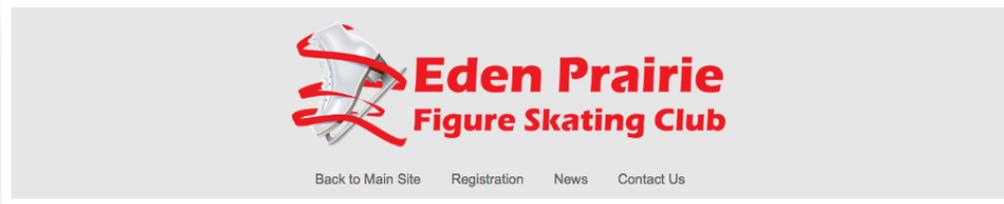


# EPFSC Registration Uplifter Site



## Overview

EPFSC is proud to provide online registration and payment for various functions of the club, including credit card payment processing. Using the company **Uplifter**, who works exclusively with figure skating clubs to automate their operations, Uplifter will:

- ✓ Speed up annual membership and quarterly contract registration
- ✓ Simplify and automate our payment processes
- ✓ Improve communication regarding policies, payments and balances

The EPFSC Uplifter registration site has replaced paper registration for all **quarterly contracts** and **annual membership renewal** going forward

- ✓ Please note that if the system detects more than 30 minutes of inactivity in your browser, your registration spots will no longer be reserved and you will need to begin again.
- ✓ **Registration selections will NOT remain in your Shopping Cart for future visits.**

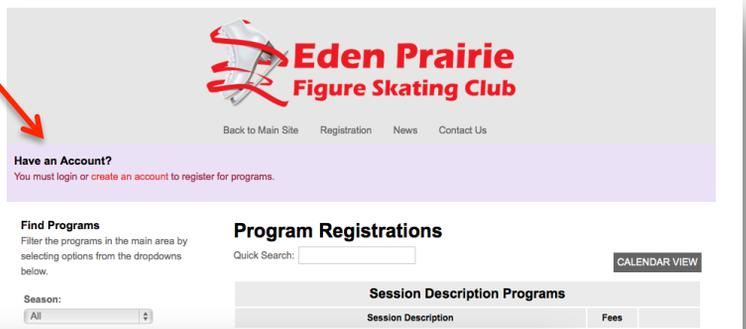
## Pricing and Discount Summary

- Session prices reflect a 2.5% convenience fee, reflecting credit card industry standard
- Tiered pricing structure for freestyle sessions hasn't changed; discounts are offered for skaters contracting 3+ qualified sessions per week
- The prices stated in Uplifter reflect the non-discounted rate. Once you've selected 3+ qualified sessions per week, you will see your discounted rates for review prior to payment (see following examples)

# EPFSC Registration Uplifter Site – Create Account

## Create Parent/Guardian User and Password

- Visit: <https://edenprairiefsc.uplifterinc.com>
- Parent/Guardian must provide an email address and create a password for Uplifter login
- Upon return, click on **My Account** and **My Participants** to add skaters



The screenshot shows the 'Have an Account?' section with a 'LOGIN' button. The 'First Time Registering?' section includes a 'Forgot your password?' link and a registration form with fields for 'Account Login Information' and 'Member / Parent Information'.

Session Description	Fees	LOGIN
	\$28.70	LOGIN
	\$57.40	LOGIN
	\$28.70	LOGIN

## Enter Parent/Guardian Contact Information

- Main contact for family must provide required information
- Required information is noted by asterisk \*
- Upon completion, you will be prompted to **ADD A NEW PARTICIPANT**. Families with multiple skaters must complete information for each participant (skater).
- To add skaters at any time, visit **My Account** and **My Participants**

# EPFSC Registration Uplifter Site – Begin Registration

Hello Skater

SHOPPING CART

MY ACCOUNT

LOGOUT



[Back to Main Site](#) [Registration](#) [News](#) [Contact Us](#)

