



Kube Sports Self-Service Portal

User Guide

Before you can begin using our Self-Service Portal to sign up for Kube Sports activities, you will need to create an account. Everyone in a family is welcome to have their own personal Self-Service Portal account, but it is not necessary. One family member (e.g, parent) can create an account and use that account to sign other family members up for Kube Sports activities.

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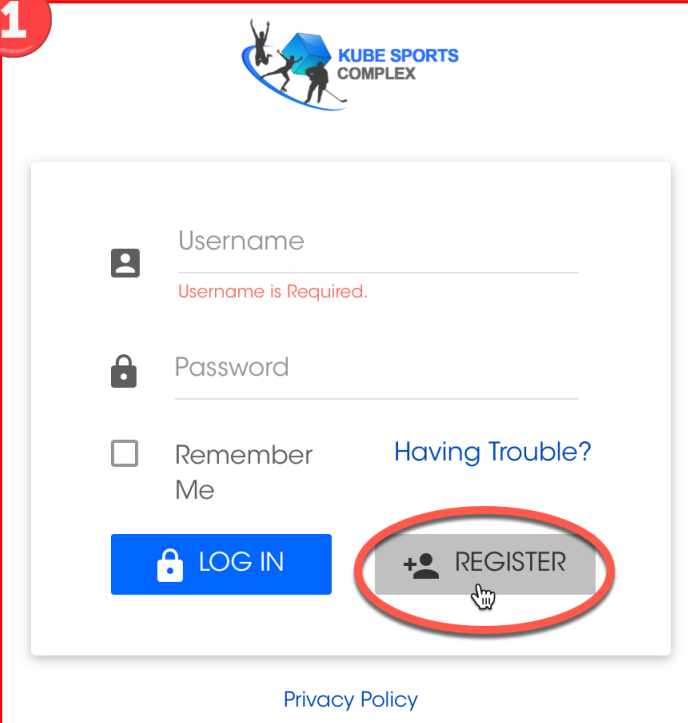
Setting Up an Account

To get started, go to kubesports.com and click on **Self-Service** from the top navigation bar.

1 You will be asked to *Log In* (returning users) or *Register* (new users).

2 Fill out the registration form then click **Register**.

1



KUBE SPORTS COMPLEX

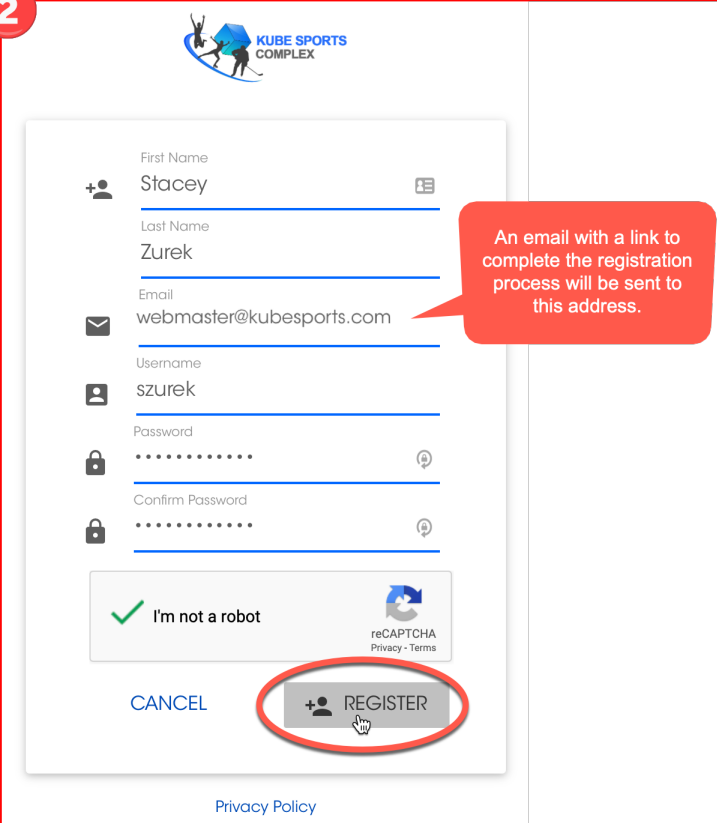
Username
Username is Required.

Password

Remember Me [Having Trouble?](#)

[Privacy Policy](#)

2



KUBE SPORTS COMPLEX

First Name
Stacey

Last Name
Zurek

Email
webmaster@kubesports.com

Username
szurek

Password
.....

Confirm Password
.....

I'm not a robot reCAPTCHA Privacy - Terms

[Privacy Policy](#)

An email with a link to complete the registration process will be sent to this address.

3 Check your email account for an email from Kube Sports Complex.


The image shows a multi-step registration process. On the left, a notification bar says "Thank you for registering! Please check your email to complete the registration." A yellow arrow points from this bar to a red callout box that says "Check your email!". Below the notification is a login/register form with fields for "Username" and "Password", a "Remember Me" checkbox, and a "Having Trouble?" link. There are "LOG IN" and "REGISTER" buttons. A "Privacy Policy" link is at the bottom. On the right, an email confirmation page is shown with the "ICE KUBE" logo and the heading "Please complete your registration". The email text reads: "Dear Robert Zurek, Thank you for registering at Ice Kube LLC's self-service portal. Your self-service portal user name is rmzurek. Click the button below to complete your registration." A green "Complete Registration" button is highlighted. Below the button, it says: "If you are unable to complete your registration by clicking on the button above, click the link below or copy and paste it into the address bar of your web browser." followed by the URL: <https://KubeSportsComplex.ezfacility.com/register/confirmations/24800709/644631/-8321456484081044453/17708794>. At the bottom of the email, it says "Ice Kube LLC, 2825 J. F. Mahoney Drive, Hammond, IN, 46323" and "This email was sent to rmzurek@comcast.net". The footer of the email says "Powered by EZFacility".

