



To: Langley Skating Club Families

The following is a guide to help you set up an account on our new registration site so that you are able to register your skater for the upcoming Summer season. If you encounter difficulty with this process, please email us for assistance: registrar@skatelangley.com

Please note that you do not require a Skate Canada number for your skater in order to set up an account. Please create one account for your **family using your name (parent/guardian)** as the main member for the account. (you will be able to add your skater(s) as a participant under Step 8)

Uplifter will ask for your communication preference when you set up your account. Please make sure to check boxes to accept Member information messages and the News, upcoming program and registration information. This will be how the club communicates with you on ice cancellations, upcoming registration days, policies changes and meetings.

Here we go!

Step 1: Navigate to <https://langley skating club.uplifterinc.com> and here's what you'll see:

How to Create Uplifter Account and Register for Programs

Step 1: Create or Log in to Your Account

When you click on the Registration Link, you will be prompted to log in or create an account.

If you are a returning family, log in and proceed to Step 2 or 3. (If you need to add a new skater, proceed to Step 2.)

If you are new to our club, you will need to create an account. Please create one account for your family, using your name (parent/guardian) as the main member for the account. (You will be able to add your skater(s) as a participant under Step 2.)

Uplifter will ask for your communication preferences when you set up your account. Please make sure of the following: all email addresses of those who wish to receive

Step 2: Add Skaters

Log in to your account. Navigate to My Account > Participants > Add Participant.

Enter the information for each family member who will be participating in a skating program with LSC.

Step by step detail of how to create an account and register for programs with screen shots of each step can be found here.

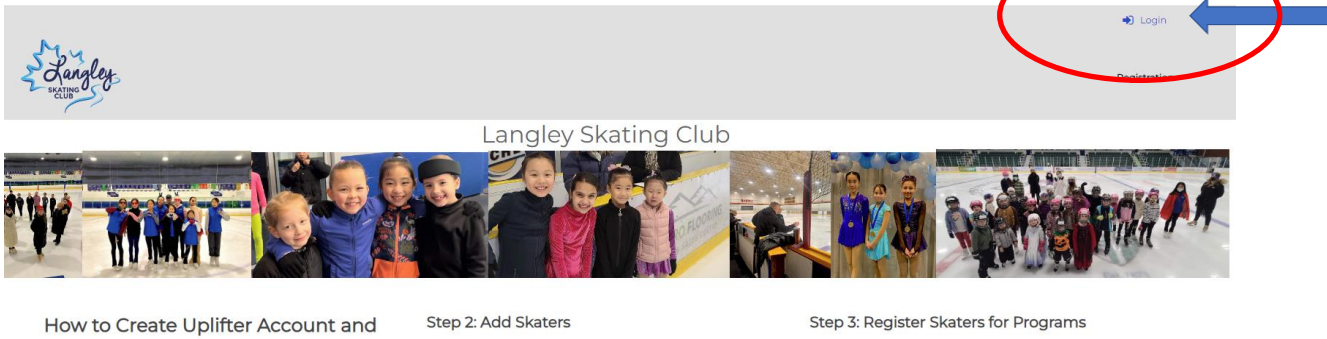
Step 3: Register Skaters for Programs

Click Registration at the top of the page. Beside the program you would like to register for, Click Register, choose the Participant for that program, and Add to Cart.

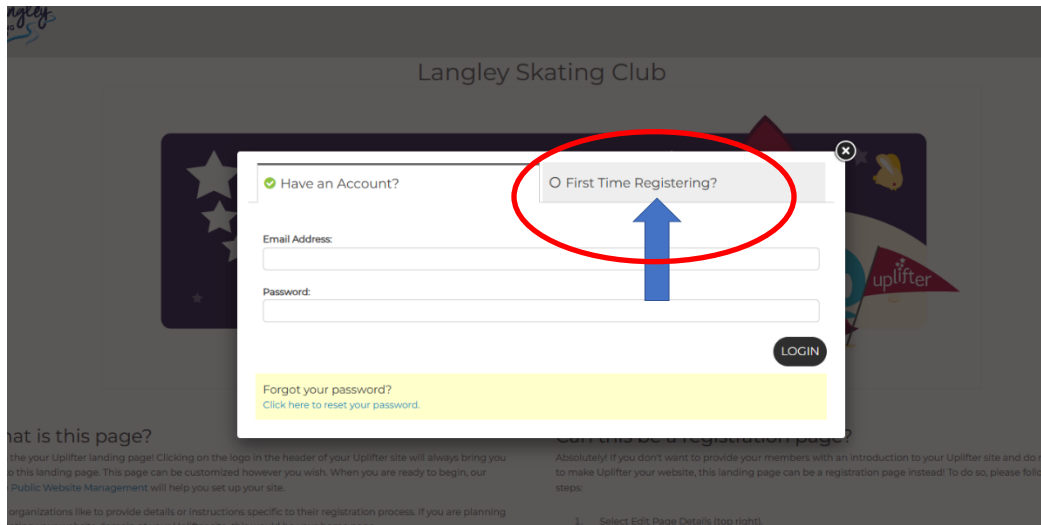
Repeat for any additional programs and participants.

