

Step 1: Go to our website.

Step 2: Select Login on the upper right hand corner of the screen



Step 3: Create a family account. Fill in all the sections under first time registering and click on continue at the bottom of the screen.

**Have an Account?**  
If you've registered with us previously, please login below to proceed.

Email Address:

Password:

[LOGIN](#)

**Forgot your password?**  
Click here to reset your password.

**First Time Registering?**  
If you have never registered for a program on this website, you will need to setup an account to get started.  
**Required fields are marked with an asterisk \***

**Family Account Login Information**  
Please provide an email and password (minimum 8 characters) for the primary member of your family account. Keep this information to register your family's participants for additional programs in the future and to gain access to member features, such as registration invoice history, participant profiles and family calendars.

Email Address \*  Password \*  Confirm Your Password \*

**Member Information**  
Please provide the main contact for this family account. Participants can be added to the family account once created.

First Name \*  Last Name \*  Gender \*  Birthdate (MM/DD/YYYY) \*

I will be registering myself into programs

**Address**  
Please provide the main contact address for this member account.

Address \*  Address Line 2  City \*  Province / State \*  Postal / Zip Code \*  Phone \*

Mobile

**Message Lists**

Yes  No **Transaction & Service Notifications**  
These messages include copies of your registration invoices, mailed notifications and any textual messages directly related to the specific delivery of any products or services that members have purchased, such as class re-scheduling or cancellation notices.

Yes  No **Member Information Messages \***  
These messages provide factual information and details regarding your ongoing subscriptions or membership account updates, such as an upcoming membership subscription expiry or a club AGM notice.

Yes  No **News, Upcoming Program & Registration Information \***

Step 4: Add Participant info and click the blue “Add Participant” button.

PORT CREDIT SKATING CLUB

SCHEDULE 2016-2017 ABOUT THE CLUB TERMS AND CONDITIONS COMPETITIONS BROCHURE REGISTRATION

**My Account**

- Account
- Calendar
- Participants
- Invoices
- Tax Receipts
- Message Lists

**Participants**

No Participants.

**Add a New Participant**

Any family members registering as participants for programs will first need to be added to your Member Family Account. Add your family's participants below.

\* - Required Fields

I would like to register myself into programs

First Name\* Last Name\*

abc xyz

Gender\* Birthdate (DD / MMM / YYYY)\*

Male 1 / Jan / 2007

Instructor: Skate Canada Number

No instructor

ADD PARTICIPANT

This will take you to the Home screen (see below)

Step 5: Select Programs from the top menu bar. The dropdowns will offer full information on all of our programs.



Step 6: When you have determined what level you would like to register click on the “Registration Tab” and select the program you wish to register yourself/your child. Click on >>View Details to learn more about each program.

The screenshot shows the registration page for the Port Credit Skating Club. A navigation menu on the left includes 'Registrations', 'Other Products', and 'Subscriptions'. A 'Shopping Cart (1)' notification is visible. The main content area lists several programs with their respective details:

Start & End Date	Day / Time / Location	Price	REGISTER
Sep 25 2016 - Apr 28 2017	Sunday 10:45 AM- 11:15 AM Port Credit Memorial Arena, Port Credit		
<b>Canskate Sunday 11:10 -12:10</b>			
» View Details			
31 Sessions			
Sep 25 2016 - Apr 30 2017	Sunday 11:20 AM - 12:20 PM Port Credit Memorial Arena, Port Credit	\$340.00 \$415.00	REGISTER
<b>Teen-CanSkate Sunday 10:45 AM - 11:15 AM</b>			
» View Details			
31 Sessions			
Sep 25 2016 - Apr 30 2017	Sunday 10:45 AM- 11:15 AM Port Credit Memorial Arena, Port Credit	\$233.50 \$285.00	REGISTER
<b>Pre-Canskate Sunday 10:45 AM - 11:15 AM</b>			
» View Details			
31 Sessions			
Sep 25 2016 - Apr 30 2017	Subday 10:45 AM- 11:15 AM Port Credit Memorial Arena, Port Credit	\$233.50 \$285.00	REGISTER

Step 7: Click on the Shopping cart. A window suggesting additional subscriptions will open; select the ones that apply/would like to purchase.

The screenshot shows the website with a 'Suggested Subscriptions' pop-up window. The window title is 'Suggested Subscriptions' and the text reads: 'The programs you have registered for make you eligible for additional subscriptions. Would you like to add them to your shopping cart?'. Below this text is a table with columns for 'Summary', 'Description', and 'Applies To'.

Summary	Description	Applies To
<input type="checkbox"/> 60 dollars fundraising has been added to your shopping cart. Chocolates available for sale for an additional \$30 to recoup fundraising fee.		abc xyz
<input type="checkbox"/> Non-Resident of Mississauga Fee	This fee is charged when a participant is residing outside of the City of Mississauga. It is a fee that Port Credit Skating Club is required to collect on behalf of the City of Mississauga. Information on this fee can be found in our Brochure under "MEMBERSHIP".	abc xyz

Below the table is an 'ADD TO CART' button. At the bottom of the page, there is a 'REGISTER FOR MORE PROGRAMS' button and an 'Additional Fees' section with a table structure similar to the one above.

Step 8: Review your registration information. Click on Confirm and Register.

Port Credit Skating Club Shopping Cart (1)

BACK TO MAIN SITE PROGRAMS SCHEDULE 2016-2017 ABOUT THE CLUB TERMS AND CONDITIONS COMPETITIONS BROCHURE REGISTRATION NEWS

Step 1 Registration Review Step 2 Contact / Billing Information Step 3 Payment Information Step 4 Registration Receipt

### Registrations

Program	Fee
CanSkate Sunday 11:10 -12:10	\$340.00

Participant: abc xyz Category: CanSkate Session Time: Sunday 11:20 AM - 12:20 PM Start & End Date: Sep 25, 2016 - Apr 30, 2017

REGISTER FOR MORE PROGRAMS

### Additional Fees

Summary	Description	Applies To	Fee
Skate Canada Subscription and administrative fees	Mandatory Skate Canada Subscription and administrative fees	abc xyz	\$70.00
Fundraising to support PCFSG		abc xyz	\$60.00

ADD SUGGESTED SUBSCRIPTION

\*All prices are in CAD and inclusive of any applicable taxes.

Subtotal: \$470.00  
**Total: \$470.00**

Before proceeding to the next registration step, PLEASE BE SURE to review your registration details CAREFULLY.  
Your registration details WILL NOT be displayed again before you enter your payment details.

PURCHASE OTHER PRODUCTS ADD SUBSCRIPTIONS CONFIRM & REGISTER

This will take you to the next screen - Contact and Billing information.

Enter payment information for credit card:

iplifterinc.com/registrat PORT CREDIT SKATING CLUB x

Slice Gallery

PROGRAMS SCHEDULE 2016-2017 ABOUT THE CLUB TERMS AND CONDITIONS COMPETITIONS BROCHURE REGISTRATION NEWS

Shopping Cart (1)

Step 1 Registration Review Step 2 Contact / Billing Information Step 3 Payment Information Step 4 Registration Receipt

### Payment Information

7. Under the "Page Footer" subheading, please copy and paste the following text:

Name On Credit Card: xyz abc

Update your Billing Information in Step 2 if the name above does not match your credit card statements.

Card Type: VISA

Card Number: [input field]

Expiry Date: Month [dropdown] Year [dropdown]

Credit Card CVD: [input field]

Submit