



SPEED
SKATING
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ICEREG: HOW TO CREATE SPEED SKATING PROGRAMS

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ABOUT THIS DOCUMENT

Content

This document describes how to create speed skating programs in IceReg.

Definitions

The following terms are applicable to this document:

- **SSC:** [Speed Skating Canada](#)
- **PTSO:** Provincial or Territorial Sport Organization
As an example, British Columbia's provincial sport organization is Speed Skating BC (SSBC).

3 IMPORTANT THINGS TO KNOW

1. IceReg is a three-tier platform with SSC memberships, PTSO memberships, and club programs representing the top tier, middle tier, and bottom tier, respectively. SSC and PTSOs configure their memberships independently within IceReg at the beginning of each season. Clubs (bottom tier) are responsible for overseeing the configuration of their club programming (registration categories, registration rules, fees, etc.) within the context of their preferred **registration pathway** (1, 2, 3 or 4).
2. SSC's **Try Speed Skating** event membership has a separate registration process in IceReg. To create a Try Speed Skating event in IceReg, please consult [this Knowledge Base article](#).
3. All merchandise (including skate rentals) must be sold using an online store in IceReg and not sold as a speed skating program.

HOW TO CREATE SPEED SKATING PROGRAMS IN ICEREG

IMPORTANT

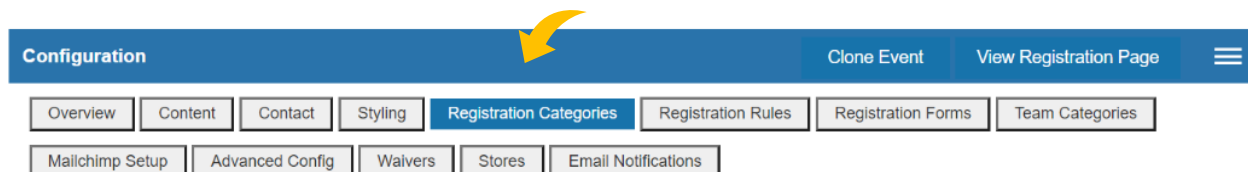
Before creating any speed skating programs in IceReg, ensure your club has successfully completed the portal set-up steps outlined in the **2022-23 Start-of-Season Information Package for Clubs** provided by your PTSO.

Note the process below for creating speed skating programs was recently enabled in IceReg and may not have been included in the **2022-23 Start-of-Season Information Package for Clubs** provided by your PTSO.

To create a speed skating program in IceReg, follow the three (3) steps below:

Step 1: Create a Registration Category

Under the **Configuration** tab, go to the **Registration Categories** sub-tab and create a registration category:



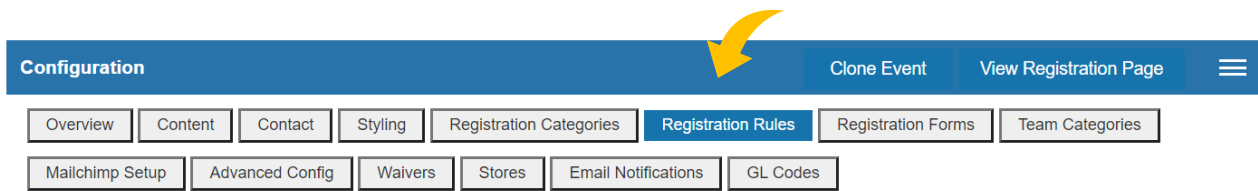
Step 2: Apply a Registration Rule

Important Things to Know About Registration Rules

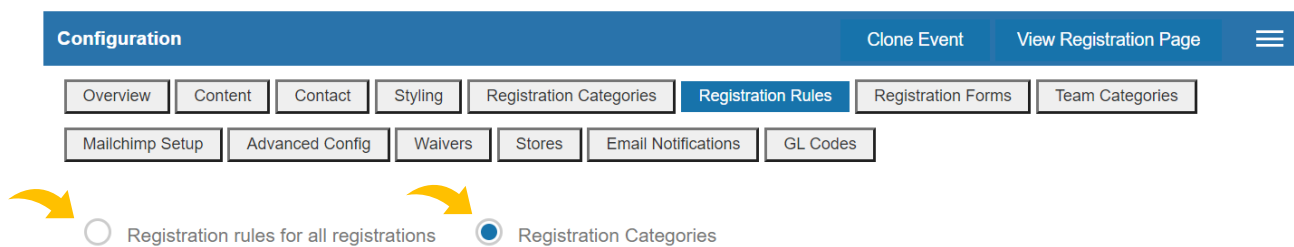
- A registration rule dictates which PTSO membership (and corresponding SSC membership) must be purchased by the registrant. For simplicity, registration rules are listed using only the PTSO's terminology.
- It is the responsibility of the club to ensure the right registration rule(s) is applied to a registration category. If you need assistance, contact info@icereg.ca.
- A registration category must have at least one (1) registration rule. A registration category **without** a registration rule cannot be sold.

