



QuickStart Guide

1. **Log in to mywsconnect.com**
 - a. click "New to WSC? Register Here"
 - b. Follow prompts to create login name and password.
 - c. After submitting your info an email will be sent to you with an activation link.
 - d. Login with your new credentials
2. **USER INFORMATION** – Enter contact information for the heads of the household.
 - a. Do not enter a new email or password unless you want to change your credentials
 - b. Continue setting up your Family Information, emergency contacts, address then click the Blue "SAVE or UPDATE CONTACT INFORMATION ABOVE" button.
3. **FAMILY PARTICIPANT** - Next Click Add New Family Participant button to add each family member who will use WSC ice.
 - a. **IMPORTANT:** All offerings will have checkboxes next to them. You should **UNCHECK** any offerings that you are not interested in for that participant.
 - b. Add and save all family members who will participate in WSC programs.
 - c. Click the Red Box underneath Members to progress to next screen.
4. **ADD/RENEW MEMBERSHIP** – check boxes to include the newly setup participants into your membership.
 - a. Leave boxes unchecked for skaters you may have added who will only participate in Public Skating, Public Lessons, or non-club season ice (so they are not calculated in your base membership fee).
 - b. If anyone has a special membership (Clergy, Fulltime College, Military, etc.) select the type of special membership and enter the person below.
 - c. Once saved, membership settings cannot be changed. Please contact Lisa at lisaa@wissskating.com to edit your membership settings.
 - d. Click the Blue "Update Membership and go to Activities" button (which saves your member selections) and Go To "Add/Activities" button at bottom.
5. **SELECT OFFERINGS** – Enroll your participants into specific club programs.
 - a. Choose your participant from the drop-down box.
 - b. At this time, only select YOUTH HOCKEY participants. We ask that you add non-youth hockey participant offerings at a later date.
 - c. If appropriate, scroll back up to pick any additional Youth Hockey players in your household and the above repeat steps for them.
 - d. Once finished adding offerings for your participants, Click "View Cart and Checkout" button at the bottom to take you to the shopping cart.
6. **SHOPPING CART** – This will show your current membership dues as well as the deposit due at this time.
 - a. Review and check Hold Harmless agreement.
 - b. Either accept the minimum deposit required today or you can increase this mount to any amount you like, enter card info and click Submit Purchase.
 - c. Once finished, you can go back to the Dashboard and Click View Balance Sheet to see your fees, your payments and balance due. You can log back in at any time to make additional payment
 - d. **Note:** You may see a pink box warning you that some people are in your membership but still need participation. This is fine since you may have setup others in your household who are not in YOUTH HOCKEY and you will be able to add them and their programs at a later date.