## Registration

- Return to EPFSC Uplifter site: <https://edenprairiefsc.uplifterinc.com>
- Sign in and click on **REGISTRATION**

## Session Selection

- Session options are listed by title as found in **EPFSC Approved Schedules**
- Per EPFSC policy, members must contract for at least 2 sessions per week. An exception is made for First Year members or Junior Club members who have not yet started taking private lessons; these members must contract for at least 1 session per week.
- Skaters who register for 3 sessions per week will receive discounted rates, reflected before checkout

**Program Registrations**

Please note that if our system detects more than 30 minutes of inactivity in your browser, your registration spots will no longer be reserved and you will need to begin again.

Having difficulty finding a program? Use the side menu options to filter the displayed programs.

Quick Search:

CALENDAR VIEW

Session Description Programs		
Session Description	Fees	
<b>#07A--Summer--Session 1--Power Class</b> » View Details 4 Sessions	\$28.70	REGISTER
Start & End Date: Jun 8 2015 - Jul 2 2015	Day / Time / Location: Tuesdays @ 10:30am-10:45am Eden Prairie Community Center, Rink 1--Cub/SuperValu	
<b>#14A--Presentation Class</b> » View Details 4 Sessions	\$57.40	REGISTER
Start & End Date: Jun 8 2015 - Jul 2 2015	Day / Time / Location: Wednesdays @ 10:45am-11:15am Eden Prairie Community Center, Rink 1, 2 or 3	
<b>#07B--Summer--Session 2--Power Class</b> » View Details 4 Sessions	\$28.70	REGISTER
Start & End Date: Jul 6 2015 - Jul 30 2015	Day / Time / Location: Tuesdays @ 10:30am-10:45am Eden Prairie Community Center, Rink 1--Cub/SuperValu	
<b>#14B--Presentation Class</b> » View Details 4 Sessions	\$57.40	REGISTER
Start & End Date: Jul 6 2015 - Jul 30 2015	Day / Time / Location: Wednesdays @ 10:45am-11:15am Eden Prairie Community Center, Rink 1, 2 or 3	
<b>#07C--Summer--Session 3--Power Class</b> » View Details 3 Sessions	\$21.50	REGISTER
Start & End Date: Aug 3 2015 - Aug 20 2015	Day / Time / Location: Tuesdays @ 10:30am-10:45am Eden Prairie Community Center, Rink 1--Cub/SuperValu	

# EPFSC Registration Uplifter Site – Site Views

## List View

- View choices by day of week and month in list format
- Select sessions and click on “Register” to add to cart

## Option: Calendar View

- View choices by day of week and month
- Click on preferred selection and it will be added to your “order” via pop up window

# EPFSC Registration Uplifter Site – Session Selections

## Make Selections

- Select **REGISTRATION** at the top of the Uplifter home page
- Make selection, and click **REGISTER** for each
- After each selection, you will be taken to a Review Page
- Continue to **REGISTER FOR MORE PROGRAMS** until order is complete

**NOTE:** selections will not be saved in shopping cart as the system will time out if inactive for more than 30 minutes. Be sure to reserve time to complete your Contract in one sitting!

The screenshot shows the Eden Prairie Figure Skating Club website. At the top, there are navigation links for "SHIPPING CART", "MY ACCOUNT", and "LOGOUT". The main header features the club's logo and name. Below the header, there are links for "Back to Main Site", "Registration", "News", and "Contact Us".

The "Find Programs" section on the left allows users to filter programs by "Season", "Category Levels", "Location", "Show", and "Sort Programs by". The "Quick Navigation" section includes "Session Description Registrations" and "Purchase Other Products".

The "Program Registrations" section contains a yellow warning box: "Please note that if our system detects more than 30 minutes of inactivity in your browser, your registration spots will no longer be reserved and you will need to begin again. Having difficulty finding a program? Use the side menu options to filter the displayed programs." Below this is a "Quick Search" field and a "CALENDAR VIEW" button.

