



Hagerstown Ice & Sports Complex

580 Security Road
Hagerstown, MD 21740
Phone: (301) 766-9122



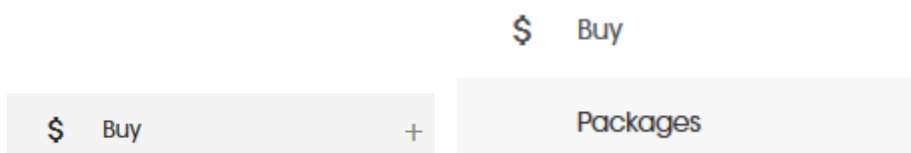
HISC Self-Service Registration Instructions

The rink recently partnered with a company to handle various self-service payment options. New and returning customers can now make payments online when interested in various programs. As skating programs become available, they will be added to the site. Users must register before accessing the registration list. Follow the instructions below to get started.

1. On the www.HagerstownIce.org website, click the **EZFacility logo** on the right side of the page. (Registration links also appear on program-specific pages- click the **Register Now** button from any of these pages to be directed to the payment site.)
2. You are now on the **Client Portal page**. First-time users must register; returning customers may sign in with the account credentials they created previously.

Username
Password
 Remember Me Having Trouble?
LOG IN REGISTER

3. On the left menu, click **Buy** to expand the menu. Select **Packages** from the sub-menu.



4. Select the package you wish to purchase by clicking **Buy** in the right column. **NOTE:** Some programs with flexible dates may require you to choose the date or number of sessions as well.



5. Enter the payment information and billing details to complete your purchase. Once the registration is processed, it will show up in your account as a purchased item. This verifies your payment has been accepted, and you are registered to participate.
6. Questions? Please contact our office if you need assistance. Call **(301) 766-9122** if you need help completing registration or wish to check on an existing registration.