

## Online Program Registration Step by Step

### Returning Members

If you have registered online with the Northstar Residents Association previously, your account is already set up. Please sign in with your email and password by clicking this link [https://central.ivrnet.com/sign\\_in?organization\\_name=northstar](https://central.ivrnet.com/sign_in?organization_name=northstar). If you have forgotten your password you can reset the password by clicking on Forgot Password link. An email will be sent to you with instructions on how to reset your password.

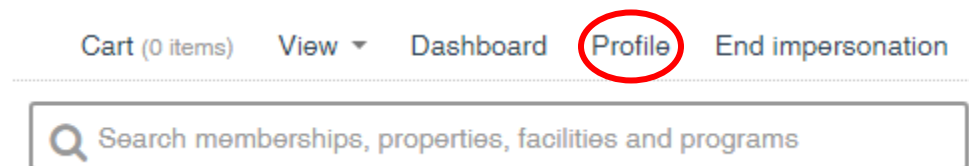
### New Users

If you have not previously registered online with the Northstar Residents Association you have to either call or come in person to the Panorama Hills Community Centre to register an email to your property. After your email is registered you go to the Sign In page and enter your email and password or click “Forgot Password” if you do not remember your password. Instructions on how to reset your password will be sent to you via email.

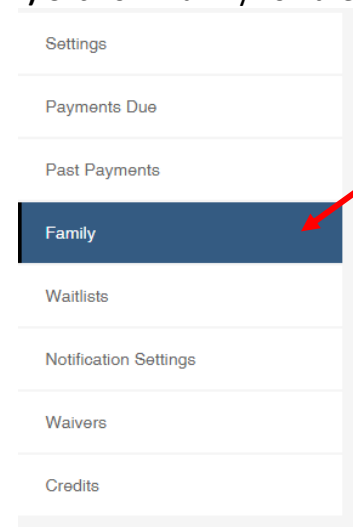
### Family Setup

Follow the instructions below if you need to add family members to your account.

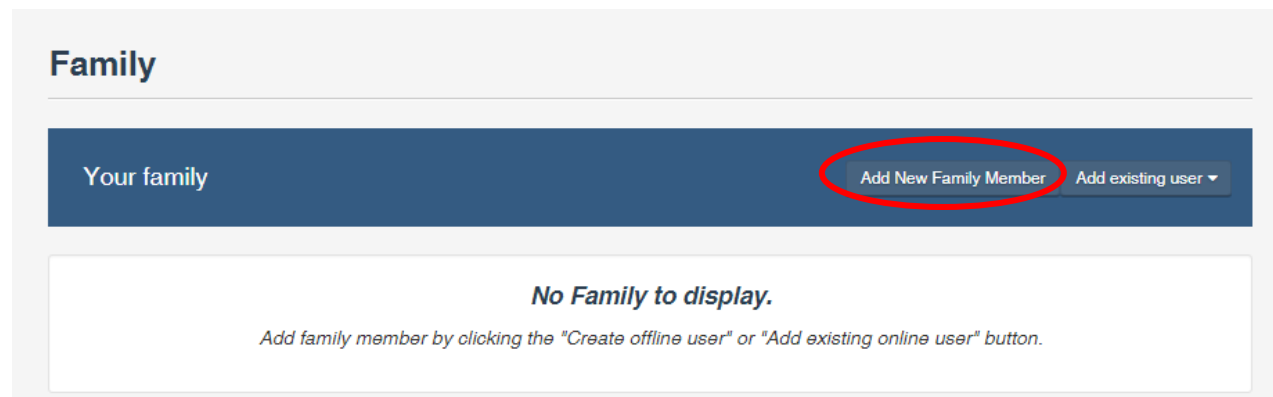
- 1) Once you have logged in successfully, click on “Profile” on the top of the page.



- 2) Click on “Family” on the left side of the page.



3) Click on “Add New Family Member”.



4) Enter the family member’s details and click “Add to Family” on the bottom of the page when you are done. Make sure you indicate the relationship (i.e. Child) and indicate the correct date of birth. Staff of the Northstar Residents Association reserve the right to ask for documentation confirming a participants age prior to their participation in a registered program.

⚠ First name

⚠ Last name

Email

Relationship

Gender  Male  Female

Date of birth

Phone no.

