

## Instructions for Becoming a GUEST SKATER in EntryEeze

### You can get to EntryEeze 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.

### Create an account

- Once you are at the EntryEeze home page, in the “Guest Skaters” box, click on “Create a new account”
- Enter email address
- Submit email address
- Enter personal information
- Click on “Save personal information”
- You will get a thank you message
- You will receive a welcome email
- Go to your email account and open the email from “Sk8 Bay FSC”
- Click on the link. That will take you to EntryEeze
- Make a password

### To purchase Ice Time in EntryEeze

- Hover over the “Contract Ice” Tab
- Click on “Browse and Purchase”
- Choose your contract by clicking on “continue” in the “Club Ice,” Practice Ice,” or “General Ice.”
- Use the drop down menu to choose the skater (if you have more than one on your account) you wish to purchase classes for.
  - If you would like to purchase a punch card or half punch card,
    - click on the down arrow under “packages available” to expand
    - Note NEW “HALF Punch Card” 5 sessions for \$65
    - Click on “add to cart”
  - If you would like to pay for individual sessions or Drop In ice,
    - 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, THE LAST POSSIBLE MOMENT TO PAY FOR SESSIONS IS 3:00 PM THE DAY OF THE SESSION.
- Click on “cart/checkout” (top right)
- Click on “continue checkout”
- Click on “continue checkout” after checking your purchase
- Enter credit card information
- Click on “Submit payment”
- Click on “Return to my account”
- **If you purchased a punch card or half punch card, you need to hover over “Contract Ice” and click on “Browse and Purchase” to select sessions.**
- Choose the contract for which you have the punch card. Click on “continue”
- Select a member to choose ice for (if you have more than one on your account)
- On the right side of the screen, is a number that lets you know how many punches are left on the punch card.
- Click on the down arrows/expand by the rink name under “Sessions Available”

- Click on “Select this session” to choose ice
- NOTES:
  - Sessions may be de-selected by clicking on the red rectangle BEFORE THE SESSION STARTS.
  - When you select a session, your punch card number decreases.
  - The light blue rectangle next to the rink name fills in with a darker blue to show the capacity of the session
  - Hover over the icon that looks like an eye to view details

### **Calendar Feature**

- Click on “My Calendar” tab
- Click on a calendar date square
- Your scheduled sessions show up on the right
- The green triangle in the corner signifies that this is a day that you can use your purchased punch cards.