



## NSSC Uplifter Instructions

Online registration begins this Spring!

### How to Register

**\*\*If this is the first time you are accessing this site, you will have to create a new login\*\***

### The Basics - How to register

- [www.northsurreyskatingclub.ca](http://www.northsurreyskatingclub.ca) (redirects to [northsurreysc.uplifterinc.com](http://northsurreysc.uplifterinc.com))
- Select "**Login**" tab at the top of our webpage and complete all fields on the account information page for the member (parent)
- Select "**Add Participant**" or "Add Skater" and complete all fields to add any skater that will be registering in our programs
- Once all participants have been added, click on "**Registration**"

### How to ensure you receive communications from our Club

- You must **include an email address** in your profile in order to receive emails from the Club.
- Check your email address on file by choosing "[My Account](#)" and clicking on the "Account Details" tab.
- Note: You **must opt in for email messages** when setting up your login or by going to the "[My Message List](#)" under the "[My Account](#)" section and select from the following options:

**Transaction & Service Notifications** Select this to receive copies of your registration by email. These messages also include any messages related to specific purchases, such as class re-scheduling or cancellation notices.

**Member Information Messages** These messages provide details regarding your membership account updates, such as an upcoming Skate Canada registration expiry or a club AGM notice.

**News, Upcoming Program & Registration Information** These messages provide up-to-date news about the organization, upcoming programs and registration information, such as an upcoming competition or ice shows, program registration opening dates and other club news. You may opt out of these messages at any time.

### Register for a program or class

- Click on "**REGISTRATION**" tab and select your program. You will need to select the appropriate skater (if registering more than one person).
- If you are registering for more programs, select "**Register for More Programs**" or if you are finished registering, select "**Confirm & Register**".
- Private Skaters: To earn volunteer savings, select "**Volunteer Savings**". The volunteer discount will be applied to the qualifying programs. You will be contacted via email with the required number of volunteer hours. We will continue to use Signup.com to manage our volunteer program.
- Program Assistants: Select "**Program Assistant**" and register for the CANskate session(s) you wish to assist with.

### **Skate Canada Membership Fee**

All participants must be a registered Skate Canada member and must pay the annual membership fee. The membership fee will automatically be added to your invoice when registering for a program in a new skating season (September 1 - August 31). This annual fee is paid direct to Skate Canada on your behalf by the club and is non-refundable.

- Existing Skate Canada members will have their Skate Canada number added by the club onto your profile. New members will receive their Skate Canada number after registration.

### **Complete your purchase**

- Agree to policies
- **To use your credit card** - select "Pay by Credit Card". The following credit cards are accepted through our online registration:



**To pay by cheque or cash** - select "Pay in Person" and select "cheque" to pay by either cheque or cash. Please note cash or cheque payment(s) may be submitted at the rink during the first week of spring skating. Please arrive early and submit payment via a coach or identified club volunteer.

### **Can I register In-Person?**

All skaters are asked to register online using the NSSC - Uplifter site. Payments can be made online or in person on the listed registration dates. If you are having troubles registering online, please do not hesitate to contact us by email ([registerwithnssc@gmail.com](mailto:registerwithnssc@gmail.com)) and we will try and help you out - please make sure you include your contact information.

### **Is my Online Payment Method Secure?**

Yes. North Surrey Figure Skating Club uses a reputable specialty web service for our registration and payments. Our service guarantees that at least 256-bit Secure Socket Layer (SSL) encryption when taking any personal information, that all passwords are encrypted and that they never store credit card numbers, card security information or expiry dates on their service.

This service is provided to us by Uplifter Inc. ([security policy](#)) and Beanstream Internet Commerce Corp. ([security-and-pci-compliance](#)).

All online purchases include the processing fee that is charged by our provider.