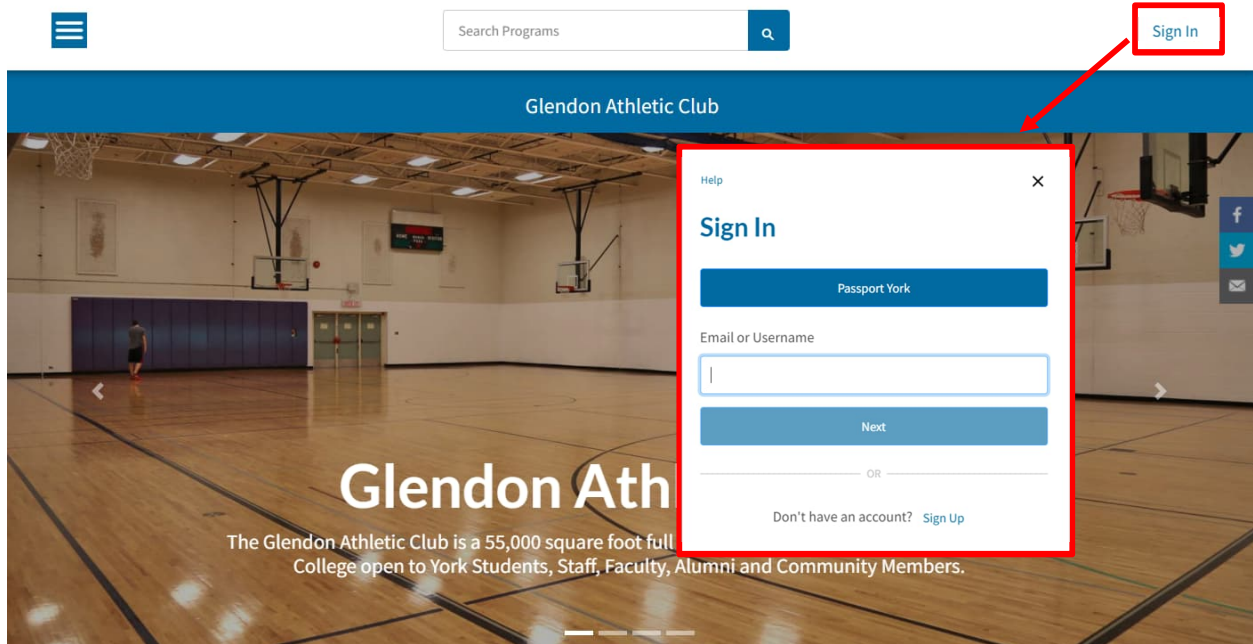


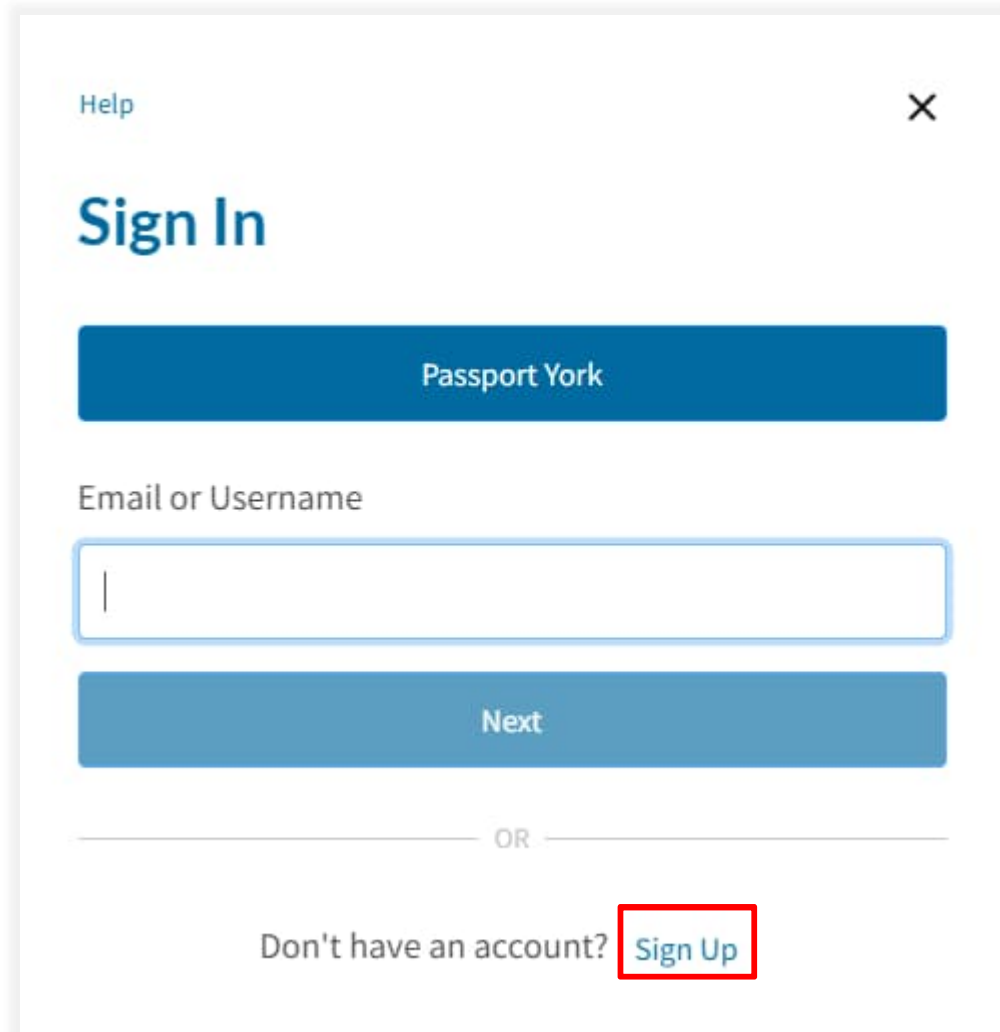
# How to Purchase a Membership Online (Member)

## 1. Sign into the Member Portal.



1. Use the **Sign In** button to sign into the member portal.
  - a) Community Members: Enter in your email or username and click next. The following page will prompt you for your password. If you do not have an account see **1.1. Creating an Account**
