

VALOIS POOL REGISTRATION | SUMMER 2018

Important Registration Information:

- Please complete the [online registration](#) and pay for your membership before **June 15, 2018**, 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 2**, from 10 am to 2 pm.
- Valois gear can be purchased until **June 2, 2018**, please check our [online store](#) for merchandise and prices.
- 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 15, 2018**; when paying by cheque, the cheque must be dated no later than June 15, 2018. Registrations paid after June 15, 2018 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 all required information, upload a picture, keep entering information and click on **CONTINUE MY PURCHASE**
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 2, 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.

To request a specific swim lesson class time, please see the lifeguards at the pool **before June 22, 2018.**

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!*****

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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. After you have verified every member's 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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