Thunder Bay Gymnastics Association Registration User Guide

Welcome to the new online registration site for the Thunder Bay Gymnastics Association.

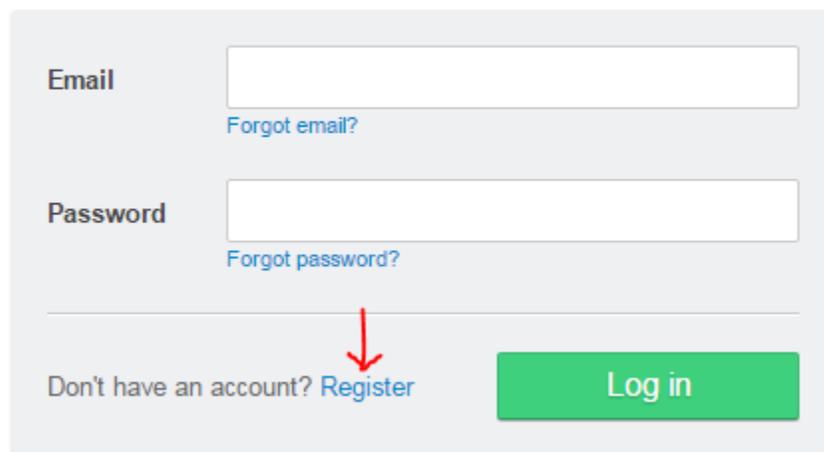## Getting Started

To begin, please go to www.tbga.ca click on the REGISTRATION tab and click on REGISTER ONLINE HERE!

New Users

Click the Register link to create an account:

The primary account holder who must be 18 years of age or older will need to fill out this form:

New User

* First name	* Last name	* Phone no.

* Email	* Address

* Password	* City

* Confirm Password	* Country
	Canada ▼

Gender	* Province
○ Male ○ Female	Ontario ▼

Please proceed to **Family Setup** to enter your family member details.

Family Setup

Once you have logged in successfully, you will be prompted to setup your family. You can also access this from the Profile link in the top menu. Begin adding family members by clicking on the Create Family Member:

Family

| Settings |
| Payments Due |
| Past Payments |
| **Family** |
| Waitlists |
| Notification Settings |

Your family   Create family member   Add existing user ▼

No Family to display.
Add family member by clicking the "Create offline user" or "Add existing online user" button.

Enter the family member's details and indicate the relationship (ex. Child). Click Add to Family when done. Note, you will may not be permitted to add an email address for your child. Children will be

considered offline users and all communication will be sent to the parent(s)/guardian(s) on file.

Add New Family Member (This should be a user that doesn't already exist in the system.)

First name

Last name

Email

Relationship

Select Any ▼

Gender

○ Male   ○ Female

Date of birth

Phone no.

8075551234

Secondary phone number

Address Details

*Address

123 Flip Street

*City

Thunder Bay

*Province

Ontario

*Country

Canada

*Postal Code

P7C 1A1

Add to family

Settings
Payments Due
Past Payments
Family
Waitlists
Notification Settings
Waivers
Credit Cards
Credits
Documents

Repeat as necessary for all family members.

You can also find the Family settings from your Dashboard or Profile menu link at the top of the screen.

Register for Programs

Once you have setup your family, you can begin to register them to programs online.

To get started there are several places to look to find available programs.

1. From the bottom of the dashboard you can see any upcoming programs and you can click to view more:

2. Use the menu option View→Programs to take you to a list of available programs.
3. **Recommended method**: Use the search bar to enter in a key word. The more information you enter, the more defined your search results will be:

Click on the Enroll button to register yourself or a family member to the program. If you do not see the name of the child you would like to register, please return to your Profile to add additional family members.

The item will now be added to the cart:

You may now enroll another family member to the program or select a different program to register to. You may continue adding items to the cart.

When you are ready to checkout, click on the cart to proceed to payment.

Please note that a category fee will have been automatically added to your cart for the first registration (per participant) of the season. This is an annual fee.

The system will walk you through a series of steps which may include some questions and a waiver acknowledgement. The final step will be the payment option. The only payment option is to make a payment via credit card. Please have your card ready for payment. Once the payment transaction is successful you will receive an email notification which will include your invoice.

Thank-you for registering online!

Please contact tbgatwisters@tbaytel.net if you require any additional assistance.