

**THE CURLING CLUB OF COLLINGWOOD  
2019/2020 ONLINE REGISTRATION GUIDELINES**

ONLINE REGISTRATION WILL BE OPEN @ 7:00 A.M. ON MONDAY  
SEPTEMBER 9, 2019

**FOR RETURNING MEMBERS:-**

LOGIN TO: collingwoodcurlingclub.ca USING YOUR USER NAME AND  
PASSWORD

ON THE TOP MENU BAR, SELECT **MEMBERS+**

A DROP DOWN LIST WILL APPEAR. SELECT THE 6<sup>TH</sup> ITEM – **RENEW  
MEMBERSHIP**

A REGISTRATION FORM WILL APPEAR WITH ALL OF YOUR PERSONAL  
INFORMATION. ITEMS MARKED WITH AN \*\* ARE MANDATORY.

**FOR NEW MEMBERS:-**

LOGIN TO: collingwoodcurlingclub.ca AND SELECT THE “NEW MEMBER  
SIGN-UP” OPTION ON THE TOP MENU BAR.

A REGISTRATION FORM WILL APPEAR. YOU WILL HAVE TO ENTER IN ALL  
OF YOUR PERSONAL INFORMATION. ITEMS MARKED WITH AN \*\* ARE  
MANDATORY.

**FOR ALL REGISTRATIONS:-**

PLEASE BE SURE TO CHECK OFF THE CONSENTS AND WAIVERS.

AT THIS POINT THE REGISTRATION PROCESS IS FAIRLY  
STRAIGHTFORWARD. A SAMPLE REGISTRATION FORM IS AVAILABLE ON  
OUR WEBSITE FOR YOUR REFERENCE.

THERE ARE 6 TYPES OF MEMBERSHIPS:

1. GENERAL CURLING MEMBERSHIP. CHOOSE THIS IF YOU PLAN TO  
CURL THIS SEASON. YOU MUST SELECT A MEMBERSHIP FEE  
OPTION FROM THE DROP DOWN MENU.

There are 6 Fee Options: Choose only one from the list below:-

1. Unlimited Leagues. Includes a Locker ( \$335)
  2. One League only. Full Year. A locker is not included in the price (\$205). NO sparing in any other leagues.
  3. Draw 1 only. You may curl in any league for Draw 1. A locker is not included in the price (\$205). Sparing is allowed in other leagues in this Draw ONLY
  4. Draw 2 only. You may curl in any league for Draw 2. A locker is not included in the price (\$205). Sparing is allowed in other leagues in this Draw ONLY
  5. Draw 3 only. You may curl in any league for Draw 3. A locker is not included in the price (\$205). Sparing is allowed in other leagues in this Draw ONLY
  6. Youth Program. Ages 13-18. Includes Junior Program, Sunday Jitney & 1 Adult League. A locker is not included in the price (\$175)
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2. JUNIOR MEMBERSHIP. FOR PLAYERS BETWEEN AGES 7 TO 18. THIS IS A SUNDAY ONLY PROGRAM FROM 9:00 AM TO 12:30 PM
  3. ADULT SOCIAL MEMBER. CHOOSE THIS IF YOU DO NOT WANT TO CURL, BUT BE ABLE TO PARTICIPATE IN ALL OFF ICE ACTIVITIES
  4. OCA ADULT COMPETITOR
  5. OCA YOUTH COMPETITOR

ALL OF THE LEAGUES AND DRAWS, WITH APPLICABLE DATES, ARE ON THE FORM. YOU SHOULD MAKE NOTE OF THE LEAGUES YOU WANT TO REGISTER FOR SO YOU CAN HAVE IT HANDY ON MONDAY MORNING. YOU CAN VIEW ALL OF OUR LEAGUES ON THE MEMBER HOME PAGE UNDER THE 2<sup>ND</sup> TAB FROM THE LEFT, "OUR LEAGUES+".

ONCE YOU HAVE FILLED IN ALL OF YOUR DATA, HIT THE "VALIDATE REGISTRATION AND CALCULATE FEE" TAB AT THE BOTTOM RIGHT OF THE LAST PAGE.

STEP 2 OF 3 APPEARS. THIS JUST GIVES YOU THE INFORMATION YOU HAVE ENTERED. IF YOU HAVE OMITTED ANY OF THE MANDATORY INFORMATION, THERE WILL BE A LIST AT THE TOP OF THE PAGE, **IN RED** SHOWING WHAT NEEDS TO BE COMPLETED. MAKE ALL NECESSARY CORRECTIONS, AND HIT THE "COMPLETE REGISTRATION" TAB AT THE BOTTOM RIGHT OF THE FORM. IF IT IS CORRECT, JUST SCROLL TO THE BOTTOM OF THE FORM AND HIT THE "COMPLETE REGISTRATION" TAB ON THE BOTTOM RIGHT.

STEP 3 OF 3 APPEARS

THIS IS THE LAST STEP IN THE REGISTRATION PROCESS (BEFORE ONLINE PAYMENT)

TO PAY ONLINE, HIT THE "PAY NOW" TAB AT THE TOP RIGHT OF THE FORM. A PAYMENT FORM WILL APPEAR REQUESTING YOUR VISA OR MASTERCARD INFORMATION. COMPLETE AND SUBMIT.

IF FOR SOME REASON YOUR PAYMENT DOESN'T PROCESS, DO NOT START OVER. JUST SELECT "COMPLETE REGISTRATION". YOU WILL HAVE THE OPTION OF GOING INTO YOUR PROFILE AFTERWARDS TO PAY ONLINE. THIS WILL NOT AFFECT THE TIMING OF YOUR REGISTRATION FOR PURPOSES OF LEAGUE SELECTION

AN EMAIL WILL BE SENT TO YOU WITH CONFIRMATION OF YOUR REGISTRATION AND PAYMENT.

IF YOU HAVE PAID BY CHEQUE, SIMPLY HIT THE "PRINT REGISTRATION RECEIPT" TAB AT THE TOP LEFT OF THE FORM. AN EMAIL WILL BE SENT TO YOU WITH A CONFIRMATION OF YOUR REGISTRATION. YOUR PAYMENT STATUS WILL BE UPDATED ONCE YOUR CHEQUE HAS BEEN DEPOSITED.

GOOD LUCK TO ALL!

REMEMBER THAT ASSISTANCE WILL BE AVAILABLE AT THE CLUB ON MONDAY MORNING FROM 7:00 A.M. UNTIL 11:00 A.M.

The Registration Team