

# Uplifter Registration

To register your athlete into any of our Preschool or Recreational Programs, you will need to create an Uplifter account. Please see below a step-by-step guide to the 2020-2021 Registration process:

## 1. Create a Member Account:

Once Uplifter goes live, click on the link to access the website portal. This will take you to a sign up form to create a member account.

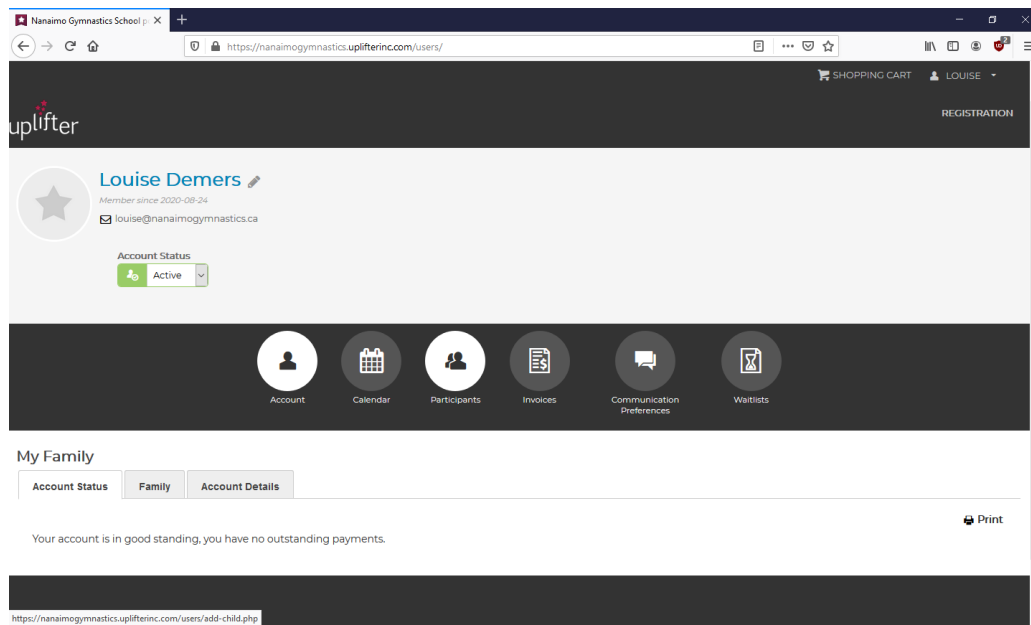
The screenshot shows a web browser window with the URL <https://nanaimogymnastics.uplifterinc.com/accept-invite/?invite=7&auth=YgOh2KYqqAb1N8WawuBOIU0ULBWWmj>. The page title is "Member Invitation" and it says "Hello Louise!". Below the greeting, there are two tabs: "Create a new account" (selected) and "I already have an account". The form is divided into three sections: "Account Login Information" with fields for "Email Address \*" (containing "louise@nanaimogymnastics.ca") and "Password \*" (with a strength indicator and a note "[minimum 6 characters]"); "Member Information" with fields for "First Name \*" (containing "Louise"), "Last Name \*" (empty), and "Gender \*" (a dropdown menu with "--" selected); and "Communication Preferences" with radio buttons for "Yes" and "No" next to "Transaction & Service Notifications".

Choose an email address where you will receive communications and choose a password. First and Last Names are the parent names associated to the email address (you will create athlete accounts afterwards). Make sure you select all communications to keep up to date with class information! Please note that you may not opt out of the first communication regarding transactions. Once done, Click "Create Account".

This screenshot shows the "Member Information" and "Communication Preferences" sections of the registration form. The "Member Information" section has "First Name \*" (containing "Louise"), "Last Name \*" (containing "Gymnast"), and "Gender \*" (a dropdown menu with "Female" selected). The "Communication Preferences" section has three items, each with a "Yes" radio button selected and a "No" radio button unselected: "Transaction & Service Notifications" (with a description: "These messages include copies of your invoices, waitlist notifications and any factual messages directly related to the specific delivery of any products or services that members have purchased, such as class re-scheduling or cancellation notices."), "Member Information Messages \*" (with a description: "These messages provide factual information and details regarding your ongoing subscriptions or membership account updates, such as an upcoming membership subscription expiry or a club AGM notice."), and "News, Upcoming Program & Registration Information \*" (with a description: "These messages provide up-to-date news about the organization, upcoming programs and registration information, such as an upcoming competition or show, program registration opening dates and other club news. You may opt out of these messages at any time."). A blue "CREATE ACCOUNT" button is located at the bottom right of the form.

