



## *London Curling Club*

377 Lyle Street  
London, Ontario N5W 3R5  
519-432-3882

### **REGISTRATION INFORMATION and INSTRUCTIONS**

#### **Office and Pro Shop Hours from Sept 16 to Oct 4:**

**Office: 10 - 2 weekdays plus 4 - 7 Thursday**

**Pro Shop: 10 - 2 Monday, Tuesday, Wednesday and Friday. Thursday 4 - 7**

#### **League play begins Oct 6. See the online Club Calendar for details.**

**Please read these instructions in full before you begin. Think about which league(s) you want to join and which leagues you could possibly spare in.**

You will have 3 payment options to choose from. You can pay the full amount at once using **VISA or MASTERCARD**, bring in a **CHEQUE** for the full amount **OR** you can choose to **PAY IN 3 INSTALLMENTS**.

If you choose the installment method, the first installment must be paid by VISA or MASTERCARD at the time of registration. The amount of the first installment will equal one-third of the total amount **PLUS a \$20 administration fee**. The second and third installment amounts will each be one-third of the total amount owing. The second installment will be due OCTOBER 22 and the third installment is due NOVEMBER 22. If you choose this option then you **MUST stop by the office prior to October 22** with post-dated cheques or a credit card for payment of the final two installments. Call or email the club if you have any questions about this payment option.

We strongly encourage members to register online and pay the full amount by credit card. You will find that it is fast, easy, secure and accurate. Please note that only **VISA** and **MASTERCARD** are acceptable. If you prefer, you can print the PDF registration form, fill it out by hand and mail/deliver it to the club along with your payment.

Please note that registration for Little Rocks, Bantam, Junior and the Western Mixed League is not available online. If you wish to join one of those leagues please contact the office.

If your email address has changed, please login using your old email address then update it before starting the registration process. Sign in using the **MEMBER LOGIN** link, then click on **PROFILE** and change your email address. If you register using your old email address then you must contact the office to get a copy of your receipt. An accurate email address is needed in order for you to receive club communications.

**When using the online registration process, we ask that you please refrain from using your browser's BACK button. Also note that if you begin the registration process but do not complete it, you will have to contact the office to have your account reset and you will have to start over. If possible, please complete the process once you have started it.**

To register, go to our web site (londoncurling.ca) and click on **REGISTER FOR 2019-2020**. Enter your email address, first name and password. If you do not remember your password just click **FORGOT MY PASSWORD** and it will be emailed to you.

Once you begin the registration process you will see a link that will show you what you registered for last year. Review this if necessary.

New this year, all members are required to agree to the terms of a waiver, thereby accepting the risks that are associated with the sport of curling. We are also collecting information that will assist with club operations. This includes gender, age category and details about First Aid and Coaching.

Start the registration by selecting your membership type.

- Full Member:** Play in one or more leagues, curl and spare as often as you like.
- One League Only:** Curl in only one league (other than Learn To Curl), spare up to 5 times.
- Weekday Non-Comp:** \*\* Only curl in either Daytime Men or WDS (Tues and Thur).
- Intermediate:** Like a Full Member, available to those age 30 or under on Oct. 1, 2019.
- Learn To Curl:** Only for those joining Learn To Curl. May spare up to 5 times.
- Post-Secondary:** Like a Full Member, available only to those with a valid student card.
- Social:** No curling.

\*\* The Weekday Non-Competitive membership is new this year. If you only intend to curl with either the Daytime Men or the Women's Daytime Social then you must select this membership type.

The next screen lists all of the leagues available to you based upon your membership type. Click on a league name for a brief description including game times. Select the league(s) that you want to join.

On the next page, for each league you are joining you can indicate your preferred playing position and, for leagues that accept team entries, identify your Skip. If you indicate that you are the Skip, you will be asked to list your team members. This information will be used by the league convenors.

Next, select which leagues you are available to spare in, and add any comments about your availability or preferences.

Now tell us if you want a locker. If you did have a locker last year your locker number will be shown and cannot be changed. Contact the office you want to switch lockers. Due to a shortage of Men's lockers, if you did not have a locker and would like one, you must contact the office and we will add your name to the waiting list. Some lockers will certainly become available.

Next, tell us if you want to participate in the weekly member's 50/50 draw. You may only pay for this during registration.

You may then review your league selection(s) and choose how you would like to pay. If you need to make any changes or corrections you may **GO BACK AND MAKE CHANGES TO YOUR REGISTRATION**. Note, however, that by doing so you will have to start over again at the point where you select your membership category.

At this point you have 3 payment choices. As explained earlier you can pay the full amount now by credit card, bring a cheque into the office, or pay in 3 installments.

If you choose to pay by cheque you will go to a page with the button **I'M DONE**. Click the button and your registration is done. You will receive an email with payment instructions.

Otherwise you will go to a page with payment instructions. Click the **PAY NOW** button. **DO NOT EXIT WITHOUT PAYING**. If you do, you will have to contact the office to have your registration reset and you will need to start over again.

When you click **PAY NOW**, you are taken to a secure payment site. The payment processing pages are not controlled by the curling club. You will be using a secure web site provided by a third-party credit card processing company. The first page provides a summary of the amount payable. Select **CONTINUE**.

The next page is used to identify the credit card holder and card number. Change the cardholder name and address if required, then enter the details about your credit card and click **ORDER NOW** to pay for your membership. The final screen confirms your payment and provides a link back to the London Curling Club web site.

You will receive 2 email messages. The first is from the curling club identifying your membership details. The second email is from the third-party credit card processing web site. This is your receipt of payment.

That's it! You have successfully registered. Thank you and enjoy the upcoming curling season!

**PLEASE NOTE that you are responsible for keeping your personal information and email address up to date in our system.** Prior to the start of the curling season sign in using the **MEMBER LOGIN** link, then click on **PROFILE** to verify and update your personal information.