

# Pickleball Instructions

- 1) Go to [www.norberry-glenlee.ca](http://www.norberry-glenlee.ca) . Good idea to **bookmark this site** as you will always have to go to it to register and sign up. Click on **Programs – Pickleball**.
- 2) Scroll down to the “**Register for Pickleball**” section and choose the membership you want to purchase. 1 week, 1 month etc. – click “**Add to Cart**” – refresh page or get off the website and go back to the website again.
- 3) When the site reopens, in the top right-hand corner you will see “**Cart/\$ price**” and an **Account icon**, just like the picture above. Once you click on your cart, make sure it is the package you want on the left and when you are ready, click “**Proceed to Checkout**” to pay. **SEE PICTURE #1 ON NEXT PAGE.**
- 4) The first time you checkout you will be prompted to fill out your info and create an account. You only do this one time, and going forward you can just click on the Account button if you want to look up info about your bookings.
- 5) Click to pay by “**E-Transfer**” or “**Credit Card**”. **NOTE – CHOOSING E-TRANSFER WILL NOT ALLOW YOU TO SIGN UP FOR ANY TIMESLOTS UNTIL THE E-TRANSFER HAS BEEN RECEIVED AND CONFIRMED BY THE OFFICE, SO DEPENDENT ON WHEN YOU DO THIS, IT MAY TAKE 24-48 HOURS TO PROCESS. WITH A CREDIT CARD, YOU CAN SIGN UP IMMEDIATELY AFTER.** Click on “**Place Order**”.
- 6) Once this is done you will wait for a “**Welcome**” email. On this email there is a “**Click here to set password**” link. Follow the instructions to set your password. This email also gives you a username. When you do sign in going forward, you can sign in with your **email or username**. If you don’t logout at the end of your session, it will keep you logged in for a few days, but it is a good idea to logout after each session.
- 7) **To register to play** – Sign into your account by clicking the “**Account**” icon to the right of the Cart on the top right-hand corner of the website. Click on **Programs – Pickleball** and scroll down - below the “**Sign Up For Pickleball**” section, there are links to sign up for **Mondays, Tuesday, Wednesday and Thursdays** or **Fridays**. Registration is now 3 days in advance, so for Monday’s you can sign up on Friday anytime after 8 am.
- 8) Once you click on the day you want (for Tues – Thurs there is a drop-down button to choose your day if applicable) scroll down to the bottom of the page or hit the “**Register**” button **SEE PICTURE #2** – here you will see ticket icons for Advanced, Intermediate and Casual/Beginner. Click the “**Next**” button beside your appropriate level and click “**Next**” again. **SEE PICTURE #3** This will confirm your registration and you will get a confirmation email. If you want to double check it, click on the account icon and under “**Pickleball Bookings**” it will have the most recent signup on the list.

## **YOU HAVE NOW SUCCESSFULLY SIGNED UP TO PLAY.**

To **cancel a date**, you can either log into your account and go to **Pickleball Bookings** and press the red garbage can next to the date you want to cancel or go to your confirmation email and follow the **Cancellation link** from the email. **We ask that you cancel at least 4 hours before your start time** – we realize for Advanced players that this may not be possible, but for the other groups, please follow these guidelines so that someone from the waitlist can play.


If the **group is full**, you will be asked if you want to go on the **waitlist**. If there are cancellations, you will move up the list, and if a spot opens for you, you will get a confirmation email saying that you now have a spot.