Once you have selected all programs you wish to register for, proceed to Shopping Cart. (You will have 30 minutes to complete the registration process).

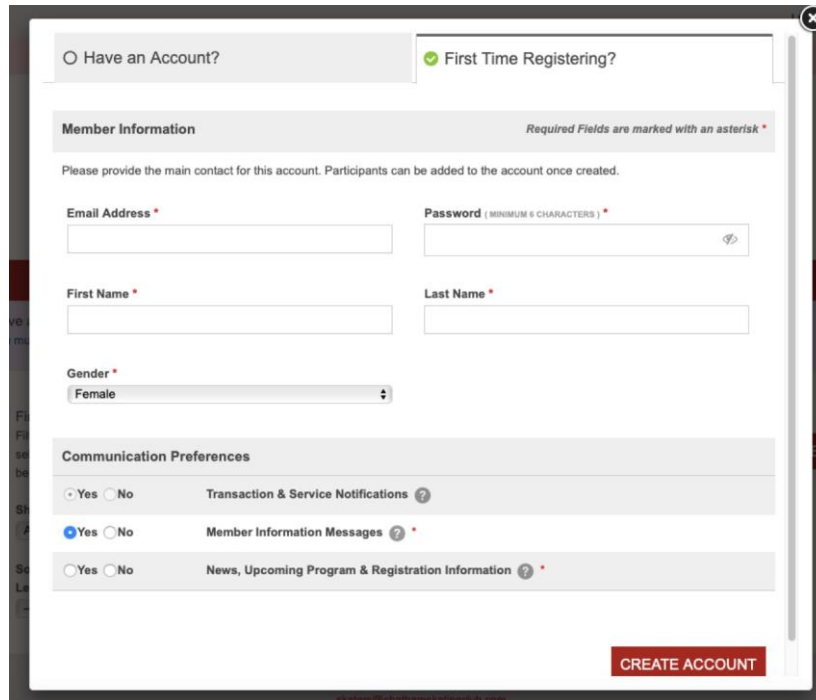
Step 2: Click on the LOGIN button in the top right corner.



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



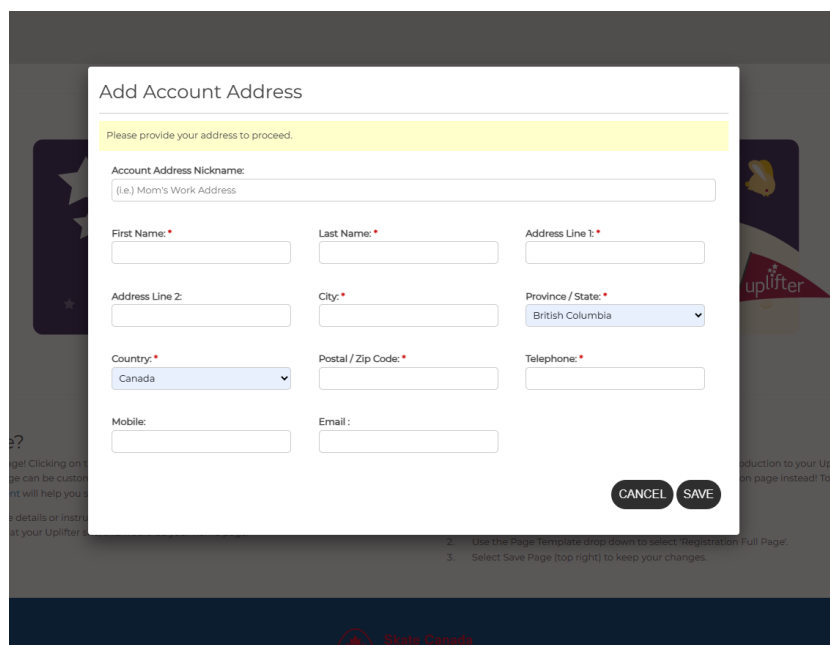
Step 4: Complete the form by filling in your personal information. **THIS IS THE PARENT INFORMATION.** Click 'Yes' on all three Communication Preference choices and then click on CREATE ACCOUNT. You can change your preferences later if you wish.



The screenshot shows a registration form with the following sections:

- Account Selection:** Radio buttons for "Have an Account?" (unselected) and "First Time Registering?" (selected).
- Member Information:** A section titled "Member Information" with a note "Required Fields are marked with an asterisk *". Below it, a instruction: "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 a visibility icon.
 - First Name *:** Text input field.
 - Last Name *:** Text input field.
 - Gender *:** Dropdown menu with "Female" selected.
- Communication Preferences:** Three rows of radio buttons for "Yes" or "No":
 - Transaction & Service Notifications (No selected)
 - Member Information Messages (Yes selected)
 - News, Upcoming Program & Registration Information (No selected)
- CREATE ACCOUNT:** A red button at the bottom right.

