PCNS User Guide for Members

Pickleball Canada has launched a fully integrated system for pickleball clubs across Canada. The Pickleball Canada National System (PCNS) brings together many of the independent systems now being used into one single integrated system. Saskatchewan converted to the new system with the membership and website modules in early March 2021.

All Saskatchewan members (both active and those recently expired) were converted to the new system. Those that expired prior to Jan 1, 2020 will have to sign up as a new member.

1. To login, join or renew, go to <u>www.pickleballcanada.org</u>



First time Login for existing members

- Enter same email address that was on your account in the old system
- Click on Password Forgot?
- Enter same email address again on next screen and click on Submit
- Check your email inbox (and junk/spam folder just in case)
- Click on link and follow instructions to set up a new password

Note that the User ID/password that you used in the old system no longer exists.

- 2. To view/update your account information see 5. Basic Navigation Intro and 6. Manage My Account
- To Join or Renew Follow instructions online Contact <u>membership@pickleballregina.ca</u> if you need assistance (more detailed information to be added in future version of this user guide)
- To view PRI's new website, go to <u>www.pickleballregina.ca</u> Note that you can toggle between your account and the website as follows:

You can login or access your account from any webpage on the system (top left).



You can also access the website of your club(s), from the MY ACCOUNT dropdown, when logged in to your account.

MY ACCOUNT M					
OVERVIEW					
My Registrations					
Fort Pickleball Club					
💡 Pickleball Regina Inc.					
Login Information					

5. Basic Navigation Intro

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MY ACCOUNT 1	MEMBER LOOKU I JOIN-RENEW	() () () () () () () () () () () () () (
	Hello, what would you like to do?		
S I	Pickleball Canada Membership		
wine	Donna Loran's membership expires on July 4th 2021 (in KD days)- Renew Membership Card		
	View My Registrations		
	A. My Registrations	Login Information	
	Keep trads of everything that you have registered for.	Manage your legit settings such as password and email address.	
	VIEW MY REGISTRATIONS	VIEW INFORMATION	
	© Technical Support	▶ Video Tutorials	

Top Bar and My ACCOUNT dropdown

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	OVERVIEW			
	My Registrations			
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	Technical Support			
1	Video Tutorials			
	LOGOUT			

Note that many of the navigation options are available in multiple locations - MY ACCOUNT dropdown, as well as on both the Overview (left panel), and Main Dashboards.

- A PCO Logo takes you to Pickleball Canada's website, home page.
- B MY ACCOUNT opens dropdown of your options.
- C MEMBER LOOKUP allows you to search for members (within a province or all of Canada).
- D JOIN-RENEW (follow instructions online).

6. Manage My Account

6.1 Go to My Registrations (using any one of the navigation tools)

Top Bar dropdown	Overview Dashboard /Side Panel	Main Dashboard	
	III Overview	A My Registrations	
OVERVIEW	L My Registrations	Keep track of everything that you have registered for.	
My Registrations	O Login Information		

From here you can:

View/Edit your registration information

To view, click on the "More Info" icon [▲] to the left of your name To edit click on the "Edit Info" icon

- To save your changes, be sure to scroll to the bottom and click on SAVE
- View registrations and receipts (for annual memberships, and in the future tournament and other event registrations as well)
- Join an additional club
- View/Print your Membership Card

(more detailed information to be added in future version of this user guide)

6.2 Go to Login Information (using any one of the navigation tools)

MY ACCOUNT		
OVERVIEW	Overview	
My Registrations	🌡 My Registrations	Login Information
Fort Pickleball Club		
💡 Pickleball Regina Inc	O Login Information	Manage your login settings such as password and email address.
Login Information		
Toobnical Support	Technical Support	

From here you can:

- Upload a profile image
- Change your email address
- Change your password
- Set up 2-Factor Authorization (2FA) for greater security
- Share account access with other email address

To save your changes, be sure to click on Update Profile

(more detailed information to be added in future version of this user guide)