APPLYING FOR MEMBERSHIP

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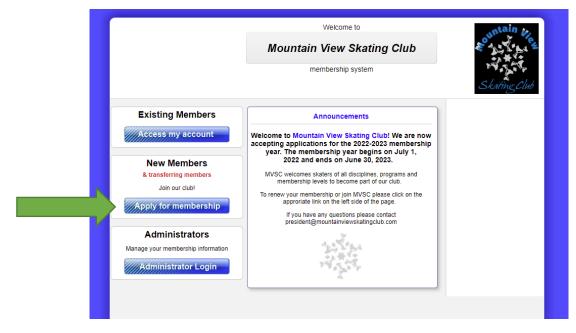
Step 1: Go to EntryEeze.com > Click on "Find your home club"

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

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

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

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.

Please enter the new member's information here:

First Name:	
Last Name:	
Date of Birth:	-month- ▼ -day- ▼ -year- ▼
Gender:	- select - ▼
USFS # (if applicable):	(or enter LTS USA #)
U.S. Citizen?	- select - ▼
Primary Phone #:	
Second Phone #:	
Email:	
2nd Email:	

──────── Mailing Address ────────

Address type:	I have a U.S. or Canadian address ▼
Address Line 1:	
Address Line 2:	
City:	
State / Province:	Alabama ▼
Postal Code:	

Save personal information

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

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).

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)

Step 4: Clicking "Save" adds the membership to the cart and takes you here:

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.