

MEMBERSHIP REGISTRATION

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MEMBERSHIP REGISTRATION

BACKGROUND

Welcome to the instructions on how to register online as a member of the City View Curling Club. This guide will walk you through the screens and options you need to complete your membership registration.

CHANGES TO REGISTRATION FOR THE 2023-24 SEASON

Discount for Early Registration

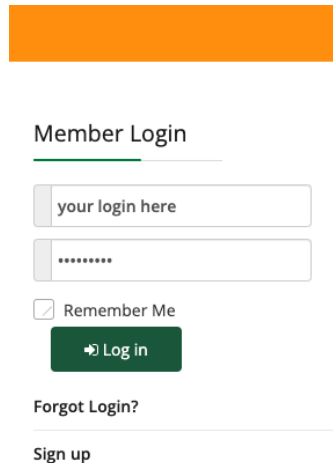
If you register by May 15, 2023 and pay at least the membership portion of your fees (\$276.50 including HST), you will receive a \$25 discount. This discount does not apply to Youth members.

\$50 Late Fee

If your fees are not paid in full by September 16, 2023, you will be charged a \$50 late fee.

PREREQUISITES

You must have login credentials (a userID and Password) for our MEMBER LOGIN on our website (<https://cityviewcurling.ca/>) in order to register.



The screenshot shows a login form titled "Member Login". It features two input fields: the first is labeled "your login here" and the second is a password field with masked characters. Below the password field is a checkbox labeled "Remember Me". A green button with a right-pointing arrow and the text "Log in" is positioned below the checkbox. Underneath the button, there is a link for "Forgot Login?". At the bottom of the form, there is a link for "Sign up".

- If you are **returning member and your member login credentials are working**, proceed to the registration section of this document
- If you are a **returning member but your login is not working** or you forgot your Username or password, click on **Forgot Login?** which will bring you to the following screen:

MEMBERSHIP REGISTRATION

Lost your Username or your Password ?

Reminder needed for Lost Username Lost Password

Member Login

Remember Me

Log in

Forgot Login?

Sign up

or you can contact the Membership Rep at: membership@cityviewcurling.ca

- If you are a **new member**, click **Sign up** which will bring you to the next screen. Once the form is completed, click **Sign up** at the bottom of the form and an approval will go to the Membership Rep. If you do not get a response by email from the system within the next 48 hours, don't hesitate to email membership@cityviewcurling.ca as a reminder.

Join us!

Only use this registration page if you are a NEW member of the curling club. Do not use this page if you are a returning member! Please use the forgot login link to retrieve your username and password.

★ Required field | 👁 Field visible on your profile | 🔒 Field not visible on profile | ⓘ Information: Point mouse to icon

First Name	<input type="text"/>	★ 👁 ⓘ
Last Name	<input type="text"/>	★ 👁 ⓘ
Email	<input type="text"/>	★ 👁 ⓘ
Username	<input type="text"/>	★ 👁 ⓘ
Password	<input type="password"/>	★ 🔒 ⓘ
Verify Password	<input type="password"/>	★ 🔒 ⓘ
Home Phone	<input type="text"/>	👁
Work Phone	<input type="text"/>	👁
Work Extension	<input type="text"/>	👁
Cell Phone	<input type="text"/>	👁

Sign up


★ Required field | 👁 Field visible on your profile | 🔒 Field not visible on profile | ⓘ Information: Point mouse to icon

MEMBERSHIP REGISTRATION

REGISTRATION

Once you have logged in to the Member section of the website, the first thing you should see on the Member homepage is the following:

2023-24 Membership & League Sign-up



RETURNING MEMBERS
Click the Green "Click Here to Register" Button to begin the sign-up process.
You have until May 15th, 2023 to retain your team spot by having at least 3 registered members who have paid their base membership fee (\$276.50 including HST) at a minimum.

