



Hello Parents.

BTC has put together some simple instructions to follow to sign up your child(ren) for our Junior Programs (Swim Team, Junior Tennis, August Camps, special events etc). Please contact us at [membership@burlingtontennis.com](mailto:membership@burlingtontennis.com) with any questions.

- If you have already signed up for your 2018 club membership, you can skip to **Current Member Signup**
- If you have not yet signed up for membership, please start directly below with **New Member Signup** (there are different rates for members vs non-members)
- If you are a Non-Member and wish to sign up for a program, please go to **Non-Member Signup**.

### **New Member Signup**

1. Click on '[Member Signup](#)' and follow the steps to register for your club membership .
2. If you pay your balance immediately via credit card you will receive an e-mail with your login info.
3. If you elect to pay by check or you have an outstanding balance, a board member will first need to approve your application before you are able to log in. We will do this as soon as we can though ideally this happens when we receive your payment.
4. You will need to log into your account and enter additional information about your family. *It is really important to list all of your children with your account!* To do this, go to your profile by clicking on the drop down arrow next to your name, choose the "Personal info" section and select "Additional Members in Your Account." There, enter your Spouse and/or children's details. If you purchased a Couples or Family Membership, you will need to give your spouse their username and login info
5. Once this process is complete, jump to **Current Member Signup**.

### **Current Member Signup**

1. Login to your account
2. Look for the Junior Program tab and find your desired program/s. Click the Register Now button
3. For Registrant Type, select "I'm not attending and I'm registering someone else" (this is because you are registering your child and not yourself).
4. Click on the green 'Add Guest to Registration' button at the bottom of the page.
5. Select 'Add Spouse/Partner/Child Member(s)'. Make sure that under "Child Account" you have selected the appropriate membership level of your child. For example, if you have a Family Tennis & Pool Membership, your children will be considered members in both tennis and swim programs.
6. Follow the steps to complete your registration and payment.
7. You should receive an email confirming your child's program(s).

### **Non-Member Signup**

1. Look for the Junior Program tab and find your desired program/s. Click the Register Now button
2. Enter your information under "Personal Information"
3. For Registrant Type, select "I'm not attending and I'm registering someone else" (this is because you are registering your child and not yourself).
4. Click on the green 'Add Guest to Registration' button at the bottom of the page and enter your child's details
5. Follow the steps to complete your registration and payment.
6. You should receive an email confirming your child's program(s)