4 Click the Complete Registration button in the email to finish the process.

5 Enter your log in information.

4

Complete all required fields.



Robert

Zurek

rmzurek@comcast.net

Not Specified *

Organization

Address 1 *

Address 2

City *

State *

ZIP *

Home Phone

Mobile Phone *

Work Phone

MM DD YYYY *

Parent's Name

Referral Source

Highest Level of Experience

Email Subscriptions

If you would like to receive emails from us, check the box below.

Email Campaigns ⓘ

Session Reminders ⓘ


SubscribeCreditCardExpirations ⓘ

SUBMIT

Click Submit to return to the Log In screen.

5

Enter information and Log In!



Registration confirmation successful

Username

Password

Remember Me

[Having Trouble?](#)

LOG IN

REGISTER

[Privacy Policy](#)

Account Profile

About — You can edit personal information and upload a photo by clicking on your name.

Relationships — You can set up other family members (e.g., children and spouse) by clicking on the Relationship tab. Other family members do not need a separate profile. This relationship must be set up in order to sign another family member up for participation in a Kube Sports Activity.

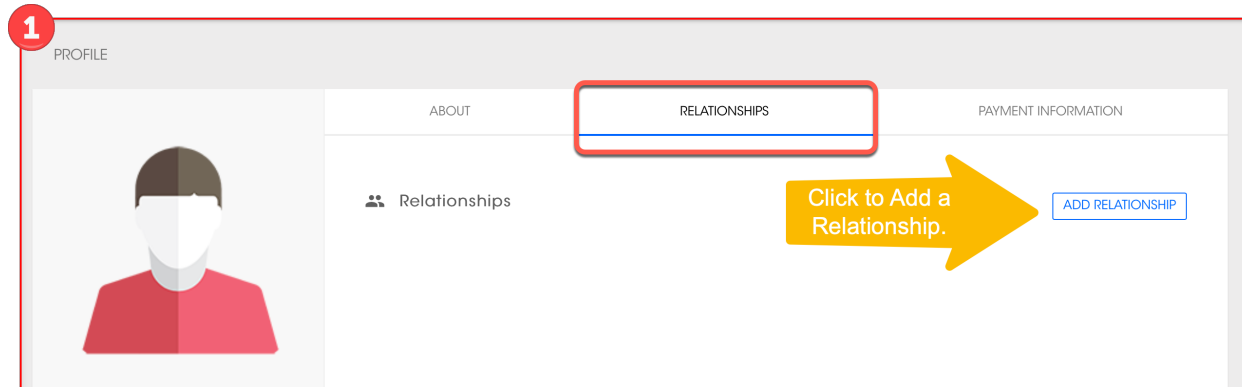
Payment — Payment information can be set up under the Payment section.

Editing Your Profile

The screenshot shows the 'PROFILE' page for Robert Zurek. The page has a blue header with the Kube Sports logo and a shopping cart icon. A left sidebar contains navigation options: Robert Zurek, Invoices, Buy, My Schedule, Book sessions, Registrations, Toggle Width, and Logout. The main content area has three tabs: ABOUT, RELATIONSHIPS, and PAYMENT INFORMATION. The 'ABOUT' tab is selected and highlighted with a red box. Below the tabs is a profile summary card with a placeholder photo and the name 'Robert Zurek' and email 'mzurek'. To the right of the summary card are two sections: 'Membership Information' (Member Id: 102533) and 'Basic Information' (Full Name: Robert Zurek, Gender: Male, Birthday: 1/18/1962, Organization). A red callout box with an arrow points to the name 'Robert Zurek' in the sidebar, containing the text 'Click on your name to access your profile.' A yellow callout box with an arrow points to a pencil icon in a red circle at the bottom right of the 'Basic Information' section, containing the text 'Click here to make edits.'

Establishing Relationships

1 Select the Relationship tab.



This relationship must be created in order to you to sign another family member up for participation in a Kube Sports Activity.

2 Select the relationship type from the options available.

The screenshot shows a mobile application interface with a red border. At the top, there are two tabs: 'ABOUT' and 'RELATIONSHIPS', with 'RELATIONSHIPS' being the active tab. Below the tabs, there is a header 'Relationships' with a person icon. Underneath, there are three filter buttons: 'TYPE' (with a person icon), 'WHO' (with a person icon), and 'REVIEW' (with a list icon). Below these filters, the text 'I want to add a/aPlease Select A Type' is displayed. A yellow callout box with an arrow points to this text, containing the instruction: 'Click to select a relationship type from the drop down options.' Below the text, there is a navigation bar with '< PREVIOUS' and 'NEXT >' buttons. A dropdown menu is open, showing a list of relationship types: 'Please select a type ✓', 'Child', 'Coach', 'Employee', 'Employer', 'Grandchild', 'Grandparent', 'Other', 'Parent', 'Player', 'Sibling', 'Spouse', 'Team', and 'Team Manager'. A green dashed arrow points from a red-dotted callout box to the 'Child' option. The callout box contains the text: 'We'll use the example of setting a relationship for your child. This will allow you to purchase an activity package that is assigned to your child's name and not yours!'. A small red circle with the number '2' is in the top left corner of the screenshot area. The number '323' is visible in the bottom left corner of the screenshot area.

