Sarnia Tennis Club

Online Registration

Note: For assistance with registration, contact the Club general email address 'tennissarnia@gmail.com'

On Home Page, select 'MEMBER LOGIN AND NEW REGISTRATION'

1. **Returning Member Registration**
   a. Select 'Log In To Your Account'
   b. Input your Email (which is your account username) and Password
   c. Update your Account Profile then select 'Save & Next'. If you would like to receive Club emails, you must check the box indicating that selection. If you would like your information (address, email and phone) to be included in the Club Directory, you must check the box indicating that selection. If you are planning to use the STC-SGCC Reciprocal Agreement, you will need to upload your photo, which will be used to generate your STC membership card
   d. Update your Address then select 'Save & Next'
   e. Update your Phone/Emergency the select 'Save & Next'
   f. If you plan on adding family members under your account, select 'Add Family Members'. This step will be your only opportunity to add family members yourself. If you miss this opportunity contact the Admin through the Club general email address for assistance. If not adding family members select 'Save & Next'
   g. Select whether or not you consent to use of your picture
   h. Read the Legal Agreement, confirm acceptance and select 'Save & Next'
   i. Select which committee(s) you wish to volunteer on. The Club has no paid staff and is wholly dependent on its many volunteers (No Volunteers = No Club)
   j. Review your edits and either select 'Confirm and Submit' or go back page-by-page for further edits
   k. Read the note on payment methods then select the one appropriate for you
   l. Make sure you see or receive by email the payment receipt as that is the validation that payment was correctly made

2. **New Member Registration**
   a. Select 'Register New'
   b. Select the Membership Type based on the definitions

c. Create your Account Profile then select 'Save & Next'. If you would like to receive Club emails, you must check the box indicating that selection. If you would like your information (address, email and phone) to be included in the Club Directory, you must check the box indicating that selection. If you are planning to use the STC-SGCC Reciprocal Agreement, you will need to upload your photo, which will be used to generate your STC membership card. Keep in mind that your email address will be your account username.

d. Provide your Address then select 'Save & Next'

e. Provide your Phone/Emergency the select 'Save & Next'

Follow steps f to l of 'Returning Member Registration'

3. **League Registration**

a. Select 'Log In To Your Account'

b. Input your Email (which is your account username) and Password

c. Select 'Register for Adult Programs'

d. Select 'Leagues' tab

e. Select the League you are interested in from the displayed list and select 'Register'

f. If registering for a Family Member, select 'Yes' and select the Family Member from the drop down menu then select 'Register'

g. Select 'Checkout & Proceed to Next Step'

h. Read the 'Terms and Agreement' and then select 'I Confirm & Proceed to Next Step'

Follow steps k to l of 'Returning Member Registration'

4. **Tournament Registration**

Same as 'League Registration' except select 'Tournaments' instead of 'Leagues'

5. **Special Event Registration**

Same as 'League Registration' except select 'Special Events' instead of 'Leagues'

6. **Junior Lesson Registration**

a. Select 'Log In To Your Account'

b. Input your Email (which is your account username) and Password

c. Select 'Register for Junior Programs'

d. Select 'Lessons and Leagues' tab

e. Select the Lesson you are interested in from the displayed list and select 'Register'

f. Select the Family Child Member you are registering for from the drop down menu then select 'Register'

Remaining steps are same as 'League Registration'

7. **Adult Lesson Registration**

a. Select 'Log In To Your Account'

b. Input your Email (which is your account username) and Password
c. Select 'Register for Weekly Sign Up Programs'
d. Select the Month and Year from the drop down menu. A calendar will appear for that month and will show which day(s) are open for registration. Select the day you want to register. Calendar for that day will open up. Select 'Click Here to Book'. Please note that you need to register for lessons at least 4 days in advance. This allows the Club to know the number of participants and make sure there are enough instructors
e. Page will open listing day and time you are registering for. If this is the lesson you are interested in, select 'Register'
f. If you want to register for another lesson that month, select 'month view' and repeat steps d and e
g. Select 'Checkout & Proceed to Next Step'
h. Read the 'Terms and Agreement' and then select 'I Confirm & Proceed to Next Step'