



# ICEREG: REGISTRATION PATHWAY 2

**Information for Speed Skating Clubs**

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# ABOUT THIS DOCUMENT

## Content

This document outlines key information and instructions relative to Registration Pathway 2.

## Definitions

The following terms are applicable within 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 2:

## 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.

## \$0.00 Club Fee (Bottom Tier)

Within their IceReg dashboard, clubs are responsible for configuring their [registration categories](#) at \$0.00 using either the club's terminology (club program names) or the PTSO's terminology (PTSO membership categories). Note clubs using Registration Pathway 2 are still responsible for ensuring the correct registration rules are applied to their [registration categories](#).



# CONFIGURING YOUR CLUB'S REGISTRATION CATEGORIES

## Things to know

When using Registration Pathway 2, a club must configure their registration categories at **\$0.00**. This allows registrants to purchase **only** a PTSO membership and its corresponding SSC membership in IceReg.

### Pro Tip

Create a separate registration category with a single registration rule for each separate PTSO membership (and corresponding SSC membership) your club wishes to sell in IceReg. The name assigned to each registration category can either reflect the club's terminology (club program names) or the PTSO's terminology (PTSO membership categories).

### Key Considerations for Payment Groups

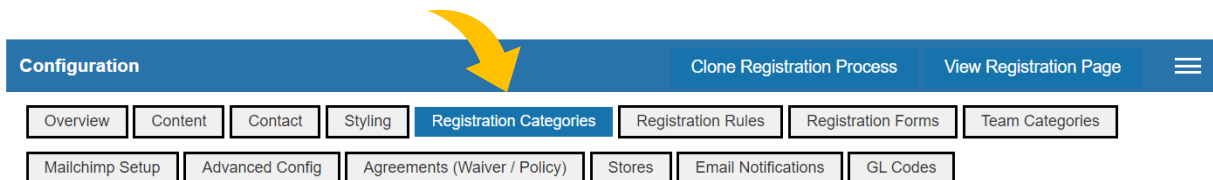
Some common operational needs surrounding payment groups and their suggested registration category configuration are outlined in the table below:

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).	Create a single registration category with a \$0.00 fee. Then, contact <a href="mailto:info@icereg.ca">info@icereg.ca</a> and request that <b>only</b> the payment group option be presented to purchasers of that registration category.  Note that the option to present purchasers with <b>only</b> the payment group option during the registration process is possible <b>only once per registration rule</b> . Where a single registration rule is used across multiple registration categories, the purchaser is presented with both the credit card payment option <b>and</b> the payment group option simultaneously.
Club wishes to limit access to the payment group.	A passphrase can be configured in the <b>Payment Groups</b> 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:

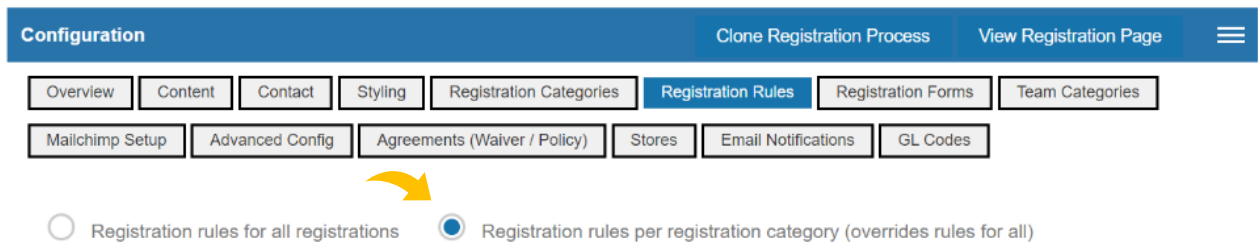
1. Go to the **Configuration** tab and then the **Registration Categories** sub-tab. Create a **registration category** to represent a single PTSO membership (and corresponding SSC membership). Ensure the registration category has a **\$0.00** fee, as the SSC membership fee and PTSO membership fee are pre-configured in the top tier and middle tier, respectively.



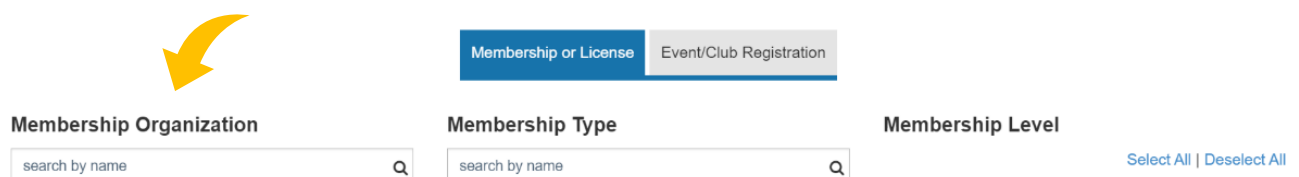
2. Go to the **Registration Rules** sub-tab.



3. Check the **Registration rules per registration category (overrides rules for all)** circle.



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



- Under **Membership Type**, select the PTSO membership (registration rule) that must be purchased by the registrant. Please deselect, as needed. Note the corresponding SSC membership will be automatically added.

The screenshot shows a web interface with two tabs at the top: "Membership or License" (active, blue) and "Event/Club Registration" (inactive, grey). Below the tabs are three search boxes: "Membership Organization", "Membership Type", and "Membership Level". Each search box contains the text "search by name" and a magnifying glass icon. To the right of the search boxes are two buttons: "Select All" and "Deselect All". A yellow arrow points from the "Membership Organization" search box to the "Membership Type" search box.

- Click **Save**.

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