

Online Membership Registration Guide

1. Purpose

This guide provides instructions on how SSV residents can join the Pickleball Club using Ticket Tailor. Ticket Tailor is being used by the SSV HOA to purchase event tickets (concert series, pickleball club sponsored events). Online registration simplifies the overall administrative task for managing the club's membership. It also is more convenient for our members, no more forms to fill out or checks to write and no finding a membership person to give the form and payment to.

2. Overview

The Pickleball Club has created a Membership event using Ticket Tailor. The club has also integrated Ticket Tailor into the club's website and overall membership management system.

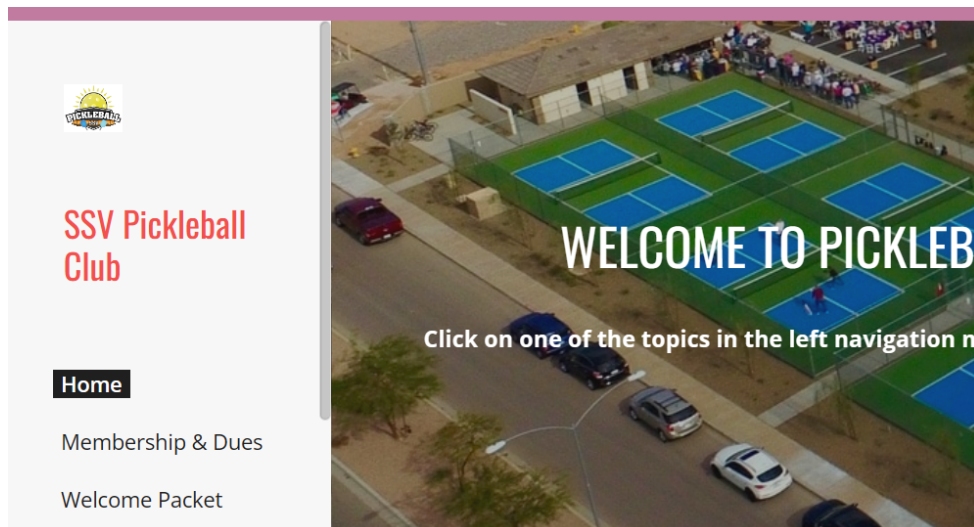
The basic steps are:

- Go to the membership page on the club's website.
- Click on the Online Membership link.
- Click on the Membership button.
- Select the membership type (New, Renewal or returned Lifetime).
- Fill in your contact information at checkout.
- Optionally update your emergency contact information.
- Make the payment (for new and renewal only).

Each of the above steps are covered in more detail in the next section

3. Online Membership Details Steps

- The first step is to visit the club's membership page, <https://www.ssvpickleball.com/membership-dues>. You can also get to the page by going to the club home page at [ssvpickleball.com](https://www.ssvpickleball.com) and then selecting the Membership & Dues page (it's the page after the Home page).



Online Membership Registration Guide

- Clicking on **Membership & Dues** takes you to that web page.



The SSV Pickleball Club was formed to promote the growth and enjoyment of this great recreational sport for all of the residents of SSV. We welcome all SSV residents to join the club and enjoy the fun and fellowship of Pickleball. From beginner lessons to daily social and competitive play, the club offers a great environment to enjoy the game. The benefit of being a member includes:

- Getting to play during prime time - both during the day and evening.
- Participating in organized play events such as round robins and play with members of other East Valley Pickleball clubs.