- 3** Search for the person if they have signed a waiver with Kube Sports or add the person as a new client.

3

ABOUT RELATIONSHIPS PAYMENT INFORMATION

Relationships

TYPE WHO REVIEW

Find Client Client Name

If your child has participated in a Kube Sports activity before, begin typing their name here.

Click Add for new clients.

ADD

ADD

PREVIOUS NEXT

CANCEL

If you cannot find the person you are looking for click 'Add'.

Sign the Waiver

Anyone participating in Kube Sports activities must sign our waiver. An adult parent or guardian may sign a waiver on behalf of minor children. Please visit kubesports.com and look for the Sign Our Waiver widget in the bottom right corner of the page.

4 Enter the required information.

4

ABOUT RELATIONSHIPS PAYMENT INFORMATION

Relationships

TYPE WHO REVIEW

First Name Matt

Last Name Zurek

Gender Male

Birthday 12 2 2010

Email rmzurek@kubesports.com

< Search for Client

< PREVIOUS **NEXT >** CANCEL

Enter your child's information.

Use your email address otherwise your child will receive an email asking them to verify the relationship!

5 Make sure the relationship is correct!

5

ABOUT RELATIONSHIPS PAYMENT INFORMATION

Relationships

TYPE WHO REVIEW

Matt Zurek is Child of Robert Zurek.

< PREVIOUS **SUBMIT** CANCEL

Review the confirmation for the relationship. Click **Submit** to accept.

6 View the added relationship and add more, if desired. If you entered an email different from your own for the person you established a relationship with, make sure they *Accept* the relationship status.

6

Client relationship created successfully. ✕

ABOUT RELATIONSHIPS PAYMENT INFORMATION

Relationships


- Stacey Zurek (Spouse) Remove
- Codey Zurek (Child) Remove
- Matt Zurek (Child) Remove

Add more relationships

ADD RELATIONSHIP

Relationship Added!

Note!
When adding a relationship for someone for whom you enter an email address other than your own, that person will receive an email asking for verification of the relationship.



Please verify your relationship status

Stacey Zurek,

Robert Zurek listed you as their Spouse. To verify this relationship, click accept below.

ACCEPT **DECLINE**

If you do not want to accept this relationship request, you can click the 'Decline' button above.

If you are unable to accept this request by clicking the button above, click the link below or copy and paste it into the address bar of your web browser.

<https://Kul...relationship/confirmation/822>

Signing Up for Activities

In the Self-Service Portal, you can sign up for all activities currently available. Activities are listed under **Buy** → **Packages** or **Registration** in the left side menu.

The screenshot displays the user interface for Ice Kube LLC. The left sidebar contains a navigation menu with the following items: Kiki Kube, Invoices, Open Invoices, Closed Invoices, Buy, Packages, My Schedule, Book sessions, Registrations, Toggle Width, and Logout. The main content area is divided into sections: OPEN INVOICES, REGISTRATIONS, and CURRENT. The OPEN INVOICES section shows a table with columns: LOCATION, INVOICE #, BILL DATE, DUE DATE, TOTAL, PAID, BALANCE, and DUE. The REGISTRATIONS section shows a table with columns: PACKAGE TYPE, RESERVATION TYPE, DESCRIPTION, SESSIONS, FEE, and RECURRENCE. The CURRENT section shows a list of activities with a 'SELECT' button for each.

Default View

Examples: Lessons, Open Skating

PACKAGE TYPE	RESERVATION TYPE	DESCRIPTION	SESSIONS	FEE	RECURRENCE
Individual	Rat Hockey	Rat Hockey	Select	\$20.00 / session	-
Individual	Small Area Games and Skills	Peewee&Bantam T-6:05-7:05 R-6:15-7:15	18	\$200.00 / Package	-

Examples: Leagues, Camps, Clinics

DESCRIPTION
+ Legends League
+ Adult Hockey League

Buying a Package

The Package feature allows you to purchase one or more “packages” at a time for yourself or someone on your relationship list. If you are planning to buy a package for two or more different people you will need to add package items to your shopping cart and then start the process again.

Single Participant

1 Select the participant for the activity from your list of relationships and then click to buy the desired package.

Check the boxes to purchase multiple packages for a single selected participant.

