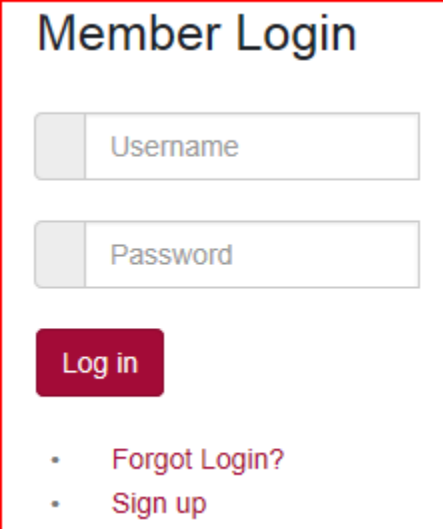


# ONLINE REGISTRATION GUIDE - NAVAN CC

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**Welcome:** This guide was developed to assist you with registering online to become a member of the Navan Curling Club. It will show you what screens and options to expect as you work your way through the registration process, and will identify any prerequisites required.

**PREREQUISITES:** In order to register for curling, you must have login credentials (username and Password) to our MEMBER LOGIN on our website ([www.navancurling.ca](http://www.navancurling.ca)).



Member Login

Username

Password

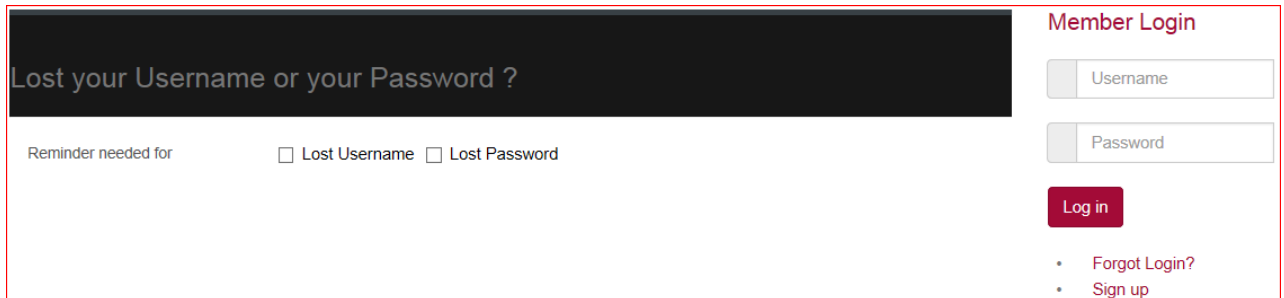
Log in

- [Forgot Login?](#)
- [Sign up](#)

- If you are **returning member and your member login credentials are working**, proceed to the registration section of this document on page 4.

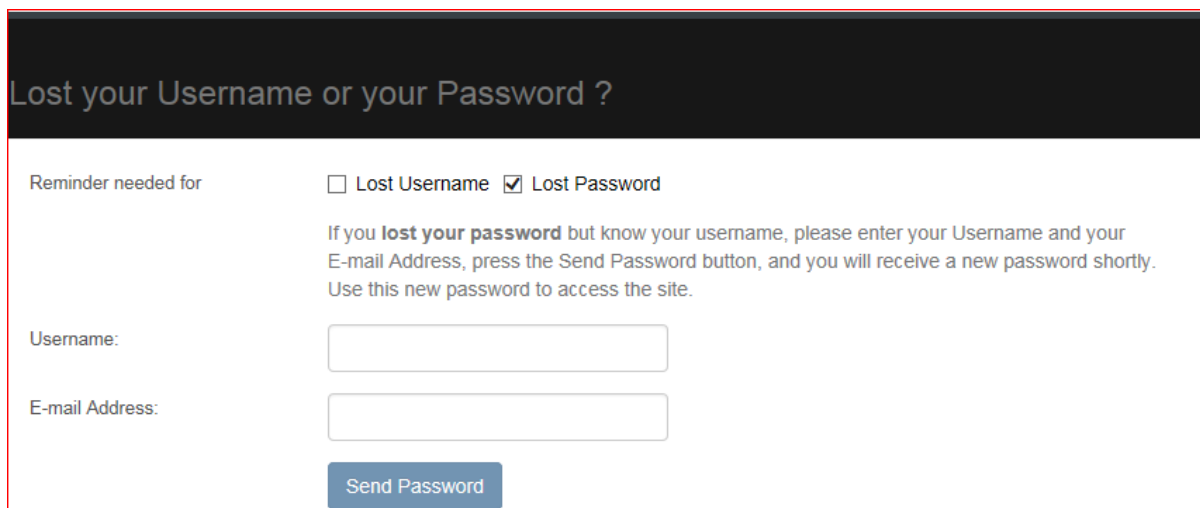
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- If you are a **returning member but your login is “not working”** or you forgot your password, click on the **“Forgot Login?”** link which will bring you to the following screen:



