

REGISTRATION TIPS

1. **If you're new and don't have an account:**

Step 1: go to <https://www.amilia.com/store/en/airdrie-edge/shop/programs>

Step 2: Click on "Login" on the top right-hand corner

Step 3: Click on "Create an account" or Click on Facebook login or Login with Office 365 or Google

- If you decide to use your Facebook account or Office 365 please use your login name and password for them and go to Step 5.

Step 4: Continue with entering an email address and creating a password

Step 5: Click continue. Verify the email that you receive about the email that you provided with Steps 3 or 4.

Step 6: If you do not receive an email to confirm your account, you will see a "Warning" at the top of the page where you can get it reset.

Step 7: Once you have verified the email, click on "Back to Amilia".

Step 8: Now, you should be at the *home page* of your Amilia account. There is a grey bar on the left side with different tabs. Click on "Members" tab to add your children on to your account. Then click on the blue box that says "+ add a person".

- click on "+add a person" if you need to add more children or family members

Step 9: once you are done entering all children or family members

- click the tab on the left side that says "Find an organization"
- search for "Airdrie Edge Gymnastics Club" - this will bring you to OUR registration page
- click on the program to register into, for example: *Spring 2019 (April 29 – June 29)*

2. **If you do have an account,** sign in well in advance of registration to confirm that you can still do so. **Avoid creating more than one account.** Many classes have prerequisites. Multiple accounts can cause problems when you try to enroll, the new account will not have up to date badge levels that have been completed with us and will hinder your ability to get into your preferred class.

3. **Know the class you want to sign up for.** Class descriptions are available at the gym and online.

4. **Know the level you want to sign up for.** In the current session, coaches will give a recommendation for the next session before registration starts. If your gymnast isn't currently attending, check your last report card. If you do not know your level OR are new, you can contact the gym (in-person, by phone, or email) to schedule an assessment free of charge to determine the correct level placement.

5. **Check the schedule.** Be prepared with first and second choices. Be prepared for the schedule to change—we do our best, but sometimes last-minute changes are unavoidable.

6. **Be prepared to pay with a credit card online.** We recommend—if you want the best chance of getting into your preferred class—that you register online as soon as you can once registration opens. **In person you can pay by cash, cheque, credit, or debit.** All credit card transactions incur a 3% convenience fee.

7. **If the class you want is full, be sure to use the waitlist.** You will be required to enter which family member to put on the waiting list and a phone number or email. If you've been successful placing your gymnast on the waitlist you will get a confirmation email. Once registration slows down, we can often adjust the schedule to accommodate many of our waitlisted gymnasts.

8. **If you're having trouble during registration, contact us by email info@airdrieedge.com for the quickest result.** We can respond by phone or by email.