

## Online Application Instructions

- Go to [dougcoombsfoundation.skiclubpro.com](http://dougcoombsfoundation.skiclubpro.com)
- Left hand side of page, click **Create Account** - make a username and password for your family
- Click red button that says **Account Setup Wizard** - this will take you through the rest of the application step by step

### Setup

- Click red button **Add An Address**
  - In top box, you will have to come up with a name for your address. You may put Home or Mailing
  - Fill in details of your address
- You may then go through and **Add Another** (to add another address) or **Continue**
- Once you are finished adding addresses, click Continue
- Next step in setup process is adding guardians. Click the red button **Add a Guardian**
  - At minimum, please add the parent who the child lives with and will be primary contact for Doug Coombs Foundation staff.
  - Once you have added one parent, you may **Add Another** or **Continue**
- Next step in setup process is adding health insurance. If you do not have health insurance, you may click the blue text that says "Skip this step". If you do have health insurance, click the red button that says **Add Policy**
- The next step is adding the participants (ie your kids who will ski in our programs). Click the red button that says **Add a Participant**
  - The first box in the participant section asks for primary means of communication. You may skip all of this if the preferred method of communication is through the parent.
  - Once you have entered the participant's name, birthday, and other required information, click save.
  - You will have the opportunity to **Add Another Participant** or click **I'm Done**. Please make sure you have added a participant profile for each of your kids who will ski or snowboard with Doug Coombs Foundation programs this winter.
- After adding all participants, the next step is to put participants in the appropriate programs. Click the red button that says **REGISTER FOR PROGRAMS**

### REGISTER FOR PROGRAMS

- Once you arrive at the registration step, you will be able to choose whether you'd like to ski or snowboard and which day suits your schedule best. Click the red button on the right hand side of the page that corresponds with either ski or beginner snowboarding.
- **This will bring you to a page with an electronic waiver. Select the participant that corresponds with that program day and your first and second choice days.**

- Select Yes, No, or I Don't Know for the question about the free or reduced lunch program through the school. If you do not know whether your child qualifies, download and print the additional financial information document and submit it to Doug Coombs Foundation office.
- Agree to terms and conditions.
- Acknowledge that Doug Coombs Foundation does not carry insurance on behalf of participants.
- Type in your name for the parent/guardian signature.
- Click **ADD TO CART**
- This will take you to your checkout cart. If you need to register multiple participants, go to left hand side of page and under **Register**, click **Programs**. This will take you to back to the beginning of the program registration process, where you will have the opportunity to put other kids in the program of your choice.
- Once you are finished, you can click checkout to pay your tuition to the Doug Coombs Foundation or you may select **Pay Later** and work with Doug Coombs Foundation staff to pay your tuition over time.

**If you have any questions or need help with the online application, please call Maggie at 423-933-7894 or the Doug Coombs Foundation office at 307-264-0073.**