



Procedure guide Splex (SportNroll)

2022-2023

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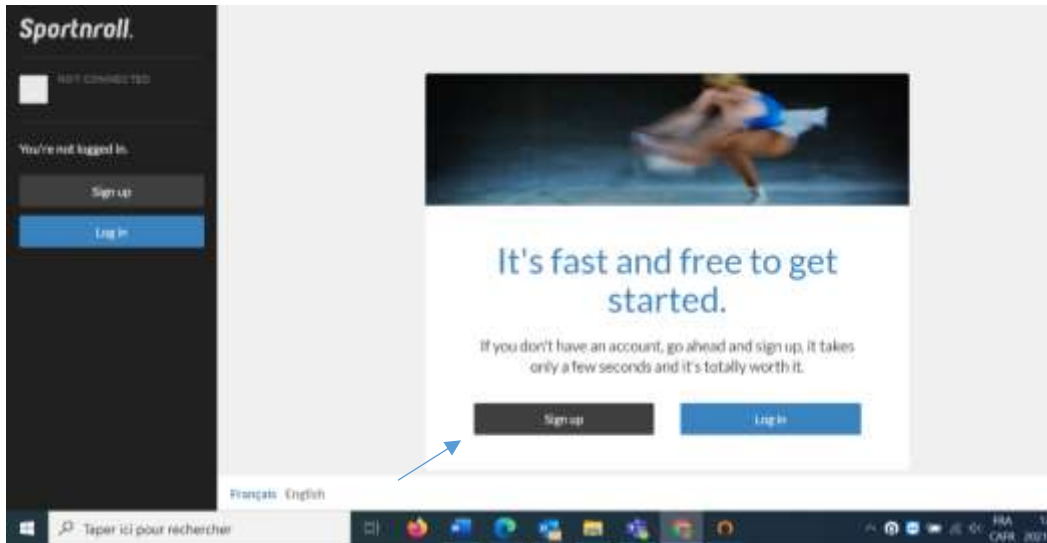
WWW.PATINAGE.QC.CA

SPORTNROLL PROCEEDURES GUIDE

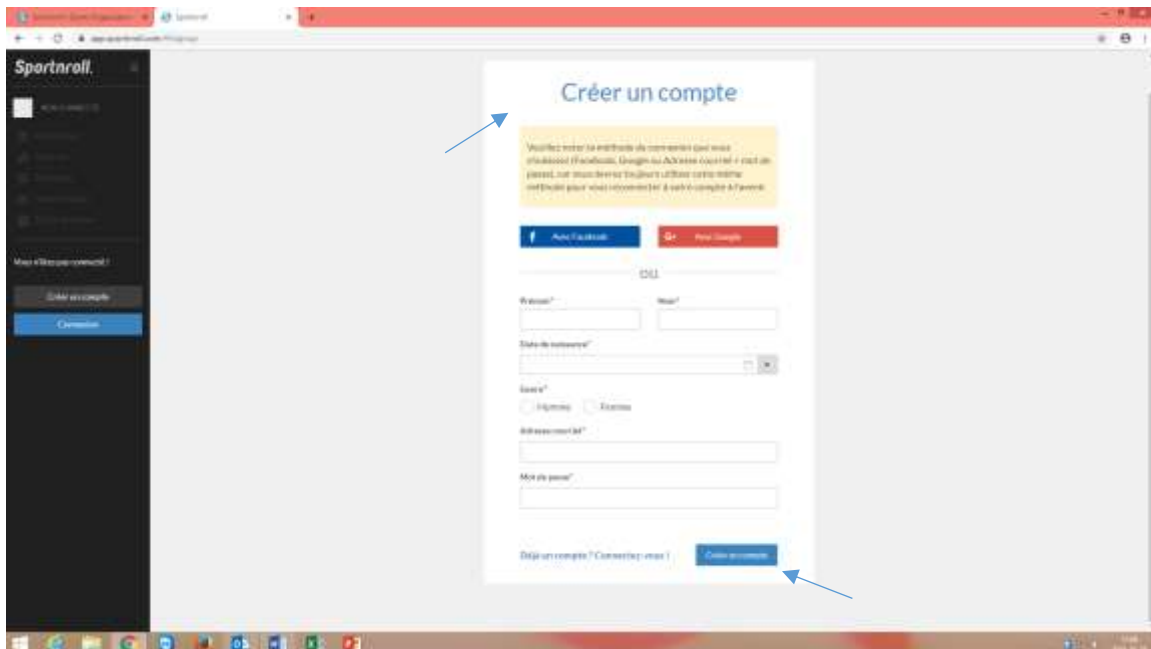
How to create a new account (if you don't have one)

Link to connect to Sportnroll: <https://www.sportnroll.com>

Once on this page, select «Sign up».



You can now complete your information and click on «sign up»

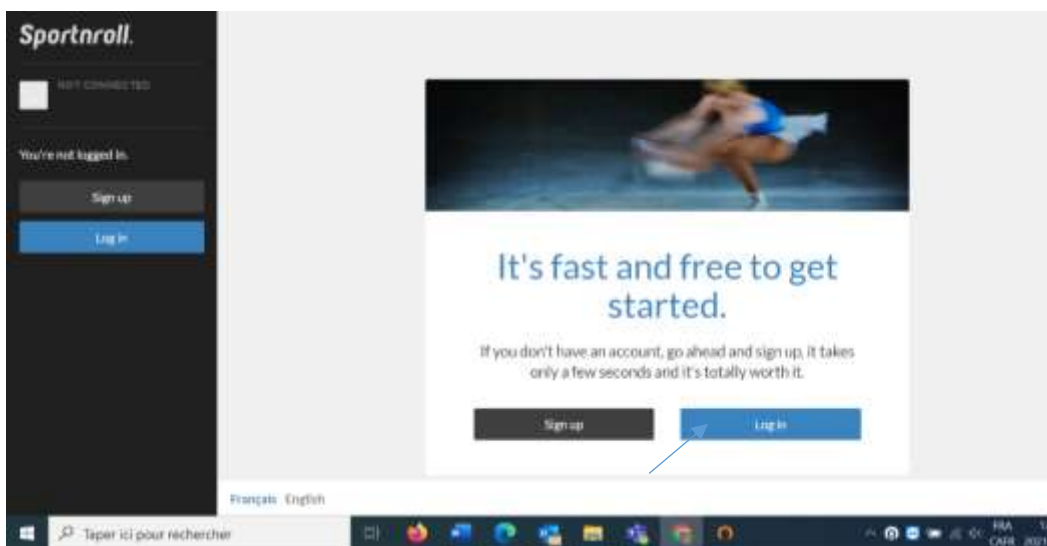


Once on this page, you need to check your email and confirm then return to the main page.

