



Online Registration Instructions

Definitions

- **Skater:** Child or adult enrolling in skating lessons.
- **Member:** Parent or guardian enrolling a child in skating lessons OR adult enrolling themselves in skating lessons.
- **Program:** Type of skating lessons being enrolled (e.g. Pre-CanSkate, CanSkate, STARSkate: STAR 1-5, etc.)
- **Season:** Quick Start, Fall & Winter. Quick Start is 4 weeks, Fall and Winter are both 10 weeks. You can register your skater in a single season or a combination of seasons (e.g. Quick Start, Fall, and Winter).
- **Note on Quick Start:** A 4 week pre-season optional program for Parent & Tot, Pre-CanSkate, CanSkate and Adult CanSkate. NOTE: Lil' Stars, STARSkate & Adult STARSkate programs run from September to December and January to March.

How to Register – New Members

- Select the “**Login**” link at the top right hand corner of our webpage and complete all fields on the account information page for the family or primary contact (not the skater, they are added later as a participant).
- Select “**Add Skater**” and complete all fields to add any skater that will be registering in our programs.
- Once all participants have been added, click on the “**Registration**” tab in the main navigation menu or use the drop down menu to register for a program.

How to Register – Returning Members

- Select the “**Login**” link at the top right hand corner of our webpage and use your email address and password to sign in.

Register for a Program

- Click on “**Registration**” tab in the main navigation menu or use the drop down menu and select your program.
- Select the skater you would like to enroll in the program. If the skater isn't listed click “**Add New Skater**” and complete all fields.
- If you are registering for more programs, close the pop up window and select another program or if you are finished registering, select “**View Cart**”.
- If you receive a “**Warning**” pop-up it may mean you may have chosen a program that your child is not eligible for due to age or other conditions. Please [click here](#) to find out more information on our programs and whom they are suited for. This is only a warning and if you are confident you have selected the right program you may continue with registration and checkout.
- Multi season discounts are applied at checkout.
- For examples on registering for multiple seasons [click here](#).

Additional Fees

Skate Canada Membership Fee - \$40

All participants must be a registered Skate Canada member and must pay the annual membership fee. The membership fee will automatically be added to your invoice when registering for a program in a new skating season (September 1 - August 31). This annual fee is paid direct to Skate Canada on your behalf by the club and is non-refundable.

Administrative Fee - \$20

Administration fees are charged once per participant per skating year enrolled (September 1 – August 31). The administration fee will automatically be added to your invoice when registering for a program in a new skating season (September 1 – August 31). The administration fee will be charged at \$10 for each subsequent participant registered. Skaters must be registered on the same invoice for this to apply.

Complete your Purchase

- Review programs and ensure appropriate participant is applied.
- Agree to mandatory club policies.
- Provide your payment information. We accept the following payment options:
 - Credit Card: Mastercard, VISA & AMEX
 - Credit card information to be provided at checkout.
 - EFTs: send payment to treasurer@newteckskatingclub.com. Password will be provided at checkout.

*Please note: NO refunds on registration unless a doctor's note is submitted - stating why the skater cannot complete the program - for review by the Board. Any approved refunds will be calculated as follows: original program payment, less Skate Canada Fee, Administrative Fee, and ice time up to the date request for refund is received.

Questions?

If you are having troubles registering online, please do not hesitate to contact us by email and we will try and help you out - please make sure you include your contact information.

- For Registration inquiries please contact: admin@newteckskatingclub.com
- For Payment inquiries please contact: treasurer@newteckskatingclub.com
- For Coaching inquiries please contact: headcoach@newteckskatingclub.com

Examples of How to Register Programs & Seasons

Example 1. One Season: Fall Registration

You want to enroll your child (skater) in:

- Program: Pre-CanSkate
- Season: Fall
- Date/Time: Tuesday at 5:30 pm

On the registration page click on "Pre-CanSkate – Fall – Tuesday" -- select skater "A".

No discounted pricing for one season.

Example 2. Two Seasons: Quick Start & Fall Registration

You want to enroll your child (skater) in:

- Program: Pre-CanSkate
- Seasons: Quickstart & Fall
- Date/Time: Tuesday at 5:30 pm

On the registration page click on "Pre-CanSkate - Quick Start - Tuesday" -- select skater "A" and "Pre-CanSkate – Fall – Tuesday" -- select skater "A".

Quick Start is already discounted and there is no discounted pricing for one season, in this case Fall.

Example 3. Two Seasons: Fall and Winter Registration

You want to enroll your child (skater) in:

- Program: Pre-CanSkate
- Seasons: Fall & Winter
- Date/Time: Tuesday at 5:30 pm

On the registration page click on "Pre-CanSkate – Fall – Tuesday" -- select skater "A" and "Pre-CanSkate - Winter - Tuesday" -- select skater "A".

Multi season discounted pricing will be displayed at checkout.

Example 4. Three Seasons: Quick Start, Fall and Winter Registration

You want to enroll your child (skater) in:

- Program: Pre-CanSkate
- Seasons: Quick Start, Fall & Winter
- Date/Time: Tuesday at 5:30 pm

On the registration page click on "Pre-CanSkate – Quick Start – Tuesday" -- select skater "A", "Pre-CanSkate – Fall – Tuesday" -- select skater "A" and "Pre-CanSkate - Winter - Tuesday" -- select skater "A".

Multi season discounted pricing will be displayed at checkout.

Note: Each skater in your family will need to be registered separately for their program HOWEVER you can register ALL skaters during one registration session. Register one skater at a time and then when all skaters are registered complete your registration.