

# North Atlantic Figure Skating Club (NAFSC) Registration Uplifter Site



## Overview

NAFSC is proud to provide online registration and payment for various functions of the club, including credit card payment processing. Using the company **Uplifter**, who works exclusively with figure skating clubs to automate their operations, **Uplifter** will:

- ◆ Speed up annual membership sign up and renewal, ice card and ballet card purchases, program/event registrations
- ◆ Simplify and automate our payment processes
- ◆ Improve communication regarding policies, credits, payments and balances
- ◆ Allow gift certificate purchases

The NAFSC Uplifter registration site has replaced paper registration for LTS, Ice Show, and Membership going forward.

- ◆ Please note that if the system detects more than 30 minutes of inactivity in your browser, your registration spots will no longer be reserved and you will need to begin again.
- ◆ **Registration selections will NOT remain in your Shopping Cart for future visits.**

## Pricing and Discount Summary

- ◆ Prices include a credit/debit card use convenience fee, reflecting credit card industry standard
- ◆ Pricing for club ice card purchases hasn't changed; discounts are offered for NAFSC members. Non-NAFSC members can purchase ice cards at the non-discounted rates.
- ◆ The prices stated in Uplifter reflect non-discounted rates. Any discounts (LTS sibling discount, ice show bulk discount, ice card member discount) will be applied at checkout if appropriate conditions are met.

# NAFSC Registration Uplifter Site – Create Account

## Create Parent/Guardian User and Password

- ◆ Visit: <https://northatlanticfs.uplifterinc.com>
- ◆ Parent/Guardian must provide an email address and create a password for Uplifter login
- ◆ Upon return, click on **My Account** and **My Participants** to add skaters



and payment for various functions of the club, including registration. Our registration site has replaced paper registration and accepted offline payments but all LTS and Club Ice activities

be able to click on the link to the left or click on the

*C Collections Policy: Skaters with a current past due invoice is paid in full.*

### Have an Account?

If you've registered with us previously, please login below to proceed.

Email Address:

Password:

[LOGIN](#)

### Forgot your password?

[Click here to reset your password.](#)

### First Time Registering?

If you have never registered for a program on this website, you will need to setup an account to get started.

Required Fields are marked with an asterisk \*

**Family Account Login Information**

Please provide an email and password (minimum 6 characters) for the primary member of your family account. Keep this information to register your family's participants for additional programs in the future and to gain access to member features, such as registration invoice history, participant profiles and family calendars.

Email Address \*  Password \*  Confirm Your Password \*

**Member Information**

Please provide the main contact for this family account. Participants can be added to the family account once created.

First Name \*  Last Name \*

Gender \*  Birthdate (DD / MM / YYYY) \*  /  /

I will be registering myself into programs

**Address**

## Enter Parent/Guardian Contact Information:

- ◆ Main contact for family must provide required information (This should be a parent/guardian if skater(s) under 18)
- ◆ Required information is noted by asterisk \*. There may be fields that are required but aren't applicable to all program participants. If you have a field that does not apply to you, please just put N/A and continue on.
- ◆ Upon completion, you will be prompted to **ADD A NEW PARTICIPANT**. Families with multiple skaters must complete information for each participant (skater). For membership, the parent/guardian that will join NAFSC per our bylaws for a skater under 18 should be added as a participant also.
- ◆ To add skaters at any time, visit **My Account** and **My Participants**

Questions? Email: [northatlanticfsc@gmail.com](mailto:northatlanticfsc@gmail.com)

# NAFSC Registration Uplifter Site – Begin Registration

## Registration:

- Return to NAFSC Uplifter site: <https://northatlanticfcs.uplifterinc.com> and sign in
- You can find programs/products in one of two ways:

Click on one of the links to the left side of the page

OR

Click on “Registration” in the menu bar

2017 Winter Learn to Skate  
2016-2017 NAFSC Club Membership  
Club Ice Card  
Ballet Class Punch Card  
2017 Ice Show

**Resources:**  
Uplifter How-to Guide  
2016-2017 Home Club Membership Packet  
2016-2017 Associate Membership Packet  
Refund Policy

### Welcome to the NAFSC Online Registration Site!

**Overview**  
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When a registration option becomes active, you will be able to click on the link to the left or click on the "Registration" tab in the navigation bar.

*"Past due balances will be governed by the NAFSC Collections Policy. Skaters with a current past due balance will NOT be allowed to register until that balance is paid in full."*

**First time using the site?**  
If this is your first time to the site, you must first provide a user name and password in order to set up an account and get started:

- As prompted provide an email and password (minimum 6 characters) for the primary owner of your

## Session Selection:

- Session options are listed by title
- All active programs will be listed with program information and included in the calendar view
- You can filter using the “Find Programs” options on the left side.

