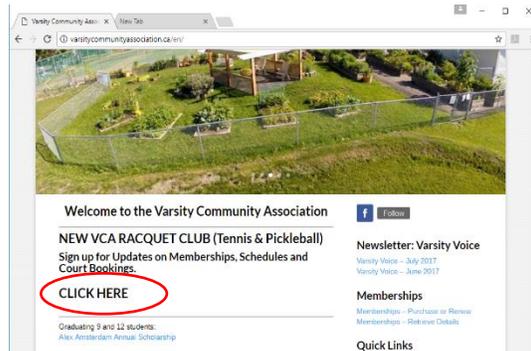


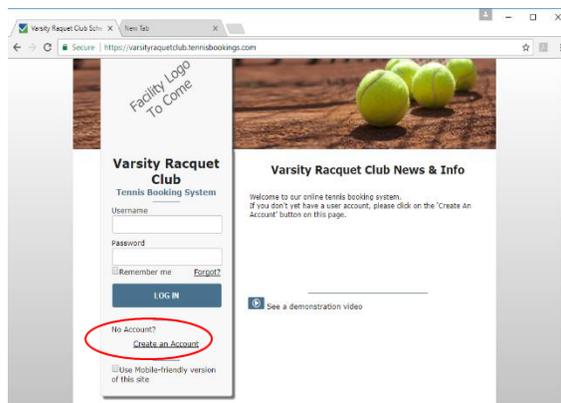


## How to become a Varsity Racquet Club member

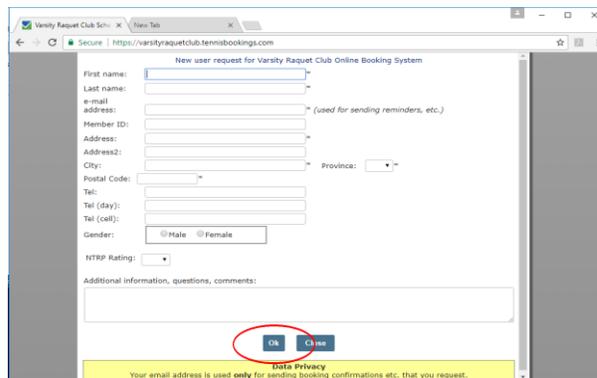
1. Go to [vcacalgary.com](http://vcacalgary.com)
2. Click on “Click here” under the Varsity Racquet Club heading.



3. Click on “Create a new account” on the bottom left hand side of the page in the blue box

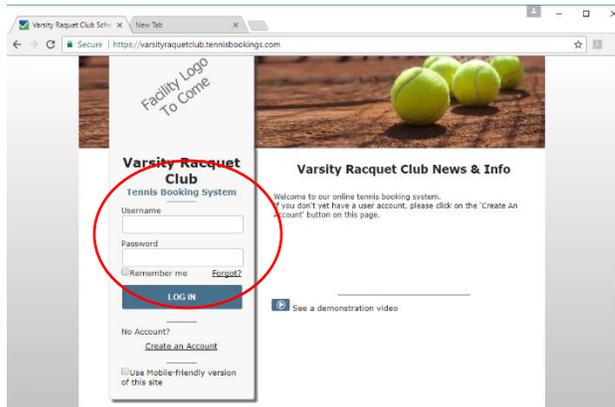


4. Fill in requested information, spaces marked with an “\*” are required fields. The email you provide will only be used for booking purposes only.
5. Click “ok”

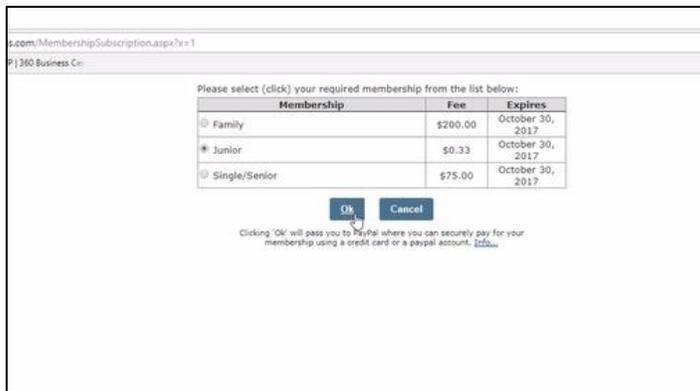


6. Check your email to receive your password in a confirmation email from [Vcagm@telus.net](mailto:Vcagm@telus.net), this may take a couple minutes.

