



SKATERICEHANDLER.COM CONTRACT INFORMATION SHEET

Skater Ice registrations must be completed **by midnight on the 25th** of the preceding month. (Example: The deadline for a February contract is before midnight on January 25th.) Space permitting, any registrations made after the deadline will reflect the drop-in rate of \$15 per session.

The Ice Den Chandler features **two** ice surfaces (East Rink & West Rink) and designated off-ice spaces = Ballet Room and Off-Ice Room. Often, we have different sessions running at the same time. Please be sure you are registering for and arriving at the correct location and level.

- Step 1:** Go to <http://www.skatericehandler.com>
- Step 2:** Select the date on the calendar you wish to sign up for.
- Step 3:** Select the location of your session in the dropdown menu next to **“Select Location.”**
- Step 4:** Check the box next to the session(s) you wish to sign up for on that date.
- Step 5:** Click the **“Save & Continue”** button.
- Step 6:** Select the next date you wish to sign up for.
- Step 7:** Repeat steps 3 through 6 as needed.
- Step 8:** Once you have checked off and saved all the sessions you need for the month, click the **“Finished”** button.
- Step 9:** Review the information on the page carefully to make sure that these are the dates you need. Make any adjustments you may need. Click the **“Confirm Times”** button when finished.
- Step 10:** Enter the **skater’s** information, then the billing information for the card you are using
- Step 11:** Read the policy information and then check the box confirming that you have read it. Click the **“Checkout”** button when finished.

REMEMBER: DON'T FORGET IN MONTHS WITH 31 DAYS, YOU MUST SELECT THE 31ST DAY FROM THE CALENDAR!

CHANGES TO A CONTRACT

Changes are permitted based on a skater’s on-line web order total as of the 26th of the month. Drop-in sessions are not counted towards your web order total amount. For additional information on how to submit a change request please visit www.icedenchandler.com/skater-ice-info to review the process and current Figures Skating Policies & Procedures.

Please do not send any non-session registration type of correspondence to the Skater Ice email or issues that require an immediate response, as it may not be monitored every day.