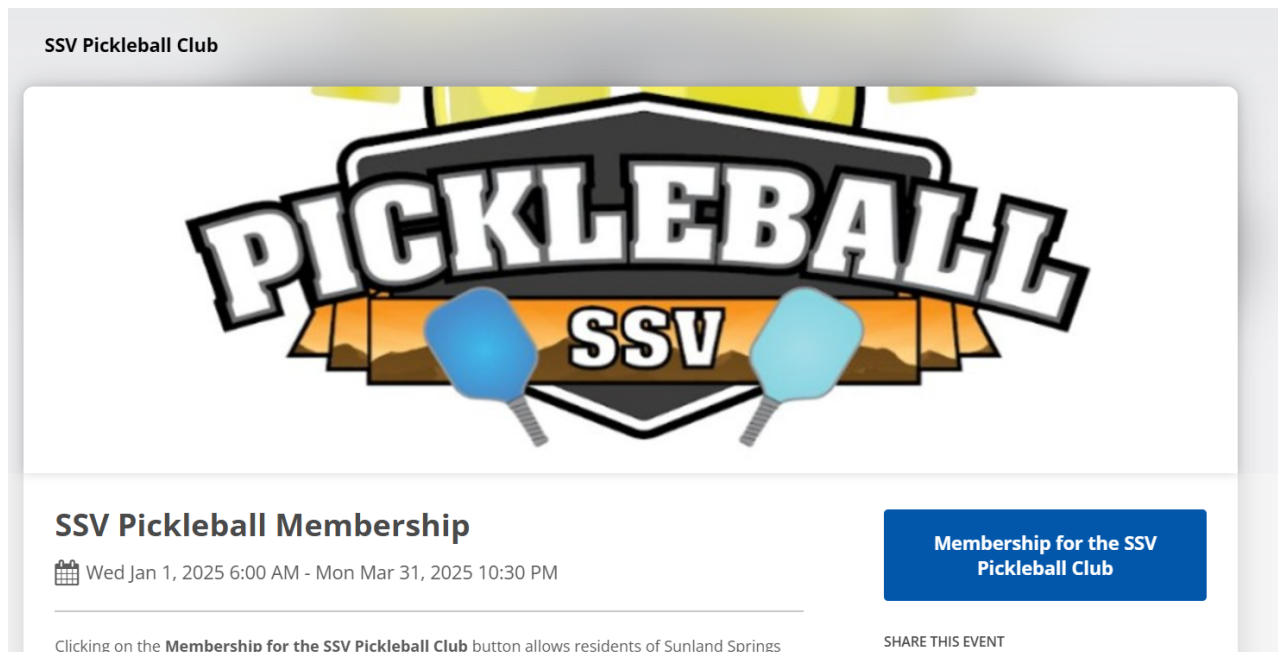
- Scroll down the page to the options for how to pay your membership dues.

You can pay your membership dues in one of the following ways:

- [Online Membership](#)
- [Click here to view a guide on how to use the online membership registration method](#)
- **By Check (payable to SSV Pickleball Club)**
 - Drop off your membership payment in the HOA office lobby in the drop-box for Pickleball. If you drop your payment in the drop-box you **MUST** also fill out a membership form even if you are a returning member.
 - Attending a general club meeting.

- Click on **Online Membership**. This will take you to the membership event on Ticket Tailor.

Online Membership Registration Guide



- Read the information about membership on this page and then click on the **Membership for the SSV Pickleball Club** button. This will open a pop-up window where you will select the type of membership you are requesting.

Note: The club no longer accepts new Lifetime memberships. The selection is ONLY for lifetime members to let the club know they have returned to SSV.

A screenshot of the SSV Pickleball Membership selection pop-up window. The title "SSV Pickleball Membership" is at the top, followed by the date range "Wed Jan 1, 2025 6:00 AM - Mon Mar 31, 2025 10:30 PM". Below this is a navigation bar with three options: "Select tickets", "Your details", and "Review". The main content area lists three membership options, each with a quantity selector (a box with a number and a dropdown arrow):

- Renew Membership**: \$30.00, Returning Members. Quantity: 1.
- New Membership**: \$30.00, New Members start here. Quantity: 0.
- Returned Lifetime Membership**: FREE, Lifetime Members Only - this is not for new lifetime memberships. Quantity: 0.

At the bottom, there is a "Subtotal" section showing "\$30.00" and a green "Next" button. Below the "Next" button, there is a link for "View privacy policy" and the text "Event ticketing by TicketTailor".

Online Membership Registration Guide

- Select ONE of the membership options by clicking on the down arrow and selecting '1'. In the example above, Renew Membership was selected.

Note: Ticket Tailor does not validate which of the three membership options is correct for you. The membership committee will discover any conflicts between the membership option chosen and a member's prior status.

- Click on **Next**. This will open the order checkout window where you enter your contact information and update your emergency contact information.

Note: The fields with the red * are required to be filled.

SSV Pickleball Membership
Wed Jan 1, 2025 6:00 AM - Mon Mar 31, 2025 10:30 PM

Select tickets > **Your details** > Payment

Your order

SSV Pickleball Membership Wed Jan 1, 2025 6:00 AM - Mon Mar 31, 2025 10:30 PM		
Renew Membership	\$30.00 × 1	\$30.00
Order total		\$30.00

Please complete the form below

First name *

Last name *

Email *

Mobile /Phone Number *

(201) 555-0123

Name on Name Tag (if different than above)

- Verify that you selected the correct membership options (and only one). If incorrect, click on the back arrow in that pop-up window (or the back arrow on your browser) and select that correct option.
- Enter your first and last name, email address and telephone number. These fields are all required.