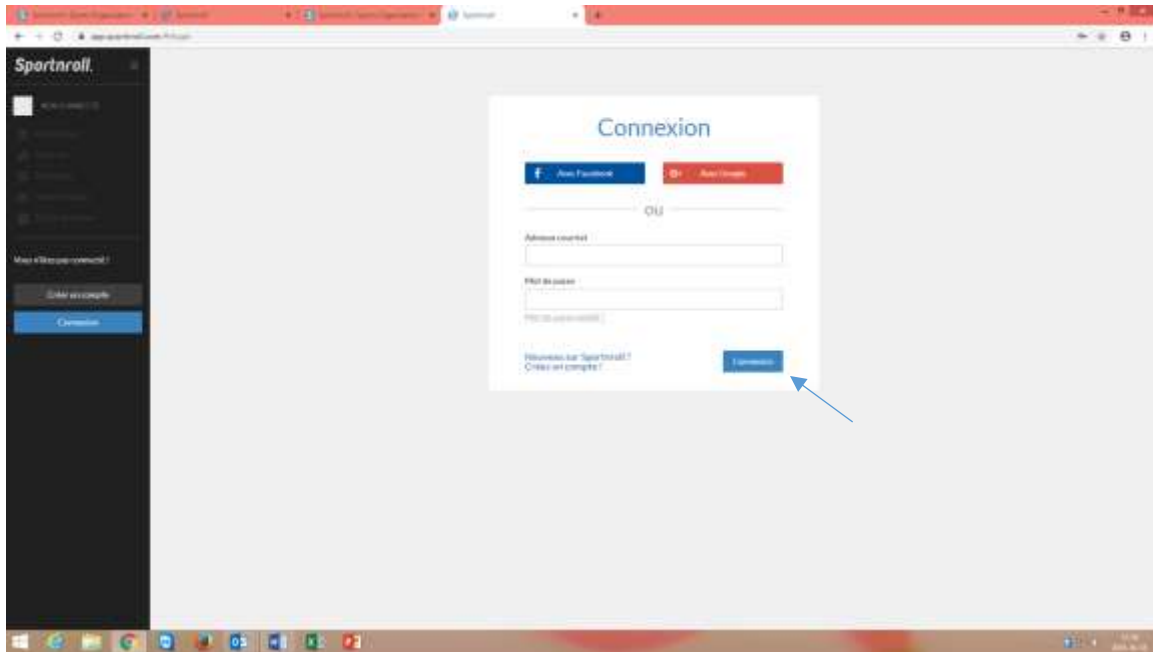


If you already have a Sportnroll account

Click on «Log in»

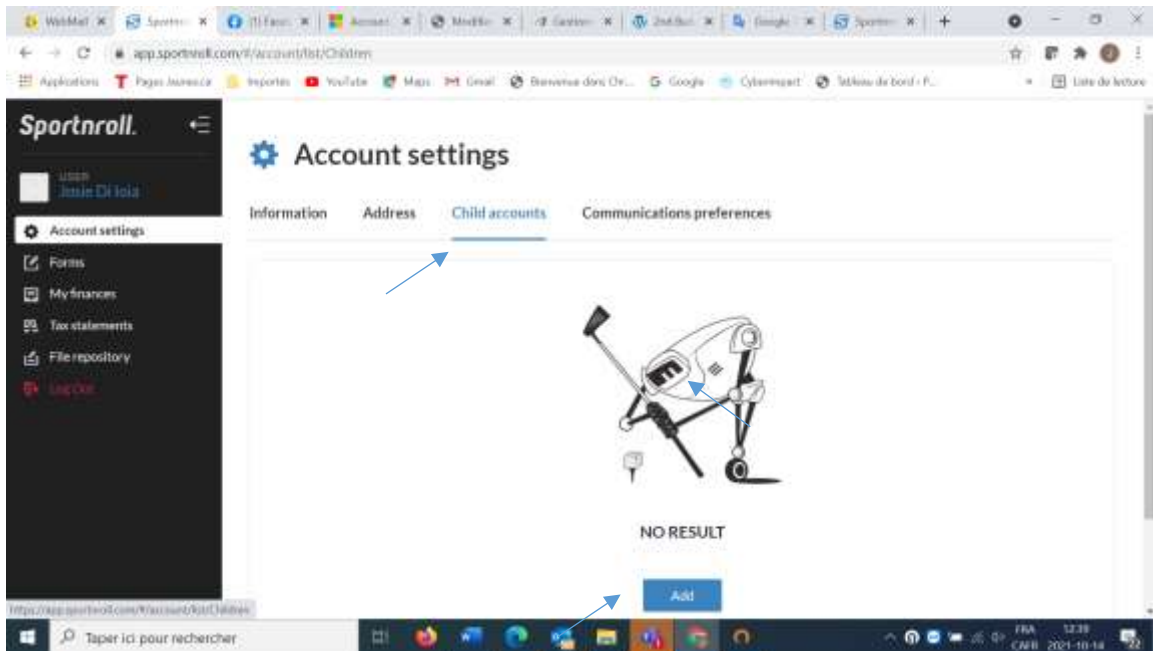


Enter your information and click on «Submit» to continue.

