

How to Register for ISI Group Lessons

You may choose to pay by credit card or check.

Click here and follow directions below. Please pay particular attention to **Step 12: [Register for Group Skating Lessons](#)**

Step 1. Creating Your Account.

If you already have an account with us, please sign into your account and skip to **Step 8**.

If you forgot your Username, please click on "Forgot Username" or email: vla@portlandmaine.gov

If you forgot your password, please click on "Forgot Password", and follow instructions.

Click on Create an Account

Create an Account

Step 2.

Fill in requested household information.

Look for CP Recreation Dept, (City of Portland Recreation Department), Do NOT click on General Info.

DO click on all other General Info buttons until red.

At the bottom of the page, click on "Create."

CP Recreation Dept

Step 3.

Please read "Privacy Policy" and click on "Accept" and "Finish."

Accept Decline

Step 4.

Click on "Switch to a Different Community" and then click on "Portland, City of."

Switch to a Different Community

Step 5.

You are now on the City of Portland Recreation Department's Programs Page. Click on "View Account" to add family members to your household.

If you are an adult and do not need to add family members to your account, please skip to **Step 8**.

Portland Dept. of Parks, Recreation & Facilities

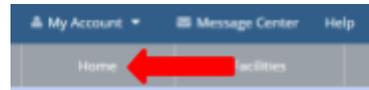
Step 6.

Click on "Add Adult" or "Add Child" to add additional family members to your account.

Action	Name	Type	Status
Edit	New Student(2)	Adult	Active

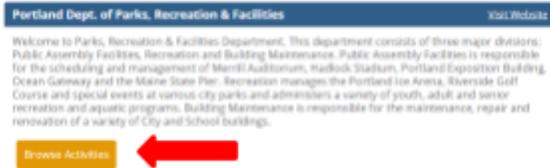
Step 7.

Fill in all requested information. Continue clicking on “Add Child” or “Add Adult” until all family members have been added.
When finished, at the top of the page, click on “Home.”



Step 8.

You are now ready to register for group lessons. Click on “Browse Activities” and follow the red arrows.

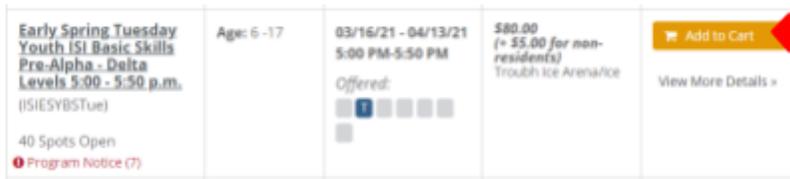


Step 9.

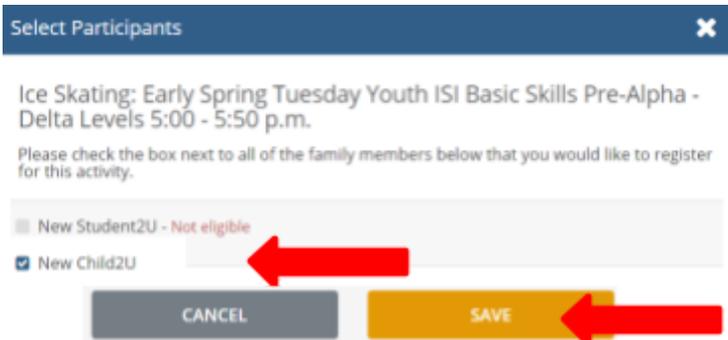
Under Ice Skating, click on “Show Sessions” and scroll to the group lesson you want to register for.



Step 10.



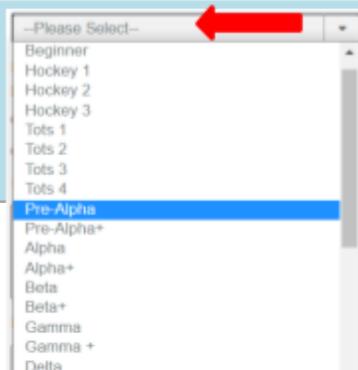
Step 11.



Repeat this process until you have added all classes that you wish to register for and at the top of the page, click on “Checkout.”

Step 12.

This is one of the most important steps in the registration process. This step ensures that you are enrolled in the correct skating level.



After choosing correct skating level, fill out requested information, sign and click on "Continue."

Step 13.

Please be sure to click on "View" before you click on "Agree" and read each statement you are agreeing to.

1 Registration Forms 2 POLICIES & AGREEMENTS 3 Review & Payment 4 Checkout

Policies & Agreements

Please read the following policies and agreements carefully. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

- I agree to the Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19 [\(View\)](#)
- I agree to the Corona Virus/Covid19 TIA Ice Use Policy [\(View\)](#)
- I agree to the Legal Statement [\(View\)](#)
- I agree to the TIA Participant Emergency Medical Release [\(View\)](#)
- I agree to the TIA PHOTOGRAPHY and/or VIDEO RELEASE [\(View\)](#)

By entering my name below, I assert that I have reviewed and agree to all of the policies and agreements I have selected above.

Electronic Signature *

New Student20

Cancel Continue

Step 14.

Select payment method (Credit Card or E-Check)

Select Payment Method

Credit Card

e-Check

Cancel Continue

Step 15.

Fill out payment information and click on "Complete Transaction." An email confirmation will be automatically emailed to you.

Thank you for choosing Trough Ice Arena!