The "Session Description Programs" table lists the following programs:

Session Description	Fees	REGISTER
<b>#07A--Summer--Session 1--Power Class</b> » View Details 4 Sessions Start & End Date: Jun 8 2015 - Jul 2 2015 Day / Time / Location: Tuesdays @ 10:30am-10:45am Eden Prairie Community Center, Rink 1--Cub/SuperValu	\$33.70	REGISTER
<b>#14A--Presentation Class</b> » View Details 4 Sessions Start & End Date: Jun 8 2015 - Jul 2 2015 Day / Time / Location: Wednesdays @ 10:45am-11:15am Eden Prairie Community Center, Rink 1, 2 or 3	\$57.40	REGISTER
<b>#07B--Summer--Session 2--Power Class</b> » View Details 4 Sessions Start & End Date: Jul 6 2015 - Jul 30 2015 Day / Time / Location: Tuesdays @ 10:30am-10:45am Eden Prairie Community Center, Rink 1--Cub/SuperValu	\$28.70	REGISTER
<b>#14B--Presentation Class</b> » View Details 4 Sessions Start & End Date: Jul 6 2015 - Jul 30 2015 Day / Time / Location: Wednesdays @ 10:45am-11:15am Eden Prairie Community Center, Rink 1, 2 or 3	\$57.40	REGISTER
<b>#07C--Summer--Session 3--Power Class</b> » View Details 3 Sessions Start & End Date: Aug 3 2015 - Aug 20 2015 Day / Time / Location: Tuesdays @ 10:30am-10:45am Eden Prairie Community Center, Rink 1--Cub/SuperValu	\$21.50	REGISTER

# EPFSC Registration Uplifter Site – Session Discounts

## Discounts

- **Discounts** will be applied once 3 or more qualified\* classes are selected
- \*Qualified classes are any freestyle session or Jr. Club/Spins. Power and Presentation classes do not qualify for the three class minimum
- Discounts are applied to freestyle sessions only. There is no discount for Jr. Club/Spins, Power or Presentation classes
- To receive discount, select 3+ qualified classes
- Discounted rate will appear once you have qualified for discount

### Example: Session 1 (June 7-July 2)

*3+ qualified sessions discount; Spins does not qualify for a discounted rate*



## Registrations

	Program				Fee
✘	#02A--Summer--Session A				\$63.30\$45.10
	Participant: Skater Skater	Category: Class Level	Session Time: Mondays @ 8:15am-9:00am	Start & End Date: Jun 8, 2015 - Jul 2, 2015	
✘	#11A--Summer--Session A--Jr Club/Spins				\$57.40
	Participant: Skater Skater	Category: Class Level	Session Time: Tuesdays @ 5:45pm-6:15pm	Start & End Date: Jun 8, 2015 - Jul 2, 2015	
✘	#12A--Summer--Session A				\$63.30\$45.10
	Participant: Skater Skater	Category: Class Level	Session Time: Wednesdays @ 9:00am-9:45am	Start & End Date: Jun 8, 2015 - Jul 2, 2015	
✘	#17A--Summer--Session A				\$63.30\$45.10
	Participant: Skater Skater	Category: Class Level	Session Time: Thursdays @ 9:00am-9:45am	Start & End Date: Jun 8, 2015 - Jul 2, 2015	

REGISTER FOR MORE PROGRAMS

# EPFSC Registration Uplifter Site – Annual Membership Registration

## Subscriptions – Annual Membership Selection (done once per year, during Summer Contract registration period)

- Click on **ADD SUGGESTED SUBSCRIPTION**
  - ✓ Select the appropriate membership when prompted in pop-up window
  - ✓ This is required only one time per year

The screenshot displays the registration process on the EPFSC Registration Uplifter Site. At the top, there are navigation links: "Back to Main Site", "Registration", "News", and "Contact Us". Below this is a progress bar with four steps: "Step 1 Registration Review" (highlighted in red), "Step 2 Contact / Billing Information", "Step 3 Payment Information", and "Step 4 Registration Receipt".

