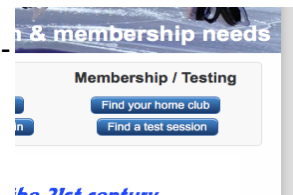


EntryEeze 2017/18 Fall Registration Instructions

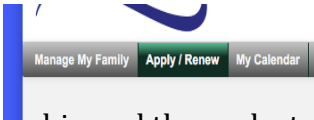
Quick Notes:

- **USFS Membership Required** for those who are not current members at time of registration.
- **Club Membership Required**
- **Annual Raffle ticket purchase required**- 5 tickets @ \$50 – Raffle will be drawn at the annual March Ice Show. \$10,000 prize, maximum 3,000 tickets sold. IF less than 2,000 tickets are sold, raffle will revert to a 50/50 prize.

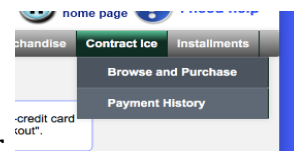
Step ONE: Go to EntryEeze.com and at the top right of the page you will see - Click on “Find your home club” and then select “Traverse City Figure Skating Club”



Step TWO: Click on  and enter your username and password. PLEASE verify all of the information on the page after you log in.

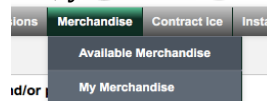
Step THREE: Click on  “Apply/Renew”. Select the appropriate Club Membership and then select renew. This is **MANDATORY** for all members. Without the club membership you will not have the ability to purchase sessions/classes. **After this is in your contract you need to select the “return to home page” button.** This will keep your membership in your cart, and from here you can proceed to step FOUR.

Step FOUR: Go to the Contract Ice tab and select “Browse and Purchase”. Here you will see the options for ice time and classes. You choose the sessions/classes you want and then you have the ability to choose whether you want to pay in full or in installments at time of checkout. For more information on payments see the sessions and info document on the home page where you login.



Step FIVE: Check out! Go to the Cart, and check out and make your first payment or full payment. But you aren't done!!!!

Step Six: Now that you have the membership paid for, you will have access to the items in the “Merchandise” tab. Go to this page. On the left hand side you will see the options:



1. The club **requires members to be a USFS** (U.S. Figure Skating Association – different than club membership). If you are already current with this membership you do not need to purchase this. If you are not sure if you are please contact Laurent Masse at lmasse73@gmail.com.
2. The club **requires members to purchase the “Annual \$10,000 Raffle Tickets”** (5 tickets). More info can be found on the sessions and info document on the login page.
3. If you would like your skater to have a locker in the locker room, you may also purchase this here.

Step SEVEN: Check out! Be sure to complete your first installment payment or payment in full. You will not be registered for your ice time until payment is made. Finito, Fin, Finished, Das Ende, 結束!!!!

This is meant to get everyone started with the registration process. If you have questions please feel free to ask. We have several people willing to sit with you at the rink and help you through the process – we simply ask that you make an appointment. For an appointment please contact Linda Rossiter at rossiterlinda3@gmail.com ; Laurent Masse at lmasse73@gmail.com ; or Rachel Soles at rachelsoles@yahoo.com

Within this system, you will be able to see your balance, make payments, see your schedule in the calendar and much more. Any balance that you may have with the club prior to fall session will not be reflected in this system. Payments for prior balances will need to be paid in the office and completed PRIOR to being allowed to skate fall session ice time (excluding synchro installment payments).

Synchronized skating team info is not included in this system for this year as it is already underway and has been processed through the office.

Thank you!