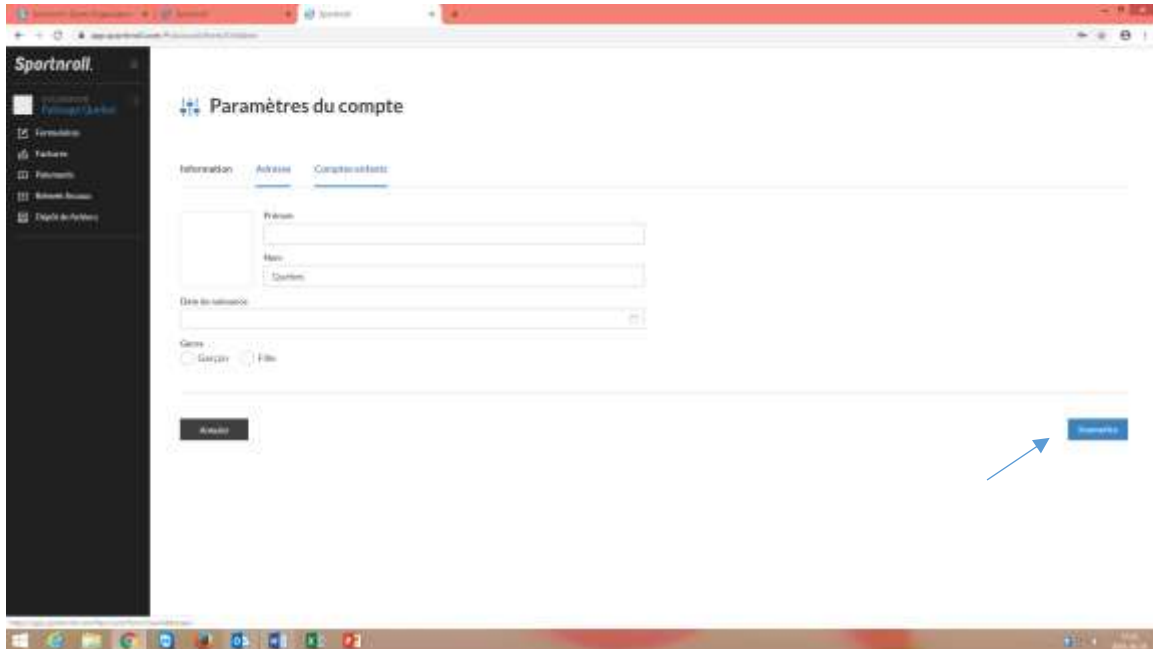


Procedure to create an account for your child (if he doesn't have one)

Once on this page, click on «Account setting» on the black tab on the left of your screen. Then select «Child accounts» to add an account for your child you simply need to click on «add» then continue.



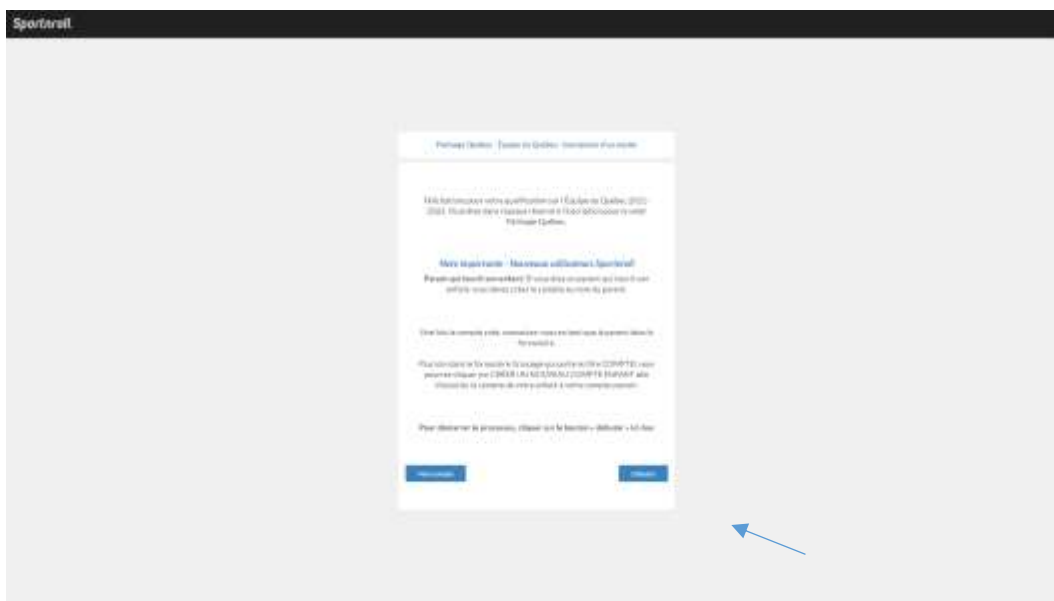
Please complete the information for the different tabs and click on «Submit» to continue.



The screenshot shows a web browser window displaying the 'Sportroll' account settings page. The page title is 'Paramètres du compte'. There are three tabs: 'Information', 'Analyse', and 'Comptes associés'. The 'Information' tab is active. It contains a profile picture placeholder, a 'Prénom' field, a 'Nom' field, a 'Date de naissance' field, and a 'Sexe' section with radio buttons for 'Garçon' and 'Fille'. A 'Annuler' button is on the left, and a 'Soumettre' button is on the right, with a blue arrow pointing to it.

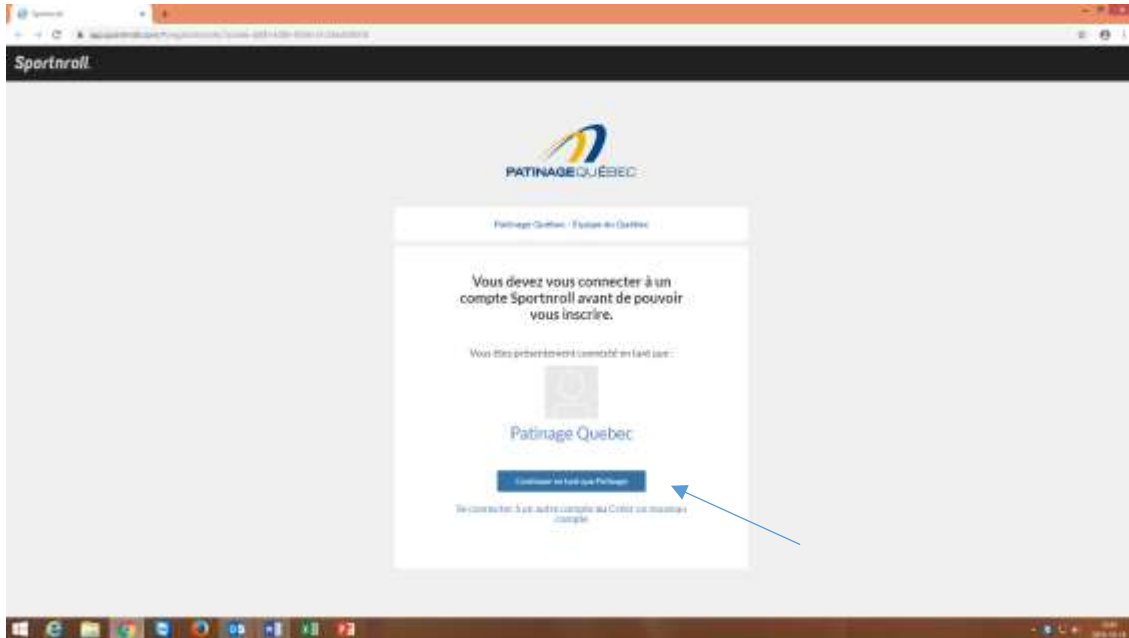
Procedure for the registration Form

You can now start your registration by clicking on «Start».

