



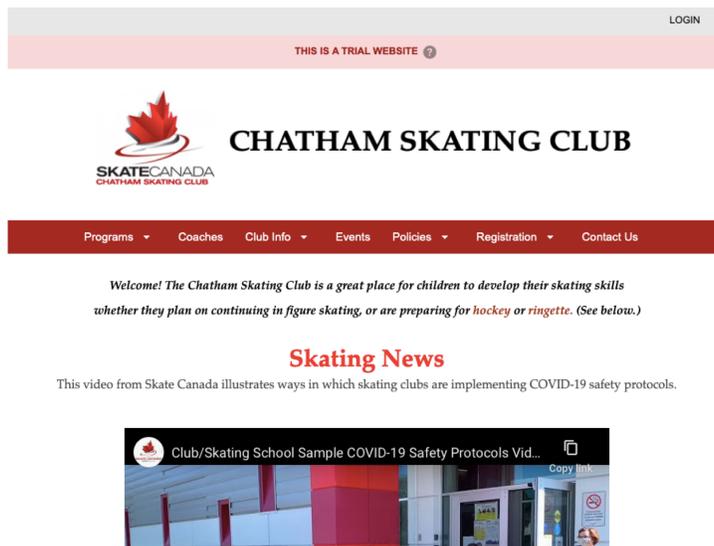
To: Chatham Skating Club Families

The following is a guide to help you set up an account on our new web site so that you are able to register your skater for the upcoming season. This is step one. Once your account is set up, you will be able to go ahead and register your skater when registration opens. If you encounter difficulty with this process, please email us for assistance: skaters@chathamskatingclub.com.

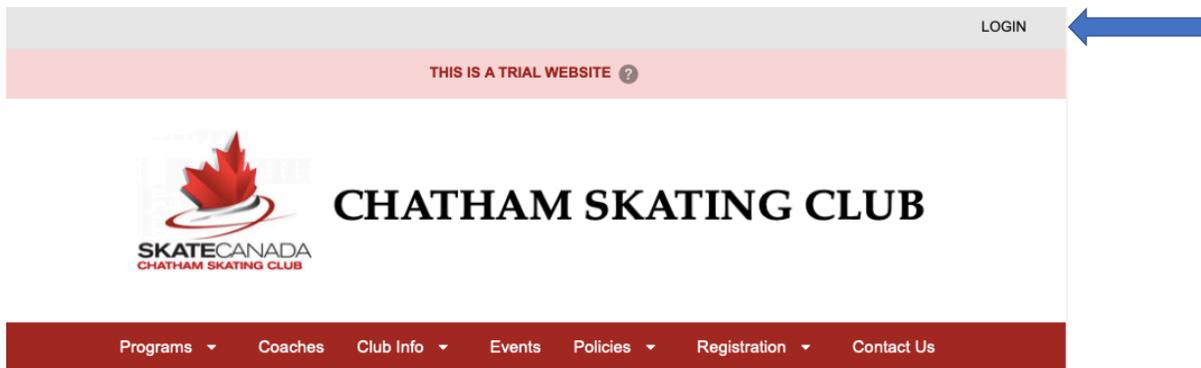
Please note that you do not require a Skate Canada number for your skater in order to set up an account. Use the parent/guardian name as the member and the skater(s) name(s) as participant(s).

Here we go!

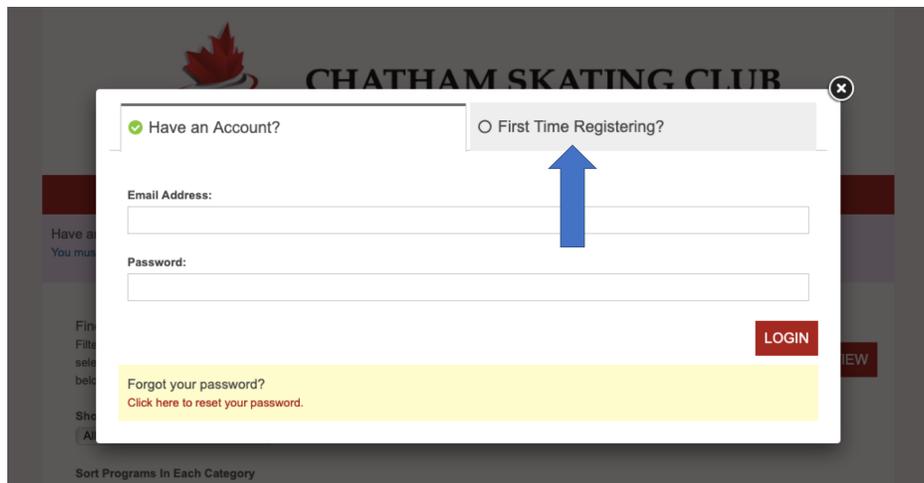
Step 1: Navigate to chathamskatingclub.com and here's what you'll see:



