

Direct link to CPA Asticou Registration site:

<https://app.sportnroll.com/#/registration/8008ed8c-e5a4-434c-af7c-bd2381787357>

## Instructions for registration

**\*\*\* Note a credit card is required to make payment \*\*\***

1. Go to the CPA Asticou Website <http://www.cpaasticou.com>. Select English/French
2. On the Main page select Inscription Saison 2018-2019
  - a. This will direct you to our SportNRoll Registration Page
3. Select "débuter"

**\*\*\* If you already have a SprtNRoll account and you have already created the account 'enfant' that you want to link to your account (your children's accounts), you can select your child's account and go to step 5g) \*\*\***

4. If this is your first time you will create an Account with SportNRoll
  - a. Select Créer un compte
  - b. SportNRoll allows you to use your Facebook or Google accounts OR to create an Account directly with them.

- c. Choose your login method and continue
  - d. Then complete the information to finish your SportNRoll Account

File Edit View History Bookmarks Tools Help

Sportnroll

https://app.sportnroll.com/#/completeSubscription

**Sportnroll.**

UTILISATEUR  
Amanda Dann

## Complétez vos informations

Les champs suivants sont requis.

Prénom  
Amanda

Nom  
Dann

Date de naissance

Ce champ est requis

Genre  
☐ Homme ☒ Femme

Pays  
Canada

Province / Etat  
Québec

Soumettre


e. Once completed this will log you in and take you back to the main screen.