**Find Programs**  
Filter the programs in the main area by selecting options from the dropdowns below.

Show  
All Programs

Sort Programs In Each Category  
Level by:  
Start Date

Purchase Other Products

### Program Registrations

Quick Search:

CALENDAR VIEW

ICE SHOW Programs		
Session Description	Fees	
<b>2017 Ice Show - OPENING NUMBER</b> » View Details 2 Sessions		
Start & End Date: April 8th 2017 - April 9th 2017	Day / Time / Location: April 8 and 9, 2017 Family Ice Center, Ice Arena	\$135.00 REGISTER
<b>2017 Ice Show - CURRENTLY SKATING IN SNOWPLOW SAM 1-4</b> » View Details 2 Sessions		
Start & End Date: April 8th 2017 - April 9th 2017	Day / Time / Location: April 8 and 9, 2017 Family Ice Center, Ice Arena	\$110.00 REGISTER
<b>2017 Ice Show - CURRENTLY SKATING IN BASIC 1 - FREESKATE 6</b> » View Details 2 Sessions		
Start & End Date: April 8th 2017 - April 9th 2017	Day / Time / Location: April 8 and 9, 2017 Family Ice Center, Ice Arena	\$135.00 REGISTER

Questions? Email: [northatlanticfsc@gmail.com](mailto:northatlanticfsc@gmail.com)

# NAFSC Registration Uplifter Site

## Session Selections and Site Views

### Register using the List View:

- View choices by session description (all pertinent information is provided)
- You can view details for that session by clicking on “View Details”
- Select a session and click on “Register” to add to cart
- Pop up box will allow you to choose participant you are registering
- This selection will be added to your shopping cart (upper right hand corner)
- Continue to register for more programs until your order is complete



#### Find Programs

Filter the programs in the main area by selecting options from the dropdowns below.

Show

Sort Programs In Each Category  
 Level by:

[Purchase Other Products](#)

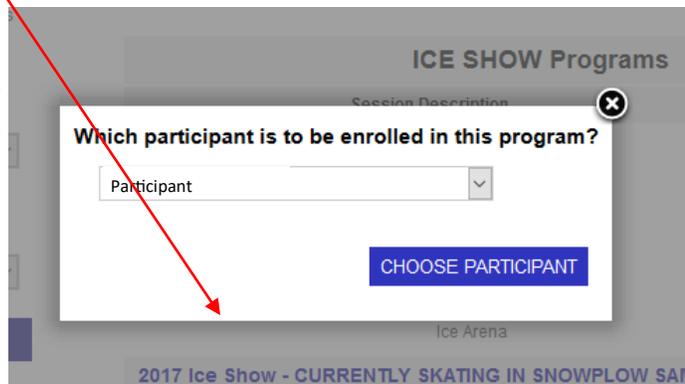
#### Program Registrations

Quick Search:

[CALENDAR VIEW](#)

#### ICE SHOW Programs

Session Description	Fees	
<b>2017 Ice Show - OPENING NUMBER</b> <a href="#">View Details</a> 2 Sessions Start & End Date: April 8 and 9, 2017 Day / Time / Location: Family Ice Center, Ice Arena	\$135.00	<a href="#">REGISTER</a>
Program Description: Skaters must have passed Intermediate Freestyle or higher. Rehearsal schedule will be posted when groups are finalized.  Registration Begins: November 28th 2016, 10:00:00 am Registration Cut-off: February 15th 2017, 11:59:00 pm Withdrawal Deadline: March 9th 2017, 11:59:00 pm		
<b>2017 Ice Show - CURRENTLY SKATING IN SNOWFLOW SAM 1-4</b> <a href="#">View Details</a> 2 Sessions Start & End Date: April 8 and 9, 2017 Day / Time / Location: Family Ice Center, Ice Arena	\$110.00	<a href="#">REGISTER</a>



[SHOPPING CART \(1\)](#)   [MY ACCOUNT](#)   [LOGOUT](#)

## Switch between views by clicking on “Calendar View” or “List View” to the right of the Quick Search box

### Find Programs

Filter the programs in the main area by selecting options from the dropdowns below.

