



# Self-Service Account Instructions

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\*Click on the subject to jump to the section\*



## Self-Service Account Instructions

### Access the Self-Service Portal

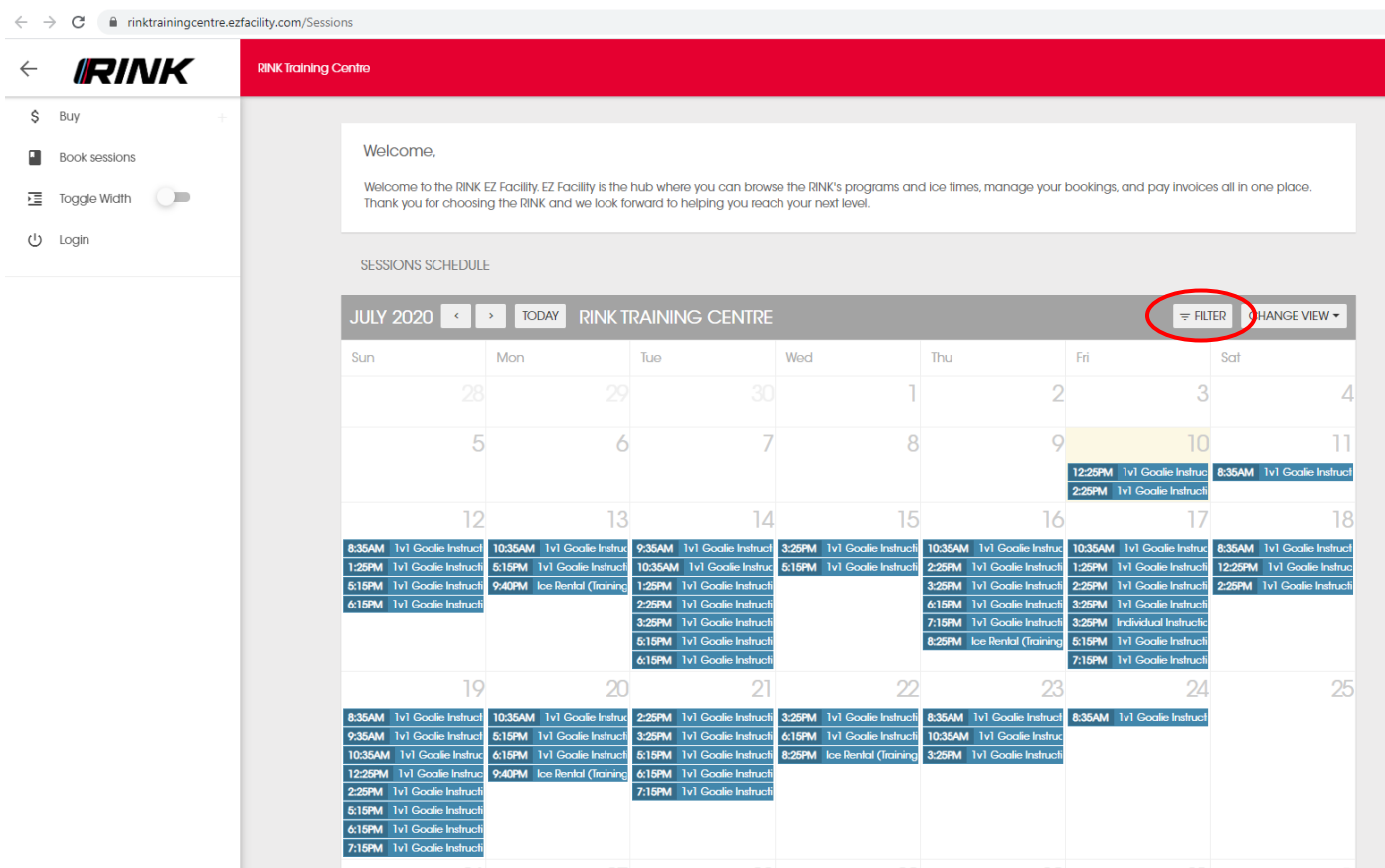
Visit [therink.ca](http://therink.ca), click 'ACCOUNT LOGIN' at the top right of the page. If you are on a mobile device, click  at the top right, the 'Account Login'

Click 'Login' on the left menu:

- If you have never set up an account, click 'REGISTER'
  - Please be sure to enter the player's name for the account, this is what will show on their registrations
- If you have previously set up a self-service account, but do not remember your credentials, please call 204-489-7465 or email [info@therink.ca](mailto:info@therink.ca) to recover them.

### Navigating the Calendar

The best way to find exactly what you are looking for on the calendar is to apply filters:



The screenshot shows the RINK Training Centre website interface. The top navigation bar includes the RINK logo and a 'Login' button. The main content area displays a 'SESIONS SCHEDULE' for July 2020. A 'FILTER' button is circled in red, indicating its importance for navigating the calendar. The calendar grid shows various sessions scheduled throughout the month, including 'Goalie Instruct' and 'Ice Rental (Training)'.

