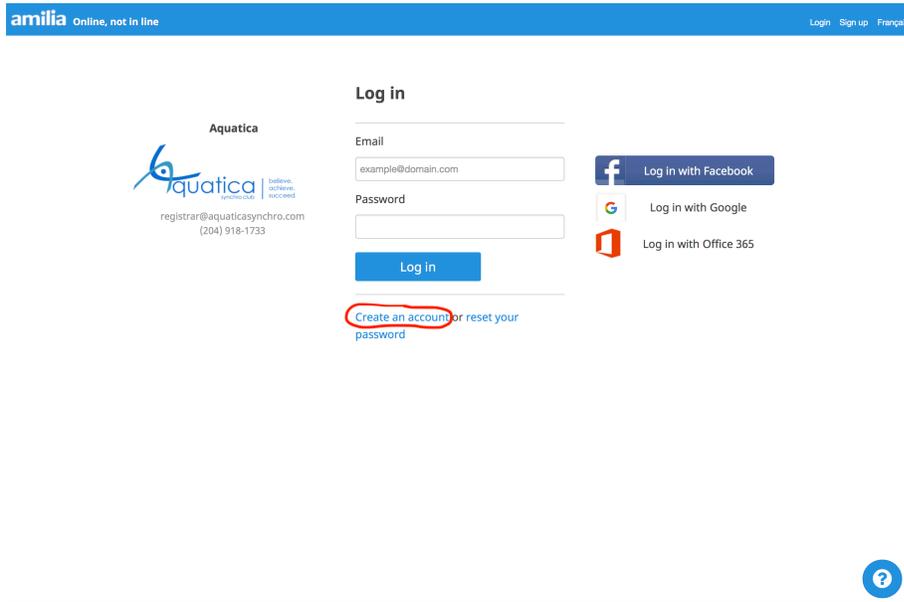


HOW TO REGISTER FOR AQUATICA SYNCHRO PROGRAMS

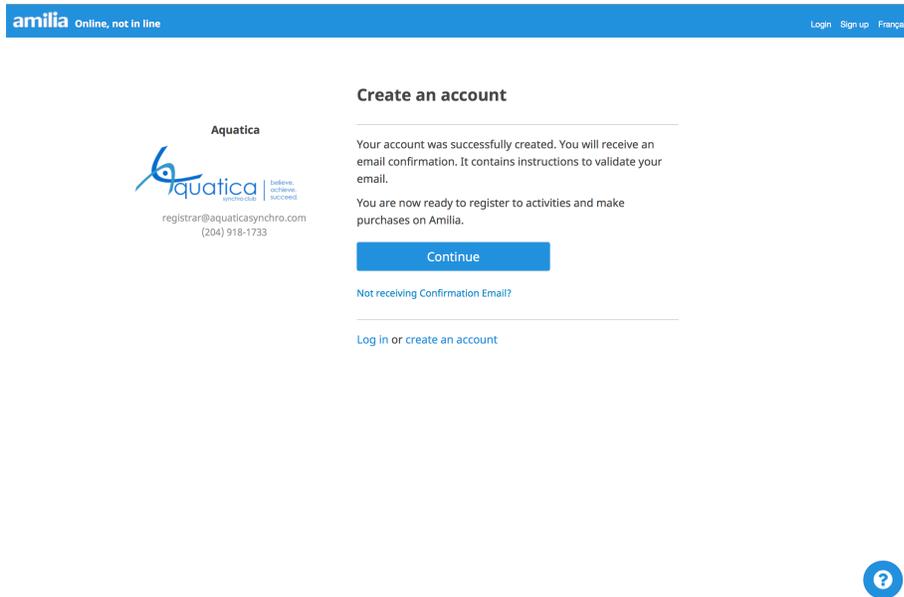
Aquatica Synchro uses the Amilia registration system. Here is a step-by-step process on how to register. If you have any questions or issues with the registration process, please contact the Aquatica Synchro Registrar at registrar@aquaticasynchro.com.

