



CURL HIGHLAND

Friendship • Sportsmanship • Tradition

2023-2024 Season Sign-Up Instructions

Membership sign-up and league selection will be done online through our website curlhighland.com

Sign-up closes September 30, 2023. Early Sign-up is encouraged to guarantee choice of league(s) and team(s).

A few notes before getting started:

- 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. On all mobile devices (tablets, cell phones) is much easier to enter data in landscape (wide) format than portrait (tall) format.
- Please familiarize yourself with the following information on our website:
 - Membership > [Membership Info & Fees](#)
 - Membership > [Membership Types](#)
 - Membership > [Payment](#)
 - Curling > Leagues > [Our Leagues](#)
 - Resources > Waivers > [Liability Waiver](#)
- New for the 2023-2024 season:
 - Intermediate and Student members may pay in two instalments, 50% before the start of the season, and 50% in January 2024.

That's it ... you are now ready to Sign-Up for the coming curling season!

Contact contact@curlhighland.com if you have questions or problems with Sign-Up.

Thank you!

Current Members

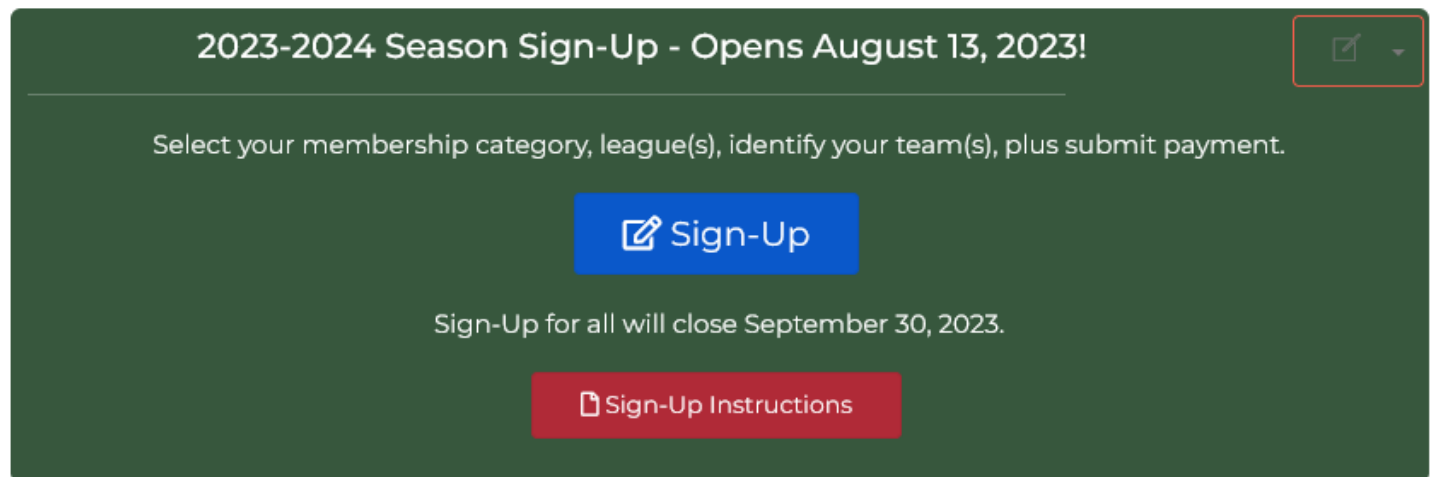
- Log-In to our website. On the **Member Home** page, you will be presented with an option to begin **2023-2024 Member Sign-Up & League Selection**

New Members

- Please first complete a **New Member Request**
- From the main menu, select **Membership > [New Member Request](#)** and follow the 3-step process. First, enter the required information and enter Sign up. You will then 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 only area by logging in with the Username and Password you provided during your registration.
- After logging in, you are ready to begin the annual Sign-Up process as a Registered Member.

After logging in to the website, look for this section on the **Members Home** page:

2023-2024 Season Sign-Up & League Selection

A dark green banner with white text. At the top, it says "2023-2024 Season Sign-Up - Opens August 13, 2023!". Below that, it says "Select your membership category, league(s), identify your team(s), plus submit payment." In the center is a blue button with a white pencil icon and the text "Sign-Up". Below the button, it says "Sign-Up for all will close September 30, 2023." At the bottom is a red button with a white document icon and the text "Sign-Up Instructions". In the top right corner, there is a small red-bordered box containing a white square icon with a pencil and a dropdown arrow.

2023-2024 Season Sign-Up - Opens August 13, 2023!

Select your membership category, league(s), identify your team(s), plus submit payment.