Add in your address to your account. You do not need to add an account address Nickname for your address – you can leave that blank. Click Save



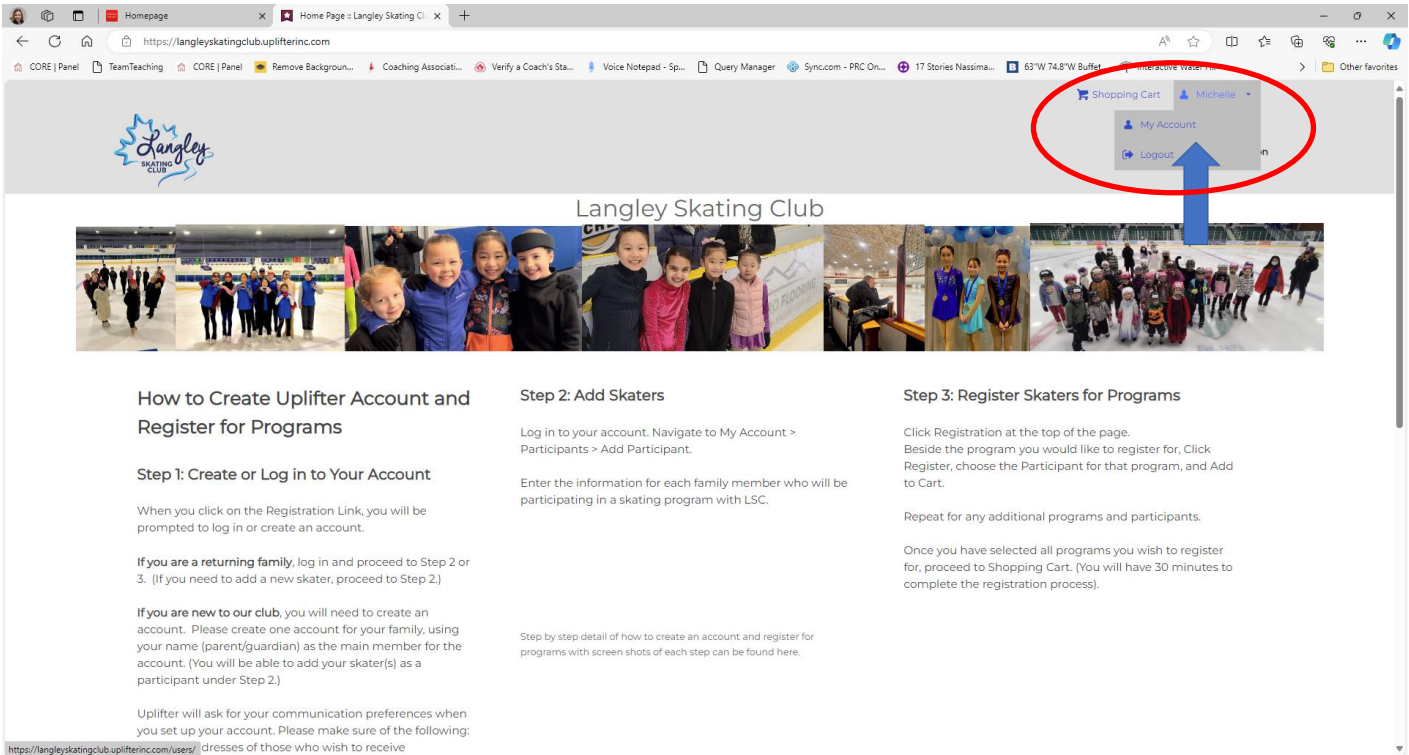
The screenshot shows the "Add Account Address" form with the following fields:

- Account Address Nickname:** Text input field with a placeholder "(i.e.) Mom's Work Address".
- First Name *:** Text input field.
- Last Name *:** Text input field.
- Address Line 1 *:** Text input field.
- Address Line 2:** Text input field.
- City *:** Text input field.
- Province / State *:** Dropdown menu with "British Columbia" selected.
- Country *:** Dropdown menu with "Canada" selected.
- Postal / Zip Code *:** Text input field.
- Telephone *:** Text input field.
- Mobile:** Text input field.
- Email:** Text input field.
- CANCEL SAVE:** Two buttons at the bottom right.

At the bottom of the page, there are three numbered instructions:

1. Use the page template drop down to select Registration Full Page.
2. Use the page template drop down to select Registration Full Page.
3. Select Save Page (top right) to keep your changes.

Step 5: Once you click on SAVE, 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.



The screenshot shows a web browser window with the URL <https://langley skating club.uplifterinc.com>. The page header features the Langley Skating Club logo and navigation links for Shopping Cart, My Account, and Logout. A red circle highlights the user name 'Michelle' and the 'My Account' link in the dropdown menu. A blue arrow points to the 'My Account' link. Below the header, the page is divided into three columns: 'How to Create Uplifter Account and Register for Programs', 'Step 2: Add Skaters', and 'Step 3: Register Skaters for Programs'. Each column contains detailed instructions for users.

How to Create Uplifter Account and Register for Programs

Step 1: Create or Log in to Your Account

When you click on the Registration Link, you will be prompted to log in or create an account.

If you are a returning family, log in and proceed to Step 2 or 3. (If you need to add a new skater, proceed to Step 2.)

If you are new to our club, you will need to create an account. Please create one account for your family, using your name (parent/guardian) as the main member for the account. (You will be able to add your skater(s) as a participant under Step 2.)

