

# Registration Instructions for Spring Membership

This year, we are using the Curling I/O registration system. **Please watch the Curling I/O registration video and read this document before submitting a support request.** If you are still having issues, please send an email to [ngcurlingmembership@gmail.com](mailto:ngcurlingmembership@gmail.com) - please explain the issue you are having and include screenshots! Priority will be given to those requests that are not answered in the video or in this document.

## Step 1: Access the NGCC [curling.io](https://curling.io) website

From the <https://ngcurling.org> website, click on the “Registration” menu item. Click on the “Register Now!” button.

Or go directly to: <https://north-grenville.curling.io> website.

NOTE: we are no longer using the CCM website/registration system (i.e., the system we were using last year from [ngcurling.ca](https://ngcurling.ca)).

## Step 2: Login to the website

Click on the “Login” button (top right menu item). There are 3 ways to login to Curling I/O:

**Login to continue**  
If you don't have an account yet don't worry. We'll create one for you when you login.

Enter your email

Send me a Login Link

We'll send you a secure link that will log you into Curling I/O immediately. No more passwords to remember!

or

Login with Gmail Login with Microsoft

Requires a Google or Microsoft account. If you don't have one, use the above "Login Link" instead.

1.using your gmail account - click on the button. You will be required to login to your gmail account to continue.

2.using your microsoft account - click on the button. You will be required to login to your microsoft account to continue.

3.using an email account (no password is required) - type in your email address and click on the “Send me a Login Link” button. Check your email for an email message that will contain a link (you can click) or a token that you can copy into the next page. If you don't get an email, check your “Junk” folder.

## Step 3: Register for Spring Membership

Once you have logged into the web site, you should find yourself on the “Leagues” page where a list of all NGCC leagues is displayed.

The Spring membership is NOT found on this page. In order to find the Spring membership, click on the “Products” menu item at the top of the page. If you click on a product title, you will get detailed information about the product.

Click on the “Register” button for the Spring membership.

If this is the first time you are accessing Curling I/O, you will be presented with a “Profile” page. Please enter the required information (fields that begin with a \* are mandatory). Note that you will only have to do this one time for Curling I/O.

Now that you are logged in and you have created a profile, you will get a dialogue informing you that information is required.

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## Select a profile to register with

You will be presented with the Profile you just created in the previous step. For most people, this is the Profile you want to use for registration i.e., you are registering for yourself. If there is no “Select” button beside the profile, it most likely means that you are trying to register for a league where you do not meet the conditions e.g., not the correct sex for the chosen league, not the correct age for the chosen league, etc.

Select the appropriate Profile.

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## Agree to Liability Waiver, Code of Conduct, and True Sport Policy

You will be presented with 3 documents to read and you will be asked to confirm that you agree with all 3 documents.

If you do NOT agree to the contents of a document, do NOT type “I agree” and do NOT click “Submit”.

If you agree to the contents of the document, once you reach the bottom of the document, there is a text box into which you will type “I agree” and you will click “Submit”.

You also have the option of printing the document if you would like to have a copy or if you prefer to read the document offline.

## Shopping cart

If you have successfully entered all required information, you should now see a shopping cart such as:

### Cart

[Help](#)

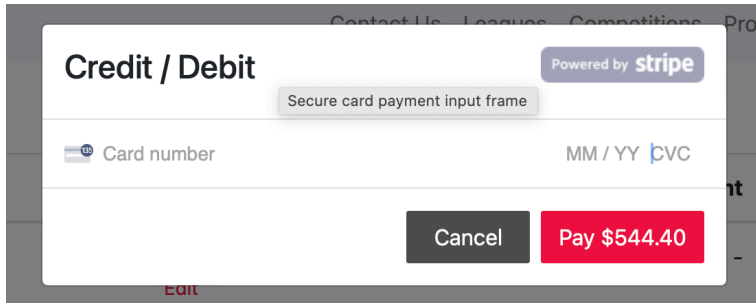
Item	Details	Price	Tax	Total
Spare Membership	Paul Cormier <a href="#">Edit</a>	\$0.00	-	\$0.00 <a href="#">×</a>
+ Full membership fee	Paul Cormier	\$250.00	\$32.50	\$282.50
+ Full building fee	Paul Cormier	\$100.00	\$13.00	\$113.00
+ Curling Canada Fee	Paul Cormier	\$2.00	-	\$2.00
<b>Total</b>		<b>\$352.00</b>	<b>\$45.50</b>	<b><u>\$397.50</u></b>

[Remove all](#)[Submit Order](#)[Continue shopping](#)

If you are only signing up for the Sparing membership, you can click on “Submit Order”.

## Step 4: Payment

Once you click “Submit Order” you will be presented with a “Credit/Debit” dialogue as shown below:



Enter your credit or debit card number, the expiry date, and the 3 digit number on the back of the card (CVC), and click “Pay”.

If you click “Cancel”, you will be brought back to your “Cart”.

Once that payment has been successfully made, you will be sent an email with the details of your purchase. In addition, there will be a new menu option called “Orders” under the “Account” drop down at the top right of the page. When selected, a page will be displayed showing your order (see below):

### My orders

Summary	Club	Status	Created	Total
<a href="#">Monday Evening Competitive Mixed, Building Fund...</a>	North Grenville Curling Club	Submitted	Aug 02, 2024 at 10:46 am	\$544.40

Clicking on the “Summary” link will display the details of the order.

## Step 6: Logout

Once that you have completed your registration, you may optionally logout of the system. To do so, go to the “Account” menu drop down at the top right, click on it and choose “Logout”.

**NOTE: it is very important to logout if you are using a shared computer.**