



## **Instructions for completing your 2022-2023 Membership and League Sign-Up**

Again, this season, membership sign-up and league selection will be completed online through our club website.

A few notes before getting started:

1. We have found that completing the on-line Sign-Up process on a cell phone is a bit awkward. Working on a laptop, desktop, or tablet (iPad) is much easier. It can be done on a smart phone ... it's just tricky.
2. Completing Sign-Up online will be a little different compared to our traditional in-person Sign-Up night:
  - Member Events (Jacket Event, Jewel Event) are not offered as part of the online Sign-Up process. Sign-Up for those events is completed on the website as a separate process.
  - Learn-to-Curl sessions are not offered as part of the online Sign-Up process. Sign-Up for those programs is completed on the website as a separate process.
3. Please read the following communication from the Highland Community Curling Club Board of Directors:
  - [Message to all Highland Community Curling Club \(HCCC\) Members](#)
4. Please familiarize yourself with related information on our website:
  - Membership Info & Fees: Membership > [Membership Info & Fees](#)
  - Membership Types: Membership > [Membership Types](#)
  - Curling Leagues: Curling > [Leagues](#)

Charges and additions of note include:

- Changes to purchasing Food & Beverage
- An automatic late payment fee, for returning members completing Sign-Up after September 15, 2022
- An administrative surcharge automatically applied to credit card payments, to off-set the processing fees charged by the club's credit card payment processor
- Several new 'limited' membership types.

*That's it ... you are now ready to Sign-Up and become a member of the Highland Community Curling Club!*

Please email [contact@curlhighland.com](mailto:contact@curlhighland.com) if you have questions or problems with Sign-Up.

*Thank you! the Highland Community Curling Club*

## Sign-Up

Begin the *2022-2023 Membership & League Selection* process by accessing our website [curlhighland.com](http://curlhighland.com)


Then, on our Home page, you will find a section for Sign-Up:

### 2022-2023 Season Sign-Up will open August 14, 2022

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#### RETURNING MEMBERS

Please log into the member's area (Member-Central > Member Home) to complete your online Sign-Up.

 Member Log in

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Forgot your Log In credentials? - Username and/or Password?

 Recover

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#### NEW MEMBERS

Please first complete a New Member Request. After you are accepted as a club member, you will then be able to Sign-Up to play in our leagues.

 New Member Request

New Member Requests will be accepted after August 1, 2022.

**Note:** A unique email address is required for each person registering, including Youth leagues

It is important that on the contact form you provide us with a telephone number where we can reach you. If you do not provide a phone number, this will result in a delay in approving and activating your account.

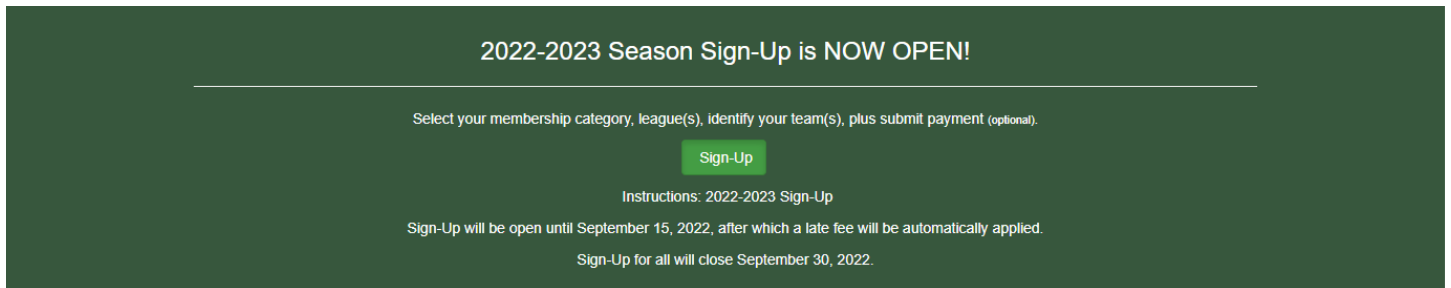
### Returning Members

- Log-In to our website. Then, from the Members-Home page, you will be presented with an option to begin *2022-2023 Member Sign-Up & League Selection*
- If you cannot remember your Username and/or Password from last season, either can be recovered using the red **Recover** button.

### New Members

- First, please complete a 'New Member Request'. It is a 3-step process.
  - Select the blue **New Member Request** button and complete the required information and click Sign-up. You will receive an email from the Highland Community Curling Club asking you to verify your email address. After you confirm your email address, you will be notified by email that you can access the Members area by logging in with the Username and Password you provided during your registration. Our aim is to process New Member Request within one business day, possibly after contacting you directly.
  - You are ready to continue the Sign-Up process as a Registered Member.
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Next, for both returning and new members, after you are fully registered and logged in to the website, from the member area (Member-Central > Member-Home), the **2022-2023 Membership Sign-Up & League Selection** section will appear



Continue the Sign-Up process by clicking the green *Sign-Up* button.