Step 1: Create an account



The screenshot shows the Amilia login page. At the top left, it says "amilia Online, not in line". At the top right, there are links for "Login", "Sign up", and "Français". On the left side, there is the Aquatica logo and contact information: "registrar@aquaticasynchro.com (204) 918-1733". The main heading is "Log in". Below it are input fields for "Email" (containing "example@domain.com") and "Password". To the right of these fields are three social login buttons: "Log in with Facebook", "Log in with Google", and "Log in with Office 365". Below the password field is a blue "Log in" button. At the bottom of the login form, the text "Create an account" is circled in red, followed by "or reset your password". A blue question mark icon is located in the bottom right corner of the page.

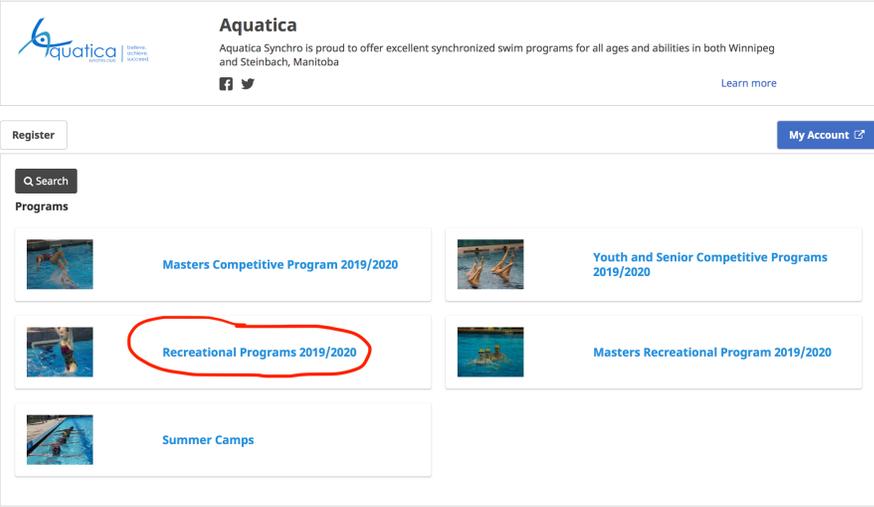
Click on 'Create an account' and enter the required info (email and password) to create an account. Don't forget to click on the verification email in your email account.



The screenshot shows the Amilia "Create an account" success page. At the top left, it says "amilia Online, not in line". At the top right, there are links for "Login", "Sign up", and "Français". On the left side, there is the Aquatica logo and contact information: "registrar@aquaticasynchro.com (204) 918-1733". The main heading is "Create an account". Below it, the text reads: "Your account was successfully created. You will receive an email confirmation. It contains instructions to validate your email." followed by "You are now ready to register to activities and make purchases on Amilia." Below this text is a blue "Continue" button. At the bottom of the page, there is a link that says "Not receiving Confirmation Email?". Below that is a link that says "Log in or create an account". A blue question mark icon is located in the bottom right corner of the page.

Step 2: Find your desired program

Click on your desired program. For the purposes of this tutorial, we will choose the Recreational Program. However, all steps are similar, regardless of the program you choose.

