Instructions for setting up your Tennis BC account

Please note: If you are a member of a Full/Gold Club, please choose the 'Cash' option at step 6 and accept. Please send an email to membership@tennisbc.org with your Full Name, and 8-digit Member ID to have your account activated and membership waived.

For those players who have NOT created an online account, please follow these steps:

1. Click to access the Tennis Canada System.

2. Click "Sign Up"

3. **PROVINCES:** Select 'TENNIS BC' (as your provincial organization – click on the arrow)

4. **RULES AND REGULATION:** Read and accept the user agreement

5. **PROFILE:** Fill in your contact information

6. **MEMBERSHIP:**

   - Select your specific Membership Type
   - Select your specific BC Region
   - Select your specific Club

7. **ACCOUNT:** Create your login ID, password, add your email address etc.

8. **PAY MEMBERSHIP:**

   Members with a Full/Gold Club:

   Select 'Cash' (and you will be directed to the next page)

Select 'Accept' (and your information will be saved.)

Individuals paying for their own Tennis BC Membership:

Select the PayPal option to pay your Tennis BC Membership. *You do not need to have a PayPal account to pay by credit card.*

Once you have completed your payment, an email with an activation link will be sent to you from the Tennis Canada Tournament Software account. Please click this link in order to activate your account.

Log into your account to receive your Tennis BC Member ID.