

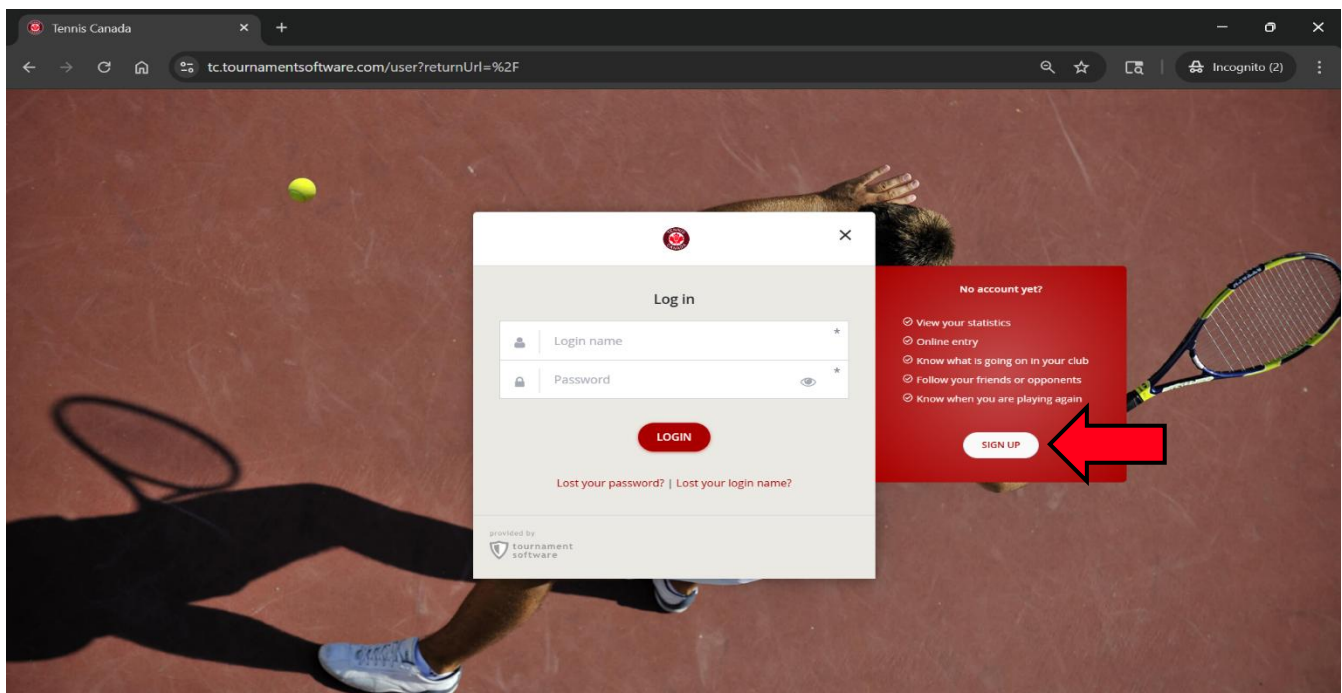
CREATING AN ACCOUNT

**If you have previously competed in a sanctioned National or Provincial tournament you may already have an account. You can check by searching your name [here](#).*

1. Visit <https://tc.tournamentsoftware.com/> on your mobile phone or computer. Click “Log In/Sign Up” at the top right of the page.



2. Click on the “Sign Up” button. If you are on your mobile phone, click on “No account yet?” and then click on the “Sign Up” button.



3. Select your Provincial/Territorial Tennis Association.

The screenshot shows the Tennis Canada website's registration process. A dark sidebar on the left contains navigation links: Home, Tournaments, Flex Ladders, Clubs, Players, Ranking, and English. The main content area has a red header with a search bar and a 'Log In/Sign Up' link. Below the header is a banner that says 'FIND YOUR BEST MATCH'. The registration progress bar shows six steps: 1. Provinces (selected), 2. Rules & Regulations, 3. Profile, 4. Membership, 5. Account, and 6. Pay membership. A list of ten Provincial/Territorial Tennis Associations is displayed, each with a logo, name, and an 'Information' button. The associations are: British Columbia, Ontario Tennis Association, Tennis Alberta, Tennis Manitoba, Tennis New Brunswick, Tennis Newfoundland & Labrador, Tennis Northwest Territories, Tennis Nova Scotia, Tennis Prince Edward Island, and Tennis Québec. At the bottom, there are 'Previous' and 'Next' buttons, with 'Next' being highlighted in red.

4. Accept the Terms and Conditions and click the “Next” button.

- Please note: Some Provincial/Territorial Tennis Associations may require proof of identity and/or age when registering for a membership for the first time. If this requirement applies to the membership you are registering for, instructions for submitting the required documentation will be provided in the “Membership Details” section during the Rules & Regulations step of the registration process.

The screenshot shows the Tennis Canada website's registration process at Step 2: Rules & Regulations. The sidebar and header are the same as in the previous screenshot. The registration progress bar shows six steps: 1. Provinces, 2. Rules & Regulations (selected), 3. Profile, 4. Membership, 5. Account, and 6. Pay membership. The main content area is titled 'Registration - Tennis Manitoba' and 'Rules & Regulations'. It features a section for 'Membership details' and 'Tennis Manitoba Options'. Below this is a 'USER UNDERTAKING AND AGREEMENT' section with a long paragraph of text. A red arrow points to the 'Next' button at the bottom of the page. The 'Next' button is highlighted in red, and the 'Previous' button is in grey.