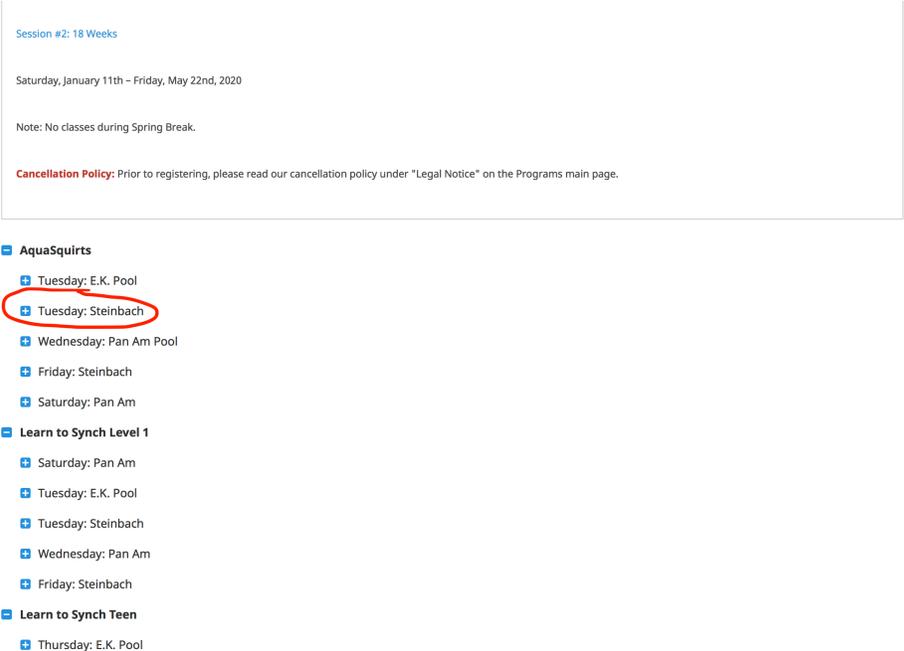


The screenshot shows the Aquatica website interface. At the top, there is a header with the Aquatica logo and the text "Aquatica Synchro is proud to offer excellent synchronized swim programs for all ages and abilities in both Winnipeg and Steinbach, Manitoba". Below the header, there are navigation buttons for "Register" and "My Account". A search bar is present, and a "Programs" section displays several program options with images and titles: "Masters Competitive Program 2019/2020", "Youth and Senior Competitive Programs 2019/2020", "Recreational Programs 2019/2020" (circled in red), "Masters Recreational Program 2019/2020", and "Summer Camps". A blue question mark icon is visible in the bottom right corner of the page.

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Step 3: Select the activity

Select your activity. For the purpose of this tutorial, we will choose AquaSquirts on Tuesday in Steinbach.



The screenshot shows the activity selection page. At the top, it displays "Session #2: 18 Weeks" and "Saturday, January 11th - Friday, May 22nd, 2020". A note states "Note: No classes during Spring Break." Below this, a "Cancellation Policy" is provided. The main content area lists activities under three categories: "AquaSquirts", "Learn to Synch Level 1", and "Learn to Synch Teen". Under "AquaSquirts", the following activities are listed: "Tuesday: E.K. Pool", "Tuesday: Steinbach" (circled in red), "Wednesday: Pan Am Pool", "Friday: Steinbach", and "Saturday: Pan Am". Under "Learn to Synch Level 1", the activities are: "Saturday: Pan Am", "Tuesday: E.K. Pool", "Tuesday: Steinbach", "Wednesday: Pan Am", and "Friday: Steinbach". Under "Learn to Synch Teen", the activities are: "Thursday: E.K. Pool" and "Friday: Steinbach". A blue question mark icon is visible in the bottom right corner of the page.

AquaSquirts

- Tuesday: E.K. Pool
- Tuesday: Steinbach

Session 1



AquaSquirts is a play based, water orientation program that helps develop swimming skills with instructors in the water. Typically, participants are 4-9 years old and the coach will be in the water with the swimmers. AquaSquirts involves fun in the water - jumping, rolling, spinning, twisting, and turning upside down. The program is based on the belief that swimmers learn best through PLAY. Learning through play creates an atmosphere that fosters confidence and relaxation, allowing swimmers to participate in an enjoyable.

[More information ...](#)

Schedule: On Tuesday from 5:00 PM to 6:00 PM.
 Steinbach Aquatic Centre

Start date: 9/17/2019
 Available: Available

Session

 \$190.00

Click here →

Session 2



AquaSquirts is a play based, water orientation program that helps develop swimming skills with instructors in the water. Typically, participants are 4-9 years old and the coach will be in the water with the swimmers. AquaSquirts involves fun in the water - jumping, rolling, spinning, twisting, and turning upside down. The program is based on the belief that swimmers learn best through PLAY. Learning through play creates an atmosphere that fosters confidence and relaxation, allowing swimmers to participate in an enjoyable.