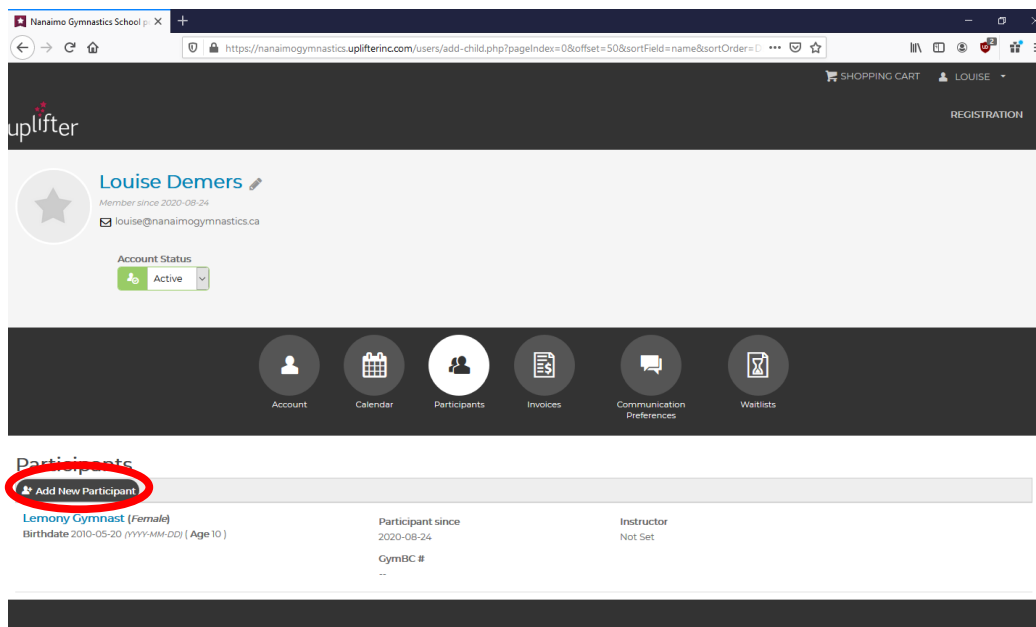
## 2. Your Profile:

Entering into your profile will look like this:



## 3. Add Participants:

Click on the “Participants” icon in order to add children to your profile. You need to do this before you register for classes.



Fill out all required fields (First Name, Last Name, Gender, Birthdate). A GymBC # will be assigned to you – no need to complete this field. Click “Add Participant”.

The screenshot shows a web browser window with the URL <https://nanaimogymnastics.upliferinc.com/users/add-child.php?pageIndex=0&offset=50&sortField=name&sortC>. The user profile for Louise Demers is visible at the top. 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 \* (text input)
- Last Name \* (text input)
- Gender \* (dropdown menu)
- Birthdate (DD/MMM/YYYY) \* (date picker)
- GymBC # (text input)
- CANCEL button
- ADD PARTICIPANT button

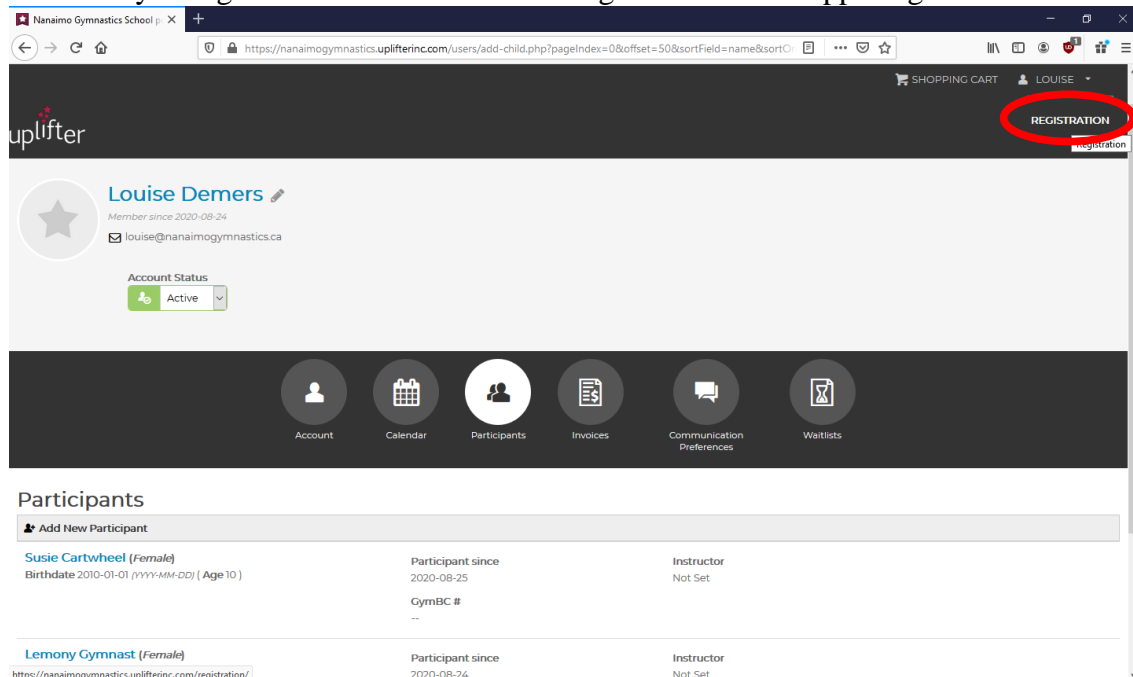
Once you've added all the children you wish to register for programs, they will show up in your under Participants.