Note: Enter the name that is registered with the HOA (this includes if you are renting). The name entered is used by the membership committee to instruct the HOA on who has access to the pickleball club's store rooms.

Online Membership Registration Guide

Note: The email address you entered will become the address that the pickleball club uses for all club communications.

- If you would like a different name on your name tag than the first name you entered above, use the provided field to do so. If not, you can leave the field blank.
- If you are a new member or if your emergency contact has changed, please fill in those fields. For prior members without a change to their emergency contact information, you can leave those fields blank.
- Click **Next**.

For *New and Renew Memberships*, this will open the payment window where you will enter your credit card information.

The screenshot shows a mobile app interface for 'SSV Pickleball Membership'. At the top, it displays the date and time range: 'Wed Jan 1, 2025 6:00 AM - Mon Mar 31, 2025 10:30 PM'. Below this is a navigation bar with three options: 'Select tickets', 'Your details', and 'Payment', with 'Payment' being the active selection. The main content area shows the 'Order total \$30.00' and a 'Show summary' link. It also states 'You are ordering directly from SSV Pickleball Club' with a link to the privacy policy, and 'Your order will be sent to Samuel Adams - samtheman@contos.org'. The 'Debit/credit card' section includes a 'Card' button, a 'Google Pay' button, and a 'Card number' field with the placeholder '1234 1234 1234 1234'. Below the card number are icons for VISA, Mastercard, AMEX, and Discover. The 'Expiration date' field is labeled 'MM / YY' and the 'Security code' field is labeled 'CVC'. The 'Country' is set to 'United States' and the 'ZIP code' is '12345'. A large green 'Pay \$30.00' button is at the bottom. A 'SECURE SSL ENCRYPTION' logo is in the bottom left corner.

- Verify that the payment information is correct, then enter your payment method information.
- Click **Pay \$30**.

For *Returned Lifetime Memberships*, you will not have a payment.

Online Membership Registration Guide

SSV Pickleball Membership
Wed Jan 1, 2025 6:00 AM - Mon Mar 31, 2025 10:30 PM

Select tickets > Your details > **Review**

Your order [Show summary](#)

You are ordering directly from **SSV Pickleball Club** ([view privacy policy in new window](#))
Your order will be sent to **Coralee Peake – jonwpeake@gmail.com**

☐ I am human  [Privacy - Terms](#)

[Click here to complete this order](#)

- Check the “I am human” box and then click **Click here to complete this order**.

For all orders, the order complete window will open. From this window you can view your order, add the order to a calendar or start a new order.

SSV Pickleball Membership
Wed Jan 1, 2025 6:00 AM - Mon Mar 31, 2025 10:30 PM

Select tickets > Your details > Review > **Complete**

Order complete Order ID: **52345675**

Your order confirmation and tickets have been sent to **Coralee Peake – jonwpeake@gmail.com**.

[View your order confirmation and tickets](#)

 Ticket Tailor will remove all the carbon produced from this transaction. [Learn more](#)

Your order is for:

 **SSV Pickleball Membership**
Wed Jan 1, 2025 6:00 AM - Mon Mar 31, 2025 10:30 PM

[Add to calendar](#) [Create a new order](#)

You ordered from:

SSV Pickleball Club

[Contact the event organizer](#)

Online Membership Registration Guide

4. What Happens Next

Once you have completed your online application, the membership committee will further process your membership order. This is done at least once a week, usually on Saturdays.

- The membership committee finds no issues with your order

You will receive a confirmation email to the email address provided. For renewal memberships, you will need to have your name tag punched by a member of the committee.

If you are a new member, a punched name tag will be made for you and you will be sent an email letting you know it is available in the East Storage room. Your information will also be sent to the HOA so they can add you to the access list for the storage rooms (although that may take a few days).

Note: Name tags are typically made every Sunday, so if you go down to the courts on Monday, you can pick up your name tag.

- The membership committee find an issue with your order

If there is an issue with your order, a member of the committee will contact you at the number provided to resolve the issue. Typical issues include:

- Order is for Returned Lifetime Membership and the member identified by the provided name is not a lifetime member.
- Order is for a Renew Membership and the member identified by the provided name is a lifetime member.

The membership committee sends your contact information to the HOA office for verification that you are a resident of SSV. If you are, you are added to the storage room access list. If the HOA office cannot find the provided name, a committee member will contact you at the number provided to let you know that you will need to go to the HOA office to resolve the issue.

Note: Only registered residents of SSV can join the pickleball club. If you are not a registered resident (including renters) and cannot or do not want to register with the HOA, you cannot be a member and any membership dues will be refunded.