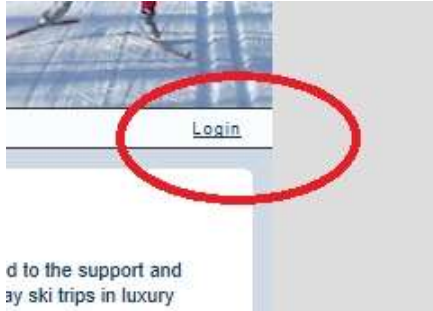


Online Sunday Trip Registration

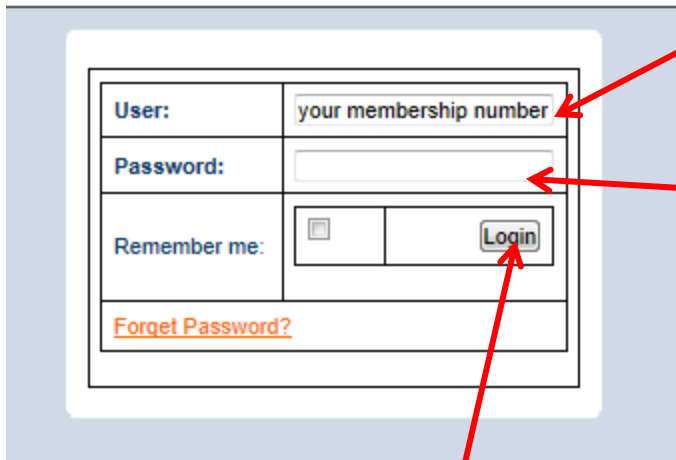
To Register Yourself Online:

1. Go to Trakkers web site: www.trakkers.ca

Click on **Login** at top right of the page



2. Enter your **username** and **password**

A screenshot of the login form. The form has three rows: 'User:' with a text input field containing 'your membership number', 'Password:' with a text input field, and 'Remember me:' with a checkbox and a 'Login' button. Below the form is a link for 'Forget Password?'. Red arrows point from the form fields to the corresponding instructions in the adjacent boxes.

- a. Enter your **username**:

Your membership number (if you have forgotten your membership number please email membership@trakkers.ca)

- b. Enter your **password**:

First letter of your first name and all the letters of your last name (no spaces, no punctuation mark and no capital letters)

Example:

John Smith would have *jsmith* as a password

- c. Click on **Login** button

3. You may be taken directly to the current trip sign up page. If not, click on **My Registrations** (bottom of the menu on the left hand side)



4. Register for the next Sunday trip

My Registrations

Sunday Trip: 12/23/2012 - Hardwood Hills

No skating lesson this Sunday

Registration closes on 12/20/2012 21:00:00

Total people registered: 0

[Register](#)

Guests

[Register New Guest](#)

Guests will be expected to have a signed waiver ready to hand to the bus captain when boarding the bus. Download Guest Waiver form [here](#)

Click here to register **yourself**

Then, Indicate trip **registration details**

Sunday Trip: 12/23/2012 - Hardwood Hills

No skating lesson this Sunday

Registration closes on 12/20/2012 21:00:00

Public*	<input type="radio"/> No <input checked="" type="radio"/> Yes
Lesson	(None) <input type="checkbox"/>

