



## Registration User Guide

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Welcome to the **new** on-line registration site for the Aurora Skating Club.

All registrants will need to create **NEW PROFILES**

### Getting Started

To begin, please go to: [https://central.ivrnet.com/sign\\_in?organization\\_name=aurorasc](https://central.ivrnet.com/sign_in?organization_name=aurorasc) (login page)

### New Users

Click the Register link to create an account:

## Sign in

Email   
[Forgot email?](#)

Password   
[Forgot password?](#)

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Don't have an account? [Register](#)

The primary account holder who must be 18 years of age or older will need to fill out this form:

## New User

* First name	* Last name	* Phone no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email	* Address	
<input type="text"/>	<input type="text"/>	
* Password	* City	
<input type="text"/>	<input type="text"/>	
* Confirm Password	* Country	
<input type="text"/>	Canada ▾	
Gender	* Province	
<input type="radio"/> Male <input type="radio"/> Female	Ontario ▾	

Please proceed to [Family Setup](#) to enter your family member details.

## Family Setup

Once you have logged in successfully, you will be prompted to setup your family. You can also access this from the Profile link in the top menu. Begin adding family members by clicking on the Create Family Member:

Settings	<b>Family</b>
Payments Due	Your family <span>Create family member</span> <span>Add existing user ▾</span>
Past Payments	<b>No Family to display.</b> <i>Add family member by clicking the "Create offline user" or "Add existing online user" button.</i>
<b>Family</b>	
Waitlists	
Notification Settings	

Enter the family member's details and indicate the relationship (ex. Child). Click Add to Family when done. Note, you will may not be permitted to add an email address for your child. Children will be considered offline users and all communication will be sent to the parent(s)/guardian(s) on file.

- Settings
- Payments Due
- Past Payments
- Family**
- Waitlists
- Notification Settings
- Waivers
- Credit Cards
- Credits

### Add New Family Member (This should be a user that doesn't already exist in the system.)

**\* First name**  **\* Last name**

**Email**

**Relationship**

**Gender**  Male  Female **Date of birth**

**Phone no.**  **Secondary phone number**

#### Address Details

**\* Address**

**\* City**

**\* Province**

**\* Country**

**\* Postal Code**

Repeat as necessary for all family members.

You can also find the Family settings from your Dashboard or Profile menu link at the top of the screen.

## Register for Programs

Once you have setup your family, you can begin to register them to programs online.

To get started there are several places to look to find available programs.

1. From the dashboard you can see any upcoming programs and you can click to view more:

The dashboard is divided into two main sections. On the left, under 'Active Registered Programs', there is a table with columns for Program, Start Date, Time, User, and Invoice ID. The table is currently empty, displaying 'No programs'. On the right, under 'Upcoming programs', there is a card for 'Fall 2017 CanSkate Plus Mondays' with a calendar icon showing '11 SEP', 'Venue: 06:45 PM', and 'Time: 06:45 PM'. Below the cards are two buttons: 'Enroll In Programs' and 'View all'.

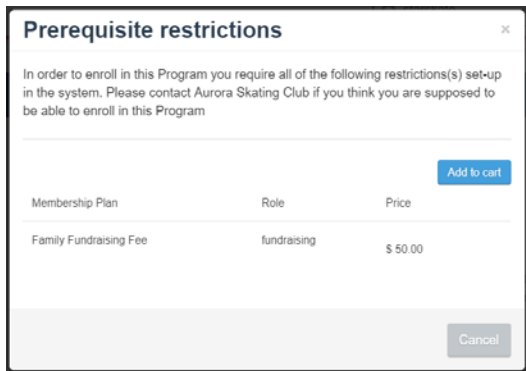
2. Use the menu option View→Programs to take you to a list of available programs.
3. **Recommended method:** Use the search bar to enter in a key word. The more information you enter, the more defined your search results will be:

The screenshot shows the Aurora Skating Club website. At the top left is the logo and name 'Aurora Skating Club'. At the top right is a search bar containing the text 'canskate mondays'. Below the search bar, the page displays 'Resources' with a '1' notification badge. A sidebar on the left shows 'Programs' with a '1' notification badge. The main content area features a blue header for 'Fall 2017 CanSkate Plus Mondays' with an 'Open' button and an 'Enroll' button. Below the header, the price is listed as '\$ 181.50' (Tax exempted). The date is 'September 11, 2017' with a calendar icon. The description states: 'The CanSkate Plus program is geared towards skaters who have completed Stage 5 or higher in the CanSkate program and are interested in continuing onto Figure Skating. Skaters will receive, a group stroking, two 15 minute group lessons per session and 15 minutes of free skate to practise what they have learned.'

Click on the Enroll button to register yourself or a family member to the program. If you do not see the name of the child you would like to register, please return to your Profile to add additional family members.

The dialog box is titled 'Identify Registrant and add to cart'. It contains the text: 'The system has found that you have 2 Family Members Please choose the registrant for whom you are buying this Program - Fall 2017 CanSkate Plus Mondays'. Below this text are three radio button options: 'Dad Test', 'Child Two Test', and 'Child One Test'. The 'Child One Test' option is selected. At the bottom right of the dialog are two buttons: 'Add to cart' and 'Cancel'.

When registering a STARSKater, your family must also purchase the one time, mandatory, annual fundraising fee. If this option appears, click to Add to Cart. This message will only appear once per year and covers the entire family.



The item will now be added to the cart:



You may now enroll another family member to the program or select a different program to register to. You may continue adding items to the cart.

When you are ready to checkout, click on the cart to proceed to payment.

Please note that a Skate Canada Fee will have been automatically added to your cart for the first registration (per participant) of the season. This is an annual fee.

The system will walk you through a series of steps which may include some questions and a waiver acknowledgement. The final step will be the payment option. The only payment option is to make a payment via credit card. Please have your card ready for payment. Once the payment transaction is successful you will receive an email notification which will include your invoice.

Thank-you for registering online!

Please contact [info@auroraskatingclub.com](mailto:info@auroraskatingclub.com) if you require any additional assistance.