



QuickStart Guide for Non-Members

1. **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. **USER INFORMATION** – Enter Contacts 1 and 2 info, home address and Emergency Contact
 - a. Enter as many fields as possible for Contact 1 including name, gender, at least one phone number and email. **IMPORTANT: Please enter the same email address for Contact 1 you used to login and enter the portal password field with what you want then enter it again to confirm it.**
 - b. **Note: Once you begin entering Contact 2, you cannot back out without entering one phone number, email and their gender.**
 - c. 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".
3. **FAMILY PARTICIPANT** - Add New Family Participants for any family members who will use WSC ice.
 - a. Under Family Participant, Scroll to click the blue "Add New Family Participant" button.
 - b. Enter the Name, DOB and gender (all are required fields) then: uncheck any boxes next to activity types that you do not wish to see offerings for this skater. **IMPORTANT! Leave the Lessons box checked for any group lessons skaters and leave the Youth Hockey box checked for any Learn to Play Hockey public program skaters.**
 - c. Leave USFS number, email address boxes blank and if needed, add 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 also skate.
 - e. When finished adding family members, Click the BLUE Box underneath to the right that says "You Must Click Here to Save Above then Add Classes/Programs for Participants" to Save then Add Programs/Classes for each participant you setup in the next screen.
4. **SELECT OFFERINGS** – Enroll your participants into specific club programs.
 - a. Scroll to Choose your participant(s) one at a time.
 - b. Select the offering you wish to add from below 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".
 - c. Repeat for any additional participants. Then Click "View Cart and Checkout".
 - d. **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 b and c above.**
5. **SHOPPING CART** – This will show your current programs before you pay.
 - a. 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.**
 - b. Enter card information then Click "Submit Purchase".
 - c. Once finished, you can go back to the Dashboard and Click "View Balance Sheet" to see your fees, classes and payments. You can log back in at any time to add additional participants, purchase additional classes/programs, etc.
 - d. If you have any questions, please email lisaa@wissskating.com