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Detailed Instructions for Completing the Online Application

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

- Renewing members continue with the next paragraph
- New members may skip down to the "Application Instructions" paragraph

Please note: Monitor requirements were suspended for 2020. Please disregard the following paragraphs and go directly to the "Application Instructions" below.

~~If you are renewing your membership, you must first verify your monitor or volunteer credit status by logging into the club roster. Then scroll the screen and find your name.~~

- ~~**Renewing for next year:** If you received a monitor credit it will read "Monitor(1)" and possibly Prev. Year(1) in the comment column. If it shows Monitor(1) or more, then you have received a monitor credit. If the space is blank or reads Prev.(1), you have **"NOT"** received a monitor credit.~~
- ~~**Renewing in current year:** If you received a monitor credit, it will read Prev.(1). If the space is blank, you have **"NOT"** received a monitor credit.~~

~~**Please do not assume you have a credit because you monitored or volunteered, check your status before renewing your membership.**~~

~~If you submit a Renewing Member Application and claim a monitor credit and no monitor credit has been given, your application will be rejected. You will then receive an email with the rejection notice that will state you owe an additional amount to complete your renewal. This will significantly increase the time to complete the renewal process.~~

~~Check the Roster "Instructions":~~

- ~~1. The Roster is on the club website under the Membership tab. Click on this link to go directly to the page: <http://grandpickleball.org/roster/>~~
- ~~2. Click "Go Directly to the Roster, Password Required"~~
- ~~3. The club roster requires a username and password. If you do not know them, contact the Membership Chair at scgpickleball@gmail.com and request them.~~

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 the instructions. Scroll to the bottom of the screen and click on the icon
3. Read 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 by clicking the Yes or No radio button

All Applicants:

7. Enter your 7 digit Association Recreation Card / CAM card number. It has your picture on it
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. 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)
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 renewal has been transmitted to the Membership Chair

33. You will receive a "Welcome to the Grand Pickleball Club" email. 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, 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

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

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