



Online Registration and Contracts Instruction Manual

- revised 1/28/12 -

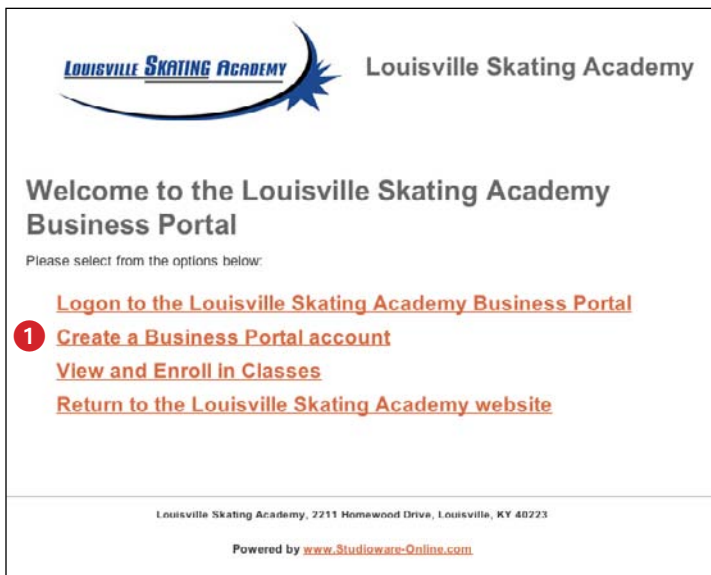


Introduction - Create an Account

LSA has decided to go green! Registering online is easier for our membership and saves considerable volunteer hours. To meet this goal, LSA has adopted a software solution. As funds are limited, LSA selected a program that was affordable, but not skating-specific. The contract committee has logged many hours adapting and testing this software, but our registration process is very complicated. LSA members and volunteers may experience some imperfections initially. However, we will make adjustments over time and are excited to be heading in the right direction! Please be patient and thank you, in advance, for your cooperation and support!

Create a Portal Account

You will be given the opportunity to create an account which will hold your skater, billing and contact information so you don't have to fill out the same information for every contract.



This is the home screen for the new contract software.

At this point, you will need to enter your family information into the system. Click "Create a Business Portal Account" **1**

Enter Your Family Information

Studioware relies on family accounts to invoice. When signing up your family, please enter every member who may ever take a class with LSA. (At this time, it is difficult to add a member to a family once the account has been established.)

LOUISVILLE SKATING ACADEMY Louisville Skating Academy Online Class Registration

If you already have a Parent Portal account, please visit the [logon](#) page.

Please indicate your registration type:

2 I am a student enrolling in classes at Louisville Skating Academy.
 I am a parent/guardian and I am enrolling my children in classes.

Please enter in your name and mailing address:

3 Parent First Name:
Parent Last Name:
Address 1:
Address 2:
City:
State:
Zip:

Please enter in your contact information:

4 Email Address 1: Personal
Phone 1: Cell/Mobile
Phone 2: Home

Please add any additional family members:

Additional Family Members

2 Most will want the second option. This tells Studioware how to log your account. If you are a parent who also wishes to skate, select the second option and input your information, along with your child(ren)'s in step 5 -Additional Family Members (see next page).

3 Please use the billing name of the parent responsible for the account. If you have more than one parent/guardian who pays for skating out of different accounts, and would like the bills split up that way, let Lisa Hall know. Studioware can send invoices to both parties for partial amounts.

4 It is ideal to have more than one phone number. The phone numbers will be printed on the ice monitor sheet and would be helpful if we need to reach you quickly.

Family Information (continued)

5

Additional Family Members

Skater #1

First Name:

Last Name:

Birth Date:

School:

Gender:

Coach(es):

Home Club:

Skater Level:

Test Level (Dance):

Test Level (Freeskate):

Test Level (Moves):

USFSA #:

Skater #2

First Name:

Last Name:

Birth Date:

School:

Gender:

Coach(es):

Home Club:

Skater Level:

Test Level (Dance):

Test Level (Freeskate):

Test Level (Moves):

USFSA #:

Skater #3

First Name:

Last Name:

- 5** Again, please enter all members who may ever take a class from LSA. If you have less than four people to enter, just skip the next “Family Member” blocks.