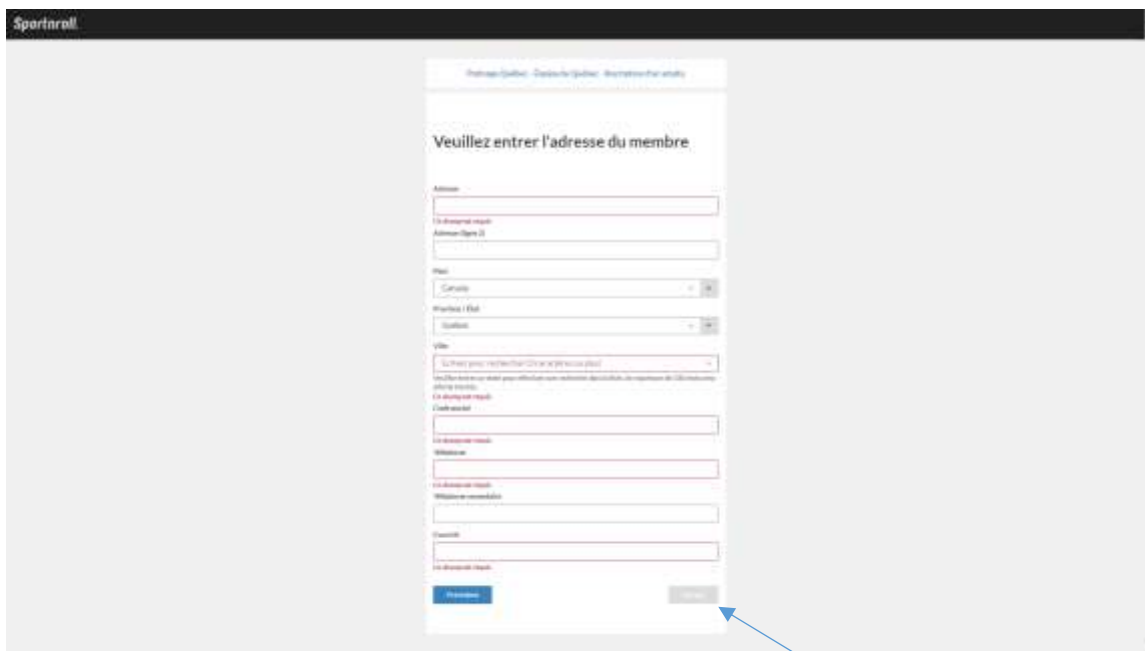


The screenshot shows a confirmation page for the registration process. It features a central white box with text in French. The text includes: 'Édité automatiquement votre profil Sportroll sur le site de Québec (2022-2023). Si vous êtes déjà inscrit à l'un de nos programmes, vous pouvez réactiver votre compte.' Below this, it says 'Notre étape finale - Tout va bien, votre inscription à Sportroll. Paramètres de profil complétés. Si vous êtes un entraîneur, vous pouvez maintenant accéder à votre espace entraîneur.' At the bottom of the box are two buttons: 'Annuler' and 'Commencer'. A blue arrow points to the 'Commencer' button.

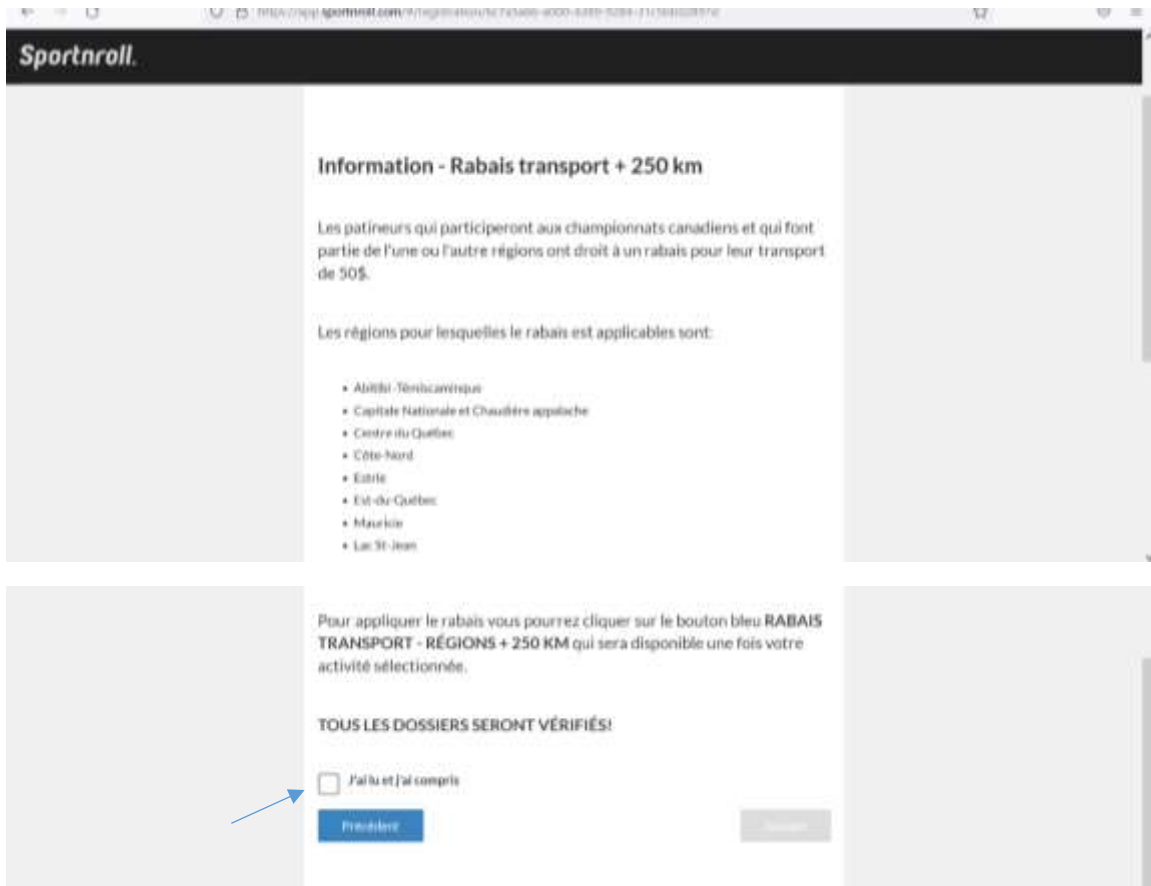
Once on this page, click on «Continue as» to continue your registration.