1 Select who the participant in the package(s) will be.

2 Click Buy when you are purchasing just one package for a single participant.

PACKAGES	DESCRIPTION	SESSIONS	FEE	RECURRENCE
<input type="checkbox"/> Individual	Rat Hockey	Select	\$20.00 / session	-
<input type="checkbox"/> Individual	Small Area Games and Skills	18	\$200.00 / Package	-
<input type="checkbox"/> Individual	Small Area Games and Skills			
<input type="checkbox"/> Recurring	Learn to Skate - Basic Skills			Every month
<input type="checkbox"/> Recurring	Learn to Skate - Basic Skills	8	\$100.00 / Package	Every month
<input type="checkbox"/> Recurring	Learn to Skate - Basic Skills	4	\$60.00 / Package	Every month
<input type="checkbox"/> Recurring	Learn to Play Hockey - Youth	8	\$130.00 / Package	Every month
<input type="checkbox"/> Recurring	Learn to Skate Hockey - Youth	8	\$100.00 / Package	Every month
<input type="checkbox"/> Individual	Adult Learn to Play Hockey	Select	\$20.00 / session	-


Showing 1 to 9 of 9 entries

2 Complete the checkout. If you did not enter payment information previously the *Payment* tab in the **Profile**, then you can enter it now.

2 COMPLETE CHECKOUT

← [BACK](#)

☰ **Cards Accepted**



📄 **Payment Method**

✎ Security Code

+ [Use New Payment Information](#)

📍 **Billing Address**

✎ 33 Larry Bird Lane
French Lick, IN 46373


+ [Use New Billing Address](#)

🛒 **Items**

	Quantity	Amount
Small Area Games and Skills - 18 Session(s)	1	\$200.00

📄 **Payment Terms And Conditions**

The required payment for the activity selected must be made in order to be registered for participation.

[Show More](#) 

🛒 **Summary**

Items: \$200.00

Discount: (\$0.00)

SubTotal: \$200.00

Tax: \$0.00

Total: **\$200.00**

Due: **\$200.00**

COMPLETE CHECKOUT

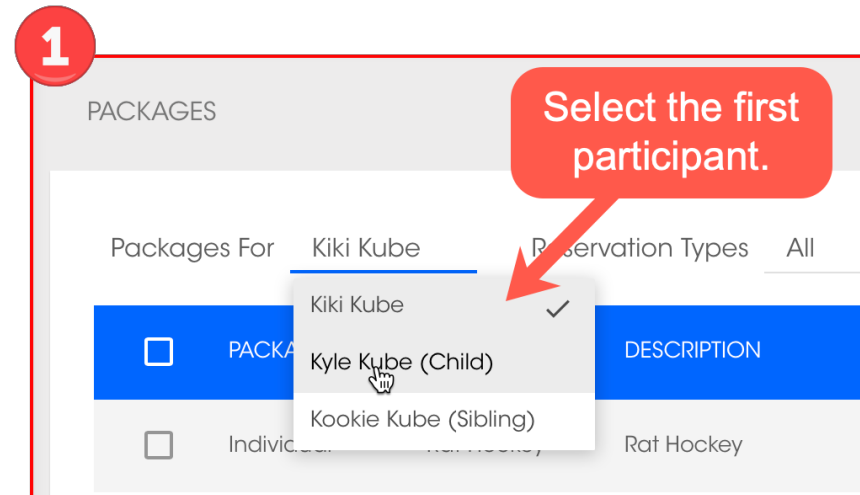
Enter or Update Information

Confirm your purchase.

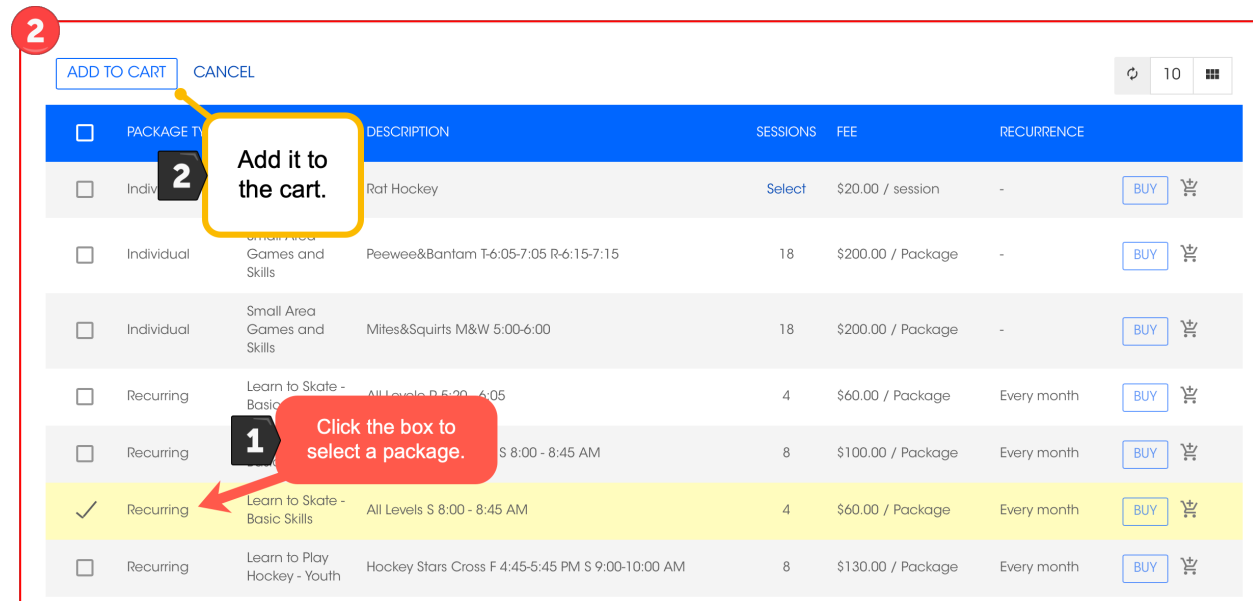
Multiple Participants

In this scenario, packages are purchased for different related members on a client's account.