Secondary phone number

Address Details

⚠ Address

⚠ City

⚠ Province

⚠ Country

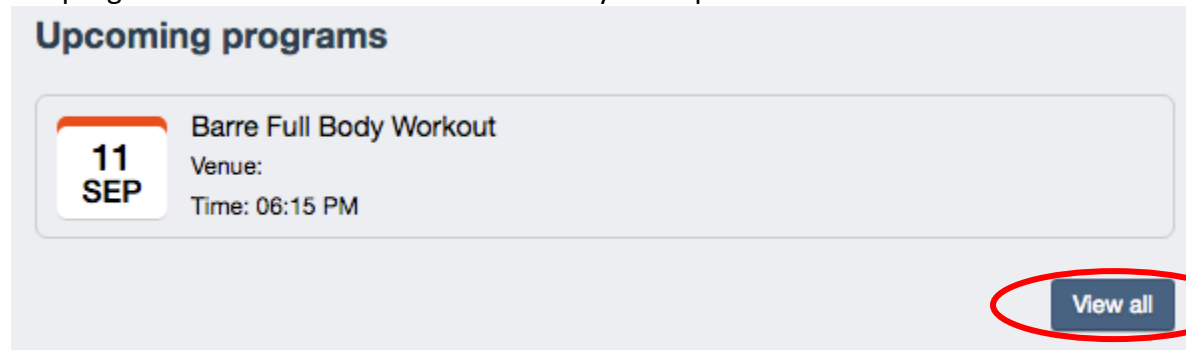
⚠ Postal Code

**Add to family**

Repeat the steps if you need to add additional family members.

## Register for Programs

Once you have setup your family, you can begin to register them to programs online. To get started there are several places to look to find available programs. On the main page or dashboard, you scroll to the bottom to the Upcoming Programs section. Click View All to see all the programs available to enroll. Below is only a sample of what the section will look like.

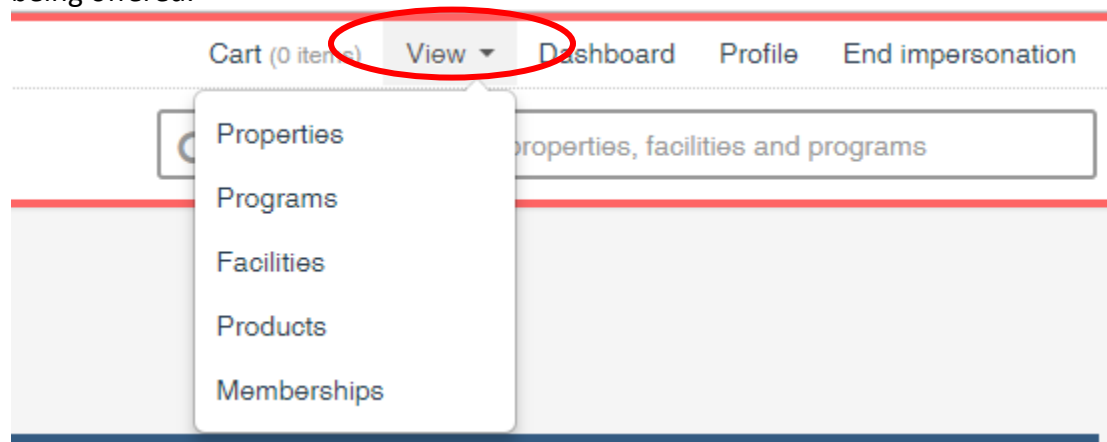


**Upcoming programs**

**11 SEP** Barre Full Body Workout  
Venue:  
Time: 06:15 PM

[View all](#)

