



**SPEED
SKATING
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ICEREG: REGISTRATION PATHWAY 1

Information for Speed Skating Clubs

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ABOUT THIS DOCUMENT

Content

This document outlines key information and instructions relative to Registration Pathway 1.

Definitions

The following terms are applicable to this document:

- **SSC:** [Speed Skating Canada](#)
- **PTSO:** Provincial or Territorial Sport Organization
As an example, British Columbia's provincial sport organization is Speed Skating BC (SSBC).

SNAPSHOT

IceReg is a three-tier platform consisting of SSC memberships (top tier), PTSO memberships (middle tier), and club programs (bottom tier). Below is a snapshot of a standard purchase when a club uses Registration Pathway 1:



SSC Membership Fee (Top Tier)

SSC's membership categories, membership fees, waivers, etc. are configured within the **top tier** of the IceReg platform. All online and offline payment processing fees generated by a SSC membership fee in IceReg is absorbed by SSC.

PTSO Membership Fee (Middle Tier)

A PTSO's membership categories, membership fees, waivers, etc. are configured in the **middle tier** of the IceReg platform. Within the middle tier, each PTSO membership category is "linked" to a corresponding SSC membership category.

Clubs can contact their PTSO for information on the administration of the online and offline payment processing fees generated by a PTSO membership fee in IceReg.

Club Fee (Bottom Tier)

Within their IceReg dashboard, clubs are responsible for creating their [registration categories](#).

CONFIGURING YOUR CLUB'S REGISTRATION CATEGORIES

Things to know

Before configuring any registration categories (club programs), clubs are strongly encouraged to review the key terms and considerations below:

Key Terms

- A **registration category** is the club level program being sold in IceReg.
- A **registration rule** dictates which PTSO membership (and corresponding SSC membership) must be purchased with the registration category. A registration category must have at least one (1) registration rule; a registration category without a registration rule cannot be sold in IceReg. Note that only PTSO memberships are visible within the **Registration Rules** tab.
- **Single mapping** is when a registration category has only one (1) registration rule. When a single mapped registration category is purchased, the PTSO membership (and corresponding SSC membership) is automatically added to the cart.
- **Multi-mapping** is when a registration category has multiple registration rules. When a multi-mapped registration category is purchased, the PTSO membership options (per the registration rules) will be displayed, and a purchaser must select their desired PTSO membership(s). Then the selected PTSO membership(s), and the corresponding SSC membership(s), are added to the cart.

Key Considerations for Payment Groups

Some common operational needs surrounding payment groups and their suggested registration category configuration are outlined in the table below:

Operational Need	Suggested Registration Category Configuration
Club wishes to pay the SSC membership fee and PTSO membership fee on behalf of select groups (ex., coaches or officials).	<p>Create a single registration category with a \$0.00 fee. Then, contact info@icereg.ca and request that only the payment group option be presented to purchasers of that registration category.</p> <p>Note that the option to present purchasers with only the payment group option during the registration process is possible only once per registration rule. Where a single registration rule is used across multiple registration categories, the purchaser is presented with both the credit card payment option and the payment group option simultaneously.</p>

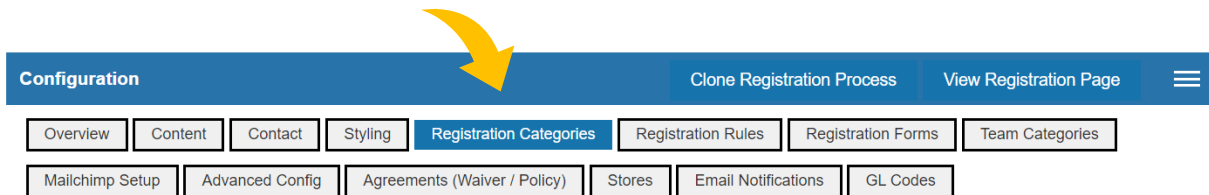
Club wishes to offer both credit card payments and offline payment for a single program.	<p>Since club level fees cannot be tracked in a payment group, clubs offering both credit card payments and offline payment for a single program can either:</p> <ul style="list-style-type: none"> ▪ Create a registration category for credit card payments (with the club fee) and a separate registration category (with a \$0.00 fee) for payment group registrations. Remember to name each registration category accordingly. ▪ Create a single registration category and provide a coupon code for the club level fees for payment group registrations, as needed.
Club wishes to limit access to the payment group.	A passphrase can be configured in the Payment Groups tab (main menu).

