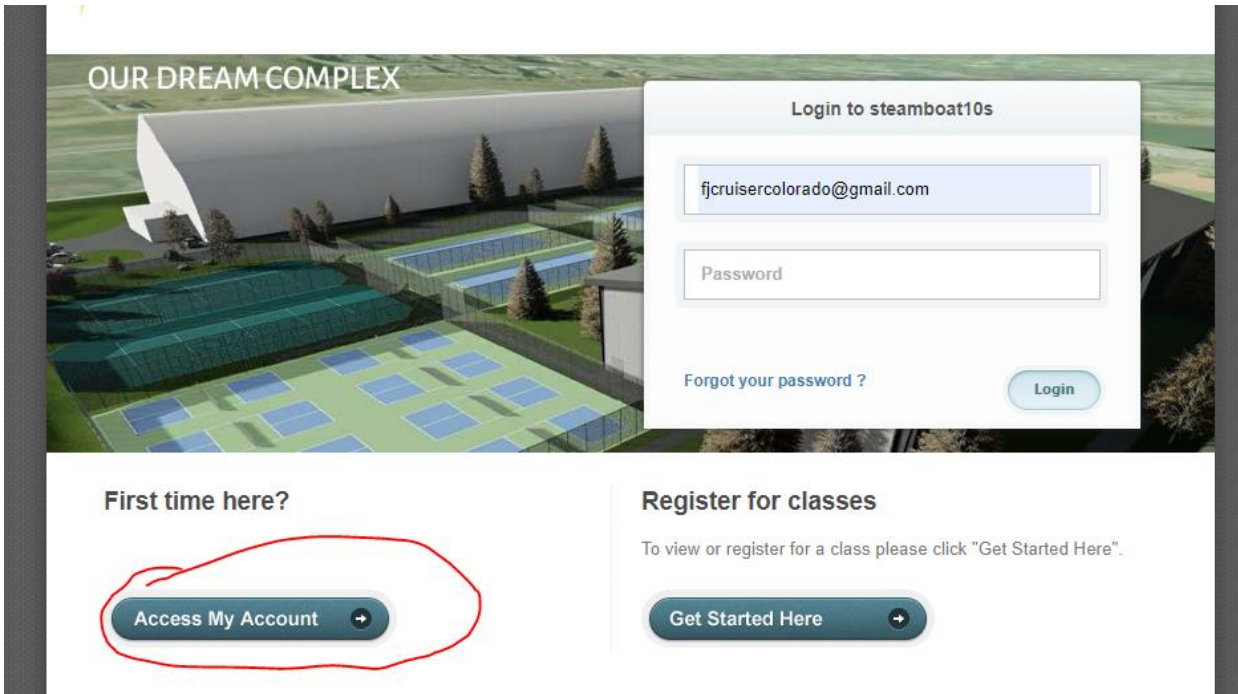


## HOW TO REGISTER ONLINE

1. Log in to your account through <https://steamboat10s.clubautomation.com/>
2. On the home page, enter your Username and Password. If you don't have one yet but you have visited our Center before, click on Access My Account and follow the prompts:



3. On the home page, in the left-hand column, click on Drills & Events:

Collapse



Home



View My Info



Buy Gift Cards



Reserve a Court



Register for Classes



Drills & Events



View My Statement



Pay my Bill



Packages



Notifications



Contact Us

4. All of the drills, open plays, and events that are upcoming are in a list.

**You can sign up for any of drill, shootout, event using the Center's online registration system, and Open Play using the following instructions. As an example, we will use signing up for a Pickleball Open Play session:**

5. Find the Pickleball Open Play registrations:

**Pickleball Open Play - 3.0**

**Pickleball Open Play - 3.5**

**Pickleball Open Play - Advanced  
Challenge Courts**

**Pickleball Open Play - all levels**

And click on the name of the Open Play you would like to sign up for. Notice the highlighted items. The 3.0 and Advanced Challenge Courts will still play at the same time on Saturdays and Sundays, but I separated the two groups out. Now you can see how many people are signed up at your level.

6. Let's say I want to play on the Advanced Challenge Courts this Saturday. I click on the correct item, I click on Sign Up for this Saturday:

Date	Time	Facility	Location	Instructor	Capacity	Register
Saturday, January 23	10:00am - 12:00pm	pickleball	Court 2	N/A	3 Registered 5 Open	Sign Up
Sunday, January 24	12:00pm - 02:00pm	pickleball	Court 2	N/A	0 Registered 8 Open	Sign Up
Saturday, January 30	10:00am - 12:00pm	pickleball	Court 2	N/A	0 Registered 8 Open	Not yet open
Sunday, January	12:00pm - 02:00pm	pickleball	Court 2	N/A	0 Registered	

I click on "my" name, and I click Add to Cart:

**Sign Up / Add family members**

Select which profile(s) to register in this class. By proceeding with registration, you are agreeing to the [terms and conditions](#).

Sean - \$15.00

**Brody - \$0.00** ✓

Sean - \$0.00

Marcy - \$0.00

Guest - \$15.00

Marcy - \$15.00

Pavel - \$15.00

Add a new family member

Cancel **Add to Cart**

It's \$0 for me because I have the court pass + open play 😊


7. I'm brought back to this page, where I MUST click on the home button to finish my registration:

Tools Services Search (F2)

By Class By Date

### Pickleball Open Play - Advanced Challenge Courts

Advanced Challenge Courts sign-up Class #: 102797



Date	Time	Facility	Location	Instructor	Capacity	Register
Saturday, January 23	10:00am - 12:00pm	pickleball	Court 2	N/A	3 Registered 5 Open	<b>In Cart (1)</b>
Sunday, January 24	12:00pm - 02:00pm	pickleball	Court 2	N/A	0 Registered 8 Open	<b>Sign Up</b>
Saturday,	10:00am - 12:00pm	pickleball	Court 2	N/A	0 Registered	Not yet open

8. Notice that the cart is in the far, uppermost right-hand corner of the screen (it's higher than the logo and heading!). I must click on this and then pay to register, otherwise I am not signed up for open play!

STEAMBOAT TENNIS & PICKLEBALL Steamboat Tennis & Pickleball Center

Time Remaining: 14:19

**View Cart** 1 Item \$0.00

Welcome, Brody! Logout

Home Contact Us

**Welcome, Brody Pummill full Court Pass**

**\$0.00** Current Balance

No Image

Annual Individual League/ Open Play Court Pass | \$0.00 to expire on 09/30/2021  
 Routt County Resident | \$0.00

House Charge: credit card  
 Account Paid by: Sean Pummill (COF) teaching account

**CLUB ANNOUNCEMENTS**

Welcome!  
 August 7, 2014  
 Welcome, Member!

**MY EVENTS** Next 7 days

**YOUR REGISTRATIONS**

9. I click on Submit Payment (even though my cost is \$0)

**SHOPPING CART ITEMS**

Member	Remove	Price	Quantity	Total
		Sub Total		\$0.00
		Total		<b>\$0.00</b>

Select Payment Method Payment Amount

House Charge Total: \$0.00

**SUBMIT PAYMENT**  
 or [Cancel & Clear the Cart](#)

And then a page that says, "Thank you!" pops up. That's how I know I'm registered.

If you do not see the View Cart button, no matter how far you scroll, and no matter what device you use, then please call the Center and they will sign you up. 970-879-8400.