

Outreach Online Registration Instructions

1. Please use **CHROME** or **INTERNET EXPLORER** browsers to complete the registration process.
2. Go to <http://www.gunstock.com/groups/outreach/>
3. Scroll down the page, select the green box that says **BOOK YOUR PROGRAM NOW**
4. Login to the school/group account using the club name and password **Club Name: Obelmontpr**
Password: belmontprski1
5. Select, **SEE AVAILABLE ITEMS**
6. Select, appropriate **OUTREACH PROGRAM PASS (Midweek or Winter Prime or Flex Pass)**
7. Make you selections and choose: **ADD TO CART**
8. Select **ADD/CHANGE "GUEST"** (who is this purchase for?)
9. Select
"CREATE NEW GUEST" if this is your 1st year
"EXISTING GUEST" if you participated last year and skip to step 12
10. For new participants enter all the guest (student) information, including setting a **PASSWORD**
11. Scroll down and select **SAVE**
12. Confirm guest details, then click **SAVE**
13. Next you'll see **OUTREACH TERMS AND CONDITIONS**, scroll down and enter information then click **CONTINUE**
14. NEXT, you can proceed to check out or continue shopping (to enter more students' information, purchase Flex Passes etc.).
15. Lastly, confirm items in your shopping cart and proceed with purchaser information and finalizing the transaction.
16. After you **FINALIZE** the transaction a pop up window will appear with 2 waivers
 - a. Check the boxes to agree to the terms and conditions
 - b. Select – SIGN WAIVER
 - c. Using a mouse or stylus – sign your name
 - d. Select – submit to Gunstock Mountain Resort
17. If you student needs **RENTAL EQUIPMENT** – you must sign a rental waiver. This form is available on the Outreach home page or from your coordinator. The Rental waiver (paper copy) must be returned to your group coordinator.