[More information ...](#)

Schedule: On Tuesday from 5:00 PM to 6:00 PM.
 Steinbach Aquatic Centre

Start date: 1/14/2020
 Available: Available

Session

 \$280.00

- Wednesday: Pan Am Pool
- Friday: Steinbach

The following dialogue box will appear. Enter your (parent) information. Your child's information will come later. If you are are registering as an adult athlete (ie Masters), enter your own name here.

AquaSquirts

- Tuesday: E.K. Pool
- Tuesday: Steinbach

Session 1



AquaSquirts is a play based, water orientation program that helps develop swimming skills with instructors in the water. Typically, participants are 4-9 years old and the coach will be in the water with the swimmers. AquaSquirts involves fun in the water - jumping, rolling, spinning, twisting, and turning upside down. The program is based on the belief that swimmers learn best through PLAY. Learning through play creates an atmosphere that fosters confidence and relaxation, allowing swimmers to participate in an enjoyable.

[More information ...](#)

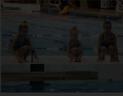
Schedule: On Tuesday from 5:00 PM to 6:00 PM.
 Steinbach Aquatic Centre

Start date: 9/17/2019
 Available: Available

Session

 \$190.00

Session 2



AquaSquirts is a play based, water orientation program that helps develop swimming skills with instructors in the water. Typically, participants are 4-9 years old and the coach will be in the water with the swimmers. AquaSquirts involves fun in the water - jumping, rolling, spinning, twisting, and turning upside down. The program is based on the belief that swimmers learn best through PLAY. Learning through play creates an atmosphere that fosters confidence and relaxation, allowing swimmers to participate in an enjoyable.

[More information ...](#)

Schedule: On Tuesday from 5:00 PM to 6:00 PM.
 Steinbach Aquatic Centre

Start date: 1/14/2020
 Available: Available

Session

 \$280.00

- Wednesday: Pan Am Pool
- Friday: Steinbach

Create a new account owner

The account owner will be responsible for paying balances and will be the main point of contact for the organization.