*Public - registration (first and last name) visible to other members

a) Read carefully trip **note(s)**

b) Yes: other members will see that you are coming on the trip

or

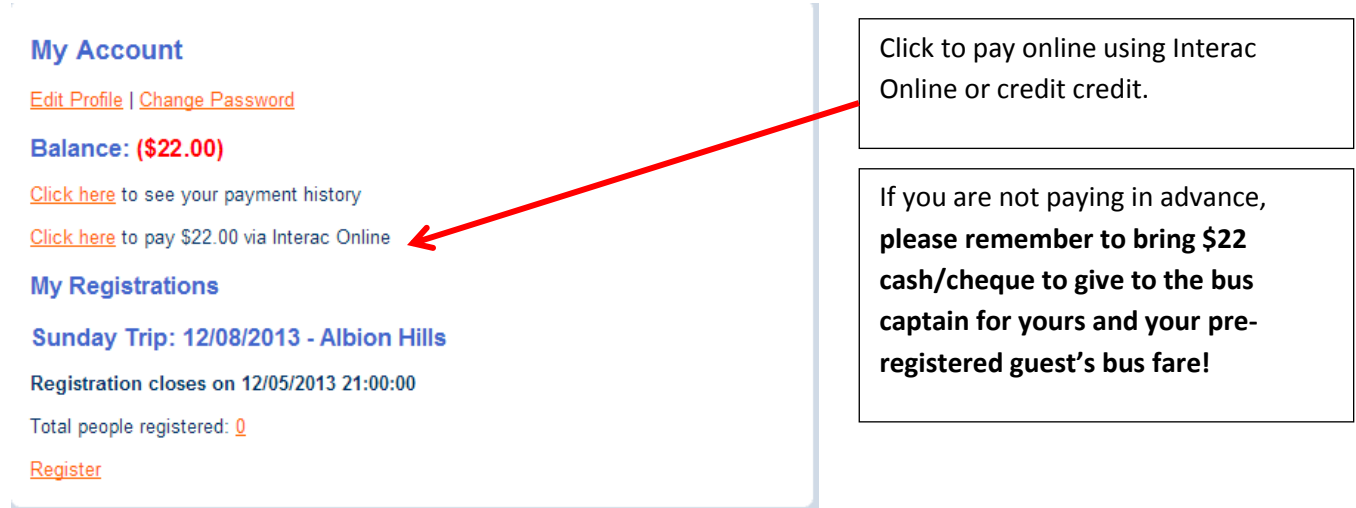
No: other members will not see that you are coming on the trip

d) Click **Save** (you will receive an email in a few minutes to confirm that you have successfully registered for the trip)

c) Indicate if you'd like a ski lesson and which kind

To Pay Online:

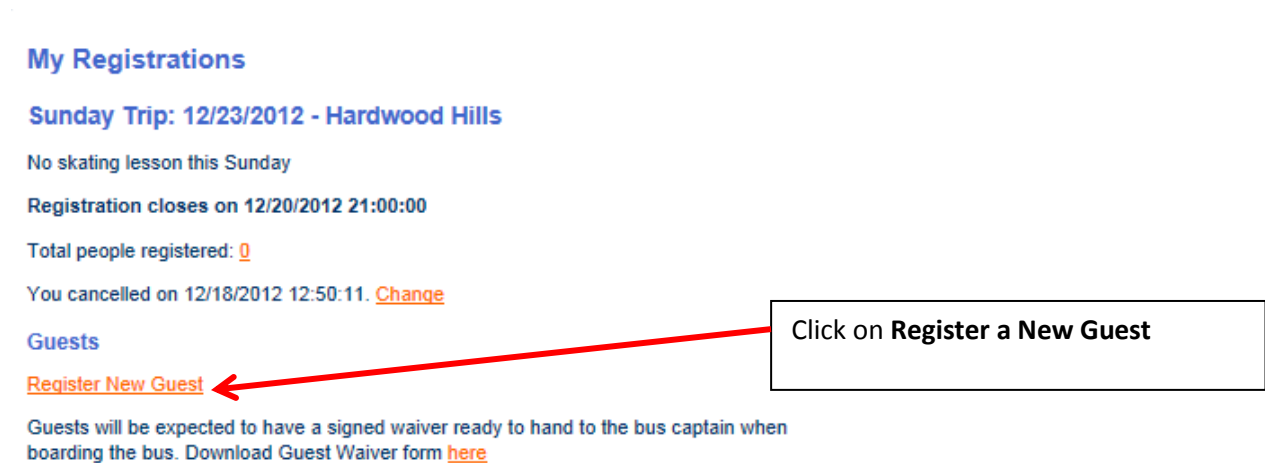
Note: Once you have registered for a Sunday Trip your account balance will automatically show that the \$22 bus fee is owing, i.e., “(\$22.00)”. Any amount owing for your signed-up guests will also be reflected in your account balance. Your balance will also reflect any “no show” fines from previous trips.



