



**VTRA**  
VICTORIA THERAPEUTIC  
RIDING ASSOCIATION

## How to register for a VTRA class with Amilia.

Dear Community Members,

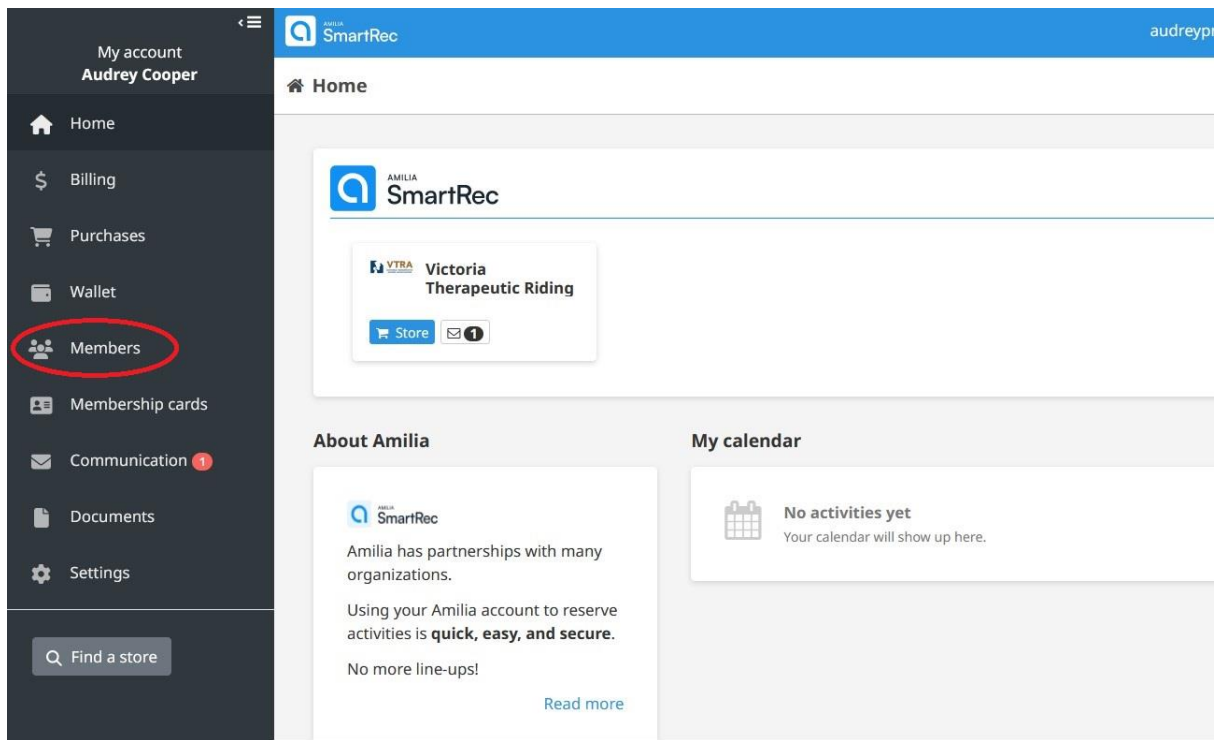
This document will show and explain how to register yourself or your participant into the lesson you prefer once the session is opened for registration.

