

TRIATHLON CANADA ATHLETE REGISTRATION PORTAL GUIDEBOOK – NEW USER

ELITE, U23, JUNIOR AND YOUTH ATHLETES

Athletes competing in World Triathlon sanctioned events must complete the full ICC process and provide Triathlon Canada with a Pre-Participation Medical Exam (every 12 months) inclusive of an ECG (every 24 months) or practitioner clearance.

MULTISPORT ATHLETES

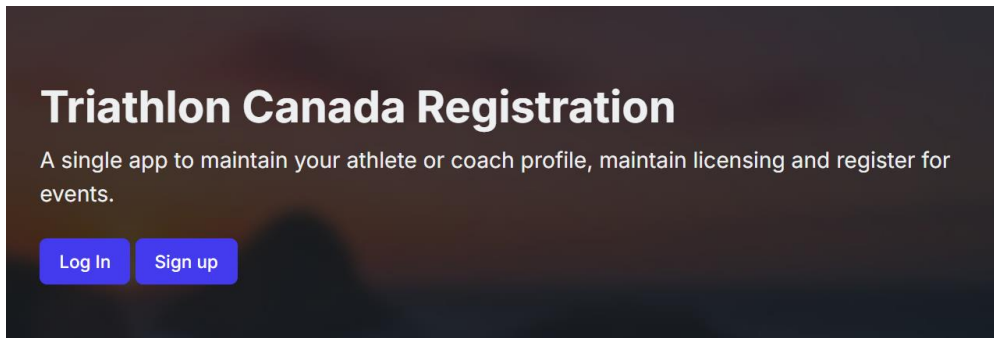
All Elite Multisport athletes must complete the full 2026 ICC process inclusive of a PPE and ECG.

IRONMAN PRO ATHLETES

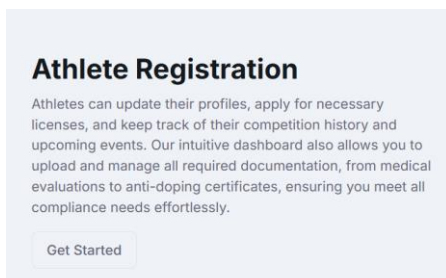
Athletes competing in Ironman Pro events must complete the Ironman Pro License and provide Triathlon Canada with a Pre-Participation Medical Exam (every 12 months) inclusive of an ECG (every 24 months) or practitioner clearance.

Step 1: Create/Login to an Athlete Registration Portal Account

1. Go to www.tricanreg.ca
2. Click on **Sign Up**



3. Click on **Get Started** under Athlete Registration



To help Triathlon Canada manage your new athlete account, please use the following guidelines when setting up your user account:

USERNAME

For your Username, please use your first name “dot” last name all in lowercase:

- i.e. Username for John Smith is **john.smith**

EMAIL ADDRESS

Please use the email address you use most frequently. Any communication, including password reset will be sent to this address.

If you get an error when registering or have forgotten your password, please contact hp@triathloncanada.com

PASSWORD

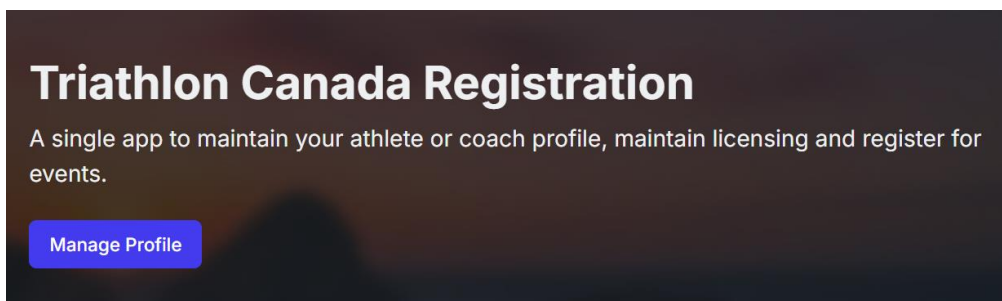
Your password cannot be too similar to your personal information as well as must contain 8 characters including one upper case, one lowercase and one number. Special characters are allowed

The information that you store on the system is valuable. It is your responsibility to keep your password safe and secure. If you think that your password has been breached, immediately email hp@triathloncanada.com.

