

# Detailed Instructions for Completing the 2023 Online Application

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

## Important:

- All members renewing their membership for 2023 **shall** verify their dues expiration date on the club's roster before completing the application. **This is a requirement.** Those not following this instruction will **NOT** be refunded the overpayment for a duplicate application. It will be considered a club donation.
- All members will be paid thru December 31, 2023.
- 2023 name badge stickers for all members will not be issued until the sticker parties in January and February.
- If you use an Apple device, **iPhone or iPad**, to complete the application and encounter errors, you must go to Settings, scroll to Safari, scroll to Clear History and Website Data, and click to clear it. This is a known issue with these devices. Once cleared you will be able to complete and submit the application.

## Application Instructions:

1. Click on or use this link for the application: <https://grandpickleball.org/membership-application/>
2. Carefully read these instructions and all of the instructions on the first application page. Click on the icon at the bottom of the page to continue.
3. Carefully read all of the instructions on the next page
4. Answer the question: "Are you leasing or do you own in Sun City Grand?" **Lease:** Enter your card expiration date on the calendar drop down; **Own:** Continue below.
5. Answer the question: "Have you ever been a member of the SCG Pickleball Club" by clicking the Yes or No radio button. This means going back to 2003.
6. Next click on the appropriate radio button that best describes your application, i.e., number of applicants

## Renewing Applicants Only:

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

## All Applicants:

8. Enter your Association Recreation Card / CAM card number **exactly** as it appears on the card. It is issued by the Association in Membership Services and 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.**
9. When completing any forms on our website, please follow the text format below and abbreviate as shown. 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 (no city, we all live in Surprise)

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'Bradly

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 including your home state

## 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 significantly delay your application processing.
21. **Carefully review the application for accuracy before continuing**
22. Click the Next button at the bottom of the screen
23. 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
24. Once you have reviewed your information and verified its accuracy, continue below:

## If paying by check skip to #37 below

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

25. Scroll down the page to "Online Payment"
26. Complete the form for your credit card payment
27. Carefully read the two paragraphs following the credit card entry
28. The Stop Sign is a last chance to review your entries
29. Once verified, click on "Submit Membership Application" and wait until you receive a confirmation of your payment before proceeding.
30. 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. Wait until you receive a confirmation of your payment before proceeding.
31. Once successfully submitted, you will then see a green box with information about your payment. **Do not leave the page until the green box appears.**
32. You will receive a receipt from our credit card processor, Stripe.
33. You will receive a club email verifying your application has been transmitted to the Membership Chair
34. **New members only:** Once your application has been processed by the Membership Chair, you will receive a "Welcome to the Pickleball Club" email. Please read and save this email for future reference. It contains a lot of information about the club
35. **Renewing members only:** You will receive an email when your application is processed
36. **DO NOT SUBMIT DUPLICATE MEMBERSHIP APPLICATIONS. Your duplicate payment will be considered as a club donation. NO REFUNDS**

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

37. The Stop Sign is a last chance to review your entries
38. Once verified, click on "Submit Membership Application". Wait until you receive a confirmation of your payment before proceeding
39. Once successfully submitted, you will then see a green box with information about your payment
40. You will receive a club email verifying your renewal has been transmitted to the Membership Chair
41. You will receive an email when your application is processed
42. **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)
43. **USPS mail is NO longer available for check payments. DO NOT MAIL YOUR PAYMENT.**

**The new application will take precedence over the information on the club roster. Be sure all of the information on the application is correct.**

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

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