



# How to Join

## New members, non-members

Set your account up with the adult first and then add other family members if needed.

Please note instalment payment options finish at the end of January.

The screenshot shows the website's header with the club logo and navigation links: HOME, ABOUT US, MEMBERSHIPS, RESTAURANT, CLUB PROGRAMS, MEDIA, CONTACT US, LOGIN, and SUMMER EVENTS. A 'FRANÇAIS' button is also present. The main content area is titled 'Programs Open For Registration' and includes instructions to click buttons to learn about programs and then click 'Register Now' to register. It features two sections: 'Club Sign-Up Calendar' with 'VIEW ALL' and 'ROUND ROBINS' buttons, and 'Tennis Sign-Up Calendar' with 'VIEW ALL', 'INSTRUCTOR 1', and 'INSTRUCTOR 2' buttons. On the right, a login/register overlay contains the club logo, the text 'THE OTTAWA TENNIS AND LAWN BOWLING CLUB' and 'Your cottage in the city', input fields for 'Enter email' and 'Enter password', a 'LOG IN TO YOUR ACCOUNT' button, links for 'Forgot Email?' and 'Forgot Password?', and a 'SIGN UP FOR NEW ACCOUNT' button.

Click on the “Sign Up For New Account” button.



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Select Register for Memberships, or Public Programs (including Camps).

Registration

Purchase a Membership

**PURCHASE MEMBERSHIPS & PROGRAMS**

Register for Public Programs

**REGISTER PROGRAMS FOR NON-MEMBERS**

**BACK**

For memberships – select the appropriate membership type and for Public Programs go straight to:

- complete the next screen with your details and click “Save & Next”
- Do the same for next two screens



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Click on the “Add Family Member” button, if you need to add in any other family members.

Picture Use Screen – please select yes and “Save & Next”

Legal Agreement Screen – after reading please tick the box, insert your name, and click “Save & Next”

Next screen is a review screen (please make any edits at this time – if needed), then click “Confirm & Submit”.

*For those not buying a membership – you will now be returned to your portal where you can register for camps or other programs.*



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## New members, non-members

For memberships you will not select your payment option.

If joining before the end of January you will also be able to pay by instalments.

### Installment Options

Membership	Description	Full Fee	Installment 1	Installment 2	Installment 3	Installment 4	Process Fee
Tennis Adult (36-64 years old)	Tennis Membership for 36-64 years olds	\$1,220.00	\$305.00	\$305.00	\$305.00	\$305.00	\$35.00
Tennis Senior (65+)	Tennis membership for 65 years and over	\$1,124.00	\$281.00	\$281.00	\$281.00	\$281.00	\$35.00
Tennis Intermediate Adult (22-35 years old)	Tennis Membership for 22-35 years olds	\$567.00	\$141.75	\$141.75	\$141.75	\$141.75	\$35.00
Tennis Family	Family memberships include a couple with their dependent children up to 21 years of age (living at same residence) and a caregiver access card	\$2,632.00	\$658.00	\$658.00	\$658.00	\$658.00	\$35.00
Pool Adult (22+)	Pool membership for ages 22 and older	\$599.00	\$149.75	\$149.75	\$149.75	\$149.75	\$35.00
Pool Family	Family memberships include a couple with their dependent children up to 21 years of age (living at same residence) and a caregiver access card	\$1,359.00	\$339.75	\$339.75	\$339.75	\$339.75	\$35.00
Pool Junior (U10) & Caregiver	Pool Membership for 10 years and under with a caregiver	\$770.00	\$192.50	\$192.50	\$192.50	\$192.50	\$35.00
Tennis Junior (21 and under)	Tennis Membership for ages 21 and under	\$482.00	\$120.50	\$120.50	\$120.50	\$120.50	\$35.00
Pool Junior (11-21 years old)	Pool membership for ages 11-21 years old	\$482.00	\$120.50	\$120.50	\$120.50	\$120.50	\$35.00

Payment Options

☐ Pay in Full ☐ Pay by 4 Installments

BACK

NEXT

Click the payment option you require. And Click Next.

Please note the “Special Assessment Fee” will be included in the final totals.

Please note that the “special assessment fee” for new members is additional (\$350 for families, \$250 for individual adults and \$150 for junior memberships). As a renewing member – you will not be charged this fee.



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The next screen allows you to check that all the information is correct

#### Registration Confirmation

**Installment Options** EDIT

Pay by Installments

**Fee**

**Membership Fee**  
Tait2 Test, Mike2  
Tennis Adult (36-64 years old)  
Fee: \$305.00  
Tax: \$39.65  
Total: \$344.65

**Fee**

**Process Fee**  
One-time Processing Fee with First Installment: \$35.00

**Total Payment: \$379.65**

BACK CONFIRM & SUBMIT

If paying by instalments – the above represents just your first instalment.

Other payments are:

- Second instalment: 23<sup>rd</sup> February
- Third instalment: 22<sup>nd</sup> March
- Fourth instalment: 19<sup>th</sup> April



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### Your Pending Payment

To make a payment please select a payment option below:

Fee	
Membership Fee Tail2 Test, Mike2 Tennis Adult (36-64 years old) Fee: \$305.00 Tax: \$39.65 Total: \$344.65	
Fee	
Process Fee One-time Processing Fee with First Installment: \$35.00	
Total Payment Due: \$379.65	
<a href="#">PAY BY CREDIT CARD</a>	<a href="#">Click here to enter your Credit Card details.</a>

Click on the “Pay by Credit Card” button and complete the next screen with your details.

Our payment processing is handled by Bambora (a worldline.com brand) and is fully PCI compliant. For more info [CLICK HERE](#).



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The credit card information entered as part of the on-line payment process is not stored or housed in any way on the servers of the Club or Jegysoft Inc. Your credit card data is 100% protected by Bambora Group AB (Worldline).

**Total Payment: \$3369.66**

Card number

MM / YY

CVV

Add in your card details and click “Submit Payment”

After payment you are now in your Portal. From here you can:

- Register for programs, camps and events
- Sign up for Programs
- Amend all your account details
- Review Club Credits, payment history, pay of debts etc



## **How to Join**

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### **Congratulations !**

You have connected with/joined the best Tennis Club in the World (in my opinion!).