Uplifter will ask for your communication preferences when you set up your account. Please make sure of the following:
<https://langley skating club.uplifterinc.com/users/> dresses of those who wish to receive

Step 2: Add Skaters

Log in to your account. Navigate to My Account > Participants > Add Participant.

Enter the information for each family member who will be participating in a skating program with LSC.

Step by step detail of how to create an account and register for programs with screen shots of each step can be found here.

Step 3: Register Skaters for Programs

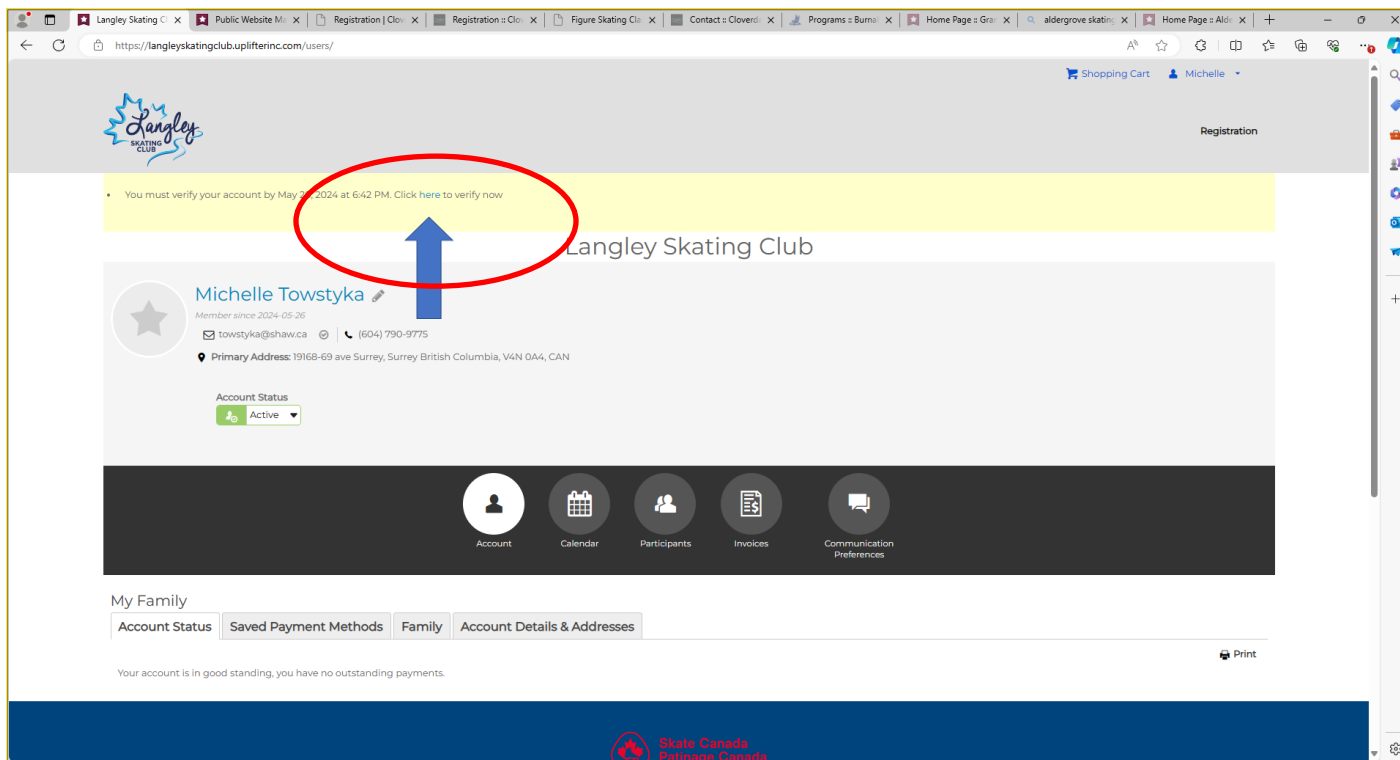
Click Registration at the top of the page.

Beside the program you would like to register for, Click Register, choose the Participant for that program, and Add to Cart.

Repeat for any additional programs and participants.

Once you have selected all programs you wish to register for, proceed to Shopping Cart. (You will have 30 minutes to complete the registration process).

Step 6: This is your dashboard. Before you do **ANYTHING** else you need to **verify** your account: Click here to verify now.



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.