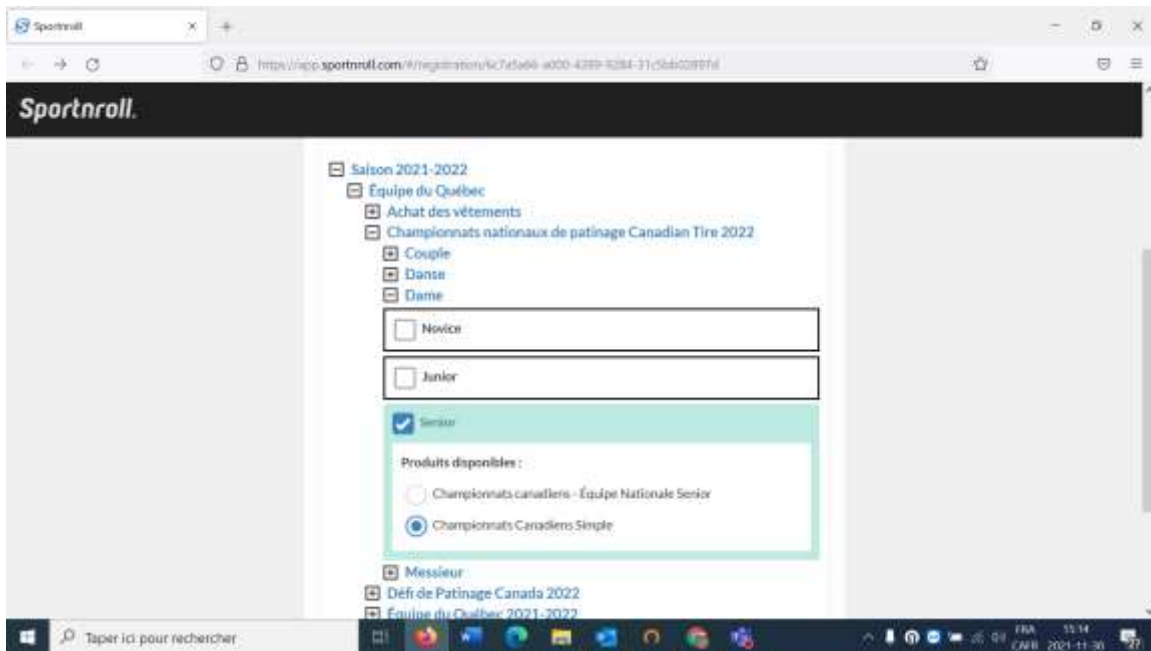
Please complete your information and select «Next» to continue.



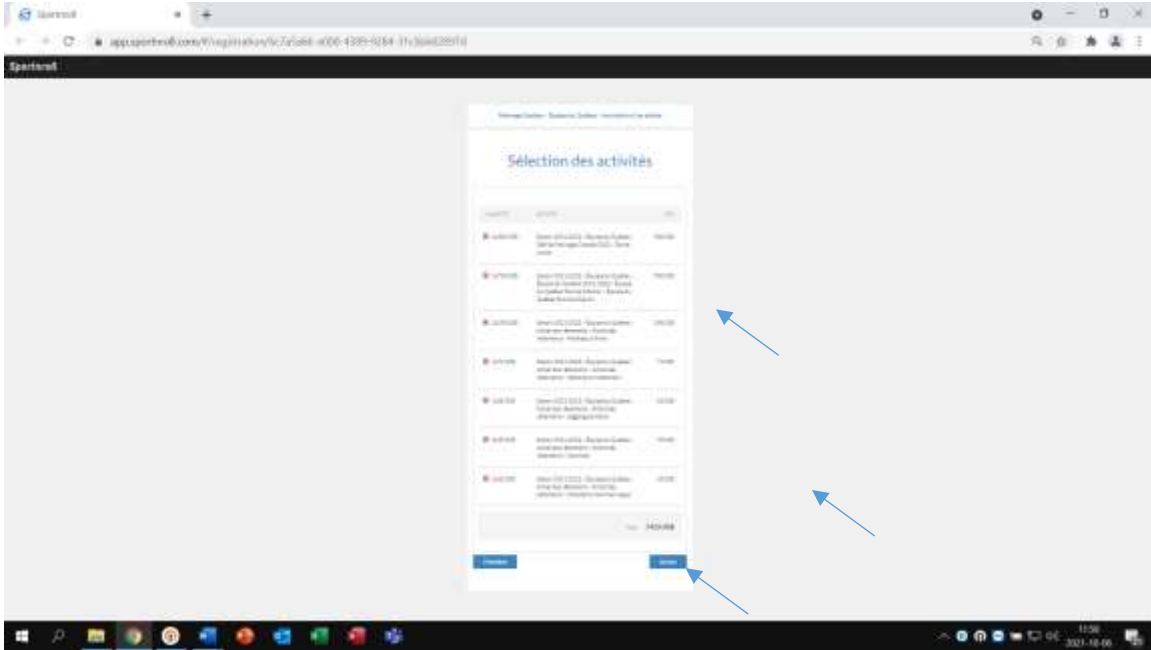
Please read the information for the discount for transportation and click on I read and I understood to continue.



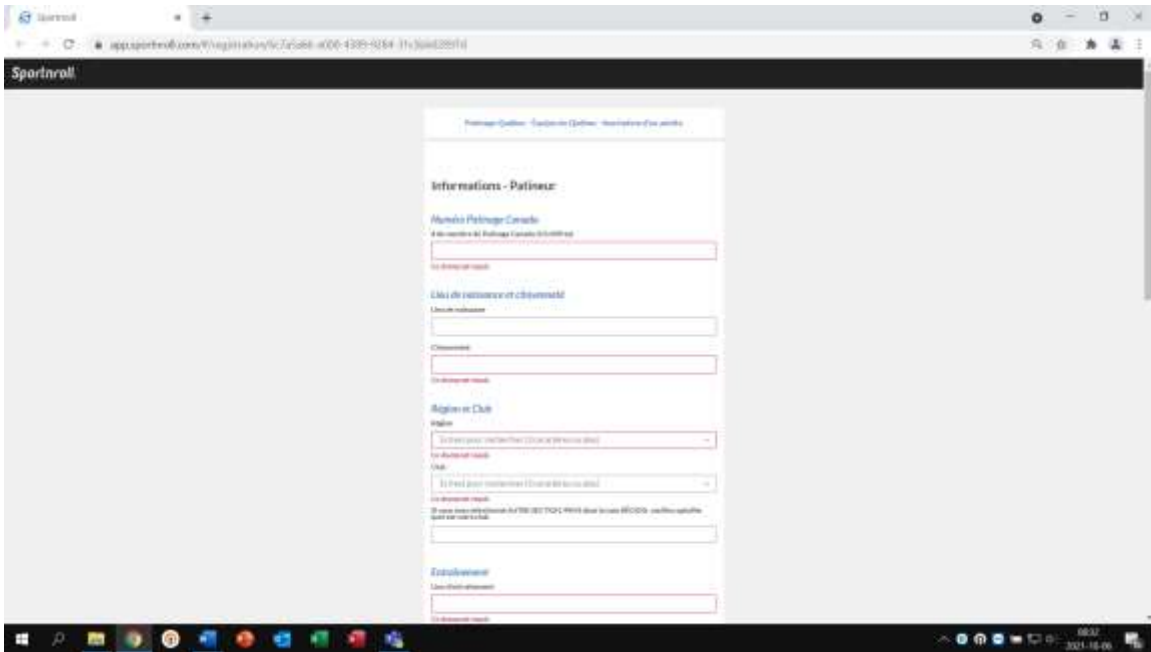
Select the different activities by clicking on the «+» and then «Next» to continue.



