

SKATING CLUB OF WILMINGTON INSTRUCTIONS FOR RENEWAL FOR THE 2024/2025 SEASON

Go to the URL: <http://comp.entryeeze.com/Membership/Welcome.aspx?cid=426>

If you are an existing member of SCW, click on the **ACCESS MY ACCOUNT**. If you are a brand-new member to SCW, click on the **APPLY FOR MEMBERSHIP**.

Enter your **EMAIL ADDRESS** and click on the **FORGOT YOUR PASSWORD** link since this is your first time logging on. Enter your USFS # (or your child's USFS number if you don't have one) and click on **RETRIEVE PASSWORD**.

You will then get an email to confirm your email address in your email. Remember to check your spam folder if you don't get the email. FOLLOW PROMPTS TO RESET YOUR PASSWORD. Once you have set your password, sign into Entryeeze at <http://comp.entryeeze.com/Membership/Welcome.aspx?cid=426>. It would be good to save this to your Favorites on your web browser.

Add any other family members to your account by clicking on **ADD NEW FAMILY MEMBER**. Complete the **MANAGE MY FAMILY** tab and the **PERSONAL INFORMATION** subtab and remember to click **"SAVE PERSONAL INFORMATION"** at the bottom of the page.

Next click on the **APPLY/RENEW** tab and the screen below will appear.

Pick your membership type by clicking on the drop-down box. If you have your USFS membership with SC of Wilmington (i.e. you represent SC of Wilmington at competitions), or if the skater DOES NOT have USFS membership, pick one of the following:

- 1) Full Member - Skater
- 2) Full Member - Parent
- 3) Social (non-skating)
- 4) Official

Associate means that you do not have your current USFS membership with SC of Wilmington. If you have your current USFS membership with another club, pick an **Associate** Member type.

Click the **RENEW** button. A screen will appear confirming your selection and your personal contact information. Click **SAVE**.

The next screen that will appear will include the following and either click on **I AGREE** or complete the blanks:

- 1) Terms of Agreement
- 2) Assumption of Risk and Waiver of Liability relating to COVID-19
- 3) Consent for Medical Treatment
- 4) Volunteer Information
- 5) Professional Information
- 6) Miscellaneous Questions
- 7) Rink Rules

At the bottom of the screen, click on **SAVE**. No commas, apostrophes, ampersands, or carriage

returns in any text field, please.

Next the screen will appear to process another family member or complete your checkout.

A confirmation screen will appear and click on the **CONTINUE CHECKOUT** button at the bottom of the screen.

The next screen will be the Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement. Check "I understand and agree with the statement above" and click on the **CONTINUE CHECKOUT** button.

Last, enter your payment information and you will see a confirmation on your screen and you will also get a confirmation email.