

Registration Procedures

Online Registration Procedure:

On-line registration for school programs will open when the advisor registration form is submitted and the online website is ready to be launched. Please have your program pass holders and student season pass holders register online. We will still continue to require season pass holders to register online for the program.

Directions for Registering Online:

1. Go to <https://sales.greekpeak.net>
2. Select "Peak Pack Registration"
3. Select your school
4. Select the type of pass: student program pass, parent program pass, or season pass holder
5. Add helmet, meal and/or lessons (if season pass holder). If no lessons for season pass holder select "0 Lessons)
6. Click "Add to Cart"
7. If you are registering multiple participants click "Continue Shopping" and repeat steps 2-6.
8. Once you have the desired number of passes
 - a. Select "Add a participant" located next to each of the main item(s)
9. For returning participants click "look up guest" for new participants click "create new guest."
 - a. Returning Participants
 - i. Enter birthdate format mm/dd/yyyy and select verify
 - ii. Update all information and picture
 - iii. Click "save"
 - b. New Participants-
 - i. Enter all required information.
 - ii. Format for username (ex: Username123)
 - iii. Format for password (ex: Password123)
 - iv. Format for birthday (mm/dd/yyyy)
 - v. Upload a picture
 - vi. Click "Save"
10. Cart
 - a. Once all of your information is attached and completed to each pass you selected Click "Proceed to Checkout"
 - b. Enter Purchaser/Cardholder Information
 - i. Click Change/Set Purchaser only if billing address that is shown is not correct for the card.
 - c. Enter credit card information (options for card on file, update card on file, gift card/advisor credit)
 - d. Click "Finalize Sale"

11. Email Confirmation will be sent *— please forward a copy of confirmation to Whitney (wwiggins@eacmsi.org)*

online
For registration help,
contact Kimberly,
(Director of Program Sales)
844-846-9575
or
programsaks@greekpeak.net

THERE IS A \$10 PROCESSING FEE FOR CHANGING REGISTRATIONS AFTER 12/012018

There is a \$27.00 Lost Pass Replacement Fee