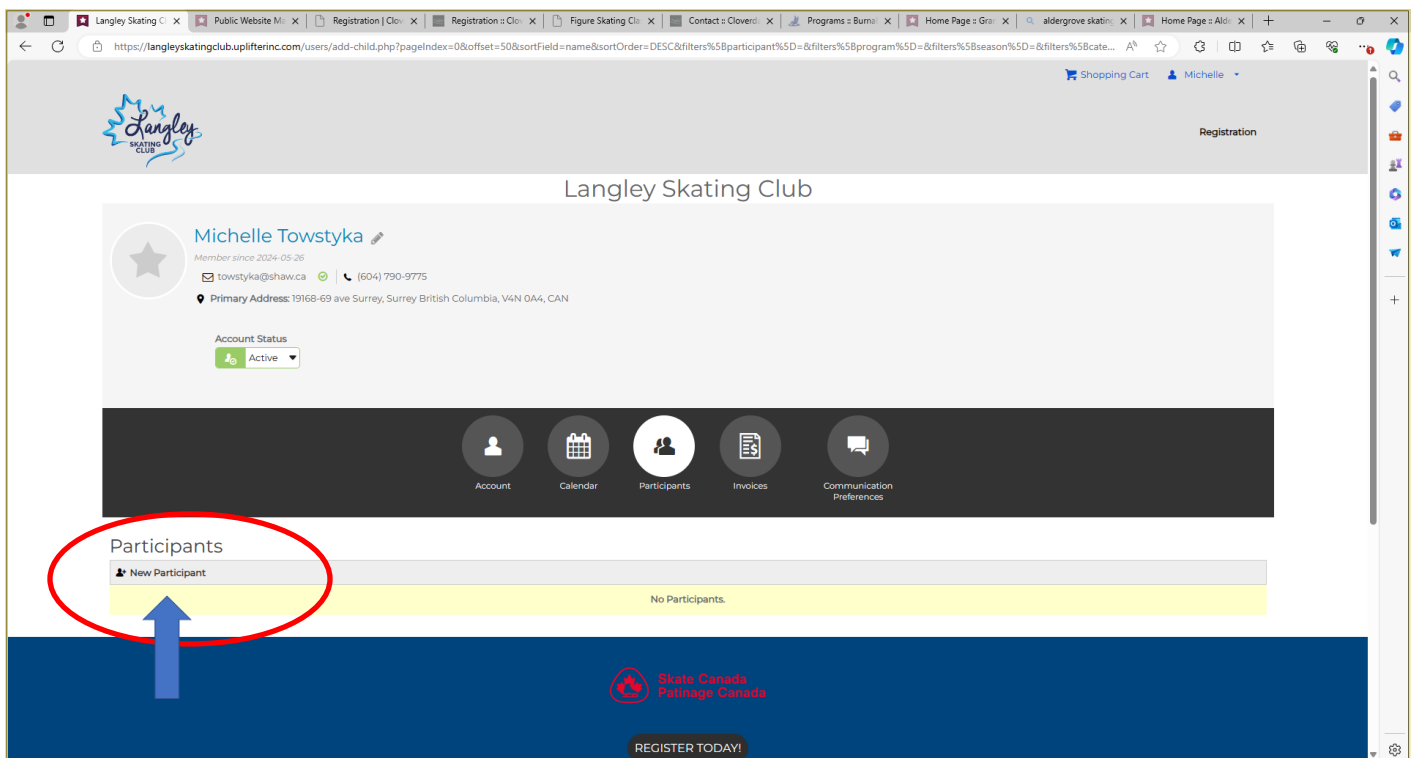
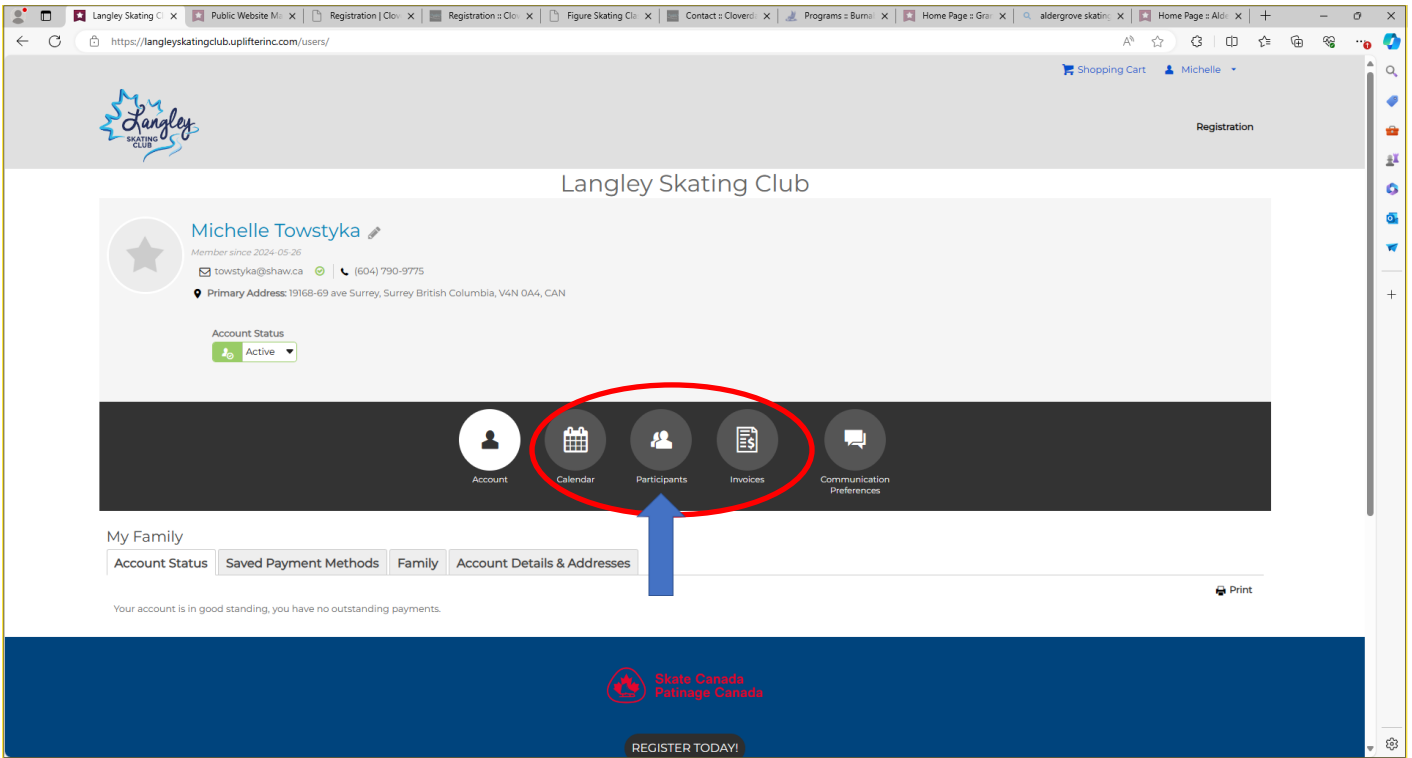
Verify Your Account

