



## London Curling Club

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

### REGISTRATION INFORMATION and INSTRUCTIONS

**Office and Pro Shop Hours:** 10 to 2 every Monday, Tuesday, Wednesday and Friday starting September 13  
**PLUS** Wednesday Sept. 29 from 5-8 pm

**Please read these instructions in full before you begin. Review the available leagues on our website. Decide which league(s) you want to join and which leagues you could possibly spare in before you start your registration.**

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. **NEW this year, the second installment will be automatically charged to your credit card on OCTOBER 21 and the third installment charged to your card on NOVEMBER 21.** 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, Bantams/Juniors will be a separate online process.

**You are responsible for keeping your personal information and email address up to date in our system.** If your email address has changed, please update it before starting the registration process. Sign in using the **MEMBER LOGIN** link, then click **MEMBERS ONLY > CHANGE MY EMAIL ADDRESS**. If you register using your old email address then you must contact the office to get a copy of your receipt. A valid email address is required 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, then 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**. 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.

**All members are required to agree to the terms of both our **WAIVER** and **COVID-19 DECLARATION**, thereby accepting the risks that are associated with curling and the on-going pandemic. Please read both documents as you will be waiving your legal rights and agreeing to do your part to keep your fellow curlers safe from the Coronavirus.**

All participants under the age of 26, as well as our coaches, are required to review the **Rowan's Law** concussion awareness material, then print and sign a copy of the Code of Conduct and bring it to the club in October.

Select your membership type.

**Adult:**

**Intermediate:** Under age 30 on Oct. 1, 2021

**Learn To Curl:** For those joining the Learn To Curl program

**Post-Secondary:** Under age 30 on Oct. 1, 2021 with a valid full-time student card

**Social:** No curling

Next, you see a list of the leagues available to you based upon your membership type. Click on a league name for a brief description. The cost for joining each league is also displayed. Select the league(s) that you want to join.

For each league you selected you can indicate your preferred playing position and, for leagues that accept team entries, identify your Skip. If you are the Skip, please 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.

Decide if you require a locker or not. Lockers are limited but quite often available. If we are unable to provide you with a locker, you will receive a refund in October.

Next, 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's 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 for the upcoming curling season.