

Registration Instructions

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 - 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 website

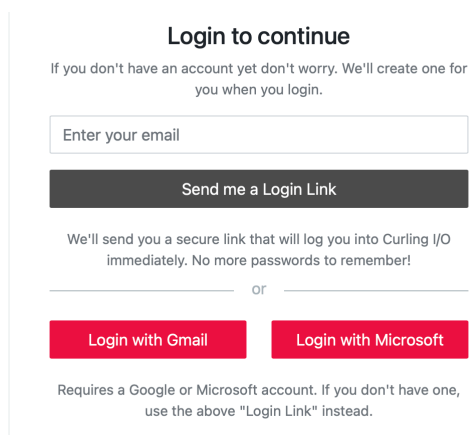
From the <https://ngcurling.org> website, click on the “Registration” menu item. Click on the “Register Now!” button.

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).

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.

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

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: Select your league(s)

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. If you are not on this page, click on the “Leagues” menu item at the top of the page.

If you click on a league title, you will get detailed information about the league. Note that there are several pages of leagues.

Find the first league you would like to join and click on “Add to cart”. *NOTE: the “Price” field on the league selection page always shows the cost for that league and does not take into account*

multi-league discounts. For example, your second league will have a 40% discount while your third and additional leagues are free (100% discount).

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.

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.

If you would like to register a significant other or a child, you are able to create a “New profile” for that person. NOTE: if you put their email address for the “Secondary email”, they would also be able to access this Profile when they authenticate using their email.

Select the appropriate Profile.

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.

League registration dialogue

You should now be presented with a screen for the league you selected as shown below:

Cart / Monday Morning Recreational Men / Registration

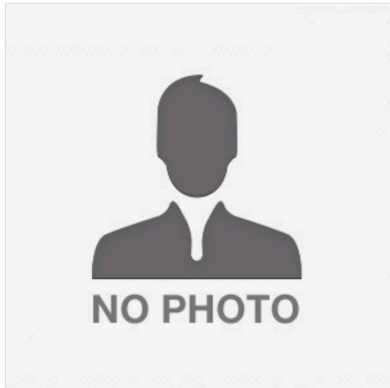
This is a Men's recreational league for curlers of all skill levels. New members with previous curling experience are welcome!

The League can accommodate up to 20 teams (80 curlers maximum) in two separate draws.

The season consists of up to four separate sessions (approximately 6 weeks in duration) established by the League Convenor. Individuals are assigned to a team for each session based on position (Lead, Second, Third and Skip) preference to the extent possible. Teams are changed in subsequent sessions. The intent is to balance the teams and to give members a chance to play with as many other club members as possible.

Eight-end games of 2 hours maximum. Draws start at 8:30 AM and 11:00 AM (Team start times alternate week-to-week.)

Curler



Paul Cormier
Gender: Male
Age: 59
[Switch profile](#)

Position

* Full or Half Year

Full time student
Are you a full time student curling in regular leagues?

Which sessions will you be curling? Fall is Oct-Dec; Winter is Jan-Apr; Both is full season

Addons

- Membership (\$250.00 per curler)
- Building Fund (\$100.00 per curler)
- Curling Canada Fee (\$2.00 per curler)
- Volunteer Opt-out Fee (\$176.99 per curler)

Please select your addons, if any. If an addon is greyed out and checked that means it's required and cannot be deselected. Seasonal addons and fees will only be charged once per curler per season, even if they are showing up here.

[Save and continue](#) [Cancel](#)

Fields with a * are mandatory. For this particular league:

- the position is optional - you can specify your preferred position
- you **MUST** select one of “Both, Fall, or Winter” for the “Full or Half Year” drop down (you will not be able to continue until you do.)
 - Fall means you only want to curl from the opening day to the end of the year;
 - Winter means you only want to curl from the start of next year to the end of the season;
 - Both means you will curl the entire season.
- click on “Full time student” if you are curling in adult leagues but are still in school full time e.g., university, college, etc.