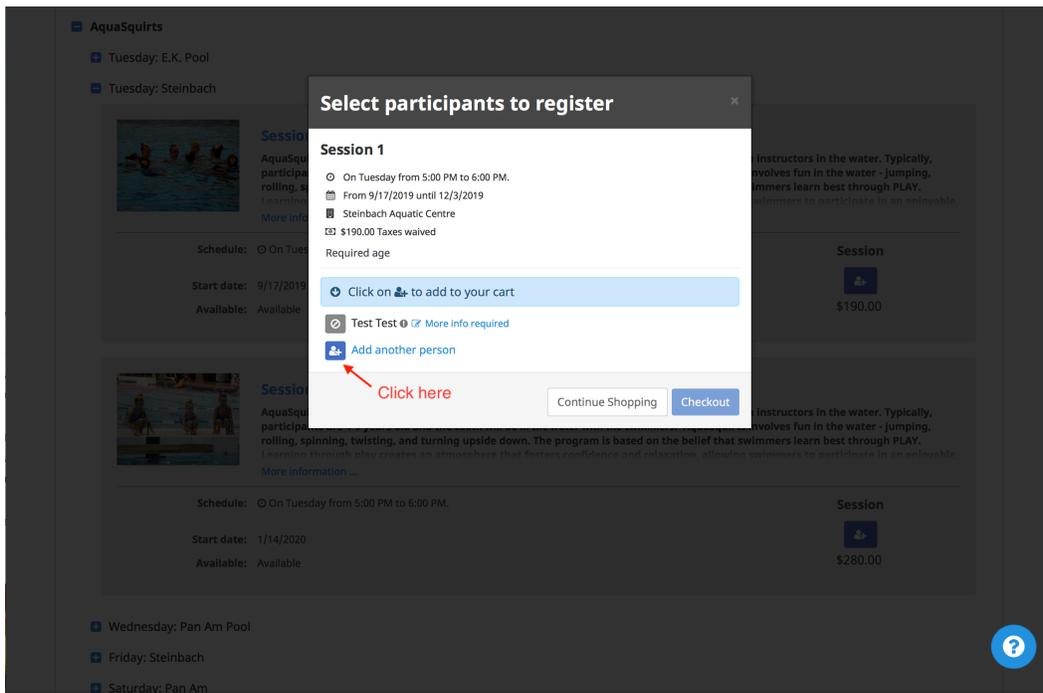
First name

Last name

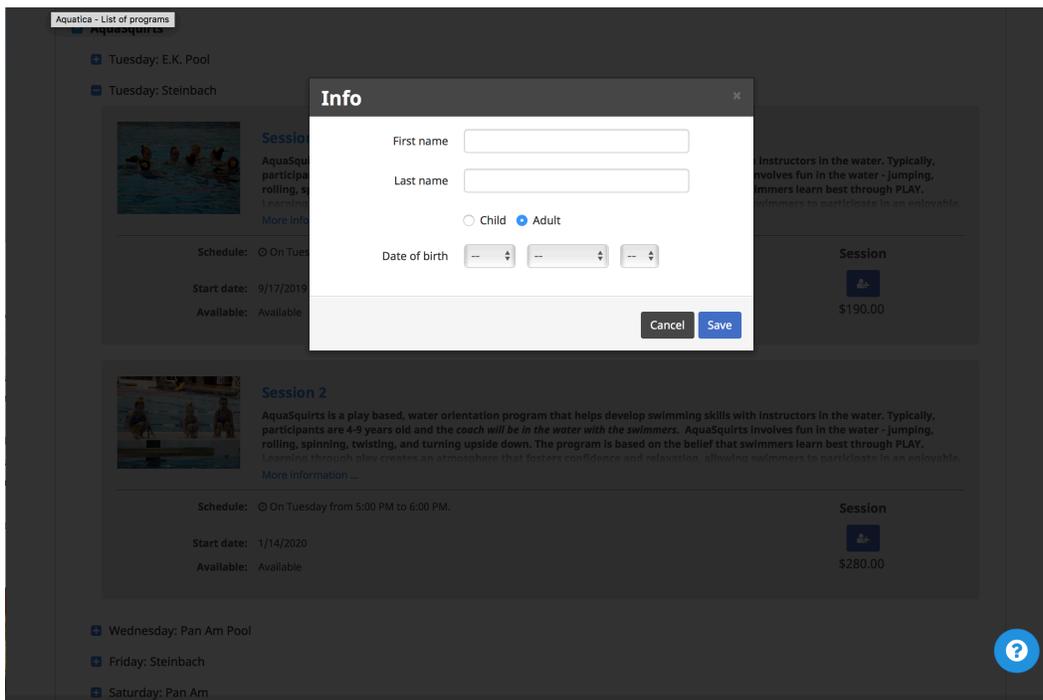
I confirm that I am 18 or older.

I agree to share my Amilia profile to proceed with this registration.

Step 4: Select the athlete you want to register



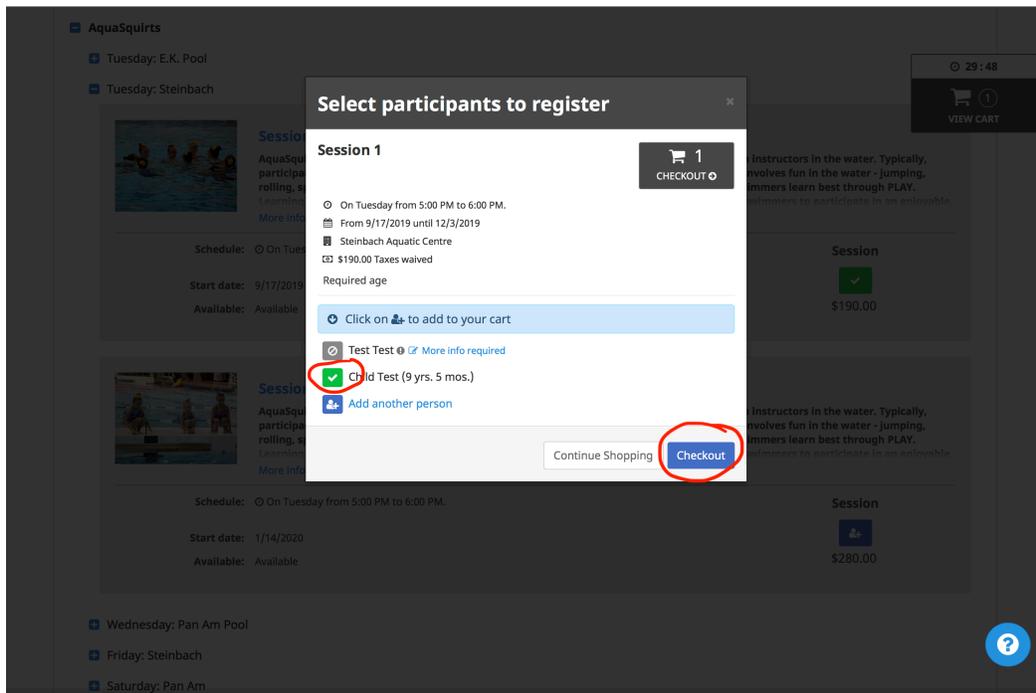
Once you have clicked on the above, you will be asked information on the athlete you wish to register. NOTE: if you are an adult registrant (Masters), you do not need to create another participant. Click on your own name ('Test Test' in the above example).



