



If You Do Not Have An Account, Create Your Account:

- Click on “**Login**” in the top right hand corner or go directly to:
<https://registration.skateontario.org/login/>
- Create your account with a valid email address and a password. Include the parent’s details if registering for a skater under 18 and include all address details. Opt in to any relevant message lists and click “Continue”. Please take note of your email address and password to register for subsequent events at Skate Ontario.
- Add the Skater’s details that you will be registering for competitions. Include their:
 - First & Last Name
 - Gender
 - Birthdate
 - 10-Digit Skate Canada Number if you are a Skate Canada Member – please ensure this is accurate as it may prevent your registration from certain events in future that requires Skate Canada membership

If you are registering multiple skaters or a team, please ensure to add any skaters that you will be registering. We recommend that the skater of a team that will be registering for multiple disciplines that includes a singles event be the skater that registers on behalf of the team.

If you are a skater that will be skating in both a team discipline (Pair, Ice Dance or Synchro) **as well as a Singles discipline**, you should create your own personal account for your Singles discipline first. Once you’ve created your account, any team-mates that register on your behalf will be given the opportunity to add you to their account to register you into the team discipline.

Pair, Ice Dance and Synchro Registrations

If you are the synchro team manager or the individual responsible for registering

the team, for every skater that you would like to add to your team registration, ensure that before you start that you have the following details for all the skaters you will be registering on behalf of:

- First & Last Name (with the same spelling as identified in their personal account if they have one)
- Gender
- Birthdate
- 10-Digit Skate Canada Number if you are a Skate Canada Member – Please ensure this information is accurate to correctly identify skaters that my already have an account.

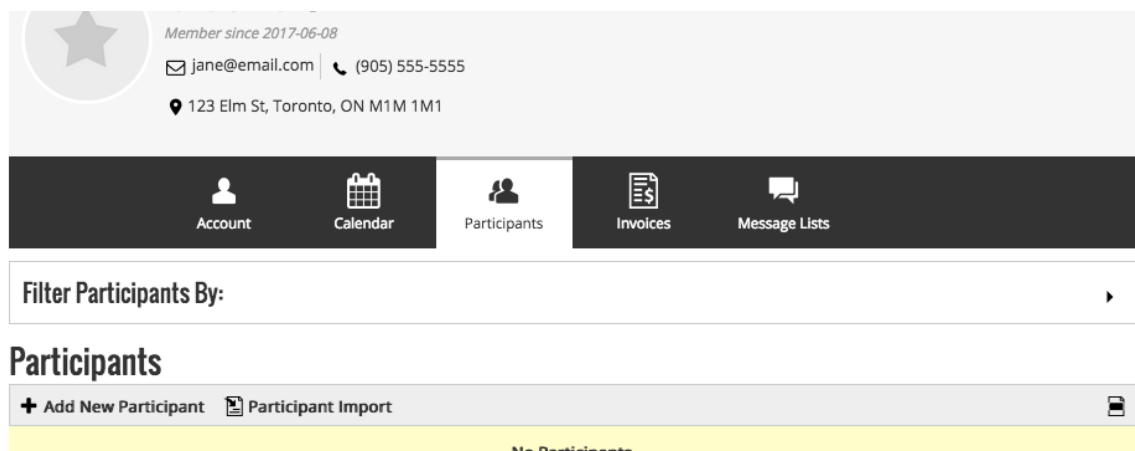
With each skater you would like to add to your team, repeat the sequence above to add the skater's details to your account. You can do so once logged in by:

- clicking on “My Account” in the top right corner
- clicking on “Participants” in the sub-menu
- clicking on “Add New Participant” to add the skaters’ details

For Synchro Teams:

To quickly upload all of your skaters at once, beside the “Add New Participant” link, you can optionally import your participants. You can do so once logged in by:

- clicking on “My Account” in the top right corner
- clicking on “Participants” in the sub-menu
- clicking on “Participant Import”



- On the following page, click “Get Import Template” to download a copy of the spreadsheet template that you can use to add your skaters. “Participant Since”, “Instructor 1” and “Instructor 2” columns are optional.
- Fill the spreadsheet with all the skaters you would like to register as part of your team. Save the spreadsheet on your computer.

The screenshot shows a 'Select Participant' dialog box. On the left, under 'Imported Values', the fields are: First Name: John, Last Name: Doe, Birthdate: 2001-06-01, Gender: M. In the center, under 'Participant Match 1', the fields are: Johnathan John (highlighted in red), Doe (green), 2001-06-01 (green), M (green), and a green checkmark with the text 'Select'. On the right, under 'Create New', there is a radio button and the text 'Create New'. At the bottom right are two red buttons: 'CANCEL' and 'SELECT PARTICIPANT'.

If the skater you are attempting to add does not have a personal account, select “CREATE NEW”

The screenshot shows the same 'Select Participant' dialog box. The 'Imported Values' and 'Participant Match 1' sections are identical to the first image. However, in the 'Create New' section, the radio button is now selected and highlighted with a green border, and the text 'Create New' is also highlighted in green. The 'Select' option in the 'Participant Match 1' section is now unselected. The 'CANCEL' and 'SELECT PARTICIPANT' buttons remain at the bottom right.

If for some reason the skater has previously been able to create a duplicate skater profile, you may receive the following error when creating their skater profile:

You have encountered the following error(s) on this page:

- Another skater has the value XXXXXX for Skate Canada Number. This value must be unique.

Please proceed with creating the skater profile, leaving the Skate Canada Number blank. You can contact the Skate Ontario Events Team at events@skateontario.org to notify them of the error so that we can reconcile the skater profiles accordingly.

Competition & Category Selection:

- Click on the competition for which you wish to register in the main menu
- Select the Event category you would like to register for and click the “Register”
- If you cannot immediately find your event, filter the Event list by Category Level on the right hand menu
- Click the “Register” button beside the event
- If you have multiple skaters in your account, select the skater that will be registering for the appropriate event
- If you are registering pair/dance/synchro team:
 - Only one partner or team manager needs to register for a given category. Select all skaters from the selection box

Once you’ve added all the events you will be registering for, click on “Shopping Cart” in the top menu

Confirmation Of Registered Events And Skater Details:

- Confirm the events and skater details in your shopping cart.
- Ensure that for Pair, Dance and Singles disciplines, you include the name and email address of your attending coach. You may enter up to 2 coaches
- If the events are correct, click “Confirm & Register”