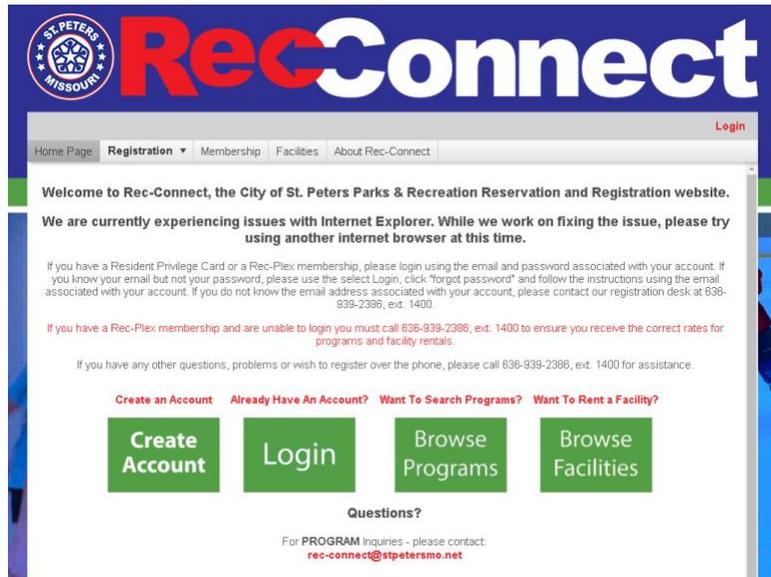


# Guide to Online Flex Registration for Ice Sessions

On July 6, 2020, the St. Peters Rec-Plex moved to an online registration/payment system for Freestyles, Stick and Pucks, and Public Ice Sessions. This system also will be used for Adult Drop-In Hockey when it returns.

Here is a guide on how to use FLEX Registration for ice sessions:

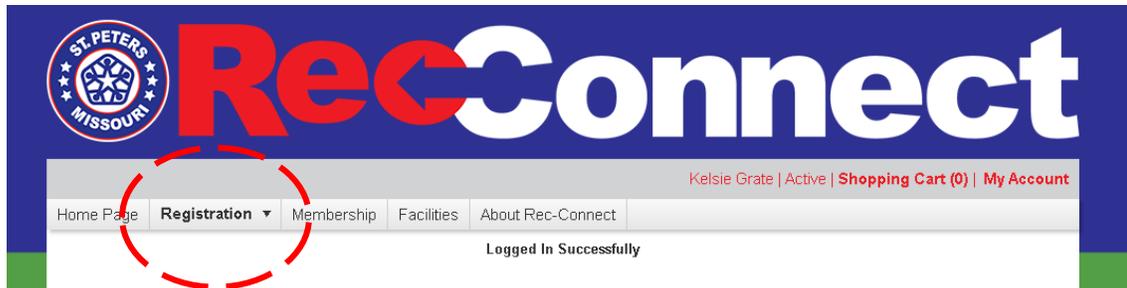
1. Go to Rec-Connect at <https://stpetersmo.maxgalaxy.net/Home.aspx> or you can go to the Rec-Plex website home page and click on the Rec-Connect button on the upper left hand corner.



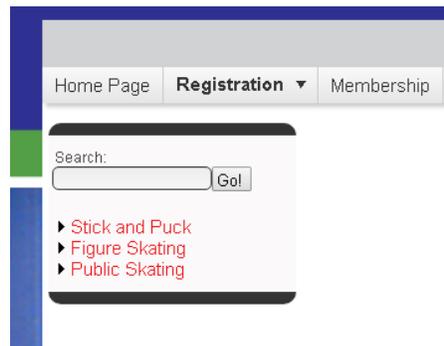
2. You MUST have a login account for Rec-Connect in order to register for any of these sessions. You use this same account to register for classes online. If you do not have an account, you can request one on the Rec-Connect home page. It will send you to the below page and someone will get in contact with you. If you have any questions you can always call 636-939-2386, ext. 1400.

The image shows a registration form titled 'St. Peters Parks and Recreation Registration Account Information'. The form is part of a website interface with a search bar and navigation menu at the top. The form text states: 'This is not an automated response system. After the form is submitted, you should receive a response within 1 business day. A valid e-mail address is required to submit an online account form. To ensure that you receive your Rec-Connect login information, please add rec-connect@stpetersmo.net to your e-mail contact list. If you have any questions, please contact Rec-Connect support at 636-939-2386, ext. 1400 Monday – Friday 9:00 am – 7:00 pm or Saturday 9am – 3pm.' The form contains two rows of input fields. The first row has 'Main Contact Name (Last, First):' and 'Birthdate (MM/DD/YYYY):'. The second row has 'Additional Family Member Name (Last, First):' and 'Birthdate (MM/DD/YYYY):'. Each label is followed by an empty text input box.

3. Once you are logged into Rec-Connect, you will go to the Registration tab at the top of the page. Choose **Flex Registration** in the pull-down menu.