The screenshot shows the 'Member Login' page. At the top left, there is a dark header with the text 'Lost your Username or your Password?'. Below this, there are two checkboxes: 'Lost Username' and 'Lost Password', both of which are currently unchecked. To the right of the header, there are input fields for 'Username' and 'Password', and a 'Log in' button. At the bottom right, there are links for 'Forgot Login?' and 'Sign up'.

If you have lost both your username and password, you must request your username first. Click the “Lost Username” box, enter your email address, and your username will be sent to you. To get a password, click on “Lost Password”. You will then be prompted to enter your user name and email address, (see below) and then by clicking on “Send Password” the system will immediately send you a new temporary password.



The screenshot shows the 'Lost your Username or your Password?' page. The 'Lost Password' checkbox is now checked. Below the checkboxes, there is a text box that reads: 'If you lost your password but know your username, please enter your Username and your E-mail Address, press the Send Password button, and you will receive a new password shortly. Use this new password to access the site.' Below this text, there are two input fields: 'Username:' and 'E-mail Address:'. At the bottom, there is a 'Send Password' button.

Once you are logged in, you can then change your password to one of your choosing, by clicking on **“My Information”**, accessed in the menu list under the **Member’s Home** tab.

To change your password, you first have to click on “edit” and select “update our profile”.

Enter your new password, enter it again in the next box to confirm, and then enter your previous password in the box indicated, which would be the temporary one you recently received.

Finally, to complete your password change, click on the “update” button.

Or you can contact the Webmaster at: [webmaster@navancurling.ca](mailto:webmaster@navancurling.ca)

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- If you are a **new member**, click on the “**Sign up**” link which will bring you to the next screen. Once the form is completed and you click the “Sign up” button at the bottom, an approval request will be sent to the Webmaster. If you do not get a response by email from the system within the next 48 hours, send an email to [webmaster@navancurling.ca](mailto:webmaster@navancurling.ca).

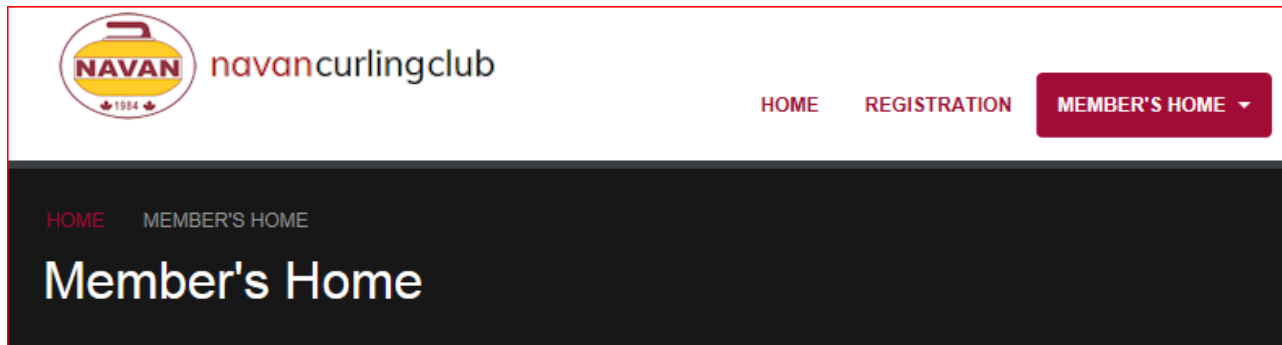
## Join us!

