

How to Register ONLINE:

- 1) Click on the following: <http://www.eastyorkskatingclub.com/On-Line%20Registration.html>. This will take you to the East York Skating Club's online registration page of the website. Then click on the link provided to proceed with your online registration **which will be available on August 8 @ 7 pm.**
- 2) If you have never registered with quickenrollment before then click on the third statement that indicates that you have NEVER used QuickEnrollment to register online. However, if you are a returning member and registered on-line last year click on the statement that applies. In this case your MAIN CONTACT has been set and you will proceed to step 7.
- 3) You will see a page that will display instructions on how to proceed. Click the **SETUP MAIN CONTACT** button located at the bottom of the page.
- 4) You will see a form displayed that asks for the **Main Contact** information. Complete the form then click the **SUBMIT** button. Note: a navigation bar appears at the top to let you know where you are in the process. Helpful tips are also located to the right of the form throughout. An email address is required.
- 5) You will now see the **Create Your Security Information** page. You will be asked to enter security details that will protect the information you enter. You will set up a User ID and Password that will be used to re-enter the registration system in the future. Follow the instructions located on the page, complete the information, then click the **SUBMIT** button.
- 6) The confirmation page will be displayed. **You have now successfully set up yourself as the parent/guardian.** Click the **PRINT** button if you wish a copy for your records. Click the **DONE** button to move on to the next step.
- 7) You will now see your personal family profile with your name on the list of people you can register. **Your next step will be to add the children you will be registering to your profile.** The QE system will store this information so you will never have to re-enter data each time you register. To start, click the **NO** button located beside the phrase: "Do **ALL** the participants you would like to register appear on the list below"
- 8) You will now see the Add Participant To My Profile page. Complete the form on this page. Click the "Same address as Main Contact or Parent/Guardian" tick box to pre-fill the address. Once complete, click the **SUBMIT** button.
- 9) The review page is now displayed. Click the **CHANGE** button to edit or click the **SUBMIT** button to move on. You will be on the Confirmation page. If you have more than one child to register, click the **ADD ANOTHER PERSON** button. If you do not have other children to register click the **DONE** button.
- 10) Your profile is now set up. Your next step will be to register your children into the sessions. To start click the **YES** button located beside the phrase: "Do **ALL** the participants you would like to register appear on the list below".
- 11) A list of sessions offered will be displayed. Click the **REGISTER** button located beside the session you would like to register your children in. **Note: If you have more than one skater you must register each skater individually.**
- 12) You will now see the Information page. Read the details regarding fee payments and refund/withdrawal policy. Then scroll to the bottom and click the **CONTINUE** button.
- 13) A legal click through agreement will be displayed. You will need to agree with the content by typing in "I AGREE" then click the **CONTINUE** button to proceed. **Note: The E-commerce Act states that this is as legal as a signature.**
- 14) A list of all the children you may register will appear. Select the skater you will register for the session you have chosen. **Note: If you have more than one skater registering for the same session you may register at the same time.** Once you have selected all the children you will be registering for the session you have chosen, click the **CONTINUE** button located at the bottom of the page.
- 15) The event's online form that is pre-filled with information from your profile is displayed for the selected child(ren). Complete the rest of the required information then click the **SUBMIT** button located at the bottom of the form. Please note that if you do not know your Skate Canada # type in unsure. Do this for each child selected.
- 16) You will now see your summary page. You can do one of two things: **1):** register the same child or another child for a different session **OR 2):** Proceed to Payment. If you choose the REGISTER MORE option you will repeat steps 12 - 16.
 - a. Once you have registered all your skaters there are additional cost fields that you will be required to fill:

i. =>>> SKATE CANADA FEE-If East York SC is your home club you must click YES - this is very important!!

ii. Locker Fee-If you are registering for a locker click yes

If you are done registering, choose your payment method from the drop box then click the **PROCEED WITH PAYMENT** button.

- Payment by Credit Card: Fill out your credit card details then click the **PROCEED WITH PAYMENT** button. Wait for your credit card to be processed - **DO NOT CLICK ANY BUTTONS UNTIL YOU SEE YOUR RESPONSE.** If your transaction is DECLINED, you may enter information for another credit card or choose another form of payment. If APPROVED, you will receive a printable receipt (you are now done).
- If payment by cheque or cash is chosen, print up the invoice produced by the system and deliver it along with payment by mail to **East York Skating Club 888 Cosburn Ave. Toronto, Ontario M4C 2W6 (YOU ARE NOW DONE!).**