

ONLINE REGISTRATION INSTRUCTIONS

Registration can be done at www.gatewaysportsclub.com

Step 1: Click “Register for Classes” Button:

To begin the process of registering, click on the “Register for Classes” button or the “Register Now” link under your desired sport.

Step 2: Find Your Class:

Click on the drop down menu to select a location, sport, level, day etc. for the class that you want to register for, then select search. Click on “Register and Class Details” of your desired class.

Step 3: Click “Register Now”:

The “Register Now” link is in the middle of the page.

Step 4: Login to your account:

Fill in your username and password. **Skip to Step 7.** Please note that this option is only for current members whose information is registered and stored on our site. If you forgot your password, go through the steps to retrieve it. If you forgot your username, you must call the office and not create a new account, since doing so will identify you as a new member and you will be blocked from registering.

New Members or Old Members not registered in current semester or since Spring 2008 session, must **continue on to Steps 5 and 6** after:

Fill in the information under the “Register for a New Account” section and click “Submit.” You will be creating an **account for your entire family.**

Note: Write this account information down. You will use this same account later to register for other classes.

Step 5: Add a Child/Student to Your Family:

In the “Select or Add a Student” area, click the link to add a child / student. This will add the selected student to your family account which you can refer to later.

After you have clicked to add a new student and you are on the *Add a Student* screen, Fill in **all** the information for the student and click “Submit.”

Step 6: Add Another Student to Your Family:

If you have multiple children, please repeat Step 5 above for each of your children. As you add children, you will see that their names will be come available for registration.

Please make sure that all info is correct. **Once you create an account you will have to contact the office to be allowed to register online.**

Step 7: Register a Student for a Class:

Make sure you are on the screen titled *Register for a Class* .

Select the name, from the “Student” drop down, of the student that you want to register for the class. The class you are registering the student for will be listed above in the “Class Information” section.

Add any additional notes for your student if needed.

Click the “Proceed to Add another Student or Confirm”

Step 8: Register Another Student for a Class:

To register an additional student for a class click the “Register Another Student” link. If you only have one student to register then skip this step.

Step 9: Confirm Registrations:

Please review all the information on this page to make sure it is correct. If a student’s info is not correct, you can edit his/her information by clicking on his/her name.

Please Note: If you do choose to edit a student’s information, you will need to re-select the class by clicking on the “Register for Classes” button again.

You must agree to the Terms and Conditions of Gateway Sports Inc. by checking the check box.

Click “Confirm and Proceed to Payment”

Step 10: Paying for Registrations:

Follow the payment instructions by entering in a valid credit/debit card number for electronic check processing.

Make sure your e-mail address is correct since your invoice/payment confirmation will be e-mailed to you.

PLEASE TAKE NOTE OF THE FOLLOWING:

Online Registration:

Members are allowed to register online only on the dates stated in the schedule. For the convenience of paying online, there will be a processing fee of \$4.00 per member per household per class, to be added to the total cost of tuition. Any member wishing to avoid this fee can pay in person only when the time for online registration is over. You will not be allowed to register before then and run the risk of not being registered at all, since your registration will be for whatever classes remain after online registration is complete.

Ex. Soccer Tuition	- \$120
Soccer Tuition (2 nd kid)	- \$120
Fee (2 kids)	- <u>\$ 8</u>
Total	- <u>\$248</u>

New members, who are registered through assistance from the office, will have to pay a one-time registration fee of \$45.00 in addition to tuition.