Sign-Up

Sign-Up for all will close September 30, 2023.

Sign-Up Instructions

Need Help with Sign-Up?

- Please e-mail contact@curlhighland.com
-

Sign-Up is a Seven (7) Step Process

Step 1 – Confirm/Enter your Personal Information


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

** It is important to correctly specify your *Gender* and *Date of Birth*, as this information is used to filter options in later steps of the Sign-Up process **

2023-2024 Member Signup

STEP 1 - Confirm/Enter your Personal Information

Please provide information in all of the fields below. * Indicates a required field.

PERSONAL INFO	
First Name:	Test
Last Name:	Member
Email:	david.stubbins@n42w81.com
Address 1:*	<input type="text" value="123 Test Road"/>
Address 2:	<input type="text" value="Unit 123"/>
City:*	<input type="text" value="London"/>
State/Province: *	<input type="text" value="ON"/>
ZIP/Postal Code:*	<input type="text" value="N6P 1H1"/>
Home Phone:	<input type="text" value="519-203-1234"/> ###-###-####
Work Phone:	<input type="text"/> ###-###-####
Wk Extn:	<input type="text"/>
Cellular Phone:	<input type="text" value="519-854-1234"/> ###-###-####
Gender:*	<input type="text" value="Male"/>
Date of Birth:*	<input type="text" value="2000-01-01"/> 
	YEAR-MM-DD
EMERGENCY CONTACT INFO	
Contact Name:*	<input type="text" value="Testy Member"/>
Contact Relation:*	<input type="text" value="Wife"/>
Contact Phone 1:*	<input type="text" value="519-203-1234"/> ###-###-####
Contact Phone 2:	<input type="text" value="519-854-4321"/> ###-###-####
CURLING INFO	
Skill Level:*	<input type="text" value="New to Curling"/>
Number of Years Curled:*	<input type="text" value="1"/>
Are you a golf member at Highland Country Club?*	<input type="text" value="No"/>
Discount Code:	<input type="text"/>

[Continue with your Sign-Up](#)

Step 2 – Select a Membership Type

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

Example

You will only see options that align with your age

In this example, with an age of 23, three categories of membership are available

Age as of end of June:23
PROXY:Test, Member
2023-2024 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 - \$550.00

Membership Includes:

- Curling in unlimited Member Leagues (Member, Reduced)
- Scheduled league play including playoffs and championships
- Unlimited Sparring opportunities
- Preferred practice ice booking

New to the 2023-2024 Season:

- Intermediate memberships may be paid in two instalments:
 - 50% prior to the start of the season, and 50% early January, 2024:
 - total annual fee: \$627.15; 1st instalment: \$315.00; 2nd instalment: \$312.15
- Both instalments must be paid by e-transfer.

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 Sparring opportunities
- Preferred practice ice booking

New to the 2023-2024 Season:

- Student memberships may be paid in two instalments:
 - 50% prior to the start of the season, and 50% early January, 2024:
 - total annual fee: \$457.65; 1st instalment: \$230.00; 2nd instalment: \$227.65
- Both instalments must be paid by e-transfer.

Limited Leagues - \$300.00

Membership Includes:

- Curling in one (1) *Limited* League:
 - Colfers & Friends
 - Mixed Doubles Club 'C'
- Curling in Member Events (pocket, Jewell)
- Scheduled league play
- Sparring opportunities two (2) times per season
- Practice ice booking

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.

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Continue with your Sign-up

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 gender, go to Member Central > Edit My Information.

Age as of end of June:23

PROXY:Test Member

2023-2024 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 Morning or Afternoon)		
Day Men's Jitney (Monday Morning)		
Open League (Tuesday Evening)		
Day Open League (Friday Morning)		
Friday Night Recreational (Friday Evening)	Individual Entry	Delete
	Preferred Position 1:Skip	
	I'd like to play with:test	
Golfers & Friends (Wednesday Afternoon)		
Juniors (U21) (Sunday Morning)		
		# of Leagues Selected: 1

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.

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Clear All (1) League Selections

Continue With Your Sign-Up

- 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 of 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.

2023-2024 Member 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.

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

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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.

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Clear All (3) League Selections

Continue With Your Sign-Up

Step 4 – Confirm Membership Options

Half Year Option

- Used only by our Membership Team

Steps 5 – Agree to the Club Liability Waiver

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

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
- Cheques are discouraged but if this is your only option, please email 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

Changes after initial Sign-Up is complete

At anytime until September 30, 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 6–Confirmation, to record your changes.

If you make changes that impact your amount owing, continue through to Step 7–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 to ensure that your refund is processed in a timely manner.

Thank you for completing sign-up!