

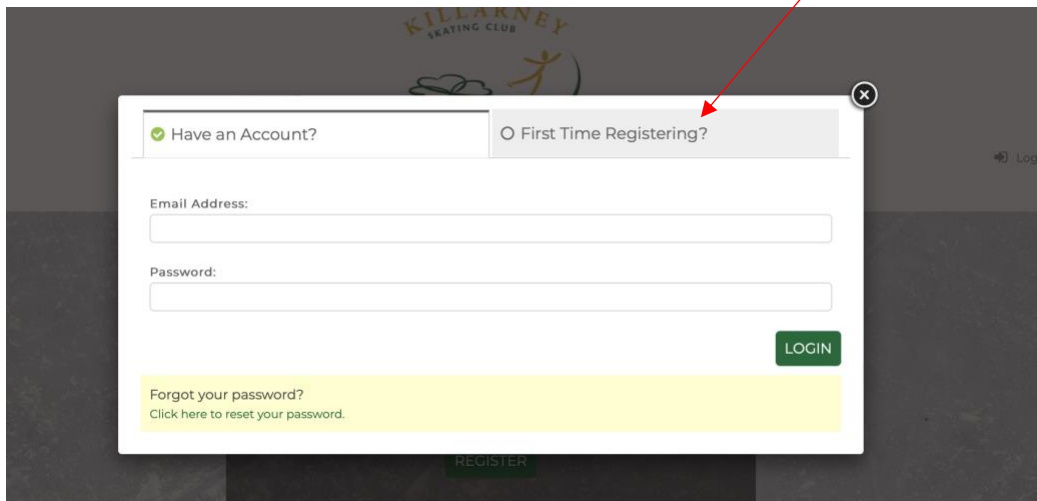
Account Set-up

Welcome to our new website and registration management software powered by Uplifter! Uplifter has a partnership with Skate Canada and as such there is some integration between the two systems which will allow us to connect to their database and your skater's Skate Canada profile!

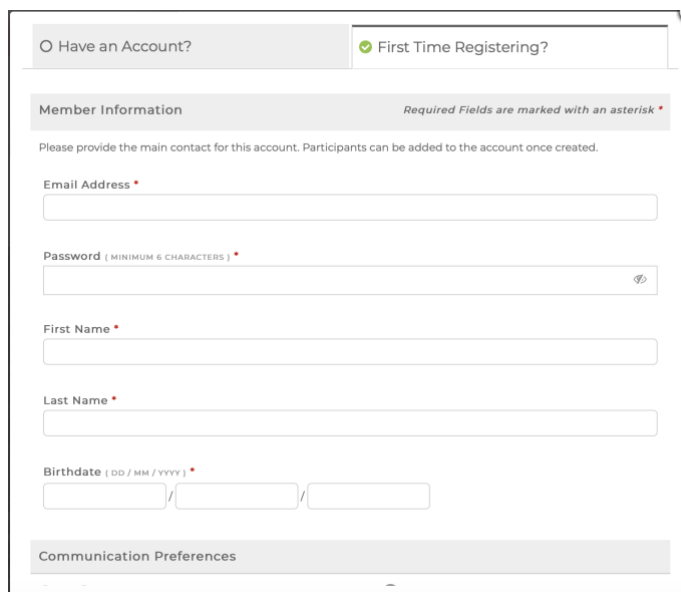
Before you can use the new system we need you to create an account and add your participants/ skater(s).

How do I create an account?

Creating an account is easy! Just visit our website www.killarneyskatingclub.com and click the login button on the right-hand side of the page, then select First Time Registering.



A screenshot of a login modal window. At the top, there are two radio buttons: 'Have an Account?' (selected with a green checkmark) and 'First Time Registering?' (unselected). Below the radio buttons are two input fields: 'Email Address:' and 'Password:'. A green 'LOGIN' button is positioned to the right of the password field. At the bottom of the modal, there is a yellow banner with the text 'Forgot your password? Click here to reset your password.' A red arrow points from the 'First Time Registering?' radio button to the text in the paragraph above.



