# 2016 Club Registration and Sanctioning Process

**There are 3 steps:**

1. Register your club
2. Member registration
3. Workout Sanctioning

**Step 1 - Register your Club - this can be done any time**

* Follow the [link here](https://ccnbikes.com/#!/events/tri-ontario-2016-sanctioning) to register your club online
* Triathlon Ontario will post your club and contact information on the Triathlon Ontario website.
* Your club must be registered online before your club members can join
* **Please note: we will no longer be accepting paper based registrations**

**Step 2 - Member Registration - beginning December 1, each year**

* Members can register in one of two ways:
	+ Register individually online through Triathlon Ontario

 **Or**

* + Through your club’s 2016 registration option, registration directly through your club will ensure you pay the discounted club membership price (Important: your club must be registered as a sanctioned club before you will be able to register as a club member)
* **Please note: we will no longer be accepting paper based registrations**

**Step 3 - Workout Sanctioning - this can be done any time after club sanctioning on an ongoing basis**

**FORM NEEDED:** 2016 Club Workout Sanctioning Application

* As in previous years only fully documented workouts will be insured by Triathlon Ontario
* Workouts may be sanctioned on an ongoing basis using the Sanctioned Workout Template
* Please use one application for each workout throughout the week