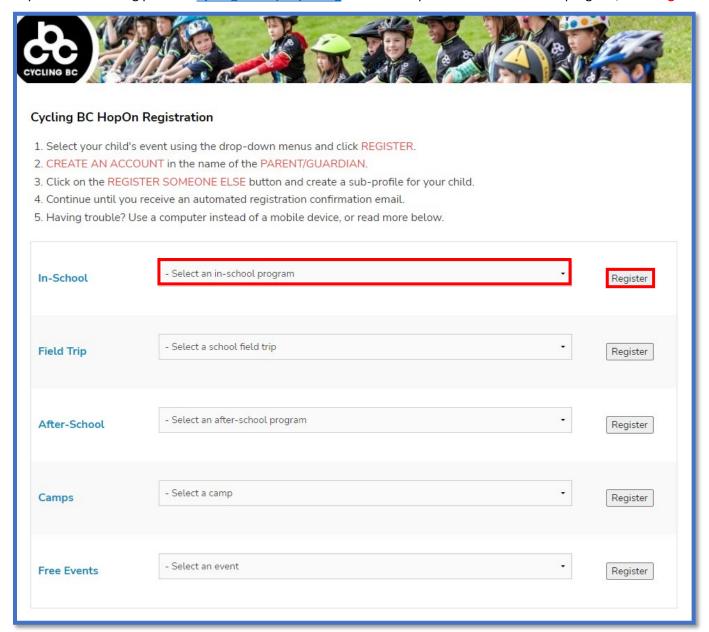


HOW TO REGISTER IN 3 MINTUES

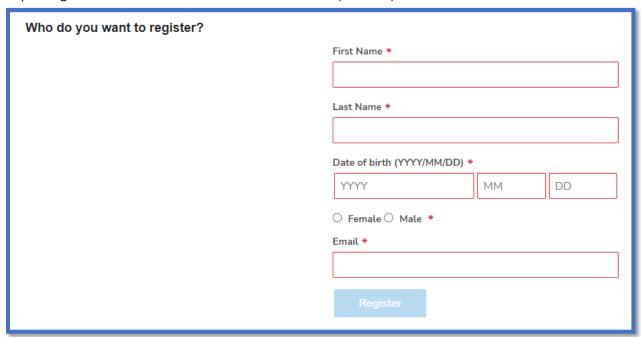
Step 1: Access the reg portal at cyclingbc.net/hoponreg. Use the dropdown menu to select a program, click Register.



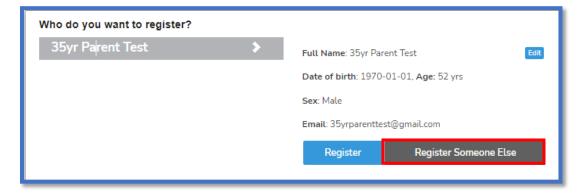
Step 2: Arrive at the event landing page. Select INDIVIDUAL REGISTRATION



Step 3: Login and create an account under YOUR NAME (PARENT).



Step 4: Select **REGISTER SOMEONE ELSE** and add in the information for your child.

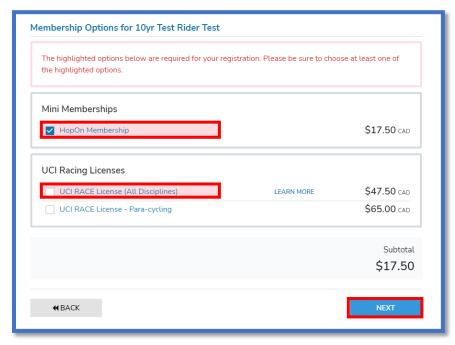


Step 5: Then select your child's name and click **REGISTER CHILD NAME**



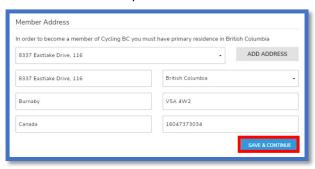
- HopOn School Programs JUMP TO STEP 10
- HopOn Community Programs (after-school & summer camp) CONTINUE TO STEP 6

Step 6: CHOOSE the Cycling BC Membership and complete membership survey by clicking NEXT.



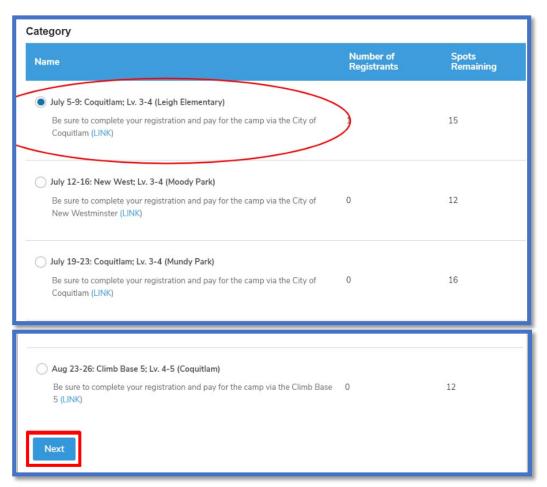
Troubleshooting... if you receive the below message while trying to select a membership...