How to Apply a Registration Rule

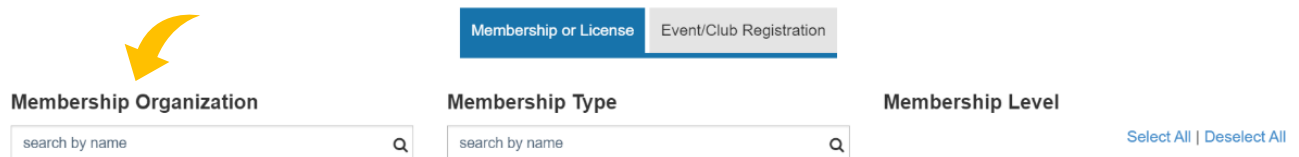
Under the **Configuration** tab, go to the **Registration Rules** sub-tab.



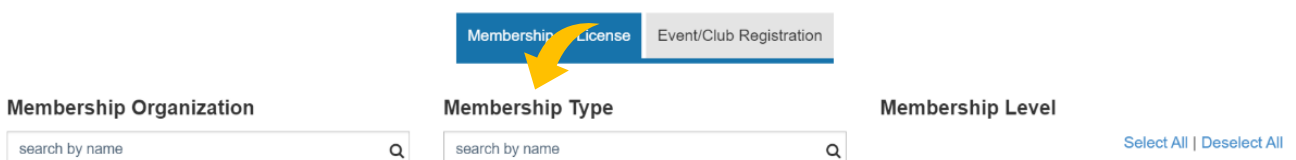
Clubs can either apply a registration rule to all registration categories (click **Registration rules for all registrations**) or apply a registration rule to an individual registration category (click **Registration Categories**).



Click **Add Rule** (green button). Click **Membership or Licence**. Under the **Membership Organization** options, **select your PTSO**.



Under **Membership Type**, select the PTSO membership(s) (registration rule) that must be purchased by the registrant. Please deselect, as needed.



Click **Save**. (Click the **Actions** button to edit an existing registration rule.)

Email Template for Registration Rules

If a club would prefer the IceReg support team apply the registration rules, please reach out to info@icereg.ca using the email template below:

To: info@icereg.ca

Subject: (Club Name) Registration Rules for 2022-23 Speed Skating Season

Hello,

My name is (your name) and I am an administrator with (club name). The following registration rules must be applied to the following registration categories:

- (PTSO membership) must be purchased by all participants who register for (registration category name).
- (PTSO membership) must be purchased by all participants who register for (registration category name).
- (PTSO membership) must be purchased by all participants who register for (registration category name).

Kindly respond to this email once the registration rules have been successfully applied.

Thank you in advance,

Step 3: Attach Registration Category to Payment Group

This step only applies to clubs using a payment group (ex., registration pathway #3 or #4)

Send an email to info@icereg.ca requesting the newly created registration category be attached to the club payment group. Within the email, please include the full name of the club and the full name of the registration category.

Test Registrations

All clubs are strongly advised to **execute test registrations** on newly created speed skating programs before opening registration to the public.

When executing test registrations, always ensure your **cart is empty** and **do not click the Submit and Complete button**. If you accidentally click the **Submit and Complete** button, ensure the test registrations are deleted.

NEED HELP?

SSC Resource Library

[SSC's resource library](#) is the primary source of IceReg information for PTSOs and clubs. Information on executing membership upgrades, membership downgrades, refunds, and cancellations for each registration pathway is available exclusively within SSC's resource library.

Interpodia Knowledge Base

Clubs can also consult Interpodia's bilingual [Knowledge Base](#) for how-to guides, articles, and helpful hints.

Technical Support

Need help? Send an email with your queries to info@icereg.ca. **Allow 1-2 business days for a response.**

There is also a **chat box** available within the 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.**

Questions in English and in French are welcome!

Can we talk?

If you need to have a **15-minute conversation** with the IceReg support team regarding portal configuration, technical issues, etc., please request a video phone call by sending an email to info@icereg.ca with your availability.

Note training fees apply to PTSOs and clubs wishing to schedule an individualized IceReg training session.

IceReg Training Sessions

At the beginning of each season, SSC shall coordinate four (4) IceReg training sessions – two (2) in English and two (2) in French – and any club is welcome to attend. These IceReg training sessions will be recorded and made available within SSC's resource library.

PTSOs and clubs wanting additional individualized IceReg training must contact info@icereg.ca to schedule a date and time. Note training fees shall apply.