



2019/2020 Jr Tennis Program

We are excited to announce that our Junior Program registration will be all done online now with our new system!

This means two things for you: 1. YAY! You will have access to view your account and registrations online! 2. The registration process for this fall might have a few hiccups. We have tested everything, but we ask for extra patience and even your help if you see something that doesn't seem to make sense.

Here is what you need to know:

- You must have an active membership as of 9/1/2019 that is good for the month of September and every other month that you are participating in the Junior Tennis Program at Edgebrook. (Summer Members will not be able to participate without an active membership through the end of the month – you will need to sign your child up for a Junior Tennis Membership in-person to register. Information on our Junior Tennis Membership can be found [here](#).)
- You can register online for September Junior Program levels starting on August 5th if you participated in our Junior Program in May, June or during the summer. If you did not participate during those months, you can register starting August 12th. Both registration times are 9 a.m. You will have your registration amount added to your account OR you will pay at that time. For equity and junior members, you will have the option to choose.
- You will be auto-enrolled for all following months on the 20th of the month prior. If you want to cancel, you will need to do so BEFORE (not on) the 20th for us to remove you from the re-enroll time. SO: you will be auto-enrolled into October Junior Program on

September 20th. You will also be charged (Level 1 Pre-members) or billed to account (all others) on that date.

- You can register online via our system at edgebrook.clubautomation.com, you can register via email to frontdesk@edgebrookclub.org stating the name of the junior you are enrolling and the level you are asking for them to participate in, or you can register in-person at Edgebrook. If you have not logged in to your Club Automation account, please do so prior to your registration time to ensure you are able to do so smoothly. **EXCEPTION: All pre-members have to register in-person!**
- No registrations will be taken before the appropriate dates and times listed above.
- No registrations will be taken by phone.

If you have any questions about the registration process, please give us a call during our front office business hours Monday-Friday from 8 a.m. - 4 p. m. or send us an email! If you have any questions about tennis specifically, please reach out to our tennis director, [Stephen Welt](#). He will be able to best help you with those questions. We are looking forward to a great fall tennis season here at the club!

To register online via club automation, please take a look below for detailed directions:

Once you log into your account:

- 1) Click on the "Register for Classes" link that is on the left panel.
- 2) Click on the Level that you wish to register your child for.

The screenshot shows the 'PROGRAMS' section of the Edgebrook Club Automation website. On the left sidebar, the 'Register for Classes' link is circled in red. The main content area features search filters for program name, event time, and age, along with a 'Search classes' button. Below the filters is a table of programs:

Program Name	Location	Department	Days of Week	
2019 Season Water Polo	edgebrook			Learn More
Junior Program - Level 1	edgebrook			Learn More
Junior Program - Level 2	edgebrook			Learn More
Junior Program - Level 3	edgebrook			Learn More
Junior Program - Level 4	edgebrook			Learn More
Junior Program - Level 5	edgebrook			Learn More

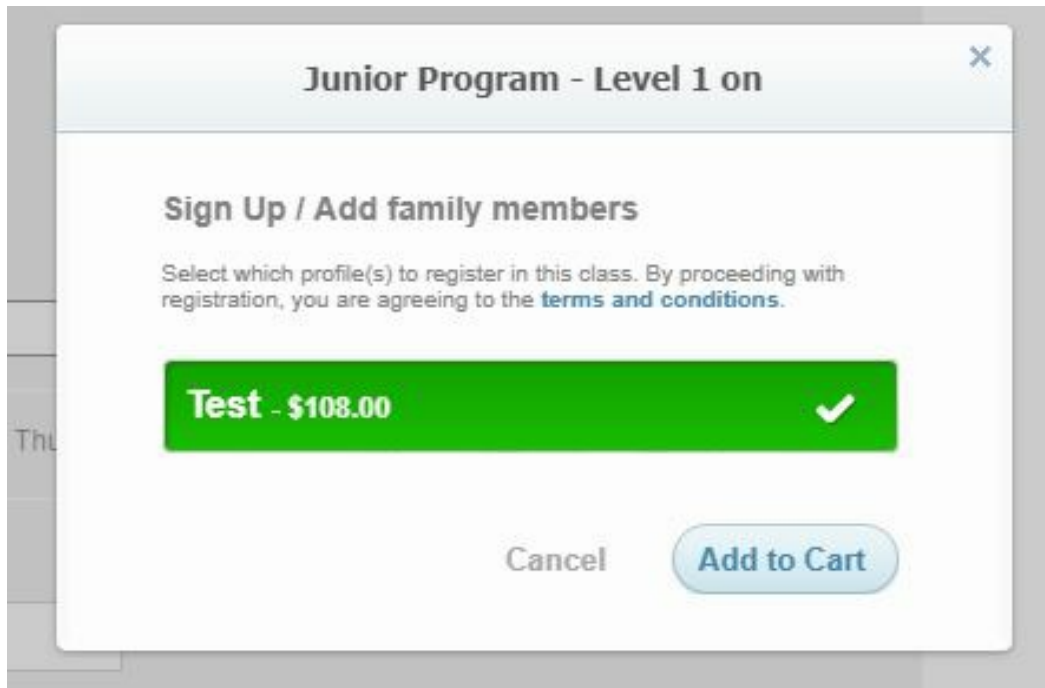
- 3) Select 2019 September
- 4) Click "Register"

Class #	Class Name	Day	Time	Location	Session	Capacity	Dates	Price	Actions
11140	Junior Tennis Level 1		Junior Tennis Level 1	Multiple	2019 September	3 of	-	\$108.00	Register

5) Click "Sign Up"