Items with a red star are required. Please try to fill out all the information that you know. If you are unsure and it is not a required field, it is fine to leave it blank.

Family Information (continued)

USFSA #:

Skater #4

First Name:

Last Name:

Birth Date:

School:

Gender:

Coach(es):

Home Club:

Skater Level:

Test Level (Dance):

Test Level (Freeskate):

Test Level (Moves):

USFSA #:

Please enter in a password to access the Louisville Skating Academy Portal:

6 Password:

Confirm Password:

You must download the Waivers and Release of Liability forms, sign them and submit them to Lisa Hall by either dropping them in the LSA box at Iceland, or sending in the mail to:

Lisa Hall
11114 Vista Greens Drive
Louisville, KY 40241

Your child will not be allowed on the ice without current waiver/release forms signed and on file.

7 I agree to send the proper documents at the specified time.

8


6 Make a password. Once your account is finalized, you will be able to log in to the system and register for more classes without entering all the family information again. Each new contract season, just select “Logon to the Business Portal” on the home screen and you will be able to enroll in classes without entering all the family information again.

7 Remember to check this box and send in your waiver sheets and any ice monitor, Kroger or injury credits.

8 Once you click this box, you will return to the home screen.

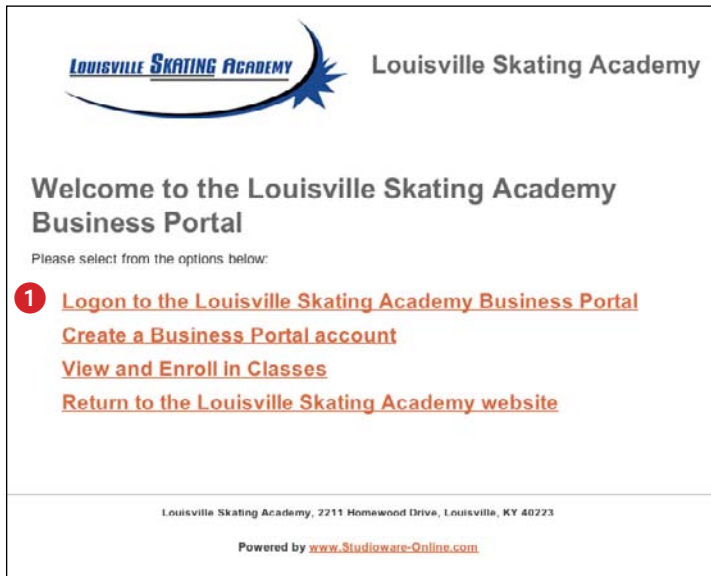
Once this information has been entered, you will not need to resubmit with every new contract. It is saved in the database.

Registering for Classes - Understanding the Grid

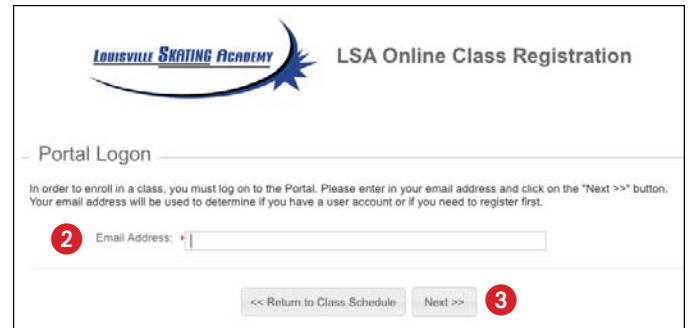
LSA2012_TEST_PartII_final.xls						
A	B	C	D	E	F	G
Part II - LSA Training Registration Form						
2012 – TEST						
1-Nov-11						
						