The screenshot shows the "Participants" section of the user interface. The user profile for Louise Demers is at the top. Below it is a navigation bar with icons for Account, Calendar, Participants, Invoices, Communication Preferences, and Waitlists. The "Participants" section contains a table with the following data:

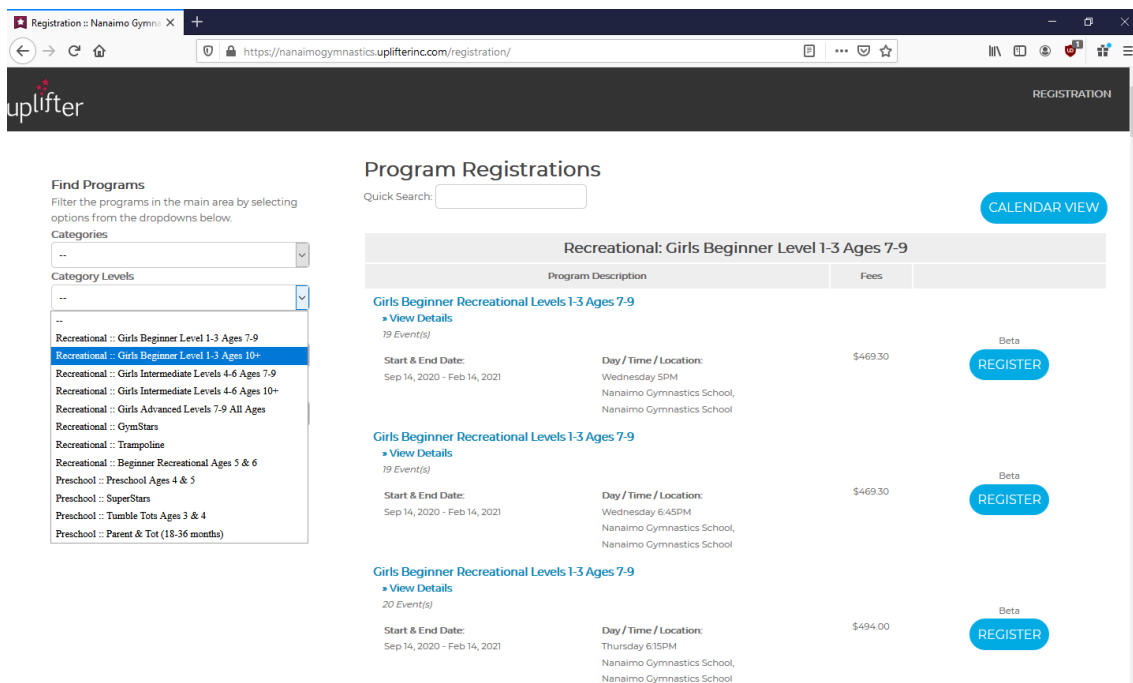
Participants		
<a href="#">Add New Participant</a>		
<b>Susie Cartwheel (Female)</b> Birthdate 2010-01-01 (YYYY-MM-DD) (Age 10)	Participant since 2020-08-25 GymBC # --	Instructor Not Set
<b>Lemony Gymnast (Female)</b> Birthdate 2010-05-20 (YYYY-MM-DD) (Age 10)	Participant since 2020-08-24 GymBC # --	Instructor Not Set

