



QuickStart Guide for Hockey Players (and family members)

1. **New Members: Log in to mywsconnect.com**
 - a. click "New to WSC? Register Here"
 - b. Follow prompts to enter name, email address (to serve as username) and desired password, record your credentials somewhere for later use and Click "Sign up".
 - c. Before clicking to login, check your email or Spam/Junk folder for an email from noreply@wissskating.com which contains a button to activate your account. Click "Activate Account"
 - d. Click Login and enter the credentials you setup in step "b" above.
2. **Existing Members: Log in to mywsconnect.com** with your credentials
3. **New Users Only: Click Edit Family Profile button to add USER INFORMATION** – Enter Contacts 1 and 2 info, home address and Emergency Contact
 - a. Enter/verify as many fields as possible for Contact 1 including name, gender, at least one phone number and email.
 - b. WSC requires Contact 2 Name, email and cell phone unless there is no Contact 2. *Note: Once you begin entering Contact 2, you cannot back out without entering one phone number, email and their gender.* Continue by entering the Family Address and Emergency Contact information then Click the Blue "SAVE or UPDATE CONTACT INFORMATION ABOVE" button. Read the warning that pops up before clicking "Save and Continue" and then "Close".
4. **Existing and New Users: Add/Edit Family Participant(s)** - Add (or Edit) New Family Participants for any family members who will use WSC ice.
 - a. Under Family Participant, Scroll to then click the blue "Add New Family Participant" button.
 - b. Enter the Name, DOB and gender (all are required fields) then **IMPORTANT: uncheck any boxes next to activity types that you do not wish to see offerings for this skater. Leave boxes checked for any potential activities this skater will participate in. We highly recommend leaving the Lessons box checked for anyone who could ever take any kind of Club or Public lesson or a Spring/Summer camp.**
 - c. You may enter skater's email address or a comment if you wish then click "Save Changes" and "Close".
 - d. Repeat all steps above in number 3 for any additional household members who will skate.
 - e. When finished adding family participant(s), **Click the Red Box underneath Members to Save then Setup Members and Add Programs** in the next screens.
5. **ADD/RENEW MEMBERSHIP** – check boxes to include the newly setup participants into your membership.
 - a. Under the word Participant, check the box ONLY for those in your household who will participate in a Club activity and pay to be part of your base membership. **IMPORTANT: You do not check the "include in membership" box for those who just do Public Skating, Public Lessons, or non-club season ice (so that they are not calculated in your base membership fee). If you do not check the membership box, you will not see offerings for Figure, Lessons, Hockey, etc. in the next step. Please mark this box accurately! Once you include someone in your membership and save, you cannot remove them yourself and they will be calculated.**
 - b. **Only** if someone has a "Special" membership (Clergy, Fulltime College, Porch, Military, etc.) select the type of special membership then select which person gets this membership type. **Otherwise, SKIP THESE TWO FIELDS.**
 - c. Scroll down before saving to review the cost for your family's base membership so far and before adding specific programs to ensure this is the right number of people you want in your membership one last time because again, once saved, membership settings cannot be changed. If needed, uncheck the box next to any people you put in your membership by accident or go back and add other family members you may have forgotten then check their membership boxes.
 - d. Once your membership list is correct, Click the Blue "Update Membership and go to Activities" button (which saves your member selections) then click "Update Membership and Continue"
6. **SELECT OFFERINGS** – Enroll your participants into specific club programs.

- a. Any skaters you added to a membership will now appear in a pink box as a warning that you need to tell us which activities they will participate in so you can add to a cart and pay deposit(s).
- b. Scroll to Choose participant and pull down the dropdown box to select participant(s) one at a time.
- c. Select the offering you wish to add to the cart for each participant by clicking "View/Add to Cart" which shows you a brief description of the offering then click "Add to Cart" and "Close".
- d. ***NOTE for Members who want to take Club Lessons alone or combined with another program: Make sure you checked the box called "Lessons" in the participant setup screen, checked the box to make them a member and then select the offering called "Club Group Ice Skating Lessons for Club Tot, Youth, Adult or Learn to Freeskate" then scroll down to select the level of the class you will later enroll in and add this offering to your cart. Later this summer, you will receive an email instructing you how to enroll in the specific Series and day of week of your class when schedules are out.***
- e. Repeat for any additional participants. Then Click "View Cart and Checkout".
- f. ***IMPORTANT: If you do not see the proper offerings listed for a participant, it will likely be that you forgot to check an interest box for that participant in the 3rd step where you added participants. To correct, Click "Family Profile" at the top, scroll down to "3) Family Participants" and click "Details Edit" next to the person you want to add more offerings for then check the box for the program you may have omitted earlier. Click "Save Changes" then "Close" and go back to Select Offerings at the top, pick the participant, and now their proper offerings should be presented. Now complete c and d above.***

7. **SHOPPING CART** – This will show your current membership dues as well as any deposit(s) due today.
 - a. ***NOTE: Remember that total membership price is an amount representing your Base Family membership (a 1, 2 or 3+ member fee) PLUS any particular program's participation fee, so the amount of deposit due today next to each participation fee includes a portion due for the base membership)***
 - b. Review the fees then move down to the Hold Harmless agreement and check the box AND type in the relationship to each participant listed that you are. (Mother, self, father, etc.). ***You must BOTH check the box and type in the relationship to participant in the box to the right or it won't save.***
 - c. Either accept the minimum deposit required today or you can type in an amount greater than the minimum due to pay today. Enter card information then Click increase this mount to any amount you like, enter card info and click "Submit Purchase".
 - d. 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 payments by Clicking on "View Balance Sheet" from the main Dashboard and electing to "Make a Payment".
 - e. **Note:** You may see a pink box warning you that some people are in your membership but still need participation. This happens if you checked the box in the membership screen but never added an offering for that individual. Should you wish to remove someone from a membership because they will either not skate at all or only participate in non-Club activities like Public Group Lessons, please email lisaa@wissskating.com to have a member removed from your paid membership.