



**SPEED
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ICEREG: TRY SPEED SKATING MEMBERSHIP

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IMPORTANT!

In this document, there are frequent references to a “PTSO”. A PTSO is a club’s Provincial / Territorial Sport Organization.

For example, British Columbia’s Provincial / Territorial Sport Organization (PTSO) is the British Columbia Speed Skating Association (BCSSA).

TRY SPEED SKATING MEMBERSHIP

What is a Try Speed Skating membership?

A **Try Speed Skating** membership is an event membership for a skater who only participates in a special event, such as, but not limited to, an open house, festival, or school event.

Important things to know

- A Try Speed Skating membership must be purchased via a unique event registration pathway in IceReg. See [this Knowledge Base article](#) for information on creating a Try Speed Skating event.
- A Try Speed Skating membership is valid for **one** (1) special event only and the membership fee will be charged for each separate special event in which an individual participates. A special event may last a maximum of 2 days.
- At check-out, registrants will see a summary page outlining fees owing to Speed Skating Canada (SSC), the Provincial / Territorial Sport Organization (PTSO), and the club:
 - SSC's Try Speed Skating membership fee is \$0.00.
 - For information on a PTSO's Try Speed Skating membership fee, kindly contact the PTSO directly.
- All processing fees generated by Try Speed Skating event registrations are covered by SSC.
- When a club is satisfied with the configuration of their Try Speed Skating event, the club must [Submit the Event for Review](#), and the IceReg team (Interpodia) will be in touch within 2-5 business days.
- Clubs are strongly advised to **execute test registrations** before opening registration to the public.
- All Try Speed Skating event registrants are assigned a SSC membership number when they create an IceReg account.

HOW TO CREATE A TRY SPEED SKATING EVENT

To create a Try Speed Skating event, follow the steps outlined in [this Knowledge Base article](#). For assistance, kindly contact info@icereg.ca.

Important things to know

If your club uses Registration Pathway #1	If your club uses Registration Pathway #2	If your club uses Registration Pathway #3	If your club uses Registration Pathway #4
<ul style="list-style-type: none"> ▪ Credit card payments are automatically assigned to your Try Speed Skating event. ▪ SSC and PTSO membership waivers are automatically added to your Try Speed Skating event's registration pathway. ▪ At Interpodia's discretion, your club may be asked to sign an event agreement (to confirm tax set-up, etc.). 	<ul style="list-style-type: none"> ▪ Credit card payments are automatically assigned to your Try Speed Skating event. ▪ SSC and PTSO membership waivers are automatically added to your Try Speed Skating event's registration pathway. ▪ At Interpodia's discretion, your club may be asked to sign an event agreement (to confirm tax set-up, etc.). 	<ul style="list-style-type: none"> ▪ Club must contact info@icereg.ca to request a payment group(s) be assigned to your Try Speed Skating event.* ▪ SSC and PTSO membership waivers are automatically added to your Try Speed Skating event's registration pathway. ▪ At Interpodia's discretion, your club may be asked to sign an event agreement (to confirm tax set-up, etc.). 	<ul style="list-style-type: none"> ▪ Club must contact info@icereg.ca to request a payment group(s) be assigned to your Try Speed Skating event.* ▪ SSC and PTSO membership waivers are automatically added to your Try Speed Skating event's registration pathway. ▪ At Interpodia's discretion, your club may be asked to sign an event agreement (to confirm tax set-up, etc.).

**A club shall be assigned one (1) or two (2) payment groups depending on fees charged by the PTSO and the club.*

REPORTING

PTSO Reports

Each season, a PTSO is assigned two (2) “organizations” in IceReg:

- A main organization which tracks a PTSO’s memberships, except Try Speed Skating memberships. A main organization is labelled ‘[PTSO Name] [Season]’.
- A Try Speed Skating organization which tracks a PTSO’s Try Speed Skating memberships only. A Try Speed Skating organization is labelled ‘[PTSO Name] – Try Speed Skating [Season]’.

A PTSO can access their main organization and their Try Speed Skating organization via their IceReg dashboard in the Membership Organizations tab.

All Try Speed Skating reports are available within a Try Speed Skating organization in the Reports sub-tab.

Important things to know

In each Try Speed Skating membership report:

- A participant will appear only once. Note a participant will appear more than once if the participant has multiple IceReg accounts.
- The PTSO Valid Groups column lists the Try Speed Skating event(s) in which a participant is registered.
- The [PTSO Name] Valid Groups** column identifies participants also tracked within a PTSO’s main organization:
 - If a cell contains a membership, this means the participant holds this membership in addition to a Try Speed Skating membership.
 - If a cell is blank, this means the participant only holds a Try Speed Skating membership.

***This column will be very useful for end-of-season reporting exercises, as it will allow PTSOs to ensure a participant is only counted once.*



Club Reports

Clubs can download a list of Try Speed Skating event registrants from the event's dashboard. Note Try Speed Skating event registrants will not appear in a club's registration reports (i.e., Complete Registration w/ Membership Info report).



CANCELLATION AND REFUND PROCESSES

In IceReg, there are four (4) unique cancellation / refund processes, one for each membership registration pathway (#1, #2, #3, and #4).

To cancel and refund a registration to a Try Speed Skating event, a club must follow the cancellation / refund process that corresponds to their club's chosen membership registration pathway.



NEED HELP?

There are two (2) ways to contact the IceReg support team:

- A **chat box** is available from within your club's dashboard. The chat box is located at the bottom-right of the dashboard and is visible from Monday to Friday between 7:00 AM and 5:00 PM PDT. **Response time ranges from a few minutes to a few hours.**
- Send an email to info@icereg.ca. **Allow 1-2 business days for a response.**

Questions in English and in French are welcome!