### Finding the class for you:

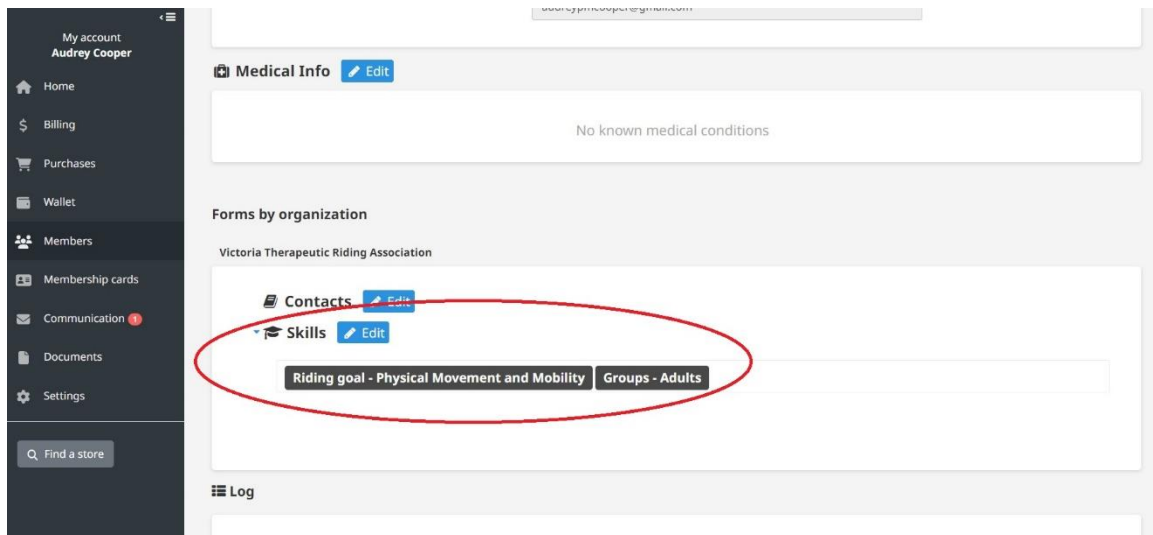
Behind the scenes, our Participant Coordinator, Katleen, creates classes around various factors such as age, skills levels and riding / participation goals. Each participant has been assigned groups within these categories, and you can only register in a class if the **skills of the participant match the ones of the class**. For example, Audrey Cooper has been added to the group adult and to the group physical mobility. Audrey will only be able to register in physical mobility classes open to either any age group or to adults only.

### Checking the skills for individual participants:

To check the categories of classes you can register in, go to [your Amilia account home page \(https://app.amilia.com/en/Login\)](https://app.amilia.com/en/Login). Once you are logged in, click on the members tab on the left hand side as shown below.



Then scroll down until you see the Skills tags. This will indicate what classes you should look for in the VTRA registration store.

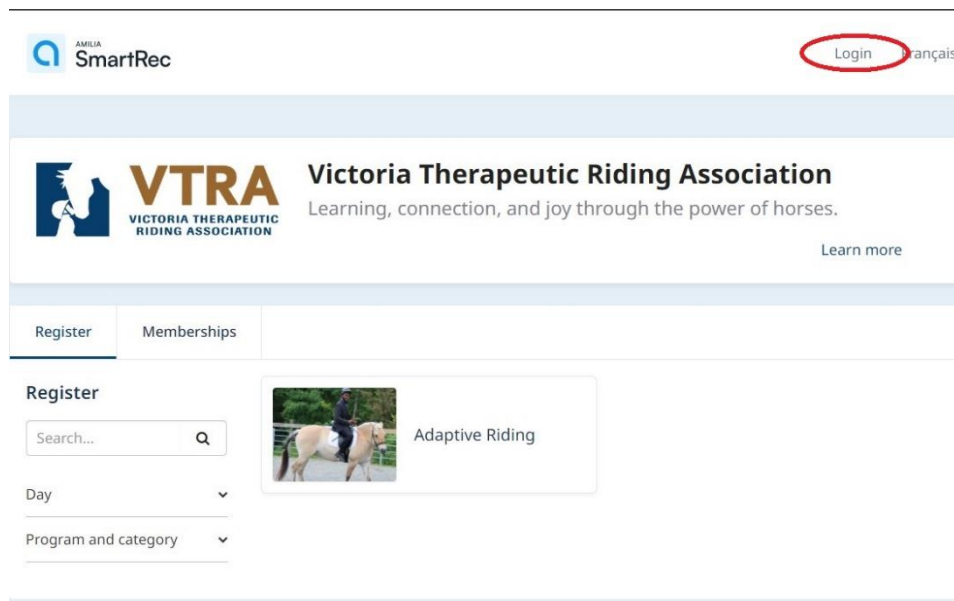


## Registering

**Step 1:** You need to create your own personal account with Amilia as described in the email sent to you on July 13th, 2023. You should have recently received an invitation to activate your account and verify your email address. If you have not been able to do so, please let me, [Katleen](#), know and I will re-send an activation request to the contact email address.

**Step 2:** Follow this [link](https://app.amilia.com/store/en/vtra/shop/programs) to the VTRA store (click or copy and paste this url, <https://app.amilia.com/store/en/vtra/shop/programs>, into your favourite browser).