You will see a green checkmark next to your child's name. This means they are selected and you can proceed to the checkout.

If you want to register more than one child for *the same activity*, add them by following the above process before hitting checkout. If you want to register another child for *a different activity*, click 'Continue Shopping' and repeat above process.

If you want to register the same child for two activities (ie Session 1 and Session 2), click 'Continue Shopping' and repeat steps above to register in both sessions.



If you have a Promotion Code, enter it here. Note: if you are registering for Session 1 and Session 2 (AquaSquirts and Learn to Synch Level 1 only), there is a discount that is automatically applied. You do not need to enter a coupon code.

Progress bar: 1 (Your order) | 2 (Your information) | 3 (Payment) | 4 (Confirmation)

⌚ 29:48

Your order : 1 item

[Continue Shopping](#) [Checkout](#)

Recreational Programs 2019/2020 - AquaSquirts - Tuesday: Steinbach - Session 1		
Session		
On Tuesday from 5:00 PM to 6:00 PM.	\$190.00	\$190.00
From 9/17/2019 until 12/3/2019		Remove
Steinbach Aquatic Centre		
Child Test		
Service fees	\$20.00	\$20.00

Promotion code [Add](#)

Enter multiple promotion codes one at a time.

Sub Total	\$210.00
GST	\$0.00
PST	\$0.00
Order Total	\$210.00

[Checkout](#) [?](#)

Step 5: If paying by credit card

If you choose to pay by credit card, there will be a **2.75% fee added to your invoice**. If you do not want to pay this fee, choose another form of payment (see Step 7 for options available).

⌚ 29:44

Aquatica

[Add more items](#) [Checkout](#)

This purchase requires some additional information.

Child Test

Will you be paying with a credit card? Credit card transactions are subject to a 2.75% processing fee. You can pay offline or by e-check if you do not want to incur this charge.

Select an answer

[Checkout](#)

⌚ 29:44

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Step 6: Enter personal information

Make sure to enter info in all fields otherwise you will get an error message.

The screenshot shows the Aquatica checkout process at the 'Your information' step. A progress bar at the top indicates the current step is 2 of 4. The main form area is titled 'Your information' and contains a sidebar with 'Account owner' (Test Test) and 'Child Test'. The main form fields include: First name (Test), Last name (Test), Address (Search for your address), Email (cdgosselin@hotmail.com), Home Phone, Work Phone, Cellular, and Extension. A 'Continue my purchase' button is at the bottom right. A footer contains copyright information and a help icon.

Please complete all information below as they are required for every child.

- any known allergies
- any known medical conditions
- any medications

The screenshot shows the 'Personal information : Child Test' form. The 'Account owner' sidebar is visible on the left. The main form fields include: Date of birth (1/1/2010), Gender (Choose), Email, a checkbox for 'no known medical conditions', Allergies (Nuts, Eggs, Seafood, Peanuts, Insect bites/stings), Other (text input), Allergic reactions (text input), Medical conditions (Asthma, Hearing disorder, Hyperactive, Visual disorder, Incontinence, Diabetes, Epilepsy), Other (text input), Medications (text input), and a question 'Do you permit coaches to administer light remedies like Tylenol?' with Yes/No options. A footer contains a help icon.