The main content area is titled "Registrations" and lists several programs with their fees. Each program has a dropdown menu for "Participant" set to "Skater EPFSC".

Program	Fee
#01A-Summer-Session A	\$53.30/\$45.10
#09A--Summer--Session A	\$53.30/\$45.10
#19A--Summer--Session A	\$53.30/\$45.10
Discount--Session A--Reg	\$53.30/\$45.10

Below the registrations is a button labeled "REGISTER FOR MORE PROGRAMS".

The "Additional Fees" section states: "You have no subscriptions or additional fees in your shopping cart." Below this is a table with columns: "Summary", "Description", "Applies To", and "Fee".

At the bottom, there is a summary of the total cost:

Subtotal:	\$135.30
<b>Total:</b>	<b>\$135.30</b>

A yellow warning box states: "Before proceeding to the next registration step, PLEASE BE SURE to review your registration details CAREFULLY. Your registration details WILL NOT be displayed again before you enter your payment details."

At the bottom, there are two buttons: "PURCHASE OTHER PRODUCTS" and "CONFIRM & REGISTER".

A pop-up window titled "Suggested Subscriptions" is overlaid on the page. It contains the text: "The programs you have registered for make you eligible for additional subscriptions. Would you like to add them to your shopping cart?". Below this text is a table with columns "Summary" and "Description".

Summary	Description
<input type="checkbox"/> Annual Membership--Home Club Members	Annual membership dues for home club members (includes USFS dues)
<input type="checkbox"/> Annual Membership--First Year Members	Annual membership dues for members that are becoming USFS members for the first time (includes USFS dues)
<input type="checkbox"/> Annual membership--Subsequent Family Members (Home Club)	Annual membership dues for additional family members that are home club members (includes USFS dues)
<input type="checkbox"/> Annual Membership--Adult/Alumni Members	Annual membership dues for adult skaters, including but not limited to EPFSC alumni (includes USFS dues)
<input type="checkbox"/> Annual Membership--Associate Members	Annual membership dues for associate members (must be a home club member at another figure skating club)
<input type="checkbox"/> Annual Membership--Collegiate Members--4 year	Four-year membership dues for students in college (includes USFS dues)
<input type="checkbox"/> Annual membership--Subsequent Family Members (First Year)	Annual membership dues for additional family members that are first year club members (includes USFS dues)

Below the table is a button labeled "ADD TO CART", which is highlighted with a red arrow.

# EPFSC Registration Uplifter Site – Buy-out Options

## Purchase Additional Products

- If you choose to opt-out of Rink Monitoring or Fundraising, or are registering past the deadline, click on **PURCHASE ADDITIONAL PRODUCTS** to add these to your cart to purchase as “products”
- Items will appear in a pop-up window

The screenshot shows the registration process on the EPFSC website. At the top, there are navigation links: "Back to Main Site", "Registration", "News", and "Contact Us". Below this is a progress bar with four steps: "Step 1 Registration Review" (highlighted in red), "Step 2 Contact / Billing Information", "Step 3 Payment Information", and "Step 4 Registration Receipt".

The main content area is titled "Registrations" and displays a table of registration options. Each row includes a program name, a participant dropdown menu (set to "Skater EPFSC"), a category, session time, start and end dates, and a fee. The programs listed are #01A-Summer-Session A, #09A--Summer--Session A, and #19A--Summer--Session A, all with a fee of \$63.30 and a total of \$45.10.

Below the registration table, there are buttons for "REGISTER FOR MORE PROGRAMS" and "Additional Fees". A summary table shows "You have no subscriptions or additional fees in your cart". There is also a button for "ADD SUGGESTED SUBSCRIPTION".

