

Please take note of the below step by step instructions. The Special Conditions text box on the *Customer Info* page is crucial in our process of getting your child in the correct group.

Important registration instructions: visit [the Devo Web Pages](#)

1. Select the appropriate DEVO product. You will have an opportunity to add additional products for other children in future steps.
2. Select Date. This is pre populated to the first day of the specific program. Click that highlighted date.
3. Select Location. Golden Peak is pre populated and you can select next.
4. Add to Cart. **Check your product selection for accuracy.** Once you have added to cart and you want to add additional DEVO products you can hover your cursor over the lessons tab in the top header and select Devo Programs to get back to the product selections.
5. Check out. This will take you to the log in page and you can log in to your existing account. Use the *"forgot your password?"* link if you need password or Username assistance.
6. Select child/children to assign the selected products to.
7. Customer Information – please see example below. Complete and update this page. Read and check the *Electronic Release of Liability* box. You will not be able to move forward without this box checked.
 - a. **Special Conditions box.** The information you enter into this box is critical in helping us to create the experience of a lifetime for your child. See below for Contact Info page example and highlighted special conditions box. In the order listed below, please enter:
 - i. Child's DOB
 - ii. Child's grade in school
 - iii. Name of your child's coach last season
 - iv. Do you want the same coach as last season
 - v. Do you prefer a male or female coach
 - vi. Name of the school your child is enrolled as of September
 - vii. Indicate child's primary area of interest: all mountain skiing or riding, freestyle/mogul, alpine racing, crossover skiing and riding, telemark, instructor apprentice program
 - viii. Friend your child may like to ski with
 - ix. Any other important information

The screenshot displays a registration form with the following sections:

- CONTACT INFO:** Fields for Parent or Guardian Name, Primary Emergency Contact Number, Alternate Emergency Contact Number, 2nd Alternate Emergency Contact Number (Optional), Family Physician Name (Optional), and Family Physician Contact Number (Optional).
- ELECTRONIC RELEASE OF LIABILITY:** A checkbox labeled "Yes, I read all the terms of the Release of Liability and I accept them." with a "View" link.
- LODGING DETAIL:** Fields for Lodge Name or Local Address and Lodge / Local phone, each with a "Select N/A or Complete Field" dropdown and an "N/A" checkbox.
- ADDITIONAL INFO:** Fields for Medications, Food Allergies, Drug Allergies, and Special Conditions, each with a "Select N/A or Complete Field" dropdown and an "N/A" checkbox. The "Special Conditions" field is highlighted in yellow, and a red arrow points to it. There is also an "Ability Level" dropdown menu with a "What level am I?" link.

At the bottom of the form, there are "Back" and "Continue" buttons.