How to sign in for ice sessions:

Start by going to the Ice Sign In page.

- 1. Click on Ice Sign In or Walk-On.
- 2. Choose the session you would like to skate. If this is the only session you want to sign up for click Continue. If you want to sign up for multiple sessions, click Add a time. This will allow you to click on another time.
- 3. When you are done adding times, click Continue.
- 4. Enter the SKATERS name and your email address. You do not need to enter your phone number.
- 5. Click Redeem coupon, package or gift certificate.
- 6. Enter your email address in the Code or email section.
- 7. Click Apply
- 8. Your pass should appear. Click Apply.

You will be able to create an account on the confirmation page. There is a button below the area for syncing to your calendar that says create an account. This is optional but recommended as it will make it easier for you to see your pass balance the next time you sign in or to change appointments.

How to purchase a pass:

Start by going to the Ice Sign In.

- 1. Under Ice Passes, choose which package you would like to purchase.
- 2. Click on it and enter the SKATERS name and your email associated with your account.
- 3. Click Pay now and complete order and you will be brought to PayPal.

## How to cancel a session:

- 1. If you created an account, log on. You will see a list of upcoming appointments.
- 2. Click on the appointment you want to cancel. Click Cancel.
- 3. You will receive a message confirming that you want to cancel. Confirm the cancellation. The session will be credited back to your ice pass.
- 1. If you did not create an account or want to use an alternate method to cancel, go to the confirmation email you received when ice sessions were scheduled.
- 2. Scroll to the bottom of the email and click the change/cancel appointment option. Select the appointment you want to cancel and click the cancel button.
- 3. You will receive a message confirming that you want to cancel. Confirm the cancellation. The session will be credited back to your ice pass.