

## Instructions on How to Register

1. Select **"LOGIN"** at the top of our webpage.
  - a. If you already have an account, complete the login process and go to step 2.
  - b. If this is the first time you are registering for Canmore Skating Club programs, you will need to create an account. Complete the form under "First Time Registering?".

*Tip #1: Member = Parent/Guardian/Adult Skater (the person accountable for paying for the program).*

- c. When finished the Member information, select **"CREATE ACCOUNT"**.
  - d. You now have an active account.
2. Hover over the "Registration" tab on the main menu or select the ">" to the far right on your mobile device, to see the list of skating categories for which we have programs currently available, i.e. CanSkate, Pre-Star, Star/PP Privates.
3. You are now at the Uplifter registration portal. Here you will be presented with the list of programs available for your skater's category.
4. Select **"REGISTER"** for a program you wish to enroll your skater in at this time.
5. If you have more than one skater associated with this account, select the skater you wish to enroll from the drop-down box, "Which skater is to be enrolled in this program?" then select **"OK"**. If the skater you wish to enroll has not yet been added to your account, select the button **" + New Skater "** and complete the Add New Skater form.

*Tip #2: If you have never been a Skate Canada member, leave the box empty. If you have a number but do not know it, please try to find it so you do not end up being assigned a new number and charged the Skate Canada membership fee in error.*

*Tip #3: If you do not already have a Home Club – enter "Canmore SC".*

6. To register another skater but in a different skater category, go to step 2. To register this skater in another program, go to step 4.
7. Once your shopping cart contains all the programs you wish to register for at this time, select the **"SHOPPING CART (# of items in your cart)"** tab at the top of the page.

Step 1. Review **"Your Cart (# items)"**

Step 2. Select **"Billing Information"** and confirm or update your contact information; review and accept the Canmore Skating Club policies.

*NOTE:* The only payment option available when registering online is by credit card. In the fall, when purchasing full season programs, you may elect to pay in 3 installments - immediately, Nov 1 and Feb 1. The Pre-Star and Star 1-2 group programs may be paid in 2 installments – immediately and Nov 1 in the fall or immediately and Feb 1 in the winter. If you require assistance with your payment type and/or number of payments, do not continue on to Step 3 and email the club at [canmoreskatingclub@gmail.com](mailto:canmoreskatingclub@gmail.com).

Step 3. Select **"Payment Information"**

*Tip # 4: You have 60 minutes from the beginning of your session to finalize your choices and checkout or you will need to start over again.*

Step 4. **"Pay by Credit Card"** – VISA or Mastercard. Once payment has been finalized you will receive an electronic receipt by email.