



(Using drop-in's on Amilia)

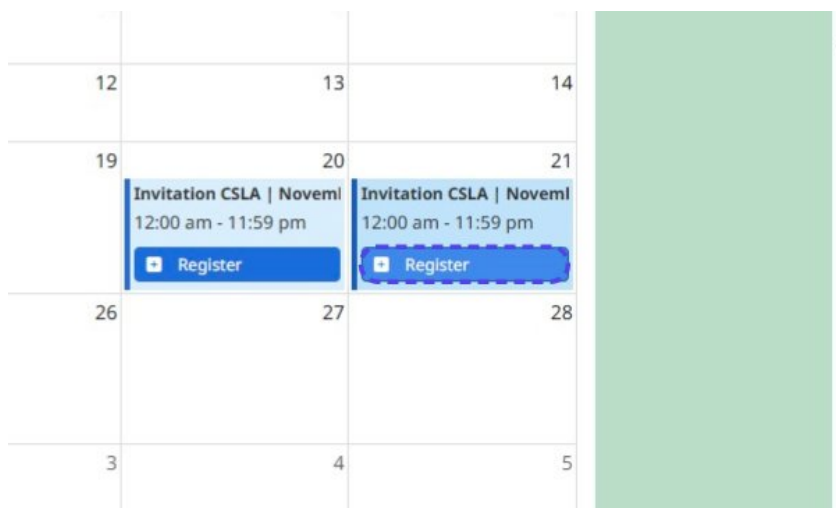
Begin by opening the activity (competition) registration link sent via the CSLA mailing list.

For competitions allowing for variable registrations (coaches can select which days you compete), CSLA uses the drop-in feature on Amilia to allow parents to register for the dates their swimmer is available.

- When you open the Competition registration link, you will see a calendar view of the competition dates offered.

01

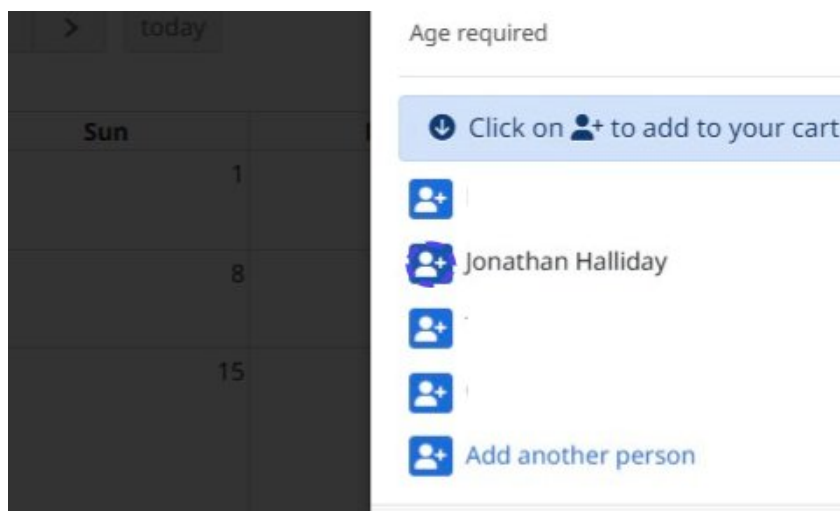
Select "Register" for the first date you're available for.





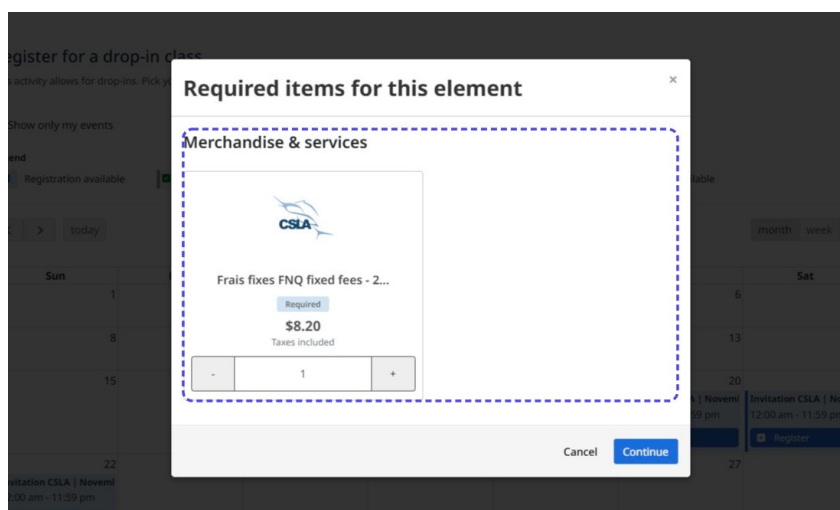
02

Click the + icon to select your swimmer(s) available for this date.