Here is a guide to assist you with the registration process [Membership Registration Guide](#)

NEW MEMBERS
If you are planning a new fixed team or looking to join as an individual or couple, please inquire about league openings with the corresponding representative(s). Click on this link for the [League Reps Contact](#)

Page

The following link will direct you to the approved [2023-2024 Membership Fees](#)
General Inquiries to: membership@cityviewcurling.ca

- Click on the large Green **Click Here to Register** button and you and follow all the steps in the registration process

STEP 1: Confirm/Enter your Personal Information

- Update Any Personal Information you wish the club to have on hand for contacting you and be advised that any email address or phone numbers indicated are published in the membership directory on the private member area of the website and are not viewable on the public homepage.
- If you are registering a youth, please fill in the emergency contact information.
- Click the **Continue With Your Sign-Up** button when done.
- You may update this information at any point during the year by clicking the arrow beside **My Information** on the **Member Menu**. (*Tip – you must click the arrow beside the label, not the text itself to see the sub-menu – and on some devices the arrow may be quite a bit to the right of the text.*)

Member Menu

Member's Home

Member Information ^

My Information

STEP 2: Select a Membership Type

- There are four Membership Types:

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- **Regular Member**

Members that play in one or more of the following leagues

- Day Men
- Day Ladies
- Day Open Fixed
- Monday Evening Ladies
- Monday Open Doubles
- Tuesday Novice
- Tuesday Evening Open
- Wednesday Evening Open
- Thursday Evening Open
- Friendly Fridays
- Friday Mixed
- Saturday Afternoon Social League
- Saturday Mixed

Regular Members can book practice ice, spare, be a 5th or 6th member of a fixed team, participate in club events, represent CVCC in CurlION and LCA events, attend and vote at member meetings.

- **Youth Member**

For youth curlers aged 7-17 years who participate in the Sunday Youth Program (Little Rocks, U15 and U18 programs)

Youth members aged 14 and older can spare in regular leagues

Receive newsletters and event notices sent from the club to members and have access to the Member section of the website.

- **Spare member**

Can book practice ice, spare, be a 5th or 6th member of a fixed team, participate in club events, represent CVCC in CurlION and LCA events, attend and vote at member meetings.

- **Social Member**

Can participate in social events.

Does not have any membership benefits, including participation in leagues, booking of practice ice, sparing in any leagues, or attendance at member meetings.

- Click the **Continue With Your Sign-Up** button once completed

STEP 3: Select League(s) You Wish to Join

Depending on your selection from STEP 2, you will be redirected to a League selection page.

Other noteworthy comments:

- (1) The leagues that you can register for are displayed based on the gender that you identified in STEP 1 and/or the membership type you selected in STEP 2. For example, if you are registering as a **Regular Member** and indicated your gender as **Male**, then the **Day Ladies** and **Monday Evening Ladies** leagues will not be displayed, but you will see the **Day Mens** league

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- (2) If a particular league registration is FULL, it will be displayed with a comment of **LIMIT REACHED** next to it and you will not be able to register for that league.
- (3) If you chose the **Youth** membership type in STEP 2, we currently have only one league selection which is the Sunday Youth program, and it needs to be selected before proceeding to STEP 4.
- (4) If you are registering as a **Spare** or **Social** member, these membership types do not have any leagues so you should simply proceed to STEP 4.
- The selections that you see will be similar to those in the image below if you are **FEMALE** and are registering as a **Regular Member**

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

For each league that you wish to join, click on the title. 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.

Day Ladies (Tuesdays) - \$240.00 (for Tuesday and/or Thursday)

Day Ladies (Thursdays) - \$240.00 (for Tuesday and/or Thursday)

Day Open Fixed (Mondays) - \$240.00 (for Monday and/or Wednesday)

Day Open Fixed (Wednesday) - \$240.00 (for Monday and/or Wednesday)

Monday Evening Ladies - \$240.00

Monday Open Doubles League - \$240.00

Tuesday Evening Open - \$240.00

Tuesday Evening Novice League - \$240.00

Wednesday Evening Open - \$240.00

Thursday Evening Open - \$240.00

Friendly Fridays - \$210.00

Friday Mixed - \$240.00

Saturday Afternoon Social League - \$240.00

Saturday Mixed - \$240.00

YOU MUST CONTINUE WITH THE SIGN-UP PROCESS UNTIL THE LAST STEP, OTHERWISE YOUR ENTRY WILL BE DELETED!

- Once you select a league, you will be taken to a new screen that displays the description and details of that league. For fixed leagues, you can sign up as part of a team, and list the other team members, as in the following example:

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Team Entry - NOTE: If you want the club to find you a player, enter HELP; if you want to find a player yourself, ju:
Also, please indicate who the team owner is (if not the skip) in the comment box.

Skip:

Vice:

Second:

Lead:

(Optional)Fifth:

(Optional)Sixth:

or you can sign up as an individual and fill in your preferred positions as in this example:

Individual Entry - Please place me on a team.