How to Create a Registration Category

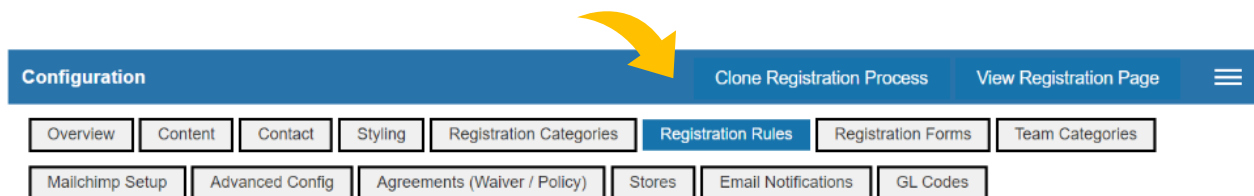
To create a registration category, go to the **Clubs** tab, select the relevant season, and follow the steps below:

1. Go to the **Configuration** tab and then the **Registration Categories** sub-tab. Create a **registration category** (club program) and enter the relevant program information (name, description, fee*, etc.).

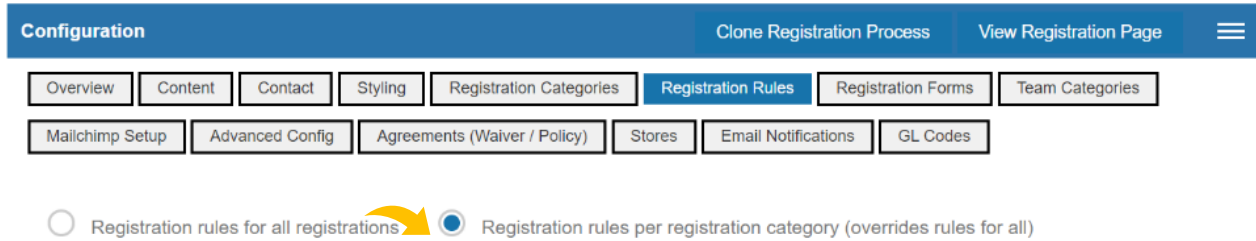
**Do not include a SSC membership fee or PTSO membership fee, as they are pre-configured in the top tier and middle tier, respectively.*



2. Go to the **Registration Rules** sub-tab.

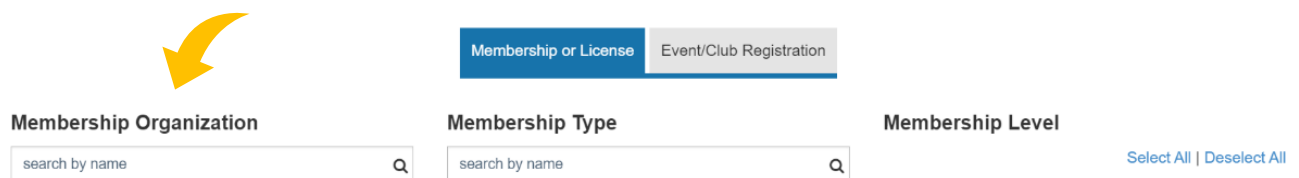


3. Check the **Registration rules per registration category (overrides rules for all)** circle, which allows you to apply the relevant registration rule to each individual registration category.