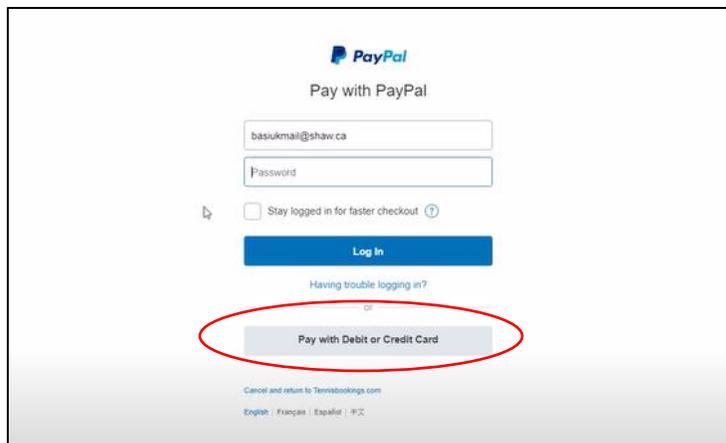
7. Login to your account using the username and password sent to you by email



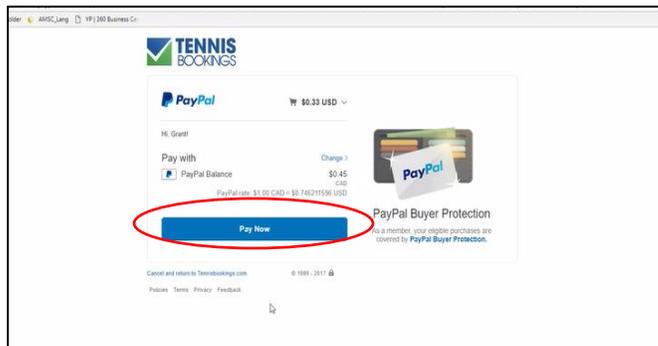
8. You will be directed to the member selection page, select the type of membership you want to purchase then click "ok"



9. You will be redirected to PayPal, you may choose to log in to your PayPal account if you have one, or choose "pay with debit or credit".



10. Enter the appropriate information and approve the purchase



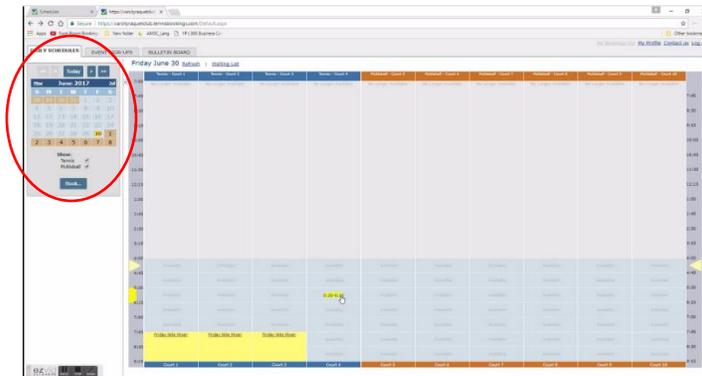
11. Check your email you will have received an email containing the access code to the courts

