

HOW DO I REGISTER FOR A PROGRAM ONLINE?

1. There are a couple of ways to register for your desired programs:
 - A. Click on **REGISTER/RESERVE** in the Members Lounge found on the navigation bar on the left or the **PROGRAMS** button at top of the page.
 1. Select one of: Ski Programs Registration, Racing Programs Registration or Snowboard Programs Registration
 2. Once that selection has been made choose the desired program from the list of programs that populate the page by selecting **VIEW PROGRAMS** at the right
 3. Choose the program period you would like and click the **REGISTER** button on the right. At this point it will populate only with members of your family that are eligible (the correct) age for this program
 4. This is where you can add any notes that you want us to be aware of regarding your child. You will also need to select the *ability level* from the drop down menu. Once you have done this click on the **ADD TO CART** button
 5. You can now choose **CONTINUE** if you want to add another program for this person or register another person in your family, or **CHECKOUT** if you are finished with your registration selections
 6. Once CHECKOUT has been selected you will see what you have registered for. If everything looks correct, again select **CHECKOUT**
 7. You will then see the Waiver form. Please read the form carefully and write your name in the box at the bottom and select **I AGREE**
 8. You will then be directed to the Billing Details page. Once completed hit **SUBMIT** to finalize the registration process. You have three options for payment: VISA, MasterCard or Other. Choose OTHER if you wish to pay by cheque, cash or debit
 9. An automatic tax receipt will be sent to your email account. Please retain for tax purposes. You are also able to view/print a PDF of your tax receipt from your Member Profile.
 - B. The second method to register is to click on **PROGRAMS** at the top of the page. Then click on **HELP ME CHOOSE** in the sub menu.
 1. In the drop down menus that follow, select the appropriate family member you want to register for a program.
 2. Select *Discipline* (Ski/Snowboard Program or All)
 3. Select *Program Type* (Camps/Weekend Programs/Racing or All)

4. Select *Days* (Saturday/Sunday/Wednesday/Friday or All)
5. Click on the **HELP ME CHOOSE** button and you will then see all programs that are available for this person.
6. Click on the **REGISTER** button for the appropriate program
7. From here go to Step #4 from the first method of registering and follow those steps

Please feel free to contact Alpine Development at 519-927-9975 or alpine.dev@caledonskiclub.on.ca