Your Name:

Preferred Position:

2nd Preferred Position:

(optional)I'd Like To Play With:

For leagues that don't have fixed teams, you will sign up as an individual.

- If you are joining multiple leagues, repeat the sign up process for each league that you are joining.
- In the following example, this individual is signing up for **Monday Open Doubles** and Friday Mixed as part of a team. The details are displayed next to the league selection.

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

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Day Ladies (Thursdays) - \$240.00 (for Tuesday and/or Thursday)

Day Open Fixed (Mondays) - \$240.00 (for Monday and/or Wednesday)

Day Open Fixed (Wednesday) - \$240.00 (for Monday and/or Wednesday)

Monday Evening Ladies - \$240.00

Monday Open Doubles League - \$240.00

Individual Entry

Edit

Delete

Tuesday Evening Open - \$240.00

Tuesday Evening Novice League - \$240.00

Wednesday Evening Open - \$240.00

Thursday Evening Open - \$240.00

Friendly Fridays - \$210.00

Friday Mixed - \$240.00

Skip: member
Ship

Edit

Vice: Frank Stein

Second: Beth
Harmon

Delete

Lead: Liz
Merchant

Saturday Afternoon Social League - \$240.00

Saturday Mixed - \$240.00

YOU MUST CONTINUE WITH THE SIGN-UP PROCESS UNTIL THE LAST STEP, OTHERWISE YOUR ENTRY WILL BE DELETED!

Back

Delete All League Selections

Continue With Your Sign-Up

- Click the **Continue With Your Sign-up** button once you have completed all your league selections

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STEP 4: Confirm Membership Options

In this step, you can renew your locker or indicate that you are interested in renting a locker. If it is applicable, you can also indicate that you are a first year member at City View or if you are a student in post-secondary education (this means that you are eligible for a discount). Click on the **Continue With Your Sign-up** button once you have completed this step

STEP 5: Agree to Club TERMS AND CONDITIONS

In this step you should read the terms and conditions of your membership.

Click the **I Have Read, Understood and Agreed to the Club Terms and Conditions - Continue with Sign-up** button once you have read them.

STEP 6: Release of Liability, Waiver of Claims and Indemnity Agreement

These are standard Curling Canada and CurlON forms that must be executed by members over the age of majority. Please read them carefully, as by signing this document, you will waive certain legal rights including the right to sue. Note that City View has required that these documents be signed in the past. The change is that we have embedded them in the registration process.

Once you have read the documents, enter your name as in the example below and click the **I Agree with the Waiver - Continue with your Sign-Up** button.

By typing my name in this box, I assert that I have read, understand and agree to the Release, Waiver and Agreement above.

By clicking this button, I certify that I have read, understand, and agree to the Release, Waiver and Agreement as outlined in the above statements.

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I Agree with the Waiver - Continue with your Sign-Up

STEP 7: Rowan's Law Acknowledgement

In this step, you confirm that you understand and agree to Rowan's Law.

Once you have read the documents, click the **I acknowledge Rowan's Law – Continue with your Sign-Up** button

STEP 8: Confirmation

In this step, you can confirm your Membership Type, League Selections and review your Invoice total. Click the **Confirm My Entry** button to continue. (Note that you must click this button or your membership and league selections won't be registered.)

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STEP 9: Select Your Payment Frequency

- In this section you identify whether you would like to pay your registration fees in full now or would prefer to pay in two installments.
- If you choose to pay in two installments, the amounts default to 50% of your total fees. Note that this amount can be adjusted in the next step.
- Click **Continue with Your Membership Sign-Up** to enter your payment information.

STEP 10: Payment

Click the **PAY ONLINE** button to pay your registration fees in whole or in part online. At this time, you can change the payment amount. Note that members of fixed teams must pay at least the base membership fee to hold their teams spot in the league.

Instructions are provided if you prefer to pay via etransfer, at the Club, or by Mail.

- You can also pay by cheque at the bar – note that paying your registration fees at the bar using your credit card is no longer allowed.

Registration is complete!

The next time that you log in, you will see an Account Summary underneath the Member Menu. This will identify:

- how many leagues you have registered for
- your Sign Up total
- the Total Paid
- the Total Owing

It also includes a **CLICK TO PAY ONLINE** button. Click this button to pay all or part of your outstanding fees online at any time.