



# Online Registration – Quick Reference Guide

Go to [www.mariposamoncton.ca](http://www.mariposamoncton.ca)

**1** Enter the Registration Page



Select **REGISTRATION**

**2** Create your registration account



Select **login or create an account**

**3** Complete account information



### Complete the online forms:

- 1) Family Account Login Information **Note:** this will be your login information for future registrations.
- 2) Member information **Note:** this is the parent or guardian information
- 3) Member Address
  - Complete message lists selection (radio button selection)
  - Select **CONTINUE**

**Family Account Login Information**

Please provide an email and password (minimum 6 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 (DD / MM / 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

**4** Enter participant (skater) information



**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\*

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

Instructor: Skate Canada Number

Publish Images (Yes or No)\*

**ADD PARTICIPANT**

Enter Participant Information: this is skater information. When completed, select **ADD PARTICIPANT**. If you have more than one participant to add, you will be prompted to add additional participants.



Online Registration

5 Selecting Program Registration



**Program Registrations**  
Quick Search:  CALENDAR VIEW

**Summer Skate Programs**

Session Description	Fees
<b>Group 1 and 2 - Warm-up Ice</b> <a href="#">View Details</a> 6 Sessions	\$85.00

**Start & End Date:** June 12th 2017 - June 22nd 2017  
**Day / Time / Location:** June 12, 14, 15, 19, 21, 22 Mariposa Moncton Skating Club, Rink D

**Program Description:**  
Pre-requisites:  
Group 2 requirements - must have passed complete Sr. Bronze Free  
Group 1 requirements - must have passed complete Gold Free

**Registration Begins:** April 30th 2017, 12:00:00 am  
**Registration Cut-off:** May 31st 2017, 12:00:00 am  
**Withdrawal Deadline:** May 31st 2017, 12:00:00 am

From the registration list, select the program and dates you wish to register for and select **REGISTER**

**Note:** to view program and group requirements, click the view details option. In this case, Group 1 and 2 – Warm-up ice >> View Details

6 Select Shopping Cart



Home Hello Doris Shopping Cart (1) [My Account](#) [Logout](#)

When you have chosen **REGISTER** for all of your sessions, select **Shopping Cart** to checkout.

7 Review registrations



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

**Registrations**

Program	Fee
<b>Group 1 and 2 - Warm-up Ice</b> Cassie Leblanc   Category: Summer Skate   Session Time: June 12, 14, 15, 19, 21, 22   Start & End Date: Jun 12, 2017 - Jun 22, 2017	\$85.00

**REGISTER FOR MORE PROGRAMS**

\*All prices are in CAD.

Subtotal:	\$85.00
<b>Total:</b>	<b>\$85.00</b>

**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.

Review and confirm your sessions. Select **CONFIRM & REGISTER**

8 Enter your contact information



**Contact Information**  
Fields marked with a \* are required

Parent's First Name\* Doris | Parent's Last Name\* Steen  
Email Address\* dsteev@gmail.com | Address\* 930 Main  
Address 2 | City\* Centennial  
Province / State\* New Brunswick | Postal / Zip Code\* E1G 500  
Home Phone Number\* (506) 381-2569

**Is your Billing Information different?**

Please note that if you are paying by credit card, your Billing Information must be the same as the information on your credit card statements.

If you wish to volunteer at the club, select 'VOLUNTEER SIGN UP'

**VOLUNTEER SIGN UP**

**CONFIRM & REGISTER**