The online Sign-Up process is completed in six (6) steps:

- ❖ Step 1 – Confirm/Enter your Personal Information
- ❖ Step 2 – Select a Membership Type
- ❖ Step 3 – Select the League(s) You Wish to Join
- ❖ Step 4 – Confirm Member Options - For Office Use Only
- ❖ Step 5 - Waiver
- ❖ Step 6 - Confirmation
- ❖ Step 7 – Payment Options

### **Step 1 – Confirm/Enter your Personal Information**

Complete the requested personal information and select *Continue with Your Signup*

#### **Important Note:**

It is very important to correctly enter both **Gender** and **Date of Birth**. Both control options in steps that follow:

- **Date of Birth** controls which **Membership Types** are available in **Step 2**
- **Gender** controls which **Leagues** are available in **Step 3**

## Step 2 – Select a Membership Type

Select your preferred membership type and select *Continue with Your Signup*

### Example

Age as of end of June:20  
PROXY:Test, Member

#### 2022-2023 Member Signup

### STEP 2 - Select a Membership Type

Available membership types are displayed below. Please select the membership type that you wish to sign up for.

☐ **Intermediate Unlimited** - \$600.00

**Membership Includes:**

- Curling in unlimited Member Leagues (Member, Reduced)
- Scheduled league play including playoffs and championships
- Unlimited Sparing opportunities
- Preferred practice ice booking
- Locker room access (restricted to members allocated a locker)

☒ **Student Unlimited** - \$400.00

**Note:** Must be a full-time student under the age of 29.

**Membership Includes:**

- Curling in unlimited Member Leagues (Member, Reduced) at the discretion of each league convenor
- Scheduled league play including playoffs and championships
- Unlimited Sparing opportunities
- Preferred practice ice booking
- Locker room access (restricted to members allocated a locker)

☐ **Youth** - \$100.00

**Membership Includes:**

- Curling in one (1) Youth League
- **Youth Leagues:**
  - Juniors (U21): under 21 years of age \*
  - Bantam (U16): under 16 years of age \*
  - Little-Rocks: 6-12 years of age \*

\* age as of June 30th, 2022

**Note:** All three (3) Youth leagues run concurrently, and may be combined depending on enrolment.

**Membership Does Not Include:**

- Practice ice booking
- Locker room privileges

☐ **Junior (U21) Affiliate** - \$50.00

*Limited Membership* - must be approved by the Highland Community Curling Club (HCCC) Board.

For Junior and Bantam curlers only using Highland Community Curling Club as their home club for OCA curling competitions.

- Junior (U21: 16-20) and Bantam (U16: 12-15)

\$50+HST and OCA fees only.

**Membership Includes:**

- Limited practice ice booking

**Membership Does Not Include:**

- No curling privileges (leagues or member events)
- No sparing privileges
- Locker room privileges

Please continue through all of the sign-up steps until you have completed the entire registration process. Otherwise, your membership information will not be submitted.

Back

Continue with your Sign-up

You will only see options that align with your age.

In this example, with an age of 20, limited categories of membership are available.

## Step 3 – Select the League(s) You Wish to Join

Based on your membership type, age, and gender, you will see the league options available to you. If you need to adjust your age and/or gender, go to Member-Central > **Edit My Information**.

### 2022-2023 Member Signup

#### STEP 3 - Select The League(s) You Wish to Join

For each league that you wish to join, click on the League Name. A new window will open for you to fill out your team or individual entry. You will be returned to this page to enter multiple leagues.

Men's Club 'C' (Monday Evening)	
Mixed Club 'C' (Wednesday Evening)	
Day Men's Club 'C' (Thursday Morning)	
Mixed Doubles Club 'C' (Saturday Afternoon)	
Day Men's (Monday Morning)	
Open League (Tuesday Evening)	
Day Open League (Friday Morning)	
Friday Night Recreational (Friday Evening)	
Golfers & Friends (Wednesday Afternoon)	
Juniors (U21) (Sunday Morning)	
# of Leagues Selected: 0	

To change your preferences within a league, click the Delete button and re-enter your information.

**Please continue through all of the sign-up steps until you have completed the entire registration process.  
Otherwise, your membership information and league registrations will not be submitted.**

Back

Use the green  
Back button at  
anytime to  
return to the  
previous screen

- Select a league you wish to join. The Team Entry and/or Individual Entry page for that league will appear.
- If the league is Team Entry and you are part of a team, name all your teammates by position – as many as you know (*if you do not know all of them yet, they can be added later*).
- If you do not have a team and wish to be put on one, complete the Individual Entry information. Select *Save Entry*.
- Continue selecting the leagues you wish to play in. A summary of each of the leagues will display as you proceed.
- When you have finished entering information for each league, select *Continue with Your Signup*.