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

VERIFY

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

Step 8: Add your skaters. Click the Participants Tab and then the add new participant.



Step 9: Add your skater information and click Add Participant. You do not need to add the skaters Skate Canada number

The screenshot shows a web browser window with the URL <https://langleyclub.upliferinc.com/users/add-child.php?pageIndex=0&offset=50&sortField=name&sortOrder=DESC&filters%5Bparticipant%5D=&filters%5Bprogram%5D=&filters%5Bseason%5D=&filters%5Bcate...>. The page title is "Langley Skating Club" and the user is logged in as "Michelle". A modal window titled "Add New Participant" is open, containing the following fields and options:

- I would like to register myself into programs
- 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
- First Name *
- Last Name *
- Gender *
- Birthdate (DD/MM/YYYY) *
- Skate Canada Number
- CANCEL
- ADD PARTICIPANT

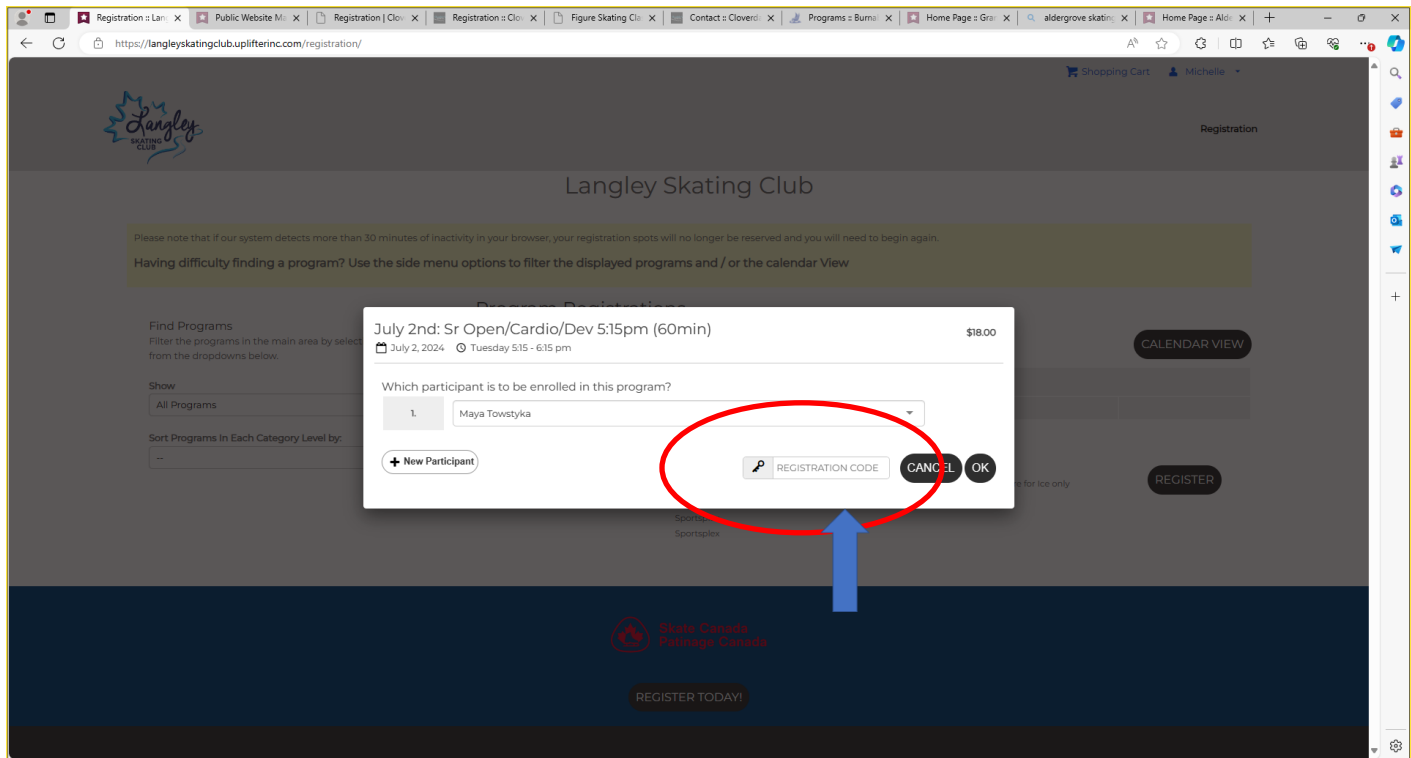
If you have another participant (skater) to add repeat Step 8 and 9 until all your skaters in your family are added

Step 10: Once all of your skaters are entered, push the registration button in the upper right hand corner to register for your Summer skating sessions. Summer registration does not open until June 1 2024 at 10am.