- Click on the login link in the top right-hand corner of the window, as shown below, and enter your credentials created when you activated your account.



- Click on “Adaptive Riding Box” and then on the session you would like to register in at the bottom of the page. This will open a list of classes' categories as shown in the image below. Click on the category matching your or your participants' skills.



## Adaptive Riding

### Important information

What is Adaptive/Therapeutic Riding:

According to Path International, "therapeutic riding is an equine-assisted activity for the purpose of contributing positively to the cognitive, physical, emotional and social well-being of individuals with special needs. Therapeutic riding provides benefits in the areas of health, education, sport and recreation & leisure." Professional instructors and dedicated volunteers work closely with riders to ensure safe riding lessons. Riding classes are taught by a certified instructor who has a strong equine background, as well as an understanding of various abilities.

Parameters for Participation:

- We serve those with a variety of diverse abilities and diagnoses including but not limited to: ASD, ADHD, Cerebral Palsy, Brain Injury, Anxiety, Depression, Down Syndrome, etc.
- Ages 6 and up
- Maximum weight of 150lbs
- Seizure-free for the past 6 months if on seizure medication or 1 year if unmedicated
- Free of contraindications to adaptive/therapeutic riding or safety concerns

### Session 1

- Physical Mobility
- Progressive Skills
- Recreational and social
- Early Participants

- A list of classes available in that category will appear. Check the age and / or skill levels requirements and click on the session icon on the right-hand side.

**Thursday 11:15am - Progressive - Level 2 Adults**

As always we have numerous volunteers and other resources mobilised to make this experience as enjoyable as possible for everyone. If you/ your rider is unable to attend, please let us know as soon as possible either by email to [admin@vtra.ca](mailto:admin@vtra.ca) or by leaving us a message at 778-426-0506.

Please make sure that you/your participant come(s) ready to ride and for the weather (long hair tied back, no jewelry or anything that can get caught, long pants in [More information ...](#)

**Schedule:** On Thursday from 11:15 AM to 12:00 PM.  
From 9/21/2023 until 10/26/2023

**Start date:** 9/21/2023  
6 classes

**Available:** 4/4

**Session**  
\$210.00

**Thursday 5:30pm - Progressive skills - Teens**

As always we have numerous volunteers and other resources mobilised to make this experience as enjoyable as possible for everyone. If you/ your rider is unable to attend, please let us know as soon as possible either by email to [admin@vtra.ca](mailto:admin@vtra.ca) or by leaving us a message at 778-426-0506.

Please make sure that you/your participant come(s) ready to ride and for the weather (long hair tied back, no jewelry or anything that can get caught, long pants in [More information ...](#)

**Schedule:** On Thursday from 5:30 PM to 6:15 PM.  
From 9/21/2023 until 10/26/2023

**Start date:** 9/21/2023  
6 classes

**Available:** 4/4

**Session**  
\$210.00

- Then follow the prompts as you follow the registration and checkout processes. You will be asked to add the annual membership to your purchase.

- During the checkout process, at the Payment stage, you can choose between online immediate payment or offline. Choose offline if you are not paying online by credit card. You will automatically receive an invoice by email. If you are expecting payment from a third party funder that the VTRA needs to contact directly, send [Audrey](#), an email with the information about the funder as soon as possible.

### Cancellation policy

Like many other organizations, we are currently experiencing a lack of certified and available instructors. As a result, we have had to reduce the number of classes we are able to offer. Unfortunately, as a result of lack of staff and due to the growing number of last-minute session cancellations, we are introducing a cancellation policy. If you must cancel your session more than 2 weeks before the start of lessons, you will be issued a refund minus a \$35 administrative fee. If the invoice is outstanding at the moment of cancellation, the administrative will remain owing. Within 2 weeks of the start of classes, you will be issued a credit minus \$50 administrative fee. After the start of classes, we will issue a credit for the value of the remaining classes (past classes remain payable whether attended or not) minus a \$50 administrative fee.

### And finally...

We realize that these constitute very big changes in how our registration system is organized. We are very confident that this will make the process a lot more flexible for both our participants and our staff. In the meantime, do not hesitate to reach out if you are experiencing difficulty and we will be happy to help you.

Kind regards,  
Katleen Chateau  
[admin@vtra.ca](mailto:admin@vtra.ca)