

# INSTRUCTIONS FOR STUDENT PATCH CLUB SIGN UP

VISIT <https://pineknobskischool.theonlysky.com/ecom3/products/view/?flow=Memberships>

We recommend using the Chrome browser on a computer if you are registering more than one student. You can use Safari if only registering one student. Or you may register on your phone.

*Instructions for both computers and phones can be found below.*

## Instructions for PC and Laptop Browsers:

Click the link and under AVAILABLE ACTIVITIES, look for the school your child attends.

1. Select the student's school – when you **click on the school's name**, a new page appears.
2. Add the student – use the drop-down box (on the right near the price) to **add the number of students** for membership at that school at the price listed.
3. Enter student information – when you **click add to cart**, a pop-up asks for student info including name, birthdate, and gender.
4. Fill in the info and click **Continue**.

Now you will see the contents of your cart on the right side of the page in light gray with blue buttons. Look towards the center of the page and under the school's name, you will see an active blue link that says **CLICK HERE**. Click on this to load a new page of **Available Activities**.

5. Click on the **6 Week Student Program** option under Lessons, which will load a new page.
6. Under the dates your club meets, click on the **Select Time** and choose the time you want in the drop-down box – either 5:00 PM - 6:30 PM or 6:30 PM - 8:00 PM
7. Select the **+** button to add number of "guests" (Students)
8. Then **ADD TO CART**
9. A pop-up appears requesting participant information. Near the bottom of this pop-up box, you should see the name of your child that you entered when you created the membership. **Click on the child's name to populate the form.**
10. Click **CONTINUE**.

Now you will see the cart contents on the right in light gray with blue buttons.

If you want to add rental equipment and/or helmet rentals, there are a few more steps.

11. Click on **← All ACTIVITIES**, which returns you to the page with tabs.
12. Click on the **Rentals, Programs** tab.
13. Click on your choice, such as the **Rental Package - 6 Week**, add the quantity (+ 1).
14. Then click on **ADD TO CART** – a pop-up appears for the student information, and again – the student's name should appear near the bottom – click on their name and their information will populate the form.

15. Repeat steps 11-14 to add **Helmet Rental Package – 6 Week**.

If you are only registering one child, at this point you would click on **CHECKOUT**.

If you want to register additional children, then use your back button multiple times to get to the screen that displays all of the school names and logos.

Repeat the previous steps to add the second student's membership, lessons, and rental options.

Once all of your students are entered, click on the **CHECKOUT** button.

The system will request participant information.

16. **Click to Complete** – a form will appear
17. Enter all the correct information for each field (\* indicates a required field)
18. Read and agree to the **Student Club Rules** and **Price and Refund Acknowledgement**
19. Click **SAVE**
20. If filled out properly, the system indicates this information is complete. Click **NEXT**

The next item to complete is the waiver.

21. Click on **SIGN** – the Signing Waiver for your school will open
22. Read the agreement, check the box, and fill in the information.
23. Click **SIGN**
24. The next page indicates that the waiver is now available to **Download** for your records.
25. Click **NEXT**

Enter Purchaser's Details

26. **Purchaser's Details**. Complete this information and click **NEXT**.

The final step is to enter your payment details and to complete the purchase.

27. Enter Credit Card information and **COMPLETE**

## Instructions for registering from your smart phone:

Click the link provided. It is ideal to open this in your phone's browser.

1. AVAILABLE ACTIVITIES appears. When you **select the student's school**, a new page appears.
2. Add the student – use the drop-down to **add the number of students** for membership at that school at the price listed.
3. Enter student information – when you **tap add to cart**, a pop-up asks for student info including name, birthdate, and gender.
4. Fill in the info and tap **Continue**.

Now you will see the contents of your cart. Tap on **Continue Shopping**.

This will take you back to the page with your school's name on it.

In the second paragraph there, tap on the active blue link that says **CLICK HERE**. Tapping on this loads a new page of **Available Activities**.

5. Tap on the **6 Week Student Program** option under lessons, which will load a new page.
6. Under the dates your club meets, click on the **Select Time** and choose the time you want in the drop-down box – either 5:00 PM - 6:30 PM or 6:30 PM - 8:00 PM
7. Select the **+** button to add number of "guests" (Students)
8. Then **ADD TO CART**
9. A pop-up appears requesting participant information. Near the bottom of this pop-up box, you should see the name of your child that you entered when you created the membership. **Click on the child's name to populate the form.**
  - a. This box will also **provide an option to add the rental equipment program and helmet rental option**. You may select these if desired.
10. Tap **CONTINUE**.

Now you will see the cart contents.

If you are only registering one child, at this point you would tap on **CHECKOUT**.

If you want to register additional children, then use your browser back button multiple times to get to the screen that displays the school names and logos.

Repeat the previous steps to add the second student's membership, lessons, and rental options.

Once all of your students are entered, tap on the **CHECKOUT** button.

The system will request participant information.

11. Tap **Click to Complete** – a form will appear
12. Enter all the correct information for each field. (\* indicates a required field)

13. Read and agree to the **Student Club Rules** and **Price and Refund Acknowledgement**
14. Tap **SAVE**
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