



# Registration Process for Recreational Families

\*Competitive families please follow the process outlines in your Registration Package\*

Once you have selected the registration button (**Recreational/Camp/Drop-in Registration**) you will need to complete the following steps:

1. Select **LOGIN** if you are a current member OR for **NEW MEMBERS** click **REGISTER**
2. You will now be prompted to select the session/program you wish to register for from the drop down menu
3. You will now see our calendar of class offerings. Please note **RED** classes are full and will result in you child being added to the waitlist
4. Once your class is chosen you will be directed to our registration portal. To create a **NEW** profile select **CLICK HERE TO REGISTER**
5. You will now be prompted to create your family profile  
**IMPORTANT** - in order to receive class confirmation and payment confirmation emails you **MUST** click the checkbox beside the statement 'Yes, send me emails related to my account payments, class confirmations, class reminders, canceled classes, etc. See our privacy policy for how we safeguard your information.' Failure to click this box will result in the system NOT sending you emails.
6. Once you have created your family profile you will be prompted to create the profile for your child. Please ensure your child's date of birth is properly entered as it could hinder class registration if the year of birth is incorrect.
7. You will now move to completion of the Burlington Gymnastics Club waivers. Please carefully review these waivers prior to attesting. These waivers cover not only insurance and liability but also our refund and cancelation policy.
8. Once you have confirmed your intent to enroll you will be presented with the enrollment confirmation page.
9. To complete payment and enrollment select the **BLUE CHECKOUT**
10. Follow the instructions to complete your checkout. Our online system accepts VISA and Mastercard only. Payment is required BEFORE midnight on the day of enrollment. If payment is not received the system will automatically remove the enrollment. Payments being made by cash/debit must be completed IN PERSON at our Mainway location the same day you enroll to avoid being dropped.
11. Once completed you will receive an email confirmation. If you DO NOT, it is because you failed to check the email confirmation box. You can update your email preferences by logging into your account and selecting YES to receive emails.