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**Sportnroll.**

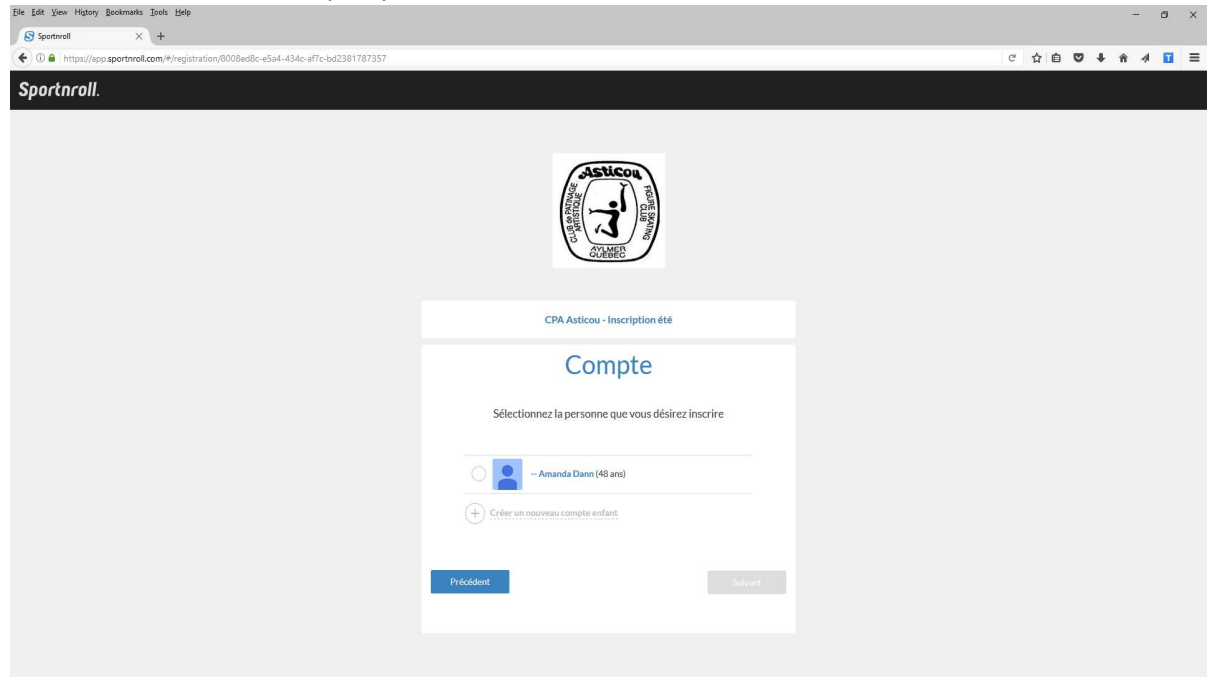


### CPA Asticou - Inscription été

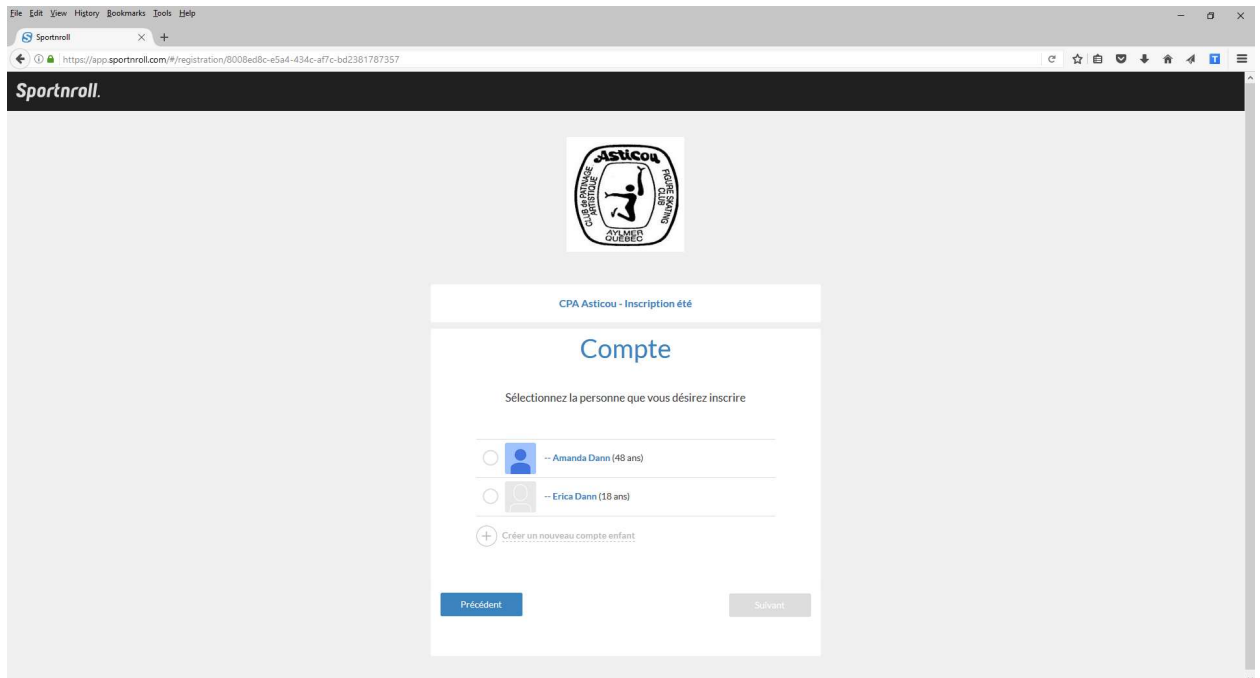
Bienvenue dans l'espace réservé à l'inscription aux activités du CPA Asticou. Pour démarrer le processus, cliquer sur le bouton "débuter" ici-bas.

Débuter

- f. Select "débuter"
  - g. You now have an Account with SportNRoll and should be logged in. Note you will use this account to access SportNroll, to Add children to your profile, to register children for our skating classes and to manage your payments, invoices and receipts.
5. Now that you are logged in let's add your Child and register them for Saison 2018-2019.
  - a. Select "Continuer en tant que (your name)"



- b. You should see your Account at this point
  - c. Select "Créer un nouveau compte enfant" to add you child to the account
  - d. Add you child's Name, Last Name and DOB and identify M/F and select "Soumettre"
  - e. You should now see your name and your Child's name. (Note: repeat step C to add more children to your profile if you have more then 1 skater).