03

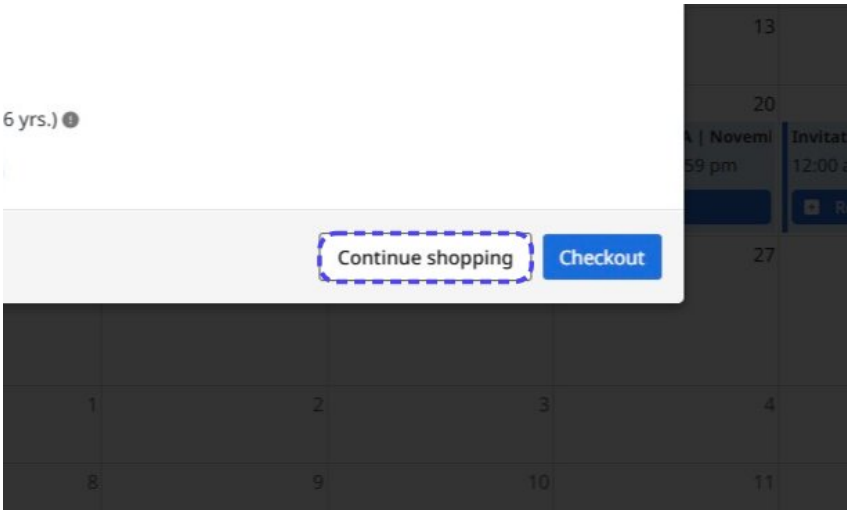
Fixed FNQ fees will appear at this time. Simply click "Continue".





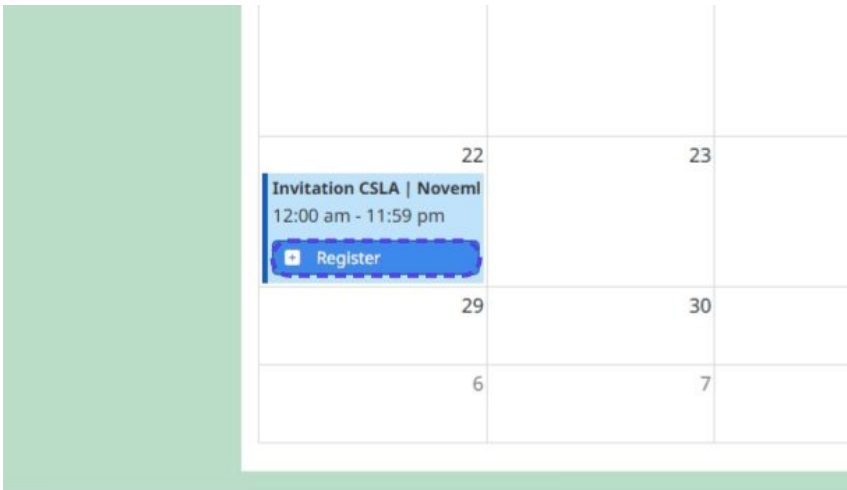
04

If you would like to add another date to your cart, select "Continue shopping".



05

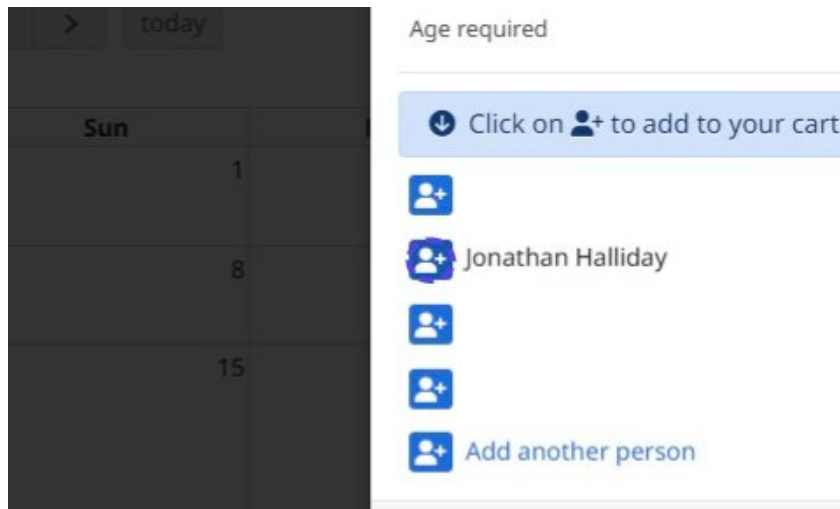
Select the next date you are available for.





