



ONLINE REGISTRATION INSTRUCTIONS

Follow these step-by-step instructions to complete your online registration for any of our upcoming hockey programs.

1. Select Fall 2020, choose the level / program and then select the program date & time in green
2. Login with your existing username and password or create a new account. When creating a new account, first register with the parent / main account holder information. Once that is completed, you will be able to add additional participants (e.g. children)
3. Agree to the Northwell Health Ice Center Waiver
4. Add / select the participant on the right and click “add to cart”

Single program registration - continue to step 7 to complete check out

Multiple program registration - continue to step 5 to add additional programs

5. Click the blue “change” button on the left next to the program listing
6. Repeat steps 1, 3 and 4 for the additional programs. Each program must be added separately, but please only checkout once!
7. When all programs have been added, click the green “checkout” button

Using credit on file or gift certificate

8. Please indicate that you want to use your credit or gift certificate in the comment box. Once done, you **must click “Add Comments”** and make sure they show up on the left below the date and time for each session. If your registration amount is more than your credit / gift card, you will only be charged the difference.
9. Click complete purchase to enter your credit card information and complete the registration

You will receive two emails – one when your order is submitted and another when it is approved.