#### 4. Class Registration:

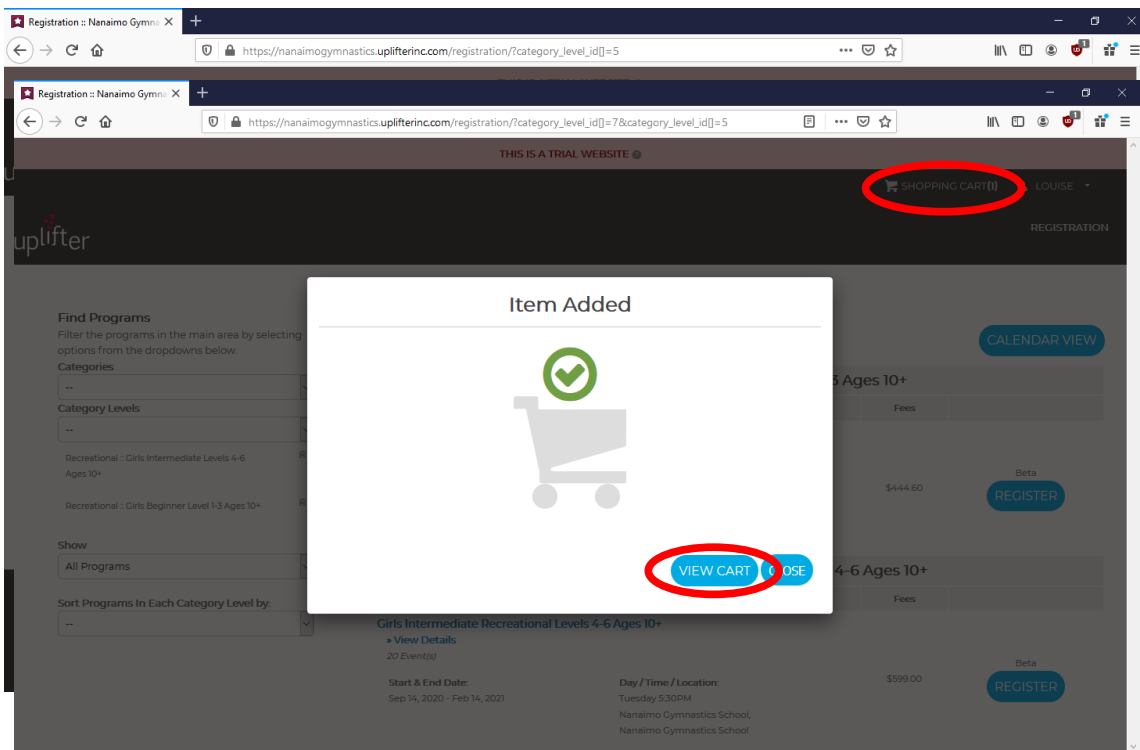
You are now ready to register for classes! Click on registration in the upper right corner:



You will be taken to this screen listing classes available for registration. On the left, you can select specific criteria to narrow your registration search (preschool, recreational, ages, level...).

