

## How to Register for Programs

### Step 1. Sign in to your existing Account or Create an Account.

Click on “Login”, located on the top right hand corner of the website.

If you have an account, enter the email address and password at the left hand side

(note: a link to reset your password is below the login button if needed)

If this is your first time registering with us, you need to create a Family Account:

**\*\* The Family Account Member must be 18 years of age or older \*\*** (Parent/Guardian/Skater)

Enter Email Address and Password of 18+ **Member**. Enter **Member** additional information.

Then add **Participants** (actual skaters – i.e. your children or you, if you are taking skating lessons)

### Step 2. Any Skaters new to the club who are under-age or registering for STARSkate

Our online system enforces age and level pre-requisites for PreCanSkate, CanSkate1-6 and all STARSkate levels. To register any under-age skater or any STARSkater our system needs to be updated before you can register. Please see the bottom of this document for instructions.

### Step 3. Select programs for each Participant (skater)

(a) Click on “Registration”

(b) How to select programs: select the programs by date/time that you are registering for each participant. You will see the “Shopping Cart” icon change in your cart. When ready click on this “Shopping Cart” icon.

(c) Multiple-day programs: The fee will be automatically adjusted with the multiple day discount per participant. You must register participants (skaters) for multiple days in one single transaction, as the system will NOT automatically apply the multiple-day discount to the second transaction. If you decide to add more days for a participant after your registration has been processed, please contact us by email to manually apply the multiple-day discount rate.

Note: Multiple-day discounts are only applicable when you register prior to the season start.

(d) Please read all online program criteria (“View Details” and in our brochure) carefully before adding a program to your cart.

Note: For STARSkaters, any skater skating up or down one level is allowed only with written permission from the Board of Directors. For example, if you are an Intermediate and skate on Wednesday which is a combined Intermediate/Senior/Advanced program, it does not mean you can choose to skate on Thursday with the Advanced skaters. You must skate on the session that you are qualified for except with permission from the Board of Directors. Anyone selecting a program for which they are not eligible will be removed from the program.

(e) Skate Canada Fee: Skate Canada Fee is paid once a year (September through August) to Skate Canada by each skater and is non-refundable.

(f) Upper Canada Club Fee: Upper Canada Club Fee is paid once a year to Upper Canada by each family and is non-refundable. The Upper Canada Club Fee is an important part of this non-profit organization. It helps offset rising costs of ice, coaching cost, utilities, insurance and many other expenses. We do not require parents or skaters to participate in any fundraising events.

(f) Click “CONFIRM & REGISTER”

### Step 4: Read All Policies

You must read, understand and ACCEPT the following policies before proceeding:

- (1) Parents Code of Conduct
- (2) Refund and Accident Policies
- (3) Payment due date
- (4) Skate Canada Privacy Policy – Notice of Collection Statement
- (5) Parents of skaters 10 years or under must remain on the premises during the entire skating session

You must review the following policy then ACCEPT or REJECT it:

- (1) Photography and video release consent

You will receive an invoice when your registration is completed.

### **Step 5: Payment**

Click “CONFIRM AND PAY IN PERSON “ (Note being “In Person” is not required - see below).

Note: Online payment is NOT available. We DO NOT accept credit card payment. Full payment is due on a specified date which will be posted on the website.

#### **Payment Method 1 : E-Transfer (preferred method no password required)**

- (1) Send email to the club with subject line: Request payment by E-Transfer. Do not call the office. Instructions will not be given over the phone.
- (2) Send money to [Uppercanadaskating@bellnet.ca](mailto:Uppercanadaskating@bellnet.ca)
- (3) Include your Invoice number and the skater’s name in your message
- (4) No security question/answer is required (since we have “AutoDeposit Enabled”)

#### **Payment Method 2: In Person**

- (1) Cash (Exact amount please, no change will be given) or
- (2) Cheque (payable to Upper Canada Skating Club, no post-dated cheque) or
- (3) Money Order (payable to Upper Canada Skating Club)

The dates for in-person payment at the Mitchell Field office will be posted on the website. Place cash or cheque/money order in a sealed envelope with the Invoice Number, skater’s full name (all skaters) and amount of payment written on the front of the envelope. Once the payment is received and processed you will receive an invoice via email.

#### **Payment Method 3: Drop off cheque in our mailbox**

For Cheque or Money Order only - Do NOT drop off cash in our mailbox. Our mailbox is located outside our office by the rink. Put skater’s name(s) on the cheque or attach a note with the skater’s full name (all skaters) for reference. Once the payment is received and processed you will receive an invoice via email.

#### **Payment Method 4: Mail in**

For Cheque or Money Order only - Do NOT mail cash. Put skater’s name(s) on the cheque or attach a note with the skater’s full name (all skaters) for reference. Once the payment is received and processed you will receive an invoice via email.

Mail payment to:

Upper Canada Skating Club

Mitchell Field Community Centre  
89 Church Ave. Toronto, ON. M2N 6C9

**Registration of any Skaters new to the club who are under-age or in any STARSkate program**

For any new Upper Canada SC skaters, including existing members with a new skater (participant), the following programs have pre-requisites that are enforced by our online system. These pre-reqs are:

- (1) Pre-CanSkate, CanSkate 1-6: only if skater is underage (under 5) need proof of prev level completion
- (2) STARSkate: all levels require proof of pre-req level (all ages)

To repeat these requirements with more detail:

- (1) Pre-CanSkate: only if skater is less than 5 years of age, require proof of PreSchool completion.
- (2) CanSkate (1-5,1-6): only if skater is less than 5 years of age, require proof of PreCanSkate completion.
- (3) STARSkate All Levels Intro to Junior (STAR 1) to Advanced (STAR 5-10): all ages require proof of pre-req STARSkate level.

In these cases only, you need to send us proof of the skater's level BEFORE you can register. Our Registrar will update the skater's profile, adding the skater's level as an Achievement in our system.

To get pre-req Achievements added to your skater's profile, please:

- (1) Set up your account first (Participant needs to exist on our system before we can update)
- (2) Email a photo of the skater's report card or test/STAR assessment sheet(s) from the previous skating school or a Skate Canada competition by email to [UpperCanadaSkating@Bellnet.ca](mailto:UpperCanadaSkating@Bellnet.ca).
- (3) We will notify you by email when the process is complete.

View Achievements online: you can confirm the Achievement has been added as follows:

- (1) click on "My Account" – "Participants"
- (2) click on desired Participant, then select "Achievements"