

Gymtastiks of Moose Jaw Registration User Guide

Welcome to the new online registration site for the Gymtastiks of Moose Jaw Club.

Getting Started

To begin, please go to: https://central.ivrnet.com/sign_in?organization_name=gymtastiks (login page)

OR

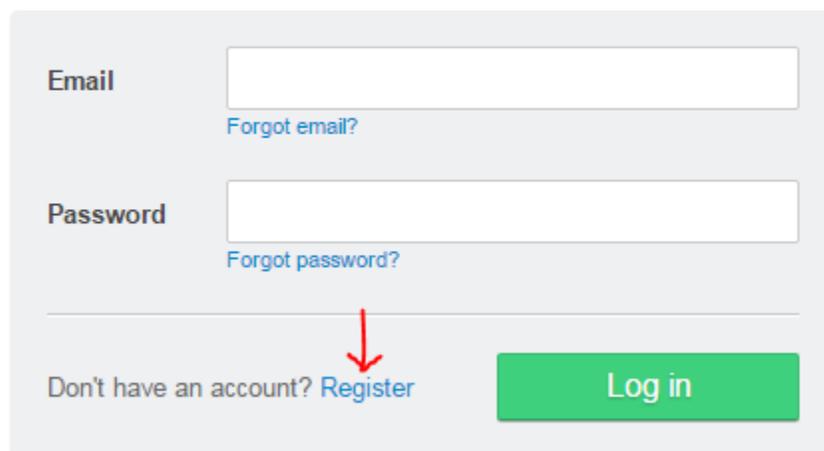
<https://central.ivrnet.com/gymtastiks> (landing page)

(or insert link from your website, which ever URL from above that you have decided to post)

New Users

Click the Register link to create an account:

Sign in



The image shows a sign-in form with the following elements:

- Email:** A text input field with a "Forgot email?" link below it.
- Password:** A text input field with a "Forgot password?" link below it.
- Register:** A blue link labeled "Register" with the text "Don't have an account?" to its left. A red arrow points down to this link.
- Log in:** A green button labeled "Log in".

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

New User

* First name	* Last name	* Phone no.
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email	* Address	
<input type="text"/>	<input type="text"/>	
* Password	* City	
<input type="text"/>	<input type="text"/>	
* Confirm Password	* Country	
<input type="text"/>	Canada ▼	
Gender	* Province	
<input type="radio"/> Male <input type="radio"/> Female	Ontario ▼	

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:

Settings	Family
Payments Due	Your family Create family member Add existing user ▼
Past Payments	No Family to display. <i>Add family member by clicking the "Create offline user" or "Add existing online user" button.</i>
Family	
Waitlists	
Notification Settings	

Enter the family member's details and indicate the relationship (ex. Child). Click Add to Family when done. Note, you will 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
- Documents

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

*** First name** *** Last name**

Email

Relationship

Gender
 Male Female

Date of birth

Phone no. **Secondary phone number**

Address Details

*** Address**

*** City**

*** Province**

*** Country**

*** Postal Code**

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 bottom of the dashboard you can see any upcoming programs and you can click to view more:

The screenshot shows a dashboard with two main sections. On the left, under 'Active Registered Programs', there is a table with columns: Program, Start Date, Time, User, and Invoice ID. The table is currently empty with the text 'No programs' centered below it. On the right, under 'Upcoming programs', there is a card for 'Kindergym Fall 2018 Fridays' with a calendar icon showing '12 SEP'. Below the card name, it lists 'Venue:' and 'Time: 02:00 PM'. At the bottom right of the dashboard is a 'View all' button. At the bottom center is an 'Enroll in Programs' button.

2. Use the menu option View → Programs to take you to a list of available programs.
3. **Recommended method:** Use the search bar to enter in a key word. The more information you enter, the more defined your search results will be:

The screenshot shows a search interface for 'Gymtastiks of Moose Jaw'. A search bar contains the text 'kindergym fridays'. Below the search bar, the results are displayed. On the left, under 'Resources', there is a 'Programs' category with a count of '1'. On the right, the program details for 'Kindergym Fall 2018 Fridays' are shown. It includes a price of '\$ 100.00' (Tax exempted), a date of 'September 12, 2018', and a description: 'A great beginner program!'. There are 'Open' and 'Enroll' buttons next to the program name.

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 screenshot shows a dialog box titled 'Identify Registrant and add to cart'. The text inside says: 'The system has found that you have 2 Family Members Please choose the registrant for whom you are buying this Program - Kindergym Fall 2018 Fridays'. Below this text are three radio button options: 'Parent 1 Test' (which is selected), 'Child 2 Test', and 'Child 1 Test'. At the bottom of the dialog are two buttons: 'Add to cart' and 'Cancel'.

In some instances, your family must also purchase the annual fundraising fee. If this option appears, click to Add to Cart. This message will only appear once per session and covers the entire family.

Prerequisite restrictions

In order to enroll in this Program you require all of the following restrictions(s) set-up in the system. Please contact Gymtastiks of Moose Jaw if you think you are supposed to be able to enroll in this Program

Membership Plan	Role	Price
Fall 2018 Fundraising Fee	fundraiser	\$ 30.00

[Add to cart](#)

[Cancel](#)

The item will now be added to the cart:

Your Cart Expires in 9 min 43 sec

[Cart \(1 item\)](#) [View](#) [Dashboard](#) [Profile](#) [Logout](#)

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. 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.

Thank-you for registering online!

Please contact office@gymtastiks.com if you require any additional assistance.