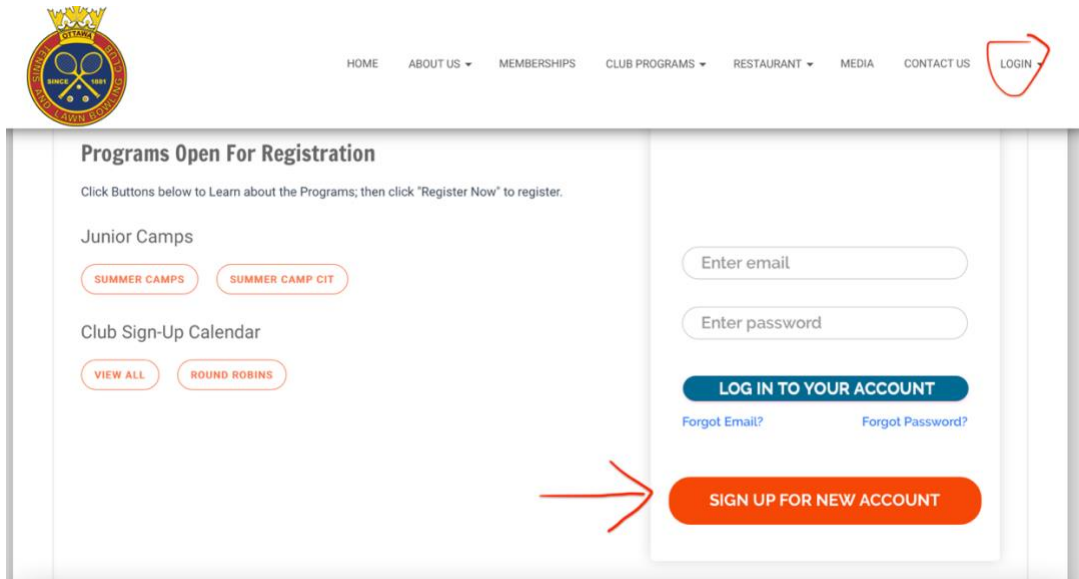


## How to Purchase an OTLBC Membership

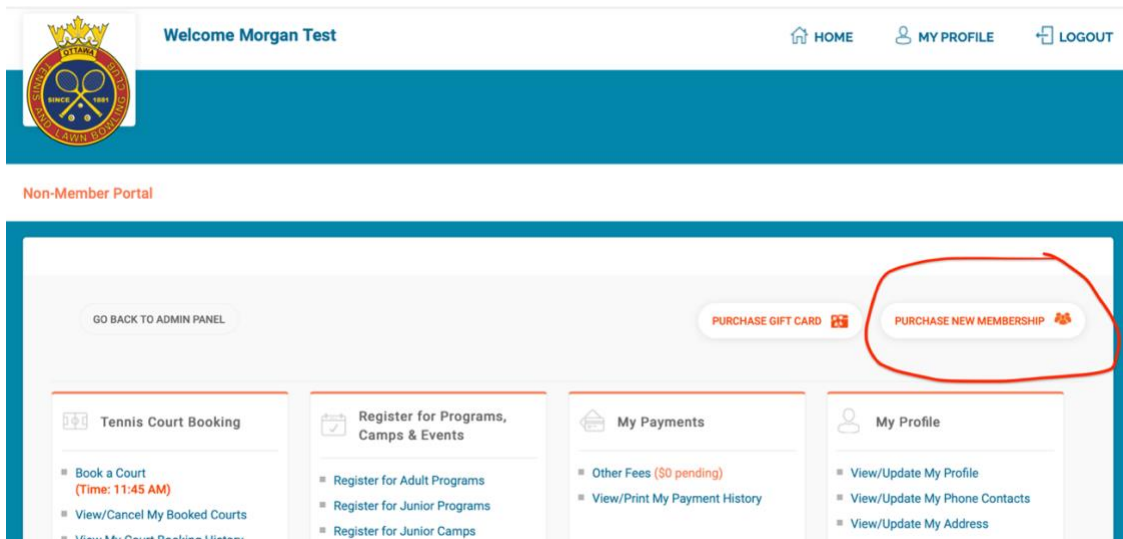
**Step 1:** Visit the login page:

<https://www.otlbc.com/otlbc/home/reportView.do?id=136&history=clear>

- a) **Returning members OR anyone with an existing OTLBC account:** Enter your email and password then click “login to your account”.
- b) **New Members:** Click the orange “sign-up for a new account” button, and **CREATE A NON-MEMBER PROFILE** in our online system.

