



Penticton Pickleball Club

2021 Member Registration Process

Step 1 – Register with Pickleball Canada and Pickleball BC

Please note: Registering with Pickleball Canada will ensure you are covered by Pickleball Canada's insurance program, and is required prior to joining the Penticton Pickleball Club.

1. Go to the [Penticton Pickleball Club website](#).
2. On the Home page, find the Membership Club News section (just below the big picture).
3. Click the link to "[Step 1 – Register with Pickleball Canada and Pickleball BC](#)".
4. **If you'd like to *register and pay* for more than one person** (e.g., you and your spouse):
 - a. Select the number of people in "*# of individuals that you want to register*". You'll notice a list of registrants shows on the top left of the form.
 - b. If you are all in the same household, select "*Share Fields*" to share the address info.
 - c. Click on each registrant, one at a time, to fill out their info.
5. **Returning or New members:**
 - a. **Returning members:**
 - If you were registered with the Penticton Pickleball Club (or any Canadian pickleball club) last year, you were also registered with Pickleball Canada.
 - **Select "I am renewing my membership".**
 - Click the box presented to look up your membership number.
 - Choose "Pickleball BC" from the dropdown list.
 - Enter your first name, last name, gender, and birth year.
 - The system will find your Pickleball Canada number and display the info it has on file for you.
 - If your name is spelled wrong, click "My name is incorrectly spelled" (you'll find this above your last name), then make the correction and submit.
 - b. **New members:**
 - Select "I am new to Pickleball Canada".
6. Fill in the registration form. Mandatory fields are marked with an *.



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7. Read the waivers for Pickleball Canada and Pickleball BC. If you agree, click “I have read and agree to the above” **for both** waivers.
8. Type the registrant’s name into the digital signature box (the name must match the registrant’s name in the form exactly). This indicates acceptance of the waivers.
9. If you have another registrant (e.g., your spouse) to add, click “*Add Registrant*”.
10. If you are finished, click “*Proceed to Next Step*”.
11. On the next page:
 - a. Review and change your personal info, if required.
 - b. Fees include:

➤ Pickleball BC	\$2.50
➤ Pickleball Canada	\$10.00
➤ Processing fee	\$1.16
 - c. Enter your payment info.
 - d. Click “*Confirm Registration*” at the bottom of the page.
 - e. A receipt will be emailed to you.

Continue to Step 2 instructions on next page.



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Step 2 – Register with the Penticton Pickleball Club

1. Go to the [Penticton Pickleball website](#).
2. Were you a member last year? If so, login.
3. On the Home page, find the Membership Club News section (just below the big picture).
4. Click the link to “Step 2 – Register with Penticton Pickleball Club”.
5. Click to purchase a 2021 membership.
6. Fill out your personal info. If you are a returning member, your info will be displayed.
7. Enter your Pickleball Canada number (it’s on the receipt email you received from Pickleball Canada).
8. Continue to the check out where it says "*Proceed to PayPal*". **Please note: You do not need a PayPal account to check out; you can use a credit card.**
9. Enter your billing information.
10. A receipt will be emailed to you.