

## [Link to the Application](#)

### Detailed Instructions for Completing the Online Application

All applicants must complete the online application to Join the club or Renew their membership.

#### Application Instructions:

1. Click on this link to go directly to the application: <http://grandpickleball.org/membership-application/> or go to the club website and click on the Membership tab and then click Membership Application
2. Carefully read all of the instructions on the first page. Scroll to the bottom of the screen and click on the icon
3. Carefully read all of the instructions on the next page
4. Answer the question: "Have you ever been a member of the SCG Pickleball Club" by clicking the Yes or No radio button
5. Next click on the appropriate radio button that best describes your application

#### Renewing Applicants Only:

6. Answer the question: "Have you moved since your last application OR when I swipe at the courts the card reader says, "Badge Not Recognized" by clicking the Yes or No radio button

#### All Applicants:

7. Enter your Association Recreation Card / CAM card number **exactly** as it appears on the card. It has your picture on it. Enter all dashes and letters. **The Association has changed the format for CAM numbers, so it is extremely important to enter your card number exactly as it appears on your card.**
8. If you lease or rent, enter your expiration date. It is on your CAM card. Disregard this if you do not lease or rent
9. When completing any forms on our website, please follow the text format below. Please note that **bold** underlined text letters are required **UPPERCASE** and all other letters are lowercase, (bold and underlines are for illustrative purposes only and not required on the application).

Gregory  
Harrison  
12345 W Montgomery Ln

Multiple first or last names:

First name: Julie Ann (no hyphen or other punctuation)

Last Name: Morrison Shaffer (no hyphen or other punctuation)

Names with an apostrophe:

O'Brady

10. Enter your First Name
11. Enter your Last Name
12. Enter your Address (only include the house number and complete street name, no city)
13. Select your zip code
14. Enter your Phone Number
15. Enter your Email Address
16. Enter your Email Address again to confirm
17. Enter your Emergency contact Full Name
18. Enter your Emergency contact Phone Number

## New Applicants Only:

19. Complete the Name Badge section

## All Applicants:

20. "How will you pay": Click on the down arrow under: How will you pay? Select either: "I will pay online" or "I will pay by check". (Payment online uses a secure credit card processor, Stripe. Your credit card information is not stored on the club website and is not available to anyone other than the credit card processor). **PLEASE PAY BY CREDIT CARD**. Paying by check is strongly discouraged. It causes more work for our volunteers and will delay your application process for up to a month.
21. Click the Next button at the bottom of the screen
22. On the next screen, carefully review all of your entered information. If you find an error, click on the "Edit" button in the upper right or lower right corner. Make any corrections and click on "Next" at the bottom of the screen
23. Once you have reviewed your information and verified its accuracy, continue below:

## If paying by check skip to #35 below

### If paying by credit card, continue the instructions below:

24. Scroll down the page to "Online Payment"
25. Complete the form for your credit card payment
26. Carefully read the two paragraphs following the credit card entry
27. The Stop Sign is a last chance to review your entries
28. Once verified, click on "Submit Membership Application"
29. After clicking "Submit Membership Application" if there is a problem with the credit card information you will receive an error message. Correct the problem and click "Submit Membership Application" again.
30. Once successfully submitted, you will then see a green box with information about your payment
31. You will receive a receipt from our credit card processor, Stripe.
32. You will receive a club email verifying your application has been transmitted to the Membership Chair
33. **New members only:** Once your application has been processed by the Membership Chair, you will receive a "Welcome to the Pickleball Club" email. Click on the link to be directed to it. Please read and save this email for future reference. It contains a lot of information about the club
34. **DO NOT SUBMIT DUPLICATE MEMBERSHIP APPLICATIONS. YOU WILL BE CHARGED EACH TIME.**

### If paying by check, **STRONGLY DISCOURAGED**, continue the instructions below:

35. The Stop Sign is a last chance to review your entries
36. Once verified, click on "Submit Membership Application"
37. Once successfully submitted, you will then see a green box with information about your payment
38. You will receive a club email verifying your renewal has been transmitted to the Membership Chair
39. **Make check payable to: Grand Pickleball Club.** Put your check in an envelope addressed to Membership Chair with your name clearly written on the outside and put it in the secure lock box in the courts Pavilion. (The lock box is located in the Pavilion by court 1, on the bottom shelf of the stainless steel storage unit located behind the large counter top)
40. **USPS mail is NO longer available for check payments. DO NOT MAIL YOUR PAYMENT.**

If you need assistance or have any questions, email the Membership Chair at the email address below.

George Cox  
Membership Chair  
SCG Pickleball Club  
[scgpickleball@gmail.com](mailto:scgpickleball@gmail.com)

[Link to the Application](#)