

## Membership/Renewal (through EntryEeze.com) Instructions

1. Click on link to "**Registration**", or go to [www.entryeeze.com](http://www.entryeeze.com).
2. Click on "**Our Membership Clients**" in the menu bar at the left.
3. Click on the **Murray Silver Blades Figure Skating Club (MSBFSC) logo**.
4. If you are an existing member, go to "**Access My Account**." If you are a new or transferring member, click on "**Apply for Membership**."
5. Existing members need to enter account email and password; you can then renew each person in your family.
6. Click on the "**Renew**" tab beside the first family member's name and it will take you to a screen to update that member's "**Personal Information**". PLEASE check it and make any corrections and click the "**Save**" tab at the bottom of the page.
7. Fill out the "**Additional Information**" page regarding volunteering, coaches, code of conduct, waivers, etc., by clicking on the tab next to "Personal Information". Be sure to click the "**Save**" tab on the bottom of the page.
8. You can then proceed to renew the next person in the same fashion.
9. **If you are registering a minor, you must also register as a Full Member.** Fill out the "**Personal Information**" page (**leave the USFS# entry blank**) and the "**Additional Information**" page. Again, be sure click "**Save**" after entering information for both pages.
10. When you are done, click on the "**shopping cart**" line highlighted at the top of the page.  
You will be asked if you want to opt out of the 10 volunteer hours required by the club by paying an additional \$100.00. Enter \$100.00 on that line if you wish to pay instead of providing volunteer hours. Click "**Continue Checkout**." You will be directed to the "**Payment**" page
11. EntryEeze accepts all major credit cards: Visa, Mastercard, Discover, American Express. Please note there is a convenience fee associated with credit card use. We recommend you **print your payment confirmation page for your records**.
12. NEXT click "**Return to my Account**." At the top of the page, click "**Apply/Renew**". Select "**Full Member**," then "**I am not a member**." Proceed through pages to payment page.
13. You will have to check out again, but your fees will be \$0.00.
14. Welcome to the Club!! You are now a current, in good-standing Member of the Murray Silver Blades Figure Skating Club!!!