



KV TRAINING

Registration Directions

New Software System Users:

You will need to create an account at the above link. Follow Step 1 of the below directions.

Returning Software System Users:

Do NOT create a new account. Log in to your account and skip to Step 2 below.

Don't know if you have used the system before? If you have participated in our Adult leagues or our Spring Youth Leagues within the last 5 years, then you should have an account.

Step 1: Create Account

1. Start by visiting www.kvicehouse.maxgalaxy.net
 - a. If you use the above QR Code or "Register Now" link below it then you can skip step 2
2. Located in the upper right corner, click on "create account"
3. Fill out the entire form, make sure to click "Submit" once form is filled out
 - a. Note – Passwords must contain at least one lower case letter, one upper case letter, one number and a special character (ie: # ! \$).
4. Stay logged in! Do not log out. Once you create an account you will be automatically logged in and can move on to step 2.

Step 2: Register for KV Training

1. Click on the "Registration" Drop down tab (located at the top of the screen) and select "Public Sessions Registration"
 - a. If Using your Cellphone:
 - i. Click on the menu icon in the upper left corner (3 horizontal lines)
 - ii. Click on the arrow for "Registration"
 - iii. Click on "Public Sessions Registration"
2. Click on "KV Training" on the left side
3. Chose which session you wish to participate in and select the green "register" button
 - a. If the session is full the button will be red and say "Full". You will not be able to register/participate in this session
 - b. NOTE- to participate in multiple sessions that day, you MUST register and pay for both sessions.
 - c. A single registration does NOT include both sessions.
4. Confirm the activity information and select "Add to Cart"
 - a. Be careful as the system puts the sessions in ALPHABETICAL ORDER and not CHRONOLOGICAL ORDER
5. Review your cart before clicking "Checkout"
6. Complete the Checkout process, filling out all required fields and following prompts.
 - a. Credit/Debit Card is required
 - b. Screen will say "Order Complete" once done successfully

Step 3: E-mail Confirmation

1. Once order is completed, you will get an e-mail confirmation/receipt
2. Bring this e-mail with you to the Front Office to participate in the session
 - a. E-mail can be either shown on your device or printed

Contact Us:



office@kvicehouse.com



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www.kvicehouse.com