5535

## **Add Wrestlers Club Admin**

- Club Admins can add wrestlers using the Add Wrestler tab.
- Click the green Add Wrestler button and complete the form.
- Once you have added your wrestlers, you can click the Pay Now button to pay. Wrestlers will **not** be added to the roster until they are paid for.
- Wrestlers may not be entered more than once in the website and may not be on more than one club roster.
- If you enter a wrestler already in the system you will receive a warning stating that the wrestler already exists and to contact a board member.

ÐΚ	Club Home	
ım umr əgi	ple OKWA Club Home	/restlers
Wre	stler Name	Registration Fee
al: \$0 ay N	ow	
	Wrestler Registration	
	Wrestler	
	First Name	
	* required	
	Last Name	
	* required	
	Date of Birth	
	* required MM/dd/YYYY	
	Parent/Legal Guardian	
	Parent/Guardian Email	
	* required	
	Parent/Guardian First Name	
	* required	
	required	



# Parents & Legal Guardians

- Once a wrestler has been added to the system, the primary contact for the wrestler will receive an email with a link to the insurance waiver that must be acknowledged.
- Clicking on the link in the email will take the parent to the page for them to sign.
- Club Admins can use the Roster tab to resend the emails to any parents who did not receive the invite the first time.



**info@okwa.us** Wrestler Registration To: Jeremy Rooks

Dear Parent,

Action Required. Your child Sample Wrestler has been successfully registered with Sample OKWA Club.

Please follow the linked button to approve registration.



Best regards, OKWA Wrestling

#### Oklahoma Kids Wrestling Association Liability Waiver / Minor Release

**Assumption of Risk**- I am participating in the sport of Wrestling at my own free will. I understand that my decision to participate in the sport of wrestling is entirely voluntary. I understand that the sport has inherent risks including, but not limited to the following: risk of property damage, bodily injury, including, but not limited to permanent disability, paralysis, and possibly death. These risks may result from a variety of circumstances including, but not limited to, the use or misuse of the equipment or facilities, from the activity itself, from the acts of the coaches, participants, or others, or from the unavailability of emergency medical care. I understand and accept full responsibility for identifying concussion or potential concussion, and will educate myself on concussion awareness. I am aware of the Center for Disease Control's website

http://www.cdc.gov/concussion/ as well as the www.headsupparents.org website where I can educate myself on concussion awareness. Release, Indemnify, and Defend. I hereby release, waive, discharge, and hold harmless the Oklahoma Kids Wrestling Association (hereinafter referred to as OKWA), and all of their affiliates, predecessors, successors, trustees, officers, directors, faculty, employees, agents, representatives, host school or district, referees, members, participants, past or present (hereinafter jointly referred to as "the Released Parties"), from any and all claims, suits, liabilities, judgments, costs and expenses ("Claims") for any property damage, property loss or theft, personal injury or illness, death or other loss arising from or relating to my participation in the sport of wrestling including, without limitation, ANY CLAIM FOR NEGLIGENCE, WHETHER BY OMISSION OR COMMISSION, AGAINST ANY EMPLOYEE, AGENT OR VOLUNTEER OF OKWA, WHICH ARE HEREBY EXPRESSLY RELEASED. I also agree to defend, indemnify and hold harmless the "Released Parties" from and against any Claims arising from or related to my own acts or omissions in connection with my participation in the sport of Wrestling. I further assume full responsibility for any and all damages, injuries (including death)or losses that my child may sustain or incur, if any, while attending, practicing, participating or witnessing, in any club exercise program, sport, or physical activity occurring in or about the club premises or at any offsite location. I hereby assume full risk, waive all claims and release and hold OKWA, my club, associate or member clubs, any instructors, partners, of any program or event, individually or otherwise, harmless for any and all claims for injuries or damages. In consideration of my child's participation in and the use of the Club's facilities, I hereby release and covenant not to sue or bring legal action against the "Released Parties" from any and all claims resulting from any physical injury that may occur to my child while participating in any program or event sponsored or not by the OKWA or my local club or any member clubs. I agree to pay for any and all damages to any property or "Released Party" caused by me negligently, willfully or

otherwise.

**Prerequisite Skills.** I acknowledge that I have the requisite skills, qualifications, physical ability and training necessary to properly and safely participate in the sport of Wrestling. I agree that if I have any questions as to what skills, qualifications, or training is necessary to properly participate in the Club Sports Program, then I shall direct such questions to the appropriate individuals.

**Representatives.** I enter into this agreement for myself, as well as for my heirs, assigns and legal representatives.

**Consent for Emergency Treatment-** I consent to medical treatment for emergencies that occur during or are related to my participation in the sport of Wrestling where I am unable to consent to such treatment. I understand the provisions of this Assumption of Risk, Waiver, and Release from Liability apply to any treatment that might be provided to me.

**Insurance-** I understand that I am solely responsible for any medical, health or personal injury costs relating to my participation in the Sport of Wrestling. I understand that I am strongly encouraged to have a medical physical examination and purchase health insurance prior to any and all participation in the Club Sports Program. I acknowledge that the OKWA and any "Released Parties" shall not be responsible for any of the aforementioned.

**Severability.** If any term or provision of this Assumption of Risk, Waiver, and Release from Liability is held to be illegal, invalid or unenforceable, or the application thereof to any person or circumstance shall to any extent be illegal, invalid or unenforceable under present or future laws effective during the term hereof or of any provisions hereof which survive termination, then and in any such event, it is the express intention of the parties that the remainder of this Assumption of Risk, Waiver, and Release from Liability, or the application of such term, clause or provision other than to those as to which it is held illegal, invalid or unenforceable, shall not be affected thereby, and each term, clause or provision of this Assumption of Risk, Waiver, and Release from Liability be legal, valid and enforceable to the fullest extent permitted by law.

#### Consent and Release:

I have read and fully understand this Assumption of Risk, Waiver, and Release from Liability and understand that it relates to surrendering and releasing valuable legal rights. I do so freely and voluntarily. I am the parent or legal guardian of the below named minor. I have read and understand this Assumption of Risk, Waiver, and Release from Liability in its entirety and understand that it relates to surrendering valuable legal rights of the minor and myself. I agree to be bound by all the terms of this waiver and release agreement. I also give my consent to the participation in the activity of the minor.

Parent Name: Jeremy Rooks	Date: 9/4/2023 5:11:18 PM
Parent Name: Crystal Rooks	
Primary Phone: (918) 555-1234	Secondary Phone: (918) 555-1234
Mailing Address: PO Box 101, Sperry, OK 74073	
Child Name: Haylee Rooks	
Date of Birth: 10/19/2008	
***You MUST click APPROVE for child to be eligible.***	S Approve



## Coach's Home Coaches

- Coaches can register for the site and login so that they can see their status.
- Once they have completed their training, they will see a QR code which will be used to enter OKWA sanctioned tournaments.

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## **Coach Profile**