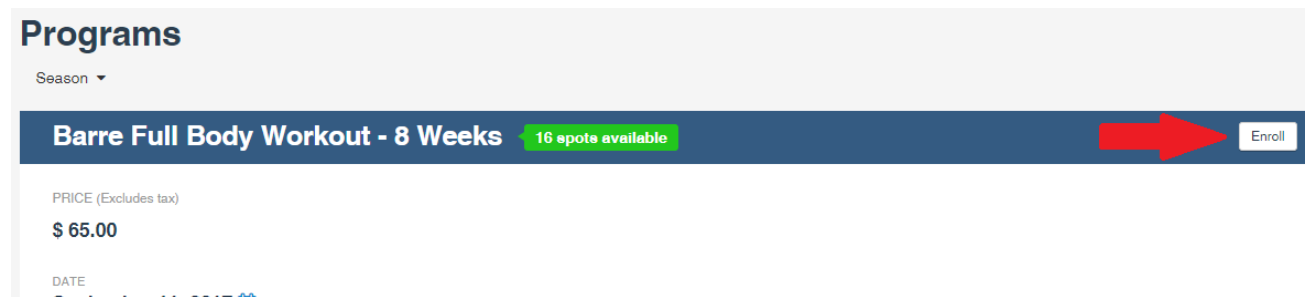
You can also click “View” at the top of the page and select “Programs” for a full list of programs being offered.



Cart (0 items) **View** Dashboard Profile End impersonation

- Properties
- Programs**
- Facilities
- Products
- Memberships

Or you can simply use the search bar and enter the name of the program or keyword. Once you find the program(s) that you wish to sign up for then click “Enroll” on the top right corner of each program. The program(s) will then be added to your cart.



**Programs**

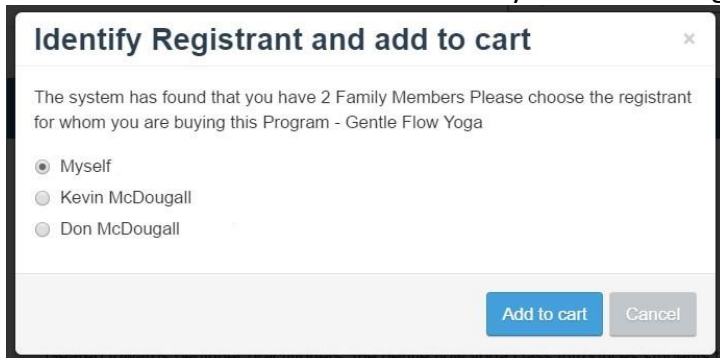
Season ▾

**Barre Full Body Workout - 8 Weeks** 16 spots available [Enroll](#)

PRICE (Excludes tax)  
**\$ 65.00**

DATE

You will then be asked to select a family member to register in the chosen program.

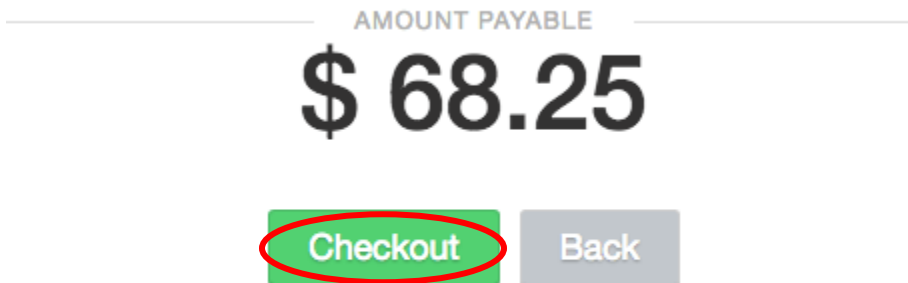


Once you click “add to cart” you can enroll another family member or enroll in another program(s). Once you have completed enrolling in all of the programs that you want you can click on “cart” at the top of the page.

The program or programs will be visible in the cart:



Proceed with checkout and follow the instructions to complete payment.



The system will walk you through a series of steps which may include some questions and a waiver acknowledgement. The final step will be the payment option. The only payment option is to make a payment via credit card. Please have your card ready for payment. Once the payment transaction is successful you will receive an email notification which will include your invoice.

### Non-Member Registration

As per the policy of the Northstar Residents Association, all members may register a non-member to join them in a program at an increased non-member rate of an additional \$10.00. Some programs, such as Summer Camps, have a higher non-member rate so please read each newsletter carefully for full details each registration session. Due to high demand, non-members can't be registered for the Play School program.

**For all non-member registrations we require the member to come in-person to the Panorama Hills Community Centre to register the non-member.**

Please contact [programs@mypanoramahills.com](mailto:programs@mypanoramahills.com) if you require any additional assistance.