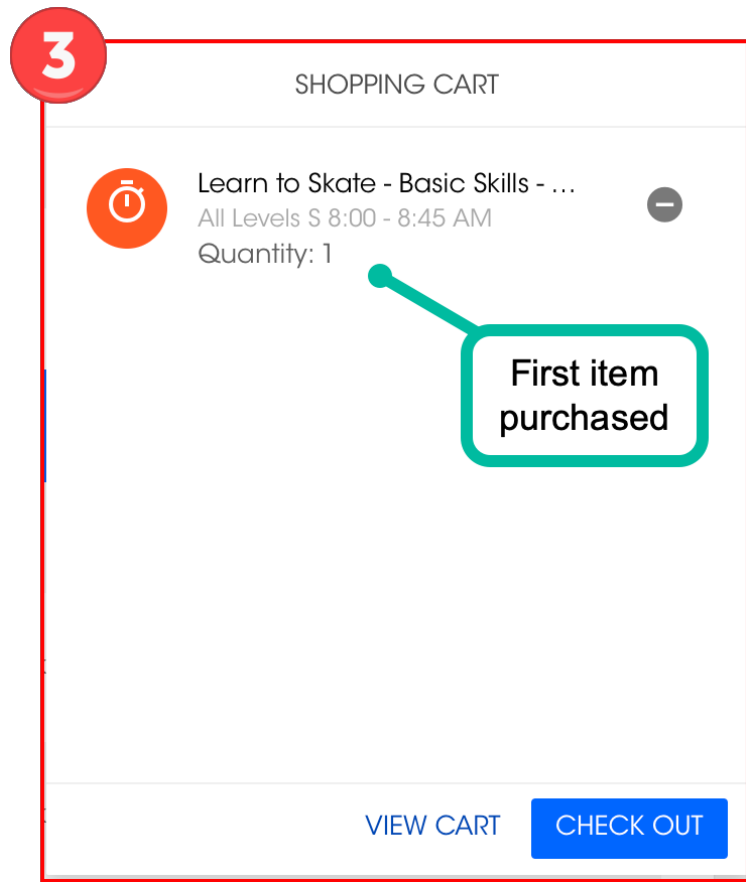
1 Select a participant from your relationship list for whom you wish to purchase an activity.



2 Click the box to select the package. Note that when signing up multiple participants, you do *not* click the Buy button. Once an item is checked, add it to the cart.

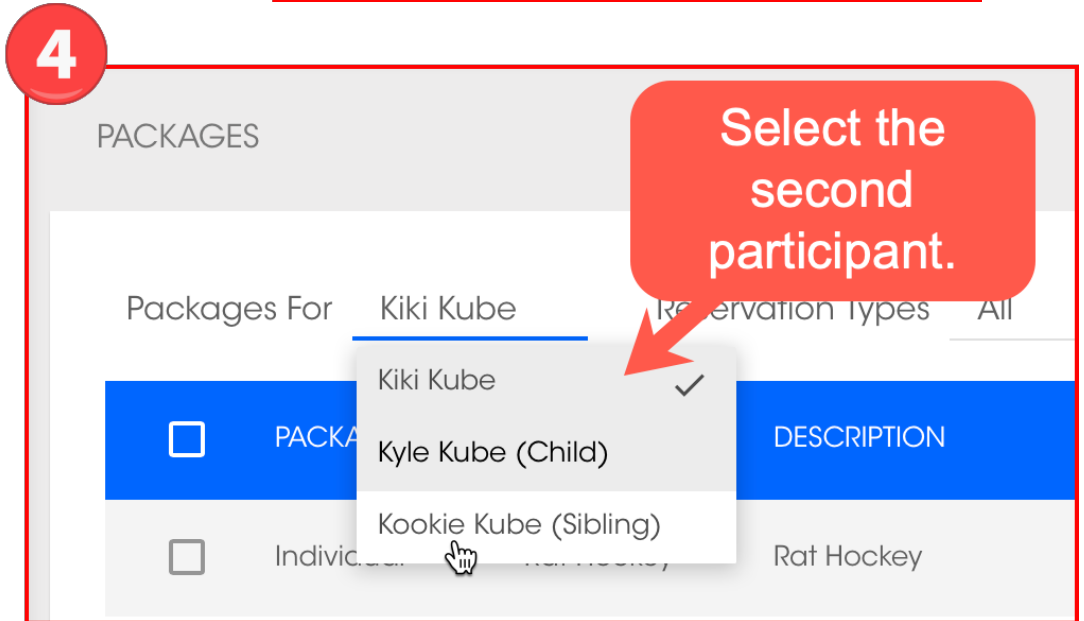


3 Your cart is now populated with the first package you have selected to buy.



Always begin the process of buying a package with identifying who the **participant in the activity** will be!

4 Now you will select the next person from you relationship list that you wish to purchase a package for.



5 Select the package(s) and add it to the cart. Note that some activities will ask you to choose how many sessions you wish to purchase. A pop up window will prompt you to make the selection.