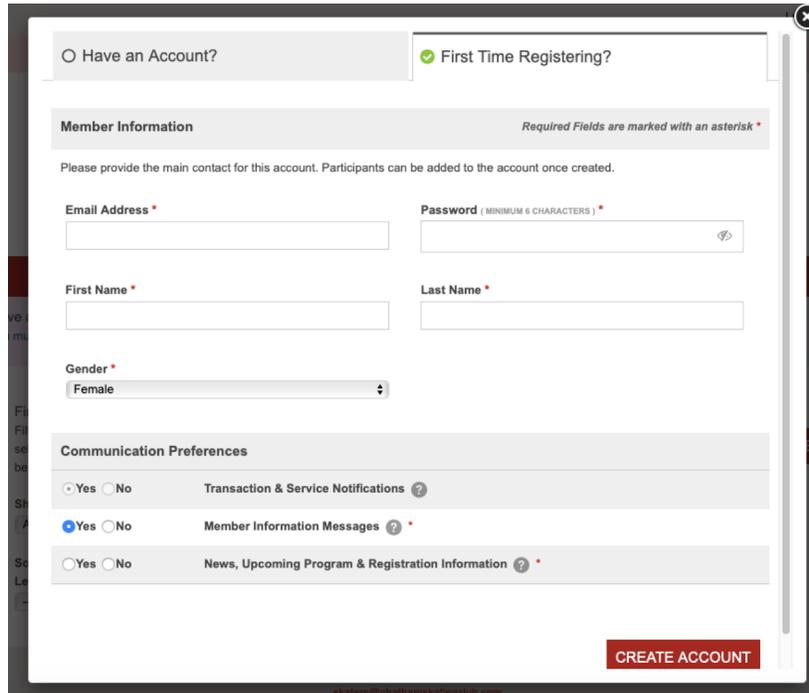
Step 2: Click on the LOGIN button in the top right corner.



Step 3: You will then see this screen. Click on the tab "First Time Registering?"



Step 4: Complete the form by filling in your personal information. Click 'Yes' on all three Communication Preference choices and then click on CREATE ACCOUNT. You can change your preferences later if you wish.



The registration form is titled "First Time Registering?" and includes a "Have an Account?" option. It contains sections for "Member Information" and "Communication Preferences".

Member Information (Required Fields are marked with an asterisk *):

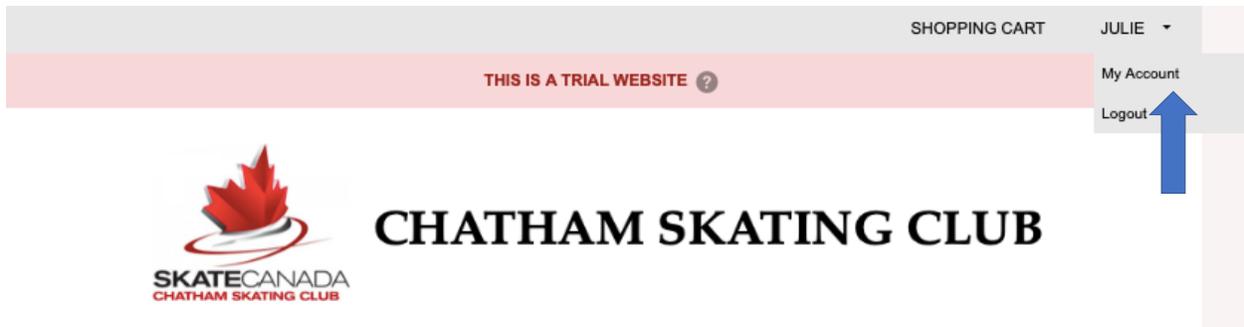
- Please provide the main contact for this account. Participants can be added to the account once created.
- Email Address ***: [Text input field]
- Password (MINIMUM 6 CHARACTERS) ***: [Text input field with strength indicator]
- First Name ***: [Text input field]
- Last Name ***: [Text input field]
- Gender ***: [Dropdown menu with "Female" selected]

Communication Preferences:

- Yes No Transaction & Service Notifications ?
- Yes No Member Information Messages ? *
- Yes No News, Upcoming Program & Registration Information ? *

CREATE ACCOUNT button is located at the bottom right of the form.

Step 5: Once you click on CREATE ACCOUNT, you will see this page, with your name in the top right corner. Click on your name and you will see a drop-down menu. Click on My Account.



Step 6: On the next page you will see a prompt asking you to: Click here to verify now.

Programs ▾ Coaches Club Info ▾ Events Policies ▾ Registration ▾ Contact Us

- You must verify your account by October 2, 2020 at 3:09 PM. Click [here](#) to verify now

Julie Simpson
Member since 2020-09-30
julie.simpson@thebeach.ca

Account Status
Active

Account Calendar Participants Invoices Communication Preferences

My Family
Account Status Family Account Details

- You must verify your account by October 2, 2020 at 3:09 PM. Click [here](#) to verify now

Print

Your account is in good standing, you have no outstanding payments.

Step 7: A verification code will be emailed to you. Enter the code (the code is lengthy so you may want to copy and paste it) into this window and click VERIFY as your final step.



Verify Your Account
Enter the verification code sent to your email then click the "VERIFY" button.

Enter code here

Didn't receive your email?
[Click here](#) to resend your verification email.



Extra: While you are on your account page, you are welcome to look around, click on options, and see what's there, but please be sure to do this: Click the Participants Tab and add the names of your children who will be skating this year.

This will ensure that you are added to the Club's email list and it will also save you some time in the registration phase. Thank you!