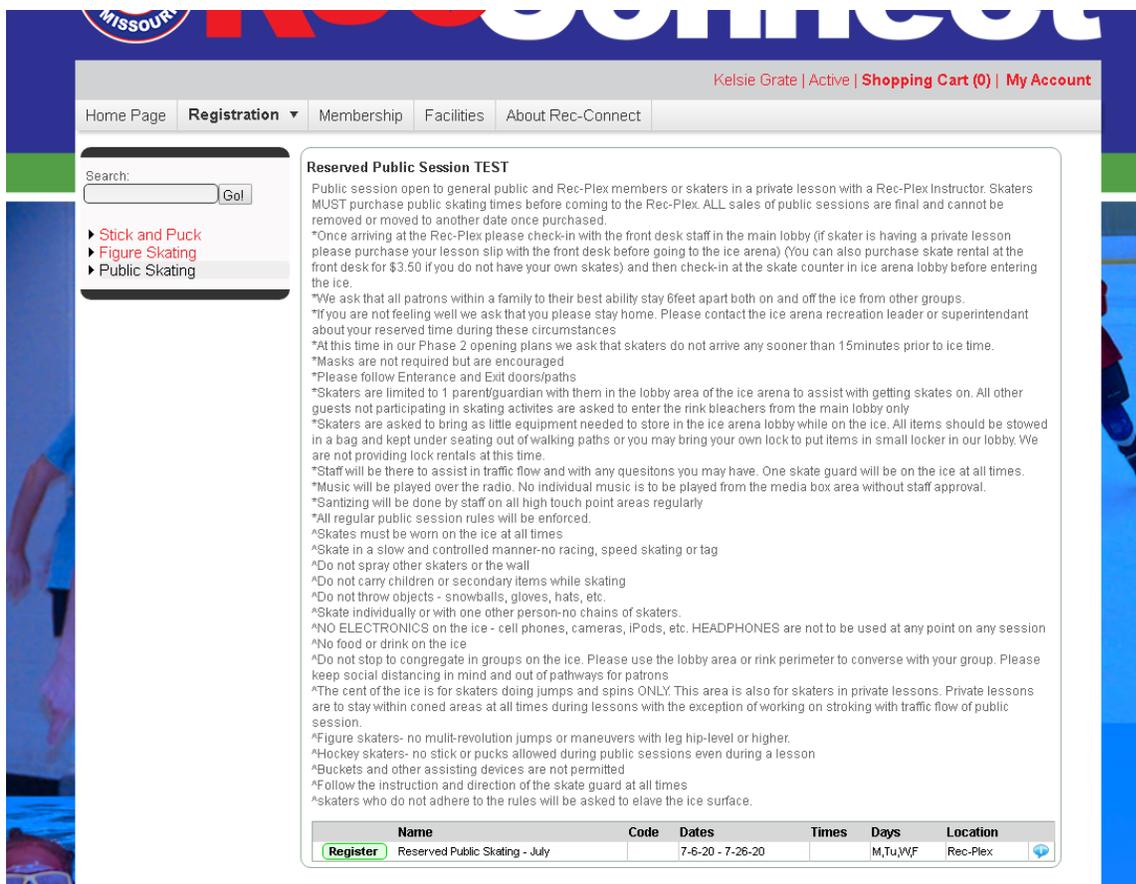
4. Choose your ice session option: Stick and Puck, Figure Skating, or Public Skating.



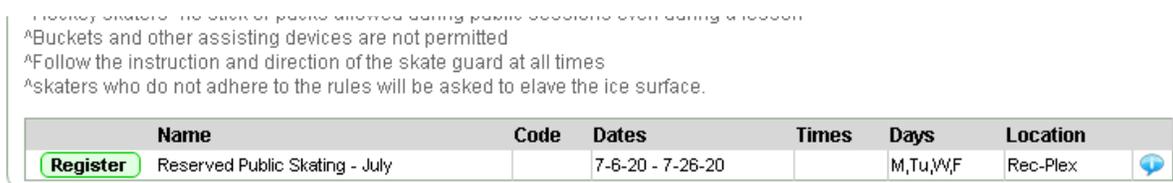
5. After choosing the type of registration session you plan to book, **please review the rules and regulations** before clicking “Register” and booking ice time.
  - a. **Freestyles** (limited to 25 participants) are for figure skaters in or working on freestyle levels and maneuvers or in a private lesson with a Rec-Plex instructor. Please see all rules and regulations on the home page of this registration.
  - b. **Stick and Pucks** (limited to 25 participants) are for hockey skaters working on skills and drills with a minimum of a helmet, stick and skates. There are rules for cage or half-shield minimum for age groups. This session is NOT for scrimmages or team practices. If you are a Gold+ member and get these sessions for free, you will still need to register for your session. Your discount will apply at checkout. If you are having a private lesson during this session, you will need to register for the session and then pay for your private lesson at the Front Desk when arriving. Reminder: Only Rec-Plex coaches are allowed to teach private lessons during our sessions. Please see all rules and regulations on the home page of this registration.

