

This year the Char-Lan Skating Club will be taking registrations online. This method allows for contactless registration and payment. In order to help you with registration, please follow the steps below.

SETTING UP YOUR ACCOUNT

If this is your first time registering:

- Click 'login' on the top right hand corner of the page
- Follow the instructions for *First Time Registering*
- Create the account using the name of the primary account holder (parent/guardian of the skater)
- This information will be saved and the next time you login, all you need to do is enter your email and password that you created.
- On the participants page, please add all of the skaters in your family that will be registering for programs, including parents or guardians that will be going on the ice for Pre-CanSkate
- Please ensure that the profiles are filled out completely. Skate Canada numbers will be assigned to new participants, and current participants will have their number linked to their Skate Canada membership automatically
- Make sure you opt in for messaging.

E-TRANSFER/CHEQUE/CASH POLICY

- If you wish to pay by cheque, e-transfer or cash, you will need to complete your account registration and contact the skating club's treasurer Melanie Dixon using the email treasurer using the following email charlan.treasurer@gmail.com
- Please indicate in your email the participant and program you wish to register for
- After the email is received the registrar will send you an invoice for the program cost as well as non-refundable, mandatory fees and policies that must be filled out
- Upon receipt of the invoice you may pay it by sending an e-transfer to charlan.treasurer@gmail.com, writing a cheque payable to the Char-Lan Skating Club Inc., or arranging a time for a cash pick up.

REGISTERING FOR PROGRAMS

- Click *Registration*
- Select the program and click *Register*
- Once you select *Register*, please choose the participant you would like to register in the program. Click *Add* once you have selected the participant
- If this is the only program you wish to register, click *Confirm and Register*. If you would like to add more programs to your cart, please return to the registration page and continue adding programs
- Once you have confirmed your programs, you will proceed to billing and payment options. Your cart will expire after 30 minutes
- Our online portal will allow you to check out using a credit card with a small processing charge. You can select to pay by installments on the right hand side of the page if you wish. Depending on the program you will have either two or three installments.

POLICIES

- At checkout you will be asked to complete our mandatory policies

- Please read through each policy carefully as some require you to print extra documentation to present to the club, or policies that must be emailed to the registrar. Accounts that do not have the required policies on file may not be granted access to the ice. Please fill them in to prevent disappointment
- Confirming the policies is mandatory in order to complete the checkout process.

Should you have any questions regarding the registration process, please do not hesitate to contact us by email at charlanskating@gmail.com or by phone at 613-219-7959.

We look forward to welcoming you to the 2022-2023 skating season!
Happy Skating
The Char-Lan Skating Club.