5 PACKAGES SWITCH TO WIZARD

ADD TO CART CANCEL 10

PACKAGE TYPE	DESCRIPTION	SESSIONS	FEE	RECURRENCE	
<input type="checkbox"/>	Individual Rat Hockey	Select	\$20.00 / session	-	BUY 🛒
<input type="checkbox"/>	Individual Games and Skills Peewee&Bantam T-6:05-7:05 R-6:15-7:15	18	\$200.00 / Package	-	BUY 🛒
<input type="checkbox"/>	Individual Small Area Games and Skills Mites&Squirts M&W 5:00-6:00	18	\$200.00 / Package	-	BUY 🛒
<input type="checkbox"/>	Recurring Learn to Skate - Basic Skills All Levels R 5:20 - 6:05	4	\$60.00 / Package	Every month	BUY 🛒
<input type="checkbox"/>	Recurring Learn to Skate - Basic Skills All Levels R 5:20-6:05 S 8:00 - 8:45 AM	8	\$100.00 / Package	Every month	BUY 🛒
<input type="checkbox"/>	Recurring Learn to Skate - Basic Skills All Levels S 8:00 - 8:45 AM				BUY 🛒
<input type="checkbox"/>	Recurring Learn to Play Hockey Hockey Stars Green F 4:45-5:45 PM S 9:00-10:00 AM				BUY 🛒
<input type="checkbox"/>	Recurring Hockey Stars Blue F 5:00 PM S 9:00-9:45 AM	8	\$100.00 / Package	Every month	BUY 🛒
<input checked="" type="checkbox"/>	Individual Adult Learn to Play Hockey Adult Huff 'N Puff S 6-7:20PM	Select	\$20.00 / session	-	BUY 🛒

1 Click the box to select a package.

2 This fee for this activity is per session. You can buy a single session or multiple sessions.

3 Select the amount of sessions?
1 - 10
5
SELECT CANCEL

4 Add it to the cart.

Registering for an Activity

Activities, such as leagues and clinics, are usually located under **Registration**.

1 Click on **Registrations** from the left-side menu of the Self-Service Portal. Browse the available programs and select an activity.

REGISTRATIONS

Session All Sport All Age/Division All

Use the categories to filter the view.

CURRENT

DESCRIPTION

— Legends League

30+ Legends League (Dates & Times)
Over 30/January 2020/Hockey
Members: Unlimited Openings
Groups: Unlimited Openings
Registration Dates: 12/8/2019 - Open
Session Dates: Open

Click to sign up

+ Adult Hockey League

Click the plus sign for more information.

SELECT

SELECT

Showing 1 to 2 of 2 entries

2 Select a participant from your relationship list for whom you wish to purchase an activity.

The screenshot shows a mobile application interface for registration. At the top, a grey header contains the word "REGISTER" and a red circle with the number "2". Below the header is a navigation bar with the text "REGISTRATION FOR" and several icons: a person, a list, a person, a person with a speech bubble, a speech bubble, and a menu. The main content area features a list of three participants, each with a radio button: "Kiki Kube" (selected), "Kyle Kube (Child)", and "Kookie Kube (Sibling)". A red arrow labeled "1" points to the "Kiki Kube" option with the text "Select the participant." Below the list, there are two navigation buttons: "< PREVIOUS" and "NEXT >". The "NEXT >" button is highlighted with a red border and a yellow callout box that says "Click to continue." A black arrow labeled "2" points to the "NEXT >" button.

REGISTER

REGISTRATION FOR

Kiki Kube

Kyle Kube (Child)

Kookie Kube (Sibling)

< PREVIOUS

NEXT >

1 Select the participant.

2 Click to continue.

3 Choose the appropriate registration and fee options.

3 REGISTER

DETAILS

Legends League

Session Dates: Open

The Legends League is an individual entry draft league open to adult hockey players 30 years of age and older who are looking for a FUN hockey experience. Teams will be drafted as evenly as possible one week prior to the start of the season.

League games may be played on

League Features

- 12 Game Regular Season + Playoffs
- Individual Awards for League Champions
- Prime Game Times/No Late Night Games
- \$75 Team Captain Discount
- 50% Goaltender Discount
- Team Jersey Included

Payment Schedule

Individual Fees

- Initial deposit payment of \$150 required.
- Balance due in mid-February.

