



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

1. Click on the link provided in the email you received or from the Club's website. The link will open to the league registrations page.
  2. Review the list to find the league you would like to register for. There are multiple pages in case you don't see your league on the first page. Select "Add to Cart".
  3. Next you will see the Shopping Cart page.
  4. You must login or sign up to register. Click on "Login/Sign Up" to continue. The login screen will appear.
  5. Enter your email and click on "Send me a Login Link".
  6. Watch for an email from Curling I/O Support with a link. Click on the link and you will be logged in.
  7. The Cart will appear and you can continue with registration.
  8. Click on "Information Required". You may have to create a curler profile or if you already have a profile in Curling I/O, review the information and make any updates (click on your name in the top right corner, select "Curler Profile", scroll to the bottom and select "Edit". When done editing, select "Update Curler").
  9. After creating or updating your profile, the Adult or Child Waiver will appear. Review and if you agree, type in "I Agree" at the bottom and click on "Submit". A waiver is required by all curlers prior to stepping onto the ice for practice, clinics or league play.
  10. Once the waiver is submitted, you will be on the League Registration page. Fill in all fields as required. If you don't know your Team Name, type in "TBD". For the "Add Ons", you will only be charged for those that are applicable to you (eg. no junior fee will be applied if you aren't a junior). When finished, select "Save and Continue".
- **TO ADD A LOCKER OR NAMETAG**, click on "Products" located in the top menu and fill in the required information. If you don't remember your locker number, leave it blank. Your name is all that is required.
  - **TO REGISTER FOR MORE THAN ONE LEAGUE** keep your cart open and go back to the Leagues page (see the top menu & click on Leagues). Find the league, select "Add to Cart" and then the registration page will open (fill in any required information) and select "Save and Continue" and the league will be added to your cart and any eligible discounts calculated.
  - **WHEN YOU ARE READY TO CHECK OUT/PAY...**
    - Review all items in your cart, take note of the total and select "Credit/Debit" (pay immediately by secure on-line payment) or "Cash/Cheque" (pay later at the Club – all fees are due before your first league game).
    - If you added something in error, you can delete it by clicking on the "X" on the far right.
    - If you paid your Curling Canada, CurlIBC and/or PCMCA fees at another Club, please provide proof of payment to Bev Shaw, Club Manager, and a refund will be issued. You are not able to delete these fees as they are embedded in the system.
11. Once you have completed check out, you will receive an email confirmation of your order. Please keep this as your record of payment or bring it with you to the Club when paying by cash or cheque.
  12. If you encounter any issues, you can log out (click on your name in the top right corner) and your cart will be saved. Contact Bev Shaw at [manager@qualicumcurling.ca](mailto:manager@qualicumcurling.ca) or visit the Club office.