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CPA Asticou - Inscription été

## Compte

Sélectionnez la personne que vous désirez inscrire

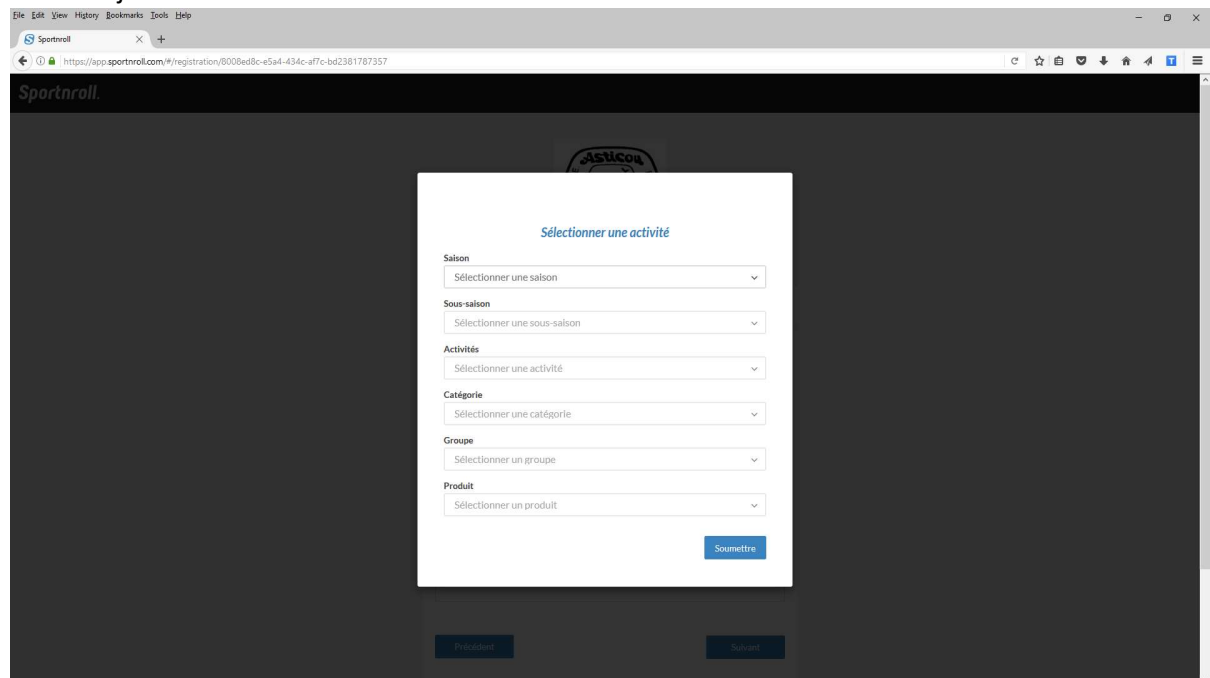
☐ -- Amanda Dann (48 ans)

☐ -- Erica Dann (18 ans)

[Créer un nouveau compte enfant](#)

Précédent Suivant

- f. Now that your Child has a record, we can register them for a skating session
- g. Select the Child's name and then click on "Suivant"
- h. Now you are going to add your Activity
- i. Select "Ajouter une activité"



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## Sélectionner une activité

Saison  
Sélectionner une saison

Sous-saison  
Sélectionner une sous-saison

Activités  
Sélectionner une activité

Catégorie  
Sélectionner une catégorie

Groupe  
Sélectionner un groupe

Produit  
Sélectionner un produit

Soumettre

Précédent Suivant

- j. Select the Saison 2018-2019
- k. Select the Session "Automne-Hiver 2018-2019"
- l. Select the Activité "CanSkate, Semi-Private, Private or Powerskating" (For semi-private, your coach will have told you if you are semi-private or pre-star; for private, your coach will have told you in which group you need to register)