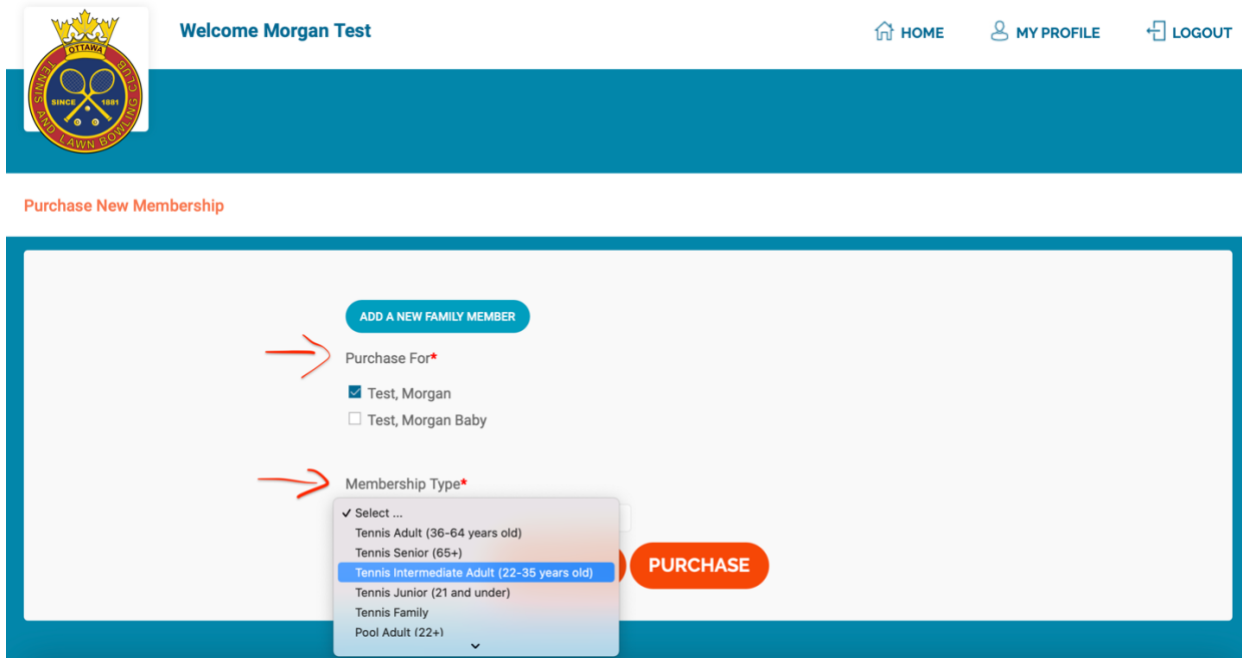


**Step 2:** Select “Purchase a new membership”



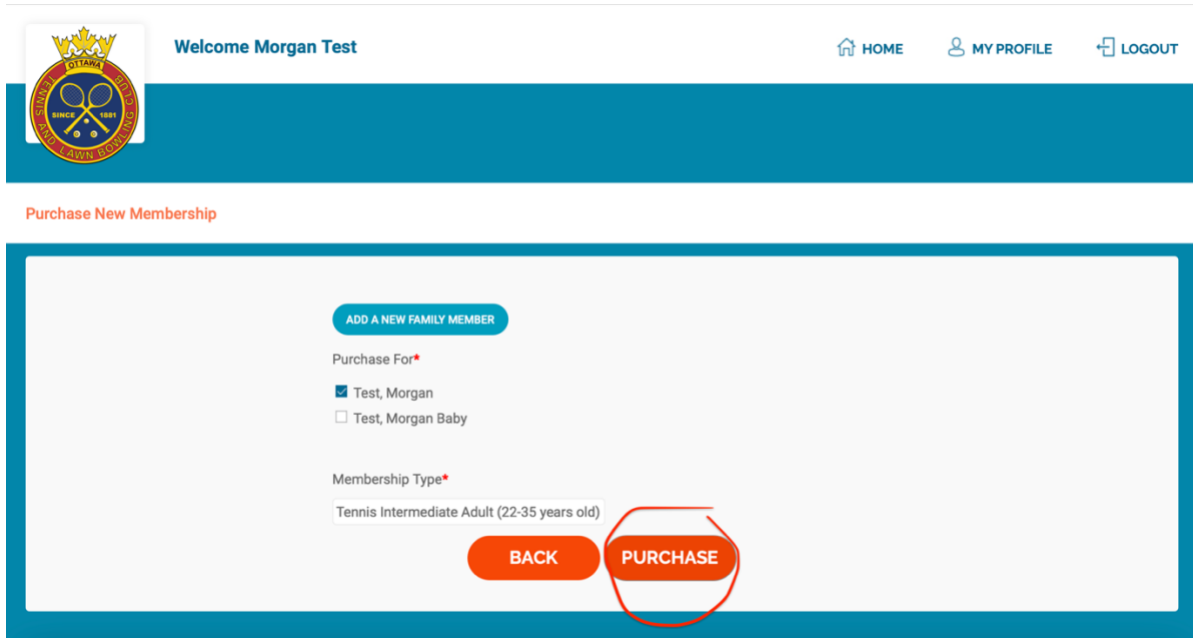
**Step 3:** Select the person you are purchasing the membership for, and their membership type from the drop-down menu.

**IMPORTANT NOTE:** For family membership types (eg. Tennis Family), you are only required to select one family member (the purchaser), the membership will automatically be applied to the entire family.



The screenshot shows the 'Purchase New Membership' form. At the top left is the logo of the Ottawa Lawn Tennis Club and the text 'Welcome Morgan Test'. At the top right are navigation links: HOME, MY PROFILE, and LOGOUT. Below the header is a blue bar with the text 'Purchase New Membership'. The main form area contains a blue button labeled 'ADD A NEW FAMILY MEMBER'. Below this is the 'Purchase For\*' section with two radio button options: 'Test, Morgan' (checked) and 'Test, Morgan Baby'. Below that is the 'Membership Type\*' section with a dropdown menu. The dropdown menu is open, showing options: 'Select ...', 'Tennis Adult (36-64 years old)', 'Tennis Senior (65+)', 'Tennis Intermediate Adult (22-35 years old)' (highlighted in blue), 'Tennis Junior (21 and under)', 'Tennis Family', and 'Pool Adult (22+)'. To the right of the dropdown is an orange 'PURCHASE' button. Red arrows point to the 'Purchase For\*' and 'Membership Type\*' labels.

