

## New members:

### Instructions when registering for Valois Pool:

#### Before registering, make sure you have:

- A) All Medicare cards
- B) Pictures on your computer for every member.
- C) About 15 minutes to complete the registration process

- 1) Go to the Amilia website:  
<https://www.amilia.com/store/en/valoispool/shop/memberships> and **click on sign up.**
- 2) Go to your email to receive your sign up confirmation. Click the link they gave you to confirm your email. You can then proceed with sign up by clicking continue.
- 3) Click on find an organization. *Type in **Piscine Valois Pool***. Click on link provided.
- 4) Once you have selected the organization, click on the link to shop.
- 5) Choose a membership type (Pointe-Claire resident and Non-resident). Click add, fill in information. This is your principal account holder (Main adult who can add other family members on Amilia). **You will need to purchase a membership for every member you are registering.** Final rate will be adjusted at checkout, do not be alarmed.
- 6) You will need to keep adding a member until you have added all desired amount of members to your membership (depends on type).
- 7) Click on continue Shopping.
- 8) Go to Teams and Activities, choose all your programs and/or lessons for every member on your membership. You must select all memberships and activities before check-out. **You cannot suspend registration and work on it at a later time.** For those wishing to purchase Valois gear, please check-out the merchandise tab on the Amilia website. May 30th, 2017 is the deadline to order Valois gear.
- 9) Follow all prompts from this point on. You will be asked to fill out a form for each member in your membership. Make sure you have pictures ready to download for each member and all Medicare cards for the required members.
- 10) If you are paying by cheque, your registration will not be complete and your membership will not be activated until we receive your payment. Your cheque must be made payable to Piscine Valois Pool. Please mail your cheque to **15 Donegani, P.O Box 183**  
**POINTE-CLAIRE, QC H9R 2W0**
- 11) If you are paying by credit card **a \$2.50 convenience fee will be charged for each person.**

If you experience any problems while registering please email **member-ship@piscinevaloispool.ca**, we will be more than happy to answer your questions.

**\*\*\* To request a specific lesson time please see the lifeguards during pre-season. It will be difficult to change times once the schedule is made.**

## Existing Valois Members:

## Instructions when registering for Valois Pool:

### Before registering, make sure you have:

- A) All Medicare cards
- B) Pictures on your computer for every member.
- C) About 15 minutes to complete the registration process

- 1) Go to the Amilia website:  
<https://www.amilia.com/store/en/valoispool/shop/memberships>
- 2) Click on the membership type.
- 3) Click add.
- 4) You will then be prompted to login (his is the information you used last year to start an account with Amilia).
- 5) Click add, fill in information. **You will need to purchase a membership for every member you are registering.** Final rate will be adjusted at checkout, do not be alarmed. All members need to be added to your cart. **If you are only registering for memberships you may now proceed to checkout and go to step 8.**
- 6) After you have added all family members to your cart, you may continue shopping for activities, programs and merchandise. Go to Teams and Activities, choose all your programs and/or lessons for every member on your membership. You must select all memberships and activities before check-out. **You cannot suspend registration and work on it at a later time.** For those wishing to purchase Valois gear, please check-out the merchandise tab on the Amilia website. May 30th, 2017 is the deadline to order Valois gear. \*\*\*Please note: activities that were added last will automatically remain in the system. For example, you will not have to register for 8 and under sim team if your child is still 8 and under. However, if your child changes levels in swimming lessons and/or age groups in their respective programs, you will have to register your child in the new level. Amilia will filter everything in the end. **Only newly registered activities will show up at check-out, last year's are automatically in the system.**
- 7) When you are done registering for all memberships, activities/programs and merchandise, **click on view cart.**
- 8) Click on check out.
- 9) Review purchases (only changes from last year's programs and lessons will be here).
- 10) Click on checkout
- 11) Make sure the information you see on the screen from last year is still correct. This is the time to change phone numbers, addresses and email addresses. Once this is done **click on continue my purchase.**
- 12) At this point Amilia will have you review the information for every member you have purchased a membership for starting with the principal account holder (person who registered for every family member. At this point you will need to update pictures if necessary and you will have to re-enter the expiry dates for everyone's medicare cards.
- 13) After this is complete, it will bring you to the payment section. Choose online payment when paying with a credit card and offline when paying with cash or a personal cheque. If you are paying by cheque, your registration will not be complete and your membership will not be activated until we receive your payment. Your cheque must be made payable to Piscine Valois Pool. Please mail your cheque to 15 Donegani, P.O Box 183  
POINTE-CLAIRE, QC H9R 2W0. If you are paying by credit card **a \$2.50 convenience fee will be charged for each person.**

If you experience any problems while registering please email [membership@piscinevaloispool.ca](mailto:membership@piscinevaloispool.ca), we will be more than happy to answer your questions.

**\*\*\* To request a specific lesson time please see the lifeguards during pre-season. It will be difficult to change times once the schedule is made.**