- i. For CanSkate, there are 3 choices of “catégorie” (3-4 year olds, 5+ year olds, adults), each “catégorie” has their “groupes” that indicate the day and the hour of the session and there is only one “produit”
  - ii. For Powerskating, there is 1 choice of “catégorie”, 6 choices of “groupe” (3 Fall sessions and 3 Winter sessions, one per level (Novice, Atom and Peewee))
  - iii. For Semi-Private, there are 2 choices of “catégorie” (1 for Badges 1 to 3 (semi-private) and 1 for Badges 3 to 6 (pre-star)) and then there is 1 “groupe” per “catégorie” and 1 “produit”
  - iv. For Private, there is 1 choice of “catégorie” and then 5 choices for “groupes” (Star A, Star B, Star C, pre-competitive and senior) and 1 “produit” per “groupe”
  - v. Then continue by selecting “Soumettre”
6. Your Activity should now be added showing your Activity and price
  7. Select “Suivant”

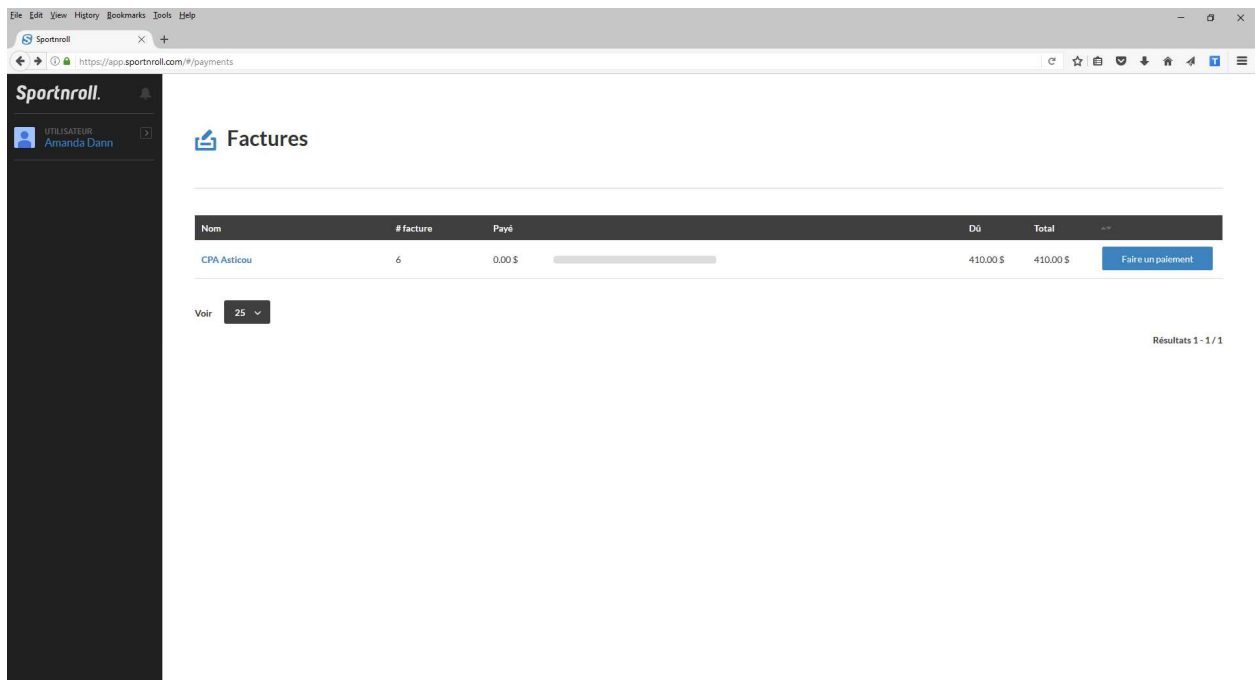
\*\*\* If this is not your first time on SportNRoll, you only need to validate the information on the next screens (steps 8 to 11) and then select “Suivant” \*\*\*