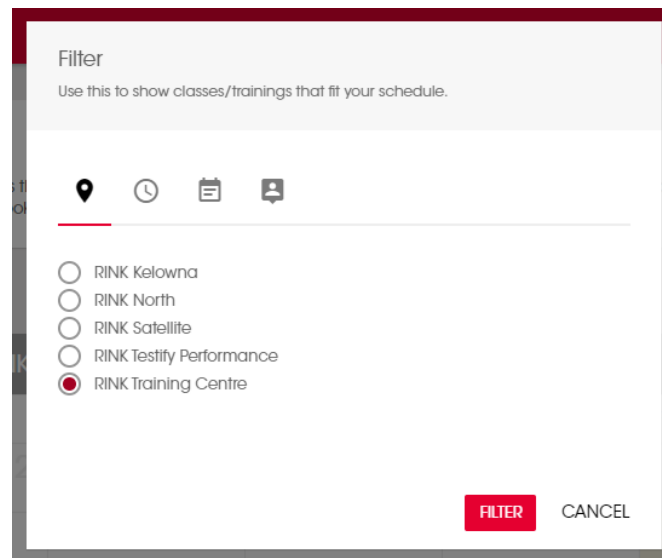
For more information contact 204-489-7465 or [info@therink.ca](mailto:info@therink.ca)

## Self-Service Account Instructions



In the pop-up, there are 4 grey icons across the top. The first and third icons from the left will be most useful for filtering the programs you are interested in.

- The first icon from the left allows you to change facilities. The most relevant for these instructions are:
  - 'RINK North' located at Seven Oaks Arena (745 Kingsbury Ave. Winnipeg)
  - 'RINK Satellite' will show any events happening outside of our own facilities ie) Gateway Arena, Regina, Brandon Etc.
  - 'RINK Training Centre' is located at 57 South Landing Drive, Oak Bluff



- The third icon from the left allows you to choose what type of program you are looking for.  
*(Click on the options below for more information on these sessions/programs)*
  - [1v1 Goalie Instruction](#)
  - [Individual Instruction \(Standard Sheet\) OR \(Training Sheet\)](#)
  - [RINK Clinics](#)

\*Any programs that are full will not appear on the calendar

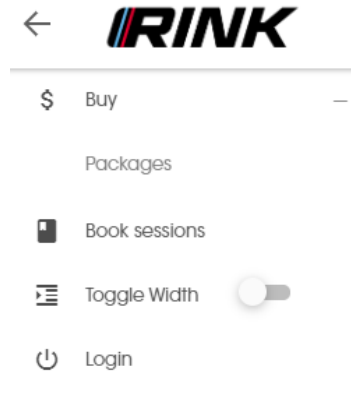
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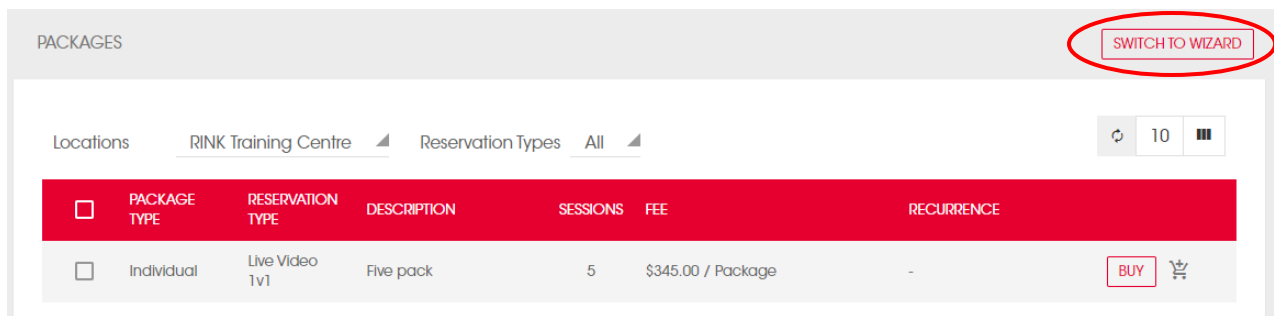


## Purchase a Package

On the left menu, click 'Buy', then 'Packages'



Click 'Switch to Wizard'



Confirm the location, click 'Next', then choose the reservation type, click 'Next' again.

Select the range of sessions you wish to purchase, click 'Buy'.

Input the exact number of sessions you wish to purchase.

Input payment information and click 'Complete Checkout'.

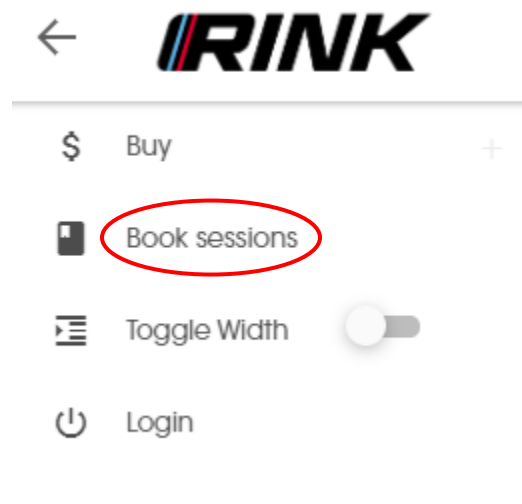
Once the packages are on your account you can proceed to ['Book Sessions'](#).

## Self-Service Account Instructions



### Book Sessions

Click 'Book Sessions' on the left menu



Filter the calendar for the type of booking you want to see (See ['Navigating the Calendar'](#))

Hover the mouse over the times to see detail including # of spots left and what ice size the program is on

Click the time to reserve your spot

In the pop-up, confirm the correct time has been selected

If you have more than one child, ensure their name is listed beside "Book For", use the drop down to see other profiles linked to your account

- If your other child is not linked, please call 204-489-7465 and we can link the profiles for you

If you have not yet purchased a package, see the ['Purchase a Package'](#) section otherwise choose the package you would like to use, the package title will also tell you how many sessions remain in the package, then click 'Book'

The booked session will now show on the calendar under the "My Schedule" Tab