If you are comfortable with Microsoft Excel, you have the option of completing this form while in Excel and letting it calculate the totals and installment payments for you.						
Simply put an "X" or "x" in the column beside the session(s) you wish to select.						
Remember to fill in the skater's name on the first page and input any credits that reduce the balance due.						
If you do not choose to complete Part II of the Registration Form in Excel, simply print and complete it manually. We recommend you make a copy of this registration for your files.						
Part II - LSA Training Registration Form		Skater's Name:				
2012 – TEST				Number of Weeks:		10
1-Nov-11						
Monday						
Session	Time	# of Sessions	"X" to select	Price	Purchased	SESSION ID #
ON-ICE Sessions		Monday				
North Rink						
High/Intermediate Free Skate	8:00-8:50 am	10		\$100.00		MON-FS-01
Intermediate/Low Free Skate	8:50-9:40 am	10		\$100.00		MON-FS-02
Monday Total					\$	-
Wednesday						
Session	Time	# of Sessions	"X" to select	Price	Purchased	
ON-ICE Sessions		Wednesday				
North Rink						
High/Intermediate Free Skate	8:00-8:50 am	10		\$100.00		WED-FS-01
Open Power	8:50-9:10 am	10		\$56.25		WED-PWR-01
High/Intermediate Free Skate	9:20-10:10 am	10		\$100.00		WED-FS-02
Intermediate/Low Free Skate	10:10-11:00 pm	10		\$100.00		WED-FS-03
Wednesday Total					\$	-
Friday						
Session	Time	# of Sessions	"X" to select	Price	Purchased	
ON-ICE Sessions		Friday				

The class grid will be made available two weeks before registration. Use it to help plan your schedule with your coaches. Take note of class levels and the new Session ID numbers to the right of each class block. ① You will be able to use the ID numbers to quickly find your classes during registration.

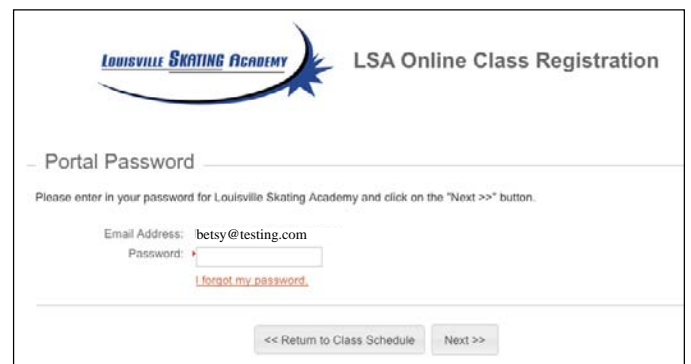
Registering for Classes - Login



The screenshot shows the homepage of the Louisville Skating Academy Business Portal. At the top left is the logo, and to its right is the text "Louisville Skating Academy". Below the logo is the heading "Welcome to the Louisville Skating Academy Business Portal" followed by the instruction "Please select from the options below:". A red circle with the number 1 is next to the first link: "Logon to the Louisville Skating Academy Business Portal". Other links include "Create a Business Portal account", "View and Enroll in Classes", and "Return to the Louisville Skating Academy website". At the bottom, it says "Louisville Skating Academy, 2211 Homewood Drive, Louisville, KY 40223" and "Powered by www.Studioware-Online.com".



The screenshot shows the "LSA Online Class Registration" portal. It has the logo and title at the top. Below is a "Portal Logon" section with a text input field. A red circle with the number 2 is next to the "Email Address:" label. Below the input field are two buttons: "<< Return to Class Schedule" and "Next >>". A red circle with the number 3 is next to the "Next >>" button. A small note reads: "In order to enroll in a class, you must log on to the Portal. Please enter in your email address and click on the 'Next >>' button. Your email address will be used to determine if you have a user account or if you need to register first."



The screenshot shows the "LSA Online Class Registration" portal. It has the logo and title at the top. Below is a "Portal Password" section with a text input field. Below the input field are two buttons: "<< Return to Class Schedule" and "Next >>". A small note reads: "Please enter in your password for Louisville Skating Academy and click on the 'Next >>' button." Below the input field, it says "Email Address: betsy@testing.com" and "Password: *". A red circle with the number 3 is next to the "Next >>" button. A link "I forgot my password." is also visible.




