



Online Registration
and Contracts
- Quickstart Guide -

- 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!**

Register Your Family

Remember the “cover sheets”? Well now, just fill out that information once, and it will be stored in the database. (Sorry, but the waivers still have to be signed and sent in.) **To get started, click the “LSA Family Registration” link in the email.**

Note: If you are a parent who also wishes to skate, select the second “registration type” option and input your information, along with your child(ren)’s in the Additional Family Members section. 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.)

Enrolling In Classes

Please use the “LSA Class Enrollment” link that came in the email to get the filtered version of the page with the Session IDs. (In the future, the developer should fix this so the link on the Parent Portal page always shows the filters.) Note: the Session ID numbers are on the grid distributed with the contract.

1. Using the class grid, find the classes listed by day, then type of session (or use the Session Number pulldown menu) to select classes.
2. Choose which child(ren) to enroll, then click “Enroll the Selected Students”
3. The next page will show the status of enrollment (Successful, Already enrolled, Wait List)
At the bottom of the page, choose to enroll in more classes, or that you are finished enrolling.

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 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*.
Payment instructions follow on the next pages.

***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, 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 is the invoice summary you will be shown when you click the link in the Invoice Email:

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 American Express Discover 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

1. 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.
2. 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.”
3. Before hitting the “Send Money” button to confirm the transaction, write your skater’s name and invoice number in the message box.
4. 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>	 <h1>INVOICE</h1>
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<p>J.T. Michel 501 Langholm Place Louisville, KY 40243</p>	<table border="1"> <tr> <td>Invoice #:</td> <td>00000002</td> </tr> <tr> <td>Invoice Through:</td> <td>Nov 8, 2011</td> </tr> <tr> <td>Due Date:</td> <td>Nov 9, 2011</td> </tr> <tr> <td>Amount Due:</td> <td>\$0.06</td> </tr> </table>	Invoice #:	00000002	Invoice Through:	Nov 8, 2011	Due Date:	Nov 9, 2011	Amount Due:	\$0.06
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

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

----- ✕ 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