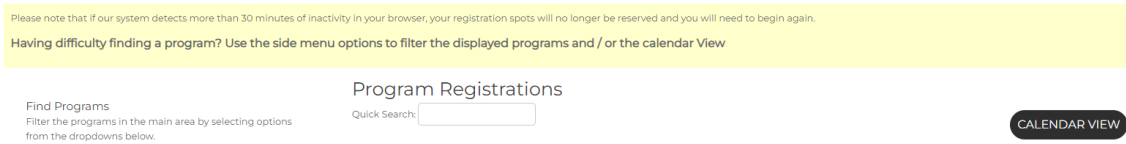
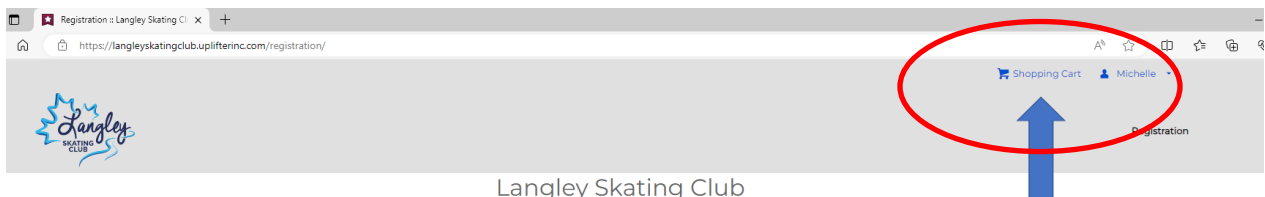
The screenshot shows the user profile page for Michelle Towstyka. The "Registration" button in the upper right corner is circled in red, with a blue arrow pointing to it. Below the profile information, there is a navigation bar with icons for Account, Calendar, Participants, Invoices, and Communication Preferences. The "Participants" section is visible, showing a table with one participant:

Participants	
New Participant	
Maya Towstyka (Female)	Participant since 2024-05-26
Birthdate	Instructor Not Set

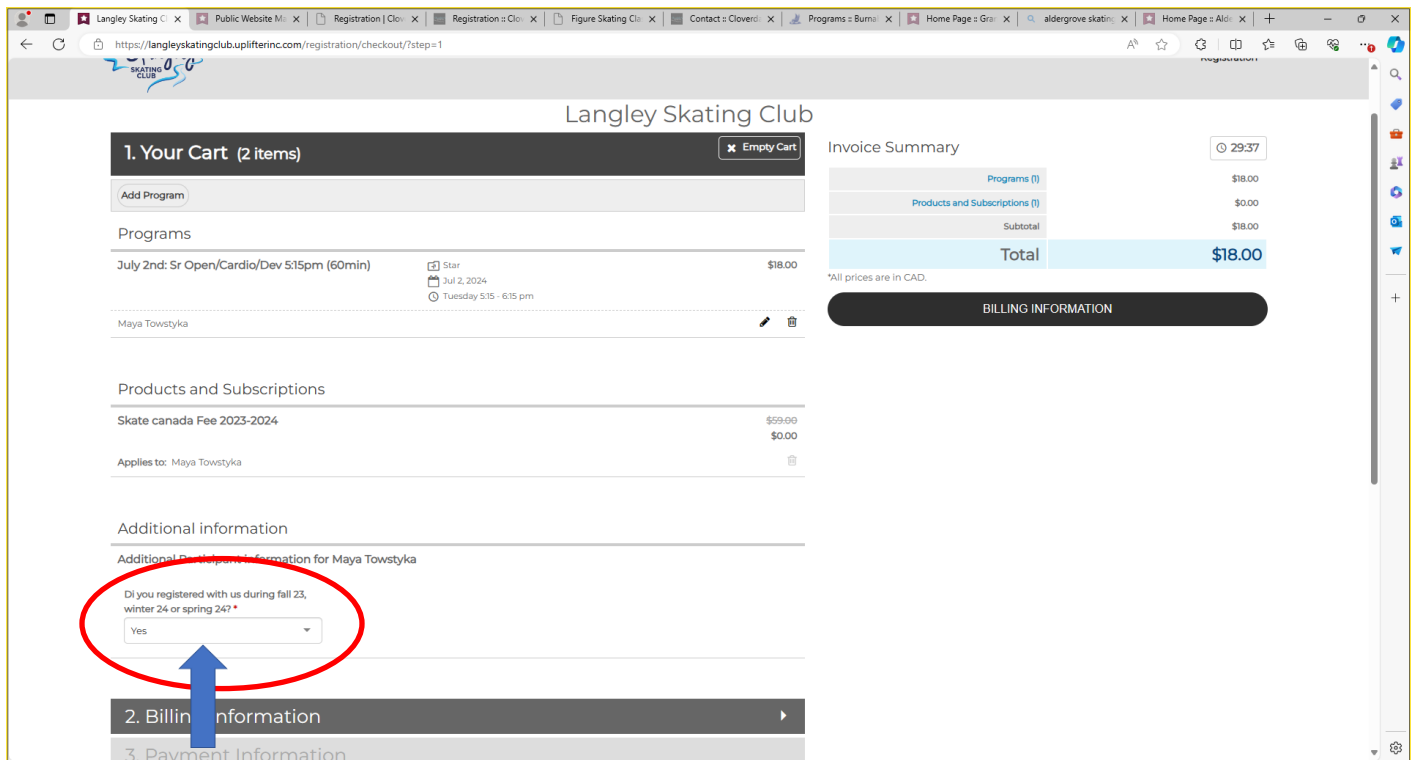
Step 11: As you add skating sessions to your cart you will need pick which skater the session is for AND **use the registration code provided in the Summer email.** This code only allows Langley skaters to register for the sessions. Once the code is entered push OK and the session will be in your shopping cart. This code will change each season.