Registration Dates: 12/8/2019 - Open

I am an individual registering. Individual Fee - \$275.00 Unlimited Openings

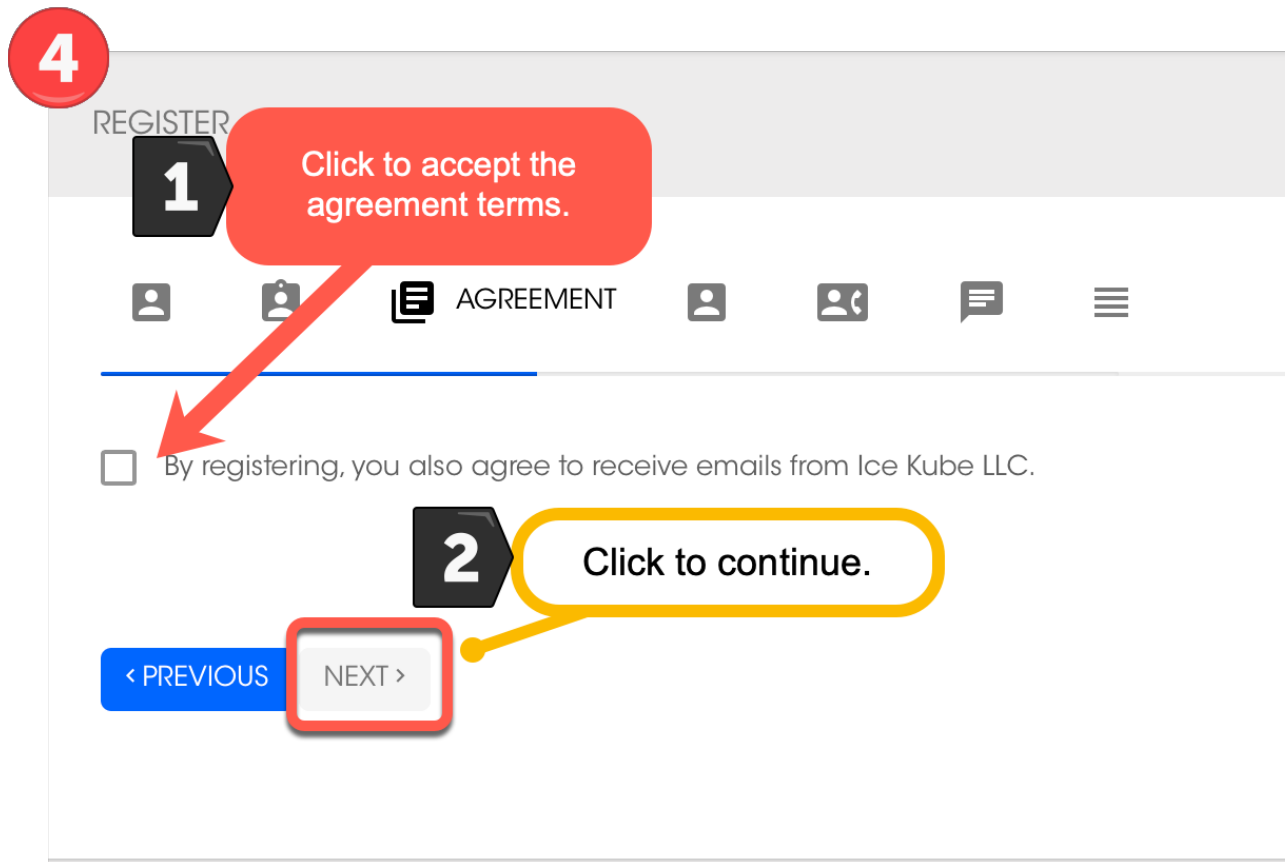
< PREVIOUS NEXT >

1 Click the option to register.

2 Click to reveal available fee options. Select the appropriate one.

3 Click to continue.

4 Read and accept the registration agreement.



- 5 Enter all required information.
- 6 Continue by entering the required contact information.

