How to: Register for Competitions, Courses and Events

1. On the ontcurl.com website, navigate to the page of the competition, course or event you would like to register for.
2. Click the register button to navigate to the registration page.

REGISTER

3. Click the Register button for the specific zone, region, event, etc. that you wish to register for.

Ontario Curling Association

OCA - Club Symposium

Ontario Curling Association - Symposium   October 30 - November 1, 2015.
All clubs are invited to send two delegates (no charge) to the event

Host	In Zone	Date	Fee	Location	Registration Opens	Registration Closes	
Ontario Curling Association	N/A	October 30 - November 1, 2015		Waterloo Inn	August 22, 2015	October 23, 2015	Register

Return to Event List

4. If you are not logged in, you will be taken to a Login and Create user page.
5. If this is your first time registering through our online registration system you will need to make an account. If you have already created an account, skip to step 6 on page 3 of this PDF. **Note: creating an account is a one-time process. Please write down your username and password for future registrations.**
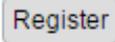
a. In the **Create an Account** box on the right hand side of the page, enter the information to create your account.

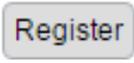b. To check if your username is available and not used by other users, click the
     button.

c. Enter the username you wish to use in the text box and click
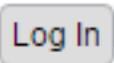

d. If your username is unavailable, you will see the message "That user name is already in use. Please select another user name". Try different usernames until you find one that is available.

e. If your username is available, you will see the message "That User Name is available for use". Return to creating your account by clicking .

f. Enter the available username into the **Select User Name:** text box.

g. When creating a password, the password must be **greater than** strength 60. **YOU WILL NOT BE ABLE TO CLICK THE REGISTER BUTTON UNTIL YOU HAVE REACHED AT LEAST STRENGTH 61.** If you are having a difficult time creating a "good" password, make sure you have at least 7 characters including a lower case letter, upper case letter, a number, and a character (! , . - $ etc.)

h. Re-enter the password in the second password box.

i. Enter the displayed value into the grey box. **Note: the letter O will be an open circle, the number 0 will have a diagonal line through the middle.**

j. Click [Register]

k. You will receive an email to the email address you registered with, including a link to activate your account. Click this link or copy and paste the URL into your browser bar.

l. Once you see the message "**Your account has been activated. Please log in.**", please exit the page.

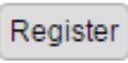m. Go back to the ontcurl.com page of the competition, course or event you would like to register for and click [REGISTER] then find the specific event you wish to register for and click [Register] **Note: We are aware this is inconvenient, but this step only needs to be repeated when you are creating your account for the first time.**

6. Login using your Username and Password.

7. Enter the displayed value into the grey box. **Note: the letter O will be an open circle, the number 0 will have a diagonal line through the middle.**

8. Click [Log In] **Note: if it does not take you directly to the registration page and you are viewing your dashboard (shows Completed Registrations and Registrations to be Processed), go back to the ontcurl.com page of the competition, course or event you would like to register for and click [REGISTER] then find the specific event you wish to register for and click [Register]**

9. Complete the fields to register in this competition/course/event.

10. Click [Next]

11. If there is no payment required, you will be redirected to a page telling you your registration is complete. An email confirmation will be sent to the email you registered with.

12. If payment is required, you will be redirected to Paypal to make a payment. Proceed with your payment through PayPal. An email confirmation will be sent to the email you registered with.