Step 12: Once you added all the sessions into your Shopping cart you can click the shopping cart to enter your payment.

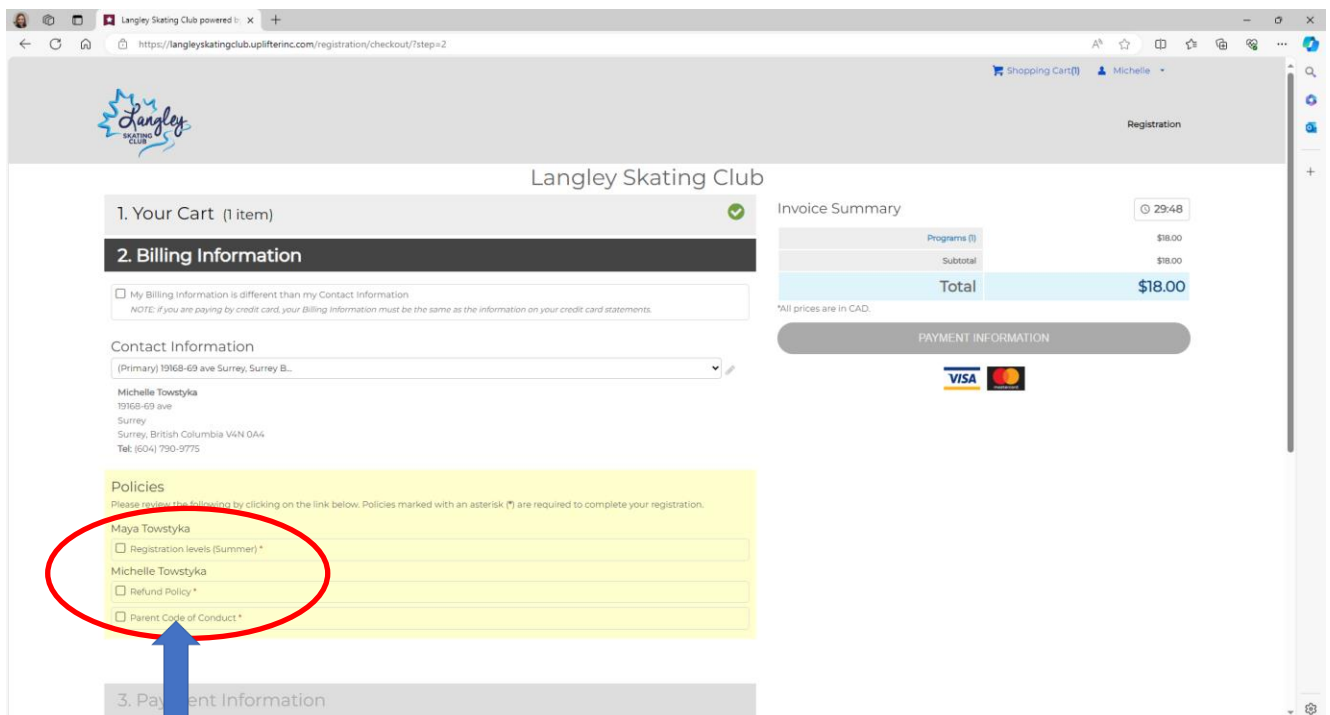


Step 13: This is your payment page. On this page you need to tell us whether you skated in the Fall2023/Winter 2024 session or Spring 2024. If you answer Yes then you will **not** be charged the Skate Canada fee.



Step 14: Next Click Billing information

Please read through the policies. You must agree that you registered your child for the right level and then agree to the refund policy and the parent code of conduct whether you consent to your child's photo/video being taken.



Step 15 Payment process: enter in your payment information here. We accept Mastercard and Visa. You can also save your credit card information here for future payments.

Congratulations! You have successfully registered your child(ren) for Summer with our new registration program.