5 REGISTER

BASIC

1 Enter required information

Full Name Kiki Kube

Gender Female *

Birthday MM DD YYYY *

Parent's Name

T-Shirt Size

Referral Source

Highest Level of Experi

2 Click to continue.

< PREVIOUS NEXT >

6 REGISTER

CONTACT

1 Enter required contact information

Email webmaster@kubesports.com x *

Add Email Address

Home Phone

Mobile Phone *

Work Phone

Address 1 33 Larry Bird Lane *

Address 2

City French Lick *

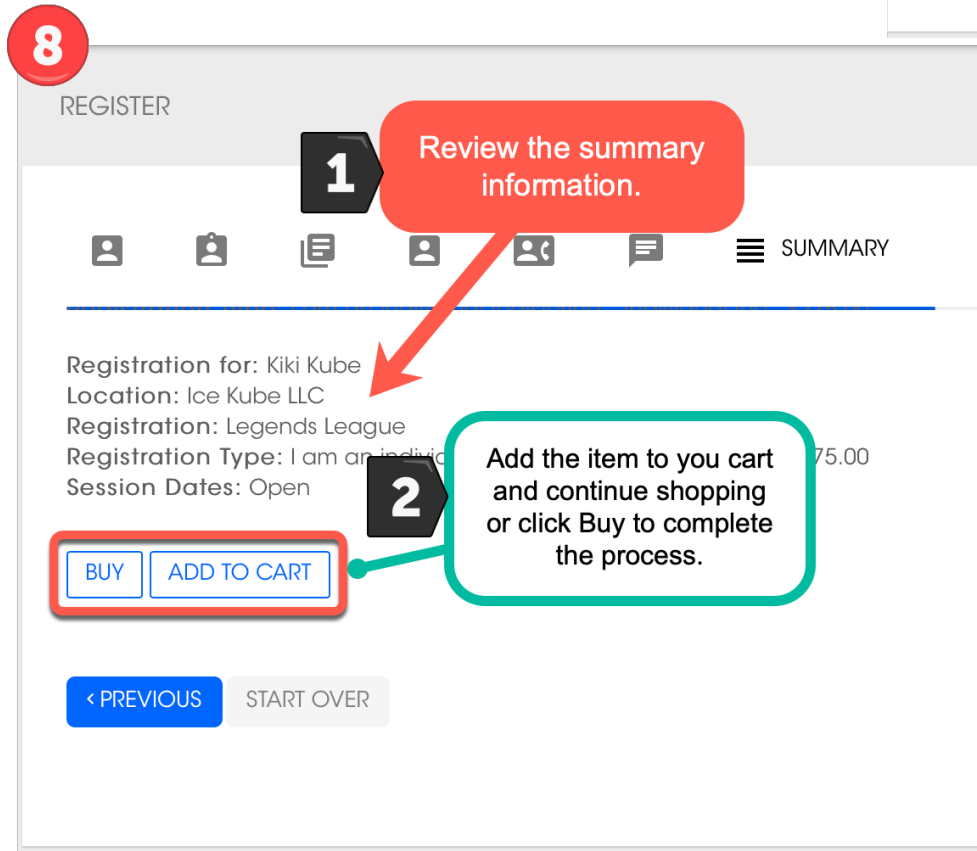
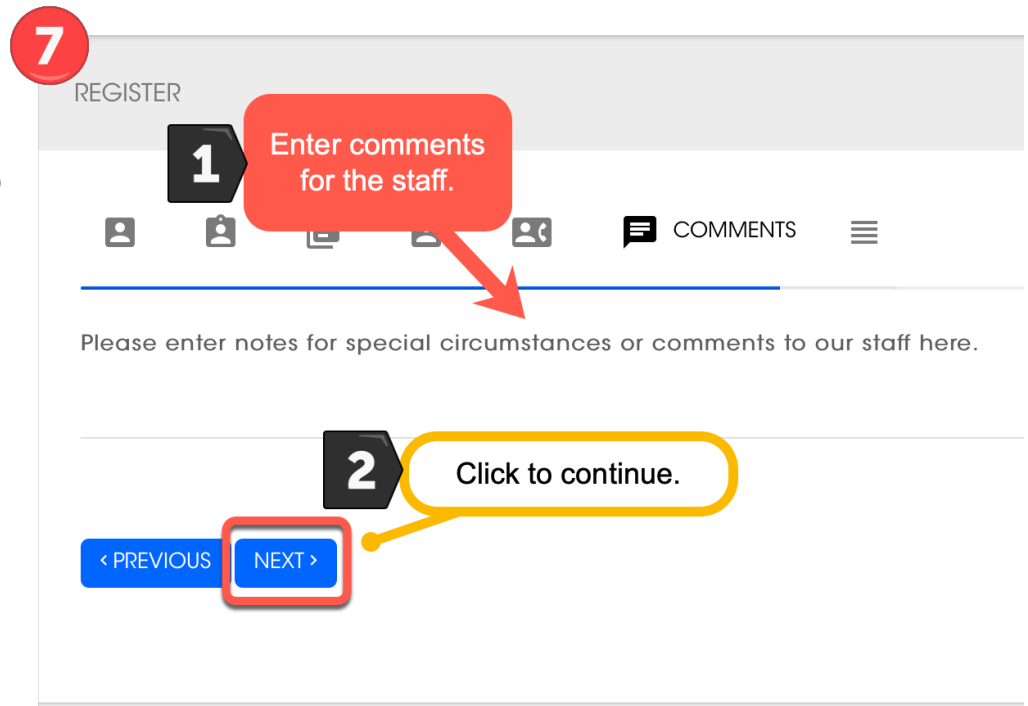
State IN *

ZIP 46373 *

2 Click to continue.

< PREVIOUS NEXT >

7 Add any comments you might want the staff to know (e.g., your child has asthma).



8 Review the information and complete the purchase.

Booking Sessions

Once you have purchased a package or a reservation, it is imperative that you book the first session of the package. This reserves a spot for the participant so we do not exceed the maximum number of participants allowed for the activity.

Example:

You have purchased a Learn to Skate Basic Skills package for your child. This package is ongoing. Make sure to **book the first session**.

1 Click on **Book**

Sessions from the left side menu to view the calendar.

1

SESSIONS SCHEDULE

JUNE 2020 < > TODAY ICE KUBE LLC FILTER CHANGE VIEW

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Annotations:

- Click the first occurrence of the recurring package you purchased.
- If you would like, you can book into all sessions of the purchased package.
- For single session activities, click only on the session you plan on attending. If you purchased multiple sessions, you can book into more sessions as desired.

2 Select Review the information. Make changes as needed. Click **Book** to complete the process. If you decide to purchase additional items, click the **Buy Package** button.

The screenshot shows a booking interface for a session titled "Book - Learn to Skate - Basic Skills" at the "South Rink". The session is scheduled for "Sat, Jun 13, 2020 8:00 AM - Sat, Jun 13, 2020 8:45 AM" and lasts for "45 minutes". There are "25 Spot(s) Left" with a "Class size of 25". The booking is for "Kiki Kube". The selected package is "Learn To Skate - Basic Skills(4 Remaining)". At the bottom, there are two buttons: a blue "BOOK" button and a grey "BUY PACKAGE" button. Callout boxes provide instructions: a red box points to the "Book For" field with the text "Be sure to select the participant if it is not you!"; a yellow box points to the "BOOK" button with the text "Click to book the session."; a teal box points to the "BUY PACKAGE" button with the text "Purchased packages display here. Click to select a different package."; and another teal box points to the "BUY PACKAGE" button with the text "Click here if you have not purchased a package for the session you are booking or if you want to purchase additional packages." A red circle with the number "2" is in the top left corner of the interface.