## Mixed Club 'C' (Wednesday Evening)

Our **Mixed Club 'C'** league is competitive, yet fun and social. *Almost all evening curlers want to play in this league!*

Teams are comprised of two female and two male curlers. Curlers of all abilities, skill levels and experience are welcome.

After the final round robin draw, playoffs are held to determine champions in several events.

<b>Target Curlers:</b>	Competitive, adult, male & female curlers; all skill levels
<b>Format:</b>	This league uses a ladder format - teams move up/down flights based on performance each round; this league runs the entire season
<b>Draw Times:</b>	Wednesday evening: staggered starts: 5:30pm & 6pm, 7:30pm & 8pm, 9:30pm
<b>Entry Type:</b>	Team entry or Individual entry (convener will assist with creating teams)

### Team Entry:

NOTE: Please use the form below to tell us what team you plan to be on, and what position you will likely play. This will be used to build team. If you want the club help you fill a spot on your team, type HELP in the position(s). If you want to find a player yourself, just enter TBD in the

Skip:

Vice:

Second:

Lead:

(Optional)Fifth:

(Optional)Sixth:

Enter as many teammates as possible by position for each league you wish to play in.

OR

### Individual Entry:

Your Name:

Preferred Position:

2nd Preferred Position:

(optional)I'd Like To Play With:

If you wish to be put on a team, complete the Individual Entry.  
This option may not be available for all leagues.

Back

Save Entry

- You will see a summary of the leagues you have selected and players you have named on your teams.

#### STEP 3 - Select The League(s) You Wish to Join

For each league that you wish to join, click on the League Name. A new window will open for you to fill out your team or individual entry. You will be returned to this page to enter multiple leagues.

Mixed Club 'C' (Wednesday Evening)	Skip: Wayne Goldstein Vice: Ann Stubbins Second: David Stubbins Lead: Diane Goldstein	Delete
Women's Club 'C' (Thursday Evening)	Skip: Ann Stubbins Vice: Brenda Holloway Second: Michelle Symons Lead: Diane Goldstein	Delete
Day Women's Club 'C' (Monday Afternoon)		
Open League - Team Entry (Tuesday Evening)		
Open League - Individual Entry (Tuesday Evening)		
Day Women's Open (Tuesday Afternoon)		
Friday Night Social (Friday Evening)		
Mixed Doubles (Saturday Afternoon)	Skip: Ann Stubbins Vice: David Stubbins Second: Lead:	Delete

- If you need to make changes you may do so at anytime using the green *Delete*, *Back* and *Clear* buttons

To change your preferences within a league, click the Delete button and re-enter your information.

**Please continue through all of the sign-up steps until you have completed the entire registration process. Otherwise, your membership information and league registrations will not be submitted.**

Back	Clear All (3) League Selections	Continue With Your Sign-Up
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### Step 4 – Confirm Member Options - For Office Use Only

- Step 4 will not be seen during normal member Sign-Up.

## **Step 5 – Waiver**

- Complete the Club Liability Waiver by reading then entering your name and selecting *I Agree with the Waiver – Continue with Your Signup*.

The waiver can be printed later outside of this Sign-Up process, by accessing Resources > Waivers

## **Steps 6 – Confirmation**

- Your Membership and League selections will appear
- The fees charged for the Membership and Leagues will appear
- If changes need to be made, use the green *BACK* button at the bottom
- If correct, select *Confirm my Entry*

You will receive an email confirming the information and the amount due to pay.

IMPORTANT! You have NOT fully completed Sign-Up until payment is received.

## **Steps 7 – Payment Options**

- You may pay by e-transfer or credit card (*not Amex*)
  - e-Transfers are sent to [etransfer@curlhighland.com](mailto:etransfer@curlhighland.com) and is our preferred method of payment
  - An administrative surcharge of 3% will automatically be added to all credit card payments
  - Cheques are discouraged but if this is your only option, please email [finance@curlhighland.com](mailto:finance@curlhighland.com) for instructions. Payable to Highland Community Curling Club
  - If you have a request for any other payment options, please contact [finance@curlhighland.com](mailto:finance@curlhighland.com)
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## **Making Changes or Additions after your initial Sign-Up is Complete**

At anytime you can access online Sign-Up again to add teammates, change your membership type and/or select an additional league.

Make sure that you continue through until at least Step 5–Confirmation, to record your changes.

If you make changes that impact your amount owing, continue through to Step 6–Payment Options:

- If your amount owing increases, you can pay the difference using any of the payment options
- If your amount owing decreases, please contact [finance@curlhighland.com](mailto:finance@curlhighland.com) to ensure that your refund is processed in a timely manner.

*Thank you for completing your online Sign-Up!*