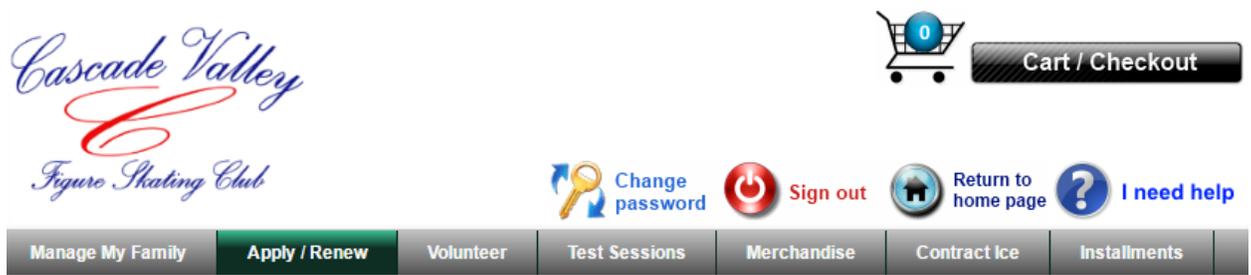


## Renew/Apply for CVFSC Membership

**Step 1:** Login to your CVFSC EntryEeze account.

1. If you are a current member of CVFSC and don't have an EntryEeze account activate yet, please click "Access my account" under Existing Members and click "Forgot your password" to activate your account.
2. If you are NOT a current member of CVFSC, please refer to the "New Member Registration" procedure to set up an account.

**Step 2:** Once in your EntryEeze account, click "Apply/Renew" button on the top menu bar.



**Step 3:** Select the appropriate the membership categories in the drop down list. Click on "View membership options" to see detailed descriptions of each membership type. If you have any questions, please email [CascadeValleyFSC@yahoo.com](mailto:CascadeValleyFSC@yahoo.com) for help.

*To add a new family member, click the "Manage My Family" tab above*

*Cascade Valley Figure Skating Club Members will receive these benefits:*

1. US Figure Skating membership, including SKATING Magazine for the first family member (home club members only).
2. US Figure Skating test rates. Priority access to Club sponsored test sessions.
3. Ability to participate in club sanctioned events, such as ice shows, exhibitions, critiques, club ice, banquet, etc.
4. Opportunity to purchase Club-related Merchandise.

Name	Membership Type <a href="#">View membership options</a>	Available Options
Testing Member	First Full Membership ▼	<input type="button" value="Apply"/> <input type="button" value="Renew"/> <input type="button" value="Upgrade"/>
Testing 1 Member	Subsequent Full Membership ▼	<input type="button" value="Apply"/> <input type="button" value="Renew"/> <input type="button" value="Upgrade"/>

**Step 4:** If you are a new member, please click "Apply" for the first skater and "Renew" for current member. You will have to go through step 3 and 4 for each skater in your family.

**Step 5:** Fill out the club and personal information as requested by following Entryeze's instruction. Once you are done, it will ask you to either process another family member or go to checkout. If you have another skater need to be renewed or applied, click "process another family member". Otherwise, go to check out.

**Your application has been placed into your shopping cart.**

[Process another family member](#)

[Go to shopping cart & complete checkout](#)

**Step 6:** If selected “Process another family member”, you will go back to the main screen for “Apply/Renew”. Follow Step 3 through 5 above to apply/renew the 2<sup>nd</sup> skater.

Note: If the 2<sup>nd</sup> or any subsequent family members require a full membership, please select “Subsequent Full Membership”. This is to ensure the system can process your request and calculate the price correctly at checkout.

*To add a new family member, click the "Manage My Family" tab above*

Cascade Valley Figure Skating Club Members will receive these benefits:

1. US Figure Skating membership, including SKATING Magazine for the first family member (home club members only).
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4. Opportunity to purchase Club-related Merchandise.

Name	Membership Type <a href="#">View membership options</a>	Available Options
Testing Member	First Full Membership	Renew another member, or go to the <a href="#">Shopping Cart</a> to complete checkout
Testing 1 Member	- select a membership -	<a href="#">Apply</a> <a href="#">Renew</a> <a href="#">Upgrade</a>

**Step 7:** If finished process all family members, go to the shopping cart. Click “Continue checkout”.



[Change password](#)[Sign out](#)[Return to home page](#)[I need help](#)

 **Family shopping cart**

**Renewals / Applications**

Testing Member	New Application (2016-2017): <b>First Full Membership</b>	<b>\$125.00</b> <a href="#">delete</a>
Testing 1 Member	New Application (2016-2017): <b>Subsequent Full Membership</b>	<b>\$65.00</b> <a href="#">delete</a>

---

Subtotal: **\$190.00**

[Continue checkout...](#)

**Step 8:** Click “I understand and agree with statement” of submitting the signature form and “Continue checkout”. A convenience fee will be applied. Click “Continue checkout” again.

 **Checkout** [Please carefully review this page before continuing to payment](#)

Testing Member	New Application (2016-2017): <b>First Full Membership</b>	<b>\$125.00</b>
Testing 1 Member	New Application (2016-2017): <b>Subsequent Full Membership</b>	<b>\$65.00</b>
		<b>Subtotal: \$190.00</b>
		<a href="#">What's this?</a> Convenience fee <b>\$7.25</b>
		<b>Total amount to be charged: \$197.25</b>

[Continue checkout...](#)

**Step 9:** Input your credit card and billing information. Once you are done, please click “submit payment”.

**Step 10:** A confirmation page should be populated to confirm your payment.



**Confirmation**

**Thank you. Below is a summary of your purchase.  
A receipt has also been sent to your email address.**

<b>Renewals</b>		
	First Full Membership	\$125.00
<b>Payment Information</b>		
Amount charged (incl. convenience fee):		\$129.75
Payment:		Visa
Credit Card Number:		

[Return to my account](#)

**Step 11: IMPORTANT:** Go to CVFSC Club Website ([www.cascadevalleyskating.com](http://www.cascadevalleyskating.com)) or the login page of our Entryeeze portal. Print out the Signature Form one for each of your skaters and sign. Once completed, please either drop it off to the club mailbox in the rink or scan/email it back to [CascadeValleyFSC@yahoo.com](mailto:CascadeValleyFSC@yahoo.com) to complete your application/renewal.