Welcome to the Edmonton Rowing Club (ERC) Registration System

Please complete the two-step instructions below to:

- Become a new member in a program
- Register for a Learn to Row (LTR) session, summer camp, or other activity

STEP ONE - REGISTER WITH ROWING CANADA

In order to row with the ERC, participants must first register with Rowing Canada for insurance purposes.

1. To register, go to the Rowing Canada Aviron (RCA) website: https://membership.rowingcanada.org/Home

Select [LOG IN] in the top right corner:

ROWING CANADA AVIRON	HERE AIS [LOG IN]
HOME REGISTER/JOIN MY ACCOUNT ABOUT	
Welcome to the RCA Web Registration System! RCA has developed this online registration system in commitment to our mission to provide and manage services and programs for the membership. You will be taken through a few brief screens where you will be asked to include contact information for the rowing program you wish to join.	Sponsors Pearson UNSURANCE INC.

2. Create an account:

HOME REGISTER/JOIN MY ACCOUNT ABOUT	
Log In	HERE Create Account
Username or Member Number	Don't have an account yet?
Password	Create Account Now
•	
Remember me?	
Log in	
Forgot password?	
Forgot Username or Member Number?	

(Please Note: If you are going to register a youth in one of ERC's Juniors programs (in Step Two), this account should be in their name.)

3. Once you have logged in, select 'Join a Program':

	HOME	REGISTER/JOIN	MY ACCOUNT	ABOUT			
	Му Асс	ount					
HERE	+ Join a Pr	ogram + Propose a	in Event			Motifications	Account Security
	Name				Member Number		

4. Select 'Alberta' and 'Edmonton Rowing Club', and 'Join':

	Province / State			Organization				
	Alberta		2.	Edmonton Rowin	ng Club			
•								
	IT you have LINKED ACCOUNTS	s, you can select the account you'd li	ike to register	r on the next screen.				
	Program	, you can select the account you'd li	ike to register	r on the next screen.	Fee	Start Date	End Date	

This completes your RCA registration!

(Please Note: **No payment is required at this point**. Payment will be made in Step Two when you purchase the 'Mandatory RCA/ARA Membership'.)

Please proceed to Step Two.

STEP TWO - REGISTER WITH AMILIA SMARTREC

SmartRec is your main platform for all things ERC. You will set up your personal account from which you can:

- Register and pay for a membership program or activity
- Review your purchases
- Receive ERC communications and emails
- 1. To register, go to the Amilia SmartRec login Page: https://www.amilia.com/en/Login

2. Follow the steps to create an account.

SmartRec			Login Sign up Français
	Log in		
	Email	Or login with	
		() G ()	
	Password		
	Log in		
HERE	Create an account or reset your password		
	Exploring Amilia? Check us out here.		

3. Fill out your account information, verify your email, and then navigate to the ERC Store:

	*	Home		
	\$	Billing		
	F	Purchases	About Amilia	My calendar
		Wallet		
	***	Members	SmartRec Amilia has partnerships with many	Your calendar will show up here.
	23	Membership cards	organizations. Using your Amilia account to reserve	
		Communication	activities is quick, easy, and secure . No more line-ups!	
		Documents	Read more	
	\$	Settings		
			Upcoming events	
HERE	\ 0	Find a store	All people 🗸	
			No activities	

NOTE: You can register all family members under your primary account. You can do this at any any time, just go to 'Members' and select 'Add a person'.

This is your page – feel free to look around!

		<≡ My account	SmartRec
		john@aspden.ca	Members
	*	Home	
	\$	Billing	Person Jor 2. Adda person
	F	Purchases	
		Wallet	👗 John Aspden
1.	***	Members	⊠ john@aspden.ca
	88	Membership cards	
		Communication	
		Documents	Upload profile picture
	٠	Settings	
			🛔 Personal information 🥒 Edit

4. To get to the ERC store, search for 'Edmonton Rowing Club':

		Fin	d a	n	or	ga	ni	iza	iti	or	ו						
н	ERE	Edmo	onton I	Rowin	g Clu	b							Searc	h			
		Α	3 C	D	E	F	G	н	I	J	к	L	М	N	0	Р	Q
		Or	ganiza	ation												Loc	ation
		Ab	botsfo	ord Yo	outh	Com	missi	ion								Abb	otsford

5. If this is your first time registering this season, you must first purchase the mandatory RCA/ARA membership. Click on the 'RCA/ARA, and ERC Memberships' tab:

EDMONTON ROWING CLUB	Come youth	row with us! We offer and adult Learn to Ro	Club (ERC) year-round program w classes and camps	is on the riv s, to full me	ver and indoors mberships.	, from
1 PCAMPA and EPC Member	shins Lossons	comps and practice signup	Other payments	Donato	Learninore	
RCA/ARA, and ERC Memberships	snips Lessons, i	camps, and practice signup	Other payments	Donate		
Search	2. M	andatory - RCA/ARA Mem dividual membership	bership		\$46.25	
More filters	✓ R Ev m	owing Canada Aviron and Alb reryone enrolling in a rowing j embership in the governing b	erta Rowing Association program must purchase a podies for rowing. We			

- 6. Once you have added the RCA/ARA Membership to your cart, you can proceed to purchase a membership or join any other program or activity.
- 7. When you are ready to pay, click the 'Checkout' button, and follow the prompts to fill out a registration form, accept the ERC waiver, and make your payment.

If you need help or encounter any problems, please email: <u>membership@edmontonrowing.ca</u>

TIP: Once you have created a SmartRec account, you can download the Amilia app from the AppStore or Google Store, and keep track of all your activities there.