

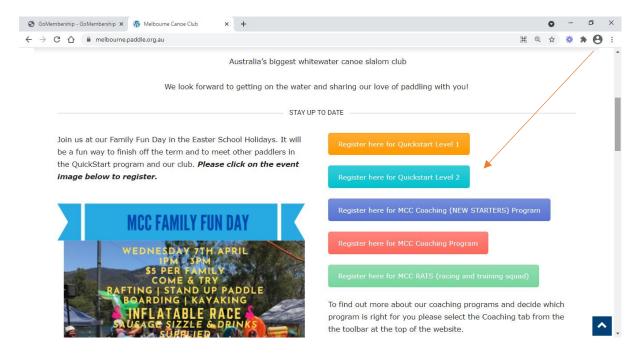
Registering for Term 2 Programs.

We have recently transitioned to a new registration system so it will initally take a bit of time to create a profile before being able to register and pay for your chosen session.

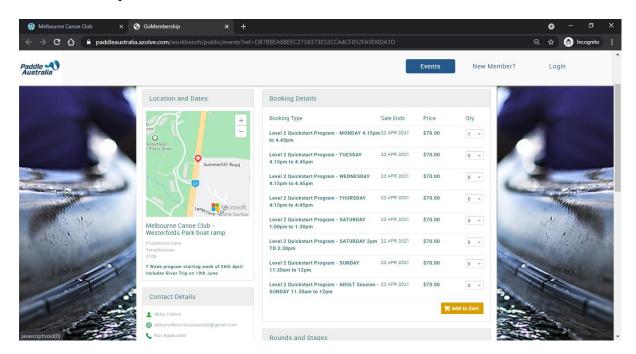
You are required to create a profile for each paddler. There are notes regarding adding profiles for other family members in this guide.

Navigate to the Melbourne Canoe Club website: <a href="https://melbourne.paddle.org.au/">https://melbourne.paddle.org.au/</a>

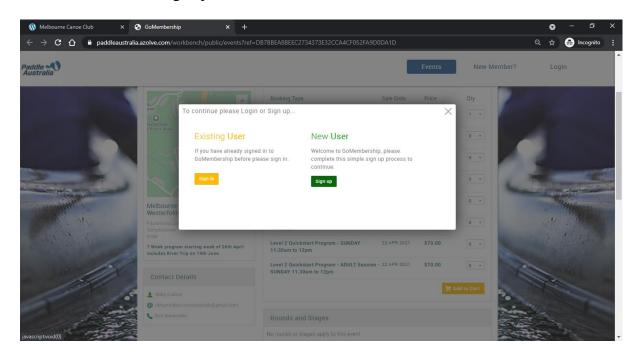
Click on the program to register in:



Click on the required session and 'Add to Cart'



'You will be asked to sign up as a 'New User'



Each paddler must have their own profile. If registering for a number of family members, please register the first paddler and refer to the information on 'Adding another Family Member' below

You will be prompted to enter the following information for each paddler.

- Name
- Email
- Phone
- DOB
- Gender
- Username (this is the email address for the first paddler registered. An email address can only be used once as the username. If creating profiles for family members, the 2<sup>nd</sup> and subsequent paddlers must have a different username. You may choose to use their name as a username.
- Password (minimum of 10 characters, 1 must be a special character)
- Address
- Emergency Contact: Name/Email/Phone/Relationship

## 1. → Click 'Sign Up'

The Terms and Conditions page will be displayed. The information can be download and viewed before clicking on 'Accept and Continue' button. An auto response email is received. You will be directed to the Paddle Australia Page with details regarding options to either pay the nominal fee for insurance; \$5.00 per Child & \$10 per Adult (Continue to Cart option) or to (Buy Membership Now) option  $\rightarrow$  Click 'Continue to Cart' Option' (NO MEMBERSHIP)

You will be prompted to complete the extra information that MCC requires:

QuickStart 1:	QuickStart 2:	MCC *New Start* Coaching
		Program
<ul> <li>Water Safety</li> </ul>	<ul> <li>Completion of</li> </ul>	<ul> <li>Health Question</li> </ul>
	QuickStart Level 1	
<ul> <li>Health Question</li> </ul>	<ul> <li>Health Question</li> </ul>	<ul> <li>Covid declaration</li> </ul>

- A confirmation page will be displayed.
- The cart will appear with the item summary.
- The Adults fee will be displayed as 2 separate \$5.00 fees

At this point, you can click on the Registration information to confirm and update details if required. If you are only registering one paddler then go to  $\rightarrow$  Click on pay with card (Payment & Booking confirmation emails are received (check junk email)

If you are registering more than one family member please see steps below:

## ADDING ANOTHER FAMILY MEMBER:

- 1. After creating the first profile, click on "My Profile" in the top, dark blue header
- 2. locate and click on the "Add Family Member" button under the area where your profile image would be (left side)
- 3. Select "New Member"
- 4. Complete all mandatory fields \*THE EMAIL ADDRESS, CONTACT NUMBER AND ADDRESS FROM THE FIRST PROFILE WILL BE PRE POPULATED WITH THE DATA FROM THE ORIGINAL PROFILE"
- 5. Each profile must have a different Username and Password so the 2<sup>nd</sup> and subsequent profiles must have a different user name. You may choose to use the paddler name as the username.
- 6. Click "CLOSE" to return to your profile
- 7. Click Events & Courses in the top, dark blue header
- 8. type MCC in the First Search box and click the search icon button
- 9. Select the relevant Event and select FAMILY BOOKING
- 10. select the ticket you wish to purchase and then tick the box next to the family member
- 11. if purchasing different tickets for different members, click the next ticket and then tick the box next to the family member
- 12. click the yellow "Complete Registration" button (total number of tickets being purchased will be in brackets)
- 13. Complete all additional details/questions then click Continue and OK to go to the cart to finalise purchase.

