

**OK Mission Tennis**  
**Getting Started Guide**  
**For New Club Members**

Hello! Welcome to our Getting Started guide for new club members! This guide will step you through the Registration and Login process for the Love Our Club application. It will also explain the steps required to purchase a club membership.

**Step 1: Register.**

## Member Registration

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Your password must be at least 6 characters long and contain at least one uppercase and lowercase letter.

The first step is to Register. This process lets you specify the email address and password you'll use to log into the booking application. To register, complete the following steps:

- a. Open your favourite browser and go to <https://okmissiontennis.org>

- b. In the top right corner of the screen, click on the Register button.
- c. Enter your email address and a password. The password must be at least 6 characters long and must contain a minimum of one uppercase and one lowercase letter. Enter your password a second time in the Confirm Password field and then select the Register button.

If your password is valid, the Love Our Club application will send an email to your email address with a 5-digit confirmation code. Check your email Inbox for an email from “Love Our Club” and make note of the confirmation code. If the email is not in your inbox, check your Spam folder.

- d. Enter your first name, last name and the confirmation code and then select the Complete Registration button to complete the registration process. Once you have successfully registered you will be directed to the Login screen.

Note, you may receive an error message if your password is not valid or if you’ve entered an incorrect code. Read the error messages carefully and try again!

## Step 2: Login

# Login

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bart.swarts@gmail.com

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[Forgot Password?](#)

To login, complete the following steps:

- a. Open your favourite browser and go to <https://okmissiontennis.org>.
- b. In the top right corner of the screen, click on the Login button.
- c. Enter your email address and your password and select the Login button.

If your email address and password are correct, you'll automatically be logged in. When you are logged in, your name will appear at the top right of the screen beside a "Log Off" button.

If you are unable to login and you have already registered, you may be entering the wrong email address or an incorrect password. Double check your entries and try again. If you cannot remember your password, select the "Forgot Password?" link to reset your password.

### Step 3: Review your Profile Information and Waivers

The screenshot shows a web interface for a waiver. At the top, a blue navigation bar contains the text "Ok Mission Tennis" followed by links for "Home", "Member Area", "Bookings", and "Member Lists". Below this, a message reads: "Before continuing, please review and update your member profile. Select the Next button." A dark blue header indicates "Startup: Step 1 of 3". The main content area is titled "Okanagan Mission Hall Association" and contains the following text: "I understand and accept that all tennis members are part of the body of the organization "Okanagan Mission Court Tennis Association Business. Should I wish to exclude myself from this membership, I will do so in writing." Below the text is a checkbox labeled "Waiver Accepted". At the bottom, there are three green buttons: "Previous", "Next", and "Finish".

When you log in for the first time, the Love Our Club application will display your Profile information, one or more Club Waivers and potentially some Club News.

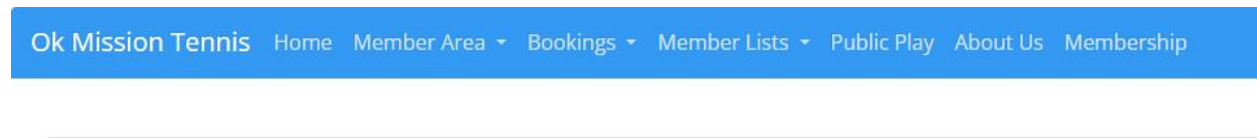
To continue, step through the screens using the Next and Previous buttons and enter or correct the information as appropriate. Pay special attention to the screen with your "Preferences".

This consists of several check boxes to allow you to specify whether you want to receive confirmation and reminder emails and newsletters from your club.

It also provides check boxes to specify if you want to hide your telephone numbers and email address on the Member Lists. Ideally, at least one telephone number and your email address will be visible to allow other club members to contact you when required.

