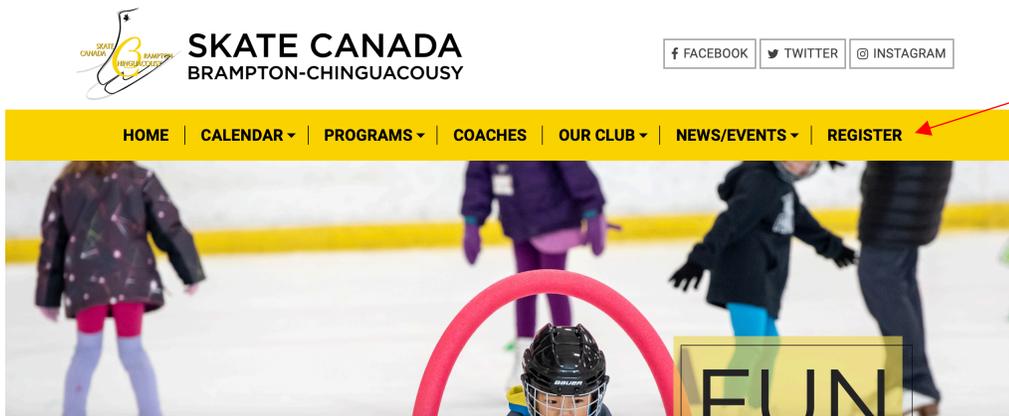




SCBC Program Registration Step-by-Step Process

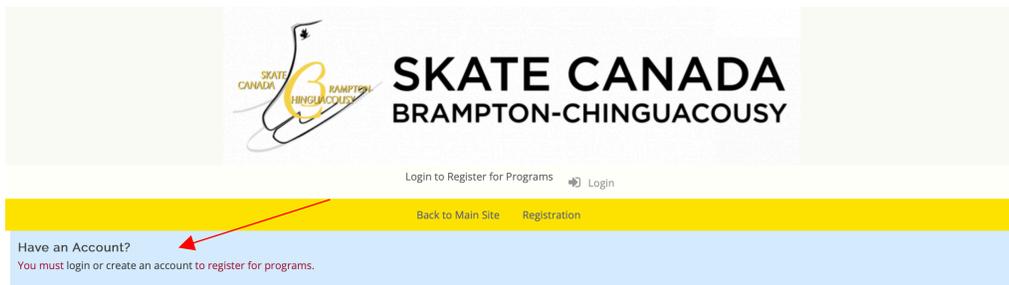
Step 1:

Visit www.skatescbc.ca and click on the Registration icon at the top of the home page.



Step 2:

Select Login or create an account to register for programs



Find Programs

Filter the programs in the main area by selecting options from the dropdowns below.

Program Registrations

Quick Search:

CALENDAR VIEW

Step 3:

Enter in existing SCBC registration account details or create a new account if this is your first time registering for an SCBC program. If you forget your password select the click here to reset your password option.

Step 4:

A full list of programs will appear on the main screen. To narrow down your options, select category from the drop down menu on the left bar (CANSkate, STARSkate or ADULTSkate) and you can narrow your options down further by selecting a specific category level (Bronze, Silver, Gold, Platinum, or Ice Dance)

Find Programs

Filter the programs in the main area by selecting options from the dropdowns below.

Categories

Category Levels

Seasons

Locations

Show

Sort Programs In Each Category Level

by:

Step 5:

Scroll through the list of programs and days and click on the blue register button beside the day and program you wish to register for. If registering for multiple days you will select your additional days later.

Step 6:

In the pop-up box, select which participant you will be registering in this program. Click on the “Add” button. If this is a participants first time registering in an SCBC program you will need to select the “Add New Participant” button. ***Please ensure you check the full drop down list before adding a new participant to ensure they are not already listed.*** Only select “Add New Participant” if the participant does not yet exist on your account.

Step 7:

Registration will be added to your cart. If you are looking to register for multiple days or programs, find and select the additional programs (steps 4 – 6). Ensure you are selecting the correct participant for each program.

Step 8:

Once you have completed selecting all programs that you wish to register for at this time, click on the “view cart” link at the top of the page. Review contact information and read through and accept each of the policy documents. Continue to Payment information and you have the option to select:

1. Confirm and pay in person

This will reserve your participants spot in the program(s) selected. You must visit the SCBC club office during office hours to make payment by debit, cash or cheque BEFORE your skaters first session.

2. Pay by credit card

Enter all payment details and pay by credit card through the Uplifter website.

You must complete this step in its entirety in order to reserve your participant’s spot in desired programs.

If you encounter any difficulties registering or if you have any questions, please visit the SCBC club office during office hours or contact us at info@skatescbc.ca.