



Whistler Gymnastics Club Registration User Guide

Welcome to the new online registration site for the Whistler Gymnastics Club.

Getting Started

To begin, please go to: <https://central.ivrnet.com/whistlerym>

Please note that this registration system requires a new login.

If you are a new family with Whistler Gymnastics Club or if you are an existing family but **did not** register for the Fall 2017 session, please proceed to the [New Users](#) help section below.

Fall 2017 Registrants

Sign in

Email
[Forgot email?](#)

Password
[Forgot password?](#)

Don't have an account? [Register](#)

If someone in your family registered to a program in the Fall 2017 session, your account will already be setup in the system. Please go to Login page at https://central.ivrnet.com/sign_in?organization_name=whistlerym & click on the Forgot Password link.

Enter your email address into the space provided. This should be the email used to register to the old system for the Fall 2017 session.

Forgot password

Email
[Forgot email?](#)

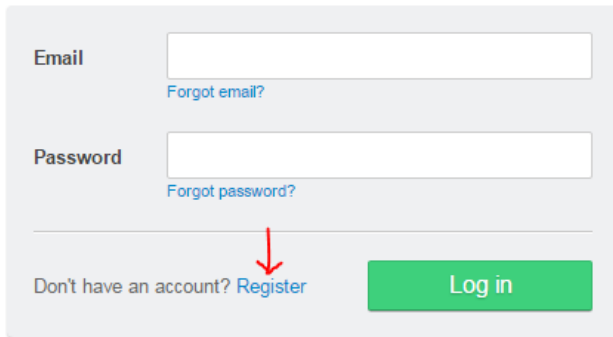
An email will be sent to your inbox with instructions on how to set your password. After you have followed the password reset instructions you can return to the login page to access the system. Please proceed to the [Family](#) instructions below.

If your email address is not found or you registered to the Fall 2017 session without an online account, please contact Whistler Gymnastics Club so they can link your email address to your account. **PLEASE NOTE: Do NOT create a new account.**

New Users

Click the Register link to create an account:

Sign in

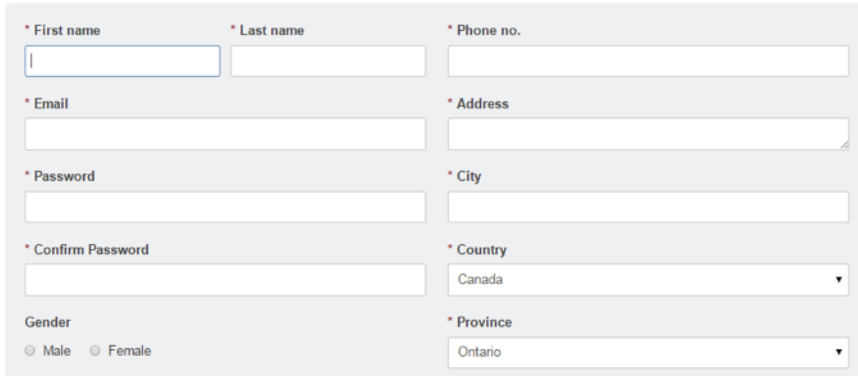


Sign in form with the following fields and buttons:

- Email:
- Forgot email?: [Forgot email?](#)
- Password:
- Forgot password?: [Forgot password?](#)
- Don't have an account? [Register](#)
- [Log in](#)

The primary account holder who must be 18 years of age or older will need to fill out this form:

New User



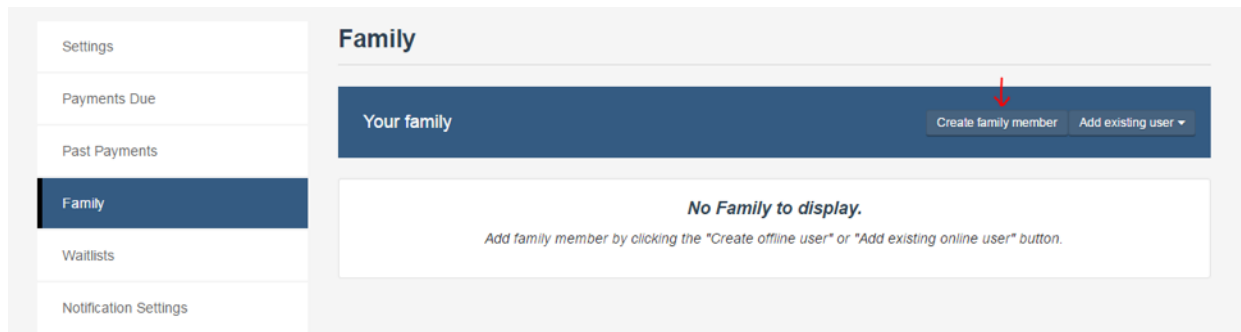
New User registration form with the following fields:

- * First name:
- * Last name:
- * Phone no.:
- * Email:
- * Address:
- * Password:
- * City:
- * Confirm Password:
- * Country:
- * Province:
- Gender: Male Female

Please proceed to [Family Setup](#) to enter your family member details.

Family Setup

Once you have logged in successfully, you will be prompted to setup your family. You can also access this from the Profile link in the top menu. Begin adding family members by clicking on the Create Family Member:



Family Setup page showing the 'Your family' section with the following buttons:

- [Create family member](#)
- [Add existing user](#)

No Family to display.
Add family member by clicking the "Create offline user" or "Add existing online user" button.

Enter the family member's details and indicate the relationship (ex. Child). Click Add to Family when done. Note, you may not be permitted to add an email address for your child. Children will be considered offline users and all communication will be sent to the parent(s)/guardian(s) on file.

