

# Registration Instruction Sheet

Log onto the internet. Go to [igniteadaptivesports.org](http://igniteadaptivesports.org)

**Returning Student** – Click on the **LOGIN link** along the top of the page. Enter your user name and password

Forgot your password? Enter your user name and press the log-in button. You will get to a new window where you can get a temporary password emailed to you.

Forgot your user name? Send us an email and we will be happy to check it and email it to you with a new temporary password. (We can change your password but not see what it is.) Please email this request to [forgotusername@igniteadaptivesports.org](mailto:forgotusername@igniteadaptivesports.org)

**New Student** – Click on the **STUDENTS** menu. Select the “**Create a Student Account**” menu item. Register for a Student Account and follow the instructions.

**Returning and New Students (after you've gotten your account information and have logged in to your new account)**

**Once you have logged in you will be in your “My Account” Page. At any time you can get back to this page by clicking on the “My Account” button in the upper right corner of any page within [accounts.igniteadaptivesports.org](http://accounts.igniteadaptivesports.org).**

**Fill out your profile or make sure it is up to day. Click on the “My Profile” Button**

**My Profile: Student Application**

Please check and update information in all tabs (excluding Member Info) under the “My Profile” section:

Contact                      Personal                      Snowsports Activity                      Disabilities                      Group and Military Info (if applicable)

We have changed some of these screens so please check and update all of them. Complete all sections thoroughly and honestly. This helps us provide the safest and best possible experience for the student. Some tabs are long, be sure to scroll to the bottom of every tab. When you are finished with your profile press the “I am finished with my Profile” Button found just above the tabs.

**Fill out your snow sports schedule. Click on the “My Snowsports Schedule” Button**

**My Snowsports Schedule: Requesting Lessons**

To request a lesson go to “My Snowsports Schedule”.

You will see two tables “Invoiced Items” (which are lessons you have already made and invoice) and “Shopping Cart” (lessons you are thinking about)

Follow the instructions on scheduling lessons found on the Schedule page.

Review your shopping cart to ensure your accuracy before you press Create Invoice. Once you have created your invoice you can pay online with Visa, or MasterCard, you will need to print a copy of your receipt to send to us. (Please pay each invoice separately – do not pay multiple invoices on one credit card transaction.) If you choose to pay by check then click “Print Version” and print the invoice. Send the payment receipt or invoice with payment and other required paperwork to the scheduler. You will receive an email from our scheduler with your confirmed lesson dates.

Lessons are available on a first come, first served basis. Last year our schedule filled very quickly, so please get your information and payment in early.

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## **Scholarships:**

We do have a scholarship program for those who cannot afford our program. If you wish to apply for one click on the Scholarship button on the "My Account" page. Complete all information and click "Submit" when finished. Scholarships are need based and you will be required to pay some portion of each lesson.

**Required Paperwork: Found under Student Tab/Student Registration Forms on the page where you login. This paperwork must be completed with blue or black ink and we require the originals, scanned or electronic copies are not acceptable.**

DSUSA Waiver and Liability Release and Media Form:

- Waiver and Liability Release must be completed and received prior to participation in the program.
- Media Release is at the bottom of the page and is optional.

Equipment Waiver: Required for all students, even those providing their own equipment.

Forms must be completed and signed by the student if the student is of legal age, or by a parent or legal guardian. Absolutely no student is allowed on the snow if their forms are not fully completed.

## **Items to Mail**

Mail the Scheduler the following items:

Printed Receipt if paid by on-line **OR** Printed Invoice & Full Payment if paying by method other than credit card  
DSUSA Waiver & Liability Release/Media Release  
Equipment Rental Form

Please send the complete forms and check to:

Ignite Adaptive Sports  
PO Box 19016  
Boulder, CO 80308

Confirmation of your schedule will be emailed to you upon receipt. If you have a Balance Due from last season confirmation of lessons and scholarship awards will not occur until the past due amount has been taken care of, please contact finance [@igniteadaptivesports.org](mailto:igniteadaptivesports.org) if you need assistance with this.