

## How to Register using Quick Enrollment:

- 1) Click on the Registration Link on the front page of the Club's website. You will be brought to the QE/Noralta registration login screen.
- 2) Click on the third statement that indicates that you have NEVER used QuickEnrollment to register online before.
- 3) You will see a page that will display instructions on how to proceed. Click the **SETUP MAIN CONTACT** button located at the bottom of the page.
- 4) You will see a form displayed that asks for the **Main Contact** information. Complete the form then click the **SUBMIT** button. *Note: a navigation bar appears at the top to let you know where you are in the process.* Helpful tips are also located to the right of the form throughout. An email address is required. *Don't have an email address? We have a link to providers on the front page of the Club's website for your convenience.*
- 5) You will now see the **Create Your Security Information** page. You will be asked to enter security details that will protect the information you enter. You will set up a User ID and Password that will be used to re-enter the registration system in the future. Follow the instructions located on the page, complete the information, then click the **SUBMIT** button.
- 6) The confirmation page will be displayed. You have now successfully set up yourself as the parent/ guardian. Click the **PRINT** button if you wish a copy for your records. Click the **DONE** button to move on to the next step.
- 7) You will now see your personal family profile with your name on the list of people you can register. Your next step will be to add the children you will be registering to your profile. The QE system will store this information so you will never have to re-enter data each time you register. To start, click the **NO** button located beside the phrase:  
"Do **ALL** the participants you would like to register appear on the list below".
- 8) You will now see the Add Participant To My Profile page. Complete the form on this page. Click the "Same address as Main Contact or Parent/Guardian" tick box to pre-fill the address. Once complete, click the **SUBMIT** button.
- 9) The review page is now displayed. Click the **CHANGE** button to edit or click the **SUBMIT** button to move on. You will be on the Confirmation page. If you have more than one child to register, click the **ADD ANOTHER PERSON** button. If you do not have other children to register click the **DONE** button.
- 10) Your profile is now set up. Your next step will be to register your children into the events. To start click the **YES** button located beside the phrase: "Do **ALL** the participants you would like to register appear on the list below".
- 11) A list of classes offered will be displayed. Click the **REGISTER** button located beside the class you would like to register your children in.
- 12) You will now see the Information page. Read the details, scroll to the bottom and click the **CONTINUE** button. A legal click through agreement will be displayed. You will need to agree with the content by typing in "I AGREE" then click the **CONTINUE** button to proceed. *Note: The E-commerce Act states that this is as legal as a signature.*
- 13) A list of all the children you may register will appear. Click on the tick boxes located beside the children you would like to register for the class you selected. Once you have selected all the children you will be registering for the classes, click the **CONTINUE** button located at the bottom of the page.
- 14) The event's online form that is pre-filled with information from your profile is displayed for the selected child(ren). Complete the rest of the required information then click the **SUBMIT** button located at the bottom of the form. Do this for each child selected.
- 15) You will now see your summary page. You can do one of two things: **One:** register the same child or another child for a different class OR **Two:** Proceed to Payment. If you choose the REGISTER MORE option you will repeat steps #12 – 15. If you are done registering, choose your payment method from the drop box then click the **PROCEED WITH PAYMENT** button.
  - Payment by Credit Card: Fill out your credit card details then click the **PROCEED WITH PAYMENT** button. Wait for your credit card to be processed – **DO NOT CLICK ANY BUTTONS UNTIL YOU SEE YOUR RESPONSE.** If your transaction is DECLINED, you may enter information for another credit card or choose another form of payment. If APPROVED, you will receive a printable receipt (you are now done).
  - If payment by cheque (full and/or post dated), money order or cash is chosen, print up the invoice produced by the system and deliver it along with payment **in a sealed envelope** to the *Front Desk of MacIsland ATTN: Tania Murowchuk.*