How to register On Line
Go to www.skatethepas.com
(If you are unsure of which program best suits your child please refer to detailed program handouts on this site)

1) Click on the link **"Online Registration**" (*this will take you to the uplifter site that houses our online registration*)

2) Click the **login** top right hand corner (*above The Pas Skating Club Logo*)

3) Fill in:
The account login information
The Member/Parent Information
Address - enter box and street address
Message list – accept the three messages
   • Click Continue
My Participant
Add your children's information, along with Skate Canada 10 digit membership number if you have one.

4) On the tool bar under the club logo Click on **Registration**
You will be able to view list of all The Pas Skating Club Programs offered this season. Scroll through the programs click on "View Details" For program description. For a faster pathway (If you know the program you are registering) A list of all programs are located in a column located on the side of the page. Click on the one your want to register for.

5) When you have found the program you want to register in clink on **"Register"**

6) **Registration Review** - all programs are required to purchase chocolate bars, and some programs have a Refundable Volunteer Fee added.
   Click **"Confirm & Register**

5) **Contact/ Billing** choose **"Pay Once**" or "**Pay by Installments**"
   Policies read policies and click **"Accept" or "Reject**"
   Review your information to make sure it is correct
   Choose: **Pay By Credit Card** or **Confirm & Pay In Person**

6) **Payment Information** enter your credit card information (*for those who are paying with credit card*)

7) **Registration Receipt** a Registration Receipt will be emailed to you (*check junk mail if you do not see it in your inbox*). You may print this Registration Receipt and bring it to Sharon Rambo at the KRC Office located in the RHJ Arena to pick up your case of chocolate bars or bring your mobile devise (phone) with the email of your Registration Receipt

How to Make Payment In Person and Pick Up my Case of Chocolate Bars

Payment can be made by **credit card** or **In Person** Once you have first **registered Online**. **If you don't have a email address or need help with registering online, please** you can arrange online registration with KRC in care of Sharon Rambo, Monday - Friday during office hours 204 627 1113

Payment can be made in **full** or in **three installment** payments.
If you are paying by check or cash - you will need to come to The Pas Skating Club's registration table at the RHJ Arena on Saturday September 12th during Parade of Programs 11:00am - 2:00pm or after this date you can arrange payment with KRC in care of Sharon Rambo, Monday - Friday during office hours 204 627 1113 **Bring with you the paper or electronic copy of your Registration Receipt (a Registration Receipt will be sent to your email address)**

Case of Chocolate Bars will be charged to your registration $60.00. Chocolates can be picked up at the RHJ Arena Saturday September 12th at the Parade of Programs 11:00am - 2:00pm. or after this date you can pick up your chocolates at KRC in care of Sharon Rambo, Monday - Friday during office hours located at the RHJ Arena, 204 627 1113 **Bring with you the paper or electronic copy of your Registration Receipt (a Registration Receipt will be sent to your email address)**

How to Sign Up for Volunteer Fundraise Events

Volunteer Signup Page for CanJETS, JrSTAR, & STARSkate Programs:
Sign up for a volunteer fundraise position at the time of registration, or you can visit the Volunteer Sign Up Page as many times as you like. The Volunteer Sign Up Page is located on the home page of the uplifter site under **VOLUNTEER** (click on **VOLUNTEER**, then click on the drop down tab named **Volunteer Events)**
Volunteer Requirements: can be viewed by on home page (click on **VOLUNTEER**, then click on the drop down tab named **Fundraise)** Once volunteer credit requirements have been met, applicable registrants will received their refundable volunteer Fundraise Fee returned in March