

# END-OF-SEASON MEMBERSHIP CHECKLIST FOR PTSOs

2021-2022 Season



| ICEREG CHECKLIST  | EXTRA INFORMATION   | DEADLINE              |
|---|---|-----------------------|
| <p><b>1. Memberships</b><br/>Process any remaining cancellation, refund, downgrade requests before <u>March 31, 2022</u>.</p>                           | <ul style="list-style-type: none"> <li>All club registration pages, Try Speed Skating registration pages, and membership upgrade pages will close at midnight on March 31, 2022.</li> <li>Information on executing cancellations, refunds, and membership downgrades is available in <a href="#">Speed Skating Canada's resource library</a>.</li> <li>A summary of valid memberships (issued, processing) is available in the <a href="#">Memberships – Valid</a> report. Note PTSO memberships are listed (per the PTSO's preferred hierarchy) in the <a href="#">PTSO Valid Groups</a> column, and SSC memberships are listed (per SSC's hierarchy) in the <a href="#">SSC Valid Groups</a> column. If a PTSO wishes to edit the hierarchy applied to their suite of membership reports, please send a request to <a href="mailto:info@icereg.ca">info@icereg.ca</a>.</li> </ul> | <p>March 31, 2022</p> |
| <p><b>2. 'Manual Hold' Memberships</b><br/>Process any memberships in a 'manual hold' before <u>March 31, 2022</u>.</p>                                 | <ul style="list-style-type: none"> <li>This only applies to PTSOs using approval queues (memberships in a 'manual hold').</li> <li>A summary of memberships in a 'manual hold' is available in the <a href="#">Memberships – Hold</a> report.</li> </ul>  | <p>March 31, 2022</p> |
| <p><b>3. Incomplete Memberships</b><br/>Assist clubs within your region to ensure there are no incomplete memberships before <u>March 31, 2022</u>.</p> | <ul style="list-style-type: none"> <li>Incomplete memberships occur when a registrant does not complete their registration in IceReg. For example, if a registrant stops at the cart and does not click the <a href="#">submit &amp; complete</a> button, the membership will be classified as 'incomplete'. To correct an incomplete membership, the registrant simply needs to login to IceReg and complete their registration or empty their cart.</li> <li>A summary of incomplete memberships is available in the <a href="#">Memberships – Incomplete</a> report.</li> </ul>  | <p>March 31, 2022</p> |
| <p><b>4. Waiver(s) (if applicable)</b><br/>Ensure registrants within your region have signed your PTSO's waiver(s) before <u>March 31, 2022</u>.</p>    | <ul style="list-style-type: none"> <li>A summary of waiver signatures is available in the <a href="#">Memberships – Valid</a> report; a blank cell within the <a href="#">Waiver Signature Link</a> column indicates a SSC / PTSO waiver is unsigned.</li> <li>The <a href="mailto:info@icereg.ca">info@icereg.ca</a> team can send a reminder email to registrants within your region with unsigned waivers, upon request.</li> </ul>  | <p>March 31, 2022</p> |
| <p><b>5. Offline Payments (if applicable)</b><br/>Invoice clubs in your region for PTSO membership fees and SSC membership fees owing.</p>              | <ul style="list-style-type: none"> <li>A summary of membership fees owing (offline payments) is available in the <a href="#">Payment Group Report</a>.</li> <li>In exceptional circumstances, offline payments are tracked outside of a payment group in the <a href="#">Financials &amp; Accounting</a> tab as <a href="#">cash</a>. PTSOs are therefore encouraged to verify their <a href="#">Financials &amp; Accounting</a> tab (<a href="#">cash</a> in the <a href="#">Statements</a> sub-tab) before invoicing clubs.</li> <li>SSC shall issue a single invoice to each PTSO for SSC membership fees owing (offline payments) in April 2022.</li> <li>SSC shall validate all payment groups in April 2022. Once payment groups are validated, Interpodia shall invoice the relevant organizations for any processing fees owing.</li> </ul>                                 |                       |

Need help? Send an email to [info@icereg.ca](mailto:info@icereg.ca). Allow 1-2 business days for a response.