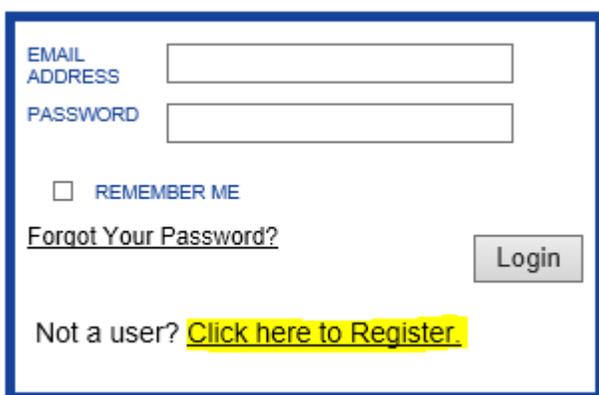


Online registration instructions

1. Navigate to the event via the online calendar:
www.gymbc.org/events/events/calendar
2. Click on the event from the list, then follow the link to the event registration page.
3. Register for an account or login with your previously created account:



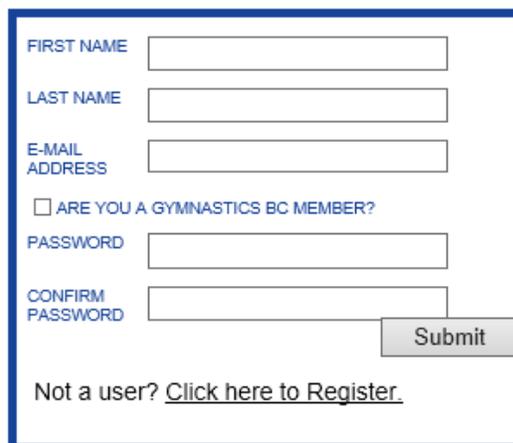
EMAIL ADDRESS

PASSWORD

REMEMBER ME

[Forgot Your Password?](#)

Not a user? [Click here to Register](#)



FIRST NAME

LAST NAME

E-MAIL ADDRESS

ARE YOU A GYMNASTICS BC MEMBER?

PASSWORD

CONFIRM PASSWORD

Not a user? [Click here to Register](#)

If you forgot the password to your account, click the “Forgot Your Password?” link shown above and follow the directions to reset it.

4. Select whether you are registering yourself or someone else for the event.

Signup for this event

- I am registering myself for this event
- I am registering someone else for this event

For example a parent might register their teenager for a coaching course, or a club might register athletes and coaches for a training camp.

5. Complete the registration form and select the appropriate price option(s), then click the “Submit” button.

6. If there is a fee for the event, you will be taken to the payment processing page. Enter the appropriate billing and credit card information, then click the "Continue" button.

If there is no fee for your event, you will not be directed to the payment page.



Payment Info

BILLING ADDRESS

ADDRESS 1

ADDRESS 2

CITY

PROVINCE

COUNTRY

POSTAL CODE

CARDHOLDER NAME

CREDIT CARD NUMBER

EXPIRY MONTH

EXPIRY YEAR

3-DIGIT SECURITY CODE

Continue >

Order Items

John Smith - Course fee = \$170

Tax = \$8.5

Order Total \$178.50

- Once your payment is processed; or
Your free (no cost) registration is completed;
You will see the following message:

You have been successfully registered in the event!



- You should also receive a confirmation email after successful registration (check your junk mail in case you don't receive it).

Dear _____,

Thank you for your registration.

You have been registered to event: _____

If you are unable to attend, please note the GBC [refund policy](#).

Course details

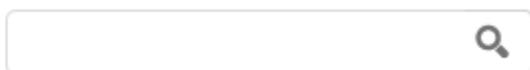
Date: _____

Time: 9 a.m. to 5:30 p.m. NOTE: the course finish time is approximate and MAY end earlier

Location: _____ (Address, City) - **MAP**

Please contact _____ with any questions.

- You can access receipts for your registrations by clicking on "My Events" at the top of the page (remember you have to be logged in).



10. To confirm that your registration was successfully submitted, navigate to “My Events” in step 9 (above) and verify that there is a “yes” in the “Paid” column for the event.

- If it says “yes”, your registration was successfully submitted. It will say “yes” even if the event has no cost.
- If it says “no”, your registration did not go through and no spot is reserved for you in the event. “No” is reserved for unsuccessful registration attempts.

Paid
no
yes
no
yes

Generally it will say “no” if you completed the registration form, got to the payment page but didn’t complete payment, or if the payment failed.

If it says “no” in the “Paid” column for an event you wish to register for, please return to step four to register for that event. To ensure your registration is successful, be sure to complete the payment page. **Online payment is required for events with fees.**

Online Credit Card Payment

Only Visa and MasterCard are accepted, including pre-paid cards. Pre-paid cards **MUST first be registered** by the cardholder and the billing information entered on the payment page must match that of what was registered.

If the billing information does not match exactly, the transaction may be declined.

If your credit card will not process, please contact the individual responsible for that event’s registrations (found on the online calendar listing).