

## Pickleball in Alberta New Member Signup Steps

...the full detail version

STEPS	FIELDS	DESCRIPTION
Click on the 'Join Us' membership sign up on the PA or Club website		'Join Us' will be available in the Membership section of the PA website: <a href="http://pickleballalberta.org/">http://pickleballalberta.org/</a>  PA will provide to clubs with the Join Us link information which they can put on their own club website.
Select Regular or Youth Membership Level		The fee shown for Regular and Youth Membership is the Pickleball Alberta and Pickleball Canada annual membership fee. These are not prorated for partial membership year.  There is also a Grandfathered membership level for individuals who purchased old multi year PC memberships. These memberships will be managed by the PA Membership Director and enquiries should be directed there. Eventually we will remove the Grandfathered Level.
Enter the following information:		* Mandatory fields
	* Email	Must be <b>unique</b> – one email per member. Email is case sensitive within the Pickleball Canada database. For this reason the requested form at is all <b>lower case</b> . Note: if a member or administrator inserts an invalid email address the system will accept it but they will be unable to receive any email communications.
	* Security Check Code	As displayed.
Hit NEXT		
	Picture	Member can elect to upload a photo but it is not required
	* First name	Use Upper Case as required, e.g. Dick.
	* Last name	Use Upper Case as required, e.g. McTavish.
	Email	Populated from first screen input
	* Preferred Phone	Format XXX-XXX-XXXX is required for PC database
	* Residential Address	Use appropriate Upper Case letters e.g. Main St. Box numbers or rural routes may be entered per Canada Post formats.
	* City/Town	Use appropriate Upper Case letters e.g. St. Albert
	* Postal Code	Required format T4N 2H3
	* Province	Drop-down menu
	* Country	CANADA must be ticked
	* Year of Birth	Format XXXX; needed to differentiate members with same name for events and tournaments, as well as, for data required for funding applications
	* Gender	Required for determining planning programs and events, as well as, useful for funding applications
	* Agree to receive email	Emails are the main means of communication with members re updates on events and sport developments.
	Emergency Contact	Require in case of injury, illness or emergency.
	Emergency Contact Phone	Format XXX-XXX-XXXX
	Sport Alberta Zone	Refer to Sport Alberta Zone Map to determine applicable zone to enter <a href="https://albertasport.ca/uploads/Zone-Map-1.pdf">https://albertasport.ca/uploads/Zone-Map-1.pdf</a>
	* Clubs you wish to join	Members can elect to join multiple clubs and will be billed the annual fee for each selected. They will only be billed one annual fee for Pickleball Alberta and Pickleball Canada no matter how many clubs they select. Should they wish to join an additional club after this

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		<p>registration they can select it under the “STORE” function on the website. They will be billed the entire annual fee for that club at that time.</p> <p>Note this function is coming soon</p>
	Self Rating	<p>Skill ratings are based on the International Federation of Pickleball (IFP) system. A brief summary is defined on the selection screen. A full description is available on the Pickleball Canada site: <a href="https://www.pickleballcanada.org/pickleball_canada_ifp_ratings.php">https://www.pickleballcanada.org/pickleball_canada_ifp_ratings.php</a></p> <p>The Member should indicate what level they feel is applicable to their skills:</p> <ul style="list-style-type: none"> <li>1.0 New</li> <li>1.5 Learn basic shots</li> <li>2.0 Short rallies/basic shots</li> <li>2.5 Longer rallies/start soft game</li> <li>3.0 Improved skills/start lobs/dinks</li> <li>3.5 Improved control/depth/power</li> <li>4.0 Consistent dependable shots</li> <li>4.5 Master power/spin/footwork</li> <li>5.0 Master full game</li> </ul>
	UTPR Doubles Rating	<p>UTPR stands for USAPA Tournament Player Rating and is a rating system based on a player’s results in sanctioned tournament competition. If a Member has a Men’s or Women’s Doubles rating they can enter it here or it may be uploaded periodically by PA to the system.</p> <p>Format X.XXXX.</p>
	UTPR Mixed Doubles Rating	<p>UTPR stands for USAPA Tournament Player Rating and is a rating system based on a player’s results in sanctioned tournament competition. If a Member has a Mixed Doubles rating, they can enter it here or it may be uploaded periodically by PA to the system.</p> <p>Format X.XXXX.</p>
	UTPR Singles Rating	<p>UTPR stands for USAPA Tournament Player Rating and is a rating system based on a player’s results in sanctioned tournament competition. If a Member has Singles rating they can enter it here or it may be uploaded periodically by PA to the system.</p> <p>Format X.XXXX.</p>
	Coaching Certification	<p>Members should select the coaching levels they have completed, if any.</p> <ul style="list-style-type: none"> <li>- Teach the Teacher Workshop</li> <li>- IPTPA Level I (CPI)</li> <li>- IPTPA Level II (CPTP)</li> <li>- IPTPA Level III (CEPTP)</li> <li>- IPTPA Certified Rating Specialist (CRS)</li> <li>- IPTPA Master Teaching Professional (MTP)</li> </ul>
	Preferred Play Schedule	<p>Members should indicate the times they prefer to play. This information is used by the Club to determine scheduling and program development.</p> <ul style="list-style-type: none"> <li>- Weekdays during the day.</li> <li>- Weekdays in the evenings.</li> <li>- Weekends during the day.</li> <li>- Weekends in the evenings.</li> </ul>
	Seasonal Play	<p>Member should indicate whether they are available to play all year-round (tick both boxes) or just summer or winter. This information is used by the Club to determine scheduling and program development.</p> <ul style="list-style-type: none"> <li>- Summer</li> <li>- Winter</li> </ul>
	Volunteer Interests	<p>Member should indicate any and all areas in which they might be interested in volunteering with their clubs or at the provincial level:</p>

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		<ul style="list-style-type: none"> <li>- Host regular play sessions</li> <li>- Host competitive play (ladders, shoot outs)</li> <li>- Assist with training sessions</li> <li>- Assist with tournaments or special events</li> <li>- Fundraising</li> <li>- Board or committee roles</li> <li>- Referee (training provided)</li> </ul>
Hit NEXT		Message(s) will appear if Mandatory Field(s) has not been completed.
	Review and confirm	Member is required to review the information entered. If omissions or errors have been made, they must hit BACK to the appropriate screen and correct the information and then hit NEXT to return to this screen.
Hit CANCEL, BACK, or CONFIRM		<p>If CONFIRM is not entered, no data will be retained in the database and Member will be required to complete the application in its entirety once again should they wish to join at a future time</p> <p>If CANCEL is entered the application is cancelled.</p> <p>If BACK is entered the individual returns to the prior page and adjustments can be made to the information.</p>