

VALOIS POOL REGISTRATION | SUMMER 2019

Important Registration Information:

- Please complete the [online registration](#) and pay for your membership before **June 16, 2019** to qualify for the early-bird rate.
- All members **must have a photo on file** or you will not be able to access the pool during swim times. No membership is processed without a Photo ID for each registered member.
- In-person registration will take place at the pool on **Saturday, June 1**, from 10 am to 2 pm.
- Valois gear can be purchased until **June 16, 2019**, please check our [online store](#) for merchandise and prices. Samples will be available to try on at the pool on June 1 between 10 am and 2 pm.
- Valois Pool relies on its volunteers to be successful. All member households are asked to volunteer for a minimum of 1 (one) activity, with no maximum throughout the summer. Click here to complete the [volunteer sign-up form](#).

Please note that the City of Pointe Claire regulates the membership fees and categories by which all outdoor community pools must abide.

*To benefit from the early-bird prices, **payment must have been received in full by June 16, 2019**; when paying by cheque, the cheque must be dated no later than June 16, 2019. Registrations paid after June 16, 2019 will be charged the regular rate.*

There is an additional charge for non-residents of Pointe-Claire.

[Register Now!](#)

NEW MEMBERS

Before registering, make sure you have:

- All Medicare cards;
- Pictures of every member you wish to register; and,
- About 15-minutes to complete the registration process.

Create an account and add all members of your family:

1. Type www.amilia.com/valoispool in your web browser
2. Click **LOGIN**
3. Click **CREATE AN ACCOUNT**
4. Enter your e-mail address, confirm it, create a password, confirm it, and click **CREATE AN ACCOUNT**
5. Access your email client, open the email sent by Amilia, and click on the link provided
6. Click **BACK TO AMILIA**
7. Click on the **MEMBERSHIPS** tab
8. Select the type of membership that you wish to purchase
9. Click **ADD**
10. Type in the information for the account owner (the adult who is responsible for paying the fees and who will be the main contact) and click **SAVE**
11. If the main account holder will be a member of Valois pool, click the **person+** icon next to their name
12. If you wish to register more people in your membership, click **ADD ANOTHER PERSON**
13. Type in the information for the person you wish to register and click **SAVE**
14. Repeat steps 12 and 13 for all the people included in your membership
15. Click **CONTINUE SHOPPING**

Register for summer programs:

16. Click on the **TEAMS AND ACTIVITIES** tab
17. Click on the program to which you wish to register

18. Click on the **+** to the left of the program to which you wish to register
19. Click on the **person+** icon to register a member to that program
20. Select the names of all members who you wish to register to that program by clicking the **person+** icon to the left of their names
21. Click **CONTINUE SHOPPING**
22. Click **PROGRAMS** to select another program
23. Repeat steps 17 to 22 for all the programs to which you wish to register

Purchase Valois Gear:

24. Click on the **MERCHANDISE** tab
25. Click on the item that you wish to purchase
26. Click on **VIEW CART** at the top right of the screen

*****DO NOT PANIC!*****

You will notice that every member is charged for the membership. In reality, you will only pay the amount of the membership **once**, all the other membership charges will be credited on the checkout page.

Complete payment:

27. Click **CHECKOUT**
28. Verify that all the members and all the programs to which you wish to register are on the page and click **CHECKOUT**
29. Enter all required information for the account owner and click on **CONTINUE MY PURCHASE**
30. Enter the required information for every member in your family. If you have registered a child to swimming lessons and would like to make a special request (desired time of lesson or other requests), you may enter it in the text box which will appear on the

child's form. After having verified all the required information, click on on **CONTINUE**
MY PURCHASE once more

31. Repeat step 30 for all the members you are registering

32. Select your payment method:

*****All members of your membership must use the same method of payment*****

- If paying by credit card, select **ONLINE** - a convenience fee of \$2.50 per person will be charged. Enter your credit card information and click **PAY NOW**
- If paying by cheque, select **OFFLINE** and mail your cheque to

P.O. Box 183, Pointe-Claire, Qc, H9R 2V0

OR visit our in-person registration on Saturday, June 1, from 10 a.m. to 2 p.m. at Valois Pool. Your membership will be activated as soon as we receive and process your cheque.

***** SWIMMING LESSONS *****

If, after having completed your registration, you realise that you forgot to make a special request for your child's swimming lessons (desired time of lesson or other requests)

- access your Amilia account
- click on the picture of the child in question (top right of the page)
- towards the bottom of the page, click on the **EDIT** button directly to the right of **EXTRA QUESTIONS**
- type your special request in the box
- click on **SAVE**

All special requests must be made by June 21, 2019.

For questions or if you require assistance with the registration process, please email membership@piscinevaloispool.ca.

RETURNING MEMBERS

1. Type www.amilia.com/valoispool in your web browser
2. Click **LOGIN**
3. Enter your login information from last year
4. Click on the **MEMBERSHIPS** tab
5. Select the type of membership that you wish to purchase
6. Click **ADD**
7. Select the names of all members who you wish to add to your membership by clicking the **person+** icon to the left of their names
8. Click **CONTINUE SHOPPING**

Register for summer programs:

9. Click on the **TEAMS AND ACTIVITIES** tab
10. Click on the program to which you wish to register
11. Click on the + to the left of the program to which you wish to register
12. Click on the **person+** icon to register a member to that program
13. Select the names of all members who you wish to register to that program by clicking the **person+** icon to the left of their names
14. Click **CONTINUE SHOPPING**
15. Click **PROGRAMS** to select another program
16. Repeat steps 10 to 15 for all the programs for which you wish to register

Purchase Valois Gear:

17. Click on the **MERCHANDISE** tab
18. Click on the item that you wish to purchase
19. Click on **VIEW CART** at the top right of the screen

*****DO NOT PANIC!*****

You will notice that every member is charged for the membership.. In reality, you will only pay the amount of the membership **once**, all the other membership charges will be credited on the checkout page.

Complete payment:

20. Click **CHECKOUT**
21. Verify that all the members and all the programs to which you wish to register are on the page and click **CHECKOUT**
22. Click on every member one by one, verify and **update** the information (update pictures, medicare expiration dates) and click on **CONTINUE MY PURCHASE**
23. Enter the required information for every member in your family. If you have registered a child to swimming lessons and would like to make a special request (desired time of lesson or other requests), you may enter it in the text box which will appear on the child's form. After having verified all the required information, click on on **CONTINUE MY PURCHASE** once more
24. Select your payment method:

*****All members of your membership must use the same method of payment*****

- If paying by credit card, select **ONLINE** - a convenience fee of \$2.50 per person will be charged. Enter your credit card information and click **PAY NOW**
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