

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 **“Continue”**.
 - 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. If your skater is more advanced and in Skate Canada's STAR or Competitive stream, choose Junior, Intermediate or Senior. Definitions of these levels for the Canmore Skating Club's current season can be found in the 'Welcome Letter'.
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 each 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 **“ADD”**. If the skater you wish to enroll has not yet been added to your account, select the **“Add New Skater”** button 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.

Tip #3: If you do not already have a Home Club – enter “Canmore”.
6. To register another skater but in a different skater category, go to step 2.
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

Step 2. Select **“Contact Information”** and confirm or update your billing 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, you may elect to pay in 3 installments - immediately, Nov 1 and Feb 1. 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.

Step 3. Select **“Confirm”**

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. Make payment by credit card – VISA or Mastercard. Once payment has been finalized you will receive an electronic receipt by email.