The screenshot shows the "LSA Online Class Registration" portal. It has the logo and title at the top. Below is a "Welcome Betsy Testing!" section. A red circle with the number 6 is next to the "Logoff" link in the top left corner. Below the heading is the text "Thank you for visiting the Louisville Skating Academy Business Portal. Please select from the options below:". A red circle with the number 7 is next to the link "View and Enroll in Classes". Other links include "Logoff the Louisville Skating Academy Business Portal". At the bottom, it says "Louisville Skating Academy, 2211 Homewood Drive, Louisville, KY 40223" and "Powered by www.Studioware-Online.com".

- 1 thru 5 Follow the steps. Enter your email and password you entered during Family Registration.
- 6 Once successfully logged in, your name will show in the left corner.
- 7 Eventually, you will be able to click this link to enroll in classes. However, right now, it takes you to a registration page that does not have the filters enabled. Please use the link that came in the email to access the proper enrollment page.

Registering for Classes - Class Overview by Day

Welcome Betsy Testing [\[Logoff\]](#)

LSA Online Class Registration

These are the classes open for the test enrollment. Please note that these are not real classes. If you choose to help us out by completing payment through Paypal so we can test, know that your account will be charged the amount listed. Please only "pay" once.

1 **Class Level:** **TEST Session Number:**

You may choose classes by level using the dropdown menu above. Please note that you may need to choose more than one level. For example, if the class is listed as High/Intermediate, you must list that specific option to see the class. (Choosing High only will not show the High/Intermediate classes.)

You can also choose classes by the shortcode listed on the registration grid using the Session Number dropdown.

Monday:

Test FreeSkate:
There is no cost for these classes. They are used for testing purposes.

2

Wednesday:

Test FreeSkate:
There is no cost for these classes. They are used for testing purposes.

2

1 Filters are enabled for your convenience.


Class Level Filter: Please remember that if you choose “High” as the Class Level, any High/Intermediate classes will not be shown. Choose more than one level to ensure you see all classes if you use this filter.

Session Number Filter: The Session Number Filter corresponds to the grid distributed as “Part II”. If you want to jump to a specific class on the grid, this is the fastest way.

2 Click these boxes to see what classes are offered on that day in that discipline.

Registering for Classes - Specific Class Enrollment

Welcome Betsy Testing [\[Logout\]](#)



LSA Online Class Registration

Test FreeSkate Class Description:

There is no cost for these classes. They are used for testing purposes.

3 **Class Information:**

- **Class name:** Test FreeSkate
- **Class frequency:** Once a week
- **Class length:** 50 minutes
- **Class tuition:** \$0.00

Class Schedule:

Start Date	Stop Date	Location	Additional Information	Capacity	Coaches	Action
Monday November 7, 2011 08:00AM	Monday December 5, 2011 08:00AM	North Rink	<ul style="list-style-type: none">• Class Level: High/Intermediate• TEST Session Number: MON-FS-01	150	LSA Coaches	4 <input type="button" value="Enroll >>"/>
Monday November 7, 2011 08:50AM	Monday December 5, 2011 08:50AM	North Rink	<ul style="list-style-type: none">• Class Level: Intermediate/Low• TEST Session Number: MON-FS-02	150	LSA Coaches	<input type="button" value="Enroll >>"/>


5

Powered by www.Studioware-Online.com

- 3** General class information is here.
- 4** Find specific scheduled class information in the grid. Select your class by clicking Enroll.
- 5** If you did not find a class you want on this page, you can return to the master list of classes.

Registering for Classes - Specific Class Enrollment

Welcome Betsy Testing [\[Logout\]](#)

LSA Online Class Registration

- Class Enrollment -

Please confirm that you want to enroll the selected student(s):

- Betsy Testing
- John Testing
- Jane Testing

into the following class:

Class Name: Test FreeSkate
Description: There is no cost for these classes. They are used for testing purposes.