### Program Registrations

Quick Search:

CALENDAR VIEW

ICE SHOW Programs

## Register using the Calendar View:

- View choices by day of week and/or month
- Click on the preferred program selection
- Pop up box will allow you to choose participant you are registering
- This selection will be added to your shopping cart (upper right hand corner)
- Continue to register for more programs until your order is complete

### Find Programs

Filter the programs in the main area by selecting options from the dropdowns below.

#### Show

All Programs

#### Sort Programs In Each Category

Level by:

Start Date

Purchase Other Products

### Program Registrations

LIST VIEW

month week

< > today

April 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
						7p 2017 Ice Show - ADULT
						7p 2017 Ice Show - CURRENTLY SKATING IN BASIC 1 - FREESKATE 6
						7p 2017 Ice Show - CURRENTLY SKATING IN SNOWFLOW SAM 1-4
						7p 2017 Ice Show - ICE DANCE
						7p 2017 Ice Show - JUNIOR COACH
						7p 2017 Ice Show - OPENING NUMBER
						7p 2017 Ice Show - PRE-PRELIMINAR THROUGH SENIOR

Which participant is to be enrolled in this program?

Participant

CHOOSE PARTICIPANT

SHOPPING CART (1)

MY ACCOUNT

LOGOUT

# NAFSC Registration Uplifter Site Session Discounts and Late Fees

## Discounts:

- \* Discounts and/or discounted rates will be applied after qualifying programs/products are selected and put into shopping cart

Ex: Ice Card purchases will show at non-discounted rates (\$180, \$360, and \$720) upon selection to register but discounted rate will show accordingly in registration review if skater is a NAFSC member.

Non-NAFSC member card rate



### Registrations

#### Products

Description	Cost
10 session Club Ice Card	\$180.00

PURCHASE OTHER PRODUCTS



Subtotal:	\$180.00
<b>Total:</b>	<b>\$180.00</b>

Review your registration details CAREFULLY. Payment details.

CONFIRM & REGISTER

### Registrations

#### Products

Description	Cost
10 session Club Ice Card	\$140.00

PURCHASE OTHER PRODUCTS

\*All prices are in USD.

Subtotal:	\$140.00
<b>Total:</b>	<b>\$140.00</b>

NAFSC member rate: discount not shown at register point but shown in review before payment

Before proceeding to the next registration step, PLEASE BE SURE to review your registration details CAREFULLY. Your registration details WILL NOT be displayed again before you enter your payment details.

REGISTER FOR PROGRAMS

CONFIRM & REGISTER

## Late Fees:

- \* Late fees will be applied at registration review/checkout per parameters set up for programs/products



### Registrations

Program	Fee
2017 Ice Show - PRE-PRELIMINARY THROUGH SENIOR	\$145.00

REGISTER FOR MORE PROGRAMS

#### Additional Fees

Summary	Description	Applies To	Fee
2017 Ice Show Registration Late Fee	Ice Show Registration Late Fee		\$20.00

\*All prices are in USD.

Subtotal:	\$165.00
<b>Total:</b>	<b>\$165.00</b>

Before proceeding to the next registration step, PLEASE BE SURE to review your registration details CAREFULLY. Your registration details WILL NOT be displayed again before you enter your payment details.

Questions? Email: [northatlanticfsc@gmail.com](mailto:northatlanticfsc@gmail.com)

# NAFSC Registration Uplifter Site Policies

All NAFSC Policies are set into Uplifter for acceptance with purchase/registration.

All mandatory policies for membership, insurance, refunds, conduct, etc. as well as appropriate waivers tied to the corresponding programs will show up in the contact/billing information review section before purchase and you will be required to click on each, read and accept to move through to check out. Rejection of these policies will cease registration and you will not be allowed to continue.

There are a few policies where acceptance is not mandatory. Rejection of one of these policies will not keep you from registering. However, if you “reject” one of these policies, you must follow the instructions in the policy notice to complete any actions (such as photo/video restriction).

**PLEASE ENSURE THAT YOUR SESSION REGISTRATION IS ACCURATE BEFORE PROCEEDING!**

<a href="#">[ Review / Edit Registrations ]</a>	Registering for 0 sessions
SubTotal:	\$180.00
<b>Total:</b>	<b>\$180.00</b>
Due Now:	\$180.00

Enter any comments you have relating to your invoice below

## Policies

Please review the following policies by clicking on the link below. Acceptance of policies marked with an asterisk (\*) are required to complete your registration.

[Refund Policy \\*](#)

**PAY BY CREDIT CARD**

By proceeding to the next step, all details for your registration will be confirmed. Please verify all program registration details are accurate before continuing.