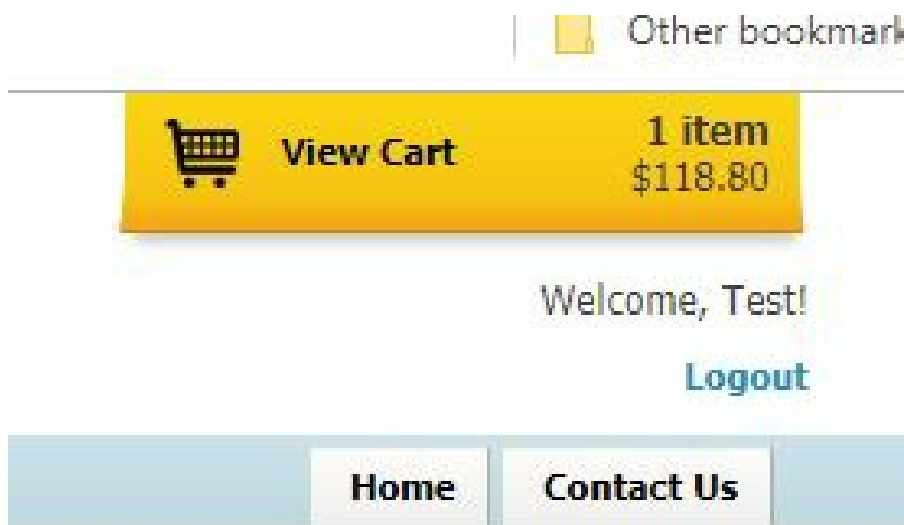
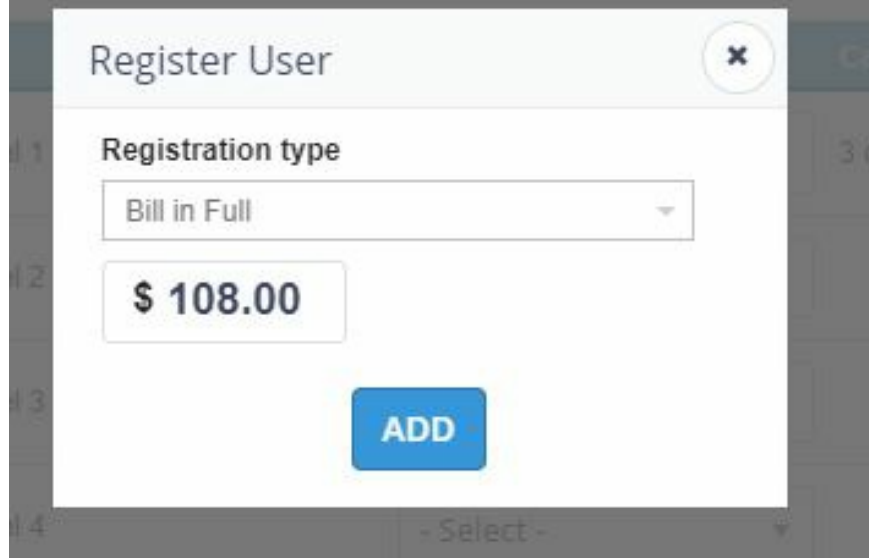
6) Select the member you wish to sign up and click "Add to Cart"

Class #	Date/Time	Location	Session	Price	
11140	Junior Tennis Level 1		2019 September 09/01/2019 - 09/30/2019	\$108.00	Sign Up



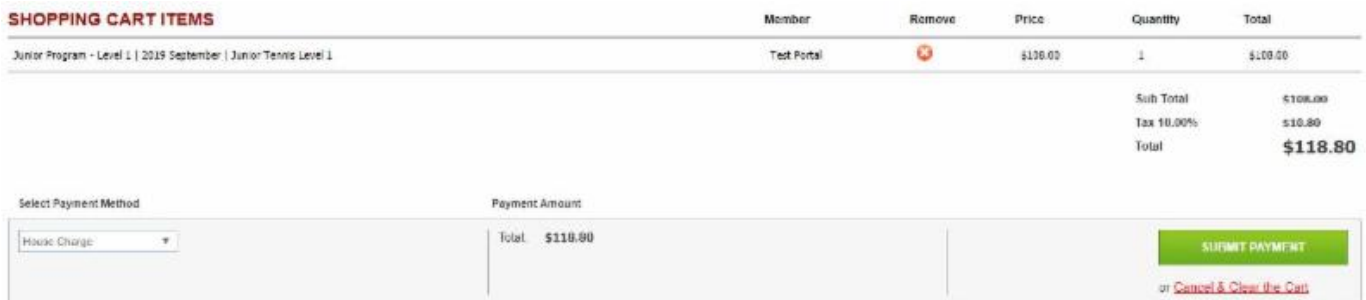
7) Click "Add".

8) If you have others to add, you can add them at this time. If you are finished click on "View Cart" which is at the top right of the screen.



9) Once in your cart, please select the payment method. As a Equity or Jr Tennis Member you may select "House Charge" to have the program added to your account. You can also choose to select a credit card and pay for the class right away.

10) Once your method of payment is selected then click "Submit Payment". You are now registered!



11) You can see your registrations from the home screen of your account under "My Events"

which is located on the bottom right part of the screen.

MY EVENTS

Next 7 days

JUL
30

5:00pm - 6:00pm
Court time

YOUR REGISTRATIONS

Program: Junior Program - Level 1

Mon | 05:00pm - 06:00pm

Wed | 05:00pm - 06:00pm

Junior Tennis Level 1: 2019 September (09/01/2019 - 09/30/2019)