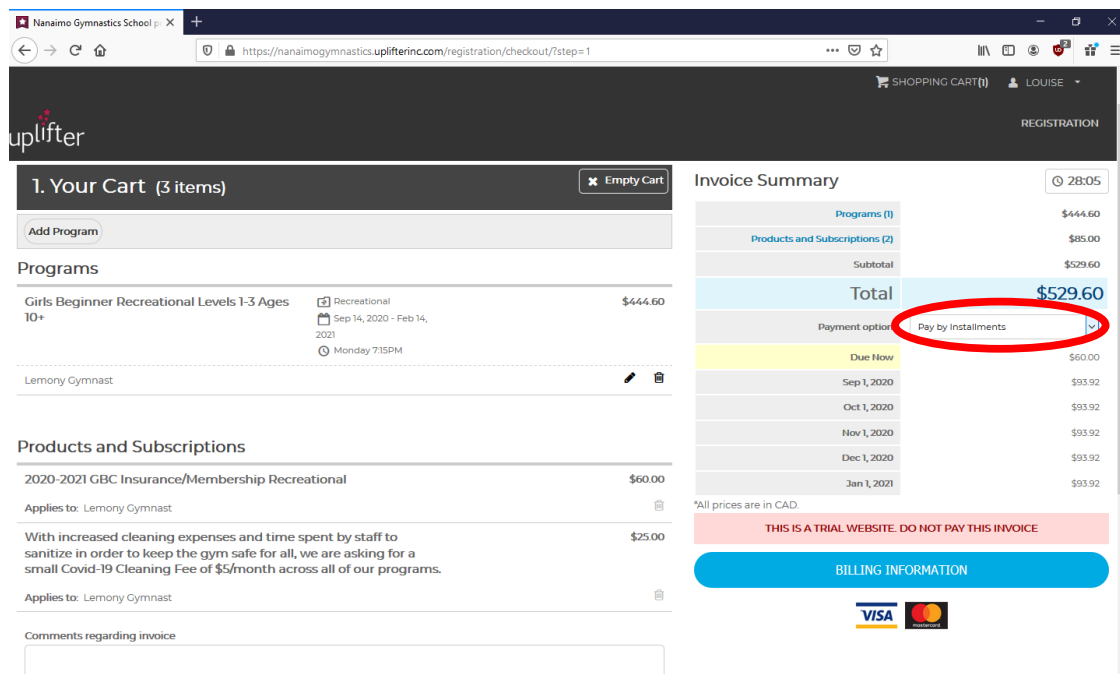


If you have more than one child under participants, you will be asked to pick the participant. Use the dropdown menu to select the participant name and then click "Add".