12. Log back in you will now have court booking privileges!

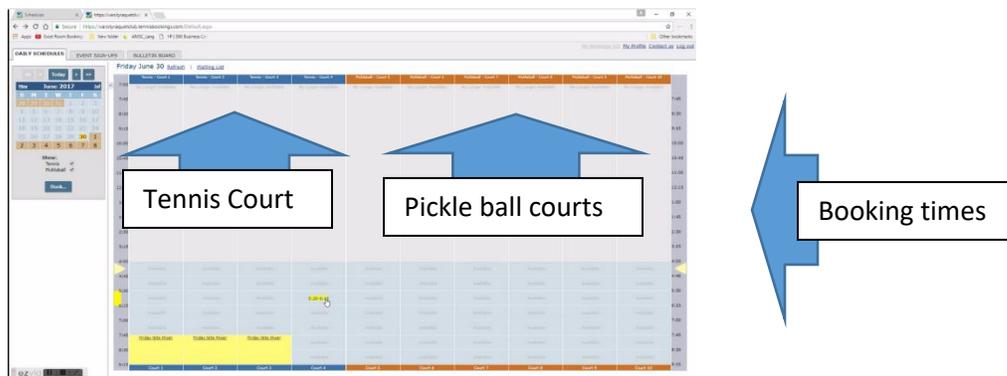


# How to book a court at Varsity Racquet Club

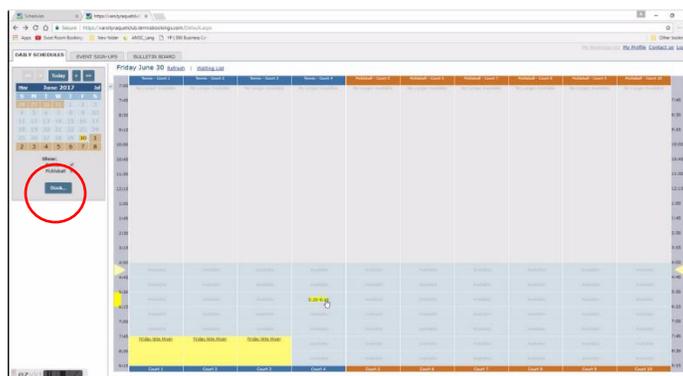
1. Log in. Immediately the browser will open to the schedule for the current date.
2. Use the calendar on the left hand side to select the day you would like to book a court for and select it



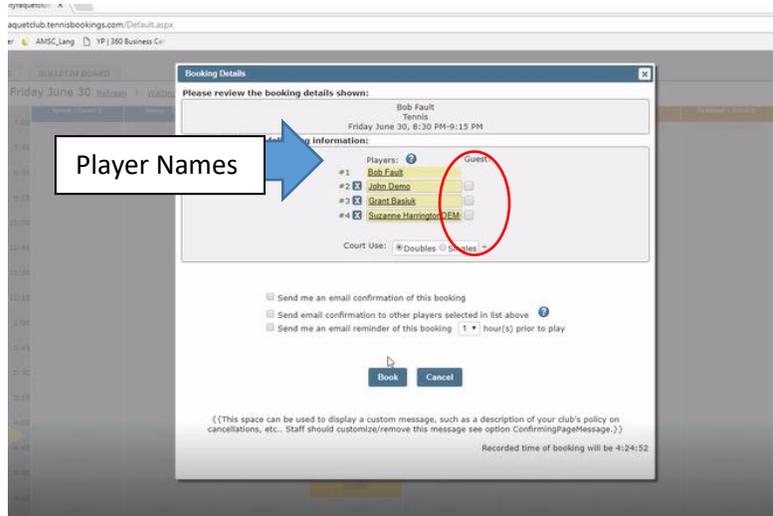
3. The type of courts are listed as headings, under the court you would like to play on select the time you would like to play at. You can click and drag to select multiple consecutive times, if you would like to play longer than 45 minutes. You cannot book times in yellow.



4. Click the blue book button on the left hand side of the page



5. Enter who you will be playing with. Enter the names of the people you will be playing with. If they are not members you need to specify that they are guests (circled below). For each guest selected you will be charged \$8.00 which will either be deducted from your credit or you will be prompted to pay for through PayPal.



6. Press "book" and have a fun game!