# NAFSC Registration Uplifter Site Purchase Products

Purchase products (Ice & Ballet Cards, Gift Certificates, etc.):

◆ Two ways to purchase products:

- \* Click on the links to the left side of the home page for the product you want to purchase

OR

- \* Click on "Registration" in the menu bar and in the Program Registrations Page, click on the blue "Purchase Other Products" button on the left side of the page
- ◆ Once you are at the "Items for Purchase" page, select and add to cart. Additions will show in the "shopping cart" at the top of the page. Continue adding programs/products until order is complete and then check out and pay.



- 2017 Winter Learn to Skate
- 2016-2017 NAFSC Club Membership
- [Club Ice Card](#)
- [Ballet Class Punch Card](#)
- 2017 Ice Show

Resources:

- Uplifter How-to Guide
- 2016-2017 Home Club Membership Packet

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*\*Past due balances will be governed by the NAFSC Collections Policy. Skaters with a current past due balance will NOT be able to register.*

First time using the site



Register for Programs

## Items for Purchase

Please note that if our system detects more than 30 minutes of inactivity in your browser, your registration spots will no longer be reserved and you will need to begin again.

<b>10 session Club Ice Card</b> NAFSC members receive a discounted price of \$140 which will be automatically adjusted in the shopping card.	Cost: \$180.00	QTY	<b>ADD TO CART</b>
<b>40-session Club Ice Card</b> NAFSC members receive a discounted price of \$520 which will be automatically adjusted in the shopping card.	Cost: \$720.00	QTY	<b>ADD TO CART</b>
<b>20-session Club Ice Card</b> NAFSC members receive a discounted price of \$280 which will be automatically adjusted in the shopping card.	Cost: \$360.00	QTY	<b>ADD TO CART</b>
<b>Ballet Punch Card</b> 10-session card	Cost: \$50.00	QTY	<b>ADD TO CART</b>

Questions? Email: [northatlanticfsc@gmail.com](mailto:northatlanticfsc@gmail.com)

# NAFSC Registration Uplifter Site

## Review Order

### Pre-Payment Checklist:

- All programs/classes added
- Any discounts and/or late fees are reflected under additional fees
- All products added (ice cards, gift certificates, etc.)
- Additional requested information filled in
- CONFIRM & REGISTER** to begin check out



### Registrations

Have you marked all programs/classes/products?

	Participant	Program	Fee
	<input type="text"/>	Track #1: Free Skate 1 through Juvenile Freeskate Category: LEARN TO SKATE Session Time: July 10-14, 2017 2:00-6:00pm Start & End Date: Jul 10, 2017 - Jul 14, 2017	\$400.00
	<input type="text"/>	2017-2018 Home Club Skating Member (First in Family) Category: CLUB MEMBERSHIP Session Time: 2017-2018 Start & End Date: Jul 01, 2017 - Jun 30, 2018	\$205.00
	<input type="text"/>	Level 2 Freestyle - Week 1 7/6/17 Category: SUMMER PROGRAM Session Time: 7/6/17 3:50-4:40pm Start & End Date: Jul 06, 2017	\$12.00

[REGISTER FOR MORE PROGRAMS](#)

### Additional Fees

Applies To	Summary	Fee
Caryn Bickerstaff	<b>Summer Camp Late Fee</b> Registration deadline for Summer Camp 2017 was 6/10/17. Space is still available but \$10 will be assessed per skater as a late fee to sign up.	\$10.00

Are late fees/discounts applied?

### Additional Information

Current LTS Skating Level  *	Highest Moves in the Field Skating Level Passed as of sign up  *	Highest Free Skate Level Passed as of sign up  *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Highest Dance Level Passed as of sign up  *	Skater's t-shirt size *	Skater's current age as of sign up  *
<input type="text"/>	<input type="text"/>	<input type="text"/>
NAFSC Current member? (Yes or No) *		
<input type="text"/>		

\*All prices are in USD.

Subtotal:	\$627.00
<b>Total:</b>	<b>\$627.00</b>

Before proceeding to the next registration step, PLEASE BE SURE to review your registration details CAREFULLY. Your registration details WILL NOT be displayed again before you enter your payment details.

