

How to Register for SLFSC SKATING

SLFSC has gone **green** - we are now using EntryEeze for program registration!

We recommend reading through all the directions prior to starting the registration process. If you have questions or problems at any time, please contact us at stlawrencefigureskating@outlook.com

STEP 1 - Logging In

- If you skated with our club last year, you should have received an email from SLFSC welcoming you to our membership system. You will be asked to validate your new account, create a password and will then be taken directly to your Account Home Page.
- If you already created an Entry Eeze Account, please log in using your credentials.
- If you are brand new to our club- Please use the URL below to log in, select the NEW Member tab and follow directions.

<http://comp.entryeeze.com/Membership/Welcome.aspx?cid=308>

STEP 2 - Renew your Membership

Please note EntryEeze separates memberships from ice packages.

In order to participate in any programs through SLFSC, you must have a current Learn to Skate or USFS membership. *If you renewed your membership in the summer or fall - your account has already been credited.*

SLFSC home club membership includes a one-time only \$30 raffle ticket charge per family – the tickets will be distributed during the first few weeks of regular skating in October.

For more information about types of memberships please see <https://www.slfsc.net/slfsc-membership.html>

Select Apply/Renew to then Renew your membership

The screenshot displays the top navigation bar of the SLFSC website. On the left is the club logo, a shield-shaped emblem with a figure skater and the text "ST. LAWRENCE FIGURE SKATING CLUB". In the center, a user profile box shows "You're logged in as administrator" with a "click here" link to return to Admin Home. On the right, there is a shopping cart icon with a "0" and a "Cart / Checkout" button. Below these are four utility icons: "Change password" (key icon), "Sign out" (power icon), "Return to home page" (house icon), and "I need help" (question mark icon). At the bottom, a horizontal menu contains the following items: "Manage My Family", "Apply / Renew" (highlighted in green), "My Calendar", "Volunteer", "Donations", "Test Sessions", "Merchandise", "Contract Ice", and "Installments".

STEP 3 - Select Contract Ice (Package)

ALL Registrants will complete this part –

- Choose a contract to work with.
- Select the name of your family member
- Choose the Package/Packages that you wish to purchase

We do offer installment plans - 34% will be due at time of registration, 33% on or prior to December 16 2018 and February 16, 2019. You will see the Installment option, by clicking the Select Payment dropdown

STEP 4 - Payment

- You will see a 4% convenience fee added to your Contract Ice package. This is a fee charged by EntryEeze and **not** collected by the club.

We are now able to accept online payments!

- You can pay by credit or debit card and your card details will be discarded after checkout, if you choose this option.

Yes, we still accept checks!

- If you wish to pay by check, please follow steps above and leave your Ice Contract in your shopping cart and mail a check to SLFSC following the step below.
- Your payment will still need to include the 4% convenience fee, because all applications are processed through Entry Eeze. Your registration will be fully processed after your check has been received.
- Please make payable to SLFSC and mail to PO BOX 63 Canton, NY 13617. Please note registration will not be complete until payment is received.

This process is new for us, so we appreciate your patience as we work through this for the first time.

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