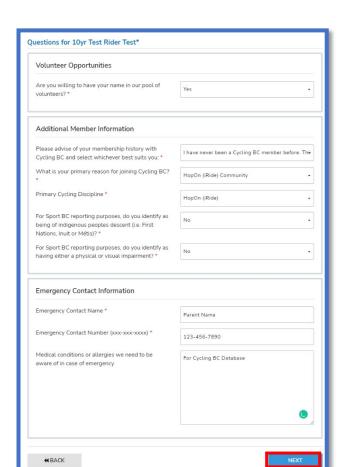
Select the **BACK** button, thenselect **SAVE & CONTINUE**... For further difficulties, contact us.

Step 7: CHOOSE the registration category and then scroll down and click NEXT.



^{*}Please note, the step is not included in all our event registrations.

Step 8: Complete the Membership Survey, click NEXT.

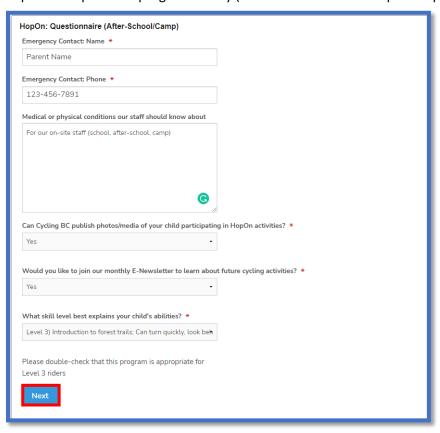


Step 9: On the summary page, select

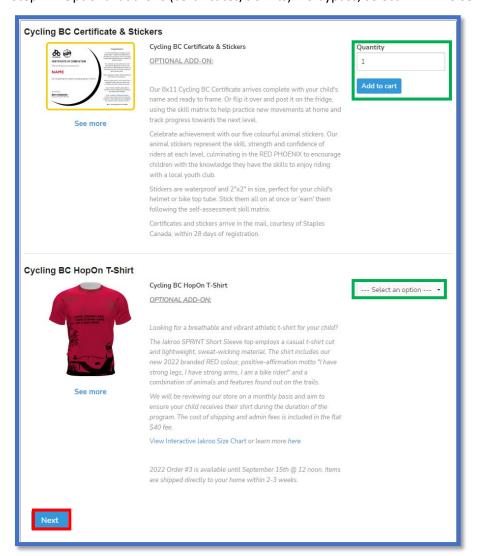
COMPLETE & RETURN TO REGISTRATION



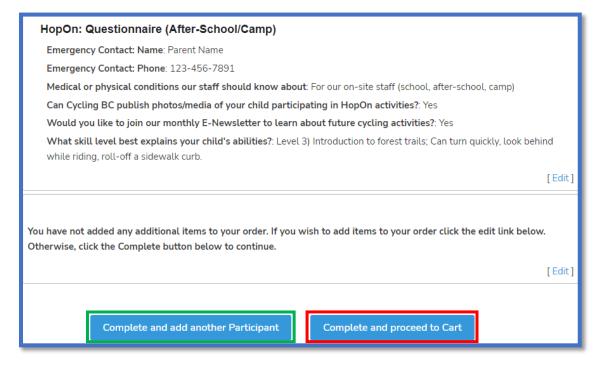
Step 10: Complete the program survey (sent to instructors to help them prepare). Then select NEXT.



Step 11: Optional add-ons (certificates/t-shirts). To bypass, select **NEXT**. To select, click add to cart or select-an-option.



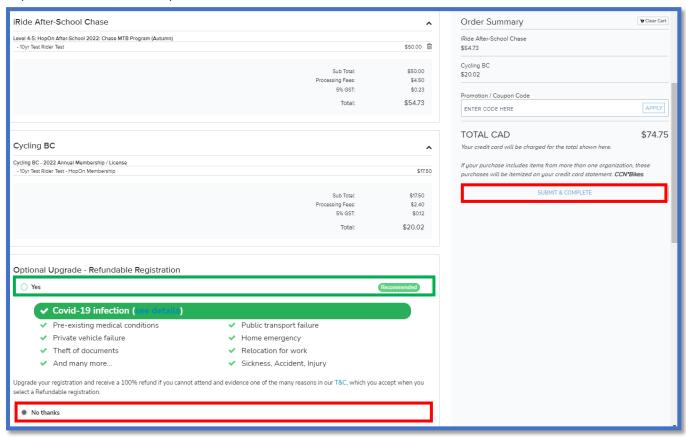
Step 11: Select either ADD ANOTHER PARTICIPANT OR COMPLETE AND PROCEED TO CART.



Step 12: Sign acknowledgment of risk forms.



Step 13: Select Yes/No for optional covid-19 insurance. Then select SUMBIT & COMPLETE.



Cycling BC provides refunds for families who cannot attend the event provided we are notified 72 hours before the start time.

Partial refunds may be available by special request.

Once STEP 13 is complete, please check your email to make sure you have received an auto-confirmation email.