# PICTURE # 1

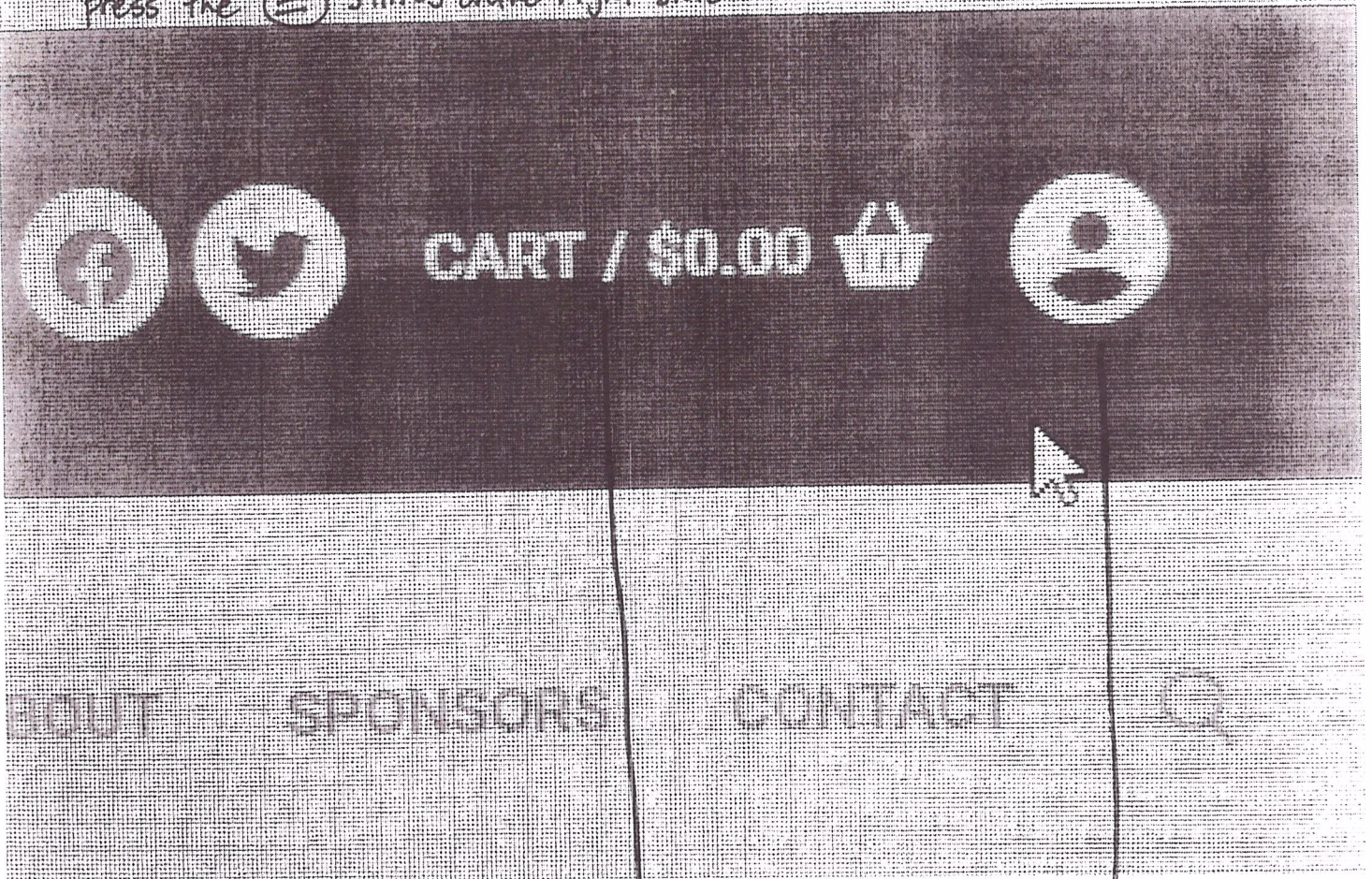
Phone Screen has:

Cart / 0.00 



to get this on your phone,  
press the  3 lines on the right side

Picture from Computer Screen



CART

Account  
Button

once you choose a  
membership, the  
amount will show here.  
Press that to pay.

#2

8:53  
Gmail

DATE  
Dec 22 2023

TIME  
10:30 am - 3:30 pm

CATEGORY  
> Gymnasium

REGISTER

+ Add to Google Calendar

+ iCal / Outlook export

this button  
will bring  
you to  
registration  
area  
OR  
scroll  
down  
↓



#3

8:53  
Gmail

register waiting

← shows  
Advanced  
full

Intermediate Pickleball

The "Intermediate Pickleball" ticket is sold out. You can try another ticket or another date

You're the first user in the Waiting List.

Number of entries in the waiting list:

Register Waiting

← shows  
Intermediate  
full - but  
you can  
register to be  
on waitlist

Casual/Beginner Pickleball

Next →

Available Tickets: 1

← if space  
available it  
shows next  
to register

8:54  
Gmail

Attendee #1 details -  
Casual/Beginner Pickleball  
Subtotal

Email \*  
[Redacted]

Name \*  
Carmelle Remillard

Back Next →

shows what  
you are  
registering  
for - to  
confirm press

Attendees

- Advanced Pickleball
  - Charlie Jacques
  - Lou Gaudry

- Intermediate Pickleball
  - Carmelle Remillard
  - Modern Earth



- Attendee  
list is  
available  
now

8:54  
Gmail

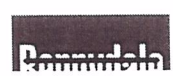
Thank you for your booking. Please check your email for confirmation. You may manage your bookings in the My Account page.

Attendees

- Advanced Pickleball
  - Charlie Jacques
  - Lou Gaudry

- Intermediate Pickleball
  - Carmelle Remillard
  - Modern Earth

- Casual/Beginner Pickleball
  - Alicia Chrome



This is  
the  
confirmation  
that you  
are booked

Note: Pictures from phone screen - cannot get good pictures off computer