

How to register and pay for the Quebec City Ski & Snowboard Trip 2017?

First Things *FIRST!!!*

- Go to the '[GW Athletics & Campus Recreation](#)' online services.
- Click on the 'Forgot Your Password' link, just above the (green) 'LOGIN' box.
- Type the email address you use most often.
- If you receive an error message '**The email address was not found**', go back to the main page and click on the (blue) '**CREATE NEW ACCOUNT**' box.
- Enter the first and last names, phone number and email address of the person creating the account.
- You **MUST** verify your account through an email that will be sent to the email address you linked to the account **BEFORE** registering for a program.

After You Have Verified Your Account

- Click the '**Programs/Activities**' tab along the top of the page.
- In the (green) '**SEARCH**' box, type '**SKI**' ...or, you can scroll down the page until you find which locate '**Quebec City Ski & Snowboard Trip 2017**'.
- Click on the (blue) box under the 'Fee and Action' column to see a list of the rooming options then click on the (green) 'Add to Cart' button next to option you want.
- In the dropdown box under 'Who will be participating in this Program/Activity?' select the name of the person who will be using the pass, then click 'Next'.
- If you are traveling with and family member, click on the (blue) link BELOW the 'Proceed to Shopping Cart' box that says 'Register Another Participant for this Activity' and select the additional participant from the '**Who will be participating in this Program/Activity?**' dropdown list. ****If there are no other family members in your account, click on the 'Create a new Family Member' link.** *Non-family members MUST register individually, and list preferred roommates prior to checkout.*
- Once all family members have been selected and/or non-family members have been listed, click the (green) 'Proceed to Shopping Cart' button to go to the '**Payment Information**' page.
- Review and acknowledge any attached waivers, then click the (green) '**NEXT**' button.
- Once on the '**Payment Information**' page, please verify that all information (including the credit card billing address) is correct. If you do not see a CC billing address, enter it by clicking on the (gray) '**EDIT**' button on the right side of the page. Enter the CC type, number, expiration date and security code, then click the (green) '**Pay and Finish**' button. You're all set! A receipt will be displayed, and one will be emailed to the address linked to the account.

