

# User Guide: Online Program Registration & Payment

**\*Please note, credit card payment is required to finalize all registrations\***

## 1- CREATE AN ACCOUNT

- Visit <https://niagarafalls.maxgalaxycanada.net> and if you have not previously done so, select **'Create Account'**. Users who may have previously created an account should select **'Login'**
- Follow the steps to create and save your account

## 2- REGISTER FOR PROGRAM(S)

- Click on the 'Registration' header near the top of the screen
- Select 'Skating' on left hand side to view the programs – Select desired program
- Click on **'Register'** for desired program and date
- Select **'Add to Cart'**
- To register for additional programs prior to processing payment, select **'Continue Shopping'**

## 3- COMPLETE PAYMENT

- Select **'Checkout'** or **'Shopping Cart'** to proceed to payment screen
- Summary of registrations and balance due will be appear
- Select 'Continue' to proceed to credit card payment screen
- Provide valid credit card information and click **'Process Transaction'**

**\*Once completed you will receive a confirmation email with all relevant program details as well as the Gale Centre's Return to Play Document\***