Registration Package Instructions
School Program 2010-11

Please use any Snowsport School e-mailed forms and type in the information, as this allows us to more accurately facilitate your group.

The 'Weekly Booking Confirmation Form' will auto-calculate totals for you, based on the numbers you enter for each discipline. If you have any difficulty with this form please call the Silver Star Snowsport School for assistance.

Registration Instructions Overview

- Silver Star makes initial contact with school about 2010-11 Winter Program at Silver Star
- School Coordinator contacts Silver Star about proposed dates, times and number of students
- Silver Star confirms availability for proposed Dates and Times
- Silver Star e-mails Registration Package
- Silver Star mails Rental Waiver forms to School Coordinator
- School Coordinator photocopies and distributes 'School Package for Parents'; confirming when forms need to be returned by
- School Coordinator collates all information returned by students completing ALL 'Ability & Rental List' forms at least a week before first visit
- School Coordinator emails 'Weekly Booking Confirmation Form' at least 24 hours before every visit

Registration Package

The Registration Package consists of the following:

1. Registration Package Instructions (this document)
2. School Package for Parents
3. Weekly Booking Confirmation Sheet
4. Ability & Rental List - Skiing
5. Ability & Rental List - Snowboarding
6. Ability & Rental List – Nordic

(Download and print applicable forms 2 through 6; numbers 4-6 are one form with tabs along the bottom)

School Package for Parents

- Photocopy and distribute School Package for Parents - ***ALL STUDENTS***
- Photocopy and distribute Lift Waiver – ***STUDENTS WITHOUT A SEASONS PASS ONLY***
- Distribute supplied Rental Waiver (originals only) - ***STUDENT RENTING EQUIPMENT ONLY***

ALL Parents **MUST** complete and return the **Lesson Info Form** and ***Lift Waiver and Rental Waiver as appropriate.***

Please Note: The Lesson Info Sheet is used by the School Coordinator to collect all the details for each participant. This will allow the School Coordinator to complete the 'Ability and Rental Lists' for each discipline.

The Rental Waiver will be mailed directly to the School Coordinator and parents MUST initial and sign the original waiver supplied.

Collation of Student Information by School Coordinator

The School Coordinator will collect all returned packages from the students, collate the information for each student and then complete the 'Ability & Rental Lists' for each discipline. There are tabs along the bottom of this form for each discipline.

The 'Ability & Rental Lists' must contain ALL students visiting Silver Star as it is this form that contains all the information for ability levels and rental requirements for the students.

Please Note: For non-rental students we just need their name and ability level.

Prior to first visit to Silver Star

One Week

One week prior to the first visit to Silver Star, the School Coordinator must e-mail us the following:

1. Ability & Rental List - Skiing
2. Ability & Rental List - Snowboarding
3. Ability & Rental List - Nordic

Please Note: All 'Ability & Rental Lists' for each discipline must be returned to Silver Star to allow us to schedule enough Snowsport School Instructors.

Rental Waivers

If possible, mail the completed Rental Waivers a week or two ahead of your first visit. This will make your first visit to Silver Star Mountain much easier.

24 Hours

The day before the first visit please e-mail us an updated 'Weekly Booking Confirmation Form'.

First visit to Silver Star

On the first visit to Silver Star, a Snowsport School instructor will meet the bus and go over procedures for your visit.

Rental Waivers

If you haven't already mailed them, please hand the completed Rental Waivers for those students renting equipment to the Snowsport School instructor, who will organize the students and take them to the rental shop.

Lift Waivers

Please hand over the completed Lift Waivers for those students requiring a day pass. The Snowsport School instructor will give the School Coordinator the lift passes for distribution to the students.

Subsequent visits to Silver Star

24 Hours

The day before your visit, please e-mail us an updated 'Weekly Booking Confirmation Form'.

Day of Visit

When you arrive at Silver Star, a Snowsport School instructor will meet the bus and go over procedures for your visit and anything to be aware of from your previous visit.

Weekly Accounts Receivable Charges

Once lessons commence the School Coordinator is **REQUIRED** to confirm numbers in order to complete billing, if the numbers need to be checked by the School Secretary, Silver Star will email a copy of the Weekly Account Receivable Charges form on that day and will require any amendments to the student numbers to be made within 24 hours and emailed back to us.

Our Accounting Department will then mail the final invoices for each week directly to the school.

Thank you.
Jessica Crick
Tel: (250) 558-6065
Email: lessons@skisilverstar.com