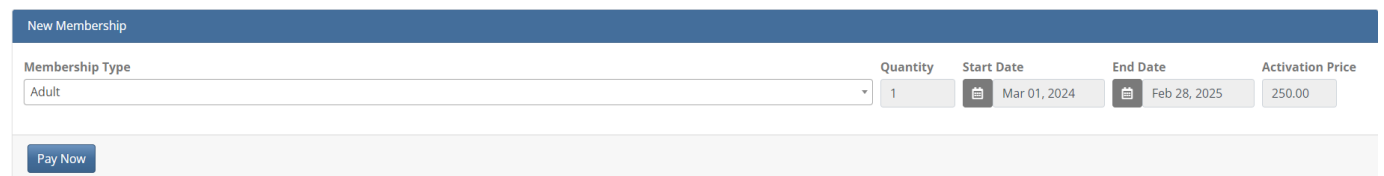
Check the check boxes to confirm you have read the club waiver and any news articles. Finally, click on the Finish button to proceed to the home page of your Club's website. Congratulations, you have completed the Registration and Login processes!

#### Step 4: Review the Navigation Bar



Once you have completed the login process, the top Navigation bar will contain several menu options. This includes the pages of your club's website containing valuable information. It also contains several Love Our Club functions to allow you to book courts, register for events, read news, purchase a membership and change your profile information. Review each of the menu options to familiarize yourself with the options available to you!

#### Step 5: Purchase a Membership



Membership Type	Quantity	Start Date	End Date	Activation Price
Adult	1	Mar 01, 2024	Feb 28, 2025	250.00

Pay Now

## Online Payment

Member				
Member	Billing Name	Current Tab	Email Address	Member Ty
Bart Swarts	Bart Swarts	\$0.00	bart.swarts@gmail.com	Adult

Sale Items
Item
Adult - Bart Swarts Apr 01, 2023 to Mar 31, 2024

Sale Totals
Item Sub Total
175.00
Total Taxes
0
Total Amount Due
175.00

Online Payment Method
Select "Card number" on the green stripe below and enter your card information. Once your card information has been entered, select the Process Card button to proceed with your card payment.
Payment Card
Card number <input type="text"/> MM / YY CVC <input type="text"/>
<input type="button" value="Process Card"/>

To purchase a club membership, complete the following steps:

- Select the "Membership" menu option in the top navigation bar.
- Select the Membership Type you would like to purchase from the dropdown list.
- Select the Pay Now button.
- Review the information to confirm you have the correct membership.
- Select the green stripe and enter all your credit card information including the credit card number, expiry date, cvc and postal code. **Postal code is required!**
- Select the Process Card button to submit your payment for processing.

Once you have purchased your membership, a Sales Receipt will be emailed to you as a confirmation.

**Important! If you are not buying a Family membership type, each family member with an email address can register and login as per the instructions in steps 1 through 5 above.**

**See below for additional information on Family Memberships (step 6) or if you have a family member that does not have their own email address (step 7).**

## Step 6: Family and Couple Memberships

**Note: This section is only applicable if you have purchased a “Couple” or “Family” membership.**

The screenshot shows the 'Create New Member' modal form. The form is overlaid on a page with a 'Membership Type' dropdown set to 'Couple' and a table of relationships. The 'Add New' button in the table is highlighted with a red box. The modal form includes fields for Primary Family Member, First Name, Last Name, Email Address, Telephone 1, Telephone 2, and Relationship To Bart Swarts. A 'Cancel' button and a 'Save' button are at the bottom right of the modal.

First Name	Last Name	Relationship	Active Me
Aeri	Lee	BillingMember	Guest

Once you complete purchasing a family membership, you will be presented with a list of your family members. (On a phone, you may need to scroll down to see this information).

This list will be an empty list if you are a new member. **You must use the “New” button to add each family member** that is to be included in your membership. Once this step is completed, those family members will inherit your family membership.

**For family members that have an email address, they may Register and Login as per the instructions in steps 1 through 4. They will automatically inherit your family membership.**

## Step 7: Family Members without an email address

**Note: This section is only applicable if you have one or more family members that do not have their own email address**

If you have family members that do not have their own email address, you may create an account / profile on behalf of those family members. Once the family members have been set up, you will be able to login with your email address and password and then use a “Change Login” function to switch to your family members.