- Settings
- Payments Due
- Past Payments
- Family
- Waitlists
- Notification Settings
- Waivers
- Credit Cards
- Credits

Add New Family Member (This should be a user that doesn't already exist in the system.)

*** First name**

*** Last name**

Email

Relationship

Child ▼

Gender

Male Female

Date of birth

Phone no.

Secondary phone number

Address Details

*** Address**

*** City**

*** Province**

Ontario ▼

*** Country**

Canada ▼

*** Postal Code**

[Add to family](#)

Repeat as necessary for all family members.

You can also find the Family settings from your Dashboard or Profile menu link at the top of the screen.

Register for Programs

Once you have setup your family, you can begin to register them to programs online.

To get started there are several places to look to find available programs.

1. From the dashboard you can see any upcoming programs and you can click to view more:

Active Registered Programs

Program	Start Date	Time	User	Invoice ID
No programs				

Upcoming programs

07 JAN Winter 2018 - Adult 4 week gymnastics session - Tuesdays 7:45-9:00pm
Venue:
Time: 07:45 PM

11 JAN Winter 2018 - KK3/4 Spinners/Twisters Ages 3 & 4 - Thursdays 11-11:45am
Venue: Whistler Gym
Time: 11:00 AM

11 JAN Winter 2018 - Tramp AIRKIDZ Ages 7-10 - Thursdays 3:30-4:30pm
Venue:
Time: 03:30 PM

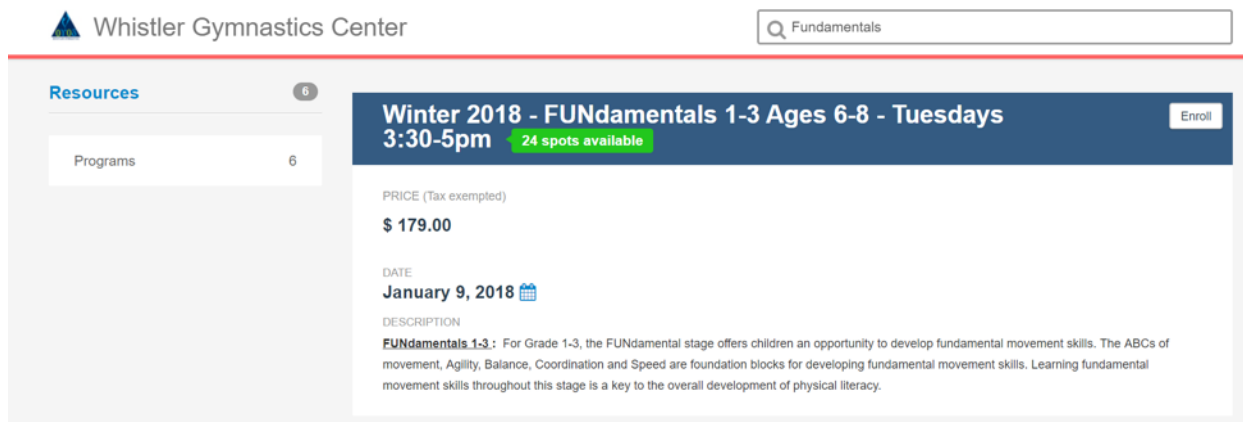
11 JAN Winter 2018 - FUNDamentals 1-3 Ages 6-8 - Thursdays 3:30-5pm
Venue:
Time: 03:30 PM

12 JAN Winter 2018 - Silks Beginner & Improvers Ages 8-12 - Fridays 5:30-6:30pm
Venue:
Time: 05:30 PM

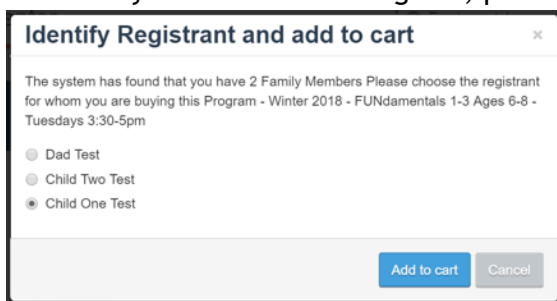
[View all](#)

2. Use the menu option View Programs to take you to a list of available programs.

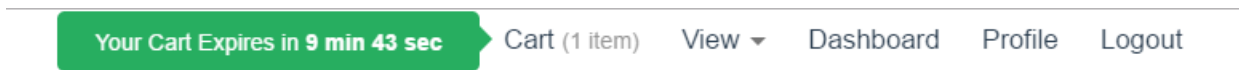
3. **Recommended method:** Use the search bar in the top right of the screen to enter in a key word. The more information you enter, the more defined your search results will be:



Click on the Enroll button to register yourself or a family member to the program. If you do not see the name of the child you would like to register, please return to your Profile to add additional family members.



The item will now be added to the cart:



You may now enroll another family member to the program or select a different program to register to. You may continue adding items to the cart.

When you are ready to checkout, click on the cart to proceed to payment.

Please note that a category fee will have been automatically added to your cart for the first registration (per participant) of the season. This is an annual fee.

The system will walk you through a series of steps which may include some questions and a waiver acknowledgement. The final step will be the payment option.

Please Note: The new version notes a convenience fee may be added to your final purchase, but this is not the case with our club registration. All program fees are inclusive and include admin and volunteer levy amounts in the

The only payment option is to make a payment via credit card. Please have your card ready for payment. Once the payment transaction is successful you will receive an email notification which will include your invoice.

quoted price.

Thank-you for registering online!

Please contact info@whistlerymnastics.com if you require any additional assistance.