4. An email will be sent from admin@tricanreg.ca to your email address to verify your account. Click on the **Click Here** link to verify your account and to be brought to the Sign In page

Step 2: Sign In and fill in all Triathlon Canada Profile Information

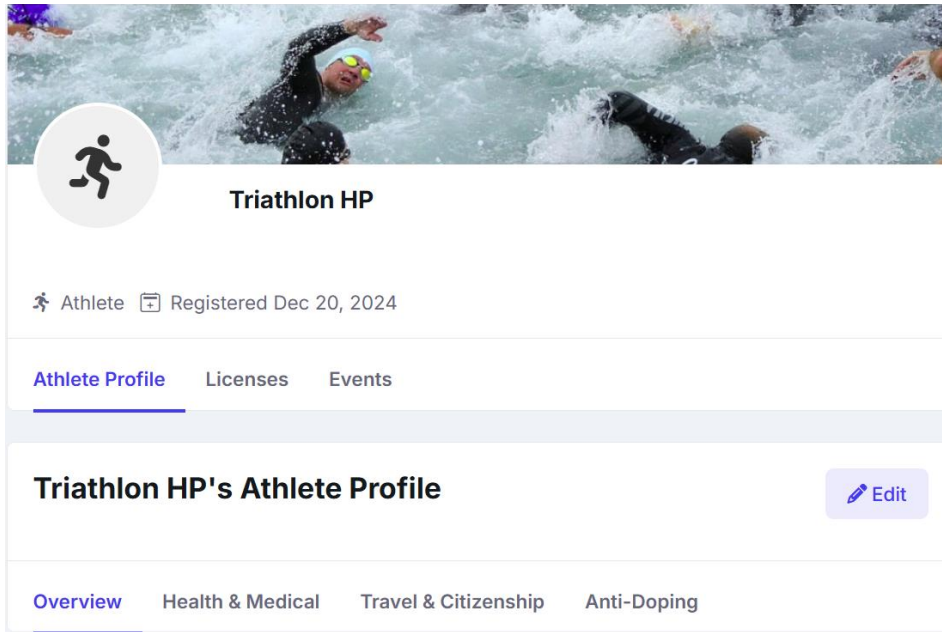
1. Click on the Manage Profile button to set up your Athlete Profile



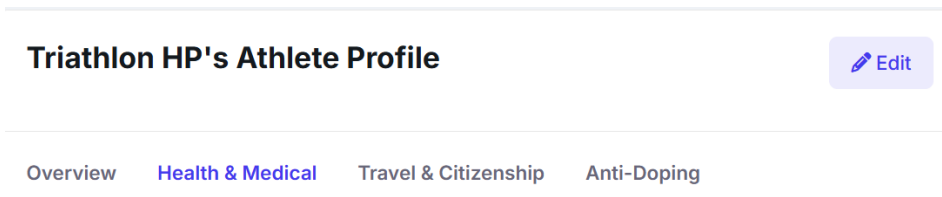
2. Complete the basic profile information. Once this is complete hit **Submit**. You will then be brought to your Athlete Profile page.

BIRTHDATE

It is important to enter your correct birthday as this will be used to classify you into your World Triathlon age category. This information cannot be altered after this step.

