



## SKATING ACADEMY ONLINE CUSTOMER INSTRUCTIONS

### FOUR SIMPLE STEPS: "START HERE"

- 1. Pick your level.**
  - BL: Single Jumps (Equivalency: Spins 1-3, Jumps 1-3, Power Skating)
  - JC: Single Axel through Doubles and Combination Jumps
  - CT: Juvenile-Novice Level
  - HP: Junior Senior (Nov International)
  - ET: ISU International
- 2. Review the schedule** for your level to determine what works with your schedule before picking a plan (schedule available online at bottom of page).
- 3. Go to Registration link to register, pay and complete** (see detailed instructions below).
- 4. Go to Scheduling link and sign up for classes** you want for the month (at least for the next week please. Signing up in advance helps us staff the appropriate number of coaches for the best instruction to your skater).

### DETAILED INSTRUCTIONS BELOW:

#### 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 it 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*