A pop-up window titled "Items for Purchase" is overlaid on the right side. It contains a warning message: "Please note that if our system detects more than 30 minutes of inactivity in your browser, your registration spots will no longer be reserved and you will need to begin again." Below this, there are three items for purchase:

Item	Cost	QTY	ADD TO CART
<b>Rink Monitor Buy-Out Fee</b> All parents are required to be an ice monitor, however, parents can opt-out by paying \$40 fee per ice contract	\$41.00		
<b>Late fee for registering after the session deadline</b> Late fee for registering after the session deadline	\$25.62		
<b>Fundraising Buy-Out</b> Families are responsible to fundraise for the club each year, but can opt out of the program for a fee.	\$123.00		

At the bottom of the registration page, there is a warning message: "Before proceeding to the next registration step, PLEASE BE SURE to review your registration details CAREFULLY. Your registration details WILL NOT be displayed again before you enter your payment details." Below this are buttons for "PURCHASE OTHER PRODUCTS" and "CONFIRM & REGISTER".

- Rink Monitor Buy-Out Fee must be purchased per ice contract
- Fundraising Buy-Out Fee is an annual, one-time fee

# EPFSC Registration Uplifter Site – Review Order

## Pre-Payment Checklist

- Sessions selected; minimum two sessions per week
- Discount reflected if 3+ sessions per week are selected
- Additional Products Selected – Session Registration Late Fee, Rink Monitor or Fundraising buy-outs if desired
- Subscription added (during Summer Contract selection only; select Annual Membership Type)
- Select **CONFIRM & REGISTER** to begin check out

Step 1 Registration Review   Step 2 Contact / Billing Information   Step 3 Payment Information   Step 4 Registration Receipt

### Registrations

	Program	Fee
<input type="checkbox"/>	<b>#02A--Summer--Session A</b> Participant: Skater Skater   Category: Class Level   Session Time: Mondays @ 8:15am-9:00am   Start & End Date: Jun 8, 2015 - Jul 2, 2015	<del>\$\$3.30</del> \$45.10
<input type="checkbox"/>	<b>#11A--Summer--Session A--Jr Club/Spins</b> Participant: Skater Skater   Category: Class Level   Session Time: Tuesdays @ 5:45pm-6:15pm   Start & End Date: Jun 8, 2015 - Jul 2, 2015	\$57.40
<input type="checkbox"/>	<b>#12A--Summer--Session A</b> Participant: Skater Skater   Category: Class Level   Session Time: Wednesdays @ 9:00am-9:45am   Start & End Date: Jun 8, 2015 - Jul 2, 2015	<del>\$\$3.30</del> \$45.10
<input type="checkbox"/>	<b>#17A--Summer--Session A</b> Participant: Skater Skater   Category: Class Level   Session Time: Thursdays @ 9:00am-9:45am   Start & End Date: Jun 8, 2015 - Jul 2, 2015	<del>\$\$3.30</del> \$45.10

[REGISTER FOR MORE PROGRAMS](#)

### Products

	Description	Cost
<input type="checkbox"/>	Rink Monitor Buy-Out Fee	\$41.00

[PURCHASE OTHER PRODUCTS](#)

### Additional Fees

	Summary	Description	Applies To	Fee
<input type="checkbox"/>	Annual Membership--Home Club Members	Annual membership dues for home club members (includes USFS dues)	Skater Skater	\$117.87

[ADD SUGGESTED SUBSCRIPTION](#)

\*All prices are in USD and inclusive of any applicable taxes.

Subtotal:	\$351.57
<b>Total:</b>	<b>\$351.57</b>

Before proceeding to the next registration step, PLEASE BE SURE to review your registration details CAREFULLY.  
Your registration details WILL NOT be displayed again before you enter your payment details.