  - b) Current Students, Faculty and Staff: Use the blue **Passport York** button and sign in with your PPY credentials.

## 1.1. Creating an Account



Help ×

# Sign In

Passport York

Email or Username

Next

OR

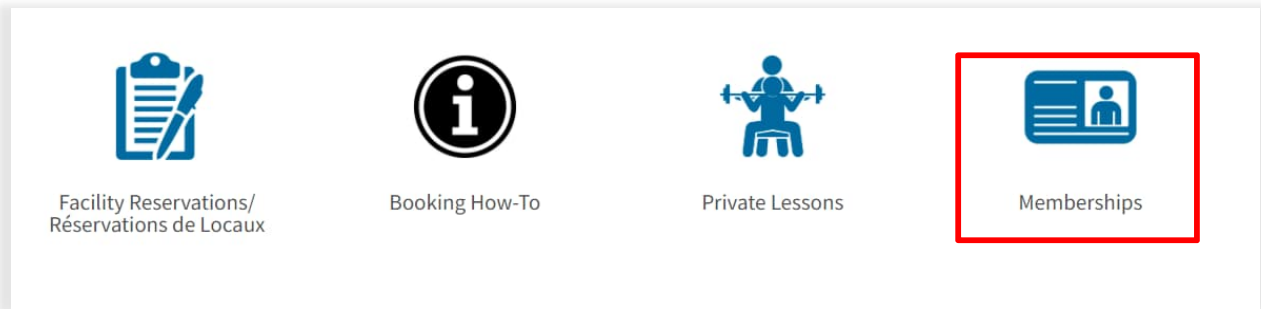
Don't have an account? [Sign Up](#)

1. Click Sign up.
2. Fill in the prompts with your information.

You can also contact the membership office and have someone assist you with setting up your online account.

