



# Qualicum & District Curling Club Curling I/O Registration System Log In & Registration Instructions

## Log In Instructions

- Go to the Curling I/O login web page (save as a favorite for future logins) <https://qualicum-district.curling.io/en/leagues>
- In the top right corner, choose 'Log in'.
- Enter the email you want associated with your Curling I/O account.
- Click the 'Send me a Login Link' button **OR** Login with your Gmail account if you have one (this is the less secure of the two methods for accessing the system).
- If you logged in using the Login Link method, watch for an email from Curling I/O Support with your login 'token' code. Copy the token code and enter it in the login field. This will allow you to register or update your profile.

A screenshot of the 'Login to continue' page. It features a text input field for 'Enter your email', a dark grey button labeled 'Send me a Login Link', and a red button labeled 'Login with Gmail \*'. Below the buttons, there is a note: 'We'll send you a secure link that will log you into Curling I/O immediately. No more passwords to remember!' and a small asterisked note at the bottom: '\* Requires a Gmail account. If you don't have a Gmail account, use the above "Login Link" instead.'A screenshot of the 'Login link sent' confirmation page. The page title is 'Login link sent' and it states 'A login link was sent to qualicumcurling@shaw.ca.' Below this, it says 'You should receive our email immediately, or at most within a few minutes. Please click on the link within that email, or enter the token from it here:'. There is a text input field labeled 'Token' with a red border, and two buttons at the bottom: a red 'Login' button and a grey 'Cancel' button.

## Create or Update Your Curler Profile

- Curler profiles are required to register for leagues or bonspiels.
- Please create a profile or review your existing profile by selecting your name or email address located in the top right corner. Select 'Curler Profile' and review your information.
- If you need to make a change, scroll to the bottom and select 'Edit'. Your information will now be editable. When finished editing, select 'Update Curler'.
- You can now register for a league or bonspiel. To log out, select your name in the top right corner then select 'Log Out'.

## Register for a League

- Once you are logged in, go to the Leagues page and scroll down to view all the leagues (there are 2 pages) or do a search. The leagues are ordered by date and time starting with Monday.
- For information about a league, click on the league name. Go back to the previous screen to view more leagues or click on 'Add to Cart' to begin the registration process.

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## Leagues

Search leagues  This season

Name	Starts on	Summary	Price	Registration
<a href="#">Monday Open Mixed 10:00 am (Full Season)</a>	Oct 01, 2018	Mixed League	\$250.00	Sep 04
<a href="#">Monday Mixed 4:30 pm (Full Season)</a>	Oct 01, 2018	Mixed League	\$250.00	Sep 04
<a href="#">Monday Ladies 7:00 pm (Full Season)</a>	Oct 01, 2018	Ladies League	\$250.00	Sep 04
<a href="#">Tuesday Ladies 10:00 am (Full Season)</a>	Oct 02, 2018	Ladies League	\$250.00	Sep 04
<a href="#">Tuesday Men's Masters 1:00 pm Out of the Hat (1/2 Season)</a>	Oct 02, 2018	Men 55+ League	\$125.00	Sep 04
<a href="#">Tuesday Men's 7:00 &amp; 9:00 pm (Full Season)</a>	Oct 02, 2018	Men's League	\$250.00	Sep 04

- Find the league you want to join, click on the name and select 'Add to Cart'; it will be added to your Shopping Cart.
- If you haven't logged in, you will be prompted to complete this step (see instructions above).
- If you are logged in, click on the 'Information Required'. Select your Curler Profile if it appears or select 'Create a Curler Profile'.
- Next you will be asked to acknowledge the Liability Waiver. Please read, acknowledge and proceed to the next screen. You will only do this once per season.
- PLEASE NOTE: When in the 'Information Required' section, ADDING YOUR TEAM INFO. IS OPTIONAL; leave these fields blank if you aren't sure of your position or teammates.
- If you paid a pre-registration deposit at the end of the previous season and/or you are a Charter/Full Member, please check the appropriate box.
- Select 'Save and Continue' to go back to your Cart.

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Registration updated

## Cart

Once you've filled out all of the required information for the leagues, competitions, and products you'd like to purchase we'll figure out which fees and discounts you qualify for, if any.

	For	Price	Discount	Tax	Total
Monday Open Mixed 10:00 am (Full Season) * Potential 3rd league fee discount * Potential 2nd league fee discount * Potential junior discount * Potential 4th league fee discount	Bev Shaw <a href="#">Change registration details &gt;</a>	\$250.00	(\$25.00)	\$11.25	\$236.25 <input type="button" value="x"/>
<b>Total</b>		<b>\$250.00</b>	<b>(\$25.00)</b>	<b>\$11.25</b>	<b><u>\$236.25</u></b>

[Remove all](#)

How would you like to pay?

[Continue shopping](#)

- When registering for the first time, you'll see the membership fees are included in the Cart (not shown above). These are one-time purchases and won't appear if you register for another league or bonspiel at a later date. Your Cart will also automatically calculate any 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> league discounts if you register for more than one full season league.
- To add more leagues, select 'Continue Shopping'.

- If you made an error or want to remove an item from your Cart, select the 'x' associated with the item or select 'Remove All'. You will be asked if you are sure you want to remove the item. If yes, select 'OK'.
- When you are ready to pay, select 'Complete Purchase'.
- You will be asked 'How do you want to pay?'. You can select 'Cash/Cheque' and pay the Club before or choose 'Credit/Debit' and pay immediately. **(NOTE: IF YOU MADE A PRE-REGISTRATION DEPOSIT, PLEASE PAY BY CASH/CHEQUE SO YOUR TOTAL CAN BE ADJUSTED).**
- All payments are due October 1<sup>st</sup>.
- Once you've completed your transaction, you will receive an email receipt of your order.

### **Register for a Bonspiel (or Competition)**

- Follow the same process as registering for a league.
- Your Team Name is required before you can proceed to payment.

### **Rent a Locker**

- Annual locker rentals can be purchased through the Club Manager or on-line in the system.
- Go to the 'Products' area, select 'Add to Cart' and fill in the required information when prompted with the 'Information Required' notification in your Shopping Cart.
- The Club Manager will receive a notification when your purchase is completed.

### **Order a Nametag**

- If you are new to the Club or have lost your nametag, Club-branded nametags can be ordered through the Club Manager or on-line in the system. Take the guesswork out of trying to remember everyone's name!
- Go to the 'Products' area, select 'Add to Cart' and fill in the required information when prompted with the 'Information Required' notification in your Shopping Cart.
- The Club Manager will receive a notification when your purchase is completed and order the nametag for you.
- Once received, the Club Manager will notify you so you pick up the nametag at the Club.