

# New Registration Program at Calalta!!

To be successful in registering:

**Read the instructions! If you phone the office for help, the first question you will be asked is 'did you read the instructions?'**

**Have your credit card and skater's Skate Canada number ready.**

**No Skate Canada number? If your skater has skated before with us or another Skate Canada club, Uplifter will be able to find the number and will add it. If not, Uplifter will issue a number to your child.**

## First Time Registering

- 1) Go to <https://calalta.uplifterinc.com/>
- 2) Click on **REGISTRATION**
- 3) If you are a member, click on **LOGIN** which is in top right hand corner of banner
- 4) Type in your email address, password and then confirm your password
- 5) Parents enter your first name, last name, gender (you do not have to enter your birthdate!) address, phone number and cell phone number
- 6) Please click **YES** on all the message boxes – this will enable you to receive our updates, newsletters, changes to schedule and all other emails you will need – click **CONTINUE**

## Registering for Programs in Uplifter

- 1) Go to <https://calalta.uplifterinc.com/>
- 2) Click on **REGISTRATION**
- 3) If you are a member, click on **LOGIN** which is in top right hand corner of banner
- 4) Log in with your email and password in the box on the left hand side, click on **LOGIN**
- 5) Click on **REGISTRATION**
- 6) Move down to the **QUICK NAVIGATION** area and make a selection like **JIMMIE CONDON ICE REGISTRATIONS** and all ice sessions (including stroking) at Jimmie Condon will come up
- 7) Using **QUICK SEARCH**, type in the day of the week you want to register in – like Monday and all sessions that are held on Monday at Jimmie Condon will be listed.
- 8) Find the session you want and then click on the blue **REGISTER** button for that session
- 9) If you have one skater you will see a pop up message that says 'Jane Doe is being enrolled in the session, if you have more than one skater, it will ask you to choose your skater.
- 10) Once you have selected your skater, your child will now be registered in that session
- 11) Repeat steps 6 through 10 to register your skater in all of the sessions
- 12) Click on the **SHOPPING CART** to view your sessions at any time and click on **REGISTRATIONS** to go back
- 13) You will get a pop up asking you about **SUGGESTED SUBSCRIPTIONS**, you MUST click on the box that applies to your family situation (2 kids that skate with us, click on the 2 kid option, 3 kids, click on 3 kid option)
- 14) Click on **ADD TO CART**.
- 15) All done? You can now click on **SHOPPING CART**. A complete list of everything you have registered for will be listed by skater.
- 16) If all ok, click on **CONFIRM AND REGISTER**
- 17) Check your contact information, check the amounts and if you have a credit with the club it will be listed here. **YOU MUST CLICK ON THE BOX THAT SAYS 'USE AVAILABLE CREDIT'** for it to be applied.
- 18) You have a choice to pay now or pay in installments. If paid by installments, it will show you the amount and date the fee will be applied to your credit card.

19) Click on each policy and read it. You must **ACCEPT** each policy if you would like to proceed with your registration. Now click on **PAY BY CREDIT CARD.**

20) Enter your credit card information and click on **SUBMIT**

**You're Done and you will receive an email with all of your sessions!!**

### Adding Skaters

- 1) Type in your skaters first and last name, gender, birthdate (yes we need this birthdate), and SKATE CANADA number (this is a 10 digit number) – click on **ADD SKATER.**
- 2) Continue adding skaters – if you are done you can now proceed to register your skater in a program (see step 5 above in **REGISTERING FOR PROGRAMS**).

### Tips

- 1) **Register and pay for all of your sessions all at once!** Doing 2 today and doing 2 tomorrow and 4 the next day does not allow you to take advantage of any discounts.
- 2) **Can't find stroking?** You must go back to the **QUICK NAVIGATION** menu (see #6 above) and select either **Canada Olympic Park Ice or Jimmie Condon ice.** Go to the **QUICK SEARCH** and type in stroking. (P.S. Sunday stroking is at Jimmie Condon).
- 3) You can check what sessions you have added or not added by clicking on **MY SHOPPING CART** at any time. Click on **REGISTRATION** to go back to register for more sessions.
- 4) Need a locker at Jimmie Condon? Lockers are great if you just skate at Jimmie Condon and don't want to drag your smelly skates all over – especially if you are coming directly from school or having different people drive you to the rink. Go to **QUICK NAVIGATION** and select **PURCHASE OTHER PRODUCTS.** Select the size of the locker you want and then click on **ADD TO CART.**
- 5) Need to buy a 10 pass (and pay with a credit card), go to **QUICK NAVIGATION** and select **PURCHASE OTHER PRODUCTS.** Select the size of the locker you want and then click on **ADD TO CART.**
- 6) To be a member of Calalta and Skate Canada for the year (September 1 to August 31), you must purchase both Skate Canada and a Calalta membership (called subscriptions in Uplifter). Skate Canada membership is \$38 this year and the Calalta membership is based on the number of skaters you are registering. You must select one of the options presented to you.
  - a. To purchase these memberships, you can either go to **QUICK NAVIGATION** and select **PURCHASE SUBSCRIPTIONS** and click the Skate Canada membership box AND the appropriate choice based on the number of skaters in your family;
  - b. You will be asked to purchase these once you have registered your skater in a session – see #13 under **Registering for Program in Uplifter.**
- 7) Any field marked with an asterisk \* **MUST** be filled in. If you don't fill it in, you will receive an error message telling you that you never filled in the field marked with an asterisk.

### Remember:

- **Do your registration all at once – not in pieces!**
- **Start with QUICK NAVIGATION – pick your location and type of session - ice or off ice!**
- **Using QUICK SEARCH, start with Monday and proceed with through the days of week to register for sessions!**
- **Every skater pays the Skate Canada fee of \$38 – Calalta membership fee is prorated and based on number of skaters registered.**