You will now be able to see the details of your purchases for the different activities. Please click on «Next» to continue.



Please enter your information and click on «Next» to continue.



Entraîneurs

Entraîneur chef

Prénom de l'entraîneur chef

Catégorie de sport

Nom de l'entraîneur chef

Coût de la formation

Coût de la formation chef

Coût de la formation

Deuxième entraîneur

Prénom du deuxième entraîneur

Nom du deuxième entraîneur

Coût de la formation

Chorégraphes

Programme chef

Prénom du chorégraphe programme chef

Nom du chorégraphe programme chef

Programme libre

Prénom du chorégraphe programme libre

Nom du chorégraphe programme libre

Nom du chorégraphe programme libre

Partenaire

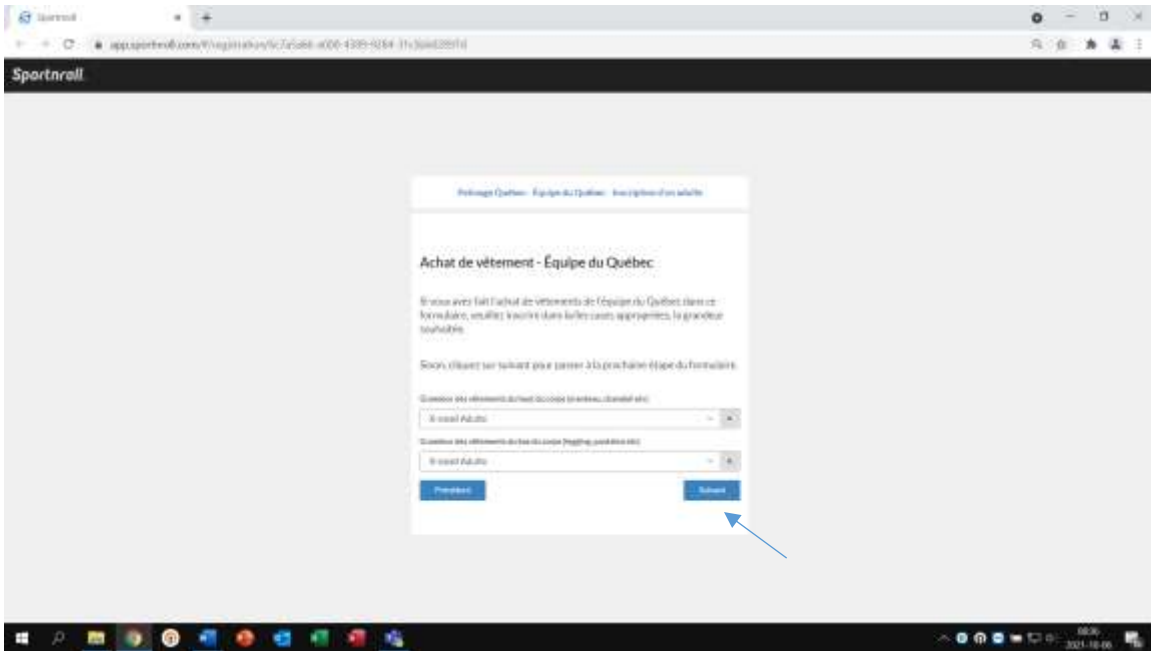
Prénom du partenaire

Nom du partenaire

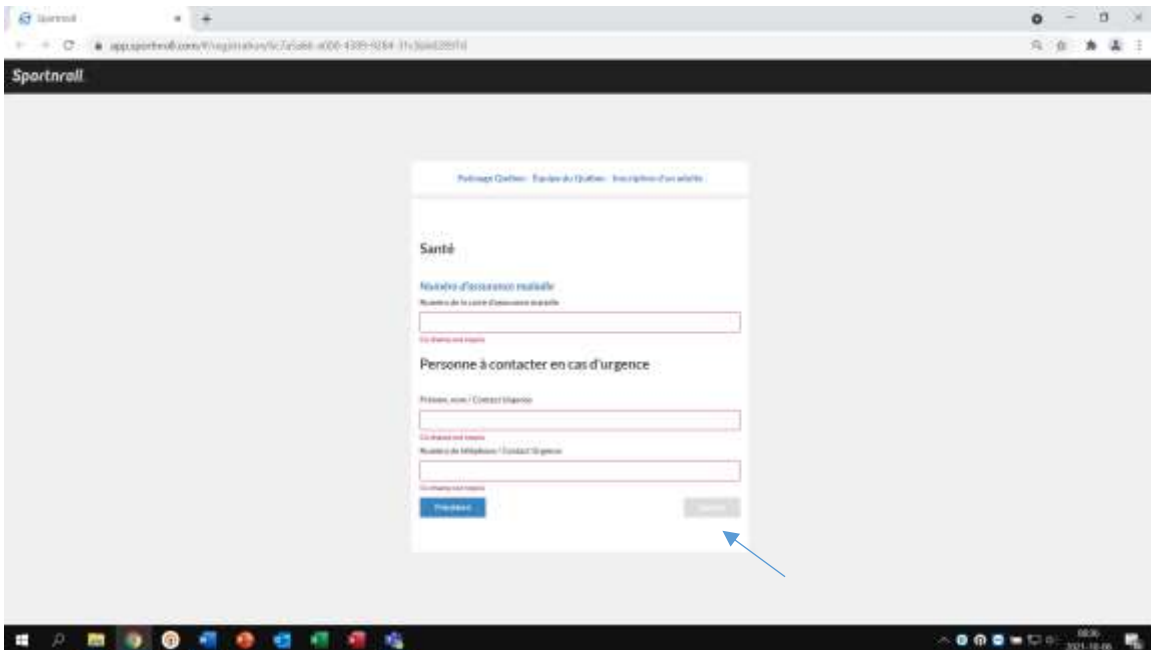
Précédent

Suivant

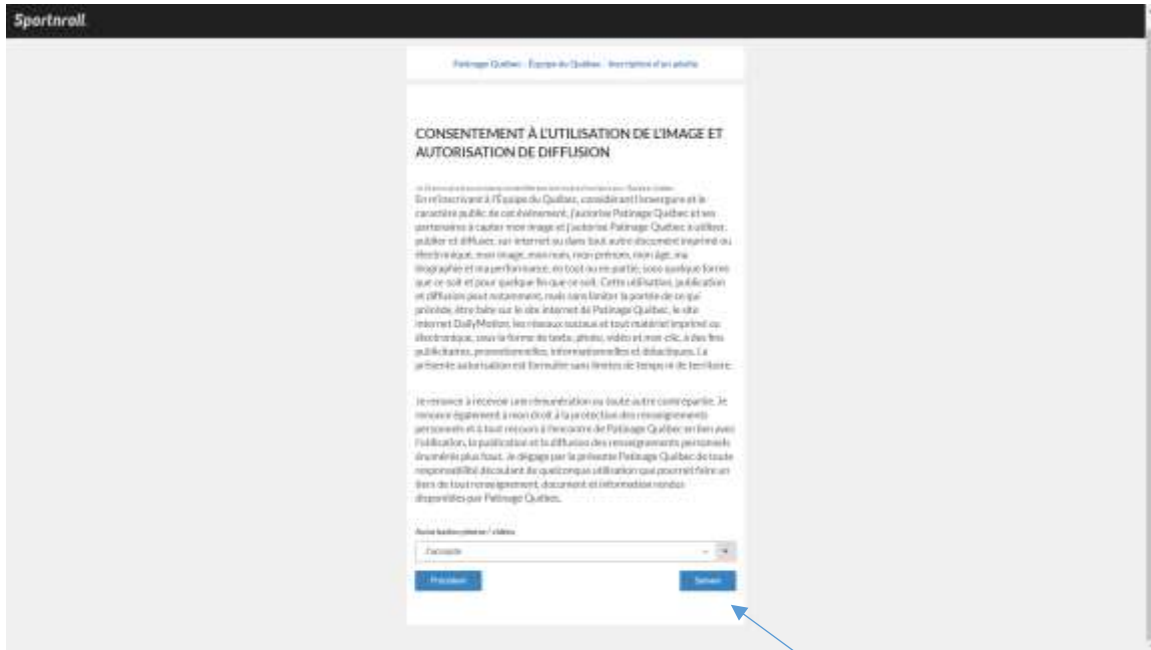
You need to select the size for your clothing. Click on «Next» to continue.



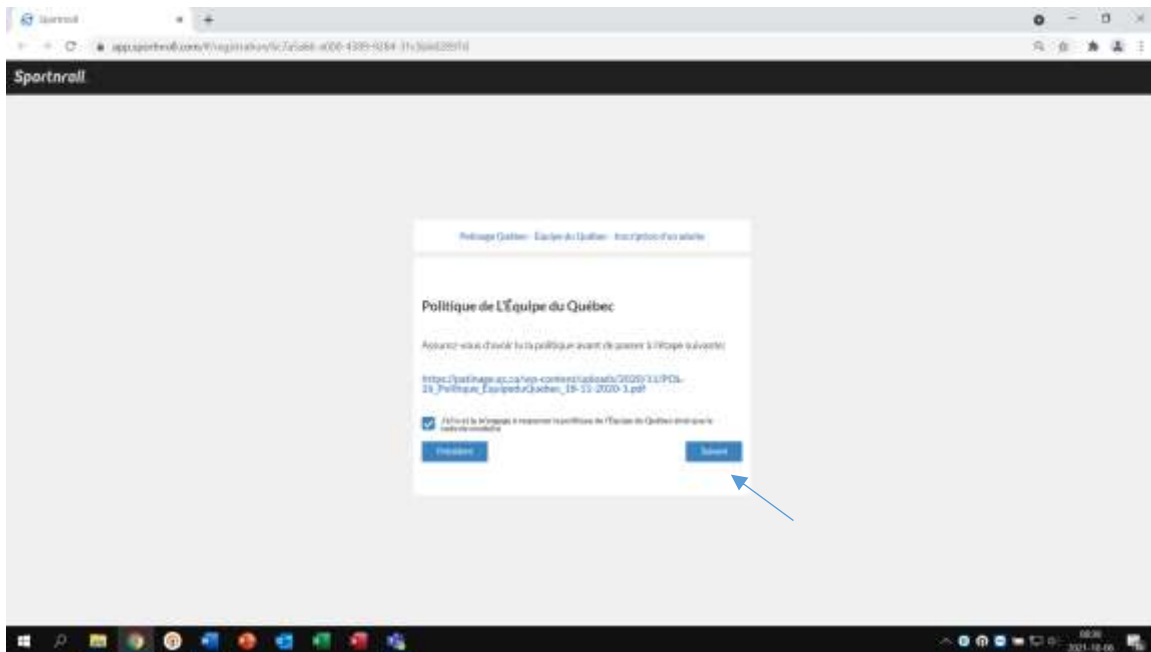
Please complete your information and click on «Next» to continue.