Class Schedule: Once a week
Start Date: Monday, November 07, 2011
Start Time: 8:00 AM
Class Length: 50 minutes
Stop Date: Monday, December 05, 2011
Instructors: LSA Coaches

To complete the enrollment, please click on the "Enroll the Selected Students" button:

<< Return to Class Schedule Enroll the Selected Students

6 Choose what family member(s) to enroll in the class.


7 Click to enroll those members.

NOTE: You will not receive a confirmation email right away. Someone from the contract committee will need to manually send confirmation emails. This email will have all the classes you enrolled in and any wait list information. (We hope to also be online during enrollment and send them out as soon as possible, but note there is a 30 minute queue wait-time for the software to send emails.) Automatic notifications/invoicing are some "wish list" items we hope to change with the software, but for now, it is what it is. Please keep these emails as confirmation of your enrollment in the class. You will also receive an invoice within 48 hours of registration that will confirm your classes. Check your schedule carefully for any errors*.

***If you do not receive any emails from LSA Registrations within 48 hours, it is your responsibility to email Jodi Michel or Lisa Hall in order to avoid any late payment fees.**

Registering for Classes - Completing Enrollment

Welcome Betsy Testing [\[Logout\]](#)

LSA Online Class Registration

Thank You!

Thank you for enrolling the students in Test FreeSkate. The status of the enrollment is as follows:

- 8 • **Betsy Testing:** Successfully enrolled in the class
- **John Testing:** Successfully enrolled in the class
- **Jane Testing:** Successfully enrolled in the class

You will be receiving an invoice that details the tuition charges. The class schedule is as follows:

Class Name:	Test FreeSkate
Description:	No cost...testing purposes only.
Class Schedule:	Once a week
Start Date:	Monday, November 07, 2011
Start Time:	8:00 AM
Stop Date:	Monday, December 05, 2011
Instructors:	LSA Coaches

Please print this form for your records.

9

Powered by www.Studioware-Online.com

8 Pay attention to this area. Your skaters are confirmed for the class or put on a wait list if it is full. If you have tried to enroll in a class that you have already signed up for, it will tell you that here.

7 Either choose to enroll in more classes, or if you are done enrolling, click “I’m finished”

NOTE: YOU WILL NOT GET A CONFIRMATION EMAIL RIGHT AWAY WITH A LIST OF CLASSES. In fact, there is no fanfare at all (another wish list item!). It takes you back to the portal home page. Believe us though, when we say that we are excited you took the time to enroll online and save us time! We will manually send out a class confirmation email to you as soon as we can. Please check over that email and let Jodi Michel (joschmo@bellsouth.net) know any changes you may need to make*.

YOU WILL RECEIVE AN INVOICE WITHIN 48 HOURS*.

THE PAYMENT PROCESS HAS CHANGED. PLEASE SEE THE NEXT PAGE FOR DETAILS.

***If you do not receive any emails from LSA Registrations within 48 hours, it is your responsibility to email Jodi Michel or Lisa Hall in order to avoid any late payment fees.**

Completing Payment

Once you sign up for classes and receive the confirmation emails, your registration is logged into the system. The Contract Account Manager will check the data and adjust for any discounts or membership dues. An invoice will be emailed to you within forty-eight hours.

This invoice will have a link to PayPal and also a tear-off stub if you wish to put payment in the mail.

Installment payments:

If you wish to pay in installments, make a note on the invoice, attach any credits, and mail to the Contract Account Manager.

A new invoice will be issued and emailed when it is time for the second installment.

1 **From:** Louisville Skating Academy <jodi@joschmocreates.com>
Subject: Invoice 0000002 from Louisville Skating Academy
Date: November 8, 2011 1:19:11 PM EST
To: Jodi Michel
Reply-To: Louisville Skating Academy <jodi@joschmocreates.com>

Hello J.T. Michel,

You have a new invoice from Louisville Skating Academy for \$0.06. To view the invoice, click the link below:

<http://LouisvilleSkatingAcademy.studioware-online.com/invoices/b6d9847f-fa6b-483d-9db0-507e2f55ce33>

Best regards,
Louisville Skating Academy

1 This is a sample email with a link to view the invoice online.

Completing Payment (continued)

