



## HOW TO REGISTER



Our winter season will run from October 10<sup>th</sup>, 2017 to March 22, 2018.

All of our registrations will be available on-line. To register please go to our website,

[www.burlingtonskatingcentre.ca](http://www.burlingtonskatingcentre.ca), click on the registration link and then follow the instructions below.

If you already have a family account you may skip Step #1.

1. To begin, go to the log-in button in the top right hand corner (above the Skate Canada logo) to create your family account. Enter the parent (guardian) as the member and your skater(s) as participants. Please make sure you have completed all the required fields before proceeding. **We recommend that you opt into our messages as the majority of our communication is done via email.**
2. Once you have created your Family Account click on "registration" in the menu bar at the top of the page.  
You will be taken to the registration page.
3. There is a quick navigation panel on the left side of the screen that lists the programs by level.
4. When you are done choosing your programs, confirm and checkout.
5. Members registering in our STARSkate/Competitive programs will be able to pay online with a credit card or by cash, cheque or debit in the office. Registrations are not complete until payment is received.
6. Members registering online in any of our recreational programs (CanSkate, PreCanSkate, Preschool or Adult) must pay using a credit card. If you would like to pay by cash, cheque or debit you must complete your registration in the BSC office. Office hours are Monday, Wednesday and Friday from 9 am to 2 pm, Tuesday and Thursday from 10 am to 7 pm. The office is located at the Appleby Ice Centre just beside the entrance to Ice Pad #4. Please note that our office is not the City of Burlington Customer Service desk.

***All registrations require the annual Skate Canada/Safe Sport Membership fee (Sep 1, 2017 - Aug 31, 2018). This will automatically be added to your invoice the first time you register during this time period.***

***For Winter registrations (Oct-Dec, Jan-Mar, Oct-Mar), all families with participants at the CanSkate level or higher are required to purchase one Ontario Skaters' Promotional Contest book. This \$40 charge will be added to you winter invoice.***

7. BSC reserves the right to make changes to the skating schedule. The cancellation and rescheduling of programs may be necessary due to low enrollment.
8. A \$25 service charge will be applied to all NSF cheques.
9. Please provide a valid email address in order for us to contact you with any program changes.
10. All participants are expected to provide their own equipment. Skates and a CSA approved hockey helmet are required for all of our recreational programs. A cage or facemask is required for Preschool and PreCanSkate. Helmets are required for beginner adults. Advanced adults and skaters who have completed CanSkate Stage 5 may choose to remove their helmets.

BSC Website - [www.burlingtonskatingcentre.ca](http://www.burlingtonskatingcentre.ca).

BSC office or voicemail - (905) 319-0866