



How to Register for Reach Gymnastics Classes:

Registration Instructions

- 1) Click "Register" on Reach Gymnastics Club's website
- 2) Create an Account (note your password as you will use this account for future registrations and to view your account at any time)
- 3) Verify your e-mail
- 4) On left side bar click the yellow button called "Find an Organization" and search for Reach Gymnastics Club, and click our link
- 5) You are now in our store. Choose the program you want (Summer or Fall) and then the class day and time you would like to register your child for. Click on the blue square under "Session"
- 6) A window called "Create a new account owner" will pop up. This is the PARENT/GUARDIANS information
- 7) Another window will pop up called "Select Participants to Register".
Click "Add another person" found under your name and enter your CHILDS information.
Repeat this process for each child you will be registering for classes.
- 8) You should now see your name as well as your Child/Childrens names.
-Click on the child you would like to register for the specific class you chose in step 5-age dependent
-Click continue for "Recreational Membership" and click "Checkout" if only registering one child
- OR "Continue Shopping" to register other children or the same child for multiple classes
- 9) You will now be directed to "your order", if correct click "checkout".
You will now be at "Your information" page. Input your information as well as Child/Childrens information
Click "Continue with Purchase" when information has been completed
Note* you will not be able to go to the next page until required fields are filled out
- 10) Input payment info and click "Pay Now". You have now registered your Child/Children and will receive a receipt IN your email. You can also view all invoices from your account home page by clicking the "Purchases" tab

If you are unable to register or require any assistance please email info@reachgymnasticsclub.ca