



# Online Registration Guide

**Introduction:** This Reference Guide provides the basic instructions for members to sign in and register for classes and events.

To Register for Classes & Events, please go to the club's website: <http://www.nswc.ca/> and click on "Online Registration" under "Club Info".

## How to Register as a First Time User

You will need a username and password to use the new system. To get your username and password, you will need to register the first time you enter the system, by following these steps:

1. **Access GameTime Classes & Events** from the North Shore Winter Club member website.
2. **Type your First Name, Last Name and Club Membership #** into the fields provided. (membership # example: 12345 or 12345-1)
3. Click **Next Step**
4. Create a new Username (at least 5 characters) and password (5 characters or more), that you will use when you return. Hit Create.
5. Please use your new sign in credentials to Sign in

Sign In First Time User?

Welcome to GameTime! Please fill all the fields below.

First Name:

Last Name:

Club Number#:

Next Step

If you require assistance or need to check your club number please contact the club at 604.985.4135

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## How to Sign In as a Returning User

Sign In First Time User?

User Name:

Password:

☐ Remember my Username

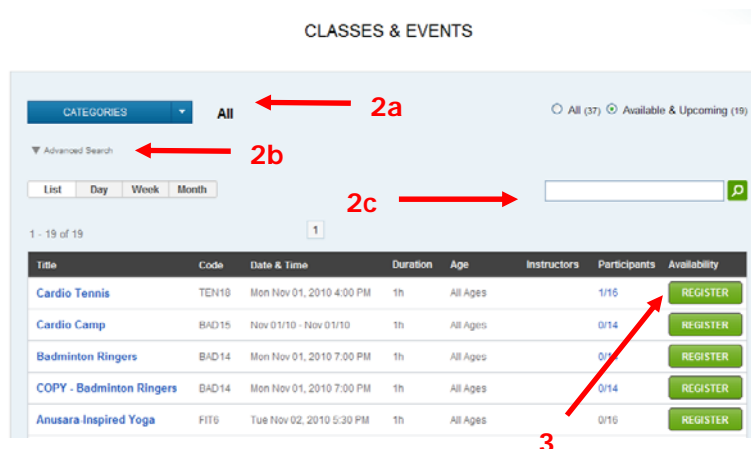
Sign In

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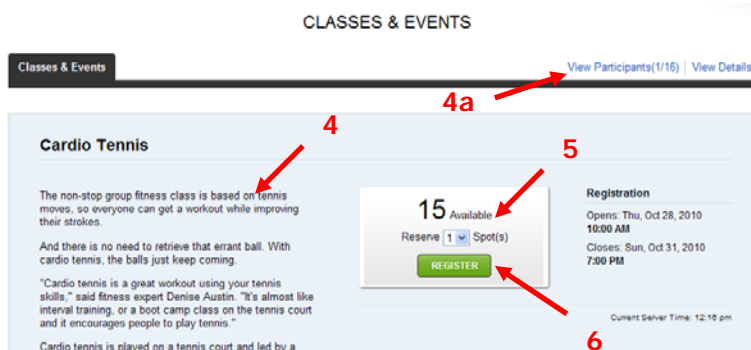
1. **Access GameTime Classes & Events** from the North Shore Winter Club member website.
2. **Type your User Name and Password** into the fields provided. Be sure to use the correct spelling.
3. **Checkmark "Remember my Username"** option if you are using your own computer. (We recommend not selecting this option if you are using a public computer)
4. Click **Sign In**

## How to Register for a class

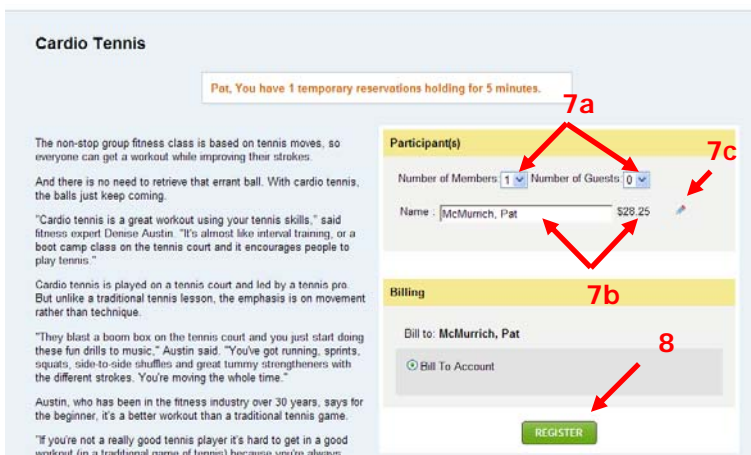
- After logging into GameTime, **click on Classes & Events** at the top of the page to get to the Classes & Events list page
- Find the Class or Event** you wish to register for using one of the following methods:
  - Search by Category: Use the drop-down provided to display items by Category.
  - Use Advanced Search: Click on Advanced Search, and then use the drop-down provided to display items by Season.
  - Search by Keyword: Type a keyword into the field provided and click on the search button.
- Click on the Register button** in the availability column.