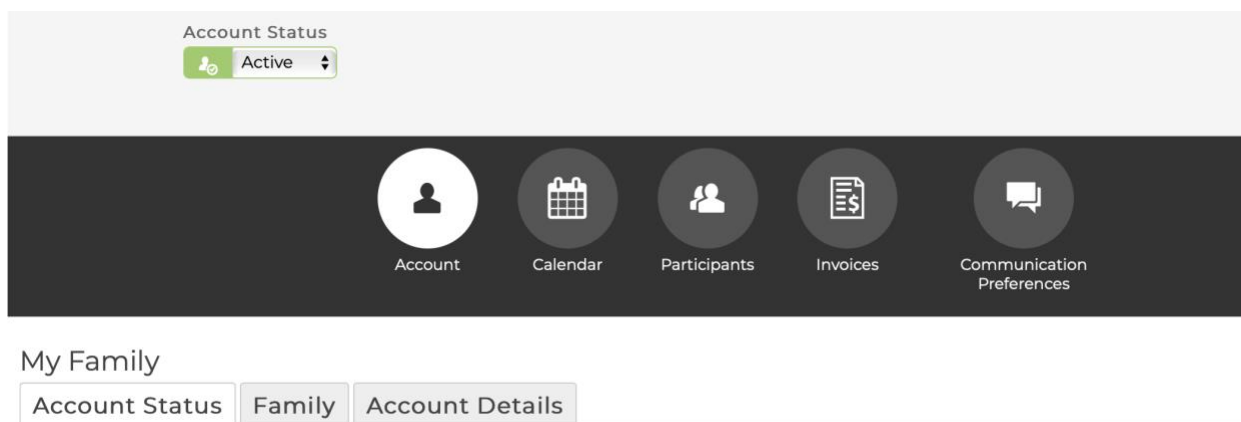
A screenshot of a registration form. At the top, there are two radio buttons: 'Have an Account?' (unselected) and 'First Time Registering?' (selected with a green checkmark). Below the radio buttons is a section titled 'Member Information' with a note: 'Required Fields are marked with an asterisk *'. Under this section, there is a note: 'Please provide the main contact for this account. Participants can be added to the account once created.' The form contains several input fields: 'Email Address *', 'Password [MINIMUM 6 CHARACTERS] *', 'First Name *', 'Last Name *', and 'Birthdate [DD / MM / YYYY] *'. The birthdate field is split into three separate boxes for day, month, and year. At the bottom of the form is a section titled 'Communication Preferences'.



Fill out all the required information denoted by the red Asterix (*). **IMPORTANT NOTE:** This is your member information, you will be able to add your participant once you have created your member account. This is the account you will login into in order to register for programs for all your participants, check evaluations (CanSkate), see past payment history and information, see your schedule and more!

I created an account, now what?

Once you have created an account and are logged into the system you can click on your name and select **My Account** to access your profile.



In your account you will be able to access your family schedule, including receipts for all your registrations broken down by skater.

The **Account Details** tab will show all important account details including your email and contact information (address and phone number). Please ensure this information is always up to date.

Communication Preferences allows you to set the level of communication from the club. You may receive important emails about schedule changes etc. from coaches and administrators through Uplifter so make sure you have selected **YES** to all three of these options so you don't miss out on any important communications.

Participants will allow you to add new or see your participants/skaters. Make sure you add all your skaters prior to attempting program registration as you will need this in order to select your skater that you wish to add to the program.

If you know the participant's Skate Canada number you can add this when you create your participant. If not leave this field blank. If there is an active Skate Canada membership, Uplifter will automatically sync with the Skate Canada database and look for a match based on the information you entered including skater name, date of birth address and postal code – so make sure this information is accurate. You should be able to login to your profile the next day and your Skate Canada number will automatically populate for you in your profile.