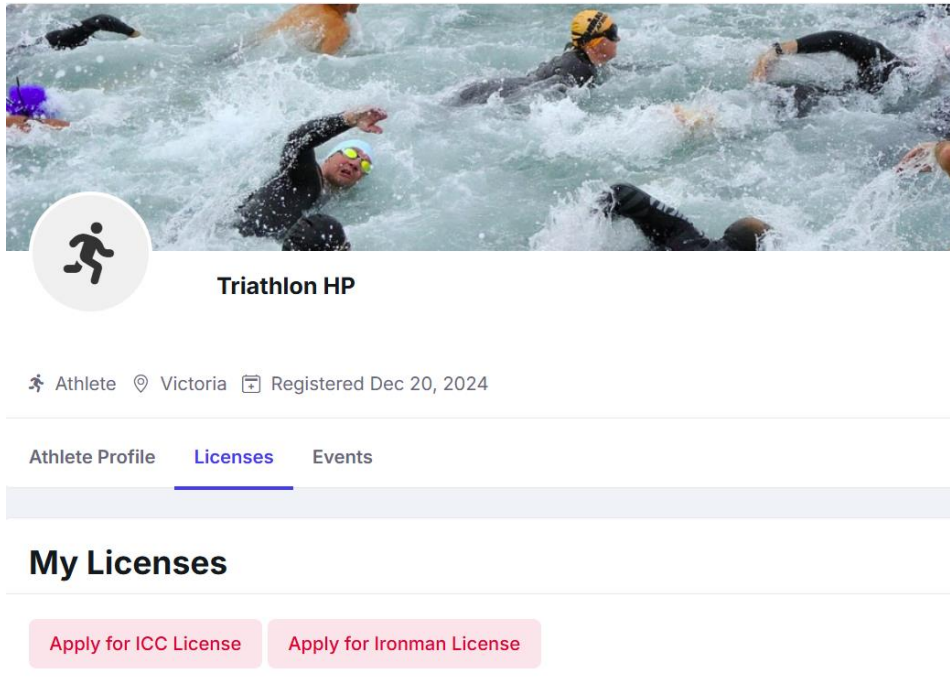


3. Click on the **Edit** button to complete your profile. Once the **Edit** button has been clicked, scroll down to complete the remainder on the Basic Profile.
4. Continue to click the **Health & Medical, Travel & Citizenship** and **Anti-Doping** to complete these sections.



Step 3: Applying for your ICC or Ironman Pro License

1. Once you have completed your Athlete Profile, click on the **Licenses** Tab and select the type of 2026 License you are looking to apply for.



2. Update your Athlete Profile to include your coach of record information. Click the **I confirm** section at the bottom of the page and click **Next Step**



3. If you are under the age of 18, you will need to have a Guardian complete the Guardian section.
4. Continue to complete the Citizenship and Medical tabs.
5. Read and sign the 2026 Athlete Agreement

6. If you are unable to complete your ICC or Ironman Pro License in one sitting, you are able to come back to it by going into your Licenses Tab and clicking **Continue Application**.

My Licenses

Apply for ICC License
Apply for Ironman License

Most Recent Licenses

ICC License

Status: Incomplete
 Effective Year: 2025
 Updated: 2024-12-20

Continue Application

Step 4: Payment In CCN

1. Once all the sections at the top have turned green you will see the **Open Payment Portal**. After you have clicked this button, you will be directly sent (in a new window) to our CCN site where you will answer briefly a couple questions and pay for your License. Once you have paid, you will receive an emailed receipt with your Purchase Number, enter this number back into your License Application.

All Licenses will be valid after proof of payment pending all information in the database is filled out correctly. Should your information provided be incorrect or incomplete Triathlon Canada has the right to revoke any issued membership

Payment Instructions

1. **Go to the Payment Portal:**
 - Click the link below to visit the payment portal at **CCN Bikes**.
 - You will be redirected to a secure page where you can complete your payment
2. **Retrieve Your Payment Number:**
 - Once your payment is successfully processed, you will receive a **Payment Number**.
 - This number may be displayed on the confirmation page or sent to you via email.
3. **Return to This Page:**
 - After obtaining your **Payment Number**, return to this form and paste the number into the provided field.
 - Ensure the number matches exactly with the one associated with your account.
4. **Important:**
 - The **Payment Number** must match our records for your account.
 - If the number does not match, your license application may be denied, and you could lose access to event registration privileges.
5. **Submit Your Payment Number:**
 - Enter the number in the form below and click "Submit" to complete the process.

Open Payment Portal

Purchase Number

Purchase Number