

**For AAD's online registration, please follow the steps listed below to complete your application:**

Go to <https://secure.aadie.ca>

Click "Sign Up" in the left menu

Create your username and password by filling in the text boxes on that page. (please write down this username and password as you will be using it every time you login to the system)

Once that is completed and submitted, an AAD administrator will approve your account, an email will be sent to the email you provided (please add [admin@aadie.ca](mailto:admin@aadie.ca) to your safe sender list so this email does not go into your junk folder), and you will be able to login to your account.

Go back to <https://secure.aadie.ca> and use your username and password to login

You will now be on the welcome screen which shows your account with students and their programs, payment plans etc.

Click "Contacts" on the left menu and create a mother/father/emergency contact (all fields with a red star are required), make sure to click "Save and Create Contact" to save each contact

Then, click "Students" section on the left menu

Fill in the information in the text boxes and click "Save and Create Student" for each student you would like to register

Click "Registrations"

Select your newly created student from the student pull-down menu on that page, select the program they will be registered for in the Program pull-down menu, leave the start/end dates, "New" in the Status just means they are new to our online registration, and fill in any other information needed based on sport. Click "Submit" to register the student in the program

Do the same for any other students you would like to register with AAD.

Then, Click "Payment Setup"

You will be asked to agree to our payment policy, please read this and click agree to continue.

On this page you will be asked for either a credit card number or bank account information using a cheque. Please be assured that our encryption is comparable to that of your bank's, so your private info is safe. Please make sure to click "Submit" before continuing.

Click "Payment Plan"

On this page will be options for a payment plan for your fees, the chart will show you the deposit for each program that is being applied for, as well as the cost for monthly, quarterly or full payment plans.

Please choose the payment plan you would like, making sure the credit card or Electronic Fund Transfer you would like is selected in the "payment method" box, and click "submit" to continue.

At this point, that is all you need to fill out, later you can log back in to check on your payments, to get statements or to register for any other programs or events that your student would like to participate in.

I hope this helps, if there are any other issues, please contact our support person at [travis.bouchard@epsb.ca](mailto:travis.bouchard@epsb.ca)