8. You will now complete the Skaters Profile since this is the first time you are registering them for an Activity on SportNRoll. Complete the address information and select “Suivant”
9. Then enter you child’s Health Card Number and expiration date
10. Then enter your child’s skate Canada number. (Note if you do not know this number enter “0”)
11. Select Suivant
12. Enter your primary Coach’s name and select “Suivant”
13. Enter the name and phone number of your Emergency Contact
14. Read and Accept the Code of Conduct and Medical Care sections then select “Suivant”
15. Read the Permission of publication of photos. Select Accept and then Suivant
16. Read and Accept the Terms and Conditions then select Suivant
17. You should now have a “Résumé” page displaying all of the information you entered. If accurate, select “Suivant”. If corrections needed, click on “Éditer”.
18. Congratulations you have entered your skater’s profile and selected their skating session. An email will be sent by SportNRoll to confirm their registration. You now need to pay for it (see next section)

\*\*\* Note that if you have more than one child, go back to Step 5g and select your next child and choose their activity or go to <https://app.sportnroll.com/#/registration/8008ed8c-e5a4-434c-af7c-bd2381787357> to start the process again for your next child \*\*\*

## **Now, let’s pay for this!**

19. If you have completed all your children’s registrations, select “Effectuer une nouvelle inscription”
20. On the next screen Select "débuter"
21. You are now on your Invoice page.

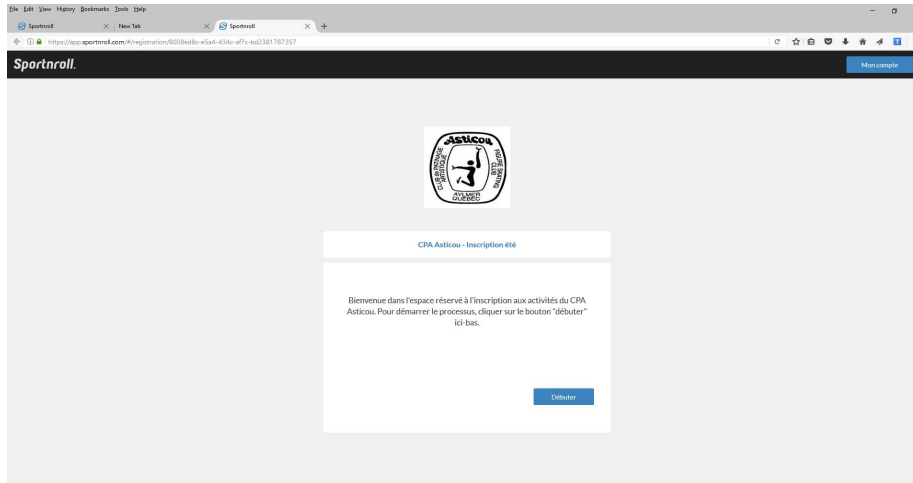


22. Please select “Faire un paiement” to pay your bill.
23. CPA Asticou requires payment in full prior to the registration limit date and before the skater can be confirmed in their group so on the next page ensure that the “Paiement” matches the balance (it should by default) and then select “Passer au paiement”
24. Complete the information for the PARENT and select “Soumettre” (this is required because it is your first time) \*\*\* If this is not your first time, you will not need to complete this, you will only need to confirm that the information is still valid \*\*\*
25. The next screen confirms your payment. Accept the terms and conditions and enter your credit card information then select “Payer maintenant”
26. Your payment is now completed, and an email will be sent by SportNRoll with your confirmation.

Note: Your child registration is not complete until you have made your payment and the registration is inspected and approved by the Club.

# Manage your Profile

27. Select “Mon Compte” from the top right-hand menu or login again at <https://app.sportnroll.com>



28. On the left-hand menu, you should see your name. Select > then Parametres

29. You can edit or update your information from this screen.