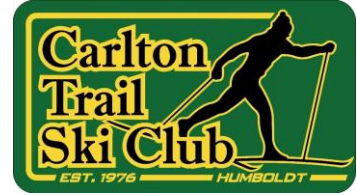


How to Register as a Carlton Trail Ski Club (CTSC) Member

(updated Sept. 21, 2023)



NOTE:

- You will need your **Visa** or **Mastercard** handy
- There will be an **“online processing” fee** added to your transaction. We recommend you register everyone in a single transaction as it may save paying higher transaction fees.

Here’s some key points as you work through the registration page steps (but please read the registration page carefully line-by-line; this is just a guide):

1. To get to our registration page, click (or copy and paste into your browser): <https://zone4.ca/register.asp?id=33039>. Click on “Continue”.
2. **If you have used this online registration in a previous year**, you are quite possibly a **QuickList** user (you asked it to save your data at some point). If so, log in (you may be automatically logged). In the “Optional QuickList” shaded area, select the name of the person you are registering at “Select Person to Add” and hit “Add Person”. Carefully review your personal data and answer all mandatory questions (see steps 3 to 8 below if you need help with the questions). Hit “Continue”. Proceed to Step 9 below

When done, it will allow you to “Select Person” another person in the database AND allow you to add a person to your QuickList database.

If you are not yet a QuickList user, we recommend you become one (e-mail address and create password), then you won’t have to re-type all your information each successive year.

3. Click “Add First Person” (you may already have done so).
 - a. Under “Individual Membership Type”, choose **ONLY ONE** membership type based on who the first person is (“adult”, “first youth in family”, or “additional youth in family”)
 - b. Be aware – the prices listed here **DO NOT** include an extra \$15 per registrant (these show up later as a \$5.00 mandatory Cross Country Saskatchewan membership fee and \$12.00 mandatory Nordiq Canada membership fee). Thus, the **REAL** membership prices are:
 - i. **ADULT - \$72.00** (\$55.00 + \$5.00 CCS + \$12.00 NC)
 - ii. **FIRST YOUTH IN FAMILY - \$42.00** (\$25.00 + \$5.00 CCS + \$12.00 NCC)
 - iii. **ADDITIONAL YOUTH IN FAMILY - \$32.00** (\$15.00 + \$5.00 CCS + \$12.00 NCC)
4. “Youth Program Information” is where you can choose to sign your children and youth up for weekly lessons/programming (while spots are available). **All youth program participants MUST first be CTSC Members** (make sure you checked “Individual Membership Type” in previous section).

There is also an option for the “Ski *Fast!* Race Team” (racing, or simply learning to ski fast without obligation to race). Spots are limited.

5. "Volunteer Information" – self-explanatory. If you can help us out, check the appropriate boxes.
6. A box shows you the mandatory CCS (\$5.00) and NC (\$10.00) membership fees. You also have the option of checking boxes to receive e-mail updates and a monthly newsletter, and another box to donate \$20.22 toward developing our Olympians.
7. "Informed Consent and Assumption of Risk Agreement" – please read. Key point – you can easily get hurt while skiing. You are taking a risk. Also worth noting, this does give consent for us to publish pictures of our Members taking part in our events.
8. Small SURVEY – self-explanatory

HIT "CONTINUE"

9. Summary page – allows you to view (and edit) the information you entered, and also gives you a subtotal.
10. Either:
 - a. "Select Person to Add" (drop down arrow then select that person) if you have another person saved from last year (Quicklist), then click "Add Person"
 - b. "Add new Person" (new users that need to add another person)
 - c. "Add new Person" (Quicklist user adding someone not previously a member)

OR d. "Checkout"

If entering a second person, when you come to the summary page, their information is BELOW the first person's (scroll to view).

11. When you hit the "Checkout", there will be a payment summary. You will notice an "online processing" fee has also been added. This is the fee the website charges for providing the online service, and is thus mandatory (as we can no longer accept paper registrations).

Select the payment method (click the circle beside "Visa" or "Mastercard") and then proceed to the next page to fill your information and submit. Your receipt will be e-mailed.

IF YOU HAVE ANY QUESTIONS ABOUT SKI EQUIPMENT AVAILABLE FOR LOAN OR FOR RENT TO OUR CTSC MEMBERS, PLEASE CALL OR TEXT BRIAN GREST AT 306-231-8284.

Thanks for your interest in the Carlton Trail Ski Club!

