



# Wave 5: Program Coordinator Checklist

ER Athletics, (May 10), ER Swim (May 10), NW Soccer (May 10)

Use this checklist to ensure you complete all steps in the registration process. Reach out if you need support at any time!

<input type="checkbox"/>	Feb 18	Submit Intent to Participate <a href="https://bit.ly/participation_roster">here</a> ( <a href="https://bit.ly/participation_roster">https://bit.ly/participation_roster</a> )
<input type="checkbox"/>	April 14 [ <a href="#">add to calendar</a> ]	Submit Final Registration/Competition Roster via Smartsheet <a href="https://bit.ly/SOWA-Reg">here</a> ( <a href="https://bit.ly/SOWA-Reg">https://bit.ly/SOWA-Reg</a> ) using this <a href="https://bit.ly/3ESKWRT">form</a> ( <a href="https://bit.ly/3ESKWRT">https://bit.ly/3ESKWRT</a> ) <ul style="list-style-type: none"> <li>All participants who want to compete must be added at this time</li> <li>Separate process for local participation</li> </ul>
<input type="checkbox"/>	Now – April 24	It is your responsibility to communicate to all your program Athletes and Volunteers have <b>completed credentials</b> . Please communicate the process to all your Coaches, Volunteers and Athletes with <a href="https://bit.ly/431EFxc">this process</a> ( <a href="https://bit.ly/431EFxc">https://bit.ly/431EFxc</a> )
<input type="checkbox"/>	April 21	SOWA delivers participant clearance report and a copy of the Final Reg/Competition Roster via email
<input type="checkbox"/>	April 24 [ <a href="#">add to calendar</a> ]	Audit Final Registration/Competition Roster and re-submit via Smartsheet <a href="https://bit.ly/SOWA-Reg">here</a> ( <a href="https://bit.ly/SOWA-Reg">https://bit.ly/SOWA-Reg</a> )  It is the Program Coordinators responsibility to ensure all Athletes and Volunteers have completed their checklist and that their roles are listed correctly in the roster. Please refer to <a href="https://bit.ly/431EFxc">this document</a> for more details ( <a href="https://bit.ly/431EFxc">https://bit.ly/431EFxc</a> ). No additions will be accepted during this phase.  Sports information needs to be completed on the competition roster.
<input type="checkbox"/>	April 28	SOWA will send copy of Final Registration/Competition Roster to PC via email
<input type="checkbox"/>	April 30 [ <a href="#">add to calendar</a> ]	Audit and submit sport corrections in the Competition roster <a href="https://bit.ly/SOWA-Reg">here</a> ( <a href="https://bit.ly/SOWA-Reg">https://bit.ly/SOWA-Reg</a> ).  Audit period has closed and no other updates can be made.
<input type="checkbox"/>	May 5	SOWA will send a copy of the Final Delegation

## CONTACT



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