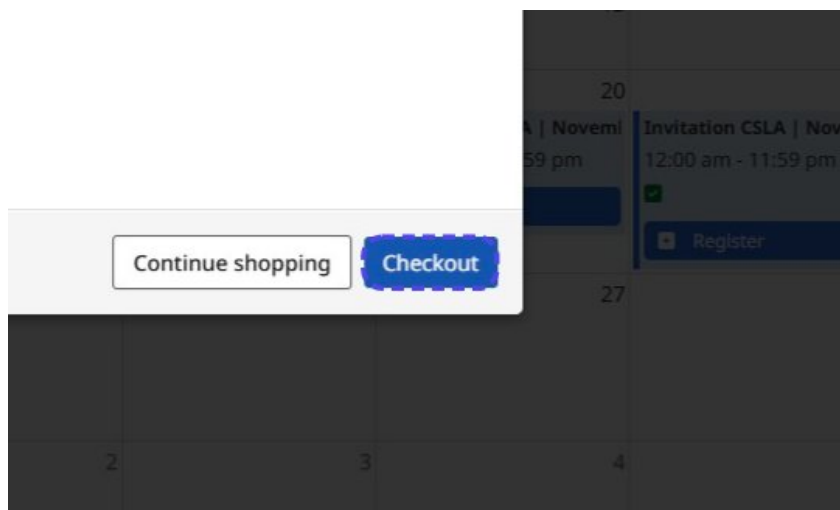
06

Repeat this process for all dates and swimmers you may wish to add.



07

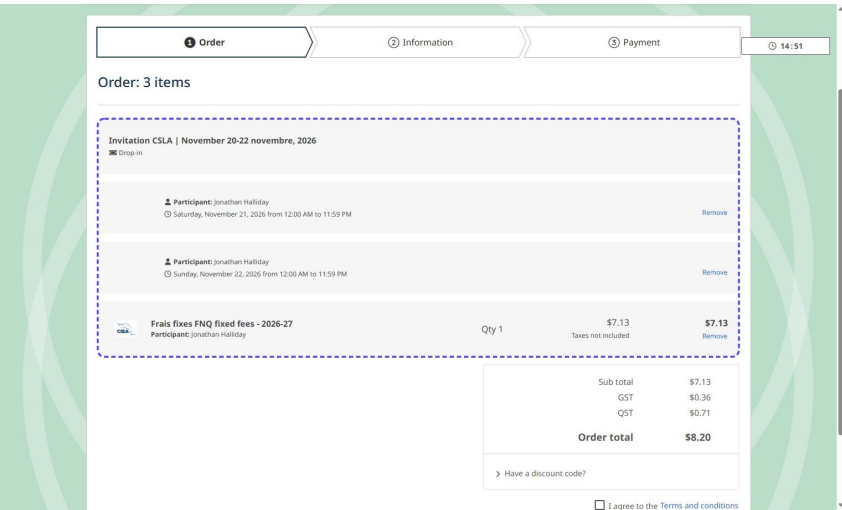
When all swimmers have been added to each date you would like to attend, proceed to checkout.





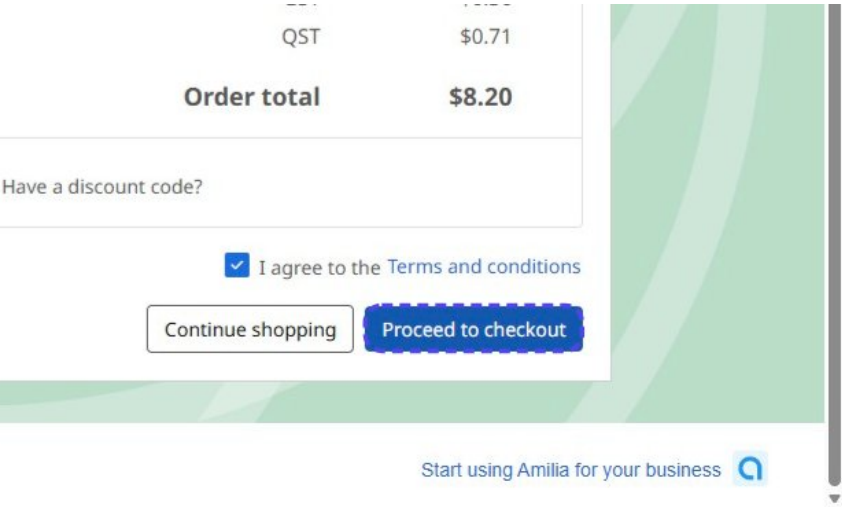
08

Preview your cart, ensure that every date and swimmer is present. Any additions or changes after checking out must be done by email to the team coordinator before the Amilia registration deadline.



09

"Agree" to the Terms and conditions, and then proceed to checkout.





10

Verify your information and click "Proceed to payment"

Work Phone

Extension (optional)

Validate all sections to continue your purchase.

11

Verify your swimmers information, and "Proceed to payment" again.

Validate all sections to continue your purchase.



12

Complete your payment information, or select your saved payment method.

le de Côte Saint Luc

14:49

1 Order 2 Information 3 Payment

Payment

[View order details](#)

Credit card payment

Amount to be paid now

8.20

Credit card details

Card number

Expiration date MM/YY

CVV

Name on card

Billing address

☐ Use different billing address

☐ Save card to this account, and allow Ville de Côte Saint Luc to charge this card for future agreed-upon purchases.

[Continue shopping](#) [Pay now](#)

13

Click Pay now

s card for future agreed-upon purchases.

[Continue shopping](#) [Pay now](#)

Start using Amilia for your business



14

Continue until you see the "Confirmation" page. Only then has your entry been received.