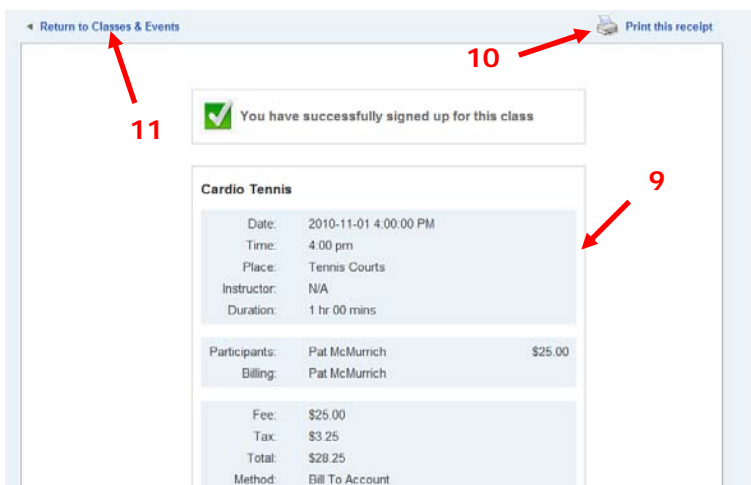
- You are now on the details view, and should read the description and confirm this is the correct class or event you wish to register for.
  - Optional: You can click on the View Participants link to view all of the participants that are currently registered, on the waitlist, and Cancelled.
- Use the drop-down to **select the number of spots** you wish to reserve.
- Click Register.**



- Ensure the details are filled in correctly, including:
  - The number of member(s)/guest(s) you are registering
  - The name(s) of the member(s)/guest(s) you are registering, and the fee(s) applicable to them
  - Optional: Click the pencil icon to add a note to the event administrator
  - The billing information correct
- Click **Register**.



- Review the confirmation message**
- Optional: Print the Confirmation message
- Then click **Return to Classes & Events** at the top left-hand corner of the screen.



## How to Cancel your registration

1. Click on **My Account** link at the top right-hand corner of the screen.

My Account

Profile Appt & Activity Transaction Preferences

Pat McMurrich

Upcoming Appointments ☒ Upcoming ☐ Past

1 - 3 of 3

Date	Time	Activity	Place	Detail	Tax Credit	Action
Wed Oct 20, 2010 - Wed Nov 24, 2010	7:00 pm - 8:00 pm	Ladies Skills and Drills		Confirmation	N/A	X
Mon Nov 22, 2010	7:00 pm - 8:00 pm	Badminton Ringers		Confirmation	N/A	X
Mon Nov 01, 2010	4:00 pm - 5:00 pm	Cardio Tennis	Tennis Courts	Confirmation	N/A	X

Options

1 - 3 of 3

2. Click on **Appt & Activity** tab under the My Account heading

3. Click the **X** in the action column beside the class or event that you wish to cancel

4. Click **Yes** in the confirmation box that appears.

My Account

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Date	Time	Activity	Place	Detail	Tax Credit	Action
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Mon Nov 01, 2010	4:00 pm - 5:00 pm	Cardio Tennis	Tennis Courts	Confirmation	N/A	X

Options

1 - 3 of 3

Cancel Registration

Are you sure you want to cancel out of "Badminton Ringers"?

Note: A cancellation penalty of 100% will be deducted from the total fee.

Yes No

## What to do if you have forgotten your password

Sign In First Time User?

User Name:

Password:

☐ Remember my Username

Sign In

Forgot your password? Public Classes and Events Legal Privacy Policy

1. Click **Forgot your Password** link at the bottom of the Sign In box

2. Type your Username and Email address into the fields provided. Be sure to use the correct spelling.

3. Click Recover Account

4. An Email will be sent to you with a new password to sign in. If you don't see the email, remember to check your spam folder.

Sign In First Time User? Password Recovery

Complete the information below and click submit. A **New Password** will be automatically emailed to you.

Username:

Email:

Recover Account

If you are having difficulties please contact the Club at 604.985.4135, they may reset your username and password.

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