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"/>
Gender	<input type="text" value="v"/>
Occupation	<input type="text"/>
Age Range	<input type="text" value="v"/>
Military ID	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
Zip Code / Postal Code	<input type="text"/>
Country	<input type="text" value="Select Country"/> <input type="text" value="v"/>
State / Province	<input type="text"/>
Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Work Extension	<input type="text"/>
Emergency Contact Name	<input type="text"/>
Emergency Contact Relation	<input type="text"/>
Emergency Contact Phone #1:	<input type="text"/>
Emergency Contact Phone #2:	<input type="text"/>
Skill Level	<input type="text" value="v"/>
# of Years Curled	<input type="text"/>
Full Time Student?	<input type="text" value="No"/> <input type="text" value="v"/>
Member Since	<input type="text"/>

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**REGISTRATION:** Once you have logged in to the Member section of the website, you will be on the Member's Home page where an online registration link is provided. You could also click on the "REGISTRATION" menu item for more information regarding Registration as well as Curling Clinics.



- Click on "Click Here to Register" and you will now go onto the following 8 Steps

## STEP 1 - Confirm/Enter your Personal Information

### NOTE:

For parents (or guardians) that are registering their children for the Youth Programs, in particular the Little Rocks and the U-18 Curlers, you will be required to complete the registration on their behalf. (U-21 are allowed to submit their own)

- Verify the Personal Information that the Club will need to contact you. Be advised that any email address or phone numbers indicated are published in the membership directory on the private member side of the website and are not viewable on the public homepage.
- Fill in the emergency contact information, this is mandatory.
- Complete the "Curling Info" section as indicated.
- Click on the **"Continue with Your Sign-Up"** button once completed
- You may update this information at any point during the year by accessing the "My Information" from the "MEMBER'S HOME" menu on the website.

## STEP 2 - Select a Membership Type

- You will have six options for Membership Type:
  1. **Regular member:**

All full-time members that are part of an adult league (ex: all Day Leagues, Tuesday and Thursday Night Mens, Wednesday Open, Monday Night Ladies, Fixed Mixed, Sunday Night Open and the Social League)
  2. **1<sup>st</sup> Half Fall Member, or 2<sup>nd</sup> Half Winter Member:**

Participants who choose to curl the first half "or" second half of the season (but not both) due to travel plans etc
  3. **Youth Member:**

Youth that are curling in the Little Rocks Program (ages 7-12), U-18 (ages 13-17) or U-21 (ages

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18-20).

#### 4. **Representative Member:**

Representative Members are non-league members who wish to play under the Navan Curling Club banner in OCA sanctioned events only. Representative membership does not include any curling privileges.

#### 5. **Non-Curling Member:**

Receive newsletters and event notices from the club to members and have access to the member section of the website

- Click on 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.

Please note that:

(1) Depending on your gender indicated in STEP 1, your selections will be limited.

- a. Example: If you indicated your gender as **“male”** in STEP 1 then the Thursday Day Ladies and Monday Evening Ladies leagues will not be displayed in your League selections for **“Regular Member”**, however you will be able to select Men’s leagues, mixed or open leagues.

(2) If you have chosen the **“Youth”** selection in STEP 2, the next step will allow you to select the correct age group, or will permit a parent to select the correct age group for their child.

(3) If you have chosen the **“Representative”** or **“Non-Curling”** membership selections in STEP 2, they do not have any leagues so by clicking on **“Continue with Your Sign-Up”** you will be taken to the waiver acceptance page.

- As an example, the following league selections would appear as shown in the image below if you have chosen **“Regular Member”** and had selected the **“male”** gender category:

### 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.

Monday/Tuesday Day - \$101.77

Tuesday Men's - \$101.77

Wednesday Day - \$101.77

Wednesday Open - \$101.77

Thursday Men's - \$101.77

Friday Day - \$101.77

Fixed Mixed - \$84.07

Social League - \$84.07

Sunday Open - \$101.77

# of Leagues Selected: 0

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## STEP 3 - Continued

- Once you select a league, you will be redirected to a new screen that will display the description details of that particular league and where you can fill in your **“Team Entry”** or **“Individual Entry”** along with your preferred positions. This is an example of the Thursday Night Men’s League, some of the leagues will not have the team entry boxes, by design.

