**Online Registration Instructions**

Below are the steps to perform the online registration, if you need help with any of the steps please feel free to text or call Tracy at 780-834-7769.

* Go to website [fairviewcurling.com](http://fairviewcurling.com/" \t "_blank)
* Click on "Join The Club" (black and white picture of old time curlers)

New Members:

* You will need to click on “Don’t have an account? Create one here” (written in orange at the bottom of the box)
* This brings you to a menu to enter your email and create a password (note the password requirements in the black box below). Then click Create account in bottom right orange box. \*\*write down or remember your password, you will need it again next season
* You will now come back to the login screen where you enter your email and password
* Click on "Register" (in blue menu on the left)
* Click on "Register as a participant" (box to the right comes up).  Follow the on screen questions/directions from there.

Existing Members:

* A login menu will come up; enter your email/password from last year, and click “login”.  If yours does not work, or you cannot remember it, then you click on the "re-set password link" button that is in yellow near the bottom of the page.  This will send you an email for a link to re-set your password.  Note:  the password has certain criteria and is noted on the reset, and sometimes goes to your junk mail, so be sure to check there.
* Once you have your password re-set you can now login
* You will see two orange boxes to either register as a participant or available participant packages; you may use either one. They both work and both take you to the same screens.
* Your information will carry forward from last season

All Members remaining screens:

* The waivers require a signature/initials to be put in; you can use your mouse to do that
* At the end of the registration there will be a spot to enter a Promo Code; there are certain discounts that apply, which are listed below.  (For seniors, juniors curling in adult leagues, and first time adult curlers). Please only enter a promo code if it applies to you.  This will automatically apply any discounts and will show a balance due.
* Choose your payment option in the drop down box
* Now click on “**complete registration**” to finalize; a blue box will come up stating registration has been completed and you will receive a confirmation email.
* Once finished you can log out (bottom of blue menu that you started the registration with).

Note:

If you have additional family members to add, you can put them all under one account, you would login as above, but where it says register as a participant you would add your additional family members. It will pull through the entered information for you. This way you only need one login per family, and it is a quick way to register all members curling.

PROMO CODES:

**SENIORS:  Age 60+** playing in Men’s, Ladies or Mixed Leagues

Type in: Seniors discount one league or Seniors discount two leagues

**JUNIORS PLAYING IN ADULT LEAGUES:**  This is for Jr or Sr Students that play in Men’s, Ladies or Mixed Leagues

Type in: Junior playing in one adult league or Junior playing in two adult leagues

**FIRST TIME CURLERS:**  (for someone brand new to the sport of curling playing in Men’s, Mixed or Ladies League)

Type in: First time adult curler

Thank you all for taking the time to use the registration platform and e-transfer, it is a huge time saver for the FCC executive.  With this online platform we can track our registrations and payments online, create our teams and track the wins/losses for league games, as well as many other features.