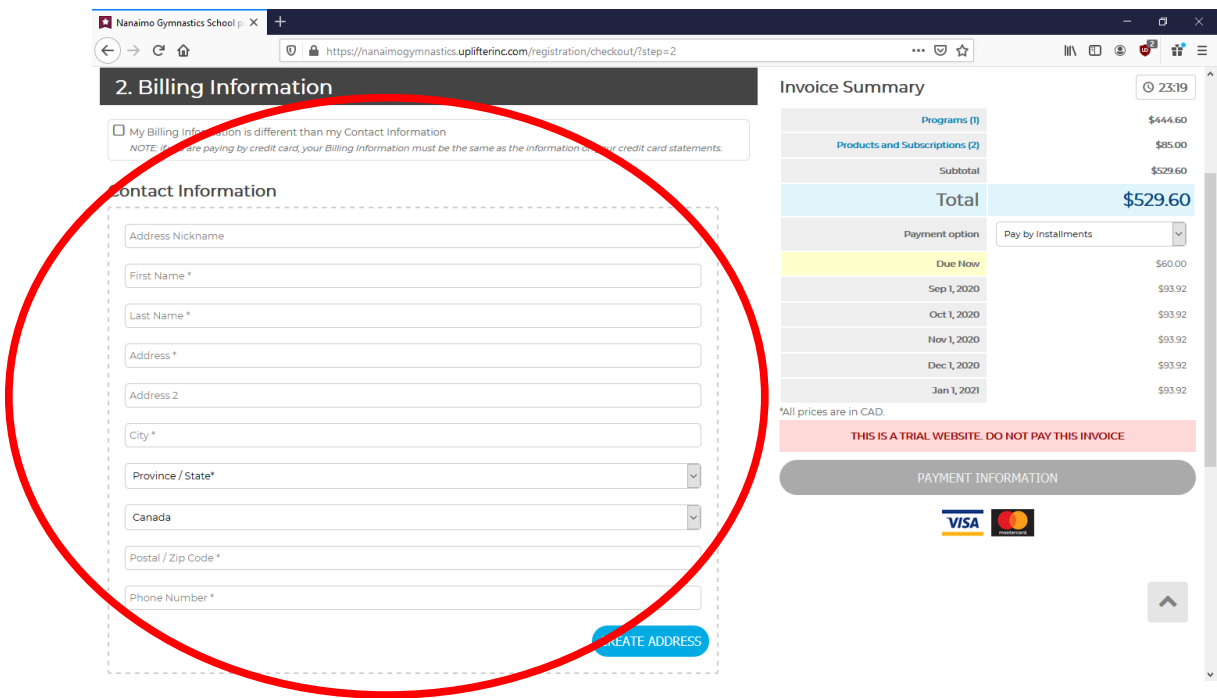


## 5. Finalizing Payment:

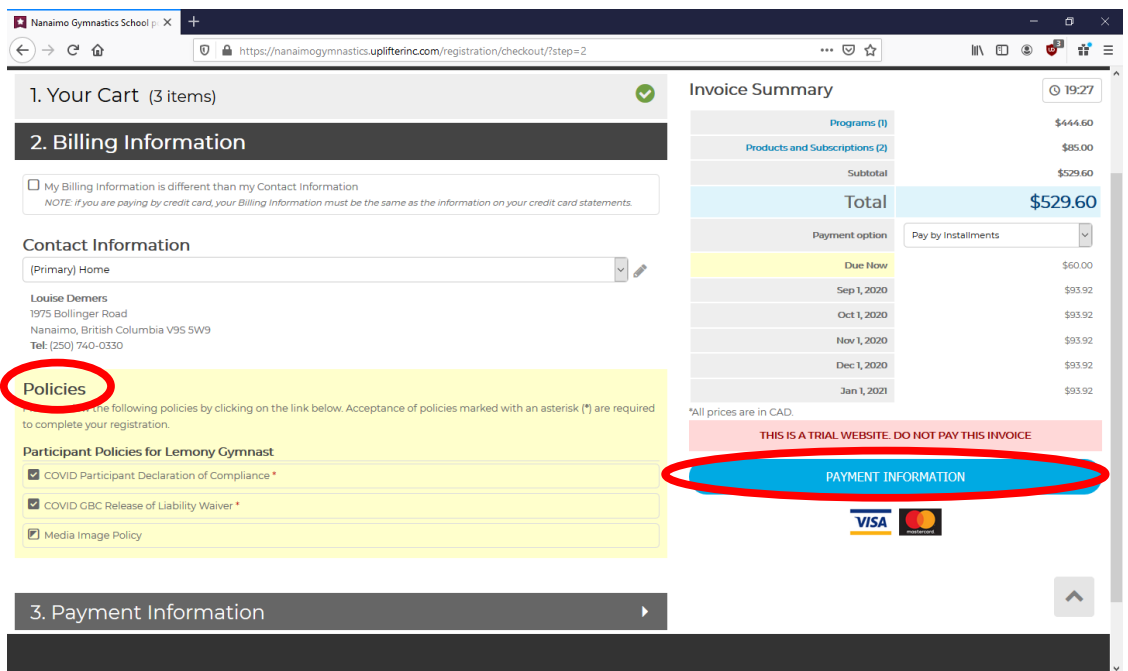
If you are done, click on “View Cart”. This can also be selected from the top right corner (Shopping Cart).



Once in your cart, you will have 30 minutes to process your payment. You may choose to pay in full, or by monthly installments. Click Billing Information and enter all necessary fields. Click “Create Address”.



You will then need to review policies and agree to them prior to moving forward. There are forms that are required in this process. Please review each one and read them carefully. Once complete, click on "Payment Information".



Three options of payments are available to you. Credit card payments can be done immediately through Uplifter. Cash and cheque payments need to be dropped to the office within 3 business days or your participant will be removed from the selected class.

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https://nanaimogymnastics.uplifterinc.com/registration/checkout/?step=3

uplifter REGISTRATION

1. Your Cart (3 items) ✓

2. Billing Information ✓

3. Payment Information

CONFIRM AND PAY BY CHEQUE IN PERSON CONFIRM AND PAY BY CASH IN PERSON PAY BY CREDIT CARD

### Invoice Summary

15:39

Programs (1)	\$444.60
Products and Subscriptions (2)	\$85.00
Subtotal	\$529.60
<b>Total</b>	<b>\$529.60</b>

Payment option: Pay by Installments

Due Now	\$60.00
Sep 1, 2020	\$93.92
Oct 1, 2020	\$93.92
Nov 1, 2020	\$93.92
Dec 1, 2020	\$93.92
Jan 1, 2021	\$93.92

\*All prices are in CAD.

**THIS IS A TRIAL WEBSITE. DO NOT PAY THIS INVOICE**

VISA MasterCard

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https://nanaimogymnastics.uplifterinc.com/registration/checkout/?step=3

uplifter REGISTRATION

1. Your Cart (3 items) ✓ Invoice Summary 12:43

### Pay in Person Policy with Cheque

By selecting to pay in person, I agree if I do not make a payment within 3 business days, I will be withdrawn from the program. If I selected to pay by installments, I will provide post dated cheques as indicated by the payment installment schedule in the invoice.

I also agree that an NSF fee of \$40.00 will be charged on all returned cheques.

Accepted by (full name): ? \*

OR

E-mail this Policy to: ?

SEND

Note: You will not be allowed to proceed until the party accepts this policy on your behalf.

ACCEPT CLOSE

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