

# 2024-2025 Season Sign-Up Instructions

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

**Sign-up closes September 27, 2024**. 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 > <u>Liability Waiver</u>
- All curling dues must be paid in full by **October 1** by credit card or etransfer:
  - Intermediate and Student members may pay in two instalments, 50% before the start of the season, and 50% in January 2025.

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!

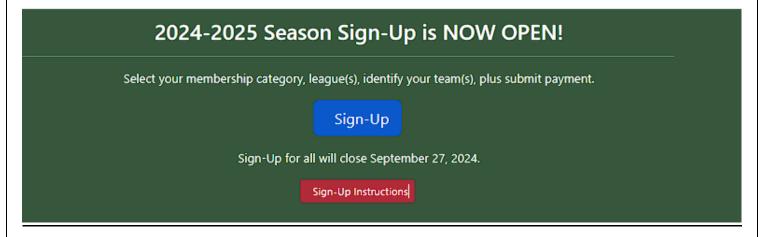
#### **Current Members**

Log-In to our website. On the Member Home page, you will be presented with an option to begin 2024-2025
 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:

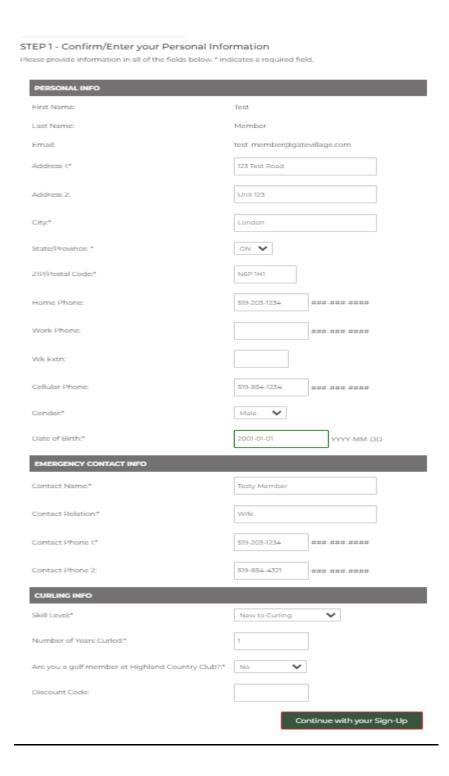


# Sign-Up is a Seven (7) Step Process

# 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 \*\*



# Step 2 – Select a Membership Type

Select your preferred membership type and select Continue with Your Signup

#### Example

#### STEP 2 - Select a Membership Type

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

Intermediate Unlimited - \$550.00

#### Membership Includes:

- Curling in unlimited Member Leagues (Member & Umbed)
- · Scheduled league play including playoffs and championships
- · Unlimited Sparing opportunities
- · Preferred practice ice booking

#### Pay in Instalments:

- · Intermediate memberships may be paid in two instalments:
  - 50% prior to the start of the season, and 50% early January, 2025;
    - total annual fee: \$627.15; 1st instalment: \$315.00; 2nd instalment: \$312.15
- Both instalments <u>must</u> be paid by e-transfer.

O Student Unlimited - \$400.00

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

#### Membership Includes:

- Curling in unlimited Member Leagues (Member & Umbed) at the discretion of each league convenor
- · Scheduled league play including playoffs and championships
- Unlimited Sparing opportunities
- · Preferred practice ice booking

#### Pay in Instalments:

- · Intermediate memberships may be paid in two instalments:
  - · 50% prior to the start of the season, and 50% early January, 2025:
    - total annual fee: \$627.15; 1st instalment: \$315.00; 2nd instalment: \$312.15
- · Both instalments must be paid by e-transfer.

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 from Step 1

In this example, with an age of 23, three 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 gender, go to Member Central > Edit My Information.

