



MISSISSAUGA FIGURE SKATING CLUB INC

REGISTRATION STEPS – 2011-2012 FALL/WINTER SEASON

www.mississaugafsc.com

1. **Review the Session Schedule & Fees - Winter 2011-2012** to determine which sessions you wish to register for. The Schedule is available on the "Documents and Forms" page of MFSC's website.
2. **Ensure skater meets the minimum qualifications** for the desired sessions. These may change slightly each year. Qualifications are listed under program descriptions on "Programs" page of MFSC's website.
3. For skaters registering at the Junior level and up (i.e. STARSkaters), **contact your private coach** to ensure their availability on your desired sessions, prior to registering for any session. A change fee will apply if you have to change your session after you have registered.
4. **Complete Bingo Date Request Form** by contacting Shelly Ellis and booking your Bingo dates. This step must be done **prior** to registration. The Form is available on the "Documents and Forms" page of MFSC's website. *(All Canskate programs and the Adult StarSkate session are exempted.)*
5. **Complete Volunteer Commitment Form.** The Form is available on the "Documents and Forms" page of MFSC's website. *(All Canskate programs and the Adult StarSkate session are exempted.)*
6. **Read Payment Options** below and determine form of registration (online or manual) and payment schedule. Please note that if registering online, initial payment must be made by credit card.
7. Online registration is available through MFSC's website via the ITS system. **If registering online, be sure to read the Online Payment Instructions completely before commencing registration** to ensure that you have all required information handy. Note: The system will not process online registrations without a minimum payment attached. If paying in full, full amount will be processed. If paying by installments, minimum initial on-line payment this year is \$410.
Deliver post-dated cheques (for payment by installments) and completed Volunteer Form, if applicable, to MFSC by Mail, Drop-box at Tomken Rink 1, or to a board member during a CanSkate session. Post-dated cheques and volunteer form must be received by skater's first session. Do not mail cash.
8. **If registering manually, complete appropriate Registration Form and submit with initial payment, post-dated cheques and completed Volunteer Form**, if applicable, by Mail, Drop-box at Tomken Rink 1, or to a board member during a CanSkate Session. Note: Registrations will not be processed without payment(s) attached. Cheques and Volunteer Form must be received by skater's first session. Do not mail cash.
9. You may choose to register in person, at Tomken, on September 10, 9:00 – 11:00 am and on September 17, 9:00 – 11:00 am. Bingo dates, if applicable, should be booked before registering.
10. **Chocolate Fundraiser:** for skaters purchasing a box of chocolates, pickup will be late fall (Oct/Nov).
11. **Late Registrations/Refunds:** See MFSC Club Policies document on Website.

Payment Options: Registration fees totaling:

- i) Up to \$410 must be paid at the time of registration.
- ii) Under \$1,600 – pay \$410 at registration and 33% of remainder on Oct 21, Dec 9 (2011), and Jan 27, 2012.
- iii) Over \$1,600 – you may follow the 4 payments OR apply to the Board of Directors for more installments.

If registering for one day PreCan/Canskate – 50% of fees is due at registration and rest on October 21, 2011 (manual registrations only - not available on-line).

Mail or drop off Completed Registration form(s), Cheques, and Volunteer Commitment form at:

Drop off: Put in MFSC Club Box at
Tomken Twin Arena
4495 Tomken Road, Mississauga, Ontario
(Just inside Rink 1 doors)
Attn: Membership Chair

By Mail: Mississauga Figure Skating Club
P.O. Box 41017
Rockwood Postal Outlet
4141 Dixie Road
Mississauga, Ontario L4W 5C9