- c. **Public Ice Sessions** (limited to 35 participants) are for Rec-Plex members and the general public. If you are a member and get these sessions for free, you will still need to register your session. The discount will apply at checkout. If you need to rent skates, you can purchase them at the Front Desk at check-in. Please plan to have exact change or card payment (\$3.50). If you are having a private lesson during this session, you will need to register for the session and then pay for your private lesson at the Front Desk when you arrive. Reminder: Only Rec-Plex coaches are allowed to teach private lessons during our sessions. Please see all rules and regulations on the home page of this registration.

Here's a sample screen when viewing Public Skating sessions (all three types of sessions differ, but have similar look):



6. After reading rules and regulations, click on the register tab as seen here:



7. The Register button will take you to a calendar. Be sure you have selected the skater who is registering for the session at the top of the page. (Package options also are available for Freestyle skaters. Contact Kelsie Grate at [kgrate@stpetersmo.net](mailto:kgrate@stpetersmo.net) or 636-447-6600, ext. 1617, for more information.)

The screenshot shows a registration page for "Reserved Public Skating - July". It includes a navigation menu, a search bar for registrant name (Kelsie Grate), and a calendar for July 2020. The calendar cells contain session details such as "M/W/F Morning Public Session 9:00 AM - 10:00 AM" and "TU/TH Afternoon Public Session 12:15 PM - 1:15 PM". A legend at the bottom of the calendar explains the symbols used in the cells:

- F** - Indicates Full Enrollment
- W** - Indicates Full Enrollment (Waitlist Available)
- R** - Indicates Already Registered
- W** - Indicates Already Waitlisted
- SC** - Indicates Already in Shopping Cart
- IH** - Indicates Only In-House Registration Available

Symbol indicators, shown at the bottom of the calendar, will appear when sessions are full or on a waitlist, or if you've already purchased a session or placed it in your shopping cart.

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8. To register, click on the sessions on the calendar that you want to attend and then click the “Continue” button to view your cart. If you click on a session and decide you do not want that session, simply click again and it will no longer be green. You can remove sessions in your cart before purchasing.
  - a. NOTE: once you have paid for a session there are NO refunds (unless Rec-Plex cancels session) and NO exchanges of session times.

Registration does not include the \$100 registration fee for the day camp.

today ▾ Jul, 2020							Day	Week	Month	Timeline
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
	29	30	1 Jul	2	3	4				
	6	7	8	9	10	11				
	M/W/F Morning Public Session 9:00 AM - 10:00 AM	TU/TH Afternoon Public Session 12:15 PM - 1:15 PM	M/W/F Morning Public Session 9:00 AM - 10:00 AM	TU/TH Afternoon Public Session 12:15 PM - 1:15 PM	M/W/F Morning Public Session 9:00 AM - 10:00 AM	Sat/Sun Afternoon Public Session 12:45 PM - 1:45 PM				
	M/W/F Public Session 10:30 AM - 11:30 AM	TU/TH Evening Public Session 7:45 PM - 8:45 PM	M/W/F Public Session 10:30 AM - 11:30 AM	TU/TH Evening Public Session 7:45 PM - 8:45 PM	M/W/F Public Session 10:30 AM - 11:30 AM	Sat Evening Public Session 5:00 PM - 6:00 PM				
			W/F Evening Public Session 7:00 PM - 8:00 PM		W/F Evening Public Session 7:00 PM - 8:00 PM					
	13	14	15	16	17	18				
t/Sun Afternoon Public Session 4:45 PM - 1:45 PM	M/W/F Morning Public Session 9:00 AM - 10:00 AM	TU/TH Afternoon Public Session 12:15 PM - 1:15 PM	M/W/F Morning Public Session 9:00 AM - 10:00 AM	TU/TH Afternoon Public Session 12:15 PM - 1:15 PM	M/W/F Morning Public Session 9:00 AM - 10:00 AM	Sat/Sun Afternoon Public Session 12:45 PM - 1:45 PM				
	M/W/F Public Session 10:30 AM - 11:30 AM	TU/TH Evening Public Session	M/W/F Public Session 10:30 AM - 11:30 AM	TU/TH Evening Public Session	M/W/F Public Session 10:30 AM - 11:30 AM	Sat Evening Public Session				

**PLEASE NOTE:**

- ALL sessions must be registered for before entering the Rec-Plex building.
- Skaters will check in at the Front desk and then again at the skate counter in the ice rink lobby.
- Skaters are allowed to bring one guardian with them to the ice arena lobby to help with skate tying and other needs.
- All other guests accompanying skaters to watch must enter the ice rink bleachers through the main lobby upstairs.
- We ask that all families stay 6 feet from other groups while in the Rec-Plex and in the bleacher areas.
- Once the skater has completed their ice time we ask that they check out with the skate guard behind the skate counter.
- Skaters should arrive no sooner than 15 minutes prior to their session time and leave 15 minutes after their session has ended. Please follow enter/exit doors and traffic flow paths.
- Again, we ask that you please thoroughly read over rules and regulations for each session on the main home page of these sessions’ registration pages. A copy of those rules should be in your confirmation emails sent after registering for a session.

***Thank you for choosing the St. Peters Rec-Plex!***