

# 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 [www.pickleballcanada.org](http://www.pickleballcanada.org)



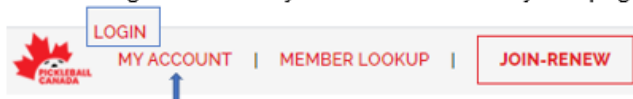
## First time Login for existing members

- 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

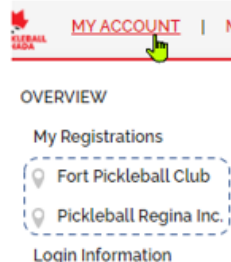
*Note that the User ID/password that you used in the old system no longer exists.*

2. To view/update your account information see 5. Basic Navigation Intro and 6. Manage My Account
3. To Join or Renew  
Follow instructions online  
Contact [membership@pickleballregina.ca](mailto:membership@pickleballregina.ca) if you need assistance  
(more detailed information to be added in future version of this user guide)

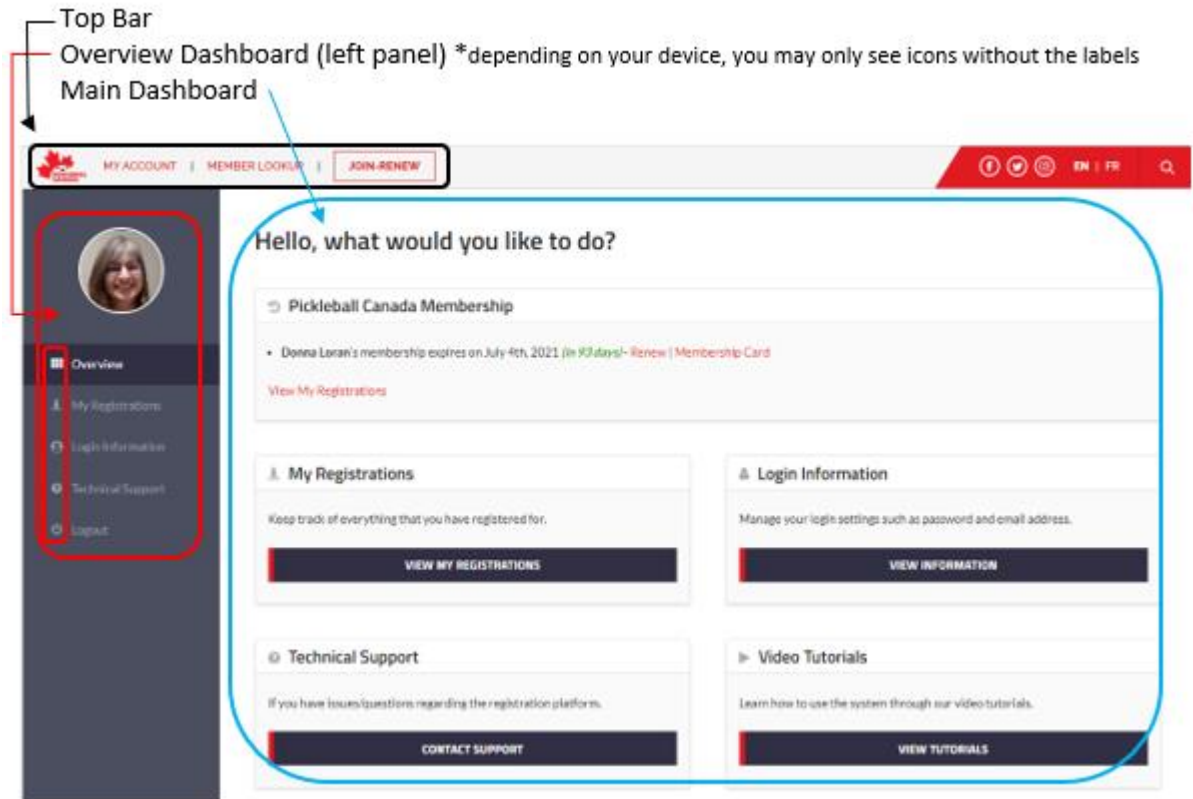
4. To view PRI's new website, go to [www.pickleballregina.ca](http://www.pickleballregina.ca)  
*Note that you can toggle between your account and the website as follows:*  
You can login or access your account from any webpage on the system (top left).



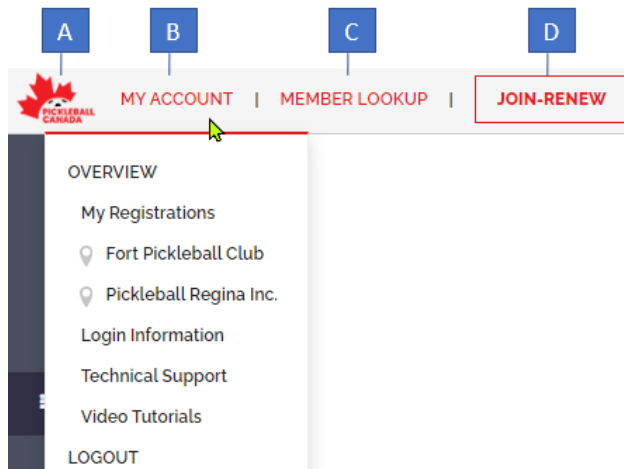
You can also access the website of your club(s), from the MY ACCOUNT dropdown, when logged in to your account.



## 5. Basic Navigation Intro



### Top Bar and My ACCOUNT dropdown

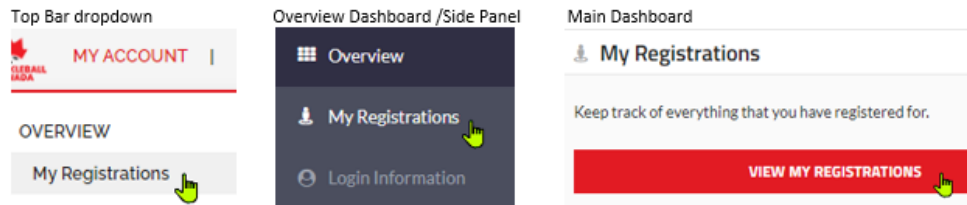


*Note that many of the navigation options are available in multiple locations - MY ACCOUNT dropdown, as well as on both the Overview (left panel), and Main Dashboards.*




- 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)

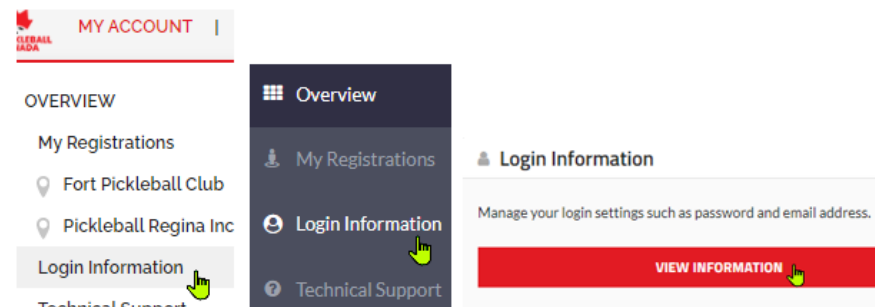


From here you can:

- 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 the left of your name  
To save your changes, be sure to scroll to the bottom and click on 
- 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)



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 

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