



# ONLINE REGISTRATION INSTRUCTIONS

Follow these step-by-step instructions to complete your online registration for any of our upcoming hockey clinics.

1. Select Summer 2020, choose the age group and then select the clinic date & time of your choice
2. Login with your existing username and password or create a new account. When creating a new account, first register with the parent / main account holder information. Once that is completed, you will be able to add additional participants (e.g. children)
3. Agree to the Northwell Health Ice Center Waiver
4. Add / select the participant on the right and click “add to cart”

**Single session registration** - continue to step 7 to complete check out

**Multiple session registration** - continue to step 5 to add additional sessions

5. Click the blue “change” button on the left next to the age group listing
6. Repeat steps 1, 3 and 4 for the additional session. Each session must be added separately, but please only checkout once!
7. When all sessions have been added, click the green “checkout” button

## Using credit on file or gift certificate

8. Please indicate that you want to use your credit or gift certificate in the comment box. Once done, you **must click “Add Comments”** and make sure they show up on the left below the date and time for each session. If your registration amount is more than your credit / gift card, you will only be charged the difference.
9. Click complete purchase to enter your credit card information and complete the registration

You will receive two emails – one when your order is submitted and another when it is approved.