This is an example of the invoice summary you will be shown when you click the link:

Home / **J.T. Michel** / **Invoice** / **00000002** ¹

– Invoice Summary –

Invoice Start Date: Saturday, October 01, 2011
Invoice Stop Date: Tuesday, November 08, 2011
Due Date: Wednesday, November 09, 2011

Original Invoice Amount: \$0.06
Total Payments: \$0.00
Outstanding Balance: \$0.06

[View Invoice Details >>](#) ²

[Pay Now](#) ³

MasterCard VISA Discover iPCARD BANK


- ¹ Note the invoice number. (You will need it for installment payments)
- ² Click this box to view an itemized invoice. (Example on next page)
- ³ Only use this PayPal link if you are going to pay the ENTIRE invoice at this time. (If you have any credits, you will have to pay manually through PayPal using the instructions below.) You will still need to send the signed waivers and any credits to Lisa Hall or drop them in the LSA box at the rink.

INSTALLMENT PAYMENT INSTRUCTIONS

- Log on to www.paypal.com. Choose the “Personal” tab. If you are new to PayPal, you will have to create an account profile. Simply fill in the online form and click “Agree and Create Account.” To protect your privacy, PayPal will ask you to confirm your email separately and confirm your credit card account. This can take 2 or 3 days.
- From the “Personal” page, click on the “Send Money” option.
Send to: payment@skatelouisville.org. Enter your email address and the amount due.
Choose the “Payment Owed” button and click “Continue.”
- Before hitting the “Send Money” button to confirm the transaction, write your skater’s name and invoice number in the message box.
- Send the signed waivers and any credits to Lisa Hall or drop in the LSA box at the rink.**

Completing Payment (continued)

This is an example of the invoice you will be shown when you click "View Invoice Details".
 To pay by check, write the installment amount in the box below, attach any credits and send to:
 Lisa Hall
 11114 Vista Greens Drive
 Louisville, KY 40241

<p>Louisville Skating Academy 2211 Homewood Drive Louisville, KY 40223</p> <p><small>Please send to Lisa Hall at the above address.</small></p> <p>J.T. Michel 501 Langholm Place Louisville, KY 40243</p>	 <h1>INVOICE</h1>
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Invoice #:	00000002
Invoice Through:	Nov 8, 2011
Due Date:	Nov 9, 2011
Amount Due:	\$0.06

Thank you for contracting with the Louisville Skating Academy. Download the Waivers here:
http://www.joschmo2.com/lisa_registrations/Contract_Waivers.pdf and sign them. Send the waivers, any credits and payment to: Lisa Hall, 11114 Vista Greens Drive, Louisville, KY 40241

Date	Item	Description	Amount (\$)
Nov 06, 2011	Tuition	J.T. Michel enrolled in Test FreeSkate; Tuition Fee for Test Class.	0.00
Nov 06, 2011	Tuition	J.T. Michel enrolled in Test FreeSkate; Tuition Fee for Test Class.	0.00
Nov 06, 2011	Tuition	J.T. Michel enrolled in Test Power; Tuition Fee for Test Power.	0.00
Nov 06, 2011	Tuition	J.T. Michel enrolled in Test FreeSkate; Tuition Fee for Test Class.	0.00
Nov 07, 2011	Tuition Refund	Dropped class Test FreeSkate. The class is 0% complete, therefore, the refund is \$0.00	0.00
Nov 07, 2011	Tuition	J.T. Michel enrolled in Test Class Tuition; Tuition Fee for Test Class Tuition.	0.06
Current Charges:			\$0.06
Amount Due:			\$0.06

1. This invoice is due within 4 days of receipt.
 2. Download the Waiver Form (link above), sign it and send in with invoice, payment and any credits.

----- X Please detach and return this stub with your payment. Make checks payable to "Louisville Skating Academy" -----



INVOICE-00000002

Please enter in your payment amount:

\$

Louisville Skating Academy
 11114 Vista Greens Drive
 Louisville, KY 40241

Invoice created with www.Studioware-Online.com Invoice 00000002