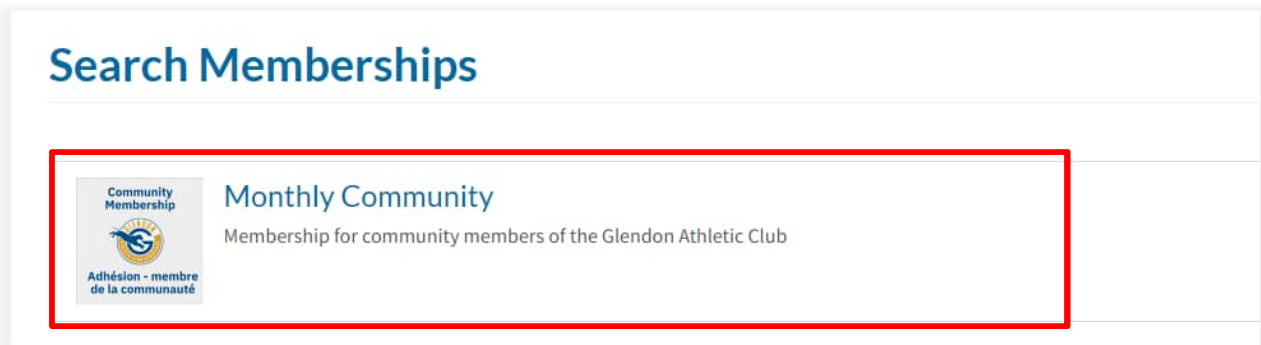
*Note: this is only for community members. If you are a student, faculty or staff member please use your Passport York to sign in.*

## 2. Navigate to the Membership Icon



1. Navigate to **Memberships**.

## 3. Select Membership



1. Select a membership

*If you get a screen that says “You are not eligible to purchase a membership” please contact Patria at [patria@glendon.yorku.ca](mailto:patria@glendon.yorku.ca) or 416-736-2100 x88343.*

## 4. Purchasing a Membership

Member Name: Jim Halpert

Select Duration: **1** 1 Month \$45.00

Effective Date: **2** 02/03/2022

Until Date: Wed, Mar 2 2022

Price: \$45.00

Cancel **3** Add to Cart

1. Select the Duration (1 Month)
2. Optional: Change the start date of your membership
3. Select **Add to Cart**

## 5. Signing the Waiver

been exposed to COVID-19; permanent disability, paralysis, or loss of life; collisions with natural or manmade objects; dangers arising from adverse weather conditions; imperfect venue or field of play conditions; equipment failure; participants of varying skill levels; inadequate safety measures; circumstances known, unknown or beyond the control of the Organizer, its officer, therapists or volunteers (together, the "Organization"); negligence or omission

**1** [Grey rectangle]

**2** [Signature Capture box]

**3** Decline Waiver Sign Now

1. After reading the waiver click the grey rectangle to pull up the signature box.
2. Sign in the Signature Capture box and click **Save**
3. Select **Sign Now** to save your signature and proceed.

## 6. Checking Out

### Shopping Cart

Jim Halpert O-12514

Item	Customer Name	Quantity	Unit Price	Total	
Monthly Community	Jim Halpert	1	\$45.00	\$45.00	<a href="#">Remove</a>

Enter promo code... [Apply](#)

**Subtotal:** \$45.00  
**Tax:** \$5.85  
**Total:** \$50.85

[Continue Shopping](#) [Checkout](#)

### Proceed to Checkout

Do not click **Back** or **Refresh/F5** on your browser  
Processing may take few minutes

[Cancel](#) [Checkout](#)

1. Select **Checkout**.
2. Select **Checkout** again on the next pop up screen.

## 7. Payment Details

Mandatory fields marked by \*

### Payment Details

**Transaction Amount:** \$ 50.85 (CAD)



**Order ID:** O-12514

Please complete the following details exactly as they appear on your card.  
*Do not put spaces or hyphens in the card number.*

**Cardholder Name\*:**

**Card Number\*:**

**Expiry Date (MMYY)\*:**

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

**Process Transaction**

**Cancel Transaction**

1. Fill in the fields and click **Process Transaction**.

## 8. Membership Complete

**Your order was processed successfully**

Payment was Successful  
A receipt has been sent to you.

**Jim Halpert** **O-11891**

Item	Customer Name	Quantity	Unit Price	Total
Monthly Membership	Jim Halpert	1	\$45.00	\$45.00

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<b>Subtotal:</b>	\$45.00
<b>My Savings:</b>	\$0.00
<b>Tax:</b>	\$5.85
<b>Total:</b>	\$50.85

1. You are now all set with a Glendon Athletic Club membership! A receipt will be emailed to you.