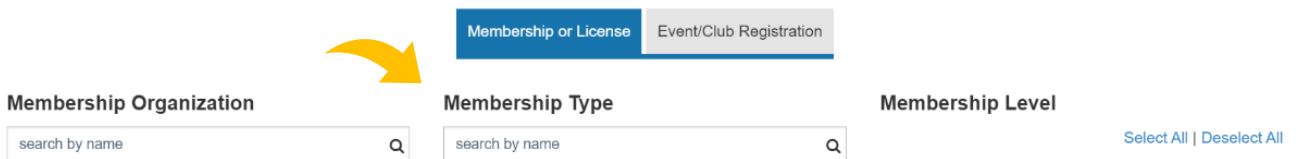
The screenshot shows a navigation bar with 'Configuration' on the left and 'Clone Registration Process' and 'View Registration Page' on the right. Below the bar is a grid of menu items: Overview, Content, Contact, Styling, Registration Categories, Registration Rules (highlighted in blue), Registration Forms, and Team Categories. A second row contains Mailchimp Setup, Advanced Config, Agreements (Waiver / Policy), Stores, Email Notifications, and GL Codes. Below the menu is a radio button selection area. The first option is 'Registration rules for all registrations' with an unselected radio button. The second option is 'Registration rules per registration category (overrides rules for all)' with a selected radio button. A yellow arrow points from the text above to the selected radio button.

4. Click the green **Add Rule** button next to the registration category to add a registration rule. Click **Membership or Licence**. Under the **Membership Organization** options, **select your PTSO**.



The screenshot shows the 'Membership or License' configuration screen. At the top, there are two tabs: 'Membership or License' (active, highlighted in blue) and 'Event/Club Registration'. Below the tabs are three search fields: 'Membership Organization', 'Membership Type', and 'Membership Level'. Each search field has a 'search by name' placeholder and a magnifying glass icon. To the right of the 'Membership Level' search field are the links 'Select All | Deselect All'. A yellow arrow points from the text above to the 'Membership Organization' search field.

5. Under **Membership Type**, select the PTSO membership (registration rule) that must be purchased by the registrant. Please deselect, as needed.



The screenshot shows the 'Membership or License' configuration screen, identical to the previous one. A yellow arrow points from the text above to the 'Membership Type' search field.

6. Click **Save**. Add another registration rule, as needed.

Note the **Actions** button allows you to edit an existing registration rule.

PAYMENTS BY INSTALLMENT

How it works

To configure installments for club fees, send a request to info@icereg.ca with the following information for each registration category requiring installments:

- Name of the registration category.
- Number of installments.
- Type of installment; there are two (2) options:

Option 1 - Based on the initial purchase date: if the initial purchase date is September 20, the second installment is due 30 days later, and then the third installment is due 60 days later, etc.

Option 2 - On a specific date: the club determines which days the installments are charged regardless of the initial purchase date. For example, if the initial purchase date is September 20, then the second installment can be due on October 1.

To keep in mind

- Installments can **only** be configured for club level fees, which are split equally amongst the installments. The first installment is due at the initial purchase.
- The SSC membership fees and the PTSO membership fees are due at the initial purchase.
- Registration categories with installments should be labeled accordingly. If a club wants to offer the option to pay in full **or** pay by installment for a single program, create a registration category with no installments (ex., Learn to Skate 2x Week – Full, One-Time Payment) and create a separate registration category with installments (ex., Learn to Skate 2x Week – 4 Installments).
- Each installment will generate a separate registration within a club's dashboard and registration reports. Note this will impact the maximum capacity function.
- Any waiver signatures (club waivers) only appear with the initial registration.

Configuration Fees

As noted above, installments are currently configured by the IceReg support team (info@icereg.ca). One (1) hour of configuration time is allotted to each club, per season, at no additional cost for the purposes of configuring installments. Note one (1) hour of configuration time yields a minimum of twelve (12) registration categories with installments. Additional configuration is \$60.00 +tx per hour, charged to the club; the IceReg support team shall advise clubs in advance if additional configuration is required. **Clubs are therefore strongly advised to**



be clear and concise with their installment requests to maximize their allotted configuration time.



COUPONS

[Click here](#) for instructions on creating coupon codes. Note that coupon codes **only** apply to club level fees and **cannot** be configured for family discounts.