[PURCHASE OTHER PRODUCTS](#)

[CONFIRM & REGISTER](#)

Questions? Email: [northatlanticfsc@gmail.com](mailto:northatlanticfsc@gmail.com)

# NAFSC Registration Uplifter Site

## Billing Contact and Payment Selections

### Review Billing Information and Confirmation of NAFSC Policies:

- \* Review **Parent Contact Information**; must match credit card statements
- \* Review subtotal; click on Review/Edit if necessary
- \* Select Payment preference:
  - **Pay Once** (now)
  - OR**
  - **Pay By Installment** (only available for the ice show): Designated amount due immediately upon registration (deposit), and **at set intervals**; receipt will be emailed to you once next installment payment is processed.
- \* **Review and Accept NAFSC Policies**
- \* **Proceed to Credit Card Payment**

Step 1  
Registration Review

Step 2  
Contact / Billing Information

Step 3  
Payment Information

Step 4  
Registration Receipt

### Contact Information

Fields marked with a \* are required

<p><b>Parent's First Name*</b> <input type="text" value="Mom"/></p> <p><b>Email Address*</b> <input type="text" value="sk8er@me.com"/></p> <p><b>Address 2</b> <input type="text"/></p> <p><b>Province / State*</b> <input type="text" value="Minnesota"/></p> <p><b>Home Phone Number*</b> <input type="text" value="TEST"/></p>	<p><b>Parent's Last Name*</b> <input type="text" value="Skater"/></p> <p><b>Address*</b> <input type="text" value="TEST"/></p> <p><b>City*</b> <input type="text" value="TEST"/></p> <p><b>Postal / Zip Code*</b> <input type="text" value="55331"/></p>
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**Is your Billing Information different?**

Please note that if you are paying by credit card, your Billing Information must be the same as the information on your credit card statements.

PLEASE ENSURE THAT YOUR SESSION REGISTRATION IS ACCURATE BEFORE PROCEEDING!

[ Review / Edit Registrations ]	Registering for 4 sessions						
SubTotal:	\$351.57						
Total:	\$351.57						
<input checked="" type="radio"/> <b>Pay Once</b>	Due Now: \$351.57						
<input type="radio"/> <b>Pay by Installments:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none;">Due Now:</td> <td style="border: none; text-align: right;">\$137.35</td> </tr> <tr> <td style="border: none;">Jun 22</td> <td style="border: none; text-align: right;">\$117.87</td> </tr> <tr> <td style="border: none;">Jul 15</td> <td style="border: none; text-align: right;">\$96.35</td> </tr> </table>	Due Now:	\$137.35	Jun 22	\$117.87	Jul 15	\$96.35
Due Now:	\$137.35						
Jun 22	\$117.87						
Jul 15	\$96.35						

### Policies

Please review the following policies by clicking on the link below. Acceptance of policies marked with an asterisk (\*) are required to complete your registration.

- [Waiver & Release of Liability - Home Club Membership \\*](#)
- [Skater & Parent Expectations - Home Club \\*](#)
- [Minimum Contracting Requirements \\*](#)
- [Photo Release - Home Club \\*](#)
- [Fundraising Policy--Home Club Members \\*](#)
- [Rink Monitor \\*](#)
- [Payment, Refunds & Exchanges \\*](#)

**PAY BY CREDIT CARD**

By proceeding to the next step, all details for your registration will be confirmed. Please verify all program registration details are accurate before continuing.

# NAFSC Registration Uplifter Site

## Select Payment and Receipt

### Payment:

- \* Update Contact/Billing in Step 2 if the name above does not match credit card statements

The screenshot shows a four-step registration process. Step 3, 'Payment Information', is the active step, highlighted in red. The form includes fields for Card Type (VISA), Card Number, Expiry Date (Month and Year dropdowns), and Credit Card CVD. A yellow callout box on the left reads: 'Update your Billing Information in Step 2 if the name above does not match your credit card statements.' A 'Submit' button is located at the bottom right of the form.

### Receipt:

- \* Once payment is made and approved, you will be taken to the **Registration Receipt**. This will also be emailed to you.

The screenshot shows the 'Registration Receipt' page. It includes a 'Print' button in the top right. The receipt details are as follows:

**Registration Invoice #: 00000028**  
**Invoice Date: May 11, 2015**

Eden Prairie Figure Skating Club	Billing Information	Contact Information
16526 W 78th Street #338	PARENT OF SKATER TEST	PARENT OF SKATER TEST
Eden Prairie, Minnesota 55346 Tel: (612) 805-0829 Email: info@edenprairiefsc.org	TEST, Minnesota 55331 Tel: (612) 123-4567 Email: test@me.com	TEST, Minnesota 55331 Tel: (612) 123-4567

**Registration Details**

Child / Participant	Program Category	Program Name	Start Date / End Date	Session Time	Program Fee
Clara Haeley	Session	#07A - Summer Session A - Power	Jun 8, 2015 - Jul 2	Tuesdays @ 10:30am	\$28.70