

Step by Step Low Test Registration Instructions:

1. Go to www.coastregistry.com/tests/sunset

- Click Register for a Club Test



2. Choose a Test Day

3. Click Register



4. Register your skater

The screenshot shows the registration form for a skater. The page title is 'Sunset Skating Club Lo Test Registration' and the URL is 'www.coastregistry.com/BCCTest.aspx?Id=1001005'. The page content includes a 'Selected Test Day' section, a 'Skater:' section, a 'Coach:' section, a 'Test Chair:' section, and a table for 'Test Category'.

Selected Test Day: **LOW Test Day 1 - June 6 and Day 2 - June 8** Sunset Skating Club 06/06/2014 6:15 PM **Deadline: 24/05/2014**

Skater: First Name: Last Name:
Skate Canada ID: Birth Date: Male Female
Phone: E-Mail:
Home Club: Select Club from list...
Coach: First Name Lastname: Phone: E-Mail:
Test Chair: First Name Lastname: Phone: E-Mail:

Add Test(s)

Test Category	Text Name	Fee	Test Specific Data	Delete
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Requirements:

Skater: **First and Last Name**

Skate Canada ID: **1234567890**

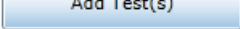
Birth Date: **YYYY-MM-DD**

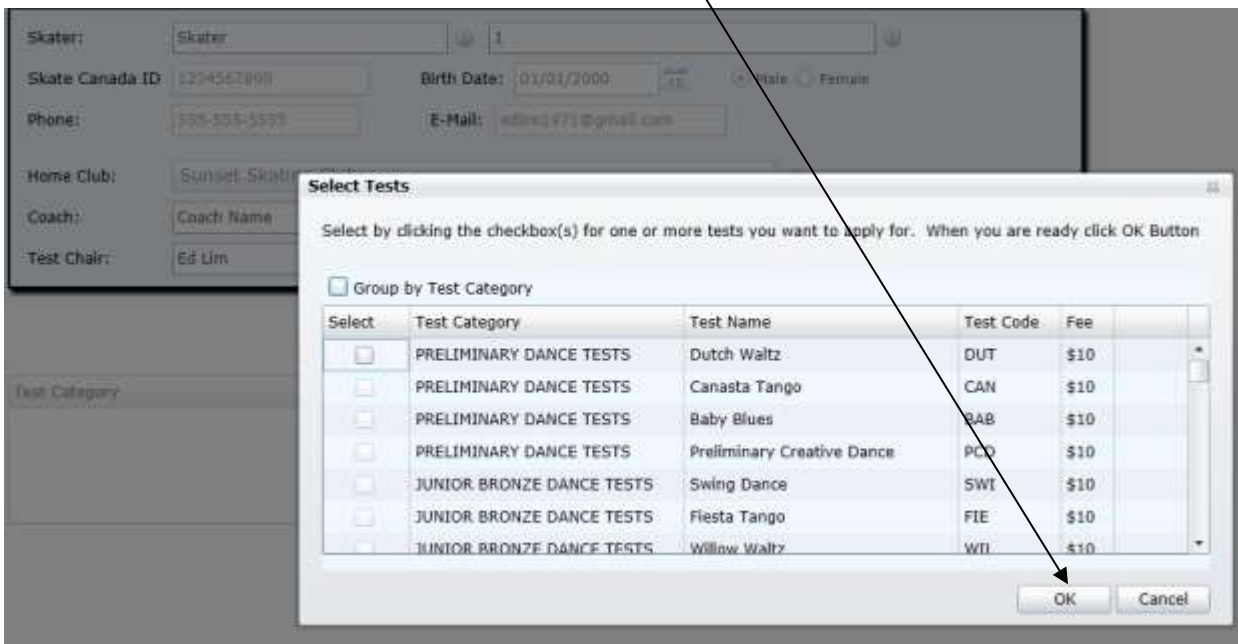
Gender: **Male/Female**

Home Club: **Sunset Skating Club**

Coach: **First Name Last Name** Phone **XXX-XXX-XXXX** email coaches_email_address@gmail.com

Test Chair: **Patrick Yue** Phone **778-688-7317** email sunset.testchair@gmail.com

5. Click Add Test(s)  and Click OK



You can Group by Test Category as well.

The screenshot shows a dialog box titled "Select Tests" with a close button in the top right corner. Below the title bar, there is a text instruction: "Select by clicking the checkbox(s) for one or more tests you want to apply for. When you are ready click OK Button". Below this instruction, there is a checkbox labeled "Group by Test Category" which is checked. A red rectangular box highlights this checkbox, and an arrow points from the text above to it. Below the checkbox is a table with columns: "Select", "Test Category", "Test Name", "Test Code", and "Fee". The table is grouped into two sections. The first section is titled "TestCategory: PRELIMINARY DANCE TESTS (4 items)" and contains four rows. The second section is titled "TestCategory: JUNIOR BRONZE DANCE TESTS (3 items)" and contains one row. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Select	Test Category	Test Name	Test Code	Fee
TestCategory: PRELIMINARY DANCE TESTS (4 items)				
<input type="checkbox"/>	PRELIMINARY DANCE TESTS	Dutch Waltz	DUT	\$10
<input type="checkbox"/>	PRELIMINARY DANCE TESTS	Canasta Tango	CAN	\$10
<input type="checkbox"/>	PRELIMINARY DANCE TESTS	Baby Blues	BAB	\$10
<input type="checkbox"/>	PRELIMINARY DANCE TESTS	Preliminary Creative Dance	PCD	\$10
TestCategory: JUNIOR BRONZE DANCE TESTS (3 items)				
<input type="checkbox"/>	JUNIOR BRONZE DANCE TESTS	Swing Dance	SWI	\$10

6. Choose your Tests:

For example, 2 tests are chosen - Preliminary Dance Test Dutch Waltz & Canasta Tango, **click OK**

The screenshot shows the same "Select Tests" dialog box. The "Group by Test Category" checkbox is now unchecked. In the table, the first two rows are selected, indicated by blue highlighting and checked checkboxes in the "Select" column. These rows are: "PRELIMINARY DANCE TESTS" with "Dutch Waltz" (Test Code: DUT, Fee: \$10) and "PRELIMINARY DANCE TESTS" with "Canasta Tango" (Test Code: CAN, Fee: \$10). An arrow points from the text above to the "OK" button at the bottom of the dialog box.