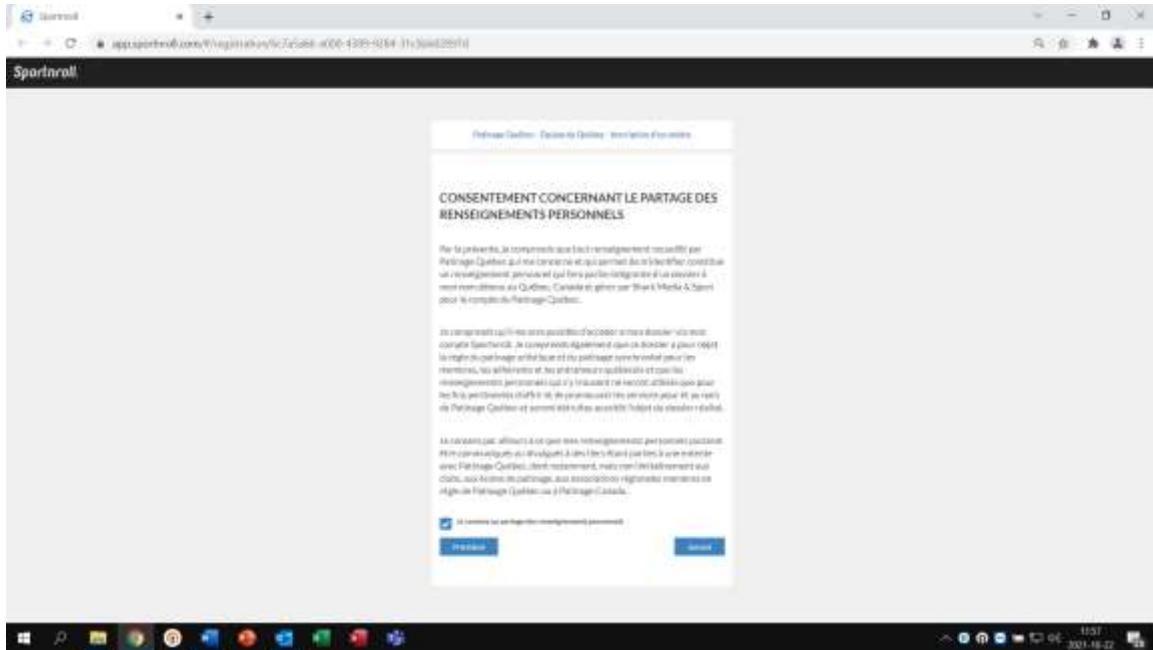
It is important to read and accept the release permission to continue. Once finished click on «Next».



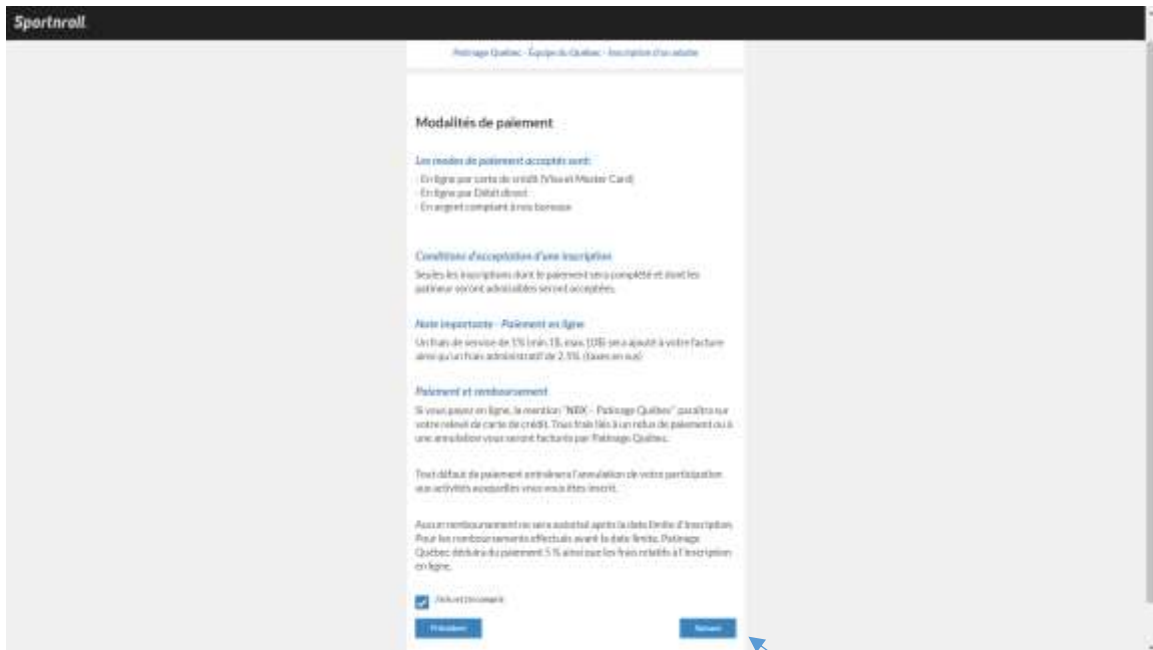
You must read and accept the «Team Québec Policy» by checking the small square before proceeding. Click on «Next» to continue.



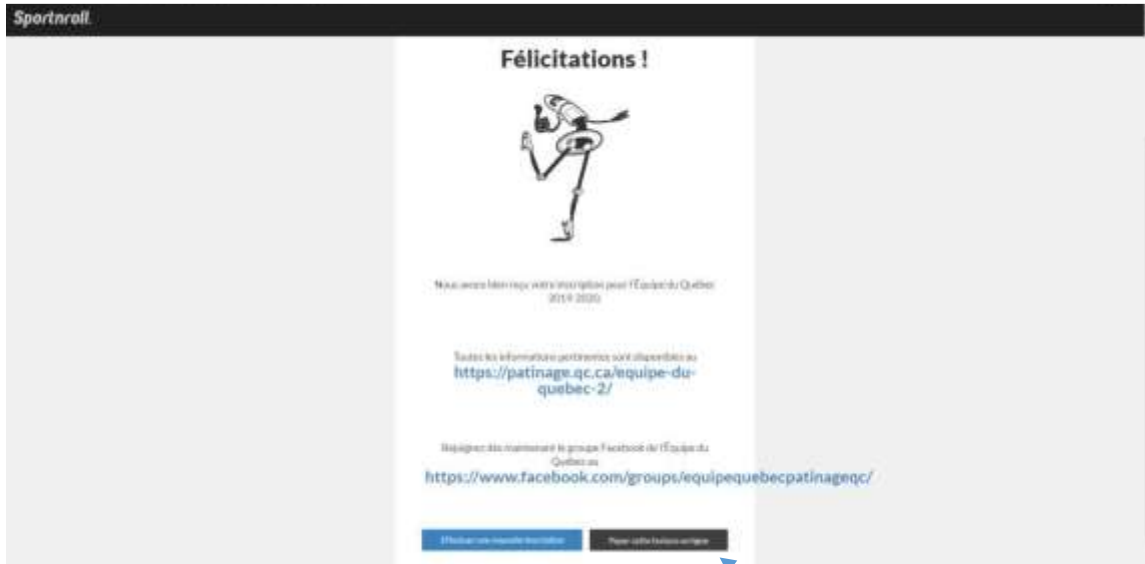
You must read and accept the consent to share personal information by checking the small square before proceeding. Click on «Next» to continue.



You must read and accept the payment terms by checking the small square before proceeding. Click on «Next» to continue.



It will now be possible to see the « Summary » of your registration. Take time to validate the information and complete the registration. Once it's done, you will be able to see this picture which will confirm that everything is complete. You will only need to pay your invoice online by clicking on « Pay this invoice online ».



Congratulations!