The screenshot shows a user account interface. On the left, under 'My Account', there are links for 'Edit Profile' and 'Change Password'. The balance is shown as '(\$22.00)'. Below that, there are links to view payment history and to pay \$22.00 via Interac Online. Under 'My Registrations', there is a listing for a 'Sunday Trip: 12/08/2013 - Albion Hills' with registration closing on 12/05/2013 at 21:00:00, and 0 people registered. A 'Register' link is at the bottom. On the right, two callout boxes are present. The top box says 'Click to pay online using Interac Online or credit credit.' with a red arrow pointing to the 'Click here to pay \$22.00 via Interac Online' link. The bottom box says 'If you are not paying in advance, please remember to bring \$22 cash/cheque to give to the bus captain for yours and your pre-registered guest's bus fare!'.

You are done. Congratulations and see you on the trip !

To Register a Guest



The screenshot shows a registration page for a 'Sunday Trip: 12/23/2012 - Hardwood Hills'. It states 'No skating lesson this Sunday' and 'Registration closes on 12/20/2012 21:00:00'. There are 0 people registered. A note says 'You cancelled on 12/18/2012 12:50:11. Change'. Under the 'Guests' section, there is a 'Register New Guest' link with a red arrow pointing to it from a callout box on the right that says 'Click on Register a New Guest'. Below the link, it says 'Guests will be expected to have a signed waiver ready to hand to the bus captain when boarding the bus. Download Guest Waiver form here'.

Then, enter **Guest details** and click on **Save**

Sunday Trip: 12/23/2012 - Hardwood

No skating lesson this Sunday

Registration closes on 12/20/2012 21:00:00

New Guest

First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Postal Code	<input type="text"/>
Email	<input type="text"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Minor	<input checked="" type="radio"/> No <input type="radio"/> Yes
Lesson	(None) <input type="button" value="v"/>

Click on **Save** (you will receive an email that you have registered a guest, but your guest won't)

Don't forget to download and print the Waiver for your guest! (see next page)

My Registrations

Sunday Trip: 12/23/2012 - Hardwood Hills

No skating lesson this Sunday

Registration closes on 12/20/2012 21:00:00

Total people registered: [1](#)

You cancelled on 12/18/2012 12:50:11. [Change](#)

Guests

Lambert, Alice - Registered on 12/18/2012 13:00:49. [Change](#)

[Register New Guest](#)

Guests will be expected to have a signed waiver ready to hand to the bus captain when boarding the bus. Download Guest Waiver form [here](#)

Click **here** to download and print waiver form for your guest. This waiver must be signed by your guest and given to the bus captain upon boarding the bus.

To cancel your registration (must be done by 9:00 p.m. on the Thursday before a trip, or you will have to pay the \$22 cancellation or “no show” fine!)

My Registrations

Sunday Trip: 12/23/2012 - Hardwood Hills

No skating lesson this Sunday

Registration closes on 12/20/2012 21:00:00

Total people registered: **1**

You registered on 12/18/2012 12:34:20. [Change](#)

Guests

[Register New Guest](#)

Guests will be expected to have a signed waiver ready to hand to the bus captain when boarding the bus. Download Guest Waiver form [here](#)

From the “My Registrations” page click on **Change**

Sunday Trip: 12/23/2012 - Hardwood Hills

No skating lesson this Sunday

Registration closes on 12/20/2012 21:00:00

Public*	<input type="radio"/> No <input checked="" type="radio"/> Yes
Lesson	Beginner
Cancelled	<input checked="" type="radio"/> No <input type="radio"/> Yes

*Public - registration (first and last name) visible to other members

Click **Yes** in “Cancelled”

Click on **Save** (you will receive an email to confirm your cancellation)

If you also have guest(s), don't forget to cancel them as well!

For any help, send an email to: webmaster@trakkers.ca