NOTE: the “Addons” are mandatory and cannot be removed. You will be prompted for information for each of the addons. They are added to your cart automatically. They are only added for the first league... the system will not add them for subsequent leagues.

Membership dialogue

You should now be presented with a screen as shown below:

Cart / Membership / Registration

Curler



Paul Cormier
Gender: Male
Age: 59

* Full or Half Year

Which sessions will you be curling? Fall is Oct-Dec; Winter is Jan-Apr; Both is full season

Full time student
Are you a full time student curling in regular leagues?

[Save and continue](#) [Cancel](#)

Fields with a * are mandatory. For this membership dialogue:


- you MUST select one of “Both, Fall, or Winter” for the “Full or Half Year” drop down (you will not be able to continue until you do.)
 - Fall means you only want to curl from the opening day to the end of the year;
 - Winter means you only want to curl from the start of next year to the end of the season;
 - Both means you will curl the entire season.
- click on “Full time student” if you are curling in adult leagues but are still in school full time e.g., university, college, etc.

Volunteer opt-out fee dialogue

You should now be presented with a screen as shown below:

Cart / Volunteer Opt-out Fee / Registration

Curler



Paul Cormier
Gender: Male
Age: 59

* Full or Half Year

Which sessions will you be curling? Fall is Oct-Dec; Winter is Jan-Apr; Both is full season

Bar
Bar - need to have smart serve certification

Bonspiels and Events

Leagues and Pro Shop

LTC, Clinics, and Youth Curling

Communications and Community Outreach

* I will volunteer

I am available to volunteer 20 hours during the season. If you select "Yes", you MUST pick at least one volunteer area (if you do not, it will be assumed you are volunteering for all).

Website and Social Media

Sponsorships and Advertising

Fundraising

Club Maintenance and Decorating

I have trade/professional expertise

List any expertise that could be used to benefit the club

Fields with a * are mandatory. For this volunteer opt-out dialogue:


- you MUST select one of “Both, Fall, or Winter” for the “Full or Half Year” drop down (you will not be able to continue until you do.)
 - Fall means you only want to curl from the opening day to the end of the year;
 - Winter means you only want to curl from the start of next year to the end of the season;
 - Both means you will curl the entire season.
- you MUST select “Yes or No” for whether you will volunteer this season.
 - if you select Yes, then you MUST select at least one area of volunteer interest
 - if you select No, you will be charged the volunteer opt-out fee

Building fund dialogue

You should now be presented with a screen as shown below:

Cart / Building Fund / Registration

Curler



Paul Cormier
Gender: Male
Age: 59

* Full or Half Year

Which sessions will you be curling? Fall is Oct-Dec; Winter is Jan-Apr; Both is full season

Full time student
Are you a full time student curling in regular leagues?

Save and continue Cancel

Fields with a * are mandatory. For this membership dialogue:

- you MUST select one of “Both, Fall, or Winter” for the “Full or Half Year” drop down (you will not be able to continue until you do.)
 - Fall means you only want to curl from the opening day to the end of the year;
 - Winter means you only want to curl from the start of next year to the end of the season;
 - Both means you will curl the entire season.
- click on “Full time student” if you are curling in adult leagues but are still in school full time e.g., university, college, etc.

Shopping cart

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

Cart

[Help](#)

Item	Details	Price	Discount	Tax	Total
Monday Morning Recreational Men	Paul Cormier Edit	\$130.00	-	\$16.90	\$146.90 x
+ Membership	Paul Cormier Edit	\$250.00	-	\$32.50	\$282.50
+ Volunteer Opt-out Fee	Paul Cormier Edit	\$176.99	(\$176.99)	-	\$0.00
+ Building Fund	Paul Cormier Edit	\$100.00	-	\$13.00	\$113.00
+ Curling Canada Fee	Paul Cormier	\$2.00	-	-	\$2.00
Total		\$658.99	(\$176.99)	\$62.40	<u>\$544.40</u>

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

The membership fee, building fund fee, and curling Canada fee have been added to your cart and cannot be removed.