#### 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 of	or Afternoon)
Day Men's Jitney (Monday Morning)	
Open League (Tuesday Evening)	
Day Open League (Friday Morning)	
Friday Night Recreational (Friday Evening)	
Youth (6-20) (Sunday Morning)	
	# of Leagues Selected:

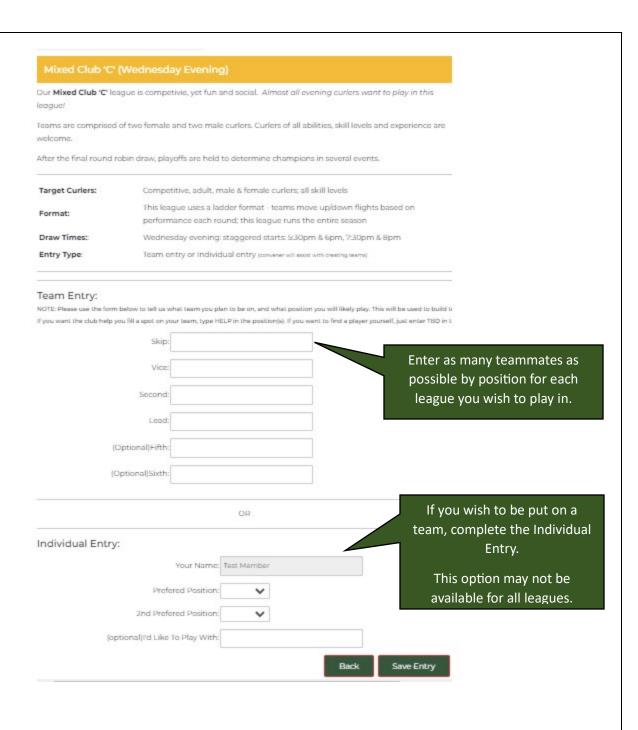
To change your preferences within a league, click the Delete button and re-enter your information.

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.



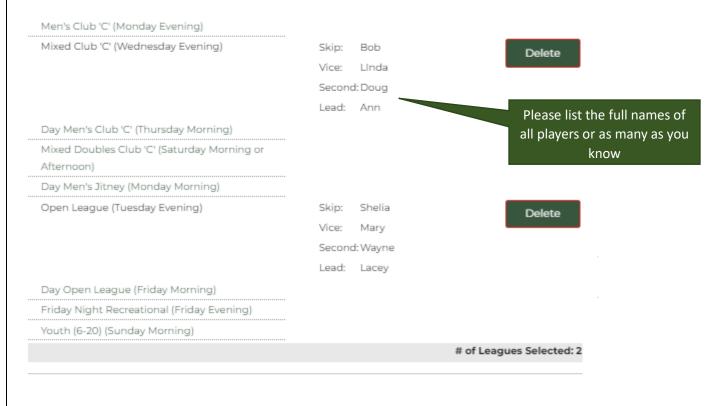
- Select a league you wish to join. The Team Entry and/or Individual Entry page for that league will appear.
- If the league is Team Entry and you are part of a team, name all your teammates by position as many as you know (if you do not know all of them yet, they can be added later).
- If you do not 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.



• 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.



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 (2) League Selections Continue With Your Sign-Up

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

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.

All payments are due by October 1, 2024

### Steps 7 – Payment Options

- You may pay by e-transfer or credit card (not Amex)
- e-Transfers are sent to <a href="mailto:etransfer@curlhighland.com">etransfer@curlhighland.com</a>
- Cheques are discouraged but if this is your only option, please email <a href="mailto:finance@curlhighland.com">finance@curlhighland.com</a> for instructions. Payable to Highland Community Curling Club
- If you have a request for any other payment options, please contact <a href="mailto:finance@curlhighland.com">finance@curlhighland.com</a>

# Changes after initial Sign-Up is complete

At anytime until September 27, 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 <a href="mailto:finance@curlhighland.com">finance@curlhighland.com</a> to ensure that your refund is processed in a timely manner.

Thank you for completing sign-up!