[ADD SUBSCRIPTIONS](#)   [CONFIRM & REGISTER](#)

# EPFSC Uplifter Site – Billing Contact and Payment Selections

## Review Billing Information and Confirmation of EPFSC Policies

- Review **Parent Contact Information**; must match credit card statements
- Review subtotal; click on Review/Edit if necessary
- Select Payment preference: **Pay Once** (now) OR by **Pay By Installment**: Immediately upon registration (first half of ice contract), and **mid-contract**: (second half of ice contract) – see example below; receipt will be emailed to you once mid-contract payment is processed.
- **Review and Accept EPFSC Policies** – see below
- **Proceed to Credit Card Payment**



## Contact Information

Fields marked with a \* are required

<b>Parent's First Name*</b> <input type="text" value="Mom"/>	<b>Parent's Last Name*</b> <input type="text" value="Skater"/>
<b>Email Address*</b> <input type="text" value="sk8er@me.com"/>	<b>Address*</b> <input type="text" value="TEST"/>
<b>Address 2</b> <input type="text"/>	<b>City*</b> <input type="text" value="TEST"/>
<b>Province / State*</b> <input type="text" value="Minnesota"/>	<b>Postal / Zip Code*</b> <input type="text" value="55331"/>
<b>Home Phone Number*</b> <input type="text" value="TEST"/>	

**Is your Billing Information different?**

Please note that if you are paying by credit card, your Billing Information must be the same as the information on your credit card statements.

- **Review Policies** – click on each to review and accept Club-required policies.

**PLEASE ENSURE THAT YOUR SESSION REGISTRATION IS ACCURATE BEFORE PROCEEDING!**

<a href="#">[ Review / Edit Registrations ]</a>		Registering for 4 sessions	
		SubTotal:	\$351.57
		<b>Total:</b>	<b>\$351.57</b>
<input checked="" type="radio"/> Pay Once	Due Now:		\$351.57
<input type="radio"/> Pay by Installments:	Due Now:		\$137.35
	Jun 22		\$117.87
	Jul 15		\$96.35

## Policies

Please review the following policies by clicking on the link below. Acceptance of policies marked with an asterisk (\*) are required to complete your registration.

- [Waiver & Release of Liability - Home Club Membership \\*](#)
- [Skater & Parent Expectations - Home Club \\*](#)
- [Minimum Contracting Requirements \\*](#)
- [Photo Release - Home Club \\*](#)
- [Fundraising Policy--Home Club Members \\*](#)
- [Rink Monitor \\*](#)
- [Payment, Refunds & Exchanges \\*](#)

**PAY BY CREDIT CARD**

By proceeding to the next step, all details for your registration will be confirmed. Please verify all program registration details are accurate before continuing.

# EPFSC Uplifter Site – Select Payment and Receipt

## Payment

- Update Contact / Billing in Step 2 if the name above does not match credit card statements



## Payment Information

Name On Credit Card:  
Claire Hanley

Update your Billing Information in Step 2 if the name above does not match your credit card statements.

Card Type:

Card Number:

Expiry Date: Month  Year

Credit Card CVD:

Submit

## Receipt

- Once payment is made and approved, you will be taken to a **Registration Receipt**. This will also be emailed to you.

### Registration Receipt

Thank you for registering!

Please see your registration receipt as follows. A copy of this receipt has been emailed to you for your convenience.

Print

**Registration Invoice #: 00000028**  
**Invoice Date: May 11, 2015**

Eden Prairie Figure Skating Club	Billing Information	Contact Information
16526 W 78th Street #338	PARENT OF SKATER TEST	PARENT OF SKATER TEST
Eden Prairie, Minnesota 55346 Tel: (612) 805-0829 Email: info@edenprairiefsc.org	TEST, Minnesota 55331 Tel: (612) 123-4567 Email: test@me.com	TEST, Minnesota 55331 Tel: (612) 123-4567

**Registration Details**

Child / Participant	Program Category	Program Name	Start Date / End Date	Session Time	Program Fee
Claire Hanley	Species	#07A - Summer Session A - Power	Jun 8, 2015 - Jul 2	Tuesday @ 10:20am	\$28.70