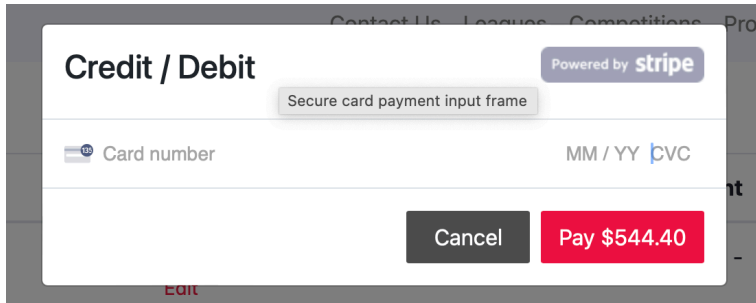
Note the discount for the “Volunteer Opt-out Fee” because “Yes” had been selected for volunteering. If “No” had been selected instead, there would be no discount and the volunteer opt-out fee would have been charged.

At this point, you have 3 options:

1. if you have finished adding all of your leagues to your cart, you can click on “Submit Order”. This will take you to a payment page where you will be requested to enter your credit card information
2. if you want to add more leagues to your cart, you can select “Continue shopping”. This will take you back to the “Leagues” page where you can add more leagues to your shopping cart.
3. if you have decided you do not want to register for the league in your cart (i.e., you made a mistake), you can remove the single league by pressing on the “x” beside the league, or you can click on “Remove all” to remove everything from your cart.

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
Monday Evening Competitive Mixed, Building Fund...	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 5: Sparing (Optional)

If you would like to spare for leagues to which you have not registered, you can do so from your Profile page. Click on the “Account” drop down menu (top right of the page), and select “Profiles”. In the right most column, there is a link named “Sparing”.

My Curlers

Curler	ID	Age	Waiver	
Paul Cormier paul.l.cormier@gmail.com	22878	59	True sport policy , Liability waiver , Code of conduct	Edit Sparing

[Help](#)

[New profile](#)

Click on “Sparing” and you will be taken to the following page:

Paul Cormier sparing for

Select the leagues and competitions you are willing to spare for. Your name and optionally your contact information, preferred positions, and any notes will then show up on the spares list for the selected leagues and competitions for other curlers to see.

<input type="checkbox"/> Friday Afternoon Recreational Mixed	<input type="checkbox"/> Friday Evening Recreational Mixed	<input type="checkbox"/> Monday Evening Competitive Mixed
<input type="checkbox"/> Monday Evening Recreational Open	<input type="checkbox"/> Monday Morning Recreational Men	<input type="checkbox"/> Thursday Evening Competitive Open
<input type="checkbox"/> Wednesday Evening Recreational Men		

<input checked="" type="checkbox"/> Show my contact information? <small>Do you want other curlers (must be logged in) to see your contact information when looking for a spare?</small>	Preferred positions <input checked="" type="checkbox"/> Fourth <input checked="" type="checkbox"/> Third <input checked="" type="checkbox"/> Second <input checked="" type="checkbox"/> Lead	Notes <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
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Update Curler	Back
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This page contains 4 main sections:

- the first section at the top of the page contains all of the leagues for which you would be able to spare taking gender and age into consideration. They are check boxes; you can check as few or as many as you would like (if you are available to spare for those days / times).
- the second section is a check box to determine whether your contact information is shown to other curlers who are looking for a spare. If you do not check this option, the only information available to other curlers is your name i.e., they would have to know who you are and find you at the club.
- the third section is your preferred positions - select one or more positions that you would be comfortable playing leaving the others unchecked
- in the fourth section, you can specify notes e.g., can only play the late draw, can only make it on alternate Mondays, etc

Once all sections are complete, click on “Update Curler”.

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.