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2024/25 ICEREG CLUB DASHBOARD SET-UP

Updated: April 10, 2024



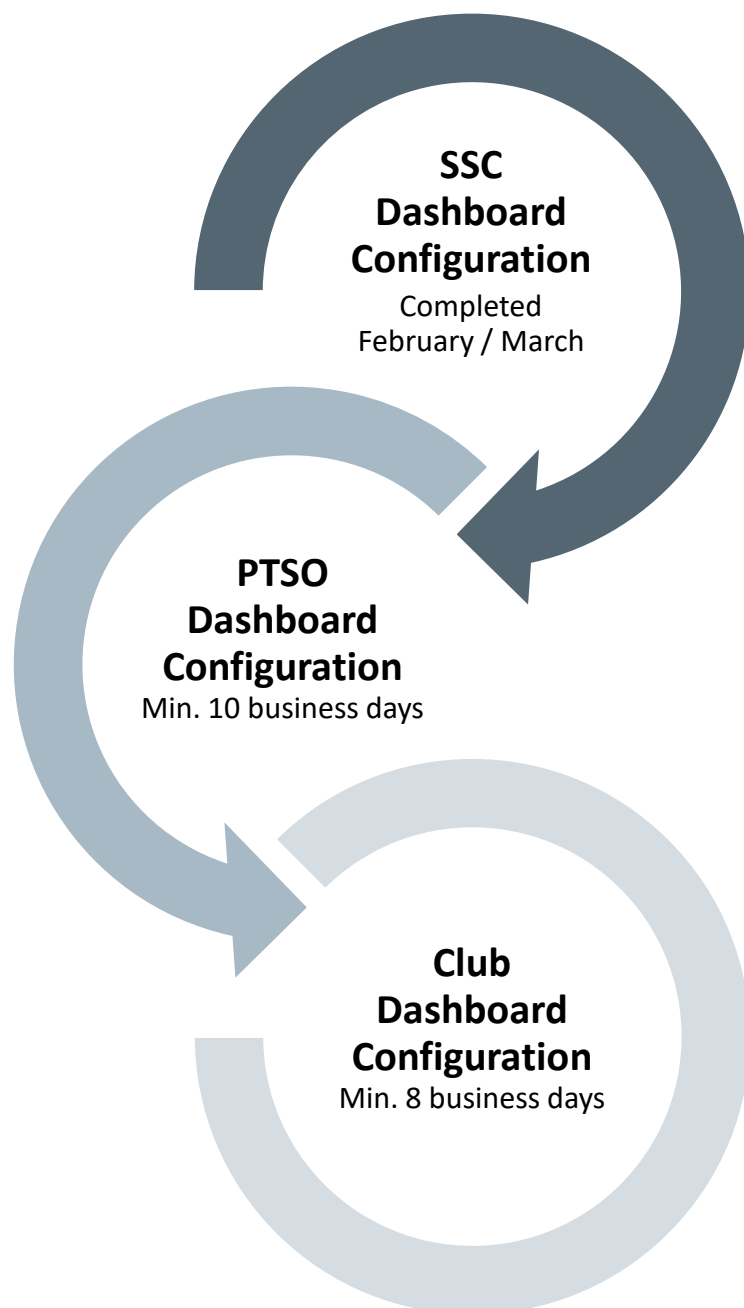
IMPORTANT THINGS TO KNOW

- IceReg is Speed Skating Canada's (SSC) online membership management platform and is powered by [Interpodia](#). Follow the steps in this guide to set-up your club's 2024/25 IceReg dashboard and begin registering your skaters, coaches, officials, and volunteers!
- Although a club's 2024/25 dashboard may already appear in the **Clubs** tab with an "under construction" registration process status, clubs must still follow all set-up steps outlined in this guide.
- Clubs are strongly encouraged to set-up their 2024/25 dashboard **before mid-August**, as the response time of Interpodia's support teams between mid-August and mid-September may be delayed due to high registration traffic across Interpodia's platforms.

ANNUAL ICEREG ROLLOUT

To ensure membership registration data is properly partitioned, the membership registration pillar in IceReg must be configured anew each season. This involves three (3) separate rollout phases which must be executed in order: the SSC dashboard is configured first, followed by a PTSO dashboard, and then a club dashboard.

IMPORTANT – Rollout timeline may vary by PTSO / region and clubs can contact their PTSO for more information.



SET-UP STEPS

Step 1: Submit the Set-Up Form

Complete and submit the **2024/25 IceReg Set-Up Form for Speed Skating Clubs** provided by your PTSO. Once the form is submitted, a club will receive their draft 2024/25 dashboard for review and testing in approximately **8 business days**.

IMPORTANT – Clubs that do not submit the form will **not** have their 2024/25 dashboard activated.

Step 2: Set-up a Payment Processing Account (as required)

This step only applies to clubs using Registration Pathway 1 for the first time, using an online store for the first time, or wanting to move from Chase WePay to Stripe.

Step 3: Review and Edit

Once the draft 2024/25 dashboard is ready for review and testing, the contact identified in the configuration form will be notified by email. The draft 2024/25 dashboard will already include most of the configuration content from the previous season (2023/24 dashboard) and the club is responsible for reviewing and editing its configuration.

Below is a table of key configuration components all clubs should review **before** submitting their draft 2024/25 dashboard for review (in Step 5).

Configuration Component	Where can this be updated?
Club contact information	Contact sub-tab <small>The sub-tabs listed below are accessible via the club's dashboard; click the Clubs tab (from the main menu), select the 2024/25 draft dashboard, and click Configuration.</small>
Confirmation email, email header, and transaction successful message	Content sub-tab
Registration page	Content sub-tab. Please click the View Registration Page button (top-right of the screen) to validate changes made.
Registration categories and registration rules	Registration Categories sub-tab and Registration Rules sub-tab, respectively. Note all registration rules must be added anew each season!

Club-level waiver(s), if applicable. Note your club's waivers shall be programmed per the age of majority law of your province or territory.	Agreements (Waiver / Policy) sub-tab. Click here for more information on agreements.
Payment method	To be verified by executing a test registration (in Step 4).
Club level registration questions	Registration Forms sub-tab. Click here for more information on registration forms.

Step 4: Test Registrations

All clubs are strongly advised to execute test registrations **before** submitting their draft 2024/25 dashboard for review (in Step 5). When executing test registrations:

- **Do not** click the **Submit and Complete** button. If you accidentally click the **Submit and Complete** button, ensure the test registration(s) is cancelled.
- **Empty** the cart after each test registration.

Step 5: Submit for Review

Once you are satisfied with the configuration of the 2024/25 dashboard, click on the green **Submit for Review** button at the top-right corner of the dashboard. Interpodia will then review the 2024/25 dashboard and send a confirmation email when the dashboard is approved (approximately **3-5 business days**).

If the green **Submit for Review** button is not visible, send an email to info@icereg.ca requesting your 2024/25 dashboard be approved.

Once the 2024/25 dashboard is approved, a club is then listed in IceReg within the PTSO's club list.

Step 6: Interpodia Fee / Configuration Agreement

Every club – regardless of their desired registration pathway – is required to sign a fee / configuration agreement with Interpodia. The agreement ensures all parties are aware of applicable fees within the club dashboard (bottom tier). **Clubs using Registration Pathway 2 are responsible for ensuring their registration categories have a \$0.00 fee in IceReg.**