5. Fill in your personal, address, and contact information and click the “Next” button. If you are creating this account for your child, please enter their details.

The screenshot shows the 'Registration - Tennis Manitoba' form at step 3, 'Profile'. The progress bar at the top indicates steps 1 (Provinces), 2 (Rules & Regulations), 3 (Profile), 4 (Membership), 5 (Account), and 6 (Pay membership). The form includes sections for Personal Information, Address Information, and Contact Information. Fields are marked with an asterisk (*) for mandatory. The 'Parent 1 last name' and 'Parent 2 last name' fields have a note: 'Field is only mandatory for junior players.' The 'Birthdate' field has a dropdown for the month and a text input for the day. The 'Gender' field is a dropdown menu. The 'Nationality' field is a dropdown menu. The 'Address Information' section includes fields for Address, Address2, Address3, Country, State, City, and ZIP code. The 'Contact Information' section includes fields for Mobile Phone, Home Phone, Work Phone, Parent emergency contact number, and Email. At the bottom, there are 'Previous', 'Next', 'Submit', and 'Cancel' buttons.

6. Select your desired membership type, select your region, and select your club or ‘No Club’ from the drop-down menus. Click the “Next” button.

The screenshot shows the 'Registration - Tennis Manitoba' form at step 4, 'Membership'. The progress bar at the top indicates steps 1 (Provinces), 2 (Rules & Regulations), 3 (Profile), 4 (Membership), 5 (Account), and 6 (Pay membership). The form includes a section for 'Membership details' with a 'More' link. Below this, there is a table with columns for Player, Membership, Regions, and Clubs. The 'Player' column has a dropdown menu with 'Player' selected. The 'Membership' column has a dropdown menu with 'Recreational (Free)' selected. The 'Regions' column has a dropdown menu with 'MB All Manitoba' selected. The 'Clubs' column has a dropdown menu with 'Deer Lodge Tennis Club' selected. Below the table, there is a section for 'Positive Competitive Environment Agreement' with a list of guidelines and a checkbox for 'I have read and agree to the above guidelines and understand that there may be ramifications for myself and/or my child (outlined in the Rules of the Court) should there be a breach of the rules.' At the bottom, there are 'Previous', 'Next', 'Submit', and 'Cancel' buttons.

7. Create a login and password for the account. Click the “Submit” button. If payment is required for the new membership, you will be directed to complete payment through PayPal (with a PayPal account or with your debit/credit card).

The screenshot shows the registration process for Tennis Canada, specifically step 5: Account creation. The interface includes a sidebar with navigation links (Home, Tournaments, Flex Ladders, Clubs, Players, Ranking, English) and a main content area with a progress bar showing steps 1 through 6. Step 5 is highlighted. Below the progress bar, there is a dropdown menu for "I want to:" with "Create a new account" selected. The form fields include "Login name:", "Password:", "Confirm password:", "E-mail:", and "Confirm e-mail:". At the bottom, there are "Previous", "Next", "Submit", and "Cancel" buttons. To the right, a PayPal payment modal is displayed with options for "PayPal", "Pay Later", and "Debit or Credit Card".

2. You will receive a confirmation email from the system with an activation link (the email will be sent from noreply@tournamentssoftware.com). Open the email and click the “Activate” button to activate your account. You will receive an email from the system to confirm that your account has been activated.

The screenshot shows the confirmation email from the system. The email header includes the Tennis Canada logo and a search bar. The main content area has a heading "You have successfully created an account with Tennis Canada." followed by instructions to check for a confirmation email and a link to log in. A warning box states: "Membership payment: If a new membership was created during your registration for which payment is required, then you can complete payment for your membership after activating your account. After activating your account a second email will be sent out containing your payment status and a payment message will also be shown after logging in to the website." At the bottom, there are links for "Homepage" and "Login".

The screenshot shows the activation email and the account activation confirmation page. The email header includes the Tennis Canada logo and a search bar. The main content area has a heading "Activate account" and a message: "Dear Test, Thank you for signing up. Please click the button below to activate your account." Below the message is an "ACTIVATE" button. The email footer includes "Best regards, Tennis Canada tc.tournamentssoftware.com". To the right, a confirmation page titled "Your account has been activated" displays the following information:

Your new user account has been activated successfully. This user account is linked to a organization profile which stores your personal information. When you enter a tournament online, this information is copied into your online entry which saves you a lot of work.

Your login name for the website is: TestAccount123
Member ID: 75415577

Please review your organization profile for incomplete or erroneous information before entering a tournament online for the first time. You can access this information via the top-right user menu after you have logged in.

You can find an overview of your membership below:

	Start date	Expiration date	Membership	Validation status	Payment
Player	Sobeys Stadium	2024-03-12	2025-03-11	Recreational OK	Successful

Best regards,
Tennis Canada
tc.tournamentssoftware.com