SKATING ACADEMY ONLINE CUSTOMER INSTRUCTIONS

REGISTER A STUDENT FOR THE SKATING ACADEMY

Go to The Rinks registration site: http://the-rinks.maxgalaxy.net/Home.aspx

Login to your existing account **OR** create a customer Account if you do not have one

- *Don't forget to add the **PARTICIPANT** as a member of your account (as needed)*

Click **MEMBERSHIPS/PACKAGES**

Select the desired **SKATING ACADEMY PACKAGE** and complete the registration and purchase

- *Make sure to select the **PARTICIPANT** as the enrollee **NOT** the parent*

Online registrations for the **SKATING ACADEMY** are pay in full only

- *Payment plans for CT/HP/ET Silver or Gold packages must be done in person at the Program Office*

ENROLL THE SKATING ACADEMY MEMBER IN SKATING ACADEMY CLASSES

Go to The Rinks registration site: http://the-rinks.maxgalaxy.net/Home.aspx

Select **REGISTRATION / SESSION ENROLLMENT / SKATING ACADEMY CLASSES**

Login to your existing account **OR** create a customer Account if you do not have one

- *Don't forget to add the **PARTICIPANT** as a member of your account (as needed)*

Select the **NAME OF REGISTRANT** (participant **NOT** parent)

Select the **PACKAGE** *(Membership)* that you want to use to *"PAY"* for the classes

- *If you have a **10 PACK OF SKATING CLASSES** in addition to your **SKATING ACADEMY MEMBERSHIP**, use the membership first as the membership has an expiration date, the 10 pack does not expire*

Select the classes in which you would like to enroll the **PARTICIPANT**

Click **CONTINUE** when you are finished selecting classes

Click **AGREE TO THE WAIVER** / **ADD TO CART** *(confirm that the sessions you have selected are correct)*

Click **CHECKOUT** / **CONTINUE**

PURCHASE 10 PACKS OF FREESTYLES OR SKATING ACADEMY CLASSES

Go to The Rinks registration site: http://the-rinks.maxgalaxy.net/Home.aspx

Login to your existing account **OR** create a customer Account if you do not have one

- *Don't forget to add the **PARTICIPANT** as a member of your account (as needed)*

Click **MEMBERSHIPS/PACKAGES**

Select the desired **10 PACK (FREESTYLES OR SKATING ACADEMY CLASSES)** , complete the registration & purchase

- *Make sure to select the **PARTICIPANT** as the enrollee **NOT** the parent*