Once you have changed your login to your family member, you may purchase a membership, book a court or register for an event for that family member.

The steps to create additional family members that do not have their own email address is as follows:

- a. Login with your own email address and password
- b. Select the Family Members menu item under the Members Lists option on the top navigation bar (as shown below).
- c. Select the "Add New" button to add a new family member (as shown below).

The screenshot shows a web interface for managing family members. At the top, there is a section titled "Primary Family Member" with a table of details for Bart Swarts. Below this is a section titled "Relationships (Bart Swarts)" with a message and an "Add New" button highlighted by a red box. A table below the button shows columns for First Name, Last Name, Relationship, Shared Tab, Email, Telephone 1, and Telephone 2, with the text "No results found!" below it.

Member	Telephone 1	Email Address	Member Type	Membership Type	Tab Balance
Bart Swarts	250-574-1272	bart.swarts@gmail.com	Adult	Guest	0.00

Select the Add New Member button to add a new family member to the club. Please contact your Club Administrator to link a member that has already registered with the club.

**Add New**

First Name	Last Name	Relationship	Shared Tab	Email	Telephone 1	Telephone 2
No results found!						

- d. Enter the information for the family member **leaving the email address blank** and then select the save button (as shown below).

The screenshot shows a "Create New Member" modal form overlaid on a background page. The modal has a title bar with a close button. Below the title, there is a section for "Primary Family Member" with a dropdown menu showing "Bart Swarts". The form contains several input fields: "First Name", "Last Name", "Email Address", "Telephone 1", and "Telephone 2". There is also a dropdown menu for "Relationship To Bart Swarts" with "None" selected. At the bottom of the modal, there are "Cancel" and "Save" buttons. The background page shows a "Relationships (Bart Swarts)" section with an "Add New" button highlighted by a red box.

**Create New Member** [X]

Primary Family Member  
Bart Swarts

First Name  
[Input Field]

Last Name  
[Input Field]

Email Address  
[Input Field]

Telephone 1  
[Input Field]

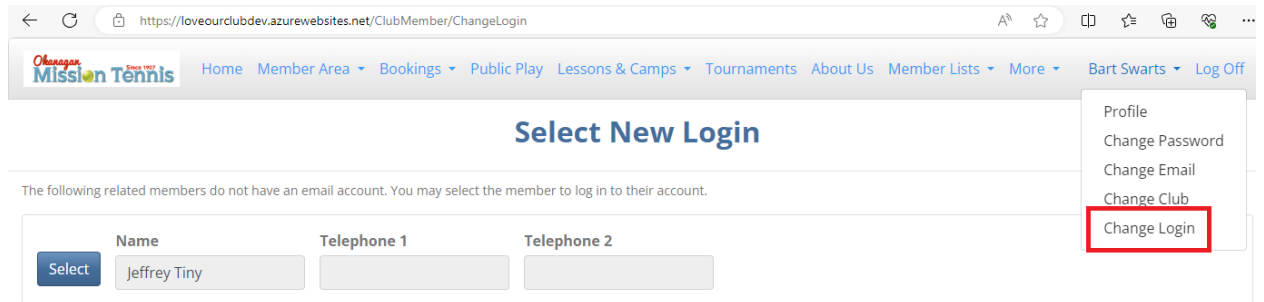
Telephone 2  
[Input Field]

Relationship To Bart Swarts  
None

Family memberships will only apply to spouses and dependents and only up to the maximum allowed for your membership type.

**Cancel** **Save**

- e. Select the Change Login option under your name (top right of screen).  
(Note, if the Change Login option is not visible, refresh your browser so the system can detect your new family member)
- f. Click on the Select button beside a family member to temporarily switch your login to that family member (as shown below).



Note that once you change your login to a family member, all tasks performed will now be as if you are that family member. You can now purchase a membership for that family member and register that family member into events. Confirmations, Reminders and Sales Receipts will be emailed to your email address as the primary member.

Use the Change Login feature again to switch between other family members or back to your own profile.

Note that you can only change login to family members without an email address. If the family member has an email address, you must log out and then register and login using that family members email and password.