**Step 4:** Once your selection has been made, click the orange “purchase” button



This screenshot is identical to the previous one, but the orange 'PURCHASE' button is circled in red, indicating the final step of the process. The 'Tennis Intermediate Adult (22-35 years old)' option in the dropdown menu remains highlighted.

**Step 5: pay by credit card.**

**Please note:** If you reach the final payment page and have made a mistake or would like to return to the start of the registration, please email [morgan@otlbc.com](mailto:morgan@otlbc.com) for assistance.

The screenshot shows the 'Non-Member Portal' interface. At the top left is the logo of the Oldham Tennis & Badminton Club, featuring a crown and crossed tennis rackets, with the text 'OLDHAM TENNIS & BADMINTON CLUB' and 'SINCE 1981'. To the right of the logo is the text 'Welcome Morgan Test'. Further right are navigation links: 'HOME', 'MY PROFILE', and 'LOGOUT'. Below the navigation bar is a red header for 'Non-Member Portal'. The main content area is titled 'Fee' and contains the following information: 'Membership Fee', 'Test, Morgan', and 'Tennis Intermediate Adult (22-35 years old)'. Below this information is a table with two columns. The first column contains a 'PAY BY CREDIT CARD' button, which is circled in red. The second column contains two links: 'Click here to apply any club e-credit.' and 'Click here to enter your credit card details.'