**Team Entry** - NOTE: If you want the club to find you a player, enter HELP; if you want to find a player yourself, just enter TBD in the position(s).  
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

---

**Individual Entry -**

Your Name:

Preferred Position:

2nd Preferred Position:

**Entry Comments:**

- If you are joining multiple leagues, repeat the process for each league selection

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## STEP 3 - Continued

- In the following example shown below, this individual is a member of Monday/Tuesday Day League (playing on both Mon & Tues) and the Weekend Fixed Mixed League which plays on Friday and Saturday nights. The details about preferred positions and who they wish to play with are displayed next to the league selection and notice that the **"# of Leagues Selected" at the page bottom** has increased to 2.
- Note that not all leagues allow you to select who you would like to play with, as many leagues are fixed teams where, during this registration step, you will enter all four players of your team.

### 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.

Monday/Tuesday Day - \$101.77	Individual Entry Preferred Position 1: Vice Preferred Position 2: Second I'd like to play with: Awesome Team X	Delete
Tuesday Men's - \$101.77		
Wednesday Day - \$101.77		
Wednesday Open - \$101.77		
Thursday Men's - \$101.77		
Friday Day - \$101.77		
Fixed Mixed - \$84.07	Individual Entry Preferred Position 1: Second Preferred Position 2: Lead I'd like to play with: The Incredibles	Delete
Social League - \$84.07		
Sunday Open - \$101.77		

# of Leagues Selected: 2

- Click on the **"Continue with Your Sign-Up"** button once completed all your league selections

## STEP 4 - Confirm Membership Options

- In this step, you can renew your locker by indicating "yes" to the question "Would you like to rent a locker". Previous season renters have priority so there is limited availability;
- In this section there is also information about the mandatory items charged, which include the Gripper Program, the Association fees and the Capital Expenditure Fund;
- Click on the **"Continue with Your Sign-Up"** button once completed.

## STEP 5 - Agree to Club Waiver

- In this step you should read the terms and conditions of your membership. If you are a parent or guardian of a child, (Little Rocks or U-18 only) you will be agreeing to this on their behalf;
- Enter your name in the box provided and then click on the **"I Agree with the Waiver - Continue with your Sign-Up"** button once completed.

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## STEP 6 – Confirmation

- In this step, you can confirm your Membership Type, League Selections and review your Invoice total;
- Click on the **“Confirm My Entry”** button once completed; and
- A confirmation email will be sent to you that includes a thank you for registering, provides the details of your registration, reminds you that your payment must reach the Club prior to the registration deadline of August 1<sup>st</sup> or a late fee of \$25 will be applied, and provides payment option information as well.

## STEP 7: Payment Options

- This section lists the two payment options currently available at the Navan Curling Club and provides details on how to submit your payment;
- A printer icon is available which will redirect you to a print page, as you will need to print your invoice and include it with your cheque if paying by that method.


### STEP 7: Payment Options

Thank you! Your registration information for the 2017 Membership/League Registration has been received (you will also receive an email confirming your details).

Please note that you are not fully registered until payment is made and that a \$25 late fee will apply after the registration deadline of August 15, 2017

If changes are required to your registration, please contact the club.

PAYMENT OPTIONS	
Payment Type	Directions
E-Mail Funds Transfer:	Transfer through your online banking service. Send your payment of \$521.99 to treasurer@navancurling.ca Please set your Security Question Answer to: CURLING
Cheque:	Make out your payment of \$521.99 to the Navan Curling Club and send it to: The Registrar 1305 Fairgreen Avenue Navan, ON K4B 1B2 <b>DO NOT</b> post-date cheques.

If paying by cheque, please click the printer to print your registration  and include it with your payment. You also have the option of dropping off your cheque and registration form in the secure mailbox near the entrance of the Curling Club at 1305 Fairgreen Ave. in Navan.

[Continue to Update Sparring Availability](#)

## STEP 8: Sparring Availability and Volunteer Interests

- Click on the **“Continue to Update your Sparring Availability”** button once completed. After updating that page, you can then go back to the Member Menu and indicate your **“Volunteer Interests”** as well, as you have now completed your Membership registration.