- Do you permit administration of light medications
- Does your child carry an epi-pen
- Consent for emergency treatment
- Manitoba Health number
- Special needs requirement
- Agreement for minor child
- Media Release

Do you permit coaches to administer light remedies like Tylenol? Yes No

Does the participant carry an Epi-Pen? Yes No

If you answered yes above, do you authorize administration of the Epi-pen by coaches/chaperones? Yes No

Consent For Emergency Medical Treatment
[Read me](#)

Please enter your child's 6-digit Manitoba Health Registration Number

Please enter your child's 9-digit Personal Health Identification Number (PHIN).

Aquatica welcomes children of all abilities. Our lesson plans are flexible and allow for modification based on the individual's skill level. Does your child have special needs that we should be made aware?
 Yes No

Participant's Agreement for Minor Child
[Read me](#)

Media Release
[Read me](#)

T-shirt Size

© 27:17

?

- T-shirt size (for club t-shirt, included in registration)
- Legal guardians
- Emergency contacts

Individual's skill level. Does your child have special needs that we should be made aware?
 Yes No Specify

Participant's Agreement for Minor Child ⌚ 27:03
[Read me](#)

Media Release
[Read me](#)

T-shirt Size

How Did You Hear About Us?

Select a Primary Legal Guardian
 [Edit](#) [New](#)

Select a Secondary Legal Guardian
 [Edit](#) [New](#)

Select an Emergency Contact
 [Edit](#) [New](#)

Select a second Emergency Contact
 [Edit](#) [New](#)

[Continue my purchase](#)
Validate all sections to continue your purchase.

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NOTE: Your emergency contacts can be the same as legal guardians if you prefer.

STEP 7: Payment

You can choose between these types of payment:

- Online payment: credit card and E-check (direct bank withdrawal)
- Offline payment: cheque or etransfer

The screenshot shows the 'Payment' step of the checkout process for 'Aquatica'. A progress bar at the top indicates the current step is 'Payment' (4 of 4). Below the progress bar, there are links for 'View order details' and 'Add more items'. The main content area is titled 'Select an amount to pay:' and contains two boxes. The first box shows '\$210.00 online' with a red arrow pointing to it and the text 'Payment by - credit card - echeque (bank withdrawal)'. The second box shows '\$0.00 online' and '\$210.00 offline' with a red arrow pointing to it and the text 'Payment by - cheque - etransfer'. A note on the left states: 'Certain items in your cart may require an online payment. Any amount not paid online will then automatically be added to your account.' At the bottom, there is a copyright notice for 2019 Amilla Enterprises Inc. and a help icon.

The screenshot shows the 'E-check payment' step of the checkout process. The page title is 'E-check payment' and the amount to be paid is '\$210.00'. There is a 'Pay Now' button in the top right corner. The main content area is titled 'BANK ACCOUNT DETAILS' and contains several input fields: 'Banking institution', 'Branch / Transit' (12345), 'Bank no.' (123), 'Account number' (000123456789), and 'Account type' (Checking). There is also a 'View details' button next to a diagram of a cheque number. A note states: 'Once the transaction is completed, you will no longer be able to change your banking information. For this purpose, you must contact the organization. Note that you must count a delay of approximately 10 working days so that the transaction is carried out in your bank account.' Below this, there is a section for 'YOUR ADDRESS' with input fields for 'First name', 'Last name', 'Address 1', 'City', 'Address 2', 'State/Province', and 'Zip/Postal Code'. At the bottom, there is a checkbox for 'I accept the Terms and conditions' and a 'Pay Now' button.

If you want to pay by cheque or by e-transfer, please email the Aquatica Treasurer at [**treasurer@aquaticasynchro.com**](mailto:treasurer@aquaticasynchro.com) to confirm