Select	Test Category	Test Name	Test Code	Fee
<input checked="" type="checkbox"/>	PRELIMINARY DANCE TESTS	Dutch Waltz	DUT	\$10
<input checked="" type="checkbox"/>	PRELIMINARY DANCE TESTS	Canasta Tango	CAN	\$10
<input type="checkbox"/>	PRELIMINARY DANCE TESTS	Baby Blues	BAB	\$10
<input type="checkbox"/>	PRELIMINARY DANCE TESTS	Preliminary Creative Dance	PCD	\$10
<input type="checkbox"/>	JUNIOR BRONZE DANCE TESTS	Swing Dance	SWI	\$10
<input type="checkbox"/>	JUNIOR BRONZE DANCE TESTS	Fiesta Tango	FIE	\$10
<input type="checkbox"/>	JUNIOR BRONZE DANCE TESTS	Willow Waltz	WTI	\$10

7a) For **DANCE** tests, **click Solo** if you do not know your partner then **click OK** else enter in the Dance Partner's details below

The screenshot shows a dialog box titled "Add/Extra Test Specific Data for this Test". At the top, it says "For the following Test:" followed by a text box containing "Dutch Waltz". Below this, it says "Please supply the following additional information:". There is a checkbox labeled "Solo - Click here if you are doing this test without a partner". Below the checkbox are three text input fields labeled "Dance Partner Name:", "Phone", and "Email". At the bottom of the dialog are two buttons: "OK" and "Cancel".

7b) for **FREESKATE (FS) & SKILLS** tests, if you do not know you planned program, **click OK** else click Create & Upload

The screenshot shows a dialog box titled "Add/Extra Test Specific Data for this Test". At the top, it says "For the following Test:" followed by a text box containing "PART 1: ELEMENTS- PREL FS". Below this, it says "Please supply the following additional information:". There is a text box labeled "Planned Program" followed by a "Required" button and a "Create & Upload" button. At the bottom of the dialog are two buttons: "OK" and "Cancel".

The screenshot shows a dialog box titled "Add/Extra Test Specific Data for this Test". At the top, it says "For the following Test:" followed by a text box containing "Preliminary Skating Skills". Below this, it says "Please supply the following additional information:". There is a text box labeled "Planned Program" followed by a "Required" button and a "Create & Upload" button. At the bottom of the dialog are two buttons: "OK" and "Cancel".

8. You will see a summary of all your tests. Click Next

Test Category	Test Name	Fee	Test Specific Data	Delete
PRELIMINARY DANCE TESTS	Dutch Waltz	\$10		Delete
PRELIMINARY DANCE TESTS	Canasta Tango	\$10		Delete

Total Test Entry Fees:

When you are ready to Register this Skater for these Tests, click "Next"

9. You will receive a Summary Sheet of your tests

Check your test details and click register

*****Please remember to add \$10.00 for the Sunset Administrative Fee to your Test Entry Fees*****

Sunset Skating Club Lo Test Registration

Selected Test Day: **LOW Test June 6 (Day 1) & June 8 (Day 2) Sunset Skating Rink 06/06/2014 06:15 PM Deadline: 24/05/2014**

Success!
 Thank you for successfully submitting your Test Application to the Sunset Skating Club Test Committee. There are just a few steps left to process this application.

Step 1. Click the Register button below and register for your Test(s). This will reserve space for you. Your tests are approved unless your coach or test chair sends a message to CoastRegistry denying the test.
Step 2. Your Coach will be sent an email message to electronically approve this application. Please spell your Coach's email correctly. If your Coach denies the application you will have to cancel your registration.
Step 3. Your Club Test Chairperson will be sent an email message to electronically approve this application. Please spell your Test Chair's email correctly. If your Test Chair denies the application you will have to cancel your registration.
Step 4. Unless your Coach or Test Chair denies the application, you are full registered when you complete payment.

Test Application Details	Confirmation Code: 137615215	Test Deadline: 24/05/2014
Skater, Email	Test Skater, edlim1971@gmail.com	
Coach, Email	Coach I, edlim1971@gmail.com	
Test Chair, Email	Ed Lim, edlim1971@gmail.com	

Tests Applied For

Dutch Waltz	Please note: that if you do not make arrangements to pay your club for these tests, you risk having the tests you registered for being cancelled.
Canasta Tango	

Tests Fees

SC Fees per Tests	\$20.00
Test Admin Fees	\$0.00
Total Fees	\$20.00

Click "Cancel" if you decide not to continue
 Click on "Register" to register for these tests. Payment will be collected by your club at a later date.

If you are having difficulty with this Test Application, please email us at support@coastregistry.com

10. You will receive this message and click OK

Test Application X

Thank you. Your Application has been processed. You will need to pay separately for this test. You will now be redirected back to the home page

Payment is by cheque or cash. Please deposit cheques stating the **Skater's Name & Skate Canada Number** in the Sunset Skating office "Mail for Test Chair" folder on bulletin board. Cash is to be given directly to Patrick Yue, Test Chair. Thank you!