

Welcome to Online Registration!

*****PLEASE USE A COMPUTER OR LAPTOP – NOT YOUR PHONE**

STEP 1: How to Login: To access the member portal for the first time, begin by opening <https://wtfc.clubautomation.com>.

STEP 2: Once on the site, locate and click on the “**Access My Account**” link listed on the top right side of the home page. It will take you to “Find My Account”.

STEP 3: Find My Account: Enter your *child's* first and last name and the email address you provided us. Then the Continue button

STEP 4: Once your account has been identified a *verification* email will then be sent to your email address with the final login instructions. Please open your email to access these instructions. **If your account is not identified with this information, the system will ask for additional information. If you are still having trouble, please contact me (Lisa: billing@wickertree.com or the club at 614-882-5724).

****The email you receive includes a verification link that *must be opened to complete the setup* process. Once the link is selected, you will be directed to an information page where you will make a username/password and then verify your personal information.

NOTE: You will only be directed to this information page during your initial log in. Future logins will not require this additional step. **Future access will only require you to go to the home page and login.

Step 5: Finally, complete all required fields on the information pages, agree to the standard liability waiver, and select “**Save Account**”. You will then be directed to the member portal home page!

Step 6: Registering for Classes:

Click on Register For Classes (left side of page), you can see the class/clinic that is offered to you for online registering.

- *Click “Learn More” to see more details about the class
- *Click “Sign Up” to begin the registration and payment process
- *Click “View Cart” and follow the Check Out steps

If at any time you have questions, please feel free to contact me (Lisa) at billing@wickertree.com or Doug at dougdirosario@gmail.com.

We are very excited about this process and we hope you find it easy and beneficial.

******PLEASE NOTE: Keep this paper and save the link (wtfc.clubautomation.com/tennis) for future sessions.**

Thank you,
Wickertree Tennis and Fitness