

## ZONE 4 EASRS INSTRUCTIONS

Our new online registration process appears to be fairly straightforward. However, if you have difficulties, or detect any problems, please let us know (there is a section for feedback).

As well, BE SURE TO ENTER ALL CHILDREN (ATHLETES) AND PARENTS. This is important for purposes of communication and Alberta Alpine insurance.

### PART I

1. Go to ZONE 4 ([link](#))
2. READ THE INSTRUCTIONS carefully
3. Choose one of the three EASRS MEMBERSHIP categories that is most appropriate for you
4. Review the parent VOLUNTEER COMMITMENT section, and select the two boxes as indicated
5. Review the SAFEWAY/SOBEYS CARD fund-raising section, and choose your preferred options
6. Review the RACER ACCOUNT AGREEMENT, and select the box indicating that you have done so
7. Review the ATHLETE CODE OF CONDUCT with your athlete(s), and select the box to indicate that your athlete understands and agrees
8. Review the PARENT CODE OF CONDUCT, and select the box to indicate that parent(s) understand and agree
9. Read the EDMONTON SKI PASS section, and select the box indicating that you have done so
10. Read the RELEASE OF LIABILITY section carefully, and select the box indicating that you understand and agree
11. Click CONTINUE (you will not be able to proceed until all mandatory fields have been completed)

### PART II

1. Enter ALL ATHLETES AND PARENTS one at a time
  - a. First name
  - b. Last name
  - c. Date of birth
  - d. Gender
  - e. Category (parent or racer age group)
  - f. Address
  - g. Home phone
  - h. Cell phone
  - i. Email
  - j. Parent names
2. Indicate that you are applying for a MEMBERSHIP IN EASRS and SELECT THE CORRECT DATE
3. Complete the MEDICAL TREATMENT AUTHORIZATION
  - a. Name of person(s) authorized to provide consent for urgent treatment if a parent/guardian is not available
  - b. Name and telephone numbers of 2 emergency contacts
  - c. Authorization expiration date
4. Select PROGRAM TRAINING FEE
5. Select the APPROPRIATE ALBERTA ALPINE FEE
6. Select the STATED SKI ABILITY box

7. Indicated that ALL ATHLETES/PARENTS HAVE BEEN OR WILL BE REGISTERED
8. Provide FEEDBACK REGARDING ONLINE REGISTRATION
9. Click CONTINUE (you will not be able to proceed until all mandatory fields have been completed)

#### PART III

1. Create a ZONE 4 QUICKLIST USER LOGIN so you can store your registrations for fast and easy entry in the future
2. AFTER ALL ATHLETES AND PARENTS IN YOUR FAMILY HAVE BEEN ENTERED, click CHECKOUT
3. Click CONTINUE (you will not be able to proceed until all mandatory fields have been completed)

#### PART IV

1. REVIEW YOUR REGISTRATION DETAILS
2. Click CONTINUE (you will not be able to proceed until all mandatory fields have been completed)

#### PART V

1. Enter an EMAIL ADDRESS TO WHICH A RECEIPT WILL BE SENT
2. Select the box indicating that you understand and agree to PREPARE/SUBMIT THE APPROPRIATE PAYMENTS (CHEQUES OR CASH)