Oakville Gymnastics Club Registration User Guide

Welcome to the NEW Online Registration site for the Oakville Gymnastics Club!

Please note that this registration system requires a new login!

Returning Users

If someone in your family registered to a program in a previous session, your account will already be setup in the system. In order to access the system, you can click on the Forgot Password link on the login page:

Enter your email address into the space provided. This should be the email used to register to the old system for a previous session.

An email will be sent to your inbox with instructions on how to set your password. After you have followed the password reset instructions you can return to the login page to access the system. Please proceed to the **Family** instructions below.

If your email address is not found or you registered a previous session without an online account please contact Oakville Gymnastics Club so they can link your email address to your account. Do NOT create a new account.

New Users

Click the Register link to create an account:

The primary account holder who must be 18 years of age or older will need to fill out this form:
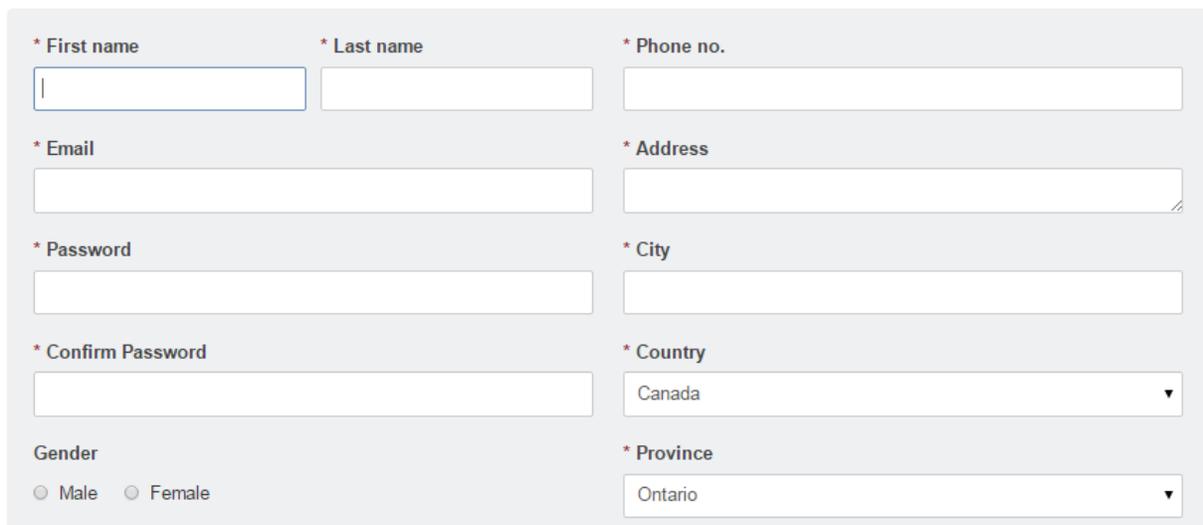
Please proceed to **Family Setup** to enter your family member details.

Family Setup

Once you have logged in successfully, you will be prompted to setup your family. You can also access this from the Profile link in the top menu. Begin adding family members by clicking on the Create Family

Member:
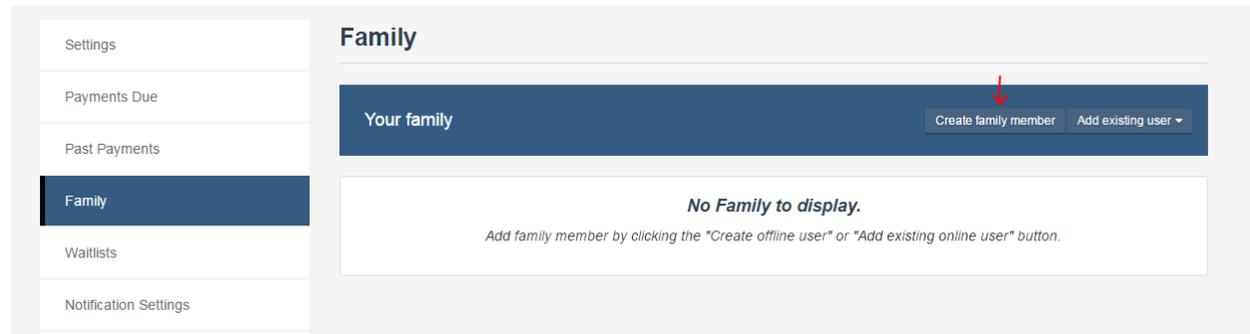
Enter the family member's details and indicate the relationship (ex. Child). Click Add to Family when done. Note, you will may not be permitted to add an email address for your child. Children will be considered offline users and all communication will be sent to the parent(s)/guardian(s) on file.

Repeat as necessary for all family members.

You can also find the Family settings from your Dashboard or Profile menu link at the top of the screen.

Register for Programs

Once you have setup your family, you can begin to register them to programs online.

To get started there are several places to look to find available programs.

1. From the dashboard you can see any upcoming programs and you can click to view more:

2. Use the menu option View→Programs to take you to a list of available programs.
3. **Recommended method**: Use the search bar in the top right of the screen to enter in a key word. The more information you enter, the more defined your search results will be:

Click on the Enroll button to register yourself or a family member to the program. If you do not see the name of the child you would like to register, please return to your Profile to add additional family members.

Identify Registrant and add to cart   ✕

The system has found that you have 2 Family Members Please choose the registrant
for whom you are buying this Program - Advanced Girls Recreation, 7-12 years,
Wednesday 5pm (Summer 2018)

- ● Myself (oakvilleparent@gmail.com)
- ○ Child Two Test
- ○ Child One Test

Add to cart   Cancel

The item will now be added to the cart:

Your Cart Expires in 9 min 43 sec   Cart (1 item)   View ▾   Dashboard   Profile   Logout

You may now enroll another family member to the program or select a different program to register to.
You may continue adding items to the cart.

When you are ready to checkout, click on the cart to proceed to payment.

Please note that a category fee will have been automatically added to your cart for the first registration
(per participant) of the season. This is an annual fee.

The system will walk you through a series of steps which may include some questions and a waiver
acknowledgement. The final step will be the payment option. The only payment option is to make a
payment via credit card. Please have your card ready for payment. Once the payment transaction is
successful you will receive an email notification which will include your invoice.

Thank-you for registering online!

Please contact **info@oakvillegym.com** if you require any additional assistance.