

ONLINE REGISTRATION HELP

REMEMBER:

Website's "Player" = Blackwater "Member/skier"

Website's "Program" or "Event" = Blackwater "Membership Type" (Adult, Family, BKL or Youth)

- Primary Account Holder **must be an adult** and is required on all accounts.
- You do not have to list other family members on a Family Membership unless adding Bill Koch skiers.
- You may add a 2nd Parent as a contact person in addition to the Primary Account Holder if you wish.
- Primary Account Holder may or may not be a member/skier. For example, they may just be a Parent/Guardian of a Youth Membership.

For ease of registration, first identify one of the following membership types and carefully follow the steps.

The instructions are organized according to the following 5 types:

Membership	
<input type="checkbox"/>	Adult Membership 2016-17 (18 and over) - Program Details Cost: \$35.00
<input type="checkbox"/>	Family Membership 2016-17 (3 or more) - Program Details Cost: \$90.00
<input type="checkbox"/>	Youth Membership 2016-17 (17 and under) - Program Details Cost: \$20.00

1. Single Adult
2. Couple Adult
3. Family with one Primary Account Holder
4. Family with one Primary Account Holder plus a 2nd "Parent/Guardian"
5. Youth (must have an adult Primary Account Holder on the account)

Youth Programs	
<input type="checkbox"/>	Bill Koch Youth League 2016-17 (grades 1-8) - Program Details Cost: \$25.00

Bill Koch League (additional fee for each child registered) The child must also have a Blackwater Nordic membership either as a Youth member or part of a Family membership.

FAMILY MEMBERSHIP

FAMILY MEMBERSHIP WITH ONE PRIMARY ACCOUNT HOLDER:

1. Enter Primary Account Holder information and click **Register a Player** button
2. Choose **Family Membership** and click **Add Program** button
(If you wish to register Bill Koch skier(s), jump to **Add a Bill Koch League Child** instructions below)
3. Enter additional information and click **Continue Registration** button to checkout

FAMILY MEMBERSHIP WITH PRIMARY ACCOUNT HOLDER AND 2nd PARENT/GUARDIAN

1. Enter Primary Account Holder information and click **Add Another Parent/Guardian**
2. Enter additional information and click **Save and Done** button (return to Account Management page)
3. Click **Register "Your Name" for Program** button (Primary Account Holder)
4. Choose **Family Membership** and click **Add Program** button
(If you wish to register Bill Koch skier(s), jump to **Add a Bill Koch League Child** instructions below)
5. Enter additional information and click **Continue Registration** button to checkout

ADD A BILL KOCH LEAGUE SKIER(S):

The child must also have a Blackwater Nordic membership either as a Youth or part of a Family membership.

1. After registering the Primary Account Holder for membership (program) click **Add Another Player**
2. Choose **Bill Koch League** and click **Add Program** button
3. Add child information. If more than one child, click **Add Another Player** and repeat process
4. Click **Continue Registration** button to checkout

ADULT MEMBERSHIP

SINGLE ADULT MEMBERSHIP:

1. Enter Primary Account Holder information and click **Register a Player** button
2. Choose **Adult Membership** and click **Add Program** button
3. Enter additional information click **Continue Registration** button to checkout

COUPLE ADULT MEMBERSHIP:

1. Enter Primary Account Holder information and click **Register a Player** button
2. Choose **Adult Membership** and click **Add Program** button
3. Enter required information and click **Add Another Player**
4. Click **Add Program** button for 2nd adult
5. Enter required information and click **Continue Registration** button to checkout

YOUTH MEMBERSHIP

Remember:

- The Primary Account Holder should be the Parent/Guardian
- It is not necessary for the parent to be a Blackwater member

YOUTH MEMBERSHIP WITH OR WITHOUT BILL KOCH LEAGUE:

1. Enter Primary Account Holder information and click **Save And Done** button (return to Account Management page)
2. Click **Add Player** button
3. Choose **Youth Membership** and click **Add Program** button
4. Add youth information
If the Youth Member is also a Bill Koch skier, click **Add Another Program To This Player**
 - Choose **Bill Koch League** and click **Add Program** button
 - Enter required information
5. If more than one Youth Membership, click **Add Another Player** and repeat process
6. Click **Continue Registration** button to checkout