## APPLYING FOR MEMBERSHIP

## PART 1: CREATE ACCOUNT

Step 1: Go to EntryEeze.com > Click on "Find your home club"


Step 2: Type in Mountain View Skating Club > Click on "Go to club"


To find your home-club, begin entering its name in the box below. You'll be shown a list of skating clubs that match the entered text. Click the correct club to select it, then click the "Go to club" button.

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Home-club quick-search:
``` Type or select your club's name: Mountain View Skating Club Go to club

Step 3: New members: Click "Apply for membership"


Step 4: Click on "Create a new family account" and then enter numbers shown on screen.

\section*{IMPORTANT}

If another member of your family already has an account with Mountain View Skating Club, please login to your family's account first, then add yourself as a family-member:

Login to existing family account

If you are the first/only member of your family to join Mountain View Skating Club, AND you are transferring or applying for a new membership, please create a new family account with us:

Create a new family account

Step 5: Fill out skater or parent information (both will be needed if skater is under 18).
**Make sure to enter a valid email address. You will need access to this email to verify identity in the next step.


After clicking "Save personal information" you should see this screen:

\section*{Thank you}

Your membership account has been created
We have sent an email to you, which includes instructions for validating your account. After validating your account, you will be able to establish your password and then apply for membership with Mountain View Skating Club.

If you do not receive the email, please contact Sarah Mitchell at Mountain View Skating Club.
This browser window can now be closed.

Open your email, click on the link, and create a password.

Step 6: Once your account is created, under "Manage My Family" add any additional family members as necessary. You will see a list form on the left as they are created.
**CHILDREN UNDER 18 WILL NEED A PARENT ON THE ACCOUNT AS WELL SO BE SURE TO FILL OUT INFORMATION FOR BOTH PARENT AND CHILD(REN).

\section*{PART 2: APPLY FOR MEMBERSHIP}

Step 1: Once inside your member portal, go to the "Apply/Renew" tab


Step 2: If needed, click on View membership options. This will open a pop-up with all membership types, prices, and descriptions. Use the drop down arrow and choose the membership option for each family member.
**AN ERROR WILL OCCUR IF YOU TRY TO PURCHASE A CHILD MEMBERSHIP WITHOUT A PARENT/GUARDIAN ON THE ACCOUNT AS WELL.


Step 3: Click "Apply" and sign the waivers. (This will need to be done separately for each family member)

You are applying for First Time Junior (under 18) for Member Test

Please help us by completing this form (required fields are marked with **)
** Mountain View Skating Club is a non-profit organization. Our purpose is to support the advancement of our skaters, encourage good sportsmanship and carry out the general policies of the United States Figure Skating Association.

Club Publicity - I understand that at any / all Mountain View Skating Club events, my / my skater's picture(s), competition results, etc. can / may be used in club marketing including but not limited to the MVSC website, MVSC
Facebook, video productions, posters, banners, etc.
SafeSport Statement - I have read and understand the USFSA SafeSport statement and I agree to abide by the SafeSport standards.

MVSC ByLaws - I have read, I understand, and I agree to abide by the by-laws and code of conduct of the MVSC and the US Figure Skating Association.

Signature of parent or guardian:

Use finger/stylus for touch-screens, or mouse to sign
Save this signature
** Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement
("Aareement")
Step 4: Clicking "Save" adds the membership to the cart and takes you here:

\section*{Your application has been placed into your shopping cart.}

\section*{Process another family member Go to shopping cart \& complete checkout}

Click on "Process another family member" as necessary to repeat Step 2 \& 3 for each member.
Step 5: Go to shopping cart \& complete checkout will walk through the checkout process. You will also get a warning if something in your cart is wrong - for example, you have a minor skater but no adult membership.
**PLEASE EMAIL SARAH AT PRESIDENT@MOUNTAINVIEWSKATING.COM IF YOU GET AN ERROR AND DON’T KNOW WHY.```

