

Entryeze

1. Login at www.entryeze.com
2. On the right side, under membership/testing, click on “Find your home club”
3. Enter Mitchell Figure Skating Club and click Go to Club
4. “Access My Account” for **existing members**
5. **New Members** → Create a new family account—complete this form. (You will not yet have a learn to skate or USFS number to enter. It should let you complete without that). It will then send you an email asking you to validate your account. Follow the link and create a password.
6. It will prompt you to “Add new family member” to enter all your skaters.
7. Go to “Apply/Renew” and enter a membership level for each skater.
 - Snow Plow Sam and Basic 1-6 levels--no charge for membership
 - Learn to Skate (LTS) levels PreFree Skate through Free Skate 6.
 - USFSA Test Levels no test and higher.
8. It will then prompt you to read and sign the waivers for our club. This includes a photography release as well as skater and parent code of conduct. It will also ask you if your skater needs rental skates and the size. Rental skates are no charge to the first-year skater.
9. After completion, your membership charges should now be in the cart. (This will be \$0 for Snowplow Sam thru Basic 6). This should allow you to now purchase lessons from the “contract ice” packages on the right side of the main menu tabs.
10. Choose the appropriate lesson package for your skater. Some have options for just Tuesday or just Saturdays, or both Tuesday and Saturday lessons. If you don’t know which level to register your skater, please contact one of the directors listed below for assistance.
11. You can choose to pay in full or by two installments. 50% due now and 50% due in 4 weeks.
12. Additional practice ice is also available for purchase. If you are not sure, you can always come back later and purchase that at any time.
13. Go to your cart and check out. There is a “convenience” fee that is automatically added to cover the costs for our club to use this software. All payments must be made through this software for accounting purposes unless we specify otherwise.
14. When paying by installments, the 2nd installment payment will automatically be added to your credit card on the day listed which is typically 4-5 weeks after the start of the session.

Comments: As with any software, Entryeze can have its glitches at times. Please call us if you have problems. ***Your membership and waivers must be complete prior to your skater taking the ice.***

Thank you!

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