

# Learn to Skate (LTS) Instructions for EntryEeze

## **If you are already a member of our LTS program and Learn to Skate USA for the 2021-2022 season:**

### ***The first time you go to EntryEeze***

You will be receiving an email from Sk8 Bay FSC with the subject “Welcome—your new account”

Click on the link in the email to verify your account.

This will take you to the EntryEeze system.

Set up your password.

Click on the “Manage Family” tab at the top left, check your personal information, edit, and save if you made changes.

Continue on to the “To Purchase LTS classes in EntryEeze portion of these instructions.

### ***The next time you return to EntryEeze***

You can get there one of two ways.

1. Search for EntryEeze in your browser, click on “find your home club” (top right under “Membership and testing” heading), type in Sk8 Bay Figure Skating Club in the search bar, click on “go to club.”
2. Go to [www.sk8bayfsc.org](http://www.sk8bayfsc.org). Click on “Register Here” in the top right corner of the home page to go to EntryEeze.com.

Click on “Access my account” under “Existing Member” to log in. Enter your email address and password.

## **If you are not a member of Learn to Skate USA and are new to our program:**

- Go to EntryEeze by one of two ways:
  1. Search for EntryEeze in your browser, click on “find your home club” (top right under “Membership and testing” heading, type in Sk8 Bay Figure Skating Club in the search bar, click on “go to club.”
  2. Go to [www.sk8bayfsc.org](http://www.sk8bayfsc.org) and look for link to EntryEeze (website will be available soon)
- In the “New Member” box, click on “Apply for Membership”
- Choose “Log in to existing family account” if you are adding a skater to your already existing account. Choose “create a new family account” if you have never been a part of Sk8Bay FSC or its LTS program.
- Enter the number on the screen in the box to confirm you are not a robot.
- Enter skater information.
- Click on “Save personal information”
- Go to your email. Open Welcome email from Sk8Bay. Click on link to verify email. This will take you back to EntryEeze.
- Click on “Apply Renew” tab at the top of the screen.
- Click on “select a membership” dropdown.
- Click on “Learn to Skate”
- Click on “Apply”
- Click the button that applies to your previous club membership.
- Click on “save.” This takes you to a screen where you read and complete all necessary membership forms.
  - Sign code of conduct, click on “save signature”
  - Sign waiver, click on “save signature”
  - Answer the questions
  - Read Concussion Information with your skater. Click on blue link to “Concussion Information.”
  - Skater signs, click on “save signature;” parent signs, click on “save signature”

- Click on “Save”
- Click on “Shopping cart and complete checkout”
- Click on “Continue to check out”
- Click in the “I understand...” box on US Figure Skating Waiver”
- Click on “continue to checkout” twice
- Pay for LTS Membership
  - Fill out credit card information
  - Click on “Submit Payment”
- Click on “return to my account” and follow the instructions below to purchase classes after you receive confirmation of your Learn to Skate USA Membership.

### **To purchase LTS classes in EntryEeze**

- Hover over the “Contract Ice” Tab
- Click on “Browse and Purchase”
- Choose your contract by clicking on “continue” in the “Learn to Skate” Section.
- Use the drop down menu to choose the skater you wish to purchase classes for.
  - If you would like to purchase the entire session (this package is prorated to \$13 per class with no make-up classes for absences),
    - click on the down arrow under “packages available” to expand
    - Click on “add to cart”
  - If you would like to pay for individual session at \$15 each,
    - click on the down arrow under “sessions available,”
    - click on add to cart to add the session or sessions you would like to attend.
    - IF YOU CHOOSE TO PURCHASE CLASSES BY SESSION, YOU MUST PAY FOR THE CLASS BEFORE 3:00 PM ON THE WEDNESDAY OF THE CLASS.
- Click on “cart/checkout” (top right)
- Click on “continue checkout”
- Check your order and click on “continue checkout” again
- Enter credit card information
- Click on “Submit Payment”
- Click on “return to my account”

### **Calendar Feature**

- Click on “My Calendar” tab
- Click on a calendar date square
- Your scheduled sessions show up on the right