

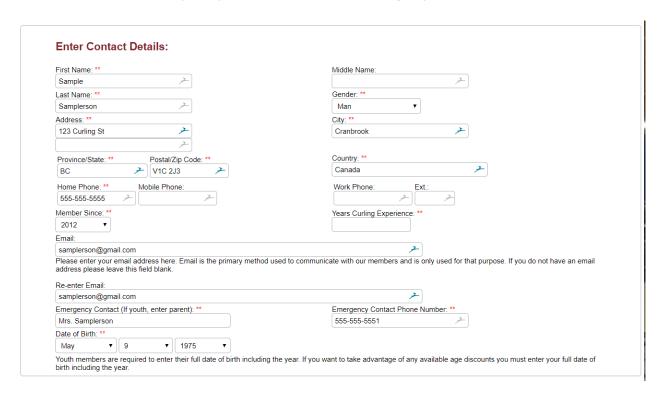
Online Registration Walkthrough

As of the 2019-2020 season, all curlers will register through the Cranbrook Curling Club's website (www.cranbrookcurling.ca). We recognize that this is a major change for both the curlers and the league administrators, and there will inevitably be some snags and hiccups along the way. This document is intended to provide a general outline and tips to complete your registration. If you encounter a problem that isn't addressed here, please contact the club manager (manager@cranbrookcurling.ca) or Brett Watson (brett@cranbrookcurling.ca) for assistance.

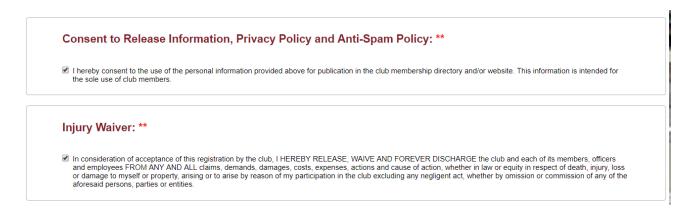
- 1. Become a Member (If you already have a website login, log in and skip this step and log in):
 - Under the "Members" drop-down list, select "Become a Member".



Fill out all the required personal information and emergency contact details.



Check the boxes for the Consent to Release Information and the Injury Waiver.

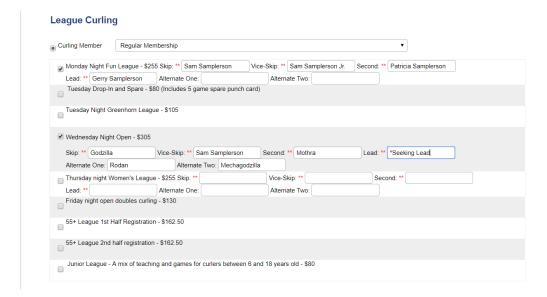


Register in your leagues

- Select the "Curling Member" radio button and select your membership type.
 - o Unlimited Curling Those who curl in three leagues or more
 - o Regular Membership Most curlers
 - Drop In and Spare Membership Those who wish to attend drop-in or spare, but aren't registered in any leagues.
 - First Year Curler Select if it's your first year at the club and you're registering in any league other than the Greenhorn league.



- Select your league(s)
 - o Check the box for each league you're curling in.
 - o For most leagues, include the list of your teammates. If you're a player looking for a team or a team looking for a player, please write that in the name box(es).
 - o If you are playing in the 55+ League, the registration is divided into 1st half and 2nd half to accommodate snowbirds who may play only a half season. If you intend to curl all season, please be sure to select both leagues.



- Additional Registration Options
 - o If you would like to rent a locker, select the box. *DO NOT SELECT THIS BUTTON IF YOU ARE OPTING FOR THE UNLIMITED CURLING MEMBERSHIP AS IT IS ALREADY INCLUDED.
 - o If you are in a league but wish to spare outside your league, you must have a Spare Punch Card. If you're not registering in a league and have chosen the "Drop In and Spare Membership", your first punch card is included. Please do not select this option.

Additional Registration Options



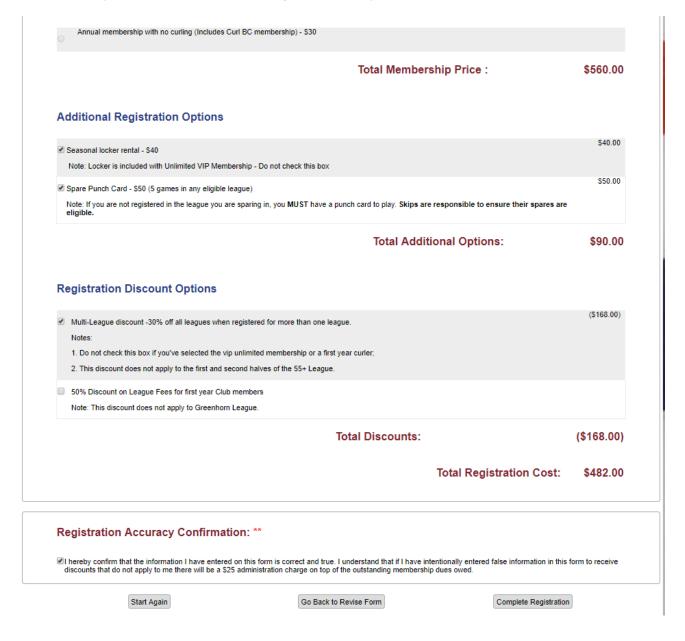
- Registration Discount Options
 - Multi-League Discount Select the checkbox if you are registered in multiple leagues. Please note
 that this discount does not apply to the two halves of the 55+ season, and does not apply to the
 Unlimited Curling membership (as the discount is already built into that price).



- Check the box confirming that all the information is accurate. Please note that the \$25 administration fee will be applied if curlers check a box for a discount for which they are not entitled.
- Click the "Validate Registration and Calculate Fee" button.

Registration Accuracy Confirmation: **	
□ I hereby confirm that the information I have entered on this form is correct and true. I understand that if I have intentionally entered false information in this form to receive discounts that do not apply to me there will be a \$25 administration charge on top of the outstanding membership dues owed.	
Reset Form	Validate Registration and Calculate Fee

- Review the details and total price. If something doesn't look right, click "Go Back to Revise Form". If all information is correct, select "Complete Registration".
- Your registration is automatically emailed to the club manager. If you wish to print a copy of your registration receipt, click the "Print and Email Registration Receipt" button.



2. Pay your fees at the Club prior to the beginning of the season. Curlers who have not paid will not be able to register themselves on a team. Online payment options will become available soon.

